



TOWN COUNCIL REGULAR MEETING

21 Main Street

Tuesday, October 14, 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.](#) Closed Session
- [B.](#) An update on the September 16, 2025 Planning Commission Regular Meeting.
- [C.](#) Public Utilities Update for Plants – CIP & Projects
- [D.](#) COOP + EMD Updates
- [E.](#) Committee Report- Finance
- [F.](#) Main Street Update
- G. 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.
- G. CONSENT AGENDA.
 - [a.](#) Approval of Town Council Meeting Minutes
 - [b.](#) BZA Appointment Vacancy- Advertising Request
 - [c.](#) Appropriate DCR Grant Funding

[d.](#) COOP + EMD Updates

H. NEW BUSINESS.

[a.](#) Legal Requests

I. UNFINISHED BUSINESS.

J. TOWN ATTORNEY'S REPORT.

K. TOWN MANAGER'S REPORT.

L. COUNCILMEMBERS TIME.

M. ADJOURNMENT.



Motion for Convening a Closed Session

Council Meeting Date:

Agenda Title:

I move that the Council convene in closed session to discuss the following:

- ___ As permitted by Virginia Code § 2.2-3711 (A)(1), a personnel matter involving:
 ___ Discussion, consideration or interviews of prospective candidates for employment or appointment; OR
 ___ assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with _____. [Give department, job title(s), or job category].
- ___ As permitted by Virginia Code § 2.2-3711 (A)(3), a matter involving:
 ___ discussion or consideration of the acquisition of real property for a public purpose; OR
 ___ disposition of publicly held real property specifically involving _____ [Give location of property], because discussion in an open meeting would adversely affect the City's bargaining position or negotiating strategy.
- ___ As permitted by Virginia Code § 2.2-3711 (A)(4), a matter requiring the protection of the privacy of individuals in personal matters not involving the public business.
- X As permitted by Virginia Code § 2.2-3711 (A)(7), consultation with legal counsel or briefing by staff members or consultants pertaining to:
x the pending case the matter of **CHARLES AND MARYGAY CROSS, ET. AL., PLAINTIFFS- PETITIONERS VS. THE TOWN COUNCIL OF THE TOWN OF WARRENTON AND THE TOWN OF WARRENTON, DEFENDANTS & GDC Action - Saylers v. Town of Warrenton,** where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the City.
- x As permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, relating to **The Town of Warrenton Commission on Open and Transparent Government**
- ___ As permitted by Virginia Code § 2.2-3711 (A)(29), discussion of the award of a public contract for _____ [Give nature of the contract] involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the City Council.
- ___ As permitted by Virginia Code § _____, a matter involving:

[IDENTIFY THE APPLICABLE PARAGRAPH OF § 2.2-3711(A) OR OTHER LAW AND GIVE THE SUBJECT MATTER AND PURPOSE FOR THE CLOSED SESSION.]

Votes:

Ayes:

Nays:

Absent from Vote: None

CERTIFICATION MOTION AFTER RECONVENING IN PUBLIC SESSION:

(requires a recorded roll call vote)

I move that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion.

Votes:

Ayes:

Nays:

Absent from Vote: None

For Information:

Town Clerk

Effective date:

Stephen Clough, Town Recorder



Community Development
Department

STAFF REPORT

Town Council Meeting Date:	October 14, 2025
Agenda Title:	Planning Commission Update
Requested Action:	Informational Purposes
Staff Lead:	Denise Harris, Planning Manager

EXECUTIVE SUMMARY

The Planning Commission held their Regular Meeting on Tuesday, September 16, 2025. On the agenda was one public hearing and three work sessions, including:

LWAV-25-2 – Daniels Property Public Hearing – The Applicant is requesting approval of an exception to the Subdivision Ordinance prohibition of dead-end (cul-de-sac) streets for a by-right eight lot residential subdivision, located at 545 Old Meetze Road, PIN's 6984-60-9026-000, 6984-70-1108-000 and 6984-70-2394-000. Consisting of a total of 5.34 acres split-zoned to the R-6 and R-15 Residential Districts, the proposed subdivision consists of a by-right development of the subject property, with the sole exception of the requested cul-de-sac exception. (William Daniels LLC, Owner; Marc Simes, Tricord Inc., Applicant). Five people spoke to the application. The Planning Commission deferred action until next month in order to explore emergency service access options.

SUP 2025-02 Home Depot Work Session - The Applicant is requesting a Special Use Permit (SUP) to expand the existing Home Depot located at 267 Alwington Boulevard to provide undercover storage for rental equipment by building 10' walls with a canopy that act as screening. The parcel is zoned Commercial and designed in the Greenway and Makers Character District. GPIN 6983-57-1258-500. The Planning Commission moved this to be forwarded to a public hearing.

Zoning and Future Land Use Map Update Work Session – Effective June 1, 2025 the Town of Warrenton increased its boundaries. The Zoning Ordinance Article 2-5.4 states the Planning Commission shall prepare and present recommended zoning classification to the Town Council within twelve (12) months of the effective date of the annexation or boundary line adjustment. Some parcels in this boundary line adjustment are subject to a court ordered zoning classification. Tom Marable from Van Metre provided a presentation on the two residentially zoned parcels not included in the Fauquier County rezoning. The Planning Commission will continue to discuss their recommendations at a future work session.

Planning Commission Training Work Session - The Planning Commission authorized Darine Barbour to attend the VML conference and report back. The Commission will continue to discuss additional training opportunities at a future work session.

BACKGROUND

Attached are the draft September 16, 2025, meeting minutes. The Town website contains the agenda, meeting materials, and a video recording of the meeting.

STAFF RECOMMENDATION

For Informational Purposes.



PLANNING COMMISSION REGULAR MEETING

21 Main Street

Tuesday, September 16, 2025, at 7:00 PM

MINUTES

Item B.

A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF WARRENTON, VIRGINIA, WAS HELD ON SEPTEMBER 16, 2025, at 7:00 PM

Regular Meeting

PRESENT

Mr. Ryan Stewart, Chair; Mr. Terry Lasher, Vice Chair; Ms. Darine Barbour, Secretary; Ms. Denise Harris, Planning Manager; Ms. Heather Jenkins, Zoning Administrator; Mr. Patrick Corish, Associate Town Attorney

ABSENT

Mr. Steve Ainsworth; Mr. James Lawrence

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 Chair Stewart and declared a quorum present.

ADOPTION OF MINUTES

Secretary Barbour moved to approve the August 19, 2025, meeting minutes. The motion was seconded by Vice Chair Lasher. The motion passed 3-0 (Ainsworth and Lawrence absent).

PUBLIC HEARING.

1. LWAV-25-2 – Daniels Property – An Exception to Authorize a Dead-End Street (Cul-de-Sac) for an Eight-Lot Residential Subdivision Per Subdivision Ordinance Section 2.7 *Variations and Exceptions* and Section 4.2.10 *Streets*. The Applicant is requesting approval of an exception to the Subdivision Ordinance prohibition of dead-end (cul-de-sac) streets for an eight-lot residential subdivision, located at 545 Old Meetze Road, PIN's 6984-60-9026-000, 6984-70-1108-000 and 6984-70-2394-000. Consisting of a total of 5.34 acres split-zoned to the R-6 and R-15 Residential Districts, the proposed subdivision consists of a by-right development of the subject property, with the sole exception of the requested cul-de-sac exception. (William Daniels LLC, Owner; Marc Simes, Tricord Inc., Applicant).

Ms. Heather Jenkins, Zoning Administrator, gave an overview of the application.

The Applicant was not present.

Chair Stewart opened the Public Hearing at 7:24 PM

The following citizens spoke to the application:

- Jason Blanford – Monroe Estates HOA President, 640 Pineview Court
- Roger Downs – 609 Pineview Court
- Jennifer George – 579 Pineview Court
- Ryan Corder – 176 Meadowview Lane
- Riffat Quresh – 551 Old Meetze Road

Monroe Estates residents spoke to the existing 15 mph speed limit in the neighborhood; existing cul-de-sacs; potential construction noise and transportation impacts; hydrology concerns; and potential future transportation impacts. The HOA proposed the connection to Madison Lane be for emergency services only. The adjacent neighbor stated they are in favor of granting the cul-de-sac waiver due to the impacts it would have on their existing residence.

Chair Stewart closed the Public Hearing at 7:33 PM

Vice Chair Lasher asked about dates of subdivision approval dates.

Ms. Jenkins stated the subdivision was approved in 2001.

Chair Stewart asked about the reasoning for interparcel access requirements by the Town and State.

Ms. Jenkins reviewed interparcel access is a common best practice to addresses multiple safety, emergency vehicle access, and public service needs.

Vice Chair Lasher asked about anticipated road improvements in the area.

Ms. Jenkins spoke to the planned John Williams Way and intersection improvements with Falmouth Street, as well as the proposed sidewalk connections.

Chair Stewart stated he appreciated citizen comments regarding emergency access ideas. He then questioned if it is it possible due to adopted Town and State regulations. He asked what the impacts would be if the interparcel access to Monroe Estates did not happen.

Ms. Jenkins stated the Department of Public Works supports full street connections as required in the Subdivision Ordinance and by the State. Not only are street connections vital for safety and emergency services, the internal street connections enhance public services like trash collection, snow plows, and bus routes without requiring additional trips on to collector roads.

Chair Stewart asked about noise during construction and the Town noise ordinance.

Ms. Jenkins indicated the Town Code allows for construction during the hours 8 am – 7 pm on weekdays. Exceptions may be requested by asking the Town Manager who must approve of any activities outside of those hours.

Chair Stewart explained stormwater management is provided for in terms of by-right development during the site development plan approval process.

Ms. Jenkins further explained full engineering documents will include stormwater management with intent to drain towards the back of the site. Developers are required to ensure stormwater management is effectively managed regardless of the waiver request.

Secretary Barbour asked about emergency access on Madison Lane and what other developments have used this approach.

Ms. Jenkins stated that Stone Crest and Stone Gate are dead end streets located in the county. She would need to look into the history of Autumn Wind Court in Hidden Creek subdivision.

Vice Chair Lasher brought up the gated access to Taylor Middle School. When looking at the waiver request, the connection to Monroe Estates is not in question for Town from public services. It is the connection to Old Meetze Road. He asked why the proposed waiver is the preferred lay out.

Ms. Jenkins explained the cul-de-sac does not result in non-conforming lots that negatively impact existing homes. She reiterated the connection to Monroe Estates is not in question, nor part of the waiver request. Regardless of if the waiver request is granted or not, Town and State codes require the connection to Monroe Estates.

Chair Stewart asked if it is known how many estimated trips per day for the eight lot subdivision?

Ms. Jenkins responded the ITE rule of thumb is an estimated 10 trips per household for a total of 80 vehicle trips per day. She went on to explain that transportation analysis would look at trip splits with the majority of the vehicles seeking the northward connection to John Williams Way and East Lee Street.

Chair Stewart brought up the fact that if the waiver is not granted, the connection to Old Meetze Road does not meet VDOT separation standards.

Ms. Jenkins confirmed the approximate 245' is less than the required 250' VDOT standard. The developer would have to seek a waiver from VDOT to make the connection on Old Meetze Road.

Chair Stewart stated he can see the drawbacks of the by-right lay out and connection to Old Meetze Road. However, he stated he would be more comfortable deferring action while the potential for emergency access into Monroe Estates was explored further. He further emphasized that the Applicant would need to agree to this as it is not part of the waiver request and the Applicant is following Town and State requirements.

Vice Chair Lasher felt it would be beneficial for input from emergency services on record.

Vice Chair Lasher moved to defer a decision until hearing more about the emergency access and emergency services input. He added to the motion that while the public hearing is closed, written comments will still be accepted by the Planning Commission from the citizens.

Secretary Barbour seconded the motion.

The motion passed 3-0. (Ainsworth and Lawrence absent)

WORK SESSIONS.

- 1. SUP 2025-02 Home Depot - The Applicant is requesting a Special Use Permit (SUP) to expand the existing Home Depot located at 267 Alwington Boulevard to provide under cover storage for rental equipment by building 10' walls with a canopy that act as screening. The parcel is zoned Commercial and designed in the Greenway and Makers Character District. GPIN 6983-57-1258-500**

Ms. Denise Harris, Planning Manager, gave an overview of the application.

The Applicant's Representative, David Weiner-Light of Kimley Horn, gave a presentation on the SUP request.

Vice Chair Lasher sought confirmation that the landscaping and buffer located on the southeast side of the plans was the same parcel.

The Applicant confirmed this .

Chair Stewart inquired about the dimensions and uses of the undercover storage.

The Applicant outlined this is a nationwide program for Home Depot to offer equipment rentals. The equipment will be on trailers that fit within the existing parking spaces, undercover, on the north side. The south side will be for additional materials related to the store. There will be mechanical equipment protected by bollards to provide for emergency lighting and security.

With there being no further questions, Chair Stewart directed the application be moved forward to public hearing when the Applicant is ready.

- 2. Zoning and Future Land Use Map Update – Effective June 1, 2025 the Town of Warrenton increased its boundaries. The Zoning Ordinance Article 2-5.4 states the Planning Commission shall prepare and present recommended zoning classification to the Town Council within twelve (12) months of the effective date of the annexation or boundary line adjustment. Some parcels in this boundary line adjustment are subject to a court ordered zoning classification.**

Ms. Denise Harris gave a presentation that expanded on the subject parcels from the first work session.

Tom Marable, Van Metre representative, provided a presentation as requested by the Planning Commission the previous month about the approved Arrington rezoning layout and how the two residential parcels fit into it. He stated the northern parcel was added to address concerns of Fauquier County and non-profit groups. The additional land allowed the road to be moved west, realigned away from floodplains, to avoid environmental impacts. Van Metre will be keeping this land in open space.

Mr. Marable then reviewed the southern .5 acre "flag" parcel surrounded by commercial on three sides. Van Metre would like this parcel to be zoned commercial in order to "square off" the existing commercial parcel for consistent buffers.

Chair Stewart thanked Mr. Marable for attending and stated he would like to continue these work sessions when all Planning Commissioners were present.

Vice Chair Lasher moved to defer further discussion until the next work session.

Secretary Barbour seconded the motion.

The motion passed 3-0. (Ainsworth and Lawrence absent)

3. Training Budget Discussion - The Planning Commission will hold its second work session on exploring training opportunities for this fiscal year.

Vice Chair Lasher moved that the training budget support Secretary Barbour's attendance at the upcoming VML conference.

Chair Stewart seconded.

The motion passed 3-0. (Ainsworth and Lawrence absent)

Chair Stewart stated he was interested in continuing the training conversation when all of the Planning Commission was present.

COMMENTS FROM THE COMMISSION.

Secretary Barbour announced she has been accepted into the next class of Leadership Fauquier. The Planning Commission and staff congratulated her on this worthy program.

The Planning Commission each thanked staff for their work.

Vice Chair Lasher moved to cancel the September 23rd Work Session.

Secretary Barbour seconded the motion.

The motion passed 3-0. (Ainsworth and Lawrence absent)

COMMENTS FROM THE STAFF.

Staff mentioned the second class of Your Town Academy will be beginning this month.

ADJOURN.

Vice Chair Lasher moved to adjourn the meeting; Secretary Barbour seconded the motion. With no further business, the Chair Stewart adjourned at 8: 27 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 September 16, 2025.

Darine Barbour, Secretary
Planning Commission

DRAFT



Office of the Town Manager

Frank Cassidy

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:	October 14 th , 2025
Agenda Title:	Public Utilities Update for Plants – CIP & Projects
Requested Action:	Information and Discussion Only
Department / Agency Lead:	Public Utilities
Staff Lead:	Steven Friend, Director of Public Utilities / Michael Wharton, Project Coordinator

EXECUTIVE SUMMARY

Over the last four years, Utilities have continued working with third-party engineers and consultants, have developed a six-year CIP plan to map out and successfully upgrade the aging treatment facilities. This is a multi-year approach focused on addressing ongoing repairs while replacing aging, end-of-life equipment. The fundamental focus and identifying the scheduling has been an ongoing effort since 2015, and prior. We refer to the 2022 Water and Sewer Availability Study report done by WRA, through engineering process recommendations from RK&K, and our own in-house assessment confirming our plan is based on facts and current conditions of the plants. The challenge moving forward is adjusting repairs while keeping the major construction projects on target. Most of the money spent over the years has been directed to emergency repairs. This multi-year plan is designed to modernize the equipment to today's standards and functions. This will increase reliability, redundancy, efficiency, and effectiveness especially when dealing with a critical service infrastructure like water and sewer.

The Town owns and operates a water plant and wastewater treatment plant delivering water and processing wastewater. These plants serve an essential service to all who live, visit, and enjoy the Town. Without a well-operating water and wastewater system, the Town would not be thriving.

As the Town grows and explores additional options for growth and development, it is essential that both of these plants operate within levels mandated by regulations and laws, as well as the expectations of customers. As these plants age additional demands are expected from them, we need to encourage a healthy discussion on their capacities while acknowledging their limitations.

Both plants are currently going through improvements and maintenance operations to ensure the consistent and proper operational aspects required by regulations and laws and to ensure water resources' quality. While the WWTP is manifesting the equipment age slightly worse than the WTP's equipment both facilities continually need extensive time, creative ways, workarounds, manufacturing of systems to be repaired as the equipment is aging and outdated. Plans for modernization and replacement have been previously presented through the CIP and CARP. Given the continued need to offset budget costs by pushing out CIP expenditures, these repairs and temporary fixes are becoming failure points.

The purpose of this presentation is to provide an update on ongoing projects and the progression of the CIP. This is part of our ongoing efforts to present progress on major projects in Town and address questions and concerns as these projects move forward. We cannot stress enough the continued importance of maintaining and moving forward with this plan. Additionally, the plant is currently under a DEQ Consent Order. This requires the plant to complete the necessary repairs and upgrades that will satisfy the rectification of the facilities permit deficiencies during a timeframe that is approved by DEQ. Failure to do so will result in DEQ violations which can include daily fines, immediate repair orders, or other actions. At the time of writing this Staff Report staff are negotiating these timeframes with DEQ in which corrections need to be completed by.

BACKGROUND

The Town's Public Utilities Department owns and operates an advanced wastewater treatment plant, 8 wastewater pump stations, almost 69 miles of sanitary sewer mains, one freshwater reservoir, maintains one freshwater reservoir, 3 active wells, a water treatment and filtration plant, approximately 89 miles of water distribution system including 743 fire hydrants, two water storage tanks, a pumping station, a water booster station, and a booster / re-chlorination station.

Utilities also provide oversight and control of the Town's Water and Wastewater Treatment facilities, Storm Water department, GIS division, Meter Department, Transmission and Distribution, and maintenance of the systems. A high-level breakdown of Water, Sewer and Transmission and Distribution services is included later in this document.

STORMWATER ADMINISTRATION & GEOGRAPHIC INFORMATION SYSTEM (GIS):

The division is responsible for the overall maintenance, monitoring and reporting for the required Commonwealth and Federal regulations regarding storm water runoff and control. This includes the management of the Town's Municipal Separate Storm Sewer (MS4) General Construction Permit provisions. This includes plan reviews, site plan reviews, site inspections, annual reports, and active participation in outreach and educational programs including stream clean ups, arbor day events, litter campaigns, and presentations.

CIP UPDATE:

- **SM-003** Stream Retrofit Rady Park engineering phase (This project has received grant funding)
- **SM-004** Master Drainage Plan is in the beginning engineering collection phases. (This project has received grant funding)
- **SM-005** BMP & Filterra Facilities is in the later end of engineering phases and is expected to be placed out to bid in the next few months. (This project has received grant funding)

TRANSMISSION & DISTRIBUTION:

The Transmission and Distribution division is responsible for the overall maintenance, repair, and servicing of over 89 miles of water lines and 69 miles of sewer. Activities include repairing main breaks, replacing old and deteriorated water/sewer lines, maintaining water and sewer line right of ways, and unstopping clogged sewage lines. They also include collecting data with flow meters to identify high areas of infiltration/inflow

in the gravity sewage system, maintenance of over 734 fire hydrants, and responding to over 2,527 calls annually for Miss Utility field locations of water and sewage lines as mandated by law.

The Meter Division works under T&D and is responsible for reading 5,171 water meters and providing the data to the Finance Department for billing and revenue collection. In addition, the section provides routine maintenance to all customer meters, including the thawing of frozen meters due to extremely cold weather, the inspections required under the State's cross connection and backflow prevention programs, periodic calibration, and replacement of unserviceable meters. The meter calibration testing frequency depends upon their annual usage, wear and tear, and potential for revenue loss or generation. Staff also responds to customer concerns relative to unusually high or low water bills and often assists customers in identifying leaks in their service lines, homes, and businesses. Unaccounted water loss has averaged less than 10% for the past several years, below the American Waterworks Standard of 13%.

CIP UPDATE:

- Lancaster Water line Replacement Completed
- **W-019** Hunton St Waterline Replacement is at 90% percent design
- **W-021** Industrial Blvd in engineering phase (this was moved forward to the engineering phase due to continued breaks along the line. Engineering phase is being funded by Lancaster Waterline replacement, Lancaster came in, and finished, under its initial allocation).
- **S-018** Frost Ave. Sewer Line is in the engineering phase
- **S-002** I&I Reduction is an ongoing project

WATER PLANT OPERATIONS:

The Source of Supply Section is responsible for the safe and efficient operation of the Town's municipal water supply assets. These assets consist of the water treatment plant, three remote wells, two surface water reservoirs, a booster station, a booster / re-chlorination station, two water storage tanks, and the collection of all State and federally regulated water samples. The operation strives to provide safe, aesthetically pleasing, and pleasant-tasting water and to meet the demands of the Town's over 5,172 residential and commercial customers.

The treatment plant on Blackwell Road is permitted to treat 3.2 million gallons per day but is restricted by the safe yield of the reservoirs, which is a combined 2.27 million gallons per day. Currently, the plant produces an average of 1.3 million gallons of water daily.

CIP UPDATE:

- Filter control valve project has been completed. (Pictures provided)
- Raw Water Pumps and priming system project is ongoing, awaiting engineering and mechanical and electrical components. (Pictures provided)
- **W-010** Sedimentation and Flocculation Basin Project is currently under engineering evaluation before being placed out to bid, approximately April.
- **W-001** Clearwell project is in the final stages of the engineering process.
- **W-005** Warrenton Reservoir Dam is in the geotechnical, structural, capacity and bathymetric

- survey phase. (This project has received grant funding)
- **W-008** Mt. Tank Line Power, contact has been made with Dominion Power.

WASTEWATER PLANT OPERATIONS:

The wastewater plant operates and maintains the Town’s 2.5million gallonsperday(mgd) sewage treatment facility and 8 sewage pump stations. The plant treats, on average, 1.6-1.8 mgd, with the primary operational responsibility being the environmental protection of downstream waters by plant operations and monitoring for compliance with state and federal regulations.

Treatmentbeginsattheheadworkswithscreeningandgritremoval,followedby primarysedimentation. Thesecondprocessinvolvesbiologicaltreatmentwith the newly constructed Moving Bed Biofilm Reactor (MBBR). The third phase employs chemical coagulation and flocculation, followed bysecondary sedimentation. The final stage oftreatmentincludesnutrientremovalviadeepbedfiltration, disinfection with ultravioletlamps,andpost aerationbeforedischargeintotheunnamedtributaryto Great Run. Sludge generated by the treatment process is anaerobically digested, dewatered bya2-meter belt press, then hauled away byan outside contractor, and land applied. Annual nutrientlimitsfornitrogen andphosphorusareineffect to comply with actions to clean up the Chesapeake Bay.

CIP UPDATE:

- Primary Clarifier project is ongoing. (Pictures provided)
- **S-003** Primary Digester is in the beginning engineering and evaluation phase.
- **S-005** Cedar Run Pump Station is currently getting it’s three (3) pumps replaced due to failure. (Pictures provided)
- **S-007** Wastewater Treatment Plant PS, backwash pumps are being replaced.

STAFF RECOMMENDATION

WRA completed a Capacity Study in November of 2022. This study paired with continued staff recommendation is the most recent study providing an overall assessment of water and wastewater operations moving forward taking into consideration all existing service requirements and factoring planned growth. With this study, staff’s own assessment and report, and the enlistment of an engineering company, we put together a multi-year plan to address the necessary replacements, maintenance, repairs and modernization to ensure our plants function properly and within all Federal and State regulations.

Our plan is also based on a cost-effective planning of financial resources and the need to increase rates to properly fund the continued progression of the CIP. Working with Finance and their consultant, Davenport, we have incorporated a funding plan with rate adjustments into the overall CIP plan. This year Utilities Department with direction from the Project Coordinator continues to work through the CIP and CARP as previously approved, as was the previous past yearly goals.

Staff recommend continuing to move forward with the outlined projects for maintenance and modernization as discussed and identified in the CIP. We want to make the Council aware the order of the projects may change as we continue to move forward because of unexpected maintenance issues or other

challenges. We highly encourage the Council to stay the course with the future improvements and maintenance of both these plants to ensure proper functioning while keeping in mind the challenges of adding more accounts to these systems.

Service Level / Policy Impact

These projects are in line with the Plan Warrenton 2040, Goals as follows:

- **CF-4: Ensure healthy, safe, and adequate water and wastewater services.**
 - **CF-4.1:** Maintain a reliable and sufficient quantity of wastewater treatment capacity and an adequate quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.
 - **CF-4.2:** Meet the future infrastructure needs through careful planning and acquisition of required permits.
 - **CF-4.3:** Reduce Infiltration and Inflow (I&I) and promote sustainability within the wastewater infrastructure system.
 - **CF-4.5:** Evaluate and update the Town of Warrenton – Fauquier County Master Water and Sewer Plan's Tri-Party Agreement as needed, creating a regional strategy for future needs and reevaluating the Town boundaries in relationship to its service areas.
 - **CF-4.8:** Explore resources to help property owners and promote connection to the public.
- **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.**
 - **CF-5.1:** Implement robust maintenance schedules on community facilities to extend the life of investments.

CF-5.2: Support the Town's current and future population by providing timely and comprehensive community facilities.

Fiscal Impact

Budgeted CIP

Legal Impact

N/A

ATTACHMENTS

1. Updated Project Report
2. Broken / Repaired List for both the Water and Wastewater Treatment Facilities
3. Supporting Pictures

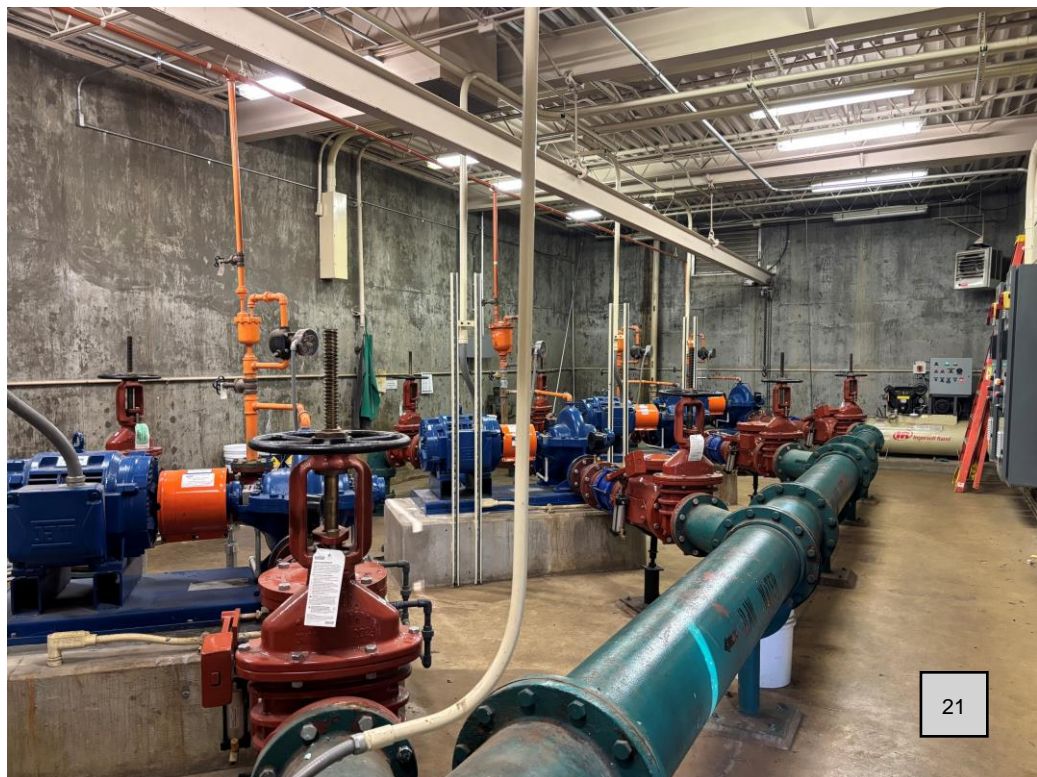
WWTP Primary Clarifier Progress



Filter Control Valve Project, Before and After




Raw Water Pumps Progress




Repairs Made at the Water & Wastewater Plants 2023 to 2025

- **Rebuilt UV #1 And UV #2.**
- **Repaired #1 Pump at Goldcup. (Belts, Flappers, Top Plate).**
- **Repaired Effluent Sampler (Hoses).**
- **Repaired Aqua Guard (Auger, Brushes, Automatic Grease Unit).**
- **Repaired # 2 Coagulant Pump (Diaphragm).**
- **Replaced Four (Fourteen Inch) Butterfly Valves For UV.**
- **Replace Air Relief Valves and Hour Meters on MMBR Blowers.**
- **Replaced All Heat Trace at the Headworks.**
- **Replaced # 2 Polymer Pump for Belt Press.**
- **Repaired # 1 Sludge Pump.**
- **Repair Mission Units At #9 And Cedar Run.**
- **Replaced Telescoping Valve Gasket At #1 Secondary Clarifiers.**
- **Replaced Valve Stem On #1 And #2 Secondary Clarifiers.**
- **Replaced Valve Stem On #3 Primary Clarifier.**
- **Replaced Both Air pumps at Goldcup Pump Station.**
- **Replaced Rubber Scrappers on Secondary Arms #1 And #2.**
- **Replaced #2 Methanol Pump and Motor.**
- **Replaced #1 Methanol Pump and Controller Panel.**
- **Replaced #2 Wet Well Pump, Slide Rails and Base Elbow.**
- **Replaced #3 Wet Well Slide Rail and ten-inch plug valve and air relief.**
- **Repaired #4 Wet Well Pump.**
- **Rebuilt Both UV Chambers.**
- **Rebuilt #1 And #2 Primary Pumps, Air Tanks, And Floats.**
- **Rebuilt #1 And #2 Secondary Pumps.**
- **Repair #2 Non-Not Pump.**
- **Repaired And Rebuilt #1 Grit Collector.**
- **Replaced Wear Blocks On #2 Grit Collector.**
- **Repaired Belt Press Sensors, Belts, and Scrappers.**
- **Repaired Weir Plates On #3 Primary Clarifier.**
- **Repaired Valves and Piping to Gravity Sludge Thickener.**
- **Gravity Sludge Thickener Sludge Hauling Due to Equipment Not Being Able to Handle Solids Loading.**



Yellow: Newly added items since last update



Blue: Items that we able to be repaired / older items that have been fixed (starting 7-1-25)

Item C.

- **Gravity Sludge Thickener Complete Overhaul Due to Equipment Degradation.**
- **Secondary Sludge Pumping and Hauling Due to Plant Equipment Not Being Able to Process Solids Correctly.**
- **#1 Grit Collector Down for Repair Currently**
- **#1 Denite Wet Well Pump VFD Is Currently Not Functioning.**
- **Hole In Piping Under Primary Pumping Station to Be Repaired.**
- **Glass window on Storage Building.**
- **Boiler Repairs Were Made Thru Out the Year.**
- **2- Non potable pumps replaced**
- **2 -Denite Eff filter valves and actuators 01-08-2024**
- **Pump station number seven #1 pump pulled.**
- **#1 mixer on MMBR replaced. 01-05-2024**
- **Replaced broken pipe under primary pump station. 11-25-2023 till 12-21-2023**
- **Air relief tank primary sludge pump #2**
- **Repac digester sludge pump #2**
- **Number two primary clarifier belt replaced.**
- **Methanol eye station potable line broken**
- **Grit collector #2 blower motor**
- **Transducer at #9 lift station broken.**
- **The plant needs to replace Denite filter station floats and transducers.**
- **Netzch pump lobes are worn out and need replacing.**
- **primary wet well pump #4 switch needs to be replaced.**
- **Took Number Three (3) primary offline to be cleaned and bottom scraper repaired.**
- **Took Number Four (4) primary offline to be cleaned.**
- **Seals under Number two (2) digested sludge pump.**
- **GST placed back online.**
- **Grit collector blower motor replaced and breaker on Number one (1)**
- **Installed T2 Netzch pump for belt press.**
- **Rebuilt Number (2) secondary piston pump**
- **Replaced timers On Belt Press control panel.**



Yellow: Newly added items since last update



Blue: Items that we able to be repaired / older items that have been fixed (starting 7-1-25)

Item C.

- Replaced pump on Effluent sampler.
- Replaced Digester Ladder Bracket
- 500 Kw Generator leaking fuel into the oil at Wastewater Plant
- Replace compressor for descant for Denite station.
- Number two secondary is currently down for repairs from 04-17-2024 to 05-13-2024- New flights ordered and center column off plum
- Skid steer Glass had broken during clean up
- Ratcheting relay at number six(6) Taylor pump station faulting
- Belt press belts replaced on pressure side 4-20-2024
- Non-pot line broke on primary number 2 4-21-2024
- Number 2 transfer sludge pump clogging once a week since 04-8-2024 till 05-7-2024
- Cedar Run Pump number 3 impeller had fallen and is down for repairs
- 15 kw generator had caught fire in the exhaust
- VFD number 2 primary wet well pump faulted ground
- Netzch pump taken down for cleaning on weekly basis
- Methanol control board fixed 5-6-2024
- Replaced Number one VFD at cedar Run pump station 5-3-2024
- Head works slide gates install
- Brake line on Colorado
- Number one blower motor MBBR 5-30-2024
- Digester boiler gasket replacement.
- Relay at Taylor pumpstation 06-03-2024
- Denite filter relief valve
- Denite dryer ports leaking air
- Turkey Run Transducer replaced
- Grit collector Number One Broken Chain
- Grit Collector number two broken sheer pin and overloaded grit channel
- Broken lower belt on belt filter press
- Pressure relief valve on Backwash line in Denite
- Slide Gates have been completed. 7-3-2024
- MBBR blowers tripped out (hard reset completed) 7-3-2024



Yellow: Newly added items since last update



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Item C.

- Drive on Secondary number 2 bearings squealing 7-3-2024
- Methanol pump broken hose 7-6-24
- Gold Cup pump station reprimed 7-6-24
- Number one primary pump losing prime 7-7-2024
- Rady Park Pump one tripped. 07-14-2024
- Number one polymer pump flushed 07-13-2024
- Number one Primary piston pump collar rebuilt 7-21-2024
- Number 2 digested sludge pump shims replaced 7-23-2024
- MBBR blowers tripped out (hard reset completed) 7-20-2024
- Pressure relief valve fixed in Denite backwash line 07-23-2024
- AC Unit in Denite control room stopped working 7-25-24
- MBBR Tripped out 7-27-24
- Roller on belt press broke on pressure section/Lower belt broke 7-28-24
- Number one primary pump broke shear pin on 8-5-24
- Number one primary pump belts broke 8-12-24
- Water heater leaking
- Number one blower on Denite system bearings went bad.
- Number two pump at Cedar Run water jacket leaking 8-8-24
- Taylor Pump station Number one pump installed 9-3-24
- 9-17-24 Broken pressure gage replaced at Taylor pump Station
- 10-31-2024 Number one secondary drive squealing. (Looking into fixing.)
- 11-9-2024 Belt press lower belt had broken.
- 11-25-2024- Two Rpz's failed at Wastewater Plant
- 11-27-2024 -ChemScan unit needs service (High Methanol Feed during low flows.)
- 12-01-2024- Transfer and Digested sludge pumps leaking.
- 12-15-2024- Number Two Denite Influent valve actuator broke and replaced.
- 12-16-2024- Number Two Denite Influent valve actuator broke and replaced.
- 12-17-2024- Denite Blower number one key way broken. Fixed day of.
- 12-17-2024- Air Dryer and oiler repaired.



Yellow: Newly added items since last update



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Item C.

- **12-18-2024- Number 4 Denite Influent valve actuator broke and replaced day of.**
- **12-18-2024- Number 4 Denite Effluent valve actuator broke and replaced day of.**
- **12-23-2024- Number one Denite Influent valve air actuator broke. replaced day of.**
- **12-24-2024- Heat in main building stopped working.**
- **12-26-2024- Heat in main building repaired.**
- **12-26-2024- Number 2 Denite backwash air actuator broke. Repaired day of.**
- **12-29-2024- Cedar Run main entrance door broken.**
- **12-31-2024- Number three Wet Well Pump Underload fault on VFD**
- **12-31-2024- Air actuator on Denite blowers broken.**
- **01-10-2025- Doors at Cedar run Fixed.**
- **01-11-2025- Electrical Glitch blew fuse on Denite Control HMI**
- **01-16-2025- Polymer pump coupling broke and repaired.**
- **01-18-2025- Methanol hose replaced.**
- **01-29-2025- Both Gears on main drive for Secondary One wore out. Replaced gears day of.**
- **01-30-2025-Valve on coagulant tank broke**
- **02-06-2025- Recirculation motor on boiler broker- Repaired on 02-07-2025.**
- **02-06-2025- Cedar Run Generator over voltage shut down pump #1.**
- **02-06-2025- Transformer pole cross beam broke.**
- **02-07-2025- Potable seal water float repaired.**
- **02-10-2025- Sample Fridge stopped cooling.**
- **02-11-2025- Toilet for operator office broke.**
- **02-14-2025- Valves for NON-Potable water line broke for polymer tanks.**
- **02-20-2025- Bearing on belt filter press broke and repaired.**
- **02-24-2025- Carter for Cedar Run generator determined VFD was overvolting the generator.**
- **02-26-2025- Air actuator valve broke on number two Denite pump station.**
- **02-27-2025- Yard hydrant by secondaries leaking. Replaced hydrant.**



Yellow: Newly added items since last update



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that have been fixed (starting 7-1-25)

Item C.

- **02-28-2025- Replaced fuses for Secondary Pump Station.**
-

- **03-01-2025- Bioxide pump at Cedar Run leaking.**
 - **03-04-2025- Valve for yard hydrant at Secondaries broke.**
 - **03-04-2025- Operator office toilet and flange repaired.**
 - **03-04-2025- Gas water heater replaced with electric water heater main building.**
 - **03-04-2025- Showers repaired main office building.**
 - **03-04-2025- Sample fridge repaired main lab.**
 - **03-04-2025- 401 A methanol hose broke.**
 - **03-04-2025 Belt press upper belt broke and repaired**
 - **03-04-2025 Hydraulic Manifold on belt press dials broken**
 - **03-13-2025 Power Glitch at facility, MBBR hard reset required, conference computer hard drive failure, fuses blown on secondary pump station.**
 - **03-19-2025 Secondary number two baffle broken repaired.**
 - **03-27-2025 primary number four spray wash pipe broken and repaired.**
-

- **04-10-2025 Replaced hose on effluent sampler.**
 - **04-10-2025 Blower on Carbon unit bearing broke.**
 - **04-15-2025 Replaced hose on methanol pump.**
 - **04-15-2025 Replace ball valve on flare**
 - **04-17-2025 Replaced washer on secondary pump.**
 - **04-18-2025 Coagulant Tank Valve broke, and parts ordered.**
 - **04-18-2025 Replaced relay on number 3 primary scum box washer**
 - **04-22-2025 Pressure relief valve on non-pot system broken. Part ordered**
 - **04-23-2025 Dump truck battery dead**
 - **05-05-2025- UV number 2 lamp fault. Contacted manufacture.**
-

- **06-15-2025- Turbidity meter broke and repaired**



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Item C.

- **06-17- Pressure gauges on no-pot screen and pumps broken and replaced**
 - **06-20-2025- Brackets on MBBR DO probes broken and replaced.**
 - **06-28-2025- Both methanol pumps were leaking and repaired**
 - **06-28-2025- Number 2 Primary Clarifier scum box washer broken and repaired**
-

- **07-01-2025- Plant main Ac unit VFD broken. System bypassed the VFD**
 - **7-6-2026- Check valve body on number one primary pump broke**
 - **7-12-2025- Both non-pot pumps not working**
 - **7-14-2025- Transfer Switch at station #6 failed- Taylor Middle**
 - **7-16-2025- Seal on number one pump at Cedar run Failure**
 - **7-17-25 Emergency Bypass pump installed at Cedar Run PS**
 - **7-25-2025 New Non-Pot pumps installed**
 - **7-28-2025- Fan motor on press room exhaust broke**
 - **8-01-2025- Generator 750 Wastewater plant coolant line broke**
 - **8-01-2025- Generator 750 Coolant line repaired**
 - **8-06-2025- Number three Primary scum box washer pipe broke**
 - **8-06-2025- Well 3 Water Level Indicator Transducer failed**
 - **07-2025- WTP Raw Water Pump 1 Packing failed**
 - **07-2025- WTP Raw Water Pump 3 Soft Start failed, awaiting new unit**
 - **8-7-25- WTP Alum Pump head failure**
 - **8-8-25- WTP Pre Hypo line rupture / spill remediated**
 - **8-25- WTP Training Center Booster Pumps failed to cycle**
 - **08-15-2025-WWTP All three digester sample port vales leaking**
-

- **08-25-2025- WWTP Call box Broken**
- **08-27-2025- WWTP Pearth Gas line broke on digester**
- **08-27-2025- WWTP Life rings broken and cracked**
- **08-27-2025- WWTP Polymer pump gaskets broken**
- **08-27-2025- WWTP Waste gas burner broken**

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Item C.

- 08-27-2025- WWTP Alarm touch screen display broken in lab
- 8-29-2025- WWTP Secondary Pumpstation drain valve broken
- 09-05-2025- Plant Plans Room door Glass Broken WWTP
- 09-13-2025- Shaft and roller on belt press broken WWTP.
- 09-24-2025- Two of four Rotorq valves repaired MBBR WWTP
- 09-24-2025- Coagulant line broken during construction WWTP
- 09-26-2025- MBBR motor leaking oil on mixer one WTPP
- 9-1-25 Filter 2's Influent Valve dropped a keyway pin resulting in failure WTP
- Pre Hypo Pump Influent Line Broke, Repaired WTP
- Hypo Tank 1 Effluent Valve Broke, Repaired WTP
- July – WTP: Raw Station - Pump 4 Relay Failed - replaced.
- September – WTP: Raw Station - Pump 3 VFD and Soft start replaced.
- August – WTP: Well 6 - Fluoride pump replaced.
- September – WTP: Well 3 – Level sensor failed - replaced.
- September – WTP: MT. Tank – Level Sensor failed - repaired.
- August – WTP: WTP – High service pump 4 fuse blew - replaced.
- October – WTP: WTP – HVAC under repair after failure.
- October – WTP: Town Tank – Aerator broken.
- October – WTP: Mt. Tank – Aerator broken.
- September – WTP: WTP – Chemical Hypo fill line camlock broken - repaired.
- October – WTP: WTP – Pre Hypo Injection quill assembly and connector leaking.
- September – WTP: WTP – Filter 2 influent valve repair.
- October – WTP: WTP – Soda hex recirc pump needs repair.



STAFF REPORT

Council Meeting Date:	October 14, 2025
Agenda Title:	Water & Sewer Operating Fund Financial Overview
Requested Action:	For information only
Department / Agency Lead:	Finance & Procurement Department
Staff Lead:	Brooke Campbell, Budget Manager

EXECUTIVE SUMMARY

Each month from August through January we will provide financial overviews of one or more departments as part of the council meeting agenda. The purpose of the financial overview is to provide a detailed look into each department's budget. Each financial overview will contain line-by-line detail on the relevant department's budget, a chart summarizing the trend in actual expenditures, and a chart summarizing budget versus actual spending. Departments will provide separate reports and presentations detailing their operations.

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BACKGROUND

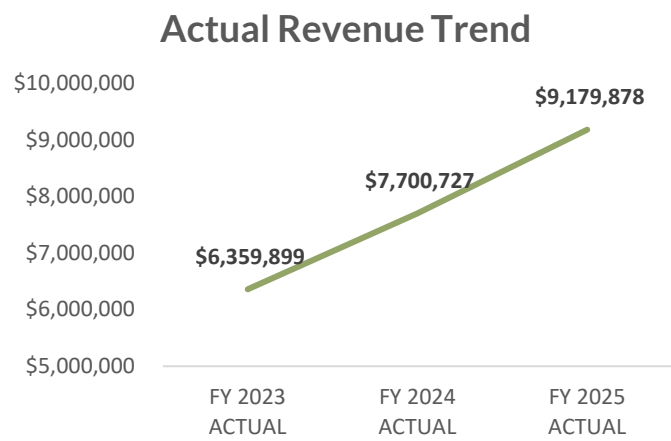
The Town's Water & Sewer Operating Fund, which includes all revenues and expenses for the production and distribution of drinking water, and collection and disposal of sewage in Warrenton and certain areas surrounding the Town, is an enterprise fund. The fund captures the cost to operate five (5) departments, and their staff, as follows:

- Meter reading- One (1) full-time staff.
- Water treatment- Eight (8) full-time staff.
- Transmission and distribution - Eight (8) full-time staff.
- Wastewater treatment - Eleven (11) full-time staff and one (1) part-time staff.
- Administration - Two (2) full-time staff allocated 100% and partial allocations of various Town staff according to the level of service provided.

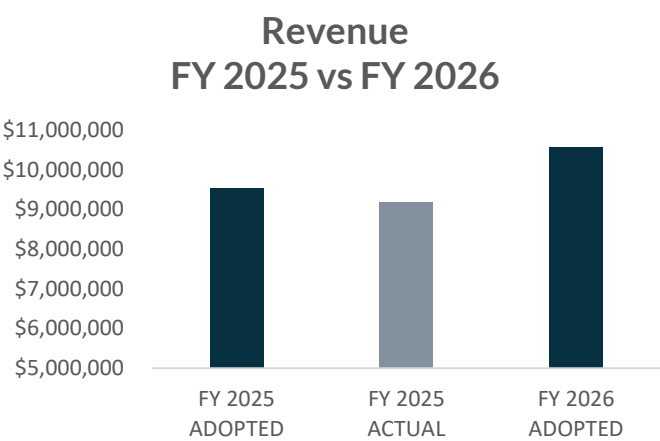
The following tables and charts provide a financial summary of the Water & Sewer Operating Fund.

Revenue

ACCOUNT NAME	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 ACTUAL	FY 2026 ADOPTED
PERMITS & FEES	8,625	8,475	8,250	7,750	8,250
USE OF MONEY/PROPERTY	371,805	421,990	393,240	422,259	397,077
CHARGES FOR SERVICES	5,914,378	7,221,144	9,081,973	8,674,545	10,120,492
MISCELLANEOUS REVENUE	65,091	49,118	47,000	75,324	53,000
	\$ 6,359,899	\$ 7,700,727	\$ 9,530,463	\$ 9,179,878	\$ 10,578,819



In FY 2024, revenue increased 21.1% or \$1,340,828 over FY 2023. FY 2025 revenues increased 19.2% or \$1,479,151 over FY 2024. Rate increases of 23% were adopted in FY 2024 and FY 2025 in line with the water and sewer rate study.

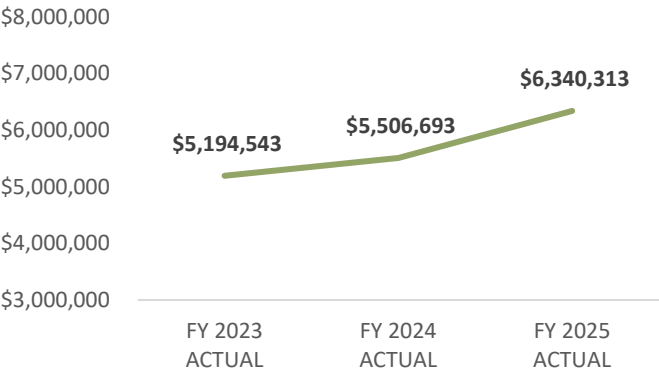


In FY 2025, the total projected revenue for the Water & Sewer Fund was \$9,530,463. FY 2025 revenue totaled \$9,179,878. The FY 2026 budget included a 23% rate increase, resulting in projected revenue for the Fund of \$10,578,819.

Expense

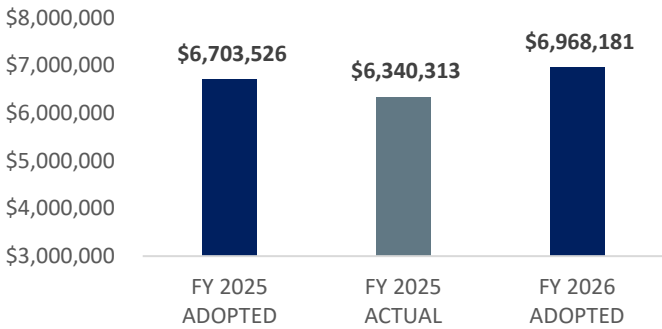
DEPARTMENT NAME	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 ACTUAL	FY 2026 ADOPTED
METER READING	251,444	189,848	290,598	257,855	295,640
WATER TREATMENT PLANT	1,150,929	1,183,975	1,595,441	1,338,880	1,717,168
TRANSMISSION AND DISTRIBUTION	782,025	816,665	921,498	863,959	894,689
WASTEWATER PLANT OPERATION	2,098,194	2,135,408	2,585,230	2,596,684	2,713,188
WATER/SEWER ADMINISTRATION	911,951	1,180,797	1,310,759	1,282,934	1,347,496
TOTAL	\$ 5,194,543	\$ 5,506,693	\$ 6,703,526	\$ 6,340,313	\$ 6,968,181

Actual Expense Trend



In FY 2024, expenses increased 6.0% or \$312,150 over FY 2023. FY 2025 expenses increased 15.1% or \$833,620 over FY 2024.

Expense
FY 2025 vs FY 2026



In FY 2025, the total adopted budget for the Water & Sewer Fund operating departments was \$6,703,526. FY 2025 expenses totaled \$6,340,313. The FY 2026 adopted budget for the departments is \$6,968,181.

Debt Service

	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 ACTUAL	FY 2026 ADOPTED
DEBT	485,770	385,196	1,195,999	363,934	1,293,510
TOTAL	\$ 485,770	\$ 385,196	\$ 1,195,999	\$ 363,934	\$ 1,293,510

Due to the treatment of debt under the full accrual accounting method required for enterprise funds, actual figures represent only the interest portion of debt payments, while the adopted figures reflect both the interest and principal portions of the payment.

Transfers

	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 ACTUAL	FY 2026 ADOPTED
TRANSFER TO GENERAL FUND	-	490,830	366,581	366,581	321,479
TRANSFER TO W&S CAPITAL FUND	-	1,357,126	1,264,357	2,002,575	1,995,649
TOTAL	\$ -	\$ 1,847,956	\$ 1,630,938	\$ 2,369,156	\$ 2,317,128

The transfer to the General Fund represents the total that the Water & Sewer Operating Fund is remitting to the General Fund for the services provided by the information technology and fleet departments since there is no longer an allocation of these expenses as of FY 2024. This amount is net of the cost of water and sewer services provided to General Fund facilities.

The transfer to Water & Sewer Capital Fund represents the surplus of revenue over operating expenses in the Water & Sewer Operating Fund. This surplus is transferred to the Water & Sewer Capital Project Fund for the cash funding of critical capital projects at the water and wastewater treatment plants. Such transfers reduce the need for debt funding.

Current Capital Projects

Please see attachments for capital improvement plan (CIP) and capital asset replacement plan (CARP) project summaries.

STAFF RECOMMENDATION

ATTACHMENTS

- 1. Water & Sewer Fund capital projects – From FY 2026 adopted capital improvement plan.
- 2. Water & Sewer Fund asset replacements – From FY 2026 adopted capital improvement plan.

WATER & SEWER FUND CAPITAL PROJECTS

The Town operates a Water and Sewer Utility that is accounted for in a separate, self-supporting, Enterprise Fund. Projects have been broken out between Water (W) and Sewer (S). A combined funding summary for both Water and Sewer projects is provided following the project listings. Detailed sources, uses, and previous allocations for each project are provided in the project detail pages.

Water Projects

Project #	Project Name	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31	Total
W-001	WTP Clearwell Project	\$ -	\$ -	\$ 6,500,000	\$ -	\$ -	\$ -	\$ 6,500,000
W-005	Warrenton Reservoir Dam	3,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,500,000	8,500,000
W-008	Mt. Tank Line Power	945,000	-	-	-	-	-	945,000
W-010	High Rate Filter, Sediment & Flocc	8,950,893	-	700,000	5,000,000	-	-	14,650,893
W-011	Water Line Improvements: LRCC	-	-	-	400,000	4,000,000	-	4,400,000
W-012	Warrenton Reservoir Dredging	250,000	-	1,500,000	-	-	-	1,750,000
W-014	Airlie Drain Valve	-	-	350,893	-	-	-	350,893
W-017	Lee Highway Waterline Replacement	-	200,000	-	2,000,000	-	-	2,200,000
W-019	Hunton Street Waterline Replacement	75,000	1,000,000	-	-	-	-	1,075,000
W-020	Marr Drive Waterline Replacement	-	-	-	-	50,000	750,000	800,000
W-021	Industrial Road Waterline Replacement	-	-	-	40,000	600,000	-	640,000
W-022	Fauquier Road Waterline Replacement	-	-	-	50,000	500,000	-	550,000
TOTAL WATER PROJECTS		\$ 13,220,893	\$ 2,200,000	\$ 10,050,893	\$ 8,490,000	\$ 6,150,000	\$ 2,250,000	\$ 42,361,786

Sewer Projects

Project #	Project Name	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31	Total
S-002	I&I Reduction	220,500	250,000	250,000	250,000	250,000	-	1,220,500
S-003	Primary Digester	-	6,250,000	-	-	-	-	6,250,000
S-005	Cedar Run Pump Station	-	250,000	-	5,000,000	-	-	5,250,000
S-006	Secondary Clarifier and Sludge Pump	-	11,000,000	-	-	-	-	11,000,000
S-007	Wastewater Treatment Plant Pump Station	82,688	-	-	-	-	-	82,688
S-008	Dewatered Sludge Storage	750,000	-	-	-	-	-	750,000
S-011	Taylor Pump Station	-	350,000	5,000,000	-	-	-	5,350,000
S-012	Sludge Dewatering	-	-	584,821	-	-	-	584,821
S-013	Sludge Screen with Enclosure	-	-	350,893	-	-	-	350,893
S-014	Turkey Run Pump Station #2	-	-	-	-	300,000	-	300,000
S-015	Plant Hydraulics/Piping	-	-	29,241	150,591	-	-	179,832
S-016	Sanitary Sewer Improvements to LRCC	-	-	-	361,419	-	-	361,419
S-017	Headworks Building	-	-	-	800,000	7,500,000	-	8,300,000
S-018	Frost Avenue Sewer Line	650,000	-	-	-	-	-	650,000
		\$ 1,703,188	\$ 18,100,000	\$ 6,214,955	\$ 6,562,011	\$ 8,050,000	\$ -	\$ 40,630,154
Subtotal: Water & Sewer Capital Projects		14,924,081	20,300,000	16,265,848	15,052,011	14,200,000	2,250,000	82,991,939
Contingency - 10% of Town Funding		1,492,408	2,030,000	1,626,585	1,505,201	1,420,000	225,000	8,299,194
TOTAL WATER & SEWER CAPITAL PROJECTS		\$ 16,416,489	\$ 22,330,000	\$ 17,892,433	\$ 16,557,212	\$ 15,620,000	\$ 2,475,000	\$ 91,291,133

WATER & SEWER 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. As mentioned in the introductory section, 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.

Project Name	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31	Total
Roof Replacement	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Facilities Energy Management Program	25,000	25,000	25,000	25,000	25,000	25,000	150,000
Fleet Management Vehicle: Dump Truck	115,000	-	-	-	-	-	115,000
Facilities Physical Security	150,000	-	-	-	-	-	150,000
Fleet Management Vehicle: Light trucks	-	90,000	-	-	-	-	90,000
Fleet Management Vehicle: Camera Truck	460,000	-	-	-	-	-	460,000
Dam Maintenance	65,000	65,000	65,000	65,000	65,000	65,000	390,000
GAC Replacement	-	-	80,000	80,000	-	-	160,000
Reliability Measures	60,000	60,000	60,000	60,000	60,000	60,000	360,000
WTP Drain Field	40,000	-	-	-	-	-	40,000
WTP Sewer Lines	50,000	-	-	-	-	-	50,000
Denitrification Backwash Pumps	45,000	45,000	-	-	-	-	90,000

TOTAL WATER & SEWER FUND MAINTENANCE PROJECTS	\$ 1,070,000	\$ 285,000	\$ 230,000	\$ 230,000	\$ 150,000	\$ 150,000	\$ 2,115,000
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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:	October 14, 2025
Agenda Title:	Stormwater Management Fund Financial Overview
Requested Action:	For information only
Department / Agency Lead:	Finance Department
Staff Lead:	Brooke Campbell, Budget Manager

EXECUTIVE SUMMARY

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BACKGROUND

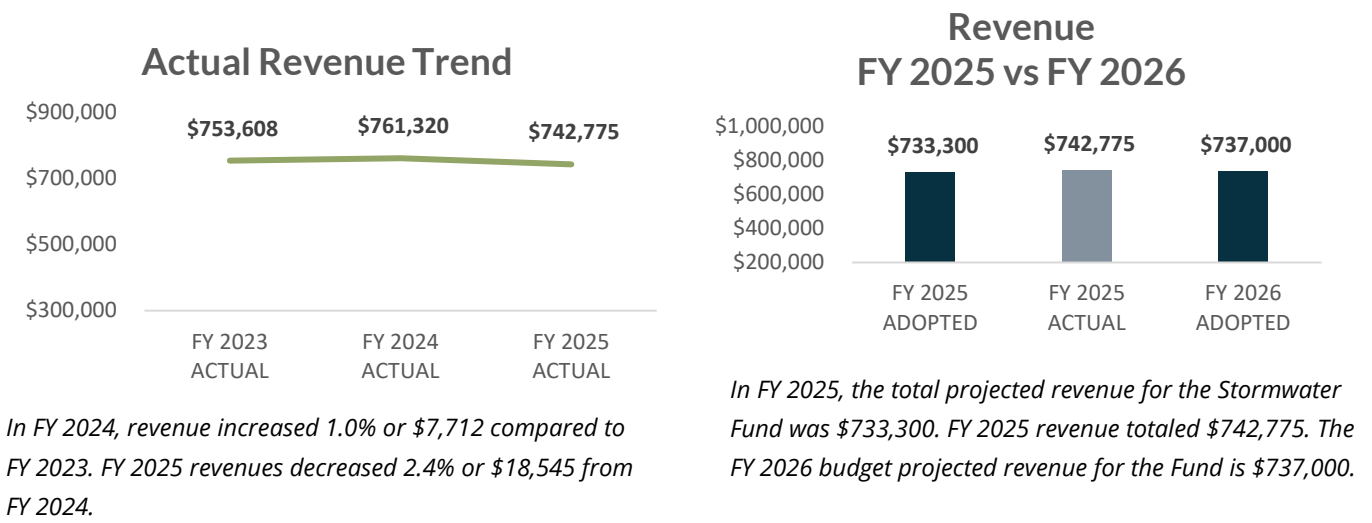
Stormwater runoff is the most common cause of water pollution. State and federal clean water statutes require localities to have programs related to stormwater runoff, erosion, and sedimentation control protecting their water resources. The Town is an MS4, or a Municipal Separate Storm Sewer System, and is permitted to levy a stormwater utility fee to pay for the program. The fee was established by ordinance during the FY 2021 budget process, but Council delayed collection due to the COVID-19 pandemic. The collection of this fee began in FY 2022, and the Stormwater Management Fund was established as an enterprise fund to sustain the program.

Stormwater Management is staffed by the stormwater administrator and stormwater inspector who are both allocated 100% to the department. The director of public utilities is allocated 20% to this Fund. The GIS technician, engineer, permit Technicians, zoning Official, and tax administrator are also partially allocated to this Fund based on support provided.

The following tables and charts provide a financial summary of the Stormwater Management Fund.

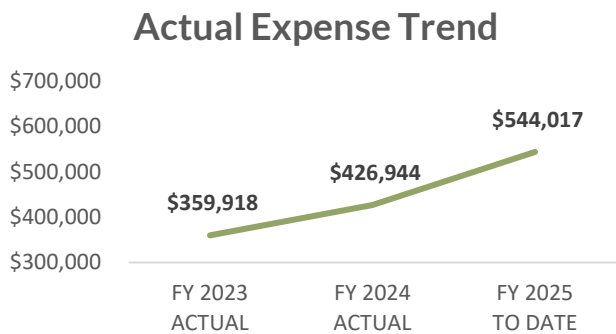
Revenue

ACCOUNT NAME	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 ACTUAL	FY 2026 ADOPTED
STORMWATER MANAGEMENT FEE	653,734	757,905	733,000	741,521	736,000
MISCELLANEOUS REVENUE	556	885	300	1,254	1,000
FEDERAL REVENUE (GRANTS)	99,318	2,531	-	-	-
	\$ 753,608	\$ 761,320	\$ 733,300	\$ 742,775	\$ 737,000

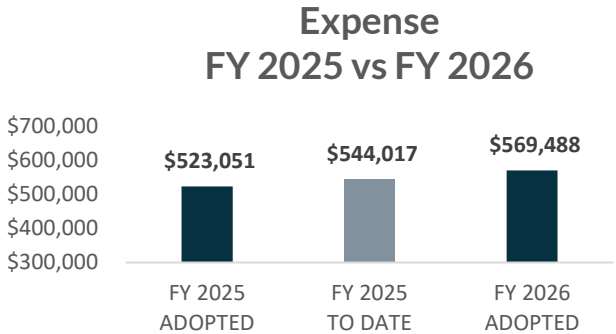


Expense

ACCOUNT NAME	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 TO DATE	FY 2026 ADOPTED
PERSONNEL SUBTOTAL	348,211	385,178	441,121	466,243	487,803
PROFESSIONAL SERVICES	7,101	35,813	71,000	70,558	70,000
UNIFORM RENTAL	-	185	940	991	1,000
PERMIT FEES	3,000	3,000	3,500	3,000	3,500
POSTAGE	-	36	500	30	500
AUTOMOBILE INSURANCE	-	1,464	1,550	1,586	1,800
TRAVEL	-	-	500	-	500
TRAINING	910	1,125	2,000	695	2,000
MEMBERSHIPS & DUES	234	50	500	423	945
PURCHASING	462	93	1,440	492	1,440
TRANSFER TO GENERAL FUND	-	49,083	47,681	47,681	56,501
TOTAL	\$ 359,918	\$ 426,944	\$ 523,051	\$ 544,017	\$ 569,488



In FY 2024, operating expenses increased 19% or \$67,026 over FY 2023. FY 2025 expenses increased 27% or \$117,074 over FY 2024.



In FY 2025, the total adopted budget for the Stormwater Management Fund operating expenses was \$523,051. FY 2025 expenses totaled \$544,017. The FY 2026 adopted budget for the fund's operating expenses is \$569,488.

Current Capital Projects

Please see the attachment for the capital improvement plan (CIP) project summary.

STAFF RECOMMENDATION

ATTACHMENTS

1. Stormwater Fund capital projects – From FY 2026 adopted capital improvement plan.

STORMWATER MANAGEMENT FUND CAPITAL PROJECTS

The other Enterprise Fund for the Town is the Stormwater Management Fund. Projects planned in support of this function are as follows. Detailed sources, uses, and previous allocations for each project are provided in the project detail pages.

Project #	Project Name	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31	Total
SM-003	Stream Retrofit Rady Park	\$ 100,000	\$ 775,000	\$ -	\$ -	\$ -	\$ -	\$ 875,000
SM-004	Master Drainage Plan	300,000	400,000	400,000	-	-	-	1,100,000
SM-005	BMP & Filterra Facilities	200,000	150,000	150,000	130,000	130,000	100,000	860,000
SM-006	East Street Drainage	-	31,500	266,860	-	-	-	298,360
SM-008	Sullivan/Broadview Avenue Drainage	-	-	33,075	254,823	-	-	287,898
SM-009	West Lee Highway Stormwater Culvert	-	-	204,687	-	-	-	204,687
		\$ 600,000	\$ 1,356,500	\$ 1,054,622	\$ 384,823	\$ 130,000	\$ 100,000	\$ 3,625,945
	Contingency - 10% of Town Funding	60,000	135,650	105,462	38,482	13,000	10,000	362,595
TOTAL STORMWATER CAPITAL PROJECTS		\$ 660,000	\$ 1,492,150	\$ 1,160,085	\$ 423,305	\$ 143,000	\$ 110,000	\$ 3,988,540



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 D.

STAFF REPORT

Council Meeting Date:	October 14 th , 2025
Agenda Title:	Emergency Management Agency Designation & Updates
Requested Action:	Approve the updated COOP as written.
Department / Agency Lead:	Office of Emergency Management
Staff Lead:	Frank Cassidy, Town Manager / 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 Continuity of Operations Plan has been updated to reflect the designation of the EMA and has undergone an update of key contacts, departmental structures, and organization format.

BACKGROUND

The Town of Warrenton's Office of Emergency Management was created in December 2020 in response to the COVID-19 pandemic. It was officially established as an agency of emergency management for the town by Ordinance 2022-11 at the July 12, 2022, Town Council Meeting. The office operates under the Commonwealth of Virginia Emergency Services and Disaster Law of 2000. Town Manager Frank Cassidy serves as the Director of Emergency Management, and he appointed Johnny Switzer as the Coordinator of Emergency Management on August 20, 2024.

A request for the Town of Warrenton to be recognized as an independent political subdivision for emergency management purposes was submitted to VDEM on February 4, 2025. This request was affirmed by VDEM's Acting State Coordinator, John J. Scrivani, on April 22, 2025. The town is now an independent emergency management jurisdiction, and the Region 2 team of VDEM will be the primary point of contact for the state.

STAFF RECOMMENDATION

Approve the updated COOP as written.

Continuity of Operations Plan (COOP): The COOP was established in 2022 and was revised on April 22, 2025, to reflect the town's new standalone emergency management designation. The plan will be reviewed with the Town Council on September 9, 2025, and is anticipated to be adopted on October 14, 2025.

Continuity of Operations Plan (COOP): The COOP is a required plan to be in place and reviewed/adopted every four years.

The legal basis for the Office of Emergency Management is rooted in Ordinance 2022-11 and is governed by the Commonwealth of Virginia Emergency Services and Disaster Law of 2000. As an independent emergency management jurisdiction, the town is now responsible for its own comprehensive program.

A. 02/11/25 Council Meeting – EM Staff Report – COOP
B. ToW COOP ~2025 - 10.14.25 - Final - Public Copy Redacted
C. OEM COOP Memo



Office of the Town Manager
Frank Cassidy

Warrenton Town Council

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Larry Kovalik, Ward 3
Michele O'Halloran, Ward 4
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Item D.

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, VA



CONTINUITY OF OPERATIONS PLAN

Frank Cassidy
Town Manager

September 2025

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SECURITY AND PRIVACY STATEMENT

Public disclosure of this document would have a reasonable likelihood of threatening public safety by exposing vulnerabilities. It contains sensitive and confidential information not subject to FOIA under Virginia Code §2.2-3705.2 (14). Accordingly, the Town of Warrenton withholds this Plan from full public disclosure. Refer any request for a copy of this document to the town FOIA officer.

PROMULGATION STATEMENT

The Town of Warrenton's mission is to provide public safety, economic opportunity, and quality public services in an attractive, well-planned community with historic character for the benefit, enjoyment, and accessibility of all. All essential departments must ensure their operations are performed with minimal disruption during all-hazards emergencies or other situations that disrupt normal operations to accomplish this mission. This document provides planning and program guidance for implementing the Town of Warrenton Continuity Plan and Continuity Program to ensure the agency can conduct its mission essential functions (MEFs) under all threats and conditions. The agency is committed to the safety and protection of its personnel, contractors, operations, and facilities. This Continuity Plan is a recovery plan that works as a companion plan with the Town of Warrenton Emergency Operation Plans (EOP), the Information Technology Disaster Recovery Plan (ITDRP), the Rappahannock Rapidan Regional Hazard Mitigation Plan, and the Fauquier County Emergency Operations Plan (FCEOP), and provides a framework to minimize potential impact and allow for rapid recovery from an incident that disrupts operations. This Plan encompasses the magnitude of operations and services performed by the Town of Warrenton and is tailored to the Town's unique operations and MEFs.

This Plan identifies key personnel that perform or manage the performance of MEFs. Upon plan activation, key personnel will be notified and assume responsibility for implementing the Plan per the guidance provided by the Town Manager or his/her designee. Essential personnel should be prepared to implement the Continuity Plan and perform MEFs within the established recovery time objectives for a period of up to 30 days or until normal operations can be resumed.

The Town of Warrenton prepared this Continuity Plan to develop, implement, and maintain a viable continuity capability. In accordance with section 44-146.19(E) of the Code of Virginia, and section 20-4 of the Warrenton Town Code, this Plan complies with applicable internal agency policy, and state regulations, and supports recommendations provided in FEMA's Continuity Guidance Circular 1 (CGC 1) and Continuity Guidance Circular 2 (CGC 2). This Continuity Plan has been distributed internally to appropriate personnel within the Town of Warrenton and external organizations that might be affected by its implementation.

APPROVALS

Pursuant to Code of Virginia § 44-146.19(E)

Carter Nevill, Mayor

Frank Cassidy, Town Manager

Chap Peterson, Town Attorney

Johnny Switzer, EM Coordinator

RECORD OF CHANGES

Submit recommended changes to this document to the Office of the Town Manager:

Change Number	Copy Number	Date Entered	Posted By

PUBLICATION AND DISSEMINATION

The agency Continuity Plan will be distributed to executive leadership and key personnel within the agency and others. Requests for additional copies of this Plan or notification of updates should be directed to the Office of the Town Manager.

Continuity Plan Distribution List

Name	Title	Agency or Organization	Date Issued	Date Returned	Number of Copies
John Scrivani	State Coordinator of Emergency Management	Virginia Department of Emergency Management			1
Alexa Boggs	Region 2 Chief Regional Coordinator	Virginia Department of Emergency Management			1
Janelle Downes	Fauquier County Administrator	Fauquier County			1

COOP TEAM MEMBERS & ESSENTIAL PERSONNEL

COOP Team Designation	Incumbent	All Phones	Email
Senior Administration	Frank Cassidy, Town Manager	Work: (540) 347-1101 [REDACTED]	fcassidy@warrentonva.gov
Emergency Management	Johnny Switzer, Emergency Management Coordinator	Work: (540) 680-9538 [REDACTED]	jswitzer@warrentonva.gov
Public Works	John Ward Public Works Director	Work: (540) 347-1101 [REDACTED]	fcassidy@warrentonva.gov
Public Utilities	Steven Friend Public Utilities Director	Work: (540) 351-4908 [REDACTED]	sfriend@warrentonva.gov
Law Enforcement	Timothy Carter, Chief of Police	Work: (540) 347-1107 [REDACTED]	tcarter@warrentonva.gov
Community Development	Rob Walton, Director of Community Development	Work: (540) 347-1101 [REDACTED]	rwalton@warrentonva.gov
Finance	Stephanie Miller, Deputy Town Manager & Finance Director	Work: (540) 347-1101 [REDACTED]	smiller@warrentonva.gov
Information Technology	Jonathan Stewart, Director of Information Technology	Work: (540) 428-2025 [REDACTED]	jstewart@warrentonva.gov

COOP Team Designation	Incumbent	All Phones	Email
Human Capital	Kasey Braun, Director of Human Capital & Risk Management	Work: (540) 347-1101 [REDACTED]	kbraun@warrentonva.gov
Parks and Recreation	Kelly Koernig, Director of Parks and Recreation	Work: (540) 349-2520 [REDACTED]	kkoernig@warrentonva.gov
Communications	Lyndie Paul Communications Manager	Work: (540) 351-4173 [REDACTED]	lpaul@warrentonva.gov
Risk Management	Dennis Merz, Risk Manager	Work: (540) 341-9668 [REDACTED]	dmerz@warrentonva.gov

EXECUTIVE SUMMARY

A Continuity of Operations Plan, or COOP, is an important part of emergency planning and provides a way for organizations to ensure that they are able to continue providing essential functions in the event of a variety of different emergencies that could interrupt the normal operating environment.

It is expected and necessary for the Town of Warrenton to respond quickly in the event of an emergency or threat resulting from a variety of causes such as those that are human, natural, or technological in nature in concert with other agencies. It is for these reasons that the Town of Warrenton has created and adopted this COOP. This plan not only identifies essential functions but also outlines what would need to be done in the three phases of operation—Activation and Relocation, Alternate Facilities Operations, and Reconstitution. This plan also incorporates the following elements that are associated with continuity planning:

- Delegations of authorities that would be needed in an emergency situation;
- Essential Functions and Non-Essential Functions;
- Vital equipment, systems, files, and records that would be needed in an emergency;
- Any alternate facilities that could be used for operations.

The Primary and Secondary COOP Program Managers are listed in the table below with specific contact information included. The Program Managers will coordinate continuity of operations and are responsible for managing all activities to continue essential functions during a situation that disrupts the normal operating environment.

COOP Program Manager Information		
	Name and Position	Contact Information
Primary COOP PM	Frank Cassidy Town Manager	Work: (540) 347-1101 [REDACTED]
Secondary COOP PM	Johnny Switzer Emergency Management Coordinator	Work: (540) 680-9538 [REDACTED]

INTRODUCTION

To the best of their ability, local governments must be prepared to respond to all types of emergencies and disasters within their jurisdictions to save lives; protect the public welfare, protect property, maintain essential communications, ensure business continuity, and restore essential public services. Since September 11, 2001, many localities have become acutely aware of the degree to which emergencies and disasters can disrupt or obliterate their ability to preserve government institutions and perform essential functions.

The Town Manager has deemed that the Town must establish and implement a Continuity of Operations (COOP) Plan. This Plan is designed to develop ways to preserve, maintain, or reconstitute the agency's ability to function in the event of a threat or an emergency.

The Town of Warrenton COOP Plan has been developed to aid the government in a technical, natural, or intentional disaster that disrupts government operations. The Plan presents a framework for management, establishes procedures to support essential functions, and guides the restoration of normal operations after the emergency. The Plan provides for restoring operational capacity within 12 hours and sustaining operations for 30 days or longer in a catastrophic event or national security emergency.

PURPOSE

This COOP Plan summarizes how Town departments and offices will continue to perform essential functions when an emergency threatens or disturbs their operations. This document outlines lines of succession; provides for the maintenance and re-establishment of authority; provides for the relocation of key personnel if needed; reconstitutes the key staff positions with successor personnel, and provides restoration of Town government functionality. This Plan should be utilized in concert with the Town of Warrenton and the Fauquier County Emergency Operations Plan (FCEOP). The basic elements of a viable COOP Plan include the following:

- Essential Functions;
- Lines of Succession;
- Delegations of Authority;
- Alternate Facilities;
- Vital Files, Databases and Records;
- Administration and Logistics;
- COOP Plan Implementation Procedures;
- Personnel Issues;
- Communications; and
- Training and Exercises.

APPLICABILITY AND SCOPE

This Plan is designed to effectively minimize system outages and downtimes while providing the highest possible level of personnel services until normal operations fully resume. It is also intended to facilitate the response and recovery process. This document applies to a full range of circumstances, from a short-term event that affects only one building or location to an extended regional emergency that impacts all of the Town's departments and functions.

OBJECTIVE

The objective of COOP Planning is to guide appropriate actions to ensure the capability exists to continue core business functions and achieve an orderly recovery from emergencies across a wide range of potential incidents—including acts of nature and human-made emergencies.

The objectives of this COOP Plan include:

- Ensuring continuous performance of a department's essential functions during an emergency;
- Protecting essential facilities, equipment, and records;
- Reducing or mitigating disruption of operations;
- Reducing, assessing, and minimizing damage and loss;
- Identifying alternate locations where operations can be reconstituted in an emergency;
- Activating and sustaining essential operations within a 12-hour period for up to 30 days; and
- Achieving a timely and orderly reconstitution of operations.

COOP ACTIVATION EVENTS

A variety of events could create conditions in the County that would require activation of the COOP Plan. This could be a Town-wide event involving the entire government, or it could be an event that impacts only a few agencies or departments. These events can be categorized as follows:

- Infrastructure;
- Mass Casualty/Mass Fatality Incident; and
- Workforce/Workplace.

Numerous events can disrupt the infrastructure. These events may involve loss of electrical power, loss of water, interruption in commodity availability, and technology failure. The Town has experienced utility disruptions in the past caused by weather events such as hurricanes, tornadoes, thunderstorms, and snowstorms.

A Mass Casualty/Mass Fatality Incident, such as a pandemic or widespread illness, could severely impact the Town workforce. These events can be caused by a naturally occurring disease like influenza or caused by terrorism, such as a biological release. These types of events could cause widespread death and illness, impacting the Town population and workforce.

Numerous types of other natural disasters can destroy or significantly affect the workforce. Other possible triggers include workplace contamination, flooding, HAZMAT incidents, or fire.

These types of events could impact the Town, as well as the county, region, state, or country.

CONCEPT OF OPERATIONS

A COOP Response is activated at the following levels:


Level I: A Level I COOP Response is for an anticipated event that requires monitoring for situational awareness. This response would be activated for an actual or anticipated event that may have an adverse impact for up to 12 hours on any portion of the local government. This level does not require any specific response beyond what is available using existing resources.

Level II (Stand-by): A Level II COOP Response is for an event that causes a temporary reduction or change in operations; an actual or anticipated event estimated to have a minimal impact on operations for 12 to 72 hours and may require assistance beyond what resources are generally available. This may be when Town departments/offices are preparing for any incident that might prevent Town facilities from opening for normal operations. This situation may require moving to a temporary location to continue to meet essential functions.

Level III (Partial Implementation): A Level III COOP Response is for an actual event estimated to disrupt the operations of one or more essential functions or impact vital systems for more than three days. The event may require deploying a small force of mission essential personnel from departments or offices to their COOP sites to initiate operations to support an actual full-scale COOP implementation.

Level IV: A Level IV COOP Response is for an event with a significant or long-term impact on the workforce or workplace. This event may be widespread and significantly disrupt operations that impact multiple vital systems. An example would be a major fire at Town Hall that causes significant damage to the building and destroys records and equipment.

Level of Emergency	Category	Impact on Local Government	Decisions
I	Alert	An actual or anticipated event might have an adverse impact of up to 12 hours on any portion of the local government but does not require any specific response beyond what is ordinarily available.	
II	Stand-by	An actual or anticipated event is estimated to have minimal impact on operations for 12 to 72 hours that may require assistance beyond what is ordinarily available.	
III	Partial Implementation	An actual event is estimated to disrupt the operations of one or more essential functions or impact vital systems for more than three days.	

III	Full Implementation	An actual event that significantly disrupts the operations of three or more essential functions or to the entire department that impacts multiple vital systems for more than seven days.	
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COOP IMPLEMENTATION

The Town of Warrenton COOP Plan can be implemented in a variety of ways. Once the event's impact is assessed, Town departments and offices may activate the plan to continue providing essential services. Once the determination has been made to implement COOP plans, each department and agency affected must ensure that their essential functions continue. A sample COOP Implementation Checklist is provided on the next page.

UNANTICIPATED EMERGENCIES

Some threats to operations may provide advanced warning, which permits the orderly alert, notification, evacuation, and relocation of employees, if necessary. A warning may not precede other incidents. These incidents may or may not occur during regular operating hours. If the incident occurs during normal working hours, it may require the evacuation of all personnel from the threatened area. Essential or response personnel will deploy to their pre-assigned duty stations within 12 hours to maintain essential functions as the COOP Plan dictates. If the incident occurs after hours, activation of the COOP Plan will trigger each department director, working with their COOP teams, to activate call-down rosters and notify COOP relocation teams to report for duty.

WIDESPREAD vs. LOCAL EMERGENCIES The distinction between a widespread and local emergency is based upon assessing the event's impact on a department or geographic area. Generally, if an event impacts a significant number of people or impacts a large enough geographic location, the event is considered widespread. Localized events are usually limited to a smaller geographic area or one department, agency, or office.

COOP IMPLEMENTATION CHECKLIST

Implementation of the COOP Plan is based upon three phases of operation: activation and relocation, alternate facility operations, and reconstitution of services. The checklist below provides a basic outline of actions to implement the Plan.

ITEM	TASK	TASK ASSIGNED TO	DATE & TIME COMPLETED
Activation and Relocation			
■	[REDACTED]		
■	[REDACTED]		
■	[REDACTED]		
■	[REDACTED]		
■	[REDACTED]		
■	[REDACTED]		
■	[REDACTED]		
■	[REDACTED]		
■	[REDACTED]		
Alternate Facility Operations			
■	[REDACTED]		
■	[REDACTED]		

■	██████████		
■	████████████████████		

ITEM	TASK	TASK ASSIGNED TO	DATE & TIME COMPLETED
Activation and Relocation			
■	██████████		
■	████████████████████		
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Continuity Implementation Responsibilities

Position	Responsibility
Town Manager	<ul style="list-style-type: none"> • Provide strategic leadership and overarching policy direction for the Continuity Program. • Implement the Continuity Plan when necessary or when directed to by a higher authority. • Consult with and advise appropriate officials during the implementation of the Continuity Plan. • Oversee and coordinate activities between the Continuity Coordinator and Reconstitution Manager.
COOP Coordinator	<ul style="list-style-type: none"> • Coordinate the implementation of the Continuity Plan and initiate appropriate notifications to internal and external contacts. • Work closely with the Reconstitution Manager to ensure a smooth transition from continuity operations to reconstitution operations.
Finance, Human Capital & Risk Management	<ul style="list-style-type: none"> • Be prepared to deploy and support the performance of the Town's MEFs in the event of a Continuity Plan implementation. • Ensure that family members are prepared for and taken care of in an emergency.
Public Works Director	<ul style="list-style-type: none"> • Coordinate and oversee the reconstitution process. • Ensure that all facilities can support the performance of MEFs. • Develop a time-phased plan to ensure that functions are restored in a manner that minimizes downtime. • Work closely with the senior leadership and Town Manager to ensure a smooth transition from continuity operations to reconstitution operations.
Town Employees	<ul style="list-style-type: none"> • Monitor town communications for guidance or instructions during the event. • Know and understand their roles in a continuity environment. • Ensure that family members are prepared for and taken care of in an emergency situation.

ORDER OF SUCCESSION

Pre-identifying order of succession is critical to ensuring effective leadership during an emergency. In the event an incumbent is incapable or unavailable to fulfill his/her essential duties, successors have been identified to ensure there is no lapse in executive leadership. Authority shall return to the Town leader when the Town leader is capable of resuming essential duties or a permanent replacement has been chosen in accordance with Town policy. The Town of Warrenton's order of succession and method of notification to personnel are:

Position	Notification Method	Successor #1	Successor #2	Successor #3
Town Manager	Email / Cell Phone	[REDACTED]	[REDACTED]	[REDACTED]
Emergency Manager	Email / Cell Phone	[REDACTED]	[REDACTED]	[REDACTED]
Finance Director	Email / Cell Phone	[REDACTED]	[REDACTED]	[REDACTED]
Community Development Director	Email / Cell Phone	[REDACTED]	[REDACTED]	[REDACTED]
Information Technology Director	Email / Cell Phone	[REDACTED]	[REDACTED]	[REDACTED]
Communications	Email / Cell Phone	[REDACTED]	[REDACTED]	[REDACTED]
Police Chief	Email / Cell Phone	[REDACTED]	[REDACTED]	[REDACTED]
Public Works Director	Email / Cell Phone	[REDACTED]	[REDACTED]	[REDACTED]
Public Utilities Director	Email / Cell Phone	[REDACTED]	[REDACTED]	[REDACTED]
WWTP Superintendent	Email / Cell Phone	[REDACTED]	[REDACTED]	[REDACTED]
WTP Superintendent	Email / Cell Phone	[REDACTED]	[REDACTED]	[REDACTED]
Facility & Fleet Manager	Email / Cell Phone	[REDACTED]	[REDACTED]	[REDACTED]

Position	Notification Method	Successor #1	Successor #2	Successor #3
Parks & Recreation Director	Email / Cell Phone	[REDACTED]	[REDACTED]	[REDACTED]
Human Capital & Risk Management Director	Email/Cell Phone	[REDACTED]	[REDACTED]	[REDACTED]

ESSENTIAL PERSONNEL

The Town of Warrenton will follow the National Conference of State Legislatures' definition of essential personnel. This is defined as "those who conduct a range of operations and services that are typically essential to continue critical infrastructure operations."

In accordance with the Cybersecurity and Infrastructure Security Agency (CISA), under the U.S. Department of Homeland Security (DHS) *Guidance on the Essential Critical Infrastructure Workforce, Version 4.1*, it has been identified that the following Town department personnel are deemed essential within the Town's critical infrastructure operations:

Law Enforcement, Public Safety, and Other First Responders		
<i>"Public, private, and voluntary personnel (front line and management, civilian and sworn) in emergency management, law enforcement, fire and rescue services, emergency medical services, and security, public and private hazardous material responders, air medical service providers (pilots and supporting technicians), corrections, and search and rescue personnel."</i>		
EO: Essential, On Site	ER: Essential, Remote	NE: Non-Essential
Police Department: <ul style="list-style-type: none"> Sworn Law Enforcement Senior Administrative Assistant 		Police Department: <ul style="list-style-type: none"> Records Clerk Accreditation Manager
Community Development: <ul style="list-style-type: none"> Building / Fire Official 		
<ul style="list-style-type: none"> Emergency Management Coordinator 		

Public Works		
<i>"Workers who support the operation, inspection, and maintenance of essential public works facilities and operations, including bridges, water, and sewer main breaks, fleet maintenance personnel, traffic signal maintenance, emergency location services for buried utilities, and other emergent issues."</i>		
EO: Essential, On Site	ER: Essential, Remote	NE: Non-Essential
<ul style="list-style-type: none"> Director of Public Works Senior Administrative Assistant Landscaping Crew Streets Crew Fleet & Facilities Personnel 	<ul style="list-style-type: none"> Project Coordinator 	

Public Utilities		
<i>"Workers needed to operate and maintain drinking water, wastewater, and drainage infrastructure."</i>		
EO: Essential, On Site	ER: Essential, Remote	NE: Non-Essential
<ul style="list-style-type: none"> • Director of Public Utilities • All Water Treatment Plant Personnel • All Wastewater Treatment Plant Personnel • Stormwater Inspector • Meter Personnel • Utility Maintenance Workers • Senior Administrative Assistant 	<ul style="list-style-type: none"> • Engineer* • Stormwater Administrator* <p><i>*As applicable to an emergency status.</i></p>	<ul style="list-style-type: none"> • GIS Technician

Infrastructure Support Systems		
<i>"Workers who support the operations and maintenance of parks and outdoor recreational facilities."</i>		
EO: Essential, On Site	ER: Essential, Remote	NE: Non-Essential
Parks & Recreation: <ul style="list-style-type: none"> • Director of Parks & Recreation • Facility Operations Manager • Special Events Program Coordinator • Operations & Contracts Technician • Recreation Building Engineer • Maintenance Workers • Customer Services Staff • Aquatics Coordinator • Aquatics Supervisor • Aquatic Staff 	Parks & Recreation: <ul style="list-style-type: none"> • Fitness Supervisor 	Parks & Recreation: <ul style="list-style-type: none"> • Fitness Instructor

Communications		
<i>"External Affairs personnel to assist in coordinating with local, state, and federal officials to address communications needs."</i>		
EO: Essential, On Site	ER: Essential, Remote	NE: Non-Essential
<ul style="list-style-type: none"> • Communications Manager 	<ul style="list-style-type: none"> • Marketing Coordinator 	

Information Technology (IT)

- "Workers supporting communications systems, information technology, and work-from-home solutions used by law enforcement, public safety, medical, energy, public works, critical manufacturing, food and agriculture production,
- financial services, in-person and remote education, and other critical industries and businesses."
- "Workers required for technical support crucial for business continuity and connectivity."
- "Workers who support client services, field engineers, and other technicians and workers support critical infrastructure."

EO: Essential, On Site	ER: Essential, Remote	NE: Non-Essential
<ul style="list-style-type: none"> Director of IT Network Engineer 	<ul style="list-style-type: none"> Help Desk Specialist AV Help Desk Specialist System Engineer 	<ul style="list-style-type: none"> IT Administrator

Financial Services

"Workers who are needed to provide, process, and maintain systems for processing, verification, and recording of financial transactions and services."

EO: Essential, On Site	ER: Essential, Remote	NE: Non-Essential
<ul style="list-style-type: none"> Director of Finance & Procurement 	<ul style="list-style-type: none"> Accounts Payable Coordinator Senior Revenue & Collections Manager Customer Service Specialist Payroll Coordinator Procurement Coordinator Tax Administrator* 	<ul style="list-style-type: none"> Budget Manager

Government Based Operations

- "Workers who support administration and delivery of employment services and benefits programs."
- "Workers who support administration and delivery of disaster assistance, insurance, and workers compensation programs."
- "Workers who support essential maintenance and construction of essential services."

EO: Essential, On Site	ER: Essential, Remote	NE: Non-Essential
Town Managers Office: <ul style="list-style-type: none"> Town Manager 	Town Managers Office: <ul style="list-style-type: none"> Town Clerk Mayor & Town Council TM Executive Assistant 	
Human Capital & Risk Management: <ul style="list-style-type: none"> Director of HC Risk Management 	Human Capital & Risk Management: <ul style="list-style-type: none"> HC Generalist 	
Facilities: <ul style="list-style-type: none"> All Personnel 		

Residential/Shelter Facilities, Housing and Real Estate, Related Services

"Workers supporting government functions related to the building and development process, such as inspections, permitting, and plan review services."

EO: Essential, On Site	ER: Essential, Remote	NE: Non-Essential
Community Development: <ul style="list-style-type: none"> Director of Community Development 	Community Development: <ul style="list-style-type: none"> Planner Personnel* Zoning Personnel* <p><i>*As applicable to an emergency status.</i></p>	Community Development: <ul style="list-style-type: none"> Permit Technicians* Zoning Personnel* Code Enforcement Officers* Visitor Center Specialist <p><i>*As applicable to an emergency status.</i></p>

Call-Back Positions <i>"Irregular working hours performed by an employee on a day when no work is scheduled or at a time which requires the employee to return to the place of employment from an off-duty status."</i>			
Town Operations: <ul style="list-style-type: none"> • Town Manager • Emergency Management Coordinator • Risk Manager • Building / Fire Official • IT Director & IT Designated Personnel 	Police Department: <ul style="list-style-type: none"> • Sworn Law Enforcement 	Public Works: <ul style="list-style-type: none"> • Director of Public Works • Landscaping Crew • Streets Crew • Facilities Personnel • Fleet Personnel 	Public Utilities: <ul style="list-style-type: none"> • Director of Public Utilities • All Water Treatment Plant Personnel • All Wastewater Treatment Plant Personnel • Stormwater Inspector • Meter Personnel • Utility Maintenance Workers
Parks & Recreation (Sheltering): <ul style="list-style-type: none"> • Director of Parks & Recreation • Facility Operations Manager * • Operations & Contract Technician * • Recreation Building Engineer * • Aquatics Coordinator * • Aquatics Staff (3 minimum) * <p><i>*As applicable to an emergency status.</i></p>			

CONCEPT OF OPERATIONS

A continuity plan must be maintained at a high level of preparedness and be ready to be implemented without prior warning. As such, the Town of Warrenton has developed a concept of operations that describes the Continuity Plan's implementation.

This Plan can be fully implemented within established recovery time objectives and capable of sustaining operations for up to 30 days or until normal operations can be resumed.

Phase 1- Preparedness

The Town of Warrenton participates in the full spectrum of readiness and preparedness activities to ensure the agency can continue to perform MEFs in an all-hazard risk environment. This is accomplished through various means, including the use of professional go-kits by key personnel, regular training and exercises of the Continuity Plan (outlined in the Training and Exercise Section of this document), the development of human capital management policies that support agency staff, and monitoring of government intelligence reports or notices by executive leadership.

Professional Go-kits:

Town of Warrenton's key personnel and executive leadership have the responsibility to create and maintain go-kits. Go-kits should include standard operating procedures, emergency plans, operating orders or regulations, and other relevant guidance. Other documents and materials that might be included in a go-kit include:

- Continuity Plan
- Current contact list of key personnel, external partners and vendors
- General office supplies
- Backup communication devices if available.
- Manual work-around procedures for performing MEFs
- Compact discs or thumb drives
- Critical equipment inventory
- Directions to the alternate facility and a current floor plan
- Alternate facility contact information and/or keys or access cards

Human Capital Management:

The Town of Warrenton's key personnel should cross-train back-up personnel capable of performing MEFs. The frequency of cross-training shall be at the discretion of the Division or Section Manager, but should occur as often as necessary to ensure proficiency of MEF performance. All cross-training should be documented.

Teleworking is recognized as an alternative method to perform some agency MEFs during a continuity event. Therefore, key personnel may be authorized to telework during activation of the Continuity Plan at the discretion of the department or division manager. Regulations outlined in the agency telework policy shall be adhered to at all times.

During activation of the Continuity Plan, the Town of Warrenton will attempt to contact and account for all agency staff. Additionally, the agency will provide human capital management guidance to employees (pay, leave, staffing, work expectations and other human capital policies) and assist the Continuity Coordinator with other staffing related matters.

Agency personnel should develop a family support plan to increase personal and family preparedness. To develop a family support plan, use the templates available at <http://www.vaemergency.com/ReadyVirginia>.

Phase 2- Activation and Notification

The following matrices are intended to serve as an implementation guide. It is important to note that while an effort has been made to outline implementation levels and notification guidelines in these matrices, **they are a guide only** and do not limit the ability of Senior leadership to make decisions and take necessary actions in the event of an emergency.

Senior leadership will stay informed of the threat environment using all available means, including government intelligence reports or notices, national/local reporting channels, and media outlets. Activation decisions by Senior leadership will be made after evaluating all available information relating to:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

In addition to the notifications outlined in the matrices, the following notifications may be required by the Continuity Coordinator or designee(s) within 12 hours of activation:

- [REDACTED]
- [REDACTED]

- [REDACTED]
- [REDACTED]

Phase 3- Continuity Operations

Upon activation of the Continuity Plan during regular duty hours, key personnel will continue to perform MEFs if possible until ordered to cease operations by the department director. At that time, MEFs will transfer to the alternate facilities and/or be performed in the manner prescribed by the Town Manager.

If, during non-duty hours, the decision to transfer MEFs to the alternate facilities is made, previously designated key personnel may be required to arrive at the alternate facilities first to prepare the site. Upon arrival at the alternate facilities, these key personnel will:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

If the decision to perform MEFs via telework or using a reduced workforce scenario is made, key personnel will:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

During continuity operations, the Town of Warrenton may need to acquire additional personnel, equipment, and supplies on an emergency basis to sustain operations for up to 30 days or until normal operations can be resumed. The Town of Warrenton maintains the authority for emergency acquisition. Instructions for these actions are found in the current Purchasing and Procurement Manual.

Phase 4- Reconstitution

Individual Department Directors are responsible for initiating and coordinating operations to salvage, restore, and recover the Town of Warrenton's primary operating facilities, overseeing the repair or restoration of systems or equipment, and/or supervising the return to work of personnel. It should be noted that in certain circumstances, reconstitution to the primary operating facility may require approval from local, State, or Federal law enforcement or emergency service agencies.

During continuity operations, the Reconstitution Manager or designee must obtain the status of the facilities, systems, and/or workforce affected by the event. Upon obtaining the status of the facility, systems, or workforce, the Reconstitution Manager will determine how much time is needed to repair the affected facility or systems, acquire a new facility or systems, or achieve workforce recovery. These determinations may be made in conjunction with the Town Manager or his/her appointee.

Reconstitution procedures will commence when the Town Manager or other authorized person ascertains that the emergency situation or disruption has ended and is unlikely to reoccur. Once the appropriate authority has made this determination, in coordination with other applicable authorities, one or more of the following options may be implemented, depending on the situation:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

■

[REDACTED]

MISSION ESSENTIAL FUNCTIONS (MEFs)

The Town of Warrenton has identified mission essential functions (MEFs) and the Recovery Time Objective (RTO) required for each function.

The MEFs listed in the table below are prioritized by RTO to assist the agency and staff in knowing which functions must be recovered first. More information on the business processes identified for each MEF can be found in Appendix D – Business Process Analysis.

Mission Essential Functions (MEFs)
ESSENTIAL TOWN FUNCTIONS

Agency	Essential Function	Vital Record/System	RTO
Community Development	[REDACTED]	[REDACTED]	[REDACTED]
Town Manager's Office	[REDACTED]	[REDACTED] [REDACTED]	[REDACTED]
Finance Department	[REDACTED]	[REDACTED]	[REDACTED]
Town Attorney	[REDACTED]	[REDACTED]	[REDACTED]

Public Works and Utilities	[REDACTED]	[REDACTED]	[REDACTED]
Human Capital & Risk Management	[REDACTED]	[REDACTED]	[REDACTED]
Information Technology	[REDACTED]	[REDACTED]	[REDACTED]
Parks and Recreation	[REDACTED]	[REDACTED]	[REDACTED]

Police Department	<div>[Redacted]</div>	<div>[Redacted]</div>	<div>[Redacted]</div>
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PROGRAM MANAGEMENT AND MAINTENANCE

Town of Warrenton leadership and the Continuity Coordinator are responsible for managing and maintaining the Continuity Plan. While the Continuity Plan serves as the guide during activation and recovery, the Continuity Program provides the framework and structure to guide continuity planning.

Program Management and Maintenance Responsibilities

Position	Responsibility
Town Manager	[Redacted]
	[Redacted]
	[Redacted]
	[Redacted]
	[Redacted]
	[Redacted]
Continuity Coordinator	[Redacted]
	[Redacted]
	[Redacted]
	[Redacted]
	[Redacted]
	[Redacted]
	[Redacted]
	[Redacted]
Public Works & Utilities Director's	[Redacted]
	[Redacted]

Position	Responsibility	
	<div></div>	
Key Personnel	<div></div>	
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Town Employees and Contractors	<div></div>	
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Continuity Plan Maintenance Schedule

Activity	Tasks	Frequency
Revise contact information for executive leadership and key personnel	<ul style="list-style-type: none"> Confirm and update executive leadership and key personnel information. 	Semiannually
Plan update	<ul style="list-style-type: none"> Review entire Plan for accuracy and compliance with the most recent VDEM template as required by Executive Order #41, 2011. Update plan to reflect organizational changes within the agency or changes to the MEFs or supporting activities performed by the agency, interdependent agencies, or contractors. Incorporate lessons learned and changes in policy and philosophy. 	Annually (prior to the April 1 st annual submission to VDEM) or when organizational changes occur
Maintain orders of succession and delegations of authority	<ul style="list-style-type: none"> Identify current incumbents. Update rosters and contact information. 	Semiannually
Maintain alternate facility readiness	<ul style="list-style-type: none"> Check all systems. Verify accessibility. Cycle supplies and equipment, as necessary. 	Annually or at the agency's discretion
Verify the existence of an agency essential records program and identify the Program Manager	<ul style="list-style-type: none"> Verify that essential records program includes provisions for monitoring the volume of materials, updating and/or removing materials, and materials distribution. 	Annually or at the agency's discretion

TRAINING AND EXERCISES

To maintain the Town's continuity capability, an all-hazard continuity training and exercise program has been established. Major components of this program include training all staff in their continuity responsibilities and conducting periodic exercises to test and validate continuity plans and procedures, systems, and equipment.

TRAINING

The Town of Warrenton is dedicated to maintaining a continuity capability and as such has developed the following training schedule:

Continuity Plan Training Schedule

Individual or Group to Receive Training	Type of Training	Individual to Provide Training	Training Frequency
New Personnel	Continuity Awareness Briefing (or other means of orientation)	Human Capital and/or Continuity Coordinator	Within 60 days of hire
Executive Leadership and Key Personnel (Primary)	Continuity Plan Training (must minimally include individual Continuity Plan duties, mission essential functions, and orders of succession)	Continuity Coordinator	Annual awareness reminder or when plan changes occur
Key Personnel (Alternates)	Continuity Plan Training (must minimally include individual Continuity Plan duties, mission essential functions, and orders of succession)	Continuity Coordinator	Annual awareness reminder or when plan changes occur
	MEF Cross-training	Primary Key Personnel	At the Town's discretion
	Orders of Succession and Delegation of Authority Awareness	Continuity Coordinator	When delegations or successors change

Individual or Group to Receive Training	Type of Training	Individual to Provide Training	Training Frequency
Pre-delegated Authorities and Successors	Continuity Plan Training (must minimally include individual Continuity Plan duties, mission essential functions, and orders of succession)	Continuity Coordinator	Annual awareness reminder or when significant plan changes occur
Applicable Contractors	Continuity Plan Training (must minimally include individual Continuity Plan duties, mission essential functions, and orders of succession)	Continuity Coordinator	Annual awareness reminder or when significant plan changes occur
All Town Personnel	Continuity Plan Training (must minimally include individual Continuity Plan duties, mission essential functions, and orders of succession)	Continuity Coordinator	Annual awareness reminder or when significant plan changes occur

EXERCISES

Exercises may vary in size and complexity to achieve different operational objectives. The types of exercises are described below:

- **Tabletop Exercises** simulate an activation of the Continuity Plan in an informal, stress-free environment. They are designed to promote constructive discussion as participants examine and resolve problems based on existing plans. There is no equipment utilization, resource deployment, or time pressure. The exercise success depends on the group identifying problem areas, and offering constructive resolution alternatives. This format exposes personnel to new or unfamiliar concepts, plans, policies, and procedures.
- **Functional Exercises** are interactive exercises performed in real time that test the capability of the agency to respond to simulated continuity activation. One or more functions are tested and the focus is usually placed on procedures, roles, and responsibilities before, during, or after an event.
- **Full-Scale Exercises** simulate continuity activation through field exercises designed to evaluate the execution of the Plan in a highly stressful environment. This realism is accomplished through mobilization of agency personnel, equipment, and resources.

The Town of Warrenton may choose to coordinate their annual Continuity Plan exercise to coincide with (but not be replaced by) the Emergency Operation Plan exercise or other emergency response exercises we are required to perform.

Exercises are conducted to validate elements of the Continuity Plan, both individually and collectively. The Town of Warrenton is committed to ensuring that realistic exercises are conducted, during which individuals and business units perform the tasks that are expected of them in a real event. Exercises will be conducted annually in accordance with Executive Order #41 (2011).

Exercise or Activation Evaluation

Each exercise activity, as well as actual events will be evaluated and an AAR and IP shall be completed. The evaluation will identify systemic weaknesses and suggest corrective actions that will enhance the agency's preparedness. The results will be incorporated into a formal improvement plan. This information will be collected and prepared by the Continuity Coordinator, and reviewed and approved by the agency head. Once approved, the Continuity Coordinator will incorporate applicable lessons learned into the Plan.

COOP TRAINING AND EXERCISE MATRIX

Type of Training	Freq.	Audience	Method	Date Comp	Debrief
Workforce COOP awareness training (orientation)	Annual	Senior Management			
Workforce COOP awareness training (orientation)	Annual	All Town of Warrenton Personnel			
Team training for COOP personnel	Annual	Designated COOP Team			
Alternate site personnel training	Annual	All Town of Warrenton Personnel			
Annual exercise training	Annual	All Town of Warrenton Personnel			

Type of Training	Freq.	Audience	Method	Date Comp	Debrief
COOP alert, notification and activation procedures (call back)	Quarterly				
COOP communication capability (alternate facility test of equipment readiness)	Semi-Annual				
Recovery plans of vital records, critical information systems, services and data	Semi-Annual				
Primary and backup infrastructure systems and services at alternate facility	Annual				
COOP exercise: Seminar Tabletop Full-scale	Annual				

ACRONYMS AND DEFINITIONS

ACRONYMS

AAR	After Action Report
BIA	Business Impact Analysis
BPA	Business Process Analysis
CEMP	Crisis and Emergency Management Plan
COOP	Continuity of Operations
ECO	Emergency Coordination Officer
EMAC	Emergency Management Assistance Compact
EMAP	Emergency Management Accreditation Program
EAP	Emergency Action Plan
FEMA	Federal Emergency Management Agency
FOIA	Freedom of Information Act
HSEEP	Homeland Security Exercise and Evaluation Program
IP	Improvement Plan
ITDRP	Information Technology Disaster Recovery Plan
MEF	Mission Essential Function
MOU	Memorandum of Understanding
NTAS	National Terrorism Advisory System
NWS	National Weather Service
PBF	Primary Business Function
RPO	Recovery Point Objective
RTO	Recovery Time Objective
SVAHS	Secretariat of Veterans' Affairs and Homeland Security

DEFINITIONS

Activation – When all or a portion of the COOP plan has been put into motion. Activation may be full or partial.

After Action Report (AAR) – A report that summarizes and analyzes performance in both exercises and actual events. The report includes lessons learned, best practices, and an Improvement Plan (IP). The reports for exercises may also evaluate achievement of the selected exercise objectives and demonstration of the overall capabilities being exercised.

Alternate Facility – A location, other than the normal facility, used to process data and/or conduct mission essential functions (MEFs) in the event of a disaster.

Business Impact Analysis (BIA) – A method of identifying the effects of failing to perform a function or requirement. A BIA may be a useful tool in helping an agency identify some of its primary business functions.

Business Process Analysis (BPA) – A systematic method of identifying and documenting all of the elements necessary to accomplish each organizational MEF. The BPA ensures that the right people, equipment, capabilities, records, and supplies are identified and available where needed during a disruption so that MEFs can be resumed quickly and performed as required. The BPA is a method of examining, identifying, and mapping the functional processes, workflows, activities, personnel expertise, systems, data, partnerships, controls, interdependencies, and facilities inherent in the execution of the MEF.

Cold Site – An alternate site that is reserved for emergency use, but which requires the installation of equipment before it can support operations. Equipment and resources must be installed in such a facility to support the mission essential functions or primary business functions of an organization. Cold sites have many variations depending on their communication facilities, UPS systems, or mobility.

Continuity Coordinator – The individual that serves as the agency's manager for all continuity activities. The Coordinator has overall responsibility for developing, coordinating, and managing all activities required for the agency to perform its mission essential functions during an event that disrupts normal operations. Selecting a Continuity Coordinator is the first step in the continuity planning process.

Continuity of Operations (Continuity) – The effort to ensure an organization can continue its mission essential functions across a wide range of potential events.

Continuity Plan – A set of documented procedures developed to provide for the continuance of mission essential functions during an emergency.

Continuity Program – An ongoing, cyclical model of planning, training, evaluating, and implementing corrective action for continuity capabilities.

Crisis and Emergency Management Plan (CEMP) – A plan normally utilized by colleges and universities that uses a systematic approach to respond to and manage emergencies or disasters

that threaten the college or university's students, faculty, staff, and visitors. A CEMP does not encompass continuity planning and should be separate and distinct from the college or university's continuity plan. An emergency action plan (EAP) is the non-academic version of the CEMP.

Delegations of Authority – Identification of statutory or signatory authorities, those individuals holding the authority, and the alternate individuals responsible for assuming that authority should the primary be unavailable.

Emergency Action Plan (EAP) – The Plan maintained by an agency or organization for responding to a wide variety of potential hazards. It describes how people and property will be protected, details who is responsible for carrying out specific actions, identifies available personnel, equipment, facilities, supplies, and resources, and outlines how all response actions will be coordinated. An agency or organization's EAP is separate and distinct from its continuity plan.

Emergency Coordination Officer (ECO) – The individual that serves as the communications liaison between the Secretariat of Veterans Affairs and Homeland Security (SVAHS), VDEM and their own agency pursuant to Executive Order #41 (2011).

Emergency Management Accreditation Program (EMAP) – An independent, non-profit organization with a standards-based voluntary assessment and peer review accreditation process for government programs responsible for coordinating prevention, mitigation, preparedness, response, and recovery activities for natural and human-caused disasters. Accreditation is based on compliance with collaboratively developed national standards and is open to all US states, territories, and local governments.

Emergency Management Assistance Compact (EMAC) – Congressionally ratified organization that provides form and structure to interstate mutual aid. During a disaster, it allows a state to request and receive assistance from other member states.

Emergency Preparedness – The discipline which ensures an organization or community's readiness to respond to an emergency or disaster in a coordinated, timely and effective manner.

Essential Records – Records, files, documents or databases, which, if damaged or destroyed, would cause considerable inconvenience and/or require replacement or re-creation at considerable expense. For legal, regulatory, or operational reasons these records cannot be irretrievably lost or damaged without materially impairing the organization's ability to conduct business.

Facility – A location containing the equipment, supplies, and voice and data communication lines to conduct transactions required to conduct business under normal conditions.

Faculty – The teaching and administrative staff and those members of the administration having academic rank in an educational institution.

Federal Emergency Management Agency (FEMA) – The federal agency tasked with supporting citizens and first responders to ensure that as a nation, the United States works together to build, sustain, and improve its capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

Freedom of Information Act (FOIA) – A federal law, passed in 1966, which allows for the full or partial disclosure of previously unreleased information and documents under the control of government agencies.

Homeland Security Exercise and Evaluation Program (HSEEP) – A threat and performance-based exercise program developed by DHS that provides doctrine and policy for planning, conducting, and evaluating exercises. It was developed to enhance and assess terrorism prevention, response, and recovery capabilities at the federal, State and local levels.

Hot Site – An alternate facility that already has in place the computer, telecommunications, and environmental infrastructure to recover the mission essential functions disrupted by an emergency or disaster.

Hot Wash – A post-event meeting where executive leadership and key personnel discuss best practices of and potential improvements to the agency's overall preparedness.

Implementation Procedure Checklist – A list of the immediate actions to take once the continuity plan is implemented.

Improvement Plan (IP) – A list of action steps and resources required to correct a deficiency identified in an After Action Report, including the individual responsible for the actions and an estimated timeline for completion.

Information Technology Disaster Recovery Plan (ITDRP) – A set of documented procedures that identify the steps to restore organizations' IT systems and resources that support its primary business functions.

Key Personnel – Personnel designated by their division as critical to the resumption of mission essential functions.

Memorandum of Understanding (MOU) – A document that expresses mutual accord between two parties. To be legally operative, a memorandum of understanding must identify the contracting parties, spell out the subject matter of the agreement and its objectives, summarize the essential terms of the agreement, and be signed by the contracting parties.

Mission Essential Functions (MEFs) – The limited set of department and agency level government functions that must be continued throughout or resumed rapidly after a disruption of normal activities.

National Terrorism Advisory System (NTAS) – The system that replaces the color-coded Homeland Security Advisory System and provides timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private

sector. NTAS Alerts will only be issued when credible information is available. More information about NTAS may be found at <http://www.dhs.gov/files/publications/ntas-public-guide.shtm>.

National Weather Service (NWS) – A division of the National Oceanic and Atmospheric Administration (NOAA) that provides weather, hydrologic, and climate forecasts and warnings for the United States, its territories, and its adjacent waters and ocean areas, for the protection of life and property and the enhancement of the national economy.

Orders of Succession – A list that specifies by position who will automatically fill a position once it is vacated. Orders of succession should be performed for positions of both executive leadership and key personnel.

Primary Business Function (PBF) – Specific supporting activities that an organization must conduct in order to perform its mission essential functions. Primary business functions are typically enablers that make it possible for an organization to perform its mission.

Promulgation – The process that officially announces/declares a plan and gives organizations both the authority and responsibility to perform their tasks.

Reconstitution – The process by which agency personnel resume normal business operations in a rehabilitated or new facility.

Reconstitution Manager – The individual responsible for all reconstitution activities. During an event, the Reconstitution Manager develops a plan and schedule for resuming normal operations and supervises the return of key personnel, essential records, and/or equipment.

Record Retention – Storage of historical documentation for a set period of time usually mandated by state or federal law or by the Internal Revenue Service.

Recovery – Recovery, in this document, includes all types of emergency actions dedicated to the resumption of mission essential functions and operational stability.

Recovery Point Objective (RPO) – The period of time between backups of essential electronic records in which data could be lost.

Recovery Time Objective (RTO) – The period of time in which systems, applications, or mission essential functions must be recovered after a disruption of normal operations.

Risk – An ongoing or impending concern that has a significant probability of adversely affecting business continuity.

Risk Assessment/Analysis – A process or methodology for evaluating risk by determining: the probability and frequency of a hazard occurring, the level of exposure of people and property to the hazard, and the effects or costs, both direct and indirect, of mitigating or accepting this exposure.

Risk Management – The discipline which ensures that an organization does not assume an unacceptable level of risk.

Secretariat of Veterans' Affairs and Homeland Security (SVAHS) – The Commonwealth of Virginia's cabinet-level office that serves the Commonwealth's veterans, military, and military families, and oversees the Commonwealth's Homeland Security and all-hazards preparedness efforts.

Vulnerability – The susceptibility of an agency or organization to a hazard. The degree of vulnerability to a hazard depends upon its risk and consequences.

Warm Site – An alternate facility that is only partially equipped.

AUTHORITIES

Executive Order #41 (2011)

Code of Virginia § 44-146.18

Virginia Information Security Standard (SEC 501-06)

REFERENCES

- Virginia Department of Emergency Management Continuity Plan Template, November 2011, Version 4.0
- Commonwealth of Virginia Emergency Operations Plan, September 2011
- Emergency Management Accreditation Program (EMAP) Standards, 2010
- FEMA's Continuity Guidance Circular 1 (CGC 1), January 21, 2009
- FEMA's Continuity Guidance Circular 2 (CGC 2), July 22, 2010
- Homeland Security Exercise Evaluation Program (HSEEP) guidelines found at www.hseep.dhs.gov.
- U. S. Department of Homeland Security Continuity of Operations Plan Template, May 2010

APPENDIX A: HAZARD IDENTIFICATION MATRIX

The Town has experienced HAZMAT incidents at facilities and on transportation corridors. The close proximity to Washington, D.C. means that any threats and hazards associated with the District could also impact our locality.

Historically, there has been a number of severe weather events that have damaged and destroyed property throughout the Town. The potential for catastrophic damage by wind or flooding associated with tropical storm activity, thunderstorms and tornadoes is significant. The chart below outlines potential hazards for the Town.

NATURAL HAZARDS	
Biological	
Pandemic	
Atmospheric	
Severe storms	
Hail	
Nor'easters	
Rainstorms	
Thunderstorms	
Extreme temperatures	
High winds	
Tornado	
Tropical storms and hurricanes	
Winter storms/Blizzards	
Geologic	
Landslides	
Land subsidence Hydrologic (dam failure) Drought	
Flooding	
Urban	
Seismic	
Earthquake (considered low probability)	
Wildfires	

APPENDIX A: HAZARD IDENTIFICATION MATRIX CONTINUED

[illegible]

APPENDIX B: COMMUNICATIONS PLAN

COOP planning requires that some methods of communication be up and running within [REDACTED] of COOP plan activation. Under most emergencies/disasters, communications will be primarily by [REDACTED]

However, the Town of Warrenton recognizes that some disasters may render such communications inoperable. Alternate methods of communication are summarized in the following table.

Department Alternate Communications Methods	Alternate Communication
--All Town Departments	[REDACTED]

PUBLIC INFORMATION

During a declared emergency, information pertaining to emergency operations will be disseminated to the public through the Communications Manager. During a declared emergency that requires activation of the Town's COOP Plan, the Communications Manager or designee will provide status updates throughout the emergency. He/she will convey the appropriate information to the public using established media channels.

APPENDIX C: KEY PERSONNEL RAPID RECALL LIST

This rapid recall list includes contact and telework information for key personnel tasked with responsibilities during a disruption to agency operations or services. Agency staff not included on this list should follow instructions provided by the Town of Warrenton during an activation of the Continuity Plan.

Key Personnel Rapid Recall List

Name	Title / Department	Email Address	Work Phone	Cell Phone	Approved Telework
Frank Cassidy	Town Manager	fcassidy@warrentonva.gov	(540) 347-1101		
Lyndie Paul	Communications Manager	lpaul@warrentonva.gov	(540) 351-4173		X
Paul Bernard	Town Engineer	pbernard@warrentonva.gov	(540) 347-1101		
John Ward	Director Public Works	jward@warrentonva.gov	(540) 347-1858		
Seth Cannonier	Superintendent Public Utilities	scannonier@warrentonva.gov	(540) 347-1858		
Johnny Switzer	Emergency Management Coordinator & FFM	jswitzer@warrentonva.gov	(540) 347-1101		
Rob Walton	Director Community Development	rwalton@warrentonva.gov	(540) 347-1101		X
Denise Harris	Planning Manager	dharris@warrentonva.gov	(540) 347-1101		X
Mike Rhodes	Building Inspector	drhodes@warrentonva.gov	(540) 347-1101		
Hunter Digges	Building Official	hdigges@warrentonva.gov	(540) 347-1101		
Stephanie Miller	Deputy Town Manager & Finance Director	smiller@warrentonva.gov	(540) 347-1101		
Cheryl Huffman	Senior Revenue & Collections Manager	chuffman@warrentonva.gov	(540) 347-1101		

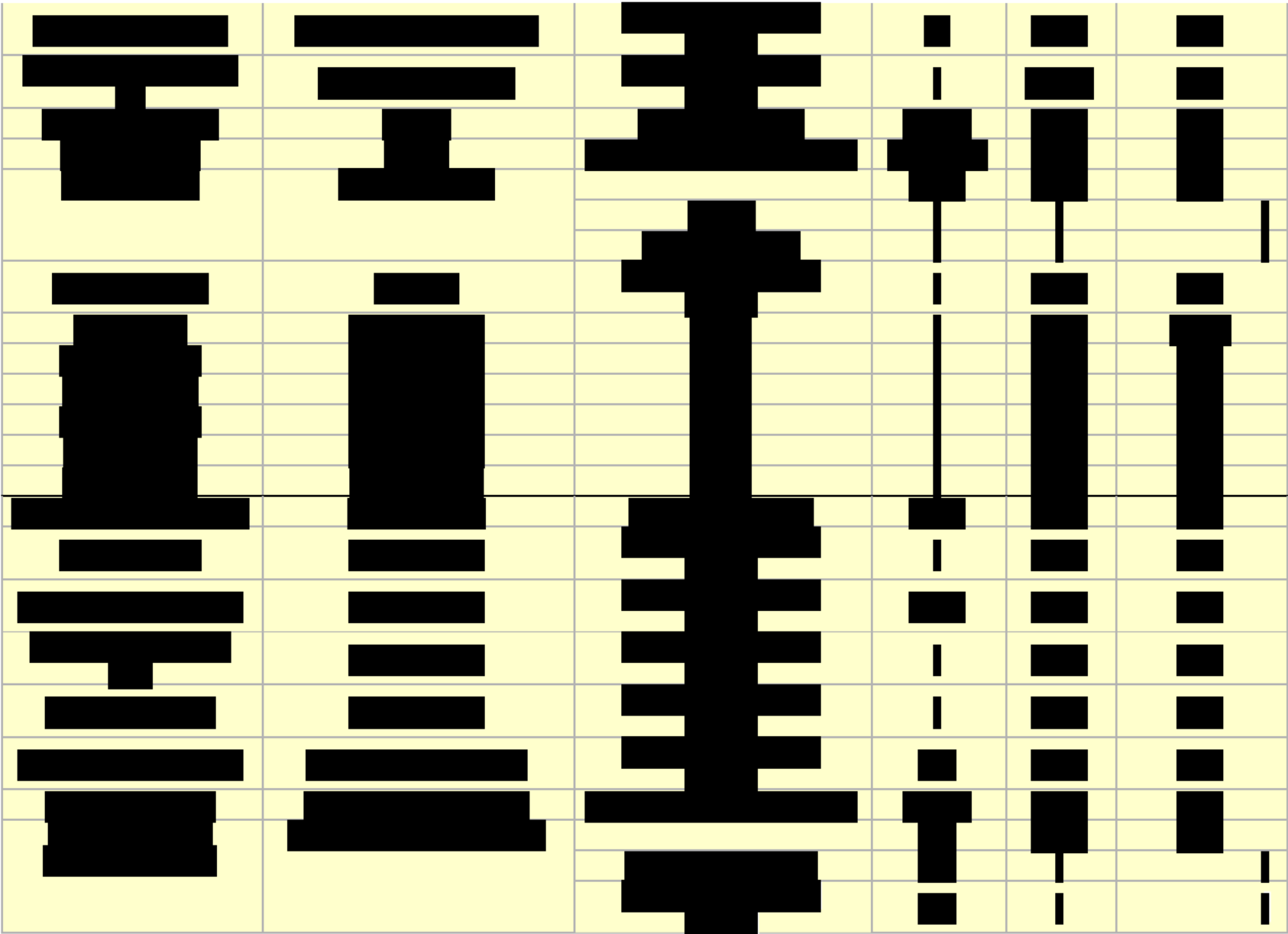
Name	Title / Department	Email Address	Work Phone	Cell Phone	Approved Telework
Robin Davis	Account Coordinator	rdavis@warrentonva.gov	(540) 347-1101		
Steven Friend	Director Public Utilities	sfriend@warrentonva.gov	(540) 347-1103		
Christopher Blastick	Superintendent WTP	cblastick@warrentonva.gov	(540) 347-1103		
Jeb Connolly	Chief Operator WTP	jconnolly@warrentonva.gov	(540) 347-1103		
Dwight Beahm	Chief Utility Mechanic	dbeahm@warrentonva.gov	(540) 347-6534		
Russell Smith	Superintendent WWTP	rsmith@warrentonva.gov	(540) 347-1104		
Ben Villalobos	Chief Operator WWTP	bvillalobos@warrentonva.gov	(540) 347-1104		
Jonathan Stewart	Director Information Technology	jestewart@warrentonva.gov	(540) 347-1101		
Jimmy Retamoso	Information Technology System Administrator	jretamoso@warrentonva.gov	(540) 347-1101		
Robert Hughes	Information Technology Network Engineer	sbruck@warrentonva.gov	(540) 347-1101		
Kelly Koernig	Director Parks & Recreation	kkoernig@warrentonva.gov	(540) 349-2520		
Timothy Carter	Chief WPD	tcarter@warrentonva.gov	(540) 347-1107		
Andrew Arnold	Deputy Chief WPD	aarnold@warrentonva.gov	(540) 347-1107		
Kasey Braun	Director Human Capital & Risk Management	kbraun@warrentonva.gov	(540) 347-1101		X










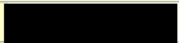
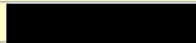





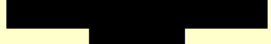




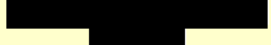

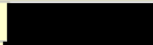












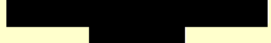




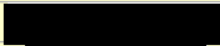
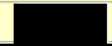

















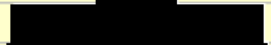



APPENDIX D: ALTERNATE FACILITIES

The Town of Warrenton has designated alternate facilities as part of its continuity planning and has prepared key personnel for the possibility of unannounced relocation to the site(s) to continue the performance of MEFs.

Alternate Facility Locations

[illegible]



[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

APPENDIX E: ESSENTIAL RECORDS, SYSTEMS, AND EQUIPMENT

The Town of Warrenton realizes that essential records, systems, and equipment are critical to the agency's ability to perform MEFs. Therefore, the agency has taken safeguards to protect these vital records, systems, and equipment and to ensure their availability in a continuity environment.

This Continuity Plan works to safeguard essential electronic records in combination with the Town of Warrenton Information Technology Disaster Recovery Plan (ITDRP). The following essential records, systems, and equipment have been identified as directly supporting the performance of the Town of Warrenton MEFs.

Table C-1
Essential Records, Systems, and Equipment

Mission Essential Function (MEF)	Recovery Time Objective (RTO)	Essential Record and Type	System(s) or Equipment	Networks or Servers that must be Operational to Support the System(s) or Equipment

Mission Essential Function (MEF)	Recovery Time Objective (RTO)	Essential Record and Type	System(s) or Equipment	Networks or Servers that must be Operational to Support the System(s) or Equipment
[REDACTED]				
[REDACTED] [REDACTED]				
[REDACTED] [REDACTED]				
[REDACTED] [REDACTED]				

APPENDIX F: BUSINESS PROCESS ANALYSIS

The Business Process Analysis (BPA) is a systematic method of identifying and documenting all of the elements necessary to accomplish each agency MEF. BPA's have also been performed on primary business functions that directly support MEF performance. The following BPAs represent the Town of Warrenton processes for performing each MEF and supporting primary business functions.

Mission Essential Function - Business Process Analysis

TOWN OF WARRENTON – CONTINUITY OF OPERATIONS PLAN

Insert Type of Essential function - Business Process Analysis

(Insert Date)

MEF Statement:

MEF Narrative:

MEF Output:

MEF Input:

Leadership:

Staff:

Communications and IT Requirements:

Facilities:

Resources and Budgeting:

Partners and Interdependencies:

Has a Manual Workaround been identified for this function?:

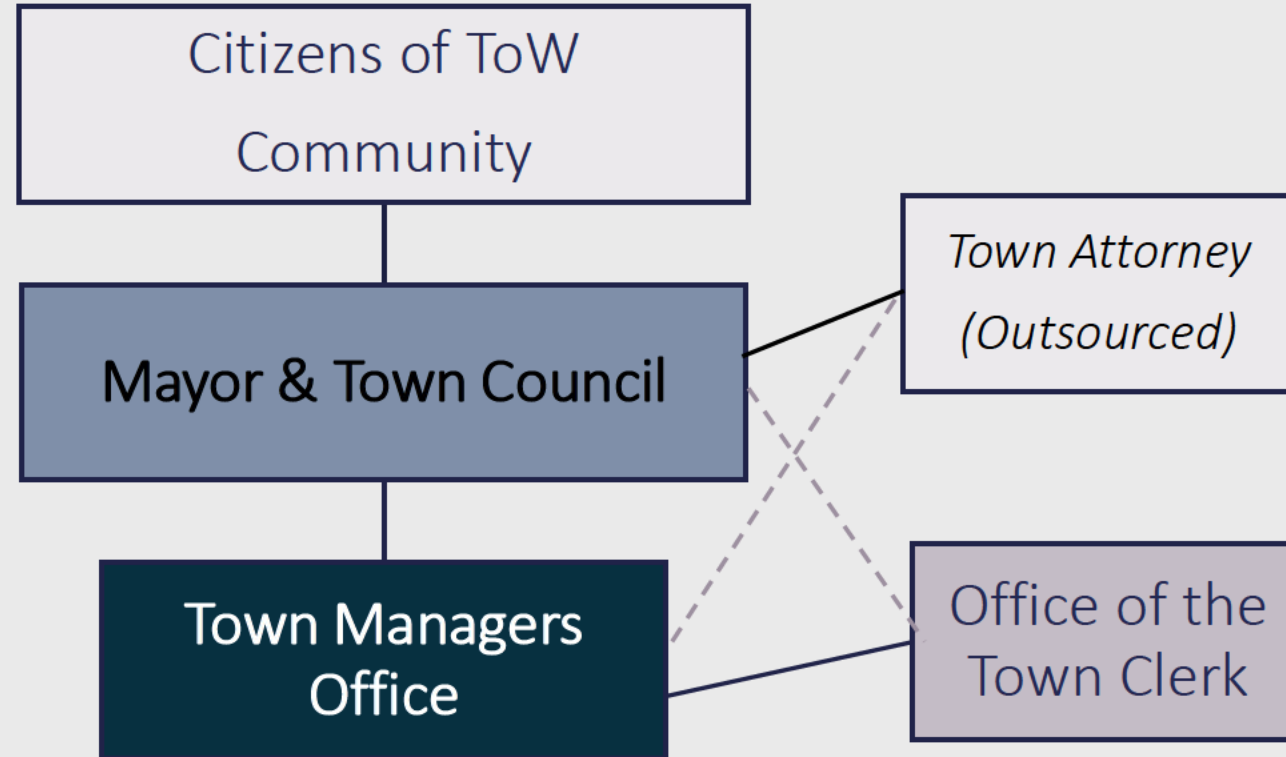
Process Details:

Town of Warrenton

ORGANIZATIONAL CHART

TOWN OF WARRENTON

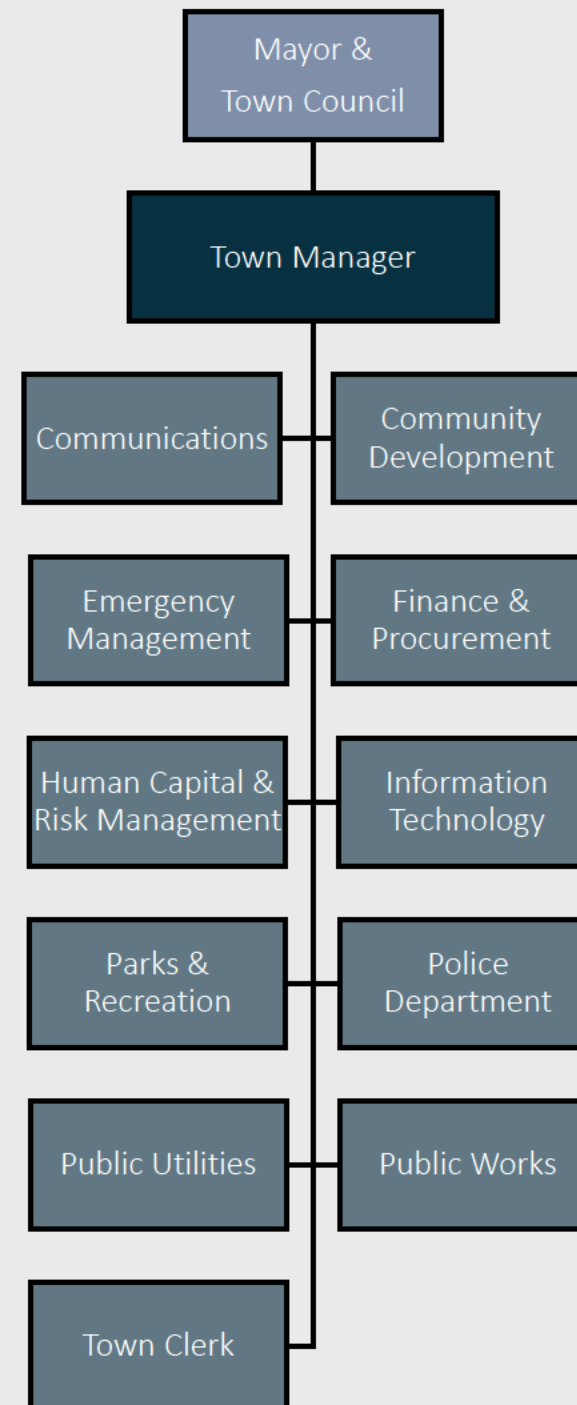
Item D.



TOWN MANAGERS OFFICE

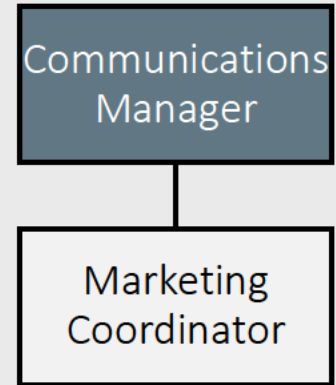
NOTES

- 1) The Town Manager has the authority to appoint a **Deputy Town Manager** and a **Emergency Management Coordinator** within any department.
- 2) Each position is supported as an **additional duty** to the designated and appointed employee. Therefore, it is not classified as a full-time position.



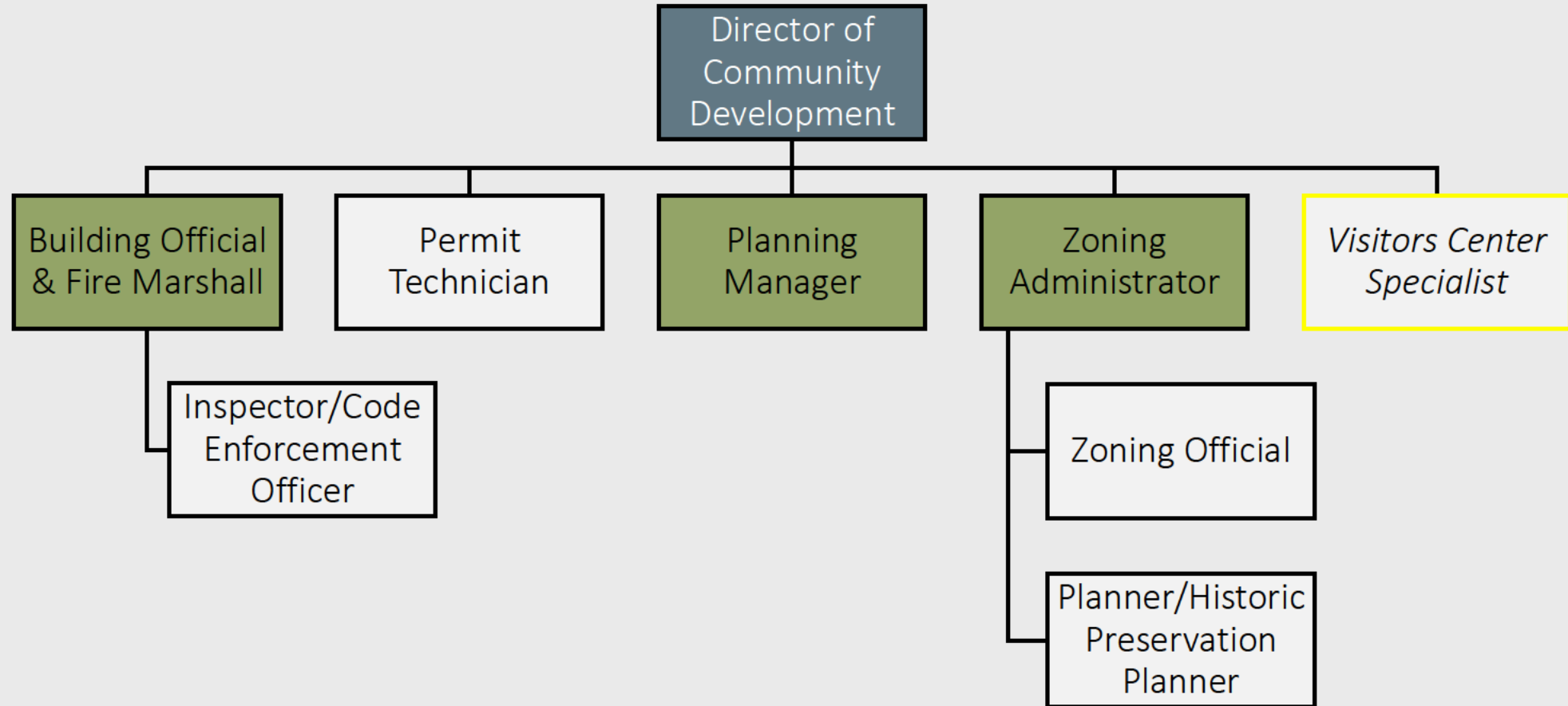
COMMUNICATIONS

Item D.



COMMUNITY DEVELOPMENT

Item D.



EMERGENCY MANAGEMENT

Item D.



NOTES

- 1) The Town Manager has the authority to appoint an **Emergency Management Coordinator**.
- 2) This position is supported as an **additional duty** to the designated and appointed employee. Therefore, it is not classified as a full-time position.
- 3) Furthermore, Emergency Management is a supported planning & preparedness function that is defined by Town code.

FINANCE

Item D.

Director of
Finance &
Procurement

Accountant

Accounts Payable
Coordinator

Budget Manager

Payroll
Coordinator

Procurement
Coordinator

Senior Revenue &
Collections
Manager

Finance Customer
Service
Representative

Tax Administrator

Utility Billing
Coordinator

Finance Customer
Service
Representative (PT)

121

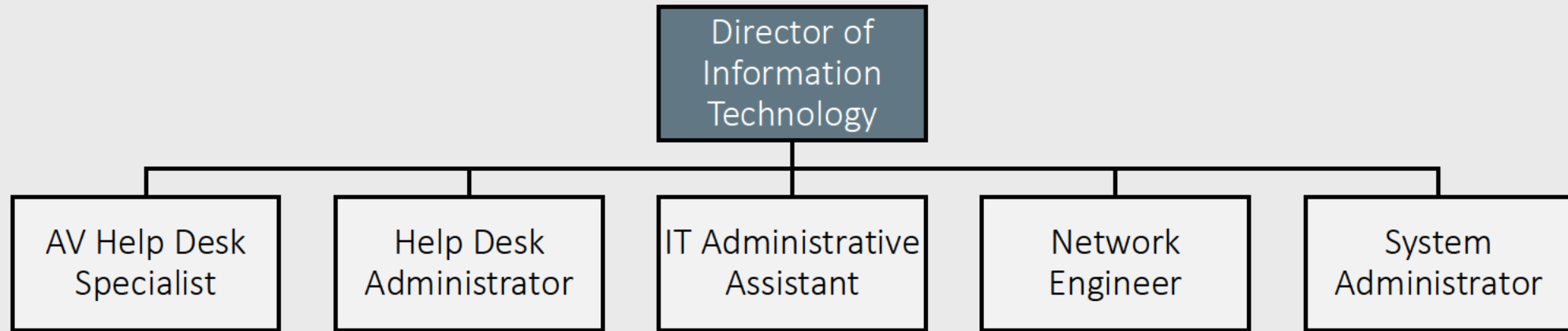
HUMAN CAPITAL & RISK

Item D.



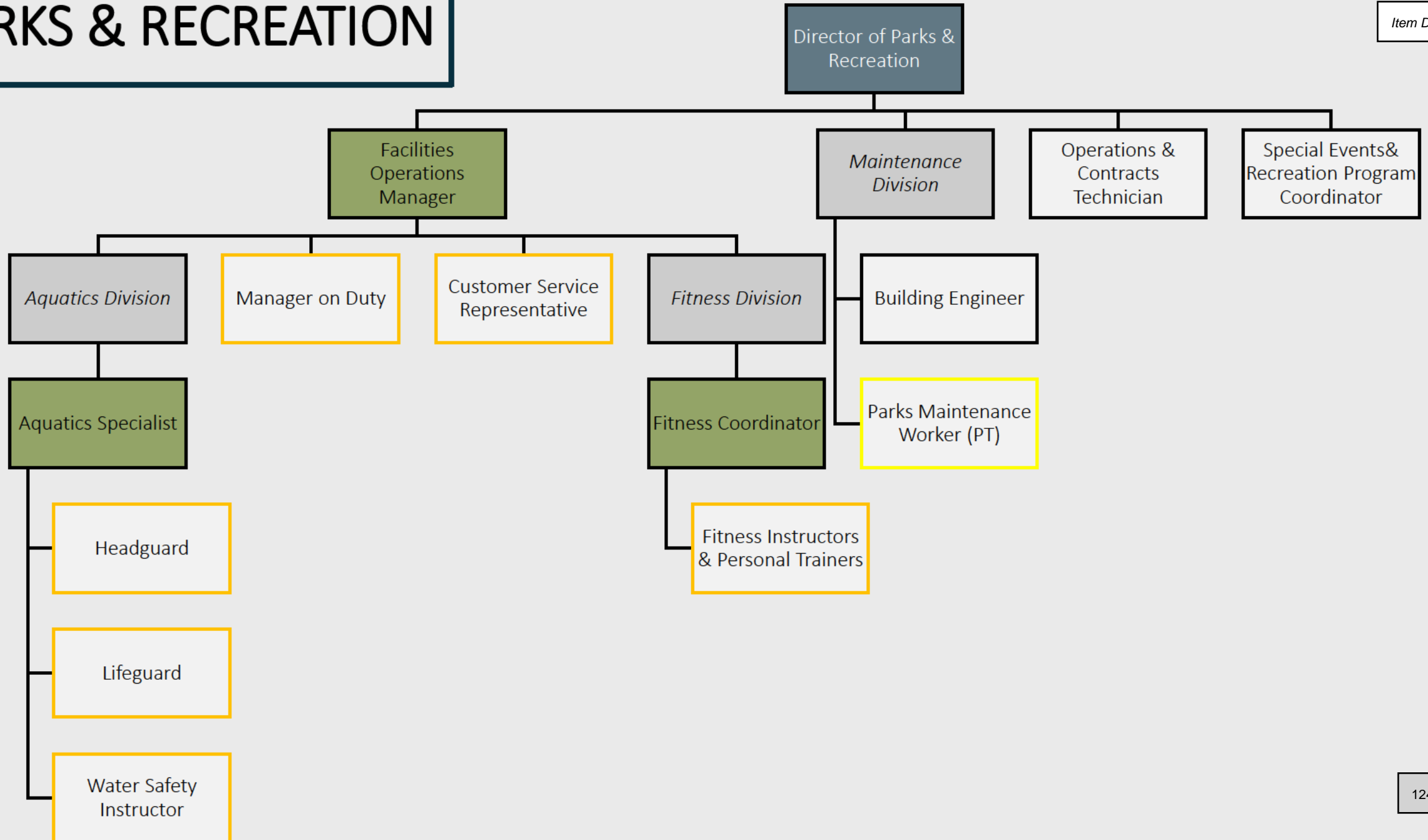
INFORMATION TECHNOLOGY

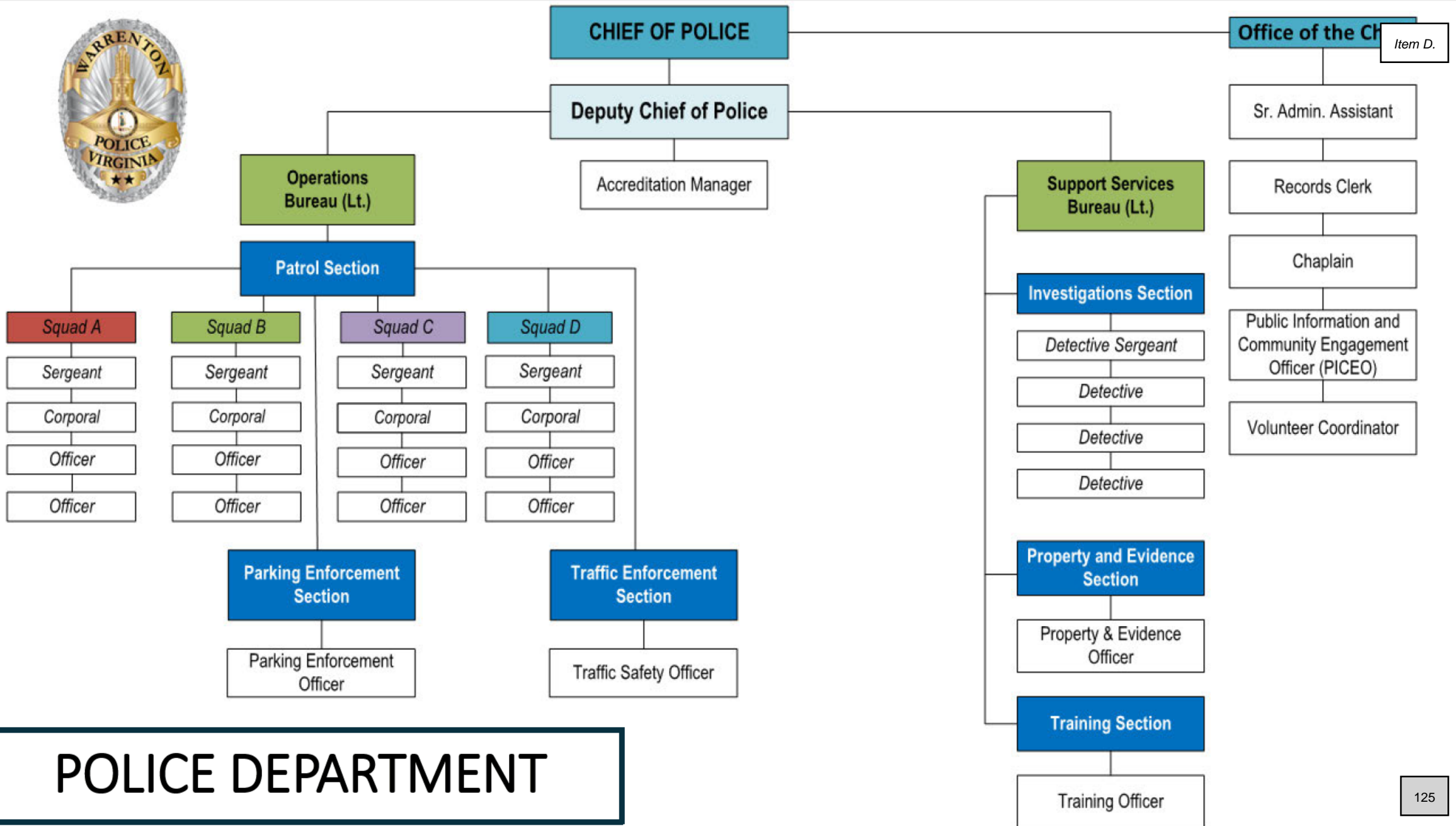
Item D.



PARKS & RECREATION

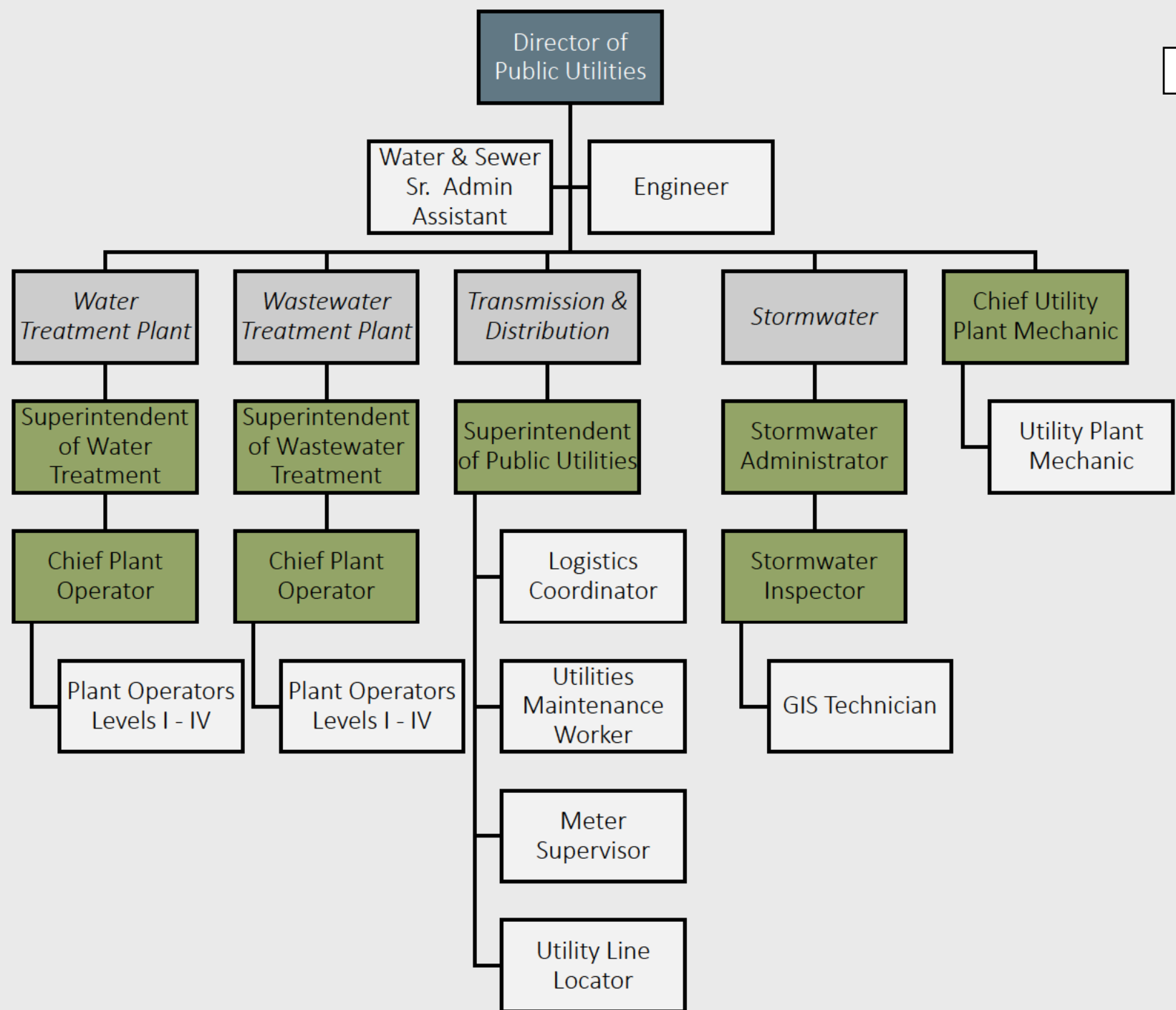
Item D.





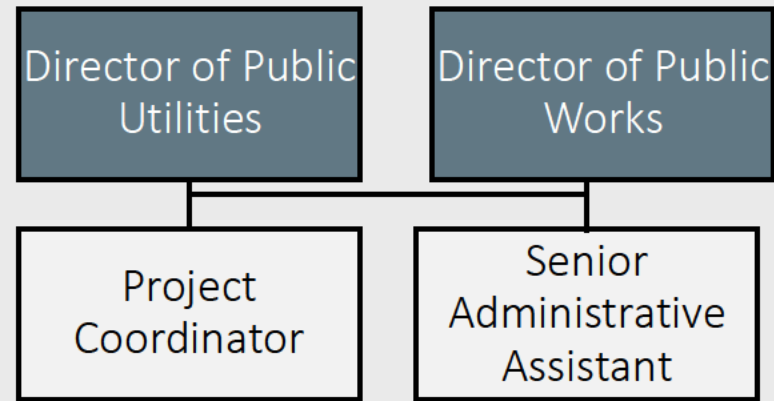
PUBLIC UTILITIES

Item D.



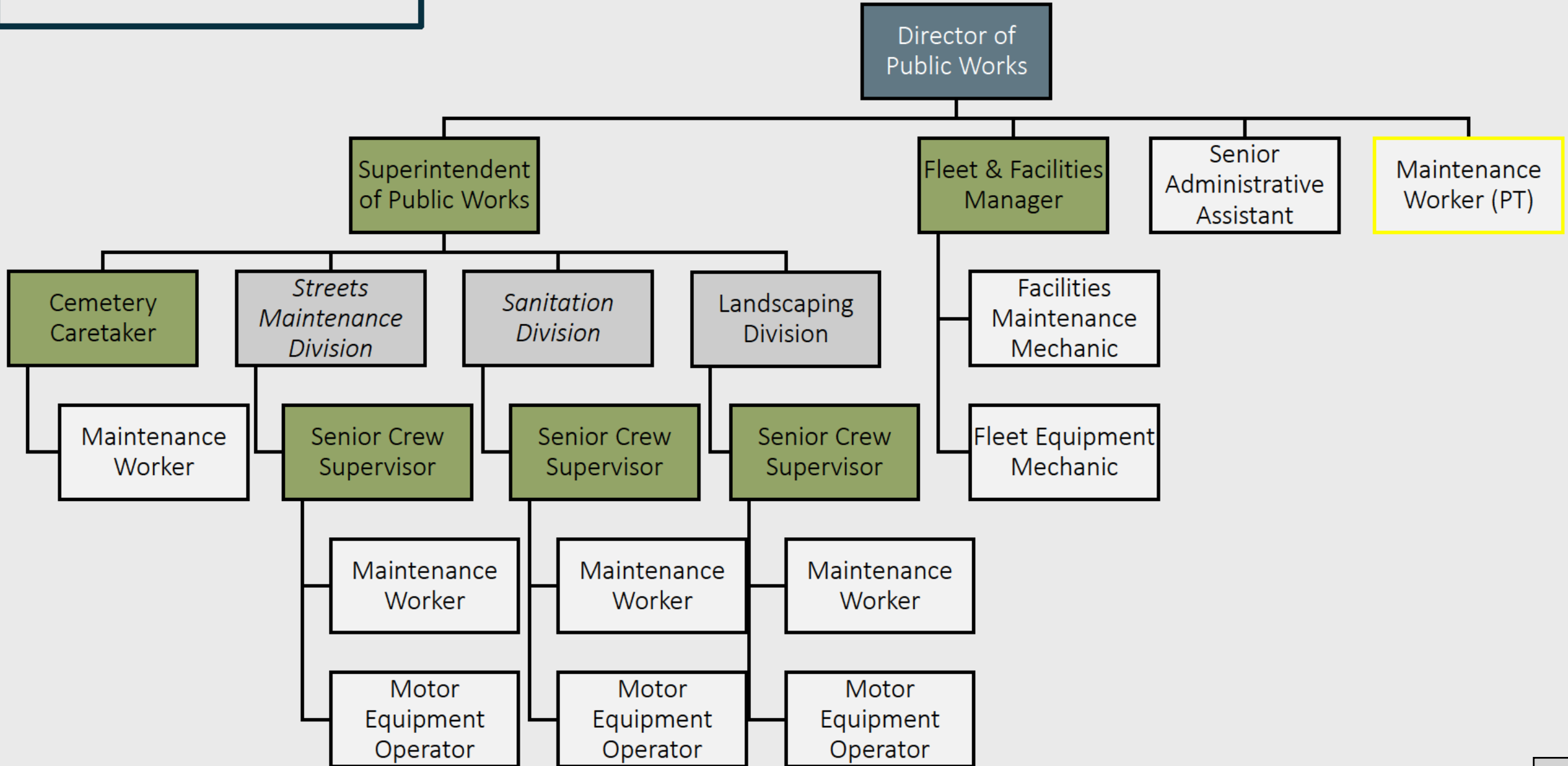
PUBLIC UTILITIES & PUBLIC WORKS DEPARTMENTS

Item D.



PUBLIC WORKS

Item D.



APPENDIX I: HUMAN CAPITAL

The COOP Plan considers the talents, energy, knowledge, and enthusiasm that staff invests in their work. In an ongoing effort to continue mission-essential functions in an emergency event, departments and agencies are responsible for developing, implementing, and updating their individual COOP Plans to respond to threats to their employees. These plans interact with and impact human capital management. Town of Warrenton leaders should be familiar with resources and flexibilities to assist managers and employees in emergencies.

The Town is prepared to implement its COOP Plan or Emergency Operations Plan (EOP) during a town-wide, departmental or agency-specific event.

Dismissals or closures used in emergencies that prevent most employees from reporting to work may require:

1. Designation of emergency employees or special categories of employees (e.g., COOP Team, emergency responders, mission critical, etc.);
2. Adjustments in work schedules;
3. Use of special compensation tools and flexibilities;
4. Temporary staffing arrangements such as working from home.

All departments and agencies shall maintain specific protocols for designating and activating special needs employees and shall develop, review and update emergency plans as needed.

DESIGNATION OF EMERGENCY EMPLOYEES AND OTHER SPECIAL CATEGORIES OF EMPLOYEES

The Town Manager has the authority and responsibility to identify and designate those personnel whom he/she judges to be critical to Town operations in any given emergency.

Town departments and agencies have identified key personnel who may be utilized based on the Town government's unique mission requirements and based on emergency circumstances. Such designations may vary according to the particular nature of an emergency. Such designations are part of the Town of Warrenton's EOP and COOP plans and have been communicated in advance to those so designated so that they are prepared to support and sustain Town operations in an emergency.

APPENDIX I: HUMAN CAPITAL CONTINUED

INCLEMENT WEATHER LEAVE

Following its procedures as outlined in the Town Personnel Policy for Inclement Weather Leave in situations that prevent significant numbers of employees from reporting for work on time or requiring departments to suspend all or part of their activities.

The policy's intent is for the Town to remain open during severe weather conditions that generally are the result of snow or ice. All offices shall remain open, and all services shall be operational and available to the public. Town offices may be declared closed by the Town Manager during periods of severe weather or when the health and safety of employees are at risk. Town employees will be notified if the Town Manager or their designee closes the Town offices during the workday.

All non-public safety and non-essential employees are not required to work while Town offices are closed. A specific closure announcement shall be distributed to local radio and television networks as outlined in the Inclement Weather Leave Policy. Closure announcement will also be promulgated through electronic communication, social media, and the Town's website.

STATUS OF EMERGENCY (ESSENTIAL) EMPLOYEES

All sworn public safety (uniformed police officers), Public Works, and Public Utilities employees, unless designated to the contrary, must work regular work schedules when Town offices are closed. Additional compensation for all hours worked during closure shall be granted according to Town Personnel Policies. The Town Manager's closure declaration shall affect all shifts working that date from the specified time of the declaration until the Town Manager declares the Town open.

Other employees may be designated as essential by appointing authorities when needed, particularly in Information Technology, Finance, and Human Capital, depending upon work requirements during periods when Town offices are closed.

STATUS OF NON-EMERGENCY EMPLOYEES AND NON-SPECIAL CATEGORIES OF EMPLOYEES

In the event of severe hazardous conditions, disruption of public services, or other emergencies of short duration, employees may be instructed not to report for work.

Suppose an employee is prevented from working because he or she has been instructed by his or her department head or other authorized officials not to report to work. In that case, the employee will usually be excused from work without loss of pay or charge to leave. Town managers may also wish to consider the use of alternative worksites when appropriate and feasible.

APPENDIX I: HUMAN CAPITAL CONTINUED

In crises, emergency employees and special categories of employees may be activated by the Town Manager or designee to perform assigned duties.

In the event of a prolonged shutdown caused by severe or hazardous conditions, disruption of public services, or other emergencies, Town personnel may be requested to work from home for those who have access.

There are no fixed solutions that will automatically apply to the Town in every emergency. However, Town department heads and managers will work closely with Human Capital to determine the best course of action for employees.

ALTERNATE EMPLOYEE ASSIGNMENTS

In the event of a prolonged shutdown caused by severe or hazardous conditions, disruption of public services, or other emergency situations, Town employees may be required to work in Town agencies/functions different from their current job but where their skills are needed to ensure the continued functioning of essential Town services.

PAY FLEXIBILITIES

Department heads have the authority and responsibility to establish work schedules for its employees within general legal and regulatory guidelines. The work schedule for most employees is determined in advance, but temporary periods of extended work hours in emergency situations are usually quite different from the employee's regularly scheduled workweek and may require pay flexibilities.

EMPLOYEE ROLES AND RESPONSIBILITIES

While department heads are responsible for determining employee status, employees also have an essential role in ensuring workplace safety. Employees should:

- Become familiar with Town policies, procedures, and the means of notifications to inform and instruct employees;
- Ask questions about Town procedures and talk to managers about any suggestions that could improve safety;
- Volunteer to assist in evacuation procedures and other duties during an emergency;
- Create a personal safety kit for emergencies and store it at the workplace. Appropriate items might include required medication, bottled water, long-sleeved shirt or jacket, and emergency contact numbers;
- Follow the instructions of designated emergency personnel; and
- Remain vigilant and report any suspicious circumstance to supervisors or designated department head.



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.



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 E.

STAFF REPORT

Council Meeting Date:	October 14 th , 2025.
Agenda Title:	Finance Committee Update
Requested Action:	Receive the information from the presenter
Department / Agency Lead:	Town Council
Staff Lead:	Mr. William Semple, Vice Mayor

EXECUTIVE SUMMARY

Mr. William Semple, Vice Mayor, Will provide an update to the Council.

BACKGROUND

The Town Council has created a Finance Committee consisting of Mr. Paul Mooney and Vice Mayor William Semple.

STAFF RECOMMENDATION

Receive the information from Mr. Semple.

Service Level/Collaborative Impact

The Committees will require input and expertise from multiple Town departments and members of the Council.

Policy Direction/Warrenton Plan 2040

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.

CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments.

CF-5.2: Support the Town's current and future population through the provision of timely and comprehensive community facilities.

Fiscal Impact

A fiscal impact analysis will be conducted on proposals brought forth by the Committee

Legal Impact

Legal impact analysis has not been done on this agenda item.

ATTACHMENTS

- 1.
- 2.
- 3.

Finance Committee Projection Model

Please refer to the Finance Committee Projection Model User Guide for detailed instructions on the use of this model.

Please note this financial model is provided for informational and planning purposes only. It is intended to assist the Town Council in evaluating potential financial outcomes under various assumptions and scenarios. The projections generated by this model are based on user input and assumptions that may or may not reflect future conditions.

Actual results may differ materially due to changes in economic conditions, legislation, inflation, and other variables beyond the Town's control. Accordingly, this model should not be relied upon as a guarantee or prediction of future financial performance.

Tab 1: Financial Projection Model

	FY 23 Actual	FY 24 Actual	FY 25 Actual	FY 26 Budget	FY 27 Projected	FY 28 Projected	FY 29 Projected	FY 30 Projected	FY 31 Projected	
Revenue										
Operating Revenue	19,463,633	20,739,773	20,065,932	19,826,080	21,308,328	22,897,758	24,360,598	26,168,887	27,383,337	Edit on 2. Revenue Projections Tab
Bond Proceeds	-	-	-	4,754,148	4,671,238	4,698,705	1,436,078	1,083,090	1,352,873	Edit on 3. Bond Proceeds Projections Tab
Total Revenue	19,463,633	20,739,773	20,065,932	24,580,228	25,979,565	27,596,463	25,796,676	27,251,977	28,736,210	
Expenditure										
General Operating	17,054,730	16,589,710	16,962,588	18,466,882	19,096,236	19,750,277	20,430,057	21,136,675	21,871,281	Edit on 4. Expenditure Projections Tab
Debt Service	859,119	824,238	824,687	830,169	1,481,643	1,988,521	2,427,628	2,690,737	3,022,351	Edit on 5. Debt Service Projections Tab
Total Operating Expenditure	17,913,849	17,413,948	17,787,275	19,297,051	20,577,879	21,738,798	22,857,685	23,827,412	24,893,633	
Capital Asset Replacement	1,095,428	1,252,376	1,089,235	2,756,241	2,459,238	1,435,705	907,000	516,500	554,000	Edit on 6. CARP Projections Tab
Capital Improvement	135,899	359,962	2,720,722	2,526,936	2,662,000	3,663,000	1,347,500	2,791,623	4,680,500	Edit on 7. CIP Projections Tab
Total Expenditure	19,145,176	19,026,285	21,597,232	24,580,228	25,699,116	26,837,503	25,112,185	27,135,535	30,128,133	
Operating Surplus (Deficit)	1,549,784	3,325,825	1,478,657	79,029	280,449	758,960	1,052,914	2,041,474	2,089,705	
Surplus?	YES	YES	YES	YES	YES	YES	YES	YES	YES	
Unassigned Fund Balance	11,537,274	9,644,717	9,704,942	9,704,942	9,985,391	10,744,351	11,797,265	13,838,739	15,928,444	
Unassigned Fund Balance %	64.40%	55.39%	54.56%	50.29%	48.52%	49.42%	51.61%	58.08%	63.99%	
Threshold met?	YES	YES	YES	YES	NO	NO	YES	YES	YES	

Tab 2: Revenue Projections

	FY 23 Actual	FY 24 Actual	FY 25 Actual	FY 26 Budget		FY 27 Projected	FY 28 Projected	FY 29 Projected	FY 30 Projected	FY 31 Projected	Natural Growth
					Rate Increase:	\$0.03	\$0.03	\$0.02	\$0.03	\$0.00	
Real Estate Taxes	837,872	821,790	1,014,106	1,215,395		2,066,172	3,002,026	3,788,387	4,896,463	5,386,109	10.00%
Personal Property Taxes	902,034	870,948	822,603	795,000		834,750	876,488	920,312	966,327	1,014,644	5.00%
Meals Taxes	5,346,726	5,594,342	5,662,681	5,500,000		5,665,000	5,834,950	6,009,999	6,190,298	6,376,007	3.00%
BPOL	2,511,960	2,433,166	2,461,073	2,400,000		2,472,000	2,546,160	2,622,545	2,701,221	2,782,258	3.00%
Other	5,745,303	6,344,107	6,017,306	6,103,025		6,347,146	6,601,032	6,865,073	7,139,676	7,425,263	4.00%
Federal Revenue	860,956	737,043	207,205	-		-	-	-	-	-	
State Revenue	3,258,781	3,398,463	3,466,696	3,434,680		3,537,720	3,643,852	3,753,168	3,865,763	3,981,735	3.00%
Transfers In	-	539,913	414,262	377,980		385,540	393,250	401,115	409,138	417,320	2.00%
Operating Revenue	19,463,633	20,739,773	20,065,932	19,826,080		21,308,328	22,897,758	24,360,598	26,168,887	27,383,337	

Enter desired
growth rate

Tab 3: Bond Proceeds Projections

	FY 27 Projected	FY 28 Projected	FY 29 Projected	FY 30 Projected	FY 31 Projected	
Capital Asset Replacement	2,459,238	1,435,705	907,000	516,500	554,000	Edit on 6. CARP Projections Tab
Capital Improvement Plan	2,212,000	3,263,000	897,500	2,491,623	4,280,500	Edit on 7. CIP Projections Tab
Total Capital Projects	4,671,238	4,698,705	1,804,500	3,008,123	4,834,500	
Total Revenue	21,308,328	22,897,758	24,360,598	26,168,887	27,383,337	Edit on 2. Revenue Projections Tab
Total Expenditure	19,096,236	19,750,277	20,430,057	21,136,675	21,871,281	Edit on 4. Expenditure Projections Tab
Debt Service	1,481,643	1,988,521	2,427,628	2,690,737	3,022,351	Edit on 5. Debt Service Projections Tab
Total Operating Expenditure	20,577,879	21,738,798	22,857,685	23,827,412	24,893,633	
Operating Surplus (Deficit)	280,448.90	758,960.26	1,052,913.67	2,041,474.22	2,089,704.58	
Operating Surplus?	YES	YES	YES	YES	YES	
Fund Balance Threshold Met?	NO	NO	YES	YES	YES	
Bond Proceeds Projection	4,671,238	4,698,705	1,436,078	1,083,090	1,352,873	

Tab 4: Expenditure Projections

	FY 23 Actual	FY 24 Actual	FY 25 Actual	FY 26 Budget	FY 27 Projected	FY 28 Projected	FY 29 Projected	FY 30 Projected	FY 31 Projected	Growth Rate	
Expenditure Category by Department:											
PUBLIC WORKS	5,543,376	5,393,590	4,959,246	5,567,925	5,808,855	6,060,708	6,323,996	6,599,255	6,887,050		
Personnel	2,551,377	2,965,180	3,085,481	3,363,623	3,531,804	3,708,394	3,893,814	4,088,505	4,292,930	5.00%	
Operating	1,959,696	1,404,072	1,379,321	1,873,302	1,929,501	1,987,386	2,047,008	2,108,418	2,171,670	3.00%	
Capital Outlay	1,032,303	1,024,338	494,444	331,000	347,550	364,928	383,174	402,333	422,449	5.00%	
GENERAL GOVERNMENT	3,499,702	3,593,274	4,003,521	4,609,436	4,814,506	5,028,856	5,252,911	5,487,116	5,731,936		
Personnel	1,783,794	1,895,937	2,230,043	2,400,142	2,496,148	2,595,994	2,699,833	2,807,827	2,920,140	4.00%	
Operating	1,676,233	1,660,425	1,706,907	2,174,294	2,283,009	2,397,159	2,517,017	2,642,868	2,775,011	5.00%	
Capital Outlay	39,675	36,912	66,571	35,000	35,350	35,704	36,061	36,421	36,785	1.00%	
PUBLIC SAFETY	4,000,391	3,378,004	3,335,044	3,727,738	3,804,837	3,883,555	3,963,925	4,045,984	4,129,768		
Personnel	3,055,713	3,146,879	3,104,269	3,472,295	3,541,741	3,612,576	3,684,827	3,758,524	3,833,694	2.00%	
Operating	943,533	225,475	230,775	254,443	262,076	269,939	278,037	286,378	294,969	3.00%	
Capital Outlay	1,145	5,650	0	1,000	1,020	1,040	1,061	1,082	1,104	2.00%	Enter desired growth rate
PARKS AND RECREATION	2,357,180	2,584,156	2,833,711	2,726,400	2,792,146	2,859,544	2,928,636	2,999,467	3,072,083		
Personnel	1,176,285	1,518,689	1,610,555	1,604,583	1,636,675	1,669,408	1,702,796	1,736,852	1,771,589	2.00%	
Operating	1,146,543	1,014,272	1,008,958	1,094,317	1,127,147	1,160,961	1,195,790	1,231,663	1,268,613	3.00%	
Capital Outlay	34,352	51,195	214,198	27,500	28,325	29,175	30,050	30,951	31,880	3.00%	
COMMUNITY DEVELOPMENT	1,222,432	1,192,066	1,322,562	1,350,265	1,390,773	1,432,496	1,475,471	1,519,735	1,565,327		
Personnel	875,572	1,091,239	1,167,564	1,253,750	1,291,363	1,330,103	1,370,006	1,411,107	1,453,440	3.00%	
Operating	346,860	100,827	154,998	96,515	99,410	102,393	105,465	108,628	111,887	3.00%	
Capital Outlay	0	0	0	0	-	-	-	-	-	0.00%	
OUTSIDE AGENCIES	431,649	448,620	508,504	485,118	485,118	485,118	485,118	485,118	485,118	0.00%	
Totals by Expenditure Category:											
Personnel	9,442,741	10,617,924	11,197,912	12,094,393	12,497,730	12,916,475	13,351,277	13,802,814	14,271,793		
Operating	6,072,865	4,405,071	4,480,959	5,492,871	5,701,143	5,917,837	6,143,316	6,377,956	6,622,152		
Capital Outlay	1,107,475	1,118,095	775,213	394,500	412,245	430,846	450,346	470,788	492,219		
Outside Agencies	431,649	448,620	508,504	485,118	485,118	485,118	485,118	485,118	485,118		
Total General Operating Expenditures	17,054,730	16,589,710	16,962,588	18,466,882	19,096,236	19,750,277	20,430,057	21,136,675	21,871,281		
<i>Excluding debt service</i>											

Tab 5: Debt Service Projections

Note: No edits are made on this tab. Edits made to **6. CARP Projections** and **7. CIP Projections** will flow through and update the projected debt service based on the necessary bond issuances to fund capital.

Please note that debt service amounts are only estimates based on the total bond issuances. Interest rate environments, potential credit ratings, length and timing of financing and other factors will impact annual debt service amounts.

Current Issuances				FY 2026 Issuance		FY 2027 Issuance		FY 2028 Issuance		FY 2029 Issuance		FY 2030 Issuance		FY 2031 Issuance		Total Debt Service	
Fiscal Year	Principal	Interest	Debt Service	Fiscal Year	Debt Service	Fiscal Year	Debt Service	Fiscal Year	Debt Service	Fiscal Year	Debt Service	Fiscal Year	Debt Service	Fiscal Year	Debt Service	Fiscal Year	Debt Service
2027	585,000	240,828	825,828	2027	515,800	2027	140,015									2027	1,481,643
2028	615,000	210,078	825,078	2028	515,800	2028	506,805	2028	140,838							2028	1,988,521
2029	650,000	177,663	827,663	2029	515,800	2029	506,805	2029	509,785	2029	67,576					2029	2,427,628
2030	680,000	143,581	823,581	2030	515,800	2030	506,805	2030	509,785	2030	244,601	2030	90,165			2030	2,690,737
2031	720,000	107,706	827,706	2031	515,800	2031	506,805	2031	509,785	2031	244,601	2031	326,365	2031	91,289	2031	3,022,351
2032	755,000	69,909	824,909														
2033	240,000	46,063	286,063														
2034	250,000	37,656	287,656														
2035	255,000	31,041	286,041														
2036	260,000	25,569	285,569														
2037	265,000	20,106	285,106														
2038	270,000	14,653	284,653														
2039	275,000	8,978	283,978														
2040	285,000	3,028	288,028														

Tab 6: CARP Projections

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. As mentioned in the introductory section, 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	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31
IT Infrastructure	\$ 77,550	\$ 84,205	\$ -	\$ -	\$ -
Enterprise Resource Planning System	500,000	100,000	-	-	-
TH HVAC Replacement	144,000	-	35,000	-	80,000
Traffic Light Detection	35,000	-	-	-	-
Traffic Light PROWAG	-	205,000	35,000	35,000	35,000
Sign Replacement	45,000	30,000	30,000	30,000	35,000
Radar Signs	40,000	-	-	-	-
	\$ 841,550	\$ 419,205	\$ 100,000	\$ 65,000	\$ 150,000

Public Safety

Project Name	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31
Fleet Management Vehicles: Police	\$ 180,000	\$ 180,000	\$ 120,000	\$ 180,000	\$ -
Public Safety Radio Replacements	77,000	84,000	77,000	84,000	189,000
Secure Police Parking Area	82,688	-	-	-	-
WPD HVAC Replacement	210,000	50,000	-	-	-
	\$ 339,688	\$ 264,000	\$ 197,000	\$ 264,000	\$ 189,000

Parks & Recreation

Project Name	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31
Repaving and Restriping WARF Parking Lot	-	-	-	-	-
Waterplay Structure Replacement	-	-	-	-	-
WARF Boiler Replacement	-	540,000	-	-	-
Rady Park Bridge Replacement	-	100,000	-	-	-
	\$ -	\$ 540,000	\$ -	\$ -	\$ -

Public Works

Project Name	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31
Facilities Elevator Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
Roof Replacement	193,000	-	-	-	-
Facilities Energy Management Program	75,000	25,000	25,000	25,000	25,000
Facilities Asphalt Resurfacing	100,000	50,000	75,000	75,000	15,000
Fleet Management Vehicle: Plow Trucks	175,000	87,500	175,000	87,500	175,000
Fleet Management Vehicle: Dump Trucks & Snow Equipment	250,000	-	250,000	-	-
Fleet Management Vehicle: Wheel Loader	-	-	-	-	-
Fleet Management Vehicle: Backhoe	175,000	-	-	-	-
Fleet Management Vehicle: Refuse Truck	225,000	-	-	-	-
Fleet Management Vehicle: Mower Replacements	35,000	-	35,000	-	-
Guard Rail Replacement	50,000	50,000	50,000	-	-
	\$ 1,278,000	\$ 212,500	\$ 610,000	\$ 187,500	\$ 215,000

TOTAL GENERAL FUND MAINTENANCE PROJECTS

\$ 2,459,238	\$ 1,435,705	\$ 907,000	\$ 516,500	\$ 554,000
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Tab 7: CIP Projections

GENERAL FUND CAPITAL PROJECTS

The capital projects planned for the General Fund are summarized by category below. Totals presented on this page do not include state, federal, or other funding from sources outside of the Town.

Community Facilities

Project #	Project Name	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31
CF-002	Salt Storage & Public Works Rehabilitation	\$ 1,250,000	\$ 2,000,000	\$ -	\$ -	\$ -
		\$ 1,250,000	\$ 2,000,000	\$ -	\$ -	\$ -

Parks and Recreation

Project #	Project Name	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31
PR-002	Eva Walker Park Improvements	\$ 230,000	\$ 175,000	\$ 200,000	\$ 200,000	\$ 150,000
PR-004	Park Pavilions	-	55,000	45,000	-	-
PR-005	Park Restrooms	-	-	-	100,000	-
PR-006	WARF Basketball Court Construction	-	-	-	-	100,000
PR-008	Skatepark Replacement at the WARF	300,000	-	-	-	-
		\$ 530,000	\$ 230,000	\$ 245,000	\$ 300,000	\$ 250,000

Transportation & Circulation

Project #	Project Name	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31
TC-004	Sidewalk Handicap Ramps	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
TC-006	East Shirley Street Improvements	-	-	100,000	325,000	3,575,000
TC-007	Walker/East Lee Intersection Improvement	35,000	70,000	400,000	-	-
TC-008	Improvements to Main Street	-	-	-	-	-
TC-009	Route 211/Old Waterloo Improvement	50,000	-	-	-	-
TC-012	Signal at Gold Cup/Broadview	-	-	-	722,839	-
TC-014	Fauquier Road Sidewalk	-	100,000	-	750,000	-
TC-015	Foxcroft Road Sidewalk	-	-	-	50,000	-
TC-016	Gay Road Sidewalk	75,000	500,000	-	-	-
TC-017	Academy Hill Sidewalk	-	-	-	60,000	-
TC-018	Courthouse Square Traffic Improvement	-	-	-	-	-
TC-019	Annual Paving Schedule	450,000	400,000	450,000	300,000	400,000
		\$ 640,000	\$ 1,100,000	\$ 980,000	\$ 2,237,839	\$ 4,005,000

Subtotal: Town-Funded General Fund Capital Projects 2,420,000 3,330,000 1,225,000 2,537,839 4,255,000

Contingency - 10% of Town Funding 242,000 333,000 122,500 253,784 425,500

TOTAL TOWN-FUNDED GENERAL FUND CAPITAL PROJECTS **\$ 2,662,000 \$ 3,663,000 \$ 1,347,500 \$ 2,791,623 \$ 4,680,500**



Office of the Town Manager
Frank Cassidy

Warrenton Town Council

Carter Nevill, Mayor
Heather Sutphin, Ward 1
William Semple, Ward 2
Brett Hamby, Ward 3
James Hartman, Ward 4 Vice Mayor
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Item F.

STAFF REPORT

Council Meeting Date:	October 14, 2025
Agenda Title:	Main St Discussion- Timelines, Sidewalk Café, Sanitation
Requested Action:	Information/Discussion
Department / Agency Lead:	Town Manager, Project Manager, Public Works
Staff Lead:	Frank Cassidy, Michael Wharton, John Ward

EXECUTIVE SUMMARY

At the November Council meeting, Staff presented and was given the “green light” to proceed with the Main Street improvements project, Concept B. This concept included the “bump out” of the sidewalk between Culpeper and Second St, sidewalk improvements, and ADA improvements, and paving. In November of 2024, then April 2025 staff was directed to proceed with the concept of the sidewalk cafes in this area and along First St. The overall goal is to develop a walkable environment, with outside dining opportunities while providing public spaces for public use. These are fundamental aspects of good community developments and supported by entities like Strong Towns.

During these discussions, in February of 2025 staff were also directed to work on improving our sanitation program. First and foremost, getting our operations in line with our ordinance. As to Main St, this means maintaining service, but we need to designate commercial pickups versus residential pickups. This also includes a concept we have been working on for a couple years now to provide a central location, dumpster for Main St businesses for pick up.

The sidewalk café concept has been set up and used by Elles, Licorice Pizza, Molly's and Denim and Pearls; For the most part we have received positive feedback with many issues being the ugliness of the traffic barricades, access to retail windows, and some confusion in the walking path. These are all associated with the temporary set-up to do this work. No fees have been charged to date given the trial nature of this project as well as the temporary configuration.

Main Street Improvements

In January 2025, staff started working with designers to take the approved concept and develop the plans for the Main Street improvements from Court Street to Fifth Street. By July 2025, the designer submitted 90% plans to VDOT for review and received minor comments back in August 2025. After the comments were addressed, the designer submitted the final design to VDOT for approval on September 24, 2025. At this moment, VDOT and Town staff are reviewing the final design, with final approval estimated in early December 2025. The construction phase of Main Street from Court to Fifth is planned to start in January 2026. We estimate it will take approximately seven months to complete.

Courthouse Square

The Town performed a study at the Courthouse Square intersection in March of 2024. During the study, the intersection was converted into a 3-way stop. The study was a success, and the intersection was permanently changed to a 3-way stop.

In the FY-26 budget, the Town Council allocated \$40,000 to hardscape the intersection with medians, curbs, upgrade ADA ramps and install a pedestrian refuge island at Alexandria Pike. The purchase order has been issued, and work is scheduled to begin in October of 2025. The work will take approximately three weeks to complete.

SGR Paving

The Town applied for State of Good Repair projects in October 2023. This project was submitted as part of the continuing resurfacing projects within Town limits based upon the conditions of roadways and the availability of funds through VDOT. The Town was awarded these projects on July 31, 2024.

The contractor has started the ADA upgraded on September 22, 2025. The ADA improvement limits will be on Falmouth Street/ Main Street from Falmouth Court to Sixth Street and on Alexandria Pike from Courthouse Square intersection to John E. Mann. This work will take about four weeks to complete. Once the ADA Ramps are completed, the contractor will start working on replacing the broken sidewalks and curbs at the same limits as stated above. Than after the Main Street Improvement is completed. The paving contractor will mobilize paving the entire roadway along Falmouth Street, Main Street and Alexandria Pike from Falmouth Court to John E. Mann. The paving operation will be performed during nighttime hour to less the impact on businesses and traffic. The paving is expected to start in summer of 2026 and last no longer than two weeks to complete.

Sanitation- Historic District

Staff is working on refining our sanitation program to get in line with our existing ordinance and provide better service to our Main St, CBD customers. To do this, the plan is to provide a Town dumpster on each side of Main St and identify commercial accounts. This plan has been discussed for several years and we will be implementing this as part of the Main St projects. This s will start on the north side of Main St with the dumpster in the Town Parking lot behind he Post Office. The pad has been poured, staff will be installing the required fence, installing the dumpster and working with the area customers on implementing the program. We have requested the current dumpster, paid for and serving Denim and Pearls to be removed as this is on Town Property and does not meet the goals of the Main St sanitation program. We will be incorporating this program starting in November to coincide with the rest of the improvements. Fees will be determined once the program is worked out. The goals are to separate commercial accounts from residential, continue to provide the service to this district as per our ordinance, provide a designated area for pick up to limit trash on Main St, and to make our processes more efficient.

Public Outreach

Our outreach for this project will be in several formats to include walking Main St and handing out information while discussing the options; social media and media posts; public forums; and receiving surveys. A brochure and outreach were started the week of September 22, 2025. Town Staff will continue to stay engaged and address and work through any concerns.

BACKGROUND

Our Project Manager presents concepts for the proposed upgrades to the sidewalks along Main St. These will increase the width of the sidewalks, install bump-outs, and ADA improvements. These will assist with implementation of the sidewalk café program.

The approved Concept B will be moving forward.

The attached Brochure outlines the next steps and process for discussion.

STAFF RECOMMENDATION

Continue to work on the Main St improvements, Concept B. Continue to refine the Sidewalk Café provisions and Main St sanitation program.

Service Level/Collaborative Impact

Continuing collaboration with businesses and managing the project.

Policy Direction/Warrenton Plan 2040

Economic and Fiscal Resilience Goals

E-1: Grow a strong, diversified, and resilient economy that supports residents and businesses alike.

E-3: Promote Warrenton as a cultural, entertainment, and arts center.

E-5: Be proactive in the Town’s economic development.

Transportation and Circulation Goals

T-2: Enhance the traveling experience by creating great streets.

T-3: Promote livability in the Town by creating great places where residents and visitors feel welcome and safe.

Fiscal Impact

Main St improvements are part of VDOT revenue share funding

Legal Impact

Required insurance forms required by applicants and legal review of the drafted application.

ATTACHMENTS

1. Copies Main street Improvements
2. Recent emails outlining the timelines
3. Attachments relative to the project



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 F.

STAFF REPORT

Council Meeting Date:	June 10, 2025
Agenda Title:	VDOT Revenue Share Funds - Main Street
Requested Action:	Appropriate VDOT Grant Funding
Department / Agency Lead:	Finance
Staff Lead:	Brooke Campbell, Budget Manager

EXECUTIVE SUMMARY

The Town has been awarded and accepted \$735,563 from the VDOT Revenue Sharing Program for improvements to Main Street, as outlined in project TC-008 of the CIP.

BACKGROUND

On August 10, 2019, the Town Council approved a resolution for staff to apply for a VDOT Revenue Share project on Main Street. Town Staff applied for the project on October 1, 2019. In May 2020, VDOT awarded the Town with the funds to construct the Main Street Improvement project. The original scope was from Courthouse Square to Calhoun Street. With the increase in construction costs the limits of the project scope/limits had to be revised. On July 3, 2024, Town Staff and VDOT came to an agreement on the scope and cost estimate. On July 31, 2024, VDOT sent Town Staff with an agreement to sign.

Today's resolution is to appropriate the portion of VDOT funding related to FY 2025. The remainder of the funding will be appropriated via the FY 2026 budget.

STAFF RECOMMENDATION

Staff recommends that the Council adopt the following resolution to appropriate the VDOT revenue share funds:

1. A Resolution to Amend the Fiscal Year 2025 Adopted Budget to Appropriate Virginia Department of Transportation Reimbursable Grant Funding in the Amount of \$73,002 to Fund Improvements to Main Street

ATTACHMENTS

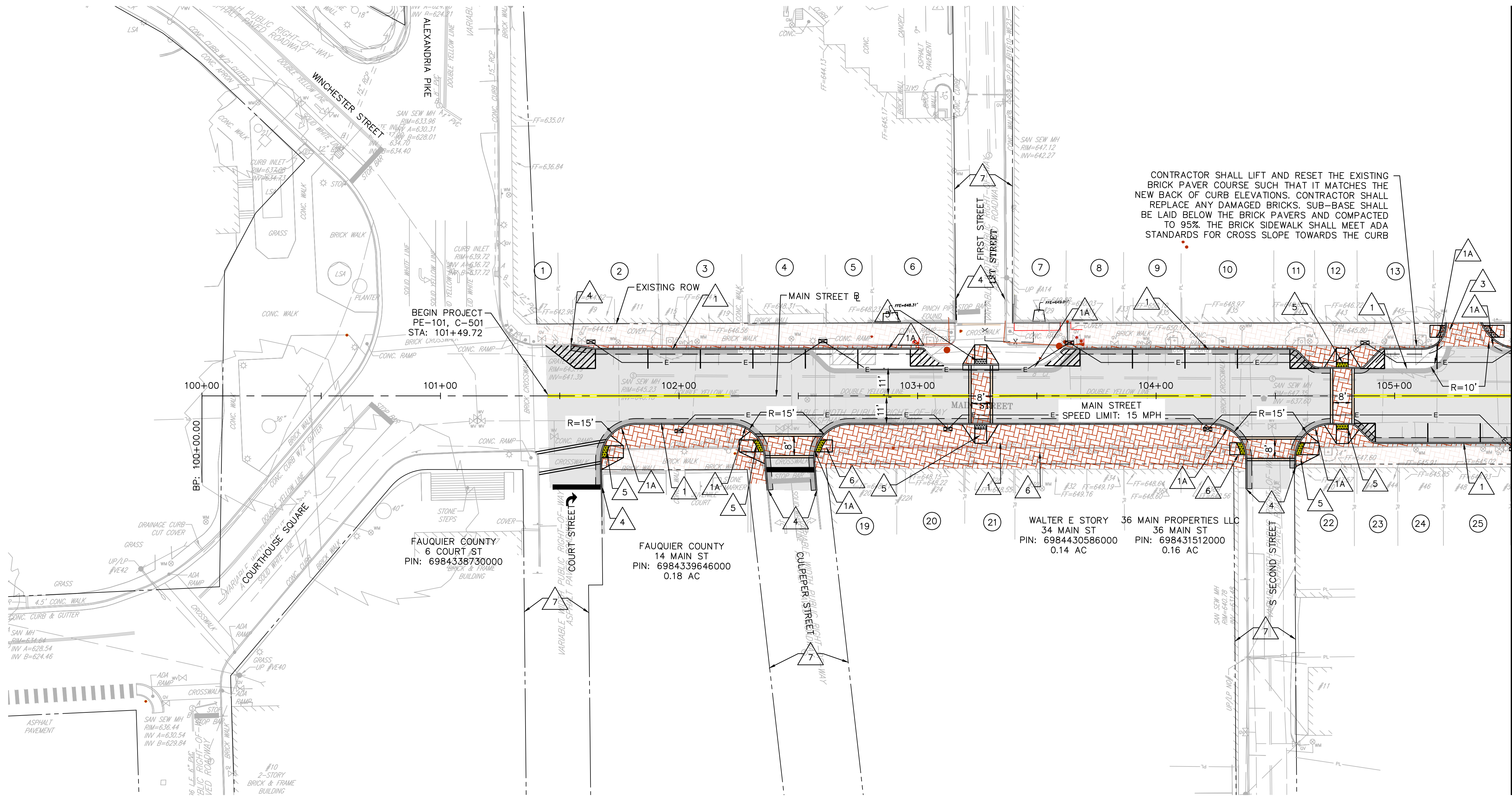
PROJECT MANAGER _ MICHAEL WHARTON (PROJECT COORDINATOR), TOWN OF WARRENTON _
SURVEYED BY, DATE _ BOHLER ENGINEERING, 5/22/19, (703) 709-9500 _
DESIGN BY _MARK PHILLIPS, P.E., (703) 870-3631 (KIMLEY-HORN) _
SUBSURFACE UTILITY BY, DATE _ _ _ _ _



Kimley-Horn
Reston, Virginia
Roadway Engineer

REVISED	STATE	STATE		SHEET NO.
		ROUTE	PROJECT	
	VA.	15	U000-156-R21	3

ROADWAY PLAN



CONTRACTOR SHALL LIFT AND RESET THE EXISTING BRICK PAVER COURSE SUCH THAT IT MATCHES THE NEW BACK OF CURB ELEVATIONS. CONTRACTOR SHALL REPLACE ANY DAMAGED BRICKS. SUB-BASE SHALL BE LAID BELOW THE BRICK PAVERS AND COMPACTED TO 95% THE BRICK SIDEWALK SHALL MEET ADA STANDARDS FOR CROSS SLOPE TOWARDS THE CURB

LEGEND

- EXISTING BRICK PAVER
- PROPOSED ASPHALT PAVEMENT
- PROPOSED CONCRETE PAVEMENT
- PROPOSED MILL AND OVERLAY
- PROPOSED DWS
- PROPOSED BRICK PAVER
- PROPOSED FULL DEPTH SAWCUT
- PROPOSED 2" ELECTRIC CONDUIT
- PROPOSED ELECTRIC JUNCTION BOX

- 6" CURB, STD. CG-2 REQ'D
- 6" CURB, RAD. CG-2 REQ'D
- 6" CURB & GUTTER, STD. CG-6 REQ'D
- ENTRANCE GUTTER, STD. CG-9D REQ'D
- TIE TO EXISTING 6" CURB STD. CG-2
- STD. CG-12, TYPE A REQ'D.
- STD. CG-12, TYPE B REQ'D.
- EXISTING ROW

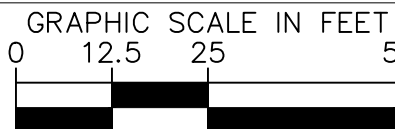
NOTE: PLEASE REFER TO THE PROPERTY INFORMATION SHEET 1C FOR PROPERTY OWNER INFORMATION AND LOT ACREAGE. ALL DETECTABLE WARNING SURFACES SHALL BE YELLOW TO CONTRAST BRICK PAVERS.

THESE PLANS ARE UNFINISHED AND UNAPPROVED AND ARE NOT TO BE USED FOR ANY TYPE OF CONSTRUCTION

REFERENCES
(PROFILES, DETAIL & DRAINAGE DESCRIPTION SHEETS, ETC.)

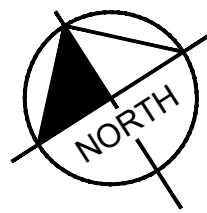
MAIN STREET
IMPROVEMENTS
TOWN OF WARRENTON, VIRGINIA

ROADWAY PLAN



PROJECT
U000-156-R21

SHEET NO.
3



PROJECT MANAGER _ MICHAEL WHARTON (PROJECT COORDINATOR), TOWN OF WARRENTON _
SURVEYED BY, DATE _ BOHLER ENGINEERING, 5/22/19, (703) 709-9500 _
DESIGN BY _MARK PHILLIPS, P.E., (703) 870-3631 (KIMLEY-HORN) _
SUBSURFACE UTILITY BY, DATE _ _

COMMONWEALTH OF VIRGINIA

MARK R. PHILLIPS

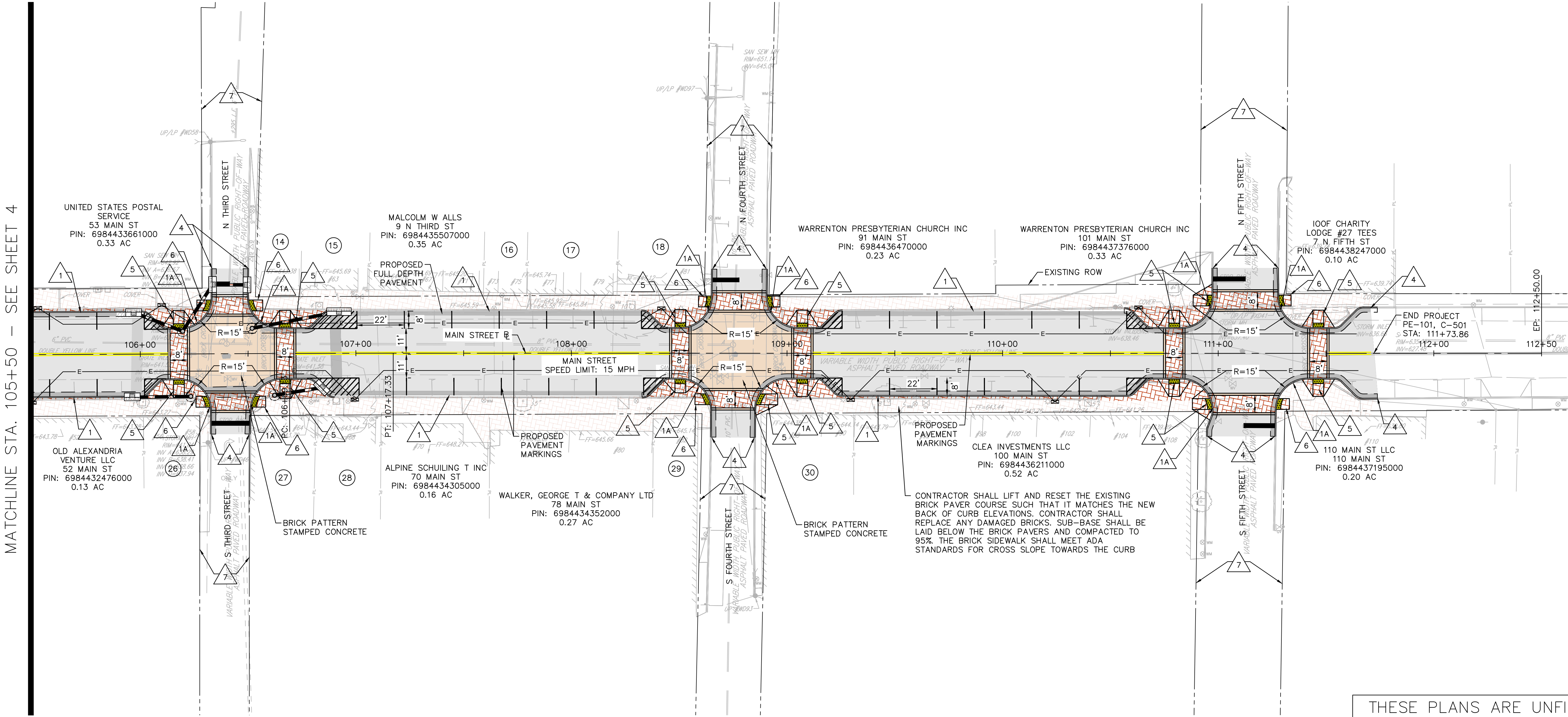
Lic. No. 058611

PROFESSIONAL ENGINEER

Kimley-Horn
Reston, Virginia
Roadway Engineer

REVISED	STATE		STATE		SHEET NO.
	ROUTE	PROJECT			
	VA. 15	U000-156-R21			4

ROADWAY PLAN

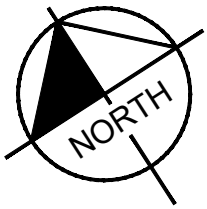


LEGEND

- EXISTING BRICK PAVEMENT
- PROPOSED ASPHALT PAVEMENT
- PROPOSED CONCRETE PAVEMENT
- PROPOSED MILL AND OVERLAY
- PROPOSED DWS
- PROPOSED BRICK PAVEMENT
- PROPOSED FULL DEPTH SAWCUT
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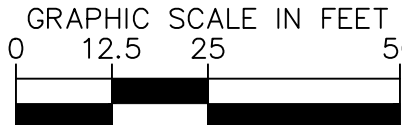


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REFERENCES
(PROFILES, DETAIL & DRAINAGE DESCRIPTION SHEETS, ETC.)

MAIN STREET
IMPROVEMENTS
TOWN OF WARRENTON, VIRGINIA

ROADWAY PLAN



PROJECT	SHEET NO.
U000-156-R21	4

June 10, 2025
Town Council
Regular Meeting
RES-25-06-03

**A RESOLUTION TO AMEND THE FISCAL YEAR 2025 ADOPTED BUDGET TO APPROPRIATE VIRGINIA
DEPARTMENT OF TRANSPORTATION GRANT FUNDING IN THE AMOUNT OF \$628,659 TO FUND
RESURFACING OF ROADWAYS WITHIN TOWN LIMITS**

WHEREAS, the Warrenton Town Council is charged by the Code of Virginia with the preparation of an annual budget for the Town of Warrenton; and

WHEREAS, on June 11, 2024, the Town Council adopted the Town of Warrenton Fiscal Year 2025 Budget; and

WHEREAS, during the fiscal year, certain events occur that necessitate amending the budget; and

WHEREAS, the Town has been approved by the Department of Transportation to receive \$628,659 of grant revenue funds for the resurfacing of Falmouth Steet from Falmouth Court to Main Street, Main Street from Falmouth Street to Alexandria Pike, and Alexandria Pike from Main Street to Old Alexandria Pike; and

NOW, THEREFORE, BE IT RESOLVED, that the Warrenton Town Council Hereby amends the Fiscal Year 2025 Adopted Budget to appropriate \$628,659 of grant revenue to implement the resurfacing of roadways within Town limits.

Votes:


Ayes: Mr. Roy Francis; Mr. William Semple, Vice Mayor; Mr. Larry Kovalik; Ms. Michele O'Halloran; Mr. Eric Gagnon; Mr. David McGuire; Mr. Paul Mooney.

Nays:

Absent from Meeting:

For Information:
Budget Manager

ATTEST:



Town Recorder

June 10, 2025
Town Council
Regular Meeting
RES-25-06-04

A RESOLUTION TO AMEND THE FISCAL YEAR 2025 ADOPTED BUDGET TO APPROPRIATE VIRGINIA DEPARTMENT OF TRANSPORTATION REIMBURSABLE GRANT FUNDING IN THE AMOUNT OF \$73,002 TO FUND IMPROVEMENTS TO MAIN STREET

WHEREAS, the Warrenton Town Council is charged by the Code of Virginia with the preparation of an annual budget for the Town of Warrenton; and

WHEREAS, on June 11, 2024, the Town Council adopted the Town of Warrenton Fiscal Year 2025 Budget; and

WHEREAS, during the fiscal year, certain events occur that necessitate amending the budget; and

WHEREAS, the Town has been approved by the Virginia Department of Transportation to receive \$73,002 of reimbursable grant revenue funds for the Improvements to Main Street project (TC-008); and

NOW, THEREFORE, BE IT RESOLVED, that the Warrenton Town Council Hereby amends the Fiscal Year 2025 Adopted Budget to appropriate \$73,002 of grant revenue to implement the Improvements to Main Street project.

Votes:

Ayes: Mr. Roy Francis; Mr. William Semple, Vice Mayor; Mr. Larry Kovalik; Ms. Michele O'Halloran; Mr. Eric Gagnon; Mr. David McGuire; Mr. Paul Mooney.

Nays:



Absent from Meeting:

For Information:

Budget Manager

ATTEST: _____


Town Recorder

ID	 Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Qtr 1, 2024 Jan	<div>Item F.</div>
1									
2		Main Street Project	623 days?	Mon 7/1/24	Wed 11/18/26				
3		Design	370 days	Mon 7/1/24	Fri 11/28/25				
4		30% Design	120 days	Mon 7/1/24	Fri 12/13/24				
5		30% Design Submission	0 days	Mon 12/16/24	Mon 12/16/24	4			
6		30% Design Review	24 days	Mon 12/16/24	Thu 1/16/25	5			
7		60% Design	90 days	Mon 12/16/24	Fri 4/18/25	5			
8		60% Design Submission	0 days	Mon 4/21/25	Mon 4/21/25	7			
9		60% Design Review	23 days	Mon 4/21/25	Wed 5/21/25	8			
10		90% Design	68 days	Mon 4/21/25	Wed 7/23/25	8			
11		90% Design Submission	1 day	Thu 7/24/25	Thu 7/24/25	10			
12		90% Design Review	24 days	Thu 7/24/25	Tue 8/26/25	10			
13		Final Design	38 days	Wed 8/27/25	Fri 10/17/25	12			
14		Final Design Review	15 days	Mon 10/20/25	Fri 11/7/25	13			
15		Issue PO	15 days	Mon 11/10/25	Fri 11/28/25	14			
16		Construction Phase	241 days?	Wed 12/17/25	Wed 11/18/26				

Project: Main Street Schedule 8
Date: Fri 8/1/25

Task

Split

Milestone

Summary

Project Summary

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

External Tasks

External Milestone




Deadline

Progress

Manual Progress

Page 1


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ID		Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Qtr 1, 2024 Jan	<div>Item F.</div>
17			Pre-Construction Meeting	1 day?	Wed 12/17/25	Wed 12/17/25				
18			Construction	240 days	Thu 12/18/25	Wed 11/18/26	17			


Project: Main Street Schedule 8

Date: Fri 8/1/25


- Task




Inactive Summary




External Tasks



- Split




Manual Task




External Milestone



- Milestone




Duration-only




Deadline



- Summary




Manual Summary Rollup




Progress



- Project Summary




Manual Summary





Manual Progress


- Inactive Task




Start-only


- Inactive Milestone



Finish-only



Mar

Qtr 2, 2024

Apr

May

Jun

Qtr 3, 2024

Jul

Aug

Sep

Qtr 4, 2024

Oct

Nov

Dec

Qtr 1, 2025

Jan

Item F.

Project: Main Street Schedule 8
Date: Fri 8/1/25

Task

Split

Milestone

Summary

Project Summary

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

External Tasks

External Milestone

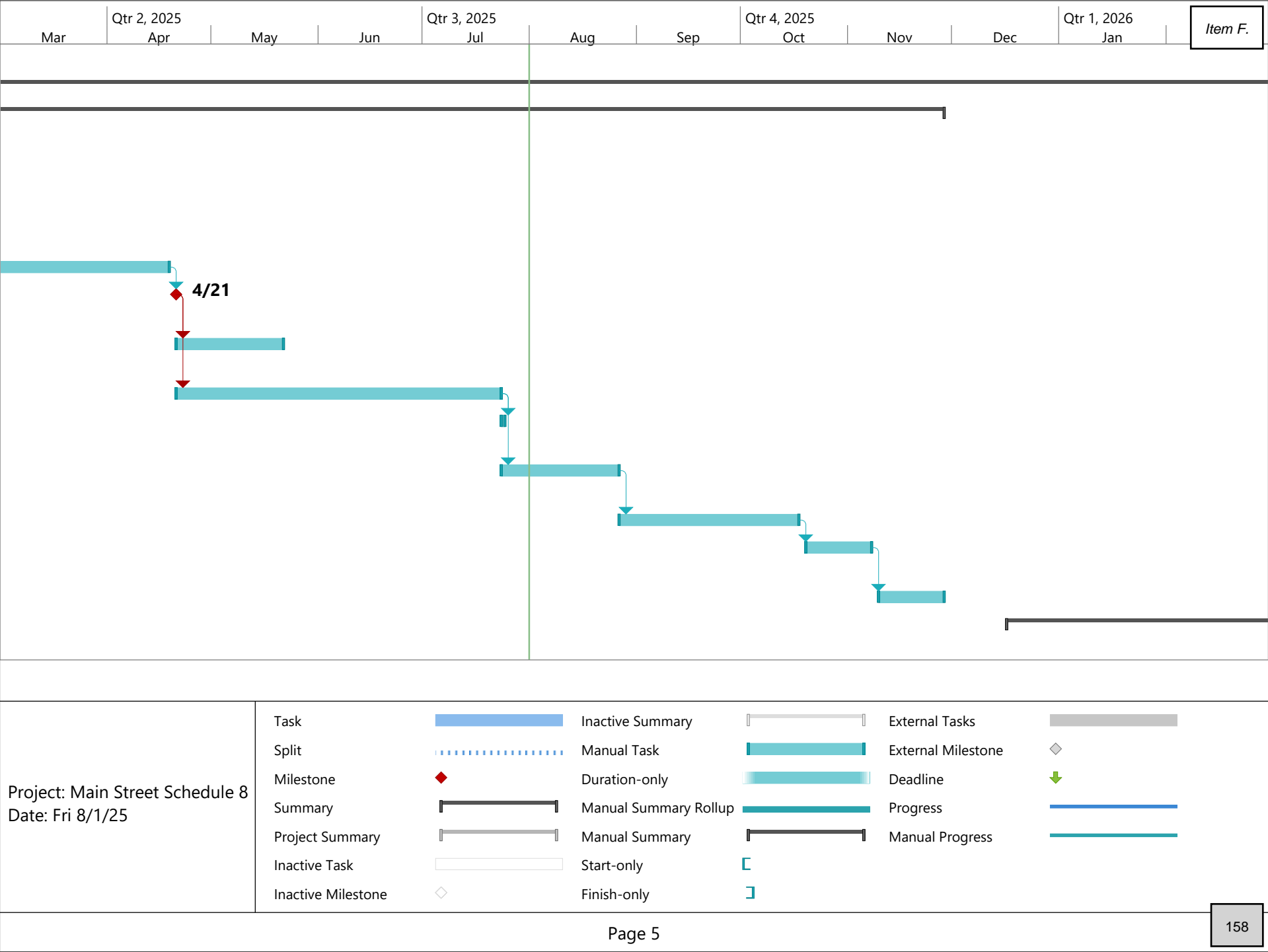
Deadline

Progress

Manual Progress

Page 4

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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 F.

STAFF REPORT

Council Meeting Date:	June 10, 2025
Agenda Title:	VDOT SGR Funds (Alexandria Pike, Falmouth Street, Main Street)
Requested Action:	Appropriate VDOT Grant Funding
Department / Agency Lead:	Finance
Staff Lead:	Brooke Campbell, Budget Manager

EXECUTIVE SUMMARY

The Town has been awarded and accepted \$628,659 from the VDOT State of Good Repair (SGR) Fund for the resurfacing of Falmouth Street from Falmouth Court to Main Street, Main Street from Falmouth Street to Alexandria Pike, and Alexandria Pike from Main Street to Old Alexandria Pike.

BACKGROUND

There is no cost to the Town for resurfacing of these roadways. Today's resolution is to appropriate the VDOT funding so we can begin the necessary work.

STAFF RECOMMENDATION

Staff recommends that the Council adopt the following resolution to appropriate the SGR funds:

1. A Resolution to Amend the Fiscal Year 2025 Adopted Budget to Appropriate Virginia Department of Transportation Grant Funding in the Amount of \$628,659 to Fund Resurfacing of Roadways within Town Limits

ATTACHMENTS



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:	October 14 th , 2025.
Agenda Title:	Consent Agenda- Meeting Minutes
Requested Action:	Review and consider approval of the Town Council Meeting Minutes
Department / Agency Lead:	Town Clerk
Staff Lead:	Stephen Clough, MMC

EXECUTIVE SUMMARY

The following draft minutes have been submitted by the Town Clerk for consideration for approval by the Town Council:

- Draft February 25th, 2025, Special Town Council Meeting.

BACKGROUND

The Town Council Meeting minutes are created by the Town Clerk for each meeting of the Town Council to summarize the meetings and act as an official record for the proceedings per Warrenton Town Code (Code 1981, § 2-31).

Per Virginia Code § 2.2-3707(i) the meeting minutes will contain the following:

- (a) the date, time, and location of the meeting;
- (b) the members of the public body recorded as present and absent; and
- (c) a summary of the discussion on matters proposed, deliberated, or decided, and a record of any votes taken.

In addition, for electronic communication meetings conducted in accordance with § 2.2-3708.2 or 2.2-3708.3, minutes shall include (1) the identity of the members of the public body who participated in the meeting through electronic communication means, (2) the identity of the members of the public body who were physically assembled at one physical location, and (3) the identity of the members of the public body who were not present at the location identified in clause (2) but who monitored such meeting through electronic communication means.

STAFF RECOMMENDATION

Review and consider approval of the Town Council Meeting Minutes.

Service Level/Collaborative Impact

The minutes of the Town Council Meetings help facilitate transparency in Government with records management and availability.

Policy Direction/Warrenton Plan 2040

The minutes are an integral part of Plan Warrenton 2040 as they document the steps taken by the Staff and Town Council towards every goal laid out in the Comprehensive plan.

Fiscal Impact

No additional impact is expected. Minutes creation is an assigned duty of the Town Clerk and falls within the budget amount for that role.

Legal Impact

The Town Council Meeting minutes are the legal record of the proceedings and actions of the Town Council

ATTACHMENTS

1. Draft February 25th, 2025, Special Town Council meeting.



TOWN COUNCIL SPECIAL MEETING

21 Main Street

Tuesday, February 25, 2025 at 6:30 PM

MINUTES

**AN OPEN MEETING OF THE TOWN COUNCIL OF THE TOWN OF WARRENTON, VIRGINIA,
WAS HELD ON FEBRUARY 25TH, 2025, AT 6:30PM**

Work Session

PRESENT

Mr. Carter Nevill, Mayor; Mr. Roy Francis; Mr. William Semple; Mr. Larry Kovalik; Ms. Michele O'Halloran; Mr. Paul Mooney; Mr. Eric Gagnon; Mr. Frank Cassidy, Town Manager; Mr. Stephen Clough, Town Clerk; Mr. Chap Petersen Town Attorney.

ABSENT

None

I. WORKSESSION - 6:30 PM

1. **A Work Session to discuss the Arrington Voluntary Settlement Agreement with Fauquier County and to decide on the necessity of an ordinance to be considered for public hearing at the March 11th, 2025, Regular Town Council Meeting.**

Mayor Carter Nevill called the special meeting to order at 6:30 PM. He confirmed that all members were present and that a quorum was established. He stated that the sole agenda item was a work session to discuss the Arrington Voluntary Settlement Agreement (VSA) with Fauquier County and to determine whether an ordinance rescinding the previously approved Ordinance in support of the VSA should be considered for public hearing at the March 11th, 2025 regular Town Council meeting.

Vice Mayor Semple explained that the rationale for the special meeting was to revisit the process by which the VSA was approved by the previous Council. He stated that concerns were raised about the lack of review by the Town Planning Commission and the absence of public hearings at the Town level.

Councilmen Francis suggested that the project bypassed a transparent and open process and that a six-month pause could allow the Planning Commission to review the matter and provide recommendations.

Mayor Nevill emphasized that the VSA had been reviewed and approved by the previous council, with votes either unanimous or 6-1. He noted that the project had gone through at least three public hearings and received support from the Board of Supervisors, the Commission of Local Governments, and the public, with minimal opposition.

Councilmen Kovalik outlined the long history of the project dating back to 2015. He described the complexity of multiple rezoning actions, proffers, and infrastructure considerations (transportation, schools, water, sewer). He presented a PowerPoint tracing the evolution of the project, noting that much of the vetting occurred through Fauquier County processes, not through the Town of Warrenton's Planning Commission.

Mr. Chap Petersen, Town Attorney, clarified that the discussion pertained to both the boundary line adjustment and the VSA under Virginia Code § 15.2-3400. He confirmed that the project had already received entitlements from the county and that the town's role was limited to accepting or rejecting the VSA. If rejected, the project could still proceed under county jurisdiction, but the town would lose influence over proffers and infrastructure impacts.

Councilmember Semple expressed concern that the public had not been adequately informed about the proposed 234-acre expansion. He noted that during his campaigns, residents were overwhelmingly opposed to expanding the town. He warned that piecemeal expansion could set a precedent and that the town was nearing its sewer capacity limit. He emphasized the long-term financial risks of needing a new treatment plant and the potential loss of Warrenton's small-town character.

Mayor Nevill responded that each development decision is made on its own merits and does not set a legal precedent. He noted that if the property remains in the county, the 25-acre commercial parcel could revert to residential use, potentially increasing the population impact beyond what is currently proposed.

Councilmember Semple reiterated that the town's sewer capacity is a critical issue. He proposed forming a sewer capacity committee to work with staff and plan for future needs. He emphasized the importance of prioritizing infill development and preserving capacity for projects that revitalize the town core.

Councilman Semple asked Town Attorney Chap Petersen if the town could reject the VSA without rejecting the project itself. Mr. Petersen said that if the county has already approved the project, the developer can still proceed even if the town rejects the VSA. He added that the council's ability to "monitor or regulate" the project only comes into play once it is within the town's bound.

Town Manager Frank Cassidy confirmed that the town's capacity study, updated every five years, already includes the Arrington project and other planned developments. He noted that the study is due for an update in two years and that the current capacity is sufficient for existing commitments.

Councilmember Mooney requested that strategic infill projects be included in the next capacity study update.

Councilmember Kovalik delivered a PowerPoint presentation outlining the history of the Arrington project, including:

- The original 2015 proposal, which included age-restricted housing, preserved ridgelines, and a private wastewater treatment plant.

- The evolution of the project through coordination between town and county staff, including the reintroduction of the “View Hill” parcel and the removal of age restrictions.
- The addition of infrastructure stubs and a 25-acre commercial land bay not included in the original traffic impact analysis (TIA).
- Concerns that the project bypassed the Town Planning Commission and public hearing process.
- The potential for future annexations enabled by infrastructure extensions.
- The lack of updated TIA data for commercial development and the risk of increased traffic impacts.

He concluded by questioning whether the VSA, as currently structured, is in the best interest of the Town of Warrenton.

Mr. Petersen confirmed that the Planning Commission was not legally required to review the VSA. He noted that the town adopted PRD zoning to accommodate the project but acknowledged that the process could have benefited from more public input.

Councilmember Kovalik argued that the Planning Commission should have been involved and that the process lacked transparency. He raised concerns about unsanctioned meetings between councilmembers and county supervisors and the absence of meeting minutes.

Mr. Cassidy responded that coordination meetings were part of the standard development process and that the final project was presented publicly. He emphasized that the town’s zoning requirements were incorporated into the VSA.

Councilmen Semple reiterated concerns about sewer capacity and the risk of overextending infrastructure. He emphasized the need to preserve resources for downtown revitalization and infill development.

Councilmen Mooney proposed a compromise: eliminate infrastructure extensions that enable future expansion and redirect those savings toward traffic improvements. He suggested negotiating with the developer to address concerns without rescinding the VSA.

Councilmen McGuire supported Mr. Mooney’s approach and emphasized the importance of managing resources and mitigating risk. He expressed concern about setting a precedent of reversing approved projects and stressed the need for fiscal responsibility.

Councilmen McGuire acknowledged the concerns raised but emphasized the importance of consistency in governance. He noted that the developer had followed the process and that the town should not undermine that.

Councilmen Francis questioned why the Town and County Planning Commissions did not coordinate on the project. He expressed concern about the lack of collaboration and the resulting confusion.

Councilmember Gagnon noted that the VSA was initially placed on the consent agenda and only discussed after being pulled to New Business. He stated he supported holding a public hearing to allow residents to weigh in.

Councilmember O'Halloran supported a public hearing and stressed the need to align development decisions with the town's long-term vision and comprehensive plan.

Councilmember Semple and Councilmember Kovalik restated that they believed that the December 2024 vote on the VSA occurred without sufficient time for review and that the project was not adequately vetted.

Councilman Mooney suggested they talk with the developer to eliminate concerns. He proposed a negotiation where the town would not require the developer to extend water/sewer lines to areas the council does not want to expand into. With the money saved, the developer could pay for a new traffic impact study and any necessary road improvements.

Councilman McGuire said he would be willing to work with Councilman Mooney on a capacity study. He added that if the developer doesn't pay for the pump station, the taxpayers will.

Councilman Francis asked if the proffers could be renegotiated with the developer. Councilman Semple said they could not, but the town would have purview over the site plans as they come forward.

Mr. Petersen stated that the three-judge panel is scheduled to hear the case on April 24th. He said the Council has three options: pass the VSA as written, agree to a modified agreement, or rescind the ordinance. He clarified that the council has the ability to rescind the ordinance until the three-judge panel approves the annexation

Council discussed at length the balance between having some control over the project by bringing it into town versus leaving it entirely under county jurisdiction

Motion put forth by Councilman McGuire was to suspend debate.

Seconded by Councilman Francis.

The vote was as follows:

Ayes: Mr. Roy Francis; Ms. Michele O'Halloran; Mr. Paul Mooney; Mr. David McGuire.

Nays: Mr. William Semple, Vice Mayor; Mr. Larry Kovalik; Mr. Eric Gagnon.

Abstention:

Absent:

The motion passed 4-3 Debate was suspended.

Ms. O'Halloran made a motion to rescind Ordinance 2025-02 an Ordinance repealing 2024-17 which authorizes the Arrington Voluntary Settlement Agreement.

Seconded by Mr. Gagnon.

Councilman Francis inquired if Council would be required to vote on the public hearing item on the night of the 11th.

Mayor Nevill confirmed that Council was not required to vote on it that evening.

Councilmen Kovalik inquired about the timing of the matter and the actions before them if the matter wasn't considered on the 11th.

Mr. Petersen confirmed that the date had been set for the three-judge panel and timing could be an issue and that he would act on the will of Council.

The Mayor directed the Town Clerk to prepare motions for the Council based on the three potential outcomes of the public hearing on the ordinance.

Mr. Petersen confirmed with the Mayor that he should wait until the results of the Public Hearing on the 11th to communicate any potential changes to the Courts.

Councilmen Mooney inquired on if pulling out of the VSA would open the Town to a potential lawsuit.

Mr. Petersen stated that the Town had every legal right to resend its approval until the final decision was made by the three-judge panel.

Discussion from Council occurred on the public hearings held previously and the development.

Councilmen McGuire requested to call the Question.

The vote was as follows:

Ayes: Mr. William Semple, Vice Mayor; Mr. Larry Kovalik; Ms. Michele O'Halloran; Mr. Eric Gagnon.

Nays: Mr. Roy Francis; Mr. Paul Mooney; Mr. David McGuire.

Abstention:

Absent:

The motion passed 4-3 and the item would be added for a public hearing at the March 11th, 2025 Town Council meeting.

ADJOURNMENT.

With no further business, this meeting was adjourned at 8:19PM on Tuesday, February 25th, 2025.

I hereby certify that this is a true and exact record of actions taken by the Town Council of the Town of Warrenton on February 25th, 2025.

Stephen M. Clough
Town Recorder

Attachments:

- 1) None

DRAFT



STAFF REPORT

Council Meeting Date:	October 14 th , 2025.
Agenda Title:	BZA resignation- Request to advertise
Requested Action:	Authorize advertisement of an open BZA position.
Department / Agency Lead:	Town Clerk
Staff Lead:	Stephen Clough, CMC, Town Clerk

EXECUTIVE SUMMARY

On December 31st, 2024, Councilman Kovalik resigned his appointment to the Board of Zoning appeals to not conflict with state law due to his newly elected office. Ms. Elizabeth D. Scullin was appointed to the Board of Zoning Appeals on February 26th, 2025, to finish the remainder of his term which will end on December 31st, 2025. Ms. Scullin has stated that she will be seeking reappointment. The Courts have outlined that the process would remain the same for filling the vacancy after the expiration of her term.

Board of Zoning Appeals is a quasi-judicial body that is appointed by the Circuit Court, consisting of a minimum of five members that serve five-year terms. The BZA makes decisions on Variances, Appeals of a Zoning Administrator's Determination, and the location of Zoning District boundaries when there is a disagreement.

The actions of the BZA are regulated by State Code, Section 15.2-2308. The BZA is strictly required to follow the process for appeals, standards for granting of Variances, and purpose for determining Zoning District boundaries as laid out in State Code. The BZA does not have the ability to rezone property, make changes to the Zoning Ordinance, or substantially change zoning district boundaries. When an applicant disagrees with the decision of the BZA, an appeal is made directly to the Circuit Court.

BZA members cannot hold any other public office, except that one member of the BZA may also be on the Planning Commission. Board members may be appointed for consecutive terms. If a Board member leaves prior to the end of their five-year term, a replacement is appointed only for the remainder of their term.

BACKGROUND

The Warrenton Board of Zoning Appeals (BZA) holds regular meetings on the first Tuesday of each month, as needed. The duties of the BZA are governed by Virginia State Code § 15.2-2309. Members of the BZA are appointed by the Circuit Court of Fauquier County for a five-year term.

Current members:

Charlie Mulliss- Term Expires March 14th, 2028.
Van Baggett- Term Expires March 14th, 2029.
Elizabeth D. Scullin- Term Expires December 31st, 2025.

Melea Maybach-Term expires April 2026.
Susan Helander – Term expires June 19th, 2029

STAFF RECOMMENDATION

Staff recommends directing staff to advertise for the position, reviewing the applications for recommendations to the Circuit Court of Fauquier County for Appointment of vacancies as follows:

- 1. Staff must publish an advertisement for the vacancies in the local newspaper requesting letters of interest with a resume.
- 2. Staff will collect letters of interest.
- 3. Staff will submit all letters of interest, a copy of the advertisements, to the Chief Judge.
 - a. Staff will prepare a letter, outlining the request of to appoint a new member to the BZA which would include- term length, start and end date, and which existing member(s) the applicant(s) would be replacing.
- 4. The Circuit Court will review the applications and will make the decision to appoint the new member of the Board of Zoning appeals and communicate their decision to the Town Clerk and the Clerk of the Circuit Court for swearing in.

Service Level/Collaborative Impact

The State Code requires that a Board of Zoning Appeals must retain a minimum of three members for a quorum to hold a meeting.. The current board bylaws state the board must consist of five members.

Policy Direction/Warrenton Plan 2040

The BZA helps to ensure that citizens have a way to seek relief from zoning regulations that do not fit their specific circumstances and pose an unfair hardship on their use of their property.

Fiscal Impact

There is an unexpected fiscal impact to add additional advertisement in the local Newspapers.

Legal Impact

The Board of Zoning Appeals will be unable to hold a meeting if a quorum of three members is not maintained.

ATTACHMENTS

- 1. BZA Bylaws

TOWN OF WARRENTON, VIRGINIA

BOARD OF ZONING APPEALS

BY-LAWS

ARTICLE 1 – OBJECTIVES

- 1-1 The Board of Zoning appeals of the Town of Warrenton, known hereafter as The Board, adopts the subsequent articles in order to facilitate its powers and duties in accordance with Article 15-2, Section 2308 of the 1950 Code of Virginia as amended and Article 11-2 Board of Zoning Appeals of the Town of Warrenton Zoning Ordinance.
- 1-2 The official title of this Board shall be the Town of Warrenton Board of Zoning Appeals.

ARTICLE 2 – MEMBERSHIP

- 2-1 The Board of Zoning Appeals, shall consist of five members who are residents of the Town and who shall be appointed by the Circuit Court of Fauquier County. The term of office shall be for five years. One of the five members appointed shall be an active member of the Planning Commission. Members may be removed for just cause by the appointing authority upon written charges and a public hearing.

ARTICLE 3 - OFFICERS AND THEIR SELECTION

- 3-1 The members of the Board shall annually elect a Chairman and a Vice-Chairman.
- 3-2 The Town Manager shall appoint a secretary to the Board.
- 3-3 Nomination of officers shall be made from the floor at an annual meeting to be held the first Tuesday in January of each year or the next scheduled meeting if no items are to be considered in January.
- 3-4 Each candidate for office shall be nominated and seconded by two members of the Board. Election of Officers shall follow immediately thereafter.
- 3-5 A majority vote of members shall be required to be elected to office.
- 3-6 A candidate for an office of the Board receiving an majority vote of the members shall be declared elected and shall take office immediately upon the conclusion of regular meeting and serve for one year or until his successor shall take office.
- 3-7 Vacancies in office prior to term expiration shall be filled immediately by regular election procedures as in 3-4.

Commented [KM1]: The board may elect as its secretary either one of its members or a qualified individual who is not a member of the board, excluding the alternate members. A secretary who is not a member of the board shall not be entitled to vote on matters before the board.

- 3-8 Vacancies occurring otherwise than by expiration of term shall in all cases be for the unexpired term in office.

ARTICLE 4 – DUTIES OF OFFICERS

- 4-1 The chairman shall be a member of the Board and shall:
- 4-1.1 Preside at all meetings and call the meeting to order at the appointed time;
 - 4-1.2 Announce the business before the assembly in its proper order;
 - 4-1.3 Preserve order and decorum;
 - 4-1.4 State and put all questions properly before the assembly;
 - 4-1.5 Rule on all procedural questions;
 - 4-1.6 Be informed immediately of any official communication and report same at the next regular meeting;
 - 4-1.7 Affix his signature to all orders issued by the Board of Zoning Appeals as evidence of such approve; and
 - 4-1.8 Appoint such committees as deemed necessary.
- 4-2 The vice chairman shall be a member of the Board and shall:
- 4-2.1 Assume duties of the Chair in the Chairman's absence or in the Chairman's inability to act.
- 4-3 The Secretary shall:
- 4-3.1 Keep a written record of all business transacted by the Board;
 - 4-3.2 Notify all members of all meetings;
 - 4-3.3 Keep a file of all official records and reports of the Board;
 - 4-3.4 Certify all records and reports and public meetings;
 - 4-3.5 Serve notice of all hearings and public meetings;
 - 4-3.6 Attend to correspondence of the Board;
 - 4-3.7 Keep a set of minutes of all meetings which shall become a public record; and
 - 4-3.8 Prepare and be responsible for publishing of advertisements relating to public hearings.

ARTICLE 5 – MEETINGS

- 5-1. When cases are pending, regular meetings of the Board shall be held on the first Tuesday of each month. When a meeting date falls on a legal holiday, the meeting shall be held on the following Tuesday unless otherwise designated by the Chairman. When no case is pending, no meeting shall be held. The meeting shall begin at 5:00 P.M., unless otherwise designated by the Chairman and stated in the Public Notice of the meeting as required in Section 15.1.431 of the Code of Virginia, 1950, as amended.
- 5-2. The regular meeting may be adjourned upon majority vote of the members present if all applications or appeals can not be disposed of on the meeting date set. In

such case, the meeting shall be reconvened at the date scheduled at the regular meeting.

- 5-3. A majority of the members of the Board shall constitute a quorum and a favorable vote of three members of the Board shall be necessary to reserve any order, requirement, decision or determination of any administrative official or to decide in favor of the applicant on any matter upon which the Board is required to pass.
- 5-4. Motions shall be restated by the Chairman before the vote is taken. The names of the persons making and seconding the motion shall be recorded.
- 5-5. The secretary shall prepare a set of minutes of all regular and special meetings.
- 5-6. Parliamentary procedure and board meeting shall be governed by the Roberts Rules of Order, Revised.
- 5-7. A motion to reconsider any action of the Board must be made as provided in Roberts Rules of Order, Revised, on or before the conclusion of the next regularly scheduled meeting of the Board occurring after the meeting at which the matter to be reconsidered was originally addressed.
- 5-8. The rules of procedure of the Board may be suspended by a vote of four members, all as provided in Roberts Rules of Order, Revised.
- 5-9. All meetings shall be public meetings in accordance with the requirements and exceptions of Title 15.1, Chapter 11 of the 1950 Code of Virginia as amended.
- 5-10. **Yearly Report? Periodic Report – 11-2.3.6 T=20.**

ARTICLE 6 – ORDER OF BUSINESS

- 6-1. The order of business for a regular meeting shall be:
 - 6-1.1 Call to order by Chairman
 - 6-1.2 Determination of a quorum;
 - 6-1.3 Adoption of minutes;
 - 6-1.4 Public Hearings
 - 6-1.4.1 Unfinished Business;
 - 6-1.4.2 New Business;
 - 6-1.5 Adjournment.

ARTICLE 7 – PROCEDURES FOR HEARING CASES

7 PUBLIC HEARING PROCEDURES

- 1. Call to Order
- 2. Chairman calls the item with the starting time of the hearing item
- 3. Comments/Presentations from the Town staff
- 4. Comments/Presentations from the applicant
- 5. Questions on Staff report from Board Members
- 6. Questions of Applicant presentation from Board Members
- 7. Comments from the public. When the last person from the public has finished speaking, the Chairman shall declare the public hearing closed.
- 8. The hearing item reverts back to the Board at this point. No comments from anyone other than the Board and Staff are permitted.
- 9. Discussion and motions are made (Motions should not come the Chairman)

10. Discussion of main motion and amendments, if necessary
11. Chairman repeats motion and question is called
12. Vote on motion

ARTICLE 8 – AMENDMENTS

- 8-1 These by laws may be amended by affirmative vote of the majority of the members of the Board at a regularly scheduled meeting, provided that the proposed amendment to these By-Laws be delivered to members of the Board at least 30 days prior to the meeting at which the vote on the amendment is to be taken.

ADOPTED: November 6, 1996



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:	October 14, 2025
Agenda Title:	DCR CFPF Grant Funds
Requested Action:	Appropriate DCR Grant Funding
Department / Agency Lead:	Finance & Procurement
Staff Lead:	Brooke Campbell, Budget Manager

EXECUTIVE SUMMARY

Virginia Department of Conservation and Recreation (DCR) funds the Virginia Community Flood Preparedness Fund (CFPF) Grant 25-05-69 to provide support for localities to reduce the impacts of flooding and to empower communities to complete vulnerability assessments, and development action-oriented approaches to bolster flood preparedness and increase resilience.

BACKGROUND

The Town has been awarded and accepted \$420,508 from the CFPF for the Master Drainage Plan. The Master Drainage Plan is project SM-004 in the Adopted FY2026-2031 Capital Improvement Plan. As detailed in the agreement, DCR has agreed to reimburse the Town for 50% of the project costs up to \$420,508. Council has already passed a resolution 25-07-01 to sign the agreement and accept the funding. Today's resolution is to appropriate the grant funding.

STAFF RECOMMENDATION

Staff recommends that the Council adopt the following resolution to appropriate the DCR funds:

1. A RESOLUTION TO AMEND THE FISCAL YEAR 2026 ADOPTED BUDGET TO APPROPRIATE VIRGINIA DEPARTMENT CONSERVATION AND RECREATION GRANT FUNDING IN THE AMOUNT OF \$420,508 TO FUND THE MASTER DRAINAGE PLAN

ATTACHMENTS

October 14, 2025
Town Council
Regular Meeting
RES-

A RESOLUTION TO AMEND THE FISCAL YEAR 2026 ADOPTED BUDGET TO APPROPRIATE VIRGINIA DEPARTMENT CONSERVATION AND RECREATION GRANT FUNDING IN THE AMOUNT OF \$420,508 TO FUND THE MASTER DRAINAGE PLAN

WHEREAS, the Warrenton Town Council is charged by the Code of Virginia with the preparation of an annual budget for the Town of Warrenton; and

WHEREAS, on June 10, 2025, the Town Council adopted the Town of Warrenton Fiscal Year 2025 Budget; and

WHEREAS, during the fiscal year, certain events occur that necessitate amending the budget; and

WHEREAS, the Virginia Department of Conservation and Recreation (DCR) funds the Virginia Community Flood Preparedness Fund (CFPF) Grant 25-05-69 to provide support for localities to reduce the impacts of flooding and to empower communities to complete vulnerability assessments, and development action-oriented approaches to bolster flood preparedness and increase resilience.

WHEREAS, the Master Drainage Plan project is part of the FY 2026-2031 Capital Improvement Plan adopted by the Town Council on June 10, 2025

WHEREAS, the Town has been approved by the Department of Conservation and Recreation to receive \$420,508 of reimbursable grant revenue funds for the implementation of the Master Drainage Plan to address drainage concerns

WHEREAS, the Town Council directed the Town Manager to sign the agreement for grant number CFPF-25-05-69 upon receipt in order to accept the reimbursable grant funding via RES-25-07-01; and

NOW, THEREFORE, BE IT RESOLVED, that the Warrenton Town Council Hereby amends the Fiscal Year 2026 Adopted Budget to appropriate \$420,508 of grant revenue to implement the master drainage plan.

Votes:

Ayes:

Nays:

Absent from Meeting:

For Information:

Budget Manager

ATTEST: _____
Town Recorder



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 d.

STAFF REPORT

Council Meeting Date:	October 14 th , 2025
Agenda Title:	Emergency Management Agency Designation & Updates
Requested Action:	Approve the updated COOP as written.
Department / Agency Lead:	Office of Emergency Management
Staff Lead:	Frank Cassidy, Town Manager / 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 Continuity of Operations Plan has been updated to reflect the designation of the EMA and has undergone an update of key contacts, departmental structures, and organization format.

BACKGROUND

The Town of Warrenton's Office of Emergency Management was created in December 2020 in response to the COVID-19 pandemic. It was officially established as an agency of emergency management for the town by Ordinance 2022-11 at the July 12, 2022, Town Council Meeting. The office operates under the Commonwealth of Virginia Emergency Services and Disaster Law of 2000. Town Manager Frank Cassidy serves as the Director of Emergency Management, and he appointed Johnny Switzer as the Coordinator of Emergency Management on August 20, 2024.

A request for the Town of Warrenton to be recognized as an independent political subdivision for emergency management purposes was submitted to VDEM on February 4, 2025. This request was affirmed by VDEM's Acting State Coordinator, John J. Scrivani, on April 22, 2025. The town is now an independent emergency management jurisdiction, and the Region 2 team of VDEM will be the primary point of contact for the state.

STAFF RECOMMENDATION

Approve the updated COOP as written.

Service Level/Collaborative Impact

Continuity of Operations Plan (COOP): The COOP was established in 2022 and was revised on April 22, 2025, to reflect the town's new standalone emergency management designation. The plan will be reviewed with the Town Council on September 9, 2025, and is anticipated to be adopted on October 14, 2025.

Policy Direction/Warrenton Plan 2040

Continuity of Operations Plan (COOP): The COOP is a required plan to be in place and reviewed/adopted every four years.

Legal & Fiscal Impact

The legal basis for the Office of Emergency Management is rooted in Ordinance 2022-11 and is governed by the Commonwealth of Virginia Emergency Services and Disaster Law of 2000. As an independent emergency management jurisdiction, the town is now responsible for its own comprehensive program.

ATTACHMENTS

- A. 02/11/25 Council Meeting – EM Staff Report – COOP
- B. ToW COOP ~2025 - 10.14.25 - Final - Public Copy Redacted
- C. OEM COOP Memo



Office of the Town Manager
Frank Cassidy

Warrenton Town Council

Carter Nevill, Mayor
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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 d.

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, VA



CONTINUITY OF OPERATIONS PLAN

Frank Cassidy
Town Manager

September 2025

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SECURITY AND PRIVACY STATEMENT

Public disclosure of this document would have a reasonable likelihood of threatening public safety by exposing vulnerabilities. It contains sensitive and confidential information not subject to FOIA under Virginia Code §2.2-3705.2 (14). Accordingly, the Town of Warrenton withholds this Plan from full public disclosure. Refer any request for a copy of this document to the town FOIA officer.

PROMULGATION STATEMENT

The Town of Warrenton's mission is to provide public safety, economic opportunity, and quality public services in an attractive, well-planned community with historic character for the benefit, enjoyment, and accessibility of all. All essential departments must ensure their operations are performed with minimal disruption during all-hazards emergencies or other situations that disrupt normal operations to accomplish this mission. This document provides planning and program guidance for implementing the Town of Warrenton Continuity Plan and Continuity Program to ensure the agency can conduct its mission essential functions (MEFs) under all threats and conditions. The agency is committed to the safety and protection of its personnel, contractors, operations, and facilities. This Continuity Plan is a recovery plan that works as a companion plan with the Town of Warrenton Emergency Operation Plans (EOP), the Information Technology Disaster Recovery Plan (ITDRP), the Rappahannock Rapidan Regional Hazard Mitigation Plan, and the Fauquier County Emergency Operations Plan (FCEOP), and provides a framework to minimize potential impact and allow for rapid recovery from an incident that disrupts operations. This Plan encompasses the magnitude of operations and services performed by the Town of Warrenton and is tailored to the Town's unique operations and MEFs.

This Plan identifies key personnel that perform or manage the performance of MEFs. Upon plan activation, key personnel will be notified and assume responsibility for implementing the Plan per the guidance provided by the Town Manager or his/her designee. Essential personnel should be prepared to implement the Continuity Plan and perform MEFs within the established recovery time objectives for a period of up to 30 days or until normal operations can be resumed.

The Town of Warrenton prepared this Continuity Plan to develop, implement, and maintain a viable continuity capability. In accordance with section 44-146.19(E) of the Code of Virginia, and section 20-4 of the Warrenton Town Code, this Plan complies with applicable internal agency policy, and state regulations, and supports recommendations provided in FEMA's Continuity Guidance Circular 1 (CGC 1) and Continuity Guidance Circular 2 (CGC 2). This Continuity Plan has been distributed internally to appropriate personnel within the Town of Warrenton and external organizations that might be affected by its implementation.

APPROVALS

Pursuant to Code of Virginia § 44-146.19(E)

Carter Nevill, Mayor

Frank Cassidy, Town Manager

Chap Peterson, Town Attorney

Johnny Switzer, EM Coordinator

RECORD OF CHANGES

Submit recommended changes to this document to the Office of the Town Manager:

Change Number	Copy Number	Date Entered	Posted By

PUBLICATION AND DISSEMINATION

The agency Continuity Plan will be distributed to executive leadership and key personnel within the agency and others. Requests for additional copies of this Plan or notification of updates should be directed to the Office of the Town Manager.

Continuity Plan Distribution List

Name	Title	Agency or Organization	Date Issued	Date Returned	Number of Copies
John Scrivani	State Coordinator of Emergency Management	Virginia Department of Emergency Management			1
Alexa Boggs	Region 2 Chief Regional Coordinator	Virginia Department of Emergency Management			1
Janelle Downes	Fauquier County Administrator	Fauquier County			1

COOP TEAM MEMBERS & ESSENTIAL PERSONNEL

COOP Team Designation	Incumbent	All Phones	Email
Senior Administration	Frank Cassidy, Town Manager	Work: (540) 347-1101 [REDACTED]	fcassidy@warrentonva.gov
Emergency Management	Johnny Switzer, Emergency Management Coordinator	Work: (540) 680-9538 [REDACTED]	jswitzer@warrentonva.gov
Public Works	John Ward Public Works Director	Work: (540) 347-1101 [REDACTED]	fcassidy@warrentonva.gov
Public Utilities	Steven Friend Public Utilities Director	Work: (540) 351-4908 [REDACTED]	sfriend@warrentonva.gov
Law Enforcement	Timothy Carter, Chief of Police	Work: (540) 347-1107 [REDACTED]	tcarter@warrentonva.gov
Community Development	Rob Walton, Director of Community Development	Work: (540) 347-1101 [REDACTED]	rwalton@warrentonva.gov
Finance	Stephanie Miller, Deputy Town Manager & Finance Director	Work: (540) 347-1101 [REDACTED]	smiller@warrentonva.gov
Information Technology	Jonathan Stewart, Director of Information Technology	Work: (540) 428-2025 [REDACTED]	jstewart@warrentonva.gov

COOP Team Designation	Incumbent	All Phones	Email
Human Capital	Kasey Braun, Director of Human Capital & Risk Management	Work: (540) 347-1101 [REDACTED]	kbraun@warrentonva.gov
Parks and Recreation	Kelly Koernig, Director of Parks and Recreation	Work: (540) 349-2520 [REDACTED]	kkoernig@warrentonva.gov
Communications	Lyndie Paul Communications Manager	Work: (540) 351-4173 [REDACTED]	lpaul@warrentonva.gov
Risk Management	Dennis Merz, Risk Manager	Work: (540) 341-9668 [REDACTED]	dmerz@warrentonva.gov

EXECUTIVE SUMMARY

A Continuity of Operations Plan, or COOP, is an important part of emergency planning and provides a way for organizations to ensure that they are able to continue providing essential functions in the event of a variety of different emergencies that could interrupt the normal operating environment.

It is expected and necessary for the Town of Warrenton to respond quickly in the event of an emergency or threat resulting from a variety of causes such as those that are human, natural, or technological in nature in concert with other agencies. It is for these reasons that the Town of Warrenton has created and adopted this COOP. This plan not only identifies essential functions but also outlines what would need to be done in the three phases of operation—Activation and Relocation, Alternate Facilities Operations, and Reconstitution. This plan also incorporates the following elements that are associated with continuity planning:

- Delegations of authorities that would be needed in an emergency situation;
- Essential Functions and Non-Essential Functions;
- Vital equipment, systems, files, and records that would be needed in an emergency;
- Any alternate facilities that could be used for operations.

The Primary and Secondary COOP Program Managers are listed in the table below with specific contact information included. The Program Managers will coordinate continuity of operations and are responsible for managing all activities to continue essential functions during a situation that disrupts the normal operating environment.

COOP Program Manager Information		
	Name and Position	Contact Information
Primary COOP PM	Frank Cassidy Town Manager	Work: (540) 347-1101 [REDACTED]
Secondary COOP PM	Johnny Switzer Emergency Management Coordinator	Work: (540) 680-9538 [REDACTED]

INTRODUCTION

To the best of their ability, local governments must be prepared to respond to all types of emergencies and disasters within their jurisdictions to save lives; protect the public welfare, protect property, maintain essential communications, ensure business continuity, and restore essential public services. Since September 11, 2001, many localities have become acutely aware of the degree to which emergencies and disasters can disrupt or obliterate their ability to preserve government institutions and perform essential functions.

The Town Manager has deemed that the Town must establish and implement a Continuity of Operations (COOP) Plan. This Plan is designed to develop ways to preserve, maintain, or reconstitute the agency's ability to function in the event of a threat or an emergency.

The Town of Warrenton COOP Plan has been developed to aid the government in a technical, natural, or intentional disaster that disrupts government operations. The Plan presents a framework for management, establishes procedures to support essential functions, and guides the restoration of normal operations after the emergency. The Plan provides for restoring operational capacity within 12 hours and sustaining operations for 30 days or longer in a catastrophic event or national security emergency.

PURPOSE

This COOP Plan summarizes how Town departments and offices will continue to perform essential functions when an emergency threatens or disturbs their operations. This document outlines lines of succession; provides for the maintenance and re-establishment of authority; provides for the relocation of key personnel if needed; reconstitutes the key staff positions with successor personnel, and provides restoration of Town government functionality. This Plan should be utilized in concert with the Town of Warrenton and the Fauquier County Emergency Operations Plan (FCEOP). The basic elements of a viable COOP Plan include the following:

- Essential Functions;
- Lines of Succession;
- Delegations of Authority;
- Alternate Facilities;
- Vital Files, Databases and Records;
- Administration and Logistics;
- COOP Plan Implementation Procedures;
- Personnel Issues;
- Communications; and
- Training and Exercises.

APPLICABILITY AND SCOPE

This Plan is designed to effectively minimize system outages and downtimes while providing the highest possible level of personnel services until normal operations fully resume. It is also intended to facilitate the response and recovery process. This document applies to a full range of circumstances, from a short-term event that affects only one building or location to an extended regional emergency that impacts all of the Town's departments and functions.

OBJECTIVE

The objective of COOP Planning is to guide appropriate actions to ensure the capability exists to continue core business functions and achieve an orderly recovery from emergencies across a wide range of potential incidents—including acts of nature and human-made emergencies.

The objectives of this COOP Plan include:

- Ensuring continuous performance of a department's essential functions during an emergency;
- Protecting essential facilities, equipment, and records;
- Reducing or mitigating disruption of operations;
- Reducing, assessing, and minimizing damage and loss;
- Identifying alternate locations where operations can be reconstituted in an emergency;
- Activating and sustaining essential operations within a 12-hour period for up to 30 days; and
- Achieving a timely and orderly reconstitution of operations.

COOP ACTIVATION EVENTS

A variety of events could create conditions in the County that would require activation of the COOP Plan. This could be a Town-wide event involving the entire government, or it could be an event that impacts only a few agencies or departments. These events can be categorized as follows:

- Infrastructure;
- Mass Casualty/Mass Fatality Incident; and
- Workforce/Workplace.

Numerous events can disrupt the infrastructure. These events may involve loss of electrical power, loss of water, interruption in commodity availability, and technology failure. The Town has experienced utility disruptions in the past caused by weather events such as hurricanes, tornadoes, thunderstorms, and snowstorms.

A Mass Casualty/Mass Fatality Incident, such as a pandemic or widespread illness, could severely impact the Town workforce. These events can be caused by a naturally occurring disease like influenza or caused by terrorism, such as a biological release. These types of events could cause widespread death and illness, impacting the Town population and workforce.

Numerous types of other natural disasters can destroy or significantly affect the workforce. Other possible triggers include workplace contamination, flooding, HAZMAT incidents, or fire.

These types of events could impact the Town, as well as the county, region, state, or country.

CONCEPT OF OPERATIONS

A COOP Response is activated at the following levels:


Level I: A Level I COOP Response is for an anticipated event that requires monitoring for situational awareness. This response would be activated for an actual or anticipated event that may have an adverse impact for up to 12 hours on any portion of the local government. This level does not require any specific response beyond what is available using existing resources.

Level II (Stand-by): A Level II COOP Response is for an event that causes a temporary reduction or change in operations; an actual or anticipated event estimated to have a minimal impact on operations for 12 to 72 hours and may require assistance beyond what resources are generally available. This may be when Town departments/offices are preparing for any incident that might prevent Town facilities from opening for normal operations. This situation may require moving to a temporary location to continue to meet essential functions.

Level III (Partial Implementation): A Level III COOP Response is for an actual event estimated to disrupt the operations of one or more essential functions or impact vital systems for more than three days. The event may require deploying a small force of mission essential personnel from departments or offices to their COOP sites to initiate operations to support an actual full-scale COOP implementation.

Level IV: A Level IV COOP Response is for an event with a significant or long-term impact on the workforce or workplace. This event may be widespread and significantly disrupt operations that impact multiple vital systems. An example would be a major fire at Town Hall that causes significant damage to the building and destroys records and equipment.

Level of Emergency	Category	Impact on Local Government	Decisions
I	Alert	An actual or anticipated event might have an adverse impact of up to 12 hours on any portion of the local government but does not require any specific response beyond what is ordinarily available.	
II	Stand-by	An actual or anticipated event is estimated to have minimal impact on operations for 12 to 72 hours that may require assistance beyond what is ordinarily available.	
III	Partial Implementation	An actual event is estimated to disrupt the operations of one or more essential functions or impact vital systems for more than three days.	

<p>III</p>	<p>Full Implementation</p>	<p>An actual event that significantly disrupts the operations of three or more essential functions or to the entire department that impacts multiple vital systems for more than seven days.</p>	
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COOP IMPLEMENTATION

The Town of Warrenton COOP Plan can be implemented in a variety of ways. Once the event's impact is assessed, Town departments and offices may activate the plan to continue providing essential services. Once the determination has been made to implement COOP plans, each department and agency affected must ensure that their essential functions continue. A sample COOP Implementation Checklist is provided on the next page.

UNANTICIPATED EMERGENCIES

Some threats to operations may provide advanced warning, which permits the orderly alert, notification, evacuation, and relocation of employees, if necessary. A warning may not precede other incidents. These incidents may or may not occur during regular operating hours. If the incident occurs during normal working hours, it may require the evacuation of all personnel from the threatened area. Essential or response personnel will deploy to their pre-assigned duty stations within 12 hours to maintain essential functions as the COOP Plan dictates. If the incident occurs after hours, activation of the COOP Plan will trigger each department director, working with their COOP teams, to activate call-down rosters and notify COOP relocation teams to report for duty.

WIDESPREAD vs. LOCAL EMERGENCIES The distinction between a widespread and local emergency is based upon assessing the event's impact on a department or geographic area. Generally, if an event impacts a significant number of people or impacts a large enough geographic location, the event is considered widespread. Localized events are usually limited to a smaller geographic area or one department, agency, or office.

COOP IMPLEMENTATION CHECKLIST

Implementation of the COOP Plan is based upon three phases of operation: activation and relocation, alternate facility operations, and reconstitution of services. The checklist below provides a basic outline of actions to implement the Plan.

[illegible]

ITEM	TASK	TASK ASSIGNED TO	DATE & TIME COMPLETED
Activation and Relocation			
■	[REDACTED]		
■	[REDACTED]		
■	[REDACTED]		
■	[REDACTED]		
■	[REDACTED]		
■	[REDACTED]		
■	[REDACTED]		
■	[REDACTED]		
■	[REDACTED]		
Alternate Facility Operations			
■	[REDACTED]		
■	[REDACTED]		

■	██████████		
■	████████████████████		

ITEM	TASK	TASK ASSIGNED TO	DATE & TIME COMPLETED
Activation and Relocation			
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ITEM	TASK	TASK ASSIGNED TO	DATE & TIME COMPLETED
Reconstitution			
■			
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■			
ITEM	TASK	TASK ASSIGNED TO	DATE & TIME COMPLETED
Reconstitution			
■			
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Continuity Implementation Responsibilities

Position	Responsibility
Town Manager	<ul style="list-style-type: none"> • Provide strategic leadership and overarching policy direction for the Continuity Program. • Implement the Continuity Plan when necessary or when directed to by a higher authority. • Consult with and advise appropriate officials during the implementation of the Continuity Plan. • Oversee and coordinate activities between the Continuity Coordinator and Reconstitution Manager.
COOP Coordinator	<ul style="list-style-type: none"> • Coordinate the implementation of the Continuity Plan and initiate appropriate notifications to internal and external contacts. • Work closely with the Reconstitution Manager to ensure a smooth transition from continuity operations to reconstitution operations.
Finance, Human Capital & Risk Management	<ul style="list-style-type: none"> • Be prepared to deploy and support the performance of the Town's MEFs in the event of a Continuity Plan implementation. • Ensure that family members are prepared for and taken care of in an emergency.
Public Works Director	<ul style="list-style-type: none"> • Coordinate and oversee the reconstitution process. • Ensure that all facilities can support the performance of MEFs. • Develop a time-phased plan to ensure that functions are restored in a manner that minimizes downtime. • Work closely with the senior leadership and Town Manager to ensure a smooth transition from continuity operations to reconstitution operations.
Town Employees	<ul style="list-style-type: none"> • Monitor town communications for guidance or instructions during the event. • Know and understand their roles in a continuity environment. • Ensure that family members are prepared for and taken care of in an emergency situation.

ORDER OF SUCCESSION

Pre-identifying order of succession is critical to ensuring effective leadership during an emergency. In the event an incumbent is incapable or unavailable to fulfill his/her essential duties, successors have been identified to ensure there is no lapse in executive leadership. Authority shall return to the Town leader when the Town leader is capable of resuming essential duties or a permanent replacement has been chosen in accordance with Town policy. The Town of Warrenton's order of succession and method of notification to personnel are:

Position	Notification Method	Successor #1	Successor #2	Successor #3
Town Manager	Email / Cell Phone	[REDACTED]	[REDACTED]	[REDACTED]
Emergency Manager	Email / Cell Phone	[REDACTED]	[REDACTED]	[REDACTED]
Finance Director	Email / Cell Phone	[REDACTED]	[REDACTED]	[REDACTED]
Community Development Director	Email / Cell Phone	[REDACTED]	[REDACTED]	[REDACTED]
Information Technology Director	Email / Cell Phone	[REDACTED]	[REDACTED]	[REDACTED]
Communications	Email / Cell Phone	[REDACTED]	[REDACTED]	[REDACTED]
Police Chief	Email / Cell Phone	[REDACTED]	[REDACTED]	[REDACTED]
Public Works Director	Email / Cell Phone	[REDACTED]	[REDACTED]	[REDACTED]
Public Utilities Director	Email / Cell Phone	[REDACTED]	[REDACTED]	[REDACTED]
WWTP Superintendent	Email / Cell Phone	[REDACTED]	[REDACTED]	[REDACTED]
WTP Superintendent	Email / Cell Phone	[REDACTED]	[REDACTED]	[REDACTED]
Facility & Fleet Manager	Email / Cell Phone	[REDACTED]	[REDACTED]	[REDACTED]

Position	Notification Method	Successor #1	Successor #2	Successor #3
Parks & Recreation Director	Email / Cell Phone	[REDACTED]	[REDACTED]	[REDACTED]
Human Capital & Risk Management Director	Email/Cell Phone	[REDACTED]	[REDACTED]	[REDACTED]

ESSENTIAL PERSONNEL

The Town of Warrenton will follow the National Conference of State Legislatures' definition of essential personnel. This is defined as "those who conduct a range of operations and services that are typically essential to continue critical infrastructure operations."

In accordance with the Cybersecurity and Infrastructure Security Agency (CISA), under the U.S. Department of Homeland Security (DHS) *Guidance on the Essential Critical Infrastructure Workforce, Version 4.1*, it has been identified that the following Town department personnel are deemed essential within the Town's critical infrastructure operations:

Law Enforcement, Public Safety, and Other First Responders		
<i>"Public, private, and voluntary personnel (front line and management, civilian and sworn) in emergency management, law enforcement, fire and rescue services, emergency medical services, and security, public and private hazardous material responders, air medical service providers (pilots and supporting technicians), corrections, and search and rescue personnel."</i>		
EO: Essential, On Site	ER: Essential, Remote	NE: Non-Essential
Police Department: <ul style="list-style-type: none"> Sworn Law Enforcement Senior Administrative Assistant 		Police Department: <ul style="list-style-type: none"> Records Clerk Accreditation Manager
Community Development: <ul style="list-style-type: none"> Building / Fire Official 		
<ul style="list-style-type: none"> Emergency Management Coordinator 		

Public Works		
<i>"Workers who support the operation, inspection, and maintenance of essential public works facilities and operations, including bridges, water, and sewer main breaks, fleet maintenance personnel, traffic signal maintenance, emergency location services for buried utilities, and other emergent issues."</i>		
EO: Essential, On Site	ER: Essential, Remote	NE: Non-Essential
<ul style="list-style-type: none"> Director of Public Works Senior Administrative Assistant Landscaping Crew Streets Crew Fleet & Facilities Personnel 	<ul style="list-style-type: none"> Project Coordinator 	

Public Utilities		
<i>"Workers needed to operate and maintain drinking water, wastewater, and drainage infrastructure."</i>		
EO: Essential, On Site	ER: Essential, Remote	NE: Non-Essential
<ul style="list-style-type: none"> • Director of Public Utilities • All Water Treatment Plant Personnel • All Wastewater Treatment Plant Personnel • Stormwater Inspector • Meter Personnel • Utility Maintenance Workers • Senior Administrative Assistant 	<ul style="list-style-type: none"> • Engineer* • Stormwater Administrator* <p><i>*As applicable to an emergency status.</i></p>	<ul style="list-style-type: none"> • GIS Technician

Infrastructure Support Systems		
<i>"Workers who support the operations and maintenance of parks and outdoor recreational facilities."</i>		
EO: Essential, On Site	ER: Essential, Remote	NE: Non-Essential
Parks & Recreation: <ul style="list-style-type: none"> • Director of Parks & Recreation • Facility Operations Manager • Special Events Program Coordinator • Operations & Contracts Technician • Recreation Building Engineer • Maintenance Workers • Customer Services Staff • Aquatics Coordinator • Aquatics Supervisor • Aquatic Staff 	Parks & Recreation: <ul style="list-style-type: none"> • Fitness Supervisor 	Parks & Recreation: <ul style="list-style-type: none"> • Fitness Instructor

Communications		
<i>"External Affairs personnel to assist in coordinating with local, state, and federal officials to address communications needs."</i>		
EO: Essential, On Site	ER: Essential, Remote	NE: Non-Essential
<ul style="list-style-type: none"> • Communications Manager 	<ul style="list-style-type: none"> • Marketing Coordinator 	

Information Technology (IT)

- "Workers supporting communications systems, information technology, and work-from-home solutions used by law enforcement, public safety, medical, energy, public works, critical manufacturing, food and agriculture production,
- financial services, in-person and remote education, and other critical industries and businesses."
- "Workers required for technical support crucial for business continuity and connectivity."
- "Workers who support client services, field engineers, and other technicians and workers support critical infrastructure."

EO: Essential, On Site	ER: Essential, Remote	NE: Non-Essential
<ul style="list-style-type: none"> • Director of IT • Network Engineer 	<ul style="list-style-type: none"> • Help Desk Specialist • AV Help Desk Specialist • System Engineer 	<ul style="list-style-type: none"> • IT Administrator

Financial Services

"Workers who are needed to provide, process, and maintain systems for processing, verification, and recording of financial transactions and services."

EO: Essential, On Site	ER: Essential, Remote	NE: Non-Essential
<ul style="list-style-type: none"> • Director of Finance & Procurement 	<ul style="list-style-type: none"> • Accounts Payable Coordinator • Senior Revenue & Collections Manager • Customer Service Specialist • Payroll Coordinator • Procurement Coordinator • Tax Administrator* 	<ul style="list-style-type: none"> • Budget Manager

Government Based Operations

- "Workers who support administration and delivery of employment services and benefits programs."
- "Workers who support administration and delivery of disaster assistance, insurance, and workers compensation programs."
- "Workers who support essential maintenance and construction of essential services."

EO: Essential, On Site	ER: Essential, Remote	NE: Non-Essential
Town Managers Office: <ul style="list-style-type: none"> Town Manager 	Town Managers Office: <ul style="list-style-type: none"> Town Clerk Mayor & Town Council TM Executive Assistant 	
Human Capital & Risk Management: <ul style="list-style-type: none"> Director of HC Risk Management 	Human Capital & Risk Management: <ul style="list-style-type: none"> HC Generalist 	
Facilities: <ul style="list-style-type: none"> All Personnel 		

Residential/Shelter Facilities, Housing and Real Estate, Related Services

"Workers supporting government functions related to the building and development process, such as inspections, permitting, and plan review services."

EO: Essential, On Site	ER: Essential, Remote	NE: Non-Essential
Community Development: <ul style="list-style-type: none"> Director of Community Development 	Community Development: <ul style="list-style-type: none"> Planner Personnel* Zoning Personnel* <p><i>*As applicable to an emergency status.</i></p>	Community Development: <ul style="list-style-type: none"> Permit Technicians* Zoning Personnel* Code Enforcement Officers* Visitor Center Specialist <p><i>*As applicable to an emergency status.</i></p>

Call-Back Positions <i>"Irregular working hours performed by an employee on a day when no work is scheduled or at a time which requires the employee to return to the place of employment from an off-duty status."</i>			
Town Operations: <ul style="list-style-type: none"> • Town Manager • Emergency Management Coordinator • Risk Manager • Building / Fire Official • IT Director & IT Designated Personnel 	Police Department: <ul style="list-style-type: none"> • Sworn Law Enforcement 	Public Works: <ul style="list-style-type: none"> • Director of Public Works • Landscaping Crew • Streets Crew • Facilities Personnel • Fleet Personnel 	Public Utilities: <ul style="list-style-type: none"> • Director of Public Utilities • All Water Treatment Plant Personnel • All Wastewater Treatment Plant Personnel • Stormwater Inspector • Meter Personnel • Utility Maintenance Workers
Parks & Recreation (Sheltering): <ul style="list-style-type: none"> • Director of Parks & Recreation • Facility Operations Manager * • Operations & Contract Technician * • Recreation Building Engineer * • Aquatics Coordinator * • Aquatics Staff (3 minimum) * <p><i>*As applicable to an emergency status.</i></p>			

CONCEPT OF OPERATIONS

A continuity plan must be maintained at a high level of preparedness and be ready to be implemented without prior warning. As such, the Town of Warrenton has developed a concept of operations that describes the Continuity Plan's implementation.

This Plan can be fully implemented within established recovery time objectives and capable of sustaining operations for up to 30 days or until normal operations can be resumed.

Phase 1- Preparedness

The Town of Warrenton participates in the full spectrum of readiness and preparedness activities to ensure the agency can continue to perform MEFs in an all-hazard risk environment. This is accomplished through various means, including the use of professional go-kits by key personnel, regular training and exercises of the Continuity Plan (outlined in the Training and Exercise Section of this document), the development of human capital management policies that support agency staff, and monitoring of government intelligence reports or notices by executive leadership.

Professional Go-kits:

Town of Warrenton's key personnel and executive leadership have the responsibility to create and maintain go-kits. Go-kits should include standard operating procedures, emergency plans, operating orders or regulations, and other relevant guidance. Other documents and materials that might be included in a go-kit include:

- Continuity Plan
- Current contact list of key personnel, external partners and vendors
- General office supplies
- Backup communication devices if available.
- Manual work-around procedures for performing MEFs
- Compact discs or thumb drives
- Critical equipment inventory
- Directions to the alternate facility and a current floor plan
- Alternate facility contact information and/or keys or access cards

Human Capital Management:

The Town of Warrenton's key personnel should cross-train back-up personnel capable of performing MEFs. The frequency of cross-training shall be at the discretion of the Division or Section Manager, but should occur as often as necessary to ensure proficiency of MEF performance. All cross-training should be documented.

Teleworking is recognized as an alternative method to perform some agency MEFs during a continuity event. Therefore, key personnel may be authorized to telework during activation of the Continuity Plan at the discretion of the department or division manager. Regulations outlined in the agency telework policy shall be adhered to at all times.

During activation of the Continuity Plan, the Town of Warrenton will attempt to contact and account for all agency staff. Additionally, the agency will provide human capital management guidance to employees (pay, leave, staffing, work expectations and other human capital policies) and assist the Continuity Coordinator with other staffing related matters.

Agency personnel should develop a family support plan to increase personal and family preparedness. To develop a family support plan, use the templates available at <http://www.vaemergency.com/ReadyVirginia>.

Phase 2- Activation and Notification

The following matrices are intended to serve as an implementation guide. It is important to note that while an effort has been made to outline implementation levels and notification guidelines in these matrices, **they are a guide only** and do not limit the ability of Senior leadership to make decisions and take necessary actions in the event of an emergency.

Senior leadership will stay informed of the threat environment using all available means, including government intelligence reports or notices, national/local reporting channels, and media outlets. Activation decisions by Senior leadership will be made after evaluating all available information relating to:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

In addition to the notifications outlined in the matrices, the following notifications may be required by the Continuity Coordinator or designee(s) within 12 hours of activation:

- [REDACTED]
- [REDACTED]

- [REDACTED]
- [REDACTED]

Phase 3- Continuity Operations

Upon activation of the Continuity Plan during regular duty hours, key personnel will continue to perform MEFs if possible until ordered to cease operations by the department director. At that time, MEFs will transfer to the alternate facilities and/or be performed in the manner prescribed by the Town Manager.

If, during non-duty hours, the decision to transfer MEFs to the alternate facilities is made, previously designated key personnel may be required to arrive at the alternate facilities first to prepare the site. Upon arrival at the alternate facilities, these key personnel will:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

If the decision to perform MEFs via telework or using a reduced workforce scenario is made, key personnel will:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

During continuity operations, the Town of Warrenton may need to acquire additional personnel, equipment, and supplies on an emergency basis to sustain operations for up to 30 days or until normal operations can be resumed. The Town of Warrenton maintains the authority for emergency acquisition. Instructions for these actions are found in the current Purchasing and Procurement Manual.

Phase 4- Reconstitution

Individual Department Directors are responsible for initiating and coordinating operations to salvage, restore, and recover the Town of Warrenton's primary operating facilities, overseeing the repair or restoration of systems or equipment, and/or supervising the return to work of personnel. It should be noted that in certain circumstances, reconstitution to the primary operating facility may require approval from local, State, or Federal law enforcement or emergency service agencies.

During continuity operations, the Reconstitution Manager or designee must obtain the status of the facilities, systems, and/or workforce affected by the event. Upon obtaining the status of the facility, systems, or workforce, the Reconstitution Manager will determine how much time is needed to repair the affected facility or systems, acquire a new facility or systems, or achieve workforce recovery. These determinations may be made in conjunction with the Town Manager or his/her appointee.

Reconstitution procedures will commence when the Town Manager or other authorized person ascertains that the emergency situation or disruption has ended and is unlikely to reoccur. Once the appropriate authority has made this determination, in coordination with other applicable authorities, one or more of the following options may be implemented, depending on the situation:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

■

[REDACTED]

MISSION ESSENTIAL FUNCTIONS (MEFs)

The Town of Warrenton has identified mission essential functions (MEFs) and the Recovery Time Objective (RTO) required for each function.

The MEFs listed in the table below are prioritized by RTO to assist the agency and staff in knowing which functions must be recovered first. More information on the business processes identified for each MEF can be found in Appendix D – Business Process Analysis.

Mission Essential Functions (MEFs)
ESSENTIAL TOWN FUNCTIONS

Agency	Essential Function	Vital Record/System	RTO
Community Development	[REDACTED]	[REDACTED]	[REDACTED]
Town Manager's Office	[REDACTED]	[REDACTED] [REDACTED]	[REDACTED]
Finance Department	[REDACTED]	[REDACTED]	[REDACTED]
Town Attorney	[REDACTED]	[REDACTED]	[REDACTED]

Public Works and Utilities	[REDACTED]	[REDACTED]	[REDACTED]
Human Capital & Risk Management	[REDACTED]	[REDACTED]	[REDACTED]
Information Technology	[REDACTED]	[REDACTED]	[REDACTED]
Parks and Recreation	[REDACTED]	[REDACTED]	[REDACTED]

Police Department	[REDACTED]	[REDACTED]	[REDACTED]
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PROGRAM MANAGEMENT AND MAINTENANCE

Town of Warrenton leadership and the Continuity Coordinator are responsible for managing and maintaining the Continuity Plan. While the Continuity Plan serves as the guide during activation and recovery, the Continuity Program provides the framework and structure to guide continuity planning.

Program Management and Maintenance Responsibilities

Position	Responsibility
Town Manager	[Redacted]
	[Redacted]
	[Redacted]
	[Redacted]
	[Redacted]
	[Redacted]
Continuity Coordinator	[Redacted]
	[Redacted]
	[Redacted]
	[Redacted]
	[Redacted]
	[Redacted]
	[Redacted]
	[Redacted]
Public Works & Utilities Director's	[Redacted]
	[Redacted]

Position	Responsibility	
	<div></div>	
Key Personnel	<div></div>	
	<div></div>	
	<div></div>	
	<div></div>	
Town Employees and Contractors	<div></div>	
	<div></div>	

Continuity Plan Maintenance Schedule

Activity	Tasks	Frequency
Revise contact information for executive leadership and key personnel	<ul style="list-style-type: none"> Confirm and update executive leadership and key personnel information. 	Semiannually
Plan update	<ul style="list-style-type: none"> Review entire Plan for accuracy and compliance with the most recent VDEM template as required by Executive Order #41, 2011. Update plan to reflect organizational changes within the agency or changes to the MEFs or supporting activities performed by the agency, interdependent agencies, or contractors. Incorporate lessons learned and changes in policy and philosophy. 	Annually (prior to the April 1 st annual submission to VDEM) or when organizational changes occur
Maintain orders of succession and delegations of authority	<ul style="list-style-type: none"> Identify current incumbents. Update rosters and contact information. 	Semiannually
Maintain alternate facility readiness	<ul style="list-style-type: none"> Check all systems. Verify accessibility. Cycle supplies and equipment, as necessary. 	Annually or at the agency's discretion
Verify the existence of an agency essential records program and identify the Program Manager	<ul style="list-style-type: none"> Verify that essential records program includes provisions for monitoring the volume of materials, updating and/or removing materials, and materials distribution. 	Annually or at the agency's discretion

TRAINING AND EXERCISES

To maintain the Town's continuity capability, an all-hazard continuity training and exercise program has been established. Major components of this program include training all staff in their continuity responsibilities and conducting periodic exercises to test and validate continuity plans and procedures, systems, and equipment.

TRAINING

The Town of Warrenton is dedicated to maintaining a continuity capability and as such has developed the following training schedule:

Continuity Plan Training Schedule

Individual or Group to Receive Training	Type of Training	Individual to Provide Training	Training Frequency
New Personnel	Continuity Awareness Briefing (or other means of orientation)	Human Capital and/or Continuity Coordinator	Within 60 days of hire
Executive Leadership and Key Personnel (Primary)	Continuity Plan Training (must minimally include individual Continuity Plan duties, mission essential functions, and orders of succession)	Continuity Coordinator	Annual awareness reminder or when plan changes occur
Key Personnel (Alternates)	Continuity Plan Training (must minimally include individual Continuity Plan duties, mission essential functions, and orders of succession)	Continuity Coordinator	Annual awareness reminder or when plan changes occur
	MEF Cross-training	Primary Key Personnel	At the Town's discretion
	Orders of Succession and Delegation of Authority Awareness	Continuity Coordinator	When delegations or successors change

Individual or Group to Receive Training	Type of Training	Individual to Provide Training	Training Frequency
Pre-delegated Authorities and Successors	Continuity Plan Training (must minimally include individual Continuity Plan duties, mission essential functions, and orders of succession)	Continuity Coordinator	Annual awareness reminder or when significant plan changes occur
Applicable Contractors	Continuity Plan Training (must minimally include individual Continuity Plan duties, mission essential functions, and orders of succession)	Continuity Coordinator	Annual awareness reminder or when significant plan changes occur
All Town Personnel	Continuity Plan Training (must minimally include individual Continuity Plan duties, mission essential functions, and orders of succession)	Continuity Coordinator	Annual awareness reminder or when significant plan changes occur

EXERCISES

Exercises may vary in size and complexity to achieve different operational objectives. The types of exercises are described below:

- **Tabletop Exercises** simulate an activation of the Continuity Plan in an informal, stress-free environment. They are designed to promote constructive discussion as participants examine and resolve problems based on existing plans. There is no equipment utilization, resource deployment, or time pressure. The exercise success depends on the group identifying problem areas, and offering constructive resolution alternatives. This format exposes personnel to new or unfamiliar concepts, plans, policies, and procedures.
- **Functional Exercises** are interactive exercises performed in real time that test the capability of the agency to respond to simulated continuity activation. One or more functions are tested and the focus is usually placed on procedures, roles, and responsibilities before, during, or after an event.
- **Full-Scale Exercises** simulate continuity activation through field exercises designed to evaluate the execution of the Plan in a highly stressful environment. This realism is accomplished through mobilization of agency personnel, equipment, and resources.

The Town of Warrenton may choose to coordinate their annual Continuity Plan exercise to coincide with (but not be replaced by) the Emergency Operation Plan exercise or other emergency response exercises we are required to perform.

Exercises are conducted to validate elements of the Continuity Plan, both individually and collectively. The Town of Warrenton is committed to ensuring that realistic exercises are conducted, during which individuals and business units perform the tasks that are expected of them in a real event. Exercises will be conducted annually in accordance with Executive Order #41 (2011).

Exercise or Activation Evaluation

Each exercise activity, as well as actual events will be evaluated and an AAR and IP shall be completed. The evaluation will identify systemic weaknesses and suggest corrective actions that will enhance the agency's preparedness. The results will be incorporated into a formal improvement plan. This information will be collected and prepared by the Continuity Coordinator, and reviewed and approved by the agency head. Once approved, the Continuity Coordinator will incorporate applicable lessons learned into the Plan.

COOP TRAINING AND EXERCISE MATRIX

Type of Training	Freq.	Audience	Method	Date Comp	Debrief
Workforce COOP awareness training (orientation)	Annual	Senior Management			
Workforce COOP awareness training (orientation)	Annual	All Town of Warrenton Personnel			
Team training for COOP personnel	Annual	Designated COOP Team			
Alternate site personnel training	Annual	All Town of Warrenton Personnel			
Annual exercise training	Annual	All Town of Warrenton Personnel			

Type of Training	Freq.	Audience	Method	Date Comp	Debrief
COOP alert, notification and activation procedures (call back)	Quarterly				
COOP communication capability (alternate facility test of equipment readiness)	Semi-Annual				
Recovery plans of vital records, critical information systems, services and data	Semi-Annual				
Primary and backup infrastructure systems and services at alternate facility	Annual				
COOP exercise: Seminar Tabletop Full-scale	Annual				

ACRONYMS AND DEFINITIONS

ACRONYMS

AAR	After Action Report
BIA	Business Impact Analysis
BPA	Business Process Analysis
CEMP	Crisis and Emergency Management Plan
COOP	Continuity of Operations
ECO	Emergency Coordination Officer
EMAC	Emergency Management Assistance Compact
EMAP	Emergency Management Accreditation Program
EAP	Emergency Action Plan
FEMA	Federal Emergency Management Agency
FOIA	Freedom of Information Act
HSEEP	Homeland Security Exercise and Evaluation Program
IP	Improvement Plan
ITDRP	Information Technology Disaster Recovery Plan
MEF	Mission Essential Function
MOU	Memorandum of Understanding
NTAS	National Terrorism Advisory System
NWS	National Weather Service
PBF	Primary Business Function
RPO	Recovery Point Objective
RTO	Recovery Time Objective
SVAHS	Secretariat of Veterans' Affairs and Homeland Security

DEFINITIONS

Activation – When all or a portion of the COOP plan has been put into motion. Activation may be full or partial.

After Action Report (AAR) – A report that summarizes and analyzes performance in both exercises and actual events. The report includes lessons learned, best practices, and an Improvement Plan (IP). The reports for exercises may also evaluate achievement of the selected exercise objectives and demonstration of the overall capabilities being exercised.

Alternate Facility – A location, other than the normal facility, used to process data and/or conduct mission essential functions (MEFs) in the event of a disaster.

Business Impact Analysis (BIA) – A method of identifying the effects of failing to perform a function or requirement. A BIA may be a useful tool in helping an agency identify some of its primary business functions.

Business Process Analysis (BPA) – A systematic method of identifying and documenting all of the elements necessary to accomplish each organizational MEF. The BPA ensures that the right people, equipment, capabilities, records, and supplies are identified and available where needed during a disruption so that MEFs can be resumed quickly and performed as required. The BPA is a method of examining, identifying, and mapping the functional processes, workflows, activities, personnel expertise, systems, data, partnerships, controls, interdependencies, and facilities inherent in the execution of the MEF.

Cold Site – An alternate site that is reserved for emergency use, but which requires the installation of equipment before it can support operations. Equipment and resources must be installed in such a facility to support the mission essential functions or primary business functions of an organization. Cold sites have many variations depending on their communication facilities, UPS systems, or mobility.

Continuity Coordinator – The individual that serves as the agency's manager for all continuity activities. The Coordinator has overall responsibility for developing, coordinating, and managing all activities required for the agency to perform its mission essential functions during an event that disrupts normal operations. Selecting a Continuity Coordinator is the first step in the continuity planning process.

Continuity of Operations (Continuity) – The effort to ensure an organization can continue its mission essential functions across a wide range of potential events.

Continuity Plan – A set of documented procedures developed to provide for the continuance of mission essential functions during an emergency.

Continuity Program – An ongoing, cyclical model of planning, training, evaluating, and implementing corrective action for continuity capabilities.

Crisis and Emergency Management Plan (CEMP) – A plan normally utilized by colleges and universities that uses a systematic approach to respond to and manage emergencies or disasters

that threaten the college or university's students, faculty, staff, and visitors. A CEMP does not encompass continuity planning and should be separate and distinct from the college or university's continuity plan. An emergency action plan (EAP) is the non-academic version of the CEMP.

Delegations of Authority – Identification of statutory or signatory authorities, those individuals holding the authority, and the alternate individuals responsible for assuming that authority should the primary be unavailable.

Emergency Action Plan (EAP) – The Plan maintained by an agency or organization for responding to a wide variety of potential hazards. It describes how people and property will be protected, details who is responsible for carrying out specific actions, identifies available personnel, equipment, facilities, supplies, and resources, and outlines how all response actions will be coordinated. An agency or organization's EAP is separate and distinct from its continuity plan.

Emergency Coordination Officer (ECO) – The individual that serves as the communications liaison between the Secretariat of Veterans Affairs and Homeland Security (SVAHS), VDEM and their own agency pursuant to Executive Order #41 (2011).

Emergency Management Accreditation Program (EMAP) – An independent, non-profit organization with a standards-based voluntary assessment and peer review accreditation process for government programs responsible for coordinating prevention, mitigation, preparedness, response, and recovery activities for natural and human-caused disasters. Accreditation is based on compliance with collaboratively developed national standards and is open to all US states, territories, and local governments.

Emergency Management Assistance Compact (EMAC) – Congressionally ratified organization that provides form and structure to interstate mutual aid. During a disaster, it allows a state to request and receive assistance from other member states.

Emergency Preparedness – The discipline which ensures an organization or community's readiness to respond to an emergency or disaster in a coordinated, timely and effective manner.

Essential Records – Records, files, documents or databases, which, if damaged or destroyed, would cause considerable inconvenience and/or require replacement or re-creation at considerable expense. For legal, regulatory, or operational reasons these records cannot be irretrievably lost or damaged without materially impairing the organization's ability to conduct business.

Facility – A location containing the equipment, supplies, and voice and data communication lines to conduct transactions required to conduct business under normal conditions.

Faculty – The teaching and administrative staff and those members of the administration having academic rank in an educational institution.

Federal Emergency Management Agency (FEMA) – The federal agency tasked with supporting citizens and first responders to ensure that as a nation, the United States works together to build, sustain, and improve its capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

Freedom of Information Act (FOIA) – A federal law, passed in 1966, which allows for the full or partial disclosure of previously unreleased information and documents under the control of government agencies.

Homeland Security Exercise and Evaluation Program (HSEEP) – A threat and performance-based exercise program developed by DHS that provides doctrine and policy for planning, conducting, and evaluating exercises. It was developed to enhance and assess terrorism prevention, response, and recovery capabilities at the federal, State and local levels.

Hot Site – An alternate facility that already has in place the computer, telecommunications, and environmental infrastructure to recover the mission essential functions disrupted by an emergency or disaster.

Hot Wash – A post-event meeting where executive leadership and key personnel discuss best practices of and potential improvements to the agency's overall preparedness.

Implementation Procedure Checklist – A list of the immediate actions to take once the continuity plan is implemented.

Improvement Plan (IP) – A list of action steps and resources required to correct a deficiency identified in an After Action Report, including the individual responsible for the actions and an estimated timeline for completion.

Information Technology Disaster Recovery Plan (ITDRP) – A set of documented procedures that identify the steps to restore organizations' IT systems and resources that support its primary business functions.

Key Personnel – Personnel designated by their division as critical to the resumption of mission essential functions.

Memorandum of Understanding (MOU) – A document that expresses mutual accord between two parties. To be legally operative, a memorandum of understanding must identify the contracting parties, spell out the subject matter of the agreement and its objectives, summarize the essential terms of the agreement, and be signed by the contracting parties.

Mission Essential Functions (MEFs) – The limited set of department and agency level government functions that must be continued throughout or resumed rapidly after a disruption of normal activities.

National Terrorism Advisory System (NTAS) – The system that replaces the color-coded Homeland Security Advisory System and provides timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private

sector. NTAS Alerts will only be issued when credible information is available. More information about NTAS may be found at <http://www.dhs.gov/files/publications/ntas-public-guide.shtm>.

National Weather Service (NWS) – A division of the National Oceanic and Atmospheric Administration (NOAA) that provides weather, hydrologic, and climate forecasts and warnings for the United States, its territories, and its adjacent waters and ocean areas, for the protection of life and property and the enhancement of the national economy.

Orders of Succession – A list that specifies by position who will automatically fill a position once it is vacated. Orders of succession should be performed for positions of both executive leadership and key personnel.

Primary Business Function (PBF) – Specific supporting activities that an organization must conduct in order to perform its mission essential functions. Primary business functions are typically enablers that make it possible for an organization to perform its mission.

Promulgation – The process that officially announces/declares a plan and gives organizations both the authority and responsibility to perform their tasks.

Reconstitution – The process by which agency personnel resume normal business operations in a rehabilitated or new facility.

Reconstitution Manager – The individual responsible for all reconstitution activities. During an event, the Reconstitution Manager develops a plan and schedule for resuming normal operations and supervises the return of key personnel, essential records, and/or equipment.

Record Retention – Storage of historical documentation for a set period of time usually mandated by state or federal law or by the Internal Revenue Service.

Recovery – Recovery, in this document, includes all types of emergency actions dedicated to the resumption of mission essential functions and operational stability.

Recovery Point Objective (RPO) – The period of time between backups of essential electronic records in which data could be lost.

Recovery Time Objective (RTO) – The period of time in which systems, applications, or mission essential functions must be recovered after a disruption of normal operations.

Risk – An ongoing or impending concern that has a significant probability of adversely affecting business continuity.

Risk Assessment/Analysis – A process or methodology for evaluating risk by determining: the probability and frequency of a hazard occurring, the level of exposure of people and property to the hazard, and the effects or costs, both direct and indirect, of mitigating or accepting this exposure.

Risk Management – The discipline which ensures that an organization does not assume an unacceptable level of risk.

Secretariat of Veterans' Affairs and Homeland Security (SVAHS) – The Commonwealth of Virginia's cabinet-level office that serves the Commonwealth's veterans, military, and military families, and oversees the Commonwealth's Homeland Security and all-hazards preparedness efforts.

Vulnerability – The susceptibility of an agency or organization to a hazard. The degree of vulnerability to a hazard depends upon its risk and consequences.

Warm Site – An alternate facility that is only partially equipped.

AUTHORITIES

Executive Order #41 (2011)

Code of Virginia § 44-146.18

Virginia Information Security Standard (SEC 501-06)

REFERENCES

- Virginia Department of Emergency Management Continuity Plan Template, November 2011, Version 4.0
- Commonwealth of Virginia Emergency Operations Plan, September 2011
- Emergency Management Accreditation Program (EMAP) Standards, 2010
- FEMA's Continuity Guidance Circular 1 (CGC 1), January 21, 2009
- FEMA's Continuity Guidance Circular 2 (CGC 2), July 22, 2010
- Homeland Security Exercise Evaluation Program (HSEEP) guidelines found at www.hseep.dhs.gov.
- U. S. Department of Homeland Security Continuity of Operations Plan Template, May 2010

APPENDIX A: HAZARD IDENTIFICATION MATRIX

The Town has experienced HAZMAT incidents at facilities and on transportation corridors. The close proximity to Washington, D.C. means that any threats and hazards associated with the District could also impact our locality.

Historically, there has been a number of severe weather events that have damaged and destroyed property throughout the Town. The potential for catastrophic damage by wind or flooding associated with tropical storm activity, thunderstorms and tornadoes is significant. The chart below outlines potential hazards for the Town.

NATURAL HAZARDS	
Biological	
Pandemic	
Atmospheric	
Severe storms	
Hail	
Nor'easters	
Rainstorms	
Thunderstorms	
Extreme temperatures	
High winds	
Tornado	
Tropical storms and hurricanes	
Winter storms/Blizzards	
Geologic	
Landslides	
Land subsidence Hydrologic (dam failure) Drought	
Flooding	
Urban	
Seismic	
Earthquake (considered low probability)	
Wildfires	

APPENDIX A: HAZARD IDENTIFICATION MATRIX CONTINUED

HUMAN-CAUSED HAZARDS	
[REDACTED]	[REDACTED]
	[REDACTED]
	[REDACTED]
	[REDACTED]
[REDACTED]	[REDACTED]
	[REDACTED]
	[REDACTED]
	[REDACTED]
[REDACTED]	[REDACTED]
	[REDACTED]
	[REDACTED]
	[REDACTED]
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	[REDACTED]
[REDACTED]	[REDACTED]
	[REDACTED]
	[REDACTED]
	[REDACTED]
[REDACTED]	[REDACTED]
	[REDACTED]
	[REDACTED]
	[REDACTED]
[REDACTED]	[REDACTED]
	[REDACTED]
	[REDACTED]
	[REDACTED]

APPENDIX B: COMMUNICATIONS PLAN

COOP planning requires that some methods of communication be up and running within [REDACTED] of COOP plan activation. Under most emergencies/disasters, communications will be primarily by [REDACTED]

However, the Town of Warrenton recognizes that some disasters may render such communications inoperable. Alternate methods of communication are summarized in the following table.

Department Alternate Communications Methods	Alternate Communication
--All Town Departments	[REDACTED]

PUBLIC INFORMATION

During a declared emergency, information pertaining to emergency operations will be disseminated to the public through the Communications Manager. During a declared emergency that requires activation of the Town's COOP Plan, the Communications Manager or designee will provide status updates throughout the emergency. He/she will convey the appropriate information to the public using established media channels.

APPENDIX C: KEY PERSONNEL RAPID RECALL LIST

This rapid recall list includes contact and telework information for key personnel tasked with responsibilities during a disruption to agency operations or services. Agency staff not included on this list should follow instructions provided by the Town of Warrenton during an activation of the Continuity Plan.

Key Personnel Rapid Recall List

Name	Title / Department	Email Address	Work Phone	Cell Phone	Approved Telework
Frank Cassidy	Town Manager	fcassidy@warrentonva.gov	(540) 347-1101		
Lyndie Paul	Communications Manager	lpaul@warrentonva.gov	(540) 351-4173		X
Paul Bernard	Town Engineer	pbernard@warrentonva.gov	(540) 347-1101		
John Ward	Director Public Works	jward@warrentonva.gov	(540) 347-1858		
Seth Cannonier	Superintendent Public Utilities	scannonier@warrentonva.gov	(540) 347-1858		
Johnny Switzer	Emergency Management Coordinator & FFM	jswitzer@warrentonva.gov	(540) 347-1101		
Rob Walton	Director Community Development	rwalton@warrentonva.gov	(540) 347-1101		X
Denise Harris	Planning Manager	dharris@warrentonva.gov	(540) 347-1101		X
Mike Rhodes	Building Inspector	drhodes@warrentonva.gov	(540) 347-1101		
Hunter Digges	Building Official	hdigges@warrentonva.gov	(540) 347-1101		
Stephanie Miller	Deputy Town Manager & Finance Director	smiller@warrentonva.gov	(540) 347-1101		
Cheryl Huffman	Senior Revenue & Collections Manager	chuffman@warrentonva.gov	(540) 347-1101		

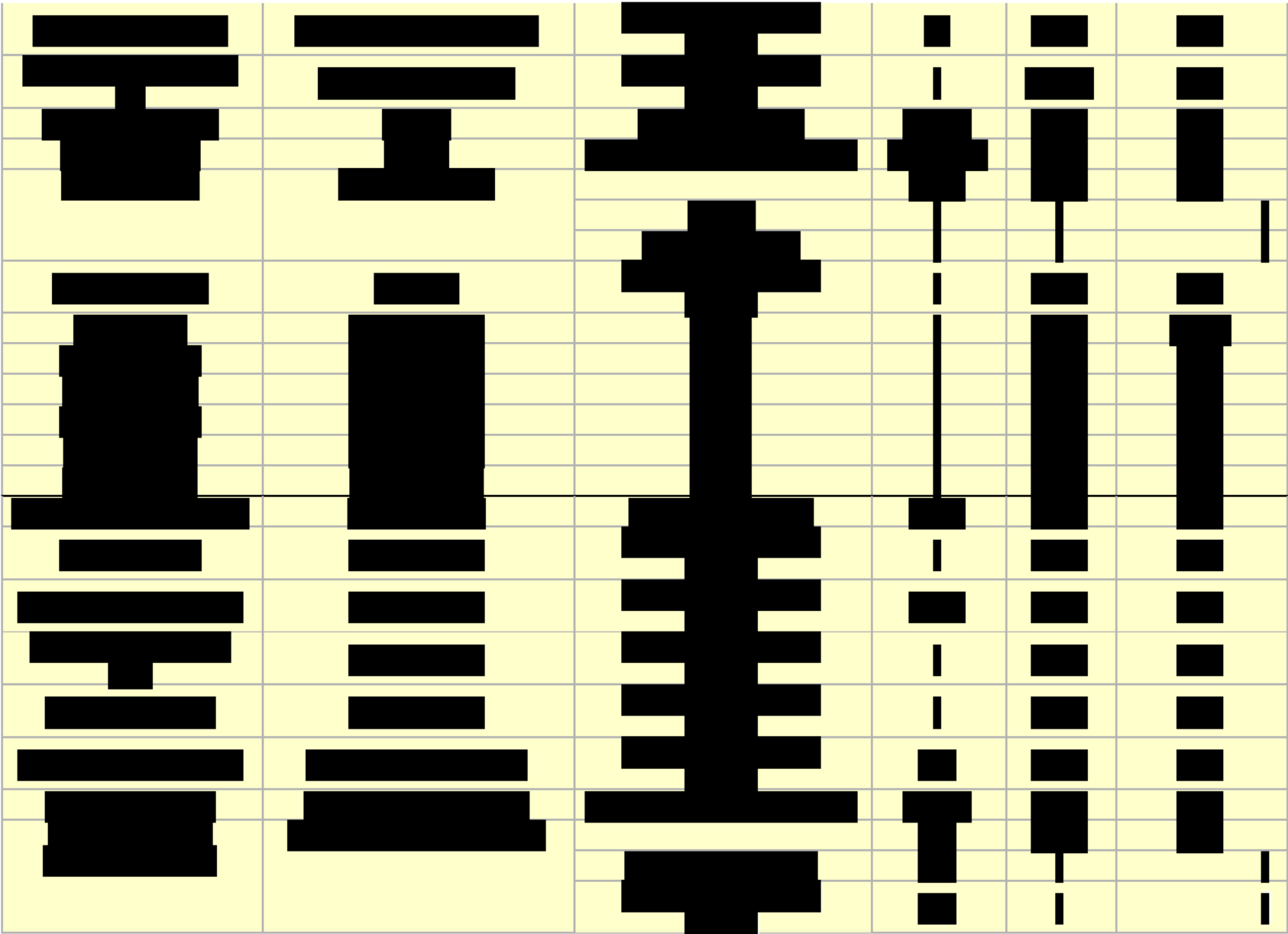
Name	Title / Department	Email Address	Work Phone	Cell Phone	Approved Telework
Robin Davis	Account Coordinator	rdavis@warrentonva.gov	(540) 347-1101		
Steven Friend	Director Public Utilities	sfriend@warrentonva.gov	(540) 347-1103		
Christopher Blastick	Superintendent WTP	cblastick@warrentonva.gov	(540) 347-1103		
Jeb Connolly	Chief Operator WTP	jconnolly@warrentonva.gov	(540) 347-1103		
Dwight Beahm	Chief Utility Mechanic	dbeahm@warrentonva.gov	(540) 347-6534		
Russell Smith	Superintendent WWTP	rsmith@warrentonva.gov	(540) 347-1104		
Ben Villalobos	Chief Operator WWTP	bvillalobos@warrentonva.gov	(540) 347-1104		
Jonathan Stewart	Director Information Technology	jestewart@warrentonva.gov	(540) 347-1101		
Jimmy Retamoso	Information Technology System Administrator	jretamoso@warrentonva.gov	(540) 347-1101		
Robert Hughes	Information Technology Network Engineer	sbruck@warrentonva.gov	(540) 347-1101		
Kelly Koernig	Director Parks & Recreation	kkoernig@warrentonva.gov	(540) 349-2520		
Timothy Carter	Chief WPD	tcarter@warrentonva.gov	(540) 347-1107		
Andrew Arnold	Deputy Chief WPD	aarnold@warrentonva.gov	(540) 347-1107		
Kasey Braun	Director Human Capital & Risk Management	kbraun@warrentonva.gov	(540) 347-1101		X



APPENDIX D: ALTERNATE FACILITIES

The Town of Warrenton has designated alternate facilities as part of its continuity planning and has prepared key personnel for the possibility of unannounced relocation to the site(s) to continue the performance of MEFs.

Alternate Facility Locations

[illegible]



[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

APPENDIX E: ESSENTIAL RECORDS, SYSTEMS, AND EQUIPMENT

The Town of Warrenton realizes that essential records, systems, and equipment are critical to the agency's ability to perform MEFs. Therefore, the agency has taken safeguards to protect these vital records, systems, and equipment and to ensure their availability in a continuity environment.

This Continuity Plan works to safeguard essential electronic records in combination with the Town of Warrenton Information Technology Disaster Recovery Plan (ITDRP). The following essential records, systems, and equipment have been identified as directly supporting the performance of the Town of Warrenton MEFs.

Table C-1
Essential Records, Systems, and Equipment

Mission Essential Function (MEF)	Recovery Time Objective (RTO)	Essential Record and Type	System(s) or Equipment	Networks or Servers that must be Operational to Support the System(s) or Equipment

Mission Essential Function (MEF)	Recovery Time Objective (RTO)	Essential Record and Type	System(s) or Equipment	Networks or Servers that must be Operational to Support the System(s) or Equipment
[REDACTED]				
[REDACTED] [REDACTED]				
[REDACTED] [REDACTED]				
[REDACTED] [REDACTED]				

APPENDIX F: BUSINESS PROCESS ANALYSIS

The Business Process Analysis (BPA) is a systematic method of identifying and documenting all of the elements necessary to accomplish each agency MEF. BPA's have also been performed on primary business functions that directly support MEF performance. The following BPAs represent the Town of Warrenton processes for performing each MEF and supporting primary business functions.

Mission Essential Function - Business Process Analysis

TOWN OF WARRENTON – CONTINUITY OF OPERATIONS PLAN

Insert Type of Essential function - Business Process Analysis

(Insert Date)

MEF Statement:

MEF Narrative:

MEF Output:

MEF Input:

Leadership:

Staff:

Communications and IT Requirements:

Facilities:

Resources and Budgeting:

Partners and Interdependencies:

Has a Manual Workaround been identified for this function?:

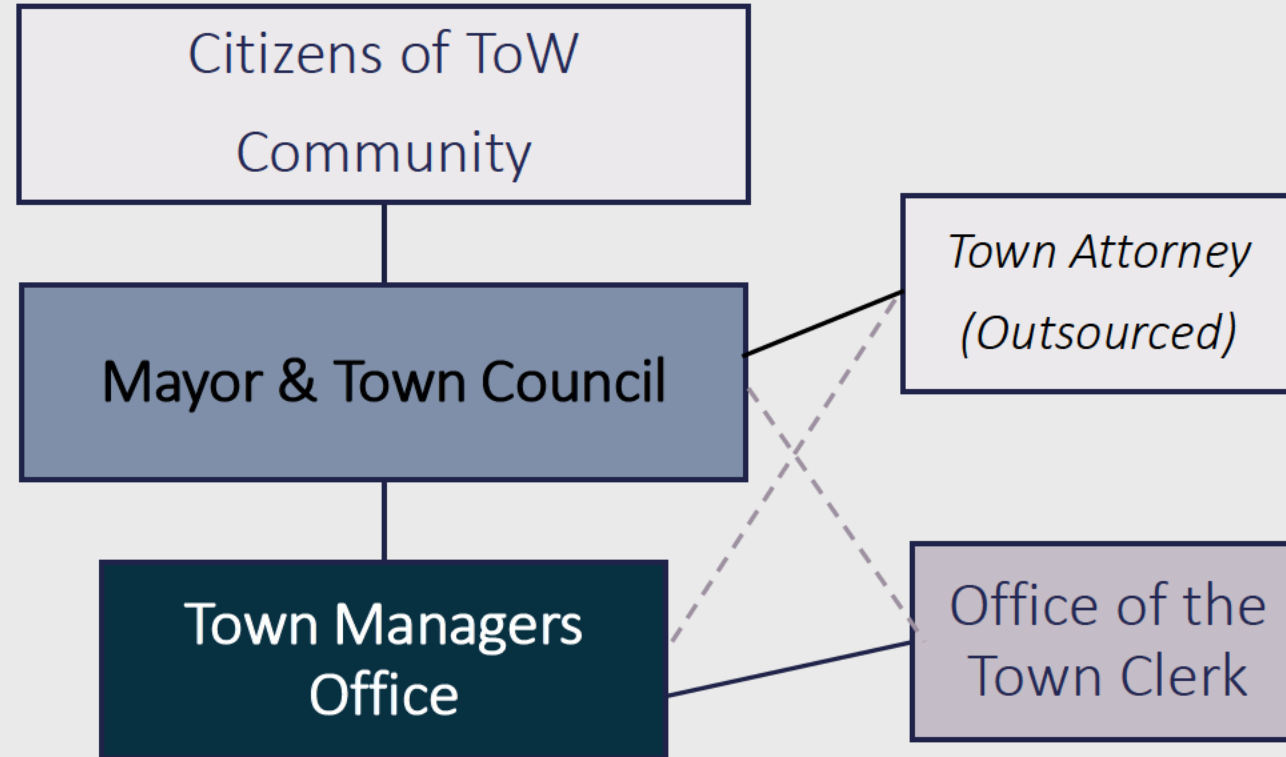
Process Details:

Town of Warrenton

ORGANIZATIONAL CHART

TOWN OF WARRENTON

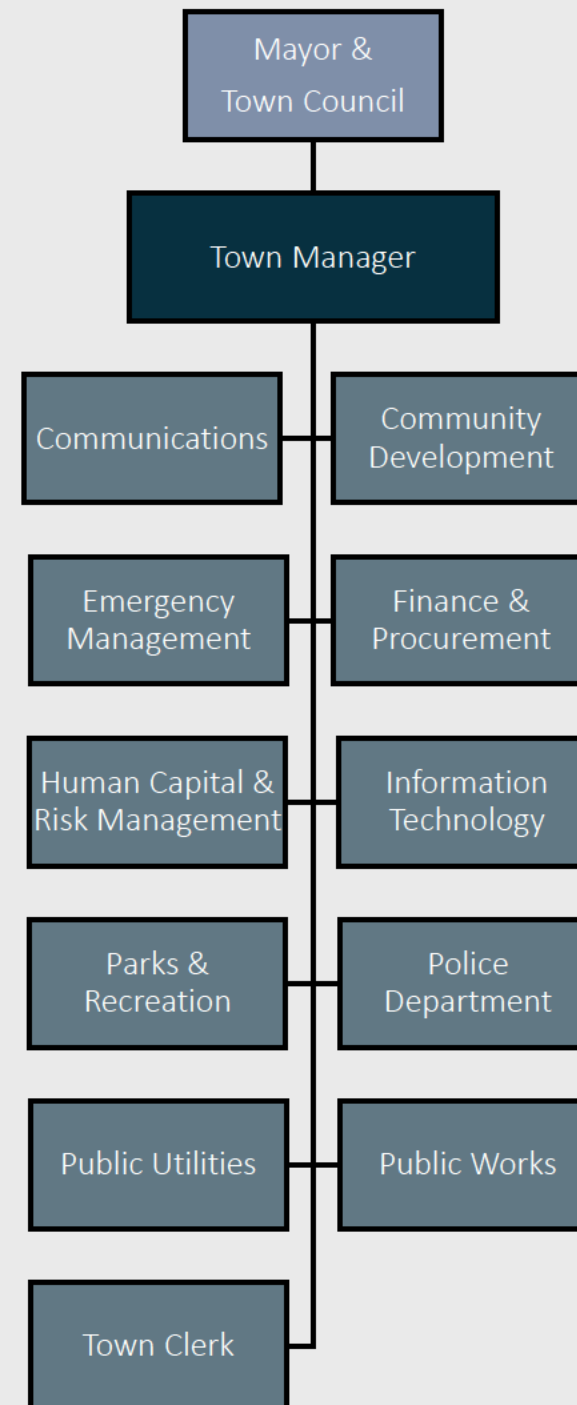
Item d.



TOWN MANAGERS OFFICE

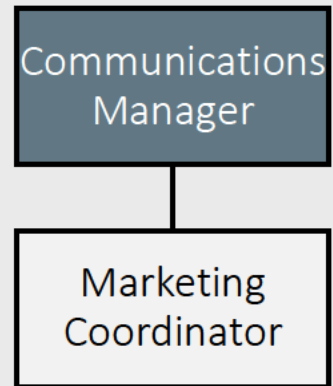
NOTES

- 1) The Town Manager has the authority to appoint a **Deputy Town Manager** and a **Emergency Management Coordinator** within any department.
- 2) Each position is supported as an **additional duty** to the designated and appointed employee. Therefore, it is not classified as a full-time position.



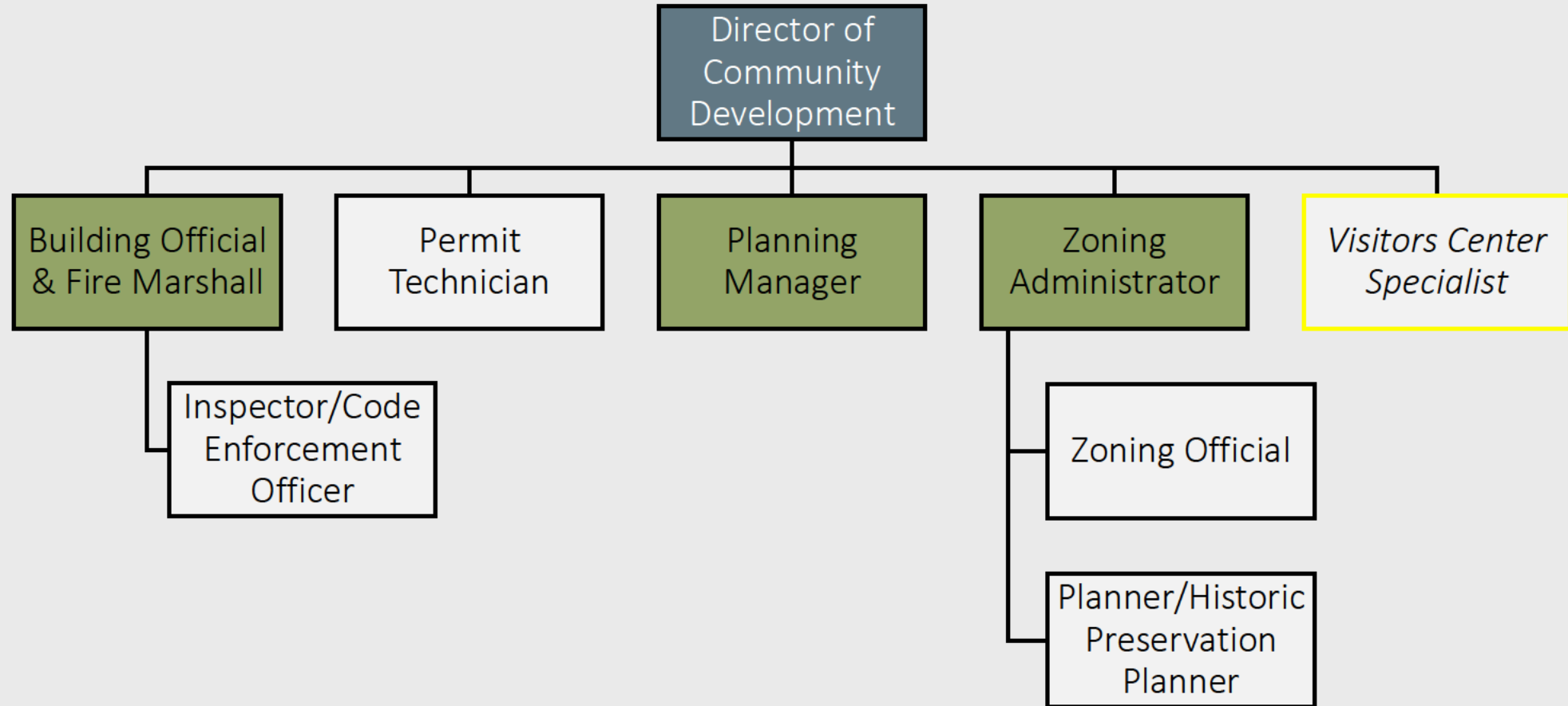
COMMUNICATIONS

Item d.



COMMUNITY DEVELOPMENT

Item d.



EMERGENCY MANAGEMENT

Item d.



NOTES

- 1) The Town Manager has the authority to appoint an **Emergency Management Coordinator**.
- 2) This position is supported as an **additional duty** to the designated and appointed employee. Therefore, it is not classified as a full-time position.
- 3) Furthermore, Emergency Management is a supported planning & preparedness function that is defined by Town code.

FINANCE

Item d.

Director of
Finance &
Procurement

Accountant

Accounts Payable
Coordinator

Budget Manager

Payroll
Coordinator

Procurement
Coordinator

Senior Revenue &
Collections
Manager

Finance Customer
Service
Representative

Tax Administrator

Utility Billing
Coordinator

Finance Customer
Service
Representative (PT)

260

HUMAN CAPITAL & RISK

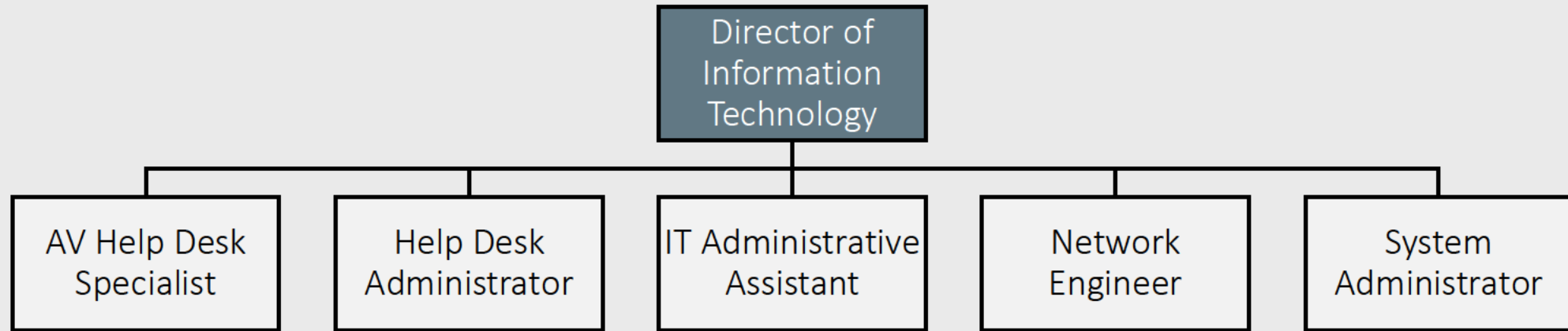
Item d.

Director of Human
Capital and Risk
Management

Human Capital
Generalist

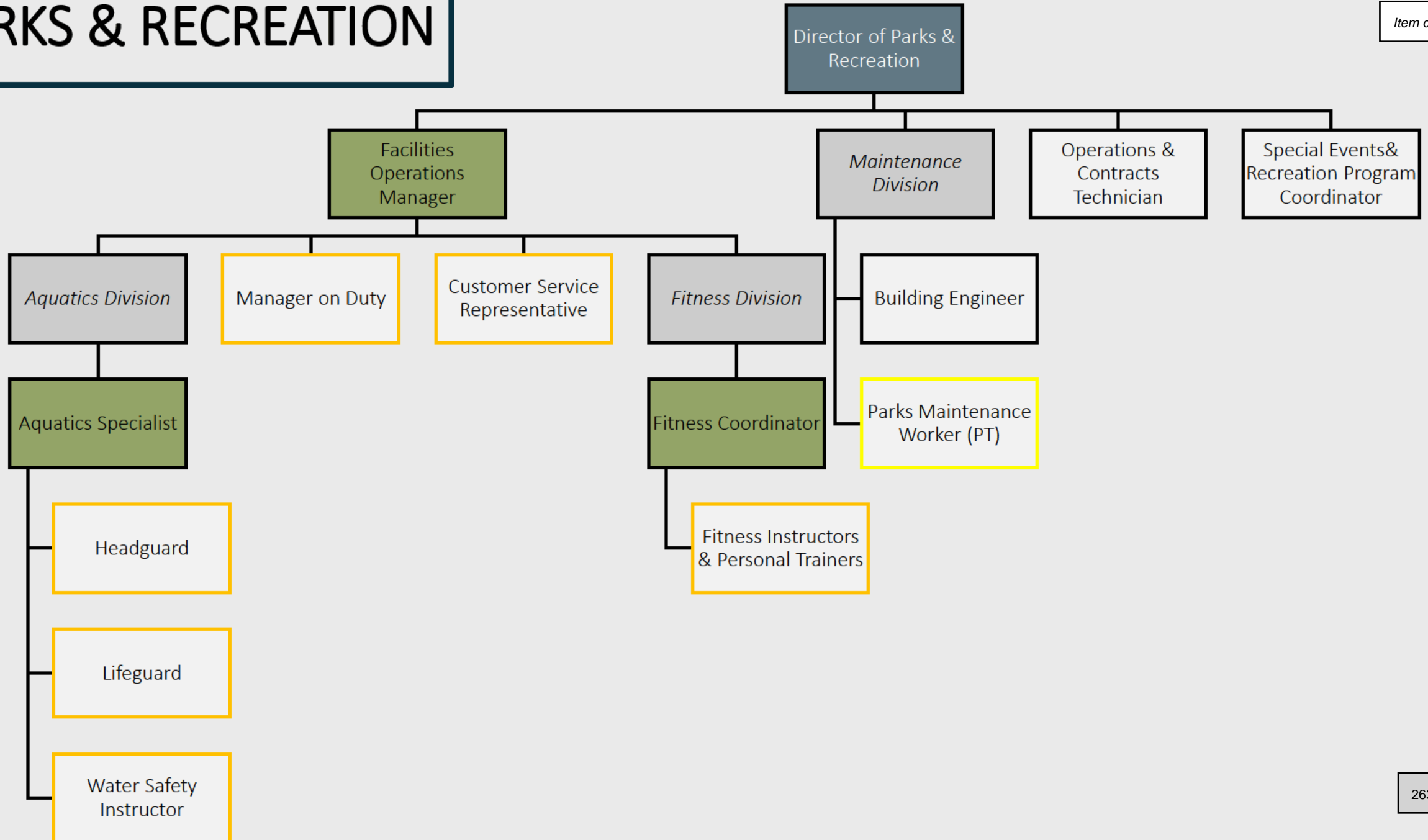
INFORMATION TECHNOLOGY

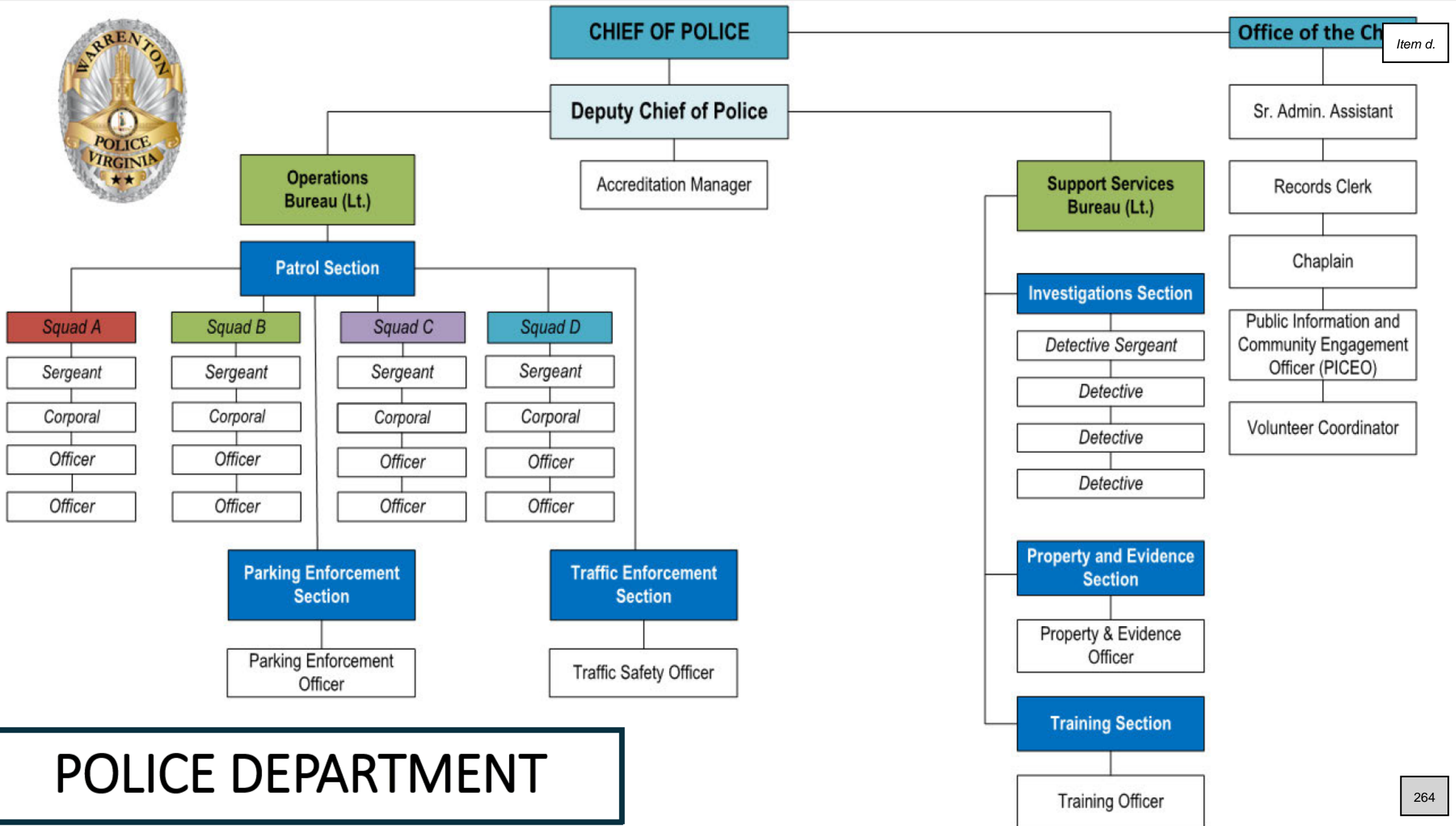
Item d.



PARKS & RECREATION

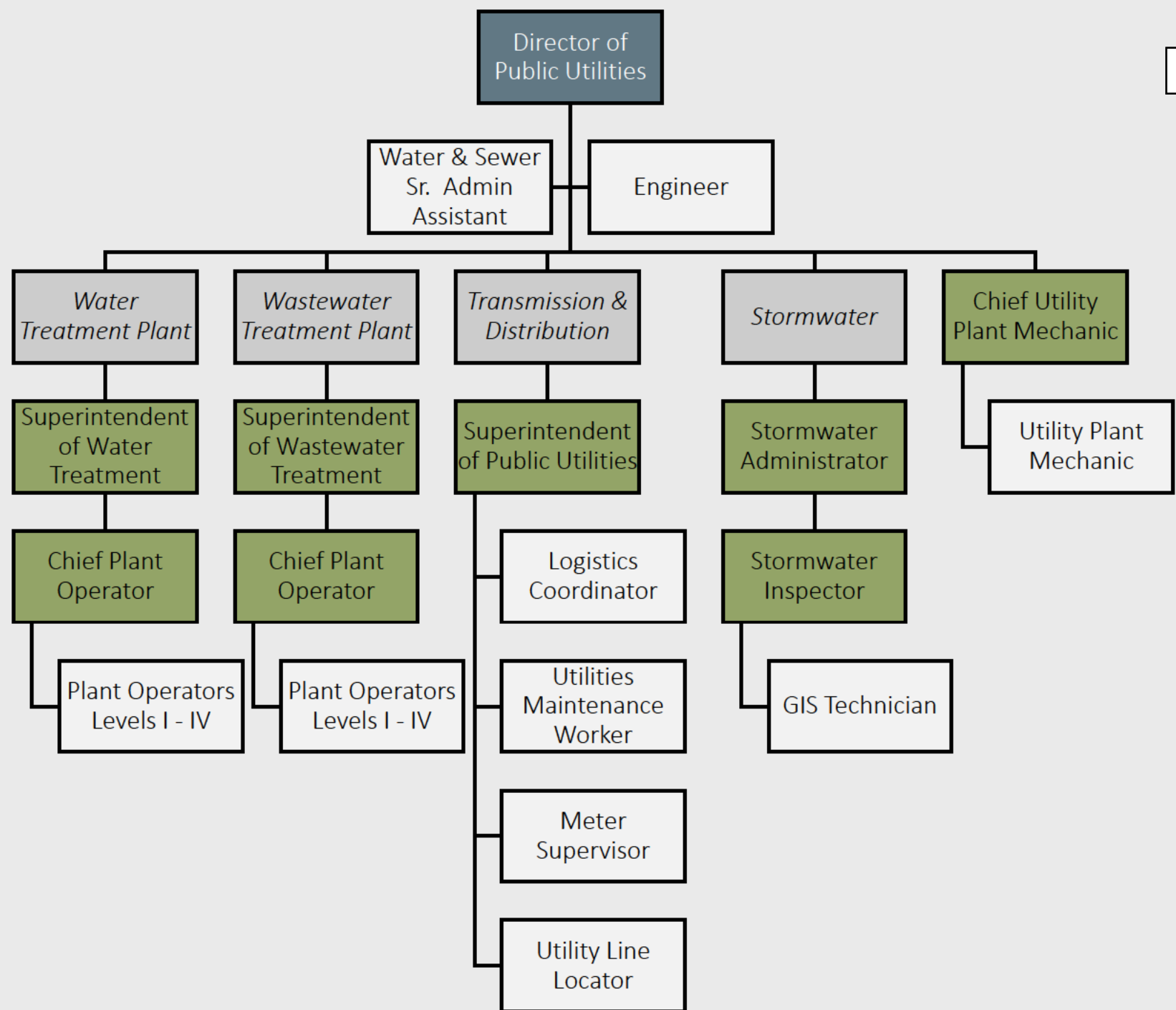
Item d.





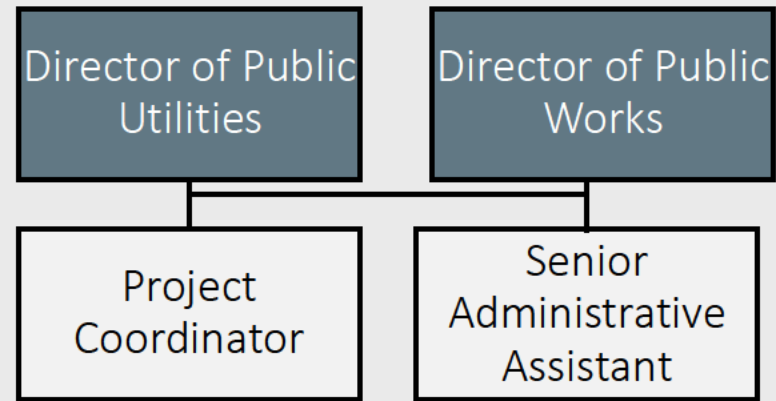
PUBLIC UTILITIES

Item d.



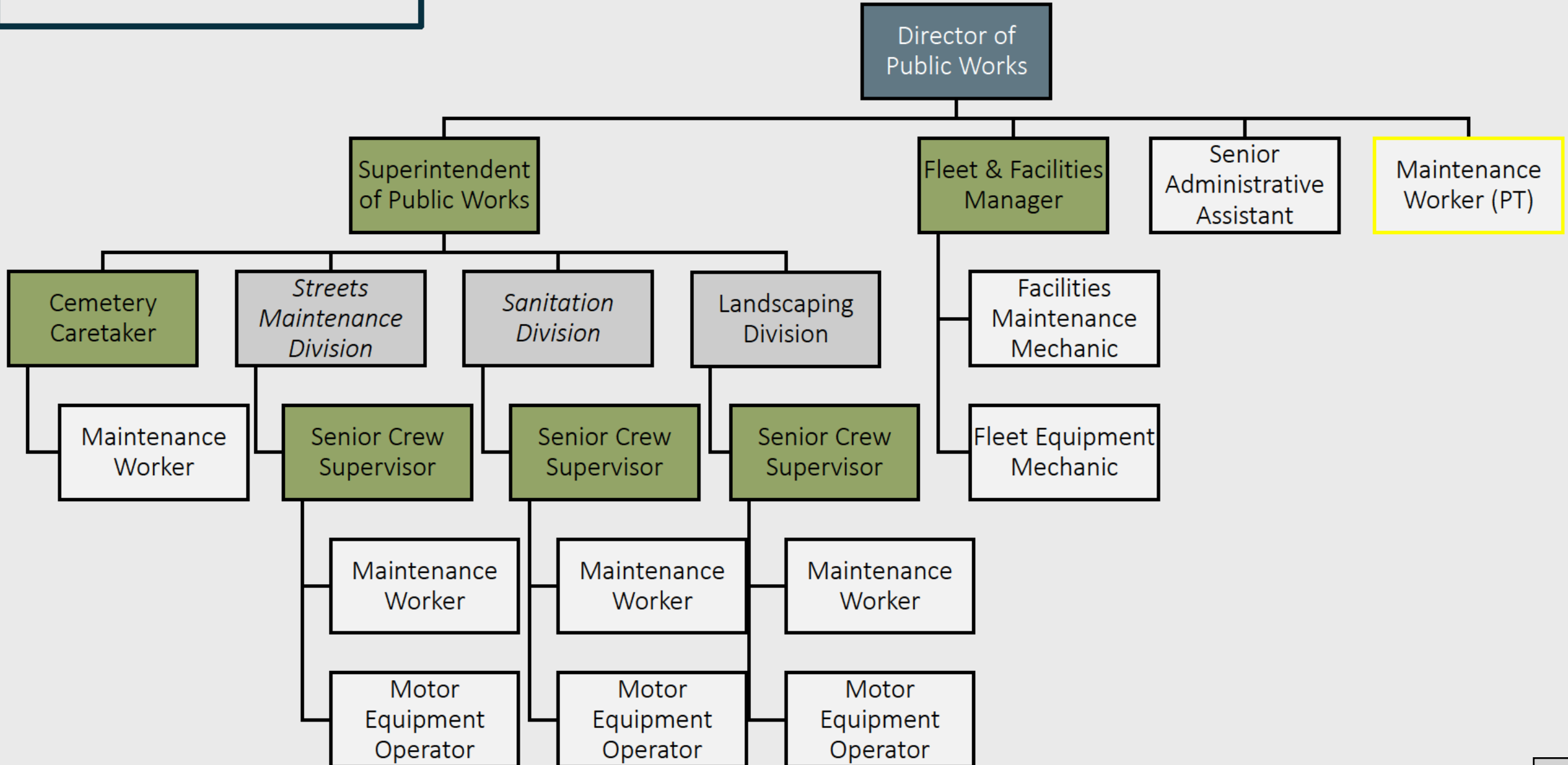
PUBLIC UTILITIES & PUBLIC WORKS DEPARTMENTS

Item d.



PUBLIC WORKS

Item d.



APPENDIX I: HUMAN CAPITAL

The COOP Plan considers the talents, energy, knowledge, and enthusiasm that staff invests in their work. In an ongoing effort to continue mission-essential functions in an emergency event, departments and agencies are responsible for developing, implementing, and updating their individual COOP Plans to respond to threats to their employees. These plans interact with and impact human capital management. Town of Warrenton leaders should be familiar with resources and flexibilities to assist managers and employees in emergencies.

The Town is prepared to implement its COOP Plan or Emergency Operations Plan (EOP) during a town-wide, departmental or agency-specific event.

Dismissals or closures used in emergencies that prevent most employees from reporting to work may require:

1. Designation of emergency employees or special categories of employees (e.g., COOP Team, emergency responders, mission critical, etc.);
2. Adjustments in work schedules;
3. Use of special compensation tools and flexibilities;
4. Temporary staffing arrangements such as working from home.

All departments and agencies shall maintain specific protocols for designating and activating special needs employees and shall develop, review and update emergency plans as needed.

DESIGNATION OF EMERGENCY EMPLOYEES AND OTHER SPECIAL CATEGORIES OF EMPLOYEES

The Town Manager has the authority and responsibility to identify and designate those personnel whom he/she judges to be critical to Town operations in any given emergency.

Town departments and agencies have identified key personnel who may be utilized based on the Town government's unique mission requirements and based on emergency circumstances. Such designations may vary according to the particular nature of an emergency. Such designations are part of the Town of Warrenton's EOP and COOP plans and have been communicated in advance to those so designated so that they are prepared to support and sustain Town operations in an emergency.

APPENDIX I: HUMAN CAPITAL CONTINUED

INCLEMENT WEATHER LEAVE

Following its procedures as outlined in the Town Personnel Policy for Inclement Weather Leave in situations that prevent significant numbers of employees from reporting for work on time or requiring departments to suspend all or part of their activities.

The policy's intent is for the Town to remain open during severe weather conditions that generally are the result of snow or ice. All offices shall remain open, and all services shall be operational and available to the public. Town offices may be declared closed by the Town Manager during periods of severe weather or when the health and safety of employees are at risk. Town employees will be notified if the Town Manager or their designee closes the Town offices during the workday.

All non-public safety and non-essential employees are not required to work while Town offices are closed. A specific closure announcement shall be distributed to local radio and television networks as outlined in the Inclement Weather Leave Policy. Closure announcement will also be promulgated through electronic communication, social media, and the Town's website.

STATUS OF EMERGENCY (ESSENTIAL) EMPLOYEES

All sworn public safety (uniformed police officers), Public Works, and Public Utilities employees, unless designated to the contrary, must work regular work schedules when Town offices are closed. Additional compensation for all hours worked during closure shall be granted according to Town Personnel Policies. The Town Manager's closure declaration shall affect all shifts working that date from the specified time of the declaration until the Town Manager declares the Town open.

Other employees may be designated as essential by appointing authorities when needed, particularly in Information Technology, Finance, and Human Capital, depending upon work requirements during periods when Town offices are closed.

STATUS OF NON-EMERGENCY EMPLOYEES AND NON-SPECIAL CATEGORIES OF EMPLOYEES

In the event of severe hazardous conditions, disruption of public services, or other emergencies of short duration, employees may be instructed not to report for work.

Suppose an employee is prevented from working because he or she has been instructed by his or her department head or other authorized officials not to report to work. In that case, the employee will usually be excused from work without loss of pay or charge to leave. Town managers may also wish to consider the use of alternative worksites when appropriate and feasible.

APPENDIX I: HUMAN CAPITAL CONTINUED

In crises, emergency employees and special categories of employees may be activated by the Town Manager or designee to perform assigned duties.

In the event of a prolonged shutdown caused by severe or hazardous conditions, disruption of public services, or other emergencies, Town personnel may be requested to work from home for those who have access.

There are no fixed solutions that will automatically apply to the Town in every emergency. However, Town department heads and managers will work closely with Human Capital to determine the best course of action for employees.

ALTERNATE EMPLOYEE ASSIGNMENTS

In the event of a prolonged shutdown caused by severe or hazardous conditions, disruption of public services, or other emergency situations, Town employees may be required to work in Town agencies/functions different from their current job but where their skills are needed to ensure the continued functioning of essential Town services.

PAY FLEXIBILITIES

Department heads have the authority and responsibility to establish work schedules for its employees within general legal and regulatory guidelines. The work schedule for most employees is determined in advance, but temporary periods of extended work hours in emergency situations are usually quite different from the employee's regularly scheduled workweek and may require pay flexibilities.

EMPLOYEE ROLES AND RESPONSIBILITIES

While department heads are responsible for determining employee status, employees also have an essential role in ensuring workplace safety. Employees should:

- Become familiar with Town policies, procedures, and the means of notifications to inform and instruct employees;
- Ask questions about Town procedures and talk to managers about any suggestions that could improve safety;
- Volunteer to assist in evacuation procedures and other duties during an emergency;
- Create a personal safety kit for emergencies and store it at the workplace. Appropriate items might include required medication, bottled water, long-sleeved shirt or jacket, and emergency contact numbers;
- Follow the instructions of designated emergency personnel; and
- Remain vigilant and report any suspicious circumstance to supervisors or designated department head.



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.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WARRENTON, VIRGINIA, APPROVING THE UPDATED CONTINUITY OF OPERATIONS PLAN (COOP)

WHEREAS, the Town of Warrenton is committed to ensuring the delivery of essential services, the protection of its employees, facilities, records, and assets, and the execution of its fundamental governmental functions under all threats and hazardous conditions; and

WHEREAS, effective governmental preparedness is a critical responsibility of the Town Council and Warrenton Emergency Management Agency to maintain public confidence, safety, and operational resilience in the face of emergencies, including but not limited to natural disasters, technological failures, or public health crises; and

WHEREAS, a comprehensive Continuity of Operations Plan (COOP) is an essential planning document for a local government, providing a framework for identifying Mission Essential Functions (MEFs), defining command and control structures, establishing alert and notification procedures, and facilitating rapid recovery and reconstitution; and

WHEREAS, the Town Council formally approved the previous version of the Town of Warrenton COOP on August 10th, 2021; and

WHEREAS, the Town Office of Emergency Management, through dedicated internal efforts, has completed a comprehensive review and update of the COOP over the past year to reflect current organizational structures, resource availability, technological dependencies, and best practices in emergency management and continuity planning; and

WHEREAS, the updated COOP ensures that the Town is optimally prepared to continue its essential operations with minimal disruption, demonstrating due diligence in protecting the interests of the citizens of Warrenton;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Warrenton, Virginia, that the updated Continuity of Operations Plan (COOP), presented to the Town Council October 14th, 2025, is hereby **APPROVED AND ADOPTED**, superseding the plan approved on August 10th, 2021.

BE IT FURTHER RESOLVED that the Town Manager and the Office of Emergency Management are authorized and directed to ensure that the updated COOP is communicated, trained, and exercised regularly by all relevant departments and personnel to maintain a high state of operational readiness.

BE IT FURTHER RESOLVED that this resolution shall take effect upon its adoption.

ATTACHMENT: None

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

Town Manager

Town Emergency Coordinator

ATTEST: _____
Town Recorder



Office of the Town Manager
Frank Cassidy

STAFF REPORT

Warrenton Town Council

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

Item a.

Council Meeting Date:	October 14 th , 2025
Agenda Title:	Legal Requests
Requested Action:	Consider the proposed resolutions drafted by the Town Attorney to provide direction.
Department / Agency Lead:	Town Attorney
Staff Lead:	Town Attorney, Chap Petersen and Patrick Corish

EXECUTIVE SUMMARY

The Town Attorney has provided legal guidance on a number of matters to the Council and is requesting direction via resolution on a number of items.

BACKGROUND

Item 1- Subpoena Power

The Warrenton Commission on Open and Transparent Government has requested the Town Attorney file a miscellaneous action with the Circuit Court to enable them to issue subpoenas on outside parties according to VA state Code 15.2-1409. The statute outlines the process that a Commission must follow in order to issue these subpoenas. This resolution would authorize this direction to go forward and begin the process outlined by the Town Attorney.

Item 2- Filing an amended answer in the Amazon Case

At the January 14th, 2025, Meeting of the Town Council, the Town Attorney was directed to review the potential to amend the filing in the Amazon Lawsuit and provide the Council with options on how to move forward. The Town Attorney has reviewed this information and based on Council direction has proposed to file an amended answer in the amazon case that does not change the substance of the Town's legal position but moves the Town Council to a more neutral position on certain facts

STAFF RECOMMENDATION

Consider the resolutions proposed by the Town Attorney.

Service Level/Collaborative Impact

These items affect a wide variety of departments and require collaboration of the Town Attorney, Town Staff, and Town Council.

Policy Direction/Warrenton Plan 2040

These items will impact policy and work towards the Councils goals outlined in Warrenton Plan 2040.

Fiscal Impact

A fiscal impact has not been completed for this item.

Legal Impact

Legal impact will vary based on the resolution. Please see the resolutions for consideration.

ATTACHMENTS

- 1.
- 2.
- 3.

October 14th, 2025
Town Council
Regular Meeting
Res. No.

**A RESOLUTION AUTHORIZING THE TOWN ATTORNEY TO FILE A MISALLENIOUS ACTION AND
BEGING TO SUBPOENA INDIVIDUALS OR ENTITIES BASED ON THE WORK OF THE WARRENTON
COMMISSION ON OPEN AND TRANSPARENT GOVERNMENT**

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

WHEREAS, the Town of Warrenton is a corporate entity with those powers authorized within its own charter and by Title 15.2 of the Virginia Code; and

WHEREAS, the Virginia Code, per Section 15.2-1409, empowers localities, such as the Town, to form a commission which can investigate matters relating to the Town and its governance; and

WHEREAS, the Town Council on January 14, 2025 voted to authorize such a commission which it named "The Town of Warrenton Commission for Transparent and Open Government"; and

WHEREAS, the function of the "Commission" is to focus on the land use application process and find ways to make it more open and transparent for citizens and applicants alike; and

WHEREAS, the Town Council on March 10, 2025, appropriated \$60,000 in funds for the Commission to further its work and further authorized it to hire Whitson Robinson, Esq., as its Special Counsel; and

WHEREAS, the Commission held its first meeting on March 27th, 2025, at which it decided to focus on three land use applications which had been considered and approved by the Council over the past five years; and

WHEREAS, the Commission members and Special Counsel have been working with Town staff over the past six months to obtain and review internal Town records which are relevant to the Commission's business; and

WHEREAS, the Commission has adopted a discovery plan which permitted the Town Attorney to decide any disputes relating to methods of gathering and reviewing Town records that might be deemed confidential; and

WHEREAS, since August 23, 2025, the Town staff has been producing, and the Commission members reviewing, Town records pursuant to a 4-point agreement drafted by the Town Attorney which addresses both cost concerns and the non-disclosure of confidential information; and

WHEREAS, the Commission now seeks to obtain information from outside parties, per Section 15.2-1409, and has voted to authorize the Town Attorney to issue subpoenas for relevant information;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of Warrenton that the Town Attorney is authorized to issue and enforce subpoenas, pursuant to the guidance in Section 15.2-1409, on behalf of the Commission.

ATTACHMENT:

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

Town Attorney

Warrenton Commission on Open and Transparent Government ,Chair

ATTEST: _____
Town Recorder