

Assistant City Manager Tammy Letourneau writes the book, the only book, on staff report writing

In every local government organization, staff members write staff reports to present important information and inform the legislative body.

These staff reports can cover any number of topics, from purchasing playground equipment to development projects.

Costa Mesa Assistant City Manager Tamara Letourneau has worked in city government for 29 years and for the last 17 years, she has taught university level courses in city management.

During that time as a college instructor, she learned that no resource existed to teach students and employees how to write a staff report.

"So I wrote one myself," she said. "There is no other resource like it."

The result is "Mastering the Art: A Step-by-Step Guide to Writing a Quality Staff Report for Local Government," which is billed as a resource guide for local government professionals.

[Click here to order the book on Amazon.](#)

According to the book summary, this guide simplifies the process and can serve as a reference manual that all government professionals keep on-hand throughout their careers.

Letourneau added several personal touches, including a forward from her mentor and the first city manager she worked for Jim

Starbird, who is now retired.

Each chapter of the book is a guide to write each section in the staff report, including Tammy's Tips at the end of each chapter.