

## TOWN MANAGER'S WEEKLY REPORT



March 26, 2014

### Town Manager

The Town conducted a regular meeting on Monday, March 24th to conduct a public hearing on the Voluntary Settlement Agreement with Warren County for the Front Royal Limited Partnership (FRLP) property, conduct a public hearing to amend Chapter 80 of the Town Code regarding fireworks, and to approve the FY14-15 Real Estate and Personal Property Tax Rates.

The Town conducted a public hearing regarding the Voluntary Settlement Agreement between the Town, County, and FRLP to boundary adjust 605 acres into the Town limits. The Town had previously approved an agreement between the three parties. However, the Commission on Local Government determined that the agreement should only be between the Town and County. During discussion at the meeting, Council determined that they will postpone action until after a discussion at a March 14 work session.

The Town also conducted a public hearing to amend Chapter 80 of the Town Code to delegate authority to regulate firework storage and displays in the Town to the Warren County Fire Marshal. The Fire Marshal shall include the Town Manager in review of all applications to ensure that Town issues are addressed.

The Town approved an increase of \$0.02 per \$100 assessed valuation for the Real Estate Tax to fund the construction of the Leach Run Parkway and the new Police Headquarters. The tax will be rescinded upon completion of the debt service for these projects. The Town also approved to maintain the Personal Property Tax rate at \$0.64 per \$100 assessed valuation.

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 1 Zoning permit, 1 sign permits, 6 Business Licenses, and 5 Code Violation actions. Staff attended a meeting regarding the REC Transmission Project, attended the Planning Commission meeting and work session, and attended a meeting with a developer of a private school on Oak Street. The Planning Commission has scheduled a public hearing for the draft Subdivision, Zoning, and Tree Ordinances for March 26, 2014. The Planning Commission is also reviewing a draft Ordinance Amendment for campground regulations and will discuss Tourism Zones. The Planning Commission is advertising for volunteers to serve on the Comprehensive Plan Update

Steering Committee. The site plans for the Riverton Substation have been approved by VDOT and Warren County. The Town and County are continuing to finalize the agreement for the new permit software. A second public hearing regarding the FRLP boundary adjustment request has been scheduled for March 24. 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 604 calls to our Dispatch Center, our officers responded to 270 calls for service, issued 41 traffic citations, 3 DUI arrests, and 9 traffic accidents.

Our Environmental Services crews conducted maintenance to the sanitary sewer system on Radham Street, Hill Street, Kerfoot Avenue, Cherrydale Avenue, North Royal Avenue, Randolph Avenue, South Street, Union Street, Mosby Lane, and throughout Town as needed. Our crews also conducted maintenance on the water system on Water Street, Prospect Street, Elsia Drive, Chester Street, Pinecrest Street, and throughout the Town. Our Street crews conducted snow removal and conducted street repairs on Biggs Drive, Cherrydale Avenue, Royal Avenue, Stonewall Drive, East 6th Street, and as needed. Our sign crews installed and repaired 1 sign through the Town. The Horticulture Division conducted horticulture maintenance throughout the Town. Our Building and Grounds conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 15 preventative maintenance services, conducted 2 State inspections, conducted 0 jump starts, repaired 10 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 7 on-call collections as requested, and bear proofed 0 cans.

Crews at our Wastewater Treatment Plant conducted tours for Skyline High School students, conducted interviews for a plan operator position, cleaned the septage receiving station, and performed routine maintenance and operation. Crews at our Water Treatment Plant maintained pump station generators, maintained the chemical feed system, maintained the screens at the raw water pump station, and performed routine maintenance and operation.

Our Energy Services Department reported no outages. Staff conducted inspection and preventative maintenance throughout our system.

Our IT Department continued phone system upgrades, continued development of a phone application, and continued work order completion.

Our Finance Department processed 1,910 payment receipts, mailed 551 delinquent utility bills, processed 82 move-in/move-out work orders, disconnected 59 utility accounts, in addition to their normal work activities. We also processed 578 drive through payments, 31 Saturday drive through payments, 56 on-line utility payments, and 0 on-line tax payments.

Our Visitor's Center attended the VTC Visitor Center Conference, update the events calendar, co-hosted Tourism Tuesday on the radio, and investigated other advertising opportunities. Staff welcomed 308 visitors to the Center and had 2,941 visits to our website.

Our Risk Management Department processed 1 employee injury claims and 2 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, with 2 full-time offers pending and 1 part-time offer pending. In addition, HR continued presenting the Hybrid VRS presentation to existing staff members.

*Upcoming Week:*

Our Planning Department will attend the Safety Committee Meeting, meet with HEPTAD concerning the proffers for Leach Run Parkway, attend the Anit-Litter Council meeting, attend a Leach Run Parkway meeting, attend the Supervisor's Forum, attend the Development Review Committee Meeting, attend the Business Forum, 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. In addition, our contractor will install curb and gutter along John Marshall Highway and West 16th Street.

Our Department of Energy Services will begin pedestrian signalization improvements at Royal Avenue and Commerce Avenue, and 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/>

The Town will conduct the Business Forum at 6:00 pm on Thursday, March 27th at the Administration Building.

Town Council will conduct a work session at 7:00 pm on Monday, March 31st at the Administration Building.