

Board of Commissioners – Annual Budgetary Planning Retreat (FY21-23)

March 7, 2020 from 9:00 a.m. to 3:30 p.m.

Town Hall Annex Meeting Room – 105 E. Corbin Street

1. **Open, Introductions, & Ground Rules** (Facilitator Rod Visser)
2. **Exercise: Why We Do What We Do?** (Mayor Jenn Weaver)
3. **Strategy Map** – Review, edit, & refine. This includes updating language where necessary. Ideally, the board should try to avoid getting bogged down in wordsmithing. If the spirit of definitions can be identified, then board members and/or staff can be assigned to craft the language and bring it back to the board later for final review and approval.
 - a. **Mission statement** (check-in to see if current language needs revision)
 - b. **Vision Statement** (check-in to see if current language needs revision)
 - c. **Values** (check-in, review, and amend proposed January version of values)
 - d. **Strategic Goals** – Review and discuss (information attached):
 - i. Current four strategic priorities
 - ii. Example goals provided in January strategy map version + management team definition bullets
 - iii. Summary list and examples of priorities from other local governments
 - iv. Develop and define 3 – 5 most important priorities for FY21-23

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4. **Preliminary FY21-23 Budget Overview** (Town Manager)
5. **FY21-23 Requests** – Town board open Q&A with staff regarding requests, opportunities, needs, & concerns.
6. **Sustainability/Comprehensive Plan** – Direction from the board on whether staff can proceed with an RFP process to select a contractor so work can start on the plan in July.
7. **Small Priorities Taking Up Big Time** (If time is available). Discuss strategies that might be effective in managing instances when significant time is spent on relatively smaller issues, thus diverting attention from top priorities. What can we do to more quickly identify when this is happening and mitigate the impact? This is a challenge all local governments deal with, so there is likely not a solution. Discussing the topic may help increase awareness and improve time management for the board and staff. This topic is time-permitting.
8. **How to Fail Checklists** (If time is available). Discuss potential traps we should be aware of and steps that can be taken to avoid them as the town proceeds with major projects, managing significant growth, running daily operations, etc. Reflecting on typical reasons organizations fail may help us reduce the number of missteps we take in the future. Two short attachments: 1) Quick Reminder Checklist, and 2) Key Points to Consider in Reducing Decision Failures.
9. **Confirm Action Items Moving Forward**
10. **Other**
11. **Review of the Day / Adjourn**