

From: [Debbie McDowell](#)
To: [Patsy Adkins](#)
Subject: Agenda item for January 10, 2017 commission meeting
Date: Wednesday, December 28, 2016 4:51:50 PM

Title: Director Monthly reports

Background information: Each month Directors from each department (HR, Police, Fire, NDS, PW, Utilities, General Services and Finance) submit monthly reports to the City Manager about the previous month's activities and upcoming information for each department. The City Manager and City Clerk also file these monthly reports. This information is historic in nature and quite informative. These monthly reports can be found in the City Manager's section of the website.

Recommended action: Request the City Attorney's department also be included with these monthly reports, starting in January, 2017. Possible discussion of items that could be included in the City Attorney's monthly reports.

Sincerely,
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