

TOWN MANAGER'S WEEKLY REPORT



July 16, 2014

Town Manager

The Town Council conducted a regular meeting on Monday, July 14th to approve the donation of vehicle to the Police Department and approve the Ordinance Amendment to Chapter 134.

The Front Royal Volunteer Fire Department is donating a used ambulance to the Town's Police Department for use as the Police Department's Tactical Vehicle. The Fire Department received a grant for a new ambulance that has been placed into service. A condition of the grant was that the vehicle replaced could not be resold. The Town will work to retrofit this vehicle and bring it into service in the near future.

Council also completed the second vote on the Ordinance Amendment to Chapter 134 that allows access to Town water meters by licensed plumbers so long as they contact the Town's Police Department prior to opening the meter. The Code also now allows the Fire Department to use fire hydrants for non-emergency uses with prior approval from the Town.

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, 1 Business Licenses, and 13 Code Violation actions. Staff attended the Steering Committee Meeting, attended a Leach Run Parkway meeting, met with the Planning Permit Software provider, and met with citizens about development issues. The Planning Commission is reviewing a draft Ordinance Amendment for campground regulations, Tourism Zones, and Smoking Lounges, reviewing a Special Use Permit for a Bed & Breakfast on Druid Hill, reviewing the development plan for the WWTP, evaluating tourism rental regulations, reviewing the Entrance Corridor restrictions, reviewing the Leach Run Parkway design, reviewing a private school, and the rezoning application for the new Middle School. Planning staff will receive training this week on the new Planning Permit software.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 753 calls to our Dispatch Center, our officers responded to 327 calls for service, issued 51 traffic citations, 2 DUI arrests, and 10 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Massanutten Avenue and throughout Town as needed. Our crews also conducted maintenance on the water system on Happy Creek Road, Hamilton Circle, and as needed. Our Street Maintenance crews maintained Union Street, West 11th Street, West 12th Street, Beeden Lane, Steele Avenue, Main Street, John Marshall Highway, Ross Avenue, Kendrick Lane, Scott Street, Ross Avenue, Chester Street, and as needed. Our sign crews installed and repaired 11 signs. The Horticulture Division weeded islands, applied herbicide, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division addressed HVAC issues at the Administration Building, repaired the Drug Task Force Office roof, and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 13 preventative maintenance services, conducted 3 State inspections, conducted 4 jump starts, repaired 0 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 14 on-call collections as requested.

Crews at our Wastewater Treatment Plant completed the documentation to finalize funding for the plant upgrade grant funding, maintained a final clarifier, continued to coordinate discharge from the Dominion Power Plant site, continued the installation of the second rotary fan press, and performed routine maintenance and operations. Crews at our Water Treatment Plant calibrated the chlorine monitor, maintained the chemical feed system, and 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 continued work on the Town's Front Royal Works website for business development, continued development of the online job application process, prepped for migration of Town email services to Microsoft, and continued work order completion.

Our Visitor's Center arranged an advertisement in the Baltimore Sun's Great Escapes Ad, attended the Celebrate Shenandoah Meeting, research opportunities to advertise at local universities, cohosted Tourism Tuesday, and investigated other advertising opportunities. Staff welcomed 893 visitors to the Center and had 4,255 visits to our website.

Our Finance Department processed 1,667 payment receipts, mailed 591 delinquent utility bills, processed 120 move-in/move-out work orders, disconnected 43 utility accounts, in addition to their normal work activities. We also processed 618 drive through payments, 22 Saturday drive through payments, 56 on-line utility payments, and 3 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 2 full-time and 1 part-time open positions, with 0 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 training for the new Planing Permit software, attend the Planning Commission Meeting and Work Session, attend the NSVRC Meeting, 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, and now have Sunday hours of operation. Information can be found <http://www.samuelslibrary.net/>

The Town Council will conduct a work session at 7:00 pm on Monday, July 21st in the Council Chambers at the Administration Building.

The Fireman's Carnival Parade will be at 6:00 pm on Wednesday, July 16th and the fireworks display will be at 9:00 pm on Thursday, July 17th.