

## TOWN MANAGER'S WEEKLY REPORT



May 2, 2014

### Town Manager

The Town conducted a work session on Monday, March 31st to discuss the status of the Loop Study, receive an overview of the recommended FY2014-2015 Budget, and discuss a letter of support for the YouthBuild of Front Royal Program.

Following the presentation of the recommended route of the waterline loop to service the Rt 522 Corridor, the Town was notified by Warren County and VDOT that Morgan Ford Road is not right-of-way owned by VDOT and the private property is overlain by a conservation easement administered by the Virginia Outdoors Foundation. Staff is working with VDOT to confirm the prescriptive easement for the roadway and working with VOF to confirm if installation of a waterline is permitted within the conservation easement. Staff will report new developments to Town Council in the future.

Staff also presented the proposed budget for FY 2014-2015 to Town Council. The budget can be downloaded from the Finance - Budget section of the Town's [website](#). Council will continue discussion of the proposed budget during work sessions in April.

Finally, Council has been requested to adopt a resolution of support for local citizens to pursue a federal grant to establish a YouthBuild of Front Royal Program. This program is intended to provide education and training to youth who have dropped out of high school. The goal is to provide an opportunity to these youth to obtain a GED certification while gaining construction training. Council will consider the resolution at their April 14th meeting.

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 6 Zoning permit, 3 sign permits, 4 Business Licenses, and 6 Code Violation actions. Staff attended the Safety Committee Meeting, met with HEPTAD representatives regarding their proffers for Leach Run Parkway, attended the Anti-Litter Council meeting, attended a Leach Run Parkway landscaping meeting, attended the Supervisor's Forum, attended the Development Review Committee Meeting, attended the Business Forum, and met with citizens about development issues. The Planning Commission has scheduled a public hearing for the draft Subdivision, Zoning, and Tree Ordinances for May 2, 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 Planning Commission is also discussing a Code Amendment to allow Hooka Lounges. The Town and County are continuing to finalize the agreement for the new permit software. Continued Council discussion regarding the FRLP boundary adjustment request has been scheduled for April 14th. 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 692 calls to our Dispatch Center, our officers responded to 257 calls for service, issued 13 traffic citations, 2 DUI arrests, and 11 traffic accidents.

Our Environmental Services crews conducted maintenance to the sanitary sewer system on Union Street, Fletcher Street, West 11th Street, Hill Street, Elsea Drive, Steel Street, and throughout Town as needed. Our crews also conducted maintenance on the water system on West 11th Street, South Shenandoah Avenue, Short Street, Warren Avenue, Hillcrest Drive, Commerce Avenue, Kerfoot Avenue, and throughout the Town. Our Street crews conducted street repairs on Braxton Road, Washington Avenue, 6th Street, Pine Street, Walker Avenue, Lakeview Drive, Cloud Street, Short Street, West 15th 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 9 preventative maintenance services, conducted 1 State inspections, conducted 1 jump starts, repaired 0 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 14 on-call collections as requested, and bear proofed 0 cans.

Crews at our Wastewater Treatment Plant maintained the influent pump, maintained the rotary fan press, maintained the septage receiving station, interviewed applicants for the vacant operator position, and performed routine maintenance and operation. Crews at our Water Treatment Plant maintained pump station generators, maintained the chemical feed system, developed the punch list for the Dominion Power improvements to the Guard Hill Pump Station, and performed routine maintenance and operation.

Our Energy Services Department reported 3 outages: a 22 minute outage on West Criser Road that affected 3 customers due to transformer failure; a 110 minute outage on Jamestown Road that affected 1 customer due to transformer failure; and a 140 minute outage on West 12th Street that affected 15 customers due to a vehicle accident. Staff conducted inspection and preventative maintenance throughout our system.

Our IT Department completed phone system upgrades, removed all network equipment from Town Hall, maintained servers, continued development of a phone application, and continued work order completion.

Our Finance Department processed 1,699 payment receipts, mailed 503 delinquent utility bills, processed 123 move-in/move-out work orders, disconnected 74 utility accounts, in addition to their normal work activities. We also processed 581 drive through payments, 26 Saturday drive through payments, 46 on-line utility payments, and 0 on-line tax payments.

Our Visitor's Center participated in the Drive Tourism exercise, attended the Supervisor's Forum, attended the Main Street Committee meeting, attended the Business Forum, developed an ad for Wine and Dine Spring Edition and for Recreation News, and investigated other advertising opportunities. Staff welcomed 227 visitors to the Center and had 2,788 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 a stormwater management webinar 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 contractor will start work on the Riverton Substation.

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 work session at 7:00 pm on Monday, May 7th at the Administration Building.

The Board of Architectural Review will conduct a meeting at 7:00 pm on Tuesday April 8th at the Warren County Government Center.