

No	Activity	Who	Approx. Hours	Deliverables	By When
1	<p>City Council Committee On The Whole Special Meeting Goal IA: Streamline Council, Committees and Meeting Structure</p> <p>Decide about Council size Decide approach to re-aligning Committee Structure Decide about meeting structure</p>	City Council Committee On The Whole	<p>4-6 hours prep 4 hour session 8 hour post-session work 10-20 hours for committee restructure</p> <p>TOTAL 26-38 Hours</p>	<p>Pre-survey to Council Members Agenda and facilitate planning session Council size and meeting decision Approach to Committee restructure</p>	End of May, 2014
1A	Set up ½ day logistics for # 1 in April / early May	Tim / Dick / Heidi		Meeting date and time and space	April 1
2	<p>City Council Personnel and Finance Special Meeting Goal IB: Improve Department Reporting & Structure</p> <p>Closed session Decide about Department Reporting Structure Decide about elected positions</p>	City Council Personnel and Finance	<p>4-6 hours prep 3 hour session 6 hours post-session work</p> <p>TOTAL 12-15 Hours</p>	Recommendations for Reporting structure & elected positions	End of July, 2014
2A	Set-up 3 hour special meeting with Finance & Personnel in April / early May	Tim / Dick / Heidi		Meeting date and time and space	April 1
2B	Set-up two 1 hour working session with Tim/Dick/Walter	Tim / Dick / Heidi		DRAFT PPT deck / Back ground and proposed structure	Before F&A Session