AGENDA ITEM # 2

The City of Lynchburg, Virginia

City
Manager"s
Office

TO: City Council

FROM: L. Kimball Payne, III, City Manager
Bonnie Svrcek, Deputy City Manager

SUBJECT: City Council Retreat

DATE: August 4, 2004

Attached is a preliminary agenda for your annual City Council retreat scheduled for the afternoon of August 24th and the morning of August 25th.

Donna Klepper, Director of the University Center for the School of Continuing and Professional Studies at the University of Virginia will be the facilitator for most of the retreat. Dr. Tom Seaman, who is retired from Lynchburg College and has assisted the City on many projects in the past will facilitate the discussion on the Citizen Survey results. Staff has received the draft survey reports and will forward the final reports to you in the near future so that you have plenty of time to read the reports prior to the retreat.

Staff needs direction on what one or two issues that you would like focused discussion on mid-Wednesday morning. Following are some suggestions:

- Review and Discuss Council Knowledge, Skills and Abilities, and Operating Guidelines (copies sent previously)
- Discuss creation of Council Bylaws
- Hear a staff presentation on Financial Trends
- Review summary report of progress on tasks from the August 2003 retreat
- Discuss Council's philosophy/policy regarding the funding of non-profits

Thank you.

Attachments

c: Leadership Team
Patricia Kost, Clerk of Council

Preliminary
Agenda
City Council Retreat
Tuesday, August 24th and Wednesday, August 25th

Tuesday, August 24th

When	*What*	*Who*
Noon-12:45 p.m.	Gather, Get Settled, Eat Lunch	Council & Selected Staff
12:45 – 1:45 p.m.	Getting to Know You: A Relationship Building Exercise	Facilitated by Donna Klepper; City Council City Manager, Deputy City Manager, City Attorney, City Clerk
1:45 – 2:00 p.m.	Break	
2:00 – 5:00 p.m.	Citizen Survey: Overview, Discussion, What Next?	Facilitated by Tom Seaman, Lynchburg College *(Leadership Team will join the group at this time)*

Wednesday, August 25th

When	*What*	*Who*
8:30 – 8:45 a.m.	Gather, Get Settled, Light Breakfast	Council & LT
8:45 – 10:00 a.m.	Vision, Mission, Priorities	Facilitated by Donna Klepper; City Council
10:00 – 10:15 a.m.	Break	
10:15 – 11:30 a.m.	1 or 2 topics to be determined by Council	Facilitated by Donna Klepper; City Council
11:30 – Noon	Wrap-up	Donna, Kim, City Council