

MEMO



City Commission

To: Imogene Isaacs, Internal Auditor
From: Keith A. James, President of the City Commission
Date: April 9, 2012
RE: Reports

As the new President of the City Commission, I hereby request that you comply with the following, effective immediately:

1. By noon of each Friday, please deliver to the Commission your work report for the upcoming week. Said report should include, at a minimum, any scheduled meetings or conference calls, and the specific projects upon which you will be working. When you describe a meeting, please indicate with whom you will be meeting and the purpose of the meeting. Please also provide the Commission with the list of proposed audit projects upon which you will be working during that week.
2. On or before noon of each Monday, please deliver to the Commission a report on the tasks and projects upon which you worked the preceding week, with a detailed description of work performed and hours spent.
3. Without my prior permission, you shall not meet with any persons from outside the City. You shall forward to me all requests for any such meetings within 24 hours thereof.

Your failure to comply with the foregoing shall be deemed an act of insubordination.

Thank you.

C: City Commissioners

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