

TOWN CLERK/FRONT OFFICE REPORT

FEBRUARY 2016



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Black History Month Celebration

Committee Members Ms. Griffin, Council Member Hall, Council Member Mendoza, Officer Ramirez, Officer Hedgepath, and Ms. McAuley planned a Salute to Soul Train as a celebration of the impact of Black Music on the American culture.

Transportation for the senior buildings was arranged by Ms. Griffin.

Mayor James served as the Master of Ceremonies and started off the evening with a history of African American music.

Karaoke, line dancing, Motown filled Town Hall with fun, laughter, memories and friendship.

Famous Dave's food fueled the dancers and singers.

Meetings

Ms. Griffin attended the large number of B5 meetings at the Town Hall, one in Silver Spring, and conference call meetings in the evening.

Ms. McAuley attended a FY 2017 Budget Meeting led by the Town Treasurer.

Ms. McAuley attended a Management Team meeting led by Acting Town Administrator Owens.

Ms. McAuley attended a meeting regarding CDBG grants with Wei Wu, Town Engineer, and James Flynn.

Bostwick

Ms. McAuley worked with Chief Owens and the Town Attorney to revise the MOU draft presented by the Aman Memorial Trust to create a partnership with the Town has a conduit to various grant funding opportunities.

The original draft had a payback clause that could have indebted the Town if the agreement was voided. This was unacceptable.

There were also changes to insurance and liability that were not compatible to State Law in regards to municipalities.

The final version was approved on March 10 at a special meeting of Mayor and Council.

A copy of the signed agreement is available at the Clerk's Office.

Community Development Block Grants

PY 39 & 39 R will be underway as soon as the weather allows for construction. This is the Town Park pavilion, adult exercise circular, and fence, and 53rd Street Improvements.

Port Towns Quarterly Meeting

Front Office planned the food, agenda, and support materials for the quarterly meeting hosted by the Town.

Assisting Council Member Ficklin

Front Office assisted Council Member Ficklin in setting up meetings with various members of Governor Hogan's Cabinet.

Public Information Requests

Ms. McAuley filled a number of PIA requests and responded to requested that did not fall under this law.