TO: HONORABLE CITY COUNCIL
FROM: CITY MANAGER
DEPARTMENT: CITY MANAGER’S OFFICE
DATE: JANUARY 18, 2005 CMR: 105:05

SUBJECT: UPDATE ON STAFF ASSIGNMENTS FOR 2004

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

DISCUSSION
Attached is the yearly 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 from January 2004 through December 2004.

ATTACHMENTS
1. Staff Action Memo, January-December 2004

PREPARED BY: _______________________________________________________________________
Katie Whitley, Administrative Assistant

CITY MANAGER APPROVAL: _______________________________________________________________________
Emily Harrison, Assistant City Manager