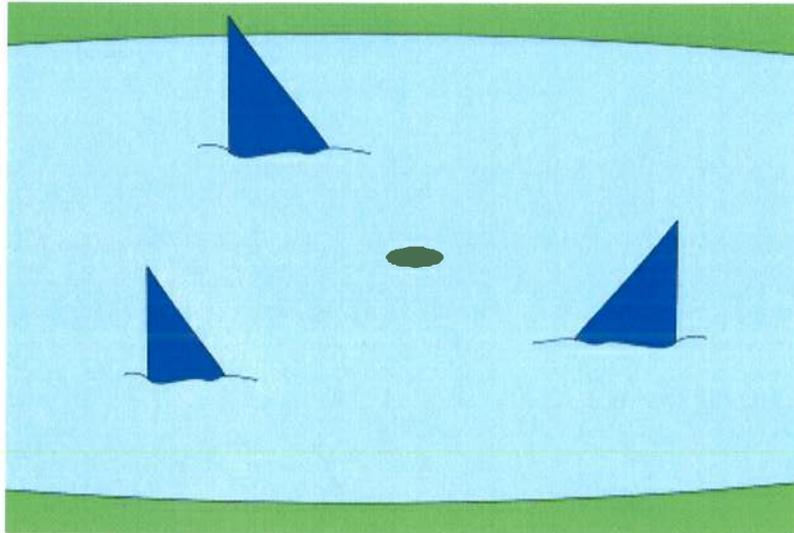


TOWN CLERK/FRONT OFFICE REPORT

JUNE UPDATE FOR JULY 2015 WORKSESSION



TOWN CLERK/FRONT OFFICE REPORT JUNE 2015

Meetings:

Ms. Griffin attended Port Towns' Day planning committee meetings throughout the month.

Ms. Griffin attended MML Booth meeting prior to the convention.

Ms. McAuley attended the kickoff meeting for Strategic Planning.

Ms. Griffin and Ms. McAuley attended meetings of the B5 initiative.

Ms. Griffin attended the MML convention, working in the Port Towns' Booth as a "goodwill ambassador". She did break away to attend a class on Grant Writing and her summary is attached to this report.

Strategic Planning

In preparation for the July 7th Kickoff of this process, Ms. McAuley assisted the consultants, Management Partners, in setting up a schedule for individual interviews with Mayor, Council, Department Heads, and other appropriate personnel.

Community Input, through a focus group, will be scheduled in the future.

Community Development Block Grants

PY 50, 58th Avenue, contract was let to VMP Construction in Lanham. A required preconstruction meeting with the Ms. McAuley, Wei Wu,

Town Engineer, and Staff from PGDHCD occurred and all Federal regulations related to the project were reviewed and signed off on.

Bostwick

Ms. McAuley is working with Professor Linebaugh to right a permit application to begin the restoration of the buttress. Approval is needed from both Maryland Historical Trust and Prince George's Historic Preservation Commission.

Richard Cote' has submitted a proposal for repairs to the front porch. Professor Linebaugh will be refining it to apply for approval. Mr. Cote' has volunteered 20 hours of his time for this project. Town resident Richard Brown has also volunteered to help.

Public Information Act Requests

Attached is a list of requested submitted to the Town for June 2015.

B5

The group is growing momentum. Ms. Griffin has recently joined the Team and will be taking on the role as Co-Chair. There will be a meeting of the first contingent of Block Captains on July 18, to acclimate them to their roles.

There will be a Resource Fair on September 26, where all the partners and resources at the County, Metro area, and local levels will be setting up booths around the Town Park behind the Town Hall.

Also planned is starting up a business roundtable to bring owners into the program. Hopes are for quarterly meetings with speakers of interest to this important segment of our community.

What the Flag Means to Me

Ms. Griffin assisted Mrs. Hoffman on preparations for the Flag Day essay contest winners' presentations. This year "If I were Mayor" essay participants were included in the readings.

MML Experience

Thank you Ms. Pat once again for the opportunity to attend the MML 2015 Conference.

Working the booth with the other PT Towns was a very nice experience. As PT booth reps we greeted our fellow conference attendees with photos, pins and wonderful information concerning our partnership! CALM YEILDS CIVILITY was this year's theme!

While there I attend the Snap Learning: Grant Application Do's & Don'ts of Grant Writing. along with Mayor James and C/M Hall.

- How to apply
- Goal
- Potential funder
- Make or break the next grant application

Key note: Tell a good story!!

