

**ASSISTANT TOWN MANAGER
Department Head Report
October 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 agendas.

Prepared agenda and commentaries for two workshops and completed the Minutes.

Attended Executive Session.

Continued working on preparation of the Annual Report.

Attended meeting of Shuttlebus Board.

Attended Salvation Army Advisory Board Meeting.

Attended Development Committee and prepared the minutes.

Attended meeting on REV Three and prepared the minutes.

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.

Spoke before Women & Men's Group – The Salvation Army – Theme: What I Know But Forgot to Remember.!

Attended MMA Retirement Seminar.

Attended pre-discussion meeting on Waste Water “odor” issue.

Participated in an employee's performance evaluation.

Attended Ribbon Cutting for Duffy's Tavern.

Attended the Kettle Kick-Off for the 2015 Christmas Kettle Effort – Salvation Army

