



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

Jay Heroux, Ward 5

Paul Mooney, At Large

David McGuire, At Large

Council Meeting Date:	September 12 th , 2023.
Agenda Title:	Moving of the Strategic Retreat Date
Requested Action:	Direct staff on the changes to the strategic retreat date.
Department / Agency Lead:	Town Council
Staff Lead:	Stephen Clough

EXECUTIVE SUMMARY

The original Strategic Retreat date of September 16th, 2023, no longer has the ability to have a facilitator from the Virginia Institute of Government or other outside facilitators present at the meeting.

Ms. Jane Dittmar from VIG and staff have worked together on the following recommendation for the Council's strategic retreat plan.

- 1) Hold a work session at the October Town Council meeting to review the strategic goals laid out from the September 2022, Strategic retreat and discuss priorities from Council and Staff for the upcoming year.
- 2) After the work session, staff will begin to implement the priorities as the Budget process for 2024-2025 begins.
- 3) In late January, hold a strategic retreat with VIG or another facilitator to address the strategic goals and other topics identified by staff and Council.
- 4) In Late February, Hold a budget retreat for a preview of the implementation of the new strategic goals and the upcoming budget cycle for 2023-2024.

BACKGROUND

On September 24th, 2022, the Warrenton Town Council met with Ms. Jane Dittmar of the Virginia Institute of Government for a Strategic Retreat. This retreat allowed the Council to begin to work on biannual goals and set direction for Staff to begin work on the FY24 Budget. The September 2023 Retreat will begin the budget process for the Town and allow the Council to set goals and direct policy decisions to align itself with Plan Warrenton 2040.

At the June 13th, 2023, Regular Town Council Meeting, a resolution was adopted to hold the Strategic retreat on September 16th, 2023, at the Warrenton Police Department.

Discussions with the Virginia Institute of Government and other facilitators were held to determine a recommendation to the Council for the facilitator.

Due to unexpected impacts to the schedule, one facilitator had an unexpected narrowing of their ability to conduct the strategic retreat thus rendering the September 16th, date unavailable. Additionally, VIG no longer had availability for the requested date after review of their schedule.

Based on the recommendation from Ms. Jane Dittmar, staff recommends holding the strategic retreat in late January of 2024.

STAFF RECOMMENDATION

With the guidance of the Virginia Institute of Government, staff recommends the following actions:

- 1) Hold a work session at the October Town Council meeting to review the strategic goals laid out from the September 2022, Strategic retreat and discuss priorities from Council and Staff for the upcoming year.
- 2) After the work session, staff will begin to implement the priorities as the Budget process for 2024-2025 begins.
- 3) In late January, hold a strategic retreat with VIG or another facilitator to address the strategic goals and other topics identified by staff and Council.
- 4) In Late February, Hold a budget retreat for a preview of the implementation of the new strategic goals and the upcoming budget cycle for 2023-2024.

Service Level/Policy Impact

The strategic retreat will allow the Council to set goals and direct staff directly impacting all service levels of the Town and affecting all aspects of Plan Warrenton 2040.

Fiscal Impact

Some locations have an additional financial impact for rental costs or for streaming costs if live streaming or remote participation is requested by the Council.

Legal Impact

No Legal impact has been identified at this time.

ATTACHMENTS

1. Memo from Ms. Jane Dittmar
2. Strategic Retreat Report from VIG Fall 2022.