

April 29, 2015

### Town Manager

The Town Council met on Monday April 27th in a regular meeting and work session to appoint a vacant position on the Planning Commission, recommend appointment to the Board of Zoning Appeals, and to discuss the Water and Sewer Rate Study.

Town Council appointed David E. Gushee to complete the unexpired term on the Front Royal Planning Commission. Mr. Gushee shall complete the term that expires August 31, 2015.

Town Council also recommended that the Judge of the Warren County Circuit Court appoint Robert B. Helms to the Front Royal Board of Zoning Appeals. Mr. Helms' term will expire May 1, 2010.

Town Council also received the results of the Water and Sewer Rate Study conducted by Burton and Associates, Inc. The study determined that as a result of the grant and zero interest loan for the improvements to the Wastewater Treatment Plant the Town can reduce our Sanitary Sewer Rates by 6.5%. In addition, the study determined that barring any future unfunded mandates or significant capital requirements, the Town can maintain our rates for the next five years.

The next meeting for Town Council will be a work session scheduled for Monday, May 4th.

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 14 Zoning permits, 1 sign permits, 2 Business Licenses, and 4 Code Violation actions. Staff conducted interviews for the Deputy Zoning Administrator position, attended the Supervisor's Forum, Development Review Committee meeting, and the Anti-Litter Council meeting, 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 625 calls to our Dispatch Center, our officers responded to 343 calls for service, issued 76 traffic citations, 1 DUI arrests, and 14 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on West 11th Street, East Main Street, North Royal Avenue, and as needed. Our crews also conducted maintenance on the water system on West 15th Street, Kesler Road, Commonwealth Drive, Duncan Avenue, and as needed. Our Street Maintenance crews conducted road repairs on Manassas Avenue, repaired potholes on Criser Road, Happy Creek Road, Commerce Avenue, and Jackson Street, removed debris from the 8th Street bridge, repaired sidewalks on Bel Air Avenue, and installed 24 signs. The Horticulture Division maintained Royal Lane, South Street, and Westminster Road, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division repaired air conditioning units, and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 11 preventative maintenance services, conducted 2 State inspections, conducted 0 jump starts, repaired 1 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 12 on-call collections as requested.

Crews at our Wastewater Treatment Plant monitored a plant bypass due to the rain, began research to address FEMA required Emergency Response Plan for natural disasters, maintained the Riverton Lift Station, and performed routine maintenance and operations. Crews at our Water Treatment Plant inspected pump stations, calibrated a turbidity meter, oversaw upgrades at the plant, oversaw cellular contractor work at the Fairground Tank, and performed routine maintenance and operation. WTP Contractor completed the installation of steel beams and decking for the concrete floor in the new UV building, continued improvements in the chemical building, and installed the transducer and UV piping in the clear well.

Our Energy Services Department reported 0 outages last week. Crews continued work on the distribution lines from the Riverton Substation and continued to maintain our electrical system.

Our IT Department deployed new laptops to the Police Department and VDI clients to Finance, continued development of evacuation procedure for the Administration Building, resolved issues with mobile data terminals, and continued work order completion.

Our Visitor's Center attended the Supervisor's Forum, met with Valley Tourism Managers to discuss cooperative marketing opportunities with the Washington Post, developed an advertisement for Blue Ridge Outdoors Magazine, conducted 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 763 visitors to the Center and had 7,546 visits to our website.

Our Finance Department processed 1,887 payment receipts, mailed 535 delinquent utility bills, processed 97 move-in/move-out work orders, disconnected 84 utility accounts, in addition to their normal work activities. We also processed 561 drive through payments, 32 Saturday drive through payments, 72 on-line utility payments, and 3 on-line tax payments.

Our Risk Management Department processed 0 employee injury claims and 3 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 3 full-time offers pending and 0 part-time offer pending.

### *Upcoming Week:*

Our Planning Department will continue interviews for the Deputy Zoning Administrator position 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, May 4th in a work session in the Council Chambers at the Town's Administration Building.