



## 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: November 1, 2011

RE: Town Manager's Report

During the month of October, Town staff remained busy dealing with a wide variety of significant issues on a number of different fronts. The individual department reports included in your agenda packet provide additional information on these activities.

I have focused on a FY 12 quarterly budget review this past month and have met with Department Directors to discuss their individual budgets. I will be asking you to approve some inter-departmental budget transfers later this month in order to properly allocate salary funding for the position of Director of Community Services. As you know, we are not staffing the position of Assistant Town Manager and we have reinstated the position of Director of Community Services. In order to properly track expenses accurately, it is important to place the funds in the proper department budgets as soon as possible.

#### **Ginn Park Project**

Public Works continues to move forward with the land preparation portion of this project. They are in the process of securing bids for the septic and well abandonment and have met with at least one potential bidder (a town resident) on the property to explain in depth the scope of work required. We will continue to move forward to complete the initial land preparation phase as soon as possible.

#### **Grant Issues**

On October 11, 2011, staff and I met with representatives of ENS regarding the termination of their involvement with the DCJS Grant and the need for more information and the return of items purchased through the grant. Despite the specific terms in the agreement with ENS, their Board of Directors feels that they should be allowed to keep those items for use in their ongoing community-based programs.

I was surprised to learn that ENS had no idea that they were no longer going to be involved in the grant, despite a letter written to them informing them of that fact. They kept referring to an agreement and understanding they had through initial conversations with Mayor Yohey when the decision to

apply for the grant was first made. I am continuing to search for more documentation regarding the entire issue and hope to put the matter to rest within the next month.

Please refer to Cydney Neville's report regarding information on several grant opportunities she is exploring.

### **Zoning Ordinance Enforcement**

The enforcement process continues and as I have informed you in the past, it will be a long journey necessary to stabilize and build the strong foundation needed to move the Town forward. David Moss brought two businesses to court in October and the judge ruled in favor of the Town in both cases. In one case the judge ordered a business to remove a structure that they erected without proper approval from the Town.

### **Town Clerk's Position**

As you are aware, Council interviewed the top candidates for the position and authorized me to proceed with employment negotiations with the individual selected by council. At this point I have a verbal acceptance of the position and am waiting for written confirmation before making an official announcement. It is anticipated that the starting date will be somewhere between November 13<sup>th</sup> and December 1<sup>st</sup>, depending on when the individual will complete their move to the Dumfries area.

### **Severe Weather Related Issues In the Town**

For the second month in a row, the Town has suffered the effects of severe weather. On October 13, 2011 a tornado passed south of the Town limits resulting in some significant damage. An occupied vehicle was hit by a falling tree on Mine Road (no injury), another unoccupied vehicle was hit on private property by a falling tree, and several trees were uprooted throughout the Town, including a large tree at Merchant Park that damaged a neighbor's fence. The Police Department and Department of Public Works staffs were out there in the middle of this significant rain and wind event, providing expert service to the Town and its residents.

### **Rotten Egg Smell Associated With Potomac Landfill**

On October 14<sup>th</sup>, staff and I met with representatives of the Virginia Department of Environmental Quality (DEQ) to discuss the recent upswing in odor-related complaints involving the landfill. They provided me with two recent Notice of Violation letters that they had sent to the landfill, and I provided you copies of those documents. I have invited representatives from DEQ to provide information on this issue to Council at your November 15<sup>th</sup> meeting and they have agreed to do so.

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

- Daily Administrative Responsibilities
- FY 12 Budget Quarterly Review
- 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
- VML Conference
- FBI National Academy Associates Meeting/Event
- Meeting with Economic Development Advisory Group
- Several Personnel Related Meetings
- Comprehensive Plan Update Meeting
- Planning Commission Meeting
- ACTS Walk Fundraiser – Merchant Park
- Tripoli Heights Project Meeting
- Senior Citizens Luncheon
- Dumfries Fall Festival

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