



UNIVERSITY
of VIRGINIA

Weldon Cooper Center
for Public Service
Virginia Institute of Government

Prepared for: Town of Warrenton

Date: November 4, 2023

Description of the Scope of Work

The Institute will design and facilitate an extended work session on January 26, 2023 for the members of Warrenton's Town Council to explore next steps for the Board to achieve high performance governance standards and to develop the Town's 2024-2027 strategic plan.

Phase I Strategic Planning Retreat

To tailor the content to the specific needs of the Town, preparation for the retreat will include:

Planning meetings held with the Town Manager and Mayor or their assigns and the Clerk of the Council to create a productive retreat environment.

Conducting confidential interviews with the Mayor, the other members the Council, the Clerk, the Town Manager, and any department heads identified by the Town Manager held virtually or telephonically.

The Institute consultant will also re-review all written reports, planning documents and other materials provided and design the work session agenda, exercises and power point, and facilitate the meeting.

The session will start by reviewing the difference between campaigning and governing and move on to develop a culture for governing as a team. Consensus on the cultural norms and behaviors Council members hope to achieve will be explored and this section will end by exploring conflict prevention and resolution skills useful in working with both citizens and each other.

The strategic planning portion of the retreat will begin with the exploration of best practices surrounding the roles and responsibilities of professional staff and elected members of the jurisdiction. High functioning bodies understand the difference between policy making and execution and we will explore where one responsibility ends and the other begins.

Next, the key priorities developed by the Council in the fall of 2022 and themes from the 2024 confidential interviews will be reviewed to reach consensus around high level priorities. The remainder of the retreat will be spent developing the goals, objectives and in some cases, strategies that will serve as a foundation for an actionable plan.