

# BOARD OF ALDERMEN

ITEM NO. D(4)

## AGENDA ITEM ABSTRACT

MEETING DATE: December 8, 2009

**SUBJECT: Discussion of the Agenda for the 2010 Planning Retreat**

<b>DEPARTMENT: MANAGER'S OFFICE</b>	<b>PUBLIC HEARING: NO</b>
<b>ATTACHMENTS:</b> A. Resolution B. Contract for Services C. Draft Agenda	<b>FOR INFORMATION CONTACT:</b> Steve Stewart (918-7315)

### PURPOSE

The purpose of this item is to request that the Board of Aldermen discuss several items related to the 2010 Planning Retreat.

### INFORMATION

Town Staff has begun preparation for the 2010 Board of Aldermen Planning Retreat. Staff is requesting Board discussion and direction on several items related to planning the retreat.

Staff asks that the Board to consider scheduling the retreat for Monday, February 1, 2010 to begin 8:00 a.m. and set a special meeting for that date and time. Staff also requests that the Board cancel the February 2, 2009 Board of Aldermen meeting.

Staff requests that the Board select a location for the retreat. Staff recommends the Robert & Pearl Seymour Center at 2551 Homestead Road in Chapel Hill as the primary location, and the OWASA offices at 400 Jones Ferry Road in Carrboro as a secondary location.

Staff requests that the Board consider the proposed contract for services with The Dispute Settlement Center to have Andy Sachs serve as the facilitator for the 2010 Planning Retreat.

Lastly, staff requests that the Board review and make any necessary changes to the draft agenda for the 2010 Planning Retreat.

### FISCAL IMPACT

Cost of the 2010 Planning Retreat include a maximum fee of \$3,800 for facilitation services, plus additional miscellaneous expenses related to staff preparation and meals.

### RECOMMENDATION

Town staff recommends that the Board approve the attached resolution setting a date, time and location for the 2010 Planning Retreat, authorizes the Town Manager to execute the contract for services with The Dispute Settlement Center, and approving the draft agenda for the retreat.