



## MEMORANDUM

**TO:** Mayor Greenlaw and Members of City Council  
**FROM:** Beverly R. Cameron, City Manager  
**DATE:** July 1, 2014  
**SUBJECT:** City Manager's Update

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Highlights of major activities and other notable developments:

***Council Oath of Office Ceremony*** - On July 1, the newly elected and re-elected members of Council were sworn into office by Judge Gordon F. Willis, Presiding Judge for the Fredericksburg Circuit Court. Those members were Timothy P. Duffy, Ph.D., Bradford C. Ellis, Charlie L. Frye, Jr., and William C. Withers, Jr. Council unanimously elected William C. Withers, Jr. as the new Vice-Mayor. Appointments of City Attorney, Clerk of Council and Deputy Clerk of Council and the adoption of the Meetings Calendar were also unanimously approved at the special meeting.



*Pictured from left to right: Charlie L. Frye, Jr., Kerry P. Devine, William C. Withers, Jr., Mary Katherine Greenlaw, Matthew J. Kelly, Bradford C. Ellis, and Timothy P. Duffy, Ph.D.*

***FDSS Passes SNAP Management and Evaluation Review with Flying Colors*** - The administration of the Fredericksburg Department of Social Services SNAP (Supplemental Nutrition Assistance Program) program undergoes a detailed review every three years. The May 2014 review involved both blind testing involving random calls to our office to evaluate our customer service and voice mail system, and an on-site detailed case review. Cases were evaluated for appropriate action, denial of services, and documentation. Out of the twelve areas reviewed, FDSS was found to be in compliance in all areas. The reviewer noted in her e-mail to Director Christen Gallik, "This is an excellent report!!!! You should feel very proud. Believe me, I am not seeing many like this."

The FDSS provides case management for nearly 4,500 city residents who receive SNAP benefits and evaluates eligibility for approximately 175 new applicants each month.

***Police Captain to Attend FBI National Academy*** - The city's Patrol Division Commander, Captain Brian Layton, has been selected to attend the next session of the prestigious [FBI National Academy](#) starting July 13. The 10-week course is designed to train leaders and managers of police and sheriff's departments, military police, and federal law enforcement agencies, and participation is by invitation only through a competitive nomination process. The mission of the Academy is "to support, promote, and enhance the personal and professional development of law enforcement leaders by preparing them for complex, dynamic, and contemporary challenges through innovative techniques, facilitating excellence in education and research, and forging partnerships throughout the world."

***Building Construction Report for May 2014*** - A summary of the May building report is attached for review.



## MEMORANDUM

**TO:** Beverly R. Cameron, City Manager  
**FROM:** Chuck Johnston, Director of Community Planning & Building  
**DATE:** June 20, 2014  
**SUBJECT:** Building Statistics

The following provides information for building activity in the City. Comparing the first 11 months of the current and last fiscal years, the number of new single family homes has declined, while the number of single family renovations remains comparable. Conversely, the number of new multi-family or commercial projects remains greater than last year, with renovations at about the same level. In addition, utility fees collected to date have increased over last year.

	May 2014	May 2013	FY to Date May 2014	FY to Date May 2013
<b><u>Single Family Residential Permits</u></b>				
<i>New Building</i>	4	6	42	65
<i>New Plumbing/Electrical/Mechanical/Other</i>	0	2	29	20
<i>Certificates of Occupancy</i>	3	7	41	68
Existing Building	22	37	194	194
Existing Plumbing/Electrical/Mechanical/Other	37	39	390	399
<b><u>Multifamily/Commercial Permits</u></b>				
<i>New Building</i>	0	1	15	7
<i>New Plumbing/Electrical/Mechanical/Other</i>	5	12	100	87
<i>Certificates of Occupancy</i>	2	3	5	21
Existing Building	23	31	207	215
Existing Plumbing/Electrical/Mechanical/Other	24	39	424	423
Occupancy Permits for Existing Buildings	11	11	122	119
<b><u>Inspections Performed</u></b> Building and Site	587	567	5448	5659
<b><u>UTILITY FEES COLLECTED –</u></b>				
Water Tap	\$ 10,400.00	\$ 0.00	\$ 32,737.43	\$ 11,881.49
Water Availability	<u>\$ 36,000.00</u>	<u>\$ 9,315.00</u>	<u>\$ 344,859.20</u>	<u>\$ 248,810.50</u>
<b>SUB TOTAL</b>	\$ 46,400.00	\$ 9,315.00	\$ 361,860.22	\$ 260,691.99
Sewer Tap	\$ 20,400.00	\$ 0.00	\$ 70,600.00	\$ 2,100.00
Sewer Availability	<u>\$ 60,000.00</u>	<u>\$ 15,665.00</u>	<u>\$ 533,236.15</u>	<u>\$ 375,645.70</u>
<b>SUB TOTAL</b>	\$ 80,400.00	\$ 15,665.00	\$ 603,836.15	\$ 377,745.70
<b><u>TOTAL</u></b>	\$ 126,800.00	\$ 24,980.00	\$ 965,696.37	\$ 638,437.69