



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

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|----------------------------------|---|
| <b>Council Meeting Date:</b>     | February 14th, 2023   |
| <b>Agenda Title:</b>             | Scheduling of Special Meeting for Town Manager Recruitment  |
| <b>Requested Action:</b>         | Authorize a resolution announcing a special meeting within the next 15 days for the purposes of interviewing a Town Manager |
| <b>Department / Agency Lead:</b> | Human Capital   |
| <b>Staff Lead:</b>               | Kasey Braun   |

## EXECUTIVE SUMMARY

The next step within the Town Manager search is interviewing candidates. This Resolution is the advertisement for a special meeting to be held within the next 15 days to interview candidates.

## 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.

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## **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. Kick-Off of Executive Search (posting of announcement): November 1, 2022
5. Semi-Finalists review: Week of January 26<sup>th</sup>
6. Anticipated Interviews: Week of February 20<sup>th</sup>
7. Anticipated Hire Date: March 2023

#### **STAFF RECOMMENDATION**

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The Town Council will need to pass a resolution advertising a special meeting within the next 15 days under Virginia State Code § 2.2-3712 (B). a draft resolution has been provided.