

March 2, 2016

Town Manager

The Town Council did not conduct a meeting during the week of February 29th.

The next meeting for Town Council will be a work session scheduled for March 7th.

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, 10 sign permits, 8 Business Licenses, and 6 Code Violation actions. Staff attended FEMA Floodplain training, attended the Development Review Committee meeting, attended the Anti-Litter Counsel meeting, and met with citizens about planning issues. Staff continue to work with EnerGov on the online permitting website that is anticipated to be online in May 2016.

The Planning Commission continues to investigate streetscape enhancements to South Street which will include VDOT conducting a Corridor Study to evaluate possible improvements and traffic impact; a draft report has been provided for review. The Commission recommended approval of an Ordinance Amendment to our Floodplain regulations to meet current DCR requirements; presentation to Council will be scheduled at a future work session. The Planning Commission considered several requests from the Front Royal Limited Partnership at their January 20th meeting and recommended the following: denial of the submitted a Proffer Amendments for their development, approval of an amendment to the Comprehensive Plan, and approval of a Code Amendment request. Staff continue to work with the NSVRC and DHCD about CDBG Planning Grant to develop Downtown Enhancements. Construction of a sidewalk along Westminster Drive is being coordinated by the Department of Environmental Services.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 661 calls to our Dispatch Center, our officers responded to 243 calls for service, issued 25 traffic citations, 0 DUI arrests, and 8 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Jamestown Road, West 15th Street, North Royal Avenue, North Commerce Avenue, and as needed. Staff also conducted grease trap inspections at thirteen (13) restaurants. Our contractor has begun replacing the sewer main on River Drive. Our crews conducted maintenance on the water system on John Marshall Highway, Bass Avenue, and as needed. Crews repaired no water breaks. Our Street Maintenance crews completed installing drainage pipe on Queens Highway, inspected drainage system for impact from rain and snow melt, cleared the 8th Street bridge from flooding, and installed 9 signs. The Horticulture Division maintained trees on Commerce Avenue and at Bowman Park, maintained chain saws, removed debris from Happy Creek from flooding, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 15 preventative maintenance services, conducted 0 State inspections, 33 vehicle repairs, and other unscheduled repairs to vehicles and equipment.

Crews at our Wastewater Treatment Plant met with DEQ about the recent plant bypasses and developed a plan to alleviate the issues during construction, met with Corridor bakery about oil, grease, and pH discharge issues, conducted chemical response training, and performed routine maintenance and operations. The WWTP contractor continued upgrades to the plant. Crews at our Water Treatment Plant maintained continued calibration of UV treatment equipment, met with consultant about tank aeration improvements, and performed routine plant maintenance and operation.

Our Energy Services Department reported 3 outages last week: a 24 minute outage on February 24th on Shenandoah Shores Road that affected 2 customers due to wind/storm damage; a 12 minute outage on February 25th that affected 12 customers on Biggs Drive due to an animal; and a 3 hour outage on February 27th that affected 12 customers in the alley near Union Street due to a vehicle accident. The Town also had 0 customers at the Electric Car Charger at the Gazebo. Crews continued to maintain our electrical system.

Our IT Department worked on website upgrades, developed videos for Town projects, develop solutions for wireless service at the Gazebo, planned the Finance server upgrade, planned the installation of network fiber to the WWTP, and continued work order completion.

Our Visitor's Center attended the Business Forum, attended the Drive Tourism meeting, began planning for Earth Day/AT Day, developed ads for VA Living Magazine and Adventure Outdoors, continued working on the updated Visitors Guide, and investigated other advertising opportunities. Staff welcomed 318 visitors to the Center.

Our Finance Department processed 1,735 payment receipts, mailed 710 delinquent utility bills, processed 63 move-in/move-out work orders, disconnected 51 utility accounts, in addition to their normal work activities. We also processed 543 drive through payments, 41 Saturday drive through payments, 82 on-line utility payments, and 5 on-line tax payments.

Our Risk Management Department processed 1 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 0 part-time open positions advertised.

Upcoming Week:

Our Planning Department plans to meet with developers about several potential projects, participate in the CDBG Downtown Redevelopment Management Team meeting, attend the Battle of Front Royal coordination meeting, attend the NSVRC Work Program Workshop, and meet with citizens with zoning questions.

Our Police Department will continue to patrol the Town.

Our Department of Environmental Services will conduct preventative maintenance throughout Town.

Our Department of Energy Services will continue construction of their new facility, and conduct normal maintenance of our facilities.

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 7th in the Council Chambers at the Administration Building.