

April 6, 2016

### Town Manager

The Town Council conducted a Work Session on Monday, April 4th to discuss a waiver request for property development at Front and Cable Streets and discuss the General Fund portion of the FY2016-2017 Budget.

The Town has received a request from Glenda Mikulak to waive the requirement to install curb and gutter on Cable Street and Pullen Street for her development of two homes on the southwest corner of Front and Cable Streets. Council has consider the request at their March 28th meeting, but postponed action to discuss at this work session. Ms. Mikulak has requested that the waiver be granted for Pullen Street, but that she be allowed to install curb and gutter on Cable Street sufficiently from existing trees to prevent impact to the trees. Council will consider this request at their April 11th meeting.

Council also discussed the General Fund portion of the FY2016-2017 Budget. Council presented several concerns and requested that staff provide additional information for their consideration. Discussion of the Enterprise Fund portion of the Budget will occur at the April 18th Work Session.

The next meeting for Town Council will be a regular meeting scheduled for April 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 9 Zoning permits, 2 sign permits, 2 Business Licenses, and 5 Code Violation actions. Staff met with developers about potential projects 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 May 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 Planning Commission considered several requests from the Front Royal Limited Partnership at their January 20th meeting and recommended the following:

denial of the submitted a Proffer Amendments for their development, approval of an amendment to the Comprehensive Plan, and approval of a Code Amendment request. The Planning Commission will consider the referral to consider adopting the Property Maintenance or Rental Maintenance Code at a future meeting. 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.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 681 calls to our Dispatch Center, our officers responded to 326 calls for service, issued 46 traffic citations, 1 DUI arrests, and 12 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Pine Street, Washington Avenue, North Shenandoah Avenue, South Street, and as needed. Our contractor is replacing a sewer lateral on Virginia Avenue. Our crews conducted maintenance on the water system on South Royal Avenue, North Royal Avenue, and as needed. Crews repaired no water breaks. Our Street Maintenance crews assisted with concrete work at the Energy Services Facility, assisted with utility pole removal on Commonwealth Avenue, installed curb formwork on River Drive, and installed 7 signs. The Horticulture Division removed trash from the Trail, removed trees and limbs from Town streets, maintained the 14th Street island, assisted a resident on Stockton Road about tree removal, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 11 preventative maintenance services, conducted 2 State inspections, 30 vehicle repairs, and other unscheduled repairs to vehicles and equipment.

Crews at our Wastewater Treatment Plant assisted the contractor to install tie-ins, prepared an RFP for dewatered biosolids disposal, and performed routine maintenance and operations. The WWTP contractor continued upgrades to the plant. Crews at our Water Treatment Plant maintained the chemical containment area, calibrated UV sensors and analyzers, issued the Notice to Proceed to CHA to develop plans for a second tank on Fairgrounds Road, and performed routine plant maintenance and operation.

Our Energy Services Department reported 3 outages last week; a 173 minute outage on March 28th on Browntown Road that affected 60 customers due to wind caused tree fall on a line; an outage on April 3rd in the Belmont Area that affected 631 customers due to wind caused tree fall on a line; and a 181 minute outage on April 3rd that affected 25 customers due to wind caused tree fall on a line. The Town also had 0 customers at the Electric Car Charger at the Gazebo. Crews continued to maintain our electrical system.

Our IT Department continued upgrading the Finance server and software, evaluated a proposal for website upgrades, and continued work order completion.

Our Visitor's Center submitted the Drive Tourism Grant Application for signage improvements, mailed 250 information request responses, arranged ads in Recreation News and in Blue Ridge Outdoors, drafted an ad for the Battle of Front Royal day, and investigated other advertising opportunities. Staff welcomed 736 visitors to the Center.

Our Finance Department processed 1,670 payment receipts, mailed 441 delinquent utility bills, processed 155 move-in/move-out work orders, disconnected 67 utility accounts, in addition to their normal work activities. We also processed 637 drive through payments, 28 Saturday drive through payments, 111 on-line utility payments, and 2 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 4 full-time and 1 part-time open positions advertised; 6 full-time positions are in the interview/offer stage.

### *Upcoming Week:*

Our Planning Department plans to meet with developers about several potential projects, attend the Town's Commercial Realtors Meeting, attend the Downtown Revitalization Management Team meeting, attend the Planning Commission Work Session, and meet with citizens with zoning questions.

Our Police Department will continue to patrol the Town.

Our Department of Environmental Services will continue road repairs, flush fire hydrants, and conduct preventative maintenance throughout Town.

Our Department of Energy Services will install temporary electric service for the middle school construction, continue relocation of utilities for the Leach Run Parkway project, 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, April 11th in the County Government Center.