

## TOWN MANAGER'S WEEKLY REPORT



September 17, 2014

### Town Manager

The Town Council did not conduct a work session on Monday, September 15th.

Citizens are invited to attend the Avtex Community Day this Saturday, September 20th from 10am until 4pm to celebrate the release of the Avtex property by the EPA for redevelopment.

Council invites our citizens to the grand opening of the Happy Creek Trail this Monday, September 22nd at 6:00 pm at the South Street entrance in the Royal Plaza parking lot. Council will cut the ribbon to dedicate this addition to the Town's trail network and the next link in the Royal Shenandoah Greenway.

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, 1 sign permits, 0 Business Licenses, and 14 Code Violation actions. Staff 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. A draft Tourism Zone Ordinance and Map has been developed by staff and will be reviewed by the Planning Commission at the September 23rd meeting. 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 690 calls to our Dispatch Center, our officers responded to 272 calls for service, issued 33 traffic citations, 1 DUI arrests, and 10 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Warren Avenue and throughout Town as needed. Our crews also conducted maintenance on the water system on West 5th Street, Braxton Road, Acton Street, West Duck Street and as needed. Our Street Maintenance conducted maintenance on Cherrydale Avenue, Adams Avenue, Stonewall Drive, Manassas Avenue, and installed 0 signs. The Horticulture Division maintained the Happy Creek Trail, maintained Bowman Park, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division installed a dumpster fence at Prospect Street, maintained the Administration Building restrooms, and conducted maintenance at our Town facilities. Our Fleet Maintenance Division

performed 10 preventative maintenance services, conducted 3 State inspections, conducted 0 jump starts, repaired 2 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 11 on-call collections as requested.

Crews at our Wastewater Treatment Plant maintained the aeration tank, toured three contractors interested in bidding on the improvements project, attended the VWEA-AWWA Conference, maintained a pump station, continued to monitor discharge from the Dominion Power Facility, and performed routine maintenance and operations. Crews at our Water Treatment Plant maintained the remote facilities, attended the VWEA-AWWA Conference, and performed routine maintenance and operation.

Our Energy Services Department reported 0 outages. Our staff completed the installation of overhead lights on Main Street, replaced a transclosure with a pad mounted transformer at Gateway Plaza, and continues to install equipment for the new substation. Crews continued to maintain our electrical system.

Our IT Department continued work on the Town's Front Royal Works website for business development, continued development of the online job application process, and continued work order completion.

Our Visitor's Center investigated other advertising opportunities. Staff welcomed 1,726 visitors to the Center and had n/a visits to our website.

Our Finance Department processed 1,724 payment receipts, mailed 370 delinquent utility bills, processed 90 move-in/move-out work orders, disconnected 89 utility accounts, in addition to their normal work activities. We also processed 549 drive through payments, 25 Saturday drive through payments, 56 on-line utility payments, and 2 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 3 full-time and 1 part-time open positions, with 1 full-time offers pending and 0 part-time offer pending. Staff finalized seven job acceptances and addressed issues with our new-hire health screening provider.

#### *Upcoming Week:*

Our Planning Department 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 will conduct the Grand Opening for the Happy Creek Trail at 6:00 pm on Monday, September 22nd at the South Street entrance in the Royal Plaza. Everyone is invited to enjoy a stroll along Happy Creek.

The Town Council will conduct a regular meeting at 7:00 pm on Monday, September 22nd in the Warren County Government Center.