



## Town Manager's Monthly Report

---

**To:** Honorable Mayor and Council  
**From:** Eileen Scerra, Town Manager  
**Subject:** July 2025

### UPCOMING MEETINGS & EVENTS....

Charter Meeting: September 11, 2025, at 10am

Planning & Zoning meeting: September 11, 2025, at 7pm

Town Council Meeting: Tuesday, September 9, 2025 & September 23, 2025

Last Concert: September 10, 2025, Charlie and the Cool Tones

Trivia: September 8, 2025, at 6pm Community Center

Music Bingo: September 15, 2025, at 6pm Community Center

### TOWN MANAGER'S UPDATE

- ❖ Assisted & met with various Council Members.
- ❖ Assisted & responded to residents via email, phone and in- person.
- ❖ Attended Ad Hoc meeting, worked on fee schedule.
- ❖ Submitted grant progress report for security improvements at Town hall.
- ❖ Worked on Resolutions.
- ❖ New alarm company has started working at both locations.
- ❖ Resignation of Parks & Recreation Coordinator, in the progress of working on reposting job opening.
- ❖ Submitted Annexation Plan of Services for Club House Crossing to County.
- ❖ Set up two workshops for the Fall, Professional- Ethics & FOIA  
Community- workshop on 9/30 Community Risk Reduction.
- ❖ Advertised and collected for DSP Operation School Backpack program.
- ❖ Met w/ Fire & Ice for preliminary meeting theme 250 years. They would like for us to host on Sunday, February 1, 2026.
- ❖ Reviewed draft Audit from PKS via Microsoft teams.
- ❖ Annual review of all insurances and various policies the Town holds.
- ❖ Submitted sponsorship for Ballforall for Whimsical woods event in October.
- ❖ Signed proposal and independent contractor agreement for Bocce Ball Courts at Evans Park.

### UPDATES FROM DEPARTMENTS

- ❖ CODE & BUILDING DEPT, Eric Evans
- ❖ FINANCE, William Mumford
- ❖ MVFD Activity Report
- ❖ DSP Activity Report