

# BOARD OF ALDERMEN

ITEM NO. E(1)

## AGENDA ITEM ABSTRACT

MEETING DATE: October 22, 2002

**TITLE: A Report on the November 17, 2002 Planning Retreat Proposed Agenda**

<b>DEPARTMENT:</b> Town Manager	<b>PUBLIC HEARING:</b> No
<b>ATTACHMENTS:</b> A: Resolution B: Proposed Agenda	<b>FOR INFORMATION CONTACT:</b> Robert W. Morgan, 918-7315

### PURPOSE:

The Retreat Planning Committee has developed a proposed agenda for the November 17, 2002 Planning Retreat. The Committee requests that the Board review and approve the proposed agenda.

### INFORMATION

On August 27, 2002, the Mayor and Board of Aldermen approved holding two retreats to discuss the direction the Board wishes to set for the Town during the next two years. Aldermen Herrera, McDuffee, and Zaffron serve on the Retreat Planning Committee. With the assistance of Peg Carlson, a facilitator who has worked with the Board the past two years, and town staff, the Committee developed the proposed agenda.

The November retreat is an opportunity for the Board to discuss governing issues and board communication; financial information; and progress toward achieving town goals. The first session is an opportunity for the Board to reflect on experiences over the past year and to discuss ways to continue strengthening its role as the town's governing board and how it works together as a group.

Recognizing that another difficult budget year lies ahead, the Retreat Planning Committee has added time for staff to provide a basic financial overview which will include the purpose and use of fund balance, operating budget categories and definitions (revenues and expenditures), and an assessment of the current local and state fiscal environment. Following these presentations, the Board will have an opportunity to discuss the town's current financial condition and to develop strategies for next year's budget.

The Committee concluded that it is not necessary to have an in-depth review of the *Town Goals* because they are broad and relevant. Instead, the Committee proposes to identify possible measures that would be helpful to assess progress toward achieving the goals. The Town Manager will make a presentation to introduce active living as a potential addition the Town Goals.

During the last segment of the retreat, the Board will summarize the retreat discussions and decide on a plan of action for itself and for staff in preparation for the January 26, 2003 retreat. The proposed agenda is attached for the Board's review and approval. It is suggested that the Retreat Planning Committee meet after the November 17 retreat to plan for the January 26 retreat.

### FISCAL IMPACT

The cost of the retreat is approximately \$1,550.

### ADMINISTRATION'S RECOMMENDATION

The Administration recommends that the Board adopt the attached resolution approving the proposed agenda.