

TOWN MANAGER'S WEEKLY REPORT



May 21, 2014

Town Manager

The Town conducted a work session on Monday, May 19th to discuss the Interconnection Agreement with Rappahannock Electric Cooperative (REC), consider a request from the Warren Heritage Society, and discuss the leftover 225th Anniversary Banners.

Joe Waltz, our Director of Energy Services, presented the Interconnection Agreement with REC that is necessary due to the fact that REC is not part of the PJM network. The agreement establishes the rights and responsibilities for both the Town and REC for facilities and interaction at the points of interconnection between our facilities. This agreement will be considered by Town Council at the May 28th meeting.

Council also received a request from the Warren Heritage Society to donate two street light assemblies so that the Heritage Society could install the lights at their facility on Chester Street. The requested light assemblies were removed from Shenandoah Avenue as part of the South Fork Bridge Project. The Council will consider this request at their May 28th meeting.

Council also discussed the disposition of the remaining 225th Anniversary Banners that were displayed along the Town streets during 2013. These banners were purchased for \$58 and will be sold at the Tourism Center for \$25. Town Council will authorize the sale of the banners at their May 28th meeting.

Our staff also is to be commended for their response to the flooding and interstate detour that occurred Friday, May 16th. Numerous streets were flooded due to heavy rainfall, several homes and businesses experienced flooding in their basements and first floor, and all westbound I-66 traffic was routed through Town due to an accident. Crews worked throughout the early morning and all day to address damage and move traffic as efficiently as possible.

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 8 Zoning permit, 2 sign permits, 2 Business Licenses, and 21 Code Violation actions. Staff attended the Downtown Front Royal Committee Meeting, attended the VDOT ROW Acquisition Conference, met with the Community Housing Partnership, volunteered at the Wine & Craft Festival, and met with citizens about development issues. The Planning Commission will

interview candidates for the Steering Committee on May 21st, and 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 931 calls to our Dispatch Center, our officers responded to 348 calls for service, issued 33 traffic citations, 0 DUI arrests, and 15 traffic accidents.

Our Environmental Services crews conducted maintenance to the sanitary sewer system in Amherst Drive, Valley View Court, Lee Street, Kendrick Lane, Manassas Street, River Drive, Blue Ridge Avenue, Pine Street, Main Street, West 11th Street, Happy Creek Road, Linden Street, Walker Avenue, West 15th Street, John Marshall Highway, Warren Avenue, Water Street, and throughout Town as needed. Our crews also conducted maintenance on the water system on Manassas Avenue, South Shenandoah Avenue, Kendrick Lane and throughout the Town. Our Street crews conducted West 17th Street, Mosby Lane, Markham Street, ESA Lane, Kerfoot Avenue, Royal Avenue, Fletcher Street, Stonewall Drive, and as needed. Our sign crews installed and repaired 4 signs and coordinated line painting throughout the Town. The Horticulture Division conducted horticulture maintenance throughout the Town. Our Building and Grounds Division conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 12 preventative maintenance services, conducted 3 State inspections, conducted 1 jump starts, repaired 3 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 24 on-call collections as requested, and bear proofed 0 cans.

Crews at our Wastewater Treatment Plant met with Dominion representative to resolve the non-compliant sewage discharge from their cleaning process, maintained the primary clarifier, experienced a bypass due to the flooding event, continued the installation of the new rotary fan press, and performed routine maintenance and operations. Crews at our Water Treatment Plant conducted the VDH inspection, maintained the sampling raw water line, calibrated plant scales, and performed routine maintenance and operation.

Our Energy Services Department completed the installation of the pedestrian signalization at the intersection of Commerce Avenue and Royal Avenue. The Department also reported 3 outages: an 18 minute outage on South Street affecting 2 customers due to an animal; a 120 minute outage on Skyline View affecting 1 customer due to a transformer failure; and a 59 minute outage on 7th Street that affected 20 customers due to an animal and equipment damage. Our contractor continues grading work at the Riverton Substation. Crews continued to maintain our electrical system.

Our IT Department continues development of the mobile app's walking tour, prepared to migrate to MS Office licensing solutions, investigated a memory issue with the phone system, and continued work order completion.

Our Visitor's Center participated in the Wine & Craft Festival, investigated a location for a Town Time Capsule, attended the Main Street Committee Meeting, and investigated other advertising opportunities. Staff welcomed 929 visitors to the Center and had 3,215 visits to our website.

Our Finance Department processed 5,445 payment receipts, mailed 351 delinquent utility bills, processed 95 move-in/move-out work orders, disconnected 83 utility accounts, in addition to their normal work activities. We also processed 583 drive through payments, 23 Saturday drive through payments, 75 on-line utility payments, and 15 on-line tax payments.

Our Risk Management Department processed 1 employee injury claims and 12 citizen claims.

Our Human Resources Department advertised numerous positions and received applications for those already advertised. The Town currently has 7 full-time and 1 part-time open positions, with 1 full-time offers pending and 0 part-time offer pending. Staff met with the Police Department to discuss LODA and retirement options, addressed claims from the rain event, and attended the VML Annual Meeting.

Upcoming Week:

Our Planning Department will attend the Development Review Committee Meeting, attend the Planning Commission Work Session, attend the Supervisors Forum, 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. 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/>

The NSVRC Annual Dinner is at 6:30 pm on Wednesday, May 21st.

The Planning Commission will conduct a work session at 7:00 pm on Wednesday, May 21st 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.