

January 14, 2015

Town Manager

The Town Council met on Monday January 12th to appoint the Vice Mayor, approve a Memorandum of Understanding with Warren Memorial Hospital, and approve the 2015 Legislative Agenda.

Town Council appointed various committees, as well as the Vice Mayor for Council. Council appointed Councilman Hollis Tharpe as the Vice Mayor for 2015 and 2016. The Vice Mayor will fulfill the Mayor's duties at meeting and special events in his absence.

As part of the construction of the Leach Run Parkway, Warren Memorial Hospital/Valley Health will dedicate approximately 3.75 acres to the Economic Development Authority for road right-of-way. The Town and Hospital have executed a Memorandum of Understanding that the Town will extend utility service to develop of the Hospital's remaining property at the time that the Hospital initiates construction.

Finally, Council approved the 2015 Legislative Agenda to be transmitted to our elected representatives in the General Assembly. The Agenda includes items that the General Assembly may consider during the legislative considerations that could affect the Town. Town concerns include legislation that might affect funding to the Town, impact our ability to effectively manage the Town, or would place unfunded mandate upon the Town.

The next meeting for Town Council will be a regular meeting scheduled for Tuesday, January 20th.

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, 1 sign permits, 8 Business Licenses, and 6 Code Violation actions. Staff attended the Planning Commission Work Session, the VDOT HB2 Outreach Meeting, a Circuit Court Appeal of a BZA decision, a meeting with the NSVRC, a meeting about the Police Headquarters, and met with citizens about development issues. The Planning Commission is reviewing the 2015-2016 Capital Improvement Program, reviewing a draft Ordinance Amendment for

Tourism Zones, evaluating tourism rental regulations, and reviewing the Entrance Corridor restrictions. The Planning Commission has recommended approval to amend the Ordinance for sandwich board signs and to rezone the properties for the Leach Run Middle School. The Planning Commission has approved the development plan for Lot 6 at the Avtex Site. A draft Tourism Zone Ordinance and Map has been developed by staff and a public hearing with the Planning Commission will be conducted on January 21st. The Comprehensive Plan Steering Committee will continue discussions on the update to the Plan in January.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 576 calls to our Dispatch Center, our officers responded to 279 calls for service, issued 40 traffic citations, 2 DUI arrests, and 13 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on East Jackson Street, Randolph Avenue, West 11th Street, Radham Street, Hill Street, Cherrydale Avenue, Ewell Drive, West 12th Street, Manassas Avenue, West Duck Street, and as needed. Our crews also conducted maintenance on the water system on East Duck Street, Druid Hill, Pine Street, East Main Street, Academy Drive, Commerce Avenue, East 17th Street, as needed. The Town experience e water breaks due to cold temperatures: a 4” cast iron water main on Polk Avenue; and a 6” cast iron water main on John Marshall Highway; and a water service on Church Street. Our contractor continues sealing manholes in Royal Village as part of the I&I Abatement program. A different contractor continues to install the new waterline on West 17th Street. Our Street Maintenance conducted maintenance on the sidewalk on Royal Avenue, continued installing an access road for access to electric lines at Hilda J Barbour Elementary School, removed snow, worked on the tree pits at Main and Chester Streets, and installed 5 signs. The Horticulture Division removed holiday decorations from the Gazebo, assisted with snow removal, collected Christmas trees from curbside, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division repaired boilers and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 15 preventative maintenance services, conducted 6 State inspections, conducted 7 jump starts, repaired 4 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 5 on-call collections as requested.

Crews at our Wastewater Treatment Plant operated the plant on generators for three hours to lesson the Town’s electric load, completed the FY15-16 Budget submittal, installed a new flow meter at the septage receiving station, and performed routine maintenance and operations. Crews at our Water Treatment Plant oversaw upgrades at the plant, calibrated all plant turbidity meters, maintained the chemical feed system, and performed routine maintenance and operation.

Our Energy Services Department reported four outages last week: a 27 minute outage on January 5th that affected 1 customer on Aqueduct Lane due to a tree; a 24 minute outage on January 10th that affected 15 customers on Polk Avenue due to load issues associated with the cold weather; a 61 minute outage on January 11th that affected 7 customers on Belmont Avenue due to load issues associated with the cold weather; and a 22 minute outage on January 11th that affected 4 customers on Belmont Avenue due to load issues associated with cold weather. Our staff continues to install equipment for the new substation and removed the wreaths from the street lights. Crews continued to maintain our electrical system.

Our IT Department continued development of the online employment application system for the Town, evaluated in-car camera solutions for the Police Department, began work on new informational videos, met with Shentel about network enhancements, and continued work order completion.

Our Visitor's Center mailed 403 information request responses, arranged for advertisements in South Living Magazine, Shenandoah Valley Magazine, and the Washington Nationals yearbook, investigated merchandise options for the Spring, 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 103 visitors to the Center and had 3,356 visits to our website.

Our Finance Department processed 2,064 payment receipts, mailed 649 delinquent utility bills, processed 131 move-in/move-out work orders, disconnected 31 utility accounts, in addition to their normal work activities. We also processed 634 drive through payments, 24 Saturday drive through payments, 68 on-line utility payments, and 13 on-line tax payments.

Our Risk Management Department processed 0 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 1 part-time open positions, with 0 full-time offers pending and 0 part-time offer pending.

Upcoming Week:

Our Planning Department will attend a meeting with the Small Business Development Center, the NSVRC Monthly Meeting, 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. Work will continue on the tree pit installation at Chester Street and Main Street.

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 offices will be closed on Monday, January 19th in observance of Martin Luther King Day.

The Town Council will meet at 7:00 pm on Tuesday January 20th for a Work Session in the second floor Council Chambers of the Town's Administration Building.

The Planning Commission will meet at 7:00 pm on Wednesday January 21st for a regular meeting at the Warren County Government Center.

The Board of Zoning Appeals will meet at 7:00 pm on Thursday January 22nd for a regular meeting in the second floor Council Chambers of the Town's Administration Building.