



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

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

Town Committees by Department

Town Manager/Communications/Town Clerk:

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

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

Fleet, Facilities and Emergency Management:

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

E X P E R I E N C E

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

Human Capital:

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

E X P E R I E N C E

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

E X P E R I E N C E

Information & Technology:

- Town Council – (Regular Meetings= Evenings)
 - 1 Meeting per month
 - 2 staff members on average
 - 6-12 hours staff time

- Planning Commission – (Evenings)
 - Up to 2 Meetings per month
 - 1 staff member on average
 - 2-5 hours staff time

- BZA – (Evenings)
 - 1 meeting per month (when necessary)
 - 1 staff member on average
 - 2-3 hours staff time

- ARB – (Evenings)
 - 1 meeting per month
 - 1 staff member on average
 - 2-4 hours staff time

- LBBCA – (Evenings)
 - 1 meeting per year (average)
 - 1 staff member on average
 - 2 hours staff time

- AI Taskforce
 - 1 meeting per quarter
 - 2-12 staff members
 - 2 hours staff time

- IT Weekly Meeting
 - 12 meetings per quarter
 - 6 staff members
 - 12 hours staff time

- Server Maintenance Meeting
 - 12 meetings per quarter

E X P E R I E N C E

- 2 staff members
- 14 hours staff time

- MS-ISAC Monthly Meeting
 - 3 meeting per quarter
 - 1 staff member
 - 4 hours staff time

- Valgite Meeting
 - 1 meeting per quarter
 - 1 staff member
 - 2 hours staff time

- Monthly Cyber Threat Briefing
 - 3 meeting per quarter
 - 1 staff member
 4 hours staff time

Police Department:

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

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

E X P E R I E N C E

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

E X P E R I E N C E

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

Parks and Rec:

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

EXPERIENCE

- 1 Meeting per week
- 2 staff members on average
- 1-2 hours per meeting

- Tree Board
 - 1 meeting every 3-4 months
 - 1 staff member on average
 - 1 hour per meeting

- Fauquier Trails Coalition (Evenings)
 - 1 Meeting per month
 - 1-2 staff members on average
 - 1 hour per meeting

- Fauquier Alliance for Youth
 - 1 meeting quarterly
 - 1-2 staff members on average
 - 1 hour per meeting

Community Development:

- Town Council (Evenings) –
 - 1 Meeting per month
 - 2 to 3 staff members on average
 - 2 to 3 hours per meeting (4-9 hours total)

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

EXPERIENCE

- LBBCA (Evenings)-
 - 1 meeting per year (average)
 - 1 hour per meeting
 - 2 staff members
 - 2 hours staff time

- Arts Commission (Evenings)-
 - 1 meeting per month
 - 2 hours per meeting
 - 2 staff members
 - 4 hours staff time

- Main Street Business Owners (Evenings)-
 - 1 meeting every 2 to 3 months
 - 1 hour per meeting
 - 1 staff member
 - 1 hour staff time

- Tree Board –
 - 1 meeting every 3 to 4 months
 - 1 hour per meeting
 - 1 staff member
 - 1 hour staff time

- Septic Remediation –
 - 1 meeting per week
 - 30 minutes to 1 hour per meeting
 - 1 to 2 staff members
 - 1 to 2 hours of staff time per week

- Zoning Ordinance Committee (Evenings)-
 - 1 meeting per month
 - 1-2 hours per meeting
 - 3 to 4 staff members
 - 4-8 hours of staff time

E X P E R I E N C E

Utilities/Public Works/Stormwater:

Tree Board –

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

Town Council (Evenings) –

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

Town Council (Work Session) –

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

Healthcare Committee

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

Public Works / Utilities Project Meeting

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

Septic Remediation –

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

EXPERIENCE

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

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

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

RRRC-

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

Northern Virginia Regional Commission –

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

Special Events-

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

Northern Virginia Public Works/Utilities Directors –

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

Outreach-

- Multiple events

EXPERIENCE

- 6 Staff members
- 1 hour each event

Finance:

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

E X P E R I E N C E

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

E X P E R I E N C E