



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

Jay Heroux, Ward 5

Paul Mooney, At Large

David McGuire, At Large

<b>Council Meeting Date:</b>	June 13 <sup>th</sup> , 2023
<b>Agenda Title:</b>	Strategic Retreat Date and Location Discussion
<b>Requested Action:</b>	Pass a resolution on the Consent agenda with the direction of a preferred date and location for the 2023 Strategic Retreat.
<b>Department / Agency Lead:</b>	Town Clerk
<b>Staff Lead:</b>	Stephen Clough

## EXECUTIVE SUMMARY

The Virginia Institute of Government has offered their availability for the month of September to facilitate a Strategic Retreat. This is an all-day event typically held off site. Discussions after the May 9<sup>th</sup>, 2023, meeting led to the following best date for all of Town Council.

## Saturday September 16<sup>th</sup>, 2023. Warrenton Police Department Community Room

## BACKGROUND

On September 24<sup>th</sup>, 2022, the Warrenton Town Council met with Ms. Jane Dittmar of the Virginia Institute of Government for a Strategic Retreat. This retreat allowed the Council to begin to work on biannual goals and set direction for Staff to begin work on the FY24 Budget. The September 2023 Retreat will begin the budget process for the Town and allow the Council to set goals and direct policy decisions to align itself with Plan Warrenton 2040.

The Virginia Institute of Government has offered their availability for the month of September to facilitate a Strategic Retreat. This is an all-day event typically held off site.

Thursday September 14<sup>th</sup>, 2023.

Friday September 15<sup>th</sup>, 2023.

Saturday September 16<sup>th</sup>, 2023.

Thursday September 28<sup>th</sup>, 2023.

Friday September 29<sup>th</sup>, 2023.

Saturday September 30<sup>th</sup>, 2023.

Potential Locations include:

**The Dias Chambers:** Unavailable on weekends due to the Farmer's Market.

**Willow Room:** Available

**Warrenton Police Department Community Room:** Available.

**Path Foundation:** Currently available for September 16<sup>th</sup>, 2023 and September 30<sup>th</sup>, 2023.

## **STAFF RECOMMENDATION**

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Staff recommends the passing of a resolution to use of the Warrenton Police Department space for the retreat on Saturday, September 16<sup>th</sup>, 2023.

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

The strategic retreat will allow the Council to set goals and direct staff directly impacting all service levels of the Town and affecting all aspects of Plan Warrenton 2040.

### **Fiscal Impact**

Some locations have an additional financial impact for rental costs or for streaming costs if live streaming or remote participation is requested by the Council.

### **Legal Impact**

## **ATTACHMENTS**

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1. Resolution setting the date and location for the Strategic Retreat.