

TOWN MANAGER'S WEEKLY REPORT



June 4, 2014

Town Manager

The Town conducted a work session on Monday, June 2nd to receive an update on the I&I Abatement Project, discuss Ordinance Amendments to the Zoning, Land Development, and Urban Forestry Code Chapters, and discuss water policy Ordinance Amendments.

The Town's consultant updated Council on the advances that have been made to address the inflow and infiltration problem associated with our sanitary sewer system. The Town has lined or replaced numerous manholes and replaced some sanitary sewer mains in an effort to reduce extraneous water from getting into the system. The Town will begin a lining project in Royal Village in July to continue to upgrade our sewer system to further reduce the I&I problem. The project in Royal Village will also include lining a portion of the sewer lateral within the Right-of-Way.

Jeremy Camp, our Planning Director, continued the discussion of the changes proposed to the Zoning, Land Development, and Urban Forestry Chapters of the Town Code. Due to the large amount of changes recommended by the Planning Commission, the Town will conduct a number of work sessions to ensure adequate time is taken by the Council. In addition, the Town and Planning Commission will conduct a joint meeting so that Council can discuss the proposed changes and inquire about any issues that they might have with the proposed regulations.

Council also discussed two proposed Amendments to the Town Code related to our water system. The first change will allow licensed plumbers to access the water meter in order to cut water off at a residence in an emergency if a water break is resulting in significant damage to the home. The plumber will continue to contact the Town so that our crews can oversee access to the meter. The second change will require the Fire Department to coordinate all non-emergency water use from hydrants through the Town Manager's Office. A public hearing for these Code Amendments will be conducted in the future.

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 5 Zoning permit, 1 sign permits, 2 Business Licenses, and 12 Code Violation actions. Staff attended the Planning Commission Meeting and Work Session, a meeting about the REC Transmission Line Project, attended the Development Review Committee Meeting, attended the Business Forum, and 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. 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 657 calls to our Dispatch Center, our officers responded to 296 calls for service, issued 32 traffic citations, 1 DUI arrests, and 8 traffic accidents.

Our Environmental Services crews conducted maintenance to the sanitary sewer system along Royal Avenue, Ritenour Street, Virginia Avenue, and throughout Town as needed. Our crews also conducted maintenance on the water system on Midland Avenue, Elm Street, Grand Avenue, State Street, East 6th Street, South Street, Biggs Drive, and throughout the Town. Our Street crews conducted repairs on Kerfoot Avenue, Warren Avenue, Jefferson Avenue, Stonewall Drive, Prospect Street, East 6th Street, Randolph Avenue, and as needed. Our sign crews installed and repaired 1 signs. The Horticulture Division conducted horticulture maintenance throughout the Town. Our Building and Grounds Division installed benches along the Happy Creek Trail and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 8 preventative maintenance services, conducted 0 State inspections, conducted 1 jump starts, repaired 1 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 25 on-call collections as requested.

Crews at our Wastewater Treatment Plant developed specifications for the roof replacement of the Crooked Run Lift Station, maintained the septage receiving station, and performed routine maintenance and operations. Crews at our Water Treatment Plant inspected the 4-H Water Tank, tested the sonic algae control unit, 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 continued development of the mobile app's walking tour, initiated the next public service videos with Finance and Planning & Zoning, continued development of the online job application process, and continued work order completion.

Our Visitor's Center attended the Business Forum, discussed the 2015 Appalachian Trail Club meeting in Winchester, set up a display table at the Clear Brook Visitor Center, began marketing the 225th banners, and investigated other advertising opportunities. Staff welcomed 741 visitors to the Center and had 3,469 visits to our website.

Our Finance Department processed n/a payment receipts, mailed n/a delinquent utility bills, processed n/a move-in/move-out work orders, disconnected n/a utility accounts, in addition to their normal work activities. We also processed n/a drive through payments, n/a Saturday drive through payments, n/a on-line utility payments, and n/a on-line tax payments.

Our Risk Management Department processed 0 employee injury claims and 3 citizen claims.

Our Human Resources Department advertised numerous positions and received applications for those already advertised. The Town currently has 9 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 a possible food pantry on Royal Avenue 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 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 Town Council will conduct a regular meeting at 7:00 pm on Monday, June 9th at the Warren County Government Center.

The Board of Architectural Review will conduct a work session at 7:00 pm on Tuesday, June 10th at the Warren County Government Center.