

July 27, 2015

### Town Manager

The Town Council conducted a regular meeting on July 27th to consider final approvals for Code Amendments to Chapter 142-20 Banner Poles, Chapter 98 BPOL, and Chapter 75 Front Royal Enterprise Zone and to consider approval of power agreement for a solar project with AMP.

Town Council approved changes to Chapter 142-20 Banner Poles that establishes additional requirements for banners to be displayed on the Town banner poles on North Royal Avenue and John Marshall Highway. Due to damage done by banners with insufficient connectors and wind flaps. The Amendment establishes standards for grommet and wind flap placement on banners that will be required for all future banner placement requests.

Council also approved changes to Chapter 98 BPOL that establishes a minimum license fee of \$10 for all businesses except those who qualify for an exception. The minimum fee will allow businesses that must estimate future revenue a simplified application process.

Council also rescinded the previous approval of Chapter 75 Front Royal Enterprise Zone. The Town learned from the EDA that the Code language did not have to be adopted for the Governor to establish an Enterprise Zone designation. The Town Council had discussed concerns about recovery of certain incentives should a business default in its first years of operation. The Town will develop changes to the proposed Code for Council to consider when the Enterprise Zone has been approved for Front Royal by the Governor.

Town Council also approved the Ordinance for the Town to participate in AMP Solar Project. The project if approved by AMP will construct a solar field on the Town's property near the WWTP that will generate nearly 3,000 kilowatts of power daily. The Town will lease the property to AMP to construct and operate the field. The Town will utilize all power generated at the site for our peak power needs.

The next meeting for Town Council will be a work session scheduled for Monday, August 3.

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, 1 sign permits, 2 Business Licenses, and 25 Code Violation actions. Staff met about an alley issue, met with VDOT about South Street Streetscape project, attended a coordination meeting about the railroads maintenance work on Shenandoah Shores Road, participated in the Development Review Committee 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 September.

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 was conducted by the Planning Commission on July 15th; action was tabled until the August meeting. 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 was conducted on July 16th. The Comprehensive Plan Steering Committee met May 13th to continue discussions on the update to the Plan. 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. The Planning Commission conditionally approved the office building on Shenandoah Avenue.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 1,088 calls to our Dispatch Center, our officers responded to n/a calls for service, issued 67 traffic citations, 0 DUI arrests, and 8 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Manassas Avenue extended, South Royal Avenue, John Marshall Highway, East 19th Street, River Drive, West 10th Street, and as needed. Our crews also conducted maintenance on the water system as needed. Our Street Maintenance crews conducted road repairs on Polk Avenue, Madison Avenue, Bass Avenue, East 19th Street, MountView Street, South Royal Avenue, Virginia Avenue, and installed n/a signs. The Horticulture Division worked on Happy Creek Road, maintained the Happy Creek Trail, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division conducted quarterly inspections, repaired the sundial at the Gazebo, and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed n/a preventative maintenance services, conducted n/a State inspections, conducted n/a jump starts, repaired n/a flat tires, and other unscheduled repairs to vehicles and equipment.

Crews at our Wastewater Treatment Plant conducted a plant shutdown to facilitate plant improvements by the contractor with no plant bypass experienced, conducted an interview with the Northern Virginia Daily, and performed routine maintenance and operations. The WWTP contractor made the interconnection for the Biofilter and the ATAD digestors, began demolition of the grit chamber structure, 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 25 minutes outage on July 18th that affected 2 customers on Charles Street due to a customer issue; and a 42 minute outage on July 19th that affected 40 customers on West 9th Street due to an unknown issue. Crews continued work on the distribution lines from the Riverton Substation and continued to maintain our electrical system.

Our IT Department announced that this Friday is System Administrator's Day, continued evaluation of Windows 10, continued work on the website update, finishing inventory of Town equipment, and continued work order completion.

Our Visitor's Center cohosted Tourism Today on the radio, attended a Celebrate the River meeting, attended the NSVRC Regional Tourism meeting, arranged an advertisement in Life Outside Magazine, 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 1,053 visitors to the Center and had 4,791 visits to our website.

Our Finance Department processed 1,528 payment receipts, mailed 541 delinquent utility bills, processed 101 move-in/move-out work orders, disconnected 38 utility accounts, in addition to their normal work activities. We also processed 493 drive through payments, 45 Saturday drive through payments, 86 on-line utility payments, and 8 on-line tax payments.

Our Risk Management Department processed 0 employee injury claims and 5 citizen claims.

Our Human Resources Department advertised numerous positions and received applications for those already advertised. The Town currently has 5 full-time, 3 part-time open positions, with 2 full-time offers pending and 1 part-time offer pending. Staff also attended meetings with VRS and our health insurance agent for updates to these programs.

#### *Upcoming Week:*

Our Planning Department will meet about the Community Development position, attend the Business Forum, 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, August 3rd in a work session in the Town's Administration Building.