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Memorandum

To: Mayor Danielowski
City Council Members

From: Clay Wilfahrt, City Administrator

Date: December 14, 2016

Re: Department Updates

Each month, department heads provide an update at either the 1st or 2nd Council Meeting of the month. Due to the 2nd meetings in November and December being cancelled, departments will only be giving their updates once during this two month time period.

The Department Update schedule for December will be as follows:

December 14, 2016 Meeeting

- ✓ Finance Department
- ✓ Liquor Store
- ✓ Community Development
- ✓ Public Works