

May 6, 2015

Town Manager

The Town Council met on Monday May 1st in a work session to discuss the proposed Amendment to Chapter 148 - Subdivision & Land Development, discuss the impact of HB2 on the Town's transportation program, and discuss the proposed amendment to Chapter 158-6 Motor Vehicle Laws.

Council continued discussion about the proposed Amendment to Chapter 148 - Subdivision & Land Development. Council evaluated the proposed road widths included in the Amendment. Council has determined to consider several width options as floor amendments during consideration at a future regular meeting. Council will also discuss possible changes to the requirement to have all new finished floor elevations two feet about the centerline street grade at a future regular meeting.

Council also heard from Jeremy Camp, Planning Director, regarding the potential impact from HB2 on future road improvement funding to the Town from VDOT. Currently that Town has been classified in Category B which may not best fit the types of conditions for Town projects to fairly be considered for funding. Council will consider authorizing staff to request a change of classification to Category C at their May 11th meeting.

Doug Napier, Esq., Town Attorney, presented Council with the proposed Amendment to Chapter 158-6 Motor Vehicle Laws whereby the Town would adopt and incorporate the Commonwealth's motor vehicle laws into our Code. This is a "housekeeping" measure to ensure that the Town adopts any changes to the motor vehicle laws that have been approved by the General Assembly. Council will consider this amendment at a future public hearing.

The next meeting for Town Council will be a work session scheduled for Monday, May 11th.

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 8 Zoning permits, 0 sign permits, 2 Business Licenses, and 7 Code Violation actions. Staff conducted interviews for the Deputy Zoning Administrator position and met

with citizens about development issues. The Planning Commission is reviewing streetscape enhancements to South Street; VDOT will conduct a Corridor Study to evaluate possible improvements and traffic impact to be completed in October. 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 594 calls to our Dispatch Center, our officers responded to 299 calls for service, issued 37 traffic citations, 1 DUI arrests, and 8 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on BelAir Avenue, West 14th Street, Kendrick Lane, Horseshoe Drive, and as needed. Our crews also conducted maintenance on the water system on East Prospect Street, County Pool, Linden Street, Happy Creek Drive, and as needed; crews also initiated system wide hydrant flushing. Our Street Maintenance crews conducted road repairs on South Street and Accomac Drive, repaired sidewalk on Happy Creek Road, repaired potholes on Kendrick Lane, Lakeview Avenue, Walker Avenue, John Marshall Highway, Front Street, Easterly Street, and Stonewall Drive, and installed 18 signs. The Horticulture Division hung flower baskets, maintained the walking trail, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division installed the water fountains along the walking trail and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 5 preventative maintenance services, conducted 2 State inspections, conducted 0 jump starts, repaired 0 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 30 on-call collections as requested.

Crews at our Wastewater Treatment Plant maintained the septage receiving tank, maintained the Stephens Industrial Park lift station, installed a fiberglass catwalk on the Gravity Thickener, and performed routine maintenance and operations. The WWTP contractor began pouring the foundation for the cake storage building. Crews at our Water Treatment Plant performed routine maintenance and operation. WTP Contractor continued improvements in the chemical building.

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

Our IT Department completed the transition of fiber internet service to the Administration Building from the former Police Building, continued development of evacuation procedure for the Administration Building, resolved issues with mobile data terminals, and continued work order completion.

Our Visitor's Center coordinated with several magazines about advertising, distributed 320 mailings from information requests, stocked the information kiosks, received the new t-shirts, began sale of

tickets for the Taste of the Town and Wine and Craft festival, 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 597 visitors to the Center and had 7,608 visits to our website.

Our Finance Department processed 1,980 payment receipts, mailed 480 delinquent utility bills, processed 132 move-in/move-out work orders, disconnected 52 utility accounts, in addition to their normal work activities. We also processed 727 drive through payments, 35 Saturday drive through payments, 85 on-line utility payments, and 1 on-line tax payments.

Our Risk Management Department processed 1 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 6 full-time, 2 part-time open positions, with 4 full-time offers pending and 0 part-time offer pending.

Upcoming Week:

Our Planning Department will meet with a business owner about a sign permit, attend the Board of Architecture Special Meeting regarding renovations at 27 South Royal Avenue, attend the DEQ BMP Grant 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, May 11th in a regular meeting at the Warren County Government Center.