

February 4, 2015

Town Manager

The Town Council met on Monday February 2nd in a Work Session to discuss the proposals to evaluate our Solid Waste collection services, review the Code Amendment for Sandwich Board Signs, and review the proposed Code to establish Tourism Zones.

Town Council continued to discuss the proposals submitted to the Town to evaluate our Solid Waste collection operations. This evaluation will potentially identify opportunities for the Town to improve our collection procedures, evaluate recycling and yard waste collection methodology, and the plan for future growth of our community. Council will consider award of this contract at their February 17th meeting.

Council discussed the recommended Code Amendment from the Planning Commission regarding Sandwich Board Signs. The recommended changes include the ability of businesses to display a second sign in the Historic District when approved by the Town. Town Council will conduct a public hearing regarding these changes at a future meeting.

Council also discussed the recommended Code addition from the Planning Commission to establish Tourism Zones. The new Code would establish three Tourism Zones that offered incentives such as reduced BPOL and permit fees, as well as financing of utility connection fees. These incentives would be based upon the number of jobs created and investment into the property. Council will conduct a public hearing regarding these changes at a future meeting.

The next meeting for Town Council will be a regular meeting scheduled for Tuesday, February 17th.

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, 10 Business Licenses, and 3 Code Violation actions. Staff attended the Development Review Committee meeting, a teleconference with Energov concerning the online permit website, and met with citizens about development issues. The

Planning Commission is reviewing streetscape enhancements to South Street, 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 503 calls to our Dispatch Center, our officers responded to 301 calls for service, issued 43 traffic citations, 2 DUI arrests, and 9 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Beeden Lane, East Stonewall drive, and as needed. Our crews also conducted maintenance on the water system on West Duck Street, Beeden Lane, Cloud Street, and as needed. The Town experience 1 water break due to cold temperatures: a 4" transit water main on West 13th 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 crews conducted snow removal, patched potholes on John Marshall Highway, Kendrick Lane, Manassas Avenue, and an alley, worked on the tree pits at Main and Chester Streets, continued assisting the Energy Services Department with the installation of an access road at Hilda Barbour Elementary School, and installed 6 signs. The Horticulture Division assisted with snow removal and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division maintained lights at the salt shed, maintained the DES boiler, continued work on the Planning file storage area, and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 14 preventative maintenance services, conducted 3 State inspections, conducted 1 jump starts, repaired 6 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 3 on-call collections as requested.

Crews at our Wastewater Treatment Plant removed the lift station communitor out of service, and performed routine maintenance and operations. Crews at our Water Treatment Plant oversaw upgrades at the plant, repaired the chemical feed pump, and performed routine maintenance and operation.

Our Energy Services Department reported 0 outages last week. Crews completed the installation of new conduit and electrical service to the street lights on Royal Avenue and continued to maintain our electrical system.

Our IT Department prepared for replacement of several of the Town's cell phones, researched SAN options, continued evaluation of Police in-car camera systems, and continued work order completion.

Our Visitor's Center attended the Town's Business Forum, attended the New Market Trade Show in Winchester, arranged for advertisement in USA Today Travel Guide, 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 134 visitors to the Center and had 3,191 visits to our website.

Our Finance Department processed 2,262 payment receipts, mailed 494 delinquent utility bills, processed 134 move-in/move-out work orders, disconnected 55 utility accounts, in addition to their normal work activities. We also processed 623 drive through payments, 49 Saturday drive through payments, 64 on-line utility payments, and 19 on-line tax payments.

Our Risk Management Department processed 0 employee injury claims and 3 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 a Happy Creek Bridge Maintenance meeting, participate in a review meeting on the online permit software, 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. The Town's contractor will continue work on the 17th Street waterline replacement.

Our Department of Energy Services will conduct routine maintenance of various lines and substations throughout our service area. Two of our Apprentice Linemen will attend Lineman Training. Crews will also replace the failed overhead canopy lights on Main Street with LED bulbs.

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 9th for a regular meeting at the Warren County Government Center.