

BOARD OF ALDERMEN

ITEM NO. D(4)

AGENDA ITEM ABSTRACT

MEETING DATE: November 13, 2001

TITLE: A Report on the Proposed Agendas for the December and January FY2002-03 Planning Retreats

DEPARTMENT: Town Manager	PUBLIC HEARING: YES ____ NO <u>x</u>
ATTACHMENTS: A: Resolution Approving Agendas for December and January Planning Retreats B: Proposed Agendas	FOR INFORMATION CONTACT: Robert W. Morgan, Town Manager, 918-7315 L. Bingham Roenigk, Asst. Town Manager, 918-7300

PURPOSE:

The Retreat Planning Committee has developed an agenda for the Dec 2nd and January 27 & 28 Planning Retreats. The Committee requests that the Board approve the proposed agenda.

INFORMATION

To prepare for the development of the FY2002-2003 budget, the Mayor and Board of Aldermen approved, on August 14, 2001, holding two retreats to discuss the direction the Board wishes to set for the Town during the next two years.

Aldermen Broun, Gist, and Spalt volunteered to serve on the Retreat Planning Committee. With the assistance of Peg Carlson, a facilitator who worked with the Board in the Planning Retreat last year, and Town staff, the Committee developed the proposed agenda for both retreats.

The first retreat is an opportunity for the Board to discuss governing issues, board communication, and to digest, in an open forum, all of the community and staff input received over the past year. Background material for retreat discussions include: *Community Assessment Report*, *Town's Five-year Plan*, *Carrboro Vision 2020 Policies*, *New Century /New Carrboro Report* and *Capital Program, 2000-2001 Action Agenda*, and *Status Report on Action Agenda*.

In reviewing these documents, the Board can ask questions, challenge statements, and add observations. Significant time is allotted for the Board to consider changes to its vision, goals, and objectives. This dialogue will prepare the Board to revisit the FY02-03 Action Agenda in the January retreats.

At the end of the December 2nd retreat, the Board will conclude its day by summarizing the retreat discussions and deciding on a plan of action for itself and for staff in preparation for the January retreats.

The January retreat is primarily focused on revisiting and updating the Action Agenda for the upcoming fiscal year (FY2002-03). The Board Planning Retreat subcommittee, recognizing that a difficult budget year lies ahead, has added time for a staff presentation and board discussion to shed light on important service delivery and budgetary issues.

On the first day of the retreat, a staff presentation on the Town's five-year plan projection will be presented. Following this presentation, time will be set aside to discuss the staff report emanating from the December retreat and to discuss staff priorities. As in past years, the Board will identify new projects to be added to the *Action Agenda* in the afternoon. 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 insure that there is an understanding of the projects. The Board will vote on projects for inclusion in the *Action Agenda* at the January retreat. If projects cannot be tied to an objective, the Board will decide how to address them.

It is proposed that the Board, on the second day of the January retreat, spend significant time in the morning discussing emerging issues that are of philosophical and fiscal importance in how the town provides services to its citizens. The afternoon hours shall be spent prioritizing the FY2002-03 Action Agenda.

The retreat will be held at the Century Center. The proposed agendas are attached for Board review and approval. Peg Carlson, the retreat facilitator, suggests that the Board subcommittee have a brief planning meeting for the January retreats following the December 2nd retreat. A more detailed discussion of how the Aldermen would like to conduct the prioritization discussion will be needed because people's thoughts and preferences are going to be shaped, in part, by what is covered on December 2nd.

ADMINISTRATION'S RECOMMENDATION

The Administration recommends that the Board adopt the attached resolution.