

# BOARD OF ALDERMEN

ITEM NO. E(7)

## AGENDA ITEM ABSTRACT MEETING DATE: January 21, 2003

**TITLE: A Report on the January 26, 2003 Board of Aldermen Planning Retreat Proposed Agenda**

<b>DEPARTMENT: Town Manager</b>	<b>PUBLIC HEARING: No</b>
<b>ATTACHMENTS:</b> A: Resolution B: Proposed Agenda C. Memo from Mike Brough - Budget D. Memo from Mike Brough E. Project List - Draft	<b>FOR INFORMATION CONTACT:</b> Michael B. Brough, 918-7315

### PURPOSE:

The Retreat Planning Committee has developed a proposed agenda for the January 26, 2003 Board of Aldermen Planning Retreat. The Board has identified two main priorities during the next six months: 1) the recruitment and selection of a Town Manager and 2) the development of the 2003-04 budget. With these priorities in mind, the Retreat Planning Committee is recommending an agenda that will allow the Board and staff to focus on core operations during the next twelve months. The Board will have an opportunity to eliminate, clarify, and prioritize Action Agenda items and other projects. The Committee requests that the Board review and approve the proposed retreat agenda.

### INFORMATION

On August 27, 2002, the Mayor and Board of Aldermen approved holding two one-day retreats to discuss the direction the Board wishes to set for the Town during the next year. Aldermen Herrera, McDuffee, and Zaffron served on the Retreat Planning Committee. With the assistance of town staff and Peg Carlson, a facilitator who has worked with the Board the past two years, the Committee developed the proposed agenda. The agenda consists of two main sections: 1) budget clarification and 2) project review, clarification, and prioritization (Attachment B).

Recognizing that another difficult budget year lies ahead, the Retreat Planning Committee has provided time for the Board to discuss what it would like to see in terms of a proposed 2003-04 budget (Attachment C.)

The remainder of the retreat involves reviewing the pending projects that each department is working on as a result of Board assignments or which will come to the Board for review and/or approval. Many of these items are listed on the current Action Agenda, but many of them are not. The list is divided into two sections: Current and Future.

The purpose of the "Current Projects List" is to give the Board a feel for the major projects that are in progress. Presumably, since the Board will want to complete projects that are well underway, these projects will require less discussion. The "Future Projects List" contains items from the Action Agenda as well as other Board assignments that have not been undertaken to any substantial degree. Staff has

prioritized these projects based not only on the amount of time expected to complete the project and work plans, but also on the importance of the project in meeting Board goals.

This effort does not constitute an attempt to usurp the Board's prerogatives in establishing priorities in any way. Rather, this list is intended to serve as a basis for discussion. The Board may add or delete items from these lists. This list has two parts – 1 and 2. Part 1 contains those items that staff believes can be completed during calendar year 2003. Part 2 lists the remaining items.

As the Board moves through the Current Projects List and the Future Projects list, any items that require clarification should be clarified, and any items that the Board is no longer interested in pursuing may be deleted. The Board will have an opportunity to assign a priority level to each remaining project using the criteria below:

- A: Highest priority, meaning the Board wants this project to proceed as quickly as possible with preference over other departmental projects not given the A designation
- B: Medium priority, meaning work on this project when A projects have either been completed or no additional work can be done on A projects at this time
- C: Work on this project when no additional work can be done on Part 1 or Part 2 projects.

Hopefully, this exercise will result in a manageable *Action Agenda* that directs staff resources according to the Board's priorities. Attachment D provides an explanation of the intent behind the project lists.

#### **FISCAL IMPACT**

N/A

#### **ADMINISTRATION'S RECOMMENDATION**

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

**A RESOLUTION APPROVING THE JANUARY 26, 2003 BOARD OF ALDERMEN PLANNING  
RETREAT AGENDA**

Resolution No. 91/2002-03

WHEREAS, The Mayor and Carrboro Board of Aldermen hold an annual planning retreat to determine the direction in which they plan to lead the Town; and

WHEREAS, the Board appointed Aldermen Herrera, McDuffee, and Zaffron to the Retreat Planning Committee, and

WHEREAS, the Committee has met with town staff, and the retreat facilitator, Peg Carlson, to develop an agenda.

NOW THEREFORE BE IT RESOLVED that the Mayor and the Board of Aldermen hereby approve the January 26, 2003 Board of Aldermen Planning Retreat Agenda.