

April 22, 2015

### Town Manager

The Town Council met on Monday April 20th in a work session to discuss the General Fund portion of the FY15-16 Budget.

Council met with staff to discuss the General Fund budget for Fiscal Year 2015-2016. Council will conduct a public hearing on the FY15-16 Budget on Tuesday, May 26th.

The next meeting for Town Council will be a regular meeting scheduled for Monday, April 27th.

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 3 Zoning permits, 1 sign permits, 6 Business Licenses, and 5 Code Violation actions. Staff attended the Safety Committee Meeting, the Board of Architectural Review meeting, the Development Review Committee meeting, the NSVRC Board meeting, s VDOT Scoping meeting for South Street improvements, 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 671 calls to our Dispatch Center, our officers responded to 347 calls for service, issued 53 traffic citations, 2 DUI arrests, and 8 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Blue Ridge Avenue, Remount Road, Kendrick Lane and as needed. Our crews also conducted maintenance on the water system on Remount Road, Grand Avenue, West 5th Street, Main Street, and as needed. Our Street Maintenance crews repaired potholes on Commerce Avenue, replaced bricks in the sidewalk at Main and Chester Streets, maintained the Jackson Street alley, and installed 19 signs. The Horticulture Division maintained the Visitor's Center, began mowing, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division repaired a roof leak at DES, installed benches at Main and Chester Streets, inspected air conditioning units, and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 11 preventative maintenance services, conducted 1 State inspections, conducted 0 jump starts, repaired 0 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 32 on-call collections as requested.

Crews at our Wastewater Treatment Plant conducted the Ground Breaking ceremony, received approval for the E&S controls for the project, and performed routine maintenance and operations. Crews at our Water Treatment Plant oversaw upgrades at the plant, oversaw cellular contractor work at the Fairground Tank, and performed routine maintenance and operation. WTP Contractor continued work on the UV building and upgraded electrical service for chemical delivery.

Our Energy Services Department reported 3 outages last week: a 22 minute outage on April 14th at West 15th Street that affected 20 customers due to weather; a 10 minute outage on April 15th on Happy Creek Road that affected 2 customers due to equipment failure; and a 27 minutes outage on April 17th on Main Street that affected 1 customer 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 coordinated installation of internet service at the Water Treatment Plant, installed a new server for the Drug Task Force, deployed new laptops to the Police Department, updated the mobile application, continued development of evacuation procedure for the Administration Building, and continued work order completion.

Our Visitor's Center attended the Safety Committee meeting, conducted the Tourism Forum, attended the Shenandoah Nation Park Trust meeting, developed an advertisement for Life Outside Magazine and Virginia Living Magazine, coordinated the Earth Day & Appalachian Trail Event, 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 581 visitors to the Center and had 7,285 visits to our website.

Our Finance Department processed 1,978 payment receipts, mailed 578 delinquent utility bills, processed 92 move-in/move-out work orders, disconnected 56 utility accounts, in addition to their normal work activities. We also processed 627 drive through payments, 30 Saturday drive through payments, 59 on-line utility payments, and 4 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 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 begin interviews for the Deputy Zoning Administrator position, attend the Supervisor's Forum, attend the Anti-Litter Council meeting, and 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 will continue 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 27th in a regular meeting at the Warren County Government Center.