

ATTACHMENT A

**A RESOLUTION APPROVING THE DECEMBER 7, 2003
BOARD OF ALDERMEN PLANNING RETREAT AGENDA
Resolution No. 70/2003-04**

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 and McDuffee 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 December 7, 2003 Board of Aldermen Planning Retreat Agenda.

TOWN OF CARRBORO
FY 2004-05 PLANNING RETREAT
Sunday, December 7, 2003
Century Center
Peg Carlson, Facilitator

AGENDA

- 12:30-1:00 Lunch**
- 1:00-1:05 Opening comments by Mayor (5 minutes)**
- 1:05-1:15 Review of Agenda and Ground Rules (10 minutes)**
- 1:15-1:55 Board Relations (40 minutes)**
The Board will have an opportunity to discuss ways to strengthen its role as a governing board and how it works together as a group by sharing its expectations of each other.

For Mayor and Board of Alderman: "I expect my colleagues to..."
- 1:55 - 2:10 Break (15 minutes)**
- 2:10 - 2:40 Board's Expectations of Town Manager (30 minutes)**
The purpose of this discussion is to clarify the Board's expectations of the Manager, and vice versa, in order to strengthen their partnership.

For Mayor and Board of Aldermen: "I expect the Town Manager to . . ."
- 2:40-3:10 Town Manager's Expectations of Board (30 minutes)**
The purpose of this discussion is to clarify the Manager's expectations of the Board, and vice versa, in order to strengthen their partnership.

For Town Manager: "I expect the Mayor and Board of Aldermen to . . ."
- 3:10 – 3:20 Break**
- 3:20 - 4:20 Annexation Overview (60 minutes)**
The staff will briefly describe the process for voluntary and involuntary annexation, potential annexation areas, costs/benefits analysis, and fire station implications. The Board will discuss how it would like to frame this topic for further discussion in February.
- 4:20-5:00 Financial Overview (40 minutes)**
The staff will present a basic financial overview including fund balance, debt policies, projections and a brief overview of the five-year Capital

Improvement Plan. This presentation will establish a foundation for the Board to consider adoption of formal debt and other financial policies.

5:40-6:10 Compensation Overview (30 minutes)

The staff will present a brief overview of the current compensation system and what other Triangle competitors are doing. Staff will share various performance evaluation and compensation approaches. The staff will present more specific options at the February retreat that incorporates input from today's session.

6:10 - 6:20 Next Steps (10 minutes)

- Information Requests for February Retreat
- Guidance on February Retreat Agenda

6:20 – 6:30 Retreat Evaluation

Memorandum

To: Town of Carrboro Mayor and Board of Aldermen, Town Manager and Department Heads
From: Peg Carlson
Date: 11/12/2003
Re: December 7 and February 15-16 Planning Retreats

This letter summarizes the agreement reached during the November 4 planning meeting regarding the planning retreats on December 7, 2003 and February 15-16, 2004. The following people were present: Alderman Diana McDuffee, Town Manager Steve Stewart, Assistant Town Manager Bing Roenigk, Assistant to the Town Manager Richard White, and facilitator Peg Carlson.

Time and location: The group will meet from 12:30 to 6:30 p.m. on Sunday, Dec. 7 at the Century Center. Lunch will be provided. Casual dress is encouraged. The group will meet at the Century Center from 10:00 a.m. to 3:00 p.m. on Sunday, Feb. 15 and from 8:00 a.m. to 3:00 p.m. on Monday, Feb. 16. Lunch will be provided on Feb. 15, and breakfast and lunch will be provided on Feb. 16.

Attendance: The Mayor, Board of Aldermen, and Town Manager will participate in the entire retreat. The staff will join the group on December 7 beginning with the Annexation discussion at approximately 3:15 p.m. (see attached agenda). The staff will attend the full session on Feb. 15-16.

Tentative objective and agenda: The overall objectives of the December 7 retreat are to 1) strengthen the Board's role as a governing board and its partnership with the Manager by agreeing on expectations of each other; and 2) discuss several major areas that the Board will need to address in the coming year. A detailed agenda is attached. The planning group will determine the specific content of the Feb. 15-16 retreat after the Dec. 7 retreat.

We will begin the retreat by agreeing on or modifying the agenda and agreeing on ground rules for the retreat. We will conclude the retreat with a discussion of next steps and an evaluation of the retreat.

Third party roles: I will serve as a substantively neutral facilitator for the group. I will not provide expert information on the substantive issues the group is discussing nor make decisions for the group but will help the group use effective process to discuss its issues. This will include helping participants to stay on topic, to see how their views are similar and different, to understand the assumptions underlying their discussions, and to identify solutions that meet all participants' interests.

Preparation (Mayor and Board of Aldermen only): To prepare for the retreat: jot down your key expectations of your colleagues on the Board and the Carrboro Town Manager. I suggest you begin with the statement "I expect my colleagues to . . ." and "I expect the Town Manager to . . ." and then complete these sentences with your expectations. Please be prepared to share your thoughts at the Dec. 7 retreat. The Town Manager also will have an opportunity to discuss his key expectations of the Mayor and Board of Aldermen.

November 12, 2003

Notification of changes: Please contact me at peg_carlson@msn.com or 919.683.1171 if you have questions or believe this memo is inconsistent with the agreement we reached in our planning meeting. If circumstances require modifying our agreement, we will jointly decide how to make the changes.

Distribution of memo: So that all members of the group will be fully informed about the retreat plans, Richard White will arrange for copies of this memo to be sent in advance to all participants.

I look forward to working with you on December 7 and February 15-16.