



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

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

EXECUTIVE SUMMARY

On September 1st, 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 1st, 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 12th, 2022.

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

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

Christopher E. Martino was appointed as the Interim Town Manager on August 9th, 2022, with an effective start date of August 22nd, 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 26th
6. Anticipated Virtual Interviews: Week of February 6th
7. Anticipated In-Person Interviews: Week of February 20th
8. Anticipated Hire Date: March 2023

STAFF RECOMMENDATION

The Town Council will need to select a date for the Week of February 6th through 10th 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 20th.