



Office of the Town Manager  
Christopher E. Martino

# 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  
Sean Polster, At Large  
Renard Carlos, At Large

<b>Council Meeting Date:</b>	<b>October 11, 2022</b>
<b>Agenda Title:</b>	<b>Appointment of FOIA Officer</b>
<b>Requested Action:</b>	<b>Appointment of new FOIA Officer- Stephen Clough</b>
<b>Department / Agency Lead:</b>	<b>Town Manager</b>
<b>Staff Lead:</b>	<b>Tommy Cureton</b>

## EXECUTIVE SUMMARY

Pursuant to Virginia Code Section 2.2-3704.2(A) all local bodies shall designate a Freedom of Information Act Officer. This resolution appoints Mr. Stephen Clough, Town Clerk, as the FOIA Officer for the Town of Warrenton.

## BACKGROUND

Ms. Stephanie Miller was appointed as acting FOIA Officer on July 12<sup>th</sup>, 2022. Mr. Stephen Clough was made the Full Time Town Clerk on July 13<sup>th</sup>, 2022. The roles and duties of the FOIA Officer are included in the Town Clerk's Job description and are to be performed by the Town Clerk.

## STAFF RECOMMENDATION

Appoint Mr. Clough as the FOIA Officer

### **Service Level / Policy Impact**

None

### **Fiscal Impact**

None

### **Legal Impact**

Implementation of a new FOIA Officer for the Town

## ATTACHMENTS

1. RESOLUTION TO APPOINT A FREEDOM OF INFORMATION ACT OFFICER