

August 26, 2015

Town Manager

The Town Council conducted a regular meeting on August 24th to authorize a request to participate in the 2016 Urban Archery Program, consider a funding request from the Power of Partnership Alliance, and approved the Pole Attachment Agreement with Comcast.

Town Council authorized staff to submit a request to the Department of Game and Inland Fisheries for the Town to participate in the 2016 Urban Archery Program to continue culling on private property. The Urban Archery program would allow anyone with a valid hunting permit to participate in bow hunting during the established season in Town. The Town will need to adopt a Code Amendment to allow bow hunting in the Town limits in the future.

Council also approved a request from the Power of Partnership Alliance to reallocate funding previously requested in 2013 to pursue event and advertising opportunities that will benefit tourism in Front Royal. Council authorized release \$3,800 to POPA for marketing efforts.

Council approved five year Pole Attachment Agreement with Comcast retroactive to June 22, 2013. The Town had been negotiating with Comcast since before the expiration of the agreement. The new agreement brings the fees for locating on Town utility poles closer to the current rates to cover pole maintenance associated with other utilities located on Town poles.

The next meeting for Town Council will be a work session scheduled for September 8th.

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 5 Zoning permits, 0 sign permits, 3 Business Licenses, and 27 Code Violation actions. Staff attended a meeting about a business on Main Street, a GIS coordination meeting with Warren County, attended the Planning Commission Meeting and Work Session, attended the NSVRC Meeting, 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 November.

The Planning Commission recommended approval of a Special Use Permit for Angel's Korner Day Care and the Urban Agricultural Ordinance at their August 19th Meeting; Council will discuss both at a future work session. The Planning Commission continues to investigate 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. The Town is awaiting confirmation to proceed with a CDBG Planning Grant to develop Downtown Enhancements with the NSVRC. The Comprehensive Plan Steering Committee met August 6th to review the transportation plan and land use plan. The Town was notified that our MAP-21 Grant for construction of a sidewalk along Westminster Drive was approved. Staff have applied for an RTP Grant through DCR to construct the Criser Road Trail.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 507 calls to our Dispatch Center, our officers responded to 383 calls for service, issued 45 traffic citations, 1 DUI arrests, and 14 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system at Gateway Plaza and as needed. The Town's sanitary sewer contractor made repairs on East Prospect Street, Massanutten Avenue, and West 8th Street. Our crews also conducted maintenance on the water system on Happy Creek Road, in Riverton Commons, Viscose Avenue, Bradford Drive, and as needed. Our Street Maintenance crews conducted road repairs on Easterly Street, West Main Street, Happy Creek Road, Commerce Avenue, Cedar Drive, Luray Avenue, and installed 0 signs. The Horticulture Division conducted horticulture maintenance throughout the Town. Our Building and Grounds Division conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 10 preventative maintenance services, conducted 1 State inspections, n/a vehicle repairs, and other unscheduled repairs to vehicles and equipment.

Crews at our Wastewater Treatment Plant addressed the sludge from the settling basin that will require one month to process, updated information to participate in the Nutrient Exchange Program, maintained the Septage Receiving Tank, and performed routine maintenance and operations. The WWTP contractor continued upgrades to the plant, and Town crews are now using a portion of the new Cake Storage Building. Crews at our Water Treatment Plant continued to monitor the improvements at the WTP and performed routine plant maintenance and operation. WTP contractor continued construction of improvements.

Our Energy Services Department reported 0 outages last week. Crews inspected school flashers and continued to maintain our electrical system.

Our IT Department received and integrated the updated Front Royal Excitement video from Mirandum Pictures, prepped for the Gazebo Flicks, continued work on the website update, continued MDT replacement for the Police Department, and continued work order completion.

Our Visitor's Center conducted a steering committee meeting for First Night Front Royal 2015, received the new credit card machine, welcomed Rebecca Rouse and Cindy Peryea as our new part-time employees, arranged advertisements in the 2016 Washington Wizards Yearbook, the Baltimore Sun, Blue Ridge Outdoors, and Comcast website, 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 936 visitors to the Center and had 4,002 visits to our website.

Our Finance Department processed 1,801 payment receipts, mailed 510 delinquent utility bills, processed 85 move-in/move-out work orders, disconnected 46 utility accounts, in addition to their normal work activities. We also processed 581 drive through payments, 33 Saturday drive through payments, 70 on-line utility payments, and 3 on-line tax payments.

Our Risk Management Department processed 0 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 9 full-time and 3 part-time open positions, with 0 full-time offers pending and 0 part-time offer pending. Human Resources also processed a Workers Compensation claim.

Upcoming Week:

Our Planning Department will conduct the New Member Orientation for the new members of the Planning Commission, attend the Supervisors Forum, attended the Development Review Committee meeting, meet with local commercial real estate agents, attend the Anti-Litter Council Meeting, and meet with citizens with zoning questions.

Our Police Department will continue to patrol the Town.

Our Department of Environmental Services plans to inspect School flashers, complete substation inspections, and conduct preventative maintenance throughout Town.

Our Department of Energy Services will conduct the monthly safety meeting, continue installation of fiber optic line from the Administration Building to the Visitors Center, and conduct normal maintenance of our facilities.

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 Tuesday, September 8th in a work session in the Council Chambers of the Town's Administration Building.