

October 28, 2015

Town Manager

The Town Council conducted a regular meeting on Monday, October 26th to conduct a public hearing on a budget amendment, approve the bid for Police camera systems, and approve the Town's FY2016-2017 VDOT Revenue Sharing Applications.

Council conducted a public hearing to amend the FY15-16 Budget by \$62,550,789.15 to carry forward funds from the FY14-15 Budget for purchase orders that were not completed and to account for a \$10,000,000 short term loan to the Economic Development Authority to advance development of the Avtex property. The majority of the amendments was \$46,000,000 associated with the construction of improvements to the Wastewater Treatment Plant. Council will consider a second reading of the Budget amendment at their November 9th meeting.

Council also awarded a bid for Police Department in-car camera systems, a motor cycle camera system, and body camera systems in the amount of \$96,545.00 to WatchGuard Video. The Police Department will have the vehicle camera systems installed as time permits at the Town's Fleet Maintenance facility. The Department will develop a policy regarding use and record retention for the body cameras prior to implementing the body camera systems.

Finally, Council approved applications for two VDOT Revenue Sharing Projects: South Commerce Avenue and Leach Run Parkway. VDOT has indicated that the Town must reconstruct South Commerce Avenue from Main Street to South Street due to its deteriorating condition. The estimated cost for this work is \$375,000. The Town is also seeking \$5,000,000 to assist the Town, County, and EDA with the completion of the Leach Run Parkway as originally designed. VDOT will confirm any projects in July 2016.

The next meeting for Town Council will be a regular meeting scheduled for November 9th.

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 2 Zoning permits, 2 sign permits, 4 Business Licenses, and 16 Code Violation actions. Staff attended the Town Safety Committee Meeting, training by EnerGov for the online permitting project, the Board of Zoning Appeals Meeting, the Planning Commission 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 March 2016. Staff are also working on completing the DHCD Virginia Main Street application.

The Planning Commission recommended approval of the Urban Agricultural Ordinance at their August 19th Meeting; Council will conduct a public hearing on the Urban Agricultural Ordinance on November 9th. The Planning Commission recommended approval with conditions of a Special Use Permit request for three dwellings at 102 West Prospect Street; Council will consider the SUP on November 9th. 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 Front Royal Limited Partnership has submitted a Proffer Amendments for their development, a Special Exception Request, an amendment to the Comprehensive Plan, and a Code Amendment request that is being reviewed by staff. The Town has received 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 693 calls to our Dispatch Center, our officers responded to 294 calls for service, issued 37 traffic citations, 0 DUI arrests, and 15 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Manassas Avenue and as needed. Our crews continued flushing hydrants and conducted maintenance on the water system on Virginia Avenue, Pinecrest Street, Richmond Road, East Stonewall Drive, West 11th Street, and as needed. The Town experienced no water breaks this week. Our Street Maintenance crews conducted road repairs on West 11th Street, Massanutten Avenue, Commerce Avenue, and Hill Street, and installed 6 signs. The Horticulture Division mowed at the Afton Inn, attended bucket truck training, cleared tree and brush from the John Marshall Highway banner posts, installed six trees on Main Street, collected trash along the Happy Creek Trail, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division addressed a bee issue at the Drug Task Force Building and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed n/a preventative maintenance services, conducted n/a State inspections, n/a vehicle repairs, and other unscheduled repairs to vehicles and equipment.

Crews at our Wastewater Treatment Plant maintained the Riverton Lift Station, maintained the equalization basin equipment, submitted the draft renewal of FDR Services Industrial Discharge Permit, maintained the septage receiving station, drained the settling basin, and performed routine maintenance and operations. The WWTP contractor continued upgrades to the plant. Crews at our Water Treatment Plant maintained the finished water meter vault, worked with the contractor to calibrate the UV reactors, and performed routine plant maintenance and operation. WTP contractor continued integrating SCADA systems, continued HVAC and plumbing work, and continued construction of improvements.

Our Energy Services Department reported 5 outages last week: a 30 minute outage on October 19th on Commerce Avenue that affected 1 customer due to equipment failure; a 75 minute outage on October 22nd at the WWTP due to the construction crane getting into the high voltage lines; a 15 minute outage on October 22nd on North Shenandoah Avenue that affected 1 customer due to an animal; a 15 minute outage on October 23rd on Fletcher Avenue that affected 50 customers due to an animal; and a 23 minute outage on October 25th on Bass Avenue that affected 25 customers due to an animal. Crews continued to maintain our electrical system.

Our IT Department continued installation of the new SAN server hardware, coordinated fiber extension to the WWTP, prepped new MDT's for the PD, and continued work order completion.

Our Visitor's Center attended a DRIVE Tourism meeting on directional signage, attended the Shenandoah Valley Tourism Managers meeting to discuss cooperative advertising, coordinate photos of Front Royal and Skyline Drive in Blue Ridge Motorcycle Magazine, and welcomed visitors and investigated other advertising opportunities. Staff welcomed 1,666 visitors to the Center and had n/a visits to our website.

Our Finance Department processed 1,849 payment receipts, mailed 798 delinquent utility bills, processed 120 move-in/move-out work orders, disconnected 54 utility accounts, in addition to their normal work activities. We also processed 1,078 drive through payments, 26 Saturday drive through payments, 67 on-line utility payments, and 7 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 0 part-time open positions, with 2 full-time offers pending and 0 part-time offer pending. The Town is currently advertising for the Community Development Director position.

Upcoming Week:

Our Planning Department will attend a VML webinar on Creating Age-Friendly Communities, attend the Supervisors Forum, attend the Development Review Committee meeting, meet with Washington Gas, 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 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/>

Hometown Halloween is scheduled from 6:00 pm until 8:00 pm on Main Street on Saturday, October 31st.

The Town Council will meet at 7:00 pm on Monday, November 9th at the County Government Center.