

TOWN MANAGER'S WEEKLY REPORT



October 29, 2014

Town Manager

The Town Council conducted a regular meeting on Monday, October 27th to conduct a public hearing to consider adjusting notice for delinquent taxes, consider replacement of Police vehicles, to approve grant applications for trails and sidewalks.

Council conducted a public hearing to adopt an Amendment to Chapter 75-44(A) pertaining to the mailing of delinquent Real Estate and Personal Property Taxes. When the Town adopted twice per year billing for taxes, the Code continued to require notice of delinquency be mailed following the collection of the first half of taxes. The proposed Amendment would modify the Code to only require the notice be sent in January following the collection of the full payment for taxes. This modification follows the process adopted by Warren County when they implemented the twice per year tax collection.

Council approved the Police Department request to replace five vehicles from their fleet with new vehicles. Funding will come from the budgeted amount for vehicle replacement supplemented by asset forfeiture funds. The vehicles will replace existing vehicles in the Patrol and Administration Divisions.

Council also approved submitting two MAP-21 grant applications for construction of the Criser Road Trail and for construction of a sidewalk along Westminster Drive. The applications would require a 20% match by the Town in funding or in-kind work. The Criser Road Trail is the last Town component of the Royal Shenandoah Greenway. The sidewalk along Westminster Drive would extend from John Marshall Highway to the Warren County High School. The Town will be notified of the status of the applications in early 2015.

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, 0 sign permits, 1 Business Licenses, and 16 Code Violation actions. Staff attended the Safety Committee Meeting, the Development Review Committee Meeting, the Comprehensive Plan Update Steering Committee Meeting, the Anti-Litter Council Meeting, and the Business Forum, and met with citizens about development issues. The Planning Commission is reviewing a draft Ordinance Amendment for sandwich board signs, Tourism Zones, evaluating tourism rental regulations, and reviewing the Entrance Corridor restrictions. A draft Tourism Zone Ordinance and Map has been developed by staff and is being reviewed by the Planning

Commission. The Planning Commission will conduct a public hearing on November 19th for input on amending the Ordinance on Sandwich Board Signs. The Town Council and Planning Commission will conduct a joint Work Session on November 5th to discuss a rezoning request. The Comprehensive Plan Steering Committee met on October 22nd to begin discussions on the update. The Town confirmed award of MAP-21 Grant funding for pedestrian intersection improvements along Commerce Avenue. The Town applied for MAP-21 Grant funding for the Criser Road Trail and a sidewalk along Westminster Drive for FY 2015-2016.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 732 calls to our Dispatch Center, our officers responded to 319 calls for service, issued 55 traffic citations, 2 DUI arrests, and 16 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Manassas Avenue, Commonwealth Drive, Jamestown Road, West 10th Street, and throughout Town as needed. Our crews also conducted maintenance on the water system on West 13th Street, Pinecrest Street, Summit Avenue, and as needed. Our contractor installed a new waterline on Braxton Road and Manassas Avenue. Our Street Maintenance crews conducted maintenance on Fox Drive, Stonewall Drive, Duck Street, Remount Road, Lee Street, and West 10th Street, and installed 29 signs. The Horticulture Division maintained Town Hall and the Visitors Center, collected trash on the Happy Creek Trail, trimmed branches, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division repaired a door in Finance, repaired Main Street benches, continued to building the plan holder for Planning, and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 18 preventative maintenance services, conducted 4 State inspections, conducted 3 jump starts, repaired 0 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 11 on-call collections as requested.

Crews at our Wastewater Treatment Plant provided a storm related bypass information to DEQ, maintained the septage tank, maintained the digester blower, and performed routine maintenance and operations. Crews at our Water Treatment Plant certified the back flow preventers at the plant, ended voluntary water conservation, met with the contractor about upgrades, and performed routine maintenance and operation.

Our Energy Services Department reported no outages last week. Our staff continues to install equipment for the new substation. Crews continued to maintain our electrical system.

Our IT Department worked on several Tourism IT issues, replaced printers in Finance, planned communication upgrades, and continued work order completion.

Our Visitor's Center arranged advertisements in Dine, Wine, & Styne, Blue Ridge County, the Northern Virginia Daily, the Our Community Coop, and investigated other advertising opportunities. Staff exhibited Front Royal history at the Cedar Creek Battle Re-Enactment. Staff welcomed 1,578 visitors to the Center and had 6,386 visits to our website.

Our Finance Department processed 2,004 payment receipts, mailed 523 delinquent utility bills, processed 107 move-in/move-out work orders, disconnected 49 utility accounts, in addition to their

normal work activities. We also processed 525 drive through payments, 35 Saturday drive through payments, 59 on-line utility payments, and 6 on-line tax payments.

Our Risk Management Department processed 1 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 5 full-time and 2 part-time open positions, with 0 full-time offers pending and 0 part-time offer pending.

Upcoming Week:

Our Planning Department will attend the Safety Committee Meeting, the Development Review Committee Meeting, the Comprehensive Plan Update Steering Committee Meeting, the Anti-Litter Council Meeting, and the Business Forum and meet with citizens with zoning questions.

Our Police Department will continue to patrol the Town.

Our Department of Environmental Services plans to begin the installation of waterline on Happy Creek by our contractor, has scheduled brush removal on the Happy Creek Trail in November, and plans to conduct preventative maintenance throughout Town.

Our Department of Energy Services will conduct routine maintenance of various lines and substations throughout our service area.

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 elections will be held Tuesday, November 4th

The Town Council will conduct a regular meeting at 7:00 pm on Monday, November 10 at 7:00 pm in the Warren County Government Center.