

TOWN MANAGER'S WEEKLY REPORT



March 6, 2014

Town Manager

The Town conducted a work session on Tuesday, March 4th to discuss a request to waive sidewalk at two homes, discuss an opportunity for commercial electric customers, and discuss the future Police Headquarters.

The Town received a request from Doug Boyd, the developer of two properties at West 15th Street and Hillcrest Drive, to waive the requirement to install sidewalks as part of the new construction. As existing sidewalks are limited in that area, Council will consider approving the waiver at their March 10th meeting.

Joe Waltz, our Director of Energy Services, presented Council with an opportunity for our commercial businesses to receive financial benefit for reducing their electrical consumption during high demand periods. The program offered through AMP and PJM will allow some commercial customers to reduce load or use onsite generators during peak periods. PJM will then provide a share of the cost savings with the customer. Additional information of the program will be provided on March 10th when Council considers participation.

Doug Napier, Esq., Town Attorney, confirmed to Council that all of the stakeholders associated with the Avtex property have agreed to the Town's purchase of 5 acres of the site for the future Police Headquarters. Council will consider authorizing staff to proceed with the acquisition on March 10th.

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 5 Zoning permit, 1 sign permits, 7 Business Licenses, and 10 Code Violation actions. Staff attended the Anti-Litter Council Meeting, the Development Review Committee meeting, the Department budget review meeting, and the NSVRC special meeting. The Planning Commission has scheduled a public hearing for the draft Subdivision, Zoning, and Tree Ordinances for March 19, 2014. The Planning Commission is also review a draft Ordinance Amendment for campground regulations. The site plans for the Riverton Substation have been resubmitted to VDOT and Warren County. The Town and County are continuing to finalize the agreement for the new permit software. A second public hearing regarding the FRLP boundary adjustment request has been scheduled

for March 24. 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 568 calls to our Dispatch Center, our officers responded to 234 calls for service, issued 22 traffic citations, 3 DUI arrests, and 5 traffic accidents.

Our Environmental Services crews conducted maintenance to the sanitary sewer system on West 11th Street, Randolph Avenue, Fletcher Street, Hill Street, Cherrydale Avenue, Main Street, Bel Air Avenue, Polk Avenue, 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 Royal Avenue, Kesler Road, Greystone Drive, Jefferson Avenue, and throughout the Town. Our Street crews conducted street repairs on Bel Air Avenue, Happy Creek Road, Adams Avenue, South Marshall Street, Stonewall Drive, West 15th Street, West 14th Street, and as needed. Our sign crews installed and repaired 10 sign through the Town. The Horticulture Division conducted horticulture maintenance throughout the Town. Our Building and Grounds repaired the drive through window sliding drawer assembly, as well as conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 10 preventative maintenance services, conducted 1 State inspections, conducted 5 jump starts, repaired 5 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 12 on-call collections as requested, and bear proofed 0 cans.

Crews at our Wastewater Treatment Plant completed the DEQ Tier II Hazardous Materials report, completed the semi-annual sludge assessment report, and performed routine maintenance and operation. Crews at our Water Treatment Plant maintained pump station generators, calibrated turbidity meters, continued bid development for the plan upgrade, 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 to resolve phone system upgrade issues, developed a phone applications, resolved email issues, and continued work order completion.

Our Finance Department processed 2,153 payment receipts, mailed 484 delinquent utility bills, processed 160 move-in/move-out work orders, disconnected 69 utility accounts, in addition to their normal work activities. We also processed 630 drive through payments, 25 Saturday drive through payments, 57 on-line utility payments, and 3 on-line tax payments.

Our Visitor's Center developed advertisements for the Wine, Dine, & Stein Magazine, met to discuss a Drive Tourism workshop, attended the Shenandoah Battlefields Foundation meeting, and investigated other advertising opportunities. Staff welcomed 205 visitors to the Center and had 2,435 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 a meeting about REC's proposed line routing, the Leach Run Parkway Public Information Meeting, the Planning Commission Work Session, 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 regular meeting at 7:00 pm on Monday, March 10th at the Government Center.

The Board of Architectural Review will conduct a regular meeting at 7:00 pm on Tuesday, March 11th at the Government Center.