

February 24, 2016

### Town Manager

The Town Council conducted a regular meeting on Monday, February 22nd to conduct a public hearing on a Code Amendment associated with Food Trucks, conduct a public hearing on a Code Amendment associated with Urban Archery, and consider a resolution regarding the design of the Police Headquarters.

Council conducted a public hearing to receive public comment on Ordinance Amendments to Chapter 98 - BPOL and Chapter 138 - Peddlers, Solicitors & Vendors to facilitate expanded use of food trucks in the community. The proposed amendments would require itinerant merchants (food trucks) to obtain permit through the Town Manager's Office, obtain Zoning clearance for the location of the operations, and pay an annual business license tax. Council approved the first reading of the Amendment, but requested to discuss further at the next work session prior to considering the second reading of the Amendment for adoption.

Council also conducted a public hearing to receive public comment on an Ordinance Amendment to Chapter 168 - Weapons to establish Urban Archery in the Town as the deer management program. Council received comment from the Game Warden which will be discussed at the next work session. Council voted to postpone action on the Ordinance until after the work session.

Town Council approved a resolution for the architects performing the design of the Police Headquarters to proceed with the design of the full buildout of the site to meet the 2040 needs of the Police Department. The architect estimates that the construction cost for the project will be \$5,670,130 with the total estimated cost with design, equipment, and furniture to be \$7,784,630.

The next meeting for Town Council will be a work session scheduled for March 7th.

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 2 Zoning permits, 0 sign permits, 6 Business Licenses, and 4 Code Violation actions. Staff met with developers of new businesses, attended the Planning Commission meeting and work session, attended the NSVRC monthly 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 575 calls to our Dispatch Center, our officers responded to 257 calls for service, issued 30 traffic citations, 4 DUI arrests, and 7 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on North Shenandoah Avenue, West 14th Street, East 16th Street, Jamestown Road, and as needed. Our crews conducted maintenance on the water system on West 11th Street, Kendrick Lane, Polk Avenue, Marshall Street, Frederick Avenue, West 14th Street, Prospect Street, Jamestown Road, and as needed. Crews repaired the following water breaks: a 4" cast iron main on West 15th Street; and a 6" cast iron man on South Shenandoah Avenue. Our Street Maintenance crews plowed snow, began installing drainage pipe on Queens Highway, swept 135 lane miles with sweeper, and installed 6 signs. The Horticulture Division assisted with snow removal, cleared downed tree limbs, cleaned the bank on Happy Creek Road, 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 10 preventative maintenance services, conducted 1 State inspections, 44 vehicle repairs, and other unscheduled repairs to vehicles and equipment.

Crews at our Wastewater Treatment Plant prepared the 2015 Tier 2 Annual Chemical Report, advertised for a new plant operator, and performed routine maintenance and operations. The WWTP contractor continued upgrades to the plant. Crews at our Water Treatment Plant maintained the 4-H Pump Station SCADA equipment, calibrated UV sensors, completed the Waste Discharge Report, and performed routine plant maintenance and operation.

Our Energy Services Department reported no outages last week. The Town also had 1 customers at the Electric Car Charger at the Gazebo. Crews continued to maintain our electrical system.

Our IT Department evaluated providing wireless service at the Gazebo for major events, prepared for video production of ongoing construction projects, research solutions to replace the Finance server, and continued work order completion.

Our Visitor's Center attended the Appalachian Trail Community meeting, submitted ads to Life Outside Magazine and Virginia Wine Lovers Magazine, continued working on the updated Visitors Guide, and investigated other advertising opportunities. Staff welcomed 229 visitors to the Center.

Our Finance Department processed 1,703 payment receipts, mailed 418 delinquent utility bills, processed 114 move-in/move-out work orders, disconnected 50 utility accounts, in addition to their normal work activities. We also processed 599 drive through payments, 42 Saturday drive through payments, 78 on-line utility payments, and 12 on-line tax payments.

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

Our Human Resources Department advertised numerous positions and received applications for those already advertised. The Town currently has 6 full-time and 0 part-time open positions advertised.

#### *Upcoming Week:*

Our Planning Department plans to attend FEMA Floodplain training, attend the Development Review 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 Monday, March 7th in the Council Chambers at the Administration Building.