

TOWN MANAGER'S WEEKLY REPORT



November 5, 2014

Town Manager

The Town Council did not meet on Monday, November 3rd. The Town conducted elections for the Mayor and three positions on Town Council on Tuesday, November 4th.

The Town Council and Planning Commission are conducting a Joint Work Session tonight, Wednesday November 5th to discuss the rezoning request for the Avtex Property from the Economic Development Authority. The request is to rezone the site from industrial (I-1) zoning to the Multi-Use Campus zoning, which allows a mix of commercial and light industrial uses on the property. The Town Council and Planning Commission will conduct public hearings on Wednesday, November 19th to receive input from the public regarding the rezoning request.

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, 0 sign permits, 1 Business Licenses, and 16 Code Violation actions. Staff met with citizens about development issues. The Planning Commission is reviewing a draft Ordinance Amendment for sandwich board signs, Tourism Zones, evaluating tourism rental regulations, and reviewing the Entrance Corridor restrictions. A draft Tourism Zone Ordinance and Map has been developed by staff and is being reviewed by the Planning Commission. The Planning Commission will conduct a public hearing on November 19th for input on amending the Ordinance on Sandwich Board Signs. The Town Council and Planning Commission will conduct a joint Work Session on November 5th to discuss a rezoning request. The Comprehensive Plan Steering Committee met on October 22nd to begin discussions on the update.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 599 calls to our Dispatch Center, our officers responded to 270 calls for service, issued 44 traffic citations, 2 DUI arrests, and 15 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system throughout Town as needed. Our crews also conducted maintenance on the water system on West 15th Street, Stockton Road, Massanutten Avenue, Stonewall Avenue, Luray Avenue, and as needed. Our contractor installed a new waterline on Happy Creek Road. Our Street Maintenance crews conducted maintenance on West 12th Street, Jamestown Road, West 8th Street, Goodview Drive, Meadow Court, West 10th

Street, and installed 29 signs. The Horticulture Division maintained the Happy Creek Trail and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division repaired window trim and siding at the Administration Building, cleaned the air ducts at the CID Building, reinstalled benches on Main Street, maintained the Administration Building boiler, and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 0 preventative maintenance services, conducted 0 State inspections, conducted 5 jump starts, repaired 1 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 19 on-call collections as requested.

Crews at our Wastewater Treatment Plant received quotes for fence repairs, met with Dominion regarding discharge from the electrical facility, maintained an equalization basin, and performed routine maintenance and operations. Crews at our Water Treatment Plant maintained the 4-H and Jamestown pump stations, maintained the chlorine meter, oversaw upgrades at the plant, and performed routine maintenance and operation.

Our Energy Services Department reported one outage last week: a 60 minute outage on October 23rd that affected one customer on West 15th Street due to a failed transformer. Our staff continues to install equipment for the new substation. Crews continued to maintain our electrical system.

Our IT Department worked on updated the HSWC video, deployed the new GIS workstation in Planning, began development of a website update, tested firewall and security issues, and continued work order completion.

Our Visitor's Center arranged advertisements on Comcast Xfinity, mailed 434 information requests, investigated video and photo programs, participated in Hometown Halloween, and investigated other advertising opportunities. Staff welcomed 920 visitors to the Center and had 7,212 visits to our website.

Our Finance Department processed 2,446 payment receipts, mailed 487 delinquent utility bills, processed 160 move-in/move-out work orders, disconnected 72 utility accounts, in addition to their normal work activities. We also processed 523 drive through payments, 30 Saturday drive through payments, 58 on-line utility payments, and 4 on-line tax payments.

Our Risk Management Department processed 1 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 5 full-time and 2 part-time open positions, with 0 full-time offers pending and 0 part-time offer pending.

Upcoming Week:

Our Planning Department will attend the Joint Council/Planning Commission Work Session 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 conduct routine maintenance of various lines and substations throughout our service area.

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 conduct a regular meeting at 7:00 pm on Monday, November 10 at 7:00 pm in the Warren County Government Center.