



TOWN COUNCIL SPECIAL MEETING
TUESDAY, September 4, 2018 @ 7:00pm
Town Hall Council Chambers

1. Roll Call
2. **COUNCIL APPROVAL** – Budget Amendment and Purchasing of Radio Communications System for Police Department

TOWN COUNCIL WORK SESSION
TUESDAY, September 4, 2018 @ 7:00pm
Immediately after Special Meeting

TOWN/STAFF RELATED ITEMS

1. Status of Criser Road Bridge, Royal Phoenix Site and Happy Creek Road – *Town Engineer (20 min)*
2. Budget Calendar – *Director of Finance (10 minutes)*
3. Discussion on Gazebo Issues from Business Forum – *Town Manager (20 minutes)*

COUNCIL/MAYOR RELATED ITEMS:

4. Council Discussion/Goals (*time permitting*)

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SPECIAL MEETING



**Town of Front Royal, Virginia
Council Agenda Statement**

Item # 2

Meeting Date: September 4, 2018

Agenda Item: COUNCIL APPROVAL – Budget Amendment and Purchase Radio Communications System for Police Department

Summary: Council is requested to approve a budget amendment in the amount of \$545,000 for the purchase of a radio communications system from Motorola Solutions for the Police Department. Council is further requested to direct Town Staff to gather information regarding the possibility of an external or internal loan to fund the project.

Budget/Funding: 1000-3510110 General Fund Appropriated Funds Forward \$545,000
3102-47003 Police Patrol Communications Equipment \$545,000

Meetings: Work Sessions held August 20 and August 27, 2018

Staff

Recommendation: Approval Denial

Proposed Motion: I move that Council approve a budget amendment in the amount of \$545,000 for the purchase of a radio communications system from Motorola Solutions for the Police Department. I further move that Council direct Town Staff to gather information regarding the possibility of an external or internal loan to fund the project.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By:  _____



MEMORANDUM

Date: August 28, 2018
To: Tina Presley, Senior Administrative Assistant
Jennifer Berry, Clerk of Council
From: B.J. Wilson, Director of Finance
RE: Agenda Item - Purchase of Police Radios & Budget Amendment

The Police Department would like to request Town Council to approve the purchase of a radio system from Motorola Solutions in the amount of \$545,000.00. The Town of Front Royal would be able to use pricing from the City of Suffolk's contract with Motorola Solutions from a previous request for proposal.

Town Council is also requested to approve using general fund surplus funds in the amount of \$545,000 to pay for the radio system and to approve a budget amendment accordingly.

Funding

1000-3510110	General Fund Appropriated Funds Forward \$545,000.00
3102-47003	Police Patrol Communication Equipment \$545,000.00

Town staff will continue to gather information regarding an external loan and the possibility of an internal loan to fund the project. Town staff anticipates additional discussions during a Town Council Work Session at the end of September or beginning of October 2018.

WORK SESSION

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Work Session Agenda Form

Item # 1

DATE: September 4, 2018

AGENDA ITEM: Update on status of Criser Road Bridge, Royal Phoenix Site, and Happy Creek Road.

SUMMARY: Criser Road Bridge and the Royal Phoenix site are currently under construction. The status of both of those projects will be discussed as well as their projected timelines. Happy Creek Road is a future project that town staff has submitted to VDOT for Smart Scale funding consideration. The project scope and cost estimate will be reviewed.

BUDGET/FUNDING: Criser Road Bridge and the current work at the Royal Phoenix site have been funded. Funding for Happy Creek Road has been applied for through Smart Scale.

STAFF RECOMMENDATION: None

Work Session

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Work Session Agenda Form

Item # 2

DATE: 9/4/18

AGENDA ITEM: Fiscal Year 2019-2020 Budget Calendar

SUMMARY: The FY2019-20 budget calendar that staff is proposing provides preliminary budget discussions beginning with the first work session in January 2018, along with providing the proposed FY19-20 budget to council by February 1, 2019. This will allow three work sessions to discuss the proposed budget before council is requested to vote on the 2018 tax rates and a little more than 3 months before the second and final reading of the appropriation ordinance

BUDGET/FUNDING: N/A

STAFF RECOMMENDATION: Staff recommends for council to approve the budget calendar as presented.

Work Session

Fiscal Year 2019-2020 Budget Calendar

Sept 25, 2018	Finance Department distributes FY20 Budget forms to Departments (FY18 Figures provided will not be final/audited figures)
Sept 28 2018	Departments requests for 5 year CIP due to Finance with justifications
Oct 5, 2018	CIP related to properties sent to Planning Commission for Review
Oct 8 th -12 th	Review CIP with Departments
Oct 31, 2018	FY20 Departmental spending requests due back to Finance
Nov 12-16, 2018	Town Manager preliminary review spending with Departments
Dec 14, 2018	Mid-year FY19 Budget transfers due from departments
Jan 7, 2019	Work Session – review of capital projects & other possible major items that may be included in FY20 proposed budget
Jan 22, 2019	Revenue Forecast Review
Feb 1, 2019	Town Manager’s Recommended Budget to Town Council
Feb 4, 2019	Work Session. Revenues & General Fund Expenditures Review
Feb 19, 2019	Work Session – Review Enterprise Fund Expenditures and discuss tax rates to advertise for Real and Personal Property
Feb 20, 2019	Advertisement submitted for annual tax rate for Real and Personal Property – rate has to be set prior to April 1
March 4, 2019	Additional Budget Work Session (If requested)

Mar 11, 2019	Public Hearing & First Reading of Town Tax rates for both Real Estate and Personal Property
Mar 25, 2019	Second and Final Reading of Town Tax rates for both Real Estate and Personal Property
April 2, 2019	Advertisement submitted for Annual Appropriation Ordinance
April 22, 2019	Public Hearing & First Reading of Appropriations Ordinance and Rate Ordinances
May 6, 2019	Budget Work Session (If requested)
May 13, 2019	Second and Final Reading of Appropriation Ordinance and Rate Ordinances

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Work Session Agenda Form

Item # 3

DATE: September 4, 2018

AGENDA ITEM: Discussion on Gazebo Activities

SUMMARY: During the June 7th Business Forum meeting (over 20 business owners/ citizens) attendee's brought up issues with the area around the Gazebo. The two main issues from the forum were activities at the Gazebo (i.e. Political demonstrations) and the frequent closure of the Gazebo parking lot.

BUDGET/FUNDING: Not applicable at this time

STAFF RECOMMENDATION: Staff is providing recommendation and points of discussion for issues as it pertains to activities and closures of the parking lot.

Work Session