

ANNUAL REPORT
to the
MAYOR AND TOWN COUNCIL



July 1, 2021 - June 30, 2022

Respectfully Submitted:

Christopher D. Hively
Town Manager

September 13, 2022

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TOWN OF CULPEPER

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Town Council

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

Town Manager
Christopher D. Hively, PE

September 13, 2022

Mayor Frank Reaves Jr.
Members of Town Council

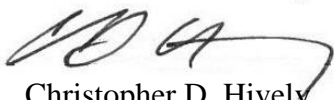
Dear Mayor & Town Council:

I am pleased to submit the Town of Culpeper's Annual Report for the period of July 1, 2021 through June 30, 2022, 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.

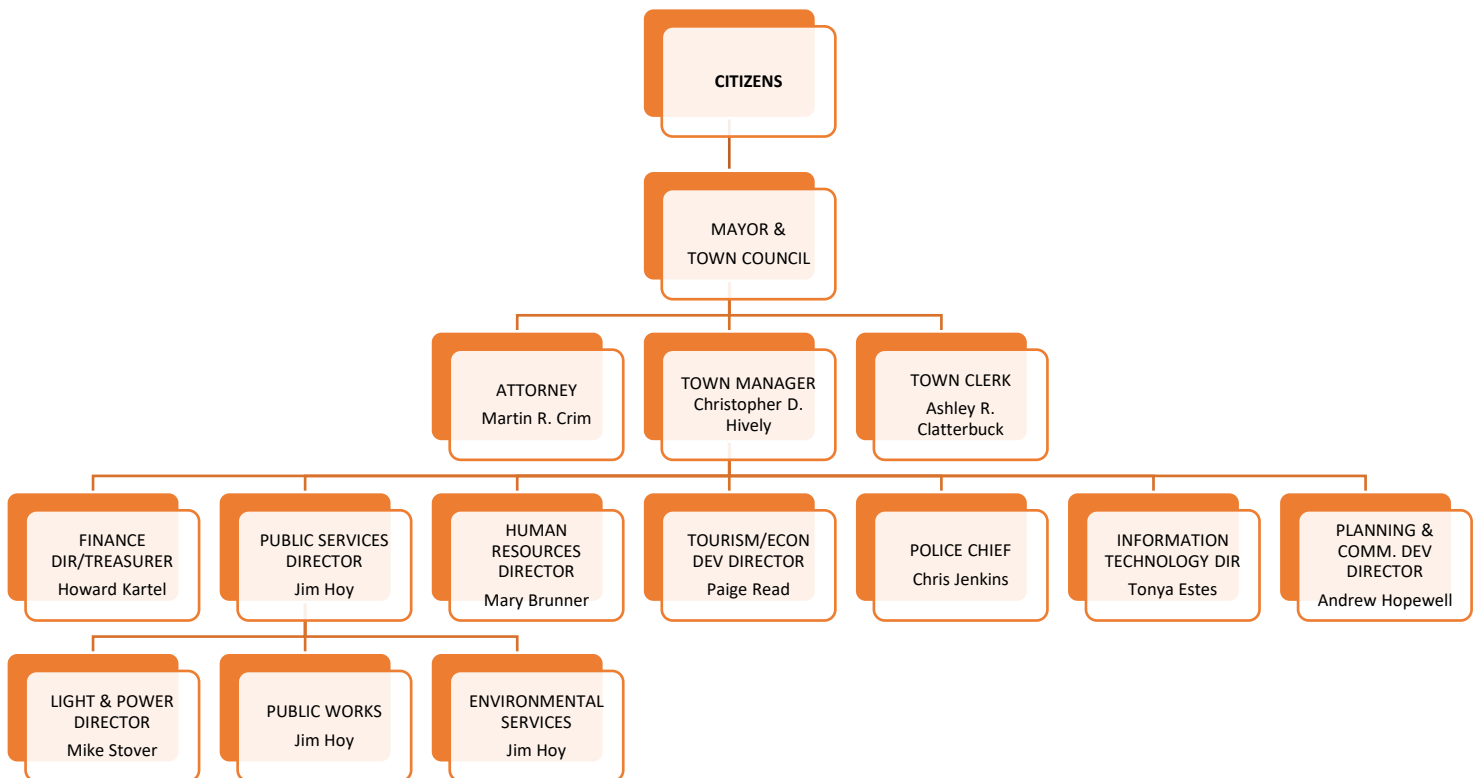
On behalf of Town employees, we appreciate your confidence and support and look forward to many years of continued Town service for our citizens.

Respectfully Submitted,



Christopher D. Hively
Town Manager

Town of Culpeper Organizational Chart



CULPEPER TOWN COUNCIL

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:

Janie Schmidt, B. Travis Brown, Erick Kalenga, Joe Short, Michael T. Olinger

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.

FY22 brought a continued focus on improvements to Town operations and the continuing focus on planning for the future of our community. The following major issues, activities, or events were begun or continued during this past fiscal year.

- **VDOT Local Assistance Program (LAP) Pedestrian Facility Projects on Madison Road and James Madison Highway** – Staff worked with VDOT in completing and delivering two pedestrian facilities projects on U.S. Business Route 29. The first project involved the installation of a new signalized pedestrian crossing with sidewalks and storm water drainage improvements at the intersection of Madison Road and Sunset Lane. The second project involved the construction of a new sidewalk affronting the bypass lane of the N. Main Street roundabout and the addition of a new pedestrian crossing to connect to the existing sidewalk on the Mountain Run bridge. Both projects were initiated in FY21 and completed in FY22.
- **Wayland Road** – Staff completed the construction of a new culvert crossing of Vaughn's Branch on Wayland Road. This new crossing replaced an existing corrugated metal pipe culvert crossing that was damaged due to corrosion and recent heavy construction traffic in this area of Town. Additionally, the new culvert crossing widened the roadway and improved alignment for traffic. This project was completed in the fall of FY22.
- **Yowell Meadow Park** – Staff completed the construction of a new pedestrian bridge over Mountain Run in Yowell Meadow Park. The new pedestrian bridge is ADA compliant and replaced an existing low water crossing that was prone to flooding. This project was completed in the spring of FY22.

- **Water Treatment Plant Water Filter Distribution Trough Replacement** – Staff worked with an industrial process construction contractor to replace the existing steel water filter distribution trough with a new stainless steel water filter distribution trough. Original to the plant constructed in 1994, the existing steel trough had corroded and started to leak significantly. The new stainless steel trough will not corrode and will extend the service life of the Water Treatment Plant for many years. This project was completed in spring FY22.
- **Water Pollution Control Facility Primary Clarifier Drive Assembly Replacement** – Staff worked with the original equipment supplier to design and install replacement drive assemblies for the Water Pollution Control Facility primary clarifiers. One of the existing clarifier drive assemblies experienced a catastrophic failure in the summer of FY22. Both clarifier drives are original to the plant which was constructed in 1982 and required replacement to ensure continuity of treatment processes. This project was completed in the spring of FY22.
- **Boundary Line Adjustment** – The Town incorporated approximately 137 acres into the Town from Culpeper County effective July 1, 2022, in accordance with the provisions of the Voluntary Settlement of Annexation and Utility Issues Between Town of Culpeper, Virginia and County of Culpeper, Virginia dated May 4, 2011. The parcels are primarily commercial properties located in the Northeast area of Town near the intersection of Brandy Road and Braggs Corner Road, and in the Southeast area of Town along Lovers Lane.
- **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. As of June 30, 2022, plans to utilize the entire amount of funding have been established, with actual reimbursements to date of approximately \$5,556,000 for allowable payroll expenditures. The Town also distributed funds from a separate ARPA Utility Relief program to utility customers meeting established eligibility requirements of approximately \$26,000.
- **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 Culpeper County for the Town and County to donate the land necessary for the proposed 56-unit apartment development. Combined, these projects were awarded over \$1.6 million dollars from the Low-Income Housing Tax Credit program.

- **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. L&P completed the installation of an underground electrical circuit from East Chandler Street Substation to a newly constructed mini-substation on the Bingham & Taylor site in the spring of 2022. Bingham & Taylor is expected to be fully operational late summer 2022.
- **Culpeper Recovers SWaM Business Rent | Mortgage Relief Grant** – Tourism and Economic Development completed the \$1,168,000 Community Development Block Grant with the Virginia Department of Housing and Community Development, aiding a total of 106 Culpeper small businesses and 501c3 non-profits with rent and or mortgage relief in response to the economic downturn caused by COVID-19.
- **Culpeper Heritage DEI Program** – Tourism and Economic Development secured a \$20,000 grant from Virginia Tourism Corporation to develop a diversity, equity, and inclusive tourism heritage brand for Culpeper.
- **Tourism ARPA Funding** – Tourism and Economic Development received \$50,000 in ARPA Funding from the Commonwealth for Tourism related marketing and promotion activity. The funds need to be obligated by December 31, 2023 with all expenditures complete by June 30, 2024.
- **Culpeper Battlefield State Park** – Tourism and Economic Development worked with the American Battlefield Trust and Glenn Stach in December 2021 to update the State Park Feasibility Study from its original version completed in 2016. The study was presented to Governor Youngkin's administration in January. Governor Youngkin signed the State Park legislation on June 21, 2022. Over 1,700 acres of preserved battlefield land along with additional acreage under easement will be transferred to the Commonwealth of Virginia by July 2024 to create a Culpeper State Park. Tourism and Economic Development began the multi-year park planning process at the close of FY22 with the Virginia Department of Conversation and Recreation.

Town Awards and Achievements –

- **Commission on Accreditation of Law Enforcement Agencies (CALEA) Annual Review** – In FY22, the Culpeper Police Department began its first 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 Jenkins 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 2023.
- **Virginia Association of Chief of Police (VACP) Chiefs Challenge Award** – The VACAP Chief Challenge Award was canceled again in FY22 due to the COVID-19 pandemic.
- **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 eighteenth consecutive year the Town of Culpeper Treasurer’s Office 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, 2021. 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 comprehensive annual 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 2021. 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.

TOWN CLERK

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

Town Clerk Kimberly D. Allen retired March 31, 2022.

REVENUE GENERATED BY TOWN CLERK'S OFFICE

The programs administered by the Clerk's Office are major revenue sources for the Town. In FY22, over \$7.2 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>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>
Admissions	\$ 48,154	\$ 43,569	\$ 30,997	\$ 3,713	\$ 29,654
Meals	\$4,257,578	\$4,332,531	\$4,156,443	\$4,577,520	\$5,150,947
BPOL	\$1,057,897	\$ 966,874	\$1,028,438	\$1,014,082	\$1,149,277
Cigarette Stamps	\$ 165,818	\$ 247,326	\$ 225,899	\$ 220,301	\$ 207,338
Lodging	\$ 498,669	\$ 448,369	\$ 358,721	\$ 368,494	\$ 489,079
Totals	\$6,028,116	\$6,038,669	\$5,800,498	\$6,184,110	\$7,026,295

**FY22 is unaudited*

<u>Cemetery</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>
Grave Sales	\$ 52,890	\$ 69,500	\$ 46,850	\$ 98,250	\$ 105,100
Interments	\$ 46,300	\$ 54,200	\$ 62,500	\$ 55,500	\$ 76,400
Stone Permits	\$ 2,900	\$ 3,100	\$ 3,650	\$ 4,300	\$ 3,250
Totals	\$102,090	\$126,800	\$113,000	\$158,050	\$184,750

**FY22 is unaudited*

BUSINESS, PROFESSIONAL & OCCUPATIONAL (BPOL) LICENSES

Approximately 823 business license renewals were assessed and processed for CY21.

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>
Contracting	58	61	53	55
Retail	368	361	368	394
Fin/RE/Prof. Service	143	144	141	148
Rep/Pers/Bus/Other Service	290	317	316	349
Itinerant Merchant	5	1	2	2
Street Vendor	10	12	19	20
Solicitor	8	8	2	14
Precious Metals & Gems	5	6	3	3
Non-Resident Contractor	51	23	4	151
<i>TOTAL</i>	<i>938</i>	<i>933</i>	<i>908</i>	<i>1,136</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 127 meals, 20 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>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>
Number of Stamps	1,725,000	1,665,000	1,590,000	1,515,000	1,410,000
Number of Rolls	115	111	106	101	94
Total Revenue	\$165,818	\$243,516	\$225,899	\$220,301	\$207,338

CULPEPER TOWN CODE

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

Supplement #29 was completed. Supplement #30 will be completed in FY23.

The Clerk's Office launched MuniDocs in FY21. The site contains documents such as minutes, resolutions, ordinances and policies dating back to 2016. There are over 800 documents available for public browsing and each document is text searchable for easy access. The link is:

<https://library.municode.com/va/culpeper/munidocs/munidocs>

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. After individual departments received approval of their records destruction forms, routine destruction was performed. Various records were inventoried and transferred to the Water Treatment Plant records room for both temporary and permanent retention.

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

The Clerk's Office, in conjunction with the Town Attorney, responded to seventy-two (72) FOIA requests in FY22. 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. Fifty-two (52) FOIA requests were processed in FY21.

FAIRVIEW CEMETERY - INTERMENTS, GRAVE SALES & STONE PERMITS

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>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>
Interments	60	89	109	92	131*
Grave Sales	69	66	55	102	106
Lot Ownership Transfers	1	40	16	43	66
Stone Permits	59	62	74	87	68

**plus 1 disinterment*

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. There are two sections live on the Town website; Section E and Section OLD-A.

FAIRVIEW CEMETERY PERPETUAL CARE FUND

The Fairview Cemetery Perpetual Care Fund shows a balance of \$1,388,307. The transfer of 100% of lot sales for FY22 totaled \$101,800.

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 2021 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 CY21, the Fund had been utilized one (1) time to assist one (1) individual (as compared to 4 occasions to assist 3 people in CY20). The fund closed the calendar year with a balance of \$5,442. The fund did receive a \$100 contribution check from a local church in January 2021.

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 FY22, the Clerk's Office prepared a total of 72 council and committee meeting packets as compared to 66 packets in FY21. The FY22 total includes 18 council meetings (12 regular, 11 special) and 49 committee meetings.

ELECTIONS

A special election will be held in November 2022 for the two appointed council seats currently filled by Erick Kalenga and Michael T. Olinger. The newly elected members will serve one-year, until the next regular election.

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 Support Officer. The total number of DES employees at the end of FY22 was 25 full time employees.

The primary function of the WTP and wells are to treat the surface and groundwater sources to the extent required to meet federal and state drinking water standards. Surface water from Lake Pelham is treated at the WTP located on Woodview Road. Groundwater is pumped from six wells with three wells located in the Mountain Brook Subdivision, two wells located off of Nalles Mill Road and one well located at Rockwater Park.

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)	FY21	FY22
Raw Water Produced (MG):	494	447
Average Daily Raw Water Flow (MGD):	1.4	1.2
Max Raw Water Flow (MGD):	2.5	2.2
Water Produced (MG):	462	388
Average Daily Finished Flow (MGD):	1.3	1.1
Max Daily Finished Flow (MGD):	2.4	1.8
Days in Operation:	365	365
Bulk Water Sales (MG):	3.5	3.6

Chandler Street Wells

Well Water Produced (MG):	101	163
Average Daily Water Produced (MG):	0.28	0.45
Max Daily Flow (MGD)	0.73	1.04

Rockwater Park Well

Well Water Produced (MG):	2.8	4.7
Average Daily Water Produced (MG):	0.01	0.01
Max Daily Flow (MGD)	0.19	0.29

Nalles Mills Wells

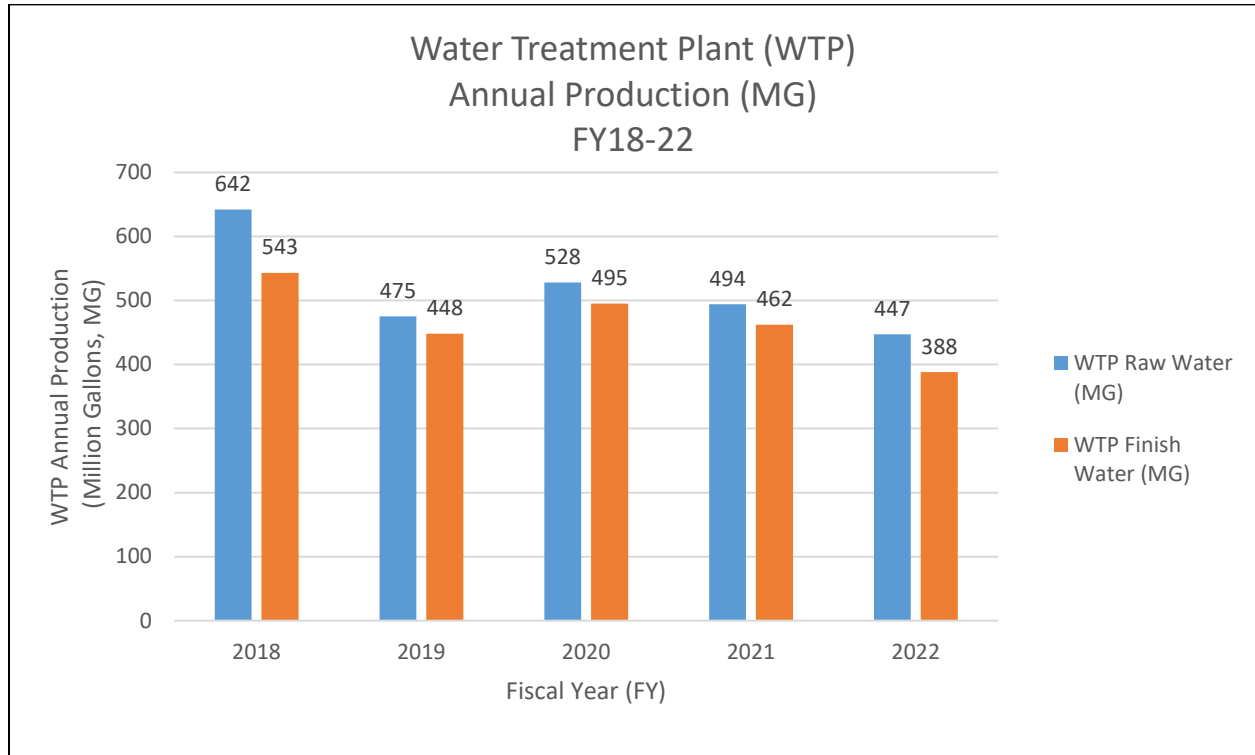
Well Water Produced (MG):	204	189
Average Daily Water Produced (MG):	0.56	0.52
Max Daily Flow (MGD)	0.90	0.90

Total Well Water Produced (MG):	308	357
Total Water Plant Water Produced (MG):	462	388
TOTAL WATER PRODUCED (MG):	770	745
AVERAGE DAILY WATER PRODUCED (MGD):	2.1	2.0

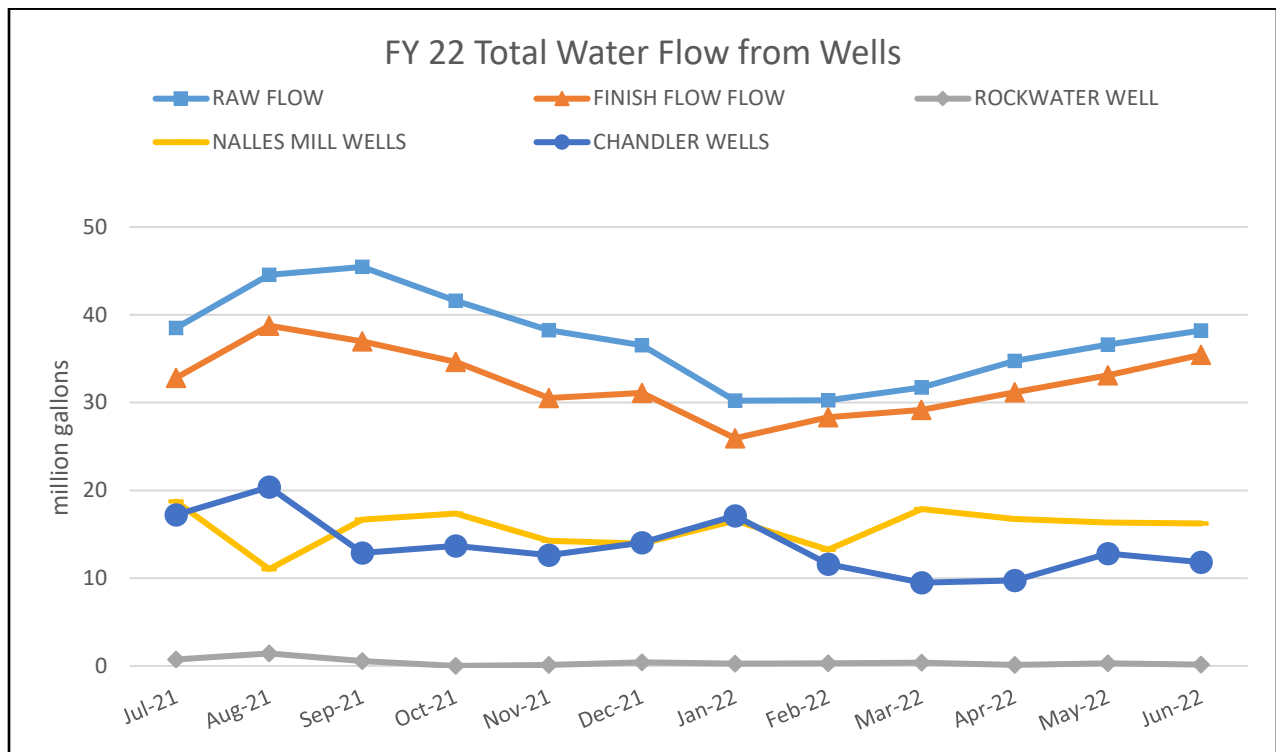
* MG – million gallons; MGD – million gallons per day

The WTP operated on a 12 hour shift with 2 operators. 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 FY22. The WTP complied with all regulatory requirements for this fiscal year. The annual VDH inspection was completed in FY22 and all comments have been addressed.



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)

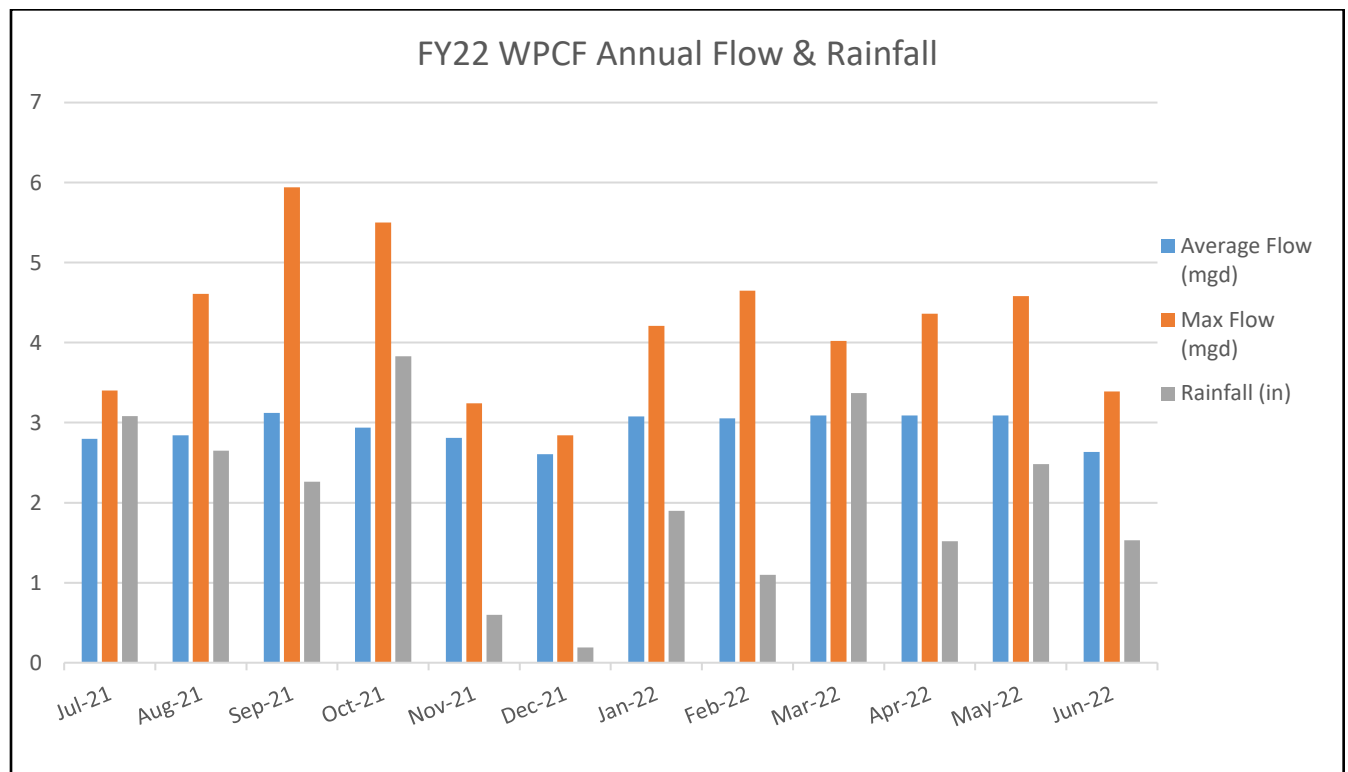
SUMMARY OF OPERATIONAL DATA

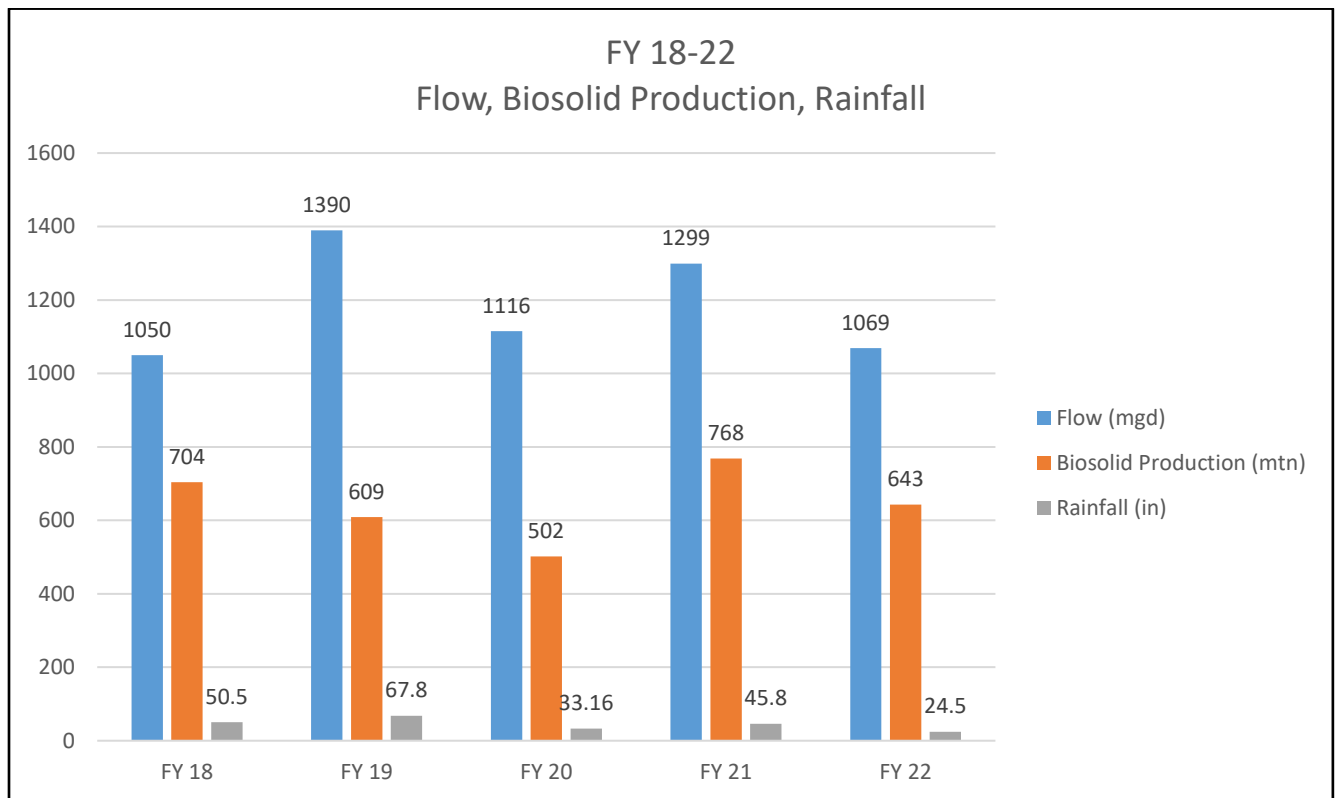
Water Pollution Control Facility (6.0 MGD Capacity)	FY21	FY22
Average Daily Flow (MGD):	3.6	2.9
Maximum Daily Flow (MGD):	10.2	5.9
Total Flow (MG)	1299	1069
Rainfall (in):	45.8	24.5
Centrifuged output (MG):	6.4	7.1
Centrifuged output (dry metric tons):	536	643
Septage received (gal):	135523	1065798
Bio-solids Land applied (wet tons):	2400	1800
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.

FY22 was the twelfth 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 FY22, the Town of Culpeper contracted with VisuSewer, Inc. to rehabilitate more than 1500 linear feet of 8-inch gravity sewer. Additionally, public works staff completed a replacement of more than 200 linear feet of 12-inch gravity sewer. 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 FY22 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 FY22 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 FY22. 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. This program was successfully maintained in FY22.

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 FY22.

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 Pelham Dam was completed in FY22.

Water Quality Testing and Compliance

All water quality testing was completed and compliance maintained during FY22.

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 new permit included reduced monitoring of BOD/CBOD, *E. coli*, and TSS. There were two analysis requirements added to the new permit, percent removal for TSS and BOD/CBOD on an annual basis and bis (2-ethylhexyl) phthalate on a quarterly monitoring basis. DEQ completed their triennial inspection and all findings have been addressed.

The Town began submitting data for the Partnership for Clean Water for FY22. 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 FY22. There are currently five permitted industrial users in the program. All five permittees were found to be in significant compliance in FY22. All SIUs

completed the required Discharger Survey form as required by the VPDES permit. At the end of FY22, the Fats, Oil, and Grease (FOG) program had approximately 104 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 FY22. The Town has two Storm Water Permits that will expire 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 FY22.

The SARA Tier II Emergency and Hazardous Chemical Inventory Report was submitted during FY22. The emergency information and chemical inventory is maintained continuously.

Wastewater Quality Testing Compliance

All water quality testing was completed and compliance maintained during FY22.

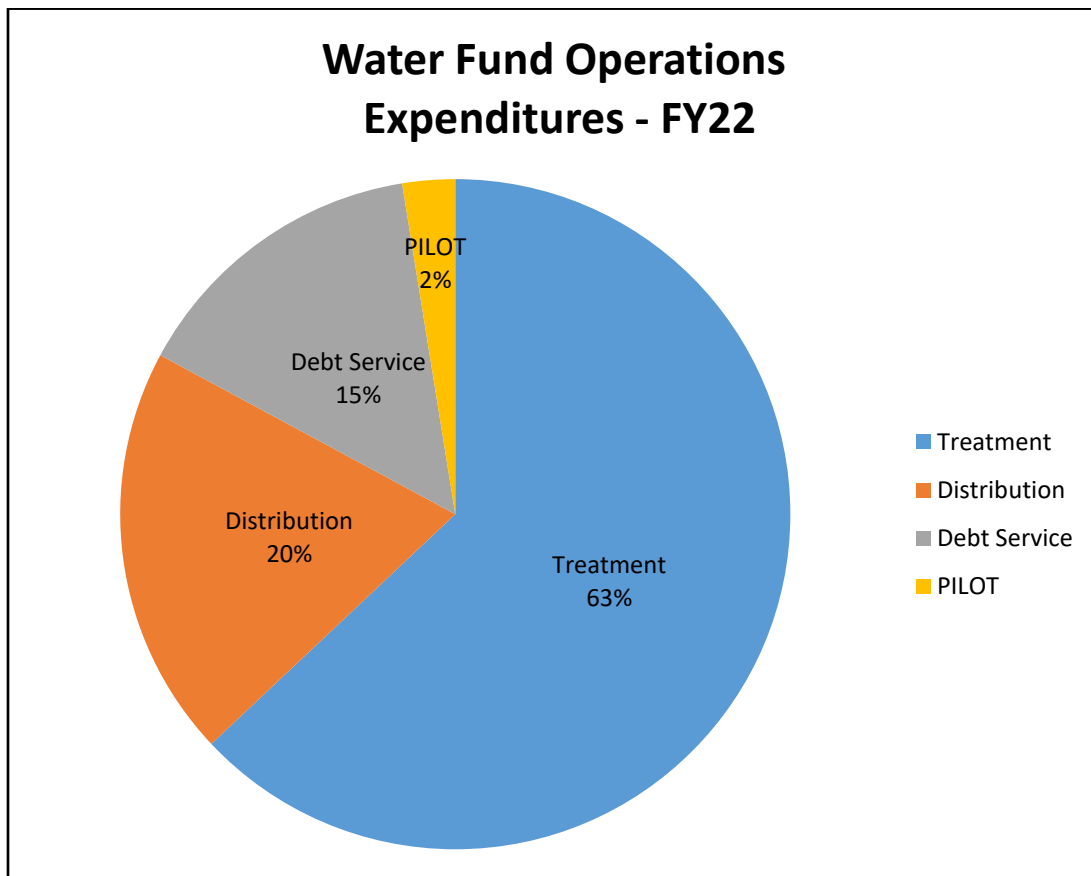
Safety Compliance – Accidents & Incidents

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

SECTION III ENTERPRISE FUND PERFORMANCE

WATER ENTERPRISE FUND

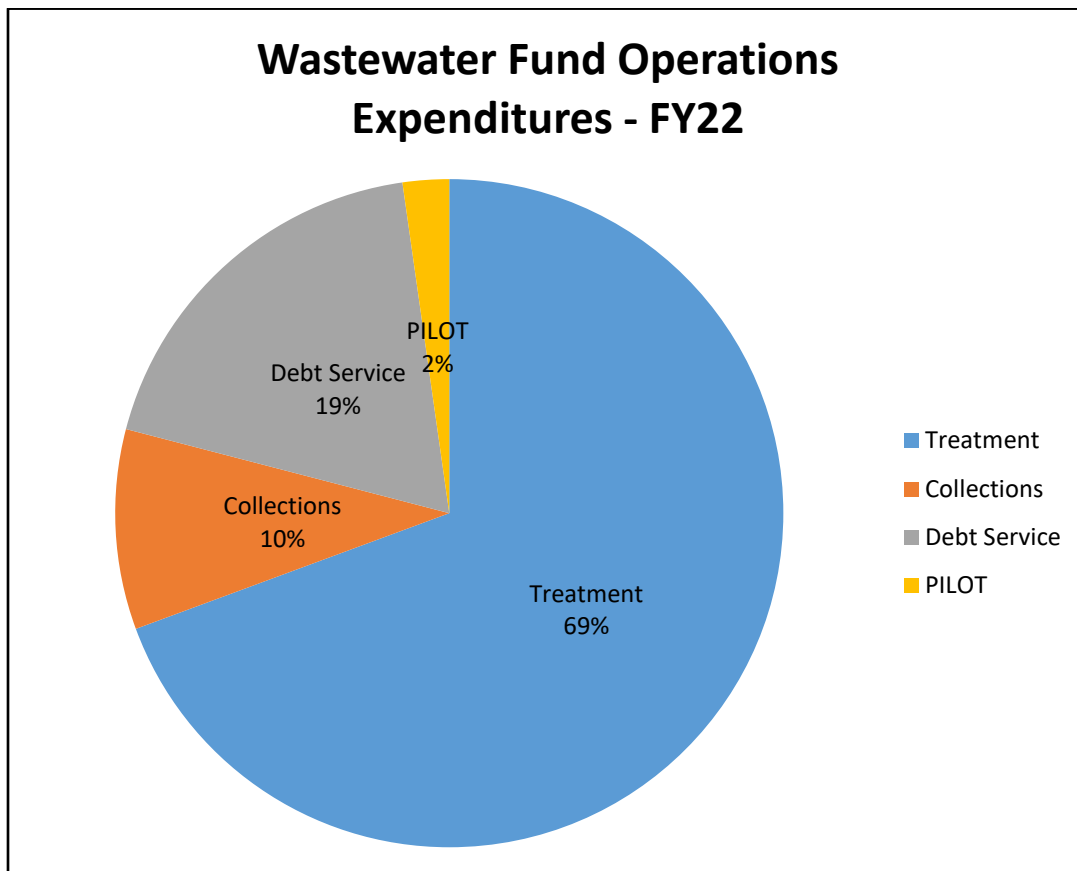
The Water Enterprise Fund consists of the Water Distribution Division and the Water Treatment Division. Based on the June 30, 2022, Preliminary Budget Report, the Water Fund operations expenses exceeded total revenue resulting in a negative operating margin of \$210,358. For accounting purposes, the 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 63% of the total Water Enterprise Fund operating expenditures (refer to Water Fund Operations Expenditures – FY22 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, 2022, Preliminary Budget Report, the Wastewater Fund operations expenses exceeded total revenue resulting in a negative operating margin of \$918,101. 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 69% of the total Wastewater Enterprise Fund expenditures (refer to Wastewater Fund Operations Expenditures – FY22 graph for allocation of fund expenses).



The Wastewater Enterprise Fund financial performance was successful for the year with combined fund operating expenditures being approximately 2% under budgeted expense level.

SECTION IV FACILITIES MAINTENANCE AND DEVELOPMENT

Facilities Maintenance and Development

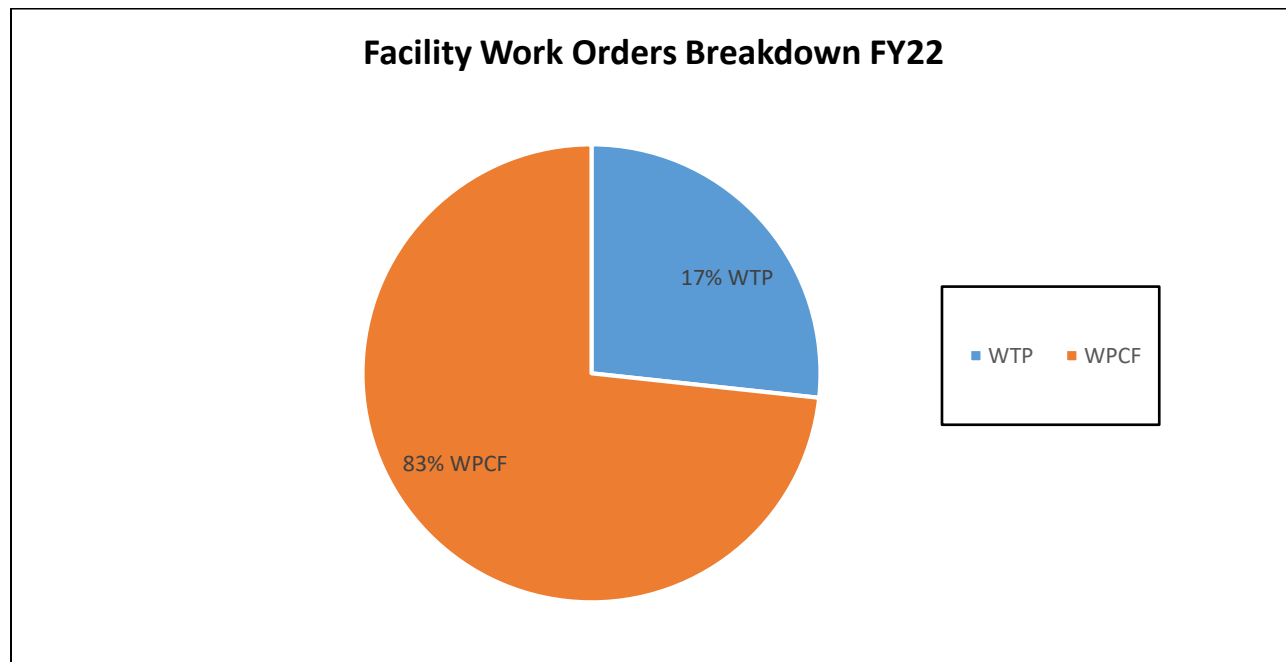
The Environmental Services Maintenance Division conducted many system repairs, preventive maintenance, and calibrations in support of operations. All radio communications for the WTP wells and WPCF pump stations were upgraded to 4G. A new inventory room was created to better organize and increase efficiency for the maintenance division.

One major project completed in FY22 at the WTP was the replacement of the filter trough and vacuum system. The maintenance division also installed new chemical sensors and flow meters on the chlorine and DELPAC chemical feed systems. A new double walled permanganate storage tank, a new VFD for the flash mixer and a new controller for a finish pump was placed in service in FY22. New online HACH monitors were installed to enhance chlorine and pH monitoring and a streaming current monitor was installed to help optimize coagulant dosage. Multiple pressure

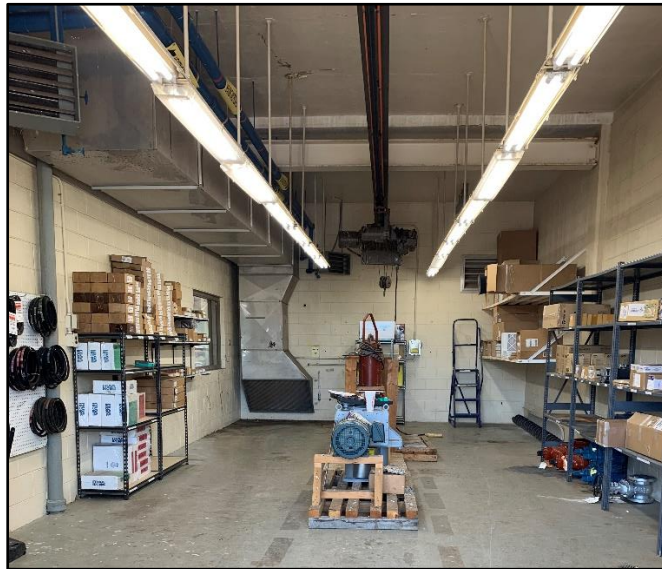
transmitters and air valves were replaced. The sludge was removed from the lagoon and several cracks in the finish pump building were repaired.

A new pump motor was installed at Nalles Mill well X1C, which was damaged due to a lightning strike. Another new pump motor at Chandler Well C3 that was installed malfunctioned and was replaced under the manufacturer's warranty.

The two primary clarifiers received new drives and mechanisms at the WPCF. A new MCC room was installed at the headworks as well as a new roof and Dragon Jacket insulation around all exposed piping. A new BNR blower and new gas compressor was purchased and installed. The maintenance division performed repairs on the IPS, RAS, sludge, and grit pumps. The GBT polymer feed system was repaired and a new aluminum sulfate feed lime was installed at the BNR. Grease was removed from numerous pump stations and multiple check valves were replaced throughout the WPCF.



Workflow was managed utilizing a web based preventive maintenance program. A total of 4,149 work orders were received in addition to numerous verbal work requests.



New inventory room



New double wall permanganate storage tank at the WTP



New VFD on a WTP Finish Pump



New HACH CL 17 at WTP



New chemical feed flowmeters at WTP



New WPCF Primary Clarifier Drive Assembly



New WPCF Headworks Motor Control Room



Dragon Jacket insulation system on exposed piping at WPCF Headworks

SECTION V

PERSONNEL UTILIZATION, DEVELOPMENT & PERFORMANCE

The total employee count was 25 following department reorganization in FY22. WTP operations required the staffing of two 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
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
Hawar Hawarry	Class I Wastewater
Koby Smith	Class II Wastewater
John Scott	Class II Water
Larry Olsen	Class III Water / Class III Wastewater
Kevin Tucker	Class I Water / Class I Wastewater
Nicole Barr	Class III Water
Nathan Hankins	Class IV Wastewater

NEW EMPLOYEES

John Scott	Water Operator
Sayer Griffin	Water Operator
Brent Hankins	Water Operator
Nathan Hankins	Wastewater Operator
Kyle Rizzardi	Wastewater Operator
Jason Kimball	Wastewater Operator
Alexis Jeffries	Administrative Support Officer

Virginia Rural Water Association Awards: Robert Hester received the Virginia Rural Water Association Operator Specialist of the year award for 2021. Kacie-Jo Bradford received the Virginia Rural Water Association Laboratory Technician of the year award for 2021.

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 191 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.

	FY22	FY21	FY20	FY19	FY18
Positions Recruited for	38	58	31	42	42
New Hires	53	36	24	33	36
Terminations	32	27	25	16	24
Voluntary	28	25	16	15	16

Involuntary	4	2	9*	1	8
Retirees	3	3	1	3	5
Promotions	33	28	18	12	15
Demotions	3	2	1	2	1
Transfers	3	2	1	2	0
Turnover Rate	16.23%	14.59%	10.16%	8.29%	12.90%

**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% decrease to the prior rates. Based on a recommendation from the recent 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 57 employees who requested family/medical leave. This is significantly more than the 18 requests received during the prior year, due to extended absences related to COVID. 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, for implementation 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 FY22:

- Americans with Disabilities Act (ADA) Compliance in the Workplace
- Back Injury and Lifting
- Bloodborne Pathogen Exposure Prevention
- Confined Space
- Customer Service
- Cybersecurity
- Energy Control: Lock Out/Tag Out
- Electrical Safety
- Family & Medical Leave Act (FMLA)
- Fire Extinguisher
- FLSA & the Virginia Wage Act
- Forklift
- Front Desk Security
- Hand and Power Tool
- Heartsaver First Aid/CPR & AED
- Heat Illness safe
- Ladder Safety
- Lifecycle of a Record
- Mental Health First Aid for Police Department
- Respirable Crystalline Silica Awareness
- Slips, Trips, and Falls
- Supervisor Performance Evaluation
- Tree Trimming
- Trenching
- Welding/Hot Work
- What is a Record's Schedule?
- Word of the Month: Record 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 FY22 and the previous four fiscal years:

	FY22	FY21	FY20	FY19	FY18
On-the-job Injuries	16	23*	16	20	18
OSHA Reportable Injuries	14	23*	16	20	18
Employee Auto Accidents	11	10	14	10	12
Preventable Auto Accidents	7	6	7	4	9
Property Damage Claims	2	6	2	5	3
Liability Claims	11	6	11	9	7
Total Claims Paid	\$109,300	\$103,275	\$136,241	\$219,754	\$74,604
Total Premiums	\$358,805	\$321,263	\$303,127	\$306,042	\$408,224

**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 172.99 (140.80 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.



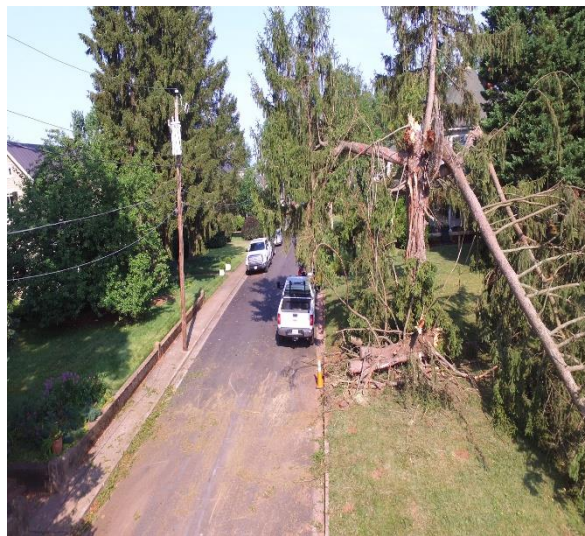
GENERATION

The generation facility operated at the request of Virginia Power a total of 109 hours for the year reducing the Town's purchased power bill approximately \$423,993. 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 light 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 linemen for the town. We have six apprentices now in the program and one first class in the substation program. The department has one new employee: an apprentice lineman. The apprentice lineman will be starting the apprentice program.



CUSTOMER GROWTH

The Town began the year with 5,771 customers and finished the fiscal year with 5,831 customers for an approximate 1.02 % increase.

RATES

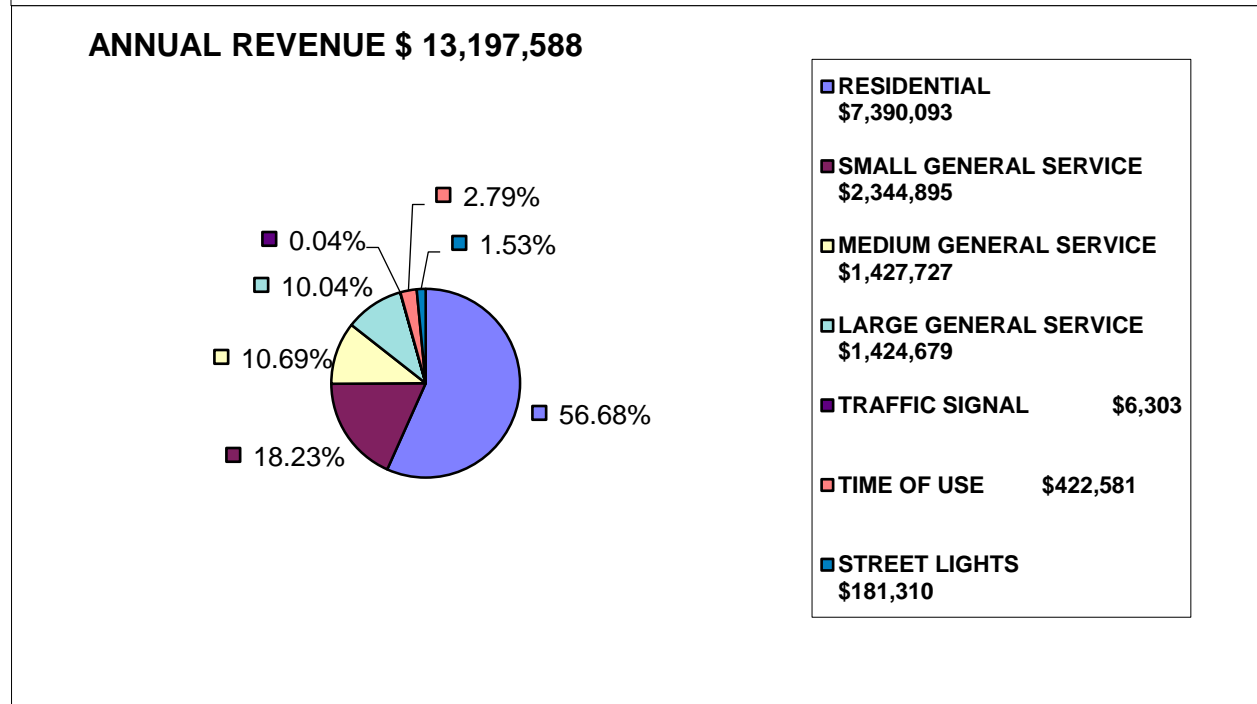
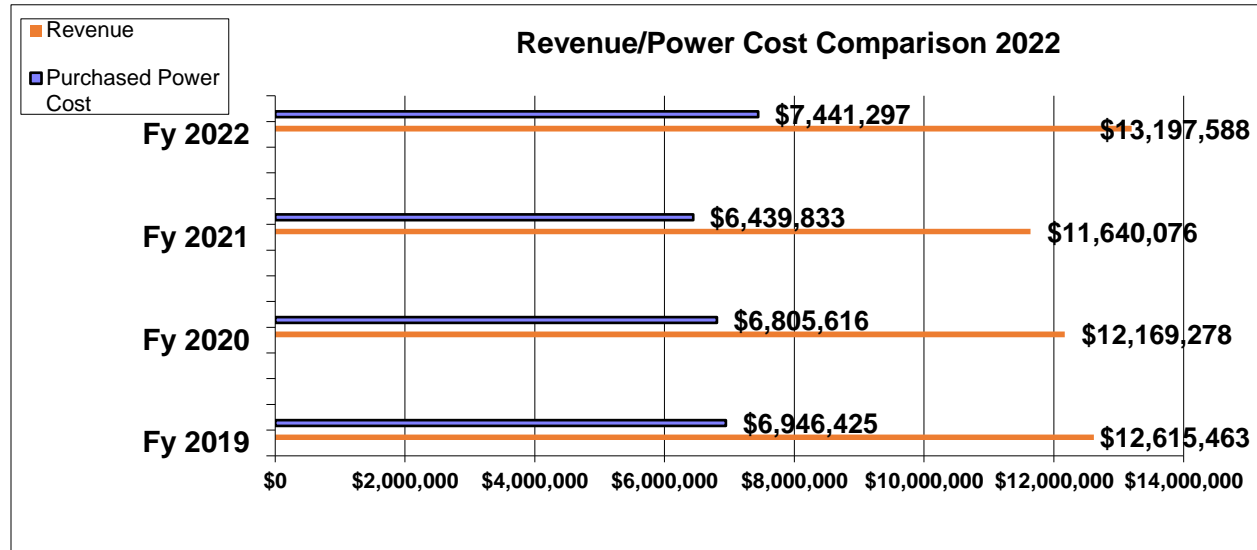
The Town has very comparable rates for all customers it serves. As part of budget preparation, L&P does a rate study during the year to compare with Dominion & Rappahannock Electric as

well as projecting expenditures and revenue into the future to ensure adequate electric fund balances are maintained.

REVENUES

The Town purchased \$7,441,297 of wholesale power from Dominion Virginia Power and Southeastern Power Administration. Total revenue for the year was \$13,197,588 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

- 1) Installation of rock water fountain at Rockwater Park.
- 2) Upgraded infrastructure at the new Ollie's store.
- 3) Installation of a transformer at Planet Fitness Gym.
- 4) National Cemetery relocation of underground electric (3 phase) and upgrade of facilities.
- 5) Extensive Right of Way maintenance conducted around town.
- 6) Installed new underground circuit and mini-substation for Bingham & Taylor project.
- 7) Installed Overhead and Underground Fault indicators around town to help with locating outages.
- 8) Added and installed wildlife protection equipment around town.
- 9) Assisted with the installation of Sunset Lane pedestrian crossings.

FY23 GOALS

- 1) Continues to develop in house training with videos and presentations to improve training for all line personal.
- 2) Continue the upgrade of 4 KV facilities to 12 KV to improve our system power factor.
- 3) Continue electric system mapping update to allow for better planning and outage management.
- 4) Continue to provide the most reliable, efficient, and cost effective power to the town citizens, our customers.
- 5) Finalize design for deliver point #5 for future Laurel Park Subdivision with Dominion Energy.
- 6) Assist with lighting design for road improvements on Rt. 522 project.
- 7) Provide additional wildlife protection on the electrical system.
- 8) Continue with tree trimming in Right of Ways within Town limits.
- 9) Begin infrastructure for Ridgeview Subdivision.
- 10) Install underground for F5 conduit to accommodate the new parking lot and bridge.
- 11) Relocate overhead F6 and F7 feeders to underground along East Spencer St.
- 12) Complete design and upgrade of Walmart electrical facilities to accommodate new standby generator.

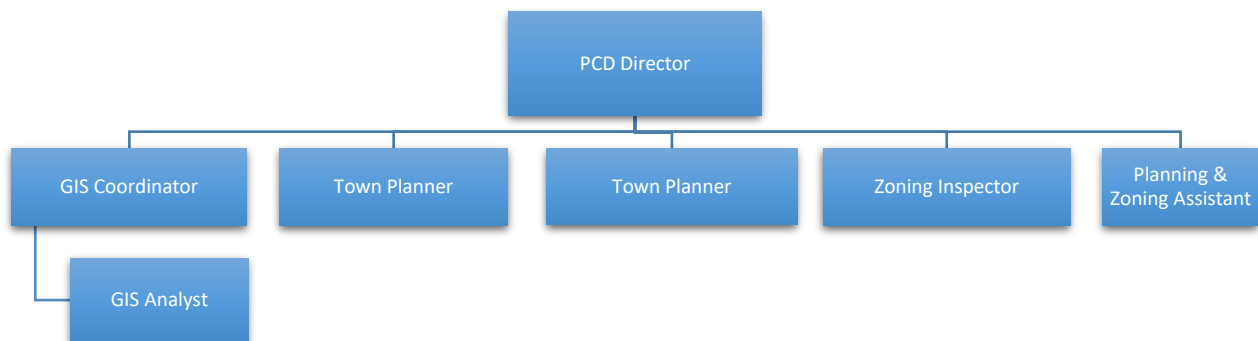
PLANNING & COMMUNITY DEVELOPMENT

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 – *Vacant*. It should be noted that Gary Cole was recognized as the Virginia Association of Zoning Officials’ Certified Zoning Officer of the Year at their 2021 annual conference.



AUTHORITIES, BOARDS and COMMISSIONS

Town Council

Conditional Use & Rezoning Cases:

Case TZ-2644-2021: The Council reviewed a request by Banner Christian School to rezone 3.99 acres from Limited Industrial (M-1) to General Commercial (C-3) to permit a school to collocate with the existing Open Door Baptist Church. The property is identified as tax map parcels 51-83E2

& 51-83E3, East Fairfax Magisterial District. The Planning Commission recommended approval and Town Council approved the application with proffers.

Case TZ-2721-2021: The Council reviewed a request by Christian A. Brashear to rezone 0.15 acres from Residential (R-3) to Central Commercial (C-2) to permit use of an existing house structure as an office. The property is identified as tax map parcel 41A2-1M1-14, East Fairfax Magisterial District. The Planning Commission recommended approval and Town Council approved the application with proffers.

Case CUP-2709-2021: The Council reviewed a request by John Lewis Walker, III for a conditional use permit to construct a 960 square foot accessory dwelling unit on his property at 1009 South East Street. The property is identified as tax map parcel 41A 4 Z 1, East Fairfax Magisterial District. The Planning Commission recommended approval and Town Council approved the application with conditions.

Case TZ-1790-2020: The Council reviewed a request by Aspen Street Properties LLC to rezone 1.11 acres from Residential (R-1) to Neighborhood Commercial (C-1) to construct a 3-floor apartment building. The property is identified as tax map parcel 40A-1-2, Catalpa Magisterial District. The Planning Commission recommended approval and Town Council approved the application with proffers.

Ordinance Amendments:

Ordinance O-2021-003: The Council reviewed a proposed update to Chapter 20, Refuse, Weeds and Inoperable Motor Vehicles, to delegate authority to the Town Manager or their designee to initiate action on individual properties that have failed to address issues after reasonable notice of violation. The Town Council adopted the ordinance amendment.

Ordinance O-2022-001: The Council reviewed a proposed update to Chapter 27, Zoning, Article IX, to permit feather signs on a limited basis. The Town Council adopted the ordinance amendment.

Ordinance O-2022-002: The Council authorized the transfer of tax map parcel 41A1-4-Y-7 as part of a tri-party agreement with People, Inc. and Culpeper County to build an affordable housing apartment complex on formerly Town and County-owned land. The Town Council adopted the ordinance.

Ordinance O-2022-004: The Council reviewed a proposed update to Chapter 27, Zoning, Article IX, to exempt temporary banner signs on Town infrastructure within the historic district from needing to comply with the approved Architectural Review Board color requirements. The Town Council adopted the ordinance amendment.

Ordinance O-2022-005: The Council reviewed a proposed update to Chapter 27, Zoning, Article V, to add a definition for “murals” and specify the process by which they could be approved. The Town Council adopted the ordinance amendment.

Other Review:

Culpeper Renaissance Incorporated Wayfinding Signage: The Council approved a request from CRI to place wayfinding signage on the sidewalks in the downtown to encourage visitor and resident discovery and exploration of downtown Culpeper outside of Davis Street.

Tap Privilege Fee Assessment Policy: The Council approved an amendment to the Tap Privilege Fee Assessment policy to offer a 50% discount for approved accessory dwelling units with an expiration of the policy on December 31, 2024.

Declaration of Revitalization Areas: The Council declared two revitalization areas to support applications by People Inc. and Culpeper Housing and Shelter Services with successful applications for Virginia Low Income Housing Tax Credit funding.

Zoning and Subdivision Ordinance Update: The Council held a joint work session with the Planning Commission and were provided with an overview of the proposed ordinance by the Town's consultants.

Williams Mill Road Improvement Proffer: The Council identified a preference for the applicant of the Williams Mill rezoning application in Culpeper County to construct an R-cut road improvement at the intersection of Nalles Mill Road and Brandy Road, despite their opposition to development that would generate additional unmitigated traffic impacts on the Town's transportation network.

RVL&S Appeal of COF-3133-2022: The Council overturned the previous decisions of the Architectural Review Board and permitted the property owner to retain 17 installed Amherst brand vinyl windows at their property located at 314 South East Street.

Comprehensive Plan Amendment CPA-001-2022: The Council reviewed a proposed amendment to the Comprehensive Plan to change the boundary of the designated Urban Development Area from the downtown area to the entire Town in increase eligibility for VDOT grant funding. The Town Council adopted the comprehensive plan amendment.

FY 2023-2027 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, transportation improvements as well as the new downtown parking lot. The Planning Commission recommended adoption and Town Council adopted the Capital Improvement Program.

Planning Commission

Conditional Use & Rezoning Cases:

Case TZ-2590-2021: The Commission reviewed a request by The Estates of Mountain Brook, LC, to rezone a 3.87 acre parcel from Residential (R-1) to Residential (R-2) to permit a 21 unit

townhouse development. The proposal also included open space, off-street parking, landscaped screening and sidewalks. The property is identified as tax map parcel 41-100A, East Fairfax Magisterial District. The Planning Commission recommended denial of the application two public hearings due to concerns related to access and the development of an adjoining property.

Case CUP-3304-2022: The Commission 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 Commission recommended approval of the permit subject to conditions.

Site Plan Reviews:

Case SS-2293-2021: The Commission reviewed a request by Joseph R. Daniel to construct seven new apartment buildings on the property known as “Dominion Apartments”. The project would add 50 new apartments to the existing 30 units housed within three exiting apartment buildings on the site. The property is identified as tax map parcel 41-19C, Catalpa Magisterial District. The Commission approved the site plan.

Case SS-2643-2021: The Commission reviewed a request by the Board of Supervisors of Culpeper County to construct a new 10,808 square foot building with parking as an addition to the Galbreath/Marshall Early Head Start School. The property is identified as 41 A3-5-3, East Fairfax Magisterial District. The Commission approved the site plan.

Case SS-2622-2021: The Commission reviewed a request by Bingham and Taylor to update their stormwater management on their foundry site. The property consists of multiple parcels located off of Yancey and Spencer Streets in the East Fairfax Magisterial District. The Commission did not take action as the site plan was not yet ready for action.

Case SS-2840-2021: The Commission reviewed a request by Chick-Fil-A to modify their drive-thru and expand their building. This impacted onsite parking and landscaping as well. The property is identified as tax map parcel 41C 3 1, East Fairfax Magisterial District. The Commission approved the site plan.

Case SS-2890-2021: The Commission reviewed a request by Christian Brashear to add off street parking and landscaping to his property. The property is identified as tax map parcel 41A2 1M1 14, East Fairfax Magisterial District. The Commission approved the site plan.

Case SS-2910-2021: The Commission reviewed a request by Riverdale/Culpeper LLC to modify the building and parking area for their property at 502 North Main Street. The property is identified as tax map parcel 41A2-1-R 11, West Fairfax Magisterial District. The Commission approved the site plan.

Case SS-3045-2021: The Commission reviewed a request by Southern Hills, LLC to modify the size of their building units and driveways. The property is identified as tax map parcel 41A3-6-1, East Fairfax Magisterial District. The Commission approved the 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 did not take action as they had concerns for the developer to address related to the secondary access to the site.

Other Review:

Preliminary Plan – Case RPR-3064-2022: The Commission reviewed a request by Roger and Margaret Roll for a preliminary plan amendment to remove language proposing a dedication of land to the Town of Culpeper. The land would serve the Town no purpose, nor is the notation binding as far as dedicating the land to the Town, however, it does preclude a desired boundary line adjustment for the property owner involving the property identified as tax map parcel 40-75. The Commission approved the preliminary plan.

Commission Member Updates:

It was decided that Mr. Fitzsimmons would continue to serve as Chairman as he had only served a partial term following the prior Chair's resignation. Mr. Flanagan remained the Vice-Chairman and Mr. Mitchell was elected as Parliamentarian, with staff remaining as Secretary. Ms. Taylor replaced Mr. Price as the Town Council representative on the Planning Commission.

Joint Board of Zoning Appeals

The Board did not hear any cases or appeals this year.

Board Member Updates:

Mr. Seay was elected as Chairman, Mr. Updike was elected as Vice-Chairman and Mr. Cubbage was elected as Secretary. Ms. Whitney Grespin filled the position jointly appointed by the Town and County.

Parking Authority

Topics of Discussion:

Digital Parking Permits: The Authority discussed the potential utilization of digital parking permits following an unsolicited communication from a firm interested in providing services to the Authority. Ultimately, it was decided to table the matter until a more comprehensive discussion of paid parking policies could be had, likely in conjunction with the Town Council as it related to on-street parking.

Updated Parking Lot Signs: The Authority collaborated with the Department of Economic Development and Tourism and approved updated signs for the Authority's parking lots that reflected the Town's branded color scheme and provided more vibrant signage to share parking information.

Paving and Landscaping: The Authority has had ongoing discussions with the Departments of Public Works and Planning & Community Development regarding schedules and budgeting for parking lot paving and landscaping.

Policy on Lost and Stolen Parking Passes: The Authority discussed developing a formal policy to address lost and stolen parking passes but ultimately decided to continue to leave it to staff's discretion to handle these relatively rare instances.

Review of Specific Requests:

- Jose Lopez: Denied a request to operate a food truck in the East Spencer Street Parking Lot from 8am to 9:30pm, seven days a week.
- CRI: Approved the use of the East Davis Street Parking lot for the CRI Gnarly Hops event on April 30, 2022.
- CRI: Approved the use of the East Davis Street Parking lot for the CRI Hops and Hog event on September 25, 2022.
- Carson Beard: Denied a request from the Culpeper County Clerk of the Court, Carson Beard, for five additional free parking permits for use by his employees on West Cameron Street.

Authority Member Updates:

Mrs. Elana Clements remained Chair and Mr. John Flanagan remained Vice Chair; with staff serving as Secretary and Treasurer. Mr. Campbell's term expired and Mr. Pranas Rimeikis was appointed to the Authority.

Parks & Recreation Commission

Topics of Discussion:

Warriors Football League U8 Practice Field Request: The Commission approved the use of the field at Yowell Meadow Park for the season, with a nominal fee and proof of insurance.

Blessing Boxes: The Commission discussed permitting blessing boxes to be located within Town parks to provide opportunities for the acquisition of essentials such as toiletries for those who may need them. Ultimately, it was decided that the parks were not the appropriate location for these items.

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.

Potential Amendments to the Yowell Meadow Park Skatepark: The Commission discussed potential changes to the skatepark with an interested citizen who has been running skate classes at the park.

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

Kestner Wayside Food Truck Location: The Commission introduced 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 added a 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 month of May for a nominal fee.

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.

Commission Member Updates:

Ms. Steele was elected as Chairman and Ms. Beane was elected as Vice-Chair. Ms. Jamie Clancey replaced Ms. Meaghan Taylor as the Council representative on the Commission.

Architectural Review Board

Certificates of Finding:

Case COF-2688-2021: Approved a request by CRI to install mural depicting African American trailblazers within the Culpeper community on Mr. Lam's property at 258 East Davis Street, adjacent to the East Davis Street parking lot.

Case COF-2967-2021: Approved request by Pamela Glascock to build two existing chimneys, and replace the existing metal roof located at 214 East Spencer Street.

Case COF-3004-2021: Approved a request by Chris Hamilton for a shed in the rear yard of the property located at 306 South East Street.

Case COF-3005-2021: Approved a request by Steve Gohn to construct an addition onto the Far Gohn Brewery property at 301 South East Street.

Case COF-3133-2022: Denied a request by RVL&S, LLC. to allow seven Amherst Plus windows to remain at 314 South East Street and instead requested that the applicant comply with the approvals of the prior Board finding.

Case COF-3144-2022: Approved a request by Leonard Peters Jr. to replace windows and the front porch of the property located at 210 East Spencer Street.

Case COF-3115-2022: Approved a request by Greg Yates to replace windows within his building at 102 South Main Street.

Case COF-3276-2022: Approved a request by Larry Biggs to install a prefabricated shed on the property located at 214 North West Street.

Topics of Discussion:

The Board discussed with the Town Attorney their purview as it relates to the potential removal of statues or other historic landmarks or objects.

The Board worked with staff to develop a flyer to be sent to all property owners within the Historic District to alert them to their location within the District as well as inform them of some frequently asked questions as well as provide them some resources that could be utilized when repairing their properties.

The Board also discussed development of an informational document regarding window replacement within the Historic District.

Board Member Updates:

Mr. Lysczek remained Chair and Mr. Gutowski was elected the Vice-Chair. Ms. Doll's term expired and Mr. Pranas Rimeikis was appointed to the Board.

Public Transportation Board

Topics of Discussion:

Bus Routes and Stop Locations: The Board approved a new schedule and the modification of the two routes incorporating major and minor bus stops at their meeting on August 26, 2021.

Flag Down Policy: The Board approved a policy change to prohibit flag downs of busses by riders to help ensure the ability of buses to maintain their route schedules.

Signs and Sign Posts: The Board discussed the installation and maintenance of route signage and sign posts and the need for related infrastructure such as benches and shelters at various stop locations.

Bylaws Amendment: The Board proposed, and the Town Council and County Board of Supervisors approved, an amendment to the by-laws to replace the board positions reserved for a member of the now defunct Culpeper Disability Board and a representative of the faith based community with a representative from the Culpeper Chamber of Commerce and a representative from Aging Together.

Board Member Updates:

Mr. Anstine remains Chair and Ms. Clements the Vice-Chair. Ms. Graham was removed from the Board due to her position being affiliated with a defunct body and Mr. Hales resigned. Ms. Amy Frazier was appointed to the Board to represent the Culpeper Chamber of Commerce.

Long-Range/Special 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 Town was awarded grant funding through the Highway Safety Improvements Program (HSIP). The project was initially awarded to Arthur Construction, however, the contract was mutually terminated. The project was rebid in 2022 and Chemung Contracting submitted the low qualifying bid. The project is slated to begin construction in the fall of 2022 with a 12 month construction period.

Transportation Alternatives Sidewalk Projects

The Town was awarded two 80% grant funded sidewalk projects that were completed in early FY22. These two projects consist of a new sidewalk along the N. Main Street roundabout and new sidewalks as well as crosswalks at the Sunset Lane/Madison Road intersection. The contracts were awarded to Arthur Construction for the Sunset/Madison project and to Crown Construction Services for the N. Main project.

VDOT has also 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 have been ongoing with Rinker Design Associates.

Zoning and Subdivision Ordinance Overhaul

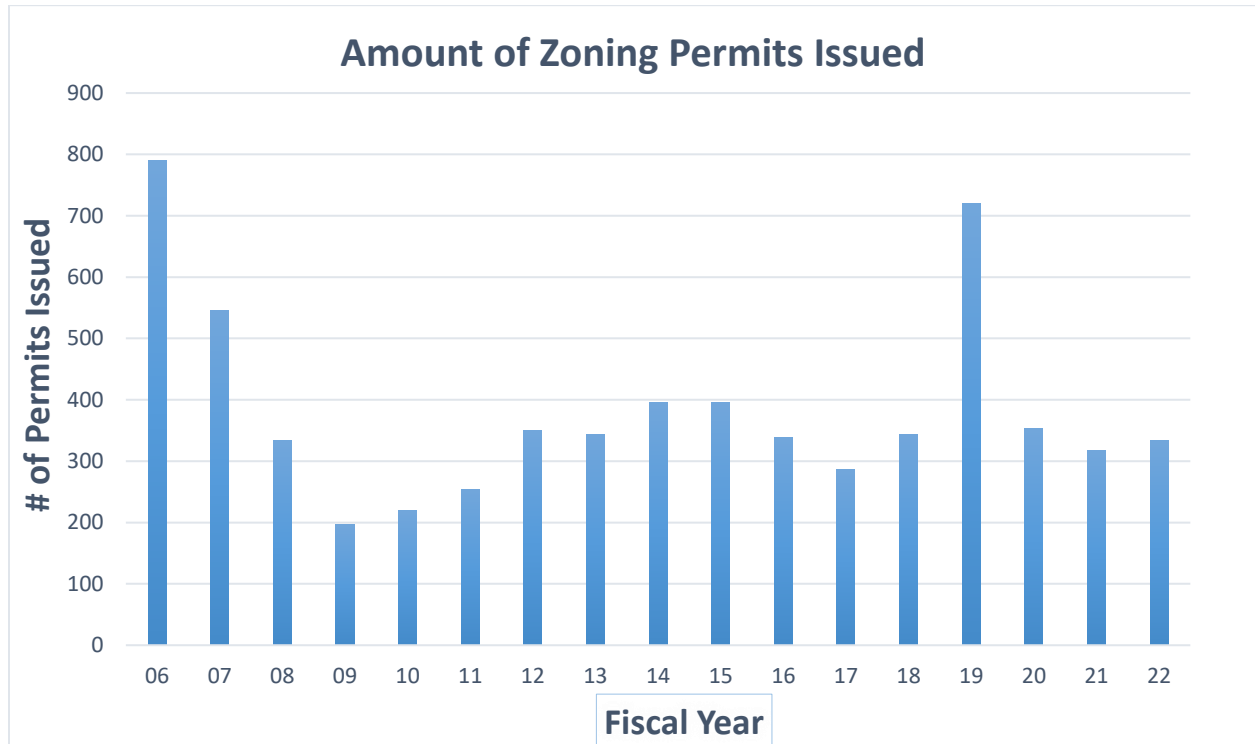
Staff is working with Duncan Associates and Codametrics on an overhaul to the Zoning and Subdivision Ordinance. An Advisory Committee was selected by Town Council to lead the overhaul effort and provide guidance to Town staff and the consultant team. Ultimately the revised ordinance will be presented to the Planning Commission for review and a recommendation to Town Council for final approval with completion of the ordinance tentatively scheduled for late 2022.

A joint work session with the Town Council and Planning Commission was held in February to allow the consultant to provide an overview of the draft to the two bodies. Currently amendments stemming from a legal review by the Town Attorney are being incorporated into the draft. Public outreach efforts have been outlined and are anticipated to begin in the late summer/early fall of 2022.

Permitting

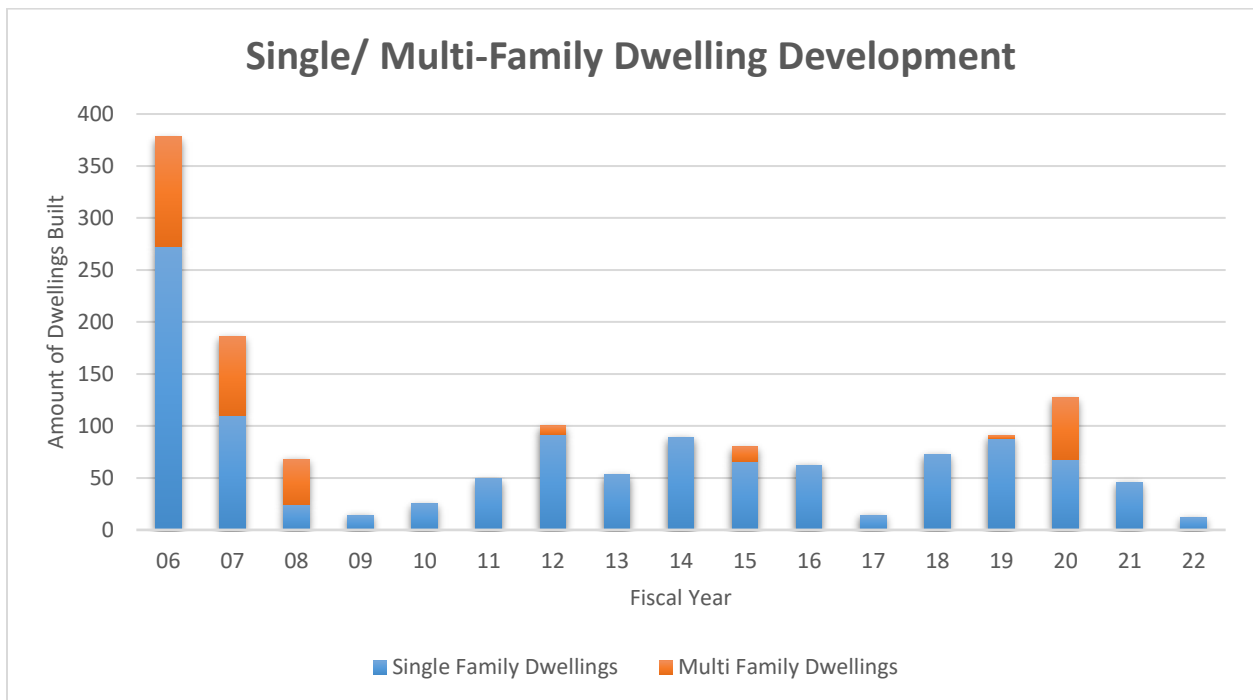
Zoning Permits

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 333 zoning permits were issued in FY22.



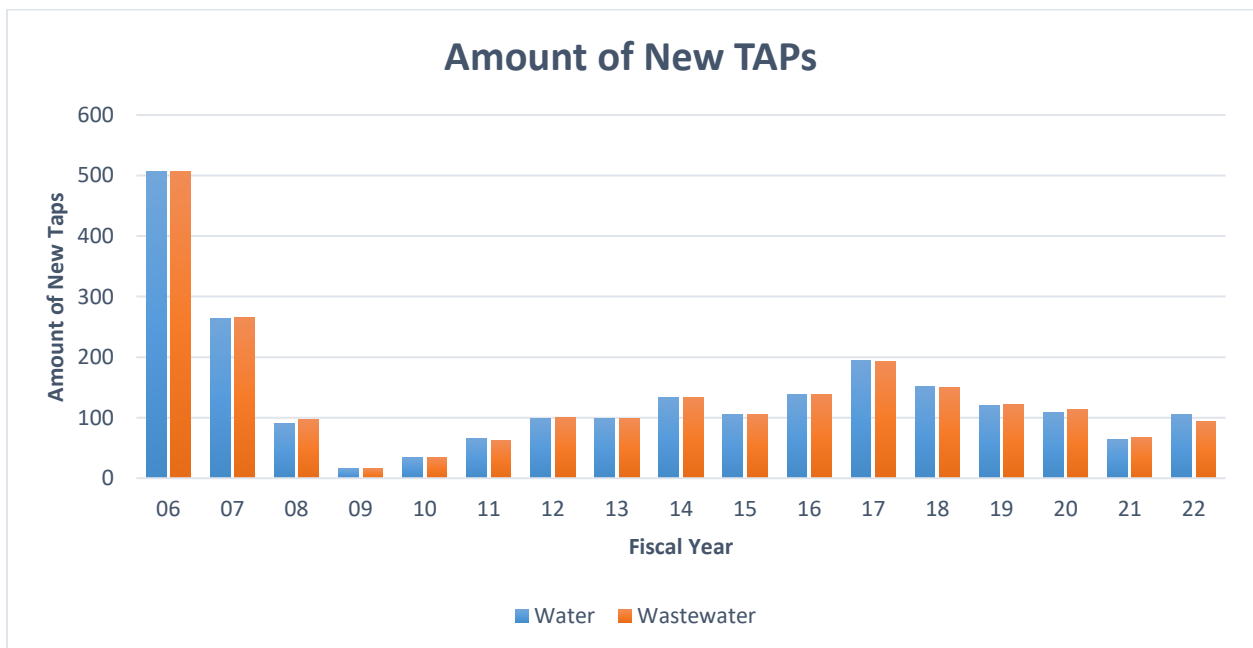
Single and Multi-Family Dwelling Development

12 new single-family homes were reviewed and processed by the department and 0 new multi-family developments were processed by the Town in FY22.



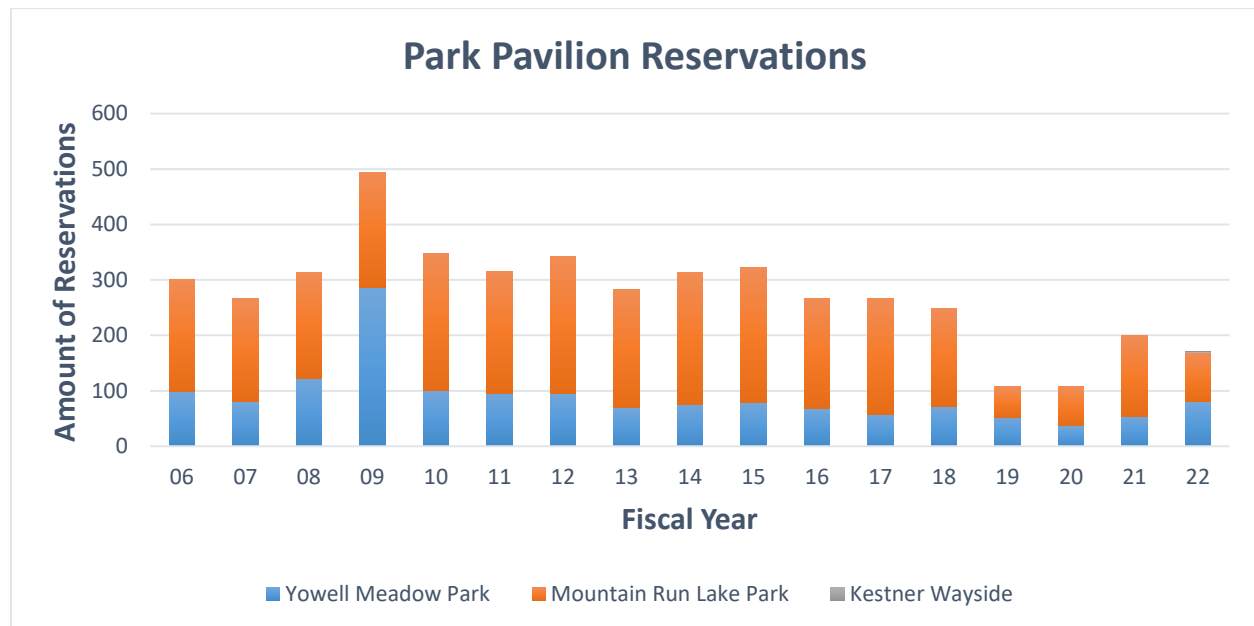
Tap Privilege Fee Assessment Policy

The number of overall taps purchased increased in FY22 by 50%. Total number of taps issued in FY22 was 105 water and 93 wastewater.



Park Pavilion Reservations

The department issued 174 pavilion reservations, 89 pavilion reservations for Mountain Run Lake Park and 80 for Yowell Meadow Park during FY22, along with 1 park reservations for a food truck at Kestner Wayside. An increase in usage for Yowell Meadow Park for FY22. The ownership of Mountain Run Lake Park was transferred to Culpeper County in November 2021 therefore a decrease in usage is noted for FY22.



GEOGRAPHIC INFORMATION SYSTEMS (GIS)

The GIS division currently consists of two full-time staff positions: GIS Coordinator (Supervisor) and GIS Analyst – *currently vacant until filled*. 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, 25 secure ArcGIS Online (AGOL) internal user with unlimited viewers, 2 Business Analyst web extensions, and 3 ArcGIS Servers, including an internal Portal site that was recently created, under our ESRI Small Government Enterprise License Agreement. GIS also manages the Autodesk annual software subscriptions for 4 standalone users of AutoCAD Map 3D, 2 shared users of Trimble GPS desktop software and handheld hardware units, and 2 Trimble Sketchup subscriptions for Planning & GIS. The Town GIS Coordinator has also been managing our external GIS professional services contracts with ESRI and Hurt & Proffitt this year, due to the need for additional specialized assistance with required NG911 & Annexation schema changes to our authoritative GIS datasets.

GIS serves the public by providing location information for 911 emergency 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 portal and additional ArcGIS Online (AGOL) additional 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 upgrading our GIS infrastructure to meet new industry standards and enable our mapping data to be shared using modern web applications.

GIS FY21-22 PROJECT HIGHLIGHTS AND UPDATES

- Completed Culpeper's NG9-1-1 deployment (went Live 2/15/2022). Transitioned to editing in new NG9-1-1 GDB format and schedule/maintain data uploads to State ESInet 911 call routing system. *Working with State & County GIS/PSAP on this high-priority project took most of the Town GIS Coordinator's time this year – we also had to scrub and reload our GIS data to include the new 2022 Annexation areas).*
- Completed GIS SQL Server/Enterprise Portal setup and configuration to include multi-user editing of versioned geodatabase feature classes in Sept. 2021. Multi-admins workflow was established for GIS authoritative datasets; backup file geodatabase copies were scripted for internal Planning GIS software users in June 2022; A new ArcGIS Portal server site was created for other internal users, but we still need to publish map services to it and configure/new users prior to training (this is a goal for new fiscal year).
- Updated the ArcGIS Online* public web maps and applications, as detailed below, including designing new Home Page required for impending ESRI online software update. Town GIS is currently working with IT to link some of these AGOL public apps to locations on the Town's main website, as appropriate.

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

- The Town Streets Map was updated for 2022 to include the recently Annexed areas. New digital version of the 2022 Town Roads Map was published to the Town's ArcGIS Online site, as well as provided to IT to update all Road map locations on the Town website. Additional maps are being replaced with those showing the newly Annexed areas, as time & workload permits (new FY goal).
- Incorporated updates into the Zoning/Ordinance Project HUB site, and ultimately the official Town Zoning Map, as directed by the Planning (PCD) Director: added Survey Feedback section to submit comments once site is advertised publicly; currently working to add Annex areas current & proposed zoning parcels to all maps and web applications on the HUB site.

- Fairview Cemetery Grave Search application – verified and shared graves in remaining sections online as approved by Town Clerk’s office: updated app with new burials & newly added Sec. C gravesites; currently working on adding newly surveyed Sec. B gravesites and assigning new Lot numbers to our internal GIS maps before updating the online application again.
- All scheduled updates for NG-911, PSAP/CAD, Assessor and OnlineGIS systems were completed as planned –over 325 addresses/parcels/roads were added/edited in the Town GIS and MUNIS systems (including the new Annex areas). Town GIS created the Annexation parcel & address data records for MUNIS property master and address locator uploads, then provided to IT for Tyler import tool to allow new business licenses to be created for the Annex areas by the Admin office. Town GIS also updated the Maplink module of MUNIS, so the map includes the corresponding newly added GIS features.
- 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, as received.
- Aerial Imagery update: Town GIS Coordinator collaborated with Jim Hoy and Andrew Hopewell to choose a 100 tile area (for best price) including the Town and adjoining water/sewer service areas for 6” imagery acquisition and 2’ contour generation. This Virginia Base Mapping Program (VBMP) 2022 flight will provide us with upgraded imagery (2x’s better resolution) and current 2’ contour (topo) lines. The imagery was flown in spring of 2022 and we are currently quality checking the pilot data – all Culpeper Town final deliverables are scheduled to be completed and received by December 2022.
- Personnel: The GIS Team attended the annual Virginia GIS Conference training & networking sessions, sponsored by VAMLIS, held in-person for the first time in 3 years, in Richmond March 28-30, 2022. Town GIS Coordinator completed her final year as VAMLIS Executive Board Member and Past-President on 6/30/2022. Town GIS Coordinator has also been working to fulfill the Culpeper LEAD class obligations with the Chamber of Commerce that were postponed from 2020. In-person monthly events resumed in 2022 and class graduation is now scheduled for November 2022.

POLICE

The Culpeper Police Department remains an internationally accredited, full-service law enforcement agency with authorized staffing of forty-six (46) sworn police officers, one (1) reserve officer, nine (9) civilian employees, and two (2) active volunteers. The Department currently has two (2) vacancies for sworn personnel and one (1) vacancy for civilian personnel.

FY22 was a successful year as the agency met a majority of its goals and objectives while still being responsive to the community's needs. As we came out of the Covid-19 pandemic, our primary initiative has been to strengthen our community outreach and engagement activities. We re-established community programs that were halted due to the pandemic. The bi-monthly neighborhood watch meetings along with the "Amazing Citizen Award" resumed with large turnouts and informative speakers from our community stakeholders. The nationwide campaign "National Night Out" resumed 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 also spearheaded engagement events such as a successful "Pack the Patrol Car" event, which helped collect thousands of schools 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 examples are just some examples of the many various outreach and engagement events the department participates.

The agency saw other stakeholder and civic organizations events return to pre-pandemic normalcy while also participating in additional community events. We saw the return of all the various walks and runs for various causes that our police officers participate in to ensure participant and traffic safety. Culpeper Renaissance re-established 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. However, we have seen some improvement in this area as the agency has two full-time mental health co-responders that are embedded within our agency. This co-response model has proven to be very effective in dealing with the mental health epidemic and additional co-responders are needed. The Rappahannock-

Rapidan Community Services Board also opened up the S.E.E. (Support, Encourage, and Empower) Center, which provide additional crisis services.

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 FY22, the country has suffered through various mass shootings of our schools, places of worship, and our workplaces, along with public gatherings. We continue to learn from these tragic events like Uvalde, Texas and Highland Park, Illinois to name a few, and provide additional training to our staff and re-examine our strategies in safety planning of public events.

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 March 2022, 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 FY22 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.
 - To ensure that all of CALEA's time sensitive reports are completed per the Department's Written Directives.
Accomplished: In March of 2022, 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 annual report reflected all reports had been submitted and filed in a timely manner.
 - To ensure that agency has a positive annual review of its files during an off-site review to be held in the fall of 2022.
Accomplished: In March of 2022, 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 Jenkins with a favorable report concerning this annual review.
- The Culpeper Police Department has an authorized strength of 46 officers and as of July 1, 2021, 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: The agency, working with the Department of Human Resources, has been successful in recruiting both certified and non-certified applicants. The agency had two employees graduate from the academy in November of 2021 and two employees graduate from the academy in May of 2022. One other applicant started the academy in July of 2022. 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 25 established Neighborhood and 6 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-five (25) Neighborhood Watch programs, and six (6) Business Watch groups.

Accomplished: The agency continues to provide support and outreach to these 31 watch groups. In August of 2021, these groups participated in the National Night Out campaign through various methods. Many of these groups' representatives attend our bi-monthly 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.

- Development of a reward or incentive based wellness program, which rewards those officers who are meeting benchmarks for the wellness program within the agency. The overall goal of the wellness program is to create a healthier officer from the time they are hired until time of their retirement.

Partially Accomplished: The agency has been participating in wellness programs through the Department of Human Services and in smaller groups within the 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 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 became State Accredited through the Virginia Department of Health and welcomed three new members that included; a Peer Support Officer, a Clinician, and an additional Chaplain. The team worked to create the Rest and

Recovery Room, which is now accessible to Officers both on and off duty. Officers on the team have attended various mental health trainings throughout the year and have responded to numerous incidents to support staff. The program continues to have positive feedback from the agency personnel.

- In CY20, the Culpeper Police Department had a clearance rate of 71%, which is more than the national average of 36%. The Culpeper Police Department desires to maintain or increase that clearance rate.

Accomplished: The department's clearance rate for Part I crimes in CY2021 was 84%, which is well above the national clearance rate of 33% for jurisdictions of equivalent size. The department's clearance rate for property crimes was 85% and the clearance rate for violent crimes was 83%.

- 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. 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. The agency continues to provide the community with outreach and education of 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 an increase in DUI arrests during this fiscal year. 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 of 2021. 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 a bi-monthly neighborhood watch meetings, which also encompasses the "Amazing Citizen Award". During FY21, the Culpeper Law Enforcement Explorer program struggled with Explorer membership and attendance due to the COVID pandemic. Through solid recruitment efforts, the program has

accepted nine new Explorers who are active and excited for the opportunities to serve the community. Explorers are now meeting on a bi-weekly basis.

- 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.

- The Culpeper Police Department continues to strive to look for alternative methods of revenue by researching and applying for grant opportunities to enhance the effectiveness and efficiency of operations and administration within the agency.

Accomplished: The department received eight grants for FY22. The agency received 2 - Byrne JAG grants, this paid for community policing items to include McGruff suits, bicycles and equipment, Getac computers, handheld radios, and CPD radio system. 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, 3 – LOLE Grants which was used for the funding of drones, ERT equipment, and stop sticks. The FEMA grant, which was in collaboration with the Town of Culpeper to offset funding and costs associated with equipment purchases, supplies for COVID-19 protection and PPE was ongoing and we were able to submit multiple requests for reimbursement.

- 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, 2021, 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. We 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 March of 2022. 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.

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

Accomplished: All Lieutenants have completed the FBI Trilogy training program that is a three-part training series on law enforcement leadership. All Lieutenants completed a 15 part leadership and growth training taught by Pastor Erick Kalenga.

- The agency will attempt send one Detective to the Virginia Department of Forensic Academy.
Accomplished: The agency had one detective attend and graduate from the Virginia Department of Forensic Science Academy.
- The agency will attempt send one Detective to the Child Forensic Interviewing School.
Accomplished: The agency continues to provide training to all Detectives in Child Forensic Interviewing. This specialized training is often funded by federal grant money that targets enforcement of child exploitation.
- 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 and has provided instructors to assist with teaching CIT.
- For the Department's Accident Reconstruction Team (ART) to train at least quarterly.
Partially Accomplished: The ART has not conducted quarterly training over this past year, however the agency has added members to the team and received specialized training for the ART Team.
- 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. See Goal #14 for more information.
- Conduct two open firearms range training dates for the agency in FY21 with the goal of improving overall firearms proficiency for the agency. These open dates will be in addition to the two firearms qualification dates each year.
Not Accomplished: The agency did not conduct open range days at our Firearms Range this fiscal year. Staffing issues along with a nationwide shortage of ammunition was a factor in this goal.
- The department will train annually on De-Escalation Training.
Accomplished: The agency contracted with Command Presence in August of 2021, which provided every officer with De-Escalation training. This training was also available to neighboring law enforcement agencies. Policy training on use of force and de-escalation was also conducted for all sworn agency members this fiscal year.
- The Records Division is always looking for better, innovative way to become more efficient. As scanning in documents has been an involving technology in the records environment, the agency will create a process to scan in documents and better utilize our records management system.
- To continue to provide a paperless environment in the Culpeper Police Department and to continue to scan older documents into our RMS system.
Accomplished: The Records Section continues to scan all documents into the Records Management System (RMS). The scanned copy is the original case file and paper documents have been destroyed in compliance with the paperless policy. The Records Section is diligently working towards eliminating paperwork that is being stored at a POD that is not temperature controlled by scanning and attaching case files in RMS. This is an ongoing project due to the volume of documents.

- To automate criminal history file indexing for enhanced retrieval, security, and preservation of records.
Partially Accomplished: The Records Section maintains historic pertinent case files by scanning in and attaching them into RMS, therefore, limiting the risk of vital records being destroyed due to disasters or aging documents. This has freed up necessary space for other records by utilizing this technology. The Records Section has completed automation on A thru G and continues this process when time permits.
- The Culpeper Police Department implemented an Unmanned Aerial Vehicle (UAV), or Drone program in FY20.
 - To provide training for UAV pilots within the agency to maintain all required certifications through the FAA, and any other agency that is applicable.
Accomplished: The agency continues to operate our UAV's under the FAA's Certificate of Authorization (COA) permit. The agency has reviewed this COA and will be potentially asking for amendments in our permit in the upcoming year.
 - To continue to evaluate deployment practices and policy adherence.
Accomplished: The agency continues to evaluate policies and best practices that govern the use of UAV's. The agency has had some successful use cases while operating its UAV's.
- The Culpeper Police Department will implement a Quick Response Team (QRT) to handle calls of service and incidents that require personnel that have received several hours of specialized training in tactics and specialized equipment. The goal is to have a "stand alone" QRT that will meet citizen's needs. This team will work and train closely with the Virginia State Police Tact Team, along with other partners.
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 SWAT School and will be attending the Advanced SWAT School later in 2022. This team has already trained with the Virginia State Police and other law enforcement agencies.

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. The department also participates annually with National Night Out.
- 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 5 officers assigned to the 7 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.

- 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., TRIAD, 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 FY22, 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 \$2,000 worth of school supplies, making this the most successful fundraiser to date.
- In FY22, the department held its 7th Annual Blue-Red Santa event, which was in coordination with Culpeper County Volunteer Fire Department, Virginia State Police, Culpeper Human Services, and Wal-Mart. The department was able to help sponsor over 150 underprivileged children.
- During FY21, 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, 4th of July events, December's Holiday parade, Trunk or Treat, Radar Races in the park, along with 5Ks/walks and other escorts.
- In the spring of 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 46 different groups around the state. The program has traveled to Fredrick Co. to the north, Halifax Co. to the south, 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 FY23, the program plans to extend to even more jurisdictions.
- During FY22, 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 assessment, bullying, 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 participates 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 FY22, numbers for seatbelts has decreased to 56 summonses issued, compared to 58 issued in FY21. The department also continues to enforce driving under the influence laws. In FY22, the agency had 157 DUI arrests compared to 83 arrests in FY21. 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 three (3) 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. However, due to the ongoing pandemic, child safety seats were only checked at the parking lot of the police department. The department also has one (1) officer who is a car fit instructor, who fits senior drivers to their vehicles.
- 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 21,000 followers on its Facebook page, which is an increase from last fiscal year of over 18,900 followers. The agency has 1,575 followers on its Instagram page.
- The department continues to utilize the Crimewatch program. 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.
- During FY22, the Criminal Investigation Section has investigated an array of criminal violations. The cases range from Death Investigations, Suicides, Overdose Deaths, Robbery, Aggravated Involuntary Manslaughter, Aggravated Assaults, Forcible Rape, Motor Vehicle Thefts, Embezzlements, Fraud and Larceny from vehicles. Listed below are some examples of the cases this section was tasked with investigating.
- In June 2021, while running at the Park, a female runner was approached by a male subject. After rejecting his advances, the male came up behind her and placed her in a headlock. As she fought back, the male got on top of her and covered her mouth, choking her in the process to attempt to muffle her screams for help. She continued to fight back, striking him with her

cell phone. The male got off of her grabbed her phone and took off running. With a description of the suspect, law enforcement spotted the male in the area of McCarthy Tire. After a brief foot pursuit, a suspect was taken into custody by units. The victim's cell phone was recovered nearby the suspect. The suspect admitted to the offense. Felony warrants for robbery and strangulation were obtained and served. This case has yet to be adjudicated.

- In January 2022, Officers responded to an apparent shooting in the area of Lightfoot Street. The victim was walking in the area when a vehicle approached. An occupant of the vehicle fired several rounds striking the victim. The vehicle then fled the scene. The victim was able to seek shelter at a residence in the area and call for law enforcement. The victim was treated at the hospital for non-life-threatening injuries. This is an active and ongoing investigation.
- In June 2022, officers responded to a local hotel in the 800-block of Willis Lane for a civil dispute involving an elderly male. Officers arrived at the location and located the male in his hotel room. While trying to speak with him through the secured room door, they heard a single gunshot from inside the room. The officers, unharmed, moved to a safe location and requested additional assistance. The Culpeper Police Department Emergency Response Team, deputies with the Culpeper County Sheriff's Office SWAT Team, and the Virginia State Police SWAT Team responded to the hotel. The Culpeper Police Department also deployed officers on their drone team. Out of an abundance of caution, the area was evacuated and a safety perimeter established. The hotel room door was breached, and the Culpeper Police Department drone team confirmed that the elderly male had suffered from an apparent self-inflicted gunshot.
- In February 2022, Officers responded to several 911 calls for gunshots and a crowd of people fighting on the train tracks next to a local bar in the 100-block of Commerce Street. According to the different callers, large groups of people were actively fighting and there were possible injuries. Officers responded to the scene and located numerous people with non-life threatening injuries. The most seriously injured victim, a 45-year-old male, was transported to UVA Culpeper Medical Center by EMS. The other injured persons, whose injuries ranged from minor scrapes to black eyes to broken teeth, declined EMS services. Officers on the scene quickly determined that no shots had been fired nor were firearms ever actually involved during the incident. Based on the initial investigation, it was determined that the brawl originally started inside The Pier. The incident was sparked when an unidentified male allegedly struck an unidentified female with a glass beer bottle, causing a fight inside the bar. In a possible attempt to defuse the situation, bar staff escorted a heavily intoxicated Jonathan Hall out the back of their building and out to the Culpeper Train Depot. Roughly, two dozen people in various levels of intoxication followed them out the front and back of The Pier. As a result of this investigation, the department charged the offender with felony Malicious Wounding, misdemeanor Disorderly Conduct, and misdemeanor Drunk in Public. Additional warrants and arrests were made in the outcome of this investigation. Not all the cases involving this incident have been adjudicated.
- In March 2022, the department responded to a report of a shooting in an apartment complex. The resident of the apartment advised officers that people were shooting at him in his apartment and he was returning fire. Multiple shell casings and bullet holes were located throughout the apartment. Rounds had also penetrated two additional occupied apartments. No other party except other than the occupant was located within the apartment. The investigation revealed the occupant had fabricated the events about protecting himself against intruders. The offender

was placed under an emergency custody order and warrants were sought for his arrest. This case has yet to be adjudicated.

- In July 2021, the department responded to a motor vehicle crash near the intersection of Woodcrest Loop and Monumental Lane. A Ford Focus struck a parked Ford pickup truck that had a metal box on the back. The structure of the car had been significantly compromised (crushed / split open), airbags deployed and the front windshield shattered. There was a tremendous amount of blood throughout the vehicle. It appeared as if the car struck the truck on the driver's side rear corner of the metal box truck. As a result of the crash and injured parties, the department's accident reconstruction team was called out to investigate along with Criminal Investigations. The Ford Focus is registered to the offender, an unlicensed driver. The offender and a rear passenger were transported from the scene to hospitals in Charlottesville and Fairfax. An unknown front passenger fled the scene, which is verified by video. The offender's injuries were superficial but the passenger would later succumb to his injuries and die. The cause of death is "blunt force trauma to the head and torso" and the manner of death is "accident" based on the Medical Examiner's report. Based on witness accounts and surveillance video from residences in the area, prior to the accident, the vehicle (Ford Focus) was traveling at a high rate of speed and its tires can be heard screeching before impact. After the accident, the driver of the Ford Focus attempted to remove the license plates from the vehicle. The suspect can be placed as the driver based on surveillance video and officers' body-worn cameras at the scene. Located at the scene was a white powdery substance located in a dollar bill underneath the suspect's wallet and beer bottles were in the center console of the vehicle. The suspect's only statement to law enforcement about the accident was that he had been drinking and that someone put something in his nose and mouth. Eventually, the suspect did tell his girlfriend about the accident and told her he was driving and lost control of the steering wheel. He apologized for lying to her and said the accident happened near the house after he went to see her. (Suspect's girlfriend lives in the area of Woodcrest Loop). He told her when he left he sped off and hit another car and his Mexican friend was injured and could not talk. Warrants were obtained for the suspect. This case has yet to be adjudicated.
- In March 2022, the department investigated an incident where an employee of Bingham and Taylor embezzled over six-hundred thousand dollars over the course of a year. The employee's position of trust in the company enabled the employee to exploit the situation by writing over 175 checks made payable to herself. The checks were printed, deposited, and then the transactions were deleted from the business activity. The employee was indicted on embezzlement charges. This case has yet to be adjudicated.
- In April 2022, the department received complaints that money was stolen from two gambling machines at two separate 7'11 locations. The money is believed to have been taken within a week's timeframe. Several other jurisdictions have reported similar crimes of larcenies from the gambling machines. It appears the offenders had a key or picked the gambling machine lock. The total loss from the machines is over \$13,000. This is an active and ongoing investigation.
- In April 2022, Drone Team members responded at the request of the Orange County Sheriff's Office in assisting to help locate a missing juvenile female in Orange County. The juvenile

was located with the utilization of the drone technology in a wooded area in the jurisdiction. The incident highlighted the value and need for this technology in law enforcement.

- During the past year, the department saw various crime trends including vehicle tamperers, theft from motor vehicles, catalytic converter thefts, and suspicious activities at local parks. The crime trend of vehicle tamperers/theft from motor vehicles occurred during the months of January-March and May-November; with the majority occurring in the February, June, and September months. With approximately thirty-eight (38) reported cases, this crime trend was mainly occurring in sectors one, two, and three. An additional crime trend involving catalytic converter thefts occurred in June, July, November, and December. There were approximately seven (7) reported cases in all four sectors. Ford utility truck models, Honda Element and Civic models, Acura TL models, and Toyota Prius models were targeted. These incidents happened in public parking lots, large commercial vehicle lots, and residential neighborhoods. There have been no persons of interest developed in the crimes.
- 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 fraud, computer fraud, wire fraud, and other scams. Several cases of credit card fraud have amounted to several thousands of dollars. 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 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.
- The Culpeper Police 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, Officer of Emergency Services, 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 currently scanning 100% of paperwork received. They are working on scanning old large case files that are currently stored in an outside POD that is not temperature controlled to ensure proper safekeeping of those records occur. 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 records division continues to work towards maintaining compliance every day. 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 assists with training scheduling and documentation, 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, just to name a few.

Personnel:

- On September 9, 2021, Joel Davis stated employment with the police department as an Officer. He came to us as a certified officer and has completed FTO Training.
- On November 18, 2021, the department hosted a promotional ceremony at the Culpeper Baptist Church for promoted officers to include Sergeant Jacob Neal and Master Police Officers Matthew Haymaker, Scott Yeiser, Christopher Campbell, Alfred Cooper, Julia Cole, and Jason Smith.
- On December 6, 2021, Miller Torrance started employment with the police department as an Officer. She came to us as a certified officer and has completed FTO Training.
- On December 6, 2021, Matthew Hays started employment with the police department as an Officer. He came to us as a certified officer and has completed FTO Training.
- On December 6, 2021, Patrick Coffey started employment with the police department as an Officer. He has completed the police academy training and is now in FTO Training.
- On December 6, 2021, Luke Baumstark started employment with the police department as an Officer. He has completed the police academy training and is now in FTO Training.
- On May 26, 2022, Stephen Frazier started employment with the police department as an Officer. He came to us as a certified officer and has completed FTO Training.
- On June 14, 2022, Walker Chilton started employment with the police department as an Officer. He is currently attending the Central Shenandoah Criminal Justice Training Academy.

Awards

- On August 23, 2021, Lieutenant Brittany Jenkins and Officer Alfred Cooper received the 2021 Virginia Association of Chiefs of Police Award for Valor in Williamsburg, VA during their annual conference.
- On October 11, 2021, Lieutenant Brittany Jenkins and Officer Alfred Cooper received the Sons of the American Revolution Heroism Commendation and Medal and Officer Nolan Overby received the Law Enforcement Commendation and Medal during their annual awards banquet.
- On October 20, 2021, Officer Austin Rustick received the 2021 MADD Award at their annual recognition banquet, recognizing him for having the most impaired driving arrests for

our department, or for his enforcement, training and/or education efforts related to stopping impaired driving in our community.

- On November 21, 2021, Sergeant Wayne Hickman attended the New Life Temple of Deliverance Church event in which local law enforcement were presented with an award for recognition for service to the community.
- Due to the ongoing COVID-19 pandemic, many organizations canceled their award submissions and presentations.

Departmental Statistics **Traffic**

The department investigated 276 reportable crashes, placing 213 charges in FY22. The total damage cost of vehicles involved in crashes was *estimated* at \$1,372,391 and total property damage from crashes was *estimated* at \$21,650. There were 94 persons reported injured, 3 fatalities, and 7 crashes involving pedestrians.

Traffic Summary

	FY22	FY21	FY20	FY19	FY18
Traffic Accidents	276	250	281	292	280
Accidents w/Pedestrians	7	3	2	7	12
Accident-related Summons Issued	213	188	222	231	227
Hit and Run	131	152	107	142	135
Personal Injuries	94	89	79	93	113
Fatalities	3	0	0	3	1

UTS & Warnings

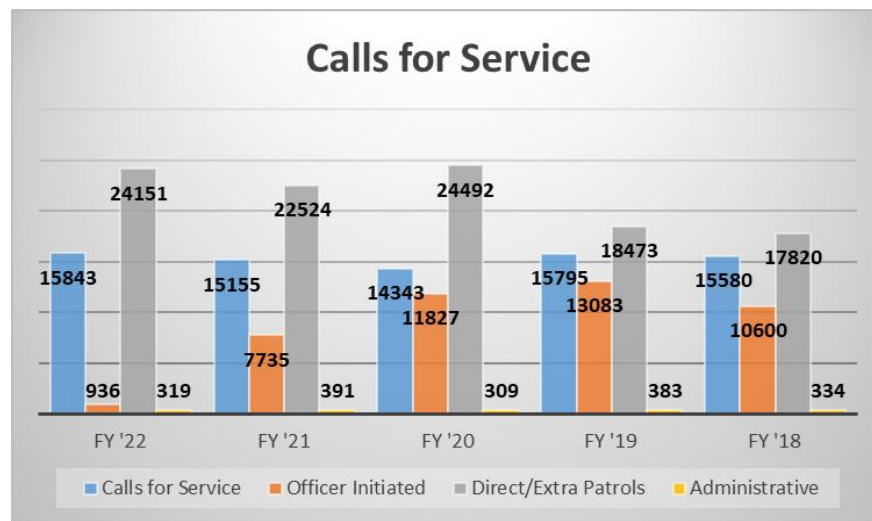
Summons	1,994	1,538	1,716	2,765	2,489
Warnings	1,576	873	531	524	274
TOTALS	3,570	2,411	2,247	3,289	2,763

Parking Enforcement Tickets Issued

Parking Authority Lots	307	236	312	735	543
On Street Parking	1,080	543	651	1,527	1,093
TOTALS	1,387	779	963	2,262	1,636

Calls for Service

	FY22	FY21	FY20	FY19	FY18
Calls for Service	15,843	15,155	14,343	15,795	15,580
Officer Initiated	9,236	7,735	11,827	13,083	10,600
Direct/Extra Patrols	24,151	22,524	24,492	18,473	17,820
Administrative	319	391	309	383	334
TOTALS	49,549	45,805	50,971	47,734	44,334



Part I Crimes

	FY22	FY21	FY20	FY19	FY18
Aggravated Assaults	22	21	17	8	29
Arson	1	5	1	0	0
B & E /Burglaries	6	6	7	11	30
Domestic Violence*	308*	298*	319*	328*	363*
Forcible Rape	4	1	5	4	4
Homicides	0	2	0	0	0
Larcenies	257	309	298	301	288
Motor Vehicle Thefts	20	13	11	11	20
Robbery	6	4	12	12	12
TOTALS	316	361	351	347	383
Est. Value of Prop. Stolen	\$1,771,063.72	\$444,523.43	\$271,168.73	\$414,377.52	\$532,141.96
Est. Value of Prop. Recovered	\$51,699.49	\$27,672.12	\$69,355.95	\$56,091.59	\$76,481.00

*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
FY22	1,292	1,954	483	1,471	417	148
FY21	1,024	1,423	369	1,054	271	139
FY20	1,084	1,505	415	1,090	195	260
FY19	1,112	1,531	449	1,082	180	266
FY18	1,205	1,708	526	1,182	175	143
FY17	1,118	1,433	453	980	208	264

JUVENILES – Arrests & Charges (including assisting other agencies)

	Total Arrests	Total Charges	Felony	Misdemeanor	Alcohol-ALL	Drug-ALL
FY22	25	48	7	41	8	1
FY21	25	42	14	28	0	3
FY20	22	37	9	28	0	5
FY19	38	56	16	40	1	14
FY18	69	93	26	67	5	23
FY17	47	80	30	50	3	10

All statistics are current as of July 20, 2022

PUBLIC WORKS

The Public Works Department has forty-seven 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.
- Two employees completed requirements for VDOT's Locally Administered Projects Qualification Program.
- Twenty-one employees received certifications in Intermediate Work Zone Safety.
- Ten employees received certifications in Basic Work Zone Safety.
- Two employees received certifications in VDOT Asphalt Field 1 and 2 and VDOT Soils & Aggregate Compaction.
- One employee received certification in cross connection, maintenance and testing.
- One employee received certification in Asphalt Slurry Surfacing.
- Three employees attended an online "Using Pesticides Safely" seminar.
- One employee completed online DEQ Storm Water Management training.

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 the replacement of deteriorated culvert pipe under Wayland Road, installed rip-rap stone around pipe and paved area.
- Repaired bank erosion due to heavy rain on Germanna Highway at Southgate Shopping Center.
- Replaced storm water culvert pipe in conjunction with the road improvement project on E. Spencer Street.



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 traffic control and the inspection of the Madison Road/Sunset Lane pedestrian facilities project by Arthur Construction.

SNOW & ICE

- Public Works personnel responded to four snow and ice events wherein 273.25 tons of salt and 76.5 tons of abrasives were applied.
- Repaired sod damaged from snow plowing operations throughout Town.
- Conducted annual internal training on the proper techniques to be used during snow and ice events for all operators.



CEMETERY

- In addition to normal maintenance activities, necessary services were provided for one hundred twenty-eight 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.
- Completed construction of the new cemetery maintenance facility and transferred salvaged materials from the disassembly of the old maintenance facility for future need.
- Removed the former caretaker's residence and completed road access to the new section.
- Surveyed three new sections for future interments.



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.
- Replaced the hydraulic pump motor in the mobile stage trailer.
- Purchased and received training on the new diagnostic scan tool for fleet maintenance.
- Purchased a new trailer mounted attenuator.



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.
- Replaced locks on folding yellow bollards as needed to control park trail access.
- Installed delineators in islands to improve visibility for traffic and assist with snow removal at Orange Road/Germanna Highway.
- Installed stop blocks and numerous signs in the new Rockwater Park parking lot.

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 November and December 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.

GENERAL PROPERTIES

- Performed annual inspections on all Town fire extinguishers.
- Assisted contractor with HVAC and thermostat removal/replacement at Town Hall.
- Removed stove and hood system, installed new ceiling, flooring, cabinets and countertop and painted former kitchen area at Depot for use by Museum.
- Constructed and installed handrail on existing pedestrian bridge at Yowell Meadow Park.
- Painted picnic tables and cleaned pavilions at park locations.
- Painted and replaced carpet in Town Manager's and Town Clerk's offices.

PARKS & RECREATION

- Inspected playground equipment at Rockwater Park, Yowell Meadow Park and Wine Street Park.
- Installed new stacked rock fountain and benches with landscaping at Rockwater Park.
- Constructed additional parking area on Blue Ridge Avenue Extended, installed playground parameter fencing, installed Lions Club sculpture, installed fountain, assembled and installed benches at Rockwater Park.
- Installed new pedestrian bridge, walking path, demolished old low water concrete bridge, removed excess asphalt pavement from walking trail, and built BMX bike trail on the connector trail at Yowell Meadow Park.
- Replaced concrete litter receptacles with new metal containers at Kestner Wayside and Yowell Meadow Park.



MISCELLANEOUS

- Continued to provide support with COVID-19 countermeasures for continuity of operations.
- Provided traffic control materials for the following events: First Friday, Halloween festivities, downtown Christmas tree lighting, Culpeper Christmas Parade.
- Provided traffic control and trash carts for the annual Soap Box Derby.
- Provided trash carts for the Triathlon at Mountain Run Lake Park.
- Provided the mobile stage for His Village Church event and Culpeper Palooza.
- Provided mobile stage, traffic control materials and trash carts for the following events: Third Thursday Concerts, Jewell Tone Music School Community event, Gnarly Hops & Barley Fest, and July 4th festivities.
- Provided mobile stage and traffic control materials for the Culpeper Fest.
- Reinstalled and repaired parklets on E. Davis Street.

- Provided garbage truck, tractor and dump truck for “Touch a Truck” event at Culpeper Baptist Church.
- Installed entrance and removed debris in preparation for construction of the new parking lot on E. Spencer Street.
- With heavy construction contractor support, completed emergency repairs of 12” sanitary sewer near the intersection of Nalles Mill Road and James Madison Highway.
- Slip lined rehabilitated sanitary sewer mains at the following locations: Old Brandy Connector (8”), Lake Pelham Trail (15”) and Spring St. (8”)



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 FY21 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 current audit have been reviewed and addressed either during or subsequent to the completion of the audit.

An application has been submitted to the Government Finance Officers Association for the Award for Excellence in Financial Reporting for the FY21 Annual Comprehensive Financial Report. As of the writing of this report, notification of award has not been made. If awarded, it would be the eighteenth consecutive year the Town would be recognized for its report, indicating our commitment to transparency, full disclosure, and clear financial analysis.

The Town received Federal and State ARPA funding and related grant awards of approx. \$11 million 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 the local community through small business grants and utility relief grants. As of June 30, 2022, approx. \$4.2 million of funds remained from the 1st tranche funding for future use, and the 2nd tranche of \$9.8 million was received in July 2022. These funds are required to be used by December 2024, and for certain capital projects by December 2026.

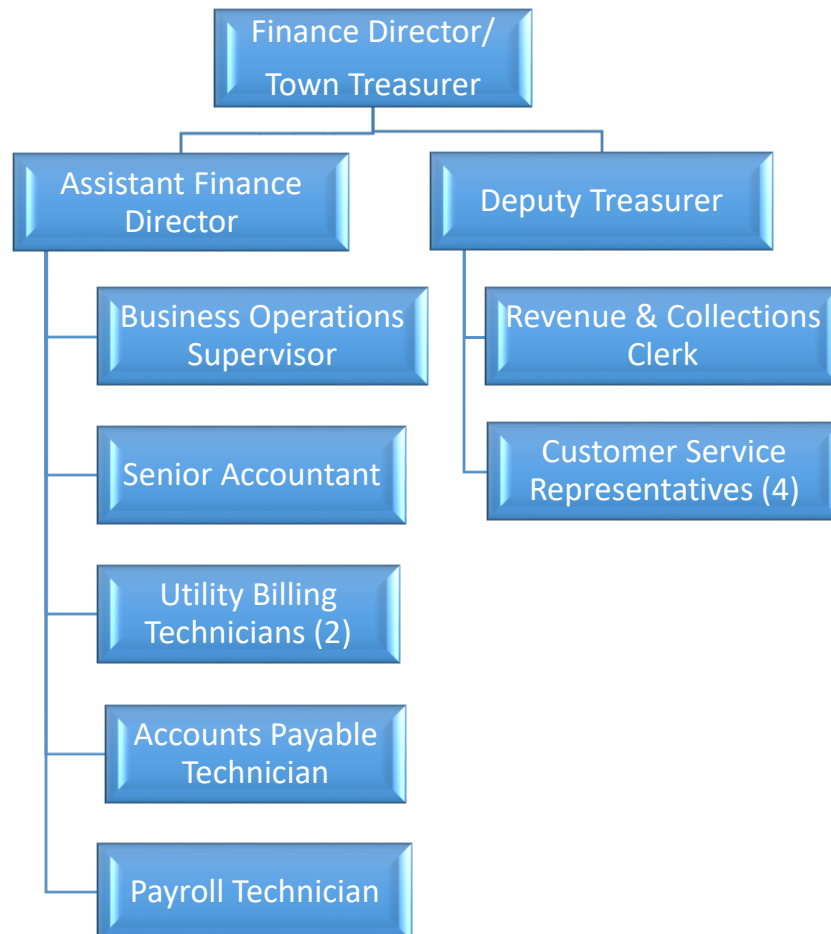
Town funds are invested in a manner which prioritizes security of funds while providing market rate returns. Investment returns in FY22 were subject to low rates of return due to the impact of the pandemic on the economy, prior to the Federal Reserve starting to increase rates in March 2022. Investment income from all funds in FY22 was approx. \$535,923, which represents a 17% decrease from the prior year. Overall, the Town cash and investment portfolio has increased from \$44.3 million at June 30, 2021 to \$50.5 million at June 30, 2022 (not including unallocated ARPA Relief Funds).

The Town Treasurer/Finance department had an operating budget of \$1,547,366 and total spending of \$1,451,667 (before year end audit accruals). The primary items related to the department budget surplus were payroll, due to staffing vacancies during the year, and collection fees, as there was

less reliance on DMV stops for collections. We aim to begin using DMV stops for collections more regularly in FY23.

STAFFING

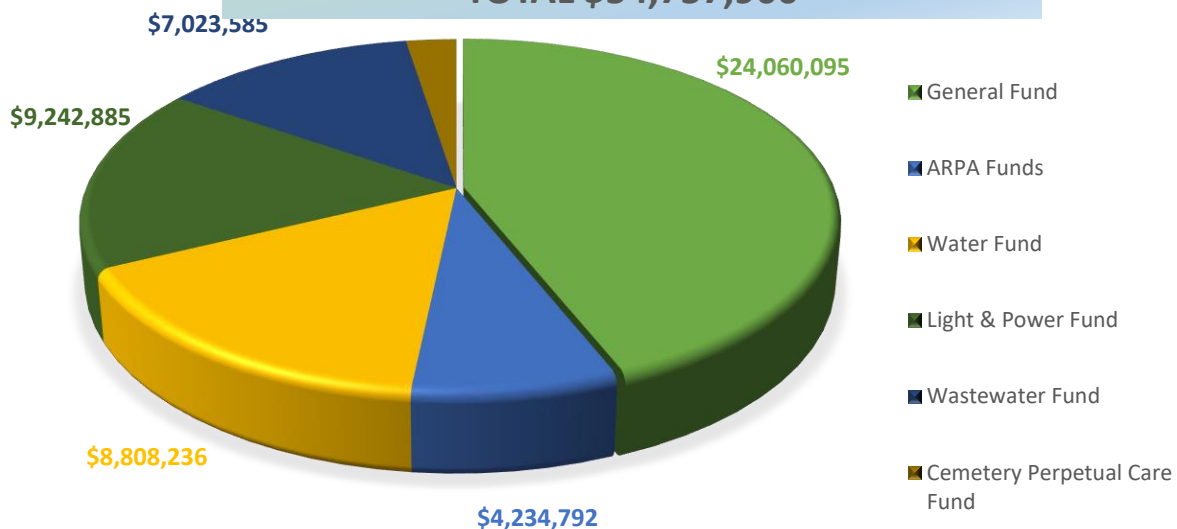
The Treasurer/Finance department continued to experience turnover during FY22, as was the trend town-wide and nationally due to the pandemic. Staff training and development continued to be emphasized for all staff when possible, with an increase in training opportunities later in the year as pandemic travel restrictions were lifted. 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 Treasurer and Deputy Treasurer have earned their respective certifications from TAV, and 2 staff members have completed the VGFOA certificate program.



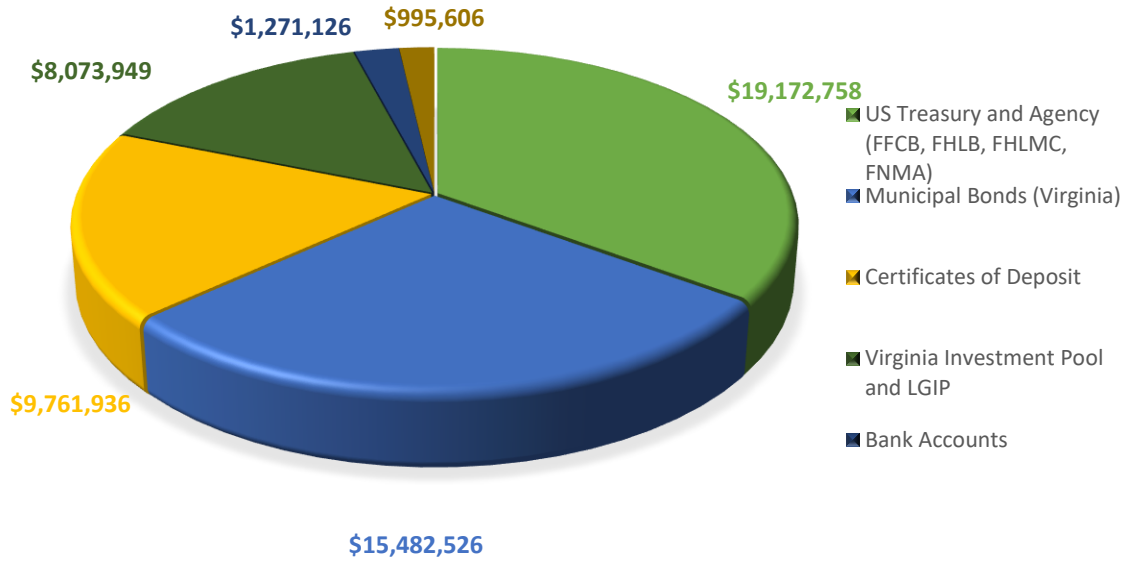
**FY22 TREASURER'S OFFICE OPERATING METRICS
AND SELECTED TOWN FINANCIAL DATA**

<u>DESCRIPTION</u>	<u>NUMBER</u>	<u>VALUE</u>
TREASURER'S OFFICE PAYMENT TRANSACTIONS RECEIVED AND PROCESSED	144,649	\$ 48,713,511
VENDOR DISBURSEMENTS PROCESSED:		
CHECK	2,410	
EFT	1,462	
WIRE	372	
TOTAL	4,244	\$ 44,127,821
PAYROLL PAYMENTS PROCESSED	5,383	\$ 11,730,754
UTILITY BILLS PROCESSED:		
WATER	91,422	\$ 3,617,105
SEWER	87,596	\$ 4,825,874
ELECTRIC	83,003	\$ 12,807,507
TOTAL MONTHLY BILLS PRODUCED	106,017	\$ 21,250,486
UTILITY ACCOUNT SERVICE ORDERS	10,426	N/A
NEW UTILITY ACCOUNT APPLICATIONS	1,194	\$ 29,850
BOATING PERMITS ISSUED	622	\$ 7,970
FISHING PERMITS ISSUED	912	\$ 11,110

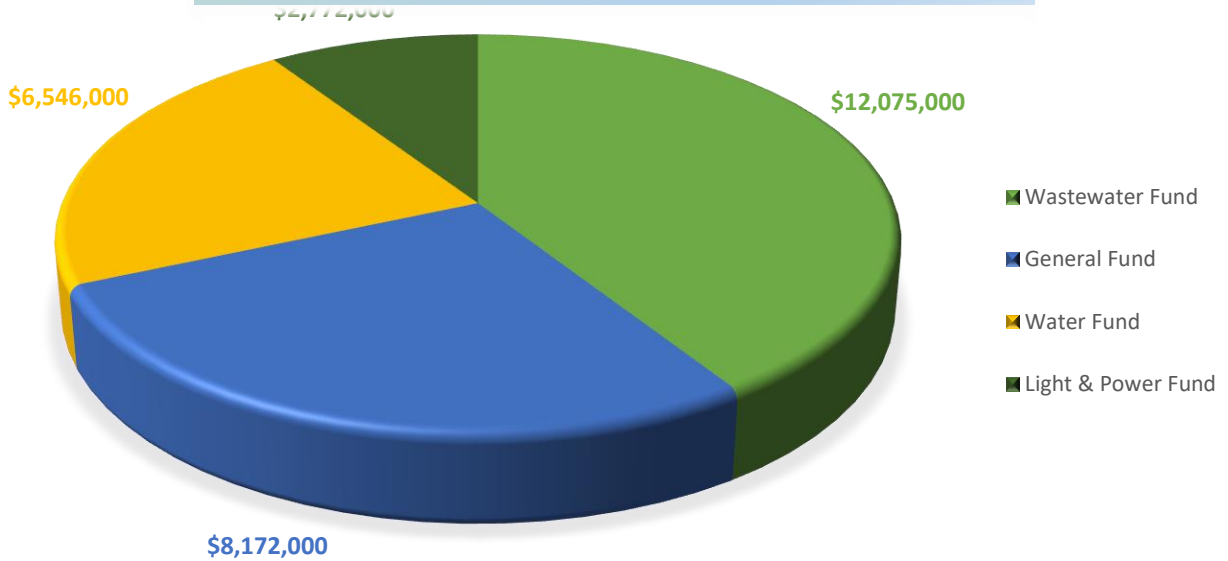
**CASH AND INVESTMENTS BALANCES BY FUND
JUNE 30, 2022 (UNAUDITED)
TOTAL \$54,757,900**



**CASH AND INVESTMENTS BALANCES BY TYPE
JUNE 30, 2022 (UNAUDITED)
TOTAL \$54,757,900**



**OUTSTANDING DEBT SERVICE BALANCES BY FUND
JUNE 30, 2022 (UNAUDITED)
TOTAL \$29,565,000**



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

Tax Revenues					
	Fiscal Year				
	2018	2019	2020	2021	2022***
PERS PROPERTY AND REAL ESTATE TAXES	\$ 3,814,435	\$ 3,726,136	\$ 3,789,988	\$ 3,605,747	\$ 3,703,175
Admissions Tax	\$ 48,154	\$ 43,569	\$ 30,997	\$ 3,713	\$ 29,654
Bank Stock Tax	\$ 431,595	\$ 483,997	\$ 402,494	\$ 494,982	\$ 510,016
BPOL - Contracting	\$ 46,149	\$ 45,925	\$ 44,233	\$ 32,777	\$ 24,233
BPOL - Professional (*)	\$ 244,004	\$ 177,252	\$ 181,648	\$ 192,344	\$ 196,543
BPOL - Repair & Pers Business Services (*)	\$ 174,413	\$ 120,656	\$ 173,921	\$ 154,050	\$ 178,605
BPOL - Retail	\$ 512,509	\$ 528,216	\$ 534,834	\$ 562,705	\$ 672,127
BPOL - Utilities	\$ 20,953	\$ 22,742	\$ 26,074	\$ 16,811	\$ 15,883
BPOL - Wholesale	\$ 43,764	\$ 46,206	\$ 49,788	\$ 50,320	\$ 56,717
BPOL - Miscellaneous / Other	\$ 16,106	\$ 17,792	\$ 6,075	\$ 5,075	\$ 5,168
Cigarette Tax (**)	\$ 165,818	\$ 247,326	\$ 225,899	\$ 220,301	\$ 207,338
Consumption Tax - Electric	\$ 62,127	\$ 65,116	\$ 62,461	\$ 63,429	\$ 64,924
Hotel & Motel Room Tax (Lodging Tax)	\$ 498,669	\$ 448,369	\$ 358,721	\$ 368,494	\$ 489,079
Local Sales and Use Tax	\$ 1,641,902	\$ 1,585,041	\$ 1,623,384	\$ 1,847,634	\$ 2,096,174
Meals Tax	\$ 4,257,578	\$ 4,332,531	\$ 4,156,443	\$ 4,594,500	\$ 5,150,947
Telecommunications Sales and Use Tax	\$ 112,655	\$ 105,589	\$ 101,020	\$ 92,127	\$ 87,831
LOCAL TAXES - SUBTOTAL	\$ 8,276,395	\$ 8,270,326	\$ 7,977,992	\$ 8,699,261	\$ 9,785,241
Grand Total	\$ 12,090,830	\$ 11,996,462	\$ 11,767,980	\$ 12,305,008	\$ 13,488,416
*Council reduced tax rate in FY 2019	**Council increased tax rate in FY 2019			*** FY 2022 is unaudited	

Department FY23 Goals & Objectives

- Complete MUNIS ERP upgrade from v11.3 to v2019. This needs to be completed before existing end of support in December 2022.
- Complete implementation of new accounting standard GASB 87, Leases, requiring recognition of certain lease assets and liabilities for leases that were previously classified as operating leases (meaning they have been recorded as expenses when paid).
- 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 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

State of the Industry

Economic Impact numbers are reported in the fall of each calendar year, for the previous calendar year. FY22 reported on calendar 2020.

- Domestic travel expenditures decreased **17.04 percent**, down from **\$58.85 million in 2019, to \$48.81 million in 2020**, as a result of the negative economic impact of the coronavirus pandemic. State of Virginia average saw a 39.73 percent decrease in expenditures.
- Tourism employment dropped **15.27 percent, reducing employment from 714 to 605 jobs**. State of Virginia average saw 29.05 percent decrease in employment.
- Tourism employment payroll decreased **6.10 percent in 2020**, totaling **\$15,043,462**. State of Virginia average saw a 26.89 percent decrease in payroll.
- Travel expenditures generated **\$2,406,097 in Local Tax Receipts** in 2020, feeding **\$1,390,042 to State Tax Receipts**.

Culpeper's pre-pandemic six year growth story demonstrates a **9.59 percent** compound annual growth rate in **domestic travel expenditures**, a **13.62 percent** compound annual growth rate in **tourism employment**, a **28.45 percent** compound annual growth rate in **local tax receipts**, and a **2.95 percent** compound annual growth rate in **state tax receipts**. 2020 marked the first decline in tourism economic impact in eighteen years of previous growth for the tourism industry in Culpeper.

About Culpeper Tourism

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.

Personnel

The start of FY22 the Culpeper Tourism department continued the dual operating mode that become routine by the end of FY21 – 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.

Mid-way through FY22, the department encountered significant personnel disruptions, in mid-November, the departments Visitor Center Supervisor and Tourism Administration went out on long-term FMLA, returning under limited hours in January, and ultimately downgrading to permanent part-time hours in early March.

In December, one of the four part-time Visitor Center specialists retired.

In January, the Tourism Marketing Specialist left the Town to take a position with Virginia Economic Development Partnership.

In February, one of the remaining three Visitor Center specialists went out on FMLA, ultimately leading to turnover in this role mid-April.

These changes and disruptions triggered a comprehensive department personnel audit and re-organization. The Director worked with the Town Manager and Human Resources, to re-organize the department with the following roles: Director of Tourism and Economic Development (full-time); Communications and Marketing Manager (full-time); Business Development and Program Manager (full-time); and Visitor Center Supervisor and Administration (part-time). The Director received Council approval for these changes in February, and worked with Human Resources, to recruit and fill four vacant positions during Q3 and Q4 of FY22:

- Part-time Visitor Center Travel Specialist, replacement for December's retiree – March 2022
- Communications and Marketing Manager, new hire – May 2022
- Business Development and Program Manager, new hire – May 2022
- Part-time Visitor Center Travel Specialist, replacement for April's turnover – June 2022

Personnel Award: Paige Read, Director, received the 2021 Rappahannock Rapidan Regional Commission's Distinguished Leadership Award in Government. Created in 2007, the Rappahannock-Rapidan Regional Commission Regional Leadership Citizen & Government Awards recognize members of government and citizens of the region for outstanding contributions to the Rappahannock-Rapidan region, and promotion/advancement of enhanced communication, coordination and regional planning across Planning District Nine.

Marketing | Advertising | Branding

Annual update in Q3, 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. As Virginians and drive-markets continue to seek safe destinations that are closer to home, we provide information and inspiration to help them book their trip.

Target Markets

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

Earned Only

- New York/New England
- Ohio
- West Virginia

Target Audiences

Three key personas defined by research to be the highest-value consumers:

- FAMILIES – Living in single-family homes in suburban settings with kids of all ages living at home. Creating memories is what matters the most. Mostly looking for packages and value-driven options.
- UNATTACHED – Young and free or older without kids, these travel groups are smaller but pack a powerful spending punch. Establishing a relationship with the younger members of this group is key to keep spending strong in the future. They seek authentic travel experiences with culture, music, sports, adventure. They also like to visit local eateries, wineries, breweries, etc.
- BUCKET LISTERS – Married "empty nester" couples who are reconnecting with their loved ones. Their clever investments over the years allow them to indulge in the finer things in life. Their frequent travels consist of outdoors, sporting events, wineries, gardens, golf, cultural and heritage sites.

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.
- Safety: All content should be reviewed against current COVID recommended protocols and include information about COVID-19 safety guidelines when applicable.
- 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

FY22 shifted strategy to the **3H Model: HERO – HUB – HYGIENE**

Hero: Tapping into people's hearts

- Large-scale, tent-pole campaigns or “pow” moments designed to raise broad awareness

Hub: Meeting the target's interests

- Regularly scheduled “push” content designed for target audiences

Hygiene: Answering to the specific needs of the target

- Always-on content designed to “pull” in targeted core and prospective audiences.

Situational Analysis | Research

Data and Insights influencing department strategy and content creation.

The 2022 Traveler | Travel Spending – People who describe themselves as having dominant personalities, as well as those who describe themselves as active & energetic, plan to spend more on travel than they did previously (45.4 percent vs. 36.2 percent among all travelers). Active energetic types also have the highest reported travel budgets for the year at \$5,200 (vs. \$3,900 for the average traveler). As you might expect, people who describe themselves as worriers are more sensitive to what they perceive as “expensive” travel prices right now, and plan to spend less on leisure travel than they previously did (23.8 percent vs. 18.5 percent for all travelers). In fact, over 40 percent of worriers say 2022 is a “bad” time to spend on travel.

Traveler Decision Making - Travel continues to rebound from COVID. In Q4, FY22, 86 percent of American travelers reported plans to travel in the next 12 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 28.4 percent planning to travel internationally this year. Over 63 percent say they have a strong degree of openness to learning about new travel experiences and destinations to visit.

Impact of Inflation - The third quarter of FY22 saw rising inflation levels, peaking to the highest rate since 1981 in the fourth quarter. The percent of American travelers saying that if gas prices don't come down, they will take fewer road trips this year (61.1 percent) and/or stay closer to home (63.0 percent) both increased 3 percentage points in Q4, FY22. High travel prices as an impediment to travel also climbed 3-points in Q4, FY22 41.8 percent (30.1 percent say they have cancelled a trip they had planned or considered because of high prices). When asked to rate how much a deterrent specific travel costs are, the two most commonly seen as "deal breakers" are gas (22.9 percent) and airfare (11.8 percent).

Feelings about COVID - COVID continues to impact travelers. In Q4 a larger proportion of Americans felt optimistic about COVID (32.3 percent), but a growing proportion reported feeling COVID will get worse in the coming months (up to 25.3 percent from 21.5 percent in Q3). More also feel COVID is impacting their ability to have meaningful travel experiences (up 5-points in Q4 to 38.2 percent). Travel anxiety is rising, with 27.3 percent reporting moderate anxiety on their most recent overnight trip in Q4.

Moving Forward | Strategic Planning - 2022-2023 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.

When it comes to travel inspiration and planning, consumers rank **Opinions of friends and relatives first** at 65.5 percent, **travel content online** at 40.3 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.

Department Activity

FY22 Media Strategy – Department worked off a primarily owned and earned media strategy in FY22, with budget directed toward content creation and influencer marketing. The department spearheaded summer and fall paid content campaigns, results below. Top earned media highlights included:

- Collector Studio Influencer Digital Four Episode Series featuring Culpeper – July-September 2021
- People Magazine – coverage on animal rescue in Culpeper, Virginia – July 2021
- NBC 4 Washington – Juneteenth 2021 recap: Events, Festivals and Celebrations – featured Culpeper – July 2021
- Inside NOVA – feature on Culpeper's Farmer's Market – July 2021
- Culpeper Triathlon Success – feature on the successful return of the Culpeper Triathlon after a four-year-hiatus – August 2021

- Virginia Travel Blog | The Foodie WanderLove Guide – featured Culpeper – August 2021
- Nomarama Influencer featuring Culpeper – July-August 2021
- VA Foodie | 5 Day Trips Around Culpeper for Any Kind of Foodie – August 2021
- Spirits Across History are Coming to Culpeper – coverage on Culpeper Ghost Tours, Salubria After Dark, Spirits of Brandy Station – September 2021
- War Craft Brewery and Winery at Rapidan opening coverage – September 2021
- Rapidan River – Clark Mountain Rural Historic District – October 2021
- Spook-tacular Tales at Salubria – October 2021
- Liberty of Death: Celebrating Culpeper Minutemen muster in 1775 | coverage on the Sons of the American Revolution Culpeper Minutemen Chapter October 23 remembrance celebration of our communities early patriots – October 2021
- GW Carver | coverage on Culpeper NAACP branch requests to return the Carver’s name to the building off Rt. 15 and to tell the story of Allie Thompson at the Culpeper Courthouse – October 2021
- Fleetwood Church | Atlas Obscura coverage on the abandoned church in Brandy Station as one man’s passion project – Steve Pollet – who purchased the property in 2014 with the hopes to restore the historic structure – October 2021
- Agriculture in the Classroom | coverage on the \$30,000 grants that will help students gain a better understanding of food production and career opportunities in agriculture – October 2021
- Historic Preservation | coverage on the \$249,876 grant to help purchase and protect a 45-acre battlefield tract near Cedar Mountain – the tract was the site of an hour-long artillery battle – October 2021
- Honoring three black soldiers | wide-spread national coverage on the Freedom Foundations efforts to honor three unknown US Color Troop soldiers who were executed on left on the side of the road in 1864. The unveiling of the Maddensville Historic Site was held on November 6th. Coverage of this story, the historical markers and the granite obelisk commemorating these soldiers was published in The Washington Post, Yahoo News, NPR, Virginia Public Media, NBC 4, the Virginia Mercury, Fauquier Now, The Philadelphia Tribune, The Grio, War History, The Root and others – November 2021
- 7 Free Things to Do in Virginia During the Holidays – Virginia Travel Blog – featured Culpeper – November 2021
- Humble Soul Chef named Young Professional of the Year – November 2021
- Culpeper Minuteman mark battle anniversary = 246th Anniversary of the Battle of Great Bridge, an early battle of the Revolution, Dec. 9 1775 – December 2021
- Library of Congress Annual National Film Registry Selections Reflect Diversity – December 2021

- ‘Made in Virginia’ exhibit features Culpeper High graduates art – December 2021
- Influencer coverage from Nomarama and Linda Carol – December 2021
- 15 Small Towns in Virginia for a Relaxing Weekend Getaway – featured Culpeper – March 2022
- 11 Cutest Small Towns in Virginia – WorldAtlas featured Culpeper – March 2022
- Gettysburg Guides Launch Culpeper Battlefield Tours – Associated Press distributed the feature – Union Bulletin, Washington Post, US News, Morning Journal, etc. – April 2022
- ABC7 WJLA News – on air LIVE interview featuring Culpeperfest – June 2022
- TripAdvisor – Unexpected weekend getaways from major U.S. Cities – Highlight: Lists Culpeper, VA as one of the other unexpected getaways from D.C. to consider – Jun 2022

Paid Media Performance

- **Parklets Blog** – month long Facebook campaign, July 2021, targeting in state and out of state Mid-Atlantic drive markets, users with interests in travel, small towns and the outdoors.
- **Road Trip Blog** – two month long Facebook/Insta campaign, July-August 2021, targeting in state and out of state Mid-Atlantic drive markets, users with interests in travel, small towns and the outdoors. Results:
- **Fall 2021 Influencer Video** – three month Facebook/Instagram/Google Video Campaign

Website Updates – VisitCulpeperVA.com

- Routine content updates made during first half of FY22 by Tourism Marketing Specialist. Second half of FY22 updates were delayed due to staffing shortage. The new Communication and Marketing Manager picked up routine updates end of May 2022.
- Considerable budget spent on building the Right the Record digital assets during Q3 and Q4 FY22.
- Considerable budget was invested in a Reconfiguration/Refresh – working with Charles Ryan Associates – staff began examining the restructuring of the navigation of visitculpeperva.com, as well as adding functionality to business listings and search, blogs and listing functionality, homepage refresh recommendations and integrations such as Salesforce. In FY22, the VisitCulpeperVA.com website was five plus years old, and this reconfiguration will bring the navigation up to speed on changes in search and social algorithms, improving market and audience reach, consumer search results, and overall destination awareness for Culpeper and partners.
- Considerable budget was invested in a Partner Portal - working with Charles Ryan Associates – staff began designing and developing a partner portal to serve as a resource center and tool for tourism industry partners. Partners will be able to submit upcoming events and announcements as well as view and download brand resources. The partner portal will make communication more efficient between the Culpeper Department of Tourism and Economic Development and designated partners, which in turn helps inform better brand decisions to improve tourism in Culpeper. Charles Ryan Associates and staff will develop training tools to educate partners on the new portal into FY23.

Non-exclusive License Agreement for Outdoor Dining – staff worked with Town Attorney to develop an 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

- July 2021 the **Virginia Board of Historic Resources** unanimously approved a two new state historical markers to honor United States Colored Troops from the Union's Overland Campaign in 1864, and Dangerfield and Harriet Newby.
- **Right the Record** – staff supported the African American Heritage Alliance (AAHA) of Culpeper's Right the Record program during FY22. The AAHA first proposed this program to Council at the 3P committee in February 2021, as a volunteer effort to research and document African American histories in Culpeper. The AAHA delivered their initial findings to Council in February 2022, at which time Tourism staff began building digital website assets and a physical plaque program with QR codes to direct viewers online to learn more. Tourism budgeted for six plaques, the plaque locations were identified by the AAHA in the 200 block area of Davis and Commerce Street. Tourism staff worked with Town attorney to produce a property owner agreement for the installation of the plaques. Program status at the end of FY22 included digital assets in development phase, with final round of edits and details to be provided by AAHA, and property agreements in place for four out of six identified locations. Program will continue into FY23.
- **Cedar Mountain Battlefield** – Tourism Director serves on the Friends of Cedar Mountain Board of Directors
 - 2021 Annual living history events held August 7-8th
 - 2022 – Second half of FY22, tourism staff worked closely with the Friends of Cedar Mountain Battlefield board to program the 160th Anniversary Commemoration of the Battle in August 2022. Planning and programming included a two-day history seminar and two-day battlefield commemoration events.
- **Culpeper Battlefield Tours** – staff worked with licensed battlefield guides from Gettysburg, PA and a local entrepreneur to launch Culpeper Battlefield Tours, LLC, in April 2022 to provide tours of Culpeper's historic battlefield and sites.
- **American Battlefield Protection Program Grant** – In FY21, in partnership with the Friends of Cedar Mountain Battlefield, Director secured an \$80,000 grant to study the Civil War Rapidan Front and the 1863-63 Winter Encampment in Culpeper County. 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.
- **Historical Interpretive Signage** – at the start of FY22, staff in partnership with Civil War Trials (CWT) built off the historical interpretive signage Culpeper audit from FY21,

and set to work on rebranding, refreshing, and installing new signage through Culpeper County. FY22 results:

- Eleven new signs were installed at Cedar Mountain Battlefield, seven of which replaced signage on the battlefield that had served visitors for over a decade, with four new signs adding to the history and context of Cedar Mountain
- A new Wharf-Fishtown sign in downtown Culpeper was installed next the Depot, replacing an old Wharf-Fishtown sign that was inaccurate and difficult to access
- Seven additional signs are active and will carry over into FY23
- **Witness Trees** – working with the Friends of Cedar Mountain Battlefield, staff hosted Witness Tree specialist Gary Strobel, Montana, in September 2021 – staff provided private tours for Brandy Station, Kelly’s Ford, Graffiti House, and Cedar Mountain for Strobel.
- **Clark Mountain Rural Historic District** – partnered with Piedmont Environmental Council, Fairfield Foundation, DATA Investigations LLC and the Virginia Department of Historic Resources to support the Virginia Landmark and National Register process for designating 40,000 acres of historic landscape at Clark Mountain. This is a multi-year project that began in FY21, and will carry over into FY23.

Culpeper Battlefield State Park – Culpeper Battlefield State Park – Director worked with the American Battlefield Trust and Glenn Stach in December 2021 to update the State Park Feasibility Study from its original version completed in 2016. The study was presented to Governor Youngkin’s administration in January. Governor Youngkin signed the State Park legislation on June 21, 2022. Over 1,700 acres of preserved battlefield land along with additional acreage under easement will be transferred to the Commonwealth of Virginia by July 2024 to create a Culpeper State Park. Director began the multi-year park planning process at the close of FY22 with the Virginia Department of Conversation and Recreation.

1st Fridays Culpeper – staff launched 1st Fridays Culpeper in Q4 of FY21. The program carried over into FY22, which truly marked the first full year of programming. The first half of FY22, summer/fall of 2021 – the goal of the program was to establish the concept of 1st Friday programming with industry partners, the community, and our suppliers. This goal was surpassed in September 2021, when Culpeper Renaissance Inc. come onboard and assisted with encouraging businesses and shops to stay open late. Staff kicked off the 2022 season in April, launching the new **1st Fridays Culpeper** website, monthly free outdoor programming and continued partnership with CRI and the Merchants Open Late program. CRI also invested in streetscape lighting in Q4, FY22 to support **1st Fridays Culpeper**.

Shakespeare in the Park – worked with the Virginia Renaissance Faire and Mountain Run Winery to host Shakespeare in the Park – August 2021

Virginia Tourism Corporation Recovery Marketing Program Grant – Director secured a \$20,000 grant from Virginia Tourism Corporation in August 2021 for paid marketing, advertising and promotional efforts. No local match was required.

Virginia Foundation for Healthy Youth – working with Culpeper County and Culpeper County Public Schools, \$17,000 in grant funds were secured to bring a Culpeper Bike Bus to the community. The bus will offer elementary school students access to 30 bikes for recreation. Tangible project assets were complete during FY22, with the program launch scheduled for Q1 FY23.

Virginia Cannabis Growers Symposium – on the heels of the 2021 Virginia General Assembly session and changes to cannabis legislation in Virginia, the Virginia Cannabis Growers association held a statewide educational symposium in Culpeper in Q1 FY22

Consumer Tours – hosted six consumer tours during Q1 and Q2 FY22, with a drop off in Q3 due to staffing vacancies, and a return for two tours in Q4 FY22. All tours sold out.

Culpeper Arts Festival – staff assisted and supported Jewell Tone Music in launching the inaugural Culpeper Arts Festival, held at Yowell Meadow Park in October 2021. Staff continued to lend support and assistance through the end of FY22 for the second annual festival set for October 2022.

Culpeper Harvest Days Farm Tour 2021 – the 2021 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.

#ArtintheOpen – staff combined #ArtintheOpen with 1st Fridays programming, utilizing the pop up stage for open air concerts in the Depot area.

Group Tours – staff worked with active adults groups from Loudoun County, Spotsylvania County, Fairfax and Prince William County to bring bus tours during Q2 FY22.

Culpeper Keys - FY22 marked the first full year of the program, which was met with great success, including national media coverage. The department secured its second piano during FY22 and began the partnership with Culpeper County Public Schools for design, carpentry and art competition.

Culpeper Wellness Week – Staff built the infrastructure for this program during the first half of FY22, but the program met delays due to staffing vacancies during the second half of FY22.

Culpeperpalooza – worked closely with Mountain Run Winery to launch the inaugural Culpeperpalooza festival – April 2022. A single day festival dedicated to showcasing all things Culpeper... libations, food, music, art, crafts, products, etc. First year was wildly successful. Planning for year two began immediately following year one.

Culpeper Parklet Program – working with Public Works, staff maintained CY21 and CY22 parklet partnership agreements for downtown Culpeper.

Culpeper DEI Heritage Program – staff opened a Culpeper DEI Heritage program in Q4 FY22 with the support of Town Council as an opportunity to develop 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 FY23.

National Main Street Conference – working with Virginia Commonwealth University professor John Accordino, Director developed a keynote presentation for the National Main Street conference held in Richmond, VA May 2022 on *Embracing the New Economy in a Changing Region*.

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.

Business Retention Efforts – Department conducted routine industry visits with many businesses. The team provided resources on loans and grants, training on unemployment, workplace safety, and evolving COVID related policy and regulation. Businesses efforts were constantly highlighted on social media.

Film and Photography – completed over twelve film and video shoots during FY22.

Owned Media – Department generated over 500 content messages during FY22, down from FY21 due to staffing vacancies.

Earned Media – hosted seven media trips during FY22

Visitor Center – FY22 saw an incident increase at the Visitor Center. There was a rise in the number of Amtrak passengers being removed from trains by Police, and left at the Depot; a rise in the number of incidents involving challenged locals both inside the center (restrooms) and outside the center (depot area and benches). Staff also experienced an increase in the number of medical incidents with visitors and passengers.

ECONOMIC DEVELOPMENT

State of the Industry

FY22 saw continued disruptions to the global supply chain and shortages in workforce caused by the coronavirus pandemic. The below data is a snapshot of the Culpeper economy during FY22.

Demographic Profile

- The population in Culpeper County, Virginia was 53,596 per Census data at the start of FY22
- Culpeper reported a civilian labor force participation rate of 63.8 percent of individuals 16+ years of age
- 25.2% have a bachelor's degree or higher
- The median household income in Culpeper County, Virginia was \$80,663 at the start of FY22

Employment Trends

Q1FY22, total employment for Culpeper County was 24,941, with an unemployment rate of 3.8 percent. Q4FY22, total employment for Culpeper County was 24,921, with an unemployment rate of 2.9 percent.

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.

Culpeper's Opportunity:

The below data represents the sourced opportunities at the State level with Virginia Economic Development Partnership (VEDP) for FY22, July 2021 through June 2022.

Project Counts by Target Sector	Number of Leads
Other	11
Food & Beverage Processing	34
Supply Chain Distribution	31
Life Sciences	21

Information/ Communications Tech	51
Corporate Services	33
Manufacturing Non-F&B/Life Sciences	183

Project Counts by Number of Potential Jobs	Number of Leads
<50 FTEs	168
50-100 FTEs	50
100-250 FTEs	67
250-500 FTEs	48
500+ FTEs	46

Project Counts by Potential Capital Investment	Number of Leads
<\$10M	211
\$10-50M	61
\$50M-100M	29
\$100M-500M	44
\$500M+	34

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 fiscal end)

Region	Regional Share of VA	Lead	Info Gathering	Active	Proposal	Pre-announcement
Central Virginia Partnership	4%	37	38	4	2	2

Region	Regional Share of VA	Lead	Info Gathering	Active	Proposal	Pre-announcement
Central Virginia Partnership	4%	37	38	4	2	2
Q1	4%	10	8	2	0	2
Q2	4%	9	7	0	1	0
Q3	4%	7	10	1	1	0
Q4	4%	11	13	1	0	0

*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.

Culpeper Development Sites

At the end of FY22 Culpeper had one State certified development sites:

Wingspread Industrial Site

Certification Type	VEDP Business Ready
Largest Parcel Size	135 acres
Total Size	266 acres
Site Ownership	Private
Zoning	Light Industrial
Distance to Closest Highway	1 mile to U.S. Hwy 522

And 21 additional available properties for development:

Site	Description
Livesay Building	18,210 sqft
Critzer Property	16.4 acres
Stonehaven Commercial	45 acres
Brandy Station Technology Park	300 acres
Sammis Property	11 acres
Fleetwood Heights	7.5 acres
Spillman Property	97.19 acres
Livesay Property	3.03 acres
Fleet 2	5.04 acres
Fleet 1	17.02 acres
Kent Corner	13.35 acres
Mountain Run Village – B/C	13.54 acres
Red Ace	65 acres
Copper Ridge	45.5 acres
Culpeper/Rte 29 LTD Partnership	238.5 acres
Crown Jewell 2	51.7 acres
SLC Financial	42 acres
13200 Willow Run Drive Site	33.2 acres
Fischbach	36 acres

Dowden Eastern View	54.7 acres
Dalro Site	138 acres

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.

Department | Community Activity

Culpeper Recovers SWaM Business Rent | Mortgage Relief Grant – Tourism and Economic Development completed the \$1,168,000 Community Development Block Grant with the Virginia Department of Housing and Community Development, aiding a total of 106 Culpeper small businesses and 501c3 non-profits with rent and or mortgage relief in response to the economic downturn caused by COVID-19.

Industrial Revitalization Fund Grant | Carver Food Business Incubator – working with Culpeper County, secured a \$470,000 IRF grant from the Department of Housing and Community Development for the Carver Food Business Incubator space off Route 15

Project Fog – worked with Cloud HQ, a global data center provider that specializes in the design, development, and operation of best in class, carrier neutral, hyperscale data center facilities, secure 98.5 acres in Culpeper, off McDevitt Drive for a data center campus investment. Multi-year build out, with projected \$440M investment.

Project Green – worked with major employer on \$15M expansion and energy operation upgrade, bringing in 60 net new jobs to the Town of Culpeper.

Project Manhattan – assisted existing major employer relocate successfully within Culpeper retaining over 150 jobs

COVID Relief Funding Assistance- staff worked with business, organizations and partners to help apply for and secure COVID-19 related assistance, relief and loans.

Marvell Development – Amazon Data Centers to rezone 243.12 acres off Route 3 for campus data center build out.

PPEA-21-001 – worked with developer on unsolicited bid to Council, reached an interim agreement during FY22.

Culpeper Security Operations Center (SOC) | Rampart – working with Town IT to bring public-private IT security partnership to Culpeper and launch workforce development training in partnership with Virginia Commonwealth University and Germanna Community College

GO Virginia Grant | Advancing Regionally Significant Sites – working with Culpeper County to apply state grant funds for engineering services related to water and wastewater utilities for investment sites in southern Culpeper County.

GO Virginia Grant | Carver Food Business Incubator – working with Culpeper County, submitted a proposal for \$200,000 to help equip the commercial kitchen at the Carver Center. Approved at regionally level, deferred at end of FY22 by State board. Decision will be made in FY23.

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.

Small Business Development Center – economic development partnership between Town, County and State through the Central Virginia Small Business Development Center (CVSBDC). Annual service report for FY21, reported in FY22, the CVSBDC served:

All Clients

<u>Consulting & Impact</u>		<u>Client Metrics</u>		<u>Business Status</u>	<u>Clients</u>
Clients	831	F/T Employees	2,632	Not Yet in Business	223
Contact Hours	2,765.03	P/T Employees	2,032	In Business	605
Prep/Research Hours	2,712.00	Total Employees	4,664	In Business B	1
		Avg # of Employees per Client		Closed Business	2
Total Contact + Prep	5,477.04	Online Clients	6	Total	831
Avg Hours per Client	6.60	Minority Clients	236		
Business Starts	40.00	Female Count	256		
Jobs Created	323.00	Veteran Count	451		
Capital Formation	\$25.58m	Annual Sales	69		
Capital per Client	\$30,777	Annual Profit & Loss	\$1.34b		
Sales Growth	\$7.56m	Exporters	\$5.62m		
Sales Growth per Client	\$9,096		11		
<u>Long-Term Clients</u>					
<i>5+ hours</i>					
		Clients	216		
		Contact Hours	2,333.59		

Prep/Research Hours	2,425.57
Total Contact + Prep	4,759.17
Avg Hours per Client	22.00
Business Starts	28.00
Jobs Created	199.00
Capital Formation	\$12.77m
Capital per Client	\$59,139
Sales Growth	\$7.03m
Sales Growth per Client	\$32,551

Culpeper Clients

Consulting & Impact		Client Metrics		Business Status	Clients
Clients	45	F/T Employees	83	Not Yet in Business	17
Contact Hours	64.64	P/T Employees	31	In Business	28
Prep/Research Hours	87.61	Total Employees	114	Total	45
Total Contact + Prep	152.25	Avg # of Employees per Client	2.5		
Avg Hours per Client	3.4	Online Clients	7		
Business Starts	2	Minority Clients	21		
Jobs Created	3	Female Count	29		
Capital Formation	\$626.86K	Veteran Count	1		
Capital per Client	\$13,930	Annual Sales	\$6.87m		
Sales Growth	\$12.00k	Annual Profit & Loss	\$192.30k		
Sales Growth per Client	\$267	Exporters	0		

Long-Term Clients

5+ hours

Clients	8
Contact Hours	25.32
Prep/Research Hours	48.3
Total Contact + Prep	73.62
Avg Hours per Client	9.2
Business Starts	0
Jobs Created	0
Capital Formation	\$470.95k
Capital per Client	\$58,869

Sales Growth	\$0.00
Sales Growth per Client	0

Small Business Training – in partnership with the Central Virginia Small Business Development Center, we delivered over 110 workshop and training opportunities to industry partners in Culpeper. Topics covered included, but were not limited to: Access to Capital, Management, Startups, Sales & Marketing, Finances, COVID, Technology, Operation & Logistics and Legal.

Business Investment – over 100 new business licenses were pulled during FY22 in the Town of Culpeper.

Requests for Information – fielded and responded to over thirty requests for information from developers, sites selectors and investors.

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 government access, efficiency, and public value through responsive service, integrated information, and a 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 team consists of a Director, Assistant Director, Systems Architect, Systems Administrator, Network Engineer, Digital Forensic/ IT Analyst, Help Desk Administrator, and Administrative Assistant.

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

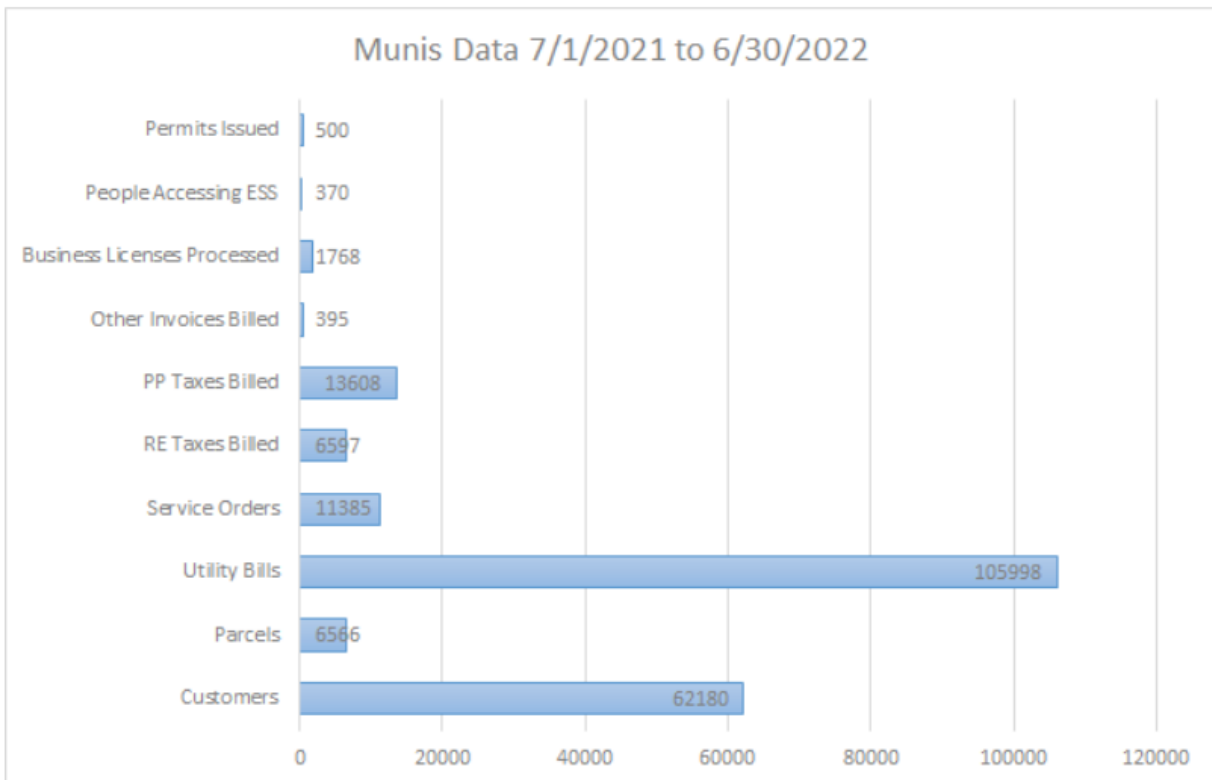
Computing and Server Services

- Replaced virtual server environment to a more secure platform.
- Updated 911 center backup application and replaced failed memory module.
- Updated primary storage array with new hard drives.
- Integrated remote users back in their offices which included physical moving and reconfiguration of several systems.
- Performed monthly patching on all servers to ensure compliance for security.
- Evaluated and reviewed several systems within the network to identify security vulnerabilities.
- Replaced the primary controller card, power supply and recovered corrupted system settings due to a power outage.

- Removed print server and implemented a centrally managed direct IP printing application.
- Completed an updated hardware inventory on all laptop and desktop machines.

ERP Software

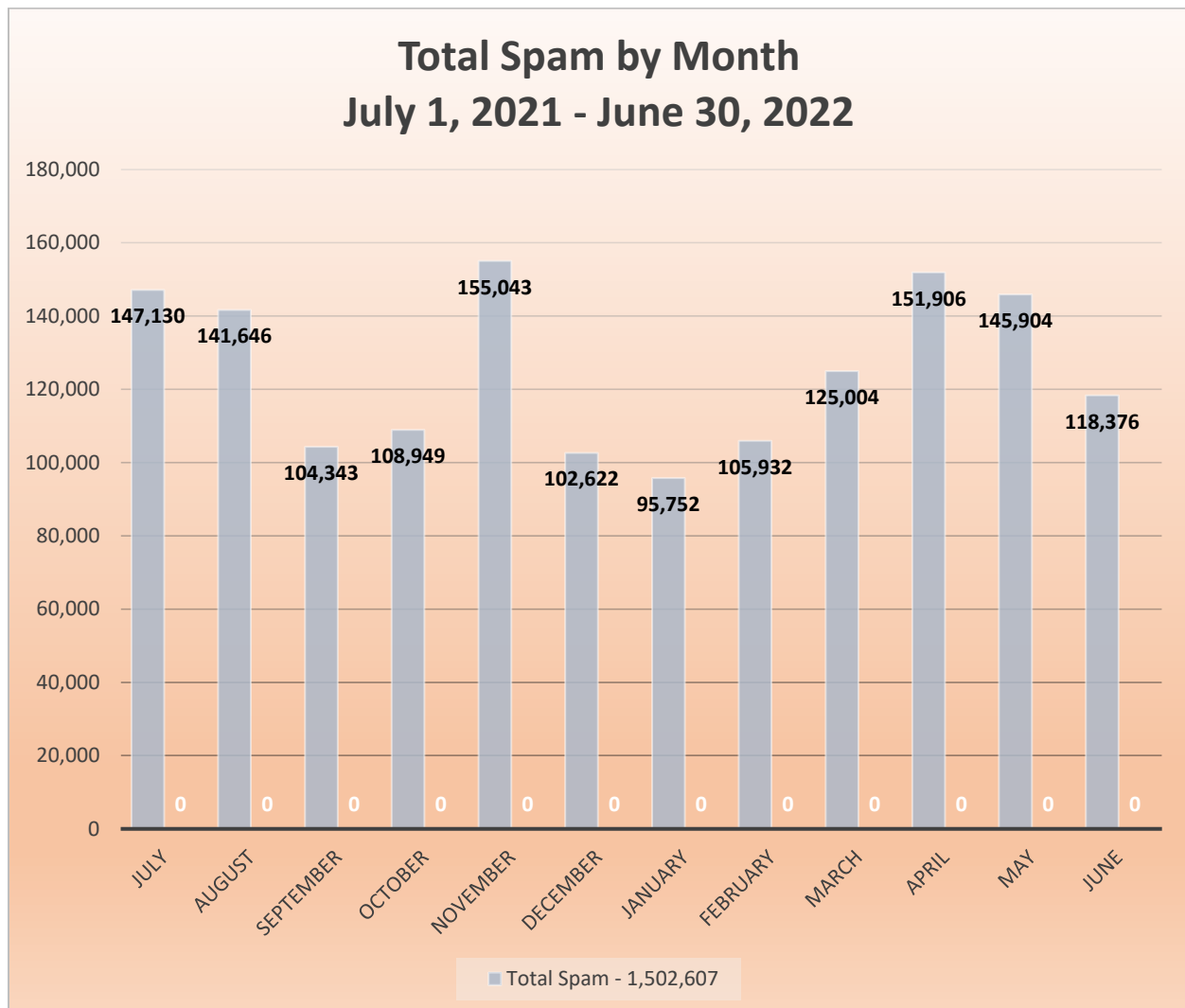
- Completed lockbox file conversion for Treasurer's office.
- Assisted with conversion and implementation of Utility Billing to the new ERP system.
- Project planning and server prep for Tyler MUNIS 2019 Test environment upgrade.
- Conducted Train-the-trainer training sessions
- Implemented a new SSL certificate for content management server (CMS)



Security

- Upgraded security cameras at two town facilities.
- Consolidated and reorganized IP address pool to allow for expansion.
- Configured additional changes to the firewall, switches and servers for communication across the expanded IP address pool.
- Successfully completed departmental fiber installation.
- Successfully completed departmental VOIP phone system upgrade.
- Updated all mobile devices to include the patch for zero day vulnerability.

- Resolved outstanding issues with email archiver and updated to the latest version.
- Reviewed firewall security reports.
- Reviewed managed services reports quarterly with the vendor.
- Administered user accounts for network access, created email accounts for users and departments, programmed phones for any changes that was needed and set up appropriate permissions for users to access network resources (database, shared folders, computers, etc.)

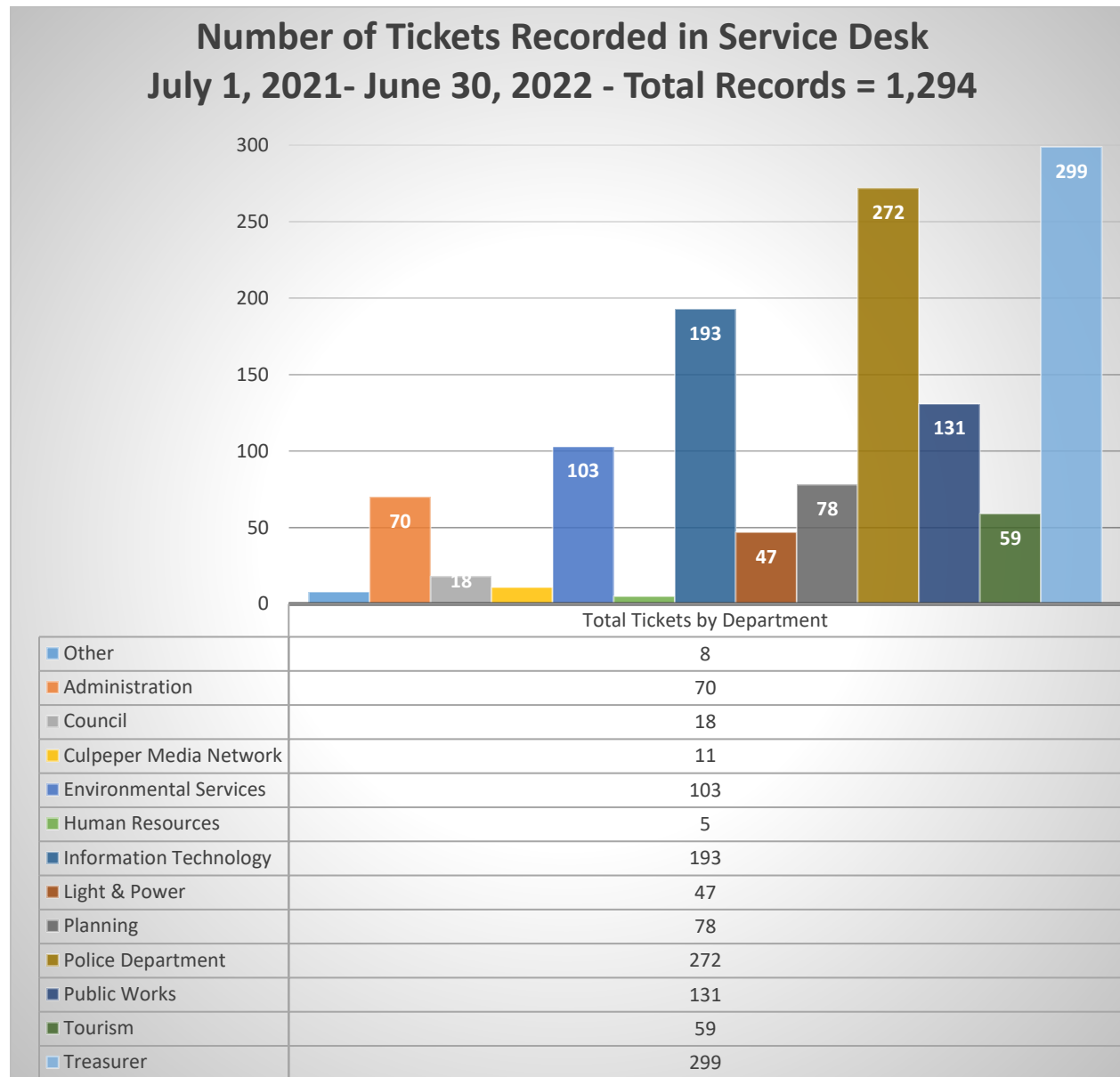


Public Safety

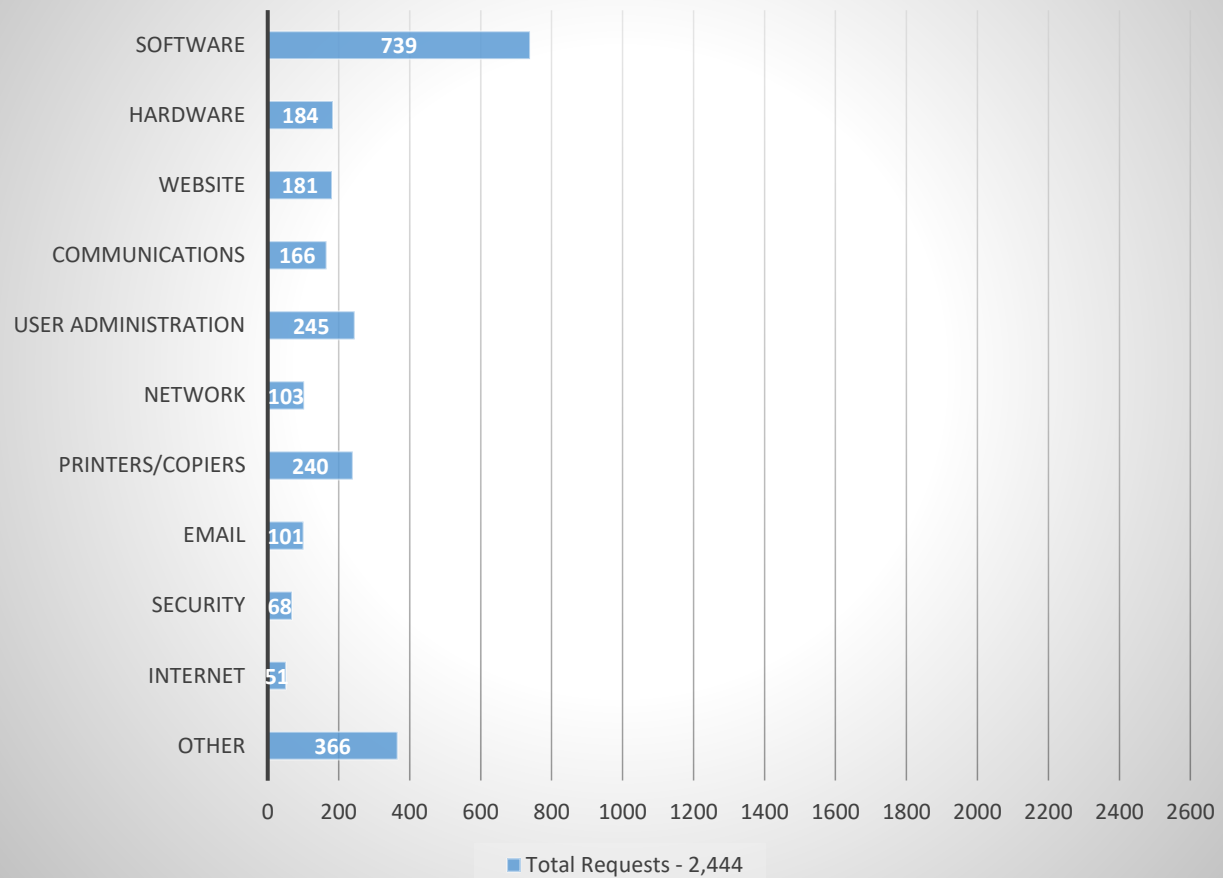
- Updated Firmware on routers.
- Removed legacy hardware, installed and configured a hybrid cloud infrastructure at the Police Department. This included the migration and conversion of all servers.

- Forensically extracted and analyzed devices.
- Setup and deployed several desktops.
- Upgraded security software.

Service Desk Support

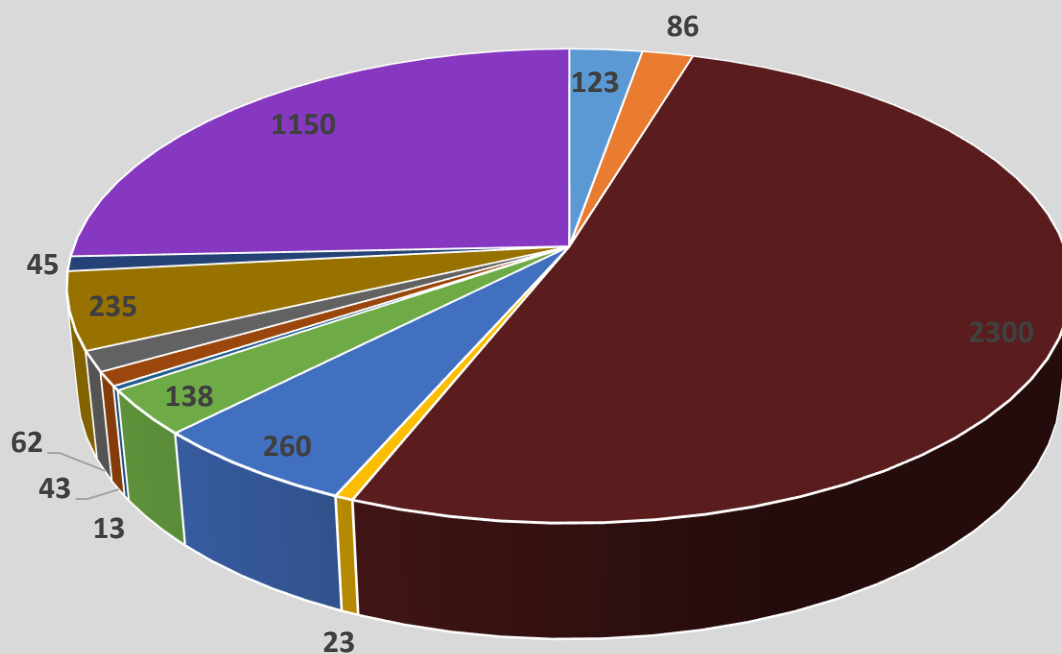
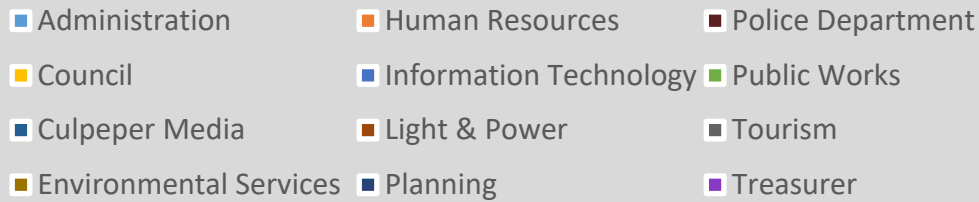


Requests by Category July 1, 2021- June 30, 2022



Estimated Incidents by Department Outside of Service Desk

July 1, 2021 - July 30, 2022 - Total Records = 4,415



FY22 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 Criminal Justice Information System (CJIS) requirements.
- Maintain the operational and productive status of existing information systems.
- 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 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.
- Complete upgrade to Records Management System and Computer Aided Systems.
- Formalize schedules for vulnerability scans that regularly probe restricted areas of the network and produce reports that provide information on potential risks.
- Complete camera system upgrade.
- Complete configuration and full utilization of Document Management System.
- Complete and automate process of importing new properties, upgrading existing properties by import data from GIS system.
- Complete configuration and full utilization of Tyler Content Management Enterprise Edition.
- Continue to develop a strategy to check all servers and network devices to ensure any issues they have experienced are addressed.
- Initiate process for upgrading to new version of Enterprise Resource Planning (ERP) system.
- Implement new e-Parking system.
- Complete remediation of all found points of interest from the Network Security audit.
- Formalize schedules for vulnerability scans that regularly probe restricted areas of the network and produce reports that provide information on potential risks.
- Complete Disaster Recovery (DR) Plan.
- Develop cyber security training tools and resources for employees
- Complete E-Notify system.
- Identification of priority issues (focus on security exposure or end of life items such as old operating systems, hardware out of maintenance, backups & anti-virus gaps).

Acronyms

AD – Active Directory
 AGOL – ArGis online
 AMR – Automated Meter Reader
 CAD – Computer Aided Dispatch
 CJIS – Criminal Justice Information Systems
 CMS – Content Management Service
 CPU – Central Processing Unit
 DCU – Data Collection Unit
 DR – Disaster Recovery
 EOL – End of Life

ERP – Enterprise Resource Planning
GIS – Geographical Information System
LAN – Local Area Network
MDT – Mobile Data Terminal
NCIC – National Crime Information Center
NFS – Network File System
NRCS – Natural Resources Conservation Services
PD – Police Department
RMS – Records Management System
SQL – Structured Query Language
2FA – 2 Factor Authentication
UPS – Universal Power Supply
UB – Utility Billing
VOIP – Voice Over Internet Protocol
VPN – Virtual Private Network
WG – Watchguard
WAP – Wireless Access Point

CULPEPER MEDIA NETWORK

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. 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. Over the past year, we have committed ourselves to delivering live captions of all of our government meetings. In addition, every program produced in-house contains captions making Culpeper Media Network fully ADA compliant.

Non-Profit Programming – CMN continues to be a voice for the non-profit organizations in Culpeper. Over 20 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 are with a LIVE program streamed across the region. Watch parties were set up and it is estimated that over 1000 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 Volunteer Rescue Association:

- Created multiple recruitment videos highlighting the need for volunteers as well as highlight how serving the community positively affects those that answer the call.

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. As an additional

bonus, the equipment used for the live broadcast was procured and installed by station personnel at a significant savings to the Town.

Culpeper County Parks & Recreation:

- As of this report, we have produced, shot, and edited over 15 episodes of “The Recreation Rundown”. This program highlights the great work that Parks and Rec does and how the community can take advantage of their offerings.

Civic Events – With the Pandemic seemingly in check, we have received many invitations to cover events throughout our community. We continue to cover downtown events, organizational award programs, dedications, and many more. Many of these events are now live. Over the past year, 90% of basketball games, 90% 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 \$55 per hour for all services.

Since July 2021, Culpeper Media Network has logged a *minimum* of 275 hours of service to numerous organizations. This cost of these services, by outside vendors, would exceed \$15,000. 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 Culpeper County School’s live stream capabilities. With consultations, equipment rental to internal agencies, production work and on-line meeting solutions, we have saved Culpeper over \$29,500 this year alone.

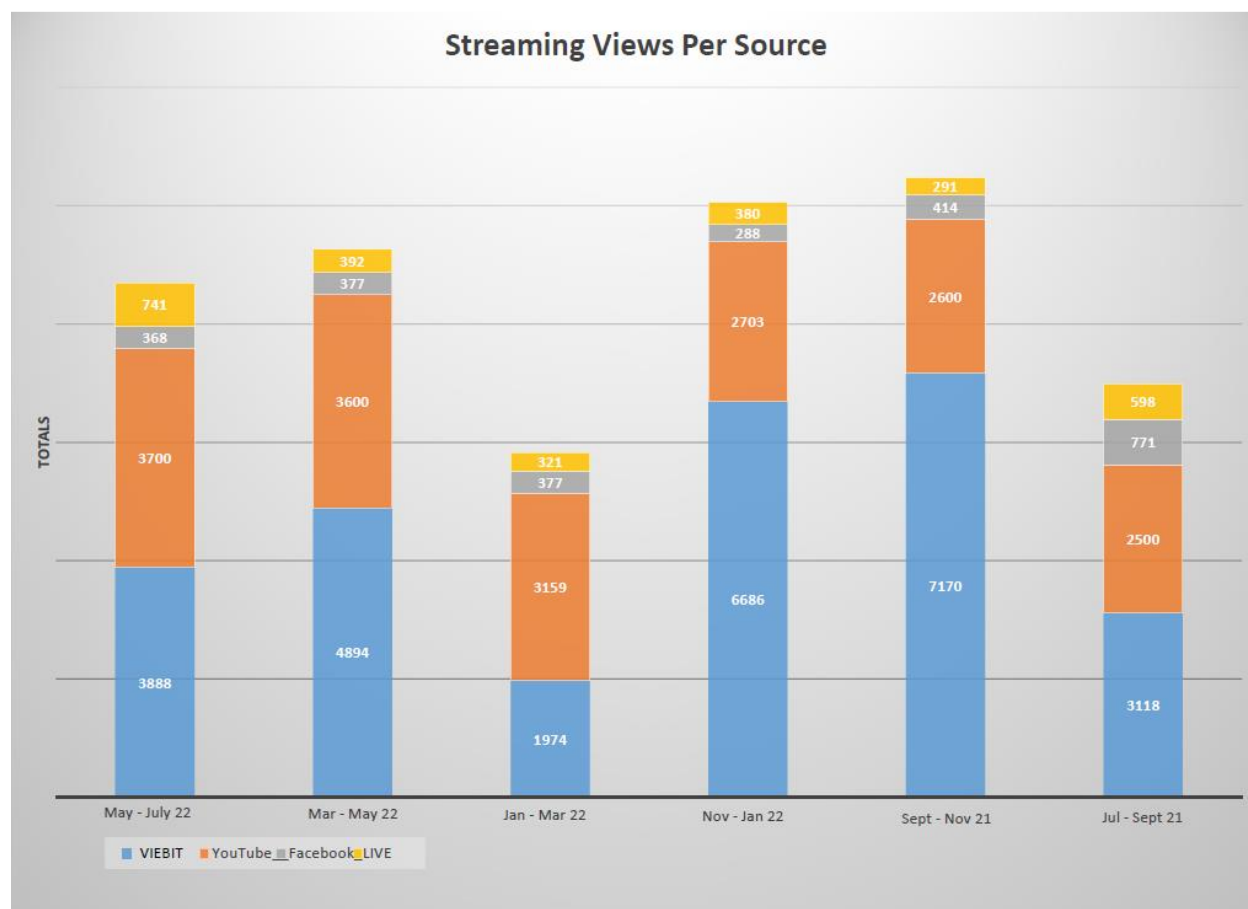
Audience Reach

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 tenfold. All our sports broadcasts are now live and look better than ever. We have collaborated with Donnie Johnston, Bud Clark, and hope to collaborate with Zan Nelson for historical programming that covers the Town, Civil War, and forgotten Culpeper History.

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 adding content on a daily basis. We look to focus on additional 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 great work under difficult circumstances. We will strive to make it better 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.