

Lovettsville Mayor and Town Council Retreat

February 4, 2017

AGENDA

- 8:30 AM Opening Remarks - Mayor and Town Council Members
- 8:40 AM Opening Remarks - Sam Finz
- 8:50 AM Closed Session: Town Manager Performance Review Discussion
- a. Process
 - b. Categories
 - c. Preliminary Review Discussion
 - d. Individual Town Council Assessments (Send to Mayor)
 - e. Select Date for Review sit-down with Town Manager
- 10:00 AM Break
- 10:15 AM Legislative (Mayor and Town Council) and Administrative (Town Manager and Staff) Procedures
- a) Roles & Responsibilities
 - b) Citizen Responsiveness
 - c) Town Council Meeting Protocol & Structure
 - d) Suggested Changes with Administrative Procedures
- 11:45 AM Break/Lunch
- 12:15 PM Staffing Issues and Solutions (Closed Session for a Portion)
- 1:00 PM Discussion of Town Council and Town Manager Policy Priorities
1. Town Manager Recommended Policy Priorities
 2. Town Council Discussion and Identification of Policy Priorities
 3. Select Date for Town Manager Action Plan
- 1:45 PM Break
- 2:00 PM Town Council Guidance to Town Manager for Preparation of FY 18 Budget
1. Town Manager Recommended Budget Priorities
 2. Town Council Discussion and Identification of Budget Priorities
 3. Select Budget Schedule
- 2:45 PM Closing Remarks
- 3:00 PM Session Ends