



Office of the Town Manager  
Frank Cassidy

**Warrenton Town Council**  
Carter Nevill, Mayor  
Heather Sutphin, Ward 1  
William Semple, Ward 2  
Brett Hamby, Ward 3  
James Hartman, Ward 4 Vice Mayor  
Eric Gagnon, Ward 5  
Paul Mooney, At Large  
David McGuire, At Large

# STAFF REPORT

<b>Council Meeting Date:</b>	January 9 <sup>th</sup> , 2023.
<b>Agenda Title:</b>	Town Manager Appointment
<b>Requested Action:</b>	Consider a Resolution to appoint Frank Cassidy as the Town Manager.
<b>Department / Agency Lead:</b>	Human Capital
<b>Staff Lead:</b>	Kasey Braun

## **EXECUTIVE SUMMARY**

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The Town Charter sections § 6-1. And Town Code Section Sec. 2-126. define the appointment of the Town Manger by the Town Council as well as the duties of the position.

Mr. Frank Cassidy was appointed as the Interim Town Manager on April 11<sup>th</sup>, 2023, through June 30<sup>th</sup>, 2024.

Mr. Cassidy recently had a six-month review facilitated by feedback from the Members of the Town Council and conducted by the Mayor and Vice Mayor.

Mr. Cassidy's personal review indicated that he would like to pursue the position of Town Manager on a more permanent basis.

At the December 12<sup>th</sup>, 2023, Regular Town Council Meeting, The Mayor, and Town Attorney were directed by the Council to enter into contract negotiations with Mr. Cassidy.

## **BACKGROUND**

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Ms. Brandie Schaeffer resigned from the position of Town Manager on July 12<sup>th</sup>, 2022.

Mr. Tommy Cureton was appointed as the Acting Town Manager on July 12<sup>th</sup>, 2022, for a period of 30 days.

Mr. Cureton's appointment was extended on August 9<sup>th</sup>, 2022, through August 22<sup>nd</sup>, 2022, to facilitate the start date of the new Interim Town Manager

Mr. Christopher E. Martino was appointed as the Interim Town Manager on August 9<sup>th</sup>, 2022, with an effective start date of August 22<sup>nd</sup>, 2022, and an effective end date of February 22, 2023.

Mr. Tommy Cureton's appointment was extended with an effective date of September 3, 2022, through February 23, 2022, to assist with Town Manager operational duties.

On September 1<sup>st</sup>, 2022, staff released RFP 23-006 to solicit bids from executive search consultants with national experience in recruitment of a Town Manager. Bids were due back on October 1<sup>st</sup>, 2022, for Council's consideration.

At the October 11<sup>th</sup>, 2022, Town Council meeting, Baker Tilly was awarded the proposal and began the recruitment process.

Baker Tilly Provided a list of Candidates to the Council for review on January 26<sup>th</sup>, 2023.

A Special meeting was held on February 10<sup>th</sup>, 2023, to discuss the recruitment process and review candidates.

At the February 14<sup>th</sup>, 2023, Town Council Meeting, Mr. Martino's appointment was extended through February 25<sup>th</sup>, 2023.

Acting Town Manager Tommy Cureton was appointed for a 45-day term starting on February 26<sup>th</sup>, 2023.

The Town Council Conducted interviews of perspective candidates on February 22<sup>nd</sup>, and March 1<sup>st</sup>, 2023.

On March 1<sup>st</sup>, 2023, the Town Council directed staff to begin contract negotiations with a candidate.

The selected candidate withdrew their name for consideration shortly before contract negotiations began.

At the April 11<sup>th</sup>, 2023, Town Council Meeting, Mr. Francis "Frank" G. Cassidy was appointed as the Interim Town Manager until June 30<sup>th</sup>, 2023, or the appointment of a new Town Manager.

Mr. Cassidy had a six-month review performed by the Mayor and Vice mayor with the feedback of the Town Council in November of 2023.

## **STAFF RECOMMENDATION**

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Consider adoption of a resolution Appointing Mr. Cassidy as the Town Manager.

## **Service Level/Policy Impact**

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The Town Manger impacts all aspects of service level within the Town.

## **Policy Direction/Warrenton Plan 2040**

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The Town Manger is a pivotal role in all aspects of Plan Warrenton 2040 as well as all functions of Governance within the Town of Warrenton.

**Town Charter-** Article VI. The Manager.

### *§ 6-1. Appointment.*

*There shall be a Town Manager who shall be the chief executive officer of the Town and shall be responsible to the Council for the proper administration of the Town government. He shall be chosen by the Council without regard to his political beliefs and solely on the basis of his executive and*

*administrative qualifications. He shall be appointed for an indefinite period and shall hold office during the pleasure of the Council. (1964, c. 47)*

*§ 6-2. Employees.*

*The Town Manager shall appoint for an indefinite term the heads of all departments and all other officers and employees of the Town. The Manager shall have the power to remove any officer or employee appointed by him. (1964, c. 47)*

*§ 6-3. Duties and powers.*

*The Town Manager shall also have the following duties and powers:*

*(a) To see that all laws and ordinances are enforced.*

*(b) To exercise supervision and control over all administrative departments and divisions.*

*(c) To attend all regular meetings of the Council, with the right to take part in the discussion, but having no vote.*

*(d) To recommend to the Council for adoption such measures as he may deem necessary or desirable.*

*(e) To execute all contracts on behalf of the Town.*

*(f) To prepare and submit to the Council the annual budget.*

*(g) To keep the Council advised as to the present and future needs of the Town and as to all operations of its government.*

*(h) To perform all such other duties as may be prescribed by the Charter, or be required of him by the Council. (1964, c. 47)*

**Town Code- Sec. 2-126.** - Appointment and term.

*The town manager shall be appointed by the town council and shall hold office at the pleasure of the council.*

**(Code 1981, § 2-24)**

**Sec. 2-127.** - Duties generally.

*The town manager shall be the general administrative and executive head of the town and he shall exercise all functions and powers vested in him by the town council or conferred upon him by this Code or other ordinances of the town. He shall have supervision and control over all employees, agents or representatives of the town, except the town recorder and the town attorney, and of all agents, departments and branches of the municipal government. He shall exercise general supervision over the care, maintenance and operation of all town property. He shall be responsible to the town council and shall make such reports to it and at such times as the council shall deem proper.*

**Council Member handbook:** *The Town Manager, who is a professionally trained public administrator charged with implementing the policies and directives of Town Council, is the Town's Chief Administrative Officer. The Town Manager has broad administrative authority with strict rules prohibiting political interference in administrative matters. Likewise, the Town Manager refrains from participating in partisan political activities which would impair professional administration.*

*Town Council delegates broad administrative power to the Town Manager subject to its continuing review. Qualifications, powers, and duties of the Town Manager are provided for in Article VI of the Charter. Delegated duties include the ability to:*

- (a) To see that all laws and ordinances are enforced;*
- (b) To exercise supervision and control over all administrative departments and divisions;*
- (c) To attend all regular meetings of the Council, with the right to take part in the discussion, but having no vote;*
- (d) To recommend to the Council for adoption such measures as they may deem necessary or desirable;*
- (e) To execute all contracts on behalf of the Town;*
- (f) To prepare and submit to the Council the annual budget;*
- (g) To keep the Council advised as to the present and future needs of the Town and as to all operations of its government;*
- (h) To perform all such other duties as may be prescribed by the Charter or be required of him by the Council. (1964, c. 47).*

*While the Town Manager and Town Attorney serve at the pleasure of the Council, all other Town staff are employees of the Town Manager. Thus, neither the Council nor any of its members should direct or request the appointment or removal of officers and employees in the administrative service of the Town.*

### **Fiscal Impact**

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Sufficient funds are included in the Fiscal Year 2023-2024 budget for the Town Manager's Position.

### **Legal Impact**

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The Town Council is required to appoint a Town Manager Pursuant to the Town Charter section 6-1.

### **AVAILABLE ATTACHMENTS**

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1. Proposed Contract for Mr. Cassidy
2. Resolution appointing the Town Manager