

September 23, 2015

Town Manager

The Town Council conducted a Special Meeting on September 21st to approve the bid for construction of the Leach Run Parkway followed by a work session to discuss a request from the Warren Heritage Society, discuss a proposed Code Amendment about high grass as debris, and continue discussion about Urban Agriculture.

The Special Meeting was conducted for Council to consider approval of the bid from Branch Highway for construction of the Leach Run Parkway and to approve revisions to the Memorandum of Understanding with the County and EDA for the project. Council approved the bid and authorized the EDA to award the project and proceed with a change order to reduce the scope and price of the project. The EDA Board will consider the project at their September 25th meeting.

Council received a request from the Warren Heritage Society to donate \$15,000 toward the Society's utility bills this fiscal year. The request is based upon the service that the Society provides in preservation of the Town's historical documents, as well as assistance in the various events conducted by the Town each year. Council will consider the request at their September 28th meeting.

Council also received a proposal to amend Town Code Chapter 170 regarding high grass and debris in yards. The revision will comply with changes adopted by the Commonwealth last year that expands the ability of localities to regulate high grass on occupied properties. Previously, the Town could only pursue enforcement on properties that were not occupied. The proposed revisions will also reduce the height of grass from 15 inches to 10 inches for enforcement action. A copy of the proposed Amendment can be found on the Town's website. A public hearing will be scheduled in the future.

Council also continued discussion about the proposed Code Amendment to Chapter 175 to allow urban agriculture in residential homes. Council will conduct a public hearing in November to receive public input about this matter.

The next meeting for Town Council will be a regular meeting scheduled for September 28th.

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 7 Zoning permits, 0 sign permits, 4 Business Licenses, and 12 Code Violation actions. Staff attended the grand opening of the Team Waller Realtors, attended the Planning Commission meeting and work session, met with the design of Main Street extended through the Avtex Site to discuss the Traffic Impact Study, met with AMP about the solar field, attended the NSVRC monthly 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 January 2016.

The Planning Commission recommended approval of a Special Use Permit for Angel's Korner Day Care and the Urban Agricultural Ordinance at their August 19th Meeting; Council will conduct a public hearing on the Urban Agricultural Ordinance in November and conduct a public hearing for the Daycare SUP on September 28th. The Planning Commission recommended approval with conditions of a Special Use Permit request for three dwellings at 102 West Prospect Street; Council will discuss at a future work session. 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 to be completed in October. The Town is awaiting confirmation to proceed with a CDBG Planning Grant to develop Downtown Enhancements with the NSVRC. 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. Staff have applied for an RTP Grant through DCR to construct the Criser Road Trail.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 711 calls to our Dispatch Center, our officers responded to 415 calls for service, issued 103 traffic citations, 1 DUI arrests, and 7 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Cherrydale Avenue, Commerce Avenue, Commonwealth Avenue and as needed. Our crews conducted maintenance on the water system on West 9th Street, North Royal Avenue, Virginia Avenue, Lillard Drive and as needed. Our Street Maintenance crews conducted road repairs on Happy Creek Road, South Marshall Street, and installed 3 signs. The Horticulture Division maintained the guard rail on John Marshall Highway, maintained the Happy Creek Trail, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division maintained the deck at the Visitors Center and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 10 preventative maintenance services, conducted 2 State inspections, 7 vehicle repairs, and other unscheduled repairs to vehicles and equipment.

Crews at our Wastewater Treatment Plant conducted a construction meeting with the upgrade contractor, maintained the Aerobic Digester, maintained the Septage Receiving Tank, and performed routine maintenance and operations. The WWTP contractor continued upgrades to the plant. Crews at our Water Treatment Plant continued to monitor the improvements at the WTP and performed routine plant maintenance and operation. WTP contractor core drilled piping at the clear well, installed 3 chemical feed injection ports on the settling basin splitter box, continued electrical work, began interior framing, and continued construction of improvements.

Our Energy Services Department reported 1 outage last week: a 69 minute outage on September 17th affecting 1 customer at Randolph Macon Academy due to equipment failure. Crews extended fiber from the Administration Building to the Visitors Center and continued to maintain our electrical system.

Our IT Department connected the Visitors Center to the Town's network via newly installed fiber, continued researching our new VDI system, began the upgrade to the Finance Sungard Server, continued work on the website update, advertised the RFB for PD cameras, prepped for Gazebo movies, and continued work order completion.

Our Visitor's Center attended the regional Visitor Managers meeting to discuss branding of the Valley, submitted the advertisement for the Virginia Travel Guide, ordered fall merchandise, mailed 350 information responses, and welcomed visitors and investigated other advertising opportunities. Staff welcomed 930 visitors to the Center and had n/a visits to our website.

Our Finance Department processed 1,708 payment receipts, mailed 402 delinquent utility bills, processed 95 move-in/move-out work orders, disconnected 56 utility accounts, in addition to their normal work activities. We also processed 588 drive through payments, 34 Saturday drive through payments, 73 on-line utility payments, and 3 on-line tax payments.

Our Risk Management Department processed 1 employee injury claims and 4 citizen claims.

Our Human Resources Department advertised numerous positions and received applications for those already advertised. The Town currently has 7 full-time and 0 part-time open positions, with 0 full-time offers pending and 0 part-time offer pending. The Town is currently advertising for the Community Development Director position.

Upcoming Week:

Our Planning Department will attend the Board of Zoning Appeals meeting, attend the Development Review Committee meeting, attend the Anti Litter Council meeting, attend the Business Forum, 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 installation of the electric car charger at the Gazebo, 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 will host the final Gazebo Flick sponsored by the Economic Development Authority of “The Goonies” on Thursday, September 24th.

The Town will host the “Royal Cruze-In” sponsored by Jack Evans Chevrolet on Friday, September 25th. The night will include antique and novelty cars and trucks, music by “The Shockers!”, and a screening of American Graffiti.

The Town Council will meet at 7:00 pm on Monday, September 28th at the Warren County Government Center.