



Office of the Town Manager  
Christopher E. Martino

# STAFF REPORT

**Warrenton Town Council**  
Carter Nevill, Mayor  
Heather Sutphin, Ward 1  
William Semple, Ward 2  
Brett Hamby, Ward 3  
James Hartman, Ward 4 Vice Mayor  
Jay Heroux, Ward 5  
David McGuire, At Large  
Paul Mooney, At Large

<b>Council Meeting Date:</b>	January 10, 2023
<b>Agenda Title:</b>	Scheduling of Special Meeting for Town Manager Recruitment
<b>Requested Action:</b>	Schedule a Special meeting to enter into closed session for discussion of Town Manager Recruitment
<b>Department / Agency Lead:</b>	Human Capital
<b>Staff Lead:</b>	Kasey Braun

## EXECUTIVE SUMMARY

On September 1<sup>st</sup>, 2022, staff released RFP 23-006 to solicit bids from executive search consultants with national experience in recruitment of a Town Manager. Bids were due back on October 1<sup>st</sup>, 2022, for Council's consideration.

At the October 1, 2022, Baker Tilly was awarded the proposal and began the recruitment process.

## BACKGROUND

Brandie Schaeffer resigned from the position of Town Manager on July 12<sup>th</sup>, 2022.

Tommy Cureton was appointed as the Acting Town Manager on July 12<sup>th</sup>, 2022, for a period of 30 days.

Tommy Cureton's appointment was extended on August 9<sup>th</sup>, 2022, through August 22<sup>nd</sup>, 2022, to facilitate the start date of the new Interim Town Manager

Christopher E. Martino was appointed as the Interim Town Manager on August 9<sup>th</sup>, 2022, with an effective start date of August 22<sup>nd</sup>, 2022 and an effective end date of February 22, 2023.

Tommy Cureton's appointment was extended with an effective date of September 3, 2022 through February 23, 2022 to assist with Town Manager operational duties.

## Current Status and Timeline

The following Town Manager recruiting, interviewing, and hiring timeline was discussed by Council:

1. RFP 23-006 (Town of Warrenton Executive Search) posted: September 1, 2022
2. RFP 23-006 Proposals Due: October 1, 2022
3. Awardee Announced: Town Council Meeting on October 11, 2022
4. Anticipated Kick-Off of Executive Search (posting of announcement): November 1, 2022
5. Anticipated Semi-Finalists review: Week of January 26<sup>th</sup>
6. Anticipated Virtual Interviews: Week of February 6<sup>th</sup>
7. Anticipated In-Person Interviews: Week of February 20th
8. Anticipated Hire Date: March 2023

## **STAFF RECOMMENDATION**

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The Town Council will need to select a date for the Week of February 6<sup>th</sup> through 10<sup>th</sup> to Hold a special meeting to enter into a closed session for virtual interviews. After Virtual interviews have been conducted, Baker Tilly will continue the background process of hiring for the final interviews and selection process to take place the week of February 20<sup>th</sup>.