

January 7, 2015

Town Manager

The Town Council met on Monday January 5th to discuss the Capital Improvement Program for FY15-16, discuss Council's goals for the FY15-16 Budget, and discuss the Town's legislative agenda for the General Assembly.

The Director of Finance presented Council with the Capital Improvement Program (CIP) that is currently being evaluated by the Planning Commission. The CIP includes all major capital projects and purchases anticipated for the next five years by the Town. This includes improvements to our road network, utility facilities, and building improvements. Once the Planning Commission has recommended our CIP, Council will continue discussion.

Council also discussed their goals for the FY15-16 Budget. Goals to be incorporated in the Budget include salary raises for employees, development of McKay Springs, and increasing Tourism marketing, Criser Road Bridge replacement. Staff will continue development of the budget to present to Council in the future.

Council discussed issues that could impact the Town should action be taken by the General Assembly. The Town has identified restoration of "599" funding for law enforcement, preservation of BPOL tax collection, concern of any legislation that enacts unfunded mandates on local governments, concern of any legislation that reduces or eliminates local land use authority, enhancing revenue sharing programs as areas that our legislators should consider.

The next meeting for Town Council will be a regular meeting scheduled for Monday, January 12th.

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, 0 Business Licenses, and 13 Code Violation actions. Staff attended the Planning Commission Meeting and Work Session and met with citizens about development issues. The Planning Commission is reviewing the 2015-2016 Capital

Improvement Program, reviewing a draft Ordinance Amendment for Tourism Zones, evaluating tourism rental regulations, and reviewing the Entrance Corridor restrictions. The Planning Commission has recommended approval to amend the Ordinance for sandwich board signs and to rezone the properties for the Leach Run Middle School. The Planning Commission has approved the development plan for Lot 6 at the Avtex Site. A draft Tourism Zone Ordinance and Map has been developed by staff and a public hearing with the Planning Commission will be conducted on January 21st. The Comprehensive Plan Steering Committee will continue discussions on the update to the Plan in January.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 527 calls to our Dispatch Center, our officers responded to 320 calls for service, issued 37 traffic citations, 3 DUI arrests, and 12 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Front Street, Mosby Lane, Parkview Drive, West Duck Street, and as needed. Our crews also conducted maintenance on the water system on East 6th Street, East Duck Street, Virginia Avenue, Cherrydale Avenue, as needed. Our contractor continues sealing manholes in Royal Village as part of the I&I Abatement program. A different contractor continues to install the new waterline on West 17th Street. Our Street Maintenance conducted maintenance on the sidewalk on Royal Avenue, begin installing an access road for access to electric lines at Hilda J Barbour Elementary School, maintained storm drains, and installed 1 signs. The Horticulture Division removed trees from the Commerce Avenue bridge on Happy Creek, maintained the Visitor's Center and Bowman Park, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 12 preventative maintenance services, conducted 4 State inspections, conducted 0 jump starts, repaired 4 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 7 on-call collections as requested.

Crews at our Wastewater Treatment Plant met with the contractor for the upgrades to the plant, installed an aerator motor in the aeration tank, and performed routine maintenance and operations. Crews at our Water Treatment Plant oversaw upgrades at the plant and performed routine maintenance and operation.

Our Energy Services Department reported one outage last week: a 25 minute outage on January 4th that affected 1 customer on East Jackson Street due to equipment failure. Our staff continues to install equipment for the new substation and removed the wreaths from the street lights. Crews continued to maintain our electrical system.

Our IT Department research battery backup solutions for the Police Dispatch system, continued development of the online employment application system for the Town, resolved issues with the postage meter machine, completed updates to address Channel 16 issues, and continued work order completion.

Our Visitor's Center arranged advertisements in the Carolina Fire & EMS Rescue Magazine, investigated merchandise options for the Spring, continued discussion of updates to the Battle of Front Royal Driving Tour, the Visitor's Guide and the Walking Tour, and investigated other advertising opportunities. Staff welcomed 274 visitors to the Center and had 3,584 visits to our website. The Town's Tourism Facebook site has reached 6,000 followers.

Our Finance Department processed 1,747 payment receipts, mailed 453 delinquent utility bills, processed 84 move-in/move-out work orders, disconnected 46 utility accounts, in addition to their normal work activities. We also processed 621 drive through payments, 33 Saturday drive through payments, 65 on-line utility payments, and 8 on-line tax payments.

Our Risk Management Department processed 0 employee injury claims and 0 citizen claims.

Our Human Resources Department advertised numerous positions and received applications for those already advertised. The Town currently has n/a full-time and n/a part-time open positions, with 0 full-time offers pending and 0 part-time offer pending.

Upcoming Week:

Our Planning Department will attend the January 7th Planning Commission Work Session, the VDOT Outreach Meeting for HB2 Legislation, attend the BZA appeal proceedings at the Warren County Circuit Court, and meet with citizens with zoning questions.

Our Police Department will continue to patrol the Town.

Our Department of Environmental Services plans to conduct preventative maintenance throughout Town. Work will resume on the tree pit installation at Chester Street and Main Street.

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 Council will meet at 7:00 pm on Monday January 12th for a regular meeting at the Warren County Government Center.

The Board of Architectural Review will meet at 7:00 pm on Tuesday, January 13th, if necessary, in the Council Chambers of the Administration Building.

The Town and County will meet at 6:00 pm on Thursday January 15th for a Liaison Meeting in the Council Chambers of the Administration Building.

The Town offices will be closed on Monday, January 19th in observance of Martin Luther King Day.