



Office of the Town Manager

MEMORANDUM

TO: Mayor Collins and Members of the Town Council

FROM: Kevin Burke, Town Manager

DATE: February 24, 2017

SUBJECT: **2017 Mayor & Council Retreat**

The agenda for this Retreat is quite simple and can be found attached; however, the materials, activities and discussions can be expected to be robust and time consuming. Before I get into the meat of this, a few logistics.

First, the Retreat is at the main conference center of the ANdAZ. Please park in the areas noted on the attached map. We will be in room G. We are looking to start promptly at 8:00. We will have a continental breakfast served and we will also have lunch served. The Mayor, Town Council and Directors are the invited participants and we will be intermixed around a horseshoe conference table. It is an open meeting and the public may come in and out at any time but there is no public comment scheduled. The Retreat is technically a Special Meeting/Study Session called by the Mayor. Under his authority as chairman of the meeting, the Mayor has asked that the meeting be video recorded and made available to the public like other Council meetings. At the beginning of the meeting, he will provide Council an opportunity to turn off the camera if that is the will of a majority of Council. Staff has acquired a camera that allows the recording and then subsequent upload onto the Town's website. So it will not be live but would be available for viewing soon after it is uploaded.

The meeting is broken into three sections: Culture Setting (The People); Goal Setting (The Work); and Governance (The Structure). In terms of Culture Setting, I have three attached documents that I will be working from: 1) Values and Characteristics; 2) Summary of a High Performing Governing Body; and 3) Effective Governance: Pointers for Council Members. I have a series of discussions and activities based off of these documents. Aside from a preliminary review of the material, no preparation is required.

The second section is Goal Setting. Before we get to the actual identification of goals, we will debrief the goals of the last term (attached) to understand what is possible given the capacity of Council and staff, what has carried-over into the new term as unfinished business, and what is the structure of the goals. We will then spend some time looking for agreement on how to articulate and prioritize goals for the 2017-2018 term. This is then followed by the actual goal setting. For this section, I would ask that Council prepare in advance approximately three (3) goals to present to your colleagues. For purposes of preparation, a goal is more general in nature and describes a state of affairs you wish to achieve. For example, "Improved Public Safety." You are then

welcomed and encouraged to identify tasks that advance or accomplish this goal. For example: “Develop a Police Department Strategic Plan,” “Acquire and Implement License Plate Readers,” “Appoint an Advisory Committee on Public Safety.” Please prepare these Goals and Tasks by writing them in large font on 8½ x 11” paper. Or if you want to simply write them down, staff will provide blank paper in order to write your final version of each goal at the Retreat and present to the group.

The third and final section is Governance. Once the Council has identified what work they want to accomplish, the next task is to determine how they want to accomplish that work. This is about setting that structure in which to perform work. Attached please find the current Town Council Rules and Procedures. This is probably the most specific document related to the structure of how Council conducts its business. Another document that was requested and attached that may provide guidance on structure is the one entitle “Mayoral Power versus Council Powers.” I would also like to have a conversation regarding defining the structure and authority of what is sometimes referred to as “Council Champions” (no related documents attached). Lastly, a conversation refining some of the structure around development projects and current codes, guiding materials and processes seems appropriate. To that extent, an section from the Zoning Ordinance specific to the Statement of Direction is attached. If you could please review these documents and come prepared for discussions on refinements.

It is not necessary that the final language be settled for each and every action in the Retreat, but rather the direction firmly established such that staff could complete drafting and return documents for review and adoption. The day is scheduled from 8:00 a.m. to 5:00 p.m. but I will look to the Council to decide when they have had enough.

Thank you all for once again donating your time above-and-beyond an already demanding volunteer position. I look forward to a very productive 2017 Retreat.