



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

Council Meeting Date:	October 11, 2022
Agenda Title:	Town Manager RFP Selection
Requested Action:	Selection of RFP Proposal for the Town Manager Search
Department / Agency Lead:	Human Capital
Staff Lead:	Kasey Braun

EXECUTIVE SUMMARY

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.

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.

STAFF RECOMMENDATION

Review and select a firm to conduct the Town Manager Search.

Service Level / Policy Impact

The appointment of a Town Manager will directly impact the implementation of the Plan Warrenton 2040 on all levels.

Fiscal Impact

Range \$23,500-\$35,000

\$25,000 was appropriated in July. Budget may be amended if needed and approved by Council.

Legal Impact

The Town Code States that the Town Manager shall be appointed by the Council. (Sec. 2-126)

Timing

The following Town Manager recruiting, interviewing, and hiring timeline was discussed by Council:

1. RFP 23-006 (Town of Warrenton Executive Search) posted: September 1, 2022
2. RFP 23-006 Proposals Due: October 1, 2022
3. Awardee Announced: Town Council Meeting on October 11, 2022
4. Anticipated Kick-Off of Executive Search (posting of announcement): November 1, 2022
5. Anticipated Interview schedule: First two weeks of January 2023
6. Anticipated Hire Date: February 2023

ATTACHMENTS

1. RFP: 23-006