

BOARD OF ALDERMEN

ITEM NO. D(5)

AGENDA ITEM ABSTRACT

MEETING DATE: August 14, 2001

TITLE: 2002 Board of Aldermen Planning Retreat

DEPARTMENT: Manager's Office	PUBLIC HEARING: NO <u>X</u>
ATTACHMENTS: A. Resolution B. 2001 Retreat Agenda C. 2001 Retreat Evaluation Comments	FOR INFORMATION CONTACT: Robert W. Morgan, 918-7315

PURPOSE

Each year, the Board of Aldermen conducts a retreat to develop goals and to set the direction in which it would like to lead the Town. This past year, Aldermen Gist, Dorosin, and McDuffee served as the planning committee to work with Town staff and a facilitator to establish the retreat agenda. The purpose of this item is to (1) provide the Board with an opportunity to give feedback on the 2001 retreat; (2) request that the Board appoint a Retreat Planning Committee; and (3) approve the dates and location for the next retreat.

INFORMATION

Last year, the Mayor and Board of Aldermen approved holding two retreats to discuss the direction the Board wished to set for the Town during the next two years. The Board held these retreats on January 7 and February 4 and 5, 2001. At the conclusion of each session, the Board evaluated the process and identified some areas that needed improvement. To address these concerns, Robert Morgan, Town Manager, suggested that the Board develop a planning process for the next retreat.

As part of the FY 2001-02 Town Calendar, staff proposes holding the first retreat on Sunday, December 2 and the second retreat on Sunday, January 27 and Monday, January 28th at the Century Center.

The following documents are provided to assist the Board with its discussion:

- 2001 Retreat Agenda
- 2001 Retreat Evaluation Comments

ADMINISTRATION'S RECOMMENDATION

The Administration recommends that the Board approve the dates and location for the retreat and appoint a Retreat Planning Committee.

A RESOLUTION APPROVING THE 2002 PLANNING RETREAT PROCESS

BE IT RESOLVED that the Board of Aldermen will hold its annual planning retreat on December 2, 2001 and January 27 and 28, 2002 at the Carrboro Century Center.

The Board hereby appoints the following Aldermen to the 2002 Retreat Planning Committee:

TOWN OF CARRBORO 2001 PLANNING RETREAT

Mayor & Board of Aldermen ■ Town Manager ■ Town Attorney ■ Town Clerk ■ Department Heads

AGENDA

Sunday, January 7

*Participants: Mayor, Board Members, Town Manager, Town Attorney, Town Clerk
Assistant to Town Manager, Department Heads*

1:00 p.m. OPENING COMMENTS BY MAYOR

1:10 p.m. REVIEW OF AGENDA AND PROCESS BY FACILITATOR

1:30 p.m. BOARD'S VISION FOR THE TOWN (90 minutes)

Last year, the Board adopted a mission statement, a vision statement, four guiding principles, and seven goals with objectives and projects. On December 5, 2000 the Board adopted the *Carrboro Vision 2020 Policies*. This time is designed to give Aldermen an opportunity to discuss their vision for the Town in greater depth. The discussion is intended to provide a foundation for the next section, where the Board will revisit the *Action Agenda* adopted last year and determine if any changes are necessary to help align the goals and objectives with the vision.

The Town Administration has prepared a community assessment for the Board's review. In addition, the Board may wish to review:

- *Carrboro Vision 2020 Policies*
- *New Century/New Carrboro Report and Capital Program*
- *2000-2001 Action Agenda*
- *Status Report on Action Agenda*

3:30 p.m. BREAK (15 minutes)

3:45 p.m. REVIEW 2000-2001 ACTION AGENDA/DETERMINE PROJECTS FOR 2001-2002 ACTION AGENDA (90 minutes)

..... *Does the Board desire to revise any of the seven goals?*

..... *Does the Board desire to revise, clarify, delete or add any objectives?*

..... *Does the Board desire to revise, clarify, delete or add any projects?*

The Board should identify new projects to be added to the Action Agenda. Each Board member will be given an opportunity to propose and discuss projects listed under the objectives. Board members and staff should ask questions to clarify interests and intentions and ensure that there is an understanding of the project. The decision to include projects will be made at the February retreat.

If projects cannot be tied to an objective, the Board will decide how to address them

5:15 p.m. BREAK (15 minutes)

5:30 p.m. DINNER

6:15 p.m. INSTRUCTIONS TO THE STAFF (25 minutes)

The Board will prioritize goals, objectives, or projects for staff to provide additional information before the second retreat. The Management Team will seek clarification on any items that remain unclear from the day's discussion.

6:40 p.m. EVALUATION OF THE RETREAT (20 minutes)

7:00 p.m. ADJOURNMENT

TOWN OF CARRBORO

2001 PLANNING RETREAT

Mayor & Board of Aldermen ■ Town Manager ■ Town Attorney ■ Town Clerk ■ Department Heads

Aqueduct Conference Center

Sunday, February 4

Peg Carlson, Facilitator

AGENDA

- 1:00 **REVIEW OF AGENDA BY FACILITATOR** (30 minutes)
Peg Carlson will review the agenda with the group. The Boards and Staff are invited to be active participants in this retreat, with an open exchange between the Board and staff.
- 1:30 **DISCUSSION OF BOARD PROCESS ISSUES** (45 minutes)
The Board will use this time to discuss governing issues, i.e., defining controversial items.
- 2:15 **REVIEW AND DISCUSSION OF COMPLETED PROJECTS** (60 minutes)
The Board will review staff's list of 2000-2001 projects that are (a) *completed* and (b) *completed and ongoing* – defined as projects which are institutionalized. The Board may put any of these items back on the *Action Agenda* if it decides that a project is not completed.
- 3:15 **BREAK** (15 minutes)
- 3:30 **DISCUSSION OF ACTION ITEMS - GOAL ONE** (45 minutes)
For each new (potential) project, the Board will *describe* the project so that all understand its purpose and will *define* the desired end product. The Board and staff will discuss existing *Action Agenda* items as needed to ensure a shared understanding of each project's scope and determine the amount of staff time needed to complete it.
- 4:15 **DISCUSSION OF ACTION ITEMS - GOAL TWO** (60 minutes)
- 5:15 **DISCUSSION OF ACTION ITEMS - GOAL THREE** (30 minutes)
- 5:45 **DINNER** (45 minutes)
- 6:30 **DISCUSSION OF ACTION ITEMS - GOAL FOUR** (30 minutes)
- 7:00 **EVALUATION OF DAY ONE/ADJUSTMENTS TO DAY TWO AGENDA** (15 minutes)
- 7:15 **ADJOURN**

TOWN OF CARRBORO

2001 PLANNING RETREAT

Mayor & Board of Aldermen ■ Town Manager ■ Town Attorney ■ Town Clerk ■ Department Heads

Aqueduct Conference Center

Monday, February 5

Peg Carlson, Facilitator

AGENDA

- 8:00 **BREAKFAST** (45 minutes)
- 8:45 **DISCUSSION OF ACTION ITEMS – GOAL FIVE** (60 minutes)
- 9:45 **DISCUSSION OF ACTION ITEMS – GOAL SIX** (60 minutes)
- 10:45 **BREAK** (15 minutes)
- 11:00 **DISCUSSION OF ACTION ITEMS – GOAL SEVEN** (60 minutes)
- NOON **LUNCH** (45 minutes)
- 12:45 **REVIEW AND DISCUSSION OF PROPOSED STAFF PRIORITIES**
(30 minutes)
After the first Board retreat, staff conducted a half-day retreat and determined that providing core services should be its highest priority in the year ahead. Staff will present an overview of its retreat discussion and will provide a framework for the Board to consider as it establishes priorities for the 2001-2002 *Action Agenda*.
- 1:15 **PRIORITIZATION OF 2001 – 2002 ACTION AGENDA ACTION ITEMS** (60 minutes)
Using the input from staff recommendations and the two days of discussion, the Board will organize action items.
- 2:15 **BREAK** (15 minutes)
- 2:30 **CONTINUE DISCUSSION ON PRIORITIZATION OF 2001-2002 ACTION ITEMS** (60 minutes)
- 3:30 **RETREAT EVALUATION** (15 minutes)
- 3:45 **ADJOURN**

Town of Carrboro Board Retreat: Evaluation of January 7, 2001

Went Well	Needs Improvement
Peg helped keep people on task and on time - Jacquie	Need light on back exit - Mike B.
Initial broad discussion was helpful way to start things off - Diana	Need cream for the coffee - James
Table arrangement worked well - Allen	Add space between tables for easel - Chris
	Need more time to go through objectives and projects—limit information to things Board needs to comment on - Diana
	Clearer instruction about opening discussion - Allen
	Two-sided paper for next booklet - Allen

Town of Carrboro Board Retreat: Evaluation of February 4 and 5, 2001

February 4, 2001	
Went Well	Needs Improvement
Used time efficiently - Diana	
Arranged well in general - Allen	May work better to work through and have dinner together at end -Allen
Got a lot done—opening discussion was helpful for airing issues - Mark	Incorporate board process discussions in every retreat - Mark and Mike
Hearing exciting vision and ideas for projects from board -Bing	
February 5, 2001	
Appreciate opportunity to have open dialogue with board and have it received well -Desiree	Aqueduct's slipping and needs to get its act together - Jacquie
Peg helped keep group on task - Jacquie	Have more regular opportunities to share between board and staff - Mark
We can do our jobs better with opportunity to lay things out for you—appreciate it - Rodney	First half of retreat one month ago, then staff reaction—would have been more informative to have earlier on in this retreat - Allen
Good dialogue—opportunity for exchange -	Bring back suggested retreat process for next

Chris	year within 60 days –Bob
Like having board ideas and projects to give us ideas -Bing and Rodney	Be aware of content of staff recommendations before designing Part 2 -Peg
Appreciate being able to talk openly -Bob	Not clear how decisions were going to get made -Mike
Staff input great, lengthy discussions at beginning valuable -Mike	Different facility next time -Mike
Did have preliminary substantive discussions on some issues—accomplished some of these -Allen	Would be good to have open time set at end for more substantive discussions -Allen
Good to have mix of board process discussion and goal discussion - Alex	Some discussions longer than they needed to be - Mike