



Office of the Town Manager
Christopher E. Martino

Warrenton Town Council
Carter Nevill, Mayor
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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

Council Meeting Date:	June 6 th , 2026.
Agenda Title:	Town Manager Appointment
Requested Action:	Appoint the Town Manager.
Department / Agency Lead:	Town Council
Staff Lead:	Kasey Braun, Human Capital Director.

EXECUTIVE SUMMARY

The Town of Warrenton engaged the Berkley Group to conduct a comprehensive search for the Town's next permanent Town Manager. Following an extensive recruitment period, the Berkley Group presented a robust pool of applicants, having conducted initial interviews and provided detailed candidate profiles to the Town Council. Based on this information, the Council selected a shortlist of individuals for formal interviews. Having concluded those interviews, the Town Council believes that the ideal candidate to serve as the next Town Manager has been found and is prepared to formally appoint them to the position.

BACKGROUND

The Town of Warrenton initiated a comprehensive recruitment process this past Winter to seek a permanent Town Manager. To facilitate an efficient and highly qualified search, the Town engaged the Berkley Group to oversee the candidate profiling, advertising, and initial vetting.

The timeline of the recruitment process progressed as follows:

- **January 13, 2026:** Town Council approved engaging the Berkley Group to conduct the permanent Town Manager recruitment.
- **January 15, 2026:** Christopher Martino began his tenure as Interim Town Manager.
- **February 13, 2026:** Town Council held a Special Session with the Berkley Group to establish the ideal candidate profile and initiate the search process.
- **March – April 2026:** The Berkley Group advertised the position, received applications, and performed initial candidate vetting and preliminary interviews.
- **April 30, 2026:** In a Special Meeting, Town Council reviewed the vetted application materials and selected the final pool of candidates for formal interviews.
- **May 2026:** Town Council conducted formal candidate interviews in closed sessions pursuant to Va. Code § 2.2-3711(A)(1).
- **Current Status:** Town Council has selected Judson Rex as the finalist and successfully negotiated the terms of an employment agreement.

Statutory Authority & Role of the Town Manager The appointment and authority of the Town 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 for an indefinite period, and serves at the pleasure of the Council.

The Town Manager is responsible for the proper administration of the Town government. As outlined in Charter § 6-2, § 6-3, and Town Code Sec. 2-127, the Manager's primary 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 with the right to take part in discussions.
- Recommending necessary or desirable measures for Council adoption.
- Executing all contracts on behalf of the Town.
- Preparing and submitting the annual budget to the Council.
- Keeping the Council advised of the present and future needs of the Town and all government operations.

By taking this action, the Council fulfills its charter obligations to install a chief executive officer to manage these critical day-to-day functions.

STAFF RECOMMENDATION

Staff recommends that the Town Council formally appoint Judson Rex as Town Manager, effective July 13th, 2026, and adopt the Resolution authorizing the Mayor to execute the employment agreement.

Service Level/Collaborative Impact

Appointing a permanent Town Manager provides immediate, long-term stability for Town operations. This action ensures that the Council can collaborate effectively with permanent executive leadership to seamlessly deliver essential services to the citizens of Warrenton.

Policy Direction/Warrenton Plan 2040

This action aligns with the Plan 2040 goal of maintaining "High Quality Municipal Service" by ensuring the Town is led by a qualified professional capable of implementing the community's long-term vision.

Fiscal Impact

The fiscal impact associated with this action includes the salary, benefits, and transition compensation outlined in the employment agreement. These expenditures have been anticipated and are accommodated within the adopted General Fund budget for the current and upcoming fiscal year.

Legal Impact

The appointment of the Town Manager complies strictly with the requirements of Article VI of the Town Charter and Division 3 of the Town Code. The final employment agreement has been reviewed and approved as to form by the Town Attorney.

ATTACHMENTS

- 1.