



Office of the Town Manager

Tommy Cureton

STAFF REPORT

Warrenton Town Council

Carter Nevill, Mayor

Heather Sutphin, Ward 1

William Semple, Ward 2

Brett Hamby, Ward 3

James Hartman, Ward 4 Vice Mayor

Jay Heroux, Ward 5

David McGuire, At Large

Paul Mooney, At Large

Council Meeting Date:	April 11 th , 2023
Agenda Title:	Appointment of an Interim Town Manager
Requested Action:	Consider a resolution to appoint a new Interim Town Manager
Department / Agency Lead:	Human Capital
Staff Lead:	Kasey Braun

EXECUTIVE SUMMARY

The Acting Town Manager's appointment will conclude on April 14th, 2023. The Town Council is required to appoint a Town Manager pursuant to Town Charter Section 6-1.

BACKGROUND

Brandie Schaeffer resigned from the position of Town Manager on July 12th, 2022.

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

Tommy Cureton's appointment was extended on August 9th, 2022, through August 22nd, 2022, to facilitate the start date of the new Interim Town Manager

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

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 1st, 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 1st, 2022, for Council's consideration.

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

Baker Tilly Provided a list of Candidates to review on January 26th, 2023.

A Special meeting was held on February 10th, 2023, to discuss the process and review candidates.

Christopher E. Martino's appointment ended on February 25th, 2023.

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

The Town Council Conducted interviews on February 22nd, and March 1st, 2023.

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

Contract negotiations with that individual did not complete with the applicant withdrawing from the Town Manager search.

Tommy Cureton's appointment was extended on March 14th, 2023, through April 11th, 2023.

Tommy Cureton's appointment will expire at midnight on April 11th, 2023.

STAFF RECOMMENDATION

Appoint a new interim Town Manager

Fiscal Impact

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

Legal Impact

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

ATTACHMENTS
