



TOWN OF CHAPEL HILL
Office of the Manager

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MEMORANDUM

To: Mayor and Town Council
From: Roger L. Stancil, Town Manager
Date: January 21, 2010
Subject: Background Information for Town Planning Retreat

The purpose of this notebook is to provide summary information for reflection as we prepare for the annual Town Planning Retreat on January 29-30.

This advance preparation will facilitate the following:

- Assure that the Council has the best professional advice and perspective from the staff as the Council deliberates goals and action steps for the company year.
- Enhance our shared understanding of how the goal and action steps are developed and how they will be met.
- Lay the groundwork for the 2010-11 Budget.

I look forward to working with you during the retreat to discuss the Town's success in achieving its goals, ways to improve our efficiency, clarify our expectations and develop measurements of success.

A handwritten signature in black ink, appearing to read "Roger", with a stylized flourish at the end.

Roger L. Stancil