

TOWN MANAGER'S WEEKLY REPORT



December 10, 2014

Town Manager

The Town Council conducted the last meeting of 2014 on Monday, December 8th to conduct a public hearing regarding establishing a Town Building Inspection Program, conduct a public hearing on a bond for the improvements at the Wastewater Treatment Plant, and the recognition the service of Tom Sayre and Shae Parker.

Council conducted a public hearing to receive comment from the public regarding establishing a Building Inspection Program administered by the Town. Currently the Town regulates the zoning and site development of property within the Town but has delegated inspection responsibilities to the Warren County Building Official. Council will consider implementation of the program in the new year.

Council also conducted a public hearing regarding the issuance of a \$50,000,000 bond by the Town to design, construct, and inspect improvements at the Wastewater Treatment Plant necessary for compliance with current nutrient removal limits and to expand the treatment capacity of the facility. The Town awarded the construction of the improvements to Adams Robinson Enterprises for a bid of \$44,471,000. The Town also awarded inspection of the project to GHD for \$3,739,232. The Town received a grant from the DEQ for \$11,869,387 towards the improvements, as well as a zero interest loan for the \$50,000,000. The project is anticipated to be completed by September 2017.

Finally, the Town recognized Vice Mayor Shae Parker and Councilman Tom Sayre for their years of service to the Town as both members ended their terms on Council.

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 6 Zoning permits, 0 sign permits, 1 Business Licenses, and 9 Code Violation actions. Staff attended the VDOT Stormwater Workshop and met with citizens about development issues. The Planning Commission is reviewing a draft Ordinance Amendment for Tourism Zones, evaluating tourism rental regulations, and reviewing the Entrance Corridor restrictions. The Planning Commission has recommended approval to amend the Ordinance for sandwich board signs, rezone the Avtex Property, and to rezone the properties for the Leach Run Middle School. A draft Tourism Zone Ordinance and Map has been developed by staff and is being reviewed by the Planning

Commission. The Comprehensive Plan Steering Committee met on October 22nd to begin discussions on the update.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 659 calls to our Dispatch Center, our officers responded to 245 calls for service, issued 34 traffic citations, 3 DUI arrests, and 16 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on East 19th Street, River Drive, West 9th Street, and throughout Town as needed. Our crews also conducted maintenance on the water system on Blue Ridge Avenue, Commonwealth Drive, Midway Avenue, Happy Creek Road, John Marshall Highway, and as needed. Our contractor completed the installation of a new waterline on Happy Creek Road. Our Street Maintenance conducted maintenance on Main Street, Happy Creek Road, Bedford Drive and installed 4 signs. The Horticulture Division decorated the Gazebo and the Administration Building, removed a fallen tree from Shenandoah Shores Road, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division continued the installation of plan holders in the Planning Office, installed new locks, and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 17 preventative maintenance services, conducted 1 State inspections, conducted 2 jump starts, repaired 0 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 14 on-call collections as requested.

Crews at our Wastewater Treatment Plant completed and submitted the monthly reports to DEQ and performed routine maintenance and operations. Crews at our Water Treatment Plant winterized the basins, oversaw upgrades at the plant, and performed routine maintenance and operation. The contractor at the WTP is shoring the existing building near the excavation for the addition and installing the electrical duct banks.

Our Energy Services Department reported four outages last week: a 17 minute outage on December 2nd that affected 1 customer on Academy Drive due to an animal; a 40 minute outage on December 5th that affected 2 customers on 6th Street due to a vehicle accident; a 23 minute outage on December 6th that affected 1 customer on East Duck Street due to equipment failure; and a 30 minute outage on Grand Avenue and Orchard Street due to an animal. Our staff continues to install equipment for the new substation. Crews continued to maintain our electrical system.

Our IT Department deployed the new Police mobile data terminal (MDT), investigated video recording solutions for the Police Department, deployed thin clients, continued to address Channel 16 issues, produced the Christmas Luncheon video, and continued work order completion.

Our Visitor's Center received the Christmas ornaments displaying the South Fork Bridge, mailed 357 information requests, continued discussion of updates to the Battle of Front Royal Driving Tour, the Visitor's Guide and the Walking Tour, and investigated other advertising opportunities. Staff welcomed 240 visitors to the Center and had 5,192 visits to our website.

Our Finance Department processed 7,781 payment receipts, mailed 658 delinquent utility bills, processed 148 move-in/move-out work orders, disconnected 80 utility accounts, in addition to their

normal work activities. We also processed 852 drive through payments, 23 Saturday drive through payments, 93 on-line utility payments, and 56 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 n/a full-time and n/a part-time open positions, with 0 full-time offers pending and 0 part-time offer pending.

Upcoming Week:

Our Planning Department will meet with a citizen about expansion of an existing garage 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 and to install holiday decorations.

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/>