



Date: May 22, 2018  
To: Martha Barberio, Economic Development Director  
Elke Doom, City Manager  
From: Dave Barquist / Keith Pelan  
Re: Talking Points for Department Heads

As we discussed earlier, during our next site visit currently scheduled for June 18-23, we would like to conduct individual working sessions with various City departments. This should include the Department head as well as any appropriate staff that can contribute to the conversation. The purpose of these workshops will include, but is not limited to:

- Review of existing systems and mapping
- Discussion of what's working and what needs improvement
- The Department's vision for the future – short- and long-term
- Staffing
- Planned, in-process, or recently completed projects

As of now, we would like to conduct these working sessions each day during our visit, and include one department at a time. We would like to start with Community Development on Monday afternoon. Please ask the departments to fill in their desired timeslots below.

<b><i>Time Available</i></b>	<b><i>Department</i></b>
Monday (6/18): 1 – 4:00p	Community Development
Tuesday (6/19): 8 – 9:30a	
Tuesday (6/19): 10 – 11:30a	
Tuesday (6/19): 1 – 2:30p	
Tuesday (6/19): 3 – 4:30p	
Wednesday (6/20) AM	Department Head Meeting
Wednesday (6/20): 1 - 2:30p	
Wednesday (6/20): 3 – 4:30p	
Thursday (6/21): 8 – 9:30a	
Thursday (6/21): 10 – 11:30a	

In preparation for these working sessions, we will provide each department with an agenda and a list of relevant information needs. This may include digital or hard copies of any maps, studies, current project documents, or other work products that benefit the discussion.

Please ask each of the above-mentioned departments to provide us with a contact person so that we can be in touch with them directly in the week prior to our site visit. We will coordinate a location for the discussions once the schedule is finalized.