

## TOWN MANAGER'S WEEKLY REPORT



July 30, 2014

### Town Manager

The Town Council conducted a regular meeting on Monday, July 28th, to consider extending the proffer deadline for HEPTAD, LLC, consider a reduction in the sewer connection fee for WFTR/WZRV, and endorse the Strategic Plan from the Economic Committee.

As the design of the Leach Run Parkway concludes, the Town approved the second extension for the proffer deadline for HEPTAD, LLC regarding their rezoning for property around the future Leach Run Parkway. As part of the rezoning, HEPTAD, LLC will dedicate the necessary Right-of-Way and contribute funds toward the design and construction of the Parkway.

Council approved a 50% reduction in the sewer connection fees for WFTR/WZRV to connect to the Town's sanitary sewer system. The radio station will be disconnecting from their septic system. The reduced connection fees were based on the long term service to the Town in assisting to communicate emergency information to our citizens and the environmental benefit that will occur by eliminating a septic system.

Council also endorsed the Strategic Plan advanced from the Economic Committee for their continued development of the Plan. The three point Strategic Plan is 1) Create a non-taxing development authority; 2) Fund and support the Virginia SBDC; and 3) Establish a Town Building Inspection Department. The Town Council will meet with the SBDC on Monday, August 4th.

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 3 Zoning permits, 0 sign permits, 1 Business Licenses, and 20 Code Violation actions. Staff attended the Moving Ahead with Economic Development meeting, attended the Development Review Committee, attended the TMDL Technical Advisory Committee meeting, attended the Anti-Litter Council 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, evaluating tourism rental regulations, reviewing the Entrance Corridor restrictions, reviewing the Leach Run Parkway design, and reviewing a private school.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 719 calls to our Dispatch Center, our officers responded to 327 calls for service, issued 39 traffic citations, 2 DUI arrests, and 11 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system throughout Town as needed. Our sewer main lining contractor has started work in Royal Village. Our crews also conducted maintenance on the water system as needed. Our Street Maintenance crews maintained West 12th Street, West 11th Street, Braxton Road, Washington Avenue, Polk Avenue, Clymer Avenue, Shenandoah Avenue, West 18th Street, Eric Ct, Blue Ridge Avenue, Adams Avenue, Chester Street, and as needed. Our sign crews installed and repaired 14 signs. The Horticulture Division conducted horticulture maintenance throughout the Town. Our Building and Grounds Division repaired roof leaks at the Drug Task Force Office and Administration Building and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 15 preventative maintenance services, conducted 5 State inspections, conducted 0 jump starts, repaired 3 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 digester blower, began the update to the Petroleum Spill Prevention Plan, maintained the septage receiving tank, continued to coordinate discharge from the Dominion Power Plant site, and performed routine maintenance and operations. Crews at our Water Treatment Plant 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 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, resolved issues with CID workstations, addressed issues with the Finance Server, and continued work order completion.

Our Visitor's Center developed an ad for the Baltimore Sun, discussed marketing ideas for Warren County garden tours, met with Appalachian Trail Committee to discuss a new kiosk along Rt 522, 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 Safety Committee Meeting, attend the VDOT TAP Workshop, attend the Supervisor's Meeting, attend the Drive Tourism Meeting, attend the Supervisor's Forum, 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 Work Session at 7:00 pm on Monday, August 4th in the second floor Council Chambers at the Administration Building.

National Night Out, an event to educate citizens about public safety in the Town, will be held at 6:00 pm on Tuesday, August 5th at the Gazebo.