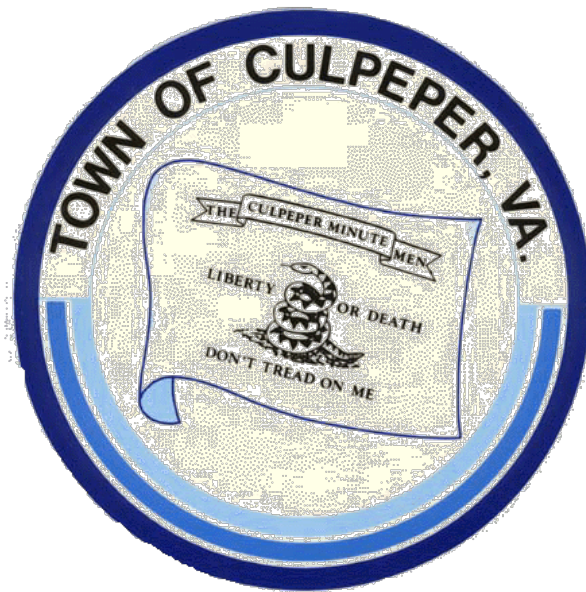


ANNUAL REPORT
to the
MAYOR AND TOWN COUNCIL



July 1, 2022 - June 30, 2023

Respectfully Submitted:

Christopher D. Hively
Town Manager

September 12, 2023

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TOWN OF CULPEPER

400 S. Main St., Suite 101 • Culpeper, VA 22701
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www.culpeperva.gov

Town Council

Frank Reaves Jr., Mayor
William M. Yowell, Vice Mayor
B. Travis Brown
Jamie Clancey
Erick Kalenga
Pranas A. Rimeikis
N. Janie Schmidt
Joe M. Short
Meaghan E. Taylor

Town Manager

Christopher D. Hively, PE

September 12, 2023

Mayor Frank Reaves Jr.
Members of Town Council

Dear Mayor & Town Council:

I am pleased to submit the Town of Culpeper's Annual Report for the period of July 1, 2022 through June 30, 2023, as required by the Culpeper Town Charter. The report highlights departmental activities during this period and provides statistical data and performance measures for evaluating municipal activities.

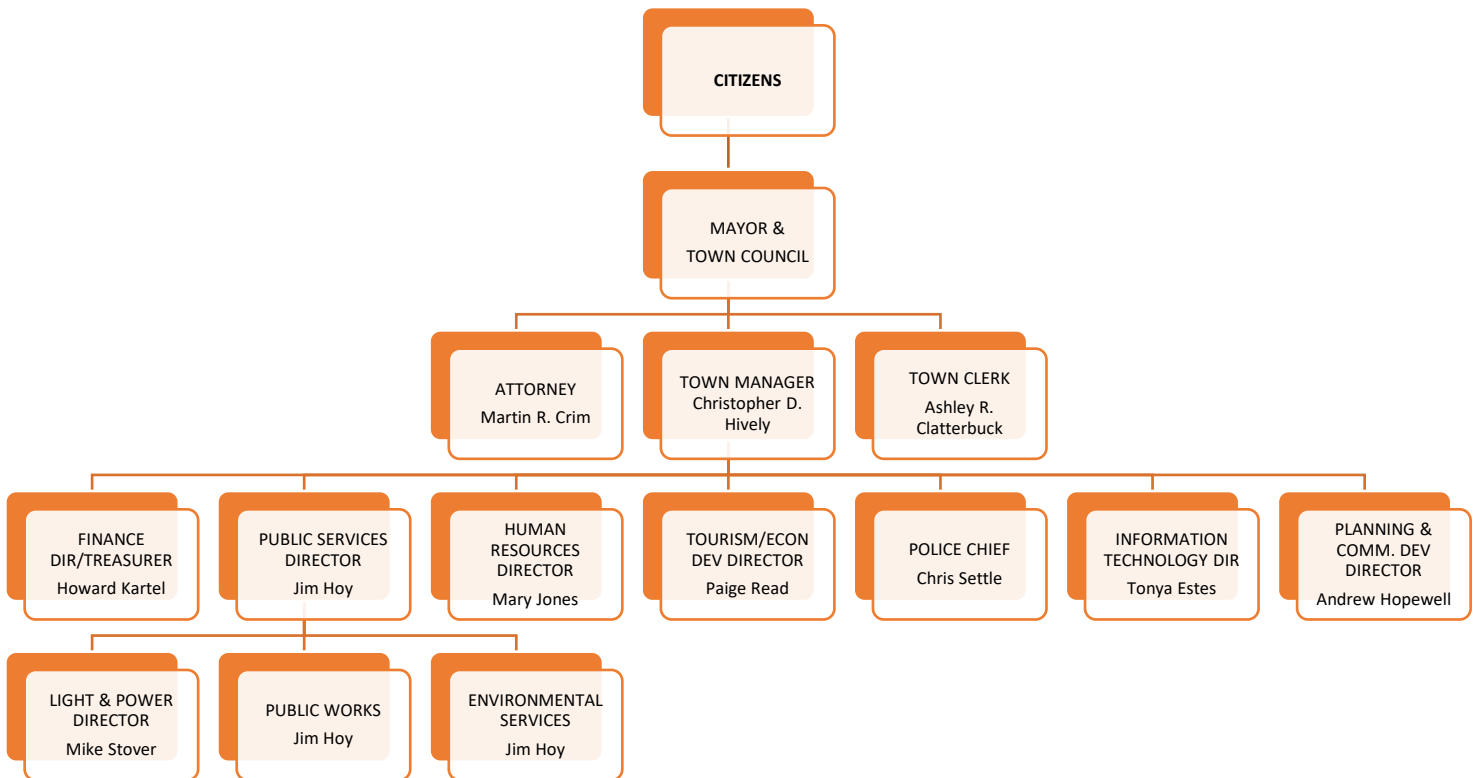
The Town and its staff have achieved many accomplishments under the leadership and direction of Council, and the staff has prepared this report to provide an accounting of those accomplishments within this past year.

On behalf of Town employees, we appreciate your confidence and support and look forward to many years of continued Town service for our citizens.

Respectfully Submitted,

Christopher D. Hively
Town Manager

TOWN OF CULPEPER ORGANIZATIONAL CHART



CULPEPER TOWN COUNCIL

INTRODUCTION

The Town Council, as the governing body for the Town of Culpeper, sets policies and establishes ordinances for the general safety, health, and welfare of its citizens. Through its collective judgment, it provides a budget ensuring current and future services are provided in a sound and financially responsible manner.



Culpeper Town Council

Seated from left:

Meaghan Taylor, Mayor Frank Reaves Jr., Vice Mayor William M. Yowell, Jamie Clancey

Standing from left:

Pranas A. Rimeikis, B. Travis Brown, Janie Schmidt, Erick Kalenga, Joe Short

TOWN MANAGER

INTRODUCTION

The role of the town manager is to seek, promote, and support a high quality of life for all Town citizens. This is accomplished through the development and contribution of all Town employees working to their maximum potential. Under the direction and leadership of the town manager, Town employees provide quality and innovative services resulting in the highest levels possible for our citizens.

The office of the town manager provides general and administrative oversight of all municipal operations. To fulfill this primary function, the town manager advises the town council on municipal policy and programs affecting the community; directs and coordinates the activities and work programs of all Town departments; interacts with Federal and State agencies and other local government; conducts short and long range financial planning, including preparation of the annual operating budget and capital improvements program; administers personnel activities and programs; performs special studies, issue analyses, and evaluations to promote informed decision-making; reviews and oversees the submission and administration of federal and state grants; and monitors state and federal activities, legislation and events to represent, as appropriate, the interest of Culpeper.

FY23 brought a continued focus on improvements to Town operations and the continuing focus on planning for the future of our community. The following major projects and initiatives were begun or continued during this past fiscal year:

- **VDOT Highway Safety Improvement Projects (HSIP)** – In FY23 the Town awarded a locally administered construction project to make improvements to Route 522 (Evans Street) to include traffic calming measures, sidewalks and a round-about at West Street. This project, budgeted at \$3,046,235, is 100% funded by VDOT and anticipated to be completed in FY24. The Town was also awarded funding by VDOT in the amount of \$861,754 for a systemic signal upgrade project for pedestrian crossing improvements which will start in FY24 and be completed in FY25.
- **VDOT SMART Scale Projects** – In FY23, the Town applied for and was awarded three SMART Scale Projects: Orange Road Round-About, Orange Road Sidewalk Extension, and Old Brandy Road Sidewalk Extension. In addition, VDOT is currently working on design for the Route 3 Round-About project that was awarded in a previous year. These 100% grant funded projects have an estimated cost of \$36,000,000 and are anticipated to be administered by VDOT.
- **Federal Highway Administration Safe Streets and Roads for All** – In FY23, the Town applied for and was awarded an Action Plan Grant for \$160,000 to develop a Vision Zero Plan to examine the Town’s transportation infrastructure and identify necessary

improvements with the goal of zero transportation related fatalities. This plan is scheduled to be developed in FY24.

- **East Spencer Street Parking Lot Project** – In FY23, Staff initiated construction on a new parking lot and park project across the railroad tracks from the Depot. Site work, electrical and gravel subgrade was completed with in-house forces. A construction contract was awarded to construct the associated pedestrian bridge across the railroad. Once the pedestrian bridge project is complete, the parking lot and park are anticipated to be completed in FY25.
- **Federal ARPA Funding** – The Town was awarded Federal ARPA funding of \$19,581,052 to be used for various programs as allowed under the legislation to respond to the negative economic impact from the pandemic for revenue losses and reimbursement of certain expenditures, as well as for spending on water and sewer infrastructure projects. Funds are required to be committed to projects by December 2024, and fully utilized by December 2026. Plans to utilize the entire amount of funding have been established, and the Town has recovered cumulative eligible expenditures as of the end of FY23 of approximately \$12,000,000.
- **Water Pollution Control Facility Upgrade** – In FY23 a construction project was awarded, using a portion of ARPA Funds received to install aerobic digestion and a new centrifuge at the Water Pollution Control Facility. This project is ongoing and anticipated to be completed in FY25.
- **Police Department ARPA Funding** – The police department received \$130,000 in ARPA Funding from the Department of Criminal Justice Services to support the purchase of various law enforcement related equipment. The funding expenditures will occur in FY24.
- **Low-Income Tax Credits Projects** – The Town supported two successful applications for tax credit funding for the provision of affordable apartment units in two new developments. The Parkside application, by Culpeper Housing and Shelter Services, was aided by the Town's provision of demographic research, declaration by Council of a Revitalization Area, as well as preliminary discussions of ways to reduce costs in the design and layout of the proposed 37-unit apartment complex. The Lightfoot Apartments application, by People Incorporated, also received the demographic research and declaration of a Revitalization Area in addition to a partnership with the Town and Culpeper County to donate the land necessary for the proposed 56-unit apartment development. Combined, these projects were awarded over \$1,750,000 from the Low-Income Housing Tax Credit program and \$1,050,000 from Virginia Housing funding to PDC's.

- **Bingham & Taylor Electric Furnace Project** – In the Fall of 2020, Bingham & Taylor foundry approached the Light & Power department with a request to update their current electrical circuits to the foundry in anticipation of changing from coke-fired furnaces to all-electric furnaces. The projected project cost approved by council was \$301,433 to be reimbursed by Bingham & Taylor. Town Light & Power completed the installation of an underground electrical circuit from East Chandler Street Substation to a newly constructed substation on the Bingham & Taylor site in the spring of 2022. The Bingham & Taylor Electrical Furnace Project became fully operational in FY23.
- **Community Pool** – During FY23 the Town executed a contract with Culpeper County and committed up to \$5,000,000 toward the design and construction of a community pool at the Sports Complex. A design contract was awarded by the County in June 2023, and the County anticipates the pool to be operational for the start of the 2025 summer season.
- **Revenue Sharing Agreement with Culpeper County** – In FY23, the Town executed a revenue sharing agreement with Culpeper County where the Town will refund 100% of the Town’s business personal property tax to a qualifying business located within the Town Technology Zone and Culpeper County will share a portion of their business personal property tax collected associated with the same business to the Town. This agreement makes the technology zone within the Town competitive with the technology zones outside of the Town.
- **Virginia Tourism Corporation Grants** – Tourism secured 6 grants totaling \$115,000 to enhance the Town’s tourism programs.
- **Virginia Outdoor Foundation Grant** – Tourism secured \$294,750 from the Open Space Lands Preservation Trust Fund program through the Virginia Outdoors Foundation to aid in purchasing the land for the Madison Road Connector (MRC) Trail in October 2022.

Town Awards and Achievements

- **Police Department Awards** –
 1. On July 14, 2022, Officer Miller Torrance was awarded the Culpeper Chamber of Commerce’s Valor Award. This award was presented to Officer Torrance for her efforts in saving a life during a critical incident. The agency was also recognized by the Chamber for outstanding service and achievements.
 2. On August 11, 2022, Joel Davis and Van Grimes were promoted to Master Police Officer.

3. On October 25, 2022, Chief Chris Jenkins received the Bronze Good Citizenship Medal for his years of dedicated service to Law Enforcement. This medal was presented by the Sons of the American Revolution, Minutemen Chapter of Virginia. The Sons of the American Revolution also presented Master Police Officers David Cole and Julia Cole with the first ever couples Life Saver award for their life saving efforts while having dinner at a local restaurant. A victim began choking and Master Police Officers David and Julia Cole were able to remove the multiple obstructions from the victim's airway.
 4. On October 26, 2022, Officer Ashley Sain received the Mothers Against Drunk Driving (MADD) award for her efforts to remove impaired drivers from the road.
 5. On February 9, 2023, Chris Settle was promoted to Chief of Police.
 6. On March 23, 2023, Andrew Terrill was promoted to Captain, Scott Last was promoted to Lieutenant, and Chris Campbell was promoted to Sergeant. Captain Chilton will serve the role of Deputy Chief of Police.
 7. On May 23, 2023, Master Police Officer Detective John Barone received the Salem Ruritan Club Officer of the Year Award, and Explorer Burgos from the Law Explorer Program was presented with the Law Explorer of the Year Award. Retired Chief Chris Jenkins was also presented with a Lifetime Achievement Award.
- **Commission on Accreditation of Law Enforcement Agencies (CALEA) Annual Review –** In FY23, the Culpeper Police Department began its second year in the four-year CALEA cycle. Each year in the cycle, a CALEA representative reviews selected standards of the total 484 standards and reviews them to ensure the agency is following established best practices in law enforcement. In March, this representative reviewed standards and data pertaining to high liability matters such as our use of force policies and pursuit policies. Also, all time-sensitive matters and reporting the Culpeper Police Department is required to complete were reviewed. Chief Chris Settle was provided a report from CALEA that stated that the Culpeper Police Department was in good standing and that the representative found no issues during this annual review. This annual review will occur again in March of 2024.
 - **Virginia Association of Chief of Police (VACP) Chiefs Challenge Award –** The VACP Chief Challenge Award was canceled again in FY23.
 - **Certificate of Achievement for Excellence in Financial Reporting –**An application has been submitted, although as of the writing of this report, notification of award has not been made. If awarded, it would be the nineteenth consecutive year the Town of Culpeper Finance Department was awarded the Certificate of Achievement for Excellence in Financial Reporting awarded by the Government Finance Officers Association (GFOA), for its annual comprehensive financial report for the fiscal year ended June 30, 2022. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment

represents a significant accomplishment by a government and its management. To receive this award, a government must publish an easily readable and efficiently organized annual comprehensive financial report, satisfying all reporting and disclosure requirements, and providing detailed analysis of the financial results for the reporting period.

- **Directors Award** – The Culpeper Water Treatment Plant maintained the Partnership for Safe Water Director’s Award for 2023. This award recognizes the Town’s continual commitment in protecting public health and providing high quality water services. The Partnership for Safe Water is an unprecedented alliance of six prestigious drinking water organizations which include: **AWWA** – American Water Works Association, **AMWA** – Association of Metropolitan Water Agencies, **ASDWA** – Association of State Drinking Water Administrators, **NAWC** – National Association of Water Companies, **USEPA** – U.S. Environmental Protection Agency, and **WRF** - Water Research Foundation. The Partnership's mission is to improve the quality of water delivered to customers by optimizing water system operations.
- **Virgo Travel and Tourism Awards** – The Virginia Association of Destination Marketing Organizations (VADMO) awarded the Town of Culpeper’s Tourism and Economic Development team two Virgo Awards for ‘**Tourism Professional of the Year**’ and ‘**Niche Tourism**’ in April 2023. The ‘**Niche Tourism**’ award is given to a destination that has created a creative and successful tourism initiative that showcases a destination’s niche tourism market. This award was received as a result of the ***Right the Record*** project, which aimed to raise awareness regarding the vast wealth of African American history and heritage within the community and celebrate African American History in Culpeper. The second Virgo Award for ‘**Tourism Professional of the Year**’ was awarded to Paige Read, Culpeper Tourism and Town Economic Development Director, for her impact on tourism in the community through creativity, teamwork, and leadership.
- **TheTravel** named Culpeper one of the **10 Truly Underrated Towns in Virginia** that deserve to be explored – June 2023.

TOWN CLERK

INTRODUCTION

The Clerk's Office is responsible for providing administrative support to the Town Council, Town Manager, and Town Attorney. This office administers a variety of functions as required by the Culpeper Town Code and Code of Virginia. This office is a vital link between Town Council and citizens.

PERSONNEL

Town Clerk – Ashley R. Clatterbuck
 Deputy Town Clerk – Katherine Maines
 Administrative Specialist – Courtney Strawser

REVENUE GENERATED BY TOWN CLERK'S OFFICE

The programs administered by the Clerk's Office are major revenue sources for the Town. In FY23, over \$8.1 million in revenue was generated from the tax programs and cemetery (lot sales, interments, stone permits, and transfer fees). The charts below show the revenue breakdown for the last five years.

<u>Tax Programs</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
Admissions	\$ 43,569	\$ 30,997	\$ 3,713	\$ 32,766	\$ 37,139
Meals	\$4,332,531	\$4,156,443	\$4,577,520	\$5,157,446	\$5,655,396
BPOL	\$ 966,874	\$1,028,438	\$1,014,082	\$1,159,131	\$1,415,031
Cigarette Stamps	\$ 247,326	\$ 225,899	\$ 220,301	\$ 207,338	\$ 194,250
Lodging	\$ 448,369	\$ 358,721	\$ 368,494	\$ 503,564	\$ 741,646
Totals	\$6,038,669	\$5,800,498	\$6,184,110	\$7,060,245	\$8,043,462

**FY23 is unaudited*

<u>Cemetery</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
Grave Sales	\$ 69,500	\$ 46,850	\$ 98,250	\$ 105,100	\$ 36,500
Interments	\$ 54,200	\$ 62,500	\$ 55,500	\$ 76,400	\$ 61,600
Stone Permits	\$ 3,100	\$ 3,650	\$ 4,300	\$ 3,250	\$ 3,950
Totals	\$126,800	\$113,000	\$158,050	\$184,750	\$102,050

**FY23 is unaudited*

BUSINESS, PROFESSIONAL & OCCUPATIONAL (BPOL) LICENSES

Approximately 861 business license renewals were assessed and processed for CY22.

The following chart is a breakdown of active licenses by category.

<u>Category</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
Contracting	58	61	53	55	55
Retail	368	361	368	394	384
Fin/RE/Prof. Service	143	144	141	148	155
Rep/Pers/Bus/Other Service	290	317	316	349	343
Itinerant Merchant	5	1	2	2	1
Street Vendor	10	12	19	20	23
Solicitor	8	8	2	14	18
Precious Metals & Gems	5	6	3	3	3
Non-Resident Contractor	51	23	4	151	215
<i>TOTAL</i>	<i>938</i>	<i>933</i>	<i>908</i>	<i>1,136</i>	<i>1,197</i>

During the annual business license renewal process, gross receipts are verified through documentation provided by business owners. Where possible, annual gross receipts totals are compared to monthly tax reports submitted for other tax programs and/or to other governmental entities. Businesses are continually monitored for compliance.

ADMISSIONS, MEALS & TRANSIENT LODGING TAX COLLECTIONS

Admissions, meals and lodging tax administration was performed along with continued intermittent monitoring of restaurant receipts. At the end of the fiscal year, there were 163 meals, 32 lodging and 1 admissions tax registered agents. Reports are recorded monthly and evaluated to ensure consistency and accuracy; these reports are also matched up to the annual business license renewal applications.

CIGARETTE STAMPS TAX PROGRAM

	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
Number of Stamps	1,665,000	1,590,000	1,515,000	1,410,000	1,335,000
Number of Rolls	111	106	101	94	89
Total Revenue	\$243,516	\$225,899	\$220,301	\$207,338	\$194,250

CULPEPER TOWN CODE

The Culpeper Town Code is available electronically and easily accessed through MuniCode at www.culpeperva.gov.

Supplement #30 was completed. Supplement #31 will be completed in FY24.

RECORDS MANAGEMENT

The Clerk's Office worked with town departments to maintain a records management program to ensure compliance with the Virginia Public Records Act. Various records were inventoried and transferred to the Water Treatment Plant records room for both temporary and permanent retention.

After individual departments received approval of their records destruction forms, routine destruction was performed: (316) boxes of paper records and 5,817 GB of electronic records were destroyed in FY23.

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

The Clerk's Office responded to (104) FOIA requests in FY23. Staff spent time reviewing and processing the requests as well as researching, gathering, and reviewing responses received prior to disseminating the information to the requestors. (72) FOIA requests were processed in FY22.

FAIRVIEW CEMETERY

The Clerk's Office maintains all records for Fairview Cemetery. This involves lot ownership records, purchases of grave sites and certificates of ownership, lot transfer documents, burial permits, and stone installation permits.

Daily, citizens and families of deceased individuals buried in Fairview contact the office about purchasing grave spaces, erecting memorials on graves, the cemetery rules and regulations, lot ownership, and the steps to transfer ownership of graves.

	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
Interments	89	109	92	131	110
Grave Sales	66	55	102	106	37
Lot Ownership Transfers	40	16	43	66	10
Stone Permits	62	74	87	68	78

Staff continues to work with the GIS Division of the Planning & Community Development Department to create an online grave-specific map of burials that is searchable by the public: <https://culpeperva.maps.arcgis.com/apps/instant/minimalist/index.html?appid=4090c40eb00d4bb2baf37537bfb717f3>.

The Fairview Cemetery Perpetual Care Fund shows a balance of \$1,459,532.

TRANSIENT ASSISTANCE FUND

The Clerk's Office also administers the Transient Assistance Fund during regular working hours. The fund is available to those individuals who are stranded in Culpeper and need assistance reaching their destination. The Police Department administers the Fund when the Town Office is closed.

The 2022 transient report was prepared and distributed to local churches, civic organizations, the Culpeper Ministerial Association, and the Department of Human Services.

At the close of CY22, the Fund had been utilized (1) time to assist (1) individual (as compared to (1) occasion to assist (1) person in CY21). The fund closed the calendar year with a balance of \$5,443. The fund did not receive any monetary donations in 2022.

COUNCIL ACTIVITIES

The Clerk's Office handles all correspondence for the mayor and council, makes arrangements for council members to attend various training and networking opportunities throughout the year, and prepares and distributes packets for all council and committee meetings. The office also attends, takes minutes of, and prepares committee minutes/updates for each of the meetings.

In FY23, the Clerk's Office prepared a total of 64 council and committee meeting packets. This total includes 16 council meetings (12 regular & 4 special) and 48 committee meetings.

ELECTIONS

The next regular Town election will be in November 2023. Four (4) council seats will be on the ballot.

AUTHORITIES, BOARDS, & COMMISSIONS

Town Council is very proud to have over 50 Council-appointed citizens who volunteer their time and expertise by serving on one of its eleven authorities, boards, or commissions.

The Clerk's Office maintains the service and appointment records for all ABC members and coordinates appointments and re-appointments with council so these occur in a timely manner. This office also prepares and publicizes ads for volunteers as necessary.

ENVIRONMENTAL SERVICES

INTRODUCTION

The Department of Environmental Services (DES) consists of two operating divisions and three support groups. The water and wastewater operating divisions include the surface water treatment plant (WTP), groundwater wells with treatment (wells) and the water pollution control facility (WPCF). These facilities are supported by a central maintenance group, analytical staff, and administrative staff.

The WTP and wells are staffed by five (5) operators. The WPCF is staffed by six (6) operators. The operations group consists of five (5) employees: two (2) Chief Operators, one (1) Laboratory Manager and two (2) Operations Program Managers. The central maintenance group is staffed by seven (7) employees including one (1) Plant Engineer, one (1) Senior Plant Mechanic, and four (4) Plant Mechanics. The administrative staff consists of two (2) employees, the Assistant Director and Administrative Manager. The total number of DES employees at the end of FY23 was 22 full time employees out of an authorized 25 full time employees.

The primary function of the WTP and wells are to treat the surface water and groundwater sources to the extent required to meet federal and state drinking water standards. Surface water from Lake Culpeper is treated at the WTP. Groundwater is pumped from six wells.

The primary function of the WPCF is to treat wastewater from domestic, commercial, and industrial sources as required by the state issued VPDES permit for discharge of the treated effluent into waters of the State of Virginia. A supporting function of the WPCF is to provide treatment and off site management of residual solids separated from the wastewater during the treatment process. Treated effluent from the WPCF is discharged directly into Mountain Run.

DEPARTMENTAL GOAL AND OBJECTIVES

The goal of DES is to support the Town's strategic plan to provide potable water and treated wastewater effluent and support services in a safe, continuous, and reliable manner to ensure cost effective water quality and the efficient use of resources.

The Water and Wastewater Enterprise Funds business objectives were divided into the major areas of operational, financial, and business maintenance and development functions.

The effectiveness and efficiency of the department were measured and monitored by several means including operational performance, financial, and business development. To accomplish this, the report has been formatted into the following sections:

Operational Performance Results

Section I WTP / Well / WPCF production performance as compared to the previous year's performance and current year's demand for services

Section II WTP / Well / WPCF compliance with regulatory, quality, and safety requirements as required by Department of Health, DEQ, EPA, OSHA, and Town of Culpeper

Financial Results

Section III Enterprise Fund financial performance

Facilities Maintenance & Development Results

Section IV Facilities maintenance and development

Section V Personnel development, utilization, and performance

SECTION I RESULTS OF PLANT OPERATIONS

WATER TREATMENT PLANT & WELLS**SUMMARY OF OPERATIONAL DATA**

Water Plant (4.0 MGD Capacity)	FY22	FY23
Raw Water Produced (MG):	447	464
Average Daily Raw Water Flow (MGD):	1.2	1.3
Max Raw Water Flow (MGD):	2.2	2.5
Water Produced (MG):	388	435
Average Daily Finished Flow (MGD):	1.1	1.2
Max Daily Finished Flow (MGD):	1.8	2.2
Days in Operation:	365	365
Bulk Water Sales (MG):	3.6	3.0

Chandler Street Wells

Well Water Produced (MG):	163	103
Average Daily Water Produced (MG):	0.45	0.28
Max Daily Flow (MGD)	1.04	0.88

Rockwater Park Well

Well Water Produced (MG):	4.7	0.9
Average Daily Water Produced (MG):	0.01	0.00
Max Daily Flow (MGD)	0.29	0.01

Nalles Mills Wells

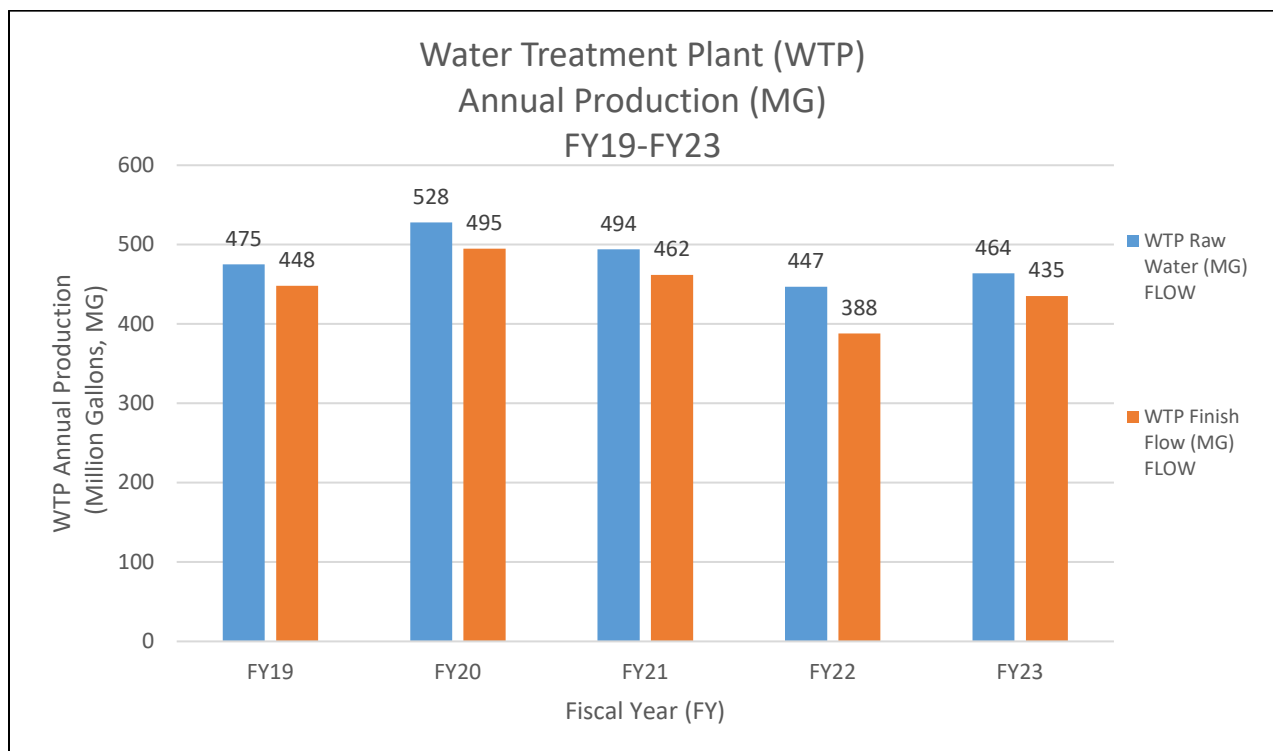
Well Water Produced (MG):	189	198
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Average Daily Water Produced (MG):	0.52	0.54
Max Daily Flow (MGD)	0.90	0.85

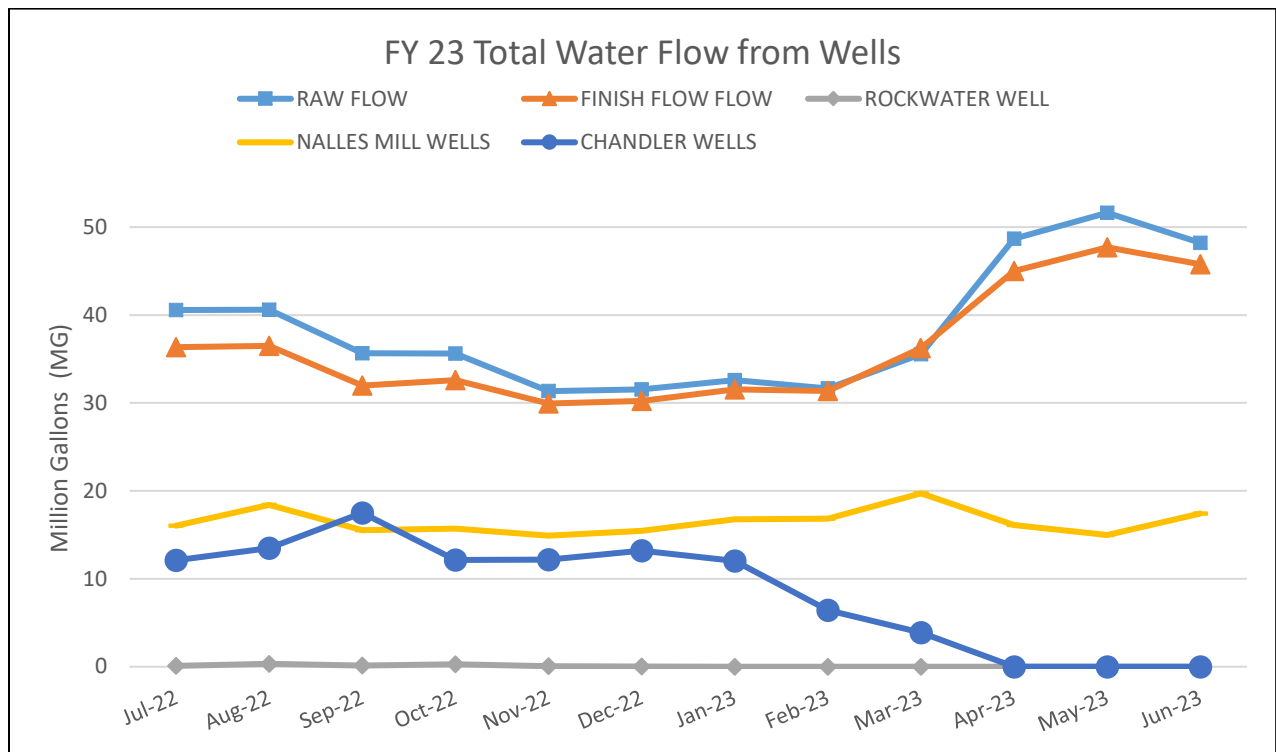
Total Well Water Produced (MG):	357	302
Total Water Plant Water Produced (MG):	388	435
TOTAL WATER PRODUCED (MG):	745	737
AVERAGE DAILY WATER PRODUCED (MGD):	2.0	2.0

* MG – million gallons; MGD – million gallons per day

The WTP operated on a 12 hour shift with 2 operators for the majority of the fiscal year. Recently the WTP changed to an operational schedule of 8 hour shifts shared between 2 operators for a total of 15 hours. This was done to sustain customer demand while waiting for a contractor to rehabilitate the Chandler Well System. The available water treatment capacity was able to meet peak and average customer demands resulting in potable water being supplied on a continuous basis to system customers through FY23. The WTP complied with all regulatory requirements for this fiscal year.



Raw water totals are based upon surface water treated at the WTP.



The Chandler Street wells were placed in service in January 2015. The Rockwater Park well was placed in service in January 2018. The Nalles Mill wells were placed into service in February 2018.

WATER POLLUTION CONTROL FACILITY (WPCF)

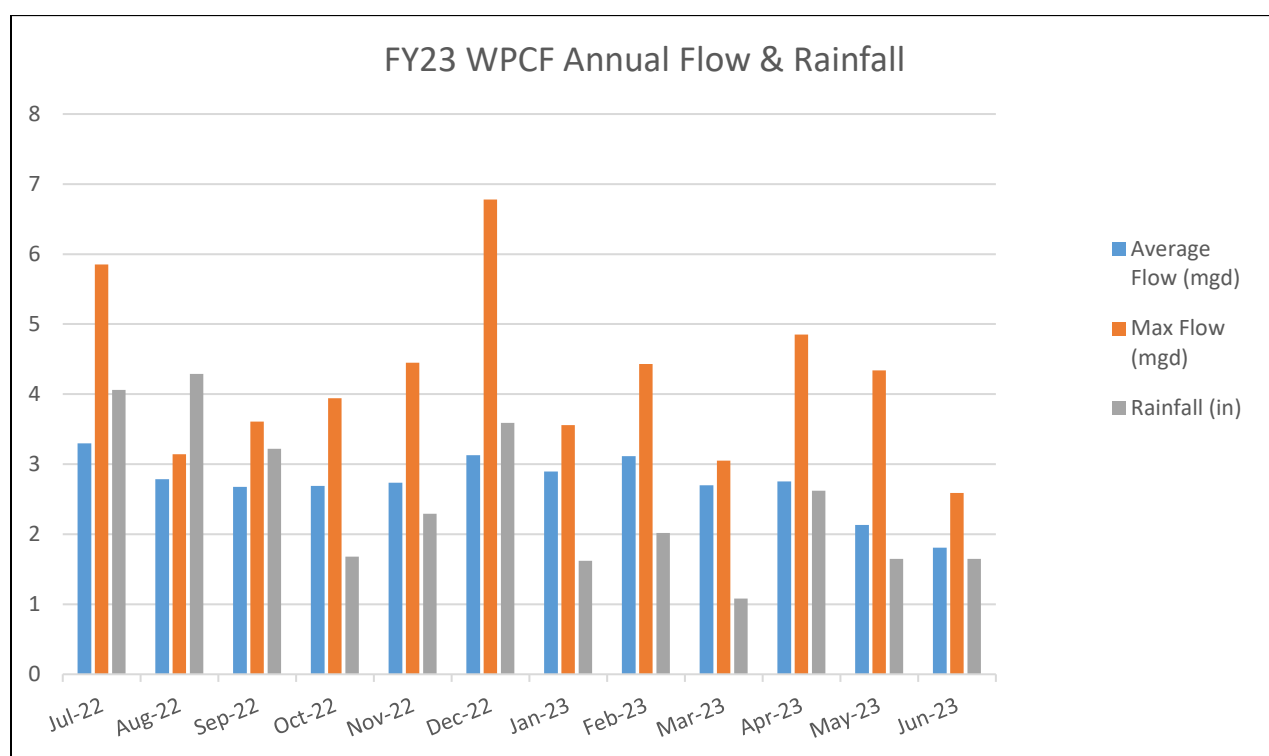
SUMMARY OF OPERATIONAL DATA

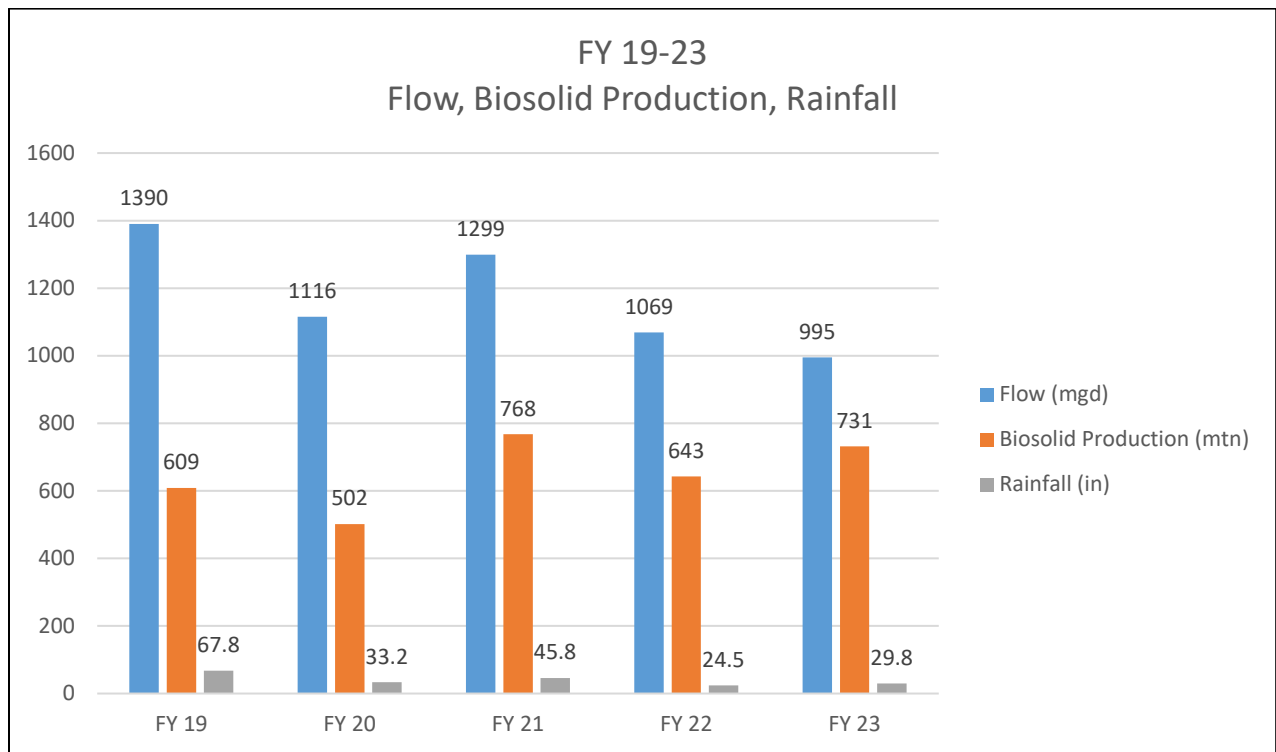
Water Pollution Control Facility (6.0 MGD Capacity)	FY22	FY23
Average Daily Flow (MGD):	2.9	2.7
Maximum Daily Flow (MGD):	5.9	6.8
Total Flow (MG)	1,069	995
Rainfall (in):	24.5	29.8
Centrifuged output (MG):	7.1	8.7
Centrifuged output (dry metric tons):	643	731
Septage received (gal):	1,065,798	1,075,174
Bio-solids Land applied (wet tons):	1,800	2,736
Days in Operation	365	365

The WPCF is operated on two 12 hour shifts 24 hours per day. In order to comply with the new Chesapeake Bay Nutrient Reduction Regulations, a major plant upgrade was required to meet nutrient limits by December 2010. This upgrade was completed in April 2010 increasing the plant capacity to 6 MGD and providing for the required nutrient removal.

FY23 was the thirteenth full year of operation with the completed plant upgrade and new permit limits. The WPCF effluent quality complied with all permit limits during this fiscal year.

The inflow and infiltration reduction program continues to make progress. Operations staff have noticed peak flows have decreased. During FY23, the Town of Culpeper raised elevations on sewer manholes and made repairs to manholes and cleanouts that were identified for corrective action during inspections. In conjunction with scheduled system maintenance, the sewer rehabilitation program will continue for detecting and correcting collection system failures critical for alleviating peak flow conditions at the WPCF.





The WPCF biosolids complied with Class B standards in FY23 by maintaining temperature (33-55°C) and a resident time (15 days) as well as at least 38% volatile solids reduction during anaerobic digestion. Centrifuge operation required for solids processing averaged 90 hours per week and Gravity Belt Thickening averaged 35 hours per week. The removal efficiency for organic solids remained at 99% in FY23 as measured by carbonaceous biochemical oxygen demand/biochemical oxygen demand (CBOD₅/BOD₅) and suspended solids (TSS).

SECTION II

REGULATORY, QUALITY AND SAFETY COMPLIANCE

WATER TREATMENT PLANT

Regulatory Compliance

Monthly Plant Operations Summaries were submitted as required to the Department of Health, Office of Drinking Water (VDH). The Annual Consumer Confidence Report was published and made available to all water system customers.

The Town met the Partnership for Safe Drinking Water plant optimization and water quality goals for FY23. Meeting this nationally recognized voluntary goal established by AWWA and the U.S. EPA demonstrates optimal removal of contaminants in the water including bacteria and viruses for improved safety.

The Town is required to have an approved Cross Connection Control Program/Backflow Prevention Program. This program is to ensure the safety of the potable water supply from

contamination from backflow events. This program was updated and submitted to VDH for review and approved during FY17. Staff obtained new software to maintain and update records for the Backflow Prevention program. This program was successfully maintained in FY23.

The Town installed dedicated sampling stations throughout the distribution system during FY20. These sample stations are still in use for routine compliance bacteriological samples and informational distribution water quality samples. Monthly compliance reports were submitted to EPA. There were zero positive distribution bacteriological samples for FY23.

The Regional Water Supply Plan continues to be implemented. This plan is due to be reviewed and updated in FY24.

The annual inspection of both Mountain Run Dam and Lake Culpeper Dam was completed in FY23.

Water Quality Testing and Compliance

All water quality testing was completed and compliance maintained during FY23.

Safety Compliance – Accidents & Incidents

The department had zero safety related incidents which did not result in any lost days.

WATER POLLUTION CONTROL FACILITY

Regulatory Compliance

During the past fiscal year, there were no overflows at the WPCF or within the collection system. All monthly VPDES Discharge Monitoring Reports were submitted as required. The WPCF VPDES Permit was renewed on November 1, 2021 and expires October 31, 2026.

The Town began submitting data for the Partnership for Clean Water for FY23. This is a nationally recognized voluntary program established by AWWA and EPA that demonstrates optimal removal of contaminants in wastewaters and protection of the environment. The baseline data has been submitted and moving forward while other aspects of this program require further development.

Regulatory Compliance Programs

The Pretreatment Program, which is used to manage Significant Industrial Users (SIUs), was maintained successfully during FY23. There are currently five permitted industrial users in the program. All five permittees were found to be in significant compliance in FY23. All SIUs completed the required Discharger Survey form as required by the VPDES permit. New local limits were approved by DEQ in November 2022. New software was obtained in FY23 to maintain and update records for the Fats, Oils, and Grease (FOG) program. At the end of FY23, the FOG program had approximately 100 active permits.

The Storm Water Program, which is used to manage storm water at the WPCF, Public Works and Light and Power facilities, was maintained successfully during FY23. The Town has two Storm

Water Permits that will be renewed in 2024. Storm Water inspections were completed and all recommended actions have been addressed.

The WPCF has an Air Permit which is used to ensure the facility is in compliance with Federal and State Air Regulations. This permit was maintained successfully during FY23.

The SARA Tier II Emergency and Hazardous Chemical Inventory Report was submitted during FY23. The emergency information and chemical inventory is maintained continuously.

Wastewater Quality Testing Compliance

All water quality testing was completed and compliance maintained during FY23.

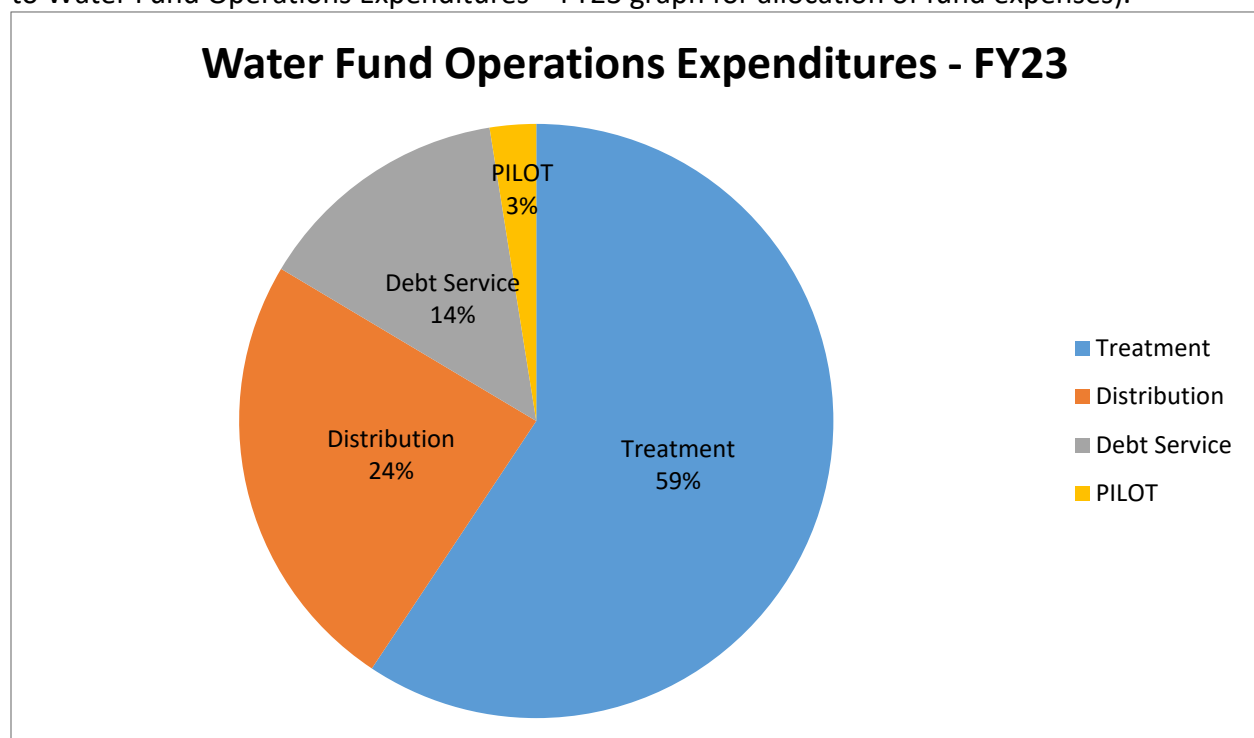
Safety Compliance – Accidents & Incidents

The department had zero safety related incidents which did not result in any lost days.

SECTION III ENTERPRISE FUND PERFORMANCE

WATER ENTERPRISE FUND

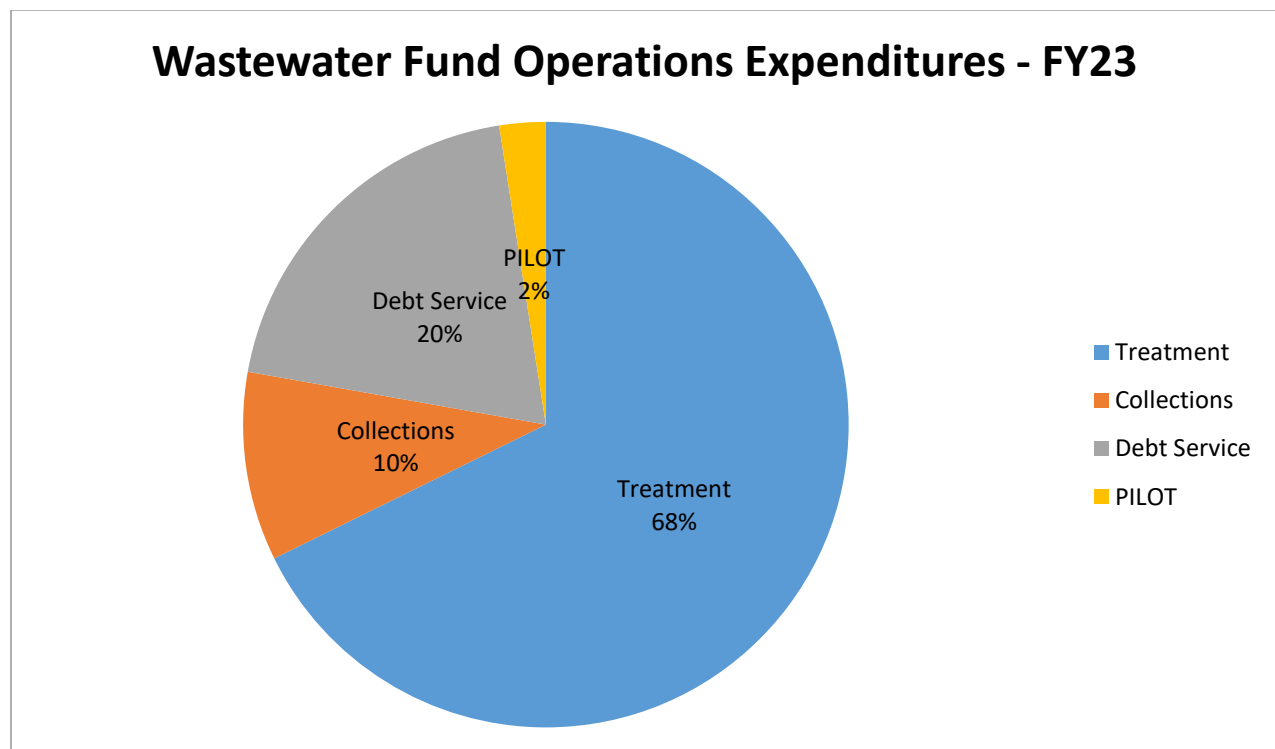
The Water Enterprise Fund consists of the Water Distribution Division and the Water Treatment Division. Based on the June 30, 2023, Preliminary Budget Report, the Water Fund operations expenses exceeded total revenue resulting in a negative operating margin of \$322,375. For accounting purposes, the Water Enterprise Fund operations expenditures were divided into four major cost groups. The Water Treatment Division expenditures were the largest of the four cost groupings accounting for 59% of the total Water Enterprise Fund operating expenditures (refer to Water Fund Operations Expenditures – FY23 graph for allocation of fund expenses).



The Water Enterprise Fund financial performance was successful for the year with combined operating fund expenditures being approximately 4% under budgeted expense level.

WASTEWATER ENTERPRISE FUND

The Wastewater Enterprise Fund consists of the Wastewater Collection Division and the Wastewater Treatment Division. Based on the June 30, 2023, Preliminary Budget Report, the Wastewater Fund operations expenses exceeded total revenue resulting in a negative operating margin of \$195,263. For accounting purposes, the Wastewater Enterprise Fund operations expenditures were divided into four major cost groupings. The Wastewater Treatment Division expenditures continued to be the largest of the four cost groupings accounting for 68% of the total Wastewater Enterprise Fund expenditures (refer to Wastewater Fund Operations Expenditures – FY23 graph for allocation of fund expenses).



The Wastewater Enterprise Fund financial performance was successful for the year with combined fund operating expenditures being approximately 5% under budgeted expense level.

SECTION IV FACILITIES MAINTENANCE AND DEVELOPMENT

FACILITIES MAINTENANCE AND DEVELOPMENT

The Environmental Services Maintenance Division conducted many system repairs, preventive and corrective maintenance, special projects and calibrations in support of operations. At both

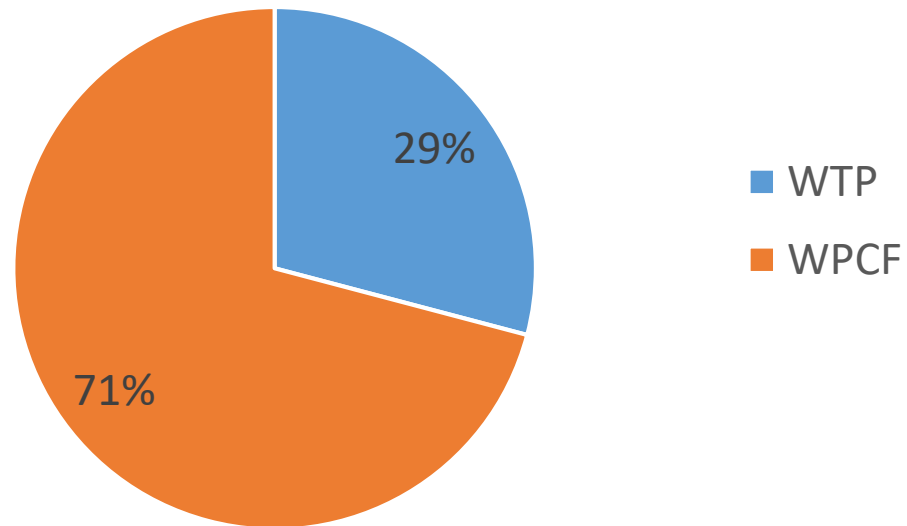
plants, well houses and pump stations, all electrical outlets were replaced with up-to-date waterproof receptacles. Heating and air conditioners were repaired and new units installed where needed. All overhead and outdoor lights were upgrade to LED and all flow meters were calibrated. The maintenance division also maintained the equipment at the splash pad and Lake Culpeper Adventures.

During FY23, the maintenance division also installed two new air compressors, a boiler system with related safety equipment, and a new waste valve on Filter #3. There were multiple new turbidity analyzers placed in service at the WTP, one on the filter effluent and one on the finished. The turbidity sample points were re-plumbed to try and avoid any anomalies when starting, stopping and backwashing filters. Both super-pulsator clarifiers were cleaned and the blow down valves were repaired. Finish Pump #3 was repaired and re-installed by a contractor, packing was replaced on all finished pumps and several cracks in the finished pump building ceiling were repaired. The spare carbon and lime feeders were repaired and placed into service to ensure redundancy. A new access point for SCADA was installed by the filter gallery.

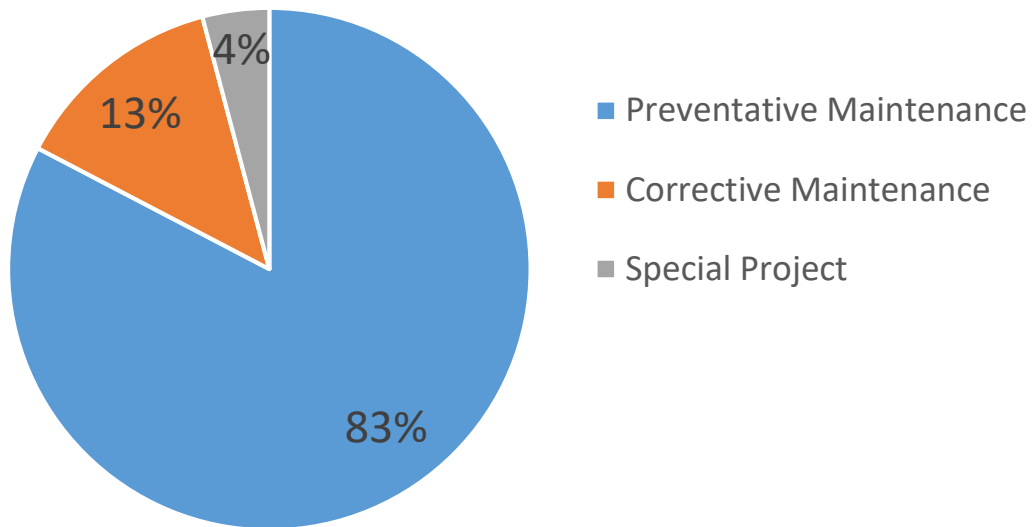
A contractor televised Chandler Well C3 and C6 to evaluate pump failures and recommended rehabilitation for both wells. New pump equipment and well rehabilitation will occur in FY24. New chemical calibration columns were installed at all well sites to yield more precise chemical measurements.

At the WPCF, the maintenance division repaired and rebuilt a grit pump, a grit screw, the centrifuge polymer skid, IPS Pump #2, and multiple valves and actuators throughout the plant. Centrifuge #1 was placed into service after a full rebuild by a contractor. Centrifuge #2 will be rebuilt during FY24. The glycerin tank was cleaned multiples times and a new injector line was installed due to substandard chemical supplied by our contractor. A new HVAC system was placed in the GBT building and a new electric aerator was installed in the lagoon. A high pressure water cleaner was installed on the forklift basket to clean the secondary clarifier weirs for aerobic digester construction. Corroded baffles were replaced on the primary clarifiers. Highpoint, Three Flags, North Ridge, and Montanus pump stations were deep cleaned (removed all grease) by a contractor.

Facility Work Orders Breakdown FY23



Work Orders by Type FY23



Workflow was managed utilizing a web based preventive maintenance program. A total of 4,088 work orders were received in addition to numerous verbal work requests. There were 2898 work orders completed at the WPCF and 1190 at the WTP. A total of 3379 of the work orders were preventative maintenance, 540 were corrective maintenance and 169 were special projects.

WATER POLLUTION CONTROL FACILITY (WPCF) DIGESTER AND HEADWORKS PROJECT

WW Associates has completed construction plans and a project manual for the WPCF digester and headworks project. Staff compiled this information into a bid package and worked with Town procurement to advertise an invitation to bid for construction of this project on May 25, 2022. A pre-bid meeting was held on June 15, 2022, with prospective bidders. Construction bids were opened at 2 pm, Thursday, July 14, 2022. Based on the bids received, Council awarded MEB the project construction contract at their September 13, 2022, meeting. A pre-construction meeting with MEB was held on November 10, 2022, with a notice to proceed issued on December 1, 2022. The new Alfa Laval centrifuge was delivered on February 10, 2023 and MEB has been on site multiple times completing pre-construction surveys. In June 2023, MEB continued mobilization and initiated demolition of the RAS pump station and secondary clarifiers to accommodate retrofit of new aerobic digester equipment in existing basins.

SECTION V
PERSONNEL UTILIZATION, DEVELOPMENT & PERFORMANCE

The total employee count was 22 in FY23. WTP operations required the staffing of two 8-hour shifts while the WPCF is staffed with two 12-hour shifts, operating on a 24-hour basis.

A complete listing of departmental personnel water and wastewater licensure follows:

<u>EMPLOYEE</u>	<u>LICENSES</u>
Jim Hoy	Professional Engineer / Class III Water / Class II Wastewater
Anne Payne Brooks	Class I Wastewater / Class II Water / General Pesticide Applicator
Robert Hester	Class I Water / Class II Wastewater / Aquatic Pesticide Applicator
Neil Moore	Class I Wastewater
Zachary Dove	Engineer in Training (EIT)/Class II Water
Danny Jeffries	Class I Water / Aquatic Pesticide Applicator
Hawar Hawarry	Class I Wastewater
Koby Smith	Class I Wastewater
John Scott	Class II Water
Larry Olsen	Class III Water / Class III Wastewater
Kevin Tucker	Class I Water / Class I Wastewater
Sayer Griffin	Class III Water
Jason Kimball	Class III Wastewater
Nathan Hankins	Class III Wastewater
Kyle Rizzardi	Class IV Wastewater

NEW EMPLOYEES

Brandon Drone	Water Operator
Josh Alther	Plant Mechanic

HUMAN RESOURCES

INTRODUCTION

The Town of Culpeper's Human Resources Department administers a comprehensive Human Resources program consistent with Federal, State, and local statutes, meeting the needs of the governmental employer as well as current/potential employees. The department oversees the following key functional areas for approximately 193 permanent and 25 seasonal Town employees: Recruitment & Retention, Benefits & Leave Administration, Classification & Compensation, Training & Development, Employee Relations, Policy Development & Administration, Risk Management, and Workplace Safety.

HUMAN RESOURCES GOALS

- Attract and retain high performing workforce.
- Implement diversified strategies that will address challenges associated with employee recruitment, retention, and development.
- Evaluate employee performance management program.
- Manage the Town's insurance programs to provide maximum cost effectiveness and benefit.
- Implement comprehensive risk management programs and safety measures.
- Streamline systems and programs to increase efficiency and effectiveness of service delivery.
- Evaluate training technology and seek opportunities to deliver training using a blended delivery format in a cost effective manner.
- Develop and engage the workforce to take advantage of the Town's wellness program.
- Ensure department staff is abreast of current trends in Human Resource administration that will enhance specific functional operations.

RECRUITMENT & RETENTION

The Human Resources Department manages the entire recruitment process for all Town positions. This includes posting position vacancy announcements, screening applications, scheduling interviews, participating in the interview process, selection of coordinating all pre-employment testing and examinations, and providing new hire orientation. The Human Resources Department also oversees the process for internal changes such as promotions, demotions, and transfers. In addition, the Human Resources Department coordinates the exit process for employees who are terminating their employment or retiring.

The following recruitment and retention activity occurred over the last five fiscal years.

	FY23	FY22	FY21	FY20	FY19
Positions Recruited for	34	38	58	31	42
New Hires	35	53	36	24	33

Terminations	26	32	27	25	16
Voluntary	25	28	25	16	15
Involuntary	1	4	2	9*	1
Retirees	5	3	3	1	3
Promotions	30	33	28	18	12
Demotions	1	3	2	1	2
Transfers	2	3	2	1	2
Turnover Rate	7.89%	16.23%	14.59%	10.16%	8.29%

**Includes 6 positions impacted by Reduction In Force*

EMPLOYEE BENEFITS

The Human Resources Department handles the selection of benefits providers and administration of benefit programs. The department also oversees employee leave programs which include the administration of family/medical leave (FMLA), leaves of absence, and military leave. The department coordinates retirement programs and counsels employees on benefits, leave, and retirement issues.

Health Insurance

The Town receive a health insurance renewal with a 4.9% decrease to the prior rates. Based on a recommendation from the FY2021 Classification, Compensation, and Benefit Study, changes were made to the premium structure for employee plus one and family level plans beginning in FY2021. The Human Resources Department is continuing to monitor plan usage as well as explore alternative options to best manage the cost moving forward.

Leave

Throughout the year, there were 40 employees who requested family/medical leave. The Human Resources department assisted each of these employees with the required paperwork, determined their eligibility for family/medical leave and tracked their leave usage.

CLASSIFICATION & COMPENSATION

The Human Resources Department conducted an in-house classification and compensation study during FY2022, which was implemented in FY2023.

The results of the study indicated that the Town had several classifications which were low in the market. Some of these reclassifications also included significant job description changes. A total of 52 positions were impacted by this study.

The next classification and compensation study will be conducted during FY2024, for implementation in FY2025.

TRAINING & DEVELOPMENT

The Human Resources Department developed and implemented an Employee Development Program in FY16. This program provides a variety of training opportunities to employees and supervisors in the areas of safety, skill development, personal growth, leadership & supervision, and wellness. Through this program, the following training opportunities were available in FY23:

ARC Flash
Bloodborne Pathogen Exposure Prevention
Ergonomics Safety
Fall Protection
Fire Extinguisher
FLSA & the Virginia Wage Act
Forklift
Freedom of Information Act (FOIA)
Hand and Power Tool
Heartsaver First Aid/CPR & AED
Heat Illness Prevention
Line of Duty Act (LODA)
Personal Information Protection Policy
Personal Protective Equipment (PPE)
Retirement Planning Seminar
Safe Rigging & Sling Safety
Snowplow Safety & Defensive Driving
Stormwater
Stress Management: Building Resiliency
Supervisor Performance Evaluation
Trenching & Excavation Safety
Workplace Violence Prevention Training

The Human Resources Department also administers a Leadership Development Certificate program. This program incorporates the classes made available through the Employee Development Program along with projects that encourage critical thinking and hands-on experience.

RISK MANAGEMENT

The Human Resources Department works to ensure compliance with federal, state, and county safety regulations. The department oversees the administration of workers' compensation as well as the Town's general liability, property, and auto insurance programs.

Employee Safety

The Town continues to promote and implement a safety program. Personnel attend risk management and safety seminars to continue their knowledge of risk related issues and improving safety.

Claims Data

The following is a history of claims processed and paid and premiums collected for FY23 and the previous four fiscal years:

	FY23	FY22	FY21	FY20	FY19
On-the-job Injuries	18	16	23*	16	20
OSHA Reportable Injuries	18	14	23*	16	20
Employee Auto Accidents	14	11	10	14	10
Preventable Auto Accidents	8	7	6	7	4
Property Damage Claims	5	2	6	2	5
Liability Claims	7	11	6	11	9
Total Claims Paid	\$117,699	\$109,300	\$103,275	\$136,241	\$219,754
Total Premiums	\$368,113	\$358,805	\$321,263	\$303,127	\$306,042

**12 of the injuries/illnesses were COVID-19 related*

LIGHT & POWER

INTRODUCTION

The Light and Power Department consists of three Divisions: Administration, Distribution and Generation. The focus of the department is to provide safe, affordable and reliable electric service to its varied customers within the town limits of the Town of Culpeper. The department negotiates with Dominion Virginia Power as well as the Southeastern Power Administration to purchase wholesale electricity through its purchased power group VMEA (Virginia Municipal Electric Association) The department also operates a peak shaving generation facility to offset the demand requirements of its customers as well as provide emergency backup power to a portion of the town should a failure of the power delivery system occur.

The Administration Division is charged with the overall supervision of the department as well as sharing supervision for the Utility Services Department with Public Works.

The Generation Division operates and maintains the peak shaving plant being on call 24 hours per day, 7 days per week for peaking and emergency operations.

The Distribution Division is responsible for constructing; operating and maintaining the 184.64 (152.45 Underground / 32.19 Overhead) miles of infrastructure required to distribute the purchased and generated power safely and efficiently to our customers. In addition, this division installs and maintains street lights, automatic traffic control signals and assists with various other electrical tasks assigned by the Town Manager. Assistance is also provided to the Town with Holiday decorations, banner installations. Light and Power Department continued operating, maintaining construction thru out the pandemic year.



GENERATION

The generation facility operated at the request of Virginia Power a total of 86 hours for the year reducing the Town's purchased power bill approximately \$298,531. This amount will increase

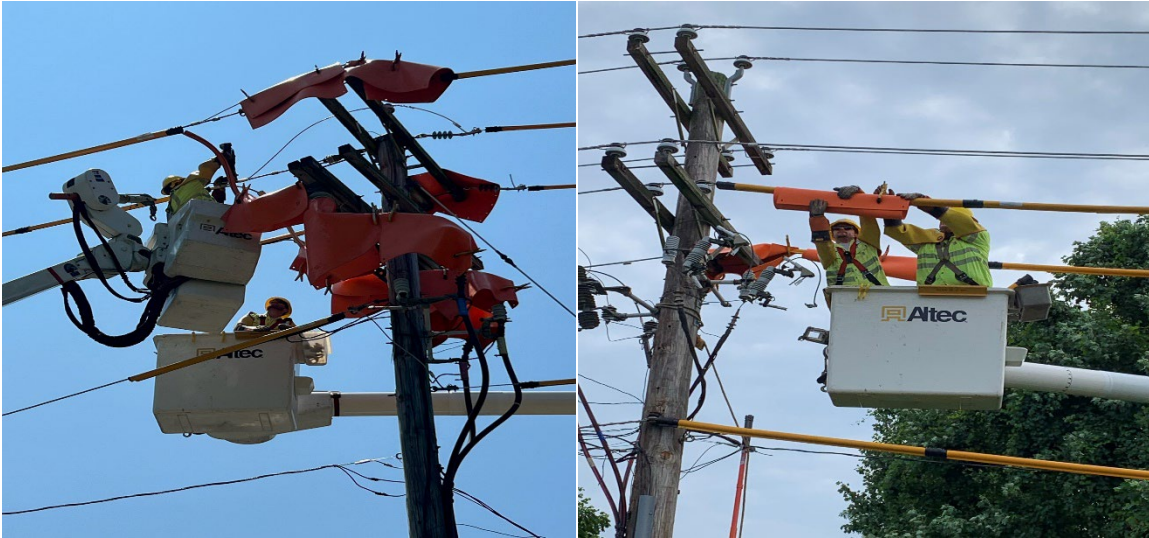
as the Town's electric system load increases and generation value goes up over the upcoming years which will result in further savings.



DISTRIBUTION

The Department completed many projects for the year including: replacement of damaged utility poles in various locations, installation of primary, secondary, painting and restoration of existing transformers and street lights around town. The department has continued updating overhead primary and secondary lines replacing deteriorating old poles and undersized conductors.





TRAFFIC SIGNALS

The department has continued updating the coordination of timing between traffic lights to accommodate traffic volumes. Repair and maintenance of traffic signal controllers, lights, pedestrian crossing signals and poles were also accomplished.

EMPLOYEES

Employees attended monthly in-house safety meetings. At present time, Light and Power has six State Certified journeyman first class lineman for the town. We have six apprentice lineman now in the program with two graduating in September and one journeyman first class lineman that has already graduated the substation program. The department just enrolled two journeyman first class lineman for a four year meter technician program.

CUSTOMER GROWTH

The Town began the year with 5,831 customers and finished the fiscal year with 5,832 customers for an approximate 0.02 % increase.

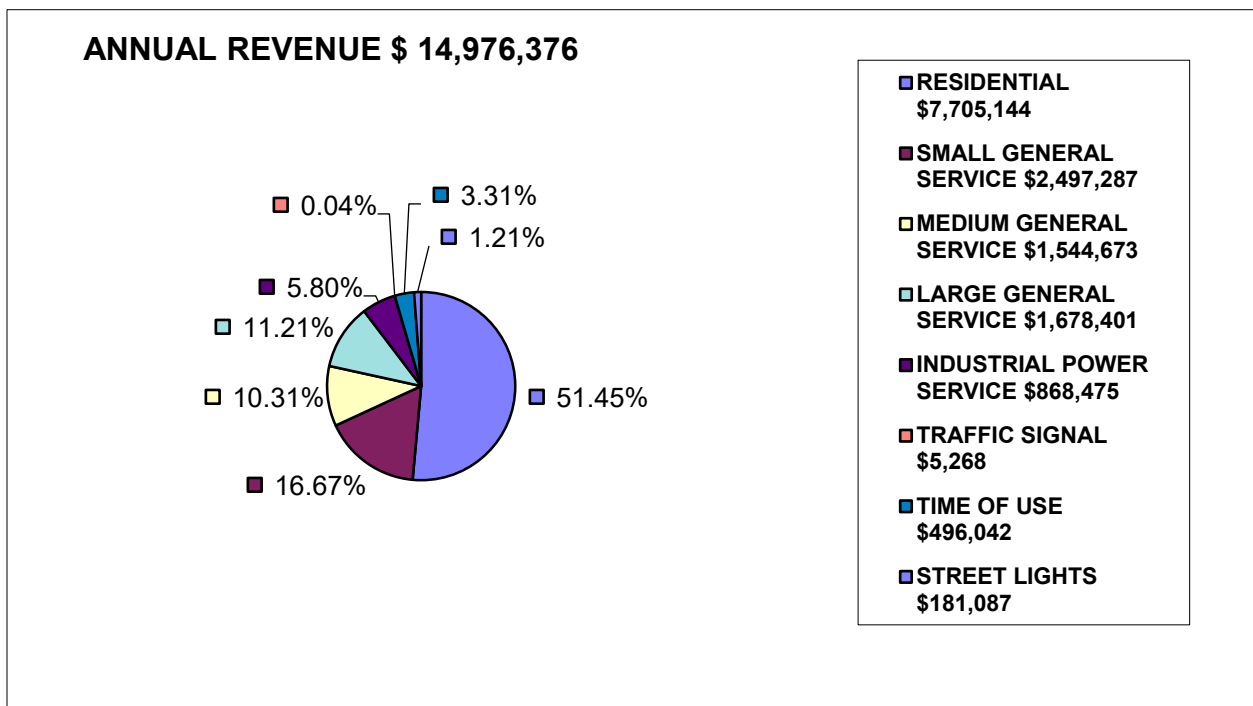
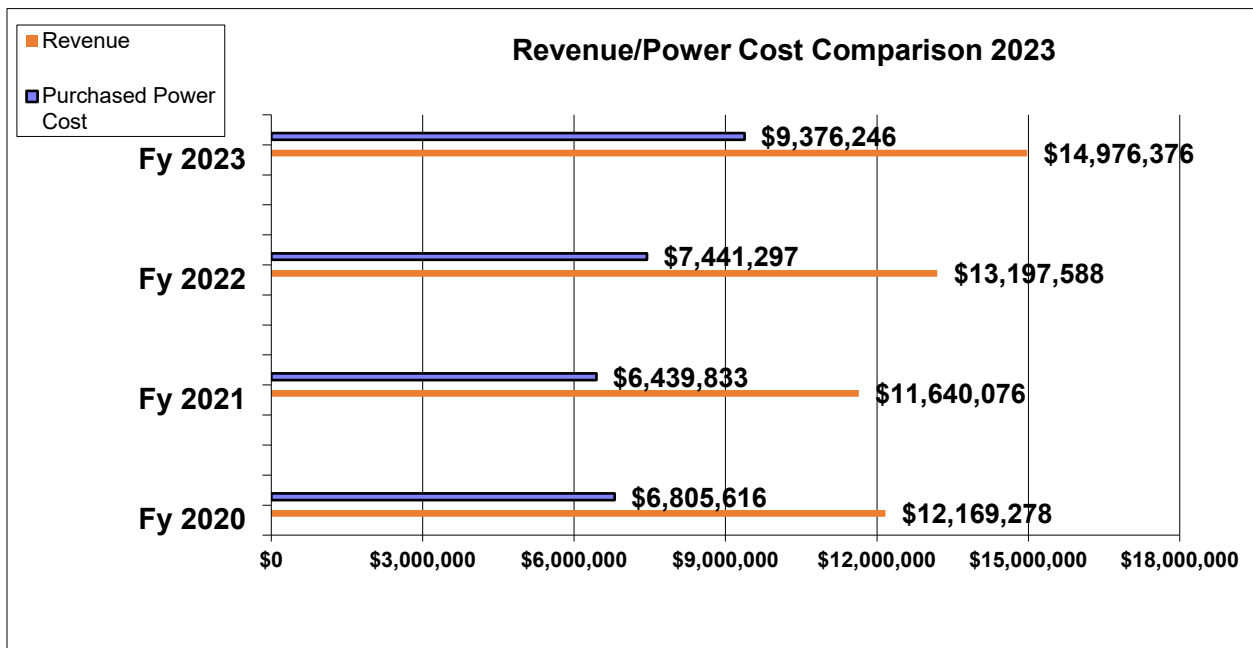
RATES

The Town has very comparable rates for all customers it serves. As part of budget preparation, L&P does a rate study during the year to compare with Dominion & Rappahannock Electric as well as projecting expenditures and revenue into the future to ensure adequate electric fund balances are maintained.

REVENUES

The Town purchased \$9,376,246 of wholesale power from Dominion Virginia Power and Southeastern Power Administration. Total revenue for the year was \$14,976,376 for the sale of power.

The charts below compare the past revenues to power costs and show the percentage of revenue by customer class.



ACCOMPLISHMENTS IN FY23

- 1) Completed installation of Underground Electric Infrastructure to Ridgeview Subdivision.
- 2) Completed installation of Underground Electric Infrastructure for Spencer Street Parking lot project.
- 3) Removed Overhead Electric Infrastructure on F5 circuit for the Spencer Street Parking lot.

- 4) National Cemetery relocation of underground electric and upgrade of facilities at US Avenue.
- 5) Extensive Right of Way maintenance conducted around town.
- 6) Installed Overhead and Underground Fault indicators around town to help with locating outages.
- 7) Added and installed wildlife protection equipment around town.
- 8) Completed and adopted new Solar Net Metering Policy.

FY24 GOALS

- 1) Complete installation of New Town Hall standby generator.
- 2) Installation of Underground Electric Infrastructure for the “Greens” Subdivision.
- 3) Upgrade Transformer and Electric facilities to Tidal Wave Car Wash.
- 4) Replacement of Traffic Cameras at Belle Avenue.
- 5) Light and Power Department continues to develop in house training with videos and power point for all line personal, so to have the best line technicians available to meet the needs of the town.
- 6) Continue the upgrade of 4 KV facilities to 12 KV to improve our system power factor.
- 7) Continue the electric system mapping to allow for better planning and outage management.
- 8) To continue to provide the most reliable, efficient, and cost effective to the town citizens, our customers.
- 9) Light & Power to finalize design for deliver point #5 for future Laurel Park Subdivision with Dominion Energy.
- 10) Complete lighting installation for 522 Road Diet Project.
- 11) Additional wildlife protection on electrical system.
- 12) Continue with tree trimming in Right of Ways within Town limits.
- 13) Complete relocation of overhead feeder circuits 6 & 7 to underground along East Spencer Street.
- 14) Complete design and upgrade of Walmart facilities for new standby generator.

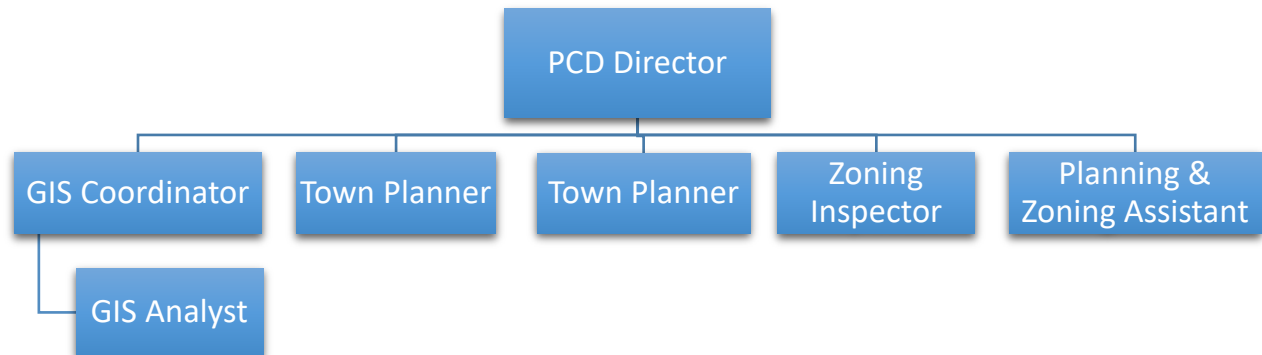
PLANNING & COMMUNITY DEVELOPMENT

INTRODUCTION

The Planning & Community Development Department encompasses planning, zoning services, and Geographic Information Systems (GIS). The department also serves numerous boards and authorities including, Planning Commission, Parks & Recreation Commission, Parking Authority, Joint Board of Zoning Appeals, Public Transportation Board, and the Architectural Review Board.

The department serves the public by providing current and long-range planning services, administering the Zoning Ordinance and Comprehensive Plan, and processing a variety of applications. These applications include re-zonings, variances, site plan reviews, zoning permits, conditional use permits, appeals, findings of architectural compatibility, sign permits, boat dock permits, business licenses, subdivision/plat approvals, water and sewer tap assessments, nuisance and property complaints, commercial and residential burning permits, and park reservations for Yowell Meadow Park.

The department currently consists of seven staff positions: Director of Planning & Community Development – Andrew Hopewell; Town Planner – Joe Costello; Town Planner – Jared Crews; Zoning Inspector – Gary Cole; Planning & Zoning Assistant – Sandy Puryear; GIS Coordinator – Autumn Fitch; and GIS Analyst – Emily Thompson. An eighth position of a GIS Technician is slated to be filled at the start of fiscal year 2024. Over the past twelve months, Jared Crews has earned his Certified Transportation Manager (CTM) from the Virginia Association of Zoning Officials and Sandy Puryear earned her Certified Zoning Administrator (CZA) credential from the same organization.



AUTHORITIES, BOARDS and COMMISSIONS

Town Council

Conditional Use & Rezoning Cases:

Case CUP-3304-2022: The Council reviewed a request by Eddy A. Gomez for a conditional use permit to convert an existing storage structure into an accessory dwelling unit. The property is identified as tax map parcel 40A-5-12, West Fairfax Magisterial District. The Planning Commission recommended approval and Town Council approved the permit subject to conditions.

Case CUP-3535-2022: The Council reviewed a request by Culpeper Memorial Hospital for a conditional use permit for a comprehensive sign plan for the hospital property at tax map parcel numbers 50-21B, 50-21D, 50-21D3, 50-21D4, 50-21J, 50-21J1, 50-21J1A, and 50-21N1, Cedar Mountain and East Fairfax Magisterial Districts. The Planning Commission recommended approval and Town Council approved the permit subject to conditions.

Case CUP-3565-2022: The Council reviewed a request by Stephen Found for a conditional use permit to convert an existing garage structure into an accessory dwelling unit. The property is identified as tax map parcel 41A1-4-G-1, West Fairfax Magisterial District. The Planning Commission recommended approval and Town Council approved the permit subject to conditions.

Case REZ-3852-2023: The Council reviewed a request by the Town of Culpeper to rezone approximately 115.43 acres from Light Industrial (M-1) and Residential (R-1) to Industrial (M-2) for the development of a data center campus. The property is identified as tax map parcels 41-105, 41-105A, 51-83D and 51-83E. The Planning Commission recommended approval and Town Council approved the rezoning with proffers.

Ordinance Amendments:

Ordinance O-2022-009: The Council reviewed a proposed update to Chapter 15, Parks and Recreational Areas, to prohibit digging or land disturbing activities, including but not limited to those related to metal detecting. The Town Council adopted the ordinance amendment.

Ordinance O-2022-010: The Council reviewed a proposed update to Chapter 27, Zoning, to provide them with the option to appoint a councilmember to serve as a non-voting member of the Architectural Review Board. The Town Council adopted the ordinance amendment.

Ordinance O-2023-001: The Council reviewed a proposed update to Chapter 14, Offences-Miscellaneous, to require greater advanced notification of blasting activities as well as the acquisition of a Town permit to conduct the activities. The Town Council adopted the ordinance amendment.

Ordinance O-2023-004: The Council reviewed and approved a proposed update to Chapter 3, Animals, to add a section related to the keeping of fowl within Town limits. The Town Council adopted the ordinance amendment.

Ordinance O-2023-006: The Council reviewed and approved a proposed amendment to Chapter 8, Fire Prevention and Protection, to prohibit the use of fireworks indoors. The Town Council adopted the ordinance amendment.

Other Review:

Kinetic Multisports Series Triathlon: The Council approved exemptions of Town Code Sections 15-4 (1 & 8) to allow the applicant to hold two-day triathlon events at Mountain Run Lake Park through 2026.

Cal Tri Events Triathlon: The Council approved exemptions of Town Code Sections 15-4 (1 & 8) to allow the applicant to hold a triathlon event at Mountain Run Lake Park on June 11, 2023.

Lake Culpeper: The Council approved the change of the name from Lake Pelham to Lake Culpeper.

Zoning of Areas Added by Boundary Line Adjustment: The Council reviewed a recommendation from the Planning Commission related to the zoning of lands added to the Town in the Boundary Line Adjustment. The Town Council accepted the Planning Commission's recommendation as to the zoning of the properties.

Comprehensive Plan Amendment CPA-001-2023: The Council reviewed a proposed amendment to the Comprehensive Plan to ascribe Future Land Use Designations to lands that came into the Town through the July 1, 2022 Boundary Line Adjustment. The Town Council adopted the comprehensive plan amendment.

FY 2024-2028 Capital Improvement Program: The Council reviewed the proposed five-year capital improvement program identifying anticipated major public improvements within the Town along with proposed funding mechanisms. The proposed plan included a building replacement, park improvements, pedestrian/transportation improvements, the joint Town/County pool and the downtown parking lot and pedestrian bridge. The Planning Commission recommended adoption and Town Council adopted the Capital Improvement Program.

Main Street Planters: The Council approved a non-exclusive license agreement with Sugar Bottom Enterprises LLC to situate two planters on the sidewalk in front of the business at 306 S. Main St. The Town Council approved the agreement for one year with renewal options.

Appeal of Architectural Review Board Case COF-3860-2023: The Council heard an appeal by Bernice Utz of the ARB's denial of her application to remove two chimneys from her property at 202 East Spencer St. The Town Council ratified the ARB's decision.

Planning Commission

Conditional Use & Rezoning Cases:

Case REZ-3957-2023: The Planning Commission held a work session on a request by CR1/Culpeper, LLC and CR2/Culpeper, LLC to rezone 116.3 acres from Residential (R-2) with proffers to Industrial (M-2) with proffers for data center use on Tax Maps 41-103 and 41-104. The parcels are located south of E. Chandler St and west of McDevitt Dr in the East Fairfax Magisterial District. The Commission has not yet provided a recommendation on this application.

Site Plan Reviews:

Laurel Park Phase 1 Site Plan Case SS-2952-2021: The Commission reviewed a request by Rappahannock Laurel, LLC for Phase 1 of the Laurel Park development which comprises of 173 lots – 84 single family detached units and 89 single family attached units. The remainder of the 306 lot approved development would be constructed in Phase 2. The property is identified as tax map parcel 50-32, East Fairfax Magisterial District. The Commission approved the site plan.

The Greens Site Plan SS-2657-2021: Staff presented The Greens Site Plan for the Major Subdivision containing 58 Single Family Detached Homes on a portion of Tax Map 40-50A. The parcel is 69.59 acres and the site area is 23.74 acres located off Sunset Lane in the West Fairfax Magisterial District. The Commission approved the site plan.

Wawa Site Plan SS-3299-2022: Staff presented the Wawa Site Plan for the development of a convenience store and fueling station on Tax Map 41-77A. The parcel is 1.047 acres and is located at the intersection of Brandy Road and Ira Hoffman Lane in the Stevensburg Magisterial District. The Commission has not yet acted on this application.

East Spencer Street Parking Improvement Site Plan SS-3318-2022: Staff presented the East Spencer Street Parking Lot Site Plan on Tax Maps 41A2-1H2-17, 41A2-1H2-18, 41A2-1H2-19, 41A2-1H2-20, 41A2-1H2-20A, 41A2-1H2-25 & 41A2-1H2-26. The parcels have a combined acreage of 6.96 acres off East Spencer Street in the East Fairfax Magisterial District. The Commission approved the site plan.

Culpeper Station Railroad Pedestrian Bridge Site Plan SS-3407-2022: Staff presented the Pedestrian Bridge Site Plan on Tax Maps 41A2-1H2-18, 41A2-1H2-18A & 41A2-1H2-19. The parcels have a combined acreage of 5.47 acres located at 111 South Commerce St. in the East Fairfax Magisterial District. The Commission approved the site plan.

Sunbelt Rental Site Plan Amendment SS-3541-2022: Staff presented the Sunbelt Rental Site Plan Amendment of an approved County site plan on Tax Map 41-126A. The parcel is 2.7 acres located off Bradford Rd in the Stevensburg Magisterial District. The Commission approved the site plan amendment.

Bingham and Taylor Site Plan SS-2622-2021: Staff presented the Bingham and Taylor Site Plan Amendment to improve stormwater management on the site found on Tax Map 41A2-1D2-5.

The parcel has an acreage of 2.48 acres located at 601 Nalle Place in the East Fairfax Magisterial District. The Commission approved the site plan amendment.

Parkside Apartments Site Plan SS-3360-2022: Staff presented the Parkside Apartments Site Plan to construct 37 apartment units on Tax Map 40-84. The parcel has an acreage of 3.13 acres at 250 Gardner St in the West Fairfax Magisterial District. The Commission approved the site plan.

Tidal Wave Auto Spa Site Plan SS-3326-2022: Staff presented the Tidal Wave Auto Spa Site Plan to redevelop the car wash on Tax Map 41-78A2. The parcel has an acreage of 1.04 acres at 16105 Ira Hoffman Ln in the East Fairfax Magisterial District. The Commission approved the site plan.

Walmart Addition Site Plan SS-3434-2022: Staff presented the Walmart Site Plan Amendment to expand the building and reconfigure the parking area on Tax Map 41-78A. The parcel has an acreage of 18.4 acres at 801 James Madison Highway in the East Fairfax Magisterial District. The Commission approved the site plan amendment.

Montanus Self Storage Site Plan SS-3393-2022: Staff presented the Montanus Self Storage Plan to construct additional self-storage buildings on Tax Map 41C 3 19. The parcel has an acreage of 3.36 acres off Montanus Drive in the East Fairfax Magisterial District. The Commission has not yet acted on this application.

Commission Member Updates:

Mr. Fitzsimmons was re-elected as Chairman as was Mr. Flanagan as Vice-Chairman and Mr. Mitchell as Parliamentarian, with staff remaining as Secretary.

Joint Board of Zoning Appeals

Case - VT-001-2022 Variance Application: Spring Haze, LLC requested a variance to allow their site plan amendment to be reviewed according to the Culpeper County Zoning Ordinance instead of the Town of Culpeper Zoning Ordinance. The site plan amendment was being developed prior to the July 1, 2022 boundary line adjustment between the Town and County. The variance request was for Tax map 41-126A in the Stevensburg Magisterial District. The Joint Board of Zoning Appeals approved the variance.

Case - VT-002-2022 Variance Application: Society for Worldwide Interbank requested a variance to allow the placement of accessory structures outside the rear yard and within the front and side yard. The variance request was for Tax map 51-83F (1621 McDevitt Drive) in the East Fairfax Magisterial District. The Joint Board of Zoning Appeals approved the variance with the condition that accessory structures installed shall not exceed 9.5 feet in height.

Case - Variance Application VT-3766-2022: Riverdale/Culpeper LLC requested a variance related to lot area, lot width, and side yard setback to allow the use of the structure as a duplex. The variance request is for Tax Map 41A2 1 R 4, 505 North West Street in the West Fairfax Magisterial District. The Board approved the variance 3-1.

Case - Appeal Application VT-3817-2023: Commercial Yates, LLC/Greg Yates is appealing the Zoning Administrator's Determination dated January 9, 2023. The appeal is for Tax Map 41A2 1 W 9, 102 South Main Street in the West Fairfax Magisterial District. The Joint Board of Zoning Appeals upheld the Zoning Administrator's Determination.

Case - Variance Application VT-3906-2023 for Wal-Mart #2136: A request for a variance at Tax Parcel Number 41 78A (801 James Madison Highway) to Section 27-296 of the Town's Zoning Ordinance to define rear yard as extending from the front line of the principal structure rather than the rear line. The variance would allow the property owner to install an accessory structure within the newly defined rear yard. The Board approved the variance 4-0.

Case - Variance Application VT-3979-2023 for Commercial Yates, LLC: A request for a variance to Tax Parcel Number 41A2 1 W 9 (102 South Main Street) to Section 27-134 of the Town's Zoning Ordinance to allow residential living unit on a portion of the ground level of a building. The variance would allow the property owner to have four (4) residential units on the ground level that is not fronting on West Davis Street or South Main Street. The Board approved the variance 4-0.

The Joint Board of Zoning Appeals approved an amendment to their bylaws so they are current with State Code, Town Code, and County Code.

Board Member Updates:

Mr. Urdike was elected as Chairman, Mr. Cabbage was elected as Vice-Chairman and Mr. Anstine was elected as Parliamentarian. Ms. Whitney Grespin resigned from the Board.

Parking Authority

Topics of Discussion:

Paving and Landscaping: The Authority was presented with updates on the future paving schedule. The Authority continued to explore the idea of a yearly budget item for landscaping improvements in the Authority-managed lots and requested funding for a pilot project to purchase and install planters in two of the lots in coordination with Public Works staff. Funding for the project was included in the approved FY24 budget.

Parking Fees: The Authority reviewed current fees and determined not to recommend any changes for FY24.

Meeting Schedule: After discussion on the frequency of meetings, the Authority amended its bylaws to move to a monthly meeting schedule.

General Parking Lot Rules: The Authority discussed ongoing issues including the parking of trailers for extended times in the Triangle lot and the placement of signs by private business owners in the lots.

Dumpster Licenses for East Culpeper and East Cameron Street Lots: The Authority renewed the leases with private property owners for the keeping of dumpsters in the two lots and have been working on addressing issues with the cleanliness of the dumpster pads and maintenance of the enclosures.

Free Parking Permits: The Authority reviewed the list of recipients currently receiving parking permits at no cost.

FY24 Budget: The Authority discussed requests for the upcoming fiscal year budget, including additional funding for its maintenance contract with Public Works and the planting plan.

Parking Authority Background/History: The Authority discussed the legislation creating it and the powers and duties of the Authority as well as its ongoing lease agreement with the Town.

Goals for FY24: The Authority discussed goals for the upcoming year including implementing the planter plan in the East Spencer and East Culpeper lots, gaining an understanding of the Authority's purpose and creating a vision statement, consideration of additional revenue streams, and spreading awareness of information relating to parking Downtown.

Review of Specific Requests:

- The Authority denied a request by Carson Beard, Culpeper County Circuit Court Clerk for six parking permits at no cost to the Clerk of Court's office.
- The Authority approved a request by Culpeper Renaissance, Inc. for use of the East Davis Street lot on December 3, 10, and 17, 2022 for the Winter Farmers Market.
- The Authority approved a request by Culpeper Renaissance, Inc. for use of the East Davis Street lot on April 29, 2023 for the Gnarly Culpeper Block Party.
- The Authority approved a request by Culpeper Food Closet for the use of the East Davis Street lot on November 18, 2023 for provision of Thanksgiving meals.

Authority Member Updates:

In July, Mr. Pranas Rimeikis was elected Chair with Mr. John Flanagan remaining Vice Chair. Mr. Rimeikis was sworn in as a member of Town Council December 1, 2022, vacating his seat on the Authority. Subsequently, Mr. Flanagan was elected Chair and Ms. Elana Clements was elected Vice Chair. Mr. Josh Headley was appointed in March of 2023 to serve the remainder of Mr. Rimeikis' term.

Parks & Recreation Commission

Topics of Discussion:

Maintenance of Yowell Meadow Park Fields: The Commission discussed the maintenance of the fields at Yowell Meadow Park following concerns raised by a citizen over their maintenance and the impacts of geese on the park.

The Commission worked with staff, the consultant and the community to develop a second phase renovation for the skate park. The renovated skate park aims to provide younger and less experienced skateboarders a place to learn and develop skills.

Culpeper Disc Golf May Day Challenge: The Commission approved the use of Rockwater Park for the Culpeper Disc Golf May Day Challenge and September Tournament.

Kestner Wayside Foodtruck Location: The Commission continued a pilot program to allow food trucks to locate at Kestner Wayside Park on a limited basis.

Citizen's Time on the Agenda: The Commission continues to allow designated "Citizen's Time" on their meeting agenda to allow the public to address the Commission with items of interest or concern.

Notification of Events in Town Parks: The Commission discussed ways to keep the public informed of activities occurring within Town parks, including the potential of operating a Facebook page and/or updating the Town website.

540 Softball U12 Girls Team Practice Field Request: The Commission approved the use of the field at Yowell Meadow Park for the spring and summer.

Lakeview Park: The Commission discussed a desire for pickleball courts, a splash pad, pavilions and a playground at the yet-to-be-developed Lakeview Park.

Major Events: Major events were reviewed and approved such as the Culpeper County Fire and Rescue Annual Event, New Life Church Event, CulpeperCon, Healthy Culpeper Families Event,

Commission Member Updates:

Ms. Steele was elected as Chairman and Mr. Duey was elected Vice Chair. Ms. Corrine Compton replaced Ms. Emmetri Beane as a representative on council

Architectural Review Board

Certificates of Finding:

Case COF-3629-2022: The Board approved a request by Sara Drebes for two options of aluminum storm door to be installed over the existing front entry door at 310 South East Street.

Case COF-3733-2022: The Board approved a request by Joy Orr for previously completed work, including the replacement of two doors, the extension of one doorframe, and the installation of four exterior light fixtures at 122 and 124 West Culpeper Street.

Case COF-3860-2023: The Board heard two requests by Bernice Utz for property at 202 East Spencer Street. The Board approved a request to replace the roofs on the residence and front porch and denied a request for the previously completed removal of two existing chimneys on the residence, stipulating the chimneys must be rebuilt to match the originals.

Case COF-4080-2023: The Board approved a request by Culpeper Renaissance, Inc. to install a 261-square-foot mural on the north wall of E.B. Wood Community Park at 118 North Main Street.

Case COF-4090-2023: The Board tabled a request by Michael Lysczek for a previously installed aluminum, automatic double door at 179 East Davis Street.

CASE COF-4091-2023: The Board tabled a request by Michael Lysczek for a revision to formerly approved COF-2507-2021 to include a new aluminum storefront at the existing corner entrance and an aluminum, automatic, bi-fold door at the new East Davis Street entrance at 202 East Davis Street.

Topics of Discussion:

Town Council Liaison: The Board requested that Town Code be amended to allow Town Council to appoint one of its members as a non-voting liaison to the Board. The Code Change was approved in November of 2022 and a liaison was appointed in January, 2023.

Follow up on Culpeper Station Pedestrian Bridge: The Board was updated on the construction planning and project schedule for the Culpeper Station Pedestrian Bridge and towers.

Informational Flyer: The Board's information flyer was updated and sent out to property owners in the Historic District, local realtors, and local business owners.

Historic District Tour: The Board discussed organizing a tour of the Historic District with a focus on examples of good and bad architecture. The Board also discussed the option of a virtual tour.

Certified Local Government Training: Aubrey Von Lindern from the Virginia Department of Historic Resources presented to the Board on the requirements of being a Certified Local Government and resources available to the Board.

Unified Development Ordinance: The Board reviewed language in the proposed Unified Development Ordinance and made suggestions pertaining to language on how long approval of a Certificate of Finding should remain valid if construction has not begun on a project.

Certified Local Government Grant Application: The Board discussed applying for a CLG grant to cover the cost of a year-long training program. The grant was awarded in June of 2023 and will be acted on over the next year.

Potential Partial Control District: The Board discussed the process that would be required to create a partial-control district within the Town.

Appeal of COF-3860-2023: The board discussed the appeal of its decision regarding the chimneys at 202 East Spencer Street. The appeal was heard by Town Council in June, 2023 and the Board's decision was upheld.

Board Member Updates:

Mr. Michael Lysczek remained Chair and Mr. Andrew Gutowski remained the Vice-Chair. Mr. Pranas Rimeikis was sworn in as a member of Town Council December 1, 2022, vacating his seat on the Board; Ms. Jessica Amos was appointed to the remainder of Mr. Rimeikis' term in February, 2023. Mr. Travis Brown was appointed as Town Council Liaison to the Board in January, 2023.

Public Transportation Board

Topics of Discussion:

Express Route: The Board approved a new Route in coordination with the County funding a portion of a third route. A new Express Route will go through town in less than 30 minutes and will only stop at major stops.

Signs and Sign Posts: The Board discussed the installation and maintenance of route signage and sign posts. New signs have been developed that standardizes signage across town and provides a QR code that links to VRT's website. The website provides the exact location of the bus via GPS so transit riders can better plan their day and know when the bus is coming and where it is at any given time.

Marketing and Infrastructure Teams- The PTB, in hopes that the Express Route will be funded has worked in teams to identify and develop plans for future infrastructure and marketing that will help the Express Route succeed and the existing service to gain new choice riders.

Spanish Speaking- The PTB has worked to make brochures available in Spanish and Spanish speaking residents have translator services at VRT

Bylaws Amendment: The Board proposed and approved a change to the bylaws that would allow for only health based community organizations rather Aging Together exclusively

Ridership has recovered to new highs since the pandemic spacing and masking requirements and fears of contracting Covid-19 damaged ridership

Touch a Trolley initiative at Yowell Elementary School is a new event that allows students access to the trolley for an hour and teaches them how to use the service. There is an art project in concert with this event in which the PTB will review and select a winner.

Board Member Updates:

Mr. Anstine remains Chair and Ms. Clements the Vice-Chair. Ms. Clatterbuck stepped down from the PTB as she retired from DSS and Ms. Peacock, the Director, has taken her place to represent Social Services. Ms. Beverly Lane is now a member of the PTB in replacement of Ms. Lola Walker for Rappahannock-Rapidan Community Services Board.

Long-Range/Special Projects

Highway Safety Improvement Projects

Route 522 Improvements Project: This project involves the construction of a bike lanes, sidewalks, a raised median with dedicated turning lanes and landscaping, pedestrian crosswalks, lighting, and a mini roundabout along the route 522 corridor. The project was bid in 2022 and Chemung Contracting submitted the low qualifying bid. The project began construction in the fall of 2022 with a 12 month construction period. The total project cost is budgeted at \$3,046,235 and is completely funded through VDOT.

Systemic Signal Upgrade: This project provides pedestrian crossing signal improvements throughout the Town and is scheduled to start in FY24 and be completed during FY25. The total project cost is budgeted at \$861,754 and is completely funded through VDOT.

SMART Scale Projects

The Town was awarded three 100% grant funded pedestrian safety projects in the FY23 cycle. These are: Orange Rd/Germanna Hwy Roundabout; Orange Rd Sidewalk Extension and Old Brandy Rd Sidewalk Extension. The combined total project cost for the three projects is budgeted at \$29,681,963 and is completely funded through VDOT.

Transportation Alternatives Sidewalk Projects

VDOT awarded the Town funding for two projects submitted during the FY20 cycle. The Ira Hoffman and Route 522 (Sperryville Pike) sidewalk project funding agreements were approved by Council on March 9, 2021. Preliminary design negotiations began with Rinker Design Associates, however, escalating costs resulted in the cancellation of the Ira Hoffman sidewalk project and the anticipated future cancellation of the Sperryville Pike sidewalk project.

VDOT did award the Town funding for an extension of the sidewalk on N. Blue Ridge Ave from the intersection with W. Culpeper St to the entrance of Yowell Meadow Park. Staff is preparing an application in FY 24 for additional funding for the second phase of the project from the park entrance to Route 522. If successful, it is anticipated that the two projects will be combined into one to save costs.

Federal Highway Administration Safe Street and Roads For All

In FY23, the Town was awarded an Action Plan Grant for \$160,000 to develop a Vision Zero Plan to examine the Town's transportation infrastructure and identify necessary improvements with the goal of zero transportation related fatalities. This plan is scheduled to be developed in FY24.

Zoning and Subdivision Ordinance Overhaul

Staff is working with Duncan Associates and Codametrics on an overhaul to the Zoning and Subdivision Ordinance. An Advisory Committee was selected by Town Council to lead the

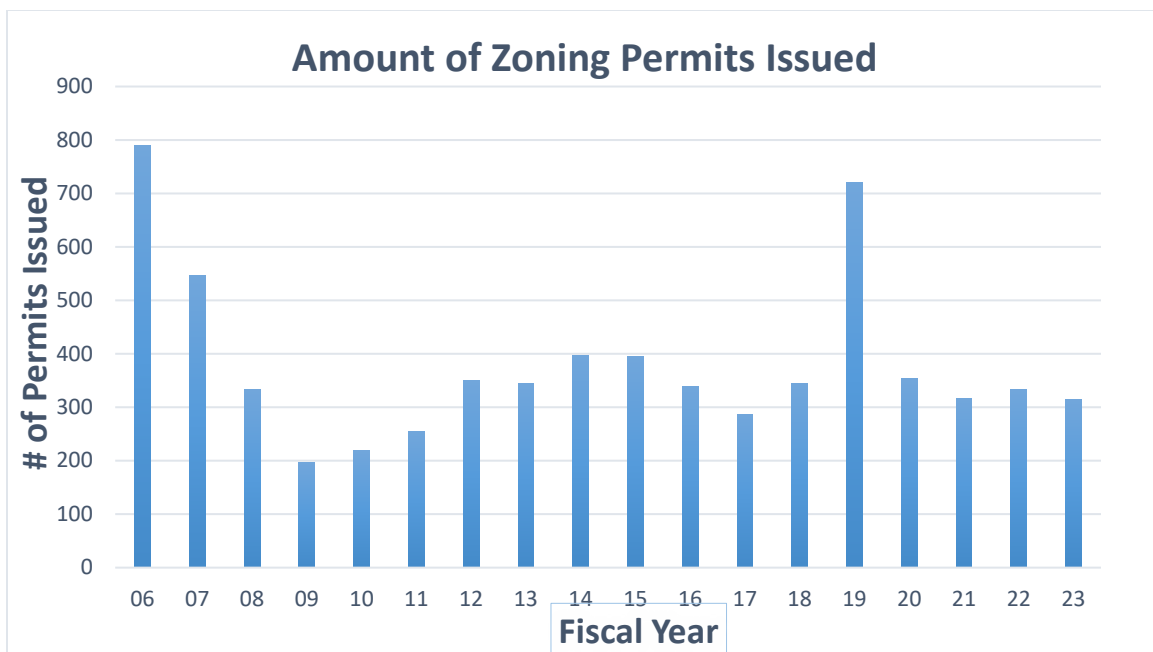
overhaul effort and provide guidance to Town staff and the consultant team. Ultimately the revised ordinance will be presented to the Planning Commission for review and a recommendation to Town Council for final approval with completion of the ordinance tentatively scheduled for late 2023/early 2024.

Staff worked to incorporate recommendations made by the Town Attorney following a legal review into the update. As the draft was being prepared for roll out for public comment, it was determined that the language was not clear and had components that could be deemed subjective in its interpretation. Staff has been working to simplify the language throughout the draft with a goal of public comment in late summer 2023. The public comment would then be summarized and shared with the Advisory Committee before being incorporated into the draft as recommended by the Committee. Following this, the final draft would be presented to the Planning Commission and Town Council in a final work session before the public hearings necessary for adoption.

Permitting

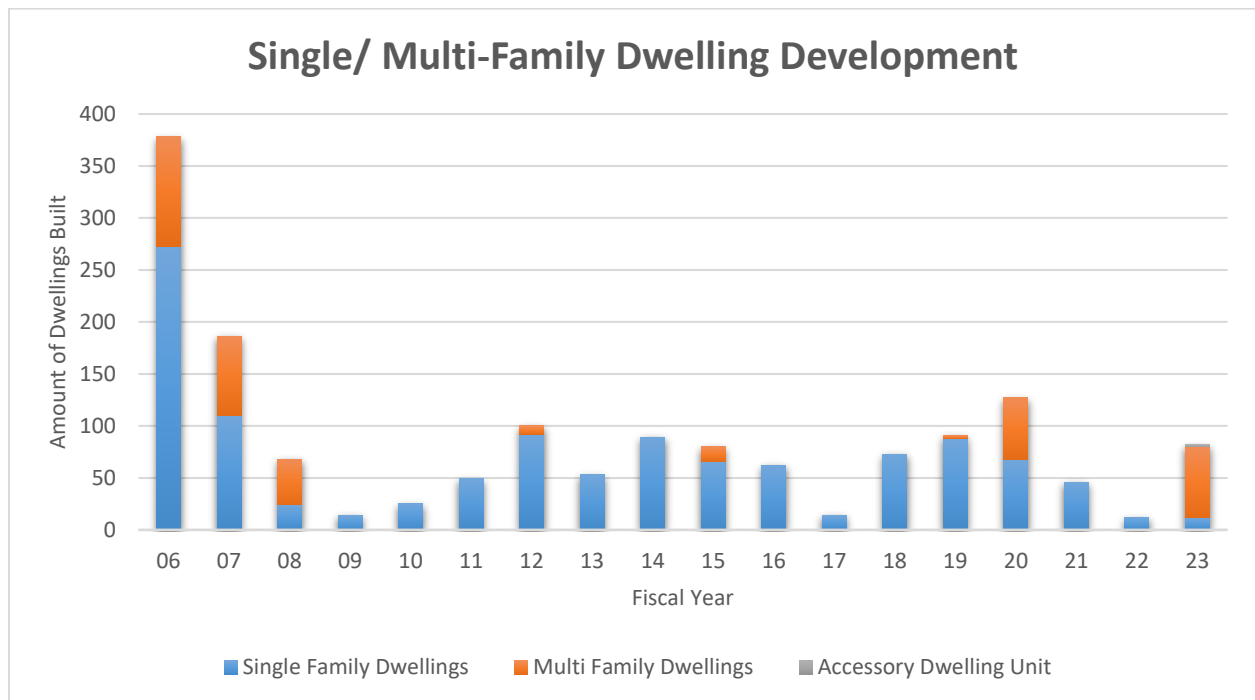
Zoning Permits

The department issues zoning permits in order to monitor and oversee all construction activity in the Town of Culpeper. Zoning permits are needed in order to build decks, fences, structures, accessory structures, pools, and more. A total of 315 zoning permits were issued in FY23.



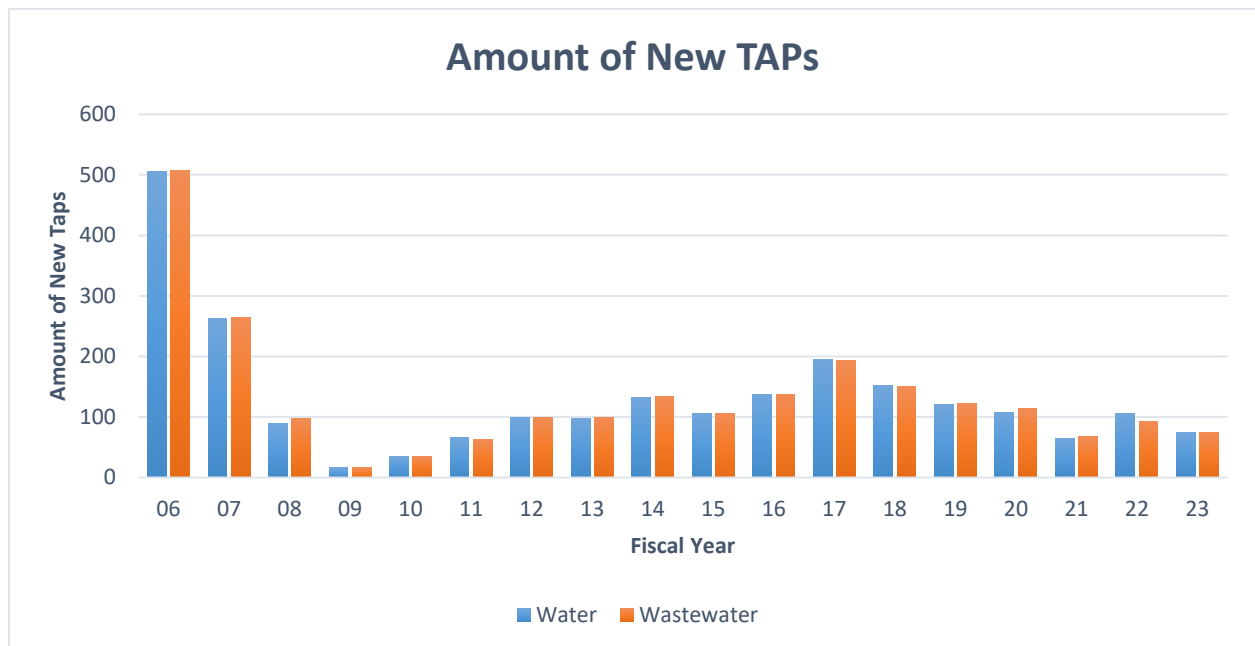
Single and Multi-Family Dwelling Development

12 new single-family homes were reviewed and processed by the department, 68 new multi-family developments were processed, and 2 new accessory dwelling units were reviewed and processed by the Town in FY23.



Tap Privilege Fee Assessment Policy

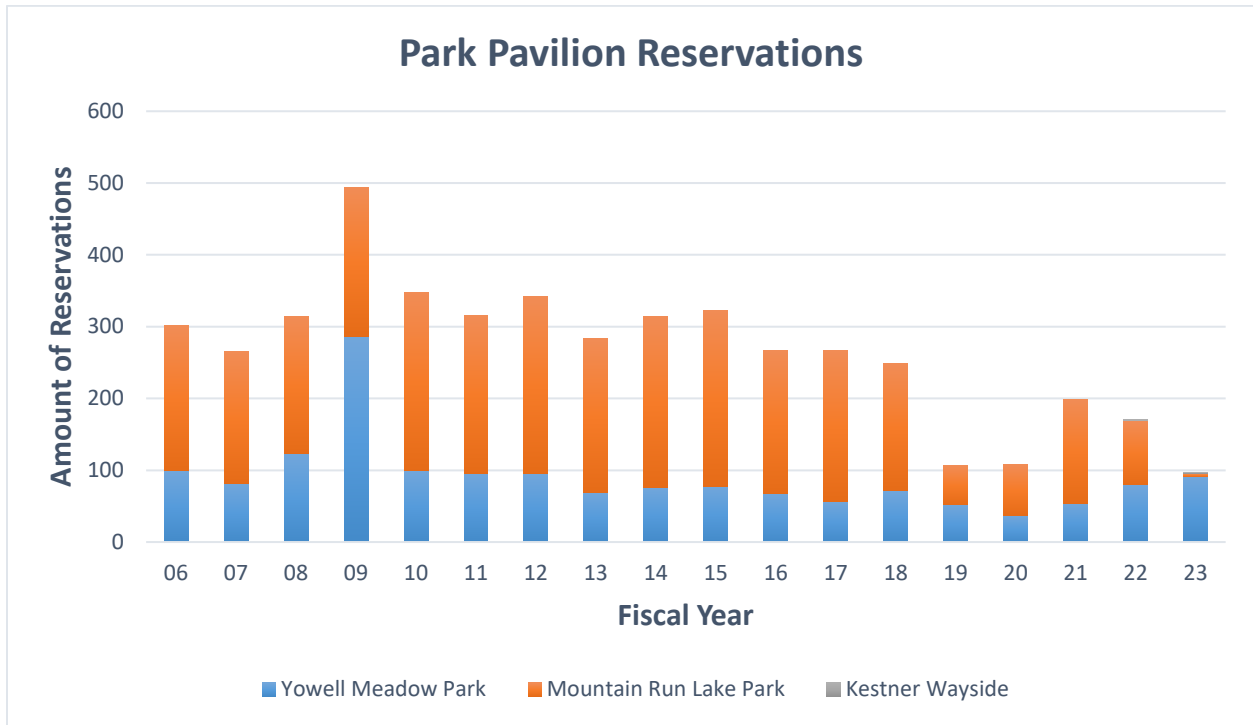
The number of overall taps purchased decreased in FY23 by 30%. The total number of taps issued in FY23 was 74 water and 74 wastewater.



Park Pavilion Reservations

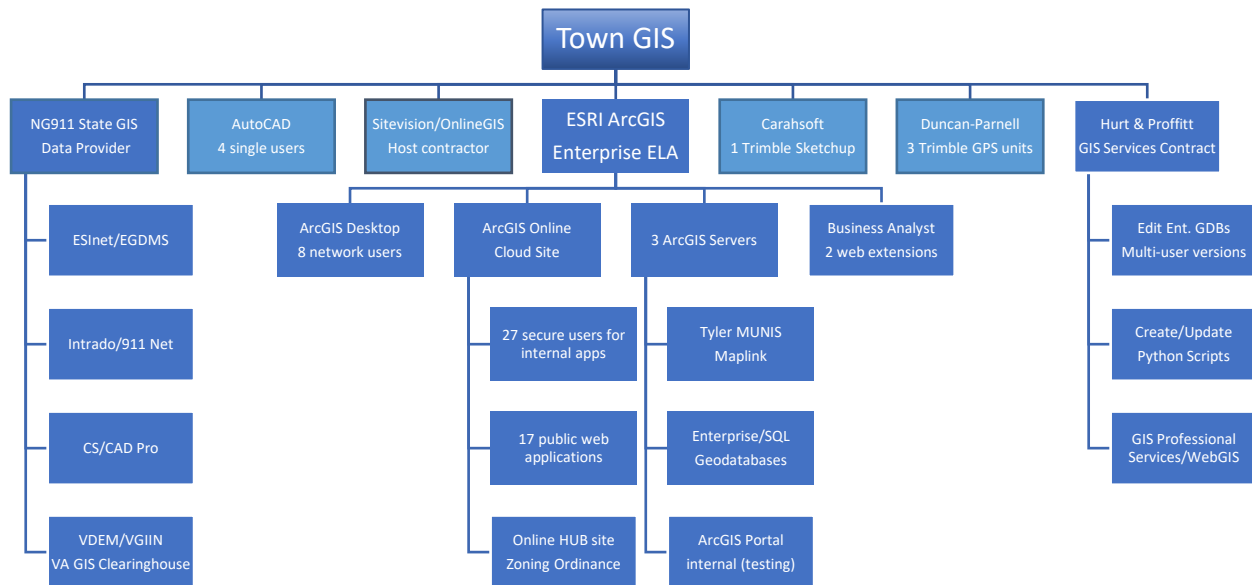
The department issued 120 pavilion reservations, 5 pavilion reservations for Mountain Run Lake Park and 91 for Yowell Meadow Park during FY23, along with 1 park reservation for a food truck at Kestner Wayside. Usage of the pavilions in Yowell Meadow Park for has been trending upwards as we move beyond the Covid-19 pandemic. The ownership of Mountain Run Lake Park was

transferred to Culpeper County in November 2021 therefore a decrease in usage is noted after that point. There were still reservations in FY2023 that had been made well in advance that were conveyed to Culpeper County Parks and Recreation.



GEOGRAPHIC INFORMATION SYSTEMS (GIS)

The GIS division currently consists of two full-time staff positions: a GIS Coordinator (Supervisor) and a GIS Analyst which experienced an employee turnover in 2022. An additional GIS Technician position was approved for fiscal year 2024. The GIS office provides Town geographic location and mapping services for all internal departments, as well as County and other outside agencies, as needed, giving priority to 911-addressing & emergency services, parcel development & assessment, and utility datasets.



GIS supports 8 ArcGIS desktop software users, 27 secure ArcGIS Online (AGOL) internal users with unlimited viewers, 2 Business Analyst web extensions, and 3 ArcGIS Servers, including an internal Portal site that is still in the development phase, under our ESRI Small Government Enterprise License Agreement. GIS also manages the Autodesk annual software subscriptions for 4 standalone users of AutoCAD Map 3D, shared users of 3 Trimble GPS handheld hardware units, and 1 Trimble Sketchup subscription for Planning. The Town GIS Coordinator has also been managing our external GIS professional services contracts with Hurt & Proffitt this year, due to the need for additional specialized assistance with required NG911 & Annexation schema changes to our authoritative GIS datasets, as well as our OnlineGIS Mapping site host provider Sitevision.

GIS serves the public by providing location information for 911 services; MUNIS GIS property records which provide the basis for permit applications, business licenses, and utility billing; and property information available for public access through the Town OnlineGIS mapping site and additional ArcGIS Online (AGOL) map resources. The GIS team provides data and map products to all Town departments, as well as outside agencies, as requested. This year's focus was on continuing our GIS infrastructure upgrade to take advantage of technology advancements and sharing more public web applications.

GIS FY22-23 PROJECT HIGHLIGHTS AND UPDATES

- Completed all scheduled Town GIS data uploads to the State ESInet NG911 call routing system, including maintenance of street address range (MSAG) data through Intrado's 911Net secure portal. The Town GIS Coordinator participated on the Culpeper CAD Pro Build team and worked with Central Square's GIS Analyst to configure the Culpeper Dispatch Map display upgrade.
- Over 945 addresses/parcels/roads were added/edited in the Town GIS system. Monthly updates were completed to share our data with OnlineGIS, County Assessor & EMS systems.
- ArcGIS Enterprise software versions and geodatabases were upgraded as first step in migration to ArcPro runtime with the assistance of Town IT and ESRI Technical Support services. The GIS team is just starting to publish secure utility map services to the new internal ArcGIS Portal server site and test, before configuring and training additional users (this is a continuing goal).
- Updated the ArcGIS Online* public web maps and applications, as detailed below. Town GIS also worked with IT to link some of these AGOL public apps to appropriate locations throughout the Town's website, as well as modify/update the GIS pages under PCD department section.

***Town of Culpeper ArcGIS Online Cloud Site Home Page: <http://culpeperva.maps.arcgis.com>**

- New Land Development and Transportation Projects Status web applications created by Town GIS Analyst: one public-facing Viewer version linked on the Town website's Planning page; and one internal version for the Town Planning team to update and edit the secure data.
- New 4th of July Mobile App accessible via QR Code on smartphones mapped out all areas of the holiday festival, allowed notifications/reminders to be set, and links to detailed event sites.
- Fairview Cemetery Grave Search application – verified and shared graves in additional sections online as approved by Town Clerk's office (currently only Sections A, B, D, E, OLD, and OLD-A graves are available to view online): New burials are added to the map monthly.
- Culpeper Public Utilities Lookup web application was updated to include the areas annexed into Town in 2022, along with associated trash, electric, and water/sewer data for those parcels.
- Town Tax Maps updates just completed, including the addition of the 2022 Annexation area parcels and highlighted Special Tax Districts: 4 Main Tax Maps plus 31 Insert Maps.

- Updated Electric Distribution map books were printed for field crews to assist with planned utility map upgrades. GIS trained Public Works field crew workers to use the GPS device to collect water/sewer asset data in the field for updating their maps. A new Trimble GPS field unit was purchased to replace an out-of-maintenance unit and is currently being configured for field use.
- New high-resolution aerial imagery (flown in Spring of 2022) was received from the State (VGIN/VBMP) and incorporated into our Town GIS maps. The new 2' contours received, which were generated using a newer datum and therefore more accurate, are being used for internal planning purposes until we redevelop our OnlineGIS to add them to public GIS data (future goal).
- The GIS team continues new address assignments; major subdivision plat reviews; mapping for potential development sites and feasibility analysis; requests for GIS data layers; utility map updates; deed research; GIS users software/hardware setup & configuration; and other requests.
- Personnel: The GIS Team attended the annual VAMLIS Virginia GIS Conference training sessions, in March 2023. Town GIS Coordinator also attended the APCO/NENA Interoperability Fall Conference as part of the Culpeper County PSAP group in October 2022, and participated as a local government guest speaker on the 'Addressing Workflows and Coordination Panel' session with the State VGIN Geospatial Program Manager. The GIS Coordinator also completed the Culpeper LEAD class obligations and represented the Town of Culpeper at graduation at the annual Chamber of Commerce banquet in November 2022. The Town GIS Analyst received her initial GISP Certification status in 2022 and the Town GIS Coordinator re-certified her GISP status in 2023.

POLICE

INTRODUCTION

The Culpeper Police Department remains an advanced accredited, full-service law enforcement agency with a current authorized staffing of forty-nine (49) sworn police officers and eight (8) civilian employees. The department has two (2) vacancies for sworn personnel.

Fiscal Year 2023 was a successful year as the agency met a majority of its goals and objectives while still being responsive to the community's needs. We continue to be proactive and strengthening our community outreach and engagement activities. The bi-monthly neighborhood watch meetings, along with the "Chris R. Jenkins Amazing Citizen Award" continue with community participation along with informative speakers from our community stakeholders. The nationwide campaign "National Night Out" continues to be one of our biggest engagement activities with our neighborhood and business watch groups, with various sponsors and stakeholders participating. We once again saw a great turnout at the neighborhood events that varied from smaller neighborhood cookouts to larger events with helicopter landings, child ID's, and our drone demonstrations. Members of the department continue engagement events such as a successful "Pack the Patrol Car" event, which helped collect thousands of school supplies, which were distributed by Culpeper Human Services to underserved children. We also, along with the Culpeper Volunteer Fire Department, co-sponsor the "Blue and Red Santa Project" where we assisted in raising money to support underserved families. This event culminates with police officers and firefighters shopping with children and sharing breakfast. These are just some examples of the many various outreach and engagement events the department participates.

The agency saw other stakeholder and civic organizations events continue, while also participating in additional community events. The Culpeper Police Department continues to work with Culpeper Renaissance with their community events, such as Gnarly Hops Beer Festival, Third Thursday's, and their Mardi Gras event. Officers participated in the safety planning and provided several officers for each of these events to ensure public safety. The department provided several officers for the Christmas Parade that ensured pedestrian and public safety for this event. Officers continue to participate in non-profit organizations like SAFE, Team Jordan, CHASS, and the Domestic Violence Task Force, to name a few. With our assistance these organizations raise thousands of dollars, provide awareness and education to our community.

These successes have not come without some challenges as well. The department continues to respond to a tremendous amount of calls for those citizens in a mental health crisis or suffering from substance abuse. This increase number of calls require officers to respond and attempt to mitigate these citizens in crisis with limited local resources to refer. The Co-Responder program continues to be successful, however prior funding sources had evaporated. The success of this program will rely on government funding in the future.

The agency continues to stress officer wellness, and has instituted a Peer Support Team along with a peer support dog. The Law Enforcement profession is experiencing increases of officers committing suicide and those who suffer from mental illness. The agency is constantly looking at strategies to provide every employee with resources to support them personally and

professionally. In FY23, the agency implemented mental health wellness checks for all employees.

The department continues the pursuit of excellence, accountability, and provide our community with transparency. One way of achieving this is following best established practices set forth by the Commission on Accreditation on Law Enforcement Agencies, Inc. (CALEA). The agency had its annual review of policies and procedures in April 2023, and received a favorable report from CALEA. We also listen to our citizens and stakeholders and use this valuable input to help better serve our citizens and our community.

Review of Fiscal Year 2023 Goals and Objectives:

- The Culpeper Police Department has been an internationally accredited through CALEA since March 2005. Since initial accreditation, the agency has been re-accredited five times in 2008, 2011, 2014, 2017, and 2020. The agency desires to meet compliance with all of CALEA's Advanced Accreditation standards as set forth in the Commission's 6th Edition Standards Manual. The agency is now mandated to maintain compliance annually.

Accomplished: In April of 2023, a CALEA Customer Service Manager completed an annual audit. During this audit, the CALEA representative ensured that the agency had completed all time-sensitive reports. The CEO was provided a favorable report after the completion of the audit.

- To ensure that all of CALEA's time sensitive reports are completed per the Department's Written Directives.

Accomplished: All time sensitive reports have been submitted and filed in a timely manner. The submissions were also verified during the annual CALEA audit by the assessors in April 2023.

- To ensure that agency has a positive annual review of its files during an off-site review to be held in the spring of 2023.

Accomplished: In April of 2023, a CALEA Customer Service Manager completed an annual audit. During this audit, the CALEA representative reviewed about 25% of the agencies applicable standards and associated policies and practices. CALEA provided Chief Settle with a favorable report concerning this annual review.

- The Culpeper Police Department has an authorized strength of 46 officers and as of July 1, 2022, the agency has 46 police officers in the agency. The agency desires to retain its current staff, and work with the Human Resource Department to attract a qualified pool of applicants. The agency is committed to recruiting the best possible candidates for positions within the agency. To that end the agency desires to develop a workforce that is representative of our community. The Police Department, in conjunction with the Human Resource Department strives to bring the minority and female percentage of sworn personnel more in line with the community's demographics.

Accomplished: This agency, in conjunction with Human Resources, has been successful in recruiting both certified and non-certified applicants. The agency had one employee graduate from the academy in November of 2022. In June of 2023, the agency hired an additional certified female police officer. In FY24 two additional police officer positions were added and approved as part of the Police department budget. The agency continues to recruit utilizing

its employees as the best recruiter. We continue to reach out to minority civic groups and contacts for the recruitment of minorities.

- The Culpeper Police Department is committed to Community Policing through our Neighborhood Watch Program. In 2011, the Culpeper Police Department developed a new model in managing our Neighborhood Watch Programs by promoting an agency-wide approach to Community Policing, by assigning an individual officer to an individual Neighborhood Watch. We currently have 26 established Neighborhood and 7 Business Watch Programs in the Town of Culpeper. This approach to a department wide watch program with officers assigned to their individual neighborhood has proven to be effective in that officers and neighborhood watch group members have developed great working relationships.
- The agency desires to continue to provide support and education to our established twenty-six (26) Neighborhood Watch programs, and seven (7) Business Watch groups.
Accomplished: The agency continues to provide support and outreach to these 31 watch groups. In August of 2022, these groups participated in the National Night Out campaign through various methods. Many of these groups' representatives attend our bi-monthly Combined Neighborhood Watch meetings.
- The agency continues to support the seven (7) School Watch programs and maintain regular contacts with Culpeper County SRO's and school administrators.
Accomplished: The agency continues to provide liaison officers to each public and private school within the Town of Culpeper. The agency collaborated with these schools, provided programming and education related to school safety, and participated in various other events such as school "fun days".
- The Culpeper Police Department's Wellness Program has been in operation for several years. The program has become victim to complacency over in recent years. The agency will be re-evaluating this program through policy, practice, and implementation.
Partially Accomplished: The agency has been participating in wellness programs presented by the Human Services department. The agency is still pursuing a broader, comprehensive wellness program that fits all employees.
- Maintain a peer support team within the agency to assist with the emotional wellness of officers following a critical or traumatic incident. Complete annual training to support and enhance team member's skills.
Accomplished: The Peer Support Team maintained its State Accreditation through the Virginia Department of Health. Officers on the team have attended various mental health training throughout the year, have conducted various roll call training, and have responded to numerous critical incidents to support staff.
- To implement a mental health wellness check to all employees that coincides with our required physical examinations during the evaluation process.
Accomplished: In June 2023, the Department introduced its inaugural Mental Health Wellness Visits, enabling Officers to have up to an hour-long session with a mental health professional at no expense. The program has received positive feedback from agency personnel. Acknowledging the crucial requirement for mental health support in law enforcement, the department expanded its efforts by offering comprehensive wellness checks to employees. Police Officers are now mandated to attend a session with at least one of the two mental health professionals annually.

- The Culpeper Police Department strives to enhance traffic enforcement and education to the community with an emphasis on residential traffic, school zones pedestrian crosswalks and selective enforcement locations to reduce the incidence of traffic accidents within the Town of Culpeper by:
 - To continue selective enforcement by the number of created incidents in areas dictated by citizen complaints, traffic data, and/or traffic accident trends.
 Accomplished: The agency continues to be responsive to data and community complaints concerning traffic issues. The complaints are received by meeting with the general public and communicating with various entities such as Home Owner's Associations, Neighborhood Watch Groups, or by their personal observations while on patrol. These areas are placed on selective enforcement whereas officers continue to be assigned to these selective enforcement areas. The agency posts selective enforcement locations and public education on social media platforms.
 - To continue enforcement of occupant restraint safety by enforcement, education, and community outreach.
 Accomplished: The agency participates in the Click It or Ticket campaigns twice during the fiscal year utilizing road checks and grant funds for additional enforcement of seatbelts. There were thirty-two seatbelt citations and eight warnings issued to adults. An additional twenty-six child restraints citations and two warnings were issued. The agency continues to provide the community with outreach and education on seatbelt safety through all social media platforms.
 - To continue the enforcement of driving under the influence by enforcement, education, and prevention.
 Accomplished: The agency has seen a decrease in DUI arrests during fiscal year 2022 to 2023. The agency participates in the Division of Motor Vehicles (DMV) alcohol safety grants. These funds were utilized for a DUI roadside safety check in December 2022. These grant funds were also utilized in DUI overtime assignments.
- Continue to be responsive to, and provide support for, community activities, civic and service organization functions and special events, and neighborhoods to improve the quality of life for the citizens within the Town. Continue to build productive outreach programs in the Culpeper Hispanic communities.
 Accomplished: The Culpeper Police Department continues to participate in countless outreach and engagement activities. The agency continues its success on our social media platforms with engagement information. The agency continues to have bi-monthly neighborhood watch meetings, which also encompasses the "Chris R. Jenkins Amazing Citizen Award". During FY23, the Culpeper Law Enforcement Explorer program accepted seven new Explorers who are active and excited about the opportunities to serve the community. The program now has 10 active Explorers who meet on a bi-monthly basis and who have participated in several special events alongside officers.
- The Culpeper Police Department strives to provide the most up to date grant opportunities. Secure opportunities in available grants from local, state, and federal partners/businesses.
 Accomplished: The department received six grants for FY23. The agency received a LE ARPA grant funding utilized to purchase law enforcement related equipment, i.e. drones, uniform pants, creation of a Real Time Crime Center, flock camera systems, composite sketch

software, and less lethal weapon with munitions. ICAC funds were received to purchase equipment to further on-line investigations, two Department of Motor Vehicles Highway Safety Selective Enforcement Speed Grants and Selective Enforcement Alcohol Grants to conduct saturation patrols and ensure traffic and impaired driving safety through enforcement and education, two LOLE Grants which was utilized for the purchase of PBT's, multi-drug tests, and Leading Without Rank training for personnel presented by Command Presence.

- The Culpeper Police Department strives to maintain 100% compliance with all NCIC/VCIN entries on a daily basis in accordance with the requirements set forth by the Virginia State Police.

Accomplished: The department's Records Section went through a VCIN audit conducted by the Virginia State Police (VSP) on March 31, 2022, and received 100% compliance on all records that were audited and requirements as set by the VSP. The next audit is scheduled for 2024. The Records Section strives to meet the standards set forth by the VSP and conducts second and third-party checks on all VCIN entries. They also complete monthly validations on entries.

- The Culpeper Police Department strives to maintain 100% compliance with all property and evidence audits and inspections in accordance with Department Policy and Procedures and CALEA standards.

Accomplished: All property and evidence audits have been completed with no major discrepancies found. These audits also include inspections on cleanliness and organization of the property and evidence functions. These audits and inspections were verified with the CALEA annual audit completed in April of 2023. Currently, audits and inspections occur quarterly and annually.

- The Culpeper Police Department is committed to continue the highest quality of training for all members of the agency from the Basic Academy, Field Training, In-House, In-Service, Specialized and Advanced Training.

Accomplished: As a progressive agency, officers have undergone more than four thousand hours of training, which is comprised of academy, on-line, or department training.

- The agency will continue to offer comprehensive training opportunities for supervisors dealing with leadership development.

Accomplished: The majority of the Lieutenants have completed the FBI Trilogy training program which is a three-part training series on law enforcement leadership. In FY23, all Sergeants, Master Police Officers, and selected administrative staff completed the 15 Invaluable Laws of Growth leadership program presented by Pastor Erick Kalenga. The leadership and growth training for the officers will occur in November 2023.

- The agency will continue to send officers to Crisis Intervention Training (CIT) as the courses become available with the goal of having each officer within the agency CIT trained in the future.

Accomplished: The agency has sent multiple officers to CIT Training over the past year. Officers Baumstark, Judd, Torrance and Coffey attended the training in October 2022. Officer Danks and Argueta attended the training in December of 2022.

- For the Department's Accident Reconstruction Team (ART) to train at least quarterly.

Accomplished: The ART has conducted quarterly training over this past year, the agency has added members to the team and received specialized training for the ART Team. The ART

team decreased by four members, but it increased by two new members. During this fiscal year, two members completed the Advanced Accident Reconstruction training.

- For the Department's Drone Team to train at least bi-monthly.

Accomplished: The UAV team has conducted bi-monthly training on the second Tuesday of each month. There has been the appointment of a new UAV coordinator. The UAV team has engaged in twenty-six call-out missions and sixteen community events. The missions varied, including cases such as missing juveniles and senior citizens, wanted subjects, fires, barricaded subjects, robberies and train crashes. Additionally, the UAV team provided assistance to various jurisdictions beyond the Town of Culpeper, collaborating with the Culpeper County Sheriff's Office, Virginia State Police, Madison County Sheriff's Office, Orange County Sheriff's Office, Town of Orange, and Luray Police Department.

- The department will train annually on De-Escalation Training.

Accomplished: The agency has sent multiple officers to CIT training over the past year and has provided instructors to assist with teaching CIT. The elements of de-escalation training is incorporated into various other disciplines of training (active shooter, defensive tactics refresher).

- The department's ERT Team is to train monthly and to remain in a state of operational readiness.

Accomplished: The agency conducted a selection process for the Emergency Response Team and selected seven (7) members and a Team Commander. This newly formed team attended the Basic and Advanced SWAT School in 2022. This team already trains with the Virginia State Police and is trained monthly by members of the FBI Hostage Rescue Team. The team has added 3 more officers who are awaiting a basic school, but train each month with the other members.

Personnel:

- On August 11, 2022, Joel Davis and Van Grimes were promoted to Master Police Officer.
- On October 11, 2023, Austin Booth and Adam Otey started employment with the department as Police Officers. They both came to our department as certified officers and completed the required Field Training.
- On November 15, 2022, the department hosted a promotional ceremony at the Culpeper Police Department for promoted Master Police Officers Joel Davis and Van Grimes.
- On November 17, 2023, Walker Chilton completed the Basic Law Enforcement Training at the Central Shenandoah Criminal Justice Training Academy. He also completed the required Field Training during FY23.
- On December 31, 2023, Chief Chris Jenkins retired, with over 45 years of law enforcement service to the Town of Culpeper.
- On February 9, 2023, Christopher Settle was promoted to Chief of Police.
- February 13, 2023, all Master Police Officers and two Records Specialists completed and graduated from the "15 Invaluable Laws of Growth" program that Pastor Erick Kalenga hosted over the past 15 weeks.
- On March 23, 2023, Andrew Terrill was promoted to Captain, Scott Last was promoted to Lieutenant, and Chris Campbell was promoted to Sergeant. Captain Chilton will serve the role of Deputy Chief of Police.

- On June 14, 2023, Katherine Payne started employment with the department as a police officer. She came to our department as a certified officer and is currently completing the Field Training Program.

Awards:

- On July 14, 2022, Officer Miller Torrance was awarded the Culpeper Chamber of Commerce's Valor Award. This award was presented to Officer Torrance for her efforts in saving a life during a critical incident. The agency was also recognized by the Chamber for outstanding service and achievements.
- On October 25, 2022, the Sons of the American Revolution, Minutemen Chapter of Virginia presented Master Police Officers David Cole and Julia Cole with the first ever couples Life Saver award for their life saving efforts while having dinner at a local restaurant. A victim began choking and Master Police Officers David and Julia Cole were able to remove the multiple obstructions from the victim's airway.
- On October 26, 2022, Officer Ashley Sain received the Mothers Against Drunk Driving (MADD) for her efforts to remove impaired drivers from the road.
- On May 23, 2023, Master Police Officer Detective John Barone received the Salem Ruritan Club Officer of the Year Award, and Explorer Burgos from the Law Explorer Program was presented with the Law Explorer of the Year Award. Retired Chief C. Jenkins was also presented with a Lifetime Achievement Award.

Departmental Accomplishments

- The department has strived to maintain a positive role within the community, especially with our Neighborhood Watch Program. The department is committed to Community Policing through our Neighborhood Watch Program. In 2011, the department developed a new model in managing our Neighborhood Watch Programs by promoting an agency-wide approach to Community Policing, by assigning an individual officer to an individual Neighborhood Watch. We currently have 31 established Neighborhood and Business Watch Programs in the Town of Culpeper. The department holds a combined neighborhood watch meeting every other month with different guest speakers. In addition to the Combined Neighborhood Watch meeting, the department also recognizes a special person for the Amazing Citizen award. In February of this year, the award was renamed the “Chris R. Jenkins Amazing Citizen” award for recently retired Chief of Police. These meetings continue to be in person, but can also be live-streamed through the department’s Facebook Page, as well as being viewed on the Culpeper Media Network. The department also participates annually with National Night Out, holding events at the different business and neighborhood locations.
- The department supports a School Watch program that promotes positive interactions with children, parents, and teachers in both the public and private schools within town. Currently we have 6 officers assigned to the 8 public and private schools. Officers regularly check in with their respective schools a least once a week during school hours. Officers also participate in special events and school functions that occur.
- In the spring of FY23, the department began hosting “Community Walks”. Members of the police department, along with residents walk through the neighborhood to meet and greet the community with casual conversations.
- The department continues to partner with civic groups to do fundraising events for S.A.F.E, the Domestic Violence Taskforce, and the Blue and Red Santa project. The department assists with other organization such as Team Jordan, Living the Dream Foundation, Central Virginia Thrive (Women’s Healthcare), Crisis Intervention, Human Services, Culpeper Mid-Day Lions, CAYA (Come As You Are), Girls on the Run, Culpeper Renaissance Inc., Teen Coalition, Aging Together, Healthy Culpeper, the Law Enforcement Explorers Program, Culpeper Livable Aging Community, and Neighborhood Watch. There are other community events that the department participates in such as the National Day of Prayer, Walk for the Cross, the MS Walk, Freedom Car Show, Freedom 5K, Wellness Rockwater 5K, Turkey Trot 5 K, free car seat installation/safety checks, and numerous church and non-profit organizational community events.
- The department continues to help raise funds and supplies for citizens within the community. In FY23, the department participated in collecting school supplies for the Department of Social Services in an event called “Pack the Patrol Car” at Wal-Mart, Target, Dollar Tree, and Big Lots. The department was able to collect enough school supplies to fill up multiple vehicles and a trailer, estimating over \$2,500 worth of school supplies, making this the most successful fundraiser to date.
- In FY23, the department held its 8th Annual Blue-Red Santa event, which was in coordination with Culpeper County Volunteer Fire Department, Culpeper Human Services, and Wal-Mart. The department was able to help sponsor over 150 underprivileged children.
- The department held an “Open House” event at the police headquarters. A tour of the building was given, along with static display of vehicles and equipment. In addition, there

were K-9 and UAV (drone) demonstrations. The agency provided food and handouts, along with free Kids ID's.

- During FY23, the department assisted with giving tours of the department building and provided groups with information about the police department and police operations. The department also participated in many community events like placing flags out at the National Cemetery for Memorial Day, Annual Fireman's Parade, 4th of July events, December's Holiday parade, Trunk or Treat, along with 5Ks/walks and other escorts.
- In 2017, the department, in conjunction with the Culpeper Wellness Foundation created the Hidden in Plain Sight (HIPS) program. The HIPS program is designed for parents or other adults who may be in a caregiver role of children. The program is designed to educate parents or other adults about possible warning signs that may be present in a teenager's bedroom. The program contains an exhibit, which is a setup of a teenager's bedroom with various props located in plain sight. The program also steers those in attendance towards various counseling or community resources that may be available to address issues that could arise with teenagers. The topics addressed during this presentation included drug usage, suicide, eating disorders, sexual activity, and teen dating violence. To date, the program has been presented to over 60 different groups around the state. The program has traveled to Fredrick Co. to the north, Halifax Co. to the south, Bedford Co. to the southwest, and the City of Hampton the east. The department has assisted 5 other law enforcement jurisdictions in the state to start their own program. In FY24, the program plans to extend to even more jurisdictions.
- During FY23, the Community Policing Division has provided various community education presentations to several groups within the community. These presentations included topics related to traffic safety, bicycle safety, building safety assessments, anti-bullying presentations, internet safety, scam/fraud presentations, and crime prevention.
- Based on complaints from citizens, traffic data/analysis, and/or traffic accidents the Community Policing Division creates directed selective enforcement locations. There is a correlation with the number of hours worked and summonses issued in an area.
- The department participants in national traffic safety campaigns sponsored by NHTSA. In the spring, the agency participates in the Click It or Ticket national mobilization campaign, as well as the mini-campaign in the fall. During both campaigns, press releases are shared on our social media platforms, along with signs being posted around Town advising citizens of the increased enforcement. In FY23, numbers for seatbelts has decreased from to 55 summonses issued, compared to 56 issued in FY22.
- The department also continues to enforce driving under the influence laws. In FY23, the agency had 144 DUI arrests compared to 158 arrests in FY22. The department strives to educate the public through social media information, disseminating pamphlets and information at public events, and by conducting Smart, Safe, and Sober events. As an agency, we also participate in NHTSA's safety grants and campaigns, including DUI checkpoints and saturation patrol enforcement.
- The department currently has two (2) officers who are certified child safety seat technicians, who assist the public with installing car seats for their infants. The department also has one (1) Community Service Officer, and one (1) volunteer who are child safety seat technicians. Every September, the department participates in National Child Seat Safety week. During this time, the department offers several events that residents can come to have their car seats

checked by certified technicians. Additionally, these services are offered daily at the department.

- In August 2016, the department launched its social media campaign with the creation of its department Facebook page. Since this time, the department has also created a Twitter page, Instagram page, and a LinkedIn page. The agency has been able to engage with community members using these resources. The department regularly posts community updates, photos, selective enforcement areas, press releases, and crime prevention information on its social media outlets. Today, the department has over 26,500 followers on its Facebook page, which is an increase from last fiscal year of over 5,500 followers. The agency has 1,685 followers on its Instagram page and 443 followers on Twitter.
- The department continues to utilize the Crimewatch program, which was launched in 2020. The program is instrumental in sharing communication with citizens on the Crimewatch Network; a communications platform developed specifically for law enforcement agencies that allows for geographically targeted information sharing. In addition, when using this platform, the information can be shared on the other social media platforms simultaneously.
- The Culpeper Police Department Drone Team currently has nine (9) members who are active and fluent in the operations of unmanned aircraft system (UAS). We currently have one (1) Matrice 300, which is capable of zoom camera footage, FLIR and Infrared searching methods. We also have four (4) DJI Mavic UAS which two (2) are used for daytime footage equipped with zoom cameras and the other two (2) are for nighttime footage equipped with Infrared cameras.
- During FY23, the Drone Team has participated in twenty-six (26) call out missions and sixteen (16) community events. The call out missions have been for missing juveniles, a missing horse, support for ERT, a barricaded subject, vandalism, fire, robbery, train crash, missing senior citizens, and wanted subjects who fled on foot. The Drone Team has flown missions for other jurisdictions beside the Town of Culpeper. We have assisted Culpeper County Sheriff's Office, Virginia State Police, Madison County, Orange County Sheriff's Office, Town of Orange, and Luray Police Department. We have also provided over watch for fire scenes, such as Baby Jim's Snack Bar.
- The Culpeper Drone Team has flown in over sixteen (16) community events throughout the Town of Culpeper. We have provided over watch for Third Thursday Concerts, events at Yowell Meadow Park, Culpeper Police Department open house, Boy Scouts, Girl Scouts, Culpeper Public School tours, and National Night Out.
- The Culpeper Drone Team currently trains and meets on a bi-monthly basis to practice new techniques and explore new technology. During the months that the team does not meet for training, team members are required to fly the UAS for one (1) hour. We have incorporated DRONE SENSE through AXON into our program. This technology notifies team members and Command Staff when the Matrice is launched and allows for officers to watch the camera footage real time.
- The Culpeper Drone Team recently added three (3) new UAS to our fleet. These drones are DJI Avatas and will be used for building interior flight. This will enable us to send an UAS into a dangerous situation to gather intelligence prior to sending human resources into an unknown situation. We plan to integrate our training of the new UAS with the ERT and K9 teams.

- The Culpeper Police Department Criminal Investigation Section has conducted an array of investigations including criminal investigations during FY23. The Criminal Investigative Section investigated multiple high-priority incidents during the past year including; homicide, suicides, robbery, aggravated assaults, pedestrian struck, overdose deaths, sexual assaults, burglary, motor vehicle thefts, and arson. Below is the synopsis of a few cases investigated during the fiscal year.
- In July 2022, department units were dispatched to A-Plus Automotive for a subject with a gunshot wound. Upon arrival, the victim was located and did not want to cooperate with law enforcement. He was transported from the scene by emergency medical services and later flown to UVA-Charlottesville for the injury. After further investigation and consent by the business owner to search the property, evidence was collected. The offender was determined, and warrants were obtained and served. The Virginia State Police and Culpeper County Sheriff's Office assisted on the matter. This case is pending court proceedings.
- In August 2022, the department responded to assist Emergency Medical Services (EMS) in the 700-Blk. of First Street after EMS personnel found a child in the home with bruises and poor living conditions. The child, 14 months old, had visible injuries to his face and head as well a large bite mark on the back of his arm. The home was found to be in disarray and filthy. The mother, advised the police the bruises on the child's face were from him trying to get out of the crib and fall. She also admitted to biting him on the arm as a lesson, because he bit her finger so she bit him back. She was well aware the house was a mess. The child was removed by the Department of Social Services and placed in foster care. Warrants were subsequently obtained for the mother for Child Abuse and Neglect.
- In August 2022, the store owner called to report the UPS store in the 15000-Blk. of Montanus Drive was broken into the previous morning. When the caller arrived for work on Monday morning he noticed the store in disarray and a piece of wood paneling near the mailboxes had been damaged. After reviewing video footage, an older white male entered the store, kicked the panel in, crawled through and stole cash and stamps. A public bulletin was released in an attempt to identify the subject. This case is still under investigation.
- In August 2022, the Culpeper Church Baptist pastor contacted law enforcement to advise that they had been scammed out of \$211,992.03. The Church is in the process of upgrading /renovating multiple areas and they contracted out the upgrade to their sound/audio system to a company called StageSound. They had been communicating with them via email. At some point, the email server got hacked and the Church started communicating with a person posing as StageSound. The Church wired the large sum of money through Atlantic Union Bank before discovering the fraud. This case is still under investigation.
- In September 2022, officers were dispatched to the residence in the 15000-Blk. of Burgandine Avenue for a shooting incident. The caller, the mother to one of the victims, advised her daughter and son-in-law were located in the kitchen with apparent gunshot wounds and she believed they were deceased. Law Enforcement arrived to confirm that two parties sustained gunshot wounds and were deceased. After further investigation into the incident, it appears to be a homicide and suicide incident which were the preliminary findings of the Medical Examiner. This case has been finalized.
- In September 2022, the department responded to the 300-Blk. of South Main Street. An unresponsive 5-month-old infant was located. A nurse was on the scene, performing cardiopulmonary resuscitation with Law Enforcement assisting. Emergency Medical Services

arrived and immediately transported the infant to UVA Culpeper. After doctors and nurses took over, they continued life-saving measures but were unsuccessful. The Medical Examiner responded to the hospital and took possession of the infant. Preliminary findings from the Medical Examiner indicated the infant had heart complications. This has been ruled a natural death by the Medical Examiner's office.

- In November 2022, a resident of a neighboring apartment in the 100 Blk. of East Williams Street called law enforcement regarding a gunshot that had come through his wall. Contact was made with the resident of the apartment, who discovered a gunshot hole in his living room. It was determined the gunshot came from a neighboring apartment. CID was contacted and responded to process the scene and interview the tenants of the offending apartment and the victim. All parties were cooperative and ultimately the neighbor admitted that it was his weapon that went off accidentally. He advised that he took the holster off and tossed the gun onto the bed, causing it to discharge. The Commonwealth Attorney's Office declined prosecution and his weapons were returned to him.
- In November 2022, the department was called for a male pedestrian struck by a vehicle on Madison Road. The male, identified at the scene, was pronounced deceased. Further investigation found that the victim had previously been at the hospital to speak with CIT while under a Culpeper County Sheriff's Office Emergency Custody Order. He was released by CIT, discharged and offered a ride by the Culpeper County Sheriff's Office. While the Culpeper County Sheriff Office was enroute, the victim left the hospital on foot. It appeared Dowell crossed northwest on Madison Road heading towards Culpeper Health and Rehab when he was truck. The victim had also visited Found and Sons the day prior discussing possible funeral arrangements. The Commonwealth Attorney's Office was consulted about this matter, which is now closed.
- In November 2022, the department and Culpeper County Sheriff's Office received sixteen (16) calls for service regarding vehicle tampering and larcenies throughout the Meadows subdivision. Video surveillance shows at least two (2) subjects were involved in the crime. There were no suspects developed during this investigation, which has now been closed.
- In January 2023, a resident called about a suspicious male outside of their residence with a firearm in his possession. While responding to the call, Officers heard a single gunshot. The reporting party advised that the male had fled the area on foot and Officers located a blood trail in the area. Additional Drone Team and K9 resources responded to the area to assist in locating the male subject. He was soon located at the 7-11 S. Main Street with a gunshot wound to the foot and still in the possession of the firearm which was determined to have been stolen from another citizen's vehicle. The male, was taken into custody and charged with Larceny of the Firearm, Reckless Handling of the Firearm and Drunk In Public.
- In January 2023, officers responded to the report of shots fired in the area of 1400-Blk. of Thomas Way. Through investigation, there was evidence that a shooting had taken place and a juvenile male was taken into custody for the weapons related charges. In addition, warrants were obtained for 2 other adult males for Breaking & Entering and Abductions as a result of the investigation. Petitions were obtained for the juvenile male regarding the weapons offense. This case is pending court proceedings.
- In January 2023, a victim reported that she had been shopping in Walmart and was alerted by her grandson that a male had reached into her shopping cart and stolen her wallet. With the assistance of store loss prevention, a suspect description and vehicle description were

obtained. Units later located the suspect vehicle unoccupied in Town. Officers waited for the suspect to return to the vehicle which he did. He was immediately detained. He was returning to his vehicle from the 7-11 across the street from where he had parked after utilizing the victims stolen cards to obtain/purchase gift cards. He was still in possession of the victim's other belongings as well. Warrants were obtained for the larceny of the wallet as well as for credit card fraud.

- Lowes reported in late January 2023 that 2 males had left the business with over \$4,500 worth of store merchandise without rendering payment. Through further investigation and collaborative efforts other law enforcement departments and agencies, the subjects were identified, both from Maryland. They had been identified following their involvement in multiple larcenies from Lowes over multiple jurisdictions regionally. Warrants were obtained for both subjects. Both subject have been located and taken into custody. Disposition of the case is pending as it is currently on the Circuit Court docket.
- In February 2023, officers responded to the 400-Blk. of East Chandler Street for a stabbing call. During the course of the investigation, it was determined that one of the males had been stabbed and the other male had been struck with a bat. One male was found on scene with several lacerations on his head. The other male fled prior to law enforcement arrival on scene. A blood trail was located and led Officers to the other male. The male was found in an apartment up the street with heavy bleeding from a laceration to his arm. Both subjects were transported from the scene by EMS and one male was charged with malicious wounding as a result of the incident. The other male later died while receiving treatment at UVA Charlottesville. Additional charges possible pending autopsy/medical examiner report.
- In February 2023, the manager of the Connectivity Store reported that a former manager had been confronted after the company determined that he had been embezzling funds from the business. Through the investigation, the former manager embezzled approximately \$13,000 of store merchandise/funds while he was working for the company. Embezzlement warrants were obtained and served. This case is pending court proceeding/disposition.
- In February 2023, the department responded to reports of a pedestrian struck by a train in the area of the U.S. Avenue crossover. The male victim was located next to the train unresponsive. He was pronounced deceased at the scene. The police departments Accident Reconstruction Team and the Criminal Investigations Section responded to assist in the investigation.
- In April 2023, Martins Grocery reported that a couple (male/female) entered into the business and selected items from the health and beauty aisle and concealed the items in the female's dress pockets. The couple exited the store after concealing several thousand dollars of merchandise. The couple were identified as being part of a Romanian Gypsy Organized Crime group that targets retail store. At the time of the Culpeper incident, the 2 were believed to have been involved in nearly a dozen other similar incidents regionally (across VA/MD/WV). The 2 were identified and Warrants obtained. The female male was taken into custody and the female remains at large.
- In June 2023, a victim reported that she had been advised via an alert on her computer that her computer had a virus. She was instructed to call "support" which she did. She was instructed to withdraw \$24,000 from her bank account and take it to a "Bitcoin machine" which she did before realizing that this was possibly a scam. This is an active on-going investigation.

- There have been a plethora of missing juvenile cases involving children predominantly from Central America countries who arrive in Culpeper. The juveniles are placed with a guardian or sponsor after arriving at the border. The Office of the Refugee Resettlement (ORR) coordinates the placement of the juveniles. Several of the investigations reveal that the juveniles arrive from foreign countries for the explicit purpose of working and not continuing their education thus leaving on their own accord. The missing juveniles are entered in VCIN\NCIC and NamUs to assist in their location. This agency continues to work with its local, state, and federal partners to assist in this matter. This agency was instrumental in raising awareness about the missing juvenile, which was a catalyst in orchestrating a meeting with the Office of the Refugee Resettlement (ORR) in February 2022. There was representation from congressional representative Abigail Spanberger, local, state, and federal law enforcement agencies in addition to a local activist attending the meeting.
- Detectives have worked on numerous credit card frauds, computer frauds, wire frauds, and other scams. Several cases of credit card fraud have amounted to several thousands of dollars. Many of these cases involve victims being requested to deposit monetary funds into 'Bitcoin' machines and/ or removing large sums of money from their own financial institutions and then purchasing gift cards during the course of the scam. Suspects are often located in other parts of the United States and sometimes on different continents making the recovery effort of victims' funds of money much more challenging. Detectives attempt to make every effort to assist these victims in getting their funds back by serving numerous search warrants and subpoenas on the companies. Oftentimes these attempts have not proved to be very successful given the scammers' ability to use fake email accounts created only for this purpose. We continue to work to provide information to the public through information sessions during Neighborhood Watch Meetings and by working with the Departments PIO in getting the information out on social media outlets to keep the public better informed.
- The department continues to cultivate and strengthen relationships as we continue to work with the Federal Bureau of Investigations, U.S. Marshall Services, U.S. Immigration and Enforcement / Department of Homeland Security, Drug Enforcement Agency, U.S. Secret Service, Virginia State Police, Alcohol and Beverage Control, State Fire Marshall's Office, Commonwealth's Attorney Office, Crime Victim Witness, Culpeper County Sheriff's Office, Department of Human Services (CPS/APS), S.A.F.E., Legal Aid and other various law enforcement agencies or affiliates.
- The Support Services Division has had a very successful fiscal year. The Records Division is 100% paperless and are working on scanning old large case files. The antiquated records that were stored in the outside POD have been moved to the Wastewater Plant to an inside climate controlled area to ensure proper safekeeping of those records. They are responsible for data entry and maintaining the majority of all confidential police records. They work closely with other law enforcement agencies, municipalities and administrators. In FY21, the Records division received their triennial VCIN/NCIC audit conducted by the Virginia State Police in which all VCIN/NCIC entered records were in compliance with VSP standards. The next scheduled audit will be held in 2024. The records division continues to work towards maintaining compliance every day. The Records Division is also responsible for fulfilling all police related FOIA requests and works with the Town Clerks office to ensure compliance and maintain identity confidentiality of released records. The Support Division continues to be a vital support system within the agency. Records is responsible for the

Community Policing Data Act compliance reporting each quarter. Currently, civilians assist with training scheduling and documentation; are responsible for logistics: ordering/receiving/processing, grants, payroll processing, budget preparation and monitoring, Munis accounts payables review and processing, maintain and updating equipment disposal and asset acquisitions, monthly, quarterly, annual reports and other statistical data reports.

Departmental Statistics

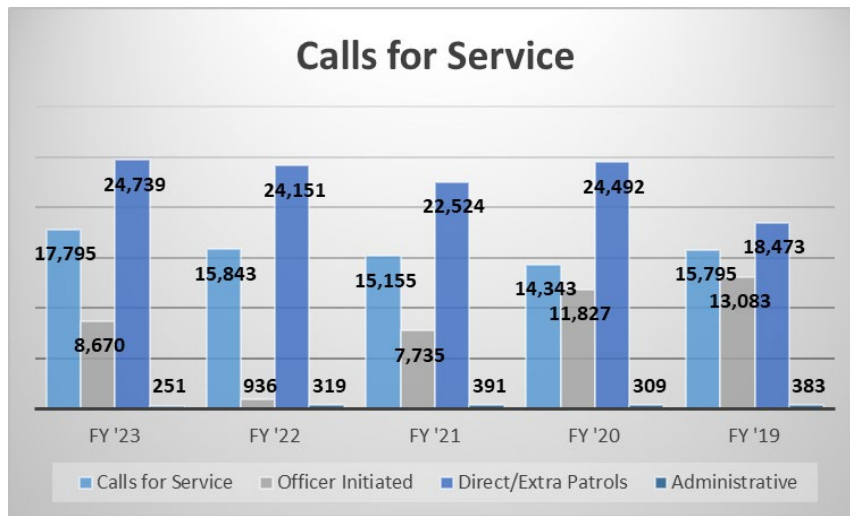
The department investigated 275 reportable crashes, placing 230 charges in FY23. The total damage cost of vehicles involved in crashes was *estimated* at \$1,429,210 and total property damage from crashes was *estimated* at \$274,450. There were 122 persons reported injured, 1 fatality, and 9 crashes involving pedestrians.

<i>Traffic Summary</i>					
	FY '23	FY '22	FY '21	FY '20	FY '19
Traffic Accidents	275	276	250	281	292
Accidents w/Pedestrians	9	7	3	2	7
Accident-related Summons Issued	230	213	188	222	231
Hit and Run	141	131	152	107	142
Personal Injuries	122	94	89	79	93
Fatalities	1	3	0	0	3

<i>UTS & Warnings</i>					
Summons	2,095	1,994	1,538	1,716	2,765
Warnings	1,139	1,576	873	531	524
TOTALS	3,234	3,570	2,411	2,247	3,289

<i>Parking Enforcement Tickets Issued</i>					
Parking Authority Lots	249	307	236	312	735
On Street Parking	882	1,080	543	651	1,527
TOTALS	1,131	1,387	779	963	2,262

<i>Calls for Service</i>					
	FY '23	FY '22	FY '21	FY '20	FY '19
Calls for Service	17,795	15,843	15,155	14,343	15,795
Officer Initiated	8,670	9,236	7,735	11,827	13,083
Direct/Extra Patrols	24,739	24,151	22,524	24,492	18,473
Administrative	251	319	391	309	383
TOTALS	51,455	49,549	45,805	50,971	47,734



Part I Crimes

	FY '23	FY '22	FY '21	FY '20	FY '19
Aggravated Assaults	25	22	21	17	8
Arson	1	1	5	1	0
B & E /Burglaries	11	6	6	7	11
Domestic Violence*	298*	308*	298*	319*	328*
Forcible Rape	4	4	1	5	4
Homicides	1	0	2	0	0
Larcenies	280	257	309	298	301
Motor Vehicle Thefts	22	20	13	11	11
Robbery	5	6	4	12	12
TOTALS	349	316	361	351	347
Est. Value of Prop. Stolen	\$3,223,983.67	\$1,771,063.72	\$444,523.43	\$271,168.73	\$414,377.52
Est. Value of Prop. Recovered	\$51,506.13	\$51,699.49	\$27,672.12	\$69,355.95	\$56,091.59

**Not a Part I crime, but statistics requested, not counted in total Part I crimes.*

ADULTS – Arrests & Charges (including assisting other agencies)

	Total Arrests	Total Charges	Felony	Misdemeanor	Alcohol-ALL	Drug-ALL
FY '23	1,442	2,265	605	1,660	392	198
FY '22	1,292	1,954	483	1,471	417	148
FY '21	1,024	1,423	369	1,054	271	139
FY '20	1,084	1,505	415	1,090	195	260
FY '19	1,112	1,531	449	1,082	180	266

JUVENILES – Arrests & Charges (including assisting other agencies)

	Total Arrests	Total Charges	Felony	Misdemeanor	Alcohol-ALL	Drug-ALL
FY '23	31	45	6	39	10	1
FY '22	25	48	7	41	8	1
FY '21	25	42	14	28	0	3
FY '20	22	37	9	28	0	5
FY '19	38	56	16	40	1	14

All statistics are current as of July 25, 2023

PUBLIC WORKS

INTRODUCTION

The Public Works Department has forty-nine full-time employees who are assigned to the following eleven divisions: Motor Pool, General Engineering, Streets, Snow & Ice, Traffic Engineering, Sanitation, General Properties, Parks & Recreation, Cemetery, Water Distribution and Wastewater Collection.

PERSONNEL

- Completed numerous training sessions on the Safe Personnel website.
- One employee completed requirements for VDOT's Locally Administered Projects Qualification Program.
- One employee received certifications in VDOT Asphalt Field 1 and 2 and VDOT Soils & Aggregate Compaction.
- One employee received certification in cross connection, maintenance and testing.
- Three employees attended the ACI Concrete Field Testing Technician certification training.
- One employee completed online DEQ Storm Water Management training.
- Three employees completed Class A CDL licensure training.
- Two employees completed the process and tested to receive their Registered Tech certification for herbicide spraying.
- Four employees received the First Aid/AED/CPR certification.



STREETS

- Cleaned storm water devices and installed mulch in the Filterra systems on Colonel Jameson Boulevard per the storm water maintenance agreement with DEQ.
- Removed debris from Hidens Branch, and cleaned box culvert under James Madison Highway.
- Assisted contractor with traffic control for tree removal on Madison Road and Orange Road.
- Repaired Madison Road near Power Wellness Center due to storm sewer failure.
- Replaced defective culvert pipe under Westover Street and installed drainage box.
- Excavated and repaired pavement failure on Lesco Boulevard.



SPECIAL PROJECT – E. SPENCER ST. PARKING LOT

- Assisted contractor with house demolitions on E. Spencer Street.
- Cut and removed trees and install silt fence and soil erosion/sediment controls.
- Stripped topsoil, installed storm water detention pond, concrete wash area and graded.
- Installed storm water detention pond structure and poured concrete for pipe underlayment.
- Completed grading of parking lot and amphitheater areas; installed electrical conduit and fill dirt.

ENGINEERING

- Performed inspections on asphalt milling and paving operations, pavement markings, storm structures, curb, gutter and entrance ramps throughout Town.
- Performed annual road inspection with VDOT.

- Assisted with the inspection of the Filterra device maintenance on Colonel Jameson Boulevard.
- Assisted with the inspection and oversight of the VDOT US 522 Pedestrian and Bicycle Safety Improvement Project by Chemung Contracting.
- Performed DEQ storm water inspections on the E. Spencer St. parking lot project.
- Inspected the storm sewer slip lining project on Glazier Street.

SNOW & ICE

- Conducted annual internal training on the proper techniques to be used during snow and ice events for all operators.
- Reworked sand and salt and cleaned storage facility on Industry Drive.
- Purchased snow plows and spreaders as needed for equipment and vehicles.
- Department personnel responded to a minor snow event on February 1st wherein 2.5 tons of salt was applied to all bridges.



CEMETERY

- In addition to normal maintenance activities, necessary services were provided for one hundred five interments and one disinterment.
- Performed the annual fall and spring cleanup of all non-permanent decorations and items prohibited by Town Code in October and March.
- Replaced the concrete public trash receptacles with new standard metal receptacles.
- Provided assistance with activities for the A.P. Hill burial in January.
- Removed numerous trees at edge of cemetery and cut and removed low hanging limbs throughout the cemetery with assistance from Light & Power to facilitate mowing operations.

MOTOR POOL

- Maintenance personnel performed the necessary service and repair work on all vehicles and equipment within the Town fleet.
- Performed state inspections on all licensed vehicles during April, June, July, August and September.
- One employee completed the process for his state vehicle inspection license and two employees were recertified.
- Provided assistance with the cleaning, painting and reorganization of the motor pool shop.

TRAFFIC ENGINEERING

- Repaired signs, replaced broken posts, and installed additional signs at various locations.
- Replaced numerous signs, delineators and barricade boards throughout Town due to reflectivity issues and accident damage.
- Removed vegetation from signs and right of ways as needed to improve sight distance.
- Installed or relocated “Corporate Limits” signs on Braggs Corner Road and Brandy Road due to the boundary line adjustment.
- Removed two Veterans Memorial Bridge signs from Sperryville Pike for refurbishing and reinstalled.
- Painted stop bars and installed signage to create “All Way Stop” intersection control at Autumn Ridge Road/Dove Lane and Kingsbrook Road/Electric Avenue.





SANITATION

- Department personnel performed weekly collections for residences and businesses.
- Collected Christmas trees from residences and businesses in January and chipped for reuse as mulch.
- Vacuumed leaves from businesses and residential areas in December and January and converted to compost.
- Purchased additional trash receptacles, liners and tops with DEQ Litter Control Grant funding. Received shipment of additional 95-gallon trash carts, tops and wheels.
- Entered, processed and completed work orders in Munis for trash cart purchases, deliveries and repairs.
- Provided street cleanup and trash collection following special events.



GENERAL PROPERTIES

- Performed annual inspections on all Town fire extinguishers.
- Assisted contractor with backflow inspections at the Operations Center and Public Works facility.
- Completed exterior painting and assisted with sanitary sewer line replacement at Depot.
- Power washed, primed and painted walls, replaced window trim in wash bay and painted interior of motor pool shop at Public Works facility.
- Assisted contractor with HVAC replacement on the 3rd floor at Town Hall.
- Completed renovations for IT Department on the 2nd floor at Town Hall.
- Responded to sewer back-up, coordinated and assisted with interior sanitary sewer replacement and building construction at Police Department.
- Coordinated the bidding of custodial contract services for all Town facilities.



PARKS & RECREATION

- Inspected playground equipment at Rockwater Park, Yowell Meadow Park and Wine Street Park.
- Removed graffiti from Rockwater Park and wing walls of dam at Mountain Run Lake.
- Replaced wood decking on Nature Trail Foot Bridge and repaired ditch and installed rip-rap stone adjacent to the pond outlet pipe at Yowell Meadow Park.
- Cut and removed trees along rock shoreline at Lake Culpeper Adventures.
- Coordinated with Planning and Zoning and Environmental Services with the ordering and placement of new signs due to the renaming of “Lake Pelham” to “Lake Culpeper”.

MISCELLANEOUS

- Provided traffic control materials for the following events: First Friday, Halloween festivities, downtown Christmas tree lighting, Culpeper Christmas Parade, Culpeper Air Fest, CCVFD banquet.
- Provided traffic control and trash carts for the Soap Box Derby and St. Patty’s event.
- Provided the mobile stage for His Village Church event, Culpeper Palooza and Moonlight Halloween Hunt.
- Provided mobile stage, traffic control materials and trash carts for the following events: Third Thursday Concerts, Hop N Hog, Gnarly Culpeper Block Party & Brew Fest, July 4th festivities.



- Provided mobile stage and traffic control materials for the Culpeper Fest.
- Reinstalled and repaired parklets on E. Davis Street.
- Moved boxes from storage to the Brandy Volunteer Fire Department for the Christmas Basket Program.



TOWN TREASURER / FINANCE

INTRODUCTION

The Town of Culpeper Treasurer's Office/Department of Finance is committed to achieving a high standard of service while managing the Town's finances in accordance with established accounting standards, Town Code and policies. Responsibilities include the administration of Town revenues and expenses in an efficient and equitable manner, accurate financial reporting, and promoting confidence and integrity in all interactions with the public.

PROJECTS, OPERATIONS AND BUDGET

The annual financial audit and preparation of the Town's FY22 Annual Comprehensive Financial Report and all related filings were completed on schedule. Our auditors, PBMares LLP, issued an unmodified opinion on the Town's financial statements, which is the highest form of assurance that can be given. Staff has addressed all prior year auditor comments, and new audit comments from the most recent audit have been reviewed and addressed either during or subsequent to the completion of the audit.

The Town has been awarded the Government Finance Officers Association's Award for Excellence in Financial Reporting for the FY22 Annual Comprehensive Financial Report. This marks the nineteenth consecutive year the Town has been recognized with this award, indicating our continuing commitment to transparency, full disclosure, and clear financial analysis.

The Town received the 2nd tranche of Federal ARPA funding in July 2022 of approx. \$9.6 million, in addition to other grant funding related to ARPA through various Federal and State agencies, in response to the COVID-19 pandemic. Funds were distributed as allowed under the Treasury ARPA regulations to support continuity of Town operations and offset revenue losses incurred by the Town, or to provide support to local community programs. As of June 30, 2023, approx. \$7.7 million of ARPA funds remain for future use. These funds are required to be used by December 2024, and for certain capital projects by December 2026. All remaining funds have been allocated to specific projects as allowed under the Treasury ARPA regulations, primarily \$5.8 million remaining towards improvements at the WPCF.

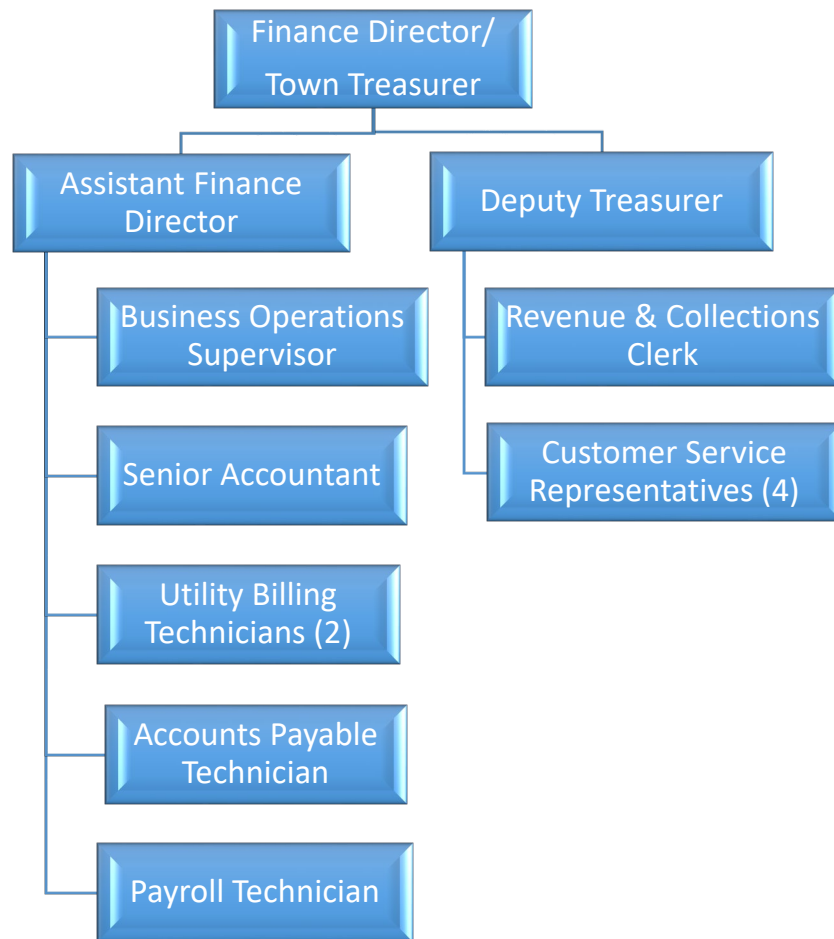
Town funds are invested in a manner which prioritizes security of funds while providing market rate returns. Investment returns in FY23 were higher due to the sharp increases in Federal Reserve rates starting in March 2022. As prior investments matured, funds were held in higher yield short term liquid accounts, or re-invested in longer maturities, thereby increasing the overall weighted average portfolio investment yield at June 30, 2023. Investment income from all funds in FY23 was approx. \$1,158,000, which represents a 110% increase from the prior year. Overall, the Town cash and investment portfolio has increased from \$50.5 million at June 30, 2022 to \$58.2 million at June 30, 2023 (not including unallocated ARPA Relief Funds of \$7.7 million).

The Town Treasurer/Finance department had an operating budget of \$1,705,103 and total spending of \$1,579,184 (before year end audit accruals). The primary items related to the

department budget surplus were payroll, due to temporary staffing vacancies during the year and lower than budgeted health insurance benefit costs, and collection fees, where for the 2nd year in a row there was less reliance on DMV stops for collections. Implementation of an automated process for placing DMV stops for collections is scheduled for FY24.

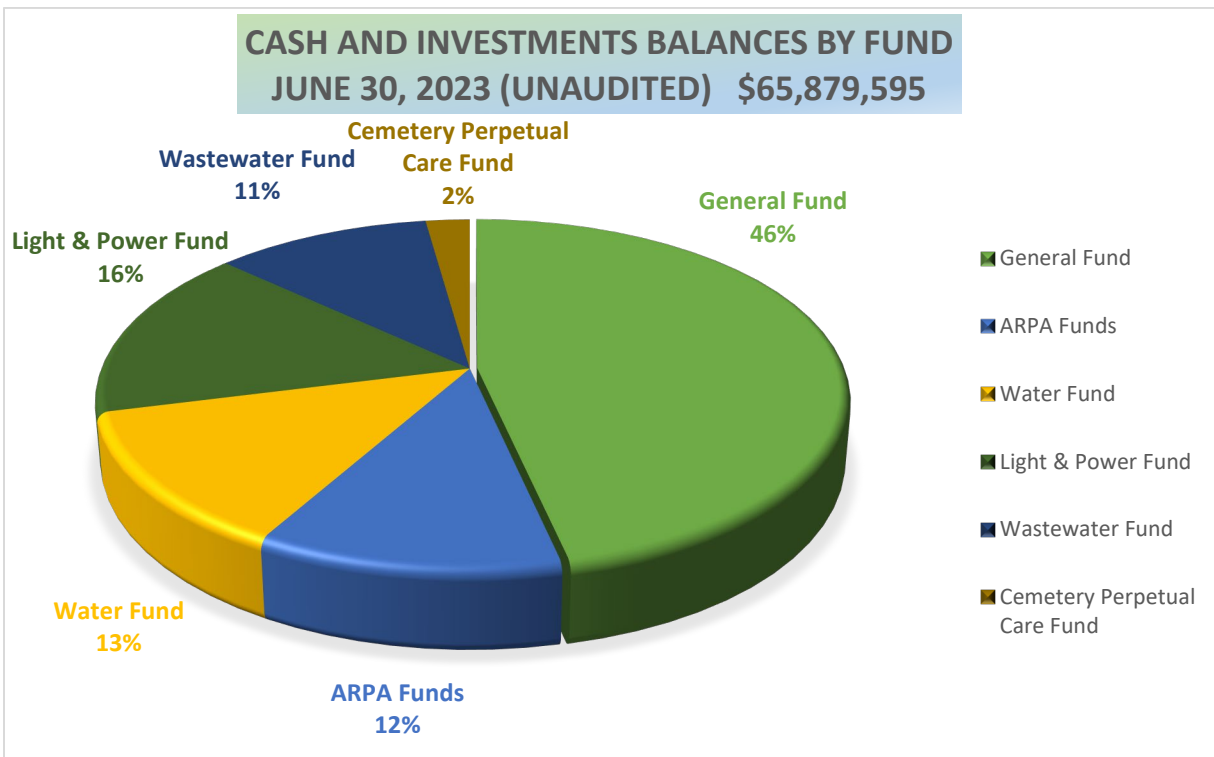
STAFFING

The Treasurer/Finance department saw less staffing turnover during FY23 as compared to the prior year. Staff training and development continued to be emphasized for all staff when possible, with an increase in training opportunities as more offerings became available as pandemic travel restrictions were lifted. The Assistant Finance Director attended a week-long leadership training held by the GFOA as part of a selected cohort of peers from across the country and Canada. Currently, multiple staff members are working towards completing a series of classes to earn the Master Governmental Deputy Treasurer certification issued by the Treasurers' Association of Virginia (TAV), or the Virginia Government Finance Officers Association (VGFOA) Certificate issued by Radford University and the VGFOA, demonstrating competency in the areas of accounting, budgeting, cash management, debt administration, internal controls, Virginia law, and other topics pertinent to state and local governments. To date, the Finance Director/Treasurer and Deputy Treasurer have earned their respective certifications from TAV, with another staff member having completed the requirements and pending verification. Additionally, the Finance Director/Treasurer has completed the VGFOA certificate program, and is now asked to serve as a course instructor from time to time, and also serves on the Executive Board of the VGFOA.

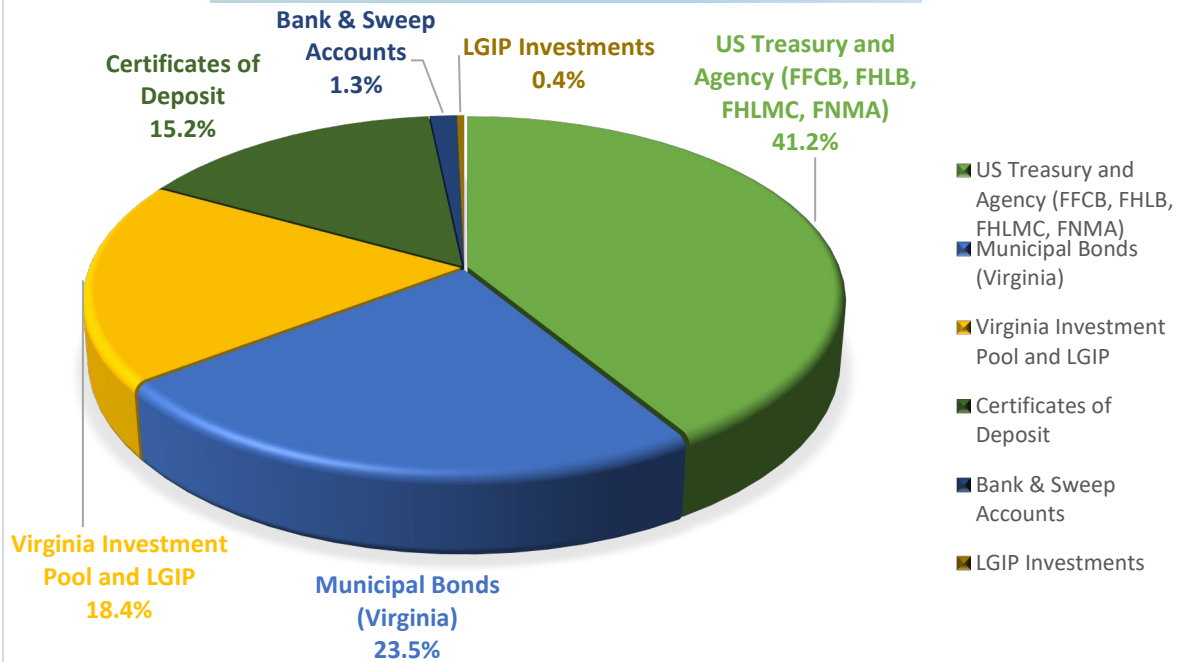


**FY2023 TREASURER'S OFFICE OPERATING METRICS
AND SELECTED TOWN FINANCIAL DATA**

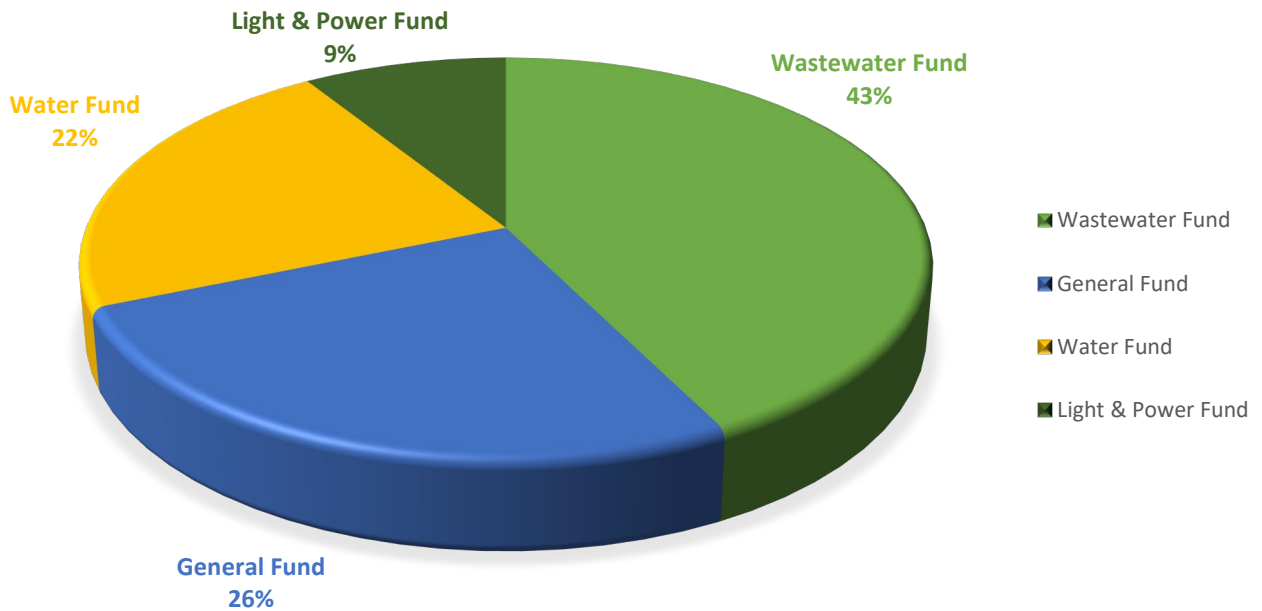
<u>DESCRIPTION</u>	<u>NUMBER</u>	<u>VALUE</u>
Treasurer's Office Payment Transactions Received and Processed	133,770	\$ 64,075,667
Vendor Disbursements Processed:		
Check	2,172	
EFT	1,615	
Wire	381	
Total	4,168	\$ 46,142,985
Payroll Payments Processed	5,157	\$ 12,700,893
Utility Bills Processed:		
Water	92,398	\$ 3,812,029
Sewer	88,367	\$ 4,731,646
Electric	82,987	\$ 15,028,761
Total	106,967	\$ 23,572,436
Utility Account Service Orders	7,421	N/A
New Utility Account Applications	998	\$ 24,950
Boating Permits Issued	739	\$ 10,195
Fishing Permits Issued (no longer issued effective January 2023)	348	\$ 1,740



**CASH AND INVESTMENTS BALANCES BY TYPE
JUNE 30, 2023 (UNAUDITED) \$65,879,595**



**OUTSTANDING DEBT PRINCIPAL BALANCES BY FUND
JUNE 30, 2023 (UNAUDITED) \$26,632,000**



The following table shows a 5-year trending analysis for selected tax revenues by fiscal year:

Tax Revenues					
	Fiscal Year				
	2019	2020	2021	2022	2023**
PERS PROPERTY AND REAL ESTATE TAXES(*)	\$ 3,726,136	\$ 3,789,988	\$ 3,605,747	\$ 4,222,522	\$ 4,068,088
Admissions Tax	\$ 43,569	\$ 30,997	\$ 3,713	\$ 32,766	\$ 37,139
Bank Stock Tax	\$ 483,997	\$ 402,494	\$ 494,982	\$ 510,246	\$ 631,658
BPOL - Contracting	\$ 45,925	\$ 44,233	\$ 32,777	\$ 24,441	\$ 58,352
BPOL - Professional	\$ 177,252	\$ 181,648	\$ 192,344	\$ 198,228	\$ 236,512
BPOL - Repair & Pers Business Services	\$ 120,656	\$ 173,921	\$ 154,050	\$ 180,137	\$ 222,231
BPOL - Retail	\$ 528,216	\$ 534,834	\$ 562,705	\$ 677,890	\$ 788,989
BPOL - Utilities	\$ 22,742	\$ 26,074	\$ 16,811	\$ 16,019	\$ 25,127
BPOL - Wholesale	\$ 46,206	\$ 49,788	\$ 50,320	\$ 57,204	\$ 68,840
BPOL - Miscellaneous / Other	\$ 17,792	\$ 6,075	\$ 5,075	\$ 5,212	\$ 6,272
Cigarette Tax	\$ 247,326	\$ 225,899	\$ 220,301	\$ 207,338	\$ 194,250
Consumption Tax - Electric	\$ 65,116	\$ 62,461	\$ 63,429	\$ 66,003	\$ 65,926
Hotel & Motel Room Tax (Lodging Tax)	\$ 448,369	\$ 358,721	\$ 368,494	\$ 503,564	\$ 784,500
Local Sales and Use Tax	\$ 1,585,041	\$ 1,623,384	\$ 1,847,634	\$ 2,125,855	\$ 2,217,159
Meals Tax	\$ 4,332,531	\$ 4,156,443	\$ 4,594,500	\$ 5,176,632	\$ 5,858,315
Telecommunications Sales and Use Tax	\$ 105,589	\$ 101,020	\$ 92,127	\$ 87,616	\$ 85,791
LOCAL TAXES - SUBTOTAL	\$ 8,270,326	\$ 7,977,992	\$ 8,699,261	\$ 9,869,151	\$ 11,281,062
Grand Total	\$ 11,996,462	\$ 11,767,980	\$ 12,305,008	\$ 14,091,673	\$ 15,349,150
*Council reduced vehicle tax rate in FY 2023 from \$1.00 to \$0.75 per \$100 assessed value				** FY 2023 is unaudited	

INDUSTRIAL DEVELOPMENT AUTHORITY (IDA)

The Finance Director/Treasurer is the staff liaison to the IDA, coordinating the annual meeting and is the custodian of the IDA financial records and bank accounts.

DEPARTMENT FY24 GOALS & OBJECTIVES

- Continue to account for and report on use of Federal ARPA funds.
- Continue to enhance the tax and utility account collection process to lower write-offs. This includes taking advantage of additional resources and technology available to aid in collection of unpaid accounts.
- Continue to review and update Treasurer and Finance related town codes/ordinances, and various documents (policies, procedures, and desktop manuals) to be current, effective, efficient and relevant.
- Encourage and support staff training and development, focusing on customer service training, career development and attaining professional organization certifications.

TOURISM

INTRODUCTION

Tourism Mission Statement

Responsible for promoting the Culpeper community as attractive travel destination, enhancing its public image as a dynamic place to live and work. Through the impact of travel, we strengthen Culpeper's economic position and provide opportunity for our citizens.

Visitor Center Mission Statement

Together, we will work to provide the highest quality of customer service to the traveling public, while maintaining good working relationships with local businesses and organizations.

Vision Statement

Foster a spirit of partnership with Culpeper's tourism industry partners.

Integrity: Be the Best You

- Respect, value, and appreciate others with kindness
- Work through differences
- Be transparent
- Take personal responsibility
- Contribute to the success of others
- Celebrate shared accomplishments

Passion: Thirst for Knowledge

- Seek new ideas and fresh thinking
- Stay curious and encourage questions
- Be purpose driven
- Value the people, the brand, and the industry

Results: Move Mountains

- Define, measure, and communicate collective goals
- Continuously evaluate and innovate

STATE OF THE INDUSTRY

Economic Impact numbers are reported by Tourism Economics in the fall of each calendar year, for the previous calendar year. FY23 reported on calendar 2021.

Economic Impact Methodology

Tourism Economics inputs direct spending into a model of the Virginia economy, constructed using an IMPLAN input-output (I-O) model. The model traces the full extent of industry impacts as dollars flow through the local economy.

An I-O model represents a profile of an economy by measuring the relationships among industries and consumers and quantifies three levels of impact:

1. **Direct impacts:** Visitor spending creates direct economic value within a discrete group of sectors (such as recreation and transportation). This supports a relative proportion of spending, jobs, wages and taxes within each sector.
2. **Indirect impacts:** Each directly affected sector also purchases goods and services as inputs (e.g. wholesalers, utilities) into production. These impacts are called indirect impacts or supply-chain effects.
3. **Induced impacts:** Lastly, the induced impact is generated when employees whose wages are generated either directly or indirectly by visitor spending spend those wages in the local economy. This is called induced impact or income effect.



Direct Visitor Spending and Impact:

- Domestic travel expenditures increased 32.8 percent, up from **\$48.81 million in 2020, to \$64.8 million in 2021**, as a result of the positive economic impact of tourism recovery from the coronavirus pandemic.
- Tourism employment increased **7.4 percent, increasing employment from 605 to 650 jobs.**
- Tourism employment payroll increased **20.57 percent in 2021**, totaling **\$18,137,621.**
- Travel expenditures generated **\$2,916,623 in Local Tax Receipts** in 2021, feeding **\$1,737,647 to State Tax Receipts.**

Indirect and Induced Visitor Spending and Impact:

- Indirect and induced spending increased by 15.73 percent, up from **\$33.16 million in 2020, to \$38.37 million in 2021**, as a result of the positive economic impact of tourism recovery from the coronavirus pandemic.
- Indirect and induced employment decreased **2.4 percent, decreasing indirect and induced employment from 242 to 236 jobs.**
- Indirect and induced employment payroll increased **1.85 percent in 2021**, totaling **\$10,735,085.**
- Indirect and induced travel expenditures generated **\$749,677 in Local Tax Receipts** in 2021, feeding **\$670,342 to State Tax Receipts.**

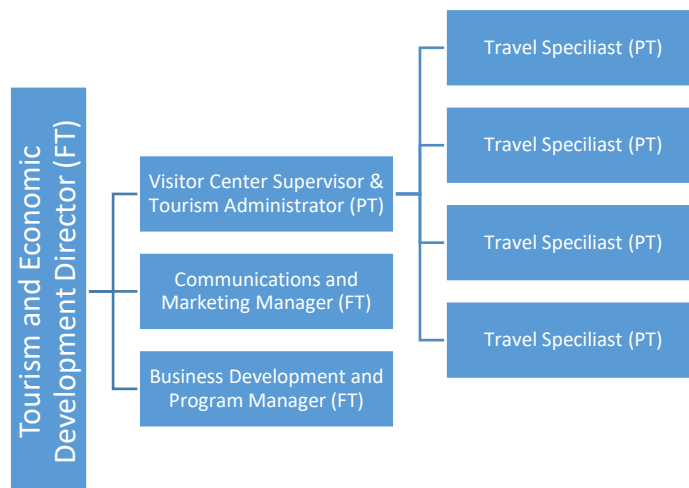
2021 Total Tourism Economic Impact for Culpeper

- Total impact for travel expenditures was **\$103,206,459.**
- Total impact for tourism employment was **886 jobs.**
- Total impact on tourism employment payroll was **\$28,872,706.**
- Total impact of travel expenditures generated **\$3,666,301 in Local Tax Receipts**, feeding **\$2,407,989 to State Tax Receipts.**

FY23 PERSONNEL

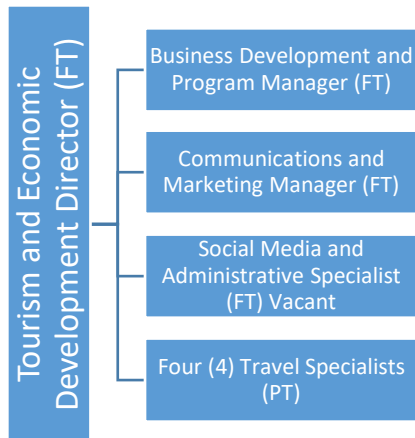
The start of FY23 the Culpeper Tourism department continued the dual operating mode that become routine by the end of FY22 – destination awareness and business industry support. Destination awareness goals aimed to grow Culpeper’s domestic and international tourism economy, raise awareness of Culpeper’s tourism products, increase consumer consideration to travel and convert to visitation. Business and industry support goals provided direct and indirect assistance with funding, operations, supply chain and logistics, marketing and communications, technology and data protection and workforce.

Start of FY23 org chart:



On January 19, 2023 the Visitor Center Supervisor and Administrator announced retirement plans effective June 20, 2023. The Director worked with the Town Manager and Human Resources, to redefine the Visitor Center Supervisor and Administrator (part-time) role. As a result the new Social Media and Administrative Specialist (full-time) role was created. Director received Council approval for these changes in May 2023 and worked with Human Resources, to begin recruitment to fill this vacant position during Q1 of FY24.

End of FY23 org chart:



Personnel Awards: Paige Read, Director, received the 2023 ‘Tourism Professional of the Year’ award and the Town of Culpeper was named the winner of the ‘Niche Tourism’ award at the Virginia Association of Destination Marketing Organizations (VADMO) annual Spring symposium held in Suffolk, VA.

The ‘Niche Tourism’ Virgo Award is given to a destination that has created a creative and successful tourism initiative that showcases a destination’s niche tourism market. This award was received as a result of the newly launched Right the Record project, which aimed to raise awareness regarding the vast wealth of African American history and heritage within the community and celebrate African American History in Culpeper.

The ‘Tourism Professional of the Year’ was awarded to Paige Read, Culpeper Tourism and Town Economic Development Director, for her impact on tourism in the community through creativity, teamwork, and leadership. Serving as the Director of Economic Development and Tourism since 2014, this award not only acknowledges Read’s consistent ability to seek out and secure state and federal grant funding to boost marketing and development in The Town of Culpeper, Culpeper County & regional initiatives but also recognizes her ongoing tourism product development efforts in the community as well.

FY23 MARKETING | ADVERTISING | BRANDING

Annual update in Q4, focusing on content:

Content Strategy and Calendar

Culpeper's content marketing involves the creation and sharing of online materials (videos, blogs, social media, etc.) intended to generate interest from consumers in travel products or services.

Brand Values

- Passion – define Culpeper to all audiences
- Inspiration – capture emotion and intent to travel
- Diversity – showcase a wide array of people and travel experiences
- Authenticity – highlight 'very Culpeper' travel products and experiences
- Inclusivity – provide information and resources so that ALL travelers feel safe and welcome in Culpeper
- Fun – present THE key attribute of Culpeper travel experiences

Goals

- Maintain awareness and consideration of Culpeper as a top travel destination.
- Increase bookings and arrivals in Culpeper.

Target Markets

- Virginia
- Washington, D.C.
- Baltimore, MD
- Philadelphia, PA
- Raleigh/Greensboro, NC

Earned Only

- New York/New England
- Ohio
- Harrisburg, PA
- West Virginia

Target Audiences

Four key personas defined by research to be the highest-value audiences:

- THE ENRICHED TRAVELER: Head of household age 25 – 54. Average household income \$130+, Seeks to be enriched through travel. Create memories with family & children. Favor a variety of attractions and destinations, including beaches, mountains, cities, and historical sites.

- PHILANTHROPIC SOPHISTICATES: Head of household age 66 – 75. Average household income \$100,000 - \$124,999. Focused on quality, retiring in comfort, experienced travelers, art connoisseurs, philanthropic & ecological lifestyles.
- COUPLES WITH CLOUT: Head of household age 36 – 45. Average household income \$250,000+. Highly educated mobile couples living life to the fullest in affluent neighborhoods. Key features: Affluent, highly educated, tech journeymen, saving for college, fitness enthusiasts.
- ACROSS THE AGES: Head of household age 51 – 65. Average household income \$125,000 - \$149,999. Flourishing couples and multi-generational families living a wide range of lifestyles in suburbia. Key features: Affluent, rooted in the suburbs, multi-generational households, fitness club members, outdoor hobbies.

Considerations and Guidelines

- Strategy: In general, all marketing initiatives should ladder up to Culpeper’s flagship brand – Rich History Modern Charm
- Strategy: All marketing initiatives should be firmly tied to travel, whether the consumer is planning travel now, or in the future. In general, Culpeper will not promote initiatives or campaigns that do not inspire travel.
- Diversity, Equity, and Inclusion (DEI): Here in Culpeper, we stand for LOVE. We stand for equality, diversity, and inclusion. Our job is to promote Culpeper as a premier travel destination, and we aim to make everyone feel welcome when visiting Culpeper by providing resources, information, and inspiration. With this mission and goal in mind, we are making a conscious effort to not only be diverse in our marketing, but to strive for inclusiveness in everything we do.

Content Strategy

FY23 shifted strategy to focus on Outdoor Beauty, Local Culture & Food Scene and Unexpected Family Experiences

Outdoors:

- Focus on highlighting unique outdoor camping, tubing, kayaking and farm experiences.

Culture:

- Developing new Culpeper Heritage brand to highlight DEI in the community and the variety of cultural stories found here.

Family

- Showcase family friendly indoor and outdoor activities, attractions, experiences in Culpeper through multi-channel media outlets online and print.

Situational Analysis | Research

Data and Insights influencing department strategy and content creation.

The 2023 Traveler | Travel Spending – at the end of FY23 93 percent of Americans have trips planned in the next six months, the highest level in three years. A fifth of them have trips planned within a month, a quarter will travel in one to two months and almost a third have travel planned in three to five months. “Inflation, higher interest rates and other economic headwinds are no match for consumer demand for travel,” said Amir Eylon, President and CEO of Longwoods International. “The outlook for spring break travel and summer travel is very positive.” The travel planned for the next six months is even more impressive when you consider that a quarter of all travelers report that concerns about their personal financial situation will greatly impact their travel decisions in the next six months. And a third of travelers say that inflation will greatly impact their travel plans in that same time period.

Traveler Decision Making - Travel continues to rebound from COVID. In Q4, FY23, 91 percent of American travelers reported plans to travel in the next 6 months, with the typical traveler expecting to take three leisure trips in this period. Americans continue to show an increasing desire to venture further, with 8 percent planning to travel internationally this year. Over 70 percent saying they enjoy the unique environment or experiences at local businesses while traveling.

In June 2023, Longwoods International reported 14 percent of American travelers have already used Chat GPT, the artificial intelligence chatbot tool, for trip planning. In April 2023, 32 percent of American travelers reported that they planned to use Chat GPT for trip planning in the next six months. The Longwoods survey also demonstrated travelers’ uneasiness with the state of the economy, with 51 percent of them reporting that inflation is impacting their decision to travel in the next six months. As far as coping with their personal financial situations, 32 percent of travelers are reducing spending on entertainment and recreation, 31 percent are reducing their retail spending, and 27 percent are reducing the number of trips they are taking.

According to a Longwoods survey in March 2023, two-thirds of American travelers utilize travel videos to inspire, inform and plan their trips, up from less than half two years ago. The most popular source of travel video content is social media channels, such as Facebook, Instagram, Twitter, TikTok and Snapchat, with 36 percent accessing travel videos on those platforms, up from 17 percent of travelers in 2021.

Moving Forward | Strategic Planning - 2023-2024 will continue to experience fluctuations in consumer behavior, travel patterns and predictability. **Culpeper’s audience is digitally savvy**, connecting at least once a day to: social media; traditional TV; connected TV; online and streaming video; online articles and news outlets; traditional radio; and streaming audio. Research shows those who are exposed to **three or more destination marketing channels showed higher interest in visiting** within the next 12 months.

Thirty-two percent of travelers report accessing travel video content through online video services like YouTube and Vimeo, while 24 percent find this content on streaming services such

as Netflix, Hulu, Apple and Disney+. Only 20 percent get their travel video content from sources that are more traditional like travel TV shows on cable or satellite TV.

When it comes to travel inspiration and planning, consumers rank **Online search (e.g. Google, Bing) first** at 55 percent, **Opinions of friends and relatives second** at 51 percent, **Opinions of friends and relatives via social media** at 21.9 percent, **Offline media – TV, print, magazines** at 19.7 percent, **Online video travel content** at 13.5 percent and **Movies** at 9.2 percent.

FY23 DEPARTMENT ACTIVITY

FY23 Media Strategy – Department worked on a variety of owned, earned & paid media strategy in FY23, with budget directed toward website development, content creation, digital campaigns and media tours. The department spearheaded summer and fall paid content campaigns, results below. Top earned media highlights included:

- ABC7 WJLA News - Culpeper 1st Fridays & National Zip Code Day Celebration July 2022
- WFLS.com - Culpeper 1st Friday & National Zip Code Day Celebration at the Culpeper Depot July 2022
- Fox5DC – Live broadcast on Tuesday, July 5, 2022 - Field Trip to WAR Craft Brewery & Old House
- WTTG (Flipboard.com): Good Eats at Old House Vineyards & Field Trip to WAR Craft Brewery July 2022
- Yahoo.com - Field Trip to WAR Craft Brewery July 2022
- Newsbreak.com - Field Trip to WAR Craft Brewery July 2022
- ABC7 WJLA News: Virtual Live News Broadcasts - 8/4/2022 - Be A Culpeper Local Week & 8/12/2022 – Bikes, Wings & Wheels Show at the Culpeper Airport
- Media Tour - 8/28/22 – 8/29/22: Richmond Magazine writer – focus on historic downtown and quick escape from RVA
- Media Tour - 9/16/22 – 9/18/22: Kari Smith & family – Freelance writer, contributes to RVA Traveler, Boomer Magazine and more.
- Media Tour - 10/5/22 - 10/7/22: Julie McCool & Charles McCool
- Media Tour - 10/25/22 – 10/28/22: (Joint media tour with Visit Fauquier): Liz Mays – Publication: Eat Make Move (Blog) & Deb Thompson – Just Short of Crazy (Blog)
- Old House Vineyards named the best Winery in Virginia by ShermansTravels.com - October 2022
- Richmond Magazine feature article “Play hard, eat well and have fun in Culpeper” – October 2022 issue
- Virginia Living Magazine article on Old House winemaker Chris Harris – September 2022
- Media Tour- 10/28/22: Dom Brown TallTravelEats – Foodie influencer based in Richmond.
- ABC7 News WJLA – Culpeper Farmers Market Trick –Or-Treat Event - Oct. 2022

- The Roanoke Times – Right the Record Black History Project Plaques QR Codes to be Unveiled in Culpeper - Oct. 2022
- McCool Travels – Fascinating Small Town Museums in Northeastern US Oct. 2022
- FuninFairfax.com – Halloween in Northern Virginia: Haunted Trails and Trick-or-treating Oct. 2022
- Roanoke Times – Black History project plaques to be unveiled in Culpeper Oct. 2022
- U.S. News & World Report – Master Planning Underway for Battlefields State Park
 - MySA
 - Plainview Herald
 - USA Today – ‘A lot more stories to tell’
 - The Washington Post
 - WRAL
 - Stars and Stripes
- MidAtlanticDayTrips.com – Shop Local and See Culpeper Like a Local
- Fun in Fairfax – 30+ Fantastic Things to Do in Culpeper Virginia
- Inside NOVA/Culpeper Times - Tourism revenue surpasses \$68 million in Culpeper
- Culpeper, VA named one of the 12 Best Small Towns in Virginia by Travel + Leisure Co.
- Culpeper, VA named one of the 7 Most Underrated Town in Virginia - WorldAtlas
- ABC7 WJLA News – Spring Culpeper Restaurant Week Broadcast
- America’s Best History - Battle of Kelly's Ford, Virginia. (americasbesthistory.com)
- Media Tour 3/30/23 – 4/2/23: Peggy Sijswerda – Virginia Living Magazine Culpeper, VA feature article is scheduled to run in Spring 2024.
- Media Tour: May 10th – 11th - Renee Sklarew – Freelance writer, contributes to Northern VA Magazine, MSN, The Washington Post, Chicago Tribune, The Boston Globe, Pittsburgh Post-Gazette, AAA Magazine, Fodor’s Travel, The Washingtonian, and more.
- Media Tour 5/27/23: AMTRAK/ Ms. Virginia Volunteer, Kate Clutterback (Influencer) Day Trip.
- Media Tour 6/20/23 - 6/23/23: Karen Dawkins – Family Travels on A Budget – Karen is the Founder of Family Travels on A Budget travel blog that covers everything from family-friendly destination guides to travel tips, hotel reviews, and more.
- ABC7 WJLA News – Living the Dream 5K Event Feature
- InsideNOVA/Culpeper Times – Town of Culpeper’s Tourism & ED Wins Two Awards

Paid Media Performance

- **ADARA** – Fall Digital campaign launched 1st week of September. Spring 2023 campaign to launch in April 2023 – Both targeting leisure travelers. VTC Co-Op.
- **Food & Travel Magazine** – Spring 2023 issue 2 page spread print advertorial & digital ad run (April - May).
- **Travel, Taste + Tour Magazine** Spring 2023 Issue & digital campaign (April, May & June).

Website Updates – VisitCulpeperVA.com

- Routine content updates made during Q1 & Q2 of FY23 by Communications & Marketing Manager.
- Build out of digital assets for the initial launch of the Right the Record project finalized in Q2 of FY23.
- Staff began discussions with Charles Ryan Associates to design and launch a completely new WordPress based website in FY24. The new website host will allow internal staff to have more control on the back end to make changes and updates to listings, landing pages, images and more on visitculpeperva.com.
- New website configuration began in Q3 of FY23 and is planned to launch in Q1 of FY24.
- Crowdriff services to obtain user generated content, curate shared online galleries and serve as a digital asset management tool was secured in Q1 of FY23 for one year with plans to maintain services throughout FY24. Seasonal galleries featuring user generated content added to visitculpeperva.com homepage.

Grants

- **Virginia Tourism Corporation Microbusiness Marketing Leverage Grant** – Tourism secured a \$5,000 microbusiness grant in November 2022 to promote the 2023 1st Fridays Program season.
- **Virginia Outdoor Foundation Grant** – Tourism secured \$294,750 from the Open Space Lands Preservation Trust Fund program through the Virginia Outdoors Foundation to aid in purchasing the land for the Madison Road Connector (MRC) Trail in October 2022.
- **Virginia Tourism Corporation ARPA Funding** – Tourism secured \$50,000 in ARPA funding for destination promotion and marketing in December 2022.
- **Virginia Tourism Corporation Marketing Leverage Grant** – Tourism secured \$20,000 in funding to design and produce support materials for earned media – June 2023.
- **Virginia Tourism Corporation Destination Marketing Organization Grant** – Tourism secured \$20,000 to enhance annual paid media efforts combined with consumer behavioral analytics research – June 2023.
- **Virginia Tourism Corporation Regional Marketing Program Grant** – Tourism secured \$10,000 to promote and advertise the 2023 Annual Culpeper Harvest Days Farm Tour event – June 2023.
- **VA250 Tourism Marketing Grant** – Tourism secured \$10,000 to establish the Culpeper VA 250 brand and platform.
- **Virginia Tourism Corporation Marketing Leverage Grant** – Staff secured a \$10,000 grant for the Rappahannock Rapidan Regional Commission’s Agritourism Trail – ‘Tween Rivers Trail. RRRC will act as fiscal agent.

Non-exclusive License Agreement for Outdoor Dining – staff maintained and managed the Town’s outdoor dining licensing agreement for private businesses to leverage Town owned public spaces to facilitate outdoor dining to create an active streetscapes, enhance the economic and social vitality, and promote pedestrian and retail-friendly activity in the Town.

Culpeper History and Heritage Programming and Projects

- **Right the Record** – staff supported and launched the African American Heritage Alliance (AAHA) of Culpeper’s Right the Record program during Q1 and Q2 of FY23. Program launch event was held in October 2022.
- **Culpeper VA 250** – staff worked with Town Council to adopt a resolution of support for the Virginia America 250 Commission in August 2022. Staff worked with the State commission to establish a local Culpeper VA 250 committee. Culpeper Tourism is the led partner for the local committee, working with community partners on Culpeper’s efforts, events, and storytelling to commemorate the 250th anniversary of America. This committee and their work will be a multi-year effort.
- **Cedar Mountain Battlefield** – Tourism Director serves on Cedar Mountain Foundation Board of Directors
 - 2022 – Commemorated the 160th anniversary of the battle of Cedar Mountain. Two-day history seminar, followed by two-day living history and reenactment of the battle.
 - In April 2023, the Board of Directors of the Friends of Cedar Mountain Battlefield, a non-profit organization based in Culpeper County, Virginia, announced that it voted to reorganize the Friends Group into a Foundation and establish the Cedar Mountain Battlefield Foundation. The Cedar Mountain Battlefield Foundation will focus on expanding its mission of preservation and interpretation of the Battle of Cedar Mountain which played an integral part of the American Civil War in August of 1862.
- **Culpeper Battlefield Tours** – staff worked with Culpeper Battlefield Tours to assist in marketing the 160th Anniversary of the Battle of Brandy Station event held in June 2023 as well as additional smaller events held throughout FY23.
- **American Battlefield Protection Program Grant** – FY23 marked the third year of this grant. In FY21, the grant was secured, in FY22 historian John Salmon and Landscape Architect and Historic Preservationist Glenn Stach led the research efforts. In FY22 the research, historical mapping, and troop movement graphics were complete. Results: single-spaced 100-page history of the encampment and the front, the result of extensive review of relevant collections and documents from primary sources to local historical research. In FY23, Tourism Director and the American Battlefield Trust delivered the results to the Virginia Department of Conservation and Recreation to be accounted for during the State Park master planning process.
- **Historical Interpretive Signage** – at the start of FY23, staff continued the partnership with Civil War Trails (CWT) to rebrand, refresh, and install new signage throughout Culpeper County. FY23 results:

- **Madden's Tavern** - Directional signs in place and complete March 2023.
 - **Cornelia Hancock** story and sign identified, researched and confirmed to be placed at the Shiloh Church in Brandy Station. Property agreement signed and received. Draft of new sign is in progress with the CWT team.
 - **Clara Barton** story and sign identified and researched. Staff is working on securing property agreement to proceed with production on this sign.
 - Five additional signs are active and will carry over into FY24.
- **Clark Mountain Rural Historic District** – the partnership continues, but little progress was made during FY23. The majority of the next steps require buy-in from private land owners within the district. This takes time and trust to build.

Future State Park at Culpeper Battlefields – Governor Youngkin signed the State Park legislation on June 21, 2022, just before the start of FY23. In support of the newly created State Park, the Director worked with the American Battlefield Trust to put forth multiple budget amendments to the 2023 Virginia General Assembly session. Principal asks: while creation of the Culpeper Battlefields State Park was a tremendous achievement that will provide economic, recreational and cultural benefits to the region, tweaking of the 2022 authorizing language is necessary to take full advantage of this extraordinary opportunity. The three critical asks: (1) \$3 million for additional land acquisition; (2) technical change to enable to DCR more effectively collaborate with other agencies; and (3) funding for additional staffing on site in Culpeper. Staff worked with Delegate Wyatt and Senators Marsden, and Reeves on the budget amendments. The general assembly were unable to reach consensus on a state budget during FY23, so the above amendments will be carried over into FY24 for consideration.

In parallel efforts, the Tourism Director worked with the American Battlefield Trust, the Virginia Department of Conservation and Recreation, the Virginia Department of Historic Resources and local Culpeper history organizations throughout FY23 to establish the land transfer process and creation of a Virginia State Park. This process will be measured in decades, not years. The focus of the first decade is land and easement transfer, along with master park planning. Early infrastructure can be expected in the first decade, but the majority of the infrastructure will be accomplished in the second decade. This project will continue to be a weekly priority for Culpeper Tourism staff and partners.

1st Fridays Culpeper – 2022 programming concluded in November. Staff worked with Culpeper Renaissance Inc. to survey the industry and downtown partners in Q3 of FY23, to assess interest and support for 1st Fridays programming. The survey results were clear – partners only wanted the program to run during the summer months – June, July, and August. Together, Tourism and CRI designed themed events for summer 2023. Tourism staff secured and executed a \$5,000 micromarketing grant from Virginia Tourism Corporation to promote and advertise 1st Fridays

Culpeper. FY23 ended after one month of summer operations. Industry survey results were tepid after the June 2023 event, with a large divide between partners interested/supportive of the program and partners identifying as not supportive of the program. Staff and CRI plan to conduct a full program survey in Q1 FY24 to determine if/how the program moves forward.

Madison Road Connector (MRC) Trail – staff secured a Virginia Outdoors Foundation grant for \$294,750 to help with land acquisition. Staff was secured pledge grant funds from the PATH Foundation and the Piedmont Environmental Council (PEC) to assist with the development of the trail once the land was secured. Additional funds were proffered by the Culpeper Technology Campus rezoning and the pending Cooper Ridge rezoning. Director will carry this project into FY24 with the goal to acquire the approximate 19 wooded acres from the Country Club of Culpeper to develop the MRC connector trail from the Spring Street trailhead to Madison Road. The remaining portion of the property will be placed in an Open Space easement for preservation and protection.

Culpeper Arts Festival – 2023 festival was canceled due to health issues. Plans for FY24 festival to be hosted at Jewell Tone Music’s new location in South Gate Shopping Center. Staff has agreed to assist and supported Jewell Tone Music with their annual Culpeper Arts Festival as needed.

Culpeper Harvest Days Farm Tour 2022 – The 2022 farm tour was celebrated on September 18th and 19th, with 14 participating farms. Visitors reported coming from over 30 different locations in the greater Virginia/DC/Maryland market. Visitors spending reports ranked culinary as the top category, followed by shopping, entertainment, and transportation. Event promotion reported 8,942 clicks, reaching an audience of 2,662 visitors. Average visitor spending was \$107, for a total economic impact of \$284,782.11.

Culpeper Wellness Week – Program on hold for FY23 while new staff members focus on training, launching the new visitculpeperva.com website, developing the DEI Heritage brand, and executing ARPA funding projects. Plans to revisit this project in Q4 of FY24.

CulpeperCon – staff supported the Culpeper County Library in the creation of a new annual event – CulpeperCon. The inaugural event was held on March 25, where over 750 people attended. Planning for CulpeperCon: Second Edition kicked off in June 2023 for March 2024.

Culpeperpalooza – worked closely with Mountain Run Winery to support Culpeperpalooza festival 2023. This year it was a multi-day day festival dedicated to showcasing all things Culpeper... libations, food, music, art, crafts, products, etc. Second year was not as successful as the first due to inclement weather.



Culpeper Parklet Program – staff maintained and managed the Town’s parklet program with downtown partners.

Virginia Wine Country Half Marathon – staff worked to help bring the Virginia Wine Country Half Marathon to Culpeper. The first race will be held in FY24 (September 2023), starting and ending at Mountain Run Winery.

Culpeper DEI Heritage Program – staff worked with procurement to formally bid out the Culpeper DEI Heritage program in Q2 FY23. The awarded was given to, Charrette Agency, who have begun assisting in the development of the Culpeper DEI Heritage brand, a Diverse, Equitably and Inclusive brand that commemorate’s Culpeper BIPOC (black, indigenous, and people of color) history and culture.

- **Virginia Tourism Corporation Marketing Grant** – Director secured a \$20,000 grant to support the Culpeper DEI Heritage Brand development in May 2022. Program will carry over into FY24. Aiming to launch Q2 Fy24.

Culpeper Cavaliers Baseball – staff supported team founders, Troy Ralston and Eric Good in their efforts to bring a collegiate Valley Summer League baseball team to Culpeper. 2023 marked the first season of the Culpeper Cavaliers baseball team.

Lake Culpeper Adventures – staff worked to rebrand Lake Pelham Adventures to Lake Culpeper Adventures post the name change of the lake. Staff collaborated with Town IT and Town Environmental Services to conduct a brand audit and refresh across all channels.



Virginia Association of Destination Marketing Organizations

(VADMO) – Economic Development and Tourism Director Paige Read served as Board President for VADMO, leading efforts for legislative advocacy, industry education and consumer research for a second year.

Mid-Atlantic Tourism Public Relations Alliance (MATPRA) – Communications and Marketing Manager, Nicole Warner, serves as the Chair of the Membership Committee.

Business Retention Efforts – Department conducted routine industry visits with many businesses. The team provided resources on loans and grants, small business and employee workforce trainings, partnership opportunities and marketing and advertising insights.

Film and Photography – Using Federal ARPA recovery funds staff worked with procurement to secure Collector Studios to curate a new destination video. Contract was awarded in Q3 FY23, video projected to be complete in FY24.

Owned Media – Staff maintained and executed an evolving content calendar, issuing relevant information for prospective travelers both digitally and in print. Staff launched new brand creative at the end of FY23.



Plan Your Trip



Earned Media – hosted ten media trips during FY23, including a live morning Broadcast in market with Fox5DC.

Visitor Center – in FY23, visitors reported the primary purpose of their trip as

‘History/Heritage/Genealogy’ at 34 percent;

‘Downtown Dining/Shopping’ at 33 percent; ‘Visiting friends and family’ at 19 percent; ‘Nature and Outdoor Recreation’ at 6 percent; ‘Wedding’ at 4 percent; ‘Winery/Brewery/Distillery’ at 3 percent; and ‘Arts/Music/Film’ at 1 percent.



FY23 Travel party by Origin by State reports 76 percent visited from in-state Virginia, 6 percent from Maryland, 4 percent from Pennsylvania, 3 percent from New York, 3 percent from Florida, 2 percent from North Carolina, 2 percent from Ohio, 2 percent from California, 1 percent from Texas, and 1 percent from Washington DC.

Visitor Center fulfillment – FY23 fulfillment by demand: Blue tear map (internally generated), state maps (external), Culpeper In & Around Guide (internally generated), Shopping & Dining Guide (externally generated), Driving and Walking Tour brochures – primarily the history and cemetery tours, but also our agritourism trails.

ECONOMIC DEVELOPMENT

INTRODUCTION

Culpeper's Economic Development Message:

Choose Culpeper: You'll find Culpeper in the heart of Virginia. This strategic mid-Atlantic location offers companies access to sixty percent of the Nation's population. Culpeper offers convenience without the associated costs, crowds, and congestion. Culpeper's location combines easy access to the cosmopolitan—with the lifestyle of a small town.

Culpeper's Economic Development Strategy:

Recruit and encourage the expansion of businesses, industries and entrepreneurship in Culpeper; creating employment with higher income opportunities; and significantly increase capital investment, thusly expanding the tax base.

Economic Development Mission:

To enhance the quality of life and raise the standard of living for all Culpeper residents, in collaboration with the County and private sector, through aggressive business recruitment, expansion assistances, and trade development, thereby expanding the tax base and creating higher income employment opportunities.

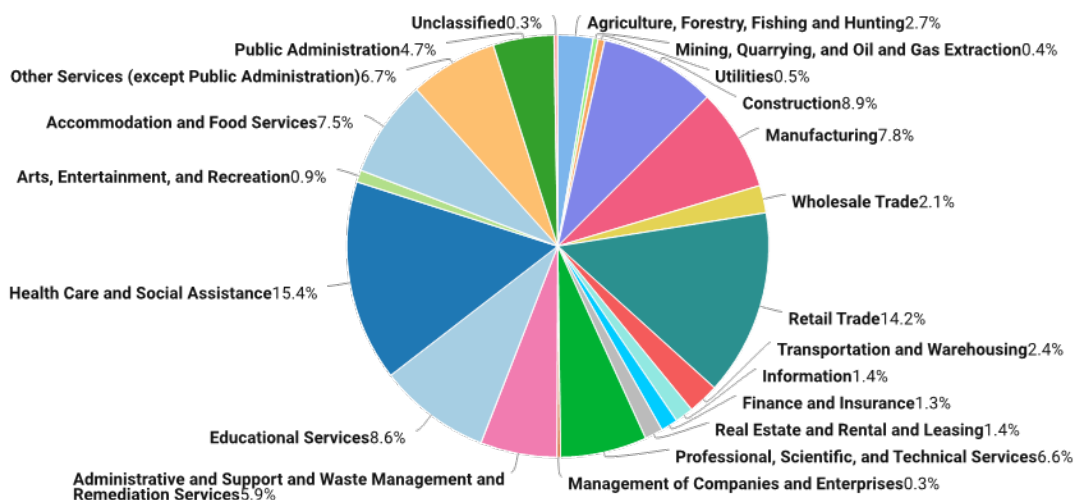
Demographic Profile

- The population in Culpeper County, Virginia was 51,935 and the population in the Town of Culpeper was 18,633 per Census data at the start of FY23
- Culpeper County, Virginia reported a civilian labor force participation rate of 64 percent and the Town of Culpeper reported a civilian labor force participation rate of 70.2 percent of individuals 16+ years of age
- 16.4 percent have a bachelor's degree or higher in both the Town and County
- The median household income in Culpeper County, Virginia was \$80,663 and the median household income in the Town of Culpeper was \$73,100 at the start of FY23

Industry Trends

As of 2022Q4 the largest sector in Culpeper County, Virginia is Health Care and Social Assistance, employing 2,790 workers. The next-largest sectors in the region are Retail Trade (2,580 workers) and Construction (1,616). High location quotients (LQs) indicate sectors in which a region has high concentrations of employment compared to the national average. The sectors with the largest LQs in the region are Agriculture, Forestry, Fishing and Hunting (LQ = 2.05), Other Services (except Public Administration) (1.57), and Construction (1.50).

Total Workers for Culpeper County, Virginia by Industry



Source: JobsEQ®, Data as of 2022Q4

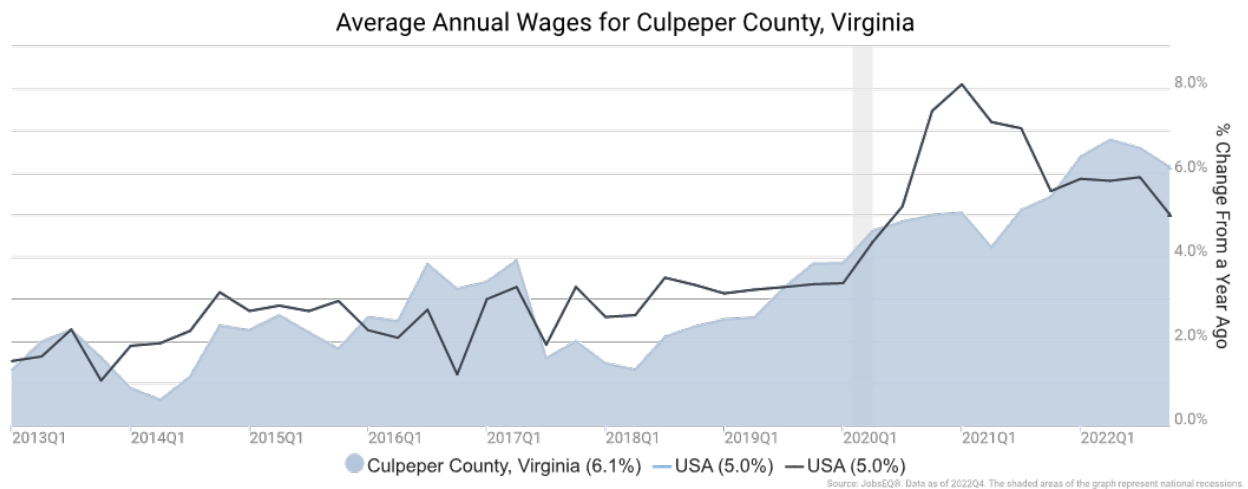
Employment Trends

As of 2022Q4, total employment for Culpeper County, Virginia was 18,124 (based on a four-quarter moving average). The unemployment rate for Culpeper County, Virginia was 2.6 percent as of May 2023. The regional unemployment rate was lower than the national rate of 3.4 percent. One year earlier, in May 2022, the unemployment rate in Culpeper County, Virginia was 2.9 percent.

Unemployment rate data are from the Local Area Unemployment Statistics, provided by the Bureau of Labor Statistics and updated through May 2023.

Wage Trends

The average worker in Culpeper County, Virginia earned annual wages of \$51,035 as of 2022Q4. Average annual wages per worker increased 6.1 percent in the region over the preceding four quarters. For comparison purposes, annual average wages were \$68,838 in the nation as of 2022Q4.



Annual average wages per worker data are derived from the Quarterly Census of Employment and Wages, provided by the Bureau of Labor Statistics and imputed where necessary. Data are updated through 2022Q3 with preliminary estimates updated to 2022Q4.

Culpeper's Opportunity:

The below data represents the sourced opportunities at the State level with Virginia Economic Development Partnership (VEDP) for FY23, July 2022 through March 2023. Q4FY23 report had not been released prior to development of this report.

Project Counts by Target Sector	Number of Leads
Other	10
Food & Beverage Processing	25
Supply Chain Distribution	25
Life Sciences	14
Information/ Communications Tech	26
Corporate Services	20
Manufacturing Non-F&B/Life Sciences	151

Project Counts by Number of Potential Jobs	Number of Leads
<50 FTEs	122
50-100 FTEs	21
100-250 FTEs	29
250-500 FTEs	21
500+ FTEs	29

Project Counts by Potential Capital Investment	Number of Leads
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<\$10M	153
\$10-50M	45
\$50M-100M	15
\$100M-500M	34
\$500M+	33

A portion of these leads are converted to investment throughout the Commonwealth. Here is a snapshot of the leads that were shared with Culpeper's regional EDO – Central Virginia Partnership for Economic Development:

Sourced opportunities with properties in consideration at quarter end – regional pipeline snapshot (tallied for Q1FY23-Q3FY23)

Region	Regional Share of VA	Lead	Info Gathering	Active	Proposal	Pre-announcement
Central Virginia Partnership	4%	27	35	5	1	0

Region	Regional Share of VA	Lead	Info Gathering	Active	Proposal	Pre-announcement
Central Virginia Partnership	4%	27	35	5	1	0
Q1	4%	10	13	1	0	0
Q2	4%	9	9	3	0	0
Q3	4%	8	13	1	1	0
Q4	N/A	N/A	N/A	N/A	N/A	N/A

*Not all projects had specific locations listed. A project listing an EDO with multiple localities is only counted once.

*Open pipeline figures exclude projects that have no stage listed or that closed (won, lost, disengaged) in the quarter.

*Q4FY23 information was not available at the time of annual report publication.

Culpeper Development Sites

At the end of FY23 Culpeper had one State certified development sites:

Wingspread Industrial Site

Certification Type	VEDP Business Ready
Largest Parcel Size	135 acres
Total Size	266.3 acres
Site Ownership	Private
Zoning	Light Industrial
Distance to Closest Highway	1 mile to U.S. Hwy 522

And 15 additional available properties for development:

Site	Description
Livesay Building	18,210 sqft
Culpeper Regional Airport Pad Site	0.68 acres
Stonehaven Employment Center	45 acres
BTEA Site	100 acres
Critzer Property	16.4 acres
Stonehaven Commercial	45 acres
Fleetwood Heights	7.5 acres
Fleet 2	5.04 acres
Fleet 1	17.02 acres
Kent Corner	13.35 acres
Mountain Run Village – B/C	13.54 acres
Culpeper / Rte 29 LTD Partnership	238.5 acres
SLC Financial	42 acres
13200 Willow Run Drive Site	33.2 acres
Dalro Site	80 acres

Culpeper County Job Projection

As reported by Jobs EQ Data 2022Q4, employment in Culpeper County, Virginia is projected to expand by 135 jobs over the next year. The fastest growing sector in the region is expected to be Information with a +1.8 percent year-over-year rate of growth. The strongest forecast by number of jobs over this period is expected for Health Care and Social Assistance (+43 jobs), Accommodation and Food Services (+21), and Professional, Scientific, and Technical Services (+13).

FY23 DEPARTMENT | COMMUNITY ACTIVITY

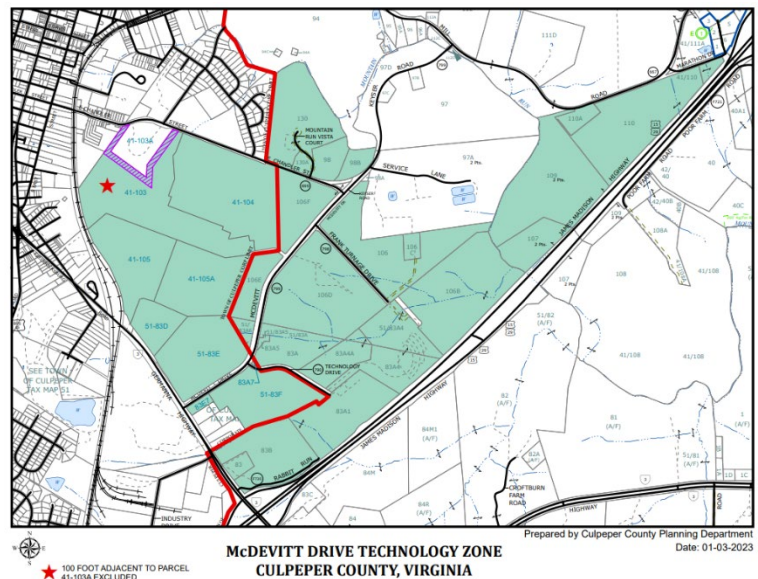
GO Virginia | Carver Food Enterprise Center – working with Culpeper County, secured a \$199,727 GO Virginia grant from the Department of Housing and Community Development for the Carver Food Business Incubator.

Agriculture and Forestry Industries Development | Carver Food Enterprise Center – working with Culpeper County, secured a \$50,000 AFID grant from the Virginia Department of Agriculture and Consumer Services for the Carver Food Enterprise Center.

U.S. Economic Development Administration | Comprehensive Economic Development Strategy (CEDS) – working with the regional planning commission, secured an economic adjustment assistance grant to produce a comprehensive economic development strategy plan for the five county region. Director served on the CEDS strategy committee during FY23, aiding to select Camoin Associates to oversee the eighteen month process.

Technology Zones – worked with Town planning, Town Manager and Town Council to expand the Culpeper County technology zones into the Town at McDevitt Drive. Worked with Culpeper County to update the technology zone incentive program offered within Town and County tech zones: Grants within Technology Zones equal up to 40% of all taxes paid to the Town/County for the five years after project completion. Initial year grant also includes cost for all site plan and building plan fees.

Businesses can qualify if they invest \$10 million and hire 10 new full-time equivalent employees in a given calendar year.



Revenue Share Agreement – worked with Town Manager, Town Council, County Administrator and County Board of Supervisors to reach a revenue share agreement between the Town and County for the McDevitt Drive technology zone.

Culpeper Technology Campus – worked with Peterson Companies (client) to initiate and pass a rezoning within the McDevitt Drive technology zone for the Culpeper Technology Campus, a 150-acre site that will support more than two million square feet of data centers. When fully developed this campus will bring 400+ jobs to Culpeper.

Cooper Ridge Culpeper LLC - worked with developers to assess plans and potential rezoning of 116 acres within the McDevitt Drive technology zone to support over two million square feet of data centers. Project carried over into FY24.

Boundary Line Adjustment – worked with the businesses and organizations that were absorbed into the Town during the boundary line adjustment to ensure compliance.

Culpeper Competes – Culpeper Competes is the department’s biennium entrepreneurship education competition. Staff collaborated with the Central Virginia Small Business Development Center on the CY23 program curriculum. Designed to encourage and develop an entrepreneurial spirit through business development education and mentorships to guide participants through the process of launching or growing their business. Education courses include:

- BET 1, Understanding Your Customers and Market
- BET 2, Pricing, Costs, and Launch Preparation
- BET 3, Marketing, Sales, and Your Brand
- BET 4, Planning for Success
- BET 5, Money and Recordkeeping

CY23 program will conclude in August 2023, with participants competing for up to \$30,000 in business investment grants for start-up and existing businesses looking to expand with additional job creation in the Town of Culpeper, Virginia.

16-Week Master Series Entrepreneurship Course – collaborated with Orange County, Virginia and Community Investment Collaborative to bring a 16-week master class series to Culpeper. Established and emerging entrepreneurs can register for this hands-on course enabling entrepreneurs to determine whether their business is viable, develop an initial plan for launching or growing their business while learning the fundamentals of how to act on that plan. FY23 efforts included securing the program for Culpeper, identifying cohort instructors, coaches and mentors. Applications opened in Q4FY23.

Carver Food Enterprise Center – construction of the center began in Q3FY23 and is set to be complete in Q1FY24. The George Washington Carver Agriculture Research Center (overarching organization) hired a kitchen manager in June 2023 to prepare for the food enterprise center to open in August/September 2024.

CRM Management through Salesforce and Coastal Cloud – staff collaborated on Salesforce’s customer relationship management (CRM) tool to streamline all aspects of day-to-day work and significantly reduced research time, eliminated inaccurate data, and forecasted incoming investment & job growth. Coastal Cloud allows the department to holistically view projects and historic company engagement, audit financial incentives, view detailed facility information and track grants.

EV Charging Stations – staff collaborated with Tesla representatives to plan and design the addition of six Tesla Level 2 wall chargers for the Heritage Park parking lot. The Tesla Level 2 chargers are North American Charging Standard (NACS) compatible and can support the charging of electric vehicles from Tesla, Ford, GM, Mercedes, Nissan, Volvo, Rivian and Polestar.

The chargers will bring an amenity needed by drivers and attract new and repeat customers with fast EV charging. Once installed, the Heritage Park parking lot will appear on Tesla in-car maps as well as in general listings.

Project Green – continued to support major employer on \$23M expansion and modernization, public announcement will be made in FY24. Achievements accomplished in the modernization: reduced injuries by 90 percent over the past five years, CO emission reduced by 98 percent; added 32 hourly and 13 salaried positions, increasing salaried payroll by 94 percent in June 2020 and hourly payroll by 14.8 percent over the same period; increased recycled content production, resulting in 99 percent of the end product contains greater than 99 percent recycled materials.

GO Virginia Region 9 Council - Economic Development and Tourism Director Paige Read served on the GO Virginia Region 9 Council.

Virginia Economic Development Partnership - Economic Development and Tourism Director Paige Read served on the State agencies Business Development and Marketing Advisory Committee.

Central Virginia Small Business Development Center – economic development partnership between Town, County and State through the Central Virginia Small Business Development Center (CVSBDC). Annual Impact Report for 2022/23, the CVSBDC served:

All Clients

Consulting Hours	4,313
Clients	661
Clients in Business	474
Not yet in Business	184
Jobs Created	164
Jobs Retained	321
New Business Starts	25
Capital Formed	\$31.9MM
Session Clients Demographics	56% Women 31% Minority 7% Veterans

Culpeper

Consulting Hours	224
Clients	52
Clients in Business	25
Not yet in Business	26
Jobs Created	10
Jobs Retained	321

New Business Starts	2
Capital Formed	\$236,500
Session Clients Demographics	69% Women 42% Minority 15% Veterans

Small Business Training – in partnership with the Central Virginia Small Business Development Center, delivered 70 workshop and training opportunities to 1,361 industry partners in Culpeper. Topics covered included, but were not limited to: Access to Capital, Management, Human Resources, Startups, Sales & Marketing, Finances, COVID, Technology, Operation & Logistics and Legal.

Nine events were held specifically for Culpeper:

- C3: Business Breakouts
- Culpeper Competes
- Build Your Social Media Plan
- Govt. Contracting: Navigating SAM and DSBS

Business Investment – As of January 1, 2023, Culpeper had 861 active business licenses. Retrospectively, there were 823 active business licenses in 2022 and 790 active business licenses in 2021. Culpeper has seen a 4.1 percent average increase in business licenses over the past three years.

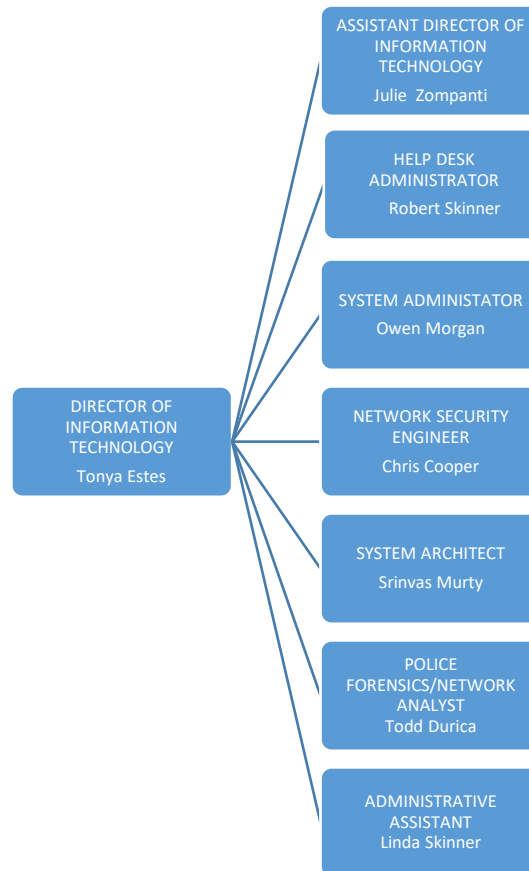
INFORMATION TECHNOLOGY

INTRODUCTION

The Department of Information Technology (DoIT) provides, maintains and supports Town departments and Town staff in all aspects of technology. The IT department offers services that include applications development and support, technology infrastructure and integration, information security, and computer/telecommunications support. These services are designed to improve shared infrastructure that is cost-effective, secure and reliable.

DoIT supports several users, servers, virtualization, wireless backbone networks, Voice over Internet Protocol (VOIP) systems, workstations and laptops, cellular/mobile devices, mobile data terminals (MDT), cell phones, air cards, printers, and copiers.

DoIT consists of a Director, Assistant Director, Help Desk Administrator, Systems Administrator, Network Security Engineer, Systems Architect, Digital Forensic/ IT Analyst, and Administrative Specialist.



IT GOALS:

DoIT is committed to innovation and providing the highest quality of service operations to the Town and Public by:

- meeting their technology needs
- keeping abreast of emerging issues and technologies
- identifying and addressing “at-risk” issues
- coordinating and managing communication systems
- educating and advising users on technology issues
- providing reliable and secure systems
- enabling continuous improvement

PROJECT HIGHLIGHTS AND UPDATES

- Implemented a new patching service on all servers to ensure compliance for security.
- Replaced and migrated files and folders to new server.
- Implemented reboot procedures to address memory leaks and ensure servers are able to boot properly after patching.
- Upgraded Hyper Conversion Infrastructure
- Moved devices to AT&T/Firstnet IOT Portal
- Upgraded DCU firmware, batteries, antenna replacement and Ethernet connectivity.
- Upgraded time clocks
- Upgraded all printers/copiers
- Decommissioned all Windows 2008R2 servers
- Upgraded 50+ computers

ERP Upgrade Project

- Implemented and configured new servers.
- Completed Gateway portal for real estate and personal property tax payments.
- Assisted with conversion and implementation of Personal Property Taxes,
- Updated properties to reflect new zoning codes.
- Upgraded Cashiering software.
- Implemented new credit card readers.

Network and Security

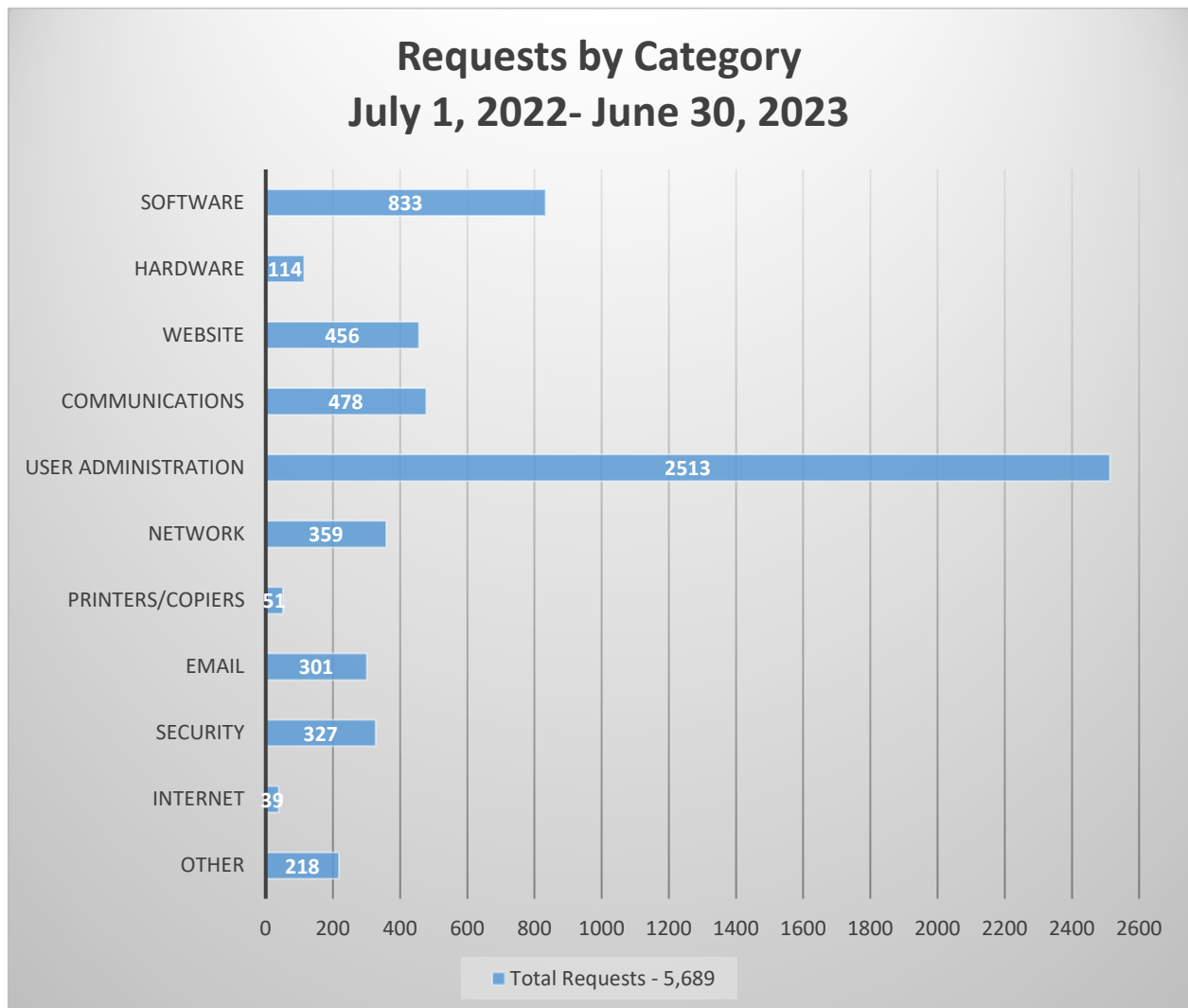
- Installed new Software Wireless Presentation system.
- Installed and tested new solution for security panels.
- Performed switch-stack separation at Town Hall, and performed firmware upgrades.

- Monitored security notices for issues/alerts affecting applications and systems in order to stay current with updates and hotfixes.
- Upgraded cameras and implemented Network Video Management Software & Recording Hardware for Server Upgrades.
- Continue to refine port labeling on switches, and consolidating cameras to a single switch for ease of management.

Public Safety

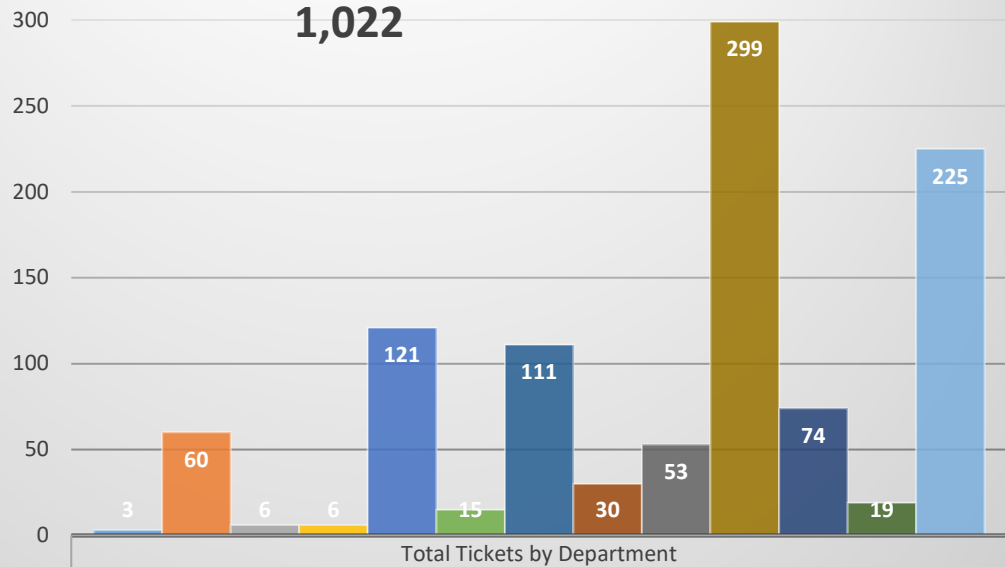
- Updated Firmware on switches at PD
- Removed legacy hardware, installed and configured a hybrid cloud infrastructure at the Police Department. This included the migration and conversion of all servers.
- Forensically extracted and analyzed devices.
- Setup and deployed several desktops.
- Upgraded security software.
- Added new routing statements to VCIN terminal.
- Updated static route entries on switch stacks to allow for new CAD Pro VLAN.

Service Desk Support



Number of Tickets Recorded in Service Desk July 1, 2022- June 30, 2023 - Total Records = 1,022

Axis Title



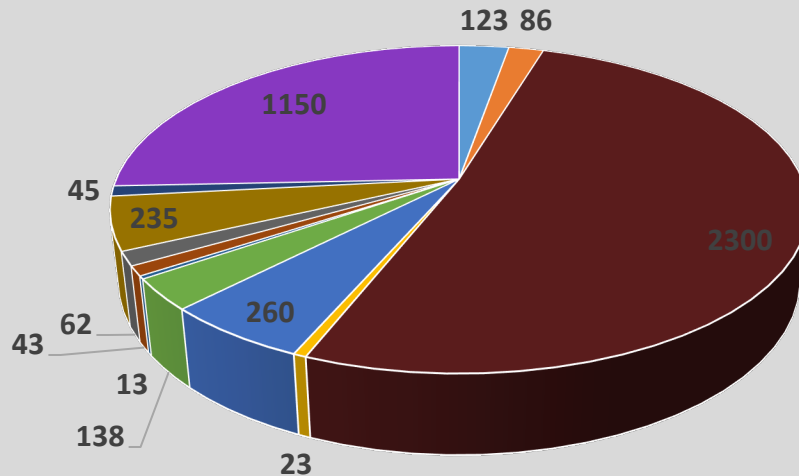
Total Tickets by Department

Other	3
Administration	60
Council	6
Culpeper Media Network	6
Environmental Services	121
Human Resources	15
Information Technology	111
Light & Power	30
Planning	53
Police Department	299
Public Works	74
Tourism	19
Treasurer	225

Estimated Incidents by Department Outside of Service Desk

July 1, 2022- June 30, 2023- Total Records = 4,478

Administration	Human Resources	Police Department	Council
Information Technology	Public Works	Culpeper Media	Light & Power
Tourism	Environmental Services	Planning	Treasurer



FY 24 GOALS AND OBJECTIVES

- Continue to evaluate and implement enhancements to the security of the Town's network.
- Continue to implement the Town's security policy and CJIS requirements.
- Continue to implement disaster recovery policy.
- Maintain the operational and productive status of existing information systems.
- Maintain and continue to enhance the Town's website to ensure that it is an effective communication tool to the residents and businesses.
- Continue to improve and enhance network communications within and between town departments and employees.
- Assist town employees to better understand and make use of the town's investment in technological resources.
- Continue to actively pursue virtualization technologies for servers and computers for improvements and efficiencies in the management of desktop and laptop technologies.
- Additional training for staff.
- Continue to develop a strategy to check all servers and network devices to ensure any issues they have experienced are addressed.
- Continue to remove surplus.

- Formalize schedules for vulnerability scans that regularly probe restricted areas of the network and produce reports that provide information on potential risks.
- Complete configuration and full utilization of ERP applications.
- Continue weekly individual staff discussion to review project/task issues and obtain status on tickets and projects.
- Continue to review cost savings opportunities.
- Complete implementation and training of RMS/CAD upgrade.
- Upgrade Antivirus software.
- Continue to review upgrading Office products.
- Continue to review computing platform hardware for future growth.
- Review collaboration and messaging software.
- Upgrade AMR Electric Applications onto new server.
- Continue with generator upgrade and implementation.
- Continue to review 2FA and cloud/hybrid options.

Acronyms

AMR – Automated Meter Reader

CAD – Computer Aided Dispatch

CJIS – Criminal Justice Information Systems

ERP – Enterprise Resource Planning

IOT – Internet of Things

RMS – Records Management System

VLAN – Virtual Local Area Network

CULPEPER MEDIA NETWORK

INTRODUCTION

The past year has provided Culpeper Media Network another opportunity to better connect with the Culpeper Community. Through our channels on Comcast and Fios, our online presence, and our dedication to live offerings, we have been able to increase our audience dramatically. Our commitment to community partnerships continues to grow. All of these services, and more, we provide to the community at no additional cost. Culpeper Media Network helps to build a stronger, more informed community - all while providing a significant return on investment.

OUR AUDIENCE

Our audience is primarily female between the ages of 35 and 64. Our broadcast on Comcast and Fios reaches approximately 8,200 households. Our addition of our Fire TV app has added two thousand views to videos and doubled viewer duration. Most of those that tune in want to see civic events, non-profit programming, historical programming, and government meetings.

FOUNDATIONS

Government Meetings – Culpeper Media Network continues to broadcast all Public meetings of the Culpeper Town Council, Culpeper County Board of Supervisors, Culpeper County Planning Commission, Town of Culpeper Planning Commission, and the Culpeper County School Board. With the implementation of new equipment, all of these meetings air live in high definition. We have now fully implemented captioning (both live and post) for all of our programming, making the station fully ADA compliant.

Non-Profit Programming – CMN continues to be a voice for the non-profit organizations in Culpeper. Over 15 non-profit organizations have taken advantage of the opportunity to have CMN broadcast their message. Services range from produced programming, PSA's, community message board updates, to consultations. In the past year, a highlight of our work with non-profits included the 5 Over 50 event. Partnering with Aging Together, we highlighted active adults in our 5 county area with a LIVE program streamed across the region. Watch parties (in four locations in their five county service) area were set up and it is estimated that over 1300 persons were watching the live broadcast.

Government Departments & Agencies – Working with our local government agencies to produce content has multiple benefits. It allows the community to play a more active role in their community, and allows agencies **free** access to production services. This creates a unique return of investment for the Town and the County of Culpeper.

Culpeper County Library

- The (soon to be) annual CulpeperCon all-day event was produced and live streamed at no cost.

Career Partners

- The annual E2 event was streamed live and accumulated over 400 watch hours.

Museum of Culpeper History

- Historical Lectures streamed live, with more to come.

Culpeper County Volunteer Fire Departments

- Live production of parades, coverage of annual banquets, and additional material provided for recruitment videos for any department requesting it.

Town Police

- The Neighborhood Watch program has bolstered its presence in the community with the addition of the “Amazing Citizen” Award. Culpeper Media Network routinely produces these videos shown at the ceremony and broadcasts the event LIVE.

Culpeper County Parks & Recreation

- As of this report, we have produced, shot, and edited over 21 episodes of “The Recreation Rundown”. This program highlights the great work of Parks and Rec as well as how the community can take advantage of their offerings.

Civic Events

- We continue to cover downtown events, organizational award programs, dedications, and many more. Many of these events are now live. Over the past year, 100% of basketball games, 100% of lacrosse games, and 100% of football games covered aired LIVE. We look forward to continuing this unique opportunity for additional events as the year progresses.

AN INVESTMENT IN CULPEPER

Culpeper Media Network continues to keep track of services provided to non-profits and government departments & agencies. This allows us to quantify the services provided to the Culpeper Community. As mentioned earlier, CMN has the ability to provide a variety of services. We use the following classifications: Filming, Editing, Graphic Generation, Consultation, and Equipment Loan. The hourly cost of these services vary greatly from business to business. Adjusting for inflation, we use an average of \$70 per hour for all services. Since July of last year (2022), Culpeper Media Network has logged a *minimum* of 296 hours of service to numerous organizations. This cost of these services, by outside vendors, would exceed \$20,000 (complete information is available for sharing). We continue to work with Town & County organizations to save money. A recent example is the consultation for additional video equipment for the Town’s EDC building, the County’s Board Room, and CTEC’s live stream capabilities. With consultations, equipment rental to internal agencies, production work and on-line meeting solutions, we have saved Culpeper over \$27,000 this year alone.

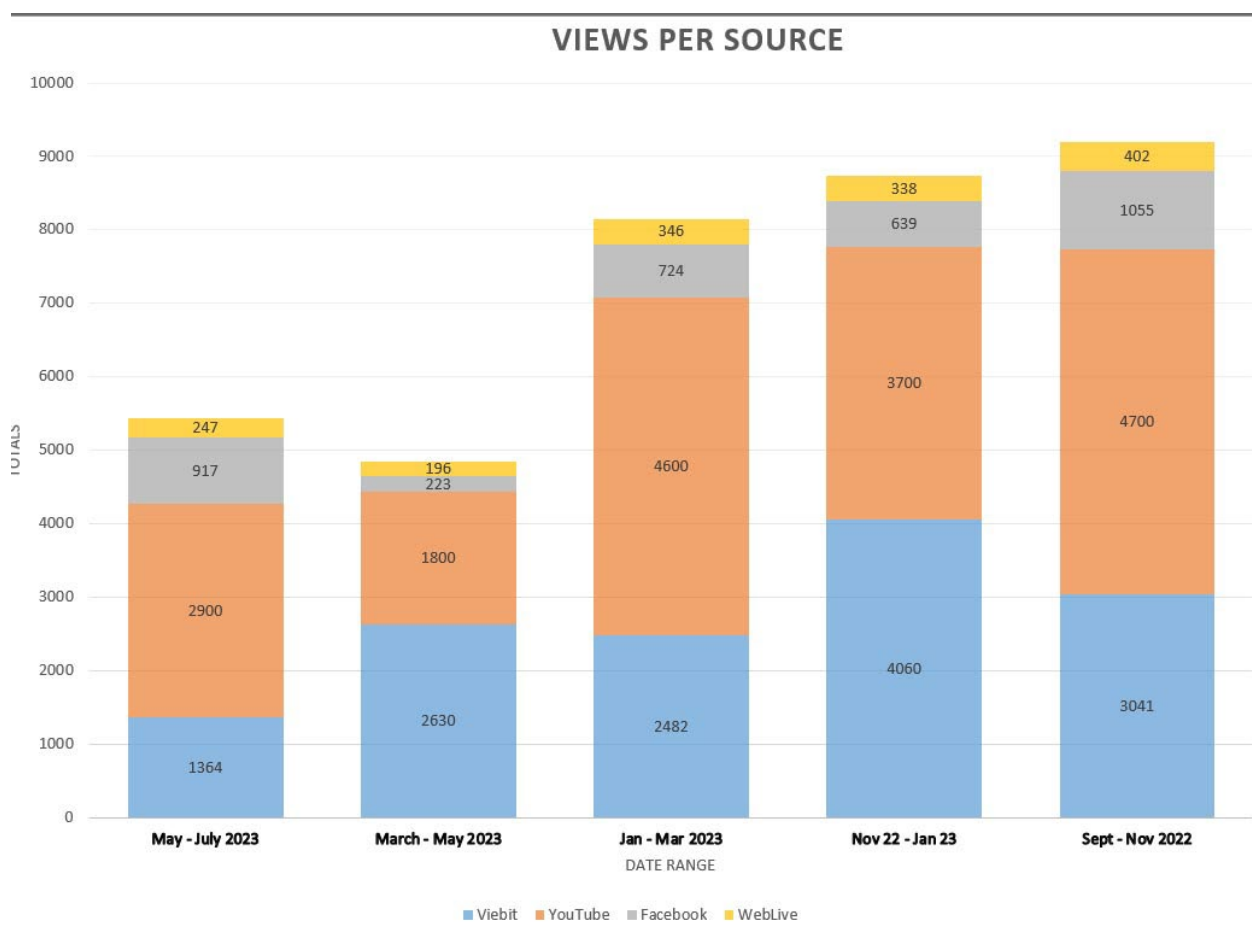
AUDIENCE REACH

Years ago, Culpeper Media Network reached out to the Community to ask the question: how do

you watch and what are you looking for? Since then, we have implemented the answers to those questions.

Viewers are looking for live events, historical programming, and high school sports. We have increased our live offerings dramatically. All our sports broadcasts are now live and look better than ever.

When viewers tune in, they have the opportunity to watch on Culpeper's Comcast channel 10, Fios' channel 21. Many persons, especially in the County, do not have access to these offerings. The station looked for ways to reach those left behind. The main avenues for this are; live website streaming of the channel, website archives, YouTube, and as an application on Amazon's Fire Stick.



WHAT IS NEXT?

As we move forward into a new year, we look to improve and expand on signal distribution, content, and live offerings. Implementing a ROKU station for additional viewership from Smart TV's will help with distribution. We are looking to add a live component to our Fire TV app in addition to our on-demand offering. We look to continue adding historical programs highlighting Culpeper's significance. We will continue to offer high school sports live, along

with additional programs and events that lend themselves to live coverage. We aim to cut costs for live captioning in order to bring more accessibility to viewers.

Other projects moving forward include a new bulletin board system coupled with easier to navigate on-demand features.

Culpeper Media Network has continued to produce award-winning work with a staff of two. We will continue that, and more, in the future. We have continued and cultivated partnerships with multiple agencies and organizations. Over the next year, we look to expand even further our governmental programming. Learning more about how our Government works, as well as the people who make it happen, will be a valuable asset to our current lineup of programming. We are always moving forward. New ideas and new practices will come. Some we will implement and not others. What will always be present is an organization that will always strive to bring the best of Culpeper to our Community.