



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: September 1, 2013

RE: Town Manager's Report – August 2013

During the month of August, staff met on several occasions in an attempt to project agenda items for both Work Sessions and regular Council Meetings that will take place over the next several months. With the impending departure of the Town Attorney, there will be some items that require ordinance review or initiation that will be delayed until a new Town Attorney is selected and brought up to date on the issues involved.

With several vacancies yet to be filled and employees attempting to use earned compensatory time and enjoy vacation time away from their duties, I am proud of how staff has come together as a team to assist each other and handle the daily business of Town government by assuming additional responsibilities of those that are away from the office.

Ginn Park Project

Benches, a grill, a checker/chess table and additional trash cans have been installed at Ginn Park this past month. It is anticipated that September will bring the delivery and installation of a large play center that is designed with younger children in mind. In response to citizen input, we will be continuing to look at other needs as time and budget allows.

I have noticed an emerging trend of some users of the basketball court not picking up their trash but instead leaving it along the inside of the fence that encloses the court. A Saturday trash pick-up has been initiated at the park to make certain that trashcans are emptied, so there is no excuse for this behavior to occur. Staff is considering signage that will remind park users to pick up their trash when they leave the park and to utilize the existing trash cans.

Potomac Landfill

There has been no additional progress in this area over the past month. It is anticipated that at some point in the near future, the landfill will file for rezoning of certain parts of their overall parcel.

Parks and Recreation Commission

Staff has assisted the Parks and Recreation Commission in the organization and presentation of the first concert at Garrison Park that was held on August 23, 2013 and is moving forward with preparations for the September 6, 2013 concert.

Job Vacancies

The Town is conducting hiring processes for two administrative assistant vacancies and a Town Attorney vacancy. All of these are still in the advertisement and application screening process at this time.

Transportation Funding

On August 28, 2013, the Director of Public Works and I met with representatives from Prince William County to further discuss the process that will be utilized to determine the Town of Dumfries' share of transportation funding included in the Commonwealth of Virginia's recently approved budget. Although no final decisions have been made, it appears as if most jurisdictions, including the Town of Dumfries, will be better served by opting for utilization of the school aged children methodology to determine the funding that will be due to each qualified Town. As you might know, Delegate Marshall has filed a lawsuit challenging the authority of the Northern Virginia Transportation Authority to use tax dollars associated with the most recent transportation funding bill. This lawsuit has the potential to delay the actual allocation of funds to Towns and actual funding might not be available to Towns until early 2014.

Potential Impacts of Potomac Shores Reconfiguration of the Route 1/Route 234 Area

Last month letters were sent to the five businesses and property owners along Route 234 that will be most impacted by the current proposals for the future redesign of Route 234 in conjunction with the Potomac Shores Development. They were requested to attend a meeting with Town Staff to address any issues or concerns they might have related to the proposed project. Only the McDonalds Restaurant responded and asked for a meeting on an alternate date. That request has been granted and the meeting was scheduled for August 29, 2013. As this monthly report had to be submitted on August 28, 2013, I will provide Council with a synopsis of that meeting during the September 3, 2013 Council Meeting.

Grants

Public Works – As I advised you last month, on July 15, 2013, a grant in the amount of \$32,500 was submitted for funding that could be used to help bring the Town into compliance with new storm water management requirements. This is a matching grant and the required matching fund amount would be taken from existing storm water management fees. I am pleased to advise you that we were notified that we were selected to be one of 36 localities that will receive grant awards. Although at this point it appears as if we will get the full amount requested, the final

amount will not be determined until after a period of time allowed for public comment on the grants.

In addition, staff has submitted a grant application package to DEQ for a Citizen Monitoring Grant. The maximum award is \$4,000, and it may offset some of our Coliscan monitoring expenses. That monitoring program checks on water quality in waterways entering Quantico Creek and the results help us in our efforts at detecting and reacting to potential water quality issues.

VML Insurance Pilot Program

The Town of Dumfries has been selected to participate in a pilot program sponsored by VML to install monitoring devices in 12 Town vehicles. These devices collect information on a wide-range of driving behaviors and all of the information collected from this state-wide trial program will be analyzed and used to improve driver training programs offered in the future by VML Insurance. The devices were installed at no Town expense on August 29, 2013 and our only responsibility is downloading and forwarding the collected data.

Other Various Town Manager Activities for August

- Daily Administrative Responsibilities
- Staff Meetings
- Transportation Related Meetings
- Meeting with Owner of Elwye Building
- Meeting with Representatives of St. Francis Church Reference Community Outreach
- National Night Out
- Parks and Recreation Commission Meetings
- Meeting with Berkley Group Ref Transportation Issues
- Meeting with Habitat for Humanity
- Regular Council Meeting and Work Session
- Briefings and Meetings with Town Attorney On Several Issues
- Individual Meetings with Staff on a wide variety of topics
- Individual Meetings and Telephone Conversations with Council Members
- Individual Meetings and Conversations with Citizens
- August 23, 2013 Concert
- Meeting with Property Owner of 17650 Possum Point Road
- Meeting with VML Insurance Program Staff
- Various Committee Meetings
- Personnel Related Meetings
- Weekly Drive-Through of the Town

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