



## TOWN COUNCIL SPECIAL MEETING

Warrenton Police Department, Community Room: 333 Carriage  
House Ln, Warrenton, VA 20186  
Saturday, February 25, 2023 at 9:00 AM

### MINUTES

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#### A SPECIAL MEETING OF THE TOWN COUNCIL OF THE TOWN OF WARRENTON, VIRGINIA, WAS HELD ON FEBRUARY 14<sup>th</sup>, 2023, AT 9:00 A.M.

##### Special Meeting

##### PRESENT

Mr. Carter Nevill, Mayor; Mr. William Semple; Ms. Heather Sutphin; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. David McGuire, Mr. Paul Mooney; Mr. Christopher E. Martino, Interim Town Manager; Mr. Tommy Cureton, Deputy Town Manager; Mr. Stephen Clough, Town Clerk.

##### ABSENT

None

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#### TOWN OF WARRENTON TOWN COUNCIL SPECIAL MEETING: BUDGET RETREAT 9:00AM

##### 1. Welcome

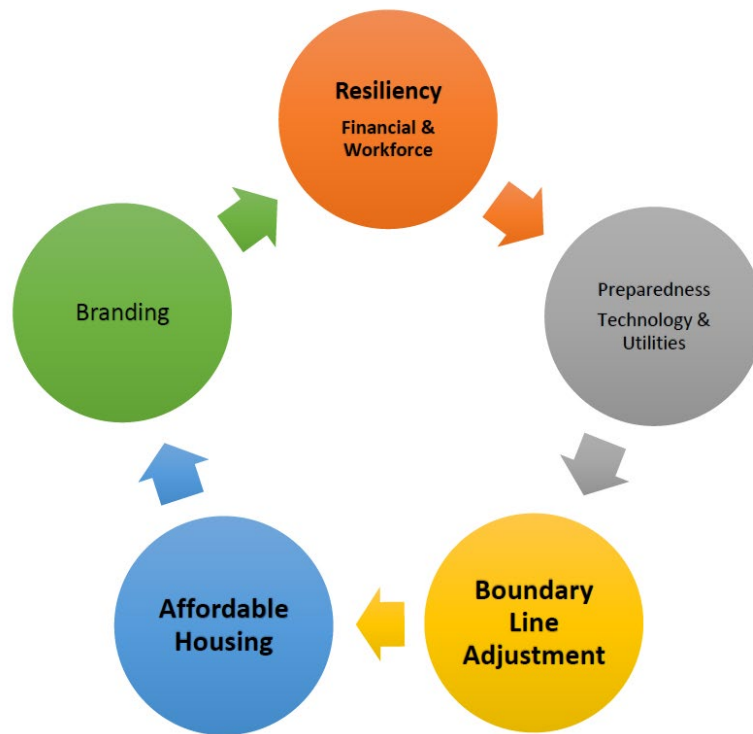
The meeting was called to order at 9am. Mayor Carter Nevell stated that a quorum was physically present.

Mayor Nevill stated that by unanimous consent a Closed Session on the Recruitment for a New Town Manager was added to the agenda as the last item at the conclusion of the Budget Retreat.

Interim Town Manager Christopher E. Martino introduced the agenda for the day. He stated that the goal of the day was a starting point for the fiscal 2023-2024 Budget and the Capital Improvement Plan.

Mr. Martino spoke about how the Town views itself with regard to the future by following Warrenton Plan 2040 and the Mission, Vision, and Values Statement that the Council had adopted. He highlighted the Goals of the Plan 2040 and the steps that the Council had been making to achieve the long term strategic goals they had laid out.

The Interim Town Manager continued to discuss the goals that the Council had laid out at the strategic retreat held in September of 2022. Highlighting that the Boundary Line adjustment item had been identified as no longer being a goal of the Town Council.



Mr. Martino began to lay out to the Council ways to tackle the goals laid out from the Council.



Mr. Martino recommended adopting a biannual goal to offer direction to Staff on their focus for the near future. He spoke on leadership philosophies that helped navigate staff from where the

Town was now, to where the Town was headed and how staff could help the Council attain those goals.

Mr. Martino shared a video by Simon Senik: Know your why.

[https://www.ted.com/talks/simon\\_sinek\\_how\\_great\\_leaders\\_inspire\\_action](https://www.ted.com/talks/simon_sinek_how_great_leaders_inspire_action)

Mr. Martino proposed the Town of Warrenton's "Why" was to provide quality of life for its citizens.

## **2. Fiscal Trends and Analysis**

Stephanie Miller, Director of Finance, Presented to the Council an overview of financial trends and analysis. Topics included:

- **General Fund Overview**
  - Peer Comparisons
  - Fund Balance History and Trends
  - Review Historical Revenue and Expenditure Trends
  - Debt Management and Capacity
- **Enterprise Fund Overview**
  - Water and Sewer
  - Stormwater Management
- **Human Capital Overview**
- **Capital Improvements & Capital Asset Replacement**
- **5-Year Financial Projection**

The Council inquired about debt management, taking on additional debt, debt financing projects, and ratings.

Mr. Martino recommended consideration of the 50% Fund Balance Policy by the Council.

The Town Council discussed the 50% Fund Balance Policy and the factors that played into the policy and how it would affect the Town.

Ms. Miller introduced the concept of a budget stabilization fund and a waterfall account structure.

The Council finished the presentation from Ms. Miller

## **3. Human Capital**

Mr. Martino introduced Ms. Kasey Braun, Human Capital Manager, to the council by highlighting that the most important asset that the Council had was the staff they employ. "We don't make widgets, we provide services."

Ms. Braun introduced the Classification and Compensation study to the Council. The study reviewed the pay plan, merit performance, and aspects of the pay structure for the Town of

Warrenton. He highlighted that the last time a comp and comp study was last completed in 2015, with approval for the current study being authorize in 2018 but delayed by the effects of the Pandemic. The Towns pay structure had not been updated since 2003.

Ms. Braun gave a brief overview of the Class and Comp study and the Paypoint HR vendor and how they produced the report.

Ms. Braun introduced a proposed Pay Play update to the Council. She reviewed the plan and explained the changes from the previous plan to the current plan today.

The financial impact of the proposed pay plan was discussed.

Discussions from Council circled around the changes to the pay plan and a proposed 10% increase in employee compensation across the board for staff.

Councilmen Mooney inquired as to why the proposal was a 10% compensation increase for all staff as opposed to a merit or a performance-based increase.

Mr. Cureton explained that the pay plan adjustment was proposed based on the data from the class and comp study to maintain the competitiveness in the market and that other avenues existed for merit and performance-based increases.

## **5. Lunch**

The Council recessed for a lunch break.

## **6. Transportation**

Mr. Martino started the discussion with a video by Michael Jr., Know Your Why.

<https://www.youtube.com/watch?v=1ytFB8TrkTo>

The discussion was focused on the following topics:

- Transportation
  - Projects
  - VDOT Sources & Uses
  - What role does the County play in this moving forward?

Ms. Denise Harris provided a transportation update presentation to the Council.

Council discussed the presentation and inquired about long term positions on projects in the pipeline.

Mr. Frank Cassidy, Director of Public Works and Utilities, addressed questions from Council on road maintenance. He addressed the reactionary mentality that staff has had recently due to the

constraints of the pandemic and the changing philosophy of staff to refocus the efforts into utilizing the best impact of the finances and programs available.

## **7. Break**

A short recess was called. At the conclusion of the recess, Mr. Tommy Cureton announced adjustment to the schedule stating that some of the original agenda items for the day would be addressed as individual departmental reports at upcoming Town Council meetings.

## **8. Summarize 6- Year CIP & 5 Year Budget**

Ms. Miller introduced the changes made to the Capital improvement projects and how the finance team was communicating them to the Council.

Staff and Council reviewed the Capital Improvement Projects including the newly added escalation factor that has been implemented to better capture future costs.

Councilmen Semple inquired about the status of the remaining ARPA funds and the proposal from Habitat for Humanity to use the funds for affordable housing.

Mr. Martino explained that he had met with Habitat to discuss a proposal, but that habitat had to meet with the County and other partners for the next step in the process.

Mr. Cassidy addressed questions from the Council for the Water and Sewer system and the improvements planed to the Town's Water and Treatment Plants. Discussion focused on capacity, necessary improvements, and deferred maintenance of the facilities.

Council discussed the criticality of the proposed projects and how to address the issues presented.

Mr. Martino presented summary data that mapped out a way for the Town's budget to incorporate the options laid out from staff over the course of the day. The data showed five year projections including capital and debt service projections.

Mr. Heroux asked Mr. Martino if there was a scenario that would lead to the Council needing to raise the tax rate to fund the projections.

Mr. Martino answered that if economic conditions changed drastically based on how Warrenton has the tax structure established some taxes may need to be raised.

Discussion from Council resolved around living within the means of the budget and balancing the tax rates across the stakeholders.

## **9. Biannual Goal**

Mr. Martino introduced a pathway to narrow down the Plan 2040 into pieces to focus on and accomplish over the next two years. He opened the discussions to the Council for them to identify the goals they wished to focus on.

Mayor Nevill thanked Mr. Martino for his efforts in this presentation, discussion, and preparations for the upcoming budget season.

The Council thanked Staff and Mr. Martino for the efforts made for today's presentations.

### **10. Closed Session on Recruitment for a New Town Manager.**

Vice Mayor Hartman moved to convene a closed session under:

**Virginia Code § 2.2-3711 (A)(1), a personnel matter involving: Town Manager Recruitment, Acting Town Manager Appointment, Police Department Personnel Update**

Mr. Paul Mooney Seconded.

**Ayes:** *Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. David McGuire, Mr. Paul Mooney.*

**Nays:**

**Abstention:**

**Absent:**

Upon reconvening from the closed session, Town Council adopted the following Certification of Closed meeting:

#### **CERTIFICATION OF CLOSED MEETING**

**WHEREAS**, the Town Council of the Town of Warrenton has convened a closed meeting on this date pursuant to an affirmative recorded vote in accordance with the provisions of the Virginia Freedom of Information Act; and

**WHEREAS**, Section 2.2-3172 E of the Code of Virginia requires a certification by the Town Council that such closed meeting was conducted in conformity with Virginia law;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council

Vice Mayor Hartman proposed the certification, Councilmen Hamby seconded, the vote for the motion was unanimous, as follows:

**Ayes:** *Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. David McGuire, Mr. Paul Mooney.*

**Nays:**

**Abstention:**

**Absent:**

**ADJOURNMENT.**

**With no further business, this meeting was adjourned at 3:50pm on Saturday February 25<sup>th</sup>, 2023.**

**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 25<sup>th</sup>, 2023.**

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Stephen M. Clough  
Town Recorder