

February 3, 2016

### Town Manager

The Town Council conducted a work session on Monday, February 1st to receive the results of the evaluation of Solid Waste operations, discuss the Happy Creek Road - Phase II project, and continue discussion about Urban Archery.

Council received results of the evaluation from MSW Consultants of the Town's Solid Waste operations. Recommendations include standardizing the fleet, considering the elimination of commercial service, and investigate single stream recycling. The Town currently operates both front and rear load trucks; the Town has determined that reload trucks will be purchased as the preferred model. The consultant identified that the Town may be losing revenue through its commercial collection; the Town will investigate this recommendation. The consultant identified a new facility in Manassas that accepts recycling materials that are mixed together; staff will evaluate if this is a cost effective option.

Council also discussed the current status of the Happy Creek Road - Phase II project. VDOT notified the Town that their new regulations will now require the Town to secure the full \$4 million estimated cost for the project before VDOT will release the \$1.3 million funds remaining from the Phase I project. The Town will investigate funding options to advance this project.

Council discussed Code Amendments to address their concerns about adopting the Urban Archery program. Council agreed to incorporate a one-half acre requirement for hunting to be performed. The Town will advertise a public hearing for public input on this Code Amendment on Monday, February 22nd.

The next meeting for Town Council will be a work session scheduled for February 16th.

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 1 Zoning permits, 0 sign permits, 2 Business Licenses, and 1 Code Violation actions. Staff attended District Court about a Code Violation, attended the Development

Review Committee meeting, attended the Anti-Litter Counsel meeting, 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 May 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 Planning Commission considered several requests from the Front Royal Limited Partnership at their January 20th meeting and recommended the following: denial of the submitted a Proffer Amendments for their development, approval of an amendment to the Comprehensive Plan, and approval of a Code Amendment request. 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.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 676 calls to our Dispatch Center, our officers responded to 248 calls for service, issued 20 traffic citations, 0 DUI arrests, and 18 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Ewell Street, West 14th Street, Radham Street, and as needed. Our crews conducted maintenance on the water system on Washington Avenue, Acton Street, Crestview Drive, South Marshall Street, Cannon Street, East 8th Street, and needed. Crews repaired the following water breaks: a 6" cast iron main on West 13th Street and a 6" cast iron main on Remount Road. Our Street Maintenance crews conducted road repairs, plowed snow, and installed 11 signs. The Horticulture Division assisted with snow removal and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division assisted with snow removal and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 6 preventative maintenance services, conducted 1 State inspections, 40 vehicle repairs, and other unscheduled repairs to vehicles and equipment.

Crews at our Wastewater Treatment Plant submitted the 2015 Annual Pretreatment Report to DEQ, experience a bypass due to snow melt, 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 0 outages last week. The Town also had 0 customers at the Electric Car Charger at the Gazebo. Crews continued to maintain our electrical system.

Our IT Department continued work order completion.

Our Visitor's Center coordinated with Lure Creative Design to layout the new Visitor's Guide, arranged ads in the Shenandoah Valley Magazine and the Shenandoah Valley Battle Fields 2016 Guide, and investigated other advertising opportunities. Staff welcomed 132 visitors to the Center.

Our Finance Department processed 1,339 payment receipts, mailed 825 delinquent utility bills, processed 69 move-in/move-out work orders, disconnected 0 utility accounts, in addition to their normal work activities. We also processed 453 drive through payments, 43 Saturday drive through payments, 98 on-line utility payments, and 18 on-line tax payments.

Our Risk Management Department processed 0 employee injury claims and 12 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 attend the Town Safety Committee meeting, conduct the CDBG Downtown Revitalization Meeting, and meet with citizens with zoning questions.

Our Police Department will continue to patrol the Town.

Our Department of Environmental Services will continue snow removal efforts and 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, February 16ht in the Council Chambers at the Administration Building.