

TOWN MANAGER'S WEEKLY REPORT



December 3, 2014

Town Manager

The Town Council conducted a Special Meeting and a work session on Monday, December 1st to approve the rezoning request for the Avtex Property, discuss the annual bad debt write off, discuss the rezoning for the Leach Run Middle School, and discuss PPEA options.

Council conducted the second reading to approve the request to rezone 147 acres of the Avtex Property from Industrial (I-2) District to Mixed-Use Campus Development (MCD) District. The MCD zoning classification will allow a mix of light industrial uses and commercial uses. This broader range of uses for the property will allow the Economic Development Authority a better opportunity to recruit development on the site.

Council also discussed the annual removal of accounts receivable from the Town's Balance Sheet that are seven (7) years or older that have proven unable to collect. This year the Town will consider removing 298 accounts that total \$144,049.31. Council will consider this removal at their December 8th meeting.

Jeremy Camp, our Planning Director, presented the request from the Warren County School Board and the EDA to rezone properties considered for the Leach Run Middle School from Agricultural (A-1) District and Suburban Residential (R-S) District to Residential (R-1) District. The intent of the rezoning request is to accommodate the development of the future middle school on the properties. The Planning Commission has recommended conditional approval of the request. Council will schedule a public hearing for January 26th to consider this request.

Doug Napier, our Town Attorney, presented Council with the process to adopt guidelines to facilitate the Town's receipt of proposals for construction through the Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA). PPEA allows localities to pursue "turnkey" projects where a contracting group conducts the design, construction, and possibly financing of a project. Council will consider adoption of the guidelines at the December 8th meeting.

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 2 Zoning permits, 0 sign permits, 0 Business Licenses, and 4 Code Violation actions. Staff met with citizens about development issues. The Planning Commission is reviewing a draft Ordinance Amendment for Tourism Zones, evaluating tourism rental regulations, and reviewing the Entrance Corridor restrictions. The Planning Commission has recommended approval to amend the Ordinance for sandwich board signs, rezone the Avtex Property, and to rezone the properties for the Leach Run Middle School. A draft Tourism Zone Ordinance and Map has been developed by staff and is being reviewed by the Planning Commission. 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 499 calls to our Dispatch Center, our officers responded to 248 calls for service, issued 49 traffic citations, 0 DUI arrests, and 16 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on East 19th Street and throughout Town as needed. Our crews also conducted maintenance on the water system on Massanutten Avenue, Laurel Street, and as needed. Our contractor is installing a new waterline on Happy Creek Road. Our Street Maintenance crews removed snow and conducted maintenance on Bel Air Avenue, Happy Creek Road, Bedford Drive and installed 0 signs. The Horticulture Division completed the Main Street tree pits and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 6 preventative maintenance services, conducted 3 State inspections, conducted 1 jump starts, repaired 1 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 9 on-call collections as requested.

Crews at our Wastewater Treatment Plant performed routine maintenance and operations. Crews at our Water Treatment Plant maintained the pump stations, maintained the chemical feed system, searched for a leak on the raw water feed oversaw upgrades at the plant, and performed routine maintenance and operation. The contractor at the WTP is shoring the existing building near the excavation for the addition and installing the electrical duct banks.

Our Energy Services Department reported four outages last week: a 55 minute outage on November 26th that affected 6 customers on Cherrydale Avenue due to snow related tree damage; a 55 minute outage on November 26th that affected 40 customers on Grand Avenue, Oak Street, and Salem Avenue due to snow related tree damage; a 45 minute outage on November 26th that affected 4 customers on Lewis Street and Swan Drive due to snow related tree damage; and a 72 minute outage on Lewis Street and Swan Drive due to snow related tree damage. Our staff continues to install equipment for the new substation. Crews continued to maintain our electrical system.

Our IT Department deployed a new asset management system, continued testing firewall solutions, deployed thin clients, addressed Channel 16 issues, and continued work order completion.

Our Visitor's Center received the new fleece sweat shirts, mailed 295 information requests, 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 270 visitors to the Center and had 5,818 visits to our website.

Our Finance Department processed 1,855 payment receipts, mailed 503 delinquent utility bills, processed 89 move-in/move-out work orders, disconnected 43 utility accounts, in addition to their normal work activities. We also processed 289 drive through payments, 0 Saturday drive through payments, 60 on-line utility payments, and 11 on-line tax payments.

Our Risk Management Department processed 2 employee injury claims and 3 citizen claims.

Our Human Resources Department advertised numerous positions and received applications for those already advertised. The Town currently has n/a full-time and n/a part-time open positions, with 0 full-time offers pending and 0 part-time offer pending.

Upcoming Week:

Our Planning Department will attend a VDOT Stormwater Workshop 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 and to install holiday decorations.

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 a regular meeting at 7:00 pm on Monday, December 8th at 7:00 pm in the Warren County Government Center.