

May 20, 2015

Town Manager

The Town Council met on Monday May 18th in a work session to discuss a request for reimbursement to remove trees on Main Street, discuss a Code Amendment about banners, and to discuss reclassification of a Planning position.

Council discussed a request from Mike Silek, co-owner of the former Franks Building on Main Street, to reimburse him \$900 for the removal of trees in the Main Street Right-of-Way in front of his building. The Town had planned to remove the trees in the fall of 2015 as the final phase of the Main Street Tree Replacement Project. However, Mr. Silek needed the trees removed to facilitate remodeling of his property. Council will consider approval of this request at their May 26th meeting.

Council also discussed a proposed amendment to Chapter 142-20 regarding banners displayed by the Town on poles located on Royal Avenue and John Marshall Highway. Due to a recent accident caused by a banner with limited wind panels, Joe Waltz, our Director of Energy Services, proposed Code changes that will specify increased grommets for attachment and wind panels to relieve stress on the banner and cables. A public hearing to consider this Code Amendment will be conducted in the future.

Council discussed a proposed reclassification of the Deputy Zoning Administrator position from part-time to full-time. The reclassification is due to the fact the position was previously filled by a retiree who was limited to part-time employment by the Town. The Town anticipates filling this position with an individual who will work 40 hours. Council will consider approval of this request at their May 26th meeting.

The next meeting for Town Council will be a work session scheduled for Tuesday, May 26th.

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 6 Zoning permits, 2 sign permits, 3 Business Licenses, and 18 Code Violation actions. Staff discussed West First Street traffic issues, attended the Comprehensive Plan

Steering Committee meeting, conducted interviews for the Deputy Zoning Administrator position, and met with citizens about development issues. The Planning Commission is reviewing a proposed office building on Shenandoah Avenue; streetscape enhancements to South Street; VDOT will conduct a Corridor Study to evaluate possible improvements and traffic impact to be completed in October. 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 approved the Ordinance Amendments for the sandwich board signs and the Tourism Zones at their 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 met May 13th to continue discussions on the update to the Plan. Staff continue to work with EnerGov on the online permitting website that is anticipated to be online in late July.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 833 calls to our Dispatch Center, our officers responded to 327 calls for service, issued 34 traffic citations, 0 DUI arrests, and 8 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Kendrick Lane and as needed. Crews also conducted smoke testing in Warren Park. Our crews also conducted maintenance on the water system on North Royal Avenue, Chester Street, South Street, and as needed. Our Street Maintenance crews conducted road repairs on McLendon Drive, Criser Road, and Cloud Street, repaired potholes on Monroe Avenue and Oak Street, and installed 25 signs. The Horticulture Division cut down bushes and mowed grass at the Afton Inn and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division repaired AC units, repaired a water leak at the Visitors Center, 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 23 on-call collections as requested.

Crews at our Wastewater Treatment Plant completed repairs and annual inspection of the Final Clarifiers, coordinated with DEQ about plant upgrade construction requirements, and performed routine maintenance and operations. The WWTP contractor continued pouring the foundation for the cake storage building and received the building permit for the project. Crews at our Water Treatment Plant conducted annual pump station building inspections, coordinated work by Verizon at the Fairgrounds Tank, and performed routine maintenance and operation. WTP Contractor connected the 4" water line to the Chemical Feed Room, connected a 2" water line to the UV Building, and continued improvements in the chemical building.

Our Energy Services Department reported 4 outages last week: a 36 minute outage on May 12 that affected 40 customers along Cloud Street due to lighting; a 23 minute outage on May 12 that affected 1 customer on South Street due to lighting; a 138 minute outage on May 16 that affected 1 customer on West 1st Street due to a tree limb; and a 71 minute outage on May 16 that affected 3 customers on Kerfoot Avenue and River Drive due to a tree limb.. Crews continued work on the distribution lines from the Riverton Substation and continued to maintain our electrical system.

Our IT Department continued work order completion.

Our Visitor's Center coordinated a digital advertisement in the Northern Virginia Magazine, arranged an advertisement in Southern Travel & Lifestyles Magazine and in the Washington Redskins Yearbook, discussed regional advertising, 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 957 visitors to the Center and had 7,805 visits to our website.

Our Finance Department processed 5,805 payment receipts, mailed 330 delinquent utility bills, processed 125 move-in/move-out work orders, disconnected 63 utility accounts, in addition to their normal work activities. We also processed 517 drive through payments, 0 Saturday drive through payments, 61 on-line utility payments, and 28 on-line tax payments.

Our Risk Management Department processed n/a employee injury claims and n/a citizen claims.

Our Human Resources Department discussed the Deputy Zoning Administrator position, advertised numerous positions and received applications for those already advertised. The Town currently has 6 full-time, 2 part-time open positions, with 2 full-time offers pending and 0 part-time offer pending.

Upcoming Week:

Our Planning Department will meet with the NSVRC about BMP records, meet with developers about a possible gym at a church, attend the Planning Commission work session, attend the NSVRC Transportation Planning Technical Committee meeting, and will 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 conduct routine maintenance of various lines and substations throughout our service area. Crews will continue 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/>

Town offices will be closed on Monday, May 25th in observance of Memorial Day.

The Town Council will meet at 7:00 pm on Tuesday, May 26th in a regular meeting at the Warren County Government Center.