



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:	April 9 th , 2024.
Agenda Title:	Code of Conduct Committee
Requested Action:	Consider Recommendations for the Code of Conduct Committee
Department / Agency Lead:	Town Council
Staff Lead:	Carter Nevill, Mayor

EXECUTIVE SUMMARY

The Code of Conduct Committee was established at the March 12, 2024, Town Council Work Session. This newly formed Special Committee will be responsible for reviewing and updating the Code of Ethics. For the Town Council and all boards and commissions beneath them. Staff have been instructed by the Town Manager to assist in this endeavor. Consider the points of direction for them to follow. This report will lay out suggested items for the committee to focus on.

Goals of the committee:

1. Review other communities Code of Conduct.
2. Review the Virginia State Code for applicable laws and regulations.
3. Establish a new code of conduct for review and action by the Council.
4. Take into consideration the recommendations from Ms. Jane Dittmar from the Virginia institute of Government.
5. Present the information for review and action by the Council no later than the August regularly Scheduled Town Council Meeting.

As there are Two Members of the Committee, no chairperson is necessary.

As a reminder, minutes of the meeting of the committee should be taken and meetings are open to the public under FOIA. The Town Clerk can assist with this process.

BACKGROUND

The Virginia Institute of Government, with Jane Dittmar as the attending facilitator, provided a work session on code of conduct and Ethics. This work session reviewed and discussed roles, opportunities, strengths, and recommendations to move forward. The report is attached. As the top recommendation, Ms. Dittmar recommended focusing on updating and reworking the Code of Conduct for Council Members. It was determined that by working on this first, moving forward with the strategic planning initiative will be more successful.

STAFF RECOMMENDATION

Receive the information from the Mayor. Consider the information provided in the attachments for reference and establish a starting point.

Service Level/Collaborative Impact

The Code of Conduct will impact all departments, Boards, Commissions, and Committees of the Town of Warrenton.

Policy Direction/Warrenton Plan 2040

The Town Council is the guiding force behind all actions of Warrenton Plan 2040. This Code of Conduct will help guide this Council and future Councils with the

Fiscal Impact

There is a minor fiscal impact with additional staff time for this committee.

Legal Impact

The Town Attorney will be available to review the proposed Code of Conduct and discuss items with the Committee members.

ATTACHMENTS

1. Ethics Statement
2. Strategic Retreat report
3. Suggested items from the Virginia Institute of Government for Review.