

June 24, 2015

Town Manager

The Town Council met on Monday, June 22 in a regular meeting to consider the final vote on Code Amendments to Chapters 156, 158, and 175 of the Town Code, award the design of the Police Headquarters, and award consultant service for selection of Advanced Metering Infrastructure.

The Town Council approved the Code Amendments to Chapter 156 - Urban Forestry, Chapter 158-6 Motor Vehicle Laws, and Chapter 175 - Zoning. The Town incorporated the current Commonwealth of Virginia Motor Vehicle Laws into Chapter 158. The Town also adopted updated requirements in the Town Code for Urban Forestry including establishing a goal to increase tree canopy to 46% in the Town by 2030. The Town adopted updated requirements in the Town Code for Zoning to assist citizens with better organization of regulations for zoning.

Council also awarded the design of the Police Headquarters to Moseley Architects in an amount not to exceed \$489,606. The design process is anticipated to take about one year to complete and will include public presentations.

Council awarded the consultant service contract to assist our Energy Services Department in the evaluation and selection of Advanced Metering Infrastructure. This project will evaluate all systems that are available to allow our crews to instantly diagnose system faults with their locations, as well as obtain usage information for customers.

The next meeting for Town Council will be a work session scheduled for Monday, July 6th.

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, 0 Business Licenses, and 11 Code Violation actions. Staff participated in the Employee Orientation for our new Deputy Zoning Administrator, Chris Brock, attended the Planning Commission Work Session, attended the NSVRC Monthly Meeting, and met with citizens about development issues. The Planning Commission is

reviewing a proposed office building on Shenandoah Avenue, consideration of urban livestock as referred by Town Council, 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 approved the Ordinance Amendment to the Land Development & Subdivision Code, Chapter 148 at their June 8th meeting and approved the Zoning and Urban Forestry Amendments at their June 22nd meeting. Town Council authorized staff to jointly apply for a CDBG Grant to develop Downtown Enhancements with the NSVRC; a management team meeting was conducted June 23rd. 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 August. The Town was notified that our MAP-21 Grant for construction of a sidewalk along Westminster Drive was approved, but our grant application for construction of the Criser Road Trail was not approved.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 783 calls to our Dispatch Center, our officers responded to 389 calls for service, issued 79 traffic citations, 0 DUI arrests, and 19 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Pence Street, Jackson Street, and as needed. Our crews also conducted maintenance on the water system on Happy Creek Road, Virginia Avenue, and as needed. Our Street Maintenance crews conducted road repairs on alleys and South Street and installed 38 signs. The Horticulture Division conducted horticulture maintenance throughout the Town. Our Building and Grounds Division installed flag bunting at the Administration Building and the Gazebo, and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 12 preventative maintenance services, conducted 1 State inspections, conducted 0 jump starts, repaired 4 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 annual inspection on the Final Clarifier, updated the Confined Space Entry Permit Forms to comply with current OSHA standards and performed routine maintenance and operations. The WWTP contractor continued upgrades to the plant. Crews at our Water Treatment Plant continued to monitor the installation of the cell tower attachment at the Fairground Tank and performed routine maintenance and operation. WTP contractor continued building construction.

Our Energy Services Department reported 4 outages last week: a 7 minute outage on June 15 on Madison Avenue that affected 60 customers due to an animal; a 45 minute outage on June 15 on South Commerce Avenue that affected 2 customers due to transformer failure; a 180 minute outage on June 20 on Overlook Drive that affected 1 customer due to utility pole damaged by a tree; and a 33 minute outage on June 21 at RMA due to an animal. Crews continued work on the distribution lines from the Riverton Substation and continued to maintain our electrical system.

Our IT Department worked on an MDT antenna issue, deployed new wireless equipment, began updating the Town mobile app, resolving phone system issues, and continued work order completion.

Our Visitor's Center conducted the Tourism Forum, participated at the Shenandoah National Park Neighbors, 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 938 visitors to the Center and had n/a visits to our website.

Our Finance Department processed 2,263 payment receipts, mailed 397 delinquent utility bills, processed 94 move-in/move-out work orders, disconnected 53 utility accounts, in addition to their normal work activities. We also processed 592 drive through payments, 24 Saturday drive through payments, 56 on-line utility payments, and 13 on-line tax payments.

Our Risk Management Department processed 2 employee injury claims and 1 citizen claims.

Our Human Resources Department advertised numerous positions and received applications for those already advertised. The Town currently has 6 full-time, 3 part-time open positions, with 2 full-time offers pending and 1 part-time offer pending. HR also oversaw FMLA Leave Donation for an employe.

Upcoming Week:

Our Planning Department will attend the CDBG Management Meeting, meet with the EDA about a potential business on Main Street, attend the Supervisor's Forum, attend the Development Review Committee, attend the Anti-Litter Council meeting, and 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 repair the hospital flashers on Shenandoah Avenue, conduct system improvements at RMA, and 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, July 6th in a work session at the Town's Administration Building.