

TOWN CLERK/FRONT OFFICE REPORT

DECEMBER 2014



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Meeting and Events

Ms. Griffin, Ms. Duncan and Ms. McAuley planned the Yule Log “inside action” while Public Works took care of the lights and toasty fire outside. Revelers were nourished by Famous Dave’s, Starbucks and Shortcake Bakery. Healthy fruit was also provided. The new added entertainment was Santa Karaoke and the Santa himself had so much fun we were worried he wanted to stay thru the weekend! Thanks to all our residents who came out to celebrate.

Ms. Griffin and Ms. McAuley organized the Staff Holiday Luncheon. Sardis is definitely a repeat based on the great appetites of our employees.

The front office “adopted” two families to help through the holiday season.

Bladensburg’s Black History Month Celebration

Once again, our event will take place at the Publick Playhouse. The date is February 14 and further details will be sent out to the community. The theme this year is the Birmingham Civil Rights Movement. Please mark your calendars now.

PIA Requests

Ms. McAuley received and fulfilled a number of requests with the invaluable support of the Finance Office. See Attached.

Draft Committee Policy

Ms. McAuley compiled residents’ suggestions/input for the Mayor and Council’s consideration.

Bostwick

After collaboration between the Town, University of Maryland and ATHA, locations were determined for the five NPS signs. Public Works did an

outstanding job installing them. University of Maryland Preservation Staff is still working on the wording for the historical information on the inserts.

Ms. McAuley has requested that the NPS Preservation Services Dept. send the Town a draft MOU for review.

Community Development Block Grants

Still awaiting environmental reviews for PY 39 and 39R and agreement with County for PY 40.

Holiday Cards

Front Office staff sent over 100 cards to colleagues and other officials that support and partner with the Town.

Scheduling Town Room Use and Community Bus

Front office staff coordinates this scheduling and keeps a master calendar of events taking place in the Town.

Reminder: the Town Hall is open to Town residents for community meetings, clubs, condo association meetings, scouts, tutoring and more. The space cannot be used for a profit making events or large parties with music.

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REQUEST DATE	REQUESTOR	DOCUMENTS	RESPONSE DATE	EXTENSION/DENIAL
12/2/2014	C MELENDEZ	YTD REVENUES THRU 11/30	12/3/2014	
		YTD EXPENSES THRU 11/30	12/3/2014	
12/4/2014	C MELENDEZ	MEETING NOTES BEYOND MEETING FLIP CHART NOTES BEYOND MEETING	12/17/2014 CIRCA 12/22/14	
12/7/2014	C MELENDEZ	DOCUMENTS RELATED TO BEYOND	12/31/2014	
12/8/2014	C MELENDEZ	SUB AUDIT REPORT	12/8/2014	DOESN'T EXIST
12/14/2014	C MELENDEZ	M&C MEETING RULES	12/16/2014	NO SEPARATE POLICY ON RULES
12/30/2014	C MELENDEZ	DOCS ON PARCEL L BLADEN COMMONS	PARTIAL 12/31/2014	