

MEMORANDUM

I-E

TO: Town Council
FR: Todd Hoffman, Town Manager
RE: Manager's Report
DATE: March 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:

- Planned and attended Public Services Committee's public meeting on street lighting.
- Attended the March Public Services Committee meeting.
- Attended the February Environment Committee meeting to discuss "Greening the Town Government" initiative and noise control education efforts.
- Interviewed firm to provide traffic engineering assistance to the Town/PSC.

Community Outreach/Liaison:

- Planned and attended public meeting on the FY11 budget.
- Met with Captain Hamill of the Montgomery County Police Department to discuss enforcement of Town laws by County police officers.
- Produced March Forecast.

Special Projects:

- Met with contract purchaser of 7206 Meadow Lane to discuss the proposed resubdivision of this property.
- Met with residents surrounding 3911 Blackthorn Street to discuss proposed construction at this property.
- Met with Town's engineering consultant to discuss the next phase of street repairs in Town.
- Executed contract with Vic Tervalo to write and produce Land Use Handbook.
- Began preparation of the FY11 budget.
- Prepared bid documents for leaf removal service.
- Attended workshop on submitting for FEMA reimbursement for snow removal costs.
- Attended training seminar about FY11 health benefits.
- Mailed the 2010 Community Handbook to all Town residents.
- Continued planning for the 2010 Town election (Added information to the Town website).
- 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).
- Removed snow from Town streets and sidewalks.
- Collected donations for A Wider Circle and Capital Bookshare.
- Continued to collect food donations for Manna Food Center.

Council Meetings/Work Sessions:

- Produced February Action Items and Reporter.
- Prepared March meeting agenda and supporting documents.

Special Events:

- Organized and attended annual Chili Dinner.
- Organized and attended “Tree Triage” arborist discussion.
- Continued planning for spring Trash and Treasures, April 17-18.
- Planned March Sunday for Families event, March 21.
- Planned Discussion and Dessert event, April 8.
- Planned Town Bake-Off event April 11.
- Planned Small Works for Haiti event, May 21-23.