

TOWN MANAGER'S WEEKLY REPORT



June 25, 2014

Town Manager

The Town conducted a regular meeting on Monday, June 23rd to conduct a public hearing regarding changes to Town Code Chapter 134, approve the adoption of the State Motor Vehicle laws, and accept the annual bid for various chemicals at the Water and Wastewater Treatment Plants.

The Town conducted a public hearing to amend Chapter 134 to permit licensed Virginia plumbers to access Town water meters in an emergency and to allow non-emergency fire hydrant use by the Fire Department with Town Manager approval. The Town was approached by some plumbers that requested access to water meters if an emergency water break was causing significant damage to a structure. Plumbers will be required to notify the Town prior to accessing the meter so that the Town can inspect and ensure that the lid is reinstalled correctly. The Code will also be amended to allow the Fire Department to arrange for use of fire hydrants in non-emergency events with approval from the Town Manager. This will allow the Fire Department to assist with school Field Days.

The Town Council approved the adoption of the Commonwealth's Motor Vehicle Laws as a part of the Town Code so that our Police Department can enforce all vehicle laws. The Town must adopt the Commonwealth's laws each year to include any changes adopted.

Finally, Council approved the annual bid contracts for supply of the various chemicals used at our Water and Wastewater Treatment Plants for operation.

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, 0 sign permits, 3 Business Licenses, and 7 Code Violation actions. Staff attended the NSVRC Monthly meeting, issued the Temporary Occupancy Permit for Popeyes, 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, evaluating tourism rental regulations, reviewing the Entrance Corridor restrictions, reviewing the Leach Run Parkway design, and the rezoning application for the new Middle School. A Joint Meeting between the Planning Commission and Town Council is scheduled for June 30th to discuss the proposed Ordinance Amendments to the Zoning, Subdivision Development, and

Urban Forestry Code Chapters. The first meeting of the Steering Committee for the update to the Comprehensive Plan is July 9.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 705 calls to our Dispatch Center, our officers responded to 345 calls for service, issued 33 traffic citations, 1 DUI arrests, and 11 traffic accidents.

Our Environmental Services crews conducted maintenance to the sanitary sewer system throughout Town as needed. Our crews also conducted maintenance on the water system as needed. Our sign crews installed and repaired n/a signs. 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 n/a preventative maintenance services, conducted n/a State inspections, conducted n/a jump starts, repaired n/a flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected n/a on-call collections as requested.

Crews at our Wastewater Treatment Plant continued to address issues with discharge from Dominion, maintained the grit chamber and performed routine maintenance and operations. Crews at our Water Treatment Plant conducted maintenance on the Rt 55 Water Tank and performed routine maintenance and operation.

Our Energy Services Department reported n/a outages. Our contractor continues grading work at the Riverton Substation. Crews continued to maintain our electrical system.

Our IT Department completed development of the mobile app's walking tour and issued version 2 of the mobile app, initiated the public service video for fireworks safety, continued development of the online job application process, and continued work order completion.

Our Visitor's Center coordinated with the Castleton Festival about discount for Town residents on July 18th, attended the Main Street Advisory Committee, and investigated other advertising opportunities. Staff welcomed 922 visitors to the Center and had 3,492 visits to our website.

Our Finance Department processed 2,116 payment receipts, mailed 704 delinquent utility bills, processed 138 move-in/move-out work orders, disconnected 51 utility accounts, in addition to their normal work activities. We also processed 563 drive through payments, 27 Saturday drive through payments, 65 on-line utility payments, and 5 on-line tax payments.

Our Risk Management Department processed 1 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 6 full-time and 1 part-time open positions, with 2 full-time offers pending and 0 part-time offer pending. Staff continued development of on-line job application process.

Upcoming Week:

Our Planning Department will attend the Planning Commission Meeting and Work Session, 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 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 and Planning Commission will conduct a joint work session at 7:00 pm on Monday, June 30th in the 2nd floor Council Chambers at the Administration Building.