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

STAFF REPORT

Council Meeting Date:	February 13th, 2024.
Agenda Title:	Quarterly Reports
Requested Action:	Receive the Quarterly Reports
Department / Agency Lead:	Town Council
Staff Lead:	Stephen Clough, CMC, Town Clerk.

EXECUTIVE SUMMARY

The Fourth Quarter 2023 Department reports are being presented to the Council.

Departments that provide a quarterly report include:
- Finance
- Parks and Recreation
- Police
- Community Development
- Public Works and Utilities
  - CIP
  - Street Maintenance
- Human Capital
  - Emergency Management
- Fleet and Facilities

BACKGROUND

Monthly departmental reports were transitioned in 2022 to Quarterly Departmental reports to provide a better analysis of the data being presented to the Town Council. Each department of the Town provides reported data to show the efforts being made by Town staff and highlight projects underway.

The Quarterly Report nomenclature has been realigned to match the Fiscal Year Calendar for ease of reporting and tracking.

Quarter One
July, August, September
Reports to Council are due in November.

Quarter Two
October, November December
Reports to Council are due in February.

Quarter Three
January, February March,
Reports to Council are due in May.

Quarter Four
April, May, June
Reports to Council are due in August.

Historic quarterly reports can easily be found on the Town Website, www.warrentonva.gov under the Government Tab.

STAFF RECOMMENDATION

Receive the Quarterly reports.

Service Level/Collaborative Impact

All levels of staff work together to produce these quarterly reports.

Policy Direction/Warrenton Plan 2040

Reporting and transparency directly impact all aspects of Warrenton Plan 2040

Fiscal Impact

No additional Fiscal impact is expected at this time.

Legal Impact

No additional Legal impact is expected at this time.