



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>	February 14th, 2023
<b>Agenda Title:</b>	Discussion of Acting Town Manager and Recorder Appointment
<b>Requested Action:</b>	Consider a resolution to appoint an Acting Town Manager and Town Recorder
<b>Department / Agency Lead:</b>	Human Capital
<b>Staff Lead:</b>	Kasey Braun

## EXECUTIVE SUMMARY

The Interim Town Manager's appointment will conclude on February 22<sup>nd</sup>, 2023. The Town Council is required to appoint a Town Manager pursuant to Town Charter Section 6-1. Christopher E. Martino was also appointed as the Town Recorder and pursuant to Town Code Section 2-96 the Town Council will need to appoint a recorder as well.

## 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.

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 11<sup>th</sup>, 2022, Town Council meeting, Baker Tilly was awarded the proposal and began the recruitment process.

Baker Tilly Provided a list of Candidates to review on January 26<sup>th</sup>, 2023.

A Special meeting was held on February 10<sup>th</sup>, 2023, to discuss the process and review candidates.

Christopher E. Martino's appointment will end on February 22<sup>nd</sup>, 2023, and an Acting Town Manager and Town Recorder will need to be appointed until the recruitment process is completed and a new Town Manager is appointed.

#### **STAFF RECOMMENDATION**

---

Appoint an Acting Town Manager and Town Recorder until the recruitment process is completed and a new Town Manager is appointed.

#### **Fiscal Impact**

Sufficient funds are included in the Fiscal Year 2023 budget for the Town Manager's Position.

#### **Legal Impact**

The Town Council is required to appoint a Town Manager Pursuant to the Town Charter section 6-1. The Town Council is also required to Appoint a Town Recorder pursuant to Town Code Section 2-96.

#### **ATTACHMENTS**

---

Vice Mayor – 2023 Resolution  
Meeting Dates Resolution