

TOWN MANAGER'S WEEKLY REPORT



September 10, 2014

Town Manager

The Town Council conducted a regular meeting on Monday, September 8th to conduct a public hearing to renew the franchise agreement for transit service, consider a resolution regarding non-compliant utility properties, and to authorize communication about the Corridor PILOT program.

Council conducted a public hearing to consider the renewal of the franchise agreement with Virginia Regional Transit to provide Trolley service in the Town. This franchise allows transit service to be provided in Town through funding from the Town leveraged with available state and federal funding. A second reading will be conducted on September 22nd.

Council approved a resolution to notify all known residential properties that do not comply with Town Code 134-1 by having a water service or sewer lateral serving multiple separate properties. In addition to notifying the affected properties, the Town will place appropriate notice in the land records regarding the properties being non-compliant with Town Code. The Town will offer these properties a three year window to resolve the issue at the connection rates that were in effect when the Code was modified.

Finally, Council authorized the Town Manager to the Director of the Economic Development Authority communicating that the Town will discuss reinstating the meals and lodging tax component of the PILOT program in the Corridor beginning in 2015.

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, 0 sign permits, 5 Business Licenses, and 4 Code Violation actions. Staff met about a potential business on Main Street, met with a property owner about a right-of-way vacation request, 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 760 calls to our Dispatch Center, our officers responded to 325 calls for service, issued 36 traffic citations, 0 DUI arrests, and 12 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Riverview Drive, Harmony Hollow Road, Jamestown Road, West Main 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 Braxton Road, East Stonewall Drive, East 5th Street, 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 Randolph Avenue, The Hill, Mansassas Avenue, North Lake Avenue, Linden Street, North Street, and installed 0 signs. The Horticulture Division conducted horticulture maintenance throughout the Town. Our Building and Grounds Division repaired a leak at the Electric Department, installed screening for a dumpster, and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 14 preventative maintenance services, conducted 3 State inspections, conducted 1 jump starts, repaired 5 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 21 on-call collections as requested.

Crews at our Wastewater Treatment Plant maintained the aerobic digester, replaced an air compressor at the 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 4H pump, maintained on the basin, attended the pre-construction meeting for the plant upgrades, and performed routine maintenance and operation.

Our Energy Services Department reported 0 outages. Our staff continues to install equipment for the new substation. Crews continued to maintain our electrical system.

Our IT Department 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 cohosted Tourism Tuesday on the radio, sent 471 mailings, submitted an ad for the 2015 Virginia Travel Guide and Food Traveler Magazine, and investigated other advertising opportunities. Staff welcomed 707 visitors to the Center and had n/a visits to our website.

Our Finance Department processed 1,948 payment receipts, mailed 447 delinquent utility bills, processed 137 move-in/move-out work orders, disconnected 35 utility accounts, in addition to their normal work activities. We also processed 684 drive through payments, 20 Saturday drive through payments, 76 on-line utility payments, and 1 on-line tax payments.

Our Risk Management Department processed 0 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.

Upcoming Week:

Our Planning Department will attend the Main Street Essentials Conference, attend the NSVRC MPO meeting, 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 will conduct the Grand Opening for the Happy Creek Trail at 6:00 pm on Monday, September 22nd at the South Street entrance in the Royal Plaza. Everyone is invited to enjoy a stroll along Happy Creek.

The Town Council will conduct a regular meeting at 7:00 pm on Monday, September 22nd in the Warren County Government Center.