



## AGENDA

### COUNCIL OF THE TOWN OF WARRENTON

Tuesday, May 9, 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. Public Hearing
  - a. FY 2018 Proposed Budget
  - b. Ordinance 2017-06, AN ORDINANCE AMENDING CHAPTER 11 - "OFFENSES - MISCELLANEOUS", ADDING ARTICLE V - "DEFACEMENT OF PROPERTY; GRAFFITI, SEC. 11-72 "DEFACEMENT OF PROPERTY PROHIBITED; CRIMINAL PENALTY" OF THE CODE OF THE TOWN OF WARRENTON
  - c. Ordinance 2017-07, AN ORDINANCE AMENDING CHAPTER 13 - "SOLICITORS" ADDING SECTION 13-8, "PENALTIES" TO THE CODE OF THE TOWN OF WARRENTON
7. Consent Agenda.
  - a. Approval of Council Minutes
    - (1) April 11 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. March 2017 Financial Statements
- d. 2017 Warrenton-Fauquier Heritage Day
- e. Acceptance and Appropriation of 2017 Byrne Grant
- f. Acceptance of PATH Grant and FY17 Budget Amendment and Appropriation of Funds
- 8. New Business.
  - a. Disbursement of FY17 Business Assistance Funds to Fauquier County Economic Development Authority
  - b. Comprehensive Plan Amendment Initiation Lidl US, LLC
  - c. Setting a Public Hearing for an FY17 Budget Amendment and Capital Contribution to Warrenton Library Project
- 9. Reports and Communications.
  - a. Report from Town Attorney.
  - b. Report from Finance Committee.
  - c. Report from the Public Safety and Transportation Committee.
  - d. Report from the Public Works and Utilities Committee.
  - e. Report from Planning District 9 representative.
  - f. Report from Recreation Committee.
  - g. Report from Liaison Committee representative.
  - h. Report from Town Manager.
    - Project Status Report
- 10. Councilmembers' time.
- 11. Adjourn.



**Town Council Meeting Item Number: 6.a.  
May 9, 2017**

**Agenda Memorandum  
Submitted by: Stephanie Miller**

**Issue:** **FY 2018 Proposed Budget**

**Background:** The Code of Virginia requires that a public hearing be held on the proposed budget so that Town citizens may have the opportunity to attend and state their views thereon.

**Discussion:** The Town Manager's Fiscal Year 2017-2018 Proposed Budget was delivered to Town Council Members on March 30, 2017. The Town Council held three work sessions on the budget during the month of April and will hold another budget work session on May 15, 2017. It is anticipated that the 2017-2018 Budget will be adopted on June 13, 2017. The fiscal year begins on July 1.

**Financial Impact:** There are no proposed increases in taxes included in the Proposed Budget. It does include the following rate increases for services:

- WARF Rate Increase of 5%
- Motor Vehicle Licenses increase from \$15 to \$25 and motorcycle licenses increase from \$10 to \$20.
- Water and Sewer Rate Increase of 3%, as recommended by the rate study conducted in 2015

The following are the proposed total appropriations by fund:

General Fund	\$14,553,940
Capital Projects Fund	\$1,531,161
Water and Sewer Operating Fund	\$5,562,138
Water and Sewer Capital Fund	\$4,790,000
Motor Pool Fund	\$473,307
Information Technology Fund	\$367,970

**Recommended Action:** Following the Public Hearing and a final Budget Work Session scheduled for Monday, May 15, the recommendation will be to adopt the proposed FY18 Budget at the June 13 Council Meeting.

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Town Manager

**ATTACHMENTS:**

Description	Type	Upload Date
FY 2018 Proposed Budget Summary	Cover Memo	5/4/2017
Notice of Public Hearing	Cover Memo	5/4/2017
Ordinance 2017-03 Calendar Year 2017 Tax Rates	Cover Memo	5/4/2017
Ordinance 2017-04 Fiscal Year 2018 BPOL Rates	Cover Memo	5/4/2017
Ordinance 2017-05 Fiscal Year 2018 Water and Sewer Rates	Cover Memo	5/4/2017
FY 2018 PPTRA Resolution	Cover Memo	5/4/2017

## REVENUES

	FY 2017	FY 2018	Increase/(Decrease)	
	Amended	Proposed	\$	%
General Fund				
General Property Taxes	1,229,450	1,279,339	49,889	4.1%
Other Local Taxes	6,381,063	6,882,677	501,614	7.9%
Licenses, Permits and Fees	187,100	191,100	4,000	2.1%
Fines and Forfeitures	180,000	210,000	30,000	16.7%
Use of Money/Property	22,500	58,500	36,000	160.0%
Charges for Services	1,286,588	1,344,872	58,284	4.5%
Miscellaneous Revenue	180,650	188,400	7,750	4.3%
State Revenue	2,982,642	2,932,802	(49,840)	-1.7%
Federal Revenue	335,882	4,500	(331,382)	-98.7%
Transfers/Proffers	-	12,000	12,000	
Use of Fund Balance	918,604	1,449,750	531,146	57.8%
<b>General Fund Total</b>	<b>13,704,479</b>	<b>14,553,940</b>	<b>849,461</b>	<b>6.2%</b>
Capital Projects	1,492,313	1,531,161	38,848	2.6%
WS Operating	5,421,672	5,562,138	140,466	2.6%
WS Capital	2,631,894	4,790,000	2,158,106	82.0%
Motor Pool	477,403	473,307	(4,096)	-0.9%
Information Technology	360,029	367,970	7,941	2.2%
Total All Funds	24,087,790	27,278,516	3,190,726	13.2%
Less Transfers	(1,713,585)	(3,125,114)	(1,411,529)	82.4%
<b>Total estimated revenues</b>	<b>22,374,205</b>	<b>24,153,402</b>	<b>1,779,197</b>	<b>8.0%</b>

## EXPENDITURES

	FY2017	FY 2018	Increase/(Decrease)	
	Amended	Proposed	\$	%
General Fund				
General government	1,104,891	1,226,252	121,361	11.0%
Public safety	3,754,339	4,064,709	310,370	8.3%
Public works	4,086,464	3,558,619	(527,845)	-12.9%
Parks and recreation	2,043,252	2,189,015	145,763	7.1%
Community Development	1,018,852	1,256,193	237,341	23.3%
Contributions	183,937	165,892	(18,045)	-9.8%
Debt service	636,590	633,598	(2,992)	-0.5%
Transfers	876,153	1,459,661	583,508	66.6%
<b>General Fund Total</b>	<b>13,704,478</b>	<b>14,553,940</b>	<b>849,462</b>	<b>6.2%</b>
Capital Projects	1,492,313	1,531,161	38,848	2.6%
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Total All Funds	24,087,789	27,278,516	3,190,727	13.2%
Less Transfers	(1,713,585)	(3,125,114)	(1,411,529)	82.4%
<b>Total estimated expenditures</b>	<b>22,374,204</b>	<b>24,153,402</b>	<b>1,779,198</b>	<b>8.0%</b>

	Increase/(Decrease)			
<b>General Fund Operating</b>	FY 2017	FY 2018	\$	%
Current Year Revenue	12,785,875	13,104,190	318,315	2.5%
Expenditures	12,828,325	13,094,279	265,954	2.1%
	(42,450)	9,911		
<b>General Fund Capital</b>	Increase/(Decrease)			
Revenue	FY 2017	FY 2018	\$	%
Current Year Revenue	-	9,911	9,911	0.0%
Use of Fund Balance	876,153	1,449,750	573,597	65.5%
Transfer	876,153	1,459,661	583,508	66.6%
	-	-		

# TOWN OF WARRENTON

## NOTICE OF PUBLIC HEARINGS

Public hearings will be held by the Council of the Town of Warrenton, Virginia on Tuesday, May 9, 2017 at 7:00 p.m. in Town Hall, 18 Court Street on the following:

1. The Town's proposed budget for fiscal year 2017-2018
2. Calendar Year 2017 Tax Rates
3. Town Capital Improvements Program for FY2018-2023
4. Business, Professional & Occupational License Year 2018 Tax Rates
5. A resolution of the Town Council of the Town of Warrenton establishing the percentage of relief granted to qualifying personal use vehicles, subject to the Town of Warrenton's personal property tax, for the 2017 tax year
6. Water and Sewer Rates for FY2018

A copy of the proposed budget and rates is available for review in the Finance Department in Town Hall. A copy of the Capital Improvement Program is available for review in the Community Development Department in Town Hall. Town Hall is open Monday through Friday from 8:30 a.m. to 4:30 p.m. The documents may also be accessed on the Town's website: [www.warrentonva.gov](http://www.warrentonva.gov)

The Town of Warrenton does not discriminate on the basis of handicapped status in admission or access to its programs and activities. Accommodations will be made for handicapped persons upon prior requests.

### TOWN OF WARRENTON, VIRGINIA

#### PROPOSED BUDGET FOR FISCAL YEAR 2017-2018

	AMENDED FY 2017	PROPOSED FY 2018
<b>GENERAL FUND</b>		
<b>REVENUES</b>		
General Property Taxes	\$1,229,450	\$1,279,339
Other Local Taxes	6,381,063	6,882,677
Licenses, Permits & Fees	187,100	191,100
Fines & Forfeitures	180,000	210,000
Revenue from Use of Money & Property	22,500	58,500
Charges for Services	1,286,588	1,344,872
Miscellaneous Revenue	180,650	188,400
Non-Categorical Aid		
Categorical Aid	2,982,642	2,932,802
Revenue from the Federal Government	335,882	4,500
Transfers/Proffers	-	12,000
Use of Fund Balance	918,604	1,449,750
TOTAL GENERAL FUND REVENUES	\$13,704,479	\$14,553,940
<b>EXPENDITURES</b>		
Legislative Department	\$163,519	\$166,188
Executive Department	211,261	268,027
Legal Services	187,376	188,864
Finance Department	532,696	582,265
Memberships & Dues	10,040	10,909
Electoral Board & Officials	-	10,000
Public Safety Department	3,754,339	4,064,709
Public Works Department	4,086,464	3,558,619
Contributions	183,937	165,892
Parks & Recreation	2,043,252	2,189,015
Planning & Community Development	1,018,852	1,256,193
Debt Service	636,590	633,598
Transfers	876,153	1,459,661
TOTAL GENERAL FUND EXPENDITURES	\$13,704,479	\$14,553,940
<b>CAPITAL PROJECTS FUND</b>	\$1,492,313	\$1,531,161
<b>WATER &amp; SEWER OPERATING FUND</b>		
<b>REVENUES</b>		
Transfer Fees	\$9,000	\$10,000
Revenue from Use of Money & Property	154,500	177,000
Charges for Services	5,193,605	5,348,138
Miscellaneous Revenue	44,299	27,000
Use of Fund Balance	20,268	-
TOTAL W&S OPERATING FUND REVENUES	\$5,421,672	\$5,562,138
<b>EXPENSES</b>		
Water Supply, Distribution & Billing	\$1,970,674	\$1,980,807
Wastewater Treatment	1,762,696	1,780,063
Administration	812,422	848,782
Capital Outlay & Projects	103,119	128,310
Transfers	772,761	824,176
TOTAL W&S OPERATING FUND EXPENSES	\$5,421,672	\$5,562,138
<b>WATER &amp; SEWER CAPITAL FUND</b>		
<b>REVENUES</b>		
Miscellaneous Revenue	\$ -	\$12,157
Non-Revenue Receipts	1,391,076	\$3,953,667
Transfers	1,240,817	\$824,176
TOTAL W&S CAPITAL FUND REVENUES	\$2,631,893	\$4,790,000
<b>EXPENSES</b>		
Capital Projects	\$2,631,893	\$4,790,000
TOTAL W&S CAPITAL FUND EXPENSES	\$2,631,893	\$4,790,000
<b>TAX RATES</b>		
<i>Levy per \$100 assessed valuation</i>		
Real Estate	\$0.05	\$0.05
Tangible Personal Property-General	\$1.00	\$1.00
Tangible Personal Property-Handicapped	\$0.00	\$0.00
Motor Homes, Campers and Boats	\$0.00	\$0.00
Machinery & Tools	\$1.00	\$1.00
Business Personal Property & Computers	\$1.00	\$1.00
Bank Stock (per \$100 net capital)	\$0.80	\$0.80

Copies of the Budget are available for review at Town Hall or via the Town's website ([www.warrentonva.gov](http://www.warrentonva.gov))

In accordance with Section 15.2-2506 of the Code of Virginia, 1950, as amended, a Public Hearing on the Proposed FY 2017-2018 Budget, as set forth above, will be held by the Council of the Town of Warrenton on Tuesday, May 9, 2017 at 7:00 P.M. in Town Hall, 18 Court Street, Warrenton, Virginia.

Any citizen of the Town of Warrenton shall have the right to attend and state his/her views hereon.

The Town of Warrenton does not discriminate on the basis of handicapped status in admission or access to its programs and activities. Accommodations will be made for handicapped persons upon prior request.

Evelyn J. Weimer, Town Recorder

**ORDINANCE 2017-03**

**AN ORDINANCE TO ESTABLISH TAX RATES FOR THE  
TAX YEAR BEGINNING JANUARY 1, 2017**

BE IT ORDAINED by the Council of the Town of Warrenton, Virginia, that the following tax rates are hereby levied for the tax year beginning January 1, 2017:

Real Property	\$0.05 per \$100 assessed value
Mobile Homes	\$0.00 per \$100 assessed value
Tangible Personal Property-General	\$1.00 per \$100 assessed value
Tangible Personal Property-Handicapped	\$0.00 per \$100 assessed value
Motor Homes, Campers and Boats	\$0.00 per \$100 assessed value
Machinery and Tools	\$1.00 per \$100 assessed value
Business Personal Property & Computers	\$1.00 per \$100 assessed value
Bank Stock	\$0.80 per \$100 of net capital

Tangible Personal Property as defined in Section 58.1-3504 of the Code of Virginia of 1950, as amended, shall be exempt from taxation under this ordinance.

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

Adopted: \_\_\_\_\_

\_\_\_\_\_  
Evelyn J. Weimer, Town Recorder

**ORDINANCE 2017-04**

**AN ORDINANCE TO ESTABLISH BUSINESS, PROFESSIONAL AND  
OCCUPATIONAL LICENSE TAX RATES FOR THE  
TAX YEAR BEGINNING JULY 1, 2017**

BE IT ORDAINED by the Council of the Town of Warrenton, Virginia, that the following Business, Professional and Occupational License Tax Rates are hereby levied for the tax year beginning July 1, 2017:

Amusements	\$0.10 per \$100 Gross Receipts
Contractors, Builders or Developers	\$0.085 per \$100 Gross Receipts
Business, Personal or Repair Service Occupations	\$0.187 per \$100 Gross Receipts
Financial or Real Estate Services	\$0.2975 per \$100 Gross Receipts
Professional Occupations	\$0.2975 per \$100 Gross Receipts
Retail Merchants	\$0.10 per \$100 Gross Receipts
Vending Machine Operators	\$200 plus \$0.10 per \$100 Gross Receipts
Wholesale Merchants	\$0.0425 per \$100 Gross Purchases

The license tax is the greater of \$30.00 or the tax computed on gross receipts.

Public Utilities (Telephone & Telegraph)	½ of 1%
Fortune tellers, Clairvoyants & Practitioners of Palmistry	\$1,000.00 per year
Itinerant Merchants	\$500.00 per year
Photographers (as defined in §58.1-3727 of the Code of Virginia)	\$30.00 per year
Savings and Loan Associations and Credit Unions	\$50.00 per year
Direct Sellers	(Total annual sales greater than \$4,000.00) \$0.10 per \$100 Total Annual Retail Sales
	Or \$0.0425 per \$100 Total Annual Wholesale Sales
Carnivals, Circuses and Speedways	\$1,000.00 per performance

**Alcoholic Beverages (special license tax provision in addition to gross receipts tax)**

Wholesale Beer License	\$75.00
Wholesale Wine Distributor	\$50.00
Retail On-Premises Wine & Beer - Hotel, Restaurant or Club	\$37.50
Retail Off-Premises Wine & Beer	\$37.50
Retail On-Premises Wine - Hotel, Restaurant or Club	\$25.00
Retail Off-Premises Beer	\$25.00

VOTING FOR: \_\_\_\_\_

VOTING AGAINST: \_\_\_\_\_

Adopted: \_\_\_\_\_

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Evelyn J. Weimer, Town Recorder



## ORDINANCE 2017-05

### AN ORDINANCE TO ESTABLISH WATER AND SEWER RATES AND SERVICE FEES EFFECTIVE JULY 1, 2017

WHEREAS, the Town of Warrenton charges certain fees and rates for usage pursuant to Article 2 of Chapter 17 of the Code of the Town of Warrenton (hereinafter referred to as the "Town Code") as authorized by Section 15.2-2119 of the Code of Virginia, 1950, as amended; and

BE IT ORDAINED by the Council of the Town of Warrenton, Virginia, that the following water and sewer rates and fees are hereby effective beginning July 1, 2017:

#### WATER AND SEWER USAGE RATES:

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

Meter Size	IN TOWN RATES			OUT OF TOWN RATES		
	Water	Sewer	Total	Water	Sewer	Total
5/8	5.32	11.99	17.31	7.98	17.99	25.97
¾	7.98	17.99	25.97	11.97	26.99	38.96
1	13.30	29.98	43.28	19.95	44.98	64.93
1 ½	26.60	59.95	86.55	39.90	89.95	129.85
2	42.56	95.92	138.48	63.84	143.92	207.76
3	93.10	209.83	302.93	139.65	314.83	454.48
4	167.58	377.69	545.27	251.37	566.69	818.06
6	345.80	779.35	1,125.15	518.70	1,169.35	1,688.05
8	425.60	959.20	1,384.80	638.40	1,439.20	2,077.60

Commodity Rate, per 1,000 gallons

Usage	Water	Sewer	Total	Water	Sewer	Total
> 2,000	5.31	8.72	14.03	7.97	13.08	21.05

Minimum monthly charges shall not be prorated.

#### SEWER ONLY RATES:

The owner of any residential property connected to the Town sewer system which property has a private water supply shall pay a monthly charge of \$31.50 inside of Town and \$47.25 outside of Town for sewer service.

<u>WATER AND SEWER ACCOUNT FEES:</u>	
New Service/Transfer of Service	\$25
Security Deposit	\$150 (residential & commercial)
Late Fee	\$5
Reconnection Fee	\$40

### New Service Fee

A new service fee of \$25.00 shall be paid to transfer water and/or sewer service from one customer to another.

### Security Deposits

The minimum utility deposit for residential and commercial customers, other than owner occupied properties, shall be \$150.00.

Any property whose water and or sewer account has become delinquent twice during any twelve month period, and service has been disconnected for non-payment, shall be required to pay an additional deposit equal to the average monthly bill.

All funds paid for utility deposits shall be maintained in a separate account and no interest shall be payable on those utility deposits. Utility deposits shall be held and applied toward the final bill whenever a customer moves out of the Town or discontinues a utility account. Any remaining balance shall be refunded to the customer.

Any balance remaining from a deposit, after payment of the final bill, which the Town is unable to refund because no forwarding address has been supplied to the Town, shall be remitted to the Treasurer of Virginia in accordance with Unclaimed Property Regulations.

### Late Fees

Any utility account that is not paid when due shall be charged a late fee in the amount of \$5.00.

### Reconnection Fees

Any water service for which a bill has been rendered for water and/or sewer service and which is not paid after due notice shall be discontinued. Before service shall be reinstated, a reconnection fee of \$40.00 shall be paid.

If a customer requests suspension of water service, a reconnection fee of \$40.00 shall be paid prior to reinstating water service.

### Liability of Homeowner/Homeowner Authorization

Where property is occupied by more than one family or occupied other than by the owner, such owner shall be directly liable for service charges and fees. Tenants wishing to establish a utility account in their name must provide the Town with a Homeowner Authorization Form or a copy of a current signed lease agreement.

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

Adopted: \_\_\_\_\_

\_\_\_\_\_  
Evelyn J. Weimer, Town Recorder

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WARRENTON  
ESTABLISHING THE PERCENTAGE RELIEF GRANTED TO QUALIFYING  
PERSONAL USE VEHICLES, SUBJECT TO THE TOWN OF WARRENTON'S  
PERSONAL PROPERTY TAX, FOR THE 2017 TAX YEAR**

WHEREAS, the Personal Property Tax Relief Act of 1998, Virginia Code §§58.1-3253 *et seq.* (“PPTRA”), has been substantially modified by the enactment of Chapter 1 of the Acts of Assembly, 2004 Special Session I (Senate Bill 5005), and the provisions of Item 503 of Chapter 951 of the 2005 Acts of Assembly (the 2005 revisions to the 2004-06 Appropriations Act, hereinafter cited as the “2005 Appropriations Act”); and

WHEREAS these legislative enactments require the Town of Warrenton to take affirmative steps to implement these changes, and to provide for the computation and allocation of relief provided pursuant to the Personal Property Tax Relief Act as revised; and

WHEREAS these legislative enactments provide for the appropriation to the Town of Warrenton, of a fixed sum to be used exclusively for the provision of tax relief to owners of qualifying personal use vehicles that are subject to the personal property tax on such vehicles.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Warrenton, Virginia that:

Qualifying vehicles obtaining situs within the Town of Warrenton during tax year 2017, shall receive personal property tax relief in the following manner:

- Personal use vehicles valued at \$20,000 or less will be eligible for 100% tax relief;
- Personal use vehicles valued at \$20,001 or more shall only receive 100% tax relief on the first \$20,000 of value; and
- All other vehicles which do not meet the definition of “qualifying” (business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program.

Voting for: \_\_\_\_\_

Against: \_\_\_\_\_

Adopted: \_\_\_\_\_

\_\_\_\_\_  
Evelyn J. Weimer, Town Recorder



**Town Council Meeting Item Number: 6.b.  
May 9, 2017**

**Agenda Memorandum  
Submitted by: Whit Robinson, Town Attorney**

**Issue:** **Ordinance 2017-06, AN ORDINANCE AMENDING CHAPTER 11 - "OFFENSES - MISCELLANEOUS", ADDING ARTICLE V - "DEFACEMENT OF PROPERTY; GRAFFITI, SEC. 11-72 "DEFACEMENT OF PROPERTY PROHIBITED; CRIMINAL PENALTY" OF THE CODE OF THE TOWN OF WARRENTON**

**Background:** The draft ordinance is a new code section in Chapter 11 - Offenses- Miscellaneous.

**Discussion:** The new ordinance will:

- define and codify "grafitti" and the "defacement of property" as public nuisances that are offenses subject to fines and restitution
- provide for parental liability for convicted acts by dependent minors
- provide for the Town to enter private property, following a notification and response period, to remove grafitti with the cost of removal to be charged to the owner

**Financial Impact:** There is no direct cost in adopting the ordinance. Incurred removal costs by the Town are recoverable from the property owner and enforceable as a lien.

**Recommended Action:** Following the public hearing, adopt the attached ordinance.

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Town Manager

**ATTACHMENTS:**

Description	Type	Upload Date
Ord. 2017-06 - Graffiti	Cover Memo	4/19/2017

## **ORDINANCE 2017-06**

### **AN ORDINANCE AMENDING CHAPTER 11 – “OFFENSES – MISCELLANEOUS”, ADDING ARTICLE V – “DEFAACEMENT OF PROPERTY; GRAFFITI”, SEC. 11-72 – “DEFAACEMENT OF PROPERTY PROHIBITED; CRIMINAL PENALTY” TO THE CODE OF THE TOWN OF WARRENTON**

#### Chapter 11 – Offenses – Miscellaneous

#### ARTICLE V. - DEFAACEMENT OF PROPERTY; GRAFFITI

#### Sec. 11-72. - Defacement of property prohibited; criminal penalty.

- (a) It shall be unlawful for any person to apply graffiti upon or to willfully and maliciously deface or damage in any other manner any public buildings, facilities or other property, or any private buildings, facilities or other property. In any case where the defacement is (i) more than 20 feet off the ground, (ii) on a highway overpass, or (iii) committed for the benefit of, at the direction of, or in association with any criminal street gang, as that term is defined by section 18.2-46.1 of the Virginia Code, there shall be a mandatory minimum fine of \$500.00. Any fine imposed pursuant to conviction of a minor for violations of this section shall be assessed against the minor and such minor's parents or legal guardian.
- (b) Upon a finding of guilt in a case tried before the court without a jury where the violation constitutes a first offense that results in property damage or loss, the court, without entering a judgment of guilt, upon motion of defendant, may defer further proceedings and place defendant on probation pending completion of a plan of community service work. If the defendant fails or refuses to complete the community service as ordered by the court, the court may make final disposition of the case and proceed as otherwise provided. If the community service work is completed as the court prescribes, the court may discharge the defendant and dismiss the proceedings. Such discharge and dismissal procedure under this section shall be without adjudication of guilt and operates as a conviction only for the purposes of applying this article in subsequent proceedings.
- (c) Community service work prescribed by the court under subsection (b) shall include, to the extent feasible, the repair, restoration, or replacement of any damage or defacement to property within the town, and may include clean-up, beautification, landscaping or other appropriate community service within the town.
- (d) Community service work prescribed by the court under subsection (b) shall be performed under the supervision of the town manager or his/her designee, who shall report on such work to the court imposing the community service work requirement at such times and in such manner as the court may direct.
- (e) At or before the time of sentencing under this section, the court shall receive and consider any plan for making restitution or performing community service submitted by the defendant, as well as the recommendations of the town manager or the manager's designee concerning the plan.
- (f) As provided in Code of Virginia § 15.2-908, the court may order any person convicted of unlawfully defacing property to pay full or partial restitution to the town for costs incurred by the town in removing or repairing the defacement. No person convicted of a violation of this article shall be placed on probation or have his/her sentence suspended unless such person shall make at least partial restitution for such property damage or is compelled to perform community services, or both, as is more particularly set forth in Code of Virginia, § 19.2-305.1. The court's order of restitution shall be docketed as provided in Code of Virginia § 8.01-446 when so ordered by the court upon written

request of the town and may be enforced by the town in the same manner as a judgment in a civil action.

Sec. 11-73. - Parental liability for cost of repair of damage to public or private property.

- (a) In accordance with § 8.01-44 of the Code of Virginia the town may institute an action and recover from the parents or either of them of any minor living with such parents or either of them for damages suffered by reason of the willful or malicious destruction of, or damage to, public property by such minor. No more than \$2,500.00 may be recovered from such parents or either of them as a result of any incident or occurrence on which such action is based.
- (b) The owner of any property in the town may institute an action and recover from the parents, or either of them, of any minor living with such parents, or either of them, for damages suffered by reason of the willful or malicious destruction of, or damage to, such property by such minor. No more than \$2,500.00 may be recovered from such parents, or either of them, as a result of any incident or occurrence on which such action is based. Any recovery from the parent or parents of such minor shall not preclude full recovery from such minor except to the amount of the recovery from such parent or parents. The provisions of this section shall be in addition to, and not in lieu of, any other law imposing upon a parent liability for the acts of his minor child.

Sec. 11-74 - Definition of "graffiti."

"Graffiti" shall mean the unauthorized application by any means of any writing, painting, drawing, etching, scratching or marking of an inscription, word, mark, figure or design of any type on any public or private building or other real or personal property owned, operated or maintained by a governmental entity or agency or instrumentality thereof or by any private person.

Sec. 11-75. - Graffiti declared a public nuisance.

The existence of graffiti within the town limits in violation of this article is expressly declared a public nuisance, and is subject to the removal and abatement procedures specified in this article.

Sec. 11-76. - Removal of graffiti.

- (a) The town manager or his/her designated representative is authorized to undertake or contract for the removal or repair of the defacement of any public building, wall, fence or other structure, by the application of graffiti. Further the town manager or his/her designated representative may also undertake or contract for the removal or repair of the defacement by graffiti of any private building, wall, fence or other structure where such defacement is visible from any public right-of-way, but only in accordance with the following procedures:
  - (1) Prior to such removal of graffiti from private property, the town manager or his/her designated representative shall send to the property owner, by regular mail sent to the last address listed for the owner in town property assessment records, a notice stating: the street address and legal description of the property; that the property has been determined by the town to constitute a graffiti public nuisance; that the owner must take corrective action to abate the public nuisance created by such graffiti within 15 days of the date of the notice; and that if the graffiti is not removed within the 15-day period, the town will begin removal procedures. In the case of unimproved property, the notice shall also state that the cost of such corrective action

shall be charged to the property owner. The notice shall further advise the owner of the right to challenge the town's determination and proposed action by requesting a meeting with a town official identified in the notice within 15 days of the date of the notice. The town shall initiate no corrective actions while a request for such a meeting or the outcome of such a meeting is pending. The determination of the designated town official following the requested meeting shall be final.

- (2) If no corrective action is taken by the property owner within the 15-day period provided above and there is no request to challenge the town's determination within that period, the town manager or his/her designee shall send to the property owner by regular mail an additional notice that shall conform to the requirements of the first notice as set forth in subsection (a)(1) above and shall also state the date on which the town will commence corrective action to remove the graffiti on the property, which date shall be no earlier than 15 days from the date of mailing the second notice. Such additional notice shall also reasonably describe the corrective action contemplated to be taken by the town. Where the property owner fails to abate the public nuisance within 15 days after issuance of the second notice, the town manager or his/her designated representative is authorized to proceed with removal efforts forthwith.
- (3) Before entering upon private property for the purpose of graffiti removal, the town shall attempt to obtain the consent of the property owner, occupant or other responsible party.
- (b) Where a structure defaced by graffiti is owned by a public entity other than the town, the removal of the graffiti by the town is conditioned upon securing the consent of an authorized representative of the public entity having jurisdiction over the structure.
- (c) If the town manager or his/her designee determines that any graffiti is an immediate danger to public health, safety or welfare and is unable to provide notice by personal service after at least two attempts to do so, then 48 hours after the later of (1) mailing notice to the property owner or other responsible party and (2) posting notice in a conspicuous place on the property, the town may remove or cause the graffiti to be removed.

Sec. 11-77. - Assessment of costs against property for removal of graffiti.

- (a) If the town undertakes corrective action to remove graffiti from private property after complying with the notice provisions of subsection 11-76(a)(1), the actual cost or expenses for such removal and related repairs shall be chargeable to and paid by the property owner, and may be collected as a special assessment against the respective lot or parcel of land to which it relates in the manner in which town taxes and levies are collected.
- (b) Every charge authorized by this section with which the owner of any such property has been assessed and which remains unpaid shall constitute a lien against such property with the same priority as liens for unpaid local taxes and enforceable in the same manner as such liens. The town manager may waive and release such liens in order to facilitate the sale of the property. Such liens may be waived only as to a purchaser who is unrelated by blood or marriage to the owner and who has no business association with the owner. All such liens shall remain a personal obligation of the owner of the property at the time the liens were imposed.





**Town Council Meeting Item Number: 6.c.  
May 9, 2017**

**Agenda Memorandum  
Submitted by: Whit Robinson, Town Attorney**

**Issue:** Ordinance 2017-07, AN ORDINANCE AMENDING CHAPTER 13 - "SOLICITORS" ADDING SECTION 13-8, "PENALTIES" TO THE CODE OF THE TOWN OF WARRENTON

**Background:** Chapter 13 - Solicitors does not currently have penalties for violation of the code section, including soliciting for false pretenses.

**Discussion:** Section 13-8 - Penalties is a new section proposed for addition to the code making conviction of violations a Class 4 Misdemeanor for a first offense, and second or subsequent offenses guilty of a Class 1 Misdemeanor.

**Financial Impact:** There is no direct financial impact of the proposed ordinance.

**Recommended Action:** Following the public hearing, adopt the ordinance amendment.

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Town Manager

**ATTACHMENTS:**

Description	Type	Upload Date
oRD. 2017-07 - Solicitors	Cover Memo	4/19/2017

## **ORDINANCE 2017-07**

### **AN ORDINANCE AMENDING CHAPTER 13 – “SOLICITORS” – ADDING SECTION 13-8, “PENALTIES” TO THE CODE OF THE TOWN OF WARRENTON**

#### **Chapter 13 - SOLICITORS**

##### **Sec. 13-1. - Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Charitable organization: Any person which is or holds itself out to be organized or operated for any charitable purpose, or any person which solicits or obtains contributions solicited from the public. This definition shall not be deemed to include:

- (1) Any church or convention or association of churches, primarily operated for nonsecular purposes and no part of the net income of which inures to the direct benefit of any individual;
- (2) Any political party as defined in Code of Virginia, section 24.1-1 or any political campaign committee required by state or federal law to file a report or statement of contributions and expenditures;
- (3) Any labor union registered under Code of Virginia, section 40.1-76 nor any trade association;
- (4) Any authorized individual who solicits, by authority of such organization, solely on behalf of a registered or exempt charitable organization or on behalf of an organization excluded from the definition of charitable organization.

Charitable purpose: Any charitable, benevolent, humane, philanthropic, patriotic, or eleemosynary purpose and the purposes of influencing legislation or influencing the actions of any public official or instigating, prosecuting, or intervening in litigation.

Sale, sell and sold: The transfer of any property or the rendition of any service to any person in exchange for consideration, including any purported contribution without which such property would not have been transferred or such services would not have been rendered.

Solicit and solicitation: The request or appeal, directly or indirectly, for any contribution on the plea or representation that such contribution will be used for a charitable purpose, including, without limitation, the following methods of requesting such contribution:

- (1) Any oral or written request;
- (2) Any announcement to the press, over the radio or television, or by telephone or telegraph concerning an appeal or campaign to which the public is requested to make a contribution for any charitable purpose connected therewith;
- (3) The distribution, circulation, posting or publishing of any handbill written advertisement or other publication which directly or by implication seeks to obtain public support;
- (4) The sale of, offer or attempt to sell, any advertisement, advertising space, subscription, ticket, or any service or tangible item in connection with which any appeal is made for any charitable purpose or where the name of any charitable organization is used or referred to in any such appeal as an inducement or reason for making any such sale, or when or where in connection with any such sale, any statement is made that the whole or any part of the proceeds from any such sale will be donated to any charitable purpose.

Solicitation, as defined herein, shall be deemed to occur when the request is made, at the place the request is received, whether or not the person making the same actually receives any contribution.

Solicitor: A person who goes from door to door visiting multi-family or single-family dwellings for the following purposes:

- (1) To sell any goods, wares, merchandise or services or accept subscriptions or orders therefor.
- (2) To accept or request donations for any charitable purpose.

(Code 1981, §§ 13-1, 13-2)

#### Sec. 13-2. - Exceptions.

The provisions of this chapter shall not apply to:

- (1) Any person who visits any residence or apartment at the request or invitation of the owner or occupant thereof.
- (2) To unpaid members of any civic or charitable organization who have an approved means of identification provided by the organization represented.
- (3) Persons selling, or soliciting subscriptions to any newspaper for home delivery.
- (4) Route deliverymen who make deliveries at least once a week to regular customers and whose solicitation is only incidental to their regular deliveries.
- (5) Persons selling fresh farm products.
- (6) Persons licensed under the provisions of Title 38.2 of the Code of Virginia.
- (7) Charitable organizations that have registered with the state commissioner of agriculture and consumer services or his designee as provided by law, but the names of such organizations' solicitors shall be registered pursuant to this chapter.

(Code 1981, § 13-7)

**State Law reference**— Persons exempted from ordinances regulating vendors, Code of Virginia, § 15.1-37.3:1; exemption of charitable organizations from ordinance provisions, Code of Virginia, § 57-63(d).

#### Sec. 13-3. - Registration required.

All persons, before entering into or upon residential premises within the town for the purpose of soliciting, shall register with the chief of police and furnish him with the following information:

- (1) The name, local and permanent addresses, age, race, weight, height, color of hair and eyes and any other distinguishing physical characteristics of the applicant.
- (2) The nature or purpose for which solicitations will be made and the nature of the goods, wares, merchandise or services offered for sale.
- (3) The name and permanent address of the employer or organization represented.
- (4) A statement as to whether the applicant has been convicted of any felony or misdemeanor and, if so, the nature of the offense, when and where convicted and the penalty or punishment assessed therefor.

(Code 1981, § 13-3)

Sec. 13-4. - Permit—Required.

It shall be unlawful for any person to engage in soliciting funds for any charitable, philanthropic, educational or other like purpose, in and upon the streets of the town or in any public place within the town, unless he shall first have obtained a permit therefor from the chief of police.

(Code 1981, § 13-3.1)

Sec. 13-5. - Same—Issuance; display required.

Upon furnishing the information required under section 13-4, the applicant shall be issued a permit, unless the information furnished in compliance with this chapter shows that the applicant has been convicted of a crime involving moral turpitude. A permit issued under this chapter shall be good for one (1) year from the date of issuance, unless earlier revoked as provided in this article. Every solicitor required by this chapter to obtain a permit shall carry his permit with him at all times while engaged in soliciting, and shall display the same to any person who shall demand to see the same while he is so engaged.

(Code 1981, § 13-4)

Sec. 13-6. - Same—Fees.

A fee fixed from time to time by the town council to cover the costs of investigation of the applicant and processing of the application shall be paid to the chief of police when the application is filed, and shall not be returnable under any circumstances.

(Code 1981, § 13-5)

**State Law reference—** Fee may be collected from certain vendors, Code of Virginia, § 15.1-37.3:2.

Sec. 13-7. - Prohibited acts.

No person shall:

- (1) Enter into or upon any residential premises in the town under false pretenses to solicit for any purpose or for the purpose of soliciting orders for the sale of goods, wares, merchandise or services.
- (2) Remain in or on any residential premises after the owner or occupant has requested any such person to leave.
- (3) Enter upon any residential premises for soliciting, when the owner or occupant has displayed a "No Soliciting" sign on such premises.
- (4) Engage in the practice of soliciting in the town without a permit as provided for in this chapter.
- (5) Knowingly give false information or fail to provide correct information in obtaining a permit.

Sec. 13-8. – Penalties

Any person guilty of violating this chapter shall be guilty of a Class 4 Misdemeanor for a first offense. Any second or subsequent offense shall be guilty of a Class 1 Misdemeanor.





**Town Council Meeting Item Number: a.(1)**  
**May 9, 2017**

**ATTACHMENTS:**

Description

Cncl mins 4-11-18

Type

Cover Memo

Upload Date

5/1/2017

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF WARRENTON  
HELD ON APRIL 11, 2017

The regular meeting of the Council of the Town of Warrenton was held on April 11, 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, Brett A. Hamby, Robert H. Kravetz and Kevin T. Carter. Mr. Polster attended via telephone, although he informs he was unable to always hear clearly. He was not recorded as voting in any of the instances due no verbal response being heard other than his opposition to one of the items (letter to the School Board).

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

### **APPROVAL OF THE AGENDA**

Mayor Duggan noted that he would like to move the item "Correspondence to School Board on School Consolidation" to be the first item under New Business. On a motion by Mr. Kravetz, seconded by Mr. Carter, Council voted 6-0 (for: Reynolds, Wood, Burnett, Hamby, Kravetz, Carter; against: none) for the motion.

### **CITIZENS' TIME**

Mayor Duggan called for those citizens wishing to speak.

#### Ms. Beverly Butterfield

Ms. Butterfield came forward and noted that the Council had given \$7,500 in scholarship funds to the college last year for use with tuition of students who lived within the Town. She noted that six students in Workforce training were given scholarships. She noted one of the students would like to address Council.

#### Mr. Mike Foubs

Mr. Foubs noted that he was currently a bartender but wanted more training to enable him to spend more time with his family. He noted he was currently enrolled the electrical course at Lord Fairfax and the scholarship helped a great deal toward him realizing his goal. He thanked Council for the funds.

#### Mr. Dink Godfrey

Mr. Godfrey, resident of 341 Chappell Street, came forward and urged Council to sell the Mosby Museum and Visitor Center. He stated that the museum had been a failure and it was time to move on. He noted that he is circulating a petition urging the Town to sell the two properties.

#### Ms. Amelia Stansell

Ms. Stansell, resident of 149 Secretariat Court, Ward 4, came forward and noted the new group, Experience Old Town Warrenton, would like to request the final FY 17 installment for the Partnership for Warrenton, in the amount of \$10,000, be released to the new group.

Mr. Carter Nevill

Mr. Nevill, 159 High Street, came forward and gave a history of the Partnership for Warrenton, and the importance of such a Main Street group to the downtown. He urged release of the \$10,000 final installment of the Partnership for Warrenton to Experience Old Town Warrenton.

Ms. Amy O'Grady

Ms. O'Grady noted she was the secretary of the Experience Old Town Warrenton group and noted the importance of the Main Street program. She also urged release of the Partnership funds to the group.

Ms. Paula Combs

Ms. Combs, employee of the Piedmont Environmental Council and new Director of Marketing for the Experience Old Town Warrenton group, noted that she believed in the initiative of the group and requested that funds be released to the group.

Mr. John McCarthy

Mr. McCarthy, Senior Advisor, Piedmont Environmental Council, and resident of 145 Menlough Drive, came forward and noted that he was in favor of the release of the Partnership's last installment of \$10,000 to Experience Old Town Warrenton.

Mr. Buddy Curtis

Mr. Curtis of 362 Chappell Street came forward and complimented the Town of Warrenton employees in all departments for the awesome job they do. He suggested one or two employees be honored per month.

Mr. Carter Nevill

Mr. Nevill came forward that noted that the flower baskets for Main Street would be arriving soon and there will be a planting of the flower baskets held at 9 a.m. on Saturday at Blue Ridge Property Services, 606 Falmouth Street. He invited all to come and help.

## **HEAR FROM CENTER DISTRICT SUPERVISOR**

Supervisor Chris Granger came forward and noted that the Board of Supervisors passed the FY 18 budget which included a \$10 million placeholder for the library. There will be strategy meetings scheduled with Maria Del Rosso and her staff concerning fundraising. He stated that the fundraising needs to be wrapped up in the next 12 months before moving into the next budget cycle. He stated that he saw Mr. Gorg in attendance and noted that it was a unique situation when School Boards and Boards of Supervisors find themselves when one is the tax collection and one is the appropriator for the funds handed over. The boards are in intense discussions about options for the middle school.

## **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 and Recreation

c. 2017 Fathers Day Car Show

d. Special Event Permit Request for 2017 Memorial Day Parade and Ceremony

On a motion by Mr. Kravetz, seconded by Mr. Wood, the Consent Agenda was approved on a 6-0 vote (for: Reynolds, Wood, Burnett, Hamby, Kravetz, Carter, against: none).

## **NEW BUSINESS**

### Correspondence to School Board on School Consolidation

Mr. Godfrey noted that at the March 20 Public Safety and Transportation Committee meeting, at the request of School Board Chairman, Brian Gorg, staff prepared a letter to Council to consider which addresses the challenges of consolidating the two middle schools. The Town Manager noted that it was not an official meeting since there was only one member of the committee present. He stated that staff was asked to provide an analysis of what a consolidated school would have on housing, historic resources, transportation, the environment and other areas. Since that time, the Board of Supervisors has adopted its FY 18 capital budget it is somewhat of a moot point for next year because it is not in there. However, the draft letter was prepared. He noted that Mr. Gorg had been invited to attend the Council meeting. Mr. Kravetz asked Mr. Gorg if he would like the letter from Council.

### Mr. Brian Gorg

Mr. Gorg noted that he had attended a February meeting and thanked the Town for snow removal. He stated that at that time he gave the Town a briefing on what the School Board was going to do as far as an engagement project across Fauquier County and wanted to make sure the two buildings that were going to be considered. He stated that it was unknown what direction they would be going in but wanted to make sure the Town had a voice and had people sitting on that committee and part of the dialogue. He welcomed the Town's input. He read a statement of the Fauquier County School Board's objective of the project. He was not sure at this point that it was necessary. Mr. Carter asked if the location is changed Mr. Gorg would like a letter on that as well. Mr. Gorg felt it would be fine. He noted that his reason for coming before the committee really was a tactical one concerning traffic and asked if that intersection affects traffic on Shirley Avenue with the construction of a roundabout. He was also concerned if there were utility or design issues on that project. He noted that the School Board would appreciate the input. He stated that they don't want to get ahead of themselves on designing if there is a physical impediment to it. Ms. Reynolds noted she was impressed that the Town was asked for its opinion. Mr. Gorg said that they are about the process and they want to involve all stakeholders. They do not want to go down a project that may have a lot of roadblocks. Mr. Wood stated that it was a slippery slope between the School Board and Board of Supervisors and he would rather see the letter go back to the Committee. Ms.

Reynolds noted that she was not there but would have approved the letter had she been there. Mr. Carter noted he had read the letter and he was happy with it.

Ms. Reynolds moved that the letter be sent to the School Board to voice the Town's thoughts and processes on the possible happenings of either school. Mr. Kravetz seconded the motion and Council voted 5-2 (for: Reynolds, Burnett, Hamby, Kravetz; Carter, against: Polster, Wood).

#### February 2017 Financial Statements

Ms. Miller reviewed the February 2017 financial statements. The proffers were discussed. Mr. Carter asked if a listing of the conditions for each of the proffers be prepared for Council use. Mr. Miller asked if there was a specific one Mr. Carter was interested in. Mr. Carter stated that he would be interested in those on the books for a long while. Mr. Tucker stated that the Highlands proffer was associated with the streets in the Highlands subdivision were not built to VDOT standards in the early 1990s Council agreed to maintain those streets for a cash payment. Mr. Carter asked if that was restricted and Mr. Tucker noted it was restricted to maintenance of those streets. Ms. Reynolds asked about the \$59,500 for Academy Hill Park and Ms. Miller noted that it could be used for any kind of capital project for Academy Hill Park. She noted that in the proposed budget is included installation of a water fountain, estimated to cost \$5,000. Mr. Carter asked if a report could be prepared for the Finance Committee on the proffers and restrictions, if any. Mr. Godfrey asked for a motion to approve the February financials. On a motion by Mr. Wood, seconded by Ms. Reynolds, the February 2017 financials were approved on a 6-0 vote (for: Reynolds, Wood, Burnett, Hamby, Kravetz, Carter, against: none).

#### Appointment of Members to the Board of Zoning Appeals

The Manager noted that two members of the Board of Zoning Appeals terms expired in December and both gentlemen, Brian Larson and Kendell Asbensen, have agreed to serve another five-year term. The openings had been advertised. On a motion by Mr. Kravetz, seconded by Mr. Burnett, Council voted 6-0 (for: Reynolds, Wood, Burnett, Hamby, Kravetz, Carter; against: none) to forward the names of the two to the Judge of the Circuit Court with a recommendation that they be reappointed.

#### Request of Experience Old Town Warrenton to Disburse Balance of FY 17 Main Street Program Appropriations

Mr. Godfrey stated that the new leadership of the Main Street, Experience Old Town Warrenton, had requested that the Town disburse the \$10,000 balance for the FY 17 for the Main Street. He stated the group had indicated a willingness to reestablish the program and Ms. Stansell had drafted a letter requesting the balance. As the Town Manager who sees the value in the Main Street Program and the work already done by the group, he felt they were capable of carrying out the Main Street Program. He recommended Council allow him to disburse the funds.

Ms. Reynolds moved that the remainder of the funds be disbursed. Mr. Wood seconded the motion. Ms. Reynolds noted she was curious about the \$10,000 because distributions were to be quarterly of \$30,000. Mr. Godfrey clarified that it was \$20,000. Ms. Reynolds felt the group was moving forward and they should have every possibility of moving forward in a positive note.

Mr. Burnett asked if it was appropriate to amend the motion to include the lease of the office space. Mr. Godfrey noted that it is also part of the letter.

Ms. Reynolds amended her motion to release the existing funds to the new organization and to continue with the lease agreement of the Town property for their office. Mr. Carter seconded the motion and Council voted 6-0 (for: Reynolds, Wood, Burnett, Hamby, Kravetz, Carter; against: none).

## **UNFINISHED BUSINESS.**

### Request from PEC to Appropriate \$6,313 for Greenway Trail Completion

Mr. Godfrey reported that the Piedmont Environment Council has requested that the Town contribute \$6,313 to the final mile of a seven-mile trail connecting Lord Fairfax to the Greenway Trail in Old Town. The PEC pledged \$30,000 to match \$28,000 in the County and makes a total of \$58,000 which will leverage \$420,000 for right of way acquisition. On March 20 the Finance Committee recommended Council approval of the resolution to amend the FY 17 General Fund budget Unassigned Fund Balance to be paid for the completion of the Warrenton Branch Greenway Trail. Ms. Reynolds questioned whether the amount was coming out of the newly found recreational proffers and Mr. Godfrey responded that it is unassigned fund balance and was not coming out of the recreational proffers. Mr. Godfrey commented that that could be done but research had to be done to see if the funds could be spent for that purpose.

On a motion by Mr. Wood, seconded by Mr. Hamby, Council voted 6-0 to amend the FY 17 General Fund budget Unassigned Fund Balance to be paid for the completion of the Warrenton Branch Greenway Trail as noted in the resolution presented for consideration (for: Reynolds, Wood, Burnett, Hamby, Kravetz, Carter; against: none).

Mr. Kravetz commented that if Council decides to take the funds out of the recreational proffers, it could change it later. Mr. Carter asked if it could be reassigned after the fact to a capital account and the Town Attorney stated it should not be a problem.

### **A RESOLUTION TO AMEND THE FY17 BUDGET TO APPROPRIATE \$6,313.00 FOR THE GREENWAY TRAIL COMPLETION**

WHEREAS, the Town Council of the Town of Warrenton did pass a the Fiscal Year 2017 Budget on June 14, 2016; and

WHEREAS, on February 21, 2017 the Piedmont Environmental Council requested financial support for the Town of Warrenton in the amount of \$6,313.00 for the completion of the Warrenton Branch Greenway Trial; and

WHEREAS, the completion of said trail will extend to the end of the trail at the eastern Town limits to the Educational Farm and Lord Fairfax Community College; and

WHEREAS, this trail is a significant component of the Town's efforts to provide recreational benefits to the health, safety, and welfare of its citizens; and

WHEREAS, the Unassigned Fund Balance in the General Fund is currently \$4,081,339.00.

NOW THEREFORE, BE IT RESOLVED, that the Town of Warrenton's Fiscal Year 2017 Budget is hereby amended and modified to appropriate \$6,313.00 from the Unassigned Fund Balance in the General Fund to be paid for the completion of the Warrenton Branch Greenway Trail, and that the Town Manager has the authority to execute the same.

Use of a Portion of Recreation Proffers for Dog Park Construction

Mr. Godfrey noted that at the March worksession Council asked staff to investigate the use of \$173,339 in recreational proffer reserved in the General Fund for the additional cost for the dog park is currently \$35,000 more than the \$30,000 proffered by the Alwington Farm developers. Staff reported to the Finance Committee on March 20 recreational funds could be used for the dog park based upon the Menlough proffers which lacked restrictions and it was a recreation tool which could be used. The Finance Committee recommended that \$25,000 of the recreation proffers be used plus \$15,000 of unspent Depot Park funds so that the combination of those is \$40,000 and the \$30,000 from the developers proffer would total \$70,000 to be available to complete the project. He recommended that the Town fund the project in full, including the developers \$35,000, and solicit competitive proposals by way of the procurement law. The resolution may not reflect that but his recommendation is to take the Finance Committee's recommendation and actually have the Town be fiscal agent for the entire project. The Manager stated that there would be three parts to the funding with the Town amending the current year budget and appropriating \$70,000 for the entire project: \$25,000 from recreational proffers, \$15,000 from Depot Park's funds and \$30,000 from the developer proffer. Mr. Robinson noted that one of the issues he had was that he recalled that the developer had made some expenditures in terms of design and he was attempting to see what they had done. He stated that they would show from accounting that they are in compliance. He indicated that he had tried to reach the developer's attorney, Mr. Merle Fallon, to see what they have used but he was tied up in a trial. Mr. Hamby asked how much of that amount has been spent and noted that some clearing had taken place. Ms. Rice noted that Town staff had pulled some ivy down from trees. Mr. Hamby asked if the Town would contribute \$40,000 since no Town funds had been expended. Mr. Godfrey noted that the Town would be fiscal agent for the project so the Town would write the checks to the contractor who does the work. Ms. Reynolds asked where the \$30,000 went when it came in and Mr. Godfrey noted that it had never gone across the Town books. Once it is done the Town would then have an asset which had contributed to for \$30,000 but the developer was going to pay the contractor directly. Ms. Reynolds asked how it would show up now and the Manager responded that it would be fixed asset the Town would have. He stated that if the Council amends the budget and appropriates the entire amount then the Town will pay the contractor out of that amount. Mr. Kravetz asked for verification that the \$5,000 would start when the dog park is completed and the Town Manager stated that the proffer states that the developer would pay for the dog park within eight months of execution of the agreement. He stated that there was an obligation to do that upfront and there was not a building permit obligation for the developer. The developer would pay \$5,000 per year for annual maintenance for five years. They would not be prepaying for the maintenance costs. The Town Attorney noted that he would be talking with them about paying the previous year \$5,000.

Mr. Wood moved the FY 17 budget be amended to appropriate \$40,000 for completion of the Town of Warrenton dog park and \$25,000, \$15,000 and \$30,000 will get to the \$70,000. Mr. Kravetz seconded the motion. Mr. Godfrey stated that his suggestion was that \$70,000 be appropriated. Mr. Kravetz withdrew his second. Mr. Wood amended his motion to amend the FY 17 budget to appropriate

\$70,000 for completion of the Town dog park. Mr. Kravetz seconded the motion and Council voted 6-0 for the motion (for: Reynolds, Wood, Burnett, Hamby, Kravetz, Carter; against: none).

## **A RESOLUTION TO AMEND THE FY17 BUDGET TO APPROPRIATE \$40,000.00 FOR THE COMPLETION OF THE TOWN OF WARRENTON DOG PARK**

WHEREAS, the Town Council of the Town of Warrenton did pass the Fiscal Year 2017 Budget on June 14, 2016; and

WHEREAS, in the Fall of 2013 the Town of Warrenton Recreation Committee and the Town Council expressed a desire to develop a dog park in the Town of Warrenton; and

WHEREAS, the Town of Warrenton Town Council did provide for funding for said dog park in its FY15 and FY16 budget CIP, \$3,500.00 and \$40,000.00 respectively; and

WHEREAS, on November 1, 2015, Fauquier County, the Town of Warrenton, and Alwington Farm Developers, LLC did enter into a Joint Planning and Water Service Agreement whereby Alwington Farm Developers, LLC proffered to design and construct said dog park up to the amount of \$30,000.00 with an additional \$5,000.00 per year for 5 years for upkeep and maintenance; and

WHEREAS, the Town Council did select a portion of property owned by the Town of Warrenton for the location of the dog park; and

WHEREAS, the estimated cost for full design and construction of the dog park is \$65,000.00; and

WHEREAS, the Town Council desires to utilize \$25,000.00 of funds from its General Fund with a line item designated for Recreation Proffers with a balance of \$173,339.00 to assist in accomplishing the aforementioned construction; and

WHEREAS, the Town Council further desires to reallocate up to \$15,000.00 from its FY17 Depot Park funds which has a balance of \$19,106 and that the Depot Park project be placed on indefinite hold; and

WHEREAS, the Town Council believes that said dog park will benefit the health, safety, and welfare of the Town's citizens.

NOW THEREFORE, BE IT RESOLVED, that the Town of Warrenton's Fiscal Year 2017 Budget is hereby amended and modified to appropriate \$25,000.00 from the General Fund (specifically from the Recreational Proffer line item fund) to be paid for the completion of the Town of Warrenton dog park to be built on Town property located by the Greenway Trail at the lower 5<sup>th</sup> Street Parking Lot; and

BE IT FURTHER RESOLVED, that the Town of Warrenton's Fiscal Year 2017 Budget is hereby amended and modified to appropriate \$15,000.00 from the General Fund allocated for the Depot Park project to be paid for the completion of the Town of Warrenton Dog park to be built on Town property located by the Greenway Trail at the lower 5<sup>th</sup> Street Parking Lot, and that the Town Manager has the authority to execute the same.

## **REPORTS AND COMMUNICATIONS.**

### Report from Town Attorney

Mr. Robinson noted that there had been a problem with those solicitors who go door-to-door. There is a requirement to get a permit unless you are one of those exempted organizations. He indicated that he wished to change the penalty section to a class four misdemeanor with a fine of up to \$250. There is also a second offense fine. Ms. Reynolds noted that college students were traveling the neighbors to see if citizens are interested in hiring them to paint their houses. Mr. Robinson noted that those solicitors would only require a permit from the Police Department. The current request is coming forward because there are solicitors who are taking advantage of senior citizens. Mr. Carter asked if the only thing changing was the fine (section 13.8) and the Town Attorney noted that it was and that the change would make it clearer to the magistrate.

On a motion by Mr. Carter, seconded by Mr. Burnett, Council voted 6-0 (for: Reynolds, Wood, Burnett, Hamby, Kravetz, Carter, against: none) to grant permission to advertise the ordinance for public hearing at the next Council meeting.

Mr. Robinson noted that there had been problems with graffiti in town and he was also presenting an ordinance to deal with it. The State Code provides for localities to handle the situations. He noted what he was presenting was the standard ordinance. He stated that the ordinance would allow the Town to notify the private property owner that they have graffiti on their walls and that they need to fix it. If they decide not to, it provides for the Town to go in and do that. It allows for people to be charged for doing the graffiti and does not differentiate between whether obscene or not obscene. He stated that the ordinance would constitute a new article (5) under Chapter 11, under miscellaneous offenses. Mr. Carter asked if it had been tested and Mr. Robinson noted he had done his searches but nothing had come up. Mr. Burnett asked if the mandatory minimum fine of \$500 and Mr. Robinson responded that it is in addition to the doing it as part of gang-related activity or on overpasses. The Judge would have discretion on moving it forward as well as the Town Attorney in moving it forward.

On a motion by Mr. Hamby, seconded by Mr. Carter, the Council voted to hold a public hearing on the graffiti ordinance at the next Council meeting.

### Report from Finance Committee

Mr. Wood noted that the meetings on the budget will be April 17, April 24, and May 15.

### Report from Public Safety and Transportation Committee

Mr. Kravetz noted that he had attended the graduation ceremony for the Virginia Forensic Science Academy where one of the Warrenton detectives graduated after a nine-week intensive course. He stated that he attended the conflict resolution training sponsored by the Piedmont Dispute Resolution Center which was held at the Police Department. He stated that there would be no Public Safety/Transportation Committee meeting held in April due to the number of meetings scheduled.

### Report from Utilities Committee

Ms. Reynolds noted that there was no committee meeting held.

### Report from Planning District 9

Mr. Wood noted that there will be a PD-9 meeting in Orange on April 26.

### Committee on Health, Parks and Recreation

There was no report. Mr. Burnett asked for a report on the WARF open house which Mrs. Rice provided.

### Report from Liaison Committee representative

It was noted that there is an upcoming meeting.

### Report from Town Manager

The Town Manager gave his project status update. A copy is part of the official file. Ms. Reynolds asked about the economic development manager position and the Manager reported that the application period is still open and interest is starting to pick up. Following that a short list will be created and an interview panel set up. Mr. Carter asked if there was an update on the sign ordinance. Mr. Godfrey asked Ms. Schaeffer to answer the question. Ms. Schaeffer stated that a draft had been received from the consultant and a committee will be set up soon.

## **COUNCILMEMBERS' TIME**

Ms. Reynolds made a request that for the next worksession that staff could look at additional properties which could come into the Historic District, along with a thought process of an overlay for the entrances into the Town. She thought that the Town Attorney had worked on it a little bit and Mr. Robinson noted that there had been a discussion about 10-12 years ago. He asked Ms. Schaeffer to discuss it in a more recent context. Ms. Schaeffer stated that in 2012 there was an examination of expanding the Historic District as part of the CLG examination of that if you are looking to grow it. She stated that she was asked to look at it a couple of months ago and what was found as a basis from staff was that there are areas which were surveyed as part of the National Historic Registry. It would be something that the Town is looking to expand but it is something to talk with the Town Manager about. She stated that in her department right now she did not know if that is something they could take on as it required to apply for a grant to do since some resurvey. She stated that staff would have to have direction from Council that that is a priority. The Mayor asked if there would be time to prepare for a worksession on it and Ms. Schaeffer noted that resurveying is something that three people were devoted to doing as part of a university survey and for staff to pick up that effort and begin to examine that would be looking at the basis of what needs to be done and the questions that were asked: can it be done. She stated staff would need to know if that is a priority since it would be shift in the direction of the department at this time.

Ms. Reynolds asked if there was a recording of the properties that were considered and Ms. Schaeffer responded that maps and everything is in hand but resurveying those and expanding those is an undertaking. She requested that staff would need to know if that is a priority because it would divert them from everything else they are working on.

Mr. Robinson stated that if that is something Council would like to do perhaps a quick analysis of what it would take to do it rather than actually doing a resurvey could be presented. Ms. Schaeffer stated it had been brought up and was kept in the scope of the Comp. Plan and it was put in there as something to have someone take a look at so the staff could get an idea of the scope and cost. She hoped to get feedback from the consultants to help staff better understand what the time allocation would be and cost

would be. She stated staff met with DHR and there are grant opportunities to have this done where they will come in to do a survey. She stated that Council controls the district and can expand it but you should look at where to expand it and why. You do not have to do resurvey to expand the district because it is already surveyed. The Mayor asked if there was anything else to discuss at a worksession and Ms. Schaeffer stated that there is a memo to the Town Manager and Town Attorney which could be shared. It was suggested that the document be circulated and discussed at the next worksession.

Mr. Carter stated that he felt that the parking study was almost a complete waste of time and money. He noted that he had read every line and felt that it was poorly put together, was rambling, and the presentation was bad. He explained that he did not know where to go from now but it had to be put on the "front burner" to make it deliverable to the citizens. He recommended that the study be sent to the Public Safety/Transportation Committee. Mayor Duggan noted that some of the items recommended had come up in budget discussions. Mr. Burnett noted that there is some data there and some best practices and could be useable. He stated that the Town Manager could take a look at it as far as what would be the next steps. Mr. Kravetz noted that the item would be put on the next Public Safety/Transportation Committee agenda and make recommendation of things which could be implemented. Ms. Reynolds was concerned about the agreements with the Church and County for use of parking lots.

Mr. Carter questioned how the parking study was completed and the Manager stated the Police Department did the actual inventory of the spaces and then the staff worked with them to see the best way to go out and count the occupancy on the day he wanted. The parking consultant did some analysis work and then came back and talked about the management and policies in place. The Town staff gave him some analysis of where there may be some development. He stated that from all that Walker Parking brought back the analysis. After that there was a very rough draft which was sent back for more work. The latest draft came several weeks ago and a final change was then made.

Mr. Kravetz noted this was the fifth budget he had reviewed and was by far the best and easy to read and follow. He hoped that it would be possible to get away from always comparing the Town with the County since the two bodies are separate and not competing with others.

Mr. Wood noted that he had asked the Walker Parking consultant about parklets because the Town had 561 parking spaces and he wanted to see how that would affect all of this. He did not get that response from him. He stated that there some good things in the study such as the hand held parking enforcement device, increasing fine for parking tickets, and two-hour parking limits.

Mr. Burnett noted that the Economic Development Workshop was informative.

Mr. Hamby stated that during the big storm Public Works, Fire, Police did a good job and kept a list of everything all had issues with, infrastructure lost and down the road power was restored to all facilities. He stated that it was "lessons learned."

There being no further business, the meeting adjourned at 8:45 p.m.

Evelyn J. Weimer, Town Recorder





**Town Council Meeting Item Number: b.(1)**  
**May 9, 2017**

**ATTACHMENTS:**

Description

Staff Report - PW-Utilities

Type

Cover Memo

Upload Date

5/3/2017

## **SUMMARY OF ACTIVITIES**

**Town of Warrenton**

**April 2017**

### **PUBLIC UTILITIES DEPARTMENT**

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

- There were no water breaks on any main lines this month.

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

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

#### New Water Service Connections and Locations:

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

#### New Sanitary Sewer Connections and Locations:

- Made a new 4" connection from a new oil separator tank, into the sanitary sewer at the Public Works Facility, 360 Falmouth Street.

#### Sanitary Sewer Problems or Related Work:

- Checked sanitary sewer problem areas on a weekly basis.
- Repaired a broken sewer cleanout in Huntsman's Ridge.
- Checked a sewer problem at 191 Waterloo Street. Owner is not currently on public sewer but is on a septic system. This is currently being discussed, and will most likely be abandoned and connected to public sewer.
- Cleaned out a sewer lateral at 54 Madison Street from a cleanout beside the house, out to the main line. This was a problem on the homeowner's line.
- Replaced manhole #780 frame and cover on Diagonal Street for upcoming paving.
- Repaired a newly installed PVC cleanout on the new oil separator tank at the Public Works facility that was accidentally torn out by the mechanics while grading.
- Raised three PVC sewer cleanouts and installed cast iron cleanout boxes for upcoming paving on First Street.
- Cleaned 357' of sewer main lines on West Shirley Avenue from MH#204 to MH#203 and on First Street from MH#786 to MH#784.

#### Miss Utility Locates:

- Responded to approximately 229 Miss Utility Locate Tickets.

#### Fire Hydrant Maintenance:

- Raised and replaced a 1964 fire hydrant (#21) at Fauquier Road and Old Broadview Avenue.
- Serviced 154 fire hydrants this month as part of the yearly fire hydrant maintenance.

#### Other Related Work:

- Assisted Public Works with the brush cleanup due to the storm damage on April 6<sup>th</sup>.
- Checked a water leak on a valve at Norfolk Drive and Bear Wallow Road. Will make repairs on this valve soon.
- Flushed water lines on Windsor Ridge, Turkey Run Drive and Monroe Estates weekly and on View Tree Drive, Sycamore Street and Winchester Street monthly.
- Completed the spring water line flushing of the water distribution system.
- Checked water pressure at the residence of 468 Devon Court at the request of the resident. Results were 100 lbs. at the meter and 65 lbs. at the house.
- Installed a new water sampling station at 193 Monroe Street.
- All employees attended the monthly safety meeting at the Public Works & Utilities Facility.

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

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

Well No. 6 \_\_\_\_\_ 217,241 \_\_\_\_\_ Gallons

Filter Plant \_\_\_\_\_ 35,776,000 \_\_\_\_\_ Gallons

TOTAL PUMPED ( All Sources ) \_\_\_\_\_ 35,993,241 \_\_\_\_\_ Gallons

Average Gallons per Day \_\_\_\_\_ 1,199,775 \_\_\_\_\_

Total Pumped During the same month last year \_\_\_\_\_ 38,533,917 \_\_\_\_\_ Gallons

Average Gallons per Day \_\_\_\_\_ 1,284,464 \_\_\_\_\_

TOTAL FLOW THROUGH SEWAGE PLANT \_\_\_\_\_ 54,830,000 \_\_\_\_\_ Gallons

Average Gallons per Day \_\_\_\_\_ 1,827,667 \_\_\_\_\_

Total Flow During the same month last year \_\_\_\_\_ 51,780,000 \_\_\_\_\_ Gallons

Average Gallons per Day \_\_\_\_\_ 1,726,000 \_\_\_\_\_

Total Rainfall 3.1 inches

Warrenton Reservoir Overflow Elevation 445.3 ft.

Warrenton Reservoir Current Elevation 445.5 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	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.

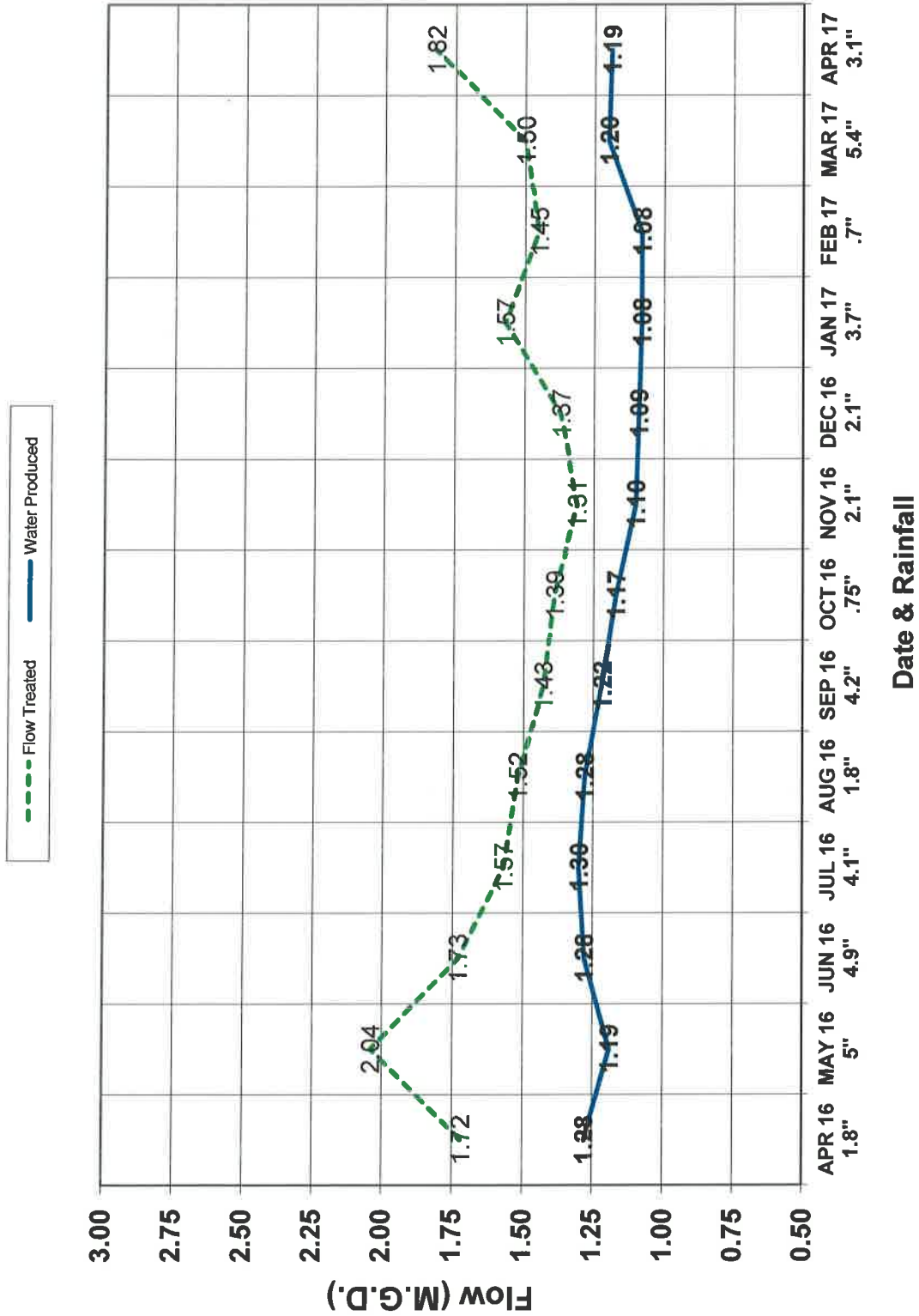
\*The Town received one point due to a warning notice from the December-06 lab inspection. Corrective action has been taken.

\*\*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>
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
APR 17 3.1"	1.82	1.19

## WATER METER DEPARTMENT

Number of cross-connection inspections .....	0
Number of water connections issued .....	3
Number of water connections installed* .....	1(Includes 0 by Town Staff)
Number of sewer connections issued .....	3
Number of sewer connections installed* .....	1(Includes 1 by Town Staff)
Number of water and sewer accounts.....	4866
Number of water meters replaced .....	1
Number of cut-ons and cut-offs .....	24
Number of check for leaks.....	37

\*Primarily new subdivisions, installed by contractors



## PUBLIC WORKS DEPARTMENT

### Street Department:

- Continued assisting in the garage 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.
- Continued picking up whole brush and chipping brush.
- Picked up items for Spring Clean Up the week of April 3<sup>rd</sup> – 7<sup>th</sup>. Hauled household items to the landfill and metal to the recycling center and chipped brush to the farm. See tonnages on Landfill Spreadsheet.
- Continued mowing and weedeating throughout the town.
- Assisted at the Cemetery numerous times with mowing and weedeating, especially the week prior to Easter.
- Checked and cleaned drains, inlets, etc.
- The Town received heavy rain and wind from a storm on April 6, 2017 which brought down trees, large limbs and power lines throughout the town. Both street crews and utility crews assisted with clean up. Town crews also assisted Dominion Power with traffic control in several locations where trees came down and brought down the power lines. Spent several days after the storm cleaning up and picking up the large quantities of brush set out by residents.
- Started spraying sidewalks and curbs for weeds.
- Filled a hole on Fisher Lane where a stump was ground, then seeded and strawed the area.
- Stained brick crosswalks on Main Street. Then went back and painted “Look” at each end of crosswalk.
- Spent several days working at the shop installing a “Separator Tank” and connection to the existing drain line from the garage.
- The Cemetery was vandalized on the morning of Thursday, April 13, 2017. Worked with the Police Dept. in securing the area and walking through taking pictures of the damage. Once the investigation was over, several men worked at the Cemetery cleaning up, resetting and repairing some of the headstones.
- Per Seth’s request (WARF), spent several days spreading mulch at the playground areas in the parks – Eva Walker, Rady, Sam Tarr and the Fit Pit at the WARF.
- Cleaned up gravel that was spilled on Fletcher Drive.
- Moved several file boxes from Town Hall down to the 5<sup>th</sup> Street storage area.
- Assisted in picking up straw bales from the Police Dept. that were outside around the heating units/drain lines. These straw bales were placed there in the winter to keep the drain lines from freezing.
- Set up and put the message board on Lee Hwy. w/Farmers Market starts.
- Picked up trash/debris from an oil spill on Chelsea Drive.
- Cleaned out drop-inlet on Fletcher Drive.
- Saw cut asphalt in several locations in Conway Grove for upcoming asphalt repairs.
- Mulched an area on Winchester Street where Columbia Gas made some repairs and replaced some curbing.

- Several men attended a First Aid Class and were CPR Certified.
- Two men attended a Tree Pruning Class put on by the county.

#### Building Maintenance & Traffic Control:

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

- Made daily walk thru.
- Picked up recycling.
- Repaired door knob to computer room.
- Brought down two boxes of copier paper and put in computer room.
- Worked on AC unit in mail room.
- Checked on side door latch, thought possible break-in. Found latch plate was loose, had to put screws in it.
- Adjusted AC thermostat for spring.
- Turned on outside fountain and made repairs due a leak.
- Adjusted shelf in computer room.
- Side door sticking, made adjustments.

Planning & Zoning –

- Met with Warrenton Heating & Air to repair AC unit.
- Took two boxes to 5<sup>th</sup> Street storage.
- Added outlet and hung TV in conference room. Traced internet cable and ran HDMI cable.

Police Dept. –

- Picked up recycling.
- Replaced fusible link for fire damper.
- Adjusted door to locker room.

Shop –

- Emptied recycling.
- Replaced two ballasts in back office.
- Cleaned ice machine and changed filter.
- Cleaned filters in window AC units.

Visitor Center –

- Delivered chair to IT employee's office.
- Removed small object out of electrical outlet.
- Replaced batteries in Emergency Light.
- Opened doors for group having a meeting.

Cemetery –

- Assisted with cleaning up and setting stones that were vandalized.

Miscellaneous –

- Welded clip back on test light.
- Finished cleaning street light globes on Main Street.
- Met with Blue Ridge Properties about picking up flower baskets for Main Street. Started hanging them.

- Assisted with cleaning up after the storm, picking up brush, removing limbs that were broken, etc.
- Met with David Sisk to determine what size generator would be needed in the shop.
- Filled the fountain at the Library and turned it on. Had to repair the pump and clean out.
- Delivered paint to the 5<sup>th</sup> Street businesses that were vandalized.
- Made repairs to concrete/block wall next to sidewalk in front of 67 Horner Street.
- Capital Boiler came in and did the spring servicing for all departments. Met with them at each department to make sure they didn't encounter any problems.
- Removed Christmas lights out of a tree near 4<sup>th</sup> and Main Street that were hanging down.
- Cleaned up glass out of the road on Lee Street.
- Replaced a blown light bulb in a street light in front of 64 Main Street.

#### Traffic Control –

- Checked all traffic signals and control boxes, making minor repairs or adjustments as needed.
- Repaired the pedestrian pedestal at the Carriage House/Shirley Avenue intersection that was hit by a vehicle. There was no accident report because it was a hit and run.
- Worked with B & B Signal checking over all the signals, Opticoms and the programming in control boxes.
- Repaired the Opticom light at the Blackwell/Lee Hwy. signal that wasn't working properly due to a wire being crossed.
- Checked all signals after the bad storm on April 6th and found one on battery backup due to a power outage in that area.

#### Repaired, replaced or installed new signs as needed –

- Re-installed Right Lane Must Turn Right sign, post and base on Shirley Avenue in front of Walmart that was knocked down.
- Re-installed Divided Hwy. sign at Broadview and Waterloo Street.
- Repaired large Route sign on Shirley Avenue before the Rt. 211 intersection.
- Installed Pedestrian Crossing symbol sign in the middle of Main Street near 5<sup>th</sup> Street.
- Installed new Stop & Sycamore Street name sign at Sycamore and Shirley Avenue.
- Installed Farmers Market and Gold Cup Race plaques on Welcome signs.
- Replaced stop sign at Gay and Gold Cup Drive.
- Installed 25 MPH sign plus Additional \$200 Fine sign on Waterloo Street.
- Put traffic counter down on Sycamore Street due to a complaint about the amount of traffic and speed. Removed the counter a week later.
- Picked up sale/event signs from right of ways along arterial roads.

## ENGINEERING & PROJECT STATUS:

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

- Dog Park – SDP 2017-02 – 4/28/17

### Project Review Update:

1. VDOT Broadview Avenue Improvements: No change since last report. Staff is awaiting Commonwealth Transportation Board (CTB) review and approval, which is expected in the June timeframe.
2. Inflow and Infiltration Reduction into the Sanitary Sewer System: 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 to begin in the next 6 weeks with anticipation of identifying areas of rehab for the summer. AM Liner, 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: The Dam Break Analysis and Inundation Study has been completed and finally submitted to DCR for review and approval.
4. Well #3 Reactivation: Contract has been awarded to E. G. Wade, Inc. in the amount of \$783,959. Staff conducted several negotiations and value engineering studies with the contractor and was able to reduce the award down from the \$875,000 submitted bid. Notice to proceed is expected to be issued by mid May.
5. WWTP Rotating Biological Contactors Replacement: Design continues to proceed on schedule with a 60% completion by mid June.
6. WTP Chemical Building: Staff completed negotiations with RKK, the most qualified firm based on the evaluation process and recommended award of the design contract to RKK in the amount of \$179,000 (reduced from the original submission of \$249,000). Staff was able to point out to the firm that a preliminary engineering report had been approved by the VDH and the project was ready to proceed straight to design.
7. WWTP Primary Clarifier Rehab: Project is completed except for one punchlist item.
8. Old Waterloo Road Waterline Connection: Awaiting final easement approval and signatures by the School Board. Pipe has been delivered and work is ready to proceed once the easement document is signed. If delayed further, staff will request permission to enter the property to begin work.
9. Falmouth and Shirley Intersection: Field work for a complete topographic survey of the intersection has been completed. Once a survey map is completed, staff will work with VDOT and a local engineer to conduct a preliminary design. Dominion Power was contacted and a field meeting was held on April 11<sup>th</sup> to give notice of the project and the need for utility pole relocation in the area. Staff also discussed several construction options with VDOT for preliminary planning.

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 for approval by the Planning Commission after their public hearing.
11. Drainage Improvements - E. Shirley Avenue and Parking Lot E: Drainage portion has been completed. Paving of Parking Lot E is scheduled for the end of May, which will complete the project.
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 for April are slightly below normal with 3.1 inches for the month. Warrenton and Airlie Reservoirs are overflowing with the rainfall experienced during the last of the month being a good soaking and thus primed hopefully for a normal month of May.
2. Spring flushing of waterlines was completed during the month by the Transmission and Distribution Section.
3. The annual Drinking Water Quality Report for 2016 has been sent to the printers for publication in June.
4. Staff met with Robert Mosko, Mosko Cemetery Monument Services, on April 26<sup>th</sup> for an initial assessment of the vandalism of the cemetery headstones and services his firm can provide. It was agreed to have him return to conduct a full assessment of the damage and recommended repairs. Awaiting a scheduling date for beginning of May.

April, 2017

BLUE BAG REFUSE			SPRING / FALL CLEAN UP				HOUSE DEBRIS			COLLECTED IN BLUE BAGS				BLUE BAG TOTALS		TONS LANDFILL RECYCLE		TONS RECYCLE %		
DATE	REFUSE	BAG REFUSE	TIRES	FREON	CLEAN UP METAL	CHIPPED BRUSH	LEAVES	CARD BOARD	NEWS PAPER	GLASS	ALUMIN.	STEEL CANS	PLASTIC			TONS LANDFILL RECYCLE	TONS RECYCLE			
Mon. 3	25.87					2.75										30.58	2.75	33.33	8%	
Tue. 4	23.58					2.75										27.16	2.75	29.91	9%	
Wed. 5	0.04	0.25						4.05	1.54	2.66	0.18	0.29	0.22			3.60	3.41	8.94	12.35	72%
Thurs. 6	14.88																18.65	0.97	19.62	5%
Fri. 7	13.77					8.48											15.87	8.48	24.35	35%
Mon. 10	23.01					15.76											23.01	15.76	38.77	41%
Tue. 11	23.41					5.50											23.41	5.50	28.91	19%
Wed. 12	0.05	0.25						2.51	1.28	2.66	0.18	0.29	0.22			3.59	0.30	7.13	7.43	96%
Thurs. 13	15.13					6.76											15.13	6.76	21.89	31%
Fri. 14	15.33					4.26											15.33	4.26	19.59	22%
Mon. 17	25.36					2.75											25.36	2.75	28.11	10%
Tues. 18	24.49																24.49	0.00	24.49	0%
Wed. 19	0.03	0.28						3.78	1.07	3.01	0.20	0.33	0.24			4.07	0.31	8.64	8.95	96%
Thurs. 20	14.42					5.50											14.42	5.50	19.92	28%
Fri. 21	14.85					5.50											14.85	5.50	20.35	27%
Mon. 24	25.46					4.47											25.46	4.47	29.93	15%
Tues. 25	19.89					7.58											19.89	7.58	27.47	28%
Wed. 26	0.04	0.24						4.33	1.06	2.53	0.17	0.27	0.21			3.42	0.28	8.57	8.85	97%
Thurs. 27	13.63					0.38											13.63	0.38	14.01	3%
Fri. 28	17.12																17.12	9.43	26.55	36%
TOTAL	310.36	1.03				73.41	0.00	14.67	4.95	10.86	0.73	1.17	0.88			14.68	328.67	116.11	444.78	26%



**Town Council Meeting Item Number: b.(2)**  
**May 9, 2017**

**ATTACHMENTS:**

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

## **Evelyn Weimer**

---

**From:** visitorcenter  
**Sent:** Thursday, May 04, 2017 12:44 PM  
**To:** Evelyn Weimer  
**Subject:** Council Report.

Warrenton Town Council:

The Visitor Center welcomed 357 guests in April, just a few less than April 2016. Since several of the houses on the Garden Tour were close to Warrenton, we were happy to see folks that were participating venture into town for lunch or dinner after the tour.

The meeting rooms were used 16 times (11 paid times).

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)**  
**May 9, 2017**

**ATTACHMENTS:**

Description	Type	Upload Date
April PD Staff Report	Staff Report	5/9/2017



# TOWN OF WARRENTON

## POLICE DEPARTMENT

333 Carriage House Lane • Warrenton, Virginia 20186

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



### MONTHLY REPORT -APRIL 2017

	MONTH	CALENDAR	CALENDAR
	APR '17	YTD '17	YTD '16
TOTAL CALLS FOR SERVICE TO INCLUDE:			
SELF INITIATED	2339	8571	6019
DISPATCHED	1227	4350	2006
	1112	4221	4013
ACCIDENTS:			
REPORTABLE	50	172	208
NON-REPORTABLE (No injury, under \$1500 or private property)	25	87	114
	25	85	94
ARRESTS (CRIMINAL):			
FELONY	2	7	4
MISDEMEANOR	11	47	22
TRAFFIC ENFORCEMENT (NON-CRIMINAL):			
SUMMONS	150	523	522
PARKING	34	122	199
WRITTEN WARNINGS	73	242	391
DRUG ARRESTS:			
FELONY	2	3	N/A
MISDEMEANOR	3	5	N/A
HEROIN OVERDOSES:			
	1	3	3



**Town Council Meeting Item Number: b.(4)  
May 9, 2017**

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

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

**Background:** The staff report for April is attached.

**Discussion:**

**Financial**

**Impact:**

**Recommended  
Action:**

---

Town Manager

**ATTACHMENTS:**

Description	Type	Upload Date
Parks & Recreation April Report	Staff Report	5/8/2017



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

REVENUE SUMMARY					QUICK FACTS
	FY 2017 Budget	April 2017	FY 2017 Year-to-Date	FY 2016 Year-to-Date	TOTAL NUMBER OF ACTIVE MEMBERS:
Beginning of period			\$956,109.02	\$912,564.15	1,678
Memberships	\$ 443,000.00	\$31,483.67	\$379,642.98	\$349,763.14	
MVPasses		\$1,967.00	\$29,973.00	\$29,054.00	
Daily Admissions	\$ 269,000.00	\$22,471.00	\$153,315.00	\$123,885.50	NUMBER OF DAY ADMISSIONS THIS MONTH:
Gift Cards		\$225.00	\$4,876.25	\$3,383.50	
Child Care	\$ 2,800.00	\$162.00	\$2,048.00	\$2,233.00	
Programs (Aquatics & Fitness)	\$ 343,000.00	\$19,781.00	\$135,299.04	\$142,184.02	3,538
Rentals	\$ 210,638.00	\$22,894.50	\$215,655.50	\$207,276.00	
Individual Instruction		\$4,432.00	\$61,281.00	\$71,516.50	
Merchandise	\$ 8,000.00	\$755.75	\$6,234.00	\$5,235.25	TOTAL ATTENDANCE THIS MONTH:
Sponsorship/Grant/ Ad Sales	\$ 75,000.00	\$29,408.73	\$94,356.83	\$61,574.61	
Park Pavilion Rentals	\$ 6,000.00	\$2,757.50	\$5,772.50	\$6,195.00	
Contract Programs		\$0.00	\$0.00	\$60.00	11,742
Miscellaneous	\$ 4,150.00	\$672.99	\$4,666.06	\$5,964.62	
End of period	\$1,361,588.00	\$137,011.14	\$1,093,120.16	\$1,008,325.14	
WARF Operating Expenditures	\$ 1,656,167.00	114,816.00	\$ 1,290,913.85	\$ 1,262,680.45	NUMBER OF AQUATICS CLASSES HELD THIS MONTH:
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.					169
Spring Break was a busy time at the WARF. We had many families visit during this time. Our leisure pool was very busy throughout the week.					
Registration is currently open for Fishing Day at the Reservoir. This event will be held May 13 and promises to be a lot of fun for all.					
This will be a busy spring and summer in the parks. Archery class began May 2; our next Bluegrass Jam is May 14; and the WARF staff will be at the June First Friday. We have two movies at Eva Walker Park in June and Warrenton Town Limits on June 30.					237



**Town Council Meeting Item Number: c.  
May 9, 2017**

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

**Issue:** **March 2017 Financial Statements**

**Background:** At the April 17 meeting, Stephanie Miller, Director of Finance & Human Resources, presented the March 2017 Financial Statements to the Committee of the Whole.

**Discussion:**

**Financial Impact:**

**Recommended Action:** The Committee of the Whole recommended that Council approve the March 2017 Financial Statements.

---

Town Manager

**ATTACHMENTS:**

Description	Type	Upload Date
March 2017 Financial Statements	Financial Statement	4/25/2017

# FINANCIAL STATEMENTS

as of March 31, 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  
March 31, 2017

	March 31, 2016	March 31, 2017
CASH		
On Hand	\$ 2,010	\$ 2,010
Checking Accounts	1,837,581	1,620,887
Money Market Accounts	257,251	302,244
TOTAL CASH IN BANK	<u>2,096,842</u>	<u>1,925,140</u>
INVESTMENTS		
Virginia Local Government Investment Pool	15,661,418	12,751,733
Virginia Investment Pool	-	3,001,638
Virginia SNAP	4,931,414	4,763,272
TOTAL INVESTMENTS	<u>20,592,832</u>	<u>20,516,643</u>
 TOTAL CASH AND INVESTMENTS	 <u>\$ 22,689,674</u>	 <u>\$ 22,441,783</u>
 CASH BALANCES	 \$ 22,689,674	 \$ 22,441,783
General Fund		
Restricted		
Proffers:		
Highland Street Maintenance Proffer	96,405	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	629	21,513
50% Budget Reserve (15% for prior year)	2,218,553	6,437,009
Encumbrances	1,744,514	1,052,202
Water & Sewer Fund		
Restricted	5,235,145	
15% Budget Reserve	827,871	-
Encumbrances	646,514	-
Water & Sewer Operating Fund		
200 Days Budget Reserve	-	3,000,780
Encumbrances	-	325,640
Water & Sewer Capital Fund		5,274,980
Cemetery Perpetual Care	593,916	597,202
Agency Fund	238,668	306,264
Retirement Fund	9,664	9,721
Total Designated Cash	<u>12,065,718</u>	<u>17,586,122</u>
 Total Undesignated Cash Balance	 <u>\$ 10,623,956</u>	 <u>\$ 4,855,662</u>
 General Fund	 6,896,550	 2,487,487
Water/Sewer Fund	3,727,406	-
Water/Sewer Operating Fund	-	2,368,175
	<u>\$ 10,623,956</u>	<u>\$ 4,855,662</u>

# Town of Warrenton, Virginia

## Comparison of Revenues with Estimates for the Period Ending March 31, 2017

Source of Revenue	Estimate	Realized	% ( R )	Unrealized	Prior Year
<b>GENERAL FUND</b>					
General Property Taxes	\$1,229,450	\$831,709	67.65%	\$397,742	\$545,562
Other Local Taxes	6,381,063	3,195,384	50.08%	3,185,679	3,059,093
Permits, Privilege Fees & Licenses	187,100	123,628	66.08%	63,472	145,274
Fines & Forfeitures	180,000	82,952	46.08%	97,048	83,620
Revenue from Use of Money & Property	22,500	52,426	233.00%	(29,926)	25,305
Charges for Services	1,286,588	891,372	69.28%	395,216	867,642
Miscellaneous Revenue	183,200	213,195	116.37%	(29,995)	147,733
Non-Categorical Aid	680,100	371,496	54.62%	308,604	365,086
Categorical Aid	2,302,542	1,956,030	84.95%	346,512	1,927,150
Revenue from Federal Government	335,882	5,498	1.64%	330,384	7,980
Non-Revenue Receipts	918,605	0	0.00%	918,605	0
<b>TOTAL GENERAL FUND</b>	<b>\$13,707,030</b>	<b>\$7,723,689</b>	<b>56.35%</b>	<b>\$5,983,341</b>	<b>\$7,174,445</b>
<b>CAPITAL PROJECTS FUND</b>					
Revenue from the Commonwealth	\$316,896	\$0	0.00%	\$316,896	\$135,789
Transfers	1,175,419	0	0.00%	1,175,419	0
<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	\$6,160	68.44%	\$2,840	\$7,160
Revenue from Use of Money & Property	154,500	127,524	82.54%	26,976	118,302
Charges for Services	5,193,605	3,825,456	73.66%	1,368,149	2,812,023
Recovered Costs	38,799	3,624	9.34%	35,175	9,904
Miscellaneous Revenue	5,500	11,631	0.00%	(6,131)	8,202
Grant Revenue	0	8,500	0.00%	(8,500)	0
Transfers	20,268	0	0.00%	20,268	0
<b>TOTAL W&amp;S OPERATING FUND</b>	<b>\$5,421,672</b>	<b>\$3,982,895</b>	<b>73.46%</b>	<b>\$1,438,777</b>	<b>\$2,955,591</b>
<b>WATER &amp; SEWER CAPITAL FUND</b>					
Revenue from Use of Money & Property	\$0	\$22,707	0.00%	(22,707)	0
Non-Revenue Receipts	1,391,076	376,267	27.05%	1,014,809	332,019
Transfers	1,240,819	0	0.00%	1,240,819	0
<b>TOTAL W&amp;S CAPITAL FUND</b>	<b>\$2,631,895</b>	<b>\$398,974</b>	<b>15.16%</b>	<b>\$2,232,921</b>	<b>\$332,019</b>
<b>TOTAL ALL FUNDS</b>	<b>\$23,252,912</b>	<b>\$12,105,558</b>	<b>52.06%</b>	<b>\$11,147,354</b>	<b>\$10,462,055</b>
<b>INTERNAL SERVICE FUNDS</b>					
Motor Pool	\$477,401	\$466,126	97.64%	\$11,275	\$300,830
Information Technology	\$360,029	\$180,017	50.00%	\$180,012	\$218,550



# Town of Warrenton, Virginia

## Comparison of Expenditures with Appropriations for the Period Ending March 31, 2017

Function	Appropriation	Expenditure	% (E)	Unexpended	Prior Year
<b>GENERAL FUND</b>					
Legislative Department	\$163,520	\$101,732	62.21%	\$61,788	\$136,340
Executive Department	211,261	148,951	70.51%	62,310	116,326
Legal Services	187,376	107,847	57.56%	79,529	125,333
Finance Department	532,695	343,596	64.50%	189,099	334,145
Other Organizations	10,040	10,040	100.00%	0	8,579
Electoral Board	0	0	0.00%	0	0
Public Safety	3,756,889	2,732,834	72.74%	1,024,055	2,742,631
Department of Public Works	4,086,464	2,985,302	73.05%	1,101,162	2,429,048
Welfare Social Services	116,937	85,474	73.09%	31,463	90,844
Parks and Recreation	2,043,253	1,396,293	68.34%	646,960	1,286,689
Cultural Enrichment	67,000	54,000	80.60%	13,000	58,022
Community Development	1,018,852	584,731	57.39%	434,122	442,791
Transfers	876,153	0	0.00%	876,153	0
Debt Service	636,590	726,815	114.17%	(90,225)	725,116
<b>TOTAL GENERAL FUND</b>	<b>\$13,707,030</b>	<b>\$9,277,614</b>	<b>67.69%</b>	<b>\$4,429,416</b>	<b>\$8,495,864</b>
<b>CAPITAL PROJECTS FUND</b>					
Capital Outlay	\$623,753	\$380,060	60.93%	\$243,693	\$129,110
Capital Projects	868,561	23,619	2.72%	844,942	369,996
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>\$1,492,314</b>	<b>\$403,679</b>	<b>27.05%</b>	<b>\$1,088,635</b>	<b>\$499,106</b>
<b>WATER &amp; SEWER OPERATING FUND</b>					
Water Department	\$1,970,674	\$1,298,455	65.89%	\$672,219	\$1,280,905
Wastewater Department	1,762,696	1,179,142	66.89%	583,554	1,145,259
Water/ Sewer Administration	812,422	510,260	62.81%	302,163	553,564
Debt Service	103,119	103,119	100.00%	(0)	88,586
Reserve for Contingencies	0	0	0.00%	0	0
Transfers	772,761	0	0.00%	772,761	0
<b>TOTAL W&amp;S OPERATING FUND</b>	<b>\$5,421,672</b>	<b>\$3,090,975</b>	<b>57.01%</b>	<b>\$2,330,697</b>	<b>\$3,068,314</b>
<b>WATER &amp; SEWER CAPITAL FUND</b>					
Water & Sewer Capital Projects	\$2,631,895	\$375,006	0.00%	\$2,256,890	\$294,953
<b>TOTAL W&amp;S CAPITAL FUND</b>	<b>\$2,631,895</b>	<b>\$375,006</b>	<b>14.25%</b>	<b>\$2,256,890</b>	<b>\$294,953</b>
<b>TOTAL ALL FUNDS</b>	<b>\$23,252,912</b>	<b>\$13,147,274</b>	<b>56.54%</b>	<b>\$10,105,638</b>	<b>\$12,358,237</b>
<b>INTERNAL SERVICE FUNDS</b>					
Motor Pool	\$477,401	\$511,296	107.10%	(\$33,895)	\$329,551
Information Technology	\$360,029	\$248,924	69.14%	\$111,105	\$219,636

Town of Warrenton  
Investment Report  
Period Ending March 31, 2017

Investment Activity	Beginning of Month	Investments	Redemptions	Investment Income	End of Month
Virginia LGIP	12,751,733	-	-	-	12,751,733
Virginia Investment Pool	2,001,638	1,000,000	-	-	3,001,638
Virginia SNAP	4,759,323	-	-	3,949	4,763,272
Total Investments	<u>\$19,512,694</u>	<u>\$1,000,000</u>	<u>\$0</u>	<u>\$3,949</u>	<u>\$20,516,644</u>

Portfolio Composition & Yield	Cost	Percent	Annual Percentage Yield	Average Remaining Life Days
Virginia LGIP	12,751,733	62.15%	0.89%	N/A
Virginia Investment Pool	3,001,638	14.63%	1.24%	N/A
Virginia SNAP	4,763,272	23.22%	0.93%	N/A
Total Investments	<u>\$20,516,644</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	\$25,629	\$75,299
Percentage of Interest Received to Date	149.01%	407.02%
Weighted Average Rate of Return	0.44%	0.95%
Benchmarks:		
182 day US Treasury Bill	0.37%	0.64%
LGIP - effective yield	0.44%	0.89%



**Town Council Meeting Item Number: d.  
May 9, 2017**

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

**Issue:** 2017 Warrenton-Fauquier Heritage Day

**Background:** This will be the Annual 2017 Warrenton-Fauquier Heritage Day event in Old Town Warrenton. This event attracts approximately 100 spectators.

**Discussion:** The Warrenton-Fauquier Heritage Day event is scheduled for Saturday, September 30, 2017 between 11 a.m. and 4 p.m.

Option 1: The Warrenton-Fauquier Heritage Day Committee requests to utilize the Brentmoor/Mosby House property and the Warrenton-Fauquier Visitors Center property for the event. They further request for the Brentmoor/Mosby House to be open during the event and to have off-duty police officers provide security for the house during the event hours.

Option 2: If the Brentmoor property is not available, in order to prepare a safe event and to minimize the impact on businesses, the Town will close the following streets to traffic, but will remain open to pedestrians: Court Street, Hotel Street, and Culpeper Street. Culpeper Street will be closed from Lee Street to Main Street, Hotel Street will be closed at Ashby Street, and Court Street will be closed at Main Street. Road closures will be in place at 8:00 A.M. to accommodate the setup time for the event and will remain in place until the conclusion of the event. Roads should be open to traffic by 5:00 P.M., and at the discretion of police personnel.

**Financial Impact:** There is no direct financial impact to the Town. The estimated cost of contributed manpower from the Police Department is \$623.45 and from the Public Works Department is \$147.25. Event expenses are covered with sponsorships and private contributions with the exception of Town resources.

Police personnel consists of three police personnel for five (5) hours each, and one (1) Public Works personnel for five (5) hours each.

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

---

Town Manager

**ATTACHMENTS:**

Description	Type	Upload Date
Heritage Day 2017 Operational Plan	Cover Memo	4/21/2017
Heritage Day 2017 Event Application	Cover Memo	4/21/2017



## **TOWN OF WARRENTON**

### **POLICE DEPARTMENT**



**To:** Mr. Brannon Godfrey Jr., Town Manager, through Chief Louis A. Battle  
**From:** Sergeant T. M. Carter  
**Date:** April 20, 2017  
**Re:** 2017 Warrenton – Fauquier Heritage Day

---

The Annual 2017 Warrenton-Fauquier Heritage Day to be held at the Brentmoor Property and the Warrenton-Fauquier Visitors Center on Saturday, September 30, 2017 from 11:00 A.M. to 4:00 P.M. The Heritage Day events will consist of tours, exhibits, lectures, reenactments, period dancing, and demonstrations in which to observe, celebrate and enjoy Fauquier's rich history. Military groups would set up their tents on Friday, September 29, 2017 or early Saturday morning to be prepared for the 11:00 A.M. to 4:00 P.M. event on Saturday.

There will be no road closures, however, if the Brentmoor Property is not available the event would use the Courthouse Square area which would require the road closures of Culpeper Street between Lee and Main Street, Hotel Street, and Court Street.

Sunday, October 1, 2017, activities may also take place at the John Barton Payne building from 11:00 A.M. to 4:00 P.M. which would be the location for the Piedmont Railroaders. This has not been confirmed at this time, however, no police presence would be needed on that day and no road closures would be necessary.

Setup time for the event will be from 9:00 a.m. to 11:00 a.m. The event will run from 11:00 a.m. to 4:00 p.m. Clean-up time will be from 4:00 p.m. to 5:00 p.m.

Police personnel consists of three police personnel for five (5) hours each, and one (1) Public Works personnel for five (5) hours. The estimated cost of contributed manpower from the Police Department is \$623.45 and from the Public Works Department is \$147.25.



Copy for Town Police

# TOWN OF WARRENTON

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

## APPLICATION FOR PARADE/SPECIAL EVENT PERMIT

Activity Warrenton-Fauquier Heritage Day Date of Application 4-13-17  
Sponsored By Warrenton-Fauquier Heritage Day Committee Location of Event Visitors Center/Brent man.  
For Profit                      Non-Profit ☒ Tax Exempt No.                      Fauquier County is the fiduciary agent.

### Organizers/Contact:

Name Paula Johnson Home # 540.341.7019 Work #                       
Address 7819 Wellington Dr. City Warrenton State/Zip VA 20186  
Name                      Home #                      Work #                       
Address                      City                      State/Zip                     

### Description of Event:

Please see the page entitled "Description of Event"  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Event 9-30-17 Rain Date                       
Event Hours 11:00 - 4:00  
Set Up Time 9:00 - 11:00 Clean Up Time 4:00 - 6:00

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

**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

3016  
CUSTOMER'S ORDER NO. 2017- PHONE DATE 4-18-17  
NAME Warrenton Fauquier Heritage Day  
ADDRESS Visitors Center / Brentmor  
CASH C.O.D. CHARGE ON ACCT. MOSE. RET'D. PAID OUT  
7:00 PM 30 25 00  
**PAID**  
APR 18 2017  
TOWN OF WARRENTON  
Check # 6171  
SOLD BY RECEIVED BY  
TAX TOTAL 25 00

PARADE/SPECIAL EVENT PERMIT

Date of Application 4-13-17  
Location of Event Visitors Center / Brentmor  
Tax Exempt No. Fauquier County is the fiduciary agent.

ne # 540.341.7019 Work #  
Warrenton State/Zip VA 20186

ne # Work #  
State/Zip

Description of Event:

Please see the page entitled "Description of Event"

Date of Event 9-30-17

Rain Date

Event Hours 11:00 - 4:00

Set Up Time 9:00 - 11:00

Clean Up Time 4:00 - 6:00

205840

Thank You

Address City

## Warrenton – Fauquier Heritage Day

### EVENT DESCRIPTION

The Warrenton – Fauquier Heritage Day annual event is a day to remember the history of Warrenton and Fauquier County. The history is illustrated by Warrenton Town walking tours, living historians, period dancing, music performances, lectures by noted historians, hands - on activities, artifact displays, demonstrations, and children's activities including vintage toys, artifacts, and croquet.

We are asking to hold the event at the Warrenton Visitor's Center including the parking lot and the Brentmoor/Mosby house property. We are also asking for the Mosby house to be open during the event and for the security of the Mosby house, we would ask the Police Department if we could hire off – duty police officers for the hours the house would be open.

If it is not possible to use the Visitor's Center and the Mosby house and property, the second option would be to hold the same event on Culpeper Street; closed from Lee Street to Main Street and on Court Street and Hotel Street to Ashby Street.



\*Anticipated attendance (per day)

Participants 75 approximately Spectators unknown

\*Will you need electricity?

☒ Yes

No

(if yes, number of outlets) 1

\*Will food be served?

Yes

☒ No

\*Will fees for food or merchandise be charged?

Yes

☒ No

unless we have a sutler (with merchandise) participate at the event

\*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) Old Courthouse

\*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:

Fauquier County is the fiduciary agent.

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.

Paula Johnson  
Signature

4-13-17  
Date

Page 2

\$25 Fee  
Voucher #

205840

PAID

APR 18 2017

TOWN OF WARRENTON

- \*Projected number of entries: Not known at this time
- \*Anticipated number of participants: 75 approximately
- \*Will children be involved? ☒ Yes ☐ No (If yes, how many) Not
- \*Will animals be involved? ☐ Yes ☒ No (if yes, how many and what type) \_\_\_\_\_
- \*What special conditions will be required, if any, to accommodate animal participants? \_\_\_\_\_
- \*Will motor vehicles be involved? (If yes, how many and what type) WWII jeep & fire trucks will be parked for display at the visitors center.
- \*What additional streets or parking lots will be needed, if any? None for Option 1 but those listed for Option 2 listed on the Event Description sheet and on the enclosed map.
- \*Please review enclosed map for parade route.

POLICE REVIEW: \_\_\_\_\_

PUBLIC WORKS REVIEW: \_\_\_\_\_














MANAGER'S REVIEW: \_\_\_\_\_

PLANNING/ZONING REVIEW: \_\_\_\_\_

Only for Option 2



# TOWN OF WARRENTON GUIDE TO OLD TOWN PARKING

-  ROAD CLOSED FOR PARADE
-  ROAD CLOSED FOR EVENT
-  PARADE LINE-UP
-  PARADE STAGING AREA
-  CARRIAGE 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 Council Meeting Item Number: e.  
May 9, 2017**

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

**Issue:** **Acceptance and Appropriation of 2017 Byrne Grant**

**Background:** The Virginia Department of Criminal Justice Services (DCJS) administers the distribution of federal Byrne Grant funds to local law enforcement agencies on an annual basis. The Edward Byrne Memorial Justice Assistance Grant (JAG) Program (42 U.S.C. § 3751(a)) is the primary provider of federal criminal justice funding to state and local jurisdictions. The Program provides states and units of local governments with critical funding necessary to support a range of program areas including law enforcement; prosecution and court programs; prevention and education programs; corrections and community corrections; drug treatment and enforcement; crime victim and witness initiatives; and planning, evaluation, and technology improvement programs.

**Discussion:** The Town of Warrenton will receive \$1,687 in grant funds to be matched by \$187 from the Town. The Police Department will utilize these funds to supplement its purchase of equipment and training.

**Financial Impact:** Acceptance of the grant award and amendment to the FY17 Budget and appropriation will increase General Fund - Miscellaneous Local Grant Revenue by \$1,687 and various Police Department Expenditures line items by a total of \$1,687.

**Recommended Action:** On April 17, the Committee of the Whole recommended to Council approval of an amendment to the FY17 Budget and appropriation of the grant funds.

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Town Manager

**ATTACHMENTS:**

Description	Type	Upload Date
2017 DCJS Byrne Grant Letter	Backup Material	4/25/2017

# Department of Criminal Justice Services

1100 Bank Street, 12<sup>th</sup> Floor, Richmond, VA 23219

## Byrne Justice Assistance Grant Statement of Award/Acceptance

<b>Subgrantee:</b> Town of Warrenton	<b>Date:</b> March 27, 2017 <b>Grant No:</b> 17-S1100LO16	<b>Grant Period:</b> April 1, 2017– December 31, 2017
<b>Project Director</b>	<b>Project Administrator</b>	<b>Finance Officer</b>
Chief Louis Battle Chief of Police Town of Warrenton 333 Carriage House Lane  Warrenton, VA 20186  <b>Phone No:</b> (540) 347-1107	Mr. Brannon Godfrey Town Manager Town of Warrenton P. O. Drawer 341  Warrenton, VA 20188  <b>Phone No:</b> (540) 349-2414	Ms. Stephanie Miller Dir. of Fin. & Human Resources Town of Warrenton 18 Court Street  Warrenton, VA 20186  <b>Phone No:</b> (540) 347-1101
<b>TOTAL PROJECT</b>	<b>Federal</b> \$1,687	<b>Subgrantee Cash Match</b> \$ 187
	<b>TOTAL</b> \$1,874	

This grant is subject to all rules, regulations, and special conditions included in this award.



Francine C. Ecker, Director

Please provide the information requested below. See attached instructions for completing the award acceptance. Enter the amount of Federal funds you plan to spend in each category below. The total of Federal funds entered must equal the total of Federal funds awarded in this grant. Please round to the nearest dollar.

Purpose Areas	Federal Amount	Category
<b>1. Law Enforcement</b>		
<b>a. Hiring</b>	\$	# Current Officers _____
<b>b. Overtime</b>	\$	# Officers to Hire _____
<b>c. Equipment:</b>		# Current Support Personnel _____
<b>(1) Traditional Law Enforcement Equipment</b>	\$ 1,687.00	# Support Personnel to Hire _____
<b>(2) Information Technology</b>	\$	Sworn <input type="checkbox"/> Civilian <input type="checkbox"/>
<b>2. Prosecution &amp; Courts</b>	\$	
<b>3. Prevention &amp; Education</b>	\$	
<b>4. Corrections &amp; Community Corrections</b>	\$	
<b>5. Drug Treatment</b>	\$	
<b>6. Planning, Education &amp; Technology Improvement</b>	\$	

The undersigned, having received the Statement of Grant Award/Acceptance and the Conditions attached thereto, does hereby accept this grant and agree to the conditions pertaining thereto, this 12<sup>th</sup> day of April, 2017.

Signature of Project Administrator:



Title:

Town Manager



# COMMONWEALTH of VIRGINIA

## Department of Criminal Justice Services

Francine C. Ecker  
Director

March 27, 2017

1100 Bank Street  
Richmond, Virginia 23219  
(804) 786-4000  
TDD (804) 786-8732

Mr. Brannon Godfrey  
Town Manager  
Town of Warrenton  
P. O. Drawer 341  
Warrenton, VA 20188

**Title:** Byrne Justice Assistance Grant, 17-S1100LO16

Dear Mr. Godfrey:

The Byrne Justice Assistance Grant Program (JAG) makes federal funds available to localities to help support their efforts to reduce crime and improve public safety. The Department of Criminal Justice Services has been designated to administer a portion of the JAG funds reserved for Virginia and to make those funds available to local units of government. I am pleased to advise you that we are awarding your locality \$1,687.00 in federal funds. With the required local cash matching funds of \$187.00, your total award is \$1,874.00.

Enclosed you will find a *Statement of Grant Award and a Statement of Grant Award Special Conditions*. To indicate your acceptance of the award and conditions, please complete and sign the award acceptance and return it to Janice Waddy, General Administration Manager II, Office of Grants Management, at the Department of Criminal Justice Services (DCJS). Please review the conditions carefully; as they include specific requirements about how the grant funds must be managed once you receive them. We are required to provide the entire federal portion of your award in one distribution. Please refer to the enclosed "Post Award Instructions and Reporting Requirements" for details on how to request funds using our online Grants Management Information System (GMIS). *All financial reports and request for funds must be submitted through GMIS.*

In order to complete the award acceptance, you must also provide information on how your locality will use the awarded federal funds. Instructions are attached.

We appreciate your interest in this grant program and will be happy to assist you in any way we can to assure your project's success. If you have any questions, please contact Shellie Evers at (804) 678-8993 or by email at [shellie.evers@dcjs.virginia.gov](mailto:shellie.evers@dcjs.virginia.gov).

Sincerely,

Francine C. Ecker  
Director

Enclosures

cc: Chief Louis Battle, Chief of Police  
Ms. Stephanie Miller, Dir. of Fin. & Human Resources  
Ms. Shellie Evers, DCJS Monitor



# STATEMENT OF GRANT AWARD SPECIAL CONDITIONS

Department of Criminal Justice Services  
1100 Bank Street, 12<sup>th</sup> Floor  
Richmond, Virginia 23219

## Byrne Justice Assistance Grant Program

**Grantee:** Warrenton Town

**Grant Number:** 17-S1100LO16

**Federal Catalog No.:** 16.738

**Title:** Local L. E. Block Grant

**Date:** March 27, 2017

The following conditions are attached to and made a part of this grant award:

1. By signing the Statement of Grant Award/Acceptance, the grant recipient agrees:
  - to use the grant funds to carry out the activities subgrantee establishes in the Statement of Grant Award/Acceptance, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
  - to adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions;
  - and, to comply with all terms, conditions and assurances attached to this award.
2. The subgrantee agrees to submit such reports as requested by DCJS.
3. By accepting this grant, the recipient assures that funds made available through it will not be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes.
4. By accepting this grant, the recipient assures that a trust fund will be established in which to deposit grant funds. Any interest gained from the trust fund may be used to add to the Federal award amount. Any interest earned must be spent within the grant period, and on eligible program activities.
5. If these requirements can be met within the recipient's current financial management system, there is no need to establish a separate account.
6. Grant funds are not to be used to purchase, lease, rent, or acquire tanks or armored vehicles, fixed-wing aircraft, limousines, real estate, yachts, consultants, or any vehicle not used primarily for law enforcement.
7. The subgrantee agrees to forward a copy to the DCJS of the scheduled audit of this grant award.
8. All purchases for goods and services must comply with the Virginia Public Procurement Act. Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. An exemption to this regulation requires the prior approval of the DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to the DCJS.
9. **PROJECT INCOME:** Any funds generated as a direct result of DCJS grant funded projects are deemed project income. Project income must be reported on forms provided by DCJS. The following are examples of project income: Service fees; Client fees; Usage or Rental fees; sales of materials; income received from sale of seized and forfeited assets (cash, personal or real property included).
10. The subgrantee agrees that it and all its contractors will comply with the following federal civil rights laws as applicable:
  - Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in the delivery of services (42 U.S.C. § 2000d), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart C;
  - The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (42 U.S.C. § 3789d(c)(1)), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D;

## Statement of Grant Award Special Conditions (Continued)

Grant No: 17-S1100LO16

- Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C. § 794), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G;
  - Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (42 U.S.C. § 12132), and the DOJ implementing regulations at 28 C.F.R. Part 35;
  - Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs and activities (20 U.S.C. § 1681), and the DOJ implementing regulations at 28 C.F.R. Part 54;
  - The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. § 6102), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart I; and
  - The DOJ regulations on the Equal Treatment for Faith-Based Organizations, which prohibit discrimination on the basis of religion in the delivery of services and prohibit organizations from using DOJ funding for inherently religious activities (28 C.F.R. Part 38).
  - The Juvenile Justice and Delinquency Prevention Act of 1974, as amended, which prohibits discrimination in both employment and the delivery of services or benefits based on race, color, national origin, religion, and sex in JJDPF-funded programs or activities (42 U.S.C. § 5672(b)).
  - Section 1407 of the Victims of Crime Act (VOCA), as amended, which prohibits discrimination in both employment and the delivery of services or benefits on the basis of race, color, national origin, religion, sex, and disability in VOCA-funded programs or activities. (42 U.S.C. § 10604).
11. The subgrantee agrees that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
12. By accepting the accompanying grant award, you are agreeing to submit financial reports during the grant period, as well as a final report to close out the grant. **Financial reports are due no later than the close of business on the 12th working day after the end of the quarter.**
13. Grant funds, including match, must be expended and/or obligated during the grant period. All legal obligations must be liquidated no later than 90 days after the end of the grant period. The grant recipient agrees to supply a final grant financial report and return all unexpended grant funds to DCJS within 90 days of the end of the grant period.
14. **No extensions of the grant period for this award will be permitted.**
15. Prior to DCJS disbursing funds, the Grantee must comply with the following special conditions:
- a) Submit a budget narrative outlining all expenditures.





# COMMONWEALTH of VIRGINIA

## Department of Criminal Justice Services

Francine C. Ecker  
Director

1100 Bank Street  
Richmond, Virginia 23219  
(804) 786-4000  
TDD (804) 786-8732

### NOTICE

To: Grants Project Administrator

From: Janice Waddy, DCJS Grants Administrator

Re: Post Award Instructions and Reporting Requirements  
**PLEASE READ VERY CAREFULLY**

☐ **GRANT AWARD AND SPECIAL CONDITIONS:**

Please review your Award and Special Conditions very carefully. *Pay attention to the last Special Condition listed. This Special Condition may require additional documentation from you before grant funds can be released.* Sign and date the grant award acceptance and submit any Special Condition documentation to:

Office of Grants Management  
Department of Criminal Justice Services  
1100 Bank Street, 12<sup>th</sup> Floor  
Richmond, Virginia 23219

☐ **REPORTING REQUIREMENTS**

By accepting the accompanying grant award, you are agreeing to submit on-line quarterly financial reports for this grant throughout the grant period, as well as final reports to close the grant. **No eligible current recipient of funding will be considered for continuation funding if any of the required Financial reports for the current grant are more than thirty (30) days overdue.** For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.

Financial reports are due no later than the close of business on the 12<sup>th</sup> working day after the end of the quarter. Reports are required even if no expenditures have occurred during the quarter. ***Requests for Funds will not be honored from grant recipients who do not fulfill this reporting obligation.*** A schedule of due dates is attached for your reference. Please retain copies of the schedule for future use and reference.

☐ **FINANCIAL REPORTS**

Refer to our website for submitting financial reports through our online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Grant Statement of Award/Acceptance. The address is: <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>.

**Paper copies of the Financial Reports are no longer accepted. You are required to use the online system in reporting your expenditures.**

☐ **REQUESTING GRANT FUNDS**

Refer to our website for requesting funds through our online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Grant Statement of Award/Acceptance. \*Please note you can access this system using the same password assigned for the online financial reporting system. The address is: <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>.

**You are required to use the online system for requesting fund. Paper copies of the Request for Funds are no longer accepted.**

If you have any questions, please contact Beverly Johnson at (804) 786-9055 or by e-mail at [beverly.johnson@dcjs.virginia.gov](mailto:beverly.johnson@dcjs.virginia.gov).

**PROJECTED DUE DATES  
FINANCIAL REPORTS**

*Reports are due by the 12th working day following the close of the quarter covered in the report.  
Financial reports are required even if no expenditures have occurred.*

<b><i>QUARTER ENDING</i></b>	<b><i>DUE DATE</i></b>
6/30/2017	7/19/2017
9/30/2017	10/18/2017
12/31/2017	1/19/2018
3/31/2018	4/17/2018



**Town Council Meeting Item Number: f.  
May 9, 2017**

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

- Issue:** **Acceptance of PATH Grant and FY17 Budget Amendment and Appropriation of Funds**
- Background:** The Warrenton Police Department was approved for grant funding by the PATH Foundation through a "Make It Happen" Grant to enhance the Community Room with new furnishings.
- Discussion:** The grant funds will be used to accommodate the increasing use by different sectors of the community in need of meeting space as part of the Department's outreach efforts.
- The FY17 Budget will need to be amended to include the funds awarded in the amount of \$22,546.00.
- Financial Impact:** Acceptance of the grant award and amendment to the FY17 Budget and appropriation will increase General Fund - Miscellaneous Local Grant Revenue by \$22,546 and Police Department Expenditures - Furniture & Fixtures line item by \$22,546.
- Recommended Action:** Request approval to accept the funds provided by the PATH Foundation in the form of a "Make it Happen" grant and approve the proposed amendment of the FY17 Budget and appropriation of funds.

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Town Manager

**ATTACHMENTS:**

Description	Type	Upload Date
Award Letter	Backup Material	5/5/2017
Grant Application	Backup Material	5/5/2017



## PATH FOUNDATION

May 1, 2017

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

Dear Chief Battle,

The PATH Foundation is pleased to award a *"Make it Happen!"* grant in the amount of \$22,546.00 to Warrenton Police Department for the project entitled Warrenton Police Department Community Room Enhancements.

The grant is subject to the terms as outlined in the enclosed Grant Agreement. Upon review and approval, please have the appropriate authorized officials sign two copies of the Agreement. Below the signatures, please specify how your payment check should be made out.

Return a signed original copy to the PATH Foundation promptly. A signed copy should also be retained for your files. Additionally, please send a copy of your organization's W9 for our files.

The PATH Foundation requests that you coordinate with Amy Petty, Director of Communications, before making any public announcement of this grant. Amy may be reached at [apetty@pathforyou.org](mailto:apetty@pathforyou.org) or 540.680.4106.

We wish you much success and look forward to hearing about your progress, challenges, and lessons learned. If you have any questions, please do not hesitate to contact me.

Sincerely,

Margy Eastham  
Program Associate

### **Grant Agreement**

*This grant(s) from the PATH Foundation to Warrenton Police Department (Grantee) is solely for the purpose(s) as described in your written proposal to the PATH Foundation dated April 25, 2017, including any subsequent approved revisions and agreed upon outcomes (collectively, the "Proposal") and is subject to your acceptance of the conditions specified below. This Agreement will be effective when signed by an authorized representative of your organization and a signed original is received by the PATH Foundation.*

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Grantee	Warrenton Police Department
Grant Terms	Project must be completed within 180 days of payment or specified start of grant term. Project report due 30 days following project completion.
Grant Dates	June 5, 2017 – December 1, 2017
Grant Amount	\$22,546.00
Grant Request Title	Warrenton Police Department Community Room Enhancements
Fiscal Agent Name	N/A
Program Associate	Margy Eastham 540.680.4112 meastham@pathforyou.org
Payment Schedule	Single payment
Reporting Schedule	January 1, 2018
Special Conditions	N/A

## 1. EXEMPT STATUS & PUBLIC CHARITY CLASSIFICATION / IRS DETERMINATION

The Grantee has furnished a determination letter from the IRS or other documentation to the PATH Foundation that confirms, to the satisfaction of the PATH Foundation, that the Grantee is (i) tax-exempt pursuant to Section 501(c)(3) of the Internal Revenue Code ("IRC"), and (ii) is a public charity, as described below; or otherwise meets the eligibility requirements of the grant opportunity. Public charities include organizations that are not private foundation or Type III supporting organizations under IRS Section 509(a)(3), but are rather designated as public charities pursuant to IRC Section 509(a)(1), 509(a)(2) or 509(a)(e) supporting organizations (Type I and II only). The Grantee shall give immediate notice to the PATH Foundation of any change in such status. (If the Grantee has a fiscal sponsor, see Section 8.)

Grantee shall promptly notify the PATH Foundation if and when there is a change in the following: 1) Grantee's key personnel; 2) Grantee's address or contact information; and 3) any development that significantly affects the operation of the organization.

## 2. EXPENDITURE OF GRANT FUNDS

This grant is solely for the purpose(s) as described in your recent Proposal, including any subsequent approved revisions and agreed upon outcomes, and this Grant Agreement. Grant funds may not be expended for any other purpose without prior written approval by the PATH Foundation.

Permission to make significant changes to the approved budget (no reallocations between budget categories or reallocations within budget categories that are greater than 5% of the total category), must be requested in writing, and the PATH Foundation's written approval obtained before any changes are implemented.

Grant funds may not be used to influence or participate in public elections or lobby public officials as outlined within the Internal Revenue Code.

The Grantee agrees to indemnify and hold harmless the PATH Foundation for any expenses, costs or damages it may incur as a result of the implementation of the grant.

## 3. REPORTING REQUIREMENTS

In accordance with the reporting schedule listed in this Grant Agreement, the Grantee shall furnish the PATH Foundation a written report on the progress of the grant, including updated financials. Subsequent payments are contingent upon receipt and approval of progress and financial reports. "Make it Happen!" final reports are due 30 days after project completion.

The Grantee is required to use the PATH Foundation online reporting process to complete progress and final reports including financial reports. An email reminder will be sent two weeks prior to the due date of all reports and will include instructions for accessing the on-line report.

The PATH Foundation requires that the Grantee:

- Maintain a file of all reports submitted to the PATH Foundation; and
- Provide a copy of any audited financial statements covering any portion of this grant.

The Grantee will provide:

- Reports, documents and any additional information as the PATH Foundation may request; and
- Reasonable access to the PATH Foundation staff, and its representatives, during regular business hours to files, records, accounts or personnel that are associated with this grant.

#### **4. PUBLIC INFORMATION AND USE OF INFORMATION**

The PATH Foundation must approve any press release, poster, flyer, print ad, etc. that is being sent to the media and/or public prior to dissemination. Also, whenever possible and appropriate, The PATH Foundation name and logo should be used on all program related materials including books, t-shirts, and website. The assigned PATH Foundation program officer, should be consulted on decisions related to public information and use of the PATH Foundation logo.

The PATH Foundation may include information regarding this grant, including the amount and purpose of the grant, any photographs provided, the grantee logo or trademark, or other information or materials about Warrenton Police Department and its activities, in the PATH Foundation's periodic public reports, newsletters and press releases.

#### **5. UNEXPENDED FUNDS**

Any unexpended portion of the grant shall be repaid to the PATH Foundation within ninety (90) days from the grant expiration date, unless an extension has been requested and approved. Any request for an extension must include a written plan for use of the remaining funds, including the time period and a revised budget.

#### **6. CANCELLATION OF GRANT**

The PATH Foundation, at its sole discretion, may terminate this Agreement at any time if:

- a) The PATH Foundation is not satisfied with the quality of the Grantee's progress toward achieving the agreed upon outcomes;
- b) The PATH Foundation is of the opinion that the Grantee is no longer capable of accomplishing the purpose of the grant;
- c) The Grantee loses nonprofit or public charity status, dissolves or fails to operate; and/or
- d) The Grantee materially fails to comply with the terms and conditions of this Agreement.

If termination occurs, the Grantee shall, upon written request of the PATH Foundation, provide to the PATH Foundation a full accounting of the receipt and disbursement of funds and expenditures incurred under the grant as of the effective date of termination. Within



ninety (90) days after the written request by the PATH Foundation, the Grantee shall remit all grant funds unexpended as of the effective date of termination.

## **7. LIMITATION**

This Agreement contains the entire agreement between the parties with respect to the grant and supersedes any previous oral or written understandings or agreements. It is expressly understood that by making this grant, the PATH Foundation has no obligation to provide other or additional support to the Grantee for purposes of this project or any other purposes.

## **8. FISCAL SPONSOR *(if applicable)***

In addition to a Fiscal Sponsorship Agreement with the Grantee, by executing this Agreement, the Fiscal Sponsor agrees to act as Fiscal Sponsor for the Grantee under this Agreement, and further agrees, acknowledges, and undertakes responsibility for all representations and covenants of the Grantee under this Agreement.

The Fiscal Sponsor agrees to indemnify and hold harmless the PATH Foundation for any expenses, costs or damages it may incur as a result of the implementation of the grant.

The PATH Foundation requires the Fiscal Sponsor to provide the funded project with accurate and up-to-date financial reports.

*[Remainder of Page Left Intentionally Blank]*

9. ACCEPTANCE OF TERMS AND CONDITIONS

PATH Foundation

By: Christy M. Connolly 5-2-17  
Signature Date  
Christy M. Connolly, President and CEO

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***The Grantee accepts the terms and conditions as set forth in the Grant Agreement, and agrees to perform its responsibilities as specified.***

Warrenton Police Department

By:

Please specify how the grant check should be addressed:

Warrenton Police Department

**10. FISCAL SPONSORS ACCEPTANCE *(if applicable)***

The Fiscal Sponsor accepts the terms and conditions as set forth in the Grant Agreement, and agrees to perform its responsibilities as specified.

Accepted by \_\_\_\_\_ on behalf of Warrenton Police Department.

By: \_\_\_\_\_

*Signature of Authorized Board Chairperson,  
Officer, or Trustee*

\_\_\_\_\_ *Date*

Name: \_\_\_\_\_ *(please print)*

Title: \_\_\_\_\_

659307/2

## Warrenton Police Department Community Room Enhancements

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*"Make it Happen!" Grants*

### **Warrenton Police Department**

---

Chief Louis Battle  
333 Carriage House Lane  
Warrenton, Virginia 20186

lbattle@warrentonva.gov  
O: 540 428 9588  
M: 540 428 9588  
F: 540 341 0960

### **Chief Louis Battle**

---

333 Carriage House Lane  
Warrenton, Virginia 20186

lbattle@warrentonva.gov  
O: 540 428 9588  
M: 540 428 9588  
F: 540 341 0960

# Application Form

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**Project Name\***

Warrenton Police Department Community Room Enhancements

**Project Summary\***

Provide a 1-2 sentence summary of the project for which you are requesting funding.

Request funding to allow for the purchase of desks/chairs that allow for durability and comfort to accommodate the increased community demand for use of the Warrenton Police Department's meeting room.

**MIH! Tier\***

Which timing/funding tier does your project meet?

Tier II (projects that will be completed in six months for \$25,000 or less)

**Amount Requested\***

\$22,546.00

**Geographic Area\***

Which regions will this program serve? Check all that apply:

Fauquier County

**Make it Happen! Project Description\***

Tell us why your innovative program or project is a good match for the *Make it Happen!* grant. Please describe the community challenge or opportunity you wish to address and your idea for addressing it. What is your plan for accomplishing the goals laid out in your proposal? What visible, tangible benefit will the community receive from this project? What bright spot will this add to our community? Please be as specific as possible.

The meeting room located at the Warrenton Police Department was originally envisioned and designed as a classroom for Departmental functions and operations. At that time, as with most Police Departments that struggle with adequate funding, the desks/chairs purchased were Spartan in design and low cost. They are uncomfortable and minimally designed for long term use. Since that time, the Department meeting room has taken on a new role as a community room as various community groups have struggled to locate adequate space to conduct meetings, classes, and training events. Church groups, Social Services, Homeowner Associations, Support Groups, Scouts, Court Programs, Piedmont Dispute Resolution Center and area governmental agencies, etc., to name a few make use of this meeting space on a constant basis. This is a direct result of Departmental efforts to provide outreach and inclusivity to all sectors of our community. While this outreach and interaction with all sectors of our community is essential for Departmental relations, as well as efficiency and effectiveness, it has also created issues that must be addressed for the Department.

The meeting space is optimal to host all the groups, but the desks/chairs are old and not comfortable at all. The Department continues to encourage all groups to use the meeting space, but now must bring the desks/chairs up to a level to that is comfortable and durable enough to allow for the expanded use of the space among all the groups. The Department was able to replace the old flooring and paint the space, as well as add internet and Smart Board capability, but the replacement of the old and inadequate desks/chairs has

remained a problem and is not anticipated to be addressed unless funding is anticipated and provided. It is important for the Department to continue to offer this space for public use, and as a medium for Police/Community interaction.

### **Make it Happen! Budget\***

Please provide a basic budget (such as an itemized list of expenses) for this project. Note: if purchase or installation of equipment is a significant piece of the budget, you may upload a quote or proposal at the end of the application.

Please refer to attached quote.

### **Other Sources of Project Funding**

List amount and source of additional funding for this project. For each item, specify whether the funding is confirmed or prospective.

No supplemental funding is available or anticipated.

### **Ethnicities Served\***

Check all that apply:

African American  
Asian  
Causasian  
Latino/Hispanic  
Native American  
General Population  
Other

### **Individuals Served\***

Approximately how many individuals (unduplicated) will be served by this program?

+/- 700

### **Projected number (unduplicated) of adults impacted\***

+/- 500

### **Projected number (unduplicated) of children impacted\***

+/- 200

### **Permit Process\***

Are there any approvals, permitting, zoning or other legal requirements associated with this project?

No

If "yes," please explain, including whether the requirements have been met or how you propose to meet them. Please note: the presence of additional approvals will not automatically cause your application to be rejected; however, failure to declare a restriction or necessary approval may result in cancellation of a grant.

## **Time to Completion**

### For Tier I Applicants Only

Can your project or idea be completed within 90 days from the start of your grant period?

### For Tier II Applicants Only

Can your project be completed within six months from the start of your grant period?

Yes

## **Organization Type\***

Please specify the qualifying category that describes your organization  
(select one)

Government Entity (including public schools and agencies)

## **Collaborations and Partnerships**

If this project is a collaboration, please list any partnering organizations associated with it. Note: named partners must provide a letter of support acknowledging their participation in the project. You or your partners may be contacted for additional information during the approval or grant process.

Non Collaborative.

## **Letter of Support Upload**

If you named a partner or collaborator in the previous question, please upload a letter of support from that partner here.

## **Proof of Eligibility**

Please provide eligibility documentation.

For 501(c)(3) nonprofits: upload a copy of your IRS determination letter.

For all religious and government entities: upload a statement of your organization's activities and EIN number (if applicable) printed on official letterhead.

## **Video Materials**

Optional: you may include a link to a short YouTube video describing your project or sharing more information about your organization.

\*Disclaimer: by submitting this information the applicant grants permission to the PATH Foundation to use it in future marketing materials, community reports and other venues at our discretion.

Enter the url to your video link here.

## **Photos and Supporting Materials**

Optional: you may upload up to three attachments with photographs and other supporting materials related to your application.

\*Disclaimer: by submitting this information the applicant grants permission to the PATH Foundation to use it in future marketing materials, community reports and other venues at our discretion.

Upload your attachments here.

Furniture 1.JPG

Furniture 2.JPG

### Quote or Proposal Upload

If you have an invoice, proposal or quote from a third party vendor or contractor that supports your budget, you may upload it here.

Staples Furniture Quote.pdf

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Note: The Foundation may contact you for additional financial documentation to assist us in evaluating your request.

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### ELECTRONIC SIGNATURE

#### Signature\*

Enter your full name, job title and the date of application submission. (e.g., *Anne Smith, Executive Director, 1 October, 2015*).

Louis Battle  
Chief of Police  
April 25, 2017

By entering your signature information above and clicking "I Agree" below, you certify that the statements contained in this application are true and correct to the best of your knowledge and belief.\*

I Agree



## File Attachment Summary

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### ***Applicant File Uploads***

- Furniture 1.JPG
- Furniture 2.JPG
- Staples Furniture Quote.pdf





**STAPLES**  
Business Advantage

7021 Dorsey Rd.  
Hanover, MD 21076  
Ph:410-567-2468  
Fx:410-567-2580

**QUOTATION**

Job: FQO-435382  
Page: 1

**SOLD TO:**  
LOUIS BATTLE  
WARRENTON POLICE DEPT.  
333 CARRIAGE HOUSE LANE  
WARRENTON, VA 20186  
540 347-1107

**SHIP TO:**  
LOUIS BATTLE  
WARRENTON POLICE DEPT.  
333 CARRIAGE HOUSE LANE  
WARRENTON, VA 20186  
540 347-1107

**Terms: Sunrise Billing**

QUOTE NO	DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON
0005567881	04/25/17		F000000032	Candace Dantzler

LINE	QUANTITY	CATALOG NO / VENDOR	DESCRIPTION	UNIT SELL	EXTENSION
<b>Special Instructions</b> <b>RETURNS OF SPECIAL ORDER OR NON-STOCK FURNITURE WILL NOT BE ACCEPTED UNLESS MERCHANISE IS DAMAGED OR DEFECTIVE. APPLICABLE SALES TAX WILL BE ADDED TO INVOICE THIS QUOTE IS VALID FOR 30 DAYS UNLESS OTHERWISE NOTED</b>					
0001	24	HMVR-1860G-FX HON COMPANY	Motivate Table Rect 18Dx60W 2mm Edge Fixed Base .N No Grommets \$(L1STD) Grd L1 Standard Laminates .S Charcoal .S Charcoal .G Glide \$(CORE) Paint Grade: Core Paint .S Charcoal	383.18	9196.32
0002	48	HMN2 HON COMPANY	Motivate Nest/Stack Chair-Flex Bck-Uph Seat .N Arm: No Arm .E Standard Nylon Glide .IM Black Mesh PT COLOR: Platinum \$(1) Gr 1 UPH .CU Centurion 10 COLOR: Black .BLCK FRAME: Black	266.66	12799.68
M001	1	CFSINSTALLIN STAPLES HANOVER	ENHANCED FURNITURE SERVICES	550.00	550.00
				<b>Freight Total</b>	<b>Actual 22546.00</b>

ACCEPTED BY \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_



**Town Council Meeting Item Number: 8.a.  
May 9, 2017**

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

- Issue:** **Disbursement of FY17 Business Assistance Funds to Fauquier County Economic Development Authority**
- Background:** The FY17 General Fund Budget includes an appropriation of \$25,000 to support Business Assistance Grants on a reimbursable basis to strengthen businesses in the Town of Warrenton. The Town's \$25,000 was to be matched by the same contribution from the Economic Development Authority (EDA) and Fauquier County.
- Discussion:** The Town's and EDA's funds are appropriated and available. Fauquier County did not appropriate funds in its FY17 Budget. Therefore the total amount available for the program will be \$50,000.
- The Town Manager, County Economic Development Director, and EDA members have met and developed the grant program outline and eligibility criteria. Eligible businesses must apply and receive pre-approval from the Grant Review Committee before incurring grant-eligible project costs. After completion of project, the applicant will submit documentation of paid expenses for reimbursement from the grant program. Therefore, grant funds are only disbursed to the business on a reimbursement basis. The Town cannot make direct payments to businesses. The EDA is the appropriate entity to make grant awards and disbursements under the arm's length standard, and will therefore will be the fiscal agent for the funds.
- At this stage in the Fiscal Year, the Program will not be finalized in time to make awards before June 30, 2017. Since the FY17 appropriation of \$25,000 will be sufficient for the next year, it is recommended that the FY17 funds be disbursed to the EDA for grants awards during the next fiscal year.
- Financial Impact:** The funds (\$25,000) are already budgeted and appropriated in the FY17 General Fund - Economic Development Budget. Therefore there is not a requirement for Council to take any action for disbursement. The Town Manager seeks Council's blessing on this disbursement at this time so that additional funds are not necessary to be budgeted in FY18.
- Recommended Action:** Authorize the Town Manager to disburse the \$25,000 appropriated in the FY17 Budget for Business Assistance Grants to the Fauquier Economic Development Authority.

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Town Manager

**ATTACHMENTS:**

Description	Type	Upload Date
Fauquier Economic Development Director Recommendation	Backup Material	5/4/2017
Program Outline	Backup Material	5/5/2017

## Brannon Godfrey

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**From:** Friedman, Miles [Miles.Friedman@fauquiercounty.gov]  
**Sent:** Thursday, May 04, 2017 4:20 PM  
**To:** Brannon Godfrey  
**Subject:** RE: Disbursement of FY17 Business Assistance Funds to Fauquier County Economic Development Authority

Brannon,

I am writing to recommend that the Town disburse the FY17 funds set aside for a small business economic development grant fund to the Fauquier Economic Development Authority. As you know, the EDA has supplied half of the funds (\$25,000) for the business grants and has a long history of working with us on such funds. Typically they hold the funds for our small business grant projects and quickly dispense the money, once an approved project is completed to our satisfaction.

I believe it would be helpful to keep this mechanism in place and would simplify the process for small businesses in Warrenton who qualify. As you know, all grants would be approved by the panel of business and government officials who met to finalize the rules and regulations of the fund last week.

Best  
Miles

Miles Friedman  
Director  
Fauquier County Dept of Economic Development  
35 Culpeper St  
Warrenton, Virginia 20186  
540-422-8270  
[miles.friedman@fauquiercounty.gov](mailto:miles.friedman@fauquiercounty.gov)

# Warrenton Small Business Grant Program

## Overview

- Purpose is to build on success of current small grants, funded by the EDA and dispensed by the County Department of Economic Development, so as to strengthen local businesses in Warrenton
- Town to give funds to EDA to disperse and carry until depleted
- Awards Amounts: \$5,000 to \$10,000 per application (total of \$50,000)
- 100% hard match required
- Applications to be accepted on a rolling basis
- Announcement Target: June 1<sup>st</sup>/rollout by July 1st. Review with Town Council at May meeting

## Eligible Activities

- Expansion or improvement.
- Plan to try new hours, service, upgrade equipment; new marketing initiative/new target audience
- Examples to be provided in materials
- Includes newly locating businesses (and some associated costs) on condition that they open within one year

## Requirements

- Ongoing business, not start-up/entrepreneurial grant (must have Warrenton business license)
- Detailed plan for expansion and how fits into their overall business plan
- Ask how they expect the initiative to improve their business and how will they measure that improvement/results
- Requirement to provide periodic status reports, including reporting on self-defined performance measures, to be approved by Grant Review Committee and staff
- Funds to be spent within year, may submit request to extend up to one more year, subject to prior approval by staff
- Can apply for multiple types of grant assistance (County small grants, town grant, small business loan program) but must have separate match for each; cannot use other county grants as match
- 100% match must be in the form of cash or new financing, with a cash match preferred. In kind (staff time, etc.) cannot be used towards the match, but are encouraged and should be detailed in the application

## Advertise

- Stories in both papers: "Small Business Grant Program Launched in Warrenton"
- Ask chambers to promote/seek PR from other groups, as appropriate; direct mail



- Advertise all programs together, as feasible. The other county grant programs open in March, supposed to be open for 60 days

### **Process**

1. Business makes verbal contact with staff; provides verbal summary, consult staff on available program
2. Staff may recommend that the business review business plan and/or expansion plan with business advisors at Mason Enterprise Center and/or SBDC
3. Submit proposal to Economic Development staff to review and vet/improve, as feasible
4. Staff reviews and works with applicant to complete short form proposal; screens submissions
5. Sent after staff screening to Review Panel to approve, reject, or send back for resubmission

### **Proposed Grant Review Committee**

1. County Economic Development Director, Miles Friedman - Chair
2. Town Economic Development Manager
3. EDA Representative: Kevin Kelly
4. Town Representative 1: Town Manager, Brannon Godfrey
5. Town Representative 2: Stephanie Miller, Finance Director
6. County Representative: Katie Heritage, Deputy County Administrator
7. Commercial Banker: Ray Knott, Union Bank
8. Small Business Support Professional: Renee Younes, Manager, Mason Enterprise Center

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### **Next Steps**

- Discuss and get approval from EDA
- Review with Town Manager and Town Council/consolidate funds
- Review and consolidate existing EDA/County grant guidelines
- Adapt language of current grant program guidelines to Town of Warrenton and Warrenton Small Business Grant Program
- Change language of application to Town of Warrenton and Warrenton Small Business Grant Program
- Begin marketing and outreach



**Town Council Meeting Item Number: 8.b.  
May 9, 2017**

**Agenda Memorandum  
Submitted by: Brandie Schaeffer**

**Issue:** **Comprehensive Plan Amendment Initiation Lidl US, LLC**

**Background:** The applicant's request is to initiate a Comprehensive Plan Amendment (CPA). The application would be to apply to amend the Future Land Use Map. If the initiation is granted, the CPA application would run concurrently with a rezoning application (ZMA 2017-01 Lidl US, LLC for a grocery store). The current Future Land Use Map designates the 1.26752 acres CPA subject properties (PINs: 6984-18-2905, 6984-18-3915, and 6984-18-2709) as Low Density Residential. This designation calls for single family detached residential dwellings at densities ranging from existing levels of development up to 2.5 dwellings per net acre.

**Discussion:** The applicant will be seeking an application to amend the Future Land Use Map to Re-Planned Commercial. If the Town Council grants the request to initiate the CPA, the application for the subject properties will follow the established review process and public hearing requirements before the Planning Commission and Town Council as part of the ZMA 2017-01 application. Town Council is to vote on whether to allow the CPA application to be initiated.

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

**Recommended Action:** Staff recommends the Town Council initiates the applicant's request to process the CPA to run concurrently with the rezoning request of the subject parcels.

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Town Manager

**ATTACHMENTS:**

Description	Type	Upload Date
Staff Memo: Comprehensive Plan Amendment Initiation Lidl US, LLC	Staff Report	4/20/2017
Comprehensive Plan Amendment Initiation Lidl US, LLC	Backup Material	4/20/2017



PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT  
STAFF REPORT

**TOWN COUNCIL REGULAR MEETING**

**INITIATE COMPREHENSIVE PLAN AMENDMENT REQUEST  
LIDL US, LLC  
DATE OF MEETING: May 9, 2017**

**SUMMARY**

The applicant's request is to initiate a Comprehensive Plan Amendment (CPA). The application would be to apply to amend the Future Land Use Map. If the initiation is granted, the CPA application would run concurrently with a rezoning application (ZMA 2017-01 Lidl US, LLC for a grocery store). The current Future Land Use Map designates the 1.26752 acres CPA subject properties (PINs: 6984-18-2905, 6984-18-3915, and 6984-18-2709) as Low Density Residential. This designation calls for single family detached residential dwellings at densities ranging from existing levels of development up to 2.5 dwellings per net acre. The applicant will be seeking an application to amend the Future Land Use Map to Re-Planned Commercial. If the Town Council grants the request to initiate the CPA, the application for the subject properties will follow the established review process and public hearing requirements before the Planning Commission and Town Council as part of the ZMA 2017-01 application.

**STAFF RECOMMENDATION**

Staff recommends the Town Council initiates the applicant's request to process the CPA to run concurrently with the rezoning request of the subject parcels.

**SUGGESTED MOTIONS**

1. I move that the Town Council approve the request to initiate a CPA for the properties associated with the Lidl US, LLC ZMA 2017-01 request.

OR

2. I move that the Town Council forward the CPA initiation request to the next Town Council Work Session.

OR

**Request to Initiate a Comprehensive Plan Amendment**  
**Town Council Regular Meeting**  
**5/9/2017**

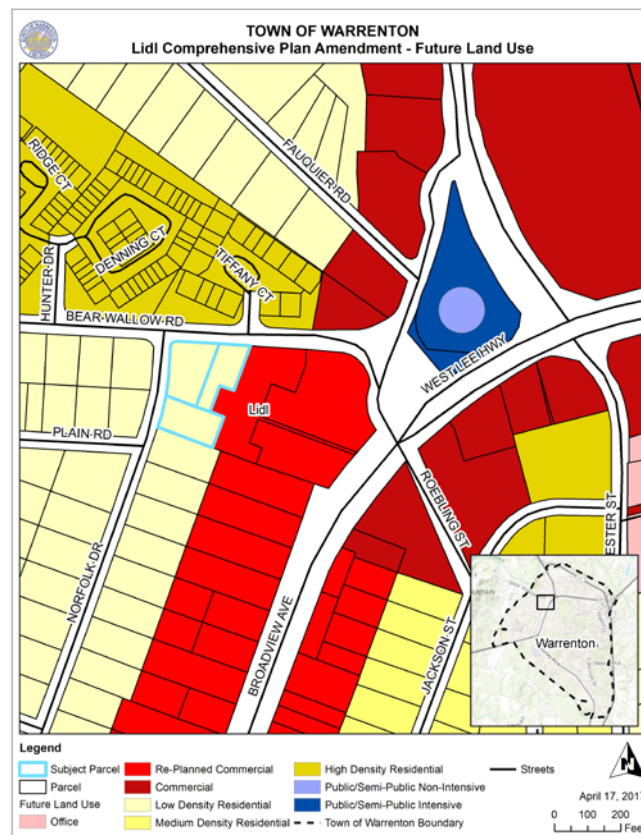
3. I move that the Town Council deny the initiation request for a CPA for the properties associated with the Lidl, US, LLC ZMA 2017-01 request for the following reasons: [Insert].

OR

4. I move an alternative motion.

**Request to Initiate a Comprehensive Plan Amendment**  
**Town Council Regular Meeting**  
**5/9/2017**

**VICINITY MAPS**



**Directions:**

Properties are located immediately west of the Cheswick Hotel with Bear Wallow Road to the north, Norfolk Drive to the west, and a vacant parcel to the south.

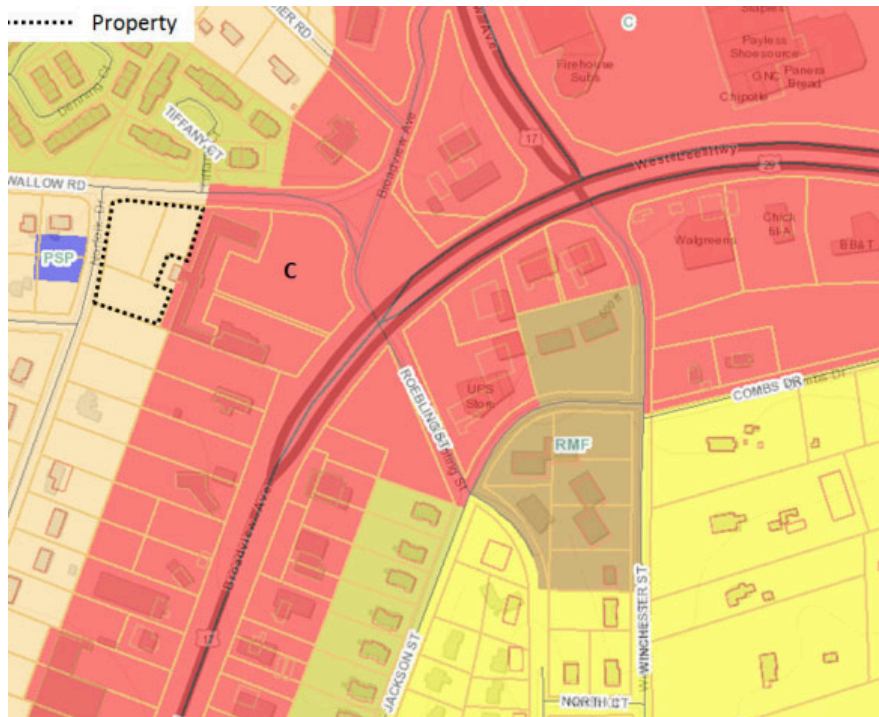
## **NARRATIVE STATEMENT OF JUSTIFICATION Lidl Comprehensive Plan Amendment**

**PIN: 6984-18-2905, 6984-18-3915 and 6984-18-2709  
April 12, 2017**

Lidl US, LLC (the "Applicant") is the contract purchaser of the properties identified as PINs 6984-18-2905, 6984-18-3915 and 6984-18-2709 (the "Property"). The Property is currently designated Low Density Residential on the Future Land Use Map in the Comprehensive Plan. The present proposal is for a Comprehensive Plan Amendment to change the designation to Re-Planned Commercial, to be consistent with existing and surrounding properties, to correct existing discrepancies, and to improve the overall appearance of the Property as intended by the current policies of the Town's Comprehensive Plan.

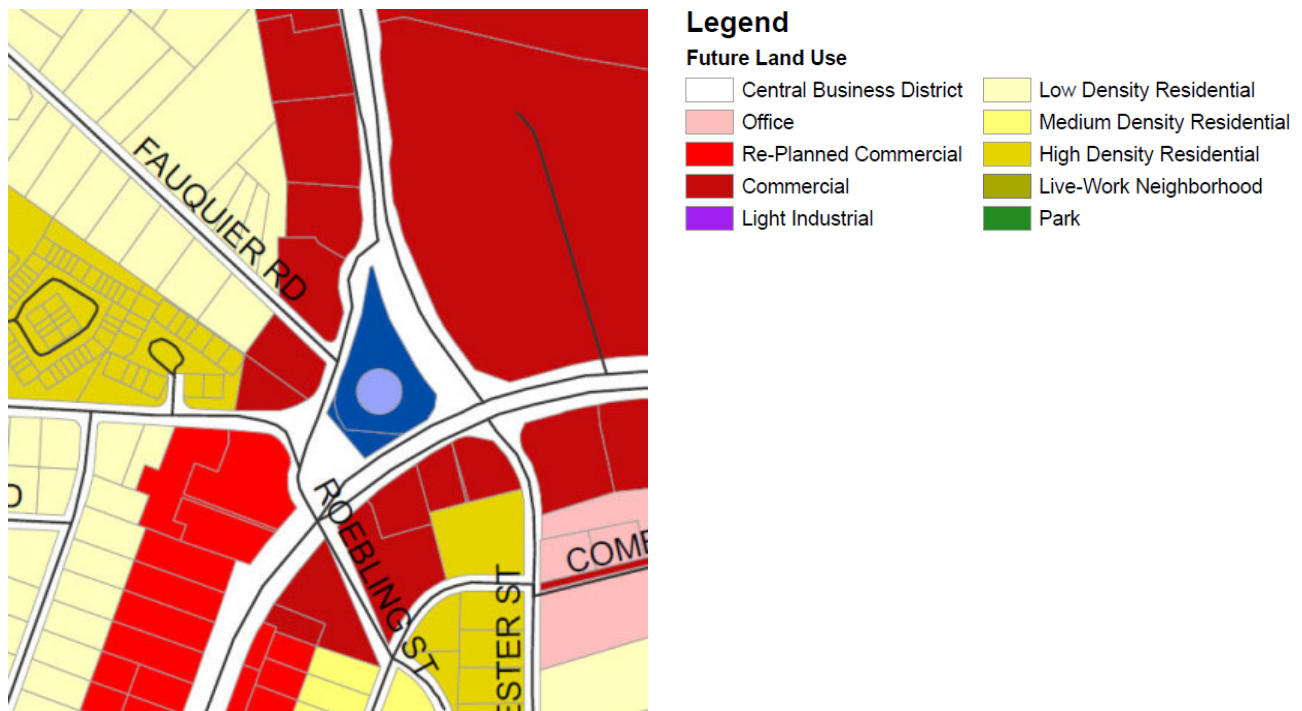
### **Consistency with Existing Land Uses, Zoning and Future Land Use Designations**

The Property is immediately adjacent to a larger commercially zoned and planned area to the east. Immediately adjacent is the Cheswick Motel, which would be removed in connection with the Lidl Zoning Map Amendment (ZMA 2017-1). To the east of the motel is McMahon's Irish Pub, which would remain following the Zoning Map Amendment, as it is not part of that application. To the south of McMahon's Irish Pub is Red Hot & Blue and to the north is the Fauquier County Farm Bureau. Between Roebeling Street and Broadview Avenue is a gas station. There are numerous commercial uses on the east side of Broadview Avenue. The properties to the south, Parcels 6984-18-1770-000 and 6984-18-1640-000, are vacant. The map below depicts the larger commercially zoned area to the east.



To the west of the Property is land zoned R-15, Residential, and PSP, Public-Semi-Public Institutional District. The adjacent property located at 366 Norfolk Drive is owned by the Town of Warrenton and used for public water and sewer facilities. The proposed Comprehensive Plan Amendment is consistent with adjacent properties, zonings, land uses, and Future Land Use designations.

A portion of the existing Cheswick Motel is actually zoned R-15, but is designated Re-Planned Commercial on the Future Land Use Map. This is the portion of Parcel ID 6984-18-3854-000 and is approximately 0.0878 acres. The proposed Comprehensive Plan Amendment and Zoning Map Amendment will correct existing discrepancies. The map below shows the existing Future Land Use designations on the Property and surrounding properties.



### Re-Planned Commercial

As has been discussed with Town Staff, the proposal is to designate the Property Re-Planned Commercial to be consistent with the designation immediately to the east. The Re-Planned Commercial designation is appropriate for older highway commercial areas, where planning is needed to provide pedestrian oriented streetscapes and access and buffers between neighboring residential neighborhoods. Details regarding pedestrian orientation, access and buffers are included with the Zoning Map Amendment. The Applicant is proposing sidewalk connections along Bear Wallow Road and Broadview Avenue where they are disjointed today. The Applicant is also proposing significant landscaping throughout the site to provide screening. This Comprehensive Plan Amendment in connection with the Zoning Map Amendment will allow nearby residences to be able to walk to a convenient grocery store.

Today, there is very little landscaping on the Property. The Property is mostly grass with a full view of the rear of the Cheswick Motel. The below photos were taken from Norfolk Drive



looking at the Cheswick Motel. This shows that the landscaping, buffering and screening situation, which will be proffered in connection with the Zoning Map Amendment, will be a significant improvement over the existing situation.





The Zoning Map Amendment and Comprehensive Plan Amendment will improve the overall visual appearance of the Property and adjacent Cheswick Motel property (i.e. adjacent, existing Re-Planned Commercial land), as intended by the Re-Planned Commercial designation and the Comprehensive Plan. Below are photos of the existing Cheswick Motel, which will be redeveloped in connection with the Zoning Map Amendment and Comprehensive Plan Amendment.



## **Redevelopment of Broadview Avenue**

The Property is located on a corner that is unique and bears far more in common with properties located to the north and east along Broadview and West Lee than it does with other properties to its south. It lies at the confluence of several roads and is functionally different from and separated from other properties in the Broadview Acre Subdivision of which the Property is technically a part. It is quite likely for this reason that none of these parcels, nor the two additional parcels to their immediate south, have developed residentially in all of the years since the creation of that subdivision, strongly suggesting that their future lies not in residential development, but in something else. The Applicant in this case offers the Town a commercially viable option for replanning and redevelopment of a property that has become an eyesore over time, and which the Applicant has been advised is the occasional site of illicit transactions. The replanning of this corner would not set a precedent for the replanning of any other portions of Broadview Acres, since the evident dividing line between residential and nonresidential uses is Plain Road. Moreover, as noted above, the landscaping and buffering that will be provided in connection with any development of the Property will emphasize the separation of this commercial corner from surrounding residential uses.

Redevelopment of Broadview Avenue is among the Town's planning priorities. The Applicant for this Comprehensive Plan Amendment suggests that the Amendment proposed here advances the redevelopment opportunities for Broadview, as well as the economic interests of the Town.



**Town Council Meeting Item Number: 8.c.  
May 9, 2017**

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

- Issue:** **Setting a Public Hearing for an FY17 Budget Amendment and Capital Contribution to Warrenton Library Project**
- Background:** At the April 24 Budget Work Session, the consensus of Council was to contribute \$1 million toward the capital cost to construct a new Library in Warrenton on Waterloo Street.
- Discussion:** Council discussed making level payments to the County over three fiscal years for the project. The first payment of \$333,333 will be from the current fiscal year (FY17) with \$333,333 to be budgeted in FY18 and in FY19. The amendment to the FY17 Budget requires a Public Hearing.
- The FY18 amount will be included in the Capital Projects Fund to be adopted with the budget on June 13. The \$1 million total for all three years (FY17, FY18, FY19) will be shown in the CIP.
- Financial Impact:** Following the Public Hearing on June 13, the FY17 Budget will be amended to increase General Fund Revenues from Unassigned Fund Balance by \$333,333 and to increase General Fund Expenditures - Capital Projects - Warrenton Library by \$333,333. This will reduce the projected June 30, 2017 Unassigned Fund Balance of \$4,081,339 to \$3,748,006.
- Recommended Action:** Set the Public Hearing date for June 13, 2017 to receive citizen input on amending the FY17 Budget for the capital contribution to the Warrenton Library Project.

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Town Manager



**Town Council Meeting Item Number: h.●  
May 9, 2017**

**Agenda Memorandum  
Submitted by:**

**Issue:**           **Project Status Report**

**Background:** The Project Status Report is attached below.

**Discussion:**

**Financial**

**Impact:**

**Recommended  
Action:**

---

Town Manager

**ATTACHMENTS:**

Description

May Project Status Update

Type

Staff Report

Upload Date

5/9/2017

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

***(updates from April are highlighted)***

1. **Technology:** The Planning Commission and ARB meetings are planned for this month. We have ordered iPads for Planning Commissioners and ARB and will be set up and distributed this month. I drafted an RFP to purchase and install video equipment to live-stream and record public meetings but have not yet issued it.
2. **Mosby House:** Staff is developing options to soliciting proposals for both purchasing the House and an agreement to manage/operate the house with the Town retaining ownership. The Town Attorney is consulting with a real estate professional on optimal boundaries to subdivide the property the house for either the sale or management agreement option.
3. **Main Street Program:** The new leadership of Experience Old Town Warrenton (EOTW) is now fully incorporated with elected officers and committee chairs. They are developing several fundraising programs for Board members.
4. **WARF Fields Management Memorandum of Understanding with WFA:** Revisions in a draft new agreement include additional responsibilities for bathroom monitoring and maintenance, use of pond and purchased water for irrigation and permission for temporary field lighting. The Public Works & Utilities Committee considered the changes on May 4 and recommended that staff go back to WFA with a draft that establishes the use of the pond as the primary irrigation source before purchasing Town water, and that the Town will consider participating in the cost of the pump.
5. **Timber Fence Trail:** Staff is obtaining engineering cost quotes from the County's annual engineering contractors in order to complete the engineering work this spring before submitting our TAP application to VDOT for the November deadline.
6. **Dog Park:** Now that the total project cost is appropriated in the Town Budget, we are reviewing the final design from Bowman in order to issue an RFP for construction. We will now need the Alwington Developer to pay to

the Town the balance of unspent construction funds to match the Town use of its Recreation proffer and unspent Depot Park construction funds.

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 continue any lease with the Town on the strip of land near his building that was previously leased to us for 20 years. Therefore we are using the balance of the Depot Park project funds for Depot Park to design and construct only 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 presented the report findings and recommendations at a Special Work Session on April 11. The Public Safety & Transportation Committee will consider prioritizing the recommendations for implementation at its meeting on May 15.
11. **Comprehensive Plan:** Proposals are due May 15. The review panel will include: Brannon Godfrey, Brandie Schaeffer, Denise Harris, Vice Mayor Sunny Reynolds, Councilman Sean Polster, PC Chair Susan Helander, and

ARB Chair Carter Nevill. The tentative review schedule is as follows: May 15 – Proposals Due; May 16 – Proposals distributed to reviewers; May 22 – Reviewer Meeting; May 23 – Contact teams regarding finalists; May 31-June 2 – Interviews.

**12. Historic District Expansion** – Following discussion at the May 4 Council Work Session, the Working Group that includes Vice Mayor Reynolds and Planning Commissioner Anna Maas will work with staff on aligning the Town Historic District to include the additional parcels that are in the National Register District.

**13. 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.

**14. Farmers Market:** Saturday (in Old Town) and Wednesday (at WARF) markets are open and operating successfully.

**15. Water & Sewer Systems Capacity:** Our engineering consultant prepared 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. With the improvements that we now have programmed and funded in the CIP, the consultant is confident that we can obtain a re-rated discharge permit for 3.0MGD with the next permit renewal. The executive summary of the report was presented to the Public Works & utilities Committee on May 4.

**16. Solar Energy Conversion of Town Buildings:** Solar Solutions has now completed the analysis of the seven Town-owned buildings: Water Plant, Wastewater Treatment Plant, Public Works and the Visitors Center. The next step is a financial analysis comparing direct purchase vs. power purchase agreement.



**17. Economic Development Manager:** Panel interviews with finalists are scheduled for May 16. 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.

**18. 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. The Town Attorney and I working with another property owner near another State-owned facility to try to assemble parcels to exchange for the DGS parcel.

**19. 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.

**20. 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, the recommendation at your meeting tonight is for Council to 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.

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