




# MIAMI BEACH

OFFICE OF THE CITY MANAGER  
NO. LTC # 061 - 2009

## LETTER TO COMMISSION

TO: Mayor Matti Herrera Bower and Members of the City Commission  
FROM: Jorge M. Gonzalez, City Manager   
DATE: March 5, 2009  
SUBJECT: Commission Retreat on March 6, 2009

The City Commission Retreat is confirmed for Friday, March 6, 2009 beginning at 10:00 a.m. The retreat will take place at the Loews Hotel located at 1601 Collins Avenue in the Moon Room.

Dr. Rick Jensen, who has facilitated our previous retreats, will again facilitate our time together this year.

A tentative schedule for the day is attached.

If you have any questions, please feel free to contact me.

C: Jose Smith, City Attorney

JMG/DM

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City Commission Retreat  
Loews Hotel  
1601 Collins Avenue  
Moon Room  
March 6, 2009

## AGENDA

Friday, March 6, 2009

10:00 a.m. Arrivals / Check-in

- Overview: Robert's Rules of Order

1:00 p.m. Lunch

- General Strategies for Conducting an Timely and Effective Meeting

5:00 p.m. Adjourn