

TOWN MANAGER'S WEEKLY REPORT



March 12, 2014

Town Manager

The Town conducted a regular meeting on Monday, March 10th to conduct a public hearing on the Town's FY14-15 tax rates, consider participation in AMP's Demand Response Program, and to consider the purchase of the 5.24 acre site at the Avtex property from the EDA.

The Town conducted a public hearing to consider increasing the real estate from \$0.11 per \$100 valuation to \$0.13 per \$100 valuation with the increased tax to be dedicated to two projects: construction of the Leach Run Parkway and construction of the new Police Headquarters. Council approved the motion under the condition that upon completion of debt service payment for these two projects, the tax will revert to its original amount.

Town Council approved participation in the Demand Response Program with AMP that will be administered by Comverge. This program will allow commercial customers that meet the minimum usage criteria to, upon demand, reduce their power consumption through either turning off high consumption facilities or by running on generators. Commercial customers that participate could then receive participation funds from PJM for reducing their demand. If you are interested in participating, please contact our Department of Energy Services at (540) 635-3027.

Finally, Council authorized staff to proceed with the acquisition of 5.24 acres from the EDA at the Avtex property for the future Police Headquarters. The Town is purchasing the property for \$36,680. Once we have purchased the property, the Town will proceed with the design of the new building.

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, 2 sign permits, 2 Business Licenses, and 3 Code Violation actions. Staff attended a meeting about REC's proposed transmission line along Kerfoot Avenue, the Leach Run Parkway Public Input Meeting, and the Planning Commission Work Session. 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 approved by 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 643 calls to our Dispatch Center, our officers responded to 239 calls for service, issued 16 traffic citations, 1 DUI arrests, and 12 traffic accidents.

Our Environmental Services crews conducted maintenance to the sanitary sewer system on West 15th Street 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 Jamestown Road, Robinhood Lane, Cherrydale Avenue, East 6th Street, West 13th Street, Warren Avenue, John Marshall Highway, Randolph Avenue, Druid Hill, Royal Avenue, and throughout the Town. Our Street crews conducted snow removal and conducted street repairs on Mosby Lane, Commerce Avenue, 6th Street, Royal Avenue, South Marshall Street, Charles Street, West 14th Street, West 15th Street, 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 conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 22 preventative maintenance services, conducted 3 State inspections, conducted 2 jump starts, repaired 0 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 0 on-call collections as requested, and bear proofed 0 cans.

Crews at our Wastewater Treatment Plant received approval of the semi-annual sludge assessment report, bid for the replacement of the HVAC unit at the plant, and performed routine maintenance and operation. Crews at our Water Treatment Plant maintained pump station generators, met with the designer of the plant upgrades, and performed routine maintenance and operation.

Our Energy Services Department reported 2 outages: a 41 minute outage on Randolph Avenue that affected 10 customers due to system overload and a 70 minute outage on Pinecrest Street that affect 5 customers due to equipment failure. Staff conducted inspection and preventative maintenance throughout our system.

Our IT Department continued to resolve phone system upgrade issues, continued development of a phone application, migrated dispatch software to our VDI server, maintained the Finance Server, and continued work order completion.

Our Finance Department processed 2,391 payment receipts, mailed 728 delinquent utility bills, processed 166 move-in/move-out work orders, disconnected 65 utility accounts, in addition to their normal work activities. We also processed 684 drive through payments, 56 Saturday drive through payments, 70 on-line utility payments, and 3 on-line tax payments.

Our Visitor's Center developed advertisements for the Blue Ridge Country Magazine, attended the Shenandoah Battlefields Foundation meeting, ordered new merchandise for spring, and investigated other advertising opportunities. Staff welcomed 243 visitors to the Center and had 2,435 visits to our website.

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

Our Human Resources Department advertised numerous positions and received applications for those already advertised. The Town currently has 8 full-time and 1 part-time open positions, with 4 full-time offers pending and 1 part-time offer pending. In addition, HR presented the Hybrid VRS presentation to existing staff members.

Upcoming Week:

Our Planning Department will attend a DEQ Valley Creek Water Quality 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 17th in the Council Chambers at the Administration Building.

The Planning Commission will conduct a regular meeting at 7:00 pm on Wednesday, March 19th at the Government Center.