



TOWN COUNCIL SPECIAL MEETING

Tuesday, September 8, 2020 @ 7:00pm

Town Hall Conference Room

1. Roll Call
2. PUBLIC HEARING – Amendment to the FY2021 Budget to Receive Funds Related to the CARES Act Equitable Distribution
3. COUNCIL APPROVAL – FY21 Budget Amendment and Transfer for Main Street Pavilion and Restroom

TOWN COUNCIL WORK SESSION

Immediately following Special Meeting

1. Budget Calendar - *Director of Finance*
2. Discussion of Drug Epidemic in Town – *Chief of Police*
3. CLOSED MEETING –

Motion to Go Into Closed Meeting

I move that Town Council go into Closed Meeting for the following purposes using CARES Act funds and Drug Enforcement Agency grant funds:

- (1) Discussion and consideration of assignment, promotion, performance, and salaries, of specific public officers, appointees, and employees of the Town, pursuant to Section 2.2-3711. A. 1. of the Code of Virginia.
- (2) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, pursuant to Section 2.2-3711. A. 8. 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 the Mayor and Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.

2



Council Agenda Statement

Item # 2

Meeting Date: September 8, 2020

Agenda Item: PUBLIC HEARING – Amendment to the FY2021 Budget to Receive Funds Related to the CARES Act Equitable Distribution

Summary: Town Council is requested to approve a FY21 budget amendment in the amount of \$1,201,558.00 to receive funds from the County of Warren related to the second round of CARES Act Equitable Distribution.

Budget/Funding:

1000-3310010	General Fund – Grant Fund Proceeds -	\$1,201,558.00
9790-45417	General Fund Contingency – COVID-19 Expense -	\$1,201,558.00

Meetings: None

Proposed Motion: I move that Council approve a FY21 budget amendment in the amount of \$1,201,558.00 to receive funds from the County of Warren related to the second round of CARES Act Equitable Distribution.

Approved By: _____

Moved _____ Seconded _____

VM Seacock _____ Cockrell _____ Gillispie _____ Holloway _____ Meza _____ Thompson _____

3



Council Agenda Statement

Item # 3

Meeting Date: September 8, 2020

Agenda Item: COUNCIL APPROVAL – FY21 Budget Amendment and Transfer for Main Street Pavilion and Restroom

Summary: The Virginia Department of Housing and Community Development has provided the Town with approval to amend the Community Development Block Grant Budget by transferring \$100,000.00 from the Community Development Block Grant Façade Improvement Project to the Main Street Pavilion/Restroom Construction Project.

Town Council is requested to approve a transfer in the amount \$100,000.00 from the Community Development Block Grant Façade Improvement Funds to the Main Street Pavilion/Restroom Project Funds and to carry funds forward from FY20 to FY21 totaling \$225,715.00.

Budget/Funding:

9130-351010 Community Development Fund Appropriated Funds Forward -	\$225,715.00
9130-R47984 Community Development Fund – Public Improvements -	\$225,715.00

Meetings: None

Proposed Motion: I move that Council approve a FY21 budget amendment in the amount \$100,000.00 from the Community Development Block Grant Façade Improvement Funds to the Main Street Pavilion/Restroom Project Funds AND to carry funds forward from FY20 to FY21 totaling \$225,715.00.

Approved By: _____

Moved _____ Seconded _____

VM Sealock _____ Cockrell _____ Gillispie _____ Holloway _____ Meza _____ Thompson _____



Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date: September 1, 2020
To: Tina Presley, Senior Executive Assistant
From: Alisa Scott, Purchasing Manager
RE: Request to add consent agenda item to Town Council meeting

Purchasing responded to a request to competitively bid a Pavilion through an Invitation for Bid #21-2020. This Pavilion will go in Downtown Front Royal near the Gazebo and Visitor's Center. This request was specific to continuing the work that has already begun for Downtown Revitalization under the scope of the Community Development Block Grant.

On Thursday, June 18, I held a bid opening and received 3 bids. Lantz Construction of Winchester, VA was the lowest responsive and responsible bidder.

Staff recommends awarding IFB #21-2020 Town Commons Pavilion to the lowest responsive and responsible bidder, Lantz Construction, Winchester, VA, for \$295,800.00

Please find attached to this memo, a recommendation memo from Christopher Brock, Interim Planning Director, and a copy of the bid tabulation. Please add this recommendation to Council's next Worksession agenda.

Funding for this project is available in the Community Development Fund - line item 9130-R47984.

Purchasing, Department of Finance
102 E Main Street
Front Royal, VA 22630
Website: www.frontroyalva.com
Phone 540-636-6889

Memo



Town of Front Royal Planning & Zoning

TO: Alisa Scott, Manager of Purchasing
FROM: Christopher Brock, Interim Planning Director
CC:
DATE: June 26, 2020
RE: Recommendation for Pavilion project

Alisa,

I have reviewed the bids we received for the Town Commons Pavilion. The low bidder Lantz Construction, Inc appears to have met the bid requirements so their bid should be accepted. This project is part of the Community Development Block Grant.

//sign//

Christopher G. Brock
Interim Planning Director

VENDOR SPREAD SHEET



Town of Front Royal, VA

BID TABULATION SUMMARY

BID: IFB #21-2020 TOWN COMMONS PAVILION

BID OPENING DATE & TIME: 6/18/20 @ 2 PM

	PINE KNOLL CONSTRUCTION COMPANY, CLEARBROOK, VA	FUOG/INTERBUILD, PURCEVILLE, VA	LANTZ CONSTRUCTION, WINCHESTER, VA
DESCRIPTION			
BASE BID	\$246,179.00	\$ 295,824.00	\$ 266,200.00
ALTERNATE #1	\$26,644.00	\$ 6,000.00	\$ 10,600.00
BASE BID AND ALTERNATE #1	\$272,823.00	\$ 301,824.00	\$ 276,800.00
ALTERNATE #2	\$14,087.00	\$ 3,265.00	\$ 4,500.00
BASE BID AND ALTERNATE #2	\$246,179.00	\$ 299,089.00	\$ 270,700.00
ALTERNATE #3	\$40,731.00	\$ 9,265.00	\$ 14,500.00
BASE BID AND ALTERNATE #3	\$286,910.00	\$ 305,089.00	\$ 280,700.00

The **VENDOR SPREAD SHEET** is generated from the initial, raw information collected.

No award decision has been made.

Prepared by: Alisa Scott, CPPB, VCO, PMP

Department of Purchasing
102 E Main Street
Front Royal, VA 22630
Website: www.frontroyalva.com
Phone 540-636-6889



**TOWN OF FRONT ROYAL
TOWN MANAGERS OFFICE**

102 E. MAIN STREET
PO BOX 1560
FRONT ROYAL, VIRGINIA 22630-1560
(540) 635-8007
(540) 636-7475 (Fax)

MATTHEW A. TEDERICK
Interim Town Manager
tederick@frontroyalva.com

July 27, 2020

Mr. Jay Grant, Deputy Director
Community Development
Department of Housing & Community Development
600 East Main St., Suite 300
Richmond, VA 23219

Re: Front Royal Downtown Revitalization Project, CIG #17-23
Request for a Contract Extension and Budget Revision

Dear Mr. Grant:

The Town of Front Royal appreciates the support that the Department of Housing and Community Development is providing as we endeavor to move forward with implementing the Front Royal Downtown Revitalization Project. As you are aware, we have encountered great difficulty in obtaining bids within the allowable cost limits for the Façade Improvement Program, even with multiple attempts at bidding out the projects. We have also received bids through two rounds for the new Pavilion and Public Restrooms that are a part of the Downtown Revitalization Project that came in significantly over both the budgeted amount and our Project Architect's cost estimate. Even with that challenge, at a recent Town Council Work Session, the Town Council indicated that the Town should make the local budget and appropriation revisions to fund 50% of the gap in funding for that portion of the Downtown Revitalization Project.

Your staff and our Grant Management Consultant, Craig Wilson of Summit Design and Engineering Services, have been helping us get the Façade Improvement Program back on track by prioritizing the "materials only" provision of the Façade Improvement Program Design. We have received good response from the property owners regarding utilizing this provision as a means to get at least a portion of the work done on their buildings that was originally intended. Five buildings with a total of six business bays are either under contract or about to be under contract for Façade Improvements with a number of others in the process of obtaining price quotes for "materials only" improvements. Additionally, the Town is in the process of releasing a request for proposals for the design and execution of four to five murals on secondary facades of key downtown buildings which will serve to further improve these buildings and the overall look and feel of Downtown Front Royal.

As you might expect, the COVID-19 pandemic has also created challenges for completing the Downtown Revitalization Project on time. The associated shut downs that came with the pandemic created significant challenges for our downtown property and business owners as many had to shut down or curtail activities per the various Governor's Executive Orders. Similarly, the Town of Front Royal has faced many challenges in providing needed services

as revenue dipped due to the economic conditions associated with the COVID-19 pandemic.

Even with all of these challenges, the Town of Front Royal is very committed to completing the Front Royal Downtown Revitalization Project as strongly as possible. In order to do so, the Town makes the following requests:

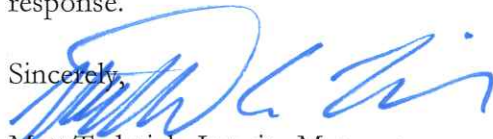
- A Contract Extension of six months from the current contract end date of September 25, 2020 to March 25, 2021 which will allow the Town to complete as many Façade Improvements as possible and allow for the construction of the new pavilion and public restroom after a Budget Revision as requested below.
- A Budget Revision as indicated on the enclosed Budget Revision Worksheet and Budget with Revision #1 and as submitted through CAMS moving \$100,000 in CDBG funds from the Façade Improvements budget line to the budget line for Pavilion/Restrooms – Construction.
- An adjustment to the Pay-for-Performance Budget for Administrative Expenses whereby \$4,000 set aside for Labor Compliance Monitoring for Façade Improvements is moved to Façade Improvements – Under Contract in light of the fact that there is no need Labor Compliance for “materials only” construction and because our Grant Management Consultant is in many ways serving as the architect for the project at this point as he assists property owners with finding and selecting materials used for their Façade Improvement projects. This small change also allows the Town to continue to pay for Mr. Wilson’s services during the extended contract period.

With the adjustments to the Downtown Revitalization Project as requested above, the Town anticipates meeting the following milestones:

- As many as 15 “materials only” Façade Improvements completed, under contract, or in the pipeline by Labor Day, 2020 with construction completion anticipated for all Façade Improvement Projects by December 15, 2020.
- Four to five downtown murals under contract by September 30, 2020 with completion anticipated for all murals by December 15, 2020.
- Based on receiving approval of the requests made by this letter and submission in a timely manner, the Pavilion/Restrooms project will be under contract with a Notice to Proceed by September 30, 2020. Many of the materials for the Pavilion and the Restrooms will be fabricated/assembled off site while the Town workforce is pouring the cement for the project, so 50% construction completion should be achievable by late November, 2020 and final on-site construction completion by February 28, 2021.

Again, thank you for your ongoing support. We look forward to hearing receiving your response.

Sincerely,



Matt Federick, Interim Manager
Town of Front Royal

cc: Doug Ellis
Craig Wilson

**FRONT ROYAL DOWNTOWN REVITALIZATION PROJECT
BUDGET REVISION #1 WORKSHEET**

Budget Line Item	Current CDBG Budget	Proposed CDBG Budget	+/- Change CDBG	Current Non-CDBG	Proposed Non-CDBG	+/- Change Non-CDBG	Non-CDBG Sources
ADMINISTRATION							
Execution of DHCD Contract	\$ 7,500	\$ 7,500	\$ -	\$ 2,500	\$ 2,500	\$ -	Town Budget
Execution of Project Contracts - Facades							
Designs Complete & Bid Documents Released - 20 @ \$250 Each	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	
Facades Under Contract - 20 @ \$250 Each	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	
Execution of Project Contract - Public Improvements							
Designs Complete & Bid Documents Released	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -	\$ -	
Construction Contractor under Contract	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -	\$ -	
Contract Monitoring - Mtgs, Remittances & Financial Tracking for 24 Mos @ \$875 / Mo.	\$ 21,000	\$ 21,000	\$ -	\$ -	\$ -	\$ -	
Construction Completion - 20 Facades @ \$525 Each	\$ 10,500	\$ 10,500	\$ -	\$ -	\$ -	\$ -	
Construction Completion - Public Improvements							
Public Improvements @ 50%	\$ 1,750	\$ 1,750	\$ -	\$ -	\$ -	\$ -	
Public Improvements @ 100%	\$ 1,750	\$ 1,750	\$ -	\$ -	\$ -	\$ -	
Achievement of Benefits - Monthly Reporting (24 @ \$75 Each)	\$ 1,700	\$ 1,700	\$ -	\$ -	\$ -	\$ -	
Achievement of Benefits - Annual Reporting (2 @ \$400 Each)	\$ 800	\$ 800	\$ -	\$ -	\$ -	\$ -	
Satisfactory Compliance Reviews - 2 @ \$2,000 Each	\$ 4,000	\$ 4,000	\$ -	\$ -	\$ -	\$ -	
Administrative Project Closeout	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	
Labor Compliance							
20 Facades @ \$200 Each	\$ 4,000	\$ 4,000	\$ -	\$ -	\$ -	\$ -	
Public Improvements LC Current @ 50%	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	
Public Improvements LC Current @ 100%	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	
Workshops	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -	Town Budget
Advertising	\$ -	\$ -	\$ -	\$ 1,250	\$ 1,250	\$ -	Town Budget
Legal	\$ -	\$ -	\$ -	\$ 1,400	\$ 1,400	\$ -	Town Budget
Deed of Trust Recordations	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -	Town Budget
ADMINISTRATION TOTAL	\$ 70,000	\$ 70,000	\$ -	\$ 8,150	\$ 8,150	\$ -	
BUSINESS DISTRICT REVITALIZATION - FAÇADE IMPROVEMENTS							
Soft Costs: Architect @ 10% of CDBG Investment	\$ 32,500	\$ 32,500	\$ -	\$ -	\$ -	\$ -	
Construction: 20 Facades	\$ 325,000	\$ 225,000	\$ (100,000)	\$ 315,000	\$ 215,000	\$ (100,000)	Owner Matches
BDR - FAÇADE IMPROVEMENTS TOTAL	\$ 357,500	\$ 257,500	\$ (100,000)	\$ 315,000	\$ 215,000	\$ (100,000)	
BUSINESS DISTRICT REVITALIZATION - PAVILION / RESTROOMS							
Engineering & Inspections	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ -	Town Budget
Construction	\$ 130,000	\$ 230,000	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	Town Budget
Construction - Labor	\$ -	\$ -	\$ -	\$ 24,000	\$ 24,000	\$ -	Force Account
Construction - Materials	\$ -	\$ -	\$ -	\$ 24,500	\$ 24,500	\$ -	Town Budget
Maintenance / Sustainability	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	Force Account
Permitting	\$ -	\$ -	\$ -	\$ 21,180	\$ 21,180	\$ -	Waived Fees
BDR - PAVILION / RESTROOMS TOTAL	\$ 130,000	\$ 230,000	\$ 100,000	\$ 89,680	\$ 189,680	\$ 100,000	
BUSINESS DISTRICT REVITALIZATION - OTHER							
Streetscape Improvement Planning & Design							
Engineering & Inspections	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -	Town Budget
Labor - Refurbish Crosswalks, Trash Cans, Benches	\$ -	\$ -	\$ -	\$ 5,100	\$ 5,100	\$ -	Force Account
Materials - Refurbish Crosswalks, Trash Cans, Benches	\$ -	\$ -	\$ -	\$ 3,400	\$ 3,400	\$ -	Town Budget
STREETSCAPE SUBTOTAL	\$ -	\$ -	\$ -	\$ 28,500	\$ 28,500	\$ -	
Parking & Alley Improvements							
Engineering & Inspections	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	Town Budget
Labor	\$ -	\$ -	\$ -	\$ 2,100	\$ 2,100	\$ -	Force Account
Murals	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ -	Volunteers
Materials	\$ -	\$ -	\$ -	\$ 1,400	\$ 1,400	\$ -	Town Budget
PARKING & ALLEY SUBTOTAL	\$ -	\$ -	\$ -	\$ 56,500	\$ 56,500	\$ -	
Royal Shenandoah Greenway - Criser Road Trail Link							
Engineering & Inspections	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000	\$ -	Leverage
Labor	\$ -	\$ -	\$ -	\$ 120,000	\$ 120,000	\$ -	Leverage
Materials	\$ -	\$ -	\$ -	\$ 230,000	\$ 230,000	\$ -	Leverage
Permitting	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ -	Leverage
GREENWAY / TRAIL LINK SUBTOTAL	\$ -	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ -	
BDR - OTHER TOTAL	\$ -	\$ -	\$ -	\$ 485,000	\$ 485,000	\$ -	
BUSINESS DISTRICT REVITALIZATION - SIGNAGE							
Design & Inspections	\$ 15,000	\$ 15,000	\$ -	\$ 6,500	\$ 6,500	\$ -	Town Budget
Labor	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ -	Force Account
Materials	\$ 112,500	\$ 112,500	\$ -	\$ 12,000	\$ 12,000	\$ -	Town Budget
Permitting	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	Town Budget
BDR - SIGNAGE TOTAL	\$ 127,500	\$ 127,500	\$ -	\$ 34,500	\$ 34,500	\$ -	
BUSINESS DISTRICT REVITALIZATION - BRANDING & MARKETING							
Social Media & Digital Advertisements	\$ 4,000	\$ 4,000	\$ -	\$ -	\$ -	\$ -	
Marketing Documents & Brochures	\$ -	\$ -	\$ -	\$ 13,400	\$ 13,400	\$ -	Town Budget
Website Strategy	\$ 11,000	\$ 11,000	\$ -	\$ -	\$ -	\$ -	
Refurbish Brochure Racks	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	\$ -	Town Budget
Visitor Center Update	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ -	Town Budget
Branded Campaigns	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
BDR - PUBLIC IMPROVEMENTS TOTAL	\$ 15,000	\$ 15,000	\$ -	\$ 29,400	\$ 29,400	\$ -	
GRAND TOTAL	\$ 700,000	\$ 700,000	\$ -	\$ 961,730	\$ 961,730	\$ -	

**FRONT ROYAL DOWNTOWN REVITALIZATION PROJECT
BUDGET REVISION #1 WORKSHEET**

Budget Line Item	Current CDBG Budget	Proposed CDBG Budget	+/- Change CDBG	Current Non-CDBG	Proposed Non-CDBG	+/- Change Non-CDBG	Non-CDBG Sources
ADMINISTRATION							
Execution of DHCD Contract	\$ 7,500	\$ 7,500	\$ -	\$ 2,500	\$ 2,500	\$ -	Town Budget
Execution of Project Contracts - Facades							
Designs Complete & Bid Documents Released - 20 @ \$250 Each	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	
Facades Under Contract - 20 @ \$250 Each	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	
Execution of Project Contract - Public Improvements							
Designs Complete & Bid Documents Released	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -	\$ -	
Construction Contractor under Contract	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -	\$ -	
Contract Monitoring - Mtgs, Remittances & Financial Tracking for 24 Mos @ \$875 / Mo.	\$ 21,000	\$ 21,000	\$ -	\$ -	\$ -	\$ -	
Construction Completion - 20 Facades @ \$525 Each	\$ 10,500	\$ 10,500	\$ -	\$ -	\$ -	\$ -	
Construction Completion - Public Improvements							
Public Improvements @ 50%	\$ 1,750	\$ 1,750	\$ -	\$ -	\$ -	\$ -	
Public Improvements @ 100%	\$ 1,750	\$ 1,750	\$ -	\$ -	\$ -	\$ -	
Achievement of Benefits - Monthly Reporting (24 @ \$75 Each)	\$ 1,700	\$ 1,700	\$ -	\$ -	\$ -	\$ -	
Achievement of Benefits - Annual Reporting (2 @ \$400 Each)	\$ 800	\$ 800	\$ -	\$ -	\$ -	\$ -	
Satisfactory Compliance Reviews - 2 @ \$2,000 Each	\$ 4,000	\$ 4,000	\$ -	\$ -	\$ -	\$ -	
Administrative Project Closeout	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	
Labor Compliance							
20 Facades @ \$200 Each	\$ 4,000	\$ 4,000	\$ -	\$ -	\$ -	\$ -	
Public Improvements LC Current @ 50%	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	
Public Improvements LC Current @ 100%	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	
Workshops	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -	Town Budget
Advertising	\$ -	\$ -	\$ -	\$ 1,250	\$ 1,250	\$ -	Town Budget
Legal	\$ -	\$ -	\$ -	\$ 1,400	\$ 1,400	\$ -	Town Budget
Deed of Trust Recordations	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -	Town Budget
ADMINISTRATION TOTAL	\$ 70,000	\$ 70,000	\$ -	\$ 8,150	\$ 8,150	\$ -	
BUSINESS DISTRICT REVITALIZATION - FAÇADE IMPROVEMENTS							
Soft Costs: Architect @ 10% of CDBG Investment	\$ 32,500	\$ 32,500	\$ -	\$ -	\$ -	\$ -	
Construction: 20 Facades	\$ 325,000	\$ 225,000	\$ (100,000)	\$ 315,000	\$ 215,000	\$ (100,000)	Owner Matches
BDR - FAÇADE IMPROVEMENTS TOTAL	\$ 357,500	\$ 257,500	\$ (100,000)	\$ 315,000	\$ 215,000	\$ (100,000)	
BUSINESS DISTRICT REVITALIZATION - PAVILION / RESTROOMS							
Engineering & Inspections	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ -	Town Budget
Construction	\$ 130,000	\$ 230,000	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	Town Budget
Construction - Labor	\$ -	\$ -	\$ -	\$ 24,000	\$ 24,000	\$ -	Force Account
Construction - Materials	\$ -	\$ -	\$ -	\$ 24,500	\$ 24,500	\$ -	Town Budget
Maintenance / Sustainability	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	Force Account
Permitting	\$ -	\$ -	\$ -	\$ 21,180	\$ 21,180	\$ -	Waived Fees
BDR - PAVILION / RESTROOMS TOTAL	\$ 130,000	\$ 230,000	\$ 100,000	\$ 89,680	\$ 189,680	\$ 100,000	
BUSINESS DISTRICT REVITALIZATION - OTHER							
Streetscape Improvement Planning & Design							
Engineering & Inspections	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -	Town Budget
Labor - Refurbish Crosswalks, Trash Cans, Benches	\$ -	\$ -	\$ -	\$ 5,100	\$ 5,100	\$ -	Force Account
Materials - Refurbish Crosswalks, Trash Cans, Benches	\$ -	\$ -	\$ -	\$ 3,400	\$ 3,400	\$ -	Town Budget
STREETSCAPE SUBTOTAL	\$ -	\$ -	\$ -	\$ 28,500	\$ 28,500	\$ -	
Parking & Alley Improvements							
Engineering & Inspections	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	Town Budget
Labor	\$ -	\$ -	\$ -	\$ 2,100	\$ 2,100	\$ -	Force Account
Murals	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ -	Volunteers
Materials	\$ -	\$ -	\$ -	\$ 1,400	\$ 1,400	\$ -	Town Budget
PARKING & ALLEY SUBTOTAL	\$ -	\$ -	\$ -	\$ 56,500	\$ 56,500	\$ -	
Royal Shenandoah Greenway - Criser Road Trail Link							
Engineering & Inspections	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000	\$ -	Leverage
Labor	\$ -	\$ -	\$ -	\$ 120,000	\$ 120,000	\$ -	Leverage
Materials	\$ -	\$ -	\$ -	\$ 230,000	\$ 230,000	\$ -	Leverage
Permitting	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ -	Leverage
GREENWAY / TRAIL LINK SUBTOTAL	\$ -	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ -	
BDR - OTHER TOTAL	\$ -	\$ -	\$ -	\$ 485,000	\$ 485,000	\$ -	
BUSINESS DISTRICT REVITALIZATION - SIGNAGE							
Design & Inspections	\$ 15,000	\$ 15,000	\$ -	\$ 6,500	\$ 6,500	\$ -	Town Budget
Labor	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ -	Force Account
Materials	\$ 112,500	\$ 112,500	\$ -	\$ 12,000	\$ 12,000	\$ -	Town Budget
Permitting	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	Town Budget
BDR - SIGNAGE TOTAL	\$ 127,500	\$ 127,500	\$ -	\$ 34,500	\$ 34,500	\$ -	
BUSINESS DISTRICT REVITALIZATION - BRANDING & MARKETING							
Social Media & Digital Advertisements	\$ 4,000	\$ 4,000	\$ -	\$ -	\$ -	\$ -	
Marketing Documents & Brochures	\$ -	\$ -	\$ -	\$ 13,400	\$ 13,400	\$ -	Town Budget
Website Strategy	\$ 11,000	\$ 11,000	\$ -	\$ -	\$ -	\$ -	
Refurbish Brochure Racks	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	\$ -	Town Budget
Visitor Center Update	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ -	Town Budget
Branded Campaigns	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
BDR - PUBLIC IMPROVEMENTS TOTAL	\$ 15,000	\$ 15,000	\$ -	\$ 29,400	\$ 29,400	\$ -	
GRAND TOTAL	\$ 700,000	\$ 700,000	\$ -	\$ 961,730	\$ 961,730	\$ -	

WORK SESSION



Work Session Agenda Form

Item # 1

DATE: September 8, 2020

AGENDA ITEM: Fiscal Year 2021-2022 Budget Calendar

SUMMARY: Staff is proposing the attached calendar to prepare and review the FY21-22 Proposed Budget for Town Council's review.

The first work session in January 2021 staff will provide Town Council with a list of major items that could possibly impact the budget, along with providing the proposed FY21-22 budget to council by February 1, 2021. This will allow three work sessions to discuss the proposed budget before council is requested to vote on the 2021 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 discuss any changes they would like to see to the FY2021-22 budget calendar.

Work Session

Fiscal Year 2021-2022 Proposed Budget Calendar

Aug-Sept ?? 2020	Council Work Session Discussion for FY22 Budget Goals
Sept 18, 2020	Finance Department distributes FY22 Budget forms to Departments (FY20 Figures provided will not be final/audited figures)
Sept 25 2020	Departments requests for 5 year CIP due to Finance with justifications
Oct 2, 2020	CIP related to properties sent to Planning Commission for Review
Oct 26, 2020	FY21 Departmental spending requests due back to Finance
Nov 16-20, 2020	Town Manager preliminary review spending with Departments
Dec 15, 2020	Mid-year FY21 Budget transfers due from departments
Jan 4, 2021	Work Session – review of capital projects & other possible major items that may be included in FY22 proposed budget
Jan 19, 2021	Revenue Forecast Review
Feb 1, 2021	Town Manager’s Recommended Budget to Town Council
Feb 1, 2021	Work Session. Revenues & General Fund Expenditures Review
Feb 16, 2021	Work Session – Review Enterprise Fund Expenditures and discuss tax rates to advertise for Real and Personal Property
Feb 17, 2021	Advertisement submitted for annual tax rate for Real and Personal Property – rate has to be set prior to April 1
March 1, 2020	Additional Budget Work Session (If requested)

Mar 8, 2021	Public Hearing & First Reading of Town Tax rates for both Real Estate and Personal Property
Mar 22, 2021	Second and Final Reading of Town Tax rates for both Real Estate and Personal Property
April 6, 2021	Advertisement submitted for Annual Appropriation Ordinance
April 26, 2021	Public Hearing & First Reading of Appropriations Ordinance and Rate Ordinances
May 1, 2021	Budget Work Session (If requested)
May 10, 2021	Second and Final Reading of Appropriation Ordinance and Rate Ordinances

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Work Session Agenda Form

Item # 2

DATE: September 8, 2020

AGENDA ITEM: Discussion of Drug Epidemic in Town

SUMMARY: At the August 24, 2020 Regular Council Meeting, Councilman Gillispie asked that the "Discussion of the Drug Epidemic in Town" be placed on a Council Work Session.

BUDGET/FUNDING: N/A

STAFF RECOMMENDATION: for discussion purposes

Work Session