

November 18, 2015

### Town Manager

The Town Council conducted a work session on Monday, November 16th to discuss the AMI Assessment Study results, discuss the Main Street Lights Program, and discuss the vacancy on Council from the recent elections.

Dale Pennington with UtiliWorks presented the results of their study of options for the Town's implementation of automatic meter reading (AMR) and advanced metering infrastructure (AMI). Based upon their study of costs and benefits, UtiliWorks recommends that the Town pursue an Optimized Deployment of AMI. This solution would allow the Town remotely communicate with our electric meters and to pursue enhancement customer service capabilities such as prepayment options and excessive use notifications. The Town will pursue cost to implement information to proceed with this project.

Council also received a request from FRIBA to return the funds donated towards the implementation of the Main Street Lights. At the meeting, FRIBA requested that the program continue rather than fund being returned. The Town will send additional notices to the property owner to gain approval for connection to their buildings. Staff will report to Council as commitments are received.

Council also discussed how to proceed with filling the Council seat that will be vacated January 1st when Councilman Daryl Funk assumes the position of Clerk of the Circuit Court. County has determined that applications from interested citizens will be received from the middle of December to the first week of January. At that point, Council will review the application and select an individual to be appointed to fill the remainder of the term.

The next meeting for Town Council will be a regular meeting scheduled for November 23rd.

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, 7 Business Licenses, and 2 Code Violation actions. Staff conducted GIS training for local realtors, attended a meeting about the Town's solar project, attended the BAR meeting, participated in the Chamber Leadership Class Local Government Day, attended the Leach Run Parkway Pre-Construction Meeting, met with FRLP representatives, 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.

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. Staff met with the NSVRC and DHCD about CDBG Planning Grant to develop Downtown Enhancements. 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. The appeal of the BZA decision regarding the Poe's Campground upheld the BZA's decision.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 641 calls to our Dispatch Center, our officers responded to 261 calls for service, issued 39 traffic citations, 2 DUI arrests, and 5 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system at West 11th Street, Duncan Avenue, and as needed. Our crews conducted maintenance on the water system on Lee Street, Skyline Drive, and as needed. A water break occurred on Manassas Avenue on a 4" transite line. Our Street Maintenance crews conducted road repairs on South Commerce Avenue, John Marshall Highway, and installed 7 signs. The Horticulture Division maintained the Gazebo area, Boat Landing, Bowman Park 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 15 preventative maintenance services, conducted n3 State inspections, 6 vehicle repairs, and other unscheduled repairs to vehicles and equipment.

Crews at our Wastewater Treatment Plant completed the monthly DEQ reports and performed routine maintenance and operations. The WWTP contractor continued piping improvements at the plant and continued upgrades to the plant. Crews at our Water Treatment Plant conducted annual inspection and maintenance of the south basin and performed routine plant maintenance and operation. WTP contractor continued work at the UV reactor building, continued plumbing and HVAC work, and continued construction of improvements.

Our Energy Services Department reported 0 outages last week. Crews completed the upgrade of facilities along Brown Avenue and continued to maintain our electrical system. The Town received six customers at the DC Fast Charging Station last week.

Our IT Department continued installation of the new SAN server hardware, tested VDI solutions, continued development of the Holiday Lights Contest site, prepared the training for the new MDT's, and continued work order completion.

Our Visitor's Center attended the Shenandoah Valley Tourism Managers Meeting, coordinated the First Night Front Royal event planning, began development of the new Visitors Guide, added mason jar mugs to merchandise, updated the Visitor Kiosks, mailed 302 information requests, and investigated other advertising opportunities. The Town's Christmas Ornament depicting the Visitor Center is on sale. Staff welcomed 427 visitors to the Center and had n/a visits to our website.

Our Finance Department processed 2,501 payment receipts, mailed 343 delinquent utility bills, processed 69 move-in/move-out work orders, disconnected 56 utility accounts, in addition to their normal work activities. We also processed 611 drive through payments, 37 Saturday drive through payments, 79 on-line utility payments, and 8 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 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 conduct the CDBG Project Management Meeting, attend the Development Review Committee meeting, attend the Planning Commission Work Session, attend the Business Forum, attend the NSVRC meeting, and meet with citizens with zoning questions.

Our Police Department will continue to patrol the Town.

Our Department of Environmental Services will begin system improvements on Manassas Avenue, conduct the monthly safety meeting, and conduct preventative maintenance throughout Town.

Our Department of Energy Services will conduct normal maintenance of our facilities and begin system upgrades along Brown Avenue and Manassas Avenue.

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 23rd at the Warren County Government Center.