

TOWN MANAGER'S WEEKLY REPORT



October 8, 2014

Town Manager

The Town Council did not conduct a work session this week as many members attended the VML Conference.

Council will conduct a regular meeting and work session on Tuesday, October 14th.

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 7 Zoning permits, 2 sign permits, 8 Business Licenses, and 6 Code Violation actions. Staff attended the FRLP Annexation Hearing, met with developers about several possible residential developments, met with staff from Vally Health to discuss sight distance issues on Shenandoah Avenue, 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 Comprehensive Plan Steering Committee will meet in September. The appointed three-judge panel approved the annexation agreement to bring 604 acres of FRLP property into the Town limits effective November 1, 2014.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 667 calls to our Dispatch Center, our officers responded to 271 calls for service, issued 32 traffic citations, 2 DUI arrests, and 11 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Commerce Avenue, West 12th Street, Bel Air Avenue, Kendrick Lane, Lee Street, and throughout Town as needed. Our crews also conducted maintenance on the water system on , and as needed. Our Street Maintenance conducted maintenance on Laurel Street, Mills Lane, 12th Street, West 11th Street, Edgemont Avenue, and installed 32 signs. The Horticulture Division planted the John Marshall Highway bank, removed hanging baskets, installed fall baskets at Visitor's Center, maintained the Arboretum, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division repaired a roof leak at the Vehicle Maintenance Shop, winterized Town Hall, and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 15 preventative

maintenance services, conducted 5 State inspections, conducted 2 jump starts, repaired 4 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 17 on-call collections as requested.

Crews at our Wastewater Treatment Plant maintained the septage receiving tank, addressed WWTP Upgrade bid inquiries, and performed routine maintenance and operations. Crews at our Water Treatment Plant maintained the basins, prepared for the plant upgrades to begin, enacted voluntary water conservation due to river levels, and performed routine maintenance and operation.

Our Energy Services Department reported no outages last week. Our staff continues to install equipment for the new substation. Crews continued to maintain our electrical system.

Our IT Department deployed the Town's Front Royal Works website for business development, updated the mobile app, prepared a meter tampering video, continued development of the online job application process, and continued work order completion.

Our Visitor's Center completed the update to the DiscoverFrontRoyal.com website, prepared advertisements for Valley Magazine and the Baltimore Sun, mailed 495 information requests, began sale of Town fleece pullovers, and investigated other advertising opportunities. Staff welcomed 1,147 visitors to the Center and had n/a visits to our website.

Our Finance Department processed 2,067 payment receipts, mailed 571 delinquent utility bills, processed 211 move-in/move-out work orders, disconnected 90 utility accounts, in addition to their normal work activities. We also processed 716 drive through payments, 19 Saturday drive through payments, 73 on-line utility payments, and 4 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 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 meet with the online permit software consultant, attend the Planning Commission Work Session, 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 Warren Heritage Society will hold the Festival of Leaves on Saturday, October 11th from 9:00 am until 6:00 pm. The event will close Chester Street and Main Street. Motorists are advised to follow the detour signs.

The Town Council will conduct a regular meeting at 7:00 pm on Tuesday, October 14th in the Warren County Government Center.