

TOWN MANAGER'S WEEKLY REPORT



August 13, 2014

Town Manager

The Town Council conducted a regular meeting on Monday, August 11th, to conduct a public hearing on the Franchise Agreement with the Rappahannock Electric Cooperative to allow a new transmission line, conduct a public hearing on repealing Chapter 110-17 of the Town Code, and approve an agreement with the LFCC Small Business Development Center.

Rappahannock Electric Cooperative (REC) plans to install a new transmission line along the western side of Front Royal to improve service to their customers in Browntown. Notice has been provided to all homeowners along the proposed route. The work will replaced the existing utility poles with taller poles. Three steel poles will be installed on Kerfoot Avenue and Criser Road. The pole will be transferred to the maintenance responsibility of the Town once the work is completed.

The Council also conducted a public hearing concerning the repeal of Town Code Chapter 110-17: Fortunetelling or Practicing Magic Art. The Town Attorney reported that recent Circuit Court decisions have resulted in Code sections related to fortunetelling are not constitutionally compliant. Council will conduct a second reading to repeal this Code on August 25th.

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 awarded the contract to the SBDC Monday, August 11th.

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 4 Zoning permits, 1 sign permits, 2 Business Licenses, and 7 Code Violation actions. Staff 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 722 calls to our Dispatch Center, our officers responded to 293 calls for service, issued 24 traffic citations, 0 DUI arrests, and 15 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on West 15th Street, East 6th Street, Chester Street, and throughout Town as needed. Our sewer main lining contractor continues work in Royal Village. Our crews also conducted maintenance on the water system on as needed. Our Street Maintenance crews cleared the future Police Department Headquarters lot on Kendrick Lane, maintained West 13th Street and as needed. Our sign crews installed and repaired 1 signs. The Horticulture Division installed trees, weeded, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 14 preventative maintenance services, conducted 3 State inspections, conducted 3 jump starts, repaired 4 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 treated basin sludge from the WTP, completed the roofing of the Crooked Run Pump Station, coordinated increased discharge from Dominion, and performed routine maintenance and operations. Crews at our Water Treatment Plant inspected facilities and performed routine maintenance and operation.

Our Energy Services Department reported 0 outages. Our staff continues to install equipment for the new substation. Crews continued to maintain our electrical system.

Our IT Department ordered work stations for Energy Services, configured the new iPads, 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 mailed 300 mailings, participated in National Night Out, placed an ad in Southern Lifestyles & Travel, participated in River Fest, and investigated other advertising opportunities. Staff welcomed 1,301 visitors to the Center and had n/a visits to our website.

Our Finance Department processed 1,911 payment receipts, mailed 452 delinquent utility bills, processed 159 move-in/move-out work orders, disconnected 68 utility accounts, in addition to their normal work activities. We also processed 533 drive through payments, 22 Saturday drive through payments, 69 on-line utility payments, and 6 on-line tax payments.

Our Risk Management Department processed 1 employee injury claims and 3 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 1 part-time offer pending. Staff continued development of on-line job application process.

Upcoming Week:

Our Planning Department will attend the August 12th Board of Architectural Review meeting, the Steering Committee Meeting, 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 work session at 7:00 pm on Monday, August 18th in the Council Chambers of the Administration Building.