



TOWN COUNCIL REGULAR MEETING

21 Main Street

Tuesday, February 11, 2025 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. Emergency Management Update

Winter Storm Blair

Warrenton COOP

B. Planning Commission Update

C. Preliminary Budget Discussion to include:

Staff Report on Committees and an Additional Evening Meeting Combined
Budget Summary

Attachment 1- Outside Funding Overview

Attachment 2- Legal Expenses

Attachment 3- Real Estate Tax Bill example(s)

Attachment 4- Example of Possible Sanitation Fee

Attachment 5- General Fund Capital and Maintenance Projects

D. Agenda Review

II. REGULAR MEETING - 6:30 PM

A. INVOCATION.

B. PLEDGE OF ALLEGIANCE.

C. PROCLAMATIONS AND RECOGNITIONS.

D. CITIZEN'S TIME.

E. APPROVAL OF THE AGENDA.

F. PUBLIC HEARINGS.

- [a.](#) Ordinance 2025-01 Snow Emergency Routes

G. CONSENT AGENDA.

- [a.](#) Departmental Quarterly Reports
- [b.](#) Police Department Report
- [c.](#) Finance Department Report
- [d.](#) Community Development Department Report
- [e.](#) Parks and Recreation Department Report
- [f.](#) Public Works and Utilities Department Report
 - Capital Improvement Program
 - Street Maintenance Report
- [g.](#) Human Capital
- [h.](#) Office of Emergency Management Report
- [i.](#) Fleet and Facilities Department Report
- [j.](#) Information and Technology Department Report
- [k.](#) 2024 Planning Commission Annual Report

H. NEW BUSINESS.

I. UNFINISHED BUSINESS.

J. TOWN ATTORNEY'S REPORT.

K. TOWN MANAGER'S REPORT.

L. COUNCILMEMBERS TIME.

M. ADJOURNMENT.



Office of the Town Manager
Frank Cassidy

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

Item A.

STAFF REPORT

Council Meeting Date:	February 11, 2025
Agenda Title:	The Importance of Emergency Management at the Local Government Level
Requested Action:	Receive the information
Department / Agency Lead:	Office of Emergency Management
Staff Lead:	Johnny Switzer, EM Coordinator

EXECUTIVE SUMMARY

The Town of Warrenton, Virginia, recognizes the importance of proactive emergency management and in 2020 established an Office of Emergency Management to address potential hazards and protect its citizens.

The existence reflects a broader trend of communities nationwide developing dedicated emergency management structures. This commitment to preparedness is further solidified by the Town's Code of Ordinances, Chapter 20, which outlines the legal framework for emergency operations, defines roles and responsibilities during emergencies, and details procedures for hazard mitigation, preparedness, response, and recovery. This chapter serves as the legal foundation for the Office of Emergency Management's activities and ensures a coordinated and structured approach to handling emergencies within the town.

BACKGROUND

Local governments are the frontline responders and are primarily responsible for managing the response to and recovery from emergencies and disasters. Our ability to effectively mitigate, prepare for, respond to, and recover from these events is crucial for community safety and resilience. This responsibility falls on the Mayor and Town Council, Town Manager, and Emergency Management Coordinator, whose core duties are protecting their citizens.

Key Responsibilities of Local Governments in Emergency Management:

1. **Alerting and Warning the Public:** When an emergency is imminent, the local government's first priority is to promptly alert and warn citizens. This may involve using various communication channels like emergency alerts, social media, local news outlets, and even door-to-door notifications.
2. **Mitigation and Preparedness:** Beyond immediate response, local governments play a vital role in mitigating the impact of future disasters. This includes:
 - **Hazard Identification and Risk Assessment:** Identifying potential hazards (e.g., floods, earthquakes, wildfires) and assessing their risks to the community.
 - **Developing Emergency Plans:** Creating comprehensive plans that outline procedures for various emergencies, including evacuation plans, resource allocation, and communication strategies.
 - **Public Education and Outreach:** Educating citizens about potential hazards, emergency preparedness measures, and how to stay safe during a disaster.
 - **Infrastructure Improvements:** Investing in infrastructure improvements that can withstand potential disasters (e.g., flood control systems, earthquake-resistant buildings).
3. **Emergency Response:** When a disaster strikes, local governments coordinate the immediate response, which typically involves:
 - **Deployment of First Responders:** Dispatching fire and police units, emergency medical personnel, and rescue workers to affected areas.
 - **Search and Rescue Operations:** Conducting search and rescue operations to locate and assist individuals in danger.
 - **Providing Emergency Medical Care:** Establishing temporary medical facilities and providing emergency medical care to injured individuals.
 - **Ensuring Public Safety and Security:** Maintaining public order, preventing looting, and securing affected areas.
4. **Recovery Efforts:** After the initial response, the focus shifts to recovery, which is a long-term process that includes:
 - **Restoring Essential Services:** Working with public and private utility companies to restore vital services such as water, power, communications, transportation, shelter, and medical care.
 - **Debris Removal:** Clearing debris and making affected areas safe for re-entry.
 - **Providing Assistance to Individuals and Families:** Coordinating with voluntary agencies to provide food, shelter, and other assistance to individuals and families in need.
 - **Rebuilding Infrastructure:** Repairing and rebuilding damaged infrastructure, including roads, bridges, and public buildings.

- **Economic Recovery:** Supporting local businesses and helping the community recover economically.

Importance of Effective Local Emergency Management:

The effectiveness of local emergency management directly impacts the safety and well-being of citizens. A well-prepared and responsive local government can:

- **Save Lives:** Prompt warnings, efficient rescue operations, and effective medical care can significantly reduce the number of casualties.
- **Minimize Property Damage:** Mitigation efforts and preparedness measures can help reduce the extent of property damage.
- **Speed Up Recovery:** A well-coordinated recovery plan can help the community return to normalcy more quickly.
- **Build Community Resilience:** Effective emergency management fosters community resilience, enabling the community to better withstand and recover from future disasters.

In conclusion, the Town government is the cornerstone of emergency management for our community. Our ability to effectively mitigate, prepare for, respond to, and recover from emergencies is essential for protecting lives, minimizing damage, and ensuring the well-being of our communities. Investing in and prioritizing local emergency management is a critical responsibility for local elected officials.

STAFF RECOMMENDATION

Receive the Information

Service Level/Collaborative Impact

The Warrenton Office of Emergency Management (OEM) provides a vital service to the community, enhancing its resilience and safety through a comprehensive approach to emergency preparedness and response. Their collaborative impact is felt across all phases of emergency management:

- Mitigation: The OEM works proactively to identify and mitigate potential hazards, reducing the community's vulnerability to disasters. This translates to a safer environment with fewer risks.
- Preparedness: Through public education, outreach programs, and the development of comprehensive emergency plans, the OEM empowers residents to prepare themselves and their families for potential emergencies. This leads to a more informed and self-sufficient community, better equipped to handle crises.
- Response: In the event of an emergency, the OEM coordinates the immediate response, ensuring the swift deployment of first responders and the efficient delivery of essential services. This rapid and organized response minimizes the impact of disasters and saves lives.
- Recovery: The OEM facilitates the community's recovery from disasters, coordinating with various agencies and organizations to restore essential services, provide assistance to affected residents, and rebuild infrastructure. This support helps the community return to normalcy as quickly as possible.

The OEM's collaborative approach involves working closely with other town departments, neighboring jurisdictions, volunteer organizations, and the community itself. This network of partnerships strengthens the town's overall emergency management capabilities and ensures a coordinated and effective response to any crisis. Ultimately, the Warrenton OEM's service and collaborative impact contribute to a safer, more prepared, and more resilient community for all its residents.

Policy Direction/Warrenton Plan 2040

The Office of Emergency Management (OEM) plays a crucial role in realizing the vision outlined in Warrenton Plan 2040, contributing directly to several key themes and goals. The OEM's services and collaborative impact align with the comprehensive plan in the following ways:

- CF-2: Public safety services and policies are viewed as amongst the best in similar Virginia towns for the responsiveness, community trust, and effectiveness:
 - Warrenton Plan 2040 prioritizes the safety and well-being of our residents. The OEM directly supports this goal by proactively mitigating risks, preparing the community for emergencies, and ensuring a swift and effective response to disasters. Our efforts contribute to a safer environment where residents feel secure.
- 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:
 - A key component of Warrenton Plan 2040 involves developing and maintaining resilient infrastructure. The OEM's work in hazard mitigation and recovery directly supports this goal. By identifying vulnerabilities and coordinating infrastructure restoration after a disaster, the OEM helps ensure the long-term viability of Warrenton's infrastructure.
- P-1: Preserve, enhance, and protect the environmental, scenic, and natural quality of the Town:
 - Warrenton Plan 2040 emphasizes environmental sustainability. The OEM's involvement in preparing for and responding to natural disasters, such as floods or wildfires, is crucial for protecting the environment and preserving natural resources. Our work helps minimize the environmental impact of disasters and supports a sustainable community.
- E-1: Grow a strong, diversified, and resilient economy that supports residents and businesses alike:
 - Disasters can have significant economic impacts. The OEM's efforts to prepare for, respond to, and recover from emergencies contribute to economic vitality by minimizing disruptions to businesses and supporting a swift return to normal operations. A resilient community is a more attractive location for businesses and residents.
- T-3: Promote Livability in the Town by Creating Great Places Where Residents and Visitors Feel Welcome and Safe:
 - Warrenton Plan 2040 stresses the importance of community engagement and collaboration. The OEM's collaborative approach, working with other town departments, neighboring jurisdictions, volunteer organizations, and the public, directly reflects this principle. By fostering strong partnerships, the OEM strengthens the entire community's ability to prepare for and respond to emergencies.

In essence, the Warrenton OEM is a vital partner in implementing Warrenton Plan 2040. Our focus on mitigation, preparedness, response, and recovery directly supports the plan's overarching goals for a safe, resilient, sustainable, and thriving community. The OEM's work ensures that Warrenton is not only prepared for the challenges of today but also positioned to achieve its long-term vision for the future.

Fiscal Impact

None were identified at this time.

Legal Impact

Our robust emergency management program significantly mitigates the town government's legal, financial, and reputational risks. By proactively planning for and preparing for disasters, the Town has reduced our vulnerability to negligence lawsuits stemming from inadequate responses.

- Compliance with state and federal mandates, including those related to disaster assistance and accessibility, is ensured, avoiding legal challenges and securing access to vital funding.
- Addressing the needs of all community members in emergency planning mitigates potential civil rights violations and fosters equitable outcomes.
- Our well-defined program enhances the efficiency and effectiveness of disaster response, minimizing costs and maximizing resource utilization.

Finally, demonstrating a commitment to preparedness strengthens public trust, protects the Town government's reputation, and fosters community resilience, mitigating the long-term social and economic impacts of disasters.

ATTACHMENTS

- A. Office of Emergency Management Actions and Plans Memo
- B. Winter Storm Blair After Action Report
- C. Office of Emergency Management COOP Memo



TOWN OF WARRENTON

Office of Emergency Management

18 Court Street
Warrenton, Virginia 20186
<http://www.warrentonva.gov>
TELEPHONE (540) 680-9538
FAX (540) 349-2414

TO: The Honorable Mayor and Members of the Warrenton Town Council

FROM: Johnny H. Switzer, Emergency Management Coordinator

DATE: February 11, 2025

SUBJECT: Office of Emergency Management Actions and Plans

This letter serves as an overview of the Office of Emergency Management (OEM) and outlines the department's mission, responsibilities, and key objectives.

The Office of Emergency Management (OEM) is responsible for planning, coordinating, and implementing all-hazards emergency preparedness, response, recovery, and mitigation activities within the Town of Warrenton. We work closely with local, regional, and state agencies to ensure the safety and well-being of our community members during emergencies.

The OEM maintains a comprehensive collection of vital documents, including all written ordinances related to emergency preparedness, detailed emergency plans and guides for various scenarios, and informative citizen preparedness bulletins. To facilitate timely communication and access to crucial information, the Office of Emergency Management also operates a dedicated community hotline, providing a direct line of contact for residents to seek assistance, receive updates, and report any concerns during an emergency.

The OEM is committed to working closely with the Town Council and Mayor to ensure the safety and well-being of all residents. I look forward to collaborating with you on emergency management issues and building a more resilient community.

Key Responsibilities:

- **Emergency Planning & Preparedness:**
 - Developing and maintaining the Town's comprehensive emergency operations plan.
 - Conducting exercises and drills to test emergency response procedures.
 - Maintaining and updating emergency contact lists and critical facility information.
 - Conducting community outreach and public education programs on emergency preparedness.
- **Emergency Response:**
 - Activating the Emergency Operations Center (EOC) as needed during emergencies.
 - Coordinating emergency response activities with local, regional, and state agencies.
 - Providing support to first responders and other emergency personnel.
- **Emergency Recovery:**
 - Assisting in the recovery efforts following an emergency event.
 - Coordinating with community partners to provide assistance to affected residents.
- **Emergency Mitigation:**
 - Identifying and mitigating potential hazards within the Town.
 - Developing and implementing long-term strategies to reduce the impact of future emergencies.

Key Objectives:

- Enhance the Town's ability to effectively respond to all types of emergencies.
- Improve community resilience and preparedness.
- Strengthening partnerships with local, regional, and state agencies.
- Promote a culture of emergency preparedness within the Town.

Vital Emergency Management Ordinances, Documents, and Plans:

- **Town of Warrenton Ordinance 2011-11:**

This ordinance establishes Chapter 20, "Emergency Management," within the Town of Warrenton's Code. This chapter outlines the framework for emergency preparedness, response, and recovery within the town. It covers topics such as:

- The creation of an Emergency Management Agency or Department.
- The designation of an Emergency Management Coordinator.
- Procedures for declaring local states of emergency.
- Guidelines for emergency response and recovery operations.
- Roles and responsibilities of various town departments and agencies during emergencies.
- Public education and outreach programs on emergency preparedness.
- The authority of the town government to take necessary actions during emergencies.

In essence, Ordinance 2011-11 serves as the foundational document for emergency management within the Town of Warrenton, providing a legal and operational framework for the town to effectively respond to and recover from various emergencies.

- **Emergency Operations Plan (EOP):**

The Town of Warrenton Emergency Operations Plan is a comprehensive document that outlines the town's strategy for managing emergencies. The plan was established in 2022 and is reviewed annually and re-adopted every four years. This plan includes:

- Procedures for responding to various types of emergencies, such as natural disasters (floods, storms, etc.), man-made disasters (fires, hazardous materials incidents, etc.), and other threats.
- Roles and responsibilities of different agencies and personnel within the town government during an emergency.
- Communication plans for alerting the public and coordinating with other agencies.
- Resource management strategies for allocating personnel, equipment, and supplies effectively.
- Evacuation and shelter plans for protecting residents and providing assistance.
- Recovery procedures for restoring essential services and assisting the community in recovering from the impacts of an emergency.

- **Continuity of Operations Plan (COOP):**

The Town of Warrenton's Continuity of Operations Plan (COOP) is a crucial document that outlines how the town government will continue to function in the event of a disruption. This could include natural disasters, pandemics, cyberattacks, or other emergencies that significantly impact normal operations. The COOP addresses:

- **Essential Functions:** Identifying the core services the town must continue to provide during a crisis (e.g., public safety, emergency response, essential government services).
- **Alternate Facilities:** Establishing alternative locations for essential personnel to work from if the primary offices are inaccessible.
- **Communication Systems:** Ensuring reliable communication channels for internal and external communication during a disruption.
- **Data Backup and Recovery:** Protecting critical data and ensuring its availability in the event of system failures.
- **Succession Planning:** Designating alternate personnel to assume critical roles in the absence of key officials.
- **Testing and Training:** Regularly testing and training personnel on the COOP to ensure its effectiveness.

The COOP helps the town government maintain essential functions, minimize disruption to services, and ensure the safety and well-being of its residents during a crisis.

- **Community Water System Emergency Response Plan:**

The Town of Warrenton's Community Water System Emergency Response Plan outlines the procedures for responding to emergencies that may disrupt the town's water supply. These emergencies could include:

- **Natural Disasters:** Earthquakes, floods, hurricanes, and other natural events that can damage water infrastructure.
- **Man-made Disasters:** Fires, explosions, and other incidents that can contaminate or disrupt water service.
- **Terrorist Attacks:** Acts of terrorism that target water systems.
- **Public Health Emergencies:** Waterborne disease outbreaks or other public health threats.

The plan includes:

- **Assessment and Monitoring:** Procedures for assessing the impact of an emergency on the water system and monitoring water quality.
- **Emergency Response Actions:** Steps to be taken to maintain or restore water service, such as activating emergency water sources, implementing water conservation measures, and conducting repairs.
- **Public Notification:** Procedures for informing the public about water service disruptions, boil water advisories, and other important information.
- **Coordination and Communication:** Protocols for coordinating with other agencies, such as public health officials, emergency management agencies, and law enforcement.
- **Resource Management:** Strategies for managing resources, such as personnel, equipment, and supplies, during an emergency.

The Community Water System Emergency Response Plan ensures the town's ability to respond effectively to water system emergencies, protect public health, and maintain essential water services for its residents.

- **Warrenton & Airlie Dam Emergency Action Plan:**

The Warrenton & Airlie Dam Emergency Action Plan is a critical document that outlines the procedures for responding to emergencies related to the dam. This includes:

- **Dam Failure:** Procedures for evacuating residents and businesses in the potential inundation zone if the dam were to fail.
- **Flooding:** Plans for responding to flooding caused by heavy rainfall, dam overtopping, or other factors.
- **Structural Issues:** Procedures for addressing potential structural problems with the dam, such as erosion or seepage.
- **Public Safety:** Measures to ensure the safety of residents and emergency responders during an emergency.
- **Communication:** Protocols for communicating with the public, emergency responders, and other relevant agencies.

The plan includes detailed maps of the potential inundation zones, evacuation routes, and emergency shelters. It also outlines the roles and responsibilities of various agencies involved in emergency response, such as law enforcement, fire departments, the Virginia Department of Transportation, local, state, and federal regulatory agencies, and emergency management officials.

- **Radiological Emergency Response Plan Ingestion Exposure Pathways:**

The Town of Warrenton's Radiological Emergency Response Plan addresses potential ingestion exposure pathways related to the North Anna Nuclear Power Plant.

- **Ingestion Exposure:** This refers to the potential for radioactive materials to enter the human body through the consumption of contaminated food or water.
- **Potential Pathways:** The plan outlines potential pathways for ingestion exposure, such as:
 - **Contaminated Food:**
 - **Locally Grown Produce:** Radioactive materials could potentially contaminate local crops or livestock feed if released into the environment.
 - **Milk:** If radioactive materials contaminate pastures used for grazing, milk from cows grazing in those areas could become contaminated.
 - **Contaminated Water:**
 - **Drinking Water Supplies:** If radioactive materials contaminate local water sources, drinking water supplies could become unsafe.
 - **Agricultural Water:** If irrigation water is contaminated, it could potentially contaminate crops.
 - **Mitigation Strategies:** The plan includes strategies to mitigate the risks of ingestion exposure, such as:
 - **Food and Water Monitoring:** Implementing procedures for monitoring food and water supplies for contamination.
 - **Protective Actions:** Advising residents to avoid consuming locally grown produce or milk if contamination is suspected.
 - **Alternative Water Sources:** Providing alternative sources of drinking water if local supplies are contaminated.

Important Note: The risk of significant radiological contamination from the North Anna Nuclear Power Plant is considered low. However, having a robust emergency response plan is essential for the safety and well-being of the community.

- **Emergency Procedures Guide:**

The Town of Warrenton's Emergency Procedures Guide is a valuable resource that provides guidance on how to respond to a variety of potential emergencies. This guide covers a range of hazards, including:

- **Man-made Hazards:**
 - **Bomb Threats:** Procedures for receiving and responding to bomb threats, including evacuation procedures and search protocols.
 - **Violent Incidents:** Guidelines for responding to active shooter situations, hostage situations, and other acts of violence.
 - **Fires:** Procedures for responding to fires in various settings, including buildings, vehicles, and outdoor areas.
 - **Medical Emergencies:** Guidelines for handling medical emergencies, such as cardiac arrest, stroke, and other life-threatening conditions.
 - **Hazardous Materials Incidents:** Procedures for responding to spills, leaks, or releases of hazardous materials.
- **Natural Hazards:**
 - **Severe Weather:** Guidelines for responding to severe weather events, such as tornadoes, hurricanes, floods, and winter storms.
 - **Infrastructure Outages:** Procedures for responding to power outages, water disruptions, and heating/cooling failures.
- **Other Emergencies:**
 - **Suspicious Objects and Persons:** Procedures for reporting and responding to suspicious packages, individuals, or activities.

The Emergency Procedures Guide provides clear and concise instructions for employees and other personnel on how to recognize emergencies, take appropriate safety precautions, and assist in the response effort. It also includes contact information for emergency services, such as law enforcement, fire departments, and emergency medical services.

This guide is a valuable resource for all employees and personnel within the Town of Warrenton, helping to ensure a coordinated and effective response to emergencies and enhance the safety and security of the community.

- **Hazardous Weather Action Plan:**

The Town of Warrenton's Hazardous Weather Action Plan outlines the procedures for responding to severe weather events. This plan is tailored to special events and other related outdoor activities. The plan includes:

- **Monitoring and Warning Systems:** Procedures for monitoring weather forecasts and issuing warnings to the public, such as severe thunderstorm warnings, tornado warnings, and flash flood warnings.
- **Emergency Shelters:** Identifying and preparing designated emergency shelters for residents to seek refuge during severe weather events.
- **Communication Plans:** Establishing communication channels for disseminating warnings and updates to the public, such as local media outlets, emergency alert systems, and social media.
- **Public Information and Education:** Conducting public education campaigns to inform residents about severe weather safety tips, such as developing an emergency plan, preparing an emergency kit, and knowing where to seek shelter.
- **Coordination with Other Agencies:** Establishing protocols for coordinating with other agencies, such as law enforcement, fire departments, and emergency management agencies, during severe weather events.
- **Resource Management:** Identifying and securing necessary resources, such as emergency supplies, equipment, and personnel, to support response and recovery efforts.

The Hazardous Weather Action Plan helps the Town of Warrenton to minimize the impacts of severe weather events, protect the safety of its residents, and ensure a coordinated and effective response.



WINTER STORM BLAIR AFTER ACTION REPORT

Office of Emergency Management



Mitigation, Preparedness, Response,
and Recovery

EXECUTIVE SUMMARY

Town of Warrenton Winter Storm Blair Response

This report summarizes the Town of Warrenton's response to Winter Storm Blair, highlighting key actions taken to ensure public safety and minimize disruption to town services. The storm, which brought 8 - 12 inches of significant snowfall to the region beginning on January 5th, presented a range of challenges including impassable roads, significant hourly snowfall rates, and the first major snow event to the region in many years.

The Town's proactive approach, guided by its emergency operations plan, focused on pre-storm preparation, timely communication, efficient snow removal, and resident support.

Key actions included:

- Pre-Storm Preparations: Pre-treating roadways, activating the Emergency Operations Plans, coordinating with regional partners, and disseminating safety information to residents.*
- Storm Response: Deployment of snow removal equipment, management of road closures, response to emergency calls, communication updates to the public.*
- Post-Storm Recovery: Clean-up efforts, damage assessment, restoration of services, and continued communication with residents.*

While the storm presented challenges, the Town's coordinated efforts resulted in many positive outcomes - minimal traffic accidents, effective communication with residents, and efficient clearing of critical roadways.

This report further details the specific actions taken by various town departments, identifies areas for improvement, and offers recommendations for enhancing future winter storm preparedness and response. The Town of Warrenton remains committed to ensuring the safety and well-being of its residents during severe weather events.



Message from the Emergency Coordinator

Item A.

Team Warrenton,

I want to extend my sincere gratitude for your incredible work during Winter Storm Blair. From the pre-planning stages through the recovery efforts, your dedication and teamwork were truly outstanding, and the results speak for themselves.

The pre-planning and preparedness activities we undertook were absolutely crucial. From pre-treating the roads to coordinating with our regional partners and getting important information out to our residents, we were proactive and ready. This foundation allowed us to respond effectively when the storm hit.

During the storm, I witnessed firsthand the remarkable teamwork and commitment on display. Our road crews worked tirelessly around the clock, our emergency responders were quick and efficient, and our communication team kept residents informed every step of the way. Everyone played a vital role, and the coordination was seamless.

The recovery phase has also gone smoothly, thanks to everyone's continued efforts. We've made great progress in clearing roads, restoring services, and ensuring the safety of our community.

Because of your hard work, dedication, and excellent teamwork, Warrenton weathered Winter Storm Blair effectively. We minimized disruptions, kept our residents safe, and demonstrated the true spirit of community. I am incredibly proud to be part of this team.

Thank you again for your exceptional service.

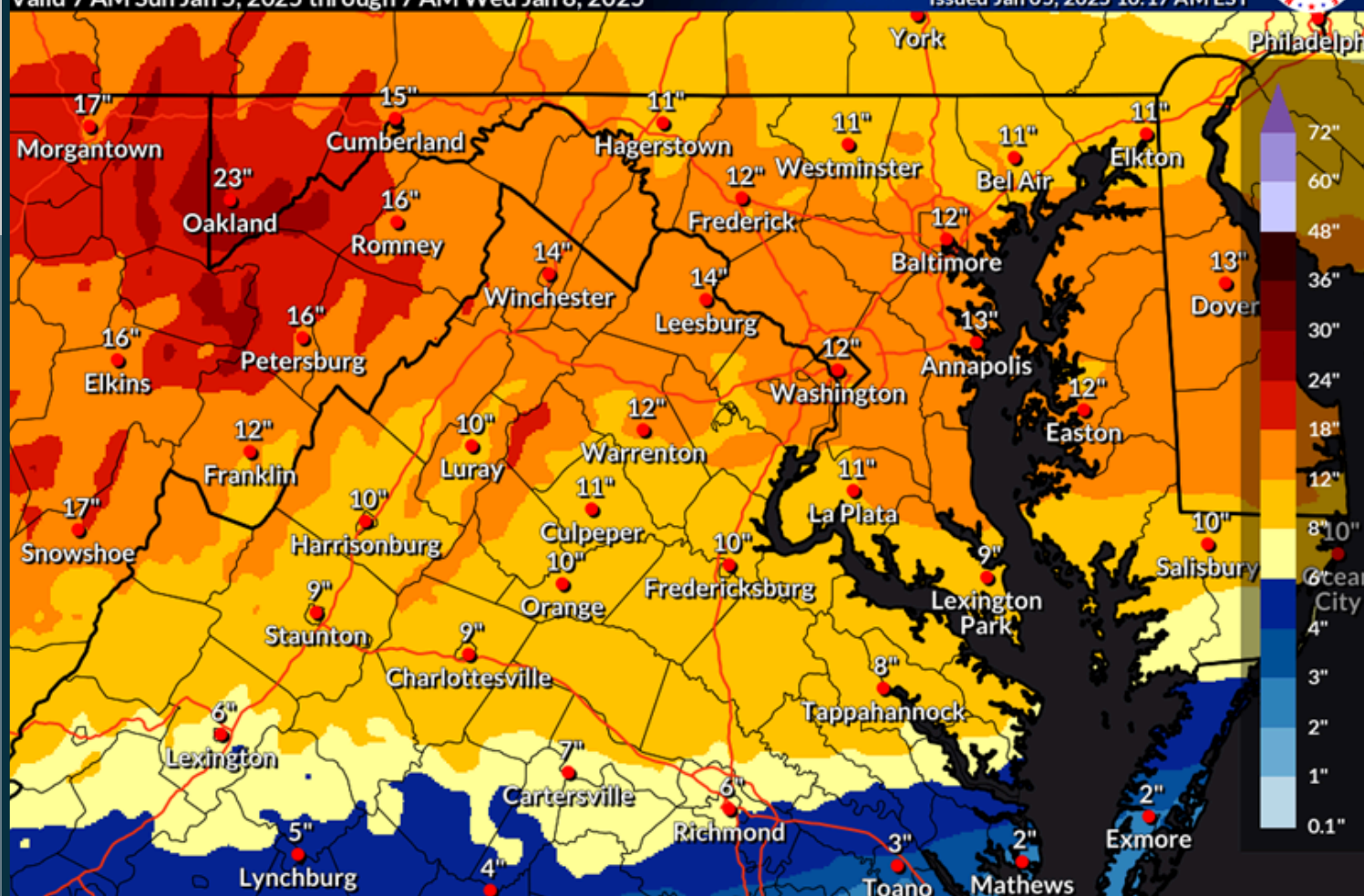
Johnny H. Switzer

Emergency Management Coordinator
Town of Warrenton, VA

High End Amount: 1 in 10 Chance (10%) of Higher Snowfall

Weather Forecast Office
Baltimore/Washington

Issued Jan 05, 2025 10:17 AM EST



weather.gov/lwx

Declaration of Local Emergency



Frank Cassidy
TOWN MANAGER
T (540) 347-1101
fcassidy@warrentonva.gov

TOWN COUNCIL
Carter Nevill, Mayor
Paul Mooney
David McGuire
Roy Francis
William Semple II
Larry Kovalik
Michele O'Halloran
Eric Gagnon

DECLARATION OF LOCAL EMERGENCY FOR THE TOWN OF WARRENTON

On Friday, January 3, 2025, Governor Youngkin declared a state of emergency in the Commonwealth of Virginia based on National Weather Service forecasts that indicate a severe winter storm with snow accumulations of several inches along with sleet, ice, freezing rain, and temperatures below freezing for several days that could cause transportation difficulties and power outages.

I, Frank Cassidy, as Town Manager for the Town of Warrenton, find the imminent threat of severe weather and loss or interruption of vital Town services posed by the Winter Storm for which the National Weather Service issued a Winter Storm Warning beginning January 5th, 2025, 10:00PM EST, to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate any potential damage, loss, hardship or suffering.

Therefore, pursuant to Section 44-146.21 of the Code of Virginia, as amended, and pursuant to authorization and consent of the Town Council, I hereby declare the existence of a Local Emergency in the Town of Warrenton, effective as of the date and time below. In accordance with this Declaration, the Office of Emergency Management and all other appropriate Town agencies and employees are hereby vested with, and are authorized to carry out all powers, duties and functions prescribed by State and local law, rules, regulations and plans as may be necessary to adequately and appropriately respond to said Local Emergency.

Town Manager

JAN 5, 2025 1900HRS.

Date and Time

EXPERIENCE

Effective Communication



TOWN OF WARRENTON

Office of Emergency Management

18 Court Street
Warrenton, Virginia 20186
<http://www.warrentonva.gov>
TELEPHONE (540) 680-9538
FAX (540) 349-2414

PRESS RELEASE

FOR IMMEDIATE RELEASE - JANUARY 5, 2025

Winter Storm Blair

The Warrenton Office of Emergency Management is working closely with our local, state, and federal partners to track, prepare, and respond to the incoming weather of Winter Storm Blair. In addition, the Department of Public Works has been mobilized and is prepared to respond to any effects of this storm.

A Winter Storm Warning is in effect late Sunday into Monday night for the entire area. The latest forecast predicts 5 to 9 inches of snow to fall across the region, starting late Sunday night and lasting until early Tuesday morning. There's a chance of higher snowfall amounts, and freezing rain or ice could mix in at times.

To ensure the safety and efficiency of our first responders clearing snow and ice, we urge all residents to stay off the roads unless absolutely necessary. Please note that all snow emergency routes in the Town of Warrenton are activated as of Monday morning at 5:00 AM. No stopping, standing, or parking is permitted on designated snow routes for a duration of 48 hours. Vehicles found in violation may be towed at the owner's expense. Your cooperation is greatly appreciated.

There is still time to get ready for the winter weather expected to hit our area today through Tuesday. Take advantage of the clear weather to go out and get any last-minute supplies you might need.

Be prepared for potential power outages that could last for several hours. If you plan on using a generator, make sure to use it safely and keep it far away from air intakes to avoid carbon monoxide poisoning.

To get timely updates and alerts, please sign up for Warrenton Alerts: [Alert Center](#) • [Warrenton, VA](#) • [CivicEngage](#).

Be prepared and stay safe.

Weather Updates and Information Relay

Town of Warrenton, Virginia Office of Emergency Management

SPOT REPORT: # 6	DATE:01/05/2025	TIME: 1200
------------------	-----------------	------------

OVERVIEW: Winter Storm Blair

- A **Winter Storm Warning** is in effect late Sunday into Monday night for the entire area.
- Moderate winter storm threat from accumulating snow.
- Potential impacts include significant travel delays and closures.
- Snow will mix with sleet and freezing rain, especially near and south of Interstate 66. Dry and very cold Tuesday through Friday.
- Wind Chills in single digits each morning Tuesday through Friday. Near zero wind chills are possible on Thursday morning.
- Snow on the ground is not likely to melt.
- Another period of steady snow is expected Monday evening before precipitation ends late.
- Two strike teams of Va. Army National Guard high-wheeled vehicle/debris teams will be at Warrenton VAANG Armory as a regional asset under the control of VDEM. Warrenton EM has prepared documents to request support should the need arise.
- VDEM State EOC and our Region 2 VDEM team will have their EOCs staffed starting Sunday night.
- Public Works has crews activated to begin 24hr staffing operations starting Sunday evening at 2000hrs.
- VDOT has already begun road operations to prep hard surfaces, Road crews will be staged and ready Sunday night.
- Town Emergency Management is in monitoring mode due to the storm being >24 hours from arrival. The incident is currently projected to be a type 3/4 rating.

Please monitor spot reports closely | Be prepared for travel delays and disruptions.



NEWS RELEASE

VDOT.Virginia.gov

RELEASE: IMMEDIATE
CONTACT: Lou Hatter
540-717-2890 (cell)
Lou.Hatter@VDOT.Virginia.gov

Jan. 4, 2025
CULP 2025-003

Sharon Ketcham
540-829-7370 (office), 540-717-8376 (cell)
Sharon.Ketcham@VDOT.Virginia.gov

COMPLETE PREPARATIONS FOR IMPENDING WINTER STORM

Heavy snow, possibly mixed with sleet, freezing rain forecast to begin Sunday evening

CULPEPER — The Virginia Department of Transportation is completing preparations for a significant winter storm that is forecast to affect much of the state beginning Sunday afternoon. Crews have been pre-treating interstates, primary, and major secondary roadways with brine across the Culpeper District and in other districts. Other VDOT crews are fitting trucks and heavy equipment with plows and salt spreaders to prepare them for the storm response.

VDOT is urging the public to also complete all preparations for the storm today. Many people may be traveling home or back to school after the holidays, and VDOT recommends those travels be done no later than Sunday afternoon, by altering plans if necessary. Once the storm begins on Sunday travel will be difficult across much of the western and northern regions of Virginia.

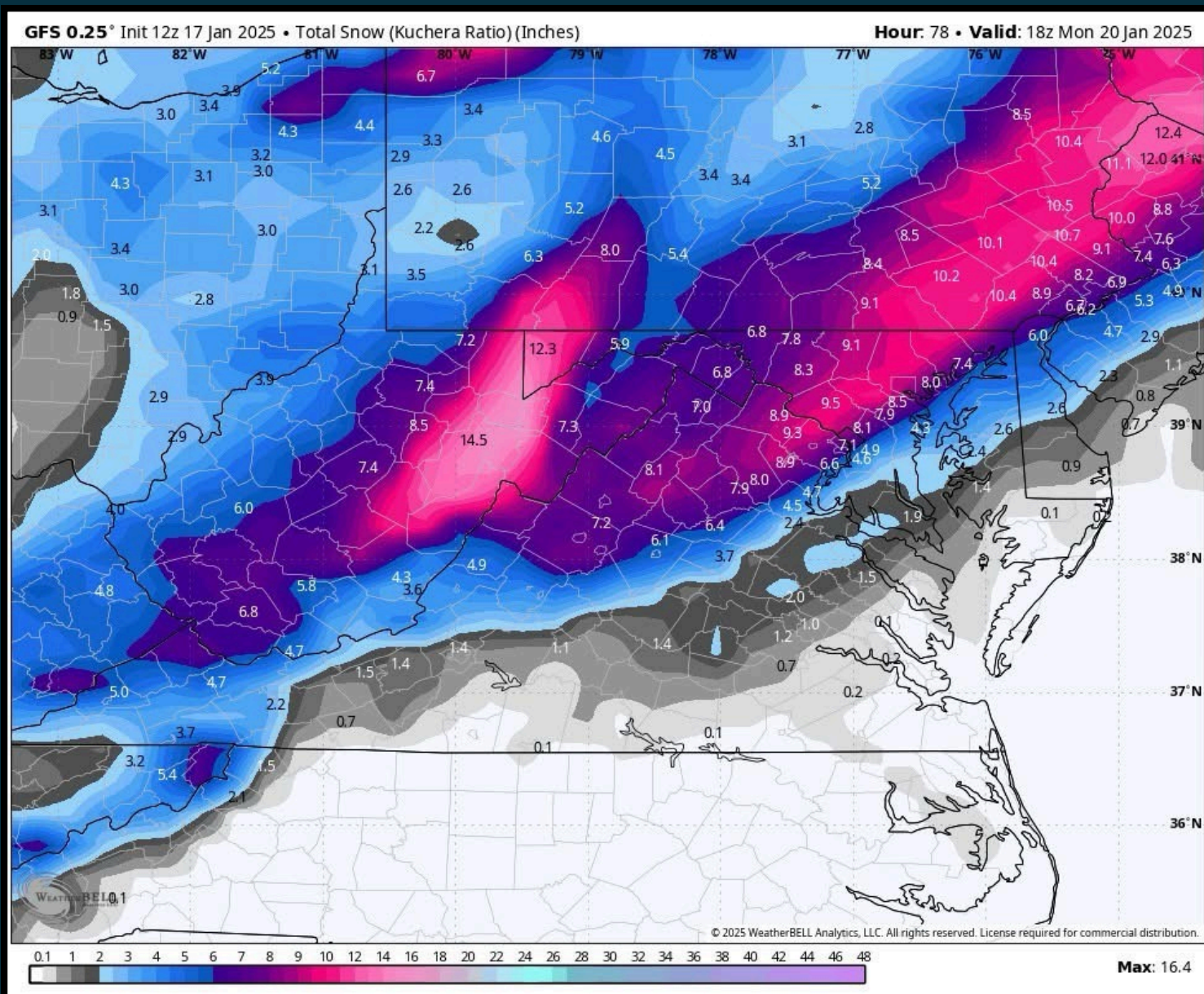
Forecasts have increased somewhat since yesterday, and the storm may drop between 8 and 12 inches of snow across the nine counties of VDOT's Culpeper District, with the highest totals in Fauquier and Rappahannock counties and along the Blue Ridge Mountains. Farther south, in Albemarle, Fluvanna and Louisa County, snow totals may be lower and the snow may mix with sleet or freezing rain during the storm.

Blair Booms to Major Storm!



Storm Prediction Center

N O A A / National Weather Service



Town Operations
 Build on this Model
 it worked
 Backup Systems
 Resources
 Information
 Snow Emergency Routes
 Text
 ICS
 VDOT
 Sidewalks
 VPN Access
 Press Release
 Changing Conditions
 More Shovels
 EOP
 Town Website
 Crews Amazing Job
 Good Texting and Updates
 COOP
 Police
 More Ways to Get the Word Out
 Email
 Social Media
 Command Staff
 Worked Remotely
 Communication
 Public Works

**AFTER
ACTION
REVIEW**



**WE WANT YOUR
FEEDBACK**

Can you describe the key resource and/or logistical challenges your team encountered during Winter Storm Blair response, and how did you address them?

What worked well (and did not work well) in this process?

How could coordinating across the ICS structure be improved?

What were the best practices that we adopted during the response that should be captured into policies and plans for future disaster responses?

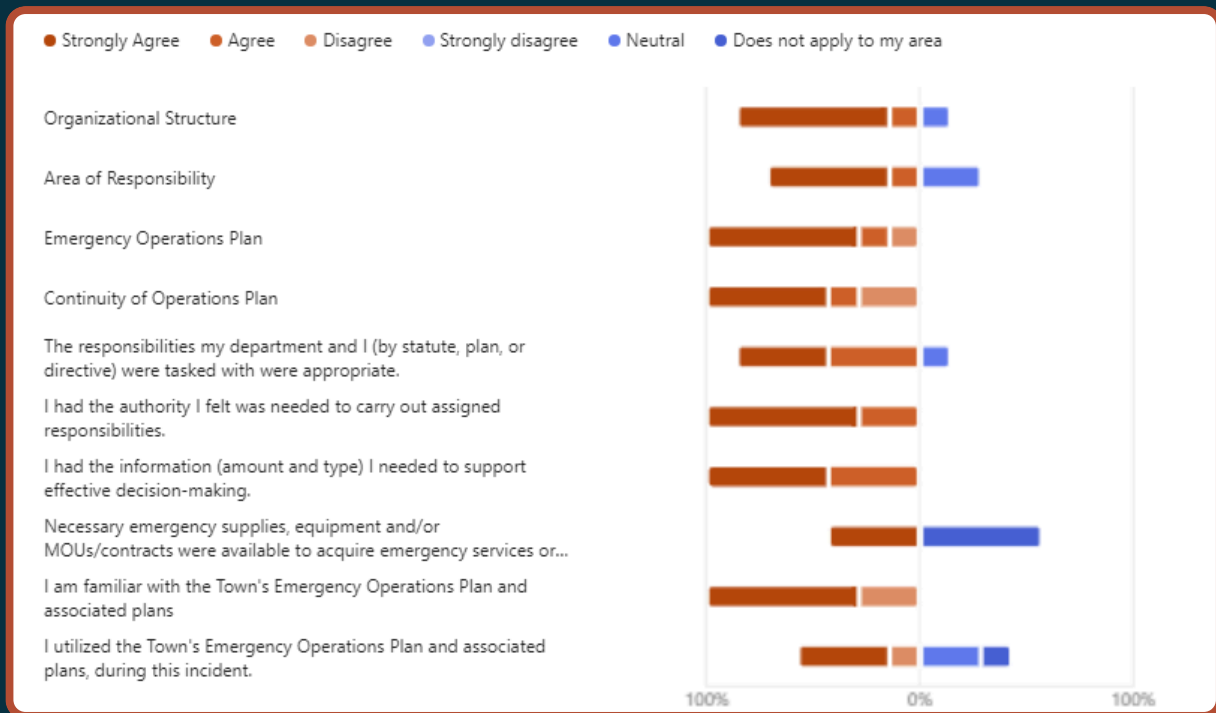
Questionnaire

How did your team adapt to changing conditions and demands throughout the emergency response, and what strategies or technologies were particularly helpful in making real-time adjustments to your operations?

Could you share some examples of successful collaboration and communication strategies employed during the winter storm response and some examples of challenges?

Were these areas clearly communicated and understood during incident?

Item A.



Questionnaire

How did your team adapt to changing conditions and demands throughout the emergency response, and what strategies or technologies were particularly helpful in making real-time adjustments to your operations?

extremely well

The text communication and communication were vital to this response.

*Communication between emergency management and our command staff.
Changes in personnel and resources were made in real-time based on the information received.*

we did our job

HC had no issues adapting to the changing conditions.

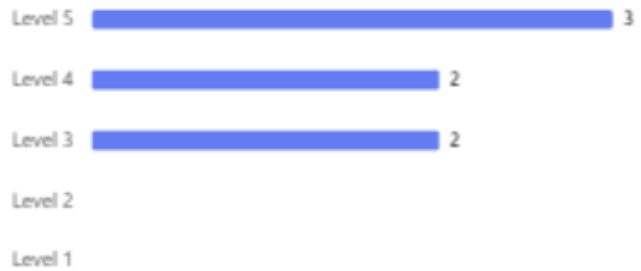
Team adapted well to transitioning from a delayed opening to a facility closure, as well as delayed opening with liberal leave and/or telework option. Having the ability to telework, VPN access, etc. allowed full time staff to get work done at home if they were able to.

How would you assess the effectiveness of communication channels and protocols used during the winter storm response?

Item A.

4.14

Average Rating



Questionnaire

Rate the Incident Command Structure was effective in coordinating across command (Town EM and TM Office) and general town staff (divisions/branches) roles?

4.43

Average Rating



Provide examples of strengths on the Town's Response

teamwork, communication

All departments worked well together. It was clear that good planning went into the response.

communication and team work

Town notified citizens, Council, and employees directly impacted by the storm with timely responses and clear communication.

Crews on site did an amazing job-kept hearing compliments on how well the roads were in town and the response time in getting them cleared, as well as the parks/trails, maybe the county could hire us as contractors... Overall good communication between departments and within own department, as well as to the public

Questionnaire

Provide opportunities for improvement on the Town's Response

more ways on the website to get the word out

I think just external communications as stated before, there are many areas that can be improved.

Further planning/ improving communication

establishing additional availability of resources and cooperation

Snow Emergency Route Activation

Order In-Effect

Item A.



Snow Emergency Routes





Winter Wonderland



**Sherrif's
Office**

Team Work!

VDEM Item A.

HC & RM

Public Works



IT



Community

Development

**Emergency
Mangement**

Police

Public Utilities



**Fire
VDOT**

**Finance &
Procurement**



Communications

Facilities & Fleet

Parks & Recreation

Fauquier Count



TOWN OF WARRENTON

Office of Emergency Management

18 Court Street
Warrenton, Virginia 20186
<http://www.warrentonva.gov>
TELEPHONE (540) 680-9538
FAX (540) 349-2414

TO: The Honorable Mayor and Members of the Warrenton Town Council

FROM: Johnny H. Switzer, Emergency Management Coordinator

DATE: February 11, 2025

SUBJECT: Continuity of Operations Plan (COOP) Overview

Our Town Continuity of Operations (COOP) plan is a vital document that outlines how our organization will continue to function during and after a disruptive event, whether it's a natural disaster, technological failure, or public health emergency. Its core purpose is to ensure the continued performance of essential functions, protect vital records and resources, and facilitate a swift and orderly recovery. For our locality, COOP planning is not just a good practice but a legal requirement.

The primary purpose of our COOP is to maintain essential services and operations during any emergency that disrupts normal operations. This includes:

- **Ensuring Mission Continuation:** Identifying and prioritizing essential functions and outlining how they will be performed during a disruption.
- **Protecting Vital Records and Resources:** Safeguarding critical data, documents, and equipment necessary for continued operations.
- **Facilitating Communication:** Establishing clear communication channels with employees, stakeholders, and the public.
- **Delegating Authority:** Defining clear lines of succession and delegation of authority in case of leadership incapacitation.
- **Relocating Operations:** Identifying alternate work sites or procedures if the primary facility is unavailable.
- **Recovering Operations:** Establishing a plan for restoring normal operations as quickly and efficiently as possible.

Legal Requirements (Virginia)

Virginia's COOP planning requirements are rooted in several key legal frameworks:

- **Disaster Law of 2000 (Virginia Code Title 44):** This foundational legislation establishes the Virginia emergency management framework. It mandates that state agencies and localities develop emergency plans, which implicitly include COOP planning as a critical component. While it may not explicitly use the term "COOP," the requirements for ensuring essential services and continuity of government operations are embedded within its provisions.
- **Virginia Emergency Services and Disaster Law (VESDL):** Chapter 3.2 of Title 44 further details the responsibilities of state and local governments in emergency preparedness and response. This reinforces the requirement for COOP planning by emphasizing the need for agencies to maintain essential functions during emergencies.
- **Executive Orders and Guidance:** The Governor may issue executive orders related to emergency management that further define COOP requirements and provide guidance to state agencies. The Virginia Department of Emergency Management (VDEM) also plays a crucial role in providing guidance and support to state agencies and localities in developing and implementing COOP plans.

Title 44 and COOPs:

Title 44 is particularly relevant as it provides the overarching legal authority for emergency management activities in Virginia. While the specific requirements for COOPs may be detailed in other regulations or guidelines, Title 44 establishes the fundamental obligation for state and local governments to prepare for and respond to emergencies, which inherently includes maintaining the continuity of essential operations. For instance, provisions related to resource mobilization, emergency declarations, and the powers of the Governor during a state of emergency all have implications for how a COOP plan will be activated and implemented.

Other Relevant Information:

- **VDEM Guidance:** VDEM provides extensive resources and guidance to assist state agencies and localities in developing and implementing effective COOP plans. This includes templates, best practices, and training opportunities.
- **Federal Guidance:** While Virginia law provides the framework, federal guidance, such as Federal Emergency Management Agency (FEMA) Continuity Guidance, can also be a valuable resource for best practices and standards.
- **Plan Maintenance:** COOP plans are not static documents. They must be regularly reviewed, updated, and tested to ensure their effectiveness. Regular training for personnel is also essential.
- **Interoperability:** COOP plans should be coordinated with other agencies and jurisdictions to ensure seamless collaboration during emergencies.

In summary, COOP planning is a legal mandate and a critical component of emergency preparedness in Virginia. By developing and maintaining robust COOP plans, we can ensure the continued delivery of essential services, protect vital resources, and facilitate a swift and orderly recovery from any disruptive event. This is all grounded in the overarching legal framework of Virginia's Disaster Law of 2000 and Title 44, which establishes the state's commitment to emergency preparedness and response.



Community Development
Department

STAFF REPORT

Town Council Meeting Date:	February 11, 2025
Agenda Title:	Planning Commission Update
Requested Action:	Informational Purposes
Staff Lead:	Denise Harris, Planning Manager

EXECUTIVE SUMMARY

On January 21, 2025, the Planning Commission held its organizational meeting. Mr. Ryan Stewart was reelected Chair, Mr. Terry Lasher was reelected Vice Chair, and Ms. Darine Barbour was reelected Secretary. The adopted 2025 meeting schedule remains unchanged from previous years with the Planning Commission meeting the third and fourth Tuesdays of the month. The Planning Commission spent considerable time working on the update to their bylaws to align them with Virginia State Code and adopted their 2024 Annual Report to be presented to Town Council.

BACKGROUND

Draft minutes are attached for background.

STAFF RECOMMENDATION

For Informational Purposes.



PLANNING COMMISSION REGULAR MEETING

21 Main Street

Tuesday, January 21, 2025, at 7:00 PM

MINUTES

Item B.

A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF WARRENTON, VIRGINIA, WAS HELD ON JANUARY 21, 2025, at 7:00 PM

Regular Meeting

PRESENT

Mr. Ryan Stewart, Chair; Mr. Terry Lasher, Vice Chair; Ms. Darine Barbour, Secretary; Mr. James Lawrence; Mr. Steve Ainsworth; Ms. Denise Harris, Planning Manager; Patrick Corish, Associate Town Attorney

ABSENT

N/A

The minutes laid out will be a brief recap of the agenda items. Please see recorded video for more in-depth information.

CALL TO ORDER AND ESTABLISHMENT OF A QUORUM.

The meeting opened at 7:00 PM by Mr. Stewart and declared a quorum present.

ELECTION OF OFFICERS

Commissioner Ainsworth motioned to nominate Commissioner Stewart as Chair; Commissioner Lawrence seconded the motion. The motion passed in a 4-0-1 vote (Stewart Abstain).

Commissioner Lawrence motioned to nominate Commissioner Lasher as Vice Chair; Commissioner Ainsworth seconded the motion. The motion passed in a 5-0 vote.

Commissioner Lawrence motioned to nominate Commissioner Barbour as Secretary; Commissioner Ainsworth seconded the motion. The motion passed in a 5-0 vote.

ADOPTION OF MINUTES.

November 19, 2024, Draft Planning Commission Regular Meeting Minutes . Commissioner Lawrence moved to approve the minutes. Vice Chair Lasher seconded the motion. Motion passed 5-0 to approve the minutes.

NEW BUSINESS

Planning Commission Bylaws Update Discussion

Ms. Harris walked the Planning Commission through the redline draft bylaws that has been developed over the course of several months of Planning Commission discussions.

The Planning Commission offered additional thoughts related to the Purpose Statement and clarifying language in various Articles. Staff was directed to modify the draft Bylaws and redistribute to the Planning Commission. The updated Bylaws are anticipated to be adopted at the next Planning Commission meeting.

The Planning Commission proposed 2025 meeting schedule and annual goals.

The Planning Commission reviewed the meeting schedule for the 2025 calendar year. Commissioner Ainsworth moved to keep the meetings at 7:00 PM on the third and fourth Tuesdays of the month; Commissioner Lawrence seconded the motion. The Planning Commission voted 5-0 to adopt the 2025 meeting schedule.

The Planning Commission reviewed the draft 2025 goals for the year. One grammatical error was found and there was discussion on updating the fifth bullet point related to the Capital Improvement Program. Commissioner Lawrence motioned to adopt the 2025 Planning Commission goals per the updated language; Commissioner Ainsworth seconded the motion. The Planning Commission voted 5-0 to adopt the 2025 Planning Commission goals.

Draft 2024 Planning Commission Annual Report for review

The Planning Commission reviewed the draft 2024 Annual Report. Commissioner Ainsworth motioned to approve the 2024 Planning Commission Annual Report; Commissioner Lawrence seconded the motion. The Planning Commission voted 5-0 to approve the 2024 Planning Commission Annual Report.

COMMENTS FROM THE COMMISSION.

Each of the Planning Commissioners wished the room a Happy New Year, welcomed the new Associate Town Attorney, and thanked staff for their work. The Commission expressed they were looking forward to working together in the coming year.

COMMENTS FROM THE STAFF.

Ms. Harris spoke to the Public Forum and meetings scheduled for January 28th and 29th on the Zoning Ordinance Update, the bills in the General Assembly, and potential future land use applications.

ADJOURN.

Commissioner Lawrence moved to adjourn the meeting; Commissioner Ainsworth seconded the motion. With no further business, the Chair Stewart adjourned at 8: 40 PM.

I hereby certify that this is a true and exact record of actions taken by the Planning Commission of the Town of Warrenton on January 21, 2025.

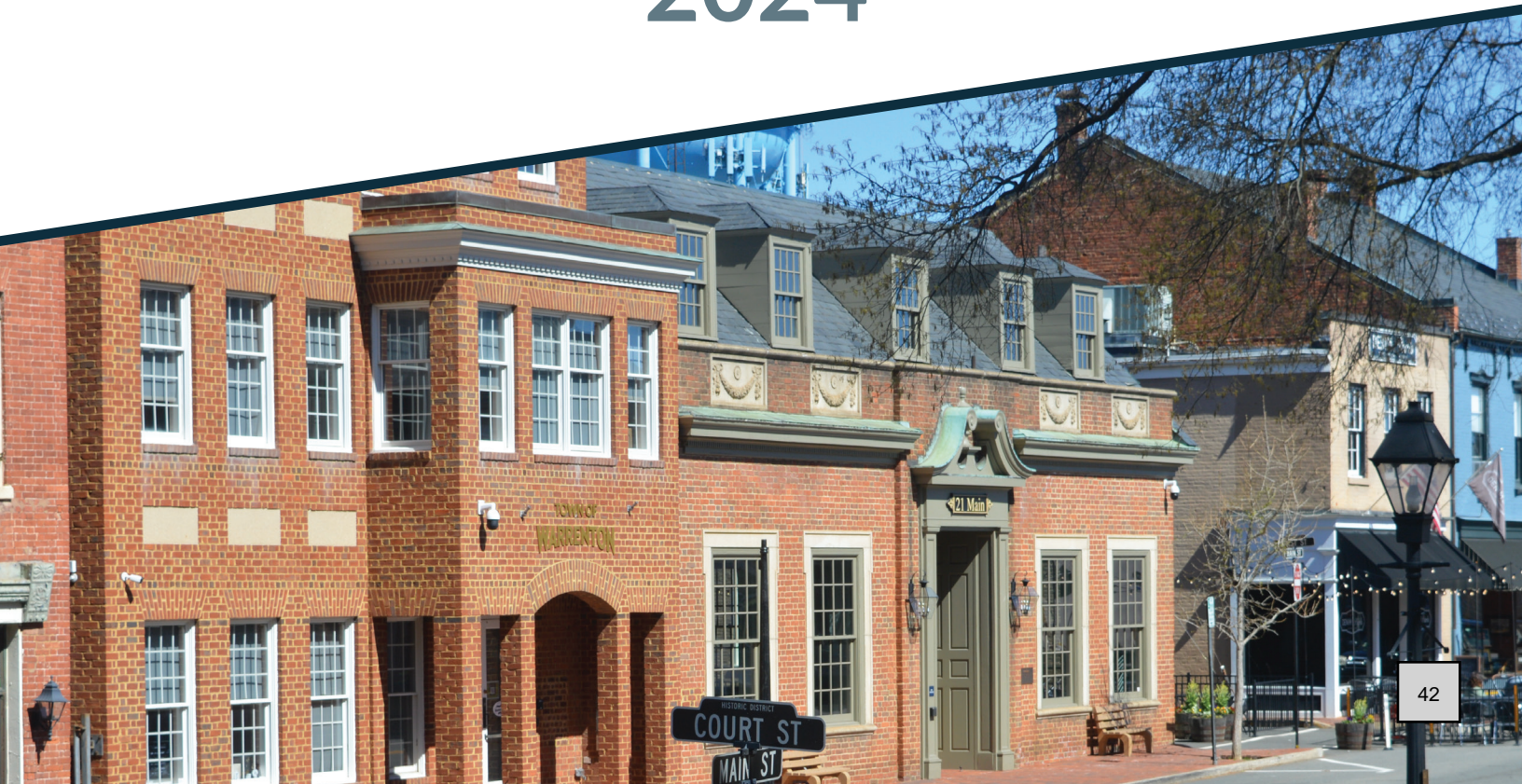
Darine Barbour, Secretary
Planning Commission

DRAFT



PLANNING COMMISSION

Annual Report 2024



PLANNING COMMISSION MEMBERS

Item B.



Left-to-right: Steve Ainsworth, Darine Barbour, Ryan Stewart, Terrance Lasher, & James Lawrence

Ryan Stewart, Chair

Serving Since 2017

Terrance Lasher, Vice Chair

Serving Since 2023

Darine Barbour, Secretary

Serving Since 2023

James Lawrence

Serving Since 2018

Steve Ainsworth

Serving Since 2021

9
Public Hearings

14
Work Sessions

MEETING HIGHLIGHTS

Item B.

JANUARY

ZOTA 2023-03 FDP Zoning Ordinance Text Amendment Article 3-5.1 of the Town of Warrenton Zoning Ordinance and Floodplain Maps **PUBLIC HEARING**

Public Utilities update on water and sewer facilities **WORK SESSION**

Town Attorney Local Governments and State Code 15.2 – 3203 **WORK SESSION**

FEBRUARY

ZOTA 2023-01 A Zoning Ordinance Text Amendment to Reduce the Setback Requirement for Telecommunication Towers in the PSP (Public Semi-Public) Zoning District **PUBLIC HEARING**

SUP 2023-04 Taylor Middle School **WORK SESSION**

MARCH

SUP 2023-04 Taylor Middle School **PUBLIC HEARING**

ZOTA 2023-01 A Zoning Ordinance Text Amendment to Reduce the Setback Requirement for Telecommunication Towers **WORK SESSION**

SUP 2022-03 Warrenton Village Center **WORK SESSION**

APRIL

ZOTA 2023-01 A Zoning Ordinance Text Amendment to Reduce the Setback Requirement for Telecommunication Towers **PUBLIC HEARING**

SUP 2022-05 Warrenton Village Center **WORK SESSION** (2 Meetings)

JUNE

ZOTA 2024 - 02 - Zoning Text Amendment to Remove Articles 4 and 5 per State Code **PUBLIC HEARING**

ZOTA 2024 - 02 - Zoning Text Amendment to Remove Articles 4 and 5 per State Code **WORK SESSION**

JULY

SUP 2022-05 Warrenton Village Center **PUBLIC HEARING**

ZMA 2023-01 Warrenton United Methodist Church/ Hero's Bridge: A Zoning Map Amendment **WORK SESSION**

AUGUST

SUP 2024-01: 71 S. 5th Street **WORK SESSION**

ZMA 2023-01 Warrenton United Methodist Church/ Hero's Bridge **WORK SESSION**

SEPTEMBER

SUP 2024-01: 71 S. 5th Street **PUBLIC HEARING**

ZMA 2023-01 Warrenton United Methodist Church/ Hero's Bridge **PUBLIC HEARING**

By-Laws Update **WORK SESSION**

OCTOBER

ZMA 2023-01 Warrenton United Methodist Church/ Hero's Bridge **PUBLIC HEARING**

By-Laws Update **WORK SESSION**

NOVEMBER

By-Laws Update **WORK SESSION**

LEGEND

ZOTA | Zoning Text Amendment ZMA | Zoning Map Amendment SUP | Special Use Permit

2024 Planning Commission Goals

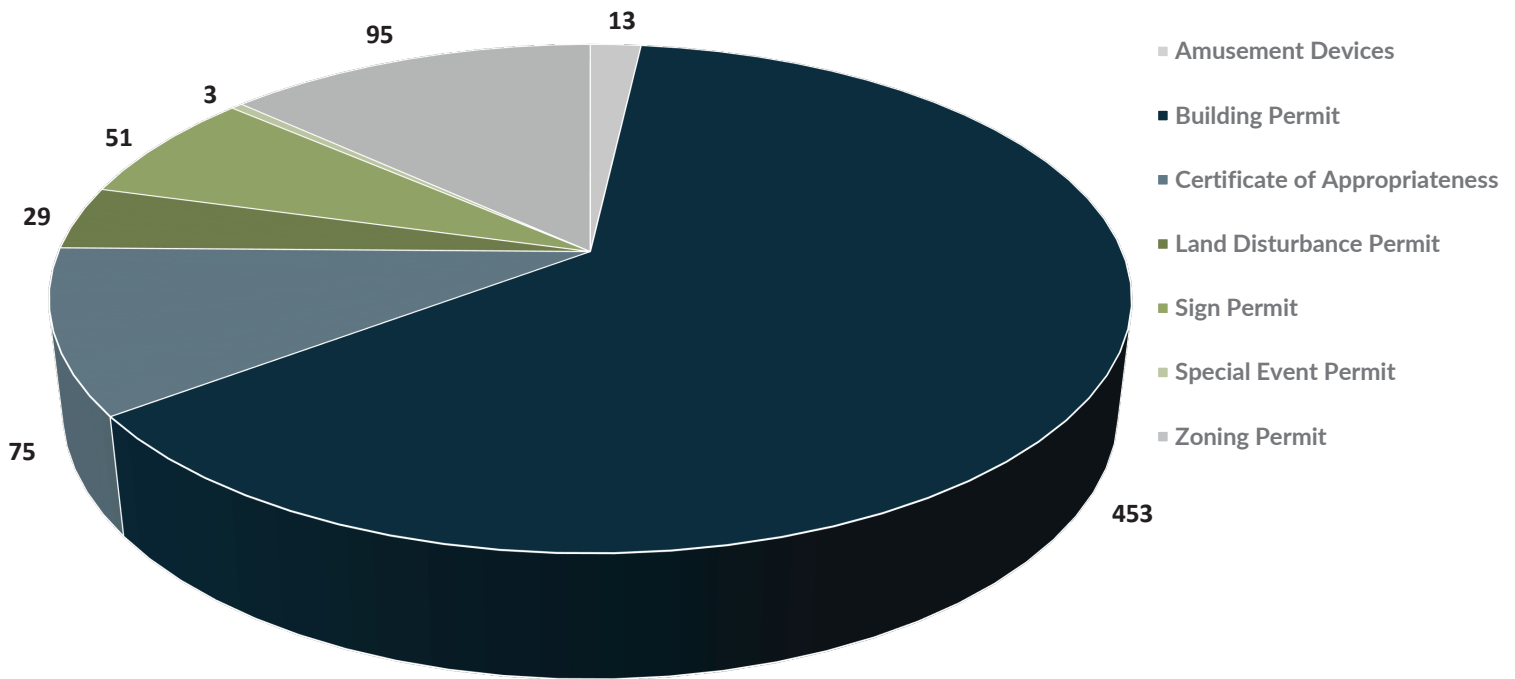
- Provide the Town Council with recommendations on land use applications, policies, and plans that will result in balanced, equitable, orderly growth.
- Ensure recommendations are well informed and legally defensible.
- Be transparent and open to the public on all matters related to land use.
- Base recommendations on the adopted policy and plans that set forth the vision for the Town.
- Develop a best practice process for the adoption of the Capital Improvement Program.
- Be engaged and informed on the Comprehensive Plan goals in reviewing current land use applications.
- Continue to examine and attend training seminars.
- Collaborate with adjacent Planning Commissions.
- Perform site visits, as appropriate, for land use applications.
- Be engaged and informed on the activities of the Town and community.
- Learn from the success stories of other jurisdictions that are applicable to Warrenton.

PERMIT PROCESSING

Item B.

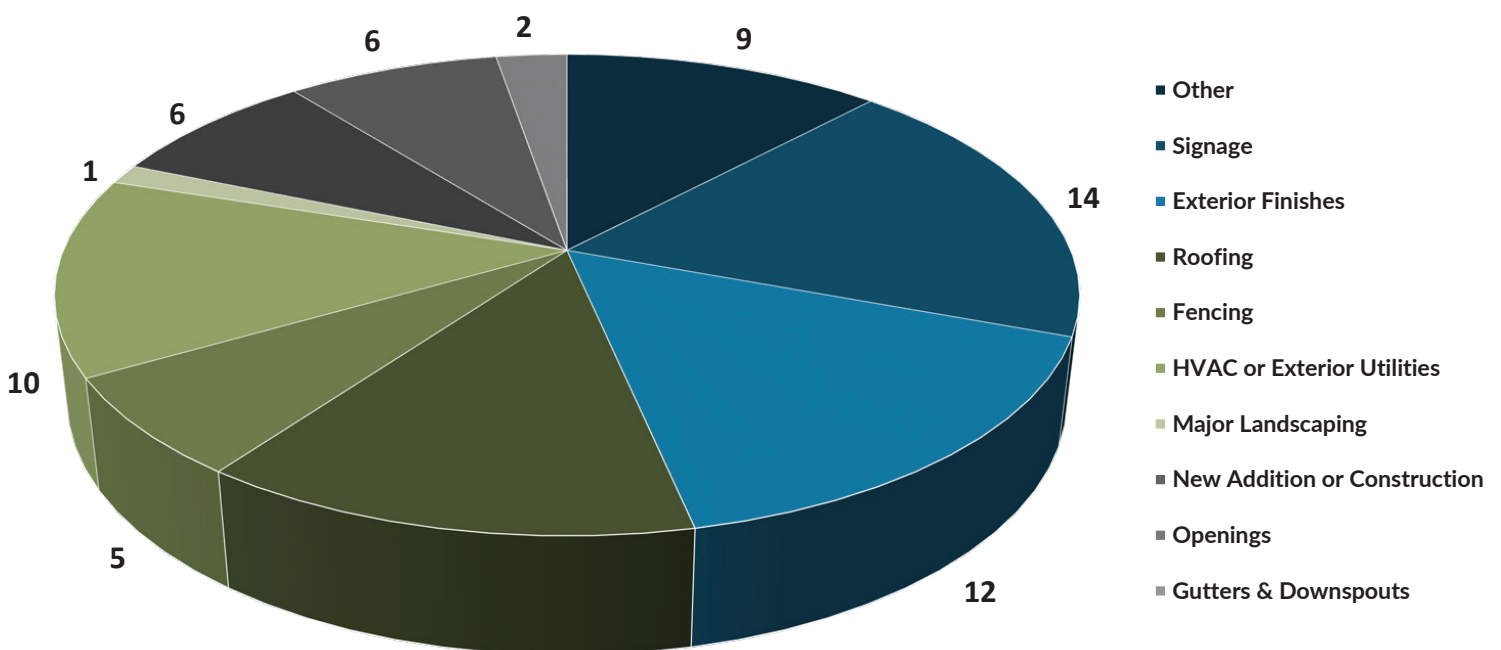
2024 Permit Applications

719 TOTAL



2024 Certificates of Appropriateness

75 TOTAL



PLANNING COMMISSION

TRAINING AND OUTREACH

Item B.

Each year, the American Planning Association’s Virginia Chapter holds an annual conference for professional, citizen, and academic planners. In 2024, Vice Chair Lasher and Secretary Barbour joined staff to attend the multi-day conference hosted by the City of Williamsburg. During the conference, there were opportunities to network with Planning Commissioners from other localities, attend training sessions on key topics impacting the Town, and learn about legislative actions from the General Assembly.



Left-to-right: Vice Chair Terry Lasher, Planning Manager Denise Harris, and Secretary Darine Barbour.

STRONG TOWNS VISIT



Speaker Edward Erfurt.

In September of 2024, members of the Planning Commission participated in a key stakeholders meeting and a public workshop with a representative from Strong Towns, a national non-profit dedicated to providing resources to communities on how to be financially strong and resilient. Part of the focus of the conversations centered around the housing affordability crisis and the need for incremental change to create communities of lasting value.



ZONING ORDINANCE KICK-OFF

In July of 2024, members of the Planning Commission participated in the community kick-off meetings of the Zoning Ordinance update. Commissioner Darine Barbour was appointed by the Town Council to serve on the Steering Committee that will help guide the two-year project before it reaches the Planning Commission for public hearings and a recommendation to the Town Council.





Town of Warrenton

Community Development Department
21 Main Street
Warrenton, VA 20186
(540) 347-1101



2025 Planning Commission Meeting Dates 21 Main Street Warrenton, Virginia		
Month	Regular Meeting 7:00 PM Regular Meeting (3rd Tuesday of the Month)	Work Session 7:00 PM (4th Tuesday of Month)
January	21 st	No Meeting - Zoning Ordinance Update Public Workshop
February	18 th	25 th
March	18 th	25 th
April	15 th	22 nd
May	20 th	27 th
June	17 th	24 th
July	15 th	22 nd
August	19 th	26 th
September	16 th	23 rd
October	21 st	28 th
November	18 th	--
December	16 th	--

NOTE: Per the By-Laws the Chair of the Planning Commission may add work session items to the Regular meeting. Meetings may also be amended, postponed, or a special meeting may be called per the notice requirements of the Code of Virginia.



Office of the Town Manager
Frank Cassidy

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

Item C.

STAFF REPORT

Council Meeting Date:	February 11, 2025
Agenda Title:	Budget Discussion
Requested Action:	Information/Discussion
Department / Agency Lead:	Frank Cassidy/Finance
Staff Lead:	Frank Cassidy

EXECUTIVE SUMMARY

Our budget, like all government budgets, is the guiding document for the upcoming year. They must provide a road map to provide the government's staff the direction and focus they need to take action and complete projects in the best interest of the Town. This is achieved by the Council adopting the budget as the policy of the Town for next year, and hopefully some years out. The budget is not a document to be produced, developed, and implemented in a vacuum. Instead, it should be "the" document that leads the charge in transparency, cooperation, and collaboration. This ensures the best interest for the community at large is being taken into consideration while providing a clear road map for services and the delivery thereof.

Over the last two years, staff have been working on creating and implementing a budget focused on the needs of the Town. We have worked on CIP's and a CARP to provide a three to five year plan to help guide us in today's decisions while looking ahead. We have discovered misguided attempts to fund unnecessary things that appeared to be a distraction from what needed to be done. We also are working hard at changing the way we develop and proceed with the budget process. This led us to producing a needs-based budget, trimmed to actual spending and projections, while focusing on two fundamental aspects of general governing:

1. Infrastructure
2. Resiliency

This was/is a budget with very little room for errors and was designed to be a "back to basics" budget while being presented as an unsustainable way to budget in future years. This is the time to begin to map out our best way forward.

This year we will need to refocus our efforts; continue to align Town needs with proper budgeting; and set a realistic framework for moving forward. The objective is to establish a long-term, sustainable way forward. This requires us to make sure our next steps are in line with our goals and policies.

Our next steps include fully engaging the Council in this process well before a May or June discussion. This is made possible with the advancements we have made with technology, communication, and collaboration with a focus on consistent and predictable governing. We look forward to working as a team to continue our excellence for the Town.

BACKGROUND

Governmental budgets have always been, and continue to be, the one most important document to provide services to the community which we serve. For the past two years, our team has been actively revamping our budget to ensure a focus on the needs of the community. Driven by sustainability, a hard look at needs in the future, and building a resilient infrastructure. This includes a three-to-five-year plan with flexibility and an attempt to work in inflation and sky rocketing prices. Rebuilding an infrastructure to comply with minimum current standards while building in redundancy and resiliency. Creating a work environment to maintain professional staffing and developing through training an environment to ensure employee retention with a focus on looking into the future. The concerning piece of this approach is the understanding this focus on fundamental governmental operations has been lost. Therefore, the next step in moving forward is to bring the fundamentals of governmental operations back into focus with an operational standard of collaboration, inclusion, and future planning into our budgeting process.

Our current budget is lean. We provided a “no growth” approach to our operations while building in a needs approach to our CIP’s and CARP. This was an exercise to provide the benchmark, baseline of operations to a budgeting structure to outline needs-based services with available revenues. This last year has shown our successes in the CIP with a myriad of projects moving forward. It has also exposed the critical lines of funding for unexpected events and the need to diversify revenues.

What does this mean? In short, we are in a period requiring hard discussions on revenue streams and the ability to provide the Town’s enhanced services for all our residents while balancing the effects of out-of-Town impacts on our infrastructure. It illustrates any event today has an impact on the budget and staff tomorrow. Some have short term impacts; some are much longer.

Budgets are usually compared to three legged stools. To provide stability, all three legs need to be balanced. In our case, we are off balance. We rely heavily on business taxes to provide general services to residents. Relying on a tax revenue stream of businesses means it is critical to the economic drivers. In other words, it is difficult to rely on the stability of such an approach. There are discussions at the State level to limit meals tax and BPOL fees for example. This has been the approach locally to avoid the discussion of property taxes. This is critical as it appears we are “tapped out” at any further adjustments to compensate for other revenues, unless we begin to lower these items. The other side of this conversation is at what point do we become “business unfriendly” and drive businesses out of Town as they cannot afford to stay or to open. This, of course, sets us on a path of greater concern.

This also illustrates how low a property tax base we have. This is of course a good thing, until it becomes unsustainable and off balance. This is the current situation we are in. Our property taxes have not been able to sustain our efforts to provide exceptional customer service to our residents. In other words, they have not kept pace with the rest of the economic indexes. This tax base needs to be adjusted. Of course, no one wants to raise property taxes, but we feel it necessary to begin this discussion. This discussion must include a realistic look at the breakdown of services, and a cost for services analysis. With any reductions in this revenue, services will have to be cut.

The third leg, fees and fines, should also be incorporated into this discussion to offset specific costs for services. This includes WARF membership, costs for special events, court costs, enforcement costs, costs for out-of-the-order-ordinary services, and other unplanned, or better stated unbudgeted requests throughout the year.

The purpose of this presentation is to provide an outline with suggestions to fully engage the Town Council as we move forward with our budget. We have attached costs analysis for the following for your review:

1. General Fund Operating
2. General Fund Capital Projects
3. CARP
4. Concerns for adding and developing additional committees
5. Concerns for adding additional evening meetings
6. Identifying specific services to consider alternatives
7. Providing an overview and alternatives for property taxes and fees
8. Water and Sewer, and Stormwater Funds

General Fund:

We will begin with our General Fund as this is the most critical for this budget cycle. The General Fund accounts for basic operations with costs for staff, and fundamental services. For the FY 26 budget year expenditures in the General Fund are projected to increase by 5.8%. Revenues in the General Fund are projected to increase by 1.3%. This creates a funding deficit of approximately \$799,667.00. This difference between revenue and expenditure can be of set in several ways to include:

1. Increasing revenue via a new tax or new fee.
2. Increasing the current tax or fee.
3. Decreasing expenditures.
4. Any combination of all three.

The Town Manager has reviewed the Departmental Budget requests and has verified two important aspects of this year's budgeting strategy:

1. Department Heads are in line with developing budgets aligned with needs while sustaining the current service levels. We are all in line with "flat" approach to providing basic services.
2. Any additional reductions will have a noticeable effect on service levels and/or other programs. This requires active input from the Council.

Staff requests the Council provide further guidance and recommendations on objectives for our budget to assist guide staff to a final budget. This is requesting the Council examine the overall information we have provided and identify areas for possible reductions. This should involve contributions (attachment 1) and legal services (attachment 2) expenditure, as well as the overall Fund.

Once that is completed, we request the Council consider options to begin to lay the foundation for continuing to build a strong, sustainable budget based on needs. To help in this endeavor, we are providing the preliminary information to get us started.

Staff are providing information on avenues to increase revenue:

1. Increase the real estate tax rate. Attachment 3 provides estimates on the impact of a rate increase on an average Town, developed property. Each penny added to the tax rate will increase revenue by an estimated \$200,000.00.
2. Consider the implementation of a separate fee for sanitation services. A sanitation fee would be driven by the Town's cost of providing refuse and recycling services at the same service level to Town residents. Attachment 4 estimates the total cost per household for a sanitation fee. Using the figures in this attachment, the fee would increase revenue by \$700,000.00. This goes far to offset the expenses for this service. If the Council directs staff to explore this option, staff from Finance and Public Works will work together to refine these figures.
3. Consider any and all combinations of the above.

General Fund Capital and Maintenance:

Attachment 5 shows the Capital Improvement Projects (CIP) and Capital Asset Replacement Projects (CARP) currently planned in the FY26 Budget. The total figure for capital projects comes to \$10,860,028.00. Several projects are funded partially or fully with funds from VDOT, bringing the total the Town would be responsible for to \$5,133,936.00. Current projections do not anticipate fund balance being available to fund capital projects. As such, the Town would need to issue debt to fund any projects not funded by VDOT. Bond proceeds would be budgeted for FY26, and the actual timing of debt issuance will vary based on project timing.

Water and Sewer Operating and Capital Funds:

FY26 includes year three of rate increases under the Water and Sewer rate study. The rate increase in FY26 will allow the Water and Sewer operating fund to transfer approximately two million dollars to the projects outlined in the Capital Improvement Plan (CIP) for Water and Sewer.

Stormwater Management Fund:

This is an unfunded mandate from the State. This fund is stable and is projected to remain flat when compared to FY25.

This is all to get us started. To help you all engage and help us produce a budget in line with the Town goals and expectations, and to ensure transparency at every step. This can be done in three ways from this point:

1. We will have "Budget Discussion" on our schedule for each Work Session for the remainder of the fiscal year.
2. The proposed budget will be delivered to council by April 1st. We strongly recommend creating a team approach where Council members schedule time with our Town Manager, Finance and affected departments to review, analyze, assess, and adjust the budget starting now to work toward budget adoption at the June council meeting.
3. Please get engaged.

STAFF RECOMMENDATION

For discussion and direction with the intent of engaging the Council in discussions, work groups, meetings, etc. for our upcoming budget.

Service Level/Collaborative Impact

This initiative involves all leaders participating in the development of our annual budget.

Policy Direction/Warrenton Plan 2040

This program meets all the goals of Plan 2040.

Fiscal Impact

N/A

Legal Impact

Review and assistance with draft language, collaboration, and ensuring the Town's interests are covered and in line with Federal, State and Local requirements.

ATTACHMENTS

1. Staff Report on Committees and an Additional Evening Meeting
2. Combined Budget Summary
3. Attachment 1- Outside Funding Overview
4. Attachment 2- Legal Expenses
5. Attachment 3- Real Estate Tax Bill example(s)
6. Attachment 4- Example of Possible Sanitation Fee
7. Attachment 5- General Fund Capital and Maintenance Projects



Office of the Town Manager
Frank Cassidy

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

Item C.

STAFF REPORT

Council Meeting Date:	February 11 th , 2025
Agenda Title:	Committees and Additional Council Meeting discussion
Requested Action:	Receive the information
Department / Agency Lead:	Town Manager
Staff Lead:	Town Manager Frank Cassidy

At the 2025 Organization Meeting, the Town Council requested information on Town Committees and the possibility to change the work session from the morning of the Town Council Regular meeting to an evening session the week prior to the regular meeting.

The Town Council has acted as a committee of the whole over the past five years. Per Robert Rules of Order, a committee of the whole is a device that enables the full Council to give detailed consideration to a matter under conditions like those of a committee, thereby allowing a more open exchange of views without the urgency of a final vote.

This description mirrors how the Town Council has been operating within existing resource constraints, as items are brought forward for discussion and debate during Town Council work sessions, and prior to the Town Council taking action at a regular Town Council Legislative meeting. The Town Council has directed staff to ensure that larger items come before them for review at the Work session one meeting before required action.

BACKGROUND

Town staff also participate in additional committees and work groups of the region including the County, General Assembly, and other associated work groups, and to support their work for the Town of Warrenton.

In 2022, Interim Town Manager Christopher E. Martino presented an analysis of the costs of an additional meeting. The staff report has been included in this agenda item.

STAFF RECOMMENDATION

Receive the information and discuss.

Service Level/Collaborative Impact

Members of all departments participate in meetings, committees, and additional work groups.

Policy Direction/Warrenton Plan 2040

The current Town Operations relate to the entirety of Warrenton Plan 2040.

Fiscal Impact

To be determined.

Legal Impact

To be determined.

ATTACHMENTS

- 1. 2022 Staff Report- Boards, Committees, and Commissions.
 - 2. 2022 Meeting Cost Analysis
 - 3. 2025 Committees List
-



Office of the Town Manager

Christopher E. Martino

STAFF REPORT

Warrenton Town Council

Carter Nevill, Mayor

Heather Sutphin, Ward 1

William Semple, Ward 2

Brett Hamby, Ward 3

James Hartman, Ward 4 Vice Mayor

Jay Heroux, Ward 5

Paul Mooney, At Large

David McGuire, At Large

Item C.

Council Meeting Date:	February 14, 2023
Agenda Title:	Town Council Committees
Requested Action:	Information Report, no action required at this time
Department / Agency Lead:	Town Manager
Staff Lead:	Christopher E. Martino, Interim Town Manager

EXECUTIVE SUMMARY

The Town Council has created several committees over time which are detailed in Attachment 1. The committees have typically consisted of three Councilmembers, while certain committees have also included citizen members. The appropriate town staff were identified to support the various committees.

The Charter and Code focus on the authority of the council, the mayor, and the manager. The Charter and Code do not establish any committees. They allow only for special committees. Section 2-38 of the Town Code provides in its entirety: "The Mayor shall have authority, when he (she) deems it necessary, to appoint special committees of council. Such appointments shall be subject to the approval of the town council."

During the Town Council work session on January 10, 2023, Town Council directed staff to provide an analysis of reinstating Town Council committees. Attachment 1 is a listing of the Town Council committees that have existed in the past.

The staff recommendation to the Town Council is to continue to act as if a *committee of the whole*.

BACKGROUND

The Town Council has created several committees over time. These Committees (see attachment 1) were scheduled to meet on a bi-monthly basis with the support staff for each committee responsible for advertising each committee meeting, creating the agenda, preparing the agenda item documents and materials, and keeping the committee meeting minutes. Committee meetings were held at 18 Court St. in the Town Council room and were open to the public. The Chair of each committee would provide an update to the Town Council at the next regular Town Council legislating meeting.

The purpose of these committees was to review items before they were brought to the Town Council. The committee would give its recommendation on the item when brought forth at a Town Council meeting.

The following committees have not met since early in 2020, to include the Health, Parks and Recreation Committee, the Public Safety and Transportation Committee, the Finance Committee, and the Public Works and Utilities Committee.

The Septic Remediation Committee is currently inactive pending an answer on grant’s submitted to the State.

The Ad Hoc Special Events Committee is disbanded as the special events ordinance was passed in 2022.

The Town and County Liaison Committee is an interjurisdictional committee that includes representation from Fauquier County, and the Towns of Warrenton, Remington, and Marshall.

CURRENT SITUATION

The Town Council has acted as if a committee of the whole over the past three years and in particular over the past six months. Per Robert Rules of Order, a committee of the whole is a device that enables the full Council to give detailed consideration to a matter under conditions like those of a committee, thereby allowing a more open exchange of views without the urgency of a final vote.

This description mirrors how the Town Council has been operating within existing resource constraints, as items are brought forward for discussion and debate during Town Council work sessions, and prior to the Town Council taking action at a regular Town Council Legislative meeting.

STAFF RECOMMENDATION

The staff's recommendation to the Town Council is to continue to act as if a *committee of the whole* and to have items brought forward for Town Council consideration during Town Council work sessions prior to the Town Council taking action. The items and issues being brought forward by staff should continue to align with the Plan Warrenton 2040 goals and the Town Council's strategic biennial goals.

Service Level/Policy Impact

The recommended action will continue the current level of support for the Town's Plan Warrenton 2040 Goals and Town Council's Strategic Biennial Goals within existing resource constraints.

Fiscal Impact

The recommended action does not present any additional fiscal implications.

Legal Impact

The recommended action does not present any legal impact. The Planning Commission is the only board that is required by Virginia State Code.

The Town Charter and Code do not establish any committees. They allow only for special committees created by the Mayor subject to approval of the Town Council.

ALTERNATIVE OPTIONS

Option 2: Reinstate the committees that have been inactive since early 2020 and add the additional staff resources necessary to properly support these committees.

Options 3: If the Town Council resolves to reinstate committees, and additional resources are provided to support the committees, then staff would recommend the committees be aligned with the Plan Warrenton 2040 goals and the Town Council's biennial goals. That is,

- Community Facilities Committee, to include the Open Space, Parks & Environment goals
- Transportation & Circulation Committee
- Economic & Fiscal Resilience Committee, to include the Historic Resource goals
- Land Use & Character District Committee, to include the Housing goals.
(The Planning Commission could possibly serve as this committee)

Service Level/Policy Impact

The creation of committees along with the additional staff resources to properly support the committees could improve the level of service to the Council and community.

The staffing needed to reinstate committees would be additional to the Town Clerk’s Office, Community Development, Information Technology, Public Works and Utilities, and Economic Development.

If Council were to reinstate committees, staff also recommends the following:

- Hold committee meetings during the regular workday.
- Adopt a charter for each committee consistent with Town Council biennial goals.
- Initiate committee meetings at the start of the new fiscal year, July 2023.

Fiscal Impact

The fiscal impact includes the cost of additional staff, audio/visual services if Council would like these meetings to be recorded and live streamed, advertising, and potentially legal services if legal counsel is required or needed at committee meetings. Depending on the number of committees created and the staff resources required, the fiscal impact could be as high as \$564,627. For example, the advertising costs alone for four committees, meeting bi-monthly, is estimated at \$17,826. Cost estimates are included in attachment 2.

Legal Impact

All committees of the Town of Warrenton are subject to the provisions of the Virginia Open Meetings Law (VA Code 2.2-3707), and the Virginia Conflict of Interests Act (VA Code 2.2-3100).

ATTACHMENTS

1. List of boards, committees, and commissions
2. Cost estimates for committee support services

Current Costs						
Town Clerk/Town Manager Assistant		Town Council Work Session/Regular Meeting- 1 Day a Month	Planning Commission- 2 Days a Month	Architectural Review Board	Board of Zoning Appeals	
IT- set up/take down		Minimum 30 hours a month, \$750	1 hour, \$25	1 hour, \$25	1 hour, \$25	
Facilities- set up/take down		Minimum 15.5 hours a month, \$511	Minimum 15.5 hours a month, \$527	Minimum 6.5 hours a month, \$234	Minimum of 5.5 hours a month, \$202	
AV- livestreaming/recording/uploading/captioning		Between 2-8 hours, \$46-\$184	Between 2-8 hours, \$46-\$184	Between 2-4 hours, \$46-\$92	Between 2-4 hours, \$46-\$92	
Advertising		\$8,900 per year for up to 24 meetings	\$2,400 per year (just recording/uploading)	\$0	\$0	
Legal- attending meeting		Average cost is \$742.63	Average cost is \$1,485.26	Average cost is \$742.63	Average cost is \$742.63	
		Average 6 hours- \$1,740	Average 4 hours- \$1,160	n/a	Average 1 hour- \$290	
Total:						
Future Costs						
Town Clerk/Town Manager Assistant		Town Council Work Session/Regular Meeting- 2 days a Month	Planning Commission- 2 meetings a month	Architectural Review Board	Board of Zoning Appeals	4 Committees Bi-Monthly
IT		Minimum 60 hours a month, \$1,500	1 hour, \$25	1 hour, \$25	1 hour, \$25	Minimum of 12 hours bi-monthly, \$300
Facilities- set up/take down		Minimum 31 hours a month, \$1,036	Minimum 14.5 hours a month, \$527	Minimum 6.5 hours a month, \$234	Minimum of 5.5 hours a month, \$234	Minimum of 22 hours bi-monthly, \$802
AV- livestreaming/recording/uploading/captioning	\$9,167 per year for 24 meetings (does not include special meetings, retreats, or additional work sessions), \$4,500 per extra meeting	Between 4-16 hours, \$92-\$367	Between 2-8 hours, \$46-\$184	Between 2-4 hours, \$46-\$92	Between 2-4 hours, \$46-\$92	Between 16-32 hours bi-monthly, \$367-\$733
Advertising		Average cost is \$1,485.26	\$9,167 per year	\$9,167 per year	\$9,167 per year	\$36,668 per year
Legal- attending meeting		Average cost is \$1,485.26	Average cost is \$1,485.26	Average cost is \$742.63	Average cost is \$742.63	Average cost is \$2,970.52 bi-monthly
		Average 6 hours- \$1,740	\$290/hr.	n/a	\$290/hr.	\$290/hr.
Additional Staff (salary + benefits)		IT Onboarding of Staff				
Senior Administrative Assistant to Town Clerk	\$47,577-\$76,122	Desktop Computer Laptop Phone iPad				
2 Planning Managers	\$60,722-\$97,153					
Help Desk Administrator	\$63,757-\$102,011					
Traffic/Signs Maintenance Mechanic	\$55,449-\$88,121					
Economic Development Manager	\$114,497-\$183,195					
Total: \$402,724-\$643,755						
Willow Room						
Full build out to match capabilities of the dais	Estimated \$50,000					
Stop-gap solution of recording and streaming but lacking dedicated microphones/sc	Estimated \$20,000					
Total: \$20,000-\$50,000						

Current Costs						
		Town Council Work Session/Regular Meeting- 1 Day a Month		Planning Commission- 2 Days a Month	Architectural Review Board	Board of Zoning Appeals
Town Clerk/Town Manager Assistant		Minimum \$750		Minimum \$25	Minimum \$25	Minimum \$25
IT- set up/take down		Minimum \$511		Minimum \$527	Minimum \$234	Minimum \$202
Facilities- set up/take down		Average \$115		Average \$115	Average \$69	Average \$69
AV- livestreaming/recording/uploading/captioning		\$8,900 per year for up to 24 meetings		\$2,400 per year (just recording/uploading)	\$0	\$0
Advertising		Average \$743		Average \$1,485	Average cost is \$743	Average cost is \$743
Legal- attending meeting		Average \$1,740		Average \$1,160	\$0	Average \$290
		\$12,759		\$5,712	\$1,071	\$1,329
				Total: \$20,871		

Future Costs							
		Town Council Work Session/Regular Meeting- 2 Days a Month		Planning Commission- 2 Days a Month	Architectural Review Board	Board of Zoning Appeals	4 Committees Bi-Monthly
Town Clerk/Town Manager Assistant		Minimum \$1,500		Minimum \$25	Minimum \$25	Minimum \$25	Minumum \$300
IT		Minimum \$1,036		Minimum \$527	Minimum \$234	Minimum \$234	Minimum \$802
Facilities- set up/take down		Average \$230		Average \$115	Average \$69	Average \$69	Average \$550
AV- livestreaming/recording/uploading/captioning		\$9,167 per year for 24 meetings (does not include special meetings, retreats, or additional work sessions- \$4,500 per extra meeting		\$9,167 per year	\$9,167 per year	\$9,167 per year	\$9,167 per year
Advertising		Average \$1,486		Average \$1,485	Average \$743	Average \$743	Average \$2,971
Legal- attending meeting		Average \$1,740		Average \$1,160	\$0	Average \$290	Average \$1,160
		\$15,159 (does not include extra meetings cost such as retreat, special meetings, and additional work sessions)		\$12,479	\$10,238	\$10,528	\$14,950
		2 retreats, 3 special, 3 work (budget) sessions= \$36,000		Total: \$63,354			

Additional Staff (mid-range salary + benefits)	
Senior Administrative Assistant to Town Clerk	\$61,849
2 Planning Managers	\$244,912
Help Desk Administrator	\$82,884
Traffic/Signs Maintenance Mechanic	\$71,598
Economic Development Manager	\$148,847
Total: \$610,050	

Willow Room	
Full build out to match capabailities of the dais	Estimated \$50,000
Stop-gap solution of recording and streaming but lacking d	Estimated \$20,000
Total: \$20,000-\$50,000	

TOTAL:	\$720,905 OR \$750,905 - based on build out of Willow Room
--------	--

4 Committees Bi-Monthly

Future Costs		
AV- livestreaming/recording/uploading/captioning		\$9,167 per year
Advertising		\$17,826 per year
Total: \$26,993		
Additional Staff (mid-range salary + benefits)		
Senior Administrative Assistant to Town Clerk	\$61,849	
Planning Manager	\$122,456	
Help Desk Administrator	\$82,884	
Traffic/Signs Maintenance Mechanic	\$71,598	
Economic Development Manager	\$148,847	
Total: \$487,634		
Willow Room		
Full build out to match capabilities of the dais	Estimated \$50,000	
Total: \$50,000		
TOTAL:	\$564,627	



Frank Cassidy
TOWN MANAGER
T (540) 347-1101
fcassidy@warrentonva.gov

TOWN COUNCIL
Carter Nevill, Mayor
Paul Mooney
David McGuire
Roy Francis
William Semple II, Vice Mayor
Larry Kovalik
Michele O'Halloran
Eric Gagnon

Item C.

Town Committees by Department

Town Manager/Communications/Town Clerk:

- RRRC
 - Round Tables Monthly
 - Regional Meetings quarterly
 - 1-3 hours per meeting
 - 1 staff member each
- Town and County Liaison
 - Monthly- with additional as needed
 - 1-2 hours per occurrence
 - 1 to 2 staff members
- Leadership
 - Weekly
 - 1 hour per week
 - 3 staff members
- Leadership Fauquier
 - Monthly
 - 1 day per month
 - 1 staff member
- Virginia Municipal Clerks Association
 - Quarterly
 - 1 day per quarter
 - 1 staff member
- International Institute of Municipal Clerks
 - Quarterly
 - 1 day per quarter
 - 1 staff member
- Other Meetings as requested (Variety of Times and Days)
 - Routinely in line with the other Departmental Committees
 - 30 minutes to 1 hour per meeting

- 1-3 staff members depending on the nature of meeting
- Council Work Sessions
 - Once Per Month
 - 4-5 hours per meeting
 - 3 staff members
- Council Meetings (Evenings)
 - Once Per Month
 - 2-5 hours per meeting
 - 1-3 staff members depending on topics
 - 1 staff member
 -
- Additional boards, committee, commission meetings (Evenings)
 - Multiple times Per Month
 - 1-5 hours per meeting depending on topics
 - 1-3 staff members depending on topics
 - 1-3 staff members depending on topics
- Outreach- Town Talks- Your Town Academy (Evenings and Weekends)
 - Weekly to monthly
 - 2-4 hours per meeting
 - 1-3 staff members

Fleet, Facilities and Emergency Management:

- Virginia Department of Emergency Management Regional Coordinators Meeting
 - Once Per Month
 - 4-5 hours per meeting
 - 1 staff member
- Virginia Department of Emergency Management Regional Integrated Planning and Preparedness Workshop
 - Once Per Year
 - 8 – 16 hours per occurrence
 - 1 staff member
- Fauquier Local Emergency Preparedness Committee (LEPC) (Evenings)
 - Once Per Month – Pending Reformation
 - 4 hours per month
 - 1 staff member

- National Weather Service Bi-Weekly Emergency Managers Briefing
 - Twice Per Week
 - 30 minutes per meeting
 - 1 staff member
- Fauquier / Warrenton Emergency Managers Meeting
 - Once Per Week Minimum
 - 1 hour per meeting
 - 1 staff member
- Public Works Project Meeting
 - Once Per Week
 - 1 hour per meeting
 - 1 staff member
- Traffic Task Force (As needed Evenings)
 - Once per month
 - 1 hour per meeting
 - 1 – 2 staff members
- Town Council Meeting (Evenings)
 - 1 Meeting per month
 - 2 staff members
 - 6-12 hours staff time

Human Capital:

- Other Meetings as requested (Variety of Times and Days)
 - Routinely in line with the other Departmental Committees
 - 30 minutes to 1 hour per meeting
 - 1-2 staff members depending on the nature of meeting
- Town Council
 - 1 meeting per month
 - 1 staff member on average
 - 6-12 hours staff time
- HR Roundtable Meetings (HR Leaders from multiple localities)
 - 1 meeting per month
 - 1 staff member on average
 - 1.5 hours on average

- Benefits Committees – The Wellness Connection
 - 1 meeting per month on average
 - 1 staff member on average
 - 1.5 hours on average
 - Employee based
- Wellness/Financial Meetings
 - 1-2 meeting per month on average
 - 2 staff members
 - 1 hour per meeting on average
 - Employee & Vendor based
- Compliance – Internal Meetings
 - 2 meetings per month on average
 - 2 staff members on average
 - 2 hours on average total
- HC County/Town Collaboration
 - 1 meeting per month on average
 - 1 staff member on average
 - 1 hour on average
- Special Events Meetings - Internal
 - 1 meeting per week on average
 - 2 staff members – as needed, depending on event
 - 2 hours on average
- Benefits Management – Broker/Vendor Meetings
 - 1 meeting per month on average
 - 2 staff members
 - 2 hours on average per meeting
- VRSA Roundtable
 - 1 meeting per month on average
 - 2 staff members
 - 3-5 hours on average per meeting

Information & Technology:

- Town Council – (Regular Meetings= Evenings)
 - 1 Meeting per month
 - 2 staff members on average
 - 6-12 hours staff time
- Planning Commission – (Evenings)
 - Up to 2 Meetings per month
 - 1 staff member on average
 - 2-5 hours staff time
- BZA – (Evenings)
 - 1 meeting per month (when necessary)
 - 1 staff member on average
 - 2-3 hours staff time
- ARB – (Evenings)
 - 1 meeting per month
 - 1 staff member on average
 - 2-4 hours staff time
- LBBCA – (Evenings)
 - 1 meeting per year (average)
 - 1 staff member on average
 - 2 hours staff time
- AI Taskforce
 - 1 meeting per quarter
 - 2-12 staff members
 - 2 hours staff time
- IT Weekly Meeting
 - 12 meetings per quarter
 - 6 staff members
 - 12 hours staff time
- Server Maintenance Meeting
 - 12 meetings per quarter

- 2 staff members
- 14 hours staff time
- MS-ISAC Monthly Meeting
 - 3 meeting per quarter
 - 1 staff member
 - 4 hours staff time
- Valgite Meeting
 - 1 meeting per quarter
 - 1 staff member
 - 2 hours staff time
- Monthly Cyber Threat Briefing
 - 3 meeting per quarter
 - 1 staff member
 4 hours staff time

Police Department:

- Community Action Team: established June 2020. The team meets monthly at the police department and is composed of 6 Charter members who served for a year each and 3 At-Large members who serve for 6 months each. *The team reviews the department's policies and assists in adopting the best policing practices, addresses neighborhood concerns, recognizes and reviews issues to protect citizens and community members in a non-biased way, reviews police incidents with sensitivity, respect, and objectivity, and builds community trust through transparency and accountability.*
 - 1 meeting per month
 - Meeting 1-2 hours each
 - 3 staff members each meeting
 - 3-6 hours per month total staff time

The Chief and Deputy Chief attend each meeting as does the department's volunteer coordinator. Each meeting has an agenda, at least one department policy is reviewed at each meeting, and current events are discussed.

- Internal Policy Review Committee: committee made up of between 4-5 WPD employees, who volunteer for participation, and review department policies and make suggestions to the Chief regarding changes. This committee's suggestions are forward to the CAT for their review and input also. This group meets at least once per month. WPD employees serve for a 6-month term.
 - 1 meeting per month
 - Meeting 1-2 hours each
 - 3-5 staff members each meeting
 - 3-10 hours per month total staff time
- Traffic Task Force: Created in 2024 as a rebranding of the Traffic Safety Coalition Workgroup, this group is composed of representatives from various sectors such as the town government, law enforcement, public works, and community development. The Task Force relies on community engagement to help address traffic issues within the Town.
 - Meetings when necessary (min. 1/mo.)
 - 1 hour per meeting
 - 1 staff member from PD
 - 1 hour per month total staff time
- Pastor Coalition Meeting: established in 2017, this group is comprised of faith leaders from all over Fauquier County who come together to discuss issues of the day, police department practices and activities, and to provide an additional means of communication and engagement with the community.
 - Meeting every other month
 - Meeting 1-2 hours each
 - 2 staff members each meeting
 - 1-2 hours per month total staff time
- FASTA (Fauquier Anti Sex Trafficking Alliance) (Evenings)
 - Meeting every month
 - Meeting 1 hour each
 - 1 staff member at each meeting
 - 1 hour per month total staff time
- Fauquier County TRIAD
 - Meeting every other month
 - 2 hours each meeting
 - 1 staff member at each meeting
 - 1 hour per month total staff time
- Elder Scam Protection Group (new initiative)
 - Meeting every other month

- 1 hour each meeting
- 1 staff member at each meeting
- .5 hours per month total staff time
- School Safety Council
 - Meet quarterly
 - 1-2 hours per meeting
 - 2 staff members each meeting
 - .7 to 1.4 hours per month total staff time
- Fauquier J&DR Domestic Violence Team
 - Run and oversight by J&DR Judge Melissa Cupp
 - Meet every month
 - 1-2 hours per meeting
 - 1 staff member at each meeting
 - 1-2 hours per month total staff time
- Town Council (Evenings)
 - 1 Meeting per month
 - 2 to 4 staff members on average (2-3 for security, as needed)
 - 2 to 3 hours per meeting each employee
 - 4-12 hours per month total staff time
- Main Street Business Owners (recent addition for WPD) (Evenings)
 - 1 meeting every 2 to 3 months
 - 1 hour per meeting
 - 1 staff member
- Fauquier County Public Safety Committee (Evenings)
 - 1 meeting quarterly
 - 2 hours per meeting
 - 1 staff member

Parks and Rec:

- Town Council Work Session (Evenings)
 - 1 Meeting per month
 - 1 staff member on average
 - 2 to 3 hours per meeting
- Special Events Committee

EXPERIENCE

- 1 Meeting per week
- 2 staff members on average
- 1-2 hours per meeting
- Tree Board
 - 1 meeting every 3-4 months
 - 1 staff member on average
 - 1 hour per meeting
- Fauquier Trails Coalition (Evenings)
 - 1 Meeting per month
 - 1-2 staff members on average
 - 1 hour per meeting
- Fauquier Alliance for Youth
 - 1 meeting quarterly
 - 1-2 staff members on average
 - 1 hour per meeting

Community Development:

- Town Council (Evenings) –
 - 1 Meeting per month
 - 2 to 3 staff members on average
 - 2 to 3 hours per meeting (4-9 hours total)
- Planning Commission (Evenings)–
 - Up to 2 Meetings per month
 - Approximately 2 hours per meeting (4-6 hours total)
 - 1 to 2 staff members on average
 - 8-12 hours staff time
- BZA (Evenings)–
 - 1 meeting per month (when necessary)
 - 1 hour per meeting
 - 2 staff members
 - 2 hours staff time
- ARB (Evenings)–
 - 1 meeting per month
 - Approximately 2 hours per meeting
 - 1 staff member
 - 1 hour staff time

- LBBCA (Evenings)-
 - 1 meeting per year (average)
 - 1 hour per meeting
 - 2 staff members
 - 2 hours staff time
- Arts Commission (Evenings)-
 - 1 meeting per month
 - 2 hours per meeting
 - 2 staff members
 - 4 hours staff time
- Main Street Business Owners (Evenings)-
 - 1 meeting every 2 to 3 months
 - 1 hour per meeting
 - 1 staff member
 - 1 hour staff time
- Tree Board –
 - 1 meeting every 3 to 4 months
 - 1 hour per meeting
 - 1 staff member
 - 1 hour staff time
- Septic Remediation –
 - 1 meeting per week
 - 30 minutes to 1 hour per meeting
 - 1 to 2 staff members
 - 1 to 2 hours of staff time per week
- Zoning Ordinance Committee (Evenings)-
 - 1 meeting per month
 - 1-2 hours per meeting
 - 3 to 4 staff members
 - 4-8 hours of staff time

Utilities/Public Works/Stormwater:

Tree Board –

- 1 meeting every 3 to 4 months
- 1 hour per meeting
- 2 staff members
- 2 hours staff time

Town Council (Evenings) –

- 1 Meeting per month
- 1 to 2 staff members on average
- 3 to 6 hours per meeting (6-12 hours total)

Town Council (Work Session) –

- 1 Meeting per month
- 1 to 2 staff members on average
- 2 to 4 hours per meeting (4-8 hours total)

Healthcare Committee

- 1 meeting per month / quarterly
- 1 hour per meeting
- 2 staff Members
- 2 hours staff time

Public Works / Utilities Project Meeting

- Once Per Week
- 6 staff members
- 1 hour per meeting
- 6 hours of staff time per meeting

Septic Remediation –

- 1 meeting per week
- 30 minutes to 1 hour per meeting

EXPERIENCE

- 1 to 2 staff members
- 1 to 2 hours of staff time per week

Clean ups and Events (Arbor Day, Stream Clean-ups, Etc) (Weekends and Evenings)-

- 13 events/meetings per year
- 1-2 hours per meeting
- 2 to 3 staff members
- 4-8 hours of staff time each

RRRC-

- 1 meeting quarterly
- 1 hour per meeting
- 2 staff members
- 2 hours staff time

Northern Virginia Regional Commission –

- 1 meeting quarterly
- 1 hour per meeting
- 2 staff members
- 2-hours staff time

Special Events-

- Weekly
- 1- 2 hours per meeting
- 2 staff members
- 2 – 4 hours staff time

Northern Virginia Public Works/Utilities Directors –

- 1 meeting quarterly
- 1-2 hours per meeting
- 2 staff members

Outreach-

- Multiple events

EXPERIENCE

- 6 Staff members
- 1 hour each event

Finance:

- Town Council (Evenings) -
 - 1 Meeting per month
 - 1 to 2 staff members on average
 - 2 to 3 hours per meeting (2-6 hours total)
- Northern Virginia Cigarette Tax Board -
 - Bi-annual meetings
 - 1 staff member
 - 1 to 2 hours per meeting
- Virginia Finance Network Meeting (virtual) -
 - Every other week
 - 2 staff members
 - 1 to 2 hours per meeting
- Special Events -
 - Weekly
 - 1- 2 hours per meeting
 - 1 staff member
 - 1 - 2 hours per meeting
- Virginia Association of Local Tax Auditors -
 - Quarterly
 - 1 - 2 staff members
 - 4 - 10 hours per meeting
- Public Works Project Meeting
 - Once Per Week
 - 1 staff member
 - 1 hour per meeting
- Septic Remediation -
 - 1 meeting per week
 - 30 minutes to 1 hour per meeting
 - 2 staff members

EXPERIENCE

- 2 to 4 hours of staff time per week
- GFOA Federal Funds Meeting -
 - 1 meeting every other week
 - 1 staff member
 - 1 to 2 hours per meeting

COMBINED BUDGET SUMMARY

The following provides a summary of the preliminary draft budget for fiscal year 2026 across all appropriated funds compared to the adopted budget for fiscal year 2025.

Please note there may be modifications between the preliminary figures below and the proposed budget.

TOTAL ESTIMATED REVENUE | ALL FUNDS

	Revenue/Sources	FY 2025 Adopted	FY 2026 Projected	Variance (\$)	Variance (%)
GENERAL FUND	General Property Taxes	\$1,597,683	\$1,605,000	\$7,317	0%
	Other Local Taxes	11,402,606	11,613,330	210,724	2%
	Permits & Fees	185,132	244,250	59,118	32%
	Fines & Forfeitures	77,500	77,500	-	-
	Use of Money/Property	800,000	800,000	-	-
	Charges for Services	1,085,018	1,075,500	(9,518)	(1%)
	Miscellaneous Revenue	186,845	192,445	5,600	3%
	State Revenue	3,421,983	3,434,680	12,697	0%
	Transfers In	414,262	375,943	(38,319)	(9%)
	Use of Fund Balance	2,857,864	-	(2,857,864)	(100%)
	Bond Proceeds	-	4,683,936	4,683,936	-
	GENERAL FUND TOTAL	\$22,028,893	\$24,102,584	\$2,073,691	9%
OTHER FUNDS	Capital Projects	\$1,584,002	\$8,015,528	\$6,431,526	406%
	General Asset Replacement	1,765,000	2,844,500	1,079,500	61%
	Water & Sewer Operating	9,530,463	10,579,419	1,048,956	11%
	Water & Sewer Capital	12,529,550	17,466,489	4,936,939	39%
	Stormwater Management	1,291,232	1,280,523	(10,709)	(1%)
	ARPA Fund	164,467	-	(164,467)	(100%)
	OTHER FUNDS TOTAL	\$26,864,714	\$40,186,458	\$13,321,744	50%
	TOTAL ALL FUNDS	\$48,893,607	\$64,289,042	\$15,395,435	31%
	LESS TRANSFERS	(\$5,027,621)	(\$7,610,798)	(\$2,583,177)	51%
	TOTAL ESTIMATED REVENUES	\$43,865,986	\$56,678,244	\$12,812,258	29%

TOTAL APPROPRIATIONS | ALL FUNDS

	Expenditures/Uses	FY 2025 Adopted	FY 2026 Preliminary	Variance (\$)	Variance (%)
GENERAL FUND	General Government	\$4,386,751	\$4,672,445	\$285,694	7%
	Public Safety	3,600,885	3,753,246	152,361	4%
	Public Works	5,351,953	5,600,580	248,627	5%
	Parks & Recreation	2,686,305	2,880,858	194,553	7%
	Community Development	1,328,781	1,412,044	83,263	6%
	Contributions	58,954	93,765	34,811	59%
	Nondepartmental	443,290	525,208	81,918	18%
	Debt Service	822,972	830,169	7,197	1%
	Transfers to capital	3,349,002	5,133,936	1,784,934	53%
	GENERAL FUND TOTAL	\$22,028,893	\$24,902,251	\$2,873,358	13%
OTHER FUNDS	Capital Projects	\$1,584,002	\$8,015,528	\$6,431,526	406%
	General Asset Replacement	1,765,000	2,844,500	1,079,500	61%
	Water & Sewer Operating	9,530,463	10,579,419	1,048,956	11%
	Water & Sewer Capital	12,529,550	17,466,489	4,936,939	39%
	Stormwater Management	1,291,232	1,280,523	(10,709)	(1%)
	ARPA Fund	164,467	-	(164,467)	(100%)
	OTHER FUNDS TOTAL	\$26,864,714	\$40,186,458	\$13,321,744	50%
	TOTAL ALL FUNDS	\$48,893,607	\$65,088,709	\$16,195,102	33%
	LESS TRANSFERS	(\$5,027,621)	(7,610,798)	(\$2,583,177)	51%
	TOTAL ESTIMATED APPROPRIATIONS	\$43,865,986	\$57,477,911	\$13,611,925	31%

Outside Funding Overview

The below tables show the amounts requested and amounts previously contributed for various agencies. A description of each entity is also included.

Nondepartmental

DESCRIPTION	FY 2023 ADOPTED	FY 2024 ADOPTED	FY 2025 ADOPTED	FY2026 REQUESTED	CHANGE
Transportation Services	\$127,795	\$165,666	\$174,009	\$185,927	\$11,918
Main Street Program (EOTW)	65,000	65,000	65,000	75,000	10,000
VA Commission for the Arts (VCA)- Creative Community Partnership (CCP)	9,000	9,000	9,000	9,000	-
Warrenton Caboose	850	-	-	-	-
Warrenton Volunteer Fire Company	150,000	150,000	150,000	210,000	60,000
	\$352,645	\$389,666	\$398,009	\$479,927	\$81,918

Contributions to Outside Agencies

DESCRIPTION	FY 2023 ADOPTED	FY 2024 ADOPTED	FY 2025 ADOPTED	FY2026 REQUESTED	CHANGE
* Afro American Historical Association of Fauquier County	\$-	\$-	\$-	\$10,000	\$10,000
Aging Together	4,250	4,250	4,250	5,000	750
Boys & Girls Club of Fauquier	7,650	7,650	7,650	-	(7,650)
Fauquier Community Action Committee	7,650	7,650	7,650	7,500	(150)
Fauquier Community Child Care	3,443	3,443	3,443	7,500	4,057
Fauquier Food Bank	2,869	2,869	2,869	5,000	2,131
Fauquier County Youth Orchestra	1,750	-	-	-	-
Fauquier Family Shelter Services	5,126	5,126	5,126	8,000	2,874
Fauquier Free Clinic	7,650	7,650	7,650	10,000	2,350
* Fauquier Habitat for Humanity, Inc.	-	-	-	10,000	10,000
Fauquier Historical Society	15,300	7,650	7,650	11,500	3,850
Hospice Support of Fauquier	4,250	4,250	4,250	5,000	750
Laurel Ridge Community College	5,738	5,738	5,738	6,000	262
Literacy Volunteers	1,913	1,913	1,913	2,500	587
Piedmont Dispute Resolution Center	765	765	765	765	-
* The Arc of North Central Virginia	-	-	-	5,000	5,000
	\$68,354	\$58,954	\$58,954	\$93,765	\$34,811

*New Request for FY 2026

Nondepartmental

Organization	Description
Transportation Services	Operated by Virginia Regional Transit (VRT), the Circuit Rider provides access to affordable transportation for Town residents. The program is funded by a combination of federal funding covers, funding through the Town, and funding from the state. The Town will continue to fund the federally-prescribed local match.
Main Street Program (EOTW)	The Main Street Program function is provided by Experience Old Town Warrenton (EOTW), a community non-profit organization committed to building a Main Street District of thriving businesses, history, and social activities. The Program envisions a vibrant, beautified Old Town Warrenton with a focus on a dynamic, organized district of retail and restaurants that preserves and builds upon our historic character. Such vitality fosters opportunities for growth: economically, socially, and culturally. This vision supports and attracts businesses and visitors, and just as importantly, directly enhances the quality of life for the residents of our community.
VA Commission for the Arts (VCA)- Creative Community Partnership (CCP)	This program typically funds a Summer Concert Series in the Town. A grant through VCA provides half of the total funding from the Town.
Warrenton Volunteer Fire Company	Until mid-FY 2022, the Town of Warrenton provided support to the Warrenton Volunteer Fire Company in the form of funding for two full-time firefighters and a capital allocation of \$150,000 for the maintenance and upgrade of its apparatus. Although the fire and rescue services personnel have transferred to Fauquier County, the Town has continued to provide the capital support in the amount of \$150,000.

Contributions to Outside Agencies

Organization	Description
Afro American Historical Association of Fauquier County	AAHA is headquartered in The Plains, Virginia and is open to the general public, schools and other organizations interested in local history and tracing their family and community records. AAHA is an organization designed for the purpose of teaching a complete and accurate history of the United States by including the influences of African Americans, Native Americans of both North and South America, and European Americans. This funding request is to support the continued research utilizing on-line programs for data processing, mapping and storage necessary to provide information to our growing and diverse audiences. This research brings visitors to our area by attracting and engaging those at a distance having Fauquier roots. Residents of the Town of Warrenton continue to utilize the AAHA's on-line archives, maps, social media post and the virtual museum application JourniGo noted by platform analytics.

Organization	Description
Aging Together	Aging Together provides programs and services to older adults in Warrenton. The program is a collaborative effort built on an alliance of organizations and individuals who actively participate in one or more County Teams and regional committees and work together across agencies, counties and interest areas. The program exists primarily due to the work of hundreds of volunteers who demonstrate the motivation and passion that make our communities better as we grow older. It has been recognized by state and national organizations as a leader in the field of aging.
Fauquier Community Action Committee	The Fauquier Community Action Committee (FCAC) Head Start/Bright Stars program provides a quality comprehensive preschool program to children and families of low income in Fauquier County. The program is offered to 3- and 4-year-olds that meet the federal income poverty guidelines.
Fauquier Community Child Care	The Fauquier Community Child Care (FCCC) program, which provides affordable childcare in concert with Fauquier County Public Schools, provides an important childcare service to Warrenton residents at Brumfield, Bradley and P.B. Smith Elementary Schools.
Fauquier Food Bank	The Fauquier Community Food Bank / Thrift Store provides food and household provisions to residents of Fauquier County living below federal poverty guidelines. Funding will help to find and equip facilities, insurance, staffing and purchase of food and household goods.
Fauquier Family Shelter Services	Fauquier Family Shelter Services (FFSS) was established in 1988 by concerned individuals and social service agencies to alleviate the pain of poverty and homelessness in Fauquier County. FFSS provides the only emergency shelter in the County and provides an intensive one-year program at nearby Vint Hill to assist families in transitioning from being homeless to maintaining stable and independent living.
Fauquier Free Clinic	The Clinic provides primary medical care to uninsured residents with a special effort to include all children. Local practitioners who volunteer their time and talent provide all medical and dental care. The Town's donation will be used to purchase medications for uninsured residents of the Town and to support operations.
Fauquier Habitat for Humanity, Inc.	Fauquier Habitat for Humanity is dedicated to providing decent, affordable housing in partnership with families in need. Reaching across religious, cultural, and racial boundaries, we seek to rebuild a sense of community with the common goal of strong neighborhoods and dignity through homeownership. Funding would be used for programmatic purposes with 10% reserved for operational expenses.

Organization	Description
Fauquier Historical Society	The Fauquier Historical Society operates the Old Jail Museum, which is centrally-located in the Town of Warrenton and open six days a week. The purpose of the organization is to preserve and maintain objects, documents and other memorabilia of historic interest pertaining to the County of Fauquier, the Commonwealth of Virginia, or the United States. Please note FY 2023 consisted of the contribution for both FY 2022 and FY 2023.
Hospice Support of Fauquier	Hospice Support of Fauquier is a non-profit organization with a mission to provide non-medical supportive care to people with chronic disease or life-threatening illness, and their caregivers. This year's funding request will go toward free access to borrow durable medical equipment not covered by insurance.
Laurel Ridge Community College	Since 2017, the Town has provided funding to offer two scholarships for one year for Town of Warrenton residents. The program consists of an academic scholarship and a work force scholarship.
Literacy Volunteers	The overarching goals of Literacy Volunteers of Fauquier County (LVFC) are to improve the reading, writing, basic communication, study and computer skills of adults in our community and to promote learning as a fundamental goal. LVFC provides these services at their headquarters in Warrenton, the Warrenton Library and at other cooperative sites throughout the County. They also provide one-on-one tutoring in reading, writing, and math skills as well as English as a Second Language (ESL).
Piedmont Dispute Resolution Center	The staff at the Piedmont Dispute Resolution Center works with the court system and are assigned by the courts to a wide range of mediation responsibilities involving juvenile and domestic abuse, domestic problems, divorce, and juvenile issues. In addition, the Center trains peer mediators for the school system who are often able to resolve issues between students before they escalate into serious problems.
The Arc of North Central Virginia	The Arc of North Central Virginia is dedicated to building awareness, acceptance, and resources, enabling people with intellectual and developmental disabilities (IDD) to live connected and meaningful lives in our community. If The Arc of NCV is awarded this grant, we will use the funds to support all programming and outreach to families in Warrenton that are not covered by other grants or donations. Funds would also support outreach to make more Warrenton families aware of these offerings.

Legal Expenses

Summary - Billings to date

Year to Date	
Topic	Hours
General Matter	219.90
Charles and Marygay Cross, et al.	2.70
Citizens for Fauquier County (FOIA)	8.00
Community Development	129.30
IT	1.10
Prosecutions	273.5
Public Works/Utilities	5.2
3 Hotel Street (Macdonald)	25.8
45 Winchester Street (Macdonald)	23.5
Total hours to date	689.00
Total billings to date	261,935.41

Average monthly bill	\$ 43,655.90
-----------------------------	---------------------

Firm	First 40 hrs. attorney time/monthly minimum*	Attorney time - after 40 hrs.	Paralegal Time
Sands Anderson	\$11,000	\$325/hr.	\$175/hr.
Chap Petersen & Associates	\$15,000	\$375/\$300/hr.	\$175/hr.

*Chap Petersen & Associates engagement letter states a minimum monthly payment of \$15,000. Previous agreement with Sands Anderson stated a reduced fee of \$11,000 for the first 40 hours for attorney time.

Detail - Billings to date

July	
Topic	Hours
General Matter	30.2
Charles and Marygay Cross, et al.	1
Citizens for Fauquier County (FOIA)	1.3
Community Development	31.1
Prosecutions	76.2
3 Hotel Street (Macdonald)	8.2
45 Winchester Street (Macdonald)	8
Total hours	156.0
Total bill	\$ 44,520.61

August	
Topic	Hours
General Matter	43.9
Charles and Marygay Cross, et al.	0
Citizens for Fauquier County (FOIA)	4.4
Community Development	20.4
Prosecutions	50.5
3 Hotel Street (Macdonald)	0.1
45 Winchester Street (Macdonald)	0.1
Total hours	119.4
Total bill	\$ 35,592.24

September	
Topic	Hours
General Matter	43.6
Charles and Marygay Cross, et al.	0.2
Citizens for Fauquier County (FOIA)	1.1
Community Development	39.5
Prosecutions	27
3 Hotel Street (Macdonald)	5.9
45 Winchester Street (Macdonald)	4.1
Total hours	121.4
Total bill	\$ 35,768.87

October	
Topic	Hours
General Matter	33.8
Charles and Marygay Cross, et al.	0.5
Citizens for Fauquier County (FOIA)	0.1
Community Development	12.4
Prosecutions	49.3
Public Works/Utilities	0.8
3 Hotel Street (Macdonald)	3.1
45 Winchester Street (Macdonald)	2.7
Total hours	102.7
Total bill	\$ 64,780.11

November	
Topic	Hours
General Matter	37.3
Charles and Marygay Cross, et al.	0.8
Citizens for Fauquier County (FOIA)	0.9
Community Development	15.1
Prosecutions	46.3
Public Works/Utilities	4.4
3 Hotel Street (Macdonald)	7.4
45 Winchester Street (Macdonald)	7.5
Total hours	119.7
Total bill	\$ 61,560.85

December	
Topic	Hours
General Matter	31.1
Charles and Marygay Cross, et al.	0.2
Citizens for Fauquier County (FOIA)	0.2
Community Development	10.8
IT	1.1
Prosecutions	24.2
3 Hotel Street (Macdonald)	1.1
45 Winchester Street (Macdonald)	1.1
Total hours	69.8
Total bill	\$ 19,712.73

	FY25 Adopted Budget	FY25 to Date	FY25 Projected	FY26 Proposed
Legal Services*	\$ 325,000.00	\$ 261,935.41	\$ 523,870.82	\$ 466,000.00

FY25 projected figure is based on spending year to date.

*Please note the legal services budget is split between the General Fund (75%) and the Water & Sewer Operating Fund (25%). The above figures represent the totals across both funds.

2024 Town of Warrenton Real Estate Bill

The below chart shows the current biannual real estate bill for the average home in the Town of Warrenton. Subsequent charts calculate the impact of various rate increases as listed.

Due Date	Map/Parcel Number	Account #	Bill Number	Rate per \$100
12/16/2024	1234567891234	123456789	123	\$0.0401

Current Rate

Description	Acres	Land Value	Improvements	Total Due
LOT 123 TOW HOA SUBD SECT 1 Tax Bill <i>Billed twice annually</i>	0.1702	125000	332600	91.75 x2
ANNUAL BILL				183.50

Monthly Real Estate Bill \$ 15.29

Due Date	Map/Parcel Number	Account #	Bill Number	Rate per \$100
12/16/2024	1234567891234	123456789	123	\$0.0500

\$.05 Rate

Description	Acres	Land Value	Improvements	Total Due
LOT 123 TOW HOA SUBD SECT 1 Tax Bill <i>Billed twice annually</i>	0.1702	125000	332600	114.40 x2
ANNUAL BILL				228.80

Monthly Real Estate Bill \$ 19.07

Monthly Increase \$ 3.78

Due Date	Map/Parcel Number	Account #	Bill Number	Rate per \$100
12/16/2024	1234567891234	123456789	123	\$0.0600

\$.06 Rate

Description	Acres	Land Value	Improvements	Total Due
LOT 123 TOW HOA SUBD SECT 1 Tax Bill <i>Billed twice annually</i>	0.1702	125000	332600	137.28 x2
TOTAL DUE				274.56

Monthly Real Estate Bill \$ 22.88

Monthly Increase \$ 7.59

Due Date	Map/Parcel Number	Account #	Bill Number	Rate per \$100
12/16/2024	1234567891234	123456789	123	\$0.0700

\$.07 Rate

Description	Acres	Land Value	Improvements	Total Due
LOT 123 TOW HOA SUBD SECT 1 Tax Bill <i>Billed twice annually</i>	0.1702	125000	332600	160.16 x2
TOTAL DUE				320.32

Monthly Real Estate Bill \$ 26.69

Monthly Increase \$ 11.40

Sanitation Fee

A sanitation fee would be driven by the Town's cost of providing refuse and recycling services.

Estimated Operating Cost	650,000
Plus Capital	50,000
Total Operating & Capital	700,000
Rooftops	4,000

Annual cost per household	\$	175.00
Monthly cost per household	\$	14.58

General Fund Capital Summary

Fund	FY26 Total	Outside funding	Town Funding
Capital Improvement Project	8,015,527.92	5,726,092	2,289,435.50
Capital Asset Replacement Project	2,844,500.00	-	2,844,500.00
Total	10,860,027.92	5,726,092.42	5,133,935.50

GENERAL FUND CAPITAL PROJECTS

The capital projects planned for the General Fund are summarized by category below.

Community Facilities

Project #	Project Name	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31	Total
CF-002	Public Works Environmental Compliance and Rennovations	\$ 775,000	\$ 1,250,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 4,025,000
		\$ 775,000	\$ 1,250,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 4,025,000

Parks and Recreation

Project #	Project Name	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31	Total
PR-002	Eva Walker Park Improvements	230,000	175,000	200,000	200,000	150,000	150,000	1,105,000
PR-004	Park Pavilions	-	-	55,000	45,000	-	-	100,000
PR-005	Park Restrooms	-	-	-	-	100,000	-	100,000
PR-006	WARF Basketball Court Construction	-	-	-	-	-	100,000	100,000
PR-008	Skatepark Replacement at the WARF	-	300,000	-	-	-	-	300,000
PR-009	Rady Park Bridge Replacement	25,000	-	100,000	-	-	-	125,000
		\$ 255,000	\$ 475,000	\$ 355,000	\$ 245,000	\$ 250,000	\$ 250,000	\$ 1,705,000

Transportation & Circulation

Project #	Project Name	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31	Total
TC-004	Sidewalk Handicap Ramps	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000
TC-006	East Shirley Street Improvements	-	-	-	200,000	650,000	7,150,000	8,000,000
TC-007	Walker/East Lee Intersection Improv	-	35,000	70,000	700,000	-	-	805,000
TC-008	Improvements to Main Street	1,673,866	-	-	-	-	-	1,673,866
TC-009	Route 211/Old Waterloo Improvement	-	50,000	-	-	-	-	50,000
TC-010	Lee Hwy/Blackwell Rd Safety Improve	2,456,910	-	2,066,512	12,133,285	-	-	16,656,707
TC-011	W Lee/US17BusN/Winchester Intersect	2,156,621	-	5,563,634	9,852,227	-	-	17,572,482
TC-012	Signal at Gold Cup/Broadview	-	-	-	-	722,839	-	722,839
TC-014	Fauquier Road Sidewalk	-	-	200,000	-	1,500,000	-	1,700,000
TC-015	Foxcroft Road Sidewalk	-	-	-	-	100,000	-	100,000
TC-016	Gay Road Sidewalk	-	75,000	500,000	-	-	-	575,000
TC-017	Academy Hill Sidewalk	-	-	-	-	60,000	-	60,000
TC-018	Courthouse Square Traffic Improvement	40,000	-	-	-	-	-	40,000
TC-019	Annual Paving Schedule	450,000	450,000	400,000	450,000	300,000	400,000	2,450,000
		\$ 6,777,397	\$ 640,000	\$ 8,830,146	\$ 23,365,512	\$ 3,362,839	\$ 7,580,000	\$ 50,555,894
	Subtotal: General Fund Capital Projects	7,807,397	2,365,000	11,185,146	23,610,512	3,612,839	7,830,000	56,285,894
	Contingency - 10% of Town Funding	208,131	236,500	355,500	112,500	328,784	425,500	1,666,914
	TOTAL GENERAL FUND CAPITAL PROJECTS	\$ 8,015,528	\$ 2,601,500	\$ 11,540,646	\$ 23,723,012	\$ 3,941,623	\$ 8,255,500	\$ 57,952,809

*Project TC-008 is partially funded by VDOT. Projects TC-010, TC-011, and TC-019 are fully funded by VDOT.

GENERAL FUND MAINTENANCE PROJECTS

The Town must periodically perform major maintenance or upgrades on the facilities and equipment that is used to deliver services to citizens. This schedule provides a multi-year plan for the necessary upkeep of those items. These projects are not considered part of the CIP but facilitate financial planning by anticipating the Town's fiscal requirements on a long-term basis.

General Government

Project Name	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31	Total
IT Infrastructure	\$ 35,000	\$ 77,550	\$ 84,205	\$ -	\$ -	\$ -	\$ 196,755
Enterprise Resource Planning System	300,000	500,000	100,000	-	-	-	900,000
TH HVAC Replacement	-	144,000	-	35,000	-	80,000	259,000
Traffic Light Detection	-	35,000	-	-	-	-	35,000
Traffic Light PROWAG	-	-	205,000	35,000	35,000	35,000	310,000
Sign Replacement	-	45,000	30,000	30,000	30,000	35,000	170,000
Radar Signs	40,000	40,000	-	-	-	-	80,000
	\$ 375,000	\$ 841,550	\$ 419,205	\$ 100,000	\$ 65,000	\$ 150,000	\$ 1,950,755

Public Safety

Project Name	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31	Total
Fleet Management Vehicles: Police	\$ 160,000	\$ 180,000	\$ 180,000	\$ 120,000	\$ 180,000	\$ -	\$ 820,000
Public Safety Radio Replacements	112,000	77,000	84,000	77,000	84,000	189,000	623,000
Secure Police Parking Area	-	82,688	-	-	-	-	82,688
WPD HVAC Replacement	250,000	210,000	50,000	-	-	-	510,000
	\$ 522,000	\$ 339,688	\$ 264,000	\$ 197,000	\$ 264,000	\$ 189,000	\$ 1,525,688

Parks & Recreation

Project Name	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31	Total
Repaving and Restriping WARF Parking Lot	60,000	-	-	-	-	-	60,000
Waterplay Structure Replacement	375,000	-	-	-	-	-	375,000
WARF Boiler Replacement	-	-	540,000	-	-	-	540,000
	\$ 435,000	\$ -	\$ 540,000	\$ -	\$ -	\$ -	\$ 975,000

Public Works

Project Name	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31	Total
Facilities Elevator Replacement	\$ 425,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 425,000
Roof Replacement	-	193,000	-	-	-	-	193,000
Facilities Energy Management Program	25,000	75,000	25,000	25,000	25,000	25,000	200,000
Facilities Asphalt Resurfacing	-	100,000	50,000	75,000	75,000	15,000	315,000
Fleet Management Vehicle: Plow Trucks	-	175,000	87,500	175,000	87,500	175,000	700,000
Fleet Management Vehicle: Dump Truck	385,000	250,000	-	250,000	-	-	885,000
Fleet Management Vehicle: Wheel Loader	310,000	-	-	-	-	-	310,000
Fleet Management Vehicle: Backhoe	-	175,000	-	-	-	-	175,000
Fleet Management Vehicle: Refuse Truck	300,000	225,000	-	-	-	-	525,000
Guard Rail Replacement	50,000	50,000	50,000	50,000	-	-	200,000
Fleet Management Vehicle: Mower Replacement	17,500	35,000	-	35,000	-	-	87,500
	\$ 1,512,500	\$ 1,278,000	\$ 212,500	\$ 610,000	\$ 187,500	\$ 215,000	\$ 4,015,500

TOTAL GENERAL FUND MAINTENANCE PROJECTS

\$ 2,844,500	\$ 2,459,238	\$ 1,435,705	\$ 907,000	\$ 516,500	\$ 554,000	\$ 8,466,943
--------------	--------------	--------------	------------	------------	------------	--------------



Office of the Town Manager
Frank Cassidy

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

Item a.

STAFF REPORT

Council Meeting Date:	February 11, 2025
Agenda Title:	Snow Emergency Route Update
Requested Action:	Hold a Public Hearing and Adopt Proposed Changes
Department / Agency Lead:	Public Works & Emergency Management
Staff Lead:	John D. Ward, Director of Public Works & Johnny Switzer, EM Coordinator

EXECUTIVE SUMMARY

The Public Works Department and the Office of Emergency Management are proposing an amendment to Town Code Chapter 10, Article III, Section 10-63, to designate Bear Wallow Road, portions of Carriage House Lane, East Lee Street, Keith Street, Old Broadview Ave., Waterloo Road, and portions of West Lee Street as Snow Emergency Routes. This amendment will enhance the Town's ability to effectively clear snow and ice from critical roadways during winter weather. This is an administrative update to align our current practices with the town code.

By designating these routes as Snow Emergency Routes, the Town can:

- Improve emergency vehicle access during winter storms.
- Facilitate efficient snow and ice removal operations.
- Minimize disruptions to essential services and public safety.

The proposed amendment will ensure that these vital roadways remain clear and accessible during winter weather conditions, promoting public safety and minimizing inconvenience for residents and businesses.

BACKGROUND

The concept of Snow Emergency Routes in Warrenton, VA, has its roots in the town's commitment to public safety and efficient winter weather operations. As early as February 3, 1987, the Town Council discussed the installation of Snow Emergency Signs along designated routes. This proactive measure prioritizes snow removal efforts on critical roadways, ensuring essential services and emergency response capabilities during winter storms.

More recently, the Town Manager's Report of November 14, 2023, highlighted the upcoming "Town Talks" scheduled for December 6, 2023. One of the key topics to be discussed with the public was the expansion of the Snow Emergency Route network. This initiative underscores the ongoing effort to adapt to evolving community needs and enhance winter weather preparedness. By engaging with residents and stakeholders, the Town aims to optimize its snow removal strategy and minimize disruptions during winter storms.

STAFF RECOMMENDATION

Staff request that the Town Council hold a public hearing and then adopt the proposed changes to the Ordinance. An ordinance to adopt this text amendment is included with this staff report as Attachment D.

Service Level/Collaborative Impact

Enhanced Public Safety: By prioritizing snow removal on critical routes, the Town ensures emergency vehicles can access essential services and respond to incidents promptly. Strong collaboration between the Public Works Department, Police Department, and Office of Emergency Management is essential for effective snow removal operations. By coordinating efforts, we can optimize resource allocation, share information, and implement a unified response to winter weather events.

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.

T-1: Improve multi-modal capacity and safety that encourages trips by walking, bicycling, and transit.

Fiscal Impact

None were identified at this time.

Legal Impact

The legal impact of this amendment to the Town Code would be to officially designate Bear Wallow Road, portions of Carriage House Lane, East Lee Street, Keith Street, Old Broadview Ave., Waterloo Road, and portions of West Lee Street as Snow Emergency Routes. This designation would grant the Town the authority to enforce parking restrictions and other regulations on these streets during declared snow emergencies.

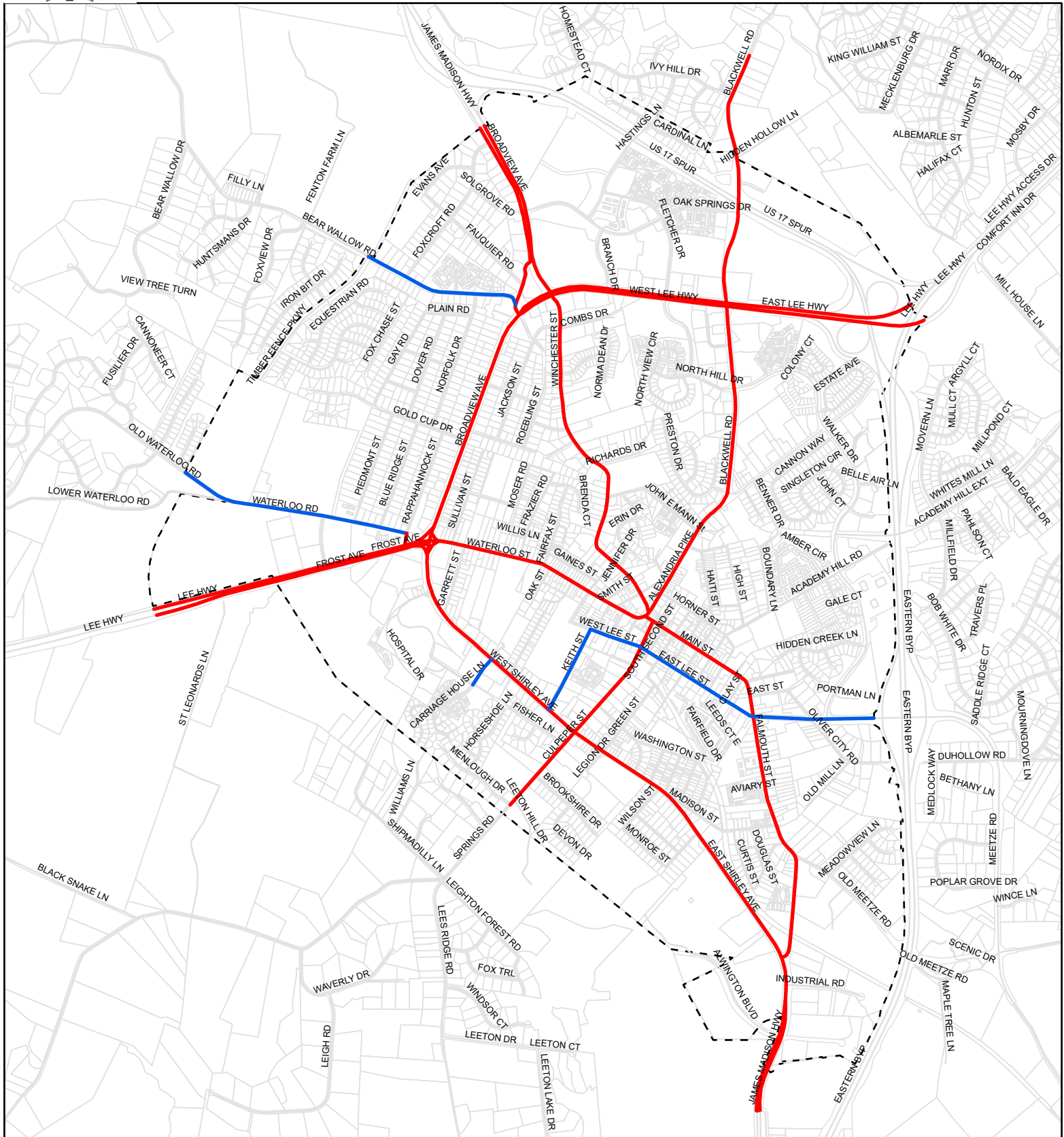
ATTACHMENTS

- A. Proposed Snow Emergency Update Map
- B. 02/03/1987 Council Minutes
- C. 11/14/2023 Council Minutes
- D. Draft Ordinance 2025-01
- E. Draft Motions for Ordinance 2025-01



TOWN OF WARRENTON Proposed Snow Emergency Route

Item a.



- Legend**
- Parcels
 - Warrenton Boundary
 - Roads
 - Proposed Addition
 - Snow Emergency Route



January 29, 2005

0 0.25 93 Miles

proposal from the Warrenton Training Center to tie into the new sewage facility. The Town Manager stated an exploratory meeting had been held with the Warrenton Training Center earlier during the day and another meeting was planned with them within 30 days. Mr. Foley stated water and sewer rates were discussed and discussion will continue in future meetings.

He stated Lee Heights and Garrett street improvements were 65% complete.

Standards for use of pvc pipe for water lines was discussed.

Mr. Foley stated that the next Water and Sewer meeting would be held at the plant and invited Council to attend.

On a motion by Mr. O'Connell, seconded by Mr. Rice, Council approved the Town of Warrenton standards for water line be amended to allow use of pvc pipe.

Under communications and correspondence, Mr. O'Connell announced that he is not going to run for re-election. Mr. O'Connell stated he is going to propose that the meeting fee for Council members be increased to \$200 and compensation for special meetings be \$100, and will be putting it in the form of a motion at a later meeting.

He will also propose at a later meeting the establishment of a committee composed of citizens, Council members and others to work toward the improvement of the Town.

The Town Manager stated that the snow situation brought to light an ordinance concerning snow emergencies. The signs were ordered years ago but we not installed. Since the signs need to be posted and the public educated concerning the ordinance, it would be best to start next fall.

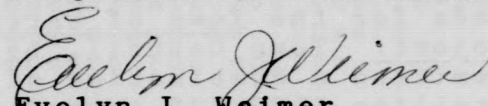
Miss Carter withdrew her suggestion from the last meeting that Chief Koglin become the fire marshall. Her decision was due to the fact that Chief Koglin is kept busy with Police matters.

Miss Carter expressed her feeling that the ordinance on parking regulations should be amended to include restrictions on parking in front a gate. The matter was referred to the Police Committee.

On a motion by Mr. O'Connell, seconded by Mr. Mann, the general session was convened to Executive Session for discussion of possible litigation and personnel matters.

There being no further business following the Executive Session, the meeting was adjourned.

Respectfully submitted,


Evelyn J. Weimer
Town Recorder

NEW BUSINESS.

There was no new business.

UNFINISHED BUSINESS.

There was no unfinished business.

TOWN ATTORNEY'S REPORT.

Mr. Crim instructed council that Fauquier County had approved a rezoning with proffers adjacent to the Town Boundaries called Arrington Farms. He explained the proffers provided three possible configurations, two of which would require the property to enter the Town through some type of annexation. He stated that the applicant has indicated through their legal counsel that they plan to file a citizen-initiated annexation and have provided a draft resolution for the council's consideration to express support. Mr. Crim stated that he would ask the Council for their consideration of that resolution at the December meeting.

The Mayor thanked Mr. Crim for his report.

TOWN MANAGER'S REPORT.

Mr. Cassidy thanked the Council for all that the Town has been able to accomplish in the last six months since he has been appointed as the interim Town Manager. He said that he appreciated the confidence that Council had shown in him. He thanked the staff for their dedication and encouraged all to look at the new Departmental Quarterly reports that highlight the actions staff are taking because of the support of the Mayor and Council. He thanked the community for their support as well and said that it was an exciting time to be a part of the Town.

Mr. Cassidy called attention to the upcoming Christmas parade on December 1st, this year.

Mr. Cassidy highlighted the continuing Town Talks Program which will be at 18 Court Stret on December 6th, 2023, to discuss winter operations, snow emergency routs, and when the Town responds to snow events. He stated that the Town Talks have been productive.

COUNCILMEMBERS TIME.

Councilmember Mooney- Mr. Mooney welcomed the new members of staff and congratulated public works, Ms. Miller, and Mr. Clough, on their achievements. He called attention to the quarterly reports that Mr. Clough had worked on and thanked him for his work in standardizing them. He said that if you watched the work session this morning, the current team is working on it and have a plan to move forward and rectify the situation.

February 11th, 2025
Town Council
Regular Meeting
Ordinance 2025-01

ORDINANCE 2025-01
AN ORDINANCE AMENDING ARTICLE III, SECTION 10-63, "SNOW ROUTES—ENUMERATED; POSTING"
WHICH ESTABLISHES SNOW EMERGENCY ROUTES
EFFECTIVE FEBRUARY 11TH, 2025.

WHEREAS, Warrenton, VA (Hereinafter "the Town") is a municipal corporation located within the County of Fauquier; and

WHEREAS, on December 10th, 2024, the Town Council held a Work Session on proposed changes to the Emergency Snow Routes in the Town; and

WHEREAS, on November 11th, 2025, the Town Council held a Work Session on proposed changes to the Emergency Snow Routes in the Town; and

WHEREAS, Article III, Section 10-63, entitled "SNOW ROUTES—ENUMERATED; POSTING" of the Town Code of the Town of Warrenton lists the roads subject to regulation of the operation of vehicles on the streets in the town, in the event of snow, sleet, hail, freezing rain, ice, water, flood, high wind or storm or the threat thereof; and

WHEREAS, the Town Council wishes to designate Bear Wallow Road, portions of Carriage House Lane, East Lee Street, Keith Street, Old Broadview Ave., Waterloo Road, and portions of West Lee Street as Snow Emergency Routes to enhance the Town's ability to effectively clear snow and ice from critical roadways during winter weather events; and

WHEREAS, the Town Council conducted a public hearing on February 11th, 2025, upon advertisement notice, properly and duly given; and

WHEREAS, the Town Council desires to adopt this ordinance to modify Article III, Section 10-63, "SNOW ROUTES—ENUMERATED; POSTING"; and

NOW THEREFORE BE IT ORDAINED, by the Warrenton Town Council on this 11th day of February 2025, that Article III Section 10-63 entitled "**SNOW ROUTES—ENUMERATED; POSTING IS** hereby amended, restated, and readopted on February 13th, 2025, as follows:

Sec. 10-63. Snow routes—Enumerated; posting.

- (a) The streets set out in this section are hereby declared to be snow routes and shall be so designated and posted.
- (b) The streets referred to in the first paragraph of this section are hereby enumerated as follows:
 - (1) Alexandria Pike.
 - (2) **Bear Wallow Road.**
 - (3) Blackwell Road.
 - (4) Broadview Avenue.
 - (5) **Carriage House Lane (Between W. Shirley Ave & Veterans Drive)**

- (6) Culpeper Street.
- (7) East Lee Street.
- (8) East Shirley Avenue.
- (9) Falmouth Street.
- (10) Frost Avenue.
- (11) Keith Street.
- (12) Lee Highway.
- (13) Main Street.
- (14) Old Broadview Avenue.
- (15) Waterloo Road.
- (16) Waterloo Street.
- (17) West Lee Street (Between Culpeper St and Keith St)
- (18) West Shirley Avenue.
- (19) Winchester Street.

(Code 1981, § 9-22)

Votes:
Ayes:
Nays:
Absent from Vote:
Absent from Meeting:

For Information:
Emergency Coordinator
Town Manager

ATTEST: _____
Town Recorder

MOTION - APPROVAL

I move that the Warrenton Town Council approve Ordinance 2025-01, AN ORDINANCE AMENDING ARTICLE III, SECTION 10-63, "SNOW ROUTES—ENUMERATED; POSTING" WHICH ESTABLISHES Snow emergency routes, as written.

MOTION – APPROVAL WITH CHANGES

I move that the Warrenton Town Council approve Ordinance 2025-01, AN ORDINANCE AMENDING ARTICLE III, SECTION 10-63, "SNOW ROUTES—ENUMERATED; POSTING" WHICH ESTABLISHES Snow emergency routes, with the following changes

-----.

MOTION – DENIAL

I move that the Warrenton Town Council deny Ordinance 2025-01, AN ORDINANCE AMENDING ARTICLE III, SECTION 10-63, "SNOW ROUTES—ENUMERATED; POSTING" WHICH ESTABLISHES Snow emergency routes, as written.



Office of the Town Manager
Frank Cassidy

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

Item a.

STAFF REPORT

Council Meeting Date:	February 11th, 2025.
Agenda Title:	Quarterly Reports
Requested Action:	Receive the Departmental Reports- Informational
Department / Agency Lead:	All
Staff Lead:	Mr. Frank Cassidy, Town Manager.

EXECUTIVE SUMMARY

Departmental quarterly reports are a tool that the Town Staff uses to promote transparency and show the projects and actions that various departments have undertaken. They are presented on the following schedule.

Quarter One

July, August, September

Reports to Council are presented in November.

Quarter Two

October, November December

Reports to Council are presented in February.

Quarter Three

January, February March,

Reports to Council are presented in May.

Quarter Four

April, May, June

Reports to Council are presented in August.

Current Staff reports

- Finance & Procurement
- Parks and Recreation
- Warrenton Police Department
- Community Development
- Public Works and Utilities
- Information and Technology
- Capital Improvement Plan
- Street Maintenance
- Facilities and Fleet Management
- Human Capital
- Emergency Management

Quarterly Report

Police Department



Town Council Meeting Date: February 11, 2025

Second Quarter 2025: October, November, December

Please accept this as the quarterly report for the **Police** department

Department introduction:

The Warrenton Police Department is a state accredited, full-service law enforcement agency. We provide patrol, investigative, parking and community engagement services. The department is authorized 28 sworn officers, 1 sworn, part-time parking enforcement officer, and three civilian employees. Each of our employees, both sworn and civilian, is well-trained. Our personnel use up-to-date equipment to better serve our citizens.

Commendable Achievements:

- On October 5, 2024, a missing and endangered juvenile female from Warrenton was located in New York City after a weeklong investigation into her disappearance by Corporal Richard Kniatt. Corporal Kniatt collaborated with local and state officials as well as law enforcement and governmental authorities in Washington, D.C. and from four different New York State agencies. As a result of his diligent work and the partnerships created with others during the investigation, Corporal Kniatt was able to track the juvenile from Warrenton to Washington, D.C. to New York City (population of over 8.2 million people stretched over 300 square miles) where she was located and returned safe and sound to her family.
- On October 19, 2024, the Warrenton Police Department participated in the 2024 Battle of the Badges charity softball tournament along with Fauquier County Sheriff's Office, Fauquier County Fire and Rescue, and the Virginia State Police. This free event, open to the public, was held at Fauquier High School and was well attended by town and county residents. The event raised money for the Bridge Community Church Canteen Unit, which supports emergency service workers countywide with adequate personal hydration and nutritional needs as well as creature comforts during prolonged emergency incidents.
- On October 10, 2024, the Warrenton Police Department held its annual awards banquet at the Warrenton Volunteer Fire Company. Many awards were presented, including the Officer of the Year award (Corporal Jason Asplundh) and the Civilian Staff Member of the Year award (Senior Administrative Assistant Jennifer Bush).
- During the quarter, officers of the Warrenton Police Department participated in community engagement and special events such as Brumfield Elementary School Trunk-or-Treat, Town of Warrenton Halloween Parade, Town of Warrenton Trunk-or-Treat, Town of Warrenton Flashlight Candy Hunt, the Clothesline Project, Highland School Homecoming Dance, American Legion Post 72 Flags-In and Flags-Out projects, Coffee with a Cop (Starbucks), Coffee with a Cop (Goodness & Grace), Senator Tim Kaine visit,

Turkey Trot 5K, Shop with a Cop (Teen), Shop with a Cop (Children), Warrenton Christmas Parade, and Wreaths Across America wreath laying ceremony, to name a few.

- On November 21, 2024, Corporal Jason Asplundh was awarded the Law Enforcement Officer of the Year award by the Warrenton Ruritan Club.
- On December 12, 2024, Senior Administrative Assistant Jennifer Bush was named Employee of the Year at the Town of Warrenton annual holiday luncheon and awards banquet.
- On December 16, 2024, Detective Matthew Eggers was promoted to Sergeant after an internal competitive promotional process. Sergeant Eggers is assigned to C Squad (night shift).

Project Progress:

- The Police Department continued its social media traffic safety and education campaign in July called Traffic Tip Tuesday. Each Tuesday the department posted information aimed at educating citizens about traffic laws, safe driving practices, and responsible behavior on the road. This initiative has been successful in educating drivers, curbing unsafe behavior, and increasing public engagement on the topic of traffic safety.
- The Police Department created an internal policy review committee in December 2024. This committee, made up of police department employees, reviews the department's policies and procedures and makes recommendations for any improvements. This committee works in collaboration with the department's Community Action Team, a nine-member group of citizens whose mission is to bring the local police department into the 21st century through adopting best policing practices, addressing neighborhood concerns, recognizing issues to protect citizens and community members in a non-biased way, reviewing incidents with sensitive, respect, and objectivity, applying logic and truth to all commentary regarding incidents, and building community trust through transparency and accountability. During the quarter the internal policy review committee helped to review and make changes to nine policies.

Charts and information:

See included statistical reports for the months of October through December 2024.

Data:

See appended reports.



TOWN OF WARRENTON

POLICE DEPARTMENT

333 Carriage House Lane • Warrenton, Virginia 20186
Telephone (540) 347-1107 • Fax (540) 341-4190



Item b.

MONTHLY REPORT - DECEMBER 2024

TOTAL CALLS FOR SERVICE TO INCLUDE:

SELF INITIATED
DISPATCHED

ACCIDENTS:

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

ARRESTS (CRIMINAL):

FELONY
MISDEMEANOR

TRAFFIC ENFORCEMENT (NON-CRIMINAL):

SUMMONS
PARKING
WRITTEN WARNINGS

DRUG ARRESTS:

FELONY
MISDEMEANOR

OVERDOSES:

MONTH	CALENDAR	CALENDAR
DECEMBER	YTD '24	YTD '23
2204	24778	19379
1151	11721	7982
1053	13057	11397
51	516	516
26	236	242
25	280	274
3	32	36
14	149	195
81	865	680
98	1603	1704
142	983	665
1	7	8
0	0	0
0	3	6

REPORTED CRIMES DECEMBER 2024

CLASSIFICATION

		DECEMBER	YTD '24	YTD '23
1a	Murder and Non-Negligent Manslaughter			
1b	Manslaughter by Negligence			
2	Forcible Rape			
3	Robbery		3	2
4	Assault	3	62	43
5	Burglary			5
6	Larceny	11	127	118
7	Motor Vehicle Theft		7	5
9	Arson		1	1
10	Forgery and Counterfeiting	1	5	3
11	Fraud	7	56	52
12	Embezzlement	1	3	4
13	Stolen Property: Buy/Receive/Possess			
14	Vandalism/Graffiti	5	57	52
15	Weapons		4	2
16	Prostitution/Vice			
17	Sex Offenses	1	6	5
18	Drug Violations		4	7
19	Gambling			
20	Offenses Against Family	8	80	70
21	Driving Under Influence		11	26
22	Liquor Laws			1
23	Drunk in Public	2	31	31
24	Disorderly	1	25	30
25	All Other Offenses			
26	Curfew/Loitering			
27	Runaway		1	
28	Reckless Driving			1
29	Drive suspended/revoked	1	2	
30	Contempt of Court			
31	Unauthorized use		2	1
32	Hit & Run	2	37	31
33	Contributing to delinquency of minor			5
34	False report to police		1	2
35	Abduction/Kidnapping		1	
36	Shooting into Building			
37	Child Neglect		1	1

Stop Date	Agency Off	Location	Jurisdiction Code	Reason for Stop	Person Type	Race	Ethnicity	Age	Gender	English Speaking	Action Taken	Specific Violation	Virginia Crime Code	Person Searched	Vehicle Searched	Force Used by Officer	Force Used by Subject	Residency
120124	VA0300200	346 WATERLOO ST	030	T	D	W	N	18	M	Y	W	46.2-821		N	N	N	N	R
120124	VA0300200	250 WEST SHIRLEY AVE	030	T	D	W	N	21	M	Y	W	46.2-1020		N	N	N	N	V
120124	VA0300200	BELLE AIR LANE/WALKER DR	030	T	D	W	N	38	F	Y	W	46.2-821		N	N	N	N	R
120124	VA0300200	ACADEMY HILL EXTENDED/WALKER DR	030	T	D	B	N	71	M	Y	W	46.2-821		N	N	N	N	V
120224	VA0300200	256 WEST LEE HWY	030	T	D	W	N	47	F	Y	S	46.2-830		N	N	N	N	V
120224	VA0300200	644 BROADVIEW AVE	030	T	D	W	N	45	M	Y	W	46.2-646		N	N	N	N	V
120224	VA0300200	100-BLK RAPPAHANNOCK ST	030	T	D	W	N	39	F	Y	W	46.2-870		N	N	N	N	V
120224	VA0300200	381 JACKSON ST	030	T	D	B	N	36	M	Y	W	46.2-873		N	N	N	N	O
120224	VA0300200	50-BLK SULLIVAN ST	030	T	D	W	N	41	F	Y	W	46.2-833		N	N	N	N	V
120224	VA0300200	WALKER DR/HIGHLAND TOWNE LANE	030	T	D	W	N	75	F	Y	W	46.2-874		N	N	N	N	V
120224	VA0300200	309 WEST LEE HWY	030	T	D	W	N	42	F	Y	W	46.2-875		N	N	N	N	V
120224	VA0300200	HOLIDAY CT/WALKER DR	030	T	D	W	N	61	F	Y	W	46.2-821		N	N	N	N	V
120224	VA0300200	WALKER DR/CANNON WAY	030	T	D	W	N	36	F	Y	W	46.2-821		N	N	N	N	R
120224	VA0300200	ESTATE AVE/WALKER DR	030	T	D	B	N	79	F	Y	W	46.2-821		N	N	N	N	V
120224	VA0300200	410 ROSEDALE CT	030	T	D	W	N	45	M	Y	W	46.2-821		N	N	N	N	V
120224	VA0300200	597 BROADVIEW AVE	030	T	D	W	N	45	M	Y	S	46.2-875		N	N	N	N	V
120324	VA0300200	169 EAST SHIRLEY AVE/WILSON ST	030	T	D	B	N	28	M	Y	S	46.2-301		Y	N	N	N	O
120324	VA0300200	597 BROADVIEW AVE	030	T	D	W	H	40	M	Y	S	46.2-646		N	N	N	N	V
120324	VA0300200	78 WEST LEE ST	030	T	D	W	N	20	F	Y	W	46.2-821		N	N	N	N	V
120324	VA0300200	38 WEST LEE ST	030	T	D	W	N	49	F	Y	W	46.2-821		N	N	N	N	V
120324	VA0300200	530 BROADVIEW AVE	030	T	D	W	N	40	M	Y	W	46.2-875		N	N	N	N	V
120324	VA0300200	251 WEST LEE HWY	030	T	D	W	N	25	F	Y	W	46.2-646		N	N	N	N	V
120324	VA0300200	470 BROADVIEW AVE	030	T	D	W	N	39	F	Y	W	46.2-873		N	N	N	N	V
120324	VA0300200	HOLIDAY CT/WALKER DR	030	T	D	W	N	84	M	Y	W	46.2-821		N	N	N	N	V
120324	VA0300200	225-BLK OAK SPRINGS DR	030	T	D	W	N	65	F	Y	W	46.2-821		N	N	N	N	V
120324	VA0300200	HOLIDAY CT/WALKER DR	030	T	D	W	N	25	F	Y	W	46.2-821		N	N	N	N	V
120324	VA0300200	BREEZEWOOD DR/WALKER DR	030	T	D	W	N	47	F	Y	W	46.2-821		N	N	N	N	V
120324	VA0300200	HOLIDAY CT/WALKER DR	030	T	D	W	N	53	M	Y	W	46.2-821		N	N	N	N	R
120324	VA0300200	380 BROADVIEW AVE	030	T	D	W	H	47	F	Y	W	46.2-846		N	N	N	N	R
120324	VA0300200	150-BLK RAPPAHANNOCK ST	030	T	D	W	H	33	M	Y	W	46.2-878		N	N	N	N	V
120324	VA0300200	150-BLK RAPPAHANNOCK ST	030	T	D	W	H	53	F	Y	W	46.2-878		N	N	N	N	V
120324	VA0300200	150-BLK RAPPAHANNOCK ST	030	T	D	W	H	45	M	Y	W	46.2-878		N	N	N	N	O
120424	VA0300200	236 WEST LEE HWY	030	T	D	W	N	17	F	Y	W	46.2-1003		N	N	N	N	V
120424	VA0300200	361 WALKER DR	030	T	D	W	N	42	F	Y	W	46.2-716		N	N	N	N	V
120424	VA0300200	HOLIDAY CT/WALKER DR	030	T	D	W	N	63	F	Y	W	46.2-821		N	N	N	N	V
120424	VA0300200	ACADEMY HILL EXTENDED/WALKER DR	030	T	D	W	N	28	M	Y	W	46.2-716		N	N	N	N	V
120424	VA0300200	105 WEST LEE HWY	030	T	D	B	N	40	F	Y	S	46.2-300		N	N	N	N	R
120524	VA0300200	351 BROADVIEW AVE	030	T	D	W	N	83	M	Y	W	46.2-859		N	N	N	N	V
120524	VA0300200	375 WEST SHIRLEY AVE	030	T	D	W	N	45	M	Y	W	46.2-646		N	N	N	N	R
120624	VA0300200	FORBES CT/WATERLOO ST	030	T	D	W	H	39	M	Y	W	46.2-830		N	N	N	N	V
120624	VA0300200	256 WEST LEE HWY	030	T	D	W	N	27	F	Y	W	46.2-830		N	N	N	N	O
120624	VA0300200	180 HIGH ST	030	T	D	W	N	55	F	Y	W	46.2-806		N	N	N	N	V
120624	VA0300200	HOLIDAY CT/WALKER DR	030	T	D	W	N	73	F	Y	W	46.2-821		N	N	N	N	V
120624	VA0300200	BREEZEWOOD DR/WALKER DR	030	T	D	W	H	59	M	Y	W	46.2-821		N	N	N	N	V
120724	VA0300200	276 WEST LEE HWY	030	T	D	W	N	66	F	Y	W	46.2-830		N	N	N	N	V
120724	VA0300200	BELLE AIR LANE/WALKER DR	030	T	D	W	N	54	M	Y	W	46.2-821		N	N	N	N	R
120724	VA0300200	HOLIDAY CT/WALKER DR	030	T	D	W	N	76	F	Y	W	46.2-821		N	N	N	N	R
120724	VA0300200	OLIVER CITY RD/EAST LEE ST	030	T	D	W	N	27	M	Y	S	46.2-1158		N	N	N	N	V
120524	VA0300200	604 BEAR WALLOW RD/HUNTER DR	030	T	D	W	H	43	M	Y	S	46.2-830		N	N	N	N	V
120524	VA0300200	96 RAPPAHANNOCK ST	030	T	D	W	N	49	M	Y	S	46.2-878.2		N	N	N	N	V
120524	VA0300200	96 RAPPAHANNOCK ST	030	T	D	W	N	45	M	Y	S	46.2-878.2		N	N	N	N	V
120824	VA0300200	310 WEST LEE HWY	030	T	D	W	N	34	F	Y	W	46.2-830		N	N	N	N	R
120824	VA0300200	100-BLK BROADVIEW AVE	030	T	D	W	N	42	F	Y	W	46.2-821		N	N	N	N	V
120824	VA0300200	10-BLK EAST LEE HWY	030	T	D	W	N	29	F	Y	W	46.2-870		N	N	N	N	V
120824	VA0300200	597 HIGHLAND SCHOOL	030	T	D	W	H	18	F	Y	W	46.2-875		N	N	N	N	V
120824	VA0300200	410-BLK ROSEDALE CT	030	T	D	W	N	42	F	Y	W	46.2-821		N	N	N	N	V
120824	VA0300200	HOLIDAY CT/WALKER DR	030	T	D	W	N	36	M	Y	W	46.2-821		N	N	N	N	V
120824	VA0300200	BREEZEWOOD DR/WALKER DR	030	T	D	W	N	58	F	Y	W	46.2-821		N	N	N	N	V
120824	VA0300200	BELLE AIR LANE/WALKER DR	030	T	D	W	N	45	F	Y	W	46.2-821		N	N	N	N	R
120824	VA0300200	HOLIDAY CT/WALKER DR	030	T	D	W	N	37	M	Y	W	46.2-821		N	N	N	N	V
120824	VA0300200	KEITH ST/MOSBY CIR	030	T	D	W	N	31	F	Y	S	46.2-1158		N	N	N	N	V
120824	VA0300200	338 BROADVIEW AVE	030	T	D	B	N	33	M	Y	S	46.2-1158		N	N	N	N	V
120824	VA0300200	122 WEST SHIRLEY AVE	030	T	D	B	N	37	M	Y	S	46.2-300		N	N	N	N	V

Stop Date	Agency ORI	Location	Jurisdiction Code	Reason for Stop	Person Type	Race	Ethnicity	Age	Gender	English Speaking	Action Taken	Specific Violation	Virginia Crime Code	Person Searched	Vehicle Searched	Force Used by Officer	Force Used by Subject	Residency
120824	VA0300200	500-BLK BROADVIEW AVE	030	T	D	W	N	73	M	Y	S	46.2-875		N	N	N	N	V
120924	VA0300200	276 BROADVIEW AVE	030	T	D	W	N	39	F	Y	W	46.2-830		N	N	N	N	V
120924	VA0300200	309 WEST LEE HWY	030	T	D	W	N	55	F	Y	W	46.2-1158		N	N	N	N	V
120924	VA0300200	JOHN E MANN ST/ROBINSON ST	030	T	D	W	H	16	F	Y	W	46.2-1030		N	N	N	N	V
120924	VA0300200	BLACKWELL RD/MOOREHEAD RD	030	T	D	W	N	71	F	Y	S	46.2-874		N	N	N	N	V
120924	VA0300200	MAIN ST/FOURTH ST	030	T	D	W	N	77	M	Y	S	46.2-646		N	N	N	N	V
121024	VA0300200	74 BROADVIEW AVE	030	T	D	W	N	44	F	Y	W	46.2-1030		N	N	N	N	R
121024	VA0300200	BLACKWELL PARK LANE/BLACKWELL RD	030	T	D	W	N	77	F	Y	W	46.2-646		N	N	N	N	V
121024	VA0300200	55 BROADVIEW AVE	030	T	D	W	N	51	F	Y	W	46.2-646		N	N	N	N	V
121024	VA0300200	WINCHESTER ST/FORBES CT	030	T	D	W	N	64	F	Y	W	46.2-821		N	N	N	N	V
121024	VA0300200	WINCHESTER ST/JACKSON ST	030	T	D	W	N	18	F	Y	W	46.2-821		N	N	N	N	V
121124	VA0300200	34 BROADVIEW AVE	030	T	D	W	N	39	F	Y	W	46.2-1030		N	N	N	N	V
121124	VA0300200	74 BROADVIEW AVE	030	T	D	W	N	37	M	Y	W	46.2-1030		N	N	N	N	V
121124	VA0300200	34 BROADVIEW AVE	030	T	D	W	N	64	F	Y	W	46.2-1030		N	N	N	N	V
121124	VA0300200	239 WEST SHIRLEY AVE	030	T	D	W	N	63	M	Y	S	46.2-715		N	N	N	N	V
121124	VA0300200	800-BLK WATERLOO RD	030	T	D	W	N	59	F	Y	S	46.2-862		N	N	N	N	V
121124	VA0300200	BEAR WALLOW RD/FOXGROVE RD	030	T	D	W	H	26	M	Y	S	46.2-901		N	N	N	N	V
121124	VA0300200	PATRICK RYAN WAY/WINCHESTER ST	030	T	D	W	N	42	F	Y	S	46.2-830		N	N	N	N	V
121124	VA0300200	MAIN ST/SOUTH CALHOUN ST	030	T	D	W	N	45	M	Y	W	46.2-878		N	N	N	N	R
121124	VA0300200	MAIN ST/6TH ST	030	T	D	W	H	61	M	Y	W	46.2-1030		N	N	N	N	R
121224	VA0300200	WALKER DR/CANNON WAY	030	T	D	W	N	61	F	Y	W	46.2-821		N	N	N	N	V
121224	VA0300200	660-BLK FALMOUTH ST	030	T	D	W	H	19	F	Y	W	46.2-830		N	N	N	N	V
121224	VA0300200	660-BLK FALMOUTH ST	030	T	D	W	N	42	F	Y	W	46.2-830		N	N	N	N	V
121224	VA0300200	457 EAST SHIRLEY AVE	030	T	D	W	N	66	F	Y	W	46.2-830		N	N	N	N	R
121224	VA0300200	361-BLK WALKER DR	030	T	D	W	N	79	F	Y	W	46.2-821		N	N	N	N	V
121224	VA0300200	BREEZEWOOD DR/WALKER DR	030	T	D	W	N	44	M	Y	W	46.2-821		N	N	N	N	O
121224	VA0300200	251 WEST LEE HWY	030	T	D	W	N	76	F	Y	W	46.2-646		N	N	N	N	V
121224	VA0300200	507 FOXGROVE RD	030	T	D	W	N	51	M	Y	W	46.2-830		N	N	N	N	V
121224	VA0300200	WALKER DR/COLONEL CT	030	T	D	W	H	68	F	Y	W	46.2-821		N	N	N	N	V
121224	VA0300200	WALKER DR/ROSEDALE CT	030	T	D	W	N	49	F	Y	W	46.2-821		N	N	N	N	V
121224	VA0300200	36 RAPPAHANNOCK ST	030	T	D	W	N	21	M	Y	S	46.2-830		N	N	N	N	R
121224	VA0300200	10 RAPPAHANNOCK ST	030	T	D	W	N	18	F	Y	S	46.2-878.2		N	N	N	N	V
121224	VA0300200	96 RAPPAHANNOCK ST	030	T	D	B	N	37	M	Y	S	46.2-830		N	N	N	N	O
121224	VA0300200	96 RAPPAHANNOCK ST	030	T	D	W	H	25	M	Y	S	46.2-878.1		N	N	N	N	V
121124	VA0300200	669 FROST AVE/VAN ROUEN ST	030	T	D	W	N	32	M	Y	S	46.2-833		N	N	N	N	V
121324	VA0300200	116 RAPPAHANNOCK ST	030	T	D	W	N	65	M	Y	W	46.2-665		N	N	N	N	R
121324	VA0300200	96 RAPPAHANNOCK ST	030	T	D	B	N	53	F	Y	S	46.2-830		N	N	N	N	V
121324	VA0300200	96 RAPPAHANNOCK ST	030	T	D	W	N	24	F	Y	S	46.2-878.2		N	N	N	N	O
121324	VA0300200	329 EAST LEE ST/OLIVER CITY RD	030	T	D	W	H	37	F	Y	S	46.2-830		N	N	N	N	R
121324	VA0300200	82 RAPPAHANNOCK ST	030	T	D	B	N	38	F	Y	S	46.2-878.2		N	N	N	N	R
121324	VA0300200	96 RAPPAHANNOCK ST	030	T	D	A	N	65	F	Y	S	46.2-878.2		N	N	N	N	V
121324	VA0300200	129 GREEN ST	030	T	F	W	N	43	M	Y	S	18.2-388		Y	N	N	N	V
121424	VA0300200	BROADVIEW AVE/WINCHESTER ST	030	T	D	W	N	67	F	Y	W	46.2-852		N	N	N	N	V
121524	VA0300200	WALKER DR/ACADEMY HILL EXT	030	T	D	B	N	33	F	Y	W	46.2-821		N	N	N	N	V
121524	VA0300200	WALKER DR/BELLE AIR LN	030	T	D	W	H	32	M	Y	W	46.2-821		N	N	N	N	O
121524	VA0300200	WALKER DR/BELLE AIR LN	030	T	D	W	N	18	M	Y	S	46.2-821		N	N	N	N	V
121624	VA0300200	457 EAST SHIRLEY AVE	030	T	D	W	H	36	M	N	W	46.2-830		N	N	N	N	R
121624	VA0300200	WALKER DR/COLONEL CT	030	T	D	W	N	40	M	Y	W	46.2-821		N	N	N	N	V
121624	VA0300200	457 EAST SHIRLEY AVE	030	T	D	W	H	48	F	Y	W	46.2-830		N	N	N	N	V
121724	VA0300200	STUYVESANT ST/BROADVIEW AVE	030	T	D	W	N	34	M	Y	W	46.2-830		N	N	N	N	V
121724	VA0300200	HOLIDAY CT/WALKER DR	030	T	D	W	N	66	M	Y	W	46.2-821		N	N	N	N	O
121724	VA0300200	HOLIDAY CT/WALKER DR	030	T	D	W	N	31	F	Y	W	46.2-821		N	N	N	N	V
121724	VA0300200	HOLIDAY CT/WALKER DR	030	T	D	W	N	25	M	Y	W	46.2-821		N	N	N	N	V
121724	VA0300200	ALEXANDRIA PK/MOOREHEAD DR	030	T	D	W	N	51	M	Y	W	46.2-821		N	N	N	N	V
121724	VA0300200	SOUTH THIRD ST	030	T	D	W	N	51	F	Y	W	46.2-830		N	N	N	N	R
121724	VA0300200	WATERLOO ST/SOUTH CHESTNUT ST	030	T	D	W	N	61	M	Y	W	46.2-821		N	N	N	N	V
121724	VA0300200	70-BLK RAPPAHANNOCK ST	030	T	D	W	N	20	M	Y	W	46.2-878		N	N	N	N	V
121724	VA0300200	111-BLK WEST LEE HWY	030	T	D	W	N	40	M	Y	W	46.2-833		N	N	N	N	V
121724	VA0300200	96 RAPPAHANNOCK ST	030	T	D	W	H	20	F	N	S	46.2-300		N	N	N	N	V
121724	VA0300200	WALKER DR/COLONEL CT	030	T	D	W	N	40	M	Y	S	46.2-821		N	N	N	N	V
121724	VA0300200	705-BLK WATERLOO ST	030	T	D	B	N	17	M	Y	S	46.2-300		N	N	N	N	V
121724	VA0300200	705-BLK WATERLOO ST	030	T	D	B	N	49	F	Y	S	46.2-349		N	N	N	N	V
121824	VA0300200	361 WALKER DR	030	T	D	W	N	64	M	Y	W	46.2-646		N	N	N	N	V

Stop Date	Agency ORI	Location	Jurisdiction Code	Reason for Stop	Person Type	Race	Ethnicity	Age	Gender	English Speaking	Action Taken	Specific Violation	Virginia Crime Code	Person Searched	Vehicle Searched	Force Used by Officer	Force Used by Subject	Residency
121824	VA0300200	400-BLK BLACKWELL RD	030	T	D	W	N	50	M	Y	S	46.2-845		N	N	N	N	R
121924	VA0300200	189 WEST LEE HWY	030	T	D	W	N	62	F	Y	W	46.2-830		N	N	N	N	V
121924	VA0300200	150 WEST LEE HWY	030	T	D	W	H	25	M	Y	W	46.2-715		N	N	N	N	O
121924	VA0300200	96 RAPPAHANNOCK ST	030	T	D	W	N	66	M	Y	S	46.2-830		N	N	N	N	V
121924	VA0300200	96 RAPPAHANNOCK ST	030	T	D	B	N	34	M	Y	S	46.2-301		N	N	N	N	V
121924	VA0300200	96 RAPPAHANNOCK ST	030	T	D	W	N	41	F	Y	S	46.2-830		N	N	N	N	V
121924	VA0300200	96 RAPPAHANNOCK ST	030	T	D	W	N	45	M	Y	S	46.2-878.2		N	N	N	N	V
121924	VA0300200	10 RAPPAHANNOCK ST	030	T	D	W	N	52	M	Y	S	46.2-833.1		N	N	N	N	O
121924	VA0300200	96 RAPPAHANNOCK ST	030	T	D	W	N	17	M	Y	S	46.2-862		N	N	N	N	V
122024	VA0300200	BELLE AIR LANE/WALKER DR	030	T	D	W	N	45	F	Y	W	46.2-821		N	N	N	N	V
122024	VA0300200	81 BROADVIEW AVE	030	T	D	W	N	31	F	Y	W	46.2-804		N	N	N	N	V
122024	VA0300200	WEST LEE HWY/FLETCHER DR	030	T	D	B	N	63	M	Y	S	46.2-816		N	N	N	N	V
122124	VA0300200	LEE HWY/COMFORT INN DR	030	T	D	W	N	33	M	Y	W	46.2-830		N	N	N	N	V
122124	VA0300200	HOLIDAY CT/WALKER DR	030	T	D	W	N	63	M	Y	W	46.2-821		N	N	N	N	V
122224	VA0300200	FORBES CT/WINCHESTER ST	030	T	D	W	N	68	F	Y	W	46.2-821		N	N	N	N	V
122224	VA0300200	ACADEMY HILL EXTENDED/WALKER DR	030	T	D	W	N	69	F	Y	W	46.2-821		N	N	N	N	V
122124	VA0300200	11-BLK EAST LEE HWY	030	T	D	W	N	32	F	Y	S	46.2-830		N	N	N	N	O
122124	VA0300200	457 EAST SHIRLEY AVE	030	T	D	W	N	25	F	Y	W	46.2-830		N	N	N	N	V
122224	VA0300200	671 FALMOUTH ST	030	T	D	W	N	27	F	Y	W	46.2-830		N	N	N	N	V
122324	VA0300200	510 FROST AVE	030	T	D	U	N	26	M	Y	W	46.2-833		N	N	N	N	V
122324	VA0300200	BLACKWELL RD/BLACKWELL PARK LN	030	T	D	W	N	40	M	Y	W	46.2-831		N	N	N	N	V
122324	VA0300200	251 WEST LEE HWY	030	T	D	W	N	45	F	Y	W	46.2-646		N	N	N	N	V
122324	VA0300200	164 WEST SHIRLEY AVE	030	T	D	W	N	50	F	Y	S	46.2-1158		N	N	N	N	V
122324	VA0300200	286 WALKER DR/ROSEDALE CT	030	T	D	W	N	71	M	Y	S	46.2-821		N	N	N	N	V
122324	VA0300200	96 RAPPAHANNOCK ST	030	T	D	W	N	29	F	Y	S	46.2-830		N	N	N	N	V
122524	VA0300200	10-BLK EAST LEE HWY	030	T	D	A	N	18	M	Y	W	46.2-830		N	N	N	N	V
122624	VA0300200	419-BLK BELLE AIR LN	030	T	D	W	N	55	M	Y	W	46.2-821		N	N	N	N	V
122624	VA0300200	ACADEMY HILL EXTENDED/WALKER DR	030	T	D	W	N	17	M	Y	W	46.2-821		N	N	N	N	V
122624	VA0300200	671 FALMOUTH ST	030	T	D	W	H	18	F	N	W	46.2-830		N	N	N	N	V
122624	VA0300200	510-BLK OLD MEETZE RD	030	T	D	W	H	43	F	Y	W	46.2-329		N	N	N	N	R
122624	VA0300200	JACKSON ST/WINCHESTER ST	030	T	D	W	N	74	F	Y	W	46.2-821		N	N	N	N	R
122624	VA0300200	FORBES CT/WINCHESTER ST	030	T	D	W	N	58	M	Y	W	46.2-821		N	N	N	N	R
122624	VA0300200	HOLIDAY CT/WALKER DR	030	T	D	W	N	45	F	Y	W	46.2-821		N	N	N	N	V
122624	VA0300200	HOLIDAY CT/WALKER DR	030	T	D	W	N	72	M	Y	W	46.2-821		N	N	N	N	R
122624	VA0300200	RT29 SOUTH/SPUR	030	T	D	W	N	67	F	Y	W	46.2-878		N	N	N	N	O
122624	VA0300200	251 WEST LEE HWY	030	T	D	W	N	39	M	Y	W	46.2-875		N	N	N	N	V
122624	VA0300200	251 WEST LEE HWY	030	T	D	W	N	27	M	Y	W	46.2-875		N	N	N	N	O
122624	VA0300200	251 WEST LEE HWY	030	T	D	W	N	54	M	Y	W	46.2-875		N	N	N	N	V
122724	VA0300200	LEE ST/OLIVER CITY RD	030	T	D	W	N	59	M	Y	W	46.2-821		N	N	N	N	V
122724	VA0300200	LEE HWY/COMFORT INN DR	030	T	D	W	N	56	M	Y	W	46.2-830		N	N	N	N	O
122724	VA0300200	10-BLK EAST LEE HWY	030	T	D	W	N	48	M	Y	S	46.2-1158		N	N	N	N	V
122724	VA0300200	238 BROADVIEW AVE	030	T	D	B	N	51	M	Y	W	46.2-830		N	N	N	N	V
122724	VA0300200	100 WEST SHIRLEY AVE	030	T	D	W	U	16	M	Y	W	46.2-848		N	N	N	N	V
122824	VA0300200	597 BROADVIEW AVE	030	T	D	W	N	37	F	Y	S	46.2-301		N	N	N	N	V
122924	VA0300200	256 WEST LEE HWY	030	T	D	W	N	21	M	Y	S	46.2-1158		N	N	N	N	V
122924	VA0300200	493 BLACKWELL RD	030	T	D	W	N	66	M	Y	W	46.2-1003		N	N	N	N	R
122924	VA0300200	81 WEST LEE HWY	030	T	D	B	N	45	F	Y	W	46.2-1158		N	N	N	N	V
122924	VA0300200	FROST AVE/VAN ROUEN ST	030	T	D	W	N	53	F	Y	S	46.2-646		N	N	N	N	R
122924	VA0300200	147 WEST SHIRLEY AVE	030	T	D	W	N	56	M	Y	S	46.2-301		N	N	N	N	R
122924	VA0300200	LEE HWY/COMFORT INN DR	030	T	D	W	H	38	F	Y	W	46.2-830		N	N	N	N	V
123024	VA0300200	671 FALMOUTH ST	030	T	D	W	N	41	F	Y	W	46.2-830		N	N	N	N	R
123024	VA0300200	272 ACADEMY HILL RD	030	T	D	W	N	37	F	Y	W	46.2-821		N	N	N	N	V
123024	VA0300200	BELLE AIR LANE/WALKER DR	030	T	D	W	N	22	F	Y	W	46.2-830		N	N	N	N	O
123024	VA0300200	111 JOHN E MANN ST	030	T	D	W	H	21	M	Y	W	46.2-830		N	N	N	N	V
123024	VA0300200	OLD ORCHARD LANE/WINCHESTER ST	030	T	D	W	N	27	M	Y	W	46.2-830		N	N	N	N	V
123024	VA0300200	251 WEST LEE HWY	030	T	D	W	N	59	F	Y	W	46.2-646		N	N	N	N	R
123024	VA0300200	HOLIDAY CT/WALKER DR	030	T	D	W	N	39	M	Y	W	46.2-821		N	N	N	N	R
123024	VA0300200	BELLE AIR LANE/WALKER DR	030	T	D	W	N	56	F	Y	W	46.2-821		N	N	N	N	R
123024	VA0300200	410-BLK ROSEDALE CT	030	T	D	W	N	41	M	Y	W	46.2-821		N	N	N	N	V
123024	VA0300200	ACADEMY HILL EXTENDED/WALKER DR	030	T	D	B	N	28	M	Y	W	46.2-821		N	N	N	N	V
123024	VA0300200	WEST LEE HWY/BLACKWELL PARK LANE	030	T	D	W	N	40	F	Y	S	46.2-646		N	N	N	N	V
123024	VA0300200	WALKER DR/ROSEDALE CT	030	T	D	B	N	28	M	Y	S	46.2-300		N	N	N	N	V
123024	VA0300200	WEST SHIRLEY AVE/CULPEPER ST	030	T	D	W	N	46	M	Y	S	46.2-646		N	N	N	N	R

Stop Date	Agency ORI	Location	Jurisdiction Code	Reason for Stop	Person Type	Race	Ethnicity	Age	Gender	English Speaking	Action Taken	Specific Violation	Virginia Crime Code	Person Searched	Vehicle Searched	Force Used by Officer	Force Used by Subject	Residency
123024	VA0300200	BEAR WALLOW RD/NORFOLK DR	030	T	D	W	N	50	M	Y	S	46.2-874		N	N	N	N	V
123024	VA0300200	395 ROEBLING ST/WEST LEE HWY	030	T	D	W	N	50	M	Y	S	46.2-830		N	N	N	N	V
123024	VA0300200	241 WEST SHIRLEY AVE	030	T	D	W	N	29	M	Y	S	46.2-1158		N	N	N	N	V
123024	VA0300200	395 ROEBLING ST/WEST LEE HWY	030	T	D	W	N	45	F	Y	S	46.2-830		N	N	N	N	V
123024	VA0300200	OAK SPRINGS DR/ARBOR CT	030	T	D	B	N	18	M	Y	S	46.2-830		N	N	N	N	R
123024	VA0300200	CULPEPER ST/FISHER LN	030	T	D	W	N	27	M	Y	S	46.2-646		N	N	N	N	V
123024	VA0300200	286 BROADVIEW AVE	030	T	D	B	N	75	F	Y	S	46.2-1158		N	N	N	N	R
123124	VA0300200	GOLD CUP DR/BROADVIEW AVE	030	T	D	W	N	56	M	Y	S	46.2-1158		N	N	N	N	V
123124	VA0300200	96 RAPPAHANNOCK ST	030	T	D	W	N	57	M	Y	S	46.2-862		N	N	N	N	V
123124	VA0300200	550 BROADVIEW AVE	030	T	D	W	N	56	M	Y	W	46.2-875		N	N	N	N	V
123124	VA0300200	597 BROADVIEW AVE	030	T	D	W	N	41	M	Y	W	46.2-875		N	N	N	N	V
123124	VA0300200	ESTATE AVE/WALKER DR	030	T	D	B	N	30	F	Y	W	46.2-821		N	N	N	N	R
123124	VA0300200	ACADEMY HILL EXT/MILLFIELD DR	030	T	D	W	N	56	M	Y	W	46.2-821		N	N	N	N	V
123124	VA0300200	BREEZEWOOD DR/WALKER DR	030	T	D	W	N	38	F	Y	W	46.2-821		N	N	N	N	V

Quarterly Report

Department of Finance & Procurement



Town Council Meeting Date: February 11, 2025

Second Quarter 2025: October, November, December

Department introduction:

The mission of the Department of Finance and Procurement is to promote excellence and transparency in the delivery of effective and efficient financial management services to our internal and external customers and stakeholders. This is accomplished by adhering to sound financial management practices, demonstrating integrity in all that we do, and working as a team to support the Town's mission, vision, and values.

The Department is responsible for accounting and financial reporting, budget preparation and monitoring, debt management, accounts receivable, accounts payable, payroll processing, procurement, tax billing, utility billing, collections, and investment management.

Project Progress:

Accounting and Financial Reporting:

- Fiscal Year 2024 Audit and ACFR:
 - As required by the Code of Virginia, the Town's external audit firm, Brown Edwards & Company, LLP, presented the results of the audit and highlights of the financial report for the fiscal year ended June 30, 2024, to the Town Council at the December 10, 2024, Council meeting.
 - The Town received an **unmodified opinion**, which is the highest opinion that can be received.
 - Staff have prepared the Town's first Popular Annual Financial Report (PAFR) for FY 2024. This condensed and easy to read report will be available on the Town's website and will be submitted to the Government Finance Officers Association for consideration for the PAFR award.

Budget:

- Fiscal Year 2026 Budget Development:
 - The Town Manager and the Budget Manager have met with departments to review their budget requests and to compile an initial draft of the budget.
 - The February 11, 2025, work session includes an agenda item for a high-level overview of potential budget scenarios with a goal of obtaining Council feedback regarding preferred options and direction.

Tax Administration:

- The second half property tax bills were due on December 16th. These bills were for:
 - Real estate tax and stormwater management fees for the second half of 2024
 - Personal property tax and motor vehicle license fees

Details regarding collection percentages are provided later in this report.

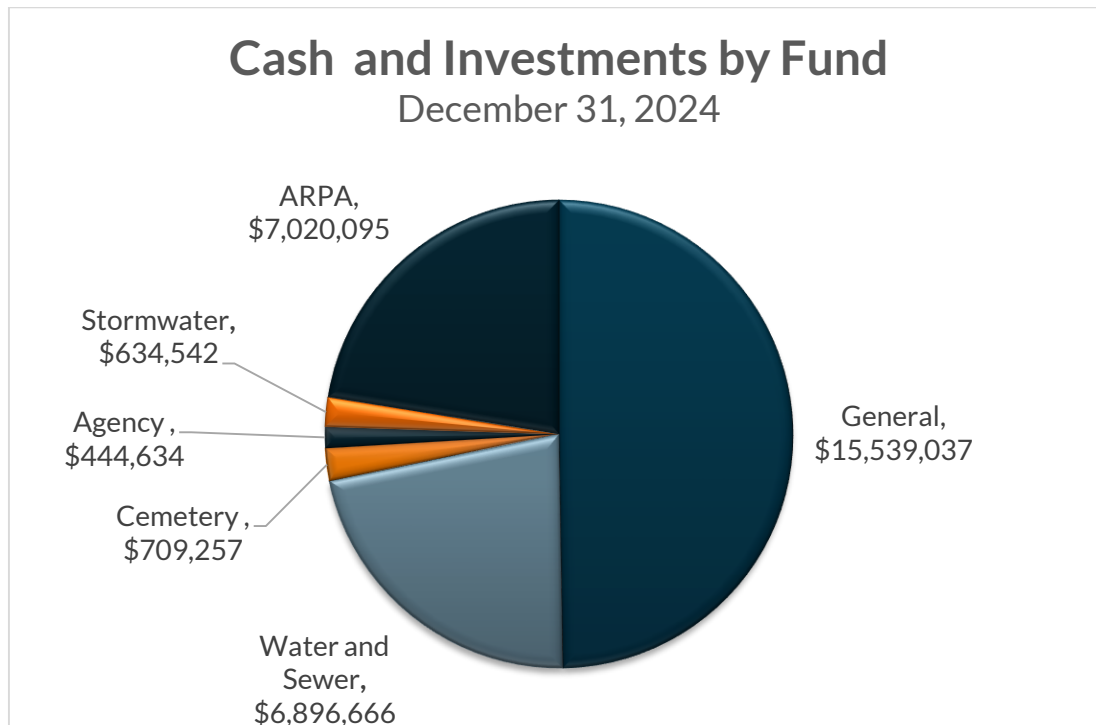
- Business license renewal applications will be mailed in March. At the December 2024, Council meeting, the Town Council adopted an ordinance to modify the due date from March 1st to April 15th.
- Delinquent business license bills have been sent to collections. This included statutory assessments for non-filers. Further information on delinquent balances may be found later in this report.

Charts and information:

The following charts are provided based on the information contained in the **attached financial statements for the period ending December 31, 2024**. The statements are presented on a cash basis.

Cash and Investments

The following chart shows the cash and investment balances for each of the Town's major funds. Cash has decreased by approximately \$4.7 million compared to the same period last year due to capital spending. Funds held in the Cemetery and Agency funds were not previously included in this presentation and have been added to the statements and the chart below.



Reserve Amounts

This section has been modified to provide the unassigned fund balance as of the financial statement date. The council adopted a minimum unassigned fund balance for the General Fund equivalent to 50% of current adopted annual operating expenditures. That policy target for FY25 is \$9.4 million. As of December 31, 2024, the unassigned fund balance falls below that target by \$214,764.

For the Water and Sewer fund, the Council adopted a policy to maintain a cash balance equivalent to 200 days of operating expenses. As of December 31, 2024, the cash balance in the fund falls short of the policy level by \$534,029.

As we close out a fiscal year, many items are adjusted and accrued to the prior fiscal year in July and August. For this reason, falling below these targets is not unusual at this point in the year.

As we progress through the budget process, staff will provide updated projections for compliance with these policies.

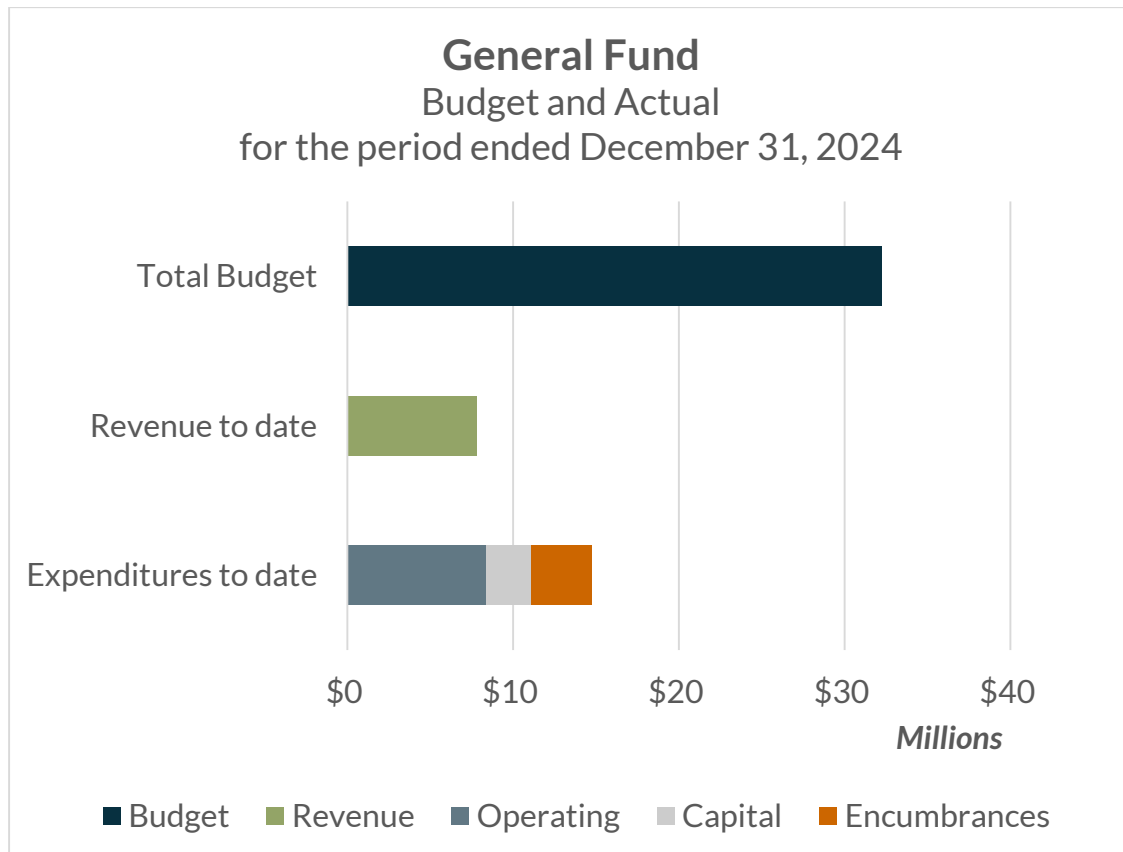
Budget and Actual by Fund

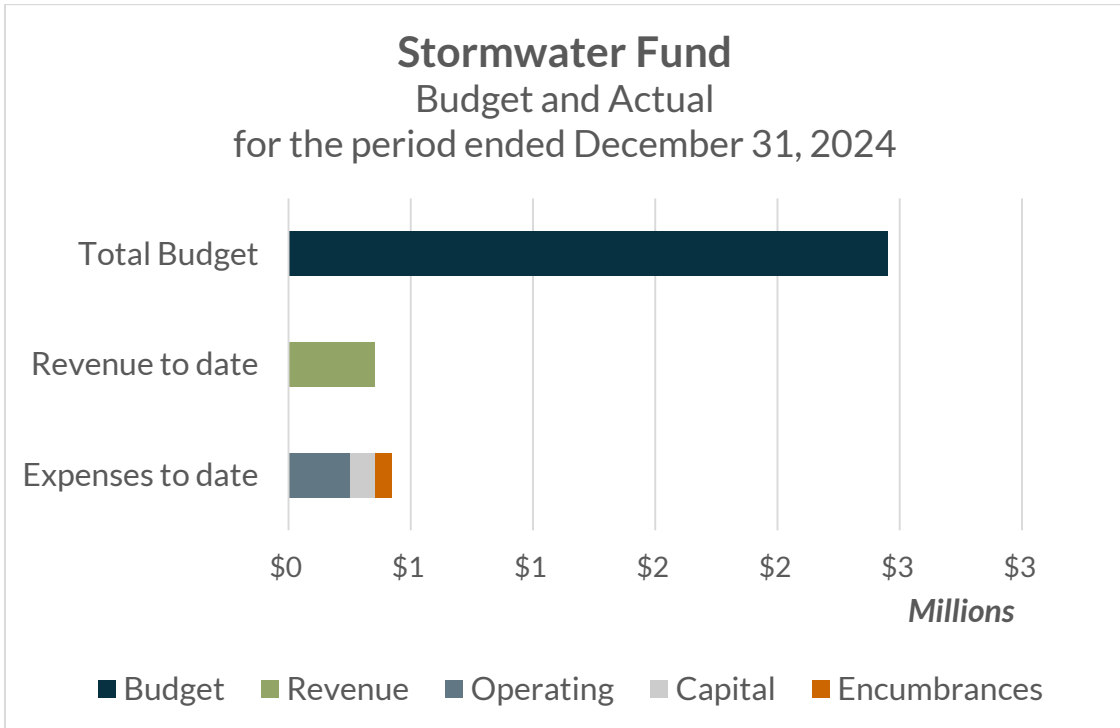
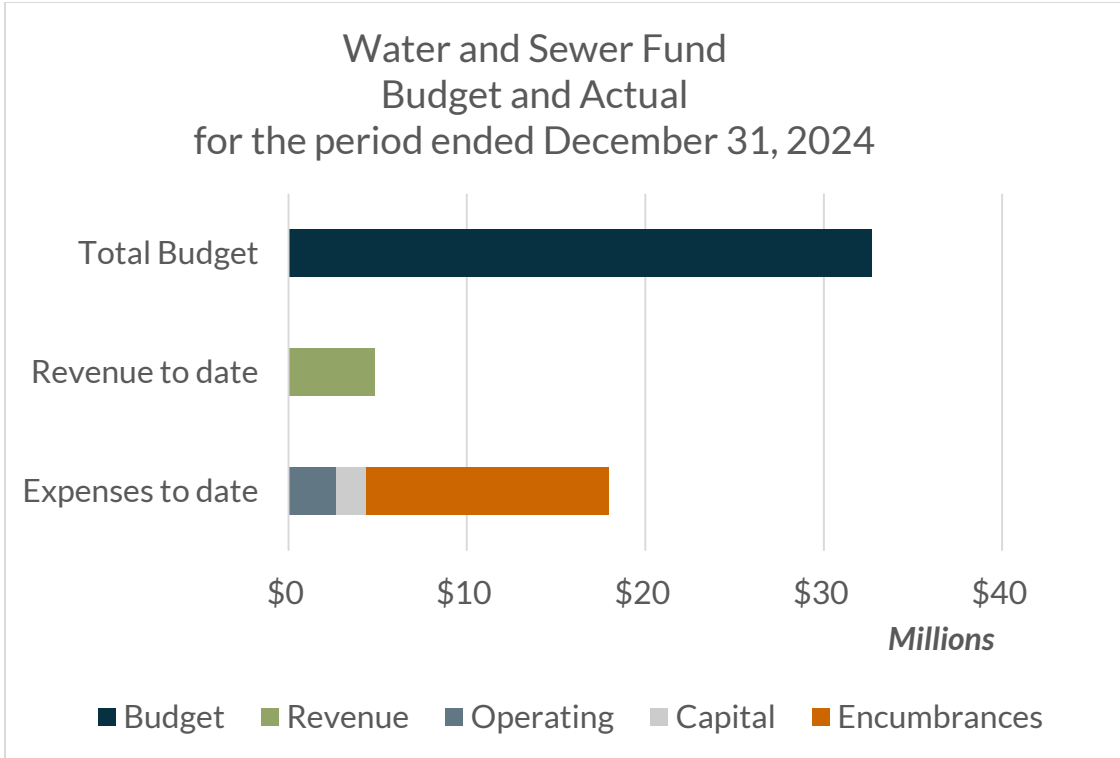
The following pages contain graphs for each fund that compare the budget to the actual revenue or expenditures recorded year-to-date. Capital projects are included for each fund. This can distort the budget-to-actual comparison, since most capital spending crosses over fiscal years.

Each graph shows:

- the total budget for the fund, represented by the dark blue bar at the top of each graph.
- revenue received year-to-date, represented by the green bar.
- expenditures recorded year-to-date.
 - This is further broken down into
 - Operating (blue)
 - Capital (light gray)
 - Encumbrances (orange) – this represents the total value of purchase orders issued to vendors for services, equipment, materials, and supplies. While not part of the actual expenditure as of the end of the period, these amounts will be expended in the coming months.

The budget figures will be amended by the amounts in the carryover resolution on the November agenda. Some of the carryover amounts are on existing open purchase orders that are reflected in the encumbrance column on page 3 of the financial statements. In those instances, it may appear that the budget has been exceeded. This is only due to the timing of the appropriation.

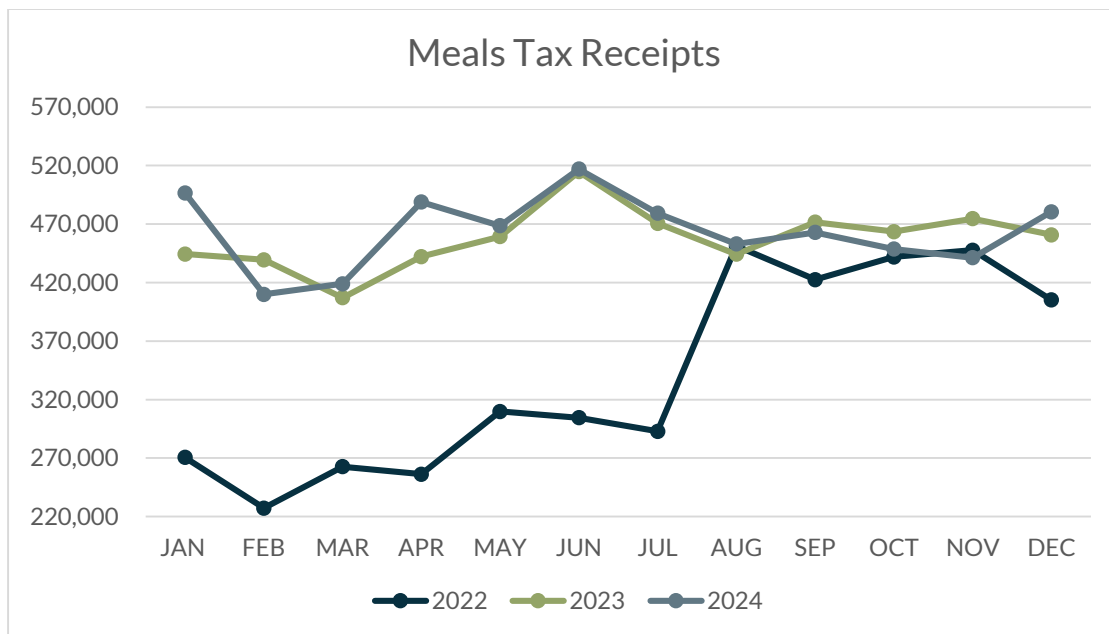




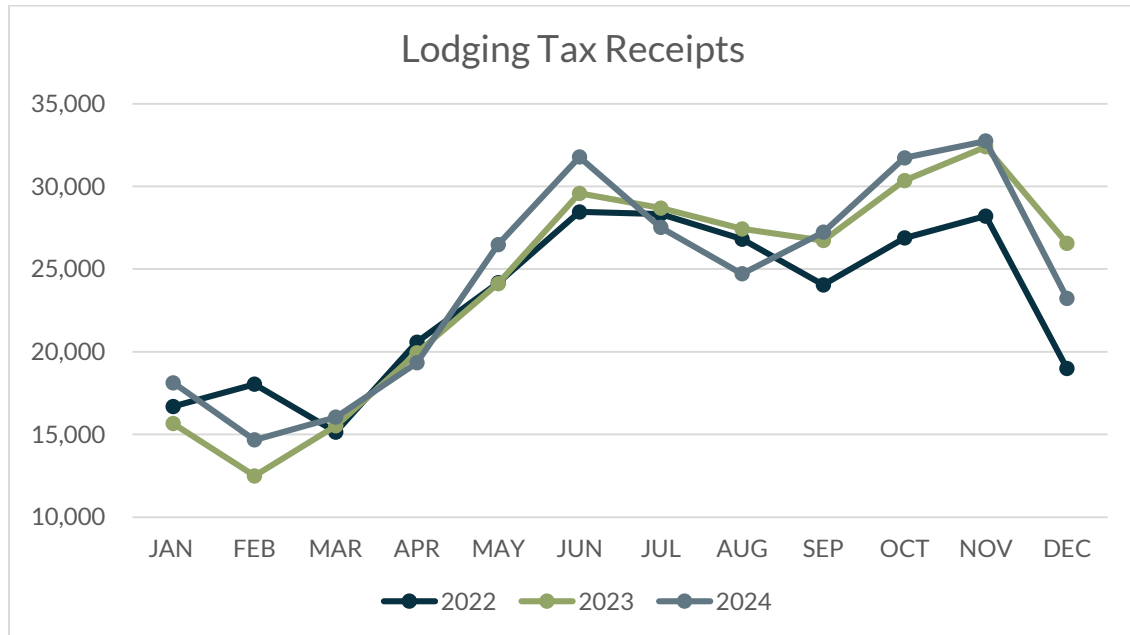
REVENUE TRENDS

A review of the monthly revenue categories is provided to assist in understanding how our current receipts compare to prior periods. The data is presented on a cash basis for the current calendar year (2024) and two prior years (2023 and 2022). The monthly revenue categories presented are Meals Tax, Lodging Tax, Local Sales Tax, and Utility Billing Receipts.

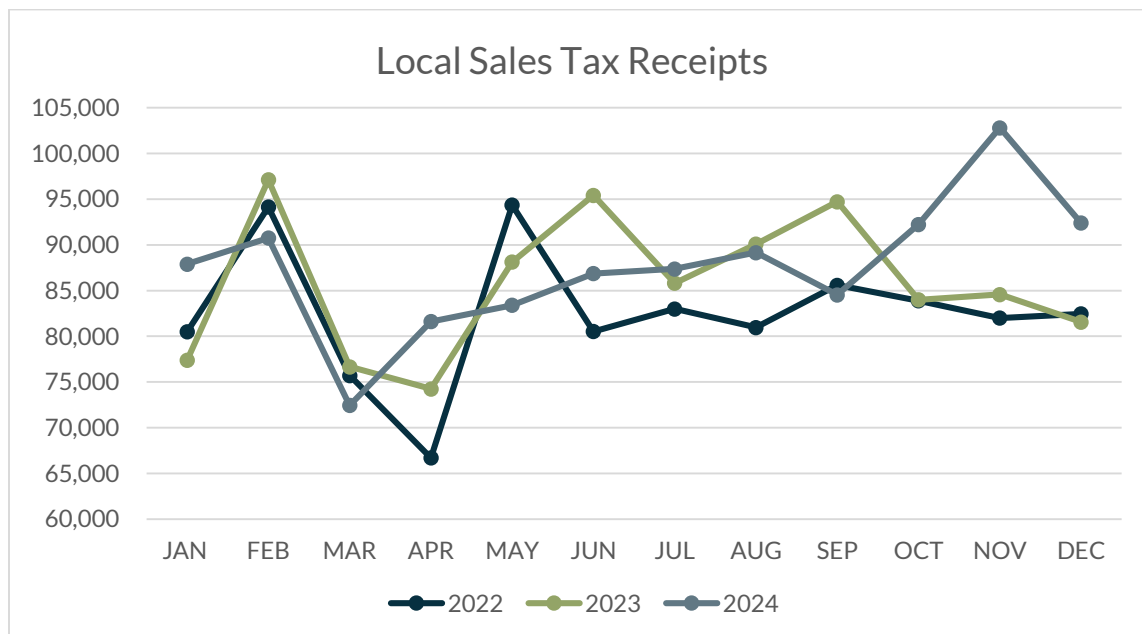
Meals Tax - This is the largest revenue source for the General Fund. The August 2022 collections reflect the beginning of the increase in the rate that was adopted in the FY23 budget. The average increase in meals tax receipts for 2024 compared to 2023 has been 3.7%.



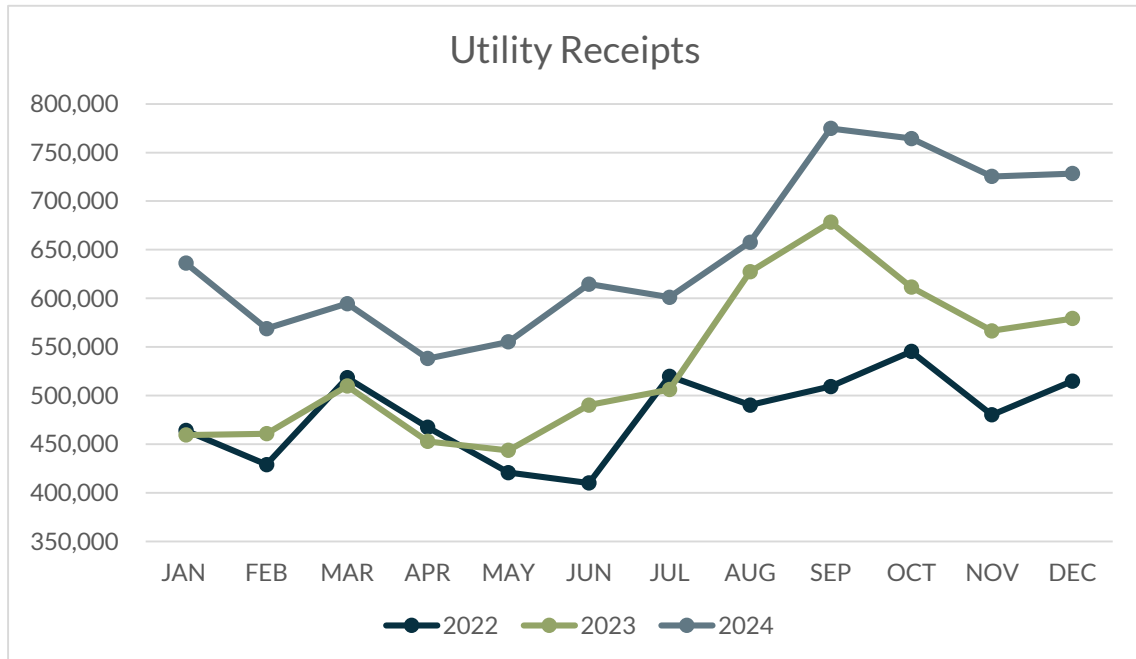
Lodging Tax – Lodging tax revenue has declined this past quarter in comparison to the same period in prior years.



Local Sales Tax – Sales Tax receipts for this quarter were higher than 2023. The remittance lags the month of collection by two months (e.g. – sales tax collected in December is received in February). This helps to explain some of the seasonal fluctuations in the chart below.



Utility Receipts - The chart below shows the monthly receipts for Water and Sewer bills. The increase across the years follows the budgeted increases, and monthly trends have remained fairly constant in the last quarter.



Data:**DELINQUENT ACCOUNT BALANCES**Real Estate Tax and Stormwater Management Utility Fee

Real Estate tax and the Stormwater Management Utility fee are due twice a year, on June 15th and December 15th. The percentage collected and unpaid balances for FY24 and FY25 are shown below:

Real Estate Tax	Percent Collected	Unpaid Balance
2nd half, CY2023	99.4%	\$2,637.55
1st half, CY2024	99.0%	\$4,268.02
2nd half, CY2024	96.8%	\$11,399.48

Stormwater Utility Fee	Percent Collected	Unpaid Balance
2nd half, CY2023	99.4%	\$2,168.69
1st half, CY2024	98.8%	\$4,430.04
2nd half, CY2024	97.0%	\$12,565.48

Personal Property Tax and Vehicle License Fee

Personal Property taxes and vehicle license fees are due once a year on December 15th. The percentage collected and unpaid balances for the December 15, 2024, billing are shown below:

Type	Percent Collected	Unpaid Balance
Personal Property Tax	93.9%	\$70,579.31
Business Personal Property Tax	90.9%	\$39,449.40
Vehicle License Fee	69.2%	\$70,028.50

Business License Tax

Business license renewal applications are due annually on April 15th for the license year beginning July 1. The payment for the license is due on June 30th. The percentage collected and unpaid balances are shown below for the last three license years. We have recently issued statutory assessments for delinquent filers, so the unpaid balances have increased from prior reports.

Type	Percent Collected	Unpaid Balance
Business License 2023	99.4%	\$13,364.11
Business License 2024	98.7%	\$28,814.35
Business License 2025 *	96.6%	\$81,356.57

Meals Tax

Meals Tax collectors must file for us to know the amount of tax owed. If they fail to file, we may issue a statutory assessment based on the best available information and pursue collection of that amount.

Past Due Amounts and Delinquent Filings: The Town has a total of 87 registered Meals Tax collectors. The following businesses have past due Meals Tax balances or are not current on their filings.

Business	Past Due Amount	No. of Months Past Due Filing
Black Bear Bistro *	\$39,621.83	3
China Jade	\$0.00	1
Fat Tuesdays	\$898.20	1
Little Caesars	\$726.60	1
Silver Branch	\$13,550.59	0
Weirddoughs	\$1,852.16	0
Wild Hare Hard Cider	\$1,217.79	1

** business closed; statutorily assessed for months that were not filed and turned balance over to third-party collection agency; total amount includes penalty and interest*

Lodging Tax

Like Meals Tax, businesses must file for us to create an assessment. All registered collectors are current in their filings and payments.

Sales Tax

Sales tax is remitted to the State each month based on the County, not the Town, that the business is located in. The local 1% is then sent back to the County. The amount to be distributed to the Towns is determined based on the residency of school-aged children. The County retains 50% of that amount and distributes the remaining 50% to the incorporated Towns based on the percentage of school-aged children residing in each town. There is no information provided by the State regarding delinquent accounts.

Utility Billing

The total delinquent balance has decreased by \$8,999 compared to December 2023.

WATER AND SEWER OPERATING A/R AGING

	December 31, 2023	December 31, 2024	Incr./ (Decr.)
Over 30	111,204	101,315	(9,889)
Over 60	36,979	44,695	7,716
Over 90	20,231	13,405	(6,826)
Total	\$ 168,414	\$ 159,415	\$ (8,999)



Financial Statements

For the Period Ended December 31, 2024

Table of Contents

- 1 – Cash, Investments and Receivables
- 2 – Budget to Actual – Revenues
- 3 – Budget to Actual – Expenditures

Town of Warrenton, Virginia

Cash, Investment and Receivable Balances

	December 31, 2023	December 31, 2024
<u>CASH</u>		
On Hand	\$ 2,580	\$ 2,580
Checking Accounts	8,944,571	6,196,942
<u>Money Market Accounts</u>	412,452	420,074
TOTAL CASH IN BANK	\$ 9,359,603	\$ 6,619,596
<u>INVESTMENTS</u>		
Virginia Local Government Investment Pool	18,018,270	17,894,054
Virginia Investment Pool	3,741,025	3,922,941
Virginia SNAP	4,866,021	2,807,639
TOTAL INVESTMENTS	\$ 26,625,316	\$ 24,624,634
 TOTAL CASH AND INVESTMENTS	 \$ 35,984,919	 \$ 31,244,231
 <u>Comparison of Yields</u>		
Virginia Local Government Investment Pool	5.68%	5.40%
Virginia Investment Pool	5.55%	4.39%
Virginia SNAP	5.64%	5.09%

CASH AND INVESTMENT BALANCES BY FUND

General Fund	\$ 15,833,734	\$ 15,539,037
Water and Sewer Operating	\$ 4,518,493	\$ 4,688,143
Water and Sewer Capital	\$ 4,969,180	\$ 2,208,523
Stormwater Fund	\$ 701,683	\$ 634,542
CSLFRF Fund (ARPA)	\$ 8,857,181	\$ 7,020,095
Cemetery	\$ 674,562	\$ 709,257
Agency	\$ 430,086	\$ 444,634

CASH PROFFER BALANCES

Highland	\$ 110,292	\$ 114,865
Recreation	59,905	59,905
Academy Hill Park	29,260	29,260
	\$ 199,457	\$ 204,030

WATER AND SEWER OPERATING A/R AGING

	December 31, 2023	December 31, 2024	Incr./(Decr.)
Over 30	111,204	101,315	(9,889)
Over 60	36,979	44,695	7,716
<u>Over 90</u>	<u>20,231</u>	<u>13,405</u>	<u>(6,826)</u>
Total	\$ 168,414	\$ 159,415	\$ (8,999)

RESERVE AMOUNTS

	Policy	Calculated Threshold	December 31, 2024
General Fund Unassigned Fund Balance	50% of adopted operating budget	\$ 9,339,946	\$ 9,125,182
-Budget Stabilization	50% of annual surplus, up to 10% operating budget	\$ 1,867,989	\$ 1,611,068
-Capital Reserve	50% of annual surplus	n/a	\$ -
Water and Sewer Operating	Cash balance = 200 days	\$ 5,222,172	\$ 4,688,143

Town of Warrenton, Virginia
Budget to Actual -- Revenues as of December 31, 2024

Fund / Source of Revenue	Budget		Actual		Budget Remaining
	Full Year	Expected Year-to-Date	Year-to-Date	% of Budget	
GENERAL FUND					
OPERATING					
General Property Taxes	\$ 1,597,683	\$ 1,168,050	\$ 1,096,215	68.61%	\$ 501,468
Local Sales Tax	1,050,000	525,000	371,991	35.43%	678,009
Consumer Utility Tax	480,330	240,165	164,744	34.30%	315,586
BPOL	2,300,000	-	141,536	6.15%	2,158,464
Consumption Tax	53,276	26,638	19,287	36.20%	33,989
Motor Vehicle License Fee	220,000	220,000	160,849	73.11%	59,151
Bank Franchise Tax	1,200,000	-	-	0.00%	1,200,000
Meals Tax	5,500,000	2,750,000	2,286,230	41.57%	3,213,770
Cigarette Tax	319,000	159,500	141,166	44.25%	177,834
Lodging Tax	280,000	140,000	139,646	49.87%	140,354
Permits, Privilege Fees & Licenses	185,132	92,566	146,481	79.12%	38,651
Fines & Forfeitures	77,500	38,750	39,169	50.54%	38,331
Use of Money & Property	800,000	400,000	426,169	53.27%	373,831
Charges for Services	1,085,018	542,509	476,955	43.96%	608,063
Miscellaneous Revenue	207,228	103,614	169,853	81.96%	37,375
Non-Categorical Aid	530,077	265,039	169,687	32.01%	360,390
Categorical Aid	2,891,906	1,445,953	1,867,767	64.59%	1,024,139
Federal Revenue	912,390	456,195	4,500	0.00%	907,890
Use of Fund Balance	4,130,054	-	-	0.00%	4,130,054
TOTAL GENERAL FUND	\$ 23,819,594	\$ 8,573,978	\$ 7,822,245	32.84%	\$ 15,997,349
CAPITAL PROJECTS FUND					
Transfers	\$ 5,488,998	\$ -	\$ 2,266	0.04%	\$ 5,486,732
TOTAL CAPITAL PROJECTS FUND	\$ 5,488,998	\$ -	\$ 2,266	0.04%	\$ 5,486,732
ASSET REPLACEMENT FUND					
Miscellaneous Revenue	\$ -	\$ -	\$ 6,236	0.00%	\$ (6,236)
Federal Revenue	-	-	-	0.00%	-
Transfers	2,934,365	-	-	0.00%	2,934,365
TOTAL GENERAL CARP FUND	\$ 2,934,365	\$ -	\$ 6,236	0.21%	\$ 2,928,129
TOTAL GENERAL FUND	\$ 32,242,957	\$ 8,573,978	\$ 7,830,746	24.29%	\$ 24,412,211
WATER AND SEWER FUND					
OPERATING FUND					
Transfer Fees	\$ 8,250	\$ 4,125	\$ 4,450	53.94%	\$ 3,800
Use of Money & Property	393,240	196,620	195,646	49.75%	197,594
Charges for Services	9,093,973	4,546,987	4,389,870	48.27%	4,704,103
Recovered Costs	25,000	12,500	12,528	50.11%	12,472
Miscellaneous Revenue	10,000	5,000	13,202	0.00%	(3,202)
Federal Revenue	-	-	-	0.00%	-
Non-Revenue Receipts	498,033	-	-	0.00%	498,033
TOTAL W&S OPERATING FUND	\$ 10,028,496	\$ 4,765,232	\$ 4,615,695	46.03%	\$ 5,412,801
CAPITAL FUND					
Use of Money & Property	\$ 75,000	\$ 37,500	\$ 117,004	0.00%	\$ (42,004)
State Revenue	194,596	-	-	0.00%	194,596
Non-Revenue Receipts	22,374,848	-	130,950	0.59%	22,243,898
TOTAL W&S CAPITAL FUND	\$ 22,644,444	\$ 37,500	\$ 247,954	1.09%	\$ 22,396,491
TOTAL WATER AND SEWER FUND	\$ 32,672,940	\$ 4,802,732	\$ 4,863,648	47.12%	\$ 27,809,292
STORMWATER MANAGEMENT FUND					
Local Revenue	\$ 733,300	\$ 366,650	\$ 354,251	48.31%	\$ 379,049
State Revenue	\$ 4,313	-	-	-	-
Federal Revenue	-	-	-	0.00%	-
Non-Revenue Receipts	1,715,227	-	-	0.00%	1,715,227
TOTAL SWM FUND	\$ 2,452,839	\$ 366,650	\$ 354,251	14.44%	\$ 2,098,589
CSLFRF FUND (ARPA)					
Federal Revenue	\$ 7,077,970	\$ -	\$ 51,016	0.72%	\$ 7,026,953
TOTAL CSLFRF FUND	\$ 7,077,970	\$ -	\$ 51,016	0.72%	\$ 7,026,953
TOTAL ALL FUNDS	\$ 74,446,706	\$ 13,743,360	\$ 13,099,662	17.60%	\$ 61,347,044

Budget to Actual -- Expenditures as of December 31, 2024

Fund/Category	Budget		Year-to-Date	Actual	% of Budget	Budget
	Full Year	Expected Year-to-Date		Encumbered		Remaining
GENERAL FUND						
OPERATING						
Council	\$ 250,554	\$ 125,277	\$ 117,153	\$ 339	46.89%	\$ 133,062
Town Manager	239,651	119,826	132,141	3,158	56.46%	104,352
Legal Services	350,000	175,000	134,114	140,006	78.32%	75,880
Human Capital	259,147	129,573	103,000	6,670	42.32%	149,476
Information Technology	2,039,891	1,019,946	783,290	483,682	62.11%	772,919
Finance	973,806	486,903	403,660	61,376	47.75%	508,769
Other Organizations	9,472	4,736	8,259	-	87.19%	1,213
Insurance	127,184	63,592	93,927	-	73.85%	33,257
Electoral Board	15,000	7,500	-	-	0.00%	15,000
Police	3,632,024	1,816,012	1,645,006	64,184	47.06%	1,922,834
Emergency Services	91,812	45,906	24,748	11,848	39.86%	55,216
Public Works Administration	523,853	261,927	244,332	6,266	47.84%	273,255
Street Maintenance	2,682,874	1,341,437	821,891	321,251	42.61%	1,539,732
Sanitation	607,491	303,746	313,554	31,833	56.85%	262,104
Fleet	897,123	448,562	359,635	257,169	68.75%	280,319
Facilities	904,081	452,041	281,005	224,530	55.92%	398,546
Cemetery	172,863	86,432	80,717	10,890	52.99%	81,256
Parks and Recreation	2,759,289	1,379,645	1,208,523	287,196	54.21%	1,263,570
Community Development	2,391,214	1,195,607	590,586	201,265	33.12%	1,599,363
Communications	189,519	94,760	54,944	6,469	0.00%	128,106
Contributions	58,954	29,477	58,954	-	100.00%	-
Non-departmental	443,290	221,645	255,046	-	57.53%	188,245
Transfers	3,377,529	1,688,765	-	-	0.00%	3,377,529
Debt Service	822,972	411,486	680,713	-	82.71%	142,260
TOTAL GENERAL FUND	\$ 23,819,594	\$ 11,909,797	\$ 8,395,199	\$ 2,118,132	44.14%	\$ 13,306,263
CAPITAL PROJECTS FUND						
Capital Projects	\$ 5,488,998	\$ 2,744,499	\$ 2,404,372	\$ 273,610	48.79%	\$ 2,811,016
TOTAL CAP. PROJECTS FUND	\$ 5,488,998	\$ 2,744,499	\$ 2,404,372	\$ 273,610	48.79%	\$ 2,811,016
ASSET REPLACEMENT FUND						
Asset Replacements	\$ 2,934,365	\$ 1,467,183	\$ 282,222	\$ 1,273,267	53.01%	\$ 1,378,876
TOTAL GEN. CARP FUND	\$ 2,934,365	\$ 1,467,183	\$ 282,222	\$ 1,273,267	53.01%	\$ 1,378,876
TOTAL GENERAL FUND	\$ 32,242,957	\$ 16,121,478	\$ 11,081,794	\$ 3,665,009	45.74%	\$ 17,496,154
WATER AND SEWER FUND						
WATER & SEWER OPERATING FUND						
Water Department	\$ 3,094,415	\$ 1,547,208	\$ 1,003,441	\$ 589,731	51.49%	\$ 1,501,243
Wastewater Department	2,720,829	1,360,415	1,033,845	525,928	57.33%	1,161,055
Water / Sewer Administration	1,373,582	686,791	576,768	152,938	53.12%	643,876
Debt Service	1,195,999	598,000	75,055	-	6.28%	1,120,944
Transfers	1,643,670	-	-	-	0.00%	1,643,670
TOTAL W&S OPERATING FUND	\$ 10,028,496	\$ 5,014,248	\$ 2,689,109	\$ 1,268,597	39.46%	\$ 6,070,789
WATER & SEWER CAPITAL FUND						
Asset Replacements	\$ 1,885,844	\$ 942,922	\$ 136,860	\$ 621,757	40.23%	\$ 1,127,227
Capital Projects	20,758,601	10,379,300	1,548,263	11,689,355	63.77%	7,520,982
TOTAL W&S CAPITAL FUND	\$ 22,644,444	\$ 11,322,222	\$ 1,685,123	\$ 12,311,112	61.81%	\$ 8,648,209
TOTAL WATER AND SEWER FUND	\$ 32,672,940	\$ 16,336,470	\$ 4,374,233	\$ 13,579,709	54.95%	\$ 14,718,998
STORMWATER MANAGEMENT FUND						
Operating	\$ 639,766	\$ 319,883	\$ 254,566	\$ 30,806	39.79%	\$ 385,200
Capital Projects	1,761,080	880,540	98,601	39,465	7.84%	1,623,013
Non-revenue receipts	51,994	25,997	-	-	0.00%	51,994
TOTAL SWM FUND	\$ 2,452,839	\$ 1,226,420	\$ 353,167	\$ 70,271	17.26%	\$ 2,099,672
CSLFRF FUND						
Expenditures	\$ 7,077,970	\$ 3,538,985	\$ 51,016	\$ 7,020,413	99.91%	\$ 6,540
TOTAL CSLFRF FUND	\$ 7,077,970	\$ 3,538,985	\$ 51,016	\$ 7,020,413	99.91%	\$ 6,540
TOTAL ALL FUNDS	\$ 74,446,706	\$ 37,223,353	\$ 15,860,210	\$ 24,335,402	53.99%	\$ 34,251,094

Quarterly Report

Department

Town Council Meeting Date: February 11, 2025

Second Quarter 2025: October, November, and December



Please accept this as the quarterly report for the department

The Department of Community Development is involved in a number of day-to-day activities including:

- Site plan and plat reviews
- Zoning Determinations/Zoning Verifications
- Processing of legislative applications (Special Use Permits, Rezoning, Certificates of Appropriateness, and Variances)
- Staffing of various boards and commissions (Planning Commission, BZA, ARB, Tree Board, Warrenton Arts Group, etc.)
- Enforcement (zoning, property maintenance, and building codes)
- Fire prevention inspection program
- Permitting (signs, building, zoning, business license review)
- Building inspections associated with building permits
- Fire Safety Inspections

Over the second three (3) months of FY2025, the department processed 24 business license applications, 2 sign permits, 23 zoning permits, 23 land development project reviews, 7 pre-application meeting requests, 108 building permit reviews and 402 associated inspections, processing of legislative applications (Special Use Permits, Certificates of Appropriateness, Zoning Ordinance Text Amendments). The department continues to perform zoning and property maintenance enforcement, grants, and administer transportation projects. The building inspector, code enforcement inspector, Zoning Administrator and Director handle off-hour emergencies, special event inspections when food vendors and/or amusement devices are anticipated, property maintenance issues and zoning enforcement.

1) Project Progress:

- Fauquier Transportation Coordination Meetings
- Zoning Ordinance Rewrite – Steering Committee Meeting
- Budget
- Septic Remediation Committee: Continue working with DEQ to move forward with public sewer connections
- Arts in Public Places: Monthly meetings, Horner Street Mural

2) Data:

Legislative Applications/Special Projects

Architectural Review Board

- Certificates of Appropriateness: 15 Administratively Approved Applications

Local Board of Building Code Appeals

- No meetings over the second three months of FY2025

Board of Zoning Appeals

- BZA-24-3 Variance request
- BZA-24-4 Variance request

Planning Commission

- ZMA 2023-01 WUMC/Heros Bridge – Public Hearing
- Bylaws Review

Town Council

- Public Hearing for Zoning Ordinance Text Amendment to rescind Articles 4 & 5
- Work Session and Public Hearing for Ordinance 2024-16- Vacation of existing utility easement to establish a new easement
- ZMA 2023-01 WUMC/Heros Bridge – Work Session and Public Hearing
- New Member Orientations

2 Pre-Application Meetings

- Sullivan Street Townhomes (**PRE-24-19- Ward 5**)
- 298 Roebling Street ADU (**PRE-24-20- Ward 5**)
- Wire Factory Property – Pulte Homes (**Ward 2**)

Zoning Applications/Permits

- 24 Business Licenses
- 2 Sign Permits
- 19 New Zoning Enforcement case
- 23 Zoning Permits
- 14 Zoning Inspections
- 4 Zoning Determinations
 - 318 Waterloo Street
 - Haiti Street Lot 22
 - Walmart (700 James Madison Hwy)
 - 115 & 119 Fisher Lane

23 Land Development Projects

- Academy Hill Site Plan Reviewed (**SDP-24-1**)
- Taylor Middle School Site Plan Reviewed/ Approved (**SDP-24-7**)
- Sheetz Site Plan Reviewed/Approved (**SDP-23-1**)
- Sheetz Minor Site Plan Amendment Reviewed/Approved (**SDP-24-22**)
- Walmart Grocery Pick-up Site Plan Reviewed (**SDP-24-2**)
- 71 S Fifth Street Site Plan Waiver Reviewed/Approved (**SDP-25-1**)
- Dunkin Donuts Minor Site Plan Amendment Reviewed/Approved (**SDP-24-21**)
- Cobb Hill Site Plan Reviewed (**SDP-24-20**)
- Winchester Chase- Phase II Site Plan Reviewed (**SDP-24-18**)
- Wastewater Treatment Plant Site Plan Reviewed/Approved (**SDP-24-13**)
- Waterloo + Garrett Street Subdivision Legislative Waiver Request Reviewed (**LWAIV-24-1**)
- 56 N Sixth Street BLA Approved (**BLA-24-1**)
- 35 S Fifth Street BLA Reviewed (**BLA-24-3**)
- 88 Frazier Road BLA Reviewed (**BLA-24-6**)
- 97 Culpeper Street BLA Reviewed (**BLA-24-7**)
- 320 Culpeper Street BLA Reviewed/Approved (**BLA-24-4**)
- Walmart Easement Plat Reviewed/Approved (**ESMT-24-3**)
- Valvoline Easement Plat Approved (**ESMT-24-4**)
- Academy Hill Easement Plat Reviewed (**ESMT-24-5**)
- Academy Hill Final Plat Reviewed (**FP-24-4**)
- Boundary Lane Townhomes As-Built Reviewed (**ABLT-2024-3**)
- Fauquier Medical Office Building As-Built Reviewed/Approved (**ABLT-2023-3**)
- O'Reilly Auto Parts Bond Release Reviewed/Approved (**BOND-24-3**)

3 Post- Comment Review Meetings

- St. John's Office Building
- Academy Hill
- Oak Street

14 Special Projects

- Site visits with homeowners and business owners to discuss concerns and/or permitting for their projects
- Site visits with homeowners and business owners to discuss active zoning violations and remedies
- Zoning staff attended a walkability webinar hosted by Maryland Department of Transportation
- Zoning staff assisted the Town Clerk with deed research at the Circuit Court
- Zoning staff reviewed preliminary master file building plan sets for the Warrenton Crossing Development
- Zoning staff attended several meetings with developers to discuss various projects and their status or next steps
- Zoning staff continue to attend the Zoning Ordinance Update Steering Committee

- meetings
- Zoning staff continue to attend meetings with the code enforcement division to discuss current enforcement cases and actions
- Zoning staff attended a virtual check-in hosted by the Virginia Association of Zoning Officials with other local government zoning officials
- Zoning Official continues to manage the Community Development website and the Opengov permit portal
- Zoning Administrator attended several meetings with the consultant for the Zoning Ordinance Update
- Review of Special Use Permits
- FOIA Requests
- Zoning Administrator continues to assist in facilitating the Town's Tree Board meetings

Building Applications/Permits:

- Fire Inspections completed for Business License Applications:
 - 18 Records created
 - 28 Inspections done
 - 24 Permits issued
- Annual Fire Prevention Inspections
 - 33 Records created
 - 40 Inspections done
- Code Enforcement
 - 32 Records Created
 - 40-50 Inspections Performed
- Building Permits
 - 108 Records Created
 - 402 Inspections Completed
 - 124 Permits Issued
- Enforcement

Property Maintenance Update (58 Active Enforcement Cases)

- **151 Main Street** -Guy Avery (Exterior Property Maintenance) Work is ongoing. Court Date 2/28/2025.
- **25 N Sixth Street**- Shawn Wilson (Unsanitary conditions) Adult Protective Services is working with the homeowner to abate the violations.
- **151 Blue Ridge St**- Michael Mackay (Exterior Property Maintenance) Homeowner acquired a demo permit to demolish the pool in violation.
- **23 South Fifth St**- James Tucker (Exterior Property Maintenance) Meeting with building owner to discuss violations.
- **17 South Fifth St**- James Tucker (Exterior Property Maintenance) Meeting with building

owner to discuss violations.

- **362 Douglas St-** George Morton (Exterior Property Areas) Homeowner is working to remove unsafe camper trailer from property.
- **329 Falmouth St-** Kristin Worthington (Exterior Property Maintenance) Notice of Violation sent 10/15/24.
- **145 Main St-** Florian Dengel (Exterior Property Maintenance) 1st return 1/22/25 court set for 05/8/25.
- **45 Winchester St-** Keith Macdonald (Exterior Property Maintenance) Set for trial 07/2/25.
- **3 Hotel St-** Keith Macdonald (Exterior Property Maintenance) Set for trial 06/04/25.
- **100 East Lee St-** Eva Harris (Exterior Property Maintenance) New owners are working with current tenants and Casey Squires to secure permits.
- **162 Winchester-** John Burke (Exterior Property Maintenance) Homeowner is scheduled with Dominion Power to move electric meter; all other siding has been installed.
- **52 Fairfax St-** William Ryder (Exterior Property Maintenance) Demo permit issued.
- **705 Bear Wallow Rd-** Christian Frederick (Exterior Property Maintenance) Permits issued Homeowner actively working.
- **69 South Fourth St-** Minnie Smith (Fire Damage) Property has sold waiting to be rehabilitated.
- **62 Culpeper St-** Fauquier County (Exterior Property Maintenance) Violations have been abated.
- **388 Waterloo St-** ABC and J LLC (Outdoor storage/Blocked fire lane) Meeting was held on 10/25/24 Mr. Ferrero has agreed to make the changes discussed.
- **75 South 3rd St** – Small fire on rear deck on 10/24/24 – Building permit has been applied for but not issued, waiting for contractor information.
- **318 Waterloo St** – House fire on 11/8/24 – Homeowner is working with Zoning for reconstruction.
- **686 Fox Chase St** – Work without permit. NOV sent 11/20/24. Was working with Tolley will now need to send information to new attorney.
- **129 Derby Way-** Inoperative vehicle and complaint regarding swimming pool. Vehicle has been removed and homeowner will be renewing expired permit to final the pool once the weather breaks
- **143 Waterloo Street** – On 12/10/24 there was a garage fire. Homeowner is working with insurance and Zoning to obtain permits for reconstruction.
- **50 South Third St** – On 12/23/24 there was a fire at Silver Branch Brewery. Business owner is working with insurance on reconstruction.
- **115 Manor Court** – On 12/26/24 there was a fire in apartment building, permits have been applied for.
- **256 Onyx Way** – On 01/19/25 there was a fire in bathroom homeowner is working with insurance and will be applying for a permit.

Administrative:

- Virginia Housing Commission Meeting/Housing Commission ADU Work Group
- Smartscale Applications
- PD9 Environment/Land Use Committee/Planners Roundtable
- Warrenton Arts Commission Monthly Meetings
- VDOT/Fauquier/Town Transportation Coordination Meetings
- Septic Remediation Project Administration

Quarterly Report

Parks and Recreation

Department



Town Council Meeting Date: February 11th, 2025.

Second Quarter FY-2025: October, November, December

Please accept this as the quarterly report for the Parks and Recreation department

Department introduction:

The Town of Warrenton Parks and Recreation Department provides programs, facilities and services that enhance the quality of life in our community and further perpetuate the Town of Warrenton as an exceptional place to live, work and play. We strive to provide citizens with attractive, clean, functional, safe and pleasant places to recreate.

Commendable Achievements:

For the fall session of swim lessons, we held 42 classes with 197 participants.

We hired three new fitness instructors, which allows us to continue to have a diverse set of group fitness offerings.

A new specialty/personal training program option called PNF Stretching was also introduced in the Fall, which adds a more advanced form of flexibility training to our health and wellness classes.

We held several fall game nights at the WARF with much more participation than we had over the summer.

Fall Kite Night was held at Rady Park in November with 12 participants.

The Director gave a presentation at the Olde Gold Cup HOA meeting discussing snow removal and updates to Sam Tarr Park and Rady Park.

We began sending out a monthly Parks and Recreation Newsletter in an effort to better inform and give an overview of upcoming programs and facility announcements all in one place. This newsletter is emailed to the staff and patrons, as well as posted on our website.

We collaborated with the other town departments to decorate and ride in the town float during the Annual Christmas Parade.

Swim with Santa had 32 participants this year and featured an Elf craft, pictures with Santa, hot chocolate bar and of course swimming in our leisure pool.

The Holiday House Decorating Contest had 20 entries this year and prizes were awarded for the Most Creative, Most Traditional and Most "Wow" Factor.

We collaborated with Fauquier County Parks and Recreation for the Santa at the Caboose event.

High School swim season kicked off in November, which involves 7 local public and private middle schools and high schools utilizing the competition pool for their practices, in addition to the two USA swim teams that use it year-round. The first big swim meet of the season was the first weekend of December, with high school swim meets beginning every Friday, starting the second week of December. They will run through the end of January.

Project Progress:

Volleyball Court Relocation-As an update to the First Quarter Report, the relocation of the volleyball court has been completed, and we look forward to hosting a “grand reopening” in the spring with a volleyball tournament and activities for families.

Eva Walker Park Master Plan-As an update to the First Quarter Report, Kimley Horn has completed their phased approach recommendations. Funds have been requested as part of the CIP process, so we can continue moving forward with the master plan project.

Natatorium Lighting-As an update to the First Quarter Report, this project was completed at the end of October with minimal pool closures.

Front Walkway-As an updated to the First Quarter Report, work on the front walkway began in December, with the hopes of completing it within 2-3 weeks, weather permitting. Additionally because of the holidays, work may move into January.

WARF Elevator-As an update to the First Quarter Report, in the first week of November, the door operator, as well as the CRIPHNA (circuit) board were replaced. There were a few instances after that when the elevator did not work, but there have been no issues since the end of November.

Fitness Equipment Replacement-An RFP was put out to bid for leasing fitness equipment mid-December. After much research, staff concluded that it would be more cost effective and beneficial in the long run for us to lease the equipment then buy it outright. The lease will be for 5 years at which point we can either trade it in for new equipment or own the equipment. The bid closes in January.

ADA Playgrounds-As an update to the First Quarter Report, we anticipate work starting on the playgrounds in March or April.

Chiller Replacement-As an update to the First Quarter Report, we are still anticipating a February or March timeframe for this project to be completed.

Charts and information:



**Town of Warrenton
Department of Parks and Recreation**

Revenue Summary					
	FY 2023 Total	FY 2024 2nd Qtr.	FY 2024 YTD	FY 2025 2nd Qtr.	FY 2025 YTD
Memberships	\$324,933.72	\$78,405.81	\$325,236.99	\$87,516.37	\$180,262.21
MVPasses	\$40,102.00	\$8,918.75	\$43,750.25	\$10,849.50	\$20,930.20
Daily Admissions	\$200,501.72	\$30,831.15	\$226,207.39	\$34,027.50	\$97,368.50
Group Fitness 15 Class Pass	\$0.00	\$0.00	\$0.00	\$1,890.00	\$3,780.00
Programs (Aquatics, Fitness, Recreation)	\$127,433.39	\$24,802.00	\$139,635.08	\$23,603.38	\$55,130.88
Rentals	\$253,304.75	\$48,704.00	\$238,728.00	\$54,884.50	\$96,034.34
Individual Instruction	\$59,512.74	\$8,124.50	\$28,569.50	\$7,563.00	\$16,302.00
Merchandise	\$3,638.28	\$522.00	\$3,720.24	\$936.92	\$2,283.81
Sponsorship/Grant/ Ad Sales	\$0.00	\$0.00	\$15,450.00	\$2,000.00	\$2,900.00
Park Rentals and Events	\$7,595.00	\$635.00	\$9,303.36	\$540.00	\$2,675.00
Vending Commission	\$11,627.69	\$918.17	\$6,650.30	\$1,132.66	\$3,541.48
End of period	\$1,028,649.29	\$201,888.39	\$1,037,251.11	\$224,943.83	\$481,208.42

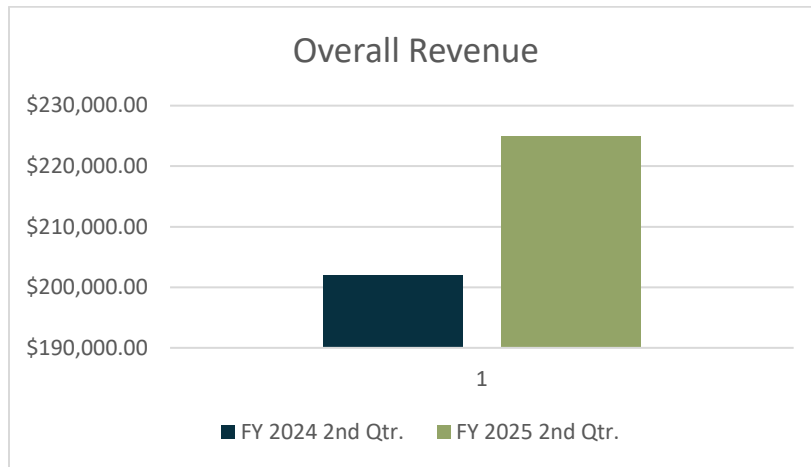
Monthly Memberships/25 Visit Passes/Admissions Sales Summary					
	FY 2023 YTD	FY 2024 2nd Qtr.	FY 2024 YTD	FY 2025 2nd Qtr.	FY 2025 YTD
New Annual Memberships	721	228	884	214	448
Renewal Rate	5%	2%	3.5%	58%	54%
Monthly Memberships	759	179	795	193	350
25 Visit Passes	360	67	305	70	144
Group Fitness 15 Class Pass	0	0	0	14	30
Daily Admissions	29,491	4,553	32,927	5,253	15,370
Total Number of Check-ins	97,017	23,706	107,069	25,783	52,278

Monthly Programming Summary					
	FY 2023 Total	FY 2024 2nd Qtr.	FY 2024 YTD	FY 2025 2nd Qtr.	FY 2025 YTD
Aquatic Classes Offered	220	6	223	6	95
Number of Participants in Aquatic Classes	952	34	1032	21	396
Fitness Classes Offered	2867	736	2878	691	1349
Number of Participants in Fitness Classes	19588	5419	24365	6441	12447
Specialty Classes Offered	23	3	16	3	7
Number of Participants in Specialty Classes	51	17	115	16	37
Recreation Programs/Events Offered	10	3	11	5	11
Number of Participants in Recreation Programs/Events	289	183	424	131	191

Rentals					
	FY 2023 Total	FY 2024 2nd Qtr.	FY 2024 YTD	FY 2025 2nd Qtr.	FY 2025 YTD
Swim Lanes	7821.5	3280	8658.5	2608	3376
Birthday Parties	229	56	250	71	125
Facility Rentals/Group Swims	259	35	107	47	84
Pavilion Rentals	89	16	96	17	52
Field Rentals	1	6	8	0	0

Data:

Overall revenue has increased by 10% compared to FY 24-2nd quarter:

**Passes and Daily Admissions:**

6% decrease in Annual Memberships

We were not accurately able to track the Renewal rate in our old recreation program software system so next FY, we will have better data to compare year to year.

13% increase in Daily Admissions

8% increase in total number of check ins

Programs:

38% decrease in aquatic class participation

15% increase in fitness class participation, even with 45 less classes.

Added 2 more recreation programs to our offerings

Rentals:

25% decrease in swim lane rentals

21% increase in birthday parties

25% increase in facility rentals/group swims



Quarterly Report

Public Works & Utilities

Departments

Town Council Meeting Date:

Second Quarter FY-2025:

Please accept this as the quarterly report for the **Public Works & Utilities** departments.

Commendable Achievements:

- Numerous employees received their certifications for First Aid, CPR, and AED.

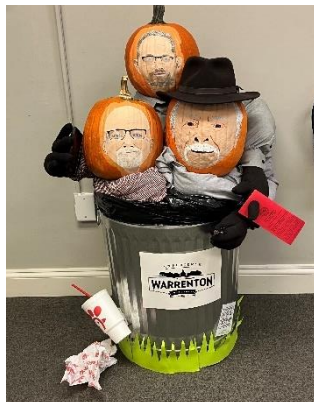
Outreach:

- Public Works held their first Cookies & Craft with the crew. And a Holiday Open House. This was for the citizens to be able to meet and talk with the various Departments at the Public Works & Utilities Dept's.



Project Progress:

- Public Works & Utilities submitted an entry for the H.C. Pumpkin Painting Contest.



- A contractor erected the new steel building at the cemetery and our crews will complete the build.



- The Street crew decorated Main Street for the Christmas Holiday. This included decorating the tree at Court House Square.



- 4 Burial permits issued: Oct. 1 Nov. 2 Dec. 1
- 24 Right of Way Permit applied for this quarter last year: Oct. 12 Nov. 5 Dec. 7
- 50 Right of Way Permit applied for this quarter: Oct. 19 Nov. 18 Dec. 13

Walkability Study Repairs included:

- The Street Crew assisted the contractor with the 1st. Street Project for the patio/ bump-out. This included setting up the handicap ramp and then finishing the site.



Public Utilities:

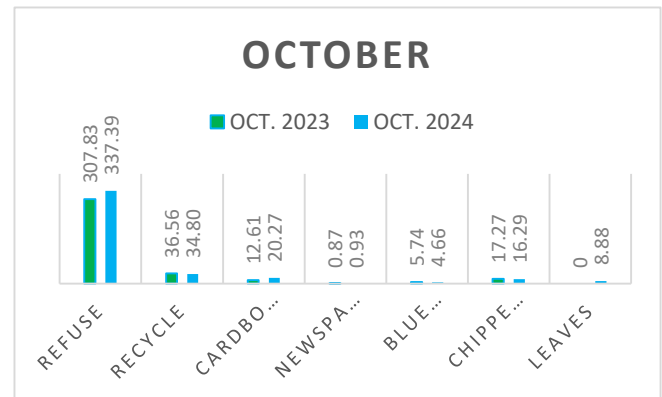
- Staff moved water services for the Broadview Avenue Betterment Project at 5 broadview Ave.
- Staff moved the meter setters at several addresses on Haiti Street. This was to get the meters away from the site of the upcoming new sidewalk being installed.
- Staff moved the water service at the Warrenton Aquatic and Recreation Facility. This work was done at night to not interfere with normal daily operations at the facility.
- Responded to a report of water theft from a hydrant on Gold Cup Drive. When staff arrived at the scene no on was there, and the threads on the hydrant had been damaged.
- Repaired a

Meter Dept:

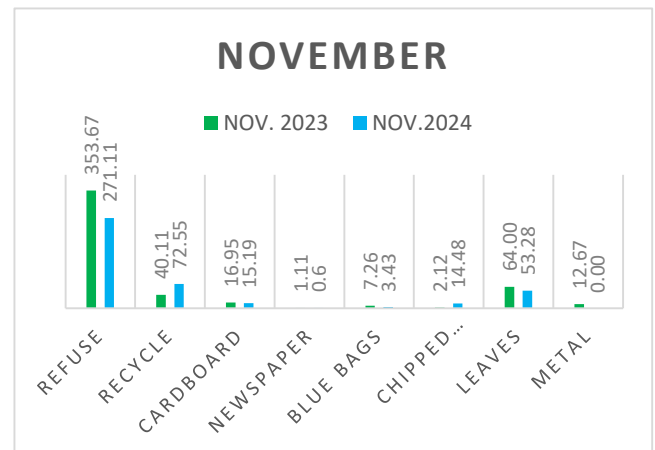
- 79 Read & Transfer.
- 6 Water connections issued. 6 Sewer connections issued
- 12 Water cut-ons/offs.
- Applied the equipment for the new Neptune system for tracking and billings. It has been utilized for testing and will be implemented in January.

Charts and information:**2ND. QTR. OF 2025 TONNAGES FOR REFUSE & RECYCLING**

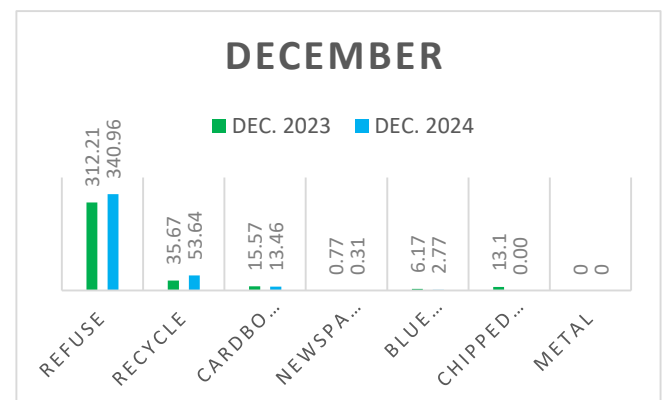
	OCT. 2023	OCT. 2024
Refuse	307.83	337.39
Recycle	36.56	34.80
Cardboard	12.61	20.27
Newspaper	0.87	0.93
Blue Bags	5.74	4.66
Chipped Brush	17.27	16.29
Leaves	0	8.88



	NOV. 2023	NOV.2024
Refuse	353.67	271.11
Recycle	40.11	72.55
Cardboard	16.95	15.19
Newspaper	1.11	0.6
Blue Bags	7.26	3.43
Chipped Brush	2.12	14.48
Leaves	64.00	53.28
Metal	12.67	0.00



	DEC. 2023	DEC. 2024
Refuse	312.21	340.96
Recycle	35.67	53.64
Cardboard	15.57	13.46
Newspaper	0.77	0.31
Blue Bags	6.17	2.77
Chipped Brush	13.1	0.00
Metal	0	0



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

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

Residential:	Oct.	Nov.	Dec.
In-Town Water	<u>810.5</u>	<u>807.5</u>	<u>807.5</u>
In Town Sewer	<u>698</u>	<u>695</u>	<u>695</u>
Out of Town Water	<u>263</u>	<u>263</u>	<u>263</u>
Out of Town Sewer	<u>268</u>	<u>268</u>	<u>268</u>

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

Approved: 45 Quantity Purchased to date: 0 Quantity available: 45

*****Taps Committed for Fletcherville - Sewer Only_**

Approved: 44 Quantity Purchased to date: 42 Quantity available: 2

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

Approved: 42 Quantity Purchased to date: 41 Quantity available: 1

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

Approved: 161 Quantity Purchased to date: 158 Quantity available: 1

Taps sold this quarter:

6 In-town Residential Water & Sewer to Maronda Homes on Winterset Ln.

Commercial:

	Oct.	Nov.	Dec.
In-Town Water	<u>347</u>	<u>347</u>	<u>347</u>
In Town Sewer	<u>361</u>	<u>361</u>	<u>361</u>
Out of Town Water	<u>15</u>	<u>15</u>	<u>15</u>
Out of Town Sewer	<u>15</u>	<u>15</u>	<u>15</u>

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

Water Approved: 217 Purchased: 139 Available: 78
 Sewer Approved: 250 Purchased: 111.5 Available: 138.5

Water Treatment Plant:

	Oct.	Nov.	Dec.
Total gallons pumped (All Sources):	<u>34,348,149</u>	<u>30,123,677</u>	<u>31,554,598</u>
Average gallons per day:	<u>1,108,005</u>	<u>971,732</u>	<u>1,017,890</u>
Total gals. pumped same month last year:	<u>33,226,014</u>	<u>30,675,787</u>	<u>31,320,380</u>
Average gallons per day:	<u>1,071,807</u>	<u>989,542</u>	<u>1,010,335</u>

Wastewater Treatment Plant:

	Oct.	Nov.	Dec.
Total gals. flow through the sewage plant:	<u>44,850,000</u>	<u>40,390,000</u>	<u>44,750,000</u>
Average gallons per day:	<u>1,446,774</u>	<u>1,302,903</u>	<u>1,443,548</u>
Total gals. flow during the same month last year:	<u>39,530,000</u>	<u>39,810,000</u>	<u>50,410,000</u>
Average gallons per day:	<u>1,275,161</u>	<u>1,284,194</u>	<u>1,626,129</u>
Total inches rainfall:	<u>.5 in.</u>	<u>.209 in.</u>	<u>4.80</u>

DEQ Report of Operation Report:

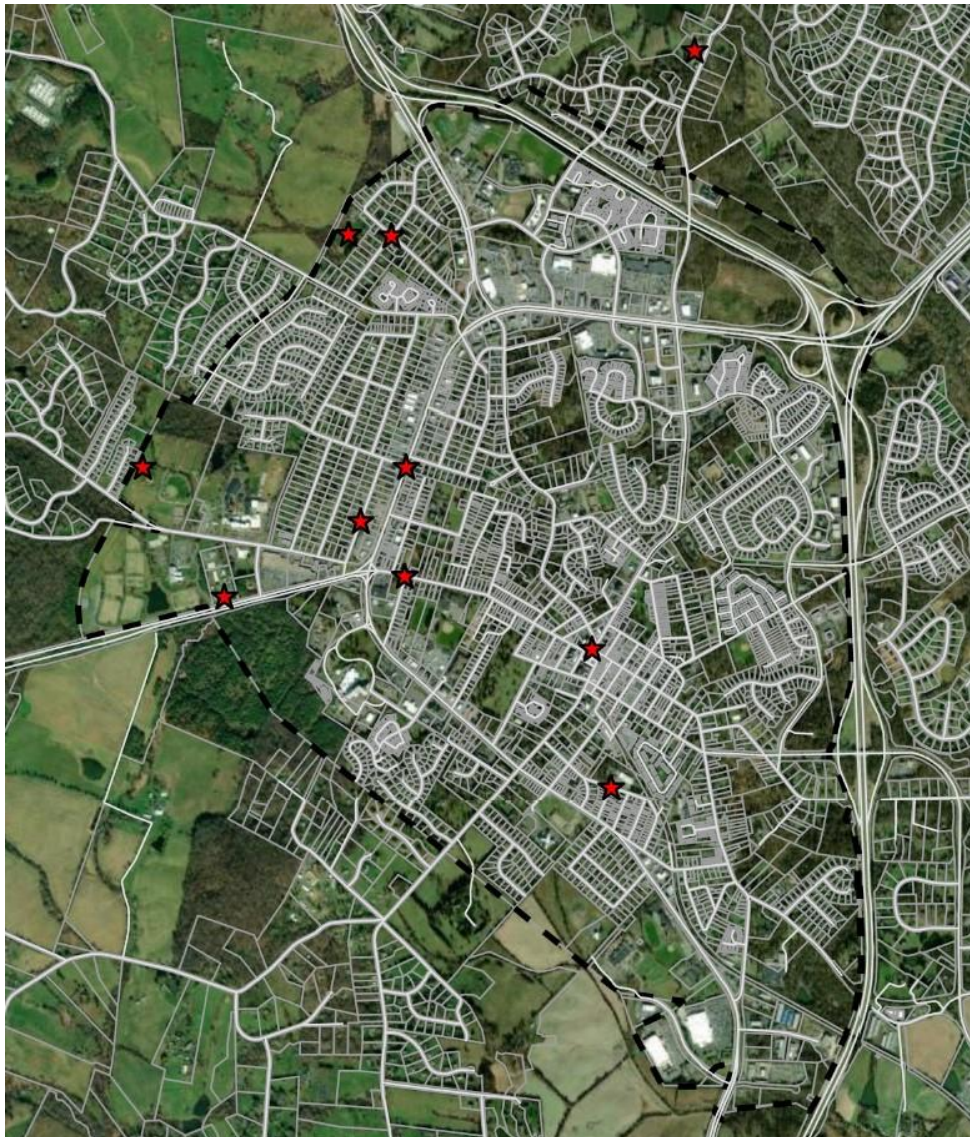
October	2023	2024
Reported Water Connections:	<u>5,029</u>	<u>5,058</u>
People served:	<u>11,818</u>	<u>11,886</u>
November	2023	2024
Reported Water Connections:	<u>5,029</u>	<u>5,046</u>
People served:	<u>11,818</u>	<u>11,858</u>
December	2023	2024
Reported Water Connections:	<u>5,032</u>	<u>5,040</u>
People served:	<u>11,825</u>	<u>11,844</u>



The Town of Warrenton
P.O. Box 341
Warrenton, VA 20188
P (540) 347-1101
F (540) 349-2414

January 2025 CIP Report

Capital Improvement Projects

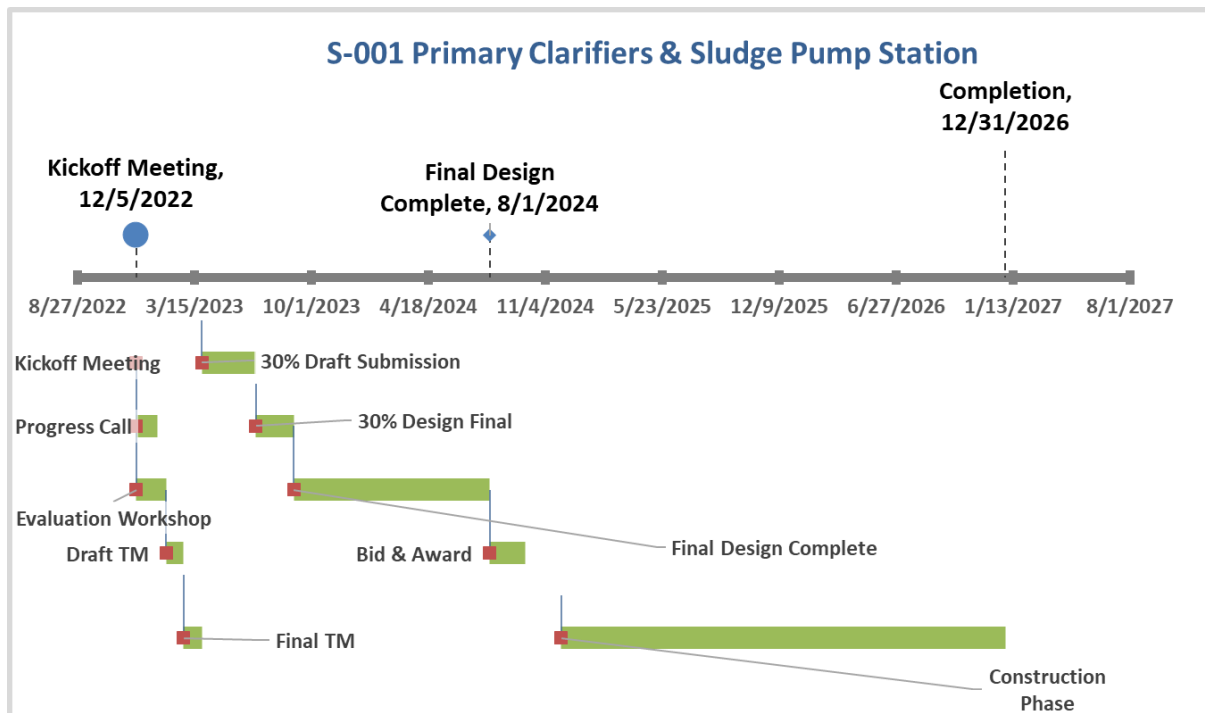


Project Name: S-001 Primary Clarifiers & Sludge Pump Station

Project Objective: Replace the existing primary clarifiers and sludge pumps.

Project Status Update: The contractor has started the submittal process. They plan to start construction by mid-January 2025.

PROJECT SCHEDULE				
Phase (Task)	Start	Finish	% Complete	
PE Design	December 5, 2022	September 1, 2023	100%	
Final Design	September 5, 2023	August 1, 2024	100%	
Project Bid	August 1, 2024	September 30, 2024	100%	
Construction	October 1, 2024	December 31, 2026	5%	
PROJECT BUDGET			PROJECT FUNDING SOURCE	
Design	\$ 474,682.00		Debt	\$ 8,574,682.00
Construction	\$ 14,150,000.00		Federal	\$ 5,400,000.00
			W&S Fund	\$ 650,000.00

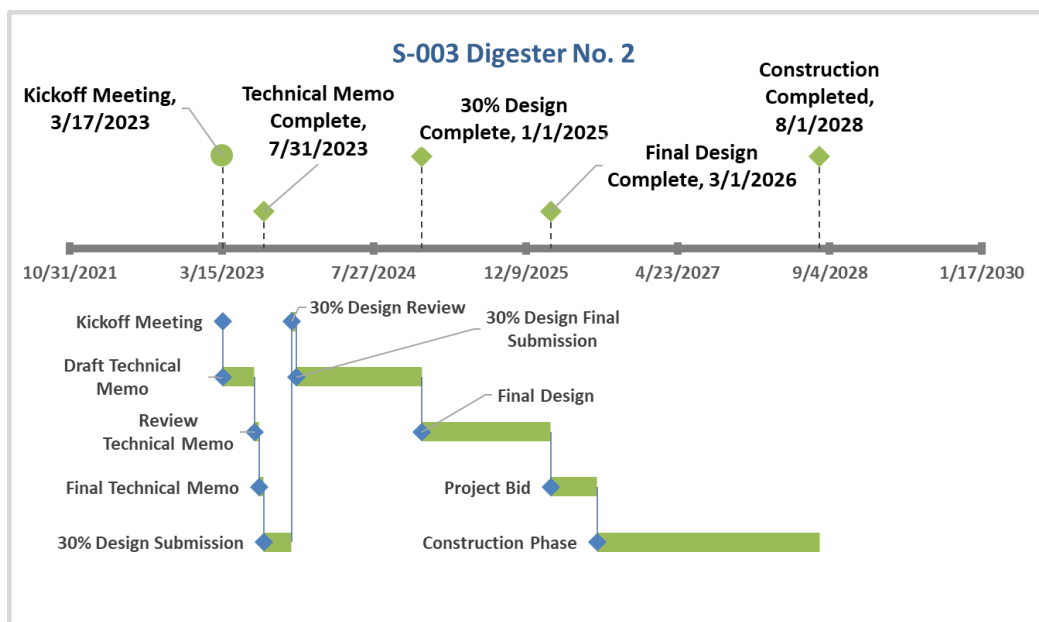


Project Name: S-003 Digester No. 2

Project Objective: A new digester to breakdown wastewater biosolids

Project Status Update: The designer has completed the 30% design, final design will start in January 2025

PROJECT SCHEDULE			
Phase (Task)	Start	Finish	% Complete
PE Design	March 17, 2023	January 1, 2025	100%
Final Design	January 1, 2025	March 1, 2026	0%
Project Bid	March 1, 2026	August 1, 2026	0%
Construction	August 1, 2026	August 1, 2028	0%
PROJECT BUDGET		PROJECT FUNDING SOURCE	
Design	\$ 710,000.00	Debt	\$ 6,063,750.00
Construction	\$ 6,063,750.00	W&S Fund	\$ 710,000.00

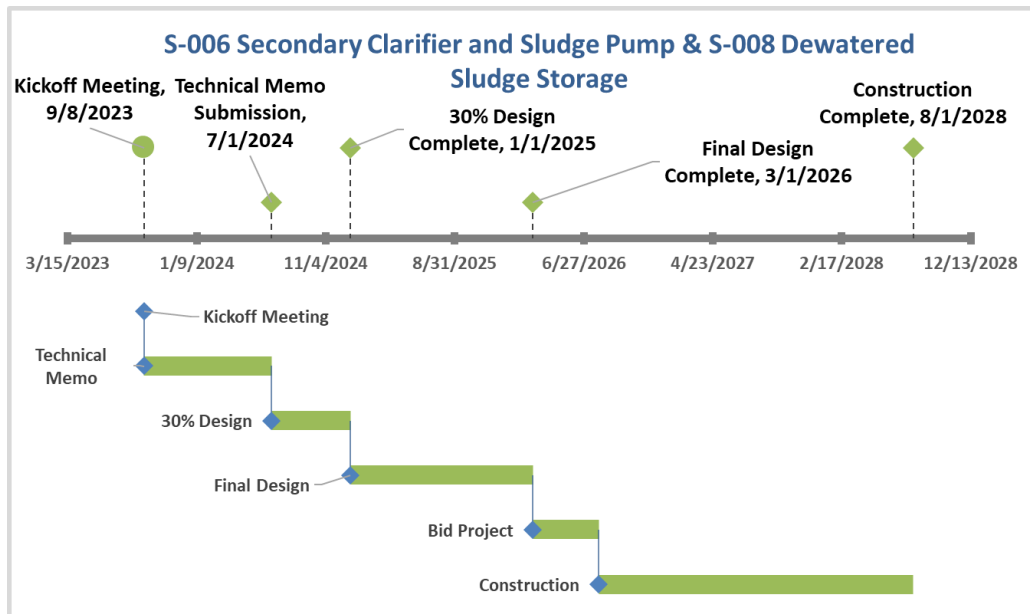


Project Name: S-006 Secondary Clarifier and Sludge Pump & S-008- Dewatered Sludge Storage

Project Objective: Replace the existing secondary clarifiers, sludge pumps and rehab the existing sludge storage structure.

Project Status Update: The designer has completed the 30% design, final design will start in January 2025

PROJECT SCHEDULE			
Phase (Task)	Start	Finish	% Complete
PE Design	March 17, 2023	January 1, 2025	100%
Final Design	January 1, 2025	March 1, 2026	0%
Project Bid	March 1, 2026	August 1, 2026	0%
Construction	August 1, 2026	August 1, 2028	0%
PROJECT BUDGET		PROJECT FUNDING SOURCE	
Design	\$ 630,000.00	Debt	\$ 10,500,000.00
Construction	\$ 11,250,000.00	W&S Fund	\$ 1,380,000.00

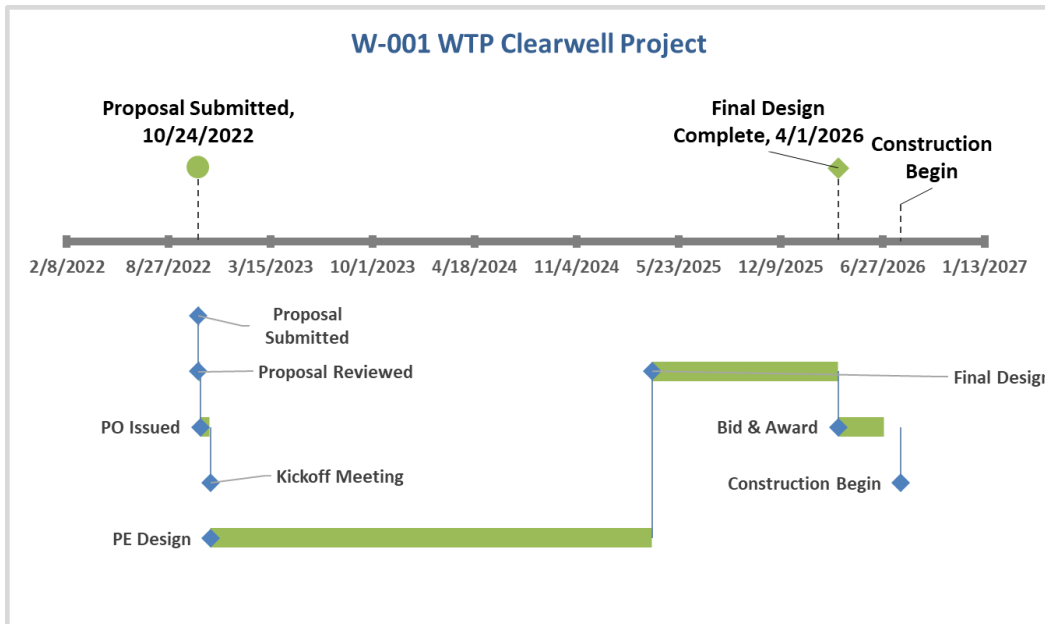


Project Name: W-001 WTP Clearwell Project

Project Objective: Study, design and construct a clearwell at the Water Treatment Plant. This will allow for additional resiliency.

Project Status Update: The designer is working on final design.

PROJECT SCHEDULE			
Phase (Task)	Start	Finish	% Complete
PE Design	October 24, 2022	April 1, 2024	100%
Final Design	April 1, 2024	April 1, 2026	50%
Project Bid	April 1, 2026	June 30, 2026	0%
Construction	August 1, 2026	August 1, 2028	0%
PROJECT BUDGET		PROJECT FUNDING SOURCE	
Design	\$ 595,000.00	Debt	\$ 7,775,000.00
Construction	\$ 8,609,000.00	W&S Fund	\$ 1,429,000.00

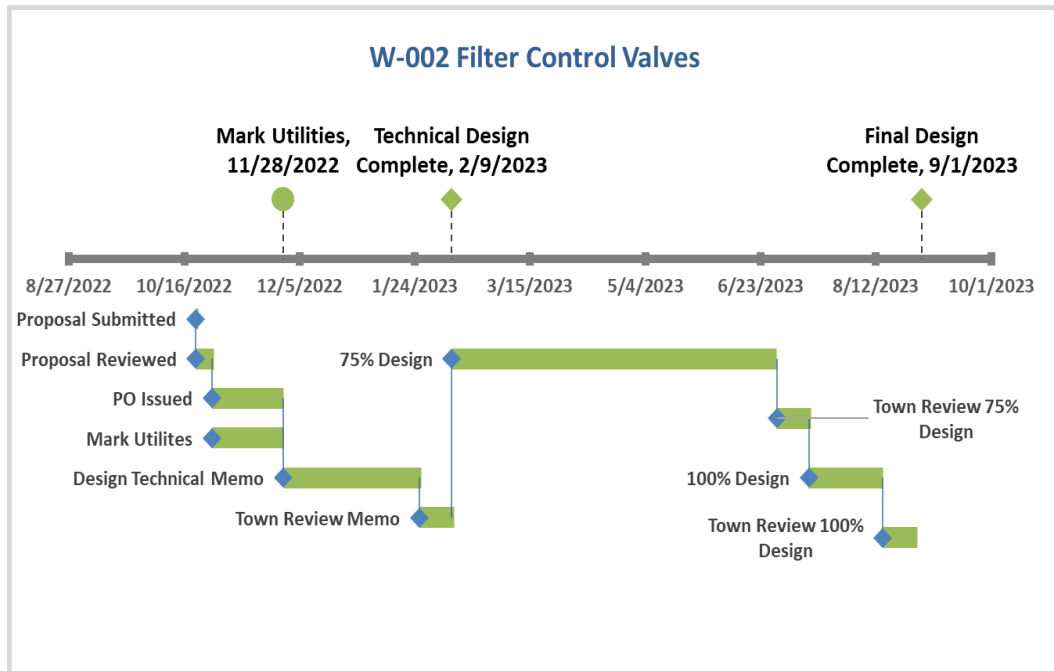


Project Name: W-002 Filter Control Valves

Project Objective: Replace the failing valves at the Water Treatment Plant. The current valves must be reprogrammed daily.

Project Status Update: All submittal have been approved and contractor awaiting for valves to be delivered.

PROJECT SCHEDULE			
Phase (Task)	Start	Finish	% Complete
Design	November 17, 2022	September 1, 2023	100%
Project Bid	September 1, 2023	November 1, 2023	100%
Construction	February 2025	April 15, 2025	15%
PROJECT BUDGET		PROJECT FUNDING SOURCE	
Design	\$ 97,763.00	Debt	\$ 750,000.00
Construction	\$ 1,371,851.00	W&S Fund	\$ 719,614.00

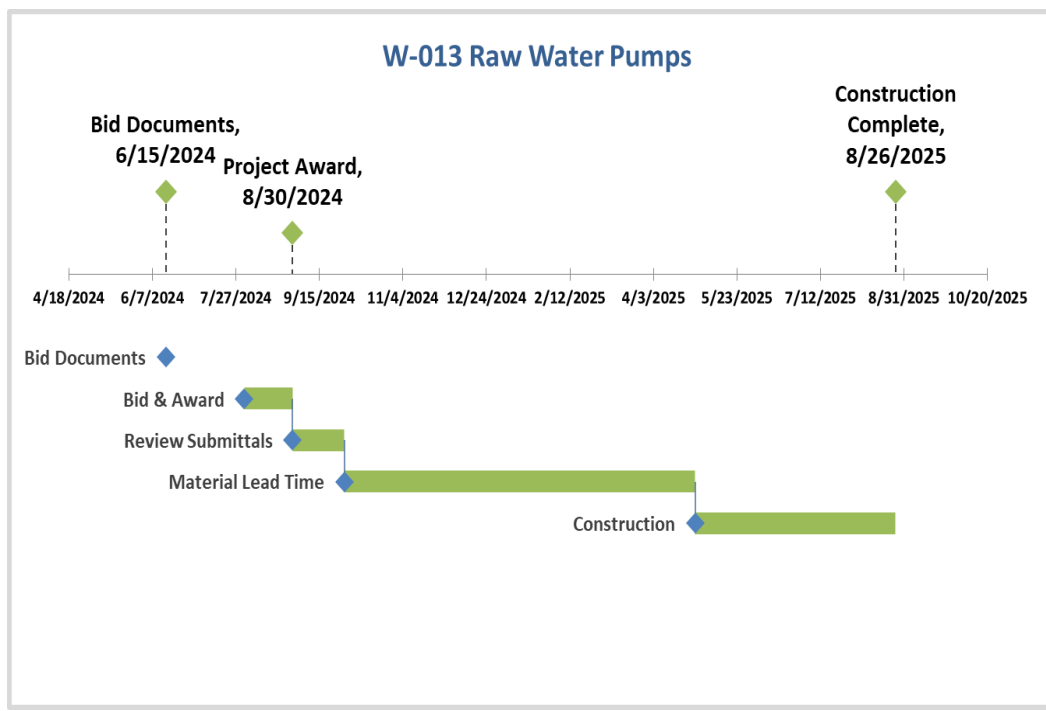


Project Name: W-013 Raw Water Pumps

Project Objective: Replace the aging and obsolete raw water pumps.

Project Status Update: The contractor has all submittals approved and now is waiting on the pumps to arrive.

Phase (Task)	Start	Finish	% Complete
Bid Documents	June 15, 2024	August 1, 2024	100%
Project Bid	August 1, 2024	August 30, 2024	100%
Construction	August 30, 2024	August 26, 2025	20%
PROJECT BUDGET		PROJECT FUNDING SOURCE	
Design	\$ 70,000.00	Debt	\$ -
Construction	\$ 700,000.00	W&S Fund	\$ 770,000.00

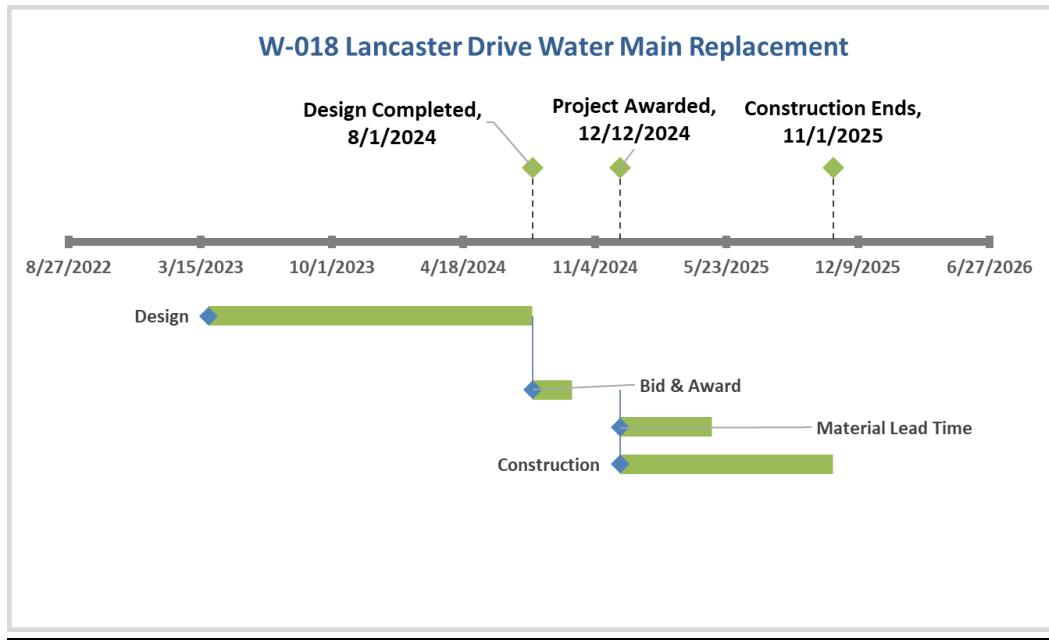


Project Name: W-018 Lancaster Drive Waterline Replacement

Project Objective: Replace the existing cast iron waterline with ductile iron, which will improve fire flows and reduce pipe breaks.

Project Status Update: The contract was awarded in December 2024 and pre-construction meeting has been scheduled for January 17, 2025

Phase (Task)	Start	Finish	% Complete
Design	March 27, 2023	August 1, 2024	100%
Project Bid	August 1, 2024	December 12, 2024	100%
Construction	March 1, 2025	Novemeber 1, 2025	0%
PROJECT BUDGET		PROJECT FUNDING SOURCE	
Design	\$ 95,434.00	Debt	\$ -
Construction	\$ 2,366,930.00	W&S Fund	\$ 2,366,930.00

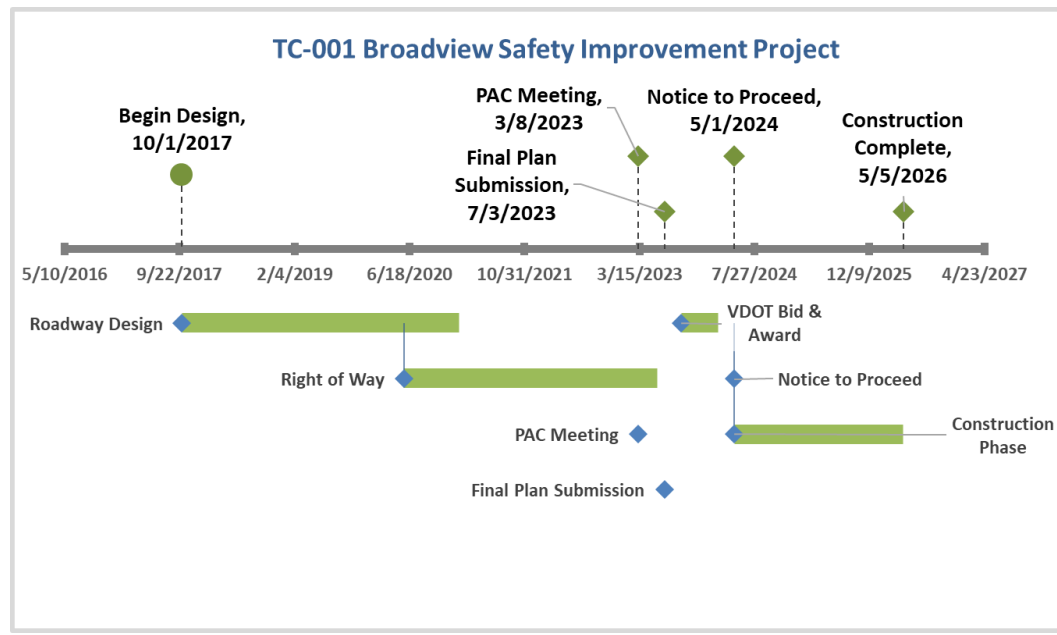


Project Name: TC-001 Broadview Safety Improvement

Project Objective: To improve safety and access management to businesses.

Project Status Update: VDOT has started the project and is on schedule to complete by May 2026.

PROJECT SCHEDULE			
Phase (Task)	Start	Finish	% Complete
Design	October 1, 2017	July 3, 2023	100%
Project Bid	July 3, 2023	February 21, 2024	50%
Construction	May 1, 2024	May 2026	0%
PROJECT BUDGET		PROJECT FUNDING SOURCE	
R/W	\$ 2,032,481.00	General Fund	\$ 1,488,000.00
Design	\$ -	VDOT	\$ 6,363,893.00
Construction	\$ 5,819,412.00		

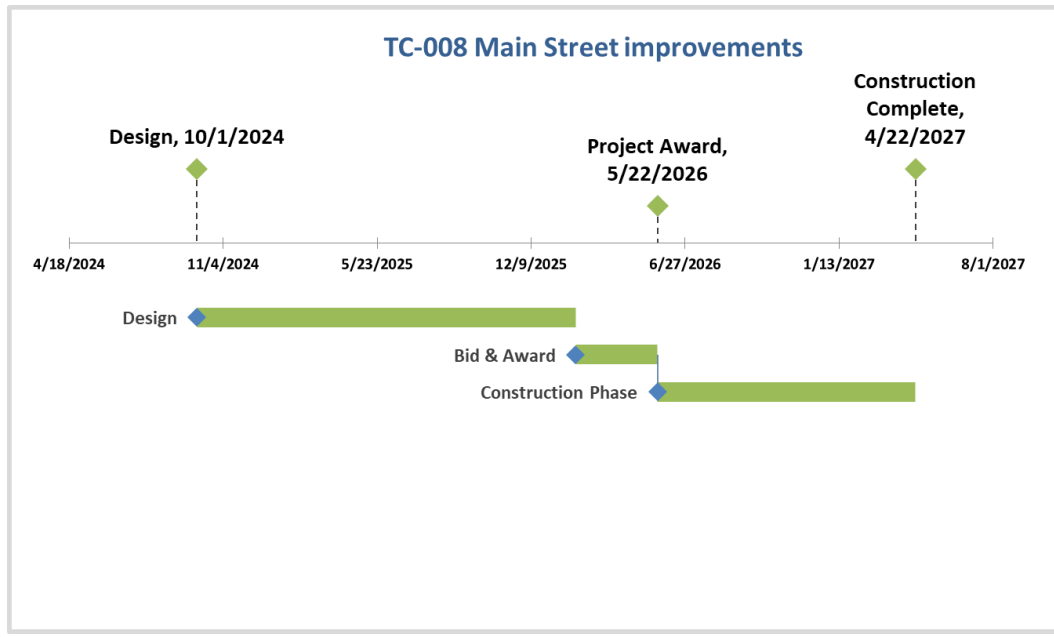


Project Name: TC-008 Main Street Improvements

Project Objective: Town's Main Street Improvements project will enhance the crosswalks and sidewalks.

Project Status Update: Designer has started working on the plans.

PROJECT SCHEDULE			
Phase (Task)	Start	Finish	% Complete
Design	October 1, 2024	February 5, 2026	0%
Project Bid	February 5, 2026	May 22, 2026	0%
Construction	May 22, 2026	April 22, 2027	0%
PROJECT BUDGET		PROJECT FUNDING SOURCE	
Design	\$ 146,003.00	General Fund	\$ 448,002.00
Construction	\$ 1,843,614.00	VDOT	\$ 807,308.00
		Debt	\$ 734,307.00

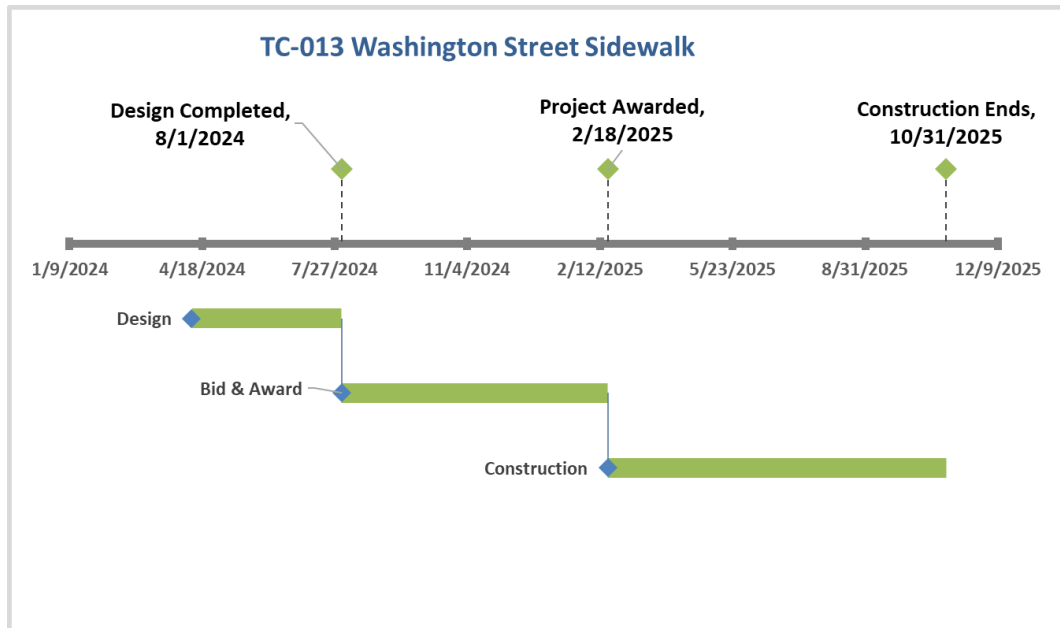


Project Name: TC-013 Washington Street Sidewalk

Project Objective: This section of sidewalk will connect the Greenway with Green Street and provide increased walkability.

Project Status Update: Project will be bid out by middle of January 2025 and under construction by April 2025

PROJECT SCHEDULE			
Phase (Task)	Start	Finish	% Complete
Plan Revision	April 10, 2024	August 1, 2024	100%
Project Bid	January 16, 2025	February 18, 2025	75%
Construction	April 1, 2025	October 31, 2025	0%
PROJECT BUDGET		PROJECT FUNDING SOURCE	
Design	\$ 21,250.00	General Fund	\$ 510,287.00
Construction	\$ 489,037.00	VDOT	\$ -
		Debt	\$ -





The Town of Warrenton
P.O. Box 341
Warrenton, VA 20188
P (540) 347-1101
F (540) 349-2414

January 2025 Road Conditions Report



VDOT State of Good Repair

- **VDOT State of Good Repair Program- Local Pavement Program**
 - 100% funding from VDOT via FHWA
 - ADA Ramps upgraded to present standards
 - Mill and overlay deteriorated streets
- **VDOT SGR 2023**
 - **VDOT awards the Town \$598,723.49 of SGR Funds to paving the following routes:**
 - Falmouth Street- from Falmouth Court to Main Street
 - Main Street- from Falmouth Street to Alexandria Pike
 - Alexandria Pike- from Main Street to Old Alexandria Pike
 - Scheduled to be paved once Main Street Improvement is completed in early 2026
- **VDOT SGR 2025 application**
 - Broadview Avenue- from Roebling Street to Town Limits
 - Blackwell Road- from Lee Highway to Walker Drive
- **VDOT CTB Requirements**
 - CTB FY-2029 Goal
 - 82 % of Arterial Streets need a CCI score of 60 or greater
 - 75 % of Collector Streets need a CCI score of 60 or greater

Pavement Overlay and Sidewalk Replacement Plan

- **FY-25 Pavement Overlay Schedule**
 - FY-25 schedule completed in September 2024
 - Total Cost- \$758,703.01
- **FY-26 Pavement Overlay Schedule**
 - Award PO July 2025
 - Collector Routes
 - Beacon Road
 - Blue Ridge Street
 - Dover Road
 - Norfolk Drive
 - Piedmont Street

- Short Street
- Fix broken curbs and sidewalks on proposed routes
 - Estimate 35% to 40% replacement
- Sidewalk Repairs- Spring 2025
- Asphalt placement- Completed before July 1, 2026
- Estimated Funding Request- \$450,000.00

➤ **Pavement Evaluation**

- Forecast future funding demands
- Spring 2024 evaluate Poor and Fair Roadways
- Start Planning for FY-27 Pavement Overlay and Sidewalk Replacement

➤ **Current Pavement Conditions**

Current Road Conditions (3rd Quarter 2024)						
Arterial Routes				Collector Routes		
Condition	Lane Miles	Percentage		Condition	Lane Miles	Percentage
Good	10.2	30.3%		Good	12.8	27.0%
Satisfactory	7.1	21.5%		Satisfactory	14.3	21.7%
Fair	9.6	18.0%		Fair	15.2	28.3%
Poor	5.9	30.2%		Poor	23.8	23.0%
Total Lane Miles	32.8			Total Lane Miles	66.1	

➤ **Town Current CCI Score**

- Arterial Street- 64.3
- Collector Street- 68.3

Sidewalk Construction

➤ **Fauquier Road**

- Started Preliminary Engineering on September 28, 2023
- Survey work completed by end of October 2023
- Concept Plan completed December 2023
- Public Comment
- 30% Design completed by end of 2024
- Submit for VDOT Revenue Share funding in FY-25

- **Haiti Street**
 - Estimated Bid: Mid-August 2024
 - Construction Start: December 2024
 - Completion: January 2025
- **Main Street**
 - VDOT Agreement: October 2024
 - Start Design: November 2024
- **Washington Street**
 - Estimated Bid: January 2025
- **Waterloo Street**
 - Estimated Construction: After Oak View Bank and Broadview is completed
- **Future Sidewalks in planning stage**
 - Gay Road
 - Foxcroft Road
 - Academy Hill Road

Transportation & Safety Improvements

- **Courthouse Square**
 - Install new traffic pattern: Fall 2024
- **Culpeper Street**
 - Install new pavement markings in December 2024 as a traffic calming measure

Quarterly Report

HUMAN CAPITAL

Department



Town Council Meeting Date: February 13th, 2024.

Second Quarter FY-2023: October, November, December

Please accept this as the quarterly report for the **Human Capital** department

Department introduction:

The Human Capital (HC) department delivers innovative HC programs and services that are designed to support the Town's most valuable asset, our employees, as well as the Town Council's objectives and initiatives. Furthermore, one of HC's main objective is to empower Town employees to contribute to the Town and its residents at optimum levels that will pave the way towards success by meeting the Town residents, Town Manager, and Town Councils overall initiatives. In alignment with our Town policies and objectives, HC's purpose is to deliver thought and servant leadership that meets the needs of our employees (current and prospective). To achieve maximum efficiency and success, the HC department is broken into four pillars: Recruitment, Benefits, Cultivation, Governance. We support and encourage our employee's personal and professional growth through individual learning opportunities, wellness initiatives, and other Town sponsored activities and programs.

Commendable Achievements:

- Dennis Merz & Kasey Braun obtained CPR/First Aid certification
- Dennis Merz obtained his OSHA 10 certification
- Hosted a successful Employee Events: Pumpkin Painting Contest, Holiday Luncheon, Holiday Door Decorating Contest
- Dennis Merz & Kasey Braun attended the October Quarterly VRSA Roundtable Session

Project Progress:

HC has been continuously reviewing and updating programs processes and procedures that will build a stronger foundation for the Town's retention programs which are aligned to meet and adhere to the Town Manager and Town Council's strategic initiatives. Some of the programs that have been updated and are in progress of enhancements or development include:

- Redesigned performance review program documents to align to the Town's Excellence in Action initiatives, streamline program process and procedures, and

incorporate a more professional development & succession plan within the program initiatives.

- Advance the risk & safety programs through departmental training and collaboration efforts.
 - This includes installation of Stop the Bleed Kits and First Aid/CPR kits throughout Town facilities.
 - This includes scheduling opportunities for employees on Stop the Bleed, Active Shooter, Manager Training, Confined Spaces, and many more upcoming opportunities to align to our Town's safety program.
- Maintaining a hiring and recruiting program to include enhancement of onboarding program initiatives.
 - This includes the creation of Launchpad: Town of Warrenton New Hire Onboarding Program.
- Leadership Commitment to pursuing Excellence in Action through Town-wide dedicated engagement and retention efforts.
 - This includes monthly Town Wellness Connection committee meetings to discuss Town-wide benefit programs with employees.
- Streamlining of HC employee advocacy programs, such as employee relations and professional development processes and procedures.
 - Health & Financial wellness: This includes continuation of building partnerships with CommonHealth and local organizations around Town/County.
- Continuous review of internal policies and procedures that foster an inclusive and diverse workforce.
 - This included updating the Town of Warrenton Grievance Process to align with current legal guidance and updates in employment law since the last revision
- Collaborating with HC and Risk vendors, the enhancement of employee programs, such as VRSA and Workers Compensation.
- Continuous collaboration with Fauquier County HR and Risk Management teams on building upon HC programs (benefits, facilities, etc.) and training programs partnerships.
 - This includes the partnership with the Wellness Center. The Town is now able to utilize the Wellness Center for DOT and Non-DOT, which is beneficial in ensuring we are following applicable policies and/or CDL regulations.

Charts and information:**Data:**

FY25	Quarter 2 2024		
	31-Oct	30-Nov	31-Dec
TOTAL # of EEs	287	289	291
Total Headcount - Full Time	134	136	137
# Hires	2	3	2
# Voluntary Sep	4	1	1
# Involuntary Sep.	0	0	0
# Voluntary Turnover %	2.96%	0.74%	0.73%
# Involuntary Turnover %	0.00%	0.00%	0.00%
Total Headcount - Part Time	153	153	154
# Hires	4	1	2
# Voluntary Sep	2	1	1
# Involuntary Sep.	0	0	0
# Voluntary Turnover %	1.32%	0.65%	0.65%
# Involuntary Turnover %	0.00%	0.00%	0.00%

*Total Numbers does not include ARB, PC, or TC

Top 3 Reasons for Resignations/Terminations

1. Compensation
2. Performance
3. Work/Life Balance (mainly PT)

Quarterly Report

Department

Town Council Meeting Date: February 11, 2025

Second Quarter: October, November, December



Please accept this as the quarterly report for the Office of Emergency Management

Department Introduction:

The Warrenton Office of Emergency Management (OEM) is dedicated to safeguarding our community by preparing for, responding to, and recovering from emergencies. We work tirelessly to mitigate risks, coordinate resources, and ensure the well-being of our residents during times of crisis.

- Our mission is to build a resilient community through effective emergency planning, preparedness, response, and recovery efforts. We achieve this by:
- Developing and maintaining comprehensive emergency plans
- Conducting regular training exercises and drills
- Establishing strong partnerships with local, state, and federal agencies
- Providing timely and accurate information to the public
- Promoting individual and community preparedness

We are committed to serving our community and will continue working diligently to make Warrenton safer for all.

Commendable Achievements:

The acrid smell of smoke still clung to the air around the Waterloo Street Apartments, even days after the blaze on November 8th. For the residents, the world had been turned upside down in a matter of terrifying hours. But amidst the chaos and loss, a different story began to unfold – a story of community, resilience, and the power of preparedness. As the flames flickered and died, the wheels of the local emergency management program whirled into action. Almost as quickly as the fire trucks had arrived, so too did the Red Cross, offering warm blankets, hot meals, and a comforting presence to those who had lost everything. The Building Official and Fire Marshal's team, clad in their hard hats, meticulously surveyed the damage, working tirelessly to determine which apartments were salvageable and which were beyond repair. The process was long and arduous, but their presence offered a glimmer of hope amidst the devastation.

Then, just as the town was preparing for the festive cheer of Christmas Eve, disaster struck again. This time, it was the Moffet Manor Apartments that fell victim to a devastating fire. The timing couldn't have been worse. Families were preparing for celebrations, not grappling with the loss of their homes. But, like a well-oiled machine, the emergency management program sprang into action once more. The response mirrored the Waterloo Street incident: swift activation, immediate Red Cross support, and the steady presence of the Building Official and Fire Marshal's team. The Christmas Eve fire, though heartbreaking, served as a stark reminder of the importance of the program. It was a testament to the countless hours of planning, training, and dedication that went into building a system capable of responding effectively to such crises. In the aftermath of both fires, the community rallied together, offering support and a helping hand to their displaced neighbors. While the scars of the fires remained, so too did the stories of resilience, community spirit, and the invaluable role of a well-prepared emergency management program. These incidents, though tragic, underscored the vital importance of such programs in minimizing suffering and facilitating recovery in the face of disaster.

The EMC responded to sixteen incidents during this reporting period. A summary is listed in this report.

Staff Training & Certifications:

The Emergency Management Coordinator has enrolled and has been completing the FEMA National Disaster & Emergency Management University. The EMC will be graduating from this program in the next reporting cycle.

1) Project Progress:

- A. **Emergency Operations Plan (EOP)** – The town adopted an EOP in 2022 and its next update is due in 2026. The EMC will be reviewing the EOP as part of its annual review to ensure it is up to date.
- B. **Continuity of Operations Plan (COOP)** – The COOP has undergone a full update since August and is currently out for review with legal and VDEM.
- C. **Hazard Mitigation Plan (HMP)** – The EMC attended four meetings with the RRRC regarding the HMP 2024 update. One of these meetings was an open public forum at the Culpeper County Fieldhouse. The HMP is in the final stages of review prior to it being submitted to FEMA for review and approval. Once this is complete it will be brought back to the localities for adoption at the local level.
- D. **Emergency Procedures Guide (EPG)** – OEM is has finalized the EPG to release to all town employees. The EPG covers all hazards of emergencies and will guide staff in the “What Do I Do?” of an emergency or hazardous incident.
- E. **Dam Planning** – The EMC is reviewing the Dam EOP in preparation for a tabletop exercise. This exercise is required to obtain our full operator's permit.
- F. **Virginia Department of Emergency Management (VDEM)** – The EMC has met monthly with our VDEM state partners and continues to build a collaborative EM program with the state partners
- G. **Elections 2024** – The Fauquier County Sheriff's Office formed an Election Security Working Group to start discussions about the upcoming November elections. This working group is comprised of officials from all Fauquier / Warrenton public safety agencies, VDEM, VDOT, and the Registrar of Fauquier. This working group successfully monitored the elections and had minimal issues with the election process.
- H. **Town / County Emergency Management** – The town and county EM's met three times to discuss topics between agencies.

Incident Response Summary

Incident Number	Date	Incident Brief
25-001	29-Aug	Power Outage and Generator Failure to Start at a Healthcare Facility
25-002	29-Aug	Severe Thunder Storm & Flash Flood
25-003	30-Aug	Hydraulic Oil Spill on Roadway
25-004	4-Sep	Vehicle Struck Utility Lines
25-005	6-Sep	Inside Gas Leak - Residential
25-006	10-Sep	Auto Accident involving a Towed Vehicle
25-007	12-Sep	Auto Accident involving a School Bus
25-008	12-Sep	Graffiti Damage Involving Critical Infrastructure - Utilities
25-009	16-Sep	Deceased Person
25-010	17-Sep	Vehicle Struck Utility Lines
25-011	17-Sep	Tree & Downed Utility Lines
25-012	18-Sep	Roadway Hazard - VDOT Broadview Project
25-013	20-Sep	Outside Gas Leak - General Area of Winchester St & John E. Mann
25-014	20-Sep	Outside Gas Leak - Highland School
25-015	24-Sep	Unknown Odor involving Critical Infrastructure - Utilities
25-016	24-Sep	Structure Fire - Multi-Family
25-017	25-Sep	Auto Accident involving a Pedestrian
25-018	25-Sep	Auto Accident - Traffic Incident Secondary Accident
25-019	27-Sep	Residential Flooding - Storm Related
25-020	27-Sep	Sanitary Sewer Overflow - Storm Related
25-021	1-Oct	Mutual Aid Culpeper County / Arrived to Find- Auto over Embankment
25-022	1-Oct	Trees & Wires Down
25-023	1-Oct	Water Plant Power Failure
25-024	1-Oct	Tree Downed in Roadway
25-025	4-Oct	Inside Gas Leak - Residential
25-026	14-Oct	Tree Downed in Roadway
25-027	16-Oct	Auto Collision
25-028	16-Oct	Mutual Aid Culpeper County - Multiple Vehicle Rollover with Ejection & CPR In-Progress
25-029	17-Oct	Auto Collision with Entrapment
25-030	8-Nov	Commercial Structure Fire - Multi-Family Dwelling
25-031	9-Nov	Outdoor Fire & Trespassing on Critical Infrastructure
25-032	18-Nov	Haz-Mat @ Educational Institution
25-033	Voided	Voided Report - Skipped
25-034	6-Dec	Structure Fire - Detached Garage
25-035	23-Dec	Structure Fire - Commercial Brewery
25-036	24-Dec	Structure Fire - Institutional - Age Restricted Facility

Attachments

- A. Town Hall Emergency Procedures Guide
- B. Town Hall EPG One-Sheet



Emergency Procedures Guide

Town Building:

TOWN HALL
21 MAIN STREET

TABLE OF CONTENTS

Emergency Planning at the Town of Warrenton	3
Emergency Preparedness Training.....	4
Emergency Numbers	5
Dialing 9-1-1	5
Emergency Procedures	6
Active Attackers and Violent Incidents.....	6
Bomb Threat.....	10
Bomb Threat Checklist	12
Earthquake	13
Fire / Explosion	15
Hazardous Materials Response.....	17
Infrastructure Failure.....	18
Medical Emergency	19
Missing Child or Vulnerable Adult.....	20
Severe Weather	21
Suspicious Object, Odor, or Person.....	22
Tornado	24
AED Locations & Evacuation Plans.....	26



EMERGENCY PLANNING – TOWN OF WARRENTON

Per Chapter 20 of the Town of Warrenton’s local ordinances, the Emergency Management Coordinator shall serve as the deputy director and coordinator emergency management and shall have such powers as outlined in the Commonwealth of Virginia Emergency Services and Disaster Law of 2000. The Emergency Management Coordinator coordinates the overall emergency planning process for the Town of Warrenton using the four Phases of Emergency Management framework (mitigation, preparedness, response, and recovery) and an all-hazards approach.

EM provides strategic guidance with three primary types of plans:

1. The Emergency Operations Plan (EOP) guides overarching emergency response to incidents that may occur within the jurisdictional authority of the Town of Warrenton, to including all buildings and properties therein.
2. The Emergency Procedures Guide (EPG) which is based at the building level providing immediate action measures for life safety during an incident.
3. The Continuity of Operations Plan (COOP) providing the basis for continuity actions while establishing a framework of procedures for addressing short-term or extended disruptions that could occur individually or in any combination.

Each plan is a tool to increase the Town’s resiliency and improve the Town’s ability to prepare for, respond to, and recover from an incident.

The development of an EPG is an integral part of the Town’s emergency management system. An EPG will be used as the basis for town-wide preparedness, response, evacuation, and shelter-in-place actions. The EPG outlines the actions that personnel in a department will take in response to an incident. A well-developed EPG reduces the impact of incidents on people, property, and departmental functions.

Town of Warrenton Emergency Management Contact Information:

IN CASE OF EMERGENCY, CALL 911

FOR NON-EMERGENCIES AND AFTER BUSINESS HOURS

Phone 540-680-9538

Email jswitzer@warrentonva.gov



EMERGENCY PREPAREDNESS TRAINING

Training is an integral part of the safety program for your department and building. Employees should be aware of the information located within the Departmental Emergency Procedures Guide (EPG).

EMERGENCY PROCEDURES AWARENESS

It is the responsibility of each Department to ensure all their employees are familiar with the emergency procedures. General training should be a part of onboarding for new employees, and all employees should review the EPG on a regular basis. This includes:

- Awareness of the emergency procedures,
- A physical tour of evacuation route/s
- Building evacuation location(s)
- Location of first aid, stop the bleed, and AED(s)
- Unique building circumstances

EMERGENCY NUMBERS

EMERGENCY RESPONSE		
Town of Warrenton Police Department		9-1-1
Fauquier County Sheriff's Office		9-1-1
Fauquier County Department of Fire, Rescue, & Emergency Management		9-1-1
NON-EMERGENCY		
Police Department	Non-Emergency Number	(540) 347-1100
Emergency Management	Point of Contact: Johnny Switzer	(540) 630-9538
Facilities Management	Point of Contact: Johnny Switzer	(540) 630-9538
Public Works		(540) 347-1858
Public Utilities		(540) 347-1103
Information Technology	Point of Contact: Jonathan Stewart	(540) 347-1101 [115]
Fauquier County Emergency Communications Center	Non-Emergency Number	(540) 347-3300

DAILING 9-1-1

Dial 911 from your cell phone or office phone when you need Police, Fire, or Emergency Medical Services.

- Tell the dispatcher your location, and provide the exact address or building, if possible.
- State the nature of the emergency (describe clearly and accurately).
- Give your full name and the telephone number from which you are calling, in case you are disconnected.
- Remain calm and do not hang up as additional information may be needed.
 - If possible, have someone else or yourself meet emergency personnel outside of the building.



EMERGENCY PROCEDURES

ACTIVE ATTACKERS & VIOLENT INCIDENTS

Description

Violent incidents, including but not limited to active attackers, acts of terrorism, or other incidents of violence, can occur in Town buildings or on Town property with little or no warning. The Warrenton Police Department deploys law enforcement response procedures to contain and terminate such threats as quickly as possible. The following response actions will enable you to take appropriate protective actions for yourself. The following response actions are intended for incidents that are of an emergent nature (i.e., imminent or in progress).

Immediate Action

- **AVOID:** Evacuate if a safe route is available
- **DENY:** If it is unsafe to escape, hide in an area of view
 - Lock the door; block entry; stay behind solid objects away from the door
 - Turn off lights and computers; silence cell phones and other electronic devices
- **DEFEND:** Prepare to defend yourself if necessary
- **Call or text 911** when it is safe for you to do so

Secure the Immediate Area

Whether in a conference room, breakroom, office, or restroom:

- Lock or barricade the door, if able.
 - Block the door using whatever is available – desks, tables, file cabinets, other furniture, etc.
- After securing the door, stay behind solid objects away from the door as much as possible.
- If the assailant enters your room and leaves, lock or barricade the door behind them.
- If it is safe for you to do so, allow others to seek refuge with you.

Protective Actions

Take appropriate steps to reduce your vulnerability:

- Close blinds



- Blow windows
- Turn off radios, speakers, and computer monitors
- Silence cell phones and other electronic devices
- Remain calm and quiet – encourage others to do the same
- After securing the room, people should be positioned out of sight and behind items that might offer additional protection – walls, desks, file cabinets, bookshelves, etc.

Unsecured Areas

If you find yourself in an open area, immediately seek protection:

- Put something between you and the assailant
- Consider trying to escape, if you know where the assailant is and there appears to be an escape route immediately available to you
- If in doubt, find the safest area available and secure it the best way you can

Call 911

Emergency situations should be reported to law enforcement by dialing 911. You may hear multiple rings – stay on the line until it is answered; do not hang up. Be prepared to provide the 911 operator with as much information as possible:

- What is happening
- Where you are located – building name, address, room number
- The number of people at your specific location
- Injuries, if any – number and type
- Your name and other information as requested

Try to provide information in a calm, clear manner so that the 911 operator can quickly relay your information to responding law enforcement and emergency personnel.

What to Report

Try to note as much as possible about the assailant, including:

- Specific location and direction
- Number of assailants
- Gender, race, and approximate age
- Language or commands used by assailant(s)
- Clothing color and style
- Physical features – height, weight, facial hair, glasses, etc.
- Type of weapons – handgun, rifle, shotgun, knife, explosives, etc.
- Accessory descriptions – ballistic vests, backpacks, bags, hats



- Do you recognize the assailant?
- Do you know their name?
- What did you hear? – explosions, gunshots, shouting, etc.

Treat the Injured

The 911 operator will notify law enforcement and other emergency services personnel. Emergency medical services personnel will respond to the site but will not be able to enter the area until it is secured by law enforcement. You may need to treat the injured with basic first aid until the area is secure.

- For bleeding: apply pressure and elevate. Many items can be used for this purpose – e.g., clothing, paper towels, feminine hygiene products, newspapers, etc.
- Reassure those in the area that help will arrive – try to stay quiet and remain calm.

Un-securing the Area

- The assailant may not stop until their objectives have been met or until engaged and neutralized by law enforcement.
- Always consider the risk exposure by opening the door for any reason.
- Attempts to rescue people should only be made if it can be done without further endangering the persons inside of a secured area.
- Be aware that the assailant may bang on the door, yell for help, or otherwise attempt to entice you to open the door of a secured area.
- If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured.

Law Enforcement Response

The Warrenton Police Department will immediately respond to the area assisted by other local and State law enforcement agencies if necessary. Know that help is on the way. It is important for you to remember the following:

- Remain inside the secure area.
- Law enforcement will locate, contain, and stop the assailant.
- The safest place for you to be is inside a secure room.
- The assailant may not flee when law enforcement enters the building, but instead may target arriving officers.

Injured Persons

Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized and the area is secure. It is important for you to remember the following:

- You may need to explain this to others in order to have them remain calm.



- Once the threat is neutralized, officers will begin treatment and evacuation.

Evacuation

Responding officers will establish safe corridors for persons to evacuate. It is important for you to remember the following:

- This may be time consuming.
- Remain in secure areas until instructed otherwise.
- You may be instructed to keep your hands on your head or hands visible.
- You may be searched.
- You may be escorted out of the building by law enforcement personnel; follow their directions.
- After evacuation, you may be taken to a staging or holding area for medical care, interviewing, counseling, etc.
- Once you have been evacuated, you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene.

Decision

Assistance from local and state law enforcement agencies will be provided under existing mutual aid agreements. The decision to call in outside supporting agencies, to temporarily suspend services, or close Town buildings will be made by the Town Manager, Emergency Management Coordinator, Chief of Police or their designee and other appropriate individuals of the Town Administration. Information will be released to the Warrenton community as quickly as circumstances permit.



BOMB THREAT

Description

A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. Please DO NOT attempt to notify or evacuate an entire building as this could consume valuable time that would be better used to gather important information. Please keep in mind that the vast majority of bomb threats are false and are primarily intended to elicit a response from the building occupants. In the case of a written threat, it is vital that the document be handled by as few people as possible, as this is evidence that should be turned over to the Warrenton Police Department. If the threat should come via e-mail, make sure to save the information on your computer. Most bomb threats are transmitted over the telephone; thus, the following instructions are provided with that assumption.

Immediate Action

- Remain calm and if able, please refer to the Telephone Bomb Threat Checklist on the next page.
- If applicable, pay attention to your telephone display and record the information shown in the display window.
- The objective is to keep the caller on the line as long as possible to attempt to gather as much information as possible. Try not to anger the caller at any time.
- While engaging the caller, pay attention to any background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.).
- Note any characteristics of the caller's voice (gender, age, education, accent, etc.).
- Attempt to obtain information on the location of a device (building, floor, room, etc.).
- Attempt to obtain information on the time of detonation and type of detonator.
- Immediately after the caller has ended the call, notify the University Police Department at 911.
- If the threat was left on your voicemail, do not erase.
- Notify the immediate supervisor within your work area.



Decision

The decision to evacuate a Town facility shall be made after a thorough evaluation of the information available, including but not limited to:

- Nature of the threat,
- Specificity of location and time of detonation,
- Circumstances related to the threat (i.e. political climate, series of events leading to the threat, etc.), and
- Discovery of a device or unusual package, luggage, etc.

The police will dispatch a search team and will organize the search. Other emergency units will be alerted to the threat and asked to stand by for further instructions. Persons leaving the building should report to a specified location for further instructions.

BOMB THREAT CHECKLIST

Date:		Time Call Received:		Time Call Terminated:	
Number Call Received From:				Who Received Call:	
Exact Wording of the Threat:					

WHEN POSSIBLE, ASK THE CALLER THE FOLLOWING QUESTIONS:

<i>"When is the bomb going to go off?"</i>	<i>"Where is the bomb right now?"</i>	<i>"What does it look like?"</i>
<i>"What kind of bomb is it?"</i>	<i>"What will cause it to explode?"</i>	<i>"What is your name?"</i>
<i>"Did you place the bomb?"</i>	<i>"Why?"</i>	<i>"What is your address?"</i>
<i>"Is there a special way to identify the bomb?"</i>		<i>Other Information Provided by Caller:</i>

DESCRIBE THE CALLER'S VOICE:

<input type="checkbox"/> Calm	<input type="checkbox"/> Lisp	<input type="checkbox"/> Slow	<input type="checkbox"/> Clearing Throat
<input type="checkbox"/> Laughter	<input type="checkbox"/> Deep	<input type="checkbox"/> Distinct	<input type="checkbox"/> Cracked
<input type="checkbox"/> Stutter	<input type="checkbox"/> Excited	<input type="checkbox"/> Familiar	<input type="checkbox"/> Soft
<input type="checkbox"/> Nasal	<input type="checkbox"/> Normal	<input type="checkbox"/> Accent	<input type="checkbox"/> Slurred
<input type="checkbox"/> Angry	<input type="checkbox"/> Fast	<input type="checkbox"/> Ragged/Raspy	<input type="checkbox"/> Loud
<input type="checkbox"/> Crying	<input type="checkbox"/> Disguised	<input type="checkbox"/> Deep Breathing	<input type="checkbox"/> Other

DESCRIBE THE CALLER'S LANGUAGE:

<input type="checkbox"/> Understandable	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Irrational
<input type="checkbox"/> Taped Message	<input type="checkbox"/> Foul Language	<input type="checkbox"/> Message Read by Threat Maker

Remarks:

DESCRIBE AMBIENT (BACKGROUND) NOISE:

<input type="checkbox"/> Street Noises	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> House Noises	<input type="checkbox"/> Office Noises
<input type="checkbox"/> Machinery	<input type="checkbox"/> Motors	<input type="checkbox"/> Voices / Music	<input type="checkbox"/> Clear



EARTHQUAKE

Description

Most injuries occur when people inside buildings try to move to a different location in the building or try to leave. The area near the exterior walls of a building is the most dangerous place to be. Windows, facades, and architectural details are often the first parts of the building to collapse. To stay away from this danger zone, stay inside if you are inside and outside if you are outside. Injuries can be avoided if you drop to the ground before the earthquake drops you.

Immediate Action

If you are indoors:

- Stay inside until the shaking stops.
- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there is not a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- If you are in bed when the earthquake strikes, stay there. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- Do not use the elevators.

If you are outdoors:

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, drop to the ground and stay there until the shaking stops.

If you are in a moving vehicle:

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.



- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

Decision

After the shaking has stopped, evaluate your surroundings:

- Look for safety hazards such as fire, smoke, smell of gas or fumes, dangerous debris, or obvious structural damage.
- Look for injured or trapped persons.
- If you are in a building and there are no obvious hazards, do not evacuate.
- If the structural integrity of your building is compromised or your surroundings are hazardous, evacuate. Use the stairs.
- Determine if emergency responders are needed. If yes, call 911.
- Determine if the building needs to be evaluated for damage. If yes, contact Emergency Management at **(540) 680-9538**. Emergency Management will deploy personnel for damage assessments.

Subsequent Procedures / Information

Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.

- Take steps to account for people. Gather at designated building evacuation location and determine if everyone is present including employees and visitors.
- If the building was evacuated, there should be an assessment of the building to evaluate damage. Do not re-enter the building until this has been completed.
- Listen to a battery-operated radio or television for the latest emergency information.
- Use the telephone only for emergency calls.
- Stay away from the damaged areas unless your assistance has been specifically requested.
- Inspect your space for damage. Report damage to your supervisor.
- Open cabinets cautiously; beware of objects that can fall off shelves.
- Clean up spilled medicines, bleaches, gasoline, or other flammable liquids immediately if you are trained to do so. Leave the area and call 911 if you smell natural gas or fumes from other chemicals.



FIRE / EXPLOSION

Description

A fire may include visible flames, smoke, or strong odors of burning. An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. The appropriate emergency action is for persons to evacuate the building quickly and safely and notify the Fire Department by dialing 911.

Immediate Action

- Activate nearest fire alarm pull station.
- Evacuate; if smoke is present, stay low to the floor.
- Watch out for falling debris; take cover and protect head.
- If you become trapped, tap on a wall or pipe to alert rescuers.
- Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.
- Call 911 when it is safe for you to do so.

For Occupants of the Building

- Close, but do not lock the doors, to your immediate area as you leave.
- Evacuate the building via the nearest exit. If safe for you to do so, assist others in evacuating the building.
- Do not use elevators.
- As you evacuate, avoid smoke-filled areas.
- There are certain buildings, such as the Medical Center, that are defend in place buildings. If in doubt, ask your manager or professor if the building you are in is a defend in place building.

For Persons Evacuating from the Immediate Fire Area

- As you evacuate, feel door/s from top to bottom with the back of your hand. If it is hot, do not proceed; go back and try an alternative evacuation route.
- If the door is cool, crouch low and open the door slowly. Close door quickly if smoke is present so you do not inhale it.
- If no smoke is present, exit the building via the nearest stairwell or exit door.
- If you encounter heavy smoke in a stairwell, go back and try another stairwell



Decision

The responding Fire Department Incident Commander will control and make decisions at the scene of the fire. The Fire Department will decide when to turn control of the scene back to the Fire Marshal.

- The Fire Marshal will decide when it is safe to turn control of the scene back to the Facilities Manager.
- The re-entry of staff into a post-fire building will be made by the Fire Marshal in collaboration with Facilities Management and Risk Management .

HAZARDOUS MATERIALS RELEASE

Description

A hazardous materials incident may be a spill or release of chemicals, radioactive materials, or biological materials inside a building or to the environment. Minor hazardous materials spills may be managed locally by personnel who are trained and familiar with the materials. Environmental Health and Safety is available to provide guidance and support for minor hazardous materials incidents. A major hazardous materials incident constitutes an emergency situation that endangers life safety or the environment and requires assistance from emergency response agencies such as the fire department or regional hazardous materials response team. This section provides general instruction for major hazardous materials incidents.

Immediate Action

- Move away from the site of the hazard to a safe location.
- Call 911 when it is safe for you to do so.
- Alert others to stay clear of the area.
- Wait and provide information to emergency response personnel.

Decision

- Determine if emergency responders are needed.
- Determine if immediate hazards are under control and the situation is stabilized.
- Determine if the site can be reoccupied or if further remediation or repair is needed.

Decision Maker(s):

The decision to call for emergency assistance may be made by:

- A hazardous materials user involved in an incident,
- A person discovering an incident, and/or
- The resource or emergency unit receiving the call for assistance.

The decision that an incident is controlled and stabilized is made by the Incident Commander of the emergency response agency. Emergency agencies and units may request input for decision-making from Town resource units. After immediate hazards have been controlled and stabilized, the Incident Commander will transfer authority and responsibility to the appropriate Town authority.



INFRASTRUCTURE FAILURE

Description

It is understood that from time to time the Town of Warrenton may experience infrastructure problems that could disrupt normal operations or render the work site unsafe or uninhabitable, such as electricity, computer, heating and/or cooling systems, water, or telephone failures.

Immediate Action

- If a critical incident is experienced relating to voice, telephone, or computer systems, contact:
 - Jonathan Stewart, Information Technology Director
 - Phone: (540) 347-1101 ext. 115
 - Email: jstewart@warrentonva.gov
- If a critical incident is experienced related to water, contact:
 - Steven Friend, Public Utilities Director
 - Phone: (540) 347-1103
 - Email: sfriend@warrentonva.gov
- If a critical incident is experienced related to power, heating, and/or cooling systems, contact:
 - Johnny Switzer, Facilities Management
 - Phone: (540) 680-9538
 - Email: jswitzer@warrentonva.gov

Decision

The first responders will determine whether a critical incident exists and will report to the appropriate department heads. In the event that a critical incident exists, the Emergency Management Coordinator will notify the Town Manager and will convene the Emergency Operations Center as needed.



MEDICAL EMERGENCY

In the event of a serious injury or illness – call 911

Provide the following information to the dispatcher:

- Exact location of the victim,
- Call back information (your name and phone number) in case you are disconnected,
- Sex and approximate age of victim,
- Nature of injury or illness, and
- Pertinent medical history, if known

What to do until help arrives:

If a serious injury or illness occurs in a Town building or on Town property, immediately dial 911.

- Remain calm.
- If possible, send someone to meet emergency responders outside and direct them to the person's location.
- Keep victim still and comfortable. Do not move the victim unless the person is in immediate danger.
- Ask the victim, "Are you okay?" and "What is wrong?" Does the victim respond?
- Check breathing and check for a pulse. If there is no pulse and you have been trained, perform CPR or use an AED.
- Control serious bleeding by applying direct pressure to the wound.
- In case of a minor injury or illness, provide first aid care. Note the location of the first aid kits and the names of first aid/CPR trained personnel in your area. Individuals in each department or building are encouraged to obtain training in first aid/CPR/AED.

Public Access Automatic External Defibrillators (AEDs)

AEDs are located in all Town buildings. A map and a listing of public AED locations is located in the appendix of this manual:



MISSING CHILD OR VULNERABLE ADULT

Immediate Action

If someone approaches you with information that a child or vulnerable adult under their care is missing, follow these steps:

- Perform a quick search of the immediate area.
- Collect the following information about the missing individual:
 - Name
 - Age
 - Sex
 - Skin color
 - Hair color
 - Height
 - Weight
 - Clothing
 - Location last seen
 - Was the missing individual with anyone else?
 - Does the reporting party have any recent pictures of the missing individual readily available?
- Call 911.
- Explain the situation and relay the information that you have collected.
- Follow directions provided by law enforcement personnel.

If you encounter a child or vulnerable adult that seems to be lost or unsure of their surroundings, follow these steps:

- Talk to the individual to see if they are truly lost.
- Ask the individual for parent or caregiver contact information. If they can provide that information, then use it to contact the parent or caregiver.
- Call 911 if the individual is not able to provide you with contact information for a parent or caregiver, or if you do not make quick contact with a parent or caregiver.
- Stay with the individual until law enforcement personnel, a parent, or caregiver arrives. Do not remove the individual from that location unless you are in a dangerous place.

SEVERE WEATHER

Description

When severe weather conditions become apparent, the National Weather Service describes conditions by two classifications:

- A **WATCH** means weather conditions are favorable for the development of hazardous weather.
- A **WARNING** means hazardous weather is happening or is imminent.

If the National Weather Service issues a Severe Weather-Related Warning for the Town of Warrenton and/or Fauquier County, follow the steps below.

Immediate Action

- Move away from outside windows. If the windows in your offices are supplied with blinds, close the blinds (this will provide protection from broken glass).
- Remain calm.
- If directed to evacuate:
 - Take all items of value with you.
 - Use a route that is in the building interior and stay away from large expanses of glass and windows.
 - Use the stairwells rather than the elevators.
 - Do not return inside the building until advised by emergency response personnel that it is safe to do so.

Changes to Town Operations

As a general practice, the Town makes every effort to maintain its normal operation. However, the Town may decide to alter the start or close of operations during emergencies. Only the Town Manager has this authority.

The Town will announce full and partial modifications to its operations through various media sources. The Communications Manager will provide announcements to local television and radio stations to cover all day, evening, night, and weekend schedules.

Subsequent Procedures and Information

- Listen to weather-alert radios to stay informed of real-time traffic information, latest road reports, or listing of closed roads during a weather event.
- Also monitor commercial radio, television, and the Internet



SUSPICIOUS OBJECT, ODOR, OR PERSON

"If you see something, say something."

Suspicious Object

Immediate Action

1. Do not touch or disturb the object
2. Leave the immediate area of the object and dial 911
3. Report type of object and location to first responders.
 - a. Prepare to evacuate if instructed.

Suspicious Odor

Smell of Smoke or Gas

1. Activate the nearest fire pull station.
2. Evacuate the immediate area and dial 911
3. Report type of odor and location to first responders.
 - a. Prepare to evacuate if instructed.

Any Other Odor

1. Investigate, if possible and safe to do so.
2. If you do not know which utility service to contact, dial Facilities Management at **(540) 680-9538** (for non-emergency situations).

Suspicious Person

Signs of a Suspicious Person

- The signs of a suspicious person include but are not limited to:
- A person who does not belong gaining or trying to gain access to a restricted area,
- A person forcibly entering a locked vehicle or door,
- A person who photographs, videotapes, sketches, or asks detailed questions about infrastructure, or
- A person acting in an unusual manner or seems out of the ordinary.

Suspicious Person Response

- Dial 911 and provide the following information:
 - Area, Suspicious act, and Person description
- Do not let anyone into a locked room or building without proper authority.
- Do not engage in a confrontation with the person.
- Do not block the person's exit.

TORNADO

Description

When severe weather conditions occur in which tornadoes may develop, the National Weather Service describes conditions by two classifications:

- A **TORNADO WATCH** means weather conditions are favorable for tornadoes to develop in and near the watch area. During a tornado watch, staff should be alert to weather conditions.
- A **TORNADO WARNING** means that a tornado has been sighted or indicated by weather radar. There is imminent danger to life and property.

Immediate Action

- Remain calm.
- Go to an area of refuge.
 - Rooms and corridors in the innermost part of a building are the safest spaces.
 - Avoid windows and corridors with windows or large freestanding expanses of glass.
- There is no guaranteed safe place during a tornado. However, it is important to seek shelter in the best location to help minimize your exposure.
- Do not use elevators during a Tornado Warning.
- Persons with mobility concerns should go to an area of refuge at the time of a Tornado Watch. Do not wait for a Tornado Warning.
- Close all doors, including main corridors. Make sure all doors latch.
- Crouch near the floor or under heavy, well-supported objects and cover your head.
- If outside, lie down in a low-lying ditch and cover your head.
- Be alert for fire. In the event of a fire, follow the recommendations from the Fire / Explosion Section of the Emergency Procedures Guide.

Decision

If a tornado impacts any Town of Warrenton building, the decision to return to your workspace or vacate the affected building(s) will be made by the Town Manager or their designee in consultation with the Emergency Management Coordinator, Facilities Management, and Building Official.



Subsequent Procedures / Information

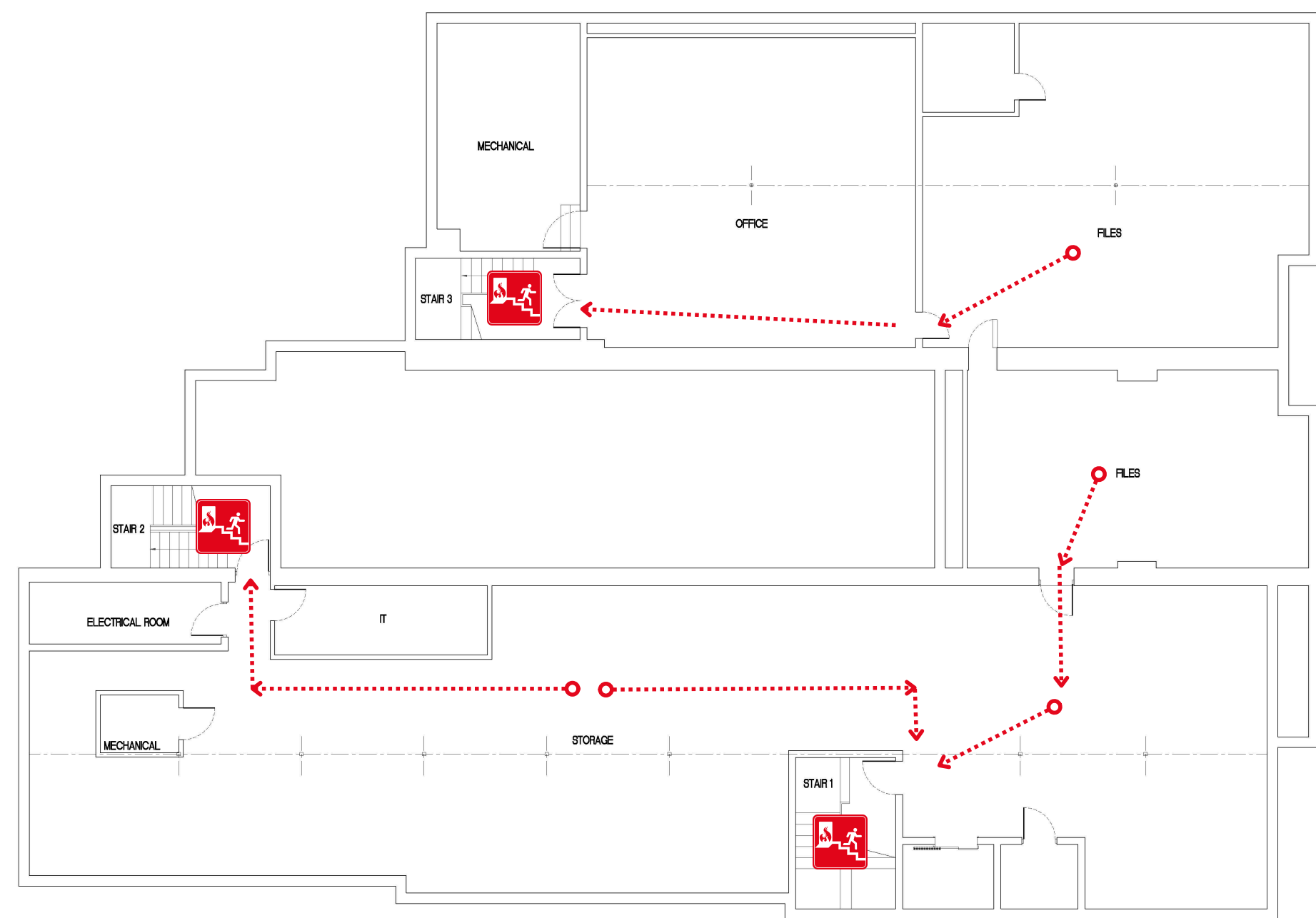
Your first concern after an emergency is your health and safety.

Aiding the Injured

- Check for injuries and call 911 if medical help is needed.
- Do not attempt to move seriously injured persons unless they are in immediate danger of death or further injury.
- If you must move an unconscious person, first stabilize the neck and back, then call for help.

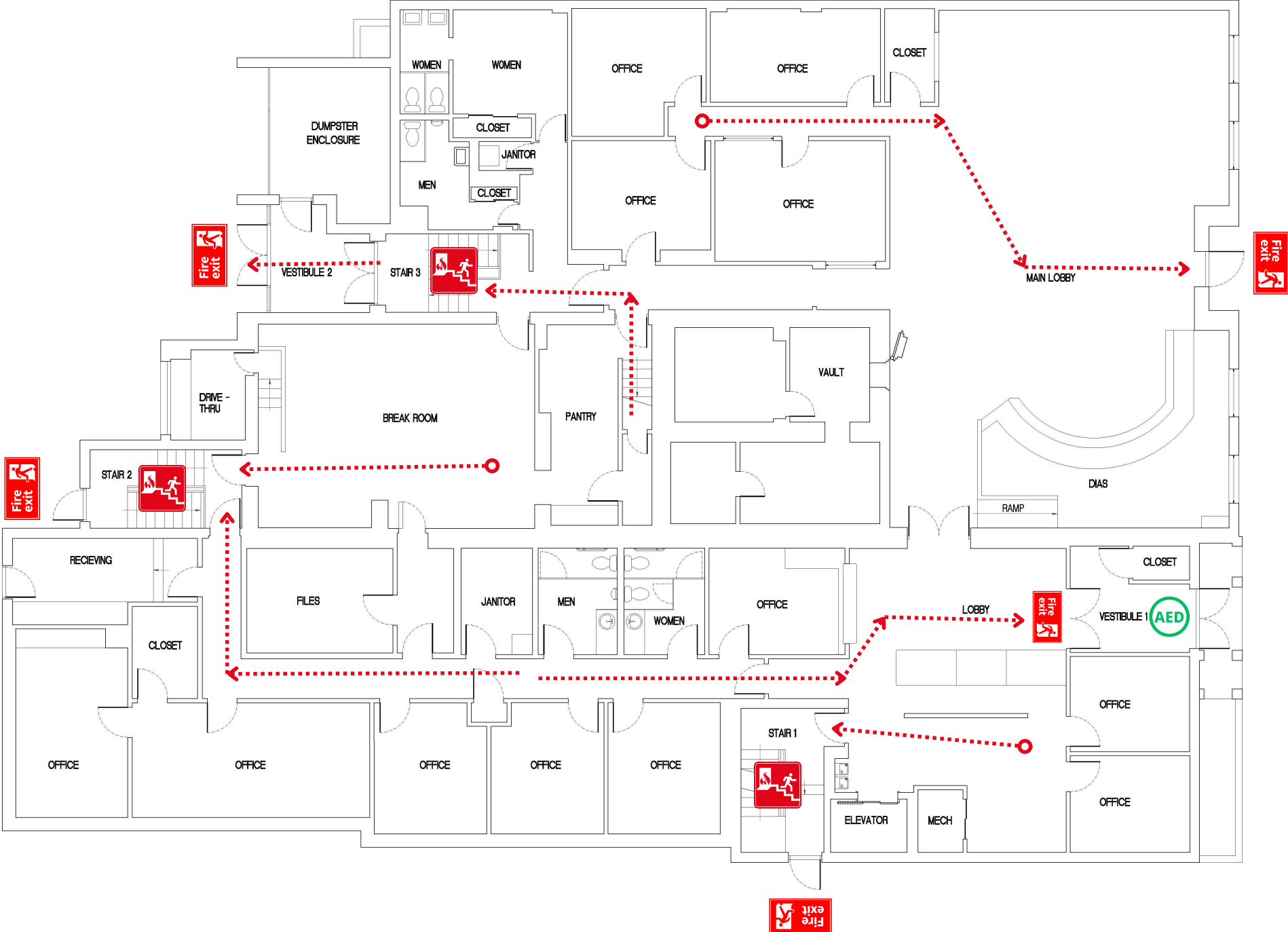
Safety Issues

- Be aware of new safety issues created by the tornado. Watch for debris, leaking hazardous materials, gas leaks, broken glass, damaged electrical wiring, and injured animals.
- Inform local authorities about health and safety issues, including chemical spills, downed power lines, smoldering insulation, and dead animals.



BASEMENT FLOOR PLAN
SCALE: 3/8" = 1'-0"

TOWN OF WARRENTON 21 MAIN STREET WARRENTON VIRGINIA 20186
DATE: 08-12-2020
A1

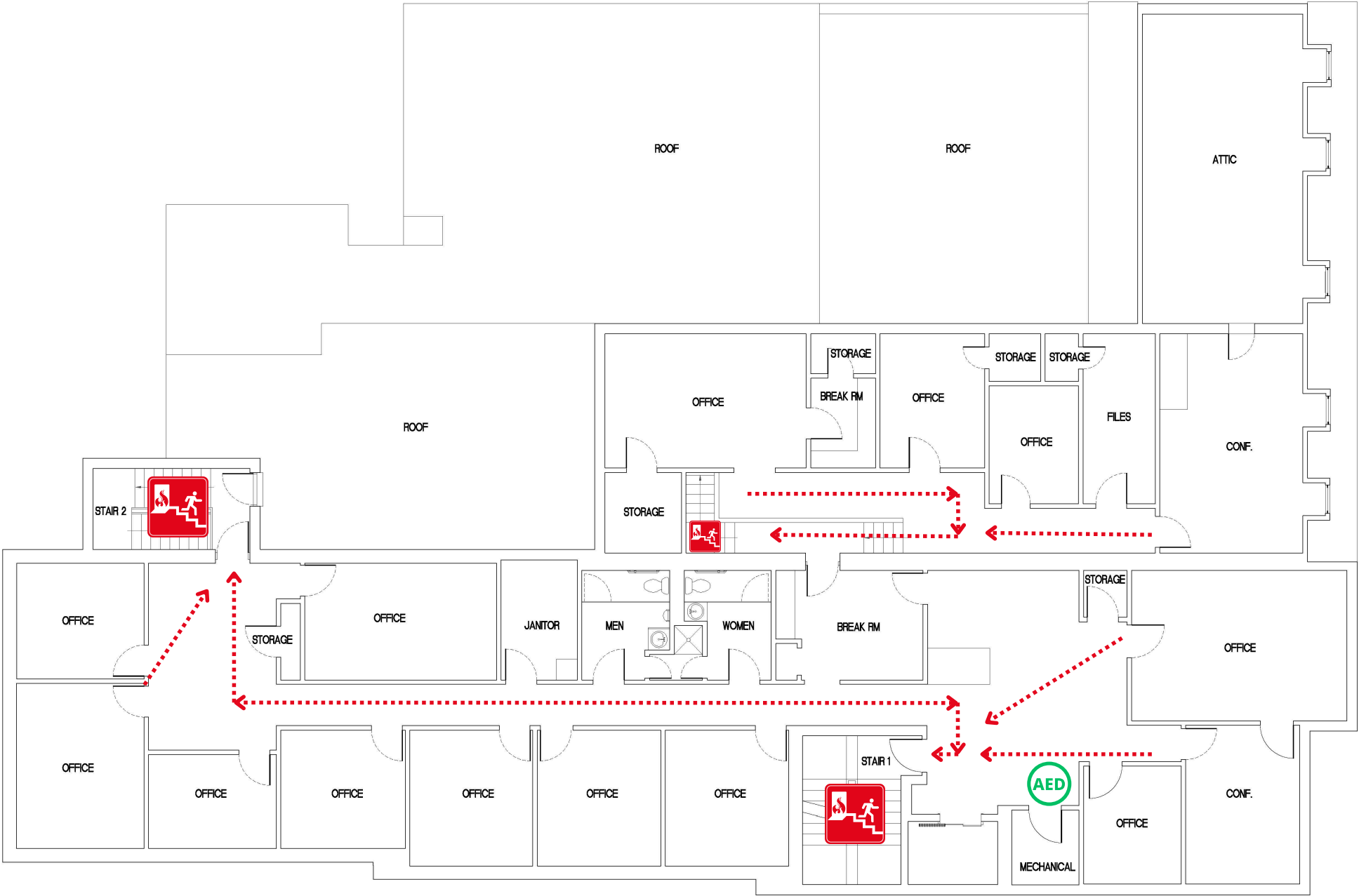


FIRST FLOOR PLAN
SCALE: 3/8" = 1'-0"

TOWN OF WARRENTON
21 MAIN STREET
WARRENTON VIRGINIA 20186

DATE:
08-12-2020

A2

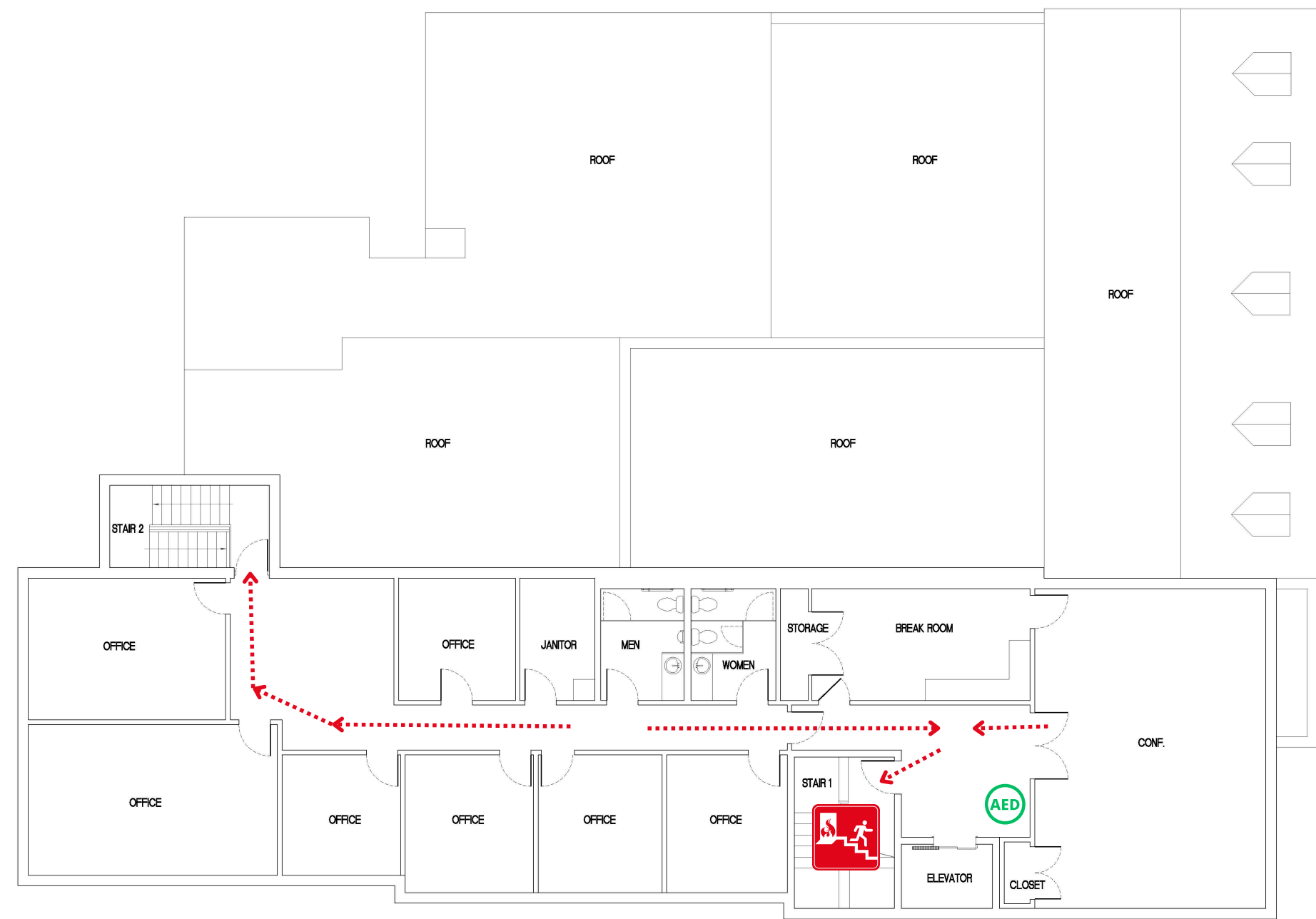


SECOND FLOOR PLAN
SCALE: 3/8" = 1'-0"

TOWN OF WARRENTON
21 MAIN STREET
WARRENTON VIRGINIA 20186

DATE:
08-12-2020

A3



THIRD FLOOR PLAN
SCALE: 3/8" = 1'-0"

TOWN OF WARRENTON 21 MAIN STREET WARRENTON VIRGINIA 20186	DATE: 08-12-2020
	A4



TOWN OF WARRENTON

OFFICE OF EMERGENCY MANAGEMENT

EMERGENCY PROCEDURES



BOMB THREAT POLICE

- Remain calm and attempt to keep the caller on the line as long as possible to gather as much information as possible.
- Write down the caller's phone number; note any distinctive qualities about the caller's voice or background noise.
- Attempt to obtain information on the description, location, and time/method of detonation of the device.
- **Call 911** as soon as the call has ended.

VIOLENT INCIDENT / ACTIVE THREAT POLICE

- **AVOID:** Evacuate if a safe route is available.
- **DENY:** If it is unsafe to escape, hide in an area out of view.
 - Lock the door and block entry; stay behind solid objects away from the door.
 - Turn off lights and computers; silence cell phones.
- **DEFEND:** Prepare to defend yourself if necessary.
- **Call 911** when safe to do so.

FIRE / EXPLOSION FIRE

- Activate nearest fire alarm pull station.
- Evacuate; if smoke is present, stay low to the floor.
- Watch out for falling debris; take cover and protect head.
- If you become trapped, tap on a wall or pipe to alert rescuers.
- **Call 911** when safe to do so.

MEDICAL EMERGENCY FIRE/EMS

- If illness or injury is serious, do not move the person.
- **Call 911.**
- If appropriate, get an AED or First Aid Kit.
- Send someone to meet emergency responders outside and direct them to the person's location.

HAZ-MAT RELEASE FIRE/EMS

- Move away from the site of the hazard to a safe location.
- **Call 911 when safe to do so.**
- **Call Emergency Management at (540) 680-9538.**
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed or have information about the release.

Evacuation Guidelines

- Leave using nearest exit or alternative if blocked.
- Never use an elevator.
- Take personal items, but don't delay departure.
- If unable to exit, move to designated areas of refuge.
- Once outside, go to designated assembly area.
- Do not re-enter under instruction by authorities.

SEVERE WEATHER EMERGENCY MGMT.

- A **WATCH** means weather conditions are favorable for the development of hazardous weather.
- A **WARNING** means hazardous weather is happening or imminent.
- Seek shelter immediately; go to internal, lowest area of safety away from windows.
- If instructed to evacuate, follow evacuation procedures.

EARTHQUAKE EMERGENCY MGMT.

- If inside, stay there. **DROP, COVER, HOLD ON!**
- If there is nothing to hide under, crouch near an interior wall and cover head.
- If outside, stay outside and move away from buildings, street lights, and utility wires.
- Only evacuate if additional hazards threaten your safety.
- **Call 911 to report injuries, fire, gas leaks, etc.**

TORNADO EMERGENCY MGMT.

- Seek shelter immediately; go to internal, lowest area of safety away from windows.
- Close all doors, including main corridors.
- Crouch near the floor or under heavy, well-supported objects and cover head.
- If outside, move inside a sturdy structure or lie down in a low area such as a ditch and cover head.
- **Call 911 to report injuries, fire, gas leaks, etc.**

INFRASTRUCTURE OUTAGE PW/PU/IT

- Voice/Computer Systems: **(540) 347-1101 [115]**
- Water: **(540) 347-1103**
- Power: **(866) 366-4357**
- Heating / Cooling: **(540) 347-1858**

SUSPICIOUS OBJECT WPD/EM

- Do not touch or disturb object.
- **Call 911.**
- Prepare to evacuate if instructed.

SUSPICIOUS PERSON WPD/EM

- Do not confront, stop, or apprehend the person.
- Note the person's description and suspicious activity.
- **Call 911 and provide details on the person and direction of travel.**

When evacuating the building, your assembly location is:

Shelter-in-Place Guidelines

- Evaluate the situation and choose the most appropriate shelter location.
- Move to shelter, taking your go-bag.
- Remain sheltered until instructed it is safe to leave.
- Monitor news and Town social media for latest information.

Quarterly Report

Department

Town Council Meeting Date: February 11, 2025

Second Quarter: October, November, December



Please accept this as the quarterly report for the Facilities & Fleet Management Division

- 1) **Department introduction:** The Facilities & Fleet Management Division of the Town of Warrenton is responsible for the maintenance and repair of all town-owned assets, including over 20 properties, 300+ fleet vehicles, and a variety of other equipment, such as parks, traffic safety devices, and traffic signals. The division's staff of five team members is dedicated to providing cost-effective and reliable services to ensure that the town's infrastructure is safe and well-maintained.

- 2) **Commendable Achievements:**

The FFM team has committed to ensuring that they maintain their training and certifications. As such, the team have all enrolled in both facilities and fleet bio-based certification programs, which are available at no charge to the town via a partnership with the U.S Soybean Board. The team has set a goal to be fully certified by the next reporting cycle.

Staff Training & Certifications: The Facilities & Fleet Management Division is committed to continuous learning and development. The staff actively seeks out training and development opportunities to stay up-to-date on the latest industry best practices and technologies.

Some of the training and development programs that the staff have completed include:

- Biobased certified fleet professional program: This program teaches participants about the benefits of using biobased products in fleet operations. One additional team member has graduated from the program and has become certified.
- One team member achieved the certification of Level 1 Traffic Signal Technician.

The Facilities & Fleet Management Division's commitment to training and development is commendable. The staff's dedication to continuous learning ensures that the town receives the best possible services.

3) Project Progress:

- A. **Traffic Task Force (TTF)** – The traffic task force has taken town traffic issues, challenges, and improvements to the next level. Citizen engagement has become one of the main focus points for the task force. The team has placed monitoring devices, radar boards, and a radar trailer in many areas of the town. The practices have become one of the positive discussion points during the continued town talks events. During this reporting cycle there were over 15 individual engagements with citizens in which there was a positive and/or a desirable outcome for the reported issue.
- B. **Waterloo Street** – The team worked to study the traffic on Lower Waterloo with concerns from residents. This study period is ongoing but has already resulted in many successful changes. We are continuing to monitor this area closely and will adjust our traffic calming measures as conditions warrant and construction phases near completion
- C. **Fleet Asset Replacements** – The replacements from the previous fiscal year are nearing completion and are expected to be on the road by the next report.
- D. **Traffic Light Updates** – The traffic coordination and automatic traffic management system project supplies have been delivered and the vendor is beginning to coordinate installation.
- E. **Sign Replacement** – We continue to replace out-of-compliance signs as indicated in the sign program. This includes radar signs that are failing or identified by a traffic study as a need for new installations. The TTF is utilizing the mobile radar speed trailer with messaging capabilities to be used as part of the ongoing Waterloo & Courthouse Square projects. This unit is traveling throughout the town to study visual warning devices' effects on traffic behavior.
- F. **Speed Hump** – The team determined that the speed hump was causing unintended effects and removed the device. The next phase of this project was indicated by the Public Works team to be roadway striping. This is in planning phases.
- G. **Sign Program** – The team has replaced over 45 out of compliance signs during this reporting cycle.

Quarterly Report

Information Technology

Department



Town Council Meeting Date: February 11, 2025

Second Quarter: 2025 October, November, December

Please accept this as the quarterly report for the **Information Technology** department

Department Introduction:

The Information Technology (IT) department plays a crucial role in the seamless operation of our Town, serving as a foundational support system that enhances the use and integration of technology across all departments. The department ensures that technology is both readily available and effectively utilized, enabling more efficient processes, enhancing communication across departments, and fostering stronger collaboration among teams to drive productivity.

A key responsibility of the IT department is ensuring the Safety and Security of the Town's data and systems. This includes implementing robust measures to protect sensitive data and ensuring that all technological resources are used responsibly and securely. In addition to safety, the department focuses on optimizing equipment use by providing the necessary tools and support to enable staff to perform their duties efficiently.

The department also includes an AV Specialist, whose primary responsibility is the live video production and audio recording of Town Council meetings, as well as sessions for various boards and commissions. By managing the production of public meetings, this role enhances transparency and accessibility for citizens. The AV Specialist also provides essential audio-visual support, fostering more effective communication and collaboration among all departments.

The Information Technology department is committed to supporting the Town's mission of "Excellence in Action" by adhering to the roadmap outlined in Plan Warrenton 2040.

Commendable Achievements:

The successful completion of CJIS recertification ensures continued compliance with federal security standards for handling criminal justice data. This achievement reinforces data protection, operational integrity, and our commitment to safeguarding sensitive information.

Project Progress:

Alloy Software:

- Implemented Alloy Software, focusing on optimizing workflows and enhancing project management capabilities across teams. This software aims to streamline processes and improve collaboration.

Mobile Phone Upgrades:

- Completed a comprehensive upgrade of mobile phones across Town departments. This included evaluating current devices, selecting new models based on performance and compatibility, and ensuring all users were transitioned smoothly with updated features and capabilities.

Mobile Device Management Rollout:

- We are pleased to announce the successful rollout of our Mobile Device Management (MDM) solution. This initiative enhances security, streamlines device management, and ensures compliance across all mobile assets. The deployment was completed on schedule, with minimal disruption, thanks to the collaboration of our IT team and end users. With MDM in place, we now have improved oversight, remote support capabilities, and a more secure mobile environment.

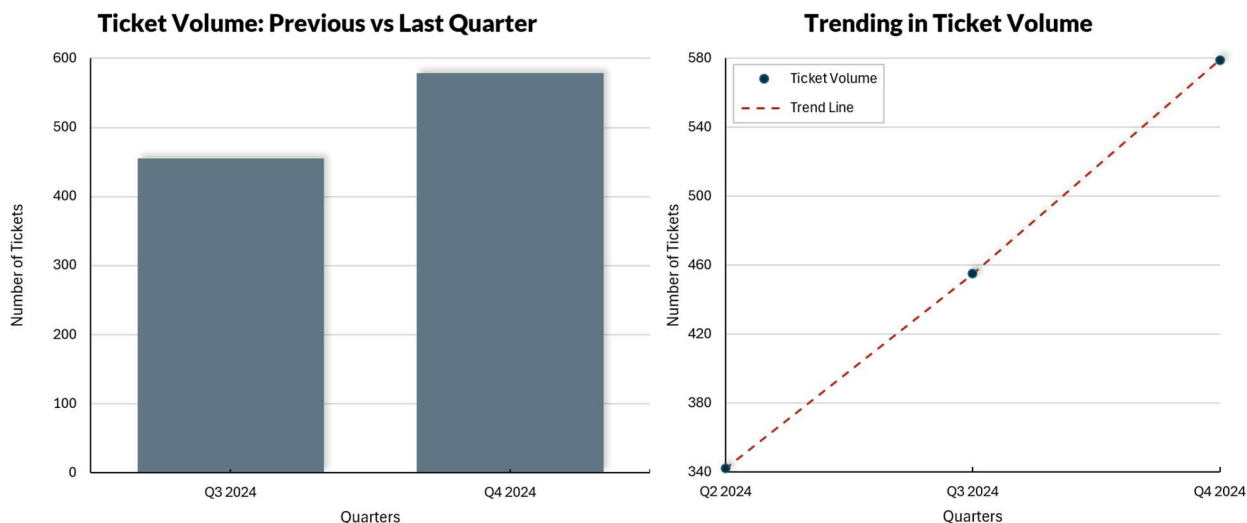
SMS archiving Intradyn

- The implementation of SMS archiving using Intradyn has been successfully completed, strengthening compliance, security, and record-keeping for mobile communications. This solution ensures seamless archiving and improved oversight, supporting regulatory and organizational requirements

Multifactor Authentication (MFA) Implementation:

- The successful rollout of Multi-Factor Authentication (MFA) enhances security by adding a critical layer of protection to system access. This implementation mitigates unauthorized access risks, strengthens compliance, and aligns with industry best practices. The deployment was completed efficiently, ensuring minimal disruption while improving the organization's overall cybersecurity posture.

Charts and information:



Ticket Volume Comparison:

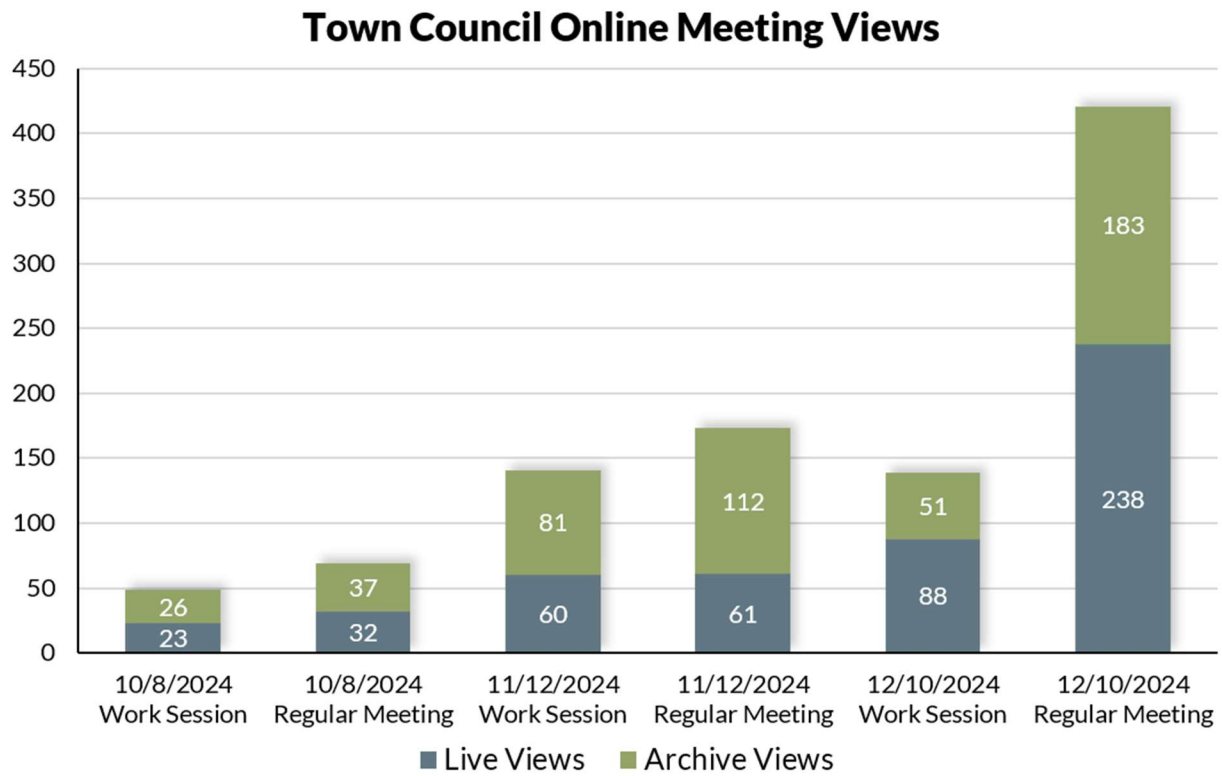
- In the **previous quarter**, there were **455 tickets**.
- In the **last quarter**, the number of tickets increased to **524**.
- This represents an increase of **16%** over the two quarters.

Trending in Ticket Volume:

- The trend line indicates a **steady upward trend** in ticket volume from the previous quarter to the last quarter. The increase in ticket volume is attributed to the improved software for capturing requests, which suggests that more issues are being identified and recorded accurately. This is a positive indicator of enhanced system efficiency, ensuring that more support requests are being addressed.

Town Council Meeting Views:

This report provides an overview of online viewership for recent Town Council meetings, highlighting both live and archive viewing trends. Data was collected from sessions held between October and December 2024 and reflects public engagement across different meeting times. Analyzing these trends helps to assess the community's preferred viewing habits and inform decisions on scheduling and promoting Council meetings to maximize accessibility and participation.





Community Development
Department

STAFF REPORT

Town Council Meeting Date:	February 11, 2025
Agenda Title:	Planning Commission Annual Report
Requested Action:	Informational Purposes
Staff Lead:	Denise Harris, Planning Manager

EXECUTIVE SUMMARY

The 2024 Planning Commission Annual Report was approved at the January 21, 2025, Planning Commission Regular Meeting and is presented to Town Council.

BACKGROUND

The 2024 Planning Commission Annual Report as required by the Virginia State Code is presented “to the governing body concerning the operation of the commission and the status of planning within its jurisdiction.” Planning Commission annual reports are available on the Town’s website.

STAFF RECOMMENDATION

For Informational Purposes.

SERVICE LEVEL/COLLABORATIVE IMPACT

The Planning Commission promotes the orderly development of the locality and its environs.

POLICY DIRECTION/WARRENTON PLAN 2040

The Planning Commission serves primarily in an advisory capacity to the governing bodies on land use related policies, regulations, and applications.

FISCAL IMPACT

No additional Fiscal impact is expected at this time.

LEGAL IMPACT

N/A

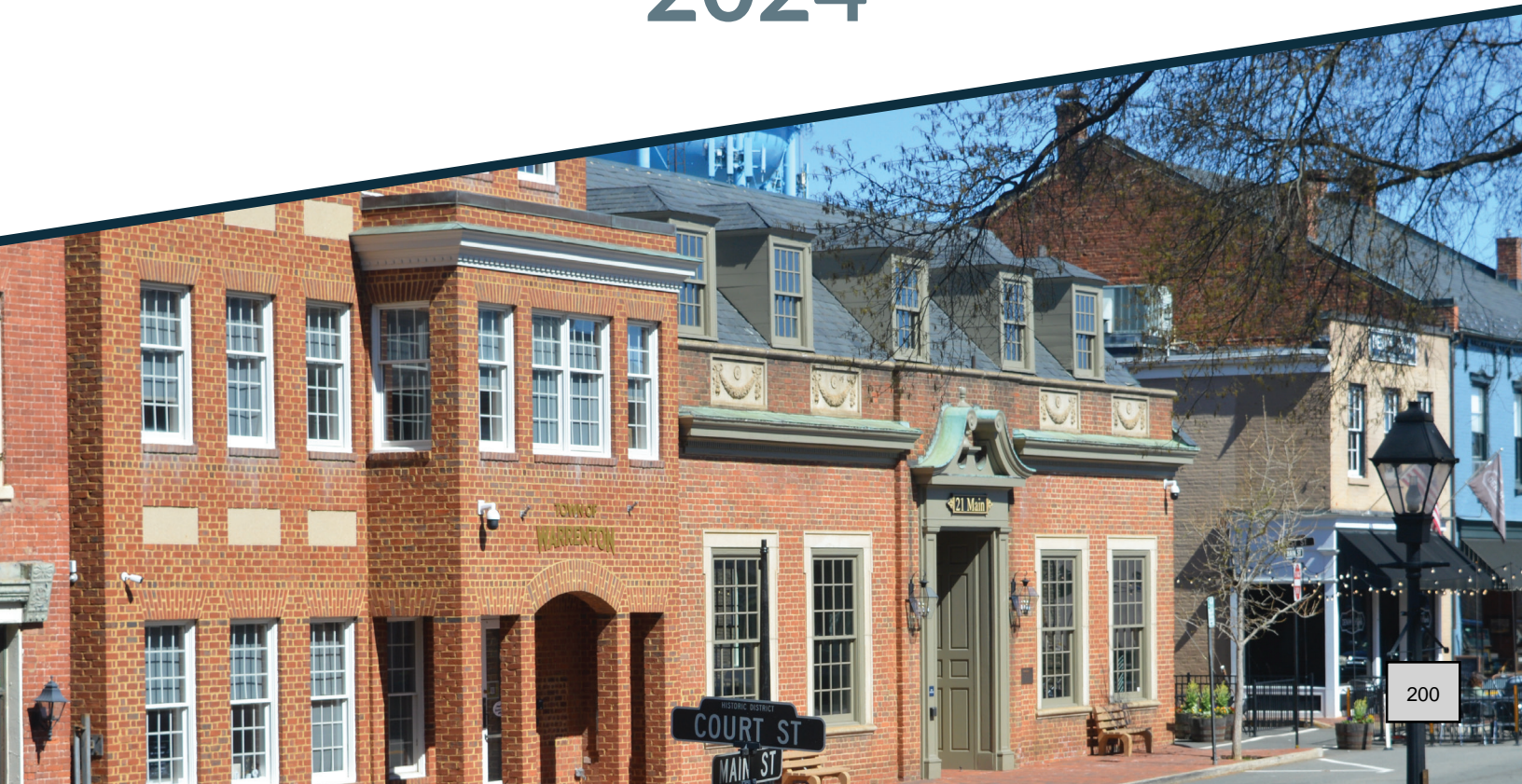
ATTACHMENTS

1. 2024 Planning Commission Annual Report



PLANNING COMMISSION

Annual Report 2024



PLANNING COMMISSION MEMBERS

Item k.



Left-to-right: Steve Ainsworth, Darine Barbour, Ryan Stewart, Terrance Lasher, & James Lawrence

Ryan Stewart, Chair

Serving Since 2017

Terrance Lasher, Vice Chair

Serving Since 2023

Darine Barbour, Secretary

Serving Since 2023

James Lawrence

Serving Since 2018

Steve Ainsworth

Serving Since 2021

9
Public Hearings

14
Work Sessions

MEETING HIGHLIGHTS

Item k.

JANUARY

ZOTA 2023-03 FDP Zoning Ordinance Text Amendment Article 3-5.1 of the Town of Warrenton Zoning Ordinance and Floodplain Maps **PUBLIC HEARING**

Public Utilities update on water and sewer facilities **WORK SESSION**

Town Attorney Local Governments and State Code 15.2 – 3203 **WORK SESSION**

FEBRUARY

ZOTA 2023-01 A Zoning Ordinance Text Amendment to Reduce the Setback Requirement for Telecommunication Towers in the PSP (Public Semi-Public) Zoning District **PUBLIC HEARING**

SUP 2023-04 Taylor Middle School **WORK SESSION**

MARCH

SUP 2023-04 Taylor Middle School **PUBLIC HEARING**

ZOTA 2023-01 A Zoning Ordinance Text Amendment to Reduce the Setback Requirement for Telecommunication Towers **WORK SESSION**

SUP 2022-03 Warrenton Village Center **WORK SESSION**

APRIL

ZOTA 2023-01 A Zoning Ordinance Text Amendment to Reduce the Setback Requirement for Telecommunication Towers **PUBLIC HEARING**

SUP 2022-05 Warrenton Village Center **WORK SESSION** (2 Meetings)

JUNE

ZOTA 2024 - 02 - Zoning Text Amendment to Remove Articles 4 and 5 per State Code **PUBLIC HEARING**

ZOTA 2024 - 02 - Zoning Text Amendment to Remove Articles 4 and 5 per State Code **WORK SESSION**

JULY

SUP 2022-05 Warrenton Village Center **PUBLIC HEARING**

ZMA 2023-01 Warrenton United Methodist Church/ Hero's Bridge: A Zoning Map Amendment **WORK SESSION**

AUGUST

SUP 2024-01: 71 S. 5th Street **WORK SESSION**

ZMA 2023-01 Warrenton United Methodist Church/ Hero's Bridge **WORK SESSION**

SEPTEMBER

SUP 2024-01: 71 S. 5th Street **PUBLIC HEARING**

ZMA 2023-01 Warrenton United Methodist Church/ Hero's Bridge **PUBLIC HEARING**

By-Laws Update **WORK SESSION**

OCTOBER

ZMA 2023-01 Warrenton United Methodist Church/ Hero's Bridge **PUBLIC HEARING**

By-Laws Update **WORK SESSION**

NOVEMBER

By-Laws Update **WORK SESSION**

LEGEND

ZOTA | Zoning Text Amendment ZMA | Zoning Map Amendment SUP | Special Use Permit

2024 Planning Commission Goals

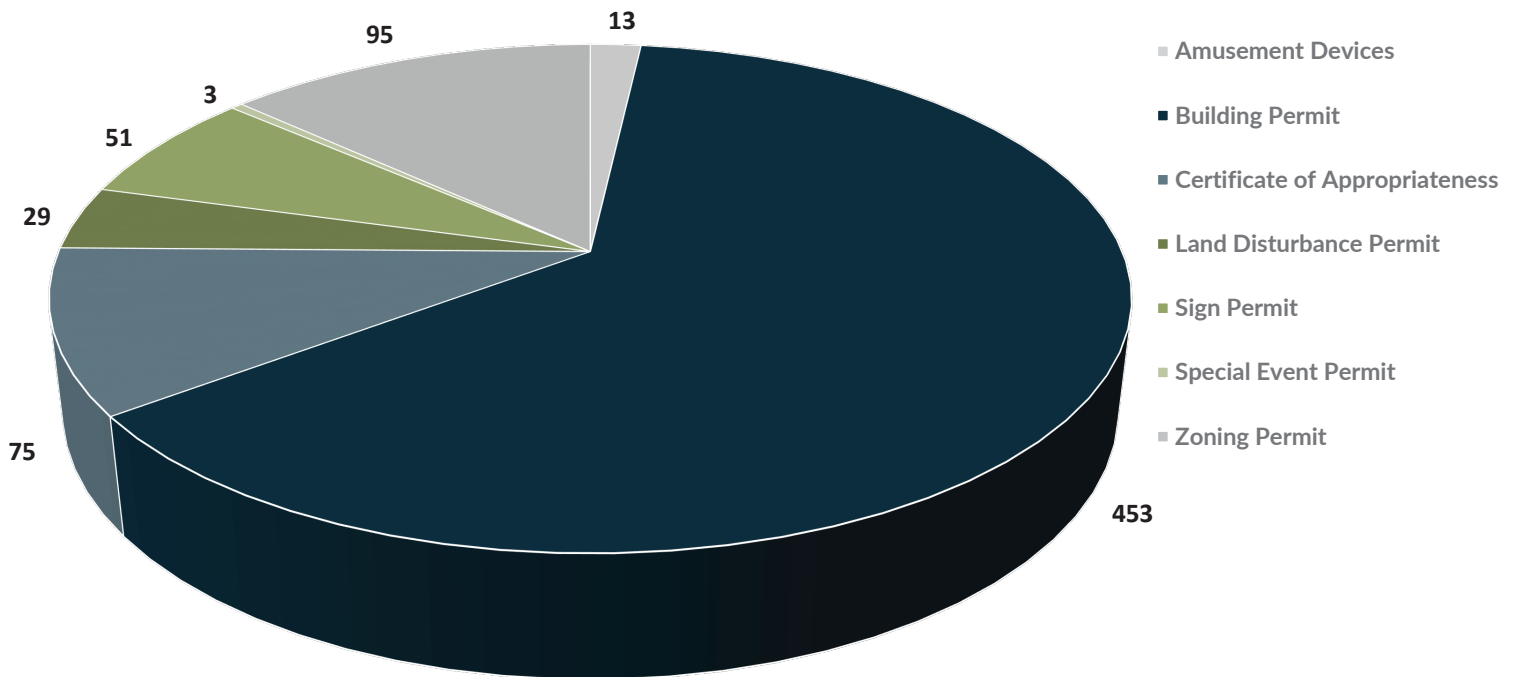
- Provide the Town Council with recommendations on land use applications, policies, and plans that will result in balanced, equitable, orderly growth.
- Ensure recommendations are well informed and legally defensible.
- Be transparent and open to the public on all matters related to land use.
- Base recommendations on the adopted policy and plans that set forth the vision for the Town.
- Develop a best practice process for the adoption of the Capital Improvement Program.
- Be engaged and informed on the Comprehensive Plan goals in reviewing current land use applications.
- Continue to examine and attend training seminars.
- Collaborate with adjacent Planning Commissions.
- Perform site visits, as appropriate, for land use applications.
- Be engaged and informed on the activities of the Town and community.
- Learn from the success stories of other jurisdictions that are applicable to Warrenton.

PERMIT PROCESSING

Item k.

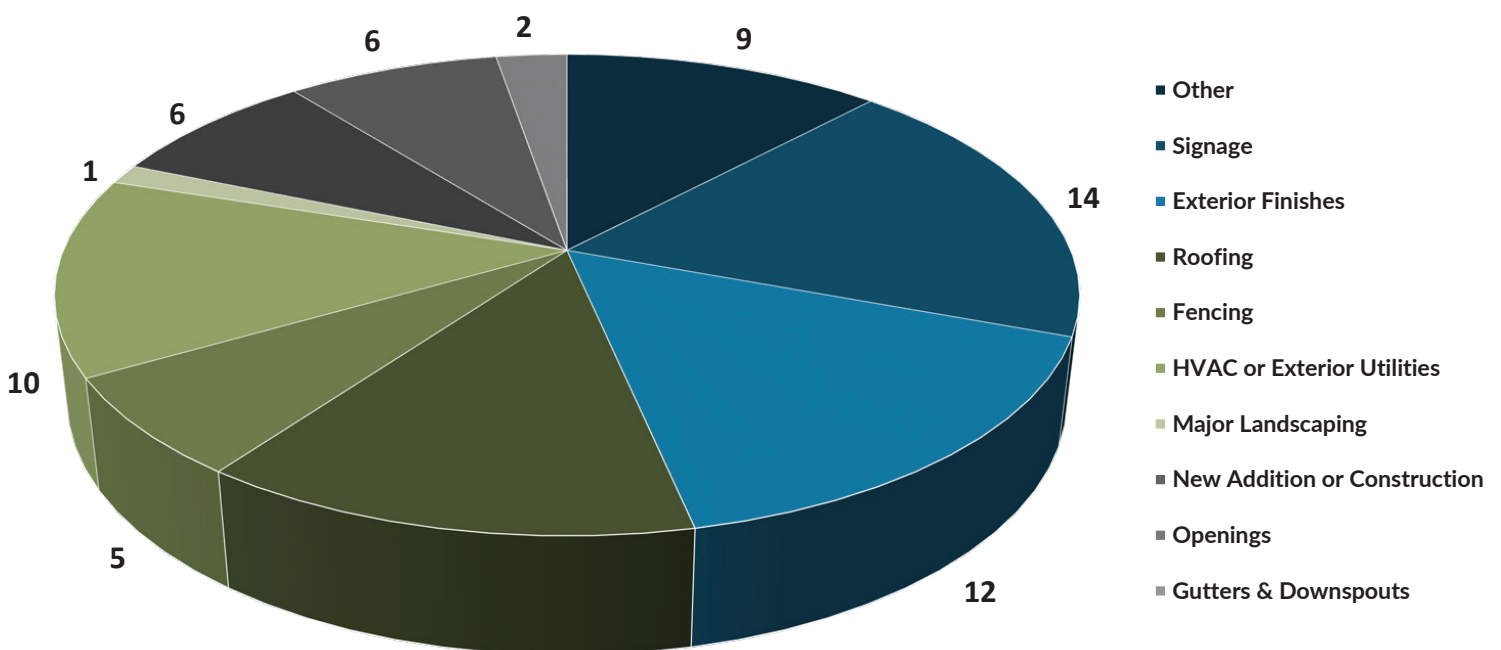
2024 Permit Applications

719 TOTAL



2024 Certificates of Appropriateness

75 TOTAL



203

PLANNING COMMISSION TRAINING AND OUTREACH

Item k.

Each year, the American Planning Association's Virginia Chapter holds an annual conference for professional, citizen, and academic planners. In 2024, Vice Chair Lasher and Secretary Barbour joined staff to attend the multi-day conference hosted by the City of Williamsburg. During the conference, there were opportunities to network with Planning Commissioners from other localities, attend training sessions on key topics impacting the Town, and learn about legislative actions from the General Assembly.



Left-to-right: Vice Chair Terry Lasher, Planning Manager Denise Harris, and Secretary Darine Barbour.

STRONG TOWNS VISIT



Speaker Edward Erfurt.

In September of 2024, members of the Planning Commission participated in a key stakeholders meeting and a public workshop with a representative from Strong Towns, a national non-profit dedicated to providing resources to communities on how to be financially strong and resilient. Part of the focus of the conversations centered around the housing affordability crisis and the need for incremental change to create communities of lasting value.

STRONG TOWNS

ZONING ORDINANCE KICK-OFF

In July of 2024, members of the Planning Commission participated in the community kick-off meetings of the Zoning Ordinance update. Commissioner Darine Barbour was appointed by the Town Council to serve on the Steering Committee that will help guide the two-year project before it reaches the Planning Commission for public hearings and a recommendation to the Town Council.



204



Town of Warrenton

Community Development Department
21 Main Street
Warrenton, VA 20186
(540) 347-1101