TO: HONORABLE CITY COUNCIL

FROM: CITY MANAGER DEPARTMENT: CITY MANAGER

DATE: FEBRUARY 17, 2004 CMR: 103:04

SUBJECT: QUARTERLY UPDATE ON STAFF ASSIGNMENTS

This is an informational report and no Council action is required.

DISCUSSION
Attached is the first quarterly report on the status of staff assignments. The format of the report identifies the date the assignment was made, the estimated completion date, and the current status of the item. In the event that an assignment has not been completed by its due date, an explanation of the delay is available in the Status column.

The current report reflects the work completed on assignments between September 2003 and November 2003.

ATTACHMENTS

PREPARED BY: _______________________________________ 
Jennifer Larkin, Administrative Assistant

CITY MANAGER APPROVAL: ____________________________________ 
Emily Harrison, Assistant City Manager