

April 13, 2016

Town Manager

The Town Council conducted a regular meeting on Monday, April 11th to consider a waiver request for property development at Front and Cable Streets, consider a reorganization of the Finance Department, and to conduct a public hearing for the FY2016-2017 tax rates.

Town Council approved a request from Glenda Mikulak to waive the requirement to install curb and gutter on Pullen Street for her development of two homes on the southwest corner of Front and Cable Streets. Council also approved that the curb and gutter on Cable Street be installed sufficiently from existing trees to prevent impact to the trees.

Council also approved a reorganization plan for the Finance Department that established a plan for career development for our Customer Service Specialists to include advancing to Senior Service Specialist and Account Technician positions. The approval also reclassified the Risk Manager position to the Risk & Personnel Manager to better reflect the services provided by the position.

Town Council also conducted a public hearing on the Real Estate and Personal Property tax rates for the 2016-2017 Fiscal Year. Town Council approved on the first reading re-establishing the current tax rates of \$0.13 per \$100 valuation for Real Estate and \$0.64 per \$100 valuation for Personal Property.

The next meeting for Town Council will be a work session scheduled for April 18th.

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, 3 sign permits, 2 Business Licenses, and 8 Code Violation actions. Staff met with developers about potential projects, attended the Commercial Realtors Meeting, attended the Downtown Revitalization meeting, attended the Planning Commission Work Session, 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 641 calls to our Dispatch Center, our officers responded to 289 calls for service, issued 20 traffic citations, 1 DUI arrests, and 9 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Oakmont Drive, Massanutten Avenue, Bel Air Avenue, and as needed. Our contractor is replacing a sewer lateral on Virginia Avenue. Our crews conducted maintenance on the water system on Northview Street, Saleme Avenue, Overlook Drive, Washington Avenue, Acton Street, Greystone Drive, Progress Drive, 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 installation on Portsmouth Road, installed curb installation on River Drive, and installed 1 signs. The Horticulture Division resumed mowing and chipping operations and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division worked on the Visitor Center picture frame and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 13 preventative maintenance services, conducted 2 State inspections, 26 vehicle repairs, and other unscheduled repairs to vehicles and equipment.

Crews at our Wastewater Treatment Plant drafted an updated Industrial Discharge Permit for a bakery in the Corridor and performed routine maintenance and operations. The WWTP contractor continued upgrades to the plant. Crews at our Water Treatment Plant met with the designer of the second water tank on Fairground Road, 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; an 89 minute outage on April 6th on Progress Drive that affected 1 customer due to transformer failure; an 11 minute outage on April 7th in the Downtown Area that affected 60 customers due to an unknown cause; and a 48 minute outage on April 7th that affected 3 customers on Westminster Drive due to an animal. The Town also had 2 customers at the Electric Car Charger at the Gazebo. Crews removed banners due to high winds and continued to maintain our electrical system.

Our IT Department continued installation of wifi at the Gazebo, continued work on upgrading the Town's website, continued upgrading the Finance server and software, and continued work order completion.

Our Visitor's Center co-hosted Tourism Tuesday, coordinated the Battle of Front Royal event, and investigated other advertising opportunities. Staff welcomed 479 visitors to the Center.

Our Finance Department processed 1,727 payment receipts, mailed 649 delinquent utility bills, processed 85 move-in/move-out work orders, disconnected 64 utility accounts, in addition to their normal work activities. We also processed 616 drive through payments, 32 Saturday drive through payments, 70 on-line utility payments, and 1 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 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, film the Code Enforcement video, attend the NSVRC Transportation Committee meeting, 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 and conduct preventative maintenance throughout Town.

Our Department of Energy Services 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 6:30 pm on Monday, April 18th in the Town's Administration Building.