



TOWN COUNCIL WORK SESSION

Monday, May 18, 2015 @ 7:00pm
Front Royal Administration Building

Town/Staff Related Issues:

1. Mike Silek Request for Reimbursement for Trees on E Main Street – *Town Manager*
2. Ordinance Amendment to 142-20 (Banner Poles) – *Director of Energy Services*
3. Reclassification of Part-Time Code Enforcement Officer to Full-Time Deputy Zoning Administrator Position – *Human Resource Director*

Council/Mayor Related Items

4. Budget Discussion
5. Continued Discussion of 13th Street Mailboxes – *Vice Mayor Tharpe*
6. Continued Discussion of Building Inspections
7. Council Discussion/Goals (*time permitting*)
8. Closed Meeting – 1) Personnel Matter, 2) Disposition of Public Real Property, 3) Disposition of Public Real Property, and 4) Prospective Business

Motion to Go Into Closed Meeting

I move that Council convene and go into Closed Meeting for the purpose of 1) assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of a public body, pursuant to Section 2.2-3711. A. 1. of the Code of Virginia; 2) discussion or consideration of the disposition of publicly held real property, specifically, Town right of way property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711.A.3; 3) discussion or consideration of the disposition of publicly held real property, specifically, the former Police Department headquarters, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711.A.3.; and 4) discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business's or industry's interest in locating or expanding its facilities in the community, pursuant to Section 2.2-3711.A.5. of the Code of Virginia

Motion to Certify Closed Meeting at its Conclusion [*At the conclusion of the Closed Meeting, immediately re-convene in open meeting and take a roll call vote on the following:*]

I move that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Action as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the Closed Meeting by Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.

1

Silek Tree Reimbursement

Town of Front Royal, Virginia
Work Session Agenda Form

Date: March 18, 2015

Agenda Item: Main Street Removal Reimbursement

Summary: The Town has received a request from Michael Silek requesting consideration of reimbursement for expenses to remove the trees located in front of 311 to 317 East Main Street. These trees were scheduled to be removed by the Town in the fall of 2015 as the final phase of the Main Street Tree Replacement program. As such, the Town would have borne the cost for removal at that time. Verbal estimate for removal was less than \$1,250.00

Council Discussion: Council is requested to consider the request for reimbursement

Staff Evaluation: The verbal estimate for removal was reasonable and would have been an expense that the Town would have incurred in 2015.

Budget/Funding: Funding is currently available up to \$1,250.00 in 4305-47031 Tree Replacement. The Finance Director will be available to address fiscal issues.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Staff recommends Town Council consider the request for reimbursement.

Town Manager Recommendation: The Town Manager recommends Town Council consider the request for reimbursement.

Council Recommendation:

- Additional Work Session Regular Meeting No Action
Consensus Poll on Action: ___(Aye) ___(Nay)



2

Chap 142-20 Banner Poles



Town of Front Royal, Virginia Work Session Agenda Form

Date: May 18, 2015

Agenda Item: 142-20 Town Banner Poles changes

Summary: The Town has had numerous issues over the past year with banners being damaged due to wind, which has resulted in additional overtime and damage to private property. Staff has evaluated the situation and recommends changes to the code to protect public safety and property.

Council Discussion:

Staff Evaluation: Staff evaluated each incident to determine the root cause for failures with the banners. They also contacted other localities to share information and evaluated their banner regulations. It was determined that the banners were failing for two main reasons, the lack of grommets imbedded in the banner and not enough wind panels to allow adequate release of wind pressure.

Budget/Funding: N/A

Legal Evaluation:

Staff Recommendations: Staff is recommending two changes to the banner policy to reduce and prevent failure of banners. The first is the addition of metal grommets imbedded in the banner at two (2) feet intervals to prevent the banner from reaching vehicular right-of-way if the banner fails. The other addition is a more detailed specification on wind-relief flaps, which calls for six (6) inch diameter half-circles, and at least one (1) for every four (4) square foot of total area to reduce stress on the banner and the Town's banner poles.

Town Manager Recommendation: The Town Manager recommends consideration of the proposed Code amendments for banners.

Council Recommendation:

Additional Work Session Regular Meeting No Action

Consensus Poll on Action: ___(Aye) ___(Nay)

Work Session

142-20 TOWN BANNER POLES

The Town has installed banner poles at various locations on arterial roads to inform citizens and visitors of civic events. Reservation of space to display a banner shall be regulated as follows:

1. Applications to display banners shall be submitted to the Town Manager and shall include the following information:
 - a. Name of Requesting Organization
 - b. Contact Name
 - c. Contact Phone Number
 - d. Requested Dates for Display
 - e. Banner Message and Description of Display
2. Applications shall be accepted beginning January 1 for placement that year.
3. Priority of display shall be granted to the Chamber of Commerce Wine & Craft Festival and to the Warren County Heritage Society Festival of Leaves subject to request being received within the first five (5) business days of January. Similar priority shall be granted to organization requests for events conducted at the same time period for a least five (5) consecutive years.
4. Display shall be for up to fourteen (14) calendar days. Extensions of up to fourteen (14) calendar days may be requested thirty (30) days prior to the approved date for display if no other display requests have been approved.
5. Banners size shall be a maximum of thirty (30) feet long by three (3) feet tall. Organizations requesting banner display shall be responsible to ensure banner can be connected to the existing hardware installed by the Town.
6. Banners shall be constructed of heavy-duty canvas, plastic tarpaulin material, or netting. Metal grommets shall be imbedded near each of the four (4) corners and along the top and bottom edges. ***with two (2) feet intervals*** . ~~The top and bottom edges shall have at least six (6) grommets. Wind relief flaps or other wind pressure release options shall be evenly distributed throughout the banner.~~ ***The banner shall also have wind-relief flaps that are six (6) inch diameter half-circles and at least one (1) for every four (4) square foot of total area.***
7. In the event that display date request conflict, the Town Manager or designee shall determine resolution of conflict. Display requests determined by the Town Manager or designee can be appealed to Town Council a minimum of forty-five (45) days prior to the requested date for display.

(Ord. No. 6-12 Added Entire Section 2-13-12-Effective Upon Passage)

3

**Deputy Zoning Administrator
Reclassification**



Town of Front Royal, Virginia Work Session Agenda Form

Date: May 18, 2015

Agenda Item: Reclassification of Part-Time Code Enforcement Officer to a Full-Time Deputy Zoning Administrator Position

Summary: The Town of Front Royal's Code Enforcement Officer has recently transferred from his current position. This position is currently classified as part-time, although Mr. Seal worked 39 hours a week. To assist with filling the soon to be open position, it would be beneficial to reclassify the position from part-time to full-time. Council approval is required for job reclassifications of this nature. There are adequate funds within the Planning & Zoning Department's current budget and upon next budget approval to accommodate the reclassification. The Planning & Zoning Director had modified the job description and the title of the position to better meet the needs of the Town, and to be more consistent with similar positions in the region. A copy of the current and proposed job description is attached.

Council Discussion: This agenda item is scheduled for discussion between Town Council and Staff during the May 18, 2015 Town Council Work Session.

Staff Evaluation: The Planning Director will be at the upcoming Town Council work session to discuss

Budget/Funding: No additional funds are need to accommodate the request. An interdepartmental budget transfer would accommodate the change.

Legal Evaluation: The Town Attorney will be available at the upcoming meeting for questioning, if needed.

Staff Recommendations: Staff recommends the proposed reclassification and job description and job title change. Position would be filled in accordance with Town Policy.

Town Manager Recommendation: The Town Manager recommends reclassification of the position as requested.

Council Recommendation:

Additional Work Session Regular Meeting No Action
Consensus Poll on Action: ___(Aye) ___(Nay)

Work Session

Job Title: Deputy Zoning Administrator *Position Type:* Full-time
Salary: GS-20 \$39,603 - \$63315 DOQ/DOE *Job Category:* Exempt

Job Purpose:

The Deputy Zoning Administrator assists the Planning and Zoning Director with the management of all aspects of zoning, including permitting, inspections and zoning administration.

Duties:

- The primary job duties of the position include the following:
- To oversee daily zoning enforcement activities;
- To oversee daily zoning inspections;
- To provide customer service, including, but not limited to, interaction with walk-in customers, as well as answering calls and email inquiries;
- To assist with the enforcement of other chapters of the Town Code, such as, but not limited to, Chapters 170, 148, 135, 145, and 107; and
- To coordinate code enforcement activities with the Police Department, Town Attorney, and other Town Departments, under the general supervision of the Director of Planning & Zoning/Zoning Administrator.
- To work on other activities, projects or assignments as require by the Director, including ordinance amendments, staffing of local boards or commissions, such as, but not limited to, the Board of Zoning Appeals, preparing tracking reports, preparing Staff reports and memos to the Director, or other related activities necessary for the operation of the Department of Planning & Zoning.

To perform the primary duties of the position, the following activities are necessary:

- To maintain records and files, reviews permit applications, researches records, and writes letters and reports.
- To assist with the coordination of community awareness and public education campaigns to increase citizen participation and compliance with Town ordinances.
- To conduct inspections to ascertain code violations of Chapter 175, and other chapters, of the Town Code.
- To conduct follow-up inspections and investigative work to ensure compliance with the Town Code.
- Prepares letters and notices for mailing, and/or serves notices of violation to property owners and/or tenants.
- Prepares data for court and testifies on ordinance and code violations.
- Performs routine patrols to encourage pro-active enforcement of zoning violations.
- To attend occasional evening meetings, as needed.

Qualifications:

- Minimum job qualifications include:
- Knowledge of local government, including familiarity with the Town Code and Virginia Code.
- Knowledge of zoning enforcement methods, practices and procedures.
- Knowledge of the Town.
- Ability to carry out oral and written instructions and to prepare clear comprehensive reports.
- Ability to deal courteously, firmly and tactfully with the public.
- Good judgement making and time management skills, with the ability to learn quickly.
- Physical ability and endurance to inspect properties of all conditions.
- Ability to operate a motor vehicle.
- Ability to establish and maintain effective working relations with general public to enforce ordinances with firmness, tact and impartiality.

Special Requirements:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Must meet and maintain all department and State training and education requirements for the position. CZA/CZO certification is required at the time of hire, or within a specific amount of time after being hired. Other certifications may be required in the future as determined by the Director.

Work Conditions:

This is medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, and/or promptly; hearing is required to perceive information at normal spoken word levels, and receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

4

FY 2015-2016 Budget



Town of Front Royal FY15-16 Budget

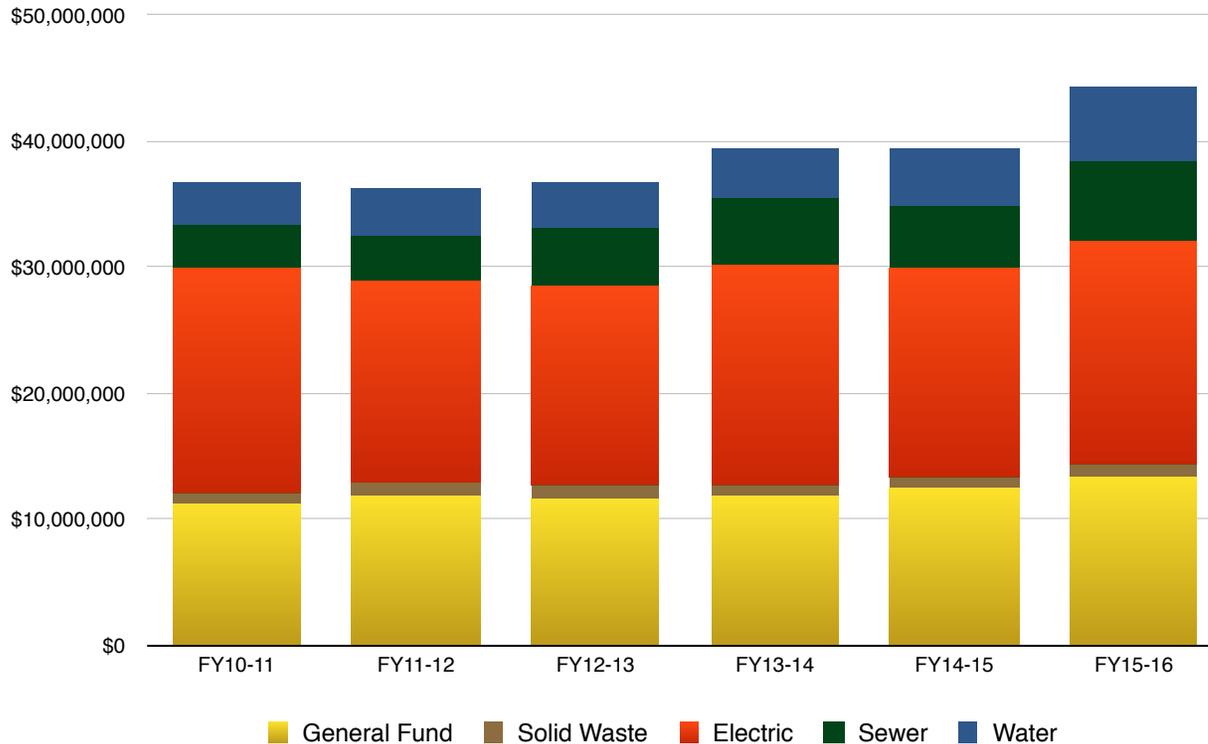
Town Council Presentation
March 30, 2015

FY15-16 Budget Overview

Manager's Presented Budget:

- **Balanced**
- **Conforms with Council Goals**
- **Include Some Auditor Recommendations**
- **Complies with Town Fiscal Policies**
- **Sustainable**

FY15-16 Budget Overview



Total Budget
\$44,240,785

General - \$13,354,935

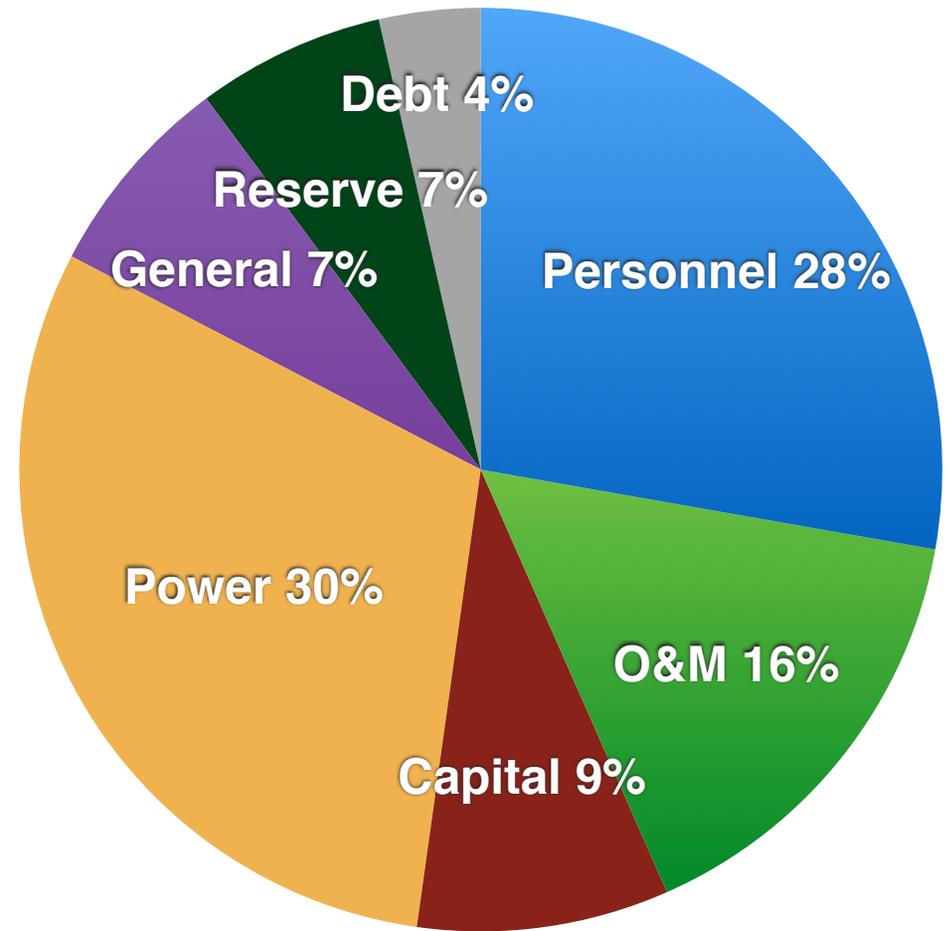
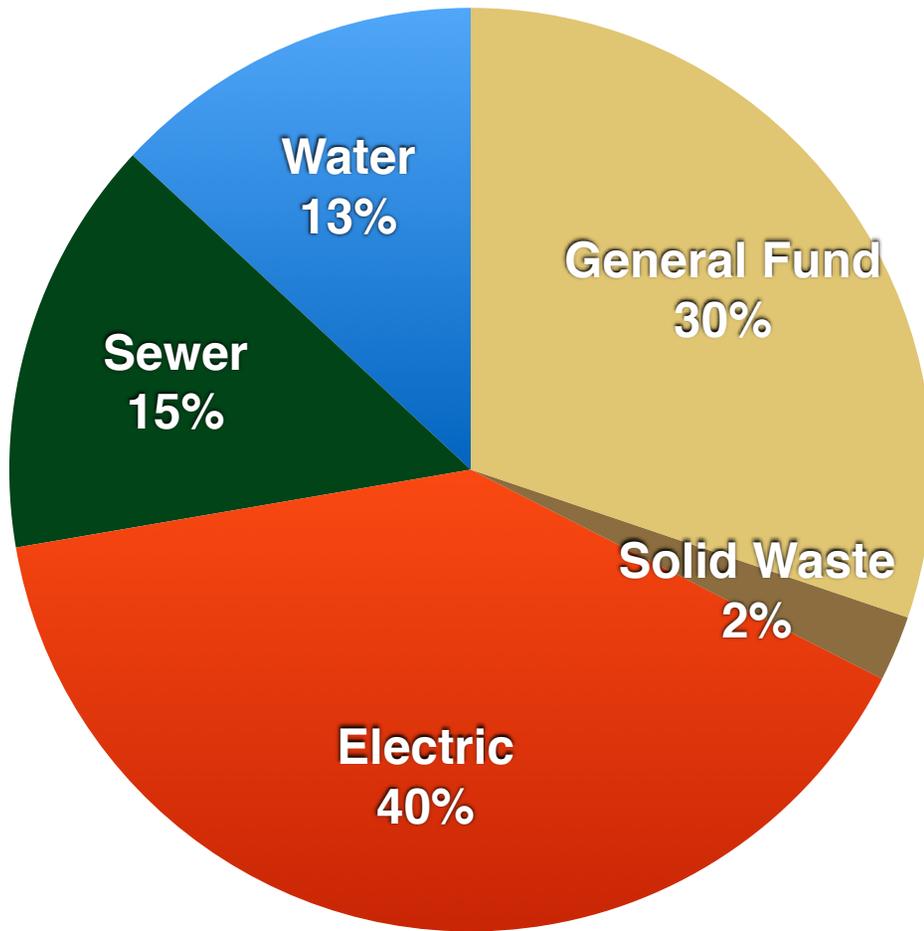
Sewer - \$6,465,000

Solid Waste - \$1,015,500

Water - \$5,789,500

Electric - \$17,615,850

Total Budget Breakdown



FY15-16 Budget Overview

	FY15-16	FY14-15	Incr
General Fund	\$13,354,935	\$12,385,950	7.8%
Solid Waste	\$1,015,500	\$996,800	1.9%
Electric	\$17,615,850	\$16,645,780	5.8%
Sewer	\$6,465,000	\$4,683,205	38.0%
Water	\$5,789,500	\$4,758,395	21.7%
TOTAL	\$44,240,785	\$39,470,130	12.1%

Electric includes \$810,000 increased Power Purchase

Sewer includes \$1,956,220 Transfer to Sewer Reserve

Water include \$960,180 Transfer to Water Reserve

Total Budget Excluding These Items - 2.6% Increase

Budget Highlights - Capital

- Construction of Leach Run Parkway
- John Marshall Highway Pavement Restoration
- Vehicle & Equipment Replacement
- Construction of Water Plant & System Upgrades
- Construction of Catlett Mountain Repairs
- Design & Construction of Criser Road Bridge
- Design of Police Headquarters
- Fleet Maintenance Shop HVAC
- Construction of Wastewater Plant Upgrades
- 2 - \$500 Town Scholarships

Budget Highlights - Personnel

- Establish Assistant Town Manager/Finance Director Position
- Provide Employees \$1.00 per hour Merit Raise (First Time since 2007)
- New Communication Officer Position in PD
- New Event/Marketing Coordinator Position w/ NSVRC
- New Line Technician in Energy Services
- New Water Treatment Plant Swing Shift Operator
- New Wastewater Treatment Plant Operator
- Incentive Plans for Employee Retainment in Critical Positions
- 6.5% Increase Medical Insurance
- Eliminate Retiree Insurance Benefit for New Employees

General Fund - \$13,354,935

Town Council

Clerk of Council

Town Manager

Town Attorney

Human Resources

Risk Management

Information
Technology

Planning & Zoning

Tourism

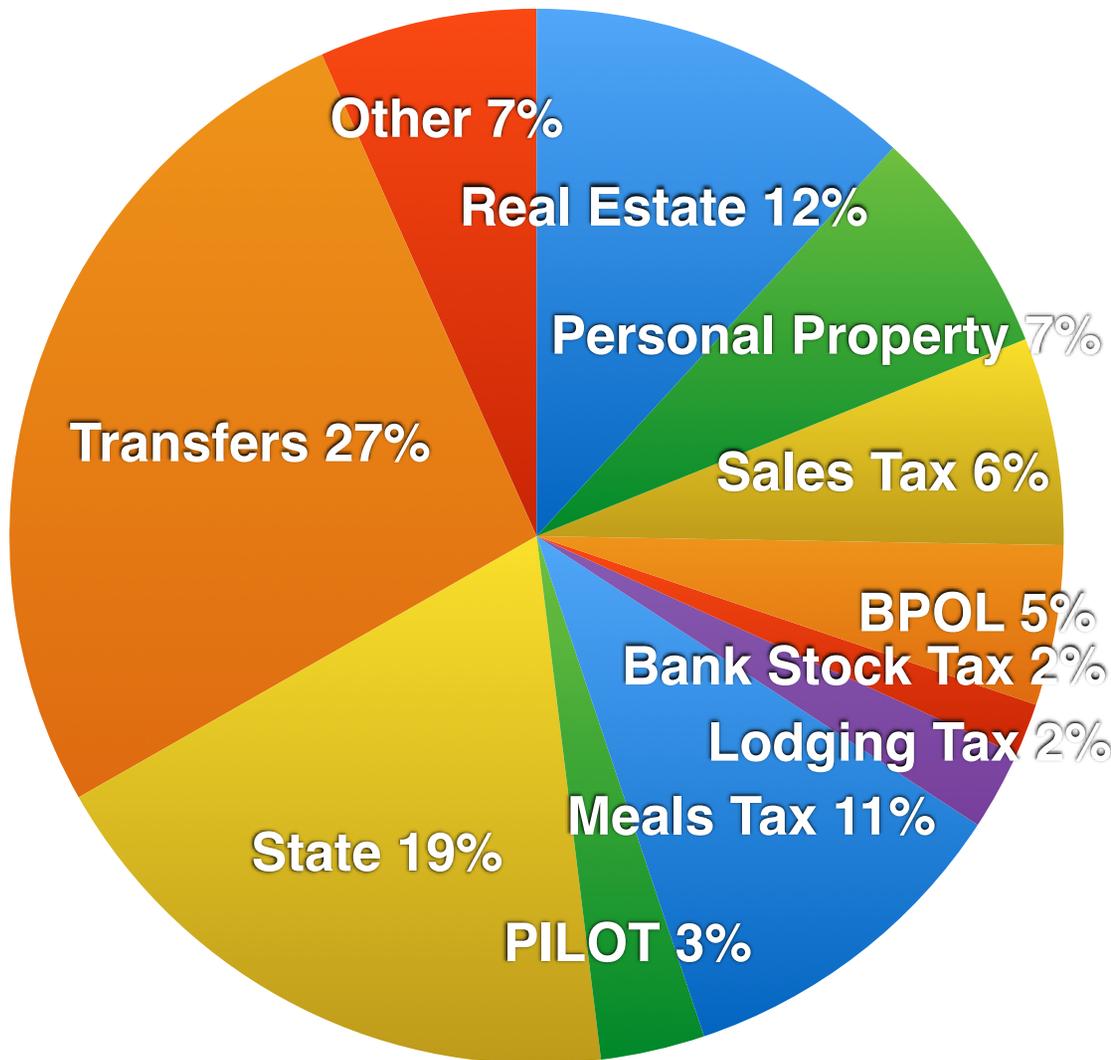
Finance

Police Department

Environmental
Services

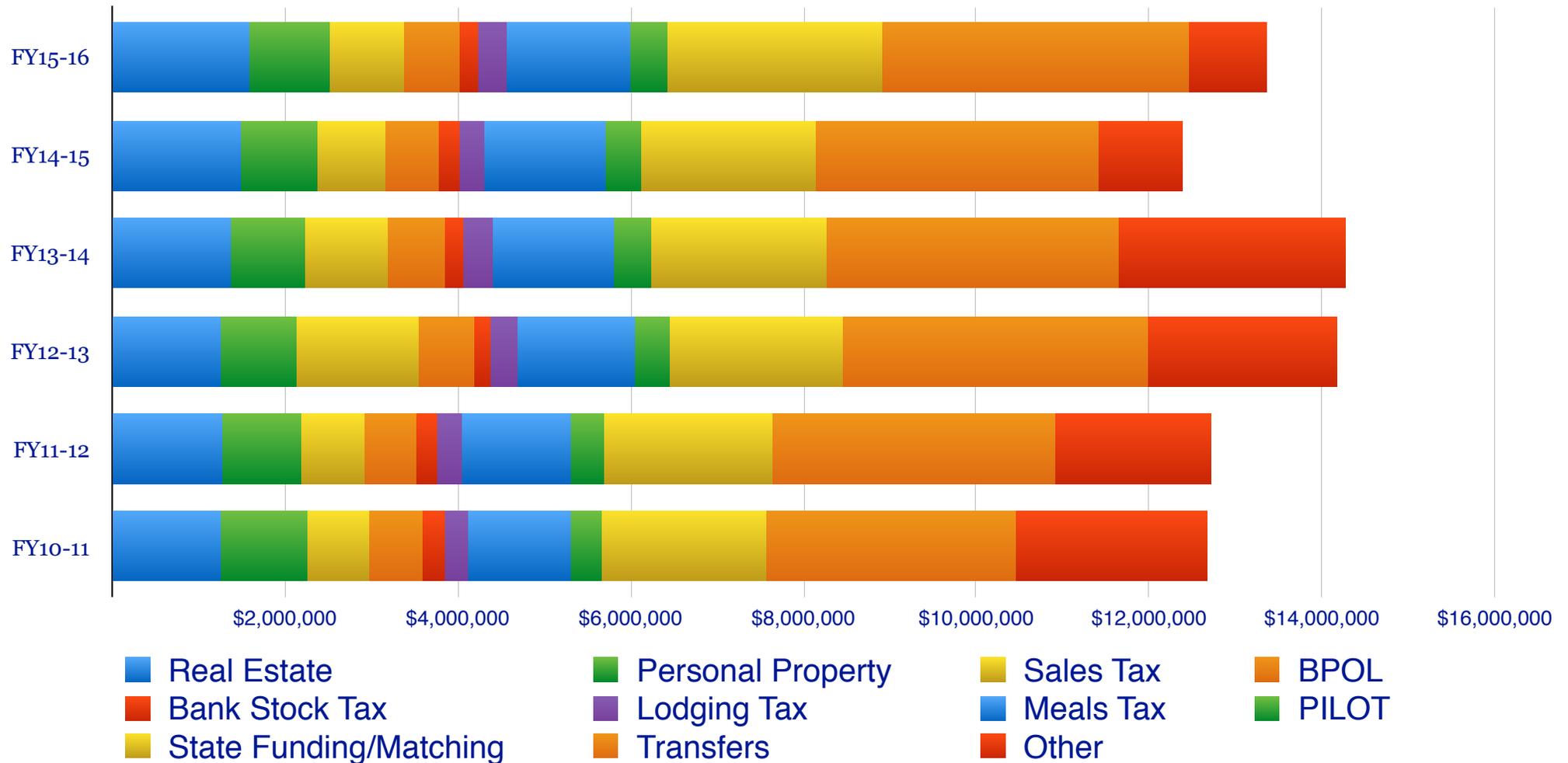
Other - EDA Debt Service, VML Insurance, Etc.

General Fund - Revenue

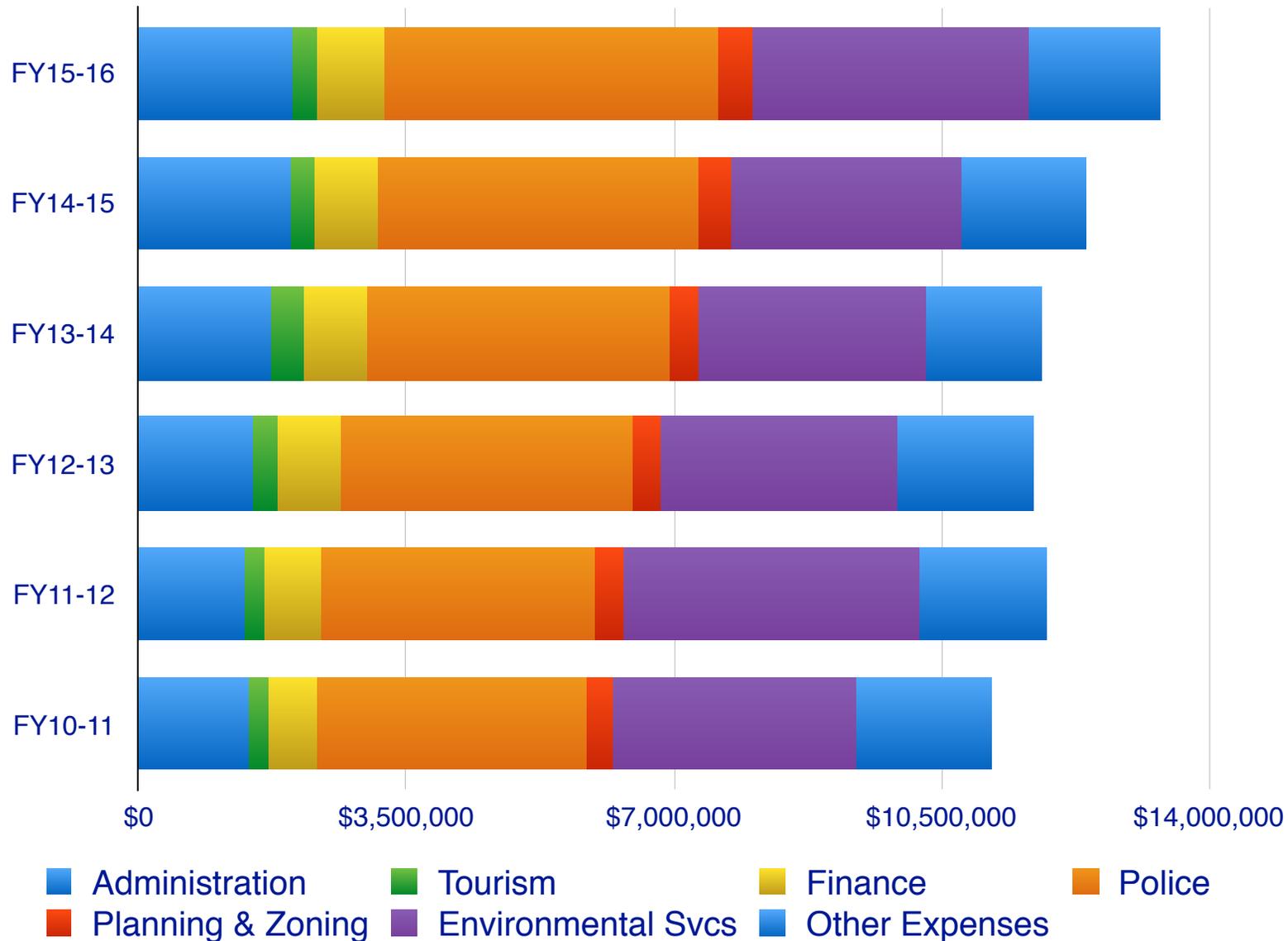


	FY15-16
Real Estate	\$1,579,740
Personal Property	\$945,230
Sales Tax	\$850,000
BPOL	\$655,000
Bank Stock Tax	\$215,000
Lodging Tax	\$325,000
Meals Tax	\$1,420,000
PILOT	\$427,000
State Funding/ Matching	\$2,498,350
Transfers	\$3,547,085
Other	\$892,530
TOTAL REVENUE	\$13,354,935

General Fund - Revenue History



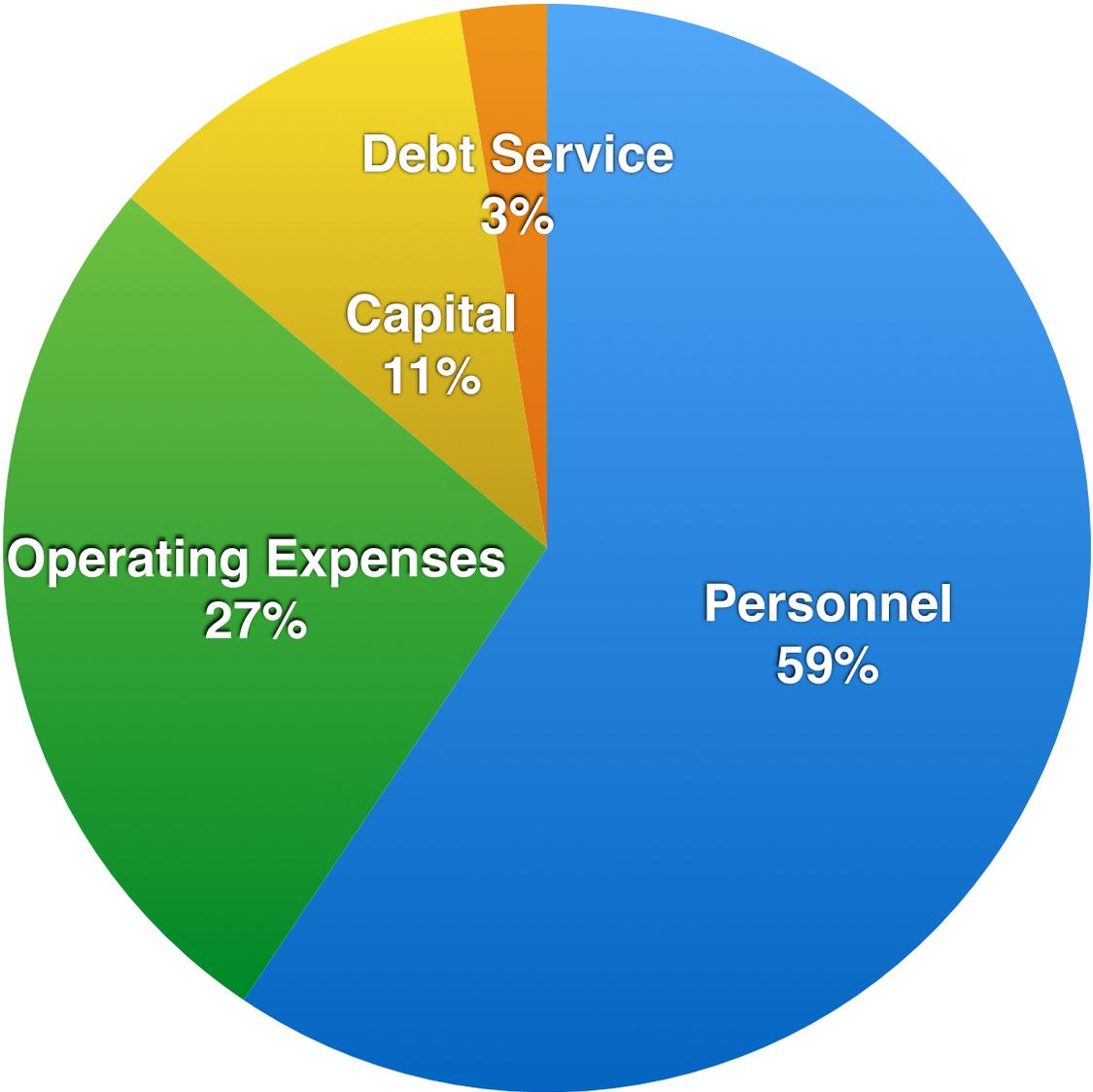
General Fund - Expense History



General Fund - Expense Summary

	FY15-16	FY14-15	Incr
Administration	\$2,007,375	\$1,979,170	1.43%
Tourism	\$313,310	\$317,245	-1.24%
Finance	\$881,410	\$839,970	4.93%
Police	\$4,371,325	\$4,170,645	4.81%
Planning & Zoning	\$452,685	\$442,075	2.40%
Environmental Svcs	\$3,624,850	\$2,998,925	20.87%
Other Expenses	<u>\$1,703,980</u>	<u>\$1,637,920</u>	4.03%
	\$13,354,935	\$12,385,950	7.82%

General Fund - Expense Summary



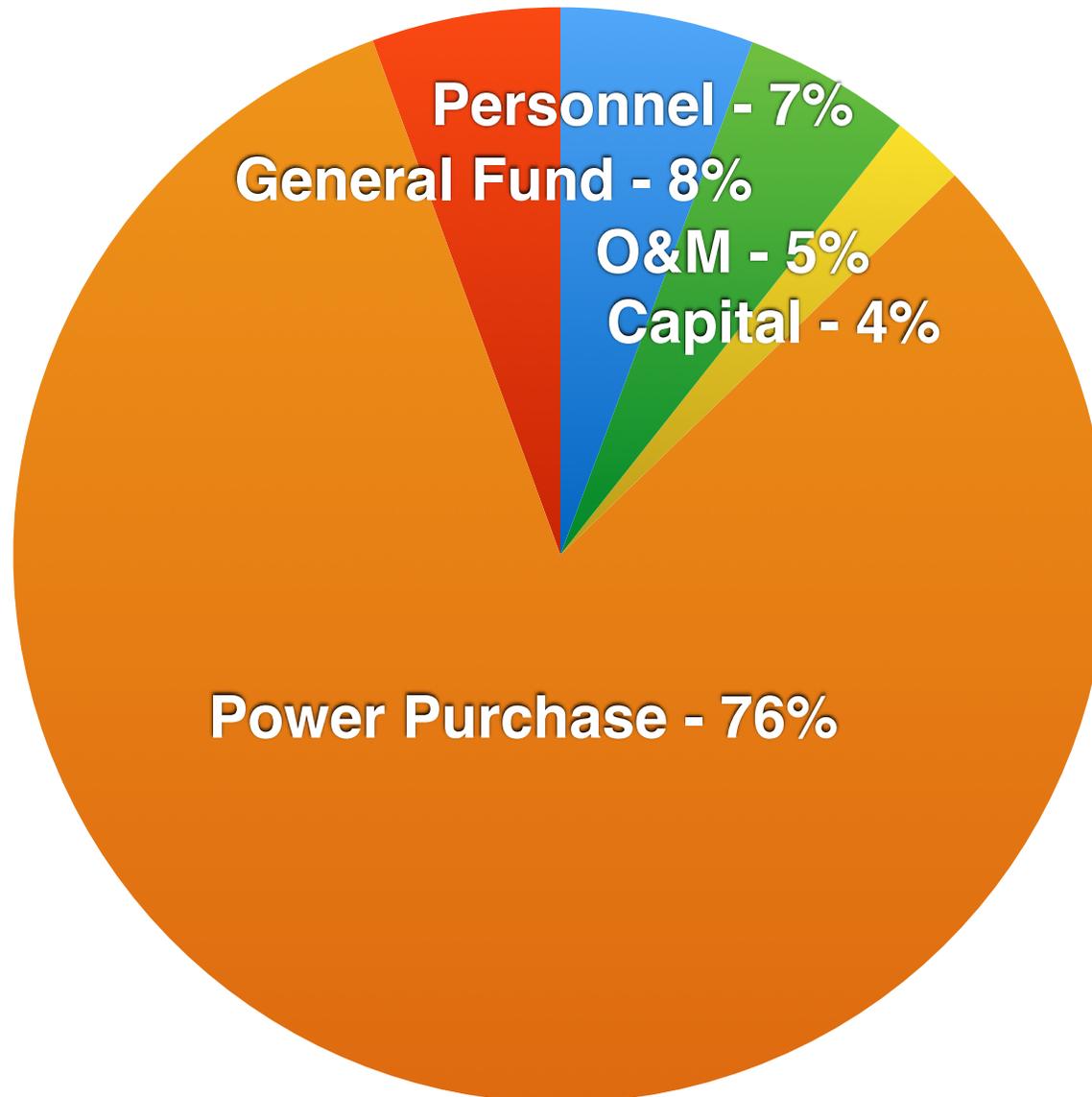
Enterprise Funds

- Electric Fund - No Proposed Rate Increase
- Solid Waste Fund - No Proposed Rate Increase
- Water Fund - No Proposed Rate Increase
- Sewer Fund - Proposed 6.5% Rate Decrease

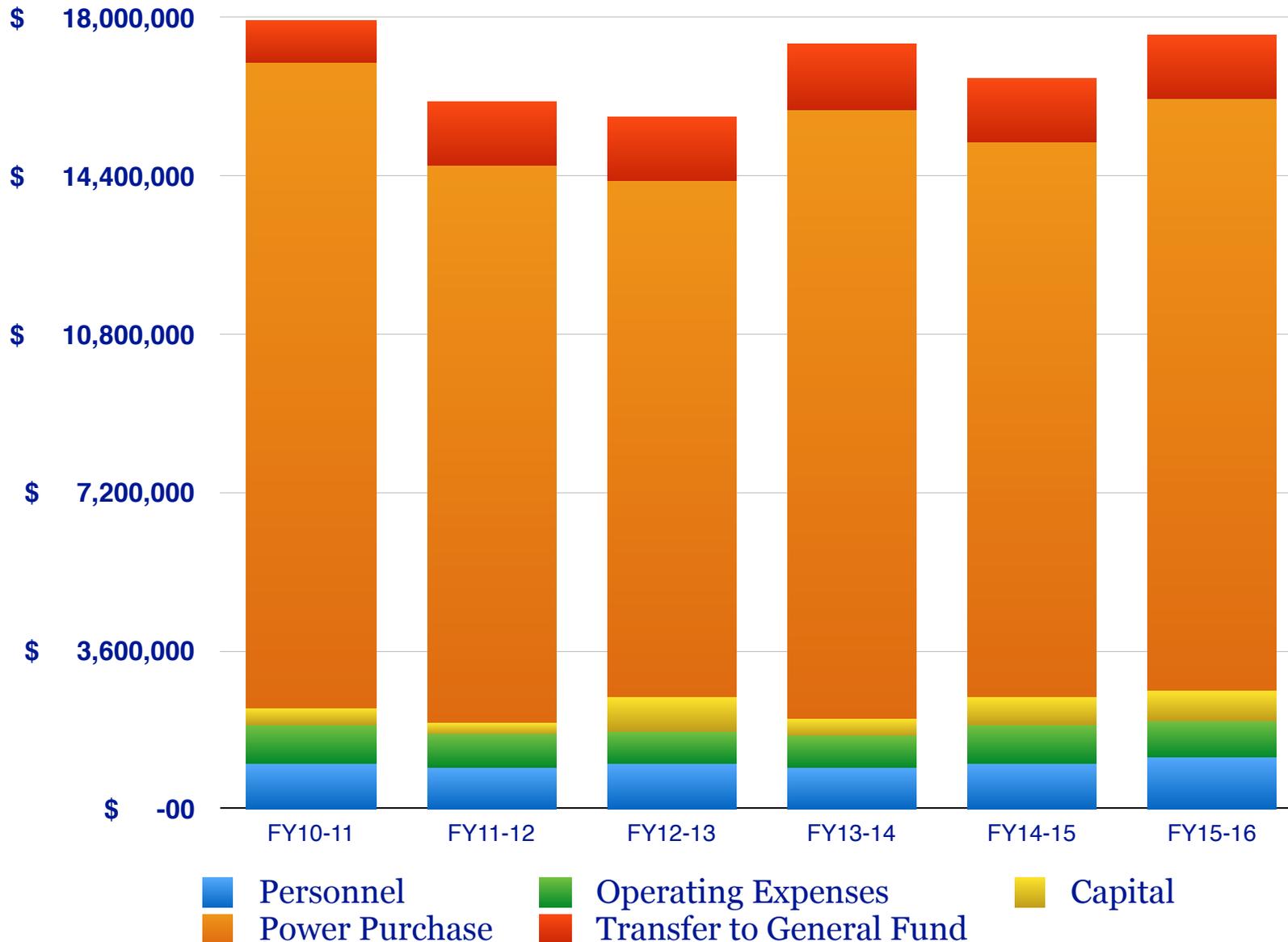
Electric Rates

- No Rate Adjustment Proposed this Year
- Residential Facility Charge - \$6.24
- Residential Usage Charge - \$0.0849 per KWH
- Commercial Facility Charge - \$6.40
- Commercial Usage Charge (1st 700 KWH) - \$0.1151 per KWH
- Commercial Usage Charge (Over 700 KWH) - \$0.0756 per KWH
- Additional Demand Charge

Electric Fund - \$17,615,850



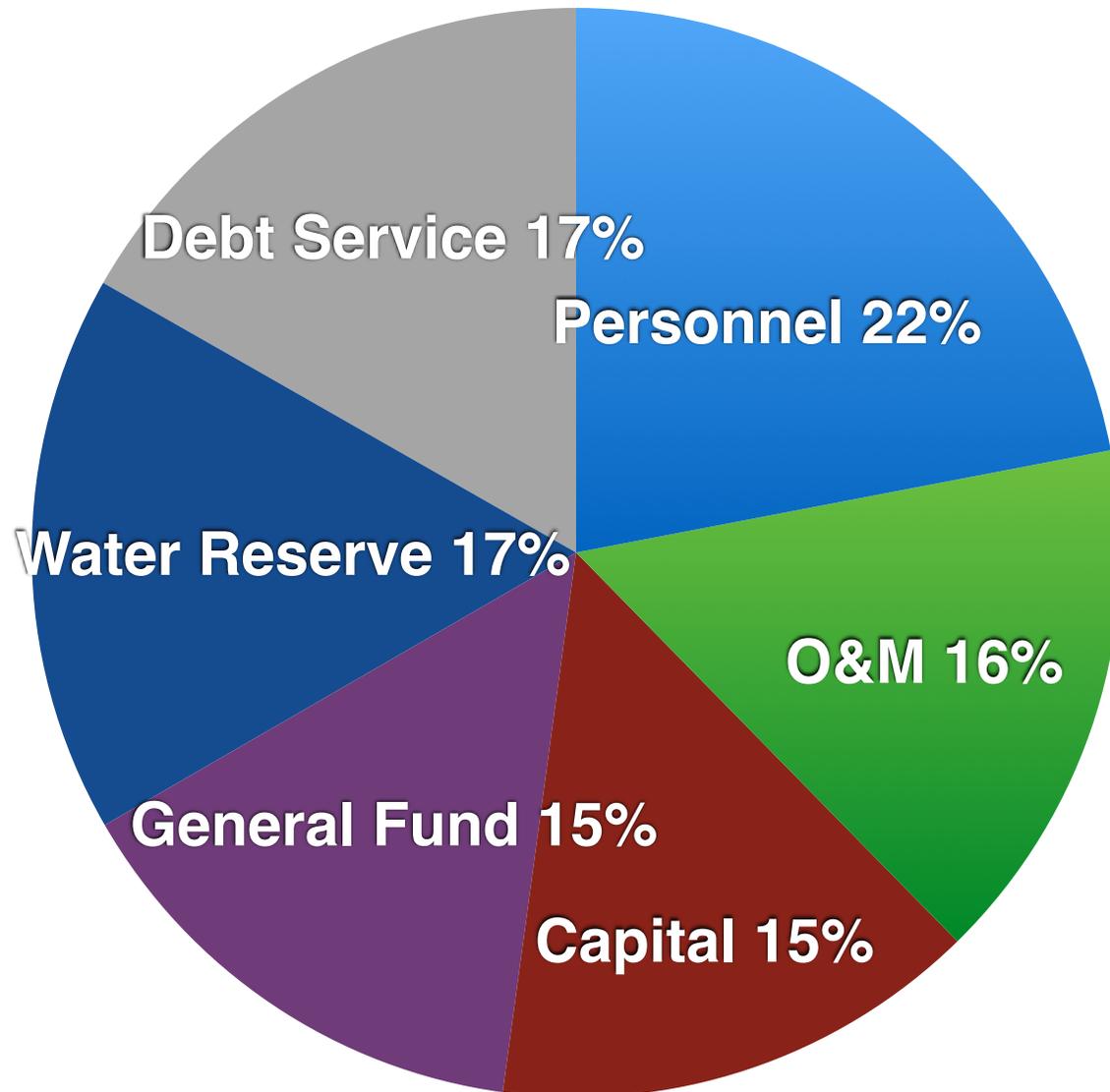
Electric Fund History



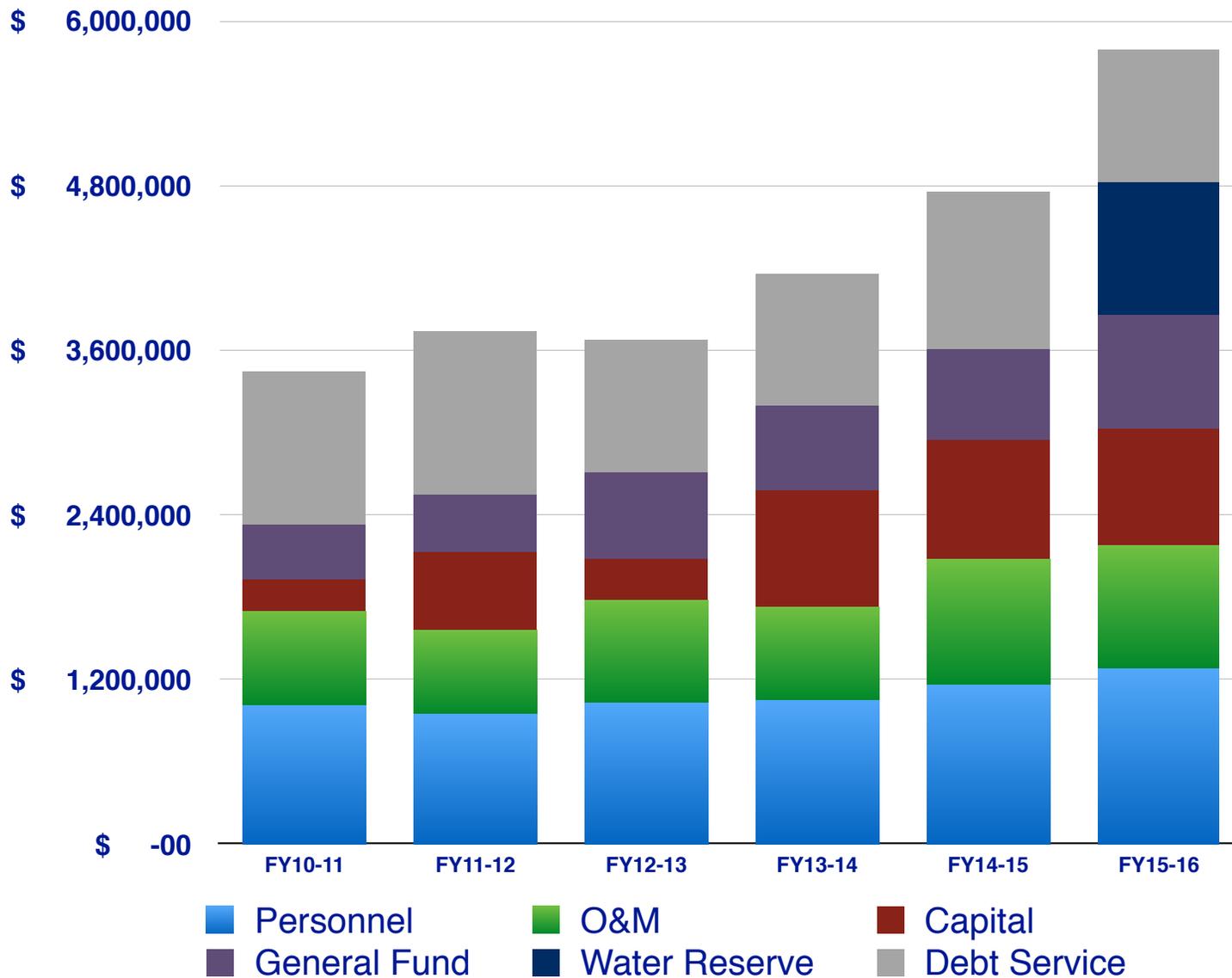
Water Rates

- No Rate Adjustment Proposed this Year
- First 3,000 Gallons - \$9.92
- Additional 1,000 Gallons - \$8.51

Water Fund - \$5,789,500



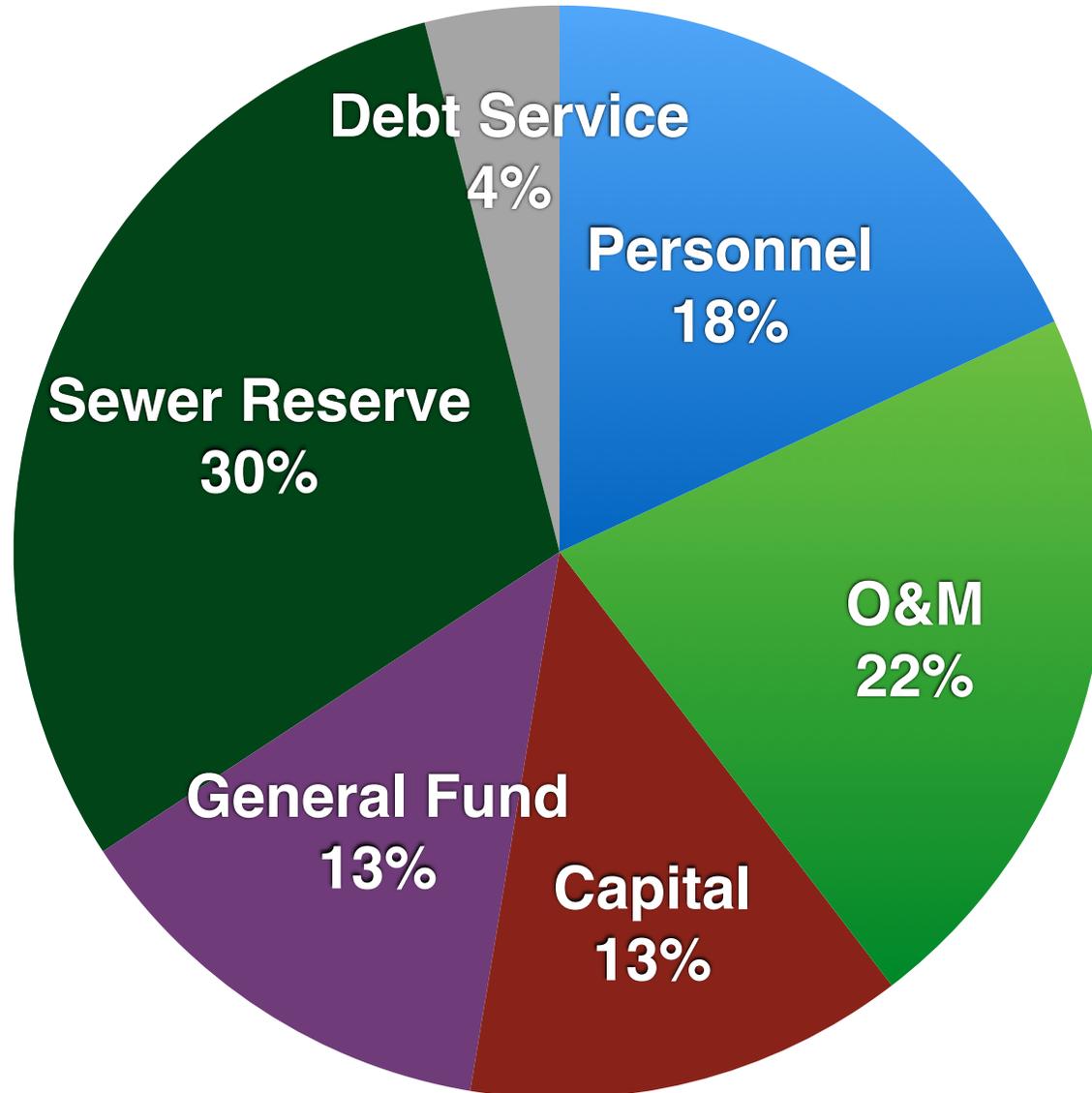
Water Fund History



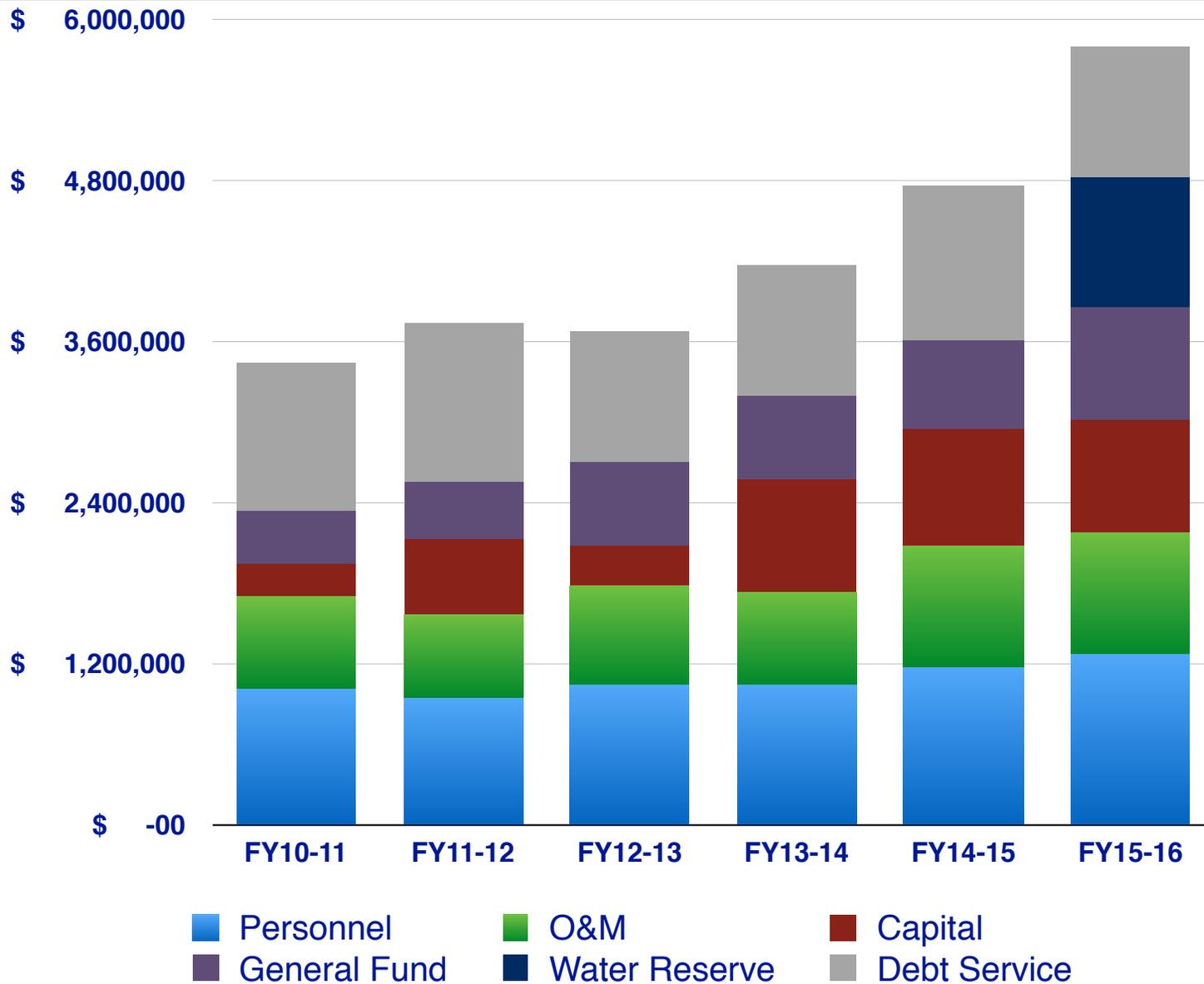
Sewer Rates

- Proposed 6.5% Decrease
- First 3,000 Gallons - \$16.18
- Additional 1,000 Gallons - \$13.91

Sewer Fund - \$6,465,000



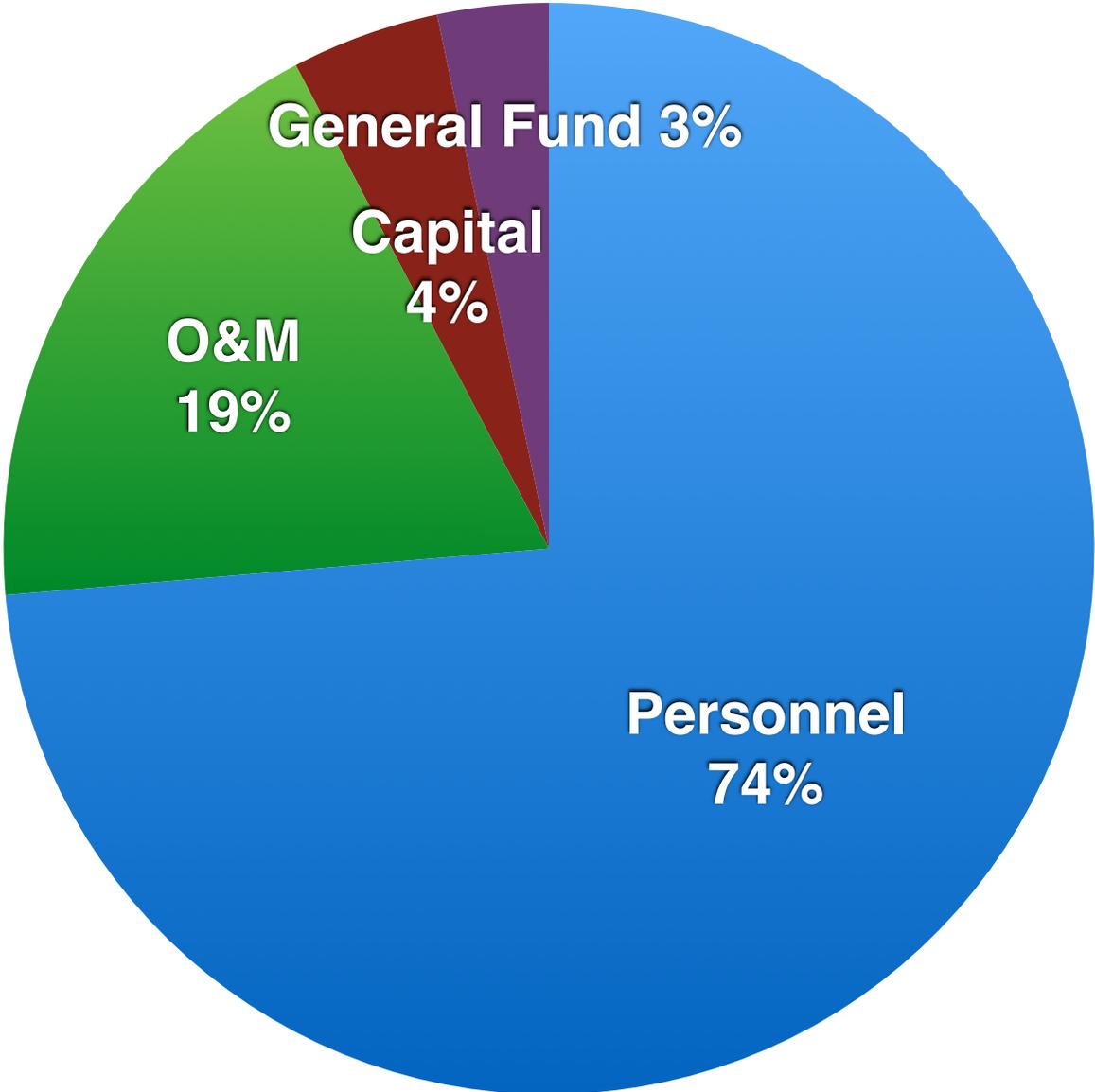
Water Fund History



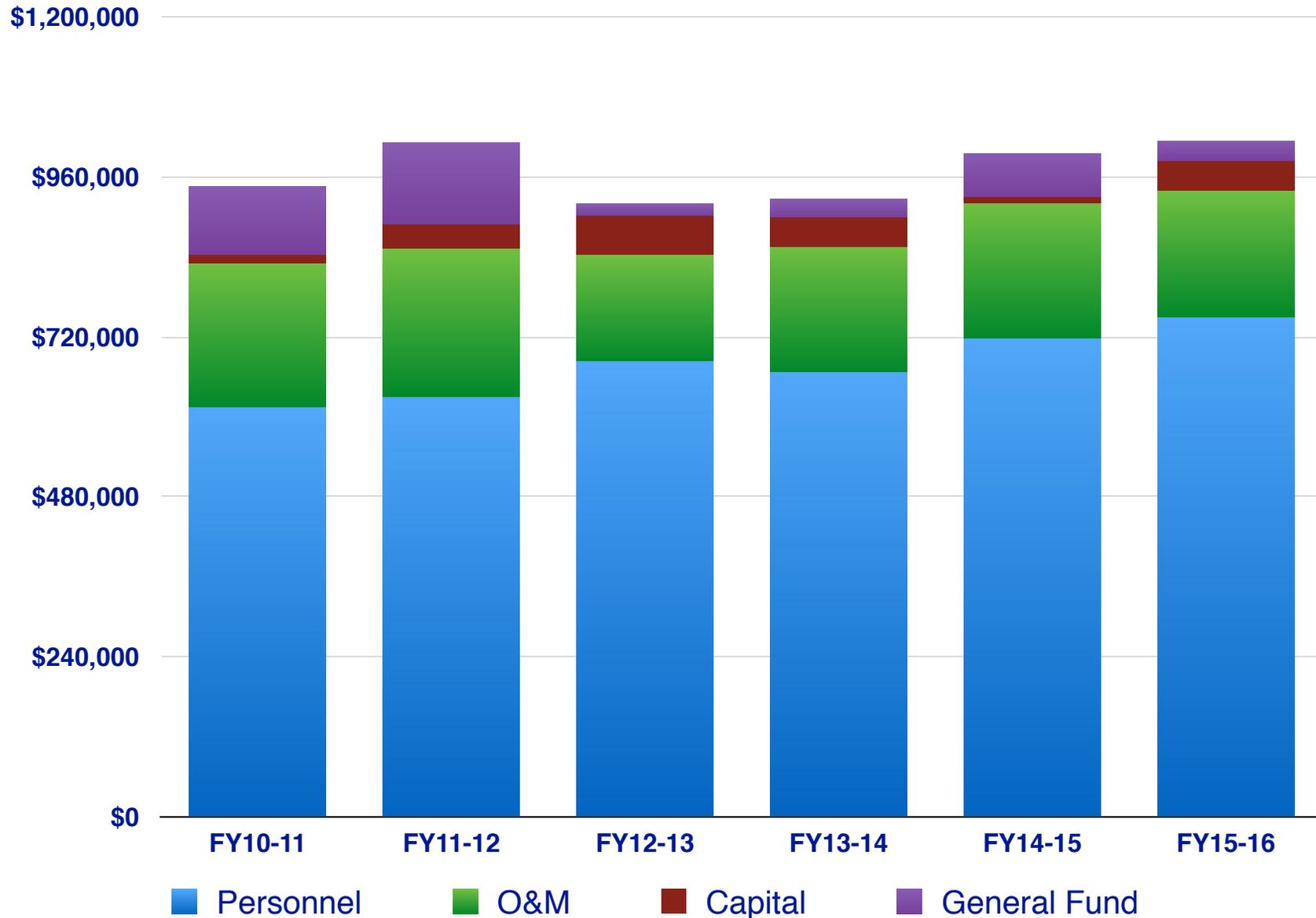
Solid Waste Rates

- No Rate Adjustment Proposed this Year
- Residential Collection (96 Gallon) - \$13.75 per month
- Residential Collection (32 Gallon) - \$12.00 per month
- Commercial - \$227.00 per dumpster per month
- Commercial (2x) - \$277.00 per dumpster per month

Solid Waste Fund - \$1,015,500



Solid Waste Fund History



Budget Schedule

- Council Review - Enterprise Fund - April 6, 2015
- Council Review - General Fund - April 20, 2015
- Utility Rate Study Presentation - April 27, 2015
- Public Hearing - May 11, 2015 (Tentative)
- Budget Adoption - May 26, 2015 (By June 22 2015)

- The FY 2015-2016 Capital Improvements Program , Budget Code Chapters, and Employee Handbook revisions will be presented to Town Council for approval as part of the Budget.

5

West 13th Street Mailboxes

13th Street Mailbox Relocation



**CHIMNEY FIELD
SOFTBALL
PARKING
PROHIBITED
THIS SIDE
OF STREET**

6

Building Inspection Program

Services

A Town building inspections program would ensure compliance with Federal, state and local ordinances related to erosion and sediment control and the building construction. Stormwater permitting would be handled by the State, although there would need to be general oversight of the state permitting process as it relates to compliance with local codes and permitting. Other duties would include elevator inspections and working with local emergency services to ensure fire code compliance.

Estimated Expenditures

Below is an updated estimate for establishing a start-up building inspections program that would allow for most services to be provided in-house. It includes funding for two (2) full-time positions and one (1) part-time position. Initial costs include adoption of the prerequisite ordinances; purchase of an inspection vehicle; reconfiguration for EnerGov software, and purchase of code books and equipment. This estimate is higher than the original estimate, because the guidelines provided for the original estimate was to prepare the most minimal budget possible. That included outsourcing plan review and commercial inspections. The following estimate would establish a more effective & efficient program from the customer’s perspective.

INITIAL EXPENSES:

Code Amendments for Building Inspections Program	600
Vehicle	20,000
EnerGov Reconfiguration	15,000
Equipment	2,000
Code Books	1,400
	39,000

ESTIMATED
ON-GOING
BUDGET:

Salaries – Regular (1) Building Official/Inspector	57,632
Salaries – Regular (1) Building Inspector/Technician	35,000
Salaries – Part time Administration (1 @32 hrs)	20,000
Fica (7.65%)	8,617
VRS/Life Insurance (20.29%)	19,000
Medical Insurance	2,500
Advertising	200
Board of Building Appeals	1,000
Professional Services	5,000
Postal Services	200
Telecommunications	750
Office Supplies	700
Auto Maintenance - Fuel	1,200
Uniforms & Wearing Apparel	250
Books & Subscriptions	250
Travel & Education	700
Dues & Memberships	400
	\$153,399

Estimated Revenue

Over the past four years, Warren County Building Inspections has recovered 42% of expenditures from permitting fees. The highest year being 2013, with a revenue recovery rate of 50%. This level of revenue recover is comparable to many similar jurisdictions in the region. In general, localities without new commercial growth areas have fared worse on average. A few areas like Stafford County have fared better than average due to a stronger housing market. Chart A, shown below, illustrates the trend in new dwelling permits. The same general trend is consistent with Zoning Permits issued in the Town of Front Royal during the same period of time (Chart B).

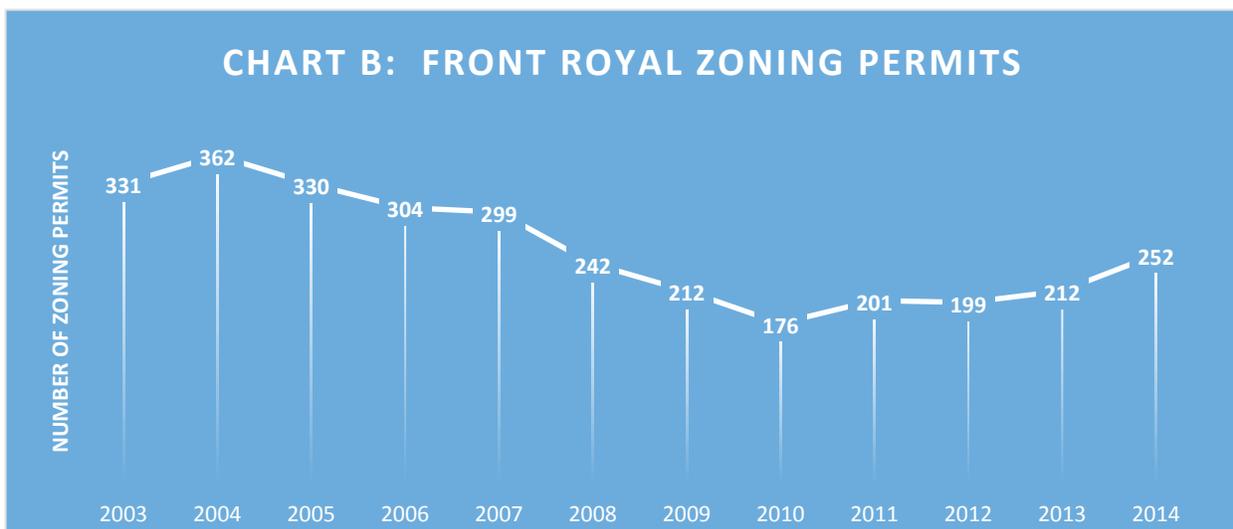
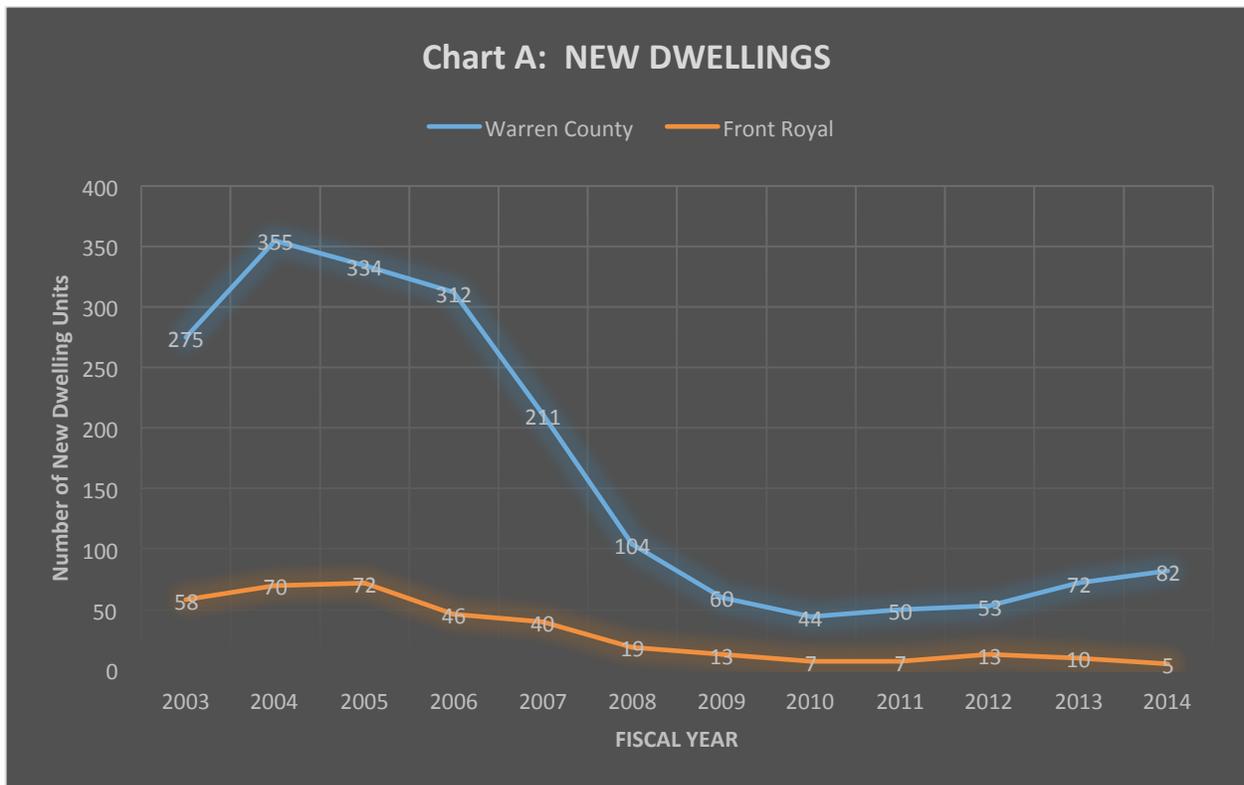


Chart C, shown below, illustrates how overall permits have fared since 2005. The highlighted areas of the chart are estimates for the next several years until 2020.

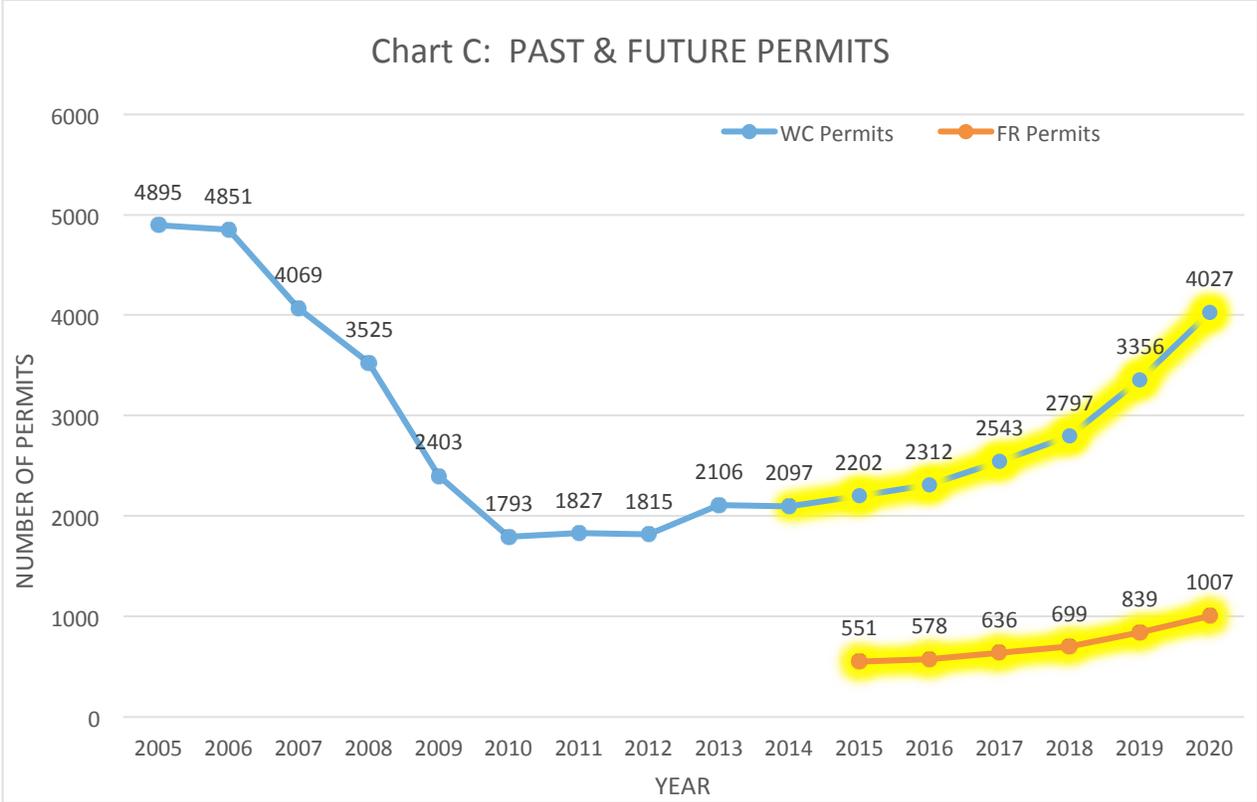
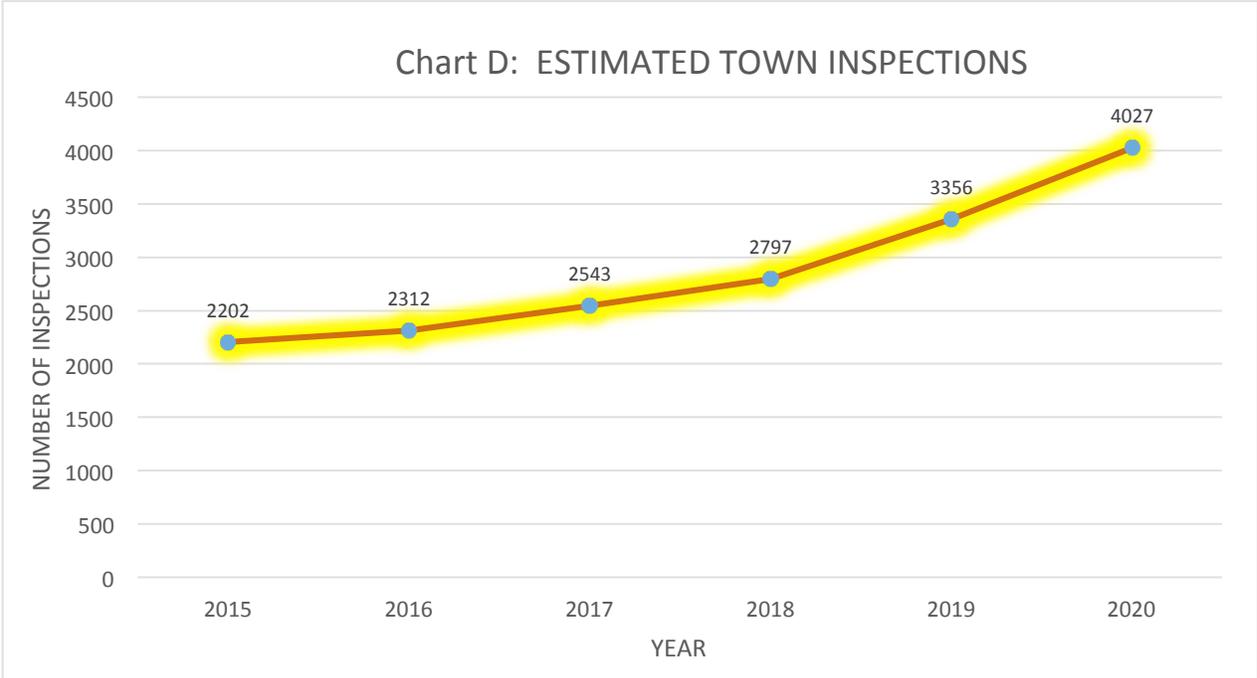
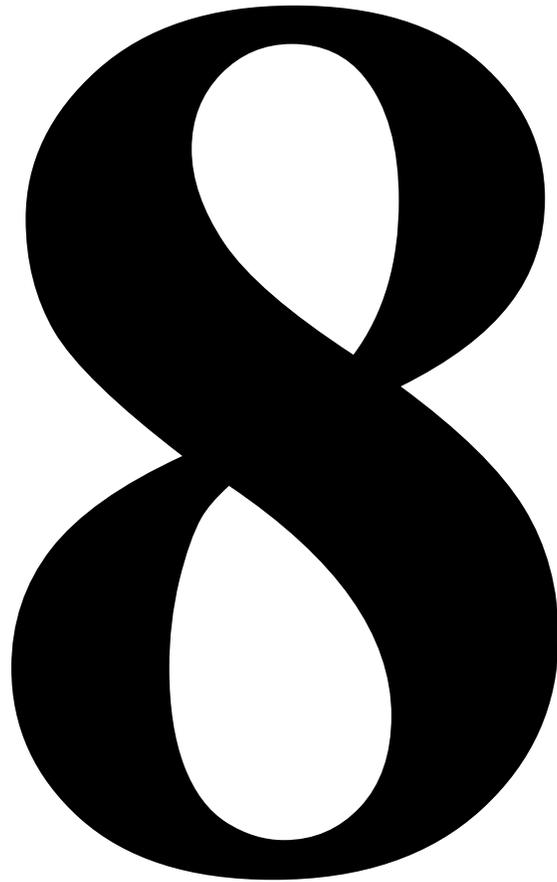


Chart D, shown below, illustrates the estimated number of inspections that would be associated with the estimated number of permits.



Below is the table previously provided by Town Staff that shows the cost of building inspection programs in other jurisdictions in the Commonwealth of Virginia. The annual per capita cost for the Town would be approximately \$10.62 based on the above estimated budget.

Table A: COMPARISON OF BUILDING INSPECTION PROGRAMS						
LOCALITY	POP.	BUDGET	STAFF	PLAN REVIEW	INSPECTIONS	PER CAPITA
City of Winchester	26,203	\$489,700	6.5	YES	YES	\$18.69
Town of Warrenton	9,611	\$255,380	3.5*	YES	YES	\$26.57
Warren County	37,575	\$443,191	5	YES	YES	\$11.80
Town of Blacksburg	42,620	\$390,000	6	YES	YES	\$9.15
Town of Wytheville	8,211	\$76,000	1	NO	YES	\$9.26
Town of Herndon	23,292	\$516,560	5.5	YES	YES	\$22.18
Town of West Point	3,306	\$82,000	3	YES	YES	\$24.80
Town of Leesburg	42,616	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
Town of Culpeper	16,379	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
<i>* - some positions shared with Planning & Zoning Department n/a - building inspections covered by County gov'ts</i>						



Closed Meeting