

BOARD OF ALDERMEN

ITEM NO. D(3)

AGENDA ITEM ABSTRACT

MEETING DATE: 7 December 2010

SUBJECT: Request to Discuss the Agenda for the 2011 Planning Retreat, Setting a Special Meeting of the Board of Alderman and Cancelling a Meeting of the Board of Aldermen

DEPARTMENT: TOWN MANAGER'S OFFICE	PUBLIC HEARING: NO
ATTACHMENTS: A. Resolution	FOR INFORMATION CONTACT: Steve Stewart (918-7315)

PURPOSE

The purpose of this item is to request that the Board of Aldermen discuss several items related to the 2011 Planning Retreat, which has been set for January 30, 2011 at 1:00 pm, set a special meeting of the Board of Aldermen for that date and time, and cancel the February 1st, 2011 Board of Aldermen meeting.

INFORMATION

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

1. Staff requests that the Board select a location for the retreat. Staff has reserved the OWASA Community Room and the training room at Chapel Hill Transit.
2. Staff requests that the Board discuss and propose items to be included on the agenda for the 2011 Planning Retreat. Andy Sachs will be present to facilitate the discussion of the retreat agenda as needed.

FISCAL IMPACT

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

RECOMMENDATION

Town staff recommends that the Board approve the attached resolution setting a location for the 2011 Planning Retreat, establishing an agenda for the retreat, setting a special meeting of the Board of Aldermen and cancelling the February 1st, 2011 Board of Aldermen meeting.