

February 18, 2015

Town Manager

The Town Council met on Tuesday February 17th in a work session to discuss requests to apply for the Virginia Commission of the Arts Local Government Challenge Grant, discuss the process for citizens obtaining accident reports, and a request to attach additional cellular equipment on the Fairground Road Water Tank.

The Town has received requests from the Blue Ridge Arts Council and the Front Royal Oratorio Society for the Town to submit an application to the Virginia Commission of the Arts Local Government Challenge Grant on their behalf. If awarded, the Commission will match funding from the Town up to \$5,000 for arts programs. The Town Council determined to submit an application with a match request for \$500 for the Oratorio Society and \$4,500 for the Arts Council. Council will consider this request at their February 23rd meeting.

Council also discussed a request to change the process for obtaining accidents reports. State Code provides that the Department of Motor Vehicles shall be the primary provider of FR300P accident reports. The Town has historically processed 300 requests for copies of accident reports each year. Council will consider transitioning the Town's process to identify the DMV as the provider for accident reports at the February 23rd meeting.

The Town has received a request from T-Mobile to add additional cellular communication equipment on the Fairground Road water tank. The Town's tank consultant has reviewed the proposed equipment attachments and determined that the additional equipment will not structurally compromise the tank. Council will consider approving an amendment to T-Mobile's Tower Site Lease Agreement at their February 23rd meeting.

The next meeting for Town Council will be a regular meeting scheduled for Monday, February 23rd.

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, 4 sign permits, 6 Business Licenses, and 3 Code Violation actions. Staff attended the Town's Safety Committee Meeting, a meeting about the Criser Road Trail, the Virginia Inland Port Briefing, and met with citizens about development issues. The Planning Commission is reviewing streetscape enhancements to South Street. The Planning Commission has reviewed the 2015-2016 Capital Improvement Program and provided comments for Council's consideration, has recommended approval of a draft Ordinance Amendment for Tourism Zones, and has recommended approval to amend the Ordinance for sandwich board signs. The Town Council will conduct a public hearing on February 23rd for the Ordinance Amendment to the Site Development Code, Chapter 148. The Comprehensive Plan Steering Committee will continue discussions on the update to the Plan.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 735 calls to our Dispatch Center, our officers responded to 310 calls for service, issued 53 traffic citations, 0 DUI arrests, and 18 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system at Kerfoot Avenue, Randolph Avenue, Stonewall Drive, and as needed. Our crews also conducted maintenance on the water system on Washington Avenue and as needed. The Town experience 1 water break due to cold temperatures: a 4" cast iron water main on West 11th Street. Crews also responded to frozen water meters on West 17th Street, West Duck Street, Edgemont Avenue, South Royal Avenue, West 1st Street, and Commerce Avenue. Crews also responded to a meter tampering complaint on Frazier Place. Our contractor has completed installing the new waterline on West 17th Street; crews will be patching pavement over the next two weeks. Our Street Maintenance crews continued assisting the Energy Services Department with the installation of an access road at Hilda Barbour Elementary School, fixed potholes, and installed 15 signs. The Horticulture Division conducted horticulture maintenance throughout the Town. Our Building and Grounds Division continued work on the Planning file storage area and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 12 preventative maintenance services, conducted 3 State inspections, conducted 0 jump starts, repaired 8 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 5 on-call collections as requested.

Crews at our Wastewater Treatment Plant met with the upgrades contractor, oversaw the preliminary work to place construction trailers at the plant, attended a teleconference regarding the American Iron/Steel Act regarding implications for the upgrade, completed fence repairs, completed repairs to the influent pump station, and performed routine maintenance and operations. Crews at our Water Treatment Plant oversaw upgrades at the plant and performed routine maintenance and operation.

Our Energy Services Department reported 4 outages last week: a 66 minute outage on February 14th that affected 200 customers in the Riverton area due to a tree fall; a 20 minute outage on February 14th that affected 80 customers on West Duck Street due to system overload; a 48 minute outage on February 15th on Robin Hood Lane that affected 63 customers due to system overload; and a 58 minute outage on February 15th on Stonewall Drive that affected 4 customers due to equipment failure. Crews continued

work on the distribution lines from the Riverton Substation and continued to maintain our electrical system.

Our IT Department developed an RFP for Police in-car camera systems, developed the “Shop Local Front Royal” poster, developed the training for staff for the new online employment website, continued deployment of new MDT’s in Police vehicles, worked on the snow removal public service video, installed speakers in the hallway of the Administration Building, and continued work order completion.

Our Visitor’s Center arranged for to air the 30 second Tourism video on the Comcast website in April, continued discussion of updates to the Battle of Front Royal Driving Tour, the Visitor’s Guide and the Walking Tour, discussed the Drive Tourism initiative, met with the website host about adding the 30 second Tourism video and scrolling photos to the website, and investigated other advertising opportunities. Staff welcomed 233 visitors to the Center and had 29,099 visits to our website.

Our Finance Department processed 2,542 payment receipts, mailed 455 delinquent utility bills, processed 186 move-in/move-out work orders, disconnected 90 utility accounts, in addition to their normal work activities. We also processed 678 drive through payments, 35 Saturday drive through payments, 89 on-line utility payments, and 10 on-line tax payments.

Our Risk Management Department processed 1 employee injury claims and 0 citizen claims.

Our Human Resources Department advertised numerous positions and received applications for those already advertised. The Town currently has 6 full-time, 1 part-time open positions and 4 seasonal positions, with 2 full-time offers pending and 0 part-time offer pending.

Upcoming Week:

Our Planning Department will attend the Development Review Committee, Planning Commission Meeting, NSVRC Monthly Meeting, 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. Staff will continue placing temporary patches and conduct grease trap inspections.

Our Department of Energy Services will conduct routine maintenance of various lines and substations throughout our service area. Crews will be working on the distribution lines from 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. Information can be found <http://www.samuelslibrary.net/>

The Town Council will meet at 7:00 pm on Monday, February 23rd for a regular meeting in the Warren County Government Center

The Board of Zoning Appeals will meet at 7:00 pm on Wednesday, February 25th in the Council Chambers of the Town's Administration Building.