

**DEPARTMENT HEAD REPORT
ASSISTANT TOWN MANAGER
NOVEMBER 2013**

Prepared Monthly Chamber of Commerce Report for Board of Directors

Issued Multiple Press Releases.

Attended Shuttlebus Board meeting.

Prepared and attended the Canvas Meeting and the Inauguration Meeting or the previous and new Council; two Regular Town Council Meetings; and one Workshop, and one Executive Session. (Commentaries, Agendas, Update of History Files, Minutes.)

Prepared Reception for outgoing and incoming Council.

Prepared agenda and attended two Department Head Meetings.

Attended the Salvation Army Musical Thanksgiving Festival.

Prepared information on the Pre-Qualification items for the Edith Belle Memorial Library.

Prepared information on the Library's Owner's Rep Job Description & Resumes.

Met with Human Resources on personnel issues.

Attended wake and funeral of a retired Salvation Army officer.

Drove an elderly citizen to an eye appointment on Sunday, November 17th.

Continued archiving of files.

Updated new Council information for the web for citizen contact.

One week of vacation.

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