

January 13, 2016

### Town Manager

The Town Council conducted a regular meeting on Monday, January 11th to consider accepting utility easements from Riverton Commons, consider a request to donate street lights to the Humane Society, and consider renewal of a permit with the Shenandoah National Park.

Council approved the acceptance of easements for water and sewer infrastructure at the Riverton Commons development associated with the extension of service to several of the new businesses at the development. The easements are necessary for the Town to conduct repair work on private property.

Council also approved the donation of used street lights to the Humane Society. REC had donated a utility pole to the Humane Society to facilitate lighting their parking lot. The Town will also provide services to install the lights on the pole and erect the pole as time permits.

Council approved the 10 year extension of a permit with the Shenandoah National Park to allow Town electric facilities on Park property. The electric pole and guy wire are located at the South Royal and Criser Road intersection.

The next meeting for Town Council will be a work session scheduled for January 19th.

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 4 Zoning permits, 0 sign permits, 1 Business Licenses, and 16 Code Violation actions. Staff conducted the CDBG Project Team Meeting, met with designers about various projects, met about the Floodplain regulations, and met with citizens about planning issues. Staff continue to work with EnerGov on the online permitting website that is anticipated to be online in March 2016.

The Planning Commission continues to investigate streetscape enhancements to South Street which will include VDOT conducting a Corridor Study to evaluate possible improvements and traffic impact; a

draft report has been provided for review. The Commission recommended approval of an Ordinance Amendment to our Floodplain regulations to meet current DCR requirements; presentation to Council will be scheduled at a future work session. The Front Royal Limited Partnership has submitted a Proffer Amendments for their development, a Special Exception Request, an amendment to the Comprehensive Plan, and a Code Amendment request that will be evaluated at a public hearing on January 20th. Staff continue to work with the NSVRC and DHCD about CDBG Planning Grant to develop Downtown Enhancements. Construction of a sidewalk along Westminster Drive is being coordinated by the Department of Environmental Services. Staff have applied for an RTP Grant through DCR to construct the Criser Road Trail.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 712 calls to our Dispatch Center, our officers responded to 296 calls for service, issued 35 traffic citations, 2 DUI arrests, and 8 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on North Commerce Avenue, Kendrick Lane, Cherrydale Avenue, and as needed. Our crews conducted maintenance on the water system on Brown Avenue, Shenandoah Commons, John Marshall Highway, Scott Street, Polk Avenue, East Main Street, East 18th Street, and as needed. Crews repaired the following water breaks: 6" cast iron main on South Easterly; 6" cast iron main on South Shenandoah Avenue; and 6" cast iron main on West 13th Street. Our contractor continues installing a waterline on West 15th Street at Massanutten Avenue to provide a second water connection to the Royal Village neighborhood. Our Street Maintenance crews conducted road repairs on West 11th Street, West 15th Street, and installed 14 signs. The Horticulture Division collected Christmas trees, removed decorations from the Gazebo and other Town facilities, maintained the John Marshall Highway trail bank, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division removed decorations from Town facilities and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 16 preventative maintenance services, conducted 5 State inspections, 9 vehicle repairs, and other unscheduled repairs to vehicles and equipment.

Crews at our Wastewater Treatment Plant conducted the quarterly flow meter calibrations, conducted annual toxicity testing, conducted the quarterly safety inspection, experienced a plant bypass due to rain, and performed routine maintenance and operations. The WWTP contractor continued upgrades to the plant. Crews at our Water Treatment Plant performed routine plant maintenance and operation.

Our Energy Services Department reported n/a outage last week. The Town also had n/a customers at the Electric Car Charger at the Gazebo. Crews continued to maintain our electrical system.

Our IT Department deployed network service to the new Energy Services Building, resolved VDI solutions, worked with the Planning and Police Departments about GIS issues, and continued work order completion.

Our Visitor's Center participated in the CDBG Downtown Revitalization Meeting, arranged for advertisement in Life Outdoors Magazine, continued updating the Visitors Guide, and investigated other advertising opportunities. Staff welcomed 191 visitors to the Center.

Our Finance Department processed 1,928 payment receipts, mailed 643 delinquent utility bills, processed 139 move-in/move-out work orders, disconnected 41 utility accounts, in addition to their normal work activities. We also processed 757 drive through payments, 28 Saturday drive through payments, 79 on-line utility payments, and 13 on-line tax payments.

Our Risk Management Department processed 0 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 4 full-time and 0 part-time open positions advertised.

### *Upcoming Week:*

Our Planning Department will meet with the NSVRC about the CDBG Downtown Revitalization project, update Spillman GIS data, attend the Board of Architectural Review meeting, attend the NSVRC Transportation Planning Committee meeting, and meet with citizens with zoning questions.

Our Police Department will continue to patrol the Town.

Our Department of Environmental Services will conduct preventative maintenance throughout Town.

Our Department of Energy Services will continue construction of their new facility and conduct normal maintenance of our facilities.

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 Tuesday, January 19th in the Council Chambers at the Administration Building.