

April 8, 2015

### Town Manager

The Town Council met on Monday April 6th in a work session to discuss a request from Verizon to attach to the Fairground Road Tank and to discuss the Enterprise Fund portion of the proposed FY15-16 Budget.

The Town has received a request from Verizon Wireless to lease additional space on the Town's Fairground Road Water Tank. Verizon has had their proposed attachment design reviewed by the Town's consultant, and it was found to pose no significant structural impact. The agreement for the attachment will provide a five year lease with a rental amount of \$36,000 per year. Council will consider approval of the agreement at their April 13th meeting.

Council also discussed the Electric, Water, Sewer, and Solid Waste Funded portions of the Town's proposed FY15-16 Budget. Council discussed the various personnel, operating, and capital components of these funds. Council will continue discussion of General Fund at the April 20th Work Session. The Town's budget is available for review on our website.

The next meeting for Town Council will be a work session scheduled for Monday, April 13th.

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, 1 sign permits, 4 Business Licenses, and 6 Code Violation actions. Staff attended a meeting about the Corridor and met with citizens about development issues. The Planning Commission is reviewing streetscape enhancements to South Street and requested that staff contact VDOT about traffic modeling assistance and recommendations. The Planning Commission has reviewed the 2015-2016 Capital Improvement Program and provided comments for Council's consideration, has recommended approval of a draft Ordinance Amendment for Tourism Zones, and has recommended approval to amend the Ordinance for sandwich board signs. The Town Council approved the Ordinance Amendments for the sandwich board signs and the Tourism Zones at their March 23rd, and will continue discussion regarding the Ordinance Amendment to the Land

Development & Subdivision Code, Chapter 148 at a future work session. Town Council authorized staff to jointly apply for a CDBG Grant to develop Downtown Enhancements with the NSVRC. 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 615 calls to our Dispatch Center, our officers responded to 369 calls for service, issued 93 traffic citations, 1 DUI arrests, and 14 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on East 6th Street, Bel Air Avenue, North Easterly Street, Commerce Avenue, Bee Street, and as needed. Our crews also conducted maintenance on the water system on North Royal Avenue, Pine Street, Prospect Street, Front Street, and as needed. The Town experienced a water break on a 4" cast iron water main on West 14th Street. Our Street Maintenance crews completed assisting the Energy Services Department with the installation of an access road at Hilda Barbour Elementary School, repaired potholes on Chester Street, Royal Avenue, Forest Hill Drive, and installed 7 signs. The Horticulture Division removed trash and debris from sidewalks and the Trail, planted an oak tree in the Main & Chester Streets tree pit, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 13 preventative maintenance services, conducted 0 State inspections, conducted 2 jump starts, repaired 0 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 11 on-call collections as requested.

Crews at our Wastewater Treatment Plant maintained an equalization basin and performed routine maintenance and operations. Crews at our Water Treatment Plant maintained the reservoir, oversaw upgrades at the plant, and performed routine maintenance and operation. WTP Contractor completed concrete wall pours.

Our Energy Services Department reported 2 outages last week: a 10 minute outage on March 30th at Midlan Avenue that affected 20 customers due to an animal; and a 13 minute outage on March 30th on North Royal Avenue that affected 18 customers due to equipment failure. Crews continued work on the distribution lines from the Riverton Substation and continued to maintain our electrical system.

Our IT Department resolved a call recording issue for the Police Department, continued installation of VDI desktops, arranged for ISP services at the WTP and WWTP, addressed alarm issues at the Administration Building, and continued work order completion.

Our Visitor's Center arranged an ad in Adventure Outdoors Magazine, coordinated with groups about an Earth Day/Appalachian Trail event, investigated LOVE letters display, 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 600 visitors to the Center and had 9,455 visits to our website.

Our Finance Department processed 2,139 payment receipts, mailed 514 delinquent utility bills, processed 132 move-in/move-out work orders, disconnected 72 utility accounts, in addition to their normal work activities. We also processed 703 drive through payments, 34 Saturday drive through payments, 81 on-line utility payments, and 2 on-line tax payments.

Our Risk Management Department processed 0 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 7 full-time, 0 part-time open positions, with 2 full-time offers pending and 0 part-time offer pending.

#### *Upcoming Week:*

Our Planning Department will 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.

Our Department of Energy Services will conduct routine maintenance of various lines and substations throughout our service area. Crews conduct monthly substation inspections and be working on the distribution lines from the Riverton Substation.

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 13th in a regular meeting at the Warren County Government Center.