

November 4, 2015

### Town Manager

The Town Council did not conduct a meeting on Monday, November 2nd.

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 9 Zoning permits, 1 sign permits, 0 Business Licenses, and 12 Code Violation actions. Staff attended the Creating Age-Friendly Communities webinar, attended the Supervisors Forum, attended the Development Review Committee meeting, met with Washington Gas, met with Front Royal Limited Partnership, 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 completed and submitted 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 and conditionally approved the building expansion plan for the Southerlands. 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; a draft report has been provided for review. 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 706 calls to our Dispatch Center, our officers responded to 269 calls for service, issued 20 traffic citations, 1 DUI arrests, and 13 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system as needed. Our crews conducted maintenance on the water system as needed. Our Street Maintenance crews conducted road repairs on Commerce Avenue, Marshall Street, Horseshoe Drive, and installed 5 signs. The Horticulture Division mulched John Marshall Highway, trimmed trees, collected trash along the Happy Creek Trail, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division addressed a roof leak at the Administration 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 completed interviews for the Plant Operator position, maintained the final settling tank, began FY16-17 Budget, experienced a 0.26 MG plant bypass on October 28th, and performed routine maintenance and operations. The WWTP contractor continued upgrades to the plant. Crews at our Water Treatment Plant 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 4 outages last week: a 42 minute outage on October 27th on 15th Street that affected 1 customer due to equipment failure; a 50 minute outage on October 28th at Royal Plaze that affected 6 customers due to a vehicle accident; a 91 minute outage on October 28th at the Skyline Motel due to an equipment failure; and a 110 minute outage on October 29th on Strasburg Road that affected 1 customer due to equipment failure. Crews continued to maintain our electrical system. The Town received five customers at the DC Fast Charging Station.

Our IT Department continued installation of the new SAN server hardware, tested VDI solutions, developed the Holiday Lights Contest site, and continued work order completion.

Our Visitor's Center co-hosted Tourism Tuesday, coordinated the First Night Front Royal event planning, developed advertisements in the Northern Virginia Daily, Warren Sentinel, Shenandoah Valley Herald, and Mountain Courier for the holidays, mailed 201 information requests, and welcomed visitors and investigated other advertising opportunities. The Town's Christmas Ornament depicting the Visitor Center is on sale. Staff welcomed 995 visitors to the Center and had n/a visits to our website.

Our Finance Department processed 2,722 payment receipts, mailed 462 delinquent utility bills, processed 165 move-in/move-out work orders, disconnected 43 utility accounts, in addition to their normal work activities. We also processed 549 drive through payments, 26 Saturday drive through payments, 82 on-line utility payments, and 13 on-line tax payments.

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

Our Human Resources Department advertised numerous positions and received applications for those already advertised. The Town currently has 8 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 the appeal of the BZA decision in Philip Charles vs. The Town of Front Royal, meet with Front Royal Limited Partnership, 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 and replace hydrants identified from the flushing inspections.

Our Department of Energy Services will conduct normal maintenance of our facilities and the monthly substation inspections.

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, November 9th at the County Government Center.