

**TOWN CLERK/FRONT OFFICE
REPORT: NOVEMBER 2014
DECEMBER WORKSESSION**



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Meetings

Ms. Griffin, Ms. McAuley and Ms. Duncan met three times to plan for the Annual Yule Log event on December 12.

Ms. Griffin coordinated refreshments for the TNI meeting.

Ms. Griffin coordinated morning coffee and donuts and luncheon for the Employee evaluation focus group.

Ms. McAuley and Ms. Griffin attended the employee health care meeting.

Events:

Ms. Griffin coordinated invitations for the Veterans' Day event at Peace Cross

Ms. Griffin assisted at the sign in table at the Port Towns Legislative Dinner.

Community Development Block Grants

Ms. McAuley attended a meeting for all PY 40 fund recipients. This project is the former PY 38 58th Avenue. We should be getting our agreement in the very near future. This project will be done in the spring.

The group was advised, that for infrastructure funding, it is prudent not to be too specific in the application about which exact streets are being improved. That enables changing a location without going through an amended application.

PY 39 and PY 39 R funding are still awaiting environmental reviews.

Bostwick

Ms. McAuley and Mr. Hall met with Professor Linebaugh and Aaron Marcavitch to determine that exact location of the National Park Service signs that are being installed on the property. Two graduate students in the Preservation Program at the University of Maryland will be doing the preliminary archaeological digging and the Public Work staff will assemble the sign hardware and actually install the posts.

Public Information Act Requests

Ms. McAuley received a number of PIA requests during the month of November and a record of these is attached to the report.

Yule Log Celebration

This event will take place on December 12 starting at 5:30. A light dinner will be served along with hot beverages. Events this year include simple crafts for young children, face painting, the arrival of Santa, pics with Santa, and NEW THIS YEAR: Holiday Songs Karaoke!!!

Travel Policy

Ms. McAuley drafted an update on the Town's Travel Policy. This is being reviewed with input from the Town Administrator and will be presented in the next few months when the final draft from staff is presented to the Mayor and Council for their review.

Employee Evaluation Focus Group

Ms. McAuley and Ms. Griffin both participated in the focus group that got a cross section of employees working in small groups to understand the components of the expectations in the new system. The involvement in this process gives the staff "ownership" of this new system and a much better understanding of criteria so that everyone is on the same page with regards to expectations.

PIA November 2014

PIA date	Requestor	Documents	Response Date	Extension/denial
14-Nov	C Melendez	ledger Rev. & Exp.	sent 11 17	
14-Nov	C Melendez	credit card & exp MC sept	sent 11 17	
14-Nov	c melendez	followup oct 1	sent Oct13	
16-Nov	C Melendez	oct finance report	sent 11 16	
23-Nov	c Melendez	Personnel Policy	sent 11 24	
14-Nov	J. Carlson	credit card & reimburse	N/A no \$ spent	
		Oct-14		
23-Nov	J. Carlson	Quarles statements	sent 11 25	
		Aug, Sept, Oct 2014		
23-Nov	J. Carlson	Van Log July thru Oct	Not available	