

Town of North Wilkesboro Board of Commissioners
Work Session Agenda
February 27, 2020

- I. Call to Order**
- II. Invocation**
- III. Pledge of Allegiance**
- IV. Additions/Deletions**
- V. Approval of Agenda (action)**
- VI. Mayor and Commissioners topics**
- VII. Work Items**
 - A.) High Country Council of Governments Update – Julie Wiggins
 - B.) Town Attorney Recruitment – Wilson Hooper
 - C.) Board Retreat Pre-Work – Wilson Hooper
 - D.) Town Manager Performance Review (Closed Session)
 - E.) [TENATIVE] Town Manager Performance Review (Open Session)

A. HIGH COUNTRY COUNCIL OF GOVERNMENTS (HCCOG) UPDATE

Hear an update from Julie Wiggins, HCCOG Executive Director, on her agency's recent activities and plan of work for the coming months.

STAFF RESOURCES: Julie Wiggins, HCCOG Executive Director

FUNDING SOURCE: Governing Board budget
Planning department budget

BACKGROUND:

- The High County Council of Governments is a quasi-governmental agency established by the State of North Carolina to assist local governments. It is also recognized by the Federal Government as the designated administrative agency for certain federal programs in the region.
- There are sixteen COGs in the state, each corresponding to a geographical region.
- Headquartered in Boone, HCCOG supports all local governments, city and county, in Alleghany, Ashe, Avery, Mitchell, Watauga, Wilkes, and Yancey counties.
- North Wilkesboro currently pays \$1,126/year in dues. We also have a \$5,000/year contract with HCCOG to perform GIS services, and a one-time \$2,400 contract to review our zoning code.
- Mayor Johnson represents the town on HCCOG's executive board.
- Julie Wiggins, the agency's executive director, will update the Board of Commissioners on the agency's recent activities and upcoming projects.
- She will also brief the Board on changes to the dues structure that are currently under consideration.

ACTION:

- This item is for information only.

B. TOWN ATTORNEY RECRUITMENT

Receive update on the recruitment of the Town Attorney, and;

Consider the Town Manager's proposal to fold the question of a full-time attorney into upcoming budget deliberations.

STAFF RESOURCE: Wilson Hooper, Town Manager

FUNDING SOURCE: Legal Department budget

BACKGROUND:

- The town's previous Town Attorney, Gary Vannoy, resigned effective December 31, 2019.
- The Board of Commissioners met in closed session on January 7, 2020 to discuss candidates to fill the position on an interim basis, and the terms of their employment, while a search for a permanent replacement was conducted.
- The Board assented to the Town Manager managing the search.
- Daniel Johnson was appointed interim Town Attorney on January 23, 2020.
- In conversations with individual Commissioners, the Town Manager discovered there was interest in exploring the possibility of hiring a full-time Town Attorney.
- Small towns typically have part-time attorneys, but an assessment of the town's legal needs coupled with a forecast of potential future legal needs made the full-time model worth considering.
- The Town Manager has consulted with the UNC School of Government and the North Carolina League of Municipalities (NCLM). Both agree that hiring a full-time attorney for a town the size of North Wilkesboro would be unusual. However, the advisor from NCLM says that the town's list of legal needs could warrant a full-time position.
- A full-time attorney could also be used to work on complex administrative projects, extending the capacity of the town's professional administrative staff.
- However, the estimated cost of having a full-time attorney is about \$100,000 more than the town currently budgets for part-time help.

ACTION:

- The Town Manager recommends the Board fold the question of a full-time attorney into its budget deliberations so that the additional cost can be considered alongside other town needs.
- This action would push back some of the dates on the Board's unofficial timeline for filling the position.

ATTACHMENTS:

- 1.) Draft full-time attorney job description.
- 2.) Estimated FY21 legal department budget.

TOWN ATTORNEY JOB DESCRIPTION

FULL-TIME

The Town of North Wilkesboro is seeking its first full-time Town Attorney. This position will afford an ambitious attorney opportunity in several areas including legislative affairs, interlocal agreements, contracting, litigation, and compliance.

When filled, this position will be unique amongst towns the size of North Wilkesboro. Small towns typically have part-time attorneys, but North Wilkesboro has identified the need for a full-time attorney to help us navigate emerging legal matters and enhance the capacity of our professional staff.

The Town Attorney shall:

- Attend all meetings of the town Board of Commissioners;
- Be available for routine consultation with Commissioners, Town Manager, and department heads;
- Draft and review ordinances and resolutions;
- Prepare and/or review legal documents such as deeds and contracts;
- Prepare and review legal advertisements;
- If necessary, file court actions on behalf of the town when needed, and defend the town against legal action.

In addition, the Town will look to the Attorney to:

- Advise the Board of Commissioners on legislative affairs;
- Brief the Board and town staff on the effects of legislation or regulatory changes;
- Support the legal needs of town departments;
- Help craft, and represent the Town during the negotiation of, interlocal agreements, public private partnerships, or other cooperative arrangements;
- Ensure the town complies with all applicable laws, regulations, and program requirements.
- Be an integral member of the town's staff leadership team, and extend the capacity of the town's small professional staff.

The Town of North Wilkesboro, known as the "Key to the Blue Ridge" is nestled on the banks of the Yadkin River about halfway between Winston-Salem and Boone. With about 4,500 residents, North Wilkesboro is defined by an emerging downtown and proximity to all types of outdoor recreation: mountain biking, hiking, kayaking, fishing, hunting, and more. Like most small towns, North Wilkesboro has experienced a changing economy over the past few decades. But the economic opportunity remains thanks to the presence of a notable regional hospital, a large non-profit employer, and easy-to-access broadband infrastructure.

Eligible candidates must be members in good standing of the NC Bar. 3+ years experience in a government setting, preferably municipal or county government, is required.

Salary will be competitive with other government-sector legal positions in the region.

| |
|--|
| Estimated Legal Dept. Budget w/Full-Time Atty. |
|--|

| LINE ITEM DESC. | CURRENT | ESTIMATED | NOTES |
|-------------------------|--------------------|---------------------|--|
| Salaries/wages | \$25,000.00 | \$86,000.00 | |
| FICA expense | | \$6,605.00 | |
| Group Insurance expense | \$1,920.00 | \$12,830.00 | |
| Retirement expense | | \$7,791.00 | |
| State 401k expense | | \$4,850.00 | |
| Telephone and postage | | \$425.00 | |
| Travel expense | | \$3,000.00 | |
| M&R equipment | | \$300.00 | |
| Car allowance | | \$2,400.00 | |
| Advertising | \$2,000.00 | \$2,500.00 | |
| Dept. supplies | | \$2,000.00 | One time for desks, computers, etc. |
| Prof. services/other | \$1,500.00 | \$1,500.00 | |
| Dues and subscriptions | | \$2,500.00 | |
| Insurance and bonds | | \$1,700.00 | |
| Contracted services | \$10,000.00 | \$10,000.00 | For paralegal and other clerical asst. |
| Misc. | \$100.00 | \$250.00 | |
| Total | \$40,520.00 | \$144,651.00 | |

C. BOARD RETREAT PRE-WORK

Hold a work session to identify each Commissioner's top 20 priorities from the 2018 Comprehensive Plan as a preliminary exercise for the upcoming Board Retreat.

STAFF RESOURCES: Wilson Hooper, Town Manager

FUNDING SOURCES: N/A

BACKGROUND:

- The Board will hold its annual retreat on Friday, March 6 in Morganton.
- The retreats are designed to establish the Board's priorities for the coming fiscal year.
- The Town Manager will use the information from the retreat to establish workplans for himself and the department heads, and to inform elements of his upcoming recommended budget.
- Perry James, former CFO of the City of Raleigh and current municipal operations consultant with NCLM will be the retreat's facilitator.
- The 2018 Town of North Wilkesboro Comprehensive Plan will be used as the basis for discussion.
- The plan contains 91 goals and policies across the areas of economy, land use and development, community facilities and infrastructure, and environmental resources.
- The goal of the retreat is to identify 10-12 priority goals/policies on which to focus, a more manageable number for staff to work to implement.
- The first step, to be performed at this Work Session, is for each Commissioner to identify his/her top 20 priorities. Duplicates will be noted.
- Discussion on the day of the retreat will be focused on further refining this list.
- Commissioner priorities in areas not covered by the Comprehensive Plan (such as public safety) will be considered as well.

ACTION:

- No formal action required.

ATTACHMENT:

- 1.) 2018 Comprehensive Plan list of priorities/policies

Goals and Policies

The goals and policies outlined below were developed to reflect a combination of data received from public input sessions and information gathered for development of the plan. To the greatest extent possible, the goals reflect the desires as expressed by the community while taking into account the reality of the town's physical, social, and economic situation.

Policies in bold are those deemed high priority.

A - Economy

Goal A.1 - Foster Development of Small- and Medium-Sized Businesses

Policy 1 - Work closely with new & existing businesses to guide them through zoning and permitting processes.

Policy 2 - Work with the Wilkes EDC, Chamber of Commerce, & Downtown North Wilkesboro Partnership to ensure that businesses & entrepreneurs are aware of the resources that are offered in our community.

Policy 3 - Maintain a strong relationship with the Wilkes EDC, Wilkes Chamber of Commerce, Town of Wilkesboro, County of Wilkes, High Country Council of Governments, and North Carolina Department of Commerce.

Policy 4 - Identify and nurture non-traditional, but growing employment sectors. Policy 5 - Encourage the Town's role in regional business growth initiatives. Policy 6 - Offer FREE zoning & sign permits to all applicants.

Goal A.2 - Encourage Retention of Larger, Regional Businesses

Policy 7 - Identify and appropriately zone areas deemed necessary for larger businesses to thrive.

Policy 8 - Work with RPO to insure adequate transportation projects are included into the TIP for movement of goods, services, and customers.

Policy 9 - Provide water and sewer services to areas identified as being high growth areas.

Policy 10 - Work with businesses and the Wilkes EDC to forecast facility "buildout" and alternatives for facility growth or relocation.

B - Land Use and Development

Goal B.1 - Develop and Utilize Flexible Land Use Controls

Policy 11 - Allow for more mixing of uses.

Policy 12 - Allow for more conditional and special use districts.

Policy 13 - Consolidate development regulations into a Unified Development Ordinance (UDO).

Policy 14 - Promote infill development on vacant land.

Policy 15 - Rezone commercial properties that have residential homes and zero (0) commercial development potential to appropriate district.

Policy 16 - Analyze existing land use through field verification

Policy 17 - Analyze current non-conforming land uses

Goal B.2 - Maximize Redevelopment Potential for Vacant Structures and Parcels

Policy 18 - Partner with the private sector to develop the Block 46 and areas surrounding the historic downtown.

Policy 19 - Establish Municipal Service Districts (MSD) and Urban Revitalization Zones in distressed areas where practical.

Policy 20 - Encourage building reuse by district.

Policy 21 - Encourage the use of existing buildings and sites within current town limits.

Policy 22 - Develop building sites and pad areas.

Policy 23 - Develop appropriate signage for attracting companies.

Policy 24 - Support development of NCDOT Project R-4744, Industrial Park Connector. Policy 25 – Institute a building reuse/rehab grant for downtown buildings.

Goal B.3 - Strengthen Community Appearance

Policy 26 - Continue to implement corridor overlay districts with design standards for Highways 421B, 268, 115, and 18 entering town.

Policy 27 - Work with the County to improve the entrances to town.

Policy 28 - Work with the County and NCDOT to improve right of ways.

Policy 29 - Develop and implement streetscape plan for pedestrian uses.

Policy 30 - Incorporate festival and park-type uses in the downtown.

Policy 31 - Incorporate Yadkin Valley Heritage Corridor designs into Neighborhood district, Town property, & historic downtown signage.

Policy 32 - Continue to work with property owners to revitalize downtown buildings.

Policy 33 - Utilize efficient and effective maintenance methods to improve the public spaces within downtown.

Policy 34 - Implement the Downtown Masterplan (2010) and the Community Livability Action Plan (2014).

Goal B.4 - Encourage Quality, Affordable Residential Development

Policy 35 - Encourage connectivity between subdivisions and adjoining land uses, where feasible and practical.

Policy 36 - Require the use of fences, berms, walls, or landscaped materials to provide a buffer between all residential uses and adjoining non-residential uses, when practical.

Policy 37 - Implement the housing study throughout the town limits.

Policy 38 - Enforce the adopted Minimum Housing Standards in all residential neighborhoods.

Policy 39 - Support a minimum housing program in areas of town containing deteriorated and dilapidated dwellings.

Policy 40 - Require site design standards for all institutional uses in residential areas to minimize adverse impacts on adjacent residential properties.

Policy 41 - Prohibit the encroachment of incompatible, non-residential uses in established neighborhoods.

Policy 42 - Maintain clean, walkable, and safe streets in all neighborhoods.

Policy 43 - Encourage a mix of housing opportunities in the zoning and subdivision regulations.

Policy 44 - Continue cooperation with North Wilkesboro Housing Authority.

Policy 45 - Encourage multi-family developments to be located close to major arterials or transportation corridors.

Policy 46 - Encourage traditional neighborhood development through zoning applications.

Policy 47 - Annex "doughnut hole" areas inside town limits.

C - Community Facilities and Infrastructure

Goal C.1 - Encourage Fiscally Responsible Utility Extensions, Expansions and Servicing

Policy 48 - Implement higher density/mixed use zoning codes.

Policy 49 - Continue to replace substandard or failing water lines, sewer lines and supporting facilities.

Policy 50 - Identify and annex water and/or sewer customers who are being serviced by Town utilities, yet are not in town where practical.

Policy 51 - Continue to use out-of-town water rates for customers outside of Town limits when annexation is not an option.

Policy 52 - Continue to inventory existing water and sewer transmission systems for needed modifications and repairs.

Policy 53 - Adopt a policy and standards for the extension of water and sewer services into the Town's Extraterritorial Jurisdiction.

Policy 54 - Identify areas for the extension of water and sewer services into the Town's Extraterritorial Jurisdiction.

Policy 55 - Identify additional hydrant locations and needed hydrants repairs. Policy 56 - Monitor sewer system efficiency to ensure against infiltration and inflow problems.

Policy 57 - Establish primary raw water intake from W. Kerr Scott Reservoir through collaboration with the County and Town of Wilkesboro.

Policy 58 - Update map and GIS database of water, sewer, and stormwater systems.

Policy 59 - Develop Capital Improvement Plan (CIP) for water and sewer system development.

Goal C.2 - Encourage Adequate Stormwater Controls and Floodplain Management

Policy 60 - Require Stormwater control systems be provided for development depending on scale and impact of use.

Policy 61 - Discourage development in regulatory floodways.

Policy 62 - Encourage conservation and passive uses of regulatory floodway areas.

Goal C.3 - Encourage Diversity in Transportation Options and Availability

Policy 63 - Inventory existing bicycle and pedestrian facilities for needed modifications and repairs.

Policy 64 - Collaborate with the County and NCDOT in the implementation of the 2017 Wilkes County CTP.

Policy 65 - Encourage developers to use established traffic calming designs to control automobile movement through residential areas.

Policy 66 - Continue to plan, implement, and encourage projects that enhance the appearance of major vehicular corridors.

Policy 67 - Prioritize sidewalk and multi-purpose path construction and repair as part of capital improvement programming.

Policy 68 - Incorporate regionally-adopted long-range transportation plans into the Town's Transportation Plan.

Policy 69 - Work with regional public transportation systems to encourage safe and convenient public transportation access.

Policy 70 - Coordinate with NCDOT to upgrade pedestrian facilities as a part of NCDOT road projects.

Policy 71 - Use the development approval process to ensure that new roads are built and existing roads are improved in accordance with adopted plans, ordinances, regulations and policies.

Goal C.4 - Encourage a Variety of Sound Recreation Areas, Facilities and Activities

Policy 72 - Create and enhance greenway linkages and access to regional park facilities as a centralized greenway system.

Policy 73 - Promote and encourage public participation in the design of parks, greenways and open space areas.

Policy 74 - Encourage private sector to fill recreation needs that the town identifies cannot be provided publicly.

Policy 75 - Convert the Southern Railway right of way to a centralized greenway and park.

Policy 76 - Ensure that all residential neighborhoods have one (1) neighborhood park. Policy 77 - Ensure that adequate land is available for future park development by actively pursuing land acquisition in advance of need.

Policy 78 - Provide a Capital Improvement Program to guide the provision for park and recreation facilities.

Policy 79- Cooperate with private sector entities to provide a variety of recreational opportunities.

Policy 80- Encourage an annual evaluation to assess parks and recreation needs of the community.

Policy 81- Develop Park and Recreation Master Plan.

D - Environmental Resources

Goal D.1 - Encourage Appropriate Development in Designated Watershed Areas

Policy 82 - Encourage clustered development in watershed.

Policy 83 - Encourage mixed use commercial development in watershed.

Policy 84 - Research a Purchase of Development Rights (PDR) program for watershed areas along corridors.

Policy 85 - Devise ranking system for 10/70 Special Density Allocations.

Goal D.2 - Encourage Preservation of Historically Significant Structures and Landmarks

Policy 86 - Seek designation of historic district and/or landmarks.

Policy 87 - Establish a Historic Preservation Commission

Policy 88 - Promote the use of incentives to ensure historic preservation.

Policy 89 - The Town shall actively pursue grants and other funds to further historic preservation programs.

Policy 90 - Connect significant historical areas with greenways and pedestrian facilities. Policy 91 - Work with the local public schools to ensure that historic preservation is communicated and made public.

Policy 91 - Work with the local public schools to ensure that historic preservation is communicated and made public.

D. TOWN MANAGER PERFORMANCE REVIEW (CLOSED SESSION)

Conduct a closed session according to GS 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of employment... of an individual public officer or employee.

STAFF RESOURCES: N/A

FUNDING SOURCES: Administration department budget

BACKGROUND:

- State statute allows municipalities to hold closed sessions to discuss matters related to the performance of employees and public officers.
- The Town Manager's employment agreement stipulates a six-month performance review be held.

ATTACHMENT:

- 1.) Performance appraisal form

Town of North Wilkesboro

Performance Appraisal

| | |
|------------------|---|
| Employee: | Department: |
| Supervisor: | Position: |
| Salary: | Evaluation Period: |
| Evaluation Date: | Eval. Type: Annual Probationary Other |

Does the employee have a valid driver's license: Yes xxxx No

The focus of the performance and development process should be on evaluating and improving performance in each employee's current position, as well as identifying development needs for the future. The review of performance should be conducted in a spirit of recognition for performance well done and direction with respect to areas of performance to be improved upon.

Ratings Definitions

| |
|--|
| <p>Outstanding – This level represents exemplary performance that is <u>consistently above</u> the performance standards and expectations of the job.</p> |
| <p>Exceeds Expectations – This level represents performance that is <u>occasionally above</u> the performance standards and expectations of the job.</p> |
| <p>Meets Requirements – This level is characterized by performance that, on average, meets the job requirements. There may be areas that exceed expectations and areas that are below average. This rating implies that significant knowledge and expertise exists in order to meet all of the position's accountabilities.</p> |
| <p>Below Average – This level applies to performance that on average <u>does not fully meet</u> the position's accountabilities and/or needs to develop additional competencies to fully meet the job standards and requirements.</p> |
| <p>Unsatisfactory – This level is indicative of performance that <u>does not meet</u> the job standards and requirements. It shows a clear need for significant improvement in order to meet job standards and requirements.</p> |

Performance Appraisal Section

I. Rating by Job Skill

Consider how each skill is demonstrated on the job in order to accomplish the position's duties. Indicate appropriate performance levels as demonstrated during the review period and include specific examples of observed performance. Comments are required.

Evaluate the employee by circling the number to the left of the performance measurement given for each job skill. Then transfer these rankings to the Appraisal Summary Section on Page 5 of the evaluation and compute average score.

1. **Quality of Work.** - Consider the quality of work performed and the promptness with which it is completed.

| | |
|------------------------|-----------|
| 5 Outstanding | Comments: |
| 4 Exceeds Expectations | |
| 3 Meets Requirements | |
| 2 Below Average | |
| 1 Unsatisfactory | |

2. **Productivity.** - Consider the employee's ability to produce quantity of accepted work, which meets standards.

| | |
|------------------------|-----------|
| 5 Outstanding | Comments: |
| 4 Exceeds Expectations | |
| 3 Meets Requirements | |
| 2 Below Average | |
| 1 Unsatisfactory | |

3. **Knowledge of Job.** - Consider the knowledge of the employee's present job, of other work closely related to it and of the equipment necessary to perform job functions.

| | |
|------------------------|-----------|
| 5 Outstanding | Comments: |
| 4 Exceeds Expectations | |
| 3 Meets Requirements | |
| 2 Below Average | |
| 1 Unsatisfactory | |

4. **Reliability and Dependability.** – Consider the amount of supervision required, and job performance regarding timely completion and follow-up.

| | |
|------------------------|-----------|
| 5 Outstanding | Comments: |
| 4 Exceeds Expectations | |
| 3 Meets Requirements | |
| 2 Below Average | |
| 1 Unsatisfactory | |

5. **Attendance.** - Consider overall attendance records and punctuality.

| | |
|------------------------|-----------|
| 5 Outstanding | Comments: |
| 4 Exceeds Expectations | |
| 3 Meets Requirements | |
| 2 Below Average | |
| 1 Unsatisfactory | |

6. **Initiative.** - Consider the extent to which new work assignments and additional duties are sought out when necessary.

| | |
|------------------------|-----------|
| 5 Outstanding | Comments: |
| 4 Exceeds Expectations | |
| 3 Meets Requirements | |
| 2 Below Average | |
| 1 Unsatisfactory | |

7. **Creativity.** - Consider the ability to offer suggestions and propose new and creative ideas and solutions to working situations.

| | |
|------------------------|-----------|
| 5 Outstanding | Comments: |
| 4 Exceeds Expectations | |
| 3 Meets Requirements | |
| 2 Below Average | |
| 1 Unsatisfactory | |

8. **Working Relationships.** - Consider the willingness to work with and help others, the ability to accept constructive criticism, and cooperate with fellow employees and supervisors.

| | |
|------------------------|-----------|
| 5 Outstanding | Comments: |
| 4 Exceeds Expectations | |
| 3 Meets Requirements | |
| 2 Below Average | |
| 1 Unsatisfactory | |

9. **Adherence to Town Policies.** - Follows policies and procedures regarding safety, security harassment-free environment and others.

| | |
|------------------------|-----------|
| 5 Outstanding | Comments: |
| 4 Exceeds Expectations | |
| 3 Meets Requirements | |
| 2 Below Average | |
| 1 Unsatisfactory | |

10. **Customer Service.** - Consider the employee's ability and inclination to deal tactfully and courteously with the general public.

| | |
|------------------------|-----------|
| 5 Outstanding | Comments: |
| 4 Exceeds Expectations | |
| 3 Meets Requirements | |
| 2 Below Average | |
| 1 Unsatisfactory | |

Continue to Appraisal Summary on the Next Page.

II. Appraisal Summary

| Job Skill | Score |
|-----------------------------------|-------|
| 1. Quality of Work. | |
| 2. Productivity. | |
| 3. Knowledge of Job. | |
| 4. Reliability and Dependability. | |
| 5. Attendance. | |
| 6. Initiative. | |
| 7. Creativity. | |
| 8. Working Relationships. | |
| 9. Adherence to Town Policies. | |
| 10. Customer Service. | |

Total

Average (to 2 decimal points)

III. Overall Performance Rating

Take the average score from the Appraisal Summary and place it in the box next to the score range that it corresponds to.

| Score | Overall Performance Rank |
|--------------|--------------------------|
| 5.00 | Outstanding |
| 4.00 to 4.99 | Exceeds Expectations |
| 3.00 to 3.99 | Meets Expectations |
| 2.00 to 2.99 | Below Average |
| 1.00 to 1.99 | Unsatisfactory |

Annual Evaluation: In the Case of an Annual Merit Appraisal, an average score of 3.00 or better is required for a performance increase of 2.50%.

Employee Receiving Annual Merit Increase: Yes No

Probationary Evaluation Recommendation: In the Case of a Probationary Appraisal, an average of at least a 3.00 or better is required for successful completion of the Probationary Period. The Supervisor Recommendation for Probationary Employee (check recommendation below):

_____ Employee has successfully completed Probationary Period.

_____ Employee's probationary period to be extended.

• _____ Employee to be Terminated.

IV. Comments and Signatures

Supervisor's Comments on overall Job Performance (Use another paper and attach if space is not enough):

Employee's Comments (Use another paper and attach if space is not enough):

Specific steps employee must take to improve performance within specified time period:

Signatures:

| | | | |
|--------------|-------|-----------------|-------|
| _____ | _____ | _____ | _____ |
| * Employee | Date | Supervisor | Date |
| _____ | _____ | _____ | _____ |
| Town Manager | Date | Department Head | Date |

*** Note that Signature Does Not Mean Agreement, only that your supervisor has reviewed the evaluation with you and given you the opportunity to ask questions or make comments.**

E. [TENATIVE] TOWN MANAGER PERFORMANCE REVIEW (OPEN SESSION)

Action TBD

STAFF RESOURCE: N/A

FUNDING SOURCE: Administration department budget

BACKGROUND:

- The action here will depend on the outcome of the Closed Session discussion and will be distributed at the meeting.