

TOWN MANAGER'S WEEKLY REPORT



August 6, 2014

Town Manager

The Town Council conducted a work session on Monday, August 4th, to receive a presentation from the LFCC Small Business Development Center, discuss a request from Habitat for Humanity, and discuss the renewal of the Franchise Agreement for the Virginia Regional Transit service.

The Town's Economic Committee recommended that the Town consider working with the LFCC Small Business Development Center (SBDC) to investigate opportunities to improve the business climate in Front Royal. The SBDC serves a number of communities in the Valley. Services include evaluation of the variety of business in Town, evaluation of business attraction opportunities, and business related seminars for local business owners and operators. Town Council will consider contracting the SBDC Monday, August 11th.

The Town received a request from Habitat for Humanity to waive the Planning and Zoning fees, as well as the water and sewer connection fees, for a planned home on Cannon Street. Council agreed to waive the permits, but determined that the connection fees should be transferred to a lien on the property that would be paid when the owner sells the property in the future.

Council also discussed continuing the Trolley service provided by the Virginia Regional Transit through a Franchise Agreement. The Town funds a portion of annual operation to provide public transit to our citizens. Council will consider renewal of the Franchise Agreement at a future Public Hearing.

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 6 Zoning permits, 0 sign permits, 1 Business Licenses, and 9 Code Violation actions. Staff attended the Safety Committee Meeting, the VDOT TAP Workshop, the Supervisor's Forum, the Drive Tourism Exercise, 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. The Comprehensive Plan Steering Committee will conduct a community tour on August 13th.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 680 calls to our Dispatch Center, our officers responded to 281 calls for service, issued 22 traffic citations, 2 DUI arrests, and 7 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Hill Street, Cherrydale Avenue, Virginia Avenue, Stonewall Drive, and throughout Town as needed. Our sewer main lining contractor has started work in Royal Village. Our crews also conducted maintenance on the water system on Harmony Orchard Road, Oden Street, and as needed. Our Street Maintenance crews maintained Kendrick Lane, Adams Avenue, Criser Road, West 8th Street, South Street, and as needed. Our sign crews installed and repaired 7 signs. The Horticulture Division applied herbicide and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division removed Planning containers from Town Hall, maintained the Wash Bay, and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 5 preventative maintenance services, conducted 0 State inspections, conducted 1 jump starts, repaired 3 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 4 on-call collections as requested.

Crews at our Wastewater Treatment Plant completed the roof replacement at the lift station, continued installation of the new Rotary Press, maintained an aeration tank, and performed routine maintenance and operations. Crews at our Water Treatment Plant maintained the control valve at the pump station, inspected the chemical storage room, met with Shentel about cellular installations at the Fairground Tank, 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, and continued work order completion.

Our Visitor's Center met with Comcast about advertising opportunities, met with the Main Street Advisory Committee, attended the Town Business Forum, and investigated other advertising opportunities. Staff welcomed 1,214 visitors to the Center and had n/a visits to our website.

Our Finance Department processed 2,248 payment receipts, mailed 482 delinquent utility bills, processed 155 move-in/move-out work orders, disconnected 60 utility accounts, in addition to their normal work activities. We also processed 606 drive through payments, 36 Saturday drive through payments, 62 on-line utility payments, and 11 on-line tax payments.

Our Risk Management Department processed 2 employee injury claims and 5 citizen claims.

Our Human Resources Department advertised numerous positions and received applications for those already advertised. The Town currently has 7 full-time and 1 part-time open positions, with 3 full-time offers pending and 0 part-time offer pending. Staff continued development of on-line job application process.

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 Council will conduct a regular meeting at 7:00 pm on Monday, August 11th in the Warren County Government Center.