

TOWN MANAGER'S WEEKLY REPORT



November 12, 2014

Town Manager

The Town Council conducted a regular meeting on Monday, November 10th to conduct public hearings for input on MAP-21 Grant applications, conduct a final vote on an Ordinance Amendment to Chapter 75-44.A of the Code, and dedicate DMV Animal Friendly License Plate fund.

The Town has submitted two MAP-21 Grant Applications to VDOT for pedestrian facilities. The first project is for the Criser Road Trail project which would extend a trail facility along Criser Road from the Happy Creek Trail at Remount Road to Royal Avenue. The second project is the construction of a sidewalk along Westminster Drive from John Marshall Highway to the Warren County High School. VDOT requires public input to evaluate the projects prior to awarding any grant funding. The Town will be notified in 2015 if either project is selected.

Council approved an Ordinance Amendment to Chapter 75-44.A of the Town Code which removed the delinquent notification for the first half of Real Estate and Personal Property Taxes. As the Town adopted twice-a-year billing, the first notification is not necessary as the second payment triggers a delinquent notice if unpaid. This will reduce expense to the Town for these notifications.

Council also designated the funds that the Commonwealth generates from citizens displaying the Animal Friendly License Plate to go to the Humane Society of Warren County. The Commonwealth allows the Town to designate these funds to a local, non-profit organization for cats and dogs, or return the funds to the State for distribution elsewhere.

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, 1 sign permits, 2 Business Licenses, and 12 Code Violation actions. Staff participated in a meeting about landscaping requirements, a meeting about slope maintenance for the Leach Run Parkway, a Joint Meeting between the Town Council and Planning Commission about the rezoning application for the Avtex site, and 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 and conduct a public hearing for the rezoning application of the Avtex site. 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 585 calls to our Dispatch Center, our officers responded to n/a calls for service, issued 83 traffic citations, 2 DUI arrests, and 12 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 as needed. Our contractor is installing a new waterline on Happy Creek Road. Our Street Maintenance crews conducted maintenance on Main Street, West 8th Street, West 13th Street, West 10th Street, and installed 14 signs. The Street Crew also inspected snow removal equipment. The Horticulture Division completed brush clearing along the Happy Creek Trail, prepped flower beds for winter, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division repaired the boiler at the Administration Building, continued installation of the plan racks in Planning, and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 19 preventative maintenance services, conducted 1 State inspections, conducted 2 jump starts, repaired 3 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 13 on-call collections as requested.

Crews at our Wastewater Treatment Plant received maintained the plant generator, serviced an influent pump, and performed routine maintenance and operations. Crews at our Water Treatment Plant maintained the Luray pump station, conducted the annual VDH inspection, oversaw upgrades at the plant, and performed routine maintenance and operation.

Our Energy Services Department reported four outages last week: a 14 minute outage on November 3rd that affected 200 customers around Criser Road due to an animal; a 34 minute outage on November 4th that affected 60 customers around Main Street due to an animal; a 29 minute outage on November 5th that affected 6 customers around Water Street due to equipment failure; and a 90 minute outage on November 7th that affected one customer on Main Street due to equipment failure.. Our staff continues to install equipment for the new substation. Crews continued to maintain our electrical system.

Our IT Department moved the VDI server for maintenance, continued configuring the new firewall, installed copper cable to Finance for credit card equipment, deployed the new MDT for the Police Department, configured a new work station for Energy Services, and continued work order completion.

Our Visitor's Center coordinated volunteer schedule over the winter, attended a Shenandoah Battlefields Foundation meeting, ordered the time capsule plaques, and investigated other advertising opportunities. The Town was notified that the manufacturer of our Christmas Ornament suffered a fire, but they have transferred our order to a different manufacturer. The Ornament should be delivered in December. Staff welcomed 535 visitors to the Center and had 7,556 visits to our website.

Our Finance Department processed 2,952 payment receipts, mailed 388 delinquent utility bills, processed 138 move-in/move-out work orders, disconnected 81 utility accounts, in addition to their normal work activities. We also processed 658 drive through payments, 18 Saturday drive through payments, 72 on-line utility payments, and 5 on-line tax payments.

Our Risk Management Department processed 0 employee injury claims and 1 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 meet about the Avtex rezoning, meet about a possible private school, meet with a developer about a possible housing project, 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 work session at 7:00 pm on Monday, November 17th at 7:00 pm in the second floor Council Chambers of the Administration Building.

In addition, the Town Council and the Planning Commission will conduct public hearings at 7:00 pm on Wednesday, November 19th at 7:00 pm in the Warren County Government Center.