

February 10, 2016

Town Manager

The Town Council did not conduct a regular meeting on Monday, February 8th.

Council did conduct a retreat on Saturday, February 6th. The retreat allowed Council an opportunity to identify their long term vision for Front Royal, as well as identify a number of short term projects to advance towards the vision.

The next meeting for Town Council will be a work session scheduled for February 16th.

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 4 Zoning permits, 3 sign permits, 2 Business Licenses, and 9 Code Violation actions. Staff attended the Town Safety Committee meeting, conducted the CDBG Downtown Revitalization Management Team meeting, met with several developers about potential projects in Town, 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 May 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 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.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 672 calls to our Dispatch Center, our officers responded to 303 calls for service, issued 62 traffic citations, 2 DUI arrests, and 7 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Adams Avenue, Frazier Place, West 14th Street, John Marshall Highway, Randolph Avenue, West 15th Street, West 11th Street, West 16th Street, and as needed. Crews also conducted grease trap inspections at Mojo's, Martins, KFC, El Maugey, and Burger King. Our crews conducted maintenance on the water system on Lee Street, West 13th Street, Browntown Road, Skyline Place, East 14th Street, Hill Street, Happy Creek Road, Strasburg Road, and needed. Crews repaired the following water break: a 4" cast iron main on West 14th Street. Our Street Maintenance crews conducted road repairs, plowed snow, removed debris from the 8th Street bridge flooding, and installed 4 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 19 preventative maintenance services, conducted 2 State inspections, 28 vehicle repairs, and other unscheduled repairs to vehicles and equipment.

Crews at our Wastewater Treatment Plant completed the January DEQ reports, experienced a 21 MG plant bypass due to snow melt and rain, and performed routine maintenance and operations. The WWTP contractor continued upgrades to the plant. Crews at our Water Treatment Plant were trained on the UV treatment system, maintained chemical feed lines, performed routine plant maintenance and operation.

Our Energy Services Department reported 1 outage last week: a 25 minute outage on February 5th on Luray Avenue that affected 30 customers due to a pole fire. 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 continued working with Lure Creative Design to lay out the new Visitor's Guide, hosted Tourism Tuesday, and investigated other advertising opportunities. Staff welcomed 132 visitors to the Center.

Our Finance Department processed 2,025 payment receipts, mailed 430 delinquent utility bills, processed 124 move-in/move-out work orders, disconnected 67 utility accounts, in addition to their normal work activities. We also processed 732 drive through payments, 23 Saturday drive through payments, 102 on-line utility payments, and 16 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 6 full-time and 0 part-time open positions advertised.

Upcoming Week:

Our Planning Department plans to meet with developers about possible improvements, attend the Main Street extension traffic study 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 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 Tuesday, February 16th in the Council Chambers at the Administration Building.