



Legislation Text

File #: 23-103, **Version:** 1

Town Council 2022-2023 Retreat Follow-Up Report

PURPOSE: The purpose of this agenda item is to provide an update on the Carrboro Town Council Procedures Manual, Re-Confirm the 13 Key Strategic Areas and Deliverables, and discuss the development of the Town Manager and Town Clerk performance evaluation tools.

DEPARTMENT: Town Manager

CONTACT INFORMATION: Richard White, Town Manager; rwhite@carrboronc.gov
<<mailto:rwhite@carrboronc.gov>>; 919.918.7315

COUNCIL DIRECTION:

☐ Race/Equity ☐ Climate ☒ Comprehensive Plan ☐ Other

This agenda item relates to Chapter Ten: Public Services & Communications Section 1 in Carrboro Connects: To lead an organization that functions well internally and implements Council policies in a timely, effective, efficient, and friendly manner.

INFORMATION: The Town Council participated in three retreats on the following dates: August 27, 2022; December 10, 2022; and January 21, 2023.

At the December 10, 2022 retreat, the Town Council reviewed a draft version of the Carrboro Town Council Procedures Manual developed by Mayor Damon Seils with the assistance of Council Members Randee Haven-O'Donnell and Eliazar Posada. Mayor Seils has revised the document to reflect the feedback provided during the retreat and has shared the revised draft with Council Members for an additional round of feedback. The final draft will come back to the Town Council for adoption at an upcoming meeting after a review by the Chief Race and Equity Officer.

At the January 21, 2023, the Town Council sorted 170 projects into "Big Rocks" defined as projects having a major organizational lift in terms of time, impact, and resources and "Small Rocks" that are important efforts with less impact on time and resources. Projects were also placed in a third category labeled "Combined" for smaller rocks that could be combined into a larger effort. The 13 Key Strategic Areas and Deliverables (Attachment) are the results of that exercise. Staff will work on implementing these Key Strategic Areas and Deliverables over the next 12 - 18 months. The projects are aligned to strategic plan goal areas; rise to the level of council action and community impact; and typically included in a Manager's performance evaluation and other Annual Performance Reports.

On February 23, 2023, Mayor Seils, Council Member Haven-O'Donnell, and Town Manager Richard White attended the School of Government course entitled "LELA 201: Evaluating Manager and Board Performance" via Zoom to learn about developing a successful evaluation process.

FISCAL IMPACT: There are no fiscal impacts associated with this agenda item. Town staff will incorporate the 13 Key Strategic Areas and Deliverables in the FY24 Budget development process.

RECOMMENDATION: The Town Manager recommends that the Town Council re-confirm the 13 Key

Strategic Areas and Deliverables.