

July 1, 2015

Town Manager

The Town Council did not meet on the fifth Monday of June.

The next meeting for Town Council will be a work session scheduled for Monday, July 6th.

The Town offices will be closed on Friday, July 3rd in observance of Independence Day.

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 10 Zoning permits, 1 sign permits, 6 Business Licenses, and 26 Code Violation actions. Staff conducted the CDBG Management Meeting, conducted a site inspection with Warren County for a possible new business, attended the Supervisors Forum, participated in the Development Review Committee Meeting, attended the Anti-Litter Council meeting, and met with citizens about development issues. The Planning Commission is reviewing a proposed office building on Shenandoah Avenue, consideration of urban livestock as referred by Town Council, and streetscape enhancements to South Street which will include VDOT conducting a Corridor Study to evaluate possible improvements and traffic impact to be completed in October. Town Council authorized staff to jointly apply for a CDBG Grant to develop Downtown Enhancements with the NSVRC; the public meeting is scheduled for July 7th. The Comprehensive Plan Steering Committee met May 13th to continue discussions on the update to the Plan. Staff continue to work with EnerGov on the online permitting website that is anticipated to be online in August. The Town was notified that our MAP-21 Grant for construction of a sidewalk along Westminster Drive was approved, but our grant application for construction of the Criser Road Trail was not approved.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 678 calls to our Dispatch Center, our officers responded to 383 calls for service, issued 84 traffic citations, 3 DUI arrests, and 12 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Hill Street, Bel Air Avenue, Salem Avenue, and as needed. Our crews also conducted maintenance on the water system on Manassas Avenue, Brown Avenue, Randolph Avenue, West 9th Street, Woodside Avenue, Fletcher Street, and as needed. Our Street Maintenance crews conducted road repairs on Henrico Road, East 6th Street, Chester Street, Laura Virginia Hal Drive, South Commerce Avenue, Water Street, North Royal Avenue, and alleys and installed 17 signs. The Horticulture Division applied herbicide throughout the Town, mowed & cleaned 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 1 preventative maintenance services, conducted 2 State inspections, conducted 0 jump starts, repaired 4 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 conducted maintained the Septage Receiving Tank, conducted the monthly safety meeting, and performed routine maintenance and operations. The WWTP contractor continued upgrades to the plant. Crews at our Water Treatment Plant maintained the chemical room exhaust fan, continued to monitor the installation of the cell tower attachment at the Fairground Tank and performed routine maintenance and operation. WTP contractor completed the water proofing of the new building, installed the roof membrane, complete the concrete stairs to the UV building, and started backfilling.

The WTP staff also received positive test results for Coliform Bacteria at system testing locations. These positive test results seem to have been isolated to the homes where the tests occurred and were not present in the water system. The Town will be issuing a Violation Notice to our customers about this incident.

Our Energy Services Department reported 3 outages last week: an 18 minute outage on June 22 on Blue Ridge Avenue that affected 50 customers due to an animal; a 23 minute outage on June 27 on Church Street that affected 2 customers due to an animal; and a 40 minute outage on June 7 on Fox Drive that affected 7 customer due to weather. Crews continued work on the distribution lines from the Riverton Substation and continued to maintain our electrical system.

Our IT Department addressed an issue with GIS/Survey Workstation, addressed issues with Comcast, assisted with the Gazebo Flicks program, updated the Town's mobile app, resolved issues with the Town's internet service contract, and continued work order completion.

Our Visitor's Center 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 n/a visitors to the Center and had n/a visits to our website.

Our Finance Department processed 1,971 payment receipts, mailed 757 delinquent utility bills, processed 173 move-in/move-out work orders, disconnected 51 utility accounts, in addition to their normal work activities. We also processed 532 drive through payments, 36 Saturday drive through payments, 68 on-line utility payments, and 6 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, 2 part-time open positions, with 2 full-time offers pending and 1 part-time offer pending. HR also oversaw the termination of an employee, researched the process for accident investigations, and reviewed FMLA and ADA regulations.

Upcoming Week:

Our Planning Department will conduct an onsite meeting of a potential business site 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 repair the hospital flashers on Shenandoah Avenue, conduct system improvements at RMA, and continue working on the distribution lines from 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. Information can be found <http://www.samuelslibrary.net/>

The Town Council will meet at 7:00 pm on Monday, July 6th in a work session at the Town's Administration Building.