

May 27, 2015

### Town Manager

The Town Council met on Tuesday, May 26th in a regular meeting to conduct public hearings on the FY15-16 Budget and associated Code updates related to the budget, consider the Code Amendment to Chapter 148 - Subdivision and Land Development, and refer consideration of urban livestock to the Planning Commission.

Town Council conducted public hearings to receive input on the proposed FY15-16 Budget, Ordinance Amendments to lower the sewer rates by 6.5%, amend Chapter 12 Fees, and amend Chapter 75 to specify the previously approved tax rates for Machinery & Tools and for Mobile Homes. Information about the budget and these changes can be found on the Town's website. Council will consider the second reading of these items at their June 8th meeting.

Council also conducted their first vote on the proposed Amendment to Chapter 148 - Subdivision and Land Development. As part of the discussion, Council confirmed to maintain the street widths as they were advertised and to remove the Section 148-820.0 to eliminate a requirement to elevate structures above street centerline grade. Information about the Amendment to Chapter 148 can be found on our website. Council will consider the second reading of this Amendment at their June 8th meeting.

Council also referred a request to consider a Code Amendment to Chapter 66 - Dogs & Other Animals that would allow urban livestock in limited numbers provided that appropriate enclosure, exercise space, and sanitation are provided for humane and safe keeping of livestock to the Planning Commission. The Planning Commission will also consider the potential impact to the surrounding neighborhood.

The next meeting for Town Council will be a work session scheduled for Monday, June 2st.

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, 2 sign permits, 5 Business Licenses, and 6 Code Violation actions. Staff met with the NSVRC about stormwater best management practices, discussed

proposed changes to a graveyard, attended the Entrepreneur Workshop, attended the Planning Commission Work Session, attended the NSVRC Transportation Planning Committee meeting, and met with citizens about development issues. The Planning Commission is reviewing a proposed office building on Shenandoah Avenue, and streetscape enhancements to South Street which will include VDOT conducting a Corridor Study to evaluate possible improvements and traffic impact to be completed in October. Town Council considered the Ordinance Amendment to the Land Development & Subdivision Code, Chapter 148 at the May 26th meeting. Town Council authorized staff to jointly apply for a CDBG Grant to develop Downtown Enhancements with the NSVRC; \$5,000 has been approved to initiate the program study for further consideration by DHCD. The Comprehensive Plan Steering Committee met May 13th to continue discussions on the update to the Plan. Staff continue to work with EnerGov on the online permitting website that is anticipated to be online in late July.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 756 calls to our Dispatch Center, our officers responded to 253 calls for service, issued 83 traffic citations, 1 DUI arrests, and 12 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on River Drive, Luray Avenue, Virginia Avenue, Kendrick Lane and as needed. Crews also investigated manholes for I&I issues in Viscose City and conducted a Pre-Bid Meeting for Sewer Point Repairs. Our crews also conducted maintenance on the water system as needed. Our Street Maintenance crews conducted road repairs on Bel Air Avenue, North Royal Avenue, East 7th Street, Commerce Avenue, West 13th Street, and Hillcrest Drive, repaired potholes on Academy Drive, State Street, Westminster Drive, South Street, and Hamilton Circle, and installed 17 signs. The Horticulture Division conducted horticulture maintenance throughout the Town. Our Building and Grounds Division inspected the former Police Building and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 12 preventative maintenance services, conducted 4 State inspections, conducted 3 jump starts, repaired 1 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected n/a on-call collections as requested.

Crews at our Wastewater Treatment Plant conducted quarterly telemetry calibrations, conducted annual inspections of a final clarifier, and performed routine maintenance and operations. The WWTP contractor completed the piping tie for the RAS pump. Crews at our Water Treatment Plant issued the 2014 Water Quality Report, repaired the Potassium Permanganate feed system, maintained the fluoride feed system, continued to monitor the installation of the cell tower attachment at the Fairground Tank, and performed routine maintenance and operation. WTP Contractor poured the concrete floor slab for the second floor of the UV Building and began water proofing the installations.

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 extended network access to the Water Treatment Plant, tested IP phone use over internet for the WTP, met with the Commonwealth Attorney about in-car and body camera systems, repaired MDTs, and continued work order completion.

Our Visitor's Center coordinated an advertisement in the Shenandoah Valley Washington Post, met to discuss regional advertising and First Night Front Royal, discussed expanding the Farmers Market to

Friday nights during the summer, received the new Front Royal hats for resale, discussed regional advertising, 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 1,119 visitors to the Center and had n/a visits to our website.

Our Finance Department processed 5,368 payment receipts, mailed 515 delinquent utility bills, processed 120 move-in/move-out work orders, disconnected 68 utility accounts, in addition to their normal work activities. We also processed 648 drive through payments, 32 Saturday drive through payments, 67 on-line utility payments, and 9 on-line tax payments.

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

Our Human Resources Department developed Employee Handbook revisions, conducted a VEC appeal, advertised numerous positions and received applications for those already advertised. The Town currently has 6 full-time, 2 part-time open positions, with 2 full-time offers pending and 0 part-time offer pending.

### *Upcoming Week:*

Our Planning Department will attend the Development Review Committee meeting, attend the Business Forum, 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 and begin installation of pedestrian signalization at the South Street & Royal Plaza and the South Street & South Royal Avenue signals.

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, June 1st in a work session in the Council Chambers at the Administration Building.