

September 16, 2015

Town Manager

The Town Council conducted a regular meeting on September 14th to conduct a public hearing for a proposed Amendment to Chapter 158 of the Town Code related to parking and traffic violations, consider authorization to advertise for the Community Development Director position, and to consider funding the Royal Cruze-In event.

Council conducted a public hearing to receive input on the proposed changes to Chapter 158-27 and 158-53 regarding the Town's parking and traffic violations. The proposed changes would increase the time that an individual receiving a violation has to either pay the fine or contest the violation notice from two (2) days to seven (7) days. In addition, the Code would establish the fine for most violations at \$25 from the current \$20 fine and \$30 processing fee. The Code Amendment would also double the assessed fine should an individual fail to pay the fee or contest the violation within seven (7) days. Council will consider a second reading of this Code Amendment at their September 28th meeting.

Council also voted to authorize staff to advertise for the newly established Community Development Director position. The job description for this position has been collaboratively developed through discussions with the Town, Economic Development Authority, Chamber of Commerce, and Front Royal Independent Business Alliance. The position would serve to identify opportunities to enhance community relations, the business climate, and business development in Front Royal. Applications for the position can be made online at www.frontroyalva.com/jobs. The position is open until filled with the first review of applications scheduled for November, 2015.

Town Council also approved funding for the Royal Cruze-In car show on September 25th at the Gazebo. The car show will be open to all vehicles with judging for best in show by the Mayor and Town Council. Music by The Shockers! will be performed from 6:00 pm until 8:00 pm. Following their performance, the Town will screen American Graffiti.

The next meeting for Town Council will be a work session scheduled for September 21st.

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, 1 sign permits, 3 Business Licenses, and 12 Code Violation actions. Staff attended a meeting with representatives of Front Royal Limited Partnership, a potential business in the Technology Park, 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 January 2016.

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 the Urban Agricultural Ordinance at a future work session and conduct a public hearing in the future for the Special Use Permit. The Planning Commission will consider a Special Use Permit request for three dwellings at 102 West Prospect Street at their September 16th meeting. 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 n/a calls to our Dispatch Center, our officers responded to n/a calls for service, issued n/a traffic citations, n/a DUI arrests, and n/a traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Cherrydale Avenue, West 8th Street, West 1st Street, Jamestown Road, and as needed. Our crews conducted maintenance on the water system on Monroe Avenue, Virginia Avenue, River Court, Madison Avenue, North Commerce Avenue, Ewell Street, and as needed. Our Street Maintenance crews conducted road repairs at the Happy Creek Road and Bee Street, inspected storm inlets throughout the Town, and installed 1 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 11 preventative maintenance services, conducted 1 State inspections, 5 vehicle repairs, and other unscheduled repairs to vehicles and equipment.

Crews at our Wastewater Treatment Plant maintained the aerobic digester, maintained the final clarifier tank, and performed routine maintenance and operations. The WWTP contractor continued upgrades to the plant. Crews at our Water Treatment Plant conducted the quarterly equipment calibrations, continued to monitor cellular equipment work at the Fair Ground Water Tank, continued to monitor the improvements at the WTP and performed routine plant maintenance and operation. WTP contractor continued installation of UV piping, installation of the feed lines and drains, completed the brick work at the UV building, and continued construction of improvements.

Our Energy Services Department reported 2 outages last week: a 24 minute outage on September 8th affecting 3 customers along West 10th Street due to an animal and a n/a minute outage on September 9th affecting 50 customers on Blue Ridge Avenue, Cloud Street, and Jackson Street due to an unknown cause. Crews continued to maintain our electrical system.

Our IT Department began researching our new VDI system, began the upgrade to the Finance Sungard Server, continued work on the website update, continued MDT replacement for the Police Department, addressed mobile app issues, and continued work order completion.

Our Visitor's Center received the 2015 Christmas Ornament depicting the Visitor's Center that will be sold beginning in November, developed advertisements for the Griffon Magazine, Blue Ridge Contry, and the Washington Wizards Yearbook, work with the Warren Heritage Society to update the display case, developed a new layout plan for the information kiosks, and welcomed visitors and investigated other advertising opportunities. Staff welcomed 776 visitors to the Center and had 2,777 visits to our website.

Our Finance Department processed 1,378 payment receipts, mailed 523 delinquent utility bills, processed 111 move-in/move-out work orders, disconnected 52 utility accounts, in addition to their normal work activities. We also processed 484 drive through payments, 16 Saturday drive through payments, 72 on-line utility payments, and 1 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 and 0 part-time open positions, with 0 full-time offers pending and 0 part-time offer pending.

Upcoming Week:

Our Planning Department will attend the Planning Commission meeting and work session, meet with Energy Services and AMP about the solar field, attend the NSVRC monthly meeting, and meet with citizens with zoning questions.

Our Police Department will continue to patrol the Town.

Our Department of Environmental Services will conduct preventative maintenance throughout Town.

Our Department of Energy Services will continue installing fiber from the Administration Building to the Visitor's Center, begin installation of the electric car charger at the Gazebo, 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 will host the final Gazebo Flick sponsored by the Economic Development Authority of “The Goonies” on Thursday, September 24th.

The Town will host the “Royal Cruze-In” sponsored by Jack Evans Chevrolet on Friday, September 25th. The night will include antique and novelty cars and trucks, music by “The Shockers!”, and a screening of American Graffiti.

The Town Council will meet at 7:00 pm on Monday, September 21st in the Council Chambers of the Town’s Administration Building.