

March 25, 2015

Town Manager

The Town Council met on Monday March 23rd in a regular meeting to conduct the second and final vote on the Code Amendments to Chapter 175 for Sandwich Board Signs, Chapter 75 for Tourism Zones, and Chapter 114 for Public-Private Partnerships.

Council approved the Code Amendment to Chapter 175 that allows businesses to display two sandwich board signs for their business under certain circumstances. Council also approved the Amendment to Chapter 75 to establish Tourism Zones which establish incentives through BPOL tax reduction, permit fee waivers, and payment plans for Tourism related businesses. Finally, Council approved Chapter 114 which codifies the guidelines for the submission of Public-Private Partnership proposals to construct capital projects.

The next meeting for Town Council will be a work session scheduled for Monday, March 30th.

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 8 Zoning permits, 2 sign permits, 5 Business Licenses, and 14 Code Violation actions. Staff attended the Planning Commission meeting and work session, a status meeting with Tyler Industries about the online permitting program, the NSVRC monthly meeting, and met with citizens about development issues. The Planning Commission is reviewing streetscape enhancements to South Street and requested that staff contact VDOT about traffic modeling assistance and recommendations. 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 considered the Ordinance Amendments for the sandwich board signs and the Tourism Zones at their March 9th meeting with a second reading on March 23rd, and will continue discussion regarding the Ordinance Amendment to the Land Development & Subdivision Code, Chapter 148 at a future work session. Town Council authorized staff to jointly apply for a CDBG

Grant to develop Downtown Enhancements with the NSVRC. 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 555 calls to our Dispatch Center, our officers responded to 381 calls for service, issued 92 traffic citations, 4 DUI arrests, and 11 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Bel Air Avenue, Commerce Avenue, Blue Ridge Avenue, East 19th Street, and as needed. Our crews also conducted maintenance on the water system on Mount View Drive, Happy Creek Road, and as needed. Our Street Maintenance crews continued assisting the Energy Services Department with the installation of an access road at Hilda Barbour Elementary School, prepped for the contractor paving on Happy Creek Road, Manassas Avenue, and West 17th Street, graded the shoulder on West 15th Street, maintained the storm pipe on Jackson Street, and installed 23 signs. The Horticulture Division cleared snow removal debris from sidewalks and parking lots and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division completed the installation of the plan storage unit at Planning, maintained barricades, and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 14 preventative maintenance services, conducted 2 State inspections, conducted 1 jump starts, repaired 2 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 14 on-call collections as requested.

Crews at our Wastewater Treatment Plant conducted the 400 hour service on the rotary fan press, processed a change order for the stormwater permit requirements for the plant upgrade, and performed routine maintenance and operations. Crews at our Water Treatment Plant tested the back flow preventer in the chemical building, replaced the blower motor on the shop heater, oversaw upgrades at the plant where the contractor poured the new floor and performed routine maintenance and operation.

Our Energy Services Department reported 0 outages last week. Crews continued work on the distribution lines from the Riverton Substation and continued to maintain our electrical system.

Our IT Department conducted training for the Town's new online job application process, resolved phone system issues for recording of Police Dispatch calls, and continued work order completion.

Our Visitor's Center hosted Tourism Tuesday, arranged for a Shenandoah River State Park display to be placed at the Center in April, discussed a new tourism video, arranged an ad in Blue Ridge Country Magazine and Adventure Outdoors Magazine, coordinated with groups about an Earth Day/Appalachian Trail event, 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 339 visitors to the Center and had 9,043 visits to our website.

Our Finance Department processed 1,919 payment receipts, mailed 732 delinquent utility bills, processed 149 move-in/move-out work orders, disconnected 56 utility accounts, in addition to their normal work activities. We also processed 578 drive through payments, 29 Saturday drive through payments, 80 on-line utility payments, and 6 on-line tax payments.

Our Risk Management Department processed 0 employee injury claims and 4 citizen claims.

Our Human Resources Department advertised numerous positions and received applications for those already advertised. The Town currently has 2 full-time, 0 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 about the Police Headquarters design, training for the new online employment applications, the Development Review committee, the Anti-Litter Council meeting, the Business Forum, a teleconference with Mindmixer, 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 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 Town Council will meet at 7:00 pm on Monday, March 30th in a work session in the Council Chambers at the Town's Administration Building.