

# MEMORANDUM

I-D

TO: Town Council  
FR: Todd Hoffman, Town Manager  
RE: Town Manager's Report  
DATE: July 14, 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:**

- Worked with Long Range Planning Committee members to update Strategic Plan.
- Worked with Environment Committee to develop a survey on the Urban Forest Ordinance.
- Met with Public Services Committee to discuss traffic issues.

### **Special Projects:**

- Met with MCPS officials to discuss issues related to CCES.
- Reviewed proposed gate/dumpster improvements at CCES and prepared letters to affected residents and MCPS officials; reviewed potential impacts of improvements to trees on CCES property.
- Reviewed special exception for daycare at 6705 Connecticut Avenue; Prepared and distributed letter opposing special exception request.
- Continued developing Water Drainage Ordinance user's guide.
- Attended meeting on Chevy Chase Lake Sector Plan.
- Began coordinating with Washington Gas for the installation of a new gas line at Meadow/Thornapple.
- Spoke with representatives from utilities regarding damaged wires caused by downed trees during February blizzards.
- Continued planning for next round of infrastructure repairs (streets/sidewalks).
- Met with Climate Corps volunteer to organize energy outreach project for summer.
- Prepared documentation for FEMA regarding February blizzards.
- Met with LGIT officials to discuss health care plan offerings.
- Managed committee membership solicitation and collected responses.
- Continued implementation of Energy Audit and Improvements Assistance Program (9 participants to date/50 available spots).
- Continued implementation of Consulting Water Management Program (32 participants to date/75 available spots).
- Continued to collect food donations for Manna Food Center.
- Attended MML and GFOA conferences.

**Council Meetings/Work Sessions:**

- Organized and attended land use work session.
- Produced June Action Items and Reporter.
- Prepared July meeting agenda and supporting documents.

**Community Outreach/Liaison:**

- Produced July Forecast.

**Special Events:**

- Organized Volunteer Appreciation event.
- Organized July 4 picnic and parade.