

TOWN MANAGER'S WEEKLY REPORT



June 11, 2014

Town Manager

The Town conducted a regular meeting on Monday, June 9th to conduct a public hearing on the Town's adoption of the Commonwealth Motor Vehicle Laws, conduct second readings of the Ordinances associated with the FY2014-15 Budget, utility rates, and electric fees, and to consider a request from the Warren Heritage Society.

Each year, the Town adopts the Commonwealth's Motor Vehicle Laws to incorporate any changes into our Code and to allow our Officers to issue citations associated with these infractions. The "house keeping" Ordinance adoption allows the Town to stay current in our enforcement of motor vehicle laws.

The Town Council also conducted second votes on the FY2014-2015 Budget, adjustments to the water and sewer rates, and adjusting and establishing fees for temporary electric provision and testing of meters. Information about the Town's budget, rates and fees can be found at the Town's website or at our Administration Building.

Town Council approved a request from the Warren Heritage Society to donate the equivalent of \$10,000 of electric service to the Society for the work and service that the Society provides to the Town in preservation our history, assisting staff with locating historic documents, and commemorating historic events.

Please visit the Town's website www.frontroyalva.com to view our latest public service video about the Zoning Permit Process and to download our mobile app.

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 8 Zoning permit, 0 sign permits, 2 Business Licenses, and 22 Code Violation actions. Staff met with a developer of a food pantry and met with citizens about development issues. The Planning Commission is reviewing a draft Ordinance Amendment for campground regulations, Tourism Zones, and Hooka Lounges, reviewing a Special Use Permit for a Bed & Breakfast on Druid Hill, reviewing the development plan for the WWTP, evaluating tourism rental regulations, reviewing the Entrance Corridor restrictions, and the rezoning application for the new Middle School. The Town and County have finalized the agreement for the new permit software. Popeye's restaurant is

under construction on North Shenandoah Avenue. VDOT's contractor is constructing a temporary lane in front of Popeye's this week.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 731 calls to our Dispatch Center, our officers responded to 318 calls for service, issued 28 traffic citations, 1 DUI arrests, and 10 traffic accidents.

Our Environmental Services crews conducted maintenance to the sanitary sewer system along West Criser Road, Lee Street, Virginia Avenue, Washington Avenue, and throughout Town as needed. Our crews also conducted maintenance on the water system on Commerce Avenue, Druid Hill, Midlan Avenue, Kendrick Lane, Kerfoot Avenue, Polk Avenue, and throughout the Town. Our Street crews conducted repairs on Parkview Avenue, Cherry Street, Queens Highway, Markham Street, West 16th Street, West 15th Street, Fox Drive, Brown Avenue, Frederick Avenue, Linden Street, Belmont Avenue and as needed. Our sign crews installed and repaired 5 signs. The Horticulture Division applied herbicide to Commerce Avenue medians and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 10 preventative maintenance services, conducted 7 State inspections, conducted 1 jump starts, repaired 6 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 18 on-call collections as requested.

Crews at our Wastewater Treatment Plant continued to address issues with discharge from Dominion, maintained the final clarifier, maintained the grit chamber, addressed high flow from rain events, performed routine maintenance and operations. Crews at our Water Treatment Plant continued maintenance on the 4-H Tank, maintained the fluoride feed system, and performed routine maintenance and operation.

Our Energy Services Department reported 0 outages. Our contractor continues grading work at the Riverton Substation. Crews continued to maintain our electrical system.

Our IT Department continued development of the mobile app's walking tour, completed the public service video with Planning & Zoning for the Zoning Permit process, continued development of the online job application process, and continued work order completion.

Our Visitor's Center investigated civic wall sites, explored possible Veterans Day banners, coordinated the Main Street Advisory Committee meeting, and investigated other advertising opportunities. Staff welcomed 604 visitors to the Center and had 3,218 visits to our website.

Our Finance Department processed **13,068** payment receipts, mailed 414 delinquent utility bills, processed 131 move-in/move-out work orders, disconnected 91 utility accounts, in addition to their normal work activities. We also processed 687 drive through payments, 33 Saturday drive through payments, 71 on-line utility payments, and 74 on-line tax payments.

Our Risk Management Department processed 0 employee injury claims and 1 citizen claims.

Our Human Resources Department advertised numerous positions and received applications for those already advertised. The Town currently has 6 full-time and 3 part-time open positions, with 3 full-time offers pending and 0 part-time offer pending. Staff continued development of on-line job application process.

Upcoming Week:

Our Planning Department will attend the Board of Zoning Appeals meeting 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 replace the traffic controller cabinet at South Street and Commerce Avenue, and conduct routine maintenance of various lines and substations throughout our service area. Our contractor will continue 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/>

The Town Council will conduct a work session at 7:00 pm on Monday, June 16th in the second floor Council Chambers at the Administration Building.

The Board of Zoning Appeals will conduct a meeting at 7:00 pm on Tuesday, June 17th at the Warren County Government Center.