

August 5, 2015

Town Manager

The Town Council conducted a work session on August 3rd to discuss the recommendations from the Mayor's Economic Committee and to discuss the Town's Scholarship.

The Mayor's Economic Committee had provided fifteen recommendations to help improvement the economy of Front Royal. The Town has initiated efforts on all points and will continue to advance on the identified items to advance business recruitment and retention in Front Royal.

Council also discussed the Town's Scholarship included in the FY 2015-2016 Budget. Council will offer two \$500 scholarships to high school seniors living in the Town limits. Applications will be distributed in the future for Council to consider for award.

The next meeting for Town Council will be a regular meeting scheduled for Monday, August 10.

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 6 Zoning permits, 0 sign permits, 3 Business Licenses, and 37 Code Violation actions. Staff met about the Community Development position, attended HB2 Training in Staunton, attended the Business Forum, and met with citizens about development issues. Staff continue to work with EnerGov on the online permitting website that is anticipated to be online in September.

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. A public hearing on the urban livestock was conducted by the Planning Commission on July 15th; action was tabled until the August meeting. Town Council authorized staff to jointly apply for a CDBG Grant to develop Downtown Enhancements with the NSVRC; the public meeting was conducted July 7th, and followup management meeting was conducted

on July 16th. The Comprehensive Plan Steering Committee met May 13th to continue discussions on the update to the Plan. The Town was notified that our MAP-21 Grant for construction of a sidewalk along Westminster Drive was approved, but our grant application for construction of the Criser Road Trail was not approved. The Planning Commission conditionally approved the office building on Shenandoah Avenue.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 753 calls to our Dispatch Center, our officers responded to 341 calls for service, issued 56 traffic citations, 0 DUI arrests, and 17 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on West 15th Street, East 6th Street, and as needed. Crews also conducted grease trap inspections at several restaurants. Our crews also conducted maintenance on the water system on West Main Street, Williams Street, West 15th Street, and as needed. Our Street Maintenance crews conducted road repairs on Clymer Avenue, Midland Avenue, Chester Street, Short Street, Fletcher Street, and installed 20 signs. The Horticulture Division cleared brush between the Happy Creek Trail and Happy Creek and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed n/a preventative maintenance services, conducted n/a State inspections, conducted n/a jump starts, repaired n/a flat tires, and other unscheduled repairs to vehicles and equipment.

Crews at our Wastewater Treatment Plant replaced an influent pump and performed routine maintenance and operations. The WWTP contractor continued upgrades to the plant. Crews at our Water Treatment Plant installed a duct bank at the Fairground Road Tank for future cell phone use, programmed the Guard Hill pump station generator, continued to monitor the installation of the cell tower attachment at the Fairground Tank and performed routine plant maintenance and operation. WTP contractor installed UV piping, chemical feed lines, and drains and continued construction of improvements.

Our Energy Services Department reported 3 outages last week: a 31 minutes outage on July 27th that affected 60 customers on Cherrydale Avenue due to an animal; a 15 minute outage on July 27th that affected 15 customers on Salem Avenue due to lightning; and a 12 minute outage on July 27th that affected 200 customers in Riverton and Warren Park due to an issue with REC's transmission line. Crews continued work on the distribution lines from the Riverton Substation and continued to maintain our electrical system.

Our IT Department continued evaluation of Windows 10, prepped for the Gazebo Flicks, evaluated the VDI solutions, continued work on the website update, finished inventory of Town equipment, and continued work order completion.

Our Visitor's Center interviewed candidates for the vacant Specialist position, ordered t-shirts for Celebrate the River Day, attended the Business Forum, submitted advertisements for Life Outdoors Magazine and Adventure Outdoors Magazine, continued Drive Tourism discussion, 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 1,002 visitors to the Center and had 4,629 visits to our website.

Our Finance Department processed 1,615 payment receipts, mailed 477 delinquent utility bills, processed 162 move-in/move-out work orders, disconnected 47 utility accounts, in addition to their normal work activities. We also processed 521 drive through payments, 48 Saturday drive through payments, 88 on-line utility payments, and 2 on-line tax payments.

Our Risk Management Department processed 1 employee injury claims and 2 citizen claims.

Our Human Resources Department advertised numerous positions and received applications for those already advertised. The Town currently has 6 full-time, 3 part-time open positions, with 3 full-time offers pending and 1 part-time offer pending. Staff also addressed a grievance issue.

Upcoming Week:

Our Planning Department will meet with VFW representatives, attend the Safety Committee Meeting, attend the VDOT TAP Workshop, attend the Planning Commission Work Session, attend the Steering Committee 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 inspect the Riverton main line for possible issues and 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, August 10th in a regular meeting at the County Government Center.