

**ASSISTANT TOWN MANAGER  
Department Head Report  
DECEMBER 2015**

**Prepared monthly Chamber of Commerce Report for Board of Directors.**

**Prepared agenda and commentaries and attended two Council Meeting and prepared two set of minutes.**

**Attended two department head meetings and prepared agenda.**

**Attended Development Committee Meeting and prepared minutes.**

**Attended a meeting on the Duncan Donuts project and prepared minutes.**

**Attended Special Event Planning Meeting.**

**Continued working on preparation of the Annual Report.**

**Attended meeting of Shuttlebus Board.**

**Attended Holiday Celebration for the Shuttlebus Staff.**

**Attended Salvation Army Holiday Concert.**

**Attended Salvation Army Advisory Board Meeting.**

**Met several times with Maintenance Employees regarding scheduling and other issues.**

**Press releases on a number of issues and events.**

**Continued scheduling of association meetings on weekends.**

**Legal issues addressed.**

**Personnel Discussions on miscellaneous issues.**

**Attended Administrative Review Board Meeting and prepared the Minutes.**

**Attended Employee Holiday Luncheon.**

**Attended Holiday Gift Swap.**

**Attended holiday event for The Salvation Army Pavilion.**

**Took some vacation time.**

**Worked on a couple of General Assistance issues.**

