

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

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

Prepared agenda and commentaries and attended two Workshops and prepared two sets of minutes.

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 two Salvation Army Advisory Board Meetings

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.

RFP for selling of two mobile homes processed.

Worked on finalizing the Annual Report.

Attended Development Meeting and did the Minutes.

Worked with the Sanford office in learning new Council tablet.

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

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