



TOWN OF GLASGOW VIRGINIA



Town Manager's Report to Mayor and Town Council

Week of 2/3/2020 – 2/7/2020

Announcements:

February 25th, Town Manager's FY21 Budget Proposal and Revenue/Expenditure Brief, Glasgow Library 6pm

RARO registration forms can be picked up at 300A White Street. For any questions, please contact the RARO office at 540-463-9525.

Next Week's Scheduled Meetings for the Manager:

N/A

Administration/Finance:

As an organization tool for staff and Council, staff and I created an annual meeting calendar. This will be like the FY21 budget calendar and will list the schedule of all newly created committees. The meeting calendar will be posted around Town at public places and in the *News Gazette* in the following weeks.

Jon notified TACS of delinquent tax cases to include the 2019 delinquent tax amounts. A delinquent tax report will be sent to Council in the coming weeks.

I've been working on next year's budget this week. There are a few minor details I'm still looking into, but my budget recommendation is about ready. Council will have the opportunity to make clear decisions on what services we will provide and the actual cost for those services. In keeping with the FY21 Budget Calendar, I hosted the civic engagement meeting for the public about budgeting. No residents participated.

Chief Poole, Heather, and I have bands booked for the concert series this year. The events calendar will be presented to the Community Development Committee for their feedback. The first Community Development Committee will be March 2nd.

Public Works:

Chris and Benny have been working on the red concession stand building. They put in the side door for easier access to the bouncy houses and for installing the freezer. Chris has quotes for vinyl siding options to extend the life of the building and keep maintenance at a minimum. Friday, we did have a fair amount of standing water in Town, but overall no complaints about major flooding into backyards. Chris has spoken with a



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representative from VDOT about coming down here to look at storm water problems on VDOT property in Town. This will be look at in the coming weeks. I'll be reviewing my public works, parks, and trash budget recommendations to Council with Chris next week.

Public Utilities:

Jeff has been keeping an eye on the flows for the plant with the high amounts of rain. No major hick-ups as of Friday afternoon. Jeff and I will be going over the water and sewer budgets again next week.



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Town Manager's Report to Mayor and Town Council

Week of 2/10/2020 – 2/14/2020

Announcements:

February 25th, Town Manager's FY21 Budget Proposal and Revenue/Expenditure Brief, Glasgow Library 6pm

RARO registration forms can be picked up at 300A White Street. For any questions, please contact the RARO office at 540-463-9525.

Next Week's Scheduled Meetings for the Manager:

Lunch with Grace Crickengerger, Monday

Rockbridge Area Outdoor Partnership meeting, Thursday 11-Noon

Administration/Finance:

After reevaluating our cash flow over the last 6 months at Corner Stone and BB&T I've come up with a cash management strategy to maximize our returns through the Local Government Investment Pool (LGIP). This has been discussed at the Finance Committee meetings. We should be making at least \$10,000 a year on our investments with this strategy whereas years past less than \$7,000. This isn't including the savings in annual fees paid to BB&T each year by us switching to Corner Stone averaging \$2,200 in savings.

I'll be working on a Town Attorney contract for Mrs. Crickenberger to be approved at the March Council Meeting. Council will have reviewed and provided their input on this contract as well.

The website has been updated with the new committees and their appointees. The mission or purpose, charge, and composition are posted on the website for the public to observe. The preliminary events calendar is up on the website including the booked concerts and holiday events we will be having.

I'll be working on the FY21 Budget message from the Town Manager this coming week. Each councilmember, the mayor will receive a budget book from me with each department budget, revenues, and other documents related to the budget. The library will have a budget book too open to the public. My budget presentation on the 25th and budget itself will be posted under the Town Manager page on the website.

We are already starting to see the benefits from switching to QS1 for our tax mailings and collections. We have almost surpassed our current year collection total from last year. We have collected roughly \$105,450 in real



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property taxes, while last year we collected \$106,291. The same goes for personal property, we collected roughly \$69,725 for this tax year and \$70,577 for last year. To be clear, these numbers do not include delinquent taxes, just taxes for years 2019 and 2018 respectively.

The state (DHCD) said the earliest we would hear back about our CDBG Grant for the business district initial activities report would be February 20, 2020. I've notified the project management team of this.

Chief Poole, Heather, and I have bands booked for the concert series this year. The events calendar will be presented to the Community Development Committee for their feedback. The first Community Development Committee will be March 2nd.

Public Works:

Benny and Chris to recleaned the culverts around 2nd street. Chris and Benny have been coming up with quotes for repainting and staining the park and farmer's market. We hope to get this done in this year's budget. The guys picked up the carpet donated to the Town to be used at Locher Field for the stage. This is to help with sound quality. Reviewed my trash, building & grounds, and parks budget recommendations with Chris.

Public Utilities:

Jeff and I went over the water and sewer budget and my recommendations to Council again this week.



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Town Manager's Report to Mayor and Town Council

Week of 2/17/2020 – 2/21/2020

Announcements:

February 25th, Town Manager's FY21 Budget Proposal and Revenue/Expenditure Brief, Glasgow Library 6pm

Next Week's Scheduled Meetings for the Manager:

Chamber Economic Development Committee for REDI Grant, Thursday 11am

Administration/Finance:

Met with each council member and the mayor this week to review my budget recommendation to them before next week's meeting. Over 10 hours were spent with the Council members going through the budget. Minor tweaks were made based on feedback from the members. Since we had major printing problems Thursday and Friday, books will not be completed until next week. The budget book and Tuesday's presentation will be posted online.

Pipe measurements of the pipes from 130 and next to Hamilton's Car Wash were sent to VDOT to help with redesigning the trail. We hope to go back out to bid mid or late March.

The state (DHCD) said they would like to meet us the week of March the 16 Monday through Wednesday. I contacted the CDBG Project Management Team about scheduling the meeting on Tuesday at 4pm, giving them until Monday morning to respond. A press release will be finished this Monday to be in Wednesday's paper.

Public Works:

Benny and Chris helped build a berm at Maury River Practice to help with water spilling into their parking lot. It was a safety hazard created by the sewer project. Elderly were slipping and falling, especially when it froze over. I went on a site visit at 8th street where Chris, Benny, and Jeff plugged up an old sewer line our engineers from CHA said had no idea where the flow was coming from. When we would get bad rains it would flood the corner near the old Walker property. Thursday and Friday they were going around town doing water cut-offs.

Public Utilities:



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Jeff cleaned each of the chlorine tanks this week. He did a deep cleaning of the bar screen. Friday Jeff took the septic truck to Lee Hi on Friday to get it inspected. He also did some maintenance on the lab equipment this week, reconditioning of the pH probes, fluoride probe, and BOD oxygen probe.



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Town Manager's Report to Mayor and Town Council

Week of 2/24/2020 – 2/28/2020

Announcements:

RARO registration forms can be picked up at 300A White Street. For any questions, please contact the RARO office at 540-463-9525.

Vehicle Decals go on Sale March 2nd until April 15th

Next Week's Scheduled Meetings for the Manager:

Monday 3:30pm, Columbia Gas Ribbon Cutting

Wednesday 3pm, Meeting with VDOT to Review Flooding at Shenandoah

Thursday 9am, Chamber Ambassador Training

Friday, 12:30, Regional Manager's Luncheon

Administration/Finance:

VACORP our liability insurance company will be coming out here to do a free safety inspection middle of March. After the inspection, staff will discuss additional free training opportunities they think will be most beneficial to them and schedule them time permitting.

The budget presentation on the 25th and budget itself are posted under the Town Manager page or can be found under the 'How Do I' section on the website. We had 1 resident attend who came 45 minutes late to the session. Future budget work session are still posted around Town from a few weeks ago for residents to be informed and attend. The discussion went well discussing the Capital Improvement Plan, earning a higher collection rate on taxes, long-term financial sustainability of the Water and Sewer Funds, and what to do if we receive uncontrollable and unexpected cost increases such as health insurance or liability insurance. A public budget book will be provided at the library for viewing.

We received great publicity for the Business District Revitalization Grant in Wednesday's paper. I conducted an interview with the *Advocate* this week, which will hopefully be in March's publication. The state (DHCD) is scheduled to meet our CDBG Grant Management Team on March 17th 4pm at Scotto's. A specialist will



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conduct a facilitated planning session to help develop a work plan for the committee and assign roles to members.

The measurements, for the pipes behind Hamilton's Car Wash were sent to VDOT. Our Engineer has been out of the office most of the week. An update on the redesigning of the trail will be provided next week. We are still hoping to re-advertise for the project come late March.

The first Community Development Committee will be March 2nd. We will discuss the events calendar, Rockin the gorge fundraising flyers, list of citizens to contact for volunteers, and a list of people who will give donations / sponsorships throughout the year that we have not reached out to yet.

Attended the Chamber's REDI Grant meeting which is to help develop a regional brand and development pathway for Rockbridge. We will be having a meeting March 24th at 5pm where stakeholders from our region - including elected officials - will participate in small table discussion on topics such as entrepreneurship, workforce development, and quality of life as a few examples. These topics will be used to facilitate discussion, identifying themes in our community to create a development plan for our region. More information will be given out at a later time. Local business owners are encouraged to attend.

Grace is all caught up to speed on issues here in Town. We have a contract drafted up on behalf of Council both parties agree on. This will be approved at the next Council meeting.

I made a site visit to 138 Catawba Friday afternoon to meet with Clayton Homes about the property.

Public Works:

Cleaned out the culverts along the train tracks on north side. Built an awning for the concession stand. The siding was picked up and prep work was done before installing siding. Four loads of brush were picked up with trash along 130. Chris & Benny did meter readings on Friday. Chris came with me to the site visit on 138 Catawba.

Public Utilities:

Jeff reached out to USDA about the potential sewer plant study for next year's budget. The study would be paid for up front with savings from the sewer fund and reimbursed at a later date when the recommendations are implemented. We will reach out to SERCAP the organization we did the private lateral replacement through. Our sewer truck through the sewer projected that was awarded at the August Council meeting will be coming in the next couple of weeks. Once it arrives, we will give it some good publicity it rightfully deserves.