

TO: All Department Heads  
FROM: Mayor Brian Wunder  
DATE: February 1, 2012  
RE: New 'Provide Reports' Protocol

With full respect to improving communication to your committee liaison, I would like to propose two pieces of protocol that I believe will benefit Township residents.

First, please provide a monthly liaison report prior to each 1<sup>st</sup> Wednesday of the month Committee meeting, to be presented at the public meeting. This report would relay the progress of all on-going projects within the township, such as police programs, road projects, scheduled activities. The basic information in these reports would ideally be made public within the existing Township website

Secondly, please provide to the Committee liaison, if available, or directly to the Mayor, an "Incident Report" for any injury, accident, damage, vandalism to any municipal property or employee in a timely manner, depending upon the severity of the damage or incident. This way, the Committee will have first knowledge of an event and avoid being otherwise made aware by a resident, or non-resident via phone calls or other contact.

With thanks for your service to Lebanon Township,

Mayor, Brian Wunder