

**TOWN CLERK/FRONT OFFICE
REPORT
JANUARY 2016**



TOWN CLERK/FRONT OFFICE REPORT

Planning for Upcoming Meetings and Events

Front office staff provided planning support and logistics for the following events/meetings.

Port Towns' Quarterly Meeting

Black History Month Celebration

Community Forum

Council Member Ficklin's Business Meeting with Maryland Chamber of Commerce, Governor's Office and Others

B5 Meeting with Prince George's Economic Development officials.

B5

Ms. Griffin and Ms. McAuley attended regular B5 meetings. Ms. Griffin participated in a number of B5 leadership meetings including a number of evening conference calls.

Community Development Block Grants

Ms. McAuley coordinated documentation for legal agreements with the County Department of Housing and Community Development for PY 39 and PY 39R.

Ms. McAuley met with Lt. Flynn and the Town Engineer to discuss the work required by the engineer to move forward on PY 39 and 39R. The purpose was also to stay in the engineering budgets allotted by the grants.

Monday Conference Calls

Ms. McAuley participated in the weekly conference calls between management team and Mayor & Council. These calls are for informational purposes only. No decisions are made, nor any discussion concerning any future decisions.

PIA Requests

Ms. McAuley continues to receive and process Public Information requests when applicable to State Law. There is a new law for timely notifying requesters if fulfilling these obligations will be delayed.