

## TOWN MANAGER'S WEEKLY REPORT



February 12, 2014

### Town Manager

The Town conducted a regular meeting on Monday, February 10th to designate March as “Youth Art Month”, refer the development of Tourism Zones and other tax incentives to the Planning Commission, and to consider the resolution and agreement to dedicate the Town Hall to the EDA for economic development purposes.

Town Council approved the designation of March as “Youth Art Month” as requested by the Warren County High School Fine Arts Department. The designation recognizes the educational benefits that students receive through their experience with art programs in the school.

Council also referred the the development of strategies such as Tourism Zones and other tax incentive programs to the Planning Commission. Development of these types of programs are intended to promote recruitment and retention of business in the Town. Recommendation from the Planning Commission will be considered by the Town Council in the future.

Town Council approved a resolution and agreement with the Economic Development Authority where the Town will donate the former Town Hall property to the EDA for economic development purposes. The EDA will then proceed with swapping the former Town Hall for the Afton Inn property. Once the EDA has acquired the Afton Inn, the EDA will then proceed to develop proposals to redevelop the Afton Inn property.

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 2 Zoning permit, 4 sign permits, 3 Business Licenses, and 9 Code Violation actions. Staff attended a meeting regarding the construction of the South Fork Bridge and met with various individuals about development opportunities. The site plans for the Riverton Substation have been resubmitted to VDOT and Warren County; VDOT has indicated that their review will be completed at the end of February. The Town and County are continuing to finalize the agreement for the new permit software. Staff are also working to complete the necessary documentation for a second public hearing regarding the FRLP boundary adjustment request. 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 609 calls to our Dispatch Center, our officers responded to 269 calls for service, issued 33 traffic citations, 2 DUI arrests, and 9 traffic accidents.

Our Environmental Services crews conducted maintenance to the sanitary sewer system on Commerce Avenue, North Shenandoah Avenue, and throughout Town as needed. Our crews also conducted maintenance on the water system on Hillvue Street, Randolph Avenue, Scott Street, and throughout the Town, as well as thawing 1 frozen water meter. Our Street crews conducted street repairs on Edgemont Avenue, Hamilton Circle, East 6th Street, Randolph Avenue, Beeden Lane, and as needed. Our sign crews installed and repaired 1 signs through the Town. The Horticulture Division conducted horticulture maintenance throughout the Town. Our Building and Grounds addressed HVAC issues, as well as conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 21 preventative maintenance services, conducted 3 State inspections, conducted 2 jump starts, repaired 1 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 7 on-call collections as requested, and bear proofed 0 cans.

Crews at our Wastewater Treatment Plant addressed two weather based plant bypass events, updated the Crooked Run Lift Station, and performed routine maintenance and operation. Crews at our Water Treatment Plant maintained pump station generators, maintained a pump station pump, and performed routine maintenance and operation.

Our Energy Services Department reported no outages. Staff conducted inspection and preventative maintenance throughout our system.

Our IT Department continued deployment of VDI work stations, worked with Comcast to improve internet connection at the Visitor Center, resolve phone system upgrade issues, and continued work order completion.

Our Finance Department processed 2,206 payment receipts, mailed 449 delinquent utility bills, processed 117 move-in/move-out work orders, disconnected 97 utility accounts, in addition to their normal work activities. We also processed 710 drive through payments, 47 Saturday drive through payments, 72 on-line utility payments, and 3 on-line tax payments.

Our Visitor's Center attended the Signal Knob Civil War Cluster Meeting, reviewed the new Town Tourism video, and investigated advertising opportunities. Staff welcomed 172 visitors to the Center and had 2,485 visits to our website.

Our Risk Management Department processed 1 employee injury claim and 2 citizen claims.

Our Human Resources Department advertised numerous positions and received applications for those already advertised. The Town currently has 9 full-time and 0 part-time open positions.

*Upcoming Week:*

Our Planning Department will attend a meeting with VDOT's contractor regarding the South Fork Bridge, attend the Board of Architecture Review meeting, and meet with citizens with zoning questions.

Our Police Department will continue to patrol the Town.

Our Department of Environmental Services plans to continue light installation along the Happy Creek Trail and 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, and now have Sunday hours of operation. Information can be found <http://www.samuelslibrary.net/>

Town offices will be closed Monday, February 17th in observance of President's Day.

Town Council will conduct a work session at 7:00 pm on Tuesday, February 18th in the second floor Council Chambers of the Town Administration Building.

The Planning Commission will conduct a regular meeting at 7:00 pm on Wednesday, February 19th in the Warren County Government Center to conduct a public hearing on the Town's Vision Statement.