

*DRAFT 3/5/24*

**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