

July 15, 2015

Town Manager

The Town Council conducted a regular meeting on July 15th to conduct public hearings for an amendment to Chapter 142-20 Banner Poles, Chapter 98 BPOL, Chapter 75 Front Royal Enterprise Zone, and for a solar project with AMP.

Council conducted a public hearing and first vote on a Code amendment to Chapter 142-20 related to the Town's Banner Poles on North Royal Avenue and John Marshall Highway. The Town has experienced problems with banners that broke free of the cables due to insufficient attachment grommets and wind flaps. The Town Code amendment should improve the connection of banners during periods of high winds. A second vote will be conducted at the July 27th meeting

Council also conducted a public hearing and first vote on a Code amendment to Chapter 98-3 and 98-15 related to establishing a minimum BPOL fee of \$10.00. The Code amendment will simplify identifying the BPOL fee for several businesses. A second vote will be conducted at the July 27th meeting.

A public hearing and first vote was conducted by Council on a Code amendment to Chapter 75-51 through 75-57 to establish the Front Royal Enterprise Zone. Council approved a resolution necessary for the Economic Development Authority to submit a request to the Governor's Office to establish the Front Royal Enterprise Zone. The Zone, if approved, would provide BPOL and other tax rebates and reduced connection fees to businesses that create new jobs and invest in property development. A second vote will be conducted at a future meeting.

Council conducted a public hearing and first vote on an Ordinance to participate in a solar project with AMP. The project includes the construction of a solar field on Town property from which the Town would commit to purchase 3,000 kilowatts of power. The agreement would include a longterm lease of the Town property by AMP. AMP will make a final decision to proceed with the project in the future. Council will conduct a second vote at the July 27th meeting.

The next meeting for Town Council will be a work session scheduled for Monday, July 20th.

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, 1 sign permits, 5 Business Licenses, and 20 Code Violation actions. Staff conducted the CDBG Public Input Meeting, conducted a building inspection for possible future development on Main Street, and met with citizens about development issues. The Planning Commission is reviewing a proposed office building on Shenandoah Avenue, consideration of urban livestock as referred by Town Council, and 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. A public hearing on the urban livestock will be conducted by the Planning Commission on July 15th. Town Council authorized staff to jointly apply for a CDBG Grant to develop Downtown Enhancements with the NSVRC; the public meeting was conducted July 7th, and followup management meeting will be conducted on July 16th. The Comprehensive Plan Steering Committee met May 13th to continue discussions on the update to the Plan. Staff continue to work with EnerGov on the online permitting website that is anticipated to be online in August. The Town was notified that our MAP-21 Grant for construction of a sidewalk along Westminster Drive was approved, but our grant application for construction of the Criser Road Trail was not approved.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 679 calls to our Dispatch Center, our officers responded to 354 calls for service, issued 50 traffic citations, 0 DUI arrests, and 8 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Salem Avenue, West 15th Street, and as needed. Our crews also conducted maintenance on the water system in Sloan Creek, on Duncan Avenue, Stuart Drive, Canterbury Road, Main Street, Chester Street, North Royal Avenue, and as needed. Our Street Maintenance crews conducted road repairs on Main Street and installed 5 signs. The Horticulture Division applied herbicide, mowed the Right-of-Way, removed the stumps from the Afton Inn, cleaned and mowed the Trail, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 18 preventative maintenance services, conducted 5 State inspections, conducted 0 jump starts, repaired 0 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected n/a on-call collections as requested.

Crews at our Wastewater Treatment Plant prepared to drain the Settling Basin for the contractor, completed monthly reports, and performed routine maintenance and operations. The WWTP contractor continued upgrades to the plant. Crews at our Water Treatment Plant continued to monitor the installation of the cell tower attachment at the Fairground Tank and performed routine plant maintenance and operation. WTP contractor continued construction of improvements.

Our Energy Services Department reported 2 outages last week: a 58 minute outage on July 6th in Riverton that affected 220 customers due to an animal in the substation; and a 39 minute outage on July 10th in Riverton that affected 80 customers due to an unknown cause. Crews continued work on the distribution lines from the Riverton Substation and continued to maintain our electrical system.

Our IT Department continued work order completion.

Our Visitor's Center reviewed applications for the open PT Tourism position, mailed 232 information requests, arranged advertisements in Southern Living Magazine and Life Outside Magazine, attended the Celebrate Shenandoah Committee meeting and the CDBG Public Meeting, 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 1,118 visitors to the Center and had 4,950 visits to our website.

Our Finance Department processed 1,894 payment receipts, mailed 392 delinquent utility bills, processed 131 move-in/move-out work orders, disconnected 35 utility accounts, in addition to their normal work activities. We also processed 679 drive through payments, 24 Saturday drive through payments, 83 on-line utility payments, and 5 on-line tax payments.

Our Risk Management Department processed 0 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 7 full-time, 4 part-time open positions, with 3 full-time offers pending and 0 part-time offer pending.

Upcoming Week:

Our Planning Department will conduct business owner requested property evaluations, attend a meeting about possible workforce housing development, meet with a possible development on South Street, attend the BAR meeting, attend the Development Review Committee Meeting, attend the Planning Commission Meeting and 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 inspect the Riverton main line for possible issues and will continue working on the distribution lines from the Riverton Substation.

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, July 20th in a work session at the Administration Building.