

July 22, 2015

Town Manager

The Town Council conducted a work session on July 22nd to discuss the Town's Transportation Plan for the Comprehensive Plan Update, discuss replacement Police vehicles, and discuss an update to Chapter 158 - Parking Violations.

Jeremy Camp, our Planning Director, presented the various longterm road projects that will be incorporated into the Town's update to the Comprehensive Plan. The proposed projects will emphasize interconnectivity, walkability, safety, and economic development. The Town's Planning Commission will continue to develop the update the Comprehensive Plan and conduct public meetings as it progresses.

Our Police Department has proposed to replace two cruisers and the motorcycle as part of their capital plan for this fiscal year. The 2007 Harley Davidson motorcycle is proposed to be replaced with ah 2015 Victory Commander I Police motorcycle. In addition, two 2011 Ford Crown Victorias are proposed to be replaced with two 2016 Ford Interceptor Utility vehicles. Council will consider these purchases at their July 27th meeting.

George Sonnet, our Assistant Town Attorney, presented Council with proposed updates to Chapter 158 of the Town Code regarding parking violations. The proposed Code Amendment will address necessary changes to update the Code and clarify the fines for various parking infractions as well as detail the process for contesting a violation. Council

The next meeting for Town Council will be a regular meeting scheduled for Monday, July 27th.

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 3 Zoning permits, 1 sign permits, 2 Business Licenses, and 29 Code Violation actions. Staff met about Workforce Housing, met with a potential business on South Street, participated in the Board of Architectural Review meeting, attended the Development Review

Committee meeting, participated in the Planning Commission meeting and work session, attended the NSVRC Transportation Planning Committee meeting, conducted the CDBG Management Meeting, and met with citizens about development issues. Staff continue to work with EnerGov on the online permitting website that is anticipated to be online in September.

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. A public hearing on the urban livestock was conducted by the Planning Commission on July 15th; action was tabled until the August meeting. Town Council authorized staff to jointly apply for a CDBG Grant to develop Downtown Enhancements with the NSVRC; the public meeting was conducted July 7th, and followup management meeting was conducted on July 16th. The Comprehensive Plan Steering Committee met May 13th to continue discussions on the update to the Plan. 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 859 calls to our Dispatch Center, our officers responded to n/a calls for service, issued 67 traffic citations, 3 DUI arrests, and 10 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on John Marshall Highway, Cherrydale Avenue, Hill Street, Radham Street, Warren Avenue, Randolph Avenue, South Street, West 11th Street, and as needed. Our crews also conducted maintenance on the water system on Warren Avenue, East Main Street, Front Street, and as needed. Our Street Maintenance crews conducted road repairs Woodside Avenue, alleys, Overlook Drive, Elsia Drive, West 14th Street, Main Street and installed 11 signs. The Horticulture Division cleared low limbs and storm debris, trimmed trees on Chester Street, 17th Street, and Royal Avenue, completed work at the Afton Inn, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 12 preventative maintenance services, conducted 0 State inspections, conducted n/a jump starts, repaired n/a 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 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 plant maintenance and operation. WTP contractor continued construction of improvements.

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 initiated inventory review, began evaluating updates for the Town's website, tested Windows 10 and IOS9, and continued work order completion.

Our Visitor's Center attended the Appalachian Trail Bi-Annual Conference at Shenandoah University, submitted an advertisement for Southern Living Magazine, attended a Celebrate the River meeting, reordered t-shirts due to heavy sales, 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 1,113 visitors to the Center and had 4,733 visits to our website.

Our Finance Department processed 1,784 payment receipts, mailed 582 delinquent utility bills, processed 122 move-in/move-out work orders, disconnected 61 utility accounts, in addition to their normal work activities. We also processed 631 drive through payments, 20 Saturday drive through payments, 75 on-line utility payments, and 6 on-line tax payments.

Our Risk Management Department processed n/a employee injury claims and n/a 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. Staff also attended meetings with VRS and our health insurance agent for updates to these programs.

Upcoming Week:

Our Planning Department will meet with VDOT about South Street, 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 inspect the Riverton main line for possible issues and 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, July 27th in a regular meeting at the Warren County Government Center.