

February 11, 2015

Town Manager

The Town Council met on Monday February 9th in a regular meeting to consider the rezoning of the property for the new middle school along the Leach Run Parkway, award the contract to evaluate our Solid Waste collection processes, and approve a proclamation for Youth Art Month.

Council conducted their second vote to approved the rezoning of property owned by the County of Warren and the Economic Development Authority from Agricultural (A-1) and Suburban Residential (R-S) to Residential (R-1) to accommodate the construction of a future middle school. The Town's development of the Leach Run Parkway will facilitate access to the school. Both the Parkway and Middle School are anticipated to be completed in the summer of 2016.

Council also awarded the contract to evaluate our solid waste collection efforts to MSW Consultants. The award for \$20,000 will evaluate how our crews collect garbage, recycling, and yard waste, analyze routes and collection scheduling, evaluate our fleet, and plan for future growth.

Finally, Council approved a proclamation designating March as Youth Art Month. The Blue Ridge Region Art Education Association requested that the month recognize the benefits students receive from their participation in art education.

The next meeting for Town Council will be a regular meeting scheduled for Tuesday, February 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 8 Zoning permits, 10 sign permits, 5 Business Licenses, and 5 Code Violation actions. Staff attended a meeting with the NSVRC regarding a possible grant application, attended a meeting about bridge maintenance along Happy Creek, teleconference with EnerGov about the permit software, 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, has recommended approval to amend the Ordinance for sandwich board signs, and recommended to rezone the properties for the Leach Run Middle School. The Planning Commission has approved the development plan for Lot 6 at the Avtex Site. The Town Council will conduct a public hearing on February 23rd for the Ordinance Amendment to the Site Development 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 602 calls to our Dispatch Center, our officers responded to 324 calls for service, issued 71 traffic citations, 5 DUI arrests, and 12 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system at Food Lion, Cloud Street, and as needed. Crews also completed grease trap inspections at China Jade, IHOP, TGI Fridays, Roy Rogers, and Los Potrillos. Our crews also conducted maintenance on the water system on Royal Avenue and as needed. The Town experienced 1 water break due to cold temperatures: a 3/4" water service line on West 12th Street. Our contractor has completed installing the new waterline on West 17th Street; crews will be patching pavement over the next two weeks. Our Street Maintenance crews worked on the tree pits at Main and Chester Streets, continued assisting the Energy Services Department with the installation of an access road at Hilda Barbour Elementary School, and installed 7 signs. The Horticulture Division filled the tree pits on Main & Chester Streets, mulched Bowman Park, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division maintained lights at various locations, continued work on the Planning file storage area, and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 17 preventative maintenance services, conducted 4 State inspections, conducted 3 jump starts, repaired 3 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 8 on-call collections as requested.

Crews at our Wastewater Treatment Plant met with the upgrades contractor and inspector, oversaw the preliminary work to place construction trailers at the plant, and performed routine maintenance and operations. Crews at our Water Treatment Plant oversaw upgrades at the plant, repaired the chemical feed pump, and performed routine maintenance and operation.

Our Energy Services Department reported 2 outages last week: a 31 minute outage on February 3rd that affected 12 customers on Queens Highway due to equipment failure; and a 23 minute outage on February 8th that affected 15 customers on West 11th Street 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 conducted replacement of several of the Town's cell phones, continued evaluation of Police in-car camera systems, continued deployment of new MDT's in Police vehicles, worked on the snow removal public service video, planned the installation of speakers in the hallway of the Administration Building, and continued work order completion.

Our Visitor's Center arranged for advertisement in Blue Ridge Outdoors Magazine, 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 193 visitors to the Center and had 9,725 visits to our website.

Our Finance Department processed 2,542 payment receipts, mailed 455 delinquent utility bills, processed 186 move-in/move-out work orders, disconnected 90 utility accounts, in addition to their normal work activities. We also processed 678 drive through payments, 35 Saturday drive through payments, 89 on-line utility payments, and 10 on-line tax payments.

Our Risk Management Department processed 0 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 1 part-time open positions, with 2 full-time offers pending and 0 part-time offer pending.

Upcoming Week:

Our Planning Department will attend the Town Safety Committee Meeting, attend the Virginia Inland Port briefing, 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. Staff will continue placing temporary patches and conduct grease trap inspections.

Our Department of Energy Services will conduct routine maintenance of various lines and substations throughout our service area. Crews will be working on the distribution lines from the Riverton Substation and conduct the semi-annual infra-red survey of our electrical system.

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 Monday, February 16th in observance of President's Day. Garbage collection for customers with collection on Mondays will be Wednesday, February 18th.

The Town Council will meet at 7:00 pm on Tuesday, February 17th for a work session in the Council Chambers at the Administration Building.

The Town Planning Commission will meet at 7:00 pm on Wednesday, February 18th in the Warren County Government Center.