



Office of the Town Manager
Judson Rex

STAFF REPORT

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

Council Meeting Date:	July 14 th , 2026,
Agenda Title:	Transparency Commission Update
Requested Action:	Hear an update of the Transparency Commission
Department / Agency Lead:	Town Council
Staff Lead:	Mr. William Semple, Vice Mayor, Chair of the Transparency Commission

EXECUTIVE SUMMARY

The Commission on Open and Transparent Government will provide the Town Council with an update regarding the status of the Commission and its ongoing work. Mr. William Semple, Vice Mayor and member of the Commission, will provide the update and summarize the Commission's activities, actions, and recommendations.

At its July 10, 2026, meeting, the Commission voted to recommend an amended Document Discovery Plan to the Town Council for its consideration, as well as an updated Mission Statement. The redline versions of these documents are attached for the Town Council's review.

The presentation will provide the Town Council with an overview of the Commission's current status and identify any additional matters that may require Town Council consideration or direction.

BACKGROUND

The Town Council established the Commission on Open and Transparent Government and granted it authority to review matters within the scope established by Council. Since its creation, the Commission has continued to evaluate the documents, procedures, responsibilities, and resources necessary to complete its assigned work.

The Commission met on July 10, 2026, to review matters related to its continued work, authority, procedures, and anticipated resource needs. At that meeting, the Commission voted to recommend the following documents to the Town Council:

- An amended **Document Discovery Plan** for consideration by the Town Council; and
- An updated **Mission Statement** reflecting revisions to the Commission's stated responsibilities and objectives.

The redline versions of the recommended documents are included with this staff report.

Mr. Semple will provide the Town Council with an update on the Commission's current status and the outcome of its July 10 meeting. The presentation will also provide an opportunity for the Town Council to receive an overview of the Commission's ongoing work and consider any recommendations or requests brought forward by the Commission.

STAFF RECOMMENDATION

Staff recommends that the Town Council receive the update from Mr. Semple regarding the work of the Commission on Open and Transparent Government and consider any recommendations, requests, documents, or budgetary items formally brought forward by the Commission.

Service Level/Collaborative Impact

The Commission's work requires coordination among Commission members, the Town Council, the Town Manager's Office, the Town Clerk's Office, the Town Attorney, departmental staff, and any outside legal, investigative, or professional resources authorized by the Town Council.

The ongoing service-level impact will depend upon the actions taken by the Commission and Town Council, including the scope of the Commission's work, records research and document review required, staff support necessary, and any outside assistance requested or authorized.

Fiscal Impact

The Commission's work has a fiscal impact through the use of Town staff time and legal services. Staff resources are required to support the Commission's work, including coordination, research, records review, document preparation, meeting support, and other administrative activities.

The Town Attorney's time associated with the Commission is being billed and tracked as a separate line item for purposes of identifying the legal costs attributable to the Commission's work. The Town Attorney is also reviewing and gathering information regarding the anticipated costs of retaining special counsel, should the Commission or Town Council determine that such services are necessary.

The total fiscal impact will depend on the level of staff support required, the amount of legal services necessary, and whether special counsel or other outside professional services are ultimately authorized.

Legal Impact

The Town Attorney will provide legal guidance and briefing as necessary regarding the Commission's authority, recommended documents, and any actions under consideration by the Town Council.

ATTACHMENTS

- 1.
- 2.
- 3.