

TOWN MANAGER'S WEEKLY REPORT



December 31, 2014

Town Manager

The Town Council did not conduct a meeting this week. The next meeting for Town Council will be a work session scheduled for Monday, January 5th.

Town offices will be closed Thursday, January 1st in observance of New Years 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 2 Zoning permits, 0 sign permits, 0 Business Licenses, and 0 Code Violation actions. Staff 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. The Planning Commission conducted a public hearing on December 30th and conditionally approved a site plan for the Avtex Site, Lot 6. A draft Tourism Zone Ordinance and Map has been developed by staff and a public hearing with the Planning Commission will be scheduled in January. 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 412 calls to our Dispatch Center, our officers responded to 230 calls for service, issued n/a traffic citations, 0 DUI arrests, and 12 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system as needed. Our crews also conducted maintenance on the water system on as needed. Our contractor continues sealing manholes in Royal Village as part of the I&I Abatement program. Our Street Maintenance conducted maintenance and installed n/a signs. The Horticulture Division conducted horticulture maintenance throughout the Town. Our Building and Grounds Division 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 n/a on-call collections as requested.

Crews at our Wastewater Treatment Plant performed routine maintenance and operations. Crews at our Water Treatment Plant oversaw upgrades at the plant and performed routine maintenance and operation.

Our Energy Services Department reported two outages last week: a 15 minute outage on December 27th that affected 1 customer on West Main Street due to an animal; and a 30 minute outage on December 28th that affected 1 customer on West Main Street due to equipment damage. Our staff continues to install equipment for the new substation. Crews conducted the monthly safety meeting and continued to maintain our electrical system.

Our IT Department maintained the new firewall appliance, continued to address Channel 16 issues, and continued work order completion.

Our Visitor's Center co-hosted Tourism Tuesday, 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 321 visitors to the Center and had 3,925 visits to our website.

Our Finance Department processed 3,303 payment receipts, mailed 494 delinquent utility bills, processed 73 move-in/move-out work orders, disconnected 22 utility accounts, in addition to their normal work activities. We also processed 339 drive through payments, 20 Saturday drive through payments, 48 on-line utility payments, and 2 on-line tax payments.

Our Risk Management Department processed n/a employee injury claims and n/a 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 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. Work will resume on the tree pit installation at Chester Street and Main Street.

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/>

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