

TOWN MANAGER'S WEEKLY REPORT



October 22, 2014

Town Manager

The Town Council conducted a work session on Monday, October 20th to discuss replacement of Police vehicles, grant applications for trails and sidewalks, and the proposed Code Amendment to Town Code Chapter 148.

The Police Department is proposing to replace five vehicles from their fleet with new vehicles. Funding will come from the budgeted amount for vehicle replacement supplemented by asset forfeiture funds. Council will consider approval of purchasing the new vehicles from the State contract at their October 27th meeting.

Council also discussed submitting two MAP-21 grant applications for construction of the Criser Road Trail and for construction of a sidewalk along Westminster Drive. The applications would require a 20% match by the Town in funding or in-kind work. The Criser Road Trail is the last Town component of the Royal Shenandoah Greenway. The sidewalk along Westminster Drive would extend from John Marshall Highway to the Warren County High School.

Jeremy Camp, our Planning Director, presented the Code Amendment to Chapter 148 of the Town Code for Subdivision and Land Development. Mr. Camp presented the main reasons for the update which include conformance with the current Code of the Commonwealth, eliminate conflicts within our Code, establish a more flexible and user friendly Code, and to simplify the process for small projects. The proposed changes were recommended by the Planning Commission along with amendments to Chapter 156 - Urban Forestry and Chapter 175 - Zoning. Council will continue discussion of these amendments at a future Work Session.

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 5 Zoning permits, 2 sign permits, 3 Business Licenses, and 4 Code Violation actions. Staff attended a BAR meeting, the NSVRC Monthly Meeting, met with various Departments and agencies regarding a rezoning request, and met with citizens about development issues. The Planning Commission is reviewing a draft Ordinance Amendment for sandwich board signs, Tourism Zones, evaluating tourism rental regulations, and reviewing the Entrance Corridor restrictions. A draft Tourism Zone Ordinance and Map has been developed by staff and is being reviewed by the

Planning Commission. The Planning Commission will conduct a public hearing for input on amending the Ordinance on Sandwich Board Signs. The Town Council and Planning Commission will conduct a joint Work Session on November 5th to discuss a rezoning request. The Comprehensive Plan Steering Committee will meet in October. The Town confirmed award of MAP-21 Grant funding for pedestrian intersection improvements along Commerce Avenue. The Town will apply for MAP-21 Grant funding for the Criser Road Trail and a sidewalk along Westminster Drive for FY 2015-2016.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 731 calls to our Dispatch Center, our officers responded to 338 calls for service, issued 56 traffic citations, 1 DUI arrests, and 12 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Jamestown Road, Shenandoah Shores Road, Prospect Street, Stonewall Drive, Kendrick Lane, John Marshall Highway and throughout Town as needed. Our crews also conducted maintenance on the water system on Cloud Street and as needed. Our Street Maintenance conducted maintenance on Happy Creek Road, Shenandoah Avenue, Fox Drive, and Remount Road, and installed 28 signs. The Horticulture Division conducted horticulture maintenance throughout the Town. Our Building and Grounds Division removed a broken bench from Main Street, continued to install the blueprint wall in Planning, and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 11 preventative maintenance services, conducted 0 State inspections, conducted 5 jump starts, repaired 3 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 13 on-call collections as requested.

Crews at our Wastewater Treatment Plant experienced a storm related bypass of 1.07 million gallons that was reported to DEQ, maintained the Happy Creek Lift Station, received bids for the WWTP upgrade, and performed routine maintenance and operations. Crews at our Water Treatment Plant calibrated the chlorine monitor, assisted in providing water to the contractor's trailer, and performed routine maintenance and operation.

Our Energy Services Department reported 2 outages last week: a 24 minute outage on October 15th that affected 8 customers on West 13th Street due to wind; and a 29 minute outage on October 15th that affected 8 customers on Virginia Avenue due to wind. Our staff continues to install equipment for the new substation. Crews continued to maintain our electrical system.

Our IT Department worked on the meter tampering video, continued development of the online job application process, and continued work order completion.

Our Visitor's Center arranged advertisements in Food Traveler Magazine, the 2015 Guide to Virginia Civil War Battle Fields and Sites, and Southern Travel and Lifestyles Magazine, and investigated other advertising opportunities. Staff exhibited Front Royal history at the Cedar Creek Battle Re-Enactment. Staff welcomed 1,832 visitors to the Center and had 5,570 visits to our website.

Our Finance Department processed 1,816 payment receipts, mailed 577 delinquent utility bills, processed 86 move-in/move-out work orders, disconnected 59 utility accounts, in addition to their

normal work activities. We also processed 470 drive through payments, 29 Saturday drive through payments, 71 on-line utility payments, and 4 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 5 full-time and 2 part-time open positions, with 0 full-time offers pending and 0 part-time offer pending.

Upcoming Week:

Our Planning Department will attend the Safety Committee Meeting, the Development Review Committee Meeting, the Comprehensive Plan Update Steering Committee Meeting, the Anti-Litter Council Meeting, and the Business Forum 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 conduct routine maintenance of various lines and substations throughout our service area.

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 will conduct the Business Forum at 6:00 pm on Thursday, October 23 in the second floor Council Chambers of the Administration Building.

The Town Council will conduct a regular meeting at 7:00 pm on Monday, October 27 at 7:00 pm in the Warren County Government Center.