

# BOARD OF ALDERMEN

ITEM NO. D(4)

## AGENDA ITEM ABSTRACT

MEETING DATE: 16 November 2010

**SUBJECT: Request to Discuss the Potential for a 2011 Planning Retreat**

<b>DEPARTMENT: TOWN MANAGER'S OFFICE</b>	<b>PUBLIC HEARING: NO</b>
<b>ATTACHMENTS:</b> A. Resolution B. Contract for Services	<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 a potential 2011 Planning Retreat.

### INFORMATION

Town Staff has begun discussing a potential 2011 Board of Aldermen Planning Retreat. Staff is requesting Board discussion and direction on several items related to planning the retreat.

1. Does the Board want to have a retreat?
2. If so, staff asks that the Board consider scheduling the retreat for either the morning or afternoon of Monday, February 21, 2011 and set a special meeting for that date and time. The proposed facilitator is available on that day.
3. 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.
4. 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 2011 Planning Retreat.
5. Staff requests that the Board discuss and propose items to be included on the agenda for the 2011 Planning Retreat. The agenda should be set no later than the December 7, 2010 meeting, if possible.

### FISCAL IMPACT

Cost of the 2011 Planning Retreat includes a maximum fee of \$3,800 for facilitation services, plus additional miscellaneous expenses related to Staff preparation and meals.

### RECOMMENDATION

Town staff recommends that if the Board chooses to have a planning retreat that it approve the attached resolution setting a date, time and location for the 2011 Planning Retreat, authorize the Town Manager to execute the contract for services with The Dispute Settlement Center, and commit to completing the retreat agenda by the December 7, 2010 meeting.