

TOWN MANAGER'S WEEKLY REPORT



March 19, 2014

Town Manager

The Town conducted a work session on Monday, March 17th to discuss the Corridor Loop Study, the Town Vision Statement, and an Amendment to the Peddlers Ordinance.

The Town's consultant presented the results of their study of alternatives to provide redundant water service to the Rt 522 Corridor. The study recommends uses the Morgan Ford Bridge corridor to link to Fairground Road. The Town will work with VDOT to pursue confirmation that this corridor is a viable solution.

The Planning Commission has recommended that Town Council adopt the Town Vision that was developed during the Envision Front Royal process. Council will conduct a public hearing to receive input from citizens for the Vision Statement.

The Town also discussed proposed changes to the Town Code regarding peddlers, itinerant merchants, commercial solicitors, and flea markets. Council suggested some modifications that will be considered at a future work session.

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 7 Zoning permit, 0 sign permits, 4 Business Licenses, and 4 Code Violation actions. Staff attended a meeting with DEQ about their study of water quality in various creeks in the Valley. 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 reviewing a draft Ordinance Amendment for campground regulations and will discuss Tourism Zones. 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 622 calls to our Dispatch Center, our officers responded to 274 calls for service, issued 46 traffic citations, 1 DUI arrests, and 11 traffic accidents.

Our Environmental Services crews conducted maintenance to the sanitary sewer system on Commerce Avenue, Cherrydale Avenue, Woodlawn Avenue, West 13th Street, Mosby Lane, West 16th Street, Kendrick Lane, 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, Beeden Lane, Prospect Street, Druid Hill, Manassas Avenue, Randolph Avenue, Villa Avenue, Jamestown Road, High Field Lane, Cherrydale Avenue, West 6th Street, and throughout the Town. Our Street crews conducted snow removal and conducted street repairs on Biggs Drive, South Marshall 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 14 preventative maintenance services, conducted 2 State inspections, conducted 3 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 developed bid specification to replace the roof at the Crooked Run Lift Station, reviewed applications for an open position, and performed routine maintenance and operation. Crews at our Water Treatment Plant maintained pump station generators, met with the designer of the plant upgrades, completed the pump station upgrades associated with Dominion Power, maintained the SCADA system, 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 initiated phone system upgrades, continued development of a phone application, migrated dispatch software to our VDI server, installed security cameras at DES, and continued work order completion.

Our Finance Department processed 1,923 payment receipts, mailed 580 delinquent utility bills, processed 103 move-in/move-out work orders, disconnected 77 utility accounts, in addition to their normal work activities. We also processed 622 drive through payments, 21 Saturday drive through payments, 59 on-line utility payments, and 2 on-line tax payments.

Our Visitor's Center met with the NV Daily about including the Tourism Center on a cartoon map, coordinated rack cards, developed advertisements for The Griffon magazine, completed InDesign classes, and investigated other advertising opportunities. Staff welcomed 362 visitors to the Center and had 2,804 visits to our website.

Our Risk Management Department processed 0 employee injury claims and 6 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 2 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 meeting about planned REC Line improvements, attend the Planning Commission Meeting and Work Session, attend a meeting about a possible school on Oak Street, attend the Anti Litter Council meeting, attend the NSVRC Monthly 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 regular meeting at 7:00 pm on Monday, March 24th at the Government Center.