



Office of the Town Manager  
Frank Cassidy

**Warrenton Town Council**

Carter Nevill, Mayor  
Roy Francis, Ward 1  
William Semple, Ward 2  
Larry Kovalik, Ward 3  
Michele O'Halloran, Ward 4  
Eric Gagnon, Ward 5  
Paul Mooney, At Large  
David McGuire, At Large

# STAFF REPORT

<b>Council Meeting Date:</b>	June 9 <sup>th</sup> , 2026.
<b>Agenda Title:</b>	Appointment of Acting Town Manager
<b>Requested Action:</b>	Consider Appointment of the Acting Town Manager
<b>Department / Agency Lead:</b>	Town Council
<b>Staff Lead:</b>	Ms. Kasey Braun, Human Capital Director.

## **EXECUTIVE SUMMARY**

Interim Town Manager Christopher E. Martino's tenure will formally conclude on June 12<sup>th</sup>, 2026. As the newly appointed permanent Town Manager is not scheduled to assume office until July 13<sup>th</sup>, 2026, there is a one-month transitional period. To ensure the uninterrupted continuity of executive leadership and administrative operations, the Town Council must appoint an Acting Town Manager to serve from June 13<sup>th</sup>, 2026, through July 12<sup>th</sup>, 2026.

## **BACKGROUND**

Following a successful recruitment process, the Town Council has selected a permanent Town Manager. However, to bridge the administrative gap between Mr. Martino's departure on June 12<sup>th</sup> and the permanent Manager's arrival, an Acting Town Manager is required. This temporary appointment ensures that day-to-day operations, contract executions, and personnel management continue without disruption.

**Statutory Authority & Role of the Town Manager** The appointment and authority of the Town Manager (and by extension, an Acting Manager) are governed by the Town Charter and the Warrenton Town Code. Pursuant to Article VI, § 6-1 of the Town Charter and Section 2-126 of the Town Code, the Town Manager is the chief executive and general administrative head of the Town, appointed by the Town Council, and serves at the pleasure of the Council.

During the appointment period, the Acting Town Manager assumes the responsibility for the proper administration of the Town government. As outlined in Charter § 6-2, § 6-3, and Town Code Sec. 2-127, these duties and powers include:

- Enforcing all laws and ordinances.
- Exercising supervision and control over all administrative departments, branches, divisions, and town property.
- Appointing, removing, and supervising all employees, agents, or representatives of the town (with the exception of the Town Recorder and the Town Attorney).
- Attending all regular Council meetings.
- Recommending necessary or desirable measures for Council adoption.
- Executing all contracts on behalf of the Town.

- Keeping the Council advised of the present and future needs of the Town and all government operations.

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## **STAFF RECOMMENDATION**

Staff recommends that the Town Council formally appoint Ms. Stephanie Miller as Acting Town Manager, effective June 13<sup>th</sup>, 2026, through July 12<sup>th</sup>, 2026, and adopt the associated Resolution.

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### **Service Level/Collaborative Impact**

The Town Manager affects services of the Town at all levels. Appointing an Acting Town Manager ensures that there is no lapse in executive signing authority, emergency decision-making, or departmental supervision. This guarantees that staff can continue collaborating effectively and delivering essential municipal services to the citizens of Warrenton during the transition.

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### **Policy Direction/Warrenton Plan 2040**

This action directly aligns with the Plan 2040 goal of maintaining "High Quality Municipal Service." By ensuring continuous, stable leadership, the Town can maintain its operational momentum and policy implementation without stalling during the brief vacancy.

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### **Fiscal Impact**

The fiscal impact associated with this action includes a temporary stipend or salary adjustment for the individual assuming the Acting Town Manager duties. This temporary compensation is fully accommodated within the adopted General Fund budget.

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### **Legal Impact**

This procedure complies strictly with Article VI of the Town Charter and Division 3 of the Town Code. Appointing an Acting Town Manager ensures the Town retains a legally authorized chief executive officer to execute binding contracts, oversee personnel, and fulfill statutory administrative duties during the transition window.

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## **ATTACHMENTS**

- 1.
- 2.
- 3.