



# **Town Manager's Report to Farmville Town Council January 2023**

## **I. PUBLIC WORKS DEPARTMENT**

### **OPERATIONS AND MAINTENANCE**

#### **BUILDINGS AND GROUNDS**

- Removed the Christmas decorations throughout town.
- Installed a new hot water heater at library.
- Replaced ceiling tiles at the library.
- Replaced the pump and piping on the streaming monitor in the basin at the Water Treatment Plant
- Repaired the seal and refilled the flocculator gearbox in the basin with new oil at the Water Treatment Plant.
- Replaced the fan motor on the gas heater at Wastewater Treatment Plant.
- Installed new a washer and dryer at fire department.
- Installed new light fixtures in the women's bathroom at the fire department.
- Repaired outside lights at entrance doors of fire department.
- Repaired water line and added heat tape to the eyewash station at the Wastewater Treatment Plant
- Replaced ceiling tiles at Probation and Parole Building
- Upgraded the cord reels at fire department.
- Replaced rusted dumpster top at the Wastewater Treatment Plant
- Went to Richmond to pick up vacuum pump for the Wastewater Treatment Plant, cutting edges for snowplow, and hot water heater for the library.
- Installed new bearings, shaft brushes on traveling screen at the Wastewater Treatment Plant.

#### **WASTEWATER UTILITY**

- Cleaned all town sewer pumping stations.

#### **TRAFFIC OPERATIONS**

- Fixed streetlight at the intersection of Third and Main Street that was damaged by a tractor trailer.
- Repaired license plate cameras throughout town that had water infiltration.

- Traffic control box at St. George and Third was damaged by a tractor trailer. Placed a tarp over the control box until a replacement can be made. The damaged box cannot be fixed.
- Installed new electronic equipment on the traffic box at Perry Drive.

### **FLEET MAINTENANCE**

- Replaced cable winch on leaf truck 151.
- Put new Crew Cab 1 ton dump body Dodge truck in service. Installed a radio, emergency lighting, sideboards, town decal, etc.
- Made frame and tailgate bracket for new salt spreader that goes on truck 173.
- Removed leaf truck 151 suction fan, replaced bearings, shaft, fan, and welded all holes.
- Replaced water pump belts, tensioner and left front tire on dump truck 169.
- Repaired steering cylinder on the forklift.
- Installed a holder for safety cones on the new crash barrier.
- Completed 13 state inspections: 3 police vehicles, 1 bus, 1 rescue squad, 4 pickup trucks, 1 fire truck, and 3 trailers
- Completed 17 oil changes: 4 police vehicles, 5 lawn mowers, 2 buses, and 6 pickup trucks

### **HORTICULTURIST**

- Pruned ornamental trees and removed dead or problematic trees at “Love” sign, municipal parking on N. Main Street, Sports Arena, Train Station and FAB
- Applied slow-release fertilizer to recently planted ornamental and shade trees.
- Collected soil samples for nutrient analysis at Crute Stage, “Love” sign and recreation areas.
- Gave educational presentation to Nora Lancaster Garden Club.
- Meeting with Mr. Davis to discuss capital improvement budget.
- Meeting with Holt Mason to discuss Eagle Scout project.
- Tree Board meeting to discuss the town’s Arbor Day celebration and tree seedling giveaway.
- Cutting back perennials and ornamental grasses
- Pruning ornamental shrubs
- Mulching ornamental beds and around trees

### **OTHER**

- Building and Grounds crew completed 115 work orders

## **WASTEWATER TREATMENT**

### **MONTHLY DATA COLLECTED**

- Treated 30.03 million gallons of wastewater (average flow was 0.969 million gallons per day – maximum 1.615 million per day)
- Accepted 0 gallons of landfill leachate from Prince Edward County
- Transferred 410,400 gallons of biosolids to the Lagoon Storage
- Accepted 13,000 gallons of septage

## **WATER PLANT**

### **WATER PRODUCTION**

- Raw water treated 26,286,000 gallons
- Finished water 25,393,000 gallons

### TREATMENT CHEMICAL USED

- Alum 7,596 lbs.
- Soda ash 1,850 lbs.
- Carbon 0 lbs.
- Lime 1,087 lbs.
- Fluoride 601 lbs.
- Corrosion inhibitor 475 lbs.
- Chlorine 858 lbs.

### REGULAR MONTHLY TEST RESULTS

#### *Analyses Averages*

- Turbidity  
Raw 15  
Applied 1.4  
Finished .10
- pH  
Raw 7.6  
Applied 6.8  
Finished 7.0
- Alkalinity  
Raw 25 mg/l  
Applied 21 mg/l  
Finished 25 mg/l
- CO<sub>2</sub>  
Raw 8  
Finished 12
- Iron  
Raw .949 mg/l  
Finished .005 mg/l
- Manganese  
Raw .128 mg/l  
Finished .020 mg/l
- Hardness  
Raw 32 mg/l  
Finished 40 mg/l
- Chlorine  
Applied .40 mg/l  
Finished 2.30 mg/l
- Fluoride  
Finished 0.74 mg/l
- Corrosion Inhibitor  
Finished .37 mg/l

### **BACTERIOLOGICAL TESTING**

- 9 compliance samples all result absent
- 35 customer samples

### **FILTER OPERATIONS**

- Filter run times 100.5 hours average
- 5 backwash cycles (222,400 gallons used)

### **HOLDING POND OPERATIONS**

- 2 discharge - averaged 247,500 gallons
- Testing
  - Cl2 <QL
  - pH 7.5
  - Total Suspended Solids Result = 1 mg/l

### **DAILY AND WEEKLY PLANT OPERATIONS**

- Turned off the overnight pump
- Reset and started the finish pump
- Changed overnight charts and put-up new ones
- Calculated data from the charts and recorded the results
- Calibrated the lab equipment and chemical feeders
- Rewashed filters
- Turned on filters, chemical feeders, and raw pump
- Added chemicals
- Monitored tank levels
- Completed routine water test

### **OTHER**

- Checked and cleaned pumping stations
- Greased equipment and tighten pump packing
- Checked raw water intake
- Ran sludge collectors in settling basin
- Jackson Heights water tank exterior painted.
- Quarterly Toc removal Ratio 1.33(results are in compliance)

## **II. FINANCE DEPARTMENT**

### **FINANCE**

- Checks Written: 52
- ACH Written: 152

### **MEDICAL COMPENSATION FOR RETIREES**

- Disbursement(s): 0

### UTILITY BILLING

- Bills mailed: 2,469
- Bills sent electronically: 409
- Cutoffs (2<sup>nd</sup> Tuesday of each month): 65
- ACH direct withdrawal: 368

### NEW BUSINESSES (January 2023)

- **Insights in Motion Counseling**, 225 N. Main Street – Professional Services
- **Farmville Dental**, 1707 E. Third Street – Professional Services
- **Melissa Maria Miller**, 400 Longwood Avenue - Real Estate
- **The Blake and Gray Company**, 142 N. Main Street – Retail Services

### BID ACTIVITIES

- **#SM 23-0125-001** – Invitation for Bid, Street Paving. IFB was issued with a due date of February 17, 2023.
- RFP for Engineering Services, Conversion of Chlorination Systems and Sulfur Dioxide System at Water and Wastewater Treatment Plants. RFP was issued to four pre-qualified engineers with a due date of February 3, 2023.
- **#IT 22-1006-001** – Request for Proposal, Information Technology Services. RFP was issued Tuesday, January 3, 2023, and proposals were received January 17, 2023. Five proposals were received and are currently under consideration and review.
- **#WTP-22-0718-001** – Invitation for Bid, Purchase, Installation, and Renovation of Hydraulic Freight Elevator, Farmville Water Treatment Plant. Project is pending. RFP for a consultant/engineer for the project is currently being drafted.

### RISK ACTIVITIES

- ❖ January 6, 2023 – Tractor trailer hit traffic cabinet adjacent to 401 East Third Street. Claim has been filed with insurance company.
- ❖ January 10, 2023 – Employee was cleaning up brush and tripped over pile of brush. Fell on left side.

### RENTAL FACILITIES REPORT FOR NOVEMBER

- **Train Station** - Mary E. Branch Community Center, Dept of Corrections (2), Brenda Wilson-Walton, Farmville Police Department, Nicolette Hall, Deborah Calhoun, Central Virginia Arts Council, and Farmville/Prince Edward Historical Society
- **Sports Arena** – Feed More Food Market
- **Wilck's Lake** – No rentals
- **Riverside Park** – No rentals
- **Farmer's Market** – No rentals
- **Crute Stage** – No rentals

### III. HUMAN RESOURCES

#### ADVERTISEMENTS

- Advertised via website and social media for Public Works Laborer I and II, PT Bus Driver, Communications Operator Trainee, Emergency Communications Manager, Director of Community Development.
- Advertised on the American Institute for Certified Planners website and network.

#### MISC.

- Distributed monthly employee newsletter to share interdepartmental news, employee recognition, and other important information.
- Produced custom branded advertising flyers for recruiting purposes.
- Created the Town of Farmville’s LinkedIn company page and began advertising our open positions as well as posts marketing the town as a great place to live and work to attract talent that may consider relocation.
- Created the Town of Farmville’s Indeed company Page for Recruitment.
- Worked with the Recreation Department to create a Teen Camp Counselor job description and outline the new hire orientation program.
- Updated the 2023 holiday schedule on the town website, it had not been done since 2021.
- Developed a tool for staff to use to plan their accrued paid time off for the year. This spreadsheet calculates accrued time for each pay period with a running balance and deducts any planned time that is entered per pay period.

### IV. COMMUNITY DEVELOPMENT

#### **BUILDING AND ZONING**

The Staff participated in the following meetings and trainings in January:

- Regional Building Officials’ Meeting, 01/05 (Bowles)
- Department of Conservation and Recreation (DCR) Community Assistance Visit (virtual), 01/05 (Atkins-Austin, Pambid, Nash, Bowles)
- Commercial Vent Hood Training, Charlottesville (Bowles)
- Virginia Aviation Board Region 5 Board Member Visit with Cheryl McCleskey, Farmville Regional Airport, 01/11 (Atkins-Austin, Pambid, Caldwell)
- American Association of Code Enforcement National Check-in (virtual), 1/17 (Atkins-Austin, Bowles, Pambid, Watkins)
- Virginia Department of Rail and Public Transit (DRPT) Vehicle Procurement Training (virtual) 1/17 (Pambid, Thompson, Adams)
- Commonwealth Regional Council (CRC) Meeting (virtual) 01/18 (Pambid)
- Virginia Building Code Officials Association (VBCOA) Region IV Meeting, Charlottesville, 01/19 (Bowles)
- Airport UAS Security Planning, FAA (virtual) 01/19 (Atkins-Austin, Pambid)
- DHCD Virginia Building Code Academy- Commercial Building Course (virtual) 1/24 – 01/26 (Bowles)
- Prince Edward/ Farmville Development Review Committee (DRC) Meeting, 01/26 (Atkins-Austin, Pambid)

Community Development held the following January events:

- Thursday, January 12, 2023, at 6pm at the Moton Museum- A community information and input session about potential amendments to add a Planned Unit Developments process to the zoning ordinance.
- Friday, January 27, 2023, in the morning at the Farmville Emergency Operations Center- A community information session on how to apply for and pull permits for routine residential projects was held for 5 participants.
- On Monday, February 13, 2023, at 6pm, another community information and input session is for Planned Unit Developments will be held at the Moton Museum.

### Statistics

Item	Amounts	Notes
<b>Zoning Permits</b>	6	
<b>Building Permits</b>	14	
	0	New single-family construction
	0	Manufactured homes
	6	Trades (mechanical, electrical, plumbing)
	3	Structural (interior renovations)
	1	Structural (exterior improvements)
	4	Signs

## FARMVILLE PLANNING COMMISSION

The Planning Commission met on January 18, 2023.

- They elected Cameron Patterson as Chair, Jerry Davenport as Vice-Chair, and Jayne Johnson as Secretary.
- They recommended approval of CUP22-003 without conditions to the Town Council.
- They heard briefs regarding Planned Unit Developments and floodplain regulations.
- The Planning Commission held a work session on Wednesday, January 25, 2023 on Planned Unit Developments.

## BOARD OF ZONING APPEALS

The Board of Zoning Appeals met on January 26, 2023.

- They re-elected Pam Butler as Chair and Penny Pairet at Vice-Chair.
- They are not scheduled to meet in February.

## FARMVILLE AREA BUS (FAB)

- **Ridership:** 8,413 riders total
- **Miles:** 15,937 miles
- **Service Hours:** 1,139 service hours

## FARMVILLE REGIONAL AIRPORT (KFVX)

Additional airport usage figures are attached. Flightaware.com provides 7-day trailing averages for free, and more specific data is available for purchase. For comparison, Staff includes the

same data for William M. Tuck Airport (W78) in South Boston and Mecklenburg- Brunswick Regional Airport (KAVC) in Brodnax.

**FUEL SALES (January 2023)**

- 27 sales totaling
- \$4,449.91
- 727.60 gallons (462.5 gallons AV and 265.10 gallons Jet A)

**January 2023 Arrivals and Departures  
Farmville Regional Airport KVVX**

Date	Day	KVVX Arrivals & Departures * Farmville	KVVX Notes Farmville	W78 Arrivals & Departures * South Boston	KAVC Arrivals & Departures * Mecklenburg
1/1/2023	Sunday	6		6	2
1/2/2023	Monday	6		4	0
1/3/2023	Tuesday	6		0	0
1/4/2023	Wednesday	0		0	2
1/5/2023	Thursday	6		4	2
1/6/2023	Friday	6		4	2
1/7/2023	Saturday	6		4	0
1/8/2023	Sunday	6		2	0
1/9/2023	Monday	6		2	0
1/10/2023	Tuesday	4		2	2
1/11/2023	Wednesday	4		3	0
1/12/2023	Thursday	0		4	0
1/13/2023	Friday	4		4	2
1/14/2023	Saturday	4		4	0
1/15/2023	Sunday	2		4	2
1/16/2023	Monday	3		5	0
1/17/2023	Tuesday	0		4	2
1/18/2023	Wednesday	4		5	2
1/19/2023	Thursday	0		4	0
1/20/2023	Friday	6		4	2
1/21/2023	Saturday	6		4	2
1/22/2023	Sunday	0		4	2
1/23/2023	Monday	6		3	0
1/24/2023	Tuesday	6		4	0
1/25/2023	Wednesday	0		0	2
1/26/2023	Thursday	6		4	2
1/27/2023	Friday	6		4	2
1/28/2023	Saturday	8		5	2
1/29/2023	Sunday	8		0	0
1/30/2023	Monday	8		4	2
1/31/2023	Tuesday	8		4	0

\* Source: FlightAware.com- 7-day trailing averages only.



## V. FARMVILLE POLICE DEPARTMENT

### PRESENTATIONS

2 Tours of the Police Department were conducted.

### SPECIAL EVENT

FPD Annual Awards Banquet was held January 26, 2023. The following officers were recognized.

- ❖ Officer of the Year “2022” Rachel Herndon
- ❖ S. O. Dunnivant “DUI Award” Derrick Thompson
- ❖ Life Savings Award - Sgt. Danny Bowman
- ❖ Citizen Recognition and Appreciation Certificate – Brandon Clarke

### PATROL OPERATIONS DIVISION (Commanded by Lieutenant Bobby Ragland)

	<u>January 2023</u>	compared to	<u>December 2022</u>
• Calls For Service:	481		441
• Property Checks:	408		395
• Traffic Stops:	403		311
• Uniform Traffic Summons:	311		208
• Parking Tickets Issued:	80		5
• Felony Warrants:	10		5
• Misdemeanor Warrants:	17		2
• D.U.I. Arrest:	5		0
• Accidents w/injury:	1		4
• Accident without injury:	15		27

*FPD welcomes Officer Russell Dunford, and Officer William Norman to its' Family of Blue.*

*Currently, we have 1 position vacant. We will be testing applicants on January 12,2023.*

### SPECIAL OPERATIONS UNIT (Commanded by Lieutenant Chris Moss)

#### **Lieutenant C. W. Moss**

Attempted Rape and Death Investigation – Under investigation.

#### **Detective Sergeant David Ragland**

Burglary/Grand Larceny – Cleared by arrest.

Aggravated Sexual Battery – Under investigation.

#### **Detective Sammy Entrekin**

Obtain by false pretense – Under investigation.

Obtain by false pretense – Unfounded – No crime committed in Farmville.

#### **Detective Albert Bappert**

Credit Card Fraud – Under investigation.

#### **Detective Chad Hudson**

No new PRNG Task Force narcotics cases for January.

## Other Special Operations Division Activities

Planning has started for the 2023 Citizens Police Academy. New scenario training videos have been scheduled to added to this years' academy.

### DEPARTMENT TRAINING

- Sgt. Artie Rollie, Child Seat Tech
- Cpl. Rachel Herndon, Child Seat Tech
- Detective Albert Bappert, Child Seat Tech
- Officer William Norman, Basic Police Academy
- Officer Dunford, Filed Training
- Officer Britton, Intoxilyzer Trainer Certification

The following officers were instructing:

- Capt. Hogan, Virginia Law, Academy
- Lt. Moss, Virginia, Academy
- Cpl. Turnbull - CPR/AED/FA., Academy

***YTD Clearance Rate – 33.33 %***

***Total Cases January - 6***

***Total Cases For 2023 – 6***

## **EMERGENCY COMMUNICATIONS CENTER** (Commanded by Interim Crystal Barton)

### January 2023

• Total 911 calls	1307
• Text to 911	2
• Administrative Calls	3,706
• Documented Calls for Service	1,992
• Rescue Calls Dispatched	354
• Fire Calls Dispatched	176
• Farmville PD Calls for Service	884
• Longwood PD Calls for Service	400
• Hampden Sydney PD Calls for Service	18
• 911 Calls Transferred to PESO	112

Additional:

- Brittany Williams is our newest hire of the year. She comes to us from Crossroads where she was very active with CIT (Crisis Intervention Team).
- We are actively pursuing interviews for 2 positions we currently have vacant.
- Ethan Whaley was awarded Dispatcher of the year at the police banquet held on January 26<sup>th</sup>. He was nominated by his co-workers for being a mentor to our newest employees. On numerous occasions Ethan has been recognized for his actions for not being only a great dispatcher but also an excellent leader.
- Life-saving award was presented to Crystal Barton for providing CPR instructions to a caller in a neighboring county which resulted in a successful outcome.
- Ten years of service award was given to Samuel Bowles for his years of service and dedication to the Farmville ECC.

## VI. FARMVILLE FIRE DEPARTMENT

Farmville Fire Department recently held our annual firefighter banquet for the 2022 year. This year came with some big changes for our agency and many challenges for our members and officers to face.

The biggest change we saw was the arrival of our new paid fire Chief Daniel Clark. In the four months since he has arrived, we have seen vast improvements to our operations, equipment, apparatus, and station. We also were able to sign paperwork to start manufacturing a brand new custom Engine with Pierce Mfg. and Atlantic Emergency Solutions (Picture will be posted when final draft is available). Chief Clark, we thank you for your service so far and look forward to the many years to come.

In the year of 2022, FFD responded to a total of 1262 calls for service. 614 Fire calls and 648 EMS calls. To all the members that responded to these calls thank you for your dedication and commitment to the agency.

As always, our banquet comes with awards to those who were able to go above and beyond the call to service. To start we would like to thank those who received Lifetime membership with our agency this year: Matt Fults- 10 Years of Service, Mark Mills- 38 Years of Service, and Ernest Ross- 60 Years of Service

This is a prestigious honor awarded to those who have dedicated many years to the agency. This year we had two new awards that we added, EMS Provider of the Year and Probie of the Year. **Congratulations** to: Alissa Krynicki- EMS Provider of the Year and Isaac Campbell- Probie of the year

Following those awards we have our traditional Firefighter of the year award and we had a three way tie. **Congratulations** to: Matthew Fults, Alexander Thompson, and Johnny Stoltzfus

This year we changed the name of the Most Dedicated firefighter award to the Chiefs award and this year it was given to Adam "Big Al" Story

The following members were our top 10 call runners for the year:

10. Cayden Eagles
9. Alexander Thompson
8. George Woodruff
7. Sean Murdock
6. Alissa Krynicki
5. Johnny Stoltzfus
4. Adam Story
3. Isaac Campbell
2. Matthew Fults
1. Jacob Roebuck

Also thank you for the [Farmville Fire Department Auxiliary](#) for attending and [Hampden Sydney Vol. Fire & Rescue](#) for covering our calls during this event.

Thank you to everyone who supports us as we continue our mission to make the members of this community safe. Lets look forward to an even bigger and better 2023!

## VII. RECREATION DEPARTMENT

### PROGRAMMING

- On January 14<sup>th</sup>, 2023, The Town of Farmville Recreation Department partnered with the Fit Academy, located at 2202 W 3<sup>rd</sup> St, to hold a Health and Wellness Seminar at 10 AM. The program began with a workout segment with a live DJ (Derek Robertson). The Fit Academy facilitated a warmup and boot camp demonstration with participants. Among those attending the program, were Fresh Girlz and Social Butterflies.



The second half of the event included an informational session. The Fit Academy shared their experiences with physical fitness and wellness. To learn more about The Fit Academy, please visit [thefitacademyva.com](https://thefitacademyva.com). Thank you to our community members that provided community resources and health information at our event:

- Virginia Cooperative Extension’s Diabetes Prevention Program: <https://tinyurl.com/yypjy866>
  - Cumberland County Extension Office: <https://cumberland.ext.vt.edu/>
  - Virginia Health Department: <https://www.vdh.virginia.gov/piedmont/>
  - Medical Reserve Corps: <https://www.vdh.virginia.gov/mrc/>
  - No Label: <https://www.ihavenolabel.com/>
  - Holistic Therapeutic Services, Farmville: <https://www.thehtservices.com/>
- 
- We have enrolled in USA Football for additional resources and grant opportunities for the youth football and cheer program. The grant cycle will take place in the spring and fall to help with maintenance and equipment. We are waiting for more details for the spring grant, which deadline is March 10, 2023.
  - At the beginning of February, we will be opening the registration for Teen Counselor and Mentoring program to prospective teens. This will be the second year we have offered Teen Counselor positions for the upcoming summer camp. We had 16 teen counselors between the ages of 14-18 employed last summer over the course of the seven weeks of camp. Training for these positions will begin in late February.

- In addition to summer camp, the counselors will have opportunities to volunteer with town events and expand into mentoring programming and opportunities. The structure of the mentoring program is in development.
- Pickleball and Indoor Walking reopened on January 9<sup>th</sup>, 2023. Due to building and staff availability, the season will close in Mid-March in preparation for upcoming programming (Adult Basketball, Easter Egg Hunt, Summer Camp, etc.)
- Discussions with the YMCA and other recreation departments have occurred to create a Pickleball league and tournament. Ideas include a beginner's class, league and season tournament, and open court time to play. A potential tournament may occur in August to open the program for new participants. Discussions are ongoing to map out the season.
- Additional Discussions with the YMCA included potential partnerships on programming in the community. A few ideas are Field Days, Flag Football, and Summer Camp days working together and promoting each other's programs and events.

### CLASSES

Program Fees: **\*\*These may be paid on a weekly or monthly basis\*\***

- Karate with Travis Harris at South St Conference Center
  - Tues/Thurs 7:00 PM – 9:00 PM \$5 per class
  - Karate: 16 monthly participants
- Indoor Walking at South St Conference Center
  - Monday - Thursday 9:00 AM – 1:00 PM Free
  - 59 monthly participants
- Pickleball at South St Conference Center
  - Monday/ Wednesday 6:00 PM – 8:00 PM \$2 per session
  - 54 monthly participants

### PARKS

- We have contacted local contractors for the changing room for the splash pad area. We currently have a draft design and are waiting for the estimated quotes for the area. The layout has ADA accessibility for bathrooms and changing area, storage closet, and water fountains. The estimated construction timeframe is six weeks for the splash pad currently starting in Mid- July. We hope to have the changing room coincide with that timeframe.
- We are also looking for grants to help in renovating the playground on Andrews Street near Parkview Gardens. Playground equipment donation from Farmville United Methodist Church is in process and we are working with Public Works on the layout of the area. Bench donations from Southside Community Development Alliance and the local community have been placed at Andrews Street Park. We are currently planning future updates at that park which include basketball court renovation, foliage, and additional amenities.

- We are reaching out to the Department of Wildlife Resources to inquire about the Canada geese around Wilck's Lake. With plans for renovations and upcoming projects in the area, we wanted to address the issue so that it will not become a larger issue in the future.
- Additional grants are also being inquired about the trail system, amphitheater, the blue way, and additional park renovations.

### RACES

- We have the Heart of Virginia 5k/10k race scheduled for September 16, 2023, and the Jingle Bell Race scheduled for December 9, 2023. Sponsorship packages and registration information will go out around six months before the race start. (HOV- April 1<sup>st</sup> , Jingle Bell-July 1<sup>st</sup>)

### MARKETING

- Adult Volunteer guidelines and training are currently under revision for the upcoming year. Training guidelines, job descriptions, and volunteer tracking forms will be implemented to have a clearer picture of roles and responsibilities. This will also include the Football and Cheerleading positions as well.
- Modifying the layout of the Website to incorporate the Recreation Department mission and updates on the main page. Sub-pages for more information on program areas for easier access and complete information for the program.
- A sponsorship package is being developed for businesses and groups to provide detailed information about our events and the opportunities we have available. Our events provide great marketing exposure for businesses to reach the community and have the community come together.

### COMMUNITY RELATIONS

- Discussions with Prince Edward Social Services regarding partnerships and grants will continue this Spring. Inquiring on Safe and Stable grant for Summer Camp and grants for this Fall programming (youth football and teen mentoring).
- Piedmont Alliance for the Prevention of Substance Abuse Coalition (PAPSA) on local programming. Leeanna Grant, Recreation Technician, has served as Coalition secretary and now serves on the Leadership board as Youth Lead coordinator. The avenues we are looking at to partner on include Youth mentoring, Community involvement, and youth development programming.
- Thomas Woodson is on the Board of Directors for Holiday Lake 4-H Center. In addition, he holds the Programming Chair for the Executive Committee. This provides an opportunity for partnerships in programming, sponsorships, partners, and facility usage for the Town of Farmville.