

MONTHLY REPORT TO COUNCIL



Meeting Date:
Prepared by:
Department:
Division:
Reporting Period:
CC: City Administrator John Walsh

1. General Operations

- *[Update on ongoing department functions]*
- *[Key statistics or performance metrics]*

2. Staffing & Personnel

- *[Hiring updates, promotions, retirements, or vacancies]*
- *[Training programs or professional development initiatives]*

3. Projects & Initiatives

A. Ongoing Key Projects

- *Project Name 1: [Status update, next steps]*
- *Project Name 2: [Status update, budget impact]*

B. Upcoming Projects

- *Project Name 1: [Planned start date, funding needs]*
- *Project Name 2: [Expected benefits and outcomes]*

4. Upcoming Events & Important Dates

(Provide information on city-related events, meetings, and deadlines relevant to the department.)

- *Event 1: [Date, location, purpose]*
 - *Event 2: [Stakeholders involved, expected outcomes]*
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Attachments (If Applicable)

(Attach any supporting documents, reports, or visuals necessary for council review.)

- *[Attachment Name 1]*
- *[Attachment Name 2]*