



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:	March 14, 2023
Agenda Title:	Recorder Appointment
Requested Action:	Adopt an Ordinance change for the appointment of the Town Recorder
Department / Agency Lead:	Acting Town Manager
Staff Lead:	Tommy Cureton

EXECUTIVE SUMMARY

Since the resignation of Elizabeth Gillie in March of 2021, the Town Manager has been Appointed as the Town Recorder. The Town Council attempted to hire a full-time municipal Clerk to replace Ms. Gillie but were unsuccessful in the search. Mr. Clough was hired as a part time Clerk in January of 2022. Mr. Clough was made full time in July of 2022 and has been pursuing his Certified Municipal Clerk Designation. To streamline the hiring process and create a clear chain of command, the appointment of the Town Recorder stayed with the Acting and Interim Town Managers through 2022. Tommy Cureton, Acting Town Manager, delegated the duties of the Town Recorder to Mr. Clough. Council has expressed a desire to retain the current delegation of duties and as such this Ordinance changes the duty of appointment of the Town Recorder from the Town Council to the Town Manager to better align with the current operation standards of the Town.

BACKGROUND

Section 15.2-1536 of the Code of Virginia requires the appointment or designation of a clerk for every governing body of a locality.

The Town Charter § 3-8 authorizes the Council to appoint a Recorder whose term of appointment, duties, and compensation shall be prescribed by the Council.

Town Charter Article VI creates the office of Town Manager as Chief Executive Officer of the Town with the responsibility for proper administration of the Town government and the power to appoint all officers and employees of the Town and to remove all officers so appointed, as well as such other duties as may be required by the Council.

STAFF RECOMMENDATION

Adopt the Ordinance granting the Town Manager the power to Appoint the Town Recorder.

Fiscal Impact

None.

Legal Impact

The Town Recorder is tasked with creation of the minutes, records officer of the Town, they are required to be at all meetings of the Town Council and perform other such duties as required by the Town Manager.

ATTACHMENTS

Ordinance 2023-01