

TOWN MANAGER'S WEEKLY REPORT



February 26, 2014

Town Manager

The Town conducted a regular meeting on Monday, February 24th to approve the purchase of three replacement Police vehicles, approve a budget amendment for snow removal, and refer items to be included in the Comprehensive Plan to the Planning Commission.

The Town Council approved the purchase of the three replacement vehicles for our Police Department. The new vehicles include a cruiser, an SUV, and a 4x4 pickup truck. All vehicles being replaced have in excess of 100,000 miles.

Council also approved a budget amendment of \$95,000 to cover snow removal expenses and plan for the purchase of an additional load of salt. Due to the number and severity of snow events this winter, the Town has exceeded the \$75,000 budgeted for snow removal.

Finally, Council approved referring the inclusion of the Route 522 Commercial/Industrial Corridor and the Front Royal Limited Partnership property in the Comprehensive Plan to the Planning Commission. The Commission on Local Government recommended including the FRLP property due to the pending boundary adjustment of the 605 acre property into the Town limits. Council requested that the Corridor be included due to the continued impact that its development has on the Town businesses.

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 4 Zoning permit, 0 sign permits, 5 Business Licenses, and 1 Code Violation actions. Staff attended a meeting regarding the historic plaque to be installed at the former Town Hall, the Planning Commission meeting and work session, the Development Review Committee meeting, and the NSVRC Monthly meeting. The Planning Commission conducted a public hearing on the Draft Town Vision Statement and recommended approval of the vision. The Planning Commission is also reviewing campground regulations. 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 298 calls for service, issued 19 traffic citations, 1 DUI arrests, and 10 traffic accidents.

Our Environmental Services crews conducted maintenance to the sanitary sewer system on Kendrick Lane, Shenandoah Avenue, East 19th Street, Ritenour Street, John Marshall Highway, and throughout Town as needed. The Town's contractor continued the installation of a new sewer main on Fletcher Street. Our crews also conducted maintenance on the water system on Accomac Road, Royal Avenue, and throughout the Town. Our Street crews conducted street repairs on Adams Avenue, West 15th Street, John Marshall Highway, and as needed. Our sign crews installed and repaired 1 sign 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 12 preventative maintenance services, conducted 3 State inspections, conducted 3 jump starts, repaired 3 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 6 on-call collections as requested, and bear proofed 0 cans.

Crews at our Wastewater Treatment Plant started the required DEQ Tier II Hazardous Materials report and performed routine maintenance and operation. Crews at our Water Treatment Plant maintained pump station generators and performed routine maintenance and operation.

Our Energy Services Department reported no outages. Staff continued light installation along the Happy Creek Trail and conducted inspection and preventative maintenance throughout our system.

Our IT Department continued to resolve phone system upgrade issues, developed a phone applications, resolved email issues, upgraded the Finance Server, and continued work order completion.

Our Finance Department processed 2,076 payment receipts, mailed 491 delinquent utility bills, processed 139 move-in/move-out work orders, disconnected 57 utility accounts, in addition to their normal work activities. We also processed 588 drive through payments, 35 Saturday drive through payments, 66 on-line utility payments, and 10 on-line tax payments.

Our Visitor's Center developed advertisements for the USA Today Summer Getaways Edition, Blue Ridge County Magazine, the Blue Ridge Parkway Travel Guide and investigated other advertising opportunities. Staff welcomed 403 visitors to the Center and had 1,940 visits to our website.

Our Risk Management Department processed 1 employee injury claims and 5 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. In addition, HR developed the Hybrid VRS presentation for existing staff members.

Upcoming Week:

Our Planning Department will attend the Anti-Litter meeting, Development Review Committee meeting, Planning Budget meeting, the NSVRC 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. The Town's contractor will continue to replace the sewer line on Fletcher Street. In addition, our contractor will install curb and gutter along John Marshall Highway and West 16th Street.

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 Council will conduct a work session at 7:00 pm on Monday, March 3rd in the second floor Council Chambers of the Town Administration Building.

The Leach Run Parkway Public Information Meeting will be held on Wednesday, March 5th from 4:00 pm until 7:00 pm at the County Community Center.