



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

Eric Gagnon, Ward 5

Paul Mooney, At Large

David McGuire, At Large

Council Meeting Date:	December 12 th , 2023.
Agenda Title:	Town Councilmember Handbook Updates
Requested Action:	Approval of the Town Councilmember’s Handbook Changes
Department / Agency Lead:	Town Clerk
Staff Lead:	Stephen Clough

EXECUTIVE SUMMARY

The Town Council Member’s handbook is a guiding document for the Town Council that establishes and informs members of the Council of current policies, procedures, and guidelines for the Town Council. This document should be updated and adopted biannually at the organizational meeting and when changes have been made to the policies or documents within it. Version 2 was the last adopted version of the handbook. Over the course of the last year version 3 and subsequently version 4 has been edited and updated.

A redline Copy has been provided as part of the materials for review.

Notable changes:

- 1) The electronic meeting policy has been updated with the new policy from November of 2022.
- 2) The meeting information has been updated with the new format and agenda.
- 3) The organization of the document has been updated to include appendices.
- 4) Additional reference documents have been added in the appendices for easy access for the members of Council.
- 5) The language has been edited to be more gender neutral.

BACKGROUND

Town Staff have been working collaboratively on a refresh of the Councilmembers handbook over the last year. The former Acting Town Manager, Tommy Cureton, worked closely with the Council on suggested edits and updates to the handbook.

STAFF RECOMMENDATION

With the addition of a new Councilmember, staff recommends adopting the current version v4 of the handbook. Staff also recommends identifying specific items or for addressing at future council meetings before the organizational meeting held in January 2025.

Service Level/Policy Impact

The Councilmembers Handbook guides the Council on a variety of topics directing impacting all levels of services offered by the Town. It directly impacts each aspect of Plan Warrenton 2040.

Fiscal Impact

No additional financial impact is expected at this time.

Legal Impact

No additional legal impact is expected at this time.

ATTACHMENTS

1. Town Council Member's Handbook V4 Complete
2. Town Council Member's Handbook Redline Changes from V2-V4