

TOWN MANAGER'S WEEKLY REPORT



May 9, 2014

Town Manager

The Town conducted a work session on Monday, May 7th to discuss the General Fund portion of the FY2014-2015 Budget.

Discussion included funding for Council to attend various civic events, funding for employee bonuses, the benefit of tablets for Council at meetings, utilizing a third party for Town utility bills, benefits of updating our Finance software, possible acquisition of a replacement speed trailer, the need to install air conditioning at the Town's Fleet Maintenance Facility, and the continued use of the Mind Mixer software for the update of the Town's Comprehensive Plan.

The Town Council will review the Enterprise Fund portion of the budget at their April 21st 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 6 Zoning permit, 1 sign permits, 5 Business Licenses, and 17 Code Violation actions. Staff attended the VML Webinar about Stormwater Management, met with the Development Committee about a possible business on Royal Avenue, met with the developer of the Popeye's facility, and met with citizens about development issues. The Planning Commission has recommended approval of the amendments to the Subdivision, Zoning, and Tree Ordinances; Council discuss at a future work session. The Planning Commission is also reviewing a draft Ordinance Amendment for campground regulations, Tourism Zones, and Hooka Lounges. The Planning Commission is advertising for volunteers to serve on the Comprehensive Plan Update Steering Committee. The Planning Commission is also discussing a Code Amendment to allow Hooka Lounges. The Town and County are continuing to finalize the agreement for the new permit software. Continued Council discussion regarding the FRLP boundary adjustment request has been scheduled for April 14th. 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 662 calls to our Dispatch Center, our officers responded to 262 calls for service, issued 43 traffic citations, 2 DUI arrests, and 13 traffic accidents.

Our Environmental Services crews conducted maintenance to the sanitary sewer system on Fletcher Street, Mosby Lane, and throughout Town as needed. Our crews also conducted maintenance on the water system on Massie Street, Kendrick Lane, South Street, Short Street, Duck Street, Henrico Road, and throughout the Town. Our Street crews conducted street repairs on Stonewall Drive, Bel Air Avenue, West 14th Street, Manassas Avenue, Massanutten Avenue, and as needed. Our sign crews installed and repaired 8 signs through the Town. The Horticulture Division mulched the trees on Royal and Commerce Avenues, cleaned tree pits, and conducted horticulture maintenance throughout the Town. Our Building and Grounds reinstalled water fountains at outside locations, repaired air conditioners, and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 11 preventative maintenance services, conducted 1 State inspections, conducted 0 jump starts, repaired 0 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 20 on-call collections as requested, and bear proofed 0 cans.

Crews at our Wastewater Treatment Plant completed the interviews for the vacant operator position and performed routine maintenance and operation. Crews at our Water Treatment Plant oversaw the contractor completing some items on the punch list for the Dominion Power improvements to the Guard Hill Pump Station and performed routine maintenance and operation.

Our Energy Services Department reported 2 outages: a 6 hr and 51 minute outage on Criser Road that affected 48 customers due to an underground cable failure; and a 60 minute outage on Blue Ridge Avenue that affected 80 customers due to equipment failure. Staff conducted inspection and preventative maintenance throughout our system.

Our IT Department maintained servers, continued development of a phone application, resolved phone system issues, and continued work order completion.

Our Finance Department processed 2,160 payment receipts, mailed 563 delinquent utility bills, processed 222 move-in/move-out work orders, disconnected 82 utility accounts, in addition to their normal work activities. We also processed 730 drive through payments, 0 Saturday drive through payments, 59 on-line utility payments, and 4 on-line tax payments.

Our Visitor's Center received the new merchandised, discussed the possible new civic organization, updated the Visitor's Guide, had the new sign installed, mailed 290 bulk mailings, and investigated other advertising opportunities. Staff welcomed 490 visitors to the Center and had 2,673 visits to our website.

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

Our Human Resources Department advertised numerous positions and received applications for those already advertised. The Town currently has 5 full-time and 1 part-time open positions, with 1 full-time offers pending and 0 part-time offer pending. In addition, HR continued presenting the Hybrid VRS presentation to existing staff members and met with employees with health insurance questions.

Upcoming Week:

Our Planning Department will attend meeting with the Development Review Committee regarding two possible businesses, attend the Board of Architectural 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 conduct preventative maintenance throughout Town.

Our Department of Energy Services will continue pedestrian signalization improvements at Royal Avenue and Commerce Avenue, and conduct routine maintenance of various lines and substations throughout our service area. Our contractor will continue work on the Riverton Substation.

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, April 21st at the Warren County Government Center.

The Board of Zoning Appeals will conduct a meeting at 7:00 pm on Tuesday April 15th at the Warren County Government Center.

The Planning Commission will conduct a meeting at 7:00 pm on Wednesday April 16th at the Warren County Government Center.