

TOWN MANAGER'S WEEKLY REPORT



February 5, 2014

Town Manager

The Town conducted a work session on Monday, February 3rd to discuss memorial benches for the Happy Creek Trail, review the Town's FY12-13 audit, and review the FY14-15 Budget.

The Town has developed a location map for several benches that can be installed along the Happy Creek Trail. These benches would be sponsored by citizens wishing to memorialize family or friends. The cost for installation is approximately \$600. Council will determine the donation amount for a bench at a future meeting.

Our Finance Director, Kim Gilkey-Breeden presented the Comprehensive Annual Financial Report for the 2012-2013 Fiscal Year to Council based upon our auditor's presentation to the Finance Committee. In summary, the Town's finances were correctly administered and openly presented. The Town's staff is to be commended for the continued efforts to effectively manage the Town's finances.

Council discussed several items to be considered for the FY14-15 Budget. Items include funding requested by the Front Royal Oratorio Society, Tourism Zones, funding opportunities for the new Police Headquarters, display of civic organization signs, and the necessary revenue sources for these efforts. Council requested that staff provide additional information at a future work session.

As always, please feel free to contact this office with any ideas or suggestions to improve how the Town provides service to our community.

Department Updates

Last Week:

Our Planning Department processed 4 Zoning permit, 1 sign permits, 5 Business Licenses, and 11 Code Violation actions. Staff attended the Safety Committee Meeting, participated in the Business Forum, and met with various individuals about development opportunities. The Town and County are continuing to finalize the agreement for the new permit software. Staff are also working to complete the necessary documentation for a second public hearing regarding the FRLP boundary adjustment request. Popeye's restaurant is under construction on North Shenandoah Avenue; the Hess Gas Station is being reconstructed on North Shenandoah Avenue.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 634 calls to our Dispatch Center, our officers responded to 256 calls for service, issued 28 traffic citations, 3 DUI arrests, and 10 traffic accidents.

Our Environmental Services crews conducted maintenance to the sanitary sewer system on East 6th Street, Hill Street, Kendrick Lane, Frazier Street, Short Street, Polk Avenue, and throughout Town as needed. Our crews also conducted maintenance on the water system on Hillidge Street, West 15th Street, John Marshall Highway, and throughout the Town, as well as thawing 25 frozen water meters. Our Street crews conducted street repairs on West 17th Street, Steele Street, Kendrick Lane, Hamilton Circle, Beeden Lane, Edgemont Avenue, and as needed. Our sign crews installed and repaired 1 signs through the Town. The Horticulture Division continued trimmed overhanging street trees, repaired a planter, and conducted horticulture maintenance throughout the Town. Our Building and Grounds addressed HVAC issues, as well as conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 12 preventative maintenance services, conducted 1 State inspections, conducted 6 jump starts, repaired 2 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 13 on-call collections as requested, and bear proofed 0 cans.

Crews at our Wastewater Treatment Plant reviewed the 90% WWTP design, operated generators to reduce the electric load demand, submitting the Annual Pretreatment Report to DEQ, began receiving discharge from Dominion Power, and performed routine maintenance and operation. Crews at our Water Treatment Plant operated plant generators to offset electrical load, evaluated UV options, and performed routine maintenance and operation.

Our Energy Services Department reported 3 outages: a 22 minute outage on January 29th on Marshall, Jamestown, and Woodlawn that affected 120 customers due to system overload; a 38 minute outage on January 29th on Virginia and Villa Avenues that affected 8 customers for 38 minutes and 2 customers for 101 minutes due to system overload; and a 30 minute outage on January 29th on Polk Avenue that affected 10 customers for 30 minutes due to system overload. Staff conducted inspection and preventative maintenance throughout our system.

Our IT Department deployed new Police workstations, continued deployment of VDI work stations, installed the new VDI server, worked with Shentel regarding the internet delivery location, resolved BAI (tax) server issues, prepared a VCIN workstation for the Town Attorney, and continued work order completion.

Our Finance Department processed 1,901 payment receipts, mailed 506 delinquent utility bills, processed 128 move-in/move-out work orders, disconnected 30 utility accounts, in addition to their normal work activities. We also processed 520 drive through payments, 23 Saturday drive through payments, 52 on-line utility payments, and 3 on-line tax payments.

Our Visitor's Center attended the Business Forum, attended several meetings with Tourism agencies, arranged an advertisement in the USA Today Summer Guide, attended the Warren Heritage Society Civil War Sesquicentennial meeting, and investigated advertising opportunities. Staff welcomed 187 visitors to the Center and had 2,481 visits to our website.

Our Risk Management Department processed 0 employee injury claims and 0 citizen claims.

Our Human Resources Department advertised numerous positions and received applications for those already advertised. The Town currently has 8 full-time and 1 part-time open positions.

Upcoming Week:

Our Planning Department will attend a meeting with VDOT regarding the South Fork Bridge and meet with citizens with zoning questions.

Our Police Department will continue to patrol the Town.

Our Department of Environmental Services plans to conduct preventative maintenance throughout Town.

Our Department of Energy Services will conduct routine maintenance of various lines and substations throughout our service area.

Our IT Department will continue routine maintenance of the Town's network and computer systems.

Our Tourism Department will continue to welcome visitors.

Our Risk Management and Human Resources Departments will continue address safety and personnel issues.

Civic Events

Samuels Public Library has numerous events scheduled throughout the week, and now have Sunday hours of operation. Information can be found <http://www.samuelslibrary.net/>

Town Council will conduct a regular meeting at 7:00 pm on Monday, February 10th in the Warren County Government Center.

The Board of Architectural Review will conduct a regular meeting at 7:00 pm on Tuesday, February 11th in the Warren County Government Center.