

February 25, 2015

Town Manager

The Town Council met on Monday February 23rd in a regular meeting to conduct a public hearing on the Ordinance Amendment to Chapter 148 Subdivision & Land Development, consider a resolution to identify the Department of Motor Vehicles as the primary source for accident reports, and a resolution to commit the design and construction of Main Street through the Avtex Property.

Council conducted a public hearing regarding the proposed changes to our Subdivision and Land Development Ordinance. Some developers spoke out against some of the Code that would impact the cost for development in Town. Council has postponed consideration of the changes until the developers have had an opportunity to provide a written list of concerns and staff have had a change to provide input on their issues. Further discussion will be scheduled for a work session when the issues have been provided.

Council also approved a resolution that directs all requests for accident reports to the Department of Motor Vehicles. Our Police Department historically has received about 300 requests per year for accident reports. State Code identifies the DMV as the primary source for accident reports and the State Police direct all inquiries to DMV.

Finally, Council approved a resolution of commitment to the design and construction of Main Street extended through the Avtex Property. Our commitment results from a request from the EDA to pursue construction to facilitate future development of the site. The resolution also calls for the Town to develop this project in a similar manner to the Leach Run Parkway Project with the County and EDA and to pursue all grant opportunities for its construction.

The next meeting for Town Council will be a work session scheduled for Monday, March 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 2 Zoning permits, 3 sign permits, 1 Business License, and 10 Code Violation actions. Staff attended the Planning Commission Meeting, met with Community Planning Partners to evaluate the Corridor, met with representatives of the Shenandoah National Park regarding the Criser Road Trail, and met with citizens about development issues. The Planning Commission is reviewing streetscape enhancements to South Street. 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, and has recommended approval to amend the Ordinance for sandwich board signs. The Town Council will continue discussion regarding the Ordinance Amendment to the Land Development & Subdivision 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 743 calls to our Dispatch Center, our officers responded to 240 calls for service, issued 26 traffic citations, 0 DUI arrests, and 12 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system at West Strasburg Road, East 9th Street, and as needed. Our crews also conducted maintenance on the water system on Main Street, Westminster Drive, William Street, West 14th Street, Cloud Street, Commerce Avenue, Duck Street, Pine Street, Cherrydale Avenue, South Street, and as needed. The Town experience 1 water break due to cold temperatures: a 4" cast iron water main on Charles Street. Crews also responded to frozen water meters on Brown Avenue, West 17th Street, Earl Court, Orchard Street, South Street, Acton Street, Fox Hollow Road, Kendrick Lane, Lake Avenue, Westminster Drive, Williams Street, Happy Creek Road, Hill Street, Main Street, Orchard Street, Remount Road, Linden Street, Blue Ridge Avenue, Crestview Drive, Criser Road, Locust Dale Road, Elm Street, Lee Street, Washington Avenue, Jackson Street, Shenandoah Avenue, West 9th Street, Bel Air Avenue, Chester Street, Water Street, and West 14th Street. Crews also investigated a loss of water at residences that identified frozen pipes on private property at North Royal Avenue, Grand Avenue, West 11th Street, West 1st Street, Brown Avenue, Manassas Avenue, West Main Street, Fletcher Street, Baron Place, and John Marshall Highway. Crews also responded to a meter tampering complaint on West 14th Street. Our Street Maintenance crews plowed snow, continued assisting the Energy Services Department with the installation of an access road at Hilda Barbour Elementary School, fixed potholes, and installed 29 signs. The Horticulture Division conducted horticulture maintenance throughout the Town. Our Building and Grounds Division continued work on the Planning file storage area, repaired barricades, and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed n/a preventative maintenance services, conducted n/a State inspections, conducted n/a jump starts, repaired n/a flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 4 on-call collections as requested.

Crews at our Wastewater Treatment Plant oversaw the preliminary work to place construction trailers at the plant, plowed snow, and performed routine maintenance and operations. Crews at our Water Treatment Plant oversaw upgrades at the plant and performed routine maintenance and operation.

Our Energy Services Department reported 4 outages last week: a 39 minute outage on February 17th that affected 5 customers on Stonewall Drive due to system overload; a 17 minute outage on February 18th that affected 5 customers on North Royal Avenue due to system overload; a 65 minute outage on February 18th on East Prospect Street that affected 4 customers due to system overload; and a n/a

minute outage on February 20th on Jackson Street that affected 1 customers due to system overload. Crews continued work on the distribution lines from the Riverton Substation and continued to maintain our electrical system.

Our IT Department and continued work order completion.

Our Visitor's Center cohosted Tourism Tuesday, met with the Chamber about partnering on a VTC grant opportunity, installed the "Shop Local Front Royal" - 5% Discount poster, continued discussion of updates to the Battle of Front Royal Driving Tour, the Visitor's Guide and the Walking Tour, met with the website host about adding the 30 second Tourism video and scrolling photos to the website, and investigated other advertising opportunities. Staff welcomed 63 visitors to the Center and had 27,784 visits to our website.

Our Finance Department processed 1,848 payment receipts, mailed 648 delinquent utility bills, processed 123 move-in/move-out work orders, disconnected 0 utility accounts, in addition to their normal work activities. We also processed 504 drive through payments, 0 Saturday drive through payments, 80 on-line utility payments, and 3 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 6 full-time, 1 part-time open positions and 4 seasonal positions, with 2 full-time offers pending and 0 part-time offer pending.

Upcoming Week:

Our Planning Department will attend the Town Supervisors Meeting, the Anti-Litter Council meeting, the SBDC Co-Opetition meeting, the Development Review Committee meeting, the Board of Zoning Appeals meeting, the NSVRC 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.

Our Department of Energy Services will hold the monthly safety meeting and conduct routine maintenance of various lines and substations throughout our service area. Crews will be working on the distribution lines from the Riverton Substation.

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 Board of Zoning Appeals will meet at 7:00 pm on Thursday, February 26th in the Council Chambers of the Town's Administration Building.

The Town Council will meet at 7:00 pm on Monday, March 2nd for a work session in the Council Chambers of the Town's Administration Building.