

August 12, 2015

Town Manager

The Town Council conducted a regular meeting on August 10th to conduct a public hearing about a possible vacation of Right-of-Way and to consider a number of issues associated with the Route 522 Corridor.

Council conducted a public hearing to receive comment on advertising for the sale of 6,346 square feet of Right-of-Way adjacent to South Fork Drive. With no public comment received, Council authorized the advertising for bids to be received on the Right-of-Way until September 3rd. Council will consider action on the bids at their September 14th meeting.

Town Council also considered a number of actions regarding the Route 522 Corridor. Council approved a Memorandum of Agreement regarding the resolution of the Meals and Lodging Tax components of the PILOT Contracts. In lieu of the Town continuing to not collect the Meal and Lodging Tax component of the contracts with restaurants and hotels in the Corridor, the County will appropriate the equivalent of 30% of the Meal Tax and 5% of the Lodging Tax collected by the County in the Corridor beginning in December 2016. Council considered and voted against a resolution to reinstate the Meals and Lodging Tax components of the PILOT contracts, a resolution to request a joint meeting about a friendly boundary line adjustment with Warren County, authorization to advertise a public hearing about the MOA with the County, and authorization to advertise a public hearing to repeal Town Code Section 134-1.C.

The next meeting for Town Council will be a work session scheduled for Monday, August 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 5 Zoning permits, 0 sign permits, 2 Business Licenses, and 27 Code Violation actions. Staff met with the VFW about their site, participated in the Safety Committee Meeting, attended the VDOT TAP Workshop, attended the Planning Commission Work Session, attended the Steering Committee Meeting, and met with citizens about development issues. Staff

continue to work with EnerGov on the online permitting website that is anticipated to be online in November.

The Planning Commission is reviewing a Special Use Permit for Angel's Korner Day Care, consideration of urban livestock as referred by Town Council, and streetscape enhancements to South Street which will include VDOT conducting a Corridor Study to evaluate possible improvements and traffic impact to be completed in October. A public hearing on the urban livestock was conducted by the Planning Commission on July 15th; action was tabled until the August meeting. Town Council authorized staff to jointly apply for a CDBG Grant to develop Downtown Enhancements with the NSVRC; the public meeting was conducted July 7th, and followup management meeting was conducted on July 16th. The Comprehensive Plan Steering Committee met August 6th to review the transportation plan and land use plan. The Town was notified that our MAP-21 Grant for construction of a sidewalk along Westminster Drive was approved, but our grant application for construction of the Criser Road Trail was not approved. Staff have applied for an RTP Grant through DCR.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 694 calls to our Dispatch Center, our officers responded to 309 calls for service, issued 31 traffic citations, 2 DUI arrests, and 14 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Cypress Street and as needed. Our crews also conducted maintenance on the water system on the intake structure on Sloan Creek, Strasburg Road, South Commerce Avenue, Criser Road, Commonwealth Drive, William Street, and as needed. Our Street Maintenance crews conducted road repairs on Criser Road, West 13th Street, and installed 12 signs. The Horticulture Division trimmed trees on Jamestown Road, cleared brush from the sidewalks on Shenandoah Avenue, cleaned the area around the Gazebo, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division maintained the Admin Building drive through, installed outlet covers at the Gazebo, and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 13 preventative maintenance services, conducted 1 State inspections, 8 vehicle repairs, and other unscheduled repairs to vehicles and equipment.

Crews at our Wastewater Treatment Plant coordinated the connection improvements to the aeration tanks with the contractor and performed routine maintenance and operations. The WWTP contractor removed the activated sludge piping at the aeration tanks and continued upgrades to the plant. Crews at our Water Treatment Plant maintained the Guard Hill Pump Station, oversaw the completion of the installation of T-Mobile antenna at the Fairground Water Tank, continued to monitor the improvements at the WTP and performed routine plant maintenance and operation. WTP contractor installed UV piping, chemical feed lines, and drains and continued construction of improvements.

Our Energy Services Department reported 1 outages last week: a 30 minutes outage on August 4th that affected 1 customer Food Lion due to an animal. Crews continued work on the distribution lines from the Riverton Substation and continued to maintain our electrical system.

Our IT Department prepped for the Gazebo Flicks, evaluated the VDI solutions, continued work on the website update, continued MDT replacement for the Police Department, and continued work order completion.

Our Visitor's Center interviewed candidates for the vacant Specialist position, coordinated participants for the Celebrate the River Day, participated in the National Night Out, submitted advertisements for the Page News & Carrier, Warren Sentinel, and Shenandoah Valley Herald, continued Drive Tourism discussion, 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 950 visitors to the Center and had 4,356 visits to our website.

Our Finance Department processed 1,615 payment receipts, mailed 407 delinquent utility bills, processed 127 move-in/move-out work orders, disconnected 73 utility accounts, in addition to their normal work activities. We also processed 686 drive through payments, 19 Saturday drive through payments, 76 on-line utility payments, and 1 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 9 full-time, 3 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 Main Street extension through the Avtex property and meet with citizens with zoning questions.

Our Police Department will continue to patrol the Town.

Our Department of Environmental Services plans to inspect School flashers, complete substation inspections, and conduct preventative maintenance throughout Town.

Our Department of Energy Services will inspect the Riverton main line for possible issues and 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/>

The Town Council will meet at 7:00 pm on Monday, August 17th in a work session at the Administration Building.