

May 13, 2015

Town Manager

The Town Council met on Monday May 11th in a regular meeting and a work session to consider a budget amendment for snow removal costs for FY14-15, authorize staff to request a change for the Town's HB2 designation, and to discuss a request for a resolution from Valley Health.

Due to the numerous small and large snow events in the winter of 2014-2015, the Town exceeded the \$75,000 budgeted for snow removal. The total amount spent for salt and other snow removal expenses was \$161,752.95. Council approved the budget amendment to transfer funds from the General Fund Reserves in the amount of \$85,752.95 to cover the additional expenses.

Council also authorized staff to formally request VDOT to change the Town's Typology Category from Category B to Category C for HB2 consideration. The State developed different categories of communities to be evaluated for future road project funding. The Town believes that Category B is intended for larger communities which would not allow the Town to fairly compete for funding.

Finally, the Town discussed a request from Valley Health to consider a resolution of support for the refinancing of outstanding debt by Valley Health for a number of projects including two projects at Warren Memorial Hospital. This resolution appears to be required by the IRS in order for Valley Health to secure the bonding necessary for the refinancing. Council will consider the resolution in June.

The next meeting for Town Council will be a work session scheduled for Monday, May 18th.

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 7 Zoning permits, 0 sign permits, 6 Business Licenses, and 7 Code Violation actions. Staff met with a business owner about sign permitting, attended the BAR Special Meeting, attended a DEQ BMP Study meeting, 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 meet May 13th to 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 631 calls to our Dispatch Center, our officers responded to 341 calls for service, issued 67 traffic citations, 3 DUI arrests, and 18 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on East 6th Street, Virginia Avenue, and as needed. Our crews also conducted maintenance on the water system on Grey Stone Drive, Peyton Street, East Jackson Street, West 9th Street, Chester Street, East 6th Street, and as needed; crews also continued system wide hydrant flushing. Our Street Maintenance crews conducted road repairs on Charles Street, West 14th Street, West 15th Street, North Royal Avenue, Sweetbriar Court, Browntown Road, West 13th Street, repaired sidewalk on South Royal Avenue, Jackson Street, Church Street, West 13th Street, repaired potholes on 7th Street, and installed 21 signs. The Horticulture Division hung flower baskets, maintained the shooting range, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division repaired the pump station roof, painted the Electric Department building, repaired the recycle ramp, and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 19 preventative maintenance services, conducted 2 State inspections, conducted 3 jump starts, repaired 4 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 16 on-call collections as requested.

Crews at our Wastewater Treatment Plant completed repairs and annual inspection of the Final Clarifier, submitted the EPA Risk Management Plan, continued implementing the FEMA Emergency Response Plan, and performed routine maintenance and operations. The WWTP contractor continued pouring the foundation for the cake storage building. Crews at our Water Treatment Plant performed routine maintenance and operation. WTP Contractor completed installing beams for flooring in the UV Building and continued improvements in the chemical building.

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

Our IT Department resolved WIFI system settings network wide, begin deploying domain access to the WTP, troubleshoot MDT antenna issues, and continued work order completion.

Our Visitor's Center submitted an advertisement for the Blue Ridge Outdoors magazine - Paddling Guide and the Community Business Guide, arranged for Virginia Canopy Tours to display at the Visitors Center in May, received the new canoe paddle/bottle opener, continued 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 733 visitors to the Center and had 9,427 visits to our website.

Our Finance Department processed 3,074 payment receipts, mailed 691 delinquent utility bills, processed 104 move-in/move-out work orders, disconnected 75 utility accounts, in addition to their normal work activities. We also processed 662 drive through payments, 32 Saturday drive through payments, 73 on-line utility payments, and 15 on-line tax payments.

Our Risk Management Department processed 1 employee injury claims and 0 citizen claims.

Our Human Resources Department conducted Dispatcher testing, developed amendments for the Employee Handbook, 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 attend the Comprehensive Plan Steering Committee Meeting, conduct 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 18th in a work session in the Council Chambers of the Administration Building.