

October 14, 2015

Town Manager

The Town Council conducted a regular meeting on Tuesday, October 13th to conduct a public hearing on a Budget Amendment for the Leach Run Parkway Project, conduct a public hearing on Chapter 170 Weeds and Debris, and consider award of the bid for road salt for the winter.

Council conducted a public hearing to receive public comment on a Budget Amendment to increase the current budget by \$13,180,807.95 for the construction of the Leach Run Parkway. The Budget Amendment was necessary to include the full funding of the project in the Town Budget due to the fact that the Town will be responsible to pay for the project and then seek reimbursement from VDOT and Warren County. VDOT will reimburse for 50% of the project cost up to \$12,000,000, and Warren County will assume 60% of the remainder. The project should begin construction this fall.

Council also conducted a public hearing to receive comment on a Code Amendment to Chapter 170 Weeds and Debris. Council approved an amended version of the Code presented on its first reading that would establish a civil penalty for both violation of high grass and debris in yards. The changes correspond to changes adopted by the State this year. Council will discuss this Code Amendment at a future Work Session prior to considering the final vote.

Council approved a bid for road salt from Mid-Atlantic Salt for \$77.89 per ton to be used by the Town this winter. The bid is within \$0.01 from the price paid last year.

At the meeting, Town Council also recognized Officer Tony Clingerman and Officer Robbie Lowery for their heroic actions that saved to citizens from a recent house fire.

The next meeting for Town Council will be a Work Session scheduled for October 19th.

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 6 Zoning permits, 2 sign permits, 2 Business Licenses, and 14 Code Violation actions. Staff met with the Front Royal Limited Partnership about the property development, attended the Planning Commission Work Session, attended the NSVRC Transportation Committee meeting, attended the Walking & Wheeling in the Valley 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 March 2016.

The Planning Commission recommended approval of the Urban Agricultural Ordinance at their August 19th Meeting; Council will conduct a public hearing on the Urban Agricultural Ordinance in November. 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 685 calls to our Dispatch Center, our officers responded to 336 calls for service, issued 51 traffic citations, 1 DUI arrests, and 26 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Prospect Street, Short Street, West 15th Street, Brown Avenue, Warren Avenue, and as needed. Our crews conducted maintenance on the water system on John Marshall Highway, Old Browntown Road, Bradford Drive, Prospect Street, Hamilton Circle, West 14th Street, Academy Drive, Richmond Road, and as needed. Our Street Maintenance crews conducted road repairs at the Water Treatment Plant, On Main Street, on Stonewall Drive and installed 7 signs. The Horticulture Division finished the new tree pits on Main Street, trimmed low branches, maintained the walking trail, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division conducted an annual inspection of facilities and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed n/a preventative maintenance services, conducted n/a State inspections, 2 vehicle repairs, and other unscheduled repairs to vehicles and equipment.

Crews at our Wastewater Treatment Plant experienced a plant bypass due to the significant rain event, performed the 500 hour maintenance on the rotary fan press, and performed routine maintenance and operations. The WWTP contractor continued upgrades to the plant. Crews at our Water Treatment Plant maintained a settling basin and performed routine plant maintenance and operation. WTP contractor continued construction of improvements.

Our Energy Services Department reported 2 outages last week: a 65 minute outage on October 9th on West 15th Street that affected 4 customers due to an animal; and an 18 minute outage on October 10th on Richmond Road that affected 40 customer due to an animal. Crews completed installation of the electric car charger at the Gazebo and continued to maintain our electrical system.

Our IT Department installed the new SAN server hardware, installed new network equipment at the Visitor Center, prepared for network extension to the WWTP, continued work on the website update, and continued work order completion.

Our Visitor's Center Coordinator was the speaker at the Friends of the Shenandoah River State Park annual picnic, participated in the Festival of Leaves, discussed the Virginia Main Street designation application, scheduled the "Drive Tourism" meeting for October 20th, and welcomed visitors and investigated other advertising opportunities. Staff welcomed 1,230 visitors to the Center and had n/a visits to our website.

Our Finance Department processed 1,753 payment receipts, mailed 381 delinquent utility bills, processed 107 move-in/move-out work orders, disconnected 63 utility accounts, in addition to their normal work activities. We also processed 613 drive through payments, 0 Saturday drive through payments, 73 on-line utility payments, and 3 on-line tax payments.

Our Risk Management Department processed 0 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 9 full-time and 0 part-time open positions, with 2 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 a meeting about our sign ordinance, meet with a developer, attend the Board of Architectural Review meeting, attend the ground breaking for the Warren County Middle School, attend the NSVRC retreat, 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 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, October 19th in the Council Chambers at the Administration Building.