

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 /departures/training)

Notable actions with partners

Department Reports

Lands/ Assessment/Permitting

Tourism

Public Facilities/ Works/ Water & Wastewater

Grants Admin

Ports & Harbors

Parks & Rec

Police/Fire/EMS

Finance - Quarterly Reports

Legislative Issues

Legal Issues

Special Project Updates

Other Percolating/ Potential Issues