

Budget Planning Retreat

Friday, February 28, 2020

Tab #	Time	Agenda Item
	7:30 a.m.	Breakfast - Berne Room
	8:30 a.m.	Call to Order and Welcome – Mayor William Elmore <ul style="list-style-type: none"> • Invocation • Pledge of Allegiance • Opening Remarks and Expectations
	8:40 a.m.	Opening Remarks and Introduction of Facilitator <i>City Manager Steven Neuschafer</i>
	8:50 a.m.	Opening of Planning Session – Rick Rocchetti, Facilitator <ul style="list-style-type: none"> • Review of Objectives and Agenda • Role of Facilitator, Ground Rules and Expectation of Participants • Opening Activity
1	9:15 a.m.	Mid-Year Financial Report Fiscal Year 2020-2021 <i>City Manager Neuschafer and Finance Director Jim Roberts</i> <ul style="list-style-type: none"> • Discuss Current Budget • Review Debt Service Schedule
2	9:30 a.m.	Technology Updates <ul style="list-style-type: none"> • Web Site and Communications Efforts • Smart Vehicle Inventory <i>Assistant City Manager – Mathew Boone</i> <hr/> <ul style="list-style-type: none"> • 311 Demonstration – <i>Chief Building Inspector Steven King</i> • Water Customer Portal Demonstration – <i>Finance Director Roberts</i> • Public Notifications (Utilities) – <i>Public Utilities Director Heather Adams</i>
	10:15 a.m.	Break

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3	10:30 a.m.	Projects Status and Special Updates – <i>City Manager Neuschafer</i> <ul style="list-style-type: none"> • Facilities Review Public Works Police Department Parks & Recreation Offices • Property Maintenance Contract • Solid Waste Contract • Paving Plan • ADA Transition Plan • Dog Park • Juniper Creek
	12:00 p.m.	Lunch
4	1:00 p.m.	High-Level Environmental Scan <ul style="list-style-type: none"> • Identification of Issues, Trends and Challenges (PESTLE Analysis) • SWOT Analysis • What are we hearing from our residents?
5	2:00 p.m.	Department Goals and Priorities <ul style="list-style-type: none"> • Finance – <i>Director Roberts</i> • Inspections – <i>Chief Building Inspector King</i> • Library – <i>Librarian Mike Williams</i> • Parks and Recreation – <i>Director Brian McNeill</i> • Planning – <i>Director George Adler</i> • Police – <i>Chief Chuck West</i> • Public Utilities – <i>Director Adams and Randy McNeill</i> Davis-Martin-Powell & Associates • Public Works – <i>Director Vince Washington and Randy McNeill</i> Davis-Martin-Powell & Associates
	Break – 2:30 p.m.	
6	4:00 p.m.	Wrap Up Summary for the Day <ul style="list-style-type: none"> • What has stood out for you today? • What have you learned? • Group Activity
	5:00 p.m.	Adjourn

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	7:30 a.m.	Breakfast – Berne Room
7	8:30 a.m.	Call to Order and Welcome – Mayor William Elmore <ul style="list-style-type: none"> • Invocation • Pledge of Allegiance • Reconvene Planning Session
	8:45 a.m.	Recap and Review Agenda – Rick Rocchetti, Facilitator
8	9:00 a.m.	Review and Goal Setting <ul style="list-style-type: none"> • Priorities for Fiscal Year 2020-2021 • Identification of 4-year Goals (Directional)
	10:15 a.m.	Break
	11:00 a.m.	Wrap Up <ul style="list-style-type: none"> • Summary • Budget Schedule and Information • Closing Remarks
	12:00 p.m.	Adjourn

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