



# MEMORANDUM

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**TO:** Mayor and City Councilors

**FROM:** Rich Olson, City Manager

**DATE:** January 6, 2016

**REF:** Consideration – Call for a Special City Council Meeting in Order to Hold a Council Retreat

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***BACKGROUND:***

On January 4, 2016, I sent a memo to the City Council concerning the proposed 2016 City Council biennial planning retreat. The tentative dates for the retreat were to be on the evening of January 21 and all day on January 22. The venue for the retreat would once again be Montero's Restaurant. The facilitator proposed is Madeleine Henley of Walking Stick Associates. Ms. Henley facilitated the City Council's 2014 retreat and staff received positive feedback from the previous City Council members. Several members of the City Council have responded to City staff that the date, venue and facilitator would be fine; however, not all members of the City Council have responded. The cost of the retreat will be between \$2,000 and \$2,500. City staff will be providing the City Council with the goals and objectives, which were set during the 2014 Council retreat. Staff will also provide an update and status report on those goals.

***STAFF RECOMMENDATION:***

By motion, call for a Special City Council meeting in order to hold a Council Planning Retreat to be held at Montero's Restaurant, 414 N. McArthur Drive, beginning on Thursday, January 21, 2016 at 6 p.m. and Friday, January 22, 2016 at 9 a.m.;

And further, authorize City staff to secure the services of Madeleine Henley of Walking Stick Associates to serve as facilitator.

RCO/vdw