

TOWN MANAGER'S WEEKLY REPORT



May 28, 2014

Town Manager

The Town conducted a regular meeting on Monday, May 27th to conduct public hearings for the FY14-15 Budget, utility rates, and electric fee revisions, consider the dedication of two street light assemblies to the Warren Heritage Society, and to extend terms of Council appointed positions.

The Town conducted public hearings for the budget, utility rates, and revised electric fees for Fiscal Year 2014-2015. Information about the budget is available on the Town's website. A second vote will be conducted on June 9th.

The Council approved the dedication of two street light assemblies to the Warren Heritage Society. The poles were removed from Shenandoah Avenue as part of the construction of the South Fork Bridge Project.

Council also approved the extension of various appointed positions ending June 30th until December 31st. This extension was necessary due to the change of Town elections to November.

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 Planning Commission Work Session, the Supervisor's Forum, a meeting with the Town Attorney concerning Code Enforcement cases, and met with citizens about development issues. The Planning Commission conducted interviews of candidates for the Steering Committee on May 21st, and are 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. VDOT's contractor is constructing a temporary lane in front of Popeye's this week.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 732 calls to our Dispatch Center, our officers responded to 339 calls for service, issued 43 traffic citations, 0 DUI arrests, and 14 traffic accidents.

Our Environmental Services crews conducted maintenance to the sanitary sewer system along Crooked Run, Kendrick Lane, West 14th Street, Clymer Avenue, North Royal Avenue, South Royal Avenue, and throughout Town as needed. Our crews also conducted maintenance on the water system on Queens Highway, Walnut Drive, Gloucester Road, Blue Ridge Avenue, Brown Avenue, and throughout the Town. Our Street crews conducted street clearing associated with the flood event, cleared and reopened the 8th Street Bridge, patched Academy Drive, and as needed. Our sign crews installed and repaired 3 signs and coordinated line painting throughout the Town. The Horticulture Division conducted horticulture maintenance throughout the Town. Our Building and Grounds Division installed emergency lights at the Administration Building and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 11 preventative maintenance services, conducted 4 State inspections, conducted 3 jump starts, repaired 2 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 28 on-call collections as requested, and bear proofed 0 cans.

Crews at our Wastewater Treatment Plant met with our consultant to resolve the non-compliant sewage discharge from the Dominion Power Plant cleaning process, continued the installation of the new rotary fan press, and performed routine maintenance and operations. Crews at our Water Treatment Plant maintained the pump stations, calibrated the turbidity units, delivered the 2013 CCR reports, investigated options to address flood damage at the Happy Creek Impoundment, and performed routine maintenance and operation.

Our Energy Services Department reported 0 outages. 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 developed an ad for the Comcast website to run through July, mailed 284 information packets, hosted Tourism Tuesday, received new merchandise, and investigated other advertising opportunities. Staff welcomed 1,385 visitors to the Center and had 4,053 visits to our website.

Our Finance Department processed 3,759 payment receipts, mailed 854 delinquent utility bills, processed 98 move-in/move-out work orders, disconnected 66 utility accounts, in addition to their normal work activities. We also processed 475 drive through payments, 0 Saturday drive through payments, 46 on-line utility payments, and 2 on-line tax payments.

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 1 full-time offers pending and 0 part-time offer pending. Staff conducted orientation for new employees and addressed vacancy issues.

Upcoming Week:

Our Planning Department will attend a meeting about an REC project through Town, attend the Development Review Committee Meeting, attend the Planning Commission 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. The Town will take the 4-H Water Tank out of service for maintenance.

Our Department of Energy Services 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 Planning Commission will conduct a work session at 7:00 pm on Thursday, May 29th at the Warren County Government Center.

The Town will conduct the Business Forum at 6:00 pm on Thursday, May 29th in the second floor Council Chambers at the Administration Building.

The Town Council will conduct a work session at 7:00 pm on Monday, June 2nd in the second floor Council Chambers at the Administration Building.