Town Council Meeting
Agenda Item 2.a.

Agenda Item: **Town Council Retreat**

Meeting Date: November 18, 2025

Category: Discussion

Prepared by: Dan Hoffman, Town Manager

Description:
The first session of the Town Council Retreat was held on October 3, 2025. Due to a scheduling conflict, the second session of the Town Council Retreat scheduled for October 4, 2025, was rescheduled to November 18, 2025. This retreat provides an opportunity for Council to engage in forward-looking discussions, reaffirm strategic direction, and identify budget priorities for the next fiscal year.

Background:
The October 3, 2025 session of the retreat facilitated technical and strategic discussions about the town's financial condition and long-term fiscal planning. The second session on November 18, 2025 will build off of the first session discussions, focusing primarily on governance, strategic planning, and budget priorities. This facilitated session will provide Council with the opportunity to review the progress of the two-year work plan as prioritized during the Town Council January 2025 retreat, as well as discuss budgetary considerations and provide staff with guidance as the town begins its fiscal year (FY) 2027 budget process.

Timing Impact:
The timing of this retreat is intentional, as it provides Council with the necessary financial and strategic information at the start of the FY 2027 budget development process. By reviewing fiscal trends, capital planning, debt capacity, and revenue opportunities in the fall of 2025, Council can provide early direction to staff as the FY 2027 budget process launches.

Strategic Focus Area:
Strong Fiscal Stewardship
Secure and Interconnected Community
Environmental and Economic Sustainability
Good Governance
Thriving Community

Fiscal Impact:
Funding for Council retreats is included in the FY 2026 adopted budget and includes logistical (facility arrangements, meals) and facilitator expenses. The topics of

discussion will significantly inform the Town's fiscal strategy and future budgetary decisions with outcomes of the retreat guiding recommendations for the FY 2027 budget process, capital improvement programming and strategic planning efforts.

Legal Impact:
The retreat is a duly noticed meeting of the Town Council and will comply with all requirements of the Virginia Freedom of Information Act (FOIA). No formal actions will be taken at the retreat; discussions are intended to inform future decision-making and provide staff guidance in the development of the budget. Any policy changes, appropriations, or authorizations resulting from retreat discussions will be brought forward for formal Council consideration at future public meetings.

Staff Recommendation/Next Steps:
The primary purpose of this retreat is to equip Town Council with a clear and comprehensive financial outlook in advance of the FY 2027 budget development process. By the end of the retreat, staff seeks to obtain:

- Council guidance on revenue opportunities and limitations that should be considered during the FY 2027 budget process, including potential adjustments to tax structures, fees, or other revenue sources.
- Confirmation of strategic priorities within the context of the adopted Strategic Plan, ensuring that limited resources are directed toward the initiatives of greatest importance to the community.
- Alignment on near-term priorities and resource capacity, so that staff can build a proposed FY 2027 budget that reflects both Council direction and organizational capacity.

This outcome will help ensure the FY 2027 budget process begins with a strong shared understanding of financial realities and policy priorities, supporting transparent decision-making and long-term fiscal stewardship.

Attachments:
None