

## TOWN MANAGER'S WEEKLY REPORT



October 15, 2014

### Town Manager

The Town Council conducted a regular meeting and a work session on Tuesday, October 14th to approved the donation of a tree to be displayed during the Christmas holiday at the Gazebo, conduct a public hearing to update the Town's election precincts to comply with the redistricting of the County, and to approve the proclamation for the "Juvenile Diabetes Walk Day".

Springtime Nursery has donated a 10' cut fir tree valued at \$180 to be display at the Gazebo following the Thanksgiving holiday. The Town Council accepted the donation of this tree.

Warren County amended their Ordinances in 2011 to update the Election Districts and Precints that include the Town polling locations. By State Law, Town elections must use the regular polling places for the County. Council conducted a public hearing to receive comments on amending Chapter 34 to bring Town Election Districts into conformity with Warren County's. As this is an Ordinance, Council will consider a second vote at their next regular meeting.

Council also approved the proclamation of Saturday, October 25th as "Juvenile Diabetes Walk Day". This Walk supports the continuing effort to find a cure for Type I Juvenile Diabetes.

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 5 Zoning permits, 1 sign permits, 3 Business Licenses, and 10 Code Violation actions. Staff attended a meeting with the Permit Software Consultant, attended the Planning Commission Work Session, and met with citizens about development issues. The Planning Commission is reviewing a draft Ordinance Amendment for sandwich board signs, 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 is being reviewed by the Planning Commission. The Planning Commission will conduct a public hearing for input on amending the Ordinance on Sandwich Board Signs. The Comprehensive Plan Steering Committee will meet in September. The Town confirmed award of MAP-21 Grant funding for pedestrian intersection improvements along Commerce Avenue. The Town will apply for MAP-21 Grant funding for the Criser Road Trail and a sidewalk along Westminster Drive for FY 2015-2016.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 669 calls to our Dispatch Center, our officers responded to 249 calls for service, issued 20 traffic citations, 3 DUI arrests, and 4 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Cannon Street, Jamestown Road, The Hill, Remount Road, and throughout Town as needed. Our crews also conducted maintenance on the water system on Lee Street, Ritenour Street, Virginia Avenue, Chester Street, and as needed. Our Street Maintenance conducted maintenance on Laurel Street, 6th Street, 3rd Street, Chester Street, West 9th Street, Edgemont Avenue, Hamilton Circle, and installed 32 signs. The Horticulture Division conducted Trail maintenance, installed Fall Baskets at the Gazebo, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division inspected boilers and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed n/a preventative maintenance services, conducted n/a State inspections, conducted n/a jump starts, repaired n/a 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 performed routine maintenance and operations. Crews at our Water Treatment Plant maintained the chemical feed system, maintained the clear wells, continued voluntary water conservation due to river levels, and performed routine maintenance and operation.

Our Energy Services Department reported 2 outages last week: a 20 minute outage on October 13th that affected one customer on Shenandoah Avenue due to an animal; and an 11 minute outage on October 13th that affected 399 customers in the South area of Town due to contractor error. Our staff continues to install equipment for the new substation. Crews continued to maintain our electrical system.

Our IT Department updated the Town's Front Royal Works website for business development, completed the Humane Society Video, completed the telephone archiving process, worked on the meter tampering video, continued development of the online job application process, and continued work order completion.

Our Visitor's Center ordered the 2015 Christmas ornament to display the South Fork Bridge, arranged advertisements in the Chamber's Directory, the South East Education Network Magazine, the USA Today - Philadelphia Travel Guide, and the USA Today - Summer Travel Guide, and investigated other advertising opportunities. Staff welcomed 1,146 visitors to the Center and had 7,493 visits to our website.

Our Finance Department processed 1,804 payment receipts, mailed 375 delinquent utility bills, processed 117 move-in/move-out work orders, disconnected 83 utility accounts, in addition to their normal work activities. We also processed 620 drive through payments, 0 Saturday drive through payments, 75 on-line utility payments, and 4 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 0 full-time offers pending and 0 part-time offer pending.

*Upcoming Week:*

Our Planning Department will attend the Board of Architecture meeting, attend the NSVRC Monthly Meeting, 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 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, October 20 at 7:00 pm in the second floor Council Chambers of the Administration Building.