



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:	February 14th, 2023
Agenda Title:	Scheduling of Special Meeting for Town Manager Recruitment
Requested Action:	Authorize a resolution announcing a special meeting within the next 15 days for the purposes of interviewing a Town Manager
Department / Agency Lead:	Human Capital
Staff Lead:	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 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.

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 11th, 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 26th, 2023.

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

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 26th
6. Anticipated Interviews: Week of February 20th
7. Anticipated Hire Date: March 2023

STAFF RECOMMENDATION

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.