

Woodland City Council Workshop – Department Summary DISCUSSION/DIRECTION

Date:	
Department:	
Reported By:	

Note: These summaries are for discussion and for Council to provide direction (not vote) on path forward for action, or for delay of action, or dismissal/disinterest in action, so these items will require background information to be included.

Projects under discussion in need of Council direction:

Date	Project: Summary w/Staff recommendation and background information
Date	Project: Summary w/Staff recommendation and background information
Date	Project: Summary w/Staff recommendation and background information

Purpose of this information is for the Department Head to request direction from Council on path forward.

Examples:

- Is there a mandated action that Council needs to give direction? (Please provide options that Dept. Head is considering.)
- Is there something the Dept. Head wants to ask for that isn't currently in the budget but that is needed for repairs or functionality? (Please provide mandate and options considered.)
- Is there a current project that needs further review because of additional costs? (Please provide options that Dept. Head is considering.)

Projects set for Council agenda next Month:

Date	Project: Summary w/Staff recommendation and background information
Date	Project: Summary w/Staff recommendation and background information
Date	Project: Summary w/Staff recommendation and background information

These items would likely have been presented at the previous workshop and the above discussion and presentation items would have been gone over at that time. This should be a bullet point list of what will be on the next two business agendas (as much as is possible) so that the review and questions of upcoming business can be done at the workshop.

Woodland City Council Workshop – Department Summary REPORT

Date:	
Department:	
Reported By:	

Note: Summaries should be about a paragraph long. Background/detail information not needed in packet. This sheet is for information/update to Council.

Projects completed last month:

Date	Project: Summary
Date	Project: Summary
Date	Project: Summary

Purpose of this information is to give update on what was finished from prior direction of Council, and from planned activities that were previously reported to Council. This is for presentation to show what's been accomplished, not necessarily for discussion.

Projects planned (already approved) for next month:

Start Date	Project: Summary with projected completion date
Start Date	Project: Summary with projected completion date
Start Date	Project: Summary with projected completion date

Purpose of this information is to give update to Council on upcoming scheduled activities that are planned for the upcoming month, especially related to new construction and road work that requires flaggers and detours, and the approximate dates that they are going to happen. This allows for Council to know what's being worked on around town or within the administrative system so that if they receive questions from citizens, they are informed and aware. This, again, is not necessary for discussion, but more for informational purposes.