

TOWN MANAGER'S WEEKLY REPORT



May 1, 2014

Town Manager

The Town conducted a regular meeting on Monday, May 28th to conduct a public hearing on the Town's Vision Statement developed by the Envision Front Royal project, consider the agreement with Warren County concerning the Front Royal Limited Partnership Annexation request, and consider an encroachment license for a property with a porch in the Right-of-Way.

The Town Council adopted the Vision Statement developed during the Envision Front Royal process following receipt of comments from residents supporting the process and the Vision Statement. The Town had conducted two public workshops and an online engagement process to gather input from our citizens about the Town and its future. These comments were incorporated into the Vision Statement by our consultant. The Planning Commission worked with our Planning Staff throughout the process as the first step of updating our Comprehensive Plan. The Town's Vision Statement can be found in the Planning & Zoning Department's section on the Town's website (frontroyalva.com).

Council also approved a two-party agreement with Warren County concerning the annexation of 605 acres of property owned by the Front Royal Limited Partnership into the Town limits. The two-party agreement was requested by the Commission on Local Government following the Town, County, and FRLP entering a three-party agreement concerning the annexation. The approval of the two-party agreement by the Town is conditioned by the FRLP entering an additional agreement with the Town to bind FRLP to certain develop requirements should the three judge panel approve the annexation.

Council approved an encroachment license for the property at 125 West 4th Street to have its porch slightly encroach into the Right-of-Way. The porch had been constructed in the past and extended a few inches past the property line. The encroachment license is valid for five years and must be reconsidered by the Town at that time.

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 14 Zoning permit, 2 sign permits, 7 Business Licenses, and 10 Code Violation actions. Staff met with the EDA and Building Official about a possible business on Main Street, attended the Development Review Committee Meeting, met with the Southerlands about sign issues, attended the Anti-Litter Council meeting, and met with citizens about development issues.

The Planning Commission has recommended approval of the amendments to the Subdivision, Zoning, and Tree Ordinances; Council will discuss at the May 5 work session. The Planning Commission is also reviewing a draft Ordinance Amendment for campground regulations, Tourism Zones, and Hooka Lounges, reviewing a Special Use Permit for a Bed & Breakfast on Druid Hill, reviewing the development plan for the WWTP, and the rezoning application for the new Middle School. The Town and County are continuing to finalize the agreement for the new permit software. Popeye's restaurant is under construction on North Shenandoah Avenue; the Hess Gas Station is being reconstructed on North Shenandoah Avenue.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 710 calls to our Dispatch Center, our officers responded to 279 calls for service, issued 26 traffic citations, 0 DUI arrests, and 15 traffic accidents.

Our Environmental Services crews conducted maintenance to the sanitary sewer system on Bel Air Avenue, Bass Avenue, Stockton Road, West 14th Street, Duck Street, and throughout Town as needed. Our crews continued the spring hydrant flushing program. Our crews also conducted maintenance on the water system on Clymer Avenue, West Main Street, and throughout the Town. Our Street crews conducted street repairs on John Marshall Highway, Kendrick Lane, Hillcrest Drive, Brown Avenue, Ay-View Drive, Biggs Drive, and as needed. Our sign crews installed and repaired 2 signs through the Town. The Horticulture Division installed split rail fence along the trail at South Street, assisted with Arbor Day Celebration, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division addressed boiler issues at DES, repaired benches at the Visitors Center, installed cameras at the Police Department, and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 11 preventative maintenance services, conducted 1 State inspections, conducted 1 jump starts, repaired 3 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 19 on-call collections as requested, and bear proofed 0 cans.

Crews at our Wastewater Treatment Plant maintained the grit chamber, serviced the septage tanks, and performed routine maintenance and operations. Crews at our Water Treatment Plant continued development of the 2013 Water Quality Report, reviewed the final design plans for the WTP upgrades, and performed routine maintenance and operation.

Our Energy Services Department reported 1 outages: a 60 minute outage on the Avtex that affected 1 customers due to a transformer failure.

Our IT Department resolved email issues, began work on the Tourism Center PSA video, resolved phone system issues, updated the mobile app, and continued work order completion.

Our Visitor's Center attended the Bridal Show, arranged Xfinity website ads, arranged ads for Virginia Wine Lover Magazine and Food Traveler Magazine, met with the FR Main Street Committee, updated visitor maps, and investigated other advertising opportunities. Staff welcomed 716 visitors to the Center and had n/a visits to our website.

Our Finance Department processed 1,623 payment receipts, mailed 577 delinquent utility bills, processed 100 move-in/move-out work orders, disconnected 76 utility accounts, in addition to their

normal work activities. We also processed 529 drive through payments, 24 Saturday drive through payments, 66 on-line utility payments, and 1 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 5 full-time and 1 part-time open positions, with 1 full-time offers pending and 0 part-time offer pending. In addition, HR concluded presenting the Hybrid VRS presentation to existing staff members and met with employees with health insurance questions.

Upcoming Week:

Our Planning Department will meet with the EDA and Building Official about two possible developments, attend the Planning Commission, 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. The Town will continue hydrant flushing.

Our Department of Energy Services will continue pedestrian signalization improvements at Royal Avenue and Commerce Avenue, and conduct routine maintenance of various lines and substations throughout our service area. Our contractor will continue work on the Riverton Substation.

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/>

Town Council will conduct a work session at 7:00 pm on Monday, May 5th at the Town's Administration Building.

The Fraternal Order of Police will conduct their Spring Carnival at the Carnival Grounds on 8th Street through Saturday, May 10.