TOWN COUNCIL REGULAR MEETING

21 Main Street

Tuesday, October 13, 2026 at 9:00 AM

AGENDA

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

Times set forth are approximate and may be adjusted as necessary.

I. WORKSESSION - 9:00 AM

A. Parks and Recreation Master Plan: Vision, Priorities, and Strategic Direction

Staff and the Town's consultant, Kimley-Horn, will provide an update on the Parks and Recreation Master Plan with a focus on the emerging priorities and strategic direction for the Town's parks, recreation facilities, programs, and services. Town Council will be asked to provide feedback to guide development of the draft Master Plan; no formal action or approval of individual projects is requested.

Presenter: Kelly Koernig, Director of Parks and Recreation, and Kimley-Horn

B. Fall Leaf Collection Program Overview

Staff will provide an overview of the Town's fall leaf collection program, including the collection schedule and service areas, how residents should prepare leaves for collection, and what residents can expect during the program. The presentation is intended to prepare Town Council and the community for the upcoming collection season and answer common questions about the service. No Council action is requested.

Presenter: John Ward, Director of Public Works

C. Capital Improvement Program Quarterly Update

Staff will introduce a new quarterly work session presentation for the Town's Capital Improvement Program and provide an overview of what Town Council can expect from future updates. The presentation will also highlight the status of selected capital projects, including projects under construction, recently completed, in design or approaching construction, and on the horizon. No Council action is requested.

Presenter: Judson Rex, Town Manager, and Michael Wharton, Director of Capital Asset Management

D. **Town Council Ward System Review Discussion.**

Mayor Nevill will lead a discussion regarding the Town's current ward system and whether Town Council is interested in establishing a citizen-based committee to review the existing system and potential alternatives.

Presenter: Mayor Carter Nevill

E. **Finance Committee Update**

Committee Chair, Bill Semple, Ward 2 will provide an update on recent Finance Committee Meetings, information presented and items discussed. *Committee Members: Bill Semple, Ward 2 (Chair) and Paul Mooney, At-large. Staff Liaison: Stephanie Miller, Director of Finance*

Capital Improvement Project Contingency Policy *Presenter: Judson Rex*

F. **Public Safety Committee Update**

Committee Chair, Michele O'Halloran, Ward 4 will provide an update on recent Public Safety Committee Meetings, information presented and items discussed. *Committee Members: Michelle O'Halloran, Ward 4 (Chair) and David McGuire, At-large. Staff Liaison: Tim Carter, Police Chief.*

G. **Planning Commission Update**

The Planning Commission has not met or taken action since the last Town Council meeting; therefore, there are no projects or other matters to update at this time.

H. **Town/County Liaison Committee Meeting Update**

Staff will provide an update on the September 28, 2026, Town/County Liaison Committee meeting. In addition, Town Council is requested to provide input on potential topics for future Liaison Committee meetings. No formal Council action is requested.

Presenter: Judson Rex, Town Manager.

I. **Agenda Review**

Staff will provide an overview of the 6:30 p.m. Regular Meeting agenda and provide Town Council an opportunity to raise questions, comments, or requested changes. *Presenter: Judson Rex, Town Manager*

J. **Closed Session**

The Town Council will meet in Closed Session to discuss topics allowed under the Virginia Freedom of Information Act.

II. REGULAR MEETING - 6:30 PM

A. INVOCATION.

B. PLEDGE OF ALLEGIANCE.

C. PROCLAMATIONS AND RECOGNITIONS.

a. A Proclamation Recognizing and Celebrating the 100th Anniversary of The Rotary Club of Warrenton, Virginia.

b. ExcellenceinAction!

D. CITIZEN'S TIME.

E. APPROVAL OF THE AGENDA.

F. PUBLIC HEARINGS.

a. **Ordinance 2026-14: Town Code Amendment Regarding Commercial Refuse Collection Outside the Historic District.**

Town Council will consider an amendment to Section 8-21 of the Town Code that would discontinue Town-provided refuse collection for commercial properties outside the Historic District and require affected businesses to arrange for private collection beginning January 1, 2027.

Presenter: Judson Rex, Town Manager, on behalf of Lauren Kruck, Project Manager.

b. **Ordinance 2026-15: Town Code Amendment Regarding Noise Regulations for Building Operations and Animals.**

Town Council will consider amendments to Section 11-19 of the Town Code related to permitted building operations on weekends, holidays, and outside normal construction hours, as well as regulations addressing continuous animal noise.

Presenter: Rob Walton, Director of Community Development.

c. **Ordinance 2026-16: Town Code Amendment Regarding Expanded Polystyrene (Styrofoam) Food Service Containers.**

Town Council will consider amendments to the Town Code implementing state requirements prohibiting food vendors from dispensing prepared food in expanded polystyrene food service containers and establishing

procedures for exemptions and enforcement.

Presenter: Rob Walton, Director of Community Development.

G. CONSENT AGENDA.

a. **Approval of Town Council Minutes**

The Town Council will consider approval of prepared minutes for the Novem0ber 11th, 2025, Regular Town Council Meeting & November 24th, 2025, Special Town Council Meeting.

Presenter: Stephen Clough, Town Clerk

b. **Resolution for FY 2027 Budget Amendment: VDOT State of Good Repair Funding for Street Resurfacing.**

Town Council will consider a resolution amending the FY 2027 Adopted Budget to appropriate $29,405 in Virginia Department of Transportation State of Good Repair funding for resurfacing portions of Broadview Avenue, Falmouth Street, Main Street, and Alexandria Pike. The projects are fully funded by VDOT with no Town funding required.

Presenter: Michael Wharton, Director of Capital Asset Management.

H. NEW BUSINESS.

I. UNFINISHED BUSINESS.

a. **Main Street Improvement Project After-Action Review and Next Steps.**

The Town Manager will present an after-action review of the Main Street Improvement Project focused on lessons learned and organizational improvements resulting from the project. The discussion will address changes underway to strengthen communication, stakeholder engagement, and capital project delivery, as well as next steps for developing a more intentional Town-wide approach to economic development. No formal Council action is requested.

Presenter: Judson Rex, Town Manager.

J. TOWN ATTORNEY'S REPORT.

K. TOWN MANAGER'S REPORT.

L. COUNCILMEMBERS TIME.

M. ADJOURNMENT.

Office of the Town Manager
Judson Rex

STAFF REPORT

Warrenton Town Council
Carter Nevill, Mayor
Roy Francis, Ward 1
William Semple, Ward 2
Larry Kovalik, Ward 3
Michele O'Halloran, Ward 4
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Council Meeting Date: October 13, 2026

Agenda Title: Parks and Recreation Master Plan Update

Requested Action: Receive Visioning and Implementation and provide feedback on emerging trends, priorities, and strategic direction in the development of the Master Plan

Department / Agency Lead: Parks and Recreation

Staff Lead: Kelly Koernig, Director of Parks and Recreation

EXECUTIVE SUMMARY

The Town is continuing development of the Parks and Recreation Master Plan to establish a long-term framework for maintaining, improving, and investing in the Town's parks, recreation facilities, programs, and services. This work session builds upon the Phase 1 Needs Assessment presented to Town Council in January 2026 and provides Council an opportunity to review and provide feedback on the emerging vision and strategic direction before development of the draft Master Plan.

As part of Phase 2, Kimley-Horn facilitated a Visioning and Implementation Workshop on August 19, 2026. The workshop built upon the findings of the previously completed Needs Assessment and brought together Town staff, as well as Fauquier County Parks and Recreation representatives to identify desired outcomes, priorities, implementation considerations, partnerships, and potential near- and long-term opportunities.

Kimley-Horn will present the results of the workshop and the emerging strategic direction for the Master Plan. Council feedback from the work session will help guide development of the Plan's vision, guiding principles, goals, actions, and phased implementation framework.

BACKGROUND

Plan Warrenton 2040 identifies the development of a Parks, Recreation, and Open Space Master Plan as an implementation action to guide long-term investment in the Town's parks and recreation system. The Comprehensive Plan calls for a master plan that builds upon existing park infrastructure and addresses physical and programming improvements, implementation, operations, and maintenance costs.

The Town initiated the Parks and Recreation Master Plan process with Kimley-Horn to evaluate the existing system, identify community needs, and guide future investment and service delivery.

Phase 1 of the planning process focused on understanding the current condition and performance of the Town's parks, facilities, programs, and services. The Needs Assessment included park and facility evaluations, level-of-service and peer benchmarking, demographic and recreation trend analysis, stakeholder and focus group engagement, a community-wide survey, and a focused evaluation of the Warrenton Aquatic and Recreation Facility (WARF). The Needs Assessment found that Warrenton's parks and recreation system is starting from a position of relative strength. Parks perform well overall, community satisfaction with maintenance is high, parkland exceeds the peer average, and the WARF continues to serve as a highly valued recreation asset. The assessment also identified areas requiring continued attention, including reinvestment in aging facilities and assets, connectivity and access, park amenities, changing recreation needs, and long-term asset protection. Phase 1 findings were presented to Town Council in January 2026. The presentation provided Council with an overview of the Needs Assessment findings, including stakeholder and community input, demographic analysis, park and system evaluations, level of service, and WARF-specific findings.

Following completion of the Needs Assessment, the project moved from understanding the existing system to establishing future vision and priorities for implementation**.** On August 19, 2026, Kimley-Horn facilitated a workshop with Town staff and representatives from Fauquier County. Participants were asked to consider what the Parks and Recreation system could deliver over the next 10–15 years and then evaluate those ideas that could realitiscally move forward within the next five year years based on funding, staffing and operating capacity, partnerships, sustainability, timing, and implementation readiness. The workshop identified five overarching themes that provide an emerging framework for the Master Plan:

Protect – Maintain, reinvest in, and sustain existing parks, the WARF, and recreation assets.

Connect – Improve trails, sidewalks, access, wayfinding, and connections between parks and the community.

Activate – Expand programs, events, and recreation opportunities for all ages and abilities.

Enhance – Make targeted improvements and add amenities where they provide the greatest value.

Evolve Strategically – O~~ver the longer term, evaluate opportunities to expand parks, facilities, recreation amenities, and open space across the system based on changing community needs, available resources, partnerships, and the Town's ability to sustainably operate and maintain those investments.~~ Respond to changing needs and opportunities by adapting the parks and recreation system over time. Future investments should be guided by demonstrated need, available resources, partnerships, and the Town’s ability to sustainably operate and maintain them.

The strongest and most consistent theme was taking care of the Town's existing parks and facilities. Maintenance, safety, cleanliness, staffing, replacement of aging assets, and sustainable funding were repeatedly identified as core priorities, with maintenance and reinvestment generally taking precedence over significant expansion.

The workshop also identified opportunities to improve connectivity, expand recreation programming, and provide additional comfort amenities (i.e. shade, seating, restrooms), strengthen park identity and wayfinding, advance park-specific improvements, and evaluate longer-term opportunities such as expanded indoor recreation, aquatics, and other facility needs. One of the exercises specifically asked participants to distinguish between long-term priorities and initiatives that are currently well positioned to move forward. Funding availability and staffing/operating capacity were recurring constraints, reinforcing that while community interest is an important consideration, available resources and capacity also influence when projects can move forward.

STAFF RECOMMENDATION

Staff recommends that Town Council receive the presentation from Kimley-Horn and provide feedback on the emerging vision, priorities, and strategic direction for the Parks and Recreation Master Plan. No formal action or approval of individual projects is requested at this work session. Council's feedback will be used to inform development of the draft Master Plan and its recommendations and implementation framework.

Service Level/Collaborative Impact

The Master Plan will provide a framework for future Parks and Recreation service delivery, asset management, capital investment, programming, accessibility, and community partnerships. Implementation will require continued coordination across Town departments, including Public Works, Community Development, Capital Asset Management, Finance, Communications, and other departments as appropriate. The planning process has also identified opportunities for collaboration with Fauquier County, schools, community and nonprofit organizations, local sports organizations, businesses, sponsors, foundations, and other community partners.

Policy Direction/Warrenton Plan 2040

The Parks and Recreation Master Plan directly supports several goals and policies established in Plan Warrenton 2040. P-3 calls for all Town residents to have opportunities to access recreational assets and natural resources, while P-3.1 and P-3.2 focus on improving access to parks, trails, green space, and other recreational resources, including a goal of access within a 10-minute walk. P-4 establishes a long-term approach to preserving the Town's parks, open spaces, and natural resources, and P-4.3 specifically calls for development of a system-wide Parks Master Plan to guide long-term investment. The Plan also identifies ADA access, trails, sidewalks, and other park improvements as measures of progress

The emerging Master Plan themes of Protect, Connect, Activate, Enhance, and Expand Strategically build upon these Comprehensive Plan goals and provide a more detailed framework for Parks and Recreation investment, operations, programming, partnerships, and implementation over the next 10 years.

Fiscal Considerations

There is no additional fiscal impact associated with receiving the presentation or providing direction at this work session.

Future recommendations contained in the Master Plan may have operating or capital budget impacts. As recommendations are developed, implementation considerations will include estimated costs, funding availability, staffing and operating impacts, partnerships, and long-term sustainability. The workshop specifically identified funding readiness and staffing/operating capacity as important considerations when determining when projects should advance. Any future funding requests would be considered through the Town's annual operating budget, CARP/CIP, or other applicable approval processes.

Legal Considerations

There is no anticipated legal impact associated with the presentation or Council discussion at this work session. Any future Master Plan recommendations requiring contracts, agreements or other legal action would be reviewed separately as appropriate.

ATTACHMENTS

1. Kimley Horn Visioning and Implementation Workshop Presentation
2. Kimley Horn Visioning and Implementation Workshop Notes

Town Council Work Session

October 13, 2026



Town of Warrenton Parks & Recreation Master Plan

Parks • Recreation • Trails • Open Space

Shaping Parks and Recreation for Future Generations

PRMP Process

PHASE 1: UNDERSTAND & ASSESS (COMPLETED IN 2025)

1 DATA COLLECTION

Build the foundation

KEY ACTIVITIES

- Document review
- Inventory of parks, facilities, trails, and programs
- GIS mapping and analysis
- Stakeholder interviews
- Community input and surveys

COMPLETED IN 2025

2 NEEDS ASSESSMENT

Understand today to plan for tomorrow

KEY DELIVERABLES – CHAPTER 2

- 2.1 Trends Analysis (demographics and recreation: local, regional and national)
- 2.2 Park Evaluations
- 2.3 Level of Service and Benchmark Analysis
- 2.4 Funding Analysis
- 2.5 Public Engagement
- 2.6 What did we learn?

COMPLETED IN 2025

PHASE 2: PLAN & IMPLEMENT (JUNE – LATE 2026)

3 VISION

WE ARE HERE

Define where we are going

KEY DELIVERABLES – CHAPTER 3

- 3.1 Vision Framework (Mission, Vision, Guiding Principles, Goals)
- 3.2 Actions (Narratives of Guiding Principles, Goals, and list of actions for each goal)

KICKING OFF NOW
June 2026

4 IMPLEMENTATION FRAMEWORK

Turn the vision into action

KEY DELIVERABLES – CHAPTER 4

- 4.1 Implementation Framework
  - Strategic Projects
  - Cost Estimates
  - Staffing and Resources
  - Phasing
  - Alternative Funding
- 4.2 Planning Recommendations (classifications, LOS)
- 4.3 Strategic Plan
- 4.4 Moving Forward
  1–3 Year Action Plan; Measuring Progress

COMPLETE LATE 2026
Approval Early 2027

Starting from Strength

The challenge is not fixing a failing system; it is protecting what works while preparing it for what comes next.

75.6
Average Park Performance Score
Exceeding Expectations

8.12 acres
Parkland / 1,000 residents
Above peer average of 7.16

54%+
Town respondents visit parks weekly or more

~80%
Satisfied with park maintenance

$262.72
Annual spending / resident
Above peer + national averages

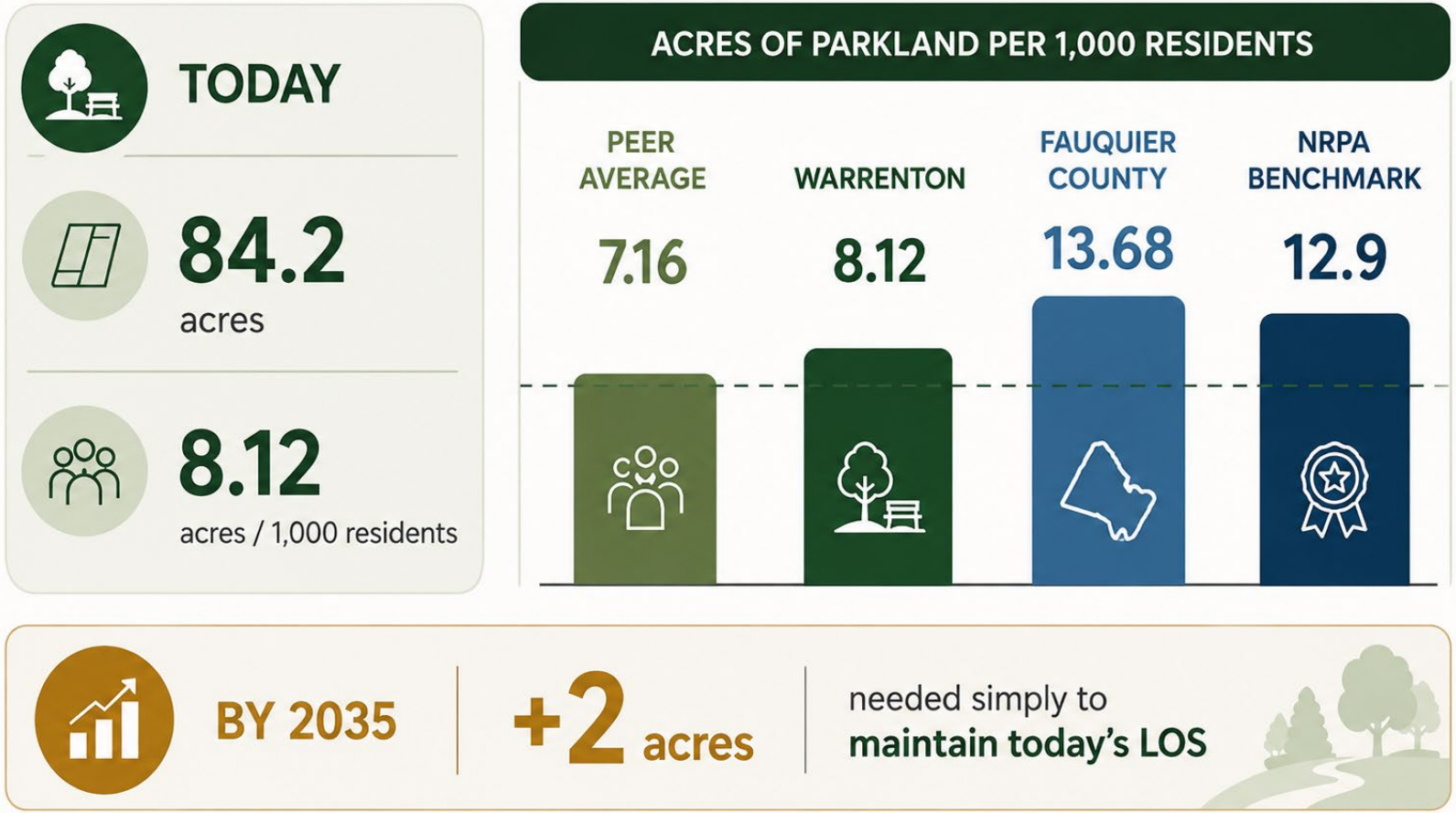
40%
Department cost recovery
Above peer + national benchmarks

Warrenton Has Parkland

What counts as park/open space as Warrenton develops?

What counts?:

- Town-Owned → Full Credit
- Privately Owned + Public Access → ?
- Private Residential Open Space → No Credit



Stronger Operations

Protecting assets are the biggest long-term need

Spending on Parks:

- Expenditures on parks is strong
- CIP lifecycle spending is low
- Need more definition between operating funding and capital replacement

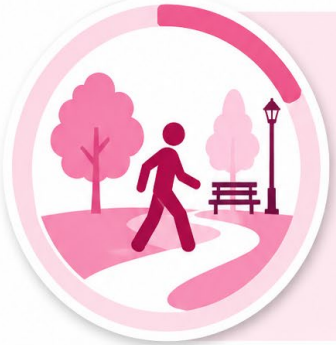


True Access



23.7%

of residents within a **5-min** walk to a park



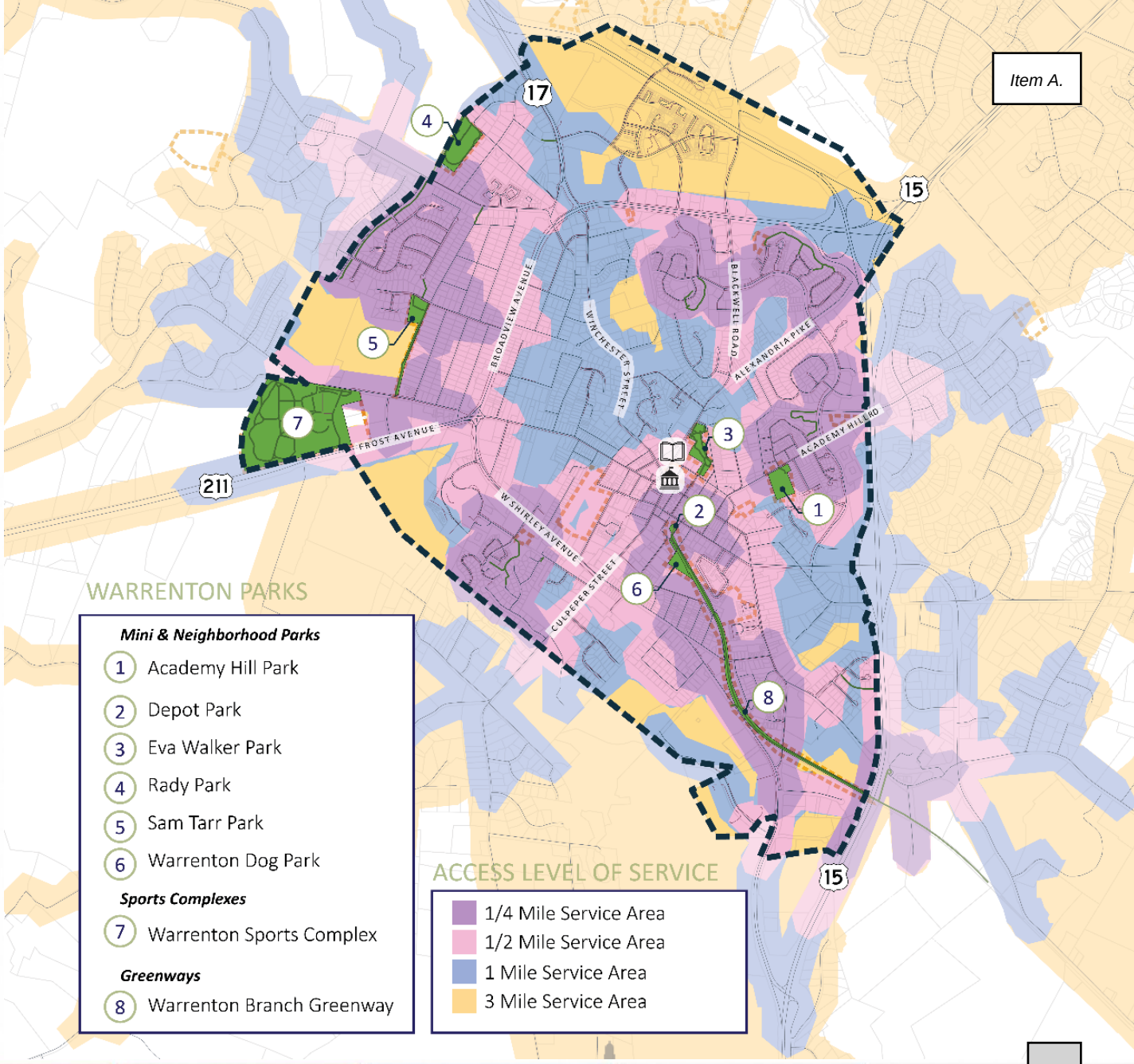
45.1%

of residents within a **10-min** walk to a park



76.2%

of residents within a **20-min** walk to a park



Facility Needs

Future investment should respond to changing demands, not simply add more

- As growth occurs, facilities are needed
- Growth in team/youth sports
- Emerging trends focus on:
  - Trails and walking
  - Pickleball
  - Water play
  - Indoor flex space



Recreation Trends

Playing is changing, where recreation is headed next

NRPA 2026 Trends
National Recreation and Park Association

- **76%** Residents value access to parks & trails
- **72%** Expect parks to support health & wellness
- **68%** Want more family and community recreation opportunities
- **65%** Support sustainable and resilient park systems

SFIA 2026 Trends
Sporting Goods Industry Association

- **78%** Growing demand for outdoor recreation
- **+14%** Increase in cycling and trail use
- **67%** Rising participation in pickleball
- **59%** Continued growth in tennis and racquet sports
- **54%** Strong interest in aquatics and water play

NSGA 2026 Trends
National Sports & Gaming Association

- **76%** Participation in recreation remains strong
- **+12%** Growth in multi-use outdoor and indoor sport facilities
- **60%** Rising demand for aquatics and water recreation
- **57%** Increased interest in active and family-friendly entertainment

The Bottom Line: People want more **active, healthy** and **connected** recreation opportunities.
Investment in parks, trails, and recreation delivers stronger communities.

Community Engagement Results

Quality, connectivity and experience matter

OUR COMMUNITY SPOKE LOUDLY

574
TOTAL SURVEY RESPONSES

236
TOWN OF WARRENTON RESIDENTS

Statistically valid results with a margin of error of ±6.3% for Town residents

REINVEST
Maintain + improve what we have

40% Top priority for investment

79% support increasing funding to maintain existing parks

CONNECT
Parks + trails + neighborhoods

72% Use trails and greenways for walking, running or biking

67% want more trails and better connections between parks

COMFORT
Shade + seating + restrooms + lighting

68% Say comfort and amenities are important or very important

Top amenities requested: shade, seating, restrooms and lighting

EXPAND CHOICE
Trails + aquatics + splash + pickleball

57% Support building new recreation amenities

Top interests: trails, aquatics, splash pads and pickleball

ACTIVATE
Events + programs + gathering spaces

64% Want more events and programs in parks

Top interests: concerts, festivals, farmers markets and youth programs

IMPROVE ACCESS
More equitable investment + fewer barriers

61% Want more equitable investment across neighborhoods

Top barriers: cost (15%), distance (12%) and lack of transportation (9%)

WARF – Warrenton's Recreation Anchor

Quality, connectivity and experience matter

- Flagship recreation facility
- Does not point to immediate need for major improvements
- Pricing Elasticity Study
- Peer Facility Review:
  - Manassas Park Community Center
  - Herndon Community Center
  - Ida Lee Recreation Center (Leesburg)
  - Freedom Aquatic and Fitness Center (Manassas)

76.5% Town respondents identify WARF among their most visited facilities

44%+ use WARF weekly or more

80.9% Town residents satisfied / very satisfied

WHAT USERS WANT NEXT

57.0% Outdoor Pool

41.2% Fitness Expansion

34.6% Indoor Pool Enhancement

PLUS:

- Child-Watch
- Court Space
- Wellness
- Better Scheduling

WARF – Warrenton's Recreation Anchor

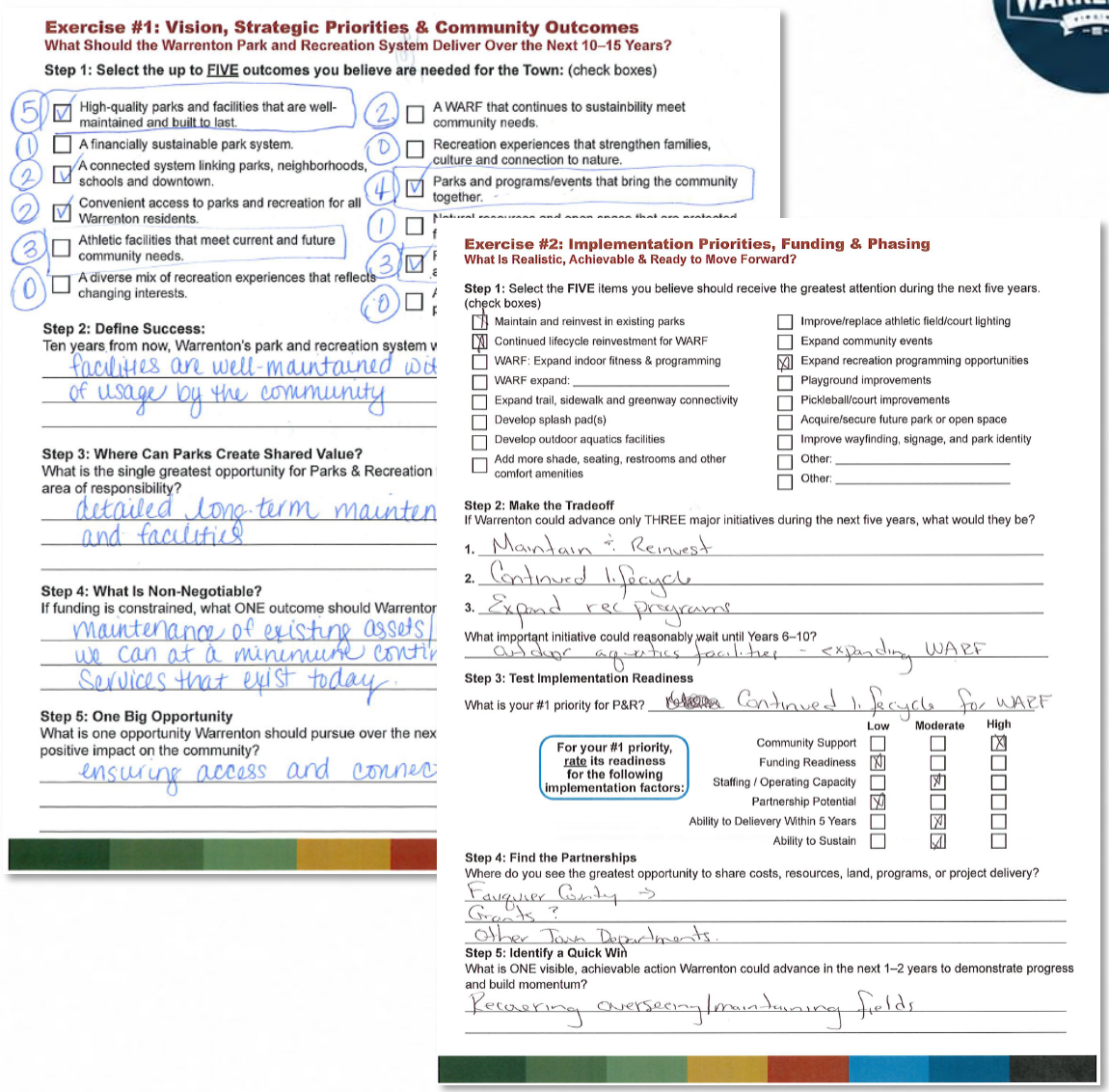
Optimize Today. Reinvest for Tomorrow.



Staff Workshop

Vision and Implementation

- 19 staff from various departments
- Included Town staff + Fauquier County Parks & Recreation
- Utilized the Needs Assessment findings
- Two exercises: Vision & Outcomes + Implementation Priorities
- Format: Individual Input → Small Groups → Report-Out
- Focused on what Warrenton may prioritize over the next 10–15 years



Exercise #1: Vision, Strategic Priorities & Community Outcomes

What Should the Warrenton Park and Recreation System Deliver Over the Next 10–15 Years?

Step 1: Select the up to FIVE outcomes you believe are needed for the Town: (check boxes)

- (5) ☑ High-quality parks and facilities that are well-maintained and built to last.
- (1) ☐ A financially sustainable park system.
- (2) ☑ A connected system linking parks, neighborhoods, schools and downtown.
- (2) ☑ Convenient access to parks and recreation for all Warrenton residents.
- (3) ☐ Athletic facilities that meet current and future community needs.
- (0) ☐ A diverse mix of recreation experiences that reflects changing interests.
- (2) ☐ A WARF that continues to sustainbility meet community needs.
- (0) ☐ Recreation experiences that strengthen families, culture and connection to nature.
- (4) ☑ Parks and programs/events that bring the community together.
- (1) ☐ Natural resources and open space that are protected
- (3) ☑ [illegible]
- (0) ☐ [illegible]

Step 2: Define Success:

Ten years from now, Warrenton's park and recreation system v

facilities are well-maintained wit
of usage by the community

Step 3: Where Can Parks Create Shared Value?

What is the single greatest opportunity for Parks & Recreation area of responsibility?

detailed long-term mainten
and facilities

Step 4: What Is Non-Negotiable?

If funding is constrained, what ONE outcome should Warrentor

maintenance of existing assets/
we can at a minimum contin
services that exist today.

Step 5: One Big Opportunity

What is one opportunity Warrenton should pursue over the nex positive impact on the community?

ensuring access and connec

Exercise #2: Implementation Priorities, Funding & Phasing

What Is Realistic, Achievable & Ready to Move Forward?

Step 1: Select the **FIVE** items you believe should receive the greatest attention during the next five years. (check boxes)

- ☒ Maintain and reinvest in existing parks
- ☒ Continued lifecycle reinvestment for WARF
- ☐ WARF: Expand indoor fitness & programming
- ☐ WARF expand: _____
- ☐ Expand trail, sidewalk and greenway connectivity
- ☐ Develop splash pad(s)
- ☐ Develop outdoor aquatics facilities
- ☐ Add more shade, seating, restrooms and other comfort amenities
- ☐ Improve/replace athletic field/court lighting
- ☐ Expand community events
- ☒ Expand recreation programming opportunities
- ☐ Playground improvements
- ☐ Pickleball/court improvements
- ☐ Acquire/secure future park or open space
- ☐ Improve wayfinding, signage, and park identity
- ☐ Other: _____
- ☐ Other: _____

Step 2: Make the Tradeoff

If Warrenton could advance only THREE major initiatives during the next five years, what would they be?

1. Maintain & Reinvest
2. Continued lifecycle
3. Expand rec programs

What important initiative could reasonably wait until Years 6–10?

Outdoor aquatics facilities - expanding WARF

Step 3: Test Implementation Readiness

What is your #1 priority for P&R? ~~Maint~~ Continued lifecycle for WARF

For your #1 priority, rate its readiness for the following implementation factors:

	Low	Moderate	High
Community Support	☐	☐	☒
Funding Readiness	☒	☐	☐
Staffing / Operating Capacity	☐	☒	☐
Partnership Potential	☒	☐	☐
Ability to Delievery Within 5 Years	☐	☒	☐
Ability to Sustain	☐	☑	☐

Step 4: Find the Partnerships

Where do you see the greatest opportunity to share costs, resources, land, programs, or project delivery?

Fauquier County →
Grants ?
Other Town Departments.

Step 5: Identify a Quick Win

What is ONE visible, achievable action Warrenton could advance in the next 1–2 years to demonstrate progress and build momentum?

Recovering overseeing/maintaining fields

Staff Workshop – Exercise 1

Vision and Outcomes

1 TOP OUTCOMES

KEY OUTCOMES IDENTIFIED BY THE FOUR GROUPS

1. **Recreation opportunities** serving all ages, abilities, and interests
2. **Athletic facilities** that meet current and future community needs
3. **High-quality parks and facilities** that are well-maintained and built to last
4. **Connected system** linking parks, neighborhoods, schools, and downtown
5. **Natural resources and open spaces** protected for future generations

2 SHARED VALUE

WHERE PARKS CAN CREATE ADDITIONAL COMMUNITY VALUE

- **Community engagement and communications**
  Build support and visibility for parks and recreation.
- **Economic development opportunities**
  Leverage parks to support a strong local economy.
- **Partnerships and collaboration**
  Work with other Town departments, Fauquier County, nonprofits, and community organizations.
- **Long-term planning and asset management**
  Link short- and long-term planning with detailed scopes and lifecycle maintenance.

3 NON-NEGOTIABLES

OUTCOMES THAT SHOULD NOT BE COMPROMISED

- **Safety**
  Ensure all facilities are safe and clean.
- **Maintenance**
  Keep up the current level of maintenance and upkeep.
- **Recreation for all**
  Continue providing opportunities for all ages, abilities, and interests.
- **Staffing**
  Maintain adequate staffing to operate the system.
- **Value**
  Presrerve the community value that parks and recreation provide.
- **Cleanliness**
  Keep parks and facilities clean and welcoming.

4 BIG IDEAS

TOP IDEAS FOR THE FUTURE

- **Indoor recreation space**
  - Indoor courts (basketball, volleyball)
  - Expand WARF + programs
- **Aquatics and water play**
  - Expanded aquatics
  - Splash pad(s)
- **Community events and spaces**
  - More activities to attract outside residents
  - Main Street walking mall or large event space
- **Connectivity and access**
  - Better connections to parks
  - Trails and sidewalks
- **Park improvements and expansion**
  - Build out Eva Walker Park per Master Plan
  - Additional park space and open space

Staff Workshop – Exercise 2

Implementation Priorities

1 WHAT WARRENTON SHOULD DO FIRST

TOP 5 PRIORITIES (NEXT 5 YEARS)

1. Maintain and reinvest in existing parks
2. Expand trail, sidewalk and greenway connectivity
3. Add more shade, seating, restrooms and other comfort amenities
4. Expand recreation programming opportunities
5. Continued lifecycle reinvestment for WARF

2 FIVE-YEAR PRIORITIES & TRADEOFFS

WHAT SHOULD MOVE FORWARD FIRST?

1. Maintain/reinvest + lifecycle asset management
2. Expand recreation programming & events
3. Improve trails, sidewalks & connectivity
4. Advance targeted WARF improvements
5. Splash pad / water recreation

KEY INITIATIVES TO DEFER

- Major WARF expansion
- Large indoor recreation expansion
- Outdoor aquatics pool
- New land acquisition
- Large new facility initiatives

3 WHAT'S READY TO ADVANCE

TOP 3 ACTIONS

1. **Maintenance & Asset Reinvestment**
   Continue to invest in maintenance and lifecycle replacement to keep existing parks and facilities safe, functional, and high quality.
2. **Expand Recreation Programming & Events**
   Increase and diversify programs and community events to serve all ages, abilities, and interests.
3. **Improve Trails, Sidewalks & Connectivity**
   Enhance connections among parks, neighborhoods, schools, and downtown to make the system easier to access and navigate.

4 TOP QUICK WINS

ACTIONS TO SHOW VISIBLE PROGRESS IN 1–2 YEARS

1. Wayfinding, signage, marketing & park identity
2. Maintenance and completion of existing CIP projects
3. Expand recreation programs/events
4. Eva Walker Park improvements
5. Trail maintenance/connectivity improvements
6. Splash pad advancement
7. Court/skate park/playground improvements
8. Partnership/sponsorship development

Next Steps

- Refinement of goals and actions
- Development of a 5-YR Strategic Plan
  - Costs
  - Resources needed
  - Phasing
- Develop Draft Parks and Recreation Master Plan document
- Present to Planning Commission and updates back to Town Council

Questions for consideration:

- What stood out from the needs assessment?
- What top outcomes or big ideas did you share?
- What does Warrenton need to do first?
- What can wait?
- What are the quick wins or actions?

Thank you

October 13, 2026



Town of Warrenton Parks & Recreation Master Plan

Parks • Recreation • Trails • Open Space

Shaping Parks and Recreation for Future Generations

Kimley»Horn

WORKSHOP NOTES

Town of Warrenton

Parks and Recreation Master Plan
Visioning and Implementation Workshop

Date: August 19, 2026; 11:30am
Location: PATH Resource Center, 321 Walker Dr Warrenton 20186
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Summary of Workshop

The Needs Assessment established that Warrenton is starting from a position of relative strength: parks perform well overall, parkland provision exceeds the peer average, community satisfaction with maintenance is high, and the WARF remains a highly valued recreation anchor.

At the same time, the assessment identified lifecycle capital investment, connectivity/access, comfort amenities, changing recreation demands, and long-term asset protection as important needs. The workshop largely reinforced those findings. Across the individual worksheets, group exercises, discussions, and report-outs, five overarching themes emerged:

1 | PROTECT — Maintain and reinvest first.

The strongest and most consistent message was to protect and maintain existing parks, facilities, and the WARF. Maintenance, safety, cleanliness, lifecycle replacement, adequate staffing, and sustainable funding were repeatedly identified as foundational and, in many cases, non-negotiable. This aligns directly with the Needs Assessment finding that protecting existing assets is the system's largest long-term investment need.

2 | CONNECT — Make the existing system easier to reach and navigate.

Participants consistently emphasized trails, sidewalks, greenways, park entrances, wayfinding, signage, and connections among parks, neighborhoods, schools, and downtown. This reinforces the Needs Assessment distinction between having adequate parkland and providing meaningful access to it.

3 | ACTIVATE — Expand experiences, not simply facilities.

There was strong interest in expanding recreation programming, community events, opportunities for different ages and abilities, and use of existing facilities. Participants

viewed programming as both an important community outcome and a comparatively achievable implementation strategy.

4 | ENHANCE — Make targeted improvements where they add the most value.

Rather than broadly advocating for new facilities, participants identified specific enhancements: shade, seating, restrooms, pavilions, playgrounds, courts, splash/water play, Eva Walker Park improvements, and park identity/wayfinding. These closely track the gaps identified through the Needs Assessment and community engagement.

5 | EVOLVE STRATEGICALLY — Respond to changing needs and opportunities.

Continue to adapt Warrenton's parks and recreation system as community needs, participation trends, and opportunities evolve. Future investments in parks, facilities, recreation amenities, programs, trails, and open space should be evaluated based on demonstrated need, available resources, partnerships, and the Town's ability to sustainably operate and maintain them over time.

GROUP EXERCISES | KEY TAKEAWAYS

The small-group portion was designed to move participants from individual perspectives toward areas of collective agreement. Exercise 1 focused on the desired future of the system; Exercise 2 forced participants to consider implementation, tradeoffs, readiness, partnerships, and near-term action.

Exercise 1 | Vision, Strategic Priorities & Community Outcomes

Across the four groups, the strongest consensus centered on quality and stewardship. High-quality, well-maintained parks and facilities appeared repeatedly as a critical outcome, accompanied by recreation opportunities serving different ages, abilities, and interests.

Several complementary themes emerged:

- **Connectivity and access**; linking parks with neighborhoods, schools, downtown, trails and sidewalks.
- **Community connection**; using parks, programs, and events to bring people together.
- **Athletic and recreation capacity** ensuring facilities respond to current and future needs.
- **Financial sustainability**; maintaining sufficient resources to protect the system over time.
- **Partnership and shared value**; positioning parks as contributors to community health, economic vitality, engagement, and broader Town objectives.
- **Natural resources/open space**; protecting resources for future generations.

The clearest group-level non-negotiable was stewardship of existing assets. Maintenance, safety, cleanliness, staffing, and continuation of basic recreation services consistently outranked expansion.

Big ideas were more diverse. They included expanded indoor recreation, WARF expansion, indoor and outdoor courts, splash/water play, additional aquatics, event/gathering spaces, Eva Walker Park implementation, and stronger park connections.

Exercise 2 | Implementation Priorities, Funding & Phasing
The second exercise sharpened the distinction between aspiration and implementation priority. The following themes emerged:

- Maintenance and reinvestment consistently rose to the top. Trail/sidewalk connectivity, programming, comfort amenities, and targeted WARF reinvestment also received substantial support.
- When groups were required to identify what should actually move forward within approximately five years, priorities shifted toward initiatives that were achievable and scalable:
- Nearer-term: maintenance/lifecycle investment, existing CIP projects, connectivity, programming, Eva Walker improvements, wayfinding/signage, playgrounds/pavilions, targeted court improvements, and potentially splash/water play.
- Longer-term or dependent on additional readiness: major WARF expansion, large indoor recreation facilities, outdoor aquatics, significant land acquisition, and other major new capital facilities.
- Partnership discussions were particularly important. Participants repeatedly identified Fauquier County, schools, community/nonprofit organizations, local sports organizations, PATH Foundation/Fauquier Health, developers, private businesses, sponsors, donors, and civic organizations as potential implementation partners.
- Partnerships were therefore viewed not simply as an engagement mechanism, but as a way to expand funding, programming, facilities, land access, and implementation capacity.

GROUP DISCUSSION | KEY TAKEAWAYS

The report-outs demonstrated substantial agreement on the direction of the system, even where participants differed on individual projects. The greatest consensus exists around:

Maintain → Connect → Activate → Enhance → Strategically Expand

That hierarchy is more significant for development of the Master Plan than agreement on any single facility project.

INDIVIDUAL WORKSHEETS | KEY TAKEAWAYS

The 19 individual worksheets provide a useful check against the group discussions because they capture participant priorities before group consensus influenced the results. Overall, they strongly reinforce the group findings.

Exercise 1 | What should Warrenton's system deliver?

Rank	Desired Outcome	Selections
1	High-quality, well-maintained parks and facilities built to last	15
2	Recreation serving all ages, abilities and interests	14
3	Connected parks, neighborhoods, schools and downtown	11
4	Athletic facilities meeting current/future needs	9
5	Convenient access to parks and recreation	8
6	Financially sustainable park system	7
7	Parks/programs/events bringing the community together	7

The open-ended responses reinforce those rankings. Participants generally defined future success as well-maintained facilities, broad recreation choice, accessibility and connectivity, sustainable funding, and services that continue evolving with community needs.

Shared value was most frequently associated with partnerships, interdepartmental collaboration, community engagement, economic/community vitality, and coordinated planning.

When asked what should never be compromised, maintenance dominated the responses. Safety, cleanliness, staffing, accessibility, and core recreation programming followed.

Aspirations were broader: indoor recreation and courts, WARF expansion, splash/water play, aquatics, connectivity, Eva Walker Park, open space, event space, and expanded programming.

Exercise 2 | What should Warrenton do first?

The implementation exercise produced an even clearer stewardship-first message. Among the tallied Step 1 selections:

Item for Attention	Selections
Maintain and reinvest in existing parks	11
Trail/sidewalk/greenway connectivity	7
Shade, seating, restrooms and comfort amenities	7
Expanded recreation programming	7
Continued WARF lifecycle reinvestment	4

The tradeoff exercise then reinforced a key distinction: participants may support major facilities conceptually, but many believe maintenance, lifecycle reinvestment, programming, connectivity and targeted improvements should precede major expansion.

The readiness exercise helps explain why. Community support was often rated relatively high, while funding readiness and staffing/operating capacity were recurring constraints. Thus, popularity alone should not determine the implementation schedule.

Quick wins clustered around wayfinding/signage, maintenance, existing CIP completion, programming, Eva Walker, trails/connectivity, smaller park improvements, and partnership development.

Individual worksheet takeaway
The individual results support a tiered implementation philosophy:

- **First:** protect and sustain the system.
- **Next:** improve access, connectivity, programming and the experience of existing parks.
- **Then:** deliver targeted amenities and improvements.
- **Over time:** pursue larger expansion when capital funding, staffing, partnerships and operating resources demonstrate readiness.

WORKSHOP FORMAT & EXERCISE PURPOSES

The workshop was designed as a transition point between Phase 1: Understand & Assess and Phase 2: Plan & Implement. The presentation first grounded participants in the completed Needs Assessment, including park performance, parkland, funding, access, facility needs, recreation trends, community engagement, and WARF findings, before asking them to establish future direction.

The workshop had three stated purposes: identify alignment between Parks & Recreation needs and broader Town needs; translate Needs Assessment findings into actions; and ensure future recommendations are realistic and defensible.

Both exercises followed the same deliberate sequence:

Individual Worksheet → Small-Group Discussion → Group Consensus → Report-Out

Participants first had approximately 10 minutes of individual worksheet time, followed by 20 minutes of small-group discussion and a 10-minute report-out. This structure preserved individual perspectives while also identifying where cross-departmental consensus existed.

Exercise 1 — Vision, Strategic Priorities & Community Outcomes

Central question: What should the Warrenton Park and Recreation System deliver over the next 10–15 years?

Its five steps moved from Outcomes → Defining Success → Shared Value → Non-Negotiables → Aspirations. The purpose was to establish the desired future condition before discussing individual projects or implementation constraints.

Exercise 2 — Implementation Priorities, Funding & Phasing

Central question: What is realistic, achievable and ready to move forward?

Its five steps moved from Greatest Attention → Tradeoffs → Test Readiness → Finding Partners → Quick Win. The purpose was to test the Exercise 1 vision against practical considerations, particularly funding, staffing/operating capacity, partnerships, deliverability, sustainability, and timing.

Together, the two exercises created a deliberate progression:

Needs Assessment → What do we want? → What matters most? → What must we protect? → What are we ready to do? → What should happen first?

That progression provides the basis for translating the workshop results into the PRMP's Vision, Guiding Principles, Goals, Actions, and phased Implementation Framework, which is exactly the transition identified in the workshop's closing next-steps process.

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Group Exercises:

Exercise #1 — Vision, Strategic Priorities & Community Outcomes

Step 1 — Identify the 3–5 Most Critical Outcomes

Group 1

- Connected system linking parks, neighborhoods, schools, and downtown.
- Recreation opportunities serving all ages.
- High-quality parks that are well-maintained and built to last.

Group 2

- Park programs/recreation opportunities that bring the community together.
- Athletic facilities that meet current and future needs.
- Well-maintained parks and facilities built to last.

Group 3

- High-quality parks and facilities that are well-maintained and built to last.
- Financially stable/sustainable park system.
- Recreation opportunities that serve all ages, abilities, and interests.
- Athletic facilities that meet current and future community needs.
- Natural resources and open spaces that are protected for future generations.

Group 4

- High-quality parks and facilities.
- Recreation opportunities that serve all.
- Convenient access to parks and recreation.
- Parks and events that bring the community together.

Step 2 — Where Can Parks Create Shared Value?

Group 1

- On-site placards explaining the facility.
- Economic development opportunities.
- Maintain community support for parks — more reasonable to request funds.

Group 2

- Communication + engagement.
- Short-term + long-term planning → development of detailed scope + asset maintenance.

Group 3

- Multi-use space.
- Collaboration with all departments.
- County collaboration.

Group 4

- Partnerships with community organizations.
- Other departments, organizations, nonprofits, etc.

Step 3 — Which Outcomes Should NOT Be Compromised, Even Under Funding Constraints?

Group 1

- Make sure all facilities are safe and clean.
- Recreation for all ages.

Group 2

- Space.
- Maintenance.
- Value.
- Safety.
- Cleanliness.

Group 3

- Maintenance.
- Staffing.

Group 4

- Upkeep + maintenance of current facilities.
- Special events + community engagement.

Step 4 — What Are Your Group's Big Ideas?

Group 1

- More activities to attract outside residents.
- Better connections to parks.
- Build out Eva Walker Park per Master Plan.

Group 2

- Additional space — parks + indoor courts:
  - Basketball
  - Volleyball
- Outdoor courts:
  - Pickleball
  - Basketball
- Recovery room.

Group 3

- "Switching the narrative."
- Expansion of the WARF + programs.

Group 4

- Need for indoor recreation space + indoor sports/athletics.
- Expanded aquatics + splash pad.
- Main Street walking mall **or** other large event space.

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Exercise #2 — Implementation Priorities, Funding & Phasing

Step 1 — Which 3–5 Items Should Receive the Most Attention?

Group 1

- Maintain + reinvest in parks.
- Expand trail, sidewalk, and greenway connectivity.
- Improve wayfinding, signage, and park identity.

Group 2

- Maintain/reinvest in parks.
- Reinvest in WARF.
- Expand recreation programming.

Group 3

- Maintain + invest.
- Expand WARF events + programs.
- Add more shade, seating, restrooms, and other amenities.
- Improve wayfinding, signage + park identity.

Group 4

- Maintain + reinvest.
- Splash pad.
- WARF: expand indoor facilities.

Step 2 — Which THREE Initiatives Should Move Forward in the Next 5 Years?

Group 1

- Connectivity / sidewalk and trail expansions.
- Additional pavilions.
- Playground improvements.

Group 2

- Facility investment.
- Program expansion overall.
- *Only two initiatives were recorded by the group.*

Group 3

- Maintain + reinvest.
- Continued lifecycle reinvestment for WARF.
- Expand events + programs.

Group 4

- Splash pad.
- Growing community events through partnerships.
- Connectivity of trails + sidewalks.

Step 3 — What Partners Are Best Suited to Move These Initiatives Forward?

Group 1

- Developers / PATH Foundation / hospitals / Habitat for Humanity.

- Shared cost with County.
- AWS.

Group 2

- Fauquier County.
- Sports organizations.
- Private donors.
- Nonprofits.
- Schools.

Group 3

- County + County schools.
- Fauquier Health.
- Local sports organizations.
- Leadership Fauquier.

Group 4

- Local community groups.
- Large corporate sponsor(s).

Step 4 — What Are Your Group's Quick Wins?

Group 1

- Complete CIP projects.
- Skatepark improvements.
- Eva Walker Master Plan.
- Parking improvements at parks.

Group 2

- Wayfinding/signage + marketing.
- Recovering fields.
- Splash pads.
- Outdoor courts.

Group 3

- Trail maintenance.
- Leadership Fauquier.
- Continuing maintenance.
- Expand programs.

Group 4

- Wayfinding + signage.
- Find alternative locations to expand programs.
- Quick splash pad.

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Group Discussions:

Exercise 1 — Vision, Strategic Priorities, and Outcomes

Groups discussed and reported on the most critical outcomes, shared values, non-negotiables, and big ideas for the Warrenton Parks and Recreation system over the next 10–15+ years.

- **Group 1:**
  - Top outcomes: health programs and recreational opportunities that bring the community together; athletic facilities to meet current and future needs; well-maintained parks and facilities (identified as most important).
  - Shared values: community engagement and communications; short- and long-term financial planning; asset maintenance. Non-negotiables, maintenance, safety, and basic services.
  - Big ideas: additional indoor space for basketball, volleyball, and other activities; a recovery room at the Wharf; more outdoor space.
- **Group 2:**
  - Outcomes: maintaining and reinvesting in existing parks; expanding facilities.
  - Top three initiatives: growing community events and partnerships; trail and sidewalk connectivity.
  - Partners: community groups, large corporate sponsors.
  - Quick wins: wayfinding and signage; finding alternative locations to expand programs.
- **Group 3:**
  - Outcomes: high-quality, well-maintained parks; direct opportunities serving all ages, abilities, and interests; convenient access; community events.
  - Shared values: partnering with nonprofits, schools, and organizations beyond Parks and Rec.
  - Non-negotiables: maintenance and updates of current facilities; continuation of special events.
  - Big idea: indoor recreation space for sports and hobbies (pickleball); splash pad/outdoor pool; converting Main Street into a walking mall or large event space.
- **Group 4:**
  - Top outcomes: connected system linking parks, neighborhoods, schools, and downtown; recreation opportunities for all ages; high-quality, well-maintained parks.
  - Shared values: placards at facilities explaining park history; economic development opportunities through parks; maintaining community respect for parks.
  - Non-negotiables: safe and clean facilities; recreation for all ages.

- Big ideas: build out the Eva Walker Master Plan; better connections to parks; more activities to attract outside residents.

Conclusion:

- Strong alignment across groups on maintaining and reinvesting in existing facilities, expanding trail and connectivity networks, and serving all ages and abilities.
- Diverse big ideas emerged including indoor recreation space, splash pads, outdoor pools, and improved connectivity.
- Economic development potential of parks was highlighted as a shared value.

Exercise 2 — Implementation Priorities, Funding, and Phasing

Groups discussed which initiatives should receive the most attention, which should move forward in the next three to five years, potential partners, and quick wins.

- Group 1:
  - Top attention areas: maintain and reinvest in existing parks; expand trail, sidewalk, and greenway connectivity; improve wayfinding signage and park identity.
  - Three-to-five-year initiatives: connectivity/trail expansion; additional pavilions; playground improvements.
  - Partners: developers, PATH Foundation, hospital, Habitat for Humanity, Amazon.
  - Quick wins: CIP projects, skate park improvements, Eva Walker Master Plan, parking improvements at parks.
- Group 2:
  - Top attention areas: maintaining parks; expanding facilities.
  - Three-to-five-year initiatives: Black Pack facility; growing community events and county/community partnerships; trail and sidewalk connectivity.
  - Partners: community groups, large corporate sponsors.
  - Quick wins: wayfinding and signage; finding alternative program locations.
- Group 3:
  - Top attention areas: maintain and reinvest; add shade, seating, restrooms, and amenities; improve wayfinding and park identity.
  - Three-to-five-year initiatives: maintain and reinvest; lifecycle reinvestment; expanding programming (splash pad noted with discussion).
  - Partners: county, schools, local sports organizations, Leadership Fauquier.
  - Quick wins: trail maintenance; continuing current maintenance program.
- Group 4:
  - Top attention areas: expand programming; facility investment; program extension.
  - Partners: similar to other groups in the area.

- Quick wins: marketing improvements; soccer field resurfacing; asphalt/parking lot improvements (potentially converting to walkways).

Conclusion

- Maintaining and reinvesting in existing parks and expanding trail/sidewalk/greenway connectivity were the most consistently prioritized initiatives across all groups.
- Wayfinding and signage improvements were widely identified as achievable quick wins.
- Partnerships with developers, county entities, schools, nonprofits, and corporate sponsors were seen as key to advancing initiatives.

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Individual Worksheets Summary:

Across the 19 individual worksheets, there is strong convergence between the two exercises. Exercise #1 establishes a vision centered on protecting existing assets, broad access, diverse recreation, connectivity, and community value. Exercise #2 then translates that vision into a more pragmatic implementation hierarchy: reinvest first, expand programming and connectivity, pursue selected new amenities, and use partnerships to extend Town capacity.

The rankings below reflect recurring themes rather than exact checkbox counts where responses were overlapping.

Exercise #1 | Vision, Strategic Priorities & Community Outcomes

Step 1 | Most Critical Outcomes

Select up to FIVE outcomes you believe are needed for the Town.

Rank	Outcome	Total Selections
1	High-quality parks and facilities that are well-maintained and built to last	15
2	Recreation opportunities that serve all ages, abilities and interests	14
3	A connected system linking parks, neighborhoods, schools and downtown	11
4	Athletic facilities that meet current and future community needs	9
5	Convenient access to parks and recreation for all Warrenton residents	8
6	A financially sustainable park system	7
7	Parks and programs/events that bring the community together	7
8	A diverse mix of recreation experiences that reflects changing interests	6
9	A WARF that continues to sustainably meet community needs	5
10	Natural resources and open space that are protected for future generations	4
11	Recreation experiences that strengthen families, culture and connection to nature	2
12	A park system that leverages community and regional partnerships	1

Step 2 | Define Success

What would success look like 10 years from now?

1. Existing parks and facilities are well maintained and built to last.
2. Residents of all ages and abilities have meaningful recreation choices.
3. Parks and recreation are accessible and connected to the community.
4. The system has sufficient and sustainable funding/resources.
5. Programs, facilities and services evolve with changing community needs.

Takeaway: Success is primarily about quality, access and sustainability, rather than simply increasing the quantity of facilities.

Step 3 | Create Shared Value

Where can Parks & Recreation provide benefits beyond PRCS?

1. **Partnerships & interdepartmental collaboration**: Town departments, Fauquier County, schools, nonprofits and community organizations.
2. **Community connection & engagement**: parks, programs and events as platforms for bringing residents together.
3. **Economic development & Town vitality**: recreation as an asset for downtown, tourism, events and community attractiveness.
4. **Long-term planning & asset management**: coordinating investment and maintenance across Town priorities.
5. **Multi-use/shared spaces**: facilities that serve recreation while supporting broader civic and community functions.

Takeaway: Staff sees Parks & Recreation as community infrastructure, with benefits extending well beyond traditional recreation services.

Step 4 | Non-Negotiables

What should not be compromised when resources are constrained?

1. Maintenance and upkeep of existing assets
2. Safety and cleanliness
3. Recreation opportunities that serve all ages and abilities
4. Adequate staffing/resources to sustain the system
5. Community programs, events and engagement

Takeaway: The clearest non-negotiable is protecting what Warrenton already owns and operates before allowing existing assets or service quality to decline.

Step 5 | Big Opportunities / Aspirations

What could make the greatest long-term difference?

1. Expanded indoor recreation capacity: indoor courts, flexible recreation space and WARF-related opportunities.
2. Expanded aquatics/water recreation: splash pad and expanded aquatic opportunities.
3. Better park/trail/sidewalk connectivity

4. Expanded and diversified recreation programming
5. Community gathering/event spaces
6. Expanded courts and athletic opportunities

Takeaway: The aspiration is to broaden recreation choice, particularly through indoor recreation, aquatics, connectivity and programming—but without losing the emphasis on maintaining the existing system.

Exercise #2 | Implementation Priorities, Funding & Phasing

Step 1 | Greatest Attention

Select the FIVE items you believe should receive the greatest attention during the next five years.

Rank	Initiative	Total Selections
1	Maintain and reinvest in existing parks	11
T-2	Expand trail, sidewalk and greenway connectivity	7
T-2	Add more shade, seating, restrooms and other comfort amenities	7
T-2	Expand recreation programming opportunities	7
5	Continued lifecycle reinvestment for WARF	4
T-6	WARF: Expand indoor fitness & programming	2
T-6	Pickleball/court improvements	2
T-6	Acquire/secure future park or open space	2
T-6	Improve wayfinding, signage, and park identity	2
T-10	WARF: Expand — other/participant-defined	1
T-10	Develop splash pad(s)	1
T-10	Improve/replace athletic field/court lighting	1
T-13	Develop outdoor aquatics facilities	0
T-13	Expand community events	0
T-13	Playground improvements	0

Step 2 | Five-Year Priorities & Tradeoffs

What should actually move forward first?

1. Maintain/reinvest + lifecycle asset management
2. Expand recreation programming & events
3. Improve trails, sidewalks & connectivity
4. Advance targeted WARF improvements
5. Splash pad / water recreation
6. Park-specific improvements, particularly Eva Walker

7. Courts, pavilions, playgrounds and comfort amenities

Most common candidates to defer/phasing later:

- Major WARF expansion
- Larger indoor recreation expansion
- Outdoor aquatics/pool
- Major land acquisition
- Larger new facility initiatives

Takeaway: The worksheets reveal a meaningful distinction between what Warrenton ultimately wants and what should happen first. Large capital expansion generally falls behind reinvestment, programming and achievable system improvements.

Step 3 | Implementation Readiness

What appears most ready to advance?

1. **Maintenance & reinvestment**: strongest combination of support, deliverability and sustainability.
2. **Programming/events**: comparatively achievable without major capital investment.
3. **Connectivity/trail improvements** — strong support, but funding and implementation complexity vary.
4. **Wayfinding/signage/identity**: relatively achievable and scalable.
5. **Splash pad / targeted amenities**: visible opportunity, but dependent on funding/site decisions.
6. **Major WARF/indoor expansion**: generally lower readiness because of funding and operating implications.
7. **Land acquisition/major new facilities**: longer-term and more dependent on opportunity, funding and partnerships.

Key constraint across worksheets: Funding readiness and staffing/operating capacity frequently lag behind community support.

Takeaway: Community support alone does not equal implementation readiness. The Master Plan needs to test projects against funding, staffing, partnerships, delivery timeframe and long-term sustainability.

Step 4 | Partnerships

Who can help move priorities forward?

1. Fauquier County / County Parks & Recreation
2. Schools / Fauquier County Public Schools
3. Community organizations & nonprofits
4. Local sports organizations

5. Private businesses, developers & corporate sponsors
6. PATH Foundation / Fauquier Health
7. Leadership Fauquier / Fauquier Chamber
8. Private donors / foundations

Takeaway: Partnerships are viewed as an implementation strategy, not simply an engagement tool, particularly for shared facilities, programs, funding, sponsorship and land/resource opportunities.

Step 5 | Quick Wins

What can demonstrate visible progress in 1–2 years?

1. Wayfinding, signage, marketing & park identity
2. Maintenance and completion of existing CIP projects
3. Expand recreation programs/events
4. Eva Walker Park improvements
5. Trail maintenance/connectivity improvements
6. Splash pad advancement
7. Court/skate park/playground improvements
8. Partnership/sponsorship development

Takeaway: Staff favors quick wins that are visible, achievable and demonstrate stewardship, rather than starting the implementation period with a major new capital commitment.

Overall Workshop Themes:

The combined results suggest a clear hierarchy for the Master Plan:

1 | PROTECT: Maintain, reinvest and sustain existing parks, WARF and facilities.
2 | CONNECT: Improve trails, sidewalks, access, wayfinding and connections.
3 | ACTIVATE: Expand programs, events and recreation opportunities for all ages.
4 | ENHANCE: Add targeted amenities such as splash/water play, courts, comfort features and park improvements.
5 | EXPAND STRATEGICALLY: Pursue larger indoor recreation, aquatics, land and facility investments when funding, partnerships and operating capacity support them.

The strongest message from staff is therefore not “build more.” It is “take care of what we have, make it work better, expand experiences, and grow strategically.”

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Individual Exercise Worksheets:

EXERCISE #1

Vision, Strategic Priorities & Community Outcomes

Step 1 — Select Up to Five Outcomes Needed for the Town

Worksheet 1

- High-quality parks and facilities that are well-maintained and built to last.
- A financially sustainable park system.
- A connected system linking parks, neighborhoods, schools, and downtown.
- Parks and programs/events that bring the community together.
- Recreation opportunities that serve all ages, abilities, and interests.

Worksheet 2

- High-quality parks and facilities that are well-maintained and built to last.
- WARF that continues to sustainably meet community needs.
- Parks and programs/events that bring the community together.

Worksheet 3

- High-quality parks and facilities that are well-maintained and built to last.
- A connected system linking parks, neighborhoods, schools, and downtown.
- Parks and programs/events that bring the community together.
- Athletic facilities that meet current and future community needs.
- Recreation opportunities that serve all ages, abilities, and interests.

Worksheet 4

- High-quality parks and facilities that are well-maintained and built to last.
- A financially sustainable park system.
- Athletic facilities that meet current and future community needs.
- WARF that continues to sustainably meet community needs.
- Parks and programs/events that bring the community together.

Worksheet 5

- High-quality parks and facilities that are well-maintained and built to last.
- Convenient access to parks and recreation for all Warrenton residents.
- Athletic facilities that meet current and future community needs.
- Natural resources and open space that are protected for future generations.
- Recreation opportunities that serve all ages, abilities, and interests.

Worksheet 6

- A financially sustainable park system.
- A connected system linking parks, neighborhoods, schools, and downtown.
- Convenient access to parks and recreation for all Warrenton residents.
- Recreation opportunities that serve all ages, abilities, and interests.
- A diverse mix of recreation experiences that reflects changing interests.

Worksheet 7

- High-quality parks and facilities that are well-maintained and built to last.
- A connected system linking parks, neighborhoods, schools, and downtown.
- Convenient access to parks and recreation for all Warrenton residents.
- Recreation opportunities that serve all ages, abilities, and interests.
- A diverse mix of recreation experiences that reflects changing interests.

Worksheet 8

- High-quality parks and facilities that are well-maintained and built to last.
- A connected system linking parks, neighborhoods, schools, and downtown.
- WARF that continues to sustainably meet community needs.
- Natural resources and open space that are protected for future generations.
- Recreation opportunities that serve all ages, abilities, and interests.

Worksheet 9

- High-quality parks and facilities that are well-maintained and built to last.
- A financially sustainable park system.
- A connected system linking parks, neighborhoods, schools, and downtown.
- WARF that continues to sustainably meet community needs.
- Parks and programs/events that bring the community together.
- Recreation opportunities that serve all ages, abilities, and interests.
- A diverse mix of recreation experiences that reflects changing interests.

Worksheet 10

- High-quality parks and facilities that are well-maintained and built to last.
- A financially sustainable park system.
- A connected system linking parks, neighborhoods, schools, and downtown.
- Recreation opportunities that serve all ages, abilities, and interests.
- A diverse mix of recreation experiences that reflects changing interests.

Worksheet 11

- High-quality parks and facilities that are well-maintained and built to last.
- A connected system linking parks, neighborhoods, schools, and downtown.
- Convenient access to parks and recreation for all Warrenton residents.
- A diverse mix of recreation experiences that reflects changing interests.
- Recreation opportunities that serve all ages, abilities, and interests.

Worksheet 12

- High-quality parks and facilities that are well-maintained and built to last.
- Athletic facilities that meet current and future community needs.
- A diverse mix of recreation experiences that reflects changing interests.
- Recreation experiences that strengthen families, culture, and connection to nature.
- Parks and programs/events that bring the community together.
- Recreation opportunities that serve all ages, abilities, and interests.

Worksheet 13

- High-quality parks and facilities that are well-maintained and built to last.
- Convenient access to parks and recreation for all Warrenton residents.
- Athletic facilities that meet current and future community needs.

- A diverse mix of recreation experiences that reflects changing interests.
- Recreation opportunities that serve all ages, abilities, and interests.

Worksheet 14

- Recreation experiences that strengthen families, culture, and connection to nature.
- Parks and programs/events that bring the community together.
- Natural resources and open space that are protected for future generations.

Worksheet 15

- High-quality parks and facilities that are well-maintained and built to last.
- A connected system linking parks, neighborhoods, schools, and downtown.
- Convenient access to parks and recreation for all Warrenton residents.
- WARF that continues to sustainably meet community needs.
- Parks and programs/events that bring the community together.
- Recreation opportunities that serve all ages, abilities, and interests.

Worksheet 16

- High-quality parks and facilities that are well-maintained and built to last.
- A financially sustainable park system.
- A connected system linking parks, neighborhoods, schools, and downtown.
- A diverse mix of recreation experiences that reflects changing interests.
- Recreation opportunities that serve all ages, abilities, and interests.

Worksheet 17

- High-quality parks and facilities that are well-maintained and built to last.
- A financially sustainable park system.
- Athletic facilities that meet current and future community needs.
- A diverse mix of recreation experiences that reflects changing interests.
- Parks and programs/events that bring the community together.
- Recreation opportunities that serve all ages, abilities, and interests.

Worksheet 18

- High-quality parks and facilities that are well-maintained and built to last.
- A financially sustainable park system.
- WARF that continues to sustainably meet community needs.
- Recreation opportunities that serve all ages, abilities, and interests.

Worksheet 19

- High-quality parks and facilities that are well-maintained and built to last.
- A financially sustainable park system.
- Athletic facilities that meet current and future community needs.
- Recreation opportunities that serve all ages, abilities, and interests.

Step 2 — Define Success

Worksheet 1:

“Facilities are well-maintained with continued high levels of usage by the community.”

Worksheet 2:

“People are going.”

“Everything remains maintained.”
“Continued growth of the town.”

Worksheet 3:

“Everybody has access to and can use.”
“There is something for everyone no matter age, interests, etc.”
“Community connectivity.”

Worksheet 4:

“We have sports fields that we can program, additional space at WARF for indoor leagues.”

Worksheet 5:

“It is utilized by the community + continues to develop innovative changes to keep up with the changing times.”

Worksheet 6:

“Convenient access to existing parks and amenities; integrate additional w/ existing transportation system.”

Worksheet 7:

“We listen to what the community wants, then we plan and implement based on data.”

Worksheet 8:

“Continue to communicate with residents on needs.”

Worksheet 9:

“Community participation. Engage. Better percentage – distance/walk time to get to park.” Additional notation references park usage continuing to grow and successful park + programming.

Worksheet 10:

“Capital investment, facilities + maintenance program. 75% of residents within a 10-minute walk. 80% cost recovery.”

Worksheet 11:

“Our community gathering spaces become not to include gathering spots indoors & fields of fitness focus.”

Worksheet 12:

“Increase access/options.”

Worksheet 13:

“Parks are well maintained and facilities are reasonably accessible for most residents, thoughtfully planned mix of recreation equipment desired by its residents.”

Worksheet 14:

“There is a varying calendar of events, accessible green space, safe walking trails, and a community events indoor or space.”

Worksheet 15:

“The PR is accessible to all ages and abilities, with variety of offerings + can be sustained. This can be accomplished by keeping cost accessible + being supported/involved with local/regional communities.”

Worksheet 16:

“Financial/revenue monetarily sustainable.”

“Maintenance needs are being handled in a timely manner.”
“Meeting residents expectations.”
Worksheet 17:
“There’s an activity that fits my interest.”
“Build spaces that are diverse and can adapt over time.”
“Communication.”
Worksheet 18:
“Maintain what we currently have while offering more programs + amenities the citizens have requested.”
Worksheet 19:
Handwriting uncertain.

Step 3 — Where Can Parks Create Shared Value?

Worksheet 1

- Adding long-term maintenance plans for assets and facilities.

Worksheet 2

- Community health + wellness to the community.
- Collaborating for better marketing.

Worksheet 3

- Management connect videos.
- Storytelling of why park investment matters in a community.
- Positivity.
- Engagement with community.

Worksheet 4

- No response recorded.

Worksheet 5

- Develop a detailed scope of where we want to go.
- Finance + Procurement can help get appropriate vendors involved to achieve those goals within a set budget.

Worksheet 6

- Existing parks + facilities help community together.

Worksheet 7

- Interdepartmental budget.

Worksheet 8

- On-site fitness and well-being tips.

Worksheet 9

- Economic development opportunities + sports tournaments.
- On-site fitness tips.
- Placards explaining facilities.
- Economic development opportunities.
- Maintain community respect for the park—makes it easier to request additional funds.
- Need more for maintenance.

Worksheet 10

- People's quality of experience and respect within the community.

Worksheet 11

- Responsible/access to teens + young adult programming.
- Staff facility puts less aid of Town events.
- Expand organization partnerships + Town Ride Festival/Parade. *(Some wording uncertain.)*

Worksheet 12

- Expand partnership with Town/County P&R.

Worksheet 13

- Partnerships across and through other departments while creating opportunities for community engagement.

Worksheet 14

- A potentially good space for large events.
- Main Street + the WARF fields are our only options + both present a multitude of challenges + limitations.
- Other groups are always looking for a space for large events.

Worksheet 15

- We are exactly appreciative of the partnership we already have with Town P&R.
- Connecting to Town-owned spaces & events remains beneficial to create value.

Worksheet 16

- Adult programs.
- Police resources / kids / family.
- Parks & Recreation creates shared value with our department through collaboration.
- Alignment with Town departments — CD, PW, CAM, PD.
- Alignment and filling gaps with County P&R.

Worksheet 17

- Adult spaces — BBQ, lounging areas, gazebos, pavilion.
- This would help engage more seniors/events.
- Family friendly opportunities.
- Collaboration/engagement and cleaner with County partnership.
- Non-profits.

Worksheet 18

- Space + resources.
- Family.

Worksheet 19

- "All of them value is shared."

Step 4 — What Is Non-Negotiable?

Worksheet 1

- Maintenance of existing assets/facilities to ensure we can at a minimum continue to provide the services that exist today.

Worksheet 2

- Cleanliness.
- Facilities/parks should always look good to the public.

Worksheet 3

- Maintenance of current facilities.

Worksheet 4

- Additional space and usage create children's programs, daycare, safe place for the kids to learn and grow.

Worksheet 5

- Value + safety.

Worksheet 6

- Maintain safety of existing assets.

Worksheet 7

- WARF — it's a very important part of the community.

Worksheet 8

- Parks — due to it serves in-town/out-of-town residents of all ages with mix things to do.

Worksheet 9

- Clean/safe recreation opportunities for all ages.
- More activities to attract outside residents.
- Better connections.
- Build out/master plan of Eva Walker.
- Larger events/concerts.

Worksheet 10

- General maintenance of parks — protect parks.

Worksheet 11

- Focus on maintaining what we have first — improvements to how the current parks function before adding new parks.

Worksheet 12

- Special events.
- Sense of community.
- Unity + celebration.

Worksheet 13

- High-quality parks and facilities built to last (clean and current).

Worksheet 14

- Maintenance of existing parks, trails + facilities.
- "If we don't keep up with what we have, why would we expect new facilities to succeed?"

Worksheet 15

- Upkeep of current spaces & funding to maintain staffing & activities that serve the community.

Worksheet 16

- Well-maintained parks/facilities.

Worksheet 17

- Maintenance of what we have.
- Program opportunities.

Worksheet 18

- Maintain what we have.
- Retain staff.

Worksheet 19

- Recreation.

Step 5 — One Big Opportunity

Worksheet 1

- Ensuring access and connections.

Worksheet 2

- Recovery room?

Worksheet 3

- Indoor recreation (courts, etc.).

Worksheet 4

- Taking out the Warrenton Sports Complex fields.

Worksheet 5

- Pickleball + indoor courts (basketball + volleyball).

Worksheet 6

- Stay focused on objectives and scope of service.

Worksheet 7

- Splash pad or outdoor pool.

Worksheet 8

- Preserve open space for future park uses.
- Nature trail/disc park.

Worksheet 9

- Expand outdoor recreation opportunities at the WARF — pool, splash pad, basketball courts.
- Safety: give all ages “many things to do.”

Worksheet 10

- Buildout of the Master Plan for Eva Walker Park.

Worksheet 11

- Future: current quality operations.
- Visioning + planning.
- Indoor + outdoor space.

Worksheet 12

1. Indoor sports complex.
2. Addition at WARF with rooms.

Worksheet 13

- Unique indoor event area.
- Expanded aquatic space / splash pad.

Worksheet 14

- Closing Main Street to traffic — creating a walking mall.
- Could host weekly events with minimal community disruption

Worksheet 15

- Outdoor activities — bike pump track?
- Racquetball?
- Outdoor obstacles.
- More outdoor outreach park/participation activities.
- Events — Running Room

Worksheet 16

- Open space and community parks & recreation opportunities.
- Expand WARF → indoor courts/walking track/fitness areas.
- Recreation.

Worksheet 17

- Expansion of the WARF.
- Recovery.
- Event space.
- Expansion of programs.
- Childcare.

Worksheet 18

- Trails connecting parks + outdoor opportunities/trends like pickleball/water sports/programs — enhance family use.
- Daycare or preschool.
- Expand WARF.

Worksheet 19

- Safety

EXERCISE #2

Implementation Priorities, Funding & Phasing

Step 1 — Select the Five Items That Should Receive the Greatest Attention

Worksheet 1

- Expand trail, sidewalk and greenway connectivity.
- Add more shade, seating, restrooms and other comfort amenities.
- Pickleball/court improvements.
- Acquire/secure future park or open space.
- Improve wayfinding, signage and park identity.

Worksheet 2

- No clearly visible Step 1 selections in the rendered portion of the worksheet.

Worksheet 3

- Acquire/secure future park or open space.
- Improve wayfinding, signage and park identity.

Worksheet 4

- Develop splash pad(s).
- Pickleball/court improvements.

Worksheet 5

- Pickleball/court improvements.

Worksheet 6

- Expand trail, sidewalk and greenway connectivity.
- Improve wayfinding, signage and park identity.

Worksheet 7

- Add more shade, seating, restrooms and other comfort amenities.
- Pickleball/court improvements.
- Improve wayfinding, signage and park identity.

Worksheet 8

- Expand trail, sidewalk and greenway connectivity.
- Develop splash pad(s).
- Add more shade, seating, restrooms and other comfort amenities.
- Acquire/secure future park or open space.
- Improve wayfinding, signage and park identity.

Worksheet 9

- Expand trail, sidewalk and greenway connectivity.
- Add more shade, seating, restrooms and other comfort amenities.
- Pickleball/court improvements.
- Acquire/secure future park or open space.
- Improve wayfinding, signage and park identity.
- Other: Wayfinding/signage/park identity.
- Other handwritten references appear to include expansion of trails/sidewalks and recreational initiatives.

Worksheet 10

- Expand trail, sidewalk and greenway connectivity.
- Improve wayfinding, signage and park identity.

Worksheet 11

- Develop splash pad(s).
- Improve wayfinding, signage and park identity.

Worksheet 12

- Develop splash pad(s).
- Other: “Space indoor rec & athletics.”

Worksheet 13

- Develop splash pad(s).
- Pickleball/court improvements.

Worksheet 14

- Expand trail, sidewalk and greenway connectivity.
- Develop splash pad(s).
- Other: “Space for indoor rec and athletics — either at WARF or not.”

Worksheet 15

- Develop splash pad(s).
- Develop outdoor aquatics facilities.

Worksheet 16

- Expand trail, sidewalk and greenway connectivity.
- Improve wayfinding, signage and park identity.
- Other: Communication/promotion.

Worksheet 17

- Add more shade, seating, restrooms and other comfort amenities.
- Improve wayfinding, signage and park identity.
- Other: Communication/promotion.

Worksheet 18

- Pickleball/court improvements.
- Improve wayfinding, signage and park identity.
- Additional handwritten notation references community events.

Worksheet 19

- Add more shade, seating, restrooms and other comfort amenities.
- Other: “Medium.”

Step 2 — Make the Tradeoff

Worksheet 1

Three initiatives for the next five years:

1. Facility investment — maintenance and build on existing plans → Eva Walker Park.
2. Program expansion.
3. Marketing value of WARF — focus on parks.

Could wait until Years 6–10:

- Additional facility innovation could be phased.

Worksheet 2

Three initiatives:

1. Maintain & reinvest.
2. Continued lifecycle.
3. Expand recreation programming.

Could wait:

- Expand recreation programming.
- Expand WARF.

Worksheet 3

Three initiatives:

1. Acquire more space / WARF expansion.
2. Maintenance.
3. Expand recreation programming.

Could wait:

- Outdoor aquatics.

Worksheet 4

Three initiatives:

1. Develop splash pad.
2. Expand recreation programming opportunities.
3. Expand indoor fitness & programming.

Could wait:

- Acquire future park/open space — “Academy Hill.”

Worksheet 5

Three initiatives:

1. More outdoor courts.
2. Add indoor courts → bubble? *(i.e., Vint Hill/Warrenton)*
3. Maintain/reinvest in parks.

Could wait:

- Outdoor pool.

Worksheet 6

Three initiatives:

1. Eva Walker.
2. Pave trails.
3. Rehab WARF.

Could wait:

- Pool.

Worksheet 7

Three initiatives:

1. Pickleball court improvements.
2. Add more shade, seating, etc.
3. Maintain parks.

Could wait:

- More shade and seating.

Worksheet 8

Three initiatives:

1. Connectivity.
2. Playground improvements.
3. Additional pavilions.

Could wait:

- Splash pad.

Worksheet 9

Three initiatives:

1. Eva Walker Master Plan / connectivity / sidewalk and trail expansion.
2. Additional pavilions.
3. Playground improvements.
- Rehabilitation / repair / asset management also noted.

Could wait:

- Outdoor aquatics.

- Park expansion.

Worksheet 10

Three initiatives:

1. Trail/sidewalk expansion.
2. Fund CIP / asset management.
3. No third initiative recorded.

Could wait:

- WARF indoor court space.

Worksheet 11

Three initiatives:

1. Maintain & reinvest in existing parks.
2. Develop splash pad.
3. Improve wayfinding, signage and park identity.

Could wait:

- Develop aquatics facility.

Worksheet 12

Three initiatives:

1. Program expansion.
2. Create a foundation to help with donations.
3. Splash pad.

Could wait:

- No response recorded.

Worksheet 13

Three initiatives:

1. Splash pad.
2. Expand indoor fitness & programming.
3. Maintain and reinvest in existing parks.

Could wait:

- Develop outdoor aquatics facility.

Worksheet 14

Three initiatives:

1. Splash pad.
2. Expanded connectivity.
3. Event space — indoor or outdoor.

Could wait:

- Indoor recreation + athletic space, including competitions/festival space, etc.

Worksheet 15

Three initiatives:

1. Enhance WARF & indoor recreation spaces.
2. Develop outdoor water/activity park — even if small scale.
3. Grow & expand community events through partnerships.

Could wait:

- No clear response recorded.

Worksheet 16
Three initiatives:

1. Maintain and reinvest in existing parks.
2. Continued lifecycle reinvestment for WARF.
3. Expand events/programs / develop splash pad.

Could wait:

- Wayfinding/communication.

Worksheet 17
Three initiatives:

1. Maintain & reinvest.
2. Invest in communication outreach.
3. Expand WARF/programs.

Additional annotations:

- Continued lifecycle.
- Expand events/programs.

Could wait:

- Expanding value

Worksheet 18
Three initiatives:

1. Expand recreation programming opportunities.
2. Maintain + reinvestment in existing parks.
3. Pickleball court improvement.

Could wait:

- Expand WARF / 5-year.

Worksheet 19
Three initiatives:

1. Maintain/reinvest.
2. Continued lifecycle improvements/replacements.
3. Lighting.

Could wait:

- Outdoor/indoor field/court space.

Step 3 — Test Implementation Readiness

Worksheet 1
#1 Priority: Community engagement
Readiness:

- Community Support — Moderate
- Funding Readiness — Moderate
- Staffing/Operating Capacity — Moderate
- Partnership Potential — Moderate
- Ability to Deliver Within 5 Years — Moderate
- Ability to Sustain — Moderate

Worksheet 2
#1 Priority: Continued lifecycle of WARF
Readiness:

- Community Support — High
- Funding Readiness — Low
- Staffing/Operating Capacity — Moderate
- Partnership Potential — Low
- Ability to Deliver Within 5 Years — Moderate
- Ability to Sustain — Moderate

Worksheet 3
#1 Priority: Acquire more outdoor space — fields, courts, open space
Readiness: markings are somewhat overwritten:

- Community Support — High
- Funding Readiness — Low/High markings
- Staffing/Operating Capacity — Low
- Partnership Potential — Moderate
- Ability to Deliver Within 5 Years — Moderate
- Ability to Sustain — not clearly marked

Worksheet 4
#1 Priority: Expand outdoor programming / recreation programs / camps
Readiness:

- Community Support — High
- Funding Readiness — Low
- Staffing/Operating Capacity — Low
- Partnership Potential — Moderate
- Ability to Deliver Within 5 Years — Moderate
- Ability to Sustain — High

Worksheet 5
#1 Priority: Implementing more courts
Readiness:

- Community Support — High
- Funding Readiness — Low
- Staffing/Operating Capacity — Low
- Partnership Potential — Moderate
- Ability to Deliver Within 5 Years — Moderate
- Ability to Sustain — Moderate

Worksheet 6
#1 Priority: No priority written.
Readiness:

- Community Support — High
- Funding Readiness — Moderate
- Staffing/Operating Capacity — High
- Partnership Potential — Moderate

- Ability to Deliver Within 5 Years — Moderate
- Ability to Sustain — Moderate

Worksheet 7
#1 Priority: Park maintenance
Readiness:

- Community Support — High
- Funding Readiness — Low
- Staffing/Operating Capacity — Low
- Partnership Potential — Moderate
- Ability to Deliver Within 5 Years — High
- Ability to Sustain — High

Worksheet 8
#1 Priority: Safety — advance and grow
Readiness:

- All six implementation factors marked **High**.

Worksheet 9
#1 Priority: Skate Park Improvements
Additional references to connectivity/safety/advancement and Eva Walker Master Plan appear around the priority line.
Readiness: predominantly Moderate/High markings
Worksheet 10
#1 Priority: Connectivity
Readiness:

- Community Support — High
- Funding Readiness — Moderate
- Staffing/Operating Capacity — Low
- Partnership Potential — Moderate
- Ability to Deliver Within 5 Years — High
- Ability to Sustain — Low

Worksheet 11
#1 Priority: Maintenance & safety assurance
Readiness:

- Community Support — High
- Funding Readiness — High
- Staffing/Operating Capacity — High
- Partnership Potential — Low
- Ability to Deliver Within 5 Years — Moderate
- Ability to Sustain — High

Worksheet 12
#1 Priority: Program expansion

- No readiness ratings recorded.

Worksheet 13

- No #1 priority or readiness ratings recorded.

Worksheet 14
#1 Priority: Creating a space for large events/festivals
Readiness:

- Community Support — Moderate
- Funding Readiness — Moderate
- Staffing/Operating Capacity — Moderate
- Partnership Potential — Moderate
- Ability to Deliver Within 5 Years — Low
- Ability to Sustain — Moderate

Worksheet 15
#1 Priority: Creating community & belonging
Readiness:

- Community Support — High
- Funding Readiness — Moderate
- Staffing/Operating Capacity — Moderate
- Partnership Potential — High
- Ability to Deliver Within 5 Years — High
- Ability to Sustain — High

Worksheet 16
#1 Priority: Maintain and reinvest in parks/WARF
Readiness:

- Community Support — High
- Funding Readiness — Moderate
- Staffing/Operating Capacity — Low
- Partnership Potential — Moderate
- Ability to Deliver Within 5 Years — Moderate
- Ability to Sustain — Moderate

Worksheet 17
#1 Priority: Maintain & reinvest
Readiness:

- Community Support — Moderate
- Funding Readiness — Moderate
- Staffing/Operating Capacity — Low
- Partnership Potential — Moderate
- Ability to Deliver Within 5 Years — High
- Ability to Sustain — Moderate

Additional annotations reference:

- Council
- Greater division of roles?
- Trends of WARF?

Worksheet 18
#1 Priority: Expand WARF / maintain

Readiness:

- Community Support — High
- Funding Readiness — Low
- Staffing/Operating Capacity — Moderate
- Partnership Potential — Low
- Ability to Deliver Within 5 Years — Low
- Ability to Sustain — Low

Worksheet 19

#1 Priority: Maintain at minimum

Readiness:

- Community Support — High
- Funding Readiness — Moderate
- Staffing/Operating Capacity — High
- Partnership Potential — High
- Ability to Deliver Within 5 Years — High
- Ability to Sustain — High

Step 4 — Find the Partnerships

Worksheet 1

- Programming opportunities with the County, schools and area non-profits.

Worksheet 2

- Fauquier County.
- Schools.
- Sports departments.

Worksheet 3

- Fauquier County.
- Non-profits.
- Schools.

Worksheet 4

- Partner with NPCC? to program and maintain the fields.

Worksheet 5

- Private donors.

Worksheet 6

- No response recorded.

Worksheet 7

- Developers.

Worksheet 8

- Developers.

Worksheet 9

- Developers.
- PATH Foundation.
- Hospital.
- Shared cost with County.

- AWS.
- Habitat.

Worksheet 10

- PATH Foundation.
- Fauquier Health/Hospital.

Worksheet 11

- Partnering with County on more events.
- Possibly fields are “well over used”?

Worksheet 12

- Civic leaders.
- Local.
- Music & bands

Worksheet 13

- Collaborate with Fauquier County.
- Potential partnership or sponsorship from wealthy donor — “name on facility?”

Worksheet 14

- Fauquier County Parks & Recreation.
- Schools system.
- Possibly large corporate partner.
- Donors + initiatives.

Worksheet 15

- Businesses.
- Schools.
- County.
- Private developments.

Worksheet 16

- Fauquier Health.
- County P&R.
- Local sports.
- County.
- Leadership Fauquier.

Worksheet 17

- Partnership with County.
- Recreation sponsorships.
- Donations, fundraising + funding mechanisms.
- Schools.
- Leadership Fauquier.
- Fauquier Chamber.
- Developers.

Worksheet 18

- Schools.
- Local youth + adult sport groups.
- County.

- Leadership Fauquier.

Worksheet 19

- Leadership Fauquier

Step 5 — Identify a Quick Win

Worksheet 1

- Marketing fields.

Worksheet 2

- Recovering/repairing/maintaining fields.

Worksheet 3

- Expand recreation programming opportunities.
- Improve wayfinding & park identity.

Worksheet 4

- Splash pad at the WARF.

Worksheet 5

- Build outdoor courts — tennis/pickleball/volleyball/basketball.

Worksheet 6

- Eva Walker.

Worksheet 7

- Skate park / amphitheater.

Worksheet 8

- Community involvement.

Worksheet 9

- Complete CIP projects.
- Skate park.
- Eva Walker.
- Parking improvements.

Worksheet 10

- Complete CIP / connectivity projects.

Worksheet 11

- Improve marketing & signage.

Worksheet 12

- Find alternative locations + expand program offerings.

Worksheet 13

- Eva Walker Park expansion or splash pad.

Worksheet 14

- Establish relationships with potential sponsors + vendors.
- Identify options for expansion + pinpoint costs.

Worksheet 15

- WARF recovery?
- Four-season recreation space/pods/water wall, etc.
- Outdoor use for area with open recreation activities.

Worksheet 16

- Trail maintenance.
- Improve wayfinding, signage + park identity.

Worksheet 17

- Maintain/reinvest — “everything can follow to some degree.”
- Splash pad.
- Invest in maintenance.

Worksheet 18

- Add more programs for all ages — seniors, adults, school-age kids.
- Utilize WARF non-regular hours.
- Preschool-age programs.

Worksheet 19

- Marketing Fauquier

Town Council Vision & Implementation Survey

Following the Staff Visioning and Implementation Workshop, this survey was provided to members of the Warrenton Town Council to gather their perspectives on the same fundamental questions considered by Town staff. The intent was to complement staff workshop input with Council-level direction as the Parks and Recreation Master Plan moves from the Needs Assessment into development of the Vision and Implementation Framework.

The survey mirrored the workshop's two exercises, asking Council members to consider:

- **Vision & Community Outcomes:** What should Warrenton's park and recreation system deliver over the next 10–15 years, and what outcomes should define success?
- **Implementation Priorities:** What investments and initiatives should receive the greatest attention over the next five years?
- **Tradeoffs & Readiness:** What should move forward first, what can wait, and how ready is the Town to implement its priorities?
- **Partnerships & Quick Wins:** Where can partnerships extend Town resources, and what achievable actions can demonstrate near-term progress?

Together, the staff workshop and Town Council survey provide complementary perspectives that will help shape the PRMP's Vision, Guiding Principles, Goals, strategic actions, investment priorities, and phased implementation framework.

Exercise #1 | Vision, Strategic Priorities & Community Outcomes

Question 1 | Priority Outcomes (higher score = higher priority)

- #1: Recreation opportunities serving all ages, abilities, and interests — 11.0
- #2: WARF sustainably meeting community needs — 10.0
- #3: Connected parks, neighborhoods, schools, and downtown — 8.67
- #4: High-quality, well-maintained parks and facilities — 8.0
- #5: Convenient access + diverse recreation experiences — 7.33 each
- **Takeaway:** Prioritize an inclusive, connected, well-maintained system, with continued emphasis on the WARF.

Question 2 | Defining Success

- Well-maintained parks and facilities
- Adequate staffing and resources
- Parks and programs that are actively used
- WARF serving as a community health and recreation hub
- Connected parks and clearly marked walking trails
- Opportunities serving all ages and demographics
- **Takeaway:** Success is defined by quality, use, connectivity, inclusion, and sustainability.

Question 3 | Creating Shared Value

- Activities and opportunities for all ages
- Greater contribution to community health and well-being
- **Takeaway:** Parks and recreation should function as broader community and wellness infrastructure.

Question 4 | Non-Negotiables

- Safety and proper maintenance of facilities/equipment
- Protecting the WARF from deterioration or declining use
- **Takeaway:** Under funding constraints, protect and maintain existing assets first.

Question 5 | One Big Opportunity

- Build a stronger partnership with **Bon Secours**
- Expand community health and wellness programming
- Potentially establish a broader regional wellness initiative/event
- **Takeaway:** Partnerships could significantly expand Parks & Recreation's health and wellness impact.

Exercise #2 | Implementation Priorities, Funding & Phasing

Question 6 | Five-Year Priorities (higher score = higher priority)

- **#1:** Maintain/reinvest in existing parks — **11.67**
- **#2:** Add shade, seating, restrooms, and comfort amenities — **11.0**
- **#3:** Expand trail, sidewalk, and greenway connectivity — **10.33**
- **#4:** Expand recreation programming — **9.67**
- **#5:** Improve wayfinding, signage, and park identity — **9.33**
- Continued WARF lifecycle reinvestment — **8.67**
- Splash pads ranked lowest — **2.33**
- **Takeaway:** Reinvest first, then improve connectivity, programming, and the everyday park experience.

Question 7 | Top Three Initiatives / Tradeoffs

- WARF indoor fitness and programming
- WARF lifecycle reinvestment
- Expanded community events
- Secure future park/open space
- Improved wayfinding, signage, and identity
- **Takeaway:** Focus on existing assets and programs while strategically preparing for future needs.

Question 8 | What Can Wait Until Years 6–10?

- Splash pad(s)

- Additional pickleball courts
- **Takeaway:** Specialty amenities are viewed as longer-term opportunities rather than immediate priorities.

Question 9 | #1 Parks & Recreation Priority

- Maintain existing assets and replace aging equipment
- Avoid temporary fixes where long-term reinvestment is needed
- Increase community health, wellness, and participation
- Continue improving the WARF
- **Takeaway:** Pair asset stewardship with increased community benefit and utilization.

Question 10 | Implementation Readiness

- Partnership Potential: High — 3 of 3
- Community Support: 2 High / 1 Medium
- Staffing/Operating Capacity: Primarily Medium
- Delivery Within 5 Years: 3 Medium
- Funding Readiness: 2 Medium / 1 Low
- Ability to Sustain: 2 High / 1 Low
- **Takeaway:** Partnerships and community support are strengths; funding and implementation capacity are the principal constraints.

Question 11 | Partnership Opportunities

- Private-sector sponsorships and advertising
- Bon Secours — health and wellness programming
- AWS — potential community investment/support
- **Takeaway:** Develop a more deliberate partnership, sponsorship, and outside-investment strategy.

Question 12 | Quick Wins

- Actively pursue sponsorship opportunities
- Continue improvements to Eva Walker Park
- Improve wayfinding between Main Street and Eva Walker Park
- **Takeaway:** Demonstrate progress through visible, achievable improvements and partnerships.

Office of the Town Manager
Judson Rex

STAFF REPORT

Warrenton Town Council
Carter Nevill, Mayor
Roy Francis, Ward 1
William Semple, Ward 2
Larry Kovalik, Ward 3
Michele O'Halloran, Ward 4
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Council Meeting Date:	October 13, 2026
Agenda Title:	Fall Leaf Collection Program Overview
Requested Action:	Receive presentation and provide questions or feedback; no formal action requested
Department / Agency Lead:	Public Works
Staff Lead:	John Ward, Director of Public Works

EXECUTIVE SUMMARY

Staff will provide an overview of the Town's 2026 fall leaf collection program, including collection schedules, operating practices, and guidance for residents. This briefing is part of a more proactive approach to updating Town Council and informing the community about recurring annual services before those programs begin.

BACKGROUND

The Town conducts two fall leaf collection rounds, scheduled for October 26–November 6 and November 30–December 11, 2026. The attached presentation describes collection routes, resident preparation requirements, staffing and equipment demands, weather-related challenges, and the reuse of collected leaves. By discussing these details in advance, staff seeks to clarify expectations, address common questions and concerns, and improve communication before service delivery rather than responding only after issues arise.

STAFF RECOMMENDATION

Staff recommends that Council receive the presentation and offer questions or feedback. No formal Council action is requested.

Service Level/Collaborative Impact

Advance communication supports residents' understanding of service schedules and responsibilities and helps staff deliver the program efficiently.

Policy Direction/Warrenton Plan 2040

This informational update supports transparent, responsive delivery of established Town services. No policy change is proposed.

Fiscal Considerations

The presentation is informational. No additional appropriation is requested.

Legal Considerations

No legal action is requested.

ATTACHMENTS

1. Fall Leaf Collection Presentation

EXPERIENCE WARRENTON VIRGINIA EST. 1810

LEAF COLLECTION

Town Council Work Session
October 13, 2026

LAND MANAGEMENT CREW





















COLLECTION SCHEDULE

Our Leaf collection takes place two times during the Fall Season.

The First Collection this year takes place
October 26th through November 6th.

The Second Collection this year takes place
November 30th through December 11th.

Dates are posted on Facebook, The Town Website, and the Town Crier

NOTES

Our Land Management Crew manages town-wide leaf collection operations alongside their routine daily responsibilities, which include mowing, brush removal, street sweeping, and sanitation backup. Despite the town's population more than doubling since 1983, growing from under 5,000 to nearly 11,000 residents, the crew still operates with the same equipment capacity: two leaf trucks and one leaf vacuum.

Our Collection is highly labor-intensive and weather-dependent, requiring a shifting crew of 8 to 10 members:

Two truck operators manage the vehicles.

Two to three vacuum operators rotate frequently due to the intense physical demands of the hose.

Four to five crew members to manually rake leaves toward the limited reach of the vacuum.

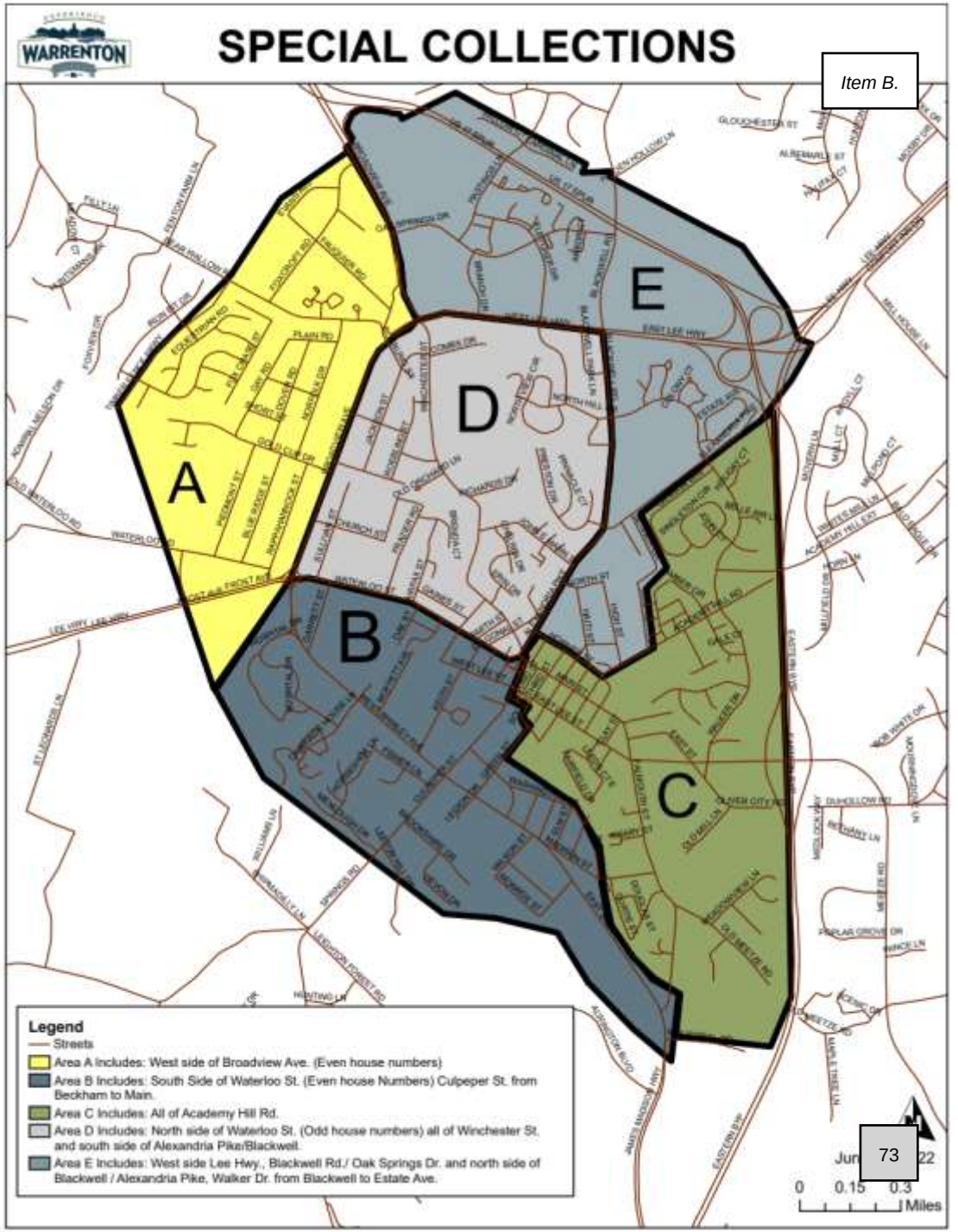
Weather significantly impacts efficiency. While dry conditions allow for smooth operations, wet leaves cause frequent hose clogs. In extreme conditions, such as past freezing rain events, rakes become useless, forcing the crew to use pitchforks. This heavily increases labor time and safety hazards.

To maximize efficiency, the crew uses two trucks so one can continue collecting while the other dumps. Last year, the crew collected approximately 60 tons of leaves. All collection is hauled to a local farm five miles away for recycling, as it is not accepted at our landfill. This partnership eliminates dumping fees and avoids the costly, inefficient one-hour round trips to alternative disposal sites in Gainesville or Elkwood, saving both time and taxpayer dollars.

COLLECTION MAP

THIS MAP SHOWS OUR AREAS FOR OUR COLLECTIONS.

THIS IS THE SAME ROUTES USED FOR TRASH COLLECTION, AS WELL AS, OUR SPRING AND FALL COLLECTIONS



LEAF COLLECTION DO'S:

DO find out when we are in your area (refer to map found on Town Website & in Town Crier)
DO rake leaves to the street line by 7 AM on your first scheduled day
DO make sure your leaves are clear of all ditch lines and gutters
DO make sure your leaves are not blocking any vehicles
DO make sure that your leaves are not placed out on tarps
DO check your leaves to make sure there are no brush, limbs, rocks, or other debris mixed in
DO have leaves prepared less than one week in advance

<u>NOTE:</u> This is a residential collection designed to assist residents that rake their leaves curbside in front of their residence.

EXAMPLES



Leaves are curbside in front of residence no other debris is mixed in.



Leaves are curbside in front of residence but they contain mixed debris.

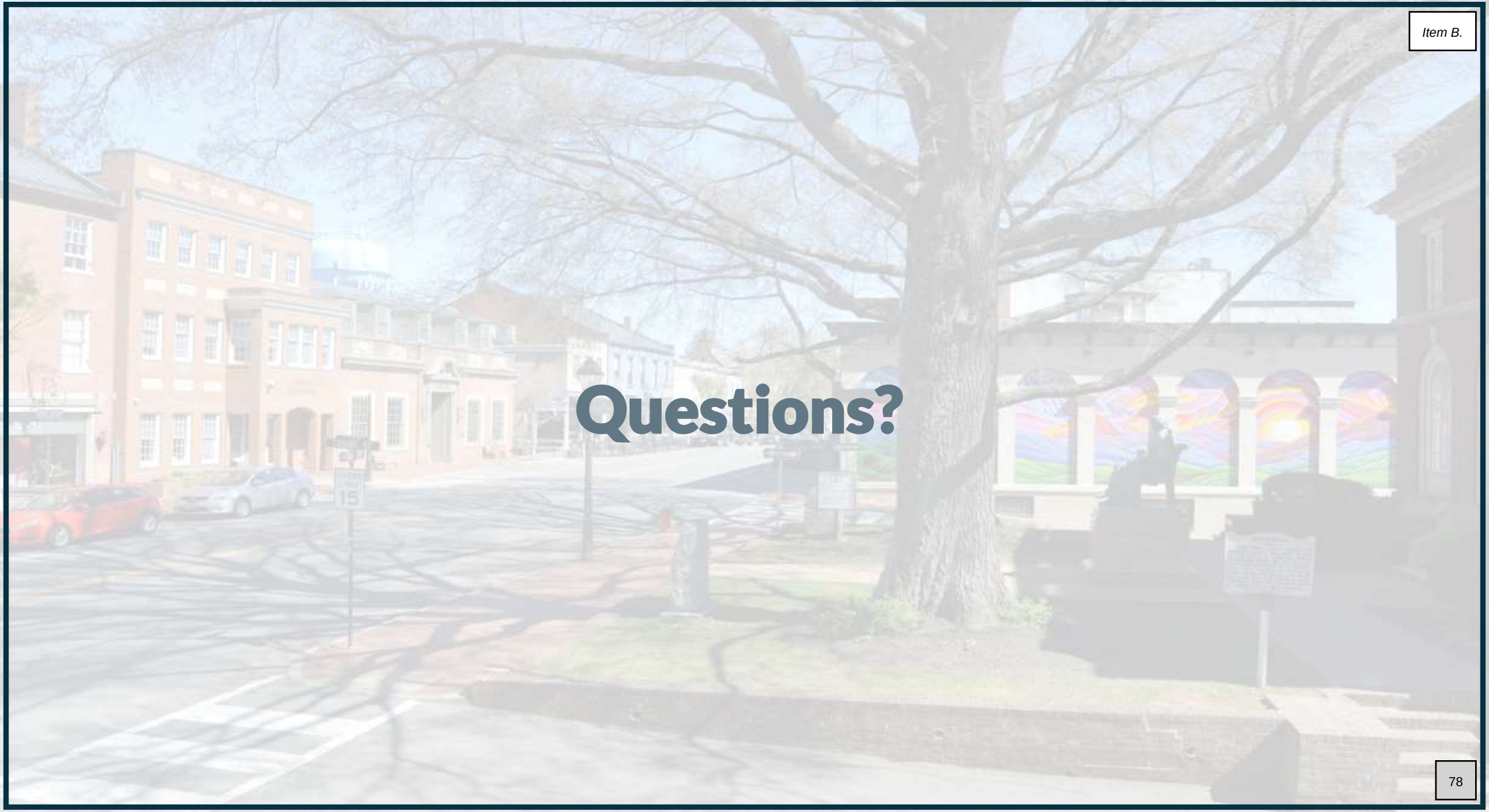
NOTICE:

Any Leaves remaining after the Second Collection will be the homeowner's responsibility.
They will need to bag the leaves and place them curbside with their regular refuse collection.

REPURPOSING







Questions?

Office of the Town Manager
Judson Rex

STAFF REPORT

Warrenton Town Council
Carter Nevill, Mayor
Roy Francis, Ward 1
William Semple, Ward 2
Larry Kovalik, Ward 3
Michele O'Halloran, Ward 4
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Council Meeting Date:	October 13, 2026
Agenda Title:	Capital Improvement Program (CIP) Quarterly Update
Requested Action:	None
Department / Agency Lead:	Town Manager's Office & Capital Asset Management
Staff Lead:	Judson Rex, Town Manager & Michael Wharton, Director of Capital Asset Management

EXECUTIVE SUMMARY

The Town's approved FY 2027 Capital Improvement Program (CIP) represents approximately $190.5 million across more than 50 projects. Delivering this substantial program on time and within approved budgets requires a more deliberate approach to both individual project management and management of the CIP as a coordinated portfolio.

This work session introduces the Town's approach to strengthening capital project delivery and establishes a recurring quarterly reporting process. The presentation will explain the information Council can expect in future updates and provide selected project status reports. No additional staffing, CIP funding, or formal Council action is requested at this time.

BACKGROUND

The CIP encompasses investments in Town facilities, streets, stormwater infrastructure, water and wastewater systems, and other public assets. Historically, Council has reviewed the program primarily during the annual budget and CIP process. Given the scale, complexity, and duration of these investments, staff intends to provide more regular visibility into project execution throughout the year.

A portfolio approach to project delivery. Staff is approaching the CIP as a portfolio of interrelated investments, not simply a list of separate projects. Individual projects still require sound management of scope, contracts, schedules, budgets, quality, and stakeholder impacts. At the portfolio level, however, the Town must also consider project sequencing, shared resources, competing demands, delivery risks, and opportunities to coordinate or package related work.

Project management capacity and expertise. The Town currently has limited internal capacity and specialized expertise to manage the full volume and variety of capital projects. Staff is exploring the use of qualified outside project management resources that can scale up or down as workload changes over the

five-year CIP period. Discussions with potential consulting partners are underway. This approach is intended to supplement Town oversight without committing to permanent staffing increases. Staff intends to pursue these services within existing project allocations, subject to applicable procurement requirements and project-specific budget review.

Delivery methods and financial stewardship. Viewing projects as a portfolio creates opportunities to package related projects and evaluate delivery methods suited to the nature, scale, and risk of the work, including alternatives such as design-build or construction manager at risk where appropriate and legally available. Staff will seek to align the delivery approach with each project's purpose and constraints, rather than defaulting to a single method. The guiding objective is to accomplish the approved scope within available resources while improving cost and schedule predictability.

Quarterly reporting and accountability. Beginning with this meeting, staff intends to provide quarterly CIP updates during Council work sessions. These briefings will highlight selected recently completed projects, projects under active construction, projects in design or approaching procurement, and significant projects on the horizon. They are not intended to provide an exhaustive presentation on every CIP project each quarter.

For each featured project, staff intends to present the approved CIP project sheet to reconnect the discussion to the scope, purpose, schedule, and funding Council approved. A consistent project status format will then report budgeted design and construction amounts; amounts under contract; expenditures to date; and expenditure-based percentage of budget spent, along with key milestones and anticipated completion dates. Staff will also identify significant challenges, emerging risks, and the project's public communication and stakeholder engagement approach. Because expenditures do not necessarily measure physical construction progress, staff will distinguish financial progress from actual work completed when reporting project status.

These reports are intended to create a regular opportunity for Council questions, feedback, and direction. Where a project requires a separate appropriation, contract authorization, scope change, or other formal decision, staff will bring the appropriate action forward rather than treating the quarterly briefing itself as approval.

The accompanying presentation introduces this reporting format and includes updates on selected projects at various stages of delivery. Detailed project-specific information is provided in that presentation rather than repeated in this report.

STAFF RECOMMENDATION

Staff recommends that Town Council receive the introductory quarterly CIP update and provide questions or feedback regarding the proposed reporting approach and project delivery priorities. No formal action is requested.

Service Level/Collaborative Impact

A more consistent project and portfolio management approach is intended to strengthen coordination among departments, consultants, contractors, utility operations, and other public partners. Earlier identification of project risks and affected stakeholders should support more predictable service delivery and reduce avoidable disruption. Project-specific communications planning will help ensure that residents, businesses, and other stakeholders receive timely, relevant information appropriate to each project.

Policy Direction/Warrenton Plan 2040

The CIP implements long-term Town priorities through investment in infrastructure, public facilities, mobility, utilities, and community assets. The proposed management and reporting approach supports the implementation of Plan Warrenton 2040 by connecting approved capital investments to their stated purposes and improving accountability for their delivery.

Fiscal Considerations

No new appropriation or staffing authorization is requested. Staff intends to pursue improved project management capacity and delivery practices within existing allocations for individual projects. Any future proposal requiring additional funding, changes in approved appropriations, or separate contractual approval will be brought to Council through the applicable process. Quarterly reporting will provide greater visibility into approved budgets, contractual commitments, expenditures, schedule performance, and financial risks.

Legal Considerations

No legal action is requested. Any consultant engagements, project packaging, or alternative construction delivery arrangements will be evaluated under applicable Virginia procurement law, Town purchasing policies, and required approval procedures. Specific Council approvals will be requested when required.

ATTACHMENTS

1. October 13, 2026 Capital Improvement Program Quarterly Update Presentation

Capital Improvement Program Quarterly Update

Town Council Work Session
October 13, 2026

A Different Approach

- **Reality**: The approved FY2027 CIP includes **$190.5 million** & **50+ projects**
- Need to view the CIP as a "Portfolio" of individual projects
- Limited capacity for Project Management
- "How" projects are delivered has a significant impact on cost and timeline

Project Management Resources

Alternative Construction Delivery

Align Project Purpose & Delivery

Financial Stewardship

Staff's Commitment

- **Transparency**: Provide regular updates on projects within the approved Capital Improvement Program
- Updates to include projects:
  - Recently completed
  - Under active construction
  - Under design
  - On the horizon
- Project information will include:
  - Financial Info
  - Timeline
  - Challenges
  - Communication

PROJECT NUMBER: CF-003 **PROJECT TITLE: Public Works (PW) Rehabilitation** **DEPARTMENT: Community Facilities (CF)**

PROGRAM DESCRIPTION

The public works rehabilitation project is to modernize an existing facility built in the 1950's to meet the current and future needs for the Town of Warrenton. The facility houses both the public works and a portion of the public utilities departments. The facility houses administrative and office spaces, garages, and equipment storage. The project plans to start the preliminary design in late FY 2026 and proceed to final design in FY 2027. The construction phase is scheduled to begin in the 4th quarter of FY 2028. The total project cost will depend on future cost escalations and the impact to displaced staff during construction. The total project cost is currently estimated at approximately $10 to $15 million.



GOAL ADDRESSED

Plan Warrenton 2040 CF-1: Serve as the central inviting public service center for Town and County residents with a proportionate share of community services provided by other governments, including a fair and reasonable balance in funding sources for community facilities.
CF-5: To provide a fiscally responsible infrastructure that maintains a high quality of life for residents, supports current businesses, and attracts new employers with a stable tax structure.

ESTIMATED COSTS	Previous Allocation	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31	FY32 2031-32	Total
Land Acquisition								$0
Architecture/Engineering		$500,000						$500,000
Construction/Purchase			$5,500,000					$5,500,000
Other								$0
TOTAL	$0	$500,000	$5,500,000	$0	$0	$0	$0	$6,000,000
FUNDING SOURCES								
General Fund								$0
Water and Sewer Fund								$0
Stormwater Fund								$0
Debt		$500,000	$5,500,000					$6,000,000
State								$0
Federal								$0
Other								$0
TOTAL	$0	$500,000	$5,500,000	$0	$0	$0	$0	$6,000,000

Project Notes

- Public Works Rehabilitation (CF-003) & Public Works Salt Storage (CF-002)
  - Pausing to conduct project feasibility study
  - Salt Shed at 65% design
  - County renewing resolution for 12-acre landfill property

PROGRAM DESCRIPTION

Primary clarifiers capture and remove wastewater solids from the influent flow at the WWTP. This project will include the replacement of the primary clarifier sludge pumping station and adds a sludge thickening process. All supporting infrastructure, which is well beyond its expected useful lifespan is also included in the replacement.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31	Total
Land Acquisition								$0
Architecture/Engineering	$474,682							$474,682
Construction/Purchase	$14,150,000							$14,150,000
Other								$0
TOTAL	$14,624,682	$0	$0	$0	$0	$0	$0	$14,624,682
FUNDING SOURCES								
General Fund								$0
Water and Sewer Fund	$650,000							$650,000
Stormwater Fund								$0
Debt	$8,574,682							$8,57 32
State								$0
Federal	$5,400,000							$5,400,000

Primary Clarifier-Budget

	Budget	Contracted	Spent to date	% Complete
PE Design	$180,758.29	$180,758.29	$135,875.23	100%
Final Design	$600,000.00	$594,842.65	$594,842.65	100%
Construction	$15,650,630.00	$15,650,630.00	$14,178,214.00	91%
Construction Management	$861,218.94	$861,218.94	$607,078.79	70%
Total	$17,292,607.23	$17,287,449.88	$15,516,010.67	90%

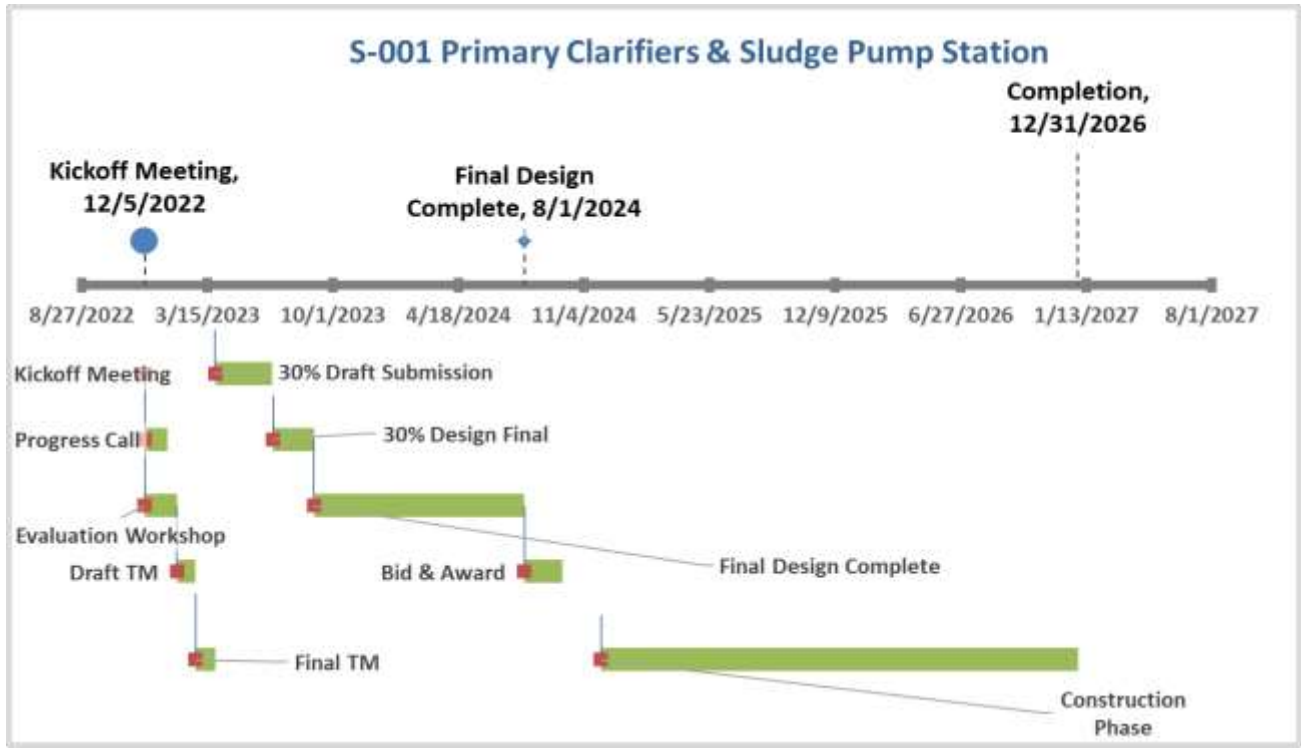
Primary Clarifier- Details

Challenges:

- Connecting to existing infrastructure
- Decayed sludge pipes
- Operating plant during construction
- Phasing Project
- WWTP footprint

Communication:

- Notify the High School and WARF of traffic impact



PROJECT TITLE: Traffic Light Updates - Detection **DEPARTMENT: General Government (GG)**

PROGRAM DESCRIPTION

Replacement of hardware and components of the Traffic Signal System within the town. This project would ensure the success of our aging traffic signal network. The lights in the system are: Blackwell Rd, North Hill Dr, Fletcher Dr, Branch Dr, Rt. 17 & and Winchester St, Rt. 211, Van Roijen, Carriage House, Culpeper St.
in FY 2025 this project will connect the Van Roijen and Waterloo St. lights into a central traffic management system to handle the increased flow of traffic coming from neighboring communities as well as replace the aging detection hardware and controllers at Blackwell Rd, North Hill/Walker Dr, Fletcher Dr, Rt. 17. The VDOT traffic engineering study will precede this project to enable the team to adjust the signal timing along this corridor as planned in the out years via the Smartscale projects. Any future transportation projects will be coordinated with VDOT in relation to the Broadview projects.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								$0
Construction/Purchase	$81,450	$300,000						$381,450
Other								$0
TOTAL	**$81,450**	**$300,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$381,450**
FUNDING SOURCES								
General Fund	$52,650	$300,000						$352,650
Water and Sewer Fund								$0
Stormwater Fund								$0
ARPA	$28,800							$28,800
Other								$0
TOTAL	**$81,450**	**$300,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$38**

Traffic Signal Update- Budget

	Budget	Contracted	Spent to date	% Complete
Construction	$300,000.00	$284,006.91	$277,326.88	98%

Signal Update- Details

Timeline:

- Complete October 2026

Challenges:

- Communication to signal cabinet
- Project Phasing
- Installation of camera

Communication:

- Inform public of potential work zones
- Signal phase in recall mode



Annual Paving Schedule

2026 Paving Schedule

- Culpeper Street, Washington Street, Green Street, Garden Street, Elm Street, Linden Street, Locust Street, Sycamore Street
- Completion: November 2026

2027 Paving Schedule

- Blue Ridge Street, Dover Road, First Street, Gold Cup Drive, Haiti Street, Norfolk Drive, Piedmont Street, Short Street
- Completion: June 2027

- **Challenge:**
  - Higher liquid asphalt cost
- **Communication:**
  - Inform residences of scheduled work



PROJECT NUMBER: SM-005 **PROJECT TITLE: BMP & Filterra Facilities** **DEPARTMENT: Stormwater Management (SM)**

PROGRAM DESCRIPTION

The Town is required under the MS4 Permit (Chesapeake Bay TMDL Action Plan) to identify means and methods to achieve the necessary second-cycle pollutant reductions, including TP, TN, and TSS reductions. The Town is currently running a of negative of 65,000 pounds of TSS each year. This program will modify existing structures, ponds, and other methods into BMP from the DEQ approved Clearinghouse. This program will make sure the Town meets the MS4 permit requirements.
Project could include Pond C, the pond at the Methodist Church on Church Street, Sullivan Street, WTTP Primary Clarifier, WTP Clearwell, and future sidewalk projects.



GOAL ADDRESSED

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town's open spaces.

ESTIMATED COSTS	Previous Allocation	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31	Total
Land Acquisition								$0
Architecture/Engineering								$0
Construction/Purchase	$150,000	$200,000	$150,000	$150,000	$130,000	$130,000	$100,000	$1,010,000
Other								$0
TOTAL	$150,000	$200,000	$150,000	$150,000	$130,000	$130,000	$100,000	$1,010,000
FUNDING SOURCES								
General Fund								$0
Water and Sewer Fund								$0
Stormwater Fund	$150,000	$200,000	$150,000	$150,000	$130,000	$130,000	$100,000	$1,010,000
Debt								$0
State								$0
Federal								$0
Other								$0
TOTAL	$150,000	$200,000	$150,000	$150,000	$130,000	$130,000	$100,000	$1,010,000

Pond C

	Budget	Contracted	Spent to date	% Complete
Study & Grant	$18,964.48	$18,964.48	$18,964.48	100%
Design	$100,000.00	$89,707.85	$89,707.85	100%
Construction	$873,086.00			0%
Total	$992,050.48	$108,672.33	$108,672.33	

Project Milestones:

- Design Completed: July 2026
- Currently in the bid process
- Notice to Proceed: November 2026
- Completion: June 2027

- **Challenge:**
  - Footprint of pond

- **Communication:**
  - Keep Hampton Inn advised of upcoming schedule

PROJECT NUMBER: SM-003 **PROJECT TITLE: Stream Retrofit Rady Park** **DEPARTMENT: Stormwater Management (SM)**

PROGRAM DESCRIPTION

This project includes the restoration of 593 LF of natural stream that conveys stormwater from Fauquier County through Rady Park and back into Fauquier County. The existing banks are badly eroded and has been identified as a potential safety issue. The Town performed a BANC assessment in Spring of 2024. The results showed the Town will benefit from nutrient reduction credits. This project was submitted to DEQ for a possible SLAF grant.



GOAL ADDRESSED

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town's open spaces.

ESTIMATED COSTS	Previous Allocation	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31	Total
Land Acquisition								$0
Architecture/Engineering	$146,000	$100,000						$246,000
Construction/Purchase			$775,000					$775,000
Other								$0
TOTAL	$146,000	$100,000	$775,000	$0	$0	$0	$0	$1,021,000
FUNDING SOURCES								
General Fund								$0
Water and Sewer Fund								$0
Stormwater Fund	$146,000	$100,000	$775,000					$1,021,000
Debt								$0
State								$0
Federal								$0
Other								$0
TOTAL	$146,000	$100,000	$775,000	$0	$0	$0	$0	$1,021,000

Rady Park Stream Retrofit

	Budget	Contracted	Spent to date	% Complete
Study & Grant	$36,000.00	$23,255.43	$23,255.43	100%
Design	$210,000.00	$206,493.58	$206,493.58	100%
Construction	$775,000.00			0%
Total	$1,021,000.00	$229,749.01	$229,749.01	

Project Milestones:

- Design Completed: August 2026
- Currently submitted LOMA to FEMA
- Bid Project: December 2026
- Notice to Proceed: January 2027
- Completion: August 2027

Challenge:

- DEQ & FEMA regulations
- Maintain the tree canopy

Communication:

- Keep Parks & Rec updated on project status

PROJECT NUMBER: W-019 **PROJECT TITLE: Hunton Street Waterline Replacement** **DEPARTMENT: Water (W)**

PROGRAM DESCRIPTION

The Town's water distribution system has 18 miles of cast iron (CI) pipe ranging in age from 40-80+ years. Although CI is serviceable beyond 80 years, staff will evaluate and schedule for replacement of problematic sections of the system that are experiencing increasing breaks and maintenance requirements.
The Town plans to replace the water main along Hunton Street from Nordix Drive to Dead End. The design process will begin in FY 2026 and construction phase will start in FY 2027.



GOAL ADDRESSED

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

ESTIMATED COSTS	Previous Allocation	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31	FY32 2031-32	Total
Land Acquisition								$0
Architecture/Engineering	$75,000							$75,000
Construction/Purchase		$1,700,000						$1,700,000
Other								$0
TOTAL	$75,000	$1,700,000	$0	$0	$0	$0	$0	$1,775,000
FUNDING SOURCES								
General Fund								$0
Water and Sewer Fund	$75,000	$1,700,000						$1,775,000
Stormwater Fund								$0
Debt								$0
State								$0
Federal								$0
Other								$0
TOTAL	$75,000	$1,700,000	$0	$0	$0	$0	$0	$1,775,000

Hunton Street Waterline Replacement

	Budget	Contracted	Spent to date	% Complete
Design	$75,000.00	$67,151.00	$63,023.80	100%
Construction	$1,675,000.00			0%
Materials Testing	$25,000.00	$23,410.00		0%
Total	$1,775,000.00	$90,561.00	$63,023.80	

Project Milestones:

- Design Completed: July 2026
- Currently submitted to VDOT for review
- Bid Project: December 2026
- Notice to Proceed: January 2027
- Completion: January 2028

- **Challenge:**
  - Coordinating project with VDOT
  - Acidic soils
  - Material lead time
  - Inflation
- **Communication:**
  - Advise VDOT & residence of upcoming schedule
  - Inform of water shutdowns

PROJECT NUMBER: W-021 | **PROJECT TITLE: Industrial Road Waterline Replacement** | **DEPARTMENT: Water (W)**

PROGRAM DESCRIPTION

The Town's water distribution system has 18 miles of cast iron (CI) pipe ranging in age from 40-80+ years. Although CI is serviceable beyond 80 years, staff will evaluate and schedule for replacement of problematic sections of the system that are experiencing increasing breaks and maintenance requirements.
The Town plans to replace the water main along Industrial Road from East Shirley Avenue to Dead End. The design process will begin in FY 2029 and construction phase starts in FY 2030.



GOAL ADDRESSED

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

ESTIMATED COSTS	Previous Allocation	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31	FY32 2031-32	Total
Land Acquisition								$0
Architecture/Engineering								$0
Construction/Purchase		$650,000						$650,000
Other								$0
TOTAL	$0	$650,000	$0	$0	$0	$0	$0	$650,000
FUNDING SOURCES								
General Fund								$0
Water and Sewer Fund		$650,000						$650,000
Stormwater Fund								$0
Debt								$0
State								$0
Federal								$0
Other								$0
TOTAL	$0	$650,000	$0	$0	$0	$0	$0	$650,000

Industrial Road Waterline Replacement

	Budget	Contracted	Spent to date	% Complete
Design	$60,000.00	$52,041.50	$52,041.50	100%
Construction	$650,000			0%
Materials Testing	$23,500.00	$23,500.00		0%
Total	$733,500.00	$75,541.50	$52,041.50	

Project Milestones:

- Design Completed: July 2026
- Currently submitted to VDOT for review
- Bid Project: December 2026
- Notice to Proceed: January 2027
- Completion: January 2028

- **Challenge:**
  - Coordinating project with VDOT
  - Material lead time
  - Maintain access and water service to business
  - Required night work for tie-in
  - Inflation
- **Communication:**
  - Inform of businesses water shutdowns

PROJECT NUMBER: S-003 | **PROJECT TITLE: Primary Digester** | **DEPARTMENT: Sewer (S)**

PROGRAM DESCRIPTION

The modernization and rehabilitation of the existing primary digester will allow the percentage of sludge at the primary and secondary clarifiers to increase to proper percentages.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31	FY32 2031-32	Total
Land Acquisition								$0
Architecture/Engineering	$710,000							$710,000
Construction/Purchase		$11,200,000						$11,200,000
Other								$0
TOTAL	$710,000	$11,200,000	$0	$0	$0	$0	$0	$11,910,000
FUNDING SOURCES								
General Fund								$0
Water and Sewer Fund	$710,000							$710,000
Stormwater Fund								$0
Debt		$11,200,000						$11,200,000
State								$0
Federal								$0
Other								$0
TOTAL	$710,000	$11,200,000	$0	$0	$0	$0	$0	$11,910,000

Primary Digester

	Budget	Contracted	Spent to date	% Complete
Design	$710,000.00	$647,331.10	$614,964.45	95%
Construction	$10,200,000.00			0%
Construction Management	$1,000,000.00			0%
Total	$11,910,000.00	$647,331.10	$614,964.45	

Project Milestones:

- Design Completed: December 2026
- Currently 90% design review
- Bid Project: January 2026
- Notice to Proceed: March 2027
- Completion: March 2028

- **Challenge:**
  - Material lead time
  - Hauling sludge
  - Keep WWTP operational
  - Inflation
- **Communication:**
  - Notify the High School and WARF of traffic impact

PROJECT NUMBER: TC-007 | **PROJECT TITLE: Walker/East Lee Intersection Improvement** | **DEPARTMENT: Transportation & Circulation (TC)**

PROGRAM DESCRIPTION

The Town plans to study the intersection of Walker Drive/East Lee and Falmouth Street/Old Meetze Road to determine what safety improvements are needed to improve sight lines and reduce speeds along East Lee. In FY 2027, the Town plans to perform a traffic study to analyze the existing traffic flows and speeds. Following the study, we will provide design concepts and cost estimates for each option to Council. This will allow the Town to submit for future VDOT funding and proffers.



GOAL ADDRESSED

Plan Warrenton 2040 T-1.4: Prioritize safety improvements for project implementation based on crash rates, congestion levels, and locations adjacent to schools.

ESTIMATED COSTS	Previous Allocation	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31	FY32 2031-32	Total
Land Acquisition								$0
Architecture/Engineering		$75,000						$75,000
Construction/Purchase				$700,000				$700,000
Other								$0
TOTAL	$0	$75,000	$0	$700,000	$0	$0	$0	$775,000
General Fund								$0
Water and Sewer Fund								$0
Stormwater Fund								$0
Debt		$75,000		$400,000				$475,000
State								$0
Federal								$0
Other				$300,000				$300,000
TOTAL	$0	$75,000	$0	$700,000	$0	$0	$0	$775,000

Walker Drive/ East Lee Intersection Improvements

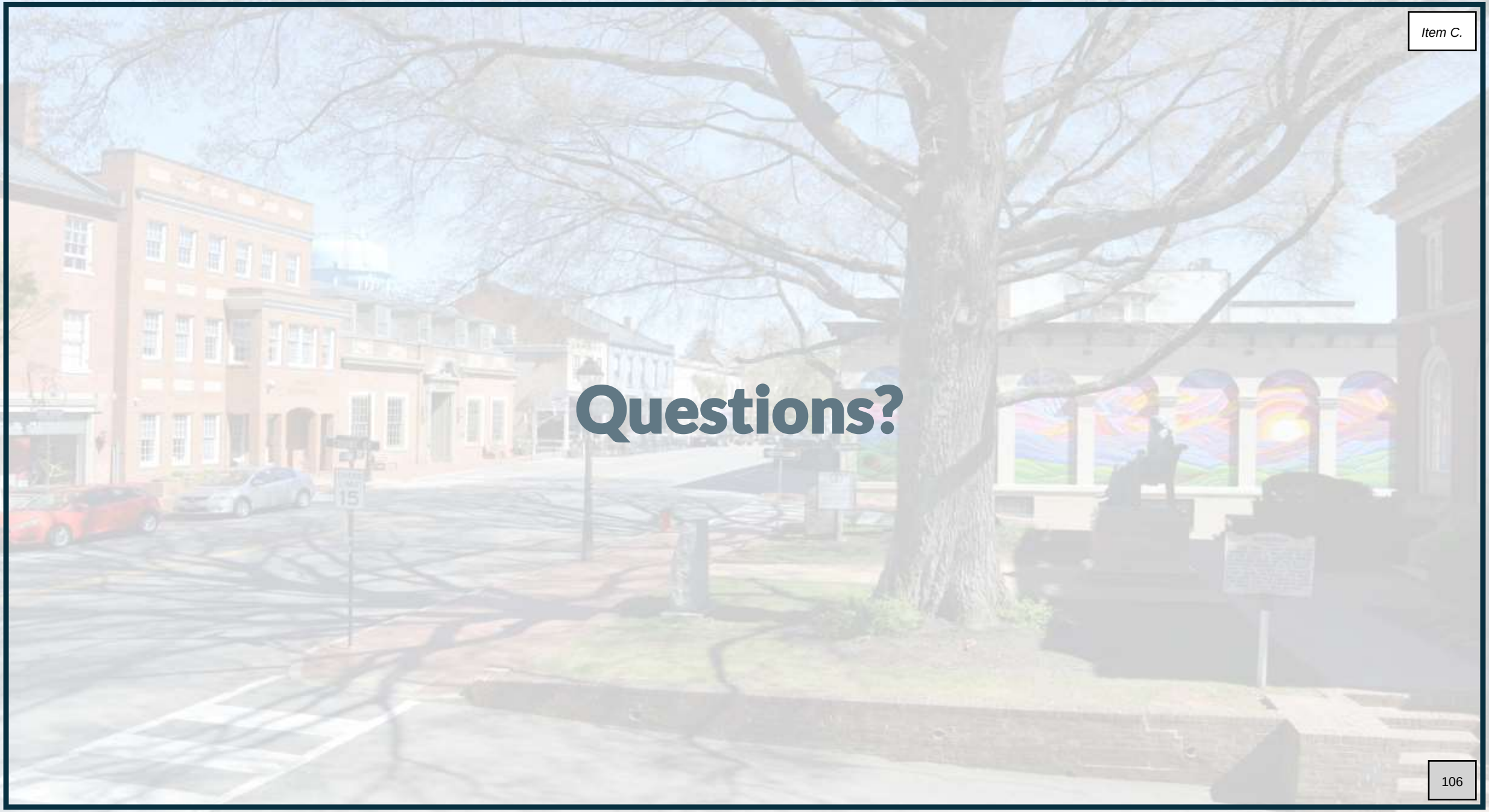
	Budget	Contracted	Spent to date	% Complete
Traffic Study	$82,500.00	$82,500.00	$8,250.00	10%
Construction	$700,000.00			
Total	$782,500.00	82,500.00	$8,250.00	

Project Milestones:

- Traffic Counts conducted: September 2026
- Report Submitted: January 2027
- Town Council Update: February 2027

- **Challenge:**
  - Current alignment
  - Estimating future traffic flow

- Communication:
  - No impact to traffic during study



Questions?

Office of the Town Manager
Judson Rex

STAFF REPORT

Warrenton Town Council
Carter Nevill, Mayor
Roy Francis, Ward 1
William Semple, Ward 2
Larry Kovalik, Ward 3
Michele O'Halloran, Ward 4
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Council Meeting Date:	October 13th, 2026
Agenda Title:	Town Council Ward System Review Discussion.
Requested Action:	Receive the Information
Department / Agency Lead:	Town Council
Staff Lead:	Mayor Carter Nevill / Mr. Philip Strother, Town Attorney

EXECUTIVE SUMMARY

Mayor Nevill will lead a discussion regarding the Town's current ward system and whether Town Council is interested in establishing a citizen-based committee to review the existing system and potential alternatives.

BACKGROUND

The Town of Warrenton's ward system was established in 1987 through an amendment to the Town Charter enacted by the Virginia General Assembly (Acts of Assembly 1987, c. 69, amending Charter § 3-2).

Prior to the 1987 amendment, all members of the Warrenton Town Council were elected entirely at-large. The charter revision restructured the seven-member governing body into five ward seats and two at-large seats.

STAFF RECOMMENDATION

Receive the information.

Service Level/Collaborative Impact

A service level impact analysis has not been conducted for this item.

Policy Direction/Warrenton Plan 2040

Policy impact has not been conducted for this item.

Fiscal Impact

Fiscal Analysis has not been conducted for this item.

Legal Impact

Legal Analysis will be provide by the Town Attorney.

ATTACHMENTS

None

Office of the Town Manager
Judson Rex

STAFF REPORT

Warrenton Town Council
Carter Nevill, Mayor
Roy Francis, Ward 1
William Semple, Ward 2
Larry Kovalik, Ward 3
Michele O'Halloran, Ward 4
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Council Meeting Date:	October 13, 2026
Agenda Title:	Finance Committee Report – Capital Improvement Program Contingency Policy
Requested Action:	Discuss proposed policy and provide direction regarding incorporation into the Town's Comprehensive Fiscal Policies
Department / Agency Lead:	Finance Committee / Town Manager
Staff Lead:	Judson Rex, Town Manager

EXECUTIVE SUMMARY

The Town's Capital Improvement Program (CIP) includes contingency funding to address unforeseen conditions, unavoidable cost increases, and other necessary expenditures associated with completing Council-approved capital projects. As the Town's capital program grows over the next several years, staff anticipates that use of contingency will become increasingly likely.

The proposed Capital Improvement Program Contingency Policy establishes clear expectations for how contingency may be used, when the Town Manager may authorize a transfer, when Town Council approval is required, and how Council will be notified. The intent is to provide appropriate administrative flexibility while preserving Council oversight of project scope, capital priorities, and significant use of contingency funds.

BACKGROUND

The annual capital budget generally establishes contingency equal to ten percent (10%) of the Town-funded share of capital projects within each applicable capital fund. Historically, contingency has been maintained as a separate line item and accessed through a budget transfer reviewed by the Town Manager, but detailed parameters governing its use have not been formally incorporated into the Town's fiscal policies.

The proposed policy would be incorporated into the Capital Improvement Plan Policy within the Comprehensive Fiscal Policies. It clarifies that contingency is not additional spending authority for individual projects and may be used administratively only for expenditures necessary to accomplish the approved scope and purpose of an existing Council-approved project.

The policy establishes administrative transfer limits of $50,000 per project for General Fund and Stormwater capital contingency and $100,000 per project for Water and Sewer capital contingency. Administrative approvals are further limited to 10% of the project's total CIP budget and 25% of the applicable fund's annual contingency appropriation, with cumulative transfers aggregated for purposes of the thresholds.

Council approval is required for transfers above those limits and, regardless of amount, for changes involving project scope, new projects, acceleration of future-year projects, or material changes in project

purpose. A limited emergency or operational urgency provision allows the Town Manager to act when a matter cannot reasonably wait until the next regular Council meeting, with prompt Council notification and subsequent ratification.

STAFF RECOMMENDATION

Staff recommends that Town Council review the proposed Capital Improvement Program Contingency Policy, provide any desired direction or revisions, and direct staff to bring the policy forward for formal incorporation into the Town's Comprehensive Fiscal Policies.

Service Level/Collaborative Impact

The policy provides a consistent framework for Finance, the Town Manager's Office, and departments managing capital projects. It is intended to improve predictability, transparency, and accountability while allowing routine project needs to be addressed efficiently within defined limits.

Policy Direction/Warrenton Plan 2040

The proposed policy strengthens the Town's governance and financial management framework for delivering capital improvements. It supports disciplined implementation of the CIP by distinguishing administrative project management from decisions that change Council-approved scope or capital priorities.

Fiscal Considerations

The policy does not create a new funding source or increase the amount of contingency budgeted. It establishes controls for the use of contingency already included in the annual capital budget. Unused contingency would not automatically carry forward without specific Town Council authorization.

Legal Considerations

The policy remains subject to applicable appropriation, procurement, funding-source, and contract requirements. Staff recommends final review by the Town Attorney as part of incorporation into the Comprehensive Fiscal Policies.

ATTACHMENTS

1. Proposed Capital Improvement Contingency Policy
2. Comprehensive Fiscal Policies (see Capital Improvement Plan Policy on page 53)

Capital Improvement Program Contingency — Draft Policy

(insert as III F into Capital Improvement Plan Policy within Fiscal Policies)

Capital contingency

As part of the annual capital budget, the Town shall generally establish a capital contingency equal to ten percent (10%) of the Town-funded share of capital projects within each applicable capital fund. Capital contingency shall be separately identified from individual project budgets and shall not be considered additional spending authority for any individual capital project.

Purpose and permitted use

Capital contingency funds are established to address unforeseen conditions, unavoidable cost increases, and other necessary expenditures associated with completing projects previously approved by the Town Council as part of the Capital Improvement Program (CIP).

Contingency funds shall not be used to establish new projects, expand the approved scope of existing projects, or change the priorities established through the Capital Improvement Program except upon specific approval of the Town Council.

Administrative authority

The Town Manager may approve transfers from capital contingency to an existing Council-approved capital project for expenditures necessary to accomplish the project's approved scope and purpose, subject to Finance Department review and the following limitations:

The maximum amount that may be administratively approved for any project shall be the lessor of:

1. The applicable fund-specific limit of $50,000 for General Fund capital projects, $100,000 for Water and Sewer capital projects, or $50,000 for Stormwater capital projects;
2. Ten percent (10%) of the project's total CIP budget; or
3. Twenty-five percent (25%) of the applicable fund's originally adopted annual contingency appropriation.

Capital Fund	Fund-Specific Limit	Project Budget Limit	Annual Contingency Limit	Administrative Authority

General Fund	$50,000	10% of total CIP project budget	25% of annual General Fund contingency	Lesser of the three
Water & Sewer	$100,000	10% of total CIP project budget	25% of annual Water & Sewer contingency	Lesser of the three
Stormwater	$50,000	10% of total CIP project budget	25% of annual Stormwater contingency	Lesser of the three

All transfers to the same project shall be aggregated for purposes of determining the applicable administrative approval limit.

Example: A General Fund capital project has a total CIP budget of $300,000, and the originally adopted annual General Fund capital contingency is $120,000. The applicable limits would be $50,000 (fund-specific limit), $30,000 (10% of the project budget), and $30,000 (25% of the annual contingency). The Town Manager's administrative authority for the project would therefore be $30,000, the lesser of the three amounts. Any contingency transfer that would cause cumulative transfers to the project to exceed $30,000 would require Town Council approval.

Town Council approval

Prior Town Council approval shall be required for any contingency transfer exceeding the administrative limits established above.

Council approval shall also be required, regardless of amount, for any proposed expansion of project scope, initiation of a new project, acceleration of a future-year project, or material change to the original project purpose.

Requests shall not be divided or structured to circumvent the approval thresholds.

Emergency or Operational Urgency

Notwithstanding the foregoing, when an emergency or operational urgency requires the use of capital contingency above the Town Manager's administrative authority and action cannot reasonably be delayed until the next regularly scheduled Town Council meeting, the Town Manager may authorize the necessary use of contingency. The Town Manager shall promptly notify the Mayor and Town Council of the action and the circumstances necessitating it. Any such use shall be presented to Town Council for ratification at its next regularly scheduled meeting. This authority shall not be used to circumvent Council approval of a material change in project scope or a new capital project.

Notification and reporting

The Town Manager shall provide written notification to the Town Council within five business days of approving any administrative contingency transfer.

The notification shall include the project name, amount transferred, justification, original and revised project budgets, cumulative contingency allocated to the project, and remaining contingency balance.

Annual disposition

Unused capital contingency shall not automatically carry forward to the following fiscal year. Any proposed carry-forward of unused capital contingency shall require specific Town Council authorization as part of the following year's CIP and capital budget. This provision shall apply notwithstanding the general administrative authority to carry forward available balances of Council-approved capital projects.

Relationship to other policies

Transfers from capital contingency shall be administered in accordance with this section and the Town's Budget and Expenditure Control Policy. Where the requirements of this section are more restrictive, the requirements of this section shall govern. All contingency transfers remain subject to applicable procurement, appropriation, funding-source, and contract requirements.

COMPREHENSIVE FISCAL POLICIES

Adopted by Town Council
September 14, 2021

INTRODUCTION

This document is a compilation of the approved fiscal policies of the Town of Warrenton as of the date on the cover. A comprehensive set of fiscal policies serves the Town and its citizens by ensuring compliance with applicable laws and regulations, providing straightforward guidance to assist in safeguarding and properly accounting for public funds and other assets, and assuring that sufficient funds are available to meet the needs of its citizens.

The Town will endeavor to review these policies on an annual basis in conjunction with the budget process.

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Policy Title: Budget and Expenditure Control
Effective Date: September 14, 2021
Revised: July 1, 2025

I. PURPOSE

Governmental budgets serve as annual fiscal plans to allocate scarce resources in support of the government's programs and services and in accordance with the governing body's identified priorities. This policy establishes guidelines for 1) the creation of a balanced annual budget; 2) how adjustments are made to the budget during the fiscal year; and 3) what controls will be used throughout the fiscal year to ensure that expenditures do not exceed appropriations.

II. SCOPE

This policy applies to all Town departments.

III. POLICY

A. Budget Creation

i. Basis of Budgeting – The annual budget spanning the fiscal year (July 1 – June 30) is prepared on a basis consistent with generally accepted accounting principles. For proprietary funds, depreciation expense is not budgeted, but is recorded and reported for financial purposes.

ii. Balanced Budget – The Town Manager will consider conservative revenue projections, departmental expenditure requests, capital projects and staffing requests in the formulation of a balanced budget. The goal is to balance expenditures with current revenue. Fund balance may be used to balance the budget but should be used as outlined in the Town's Fund Balance Policy.

iii. Principals for Budgeting – The Town Manager will prioritize funding liabilities owed by the Town as well as expenses associated with maintaining existing services. The Town Manager will examine prior spending patterns in the development of the budget.

iv. Revenue Projections – Revenue will be conservatively estimated and consider several factors, including historical trends, economic

conditions and outlook, impending changes in legislation, and any notifications of changes in funding received from State and Federal sources.

v. Departmental Expenditure Requests – Each department must submit their requested budget for the next fiscal year to the Finance Department by December 31st. The request should provide line-item estimates and a detailed narrative supporting the amount requested. Justification must be provided for any additional staff requests and capital outlay.

vi. Capital Improvement Plan (CIP) – The CIP is the Town's six-year capital planning document. The CIP is reviewed by the Planning Commission as needed to ensure compliance with the Town's Comprehensive Plan. The Planning Commission then provides its recommendations to the Town Council.

vii. Strategic Planning – The budget process will be coordinated to identify major policy issues for the Town Council. The budget process will be a part of an overall strategic planning process for the Town.

viii. Time for preparation and approval of budget - As required by Code of Virginia §15.2-2503, the Town Manager shall submit the proposed budget on or before the first day of April each year. The Town Council shall approve the budget no later than the date on which the fiscal year begins. Tax rates for the calendar year must be adopted no later than May 14th, as provided for in Town Code.

B. Personnel
   i. The creation of any new position requires Town Council approval since it represents an on-going commitment of funds.
   ii. The Finance Department shall maintain one master list of all approved positions, without regard to whether there is an incumbent or not.
   iii. Filled positions are budgeted at the incumbent's actual salary, vacant positions are budgeted at the midpoint for the position based on the adopted pay scale.
   iv. If a cost-of-living adjustment (COLA) is adopted in a particular budget year, the adopted pay scale shall also be adjusted by this amount to capture the impact of inflation on the pay scale.

C. Budget Adjustment

During the fiscal year, conditions may arise that necessitate changes to the adopted budget. This may take the form of a transfer or a supplemental appropriation. The authorizations required for each are listed below:

i. Supplemental Appropriation – A supplemental appropriation increases or decreases the overall budget appropriation. Funding sources may include grants, unanticipated revenues, inter-fund transfers or the use of Fund Balance.

a. The Town Manager is delegated authority to approve supplemental appropriations for the following:
   - Insurance recoveries less than $50,000;
   - Other cost recoveries less than $50,000;
   - Grants requiring no local match less than $50,000; and
   - Donations or sponsorships less than $50,000.

b. All supplemental appropriations other than those outlined in paragraph a. must be approved by the Town Council.

c. Code of Virginia §15.2-2507 requires that the Town Council hold a public hearing when a supplemental appropriation exceeds 1% of the total budget.

ii. Transfers – A transfer involves the movement of a budgetary appropriation within a department or between departments, provided that the transfer does not increase or decrease the budgeted appropriation at the fund level.

a. All transfers are to be reviewed by the Finance Department and approved by the Town Manager.

b. Transferring appropriations between personnel and non-personnel categories is discouraged and will be allowed on an exception basis only.

c. Transfers between funds increase or decrease the total appropriation at the fund level, and as such, require Town Council approval. For purposes of this policy, each fund that is separately identified in the budget and the appropriations resolution, is a distinct fund.

D. Expenditure Control

i. In accordance with the Town's Purchasing Policy, encumbrances are employed as a measure to avoid overspending a department's budget. The Finance Department will verify that funds are available in each line item prior to the issuance of purchase orders. Finance will notify the department head if a budget transfer is necessary.

ii. The Finance Department will provide monthly revenue and expenditure reports to department heads. It is the responsibility of the department head to monitor their department's spending to ensure that adequate funding remains for planned expenditures.

iii. All invoices for goods and/or services should be reviewed for accuracy, approved by the receiving department, and forwarded to the Finance Department to ensure payment in a timely manner, as prescribed by Code of Virginia §2.2-4350. This also serves to provide accurate and timely financial information which is recorded in the system for the monthly reports.

Policy Title: Fund Balance Policy
Original Adoption: August 9, 2016

I. PURPOSE

The purpose of this policy is to establish minimum fund balance levels for the Town's governmental funds, to establish the conditions for the use and replenishment of those funds, and to identify the different classifications for reporting fund balance. Fund balance is the net position of a governmental fund (the difference between assets, liabilities, deferred outflows of resources, and deferred inflows of resources).

II. SCOPE

This policy applies to all governmental funds of the Town.

III. POLICY

It is the policy of the Town of Warrenton that the Town's governmental funds shall be operated in a manner consistent with sound financial management principles. An adequate fund balance level is an essential element in both short-term and long-term financial planning. It serves to mitigate current and future risks, sustain operations during economic downturns, provides cash flow liquidity for the Town's general operations, and enhances creditworthiness. While maintenance of an adequate level is necessary, it is important that the amount established be appropriate considering the Town's operations.

A. Fund Balance Classifications

Governmental fund balances shall be reported in the following classifications, as set forth in Governmental Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*:

Classification	Definition	Examples
Nonspendable	Amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact	• Inventories • Prepaid items • Long-term receivables
Restricted	That portion of fund balance upon which constraints are placed on the use of resources (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation	• Debt covenants • Revenues restricted by enabling legislation • Grants
Committed	Used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority	Amounts that the Town Council sets aside by resolution
Assigned	Amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed	Authority delegated to the Town Manager
Unassigned	Unassigned fund balance is the residual classification for the General Fund. This accounts for the balance that has not been reported in any other classification. The General Fund is the only fund that can report a positive unassigned fund balance. All other governmental funds would report deficit unassigned fund balance.	

B. Minimum Level of General Fund Balance

The Town of Warrenton will maintain a minimum unassigned fund balance in the General Fund equal to 50% of the current annual operating expenditure budget of the General Fund. For purposes of this calculation, this shall be based on the annual adopted budget figures. Fund balance may be maintained at a level higher than this minimum to save for large, planned expenditures (i.e., capital projects), emergencies, cash flow issues related to timing of revenue receipts, and to address economic volatility. Amounts above this minimum may be further identified by Council to be set aside for other purposes (such as capital projects or reserves for contingencies) as further detailed herein. The purpose of establishing a minimum fund balance is to maintain a prudent level of financial resources to protect against the need to either reduce service levels or raise taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures.

C. Order of Resource Use for the General Fund

In general, restricted funds are used first when expenditure is incurred for which both restricted and unrestricted fund balance is available. In addition, for unrestricted fund balance, the order of used of fund balance shall generally be: 1) committed, 2) assigned, and 3) unassigned.

D. Use of Year-end Operating Surplus

At the end of each fiscal year, all general fund revenues in excess of expenditures, as measured in the Town's annual audited financial statement, will first be allocated according to a waterfall mechanism as follows:

1. Annual surplus revenues will be allocated to the Unassigned Fund Balance until the 50% minimum policy target is met.

2. If the 50% Unassigned Fund Balance minimum policy is met, the remaining annual surplus funds will be allocated as follows:

    a. Budget Stabilization Fund: 50% of the annual surplus shall be dedicated to a Budget Stabilization Fund until such fund reaches a level equal to at least 10% of current annual operating expenditure budget of the General Fund or $1 million, whichever is greater. Once this policy has been met no additional contributions to the Budget Stabilization Fund are required although Town Council may

elect to make contributions to the Budget Stabilization above the minimum levels.

b. Capital Fund: At least 50% of the annual surplus shall be dedicated to a Capital Fund. There is no prescribed maximum funding Amount for the Capital Fund. To the extent that both the Unassigned Fund Balance and Budget Stabilization Fund policy targets are met the Town may allocate up to 100% of the annual surplus to the Capital Fund.

c. Additional Surplus for One-Time Priorities or Long-Term Liabilities: To the extent that both the Unassigned Fund Balance and Budget Stabilization minimum policy levels are met the Town may elect to utilize additional annual surplus dollars for purposes including: additional contributions to the Unassigned Fund Balance; additional contributions to the Budget Stabilization Fund; priorities of the Town that are one-time in nature; debt paydown; reduction or pre-funding of other long-term liabilities; or, other non-recurring purposes of the Town.

E. Replenishment of General Fund Minimum Fund Balance

Should the minimum balance (assigned and unassigned fund balance as a percentage of total budgeted expenditures) fall below the 50% requirements for the General Fund, the Town Council shall approve and adopt a plan to restore this balance to the target level within the next three fiscal year's budget.

F. Use of General Fund Balance

1. Unassigned Fund Balance

The general fund unassigned fund balance shall be drawn upon only as absolutely necessary after the other general fund reserves have been exhausted and any use thereof shall be upon the approval of Town Council and limited to:

a. One-time capital expenditures.
b. Offsetting economic volatility.
c. Non-recurring expenditures.
d. Providing liquidity in emergency situations.

2. Budget Stabilization Fund

   Withdrawals from the Budget Stabilization Fund can only be considered if there is an unexpected General Fund revenue decline or expenditure increase during the current fiscal year. The Town will not utilize funds from the Budget Stabilization Fund in the development or adoption of the operating budget.

3. Capital Fund

   Balances in the Capital Reserve Fund are available for pay-as-you-go funding of capital projects and other non-recurring capital related expenditures including debt payoff/paydown or economic development opportunities.

Policy Title: Water and Sewer Operating Fund Cash Balance Policy
Effective Date: August 9, 2016
Revised: July 1, 2024

I. PURPOSE

The purpose of this policy is to establish minimum cash balance levels for the Town's Water and Sewer Operating Fund.

II. SCOPE

This policy applies to the Water and Sewer Operating Fund.

III. POLICY

It is the policy of the Town of Warrenton that the Town's Water and Sewer Operating Fund shall be operated in a manner consistent with sound financial management principles. Adequate cash reserves are an essential element in both short-term and long-term financial planning. It serves to mitigate current and future risks, sustain operations during economic downturns, provide cash flow liquidity for enterprise operations, and enhance creditworthiness. While maintenance of an adequate level is necessary, it is important that the amount established be appropriate considering the enterprise's operations.

A. Minimum Level of Cash Reserves

The Town of Warrenton will maintain minimum unrestricted cash balances in the Water and Sewer Operating Fund equal to 200 days of the fund's current annual budget. Unrestricted cash represents cash that's readily available to be spent for any purpose and has not been pledged as collateral for a debt obligation or other purpose. For this calculation, this amount shall be based on the annual adopted budget figures. Unrestricted cash may be maintained at a level higher than this minimum to save for transfer to the Water and Sewer Capital Fund for large, planned expenses (i.e., capital projects), emergencies, cash flow issues related to timing of revenue receipts, and to address economic volatility. The purpose of establishing minimum unrestricted cash balance level is to maintain a prudent level of financial resources to protect against the need to raise fees (outside of normal rate increases) due to temporary revenue shortfalls or unpredicted one-time expenses.

B. Funding the Cash Reserves
The unrestricted cash reserve is funded by any annual budget surplus in the fund and other unencumbered operating income.

C. Conditions for Use of Reserves
The unrestricted cash reserve shall be drawn upon only as necessary and any use thereof shall be upon the approval of Town Council and limited to:

1. One-time capital expenditures;
2. Offsetting economic volatility;
3. Non-recurring expenditures; and
4. Providing liquidity in emergency situations.

D. Replenishment of Minimum Unrestricted Cash Balance
Should the minimum unrestricted cash balance fall below the 200 days of operating expenses requirement for the Water and Sewer Operating Fund, the Town Council shall approve and adopt a plan to restore this balance to the target level within the next three fiscal years' budgets.

I. PURPOSE

The purpose of this policy is to provide a manageable and efficient set of guidelines for purchasing goods and services for the Town, while ensuring competition and complying with requirements set forth in the Virginia Public Procurement Act.

II. SCOPE

This policy applies to all Town Departments.

III. POLICY

A. Purchasing Principles

i. Code of Conduct

No elected official or employee of the Town of Warrenton, or any member of his or her immediate family shall have any pecuniary interest, either directly or indirectly, in any contract, purchase or purchase order for any supplies, materials, equipment or contractual services used by or furnished to the Town. Nor shall such officials or employees accept or receive, directly or indirectly, from any persons or firms to which any contract or purchase order may be awarded, or from whom or which any purchase is made, by rebate, gift, or otherwise, any money or anything of value whatsoever, or any promise, obligation for future reward or compensation. Violation by a supplier shall result in disbarment from future Town purchasing activities.

Proprietary information from competing vendors shall not be disclosed to the public or to competitors.

ii. ETHICS IN PUBLIC PROCUREMENT

For clarification, refer to the *Code of Virginia*, Chapter 7, Virginia Public Procurement Act, Article 4, Ethics in Public Contracting. Compliance with this section of the Act is mandatory for the Town of Warrenton.

iii. QUALITY VS. QUANTITY

Quality means suitability. It does not necessarily have to be the best or highest quality, but rather the correct quality for the purpose intended. Quality is not measured by price only. It may be determined by analysis, physical test, measurements, and performance. To secure proper quality, specifications must be developed in cooperation with the using department so that the vendor understands exactly what is desired.

iv. COMPETITION

All purchasing transactions, regardless of whether by formal advertising or by negotiation and without regard to dollar value, shall be conducted in a manner that provides maximum open and free competition and which avoids placing unreasonable requirements on qualified vendors. To ensure objective vendor performance and eliminate unfair competitive advantage, a vendor who or which develops or drafts specifications or a request for proposal for a particular purchase may be excluded from competing and supplying that item or service.

v. SPECIFICATIONS

Solicitations of offers, whether by formal advertising or negotiations, shall incorporate a clear and accurate description of the technical requirements for the material, product, or service to be purchased. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equal" description may be used to define the performance or other salient requirements of a procurement.

Invitations for bids and requests for proposals shall clearly set forth all requirements which bidders must fulfill for bids and proposals to be properly evaluated. Factors to be used in evaluating bids or proposals shall be clearly stated in the solicitation to enable bidders to know how their bids or proposals will be evaluated. If a solicitation requires a listing of subcontractors or sub-item vendors, a bidder's failure to list such shall make that bid nonresponsive.

vi. DOCUMENTATION

The thorough documentation of purchasing activities requires special emphasis in public purchasing due to the nature of most transactions and of the imposition of controls to protect the public interest. Central to the Town's public purchasing regulations is the requirement that purchases more than $5,000 be supported by written documents

evidencing that all purchasing regulations have been complied with, or if not, what circumstances justified non-compliance.

vii. DELEGATION

The Town Manager may delegate the procurement of any goods or services to the Purchasing Agent or other responsible officials under the jurisdiction of the Purchasing Agent.

viii. PUBLIC ACCESS TO PROCUREMENT INFORMATION

Except as provided below, all proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act

d. Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.
e. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that the Town Manager decides not to accept any of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of the contract.
f. Any competitive negotiation offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award, except in the event that the Town Manager decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to public inspection only after award of the contract.
g. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.
h. Trade secrets or proprietary information submitted by a bidder, offeror or contractor in connection with a procurement transaction or pre-qualification application submitted pursuant to subsection B of §11-46, Code of Virginia, shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the bidder, offeror or contractor must invoke the protections of this section prior to or upon submission of the data or other materials,

and must identify the data or other materials to be protected and state the reasons why protection is necessary.

ix. EMPLOYMENT DISCRIMINATION BY CONTRACTORS PROHIBITED / DRUG-FREE WORKPLACE

Every contract over $10,000 shall include the following provisions:

1. During the performance of this contract, the contractor agrees as follows:

    i. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, such notices of nondiscrimination.
    ii. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
    iii. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

3. During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on

behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

x. METHODS OF PURCHASING

Purchases should be made by one of the following methods: small purchase procedures; formal advertising; competitive negotiation or noncompetitive negotiation.

xi. SMALL PURCHASE PROCEDURES

Competitive bids are not required for the purchase of materials, equipment, services, or supplies, costing in the aggregate of not more than $50,000; however, prices shall, whenever practicable, be obtained from three or more qualified vendors. Written documentation shall be maintained showing the price quotations and supporting the final amount of the purchase. This documentation may be in the form of itemized purchase orders, vouchers, bills, sales slips, memoranda or oral price quotations, written proposals, or copies of or references to catalogues or price lists.

Small purchase procedures may be used if the Town does not expect the aggregate amount of the purchase to exceed the established ceiling. The aggregate amount involved in any one transaction must include all items that should properly be grouped together. Requirements shall not be broken down into two or more transactions for the purpose of using small purchase procedures.

xii. FORMAL ADVERTISING

Bids are publicly solicited, and a firm-fixed-price order (lump sum or unit price) shall be given to the responsible bidder whose bid conforms most

closely to all the terms and conditions of the invitation for bids and is lowest in price.

xiii. COMPETITIVE NEGOTIATION

Proposals are requested from known sources of particular goods or services, excluding professional services, as defined. Negotiations are normally conducted with more than one of the sources submitting proposals and either a fixed-price or cost reimbursement agreement is concluded, as appropriate. If competitive negotiation is used, the following requirements shall apply:

Proposals, including price, shall be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement.

When price is not the only factor, the request for proposal shall identify all significant evaluation factors.

Written or oral discussions may be conducted with all responsible offerors who submit proposals, except that the discussions should be omitted where clearly inappropriate, unnecessary, or impracticable.

The Purchasing Agent and the head of the using department shall review the proposals. Award shall be made to the most responsible offeror whose proposal will be most advantageous to the Town, price and other factors considered. All contracts shall be awarded by the Town Manager. The Purchasing Agent shall notify unsuccessful offerors promptly. Upon request, unsuccessful offerors shall be informed of the reasons for not receiving the award.

Competitive negotiation may be used if conditions are not appropriate for the use of formal advertising. The Purchasing Agent's records shall include written statements, prepared by those individuals making such decisions, citing the reasons for not using formal advertising.

xiv. NONCOMPETITIVE NEGOTIATIONS

Subject to specific approval of the Town Manager, it may be determined that the Town's interest will be best served by purchasing certain goods or services through noncompetitive negotiations. Such determination shall, after thorough investigation, be supported by one of the following conditions:

1. A good or service may be truly unique and produced or provided only by one vendor.
2. An emergency exists, in which case the emergency purchasing guidelines shall be adhered to.
3. A department may have standardized in the use of a particular material, supply or type of equipment for the purpose of economy in maintenance.
4. Purchases made in a joint or cooperative effort between the Town and other governmental bodies may be made through noncompetitive negotiation provided that said procurement is otherwise exempted from competitive requirements.
5. The following types of procurement are specifically exempt from any competitive requirements:
    a. Expert witnesses, and other services associated with litigation or regulatory proceedings
    b. An extension of the term of an existing contract for services, to allow completion of any work undertaken but not completed during the original term of the contract.

Noncompetitive negotiation may be used only when a purchase or the award of a contract is infeasible under the methods set forth above. A written statement justifying the use of noncompetitive negotiation and selection of the particular vendor shall be placed on file prior to a purchase negotiated under noncompetitive conditions.

xv. NEGOTIATION WITH LOWEST RESPONSIVE BIDDER

Unless canceled or rejected, a responsive bid from the lowest responsible bidder shall be accepted as submitted, except that if the bid from the lowest responsible bidder exceeds available funds, the Town may negotiate with the apparent low bidder to obtain a contact price within available funds. Such negotiations may only take place if described in writing and included in the Invitation for Bid.



Policy Title: Internal Controls
Effective Date: September 14, 2021

I. PURPOSE

This policy establishes guidelines for a system of internal control to safeguard the Town's assets against loss, to promote the accuracy and reliability of its accounting data, to promote operational efficiency and to encourage adherence to rules and regulations.

II. SCOPE

This policy applies to all Town departments.

III. POLICY

System of Internal Controls – a system of internal controls is designed to provide reasonable assurance that the following have been met:

1. Safeguard Assets

   Assets include all property of the Town. Examples include buildings, equipment, accounts receivable and cash (including checks payable to the Town).

   Extreme care must be exercised in safeguarding cash and items that are easily convertible to cash, such as accounts receivable. Appropriate procedural safeguards must be in place to protect such items. Accordingly, employees who receive and deposit payments on account must not also have the ability to modify the amounts in the accounts receivable records.

   Appropriate physical safeguards must also be in place to secure assets. Cash should be locked in a secured facility to deter theft.

2. Verify the accuracy and reliability of financial data

   On a monthly basis, each department of the Town receives a detailed revenue and expenditure summary for accounts and projects under their purview. It is the responsibility of the department to review the summaries for accuracy and contact the Department of Finance to resolve any discrepancies in a timely manner.

   The reliability of information contained in the Town's general ledger is dependent upon the accurate recording of transactions. All departments are

responsible for forwarding invoices, receipts, personnel and payroll actions, travel expense reimbursements and any other type of financial transaction to the Department of Finance in a timely manner to ensure these transactions are recorded in the system.

The following financial information is provided to the full Council each month.

- Financial statements, including:
  - Cash and investment balances
  - Budget to actual reports for all funds
- Staff report, including:
  - Revenue trends
  - Delinquent account balances
  - Review of financial statements
- Bills paid report listing all payees and description of purchase for all payments greater than $5,000

The reports are provided for the month prior to the preceding month (e.g. – the financial reports for February are provided at the April Council meeting).

3. Safeguard personal financial information

   The Town will take all reasonable measure to safeguard protected personally identifiable information and any other information identified as a result of a federal award as sensitive. In addition, the Town will observe all state and local laws regarding privacy and confidentiality.

   The Town adheres to all Commonwealth of Virginia laws restricting the disclosure of confidential tax return information.

4. Promote operational efficiency

   Operational efficiency is conditioned upon a proper organizational plan coupled with sufficient training of employees. Organizational plans must be designed to ensure proper segregation of duties such that no one employee controls all phases of a transaction. The Town commits to maintaining an effective organizational structure. It is the responsibility of each department to ensure adequate training based on the specific requirements of each position.

5. Compliance with all applicable laws and regulations

   It is the policy of the Town to comply with all applicable laws, regulations, conditions of grants, debt covenants, and all other types of external restrictions that may be a condition of funding, provided that the Town Council acknowledged and accepted such conditions or restrictions.



Policy Title: Capital Assets
Effective Date: September 14, 2021
Revised: July 1, 2024

I. PURPOSE

The purpose of this policy is to provide general guidance for the proper recording and financial reporting of capital assets. The Town's capital assets primarily take the form of infrastructure, buildings and improvements, vehicles, and equipment. Investment in these assets assists the government in providing for the quality of life of its citizenry, promotes economic development, and bolsters the credit worthiness of the Town.

II. SCOPE

This policy applies to all Town of Warrenton departments.

III. DEFINITIONS

Amortization – The systematic allocation of the cost of an intangible asset over its useful life

Capital Asset – Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and have initial useful lives extending beyond a single reporting period.

Capital Outlay – The acquisition of tangible personal property items including, but not limited to, furniture, equipment, and vehicles that meet the definition of a capital asset.

Capital Project – The acquisition or construction of major capital equipment or facilities that are typically accounted for in a separate capital project fund.

Capitalization Threshold – The dollar value at which the government elects to capitalize tangible or intangible assets.

Capitalized Costs – The cost of an asset and any other expenditures necessary to place the asset into service.

Depreciation – The systematic allocation of the initial acquisition cost of a tangible asset over its useful life.

Impairment – A significant, unexpected decline in the service utility of a capital asset.

Intangible asset – A nonfinancial asset that lacks physical substance, has an initial useful life that extends beyond a single reporting period, and provides present service capacity. Examples include:

Easements – Interest in land owned by another entity that entitles its holder to the right to use the land for a specific purpose.

Software licenses – The right to use one or more copies of software or an application without violating copyrights.

Internally Generated Intangible Capital Assets – Intangible assets that are either 1) created or produced by the government itself or by an entity contracted by the government; or 2) acquired from a third party but require more than minimal incremental effort on the part of the government to begin to achieve the expected level of service capacity.

Operating Costs – Expenditures for goods or services that do not meet the threshold established for capitalization. These costs include expenditures for maintenance and repairs that do not appreciably add to the value of the asset or materially extend the useful life of the asset.

Present Service Capacity – An asset's existing capability to enable the government to provide services, which in turn enables the government to fulfill its mission.

Proffered Assets – Tangible assets (or cash) offered for donation by property owners at the time of a rezoning to help defray the cost of capital facilities associated with the development of the property.

Service Utility – The ability of an asset to provide its intended service to the organization

Useful Life – The estimated period during which a capital asset provides service.

IV. POLICY

A. Internal Controls

All Town departments shall establish and maintain internal controls over capital assets to provide reasonable assurance of accountability, timely and accurate financial reporting, and compliance with any applicable laws and regulations. Internal controls should ensure the following:

1. Capital assets are adequately safeguarded from loss or theft.

2. Proper approvals are followed for acquisitions and dispositions.
3. Physical inventory is taken annually and reported to Finance.
4. A proper segregation of duties is in place with regard to the assets.

B. Accounting and Reporting for Capital Assets and Projects

1. Funding sources: Capital assets and projects may be funded by local, state and/or Federal revenue, acquired through donation, trade transaction, or purchased with proceeds from a debt transaction or capital lease.

   Assets acquired with state and Federal funding will be tracked regardless of capitalization thresholds to ensure compliance with Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, specifically:

   a. Title for real property and equipment acquired or improved with Federal awards will vest with the Town. Title for federally owned and exempt property remains vested with the Federal government.
   b. Insurance coverage for real property and equipment acquired with Federal funds must be at a minimum equivalent to that of other property owned by the Town.
   c. Real property will be used for the originally authorized purpose as long as needed.
   d. Instructions for disposition of real property must be obtained from the Federal awarding or pass-through agency.

2. Capital assets will be budgeted and accounted for in the appropriated operating fund using a capital outlay object code (8000 series). Capital projects, except those related to proprietary activities, shall be budgeted and accounted for in the Capital Improvement Program (CIP) Fund.

C. Valuation of Capital Assets

1. Acquired by purchase – Capital assets purchased by the Town shall be reported at historical cost. The cost of a capital asset should include ancillary charges necessary to place the asset into its intended location and condition for use. Items to be included in the cost of a capital asset are:

   a. Original contract or invoice price
   b. Freight and transportation charges
   c. Import duties
   d. Handling and storage charges
   e. In-transit insurance charges

f. Installation charges
g. Charges for testing and preparation for use
h. Charges for refurbishing used items when purchased
i. Parts and labor associated with the construction of equipment
j. Site preparation costs
k. Professional fees

Extended warranties, training, and maintenance agreements, which can be separately identified from the cost of the related asset, shall not be capitalized.

2. Acquired by donation or trade transaction – Assets acquired by donation or trade transaction shall be recorded at the fair market value on the date of the transaction. If the fair market value of an item already in service is unavailable at the time of capitalization, then the current estimated replacement cost shall be used. Both fair market value and current estimated replacement cost are subject to the capitalization thresholds detailed in this section.

D. Valuation of Capital Projects

1. Only costs directly identified with the project may be capitalized. Costs incurred for capital projects are classified into four stages:

   a. Preliminary – this phase involves the exploration of opportunities for acquisition or construction
   b. Pre-Acquisition/Construction – the acquisition or construction of the asset is probable
   c. Acquisition/Construction – the item has been acquired and/or construction has commenced
   d. In Service – the asset is substantially completed and/or has been placed in service

   The following table illustrates typical activities associated with each phase and indicates the accounting treatment to be applied to related costs:

Stage	Typical Activities	Treatment
Preliminary	• Feasibility studies. • Scope development • Preliminary estimates • Utilities analysis • Consideration of alternatives	Expense
Pre-acquisition / Construction	• Architectural and engineering work • Legal expenses • Closing costs and titling • Appraisal fees • Surveying • Site preparation / demolition • Soil testing • Vendor selection • Planning and design • Scope definitions	Capitalize
Acquisition / Construction	• Project management • Construction • Utility expansion • Insurance premiums during construction • Initial furnishing and fixtures	Capitalize
In Service	• Maintenance and repairs • Upgrades • Improvements	Expense – maintenance and repairs are typically expensed if they do not increase the useful life of the asset Capitalize – additional components, upgrades and renovations that increase the useful life and/or service capacity of the asset

E. Thresholds for Capitalization

The following table provides guidelines for capitalization of various categories of assets (note that all assets must have at least a useful life greater than one reporting period):

Asset Category	Useful Life	Threshold
Tangible assets	Greater than a single reporting period	$5,000 and greater per individual asset
Groups of tangible assets	Greater than a single reporting period	$25,000 en masse
Intangible assets – software licenses and applications	Greater than a single reporting period	$10,000 and greater per program / application or for licenses purchased en masse
Intangible assets – easements	Greater than a single reporting period	$10,000 and greater per easement
Capital projects	Greater than 5 years	$10,000 and greater

Asset costs below the established thresholds will be recognized as operating expenses of the reporting period.

F. Estimated Useful Life and Methods of Depreciation and Amortization

The estimated useful life of an asset is the period during which that asset provides service. The following factors may assist in determining the useful life of an asset:

1. Quality – similar assets may differ substantially in quality because of differences in materials, design and workmanship.
2. Application – The useful life of a given type of capital asset may vary significantly depending upon its intended use

3. Environment – environmental conditions may have an impact on the useful life of an asset.

Estimates of useful life are required for all asset classes except land, intangible assets that have indefinite useful lives, works of art, historical treasures, and similar assets that are exempt from capitalization. Land

use rights acquired in a transaction that did not involve the underlying property should be reported as intangible assets.

Industry guidelines are used to estimate the useful lives of capital assets. Any extended life resulting from a major change in the asset must be specified at the time of the change. Upgrades and renovations must add to the useful life of the original asset, if they are to be capitalized as part of a larger asset.

The following ranges are provided for each asset class:

Asset Class	Years
Buildings and improvements	50
Utility plant in service	50
Infrastructure	30 - 50
Furniture, equipment, and vehicles	5 – 10
Intangible assets	3 - 5

Depreciation and amortization are calculated and recorded annually to allocate the expense associated with the acquisition of an asset over its estimated useful life, except for assets that have an indefinite useful life. Depreciation is calculated using the straight-line method.

G. Asset Impairment

A capital asset is considered impaired when its useful life and/or service utility has declined significantly and unexpectedly. Impairment is often due to one of the following events or changes in circumstances:

1. Physical damage where action would be needed to restore lost service utility
2. Changes in laws, regulations, or other environmental factors that negatively affect service utility

3. Technological developments that negatively affect service utility or evidence of obsolescence

4. A change in the manner or duration of use of a capital asset that negatively affects its service utility

5. Stoppage of construction

Note that a temporary decline in service utility does not constitute impairment. The definition of impairment requires that the change in service utility be both significant and unexpected. Upon determination that an asset is impaired, the responsible department should provide an estimate of the percentage of lost service utility to the Department of Finance so that a corresponding reduction in the asset's book value may be recorded.

H. Disposition of Capital Assets

1. **Process.** Each department shall report its surplus and obsolete capital assets to the Town Manager prior to any disposition using the Capital Asset Maintenance Form. Such report shall describe the asset in sufficient detail, providing any serial number, model number, date of acquisition, current condition, estimated value, location, and any other identifying information. Included in this report shall be a recommendation as to the method of disposition, supported by relevant facts. The asset will not be disposed of until the Town Manager's approval is obtained on the Capital Asset Maintenance Form. A copy of this form must be provided to the Finance Director.

2. **Methods of Disposal**. Surplus or obsolete property may be disposed of by one of the following methods, as provided for in the Town of Warrenton Purchasing Policy & Procedure:
   a. By transferring to other Town departments
   a. By trading in on new property
   b. By public auction
   c. By public sale, upon advertising for sealed bids
   d. By selling as scrap
   e. By junking.

   Proceeds from the sale of surplus and obsolete property are to be credited to the fund that owned such property.

3. **Authorization.** No person shall have the authority to dispose of property without following these guidelines and the Town of Warrenton Purchasing Policy and Procedure. **For vehicle dispositions, the Town Manager will sign the title to transfer ownership to the buyer.** The Town Manager, Director of Finance and the employees of the Finance Department shall not be liable and shall be held harmless for any unauthorized disposition of surplus property. Any unauthorized disposition of property may be grounds for discipline or termination, as provided for in the Town of Warrenton Personnel Policies.



Policy Title: Investment
Effective Date: February 13, 2018

I. PURPOSE

This policy establishes guidelines for the investment of the Town's funds in a manner which will safely preserve principal, provide adequate liquidity to meet the Town's cash flow needs, and optimize returns while conforming to all Federal, State and local statutes governing the investment of public funds.

II. SCOPE

This investment policy applies to all cash and financial investments of the various funds of the Town as identified in the Town's Comprehensive Annual Financial Report, with the exception of those financial assets explicitly excluded from coverage for legal or operational reasons. Bond proceeds shall be invested in accordance with any requirements and restrictions outlined in the bond documents. This policy will apply to any newly created funds unless specifically exempted.

Pooling of funds – Except for cash in certain restricted and special funds, the Town will consolidate cash balances from all funds to maximize investment earnings. Investment income will be distributed to the various funds in accordance with Town budgetary guidelines.

II. POLICY

A. Objectives

The overall objectives of this policy are: the preservation of capital and the protection of investment principal (safety); maintenance of sufficient liquidity to meet operating requirements; conformance with federal, state and other legal requirements; diversification to avoid incurring unreasonable risks regarding specific security types or individual financial institutions; and attainment of a market rate of return.

B. Prudence

In accordance with § 2.2-4514 of the Code of Virginia, public funds held by the Commonwealth, public officers, municipal corporations, political subdivisions, and any other public body of the Commonwealth shall be held in trust for the citizens of the Commonwealth. Any investment of such funds pursuant to the provision of this chapter shall be made solely in the interest of the citizens of the Commonwealth and with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and

familiar with such matters would use in the conduct of an enterprise of a like character and with like aims. The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio.

Investment staff acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual investment vehicle's performance, provided that deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

C. Ethics and Conflicts of Interest

Staff involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Town Manager any material interest in financial institutions that conduct business with the Town and shall further disclose any large personal financial/investment positions that could be related to performance of the Town's portfolio. Staff involved in the investment process shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Town.

D. Delegation of Authority

Authority to manage the Town's investment program is derived from the Code of Virginia. The Director of Finance and Human Resources (the Investment Official) is responsible for investment decisions and activities in accordance with established written procedures and internal controls as well as operation of the investment program consistent with this investment policy, under the direction and control of the Town Manager.

E. Portfolio Management

The Investment Official shall monitor the Town's investment portfolio and make changes in investments as necessary, subject to the provisions of this policy. Due to the limited staff, it is impractical to manage the portfolio aggressively and actively. Accordingly, a buy and hold approach will govern the investment program. The investment portfolio shall be structured in a way to ensure investment liquidity satisfies the Town's anticipated cash flow requirements.

F. Internal Controls

The Investment Official is responsible for establishing and maintaining an internal control structure designed to provide reasonable assurance that the assets of the

Town are protected from loss, theft or misuse. An annual independent review shall be conducted by an external auditor to assure compliance with policies and procedures.

The internal controls shall address the following:

- Controls to prevent collusion
- Separation of transaction authority from accounting and reconciliation activities
- Custodial safekeeping
- Written confirmation of transactions for investments and wire transfers
- Clear delegation of authority to subordinate staff members, when necessary.

G. Authorized Investments

Authorized investments for public funds are limited to those set forth in the Investment of Public Funds Act of the Code of Virginia §§ 2.2-4500 through 2.2-4518. Within this permitted statutory framework, the Town limits the investment of assets to the following categories of securities:

- Obligations of the Commonwealth of Virginia – Stocks, bonds, notes, and other evidence of indebtedness of the Commonwealth and those unconditionally guaranteed as to the payment of principal and interest by the Commonwealth.
- Obligations of the United States – Stocks, bonds, notes, and other obligations issued or guaranteed by the U.S. Government, an agency thereof, or U.S. Government Sponsored Enterprises (GSEs). These securities can be held directly, or in the form of repurchase agreements collateralized by such debt securities, or in the form of a registered money market or mutual fund provided that the portfolio of the fund is limited to such evidence of indebtedness.
- Certificates of deposit and time deposits of Virginia banks and savings institutions - Such instruments must be federally insured to the maximum extent possible and collateralized under the Virginia Security for Public Deposits Act, §§ 2.2-4400 through 2.2-4411 of the Code of Virginia.
- Repurchase Agreements – Overnight, term or open Repurchase agreements collateralized by U.S. Treasury / Agency Securities. The collateral for overnight or one day repurchase agreements is required to be at least 100% of the value of the repurchase agreement.
- Commercial Paper – Pursuant to § 2.2-4502 of the Code of Virginia, the Town is authorized to invest in commercial paper. Any such investment shall be of “prime quality” with a rating no lower than P-1 by Moody’s and A-1 by Standard and Poor’s, with a maturity of 270 days or less, issued by a domestic corporation.

- Commonwealth of Virginia Local Government Investment Pool (LGIP) – This is a special purpose state-administered investment pool offered to public entities for the investment of public funds under the Local Government Investment Pool Act of the Code of Virginia. It is managed by the Investment Division of the Virginia Department of the Treasury and its investments are made in accordance with the Investment of Public Funds Act of the Code of Virginia. It is managed like a money market fund with the objective of providing safety, liquidity, and return. Funds may be withdrawn daily.
- VACo/VML Virginia Investment Pool Trust Fund (VIP) – This is a Section 115 governmental trust fund created under the Joint Exercise of Powers Act of the Commonwealth of Virginia. The Cities of Chesapeake and Roanoke each passed an ordinance in 2013 to create the VIP Trust Fund. On September 13, 2013, a trust fund agreement was adopted by a Board of Trustees, the governing body of the VIP Trust Fund. The Board of Trustees is comprised of 12 local government treasurers and chief investment officers, plus two ex officio non-voting members consisting of the executive directors of the Virginia Municipal League and the Virginia Association of Counties. The VIP portfolio is a fixed income pooled investment portfolio that invests in assets of government and high-quality corporate securities (defined as having at least AA ratings by Standard & Poor's and Moody's) with an average duration of between one to two years. The Investment Pool may invest in the broad range of investments authorized by the Virginia Investment of Public Funds Act (Code of Virginia, 2.2-4500 through 2.2-4519). The maximum maturity of a security in the portfolio will be no more than five years. The portfolio's benchmark is the Bank of America Merrill Lynch 1 – 3 Year Corporate/Government Index. The objective of the portfolio is to outperform the benchmark over three-year periods and to preserve capital.

No additional funds shall be invested in any investment that is listed on Moody's Watchlist, Standard & Poor's CreditWatch, or Fitch Watch with a short-term negative rating.

H. Investment Diversification

The Town of Warrenton shall diversify its investments within the permitted statutory framework of the "Investment of Public Funds Act" subject to the following limits:
The portfolio will be diversified with no more than five percent of its value invested in the securities of any single issuer. This limitation shall not apply to securities of the Commonwealth of Virginia, the U.S. Government, insured certificates of deposit, the LGIP or the VIP.

The maximum percentage of the portfolio permitted in each eligible security type is as follows:

Commonwealth of Virginia Securities	50%
U.S. Government Securities	50%
Certificates of Deposit	75%
Repurchase Agreements	50%
Commercial Paper	25%
Virginia LGIP	100%
VACo/VML VIP	75%

I. Reporting Requirements

Periodic reporting of portfolio position and investment performance results will add an element of accountability and discipline to the Town's investment program.

The Investment Official shall prepare an accounting of investment activity to be included in the monthly Council financial report. The report will include the details of the portfolio's position at month end and will include current yield, investment income, and comparisons to prior years and to current budget projections.

Policy Title: Fraud Prevention and Reporting
Effective Date: September 14, 2021

I. PURPOSE

The Town of Warrenton is committed to preventing fraud and maintaining a highly ethical environment throughout our organization. To that end, the following guidance is provided to assist employees, departments, and other stakeholders in preventing, detecting and/or reporting incidents of fraud, waste and abuse in the Town's government.

II. SCOPE

This policy applies to all employees, departments, and other stakeholders.

III. POLICY

A. Reportable Incidents include, but are not limited to:

- Theft or misappropriation of Town resources
- Falsification of official documents or reports
- Corruption or official misconduct, including misuse of Town information, conflicts of interest, or offering or accepting bribes
- Personal use of Town-owned vehicles, equipment or supplies
- Conducting personal business on Town time
- Improper use or spending of Town tax dollars
- Violations of the Town's procurement policy or contract fraud
- Tampering with government records
- Obstructing, retaliating against, or tampering with a public servant, witness, prospective witness, or informant

B. To report fraud, waste, or abuse, you may send a letter (marked Confidential) detailing your concerns to: Town Manager, 18 Court Street, Warrenton, VA 20186. All reports are reviewed solely by the Town Manager.

Policy Title: Conflict of Interest
Effective Date: March 12, 2019

I. PURPOSE

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or in whole by federal funds and required under 2 C.F.R 200.318(c)(1).

II. SCOPE

This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal financial assistance (direct or reimbursed). This policy also applies to any subrecipient of the funds.

III. POLICY

The employee responsible for managing the federal financial assistance award shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, and agents, including subrecipients, of the requirements of this policy and any additional prohibitions or requirements.

A. Conflicts of Interest. In addition to the prohibition against self-benefiting from a public contract under G.S. 14-234, no officer, employee, or agent of the Town of Warrenton may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict of interest exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:
   1. The employee, officer, or agent involved in the selection, award, or administration of a contract.
   2. Any member of his or her immediate family.
   3. His or her partner; or
   4. An organization which employs or is about to employ any of these parties.

   Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor. Any such conflict shall be disclosed in writing

to the federal award agency or pass-through entity in accordance with applicable Federal awarding policy.

B. Gifts. In addition to the prohibition against accepting gifts and favors from vendors and contractors under Code of Virginia §2.2-3103, officers, employees, and agents of the Town of Warrenton are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value (valued at less than $25.00) which fall into one of the following categories may be accepted:
   1. Promotional items.
   2. Honorariums for participation in meetings; or
   3. Meals furnished at banquets.

IV. VIOLATION

Employees violating this policy will be subject to discipline up to and including termination. Contractors violating this policy will result in termination of the contract and may not be eligible for future contract awards.



V. PURPOSE

The purpose of this policy is to establish purchasing guidelines that meet or exceed the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects when Federal funds are being used in whole or in part to pay for the cost of the purchase.

VI. SCOPE

This policy applies to contracts for purchases, services and construction or repair work funded with Federal financial assistance (direct or reimbursed). The requirements of this policy also apply to any subrecipient of the funds.

All Federally funded projects, loans, grants, and sub-grants, whether funded in part or in whole, are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) codified at 2 C.F.R Part 200, unless otherwise directed in writing by the Federal agency or the State pass-through agency that awarded the funds.

VII. POLICY

C. **Compliance with Federal Law**. All procurement activities involving the expenditures of federal funds must be conducted in compliance with the Procurement Standards codified in 2 C.F.R § 200.317 through § 200.326 unless otherwise directed in writing by the Federal agency or the State pass-through agency that awarded the funds. The Town of Warrenton will follow all applicable local, State and Federal procurement requirements when expending federal funds. Should the Town of Warrenton have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with State and Federal law.

D. **Contract Award.** All contracts shall be awarded only to the lowest responsive, responsible bidder possessing the ability to perform successfully under the terms and conditions of the contracts.

E. **No Evasion**. No contract may be divided to bring the cost under the bid thresholds or to evade any requirements under this policy or State and Federal law.

F. **Contract Requirements**. All contracts paid for in whole or in part with Federal funds shall be in writing. The written contract must include or incorporate by reference the provisions required under 2 C.F.R. § 200.326 and as provided for under 2 C.F.R. Part 200, Appendix II.

G. **Contractor's Conflict of Interest.** Designers, suppliers, and contractors that assist in the development or drafting of specifications, requirements, statements of work, invitations for bids, or requests for proposals shall be excluded from competing for such requirements.

H. **Approval and Modification**. The administrative procedures contained in this policy are administrative and may be changed as necessary at the staff level to comply with State and Federal law.

VIII. GENERAL PROCUREMENT STANDARDS AND PROCEDURES

The purchasing department and the requesting department shall comply with this policy in the procurement of any contracts outlined in the scope.

A. **Necessity**. Purchases must be necessary to perform the scope of work and must avoid the acquisition of unnecessary or duplicative items. The purchasing department and/or the requesting department should check with the Federal surplus property agency prior to buying new items when feasible and less expensive. Strategic sourcing should be considered with other departments and/or agencies with similar needs to consolidate procurements and services and obtain better pricing.

B. **Clear Specifications**. All solicitations must incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured, and shall include all other requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that restrict competition.

C. **Notice of Federal Funding**. All bid solicitations must acknowledge the use of Federal funding for the contract. In addition, all prospective bidders or offerors must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.

D. **Compliance by Contractors**. All solicitations shall inform prospective contractors that they must comply with all applicable Federal laws, regulations, executive orders, and terms and conditions of the funding award.

E. **Fixed Price**. Solicitations must state that bidders shall submit bids on a fixed price basis and that the contract shall be awarded on this basis

unless otherwise provided for in this policy. Cost plus percentage of cost contracts are prohibited. Time and materials contracts are prohibited in most circumstances. Time and materials contracts will not be used unless no other form of contract is suitable and the contract include a “Not to Exceed” amount. A time and materials contract shall not be awarded without express written permission of the Federal agency or State pass-through agency that awarded the funds.

F. **Use of Brand Names**. When possible, performance or functional specifications are preferred to allow for more competition, leaving the determination of how to reach the required result to the contractor. Brand names may be used only when it is impractical or uneconomical to write a clear and accurate description of the requirement(s). When a brand name is listed, it is used as reference only and “or equal” must be included in the description.

G. **Lease versus Purchase**. Under certain circumstances, it may be necessary to perform an analysis of lease versus purchase alternatives to determine the most economical approach.

H. **Dividing Contract for M/WBE Participation**. If economically feasible, procurements may be divided into smaller components to allow maximum participation of small and minority businesses and women business enterprises. The procurement cannot be divided to bring the cost under bid thresholds or to evade any requirements under this policy.

I. **Documentation**. Documentation must be maintained by the purchasing department and/or the requesting department detailing the history of all procurements. The documentation should include the procurement methods used, contract types, basis for contractor selection, price, sources solicited, public notices, cost analysis, bid documents, addenda, amendments, contractor’s responsiveness, notice of award, copies of notices to unsuccessful bidders or offerors, record of protests or disputes, bond documents, notice to proceed, purchase order, and contracts. All documentation relating to the award of any contract must be made available to the granting agency upon request.

J. **Cost Estimate**. For all procurements costing $150,000 or more, the purchasing department and/or requesting department shall develop an estimate of the cost of the procurement prior to soliciting bids. Cost estimates may be developed by reviewing prior contract costs, online review of similar products or services, or other means by which a good faith cost estimate may be obtained. Cost estimates for construction and repair contracts may be developed by the project designer.

K. **Contract Requirements**. The purchasing department must prepare a written contract incorporating the provisions referenced in Section IV.C. of this policy.

L. **Debarment.** No contract shall be awarded to a contractor included on the Federally debarred bidder's list.

M. **Contractor Oversight**. The requesting department receiving the Federal funding must maintain oversight of the contract to ensure that the contractor is performing in accordance with the contract terms, conditions, and specifications.

N. **Open Competition**. Solicitations shall be prepared in a way to be fair and provide open competition. The procurement process shall not restrict competition by imposing unreasonable requirements on bidders, including but not limited to unnecessary supplier experience, excessive or unnecessary bonding, specifying a brand name without allowing for "or equal" products, or other unnecessary requirements that have the effect of restricting competition.

O. **Geographic Preference**. No contract shall be awarded based on a geographic preference.

IX. SPECIFIC PROCUREMENT PROCEDURES

Bids shall be solicited in accordance with the requirements under this section of the policy based on the type and cost of the contract.

A. **Service Contracts (except for A/E professional services) and Purchase Contracts costing less than $10,000** shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. § 200.320(a)) as follows:
   1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is fair and reasonable.
   2. To the extent practicable, purchases must be distributed among qualified suppliers.

B. **Service Contracts (except for A/E professional services) and Purchase Contracts costing $10,000 up to $90,000** shall be procured using the Uniform Guidance "small purchase" procedure (2 C.F.R. § 200.320(b)) as follows:
   1. Obtain price or rate quotes from an "adequate number" of qualified sources (a federal grantor agency might issue guidance interpreting "adequate number," so the Requesting Department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued.

2. Task affirmative steps to solicit price quotes from the M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
3. Cost or price analysis is not required prior to soliciting bids.
4. Award the contract on a fixed-price basis (a not-to-exceed basis is permissible for service contracts where obtaining a fixed price is not feasible).
5. Award the contract to the lowest responsive, responsible bidder.

C. **Service Contracts (except for A/E professional services) and Purchase Contracts costing $90,000 and above** shall be procured using the Uniform Guidance "small purchase" procedure (2 C.F.R. § 200.320(c)) as follows:
   1. Cost or price analysis is required prior to soliciting bids.
   2. Complete specifications or purchase description must be made available to all bidders.
   3. The bid must be formally advertised in a newspaper of general circulation for at least seven full dates between the date of the advertisement and the date of the public bid opening. Electronic only advertising must be authorized by the governing body. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing body the right to reject any or all bids only for "sound, documented reasons."
   4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321
   5. Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of two bids must be received to open all bids.
   6. Award the contract to the lowest responsive, responsible bidder on a fixed-price basis. All bids may be rejected only for "sound, documented reasons."

D. **Service Contracts (except for A/E professional services) and Purchase Contracts costing $150,000 and above** shall be procured using the Uniform Guidance "small purchase" procedure (2 C.F.R. § 200.320(d)) as follows:
   1. A Request for Proposal (RFP) must be publicly advertised. Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an "adequate number" of qualified firms.
   2. Affirmative steps must be taken to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
   3. Identify evaluation criteria and relative important of each criterion (assign a criteria weight) in the RFP.

4. Consider all responses to the publicized RFP to the maximum extent practical.
5. Must have a written method for conducting technical evaluations of proposals and selecting the winning firm.
6. Award the contract to the responsible firm with the most advantageous proposal, considering price and other factors as identified in the RFP.
7. Award the contract on a fixed-price or cost-reimbursement basis.

E. **Construction and repair contracts costing less than $10,000** shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. § 200.320(a)) as follows:
   1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is fair and reasonable.
   2. To the extent practicable, contracts must be distributed among qualified suppliers.

F. **Construction and repair contracts costing $10,000 up to $150,000** shall be procured using the Uniform Guidance "small purchase" procedure (2 C.F.R. § 200.320(b)) as follows:
   1. Obtain price or rate quotes from an "adequate number" of qualified sources (a federal grantor agency might issue guidance interpreting "adequate number," so the requesting department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
   2. Take affirmative steps to solicit price quotes form M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
   3. Cost or price analysis is not required prior to soliciting bids, although price estimate may be provided by the project designer.
   4. Award the contract on a fixed-price or not-to-exceed basis.
   5. Award the contract to the lowest responsive, responsible bidder.

G. **Construction and repair contracts costing $150,000 up to $500,000** shall be procured using the Uniform Guidance "sealed bid" procedure (2 C.F.R. § 200.320(c)) as follows:
   1. Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).
   2. Complete specifications must be made available to all bidders.
   3. Publicly advertise the bid solicitation for a period of time sufficient to give bidders notice of opportunity to submit bids (formal advertisement in a newspaper is not required so long as other means of advertising will provide sufficient notice of the opportunity to bid). The advertisement must state the date, time, and location of the public bid opening, and indicate where specifications may be obtained.
   4. Take affirmative steps to solicit price quotes form M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.

5. Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of two bids must be received to open all bids.
6. A 5% bid bond is required of all bidders. Performance and payment bonds of 100% of the contract price are required of the winning bidder.
7. Award the contract to the lowest responsive, responsible bidder on a fixed-price basis. Any and all bids may be rejected only for "sound, documented reasons."

H. **Construction and repair contracts costing $500,000 and above** shall be procured using the Uniform Guidance "sealed bid" procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:
1. Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).
2. Complete specifications must be made available to all bidders.
3. The bid must be formally advertised in a newspaper of general circulation for at least seven full dates between the date of the advertisement and the date of the public bid opening. Electronic only advertising must be authorized by the governing body. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing body the right to reject any or all bids only for "sound, documented reasons."
4. Take affirmative steps to solicit price quotes form M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
5. Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of three bids must be received to open all bids.
6. A 5% bid bond is required of all bidders. Performance and payment bonds of 100% of the contract price are required of the winning bidder.
7. Award the contract on a firm fixed-price basis.
8. Award the contract to the lowest responsive, responsible bidder on a fixed-price basis. **Governing body approval is required and cannot be delegated**. The governing body may reject any and all bids only for "sound, documented reasons."

I. **Construction or repair contracts involving a building costing $300,000 and above** must comply with the following additional requirements under state law:
1. Formal HUB (historically underutilized business) participation required under G.S. 143-128.2, including local government outreach efforts and bidder good faith efforts, shall apply.

2. Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
3. The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143-129(A1).

J. **Contracts for Architectural and Engineering Services costing under $150,000** shall be procured using the state "Mini-Brooks Act" requirements (G.S. 143-64.31) as follows:
   1. Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
   2. Take affirmative steps to solicit price quotes form M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
   3. Evaluate the qualifications of respondents based on the evaluation criteria developed by the purchasing department and/or the requesting department.
   4. Rank respondents based on qualifications and select the best qualified firm. Price cannot be a factor in the evaluation. Preference may be given to in-state (but not local) firms.
   5. Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successful, negotiations should be conducted with the second-best qualified firm.
   6. Award the contract to the best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing body approval is not required.

K. Contracts for Architectural and Engineering Services costing $150,000 or more shall be procured using the Uniform Guidance "competitive proposal" procedure (2 C.F.R. § 200.320(D)(5)) as follows:
   1. publicly advertise a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
   2. Take affirmative steps to solicit price quotes form M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
   3. Identify the evaluation criteria and relative importance of each criterion (the criteria weight) in the RFQ.
   4. Proposals must be solicited from an "adequate number of qualified sources" (an individual federal grantor agency may issue guidance interpreting "adequate number").
   5. Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm.
   6. Consider all responses to the publicized RFQ to the maximum extent practical.

7. Evaluate qualifications to rank respondents and select the most qualified firm. Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the contract given the nature and size of the project.
8. Price cannot be a factor in the initial selection of the most qualified firm.
9. Once the most qualified firm is selected, negotiate fair and reasonable compensation. If negotiations are not successful, negotiations should be conducted with the second-best qualified firm.
10. Award the contract to the best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing body approval is not required.

X. EXCEPTIONS

Non-competitive contracts are allowed only under the following conditions and with the written approval of the Federal agency or State pass-through agency that awarded the Federal funds:

A. **Sole Source**. A contract may be awarded without competitive bidding when the item is available from only one source. The purchasing department and/or requesting department shall document the justification for and lack of available competition for the item. A sole source contract must be approved by the governing body.

B. **Public Exigency**. A contract may be awarded without competitive bidding when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from a competitive bid process.

C. **Inadequate Competition**. A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids from several sources as required under this policy does not result in a qualified winning bidder.

D. **Federal Contract**. A contract may be awarded without competitive bidding when the purchase is made from a federal contract available on the U.S. General Services Administration schedule of contracts.

E. **Awarding Agency Approval**. A contract may be awarded without competitive bidding with the express written authorization of the Federal agency or State pass-through agency that awarded the Federal funds so long as awarding the contract without competition is consistent with State law.

Policy Title: Water and Sewer Cut-Off Policy
Effective Date: June 25, 2019

I. PURPOSE

The purpose of this policy is to establish clear guidelines for the disconnection of customers from the Town's water supply for non-payment of their bills.

II. SCOPE

This policy applies to all Town Water and Sewer accounts.

III. POLICY AND PROCEDURE

A. Utility Bill payments are due by the 20th of each month (Town Code, Sec. 17-45).
B. Delinquent Notices will be sent between the 25th and the end of the month to customers who have not paid. A $5.00 late fee will be assessed.
C. If customers do not pay by the thirtieth day following the billing period, they are subject to cut-off. (Town Code Sec. 17-46). For example, for the billing period of November 7th to December 7th, the due date is December 20th, and the thirtieth day would be January 6th.
D. Cut-offs will be done in the second or third week of the month following the billing period, as determined by the Utility Accounting Technician, as follows:
    i. Tuesday – Door Hangers will be placed on residences and businesses scheduled to have their services discontinued.
    ii. Customers who have had three door hangers will no longer receive door hangers.
    iii. Delinquent notices relay this information to the customers.
    iv. Customers have until 4:30 p.m. Wednesday to pay or make payment arrangements; arrangements will be made on case-by-case basis.
    v. Thursday – Cut-offs will be executed. Customers who have had their services shut off will be required to pay the amount past due, plus a $40.00 reconnection fee to have service restored. **If payment is made after 4:00 p.m. on any day to restore service, utilities will be cut back on the next business day.**

Policy Title: Contributions to Outside Agencies
Effective Date: December 10, 2019

I. PURPOSE

The purpose of this policy is to outline a framework to evaluate requests for monetary contributions to outside agencies with the intent of prudently administering taxpayer funds.

II. SCOPE

This policy applies to all monetary and in-kind contributions to outside organizations.

III. POLICY

A. Criteria

i. All requests for monetary contributions to outside agencies shall align with at least one of three areas:

a. Complementary Service – the organization proposes to provide a service to offset services provided by the Town and that will provide an enhanced benefit to the Town

b. Demonstrable Benefit – the organization proposes to provide a service that the Town might not otherwise provide, but that provides a favorable impact and benefit to the community

c. Service the government could provide but does not – the organization proposes to provide a service that the Town would likely provide to its citizens

The following table provides examples of how the proper allocation of public funds relates to the services provided by the government.

EXAMPLES OF WAYS TO DOCUMENT BENEFITS ASSOCIATED WITH CHARITABLE SUPPORT		
Relationship To Government Programs	**Example**	**Nature of Benefit(s)**
1. Complementary service	Donation to the Tree Foundation in return for agreement to replace street trees that agency removes because of disease or old age	Tree Foundation has specialized knowledge about trees suitable for area. Tree Foundation shares goal of populating area with more tree, thereby saving energy and enhancing property values for residents. Other grants received by the Tree Foundation mean the government and those it serves save money on replacing trees.
2. Demonstrable benefit	After-school programs	Such programs reduce the need for law enforcement activities in the area. Programs promote public safety and law-abiding youth in a positive, cost-effective manner.
3. Service the government could provide but does not	Homeless shelter and associated placement programs	Such programs help end the cycle of homelessness. Reducing homelessness is one of the government's housing element goals.

B. Eligibility

i. The following organizations shall **not** be eligible for monetary contributions;
   a. Religious or political groups;
   b. Groups that discriminate based on race, color, gender, religion, disability, sexual orientation, marital status, or national origin;
   c. Individuals;
   d. For-profit (taxable) entities;
   e. Groups, as determined by the Town Council, that represent purposes counter to those in the best interests of the citizens.

ii. Applicants must have a primary place of business in the Town of Warrenton and/or provide public benefit to enhance the quality of life for citizens of the Town.

iii. A monetary contribution awarded to an outside agency shall not constitute a precedent for contributions of any amount in subsequent years.

iv. Organizations must remain in good standing with the Town by maintaining compliance with all applicable Town ordinances and remaining current on any billings for fees or services.

v. Organizations must maintain their nonprofit status throughout the term of the contribution. Should nonprofit status be revoked by the IRS, or if the nonprofit discontinues operations, contributed amounts must be returned to the Town. Should the organization become a party in any litigation against the Town, all funds awarded under this policy shall be suspended.

C. Process

The evaluation and award of monetary contributions to outside agencies shall be part of the Town's annual budget process.

i. Outside organizations must submit their request for funding to the Town no later than December 31st for the fiscal year beginning the following July. An example of the Outside Organization Funding Request (and required supplemental documentation) that must accompany any request is attached as Exhibit A.

ii. Staff may request additional information to aid in determining eligibility or programmatic viability.

iii. As part of its annual budget process, the Town Council shall examine the funding requests considering the benefit(s) provided to Town citizens as detailed in Item III.A.i above.

iv. The following principles should guide any contributions to outside organizations.
   a. Grants without restrictions (unrestricted grants) should be avoided.
   b. Performance-based contracts for specific services should be considered as the appropriate vehicle for any funding.
   c. Organizations receiving funding will be provided information about any conditions, restrictions, or other requirements related to their funding at the time that they are notified of Council's appropriation.

v. Only complete applications will be considered. All applicants will be notified no later than February 15th of their application status. Incomplete applications will be given no more than ten (10) calendar days from the

date of notification of the deficiency to provide missing information or to provide clarification at the request of Town staff.

vi. Organizations that are funded will be required to execute an agreement with the Town that will outline any expectations for both parties.

vii. The Town Manager will provide the Town Council with a total amount of available funding for contributions to outside agencies. The allocation of this amount among applicants shall be at the sole discretion of the Town Council.

Policy Title: Debt Management
Effective Date: September 14, 2021

I. PURPOSE

The purpose of this policy is to outline a framework to evaluate the issuance of debt.

II. SCOPE

This policy applies to all departments of the Town.

III. POLICY

A. The town will not fund current operations from the proceeds of borrowed funds and will confine long-term borrowing and capital leases to capital improvements, projects, or equipment that cannot be financed from current financial resources.

B. The town will, when financing capital improvements or other projects or equipment by issuing bonds or entering into capital leases, repay the debt within a period not to exceed the expected useful life of the project or equipment. Debt related to equipment ancillary to a construction project may be amortized over a period less than that of the primary project.

C. The town will annually calculate target debt ratios for direct, non-revenue-based debt ("Tax Supported Debt") that is dependent on the general fund for the payment of debt service. So long as payments from the general fund to the enterprise fund are not necessary to make up shortfalls in the enterprise fund, enterprise fund debt will not be included in the calculation of the debt ratios. The town's debt capacity shall be maintained within the following primary goals:

1. Tax Supported debt service expenditures as a percentage of general fund expenditures should not exceed 12%.

2. Tax Supported debt of the town shall not exceed 1.5% of the total assessed value of taxable property in the town.

D. The town will annually calculate target debt ratios for direct, revenue-based debt that is fully paid by revenues of an enterprise fund ("Self-Supporting Enterprise Debt"). The town's debt capacity with respect to Self-Supporting Enterprise Debt shall be planned to maintain:

1. At least 1.15x annual debt service coverage with a higher ratio being stronger.

E. The town will follow a policy of full disclosure in every annual financial report and financing official statement/offering document.

F. The town will maintain good communications about its financial condition with bond and credit rating institutions.

I. PURPOSE

Good infrastructure is vital for our community to thrive. This policy supports our infrastructure by:

- Promoting wise investment in new infrastructure; and
- Protecting the historical investments the Town of Warrenton has made in its infrastructure.

II. SCOPE

Each year, the Town of Warrenton staff will create a long-range capital improvement plan (CIP). The CIP will define and prioritize the capital projects that the Town plans to take on in the next six (6) years.

A. Definition of a Capital Project
A capital improvement project should have a cost greater than $100,000 and a useful life of at least 10 years. Projects that do not meet the $100,000 and 10-year useful life criteria are maintenance capital projects. Capital projects generally require significant engineering design and construction, whereas maintenance capital require routine upkeep every few years. These projects are not considered to be part of the Six-Year Capital Improvement Plan.

B. Link to Needs Assessments
The capital improvement plan is the result of a detailed planning process. The purpose is to address the Town's immediate and long-term capital needs in a conscious effort to best provide services and facilities to the citizens of Warrenton. To that end, projects are considered in alignment with Plan Warrenton 2040, the Town's Comprehensive Plan, and strategic priorities identified by the Town Council. All projects in the CIP, with minor and few exceptions, should be based on needs assessments performed to determine the benefit of the asset compared to its cost.

III. POLICY

A. CIP Project Identification
Each year, Town of Warrenton staff will suggest potential projects for the CIP. At a minimum, this process will provide for the following:

- Long-term operating and maintenance costs. A plan will identify the cost to operate and maintain the asset over the next six (6) years.
- Funding source**.** A plan will describe where the funding is expected to come from to acquire, operate, and maintain the asset.

- Project timing. A plan will identify the proposed schedule for engineering, construction, and other milestones in acquiring the asset.

B. CIP Project Selection

Town of Warrenton will create a process to assess capital projects. The selection process will include considerations such as long-term financial forecasts, project impact, operating and maintenance costs, legal mandates ,impacts on public health and safety, and the extent to which the project aligns with the Town's strategic goals.

C. Balanced CIP

The CIP is a balanced, long-term plan. For the entire period of the CIP, revenues will be equal to the projected costs. It is possible that the plan will have more costs than revenues in any single year of the plan (apart from the first year, which is intended to become an appropriation plan. However, over the life of the six-year plan, all expenses will be covered with revenues. Staff may record, on a separate document, projects that are deemed important but cannot fit into a balanced CIP. Town Council may choose to look at unfunded projects and defund an existing project in favor of another.

D. CIP Funding Strategy

Town of Warrenton may elect to use debt financing to acquire an asset or pay-as-you-go financing (i.e., cash financing). Below are guidelines used to help determine the best choice between debt and pay-as-you-go financing.

Factors that favor pay-as-you-go financing include situations where:

- The project can be funded from current revenues and fund balances (reserves);
- The project can be finished within an acceptable time frame given the available revenues;
- If issuance of debt may impact the Town credit rating or repayment sources; or,
- Market conditions are unstable or suggest difficulties in marketing a debt.

Factors that favor long-term debt financing include situations where:

- Revenues that will be used to pay back debt are believed to be sufficient and reliable. This makes it more likely that long-term financing can be marketed with a suitable credit rating;

- Market conditions present favorable interest rates and demand for government debt financing;
- A project is immediately required to meet or relieve capacity needs and existing cash reserves are insufficient to pay project costs; or,
- The useful life of the asset is five (5) years or longer.

E. Capital Budget

Each year, the Town of Warrenton will develop a capital budget that will be the spending plan for capital. The first year of the capital improvement plan determines the capital budget for the fiscal year.

F. Asset Inventory

The Town of Warrenton will develop a full asset inventory that projects equipment replacement and maintenance needs for a multiyear period and will update this projection each year. The asset inventory will describe the current condition of the Town's assets. It will compare this condition to a standard for asset condition. It will account for the full cost to maintain assets up to standard condition over their life cycle and account for risks associated with assets that are below standard condition. Departments will inventory and assess the assets for which they are responsible and ensure that their records are consistent with the Department of Finance's capital asset records.

G. Priority of Asset Maintenance and Replacement
It is the policy of the Town of Warrenton to maintain its assets at a level that protects capital investment and reduces future maintenance and replacement costs. Each year, Town staff will develop and recommend to Town Council a prioritized asset maintenance spending plan.

H. Funding of Asset Maintenance
It is the Town of Warrenton's policy to assign enough resources to preserve the Town's existing assets to the best of its ability before assigning resources to build or acquire new assets that also have operating and maintenance needs. This policy protects our historical investment in capital assets. It also helps us maintain sufficient community resources that meet current and anticipated demands.

I. Capital Improvement Plan Carry-Forward
Capital project appropriations, unlike operating budget appropriations, are typically one-time in nature and the projects may take multiple fiscal years to complete and use the appropriations. To avoid negatively affecting the progress of capital projects, the available balances of Town Council-approved capital project funds are administratively rolled over from one fiscal year to

the next fiscal year. Taking into consideration the timing of the prior fiscal year close-out transactions and the new fiscal year, the Finance Department may carry forward up to 100% of the available balance from the prior fiscal year to the new fiscal year. Exceptions may apply to projects expected to be completed or closed by the prior fiscal year-end and projects that have no known pending payments to be made in the prior fiscal year.

I. PURPOSE

The purpose of the grant procedures outlined in this document is:

- To ensure proper oversight of all funds appropriated to the Town.
- To minimize the Town's risk of non-compliance with grant requirements.
- To ensure proper administration and accounting of all grants.

II. SCOPE

This policy is applicable to all Town departments preparing and submitting grant applications to agencies outside the Town government for funds, materials, or equipment to be received and administered by the Town. No grant will be accepted that will incur management reporting costs greater than the grant amount. Such costs include, but are not limited to, indirect costs, overhead and any other items needed to administer the grant.

III. POLICY

A. Grant Application Procedures

i. The department desiring to submit a grant application soliciting funds will prepare the request as outlined by the grantor's requirements. The department seeking the grant should review all financial aspects of the grant application to ensure any required funds are available. The department director or their designee should sign the grant application as approval that:

- Any required funds are available;
- Projects over $100,000 are included in the capital improvement plan;
- They are supportive of the fiscal impacts to their department; and
- The goals and objectives of the grant are in line with that of the department as well as with the overall strategic direction of the Town as a whole.

ii. The department applying for the grant should make every effort to project all initial and ongoing costs associated with the grant program including but not limited to: staff support, needed assistance for computer systems, office space, utilities, systems furniture, vehicles, office equipment, office supplies, computer software and hardware, and/or telephone charges.

iii. Upon the department completing its financial assessment, they shall prepare and submit a Grant Processing Request Form to the Finance Department with the original grant application, along with any required assurances and conditions prior to submitting the application to the grantor agency for approval. The purpose of this application notification to Finance is to allow Finance to maintain a comprehensive list of pending grant applications as well as active grants, to provide assistance as appropriate to departments in the preparation and administration of grants, and to ensure availability of matching funds, where applicable. The Finance department will obtain the Town Manager's approval and notify the department that the application has been approved.

iv. If the grant is incorporated into the Adopted Budget during the annual budget process, then no additional Town Council approval is required for the application and acceptance of the grant.

v. All grant award acceptances must have the proper approvals as follows:

Type of Grant	Finance Approval	Town Manager Approval	Town Council Approval
Grants less than $50,000 requiring no local match	Required	Required	Not Required
All other grants	Required	Required	Required

vi. In the event that a grant application is denied by the grantor, a copy of the letter of denial shall be forwarded to the Finance Department for their records.

B. Grant Acceptance Procedures

Whenever possible, all requests for acceptance of grants of a recurring nature should be submitted to the Finance Department through the normal budget process that must be approved by the Town Council.

i. All grant award letters, acceptance agreements, memorandums, of understanding and other binding documents related to the execution of the grant should be signed and executed by the Town Manager.

ii. The grant award letter/acceptance agreement (notification received detailing the amount of the grant awarded, grant assurances and special conditions, and the guidelines that must be followed to comply with the grant requirements) will be forwarded to the Finance Department for review.

iii. In order for expenditures to be processed against a grant, a budget appropriation must be established in accordance with the above table.

The department requesting a grant will prepare Town Council agenda item requesting appropriation of grant funds, unless the grant has already been approved by the Council as part of the adopted annual budget process or Town Manager is delegated the authority to approve.

iv. Upon Town Council or Town Manager approving a grant, the Finance Department will assign an account code to the grant and the applicable department will be notified of the account code. For reimbursable grants, all reimbursement requests should be copied and forwarded to Finance, noting the applicable account code for the receipting of the funds.

v. Departments are responsible for ensuring that all funds are expended or encumbered prior to the end of the grant period in order for funds to be used adequately and not lost in future award periods.

C. Grant Monitoring and Reporting

i. Monitoring of Grants

- Departments are responsible for continuous monitoring of the financial status of grants. The Finance Department will provide departments with financial reports for such monitoring as needed.
- Line-item budget amendments must be approved prior to grant expenditures being made in order to avoid lost grant funds when/if amendments are denied.
- Departments must also monitor grants for compliance with all applicable federal, state, and local regulations and ensure that grant expenditures are in compliance with grant procurement policies and procedures.

ii. Grant Reporting

- The requesting department is responsible for providing financial reports to grantors.
- Departments handling grant reporting are responsible for complying by the due dates with all reporting requirements of the grant including financial reporting and reimbursement requests. All reimbursement requests should be copied and forwarded to Finance for review and monitoring of timeliness of revenue reimbursements.
- Timely requests for reimbursements are crucial to maximize the financial benefits of the grants to the Town. Grant

reimbursements should be completed timely and in accordance with the requirements of the specific grant.

D. Indirect Costs

Grant applicants may request indirect costs if the application guidelines do not require a federally approved indirect cost rate and indirect cost are allowed in the grant. Departments should contact the Finance Department for assistance with identifying and calculating indirect costs for inclusion in grant applications. These funds may be used by the Finance Department to offset costs in overseeing the grant including staff time, external auditor expenditures, etc.

E. Personnel

i. Any new personnel positions to be created as a result of grant funding must be approved by the Town Council and properly classified by Human Capital.
ii. Departments are to promptly notify Payroll of coding changes needed for persons being charged to grants. (Coding changes are noted on personnel action request forms).

F. Grant-Related Procurement and Policy Issues

i. Procurement must be notified that federal funds are involved for all purchases with federally funded grants, regardless of dollar amount.
ii. The Finance Department also needs to be notified so that assets acquired using Federal funds can be properly identified. Equipment items purchased with Federal funds that cost $5,000 or more are to be tagged when purchased so that proper disposal procedures can be followed when items are sold or sent to surplus.
iii. Grantees should follow the Town's and/or grantor's policies and procedures for all practices including procurement for the selection of contractors and vendors. If grant applications have special conditions, a copy of such must be given to Procurement and Finance for assistance in compliance monitoring. If grant guidelines require grantees to abide by different procurement procedures other than those adopted by the Town, the grantee should resolve the situation with Procurement prior to submitting the application. As a rule, the federal and state regulations prevail unless less restrictive than Town policies-where Town policy prevails.

G. Classification of Grant Revenue

All federal, state and local grant revenue should be receipted as revenue as opposed to as expenditure refunds in order to be in compliance with approved grant policies.

Grant Processing Request Form
Department of Finance

Date:
Department:
Grant Program:
Granting Agency:

Funds Associated with Grant:

Federal	State	Local Match	Other	Total

If local match is required, are funds available in the department budget?

G/L code for local match:

Indirect costs? (Y/N) Amount:

Reimbursement grant? (Y/N)

If capital project, please provide project name/number from CIP plan.

Project Contact:

Department Approval:
Signature Date

Finance Review:
Signature Date

Town Manager Approval:
Signature Date

Policy Title: Tap Privilege Fee Assessment Policy
Effective Date: July 1, 2024

I. PURPOSE

This policy serves to define the administration of tap privilege fees for the Town of Warrenton's Water and Sewer Utility.

II. SCOPE

This policy applies to tap privilege fees for the entire Town of Warrenton Water and Sewer service area. This policy is administered by the Town of Warrenton Water and Sewer Administration department.

III. DEFINITIONS

a. Tap Privilege Fee: upon paying in full for a tap privilege, a customer is guaranteed service at the corresponding capacity associated with that tap privilege, subject to the time restrictions and other conditions outlined in this policy.

b. Administrative Fee: to cover the costs associated with the administration of this policy, a 15% administrative fee based on the tap privilege fee paid will be retained for any reimbursement of a tap privilege fee as outlined in this policy.

c. Use of a Tap Privilege: a tap privilege shall be deemed to have been used once a water meter has been installed for water or a lateral has been connected for sewer. Once used, the customer will be charged based on consumption, but in no instance less than the minimum monthly bill.

IV. POLICY

a. New Construction

   i. The tap privilege fee will be based upon the water meter size requested or on the projected monthly consumption as compared to the maximum allowable gallons for each meter size, whichever is determined by the Town to be closest to the actual usage subject to the minimum fee being based on meter size.

ii. Tap fees are to be paid in full simultaneous with the issuance of all permits necessary to commence construction. If during construction more meters are required than tap fees were paid, the additional fees must be paid before meters will be installed.

iii. The Town shall have the right to monitor monthly consumption for potential adjustment of the tap privilege fee. Monthly consumption will be reviewed after 12 months of operation and then periodically on a rolling 12-month basis. Should the average monthly consumption over any 12-month period exceed the maximum allowable gallons for the meter size, a supplemental tap fee will be assessed equal to the difference between the fee for the initial meter size and the fee for the larger meter size which corresponds to the customer's actual use. All calculations will be based on the tap privilege fees in effect on the date of the bill. Should a property change ownership, the new owner will be responsible for the final tap fee adjustment, which will be due and payable to the Town within 60 days of written notification to the owner.

iv. All users will be assessed the corresponding tap privilege fees for each meter set.

b. Residential Multi-Family Metering

i. With mass metering such as an apartment building, a 5/8” tap privilege fee will be assessed for each residential unit within the building.

c. Change of Use / Additions / Alterations

i. For Changes of Use / Additions / Alterations of an existing building, additional tap fees will be required if the meter size increases or if the projected consumption exceeds the maximum allowable gallons for the existing tap fee credits. Tap fees will be assessed on the difference between the existing service and the new service requested, or if additional meters are requested.

ii. If additional tap fees are required, they will be due simultaneous with the issuance of a zoning permit.

iii. Ongoing monitoring will be performed as noted in section IV.a.iii above, even if an additional tap fee is not initially required.

d. Tap Fee Credits

    i. Tap fee credits on existing or demolished buildings will be based on the meter size or on prior tap fees paid and on record with the Town of Warrenton.

    ii. There will be no tap fee credit for buildings demolished before 1986.

    iii. The burden of proof for prior tap fee credits will be on the applicant.

e. Accessory Dwelling Units (ADUs)

    i. Property owners who wish to construct an accessory dwelling unit (ADU) on their property in accordance with the Town Code may be required to pay the corresponding sewer tap privilege fee to connect the ADU to the Town's sewer system.

    ii. If the parcel is subdivided later such that the ADU is on a separate parcel, then the property owner must pay the water tap privilege fee in effect at the time of subdivision. If a sewer tap privilege fee was not previously paid, then the sewer tap privilege fee in effect at the time of subdivision must also be paid.

f. Other Charges

    i. Time and material charges for installation of water and sewer service will be paid by the property owner.

    ii. A second meter for uses such as irrigation, sheds, or other outdoor structures not intended for habitation may be installed next to the existing water meter in a separate box for water use only. An additional water tap fee will not be charged; however, a charge for all time and materials, including the meter and meter box, will be paid by the property owner.

g. Limitation of Time to Use a Tap Privilege

    i. Tap Privilege Purchased Prior to July 1, 2024

        1. Property owners in possession of a tap privilege purchased prior to July 1, 2024, will not have a time limit to use the tap privilege.

        2. A reimbursement of the tap privilege fee paid may be requested by the property owner if the tap privilege has not

been used. A 15% administrative fee based on the tap privilege fee paid will be retained from the reimbursement.

ii. Tap Privilege Purchased After July 1, 2024

1. Property owners who purchase a tap privilege after July 1, 2024, shall have 12 months from the date of purchase to use the tap privilege.
2. During the 12-month period, a reimbursement may be requested by the customer if the tap privilege has not been used. A 15% administrative fee based on the tap privilege fee paid will be retained from the reimbursement.
3. After the 12-month period, the Town shall have the right to withdraw the tap privilege after giving the customer one (1) month notice. A 15% administrative fee based on the tap privilege fee paid will be retained from the reimbursement.
4. During the one (1) month notification period, the property owner will be allowed to use the tap privilege if they desire.

TAP PRIVILEGE FEE RATE SCHEDULE EFFECTIVE JULY 1, 2017

V. **In-Town Tap Privilege Fees:**

Meter Size	Water	Sewer	Total
5/8	4,950	10,800	15,750
1	12,375	27,000	39,375
1.5	24,750	54,000	78,750
2	39,600	86,400	126,000
3	86,625	189,000	275,625
4	155,925	340,200	496,125

Out-of-Town Tap Privilege Fees (under Tri-party Agreement):

Meter Size	Water	Sewer	Total
5/8	9,900	21,600	31,500
1	24,750	54,000	78,750
1.5	49,500	108,000	157,500
2	79,200	172,800	252,000
3	173,250	378,000	551,250
4	311,850	680,400	992,250

Out-of-Town (not part of Tri-party Agreement – subject to Town Council Approval):

Meter Size	Water	Sewer	Total
5/8	14,850	32,400	47,250
1	37,125	81,000	118,125
1.5	74,250	162,000	236,250
2	118,800	259,200	378,000
3	259,875	567,000	826,875
4	467,775	1,020,600	1,488,375

Property Owner Attestation

I understand that water consumption for my property will be monitored on a rolling 12-month basis and that payment of additional tap fees may be necessary per the above policy.

_____ _____

Signature of Property Owner or Authorized Agent Date

Contact Information:

Printed Name _____

Mailing address _____

City/State/ZIP _____

Phone _____

Office of the Town Manager
Judson Rex

STAFF REPORT

Warrenton Town Council
Carter Nevill, Mayor
Roy Francis, Ward 1
William Semple, Ward 2
Larry Kovalik, Ward 3
Michele O'Halloran, Ward 4
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Council Meeting Date:	October 13th, 2026
Agenda Title:	Public Safety Committee Update
Requested Action:	Receive the information from the presenter
Department / Agency Lead:	Town Council
Staff Lead:	Ms. Michele O'Halloran, Ward 4 Representative.

EXECUTIVE SUMMARY

Ms. Michele O'Halloran will present an update on the Committee.

BACKGROUND

The Town Council has created a Public Safety Committee consisting of Mr. David McGuire and Ms. Michele O'Halloran.

STAFF RECOMMENDATION

Receive the information.

Service Level/Collaborative Impact

These meetings will require input and expertise from multiple Town departments and members of the Council.

Policy Direction/Warrenton Plan 2040

CF-2: Public safety services and policies are viewed as amongst the best in similar Virginia towns for the responsiveness, community trust, and effectiveness.

CF-2.1: Maintain accepted level of service in terms of staffing and response times.

CF-2.2: Incorporate security measures designed to be unobtrusive but affording protection for citizens and users alike at community built and electronic facilities.

CF-2.3: Partner with County on their space and operational needs for the Sheriff's Office, Joint Communications, and Fire Rescue

and Emergency Management.

CF-2.4: Identify and provide new substation and public safety facilities as new development/redevelopment occurs.

CF-2.5: Continue cooperative agreements with the County for public safety needs.

Fiscal Impact

A fiscal impact analysis will be conducted on proposals brought forth by the Committee.

Legal Impact

Legal impact analysis has not been done on this agenda item.

ATTACHMENTS

1.
2.
3.

Office of the Town Manager
Judson Rex

STAFF REPORT

Warrenton Town Council
Carter Nevill, Mayor
Roy Francis, Ward 1
William Semple, Ward 2
Larry Kovalik, Ward 3
Michele O'Halloran, Ward 4
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Council Meeting Date:	October 13, 2026
Agenda Title:	Town/County Liaison Committee Meeting Update
Requested Action:	Receive update and provide input on topics for future Liaison Committee meetings; no formal action requested.
Department / Agency Lead:	Town Manager's Office
Staff Lead:	Judson Rex, Town Manager

EXECUTIVE SUMMARY

The Town/County Liaison Committee reconvened on September 28, 2026, following a period without regular meetings. The Town Manager will brief Council on the major discussion topics and follow-up items. The committee agreed to resume meetings approximately every other month. In addition to informing Council and the community, staff requests Council input on potential topics for future Liaison Committee meetings so that the Town's representatives can bring forward issues reflecting Council's collective priorities. No formal Council action is requested.

BACKGROUND

Representing the Town at the September 28 meeting were Mayor Nevill, Councilmember Michele O'Halloran, and me. The County was represented by County Administrator Janelle Downes, Board Chairman and Center District Supervisor Kevin Carter, and Scott District Supervisor Ike Broaddus. Much of our initial conversation focused on reestablishing a regular rhythm for these meetings and identifying issues where continued Town/County coordination will be beneficial. We agreed to meet approximately every other month going forward.

Economic Development: This was probably the most significant topic of discussion. With a transition currently underway in the County's Director of Economic Development position, the County is taking a thoughtful look at its economic development strategy before simply filling the position. The Board is considering engaging a consultant to assist with development of an economic development strategic plan, which would then help inform how the County structures and recruits for its economic development leadership going forward. We also discussed the importance of infrastructure investment at industrial and other nonresidential sites, including the need to create more development-ready sites that can compete for future investment.

Town Hall/Council Chambers Agreement: The Town and County have an existing agreement regarding the County's use of Council Chambers and first-floor office space at Town Hall. That agreement needs to be

renewed, particularly as the County reorganizes some of its downtown office space associated with the sale and redevelopment of the Warren Green building. Staff at the county and town been working through proposed amendments that would also accommodate County Planning Commission meetings and potentially other County meeting needs. An updated Memorandum of Agreement (MOA) has been placed for consideration on the regular council meeting agenda.

County Downtown Facilities: We discussed several County-owned facilities and the County's longer-term plans for its downtown footprint. Of particular note, the current direction for the former Warrenton Middle School property on Waterloo Street is for the school division to utilize the building for administrative offices. We also discussed the field area behind the school and whether there could be opportunities for other uses there in the future, although nothing has been determined at this point. The County is also moving forward with procuring architectural services for its planned courthouse project, which would consolidate court functions and County administrative space on existing property in the downtown area.

Public Works/Utilities Property: We revisited the approximately 12-acre property that the Board of Supervisors authorized for transfer to the Town in 2023 for a future Public Works/Utilities facility and salt shed. The Town previously completed considerable planning and engineering work associated with that site before those plans were placed on hold. We discussed moving the property transfer forward so that the site can remain an option as we undertake our upcoming feasibility work for the Public Works facility. There will be more to come on this item as those discussions continue.

The next Liaison Committee meetings are scheduled for November 16, 2026, and January 25, 2027. Council is requested to identify and discuss additional topics for future meetings so the Town's representatives can carry forward matters that reflect Council consensus.

STAFF RECOMMENDATION

Staff recommends that Council receive the update and provide any questions or feedback. No formal Council action is requested.

Service Level/Collaborative Impact

Regular coordination provides a forum to identify shared priorities, communicate across jurisdictions, and address issues before they become larger challenges.

Policy Direction/Warrenton Plan 2040

The update is informational and does not request a change in Town policy. Any future agreements or policy actions will be brought forward separately as appropriate.

Fiscal Considerations

No additional appropriation is requested. Financial implications of any future projects or agreements will be evaluated separately.

Legal Considerations

No legal action is requested.

ATTACHMENTS

1. Town/County Liaison Committee Meeting Agenda (September 28, 2026)

TOWN/COUNTY LIAISON COMMITTEE MEETING

Monday, September 28, 2026
9:00 A.M.
29 Ashby Street
4th floor, The Warren Green Room
Warrenton, Virginia

AGENDA

1. **Call to Order**
2. **Adoption of Agenda**
3. **Approval of the Minutes for**
4. **Discussion on Town of Warrenton /County Projects**
10. **Roundtable**
11. **Next Meeting?**

Motion for Convening a Closed Session

Council Meeting Date: October 13th, 2026

I move that the Council convene in closed session to discuss the following:

____ As permitted by Virginia Code § 2.2-3711 (A)(1), a personnel matter involving:
____ Discussion, consideration or interviews of prospective candidates for employment or appointment; OR
____ assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town;
specifically dealing with _ *[Give department, job title(s), or job category].*

____ As permitted by Virginia Code § 2.2-3711 (A)(3), a matter involving:
____ discussion or consideration of the acquisition of real property for a public purpose; OR
____ disposition of publicly held real property
specifically involving _____ *[Give location of property]*, because discussion in an open meeting would adversely affect the City's bargaining position or negotiating strategy.

____ As permitted by Virginia Code § 2.2-3711 (A)(4), a matter requiring the protection of the privacy of individuals in personal matters not involving the public business.

____ As permitted by Virginia Code § 2.2-3711 (A)(7), consultation with legal counsel or briefing by staff members or consultants pertaining to: Probable litigation involving _____ *[Give subject]*; OR
____ the pending case of ___ where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the Town.

__X__ As permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, **Consideration of legal options and enforcement of Property Maintenance Code for 45 Winchester Street and other properties.** *[Give nature of matter].*

____ As permitted by Virginia Code § 2.2-371 l (A)(29), discussion of the award of a public contract for _____ *[Give nature of the contract]* involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the City Council.

____ As permitted by Virginia Code § _____, a matter involving:
_____.

[IDENTIFY THE APPLICABLE PARAGRAPH OF § 2.2-3711(A) OR OTHER LAW AND GIVE THE SUBJECT MATTER AND PURPOSE FOR THE CLOSED SESSION.]

Votes:
Ayes:
Nays:
Absent from Vote:

CERTIFICATION MOTION AFTER RECONVENING IN PUBLIC SESSION:
(requires a recorded roll call vote)

I move that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion.

Votes:
Ayes:
Nays:
Absent from Vote:

For Information:
Town Clerk

Effective date: October 13th, 2026.

Stephen Clough, Town Recorder
_____.

October 13th, 2026
Mayor H.E. Carter Nevill
PRO-26-10-01

A PROCLAMATION RECOGNIZING AND CELEBRATING THE 100TH ANNIVERSARY OF THE ROTARY CLUB OF WARRENTON, VIRGINIA

WHEREAS, chartered by Rotary International on October 26, 1926, the Rotary Club of Warrenton, Virginia, has continuously been serving Warrenton and the surrounding Fauquier County community for 100 years, guiding the community through enormous changes including the Great Depression, World War II, post-war growth, school integration, and the modern development of Fauquier County; and

WHEREAS, in 1947, the Club honored Fauquier County's World War II fallen by installing a granite memorial marker and plaque commemorating the 101 local residents who gave their lives in service to our country; and

WHEREAS, the Club cares deeply for youth and future community leaders by providing backpacks for high schoolers, participating in holiday supply drives, providing library books and dictionaries for third-grade students, and awarding nearly $190,000 in scholarships—primarily to Laurel Ridge Community College. Furthermore, the Club actively mentors students through Interact clubs at Kettle Run High School and Fresta Valley Christian School, as well as an EarlyAct club at Fresta Valley Christian School for elementary students; and

WHEREAS, the Club partners with local organizations to support youth mental health crisis prevention, early detection, and treatment through the *Help Kids Now* program. This initiative, funded through annual pickleball tournaments, provides Hope Bags to high school counseling directors, financial aid for counseling copays, Youth Mental Health First Aid training for the community, and Narcan overdose training; and

WHEREAS, the Club established the Fauquier Anti-Sex Trafficking Alliance (FASTA) in 2018 to raise awareness, provide prevention education, and support survivors. FASTA continually hosts vital community conversations regarding human trafficking, sextortion, and protecting children online; the club coordinated human trafficking training for over 400 regional law enforcement officers; and

WHEREAS, the Club seeks to alleviate food insecurity by volunteering at the Fauquier Education Farm, packing tens of thousands of meals for Stop Hunger Now and Feed Fauquier, and partnering with the Fauquier Community Coalition to refurbish local homes with essential plumbing and electricity to keep them safe and habitable for families in need; and

WHEREAS, the Club builds a profound sense of community through its annual Peace Building Luncheons, honoring local heroes through Flags for Heroes, sending over 300 handwritten cards annually for Veterans Day, reading the Declaration of Independence on the Courthouse steps every 4th of July, decorating the Town Christmas tree, providing the Town clock featuring the Rotary 4-Way Test, and building a shade pavilion at the WARF; and

WHEREAS the Club has historically partnered with the Fauquier Free Clinic to provide immunizations for children, and during the pandemic, secured grants to provide PPE to schools, honored medical staff at local nursing homes, and supported critical workers at vaccine clinics; and

Whereas, the Club reaches beyond our borders to support global humanitarian efforts, including funding ShelterBox USA for disaster relief, joining Rotary's *End Polio Now* campaign in 1984, digging wells and sponsoring students at Saint Bartholomew School in Haiti, providing wheelchairs in Bolivia, advancing literacy in Guatemala, and funding medical-grade fabric for pediatric burn victims; and

Whereas, throughout its century of service, the Club has chartered many regional clubs—including Culpeper, Leesburg, Tappahannock, Alexandria, Manassas, Fairfax, Gainesville-Haymarket, and Lake Anna—and has earned numerous accolades, including the District Governor's Citation, the Rotary International President's Citation, Club of the Year, and the Chancellor's Award for Leadership in Philanthropy from Laurel Ridge Community College.

NOW, THEREFORE, I, Carter Nevill, by virtue of the authority vested in me as Mayor of the Town of Warrenton, Virginia, do hereby officially recognize and commend the:

ROTARY CLUB OF WARRENTON

for being an essential part of our civic fabric for a century. The Town extends its deepest gratitude for 100 years of honoring our veterans, educating our children, supporting families in need, and connecting Warrenton's service efforts to the world.

H. E. Carter Nevill

Mayor, Town of Warrenton

Office of the Town Manager
Judson Rex

STAFF REPORT

Warrenton Town Council
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Paul Mooney, At Large
David McGuire, At Large

Council Meeting Date:	October 13, 2026
Agenda Title:	Commercial Refuse Collection
Requested Action:	Consider an amendment to Chapter 8 of the Town Code
Department / Agency Lead:	Interdepartmental effort
Staff Lead:	Lauren Kruck (presented by Judson Rex, Town Manager)

EXECUTIVE SUMMARY

In September 2026, staff presented Town Council with Section 8-21 of the Town Code, which currently provides an exception to the Town's commercial trash collection restrictions for "standalone professional services businesses." This term is not defined in either the Town Code or Zoning Code, creating uncertainty regarding which businesses outside of the Historic District are eligible for municipal trash collection.
At the September meeting, Council indicated its approval regarding removing the "standalone professional services businesses" exception. This would establish a clear distinction between properties eligible for municipal collection and commercial properties that must obtain private waste collection services.

Staff is now requesting that Town Council hold a public hearing and vote on the proposed amendment to Section 8-21 of the Town Code. Furthermore, staff is recommending an implementation date of January 1, 2027 for this provision.

The proposed amendment would read as follows:

Garbage and trash shall be collected by the Town from properties located within the Historic District, as established and shown on the official Historic District map adopted by the Town, and only when the garbage and trash was generated on the property to be served. The Historic District is a defined, compact, mixed-use service area with collection service needs distinct from those in other areas of the Town. The Town's Historic District collection classification is based on those service characteristics and not on the identity of a property owner.

Town collection within the Historic District shall be subject to applicable County requirements governing the use of the County's waste disposal facility.

Outside of the Historic District, the Town shall collect garbage and trash only from residential dwellings, not including apartment houses.

Such collection shall be under the direction of the Town Manager and in compliance with the provisions of this article.

BACKGROUND

In May 2021, Chapter 8 of the Town Code was amended to establish different garbage and trash collection requirements inside and outside of the Historic District.

Under the current language of Section 8-21, the Town provides garbage and trash collection to dwellings, commercial properties within the Historic District, and "standalone professional services businesses." It specifies that apartment houses, restaurants, hotels, commercial houses, and other places where human beings may dwell or assemble are classified as commercial properties outside the scope of regular Town trash collection.

The term "standalone professional services businesses" is not defined in the Town Code or Zoning Code. While the Zoning Code contains the term "Business and Professional Office," it is not clear that this zoning classification is equivalent to the "standalone professional services businesses" exception contained in the Town Code.

At the September 8, 2026 Town Council meeting, staff presented this issue and requested direction regarding the undefined exception. Staff recommended removing the exception rather than creating a new definition. This approach provides a clear and consistent standard for determining which properties outside of the Historic District are eligible for municipal collection.

The proposed amendment would maintain Town garbage and trash collection for properties within the Historic District, provided the garbage and trash was generated on the property being served. Outside of the Historic District, municipal collection would be limited to residential dwellings, not including apartment houses.

Under the proposed language, commercial businesses and other commercial properties outside of the Historic District would be responsible for arranging and paying for their own trash collection.

STAFF RECOMMENDATION

Staff recommends that Town Council hold the scheduled public hearing and, following the public hearing, approve the proposed amendment to Section 8-21 of the Town Code to establish that, outside of the Historic District, Town garbage and trash collection is limited to residential dwellings, not including apartment houses. Staff is recommending an implementation date of January 1, 2027 for this change.

Service Level/Collaborative Impact

There are currently approximately 109 businesses outside of the Historic District that receive garbage collection from the Town.

Removing the "standalone professional services businesses" exception would establish a consistent standard for commercial properties outside of the Historic District and eliminate the need for staff to determine whether an individual business qualifies as a "standalone professional services business." If the proposed amendment is adopted, affected businesses will be notified of the change and provided information regarding private trash collection services operating within the area. Businesses will also be responsible for ensuring that their waste collection arrangements comply with applicable Town zoning and property requirements, including requirements for dumpsters, dumpster pads, and enclosures where applicable.

For Public Works, eliminating commercial collection outside of the Historic District would reduce approximately 109 stops from municipal refuse collection routes. The reduction in commercial stops will provide Public Works staff with additional capacity for other ongoing Public Works projects and future residential collection needs.

Policy Direction/Warrenton Plan 2040

The proposed amendment is consistent with the following Warrenton Plan 2040 policies:

CF-1: "Serve as the central inviting public service center for Town and County residents with a proportionate share of community services provided by other governments, including a fair and reasonable balance in funding sources for community facilities."

CF-5: "To provide a fiscally responsible infrastructure that maintains a high quality of life for residents, supports current businesses, and attracts new employers with a stable tax structure."

Fiscal Impact

The proposed amendment will shift the responsibility for garbage and trash collection from the Town to affected commercial properties located outside of the Historic District.

Affected businesses will be responsible for contracting with private waste collection providers and ensuring compliance with applicable Town requirements. Depending on the property, this may include the installation or modification of dumpster pads, fencing, and enclosures, as well as the cost of dumpsters and private collection services.

For the Town, there is no immediate direct fiscal impact anticipated from the proposed code amendment. The reduction in commercial refuse collection stops is expected to reduce demand on Public Works refuse collection routes and provide additional staff capacity for other municipal services.

Legal Impact

This Town Code amendment has been reviewed and recommended by the Town Attorney.

ATTACHMENTS

1. Town Code – Ch. 8

Chapter 8 GARBAGE, TRASH AND WEEDS[1]

ARTICLE I. IN GENERAL

Sec. 8-1. Definitions.

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

Garbage. All wastes to be disposed of from the preparation, cooking and serving of food, vegetables, fruit and meat scraps from residences, hotels, restaurants and other places where food is prepared for human consumption, and all offal from fish, meat and vegetable markets, and all vegetable or organic substances unfit for food that are subject to immediate decay.

Trash. All rubbish, refuse, shrubbery cuttings, leaves, cans, bottles, boxes, paper and other similar materials. "Trash" as defined in this section shall not include batteries, tires, household furniture and appliances, or any automotive parts or equipment.

(Code 1981, § 7-1)

State law reference(s)—Definitions applicable to Virginia Waste Management Act, Code of Virginia, § 10-264.

Sec. 8-2. Depositing, etc., garbage, etc., in public places.

It shall be unlawful for any person to throw or deposit on any street or public place of the town or the premises of any other person any garbage, rubbish, dirt, filth, shavings, manure, offal, ashes or any other article or substance calculated to render streets, public places or premises unsightly or to affect injuriously the health of the community.

(Code 1981, § 7-2)

Cross reference(s)—Streets and sidewalks, Ch. 14.

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[1]Cross reference(s)—Administration, Ch. 2; animals and fowl, Ch. 3; buildings, Ch. 4; fire prevention and protection, Ch. 7; licenses, Ch. 9; motor vehicles and traffic, Ch. 10; solicitors, Ch. 13; streets and sidewalks, Ch. 14; water and sewers, Ch. 17; inoperative vehicles, § 10-84 et seq.; discharge of garbage into sewer system, § 17-216.

State law reference(s)—Virginia Waste Management Act, Code of Virginia, § 10-263 et seq.; removal of trash, garbage, weeds, etc., from property, Code of Virginia, § 15.1-11; contracts for garbage and refuse pickup and disposal services, waste recovery facilities, Code of Virginia, § 15.1-28.02; ordinances requiring delivery of garbage, trash and refuse to certain facilities, Code of Virginia, § 15.1-28.03; regulation of garbage and refuse pickup and disposal services, Code of Virginia, § 15.1-28.1; municipal collection and disposal of refuse, regulation of disposal facilities, Code of Virginia, § 15.1-857; mailing of summons for violation of trash ordinance, Code of Virginia, § 19.2-76.2; dumping trash, etc. on highway, right-of-way or private property, Code of Virginia, §§ 33.1-346, 33.1-346.1; dump creating fire hazard to public bridge, Code of Virginia, § 33.1-347.

State law reference(s)—Litter control and recycling, Code of Virginia, § 10-277 et seq.

Secs. 8-3, 8-4. Reserved.

Editor's note(s)—Ordinance No. 1993-3, adopted March 9, 1993, repealed §§ 8-3 and 8-4 in their entirety. Formerly, such sections pertained to the burning of trash on streets, alleys or private property and derived from §§ 7-3, 7-4 of the 1981 Code.

Secs. 8-5—8-20. Reserved.

ARTICLE II. COLLECTION

DIVISION 1. GENERALLY

Sec. 8-21. By town; method and supervision generally.

Garbage and trash shall be collected by the Town from properties located within the Historic District, as established and shown on the official Historic District map adopted by the Town, and only when the garbage and trash was generated on the property to be served. The Historic District is a defined, compact, mixed-use service area with collection service needs distinct from those in other areas of the Town. The Town's Historic District collection classification is based on those service characteristics and not on the identity of a property owner.

Town collection within the Historic District shall be subject to applicable County requirements governing the use of the County's waste disposal facility.

Outside of the Historic District, the Town shall collect garbage and trash only from residential dwellings, not including apartment houses.

Such collection shall be under the direction of the Town Manager and in compliance with the provisions of this article.

~~Garbage and trash shall be removed by the town from dwellings (defined as single family and duplexes) and commercial properties in historic district or standalone professional services businesses. Apartment houses, restaurants, hotels, commercial houses, standalone professional service businesses, and other places where human beings may dwell or assemble are classified as commercial properties outside the scope of regular trash collection. Such removal shall be under the direction of the town manager and in compliance with the provisions of this article. With the exception of properties classified as commercial by virtue of the type and amount of waste produced by the site and use.~~

~~(Code 1981, § 7-5; Ord. of 5-11-21(1))~~

Sec. 8-22. Frequency.

Collections of garbage and trash made pursuant to this article shall be made at such intervals as, in the judgement of the town council, may be necessary and as the funds available for the purpose will permit, in the interests of maintenance of public health. A schedule will be posted on our website, designating the assigned routes and days for service.

(Code 1981, § 7-6; Ord. of 5-11-21(1))

Sec. 8-23. Storage of garbage, etc., pending removal.

It shall be the duty of every owner or other person in charge of premises within the town to keep all garbage and trash which may have accumulated on the premises suitably confined pending its removal.

(Code 1981, § 7-7)

Sec. 8-24. Preparation of certain paper items.

In the commercial areas of town, all paper cartons shall be folded flat except where there is a large quantity of loose paper, which shall be stored in these cartons pending collection. Paper cartons and cartons containing loose paper shall be stored within a building or enclosure pending removal and shall not be permitted to be scattered on the premises of the owner or others. If the amount of paper items presented for collection exceeds the capabilities of the town, the town reserves the right to require disposal of such at the commercial vendor's own expense.

(Code 1981, § 7-9; Ord. of 5-11-21(1))

Sec. 8-25. Certain materials prohibited from collection.

(a) Earth, rocks, building materials and tree limbs shall not be placed in any garbage or trash receptacle or collected by the town.

(b) Batteries, tires, household furniture and appliances or any automotive parts and equipment shall not be placed in any garbage or trash receptacle or collected by the town.

(Code 1981, § 7-10)

Sec. 8-26. Separation of certain paper items.

All corrugated cardboard and trash newspapers shall be segregated and removed from garbage and trash generally to be collected and removed by the town as described in section 8-41. Any garbage or trash placed for pickup containing corrugated cardboard or newspaper shall not be picked up by the town for collection processing.

(1) On the day of the week designated by the town for newspaper collection and pickup, all newspapers to be collected and recycled shall be placed curbside in the same manner and location as required by section 8-43 herein.

(2) All corrugated cardboard shall be placed curbside in the same location as required by section 8-43 herein, and identified in a manner as to be separate from all other garbage and trash to be collected.

(3) On the day of the week designated by the town for curbside recycling, collection recycling containers (bag, bin, etc.) or transparent bags shall be placed curbside in the same manner and location as required by section 8-43 herein.

(Ord. No. 1992-14, 8-11-92; Ord. No. 1994-11, 8-9-94; Ord. of 5-11-21(1))

Sec. 8-27. Preparation of tree trimmings and brush.

(a) Tree trimmings or brush shall be placed on the shoulder of the road or at curbside, and not in the gutter, on the second day of the week for regular scheduled trash pickup, but no sooner than the night before the scheduled pickup, by citizens as required by section 8-43 herein.

(b) Tree limbs must be no larger than eight (8) inches in diameter and must be cut in lengths no greater than eight (8) feet.

(c) The following items are prohibited from collection:

(1) Limbs or brush mixed with construction debris.

(2) Stumps.

(3) Trees or brush cut by tree care or removal companies or contractors.

(4) Vines and/or any herbaceous or nonwoody plant with thin stems.

(Ord. No. 1994-11, 8-9-94; Ord. No. 2006-06, 6-13-2006; Ord. of 5-11-21)

Editor's note(s)—Ord. No. 1994-11, adopted Aug. 8, 1994, amended the Code by adding § 8-45. For purposes of classification, such new provisions were included as § 8-27 at the discretion of the editor.

Secs. 8-28—8-40. Reserved.

DIVISION 2. CONTAINERS

Sec. 8-41. Required.

All garbage and trash to be collected and removed by the town under this article shall be deposited in containers as described in section 8-42.

(Code 1981, § 7-11)

Sec. 8-42. Duty of occupants, etc., to provide; specifications.

It shall be the duty of every tenant, lessee or occupant of any residence or establishment where people reside, congregate or are employed to provide sufficient garbage or trash containers to handle the accumulation of garbage or trash during the intervals between collections. The containers shall be made of metal or a suitable plastic with a close fitting metal or plastic lid and solid bottom and shall be provided with a handle or grips at the sides for the safe and convenient handling of the containers. In no case shall the containers have a capacity of less than ten (10) gallons nor more than thirty-two (32) gallons, nor shall any container be filled with garbage or other material in excess of seventy-five (75) pounds, except those containers manipulated by some mechanical means. It shall be unlawful to place garbage or trash for collection in a box, tub, crate or any other container except as otherwise provided in this article.

(Code 1981, § 7-12)

Sec. 8-43. Location.

(a) *Placement.* Containers in which garbage, trash, or recyclables have been deposited for collection by the town, pursuant to section 8-42 of this Code, shall be located for collection by 6:00 a.m. on the scheduled day of collection in the following manner along the said property line and a public/private street.

(1) Where curb exists, the containers shall be placed between the back of the curb line and the back of the sidewalk. Where no sidewalk exists, the containers shall be placed no more than ten (10) feet from the back of the curb line.

(2) Where there is no curb, the containers shall be placed between the edge of the pavement and the ditch, but in no case shall such container be placed greater than ten (10) feet from the edge of the pavement.

(3) Containers are not to be placed on or in front of another property unless written permission is granted. It is the intent that said debris be placed in front of the owner's property.

(b) *Exceptions.* The town reserves the right, in hardship cases, to collect garbage, trash, and recyclables in backyards. Hardship, as used herein, shall generally be deemed physical impairment, due to disability, age, or infirmity, that prevents the resident from being able to make placement of the containers in the required manner. The town manager, in his sole discretion, or his appointed representative shall make the determination, upon request, as to whether exceptions for hardship can be made.

(Code 1981, § 7-13; Ord. No. 1992-16, 8-11-92; Ord. No. 1994-11. 8-9-94; Ord. No. 2006-06, 6-13-2006; Ord. of 5-11-21(1))

Sec. 8-44. Preparation of garbage.

All garbage, before being deposited in the container, shall be drained of all liquid and be securely bagged.

(Code 1981, § 7-8; Ord. of 5-11-21(1))

Secs. 8-45—8-60. Reserved.

ARTICLE III. CONDITION OF PREMISES[2]

Sec. 8-61. Duty of owners, etc.

It shall be the duty of every owner or other person in charge of premises within the town, whether or not he avails himself of the garbage and trash disposal service provided for in Articles I and II of this chapter, to keep such premises in a sanitary condition.

(Code 1981, § 7-14)

Sec. 8-62. Notice to remove trash, garbage, etc.

Whenever the owner of any property permits trash, garbage, litter and other substances which might endanger the health or safety of other residents of the town and town manager deems it necessary, the owner of such property shall be notified in writing to remove such garbage, refuse, litter and other substances on such property within a reasonable time, specified in the notice. If the owner refuses to comply with the notice, the town manager may, in his discretion, have such trash, garbage, litter and other substances in question removed by the agents or employees of the town and the cost and expense thereof shall be chargeable to and paid by the owner of such property. If the cost and expenses are not paid by the owner, the amount shall be assessed against the

[2]State law reference(s)—Noxious Weed Law, Code of Virginia, § 3.1-296.11 et seq.; removal of trash, garbage, weeds, etc. from property, Code of Virginia, section 15.1-11; authority of town council to control Johnson grass and multiflora rose, Code of Virginia, § 15.1-28.4; weeds and plants on highway rights-of-way, Code of Virginia, § 33.1-209.

owner and such assessment shall become a lien upon the property as in the case of taxes and levies and shall be collected as real estate taxes are collected.

(Code 1981, § 7-15)

Sec. 8-63. Notice to cut weeds.

Whenever any property in the town is permitted to become unsightly or malodorous by being overgrown with grass, weeds, or other foreign growth, and other substances which might endanger the health, safety and welfare of other residents of the town, all of which is hereby declared a nuisance, and the town manager deems it necessary, the owner thereof shall be notified in writing to cut the grass, weeds and other foreign growth on such property within a reasonable time, specified in the notice. If the owner refuses to comply with the notice, the town manager may, in his discretion, have such grass, weeds and other foreign growth on the property in question cut by the agents or employees of the town and the cost and expenses thereof shall be chargeable to and paid by the owner of such property. If such cost and expenses are not paid by such owner, the amount shall be assessed against the owner and such assessment shall become a lien upon the property as in the case of real estate taxes and shall be collected as real estate taxes are collected. For purposes of this provision, one (1) written notice per growing season to the owner of record of the subject property shall be considered reasonable notice.

(Code 1981, § 7-16; Ord. No. 2016-09, 6-14-16)

Sec. 8-64. Service of notice.

The notices provided for in this article shall be served personally, if possible, but if the person upon whom personal service is to be made cannot be found in the town, such notice shall be sent, by certified mail, to the last known post office address of such person and proof thereof shall be taken and accepted in lieu of personal service.

(Code 1981, § 7-17)

Commercial Refuse Collection

Town Council Regular Meeting
October 13, 2026

Commercial Refuse Pickup – Current Code

- As discussed in the September work session, Chapter 8 of Town Code specifies which structures in the Town of Warrenton were eligible for municipal trash collection and which must obtain private services. Sec 8-21 currently states:
- *Garbage and trash shall be removed by the town from dwellings (defined as single family and duplexes), commercial properties in historic district or standalone professional services businesses. Apartment houses, restaurants, hotels, commercial houses and other places where human beings may dwell or assemble are classified as commercial properties outside the scope of regular trash collection. Such removal shall be under the direction of the town manager and in compliance with the provisions of this article. With the exception of properties classified as commercial by virtue of the type and amount of waste produced by the site and use.*

Commercial Refuse Pickup – Proposed Code

- Town Council direction to eliminate “standalone professional services businesses” exception for businesses outside of Historic District.
- New clarifying language is proposed as follows:

> *Garbage and trash shall be collected by the Town from properties located within the Historic District, as established and shown on the official Historic District map adopted by the Town, and only when the garbage and trash was generated on the property to be served. The Historic District is a defined, compact, mixed-use service area with collection service needs distinct from those in other areas of the Town. The Town's Historic District collection classification is based on those service characteristics and not on the identity of a property owner. Town collection within the Historic District shall be subject to applicable County requirements governing the use of the County’s waste disposal facility.*
>
> *Outside of the Historic District, the Town shall collect garbage and trash only from residential dwellings, not including apartment houses.*
>
> *Such collection shall be under the direction of the Town Manager and in compliance with the provisions of this article.*

Commercial Refuse Pickup - Clarifications

- Would be picked up:
  - Trash from all properties within the historic district.

- Would NOT be picked up:
  - Trash from commercial properties or businesses outside of the historic district.
  - Trash from apartment complexes outside of the historic district.

Commercial Refuse Pickup – Project Status

- Progress so far:
  - Generated a list of all commercial properties that receive trash pickup.
  - Clarified which of these properties are located within the Historic District.
  - Outreach to businesses and property owners.
  - Proposed new language for Town Code to clarify which businesses receive pickup.
  - Set a proposed implementation date of January 1, 2027.
  - Prepared information packet for commercial businesses and property owners.
- Future efforts include:
  - Working with businesses to ensure they have a new system for managing trash compliant with Town Code.

Commercial Refuse Pickup –Proposed Timeline

If changes are confirmed at the October council meeting, the timeline would be as follows:

- Immediately: Packet sent to businesses & property owners with implementation date and private pickup options.
- January 1, 2027: End of collection for commercial properties outside of Historic District.


Questions?

10/13/26
Town Council
Regular Meeting
Ordinance 2026-14

ORDINANCE2026-14
AN ORDINANCE TO APPROVE A TOWN CODE TEXT AMENDMENT TO CHAPTER 8 GARBAGE, TRASH AND WEEDS, ARTICLE II. COLLECTION, SECTION 8-21 TO REMOVE THE COMMERCIAL REFUSE COLLECTION EXCEPTION FOR STANDALONE PROFESSIONAL SERVICES BUSINESSES EFFECTIVE JANUARY 1, 2027.

WHEREAS, the Town of Warrenton proposes to update the Town Code by amending Chapter 8, Section 8-21; and

WHEREAS, the current language of Section 8-21 provides an exception to the Town's commercial trash collection restrictions for "standalone professional services businesses," a term that is not defined in either the Town Code or the Zoning Code; and

WHEREAS, removing this exception establishes a clear and consistent standard between properties eligible for municipal collection and commercial properties outside the Historic District that must obtain private waste collection services; and

WHEREAS, the Town Council has determined that the fiscal responsibility and general welfare of the public warrant this amendment; and

WHEREAS, the Town of Warrenton Town Council held a Work Session on the proposed amendment on September 8, 2026; and

WHEREAS, on October 13, 2026, the Town of Warrenton Town Council held a public hearing and considered written and oral testimony on the proposed text amendment;

NOW THEREFORE BE IT ORDAINED, by the Town Council of the Town of Warrenton this 13th day of October 2026, That the Town Council Hereby approves the following text amendment to Chapter 8, Article II of the Town Code.
ATTATCHMENT:

Votes:
Ayes:
Nays:
Absent from Vote:
Absent from Meeting:
For Information:

ATTEST: _____
Town Recorder

Chapter 8 GARBAGE, TRASH AND WEEDS[1]

ARTICLE I. IN GENERAL

Sec. 8-1. Definitions.

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

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Cross reference(s)—Streets and sidewalks, Ch. 14.

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Secs. 8-3, 8-4. Reserved.

Editor's note(s)—Ordinance No. 1993-3, adopted March 9, 1993, repealed §§ 8-3 and 8-4 in their entirety. Formerly, such sections pertained to the burning of trash on streets, alleys or private property and derived from §§ 7-3, 7-4 of the 1981 Code.

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ARTICLE II. COLLECTION

DIVISION 1. GENERALLY

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Town collection within the Historic District shall be subject to applicable County requirements governing the use of the County's waste disposal facility.

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Such collection shall be under the direction of the Town Manager and in compliance with the provisions of this article.

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~~(Code 1981, § 7-5; Ord. of 5-11-21(1))~~

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(Code 1981, § 7-7)

Sec. 8-24. Preparation of certain paper items.

In the commercial areas of town, all paper cartons shall be folded flat except where there is a large quantity of loose paper, which shall be stored in these cartons pending collection. Paper cartons and cartons containing loose paper shall be stored within a building or enclosure pending removal and shall not be permitted to be scattered on the premises of the owner or others. If the amount of paper items presented for collection exceeds the capabilities of the town, the town reserves the right to require disposal of such at the commercial vendor's own expense.

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(b) Batteries, tires, household furniture and appliances or any automotive parts and equipment shall not be placed in any garbage or trash receptacle or collected by the town.

(Code 1981, § 7-10)

Sec. 8-26. Separation of certain paper items.

All corrugated cardboard and trash newspapers shall be segregated and removed from garbage and trash generally to be collected and removed by the town as described in section 8-41. Any garbage or trash placed for pickup containing corrugated cardboard or newspaper shall not be picked up by the town for collection processing.

(1) On the day of the week designated by the town for newspaper collection and pickup, all newspapers to be collected and recycled shall be placed curbside in the same manner and location as required by section 8-43 herein.

(2) All corrugated cardboard shall be placed curbside in the same location as required by section 8-43 herein, and identified in a manner as to be separate from all other garbage and trash to be collected.

(3) On the day of the week designated by the town for curbside recycling, collection recycling containers (bag, bin, etc.) or transparent bags shall be placed curbside in the same manner and location as required by section 8-43 herein.

(Ord. No. 1992-14, 8-11-92; Ord. No. 1994-11, 8-9-94; Ord. of 5-11-21(1))

Sec. 8-27. Preparation of tree trimmings and brush.

(a) Tree trimmings or brush shall be placed on the shoulder of the road or at curbside, and not in the gutter, on the second day of the week for regular scheduled trash pickup, but no sooner than the night before the scheduled pickup, by citizens as required by section 8-43 herein.

(b) Tree limbs must be no larger than eight (8) inches in diameter and must be cut in lengths no greater than eight (8) feet.

(c) The following items are prohibited from collection:

(1) Limbs or brush mixed with construction debris.

(2) Stumps.

(3) Trees or brush cut by tree care or removal companies or contractors.

(4) Vines and/or any herbaceous or nonwoody plant with thin stems.

(Ord. No. 1994-11, 8-9-94; Ord. No. 2006-06, 6-13-2006; Ord. of 5-11-21)

Editor's note(s)—Ord. No. 1994-11, adopted Aug. 8, 1994, amended the Code by adding § 8-45. For purposes of classification, such new provisions were included as § 8-27 at the discretion of the editor.

Secs. 8-28—8-40. Reserved.

DIVISION 2. CONTAINERS

Sec. 8-41. Required.

All garbage and trash to be collected and removed by the town under this article shall be deposited in containers as described in section 8-42.

(Code 1981, § 7-11)

Sec. 8-42. Duty of occupants, etc., to provide; specifications.

It shall be the duty of every tenant, lessee or occupant of any residence or establishment where people reside, congregate or are employed to provide sufficient garbage or trash containers to handle the accumulation of garbage or trash during the intervals between collections. The containers shall be made of metal or a suitable plastic with a close fitting metal or plastic lid and solid bottom and shall be provided with a handle or grips at the sides for the safe and convenient handling of the containers. In no case shall the containers have a capacity of less than ten (10) gallons nor more than thirty-two (32) gallons, nor shall any container be filled with garbage or other material in excess of seventy-five (75) pounds, except those containers manipulated by some mechanical means. It shall be unlawful to place garbage or trash for collection in a box, tub, crate or any other container except as otherwise provided in this article.

(Code 1981, § 7-12)

Sec. 8-43. Location.

(a) *Placement.* Containers in which garbage, trash, or recyclables have been deposited for collection by the town, pursuant to section 8-42 of this Code, shall be located for collection by 6:00 a.m. on the scheduled day of collection in the following manner along the said property line and a public/private street.

(1) Where curb exists, the containers shall be placed between the back of the curb line and the back of the sidewalk. Where no sidewalk exists, the containers shall be placed no more than ten (10) feet from the back of the curb line.

(2) Where there is no curb, the containers shall be placed between the edge of the pavement and the ditch, but in no case shall such container be placed greater than ten (10) feet from the edge of the pavement.

(3) Containers are not to be placed on or in front of another property unless written permission is granted. It is the intent that said debris be placed in front of the owner's property.

(b) *Exceptions.* The town reserves the right, in hardship cases, to collect garbage, trash, and recyclables in backyards. Hardship, as used herein, shall generally be deemed physical impairment, due to disability, age, or infirmity, that prevents the resident from being able to make placement of the containers in the required manner. The town manager, in his sole discretion, or his appointed representative shall make the determination, upon request, as to whether exceptions for hardship can be made.

(Code 1981, § 7-13; Ord. No. 1992-16, 8-11-92; Ord. No. 1994-11. 8-9-94; Ord. No. 2006-06, 6-13-2006; Ord. of 5-11-21(1))

Sec. 8-44. Preparation of garbage.

All garbage, before being deposited in the container, shall be drained of all liquid and be securely bagged.

(Code 1981, § 7-8; Ord. of 5-11-21(1))

Secs. 8-45—8-60. Reserved.

ARTICLE III. CONDITION OF PREMISES[2]

Sec. 8-61. Duty of owners, etc.

It shall be the duty of every owner or other person in charge of premises within the town, whether or not he avails himself of the garbage and trash disposal service provided for in Articles I and II of this chapter, to keep such premises in a sanitary condition.

(Code 1981, § 7-14)

Sec. 8-62. Notice to remove trash, garbage, etc.

Whenever the owner of any property permits trash, garbage, litter and other substances which might endanger the health or safety of other residents of the town and town manager deems it necessary, the owner of such property shall be notified in writing to remove such garbage, refuse, litter and other substances on such property within a reasonable time, specified in the notice. If the owner refuses to comply with the notice, the town manager may, in his discretion, have such trash, garbage, litter and other substances in question removed by the agents or employees of the town and the cost and expense thereof shall be chargeable to and paid by the owner of such property. If the cost and expenses are not paid by the owner, the amount shall be assessed against the

[2]State law reference(s)—Noxious Weed Law, Code of Virginia, § 3.1-296.11 et seq.; removal of trash, garbage, weeds, etc. from property, Code of Virginia, section 15.1-11; authority of town council to control Johnson grass and multiflora rose, Code of Virginia, § 15.1-28.4; weeds and plants on highway rights-of-way, Code of Virginia, § 33.1-209.

owner and such assessment shall become a lien upon the property as in the case of taxes and levies and shall be collected as real estate taxes are collected.

(Code 1981, § 7-15)

Sec. 8-63. Notice to cut weeds.

Whenever any property in the town is permitted to become unsightly or malodorous by being overgrown with grass, weeds, or other foreign growth, and other substances which might endanger the health, safety and welfare of other residents of the town, all of which is hereby declared a nuisance, and the town manager deems it necessary, the owner thereof shall be notified in writing to cut the grass, weeds and other foreign growth on such property within a reasonable time, specified in the notice. If the owner refuses to comply with the notice, the town manager may, in his discretion, have such grass, weeds and other foreign growth on the property in question cut by the agents or employees of the town and the cost and expenses thereof shall be chargeable to and paid by the owner of such property. If such cost and expenses are not paid by such owner, the amount shall be assessed against the owner and such assessment shall become a lien upon the property as in the case of real estate taxes and shall be collected as real estate taxes are collected. For purposes of this provision, one (1) written notice per growing season to the owner of record of the subject property shall be considered reasonable notice.

(Code 1981, § 7-16; Ord. No. 2016-09, 6-14-16)

Sec. 8-64. Service of notice.

The notices provided for in this article shall be served personally, if possible, but if the person upon whom personal service is to be made cannot be found in the town, such notice shall be sent, by certified mail, to the last known post office address of such person and proof thereof shall be taken and accepted in lieu of personal service.

(Code 1981, § 7-17)

Office of the Town Manager
Judson Rex

STAFF REPORT

Warrenton Town Council
Carter Nevill, Mayor
Roy Francis, Ward 1
William Semple, Ward 2
Larry Kovalik, Ward 3
Michele O'Halloran, Ward 4
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Council Meeting Date:	October 13, 2026
Agenda Title:	Town Code Section 11-19 Noise
Requested Action:	Hold the Public Hearing
Department / Agency Lead:	Community Development
Staff Lead:	Rob Walton, Director of Community Development

EXECUTIVE SUMMARY

Section 11-19 of the Town Code allows building operations to take place between the hours of 8am and 7pm seven (7) days a week, except in cases of urgent necessity. The Town of Warrenton has, in the recent past, required contractors to obtain permission from the Town Manager to allow building operations to take place on weekends and Holidays even though the Town Code does not currently require the approval. Staff has typically placed Conditions on the approvals that any valid complaints would result in the revocation of the weekend/Holiday work approval. The purpose of this Town Code Text Amendment is to bring the Town Code into alignment with Town practices.

Staff proposes adjusting the language of Section 11-19(7) to require approval by the Town Manager prior to any weekend/Holiday work to control the amount of noise produced from job sites near residential areas. A recent example is a subdivision was allowed to conduct weekend work, however, after a valid complaint was received, the weekend work was limited to indoor contractor work only to reduce the amount of noise heard by neighbors.

During the work session in September, Councilman Francis pointed out the Section 11-19(a)(2) was improperly worded and made little sense. This Town Code text amendment proposes to correct that wording as well. The previous wording only applied to noise created by animals from Sunday to Monday (1 day during the week). The proposed change would now apply during the entire week.

Background

Section 11-19(7) of the Town Code allows building operations to take place between the hours of 8am and 7pm seven (7) days a week, except in cases of urgent necessity. The Town of Warrenton has, in the recent past, required contractors to obtain permission from the Town Manager to allow building operations to take place on weekends and Holidays even though the Town Code does not currently require the approval. Staff has typically placed Conditions on the approvals that any valid complaints would result in the revocation of the weekend/Holiday work approval. The purpose of this Town Code Text Amendment is to bring the Town Code into alignment with Town practices.

In addition, during the work session in September, Councilman Francis pointed out the Section 11-19(a)(2) was improperly worded and made little sense. This Town Code text amendment proposes to correct that

wording as well. The previous wording only applied to noise created by animals from Sunday to Monday (1 day during the week). The proposed change would now apply during the entire week.

STAFF RECOMMENDATION

Staff recommends conducting the Public Hearing to receive any input on the proposed changes from the public. Once the public hearing is closed, Town Council should consider:

(a) Approving the changes to Section 11-19 of the Town Code;
(b) Denying the changes to Section 11-19 of the Town Code; or
(c) Deferring action until the next Town Council Regular Meeting and recommend changes to the proposed text.

Service Level/Collaborative Impact

Adoption of the Town Code Text Amendment to Section 11-19(a)(7) would limit the amount of noise produced from job sites over the weekend and during Holidays by making contractors aware that weekend work will be monitored and could be revoked if excessive noise creates a problem with surrounding residents. The proposed change to Section 11-19(a)(2) would give the Town additional enforcement capabilities if animals make continuous noise outside of normal hours.

Fiscal Impact

There is no fiscal impact to the Town of Warrenton.

Legal Impact

There is no legal impact associated with the Town Code Text Amendment.

ATTACHMENTS

1. Proposed Ordinance

ORDINANCE 2026-15
AN ORDINANCE TO APPROVE A TOWN CODE TEXT AMENDMENT TO CHAPTER 11 OFFENSES – MISCELLANEOUS, ARTICLE I. IN GENERAL, SECTION 11-19. NOISE TO REVISE LANGUAGE PERTAINING TO NOISE CREATED BY ANIMALS AND NOISE CREATED BY BUILDING OPERATIONS EFFECTIVE OCTOBER 13TH, 2026.

WHEREAS, the Town of Warrenton proposes to update the Town Code by amending Section 11-19(a)(2) and Section 11-19(a)(7) within Chapter 11 Offenses - Miscellaneous; and

WHEREAS, the Town of Warrenton proposes to update this Section of the Town Code to correct language within Section 11-19(a)(2) to apply during the entire week instead of a single day as currently written; and

WHEREAS, the Town of Warrenton proposes to update Section 11-19(a)(7) to require Town Manager approval for weekend and Holiday work as it relates to Building Operations; and

WHEREAS, both revisions propose to reduce noise impacts and further the peace and enjoyment of Town residents; and

WHEREAS, the Town Council has determined that the health, safety, general welfare of the public warrant this amendment; and

WHEREAS, the Town of Warrenton Town Council held a Work Session on the proposed amendment on September 8, 2026; and

WHEREAS, on October 13, 2026, the Town of Warrenton Town Council held a public hearing and considered written and oral testimony on the proposed text amendment;

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Warrenton this 13th day of October 2026, That the Town Council Hereby approves the following text amendment to Chapter 11, Article I of the Town Code.

ATTATCHMENT:

Votes:
Ayes:
Nays:
Absent from Vote:
Absent from Meeting:
For Information:

ATTEST: _____
Town Recorder

Chapter 11 OFFENSES—MISCELLANEOUS[1]

ARTICLE I. IN GENERAL

Sec. 11-19. Noise.

(a) The following acts, are declared to be a violation of this section:

(1) *Blasting horns.* The creation by means of any signal device of any loud or harsh noise blowing beyond five (5) seconds, and the sounding of such device for any unnecessary period of time;

(2) *Pets.* The keeping of any animal which, by causing frequent or long continued noise, shall disturb the comfort or repose of any persons in the vicinity at any time;

(3) *Vehicles.* The use of any automobile, motorcycle or vehicle so out of repair, so loaded or used or repaired in such manner as to create loud or unnecessary noises, particularly grating, grinding, rattling, or riveting;

(4) *Whistles.* The blowing of any whistle attached to any stationary boiler, except to give notice of the time to begin or stop work or as a warning of danger;

(5) *Exhaust discharge.* The discharge into the open air of the exhaust from any steam engine, stationary internal combustion engine or motorboat engine except through a muffler or other device which will effectively prevent loud or explosive noises therefrom. Such muffler or other device installed may not be a gutted muffler, muffler cutout, or straight exhaust. The exhaust system is required to be in good working order and in constant operation to prevent excessive or unusual levels of noise; provided however, that for motor vehicles, such exhaust system shall be of a type installed as standard factory equipment, or comparable to that designed for use on the particular vehicle as standard factory equipment. An exhaust system is a violation of this section if it permits the escape of noise in excess of that permitted by the standard factory equipment exhaust system of private passenger motor vehicles or trucks of standard make;

(6) *Devices using compressed air.* The use of any mechanical device operated by compressed air, unless the noise created thereby is effectively muffled and reduced;

(7) *Building operations.* The erection, including excavation, demolition, alteration or repair, of any building in a residential or business district other than between the hours of 8:00 a.m. and 7:00 p.m. Monday through Friday, except in cases of urgent necessity in the interest of public safety, and then only with approval from the proper town officials. Building Operations during the weekend (Saturday and Sunday) and Federally-designated Holidays, or outside the hours listed above, shall require approval from the Town Manager, with notification provided to the Town Council. Conditions may be placed on the approval to control the amount of noise emitted from the site. Violating the approval Conditions may result in the revocation of the weekend/Holiday/outside normal hours work approval;

(8) *Noises near schools, hospitals, churches, etc.* The creation of any excessive noise on any street adjacent to any school, institution of learning, library, sanitarium, hospital or court, while the same is in session, or adjacent to any church during the church services, which interferes with the work or worship in any such place or institution; provided, that signs must be displayed in such streets indicating that the same is a school, hospital, church, library, sanitarium or court;

(9) *Loading and unloading operations.* The creation of loud and excessive noises in connection with loading or unloading any vehicle or repairing any vehicle or opening and destroying bales, boxes, crates and containers except between 9:00 a.m. and 7:00 p.m.;

(10) *Bells or gongs.* The sounding of any bell or gong attached to any building or premises which is plainly audible in a dwelling in the vicinity thereof with the windows and doors closed with the exception of churches or any government building or courthouse;

(11) *Hawking, peddling or soliciting.* Shouting, loud talking, crying or soliciting by peddlers, hawkers, taxicab drivers, solicitors and vendors which is clearly audible and done for the purpose of commerce;

(12) *Noise to attract attention.* The use of any drum, loudspeaker or other instrument or device for the purpose of attracting attention to any performance or event, show, sale or the display or advertisement of merchandise by the creation of noise;

(13) *Loudspeakers or amplifiers.* The use of any mechanical loudspeaker or amplifier, except by special permission of the town manager when the public will not be unreasonably disturbed thereby. An amplified noise permit shall be issued by the town manager prior to the use of any loudspeaker or sound amplifier. Personal amplified noise on residentially zoned properties is exempt from obtaining a permit;

(14) *Business noises at night near residences.* The operation of any garage, filling station, auto repair business, taxi business, plant, store, factory or other place of business, between the hours of 8:00 p.m. and 8:00 a.m.

(b) Any violation of this section shall be penalized on a first offense as a two hundred fifty dollar ($250.00) civil fine. Any subsequent offense shall be penalized as a five hundred dollar ($500.00) fine for each occurrence after a twenty-four-hour period.

(Code 1981, § 10-16; Ord. No. 1992-25, 10-13-92; Ord. No. 2020-08, 11-10-20; Ord. of 6-8-21(1))

Cross reference(s)—Animals and fowl, Ch. 3; buildings, Ch. 4; motor vehicles and traffic, Ch. 10; solicitors, Ch. 13; taxicabs, Ch. 16.

State law reference(s)—Power of town to regulate noise from motorcycle mufflers, Code of Virginia, § 15.1-29.12; power of town to regulate or prohibit the use of explosive devices to repel birds, Code of Virginia, § 15.1-29-13; loudspeakers prohibited near polling places, Code of Virginia, § 24.1-96.1.

Office of the Town Manager
Judson Rex

STAFF REPORT

Warrenton Town Council
Carter Nevill, Mayor
Roy Francis, Ward 1
William Semple, Ward 2
Larry Kovalik, Ward 3
Michele O'Halloran, Ward 4
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Council Meeting Date:	October 13, 2026
Agenda Title:	Town Code Amendment – Prohibition of Expanded Polystyrene Containers
Requested Action:	Hold the Public Hearing
Department / Agency Lead:	Community Development
Staff Lead:	Rob Walton, Director of Community Development

EXECUTIVE SUMMARY

Beginning on July 1, 2025, Section 10.1-1424.3 of the State Code prohibits food vendors from dispensing prepared food to a customer in an expanded polystyrene food service container. This Town Code Text Amendment adds Sections 11-78 through 11-81 as it relates to the prohibition of dispensing prepared foods in polystyrene containers, exemptions, enforcement procedures and definitions. The statewide prohibition has been in effect for over a year.

Once the Public Hearing is closed, Town Council may either defer action, adopt the Town Code changes, or deny the Town Code changes.

Background

Beginning on July 1, 2025, Section 10.1-1424.3 of the State Code prohibits food vendors from dispensing prepared food to a customer in an expanded polystyrene food service container. This Town Code Text Amendment adds the prohibition to the Town Code and includes additional sections on Exemptions, Enforcement Procedures, and Definitions. It does not appear that many food vendors continue to use polystyrene containers, however, the addition of the regulations to the Town Code gives the Town the ability to fairly administer the discontinuation of these products per State Code. The Circuit Court can assess a civil penalty of fifty ($50.00) for each day the violation continues.

The granting of waivers/extensions and enforcement is the responsibility of the locality. There are steps in the business license process where the prohibition of expanded polystyrene containers use can be passed along to the food vendors. These key points of interaction include:

- The application for a new/renewal of a business license;
- Annual Fire Safety Inspection
- Courtesy discussion if a complaint is received

The locality has the ability to grant an exemption for up to one (1) year if the food vendor can show that the prohibition would cause an undue economic hardship. The justification for the exemption request will need to include the food vendor has no reasonable alternative for using the expanded polystyrene containers, and compliance would cause the food vendor significant economic hardship.

Lastly, as part of this program, the Town will need to provide information on its website on how to comply with this the State/Town Code. The information must also include how to file a complaint for a violation of the regulations.

STAFF RECOMMENDATION

Staff recommends Town Council hold the Public Hearing on the proposed Town Code Text Amendment and adopt the proposed Ordinance.

Service Level/Collaborative Impact

Adoption of the Town Code Text Amendment will set forth the policy and administration of the program that prohibits the use of expanded polystyrene containers. The new Code will also set forth the process to grant exemptions and enforcement. Ultimately, this proposed Town Code Text Amendment will bring the Town Code into compliance with the State Code by prohibiting the use of polystyrene containers by food vendors.

Fiscal Impact

There could be a fiscal impact to the food vendors who have purchased polystyrene containers for use by the business. There is an exemption process which is valid for 1 year, if granted, this would allow the food vendor to continue using the polystyrene containers if the food vendor can justify there is an undue economic hardship by discontinuing the use of these containers.

Legal Impact

There is no legal impact associated with the Town Code Text Amendment. This proposal has been reviewed by the Town Attorney and aligns with his recommendations.

ATTACHMENTS

1. Draft Ordinance

October 13th, 2026
Town Council
Regular Meeting
Ordinance 2026-16

ORDINANCE 2026-16
AN ORDINANCE TO APPROVE A TOWN CODE TEXT AMENDMENT TO ARTICLE VI, SECTIONS 11-78 THROUGH 11-81 TO ADD REGULATIONS RELATED TO THE PROHIBITION TO USE EXPANDED POLYSTYRENE CONTAINERS
EFFECTIVE OCTOBER 13TH, 2026.

WHEREAS, the Town of Warrenton proposes to update the Town Code by adding Sections 11-78 through 11-81 to Article VI; and

WHEREAS, on July 1, 2025, Section 10.1-1424.3 of the State Code was enacted to prohibit the use of expanded polystyrene containers by food vendor when serving prepared foods; and

WHEREAS, this amendment adopts the regulations found in the State Code and provides guidance on the Exemptions, Enforcement Procedures, and Definitions related to the prohibition of expanded polystyrene food service containers with the Town of Warrenton; and

WHEREAS, the Town Council has determined that the health, safety, general welfare of the public warrant this amendment; and

WHEREAS, the Town of Warrenton Town Council held a Work Session on the proposed amendment on September 8, 2026; and

WHEREAS, on October 13, 2026, the Town of Warrenton Town Council held a public hearing and considered written and oral testimony on the proposed text amendment;

NOW THEREFORE BE IT ORDAINED, by the Town Council of the Town of Warrenton this 13th day of October 2026, That the Town Council Hereby approves the following text amendment to Article VI of the Town Code.

ATTATCHMENT:

Votes:
Ayes:
Nays:
Absent from Vote:
Absent from Meeting:
For Information:

ATTEST: _____
Town Recorder

ARTICLE VI. PROHIBITION OF EXPANDED POLYSTYRENE FOOD SERVICE CONTAINERS

Sec. 11-78. Dispensing of Prepared Foods by Food Vendors.

1) It shall be unlawful for any food vendor to dispense prepared food to a customer in an expanded polystyrene food service container as enacted by Code of Virginia, § 10.1-1424.3.

Sec. 11-79. Exemptions.

(a) Town Council may grant an exemption to allow a food vendor, serving in the Town's limits, to dispense prepared foods to customers if the vendor demonstrates to the satisfaction of the locality that compliance would impose an undue economic hardship on the food vendor. The exemption is valid for a period of one (1) year. The vendor may reapply to the locality before the expiration of the exemption, and the locality may grant an additional exemption not to exceed one year for each such reapplication if the food vendor demonstrates a continuing undue economic hardship at the time of reapplication to the satisfaction of the locality.

(b) The food vendor shall provide the following with the exemption request:

i) Justification explaining why there is no reasonable alternative for using the expanded polystyrene containers;

ii) Justification explaining why compliance would cause the food vendor significant economic hardship.

Sec. 11-80. Enforcement Procedures.

(a) Complaints shall be received by the Code Enforcement Officer. The Code Enforcement Officer will determine if the food vendor is dispensing prepared food in an expanded polystyrene container. The Code Enforcement Officer will determine whether the food vendor holds a current Town exemption and whether the observed conduct falls within the terms of the exemption.

(b) If it is determined that the food vendor has dispensed prepared food in an expanded polystyrene container, the food vendor will be issued a compliance notice. The compliance notice shall include the observed conduct, applicable statute, and corrective action (including the ability to request an exemption).

(c) Continued noncompliance shall be referred to the Town Attorney to determine whether the evidence warrants a civil action in circuit court seeking the statutory per-day civil penalty ($50.00).

Sec. 11-81. Definitions.

Expanded Polystyrene Food Service Container – A type of lightweight, plastic foam used to make single-use food containers, cups, plates, and trays, in food service. These items, commonly recognized as disposable packaging, are typically used for transporting food and drinks.

Food Vendor – Any individual, business, or organization that prepares and sells prepared food for public consumption, either on or off the premises. This can include, but not limited to, restaurants, grocery stores, delicatessens, caterers, food trucks, pushcarts, and/or food stands.

Office of the Town Manager
Judson Rex

STAFF REPORT

Warrenton Town Council
Carter Nevill, Mayor
Roy Francis, Ward 1
William Semple, Ward 2 Vice Mayor
Larry Kovalik, Ward 3
Michele O'Halloran, Ward 4
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Council Meeting Date:	October 13th, 2026
Agenda Title:	Consent Agenda- Approval of Town Council Meeting Minutes
Requested Action:	Review and consider approval of the Town Council Meeting Minutes
Department / Agency Lead:	Town Clerk
Staff Lead:	Stephen Clough, MMC

EXECUTIVE SUMMARY

The following draft minutes have been submitted by the Town Clerk for consideration for approval by the Town Council:

- *Draft November 12th, 2026, Regular Town Council Meeting Minutes*
- *Draft November 24th, 2026, Special Town Council Meeting Minutes*

BACKGROUND

The Town Council Meeting minutes are created by the Town Clerk for each meeting of the Town Council to summarize the meetings and act as an official record for the proceedings per Warrenton Town Code (Code 1981, § 2-31).

Per Virginia Code § 2.2-3707(i) the meeting minutes will contain the following:

(a) the date, time, and location of the meeting;
(b) the members of the public body recorded as present and absent; and
(c) a summary of the discussion on matters proposed, deliberated, or decided, and a record of any votes taken.

In addition, for electronic communication meetings conducted in accordance with § 2.2-3708.2 or 2.2-3708.3, minutes shall include (1) the identity of the members of the public body who participated in the meeting through electronic communication means, (2) the identity of the members of the public body who were physically assembled at one physical location, and (3) the identity of the members of the public body who were not present at the location identified in clause (2) but who monitored such meeting through electronic communication means.

STAFF RECOMMENDATION

Review and consider approval of the Town Council Meeting Minutes.

Service Level/Collaborative Impact

The minutes of the Town Council Meetings help facilitate transparency in Government with records management and availability.

Policy Direction/Warrenton Plan 2040

The minutes are an integral part of Plan Warrenton 2040 as they document the steps taken by the Staff and Town Council towards every goal laid out in the Comprehensive plan.

Fiscal Considerations

No additional impact is expected. Minutes creation is an assigned duty of the Town Clerk and falls within the budget amount for that role.

Legal Considerations

The Town Council Meeting minutes are the legal record of the proceedings and actions of the Town Council

ATTACHMENTS

- *Draft November 12th, 2026, Regular Town Council Meeting Minutes*
- *Draft November 24th, 2026, Special Town Council Meeting Minutes*

TOWN COUNCIL REGULAR MEETING

21 Main Street

Wednesday, November 12, 2025 at 9:00 AM

MINUTES

AN OPEN MEETING OF THE TOWN COUNCIL OF THE TOWN OF WARRENTON, VIRGINIA, WAS HELD ON NOVEMBER 12TH, 2025, AT 9:00 AM

Work Session
PRESENT — Mr. Carter Nevill, Mayor; Mr. Roy Francis; Mr. William Semple; Mr. Larry Kovalik; Ms. Michele O'Halloran; Mr. Eric Gagnon; Mr. Paul Mooney; Mr. David McGuire; Ms. Stephanie Miller, Deputy Town Manager; Mr. Stephen Clough, Town Clerk; Mr. Chap Petersen, Town Attorney.

ABSENT

Regular Meeting
PRESENT — Mr. Carter Nevill, Mayor; Mr. Roy Francis; Mr. William Semple; Mr. Larry Kovalik; Ms. Michele O'Halloran; Mr. Eric Gagnon; Mr. Paul Mooney; Mr. David McGuire; Ms. Stephanie Miller, Deputy Town Manager; Mr. Stephen Clough, Town Clerk; Mr. Chap Petersen, Town Attorney.

I. WORKSESSION - 9:00 AM

The Mayor called the work session to order at 9:00 AM, noting that all members were present and a full quorum was established to conduct business.

The Mayor noted an adjustment to the agenda to move the closed session regarding next steps with the Town Manager and town attorney to the first order of business.

Councilwoman Michele O'Halloran proposed an amendment to also add a discussion of the Town of Warrenton Commission on Open and Transparent Government to the closed session, which Councilman Roy Francis seconded.

During the discussion on the amendment, Ms. O'Halloran stated that the commission was no longer functioning in reality because there was no attorney oversight. She suggested the Council discuss either disbanding it, decommissioning it, or asking the commission to produce a report based on what they already have.

Councilmen Gagnon responded that the commission's status depended on bringing on an interim or permanent Town Attorney, an issue he stated could be readily solved in a very short period of time. He stated he did not see a need for the discussion, noting that he was unsure if the commission was truly dependent on attorney representation to function for a brief period.

Councilwoman O'Halloran countered that the Town had already spent a significant amount of money on the commission. She expressed frustration that the Town was billed for the previous

Town Attorney's time whenever he had to "referee" the commission, arguing that a large sum of money was wasted without a report ever being produced.

Vice Mayor William Semple argued in favor of holding the discussion, noting that resolving the commission's status would not be a quick fix. He explained that the commission's originating resolutions clearly layout its purpose and reporting structure, and those resolutions needed to be reviewed to determine how the commission would continue its job.

Vice Mayor Semple also cautioned that expecting the commission to issue a report by January—the one-year mark from its formation stipulated in the original resolution—would be next to impossible, although he noted that a significant amount of investigatory work had been completed and circulated to the Council.

The vote for the motion was unanimous, as follows:

Ayes: Mr. Paul Mooney; Mr. Roy Francis; Mr. William Semple, Vice Mayor; Mr. Larry Kovalik; Ms. Michele O'Halloran; Mr. Eric Gagnon; Mr. David McGuire.

Nays: None.

The motion passed unanimously, and the agenda was amended to move the closed session to the beginning of the work session and add discussion of the Warrenton Commission on Open and Transparent Government.

Following the discussion, Councilmen McGuire requested a Point of Order. He stated that the items seemed to be two interrelated topics and wanted to ensure that the topics were clearly delineated.

The Mayor responded that the Town Attorney would assist in keeping the conversations separate.

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1. Closed Session

Vice Mayor William Semple moved that the Council convene in closed session as permitted by Virginia Code Section 2.2-3711 A 1 for a personnel matter involving discussion, consideration, or interviews of prospective candidates for employment or assignment, appointment, promotion, performance, demotion, salaries, or discipline, specifically dealing with the appointment of an active town manager, town manager recruitment and replacement, town attorney recruitment and replacement, and a discussion of the Commission on Open and Transparent Government. Councilman Paul Mooney seconded the motion.

The vote was as follows:

Ayes: Mr. Eric Gagnon; Ms. Michele O'Halloran; Mr. Larry Kovalik; Mr. William Semple, Vice Mayor; Mr. Roy Francis; Mr. Paul Mooney.

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Nays: None. Abstention: Mr. David McGuire.

Absent: None.

The motion passed with a vote of 6-0 and one abstention, and the Council entered closed session.

Upon returning from closed session, Vice Mayor Semple moved to certify that only matters lawfully exempted from open meeting requirements and identified in the motion to convene were heard, discussed, or considered in the closed session.

Councilman Larry Kovalik seconded the motion.

The vote was as follows:

Ayes: Mr. Paul Mooney; Mr. Roy Francis; Mr. William Semple, Vice Mayor; Mr. Larry Kovalik; Ms. Michele O'Halloran; Mr. Eric Gagnon; Mr. David McGuire.

Nays: None.

Abstention: None.

Absent: None.

The motion passed unanimously, and the closed session was certified.

After the certification of the Closed Session, Vice Mayor Semple moved that the Warrenton Commission on Open and Transparent Government be placed on pause subject to acquiring attorney representation. Councilman Roy Francis seconded the motion.

During the discussion on the motion, the Mayor reminded the public that the pause was necessary because the Town was without legal representation to guide the commission.

Councilwoman O'Halloran stated that she was still in favor of disbanding the commission entirely. The Mayor asked to clarify if she was in favor of disbanding it but still having a report produced from the evidence already collected.

Councilwoman O'Halloran confirmed that was correct.

Councilman McGuire stated that the commission was doing great work, that it needed to continue, and that "the truth is mighty and should be heard."

The vote on the motion to pause the commission was as follows:

Ayes: Mr. David McGuire; Mr. Eric Gagnon; Mr. Larry Kovalik; Mr. William Semple, Vice Mayor; Mr. Roy Francis; Mr. Paul Mooney.

Nays: Ms. Michele O'Halloran.

Abstention: None.

Draft

Absent: None.

The motion passed by a vote of 6-1, placing the commission on a hard hold until legal representation is acquired.

The Council then discussed the next steps for the Town Manager and Town Attorney search. Ms. Kasey Braun, Director of Human Capital, recommended quickly issuing a Request for Proposals (RFP) for an Interim Town Attorney to be filled by January 1st, as well as an RFP for recruitment firms to conduct a dual-track search for a permanent Town Manager and permanent Town Attorney.

The Mayor summarized that the Town would collect the Interim Town Attorney submissions and direct the Town Clerk to schedule a special meeting to review the applicants, as time was of the essence.

Councilman McGuire noted a point of order, suggesting that the special meeting with the Clerk should be scheduled no later than November 29th, dependent on the RFP timeline.

Councilman McGuire asked if the Interim Town Manager position would also be a straight RFP or if the recruitment firm could handle it.

Ms. Braun confirmed the recruitment firm could handle both simultaneously.

The Mayor added that while Acting Town Manager Stephanie Miller had graciously accepted the responsibility, her primary role in finance required her attention as the budget season approached. Therefore, it would be ideal to have an Interim Town Manager seated by January 31st.

Councilman McGuire suggested that the January 31st timeline for the interim town manager should include language stating "until the position is filled" to prevent any gaps in authority in case of delays.

Ms. Braun confirmed that the legal authorities would be extended in Ms. Miller's acting appointment letter.

The Mayor sought a motion to direct the Director of Human Capital to submit an RFP for an Interim Town Attorney to be filled by January 1st, and to submit an RFP for Town Manager and Town Attorney permanent replacement recruitment, with the stipulation that an Interim Town Manager be appointed by January 31st.

Councilman Francis so moved, and Councilwoman O'Halloran seconded the motion.

The vote was as follows:

Ayes: Mr. Paul Mooney; Mr. Roy Francis; Mr. William Semple, Vice Mayor; Mr. Larry Kovalik; Ms. Michele O'Halloran; Mr. Eric Gagnon; Mr. David McGuire.

Nays: None.

Abstention: None.

Draft

Absent: None.

The motion passed unanimously.

The Mayor confirmed that the Town Clerk, Mr. Stephen Clough, would work with the Council to set the date for the special meeting to review the RFP submissions.

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2. Review of Property Management Cases

The Mayor introduced the review of property management cases and asked Mr. Patrick Corish to provide the report.

Mr. Corish reported on five matters currently pending in either the General District Court or Circuit Court regarding building code violations. He stated that for the Circuit Court case concerning 45 Winchester Street, an order was entered granting the Town summary judgment, allowing the Town to move in, correct the property's defects, and attach the associated remediation costs as a real property tax lien.

Mr. Corish noted that the order for 45 Winchester Street becomes final on November 14th, with an appeal deadline to the Court of Appeals on November 23rd. He indicated that he is working with town staff to analyze upfront remediation costs and expects to provide a report to the Town Council after the November 23rd deadline.

Mr. Corish stated that the Town is seeking similar remedies in Circuit Court for properties at 3 Hotel Street and 92 Winchester Street. He reported that he is working with opposing counsel to schedule a summary judgment hearing for January 16th or 23rd for those properties. For 92 Winchester Street, he indicated he will also ask the court to schedule a trial, likely for April of next year.

Mr. Corish explained that there are two actions in the General District Court for 145 Main Street and 151 Main Street, each carrying a warrant in debt for approximately $4,000. He stated that trials have been continued multiple times as the Town attempted to work with the property owners on compliance, but trials are now set for December 11th and January 9th. He noted the court has indicated there will be no further continuances, and if the violations are not remediated, fines will be instituted, allowing the Town to continue filing further fines until compliance is met.

Councilwoman Michele O'Halloran asked if court costs are tacked onto the violations when a summary judgment is granted due to the continuances and court appearances.

Mr. Corish responded that attorney's fees are granted for the two Circuit Court actions that involved a settlement agreement incorporated into an order. He clarified that this is not the case for 92 Winchester Street or the two General District Court matters, as there is no statutory or contractual obligation allowing the collection of attorney's fees for those specific cases.

Councilman Paul Mooney asked for clarification on whether the costs are collected as liens or added to the property tax.

Mr. Corish confirmed that any cost associated with the remediation would be considered a real property lien that could be collected through taxes.

Councilman Larry Kovalik asked how the Town decides whether to invest public funds into remediating properties, questioning what happens if a property's condition is so poor that it is experiencing demolition by neglect and the Town might not recoup its money.

Mr. Corish replied that for the two General District Court actions, the violations are not minor, and the court does not have the jurisdiction to grant the extraordinary remedy of the Town remediating the property itself. He agreed that for the three Circuit Court actions, the Council needs to have a discussion about spending. He stated he is working with Mr. Rob Walton, Community Development Director, on the matter and that the next step is to get an appraiser or issue a Request for Proposals (RFP) to look at what needs to be done to bring the properties up to code. He noted he anticipates having cost estimates for the Council to evaluate by next month.

The Mayor thanked Mr. Corish for reaching these conclusions, noting that the updated building maintenance code made it possible for the Town to finally find some remedy.

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3. Dominion Energy Franchise Agreement Request

The Mayor introduced the Dominion Energy franchise agreement item.

Mr. Patrick Corish reported that Dominion Energy Virginia requested a Memorandum of Understanding (MOU) to run upgraded high-speed internet fibers along their existing Cedar Run district cable lines within a right-of-way easement through the Town.

He noted that the Town Attorney, Mr. Chap Petersen, had inquired about the potential benefit to the Town, and it was determined that the upgrades would primarily benefit rural districts within Fauquier County rather than the Town specifically. However, Mr. Corish stated that Mr. Petersen recommended entering into the agreement because it is a relatively noninvasive upgrade through an already existing right-of-way that does not need to be modified.

Mr. Corish also noted that funding for the project would come from the Virginia Technical Infrastructure Fund, and the Town could reasonably believe the upgrades might eventually benefit the Town technologically at a later point.

Vice Mayor Semple asked if there was any conflict regarding access to the right-of-way given the franchise agreement already granted to Glow Fiber.

Mr. Corish responded that, from Mr. Petersen's perspective, there is no conflict. He explained that the right-of-way does not need to be amended, as the project just involves lining cables within that specific right-of-way to progress technology.

The Mayor stated that broadband access in rural parts of the county has been a priority of the Fauquier County Board of Supervisors, and it is incumbent upon the Council not to stand in the way and to assist wherever possible. He clarified that the Council would not take action on the agreement tonight, but would instead take action at the December meeting.

Mr. Corish confirmed this timeline and stated that a representative from Dominion Energy will be present at the December meeting to provide further information to the Council. Report: Mr. Koresh presented a request from Dominion Energy for an MOU to upgrade high-speed internet fibers along existing Cedar Run district lines.

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4. October 21, 2025, Planning Commission Update

The Mayor introduced the Planning Commission update and invited Ms. Denise Harris, Planning Manager, to present.

Ms. Harris reported that the Planning Commission met on October 21, 2025, holding one public hearing, one item on old business, and a closed session for legal advice. She stated that the public hearing was for a Special Use Permit (SUP) application from Home Depot, which requested approval for undercover storage for rental equipment by building ten-foot walls with a canopy to act as screening. She added that Home Depot proposed utilizing existing adjacent parking spaces on the north and south sides of the building. Ms. Harris noted that no one from the public spoke to the application, and the Planning Commission voted to recommend approval of the SUP request to the Town Council with draft conditions of approval.

Ms. Harris stated that after the closed session to seek legal counsel regarding the legislative waiver for the Daniels property, the Planning Commission moved to old business. She explained that the applicant for the Daniels property was seeking a legislative waiver from the subdivision ordinance to allow for a cul-de-sac on a by-right residential subdivision. She reported that the Planning Commission recommended approval of the legislative waiver.

Ms. Harris noted that both the Home Depot SUP and the Daniels property legislative waiver were on the Council's agenda for further discussion later that morning. She concluded by stating the Planning Commission’s next meeting would be held on November 18th.

The Mayor asked if there were any questions for Ms. Harris.

Vice Mayor Semple noted that the Daniels property issue was coming up later on the agenda, so they would not discuss it at that moment.

Ms. Harris agreed, and the Mayor concluded the item

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5. Refuse Update - Historic District

The Mayor introduced the Refuse Update for the Historic District and invited Mr. Johnny Switzer, Fleet and Facilities Manager, to present.

Mr. Switzer provided an update on managing a dumpster located on Town-owned property behind the post office, which serves restaurants in the historic district. He explained that restaurants generate a high volume of waste that requires private haulers, but the shared dumpster area has become unsightly and challenging to manage. He noted that under Town Code Section 8-21, restaurants in the historic district are exempt from the normal scope of collection by the Public Works sanitation division.

Mr. Switzer proposed designating a 12-by-12-foot section of the parking lot to create a secure refuse enclosure. He stated the Town plans to partner with Experience Old Town Warrenton (EOTW) via an addendum to their existing Memorandum of Understanding (MOU). EOTW would take over the private management of the service, determining the pickup schedule and dividing the costs among participating merchants, resulting in zero fiscal impact to the Town. He added that the fence for the enclosure had already been ordered and funded, and that a second enclosure could potentially be built on the other side of Main Street in the future for approximately $15,000, though that was not requested today.

Councilman Roy Francis asked how residents living above the downtown stores handle their refuse.

Mr. John Ward, Public Works, clarified that residential trash in the Central Business District is collected by the Town, with residents placing cans in designated alleyways on 3rd and 4th Streets or utilizing the cans on Main Street, which are emptied seven days a week.

Councilman Francis asked if EOTW would dictate the dumpster pickup schedule.

Mr. Switzer confirmed that the pickup frequency would be at EOTW's sole discretion.

Councilman Larry Kovalik expressed support for the cooperative effort but raised concerns about unauthorized individuals throwing trash into the new enclosure.

Mr. Ward explained that the enclosure will contain the refuse and keys will be issued to EOTW and the users to prevent unauthorized access.

Councilman Paul Mooney asked if the Town is paying for the structure being put around the dumpster.

Mr. Switzer and Mr. Ward confirmed that the structure was previously budgeted for and there would be zero cost to EOTW under this addendum.

Councilman David McGuire requested a schematic of the enclosure and asked how the restaurants would deal with liquid cooking waste, noting past cleanliness issues with oils.

Mr. Ward stated that liquid waste is not something the Town can dispose of, and it is up to the businesses to handle it.

Mr. Switzer added that the addendum is strictly for solid waste and staff can explicitly outline in the agreement that liquid waste, such as cooking oils and grease, is not permitted.

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Councilman McGuire asked about enforcement for non-compliance, such as people leaving trash bags out.

Mr. Ward replied that staff is currently talking to some HOAs to educate them before putting enforcement measures in place.

Councilman McGuire stated that the Town needs to start writing tickets.

Councilman Francis asked if this is a permanent solution and how often the MOU is reviewed.

Mr. Switzer replied that the EOTW MOU has a renewal frequency of every two years.

Mr. Ward stated that this project is a great benefit because it will bring the Town into compliance with the county landfill, and he suggested revisiting the effectiveness of the enclosure in three months (March).

[Speaker] asked if a redline version of the revised MOU agreement was available.

Mr. Switzer clarified that the draft addendum was provided at the Council members' seats.

The Mayor recommended adding the authorization of the addendum to the consent agenda for the evening meeting, noting that Council members would have time that afternoon to review the document and could remove it from the consent agenda if there were concerns.

Councilman McGuire suggested moving up general trash compliance enforcement to January 1st to align with state laws.

Mr. Ward requested that the topic of enforcement be discussed further in December to give staff more time to educate the HOAs.

The Council reached a consensus to place the EOTW MOU addendum on the evening's consent agenda for approval.

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6. Refuse Update – Recycling Trucks

The Mayor introduced the Refuse Update regarding recycling trucks, clarifying beforehand that it was the Town Council, not the Town Manager, that previously approved the purchase of the large recycling trucks while deferring the necessary accompanying purchases of refuse cans.

Mr. Switzer presented an update on the Town's attempt to modernize the recycling system in 2022 using ARPA funds, which was prompted by the county landfill no longer accepting hand-sorted blue bags. He explained that the original $1.2 million modernization plan included purchasing dual-compartment refuse trucks, distributing 95-gallon refuse cans to all residents, and buying small refuse trucks for the historic district.

Draft

Mr. Switzer stated that the Council at the time only authorized the purchase of the two large dual-compartment trucks. He noted that without the 95-gallon refuse cans, the trucks cannot be used for refuse and have lost their dual-purpose capability, now being used only once a week for recycling. He added that the blue trucks are too large for Old Town's small streets and power lines.

Mr. Switzer reported that the sanitation division is currently running recycling with the traditional rear-loading trucks and has taken the blue trucks out of operation. He stated that completing the modernization system would require $550,000, which staff does not believe is a viable option. He recommended authorizing the sale of the two dual-compartment trucks as surplus property to recover at least 75% of the original purchase price, which could then be reutilized.

Councilman David McGuire asked where the recovered 75% of the ARPA funds would be used.

Mr. Switzer replied that part of the funds would be used to purchase another rear-loading trash truck to replace an aging 2006 model and fill the operational gap left by selling the blue trucks.

Vice Mayor William Semple asked what process allowed the Town to purchase these trucks in 2022 when it is now clear that selling them is in the Town's best interest.

The Mayor responded that the decision was driven by pandemic-era thinking aimed at automating the system to reduce manual touchpoints, lower injury risks, and limit exposure to chemicals. He stated that the system broke when the trash cans were deferred, and the large size of the trucks was not fully vetted until they were put into practice.

Councilman Paul Mooney asked to confirm if the blue trucks were being sold because they are not dual-purpose and can only do recycling.

The Mayor clarified that the trucks are dual-compartment and were intended to be dual-purpose, but because the trash cans were deferred, they only became usable for recycling purposes.

Mr. John Ward, Public Works Director, added that the large trucks must be careful operating around Old Town due to power lines and side streets when the side-hoppers go up in the air.

Councilman Larry Kovalik expressed support for returning to rear-loading trucks with mechanical lift features to improve worker safety, and suggested putting out an example of what trash cans citizens should buy to fit the lifts.

Mr. Switzer explained that citizens cannot purchase compatible commercial cans at local big box stores, and if they buy cans that merely look compatible, the tipper might rip off the attachment points.

Councilman McGuire warned against the Town purchasing and maintaining the cans, citing his experience in Chicago where residents bought and owned their own cans, and suggested a similar approach to avoid a heavy administrative and financial burden on the Town.

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Mr. Switzer noted that providing a full commercial system at the Town's current level of service would cost roughly $50 a month compared to the current $25 a month. He added that the Town contract price for the cans in 2022 was $48 compared to a $98 retail cost, so passing the cost to the citizens could be a beneficial option.

Councilman Mooney moved that the Town Council authorize the Fleet and Facilities Manager and Town Manager to begin the process of declaring the two dual-compartment recycling trucks as surplus property, and to initiate the marketing and sale of the units in accordance with the Town surplus property disposal procedures with a minimum target recovery of 75% of the original purchase price due to the operational challenges stemming from incomplete implementation of the 2022 refuse modernization plan.

Councilwoman Michele O'Halloran seconded the motion.

Councilman Kovalik asked to clarify if Mr. Ward would be suggesting to citizens what kind of cans to buy for the touchpoint safety of the workers.

Mr. Ward clarified that they want everyone to have the same type of hookup so the flippers on the back of the truck can dump the cans without needing adjustments in the field.

The Mayor added that the rear-loader trucks still operate as normal trucks and the lift is an accessory, so this does not preclude current manual trash or recycling bin collection.

The vote for the motion was unanimous, as follows:

Ayes: Mr. David McGuire; Mr. Eric Gagnon; Ms. Michele O'Halloran; Mr. Larry Kovalik; Mr. William Semple, Vice Mayor; Mr. Roy Francis; Mr. Paul Mooney.

Nays: None.

Abstention: None. Absent: None.

The motion passed unanimously.

Mr. Switzer asked if the update regarding liquid versus solid waste in the Old Town district could be tied to their March update.

The Mayor agreed.

The Mayor noted a request from Vice Mayor William Semple to take a thirty-minute lunch break at approximately 12:15 PM.

The Mayor asked if the Council was agreeable to a thirty-minute break, suggesting they return at approximately 12:47 PM or 1:00 PM.

The Council recessed for lunch and reconvened at 1:15 PM.

Upon reconvening, the Mayor announced a slight adjustment to the agenda, moving the Columbia Gas report before the Daniels property item because staff was still making their way to the chamber.

7. Columbia Gas of VA - Reimbursement & Resolution

The Mayor announced a slight adjustment to the agenda, moving the Columbia Gas report before the Daniels property item, and invited Mr. Switzer to present.

Mr. Switzer provided a final report on the March 5th natural gas emergency, which was caused by Columbia Gas over-odorizing their system with mercaptan injectors. He noted the incident triggered multiple 911 calls and required the activation of the Town's Emergency Operations Center.

Mr. Switzer reported that the Town conducted internal cost accounting and secured a reimbursement from Columbia Gas for actual staff expenses totaling $19,922.40. He added that the Town initially requested approximately $35,000 to cover an after-action review, but Columbia Gas declined, stating they would conduct the review internally and involve the Town.

Mr. Switzer recommended reinvesting the recovered $19,922.40 into three areas of community and staff preparedness: printing community preparedness guides for citizens who may lack internet access, enhancing the integrated alert warning system by potentially relocating the old fire department siren to the Town Hall roof, and funding internal staff training and safety equipment. He emphasized that these are one-time, non-recurring expenses that align with the Warrenton 2040 plan and lower the community's overall risk.

Vice Mayor William Semple commended Mr. Switzer for a comprehensive report and for successfully going after the reimbursement for the significant damages incurred.

Councilman David McGuire asked if the Town has access to Columbia Gas's after-action review to utilize the information and lessons learned.

Mr. Switzer responded that the official after-action review has not occurred yet due to an ongoing State Corporation Commission investigation and associated legal challenges, but Columbia Gas has pledged to work with the Town and share lessons learned once it is complete.

The Mayor asked if the Council was comfortable adding the resolution to allocate the funds for security, safety, and risk mitigation to the evening's consent agenda for approval.

The Council reached a consensus to place the resolution on the consent agenda.

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8. Facility Overview, Capacity Constraints, and Strategic Asset Needs

The Mayor introduced the facility overview, capacity constraints, and strategic asset needs.

Mr. Johnny Switzer provided an update on the facilities management division, noting it operates within Public Works with a budget of $249,592 and manages over 20 properties, 10 signalized

Draft

intersections, and over 3,500 signs. He stated that the goal is to shift from reactive to proactive maintenance.

Mr. Switzer outlined key ongoing projects, including an elevator modernization at Town Hall (bidding in winter/spring), a $25,000 partial window replacement, and a proposed partial roof replacement for next year. For the Police Department, he reported ongoing exterior repairs and an HVAC replacement designed to fix humidity issues, along with proposals for ADA doorway updates and a secure sally port loading area for officers. He also noted that 18 Court Street (the old Town Hall) is pending sale discussions with the county, an appraisal has been completed, and staff have relocated back to the current Town Hall.

Ms. Kelly Koernig, Director of Parks and Recreation, briefly stated that her department's maintenance projects align with the Town's broader infrastructure goals and heavily rely on collaboration with Public Works. She noted she would provide a full review of these projects during the January work session.

Mr. Switzer shifted the presentation to the Public Works facility on Falmouth Street, detailing its history and noting that the last building addition occurred in 1988. He explained that a 2021 plan to build a $35 million facility at the county landfill was abandoned after feasibility studies showed the sites were incompatible.

Mr. Switzer detailed the hazardous conditions at the current Falmouth Street facility, including asbestos ceilings, failing underground sewer piping, lack of central air and fire protection, non-ADA compliance, and a rotting salt storage barn.

Mr. Switzer proposed a phased rebuild at the Falmouth Street location. Phase one involves partnering with Fauquier County to build a joint-use salt storage facility at the landfill, moving salt and aggregate materials out of the Town. He reported this project is at the 15% design mark and funded over three fiscal years, targeting FY 2028. Subsequent phases would involve moving the truck sheds to the edges of the Falmouth Street property and building a new facility in the center, with engineering estimates around $5 million.

Councilman McGuire asked about the timeline, how the project would be phased without disrupting services, and whether transitioning to a liquid de-icer would be better than physical salt.

Mr. Switzer responded that liquid de-icers are not viable for the Town's equipment due to costly upfits, and that the current road salt strategy works well. Regarding the timeline, he stated the goal is to move the salt shed within the next two years, relocate the garages the following year, and then construct the new building, noting that a target completion date of 2030 is doable.

Councilman McGuire asked about the status and future of the underground fuel tanks on the property.

Mr. Switzer noted the fuel station has a 30-year lifespan but the tanks are 38 years old, recently costing $75,000 to keep in DEQ compliance. He added that discussions with the county include a potential phase two at the landfill salt shed site to create a joint fueling facility.

Vice Mayor William Semple asked to confirm if the plan to move the entire facility to the landfill was abandoned, and if the proposed rebuilding costs are all future Capital Improvement Plan (CIP) considerations.

Mr. Switzer confirmed that the 2021 landfill idea was abandoned because it was proven unfeasible. He verified the rebuilding costs are future CIP considerations, but noted there is some internal funding currently allocated to begin the initial engineering and design conversations.

Councilman Larry Kovalik asked if the Town could utilize proffers from developments, such as the Arrington project, to help fund the public works facility, and suggested that staying at Falmouth Street is a good idea since neighbors are accustomed to the operations. He also asked if the Town bought a "lemon" with the current Town Hall given its need for roof, elevator, and asbestos repairs.

Mr. Patrick Corish responded that he would have to research the specific contract interpretations to see if proffered funds could be allocated to the public works facility.

The Mayor addressed the Town Hall purchase, reminding the Council that due diligence was done and the building was bought at a bargain price of $4.2 million. He noted that the Town knew it was an old building needing repairs, but it was far more cost-effective than building a new $15 million Town Hall.

Councilman David McGuire moved that the Town continue to design and continue the strategy on a future public works and utilities feasibility study for the new location strategy.

Councilman Larry Kovalik seconded the motion.

The Mayor clarified the motion on the floor is to direct the facilities and fleet department to investigate or initiate a strategy, plan, and report as to the future of the public works facility.

The vote was as follows:

Ayes: Mr. David McGuire; Mr. Eric Gagnon; Ms. Michele O'Halloran; Mr. Larry Kovalik; Mr. William Semple, Vice Mayor; Mr. Roy Francis.

Nays: None.

Abstention: None.

Absent: Mr. Paul Mooney.

The motion passed. 6-0

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9. **LWAV-25-2 – Daniels Property – An Exception to Authorize a Dead-End Street (Cul-de-Sac) for an Eight-Lot Residential Subdivision Per Subdivision Ordinance Section 2.7 *Variations and Exceptions* and Section 4.2.10 *Streets.* The Applicant is requesting approval of an exception to the Subdivision Ordinance prohibition of dead-end (cul-de-sac) streets for an eight-lot residential subdivision, located at 545 Old Meetze Road, PIN's 6984-60-9026-000, 6984-70-1108-000 and 6984-70-2394-000. Consisting of a total of 5.34 acres split-zoned to the R-6 and R-15 Residential Districts, the proposed subdivision consists of a by-right development of the subject property, with the sole exception of the requested cul-de-sac exception. On October 21, 2025, the Planning Commission recommended approval of the requested waiver, subject to conditions of approval. (William Daniels LLC, Owner; Marc Simes, Tricord Inc., Applicant) Staff Lead - Heather Jenkins, Zoning Administrator (WARD 2)**

The Mayor introduced the request for a legislative waiver from the subdivision ordinance for the Daniels property and invited Ms. Heather Jenkins, Zoning Administrator, to present the item.

Ms. Jenkins stated that the applicant is requesting an exception to the subdivision ordinance requirement for interconnected street networks. She explained that the applicant wishes to waive the prohibition of dead-end streets to create a cul-de-sac rather than building a through-street connection to Old Meetze Road.

Ms. Jenkins noted that the subject property consists of three parcels split-zoned R-6 and R-15, located generally between the Warrenton Crossing subdivision and Monroe Estates. She stated that the proposed eight-lot subdivision is well below the by-right maximum density of 24 lots, meets fire code requirements for access, and poses no impact on water and sewer capacity.

Ms. Jenkins explained that instead of connecting to Old Meetze Road, the development would use planned connections for Madison Lane from Monroe Estates to link to the new through-street in Warrenton Crossing, John Williams Way. She outlined that the proposed cul-de-sac meets the design standards for an exception, including being permanently closed, under 700 feet in length, and having a turnaround diameter of 100 feet.

Ms. Jenkins detailed that if the developer built a through-street to Old Meetze Road instead, it would increase the yield to nine lots but would create non-conforming structures on two adjacent existing residential lots (the Qureshi and William Daniels LLC properties) due to secondary front yard setbacks. Furthermore, she noted the through-street would not meet the Virginia Department of Transportation (VDOT) 250-foot separation requirement from Meadowview Lane, coming in at approximately 245 feet.

Ms. Jenkins reported that the Planning Commission recommended approval of the waiver with conditions. These conditions included substantial conformance to the eight-lot layout, a high-visibility crosswalk at Madison Lane and Meadowview Lane, a pedestrian sidewalk connection to Old Meetze Road, a prohibition on subdivision signage on Old Meetze Road, fully shielded street lights with a maximum color temperature of 3000 Kelvin, a prohibition on construction signage below the southern property line, and a ban on construction traffic using Meadowview Lane subject to a $200 fine per instance.

Vice Mayor William Semple expressed support for the cul-de-sac to avoid parallel roads onto Old Meetze Road, but shared concerns regarding the street stub connecting to Meadowview Lane. He stated that if the nearby wire factory develops in the future, Meadowview Lane could become a dangerous cut-through. He asked if the stub could be converted to an emergency access-only gate.

Ms. Jenkins replied that while the developer indicated a willingness to restrict access to emergency services, that restriction is not part of this specific request. She cautioned that an emergency gate would violate the subdivision ordinance's interconnectivity standards and that Public Works strongly prefers a full connection for snow plowing and trash pickup.

Mr. Patrick Corish, Town Attorney, stated that due to the legal implications of placing conditions on a road not subject to this specific application for variance, he would provide his advice in a private memo to the Council prior to the public hearing.

Councilman Roy Francis noted that his homeowners association, North Rock, was previously not allowed to have an emergency gate on a connecting road due to comprehensive plan requirements.

Mr. Rob Walton, Community Development Director, confirmed that a 2014 preliminary plat for North Rock was abandoned, and the subsequent by-right plan required the inter-parcel connection.

Councilman David McGuire asked if the 100-foot cul-de-sac diameter accounted for no parking.

Ms. Jenkins confirmed that the entire cul-de-sac bulb and one side of the new street would be marked with no parking signs.

Councilman McGuire expressed concern over future traffic congestion at the intersection of Falmouth Street and Old Meetze Road if the wire factory develops.

Ms. Jenkins responded that Michael Wharton from Public Works is currently looking into studying that intersection.

Councilman Larry Kovalik asked if the applicant would consider adding a landscaped central island in the cul-de-sac and lowering the street lighting color temperature requirement from 3000 Kelvin to 2700 Kelvin. He also asked if the adjacent property owners were aware that a through-street would place a hardship on their properties by making them non-conforming.

Ms. Jenkins confirmed that the Qureshi family spoke at the Planning Commission public hearing and submitted written comments in support of the cul-de-sac exception.

The applicant, Mr. Marc Simes, stated he had no issue with installing a central island in the cul-de-sac, pending engineering and fire equipment turning templates, and was amenable to adjusting the lighting to 2700 Kelvin.

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Councilwoman Michele O'Halloran asked for clarification regarding the conditions prohibiting construction signs and routing construction traffic away from Monroe Estates.

Ms. Jenkins explained that the condition ensures the residents of Monroe Estates do not bear the brunt of construction traffic and noise, noting that the Daniels property will be built in concert with the last phase of Warrenton Crossing, allowing mobilization through those new streets instead.

The Mayor stated that this item is scheduled for a public hearing next month, at which point the agreed-upon conditions regarding the central island and lighting could be finalized.

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10. **SUP 2025-02 Home Depot - The Applicant is requesting a Special Use Permit (SUP) to expand the existing Home Depot located at 267 Alwington Boulevard to provide under cover storage for rental equipment by building 10' walls with a canopy that act as screening. The parcel is zoned Commercial and designed in the Greenway and Makers Character District. GPIN 6983-57-1258-500**

The Mayor introduced the Special Use Permit (SUP) application regarding Home Depot.

Ms. Heather Jenkins stated that the applicant is requesting an SUP to expand the existing Home Depot located at 267 Alwington Boulevard to provide undercover storage for rental equipment. She explained that the proposal involves the reduction of 29 existing parking spaces, with 14 located on the south side near the garden center and 15 on the north side, though the applicant will continue to meet all parking requirements.

Ms. Jenkins reported that the applicant is also requesting to exceed the six-foot fence height requirement to allow for ten-foot CMU walls that will serve as the base of the canopies and act as a visual buffer. She noted that the draft conditions of approval require the walls to have a brick facade consistent in color, size, and type with the primary building. Additional conditions require landscaping and buffers to meet zoning administrator approval, and all handicapped parking to meet ADA standards. Regarding lighting, Ms. Jenkins noted the draft condition requires 3000 Kelvin or lower, but acknowledged the Council's earlier desire to potentially change that standard to 2700 Kelvin.

Ms. Jenkins emphasized that a draft condition explicitly prohibits any other outdoor storage on the site, which addresses an ongoing notice of violation issue with the property. She concluded by stating that the Planning Commission held a public hearing last month, no members of the public spoke, and the Commission recommended approval of the application per the draft conditions.

The Mayor commented that Home Depot is horrendously over-parked, and moving items like bales of mulch or pallets out of the parking lot into a less visible spot is worth sacrificing the unused parking spaces.

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Councilman Larry Kovalik asked for confirmation that the SUP is strictly for equipment storage and that the applicant will not use the freed-up outside areas for seasonal storage.

Ms. Jenkins confirmed that the draft conditions specifically prohibit that to correct past storage issues.

Councilman Kovalik inquired about holes in the existing landscaping buffers, asking if they would be repaired.

Ms. Jenkins replied that the conditions require substantial conformance to the originally approved buffers, include additional landscaping provided by the applicant, and grant the zoning administrator authority to ensure all landscaping meets the zoning ordinance.

Councilwoman Michele O'Halloran asked if the canopy is going to be cloth and if it is designed to withstand the wind.

Ms. Jenkins answered that it is anticipated to be a fabric cloth canopy and that it would have to meet the building code.

Councilwoman O'Halloran requested a condition ensuring the fabric canopy is repaired if it becomes tattered, torn, or unsightly over time.

Ms. Jenkins stated that while it was not explicitly in the conditions, a torn canopy would violate the classification of undercover storage. She agreed that staff would draft language to make it clear that the canopy must be repaired as soon as possible if it becomes unsightly.

Councilman Kovalik asked if there is anything supporting the middle of the structure between the concrete walls at either end.

Ms. Jenkins clarified that it is supported by steel.

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11. FY 2025 Carryover Funding

The Mayor introduced the fiscal year 2025 carryover funding and handed the presentation over to Ms. Stephanie Miller.

Ms. Miller stated that this is an annual process where the budget for ongoing projects needs to be carried forward because appropriations lapse as of June 30th. She then turned the presentation over to Ms. Brooke Campbell, Budget Manager.

Ms. Campbell explained that the carryover process allows funding related to ongoing projects from previous fiscal years to be reappropriated to the current fiscal year (FY 2026) so operations remain uninterrupted. Because the total amount for reappropriation is over one percent of the total adopted budget, she noted it requires a public hearing, which is scheduled for the evening meeting.

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Ms. Campbell broke down the carryover funding into three main categories: capital, grants, and operating. She stated that the capital category captures ongoing Capital Improvement Plan or capital asset replacement projects in the General Fund, Water and Sewer Fund, and Stormwater Fund, such as the wastewater treatment plant primary clarifier, the ERP replacement, and the Master drainage plan. She explained that the grants category captures all outside funding spanning fiscal years, including ARPA funding, VDOT state of good repair funds, Stormwater local assistance funds, and the Warrenton Dam grant. Finally, she noted that the operating category covers ongoing non-capital projects tied to open purchase orders, such as plan reviews, audits, and training.

Ms. Campbell concluded that the Council will hold a public hearing that evening to vote on amending the FY 2026 adopted budget to appropriate carryover funds in the amount of $28,425,118.53.

Vice Mayor Semple asked for clarification regarding the budget cycle, questioning if the budget was previously approved for a combined FY 25-26.

Ms. Campbell clarified that budgets are approved for one fiscal year at a time, starting on July 1st, and by law, all funding approved for one fiscal year lapses unless it is reappropriated.

Councilman Gagnon asked how this carryover amount compares to prior budget years and whether it is meaningfully higher.

Ms. Campbell responded that the amount varies depending on capital projects and grants, but last year's carryover was around $25 million, so this year's amount is in the same ballpark.

Councilman Eric Gagnon asked if there was any indication for next year's budget regarding whether the Town anticipates having to raise a significant amount of additional debt (e.g., in the $3 million to $5 million range) to fund capital asset replacement costs.

Ms. Campbell replied that if the Town continues with the Capital Improvement Plan, it will likely require the issuance of debt. She added that it is hard to give an exact number right now because it depends on project shifts and the adopted real estate tax rate, but she recommended reviewing the FY 2027 column of the Capital Improvement Plan for an estimate.

The Mayor added that he had presented a detailed top-level report of the forecasts last month and recommended reviewing that report. He then noted that the public hearing for the carryover would take place that evening.

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12. Community Development Department Overview

The Mayor introduced the Community Development Department Overview and invited Mr. Rob Walton to present.

Mr. Walton reported that the department consists of ten full-time employees and one part-time position for the visitor center, divided into three divisions: zoning, planning, and building. He

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stated that the zoning division handles site development plans, subdivisions, determinations, enforcement, text amendments, business license reviews, and supports the Board of Zoning Appeals and Architectural Review Board. He explained that the planning division processes special use permits, rezonings, comprehensive plan amendments, and special projects, while supporting the Arts Commission and Planning Commission. Finally, he noted the building division is responsible for permit plan reviews, building and fire prevention inspections, property maintenance enforcement, and the local board of building code appeals.

Mr. Walton reported that land development applications have remained relatively flat compared to the previous calendar year. He highlighted that the department provides weekly updates to the Town Manager and reminded the Council that the public and Council members can use the OpenGov portal to track application statuses and review comments.

Mr. Walton provided updates on special projects, noting that the zoning ordinance update is underway with the consultant, Clarion, currently drafting the first module for upcoming public review. He also reported that the septic remediation project has completed two addresses and is preparing a submission for three more to connect to public sewer, and that staff continues to work with the tree board and Arts Commission.

The Mayor commented that the department's weekly contributions to the Town Manager's report—specifically the current status of permits and land disturbances broken down by wards—have been very handy and helpful.

Councilman Roy Francis asked if there is a time limit for approved developments, referencing the older Warrenton Crossing development, to put a shovel in the ground.

Mr. Walton explained that special use permits and rezonings run with the land unless specifically conditioned with a time limit. He noted that while site development plans typically carry a five-year time limit, state code updates and extensions enacted since the last recession mean a 2014 approval is likely still valid today. He added that in the new zoning ordinance rewrite, staff intends to propose language to deem applications inactive and invalid if a year passes without progress.

Councilman Francis expressed strong support for implementing an inactivity clause.

Councilman Larry Kovalik brought up lighting and dark sky standards, noting that as VDOT changes out streetlights, the new LEDs are brighter and unshielded. He asked if VDOT must follow Town guidelines.

Mr. Walton clarified that under the current ordinance, light fixtures within the right-of-way are exempt from Town regulations. However, he noted that VDOT has reached out in the past to ask for the Town's preference, providing an avenue for communication.

Councilman Kovalik asked if the Town could take a more proactive approach, such as reaching out to VDOT as a "good neighbor" when citizens complain about light shining into bedrooms, and requested that stricter standards be addressed in the zoning rewrite.

Mr. Walton agreed that the zoning rewrite is the appropriate place to tighten standards and suggested pairing it with an educational outreach program for citizens regarding illegal or non-conforming residential fixtures.

Councilman Kovalik also asked about the incoming Van Meter project, noting it will only undergo administrative review rather than Planning Commission review. He asked if staff could reach out to the applicant to recommend shielding and lower color temperatures.

Mr. Walton confirmed that staff can absolutely recommend those standards to the applicant, noting that shielded fixtures were mentioned in the county's code of development, which the Town had adopted.

The Mayor suggested that Councilman Kovalik and a member of staff meet with VDOT to discuss the street lighting concerns.

Councilman Kovalik agreed and stated he would coordinate with Mr. Walton to set up the meeting.

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13. Human Capital Department Overview.

M. Human Capital Department Overview

Ms. Kasey Braun, Director of Human Capital, presented the quarterly report for her department.

Ms. Braun reported that full-time staffing numbers were around 4.55 due to some terminations, and that part-time staffing had decreased as employees returned to school. She noted that the department continues working on talent acquisition, retention plans, workforce planning, and staffing needs for the upcoming budget.

Ms. Braun then addressed staff morale, stating that since October, there has been a significant decrease in morale following the abrupt termination of Town Manager Frank Cassidy. She explained that the lack of cause and the abruptness of the decision had instilled fear among employees, leaving them questioning their job security and whether leadership would target others next. She shared that employees had circulated a petition asking to have Mr. Cassidy back, noting he had protected and supported them.

Councilman David McGuire raised a point of order, questioning the germaneness of sharing personal opinions and staff feedback during a public meeting, and asked whether the report was information or opinion.

Ms. Braun maintained that the feedback represented information directly from staff.

The Mayor ruled Councilman McGuire's point of order out of order, and the Mayor's ruling was upheld through a brief procedural dispute regarding whether the discussion should be moved to a closed session.

Mr. Patrick Corish, Town Attorney, advised that under Virginia Code Section 2.2-3711 (FOIA), a closed session was not warranted because the report pertained to general public business rather than protecting the personal privacy of a specific individual. Following this advice, a motion to table the report until December was withdrawn.

Ms. Braun proceeded to read and summarize anonymous written statements and feedback provided by staff and community members. She highlighted the following points:

- Employees expressed that recent Town Council decisions have undermined staff morale, created a toxic work environment, and raised concerns about leadership's motives.
- A police officer stated that during patrol calls involving a particular Council Member on two separate occasions, they were spoken to in a manner that was deeply unprofessional and disrespectful, contrasting with how the Council Member later criticized the police department.
- Another staff member praised Mr. Cassidy as a dedicated, respectful leader who set a clear vision for Warrenton.
- Comments regarding the police department noted that the Chief of Police has dedicated his entire career to serving the Town, and expressed concern among staff that the Council might target the chief next.
- Staff questions highlighted frustrations over a perceived lack of transparency, a lack of Council visits to departments, low employee retention, and the mental toll of managing difficult conditions with limited resources.

Ms. Braun emphasized that employees are experiencing severe fear of retaliation and feel watched, making it difficult for them to speak openly. She noted that while terminations are a council prerogative under employment contracts, the lack of communication and explanation contributed heavily to staff anxiety.

Councilwoman Michele O'Halloran expressed support for staff, stating that she and Councilman Francis had met with various departments and encouraged employees to voice their opinions through Ms. Braun without fear of retaliation. She criticized the idea of silencing staff or tabling the report.

Councilman Francis echoed those sentiments, stating that he and Councilwoman O'Halloran had encouraged employees to speak up, and turning their backs on staff now would be wrong.

Vice Mayor William Semple praised Ms. Braun for bringing the report forward, drawing a comparison to the Commission on Open and Transparent Government and emphasizing that a well-run government requires a collaborative, respectful relationship between the Council and its employees. He stated that loyalty must be earned and that council members need to spend more time getting to know staff from the ground up.

Councilman Eric Gagnon stated that the termination of the Town Manager was an isolated incident done in the best interest of citizens, and sought to reassure staff that their jobs are not threatened and that they have nothing to be anxious about.

Councilman Larry Kovalik expressed appreciation for the feedback and noted his willingness to sit down with staff and departments to better understand their daily operations.

Councilman Paul Mooney expressed interest in hearing the staff's perspectives and understanding their day-to-day challenges.

The Mayor commended Ms. Braun and the staff for having the courage to come forward with the report. He noted that the low morale reflects a broader disconnect and pattern of abrupt decisions made by the current council majority since the beginning of the year. He urged the Council to return to a deliberative form of government, slow down, and respect the employees who keep the Town running smoothly

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14. Agenda Review

The Mayor introduced the Agenda Review to finalize items for the evening regular meeting agenda.

Miss Stephanie Miller, Finance Director, Deputy Town Manager, reviewed the agenda.

The Council reviewed the items discussed during the morning work session to determine placement on the evening agenda.

Regarding the Consent Agenda, the Mayor asked if the Council was comfortable adding the Addendum to the Memorandum of Understanding with Experience Old Town Warrenton (EOTW) regarding the Historic District refuse enclosure, and the Council reached a consensus to place it on the consent agenda. Similarly, the Mayor asked if the Council was comfortable adding the resolution to allocate the $19,922.40 Columbia Gas reimbursement for security, community preparedness, and staff safety enhancements, and the Council reached a consensus to place that item on the consent agenda as well.

For Public Hearings, the Mayor confirmed the scheduled public hearing for the evening session concerning the amendment to the FY 2026 adopted budget to reappropriate FY 2025 carryover funds totaling $28,425,118.53 across capital, grant, and operating categories.

Looking ahead to future action items, the Mayor noted that the Dominion Energy Virginia Memorandum of Understanding for broadband fiber within the existing Cedar Run district right-of-way will be brought forward for action at the December regular meeting, with a company representative slated to attend. Additionally, the Mayor confirmed that Legislative Waiver LWAV-25-2 for the Daniels Property and Special Use Permit SUP 2025-02 for Home Depot remain scheduled for public hearings at the December regular meeting, incorporating the draft conditions and design revisions requested by Council.

The Mayor asked if there were any further adjustments, additions, or questions regarding the evening agenda. Hearing none, the review concluded.

With no further business, this meeting was adjourned at 3:18 PM on Wednesday, November 12th, 2025.

II. REGULAR MEETING - 6:30 PM

The meeting was called to order at 6:30 P.M. A quorum was present and business could be conducted.

INVOCATION.

Pastor Josh Glick of Journey Up Church led the invocation

PLEDGE OF ALLEGIANCE.

Mayor Nevill led the pledge of allegiance.

PROCLAMATIONS AND RECOGNITIONS.

Ms. Miller introduced the ExcellenceinAction! recognition by highlighting staff promotions and new hires:

- **New Hires**: She welcomed several new lifeguards in the Parks and Recreation Department, including Ford Griffin, Alexander Richards, Liam Abbott, Leanne Breeden, Chris Pascoe, Vasilewski, and Naomi Shepherd, as well as a new customer service specialist, Josh Tebow.
- **Promotions**: She recognized Jerry Pickford on his promotion to head guard within Parks and Recreation.
- **Your Town Academy**: She highlighted the 2025 fall session graduates of the Your Town Academy program, noting that the condensed program—originally started by the former town manager—featured great participation and insightful questions from all attendees.

CITIZEN'S TIME.

The Mayor opened Citizens Time, outlining the procedural rules and public comment guidelines. The following citizens addressed the Council:

Mr. Trey Mettinger (Ward 1) addressed the Council. He began by clarifying that his remarks at the previous month's meeting were not meant as a vote of confidence in the former Town

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Manager, but were instead focused on how the termination was handled. He criticized the Council's frequent calls for transparency, pointing out a lack of it and referencing a handout provided on the subject. Mr. Mettinger then recounted an incident after the last meeting when he went to a local establishment in town to enjoy dinner with his daughter. He stated he was met by the Special Counsel—hired by the transparency committee—who attempted to goad him into a debate with his daughter standing right there. Mr. Mettinger mentioned he politely declined, but noted the special counsel spoke loudly enough to ensure everyone at his table heard specific details about why the town manager was let go, along with the costs of his time as special counsel exceeding what was stated in the June transparency committee minutes. He added that the special counsel made derogatory comments about several council members, including the Mayor, and stood up to what he labeled as bullies. Furthermore, Mr. Mettinger noted that the transparency committee itself had been placed on hold that day, having met only three times since January against a twelve-month reporting mandate, and questioned how much taxpayer money that process cost. He also brought up a document provided by a council member discussing private emails, stating that as a government employee he is strictly forbidden from forwarding government emails to a personal account, and questioned whether town budget funds were used to create what he described as a document attacking town citizens who provide factual information. He concluded by stating that as a lifelong town resident, he was ashamed of some of the members currently sitting on the Council.

Ms. Nancy Everett (249 Sapphire Court, Ward 2) addressed the Council, praising the Your Town Academy program created by Frank Cassidy. She described the 12-hour course as an eye-opening experience that highlighted the teamwork and dedication of the department heads. She criticized Council members for their attempts during the morning work session to quash or postpone the Human Capital report regarding employee feedback on Mr. Cassidy's termination. She concluded her remarks by quoting the Joni Mitchell song "Big Yellow Taxi," warning the Council that "you don't know what you got till it's gone".

Ms. Kendall Blaser (Commercial property owner at 40 North Hill Drive) approached the podium to speak regarding the Warrenton Aquatic and Recreation Facility (WARF). She expressed strong opposition to considerations to close the facility based on profitability. She argued that community resources, much like schools and public safety departments, are not intended to be profit-driven enterprises. She emphasized that the WARF serves as the only affordable public fitness and indoor swimming facility for seniors, families, and children in the area, which aligns with the community's vision for health.

Ms. Sunny Reynolds (186 High Street, Ward 2) addressed the Council, citing her history as a long-standing business owner at 81 Main Street, former town council member, and vice mayor. She criticized the private decision by four council members to terminate Frank Cassidy without cause or transparency. She noted that Mr. Cassidy had received an above-average to outstanding performance review in August 2024 with full council participation. However, she pointed out that the current Council failed to participate in his requested June 2025 review. She warned of the turmoil and high costs of hiring a new manager, ultimately calling on the Council to reinstate Mr. Cassidy.

Ms. Melanie Birch (98 Alexandria Pike, Ward 2) spoke to the Council on behalf of Fauquier Habitat for Humanity. She expressed her gratitude to town staff, specifically thanking John Ward for his leadership in installing the first sidewalk on Haytai Street as their phase two construction

nears completion. She urged the Council to move past its internal divisions and cooperate to address pressing issues like housing and food insecurity for lower-income residents and town employees.

Mr. Jay Herro (Ward 5) stepped to the podium, identifying himself as a 30-year resident and former town councilman, and praised the hard work and dedication of the town staff. He directed strong criticism at Councilman Gagnon, accusing him of hypocrisy, intimidation, and bullying town employees and the Town Attorney. He credited Mr. Cassidy for his effective leadership on core infrastructure enhancements, finding solutions to difficult issues, and setting a high standard for staff. He called on the Council to pass a motion to reinstate Mr. Cassidy.

Ms. Heather Sutphin (Ward 1) shared her perspective as a former council member. She stated that the town has become a joke to neighboring jurisdictions and recalled that no one wanted the manager position before Mr. Cassidy stepped up. She asserted that Mr. Cassidy encompassed the town and made it what it is, but his firing was a severe mistake that caused staff morale to plummet. She concluded by thanking Councilmembers Francis, Semple, and O'Halloran for supporting the staff, while urging the Council to bring Mr. Cassidy back.

Ms. Amelia Stansell (149 Secretariat Court, Ward 4) stated that she has observed widespread fear among residents and business owners about speaking before the Council, which she found alarming. She sharply criticized the Commission on Open and Transparent Government as a biased, wasteful tool operating under assumptions of guilt rather than facts. She noted rumors swirling that the Chief of Police could be targeted next. She called for the Commission to be dissolved and for the Council to rescind the vote terminating Mr. Cassidy.

Mr. Winston Watt (158 Winchester Street, Ward 5) described the current Town Council as teetering on the edge of dysfunction, citing the firing of the manager, running off legal counsel, and the disruption of town staff. He directed his remarks at Councilman Gagnon, stating he is not serving the best interests of Ward 5 citizens and calling for him to resign or face a recall. He also expressed his full support for disbanding the Transparency Commission, calling it a witch hunt and a waste of money.

Mr. William Reedy (101 Winchester Street, Ward 5) stated his strong disagreement with the dismissal of Mr. Cassidy and the Town Attorney. He challenged Councilman Gagnon's assertions that Ward 5 supports his actions, noting that no constituent surveys or requests for information had been conducted to verify that claim. He accused Mr. Gagnon of pursuing a personal agenda over the wishes of his constituents and called for his resignation.

Mr. Percy Dunnigan (160 Beach Street) had written remarks read by proxy expressing support for the termination of Mr. Cassidy. The statement argued that the primary complaint against Mr. Cassidy was his thwarting of Council efforts to provide full disclosure regarding the Amazon data center deal. The statement asserted that noncompliance with the transparency efforts of the newly elected council constituted a violation of his oath and valid grounds for his removal, firmly opposing any efforts to reinstate him.

Ms. Patty Pratt (Waterloo Street) recounted a negative personal interaction with Mr. Cassidy during a neighborhood meeting regarding snow removal responsibilities on a proposed Waterloo Street sidewalk. She described his behavior as dismissive, irritated, and overly aggressive, noting

he rolled his eyes at her concerns. She expressed her support for his termination and demanded full transparency and facts regarding the Amazon project.

Pastor Vincent Holland (First Baptist Church) spoke about the importance of transparency in building trust within a democracy. He noted the confusion surrounding Mr. Cassidy's sudden removal and the resulting fear of retaliation among town staff. He urged the Council to end cycles of division, ensure fairness in spending and accountability, and choose collaboration and respectful dialogue moving forward.

Ms. Katherine Neville (Historic District) stated that Frank Cassidy was the first manager in 25 years to effectively address the town's core infrastructure, such as septic remediation. She warned the Council of the potential financial burden of legal fees resulting from a wrongful termination lawsuit, similar to past town litigation. She also criticized the distribution of personal flyers targeting individuals placed on council chairs.

Ms. Darine Barbour (Ward 1) criticized the Commission on Open and Transparent Government and submitted a petition containing 127 signatures urging the Council to bring Frank Cassidy back. She referenced the town's Code of Ethics, specifically noting the provisions for sanctions and removal of Council members whose conduct violates ethical standards. She challenged each council member to state at least one positive thing they have done for the citizens this year.

Mr. John Albertello (360 Culpepper Street, Ward 4) characterized the Council's ongoing focus on stopping the Amazon data center as a witch hunt that constituted a serious abuse of power. He issued a warning to any future applicants for the town manager and town attorney positions, stating that the current Council ignores legal counsel and terminates staff to pursue its own agendas.

Mr. John Ward (Non-resident, Town Staff for 42 years) stated that in his 42 years with the town, he had never seen a crowd turn out in such numbers to speak out for a departing Town Manager. He emphasized that the Council's actions have severely impacted staff morale and urged them to remember the long-lasting effects of their decisions, asking the Council to show the same dedication to the staff that the staff shows to the town.

Mr. Wayne Toomey (Town Staff) shared that while he strongly disagreed with Mr. Cassidy regarding COVID-19 policies, Mr. Cassidy never gave up on him. He referred to Mr. Cassidy as the greatest town manager he has ever worked for and pleaded with the Council to weigh the facts, change their minds, and reconsider their decision.

Mr. Brandon Neal (7455 Ashley Drive) discussed a planned town center project that was blocked due to protectionist policies discouraging local investors. He also stated he owns a software company and offered to provide the town with advanced software at a discounted rate to facilitate full transparency and public voting, while calling the actions of council members who missed the previous meeting cowardly.

Mr. Joseph Washington submitted a document titled "Tenets for Civil Discourse" for the record. He expressed deep concern over the firing of the town manager and the proposed firing of the Town Attorney, arguing that personal conflicts are not a valid basis for termination. He called for Mr. Cassidy's reinstatement accompanied by a formal apology.

Mr. Waldo Ward (192 Pinnacle Court) criticized the Mayor for his past votes regarding the Amazon data center and the use of nondisclosure agreements. He defended the Transparency Commission, asserting that the former town manager obstructed its work. He stated that those in power do not want people to see what is going on and directly called for Mayor Neville's resignation.

Ms. Robin Thompson (Pinnacle Court, Ward 2) stated that pre-election rumors about the new Council desiring to fire the town attorney and manager had proven true. She criticized the severe insensitivity of a council member requesting to fire the Town Attorney while he was out of the country, questioning how they sleep at night.

Ms. Jen Robinson (Business Owner, Ward 3) expressed her support for the termination of the town manager, stating that while Mr. Cassidy supported some, his actions were not beneficial to all businesses in town. She expressed optimism for Ms. Miller's leadership moving forward.

Mr. Tony Soffredo (121 Winchester Street, Ward 5) concluded the public comments by expressing his support for the four Council members who voted for dismissal. He described Mr. Cassidy, based on personal email interactions, as rude, disrespectful, and a bully, urging the Council to stand firm in their decision and pursue a qualified leader.

APPROVAL OF THE AGENDA.

Mayor Nevill sought a motion approving the agenda.

Councilman David McGuire made a motion to approve the agenda. The motion was seconded by Councilman Roy Francis.

After a brief procedural pause to confirm who seconded the motion and to ensure the floor understood it was for the agenda, the Mayor asked if there was any discussion. Hearing none, the Mayor called the question and initiated a roll-call vote.

The vote was as follows:

- Ayes: Mr. Paul Mooney, Mr. Roy Francis, Vice Mayor William Semple, Mr. Larry Kovalik, Ms. Michele O'Halloran, Mr. Eric Gagnon, Mr. David McGuire.
- Nays: None.
- Abstentions: None.

The motion passed unanimously, and the agenda was approved.

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PUBLIC HEARINGS.

a. A Resolution to Amend the Fiscal Year 2026 Adopted Budget to Appropriate Funds for Fiscal Year 2025 Carryovers

The Mayor introduced the single public hearing for the evening regarding a resolution to amend the Fiscal Year 2026 adopted budget to appropriate funds for Fiscal Year 2025 carryovers, noting that a detailed presentation was provided during the morning work session. He then turned the floor over to Ms. Brooke Campbell to reintroduce the issue.

Ms. Campbell stated that the resolution amends the Fiscal Year 2026 budget by $28,425,118.53 to appropriate funds for the FY 2025 carryovers. She explained that the carryover balance consists of ongoing capital and operating projects, as well as grant funding received by the town, and that reappropriating these funds will allow town operations to remain uninterrupted.

The Mayor added that this is a state-mandated required resolution necessary to carry forward these funds into the current year's budget. He asked if there were any questions from the Council for Ms. Campbell; hearing none, he officially opened the public hearing at 7:49 PM.

The Town Clerk reported that there were no speakers signed up for the hearing. The Mayor provided an additional opportunity for anyone in the audience to address the issue, and seeing no takers, closed the public hearing at 7:50 PM.

Councilman Larry Kovalik made a motion to approve the resolution to amend the Fiscal Year 2026 adopted budget to appropriate funds for Fiscal Year 2025 carryovers.

Councilman Paul Mooney seconded the motion.

During the discussion on the motion, the Mayor clarified for the public that these funds are not new appropriations, but rather monies that were already funded in previous years' budgets. He explained that projects often take longer than a single calendar or fiscal year to complete due to contractor delays or other factors, and this action simply allows previously allocated funds to continue being spent on previously approved projects without spending new money.

Hearing no further discussion, the Mayor called the question and initiated a roll-call vote starting to his right.

The vote was as follows:

> Ayes: Mr. Paul Mooney, Mr. Roy Francis, Vice Mayor William Semple, Mr. Larry Kovalik, Ms. Michele O'Halloran, Mr. Eric Gagnon, Mr. David McGuire.
>
> Nays: None.
>
> Abstentions: None.

The motion passed unanimously.

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CONSENT AGENDA.

Quarterly Reports

Final report: Columbia Gas of VA - Natural Gas Emergency Resolution Appropriation

Refuse Update - Historic District

The Mayor introduced the Consent Agenda, noting the addition of the refuse update that was discussed during the morning work session. He then sought a motion from the Council to approve the consent agenda as submitted.

Councilman Paul Mooney made a motion to approve the consent agenda as stated.

Councilman David McGuire seconded the motion.

The Mayor asked if there was any discussion on the motion. Hearing none, the Mayor called for a roll-call vote, starting to his left.

The vote was as follows:

Ayes: Mr. David McGuire, Mr. Eric Gagnon, Ms. Michele O'Halloran, Mr. Larry Kovalik, Vice Mayor William Semple, Mr. Roy Francis, Mr. Paul Mooney.

Nays: None.

Abstentions: None.

The motion passed unanimously, and the consent agenda was officially entered into the record

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NEW BUSINESS.

Appointment of Acting Town Manager

The Mayor introduced the item, which required the Council to formalize the appointment of Stephanie Miller as acting Town Manager.

The Mayor began by summarizing the actions taken during the morning work session, noting that the Council moved to initiate the search process for a replacement town manager and a replacement town attorney. He stated that an RFP would be put out immediately to hire an interim Town Attorney, as the current counsel's term ends December 31 and representation is required starting January 1. The Mayor indicated this RFP would be open to firms and local attorneys and would hopefully be posted by the end of the week. Additionally, the Council directed the Acting Town Manager and Human Capital Director Kasey Braun to find a search firm to conduct the permanent hiring searches for both positions.

Ms. Braun reported that the internal offer letter was completed that afternoon with the Town Attorney and Ms. Miller. She stated Ms. Miller's official start date as Acting Town Manager

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would be Monday, as Mr. Frank Cassidy's last day is technically Sunday the 15th. Ms. Braun added that they are preparing the RFP language for the Town Attorney and Town Manager searches, which will be posted online to run concurrently so the town does not lose any speed.

Ms. Miller then addressed the Council, noting that there will be costs associated with engaging a search firm that are not currently funded in the budget. She anticipated needing to return in December for an additional appropriation to fund the searches and recommended using the same firm for both positions to potentially secure a "two for one" discount.

The Mayor commended Ms. Miller for keeping her "finance cap" on.

The Mayor also clarified for the record that the terms of Ms. Miller's employment protect her from being dismissed by the Town Council in her acting role. He explained that if a conflict arises upon her actions as Acting Town Manager, she shall not lose her position but will instead revert back to her roles as Deputy Town Manager and Finance Director, ensuring she is not subjected to the "whim of counsel".

Councilman David McGuire made a motion to appoint Stephanie Miller as Acting Town Manager. Councilman Roy Francis seconded the motion.

During the discussion on the motion, Councilman Paul Mooney asked for a point of clarification to ensure the appointment lasted only until an *interim* manager was found, rather than a permanent one. The Mayor confirmed the appointment is only until the interim is appointed. The Mayor thanked Ms. Miller for stepping in on short notice and stated the Council's goal is to have an interim manager in place by January 31 or the February council meeting. He emphasized that this timeline is essential to free Ms. Miller from town management responsibilities so she can dedicate her full attention to the upcoming Fiscal Year 2027 budget season.

Hearing no further discussion, the Mayor called the question and initiated a roll-call vote starting to his right.

The vote was as follows:

Ayes: Mr. Paul Mooney, Mr. Roy Francis, Vice Mayor William Semple, Mr. Larry Kovalik, Ms. Michele O'Halloran, Mr. Eric Gagnon, Mr. David McGuire.

Nays: None.

Abstentions: None.

The motion passed unanimously, and the Mayor congratulated and thanked Ms. Miller.

UNFINISHED BUSINESS.

No unfinished business.

Draft

TOWN ATTORNEY'S REPORT.

Mr. Petersen began his report by announcing two recent victories in court for the town. The first was a summary judgment against a landowner in the Britton Hall case, an abatement issue regarding a building code violation that had not been remediated. Mr. Petersen noted that the town now has a judgment for the costs to place a lien on the property to ensure it gets cleaned up, and while there is an appeal date of November 23, he does not expect an appeal. The second victory was a personal injury case against the town, which was covered by his associate, Patrick. The case was dismissed on a motion to strike, resulting in no liability to the town, and Mr. Petersen also does not expect an appeal ahead of its November 17 deadline.

Mr. Petersen then provided updates on four active projects his office is handling. These included an MOU with the county regarding the salt shed, drafting easements for a potential development at Cobb Hill, finalizing a cybersecurity contract with the IT department, and negotiating an MOU with Dominion Energy for an additional fiber line along Main Street. Regarding Dominion, he joked that he was unable to squeeze any "quid pro quo" from them, but expects to bring the MOU to the Council at the next meeting.

During the question period, Councilman Larry Kovalik asked for an update on the proffer for the Arrington project.

Mr. Petersen explained that he had sent a letter to the Fauquier County Attorney regarding over $1 million in public safety, EMS, and police proffers accepted by the county for the Arrington annexation and development. Mr. Petersen argued that because the development will be located within the town, the Fifth Amendment of the U.S. Constitution dictates that the proffer must have a direct nexus to the project, meaning the funds should be shared with the town rather than remaining generally with the county. He reported that the County Attorney promptly responded that she would review it with her board, as the money will be paid out years in the future as units are built. However, Mr. Petersen warned that if the county does not share the funds, they could be open to a constitutional claim.

The report concluded with Councilman David McGuire thanking Mr. Petersen for his service, his wit, and his interaction with the Council, stating that he will be missed.

TOWN MANAGER'S REPORT.

Ms. Miller began by discussing the upcoming budget process, noting that department overviews are currently underway in preparation for next year. She stated that next month's meeting will feature an overview of the Public Works department. This overview will include updates on facility discussions that began during the morning work session, specifically regarding the salt shed, and she noted her hope to bring the salt shed MOU before the Council for review at that time.

Ms. Miller also reminded the Council that between November 19 and November 21, the Town's financial advisors will be available to meet with council members to answer any questions regarding the upcoming debt issuance. She added that the formal process will begin next month

with a Davenport work session. Regarding winter preparations, she noted that adjustments have been made to some of the Town's emergency snow routes, and staff will be pushing reminders out to the community through social media and other communication channels. Finally, Ms. Miller highlighted two upcoming dates: the Town's Christmas parade on December 5, and another Main Street project town hall scheduled for December 10 to ensure public awareness before construction starts at the beginning of next year.

Following her report, the Mayor reminded the Council that Ms. Miller had sent out invitations to schedule one-on-one or two-on-two meetings with Davenport. He requested that all members take the time to respond and schedule their appointments. The Mayor praised Davenport as a phenomenal resource that has guided the town to fiscal stability and security, and he strongly encouraged the Council to heed their professional guidance.

COUNCILMEMBERS TIME.

Councilman David McGuire began by requesting confirmation on FOIA redaction policies for personal emails and asked for a hard copy of Kasey Braun's employee data call. He expressed strong support for veterans, calling for the disabled veteran tax credit to be expanded to those with a thirty percent rating or above. He also criticized members of Congress for collecting pay during a shutdown while leaving town.

Councilman Eric Gagnon discussed budget constraints, noting the town recently had to borrow nearly five million dollars for capital asset replacements. He compared this financial practice to a homeowner paying for dental work using a home equity line. Regarding the WARF, he stated he holds a neutral position but referenced financial data showing significant lifetime losses and annual operating deficits exceeding one million dollars. He explained that keeping the facility operational would require raising property taxes, estimating an increase of two hundred to two hundred and fifty dollars per household, and suggested hiring a neutral third party to survey residents on their willingness to absorb these costs.

Councilwoman Michele O'Halloran stated that the abrupt termination of Frank Cassidy severely damaged what had previously been high staff morale. She criticized the decision for lacking foresight, noting the absence of a standard thirty-day notice and the resulting financial waste on severance packages and search firm fees. She informed the public that she attributes the manager's firing to his refusal to participate in unethical or illegal actions. Additionally, she called for the complete disbandment of the transparency committee, congratulated the Your Town Academy graduates, highlighted a recent senior safety meeting with the state Attorney General, and thanked her husband for his military service.

Councilman Larry Kovalik offered Thanksgiving wishes and acknowledged the financial strain placed on residents by the recent government shutdown. He referenced local resources for food insecurity, asking the press for help distributing them, and encouraged citizens who are able to donate to community organizations to do so during the holiday season.

Vice Mayor William Semple apologized for a phone disruption during the meeting, explaining his ongoing medical treatments. Speaking as the chairman of the Commission on Open and Transparent Government, he expressed deep disappointment in the commission's trajectory but explained he voted to suspend rather than disband it in hopes of correcting its course. He

revealed he had considered introducing a motion to reinstate Mr. Cassidy but refrained to prevent further council division, aiming instead to foster collaboration over the next month before revisiting the issue.

Councilman Roy Francis thanked the residents of Ward 1 for their input and agreed with public assessments that the Council has strayed significantly off course. He praised the public remarks made by town staff and committed to being more vocal and working diligently to unify the Council through its current difficulties.

Councilman Paul Mooney thanked the public for attending and commended Stephanie Miller for accepting the acting manager role. In response to a citizen's challenge to name recent positive council actions, he highlighted a new finance committee budget tool, a collaborative solution for local businesses, and the preservation efforts led by the Town Attorney. He expressed regret over the Town Attorney's impending departure, urged the Council to remain resilient through disagreements, and recommended publishing the citizen-provided tenets for civil discourse.

Mayor Carter Neville thanked the community for voicing their concerns regarding the Council's sacrificed trust. He addressed criticisms of his absence from the previous meeting, explaining it was not an act of cowardice but a deliberate protest and a show of solidarity with town staff following a surprise termination. He affirmed his refusal to resign and concluded by commending citizen Jay Heroux for his ongoing charitable work supporting the town's vulnerable and underhoused populations.

ADJOURNMENT.

With no further business, this meeting was adjourned at 8:13 PM on Wednesday November 12th, 2025.

I hereby certify that this is a true and exact record of actions taken by the Town Council of the Town of Warrenton on November 12th, 2025.

_____

Stephen M. Clough
Town Recorder

Attachments:

1) Handouts to Council from Citizen's time. November 12th, 2025.
2) Citizen Comment Emails and form submissions.
3) Signed legislation.

Draft

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

November 12th, 2025, Regular Town Council Meeting Minutes

Attachment 1: Handouts to Council.

Draft

Tenets for Civil Discourse

- **Respect** – Respect each person you meet and take the time to truly consider what they are saying. Respond, don't react. No blaming, shaming or attacking another person. Doing this does not mean accepting or upholding their ideas as your own; rather, it can help you understand their perspective, build your knowledge for future conversations, and open your mind to previously unfamiliar ideas—especially important even if you continue to disagree with them.
- **Listen Deeply** – Listen to what the person is saying, focus on the ideas presented, and discuss ideas and issues—not people. Don't start side conversations as they distract from engagement and listening. Do not interrupt while others are speaking.
- **Speak for Yourself** – Use "I" statements when commenting or responding. Share your personal experience. Own it.
- **Try to Understand** – Try to understand the thoughts and ideas of others. Ask questions for clarification. Note: sometimes we may be discussing the same concept, yet use different words. Make sure to pay attention to such areas of misunderstanding, and seek clarification where there is any confusion.
- **Share Talk Time** – If you are having a discussion with more than two people, make sure everyone has the opportunity to speak before speaking again. Take notes if there are things you want to follow up on. Ask what others think.
- **Speak with Humility** – You may not know everything about the topic at hand, and your experience may not be that of the other person's. Lean into your knowledge, personal experience, and expertise, but remain open to the truth others are sharing.
- **Gratitude** – If what someone has shared or asked helps with your own learning, say thank you.
- **Suspend Judgment** – We all have presumptions, biases, stereotypes, prejudices, and other pre-judgments. Try to suspend pre-judgments and seek first to understand.
- **Disagree and Love** – We seek to learn and listen. You can disagree with someone and still love them and listen to them. Civil discourse is about listening and learning together, seeking shared understanding and exposure to new ideas in the pursuit of improving our world and fulfilling our call as followers of Jesus.
- **Practice Forgiveness** – We learn from trying things out and sometimes we make mistakes. Seek to forgive and to be forgiven as we learn together.
- **Pay Attention to your Feelings and Thoughts** – If you do not feel safe asking a question or commenting on a topic, write it down and ask someone you're more comfortable or familiar with to help you voice or talk it through with you. If someone hurts your feelings, acknowledge that the comment hurt your feelings and explain why. Be open to others sharing that with you as well.

From the Civil Discourse Curriculum.
https://episcopalchurch.org/files/ogr_civildiscoursecurriculum_full.pdf

Draft

Jay Heroux, 112 Fairfax Street, Warrenton - WARD 5

I stand before some council members who promised openness and transparency but instead are giving us **hypocrisy, intimidation, retaliation, and abuse of power.**

And so tonight, let's focus on the toll this is taking on the Town Staff - which impacts us as citizens.

As a 30-year resident, community volunteer and a former town councilman, I know the town staff are the **hands, hearts and minds** that make this town run.

They're out there at 2 a.m. in the cold, knee-deep in water, **fixing yet another busted pipe.**

They haul trash in the summer heat, keep the IT running, patrol our streets, teach our kids to swim, and keep our parks fun, clean and safe.

Can they do better? Sure. And they want to. We all can.

From my experience, Town Staff do not ask for much.

But they do ask for **leadership.**

Honest leaders who guide, equip and empower them **to do their jobs**.

Leaders who do what's right, **get results,** and hold everyone accountable.

Draft

Leaders who keep the momentum in making us a great 21st century town.

We had all that in Frank Cassidy.

I voted to hire him!

After a national search produced **no viable candidates**, Frank stepped forward.

I don't recall a **single Warrenton resident** offering their own résumé — plenty of complaints, but no one willing to step into the arena and serve.

From day 1, Frank set the standard he expected from staff

Be citizen-facing, accessible, and get out there and get things done.

Under his leadership, the Town pulled through a Water Treatment Plant failure that could have been disastrous.

He took on our speeding, jumpstarted road projects and other core infrastructure enhancements.

He found solutions to the parklets, sidewalks, and many other issues that citizens care about including lack enforcement of our town ordinances.

Frank can be blunt and I experienced that on council, but maybe it's time we got more of that and toughened up.

Despite all that, Frank got fired and we have no reason why.

Draft

I'll tell you why.

Eric Gagnon.

A man who hides behind false transparency and a complete lack of understanding of public administration.

When the vote goes his way, he celebrates democracy.

When it doesn't, he **cries corruption**.

He has crushed the spirit of service within our Town Staff and our citizenry.

He bullies employees, council members, and even the Town Attorney — forcing them to choose between doing what's right and keeping their jobs.

He rails against "bloated government," yet his grand budget crusade produced ~~only $400,000~~ MINIMAL in savings — and not a single meaningful staff reduction.

He ignores reality - skyrocketing inflation since 2021, decades of neglect in core infrastructure, and the "Warrenton Miracle" debacle from the Fitch era.

No solutions. Just blame, firing and fear.

Draft

PAUSE

In 2023, I joined the Department of War as a federal civilian and took an oath to support and defend the Constitution — an oath of service over self.

We must expect the same from our council and our staff.

We also must expect it from us – the citizens.

I've lived here 30 years and heard endless complaining – many totally baseless— but few step up to do something about it.

That must change.

Tonight, I called for the council to pass a motion to bring Frank Cassidy back.

ONE LAST THING
TO TOWN STAFF - STEPHEN, JOHN
IF YOU NEED ANY HELP
GIVE ME A CALL
I'LL PLAY WITH YOU.

Draft

Nancy Evert 249 Sapphire Ct.

Last week I was able to attend Chief Carter's Community Town Hall meeting. Thank you! It was a great session and information flowed freely back & forth.

These past 6 weeks I was also able to attend YOUR TOWN ACADEMY: the brainchild of Mr. Cassidy promoting Education through Outreach. 6 weeks long, 2 hours once a week equaled 12+ hours. The class was presented by each department head: each leader had an hour or two to tell us about what they and their departments do for our town. The information shared was eye opening to me. For the 6 weeks we spent in class, I was proud to see that the department heads attended ALL of the meetings.... just in case a question was posed by the class that the Speaker could not answer. The department heads truly worked as a team, and it was evident that the folks working directly with them were also part of this team. Team Warrenton.

I think the comradery and team spirit comes from the individuals themselves, but the leader must be the spark for the action, must be committed to excellence, and must create lasting positive change.

I personally feel this is what Mr. Cassidy has brought to Warrenton. Council members: if only you could have experienced this team (YOUR team) working together like my class did. I thank Mayor Nevill and Councilwoman O'Halloran for joining us in the class. And to Mr. Cassidy, my sincere gratitude for recognizing what makes a team tick and being the fearless leader for us for these past few years. Your positive influence on your employees and town residents, like me, has not gone unnoticed.

This afternoon's Council meeting, Ms. Braun, of the Human Capital Team was challenged as to whether or not their department report could be heard by Council: regarding comments and input provided by other employees in relation to the termination of Mr. Cassidy. Some Council members wanted to quash Ms. Braun's ability to share her information: wanted to postpone this until the December meeting!

Draft

REALLY? Council didn't want to hear what their employees had to say? Now they want to take it behind closed doors. RIDICULOUS.

I'd like to leave the Council with a song , and I hope it sticks in your head:

By Joni Mitchell: Big Yellow Taxi

Don't it always seem to go, that you don't know what you've got till it's gone.

Draft

Patty Pratt 291 Waterloo Street.

I bring two issues to your attention, one of neighborhood public planning and the other regarding this failure of transparency in leadership. Both require impeccable discernment which must start with putting all facts on the table. Here's a performance review from me.

Fact: Mr. Cassidy gathered a group of neighbors from lower Waterloo around a table seemingly to gather facts and listen. Frank systematically dismissed the concerns of each person, was noticeably irritated, and overly aggressive. I was stunned at his uncomposed demeanor in a friendly group. One specific concern I had was the

Draft

new responsibility an elderly neighbor would have to clear snow from a proposed sidewalk. This fact was missing from all previous emails and conversations. When I mentioned it, his response was demeaning.

Why would this small fact cause Frank to roll his eyes and let out a breath of annoyance? He demanded this was not an issue on Waterloo. I added the fact that I personally witness people slip and fall on the steep parts of the sidewalk and he said, “no they don’t,” and he rolled his eyes and let out another breath. I directly stated that he was dismissing me. His response… “No I’m not,” and I got another eye roll and miffed exhale.

Draft

He didn't even notice the hypocrisy. I was skeptical of his ability to manage our Town. ..and feared speaking out to

Fact: Frank is blocking the Town Council to find out about the Amazon facts for the upcoming litigation. I want transparency on this. This isn't about clearing snow or preventing a slip and fall;

this is a political snow job …demeaning to our Town.

What are the land use facts?

Draft

Ignorant of facts, our town has little chance of discernment. Looks like we need a snow plow.

The Town Manager is charged with Executing the policies set by the Town Council including Finance, Human Services, Planning and Zoning, Police, Public Utilities and Works. I support the transparency of all of Frank's previous actions, obtaining facts on the Amazon project and welcome the end to the eyerolls and rejections?

I trust the Commission's discernment to fire him. Thank you.

Draft

Dear members of the Warrenton town council,

My name is Percy Dunagin, 160 Beach street. I am writing to express my support for the recent administrative action by the town council which led to the termination of the town manager, Mr Cassidy.

Over the past few years I have seen the frustration that several of the town council members have experienced in working with Mr Cassidy. It's not that he is altogether unwilling to work with the council, or even incompetent at his job. Instead the main complaint I have heard from council members as well as some residents whom the council represent, is that Mr Cassidy has deliberately

Draft

thwarted council efforts to provide full disclosure on the Amazon data center affair.

It should be an obvious fact to most, that a majority of Warrenton citizens were against this data center deal, and thus have rightfully not given up the battle to put a stop to it. Rational people must also acknowledge that the town citizens have a right to know the proceedings and communications surrounding the deal which was made to approve the data center. I'm talking about transparency here. If there is nothing to hide about what either Mr Cassidy or the former council members did, said, or wrote about, then there should be no

Draft

legitimate objection to making available to the council, if not also the public at large, all of those proceedings. This is the business of the council and the people, notwithstanding any legitimate legal considerations.

The town voted in new members to the council last year specifically to get transparency and accountability on this (and other) issues. When the town manager did not support that effort to provide transparency, through legally adopted measures by the town council, he violated his oath to the town. That is unacceptable, and certainly grounds for removal by the town council.

Draft

As a citizen of Warrenton, I fully support his removal on these grounds of non-compliance with a town council that represents the will of the people. I firmly oppose any effort to reinstate him, because, quite frankly, no pun intended, I do not trust him to serve the town. In fact, the effort by anyone to circumvent the actions of the council to remove Mr Cassidy are plainly offensive to the will of the people.

Thank you for your time. Percy Dunagin, Lt Col, retired, USAF

Draft

PETITION TO REINSTATE FRANK CASSIDY AS TOWN MANAGER OF WARRENTON

Town Council Meeting Date: November 12, 2025 @ 6:30 pm at Town Hall, 21 Main St.

#	Name - Printed	Address	Signature
1	Shanta Barbour	717 Acorn Ct Warrenton, Va 20186	
2	Zamarii Barbour	717 acorn ct Warrenton, Va 20186	
3	Tyler Newton	711 Acorn ct Warrenton, VA 20186	
4	Amber Newton	711 Acorn Ct Warrenton, VA 20186	
5	Erica Anderson	724 Pine tree ct warrenton va 20186	
6	Anna Poff	714 Pine Tree Ct. Warrenton, VA 20186	Anna Poff
7	Mike Poff		Mike Poff
8	Rick Sheet	711 Arbor Ct. Warrenton, VA 20186	
9	LEW SHADLE	715 ARBOR CT WARRENTON	
10	ASHLEY SMITH	713 ARBOR CT WARRENTON	
11	John Grogg	719 ARBOR COURT WARRENTON, VA 20186	
12	John Tuberville	723 ARBOR CT WARRENTON, VA	
13	Iranza Gerges	725 ARBOR ct warrenton, VA	
14	Nubil Youssef	725 ARBOR ct Warrenton VA	
15	AUSTIN BONNEY	729 ARBOR CT WARRENTON, VA	

PETITION TO REINSTATE FRANK CASSIDY AS TOWN MANAGER OF WARRENTON

Town Council Meeting Date: November 12, 2025 @ 6:30 pm at Town Hall, 21 Main St.

#	Name - Printed	Address	Signature
16	Morganne Pierce	739 Arbor ct.	
17	Jason Pierce	739 Arbor Ct.	
18	Patty Sonnleitner	742 Arbor Ct	
19	Craig + Karen Wasonz	736 Arbor CT	
20	Gianna Schweizer	730 Arbor ct	
21	Megan S.	39 Pepper Tree Ct.	
22	Mike S.	53 Pepper Tree Ct	
23	Jason M. Beavers	65 Pepper Tree ct.	
24	Crystal Z. Beavers	65 Pepper Tree Ct.	
25	Darine Barbour	717 Acorn ct Warrenton, VA	
26	Shamika maddox	35 Pepper Tree ct	
27	Francis Maddox	35 Pepper Tree ct	
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PETITION TO REINSTATE FRANK CASSIDY AS TOWN MANAGER OF WARRENTON

Meeting Date: November 12, 2025

#	Name - Printed	Address	Signature
1	Lisa Cushing	610 Pineview Ct, 20186	
2	Christina Bik	610 Pineview Ct, 20186	
3	Martha Huffman	140 English Chase Ln.	Martha Huffman
4	BARBARA BURKE	162 MAIN ST APT 1	Barbara Burke
5	Kristin Klare	5052 Old Auburn Rd	Kristin Klare
6	Maria Arlo	33 Main Street	Maria Arlo
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PETITION TO REINSTATE FRANK CASSIDY AS TOWN MANAGER OF WARRENTON

Meeting Date: November 12, 2025

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PETITION TO REINSTATE FRANK CASSIDY AS TOWN MANAGER OF WARRENTON

Meeting Date: November 12, 2025

#	Name - Printed	Address	Signature
1	N. P. BURHANS	6061 CAPTAINS WALK BROAD RUN, VA 20137	
2	SCOTT CHRISTIAN	7514 SUNNY LN THE PLAINS 20198	
3	J. G. CROWNE	7711 CERRO GORDO RD GAINESVILLE, VA 20155	
4	Emily Guinivan	8220 Lees Ridge Rd Warrenton, VA 20186	
5	Lucy Guinivan	8220 Lees Ridge Rd Warrenton, VA 20186	
6	Frank Mobley	8741 Country View Dr. Casanova, VA 20139	
7	JUDY LEEF	8551 MEGS DR MARSHALL VA 20115	
8	Arthur Poland	7357 S. Run Ln Marshall VA 20115	
9	Helen Poland	7357 S Run Ln Marshall, VA 20115	
10	Mary Brown Haak	6895 Leeds Manor Road Marshall VA 20128	
11	Paula Patrick	165 Topaz Ct Warrenton, VA 20186	
12	Don Patrick	165 Topaz Ct Warrenton, VA 20186	
13	DEIRDRE B. CLARK	6129 Redland Ln Marshall	
14	Juanita Grimsley	P.O. BOX 577 Bealeton, Va. 22712	
15	PAT REILLY	2624 Five Points Rd Marshall, VA	

Draft

PETITION TO REINSTATE FRANK CASSIDY AS TOWN MANAGER OF WARRENTON

Meeting Date: November 12, 2025

16	STEPHEN W. HERCHOLZ	6535 STONERIDGE CT WARRENTON, VA 20187	Stephen W. Herchol
#	Name - Printed	Address	Signature
17	Ellie Clark	219 Tiger Valley Rd Washington, VA	Ellie Clark
18	Pete Robinson	7467 Sunchest Dr Warrenton VA 20187	
19	Richard Parli	7155 TAPPS FORD RD AMISSVILLE, VA.	
20	Karen Martinsen-Parli	7155 Tapps Ford Rd (Faug. Co) Amissville, VA 20106	Karen Martinsen Parli
21	Karen Wardle	7080 Greenville Rd. Nokesville, VA 20181	Karen Wardle
22	RUTHANN LITCHFORD WARR.	7100 CANNONBALL GATE 20186	
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PETITION TO REINSTATE FRANK CASSIDY AS TOWN MANAGER OF WARRENTON

Meeting Date: November 12, 2025

#	Name - Printed	Address	Signature
1	Judy Franks	353 Equestrian Rd Warrenton Va.	Judy Franks
2	F.J. Franks	"	F.J. Franks
3	Steve Lilly	350 Fox Chase ST.	Steve Lilly
4	Carl Lilley	350 Fox Chase ST. Warrenton, Va	Carl Lilley
5	Mary Caravos	350 Fox Chase ST.	Mary Caravos
6	John Goetz	352 Equestrian Rd.	J.P.G.
7	Scott Sumner	346 EQUESTRIAN RD	Scott Sumner
8	Teresa L. Arthur	341 Equestrian Rd.	Teresa L. Arthur
9	VICTORIA E RAY	322 EQUESTRIAN RD	Victoria E Ray
10	ELDEN F. RAY, JR.	322 EQUESTRIAN RD.	Elden F Ray Jr
11	William E. Searing	740 Race Course Rd	William E. Searing
12	Sarah Searing	740 RACE Course Rd	Sarah A. Searing
13	Richard Byrd	340 Equestrian Rd	Richard Byrd
14	Pamela S Byrd	340 Equestrian Rd	Pamela S. Byrd
15	Carol Franks	725 Race Course Rd	Carol Franks

PETITION TO REINSTATE FRANK CASSIDY AS TOWN MANAGER OF WARRENTON

Meeting Date: November 12, 2025

#	Name - Printed	Address	Signature
16	John B Franks	725 RACE COURSE RD	
17	Courtney Spriggs	725 Race Course rd. Warrenton, VA	
18	Nicholas Spriggs	725 Race Course, Rd. Warrenton VA	
19	KEITH WIARDA	715 RACE COURSE Rd Warrenton, VA	
20	Carrie Wiarda	715 Race Course Rd Warrenton VA 20186	
21	Emily Fudge	359 Equestrian Rd. Warrenton VA 20186	
22	Jamie Zeigler	359 EQUESTRIAN Rd Warrenton VA 20186	
23	DARREN RIGGS	356 EQUESTRIAN RD WARRENTON VA 20186	
24	Larke Pain	351 Equestrian Rd Warrenton VA 20186	
25	Stephen Johnson	745 Race Course Rd Warrenton VA 20186	
26	Kristine Johnson	745 Race Course Rd. Warrenton, VA 20186	
27	Ellie Ragusa	700 Race Course Rd Warrenton, VA	
28	Cristina Snider	695 RACE COURSE RD Warrenton, Va 20186	
29	James a Rankin	325 Fox chase ST Warrenton Va	James a Rankin

PETITION TO REINSTATE FRANK CASSIDY AS TOWN MANAGER OF WARRENTON

Meeting Date: November 12, 2025

#	Name - Printed	Address	Signature
30	Kuri Craven	318 Fox Chase St Warrenton, VA 20186	
31	Cheryl Crow	308 Fox Chase St Warrenton, VA 20186	Cheryl A. Crow
32	Rick Cuns	308 Fox Chase St. Warrenton, VA 20186	Rick D. Cuns
33	Jennifer Kincheloe	700 Black Sweep Rd Warrenton VA 20186	
34	MING CHIANG	225 FOX CHASE ST WARRETON VA	M. L. Chiang
35	Gina Clark	197 Black Sweep Rd Warrenton VA	
36	JODSON SLAYBAUGH	704 LAURCEL ROAD WARRENTON VA	
37	Patrick Pecs	713 Laurel	
38	Dave Mulliss	721 Laurel Rd Warrenton, VA	
39	Chris Mulliss	721 Laurel Rd. Warrenton, VA	Christopher L. Mulliss
40	Jeffrey Babos	736 Black Sweep Rd Warrenton	
41	Nancy Babos	736 Black Sweep Rd Warrenton	
42	Samuel Kamkam	705 Black Sweep Rd	
43	Michael Andoor	713 Black Sweep Rd 20186	

Draft

PETITION TO REINSTATE FRANK CASSIDY AS TOWN MANAGER OF WARRENTON

Meeting Date: November 12, 2025

44	Johnna Smith	721 Black Sweep Road Warrenton VA 20186	Johnna Smith
45	Kristina Eastley	751 Black Sweep Rd Warrenton VA 20186	Kristina S. Eastley
46	Boo Ann Bennett	721 STARTING PT. CT.	Ann R Bennett
47	MARK NESTEGER	721 STARTING PT CT Warrenton	
48	THOMAS SABRINA	714 Fox chase St	Sabrina Thomas
49	JEN RIGGLEMAN	668 FOX CHASE ST WARRENTON VA 20186	
50	LUTHER Riggleman	668 Fox Chase St WARRENTON, VA 20186	
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PETITION TO REINSTATE FRANK CASSIDY AS TOWN MANAGER OF WARRENTON

Meeting Date: November 12, 2025

#	Name - Printed	Address	Signature
1	John Elliott	730 Race Course Rd Warrenton VA	John Elliott
2	Elizabeth Elliott	730 Race Course Rd Warrenton, VA	Beth Elliott
3	Diane Simonson	777 Black Sweep Rd Warrenton, VA	Diane Simonson
4	Geoff Simonson	777 Black Sweep Rd Warrenton, VA	Geoff Simonson
5	Brandi McCormick	712 Starting Pt Ct. Warrenton, VA 20186	Brandi McCormick
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PETITION TO REINSTATE FRANK CASSIDY AS TOWN MANAGER OF WARRENTON

Meeting Date: November 12, 2025

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PETITION TO REINSTATE FRANK CASSIDY AS TOWN MANAGER OF WARRENTO

Meeting Date: November 12, 2025

#	Name - Printed	Address	Signature
1	Karen Lavarnway	102 Winchester St. Warrenton, VA 20186	
2	Wm. Reidy	101 Winchester St Warrenton VA 20186	
3	Catey Hutchison	204 Rockling St Warrenton VA 20186	
4	Winston Watt	158 Winchester St	
5	Betty Dalton	" "	
6	Graham Sheffield	197 waterloo St Warrenton VA 20186	
7	Jay Herroux	112 Fairfax St Warrenton, VA	
8		191 Culpeper Street	
9	Tim Abbott	360 Culpeper St.	
10	Paul Moriarty	203 Winchester	
11	Kirsten Cleary	601 Foxcroft Rd Warrenton, VA 20186	
12	Thomas Cleary	601 Foxcroft Rd Warrenton Va 20186	
13	Bonnie Prince	601 Foxcroft Rd Warrenton VA 20186	
14	Henry Cleary	601 Foxcroft Rd Warrenton VA 20186	
15			

DRAFT

PETITION TO REINSTATE FRANK CASSIDY AS TOWN MANAGER OF WARRENTON

Meeting Date: November 12, 2025

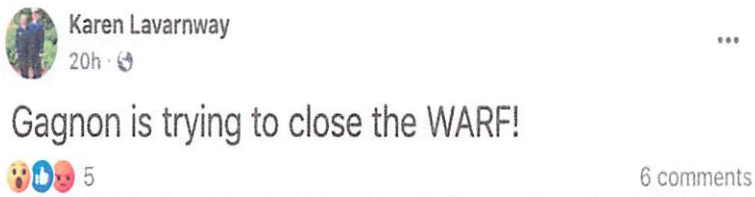
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#	Name - Printed	Address	Signature
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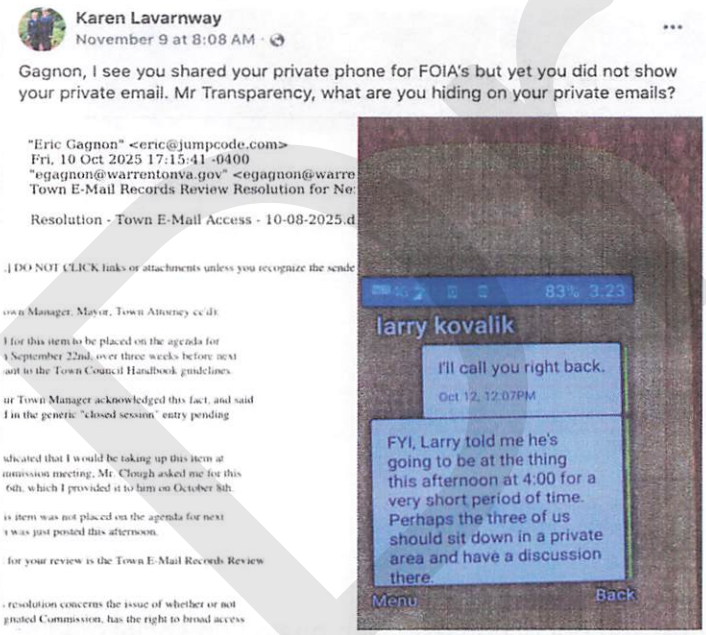
Fauquier Leaks—Correcting The Record

I applaud *Fauquier Leaks* for its colorful use of AI-Generated cartoons on their web site, and I am all for political opposition expressing their views—as long as they are not playing fast and loose with the facts. Cartoons can be a powerful way to clarify an issue, however cartoons are only effective and meaningful when they are fact-based and truthful—not when they are designed to mislead citizens. In my continuing effort to inform Warrenton citizens let me rebut some of the more egregious claims *Fauquier Leaks* make, and some claims made on Karen Lavarnway's Facebook page (my opponent in the last election).

First from Ms. Lavarnway's Facebook page:



1. I am not trying to close the WARF, it is a wonderful amenity—but one that comes at a cost. I am doing my job informing citizens of what it costs to run and maintain the WARF and asking them to let me know if they want to continue supporting it, knowing the tax implications it means for citizens.



2. I am not hiding my private phone number or email address—it is printed on almost all my communication materials and available via FOIA if not already there in prior FOIAs. In this most recent FOIA request, I have turned over everything that was asked for and will continue to fully comply with any FOIA request.

** All graphics and certain quotes are from the web site FauquierLeaks.org and reprinted here under fair use policy*

Draft

Fauquier Leaks—Correcting The Record Continued…

Karen Lavarnway
October 30 at 7:45 AM

Why is Gagnon forwarding his town email to his personal email? What else is he sending from his personal email that we can't see?

From: "Eric Gagnon" <egagnon@warrentonva.gov>
Sent: Wed, 22 Oct 2025 14:36:00 +0000
To: "Eric Gagnon" <eric@jumpcode.com>
Subject: Fw: VACP and VPBA Letters and Your Directive to Stephen Clough

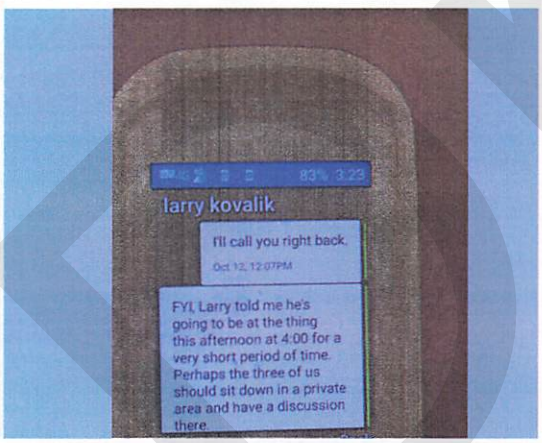
Get Outlook for iOS
From: Carter Nevill <cnevill@warrentonva.gov>
Sent: Tuesday, October 21, 2025 6:18 PM
To: Eric Gagnon <egagnon@warrentonva.gov>
Cc: William Semple <wsemple@warrentonva.gov>; Roy Francis <rfrancis@warrentonva.gov>; Paul Mooney <pmooney@warrentonva.gov>; Larry Kovalik <lkovalik@warrentonva.gov>; Michele O'Halloran <mohalloran@warrentonva.gov>; David McGuire <dmcguire@warrentonva.gov>; Stephanie Miller <smiller@warrentonva.gov>; Frank Cassidy <fcassidy@warrentonva.gov>; Chap Petersen <jcp@petersenfirm.com>; Whit Robinson <whitsonrobinson@gmail.com>; Stephen Clough <sclough@warrentonva.gov>
Subject: Re: VACP and VPBA Letters and Your Directive to Stephen Clough

Eric,

3. I forward my Government emails to my private email for organizational purposes. My personal phone is a flip phone, not a smart phone so I have to forward my government email to my private email in order to offload them to my computer so I can put them in folders where I am able to pull them up easily when needed. My Town emails are public record so this is yet another false claim designed to mis-inform instead of enlighten.

Karen Lavarnway
October 29 at 4:29 AM

Want to see how transparent Gagnon is? Here's a screen shot of his personal phone.





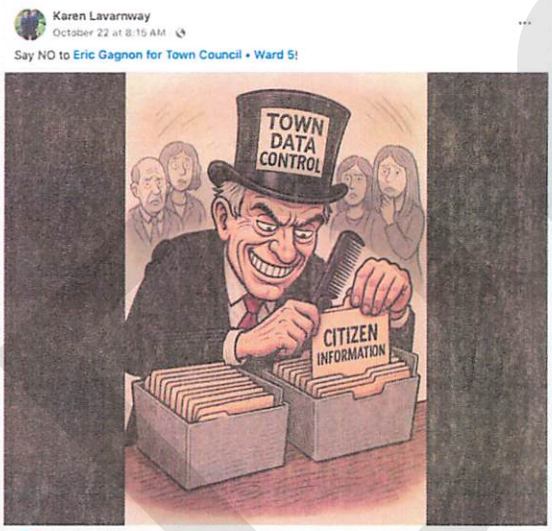
4. This is an example of how much harm an untrue and out of context claim posted on social media can be. Here, Karen implies that an illegal meeting has taken place and has indeed mislead a Warrenton citizen as seen in the comments. If Karen had bothered to ask, she would have learned that the third person in this conversation was not another councilman. but instead was a Warrenton resident.

** All graphics and certain quotes are from the web site FauquierLeaks.org and reprinted here under fair use policy*

Fauquier Leaks—Correcting The Record Continued…



5. Here Karen posts a cartoon from *Fauquier Leaks.* This is particularly egregious because Karen and *Fauquier Leaks* know that the Transparency Commission has no interest and will have no access to the tax information of Warrenton citizens. This is an outrageous claim designed to create fear and should be publicly withdrawn and a public apology made.



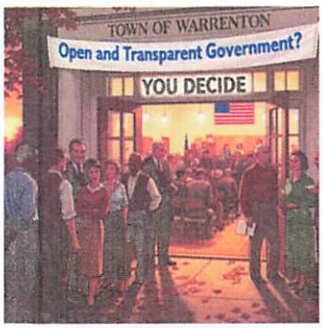
6. This is another outrageous example of mis-informing the public. The transparency Commission will not be accessing any private citizen information—it is the exact opposite. They are looking into town records in regard to three land use projects. These records are owned by the public and this is an effort to find out how the approval of three developments were made and also to re-establish the principle that citizens have a presumptive right to view their own town records within FOIA requirements.

** All graphics and certain quotes are from the web site FauquierLeaks.org and reprinted here under fair use policy*

Fauquier Leaks—Correcting The Record Continued…

Posts and quotes from the *Fauquier Leaks* page:

"At the October 2025 Town Council meeting, Eric Gagnon, Larry Kovalik, Paul Mooney, and David McGuire voted to fire Town Manager Frank Cassidy — without warning and without explanation. Three Council Members — Bill Semple, Michelle O'Halloran, and Roy Francis said they were completely blindsided. Even the Mayor had no idea it was coming. No plan. No reason. No transparency."—Fauquier Leaks



7. No one enjoys firing an employee and each councilman had their own reasons why they thought Mr. Cassidy was not working out. We chose to fire him without cause in order to allow him his severance pay and also we didn't want to drag him through the mud publicly because that might hurt his future job-seeking prospects. Again—if we had fired Mr. Cassidy with cause, he would be due no severance pay.



SCRIPT FOR CLOSED SESSION RE: FRANK CASSIDY

CLOSED SESSION OPENING (Frank is NOT in the room)

1.) We have a consensus among the Town Council to terminate the Town's employment contract with Frank Cassidy without cause, effective immediately.

2.) I'd like to go around the room and ask each of you if Frank should stay or go.

3.) (Each Council member responds IMPORTANT: THIS IS NOT A VOTE)

4.) O.K., we have [4/5] votes to terminate his contract at will.

5.) This is settled, so let's call Frank up here to let him know.

(Frank enters room)

1.) A majority of the Town Council has agreed to terminate your employment contract without cause, effective immediately.

2.) We will get Kasey up here and you can leave your building keycard, Town phone, laptop, and any other keys you have with her and leave the building. If it's not here, drive your Town vehicle over to Town Hall and drop off the keys to Kasey. She will make arrangements to have you pick up the rest of your personal items one evening this week or this weekend.

3.) (Call Kasey and collect Frank's Town Property)

FIRING WITHOUT CAUSE MEANS NO EXPLANATION IS NEEDED. IF ASKED, OUR ONLY REPLY IS: "IT'S TIME FOR A CHANGE."

8. This "script" is nothing unusual. All town councilmen plan how they want to present their views in front of the council and often work together to present their views. As long as council members comply with open meeting rules, then there is nothing out of order here.

** All graphics and certain quotes are from the web site FauquierLeaks.org and reprinted here under fair use policy*

Fauquier Leaks—Correcting The Record Continued…

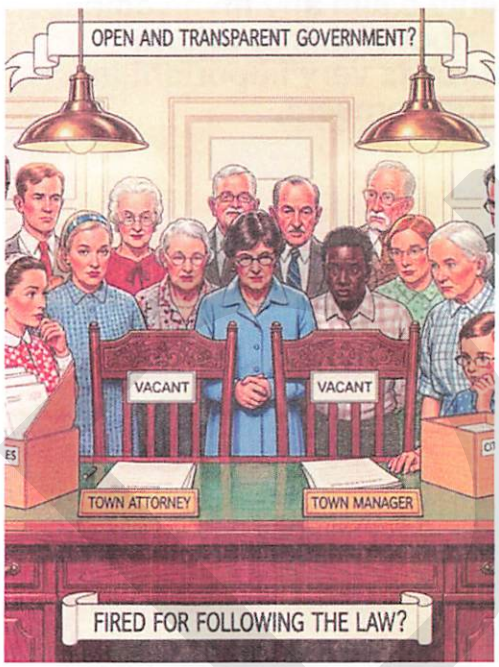
Posts and quotes from the *Fauquier Leaks* page:

"At the October Town Council meeting, Eric Gagnon suddenly proposed holding a meeting to discuss firing the Town Attorney — the same attorney he and this council proudly hired just months ago. Once again, Council Members were blindsided. And once again, the citizens of Warrenton were left in the dark, given no explanation and no transparency."—Fauquier Leaks

9. For quite awhile several council members had issues with Town Attorney Chap Petersen's advice that more often came in the form of political advice instead of legal advice. Mr. Petersen was fully aware of the issues we were having with him because a lot of discussion had taken place between council members and Mr. Petersen. It was no surprise to him—in fact—he resigned before the replacing discussion even began.

"How can a commission claim to be open and transparent when it's stacked with people who have already made up their minds? Is this about fairness and truth — or about finding justification for decisions they've already decided to make?"—Fauquier Leaks

10. If the Transparency Commission was "stacked" why has there been so much division and debate among Commission members. Believe me—the members of the Commission are not walking in lock step.



Open and Transparent? Are They Breaking the Law? Is Our Data at Risk of Privacy Protections? Are They Firing Staff Who Get in the Way of Getting Access to Data?

11. This is another egregiously misleading post. The Transparency Commission will not be looking at citizen data. They are looking at Town emails between certain prior and town council members, lead staff, and developers—and also any related documents pertaining to the three land use approvals the commission was tasked to investigate. The commission is asking for access following FOIA rules and are not asking for the staff or the police department to do anything illegal. The assertion that the commission would knowingly or unknowingly access police records is a red herring. All emails coming from any law enforcement organization can be easily filtered out of the search query process.

** All graphics and certain quotes are from the web site FauquierLeaks.org and reprinted here under fair use policy*

Draft

In Summary

I have always been an advocate of directly informing the citizens on local issues because after all it's their money that pays for our local government. Citizens need to understand what is going on inside their local government and how their money is spent so they can be meaningfully involved in self-governance.

Fact-based communication has been the cornerstone of my service on town Council, and I would just like to add that I have always communicated honestly and openly with the intention of maintaining an open and transparent government for the benefit of the citizens.

The intention behind communication is important and defines it. If the intent is to inform and educate honestly for the benefit of citizens it's an important and useful activity.

…But if the intent is to dishonestly attack for political reasons based on falsehoods with the intent to misinform that is not a good thing and ultimately will never win the day.

And while we are on the subject of transparency, I see that Karen Lavarnway vigorously supports *Fauquier Leaks* but does not openly claim any involvement with the web site. The website also does not have an "about" link to inform citizens on *who* created this content. Knowing the source is very important in order for citizens to judge the veracity of the content they present.

Eric Gagnon, Town Council, Ward 5

Draft

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

November 12th, 2025, Regular Town Council Meeting Minutes

Attachment 2: Citizen Comment emails and form submissions.

Draft

From: "noreply@civicplus.com" on behalf of "noreply@civicplus.com" <noreply@civicplus.com>
Sent: Tue, 14 Oct 2025 17:55:39 +0000
To: """ <citizencomment@warrentonva.gov>
Subject: Online Form Submittal: Public Comment

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Public Comment

Name	Brittany Burgess
Address	123 Main St
City	Warrenton
State	VA
Zip Code	20186-3423
Email Address	[redacted]
Phone Number	5403477084
Committee, Board, or Commission Type	Town Council
Agenda Item	Church/Municipal parking lot on 5th street
Comment	As the director of Warrenton Baptist Tiny Tots, I have rising concerns about our shared parking lot on 5th street. We understand there is an agreement with the church that parking in this lot on Sundays is for church use only. We are encountering a shortage of parking options for our families of Tiny Tots Monday-Friday causing our parents who pay for our services to have to walk through side streets or around the block because there is no parking for them to pick up their children at the rear of our building. While we do have a small lot off of 6th street, we are unable to navigate 75 children safely through that small lot in an hour drop off or 2 hour pick up window. In addition, my 15 staff park in this lot during their shift, leaving no parking spots to return to from their lunch break.

Draft

The closest street parking is only 2 hour parking. There are trailers, trucks, and a man living in his van that park in this lot 24/7. This directly impacts our center and the safety of our children. Tiny Tots is requesting to amend the restrictions on this lot to help our center remain safe. Thank you!

Email not displaying correctly? View it in your browser.

Draft

From: "noreply@civicplus.com" on behalf of "noreply@civicplus.com" <noreply@civicplus.com>
Sent: Tue, 21 Oct 2025 01:35:25 +0000
To: """ <citizencomment@warrentonva.gov>
Subject: Online Form Submittal: Public Comment

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Public Comment

Name	Barbara Burden
Address	106 Meadowview Lane
City	Warrenton
State	Va
Zip Code	20186
Email Address	[redacted]
Phone Number	7039731964
Committee, Board, or Commission Type	Planning Commission
Agenda Item	LWAV-25-2
Comment	1. Retaining wall .. who will maintain 2. Drainage 3. Proposed Sidewalk through housing connecting to Old Meetze. Strongly DISAGREE! A sidewalk linking Monroe Estates to the proposed housing is unwarranted and UNWANTED! This was not on original drawings. 4. proposed Interparcel connector will place a strain on Monroe Estates, as our roads cannot accommodate a high influx of traffic. Monroe Estates is a small neighborhood! Old Meetze has similar conditions.

Draft

Just because you are not affected does not make it right to do.
Warrenton is a small town and it is losing its identity!

Email not displaying correctly? View it in your browser.

Draft

From: "Roxana Bailey" <[redacted]
Sent: Tue, 21 Oct 2025 11:04:37 +0000
To: "citizencomment@warrentonva.gov" <citizencomment@warrentonva.gov>; "hjenkins@warrentonva.gov" <hjenkins@warrentonva.gov>; "bsemple@warrentonva.gov" <bsemple@warrentonva.gov>; [redacted]
Subject: LWAV-25-2 Daniels Property: comments from Roxana Bailey and Josh Stein
Attachments: LWAV-25-2 Daniels Property comments Josh and Roxana.pdf

You don't often get email from [redacted] Learn why this is important

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Good morning Town of Warrenton Planning Commission,

Please see the attached PDF as this document contains our family's comments concerning the Daniels Property subdivision.

Thank you for your time,
Roxana Bailey and Joshua Stein
Monroe Estate Home Owners

Draft

Letter To the Town of Warrenton Planning Commission

Joshua Stein and Roxana Bailey
166 Meadowview Lane
Warrenton, VA 20186
540 522 2826
21 October 2025

The Honorable Members of the Warrenton Town Council
21 Main Street
Warrenton, VA 20186

Subject: Opposition to Full Vehicular Connection Between the Daniels Property Subdivision and Monroe Estates

Honorable Council Members,

We are writing to you as concerned residents and family of the Monroe Estates community to formally and strongly oppose the proposed full vehicular connection of the Daniels Property subdivision to our neighborhood via Meadowview Lane and the proposed Madison Crescent Lane. This connection would fundamentally and negatively alter the established character, safety, and quality of life for nearly 50 families who chose to live in a quiet, low-traffic residential area.

The proposed connection transforms our low-traffic, internal streets—which were designed for local access—into a commuter shortcut and conduit for the adjacent infill development and the larger Warrenton Crossing community.

Monroe Estates is a mature, family-oriented community where children play in the stub-out area (currently host to a basketball hoop), and families regularly walk pets and exercise on our quiet streets. Increased traffic volume and speed from non-resident commuter drivers, who will perceive our street as a shortcut, will put children, dog walkers, and other pedestrians at grave risk. This surge will eliminate the peace of mind we currently have allowing our children to safely ride their bicycles, play sports and socialize with others within the neighborhood.

The constant noise from commuter traffic will dramatically reduce the peaceful atmosphere residents paid a premium to enjoy. The increase in vehicles will also increase noise pollution and exhaust emissions, directly degrading the air quality and peaceful residential life within Monroe Estates that we have come to enjoy and expect.

We purchased our home because we sought a quiet, low-traffic subdivision to raise our family. The proposed connection compromises the intended peaceful and private nature of the community, which was integral to the original planning and marketing of the subdivision. Had we known our dead-end street would become a through-traffic artery, we may not have purchased our home here.

Draft

Studies consistently show that homes along a busy connector road lose the privacy and calm that are key selling points for single-family detached houses. Converting our quiet cul-de-sac street into a cut-through road will make all Monroe Estates properties less desirable and our home will command a lower price than comparable homes on quiet loops. This represents a direct financial loss to existing property owners whose investment was based on the original neighborhood design.

The Daniels property subdivision can and should utilize Warrenton Crossing and the proposed street to Old Meetze Road as its primary access points, as those streets are designed to handle higher volumes of traffic. Furthermore, the developer has even proposed an alternate, eight-lot layout that would allow for a dead-end cul-de-sac and a sidewalk connection to Old Meetze Road, demonstrating that alternatives exist that do not compromise existing neighborhood standards. This action explicitly acknowledges that a through-street connector carries negative consequences. It is unacceptable that the developer is willing to impose these same negative consequences on nearly 50 families in Monroe Estates for their own marginal convenience.

To meet all public safety needs without forcing through-traffic into our neighborhood, our family proposes and urges the Council to approve one of the following two options:

Approve the Daniels property connection to Old Meetze Road as its sole primary access point, and not to Monroe Estates

OR

Approve the installation of a locked, controlled, emergency-only gate at the stub-out.

This solution addresses emergency access while protecting the established low-traffic residential character of Monroe Estates. We moved here to raise our family in a quiet, peaceful neighborhood, and approving the emergency-only gate option or the Old Meetze Road connection is the only way to ensure it remains that way.

Our family urges the Town Council to prioritize the established quality of life, public safety, and financial investments of the existing Monroe Estates community as we moved here to raise our family in a quiet, peaceful neighborhood, and this is the only way to ensure it remains that way.

Thank you for your time, consideration, and attention to this critical issue. We look forward to your support in preserving the safety and quality of life in Monroe Estates.

Sincerely,



Joshua Stein and Roxana Bailey
Monroe Estates Residents

Draft

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

November 12th, 2025, Regular Town Council Meeting Minutes

Attachment 3: Signed Documents- Resolutions, Ordinances, Closed Session Motions

Draft

Motion for Convening a Closed Session

Council Meeting Date: November 12th, 2025.

I move that the Council convene in closed session to discuss the following:

__x__ As permitted by Virginia Code § 2.2-3711 (A)(1), a personnel matter involving:
____ Discussion, consideration or interviews of prospective candidates for employment or appointment; OR
____ assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town;
specifically dealing with **The appointment of Acting Town Manager, The Discussion of Town Manager Recruitment and Replacement. The Discussion of Town Attorney Recruitment and Replacement.**

____ As permitted by Virginia Code § 2.2-3711 (A)(3), a matter involving:
____ discussion or consideration of the acquisition of real property for a public purpose; OR
____ disposition of publicly held real property
specifically involving _____ *[Give location of property]*, because discussion in an open meeting would adversely affect the City's bargaining position or negotiating strategy.

____ As permitted by Virginia Code § 2.2-3711 (A)(4), a matter requiring the protection of the privacy of individuals in personal matters not involving the public business.

____ As permitted by Virginia Code § 2.2-3711 (A)(7), consultation with legal counsel or briefing by staff members or consultants pertaining to:
____ the pending case **the matter** of
where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the City.

__x__ As permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, relating to ***The Town of Warrenton Commission on Open and Transparent Government***

____ As permitted by Virginia Code § 2.2-371 l (A)(29), discussion of the award of a public contract for _____ *[Give nature of the contract]* involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the City Council.

____ As permitted by Virginia Code § _____, a matter involving:
_____.

[IDENTIFY THE APPLICABLE PARAGRAPH OF § 2.2-3711(A) OR OTHER LAW AND GIVE THE SUBJECT MATTER AND PURPOSE FOR THE CLOSED SESSION.]

Votes:
Ayes: Mr. Roy Francis; Mr. William Semple; Mr. Larry Kovalik; Ms. Michele O'Halloran; Mr. Eric Gagnon; Mr. Paul Mooney; Mr. David McGuire
Nays:
Absent from Vote: None

Draft

CERTIFICATION MOTION AFTER RECONVENING IN PUBLIC SESSION:
(requires a recorded roll call vote)

I move that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion.

Votes:
Ayes: Mr. Roy Francis; Mr. William Semple; Mr. Larry Kovalik; Ms. Michele O'Halloran; Mr. Eric Gagnon; Mr. Paul Mooney; Mr. David McGuire
Nays:
Absent from Vote: None

For Information:
Town Clerk

Effective date:

Stephen Clough, Town Recorder 

Draft

November 1st, 2025
Mayor H.E. Carter Nevill
PRO-25-11-01

A PROCLAMATION RECOGNIZING NATIONAL FAMILY LITERACY DAY

WHEREAS, National Family Literacy Day, established by the 103rd Congress in 1994, and now marking the 31st, Anniversary on November 1st, 2025, highlights the importance of reading and learning for the entire family and emphasizes the impact that parents have on their child's learning; and

WHEREAS, this day is celebrated across America each year, and focuses on special activities and events that showcase the importance of family literacy programs that empower families and build a nation of readers; and

WHEREAS, literacy programs across the United States will observe National Family Literacy Day by holding read-a-thons, book drives, workshops, and family activities at schools, libraries, and community centers to encourage literacy; and

WHEREAS, *as many as one in six adults struggle with reading and writing,* and by learning to read, individuals can gain self-respect and confidence and strive toward goals that otherwise would not be achievable; and

WHEREAS, the National Society of the Daughters of the American Revolution is a nonprofit, nonpolitical volunteer women's service organization dedicated to promoting patriotism, preserving American history, and securing America's future through better education for children and adults; and

WHEREAS, education being one of the cornerstones of the National Society of the Daughters of the American Revolution, Fauquier Court House Chapter is committed to increasing literacy by promoting and supporting literacy programs.

NOW, THEREFORE BE IT PROCLAIMED that the Mayor of the Town of Warrenton hereby proclaims November 1st, 2025, as National Family Literacy Day in the Town of Warrenton, Virginia.

NATIONAL FAMILY LITERACY DAY

To underscore the importance of literacy, celebrate the joy of reading, encourage residents to promote literacy by reading together as a family, and to extend deep appreciation to our local librarians, educators, and literacy service providers for their tireless efforts to strengthen the literacy of our children and our community. Done on this day on November 1st, 2025, in the Town of Warrenton, Virginia.

TOWN OF WARRENTON VIRGINIA

H. E. Carter Nevill
Mayor Town of Warrenton

Draft

November 12, 2025
Town Council
Regular Meeting
RES-25-11-01

A RESOLUTION TO AMEND THE FISCAL YEAR 2026 BUDGET BY $28,425,118.53 TO APPROPRIATE FUNDS FOR THE FISCAL YEAR 2025 CARRYOVERS

WHEREAS, the Warrenton Town Council is charged by the Code of Virginia with the preparation of an annual budget for the Town of Warrenton; and

WHEREAS, on June 10, 2025, the Town Council adopted the Town of Warrenton Fiscal Year 2026 Budget; and

WHEREAS, during the course of the fiscal year certain events occur that necessitate amending the budget to appropriate additional funds; and

WHEREAS, certain grants, purchases and capital projects included in the Fiscal Year 2025 Adopted Budget were incomplete as of June 30, 2025; and

WHEREAS, the Town Council of the Town of Warrenton held a public hearing to consider the amendment of the Fiscal Year 2026 Adopted Budget by $28,425,118.53 to appropriate funds to cover these items; and

WHEREAS, the Town Council voted to amend the Fiscal Year 2026 Adopted Budget to appropriate funds for the continuation of these grants, purchases, and capital projects; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Warrenton this 12th day of November 2025, that the Fiscal Year 2026 adopted budget is amended to appropriate $28,425,118.53 as noted in the attached staff report; and

BE IT FURTHER RESOLVED that the Department of Finance is authorized to process the necessary budget adjustments required for the appropriations.

Votes:
Ayes: Mr. Roy Francis; Mr. William Semple; Mr. Larry Kovalik; Ms. Michele O'Halloran; Mr. Eric Gagnon; Mr. Paul Mooney; Mr. David McGuire
Nays:
Absent from Meeting:

For Information:
Budget Manager

ATTEST: _____ **Town Recorder**

Draft

November 12th, 2025
Town Council
Regular Meeting
RES-25-11-02

A RESOLUTION TO AMEND THE FISCAL YEAR 2026 ADOPTED BUDGET TO APPROPRIATE RECOVERED FUNDS FOR COMMUNITY AND INTERNAL STAFF PREPAREDNESS ACTIVITIES

WHEREAS, on Wednesday, March 5th, 2025, the Town of Warrenton responded to a natural gas over-odorization incident, requiring the activation of the Emergency Operations Plan and the full activation of the Emergency Operations Center; and

WHEREAS, the Office of Emergency Management (OEM), in coordination with all Town departments, conducted a meticulous accounting process to determine the full, verifiable costs incurred by the Town for the emergency response, including personnel overtime and equipment usage; and

WHEREAS, this comprehensive review determined the total expenditure to be Nineteen Thousand Nine Hundred Twenty-Two Dollars and Forty Cents ($19,922.40); and

WHEREAS, the Emergency Management Coordinator, Town Manager, and Town Attorney successfully negotiated full reimbursement of this amount from Columbia Gas of Virginia, with the funds being received on the week of October 13th, 2025, thereby completely recovering the financial exposure related to the incident; and

WHEREAS, the strategic reinvestment of these recovered, non-budgeted funds is consistent with **FEMA principles** of fostering community resilience, focusing on mitigation, and ensuring the continuity of essential municipal services through robust preparedness measures.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Warrenton this 12th day of November, 2025 that the Fiscal Year 2026 adopted budget is amended to appropriate the cost recovery in the amount of $19,442.40 for the purposes detailed below.

Section 1: Allocation of Funds. The total sum of **$19,922.40**, successfully reimbursed by Columbia Gas of Virginia, shall be officially allocated for immediate use in comprehensive emergency preparedness activities as detailed in the following sections.

Section 2: Community Alert and Warning Allocation (Emergency Management). The amount of **Nine Thousand Nine Hundred Sixty-One Dollars and Twenty Cents ($9,961.20)** shall be immediately allocated to the **Office of Emergency Management (OEM)** for integrated alert and warning systems. These funds shall specifically support the integration of a public warning system that will alert the public to hazards and relevant community emergencies and expand the **Alert Warrenton!** notification system with such capabilities.

Section 2: Community Preparedness Allocation (Emergency Management). The amount of **Four Thousand Nine Hundred Sixty-One Dollars and Twenty Cents ($4,961.20)** shall be immediately allocated to the **Office of Emergency Management (OEM)** for community preparedness activities. These funds shall specifically support initiatives such as the printing and distribution of the Community Preparedness Guide, public outreach events, and expanding the **Alert Warrenton!** Notification system advertising and school-based public education campaigns.

Section 3: Internal Staff Preparedness Allocation (Human Capital and Risk Management). The amount of **Five Thousand Dollars and Zero Cents ($5,000.00)** shall be immediately allocated to the **Human Capital and Risk Management Department** for internal staff preparedness activities. These funds shall be dedicated to essential training programs, specialized safety equipment, and the development and maintenance of robust internal programs to ensure organizational resilience.

BE IT FURTHER RESOLVED that the Department of Finance is authorized to process the necessary budget adjustments required for the appropriations.

ATTACHMENT: None

Votes:
Ayes: Mr. Roy Francis; Mr. William Semple; Mr. Larry Kovalik; Ms. Michele O'Halloran; Mr. Eric Gagnon; Mr. Paul Mooney; Mr. David McGuire
Nays:
Absent from Vote:
Absent from Meeting:

For Information:
Town Manager
Budget Manager
Town Emergency Coordinator
Human Capital & Risk Management Director

ATTEST: _____
Town Recorder

Draft

November 12th, 2025
Town Council
Regular Meeting
RES-25-11-03

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO NEGOTIATE AN ADDENDUM TO THE MEMORANDUM OF UNDERSTANDING WITH EXPERIENCE OLD TOWN WARRENTON

WHEREAS, Experience Old Town Warrenton (EOTW) is a private, non-profit organization established in 2017 for the purpose of serving and promoting Old Town Warrenton through the "National Main Streets" process; and

WHEREAS, the Town of Warrenton and EOTW entered into a Memorandum of Understanding (MOU) dated February 28, 2025, setting forth the parties understanding of roles and obligations arising from the partnership to support the historic district; and

WHEREAS, businesses in the historic district, particularly restaurants, face significant difficulty in managing high-volume waste without adequate, centralized storage, which negatively impacts public space and district aesthetics. Town Code (Sec. 8-21) prohibits the Town from providing collection services to these commercial properties; and

WHEREAS, the Town is willing to provide space for a centrally located dumpster to be managed by EOTW and wishes to memorialize the arrangement via an addendum to the existing MOU; and

WHEREAS, the Town Council is in support of the solution to partner with EOTW for refuse removal for certain businesses in the historic district that are excluded from the Town's refuse collection program by ordinance;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Warrenton this 12th day of November, 2025 that the Town Manager is authorized to negotiate and execute an addendum to the MOU with EOTW.

ATTACHMENT: None

Votes:
Ayes: Mr. Roy Francis; Mr. William Semple; Mr. Larry Kovalik; Ms. Michele O'Halloran; Mr. Eric Gagnon; Mr. Paul Mooney; Mr. David McGuire
Nays:
Absent from Vote:
Absent from Meeting:

For Information:
Town Manager
Town Emergency Coordinator

ATTEST: _____
Town Recorder

Draft

November 12th, 2025
Town Council
Regular Meeting
Res-25-11-04

A RESOLUTION APOINTINGMS. STEPHANIE MILLER AS THE ACTING TOWN MANAGER FOR THE TOWN OF WARRENTON, VIRGINIA

WHEREAS, Warrenton, VA (Hereinafter "the Town") is a municipal corporation located within the County of Fauquier; and

WHEREAS, pursuant to Town Charter Section 6-1 the Town of Warrenton is required to appoint a Town Manager; and

WHEREAS, the Town Council Voted at the October 14th, 2025, Regular Town Council Meeting to terminate the contract with the Town Manager Mr. Francis Cassidy; and

WHEREAS, due to the contract with Mr. Cassidy, his notice was provided and his last day will be November 16th, 2025, thus creating a vacancy, and

WHEREAS, an Acting Town Manager is needed to fulfill the position until an Interim Town Manger or new Town Manager is selected; and

NOW, THEREFORE, BE IT RESOLVED that the Warrenton Town Council Hereby is hereby appointing Ms. Stephanie Miller as the Acting Town Manager for until a new Town Manager is appointed. This resolution is effective at midnight on November 17th, 2025, through January 31st, 2026.

ATTACHMENT: None

Votes:
Ayes: Mr. Roy Francis; Mr. William Semple; Mr. Larry Kovalik; Ms. Michele O'Halloran; Mr. Eric Gagnon; Mr. Paul Mooney; Mr. David McGuire
Nays:
Absent from Vote:
Absent from Meeting:

For Information:
Town Clerk
Town Attorney
Human Capital Director

ATTEST: _____ **Town Recorder**

Draft

TOWN COUNCIL SPECIAL MEETING

21 Main Street

Monday, November 24, 2025 at 10:00 AM

MINUTES

AN OPEN MEETING OF THE TOWN COUNCIL OF THE TOWN OF WARRENTON, VIRGINIA, WAS HELD ON NOVEMBER 24th, 2025, AT 10:00 AM

Regular Meeting

PRESENT Mr. Carter Nevill, Mayor; Mr. Roy Francis; Mr. William Semple; Mr. Larry Kovalik; Ms. Michele O'Halloran; Mr. Paul Mooney; Mr. Eric Gagnon; Mr. Paul Mooney; Mr. David McGuire; Ms. Stephanie Miller, Acting Town Manager; Mr. Stephen Clough, Town Clerk; Mr. Chap Petersen Town Attorney.

ABSENT

I. WORKSESSION - 10:00 AM

The meeting was called to order at 10:00 A.M. by Mayor Neville. A quorum was established with all members present.

2. Approval of the Agenda

The Mayor called the special meeting of the Warrenton Town Council to order at 10:00 AM on Monday, November 24th, confirming that all members were present and a quorum was established.

Before approval of the agenda, Councilman Eric Gagnon raised a formal point of order, requesting a legal opinion from Town Attorney Chap Petersen regarding the formation of the meeting's agenda.

Mr. Gagnon argued that the work session was originally established during a November 12th closed session for the sole purpose of discussing a new Town Attorney. He stated that Councilwoman O'Halloran subsequently circulated an email requesting an entirely new agenda item—a closed session to discuss ethics complaints against himself and special counsel Whit Robinson—and gathered a four-member majority vote via email to change the agenda, removing the Town Attorney discussion completely.

Mr. Gagnon asked Mr. Petersen if this process constituted an illegal serial meeting and an improper electronic vote under the Virginia Freedom of Information Act (FOIA).

Councilwoman O'Halloran responded that she never asked for a meeting regarding an attorney, but rather called the meeting to address public outcry and get the Council "back on track".

Mr. Petersen provided his legal opinion, noting that Virginia FOIA typically governs substantive communications, whereas scheduling emails—even if copying the entire council—do not constitute a FOIA violation. He stated that because the request was made publicly to all

members and was essentially a scheduling matter, the meeting itself was legally convened, advising that any disagreements with the topics should be handled by moving to amend the agenda.

Vice Mayor William Semple defended his email response, noting he utilized blind copies to comply with FOIA recommendations and cited town code stipulating that any four members can unilaterally call a special meeting.

Initial motion: Councilman Gagnon moved to amend the agenda to add a closed session discussion regarding the *Cross v. Town of Warrenton* (Amazon) litigation and an open session discussion on the selection of a new Town Attorney.

Second: Councilman Larry Kovalik seconded the motion for discussion purposes.

During the debate, Mr. Gagnon stressed the urgency of the Amazon litigation, noting a December 31st filing deadline that required immediate closed-session strategy.

Councilwoman O'Halloran objected, reiterating that the meeting was strictly set up to discuss Council behavior and dysfunction.

Councilman Kovalik expressed confusion, stating he originally agreed to the meeting under the impression it was a single-topic session and was not prepared to discuss the four items currently published on the agenda.

Councilman David McGuire supported Mr. Gagnon's push to discuss the Town Attorney, arguing that filling the legal gap was the highest priority to protect the Town from liability, placing it above internal ethics discussions.

Mayor Nevill expressed frustration that 24 minutes had been wasted arguing over the agenda, noting the current agenda was entirely different from what he originally agreed to facilitate.

Vice Mayor Semple noted that amending a special meeting agenda requires a unanimous vote.

Vote:

The Mayor called the question starting from his right.

> Aye: Mr. Mooney.
>
> Nay: Mr. Francis.
>
> The Mayor terminated voting as the item required a unanimous vote and failed upon the first Nay vote.

Subsequent Motion: Councilwoman O'Halloran made a motion to approve the agenda as submitted.

Second: Vice Mayor Semple.

Draft

Amendment to the Subsequent Motion: Councilman Kovalik made a motion to amend the agenda to strictly reflect the two items originally laid out in Councilwoman O'Halloran's email: to discuss the complaint regarding a Council member, and to discuss the complaint against the Special Counsel.

Second: Councilman McGuire.

During the discussion on the amendment, Mr. Gagnon raised severe legal concerns about the proposed closed session. He stated that bringing in an outside mediator from the Piedmont Peace Center to a closed session would violate open meeting laws, as third parties compromise the confidentiality of the session. Furthermore, he referenced an email from a citizen, Maria Basilio, correctly pointing out that the FOIA personnel exemption strictly applies to the discipline or performance of specific individuals, not broad discussions about "public perception," trust, or council strategy.

Mr. Petersen agreed with Mr. Gagnon and Ms. Basilio, ruling that broad perceptions of the Council cannot be discussed in closed session and that the mediator should not be present behind closed doors; He stated the session must be strictly limited to the Personnel exemption regarding specific individuals.

Councilman McGuire agreed, arguing that the public should hear the discussions to prevent rumors and that outside entities do not belong in closed sessions. Council ultimately agreed to strip the agenda down to the two specific personnel complaints and exclude the mediator from the closed session.

Vote on the Amendment:

> Aye: Mr. Mooney, Mr. Francis, Vice Mayor Semple, Mr. Kovalik, Ms. O'Halloran, Mr. Gagnon, Mr. McGuire.
>
> The amendment passed unanimously.

Approval of the Agenda as Amended: The Mayor restated the motion to approve the newly amended agenda, which struck the expansive presented agenda and limited it to two items: a citizen's complaint regarding a Council Member, and a citizen's complaint regarding the Special Counsel.

It was noted that council members would have the opportunity to make public statements following the closed session.

Motion: Vice Mayor Semple.

Second: Councilwoman O'Halloran.

> Aye: Mr. McGuire, Mr. Gagnon, Ms. O'Halloran, Mr. Kovalik, Vice Mayor Semple, Mr. Francis, Mr. Mooney.
>
> The agenda was approved as amended at 11:00 AM.

Draft

Closed Session:

Motion to Read into Closed Session: Councilman Mooney moved that the Council convene in closed session as permitted by Virginia Code 2.2-3711(A)(1), a personnel matter involving the discussion, consideration, or review of employment, assignment, appointment, promotion, performance, demotion, salaries, discipline, or resignation of specific public officers, appointees, or employees of the town, specifically dealing with personnel matters involving a Town Council member and the special counsel to the Transparency Commission.

Second: Councilwoman O'Halloran.

> Aye: Mr. Mooney, Mr. Francis, Vice Mayor Semple, Mr. Kovalik, Ms. O'Halloran, Mr. Gagnon, Mr. McGuire.
>
> The motion passed unanimously, and the Council entered closed session.

Motion to Read out of Closed Session: The Council returned from closed session at 12:30 PM. Councilman Mooney moved to certify that only matters specifically identified in the motion to convene and lawfully permitted under the Virginia Freedom of Information Act were discussed in the closed session. Second: Councilman McGuire.

> Aye: Mr. Mooney, Mr. Francis, Vice Mayor Semple, Mr. Kovalik, Ms. O'Halloran, Mr. Gagnon, Mr. McGuire.
>
> The motion passed unanimously.

Following the certification, the Mayor offered the floor for statements.

Councilman Gagnon addressed the public record, stating: "I made a mistake in having my flyers placed on chairs in the town council chamber".

Councilman McGuire followed by thanking the council members for their civil and thoughtful discussion during the session.

6. Adjournment

There being no further business, Mayor Neville adjourned the meeting at 12:32 P.M.

ADJOURNMENT.

With no further business, this meeting was adjourned at 12:32 PM on Monday, November 24th, 2025.

I hereby certify that this is a true and exact record of actions taken by the Town Council of the Town of Warrenton on November 24th, 2025.

Draft

Stephen M. Clough
Town Recorder

Attachments:

1) Handouts to Council from Citizen's time. November 24th, 2025.
2) Signed legislation.

Draft

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

November 24th, 2025, Special Town Council Meeting Minutes

Attachment 1: Handouts to Council.

Draft

Subject: Fw: Special closed Session Meeting
From: Eric Gagnon <egagnon@warrentonva.gov>
Date: 11/23/25, 5:54 PM
To: Eric Gagnon <eric@jumpcode.com>

Get Outlook for iOS

From: Michele O'Halloran <mohalloran@warrentonva.gov>
Sent: Monday, November 17, 2025 2:35 PM
To: Town Council <towncouncil@warrentonva.gov>; Chap Petersen <jcp@petersenfirm.com>; Stephanie Miller <smiller@warrentonva.gov>
Cc: Stephen Clough <sclough@warrentonva.gov>
Subject: Special closed Session Meeting

Counsel Members, Mr. Petersen and Ms. Miller

I am writing to request a special closed session meeting of counsel to address the negative public view of counsel and the behavior of counsel. It has come to most of our attention that there are concerns within the community regarding the perception of our counsel and their conduct, which could potentially impact our credibility and reputation.

This would also include any current ethics violations.

Given the sensitive nature of these issues, I believe it is imperative that we convene a closed session to discuss these matters with each other. By doing so, we can address any underlying issues, develop strategies for improvement, and ensure that we are upholding the highest standards of professionalism and ethics.

I kindly request that we schedule this special closed session at the earliest convenience to allow for a thorough and productive discussion among counsel prior to the December Town Council Meeting. I would like with everyone's agreement to direct Mr. Clough to send available dates and also to coordinate with Mr. Petersen.

Thank you for your consideration.

Sincerely,

Michele O'Halloran

Draft

Subject: Fw: Special closed Session Meeting
From: Eric Gagnon <egagnon@warrentonva.gov>
Date: 11/24/25, 5:24 AM
To: Eric Gagnon <eric@jumpcode.com>

Get Outlook for iOS

From: William Semple <wsemple@warrentonva.gov>
Sent: Monday, November 17, 2025 4:30 PM
To: Michele O'Halloran <mohalloran@warrentonva.gov>; Chap Petersen <jcp@petersenfirm.com>; Stephanie Miller <smiller@warrentonva.gov>
Cc: Stephen Clough <sclough@warrentonva.gov>
Subject: RE: Special closed Session Meeting

Council bcc'd

I have bcc'd Council, though I believe that scheduling emails are not subject to the FOIA Council advisement regarding email distribution to Council members).

Michele,

Pursuant to the Town Code (see below), a special meeting may be called by the mayor, the town manager, or any four (4) members of the Council.

You have my vote for such a meeting, if that is the option you are pursuing in calling for the Special Meeting.

Sec. 4-2. Special meetings.

The council shall provide for the calling of special meetings by the mayor, the town manager, or any four (4) members of the council, and shall prescribe the method of giving notice thereof, provided such notice shall contain a statement of the specific item or items of business to be transacted, and no other business shall be transacted at such meetings except by the unanimous consent of all the members of council; provided, however, that a special meeting may be held at any time without notice if all members of the council attend said meeting or waive notice thereof.

Regards,

Bill

William T. Semple II
Member, Town Council, Ward 2
Town Cell Phone: 1 (540) 422-5031

Draft

Subject: Fw: Special closed Session Meeting
From: Eric Gagnon <egagnon@warrentonva.gov>
Date: 11/23/25, 5:56 PM
To: Eric Gagnon <eric@jumpcode.com>

Get Outlook for iOS

From: Larry Kovalik <lkovalik@warrentonva.gov>
Sent: Tuesday, November 18, 2025 8:41 AM
To: Michele O'Halloran <mohalloran@warrentonva.gov>; Chap Petersen <jcp@petersenfirm.com>; Stephanie Miller <smiller@warrentonva.gov>
Cc: Stephen Clough <sclough@warrentonva.gov>
Subject: Re: Special closed Session Meeting

Michele, (Mayor, TC bcc'd)

You have my vote for this meeting

Get Outlook for iOS

From: Carter Nevill <cnevill@warrentonva.gov>
Sent: Monday, November 17, 2025 8:03 PM
To: Michele O'Halloran <mohalloran@warrentonva.gov>; Town Council <towncouncil@warrentonva.gov>; Chap Petersen <jcp@petersenfirm.com>; Stephanie Miller <smiller@warrentonva.gov>
Cc: Stephen Clough <sclough@warrentonva.gov>
Subject: Re: Special closed Session Meeting

All (counci lo bcc'd)

I will work with Stephanie tomorrow to arrange this.

Thank you
Carter

Get Outlook for iOS

From: Michele O'Halloran <mohalloran@warrentonva.gov>
Sent: Monday, November 17, 2025 2:35:40 PM
To: Town Council <towncouncil@warrentonva.gov>; Chap Petersen <jcp@petersenfirm.com>; Stephanie Miller <smiller@warrentonva.gov>
Cc: Stephen Clough <sclough@warrentonva.gov>

Draft

Subject: Fw: Special closed Session Meeting
From: Eric Gagnon <egagnon@warrentonva.gov>
Date: 11/23/25, 5:56 PM
To: Eric Gagnon <eric@jumpcode.com>

Get Outlook for iOS

From: Roy Francis <rfrancis@warrentonva.gov>
Sent: Tuesday, November 18, 2025 11:16 AM
To: Michele O'Halloran <mohalloran@warrentonva.gov>; Town Council <towncouncil@warrentonva.gov>; Chap Petersen <jcp@petersenfirm.com>; Stephanie Miller <smiller@warrentonva.gov>
Cc: Stephen Clough <sclough@warrentonva.gov>
Subject: Re: Special closed Session Meeting

I too support the closed session.

Roy

Get Outlook for iOS

From: Michele O'Halloran <mohalloran@warrentonva.gov>
Sent: Monday, November 17, 2025 2:35:40 PM
To: Town Council <towncouncil@warrentonva.gov>; Chap Petersen <jcp@petersenfirm.com>; Stephanie Miller <smiller@warrentonva.gov>
Cc: Stephen Clough <sclough@warrentonva.gov>
Subject: Special closed Session Meeting

Counsel Members, Mr. Petersen and Ms. Miller

I am writing to request a special closed session meeting of counsel to address the negative public view of counsel and the behavior of counsel. It has come to most of our attention that there are concerns within the community regarding the perception of our counsel and their conduct, which could potentially impact our credibility and reputation.

This would also include any current ethics violations.

Given the sensitive nature of these issues, I believe it is imperative that we convene a closed session to discuss these matters with each other. By doing so, we can address any underlying issues, develop strategies for improvement, and ensure that we are upholding the highest standards of professionalism and ethics.

I kindly request that we schedule this special closed session at the earliest convenience to allow for

Draft

Item a.

Subject: Fw: Flyer for Work Session
From: Eric Gagnon <egagnon@warrentonva.gov>
Date: 11/23/25, 5:50 PM
To: Eric Gagnon <eric@jumpcode.com>

Get Outlook for iOS

From: Michele O'Halloran <mohalloran@warrentonva.gov>
Sent: Friday, November 21, 2025 5:16 PM
To: Town Council <towncouncil@warrentonva.gov>
Cc: Chap Petersen <jcp@petersenfirm.com>; Patrick R Corish <prc@petersenfirm.com>
Subject: Re: Flyer for Work Session

I sent out the request to all members of Town Council on Monday 11/17/25, For the Special Closed Session on Monday. It was approved by Four other Council Members. This request was made on the public's negative perception of the Council and the need to address it.

The urgent need for an attorney was left to **us** to make suggestions to Ms. Braun. I gave her three firms to look into. I believe no one else gave her any at all. (The Mayor gave suggestions for two of the same firms I did).

Michele

From: Eric Gagnon <egagnon@warrentonva.gov>
Sent: Friday, November 21, 2025 4:50 PM
To: Eric Gagnon <egagnon@warrentonva.gov>
Cc: Chap Petersen <jcp@petersenfirm.com>; Patrick R Corish <prc@petersenfirm.com>
Subject: Flyer for Work Session

All (Council, Mayor, Special Counsel and Interim Town Manager Bcc'd):

For the record, the Mayor has unilaterally decided to hijack Monday's special session, and divert it from the original discussion topic we agreed to at our last meeting —selection of a new Town Attorney.

I do not even see the original topic we decided on, selection of a new Town Attorney, listed on the posted agenda. However, given recent developments on the litigation front, I will be moving to add an urgent related topic to this agenda on Monday, pursuant to the confidential attorney/client privileged e-mail I sent around to everyone within the past hour. I will move to have this added as a closed session matter, in addition to a

Draft

motion for having an open session discussion concerning the hiring process for a new interim/permanent Town Attorney. Both are serious matters that must be dealt with on a timely basis.

Back to the subject matter of the posted agenda, attached is a copy of the flyer I had distributed to the audience at our meeting on the 12th. I stand behind every word of it.

I will of course be prepared to discuss this issue as well on Monday.

Eric

Draft

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

November 24th, 2025, Regular Town Council Meeting Minutes

Attachment 2: Signed Documents- Resolutions, Ordinances, Closed Session Motions

Draft

Motion for Convening a Closed Session

Council Meeting Date: November 24th, 2025.

I move that the Council convene in closed session to discuss the following:

__x__ As permitted by Virginia Code § 2.2-3711 (A)(1), a personnel matter involving:
____ Discussion, consideration or interviews of prospective candidates for employment or appointment; OR
____ assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town;
specifically dealing with **personnel matters involving a Town Council member and the special counsel to the Transparency Commission.**

____ As permitted by Virginia Code § 2.2-3711 (A)(3), a matter involving:
____ discussion or consideration of the acquisition of real property for a public purpose; OR
____ disposition of publicly held real property
specifically involving _____ *[Give location of property]*, because discussion in an open meeting would adversely affect the City's bargaining position or negotiating strategy.

____ As permitted by Virginia Code § 2.2-3711 (A)(4), a matter requiring the protection of the privacy of individuals in personal matters not involving the public business.

____ As permitted by Virginia Code § 2.2-3711 (A)(7), consultation with legal counsel or briefing by staff members or consultants pertaining to:
____ the pending case **the matter** of
where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the City.

____ As permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, relating to

____ As permitted by Virginia Code § 2.2-371 l (A)(29), discussion of the award of a public contract for _____ *[Give nature of the contract]* involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the City Council.

____ As permitted by Virginia Code § _____, a matter involving:
_____.

[IDENTIFY THE APPLICABLE PARAGRAPH OF § 2.2-3711(A) OR OTHER LAW AND GIVE THE SUBJECT MATTER AND PURPOSE FOR THE CLOSED SESSION.]

Votes:
Ayes: Mr. Roy Francis; Mr. William Semple; Mr. Larry Kovalik; Ms. Michele O'Halloran; Mr. Eric Gagnon; Mr. Paul Mooney; Mr. David McGuire
Nays:
Absent from Vote: None

Draft

CERTIFICATION MOTION AFTER RECONVENING IN PUBLIC SESSION:
(requires a recorded roll call vote)

I move that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion.

Votes:
Ayes: Mr. Roy Francis; Mr. William Semple; Mr. Larry Kovalik; Ms. Michele O'Halloran; Mr. Eric Gagnon; Mr. Paul Mooney; Mr. David McGuire
Nays:
Absent from Vote: None

For Information:
Town Clerk

Effective date: 11/24/25

Stephen Clough, Town Recorder

Draft

October 13, 2026
Town Council
Regular Meeting
RES-26-10-xx

A RESOLUTION TO AMEND THE FISCAL YEAR 2027 ADOPTED BUDGET TO APPROPRIATE VIRGINIA DEPARTMENT OF TRANSPORTATION GRANT FUNDING IN THE AMOUNT OF $29,405 TO FUND IMPROVEMENT OF ROADWAYS WITHIN TOWN LIMITS

WHEREAS, the Warrenton Town Council is charged by the Code of Virginia with the preparation of an annual budget for the Town of Warrenton; and

WHEREAS, on June 9, 2026, the Town Council adopted the Town of Warrenton Fiscal Year 2027 Budget; and

WHEREAS, during the fiscal year, certain events occur that necessitate amending the budget; and

WHEAREAS, the Town has been approved by the Department of Transportation to receive $29,405 of grant revenue funds for the improvement of Broadview Avenue, Falmouth Street, Main Street, and Alexandria Pike; and

NOW, THEREFORE, BE IT RESOLVED, that the Warrenton Town Council Hereby directs staff to sign the agreements to accept the funding and amends the Fiscal Year 2027 Adopted Budget to appropriate $29,405 of grant revenue to implement the improvement of roadways within Town limits.

Votes:
Ayes:
Nays:
Absent from Meeting:

For Information:
Budget Manager

ATTEST: _____
Town Recorder

Office of the Town Manager
Judson Rex

STAFF REPORT

Warrenton Town Council
Carter Nevill, Mayor
Roy Francis, Ward 1
William Semple, Ward 2
Larry Kovalik, Ward 3
Michele O'Halloran, Ward 4
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Council Meeting Date:	October 13, 2026
Agenda Title:	VDOT SGR Funds
Requested Action:	Appropriate VDOT Grant Funding
Department / Agency Lead:	Finance & Procurement
Staff Lead:	Brooke Campbell, Budget Manager

EXECUTIVE SUMMARY

The Virginia Department of Transportation (VDOT) has awarded the Town of Warrenton State of Good Repair (SGR) additional funding for the following projects:

- Improvements to Broadview Avenue - $14,605
- Improvements to Falmouth Street, Main Street, and Alexandria Pike - $14,800

There is no cost to the Town for resurfacing of these roadways. Today's resolution is to direct staff to sign the agreements with VDOT to accept the funds and to appropriate the VDOT funding.

BACKGROUND

The Town Council has previously approved VDOT SGR funds for these projects as follows:

- Improvements to Broadview Avenue - $57,995 on September 9, 2025
- Improvements to Falmouth Street, Main Street, and Alexandria Pike - $628,659 on September 10th, 2024 and $115,712 on December 9. 2025

The additional funding will be utilized to maintain:

- Broadview Avenue northbound lane, from the Town limits to 0.015 miles south of the Town limits and Broadview Avenue southbound lane, from the Town limits to 0.033 miles north of the Town limits
- Falmouth Street from Falmouth Court to Main Street, Main Street from Falmouth Street to Alexandria Pike, and Alexandria Pike from Main Street to Old Alexandria Pike

STAFF RECOMMENDATION

Staff recommends that the Council adopt the following resolution to appropriate the SGR funds:

1. A Resolution to Amend the Fiscal Year 2027 Adopted Budget to Appropriate Virginia Department of Transportation Grant Funding in the Amount of $29,405 to Fund Resurfacing of Roadways within Town Limits

Policy Direction/Warrenton Plan 2040

T-1: Improve multi-modal capacity and safety that encourages trips by walking, bicycling, and transit.
T-2: Enhance the traveling experience by creating great streets.
T-3: Promote livability in the Town by creating great places where residents and visitors feel welcome and safe.

T-4: Provide an equitable and connected Multi-Modal Network.

Fiscal Considerations

Both projects are fully funded by VDOT.

ATTACHMENTS

1. VDOT Appendix A
2. Resolution to Amend the Fiscal Year 2027 Adopted Budget

EXPERIENCE WARRENTON VIRGINIA EST. 1810

MAIN STREET IMPROVEMENT PROJECT

Town Council Meeting
October 13, 2026

Closing Perspective

A larger project became unaffordable.

The Town preserved the core safety & maintenance objectives.

The Town's investment will improve the accessibility, walkability, and vitality of Old Town.

What are we learning?

Communication

- Create a communications plan in advance. Build a predictable rhythm during construction. Use regular check-ins, open houses, short videos and structured updates, not mass email alone.

Timing & Phasing

- Engage affected businesses continuously on sequencing and timing, then clearly communicate changes and adjust when practical.

Details Matter

- Access, deliveries, parking, signage, pedestrian routes and short disruptions can have outsized impacts on individual businesses.

Construction Delivery Method Matters

- How we choose to deliver a project (the method) matters greatly when it comes to cost, complications, risk, etc.

How can we improve?

Communication & Stakeholder Engagement	Project-specific communications plan for major projects
	Identify stakeholders early
	Engage throughout design and construction
	Communications Manager participates in regular project meetings beginning in design
Project Planning & Execution	Engage affected stakeholders on phasing, access, deliveries, parking, events and other operational impacts before construction
	Communicate changes early and consistently.
Capital Project Delivery	Deliberately select the appropriate delivery method
	Provide sufficient project-management capacity
	Manage scope, schedule, cost, risk and accountability consistently across the CIP

How Can We Improve: What's Next?

Capital Project Delivery

Redesign how the Town plans, manages and delivers major capital projects, from project initiation through closeout.

Economic Development

Define a Town-wide economic development strategy, priorities, partnerships, tools and organizational capacity.

Office of the Town Manager
Judson Rex

STAFF REPORT

Warrenton Town Council
Carter Nevill, Mayor
Roy Francis, Ward 1
William Semple, Ward 2
Larry Kovalik, Ward 3
Michele O'Halloran, Ward 4
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Council Meeting Date:	October 13, 2026
Agenda Title:	Main Street Improvement Project After-Action Review and Next Steps
Requested Action:	Receive the after-action report and provide feedback on proposed next steps; no formal action is requested.
Department / Agency Lead:	Town Manager's Office
Staff Lead:	Judson Rex, Town Manager

EXECUTIVE SUMMARY

At the September 8, 2026 Town Council meeting, staff presented a detailed historical review of the Main Street Improvement Project, including the evolution of the project scope, funding, delivery approach, construction impacts, and lessons learned. At that meeting, the Town Manager committed to return in October with an after-action review focused on how those lessons will be translated into organizational improvements.

The October presentation is intended to move the discussion from "what did we learn?" to "what will we do differently?" The principal takeaways fall into two broader areas: improving the Town's approach to capital project delivery and developing a more intentional, Town-wide approach to economic development. No formal Council action is requested at this meeting; staff is seeking Council feedback as these initiatives continue to develop.

BACKGROUND

The Main Street Improvement Project began as a broader Complete Streets and streetscape initiative intended to improve safety, accessibility, walkability, and downtown vitality. After significant pandemic-era construction cost escalation, the project was substantially reduced in scope while preserving its core safety and accessibility objectives. Construction began in March 2026, with the Town coordinating multiple contractors and supporting work rather than utilizing a single project-specific general contractor.

The September review identified four principal lessons: communication; timing and phasing; attention to operational details affecting businesses and other stakeholders; and construction delivery method. These lessons are particularly important because capital projects can create significant temporary impacts for residents, businesses, property owners, and other stakeholders even when the long-term public benefit is substantial.

Communication and stakeholder engagement. Staff is reviewing the Town's existing communication plans and strategies to ensure that major capital projects are specifically addressed. Going forward, major projects with meaningful external impacts should have a project-specific communications plan developed before construction begins. The plan should identify affected stakeholders, communication methods, responsibilities, anticipated milestones, and a predictable rhythm for updates. Communications staff will also be incorporated into regular project meetings beginning during design so that public communication

and stakeholder engagement are considered from the beginning of a project rather than primarily during construction.

Timing, phasing, and project details. When external stakeholders may be affected, engagement should begin during design and continue throughout project delivery. Construction sequencing, access, deliveries, parking, signage, pedestrian routes, special events, and short-duration disruptions can have significant impacts on individual businesses and properties. Earlier engagement will allow the Town to better understand those impacts, adjust when practical, and communicate unavoidable impacts with greater clarity and lead time.

Capital project delivery. The Main Street project also demonstrated the importance of selecting an appropriate project delivery method and providing sufficient project management capacity. The Town's role coordinating multiple contractors and supporting work provided flexibility within a constrained budget, but it also placed substantial project coordination, field decision-making, schedule, and contractor-management responsibilities on Town staff. The Town Manager is redesigning the Town's broader approach to capital project delivery so that major projects are managed as a coordinated portfolio, delivery methods are deliberately evaluated, appropriate project-management resources are assigned, financial obligations and risks are better understood, and project scope, schedule, cost, stakeholder engagement, and accountability are managed consistently from initiation through closeout.

Economic development. The Main Street project was itself an investment in the economic health and vitality of Old Town through improved accessibility, walkability, safety, and public infrastructure. The experience also highlighted a broader policy question: how the Town intends to support economic development beyond individual infrastructure projects or isolated incentive tools. Plan Warrenton 2040 calls for a strong, diversified and resilient economy, support for locally owned businesses, coordination with County and regional economic development partners, and a proactive economic development approach. The Town has existing incentive tools and active partners, including Fauquier County, Experience Old Town Warrenton, and the Fauquier Chamber of Commerce, but does not currently have a stand-alone Town economic development strategic plan.

As a next step, staff intends to continue developing options for Council discussion regarding the Town's role, priorities, partnerships, organizational capacity, and tools for economic development. This work should be coordinated with Fauquier County's economic development planning process and can inform upcoming budget and strategic discussions.

STAFF RECOMMENDATION

Staff recommends that Town Council receive the Main Street Improvement Project after-action review and provide feedback on the proposed direction for strengthening capital project delivery and developing a more intentional Town-wide economic development approach. No formal action is requested.

Service Level/Collaborative Impact

The proposed follow-up actions are intended to improve the Town's ability to deliver major capital projects predictably, communicate effectively with affected stakeholders, and coordinate across departments and external partners. Earlier and more structured engagement should improve transparency, reduce avoidable disruption, clarify expectations, and strengthen accountability for project outcomes.

Policy Direction/Warrenton Plan 2040

The proposed direction is consistent with Plan Warrenton 2040. The Plan identifies strategic infrastructure investment, walkability, accessibility, economic and fiscal resilience, support for locally owned businesses, coordination with County and regional economic development partners, and a proactive approach to economic development as important Town priorities. The after-action recommendations are intended to strengthen the organizational systems used to implement those priorities.

Fiscal Considerations

No appropriation or other financial action is requested as part of this agenda item. Future changes to capital project delivery, project-management capacity, economic development initiatives, or related organizational resources may have fiscal impacts and will be presented to Town Council through the appropriate budget, Capital Improvement Program, procurement, or policy processes.

Legal Considerations

No legal action is requested as part of this agenda item. Future changes involving procurement methods, contracts, economic development incentives, organizational authorities, or other formal actions will be reviewed for compliance with applicable law and Town policy as specific recommendations are developed.

ATTACHMENTS

1. October 13, 2026 Main Street Improvement Project After-Action Presentation
2. September 8, 2026 Main Street Improvement Project Presentation