

January 27, 2016

### Town Manager

The Town Council conducted a regular meeting on Monday, January 25th to consider a Memorandum of Agreement for video equipment, accept a donation from Ramsey Hardware, and to appoint a new member of Town Council.

Council approved a Memorandum of Agreement with the County of Warren to commit that both localities shall seek additional funding through the renewal of Franchise Agreements with Comcast Cable to upgrade the video equipment at the Warren County Government Center Board Room. The MOA seeks to replace the equipment that is over ten years old.

Council also accepted a donation from Ramsey Hardware. Ramsey Hardware donated \$100 towards the 2015 New Year's Eve Front Royal event. The event saw between 500 and 800 people visit Downtown to welcome the New Year. Thank you to Ramsey Hardware for supporting the event.

Council appointed Jacob Meza to fill the Council seat vacated by Daryl Funk. Councilman Meza has served on the Town's Planning Commission since September 2015. Councilman Meza works as the Director of Valley Health's Urgent Care and Occupational Health programs. He resides in Town with his wife Jessica and their children, Rose, Samuel, Benjamin, and Grace.

The next meeting for Town Council will be a work session scheduled for February 1st.

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 1 Zoning permits, 3 sign permits, 1 Business Licenses, and 11 Code Violation actions. Staff attended the Supervisor's Forum, attended the Planning Commission Meeting, conducted the CDBG Downtown Revitalization Meeting, and met with citizens about planning issues. Staff continue to work with EnerGov on the online permitting website that is anticipated to be online in March 2016.

The Board of Architectural Review approved construction of a new home on the lot beside 122 Virginia Avenue. 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 Commission recommended approval of an Ordinance Amendment to our Floodplain regulations to meet current DCR requirements; presentation to Council will be scheduled at a future work session. The Planning Commission considered several requests from the Front Royal Limited Partnership at their January 20th meeting and recommended the following: denial of the submitted a Proffer Amendments for their development, approval of an amendment to the Comprehensive Plan, and approval of a Code Amendment request. Staff continue to work with the NSVRC and DHCD about CDBG Planning Grant to develop Downtown Enhancements. Construction of a sidewalk along Westminster Drive is being coordinated by the Department of Environmental Services. 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 731 calls to our Dispatch Center, our officers responded to 247 calls for service, issued 27 traffic citations, 0 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. Crews repaired the following water breaks: South Marshall Street, Virginia Avenue, and East 13th Street. Our Street Maintenance crews conducted road repairs, plowed snow, and installed n/a signs. The Horticulture Division assisted with snow removal and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division assisted with snow removal 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 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.

Our Energy Services Department reported 1 outages last week: a 66 minute outage on January 24th on Warren Avenue that affected 9 customers due to overload conditions. The Town also had 0 customers at the Electric Car Charger at the Gazebo. Crews continued to maintain our electrical system.

Our IT Department continued work order completion.

Our Visitor's Center attended the CDBG Downtown Revitalization Meeting, retained Lure Creative Design to layout the new Visitor's Guide, and investigated other advertising opportunities. Staff welcomed 76 visitors to the Center.

Our Finance Department processed 1,671 payment receipts, mailed 425 delinquent utility bills, processed 69 move-in/move-out work orders, disconnected 46 utility accounts, in addition to their normal work activities. We also processed 589 drive through payments, 0(Closed) Saturday drive through payments, 80 on-line utility payments, and 13 on-line tax payments.

Our Risk Management Department processed 0 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 5 full-time and 0 part-time open positions advertised.

*Upcoming Week:*

Our Planning Department will attend the Development Review Committee Meeting, attend the Anti-Litter Meeting, conduct budget meetings with the Town Manager, and meet with citizens with zoning questions.

Our Police Department will continue to patrol the Town.

Our Department of Environmental Services will continue snow removal efforts and conduct preventative maintenance throughout Town.

Our Department of Energy Services will continue construction of their new facility 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 Monday, February 1st in the Council Chambers at the Administration Building.