

## TOWN MANAGER'S WEEKLY REPORT



May 14, 2014

### Town Manager

The Town conducted a regular meeting on Monday, May 12th to consider the agreement for Septage Receiving with Warren County, accept a donation from the Anti-Litter Council, and to authorize approval of the WQIF Grant Award application.

The Town and County have established a Memorandum of Agreement outlining the design, construction, and operation of the new Septage Receiving Station associated with the improvements proposed at the Wastewater Treatment Plant. The Town will construct and maintain the facility. The County will pay the debt service on the facility and process invoices associated with septage discharged at the facility.

The Town Council also accepted the donation of two trash cans to be installed along the Happy Creek Trail by the Anit-Litter Council.

Finally, Town Council authorized the approval of the WQIF Grant Award application to provide approximately \$11,900,000 in grant funding towards the construction of the Wastewater Treatment Plant improvements. The grant is provided by the Virginia Department of Environmental Quality to improve the discharge quality to the Chesapeake Bay by reducing nitrogen and phosphorus loading.

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 9 Zoning permit, 3 sign permits, 6 Business Licenses, and 1 Code Violation actions. Staff met with citizens about development issues. The Planning Commission is reviewing a draft Ordinance Amendment for campground regulations, Tourism Zones, and Hooka Lounges, reviewing a Special Use Permit for a Bed & Breakfast on Druid Hill, reviewing the development plan for the WWTP, and the rezoning application for the new Middle School. The Town and County are continuing to finalize the agreement for the new permit software. Popeye's restaurant is under construction on North Shenandoah Avenue.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 687 calls to our Dispatch Center, our officers responded to 307 calls for service, issued 21 traffic citations, 0 DUI arrests, and 13 traffic accidents.

Our Environmental Services crews conducted maintenance to the sanitary sewer system on West 13th Street, Massanutten Avenue, Cherrydale Avenue, and throughout Town as needed. Our sewer consultant cleaned and inspected mains on Massanutten Avenue, West 11th Street, Adams Avenue, West 15th Street, and Hillcrest Drive. Our crews also conducted maintenance on the water system on West 10th Street, State Street, Belmont Avenue, Sweetbriar Court, West 14th Street, Braxton Road, South Shenandoah Avenue, West Prospect Street, Warren Avenue, and throughout the Town. Our Street crews conducted street repairs on Virginia Avenue, Mosby Lane, 6th Street, West 17th Street, Edgemont Avenue, West 18th Street, Highview Avenue, Jefferson Avenue, Queens Highway, Fletcher Street, and as needed. Our sign crews installed and repaired 4 signs and coordinated line painting throughout the Town. The Horticulture Division installed the hanging baskets and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division conducted boiler inspections and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 14 preventative maintenance services, conducted 4 State inspections, conducted 2 jump starts, repaired 11 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 15 on-call collections as requested, and bear proofed 0 cans.

Crews at our Wastewater Treatment Plant attended final plan review meeting with consultant, maintained a primary clarifier, experienced two low chlorine violations associated with discharge from the Dominion Power Plant, and performed routine maintenance and operations. Crews at our Water Treatment Plant provided CCR notices to be included in the utility bills, attended a meeting about the proposed plant upgrades with the consultant and performed routine maintenance and operation.

Our Energy Services Department reported 0 outages. Crews continued to maintain our electrical system.

Our IT Department updated the mobile app, completed the Visitor Center PSA, updated the VDI, investigated MS Office licensing solutions, and continued work order completion.

Our Visitor's Center attended the Signal Know Civil War meeting, mailed 341 information requests, confirmed 1,076 information requests from participation in the Virginia Travel Show, and investigated other advertising opportunities. Staff welcomed 685 visitors to the Center and had 3,424 visits to our website.

Our Finance Department processed 4,887 payment receipts, mailed 390 delinquent utility bills, processed 142 move-in/move-out work orders, disconnected 71 utility accounts, in addition to their normal work activities. We also processed 606 drive through payments, 30 Saturday drive through payments, 57 on-line utility payments, and 36 on-line tax payments.

Our Risk Management Department processed 0 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.

*Upcoming Week:*

Our Planning Department will 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. The Town will continue line and pavement marking painting.

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 work session at 7:00 pm on Monday, May 19th in the second floor Council Chambers at the Administration Building.

The Town will conduct our Public Hearing for the FY14-15 Budget at 7:00 pm on Tuesday, May 27th at the Warren County Government Center.