



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

# STAFF REPORT

<b>Council Meeting Date:</b>	May 13th, 2025.
<b>Agenda Title:</b>	Quarterly Reports
<b>Requested Action:</b>	Receive the Departmental Reports- Informational
<b>Department / Agency Lead:</b>	All
<b>Staff Lead:</b>	Mr. Frank Cassidy, Town Manager.

## EXECUTIVE SUMMARY

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

### Quarter One

July, August, September

Reports to Council are presented in November.

### Quarter Two

October, November December

Reports to Council are presented in February.

### Quarter Three

January, February March,

Reports to Council are presented in May.

### Quarter Four

April, May, June

Reports to Council are presented in August.

## Current Staff reports

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