

TOWN MANAGER'S WEEKLY REPORT



September 4, 2014

Town Manager

The Town Council conducted a work session on Tuesday, September 2nd to discuss non-compliant utility properties and to discuss the possible reinstatement of collection meals and lodging taxes in the Rt 522 Corridor.

Staff identified several properties in the Town that do not comply with Town Code due to the fact that multiple parcels are served by a single water connection and sewer connection. Council is considering a resolution that would allow these properties to resolve the connection issue at the equivalent of the 1985 connection fees that were in place when the Code requiring individual water and sewer connection for individual parcels. The resolution will also include notification of the properties of the issue and placing notice in the associated property records.

Council also discussed a program to reinstate the collection of meals and lodging taxes in the Rt 522 Corridor by commercial business operating in the PILOT program. The Town's current PILOT agreement specifies collection of meals and lodging taxes as part of the PILOT program, however the Town has not required their collection March 8, 2010. These taxes would be a pass through fee by patrons of these businesses. Council will conduct public information meeting with affected businesses to discuss this program.

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 permits, 1 sign permits, 4 Business Licenses, and 14 Code Violation actions. Staff attended the Development Review Committee meeting, the Anti-Litter Council meeting, the NSVRC TMDL meeting, and met with citizens about development issues. The Planning Commission is reviewing a draft Ordinance Amendment for campground regulations, Tourism Zones, evaluating tourism rental regulations, and reviewing the Entrance Corridor restrictions. The Comprehensive Plan Steering Committee conducted a community tour and will meet in September.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 776 calls to our Dispatch Center, our officers responded to 314 calls for service, issued 41 traffic citations, 1 DUI arrests, and 9 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Kendrick Lane, West 8th Street, Church Street, and throughout Town as needed. Our sewer main lining contractor continues work in Royal Village. Our crews also conducted maintenance on the water system on Warren Avenue, Braxton Road, Manassas Avenue, and as needed. Our water crews also installed new AMR meters on West Duck Street, Loop Road, and Browntown Road. Our Street Maintenance conducted maintenance on Union Street, Royal Lane, New Street, East 17th Street, Adams Avenue, and installed 8 signs. The Horticulture Division trimmed branches at 8th Street & Warren Avenue, trimmed the WWTP fenceline, maintained Bowman Park, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division repaired the restroom at the Visitor's Center, repaired the DES boiler, and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 11 preventative maintenance services, conducted 5 State inspections, conducted 1 jump starts, repaired 2 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 20 on-call collections as requested.

Crews at our Wastewater Treatment Plant submitted the 5 year projected nutrient credits, performed maintenance on an equalization basin, maintained a pump station, continued to monitor discharge from the Dominion Power Facility, and performed routine maintenance and operations. Crews at our Water Treatment Plant maintained the fluoride feed system, calibrated plant monitors, and performed routine maintenance and operation.

Our Energy Services Department reported 3 outages: a 15 minute outage on 8/125 on West 10th Street that affected 40 customers due to a balloon in the line; a 15 minute outage on 8/26 on Midland Avenue that affected 6 customers due to equipment failure; and a 17 minute outage on 8/27 on Crescent Street that affected 1 customers due to a balloon in the line. Our staff continues to install equipment for the new substation. Crews continued to maintain our electrical system.

Our IT Department repaired the video hosting website that crashed due to volume, filmed the introduction to the public school news videos introduction, continued work on the Town's Front Royal Works website for business development, continued development of the online job application process, and continued work order completion.

Our Visitor's Center coordinated the time capsule at the Administration Building, developed the Washington Capitals ad, and investigated other advertising opportunities. Staff welcomed 1,017 visitors to the Center and had n/a visits to our website.

Our Finance Department processed 1,811 payment receipts, mailed 776 delinquent utility bills, processed 125 move-in/move-out work orders, disconnected 41 utility accounts, in addition to their normal work activities. We also processed 538 drive through payments, 35 Saturday drive through payments, 56 on-line utility payments, and 4 on-line tax payments.

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 10 full-time and 1 part-time open positions, with 4 full-time

offers pending and 0 part-time offer pending. Staff continued development of on-line job application process and conducted Sergeant testing with the Police Department.

Upcoming Week:

Our Planning Department will 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. Information can be found <http://www.samuelslibrary.net/>

The Town Council will conduct a regular meeting at 7:00 pm on Monday, September 8th in the Warren County Government Center.

The Board of Architectural Review will conduct a meeting at 7:00 pm on Tuesday, September 9th in the Warren County Government Center.

The Warren County Air Show will be conducted from 7:00 am to 6:00 pm at the Warren County Airport on Saturday, September 13.