

ANNUAL REPORT
to the
MAYOR AND TOWN COUNCIL



July 1, 2024 - June 30, 2025

Respectfully Submitted:

Christopher D. Hively
Town Manager

September 9, 2025

TABLE OF CONTENTS

TOWN OF CULPEPER ORGANIZATIONAL CHART	4
CULPEPER TOWN COUNCIL	5
TOWN MANAGER	6
TOWN CLERK	11
ENVIRONMENTAL SERVICES.....	15
HUMAN RESOURCES	27
LIGHT & POWER.....	31
PLANNING & COMMUNITY DEVELOPMENT	36
POLICE	55
PUBLIC WORKS	56
TOWN TREASURER / FINANCE	63
TOURISM	68
ECONOMIC DEVELOPMENT.....	83
INFORMATION TECHNOLOGY	92
CULPEPER MEDIA NETWORK	98



TOWN OF CULPEPER

400 S. Main St., Suite 101 • Culpeper, VA 22701
(540) 829-8250 • FAX (540) 829-8249

www.culpeperva.gov

Town Council

Frank Reaves Jr., Mayor
William M. Yowell, Vice Mayor
B. Travis Brown
Jamie Dyke
Michael T. Olinger
Pranas A. Rimeikis
Jon D. Russell
N. Janie Schmidt
Joe M. Short

Town Manager

Christopher D. Hively, PE

September 9, 2025

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, 2024 through June 30, 2025, as required by the Culpeper Town Charter. The report highlights departmental activities during this period and provides statistical data and performance measures for evaluating municipal activities.

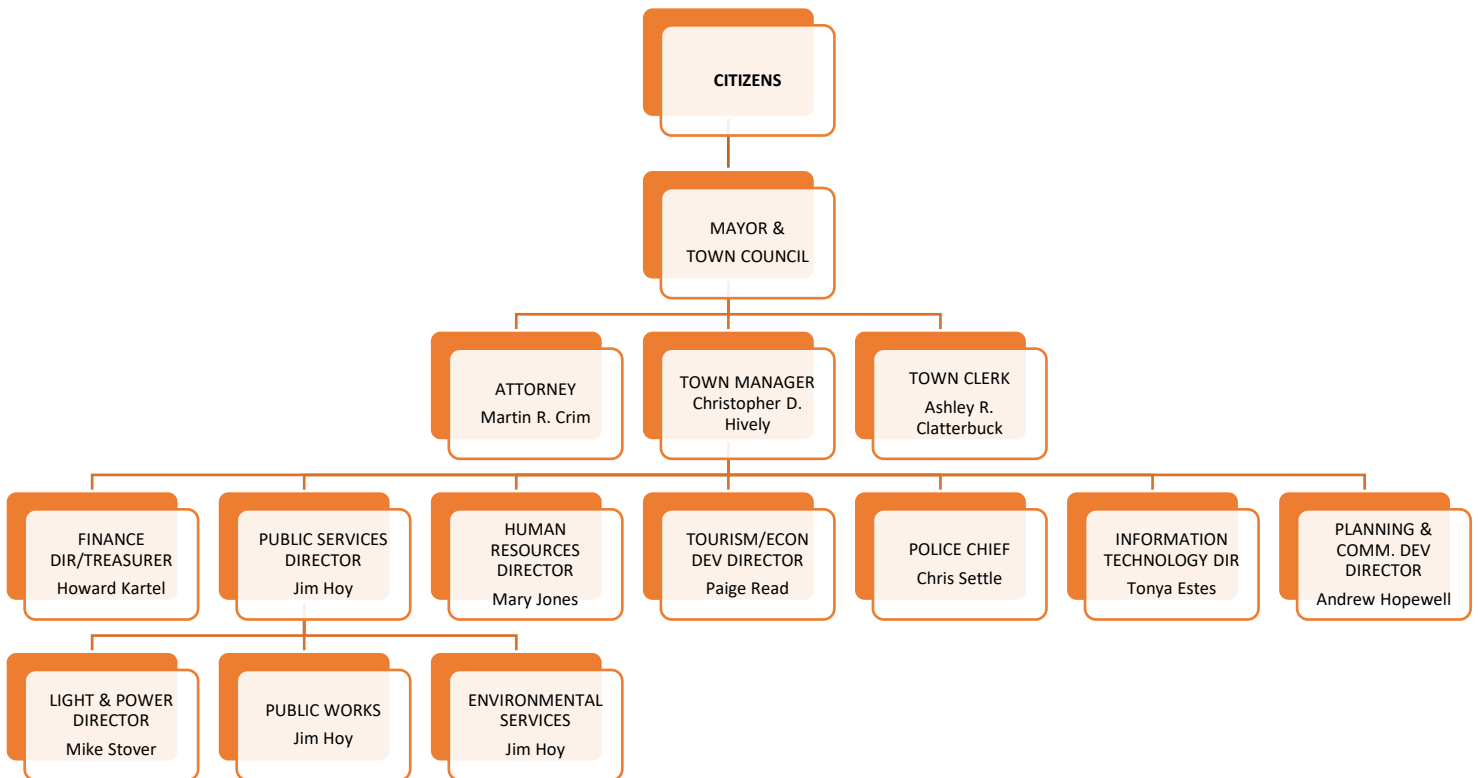
The Town and its staff have achieved many accomplishments under the leadership and direction of Council, and the staff has prepared this report to provide an accounting of those accomplishments within this past year.

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

Respectfully Submitted,

Christopher D. Hively
Town Manager

TOWN OF CULPEPER ORGANIZATIONAL CHART



CULPEPER TOWN COUNCIL

INTRODUCTION

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



Culpeper Town Council

Seated from left:

Pranas A. Rimeikis, Janie Schmidt, Mayor Frank Reaves Jr., Vice Mayor William M. Yowell, Joe Short

Standing from left:

Michael T. Olinger, B. Travis Brown, Jamie Dyke, Jon D. Russell

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.

FY25 brought a continued focus on improvements to Town operations and the continuing focus on planning for the future of our community. The following major projects and initiatives began or continued during this past fiscal year:

- **VDOT Highway Safety Improvement Projects (HSIP)** – The Town was awarded funding by VDOT in the amount of \$861,754 for a systemic signal upgrade project for pedestrian crossing improvements which was started in FY24 and completed in FY25.
- **Federal Highway Administration Safe Streets and Roads for All** – In FY23, the Town applied for and was awarded an Action Plan Grant for \$160,000 to develop a Vision Zero Plan to examine the Town’s transportation infrastructure and identify necessary improvements with the goal of zero transportation related fatalities. This plan was developed in FY24 and was completed in early FY25.
- **VDOT System for the Management and Allocation of Resources for Transportation (SMART Scale)** – In FY20 and FY23, the Town applied for and was awarded four SMART Scale Projects: Route 3/McDevitt Drive Round-About, Orange Road Round-About, Orange Road Sidewalk Extension, and Old Brandy Road Sidewalk Extension. VDOT’s current budget for these projects is \$35,881,963 which are 100% paid for and administered by VDOT. VDOT is currently constructing the Route 3/McDevitt Drive Round-About project. This past year, the Town applied for an additional SMART Scale Projects and was awarded funding for a new round-about at the intersection of U.S. Business 15 and Ira Hoffman Lane. The budget for this project is \$20,941,406 which is also fully funded and administered by VDOT.

- **East Spencer Street Parking Lot Project** – In FY23, staff initiated construction on a new pedestrian bridge, parking lot and park project across the railroad tracks from the Depot. A construction contract was awarded to construct the pedestrian bridge across the railroad in FY23 which was completed in FY25. The parking lot and first phase of the park was also completed in FY25 in coordination with the pedestrian bridge project.
- **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. The Town has recovered cumulative eligible expenditures as of the end of FY25 for all of the ARPA awarded funds.
- **Water Pollution Control Facility Upgrade** – In FY23, a construction project was awarded, using a portion of ARPA Funds received to install aerobic digestion and a new centrifuge at the Water Pollution Control Facility. This project is ongoing and anticipated to be completed in FY26.
- **Reuse Water System** – In FY25 the Town initiated the design of a wastewater effluent reuse project in cooperate with Culpeper Technology Campus. This project will divert treated wastewater effluent to Culpeper Technology Campus for evaporative cooling, reducing the power load of Culpeper Technology Campus and reducing the wastewater effluent discharge from the Water Pollution Control Facility. At the end of FY25, design was completed to the 35% level with final design anticipated to be complete in FY26. Construction of this 100% developer funded project will be synchronized with Culpeper Technology Campus’s construction schedule and need.
- **Police Department Grant Funding** – The police department received \$380,000 from the United States of Justice, Office of Community Oriented Policing Services (COPS), FY2024 Technology and Equipment Program to support the purchase of a critical incident vehicle. The vehicle is scheduled to be delivered in August 2025.
- **Community Pool** – During FY23 the Town executed a contract with Culpeper County and committed up to \$5,000,000 toward the design and construction of a community pool at the Sports Complex. Design was completed in FY24 and two construction projects were awarded by the County. The pool is anticipated to be operational for the 2026 summer season.

- **Tourism Grants** – Tourism secured \$137,796.39 in grants to enhance destination marketing and development for Culpeper.

Town Awards and Achievements

- **Police Department Awards –**
 - On July 11, 2024, Lieutenant Jacob Neal was awarded the Culpeper Chamber of Commerce’s Valor Award. This award was presented to Lieutenant Neal for his efforts during a mental health crisis call for service.
 - On September 12, 2024, the Culpeper Minute Men Chapter of the Sons of the American Revolution presented a lifesaving award to Lieutenant Jacob Neal after his life-saving actions during an incident involving a suicidal subject threatening to jump off a bridge.
 - On October 12, 2024, Officer Ashley Sain received the Mothers Against Drunk Driving (MADD) award for her efforts to remove impaired drivers from the road.
 - On December 31, 2024, Captain Andrew Terrill and Master Police Officer John Barone retired from the department.
 - On June 26, 2025, Alvaro Moran and Adam Otey were promoted to Master Police Officers.
- **Commission on Accreditation of Law Enforcement Agencies (CALEA) Annual Review** In FY25, the Culpeper Police Department began its fourth 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 September, the agency had its annual review of policies and procedures. In October, the department underwent its on-site assessment conducted by an assessor from CALEA. The assessor evaluated all facets of the agency and conducted several interviews within the agency and from community members. In March 2025, Chief Chris Settle and departmental representatives appeared before the CALEA Commission to answer questions related to the 484 CALEA standards. The Commission voted unanimously for the department to receive its Advanced Re-Accreditation with Meritorious Achievement. In January 2025, the department started its new four-year accreditation cycle.
- **Certificate of Achievement for Excellence in Financial Reporting** – For the twentieth (21st) consecutive year the Town of Culpeper Finance Department was awarded the Certificate of Achievement for Excellence in Financial Reporting awarded by the Government Finance Officers Association (GFOA), for its Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2024. 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 ACFR, 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 2024. 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.
- **Virginia Geographic Information Network (VGIN) Advisory Board Appointment** – On December 6, 2024, the Town’s GIS Coordinator, Autumn Fitch, was appointed to the VGIN Advisory Board by Governor Glenn Youngkin to fill one of two positions for GIS directors from county, city, town or regional governments in the Commonwealth. The Board was established in Code of Virginia in 1997 and provides input to VGIN on direction and strategy.
- **Earned Media** – the Tourism Department generated over \$742,800 in earned media during FY25. Outlets included but are not limited to: Southern Living, Travel + Leisure, ABC7 (Broadcast), FOX5DC (Broadcast), Fodor’s Travel, MSN, Washingtonian, Travel and Tour World and more.
- **Fox5DC Zip Trip** – the Tourism Department hosted FOX5DC for their four-hour Live Morning Show on Davis Street in downtown Culpeper on May 30, 2025. Nineteen local partners were featured or mentioned across media platforms, with twelve videos and articles published online highlighting the event; and an additional twelve live interviews aired during the broadcast.
- The **Virginia Association of Destination Marketing Organizations Award** – the Tourism Department received a Virgo Award for ‘Best Comprehensive Advertising Campaign’ at their annual conference in April 2025. This award is given to a destination that has created a comprehensive advertising campaign that is an all-encompassing plan, aligning all marketing activities with the destination’s objectives. It involves a meticulous integration of various elements such as digital marketing, traditional marketing, content marketing, social media marketing, influencer marketing, etc. This award was received as a result of the newly launched Culpeper VA250 brand and program, which is a multiyear effort to commemorate the semiquincentennial of Culpeper, Virginia’s role and stories as they relate to the 250th anniversary of America.

- **Culpeper Competes** – the Tourism Department executed the biennial Education Entrepreneurship Competition Program – **Culpeper Competes**. Working with the Central Virginia Small Business Development Center to educate twenty-four participants on the State structured Business Essentials Training, resulting in a cohort competition for \$30,000 in small business investment grants.

TOWN CLERK

INTRODUCTION

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

PERSONNEL

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

REVENUE GENERATED BY TOWN CLERK'S OFFICE

The programs administered by the Clerk's Office are major revenue sources for the Town. In FY25, over \$8.6 million in revenue was generated from the tax programs and cemetery. The charts below show the revenue breakdown for the last five years.

<u>Tax Programs</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>
Admissions	\$ 3,713	\$ 32,766	\$ 36,471	\$ 29,773	\$ 52,094
Meals	\$4,577,520	\$5,157,446	\$5,728,428	\$6,059,675	\$6,167,238
BPOL	\$1,014,082	\$1,159,131	\$1,414,022	\$1,403,164	\$1,414,099
Cigarette Stamps	\$ 220,301	\$ 207,338	\$ 194,250	\$ 174,610	\$ 159,333
Lodging	\$ 368,494	\$ 503,564	\$ 764,651	\$ 769,667	\$ 743,775
Totals	\$6,184,110	\$7,060,245	\$8,137,822	\$8,436,889	\$8,536,539

**FY25 is unaudited*

<u>Cemetery</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>
Grave Sales	\$ 98,250	\$ 105,100	\$ 36,500	\$ 100,400	\$ 68,150
Interments	\$ 55,500	\$ 76,400	\$ 61,600	\$ 61,300	\$ 70,600
Stone Permits	\$ 4,300	\$ 3,250	\$ 3,950	\$ 4,275	\$ 6,775
Totals	\$158,050	\$184,750	\$102,050	\$165,975	\$145,525

**FY25 is unaudited*

BUSINESS, PROFESSIONAL & OCCUPATIONAL (BPOL) LICENSES

Approximately 890 business license renewals were assessed and processed for CY24.

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

<u>Category</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>
Contracting	53	55	55	60	61
Retail	368	394	384	400	394
Fin/RE/Prof. Service	141	148	155	166	156
Rep/Pers/Bus/Other Service	316	349	343	367	352
Itinerant Merchant	2	2	1	13	23
Street Vendor	19	20	23	9	7
Solicitor	2	14	18	8	1
Precious Metals & Gems	3	3	3	3	3
Non-Resident Contractor	4	151	215	82	52
<i>TOTAL</i>	<i>908</i>	<i>1,136</i>	<i>1,197</i>	<i>1,108</i>	<i>1,049</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 129 meals, 37 lodging and 3 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>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>
Number of Stamps	1,515,000	1,410,000	1,335,000	1,200,000	1,095,000
Number of Rolls	101	94	89	80	73
Total Revenue	\$220,301	\$207,338	\$194,250	\$174,610	\$139,642

CULPEPER TOWN CODE

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

Town Code supplements are codified annually under a subscription agreement.

RECORDS MANAGEMENT

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

After individual departments received approval of their records destruction forms, routine destruction was performed: (274) boxes of paper records and 2.49 GB of electronic records were destroyed in FY25.

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

The Clerk's Office responded to (280) FOIA requests in FY25. 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.

The FY25 VFOIA Annual Report can be found here:

<https://files.culpeperva.gov/FY25%20FOIA%20Annual%20Report.pdf>

FAIRVIEW CEMETERY

The Clerk's Office maintains all records for Fairview Cemetery. This involves lot ownership records, purchases of gravesites 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.

In 2025, the Policy was amended to include the sale of half-size graves for cremation burials.

	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>
Interments	92	131	110	103	107
Grave Sales	102	106	37	98	58.5
Lot Ownership Transfers	43	66	10	38	37
Stone Permits	87	68	78	72	87

Staff continues to work with the GIS Division of the Planning & Community Development Department to maintain the grave lookup site that is searchable by the public:

<https://experience.arcgis.com/experience/d09139dbeef847fc829e2c88154c3cbc>.

The Fairview Cemetery Perpetual Care Fund shows a balance of \$1,700,101.

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 Town Hall is closed.

The 2024 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 CY24, the Fund had been utilized (3) times to assist (3) individuals. The fund closed the calendar year with a balance of \$5,249. The fund did not receive any monetary donations in 2024.

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 FY25, the Clerk's Office prepared a total of 66 council and committee meeting packets. This total includes 18 council meetings (12 regular & 6 special) and 48 committee meetings.

ELECTIONS

A special election was held on November 5, 2024 to fill the vacancy left by the passing of Councilwoman Meaghan E. Taylor. Michael T. Olinger was elected to serve the remainder of the term ending December 31, 2027.

The next regular Town election will be November 4, 2025. The Mayor's seat and 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) is structured around two primary operating divisions—Water and Wastewater—and supported by four essential groups: Operations, Maintenance, Analytical Services, and Administrative Staff. Water operations encompass the Surface Water Treatment Plant (WTP) and the groundwater wells with treatment systems (Wells), while the Water Pollution Control Facility (WPCF) manages all wastewater treatment activities. Together, these facilities are the foundation of the Town’s water infrastructure, ensuring the consistent and reliable treatment of both drinking water and wastewater.

DES is currently staffed with 24 full-time employees, out of an authorized 25 positions as of the end of FY25. The Operations Group includes thirteen staff members: five water operators, six wastewater operators and two chief operators. The Maintenance Group consists of six personnel: one Plant Engineer, one Electrician, and four Plant Mechanics. The Analytical Services Group is made up of three employees—one Laboratory Manager/Quality Control Officer and two Environmental Compliance Managers. Administrative functions are supported by two team members: the Assistant Director and the Administrative Manager.

The Water Division is primarily responsible for treating both surface and groundwater to ensure compliance with all National Primary Drinking Water Regulations (NPDWR). Surface water is sourced from Lake Culpeper and processed at the Water Treatment Plant (WTP), while groundwater is drawn from six wells and treated prior to distribution to the community.

The Wastewater Division manages the treatment of wastewater from residential, commercial, and industrial sources in accordance with the Virginia Pollutant Discharge Elimination System (VPDES) permit. Treated effluent is discharged safely into Mountain Run. Additionally, the division oversees the treatment and off-site management of residual solids generated during the wastewater treatment process.

DES is aligned with the Town’s strategic plan, with a core mission to deliver potable water, treated wastewater effluent, and supporting services in a safe, reliable, and uninterrupted manner. This commitment ensures the delivery of high-quality water while maximizing resource efficiency and cost-effectiveness. The business objectives for the Water and Wastewater Enterprise Funds are focused on three key areas: operations, financial management, and facility and personnel development. The department’s performance is evaluated through a range of metrics that reflect operational effectiveness, financial health, and progress in business development.

To clearly present these performance outcomes, this report is structured into the following sections:

- **Section I: Operational Performance** – Outlines the effectiveness and efficiency with which the water and wastewater divisions fulfilled their operational responsibilities.

- **Section II: Regulatory Compliance** – Evaluates environmental standards as set by regulatory agencies.
- **Section III: Financial Performance** – Reviews the financial outcomes of the Water and Wastewater Enterprise Funds.
- **Section IV: Facilities Maintenance and Development** – Summarizes maintenance efforts and development projects.
- **Section V: Personnel Development, Performance and Safety** – Assesses staff training, overall performance and safety.

Section I: Operational Performance

The WTP operates on a 12-hour shift staffed by two water operators, with at least one holding a Virginia Department of Professional and Occupational Regulation (DPOR) Class II or higher Waterworks Operator License. The groundwater well system operates 24 hours a day and is monitored daily by the water operators. Water Operators conducted over 45,000 sample analyses and more than 6,000 measurements throughout the year to ensure effective process control and optimal system performance. Throughout FY25, the available water treatment capacity successfully met both peak and average customer demands, ensuring uninterrupted delivery of potable water to all system customers.

Table 1: Water Division FY24 and FY25 Operational Data

WTP (4.0 MGD Capacity)	FY24	FY25
Raw Water Produced (MG):	527	503
Average Daily Raw Water Flow (MGD):	1.4	1.4
Max Raw Water Flow (MGD):	2.6	2.2
Water Produced (MG):	493	500
Average Daily Finished Flow (MGD):	1.3	1.4
Max Daily Finished Flow (MGD):	2.3	2.1
Days in Operation:	365	365
Bulk Water Sales (MG):	4.3	6.6

Chandler Street Wells		
Well Water Produced (MG):	168	219
Average Daily Water Produced (MG):	0.46	0.59
Max Daily Flow (MGD)	1.1	0.70

Rockwater Park Well

Well Water Produced (MG):	5.0	1.4
Average Daily Water Produced (MG):	0.01	0.004
Max Daily Flow (MGD)	0.32	0.16

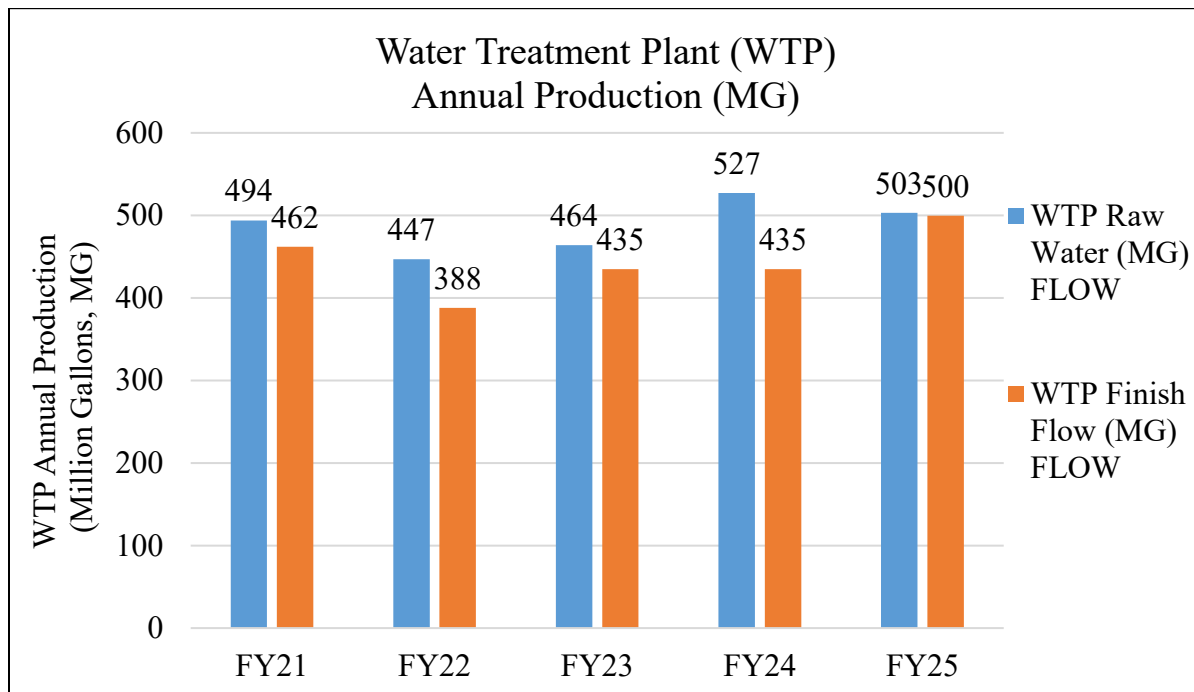
Nalles Mills Wells

Well Water Produced (MG):	159	125
Average Daily Water Produced (MG):	0.43	0.34
Max Daily Flow (MGD)	1.0	0.50

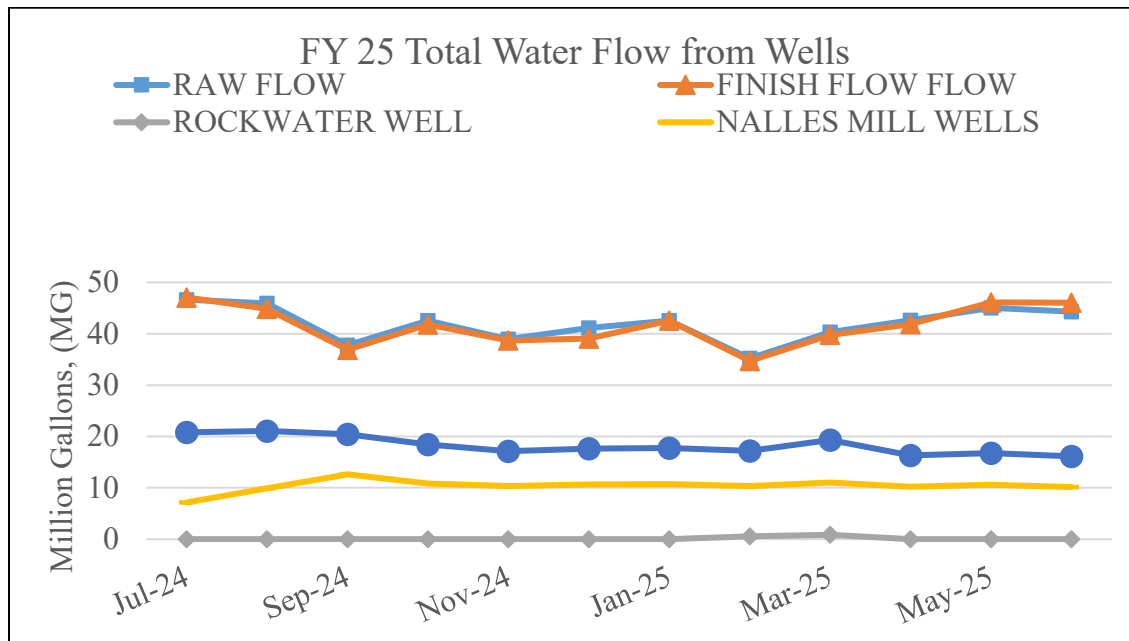
Total Well Water Produced (MG):	331	345
Total Water Plant Water Produced (MG):	493	500
TOTAL WATER PRODUCED (MG):	825	844
AVERAGE DAILY WATER PRODUCED (MGD):	2.3	2.3

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

Chart 1:



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

Chart 2:

The WPCF operates continuously, 24 hours a day, on two 12-hour shifts, staffed by three licensed Wastewater Operators—each holding a Class III or higher Wastewater Works Operator License issued by DPOR. Over 10,000 sample analyses and 25,000 measurements were performed to support process control and ensure consistent operational performance. In FY25, the WPCF effectively treated all residential, commercial, and industrial wastewater within its service area, consistently producing high-quality effluent and Class B biosolids in accordance with regulatory standards (Table 2).

Table 2: Wastewater Division FY24 and FY25 Operational Data

WPCF (6.0 MGD Capacity)	FY24	FY25
Average Daily Flow (MGD):	2.8	3.1
Maximum Daily Flow (MGD):	6.9	7.9
Total Flow (MG)	1017	1128
Rainfall (in):	32.1	42.1
Centrifuged output (MG):	9.5	7.8
Centrifuged output (dry metric tons):	745	630.9
Septage received (gal):	1,348,201	1,426,870
Bio-solids Land applied (wet tons):	2,616	2664

Chart 3:

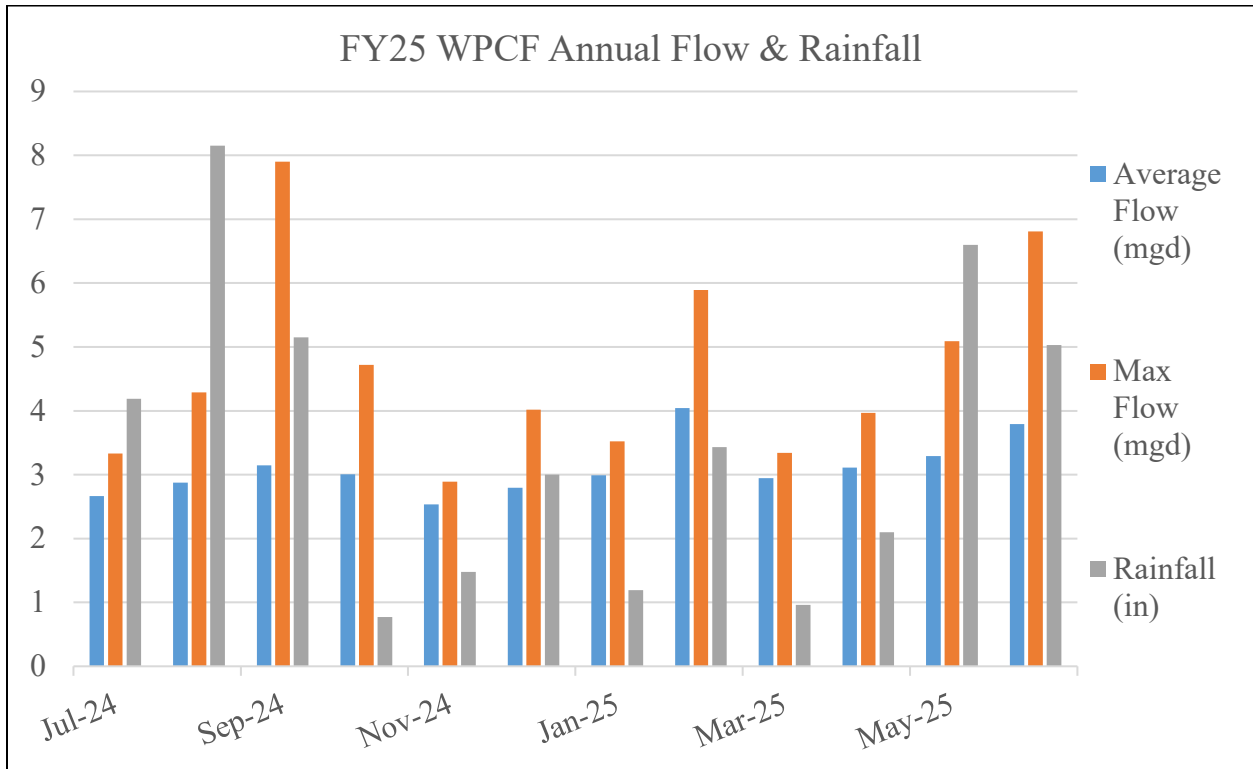
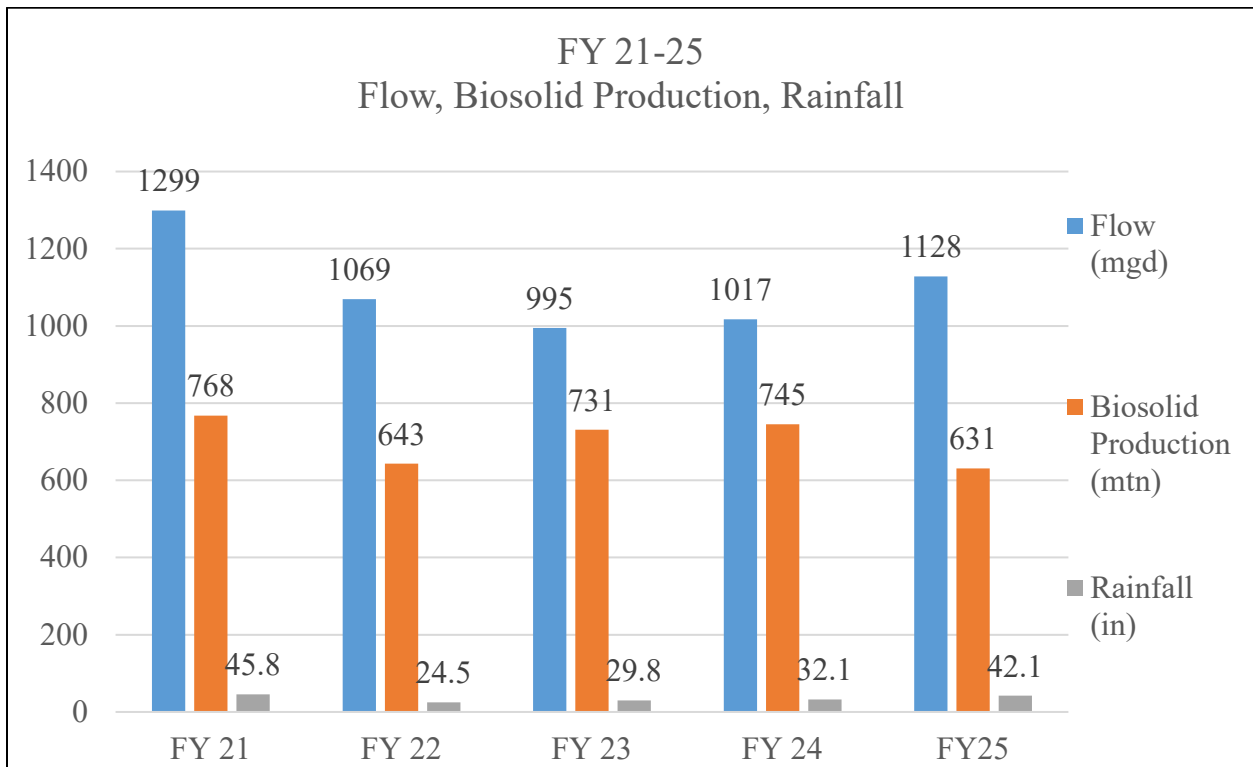


Chart 4:



Section II: Regulatory Compliance

In FY25, the Water Division maintained full compliance with all regulatory requirements. Monthly Operating Reports were submitted to the Virginia Department of Health Office of Drinking Water (VDH ODW) as required, and monthly bacteriological data was reported to the Environmental Protection Agency (EPA) in accordance with federal regulations.

The Analytical Services team collected over 100 samples, resulting in approximately 170 analyses for both regulated and non-regulated contaminants. All results were in full compliance with applicable drinking water standards. Routine bacteriological and water quality monitoring was conducted using dedicated sampling stations located across the distribution system. Notably, there were zero positive detections of *E. coli* in the distribution system during the year.

Additional regulatory compliance milestones included the continued implementation of the EPA's Final Lead and Copper Rule Improvements (LCRI), specifically the development and maintenance of a comprehensive service line inventory. The Regional Water Supply Plan remains active, with a formal review with Planning District 9 and update scheduled for FY30. The team also completed the annual inspections of the Mountain Run Dam and Lake Culpeper Dam, supporting ongoing dam safety and emergency preparedness efforts.

As part of its role in protecting the Town's potable water supply, the Analytical Services team maintained the approved Cross-Connection Control and Backflow Prevention Program. In FY25, a total of 552 backflow compliance reports were submitted by residential and commercial users.

The Water Division was honored with the Phase III 10-Year Directors Award from the American Water Works Association (AWWA), recognizing a decade of continued excellence in water quality and system performance. This achievement reflects the goals of the Partnership for Safe Water, which is dedicated to enhancing the quality of drinking water through the optimization of water system operations and management practices.

The Wastewater Division maintained full compliance with all regulatory requirements in FY25. There was one overflow at the WPCF or within the collection system, and all monthly VPDES Discharge Monitoring Reports were submitted as required. The WPCF VPDES Permit, originally renewed on November 1, 2021, remains in effect through October 31, 2026. The Town continued participation in the nationally recognized Partnership for Clean Water program, a voluntary initiative developed by AWWA and the EPA to promote optimal wastewater treatment performance. Baseline data was submitted, with additional program elements under continued development.

In compliance with the Chesapeake Bay Nutrient Reduction Regulations, a major plant upgrade completed in April 2010 expanded the facility's capacity to 6 MGD and enabled the required nutrient removal. FY25 marked the 14th full year of operation under the upgraded system, during which the WPCF met all permit effluent quality standards.

The facility also remained in compliance with its Air Permit, ensuring adherence to federal and state air quality standards. The SARA Tier II Emergency and Hazardous Chemical Inventory Report was submitted on time, with emergency and chemical inventory information continuously maintained.

Biosolids management met Class B standards, maintaining appropriate temperatures (33–55°C), retention time (15 days), and achieving at least 38% volatile solids reduction through anaerobic digestion. Centrifuge operations averaged 90 hours per week, and Gravity Belt Thickening averaged 35 hours per week. Organic solids removal efficiency was consistently maintained at 99%, as measured by carbonaceous biochemical oxygen demand (CBOD₅) and total suspended solids (TSS).

The analytical services team continued to operate the Town's Pretreatment Program effectively, overseeing Significant Industrial Users (SIUs). In FY25, there were 5 permitted SIUs, though this number decreased to 4 following the closure and formal permit termination of Continental Teves on May 13, 2025. All permitted users were found to be in significant compliance, and all SIU permits were renewed effective July 1, 2024, through June 30, 2029.

The Fats, Oils, and Grease (FOG) program remained active and compliant, with 115 permits issued by the end of the fiscal year. The Analytical Services team completed an inspection of all permitted sites to ensure compliance with the program. Similarly, the Storm Water Program, covering WPCF, Public Works, and Light & Power facilities, was successfully maintained. The Town's two Storm Water Permits were renewed in 2024, and all inspections and recommended corrective actions were completed.

In recognition of its commitment to excellence and regulatory compliance, the Wastewater Division was honored with the Peak Performance Gold Award by the National Association of Clean Water Agencies (NACWA). The Gold Award is presented to facilities with no permit violation for the entire calendar year.

Section III: Financial Performance

The Water Enterprise Fund, which includes the Water Distribution and Water Treatment Divisions, reported a net revenue gain of \$350,786 for FY25, as outlined in the June 30, 2025, Preliminary Budget Report. To support effective financial oversight, expenses were categorized into four primary areas: treatment, distribution, debt service, and PILOT (payment in lieu of taxes). Among these, the Water Treatment Division accounted for the largest portion—62% of total expenditures (Chart 5). The Fund maintained strong fiscal discipline, with overall operating expenses finishing approximately 3% below the approved budget.

The Wastewater Enterprise Fund, which includes the Wastewater Collection and Wastewater Treatment Divisions, reported a net revenue gain of \$2,121,326 for FY25, according to the June 30, 2025, Preliminary Budget Report. Operational spending for the Wastewater Enterprise Fund was also categorized into treatment, collection, debt service, and PILOT to maintain consistency in budgeting and reporting. The Wastewater Treatment Division remained the largest

expenditure category, accounting for 71% of the total Wastewater Enterprise Fund expenses (Chart 6). The Wastewater Enterprise Fund demonstrated efficient financial performance for the year, with total operating expenditures coming in approximately 2% below the budgeted amount.

Chart 5:

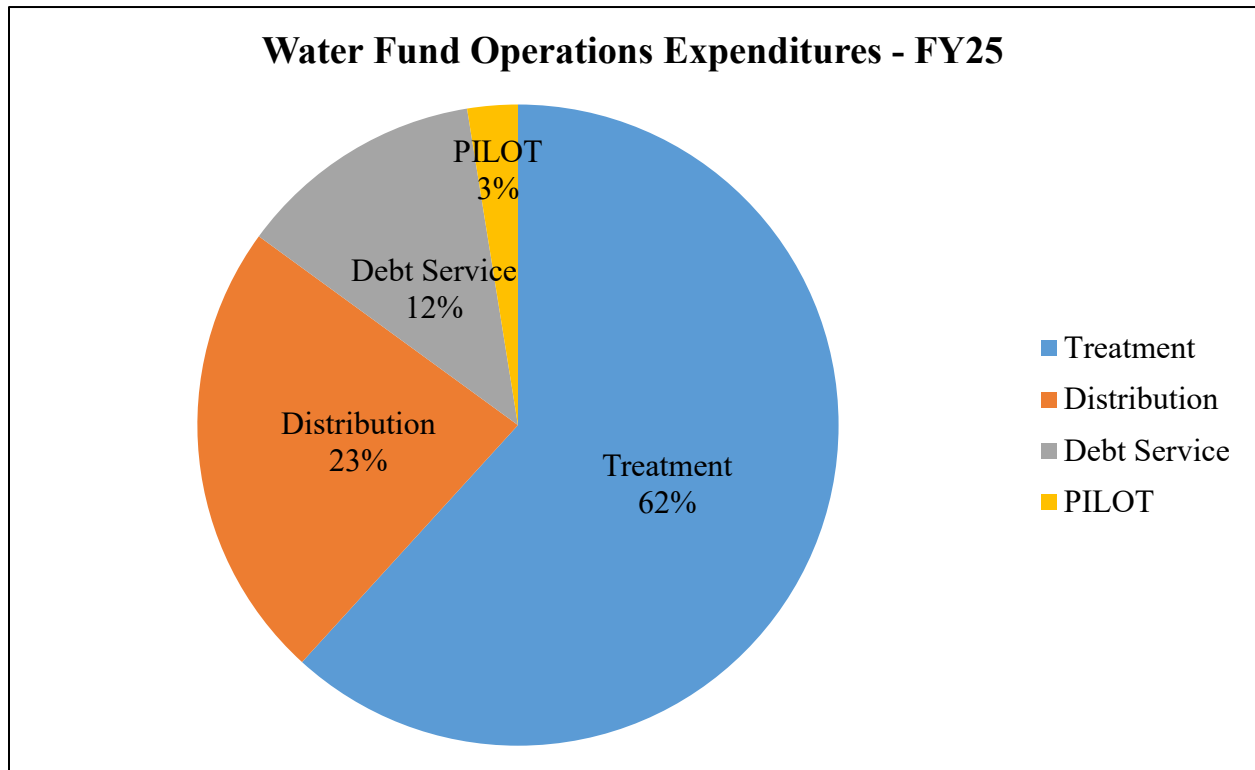
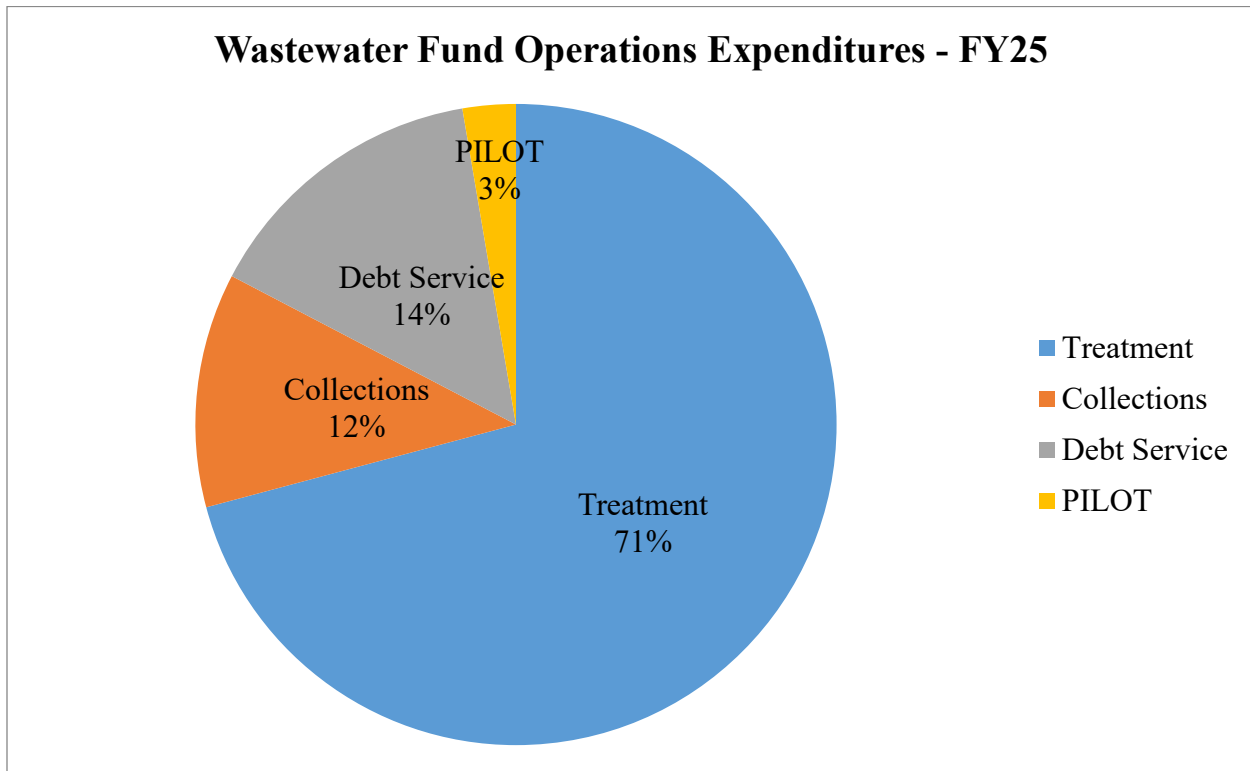


Chart 6:



Section IV: Facilities Maintenance and Development

Throughout FY25, the Maintenance Group successfully completed a wide array of projects, preventive maintenance activities, and system upgrades to support the safe, reliable, and efficient operation of the Town's water and wastewater treatment facilities. Special projects included the installation of Production Well X2A and continued progress on the WPCF Digester upgrade project.

Key accomplishments at the Water Treatment Plant included the installation of a new permanganate feed system, tank level sensors for the hypochlorite storage tanks, and servicing of all pressure-reducing valves (PRVs). Staff also rebuilt the air-actuated blowdown valve on Clarifier #2 and replaced the gearbox on the isolation valve for Filter #1. Significant system upgrades included the deployment of new cellular data connections at the Standpipe and HPZ tanks, a SCADA system upgrade, and the cleaning of the clear wells and West Tank. Additionally, a new mixer was installed in the West Tank, and all six raw and finished water pumps were serviced.

To maintain uninterrupted service and regulatory compliance at the Wastewater Treatment Plant, the team installed a PTAC unit in the Headworks MCC, slide gate actuators on both Headworks screens, and a motor saver on BNR C mixers. Other improvements included the replacement of the recirculation pump, diaphragm and flame arrestor, rag compactor brush,

and the repair of a leaking spool piece in the methane gas building. Extensive work was performed across all 12 sanitary sewage pump stations. Activities included routine cleaning, servicing, and grease removal at five stations. Several stations also received critical component upgrades such as pump control panels, check valves, auger brushes, electrical panels, and the addition of wave start controls.

Technicians also managed seasonal transitions by winterizing and later reopening the Rockwater Splash Pad and Lake Culpeper Adventures (LCA). Tasks included restocking boats using tourism grant funding, replacing contactors, fan motors, and PVC filter lines at the Splash Pad, and ensuring the facilities were ready for seasonal operation.

Preventive maintenance remained a top priority, with monthly PMs consistently completed to mitigate wear and extend equipment life. These efforts collectively improved system reliability, enhanced operational efficiency, and supported continuous compliance with regulatory requirements—all while ensuring the delivery of safe drinking water and effective wastewater treatment for the community.

Workflow was managed utilizing a web based preventive maintenance program. A total of 4,305 work orders were received in addition to numerous verbal work requests. There were 2984 work orders completed at the WPCF and 1321 at the WTP (Chart 7). A total of 3733 of the work orders were preventative maintenance, 453 were corrective maintenance and 119 were special projects (Chart 8).

Chart 7:

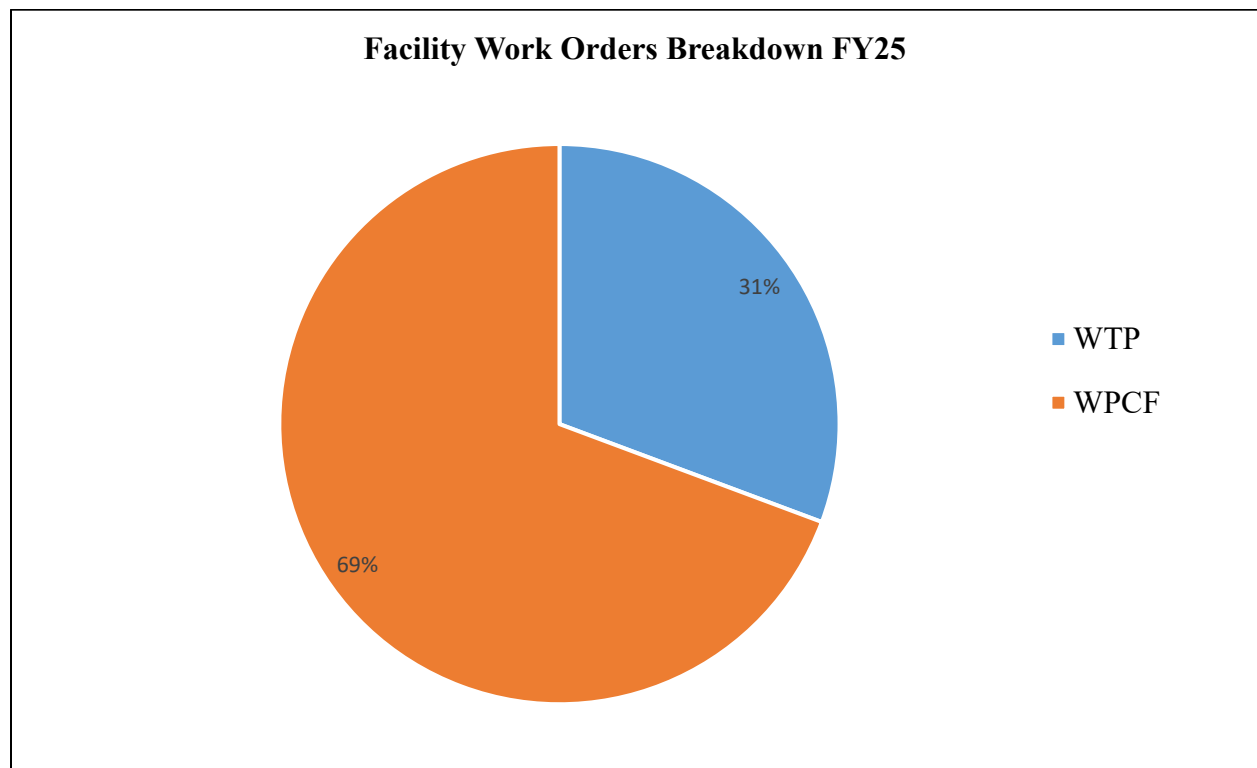
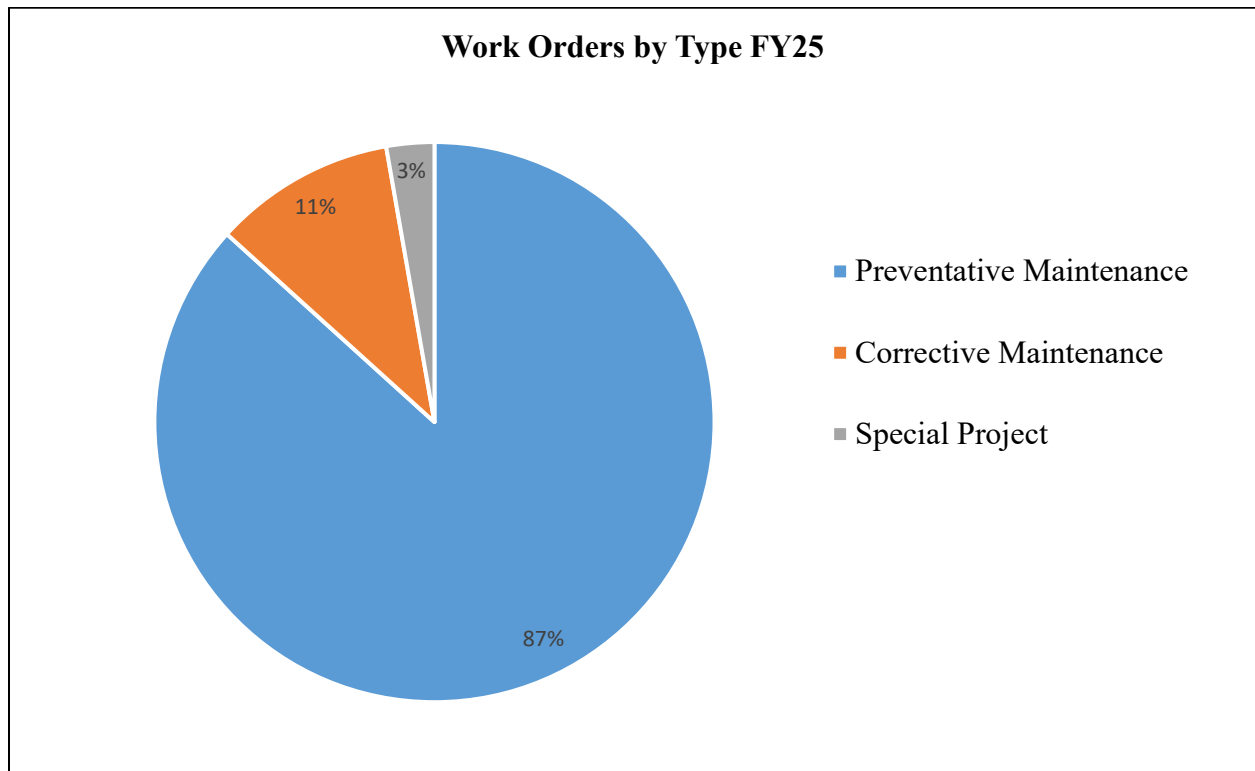


Chart 8:



Section V: Personnel Development, Performance and Safety

The total employee count was 23 in FY25. The department had one safety related incident which resulted in two lost days. A complete listing of departmental personnel water and wastewater licensure follows:

<u>EMPLOYEE</u>	<u>LICENSES</u>
Jim Hoy	Professional Engineer / Class III Water / Class II Wastewater
Anne Payne Brooks	Class I Wastewater / Class II Water / General Pesticide Applicator
Robert Hester	Class I Water / Class II Wastewater / Aquatic Pesticide Applicator
Neil Moore	Class I Wastewater
Zachary Dove	Engineer in Training (EIT)/Class I Water
Danny Jeffries	Class I Water / Aquatic Pesticide Applicator
Hawar Hawarry	Class I Wastewater
Koby Smith	Class I Wastewater
John Scott	Class II Water
Larry Olsen	Class III Water / Class III Wastewater
Kevin Tucker	Class I Water / Class I Wastewater
Jason Kimball	Class II Wastewater
Nathan Hankins	Class II Wastewater
Kyle Rizzardi	Class IV Wastewater
Jonathan Clatterbuck	Class III Water
Joseph Chapman	Master Electrician
Joshua Alther	DPOR Backflow Prevention Device Worker

NEW EMPLOYEES

Jacob Tolson	Intern transferred to Utility Plant Operator Trainee
Nathaniel Rochow	Utility Plant Operator Trainee

HUMAN RESOURCES

INTRODUCTION

The Town of Culpeper's Human Resources Department delivers a comprehensive program that aligns with Federal, State, and local laws, supporting both the organization's operational goals and the needs of current and prospective employees. The department provides leadership and oversight in the following core functional areas for approximately 196 permanent and 25 seasonal employees: Recruitment and Retention, Benefits and Leave Administration, Classification and Compensation, Training and Development, Employee Relations, Policy Development and Administration, Risk Management, and Workplace Safety.

HUMAN RESOURCES GOALS

- Attract and retain a high-performing, skilled workforce.
- Implement diverse strategies to address ongoing challenges in recruitment, retention, and employee development.
- Assess and enhance the employee performance management system.
- Administer the Town's insurance programs to ensure cost efficiency and optimal benefits.
- Develop and maintain comprehensive risk management initiatives and workplace safety measures.
- Streamline HR systems and processes to improve service delivery and operational effectiveness.
- Evaluate and expand training opportunities through cost-effective, blended learning solutions.
- Promote employee participation in the Town's wellness program to support overall workforce health and engagement.
- Ensure HR staff remain informed of current trends and best practices in human resources to strengthen 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.

	FY25	FY24	FY23	FY22	FY21
Positions Recruited for	23	40	34	38	58
New Hires	33	43	35	53	36
Terminations	16	29	26	32	27
Voluntary	15	25	25	28	25
Involuntary	1	4	1	4	2
Retirees	4	4	5	3	3
Promotions	21	26	30	33	28
Demotions	0	0	1	3	2
Transfers	0	3	2	3	2
Turnover Rate	8.16%	12.95%	7.89%	16.23%	14.59%

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 received a health insurance renewal with a 5.4% increase to the prior rates. Based on a recommendation from the FY2021 Classification, Compensation, and Benefit Study, changes were made to the premium structure for employee plus one and family level plans beginning in FY2021. The Human Resources Department is continuing to monitor plan usage as well as explore alternative options to best manage the cost moving forward.

Leave

During the fiscal year, 33 employees submitted requests for family/medical leave (FMLA). Of these, 5 utilized intermittent FMLA, 5 were approved for Virginia Retirement System (VRS) Hybrid Disability benefits administered by the department, 4 received Extraordinary Sick Leave, and 1 employee was approved for Sick Leave Sharing. Additionally, 6 employees who were ineligible for FMLA requested a general Leave of Absence. Human Resources guided each employee through the required documentation, determined eligibility, and tracked all leave usage in compliance with applicable policies.

Employee Wellness

Beyond core benefits, the department continues to support employee well-being by offering a range of educational resources focused on physical and financial health. In FY25, the Human

Resources Department coordinated 10 wellness programs aimed at promoting overall wellness across the organization.

CLASSIFICATION & COMPENSATION

The Human Resources Department implemented the recommendations from the FY2024 in-house classification and compensation study during FY2025.

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 27 positions were impacted by this study.

The next classification and compensation study will be conducted during FY2026, for implementation in FY2027.

TRAINING & DEVELOPMENT

The Human Resources Department launched the Employee Development Program in FY16 to support ongoing professional growth across the organization. This program offers a wide range of training opportunities for employees and supervisors, focusing on safety, skill enhancement, personal development, leadership and supervision, and wellness. In FY25, the following training sessions and opportunities were made available through the program:

- Bloodborne Pathogen Exposure Prevention
- Fire Extinguisher
- Chemical Hygiene & Lab Ethics
- Protection Against Malware
- Performance Evaluation Training for Supervisors
- Family Medical Leave
- FLSA & the Virginia Wage Act
- Safety Data Sheets
- Respirable Crystalline Silica Awareness
- Back Injury and Lifting
- Hand and Power Tool
- Heartsaver First Aid/CPR & AED
- Heat Illness Prevention
- Mental Health First Aid
- Retirement Planning Seminar
- Winter Driving
- Defensive Driving
- Stormwater
- Electric Safety, Lock Out / Tag Out, and Arc Flash Safety by VaCorp
- Trenching & Excavation Safety by VaCorp
- Welding, Cutting & Brazing
- Supervisor Training: Mental Health in the Workplace by RRCSB

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. There was 1 employee who completed the Leadership Development Certificate program this year.

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 of Culpeper remains committed to fostering a culture of safety through the continued promotion and implementation of its safety program. Employees regularly participate in risk management and safety seminars to enhance their knowledge and support ongoing improvements in workplace safety. As a result of these efforts, the Town's experience modification rate has decreased from 0.67 to 0.61, the lowest recorded by our insurance carrier among all their members. This key metric, used by insurers to evaluate a workplace's safety record relative to industry peers, reflects a low incidence of workplace injuries and effective risk management practices. This achievement not only demonstrates the Town's dedication to employee safety but also contributes to greater operational efficiency and reduced insurance costs.

Claims Data

The following is a history of claims processed and paid and premiums collected for FY25 and the previous four fiscal years:

	FY25	FY24	FY23	FY22	FY21
On-the-job Injuries	19	18	18	16	23*
OSHA Reportable Injuries	17	18	18	14	23*
Employee Auto Accidents	22	17	14	11	10
Preventable Auto Accidents	8	10	8	7	6
Property Damage Claims	6	3	5	2	6
Liability Claims	16	6	7	11	6
Total Claims Paid	\$190,340	\$181,170	\$117,699	\$109,300	\$103,275
Total Premiums	\$370,254	\$359,688	\$368,113	\$358,805	\$321,263

**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 back up 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 186.83 (154.6 Underground / 32.21 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.



Generation

The generation facility operated at the request of Dominion Energy a total of 112.70 hours for the year reducing the Town's purchased power bill approximately \$280,142.59. This amount will increase as the Town's electric system load increases and generation value goes up over the upcoming years which will result in further savings.



Distribution

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



Traffic Signals

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

Employees

Employees attended monthly in-house safety meetings. At present time, Light and Power has eight State Certified journeyman first class lineman for the town. We have four-second class lineman in the program and one apprentice tech. The lineman program consist of four years 8,000 hours. The department also has one journeyman first class lineman enrolled in a four-year meter technician program.



Customer Growth

The Town began the year with 5,836 customers and finished the fiscal year with 6,261 customers for an approximate 7.28 % increase.

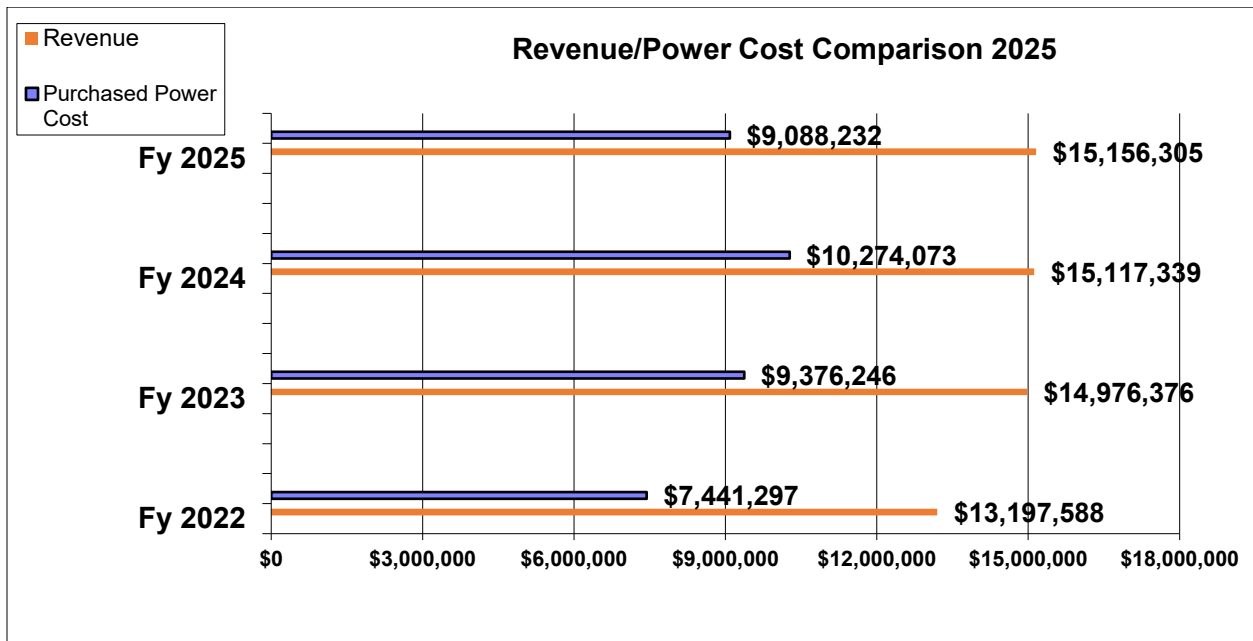
Rates

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 Energy & Rappahannock Electric Coop as well as projecting expenditures and revenue into the future to ensure adequate electric fund balances are maintained.

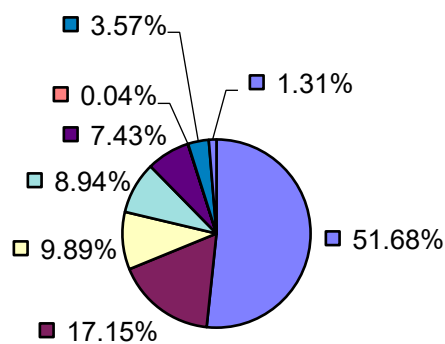
Revenues

The Town purchased \$9,088,232 of wholesale power from Dominion Virginia Power and Southeastern Power Administration. Total revenue for the year was \$15,156,305 for the sale of power.

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



ANNUAL REVENUE \$ 15,156,305



RESIDENTIAL	\$8,134,897
SMALL GENERAL SERVICE	\$2,151,328
MEDIUM GENERAL SERVICE	\$1,676,533
LARGE GENERAL SERVICE	\$1,352,349
INDUSTRIAL POWER SERVICE	\$1,173,817
TRAFFIC SIGNAL	\$6,649
TIME OF USE	\$452,118
STREET LIGHTS	\$208,613

Accomplishments in FY24

- 1) Converted overhead to underground on E. Spencer St. for the widening of the road.
- 2) Installed circuit extension & installation of infrastructure for the new Lightfoot Apartments complex.
- 3) Installed lights on James Md. Hwy. corridor.
- 4) Installation of main lines at Laurel Park & The Greens Subdivisions.
- 5) Installation of transformer & parking lot lights for Heritage Park.
- 6) Replaced three traffic control cabinets at Blue Ridge Ave., Main St. & Davis St. and Belle Ave.
- 7) Upgraded infrastructure from 4kv to 15kv conversion on East St.
- 8) Completion of repairs of generator barrel & breaker on generator # 4.
- 9) Relocated infrastructure at Williams Mill Village Subdivision.
- 10) Preparation work & installation of second transformer at Laurel Park/High Point Subdivisions.

FY25 Goals

- 1) Continue the upgrade of 4kv to 15kv to improve or system power factor.
- 2) Continue the electrical GIS mapping system to allow for better planning and outage management.
- 3) Complete installation of second transformer & equipment at Laurel Park/High Point Subdivisions.
- 4) Continue infrastructure installation at Laurel Park & The Greens Subdivisions.
- 5) Replace traffic cameras at Main St. & Davis St. intersection.
- 6) Install new infrastructure at Nalles Mill Rd. to replace forty year old cable & equipment.
- 7) Replace/repair overhead primary electric service at the court house.
- 8) Create a prioritize distribution systems improvement plan for the upcoming years.
- 9) Complete with contractors the HSIP traffic lights upgrade project.
- 10) Light & Power Department continues to develop in house training with videos and hands on training for all line personal, so to have the best line technicians available to meet the needs of the town.

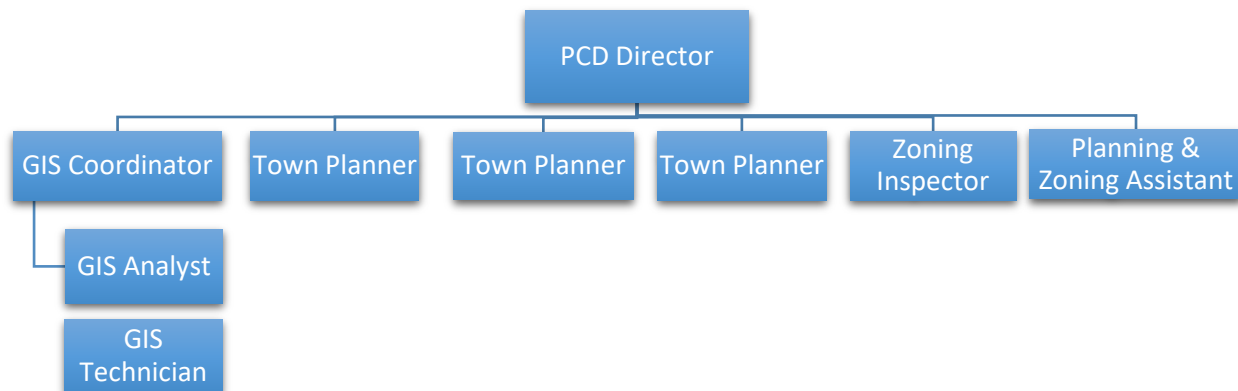
PLANNING & COMMUNITY DEVELOPMENT

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 nine staff positions: Director of Planning & Community Development – Andrew Hopewell; Town Planner – Connie Dalton; Town Planner – Louis Pancotti; Town Planner – Sandy Puryear; Zoning Inspector – Gary Cole; Planning & Zoning Assistant – Kelli Carmichael; GIS Coordinator – Autumn Fitch; GIS Analyst – Emily Thompson; and GIS Technician – Ethan Tabbert (starting in early FY2026). Over the past twelve months, Louis Pancotti became a certified planner through the American Institute of Certified Planners (AICP); Kelli Carmichael became certified as an Erosion & Sediment Control Program Administrator through the Virginia Department of Environmental Quality (DEQ) as well as a Certified Zoning Official through the Virginia Association of Zoning Officials (VAZO); and Autumn Fitch was appointed by the Governor to the VGIN Advisory Board, under the Public Safety & Homeland Security division, to fill a spot as one of the two GIS directors or managers from county, city, town or regional governments in the Commonwealth.



AUTHORITIES, BOARDS and COMMISSIONS

Town Council

Conditional Use & Rezoning Cases:

CUP-4814-2024: The Council reviewed a request by Harry E. and Julia J. Burchard for a conditional use permit application for a comprehensive sign plan at 121 & 123 Sycamore Street for Amberwood Animal Hospital. Tax Map 41B 9 11 & 41B 9 12 located in the Catalpa Magisterial District. The Planning Commission recommended approval and Town Council approved the application.

CUP-4900-2024: The Council reviewed a request by Shelly Dodson, on behalf of the property owner, Melody Butler, for a conditional use permit to convert an existing structure into an accessory dwelling unit located at 316 Monticello Avenue. Tax Map Parcel Number 40A-6-B-1 in the West Fairfax Magisterial District. The Planning Commission recommended approval and Town Council approved the application.

REZ-5107-2024: The Council reviewed a request by the Culpeper Technology Campus for a proffer amendment related to the noise regulations associated with the Culpeper Technology Campus development in the East Fairfax Magisterial District. The Planning Commission recommended approval and Town Council approved the application.

Ordinance Amendments:

Ordinance O-2024-006: An Amendment to Chapter 4 – Relating to the Virginia Property Maintenance Code: The Town Council did not approve an amendment to the Town Code that would have added a variety of sections and partial sections of the Virginia Property Maintenance Code primarily related to administration, pest infestations, fire safety and structural integrity.

Ordinance O-2024-008: An Amendment to Chapter 22 – Subdivisions related to Family Subdivision Ordinance Amendment. This amendment provided structure and guidelines to proposed family subdivisions within the Town. The Planning Commission recommended approval and the Town Council approved the amendment.

Ordinance O-2024-010: An Amendment to Chapter 20 affirming the Town’s ability to assess civil penalties for inoperable vehicles. Town Council approved this amendment.

Ordinance O-2025-001: Townhouse Access - Code Amendment: The Town Council reviewed a proposed update to Town Code Sec. 27-53 (b)(1) d. related to private streets. The proposed amendment clarifies that vehicular access to townhouses must be provided from a private street. The Planning Commission recommended approval and the Town Council approved the amendment.

Ordinance O-2025-002: The Council reviewed a proposed update to replace the entirety of Town Code Chapter 22 - Subdivisions, and Town Code Chapter 27 – Zoning, with a new Town Code Chapter 27 – Unified Development Ordinance. There was both a work session and two public hearings devoted to this topic.

Other Review:

Vision Zero Action Plan: The Council approved Resolution R-2024-016, adopting the Town of Culpeper Vision Zero Action Plan that recommended various transportation infrastructure and programmatic improvements to help alleviate all transportation related fatalities within the Town.

Comprehensive Plan Conformity Review for Culpeper Technology Campus Electric Substation: The Council upheld the Planning Commission's finding that the electric substation proposed as a part of the Culpeper Technology Campus project was substantially in accord with the Town's adopted Comprehensive Plan.

Comprehensive Plan Conformity Review for Copper Ridge Electric Substation: The Council overruled the Planning Commission's finding that the electric substation proposed as a part of the Copper Ridge project was not substantially in accord with the Town's adopted Comprehensive Plan and instead found the substation in accord with the Comprehensive Plan.

Appeal of the Planning Commission's Upholding the Zoning Administrator's Interpretation of the Subdivision Ordinance: The Council overruled the Planning Commission's action in denying the appeal of the Zoning Administrator's interpretation of the Subdivision Ordinance. The effect of this action was an overruling the Zoning Administrator's interpretation as it related to his denial of Mr. Beard's request not to have to comply with the provisions found within the Town's Zoning Ordinance and Facilities Standards Manual for a family subdivision.

Tap Privilege Fee Refund Request: The Council declined to refund a tap privilege fee paid by Mr. Jason Ketterer for an accessory dwelling unit at 509 S. East St.

Architectural Review Board Bylaw Amendment: The Council approved an amendment to the Architectural Review Board's bylaws related to member attendance.

Zoning Administrator: Town Council granted Louis Pancotti the ability to act as the Town's Zoning Administrator when delegated the authority.

Use of Mountain Run Lake for Swimming: The Council approved the use of Mountain Run Lake for the Culpeper Sheriff's Office for a Polar Plunge fundraising event.

Relocation of Kester Wayside Park: The Council provided VDOT a resolution indicating an interest in working with Development Consulting Services to essentially trade land currently utilized as Kestner Wayside Park for adjacent land with recreational amenities provided.

Use of Mountain Run Lake for Swimming: The Council approved the use of Mountain Run Lake for Cal Tri Events to host a two-day triathlon event for the next three years.

FY 2026-2030 Capital Improvement Program: The Council reviewed the proposed five-year capital improvement program identifying anticipated major public improvements within the

Town along with proposed funding mechanisms. The proposed plan included a building replacement, park improvements, pedestrian/transportation improvements, and multipurpose athletic courts. The Planning Commission recommended adoption and Town Council adopted the Capital Improvement Program.

Planning Commission

Conditional Use & Rezoning Cases:

CUP-4814-2024: The Planning Commission held a public hearing on a request by Harry E. and Julia J. Burchard for a conditional use permit application for a comprehensive sign plan at 121 & 123 Sycamore Street. Tax Map 41B 9 11 & 41B 9 12 located in the Catalpa Magisterial District. The Commission forwarded the request to Town Council with a recommendation for approval.

CUP-4900-2024: The Planning Commission held a work session on a request by Shelly Dodson, on behalf of the property owner, Melody Butler for a conditional use permit application for an accessory dwelling unit on Tax Map 40A-6-B-1. The property is located at 316 Monticello Avenue in the West Fairfax Magisterial District. The Commission held a public hearing at the regular August meeting and voted to forward to Town Council with a recommendation of approval.

RZ-5107-2024: The Planning Commission held two work sessions on a request by Culpeper Technology Campus for a proffer amendment related to the noise regulations associated with the Culpeper Technology Campus development in the East Fairfax Magisterial District. The Commission decided to continue the discussion during the October work session and to postpone the public hearing to the November meeting. At the October work session, the Commission held discussion with a noise consultant. The Commission held a public hearing at the November regular meeting and voted to forward to Town Council with a recommendation of approval.

Site Plan Reviews:

James Madison Highway & Nalles Mill Road R-Cut Site Plan - SS-4662-2024: The Planning Commission reviewed an application for site plan for the improvements at the intersection of James Madison Highway & Nalles Mill Road in the East Fairfax Magisterial District. The Commission approved the application as presented.

Summer Station - MSR-5003-2024: The Planning Commission reviewed an application for a Preliminary Subdivision Plan entitled Summer Station and consisting of 220 single-family lots on Tax Maps 40-160, 40-161, and 41-9. Staff led discussion regarding the conformance of the Plan with the Comprehensive Plan and a potential Subdivision Ordinance Exception request. The Commission provided consensus that they supported Staff's position on the potential Subdivision Ordinance Exceptions.

Laurel Park – Phase 2: The Planning Commission reviewed a site plan for the second phase of the Laurel Park development.

Summer Station Sewer Extension - MSPR-4938-2024: The Planning Commission reviewed the site plan for the sewer line extension to serve the future Summer Station and Jameson Crossing developments.

Townes at Mountain Brook Estates Subdivision Site Plan Extension: The Planning Commission reviewed a site plan extension request, per Town Code Sec. 27-269, to allow the applicant to continue to work with staff to resolve a sewer alignment concern. The Commission ultimately agreed to defer the decision to the next regular meeting to allow time to gather findings. At the May regular meeting, The Planning Commission granted the request.

Payne's Apartments Site Plan Extension: The Planning Commission reviewed a site plan approval extension request, per Town Code Sec. 27-269. The Commission opted to defer decision on the request to the work session. At the work session, the Planning Commission granted the request.

915 West Street Apartments Site Plan Extension: The Planning Commission reviewed a site plan approval extension request, per Town Code Sec. 27-269. The Commission opted to defer decision on the request to the work session. At the work session, the Planning Commission granted the request.

Other Reviews:

Capital Improvements Program: The Planning Commission reviewed their FY26-FY30 Capital Improvements Program, for proposed upcoming Town of Culpeper capital facilities. The Commission adopted the Capital Improvements Program as presented.

The Commission held work sessions prior to the public hearings for the proposed amendments listed below:

Townhouse Access - Code Amendment: The Planning Commission held a public hearing on an amendment to Town Code Sec. 27-53 (b)(1) d. related to private streets. The proposed amendment clarifies that vehicular access to townhouses must be provided from a private street. The Commission voted to forward the request to Town Council with a recommendation of approval.

The Commission held a public hearing on the Family Subdivision Ordinance Amendment. The Commission forwarded the amendment to Town Council with a recommendation of approval.

The Commission held a public hearing on the Town Ordinance Amendment Case O-2025-002. An amendment to completely replace the entirety of Town Code Chapter 22 - Subdivisions, and Town Code Chapter 27 – Zoning, with a new Town Code Chapter 27 – Unified Development Ordinance.

Commission Member Updates:

Mr. Flanagan was elected as Chairman, Mr. Clements as Vice-Chairman and Mr. Cerio as Parliamentarian, with Staff remaining as Secretary.

Joint Board of Zoning Appeals

Case - Appeal VAR-4903-2024 for Wise Owl Investment Trust: An appeal of Notice of Violation #2847 for the establishment of a “Hospital/Special Care/Medical Care” facility on the property located at 610 Fairfax Street within the Residential 2 (R2) Zoning District without the necessary Conditional Use Permit. The Property is identified as Tax Map # 41A2 1Y1 5, East Fairfax Magisterial District. Due to new evidence brought forth by the Applicant, the Board decided it was best to continue the Appeal to the August meeting. At the August meeting, the Board upheld the Zoning Administrator’s decision 3-1.

Case – Variance VAR-5626-2025: The Board denied a request by Willie C. Smith, owner, for a variance to Section 27-296 of the Town’s Zoning Ordinance to allow the placement of an accessory structure within the front yard 1109 Oaklawn Drive.

Case – Variance VAR-5707-2025: The Board deferred action on a request for a variance by Jefferson Homebuilders, Inc., to Section 27-296 of the Town’s Zoning Ordinance to allow the placement of an accessory structure within the front yard at 2186 December Court.

Board Member Updates:

Mr. Urdike was elected as Chairman, Mr. Cabbage was elected as Vice-Chairman and Mr. Furnival was elected as Parliamentarian. Mr. Furnival replaced Ms. Grespin in October of 2024.

Parking Authority

Topics of Discussion:

FY-24 Planter Plan: The Authority voted to approve the proposed locations and to vote on the plantings at the August meeting. The Authority voted to approve the proposed plantings that were presented at the August meeting. A Special Meeting was held on October 22nd, 2024 to celebrate the establishment of the planters and attend the ribbon cutting.

FY-25 Planter Program: At the September meeting, the Authority discussed future planter locations. At the February meeting, the Authority authorized staff to purchase planters for the Triangle Parking Lot and the West Locust Street Parking Lot. At the March meeting, the Authority voted to move forward with the planters and their proposed placement, and to give discretion to the Culpeper Garden Club for plantings Triangle Parking Lot and the West Locust Street Parking Lot.

Triangle Lot Historical Marker: The Authority was informed that the historical marker that was once located in the Triangle Parking Lot has been moved.

E. Cameron St. Lot Brick Veneer Cap and Railing: The Authority authorized Staff to apply for a Certificate of Finding for the repairs to the brick wall in the East Cameron Street Lot.

Informational Kiosks: Jessica Jenkins of CRI presented the final kiosk renderings and proposed locations to the Authority. The Authority approved the placement of the kiosks in the parking lots pending final Town approval.

Bylaws Amendment: At the November meeting the Authority voted to amend Article III, Section 4, Meeting Attendance Required, of the Parking Authority Bylaws.

Parking Lot Rental Application: The Authority discussed options for revisions to the parking lot rental application. The Authority voted to add information to the application that clarifies that rentals are not available for private events. At the May meeting, The Authority voted to approve the placement of the kiosks in the parking lots pending final Town approval.

Parking Lot Policy Discussion: The Authority held discussion regarding parking lot restrictions, hours of operations, and the possibility of new signage.

Review of Specific Requests:

- The Authority approved a request by Culpeper Renaissance, Inc. to rent the East Davis Street Lot on December 7th, 14th, and 21st for the Culpeper Downtown Winter Farmers Market and waive the fee.
- The Authority approved a request by the Culpeper Food Closet to rent the East Davis Street Lot for the annual Thanksgiving Meal Distribution and a fee waiver. The event is to take place on November 22, 2025.
- The Authority approved a request by the Culpeper Department of Tourism and Economic Development for a waiver of the fee to rent the East Davis Street Lot on May 30, 2025 for a FOX 5 DC Live Broadcast.

Authority Member Updates:

In July, Mr. Headley was elected Chair with Mr. John Flanagan Vice Chair and Staff as Secretary and Treasurer for the 2024 - 2025 fiscal year.

Parks & Recreation Commission

Topics of Discussion:

Culpeper County Parks & Recreation Advisory Committee: The Commission discussed adding an ex-officio member to the Commission from the Culpeper County Parks & Recreation Advisory Committee. The Commission voted to have staff draft the amended bylaws to include an ex-officio member. At the September Meeting, the Commission approved the updated Bylaws.

Rockwater Park: The Commission discussed various matters at the park, including, the need for additional covered seating, the disc golf course and the possibility of painting the LOVE sign.

Yowell Meadow Park: The Commission discussed various matters at the park, including, noise complaints received regarding events held at the park, bike path along Blue Ridge Avenue, creating a Best Practices for events held at the Park and how to handle the possibility of two major events occurring on the same day, the BMX trail.

The Commission discussed the possibility of adding baby changing stations to all bathrooms at the parks.

The Commission is going to start reviewing the Lakeside Park plans and create a list of recommendation for Town Council to consider as part of the creation of the park. The Commission started a list of possible amenities for Lakeside Park. The Commission would like to have Lakeside Park as an accessible park for everyone.

The Commission discussed Heritage Park and the amenities that will be available.

At the May special meeting, Culpeper County Parks and Recreation led the Commission on a tour of the new pool site.

The Commission discussed updating the Comprehensive Plan pertaining to Parks and Recreation.

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

Major Events: Major events were reviewed and approved such as Healthy Culpeper, Culpeper County Democratic Committee, Living the Dream Foundation, Bishop's Event 5K, Torch Run 5K, Upper Room Youth Group, Third Space, Abundant Life Worship Center, Pearl Sample Elementary School, Museum of Culpeper History and Novum Baptist Church.

Commission Member Updates:

Ms. Steele was elected as Chairman, Mr. David Duey was elected Vice Chair and Town Staff was elected to serve as Secretary.

Architectural Review Board

Certificates of Finding:

Case: COF-4883-2024: The Board approved a request by Onnicha Wimer for approval to install three window signs with colors deviating from the current approved Historic District Color Chart at 162 East Davis Street.

Case: COF-4947-2024: The Board approved a request by LEAP Partnership for approval of the replacement of the existing door at 138 North Main Street, Suite 101.

Case: COF-4882-2024: The Board approved, with conditions, a request by Map Ventures, LLC for approval of the extension and reinstallation of a hood system located on the rear and roof of structure, the relocation of electrical equipment from the front to the rear of the structure, installation of exterior cameras and lights on the side and rear of the structure, and the removal of awnings previously located on the side of the structure at 302 East Davis Street.

Case: COF-4948-2024: The Board approved, with conditions, a request by Culpeper County for approval of the replacement of 9 exterior doors, the addition of security film to the interior face of 7 ground floor windows, and the installation of interior ballistic panels to 3 ground floor windows at 135 West Cameron Street. The subject property is located at 135 West Cameron Street. The property is more particularly described as Tax Parcel 41A2-1-V-1, West Fairfax Magisterial District.

Case COF-4791-2024 & COF-4884-2024: The Board considered a request by Myron Buchele for approval of the previously completed removal of two chimneys and replacement of the roof at 206 East Spencer Street. The Board approved the roof replacement and denied the removal of one chimney.

Case COF-4885-2024: At the August meeting, the Board considered a request by Robert M. Ryan for approval to demolish the existing structures on the property located at 102 & 106 North West Street. The Board voted to defer action until the next meeting upon receiving further information. At the September meeting, the Board approved the request with the condition that the lot be cleared of all debris and left with a clean appearance.

Case COF-5035-2024: The Board approved a request by Michael Lysczek Architect, on behalf of the owners, Charm Thai Incorporated, for approval of previously installed exterior light fixtures at 202 East Davis Street.

Case: COF-5052-2024: The Board approved a request by Gohn Real Estate, LLC for approval to install a kitchen hood exhaust fan and make-up air unit at 301 South East Street.

Case: COF-5088-2024: The Board approved a request by Gohn Real Estate, LLC for approval to enclose the existing porch at 301 South East Street.

Case: COF-5060-2024: The Board approved a request by Phase Deux, LLC for approval of the installation of new windowsills on 4-second story windows at 147 West Davis Street.

Case: COF-5109-2024: The Board approved a request by Saint Stephens Episcopal Church for approval to replace the existing roof at 115 North East Street with the condition that the ridge be crimped rather than capped.

Case: COF-5114-2024: The Board approved a request by the Town of Culpeper for approval to install a mural on an existing utility equipment box.

Case: COF-5177-2024: The Board approved a request by Adam Forster, on behalf of the owners, Nina & Colby May, to replace the metal porch roof and to paint the remaining roof, siding, and trim of the building located at 302 North East Street.

Case: COF-5180-2024: The Board approved a request by the Culpeper Parking Authority to replace portions of the brick on the retaining wall located at 105 East Cameron Street.

Case: COF-5261-2024: The Board approved, with conditions, a request by Michael Lysczek, on behalf of the owner, Charm Thai Inc., to replace a wood double door with a fiberglass door at the North East Street entrance of 202 East Davis Street.

Case: COF-5264-2024: The Board approved a request by Eric Fulton, on behalf of the owners, John H. Jenkins et al, to replace an 8-foot section of windowsill on the front façade at 105 East Davis Street.

Case: COF-5268-2024: The Board approved a request by the Town of Culpeper to change the color of the roof of the restroom structure and pedestrian bridge tower at 111 South Commerce Street.

Case: COF-5350-2025: The Board approved a request by Taft Construction, on behalf of the owner, H D & T LLC, to remove the existing flanking bay window and replace it with a wooden door with glass a window at the 125 East Davis Street.

Case: COF-5378-2025: The Board approved, with conditions, a request by Kathrine Eddy, on behalf of the owner, John Bennett, to replace six windows at 206 North East Street.

Case: COF-5379-2025: The Board approved a request by Melody Petro, on behalf of the owner, MAP Ventures, LLC, install signage with colors deviating from the approved Historic District Color Chart at 302 East Davis Street.

Case: COF-5479-2025: At the March meeting, the Board deferred action on a request by Dex Sanders, on behalf of the owner, Culpeper County Board of Supervisors, for approval of the primary Courthouse door replacement at 135 West Cameron Street. At the April meeting, the Board approved the request.

Case: COF-5682-2025: At the May meeting, the Board deferred action on a request by Eric Fulton, on behalf of the owner, Masonic Lodge, to the garage door at 107 South East Street. At the June meeting, the Board approved the request, with conditions.

Case: COF-5684-2025: The Board approved, with conditions, a Request by Dos Allen, on behalf of the owner, State of Culpeper, LLC, for the construction of a 12 foot wide wooden fence at 115 East Locust Street.

Case: COF-5684-2025: The Board denied a request by Kevin L. Ayers, owner, to the replace an awning at 200 North Main Street.

Topics of Discussion:

Board Training (self-guided): Staff led the Board through the trainings entitled “Assessing Economic Hardship Claims” and “Establishing a Demo by Neglect Ordinance”. The Board held discussion regarding the training.

Maintenance of Commercial Buildings: The Board had a discussion with Jessica Jenkins of Culpeper Renaissance Inc. regarding the maintenance of commercial buildings downtown.

The Board held a discussion with discussion with J. Robert Yeaman, III regarding the condition of the building located at 134 and 138 West Culpeper Street.

The Board discussed the Historic District Flyers and authorized staff to send the flyers to owners of property within the historic district.

The Board discussed demolition by neglect ordinances, demolition applications, historic district design guidelines, reporting, potential workshops, and a presentation to Town Council.

The Board voted to amend Article III, Section 1, Regular Meetings, of the ARB Bylaws.

Unified Development Ordinance: Staff presented information regarding the draft design requirements and other regulations of the Unified Development Ordinance related to the Board

CLG Annual Report: The Board reviewed the Annual Report on the Board's activities to be sent to DHR as a requirement of the Town's Certified Local Government designation.

Virginia Landmark Register Report: The Board held a discussion regarding the process of acceptance of properties into the Virginia Landmark Register.

Historic District Guidelines: At the March meeting, the Board held a discussion regarding the possibility of creating new Historic District Guidelines by applying for a CLG Grant. At the April meeting, the Board adopted a resolution of support for a CLG Grant application for new Historic District Guidelines.

Town Council Liaison Voting Powers Ordinance Amendment: The Board held discussion regarding a potential ordinance amendment to allow the non-voting Town Council member of the Board vote on cases where a quorum is not otherwise present. The Board decided to not make a recommendation that Town Council initiate an amendment.

210 East Spencer Street: The Board held discussion with Leonard Peter Jr. regarding the potential of an accessory dwelling unit at 210 East Spencer Street.

Board Member Updates:

The Board elected Andrew Gutowski to serve as Chair and Chris Hamilton to serve as Vice-Chair of the Board. The Board elected Town Staff to serve as Secretary.

Public Transportation Board

Topics of Discussion:

Ridership: Continues to increase month over month.

Express Route: The route continues to see an increase in ridership each month.

Touch-A-Trolley 2024: At the July meeting following the event, the Board voted on the winning artwork. The winner was presented at an awards ceremony in August.

Touch-A-Trolley 2025: At the March meeting, the Board discussed the June date for the event as well as ways to improve it.

Signs and Sign Posts: The Board discussed the installation and maintenance of route signage and sign posts. Updates were provided on the progress at each meeting.

The Board voted unanimously to recommend approval to Culpeper County Board of Supervisors a recommendation to expand the County Services to the Stevensburg and Brandy Station area. Virginia Regional Transit will submit the request to the Commonwealth Transportation Board in December.

The Town GIS demonstrated an online Web Map before that Virginia Regional Transit can use to help with routing of the transit system.

Staff provided a presentation on the recently approved and currently under review residential developments in the Town and County.

The Board discussed the various right-of-way projects occurring around Town and how it has affected the routes.

New Hub Site at Heritage Park: The Board discussed the proposed location

The Board continues to discuss rider needs and how to best serve the community.

Board Member Updates:

The Board voted Amy Frazier as Chair and Alan Anstine as Vice-Chair.

Long-Range/Special Projects

SMART Scale Projects

The Town is submitted four 100% grant funded safety improvement projects in the FY26 cycle. These are: a Shared Use Path along US Business 29/15; a Roundabout at the US Business 29/15 and Walmart Commercial Entrance Intersection; a Roundabout at the US Business 29/15 and Ira Hoffman Lane Intersection; and a Roundabout at the Germanna Highway/Madison Road/Main Street Intersection. The commonwealth Transportation Board awarded funding in the amount of \$20,941,406.

Transportation Alternatives Sidewalk Projects

VDOT did award the Town funding for an extension of the sidewalk on N. Blue Ridge Ave from the intersection with W. Culpeper St to the entrance of Yowell Meadow Park. Staff was preparing

an application in FY 24 for additional funding for the second phase of the project from the park entrance to Route 522, however ended up withdrawing the application and cancelling the first phase award. This occurred as the Town was able to construct the sidewalk improvements for less than the local share if the projects were constructed through the VDOT grant funded process.

Federal Highway Administration Safe Street and Roads For All

In FY23, the Town was awarded an Action Plan Grant for \$160,000 to develop a Vision Zero Plan to examine the Town's transportation infrastructure and identify necessary improvements with the goal of zero transportation related fatalities. This plan was developed in FY24 and was recommended for approval by the Planning Commission at their June 2024 meeting following a public hearing, and adopted by the Town Council at their July 2024 meeting.

Zoning and Subdivision Ordinance Overhaul

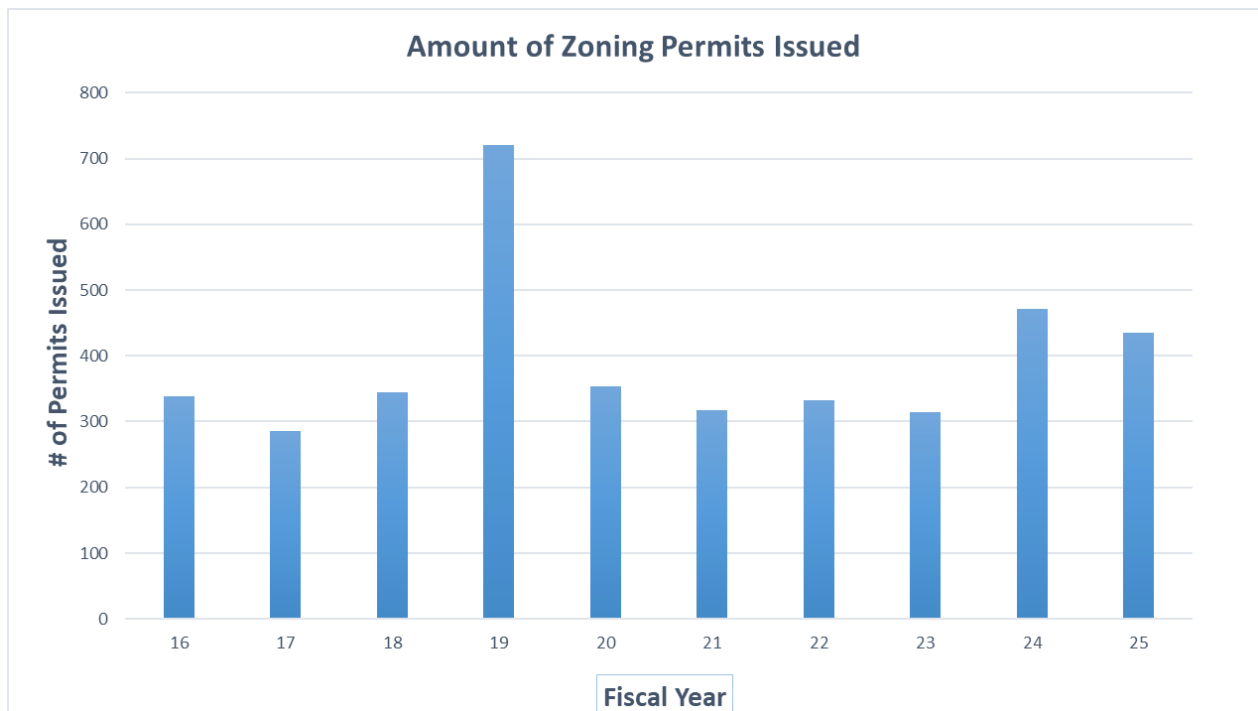
Staff worked with Duncan Associates and Codametrics on an overhaul to the Zoning and Subdivision Ordinance. An Advisory Committee was selected by Town Council to lead the overhaul effort and provide guidance to Town staff and the consultant team. Staff worked to take the initial work of the consultant and tailor it specifically to Culpeper. Additionally, staff worked to incorporate recommendations made by the Town Attorney following a legal review into the update.

A complete draft of the proposed Unified Development Ordinance was shared with the public in January 2025 and staff has been working with the public, Planning Commission and Town Council since that point to refine and improve the draft language and map. The UDO is anticipated to be up for adoption in early FY26.

Permitting

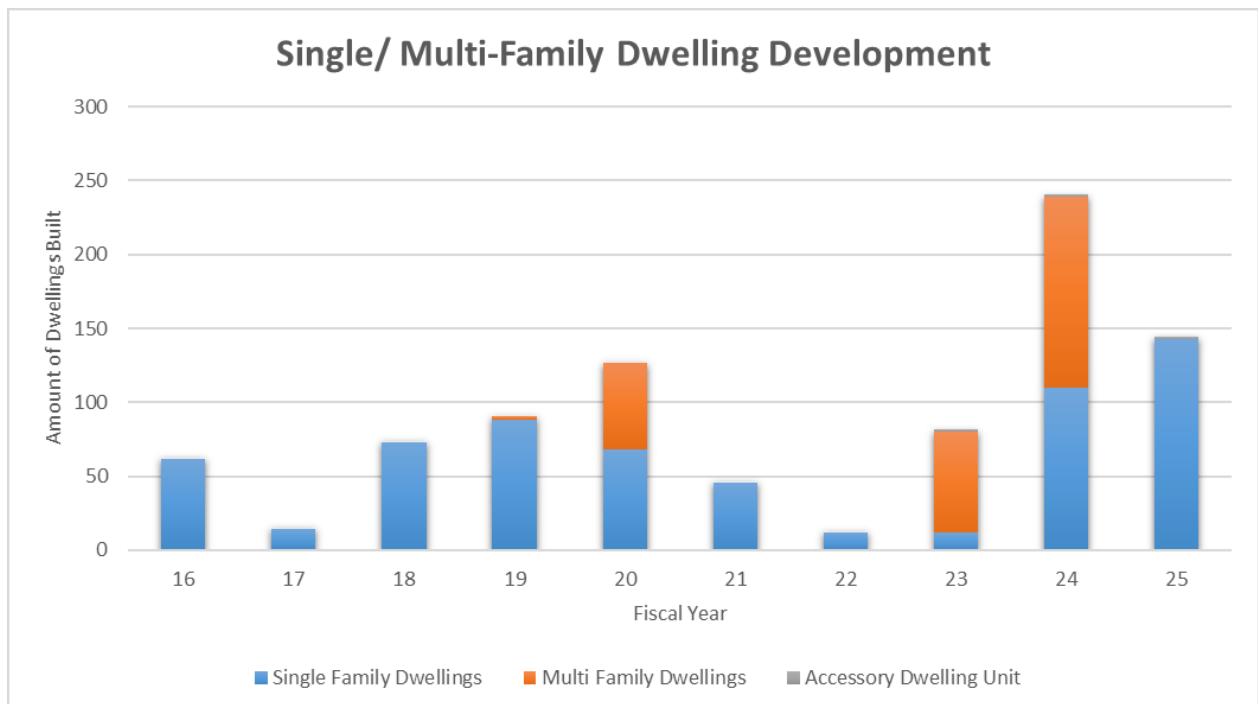
Zoning Permits

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 435 zoning permits were issued in FY25 which was down slightly from FY24, but still significantly higher than the other post-Covid 19 years.



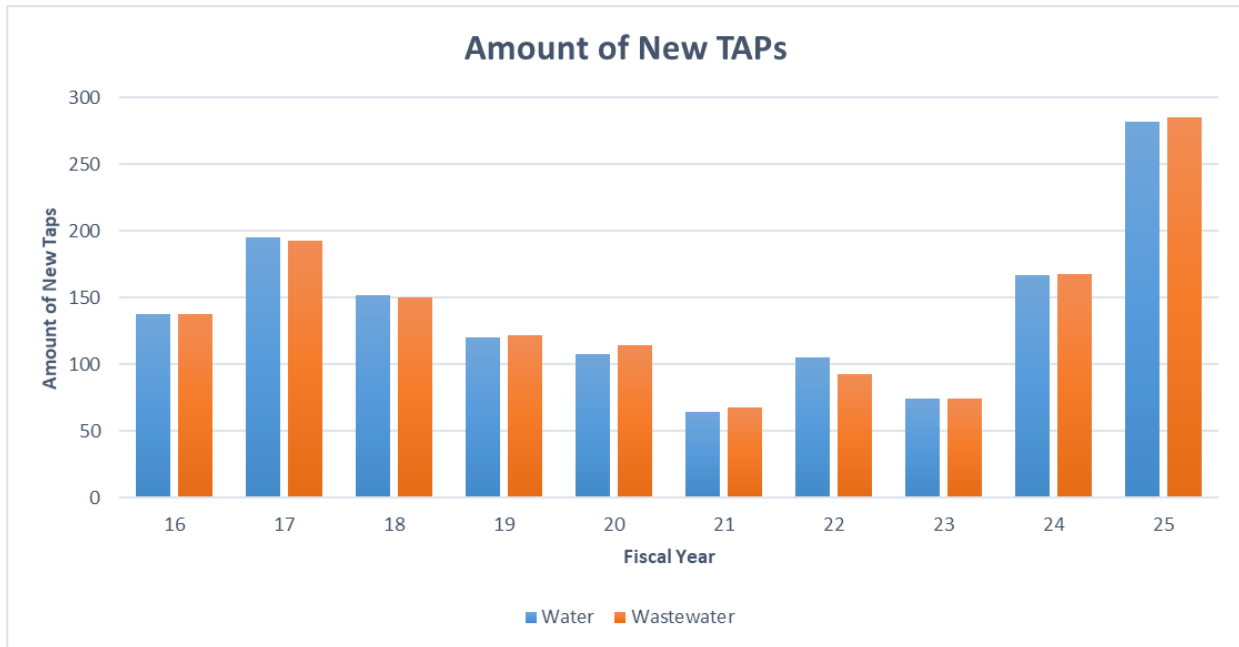
Single and Multi-Family Dwelling Development

143 new single-family homes were reviewed and processed by the department, and 1 new accessory dwelling unit was reviewed and processed by the Town in FY25. The number of new single-family homes in the Town was the highest number since 2006 and represented a 30% increase over FY24. The overall number decreased from FY24 as that number was inflated by the inclusion of all of the Parkside and Lightfoot Apartment units.



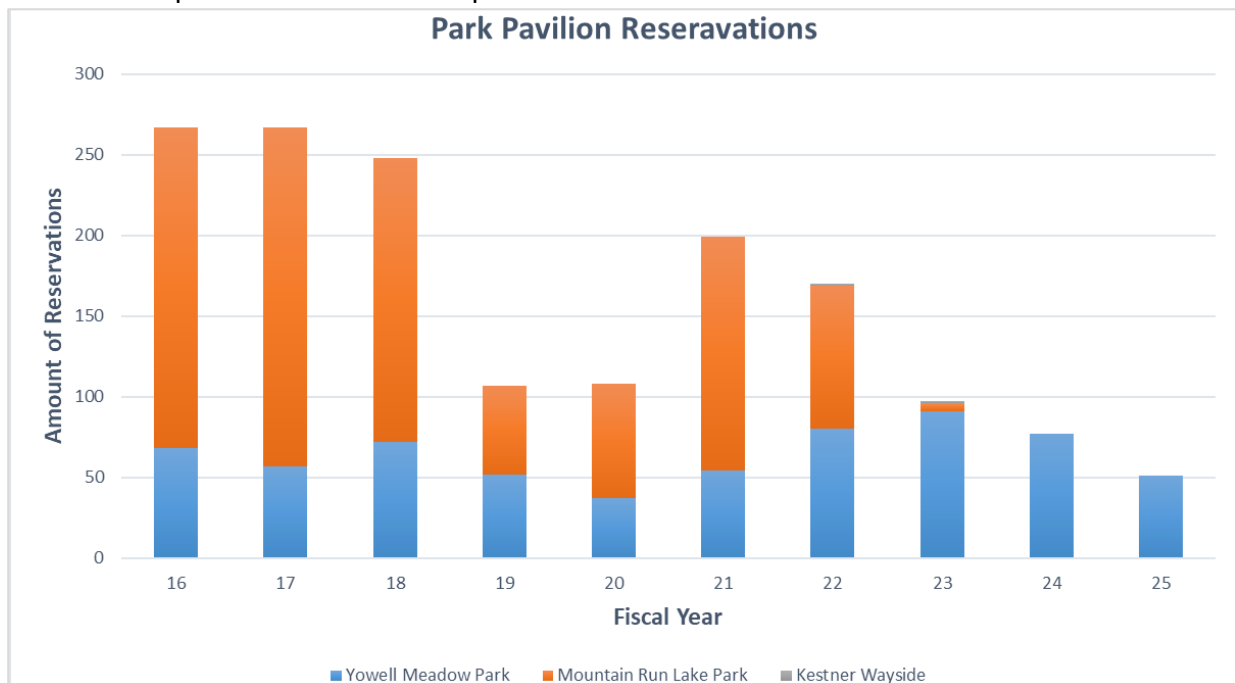
Tap Privilege Fee Assessment Policy

The number of overall taps purchased increased in FY24 by 126%, and then again by 69% in FY25. The total number of taps issued in FY25 was 282 water and 285 wastewater.



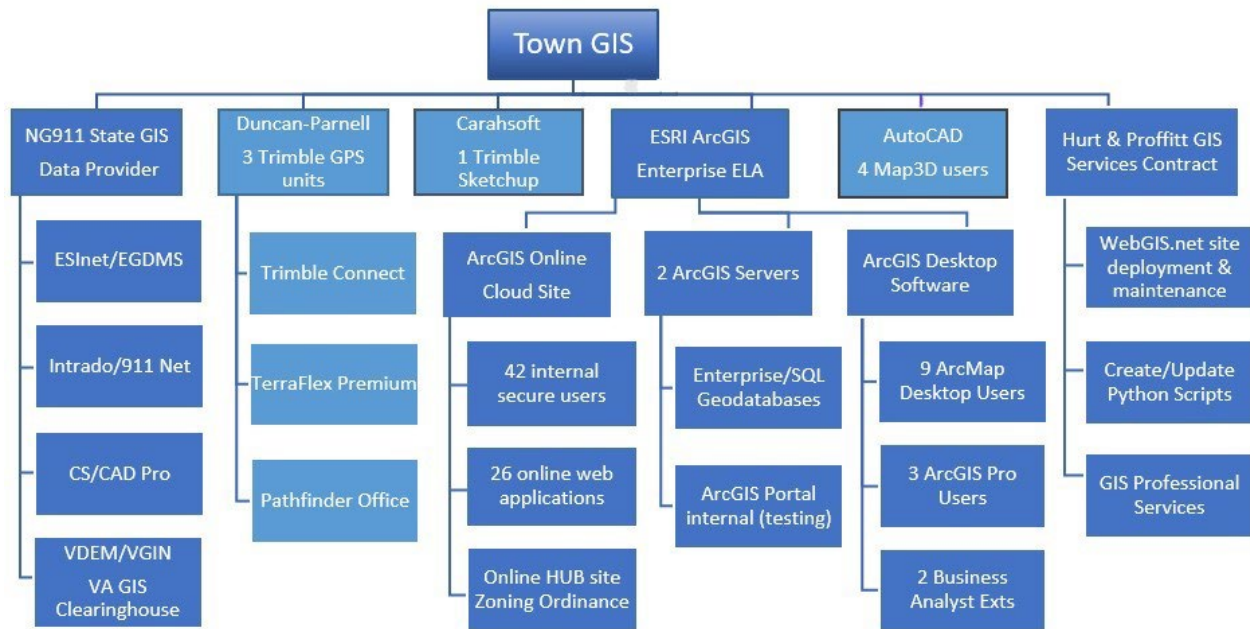
Park Pavilion Reservations

The department issued 51 pavilion reservations for Yowell Meadow Park during FY25. Usage of the pavilions in Yowell Meadow Park has trended down the past two years. The ownership of Mountain Run Lake Park and its multiple pavilions was transferred to Culpeper County in November 2021, therefore a decrease in usage is noted after that point. There continues to be numerous requests for rental of the pavilion at Rockwater Park.



GEOGRAPHIC INFORMATION SYSTEMS (GIS)

The GIS division of Planning & Community Development currently consists of three full-time staff positions: a GIS Coordinator (Supervisor), a GIS Analyst II, and a GIS Technician. The Town GIS team provides Town geographic location and mapping services for all internal departments, as well as County and other outside agencies, as needed, giving priority to NG911-addressing & emergency services, utility dataset maintenance, and planning & economic development.



GIS supports 9 ArcGIS desktop software users with 3 ArcGIS Pro power users, 42 secure ArcGIS Online (AGOL) internal users with unlimited viewers for 26 online web map applications, 2 Business Analyst web extensions, and 2 ArcGIS Servers, including an internal Portal site that is still in the development phase, under our ESRI Small Government Enterprise License Agreement. GIS also manages the Autodesk annual software subscriptions for 4 standalone users of AutoCAD Map 3D; shared users of 3 Trimble GPS handheld hardware units with 3 different data collection and correction software options; and 1 Trimble 3D Sketchup subscription. The Town GIS Coordinator also manages our external WebGIS hosting & maintenance and GIS professional services contracts with Hurt & Proffitt.

Town GIS serves the public by providing location information for 9-1-1 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 online WebGIS mapping site and additional ArcGIS Online (AGOL) map resources. The GIS team provides data and map products to all Town departments, as well as outside agencies, as requested. This year's focus was on the continuing development and deployment of a new Town WebGIS site, as well as updating proposed zoning change maps and maintaining the UDO Zoning Hub site, along with other interactive web applications on the Town's ArcGIS Online mapping resources web page.

GIS FY24-25 PROJECT HIGHLIGHTS AND UPDATES

- **Town GIS Data updates:** Over 515 base mapping features were added/edited in the Town GIS system this fiscal year. All scheduled monthly updates were completed to share our data with the Town's public WebGIS Mapping site, County Assessor & EMS secure systems including all scheduled Town GIS data uploads to the State ESInet NG911 call routing system and maintenance of street address range (MSAG) data through Intrado's 911Net secure portal; Bi-annual locality GIS layer updates to VGIN/VDEM were also completed for inclusion in the Virginia GIS Clearinghouse web portal for downloads to major GIS data consumers; State VGIN Imagery Server changes required a re-sourcing of all associated base maps in Town GIS map documents and online GIS imagery layers to the new rest services url location.
- **NG9-1-1:** Town GIS Coordinator assisted Culpeper County PSAP Director with VDEM/VGIN Enterprise GIS Software grant applications for FY26 and reimbursement forms for FY25 were submitted for the maximum allowable (3K) expense for one seat of ESRI software, which Culpeper County EOC sends to Town IT to put towards our enterprise license agreement expense; CAD Pro upgraded dispatch software went Live in May 2025 with GIS data primarily being used for call-routing; Town GIS is still coordinating with the County on defining workflows for future updates those GIS layers in Central Square's new system.
- **Town Police:** PD Sectors and Roads aerial wall maps were printed for Patrol; Proposed trail markers overlaid on aerial maps of Rockwater & Yowell Meadow Parks were shared to assist with determining locations for the emergency call boxes project; the Wreaths Across America event map was revised with parking & road closures for traffic control.
- **Utilities:** GPS-collected location coordinates for new utility meters imported into Aclara's inventory records; updated Water Sewer Service Area map layers to reflect county-adopted expansion areas; Calculated snow routes mileage by priority status, Environmental Services water feature inventory count, and Electric primary lines linear feet for utility department reporting; exported selected building records by date for Copper/Lead Abatement program; Created new aerial maps for Light & Power permit attachments.
- **IT:** Town GIS Coordinator worked with IT to upgrade ArcGIS Server resources including applying necessary software patches and updating the GIS Annotation (map text) enterprise geodatabase to enable editing capability in ESRI's new software platform, ArcGIS Pro. GIS power user workflows were also modified to use the new software and legacy ArcMap documents continue to be migrated into ArcGIS Pro projects, as they need updates. Additional ArcGIS Online secure users were added for new employees & field crewmembers. All Town AutoCAD licenses were upgraded to ACAD Map 3D version 2024.
- **Economic Development:** Town GIS continues to provide deliverables as requested, such as Culpeper Technology Campus and other proposed development site map updates including analysis for Data Center distances to public spaces and Water Tower Viewsheds by height.

- **Planning & Zoning:** The GIS team continues new address & parcel number assignments; major subdivision plat reviews as part of the Technical Review Committee; requests for GIS data; Culpeper 2030 & Tax Map updates; and deed/plat research as needed.
 - Zoning Overhaul HUB website was updated with revised UDO and map documents to include notes regarding reference overlay districts and conditional use index; Site QR code and tiny url links were generated for the public notification postcards; Owner mailing list was generated from current GIS/Assessor join data for UDO notifications; Large current & proposed zoning maps were printed to display in the PCD office and for outreach meetings; Public comments from the HUB site survey continue to be tracked and provided to Town Planners for reply; Zoning Change Request Comparison Maps were created for Planning Commission meeting determinations.
- **ArcGIS Online:** public and internal web maps and applications were created & updated, as detailed below. **Town of Culpeper AGOL Site Home Page:* <http://culpeperva.maps.arcgis.com>
 - **Experience Builder app updates:** Re-developed and added functionality to multiple web applications using ArcGIS Online's new Experience Builder software interface.
 - **Fairview Cemetery:** Fisherman section lots and gravestones were mapped and added to the [Fairview Cemetery Grave Search](#) app; this web application is now being updated with new burials and available lots primarily by the Town Clerk's office staff.
 - **Field Maps for Utilities:** Created & updated secure web mapping applications to allow for internal GIS & utility field staff to view & edit map features from mobile devices.
 - **Public Art:** The Town GIS Analyst teamed up with Tourism staff to develop a new web app for the [Public Art in Culpeper Walking Tour](#) shared in the online Visitor's guide.
 - **Trolley App:** New Express route stops were added & shared to TransLoc contractor for VRT Live Shuttle Tracker website; a pending & proposed developments layer was also added to the trolley admin maps for Public Transportation Board planning purposes.
 - **4th of July Mobile App:** Updated the mobile web app accessible via QR Code on smartphones with the 2025 event area maps and icons per festival committee changes; created new location planning maps of Heritage Park for Public Works event site crews and a Rockwater Park map of launch site for new fireworks vendor.
- **WebGIS resources:** Public roll-out of new online WebGIS Mapping site began 8/1/2024 with Town website links being switched to the new Hurt & Proffitt hosted WebGIS.net. A new Quick Guide help document was created and shared online and at public outreach demos

throughout the summer & fall. The old Sitevision OnlineGIS site was not inactivated until 9/30/2024 to allow a crossover period for notification & user training on the new site.

- **Building renovations:** Planning & Community Development department completed the move to new office space in Fall 2024 – Town GIS Coordinator assisted Building & Grounds crews and contractors by editing the 3rd floor office layouts in AutoCAD and providing revised Fire Escape plan layouts for all floors of Town Hall to the Safety Committee.
- **Outreach:** The Town GIS team invited County GIS staff to join them in hosting a Culpeper GIS “Open House” event held at the Public Library on annual World GIS Day in November 2024 where many local mapping & web app exhibits were displayed allowing hands-on training for citizens – event details & photos were linked on the Town website’s [Mapping & GIS page](#).
- **Personnel:**
 - The Town GIS team participated in the annual Virginia GIS Conference (VAMLIS GeoCon2024) in Williamsburg during early November as both presentation speakers for local government web applications and attendees for additional training & networking.
 - The GIS Technician position was vacant for much of the year after the previous employee resigned and the re-hiring process was delayed to complete GIS system upgrades and office space renovation & re-organization.
 - The Town GIS Coordinator, Autumn Fitch, was appointed by the Governor to the [VGIN Advisory Board](#), under the Public Safety & Homeland Security division, to fill a spot as one of the two GIS directors or managers from county, city, town or regional governments in the Commonwealth; the [official media announcement](#) was shared by the Secretary of the Commonwealth on December 6th, 2024.

POLICE

INTRODUCTION

The Culpeper Police Department is committed to providing public safety for all citizens who live, work, and play in Culpeper. Staffed by 49 sworn officers and 8 civilian employees, the Department is organized into 3 divisions: Office of the Chief, Operations, and Support.

The Department saw an overall decrease of 7% in Group A offenses in 2024 when compared to 2023 and a decrease of 12% in violent crime in that same timeframe.

The Department has been internationally accredited by the Commission on Accreditation for Law Enforcement (CALEA) since 2005.

For the Culpeper Police Department's full report, please see Appendix A.

PUBLIC WORKS

INTRODUCTION

The Public Works Department has fifty-one full-time employees 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 Safe Personnel and Managed Security Awareness training completed by staff as required.
- Two employees attended the VDOP 2024 LAP Conference in Roanoke.
- One employee attended and completed the VDOT Work Zone Safety class.
- Two employees attended the Roadway Management Conference in Delaware.
- Nine employees successfully completed First Aid/CPR training.
- Two employees completed the Practical Construction Math course.
- One employee attended the VDOT Soils and Aggregate class.
- One employee successfully completed Virginia Class A CDL Training and testing to obtain licensure.



STREETS

- Completed milling and paving operations to include E. Piedmont Street and Old Rixeyville Road corridors.

- Worked with VDOT in milling and paving Orange Road with VDOT's Primary Extension Program funding.
- Supported VDOT in initiating construction of the State Route 3/Germanna Highway roundabout with VDOT's SmartScale program funding.
- Supported Light & Power in installing new street lighting on James Madison Highway corridor to improve pedestrian safety.
- Coordinated the construction of a new R-Cut at the intersection of James Madison Highway and Nalles Mill Road with developer funds proffered from the Shea Homes development on Nalles Mill Road.
- Regraded sediment-filled ditches, cleaned and repaired catch basins, parking lot washouts and culverts.
- Performed asphalt patches for various water and sewer repairs and roadway failures.
- Maintained banners, flags, wreaths and planters throughout town.
- Installed/removed parklets as needed on E. Davis and E. Cameron.
- Maintained bridges and washed bridge decks as needed.
- Removed debris and low hanging limbs over roadways after inclement weather events.
- Maintained landscaping in medians and right-of-ways.
- Cleaned roadways for restriping in various areas and parking lots.



SPECIAL PROJECTS

- Heritage Park, pedestrian bridge and municipal parking lot project:
 - Cleaned and maintained site; preformed site erosion repairs and DEQ inspections as required.

- Continued to oversee progress of bridge, towers, parking lot and Heritage Park area.
- Continue development of Town of Culpeper well sites.
- Collected data for the Lead and Copper Service Line Inventory for completion and submittal to ensure compliance with federal and state standards.
- Completed Blue Ridge Ave. on street parking and sidewalk project affronting Yowell Meadow Park.

ENGINEERING

- Performed inspections on asphalt milling and paving operations, pavement markings, storm water structures, curb, gutter, sidewalks, roadways and entrance ramps throughout Town and several new developments.
- Reviewed plans for the construction of current and future projects.
- Pre-con meetings preformed with Public Works personnel, contractors and various Town of Culpeper Departments to review plans, project changes and communicate site needs and requirements.

SNOW & ICE

- Conducted annual “Snow School” training on the proper techniques used during snow and ice events for all operators.
- Reworked sand and salt inventory and cleaned storage facility on Industry Drive.
- Cleaned and maintained snow removal equipment in preparation of an event.
- Public Works prepared and implemented hazardous weather policy and procedures during weather events and applied salt and abrasives for trafficability.

CEMETERY

- Internment services provided as well as normal maintenance and landscaping operations.
- Performed the annual fall and spring cleanup of all non-permanent decorations and items prohibited by Town Code.
- Removed numerous trees, cut, and removed low hanging limbs throughout the cemetery to facilitate mowing operations. Removed tree limbs, weeds and vines from cemetery wall.
- Graded roads and installed new gravel on cemetery roadways.

MOTOR POOL

- Performed the necessary service and repair work on all vehicles and equipment within the Town fleet.
- Performed state inspections on all licensed vehicles.
- Cleaned, organized, and maintained inventory of the motor pool shop.
- Assisted with fleet replacement and prepared decommissioned Town vehicles for surplus auction sale.
- Completed seasonal inspections and repairs to vehicles and equipment.

TRAFFIC ENGINEERING

- Repaired and/or replaced numerous signs, posts, delineators and barricade boards from accident damage, wear and reflectivity issues.
- Installed new signs, stop bars and traffic controls in various locations.
- Removed vegetation from signs and right of ways as needed to improve line of sight.



SANITATION

- Completed weekly residential and commercial refuse collection.
- Collected Christmas trees in January and chipped for use as mulch.
- Collected leaves throughout town and converted to compost.
- Purchased additional trash receptacles, liners and tops with DEQ Litter Control Grant funding. Received shipment of additional 95-gallon trash carts, tops and wheels.
- Entered, processed and completed work orders in Munis for trash cart purchases, deliveries and repairs.



GENERAL PROPERTIES

- Conducted routine maintenance and repairs of all TOC properties and facilities.
- Assisted contractor with backflow inspections.
- Cleaned and painted exterior of Public Works shop.
- Completed renovations of 3rd floor of the Town Hall.

PARKS & RECREATION

- Inspected playground equipment at Rockwater Park, Yowell Meadow Park and Wine Street Park. Ordered replacement parts and made necessary repairs.
- Ensured daily refuse collection and cleaning of park bathrooms.
- Conducted repairs of park facilities as necessary.
- Maintained and repaired sports fields as needed.
- Removed graffiti from Mountain Run Lake dam site and Yowell Meadow Park Skate Park.
- Routinely cleaned the Rock Water Park splash pad for safety and hygiene of all users.
- Maintained landscaping and planter beds, removed low hanging limbs, trimmed bushes and removed fallen trees in parks.



MISCELLANEOUS

- Provided traffic control materials for the following events: First Friday, Halloween festivities, Christmas tree lighting, Culpeper Christmas parade, Culpeper VFD parade, Culpeper Air Fest, and local high school graduations.
- Provided traffic control and trash carts for the Soap Box Derby and St. Patty's event.
- Provided traffic control materials, trash carts and mobile stage for Culpeper Renaissance "Third Thursday" events, Hop N Hog, Gnarly Culpeper Block Party & Brew Fest and July 4th festivities.
- Provided mobile stage and traffic control materials for Culpeper Fest.
- Moved boxes from storage to the Brandy Volunteer Fire Department for the Christmas Basket Program.



TOWN TREASURER / FINANCE

INTRODUCTION

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

PROJECTS, OPERATIONS AND BUDGET

The annual financial audit and preparation of the Town's FY24 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 any new audit comments from the most recent audit have been reviewed and addressed either during or subsequent to the completion of the audit.

The Town has been awarded the Government Finance Officers Association Award for Excellence in Financial Reporting for the FY24 Annual Comprehensive Financial Report. This marks the 21st consecutive year the Town has been recognized with this award, indicating our continuing commitment to transparency, full disclosure, and clear financial analysis.

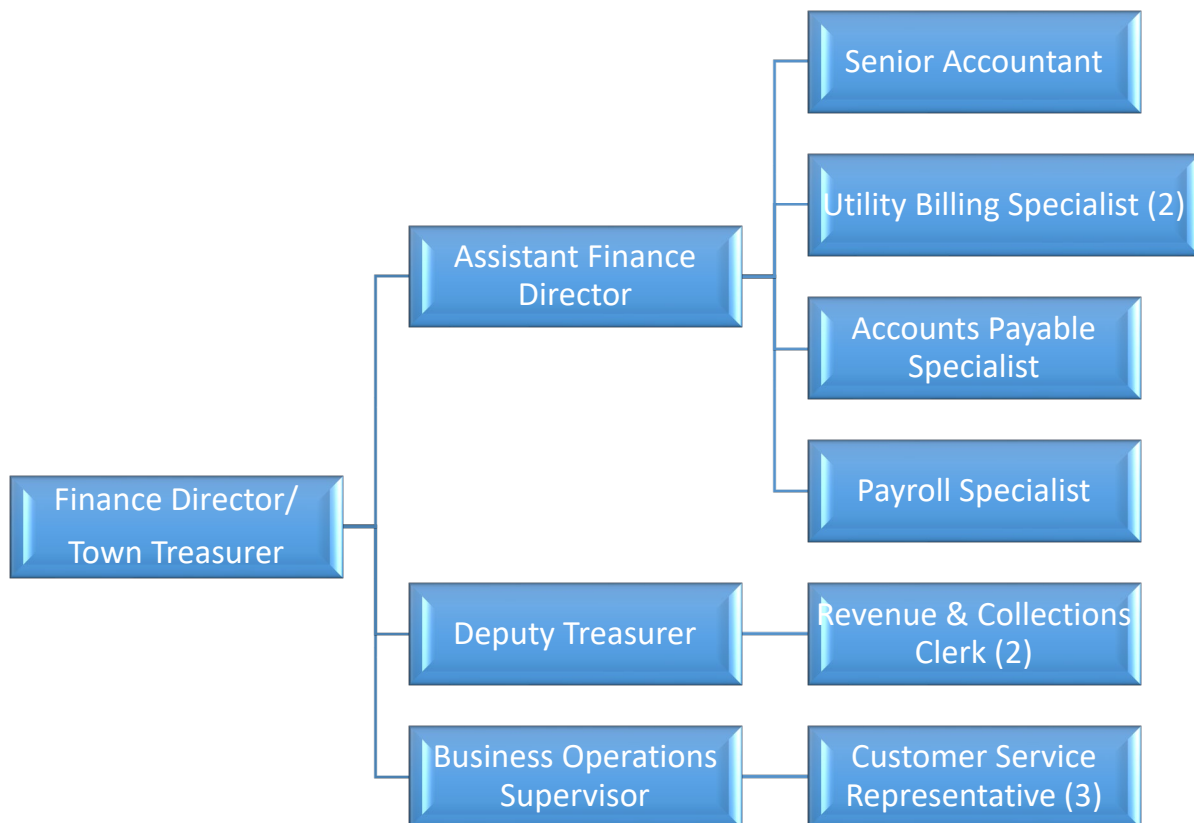
The Town received direct Federal ARPA funding in response to the COVID-19 pandemic totaling \$19,581,052 in 2021 and 2022, in addition to other grant funding related to ARPA through various Federal and State agencies. Funds were utilized as allowed under the US Treasury ARPA regulations to support continuity of Town operations and offset revenue losses incurred by the Town, or to provide support to local community programs. As of December 31, 2024, all funds were spent in compliance with US Treasury requirements, and a closeout report will be filed with US Treasury once the WPCF improvements are completed during FY26.

Town funds are invested in a manner which prioritizes security of funds while providing market rate returns. Investment yields and returns in FY25 were slightly higher than the prior year, as lower yielding maturities are re-invested at now higher market rates, even though the Federal Reserve has reduced rates during the past year from prior pandemic period highs. Investment income from all funds in FY25 was approx. \$1.74 million, which represents a 2.5% increase from the prior year. Overall, the Town cash and investment portfolio remains essentially unchanged with a nominal increase from \$61.0 million at June 30, 2024 to \$61.2 million at June 30, 2025.

The Town Treasurer/Finance department had an operating budget of \$1,908,254 and total spending of \$1,770,028 (before year end audit accruals). The primary items related to the department budget surplus were payroll, due to temporary staffing vacancies during the year, and collection fees, as we are still experiencing less reliance on DMV stops for collections than anticipated as we continue to place emphasis on other collection methods.

STAFFING

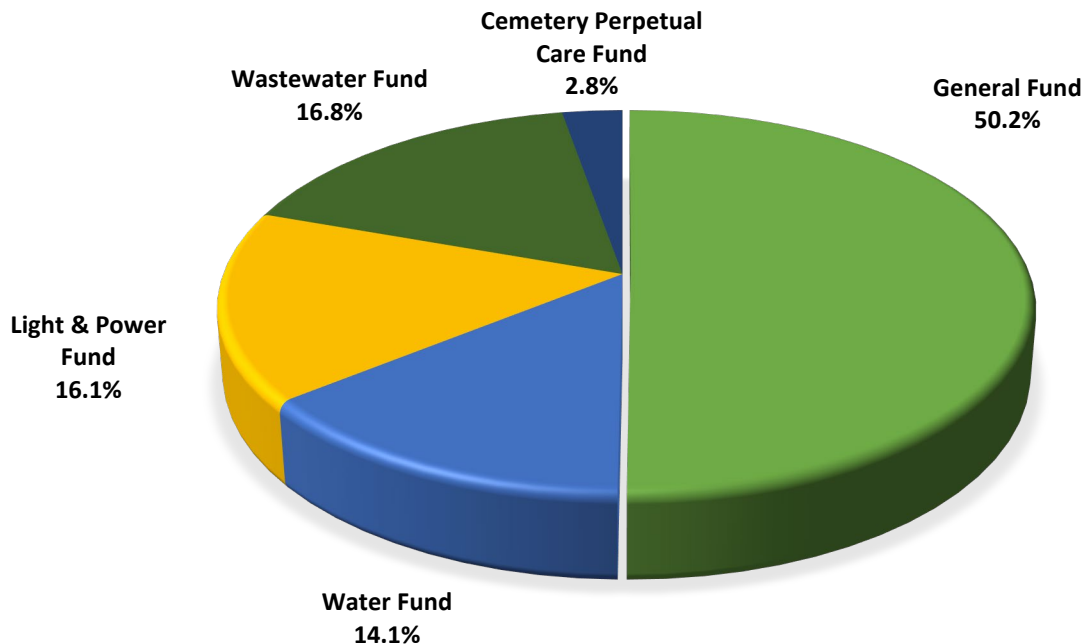
The Treasurer/Finance department saw staffing turnover during the year as a result of two retirements and two resignations, filling each of the vacant positions with external hires. Training, development and certification continues to be emphasized for all staff. Currently, multiple staff members are 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. Completion of these certificate programs demonstrates competency in the areas of customer service, collections, accounting, budgeting, cash management, debt administration, internal controls, Virginia law, and other topics pertinent to state and local government finance. Currently there are 3 staff who have completed the TAV certification, and the Finance Director/Treasurer has completed the VGFOA certificate program, and now serves as a course instructor and also serves on the Executive Board of the VGFOA. The Finance Director/Treasurer also serves on the Board of Trustees of the VML/VACo Virginia Investment Pool (VIP), of which the Town is a member participant of the program. As of June 30, 2025, the VIP has over \$3 billion of funds invested by Virginia localities.



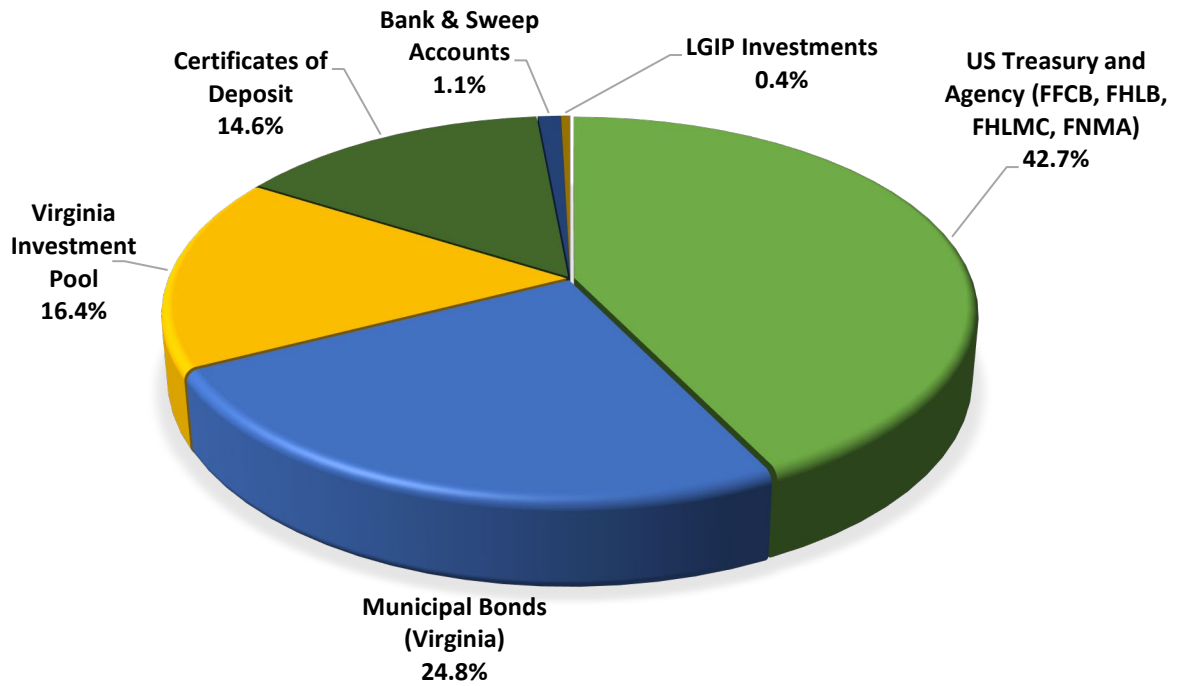
FY2025 Treasurer's Office Operating Metrics And Selected Town Financial Data

<u>DESCRIPTION</u>	<u>NUMBER</u>	<u>VALUE</u>
Treasurer's Office Payment Transactions Received and Processed	149,846	\$60,057,565
Vendor Disbursements Processed:		
EFT	2,131	
Check	1,902	
Wire	376	
Total	4,409	\$ 55,629,576
Payroll Payments Processed	5,373	\$ 15,164,995
Utility Bills Processed:		
Water	95,676	\$ 4,285,716
Sewer	90,874	\$ 5,240,528
Electric	84,823	\$ 14,138,971
Total	109,424	\$ 23,665,215
Utility Account Service Orders	9,963	N/A
New Utility Account Applications	1,186	N/A

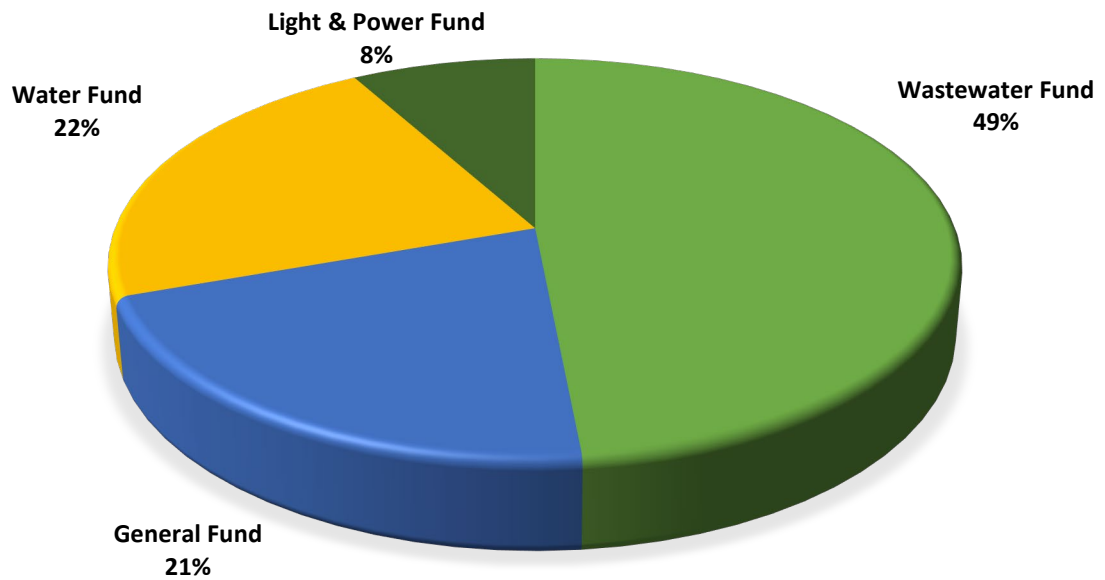
CASH AND INVESTMENTS BALANCES BY FUND JUNE 30, 2025 (UNAUDITED) \$61,207,258



**CASH AND INVESTMENTS BALANCES BY TYPE
JUNE 30, 2025 (UNAUDITED) \$61,207,258**



**OUTSTANDING DEBT PRINCIPAL BALANCES BY FUND
JUNE 30, 2025 (UNAUDITED) \$20,994,000**



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

Tax Revenues					
	2021	2022	2023	2024	2025**
PERS PROPERTY AND REAL ESTATE TAXES(*)	\$ 3,605,747	\$ 4,222,522	\$ 3,803,071	\$ 3,932,229	\$ 4,094,398
Admissions Tax	\$ 3,713	\$ 32,766	\$ 36,471	\$ 29,733	\$ 56,127
Bank Stock Tax	\$ 494,982	\$ 510,246	\$ 631,658	\$ 556,919	\$ 531,880
BPOL - Contracting	\$ 32,777	\$ 24,769	\$ 55,566	\$ 116,164	\$ 86,846
BPOL - Professional	\$ 192,344	\$ 198,840	\$ 238,309	\$ 233,089	\$ 234,174
BPOL - Repair & Pers Business Services	\$ 154,050	\$ 180,757	\$ 223,196	\$ 228,549	\$ 243,764
BPOL - Retail	\$ 562,705	\$ 679,803	\$ 796,412	\$ 738,611	\$ 733,630
BPOL - Utilities	\$ 16,811	\$ 16,128	\$ 25,372	\$ 5,728	\$ 35,711
BPOL - Wholesale	\$ 50,320	\$ 57,387	\$ 69,510	\$ 75,475	\$ 76,238
BPOL - Miscellaneous / Other	\$ 5,075	\$ 5,223	\$ 5,659	\$ 5,549	\$ 6,904
Cigarette Tax	\$ 220,301	\$ 207,338	\$ 194,250	\$ 174,610	\$ 165,880
Consumption Tax - Electric	\$ 63,429	\$ 66,003	\$ 64,315	\$ 74,310	\$ 75,957
Hotel & Motel Room Tax (Lodging Tax)	\$ 368,494	\$ 503,564	\$ 764,651	\$ 769,667	\$ 780,593
Local Sales and Use Tax	\$ 1,847,634	\$ 2,125,855	\$ 2,205,862	\$ 2,656,120	\$ 3,029,512
Meals Tax	\$ 4,594,500	\$ 5,176,632	\$ 5,728,428	\$ 6,059,675	\$ 6,449,806
Telecommunications Sales and Use Tax	\$ 92,127	\$ 87,616	\$ 85,378	\$ 80,885	\$ 79,574
LOCAL TAXES - SUBTOTAL	\$ 8,699,262	\$ 9,872,927	\$ 11,125,037	\$ 11,805,084	\$ 12,586,596
Grand Total	\$ 12,305,009	\$ 14,095,449	\$ 14,928,108	\$ 15,737,313	\$ 16,680,994
<i>** FY 2025 is unaudited</i>					

Department FY26 Goals & Objectives

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

INDUSTRIAL DEVELOPMENT AUTHORITY (IDA)

The Finance Director/Treasurer is the staff liaison to the IDA, coordinating the annual meeting and serving as the custodian of the IDA financial records and bank accounts. No meeting was held during FY2025, as the IDA does not have sufficient appointed members to make a quorum. The only existing business of the IDA is to facilitate the collection of an annual payment from Culpeper County and to pay the annual loan payment for the USDA loan for the Salem Fire Department, and related administrative matters.

TOURISM

INTRODUCTION

Economic Impact numbers are reported by Tourism Economics in the fall of each calendar year, for the previous calendar year. FY25 reported on calendar 2023.

Economic Impact Methodology

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

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

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

Direct Visitor Spending and Impact:

- Direct Domestic travel expenditures increased **4.3 percent**, up from **\$73.5 million in 2022, to \$76.6 million in 2023**.
- Direct Tourism employment increased **2.26 percent**, increasing employment from **743 to 760 jobs**.
- Direct Tourism employment payroll increased **7.5 percent in 2023**, totaling **\$23,496,969**.
- Direct Travel expenditures generated **\$3,531,220 in Local Tax Receipts** in 2023, feeding **\$2,197,263 to State Tax Receipts**.

Indirect and Induced Visitor Spending and Impact:

- Indirect and induced spending increased by **5.67 percent**, up from **\$40.94 million in 2022, to \$43.33 million in 2023**.
- Indirect and induced employment increased **1.25 percent from 239 to 242 jobs**.
- Indirect and induced employment payroll increased **5.1 percent in 2023**, totaling **\$11,771,800**.
- Indirect and induced travel expenditures generated **\$797,098 in Local Tax Receipts** in 2023, feeding **\$728,476 to State Tax Receipts**.

2023 Total Tourism Economic Impact for Culpeper

- Total impact for travel expenditures was **\$119,966,922 up 4.8 percent** over 2022.

- Total impact for tourism employment was **1,001 jobs**, up **1.9 percent** over 2022.
- Total impact on tourism employment payroll was **\$35,268,850**, up **6.9 percent** over 2022.
- Total impact of travel expenditures generated **\$4,328,318** in **Local Tax Receipts**, up **6 percent** over 2022, feeding **\$2,925,740** to **State Tax Receipts**, up **5.5 percent** over 2022.

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.

Integrity: Be the Best You

- Respect, value, and appreciate others with kindness
- Work through differences
- Be transparent
- Take personal responsibility

Passion: Thirst for Knowledge

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

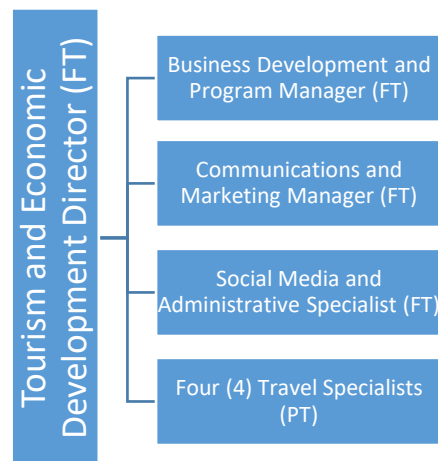
Results: Move Mountains

- Define, measure, and communicate collective goals
- Continuously evaluate and innovate
- Contribute to the success of others
- Celebrate shared accomplishments

FY25 PERSONNEL

For the duration of FY25 the Culpeper Tourism department had all positions filled.

FY25 org chart:



FY25 MARKETING | ADVERTISING | BRANDING

Content Strategy and Calendar

Culpeper works a Paid, Earned, Shared, Owned (PESO) media strategy year-round to generate interest from consumers in travel products or services.

Brand Values

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

Goals

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

Target Markets

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

Earned Only

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

Target Audiences

- The Enriched Traveler: Between the ages of 25 - 54, Household Income \$131,000, most likely married, 43% of them have children, Like learning about and experiencing different cultures and like to learn stories or history unique to the destination.
- Equal to the Enriched Traveler, traveling with kids, is the newly emerged audience segment: Urban Explorers, known for loving cities and towns with rich urban offering. They express preferences for immersing with the local residents and activities, creating memories with their children, and discovering their way through a destination.

Considerations and Guidelines

- Strategy: In general, all marketing initiatives should ladder up to Culpeper's flagship brand – Rich History Modern Charm
- Strategy: All marketing initiatives should be firmly tied to travel, whether the consumer is planning travel now, or in the future. In general, Culpeper will not promote initiatives or campaigns that do not inspire travel.
- Diversity, Equity, Inclusion, and Accessibility (DEIA): 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

FY25 strategy focused on History, Culture, Art, Culinary experiences.

History:

- Developed new Culpeper VA250 brand, website, digital and print assets to commemorate and support the VA250 events, activities and experiences in Culpeper, VA.

Culture:

- Launched the new Culpeper Uncovered brand to highlight Culpeper's BIPOC (black, indigenous, and people of color) history and culture.

Art:

- Worked with local artists to develop several new public art murals and installations. Created a self-guided public art tour locals and visitors can enjoy.

Culinary:

- Developed new digital food and drink focused assets to position Culpeper as an ideal foodie destination. Highlighting unique experiences like VA Truffle Farm and Virginia Bison Co.

FY25 DEPARTMENT ACTIVITY

FY25 Media Strategy

Department worked on a variety of paid, earned, shared & owned media strategies in FY25, with budget directed toward website development, content creation, digital campaigns and media tours. The department spearheaded several paid content campaigns, results below. The department generated over \$742,847.61 in earned media in FY25, top earned media highlights include, but are not limited to:

- Southern Living Magazine – The 14 Best Things to Do in Culpeper, Virginia
- Travel + Leisure – This Charming Small Town in Virginia Celebrates Black Heritage – Here's How to Visit
- FOX 5 DC: Summer 2025 Culpeper, VA Zip Trip
- MSN.com - Small Town Exploration: Things to Do in Culpeper, VA (Downtown and Beyond)
- TheTravel.com - 7 Coolest Towns in North Carolina & VA's Piedmont This Summer
- The Common Traveler - Amazing Things to Do in Culpeper, Virginia
- World Atlas:
- 10 Unspoiled Small Towns in Virginia
- These 10 Towns in VA Were Ranked Among U.S Favorites in 2024
- Fox4KC – Right the Record Announces Historic Court Order Special Event on December 16th Regarding Victims of Culpeper Lynching's
- MSN - 43 State Parks To Visit Jan. 1
- Fodor's Travel - You No Longer Need to Travel to Italy or France for This Bucket-List Experience
- Islands - One of The Hottest Dining Destinations in All of Virginia Is a Wildly Underrated Town Near D.C.
- WDC TV News - This Charming Small Town in Virginia Celebrates Black Heritage – Here's How to Visit
- Civil War Memory – Out with Confederate Soldiers, In with United States Colored Troops
- Travel and Tour World: Culpeper Honored with Virgo Award for Best Advertising Campaign by Virginia Destination Marketing Experts

- Trazee Travel: Discover Culpeper, Virginia's, Diverse History and Future
- Washingtonian: The Best DC Museums on the Mall and Beyond
- Northern Virginia Magazine: 4 Ninja Warrior Style Obstacle Courses in NOVA

Paid Media Performance

ABC7 News (WJLA) – Culpeper VA250th and Summer in Culpeper – 1 Broadcast Segment

Advance Travel & Tourism

Advance Travel and Tourism has contributed nearly 38 percent of Visit Culpeper's overall new user website traffic (July 1, 2024 - June 30, 2025). 99 percent of those users have been brand new to the website and the Visit Culpeper brand. Year over year, overall traffic has increased 83%. Organic search has increased 72%, and direct traffic has increased almost 100% year over year.

Total Impressions Delivered

VTC MLP Grant Fund: Destination Marketing Campaign (8/21/2024 – 7/20/2025): 9,066,993

VA250 Grant Fund Digital Campaign (7/30/2024 – 2/12/2025): 3,414,070

VTC SEF Grant Fund: Culpeperpalooza Campaign (1/1/2025 – 4/19/2025): 1,572,888

Culpeper Uncovered (3/16/2025 – 6/17/2025): 1,815,210

TOTAL: 15.9 million Impressions delivered

Total Clicks

VTC MLP Grant Fund: Destination Marketing Campaign (8/21/2024 – 7/20/2025): 81,761

VA250 Grant Fund Digital Campaign (7/30/2024 – 2/12/2025): 40,176

VTC SEF Grant Fund: Culpeperpalooza Campaign (Jan. 2025 – April 19, 2025): 11,278

Culpeper Uncovered (March 16, 2025 – June 17, 2025): 30,639

TOTAL: 163,854 clicks on Visit Culpeper, VA ads

Click Thru Rate

VTC MLP Grant Fund: Destination Marketing Campaign (8/21/2024 – 7/20/2025): 2.93%

VA250 Grant Fund Digital Campaign (7/30/2024 – 2/12/2025): 1.18%

VTC SEF Grant Fund: Culpeperpalooza Campaign (Jan. 2025 – April 19, 2025): 0.72%

Culpeper Uncovered (March 16, 2025 – June 17, 2025): 1.69%

Average CTR across all tactics combined: 2.38 percent

Website Updates – VisitCulpeperVA.com

- Routine content updates made during Q1 & Q2 of FY25.
- Build out of Culpeper Uncovered landing pages during Q1 of FY25.

- Staff and DatAchieve Digital worked on accessibility as well as building out new gallery and map features.
- Crowdriff services obtained user generated content, curated shared online galleries and served as a digital asset management tool throughout FY25. Seasonal galleries featuring user generated content added to visitculpeperva.com homepage, blogs and landing pages.
- SEO Audit complete in Q2 of FY25. Staff worked with DatAchieve Digital, web developer, to correct SEO issues throughout Q2 and Q3.

Grants

The Department secured \$137,796.39 in direct grants for Tourism activity.

Heritage Park

Staff continued work with Riggs Ward Design to design and program a double-sided 43" digital outdoor kiosk for Heritage Park. The kiosk will display Town of Culpeper campaigns, event calendars, historical content, and a map highlighting the visitor's current location and key destinations. The software is adaptable and can be accessed on other devices such as PCs, phones, tablets, or additional touchscreens, allowing for future use in Town buildings or assets.

The team also collaborated with Tesla and Tesla Certified installers to begin the process of bringing six new electric vehicle charging stations to Town, supporting sustainability goals and enhancing the visitor experience for EV drivers.



Non-exclusive License Agreement for Outdoor Dining

Staff maintained and managed the Town's outdoor dining licensing agreement for private businesses to leverage Town owned public spaces to facilitate outdoor dining to create an active streetscapes, enhance the economic and social vitality, and promote pedestrian and retail-friendly activity in the Town.

Madison Road Connector (MRC) Trail

The Town completed an Urban Forest Management Plan, trail survey and preliminary trail designs in FY25, leveraging the Department of Forestry Grant and partnerships with the Friends of Rappahannock.

Culpeper Harvest Days Farm Tour 2024

The 2024 farm tour was celebrated on September 21st & 22nd, with 10 participating farms (down five farms from 2023). County reported an estimated 1,975 visitors, 62% of visitors are

from Culpeper County; with an additional 17% from border/connecting counties. Estimated economic impact \$352,327.87.

Culpeper Pride Festival

Staff supported the Culpeper Pride nonprofit with the planning and promotion of the third annual Culpeper Pride Festival, held on June 1, 2025, with over 2.1K people in attendance. Support included coordinating a downtown street banner, securing essential festival components such as the stage and emergency action plan, and providing marketing assistance. Planning for the 2026 festival began in June 2025, with staff continuing to serve on the Culpeper Pride Board.

CulpeperCon

Staff supported the Culpeper County Library in the creation of graphics for the third year of CulpeperCon. The event was on March 21 – March 22, with over 1.5K people attended, more than the previous two years. Planning for CulpeperCon: Fourth Edition kicked off in June 2025 for March 2026.

Culpeperpalooza

Staff secured grant money to support Mountain Run Winery's Culpeperpalooza Festival in 2025. This multi-day festival drew over 1.3K people and is dedicated to highlighting all things Culpeper... libations, food, music, art, crafts, products, etc.



Digital Marketing Campaign Results for Culpeperpalooza:

Overall Reach and Website Activity

- Total Brand Impressions: Over 2.3 million
- Direct Website Clicks: 44,304
- New Website Users: 24,402

Autobid Targeted Display Campaign

- Impressions: 1,572,888
- Clicks: 11,278
- Click-Through Rate (CTR): 0.72%
(Benchmark: 0.08%) – nearly 9x higher than industry standard

Paid Social Media Campaign

- Impressions: 750,175
- Clicks: 33,026
- CTR: 4.40%
- Social Engagement: 1,747 post reactions, 84 comments, 153 saves, 313 shares
- New Followers/Likes: 99

- Unique Reach: 256,302 people
- Landing Page Views: 12,901

Culpeper Parklet Program

Staff maintained and managed the Town's parklet program with downtown partners.

Culpeper Big Spring Cleanup

Staff collaborated with the Friends of the Rappahannock to bring a Big Spring Cleanup to Culpeper. Inaugural year was very successful, and the partnership looks forward to making this an annual event.

Lake Culpeper Adventures

Staff works with Town Environmental Services and other departments to support Lake Culpeper Adventures. Staff has been working with Virginia Department of Transportation to enhance signage for Lake Culpeper.

Culpeper History and Heritage Programming and Projects

- **African American Heritage Alliance** – Staff continued to support the African American Heritage Alliance (AAHA) by securing a live interview on Fox5DC during the 2025 Culpeper Zip Trip segment to highlight the work they are doing in the community and their contributions to the newly launched Culpeper Uncovered brand.
- **Culpeper VA 250** – Culpeper Tourism continued to serve as lead partner for the local Culpeper 250 committee, working with community partners on Culpeper's efforts, events, and storytelling to commemorate the 250th anniversary of America. The Culpeper 250th digital marketing campaign launched in Q1, FY25, with a combination of targeted display ads, google search, social media ads, and brochure distribution. This campaign **won the 2025 VIRGO Award** for Best Comprehensive Marketing Campaign.
- **Historical Interpretive Signage** – At the start of FY25, staff received grant funding from VTC to work with Civil War Trails (CWT) to install a new Road to Revolution sign. This new sign was installed at the Inn at Raccoon Ford on May 16, 2025.
 - Five additional Civil War Trails signs are active and will carry over into FY26.

Culpeper Battlefields State Park

FY25 focused on land transitions, the Cultural Heritage Landscape Report for the core 1200 acres at Brandy Station, and workforce growth, closing the fiscal year with the first Culpeper Battlefields State Park Manager hired with additional job opportunities in recruitment.

Culpeper Uncovered Program

Staff worked with Charrette Agency, DatAchieve Digital and Advance Travel and Tourism to create digital assets, website landing pages, and digital marketing campaign graphics for the Culpeper DEI Heritage brand, Culpeper Uncovered, a Diverse, Equitable and Inclusive brand that commemorate's Culpeper's BIPOC (black, indigenous, and people of color) history and culture. Staff launched Culpeper Uncovered in March 2025.



Virginia Association of Destination Marketing Organizations (VADMO)

FY25 marked the fourth year Tourism Director served as Board President for VADMO, leading efforts for legislative advocacy, industry education and consumer research for the statewide association. Tourism Director launched the Virginia Tourism Leadership Institute in FY25, a collegiate accredited professional development program.

Mid-Atlantic Tourism Public Relations Alliance (MATPRA)

Communications and Marketing Manager, Nicole Warner, serves as the Co-Chair of the Website Committee.

Culpeper Pride

Business Development and Program Manager, Tori Buell, served as the Vice President for Culpeper Pride.

Culpeper Renaissance Inc.

Communications and Marketing Manager, Nicole Warner serves on the Marketing and Promotions committee. Director and Business Development and Program Manager, Tori Buell serve on the Economic Vitality committee. Director serves as ex-officio on the Board.

Culpeper Chamber of Commerce

Director serves as ex-officio on the Chamber Board.

Additional Staff Appointments to Board, Commissions, and Committees

Rose Deal, Social Media and Administrative Specialist severed an unexpired term from January 2025-June 2025 as a Board Member of the Windmore Center for the Arts.

Business Retention Efforts

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

Film and Photography

- Staff executed two culinary photography and video shoots at 12 local restaurants in Q4 to create new food focused digital assets, paid for with grant money.
- Staff worked with local photographers to continue work on new seasonal digital assets for future use in Q2 and Q3 of FY25.
- New Culpeper Uncovered video campaign launched in Q1 2025.

Owned Media

Staff maintained and executed an evolving content calendar, issuing relevant information for prospective travelers both digitally and in print. Staff launched new seasonal creative throughout FY25. Few examples of creative:

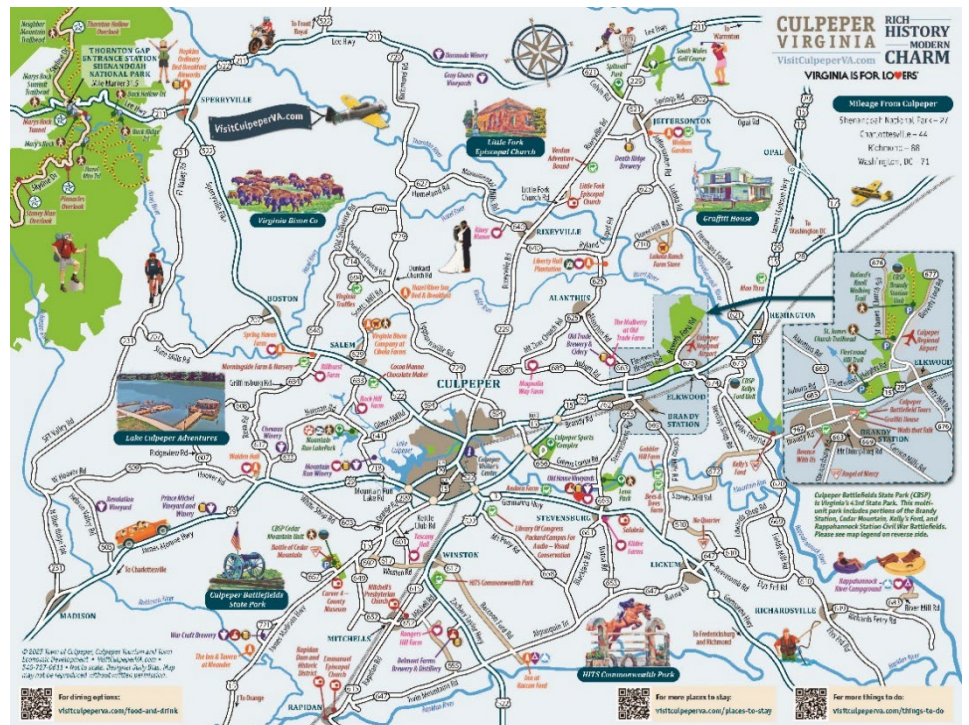
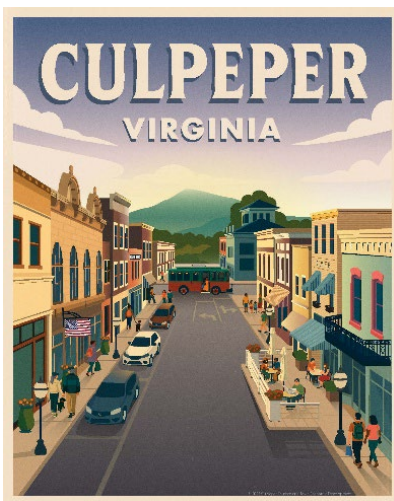


Earned Media

Hosted 10 media trips during FY25, including 1 live morning Zip Trip Broadcast in market (7am – 11am) with Fox5DC.

New Print Assets

Staff worked with local and contracted artists to design new print assets to be sold in the Visitor Center beginning in Q1 2026. Additionally, staff worked with City Select to create a new illustrative, tear-off pad map featuring tourism assests throughout the Town and County.



Culpeper Murals

Staff worked with local artist, Layton Scarbrough to design and execute the three new public art pieces including two power box murals and the Culpeper Minutemen Mural.



Visitor Center

In FY25, visitors reported the primary purpose of their trip as 'Downtown Dining/Shopping' at 32 percent; 'History/Heritage/Genealogy' at 30 percent; 'Visiting friends and family' at 24 percent; 'Nature and Outdoor Recreation' at 8 percent; 'Wedding' at 4 percent; 'Winery/Brewery/Distillery' at 1 percent; and 'Arts/Music/Film' at 1 percent.

Calendar Year 2024 Travel party by Origin by State reports 66 percent visited from in-state Virginia, 5 percent from Maryland, 3 percent from Pennsylvania, 3 percent from North Carolina, 2 percent from Florida, 2 percent from New York, 2 percent from California, 1 percent from New Jersey, 1 percent from Texas, and 1 percent from Washington DC.

Visitor Center fulfillment – FY25 fulfillment by demand: Blue tear map (internally generated), state maps (external), Culpeper In & Around Guide (internally generated), Road to Revolution (internally generated) Shopping & Dining Guide (externally generated), Driving and Walking Tour brochures – primarily the history and cemetery tours, but also our agritourism trails.

Website Activity -- Google Analytics

	FY25
New vs. Users	404,219 vs. 391,757
Events (User actions on a page, such as clicks, form submissions, video plays, or downloads.)	2,887,631

Top 10 States for users on VisitCulpeperVA.com	Number of New Users
Virginia	273,523
Maryland	20,256
New York	13,851
(not set)	11,584
Florida	7,833
Colorado	7,859
District of Columbia	6,188
Pennsylvania	5,414
North Carolina	4,059
Georgia	3,596

Requests for Information via VisitCulpeperVA.com

(Fulfilled by mail)

	FY25
July	49
August	38
September	44
October	7
November	21
December	21
January	35
February	34
March	45
April	33
May	54
June	40
	421

FY25 Social Media Performance Overview

Reporting Period: July 1, 2024 – June 30, 2025

Compared To: July 2, 2023 – June 30, 2024

Key Metrics Overview

- **Total Impressions:** 8,844,910
↑161.4%
- **Total Engagements:** 109,298
↑242.2%
- **Engagement Rate:** 1.2% ↑31.5%
- **Post Link Clicks:** 12,704 ↑298.1%
- **Total Video Views:** 759,873
↑233.5%
- **Total Posts Published:** 801
↑236.6%

Audience Growth

- **Total Audience:** 23,261 ↑69.7%
- **Net Audience Growth:** 4,931
↑263.1%
 - Facebook: +3,422 ↑204.2%
 - Instagram: +1,373
 - LinkedIn: +125 ↑46.4%
 - YouTube: +11

Messaging Activity

- **Sent Messages:** 1,242 ↑329.8%
 - Facebook: 528 ↑200%
 - Instagram: 647 ↑488.2%
- **Received Messages:** 3,143 ↑234.4%
 - Facebook: 1,583
 - Instagram: 1,518

Network-Specific Highlights

- **Facebook**
 - Impressions: 8.4M ↑161%
 - Engagements: 94,998
↑262.9%
 - Video Views: 402,740
↑456.7%
 - Engagement Rate: 1.1%
↑39%
- **Instagram**
 - Views: 394,756 ↑184.9%
 - Engagements: 11,624
↑225.2%
 - Reel Views: 75,755 ↑46.9%
 - Engagement Rate: 2.9%
↑14.2%
- **LinkedIn**
 - Impressions: 19,840 ↑25.6%
 - Engagements: 2,594 ↑28%
 - Engagement Rate: 13.1%
↑2%
- **YouTube**
 - Views: 280,877 ↑170.3%
 - Engagements: 82 ↑49.1%

Top Performing Profiles (by Audience Size)

1. **Visit Culpeper VA (Facebook):**
 - Audience: 17,126
 - Engagements: 94,998
 - Impressions: 8.4M
2. **visitculpeperva (Instagram):**
 - Audience: 5,295
 - Engagements: 11,624
 - Impressions: 394.8K
3. **Culpeper Tourism & Economic Dev (LinkedIn):**
 - Engagement Rate: 13.1%
4. **YouTube & Others:**
 - Showing strong gains in reach and engagement despite smaller audiences

ECONOMIC DEVELOPMENT

INTRODUCTION

Culpeper's Economic Development Message:

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

Culpeper's Economic Development Strategy:

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

Economic Development Mission:

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

Demographic Profile

As reported by JobsEQ data at the end of FY25

- The population in Culpeper County was 53,563 and the population in the Town of Culpeper was 20,437.
- Culpeper County reported a civilian labor force participation rate of 63.8 percent and the Town of Culpeper reported a civilian labor force participation rate of 70.1 percent of individuals 16 years of age and over.
- Prime-Age Labor Force Participation Rate (civilian population 25-54) were reported at 81.5 percent for the County, and 87.8 percent for the Town of Culpeper.
- 18.6 percent of the population, age 25-64 have a bachelor's degree or higher in the county, and 20 percent in the Town of Culpeper.
- The median household income in Culpeper County was \$96,098 and the median household income in the Town of Culpeper was \$91,429.

Industry Trends

As of 2025Q1 the largest sector in the Town of Culpeper is Health Care and Social Assistance, employing 2,057 workers. The next largest sectors in the region are Retail Trade (2,033 workers) and Accommodation and Food Services (1,230). High location quotients (LQs) indicate sectors in which a region has high concentrations of employment compared to the national average. The sectors with the largest LQs in the region are Retail Trade (LQ = 1.90), Other Services (except Public Administration) (1.69), and Accommodations and Food Services (1.28).

As of 2025Q1 the largest sector in Culpeper County is Health Care and Social Assistance, employing 3,037 workers. The next-largest sectors in the region are Retail Trade (2,459 workers) and Educational Services (1,609). High location quotients (LQs) indicate sectors in which a region has high concentrations of employment compared to the national average. The sectors with the largest LQs in the region are Other Services (except Public Administration) (LQ = 1.53), Construction (1.40), and Retail Trade (1.40).

Employment Trends

As of 2025Q1, total employment for the Town of Culpeper was 11,087 (based on a four-quarter moving average). Over the year ending in 2025Q1, employment increased 0.8 percent in the region. Total employment for Culpeper County was 18,175 (based on a four-quarter moving average). Over the year ending 2025Q1, employment increased 0.6% in the region.

The unemployment rate for Culpeper, Virginia was 3.2 percent as of May 2025. One year earlier, in May 2024, the unemployment rate in Culpeper, Virginia was 2.6 percent.

Employment and Unemployment data are from the Quarterly Census of Employment and Wages and the Local Area Unemployment Statistics, provided by the Bureau of Labor Statistics and updated through 2025Q1 and May 2025 respectfully.

Wage Trends

The average worker in the Town of Culpeper earned annual wages of \$56,749 as of 2025Q1. Average annual wages per worker increased 4.0 percent in the region over the preceding four quarters. The average worker in Culpeper County earned annual wages of \$56,284 as of 2025Q1. Average annual wages per worker increased 4.0 percent in the region over the preceding four quarters. For comparison purposes, annual average wages were \$74,181 in the nation as of 2025Q1.

Annual average wages per worker data are derived from the Quarterly Census of Employment and Wages, provided by the Bureau of Labor Statistics and imputed where necessary. Data is updated through 2024Q4 with preliminary estimates updated to 2025Q1.

Culpeper's Opportunity

The below data represents the sourced opportunities at the State level with Virginia Economic Development Partnership (VEDP) for FY25, July 2024 through March 2025. Q4FY25 report had not been released prior to development of this report.

Project Counts by Target Sector	Number of Leads
Other Target Industries	26
Manufacturing	12
Confidential	10
Knowledge Work	6
Logistics	4

Project Counts by Number of Potential Jobs	Number of Leads
<50 FTEs	50
50-100 FTEs	30
100-250 FTEs	27
250-500 FTEs	20
500+ FTEs	27

Project Counts by Potential Capital Investment	Number of Leads
<\$10M	61
\$10-50M	28
\$50M-100M	15
\$100M-500M	28
\$500M+	22

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. Note, the Town is not part of CVPED, just Culpeper County.

Sourced opportunities with properties in consideration at quarter end – regional pipeline snapshot (tallied for Q1FY25-Q3FY25)

Region	Regional Share of VA	Lead	Info Gathering	Active	Proposal	Pre-announcement
Central Virginia Partnership	4%	14	16	5	0	2

Region	Regional Share of VA	Lead	Info Gathering	Active	Proposal	Pre-announcement
Central Virginia Partnership	4%	14	16	5	0	2
Q1	4%	6	10	2	0	1
Q2	4%	6	4	1	0	1
Q3	4%	2	2	2	0	0
Q4	N/A	N/A	N/A	N/A	N/A	N/A

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

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

*Q4FY25 information was not available at the time of annual report publication.

Culpeper Development Sites

At the end of FY25 Culpeper had one State certified development site:

Culpeper / Rte 29 LTD Partnership

Certification Type	VEDP Business Ready
Largest Parcel Size	583 acres
Total Size	583 acres
Site Ownership	Private
Zoning	Rural
Distance to Closest Highway	Interstate 66, 27.6 miles

18 additional available properties for development:

Site	Description
601 Germanna Highway	15,000 sqft
Livesay Building	18,210 sqft
Keyser Property	45 acres
Braggs Corner Commercial Properties	15.3 acres
Culpeper Regional Airport Pad Site	0.68 acres
Stonehaven Employment Center	45 acres
BTEA Site	100 acres
Critzer Property	16.4 acres
Stonehaven Commercial	45 acres
Sammis 2 Property	5.6 acres
Fleet 2	6.87 acres
Fleet 1	17.02 acres
Kent Corner	3.25 acres
Mountain Run Village – B/C	13.54 acres
Wingspread Industrial Site	135 acres
SLC Financial	42 acres
13200 Willow Run Drive Site	33.2 acres
Dalro Site	48 acres

Job Projection

As reported by Jobs EQ Data 2025, employment in the Town of Culpeper is projected to expand by 428 jobs over the next five years. The fastest growing sector in the region is expected to be Health Care and Social Assistance with a +1.6% year-over-year rate of growth. The strongest annual demand for jobs is Retail Trade (284), Accommodations and Food Services (230), and Health Care and Social Assistance (234 jobs).

County, Virginia is projected to expand by 135 jobs over the next year. The fastest growing sector in the region is expected to be Information with a +1.6 percent year-over-year rate of growth. The strongest annual demand for jobs is Health Care and Social Assistance (234 jobs), Retail Trade (343), Remaining Component Industries (290).

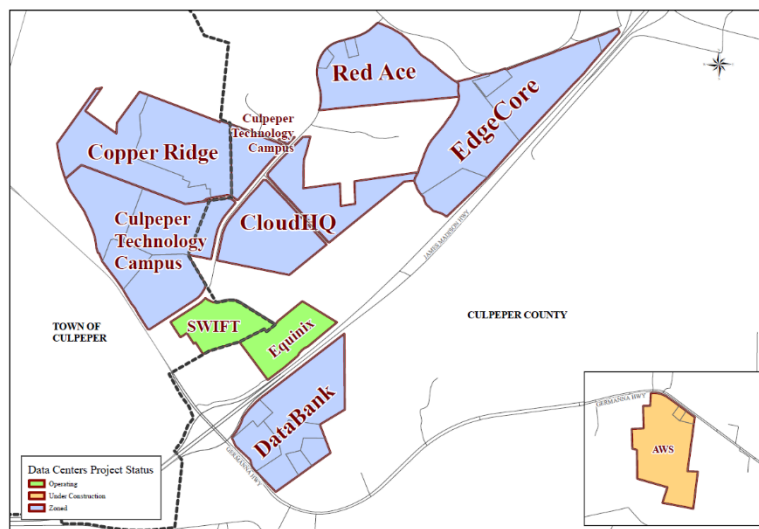
FY25 DEPARTMENT | COMMUNITY ACTIVITY

Culpeper Technology Campus

Staff supported client and Dominion Energy on the submission for the new 230kv line to serve the Culpeper Technology Campus power needs. Staff supported client on developing a reuse water system to serve the campus. Project carries into FY26.

Cooper Ridge Culpeper LLC

Working with client and Dominion Energy to ensure electric service can be distributed to the proposed campus. The pending new 230kv line will also serve this campus. Project carries into FY25.



Culpeper Competes

In FY25, the Town of Culpeper hosted *Culpeper Competes*, a 10-week entrepreneurship curriculum and pitch competition running from March through June 2025. Participants attended weekly sessions, developed business plans, and received mentorship. Seven finalists pitched on June 25, 2025, competing for a share of \$30,000 in business investment grants. Four local businesses were awarded business investment grants to support growth and job creation in Culpeper:



- **2B-Q** – Awarded \$10,000 to expand its upscale churrasco-style catering pop-up, known for Latin-inspired smoked meats. The funds will support production capacity and equipment upgrades.
- **Darin's Event Catering (Tha Muncheez)** – Received \$10,000 to grow this gourmet food truck offering elevated comfort food like wings and CheezSteaks.
- **Ducking Gravity** – Granted \$5,000 to enhance its downtown aerial arts studio focused on inclusive movement-based wellness programs for all ages.
- **Haute to Trot** – Awarded \$5,000 to grow this women-owned luxury consignment boutique specializing in equestrian apparel and tack.

Education courses presented by the Central Virginia Small Business Development Center included:

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

16-Week Master Series Entrepreneurship Course

Collaborated with Orange County, Virginia’s Economic Development team and Community Investment Collaborative to bring a 16-week master class series to Culpeper. Designed for established and emerging entrepreneurs, this hands-on course empowers entrepreneurs to determine whether their business is viable, develop an initial plan for launching or growing their business while learning the fundamentals of how to act on that plan.

Locality	Fall 2024 COW	Spring 2025 COW	Anticipated Fall 2025 COW
Culpeper	5	1	7
Orange	1	3	
Greene	0	1	1
Madison	0	1	
Rappahannock	0	0	
Fauquier	1	2	
Other	1 (Albemarle)	1 (Fredericksburg)	3 (Fairfax, Louisa, Haymarket)

Foot-traffic and Data Location through Placer.ai

In FY25, staff utilized the Placer.ai platform to enhance business attraction efforts, support data-driven decisions for local enterprises, improve event performance, and strengthen tourism strategies. Placer.ai provides anonymized geolocation data sourced from mobile devices, offering insights that help measure campaign effectiveness and guide smart economic and marketing initiatives.

EV Charging Stations

Staff collaborated with Tesla to design and plan the installation of six NACS-compatible Level 2 chargers at Heritage Park, supporting a broad range of electric vehicles including Tesla, Ford, GM, and Rivian. These chargers will enhance visitor amenities and attract new and returning guests, appearing on Tesla’s in-car maps as well as Google Maps, Apple Maps, and Waze. With 26% of travelers now choosing to drive over flying and 57% citing accessible EV charging as a

key factor in destination choice, this expansion of EV infrastructure positions Culpeper to meet growing demand and strengthen its appeal as a sustainable, traveler-friendly community.

GO Virginia REI Program

Director served on the Regional Entrepreneurship Initiative committee. The committee, led by Community Investment Collaborative and Venture Central conducted a regional entrepreneurship assessment and report to develop a 3-5 year actionable strategy plan with funding sources to improve entrepreneurship support in our region. This initiative was made possible by a \$300,000 GO Virginia grant, with \$164,375 in matching fund and time from the city/county economic development offices. Project carries into FY26.

GO Virginia Region 9 Council

June 2024, Paige Read, Town Economic Development and Culpeper Tourism Director was nominated to serve on the GO Virginia Region 9 Executive Committee.

Go Virginia Region 9 Winery Scale Up Planning Grant Advisory Committee

Business Development and Program Manager Tori Buell continued her role on the advisory committee and led the production of 165 custom consumer insight reports derived from Placer.ai data for the grant program. These comprehensive, data-driven reports provided wineries and other stakeholders with actionable intelligence on visitor demographics, behaviors, and market trends. The reports became a key incentive within the program, helping to drive measurable growth and maximize the overall economic impact for the region's wine and tourism sectors.

Virginia Economic Development Partnership

Town Economic Development and Culpeper Tourism Director, Paige Read served on the State agencies Business Development and Marketing Advisory Committee, and the Talent Marketing Working Group.

Central Virginia Small Business Development Center

Economic development partnership between Town, County and State through the Central Virginia Small Business Development Center (CVSBDC). Annual Impact Report for 2024/25, the CVSBDC served:

Culpeper

Consulting Hours	314
Clients	82
Clients in Business	54
Not yet in Business	28
Jobs Created	3
Jobs Retained	155
New Business Starts	3
Capital Formed	\$329.45K

Small Business Training

Delivered 30 workshop and training opportunities to industry partners in Culpeper. Topics covered included, but were not limited to Access to Capital, Human Resources, Startup assistance, Sales & Marketing, Finances, Technology, and Operation & Logistics.

Events Participated in Culpeper:

- Participated in the *State of the Community State of Small Business* panel alongside the County, Town of Culpeper, and Virginia Career Works.
- Contributed to the *Chamber Small Business Council*, leading content development for Chamber training sessions.
- Organized and hosted a *Speed Networking* event at Miss Minerva's Tea Room, bringing together 23 small businesses and 8 SBDC Specialty Advisors.

SBDC Content and Speaker Responsibilities Included:

- Monthly *Facts & Snacks* lunch-and-learn sessions
- *C3 Culpeper County Conference*
- *Culpeper Competes* 10-week Business Essentials Training program

Business Investment

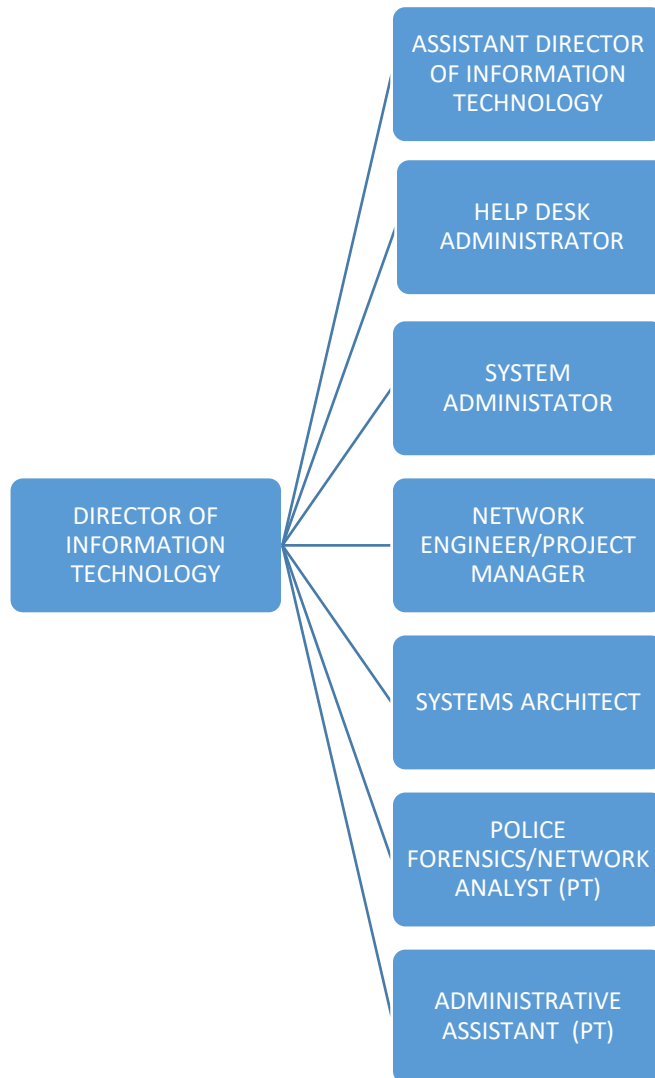
As of January 1, 2025, Culpeper had 890 active businesses licenses. Retrospectively, there were 879 active businesses licenses in 2024, 861 active business licenses in 2023, and 823 active business licenses in 2022. Culpeper has seen a 8.1 percent increase in business licenses between January 1, 2022 to January 1, 2025.

INFORMATION TECHNOLOGY

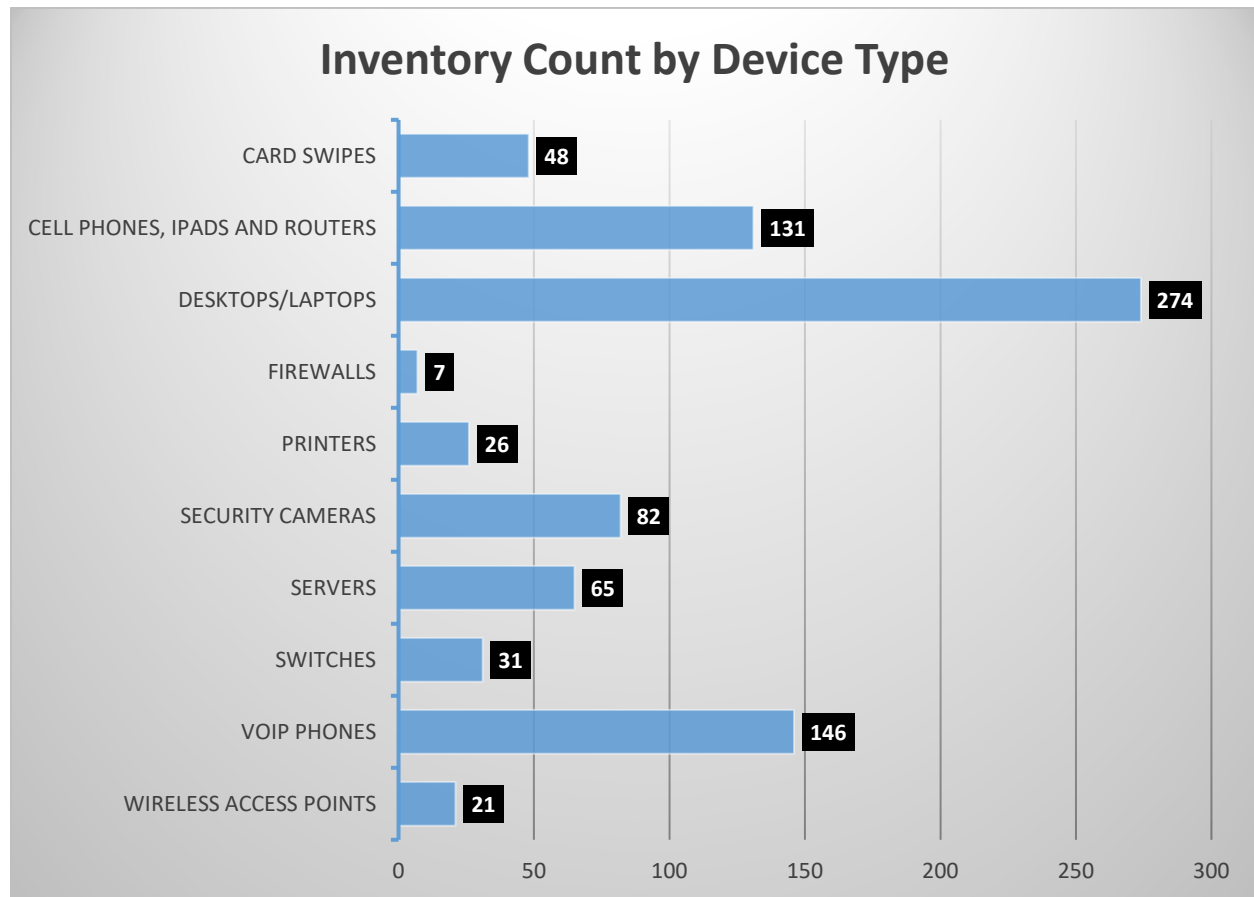
INTRODUCTION

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

TOWN OF CULPEPER INFORMATION TECHNOLOGY ORGANIZATIONAL CHART



DoIT supports a broad array of technology assets, including servers, virtualization platforms, wireless backbone networks, VOIP systems, workstations, laptops, mobile and cellular devices, mobile data terminals (MDTs), cell phones, printers, network switches, wireless access points, firewalls, and end users.



IT GOALS

DoIT Department achieved significant milestones in FY 2025, aligning our efforts with ten strategic IT goals. These efforts prioritized cybersecurity, infrastructure modernization, improved service delivery, and digital transformation. Our collaborative work with all departments ensured critical technology enhancements, improved user support, and expanded capabilities to better serve town staff and the community.

1. Enhance Cybersecurity and Data Protection

- Implemented Multi-Factor Authentication (MFA) across town systems.
- Conducted cybersecurity audits and launched cybersecurity awareness training.
- Submitted three grants focused on vulnerability management, secure remote access, and data inventory.
- Migrated to a new antivirus platform and upgraded the password self-service system.

2. Modernize Core IT Infrastructure

- Deployed new desktops and laptops as part of annual replacement lifecycle.
- Upgraded email, social media and text messaging archiving appliance.
- Installed fiber and Wi-Fi for Heritage Park's emergency systems.
- Ongoing migration of workstations to Windows 11.

3. Improve IT Service Delivery and Support

- Implemented a formal Change Control Process.
- Enhanced help desk support, including password resets, installations, and user security.
- Migrated to a new remote monitoring and management platform.
- Processed onboarding/offboarding and provided IT orientations.

4. Strengthen Business Continuity and Disaster Recovery

- Updated network diagrams.
- Completed annual testing of panic buttons and added new units.
- Reviewed fiber network redundancy and disaster recovery options.

5. Support Remote Work and Mobile Connectivity

- Migrated Police Department MDT users to the Town VPN.
- Completed iPhone replacement project.
- Expanded secure remote access and evaluated MDM tools.

6. Advance Digital Government and Public Engagement

- Improved ERP self-service portal (added Meals Tax filing and updated due dates).
- Deployed updated system and network monitoring tools.
- Ongoing enhancements to website communication capabilities.

7. Implement Key Departmental Technology Projects

- Completed ERP system upgrade and implemented a new payment processing system.
- Assisted with permitting and document management software upgrades.
- Supported deployment of Microsoft Teams and planning for RMS/CAD upgrade.

8. Improve Data Management and Reporting

- Assisted with backflow prevention and SCADA data integration.
- Configured ERP environments for yearend tax processes.
- Supported document retention schedules and policies.

9. Promote IT Governance and Strategic Planning

- Updated key IT policies including VPN, telecommuting, and media protection.
- Reviewed IT cost saving opportunities and surplus removal.

- Coordinated cross-departmental planning for future infrastructure.

10. Invest in Staff Training and Development

- Launched cybersecurity training town wide.
- Held weekly staff meetings for project tracking and coordination.
- Supported departmental training needs and user workshops.

DEPARTMENTAL HIGHLIGHTS

Town Clerk

- Worked with Clerk's office regarding retention schedules for content management retention project.

Environmental Services

- Deployed new SCADA hardware/software and networking for Water Treatment Plant and pump stations.
- Installed Water Treatment Plant cameras and supported AMR migration.

Human Resources

- Supported new time management system.
- Configured AV for new 3rd floor conference room.

Light & Power

- Deployed new laptops and thermal imaging software.
- Coordinated with AMR vendor for DST updates.

Planning/GIS

- Supported document scanning and digitization efforts.
- Deployed new software for park reservations

Police Department

- Launched Real Time Information Center.
- Upgraded interview room software and body worn camera retention.
- Performed FOIA responses and digital forensics.

Public Works

- Facilitated Heritage Park tech infrastructure.
- Coordinated AMR DCU optimizations and uSwitch remediation.

Tourism & Economic Development

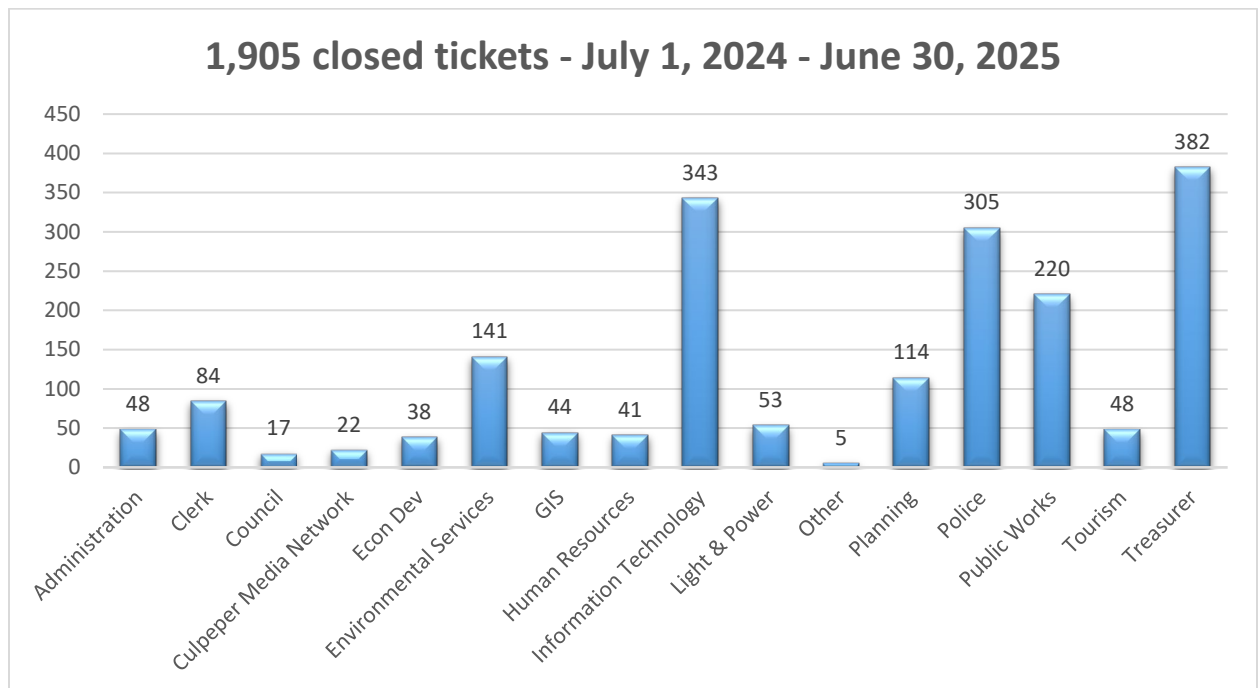
- Installed new video conferencing equipment at Economic Development Center.

Town Parks

- Deployed new security cameras at Yowell Meadow and Rockwater Park.

Treasurer's Office

- Completed cashiering system upgrade and deployed new credit card readers.
- Configured ERP APIs, web portal, and yearend processing settings.
- Enhanced ERP content management security.



FY 2026 GOALS AND OBJECTIVES

- Continue to evaluate and enhance Town network security.
- Maintain compliance with CJIS requirements and security policies.
- Conduct cybersecurity risk assessments and penetration testing.
- Fully implement and test disaster recovery solutions.
- Complete Town wide Windows 11 upgrades and MFA deployments.
- Upgrade Microsoft Exchange 2019.
- Finalize and train staff on RMS/CAD upgrade.
- Enhance departmental use of the ERP system.
- Continue improving Town website usability and communication tools.
- Evaluate cloud, virtualization, and AI technologies.
- Continue reviewing cost saving and modernization opportunities.
- Expand training opportunities for staff and IT team members.

ACRONYMS

- AI – Artificial Intelligence
- AMR – Automated Meter Reader
- API – Application Programming Interface
- CAD – Computer Aided Dispatch
- CJIS – Criminal Justice Information Systems
- DST – Daylight Savings Time
- ERP – Enterprise Resource Planning
- FOIA – Freedom of Information Act
- MFA – Multifactor Authentication
- MDT – Mobile Data Terminal
- MDM – Mobile Device Management
- RMS – Records Management System
- SCADA – Supervisory Control and Data Acquisition
- VPN – Virtual Private Network

CULPEPER MEDIA NETWORK

INTRODUCTION

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

Our Audience

Our audience is primarily female between the ages of 35 and 64. Our broadcast on Comcast and Fios reaches approximately 8,400 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. We have now fully implemented captioning (both live and post) for all of our programming, making the station fully ADA compliant.

Non-Profit Programming

CMN continues to be a voice for the non-profit organizations in Culpeper. Over 23 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.

Government Departments & Agencies

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

- Culpeper County Library
 - New lecture Series
 - Comic-con Live Production / Emceeing / Produced portions
- Career Partners
 - The annual E2 event was streamed live and accumulated over 500 watch hours
 - Added live video wall to production
- Museum of Culpeper History
 - Historical Lectures streamed live, with more to come
- Culpeper County Volunteer Fire Departments
 - Live production of parades, coverage of annual banquets, and additional material provided for recruitment videos for any department requesting it
- Town Police:
 - The Neighborhood Watch program has bolstered its presence in the community with the addition of the “Amazing Citizen” Award. Culpeper Media Network routinely produces these videos shown at the ceremony and broadcasts the event LIVE.
- Culpeper County Parks & Recreation:
 - As of this report, we have produced, shot, and edited over 22 episodes of “The Recreation Rundown”. This program highlights the great work of Parks and Rec as well as how the community can take advantage of their offerings.

Civic Events

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

An Investment in Culpeper

Culpeper Media Network continues to keep track of services provided to non-profits and government departments & agencies. This allows us to quantify the services provided to the Culpeper Community. As mentioned earlier, CMN has the ability to provide a variety of services. We use the following classifications: Filming, Editing, Graphic Generation, Consultation, and Equipment Loan. The hourly cost of these services vary greatly from business to business. Adjusting for inflation, we use an average of \$100 per hour for all services. Since July of last year (2024), Culpeper Media Network has logged a *minimum* of 240 hours of service to numerous organizations. This cost of these services, by outside vendors, would exceed \$24,000 (complete information is available for sharing). We continue to work with Town & County organizations to save money.

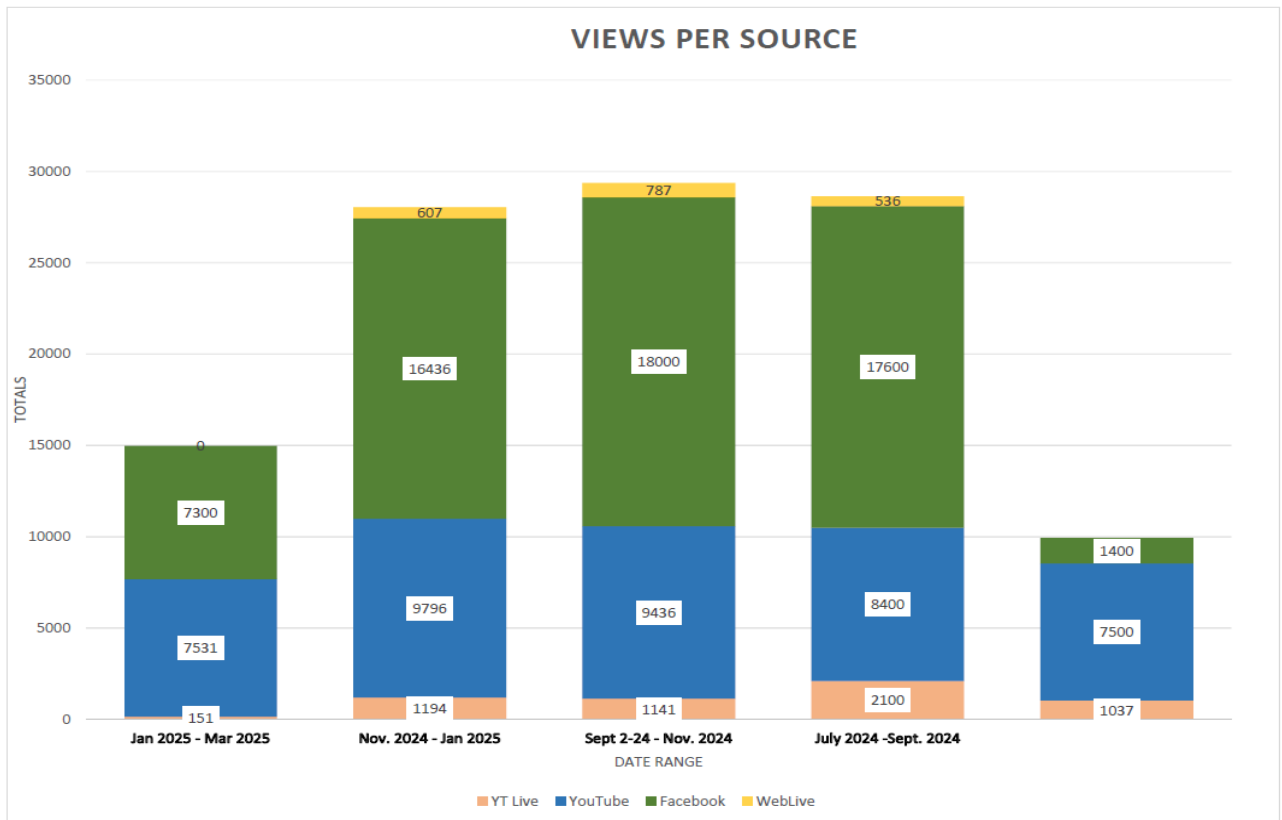
Audience Reach

Years ago, Culpeper Media Network reached out to the Community to ask the question: how do you watch and what are you looking for? Since then, we have implemented the answers to those questions.

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

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

The chart below shows the views over our main outlets (other than the cable channels). These sources allow for easily generated totals that cable stations are hesitant, or unable, to generate. Over the past year, we have had a steady increase of viewership in these outlets.



What is Next?

As we move forward into a new year, we look to improve and expand on signal distribution, content, and live offerings. Our new controller will help collect and display interesting new information for our viewers and allow direct integration with social media. We look to continue adding historical programs highlighting Culpeper's significance. We will continue to offer high school sports live, along with additional programs and events that lend themselves to live coverage. We aim to cut costs for live captioning in order to bring more accessibility to viewers. The latest Franchise agreement has been signed with the Town of Culpeper, allowing us to expand live hubs for content generation, and the ability to finally broadcast to our viewers in high definition.

With the conclusion of the digitization of our on-hand archives, we are now uploading to make accessible over 500 individual programs. These video will be on YouTube. This allows free hosting and an application familiar to viewers. Classification of these videos, along with generation of new content, will allow viewers to search and view items from 20 years ago to today. Find us at www.youtube.com/@culpepermedia.

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

APPENDIX A

CULPEPER POLICE DEPARTMENT

ANNUAL REPORT 2024

CHRIS B. SETTLE
Chief of Police



TOWN OF CULPEPER POLICE DEPARTMENT



Integrity | Service | Commitment | Community



TABLE OF CONTENTS

Chief's Message.....	4
Mission and Values.....	5
About the CPD.....	6
Organization.....	7
Command Staff.....	8
New Hires.....	9
Promotions & Advancements.....	10
Awards.....	11
Statistical Highlights.....	12
Arrests and Use of Force.....	15
Operations.....	16
Criminal Investigations.....	17
Calls for Service.....	18
Law Enforcement Explorers.....	19
Community Policing	20
Community Outreach.....	21
Amazing Citizen Award Recipients.....	23
Traffic Operations, Statistics, Crashes.....	24
Support Division.....	27
Property/Evidence, Quartermaster & DTBU.....	28
Internal Affairs.....	29
Community Policing Data Act.....	30
Meet the Unmanned Aerial System Team	31
Retirements.....	33
2026 Department Goals.....	36
Commitment to Community.....	37

CHIEF'S MESSAGE



Dear Residents, Business Owners, and Visitors of Culpeper,

It is both an honor and a privilege to serve as your Chief of Police. I am excited to share with you the key highlights of our department's accomplishments in the 2024 Annual Report. This report reflects not only the dedication and tireless efforts of our officers but also our unwavering commitment to maintaining a safe and welcoming environment for all in Culpeper.

This report serves as a testament to the commitment of the men and women of the Culpeper Police Department. Their hard work, resilience, and devotion to public service are evident in every aspect of our efforts to protect and serve this community. It's because of their unwavering dedication that we are able to report significant accomplishments in our shared mission to ensure the safety of Culpeper.

Throughout 2024, our department remained steadfast in our mission to ensure the safety and well-being of everyone in our community. Despite the challenges we faced, our team displayed resilience and determination in fulfilling our responsibilities. A key to our success this year has been our ongoing focus on community policing. Through initiatives such as neighborhood watch programs, community outreach efforts, and strong partnerships with local organizations, we have worked hard to strengthen the trust and communication between our officers and the people we serve.

I am particularly proud to report that our proactive crime prevention efforts have led to a 7% reduction in crime from 2023. Additionally, crime has decreased by 3% compared to the 5-year average. Of particular significance, violent crime saw a remarkable 12% reduction compared to 2023, and a 5% reduction to the 5-year average. These results are a testament to the combined efforts of our officers, our partnerships with the community, and the trust we've built together.

By embracing cutting-edge technology in a responsible and ethical manner, and by maintaining a strong, visible presence in areas most at risk, we have made significant strides in solving cases and reducing crime. These outcomes are part of our broader mission to ensure that Culpeper remains a safe, secure, and vibrant place to live, work, and play.

While we are proud of the progress we've made, we are constantly looking ahead, committed to further enhancing the service we provide to you. As law enforcement continues to evolve, so too will our approach. Whether through grassroots initiatives, the introduction of new technologies, or refining our strategies, we remain dedicated to continuous improvement and innovation to better serve our community.

I would like to take this opportunity to express my sincere gratitude to the residents of Culpeper. Your support and collaboration are vital to our success, and we are deeply appreciative of the trust you place in us each day. Together, we have built a community that is strong, resilient, and united. As always, my door is open, and I encourage you to reach out with any questions, concerns, or feedback you may have. Your input is invaluable as we continue to grow and strive to serve you in the best possible way.

Thank you for allowing us the privilege of serving this incredible community.

A handwritten signature in black ink, appearing to be 'C. Se'.



MISSION AND VALUES



MISSION

The Culpeper Police Department is committed to providing public safety for all citizens who live, work, and play in Culpeper.

The Culpeper Police Department is committed to:

- The impartial enforcement of criminal laws and the intelligent use of discretion in solving problems associated with crime and disorder;
- Providing police service of the highest professional quality grounded in our core values of courage, compassion, duty, and integrity;
- Showing respect for the constitutional rights and personal dignity of all people with whom we come in contact;
- Using problem solving tactics and a community-oriented policing strategy that emphasizes collaboration with other agencies, and builds partnerships with civic and service groups and with business and neighborhood associations;
- Continuous organizational improvement and receptiveness to the need for constant change in response to the many needs of a dynamic and diverse community;
- Constantly encouraging each member of our staff to assume leadership roles within our organization, to be provide high quality service, to encourage and support others, to build trust, to become agents of change, and to share a vision of an ever improving future.

VALUES

Integrity, Service, Commitment,
and Community.

ABOUT THE CPD

The Town of Culpeper has not always had a police department. Prior to the formation of the Culpeper Police Department, a sergeant and constables served the town's law enforcement needs. On June 15, 1956, Roy F. Jamison was named the first Police Chief of the Culpeper Police Department. At that time, the Town of Culpeper was just less than 1 square mile, with one manually operated stoplight. Since 1956, the Police Department has had six (6) chiefs of police. The 2nd Chief of Police, Charles B. Jones, took over the Police Department on January 1, 1980 and served in that capacity until his retirement on December 31, 2000.

In March, 2001, Town Council hired Daniel V. Boring as its 3rd police chief. Upon his retirement in 2007, Scott Barlow became the 4th police chief until his retirement in June, 2010.

On June 1, 2010, then-Captain Chris Jenkins, a Culpeper native and veteran Culpeper police officer, was named Interim Police Chief and was selected as the 5th police chief on September 7, 2010. He served as Chief of Police until his retirement on December 31, 2022.

On February 9, 2023, Major Chris Settle, upon Chris Jenkins' retirement, became the 6th Chief of Police of the department.

Since the Town Police Department was formed, the town has grown to a 7.75 square miles and added many more stoplights. The department is now authorized 49 sworn officers and 8 civilian employees. The staff of the Culpeper Police Department is comprised of 57 men and women. The Culpeper Police Department, under the leadership of Chief of Police Chris B. Settle, is organized into three divisions: Office of the Chief, Operations, and Support. The Support Division is headed by Major Nick White and the Operations Division is headed by Acting Captain Ashley Banks.

The Culpeper Police Department, along with the Culpeper County Sheriff's Office utilizes the Culpeper County E-911 Communications Center. The E-911 Communications Center is supervised by a board of directors comprising of the Chief of Police, Sheriff, and Town and County Officials. The E-911 Communications Center provides emergency communications services to the Police Department, Sheriff's Office, as well as Fire and Rescue within Culpeper County.

The Culpeper Police Department is internationally accredited by the Commission on Accreditation for Law Enforcement (CALEA). The department was first advanced accredited in 2005, and has been advanced re-accredited since.

Contact us:

Address: 740 Old Brandy Road, Culpeper, VA 22701

Operation Hours: 24-hours a day

Administration: Monday – Friday, 8 a.m. – 5 p.m

Emergency: Dial 9-1-1

Non-emergency: (540) 727-3430

Dispatch non-emergency: (540) 727-7900

CrimeSolvers Tip Line: (540) 727-0300

Stay Connected:



@CulpeperPD



@culpeper-police-department



@culpeperpd

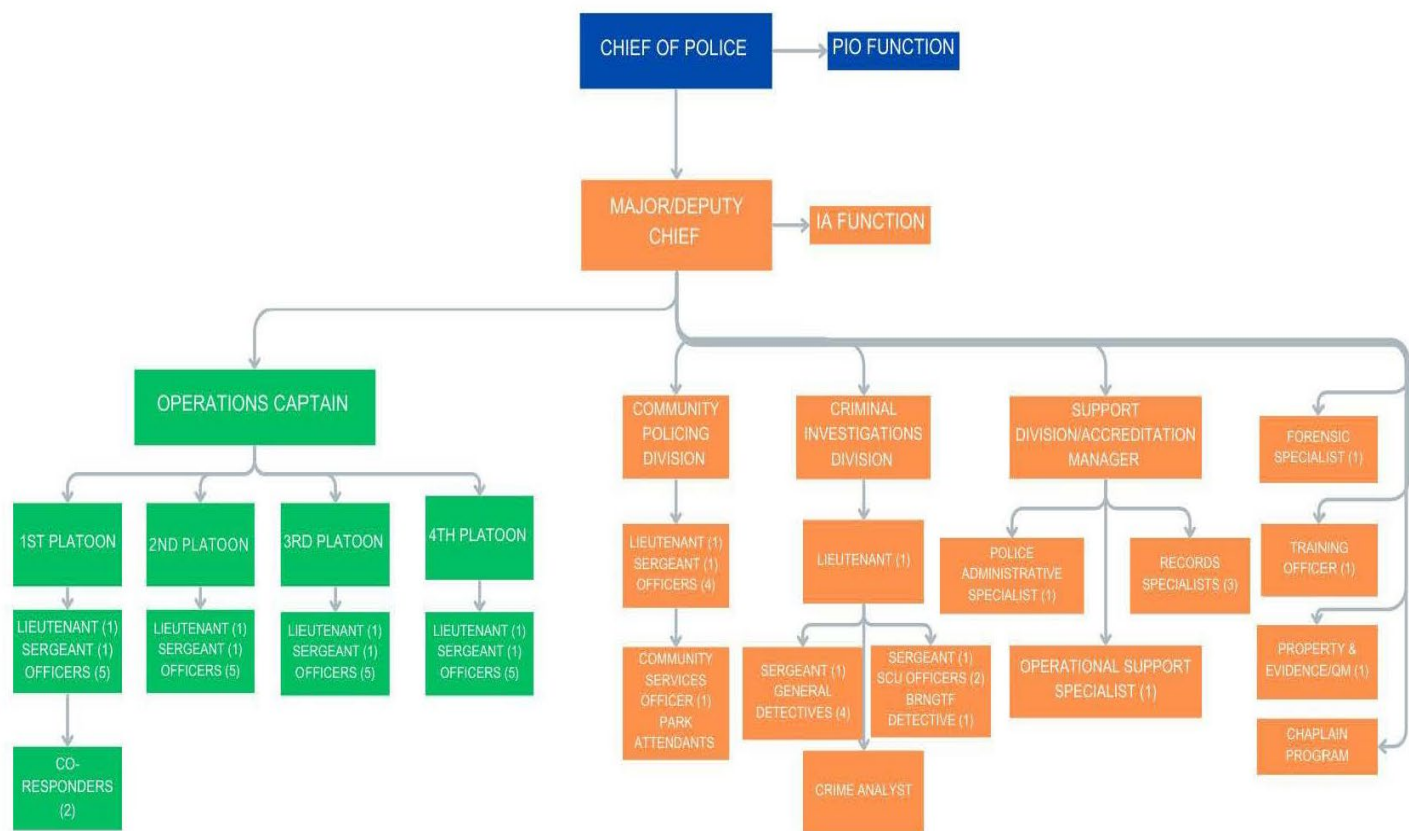


@culpeperpd

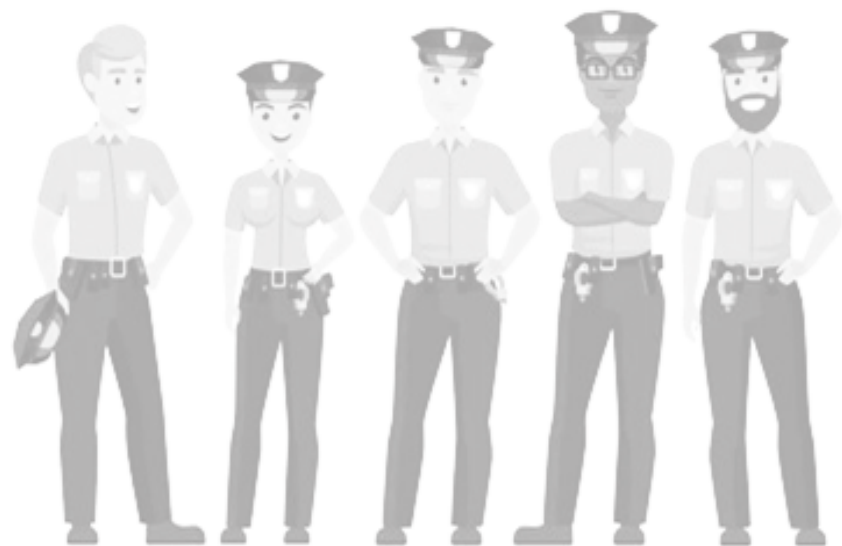


@culpeper-pd

ORGANIZATION



EFFECTIVE DATE: 11/15/2024



COMMAND STAFF



Nicholas White
Major



Christopher Settle
Chief of Police



Vacant
Captain



Lt. Ashley Banks
Community Policing



Lt. Brittany Jenkins
Patrol Operations



Lt. Scott Last
Patrol Operations



Lt. Lonnie Myers
Criminal Investigations



Lt. Jacob Neal
Patrol Operations



Stacey Nicholson
Support Division Manager



Lt. Kevin Tooley
Patrol Operations

NEW HIRES IN 2024



Kristen Jenkins
Operational Support



Christopher Kesler
Officer



Alvaro Moran
Officer



Christopher Robinson
Officer



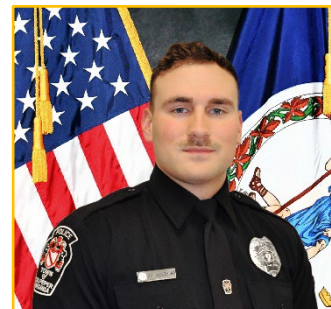
Erich Sweet
Officer



Nick White
Deputy Chief



Nicholas Yarosis
Officer



John Yenchak
Officer

ON MY HONOR,
I WILL NEVER BETRAY MY BADGE,
MY INTEGRITY, MY CHARACTER,
OR THE PUBLIC TRUST.

I WILL ALWAYS HAVE THE COURAGE
TO HOLD MYSELF AND OTHERS
ACCOUNTABLE FOR OUR ACTIONS.

I WILL ALWAYS UPHOLD THE CONSTITUTION,
THE COMMUNITY, AND THE AGENCY I SERVE,
SO HELP ME GOD.

PROMOTIONS & ADVANCEMENTS

The Culpeper Police Department promoted and advanced the below personnel in 2024. These officers showed the advanced skills, knowledge, and abilities to lead and/or take the next step in their career. Biannually, the Department conducts a promotional process for eligible candidates for all ranks of leadership. The ranking from this process continues until the next promotional process. The agency utilizes outside law enforcement agencies to help create a fair and impartial process. The Department's next promotional process will occur in July of 2025. We congratulate the below employees and wish them the best in their leadership and advancement positions.



Jacob Neal
Lieutenant



Matthew Haymaker
Sergeant



Kenni Argueta
Master Police Officer



Michael Barone
Master Police Officer



Todd Durica
Master Police Officer



Austin Rustick
Master Police Officer

AWARDS



2024 Chamber of Commerce Valor Award Recipient
Lieutenant Jacob Neal



2024 Victim's Advocacy Award
M.P.O./Detective Timothy Sisk



2024 MADD Award Recipient
Officer Ashley Sain

STATISTICAL HIGHLIGHTS

As of January 1, 2021, all law enforcement agencies are required to submit data in compliance with the National Incident-Based Reporting System (NIBRS). NIBRS is managed by the Federal Bureau of Investigations (FBI) and brings detailed, incident-based data to the Uniform Crime Reporting (UCR) program. NIBRS data accurately collects and reports crime data from all law enforcement agencies in the U.S. These crimes are broken down into Group A and B offenses, which has replaced the Part I and II crime reporting. Our agency has seen an overall decrease of 7% in Group A offenses in 2024 when compared to 2023. In 2024, violent crime has decreased by 12%, crimes against property has decreased by 1%, and crimes against society has decreased by 21% when compared to 2023. Our department cleared 65% of Group A crimes either by arrest or exceptional means in 2024. In 2024, the department cleared 80% of crimes against a person, 46% of crimes against property, and 69% of crimes against society.

Crime Against Person							Five Year	
Crime Type	2020	2021	2022	2023	2024	Change	Average	Change
Assault Offenses								
Aggravated	21	17	24	27	14	-48%	21	-33%
Simple	234	207	216	232	218	-6%	221	-1%
Intimidation	16	17	24	23	16	-30%	19	-16%
Homicide Offenses								
Murder	2	0	1	0	1	100%	1	0%
Negligent Manslaughter	0	0	0	0	0	0%	0	0%
Justifiable Homicide	0	0	0	0	0	0%	0	0%
Human Trafficking								
Commercial Sex Acts	0	0	0	0	0	0%	0	0%
Involuntary Servitude	0	0	0	0	0	0%	0	0%
Kidnapping/Abduction	1	6	8	4	7	75%	5	40%
Sex Offenses								
Rape	5	2	6	3	1	-67%	3	-67%
Sodomy	0	1	0	3	1	-67%	1	0%
Sexual Assault with An Object	0	2	0	2	0	-100%	1	-100%
Criminal Sexual Contact	0	0	0	0	2	200%	0	200%
Incest	0	0	0	0	0	0%	0	0%
Statutory Rape	1	0	0	0	0	0%	0	0%
Total Crimes Against a Person	280	252	279	294	260	-12%	273	-5%

STATISTICAL HIGHLIGHTS

Crimes Against Property							Five Year	
Crime Type	2020	2021	2022	2023	2024	Change	Average	Change
Arson	4	2	2	1	0	-100%	2	-100%
Bribery	1	0	2	0	0	0%	1	-100%
Burglary/B&E	6	5	8	18	13	-28%	10	30%
Counterfeit/Forgery	17	7	14	16	8	-50%	12	-33%
Destruction of Property	234	120	158	127	115	-9%	151	-24%
Embezzlement	15	22	7	10	7	-30%	12	-42%
Extortion/Blackmail	1	2	5	6	4	-33%	4	0%
Fraud Offenses								
False Pretense	53	75	69	119	98	-18%	83	18%
Credit Card/ATM Fraud	22	9	17	13	9	-31%	14	-36%
Impersonation	5	7	25	22	18	-18%	15	20%
Welfare Fraud	0	0	0	0	1	100%	0	100%
Wire Fraud	0	6	2	5	7	40%	4	75%
Identity Fraud	11	7	5	12	6	-50%	8	-25%
Hacking/Computer Invasion	0	0	0	0	0	0%	0	0%
Larceny/Theft Offenses								
Pocket-picking	1	1	0	1	1	0%	1	0%
Purse-snatching	0	0	0	1	0	-100%	0	0%
Shoplifting	113	120	151	129	198	53%	142	39%
Theft from Building	12	18	15	16	18	13%	16	13%
Theft from Coin-Operated Machine	1	1	3	0	0	0%	1	-100%
Theft from Motor Vehicle	62	33	45	26	32	23%	40	-20%
Theft of MV Parts or Access.	23	13	16	9	15	67%	15	0%
All Other Larceny	89	52	76	95	58	-39%	74	-22%
Motor Vehicle Theft	9	22	16	22	23	5%	18	28%
Robbery	10	5	5	5	6	20%	6	0%
Stolen Property Offenses	1	2	0	0	7	700%	2	250%
Total Crimes Against Property	690	529	641	653	644	-1%	631	2%



STATISTICAL HIGHLIGHTS

Crimes Against Society							Five Year	
Crime Type	2020	2021	2022	2023	2024	Change	Average	Change
Animal Cruelty	0	0	1	2	0	-100%	1	100%
Drug/Narcotic Offenses								
Drug/Narcotic Violations	233	103	118	127	107	-16%	138	-22%
Drug Equipment Violations	27	16	24	27	17	-37%	22	-23%
Gambling Offenses								
Betting/Wagering	0	0	0	0	0	0%	0	0%
Operating/Promoting/Assisting	0	0	0	0	0	0%	0	0%
Gambling Equipment Violation	0	0	0	0	0	0%	0	0%
Sports Tampering	0	0	0	0	0	0%	0	0%
Pornography/Obscene Material	1	5	1	6	8	33%	5	60%
Prostitution Offenses								
Prostitution	0	0	0	0	1	100%	0	100%
Assisting or Promoting	0	0	0	0	0	0%	0	0%
Purchasing Prostitution	0	1	0	0	0	0%	0	0%
Weapon Law Violations	18	17	26	30	18	-40%	22	-18%
Total Crimes Against Society	279	142	170	192	151	-21%	187	-19%

							Five Year	
	2020	2021	2022	2023	2024	Change	Average	Change
Total Crimes Against Person	280	252	279	294	260	-12%	273	-5%
Total Crimes Against Property	690	529	641	653	644	-1%	631	2%
Total Crimes Against Society	279	142	170	192	151	-21%	187	-19%
Total Group A Offense	1,249	923	1,090	1,139	1,055	-7%	1,091	-3%

***All % are rounded to the next whole number**

*Source: Culpeper Police Department – ONESolution RMS Version 9.0, all statistics are current as of February 12, 2025.

ARRESTS AND USE OF FORCE

Arrests	2020	2021	2022	2023	2024	5-Year Average
Adults	961	1,081	1,474	1,317	1,188	1,204
Juveniles	20	25	27	46	29	29
Total	981	1,106	1,501	1,363	1,217	1,234

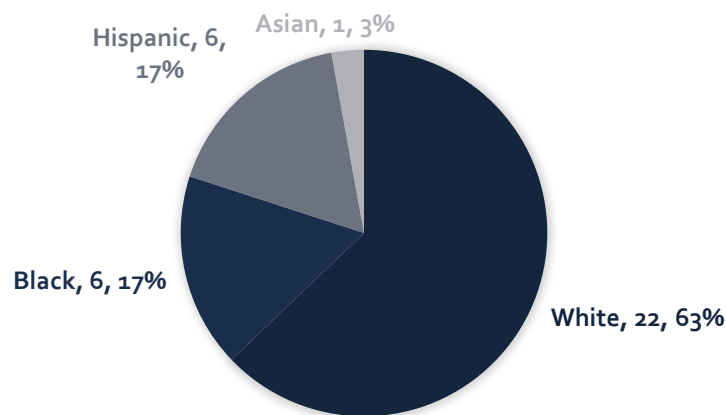
Arrests by Race	Male	Female	Total	%
White	597	268	865	71%
Black	260	90	350	29%
Asian	2	-	2	-
Total	859	358	1,217	100%

Use of Force by Incident	Total
Alcohol	13
Drugs	6
Mentally Compromised	5

In 2024, there were no complaints of excessive force.

Use of Force Type	Total
Physical	25
CEW Display	10
CEW Deployed	1
Firearms Displayed	19
Ripp Hobble	4
Other	0

USE OF FORCE BY SUSPECT RACE



Annually, all Officers receive Use of Force and De-escalation training. They also review policies and procedures during the required training.

OPERATIONS DIVISION

Officer Initiated CFS: 8,343 Written Reports: 2,570

The Operations Division is commanded by a Captain and is comprised of 1st Platoon, 2nd Platoon, 3rd Platoon, and 4th Platoon. This division is the most highly visible division within the department. All platoons are responsible for the 24-hour, 7-day a week police coverage and response. They execute all traffic and criminal laws and conduct preventive patrol and active enforcement in the Town limits. To conduct these patrols they utilize police sedans/SUV vehicles, motorcycles, or bicycles. Our Officers also conduct foot patrols and selective enforcement in neighborhoods, business districts, and problematic areas. In 2024, the department conducted 416 hours of selective enforcement, and wrote 204 summonses and 54 warnings during these enforcements.

#	Address	Focus Month	Concern	Total (Hr/Min/Sec)	Summonses	Warnings
1	Wayland Road	January	Speeding Violations	5:30:34	0	0
2	Keswick Drive/Windermere Drive	January	Stop Sign Violations	5:02:13	0	0
3	Cypress Drive/Chestnut Drive	January	Speeding and Stop Sign Violations	8:47:35	3	0
4	500-Blk James Madison Highway	January	Speeding Violations	10:25:45	0	0
5	School Zones/Bus Stops	January - May, August -December	Speeding, Crosswalk, Bus Passing	53:22:16	87	11
6	Sunset Lane Crosswalks	January	Speeding and Security Violations	8:08:34	0	0
7	200-Blk Wayland Road	February	Speeding Violations	10:19:26	3	1
8	South East Street/Locust Street	February	Stop Sign Violations	12:00:26	5	3
9	Madison Road/Golf Drive	February	Speeding Violations	17:43:43	10	2
10	Belle Avenue/Hitt Court	February, August	Speeding Violations	21:18:43	11	1
11	Monticello Avenue/Fourth Street	March	Stop Sign Violations	4:24:13	0	0
12	Duke Street/Addie Lane	March	Speeding Violations	11:36:20	1	0
13	Autumn Ridge Road/Dove Lane	March, September, December	Speeding and Stop Sign Violations	12:13:31	1	0
14	Blue Ridge Avenue (Yowell Meadow Park)	March	Speeding Violations	8:14:19	3	1
15	Nalles Mill Road/James Madison Highway	April	Stop Sign Violations	6:42:20	3	2
16	Belle Avenue/Cottontail Drive	April	Stop Sign Violations	3:32:29	4	1
17	Blossom Tree Road/Whitworth Drive	April, December	Speeding and Stop Sign Violations	12:36:53	6	7
18	Aberdeen Drive/Birch Drive	April	Stop Sign Violations	3:41:13	1	0
19	Virginia Avenue/Longview Lane	May, August	Speeding and Stop Sign Violations	9:25:45	3	1
20	Snyder Lane/Verdun Way	May	Speeding and Stop Sign Violations	7:23:14	0	0
21	100-Blk Standpipe Road	May	Speeding Violations	1:16:53	0	0
22	400-Blk James Madison Highway	May, December	Speeding Violations	14:44:15	7	1
23	Kerns Drive/Windermere Drive	June	Speeding Violations	0:00:00	0	0
24	Deer Chase Road/Blossom Tree Road	June	Speeding and Stop Sign Violations	0:00:00	0	0
25	400-Blk Madison Road	June	Speeding Violations	5:31:33	2	0
26	Belle Avenue/Azalea Street	June	Speeding Violations	5:57:19	2	1
27	200-Blk Laurel Street	June, September	Speeding Violations	13:35:25	5	0
28	Madison Road/Sunset Lane	July	Speeding Violations	3:07:27	0	0
29	Montanus Drive/Burgandine Avenue	July, October	Stop Sign Violations	21:10:44	7	7
30	Standpipe Road/Snowbush Court	July, September	Speeding and Stop Sign Violations	7:59:32	0	0
31	Virginia Avenue/Keswick Drive	July	Speeding and Stop Sign Violations	6:32:43	1	2
32	South East Street/Chandler Street	July	Stop Sign Violations	8:18:40	10	3
33	Virginia Avenue/Windermere Drive	August, November	Speeding Violations	6:57:20	0	0
34	Orange Road/Gum Street	August	Speeding Violations	10:04:43	1	0
35	Chandler Street/Electric Avenue	September	Speeding Violations	17:19:59	1	1
36	100-Blk Virginia Avenue	October	Speeding Violations	4:09:26	0	0
37	Blue Ridge Avenue/Chandler Street	October, November	Stop Sign Violations	30:22:06	10	4
38	Germanna Highway/Broad Street	October, December	Speeding Violations	16:16:57	7	0
39	Old Rixeyville Road/Fairview Road	November	Speeding Violations	8:56:16	10	5
40	Cottontail Drive/Blue Spruce Drive	November	Stop Sign Violations	1:19:19	0	0
Total				416:10:09	204	54



CRIMINAL INVESTIGATIONS

The Criminal Investigations Division is managed by a Lieutenant and comprised of two (2) Sergeants, General Detectives, Street Crimes Unit, and a Crime Analyst.

For the year 2024, the department investigated crime trends that continue to increase, including (9) Bitcoin/cryptocurrency scams, gift card/prepaid card scams, rental scams (residential), and scams involving sextortion. These frauds mostly involve third-party payment services (Western Union, Zelle, Venmo, Cash App, Apple Pay, etc.). Eight (8) cases of counterfeit currency/forged documents were offenders operating throughout the East Coast.

The department also investigated larger-scale crime trends involving retail theft and burglary of cigarette distribution warehouses. The offenders identified were involved in a criminal enterprise targeting localities off major thoroughfares throughout many states up and down the East Coast.

Our agency had ten (10) motor vehicle thefts; nine (9) have been recovered, and one (1) is still outstanding. There were thirteen (13) incidents of unauthorized use. We had fifteen (15) vehicle tampering incidents in December, where two (2) unsecured firearms were stolen.

The criminal investigations investigated one (1) homicide, one (1) attempted murder, one (1) forcible rape, six (6) robberies, thirteen (13) burglary/breaking & entering, thirty (30) death investigations (one (1) drowning, six (6) overdose deaths, twenty-three (23) general death investigations).

The RTCIC (Real-Time Crime and Information Center) went live in August 2024. The RTCIC is an incident-based Center to enhance the effectiveness of daily investigations. From the time it was integrated, the RTCIC has been partially deployed in many investigations to include shootings, homicide, shopliftings, pursuits, etc. The RTCIC has been a successful tool for our Officers and Detectives, providing leads on their cases and bringing them to a successful conclusion.



Cases Assigned:

314

Cases Closed:

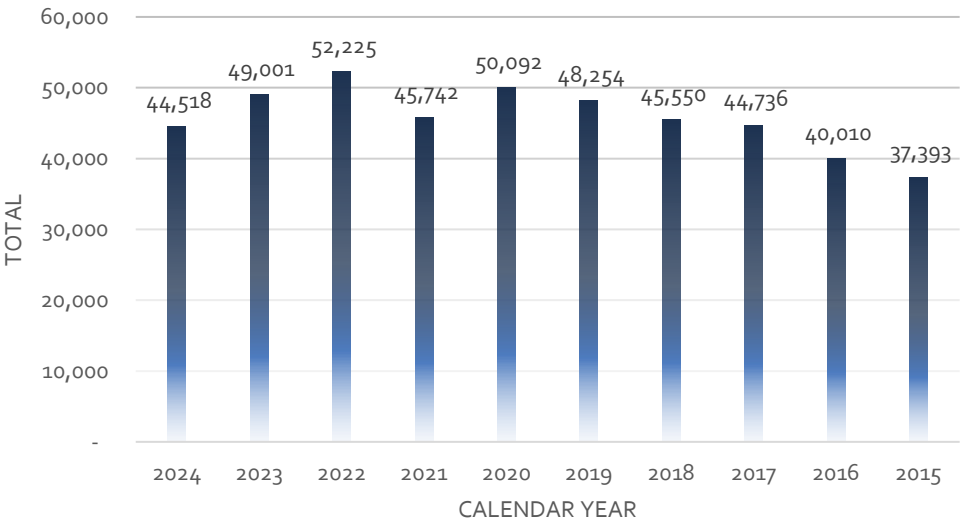
214

CALLS FOR SERVICE

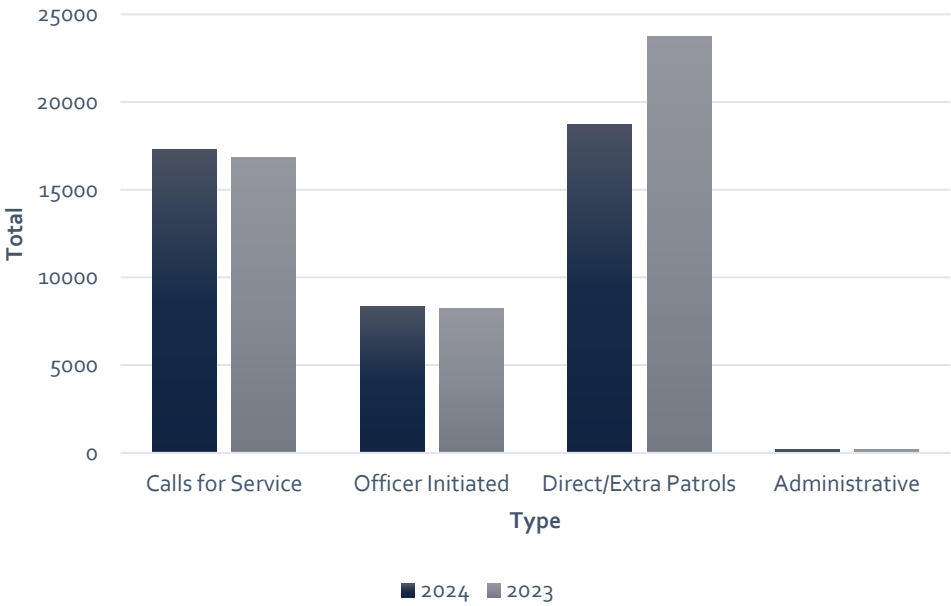
Calls for service (CFS) are documented in a database through our joint dispatch center. These CFS are broken down into four (4) categories, calls for service, officer initiated, direct/extra patrols, and administrative. CFS are calls that citizens make when they are in need of an officers response. Officer initiated is activity documented and initiated by our officers, for example Traffic Stops. Direct/Extra patrols include extra, foot, and directed patrols in high traffic or problematic areas. Administrative CFS include fingerprint services and car seat installation services. All CFS data is analyzed to capture the most accurate information.



CALLS FOR SERVICE HISTORY



Calls for Service Summary

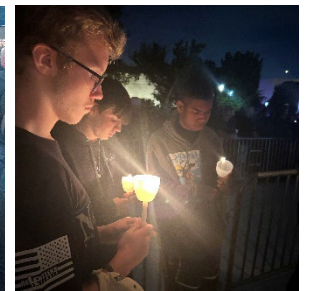


LAW ENFORCEMENT EXPLORERS



Law Enforcement Explorers is a non-profit, educational program sponsored by the CPD. The Explorer program is for young men and women between the ages of 14 and 20 who have completed the 8th grade and is designed for those with an interest in law enforcement. Explorers are not sworn officers. Police advisors provide training and guidance for the Explorers. The department currently has thirteen (16) Law Enforcement Explorers that are managed by the Explorer Coordinator,

Master Police Officer Julia Cole. During 2024, they have attended 17 meetings and attended 28 events, completing approximately 354 hours of service. In addition, the department hosted a four day summer camp where the Explorers learned about many topics regarding law enforcement. They attended the National Police Week Candlelight Vigil in Washington, D.C., toured the Department of Forensic Science, and visited the Spy Museum.

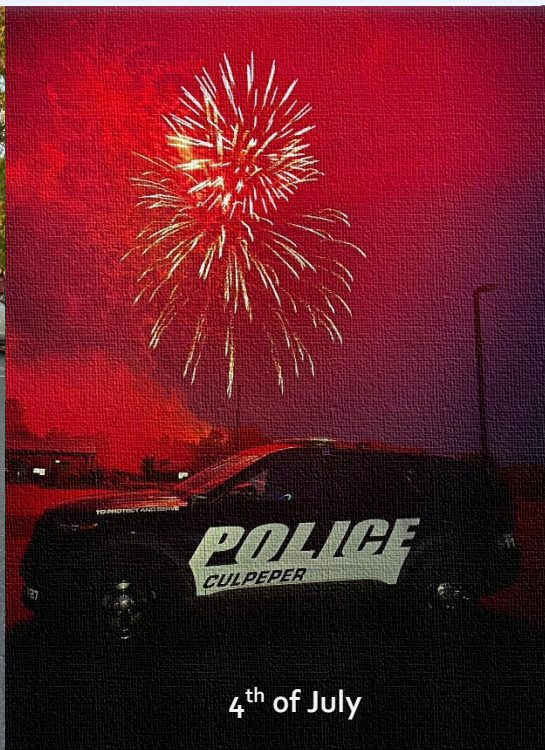


COMMUNITY POLICING

The Culpeper Police Department has continued its success over the past year by providing quality public service to our community. The Community Policing Program continues to be a tremendous success with over 31 neighborhood watch/business watch areas. The department participates in a school watch program. We have 8 active public/private school watch programs with an officer assigned to each school. The agency continues to partner with community leaders, stakeholders, and citizens to participate, plan, host, and assist with special events occurring within our jurisdiction. In 2024, the department assisted and/or participated in over 165 events in the Town of Culpeper. On May 31, 2024 the Department hosted its second Open House Event and provided citizens with demonstrations on drones, K-9's, motorcycle, and provided Kids ID's. The most successful event continues to be the Blue/Red Santa program. This program is a joint effort by the police department and fire/rescue to provide children the opportunity to shop with a cop or fire/rescue personnel during the Christmas holiday season.



Halloween



4th of July



Governor's Visit



Blue/Red Santa



Before



Wreaths Across America



Oeqchi Evangelical Church Event



Open House

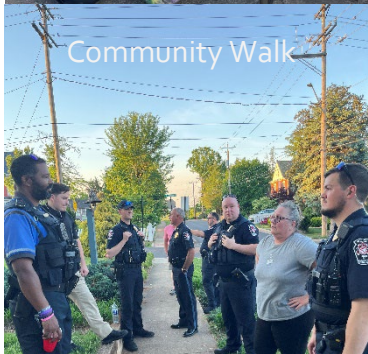
COMMUNITY OUTREACH



Girl Scout Support



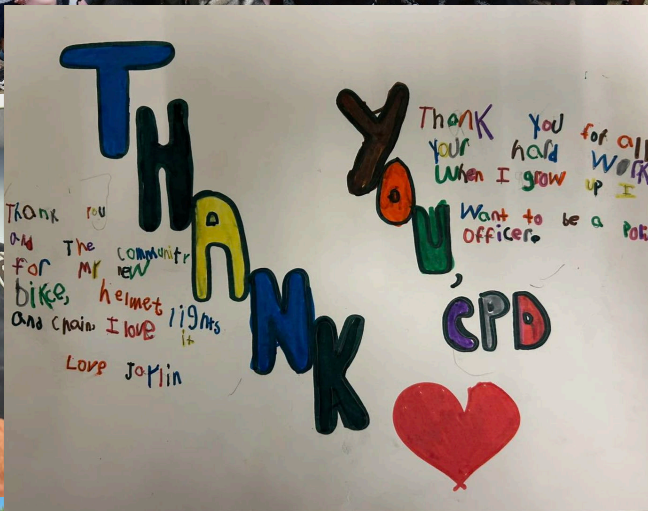
Coffee with a Cop



Community Walk



LE Torch Run 5K



LE Kickball



Police Unity Tour



Community Involvement



Defensive Tactics Class

COMMUNITY OUTREACH



NNO



Carry the Load



Culpeper Fiesta Event



NNO



Touch a Trolley Event



NNO



Community Involvement



Community Involvement



Lifepoint Church



Halloween



Back to School Event



Downtown Business Support

AMAZING CITIZEN AWARD RECIPIENTS

The Culpeper Police Department continues to host bi-monthly Combined Neighborhood Watch meetings, which included honoring citizens with the "Chris R. Jenkins Amazing Citizen Award" through June 2024. This award is presented to a local citizen that goes above and beyond. All nominations come from the public. In 2024, the below citizens were honored and awarded amazing citizens. The department is currently planning on having an annual recognition event, honoring citizens with the "Chris R. Jenkins Amazing Citizen Award", separate from the department hosted Combined Neighborhood Watch meetings.



February 2024
Steve Corbin



April 2024
Meaghan Taylor



June 2024
Butch Davies

TRAFFIC OPERATIONS

The Culpeper Police Department continues to proactively enforcement traffic laws in the Town of Culpeper. Our Department is committed to reducing serious injury related crashes and maintaining zero crash related fatal crashes within our jurisdiction. This proactive approach includes traffic and selective enforcement in problematic areas. The Culpeper Police Department continually conducts specialized traffic details and educational campaigns, aimed at saving lives, preventing traffic crashes and injuries, while ensuring that public safety remains the priority. It is our collective responsibility as a community to obey traffic laws to ensure the safety of drivers, cyclists, and pedestrians using our roadways.

Route 3, Route 522, Route 229, Route 15, and Route 29 continue to be the main travel routes for motorists in Culpeper County, which enters into the Town of Culpeper. The Town of Culpeper is located within the County of Culpeper and continues to be the main shopping district for all residence within Culpeper County, which increases the number of motorists on the roadway within the Town. The Department's Community Policing Division Traffic units perform a wide-variety of tasks including responding to traffic crashes, traffic control, traffic related citizen complaints, selective enforcement, parking complaints and enforcement, traffic checking details, and crash investigation and reconstruction.

The total number of reportable crashes increased (3%) from CY2023 to CY2024. The number of personal related injuries decreased (7%), pedestrian related crashes increased (71%), and fatal related crashes remained at 0 from CY2023 to CY2024. The number of alcohol-related crashes decreased (20%) and drug related crashes remained the same, reporting 1 each year. Hit and Run incidents had a decrease (10%) in CY2024. Virginia State Police defines a "reportable crash" as crashes occurring on public property which result in \$1,500 or more in total property damage and/or injury to, or death of, any person.



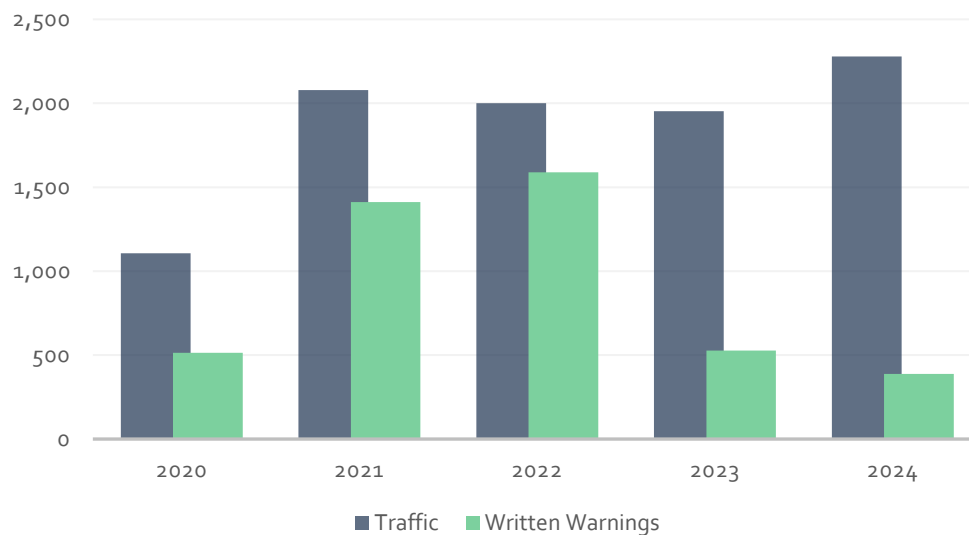
TRAFFIC STATISTICS



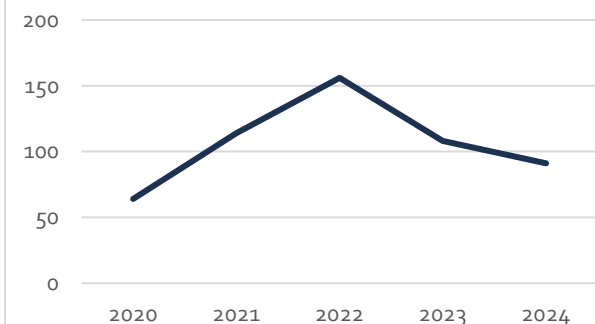
Traffic Citations

Citations Issued	2020	2021	2022	2023	2024	5-Year Average
Traffic	1,106	2,078	2,000	1,952	2,278	1,883
Written Warnings	514	1,411	1,588	527	388	886
DUI Arrests	64	114	156	108	91	107
Parking Tickets	604	1,132	1,348	961	1,611	1,131

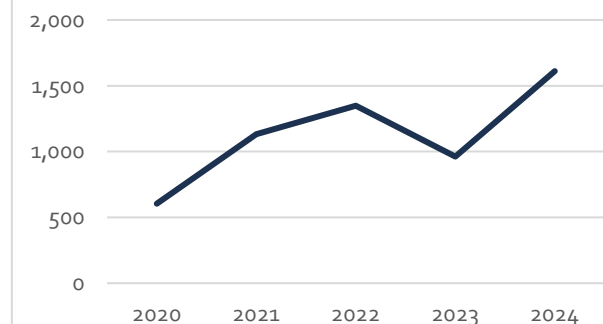
Traffic Citations



DUI Arrests



Parking Tickets



TRAFFIC CRASHES

Crash Data

Crash Type	2020	2021	2022	2023	2024	5-Year Average
Fatal	0	2	2	0	0	1
Personal Injuries	72	88	107	89	83	88
Pedestrian	1	6	8	7	12	7
Reportable	237	281	296	248	256	264
Non-Reportable	288	369	420	414	434	385
Total Crashes	525	650	716	662	690	649

Total Crash related Charges	179	210	240	200	191	210
Estimated Unit Damage	\$1,097,860	\$1,450,296	\$1,510,600	\$1,283,261	\$1,447,511	\$1,357,906
Estimated Property Damage	\$45,984	\$34,401	\$219,350	\$67,250	\$163,400	\$106,077
Alcohol-Related	5	6	8	10	8	7
Drug-Related	3	4	2	1	1	2
Hit and Run	134	150	138	146	131	140

Intersections with the Highest Number of Crashes

2024 Accidents by Intersection

1. James Madison Highway/Nalles Mill Road	10
2. Ira Hoffman Lane/Dominion Square Shopping Center	8
3. Germanna Highway/McDevitt Drive	7
4. James Madison Highway/North Main Street	5

Crashes by Month

	2023	2024	Change
January	16	26	63%
February	11	14	27%
March	20	16	-20%
April	21	23	10%
May	21	25	19%
June	25	28	12%
July	20	20	0%
August	21	26	24%
September	19	16	-16%
October	25	19	-24%
November	33	30	-9%
December	16	15	-6%

Crash Casual Factors

CY2023	CY2024
No Right of Way (81)	No Right of Way (89)
Following Too Close (55)	Following Too Close (55)





SUPPORT DIVISION

The Support Division is commanded by Major Nick White and is comprised of forensic information technology, internal affairs, training, support services, and property and evidence. During 2024, the department successfully went through year 3 of their Commission on Accreditation for Law Enforcement Agencies (CALEA) web-based assessment and year 4 on-site assessment. The agencies final reports were favorable from the Customer Service Managers. In 2025, agency personnel will appear before the CALEA Commission Review Hearing and they will determine if re-accreditation is granted.



The Records Division continues to provide services for officers and citizens. The division handles, enters and/or checks for accuracy reporting paperwork within the agency to include, incident reports, case management, court dockets, accident reports, citations, VCIN entries (wanted persons, stolen vehicles/plates, missing persons, stolen articles/guns), and is responsible for the retention/destruction based on The Library of Virginia schedules. The Records Division continues to maintain a paperless system by scanning and attaching all paper documents to the Records Management System. The Records Division handles all Freedom of Information Act (FOIA) requests that are submitted by citizens. During CY24, the division fulfilled approximately 270 FOIA requests through NextRequest.

In 2024, the department hired an evening Operational Support Specialist to assist evening patrol with Records requests and Real-Time Crime and Information Center operations during investigations.

The Police Administrative Specialist handles all accounts payable and payroll processing for the department and assists with training scheduling and maintaining pertinent training documentation. This position is responsible for the monthly manager's reports, ordering supplies for the entire agency, manages the Department of Motor Vehicle grants, and assists with accreditation and other special projects/events.

The Senior Police Technology Officer handles all forensic and technology related items for the department. In 2024, he assisted with pulling video/photographs for FOIA requests, conducted 20 forensic cell phone examinations, and maintained operation of 37 body worn cameras, 35 in-car camera systems, 13 Flock systems (added 3 additional systems), and overseen the upgrade from Body 3 to Body 4 cameras and training. He also coordinated and assisted with the technical specifications for the new police command unit and managed the new Records Management System upgrade with a go-live date of May 2025.

PROPERTY/EVIDENCE, QUARTERMASTER & DTBU

The Property and Evidence Specialist/ Quartermaster maintains accountability for all property and evidence for the department and ensures our officers are properly dressed, equipped and ready for duty. This position is responsible for the proper receipt, storage, inventory control and disposition of property and evidence items while in the custody and control of the department, thus ensuring a transparent and indisputable chain of custody. The property and evidence room is audited on an annual and quarterly basis by supervisory personnel for compliance of policy and procedures. All audits conducted in 2024, had above board findings and were in compliance with best practices. This position has maintained a quarterly review, retention and destruction schedule, for both evidentiary and equipment/uniform items, thus sustaining manageable inventory control. In 2024, there were 983 property and evidence items submitted, 1,052 items destroyed, and 121 items that had other dispositions (Return to Owner, Submitted to Secret Service or Submitted Virginia State Treasury, etc.), totaling 1,173 items being removed from the property and evidence room. The International Association of Property and Evidence sets best practices as "In one, out one" and we are currently maintaining well above those destruction standards.

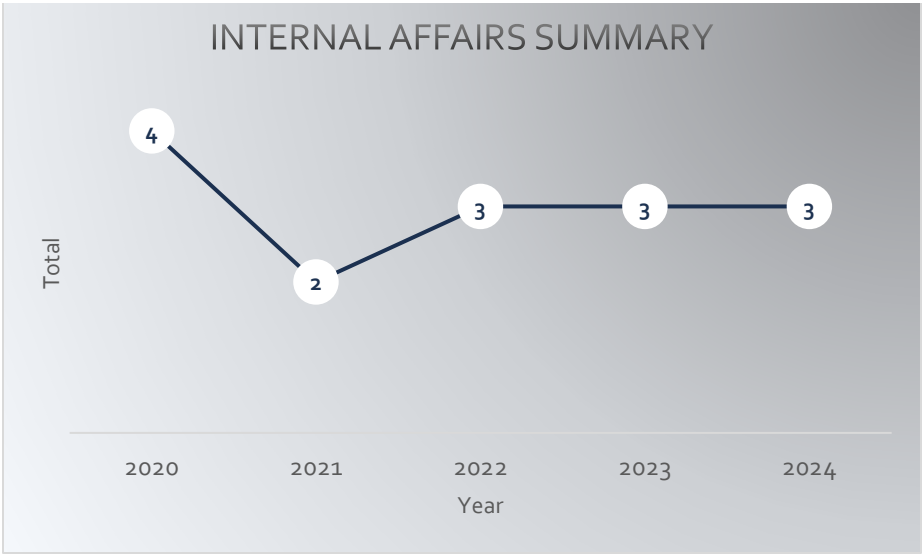
A Drug Take Back Program was initiated in the summer of 2015 when we received a donation from Old Dominion Electric Cooperative to purchase the unit. The program was designed to provide a safe disposal site of unwanted, unused, or expired prescription medication. It is a continued statewide effort to prevent prescription drug abuse and to keep trace drugs out of our lakes and streams. The Drug Take Back unit is located in the lobby of the Department and is accessible 24-hours a day, 7-days a week. In 2024, the department safely disposed over 346 pounds of prescription medication. Annually, the Department participates in the Drug Enforcement Administration National Prescription Drug Take Back Day.

The Quartermaster is responsible for securing and retaining uniforms and equipment, thus preparing for each individual officer to be outfitted with all necessary items to accomplish their duties, safely and effectively. In 2024, the Department welcomed in nine new police officers that were the responsibility of this position to make ready for duty. This can be an extensive task, as individual officer needs are different, however each require the same amount of commitment to ensure their appearance, presentation and performance equipment is of the highest quality. This Department values its officer's ability to perform, without hindrance, by making certain they have accommodating uniforms and top of the line equipment.



INTERNAL AFFAIRS

The Culpeper Police Department, in an effort to maintain integrity of all members of the department, has a formal process for handling complaints received. All complaints, informal or formal, received can be in written form, verbal, or anonymous. Deputy Chief Nick White investigates all complaints received and determines the level of investigation needed for each case. Minor complaints can be handled at a supervisory level, but major complaints will be handled by Deputy Chief White and at the discretion of the Chief of Police. After the investigation is completed, the internal affair is classified into one (1) of the four (4) categories, unfounded, exonerated, not sustained, and sustained. In 2024, the Department received and investigated a total of three (3) complaints, which one (1) complaint was sustained, one (1) complaint was not sustained, and one (1) complaint is still under investigation.



Internal Affairs Classification	2020	2021	2022	2023	2024
Unfounded	1	1	0	0	0
Exonerated	0	0	0	0	0
Not Sustained	1	0	2	0	1
Sustained	2	1	1	3	1
On-Going	0	0	0	0	1

COMMUNITY POLICING DATA ACT

Effective July 1, 2020, the Virginia Department of State Police, Criminal Justice Information Services Division, Uniform Crime Reporting Section, began collecting community policing data as required by 2020 Acts of Assembly Chapter 1165, the Community Policing Act. There have been amended versions of the requirements of the act since its creation. The act requires each time a law enforcement officer stops a driver of a motor vehicle, the officer shall collect and document the following data:

- the race, ethnicity, age, and gender of the person stopped;
- reason for the stop;
- the location of the stop;
- whether a warning, written citation, or summons was issued or whether any persons were arrested;
- if a warning, written citation, or summons was issued or an arrest was made, the warning provided, violation charge, or crime charged;
- whether the vehicle or any person was searched;
- additional arrests;
- if the individual speaks English;
- if any physical force was utilized against any person during the stop by the law enforcement officer;
- if any physical force was utilized against the law enforcement officer by the any person during the stop.

The Records Division personnel extract all of the data from CAD, input the data into the required reporting form, and submit the report monthly to the Virginia State Police. Below are the statistics from our submissions for 2024.

Stops by Race	Total	%
Asian	21	1%
Black	590	21%
Indian	1	0%
Unknown	154	5%
White	2,097	73%

Stops by Ethnicity	Total	%
Hispanic	791	28%
Non-Hispanic	1,919	67%
Unknown	153	5%

Reason for Stop	Total	%
Call for Service	13	0.5%
Checkpoint	25	1%
Terry Stop	14	0.5%
Traffic Violation	2,809	98%
Warrant Service	2	0%

Action Taken	Total	%
Arrest	150	5%
None	511	18%
Summons	1,382	48%
Warning	820	29%

Actions Taken by Race/Ethnicity

Action	White	%	Black	%	Indian	%	Asian	%	Hispanic	%	Unknown	%
Arrest	50	4%	33	6%	-	0%	1	5%	66	8%	-	0%
No Enforcement Action	186	14%	103	17%	-	0%	1	5%	72	9%	149	97%
Citation/Summons	641	49%	249	42%	-	0%	11	52%	481	61%	-	0%
Warning	429	33%	205	35%	1	100%	8	38%	172	22%	5	3%
Total	1,306		590		1		21		791		154	

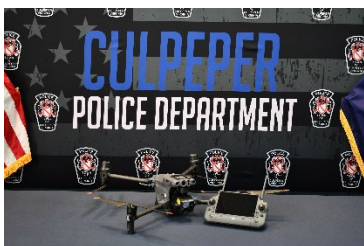
MEET THE DRONE TEAM

The Culpeper Police Department's Drone Team is comprised of twelve (12) active members. These members are certified Drone pilots and are working toward everyone taking the Federal Aviation Administration Part 107 exam. The exam covers topics such as drone laws, weather, and airport operations.

In 2024, the team deployed drones during 58 events, which included assisting other agencies, agency calls for service, and forest fires. The team has utilized the equipment to locate missing children and elderly, suspects fleeing from criminal activity, barricaded subjects, emergency custody orders, clearing buildings, aerial photography and executing search warrants. The team also deploys the drone equipment during community service events. Some of the events that UAS equipment was deployed during 2024 were the Fireman's Parade, Christmas Parade, 4th of July event, Third Thursday Concerts, Hop N Hog event, 911 Memorial, Wreaths Across America, CTECH events, and National Night Out. They have also utilized the equipment for the Department Open House event, Culpeper County School events, aerial overviews of local businesses, and the Boy Scouts Air Festival. The Drone Team assisted Rappahannock County and Culpeper County develop their own Drone Team. The department's team has also assisted Madison County, Virginia State Police, Culpeper Fire Department, Virginia Forestry Association, and Culpeper County Sheriff's Office with calls for service. In 2024, the department purchased three (3) new pieces of equipment; DJI Matrice 30T, DJI Mavic 3T, and three (3) DJI Air 3. The team conducted training four (4) times last year and their goal for 2025 is to have training every other month. Each certified pilot is required to fly and log their flights each month. Two (2) members of the Drone Team was able to attend the 2024 Drone Responders Conference that was held in Williamsburg, Virginia. In 2025, the team plans to increase training, update the fleet, and combine training with the SWAT and K-9 teams.

DJI Matrice 30T

The Matrice 30T has the ability to provide over watch and take still photos and video. This aircraft has thermal capability which allows the pilot to determine heat signatures from above. This aircraft has participated in missions to find missing children, elderly, and people involved in criminal activity.



DJI Mavic 3T

The Mavic 3T is a smaller unit that can be deployed quickly. This aircraft has the capability to use thermal and provides the pilot with an accurate and up to date footage of the area.



DJI Air 3

The Air 3 is lightweight and can be deployed in mere minutes. It provides the patrol pilot quick and easy air coverage over a scene. This aircraft has been used to apprehend subjects that have fled from the scene. It allows the officer to quickly search the area and provide information to other officers as they approach.

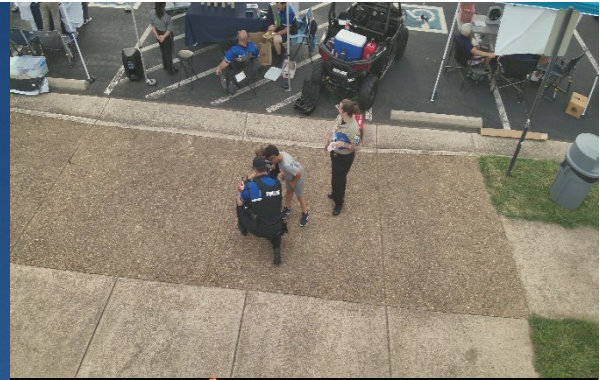


DJI Avata

The Avata is mainly used to search the interior of buildings and structures. This provides an accurate detailed overview of a scene prior to sending in law enforcement officers. This allows us to clear a building and send officers into a safe environment to continue the search.



DRONE EQUIPMENT & AERIAL PHOTOS



RETIREMENT OF CAPTAIN ANDREW TERRILL



On January 1, 2025, Captain Andrew Terrill retired from the police department with over 29 years of dedicated service in law enforcement. Captain Andrew Terrill is a former United States Marine Corps veteran with a military occupational specialty in logistics. During his service, he had the opportunity to add military police training to his skill set while stationed at Camp Lejeune, North Carolina. After leaving the Marine Corps, Captain Terrill continued to pursue a career in law enforcement and joined the Culpeper County Sheriff's Office in 1996, where he was assigned to court security and then patrol. He started employment with the Culpeper Police Department in 1998. As he rose through the ranks over the next three decades, Captain Terrill served in Patrol, Street Crimes, and General Investigations until assuming supervision over the department's entire Operations Division. Captain Terrill served the ranks of Patrol Officer, Detective, Sergeant, Lieutenant, and Captain during his longevity with the department. We commend and thank Captain Terrill for his wholehearted service to the department and our community. The department wishes him a prosperous retirement.



RETIREMENT OF MASTER POLICE OFFICER MICHAEL GRANT



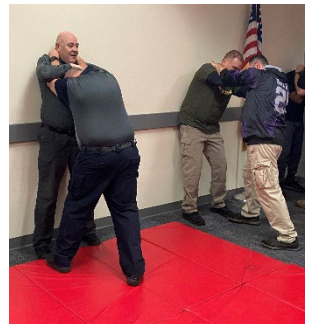
On July 1, 2024, Master Police Officer (MPO) Michael Eugene Grant retired from the police department with nearly 45 years of dedicated service in law enforcement. MPO Grant's law enforcement career began in 1981. He worked for several different agencies experiencing a number of different assignments; Sergeant, K-9 Officer, Investigator, Narcotics/Gang Task Force Detective, Motor Officer and School Security Guard. MPO Grant started employment with the department in April of 2008 and retired in June of 2024. MPO Grant loyally served the Town of Culpeper as a police officer. Most recently serving in our Community Policing Division and as a Motor Officer, MPO Grant is well known throughout Culpeper for his hard work and dedication to community service. We thank and congratulate MPO Grant for his dedication and loyal service to the citizens of the Town of Culpeper and wish him all the best in his retirement.



RETIREMENT OF MASTER POLICE OFFICER JOHN BARONE



On January 1, 2025, Master Police Officer (MPO)/Detective John Barone retired from the police department with nearly 40 years of dedicated service in law enforcement. Detective Barone graduated from St. John's University in Jamaica, New York in May 1981 with a bachelor's degree in Criminal Justice. He began his law enforcement career in 1984 with the New York City Police Department (NYPD). He served as a patrol officer and Auxiliary Coordinator for volunteers. On September 11, 2001 Det. Barone honorably and courageous responded to the Twin Tower attacks. After retiring from NYPD in July of 2004 after 20 years of service, Det. Barone joined the Culpeper Police Department in January of 2006. During his 19 years serving the Culpeper community, Det. Barone has been a patrol officer and detective. His final assignment was with the Criminal Investigations Division. His son, Master Police Officer (MPO)/Kg Handler Michael Barone, continues his father's legacy of service with the department.



LOOKING FORWARD TO 2025 AND BEYOND

As we reflect on the achievements and challenges of the past year, we are also looking ahead to the future with optimism and determination. The Culpeper Police Department remains committed to serving our community with professionalism, integrity, and transparency. As we look to 2025 and beyond, we recognize that the landscape of law enforcement is constantly evolving, and we must continue to adapt to meet the needs of our community.

Advancing Community Policing

One of our primary goals moving forward is to continue strengthening the bonds between the department and the community we serve. Community policing remains at the heart of our approach, and we will continue to focus on building trust, improving communication, and fostering positive relationships with all members of our community. By engaging with local organizations, schools, and neighborhood groups, we will work together to address concerns, prevent crime, and create a safer environment for all.

Achieving Excellence in Accreditation

In 2025, the department was honored to receive its advanced re-accreditation through the Commission on Accreditation for Law Enforcement Agencies (CALEA). This prestigious recognition underscores our commitment to upholding the highest standards in law enforcement practices, ensuring that we are operating efficiently, ethically, and transparently. Achieving re-accreditation is not only a testament to the hard work and dedication of our officers and staff, but it also signals our ongoing commitment to continuous improvement and accountability. As we move forward into 2025, we will continue to maintain and enhance our CALEA-accredited standards to meet the evolving needs of our community.

Crime Reduction: A Safer Community

Over the past year, the department has seen significant reductions in crime, particularly violent crime, across our jurisdiction. We are proud to report that efforts such as targeted enforcement, community engagement, and strategic partnerships with local organizations have contributed to a noticeable drop in violent crime rates. This accomplishment reflects the dedication of our officers, as well as the ongoing cooperation between the department and our residents. In 2025 and beyond, we will continue to prioritize crime prevention and intervention, focusing specifically on the reduction of violent crime. This includes expanding proactive patrols and increasing intelligence-sharing across law enforcement agencies. By focusing on both enforcement and prevention, we are committed to making Culpeper a safer place for everyone.

Enhancing Traffic Safety and Enforcement

Traffic safety continues to be a critical concern for our department, especially as we see a rise in traffic-related incidents across the region. In 2025 and beyond, we will allocate additional resources to traffic safety initiatives, focusing on enforcement, education, and prevention. This includes increasing patrols in high-traffic areas, utilizing technology to enhance enforcement, and expanding community outreach efforts to raise awareness about safe driving practices. Our goal is to reduce traffic collisions, prevent impaired driving, and address unsafe driving behaviors that put the public at risk.

Staff Development and Training

Our officers and civilian personnel are the backbone of the department, and their professional development is essential to ensuring we maintain the highest standards of service. Furthermore, we will continue to recruit and retain top-tier talent, ensuring that our department reflects the community we serve in both experience and background. A diverse, well-trained, and well-supported police force is critical to providing the best service possible to the residents of Culpeper.

A Vision for the Future

As we move forward into 2025 and beyond, the department will continue to evolve in response to the needs of our community. We will remain steadfast in our mission to provide a safe place for those who live, work, and play in Culpeper.

In closing, I would like to thank the dedicated officers and staff of the department for their tireless efforts over the past year. Together, we are building a department that not only addresses the challenges of today but is prepared for the opportunities and complexities of tomorrow.

Thank you for your continued support and trust.

COMMITMENT TO COMMUNITY

The men and women of the Culpeper Police Department sincerely appreciate the Town of Culpeper community for your continued support. We are committed to providing a safe and secure environment for all residents and visitors, working tirelessly to protect and serve the citizens of Culpeper.



Contact us:

Address: 740 Old Brandy Road, Culpeper, VA 22701

Operation Hours: 24-hours a day

Administration: Monday – Friday, 8 a.m. – 5 p.m

Emergency: Dial 9-1-1

Non-emergency: (540) 727-3430

Dispatch non-emergency: (540) 727-7900

CrimeSolvers Tip Line: (540) 727-0300

Connect with us:

-  @CulpeperPD
-  @culpeper-police-department
-  @culpeperpd
-  @culpeperpd
-  @culpeper-pd