



Office of the Town Manager
Judson Rex

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

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 is scheduled to meet on Friday, July 10, 2026, to review several documents related to its continued work, authority, procedures, and anticipated resource needs. The Commission is expected to consider and take action on a proposed Investigation Protocol and Records Access Plan, an amended Mission Statement, its previously adopted governing documents, and a proposed working budget.

If it is the will of the Commission, recommendations or requests resulting from the July 10 meeting will be presented to the Town Council for consideration. Mr. William Semple, Vice Mayor and member of the Commission, will provide the Town Council with an update on the Commission's work and identify any documents, budget requests, or other actions the Commission wishes to bring forward.

Update 07/13/26: The transparency Commission voted to recommend the amended document discovery plan to the Council for their consideration as well as an updated mission statement. The redline documents are attached.

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, deadlines, and resources necessary to complete its assigned responsibilities.

At its meeting on July 10, 2026, the Commission is scheduled to consider the following matters:

- Review and approval of a proposed Investigation Protocol and Records Access Plan for presentation to the Town Council;
- Review of the Commission's amended Mission Statement, including revisions to Item 5 concerning the preparation of a report and applicable deadlines;
- Review and possible revision of other documents or resolutions related to the continuation of the Commission and the authority granted to it by the Town Council; and

- Development of a recommended working budget for presentation to the Town Council as a proposed supplemental appropriation to the FY 2027 Budget.

The Commission is expected to take action on one or more of these matters. Any resulting recommendations, requests, or proposed documents will be brought forward to the Town Council only if approved or otherwise directed by the Commission.

Mr. Semple will provide an update during the July 14, 2026, Town Council work session regarding the Commission's activities and the outcome of its July 10 meeting. At that time, he will also identify any items the Commission is requesting that the Town Council review or consider.

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 overall service-level impact will depend upon the actions taken by the Commission, the number and scope of records requests, the amount of staff research and document review required, and the extent to which outside assistance is requested or authorized.

Fiscal Impact

Fiscal impact will be determined based on the request of the Commission if applicable.

Legal Impact

The legal impact will be provided and briefed by the Town Attorney.

ATTACHMENTS

- 1.
- 2.
- 3.