



Office of the Town Manager
Frank Cassidy

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
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Council Meeting Date:	May 8 th , 2024
Agenda Title:	Town Council Committees Discussion
Requested Action:	Discuss Town Council Committees
Department / Agency Lead:	Paul Mooney,
Staff Lead:	Frank Cassidy, Town Manager

EXECUTIVE SUMMARY

Mr. Mooney has requested to begin the discussion of implementing Town Council Committees.

Currently, the Code of Conduct committee has been created to review the Town's Code of Ethics policy for the Town Council.

A staff report prepared in February of 2023 as background information for the costs associated with Committees.

BACKGROUND

Currently, the Town Council operates under the premise of "Committee of the whole." Rather than separating out the information disseminated from staff and applicants to a committee. Committee of the whole enable the full assembly to give detailed considerations to a matter. (Roberts rules of Order)

Previously, the Town Council has had a few standing committees for various roles.

The Town Council has created several committees over time. These Committees were scheduled to meet on a bi-monthly basis with the support staff for each committee responsible for advertising each committee meeting, creating the agenda, preparing the agenda item documents and materials, and keeping the committee meeting minutes. Committee meetings were held at 18 Court St. in the Town Council room and were open to the public. The Chair of each committee would provide an update to the Town Council at the next regular Town Council legislating meeting.

The purpose of these committees was to review items before they were brought to the Town Council. The committee would give its recommendation on the item when brought forth at a Town Council meeting.

The following committees have not met since early in 2020, to include the Health, Parks and Recreation Committee, the Public Safety and Transportation Committee, the Finance Committee, and the Public Works and Utilities Committee.

The Septic Remediation Committee most recently met to discuss a grant received by the Town.

The Ad Hoc Special Events Committee is disbanded as the special events ordinance was passed in 2022.

The Town and County Liaison Committee is an interjurisdictional committee that includes representation from Fauquier County, and the Towns of Warrenton, Remington, and Marshall and The Plains.

STAFF RECOMMENDATION

Discuss the implementation of goal driven Town Council Committees and direct staff to review the cost of implementation.

Consider creation of committees based on the needs of the Town with specific goals rather than standing committees.

Items of discussion: Staff time, service level impacts, Meeting recording, goals of the Committees,

Service Level/Collaborative Impact

Service level impacts would vary based on the discussion.

Policy Direction/Warrenton Plan 2040

Committees are only mentioned in the following item.

H-1.7: *Engage community partners and residents to create a committee to address affordability, optimum percentages of housing typology mix, and design.*

Fiscal Impact

The discussion does not have any financial impact. The Implementation of Committees will incur additional costs related to staffing, advertisement, meeting locations, IT support, and minutes creation.

Legal Impact

The recommended action does not present any legal impact. The Planning Commission is the only board that is required by Virginia State Code.

The Town Charter and Code do not establish any committees. They allow only for special committees created by the Mayor subject to approval of the Town Council.

ATTACHMENTS

1. Staff report February 2023.
- 2.
- 3.