



TOWN COUNCIL WORK SESSION

Monday, May 18, 2020 @ **6:30pm**
via WebEx at www.frontroyalva.com/meeting

1. CLOSED MEETING – Personnel

Motion to Go Into Closed Meeting

I move that Town Council go into Closed Meeting for the purpose of consideration or interviews of prospective candidates for employment with the Town, pursuant to Section 2.2-3711. A. 1. 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 the Mayor and Council certify that to the best of each member's knowledge, as recognized by each Mayor and Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Act as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the Closed Meeting by the Mayor and Council, and that the vote of each individual member of Mayor and Council be taken by roll call and recorded and included in the minutes of the meeting of the Mayor and Town Council

2. Tourism Research and Options for Consideration – *Interim Town Manager*

3. Review of FY20 Revenues – *Director of Finance*

4. Removal of Credit Card Fees – *Director of Finance*

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Work Session Agenda Form

Item # 2

DATE: 5/18/20

AGENDA ITEM: Tourism Research and Options for Consideration

SUMMARY: Joint Tourism Advisory Committee member Kerry Barnhart will give a presentation to Council regarding Tourism. Ms. Barnhart's presentation will be available on Monday, May 18.

Note: Presentation will be available Monday night

BUDGET/FUNDING: None

STAFF RECOMMENDATION: Council takes desired action.

Work Session

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Item # 3

DATE: 5/18/20

AGENDA ITEM: Review of FY20 Revenues

SUMMARY: Town Council approved a FY20 budget transfer/amendment on April 27, 2020 providing contingency funds for the general fund, street fund, water fund, sewer fund, and solid waste fund due to the COVID-19 pandemic and requested periodic reviews of revenues.

Staff is providing Town Council with updated information related to key revenues as of April 30th, 2020.

BUDGET/FUNDING: N/A

STAFF RECOMMENDATION: Staff recommends to continue to monitor revenues and to review possibly using contingency funds in June 2020 after businesses begin to reopen and May 2020 revenues have been received.

Work Session

KEY REVENUE REVIEW

as of April 30, 2020

General		Above/Below Expired
		FY20 Budget
	Sales Tax - Warren County	\$ 46,221.34
	Lodging Tax	\$ (23,148.49)
	Meals Tax	\$ 15,461.65
	PILOT - Utility Bills	\$ 18,465.85
	Fines & Forfeitures	\$ (93,486.23)
	Rental Vehicle Tax	\$ 5,806.15
	Communication Tax	\$ (5,729.81)
	Subtotal	\$ (36,409.54)
	General Fund Contingency	\$ 624,054.34
	G/F Difference After Contingency	\$ 587,644.81

Streets		Above/Below Expired
		FY20 Budget
	Street Construction & Maintenance (V-DOT)	\$ (36,953.67)
	Street Fund Contingency	\$ 129,668.73
	Street Fund Difference After Contingency	\$ 92,715.06

Electric		Above/Below Expired
		FY20 Budget
	Electric Sales	\$ 614,868.38
	Electric Fund Contingency	\$ -
	Electric Fund Difference After Contingency	\$ 614,868.38

Water		Above/Below Expired
		FY20 Budget
	Water Sales	\$ (345,887.98)
	Water Connections	\$ (91,909.00)
	Subtotal	\$ (437,796.98)
	Water Contingency	\$ 620,866.00
	Water Difference After Contingency	\$ 183,069.03

Sewer		Above/Below Expired
		FY20 Budget
	Sewer Sales	\$ (410,717.32)
	Sewer Connections	\$ (275,917.00)
	Subtotal	\$ (686,634.32)
	Sewer Contingency	\$ 256,404.46
	Sewer Difference After Contingency	\$ (430,229.86)

Solid Waste		Above/Below Expired
		FY20 Budget
	Solid Waste Sales	\$ (4,792.41)
	Tipping Fees Collected from Utility Billing	\$ (4,654.10)
	Subtotal	\$ (9,446.51)
	Solid Waste Contingency	\$ 26,618.70
	Solid Waste Difference After Contingency	\$ 17,172.19

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Item # 4

DATE: 5/18/20

AGENDA ITEM: Removal of Credit Card Fees

SUMMARY: The Town has waived fees for citizens using a credit card until June 30, 2020 due to the COVID-19 pandemic. Permanent removal of the credit card fees will require an ordinance amendment for the Town of Front Royal & will require the Town to absorb an estimated amount of \$240,000 in the FY21 budget.

The \$240,000 could be taken from contingency amounts that are planned to accompany the adoption of the FY21 budget.

Town code section 12-3 would need to be amended as follows if Council would like to move forward with removal of the credit card fees.

12-3 FINANCE FEES A. FEE FOR RETURNED CHECK: If any check or other means of payment tendered to the Town in the course of its duties is not paid by the financial institution on which it is drawn, because of insufficient funds in the account of the drawer, no account is in the name of the drawer, or the account of the drawer is closed, and the check or other means of payment is returned to the Town unpaid, the amount thereof shall be charged to the person on whose account it was received, and his liability and that of his sureties shall be as if he had never offered any such payment. A penalty of \$35.00 or the amount of any costs, whichever is greater, shall be added to such amount, and said penalty shall be in addition to any other penalty provided by law.

~~There is hereby added to any amount due to the Town a fee of 2.35% when payment of such amount is tendered by either credit card or debit card or any other means of payment by which the Town incurs a charge.~~

BUDGET/FUNDING: FY21 funding could be taken from amounts reserved for contingency in the FY21 budget amendment that is planned to accompany adoption of the FY21 budget.

STAFF RECOMMENDATION: Staff recommends for Town Council to discuss and provide staff with direction in order to advertise and properly address with the FY21 budget amendment.

Work Session

12-3 FINANCE FEES

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