

MEMORANDUM



TO: MAYOR AND COUNCILMEMBERS
FROM: KATHERINE OPPERMANN, EXECUTIVE ASSISTANT
SUBJECT: WELCOME TO THE NEW ADMINISTRATION PACKET
DATE: AUGUST 8, 2024

After almost 15 years, it's time to bid the old nine-category weekly Administrative Packet format goodbye! Following input from both staff and Councilmembers this packet will introduce the new, streamlined three-category version of the Administrative packet.

It was determined that the old categories were cumbersome, often made it difficult to know which category information should fall under, and most glaringly - didn't properly prioritize the *most* important information. We hope that this new format will better meet the needs of everyone involved but also welcome any further input on how to improve it going forward.

The new categories, as recommended by Mayor Fisher and Mayor Pro Tem Casey are:

Category 1: **"Council Action/Attention"**

This section will cover top priority information for City Council's eyes. It may include direct reports based on Council inquiry, follow-up from past Council meeting items, large budget items being proposed for future meetings, and various other "hot topic" items that have a large impact on or interest from the community. Essentially, if there is only have time to read one section this should be that one.

Category 2: **"Departmental Updates"**

More day-to-day operations information will fall into this category. Statistics and reports from directors and various City departments, matters that may affect residents but are not or not yet an urgent matter. Important information but not quite at top priority level on a given week.

Category 3: **"For Your Information"**

Information that is good or interesting to know, such as reports from an external source (RCOC, Oakland County, or State of Michigan), event wrap-ups, memos about staff initiatives, etc.

Please feel free to reach out should you have any questions or concerns regarding this change.