

**ASSISTANT TOWN MANAGER
Department Head Report
APRIL 2015**

Worked on the Budget Workshop schedule with the Finance Director.

Prepared monthly Chamber of Commerce Report for Board of Directors.

Prepared agenda and commentaries and attended two Council Meetings and prepared two sets of minutes.

Attended Special Town Council Meeting; three budget workshops, and provided the Minutes for all.

Prepared agenda and attended two department head meetings.

Continued archiving of files.

Assisted in paperwork documentation on Library Building issues.

Department Head Report coordination.

Attended meeting of Shuttlebus Board.

Attended Salvation Army Advisory Board Meetings (2).

Attended several meetings on the Centennial Street Fire

Met several times with Maintenance Employees regarding scheduling and other issues.

Press releases on a number of issues and events.

Continued scheduling of association meetings on weekends.

Legal issues addressed.

Personnel Discussions on miscellaneous issues.

Reviewed all disks and transferred for archiving.

Annual Report presented to Council.

Attended Development Meeting and did the Minutes.

Saturday visits to Town Hall on requested cancellations and also condominium use of the Chamber and issues.

Meeting with property owner on Council requirements for property.