



### AGENDA ITEM FORM

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
  - Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction     Resolution
  - Ordinance         Grant/MOU
  - By Motion          Bylaws

**PRESENTER:**

**PRESENTER TITLE:**

**AGENDA ITEM:**

Staff Comments

**BACKGROUND / SUMMARY:**

Monthly Reports

**ATTACHMENTS:**

Memo Town Manager, Memo Chief of Police with attachments, Memo Public Works with attachment, Memo Community & Economic Development with attachments, and Community Services Report

**REQUESTED ACTION:**

NO ACTION REQUESTED

**FOR MORE INFORMATION, CONTACT: Name:**

Phone#:

E-mail:

*FOR USE DURING MEETING*

**VOTE:**

PASSED

NOT PASSED

Y	N		Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Brewer	<input type="checkbox"/>	<input type="checkbox"/>	Foreman	<input type="checkbox"/>	<input type="checkbox"/>	Forrester
<input type="checkbox"/>	<input type="checkbox"/>	Praino	<input type="checkbox"/>	<input type="checkbox"/>	Reynolds	<input type="checkbox"/>	<input type="checkbox"/>	Toney
<input type="checkbox"/>	<input type="checkbox"/>	Washington						



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MEMORANDUM

TO: Mayor and Town Council  
FROM: Daniel E. Taber, Town Manager  
DATE: September 4, 2012  
RE: Town Manager's Report

During the month of August, 2012, staff and I put a priority on Business License related issues and the collection of delinquent taxes related to that issue. It is important for Council to understand that the process is on-going and there are challenges in identifying just what businesses are operating in the Town. We have a list of those businesses that have current or expired business licenses, but identifying those businesses that have never had a business license is a difficult and time consuming task. None-the-less, I am pleased to advise you that we have issued 15 business licenses that were overdue, and have collected over \$66,000 in delinquent taxes associated with those businesses. That is a very significant number and as stated, staff will continue to work on this issue.

**Ginn Park Project**

Council has made several comments concerning the Ginn Park Project over the past month and staff, in conjunction with the Ginn Memorial Park Committee, will be presenting a report to Council at the second meeting in September. Vice Mayor Toney, staff and I met with the contractor on site on August 30, 2012, to discuss realistic timelines for the completion of Phase 1 and more specific information will be presented to Council in the very near future.

**Potomac Landfill**

Potomac Landfill appeared before Council in an open meeting and presented two options for the continued operation of the landfill. Council has asked that the matter be placed on the agenda for further discussion and possible action in the next few months.

**First Town Center Project**

There has been no forward movement related to this project and materials and information requested by staff have yet to be provided.

**Refunding the 2003 Bond**

I am pleased to advise you that the refunding process has been completed and the Town will save 10.5% on the remaining debt service over the life of this bond equating to an overall savings of \$55,964.

### **New Business Ribbon Cutting**

I, along with several Council members and Staff, attended the ribbon cutting for the new McDonald's restaurant in Dumfries. They will be officially open for business at 4:00 Am on Friday, August 31, 2012.

### **Other Various Town Manager Activities for August**

- Daily Administrative Responsibilities
- Staff Meetings
- Regular Council Meeting
- Briefings and Meetings with Town Attorney On Several Issues
- Individual Meetings with Staff
- Individual Meetings and Telephone Conversations with Council Members
- Individual Meetings and Conversations with Citizens
- Meetings with County Elected Officials and Staff
- Various Committee Meetings
- Personnel Related Meetings
- Weekly Drive-Through of the Town

Should you have any questions or concerns, please contact me.