

**TOWN CLERK/FRONT OFFICE REPORT  
MARCH 2015 UPDATE  
APRIL WORKSESSION**



## **TOWN CLERK/FRONT OFFICE REPORT**

### **Meetings**

Ms. McAuley attended meetings of the B5 Committee. This program is growing beyond our initial plans and the amount of potential partners has overwhelming.

Ms. McAuley attended a couple of “offshoot” meetings with key B5 members working on marketing.

Ms. Griffin attended Port Towns’ Day planning committee meetings.

Ms. McAuley attended a Management Team meeting to prepare for the upcoming Worksession and Council Meetings and to keep various projects on track.

Ms. Griffin attended a meeting with the Cinco De Mayo planning committee.

Ms. Griffin attended MML Booth planning committee meetings.

### **Events:**

Front Office staff attended the Women’s History Month Luncheon along with other ladies from the Town. Mr. Jackson brought some manpower to the table.

## **Community Development Block Grants**

PY 40 bid documents have been updated and we are ready to advertise for this project. This will be the reconstruction of the concrete bus-stop pads on 58<sup>th</sup> Avenue.

We are still awaiting environmental reviews on PY 39 and 39R.

## **Bostwick**

Ms. McAuley reviewed bids for window restoration with professors from U. of Md Preservation Program and submitted the proposal from Neil Moser along with specifications prepared by Steven Mallory, for approval from the Easement Committee. The request has been approved and we are moving forward on getting a contract in place for the work to being as soon as possible.

AWS is donating gravel for the driveway to make it more drivable. Public Works is assisting in spreading the material.

## **Building a Better Bladensburg Block by Block**

The group has brought into its fold: Friends of Quincy Run, Neighborhood Design Center, AWS, Habitat for Humanity, an Apartment Complex owner, Prince George's Code Enforcement, and others. What original was started as a plan for continuous small events targeting specific blocks in need of aesthetic encouragement has turned into a large re-educational and

outreach program to avail residents to many resources that will help improve their properties, enhance the neighborhood and hopefully boost property values.

### **Social Worker Outreach**

In communicating with our seniors, the Front Office realized that many of them are not aware of various resources that can help them with legal and other support. Ms. Griffin is working on making the social worker at the Community Resource Center available at certain times, to residents of our senior housing complexes. She met with managers at Parkview and Newton Green to coordinate this program.

### **If I Were Mayor MML Essay Contest**

Ms. Griffin coordinated all the logistics for this annual contest and ensured that the essays were received at MML by the deadline.

### **FY16 Proposed Budget**

Front office staff attended the annual meeting where employees have the opportunity to give input into the proposed budget.

### **Beyond Restaurant**

Ms. McAuley coordinated the upcoming public informational session date between the owners and Town.

### **Public Information Requests**

Ms. McAuley completed a number of requests, most often with the Finance Department's assistance.