

FAYETTEVILLE CITY COUNCIL RETREAT

Fayetteville Technical Community College Horticulture Center,
670 N Eastern Blvd, Fayetteville, NC 28301 -- February 1-2, 2019

Participant Agenda

Attendees:

- Mayor, Mayor Pro Tem, Council Members (10)
- City Manager, City Attorney, Deputy City Manager, Assistant City Managers, Director of Strategic Performance and Analytics, City Clerk (7)
- Department Directors

Retreat Objectives: Prioritize and Simplify

- Learn from the most recent citizen engagement efforts.
- Set strategic priorities for the next 12-18 months.
- Agree on methods and specifics of reporting, accountability, and communication.
- Create talking points for strategic priorities.

GUIDELINES FOR PRODUCTIVE MEETINGS

The following ground rules have helped make meetings more productive:

1. **Participate fully.** It's alright to disagree. Everyone should have the opportunity to state his or her own views, regardless of rank or other differences.
2. **Work on the problem.** Put other issues aside, including personalities, offices, or other differences. Show respect for each other.
3. **Focus on interests, not positions.** Explain why you favor a particular course of action. Invite questions so you can explain your reasons fully. Balance advocacy and inquiry.
4. **Share all relevant information.** Be specific. Agree on what important words mean. Discuss "undiscussable" issues.
5. **Stay focused.** Discuss a topic long enough for everybody to be clear about it.
6. **Decide how the group will make decisions.** Strive for consensus.

Adapted from *The Skilled Facilitator: Practical Wisdom for Developing Effective Groups* by Roger Schwarz.

Day One: Friday, February 1, 1:00 p.m. – 5:00 p.m.
(Lunch provided)

1. Getting Started

Review retreat objectives and get agreement

2. What are we learning and how can we learn more?

Discussion Guidelines and New Learning

- What are you learning about yourselves, your team, or your responsibilities as a result of our time together?
- Revisit Discussion Guidelines and Operating Principles

3. Celebrating Our Work: What has happened in the last year or so that makes you ‘most proud?’

4. What limits our work?

- Staff capacity
- Council’s time and attention
- Financial Resources

2:30-2:45 BREAK

5. What are Citizens Saying?

- Presentation of citizen survey, social capital survey and café conversations data
- Small group discussions

6. Which strategic issues need our attention this next year or so?

- Reaffirm vision, mission, core values, goals and objectives
- How it all fits together
- Aid(s) for keeping focused

5:00 ADJOURN

Day Two: Saturday, February 2, 8:30 a.m. -2:30 p.m.

8:10 Gather & Breakfast

8:30 Reconvene & Reflect

7. Any emerging short term projects that align with strategic priorities?

- Suggestions
- Questions
- Specific Next Steps

10:15-10:30 Break

8. Accomplishing your work: What needs strengthening for you to get this work done?

- Exercise around how each individual gain information through MBTI results
- Small Group Discussion
 - A. Committee structure the right way to build clarity?
 - B. Use of work sessions – anything different?
 - C. Streamlining staff reports to the council (SMT retreat)
 - D. Progress Reports
 - *How do we want to receive updates to strategic priorities?*
 - *What medium would work for the diverse group of councilmen and councilwomen?*
 - *How can work sessions be used to help keep everyone accountable for the work that is being completed and/or pursued?*
- Report Out, Questions, Gauge Support
- Specific Next Steps

WORKING LUNCH 12:00-12:45

9. Communicating Your Priorities

- Small groups to create talking points for their strategic Objectives
- Groups share their talking points on specific priorities

10. Wrapping Up

- Remaining Next Steps
- Evaluation of the retreat

2:30 ADJOURN

Possible Criteria to Prioritize:

1. ***Meets legal mandates*** – required by state or federal statute, court order, or regulation, or a project that moves a local government into further compliance with mandates
2. ***Removes or reduces hazards/Safety or environmental impact*** – eliminates or reduces obvious hazards or threats to public health and safety
3. ***Advances the Council's goals/Consistency with Comp Plan*** – addresses the goals approved by the Council
4. ***Addresses maintenance and replacement*** – extends the useful life of a capital asset or replaces the asset, which continues or expands service provision
5. ***Supports economic development*** – directly supports or benefits economic development, job growth, and increased local government revenues
6. ***Improves efficiency*** – Lowers operating costs or increases productivity
7. ***Facilitates new services*** – makes possible new services or programs
8. ***Offers convenience*** – item that is convenient for the users or staff

Source: Marlowe, Justin, William C. Rivenbark, and A. John Vogt. Capital Budgeting and Finance. Second ed. Washington, DC: ICMA, 2009. Print.

Group 1

Kristoff B. (staff)
Kathy J.
Tisha W.
D. J. Haire

Group 2

Doug H. (staff)
Johnny D.
Dan C.
Barbara H. (staff)

Group 3

Mayor Colvin
Rebecca J. (staff)
Karen M. (staff)
Jim A.

Group 4

Larry W.
Bill C.
Ted M.
Telly W. (staff)