

June 17, 2015

### Town Manager

The Town Council met on Monday, June 15 in a work session to receive a presentation from the Front Royal Christian School about a proposal for a WWII memorial, discuss the proposal for the design of the Police Headquarters, and discuss a request to boundary adjust property into the Town limits.

The 6th and 7th grade classes from the Front Royal Christian School have developed two memorial designs that they seek to possibly construct on Town property as a memorial to the heroes and victims of WWII. The memorial will include landscaping, benches, and flags. Staff will work with the school to identify a possible location.

Council also received the proposal from Moseley Architects to design the Police Headquarters to be located at Monroe Avenue and Kendrick Lane. The total design fee is \$489,606. Council will consider award of the contract at their June 22nd meeting.

The Town has received a request from Chris Ramsey to boundary adjust 20 acres of his property located off of Guard Hill Road into the Town limits to facilitate development of the property. Council will add this request to the items to discuss with Warren County at the July 16th Liaison Meeting

The next meeting for Town Council will be a regular meeting scheduled for Monday, June 22nd.

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 1 Zoning permits, 1 sign permits, 2 Business Licenses, and 7 Code Violation actions. Staff attended a meeting about the Avtex Connector Road, met with the NSVRC about entrance corridors, and met with citizens about development issues. The Planning Commission is reviewing a proposed office building on Shenandoah Avenue, consideration of urban livestock as referred by Town Council, and streetscape enhancements to South Street which will include VDOT conducting a Corridor Study to evaluate possible improvements and traffic impact to be completed in October. Town Council approved the Ordinance Amendment to the Land Development & Subdivision

Code, Chapter 148 at their June 8th meeting; Council will consider a second vote on the Zoning and Urban Forestry Amendments at their June 22nd meeting. Town Council authorized staff to jointly apply for a CDBG Grant to develop Downtown Enhancements with the NSVRC; a management team meeting is scheduled for June 23rd. The Comprehensive Plan Steering Committee met May 13th to continue discussions on the update to the Plan. Staff continue to work with EnerGov on the online permitting website that is anticipated to be online in August.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 749 calls to our Dispatch Center, our officers responded to 375 calls for service, issued 59 traffic citations, 5 DUI arrests, and 11 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Pence Street, Parkview Drive, Salem Avenue, Rugby Road, West Jackson Street, and as needed. Our crews also conducted maintenance on the water system on Anderson Street, Washington Avenue, Duck Street, East 7th Street, Woodside Avenue, New Avenue, and as needed. Our Street Maintenance crews conducted road repairs on South Street, alleys, repaired stormsewer along Royal Avenue, and installed 33 signs. The Horticulture Division conducted horticulture maintenance throughout the Town. Our Building and Grounds Division installed flag bunting at the Administration Building and the Gazebo, and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 10 preventative maintenance services, conducted 3 State inspections, conducted 4 jump starts, repaired 1 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected n/a on-call collections as requested.

Crews at our Wastewater Treatment Plant maintained the primary clarifier, maintained the rotary fan press, and performed routine maintenance and operations. The WWTP contractor continued upgrades to the plant. Crews at our Water Treatment Plant maintained plant water pumps, installed new communications equipment at the 4-H Tank, maintained the Guard Hill Pump Station, continued to monitor the installation of the cell tower attachment at the Fairground Tank, and performed routine maintenance and operation. WTP contractor began installing stairs at the UV Building, began HVAC work, and continued building construction.

Our Energy Services Department reported 11 outages last week: an 18 minute outage on June 8 on Happy Creek Road that affected 231 customers due to issues with REC transmission, a 42 minute outage on June 8 on West 18th St that affected 1 customers due to storm related tree damage; a 40 minute outage on June 8 on Scarlet Oak Court that affected 4 customer due to storm related tree damage; an 8 minute outage on June 11 on Stonewall Drive that affected 2 customers due to equipment failure; an 82 minute outage on June 12 on Stonewall Drive that affect 2 customers due to equipment failure; a 15 minute outage on June 12 on Ross & Washington that affected 7 customers due to equipment failure; a 29 minutes outage on June 12 on Cloud, Jackson, & Main Streets that affected 40 customers due to line contact by a balloon; a 26 minute outage on June 12 on Frazier Place that affected 12 customers due to a tree; a 24 minute outage on June 14 that affected 25 customers on Charles Street due to equipment failure; a 73 minute outage on June 14 on Jamestown Road that affected 8 customers due to a transformer failure; and a 17 minute outage on June 14 in the Riverton area that affected 200 customers due to storm damage. Crews continued work on the distribution lines from the Riverton Substation and continued to maintain our electrical system.

Our IT Department worked on an MDT antenna issue, evaluated agenda creation options, and continued work order completion.

Our Visitor's Center cohosted Tourism Tuesday, met with the Chamber and Mirandum Pictures to discuss the VTC Marketing Leverage Grant, met with business owners about a possible 4th of July event that will be considered next year, sent interest letters to schools and churches about the First Night Front Royal event, arranged for the "Re-Discover Front Royal" ad in the Mountain Courier, continued discussion of updates to the Battle of Front Royal Driving Tour, the Visitor's Guide and the Walking Tour, and investigated other advertising opportunities. Staff welcomed 867 visitors to the Center and had 5,692 visits to our website.

Our Finance Department processed 3,186 payment receipts, mailed 357 delinquent utility bills, processed 122 move-in/move-out work orders, disconnected 62 utility accounts, in addition to their normal work activities. We also processed 493 drive through payments, 22 Saturday drive through payments, 51 on-line utility payments, and 23 on-line tax payments.

Our Risk Management Department processed 0 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 4 full-time, 2 part-time open positions, with 2 full-time offers pending and 0 part-time offer pending. HR also continued development of updates to the Town's Employee Handbook.

#### *Upcoming Week:*

Our Planning Department will attend the Planning Commission Work Session, attend the NSVRC 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.

Our Department of Energy Services will continue 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, June 22nd in a regular meeting at the County Government Center.