

**1. Discussion Objective:**

**Work Session Date:** February 3, 2014

Purpose is to outline a method for developing goals, objectives and expectations for the Town Manager.

**2. Submitter of Information:**

- Council
- Town Staff
- Town Attorney

**3. Estimated Time for this item:**

45 minutes

**5. Background:**

In the Town's form of government, policy-making functions are the responsibility of the elected council and administrative functions are directed by the Town Manager.

Goals are a necessary ingredient for success in an organization and in governments. To be effective, organizations must have a clear picture of its purpose and what it hopes to achieve, an understanding of what it must do to achieve its purpose, specific goals, and objectives, and a valid method for evaluating its effectiveness in reaching them.

Town Manager	Town Attorney	Finance Director	Public Works Director	Community Development Director	Parks & Recreation Director	Town Clerk
		<i>early</i>				