

TOWN MANAGER'S WEEKLY REPORT



August 27, 2014

Town Manager

The Town Council conducted a regular meeting on Monday, August 25th, to approve a modification to the Franchise Ordinance with Rappahannock Electric Cooperative, consider the final vote to repeal Town Code Chapter 110-17, and to recommend a Code Amendment to Chapter 175-106 to the Planning Commission.

Council approved a modification to Franchise Agreement and Ordinance with REC to facilitate the installation of a new transmission line along the western side of the Town. The new transmission line is necessary to allow REC better serve their customers in Browntown. REC has provided notice to property owners along the proposed route. REC will begin installation in September.

Council also voted to repeal Chapter 110-17 of the Town Code which prohibited groups and individuals roaming the street performing fortunetelling and other "magic arts". The Code was determined to be unenforceable based upon recent Fourth Circuit Court decisions.

Council approved the referral of revisions to Chapter 175-106 concerning sandwich board signs for businesses to the Planning Commission. Council would like the Planning Commission to evaluate allowing businesses to place a second sandwich board near their business under certain conditions. The Planning Commission will consider this modification 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 7 Zoning permits, 1 sign permits, 3 Business Licenses, and 12 Code Violation actions. Staff attended the Board of Zoning Appeals meeting, the Planning Commission Meeting and Work Session, attended the NSVRC meeting, met with Mindmixer hosts, met with various commercial development groups, and met with citizens about development issues. The Planning Commission is reviewing a draft Ordinance Amendment for campground regulations, Tourism Zones,, evaluating tourism rental regulations, and reviewing the Entrance Corridor restrictions. The Planning Commission approved the Leach Run Parkway design and the former 15th Street School reuse. The Comprehensive Plan Steering Committee conducted a community tour and will meet in September.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 625 calls to our Dispatch Center, our officers responded to 265 calls for service, issued 30 traffic citations, 1 DUI arrests, and 12 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Duck Street, Clymer Avenue, Kendrick Lane, Virginia Avenue, West 19th Street, and throughout Town as needed. Our sewer main lining contractor continues work in Royal Village. Our crews also conducted maintenance on the water system on New Avenue, Mallard Place, Warren Avenue, Stonewall Drive, Lee Street, and as needed. Our Street Maintenance conducted maintenance on East Prospect Street, Stonewall Drive, Peyton Street, and installed signs along the Happy Creek Trail. The Horticulture Division conducted maintenance along the Happy Creek Trail and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 13 preventative maintenance services, conducted 5 State inspections, conducted 0 jump starts, repaired 7 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 16 on-call collections as requested.

Crews at our Wastewater Treatment Plant attended the Pre-Bid Meeting for the WWTP improvements, maintained the aeration tank, continued to monitor discharge from the Dominion Power Facility, and performed routine maintenance and operations. Crews at our Water Treatment Plant maintained the 4H pump station, calibrated meters and probes for VDH compliance, reviewed bids for the WTP improvements, and performed routine maintenance and operation.

Our Energy Services Department reported 3 outages: a 8 minute outage on 8/18 on Wine Street and Horseshoe Drive that affected 40 customers due to an animal; a 30 minute outage on 8/20 on Polk and Randolph Avenues that affected 65 customers due to an animal; a 25 minute outage on 8/24 on River Drive and Cherrydale Avenue that affected 35 customers due to an animal. Our staff continues to install equipment for the new substation. Crews continued to maintain our electrical system.

Our IT Department repaired the video hosting website that crashed due to volume, filmed the pedestrian safety video, maintained the Finance VDI stations and printers, tested Police MDT's, continued work on the Town's Front Royal Works website for business development, continued development of the online job application process, developed the video for the Humane Society, tested VDI clients, and continued work order completion.

Our Visitor's Center discussed the 2015 Virginia Travel Guide advertisement, arranged an ad in the 2015 Washington Capitals yearbook, developed the merchandise plan for the winter and spring, mailed 359 information request responses, and investigated other advertising opportunities. Staff welcomed 892 visitors to the Center and had n/a visits to our website.

Our Finance Department processed 1,906 payment receipts, mailed 523 delinquent utility bills, processed 131 move-in/move-out work orders, disconnected 60 utility accounts, in addition to their normal work activities. We also processed 605 drive through payments, 16 Saturday drive through payments, 64 on-line utility payments, and 3 on-line tax payments.

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

Our Human Resources Department advertised numerous positions and received applications for those already advertised. The Town currently has 10 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.

Upcoming Week:

Our Planning Department will attend a GIS webinar, attend the Development Review Committee meeting, attend the Anti-Litter Council Meeting, attend the NSVRC TMDL 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 offices will be closed on Monday, September 1st in observance of Labor Day.

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