

December 16, 2015

Town Manager

The Town Council conducted a regular meeting on Monday, December 14th to consider cameras at the Gazebo, consider the I&I Engineering Contract, and congratulate Councilman Daryl L. Funk on his victory.

Council approved the removal of video cameras from the Gazebo. The cameras had been installed in 2013. Council determined that the presence of the cameras was an infringement upon the liberties of visitors to the Gazebo. The cameras have been removed.

Council also awarded the Contract for Engineering Services to CHA in an amount not to exceed \$100,000 for calendar year 2016. The Town is currently operating under a DEQ Consent Order to reduce the inflow and infiltration problem with our sanitary sewer system. CHA will continue work to identify sources for leaks in the system and develop improvements to remediate these leaks.

Finally, the Mayor and Town Council presented Councilman Daryl L. Funk with a recognition plaque for his service to the community. Councilman Funk has tendered his resignation from Council effective December 31st to assume the role of Clerk of Circuit Court for the County of Warren.

The next meeting for Town Council will be a work session scheduled for January 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 4 Zoning permits, 1 sign permits, 3 Business Licenses, and 10 Code Violation actions. Staff met with the Economic Development authority about their projects, attended the Board of Architecture meeting, met with a prospective owner about a property on North Royal Avenue, 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 March 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 will discuss an Ordinance Amendment to our Floodplain regulations to meet current DCR requirements. The Front Royal Limited Partnership has submitted a Proffer Amendments for their development, a Special Exception Request, an amendment to the Comprehensive Plan, and a Code Amendment request that will be discussed at the December 16th Work Session. 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. Staff have applied for an RTP Grant through DCR to construct the Criser Road Trail.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 690 calls to our Dispatch Center, our officers responded to 309 calls for service, issued 44 traffic citations, 2 DUI arrests, and 19 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system at the County Courthouse, Belmont Avenue, Kendrick Lane, and as needed. Our crews conducted maintenance on the water system on Horseshoe Drive, West 14th Street, Duck Street, and as needed. Our contractor is installing a waterline on West 15th Street at Massanutten Avenue to provide a second water connection to the Royal Village neighborhood. Our Street Maintenance crews conducted road repairs at the new Energy Services Building site, Kendrick Lane, Richmond Road, Old Belmont Road, Criser Road, Steele Avenue, Manassas Avenue, Parkview Drive, New Avenue, Braxton Street, South Marshall Street, and installed 8 signs. The Horticulture Division cleared brush on Easterly Drive, maintained the Gazebo and Arboretum, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division repaired and repainted the Administration Building handrail and railing and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 25 preventative maintenance services, conducted 4 State inspections, 15 vehicle repairs, and other unscheduled repairs to vehicles and equipment.

Crews at our Wastewater Treatment Plant addressed a December 1st Bypass event with DEQ, attended the monthly construction meeting, conducted the annual pre-treatment inspection/sampling at the FDR Services sites, and performed routine maintenance and operations. The WWTP contractor continued upgrades to the plant. Crews at our Water Treatment Plant performed routine plant maintenance and operation. WTP contractor has achieved substantial completion of the site improvements.

Our Energy Services Department reported 1 outage last week: a 31 minute outage on December 12th at the Avtex Treatment Plant due to customer issues. Crews continued to maintain our electrical system.

Our IT Department conducted training and deployed the new Police in-car camera system, worked on network connection for the new Energy Services Building, evaluated VDI solutions, and continued work order completion.

Our Visitor's Center coordinated the First Night Front Royal event advertising and investigated other advertising opportunities. The Town's Christmas Ornament depicting the Visitor Center is on sale. Staff welcomed 331 visitors to the Center.

Our Finance Department processed 1,434 payment receipts, mailed 554 delinquent utility bills, processed 58 move-in/move-out work orders, disconnected 57 utility accounts, in addition to their normal work activities. We also processed 517 drive through payments, 23 Saturday drive through payments, 75 on-line utility payments, and 27 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 9 full-time and 0 part-time open positions, with 2 full-time offers pending and 0 part-time offer pending. The Town is currently advertising for the Community Development Director position and the soon-to-be vacant Council position.

Upcoming Week:

Our Planning Department will attend the Leach Run Parkway ground breaking, attend the Planning Commission meeting and work session, attend the NSVRC monthly 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 Monday, January 4th in the Council Chambers at the Administration Building.