

MEMORANDUM

I-E

TO: Town Council
FR: Todd Hoffman, Town Manager
RE: Manager's Report
DATE: February 10, 2010

This report highlights many of the initiatives undertaken by Town staff over the past month. In the interest of brevity, I have not included ongoing staff functions, such as daily website or listserv management, financial administration (payroll, accounts payable, financial reporting), permit and plan review, etc. Please let me know if you have any questions or need additional information.

Committee/Board/Commission Interface:

- Met with the street lighting evaluation contractor to take delivery of final report and discuss plans for public outreach meetings.
- Scheduled and helped plan Public Services Committee's public meeting on lighting options.
- Helped plan and attended the Climate Protection Committee's "Meet the Energy Efficiency Experts" event.
- Helped plan and attended Neighborhood Watch organizational meeting.
- Attended the February Public Services Committee meeting.
- Attended the Purple Line Mitigation Advisory Group meeting.
- Interviewed additional prospective candidates to provide traffic engineering assistance.

Community Outreach/Liaison:

- Held second "Coffee with the Town Manager" event.
- Met with officials from the County's Department of Parks to discuss Elm Street Park playground funding.
- Met with CCES officials to discuss the school's facility planning process.
- Met with Captain Hamill of the Montgomery County Police Department to discuss enforcement of Town laws by County police officers.
- Produced February Forecast.

Special Projects:

- Finalized Community Handbook and sent to printer.
- Scheduled FY11 budget meetings.
- Began planning for the 2010 Town election
- Continued implementation of Energy Audit and Improvements Assistance Program (55 participants to date/50 available spots).
- Continued implementation of Consulting Water Management Program (26 participants to date/75 available spots).
- Submitted cost data to Montgomery County for potential reimbursement by FEMA for recent snow removal costs.

- Removed snow from Town streets and sidewalks.
- Continued to collect food donations for Manna Food Center.

Council Meetings/Work Sessions:

- Attended Water Ordinance work session and provided staff support.
- Produced January Action Items and Reporter.
- Prepared February meeting agenda and supporting documents.

Special Events:

- Planned and attended the first session of Sunday Afternoon for Families.
- Planned annual Chili Dinner.
- Scheduled and planned spring Trash and Treasures.
- Worked with the Community Relations Committee to plan the Town's spring events.

Training and Development:

- Town Manager received credential manager status from ICMA Executive Board. This recognizes Todd as a professional local government manager qualified by a combination of education and experience, adherence to high standards of integrity, and an assessed commitment to lifelong learning and professional development.