

January 6, 2016

Town Manager

The Town Council conducted a Work Session on Monday, January 4th to discuss a property request from Christendom College, future upgrades to the video recording equipment at the Government Center, and using postcards for utility bills.

The Town received a request from Christendom College to consider the sale of the Town's interest in property adjacent to I-66 along Shenandoah Shores Road. The College also owns a share of the property. The College is developing plans for athletic fields on property that the College owns adjacent to the jointly held property. Town Council has requested that representatives for the Town and College discuss an agreement to allow the College to access their property through the jointly owned property. The Town desires to maintain partial ownership of the property to allow for a future interchange on I-66.

The County of Warren has requested that the Town develop an Memorandum of Agreement with the County to commit to the pursuit of funding through the renegotiation of the Franchise Agreement for both entities to fund future upgrade of the video recording equipment at the Warren County Government Center that both the Town and County use to conduct meetings. An Agreement will be drafted for review at a future Work Session.

The Town also investigated transitioning to postcards for utility bills to save operating funds. In review of the use of postcards, the Town could potentially save \$20,000 per year. The Town would encounter one time costs to transition to new equipment of approximately \$15,000. In addition, the Town would spend an estimated \$20,000 to provide separate transmittal of the Town newsletter, Annual Water Quality Report, and other notices sent by the Town in the monthly utility bills. As a result, Town Council determined to maintain the current utility bill letter format.

The next meeting for Town Council will be a regular meeting scheduled for January 11th.

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 1 Zoning permits, 1 sign permits, 0 Business Licenses, and 11 Code Violation actions. Staff met with a developer about a possible gas station application 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 evaluated at a public hearing on January 20th. 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 495 calls to our Dispatch Center, our officers responded to 235 calls for service, issued 18 traffic citations, 0 DUI arrests, and 5 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Randolph Avenue, Jamestown Road, Druid Hill, West 10th Street, and as needed. Our crews conducted maintenance on the water system on Pow Moor Drive, West 15th Street, Cherrydale Avenue, 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 on 8th Street and installed n/a signs. The Horticulture Division maintained the landscaped bank on John Marshall Highway at Jamestown Road and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 8 preventative maintenance services, conducted 1 State inspections, 11 vehicle repairs, and other unscheduled repairs to vehicles and equipment.

Crews at our Wastewater Treatment Plant experienced a plant bypass due to construction 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 13 minute outage on December 28th that affected 1 customer on Kendrick Lane due to equipment failure. The Town also had 4 customers at the Electric Car Charger at the Gazebo. Crews continued to maintain our electrical system.

Our IT Department monitored the Town's Holiday Lights Contest, worked on network service to the new Energy Services Building, deployed new in-car cameras for the Police Department, and continued work order completion.

Our Visitor's Center conducted First Night Front Royal event with 500 to 800 participants, updated the information kiosks, developed updates for the Tourism Guide, and investigated other advertising opportunities. Staff welcomed 961 visitors to the Center.

Our Finance Department processed 1,486 payment receipts, mailed 445 delinquent utility bills, processed 159 move-in/move-out work orders, disconnected 46 utility accounts, in addition to their normal work activities. We also processed 527 drive through payments, 0 Saturday drive through payments, 105 on-line utility payments, and 5 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 3 full-time and 0 part-time open positions advertised. The Town is currently advertising for the Community Development Director position.

Upcoming Week:

Our Planning Department will conduct the CDBG Grant 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 11th in the County Government Center.