



TO: Frank Cassidy, Interim Town Manager  
Stephen Clough, Clerk, Warrenton Town Council  
FR: Charles Hartgrove, ICMA-CM, Managing Director  
Jane Dittmar, Consultant  
Virginia Institute of Government  
RE: Planning Meeting Follow Up  
DT: September 1, 2023

Thank you for your time this week to discuss the possibility of the Virginia Institute of Government (VIG) assisting Warrenton's Town Council in developing a strategic plan to serve as a roadmap for the Town for the next three or more years.

The process we recommend is the following:

1. Schedule an early 2024 extended work session for the newly seated Council to develop the strategic plan, as well as consider other governing issues faced by the Council. This retreat will be designed and facilitated by VIG. You have tentatively identified the weekends of January 27 or February 2 for this retreat. VIG will hold the option of one of these dates for Warrenton provided Council is able to confirm arrangements with VIG by September 30. Because of the number of jurisdictions hoping to develop plans in the first quarter of next year, it will be impossible to hold this time after that.
2. Reach consensus on whether, besides executing the extended work session, you wish to retain VIG to write the draft plan for Council consideration and adoption. Finally, consider whether you wish VIG to work with the professional staff of the Town to determine milestones, metrics and an internal schedule for periodic reviews to measure successful execution of the plan.
3. Review the After-Action Report, completed by VIG for the Council last fall, to determine if the priorities identified at the September 2022 retreat still encompass the key priorities of the current Council. This can be reviewed at a Town Council work session sometime this fall. We will review the minutes and the video of this work session for insights to determine if Council direction remains the same or whether it may have shifted over the last 12 months. This will be part of our preparation to design the agenda for the 2024 Council retreat. So, if you do not have consensus at your work session, we can address this at the retreat.

VIG will draft a scope of work for Council consideration as soon as you let us know what process you would like to follow. The Town of Warrenton is an important VIG client and we stand ready to support the Town's progress so please do not hesitate to call, if you wish to discuss this further.