

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

Took on the responsibility of hiring, interviewing, and paper work for Human Resources.

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 five 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 Salvation Army Advisory Board Breakfast

Attended several meetings on the Centennial Street Fire

Moved two residences of School Street out of School Street and into new locations.

Arranged for help in moving back the clients from motels to School Street location.

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.

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.

Delivered thank you to the Call Force for helping with the School Street moves.

Delivered thank you to the Recruits for helping with the School Street moves.

Attended meeting with International Students.

Attended a seminar.

Attended a Chamber of Commerce Event at the Bank.