

TOWN MANAGER'S WEEKLY REPORT



July 23, 2014

Town Manager

The Town Council conducted a work session on Monday, July 21st, to consider a request for lower utility rates from the Henselstone Woods Subdivision, discuss a proposed REC transmission line project, and receive a progress report from the Economic Committee.

The residents of the Henselstone Woods Subdivision requested that Council considered reducing the Out-of-Town utility rate for their residents. Discussion by Town Council recommended that the home owners consider petitioning Warren County to boundary adjust the subdivision at the end of Duck Street into the Town limits. Staff will work with VDOT to determine if the streets in the subdivision qualify for the VDOT Urban Maintenance Program so that they can be accepted into the Town's Maintenance Program.

Council has was presented with a proposed transmission upgrade project by REC. The project will replace utility poles along Kendrick Lane and Criser Road to better allow REC to serve their Browntown customers. REC has sent correspondence to property owners along the route to describe the project. Council will conduct a public hearing to allow REC's Franchise Agreement to be updated to include this transmission line.

Representatives from the Economic Committee presented their draft Strategic Plan Mission Statement to Town Council. The three point Statement includes 1) Establishing a non-taxing development authority; 2) Fund and support the Virginia Small Business Development Center; and 3) Establish a Town Building Inspection Department. The Economic Committee requested that Town Council endorse the draft Strategic Plan so that they can finalize its development. Council will consider this endorsement at their July 28th meeting.

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 7 Zoning permits, 0 sign permits, 0 Business Licenses, and 10 Code Violation actions. Staff attended training for the new Permit Software, attended the Planning Commission Work Session and Meeting, and met with citizens about development issues. The Planning Commission is reviewing a draft Ordinance Amendment for campground regulations, Tourism Zones, and Smoking Lounges, reviewing a Special Use Permit for a Bed & Breakfast on Druid Hill, evaluating

tourism rental regulations, reviewing the Entrance Corridor restrictions, reviewing the Leach Run Parkway design, and reviewing a private school. The Planning Commission recommended approval of the middle school rezoning.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 740 calls to our Dispatch Center, our officers responded to 291 calls for service, issued 28 traffic citations, 0 DUI arrests, and 6 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Randolph Avenue, Short Street, and throughout Town as needed. Our crews also conducted maintenance on the water system on West 11th Street, Jamestown Road, Remount Road, Henselstone Subdivision, Blue Ridge Avenue, East Stonewall Drive, Washington Avenue, and as needed. Our Street Maintenance crews maintained Randolph Avenue, Ross Avenue, West 12th Street, Clymer Avenue, and as needed. Our sign crews installed and repaired 14 signs. The Horticulture Division trimmed overhanging tree limbs on Salem and Brown Avenues and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division removed material from the former Town Hall, installed a dutch door at the Clerk of Council's Office, and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 9 preventative maintenance services, conducted 2 State inspections, conducted 0 jump starts, repaired 8 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 maintained the final clarifier, maintained the rotary fan press, initiated the annual toxicity testing on effluent, administered the plan for sludge disposal, continued to coordinate discharge from the Dominion Power Plant site, and performed routine maintenance and operations. Crews at our Water Treatment Plant maintained the potassium permanganate feed system, and performed routine maintenance and operation.

Our Energy Services Department reported 0 outages. Our contractor continues grading work at the Riverton Substation, and our staff continue to install equipment for the new substation. Crews continued to maintain our electrical system.

Our IT Department completed the migration of Town email services to Microsoft web based service, maintained the workstations at the WTP and WWTP, continued work on the Town's Front Royal Works website for business development, continued development of the online job application process, began work on a Bicycle/Pedestrian Safety video, and continued work order completion.

Our Visitor's Center mailed 399 piece information request, arranged an ad in the Carolina Fire & Rescue EMS Journal, met with Appalachian Trail Conservancy representatives about a local Trail Quest opportunity, and investigated other advertising opportunities. Staff welcomed 1,047 visitors to the Center and had n/a visits to our website.

Our Finance Department processed 2,354 payment receipts, mailed 420 delinquent utility bills, processed 122 move-in/move-out work orders, disconnected 62 utility accounts, in addition to their normal work activities. We also processed 614 drive through payments, 19 Saturday drive through payments, 72 on-line utility payments, and 7 on-line tax payments.

Our Risk Management Department processed 0 employee injury claims and 1 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 4 full-time offers pending and 0 part-time offer pending. Staff continued development of on-line job application process and is processing 5 new employees and promotions.

Upcoming Week:

Our Planning Department will attend the Moving Ahead with Economic Development meeting, the Development Review Committee meeting, the Shenandoah Tributaries TMDL meeting, the Anti-Litter Committee meeting, and 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.

Our Department of Energy Services will conduct routine maintenance of various lines and substations throughout our service area.

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. Information can be found <http://www.samuelslibrary.net/>

The Town Council will conduct a regular meeting at 7:00 pm on Monday, July 28th in the Warren County Government Center.