

# MEMORANDUM

I-E

TO: Town Council  
FR: Todd Hoffman, Town Manager  
RE: Manager's Report  
DATE: June 9, 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.
- Met with Parks and Playgrounds Commission members to finalize the Playful City USA application.
- Met with Environment Committee members and representatives from the Maryland Environmental Trust to discuss a Town conservation easement program.

### **Special Projects:**

- Attended the County Planning Department's Development Review Committee meeting regarding the proposed resubdivision of 7206 Meadow Lane and reported findings to Council.
- Met with consultant engineering firm to review and discuss changes to the CCES traffic plan.
- Met with Neighborhood Watch volunteers to launch the program.
- Awarded leaf collection contract to Mainscapes, Inc. and executed contract.
- Renewed Town insurance policies through LGIT.
- 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).
- Continued to collect food donations for Manna Food Center.

### **Council Meetings/Work Sessions:**

- Organized and attended the public hearing on the proposed resubdivision of 7206 Meadow Lane.
- Organized and attended an Executive Session regarding open space acquisition and the resubdivision of property within the Town.
- Produced May Action Items and Reporter.
- Prepared June meeting agenda and supporting documents.

**Community Outreach/Liaison:**

- Produced June Forecast.

**Special Events:**

- Organized and attended Classical Concert
- Organized Small Works for Haiti event.
- Planned for Volunteer Appreciation event (June 13)
- Planned for July 4 picnic and parade.
- Organized and attended Public Safety Information Session sponsored by the Neighborhood Watch program.