



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

Council Meeting Date:	October 10 th , 2022
Agenda Title:	Strategic Goals Overview
Requested Action:	Review the strategic goals laid out from the September 2022, Strategic retreat and discuss priorities from Council and Staff for the upcoming year.
Department / Agency Lead:	Town Manager
Staff Lead:	Frank Cassidy

EXECUTIVE SUMMARY

The Following Goals have been identified at the Fall 2022 Strategic retreat.



Resiliency, Financial and Workforce: The Town Council has taken steps to ensure the resilience of the workforce through Human Capital Initiatives like the Class and Comp study, Organizational Study, and management decisions.

Branding: The Town has hired a Communications Manager and continues to develop the branding of the Town of Warrenton.

Preparedness, Technology and Utilities: Town Staff have begun the process of evaluating the infrastructure needs of the Information and Technology department as well as the Utilities infrastructure within the Town. The Town Council has received briefings on these items at various Town Council meetings with steps to take to continue to address deficiencies and modernize the infrastructure.

Affordable Housing: The Town Council has directed Staff to review responses to an RFI from the community for distribution of \$250,000 in ARPA funds.

Boundary Line Adjustment: The Town Council has determined that this is no longer a priority to work towards.

The Town Staff recommends focusing on the following initiatives for the Fiscal year 2024-2025.

Resiliency, Financial and Workforce

Preparedness, Technology and Utilities

Affordable Housing

Staff requests that other priorities that the Council wishes to identify should be communicated before the November 14th, 2023, Town Council meeting so the initiatives may be incorporated into the planning of the budget season.

The Virginia Institute of Government currently has a hold placed on their calendar for January 26th-28th, 2024. If the Council has no issues with this date, Staff will begin the meeting preparations and bring forward a resolution setting the date for the retreat at a future meeting.

BACKGROUND

At the September 12th, 2023, Town Council meeting, the Strategic Retreat was cancelled due to availability of the facilitators. Ms. Jane Dittmar from the Virginia Institute of Government and staff have worked together on the following recommendation for the Council's strategic retreat plan.

- 1) Hold a work session at the October Town Council meeting to review the strategic goals laid out from the September 2022, Strategic retreat and discuss priorities from Council and Staff for the upcoming year.
- 2) After the work session, staff will begin to implement the priorities as the Budget process for 2024-2025 begins.
- 3) In late January, hold a strategic retreat with VIG or another facilitator to address the strategic goals and other topics identified by staff and Council.

- 4) In Late February, Hold a budget retreat for a preview of the implementation of the new strategic goals and the upcoming budget cycle for 2023-2024.

On September 24th, 2022, the Warrenton Town Council met with Ms. Jane Dittmar of the Virginia Institute of Government for a Strategic Retreat. This retreat allowed the Council to begin to work on biannual goals and set direction for Staff to begin work on the FY24 Budget. The September 2023 Retreat will begin the budget process for the Town and allow the Council to set goals and direct policy decisions to align itself with Plan Warrenton 2040.

At the June 13th, 2023, Regular Town Council Meeting, a resolution was adopted to hold the Strategic retreat on September 16th, 2023, at the Warrenton Police Department.

Discussions with the Virginia Institute of Government and other facilitators were held to determine a recommendation to the Council for the facilitator.

Due to unexpected impacts to the schedule, one facilitator had an unexpected narrowing of their ability to conduct the strategic retreat thus rendering the September 16th, date unavailable. Additionally, VIG no longer had availability for the requested date after review of their schedule.

Based on the recommendation from Ms. Jane Dittmar, the Town Council decided to hold the strategic retreat in late January of 2024 and begin to outline the priorities at meetings prior to the retreat.

STAFF RECOMMENDATION

Review the strategic goals laid out from the September 2022 strategic retreat and discuss priorities from Council and Staff for the upcoming year.

Consider the proposed date from the Virginia institute of Government who currently has January 26th-28th blocked off to facilitate the retreat.

Service Level / Policy Impact

The strategic goals will allow the Council and direct staff to create the budget within the Council's priorities directly impacting all service levels of the Town and affecting all aspects of Plan Warrenton 2040.

Fiscal Impact

The Strategic goals will direct how staff will begin to build the Fiscal Year 2025 annual budget.

Legal Impact

No Legal impact has been identified at this time.

ATTACHMENTS

1. Warrenton – August 2023 Meeting Follow up.
2. Warrenton Fall Council Retreat Report December 2022.