




MEMORANDUM

Date: June 6, 2024

To: Honorable Mayor and Commissioners

From: Albert P. Childress
City Manager 

Subject: **24-6024 Monthly Department Reports**

The City Manager's Office requests an extension to June 3rd at the Close of Business to provide the May Department Reports. In an effort to provide the most accurate reporting across Departments, the City Manager's Office has delayed the upload of Department Reports to the City Commission Agenda. June is the one month of the year where the City Commission Meeting date falls on the first Thursday of the month, therefore the final day of the Month is the same day that the agenda is printed, which does not allow adequate time for reports to be run.