

January 28, 2015

Town Manager

The Town Council met on Monday January 26th in a regular meeting to consider applications for the Town's Sewer Backup Program, establish a "Shop Local" Discount Program at the Visitor's Center, and consider the rezoning application for properties associated with the future Middle School.

The Town offers residents who experience repeated sewer backups at their residence a program that assists with the installation of a back flow prevention device on their sanitary lateral to prevent future incidents. The program will cost share the cost to install the device by the resident's plumber up to \$750. Council approved two applications for residents to participate in this program.

Town Council authorized establishing a "Shop Local" discount for those shopping at our Visitor's Center. Anyone who shops at a Town business and presents the receipt on the same day that they visit the Visitor's Center will receive a 5% discount on the purchase at the Visitor's Center.

Council also conducted a public hearing concerning the rezoning of properties associated with the future Middle School. The properties are owned by Warren County and by the Economic Development Authority and are zoned either RS (Suburban Residential) or A (Agricultural). The School Board has requested that the properties be rezoned to R-1 (Residential) to facilitate development of the school. The properties were acquired in anticipation of construction of the Leach Run Parkway. A second reading of the rezoning will occur on Monday, February 9th.

The next meeting for Town Council will be a work session scheduled for Monday, February 2nd.

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, 2 Business Licenses, and 6 Code Violation actions. Staff attended the Planning Commission Meeting, the Downtown Front Royal Committee meeting, a meeting with the NSVRC Director about a possible partnership, and met with citizens about development issues. The Planning Commission is reviewing evaluating tourism rental

regulations and reviewing the Entrance Corridor restrictions. The Planning Commission has reviewed the 2015-2016 Capital Improvement Program and provided comments for Council's consideration, has recommended approval of a draft Ordinance Amendment for Tourism Zones, has recommended approval to amend the Ordinance for sandwich board signs, and recommended 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. The Town Council will conduct a public hearing on February 23rd for the Ordinance Amendment to the Site Development Code, Chapter 148. The Comprehensive Plan Steering Committee will continue discussions on the update to the Plan.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 505 calls to our Dispatch Center, our officers responded to 268 calls for service, issued 36 traffic citations, 1 DUI arrests, and 8 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on West 12th Street, Hill Street, West Duck Street, Kendrick Lane, and as needed. Our crews also conducted maintenance on the water system on North Royal Avenue, West Main Street, Salem Avenue, and as needed. The Town experience 1 water break due to cold temperatures: a 6" cast iron water main on Sycamore Lane. 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 crews conducted snow removal, maintained the drainage pipe in an Alley near Cloud Street, continued installing an access road for access to electric lines at Hilda J Barbour Elementary School, worked on the tree pits at Main and Chester Streets, and installed 1 signs. The Horticulture Division assisted with snow removal and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 3 preventative maintenance services, conducted 2 State inspections, conducted 4 jump starts, repaired 7 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 0 on-call collections as requested.

Crews at our Wastewater Treatment Plant began training on the updated rotary fan sludge press, took the lift station communitor out of service, and performed routine maintenance and operations. Crews at our Water Treatment Plant oversaw upgrades at the plant, calibrated all pH probes, reviewed the chlorine dioxide upgrade installation, and performed routine maintenance and operation.

Our Energy Services Department reported 3 outages last week: a 16 minute outage on January 20th that affected 10 customers in the Viscose Avenue due to equipment failure; a 14 minute outage on January 23rd that affected 6 customers on Commerce Avenue due to an animal; and a 38 minute outage on January 24th that affected 1 customer at Randolph Macon Academey. Crews continue to install new conduit and electrical service to the street lights on Royal Avenue and continued to maintain our electrical system.

Our IT Department has completed development of the online employment application system for the Town, replaced the meter reader laptop, began work on new informational videos, and continued work order completion.

Our Visitor's Center attended the Digital Marketing Workshop sponsored by Shenandoah County Tourism, arranged for advertisements in AAA Magazine, Food Traveler, Washington Nationals 2015

Yearbook, and Shenandoah Valley & Beyond, coordinated with the St. Patrick's Day Irish Spring Festival, 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 146 visitors to the Center and had 2,301 visits to our website.

Our Finance Department processed 2,185 payment receipts, mailed 816 delinquent utility bills, processed 103 move-in/move-out work orders, disconnected 52 utility accounts, in addition to their normal work activities. We also processed 531 drive through payments, 25 Saturday drive through payments, 44 on-line utility payments, and 14 on-line tax payments.

Our Risk Management Department processed 1 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 1 part-time open positions, with 2 full-time offers pending and 0 part-time offer pending.

Upcoming Week:

Our Planning Department will attend the Development Review Committee Meeting, attend 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. 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 Council will meet at 7:00 pm on Monday, February 2nd for a work session in the second floor Council Chambers of the Town's Administration Building.