

**ASSISTANT TOWN MANAGER  
Department Head Report  
January 2014**

**Prepared for Town Manager Transportation Report.**

**Municipal Projects Report prepared for Town Manager.**

**Prepared monthly Chamber of Commerce Report for Board of Directors.**

**Prepared and attended two Town Council Meetings and two Workshops on and prepared Minutes.**

**Prepared documents for the Workshops on Police Parking Issues and Permits; Finance Issues; and Skateboard Park Update.**

**Attended wake for local citizens – Karen Allen and Major Dana Brown.**

**Prepared budget preparation report for Town Manager.**

**Prepared agenda and attended two department head meetings.**

**Participated in MMA Ergonomics Training.**

**Met with MMA Risk Management and the Human Resource Director of Town risk management issues.**

**Continued archiving of files.**

**Updated RFP information for Town Manager.**

**Picked up citizens at airport (handicapped).**

**Assisted in paperwork documentation on Library Building issues.**

**Prepared RFP for the Annual Report.**

**Sent out RFP to list of printers for response.**

**Prepared RFP for the sale of a Single-Wide Mobile Home.**

**Called 372 citizens relative to their need to come in and obtain a dog license as there will be a \$25 state fee in February for those who have not come in for dog ownership.**

**Department Head Report coordination.**

**Arranged rug discussions with Cintax.**

**Met with Town Manager, Planner, and Code on train noise situation.**

**Two meetings with Maintenance Staff.**

**Worked on disposal of confidential materials townwide departments.**

**Worked extensively on a Freedom of Information request.**

**Assisted the Finance Director in issues relative to the new telephones.**

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