



## STAFF MEMO

### MAY 1, 2012 PLANNING COMMISSION

TO: Planning Commission

FROM: Matt Lopez, Assistant Planner

SUBJECT: TOWN MANAGER'S REPORT

#### **RECOMMENDED ACTION:**

If desired, instruct staff to add a "Town Manager's Report" item on all future Planning Commissions agendas.

#### **ISSUE/DISCUSSION:**

The Town Manager currently updates the Town Council at their monthly meetings as to the goings on in the Town and other matters of interest in. Does the Commission wish to receive a Town Manager's Report every month or wait for his monthly report to be posted on the Town's website? Staff posts the Town Manager's Monthly Report the day of the Council meeting (1 week after the Commission meets).