

Memorandum



From: ROBERT KUNTZ, CITY ADMINISTRATOR

November 20, 2013

TO: Mayor Pogue
Board of Aldermen

RE: **RETREAT**

Most years, we have conducted a half-day post-holiday planning / goal setting work session. As we prepare to close out 2013, I have several questions:

1. Do you want to conduct this annual exercise?
2. If so, when and where? Traditionally, we have used the Board room, but other venues are available.
3. Do you want to stick with a half-day format on a Saturday morning in January or February?
4. Agenda: I have listed potential topics for your review and consideration. Alternative/additional suggestions would be appreciated.

Potential Topics:

A. Personnel Issues:

- Staffing Levels
- Succession Planning
- Pension/Benefit Assessment
- Pay Plan:
 - 1) City Comparisons
 - 2) Internal Compression

B. Civility / Code of Conduct

C. Budgetary Refinements – Prioritizing future improvements

D. Mosquito Fogging

Further direction is requested so we can plan accordingly.


ROBERT KUNTZ, CITY ADMINISTRATOR

RK:MC