

April 1, 2015

Town Manager

The Town Council met on Monday March 30th in a Special Meeting and a work session to consider the tax rates for Fiscal Year 2015-2016, discuss local administration of the Happy Creek Road - Phase 2 project, and receive the proposed FY2015-2016 Budget.

The Town Council considered and approved on its second reading the tax rates for Fiscal Year 2015-2016. The rates remain the same as the current fiscal year: real estate tax of \$0.13 per \$100 valuation; personal property tax of \$0.64 per \$100 valuation; machinery & tools tax of \$0.64 per \$100 valuation; and mobile homes tax of \$0.13 per \$100 valuation.

Town Council also discussed local administration of the Happy Creek Road - Phase 2 project. This project is a continuation of the VDOT Urban Construction Project for Phase 1. The Town will consider designating Jimmy Hannigan, Director of Environmental Services as the Local Responsible Person for administration of the project.

Finally, Council received the proposed FY2015-2016 Budget from the Town Manager. The proposed budget is balanced based upon anticipated tax and rate revenues. The total proposed budget is \$44,240,785 comprised of \$13,354,935 for General Fund, \$1,015,500 for Solid Waste Fund, \$17,615,850 for Electric Fund, \$6,365,000 for Sewer Fund, and \$5,789,500 for Water Fund. Town Council will begin review of the budget at the April 6th work session.

The next meeting for Town Council will be a work session scheduled for Monday, April 6th.

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, 0 sign permits, 3 Business Licenses, and 6 Code Violation actions. Staff attended a meeting about the Police Headquarters, training on the Town's new online employment application website, the Development Review Committee meeting, the Anti-Litter Council meeting, the Business Forum, and met with citizens about development issues. The Planning

Commission is reviewing streetscape enhancements to South Street and requested that staff contact VDOT about traffic modeling assistance and recommendations. The Planning Commission has reviewed the 2015-2016 Capital Improvement Program and provided comments for Council's consideration, has recommended approval of a draft Ordinance Amendment for Tourism Zones, and has recommended approval to amend the Ordinance for sandwich board signs. The Town Council approved the Ordinance Amendments for the sandwich board signs and the Tourism Zones at their March 23rd, and will continue discussion regarding the Ordinance Amendment to the Land Development & Subdivision Code, Chapter 148 at a future work session. Town Council authorized staff to jointly apply for a CDBG Grant to develop Downtown Enhancements with the NSVRC. The Comprehensive Plan Steering Committee will continue discussions on the update to the Plan.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 552 calls to our Dispatch Center, our officers responded to 364 calls for service, issued 159 traffic citations, 2 DUI arrests, and 11 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on East 6th Street, Cherrydale Avenue, Main Street, Jackson Lane, West 9th Street, North Royal Avenue, and as needed. Our crews also conducted maintenance on the water system on West 17th Street and as needed. Our Street Maintenance crews continued assisting the Energy Services Department with the installation of an access road at Hilda Barbour Elementary School, prepped for the contractor paving on West 17th Street, maintained the storm pipe on Jackson Street, and installed 19 signs. The Horticulture Division removed trash and debris from the Happy Creek Trail, cleared sidewalks, planted crepe myrtles on Commerce Avenue, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division conducted repairs at the Visitor's Center, repaired a hot water heater, and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 12 preventative maintenance services, conducted 2 State inspections, conducted 2 jump starts, repaired 2 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 issued the Notice to Proceed to on contractor for the WWTP upgrades project, conducted quarterly telemetry calibrations, cleaned a septage receiving tank, and performed routine maintenance and operations. Crews at our Water Treatment Plant maintained the fluoride feed and mix system, oversaw upgrades at the plant where the contractor core drilled the clear well, installed some of the UV valves, and formed walls, and performed routine maintenance and operation.

Our Energy Services Department reported 2 outages last week: a 10 minute outage on March 23rd at 14th Street and Shenandoah Avenue that affected 90 customers due to a vehicle accident; and a 2 hour - 45 minute outage on March 25 on Criser Road that affected 1 customer due to contractor caused damage. Crews continued work on the distribution lines from the Riverton Substation and continued to maintain our electrical system.

Our IT Department produced the Employment Application website video, set up kiosk for employment applications, completed RFP for PD vehicle camera system, and continued work order completion.

Our Visitor's Center moved the museum to the main room, attended the Business Forum, arranged an ad in USA Today National Parks edition, coordinated with groups about an Earth Day/Appalachian Trail event, 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 373 visitors to the Center and had 10,826 visits to our website.

Our Finance Department processed 1,799 payment receipts, mailed 501 delinquent utility bills, processed 106 move-in/move-out work orders, disconnected 65 utility accounts, in addition to their normal work activities. We also processed 550 drive through payments, 34 Saturday drive through payments, 67 on-line utility payments, and 2 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 2 full-time, 0 part-time open positions, with 0 full-time offers pending and 0 part-time offer pending.

Upcoming Week:

Our Planning Department will 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.

Our Department of Energy Services will conduct routine maintenance of various lines and substations throughout our service area. Crews will begin installation of conduit at the Gazebo to extend fiber to the Visitor's Center, conduct the annual weed spraying at substations, conduct monthly substation inspections, and be working on the distribution lines from the Riverton Substation.

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 6th in a work session in the Council Chambers at the Town's Administration Building.