

March 31, 2016

Town Manager

The Town Council conducted a meeting on Monday, March 28th to consider updates to the Floodplain Ordinance, By-right uses in I-2 Zoning Districts, and Urban Archery, award the final design of the Criser Road Bridge, and recognizing the 2016 Town Scholarship recipients.

Council conducted the second and final readings to adopt Ordinance Amendments to the Floodplain regulations, I-2 Zoning District uses, and Urban Archery. Town Code Chapter 175 Sections 74 to 81 were updated to reflect minor technical changes recommended by VDCR for the Town's Floodplain Ordinance. Town Council also updated Chapter 175-65 to allow business offices, professional offices, technology businesses, and schools in the I-2 Zoning Districts as a by-right use. Council also approved an Amendment to Chapter 167 to establish regulations that will permit hunting with archery tackle in the Town limits. The approved updates to the Code can be found on the Town's website, frontroyalva.com.

Town Council also authorized Mattern & Craig to proceed with the final design of the replacement for the Criser Road Bridge. The recommended bridge design is a 40' long, precast concrete slab bridge that will provide travel lanes, bike lanes, and a sidewalk on the south side of the bridge. The design process will require extension permitting through FEMA, USACE, and other environmental regulatory agencies. The current construction estimate for the replacement bridge is \$450,000.

Finally, Mayor Timothy W. Darr presented Joseph and Robert Rutherford with \$500 checks for receiving the Town's 2016 Scholarship.

The next meeting for Town Council will be a work session scheduled for April 4th.

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 7 Zoning permits, 1 sign permits, 2 Business Licenses, and 9 Code Violation actions. Staff attended met with developers about potential projects, attended the Development Review Committee Meeting, attended the Supervisors Forum, attended the State of the

Port, 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 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. The Planning Commission will consider the referral to consider adopting the Property Maintenance or Rental Maintenance Code at a future meeting. 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 604 calls to our Dispatch Center, our officers responded to 270 calls for service, issued 35 traffic citations, 1 DUI arrests, and 10 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on West 11th Street, Locust Street, North Shenandoah Avenue, and as needed. Staff also hydro-excavated a test hole to located the waterline on Happy Creek Road for the Leach Run Parkway. Our contractor has completed replacing the sewer main on River Drive. Our crews conducted maintenance on the water system on Luray Avenue, Bel Air Avenue, and as needed. Crews repaired no water breaks. Our Street Maintenance crews maintained filled potholes, removed debris from the bridges on Manassas Avenue and Prospect Street, completed improvements to Fairview Avenue, saw cut patch locations from winter water breaks, installed pedestrian signal conduit and sidewalks at 6th Street and Commerce Avenue, and installed 6 signs. The Horticulture Division prepped the mowing equipment, collected trash along Happy Creek Road, responded to a tree inquiry on Summit Avenue, cleaned Happy Creek, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division prepared outdoor drinking fountains, inspected for insects, and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 13 preventative maintenance services, conducted 2 State inspections, 35 vehicle repairs, and other unscheduled repairs to vehicles and equipment.

Crews at our Wastewater Treatment Plant completed specifications for the RFP for the Blower Roof Replacement, conducted the monthly safety meeting with annual SCBA training and testing, maintained the septage receiving tank, and performed routine maintenance and operations. The WWTP contractor continued upgrades to the plant. Crews at our Water Treatment Plant continued calibration of UV treatment equipment, oversaw tank aeration improvements, and performed routine plant maintenance and operation.

Our Energy Services Department reported 0 outages last week. The Town also had 4 customers at the Electric Car Charger at the Gazebo. Crews continued to maintain our electrical system.

Our IT Department tested solutions for wireless service at the Gazebo, deployed network services to the Energy Services Facility, continued upgrading the Finance server and software, and continued work order completion.

Our Visitor's Center coordinated the Earth Day/Arbor Day event, investigated advertising options at the Metro stations, coordinated the Battle of Front Royal event, and investigated other advertising opportunities. Staff welcomed 724 visitors to the Center.

Our Finance Department processed 1,659 payment receipts, mailed 529 delinquent utility bills, processed 90 move-in/move-out work orders, disconnected 47 utility accounts, in addition to their normal work activities. We also processed 559 drive through payments, 23 Saturday drive through payments, 78 on-line utility payments, and 1 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 4 full-time and 0 part-time open positions advertised; 6 full-time positions are in the interview/offer stage. Staff assisted with Police Department incident debriefing, conduction new employee orientation, and reviewed an update to the MPO program.

Upcoming Week:

Our Planning Department plans to meet with developers about several potential projects and meet with citizens with zoning questions.

Our Police Department will continue to patrol the Town.

Our Department of Environmental Services will continue road repairs, flush fire hydrants, and conduct preventative maintenance throughout Town.

Our Department of Energy Services will continue construction of their new facility, icontinue installation of the pedestrian signal at Commerce Avenue & Stonewall Drive, continue relocation of utilities for the Leach Run Parkway project, 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, April 4th in the Council Chambers at the Administration Building.