

January 21, 2015

### Town Manager

The Town Council met on Tuesday January 20th in Work Session to discuss applications for the Town's Sewer Backup Program, review proposals to evaluate collection of solid waste by the Town, and discuss a request from the EDA regarding the design and construction of the road through the Avtex property.

The Town offers residents who experience repeated sewer backups at their residence a program that assists with the installation of a back flow prevention device on their sanitary lateral to prevent future incidents. The program will cost share the cost to install the device by the resident's plumber up to \$750. Council will consider approval of these two applications at their January 26th meeting.

The Town has received three proposals to provide evaluation of the collection operations of solid waste by the Town crews. The evaluation is intended to provide opportunities for the Town to improve our collection methods, improve routes, and plan for future growth of our collection areas. Town staff have recommended a firm to provide these services. Council has requested an opportunity to discuss this study further at a future Work Session.

Council also discussed the request from the Economic Development Authority for the Town to design and construct an extension of Main Street through the Avtex property to facilitate future development of the site. The road will be a two-lane road with sidewalks and bike lanes. Council has requested that the Town evaluate traffic and safety impacts to Kerfoot Avenue due to the proposed road. Council has requested that the Town pursue this project as an Economic Development Project funded through the Fair Funding Formula with Warren County.

The next meeting for Town Council will be a regular meeting scheduled for Monday, January 26th.

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 5 Zoning permits, 0 sign permits, 0 Business Licenses, and 9 Code Violation actions. Staff attended a meeting with the Small Business Development Center, a Route 522

Corridor Meeting, the WWTP Preconstruction Meeting, and met with citizens about development issues. The Planning Commission is reviewing the 2015-2016 Capital Improvement Program, reviewing a draft Ordinance Amendment for Tourism Zones, evaluating tourism rental regulations, and reviewing the Entrance Corridor restrictions. The Planning Commission has recommended approval to amend the Ordinance for sandwich board signs and to rezone the properties for the Leach Run Middle School. The Planning Commission has approved the development plan for Lot 6 at the Avtex Site. A draft Tourism Zone Ordinance and Map has been developed by staff and a public hearing with the Planning Commission will be conducted on January 21st. The Town Council will conduct a public hearing on February 23rd for the Ordinance Amendment to the Site Development Code, Chapter 148. 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 459 calls to our Dispatch Center, our officers responded to 297 calls for service, issued 42 traffic citations, 0 DUI arrests, and 8 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on West 12th Street, Midland Avenue, Kendrick Lane, and as needed. Our crews also conducted maintenance on the water system on Academy Drive, Cloud Street, Bel Air Avenue, East Main Street, Peyton Street, West 15th Street, John Marshall Highway, and as needed. The Town experience 2 water breaks due to cold temperatures: a 4" cast iron water main on Water Street; and a 6" cast iron water main on John Marshall Highway. Our contractor continues sealing manholes in Royal Village as part of the I&I Abatement program. A different contractor continues to install the new waterline on West 17th Street. Our Street Maintenance conducted maintenance on Polk Avenue, on the sidewalk on Royal Avenue, continued installing an access road for access to electric lines at Hilda J Barbour Elementary School, removed snow, worked on the tree pits at Main and Chester Streets, and installed 2 signs. The Horticulture Division assisted with snow removal, collected Christmas trees from curbside, collected garbage along the Happy Creek Trail, maintained vegetation at several bridges, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division replaced a water heater at the Administration Building and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 13 preventative maintenance services, conducted 5 State inspections, conducted 2 jump starts, repaired 4 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 7 on-call collections as requested.

Crews at our Wastewater Treatment Plant participated in the WWTP Improvement Pre-Construction Meeting, met with Warren County representatives about the Septage Receiving Station, maintained a septage receiving tank, and performed routine maintenance and operations. Crews at our Water Treatment Plant oversaw upgrades at the plant, maintained the chemical feed system, and performed routine maintenance and operation.

Our Energy Services Department reported 2 outages last week: a 13 minute outage on January 13th that affected 50 customers in the Riverton Area due to equipment failure; and a 32 minute outage on January 18th that affected 12 customers on Bass Avenue due to an animal. Crews continued to maintain our electrical system.

Our IT Department continued development of the online employment application system for the Town, evaluated in-car camera solutions for the Police Department, began work on new informational videos, met with Shentel about network enhancements, and continued work order completion.

Our Visitor's Center cohosted Tourism Tuesday, arranged for advertisement in Shenandoah Valley Magazine, completed a summary of Marketing and Merchandise efforts, 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 166 visitors to the Center and had 2,952 visits to our website.

Our Finance Department processed 2,239 payment receipts, mailed 413 delinquent utility bills, processed 110 move-in/move-out work orders, disconnected 67 utility accounts, in addition to their normal work activities. We also processed 621 drive through payments, 31 Saturday drive through payments, 72 on-line utility payments, and 18 on-line tax payments.

Our Risk Management Department processed 1 employee injury claims and 1 citizen claims.

Our Human Resources Department advertised numerous positions and received applications for those already advertised. The Town currently has 6 full-time and 1 part-time open positions, with 0 full-time offers pending and 0 part-time offer pending.

#### *Upcoming Week:*

Our Planning Department will attend the Planning Commission Meeting and Work Session, and 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. Work will continue on the tree pit installation at Chester Street and Main Street.

Our Department of Energy Services will conduct routine maintenance of various lines and substations throughout our service area.

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 26th for a regular meeting in the Warren County Government Center.

The Town will host the Business Forum at 6:00 pm on Thursday January 29th in the second floor Council Chambers of the Town's Administration Building.