

### Purposed solutions for department reports

1. Department reports are sent out by the 10<sup>th</sup> of every month to City Council members. Department reports are not presented at the committee of the whole meeting or the city council meeting. Department head personnel will be available for questions in regard to their reports via email.
2. Department reports are presented a month behind.
3. Department reports are moved to the City Council agenda.
4. Department reports will be presented with the parameters of running from the 25<sup>th</sup> to the 25<sup>th</sup> of each month.
5. Department reports will be sent out on the Monday prior to the committee of the whole meeting on the months that having them out by the Friday prior to the meeting is not feasible.