

March 3, 2015

Town Manager

The Town Council met on Monday March 2nd in a work session to discuss the cost for snow removal this season, consider a part-time Community Resource Officer for the Police Department, and review a request from Warren County to establish recreational use of the Catlett Mountain site.

The Town has experienced a number of small and a few significant snow events this season. Our crews have done a very good job of reestablishing vehicular access following snow events. However, we have exceeded our budgeted amount of \$75,000 for the purchase of salt and snow removal related expenses. Council has requested that the Town revisit the overage cost in April when the snow season has ended so that we have an exact amount for them to consider.

The Police Department is requesting that the Department establish a new, part-time Community Resource Officer to assist the Department in community outreach efforts. This position will be available to the community to discuss law enforcement issue in their neighborhoods, coordinate special events, and enhance our connection with the community. Council will consider this new position at their March 9th meeting.

Council also discussed a request from Warren County to develop the Catlett Mountain Landfill site as a recreational park. The County proposes to incorporate hiking trails, walking paths, a practice ball field, a picnic shelter, a mountain bike skills course, and a parking lot around the landfill. The Town will discuss our concerns about the proposed use at the March 19th Liaison Meeting with the County.

The next meeting for Town Council will be a work session scheduled for Monday, March 9th.

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, 2 sign permits, 2 Business Licenses, and 5 Code Violation actions. Staff attended the Town's Supervisor Forum, the Development Review Committee Meeting, the BZA meeting, the Anti-Litter Council meeting, the NSVRC Planning Workshop, and met

with citizens about development issues. The Planning Commission is reviewing streetscape enhancements to South Street and will discuss at their March 18th meeting. 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 will consider the Ordinance Amendments for the sandwich board signs and the Tourism Zones at their March 9th meeting, and will continue discussion regarding the Ordinance Amendment to the Land Development & Subdivision Code, Chapter 148 at a future work session. 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 628 calls to our Dispatch Center, our officers responded to 299 calls for service, issued 45 traffic citations, 3 DUI arrests, and 19 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system at Cherrydale Avenue, Kendrick Lane, West 10th Street, Villa Avenue, Frazier Place, West 14th Street, and as needed. Our crews also conducted maintenance on the water system on West Main Street and as needed. The Town experience 2 water breaks due to cold temperatures: a 4" cast iron water main on Browntown Road; and a 4" cast iron waterline on Walker Avenue. Crews also responded to frozen water meters on East Main Street, East 7th Street, and Spoon Square. Our Street Maintenance crews continued snow removal activities, continued assisting the Energy Services Department with the installation of an access road at Hilda Barbour Elementary School, and installed 18 signs. The Horticulture Division conducted horticulture maintenance throughout the Town. Our Building and Grounds Division continued work on the Planning file storage area, repaired barricades, and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 12 preventative maintenance services, conducted 2 State inspections, conducted 3 jump starts, repaired 2 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 2 on-call collections as requested.

Crews at our Wastewater Treatment Plant oversaw the preliminary work to place construction trailers at the plant, plowed snow, maintained the gravity thickener, completed the 2014 Tier II Hazardous Chemical Report, and performed routine maintenance and operations. Crews at our Water Treatment Plant maintained the sludge system, maintained the Potassium Permanganate Feed system, oversaw upgrades at the plant and performed routine maintenance and operation.

Our Energy Services Department reported 3 outages last week: a 52 minute outage on February 24th that affected 11 customers on 7th Street due to system overload; a 14 minute outage on February 25th that affected 40 customers on Cherrydale Avenue due to system overload; a 65 minute outage on February 18th on East Prospect Street that affected 4 customers due to an animal; and a 12 minute outage on February 20th on Jackson Street that affected 43 customers due to equipment failure. Crews continued work on the distribution lines from the Riverton Substation and continued to maintain our electrical system.

Our IT Department began editing the video from the SBDC Workshop, deployed new MDT's to police vehicles, worked on the FY15-16 Budget, tested Windows 10, and continued work order completion.

Our Visitor's Center met with the Heritage Society and Chamber to discuss a VTC grant application for a video about the Town's fall events, met with Planning about the business directory at Kidd Lane, arranged an ad for Virginia Living Magazine, mailed 204 information requests, continued discussion of updates to the Battle of Front Royal Driving Tour, the Visitor's Guide and the Walking Tour, met with the website host about adding the 30 second Tourism video and scrolling photos to the website, and investigated other advertising opportunities. Staff welcomed 144 visitors to the Center and had 15,984 visits to our website.

Our Finance Department processed 2,180 payment receipts, mailed 477 delinquent utility bills, processed 157 move-in/move-out work orders, disconnected 49 utility accounts, in addition to their normal work activities. We also processed 675 drive through payments, 50 Saturday drive through payments, 83 on-line utility payments, and 8 on-line tax payments.

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

Our Human Resources Department advertised numerous positions and received applications for those already advertised. The Town currently has 6 full-time, 1 part-time open positions and 4 seasonal positions, with 2 full-time offers pending and 0 part-time offer pending.

Upcoming Week:

Our Planning Department will attend a meeting about Downtown parking signage, attend the HB2 VDOT meeting, meet about the FY15-16 Planning Budget, 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 will hold the monthly safety meeting and 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 monthly substation inspections.

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 9th in a regular meeting at the County Government Center.

The Board of Architectural Review will meet at 7:00 pm on Tuesday, March 10th in the Council Chambers of the Town's Administration Building.