

MEMORANDUM

I-E

TO: Town Council
FR: Todd Hoffman, Town Manager
RE: Manager's Report
DATE: May 12, 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 Long Range Planning Committee members to discuss updates to the Strategic Plan.
- Attended Chevy Chase Lake Sector Plan open house on behalf of the Long Range Planning Committee.
- Attended Purple Line Mitigation Advisory Group meeting with State and County officials.
- Organized and attended the Environment Committee's noise control information meeting/luncheon with landscape contractors.
- Met with Neighborhood Watch resident coordinator to organize block captain coverage and the public safety informational session.
- Attended ICLEI training session with resident chair of Climate Protection Committee.
- Met with Parks and Playgrounds Commission members to discuss Playful City USA application.
- Worked with Parks and Playgrounds Commission to submit a "wish list" for Elm Street Park improvements as the off-site amenity for the Pearl Street office development project.
- Attended Climate Protection Committee meeting to discuss Climate Corps summer intern.
- Met with Council chair of Long Range Planning Committee to discuss tracking development projects that could impact the Town.

Community Outreach/Liaison:

- Held Coffee with the Town Manager
- Produced May Forecast.

Special Projects:

- Organized the 2010 Town Election.
- Prepared final FY11 budget.
- Met with County Planning Department representative regarding the Pearl Street office development project.

- Communicated with County Parks Department and developer of proposed Pearl Street office building regarding improvements to the north end of Elm Street Park.
- Met with Council members, staff and Town attorney to review the resubdivision application for 7206 Meadow Lane.
- Wrote and submitted a letter to the County Planning Department regarding the resubdivision application for 7206 Meadow Lane.
- Attended special community outreach meeting with MCPS representatives to discuss the feasibility study for an addition to CCES.
- Wrote and submitted a letter to Superintendent Jerry Weast opposing the possible expansion of CCES.
- Continued implementation of Energy Audit and Improvements Assistance Program (58 participants to date/50 available spots).
- Continued implementation of Consulting Water Management Program (30 participants to date/75 available spots).
- Interviewed accounting firm to provide supplemental services for Town's annual audit.
- Planted 56 trees in the public rights-of-way.
- Installed 12 Neighborhood Watch signs.
- Installed decorative crosswalk at Rosemary/Meadow.
- Installed stop signs and stop bars at Lawton Center per recommendation of Town engineer.
- Installed 4 new crosswalks at Oakridge and Leland.
- Met with IT consultant to discuss the Town's e-mail server and VPN.
- Met with Claudia Clifford to discuss memorial to Sue Clifford.
- Continued to collect donations for A Wider Circle and Capital Bookshare.
- Continued to collect food donations for Manna Food Center.

Council Meetings/Work Sessions:

- Organized and attended the Town's 2010 Annual Meeting
- Produced April Action Items and Reporter.
- Prepared May meeting agenda and supporting documents.

Special Events:

- Planned and attended March Sunday for Families event
- Organized and attended Trash and Treasures
- Organized Discussion and Dessert
- Organized and attended Bike Day
- Organized and attended Town Bake-Off
- Planned for:
 - Classical Concert, May 16.
 - Small Works for Haiti, May 21-23.
 - Volunteer Appreciation, June 13.
 - July 4 picnic and parade.