Manager’s Report Template

Assembly Priorities (from annual ‘strategic planning’ session)

Assembly Follow-up (from ‘direction to officers’)

Manager’s upcoming meetings/events/travel

Human resources (hiring/promotions/dismissals/etc.)

Notable actions with partners

Department Reports
  - Lands/Assessment/Permitting
  - Tourism
  - Public Facilities/Works
  - Grants Admin
  - Ports & Harbors
  - Parks & Rec
  - Public Safety

Legislative Issues

Legal Issues

Special Project Updates

Other Percolating/Potential Issues