



Office of the Town Manager
Frank Cassidy

Warrenton Town Council
Carter Nevill, Mayor
Heather Sutphin, Ward 1
William Semple, Ward 2
Brett Hamby, Ward 3
James Hartman, Ward 4 Vice Mayor
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

STAFF REPORT

Council Meeting Date:	The date at which the staff report is to be presented, Updated each meeting.
Agenda Title:	A title that is unique and acknowledges the contents of the specific staff report. This should match with the agenda item title for the meeting.
Requested Action:	A shortened description of the requested action. Maximum 1-2 sentences.
Department / Agency Lead:	Department or agenda responsible for the information in this report.
Staff Lead:	Individual or group of individuals that are presenting the information.

EXECUTIVE SUMMARY

The executive summary is a brief description of the item going before the council with the focus on the pertinent information and the rationale of bringing the item before the Council/Commission/Board.

BACKGROUND

Background information is the history of the item and reference materials to support the topic. Timelines, previous actions, reference materials, and ancillary information are all appropriate for this area. The elongated and in-depth basis for the staff recommendation. The reasoning may be legal, social, scientific, fiscal, medical, and/or justified by other means not explicitly mentioned. Explain in a manner that is easy to understand for those unfamiliar with this topic, the relationship between the issue presented, the staff recommendation, and the justification.

STAFF RECOMMENDATION

Staff recommendations should include the course of action that the Council may take without being binding. Staff can recommend, but the policy direction and actions of the Council/Commission/Board remain their own decision.

Service Level/Collaborative Impact

Explain how the agenda item and subsequent staff recommendations would affect other relevant services provided by the Town and the individuals tasked with enforcement of the staff recommendation. Explain what collaboration would be necessary with other departments and the impact of such.

Policy Direction/Warrenton Plan 2040

A required tie in of the item to the Warrenton Plan 2040 and the policy direction that required this item to be brought before the Council.

Fiscal Impact

Explains what monetary impact the staff recommendation would have on various parties involved in the resolution. This includes from where funding is sourced, the total costs incurred, revenue generated, and/or other fiscal impacts not mentioned.

Legal Impact

A section required for certain staff recommendations that explains the legal course of action necessary for implementation and/or legal necessity to act on this topic.

ATTACHMENTS

1. Optional attachments allow for potential citations, reports, and other means of intellectual support that led the author to their conclusion and recommendation.
- 2.
- 3.