

April 15, 2015

Town Manager

The Town Council met on Monday April 13th in a regular meeting to conduct a public hearing on proposed changes to Chapter 175 - Zoning, consider a resolution about possible recreational reuse of the Catlett Mountain Landfill, and consider a budget amendment for utilities associated with the VDOT Rockland Road Project.

Council conducted a public hearing on the proposed Amendment to Chapter 175 - Zoning. The proposed update to this Chapter are linked with the proposed Amendment to Chapter 148 - Subdivision & Land Development. Information about the proposed changes can be found in the Planning & Zoning section of the Town's website. Council will consider the changes to Chapter 148 in May with a second vote on Chapter 175 to occur following adoption of the changes to Chapter 148.

Council also approved a resolution of support for Warren County to present a recreational reuse plan for the Catlett Mountain Landfill to DEQ. The proposed improvements include a possible mountain bike facility, hiking trails, a playground, and a parking lot. DEQ will have to approve reuse of the site prior to any construction activity. In addition, the Town and County will need to establish an Agreement regarding liability of recreational use for the County.

Finally, the Council approved a budget amendment to fund the Town's portion of utility improvements associated with the VDOT Rockland Road relocation project that was constructed in 2012. VDOT sent the Town an invoice in 2015 for this work.

The next meeting for Town Council will be a work session scheduled for Monday, April 20th.

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 4 Zoning permits, 1 sign permits, 3 Business Licenses, and 6 Code Violation actions. Staff attended a meeting about the online permitting project and met with citizens about development issues. The Planning Commission is reviewing streetscape enhancements to South

Street and requested that staff contact VDOT about traffic modeling assistance and recommendations. 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 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 686 calls to our Dispatch Center, our officers responded to 344 calls for service, issued 58 traffic citations, 1 DUI arrests, and 7 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on North Shenandoah Avenue, South Marshall Street, East 19th Street, and as needed. Our crews also conducted maintenance on the water system on West 14th Street, West 17th Street, and as needed. The Town experienced a water break on a 4" cast iron water main on West 14th Street. Our Street Maintenance crews repaired the sidewalk on John Marshall Highway, cleared storm drains, continued brick replacement at Main and Chester Streets, cleared debris off of the Manassas Avenue bridge, and installed 3 signs. The Horticulture Division cleared the Commerce Avenue Bridge sidewalks of debris, cleared debris off of the Happy Creek Trail, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division maintained the flagpoles at the Police Department and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 1 preventative maintenance services, conducted 0 State inspections, conducted 1 jump starts, repaired 0 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 20 on-call collections as requested.

Crews at our Wastewater Treatment Plant completed monthly reports for DEQ, conducted a construction progress meeting with the contractor, maintained a septage tank, and performed routine maintenance and operations. Crews at our Water Treatment Plant maintained the SCADA system, oversaw upgrades at the plant, oversaw cellular contractor work at the Fairground Tank, and performed routine maintenance and operation. WTP Contractor completed concrete wall pours.

Our Energy Services Department reported 2 outages last week: a 10 minute outage on March 30th at Midlan Avenue that affected 20 customers due to an animal; and a 13 minute outage on March 30th on North Royal Avenue that affected 18 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 coordinated installation of internet service at the Water Treatment Plant, finalized preparation for the employment website, began development of evacuation procedure for the Administration Building, and continued work order completion.

Our Visitor's Center attended the Drive Tourism workshop, hosted the Drive Tourism presentation, participated in the Taste for Books program, attended a meeting with the SBDC and the Winchester

Downtown Manager, co-hosted Tourism Tuesday on the radio, 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 616 visitors to the Center and had 8,004 visits to our website.

Our Finance Department processed 2,095 payment receipts, mailed 651 delinquent utility bills, processed 125 move-in/move-out work orders, disconnected 61 utility accounts, in addition to their normal work activities. We also processed 607 drive through payments, 24 Saturday drive through payments, 59 on-line utility payments, and 6 on-line tax payments.

Our Risk Management Department processed 0 employee injury claims and 0 citizen claims.

Our Human Resources Department advertised numerous positions and received applications for those already advertised. The Town currently has 7 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 attend the Safety Committee Meeting, BAR Meeting, the Development Review Committee, and the NSVRC Monthly 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 conduct monthly substation inspections and be 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, April 20th in a work session in the second floor conference room at the Administration Building.