



## DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town  
CHARTERED 1749 INCORPORATED 1961

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### MEMORANDUM

TO: Mayor and Town Council  
FROM: Daniel E. Taber, Town Manager  
DATE: December 2, 2013  
RE: Town Manager's Report – November 2013

During the month of November, staff continued to spend a lot of time on transportation-related issues, the update of the Comprehensive Plan, processing property tax submissions, and issues related to the Campbell property located on Colonial Point Road. Town Hall was closed for three and a half days in November as a result of federal and state celebrated holidays. In addition staff and I have attended an unusually large number of meetings held both in and out of Town concerning several on-going issues and projects.

#### **Ginn Park Project**

Although we have contracted for a survey of Ginn Park including exact location plotting for all of the improvements that have been made to date, it has not been completed yet. This is an essential part of the process that will allow us to continue planning for future expansion of the park facilities.

We hope to be able to schedule representatives from the Kiwanis Club to meet with the Parks and Recreation Commission in January or February to discuss their potential involvement and financial assistance in expanding the playground area of Ginn Memorial Park.

#### **Potomac Landfill**

Potomac Landfill has scheduled a meeting with Town Staff on December 3, 2013 to discuss their plans for possible expansion of the landfill.

#### **Job Vacancies**

With the exception of the vacant positions in the Police Department, the Town is at full staff. Internal promotions within the Police Department are expected to occur in December and it is anticipated that the Department will be at full staffing levels by early January 2014. Two of the applicants scheduled for hire would be starting the PWC Criminal Justice Academy on January 6, 2014.

#### **Potomac Shores Development**

There are no updates to report on this issue.

## **Grants**

**Public Works** – Public Works has been advised that the Town has been awarded a \$32,500 matching grant for Stormwater Management issues. The Director of Public Works will update Council on the grant award and ask for Council approval to accept the grant at the December 10, 2013 Council Meeting.

**Police Department** – Last summer, the Commonwealth of Virginia, Office of the Attorney General (OAG), notified law enforcement agencies of an opportunity to apply for a portion of asset forfeiture funds that would be disbursed to the OAG from the U. S. Treasury Department, as the OAG was the lead investigating agency in a national Medicaid fraud case against Abbott Laboratories.

Law enforcement agencies were able to submit proposals for consideration of programs and equipment and the Dumfries Police Department submitted a proposal for a Bicycle Patrol Program. The proposal requested equipment and uniforms.

The Chief of Police has received a letter from the OAG indicating the police department was approved to receive the asset forfeiture transfer based upon our submitted proposal! The police department will receive the entire amount requested, \$9,970.50. The proposal requested two police bicycles and equipment, and uniforms for six police officers. Council will be provided an update on the bike patrol program at a future work session.

## **Transportation Funding**

Efforts continue at higher levels of government to finalize the process through which Towns in the Commonwealth will receive their share of transportation funding. Nothing has been finalized but the Town can still expect to receive \$80,000 - \$100,000 per year in transportation funding but the timing of the payments has yet to be determined. Council will be given updates as the process moves forward.

## **Campbell Property – Colonial Point Road**

On November 11, 2013, staff and I met with several representatives of the PWC Department of Fire and Rescue to include Fire Chief Kevin McGee to discuss fire safety concerns at the Colonial Point Road Property. The meeting was very successful and on November 15, 2013, a joint inspection of the property was conducted by the PWC Fire Marshal's Office and Town Staff. A comprehensive report of violations noted and remedies required was prepared and a meeting with the property owner has been set for December 4, 2013, to discuss the findings.

In addition, the Town sent the property owner letters regarding issues of illegal tire storage and illegal encroachment on Town property. The initial response to the letters was very encouraging and a follow-up meeting on those issues has also been set for December 4, 2013.

## **PWC Service Authority Meeting**

Staff and I met with representatives of the PWC Service Authority concerning issues surrounding their desire to construct a water line on Town property across the vacant lot that is located directly behind the Town Shop. That issue remains under discussion.

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

- Daily Administrative Responsibilities
- Staff Meetings
- Transportation Related Meetings
- Meeting with Mr. Singh Regarding Future Development Projects
- Discussions with VDOT on Transportation Issues
- Regular Council Meeting and Work Session
- Meetings with Town Attorney
- Individual Meetings with Staff on a wide variety of topics
- Individual Meetings and Telephone Conversations with Council Members
- Individual Meetings and Conversations with Citizens
- DBA Meeting
- Meeting with Grace Church
- Meeting with Potomac Shores
- Meetings with Town Consultants
- Personnel Related Meetings
- Weekly Drive-Through of the Town

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