



TOWN COUNCIL SPECIAL WORK SESSION

Thursday, January 20, 2022, at 6:00pm

Town Hall Conference Room

View Online LIVE at <https://www.frontroyalva.com/673/Town-Hall-Live>

1. CLOSED MEETING – Interviews for BZA, LBBCA, Joint Tourism Committee
2. Existing Conditions Report- Comp Plan Update— *Lauren Kopishke*
3. Chapter 148 (Subdivision and Land Development) Proposed Text Amendments— *Lauren Kopishke*
4. Water Plant SCADA System Procurement — *BJ Wilson*
5. Contract for Executive Search Services for Town Attorney Position — *BJ Wilson*
6. FY23 Council Initiatives Review - *Steven Hicks*
7. FY23 Police Department Budget Overview— *Chief of Police*
8. Open Discussion/Town Manager Updates
 - Resolution to recognize Front Royal as a Destination Marketing Organization and Town Manager as Chief Liaison
9. Adjourn



Work Session Agenda Statement

Item # 1

Meeting Date: January 20, 2022

CLOSED MEETING

Motion to go into Closed Meeting

[to be approved by affirmative recorded vote, with motion set forth in detail in the minutes]

I move that Town Council convene a closed meeting, pursuant to Sections 2.2-3711 and 2.2-3712 of the Code of Virginia, for the following purpose:

1. pursuant to Section 2.2 3711(A)(1) of the Code of Virginia, the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of a public body, specifically members of the Town Board of Zoning Appeals, Town Local Building Code of Appeals, and the Town Joint Tourism Committee

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 Act 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.



Work Session Agenda Statement

Item # 2

Meeting Date: January 20, 2022

Agenda Item: Existing Conditions Report- Comp Plan Update

Summary:

Staff, PC, and Summit have completed the Existing Conditions Report

- This report provides the empirical data used for the Comprehensive Plan document
 - Demographic
 - Economic
 - Geographic
- Survey closes to the public 1/31
- Summit has enough information to begin writing a draft plan
- Staff and Summit will hold public input sessions in May

Budget/Funding: N/A

Staff Recommendation: None- this update is for information purposes only. Council does not need to take action.

EXISTING CONDITIONS REPORT

TOWN OF FRONT ROYAL, VIRGINIA

January 5th, 2021



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What's an Existing Conditions Report?

A comprehensive plan is based on both empirical data and community visioning. The data that will inform the plan has been collected in this report for review and comment as one of the first steps of the planning process.

Why do we need one?

Every person has a subjective understanding of their own community based on their experience. It's human nature! A plan relies on data - demographic, economic, and geographic - to make sure that everyone who contributes to the making of the plan begins on the same page, and to establish a firm base line from which we can plan for the future.

How is this data used?

This data will be made publicly available via the Comprehensive Plan website, and then will become part of the final Comprehensive Plan document.



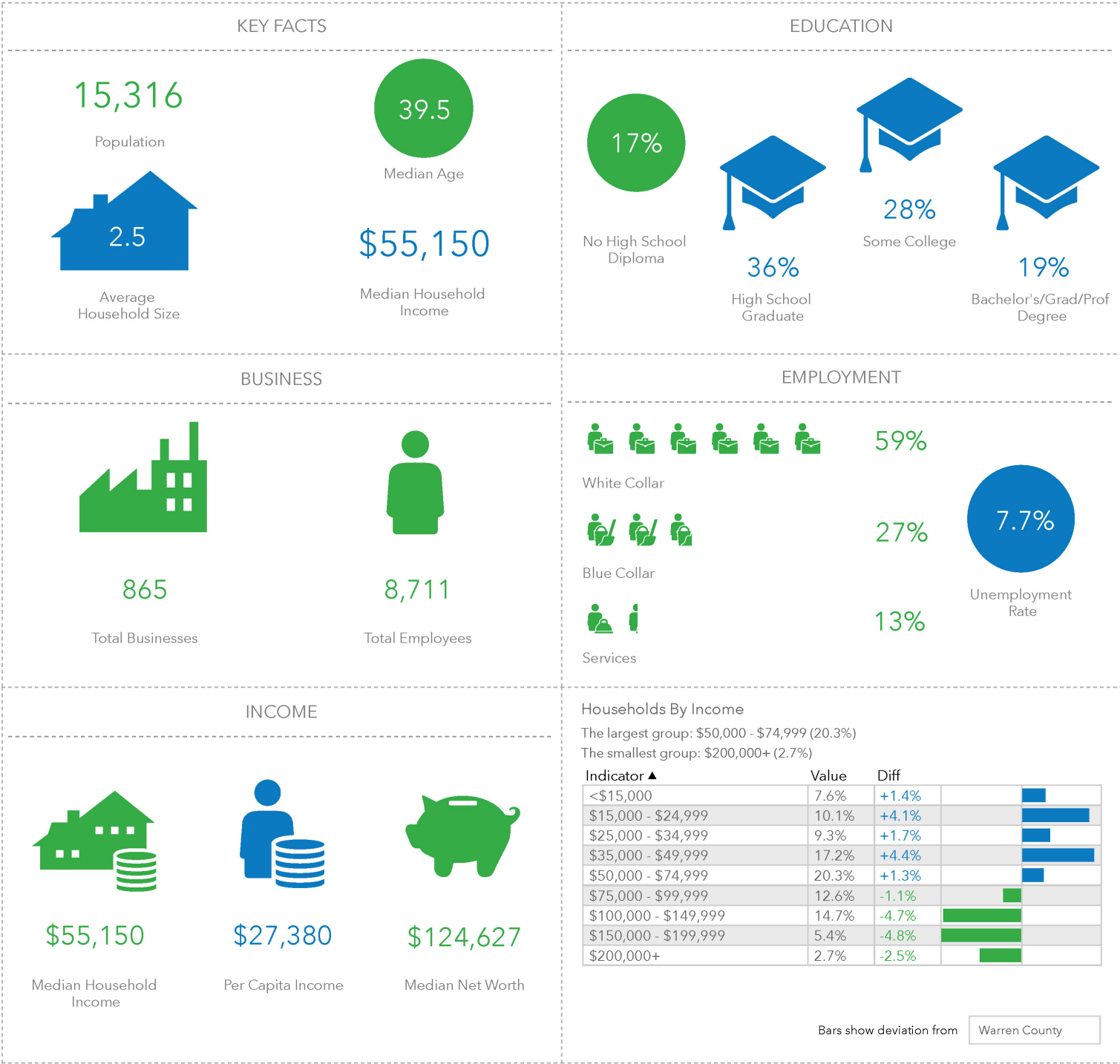


Figure 1: Key Facts
Source: ESRI Business Analyst 2021



Population and Age

In 2020, there were an estimated 15,011 people living in the Town of Front Royal. Nearly 18 % of the population is under 10 years old, and approximately 8% is over 80 years old.

The below diagram shows the distribution of sex by age in Front Royal in 2020.

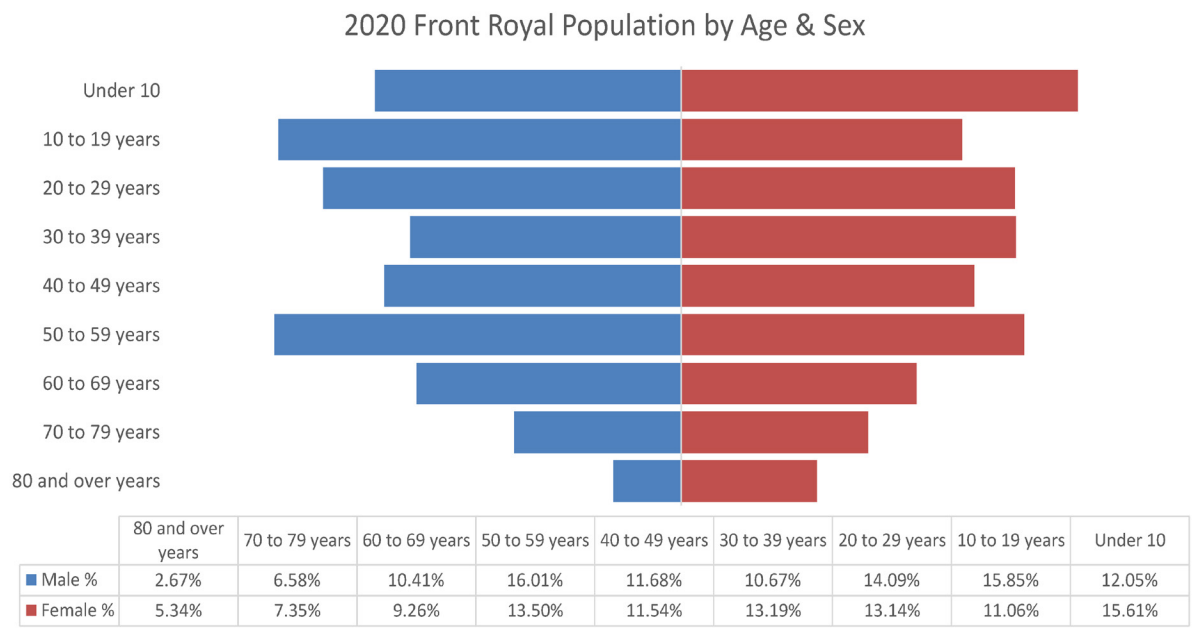


Figure 2: 2021 Front Royal Population by Age & Sex
Source: American Community Survey 2020

The United States Census has two major sources of demographic information. The decennial census, required by the Constitution and conducted every ten years since 1790, is a short survey of every household in the country. The American Community Survey (ACS) is a longer form containing more questions, taken throughout all years, and its most reliable dataset is published yearly as rolling five-year estimates. The decennial census has a smaller number of data points, like population, sex and race, with a lower margin of error. The ACS has a much larger number of data points (like social, economic and housing characteristics) and a wider margin of error. A mix of decennial census and ACS data is used to form the empirical basis for the comprehensive plan, to make up as accurate a picture of a community as possible.

This plan uses a combination of 2020 Decennial Census data and 2019 ACS data, which is the most recently available data as of the collection of this document.

A Note about Census Data

Age Group Comparison

Front Royal's population is very similar to the US and Virginia in the ages of its residents.

Figure 3 below shows a comparison between Front Royal's population by age to that of Virginia and the United States. It is evident from this comparison that Front Royal has very slightly more children under 10 years old than the state and the county, as well as very slightly more people in the 70 to 79 and 80 years and above cohorts. These differences in relative population numbers may be because of the availability of quality education opportunities and because Front Royal is an attractive place to retire, or because there is a lack of quality job opportunities for those in their 30s and 40s.

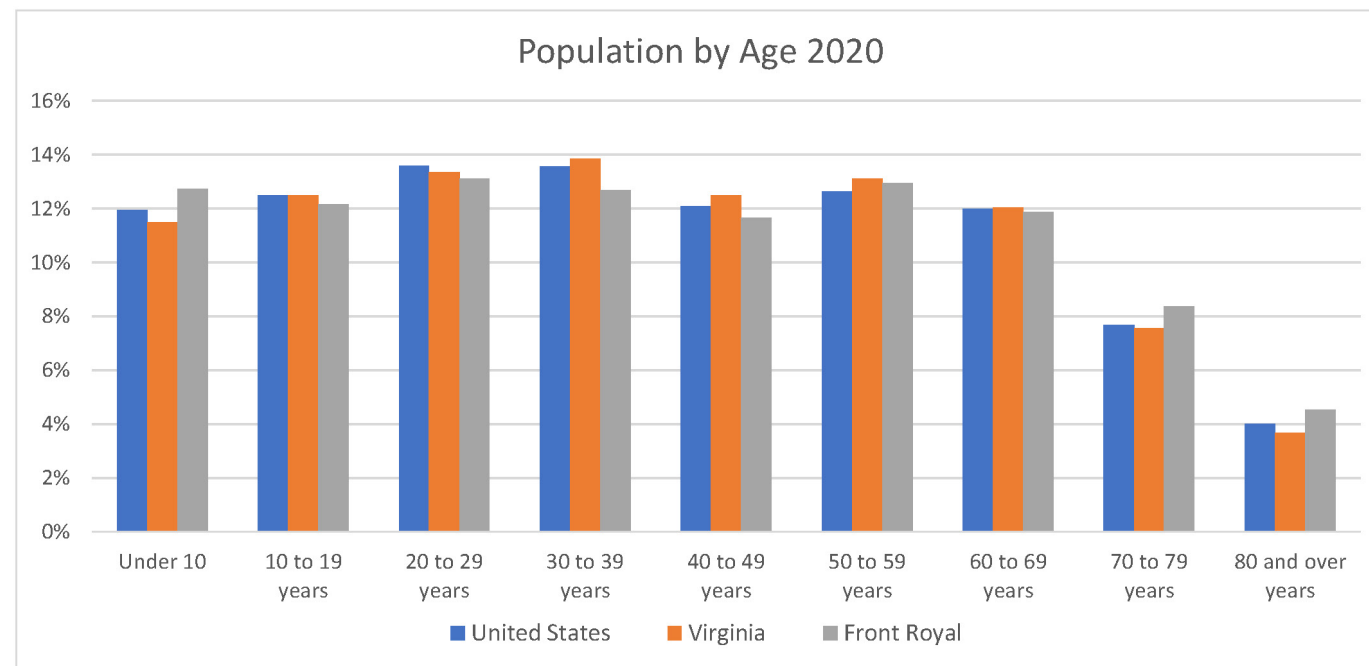
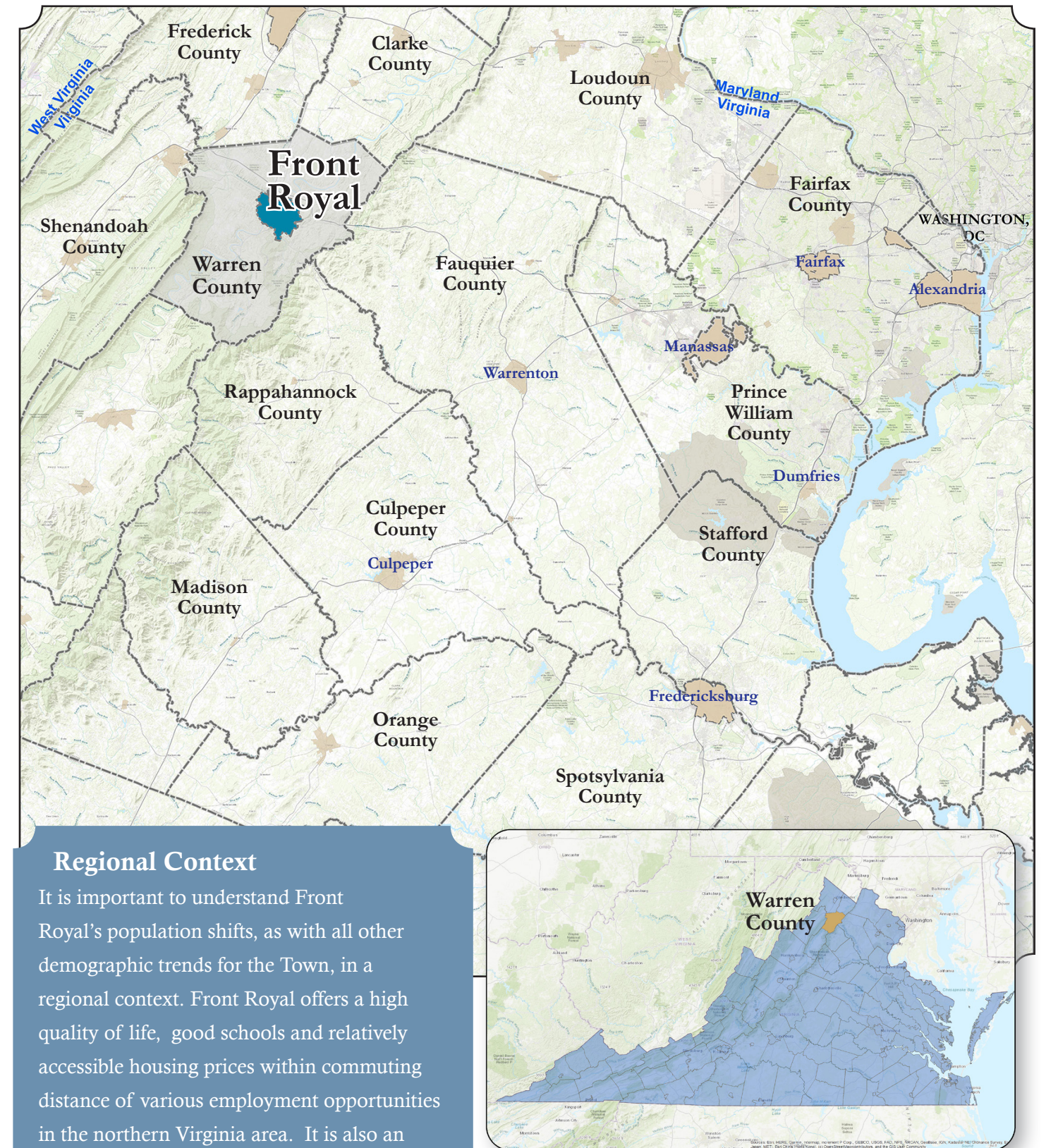


Figure 3: US / Virginia / Front Royal Age Cohorts
Source: American Community Survey 2019



Regional Context

It is important to understand Front Royal's population shifts, as with all other demographic trends for the Town, in a regional context. Front Royal offers a high quality of life, good schools and relatively accessible housing prices within commuting distance of various employment opportunities in the northern Virginia area. It is also an attractive location for retirees.

Figure 4: Regional Context



Population Projections

The University of Virginia's Weldon Cooper Center publishes population projections by county and by large towns in Virginia. From current population of 40,727 in 2020 based on US Census, Weldon Cooper predicts that the county's population will grow 8.4% to 44,053 in

2030, followed by an additional 8.7% increase in growth to 47,305 in 2040. In looking at historical census data, the population increased 8.2% from 37,439 in 2010 to 40,727 in 2020. This shows that the trend for population growth is in line with the Weldon Cooper predictions.

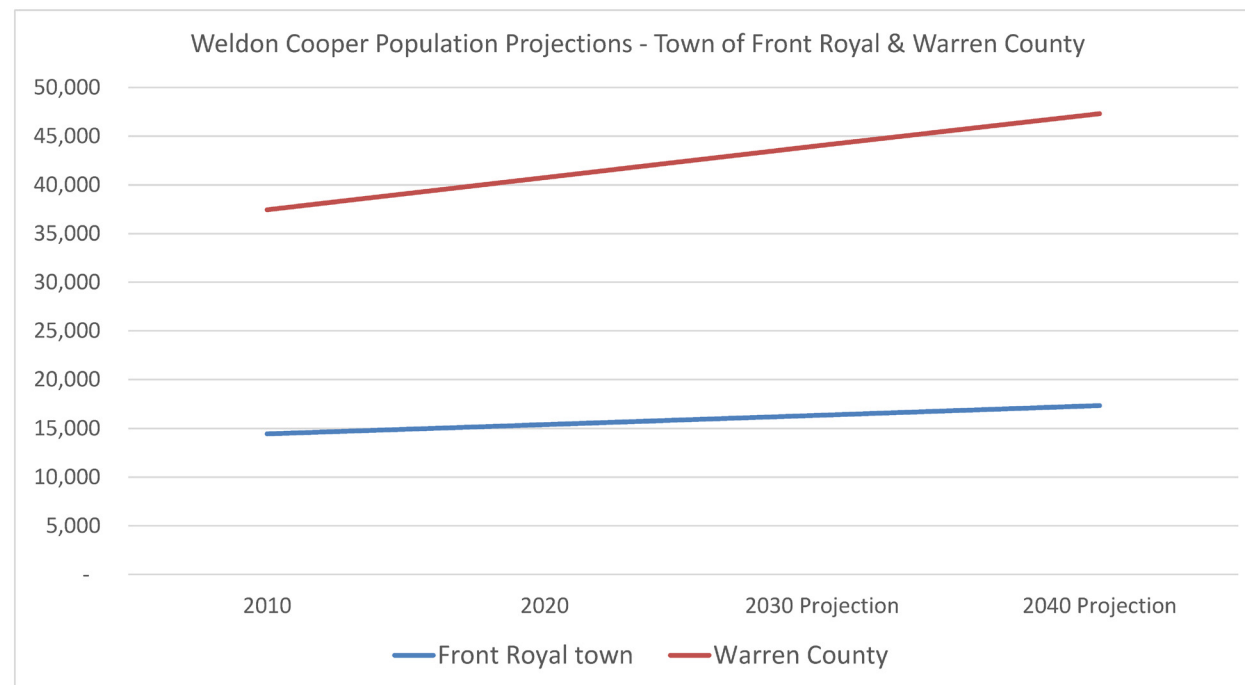


Figure 5: Population Projections
Source: Weldon Cooper Center 2020
2020 US Census

According to the US Census, the Town's population in 2020 was 15,392, which was a 6.2% increase over 2010. Weldon Cooper predicts that the Town of Front Royal will grow to 16,368 by 2030 and 17,625 by 2040. This means that in the next two decades, there will be an 12% increase in the the town's population and will need sufficient housing to accommodate an estimated 2,233 people.

According to population projections, in the next two decades, the Town will need sufficient housing to accommodate an estimated 2,233 people.



Race

An estimated 79% of Front Royal's population is white, 8% is Black or African American, 8% are two or more races, 1% is of Asian descent, 1% is American Indian or Alaska Native, and 3% is of another race not displayed in the Census data. (P1,PL 94-171)

The Census reports Hispanic/Latino heritage separately from race. An estimated 7% of Front Royal's residents are Hispanic or Latino. (P2, PL 94-171)

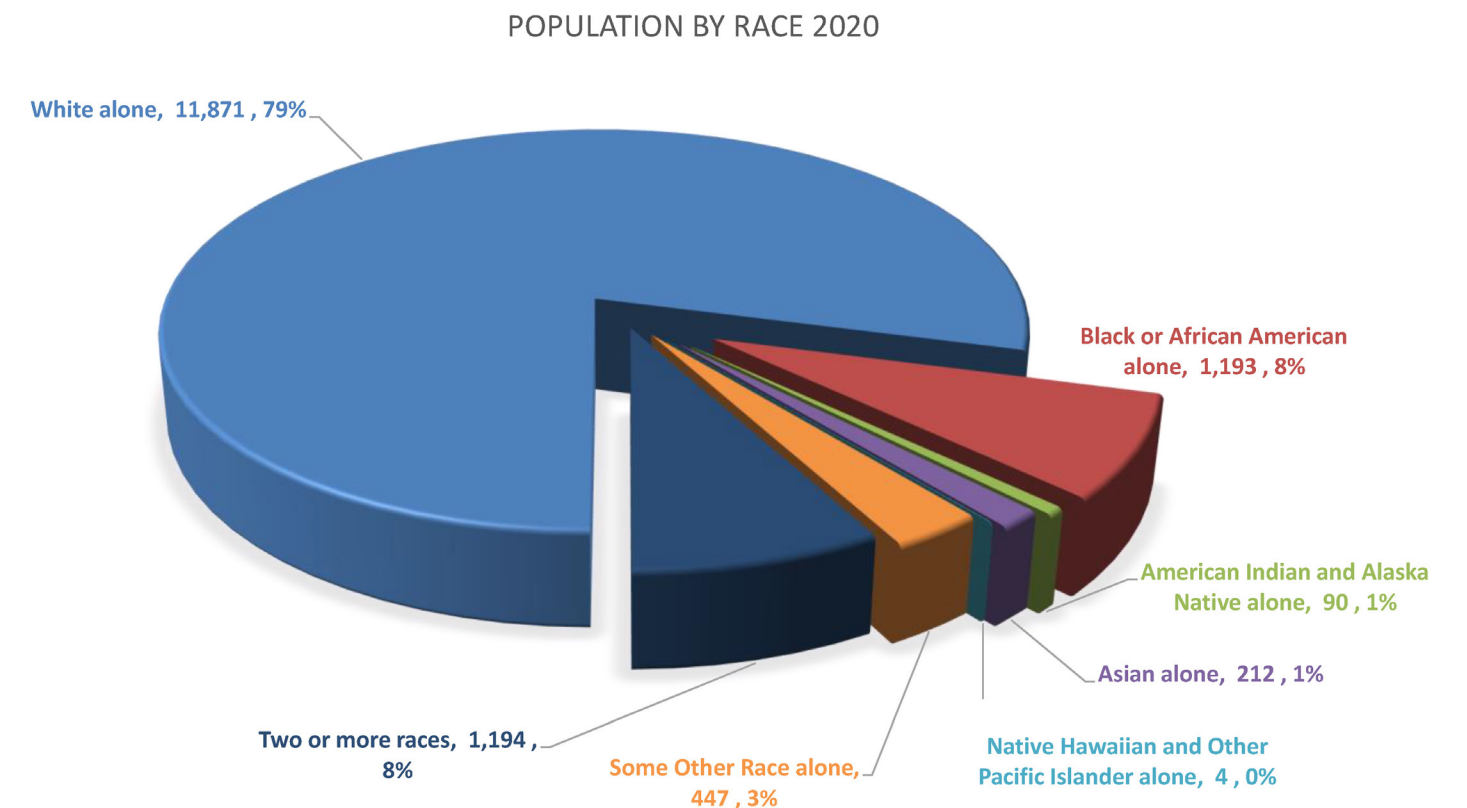


Figure 6: Population by Race
Source: Decennial Census 2020 (PL 94-171)

Citizenship Status

In 2019, approximately 95% of Front Royal residents were born in the US. Of those not born in the US, 1.5% were naturalized US citizens, and 3.8% were not citizens. (ACS 2019 B05001)

Household Size

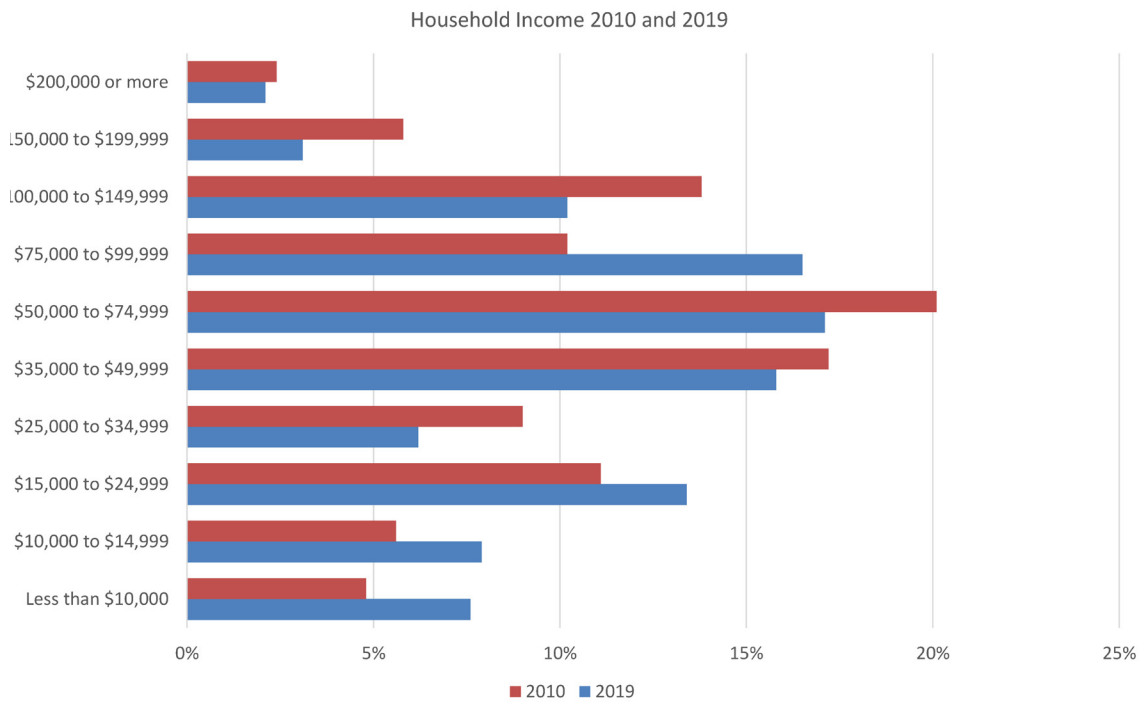
Households are comprised of one or more people living together. This includes families related by birth, marriage, or adoption, as well as other combinations of people, such as roommates.

There are currently 6,532 households in Front Royal, with an average of 2.55 people per household. This is consistent with national and state averages.

Household Income

Median* household income for all households in 2019 was an estimated average of \$51,871*, up from an estimated average of \$46,603 in 2010 (both numbers have been adjusted for inflation). This is an estimated 10.1% increase. Both Warren County and Virginia had increases in median household income as well, with Warren County at \$69,116 for 2019, a 12.2% increase from 2010, and \$74,222 for the State of Virginia, which is a 17.2% increase from the median income in 2010.

All household incomes are shown in Figure 7 below. (ACS S2503). In 2019, the largest percentage of households (17.2%) had incomes between \$50,000 and \$74,999. In 2010, the largest percentage of households (17.1%) had incomes of between \$50,000 and \$74,999. On the other side of the spectrum, in both 2010 and 2019, households with incomes under \$10,000 a year, averaged between 6% and 7%.



* Numbers in figure 1 and figure 7 differ because figure 1 represents current estimates from ESRI, published in advance of US Census data.

Figure 7: Household Income
Source: ACS 2010 and 2019



Median Housing Value

Figure 8 shows median home values in Front Royal, Warren County, Virginia and the US. The median home value (Business Analyst 2020) in Front Royal is \$211,634. This is lower than the median home value in Virginia as a whole, which is about \$273,100 and Warren County which is approximately \$244,800. Overall, the U.S. and the Warren County Median Housing Values are higher than the median home values in the Town.

Housing Characteristics

The majority (77.6%) of homes in Front Royal are single-family attached or detached. Apartments up to nine (9) units comprise twelve percent (12%) of housing, and 9% are apartments in buildings with ten (10) or more units.

Front Royal is known for its historic and eclectic charm, with approximately 44% of the homes being built between 1939 and 1959. The second largest group of housing units was built between 1970 and 1999 with an estimated 40%.

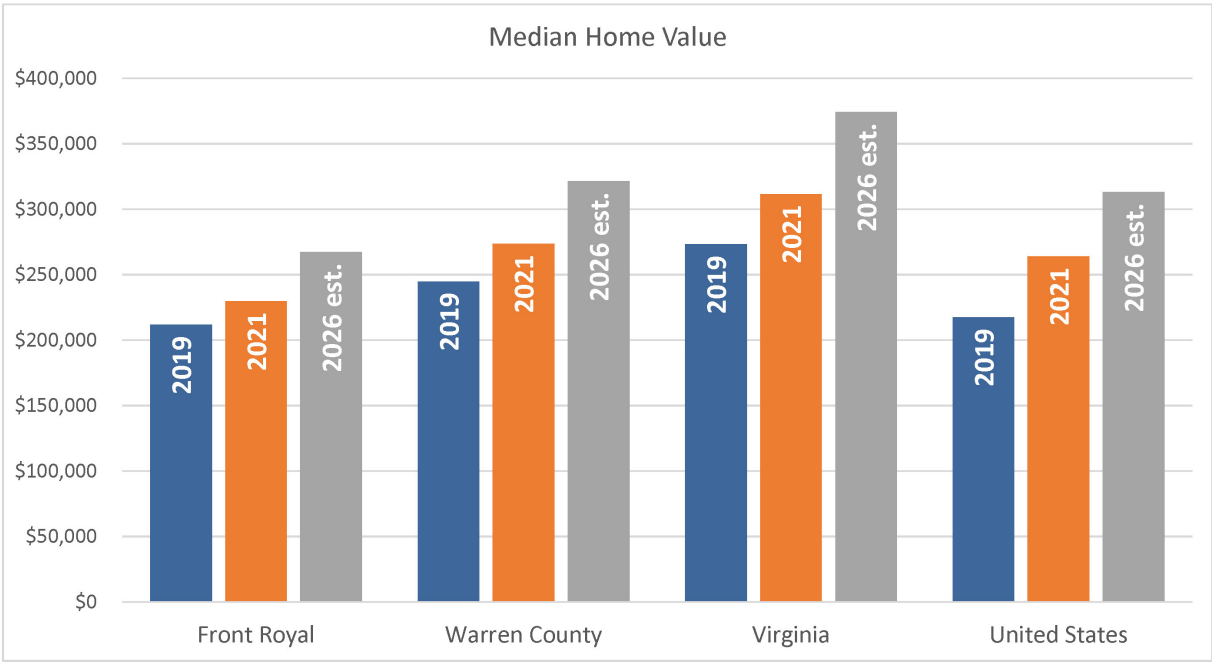


Figure 8: Median Home Value
Source: ESRI Business Analyst 2020

*Median is determined by the middle of the list of housing values, as opposed to mean (average) which can be thrown off by outliers on either side of the spectrum.

Owners and Renters

In 2010, there were an estimated 5,848 housing units in the Town, with 59% owner-occupied and 41% renter-occupied.

In 2019, there were an estimated 5,635 housing units in the Town (ACS 2019 S2502), with 56.5% Owner-Occupied and 43.5% Renter-Occupied. Assuming this trend continues, Front Royal should continue to see an increase in renter-occupied housing units in the next several years, and an increase in demand for rental units.

The charts to the right show that between 2010 and 2019 there has been a national increase in the number of households who rent, with much of it driven by preference; both the US and Virginia had a 3% increase in renters in the same time period. The increase in Front Royal may be a result of increased home prices and lack of affordability.

Since 2010 there has been a steady increase in the median gross rent overall in the United States, Virginia and the Town of Front Royal. In 2010, the median gross rent was \$823.00 but in 2019 it rose to \$973.00 which is a 15.4% increase. Similarly, the United States saw a 16.7% increase while Virginia saw a 21.4% increase over that almost 10 year period.

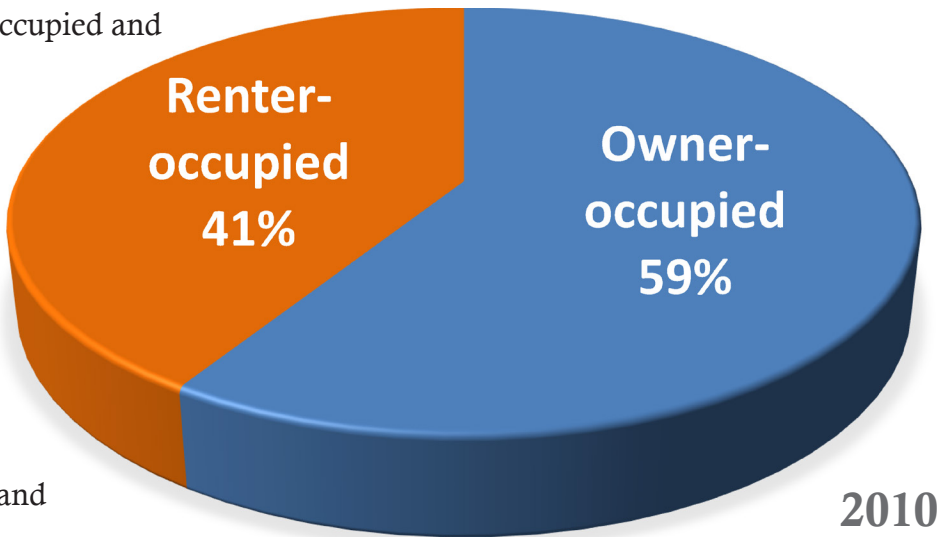


Figure 9: 2010 Tenure
Source: American Community Survey 2010

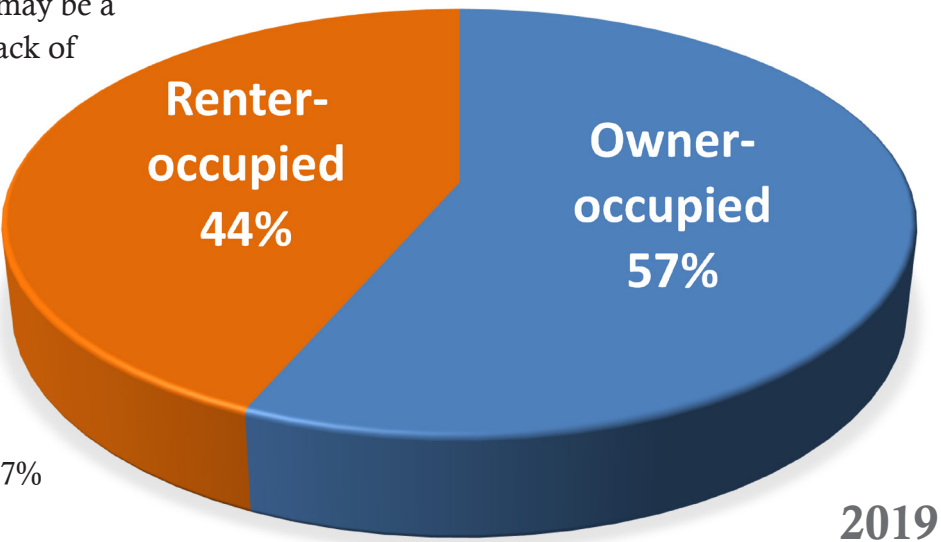


Figure 10: 2019 Tenure
Source: American Community Survey 2019



Poverty Rate

Front Royal has a higher percentage of residents below the poverty level than Virginia or the US. In Front Royal, 16.5% percent of the residents fall below the poverty level, compared to just above 10.6% of Virginia residents, and just over 13.4% of US residents.

In 2012, an estimated 13.6% of Front Royal residents were reported to have incomes that fall under the poverty line; the number of residents who fall under the poverty line has increased by three percentage points between 2012 and 2019.

Across the US, Black residents are more likely to fall below the poverty line, and that trend is less prevalent in Front Royal. In Virginia, 8.5% of White residents and 17.6% of Black residents are in poverty, and across the US 11.1% of White residents and 23% of Black residents live in poverty. In the The Town, 15.8% of White residents and 18.6% of Black residents fall below the poverty line. (ACS 2019 S1701)

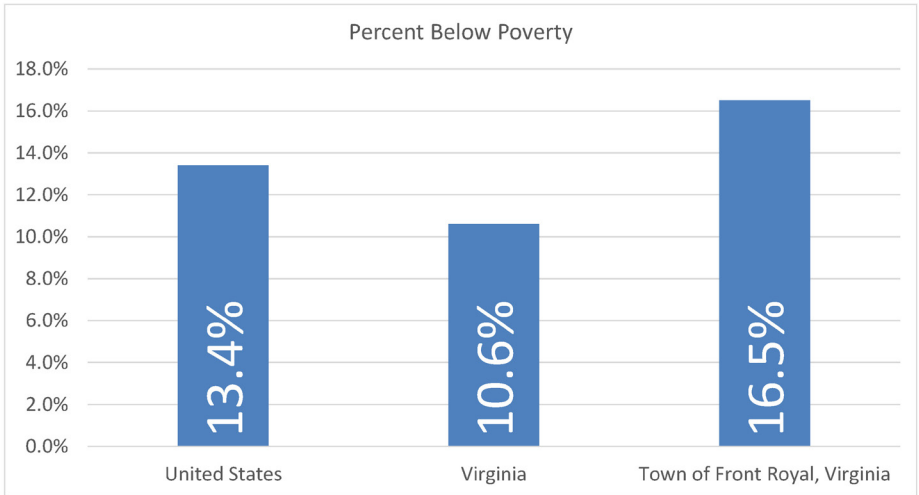


Figure 11: Percent Below Poverty Level
Source: American Community Survey 2019

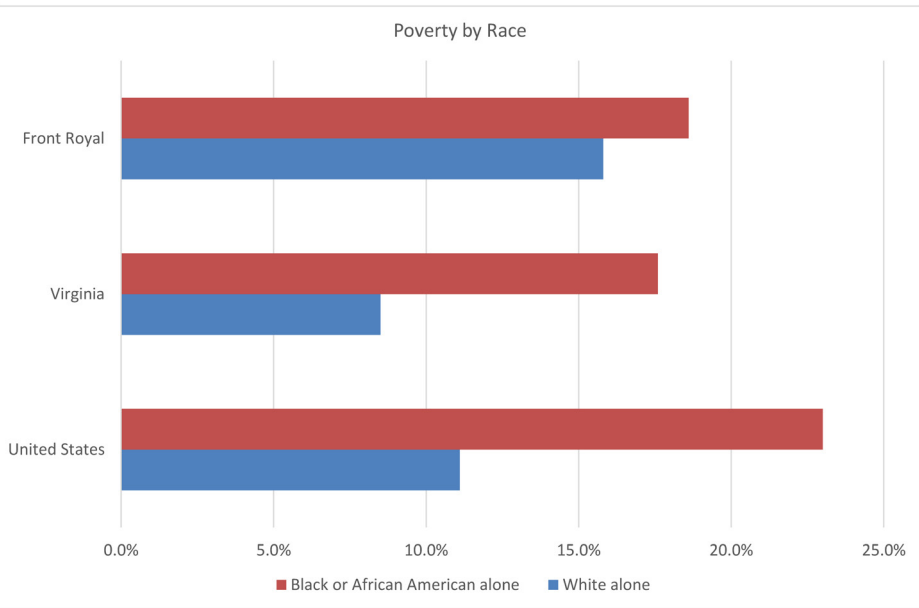


Figure 12: Poverty by Race
Source: American Community Survey 2019

Housing by Year Built

Though Front Royal is known for its historic homes in the downtown area, only 18% of housing in the Town was built before 1939. The the majority of housing in the Town was built between 1939 and 1999.

After consistent building over past decades, there has been a decline in the number of housing units built between 2000 and 2009 and an even more significant decrease after 2010.

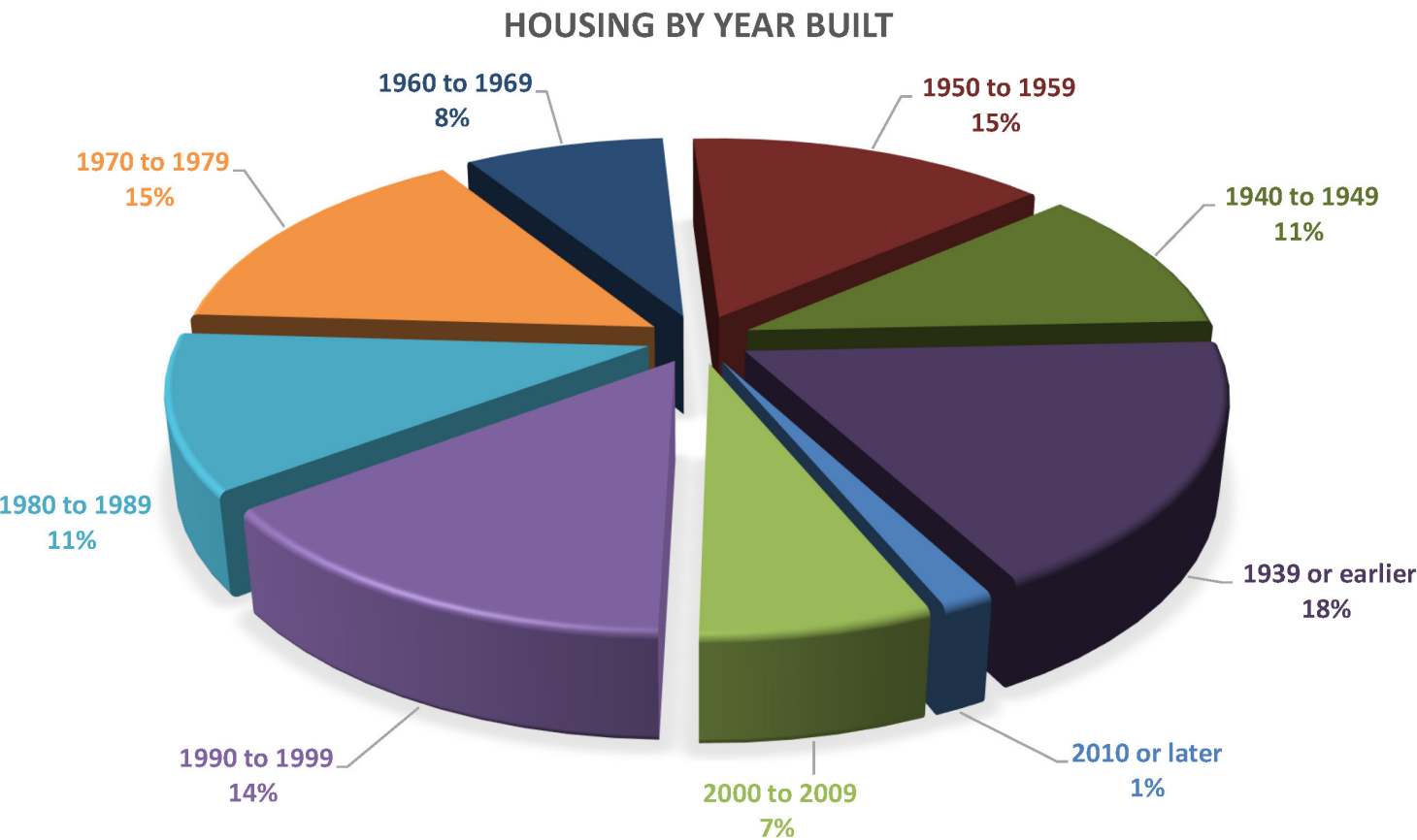


Figure 13: Housing by Year Built
Source: American Community Survey 2019

Projected Housing Demand

As noted on page 10, population projections show the Town growing by approximately 2,233 people by 2040. Other factors, such as housing cost, availability and presence of other amenities will affect this number either positively or negatively.

If the median household size of 2.5 persons remains consistent over the next decades, this growth in population will mean that Front Royal will need approximately 900 housing units to accomodate the new residents.



Housing Affordability

Affordable housing is defined by the US Department of Housing and Urban Development as “housing on which the occupant is paying no more than 30% of gross income for housing costs, including utilities.”

The Code of Virginia requires localities to address affordable housing in their comprehensive plans, and defines “Affordable Housing” as the following:

“Affordable housing” means, as a guideline, housing that is affordable to households with incomes at or below the area median income, provided that the occupant pays no more than thirty percent of his gross income for gross housing costs, including utilities. For the purpose of administering affordable dwelling unit ordinances authorized by this chapter, local governments may establish individual definitions of affordable housing and affordable dwelling units including determination of the appropriate percent of area median income and percent of gross income. (Sec. 15.2-2201)

Section 15.2-2223 (D) reads as follows:

“The comprehensive plan shall include the designation of areas and implementation of measures for the construction, rehabilitation and maintenance of affordable housing, which is sufficient to meet the current and future needs of residents of all levels of income in the locality while considering the current and future needs of the planning district within which the locality is situated.”

Home Ownership

There is no standard for determining whether housing is “affordable” or “not affordable” in a locality, but the data shows that housing in Front Royal is becoming less and less affordable for some sectors of the population. The predominant unit type is owner-occupied single family detached, with a median home value of \$211,634, which is theoretically affordable for the median household income of \$51,871.

As an example, assume that the estimated monthly take-home pay (after taxes, with no retirement contributions) for the median Front Royal household is \$3,200 a month. The estimated payment on a 30 year mortgage for a \$211,000 house with a 6% downpayment (average downpayment in the US), assuming 4.5% interest over 30 years, the payment would be \$947/month.

If \$200 total for utilities are included, that would bring housing costs for that household to approximately \$1,147/month. That is 35.8% of \$3,200.

This means that the average home is likely just barely affordable to the average household, making no retirement contributions. It also means that households with above average incomes would perceive Front Royal as an affordable place to live, while those below the median income level may have a harder time affording housing.

Housing values are increasing and will continue to increase as more and more people move to

Front Royal. Housing affordability currently affects those community members with the lowest incomes, but housing affordability will become more and more of an issue as demand increases for all income brackets over time.

Rents

In 2019, 39% of renters in Front Royal spent more than 35% of their income on rent. In other words, nearly 40% of people who rent in Front Royal are spending an amount that is “unaffordable” on their housing. (B25070)

If no new multi-family units are built or a diversity of unit types is not achieved, not only will this make housing less and less affordable, it will mean that people who rent will continue to live in older units with fewer amenities.

Who Needs Affordable Housing?

A functioning locality needs a range of different types of workers who make a range of salaries, from servers and dishwashers to teachers and firefighters, to doctors and lawyers.

Here are some examples:

Water Treatment Plant Operator: Salary Range: \$33K to \$45K/year

Public School Teacher: \$58K/year

Firefighter: \$40K/year

If Front Royal continues to be an attractive place for people to retire and to commute to jobs with higher income elsewhere, housing affordability will become a greater issue and indefinitely price out all but the highest earners. It is important that the Town take steps now to provide a mix of housing options to protect the vibrancy and vitality of the community.



School Enrollment

Front Royal’s school aged populations are enrolled in school at similar rates to their counterparts across Virginia and the US based on ACS data except for the range of 3 to 4 year olds. Based on the numbers, there is a lower rate of enrollment in Front Royal than between Virginia and the US.

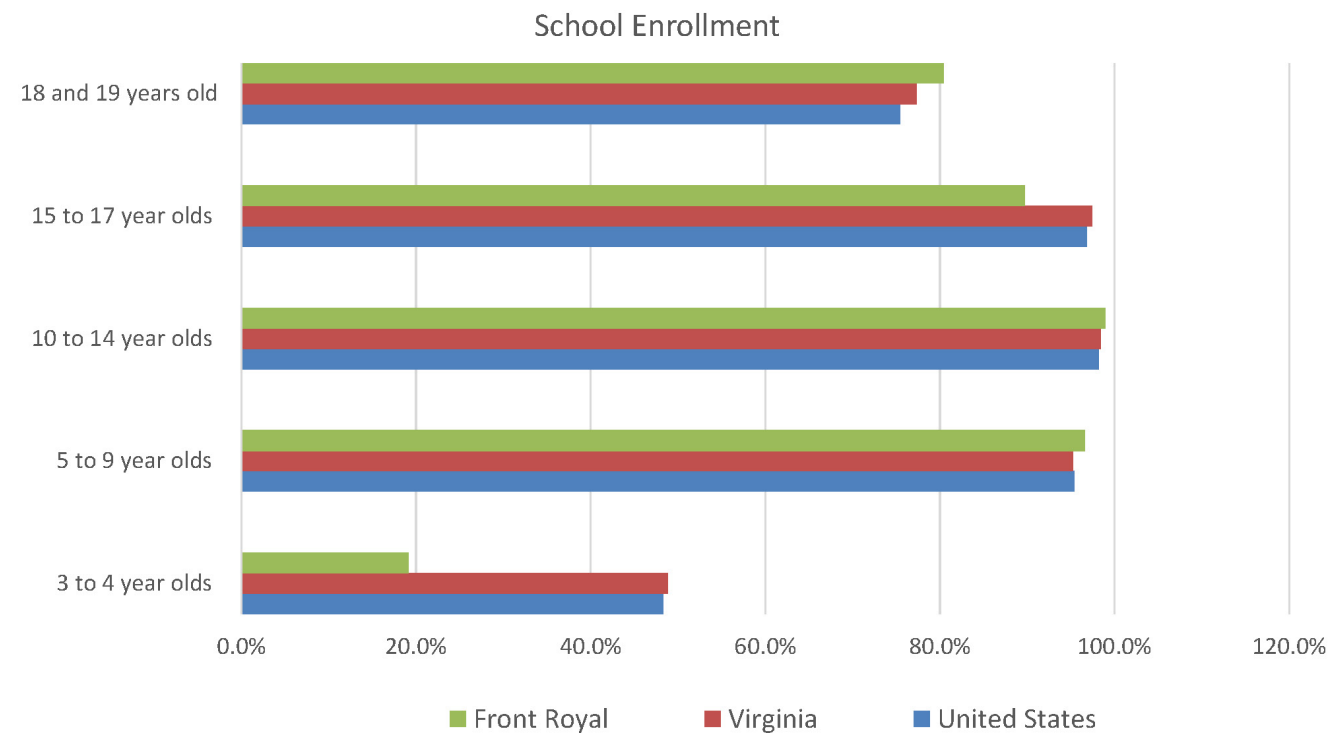


Figure 14: School Enrollment
Source: American Community Survey 2019 (S1401)

Nearly 80% of Front Royal residents 18 and 19 years old are enrolled in school, compared to 75.4% of the same age group nationwide. Additionally, nearly 19.1% of 3- to 4-year-olds are enrolled in school in Front Royal as compared to just over 48% nationwide. A lack of pre-kindergarten enrollment has been correlated to poor attendance, behavior problems and lower the chances of reading at grade level by 4th grade ([Urban Child Institute](#)).

Public and Private Schools

	Public School	Private School
United States	83.7%	16.3%
Virginia	82.6%	17.4%
Front Royal	89.5%	10.5%

Figure 15: Public and Private School Enrollment
Source: American Community Survey 2019 (S1401)

Front Royal has lower levels of enrollment in private school than Virginia and the US. There are currently five private schools in Warren County to serve the school age students, which are located within the Town limits. Of the private schools in Warren County, 60% of them are religiously affiliated (most commonly Roman Catholic and Methodist). There are approximately 5,400 students attending the public schools in Warren County’s 10 public schools. There are a total of 5 Elementary Schools, 2 Middle Schools, 2 High Schools, and the Mountain Vista Governor’s School.

Educational Attainment

The majority (60.3%) of Front Royal residents have graduated from high school or attained a higher degree of education whereas 6.7% have an Associate’s degree, 13% have a Bachelor’s degree, and 6% have a Graduate or Professional degree.

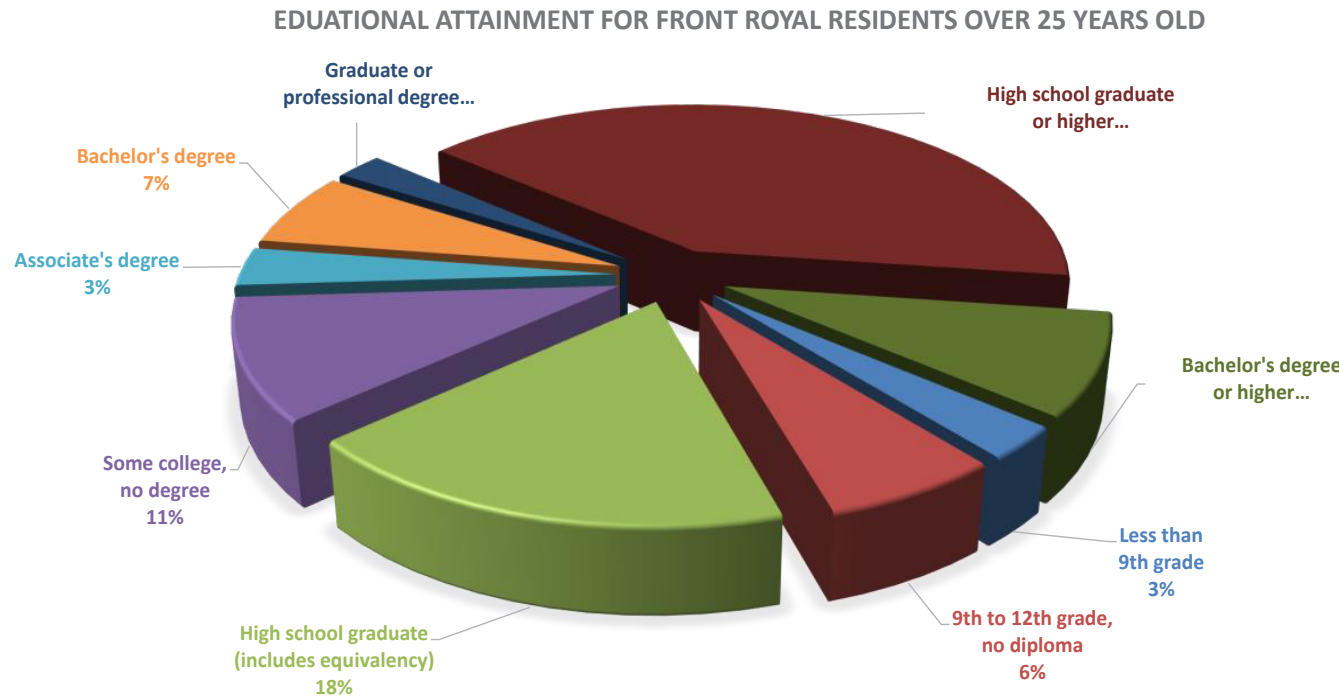


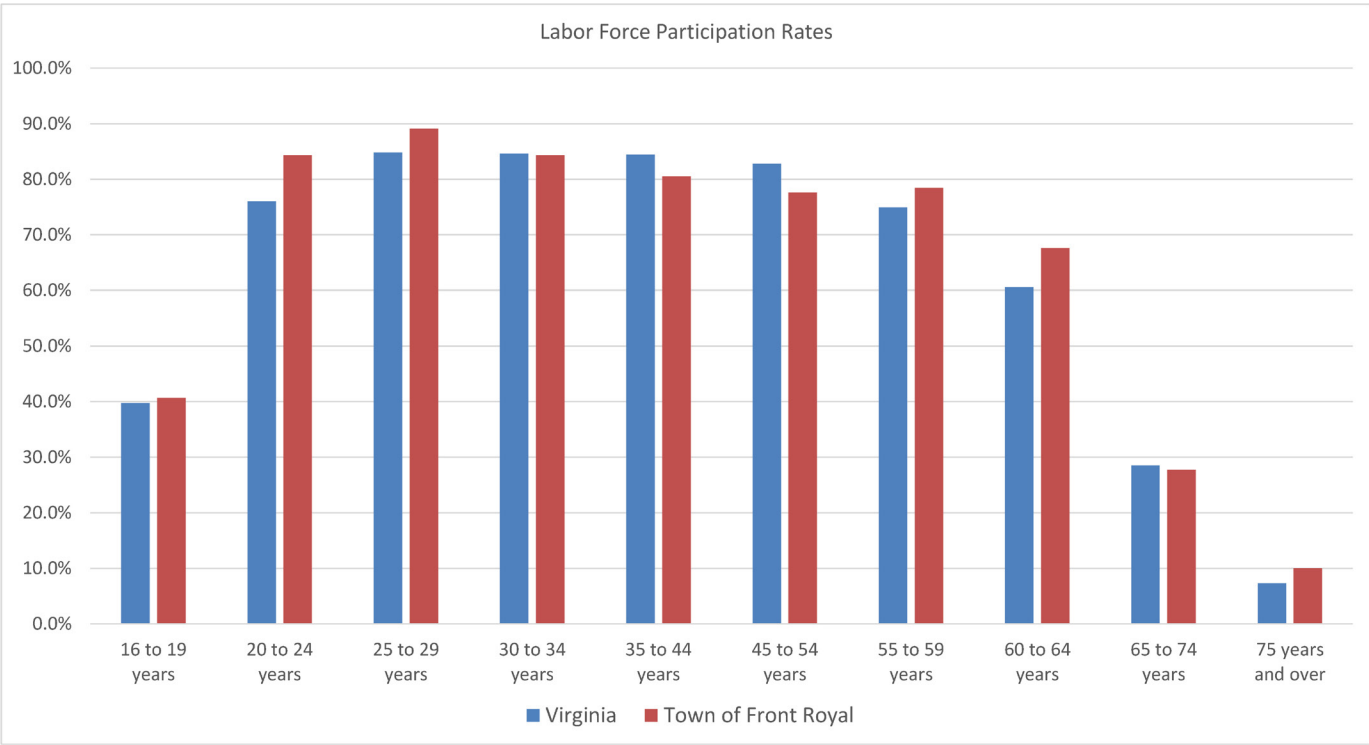
Figure 16: Educational Attainment
Source: American Community Survey 2019 (S1501)



Employment Characteristics

The Labor Force Participation Rate (LFPR) is the percentage of all people of working age who are either working or actively seeking work (Employed + Unemployed). Front Royal’s LFPR is 62.5%, which is on par with the national 2021 rate of 61.8% and slightly below the state average of 63%.

These rates incorporate the 16 to 19 years and both 65 to 74 years and 75 years and older, which bring down the average participation rate. Figure 16 shows labor force participation rates by age range. The LFPR of Front Royal residents between the ages of 20 to 64 years ranges from 67.6% to 84.3%. Sixty five percent of Front Royal’s population is in the labor force, with slightly more men than women participating. The rates at which Town residents participate in the labor force is roughly equivalent to those of the State, with the most marked difference being a higher rate of people between 55 and 74 still working in Front Royal.



Unemployment Rate

According to the US Bureau of Labor Statistics, unemployment in Warren County spiked dramatically in spring and summer 2020 due to the COVID-19 pandemic. In June of 2019 the unemployment rate was about 2.9%; in April of 2020 the rate rose to over 11%, and then fell over the course of the year to 4.3%. The last reported rate, October 2021, shows that unemployment is back to 2.6%, below pre-pandemic numbers and below Virginia’s rate of 3% and the United States’ rate of 4.2%.

Figure 17: Labor Force Participation
Source: American Community Survey 2019 (S2301)



Jobs by Industry

By far the largest industry in which Front Royal’s workforce is employed is Educational, Health Care and Social Assistance services (23%), due to the large number of people employed by Warren Memorial Hospital.

The next largest employment sectors are Retail (13%), and a 3-way tie with Construction, Professional Services and Arts, Entertainment and Food Services (11%).

There is diversity in the Town’s workforce, which is positive and will help the Town weather shifts in the economy, or an employer leaving. However, the Town is heavily reliant on “Educational Services, Health Care and Social Assistance,” largely represented by Warren Memorial Hospital.

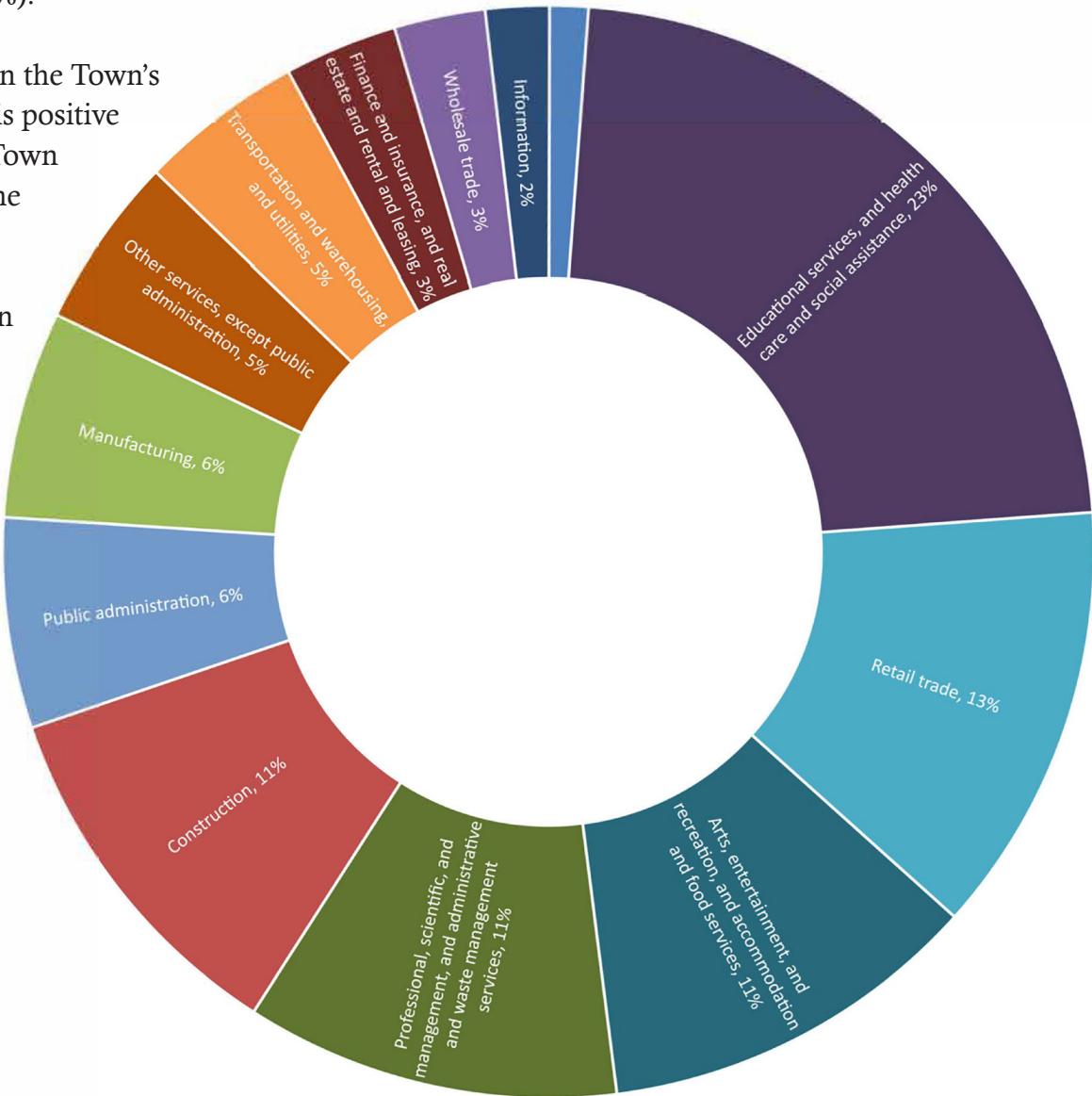


Figure 18: Jobs by Industry
Source: American Community Survey 2019

Major Employers

Warren Memorial Hospital is the largest single employer in Front Royal, with 461 employees. The hospital recently changed locations and is housed in a new facility on Shendoah Avenue.

The second largest employer is Martin’s Food Market on South Street, followed by the Town’s Environmental Department on Aqueduct Lane.

All businesses in the Town employing 20 or more people are listed in Figure 20, to the right. The employers are shown by location and number of employees on the map on the facing page.

Business Name	Location	Number of Employees
Warren Memorial Hospital Inc	351 Valley Health Way	461
Martin's Food Market	409 South St	151
Front Royal Dept Environmental	5 Aqueduct Ln	100
Rural King Supply	465 South St	86
Front Royal Public Utilities	800 Crosby Rd	80
Warren County	220 N Commerce Ave	74
McDonald's	408 South St	70
Melting Pot	138 W 14th St	70
McDonald's	9846 Winchester Rd	52
Blue Ridge Opportunities	37 Water St	50
Southerlands Retirement Cmnty	600 Mount View St	50
USPS	120 E 3rd St	50
Weichert Realtors	824 John Marshall Hwy # 1	50
City National Bank	600 N Commerce Ave	47
Emergency Dept Warren Meml Hsp	1000 N Shenandoah Ave	47
Marlow Motor Co Inc	707 N Commerce Ave	34
Burger King	412 South St	30
KFC	807 John Marshall Hwy	30
Main Street Mill Restaurant	500 E Main St	30
CVS/pharmacy	352 Remount Rd	26
Apple Dumpling Daycare	348c S Commerce Ave	25
Big Lots	260 Remount Rd	25
Dermatology Associates Inc	1077 N Shenandoah Ave # A	25
Habitat for Humanity	27 Cloud St	25
Joe's Steakhouse	437 S Royal Ave # E	25
Laurel Center	437 S Royal Ave	25
Lindsay Chevrolet-Front Royal	125 S Royal Ave	25
Wendy's	836 N Commerce Ave	24
Angels Korner	517 Braxton Rd	21
Hampton Inn-Front Royal	9800 Winchester Rd	21
Coldwell Banker Coml Premier	415 South St # C-D	20
Shenandoah Area Agcy On Aging	207 Mosby Ln	20
Warren County Social Svc	465 W 15th St # 100	20

Figure 19: Major Employers
Source: ESRI Business Analyst 2021



Location of Major Employers

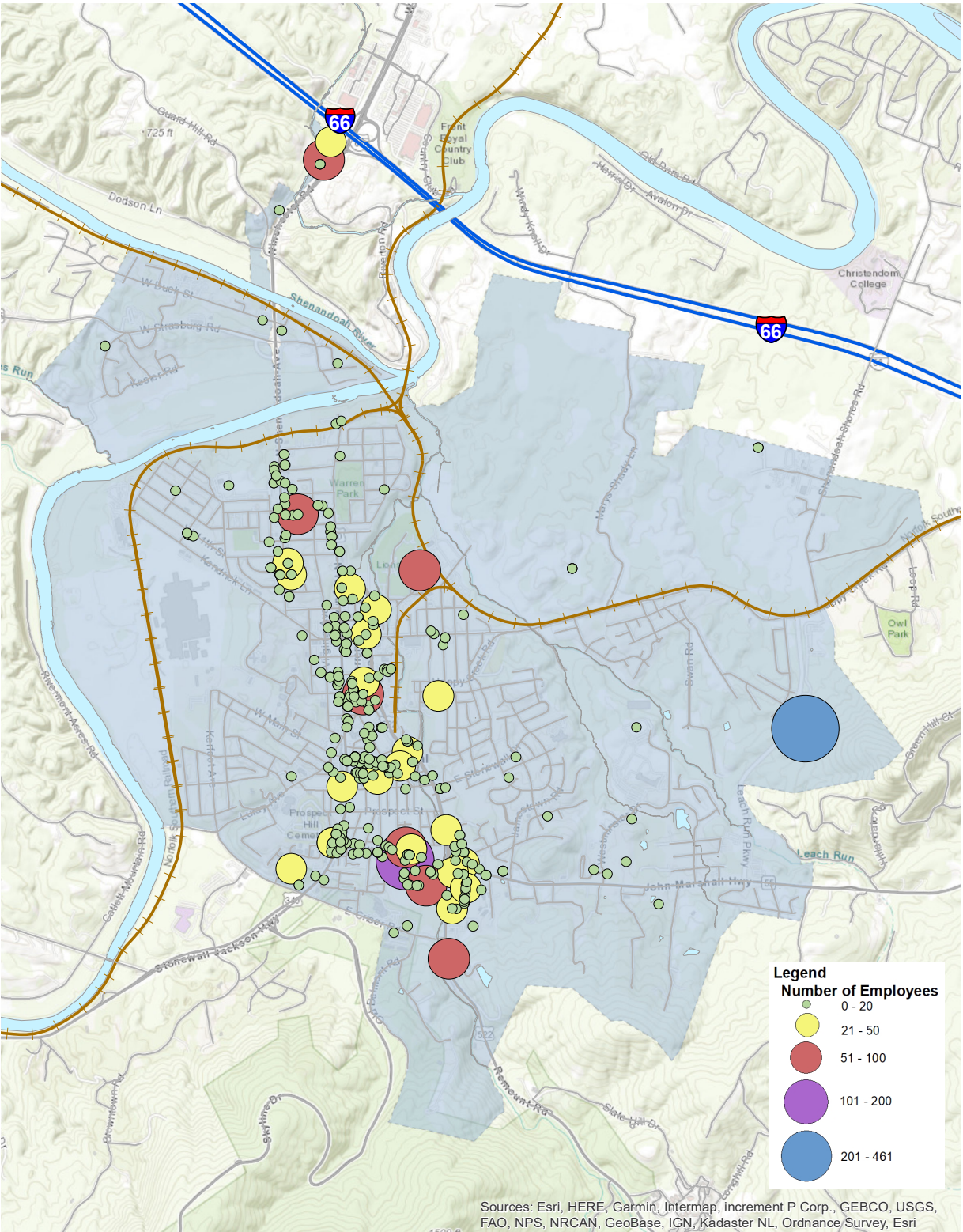


Figure 20: Map of Major Employers
Source: ESRI Business Analyst 2021

Labor Force by Occupation

Below is a comparison of the labor force (persons employed or looking for work) by occupation for the Town of Front Royal, Virginia and the US. This shows that the highest percent of the labor force is in Management and Office/Admin for each location.

Compared to Virginia and the United States, Front Royal has lower levels of Management, Business/Financial, Computer/Math, and Legal. The Town shows relatively high levels of Education/Library, Health Practices, Construction/Extraction, and Transportation/Moving.

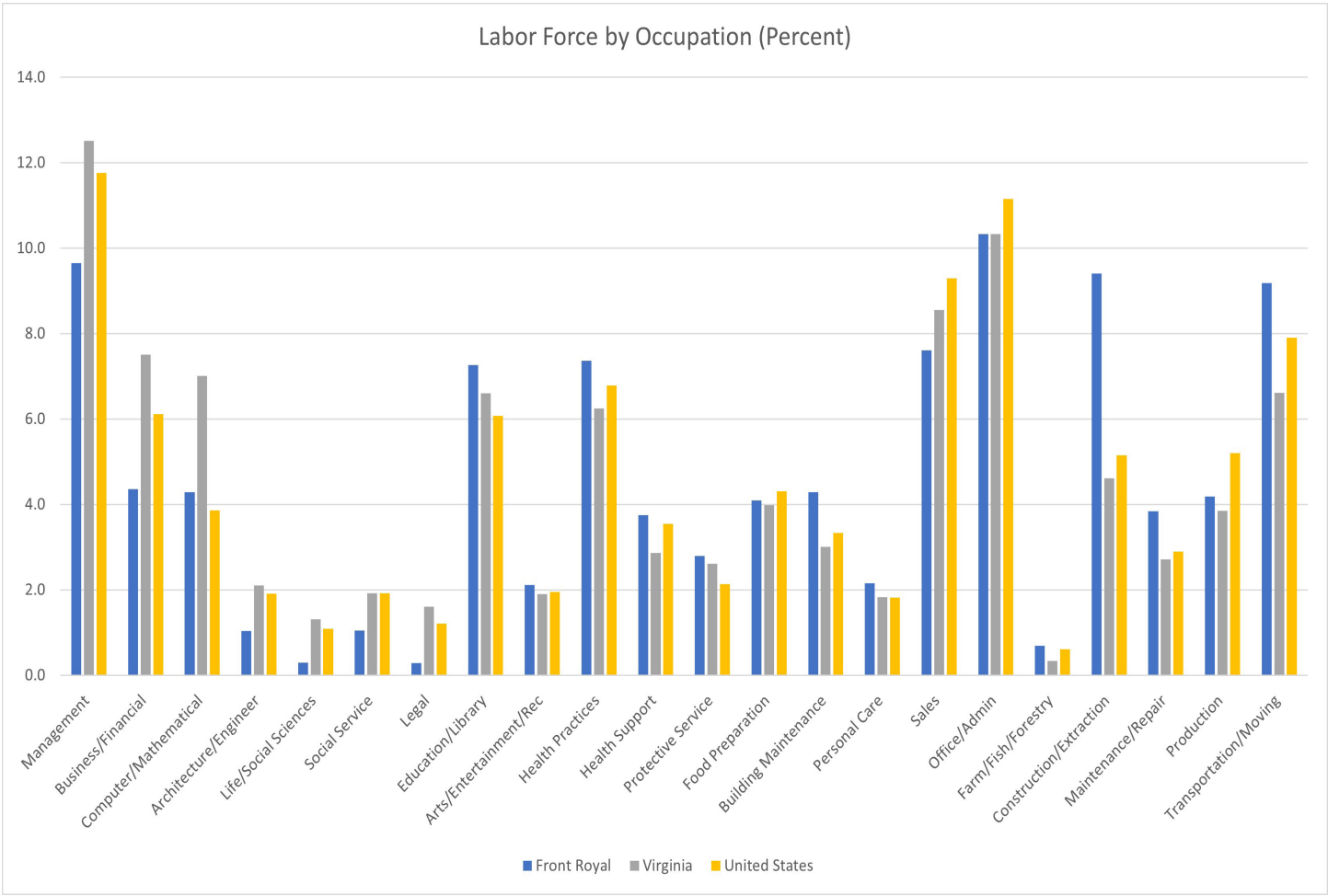


Figure 21: Labor Force by Occupation
Source: Virginia Employment Commission

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Commuting

The great majority (63%) of employed Front Royal residents work outside the Town as seen in Figure 22, and 37% work in town. Of that majority, approximately 63.4% work in Warren County, and 36.6% of residents work further afield than Warren County.

Just shy of 77% of workers drive to their place of work alone in a car, van or truck. Fourteen percent carpooled with one or more other people, while just under 4% worked from home.

A very small number of residents walk (3.5%), while no respondents reported bicycling or taking public transit.

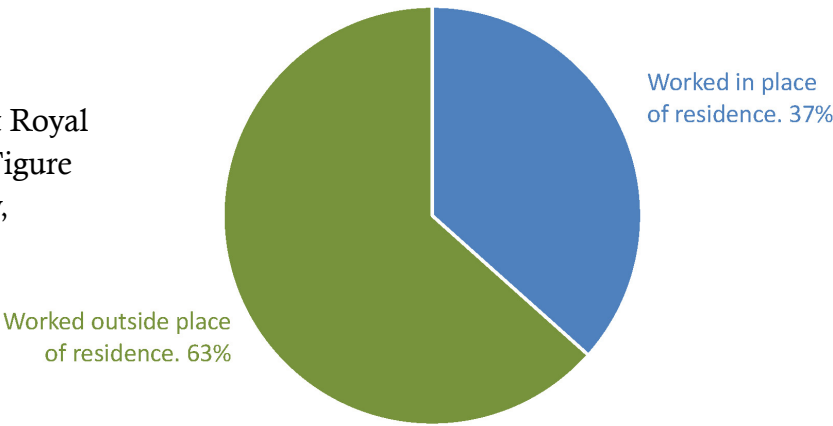


Figure 22: Working Outside Town
Source: American Community Survey 2018 (S0801)

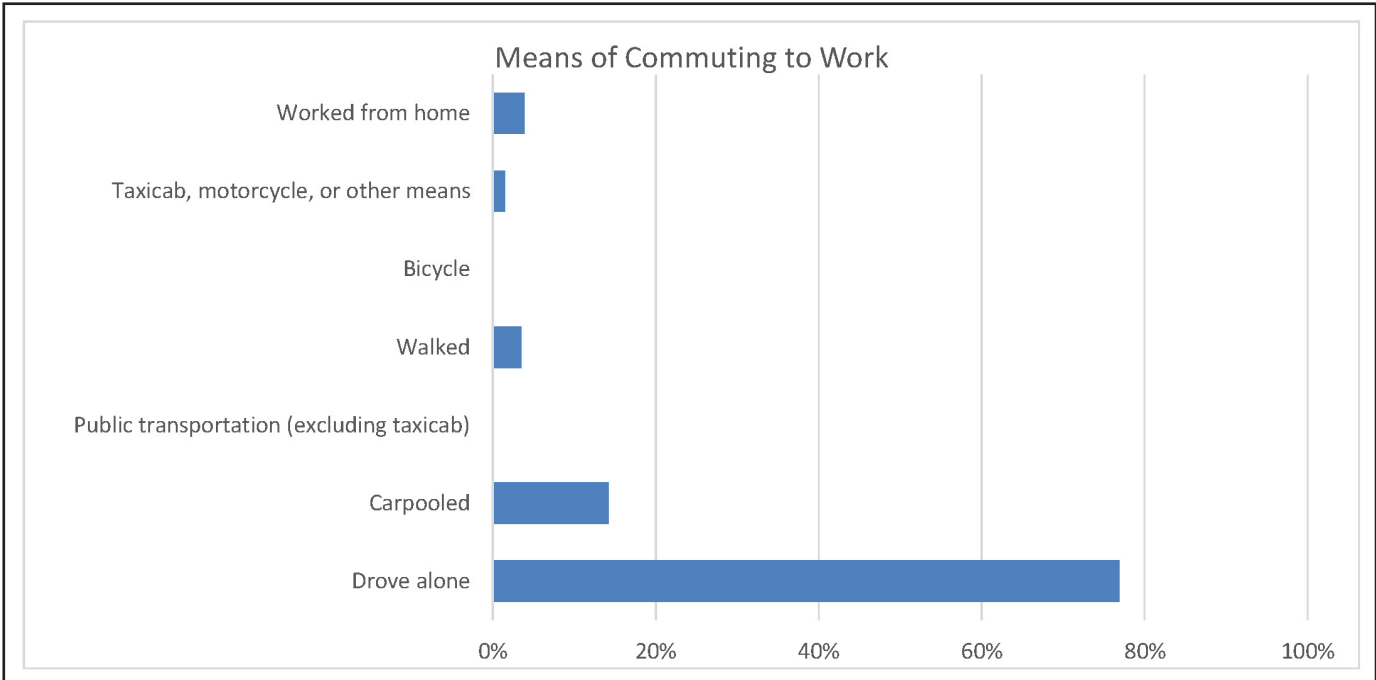


Figure 23: Means of Commuting to Work
Source: American Community Survey 2019 (S0801)

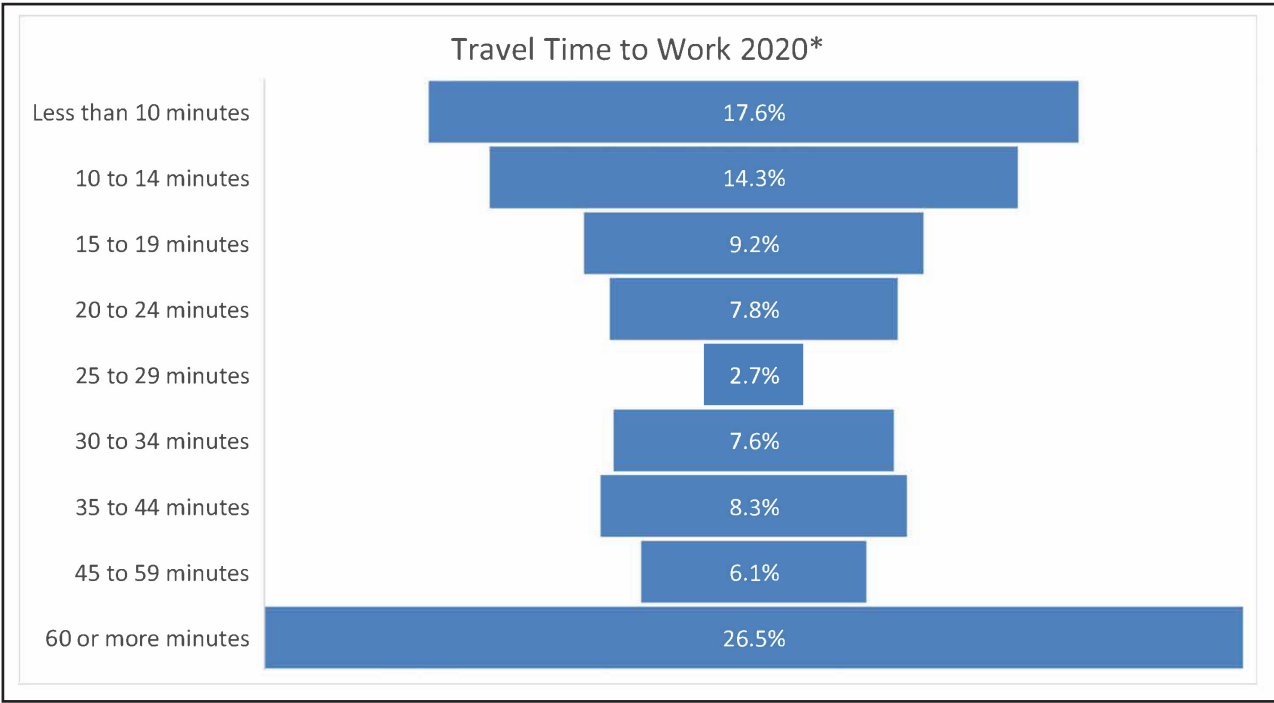


Figure 24: Travel Time to Work
Source: Decennial Census 2020 (S0801)

Transit

Front Royal has multiple options to get around town as well as commute from the Town to locations in the Shenandoah Valley and the New River Valley. The Valley Flyer from Virginia Breeze Bus Lines offers one northbound and one southbound trip every day, leaving from Blacksburg and Washington respectively, except in severe weather and other extenuating circumstances. Within the Town, the Royal Trolley has multiple loops around town with \$.50 fares each way and then within Warren County, the Corridor Connector, with stops along Route 340/522 has a fare of \$1.00 each way.

Travel Time to Work

The Census collects information about how long people commute to their jobs, which reveals how many people work in town or out of town. The

majority (68%) of residents travel more than 15 minutes to reach their jobs, which means they are likely commuting out of Town. The highest percentage of resident, 26.5%, travel 60 minutes or more to reach their jobs.

Takeaways

The key takeaway from this information is that Front Royal is intrinsically connected to the larger Northern Virginia and Shenandoah Valley regions. That the majority of residents do not work in the Town tells us that people are choosing to live in Front Royal because of the quality of life and are willing to commute to be able to live there. It also tells us that the economic base could use some strengthening and diversifying.



Road Ownership and Maintenance

There are just under 100 miles of roadways in the the Town. Of the 94% of the roads that are maintained by the Town, 79% are also owned by the Town and 15% are owned by the Virginia Department of Transportation (VDOT). The remaining 6% of the roadways within the Town limits are privately owned and maintained. For roadways owned by VDOT but maintained by the Town, all public rights-of-way must meet a set of standards placing them under VDOT's Urban Maintenance Inventory System.

While Front Royal has a high degree of autonomy in the management of their streets and roads, the Virginia Department of Transportation (VDOT) retains oversight responsibilities and these municipalities must meet both State and federal requirements associated with the distribution and acceptance of State and federal highway funds. The Code of Virginia, the US Code, and the Code of Federal Regulations establish the minimum legislative State oversight requirements and municipality reporting responsibilities.*

* Excerpt from Urban Construction and Maintenance Program (Urban Manual) Policies and Guidelines August 2017

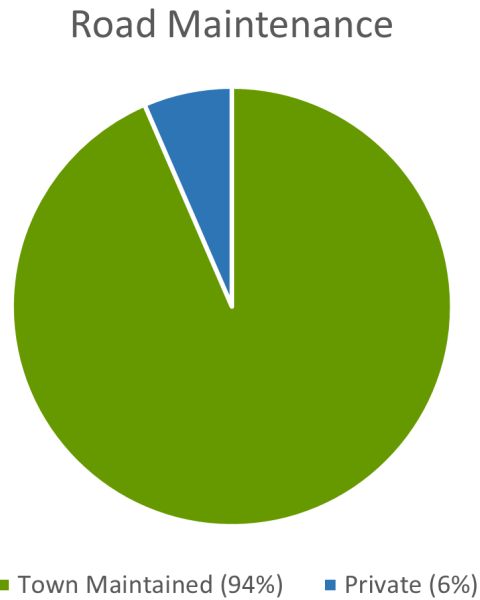
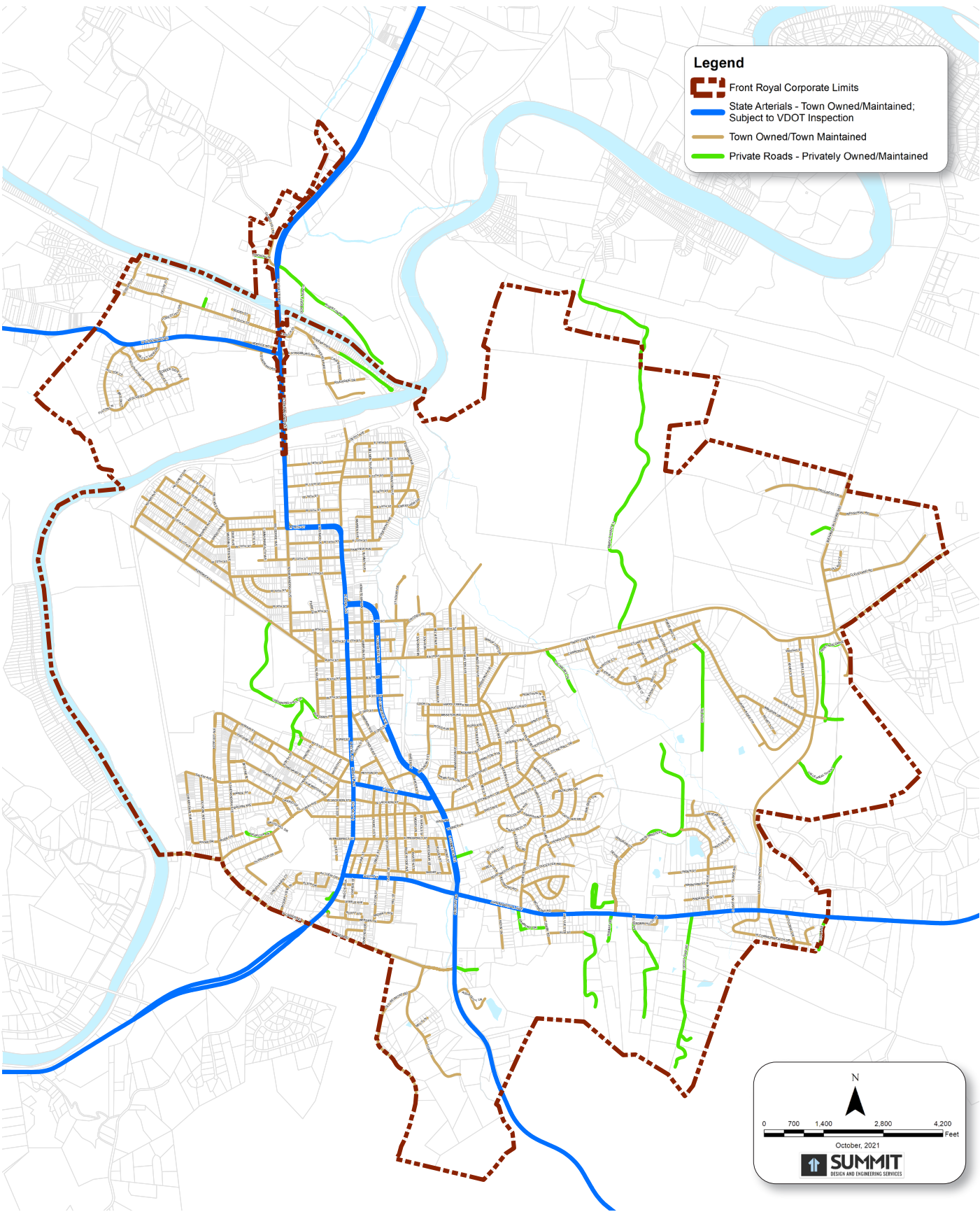


Figure 25: Road Maintenance
Source: Town of Front Royal DPW 2021



Providers

According to the Federal Communications Commission (broadbandmap.fcc.gov), the majority of the Town is covered by three to four reliable internet providers offering service via cable, satellite and ADSL (telephone lines). Available speeds range from 15 to 940 Mbps download speed and 1 to 35 Mbps upload speed. The highest speed provider of internet service is Comcast, which covers most areas in town.

Broadband			
Technology	ADSL, Cable, Fiber, Fixed Wireless, Satellite, Other		
Speed	≥ 25/3 Mbps		
Date	June 2020 (latest public release)		
Provider	Tech	Down (Mbps)	Up (Mbps)
Comcast Corporation	Cable	987	35
ViaSat, Inc.	Satellite	100	3
CenturyLink, Inc.	ADSL	40	3
Hughes Network Systems, LLC	Satellite	25	3
VSAT Systems, LLC	Satellite	2	1.3

Number of Fixed Residential Broadband Providers

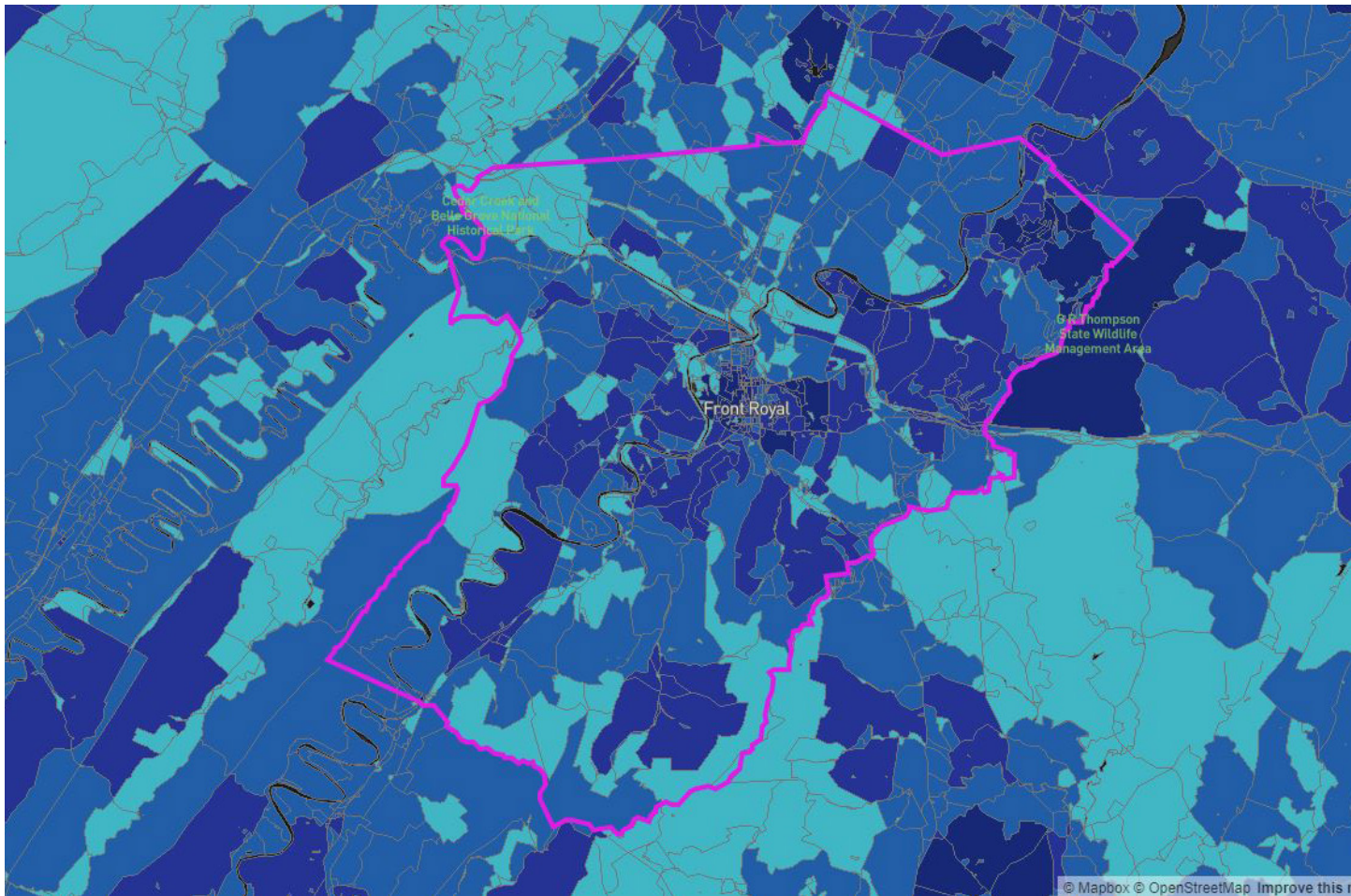


Figure 26: Map of Broadband Coverage
Source: Federal Communications Commission



Internet Subscriptions

Just under 84% of households in Front Royal have a computer and broadband access in their homes. Of the households that do not have broadband access, 6.4% are White, 19.8% are Black or African American, 22% are two or more races, and 10.7% are Hispanic or Latino origin.

There is a correlation between broadband access in the home and educational attainment; of the households holding a bachelor’s degree or higher, 93.3% have broadband access. Of the households with less than high school degrees, just over 52% have broadband access. (ACS S2802 2019)

This data tells us that those residents who have the lowest levels of educational attainment are the most likely not to have broadband access, and that white residents are the most likely to have broadband access.

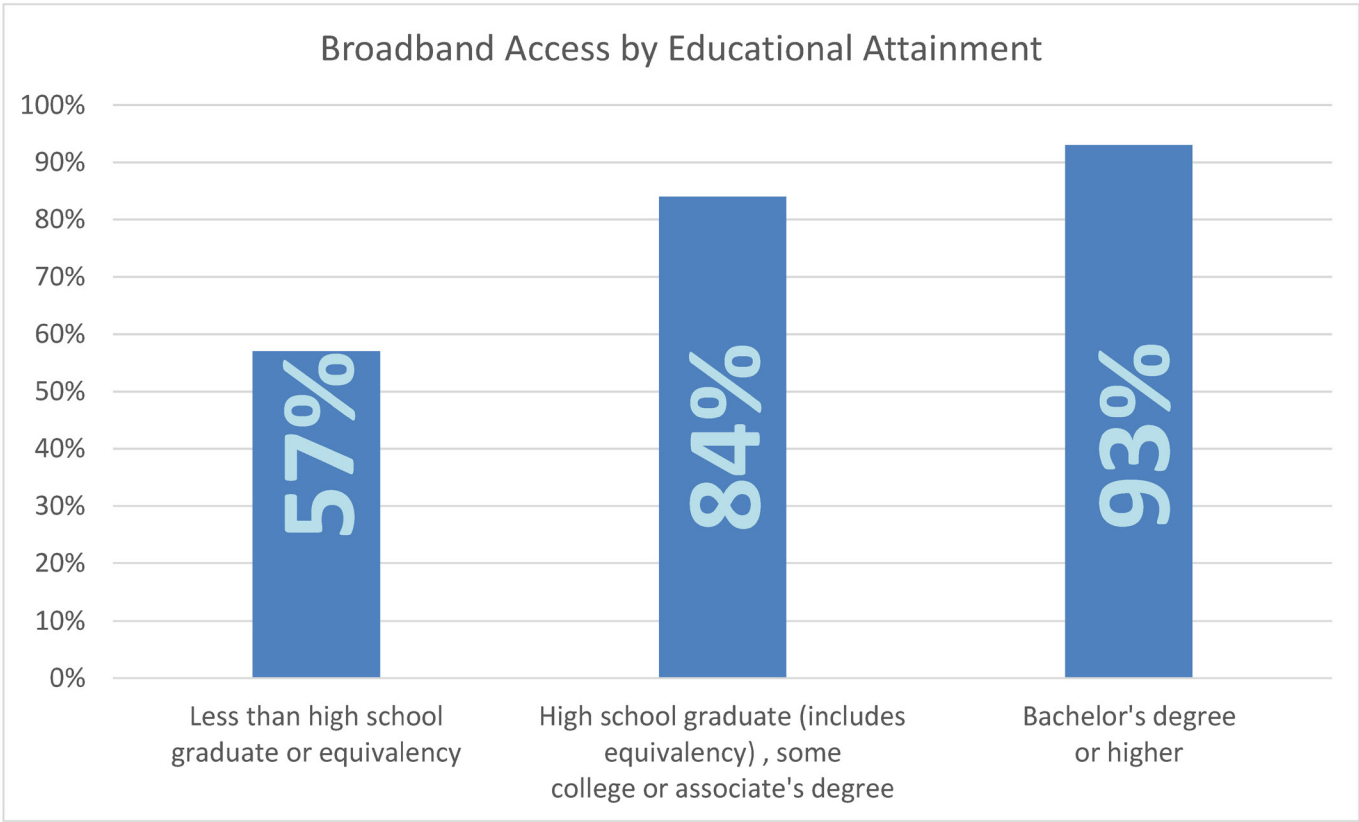


Figure 27: Broadband Access by Educational Attainment
Source: American Community Survey 2019 (B28006)

DEVELOPMENT

Land Developed over the last 3 decades

While the Town has definitely made significant development since its incorporation, there has been very little major growth in the past 3 decades. The highest amount of growth was between 1985 and 1997 where approximately 1,142.39 acres were developed throughout the town for multiple uses, but primarily residential. In the timeframe of 1997 to 2007, there was approximately 152 acres developed and between 2007 and 2021 there was about 169 acres developed on the east side of town.

Overall, this growth accounts for 21% of the total land within the Town that was developed since 1985. The map on the following page illustrates the areas with development over the last 30 years.

Land Suitable for Development

By extracting land in the 100 year Floodplain and land with 25% or greater slopes, it is possible to calculate an estimated number of acres in Town with the potential for development.

Currently within the Town there is a total of 751.48 acres or 11% of agricultural (land currently being used for cultivation or farmland) land, and 2157.19 acres or 32% of undeveloped/vacant/forested land (property without any industrial, commercial and residential buildings). Of the total 6722.68 acres of land within the Town boundary, 43% of the land is undeveloped or agricultural. With regards to the constraints affecting the undeveloped land there is approximately 997.5 acres of land or 15% of the total land within the Town, that is within the 100 year floodplain. Also, there are approximately 265.18 acres of land or 4% of the total Town land that has slopes equal to or greater than 25%.

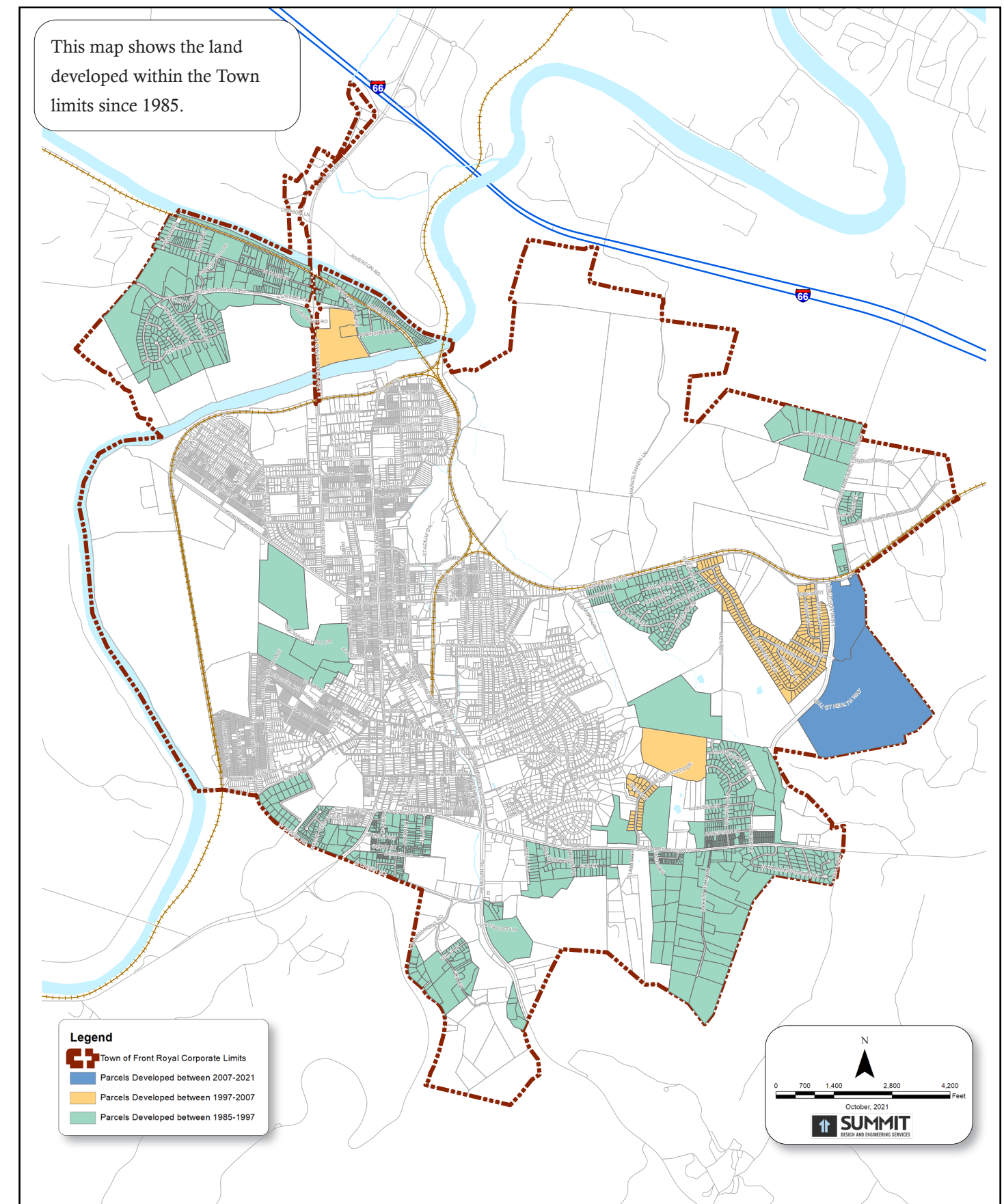
After calculating the slopes equal to or greater than 25%, and combining them with the 100 year floodplains, there was a difference of 534.6 acres of land that were considered undevelopable due to one of these constraints. This is not saying that development could not be achieved on land with slopes greater than 25% or within a floodplain, but considerable considerations and adjustments to the land would have to be made in order to accommodate this development.

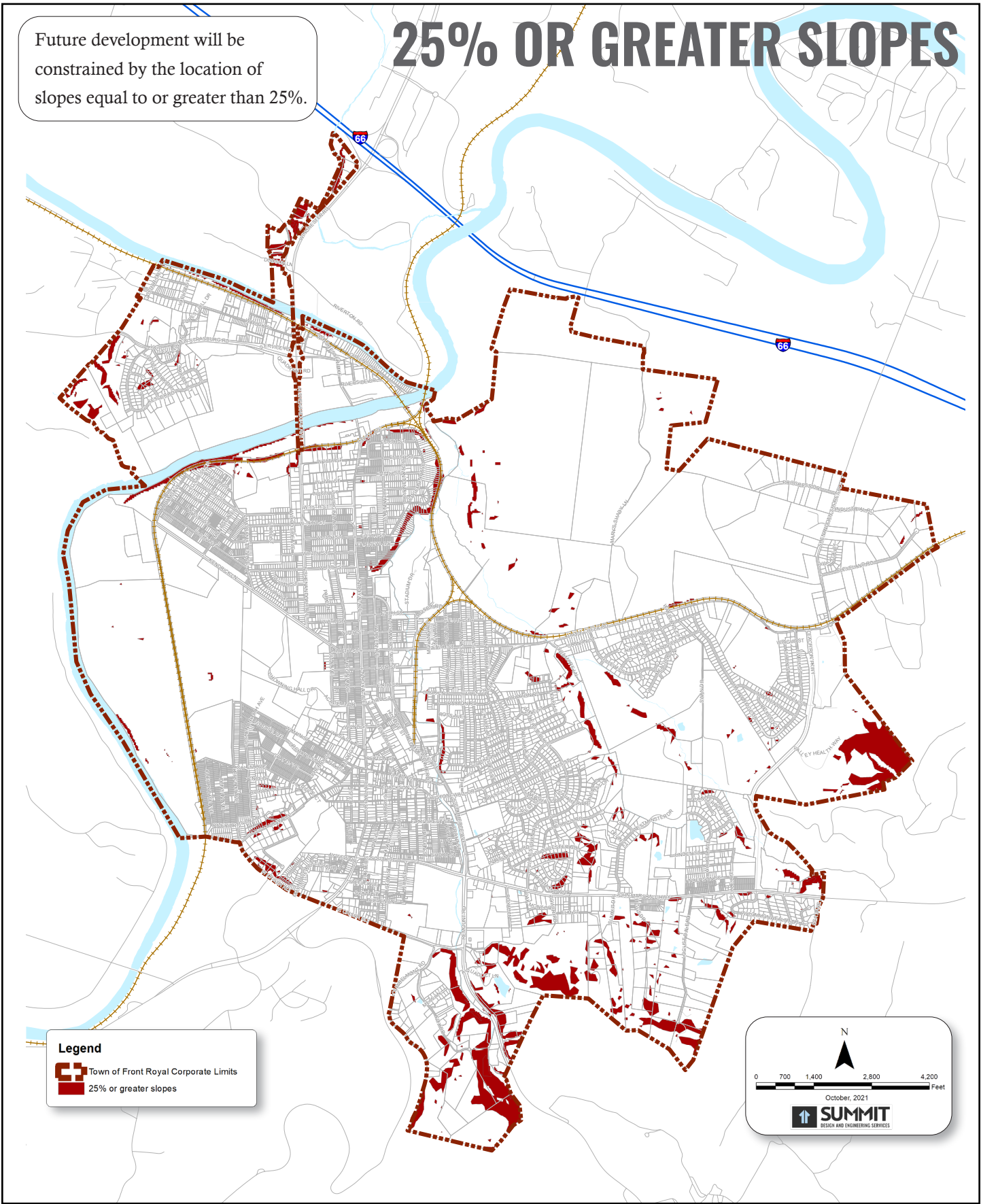
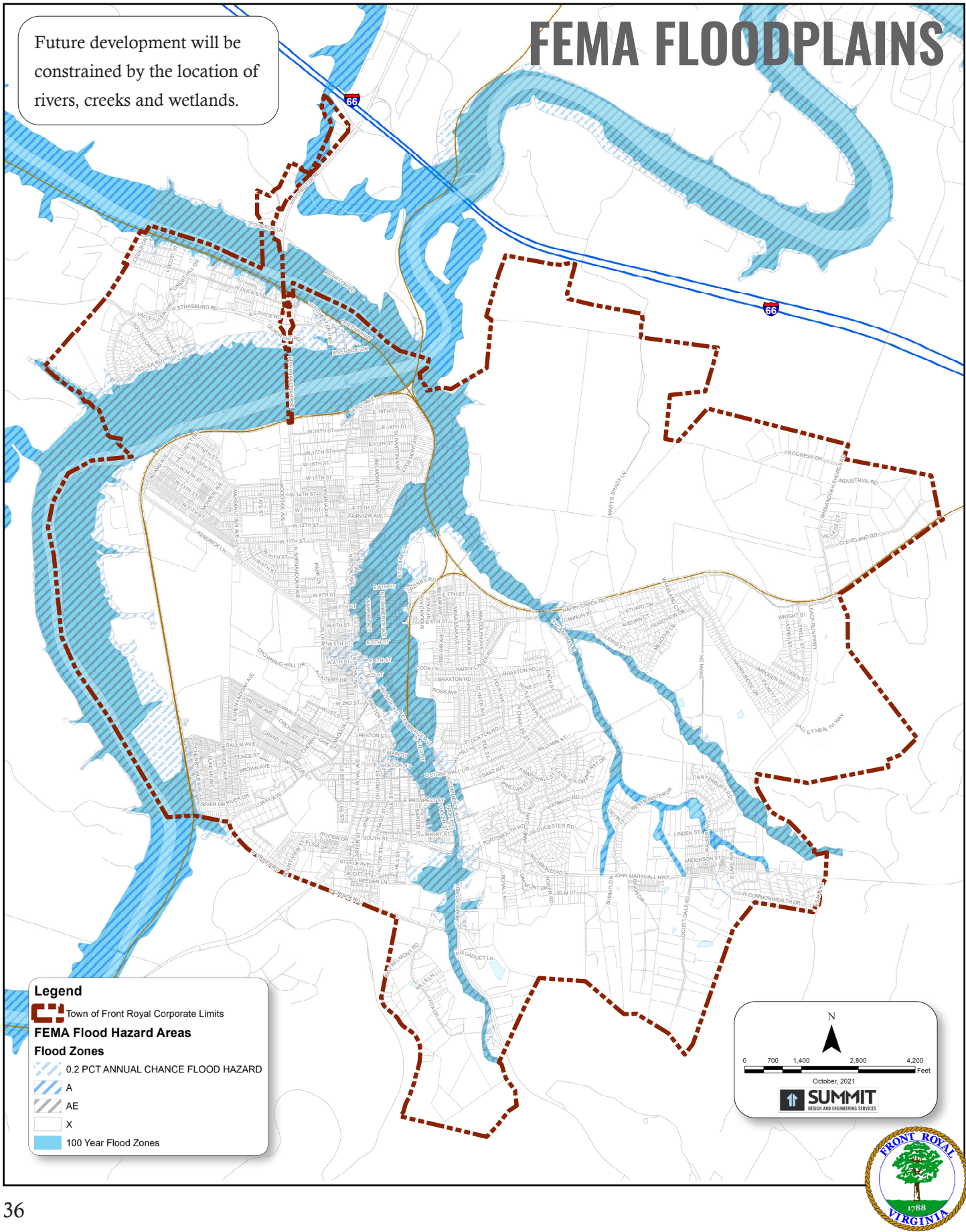
On the following pages, the constraints within the Town based on the 100 and 500 year floodplains are shown as well as the areas of town that are constrained by slopes equal to 25% grade or greater.



DEVELOPED LAND

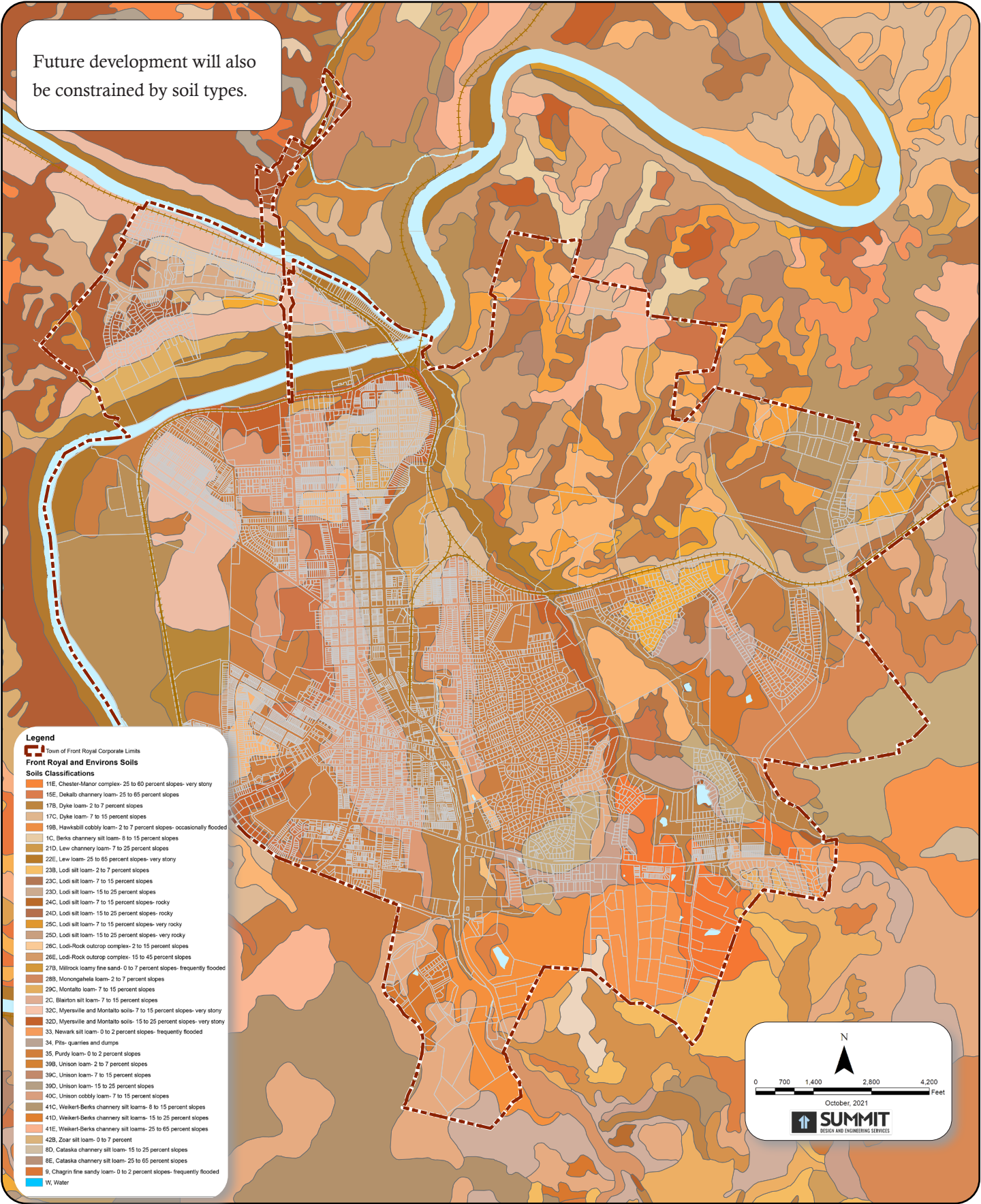
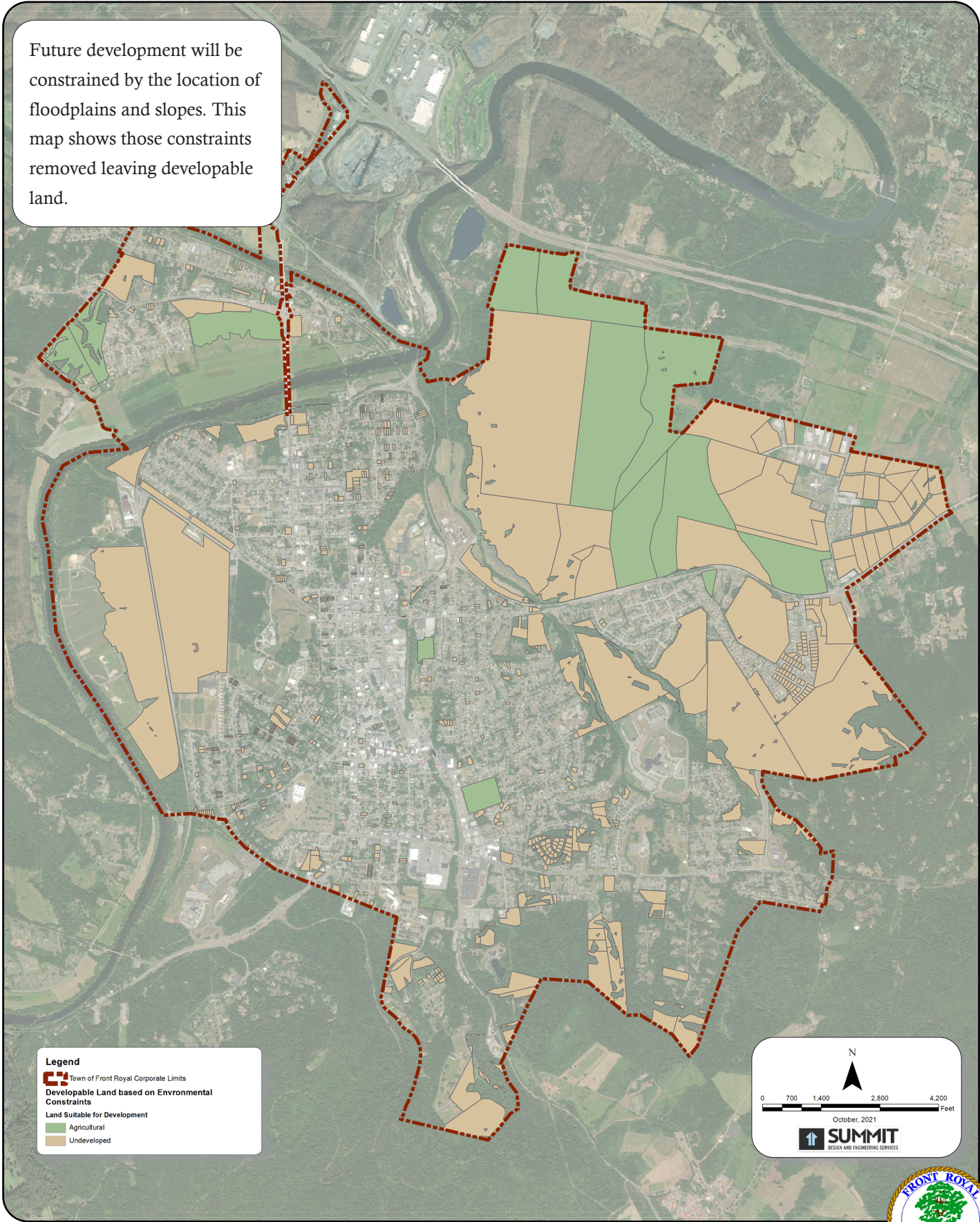
Front Royal, VA.



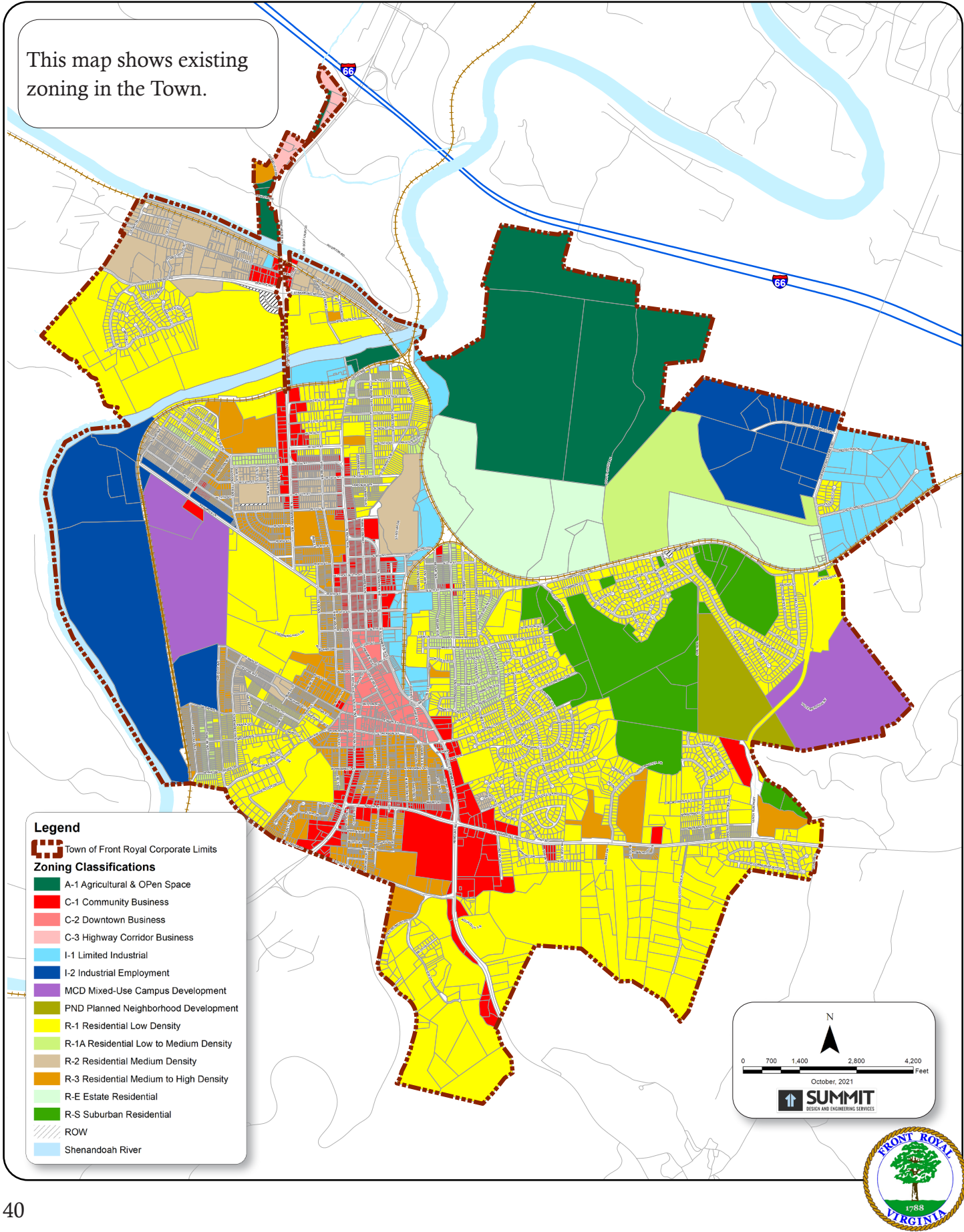


LAND SUITABLE FOR DEVELOPMENT

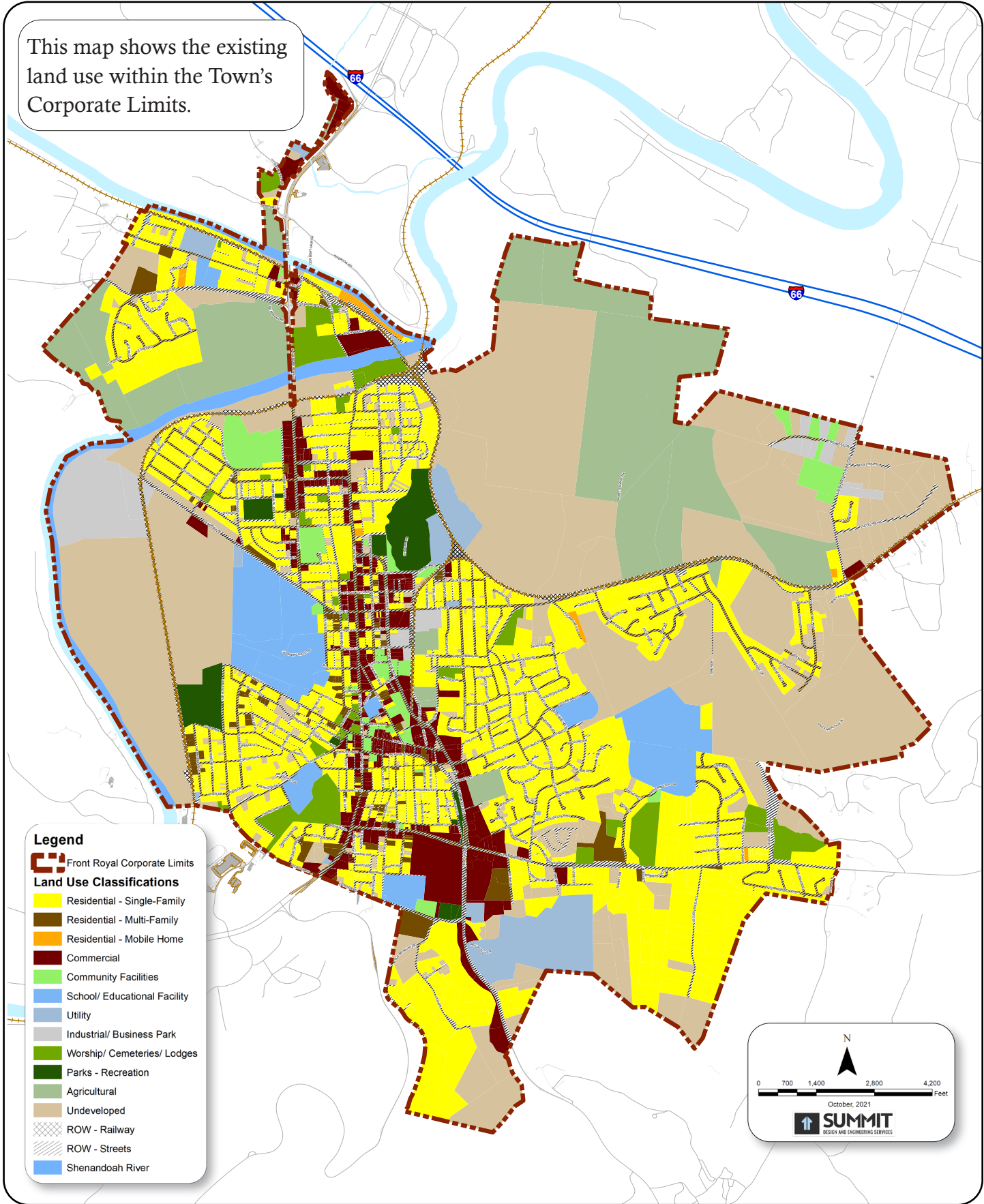
SOIL TYPES



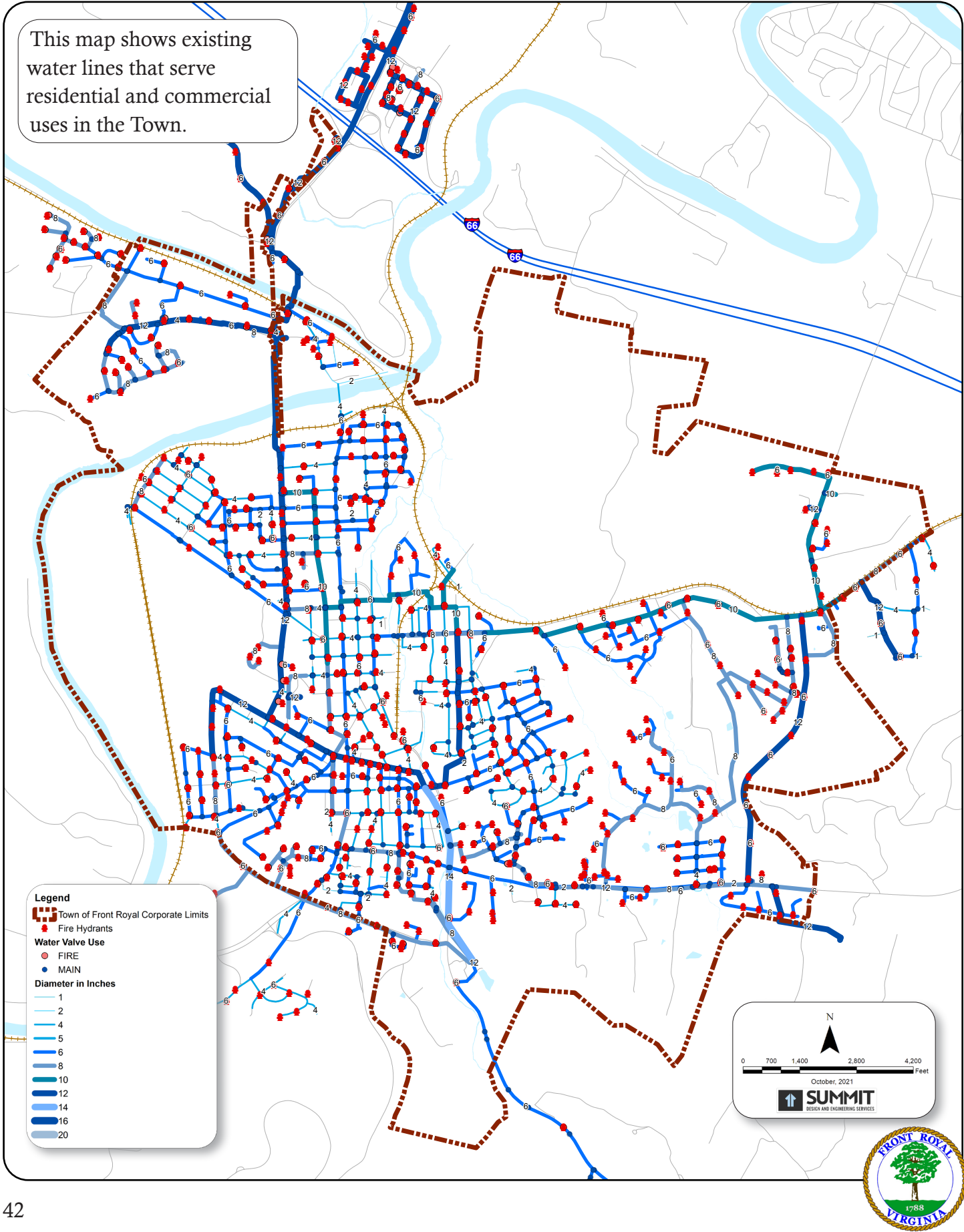
EXISTING ZONING



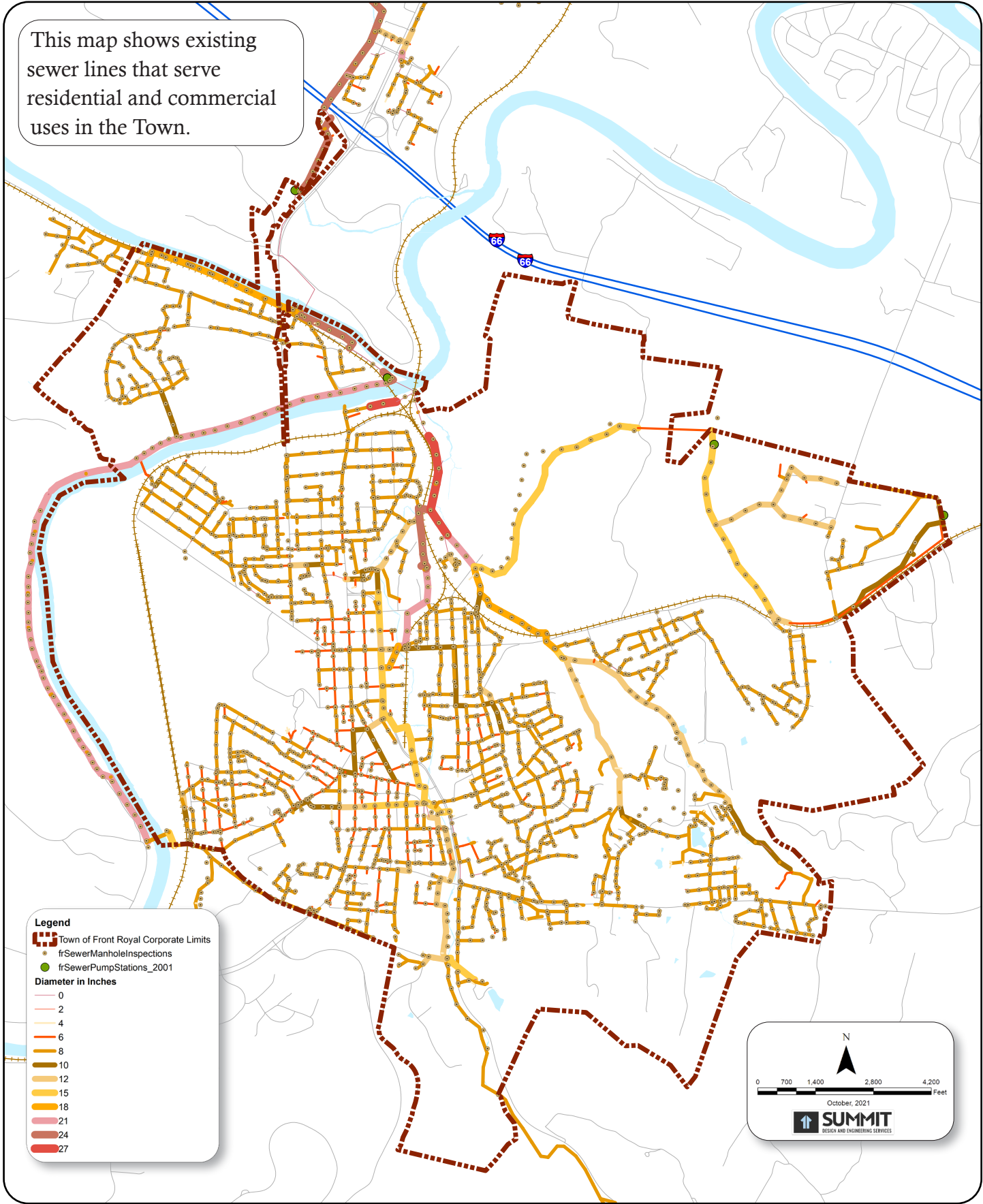
EXISTING LAND USE *Front Royal, VA.*



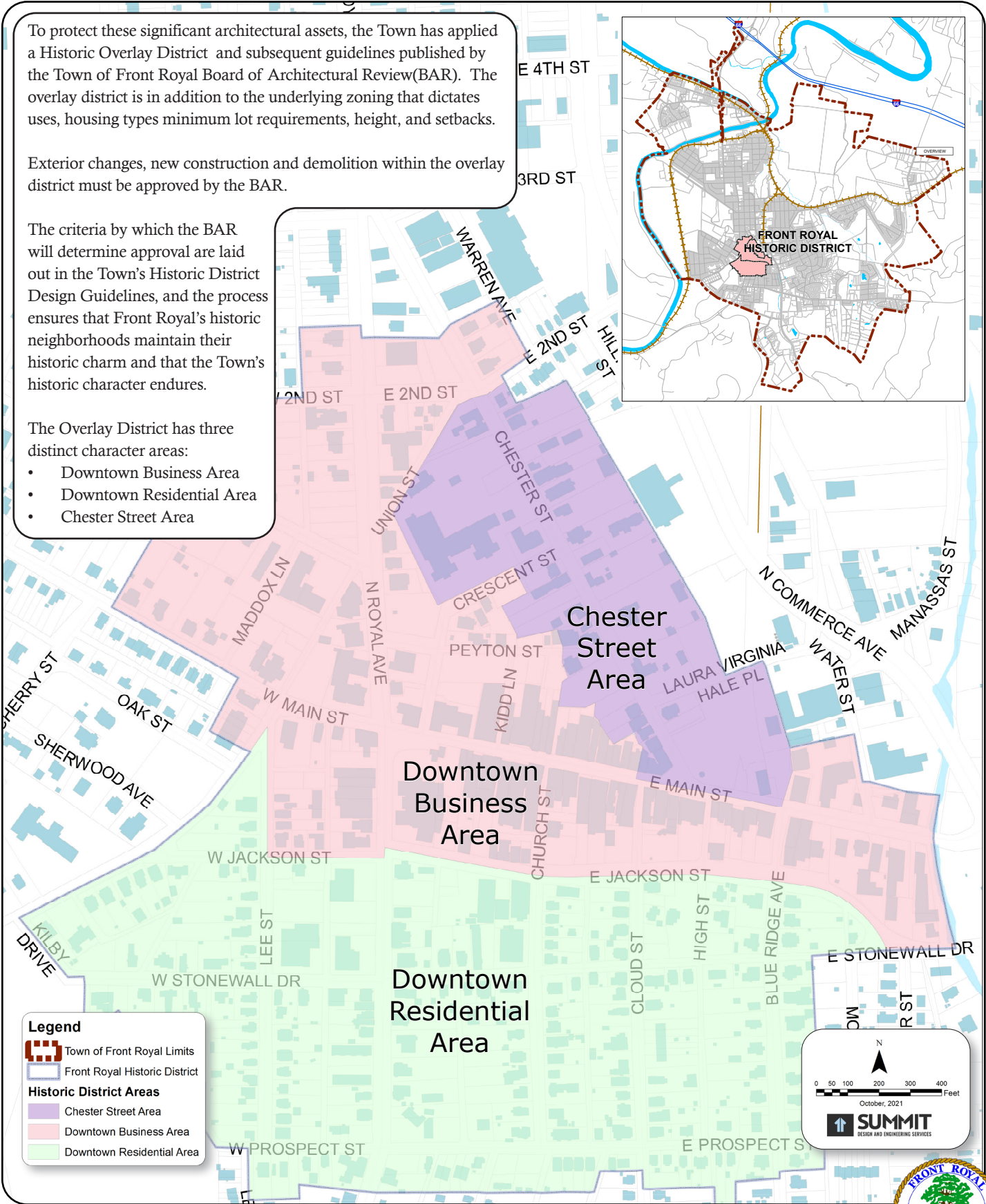
WATER LINES



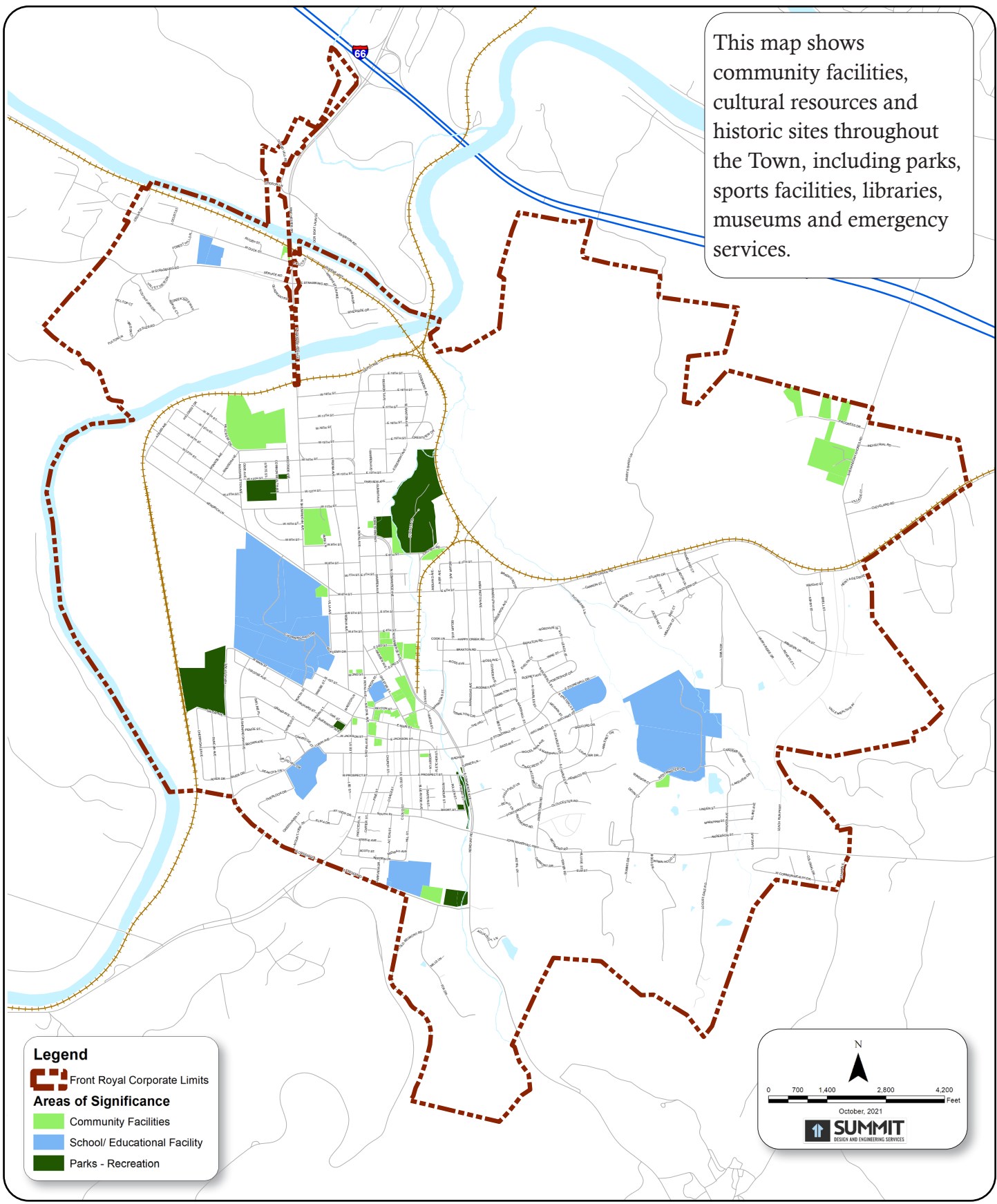
SEWER LINES



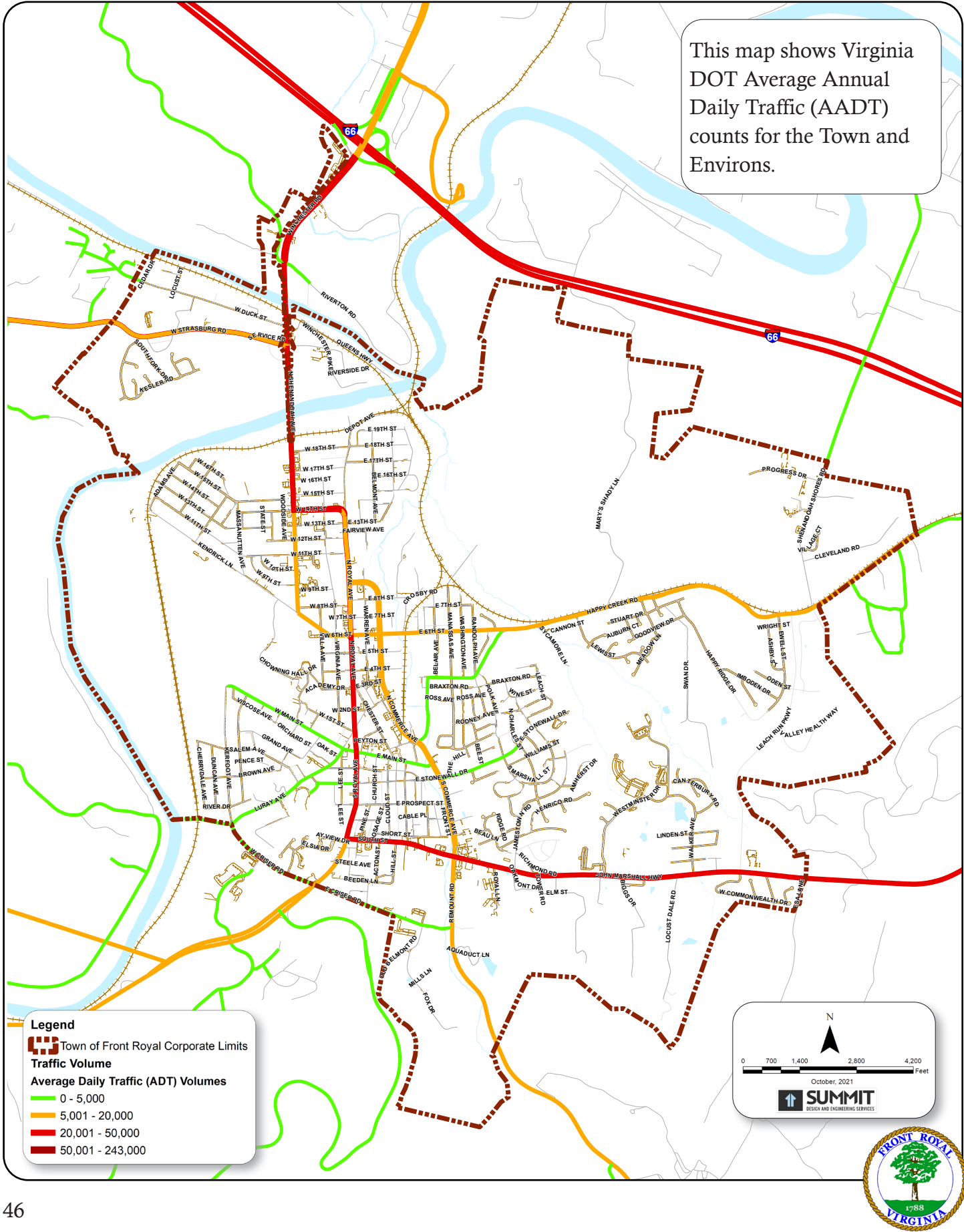
HISTORIC DISTRICT



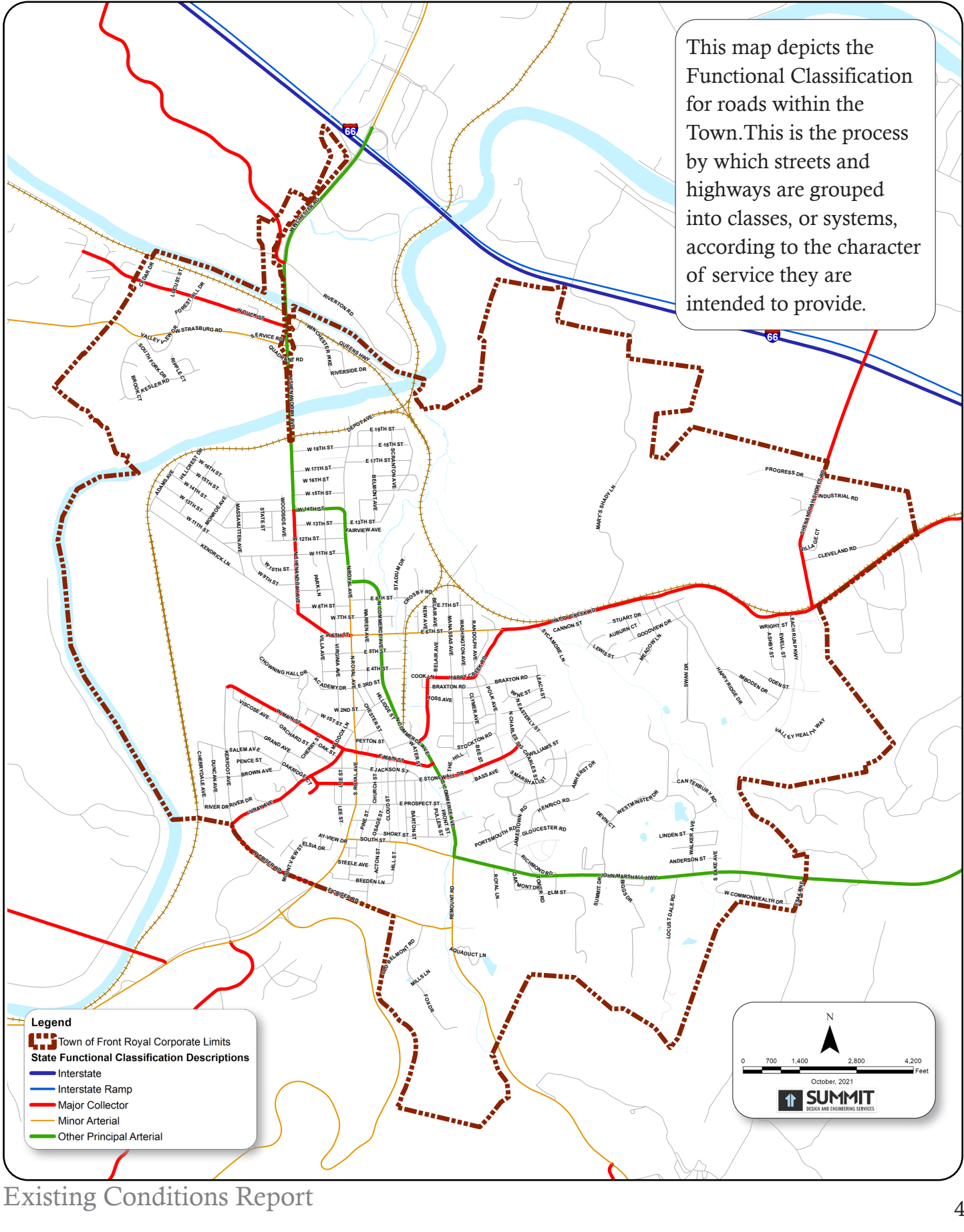
COMMUNITY FACILITIES



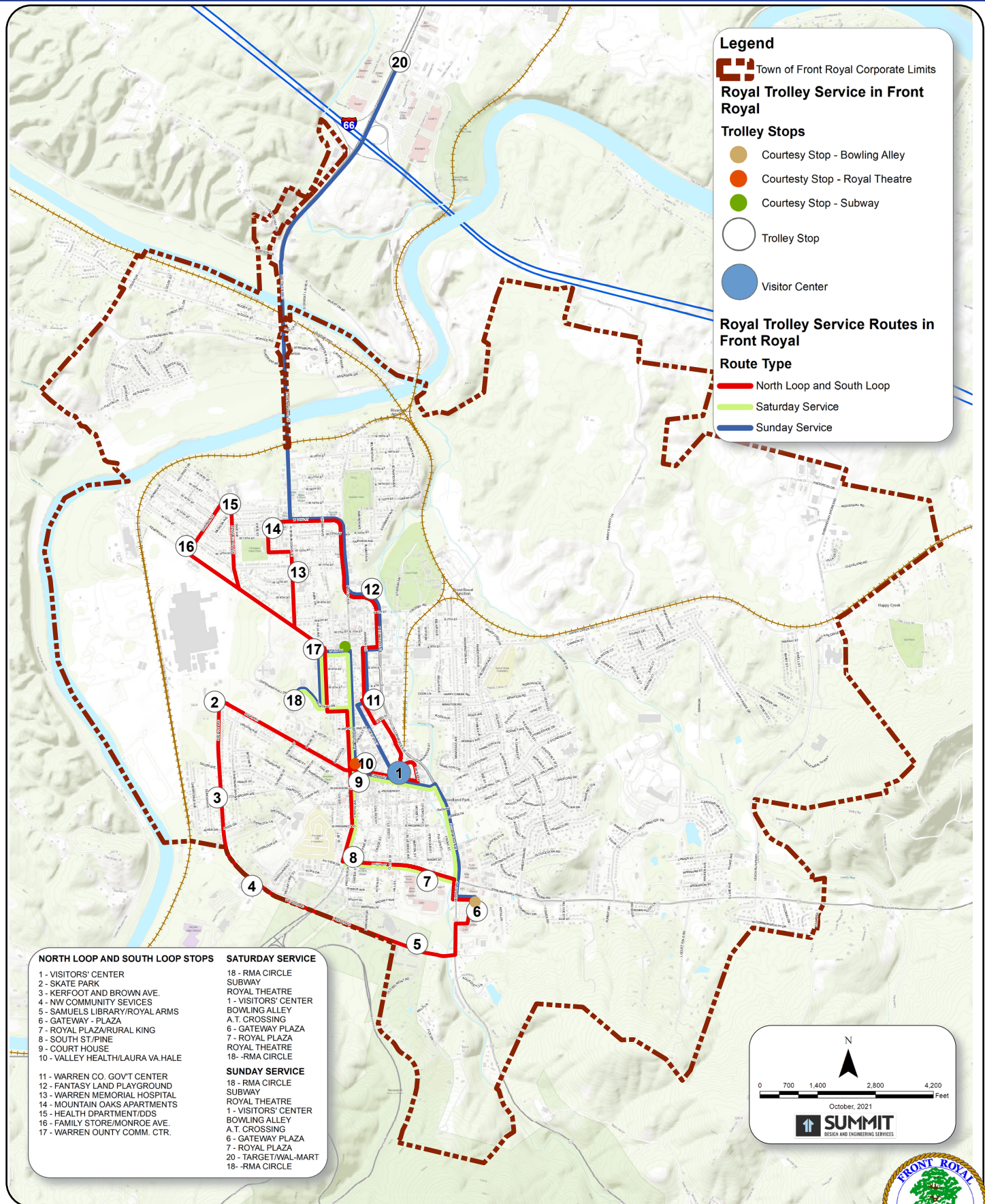
TRAFFIC COUNTS



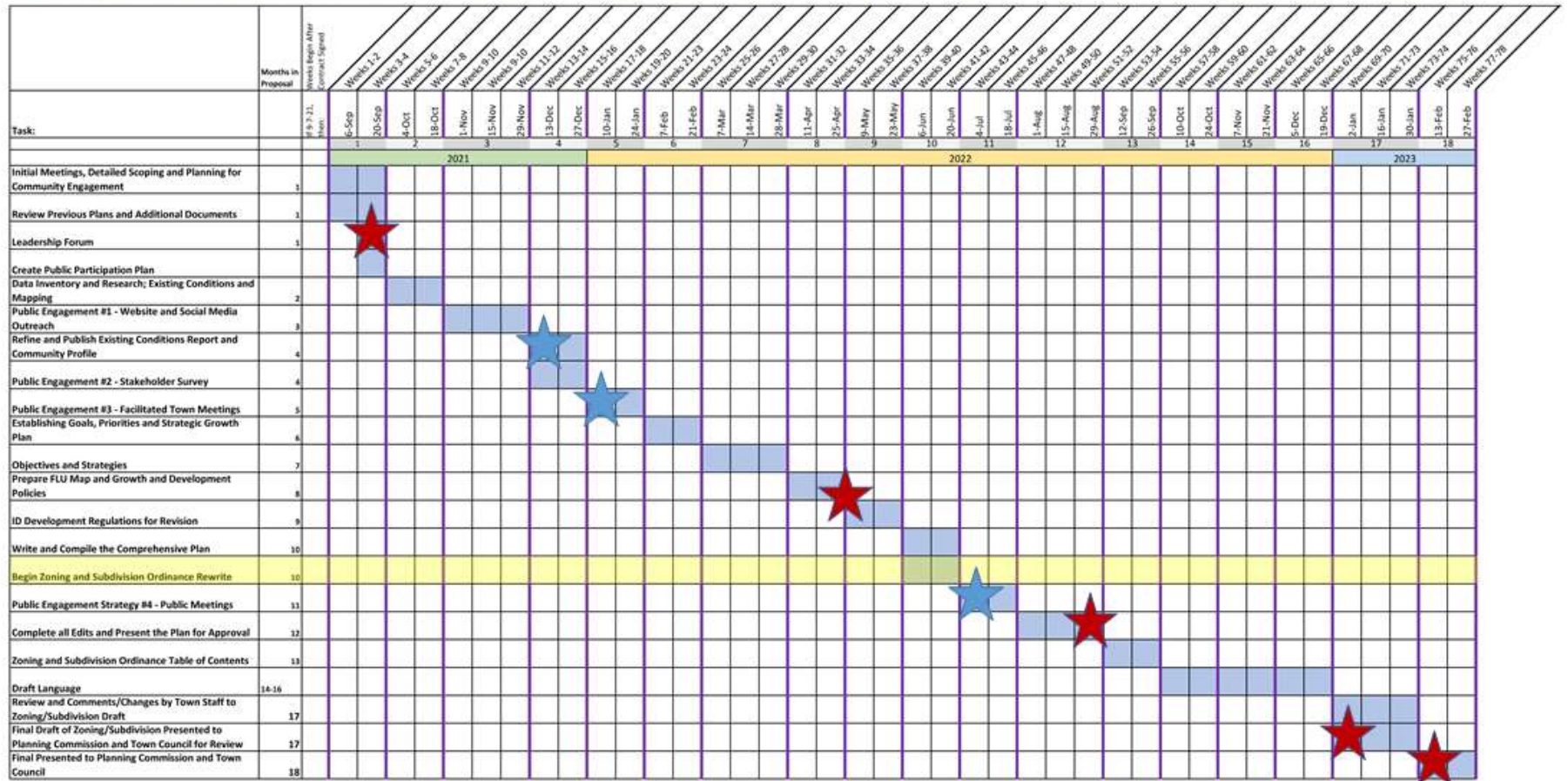
FUNCTIONAL CLASSIFICATIONS



ROYAL TROLLEY SERVICE



Town of Front Royal Comprehensive Plan Schedule





Work Session Agenda Statement

Item # 3

Meeting Date: January 20, 2022

Agenda Item: Chapter 148 (Subdivision and Land Development) Proposed Text Amendments

Summary: On April 26, 2021, Council passed a resolution asking Staff to remove the Planning Commission from any plan review beyond the scope of state code. Staff has removed any additional review in Chapter 148. No Changes were made to 175 or 148 regarding design guidelines or standards. The Town is contracted with Summit to begin comprehensive restore of the Zoning and Subdivision ordinances in June.

The proposed Chapter 148 text amendment is 95 pages therefore is not attached to this agenda packet. It may be viewed via the Town's Website under Agendas with the same date.

Budget/Funding: N/A

Staff Recommendation: Staff recommends forwarding the text amendments to Chapter 148 to the Planning Commission for public hearing at their January 24th meeting.

RESOLUTION

A RESOLUTION INITIATING PROPOSED TEXT AMENDMENTS TO THE REGULATIONS OF THE FRONT ROYAL SUBDIVISION AND LAND DEVELOPMENT ORDINANCE AND THE FRONT ROYAL ZONING ORDINANCE PERTAINING TO THE PERMITTING AND APPROVAL AUTHORITIES OF THE FRONT ROYAL PLANNING COMMISSION

WHEREAS, the Town of Front Royal has a duly appointed and active Planning Commission with duties and powers as set forth under Title 15.2, Chapter 22 of the Code of Virginia, and Chapter 28 of the Town of Front Royal Municipal Code; and,

WHEREAS, the Planning Commission is generally meant to serve and function as an advisory body making recommendations for the consideration of Town Council in matters of planning, ordinance regulations, special use permits, and other matters as prescribed by law; and,

WHEREAS, Chapter 148, Section 515 of the Town Code regulates the submission and review of Major Site Development Plans as identifies the Planning Commission as the approving authority for such plans that are required as part of the zoning approvals for select uses allowed by right and allowed by special use permit by the Zoning Administrator and Town Council, respectively, pursuant to the provisions of Chapter 175, Zoning; and,

WHEREAS, to make Town Code better organized and efficient to use, all zoning application requirements, processes, use and development regulations, and the like, such as zoning based site sketches and plans, parking and loading requirements, and other zoning related requirements as may found in Town Code Chapter 148 should be moved to Chapter 175 Zoning; and, **Did not move to 175 due to comprehensive rewrite of Zoning Ordinance and Subdivision Ordinance beginning in June.**

WHEREAS, it is found that designating the Planning Commission with the authority to approve Major Site Plans may interfere or conflict with the powers of the Zoning Administrator and even that of the Town Council in the review and approval of their respective zoning applications as well as adding time and cost to the zoning review and decision making process of both forms of permit approval; and,

WHEREAS, the Town Council desires to designate the Town Manager, or his designee Deputy Zoning Administrator (Director of Planning), as the Zoning Administrator and remove the Director of Planning from this official authority. **The way Director is defined in the Subdivision ordinance negates the need for this. Also, Staff does not recommend removing the Planning Director as the Zoning Administrator.**

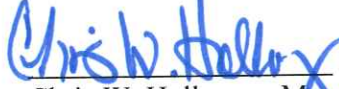
NOW THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Front Royal, Virginia, in the furtherance of promoting the public necessity, convenience, general welfare, and for good zoning practice does hereby initiate amendments to Chapter 148, Subdivision and Land Development, to change the review and approving authority, and all other matters related to the processing of Major Site Development Plan Applications in their entirety from the Planning Commission to the “Town Manager” charged with the Administration of Chapter 148. Moreover, all references to this change as contained in Chapter 175, Zoning, as well as all other approval authorities related to required development plans and plats as required by the Zoning Ordinance are to be amended accordingly by either deletion or changing such authority from the Planning

Commission to the Town Manager, or his designee as the Zoning Administrator as deemed most clear and appropriate.

BE IT FURTHER RESOLVED, that staff prepare an Ordinance in full accordance with this Resolution and that such Ordinance be forwarded to the Planning Commission as soon as practical for a recommendation for consideration by Town Council.

Adopted this 26 day of April 2021.

APPROVED:



Chris W. Holloway, Mayor

Attest:



Tina L. Presley, Clerk of Council

Lori A. Cockrell

Yes/No

Letasha T. Thompson

Yes/No Absent

E. Scott Lloyd

Yes/No

Gary L. Gillispie

Yes/No

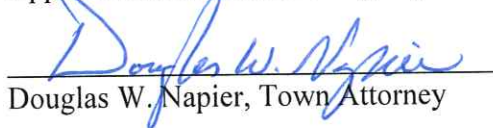
Jacob L. Meza

Yes/No

Joseph E. McFadden

Yes/No

Approved as to Form and Legality:



Douglas W. Napier, Town Attorney

Dated: 04-26-2021



Work Session Agenda Statement

Item # 4

Meeting Date: January 20th, 2022

Agenda Item: Waterplant SCADA System Procurement

Summary: Staff is requesting Council to approve emergency procurement and potentially a FY22 Budget Amendment to upgrade the Water Treatment Plant's (WTP) Supervisory Control and Data Acquisition (SCADA) System. The SCADA system monitors data from water storage tanks, pump station, chemical feed pumps, and many other components related to the treatment of water.

The WTP SCADA System is more than 15 years old. Upgrading the Water Treatment Plant SCADA System will help alleviate the need to have the water treatment plant physically staffed 24 hours a day/7 day a week by a Class 1 Operator.

The Town's Water Treatment Plant as well as surrounding localities are currently experiencing staffing shortages, particularly Class 1 Operators. Based upon the Code of Virginia the Town of Front Royal's Water Plant must be operated by a Class 1 Operator.

Upgrading the Town's SCADA system will allow the Town to reduce the number of hours that the WTP is physically staffed, while also allowing the capability for staff to monitor operations remotely as well as be alerted should a problem occur.

Budget/Funding: Staff is awaiting quotations from vendors as of the time of writing this agenda item and will present Council with funding options during the work session.

Staff Recommendation: Staff recommends to approve the emergency procurement and if necessary a FY22 Budget Amendment to upgrade the Town's Water Treatment Plant SCADA System at the January 24th meeting.



Work Session Agenda Statement

Item # 5

Meeting Date: January 20, 2022

Agenda Item: Contract for Executive Search Services for Town Attorney Position

Summary: Council is requested award a contract in the amount of \$24,500.00 to Baker Tillys US LLP for executive search services for the Town Attorney position.

Budget/Funding: 2201-43002 Town Attorney Professional Services \$24,500.00

Staff Recommendation: Award a contract in the amount of \$24,500.00 to Baker Tillys US LLP for executive search services for the Town Attorney position and be placed on the January 24th council meeting agenda.



Town of Front Royal, Virginia

Department of Finance

MEMORANDUM

Date: January 12, 2022
To: Tina Presley, Senior Executive Assistant
From: B. J. Wilson, Director of Finance
RE: Request to add action item to Town Council Agenda – Executive Search Firm

Town Staff responded to a request from the Town Manager's office to procure professional services to recruit personnel to fill the position of Town Attorney. Under a previously awarded contract, the Loudoun County's competitive negotiation allows other Virginia municipalities to cooperatively contract with their awarded Independent Contractors for executive search services.

The contract documents are as follows:

- Loudoun County Request for Proposal No. RFQ 708 dated April 9, 2018
- Addenda 1 dated March 29, 2019
- Request for Best and Final Offer dated October 8, 2020 (all hereinafter the "RFP"); and
- Contract Amendment #3 dated August 30, 2021

In accordance with the Virginia Public Procurement Act and the Town's Procedures for Purchasing and Procurement Manual, the Town is seeking Council's approval to engage with Baker Tilly US, LLP for executive search services. using the Loudoun County cooperative contract.

Staff recommends Town Council approve at the January 20th, 2021 Meeting, the cooperative contracts for Baker Tillys US, LLP in the amount of \$24,500.00. Funding in the amount to \$24,500 is available under Town Attorney Professional Services 2201-43002 for the executive search.

Department of Finance
102 E Main Street
Front Royal, VA 22630
Phone 540-636-6889



Baker Tilly US, LLP
8219 Leesburg Pike, Ste 800
Tysons, VA 22182-2625
United States of America

T: +1 (703) 923 8300
F: +1 (703) 923 8330

bakertilly.com

January 13, 2022

Mr. B.J. Wilson
Director of Finance
Town of Front Royal
102 E Main Street
Front Royal, VA 22630

Dear Mr. Wilson:

This letter documents the Town of Front Royal, Virginia (“you/r” or “Client”) engagement of Baker Tilly US, LLP (“we” or “Baker Tilly”) to conduct an executive search for Town Attorney (the “Project”). This letter defines our and your respective obligations for the Project. The Loudoun County, Virginia Request for Proposal “Executive Search Services” (RFQ 708-B) allows for cooperative procurement. Our proposal dated April 9, 2018, the Contract Amendment (renewal) #3 dated August 31, 2021, and the Loudoun County RFP are incorporated by reference.

Scope, Objectives and Approach

A team approach, which uses a combination of your personnel and ours, is critical to the success of the Project. Your organization and its team members bring the knowledge of your particular needs and we bring a deep understanding of public sector executive recruitment and selection practices.

Phase	Description of Baker Tilly's Professional Services
Phase I	<u>Task 1</u> – Develop the candidate profile and define the advertising and marketing strategy (includes one day on site by Project Team Leader). <u>Task 2</u> – Identify qualified candidates that meet the profile.
Phase II	<u>Task 3</u> – Screen and submit list of recommended semi-finalists to client (includes one day onsite by Project Team Leader). <u>Task 4</u> – Conduct reference checks, and academic verifications. A criminal and/or credit history report may also be conducted at this Phase or at the conclusion of Phase III, as specified by you.
Phase III	<u>Task 5</u> – Final process/on-site interviews with finalists (includes two days on site by Project Team Leader). <u>Task 6</u> – Assist Client in making offer, which may be made contingent upon the successful completion of a background check as specified by you.
Conclusion	Acceptance of offer by candidate.

Project Timing and Budget

The Project will commence upon your execution of this engagement letter and will remain in effect for the period necessary for successful completion of the Project.

1. Anne Lewis will lead the engagement, and other professionals will be involved as required. The all-inclusive professional fee to complete the Project is \$24,500 (the "Fee") and includes the cost of professional services by the Project Team Leader and the project support staff, and all project-related expenses such as advertising, printing, candidate background and reference checks, and travel expenses for on-site visits by the Project Team Leader. Travel expenses incurred by candidates for on-site interviews with the Client are not the responsibility of Baker Tilly and shall be handled directly by the Client. The Client will make payments upon receipt of an invoice submitted by Baker Tilly. Payment to Baker Tilly is due upon receipt. All invoices will be forwarded to the Client for processing unless otherwise directed. For reporting purposes, Baker Tilly's tax identification number is 39-0859910.
2. The Fee will be billed in four installments; 30% of the Fee will be billed upon execution of this Letter; 30% at the implementation of Phase I; 30% at the implementation of Phase II; and the final 10% upon acceptance of offer by the candidate. The Fee is not contingent. If you terminate this engagement before completion, Baker Tilly shall invoice you for any unpaid portion of the Fee.
3. If Client requests Baker Tilly to perform additional services beyond the services described above, such as conducting an employee/community survey or making additional on-site visits, such additional services shall result in additional fees. For an employee/community survey, the additional fee shall be \$1650. For additional on-site visits (beyond the three on-site visits which include four consulting days) described above, the additional fee would be an hourly rate of \$220 plus expenses.

Baker Tilly's Guarantees

1. Baker Tilly shall remain on the Project until you find a candidate to hire. If you are unable to make a selection from the initial group of semifinalists or finalists, Baker Tilly will work to identify additional candidates for your selection.
2. We promise that if the candidate you select is terminated or resigns within 12 months from being hired, Baker Tilly will conduct an additional search for you for no additional professional fee, but only for project-related expenses. Internal candidates selected from within your organization do not qualify for this guarantee. Except as stated above, Baker Tilly cannot guarantee the success of any candidate or guarantee that he or she shall perform to your expectations, as those things are beyond Baker Tilly's control.
3. Baker Tilly will not solicit the candidate you select for any other position while the candidate is employed by your organization.
4. When Baker Tilly obtains a criminal or credit history report on the candidates, Baker Tilly shall comply with the Fair Credit Reporting Act (the "FCRA") in obtaining the reports. Baker Tilly cannot guarantee the completeness or accuracy of the information in the reports.
5. In identifying and screening candidates, Baker Tilly will not discriminate against any candidate on the basis of age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status or any other basis that is prohibited by federal, state or local law. Proactively, we shall make a good faith effort to include a diverse pool of qualified candidates in our search assignments.

Client's Obligations

1. You agree that you are responsible for candidate selections and that you will not discriminate against any candidate on the basis of age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status or any other basis that is prohibited by federal, state or local law.
2. If you decide to not hire a candidate as a result of a criminal or credit history report, you agree to comply with the FCRA with regard to any pre- or post-adverse action notices and requirements.
3. You agree to respond to drafts of documents and reports in a timely manner. Failure to do so on your part will protract timelines and can negatively influence the outcome of the process.

If this letter is in agreement with your understanding, please sign below and return one copy to us for our files. We look forward to working with you on this important project.

Sincerely,

Edward Williams, Director

Client Signature:

Name: _____

Title: _____

Date: _____

CONTRACT AMENDMENT #3

This agreement constitutes an Amendment to Contract Number RFQ 708-B for Executive Search Services between the **COUNTY OF LOUDOUN, VIRGINIA** (the "County") and **BAKER TILLY US, LLP successor in interest to BAKER TILLY VIRCHOW KRAUSE, LLP, successor in interest to SPRINGSTED WATERS INCORPORATED** (the "Contractor") (collectively, the "parties").

In consideration of the mutual covenants set forth herein, the parties agree to amend and modify the Contract effective August 27, 2021 as follows:

Pursuant to Section 2.20 Assignment of Contract RFQ 708-B, this Contract is assigned from BAKER TILLY VIRCHOW KRAUSE, LLP to BAKER TILLY US, LLP.

BAKER TILLY US, LLP assumes all rights and responsibilities under Contract Number RFQ 708-B, and any amendments thereto. See Exhibit I, Assignment of Contract RFQ 708C-B, attached and incorporated herein.

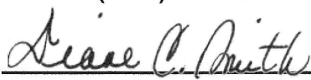
2.2 Term

The Contract will be renewed to cover the period from September 1, 2021 through August 31, 2022. There is one (1) renewal options remaining on this Contract.

In all other respects not specifically mentioned or altered by Amendment, the original Contract shall remain in full force and effect.

COUNTY OF LOUDOUN, VIRGINIA

Division of Procurement
1 Harrison St, SE, 4th Fl
Leesburg, VA 20175
Phone: (571) 258-3190
Fax: (703) 771-5097

By: 

Name: Diane C. Smith, NIGP-CPP, CPPB

Title: Assistant Purchasing Agent

Date: August 31, 2021

BAKER TILLY US, LLP

2500 Dallas Parkway
Suite 300
Saint Paul, Minnesota 55101
Phone: (651) 223-3000
Phone: (651) 223-3046

By: 

Name: Kate Crowley

Title: Principal

Date: 8/30/2021

APPROVED AS TO FORM:

By: 
Robert J. Sproul
Assistant County Attorney



Work Session Agenda Statement

Item # 6

Meeting Date: January 20th, 2022

Agenda Item: FY23 Council Initiatives Review

Summary: Staff is providing council with a list of Council Initiatives for items that may be included in the FY23 budget prior to being incorporated into the FY2023 proposed budget.

Budget/Funding: These items may be incorporated into the FY2023 proposed budget.

Staff Recommendation: Staff recommends for council to review the listed items and provide staff with feedback and/or possible concerns, which will give staff an opportunity to prioritize budgetary items and provide better communication regarding items.

FY23 Council Initiatives for Review

Council Initiatives		
Description	FY23 Cost	Estimated Total Cost
Community Officer	\$ 45,000.00	\$ 45,000.00
Grant Writer	\$ 75,000.00	\$ 75,000.00
Main Street Walking Mall (Concept Design Layout/Amenities)	\$ 15,000.00	\$ 15,000.00
Fleet Maintenance Buiding Debt Service	\$ 170,000.00	\$ 1,700,000.00
Form Update	\$ 15,000.00	\$ 15,000.00
Landscaping Standard Plan	\$ 1,000.00	\$ 1,000.00
Street Standard Update	\$ 5,000.00	\$ 5,000.00
Flood Plan Update	\$ 5,000.00	\$ 5,000.00
Storm Water Management	\$ 15,000.00	\$ 15,000.00
Strategic Plan Link to Budget Process	\$ 20,000.00	\$ 20,000.00
Sidewalk, Curb, Gutter General Plan Associated with Paving	\$ 230,000.00	\$ 820,000.00
Sidewalk Schoo Gap	TBD	TBD
Parks In Town Study	\$ 20,000.00	\$ 20,000.00
AMI for Electric Meters	\$ 500,000.00	\$ 1,300,000.00
Bond Rating Financial Consultant	\$ 75,000.00	\$ 75,000.00
HR Employee Handbook	\$ 50,000.00	\$ 50,000.00
Jackson Street Parking Study	\$ 50,000.00	TBD
Happy Creek Horse Trail	TBD	TBD
Shelt for Trolleys	\$ 5,000.00	\$ 5,000.00
Public Transportation (Trolleys)	\$ 15,000.00	\$ 50,000.00
Happy Creek Phase 2 (Preliminary Engineering)	TBD	\$ 24,000,000.00
TOTAL	\$ 1,311,000.00	\$ 28,216,000.00



Work Session Agenda Statement

Item # 7

Meeting Date: January 20, 2022

Agenda Item: FY23 Police Department Budget Overview

Summary: Council requested to review and discuss the Police Department's budget for funding consideration as part of the FY23 annual budget development. The Police submitted two versions of budget for review.

FY22 Police Department Portfolio

- \$5.2M Department Budget (FY22)
- 39 certified officers
- 14 full-time and 3 part-time civilian personnel
- 2 police canines (Maverick to be retired)
- Divisions
 - Patrol
 - Investigation
 - Communications

Budget/Funding: Current budget (FY22) is \$5,227,200. The draft budget (FY23) is \$5,300,000 to balance the FY23 annual budget. Police Department recommendation is \$5,733,960. See attached worksheet. The 5-year average funding is \$5,109,808.

Police Department Adopted Budgets (FY17 through FY22)

<u>Fiscal Year</u>	<u>Personnel & Fringe Budget</u>	<u>Operating Budget</u>	<u>Capital Budget</u>	<u>Total Budget</u>
FY22	\$ 4,788,780	\$ 334,735	\$ 103,685	\$ 5,227,200
FY21	\$ 4,813,330	\$ 346,675	\$ 141,245	\$ 5,301,250
FY20	\$ 4,685,285	\$ 355,635	\$ 224,040	\$ 5,264,960
FY19	\$ 4,499,340	\$ 382,435	\$ 18,065	\$ 4,899,840
FY18	\$ 4,359,255	\$ 379,535	\$ 117,000	\$ 4,855,790
FY17	\$ 4,337,885	\$ 428,910	\$ 107,250	\$ 4,874,045
6 Year Average	\$ 4,580,646	\$ 371,321	\$ 118,548	\$ 5,070,514
FY18-FY22 Average (5 Years)	\$ 4,629,198	\$ 359,803	\$ 120,807	\$ 5,109,808

Staff Recommendation: To fund the Police Department at a level to continue to provide public safety services for the community.

Front Royal Police Department FY 23 Annual Budget

January 19, 2022
Work Session

Chief Kahle Magalis



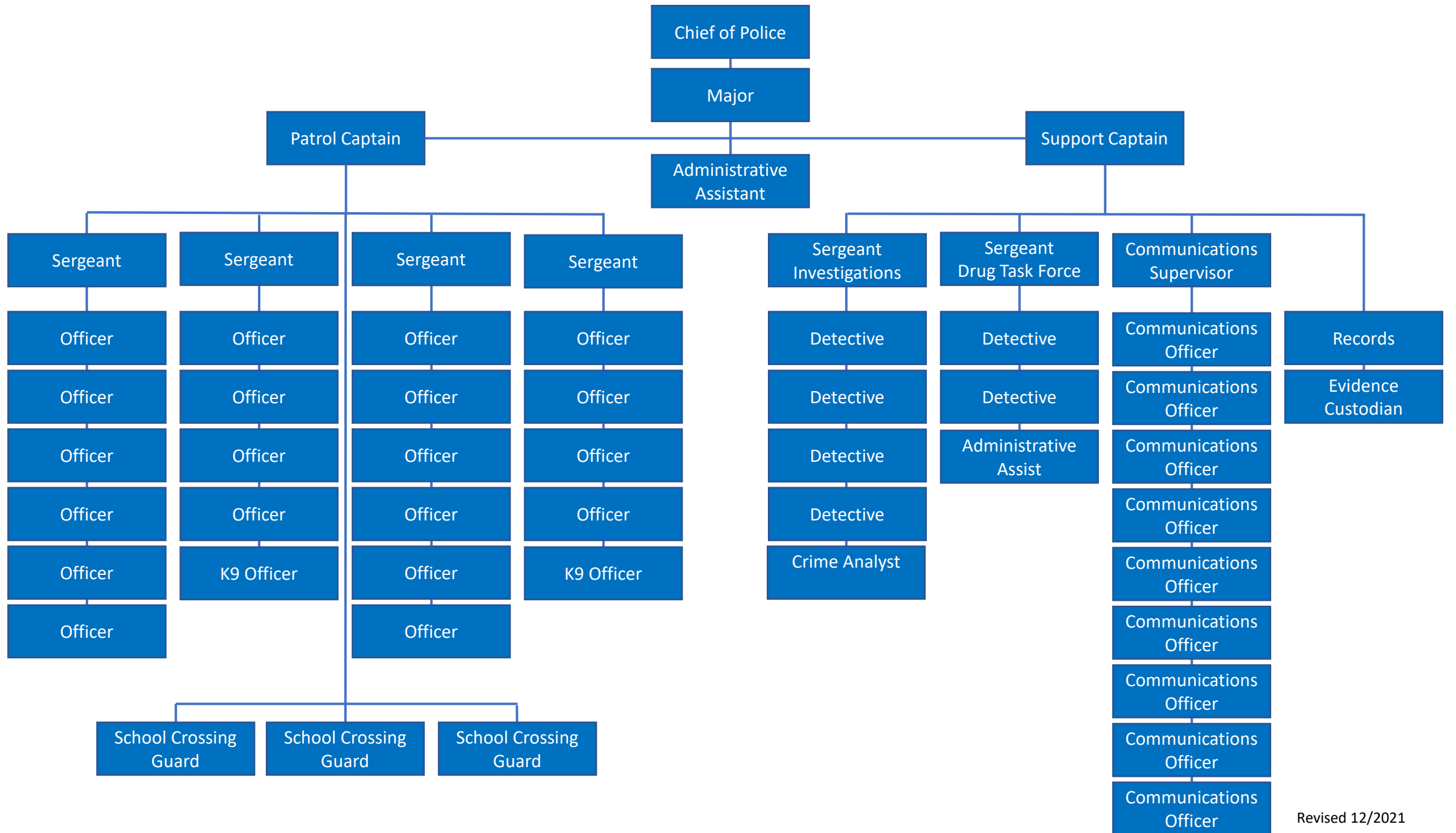
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Front Royal Police Department Portfolio

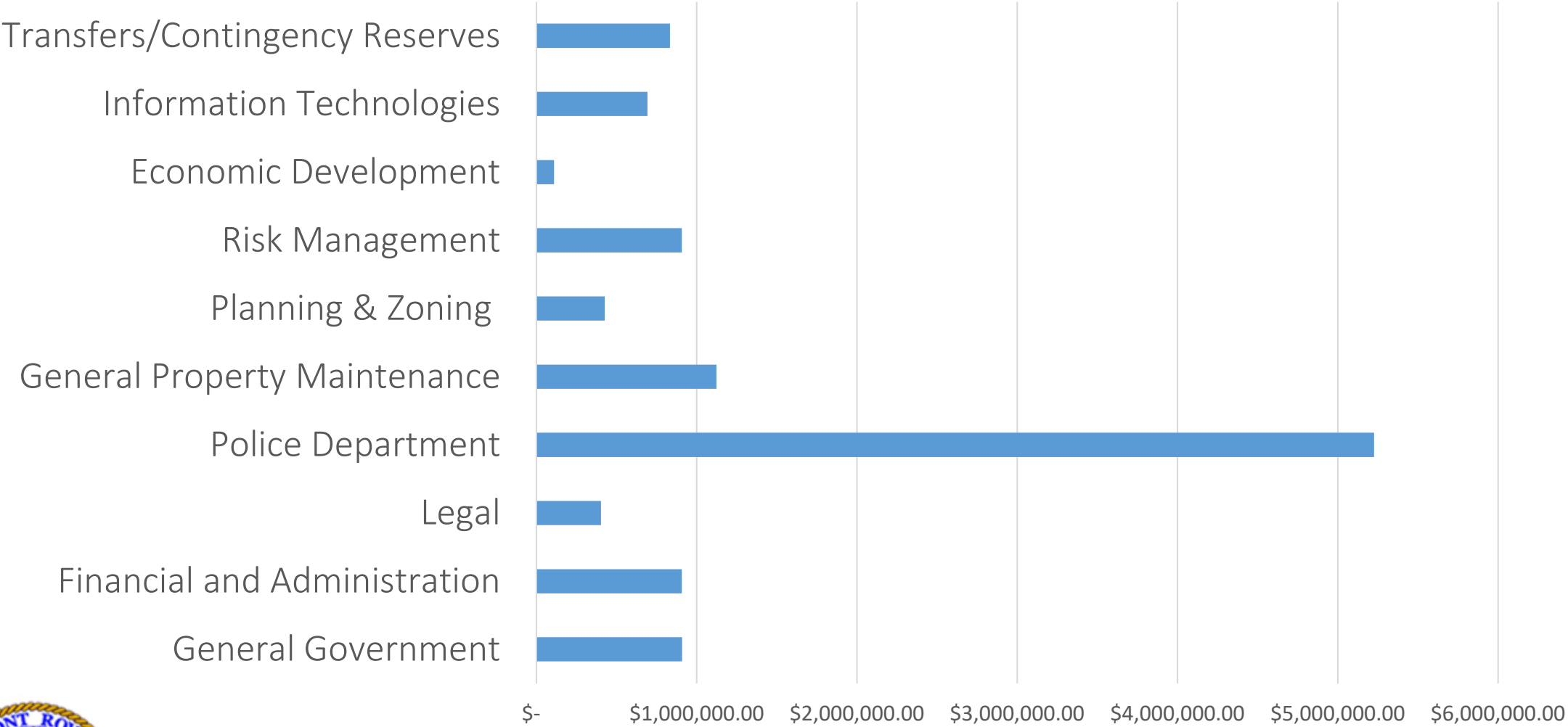
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General Fund Expenditures FY22



General Fund Expenditures

<u>Fiscal Year</u>	<u>Personnel & Fringe Budget</u>	<u>Operating Budget</u>	<u>Capital Budget</u>	<u>Total Budget</u>
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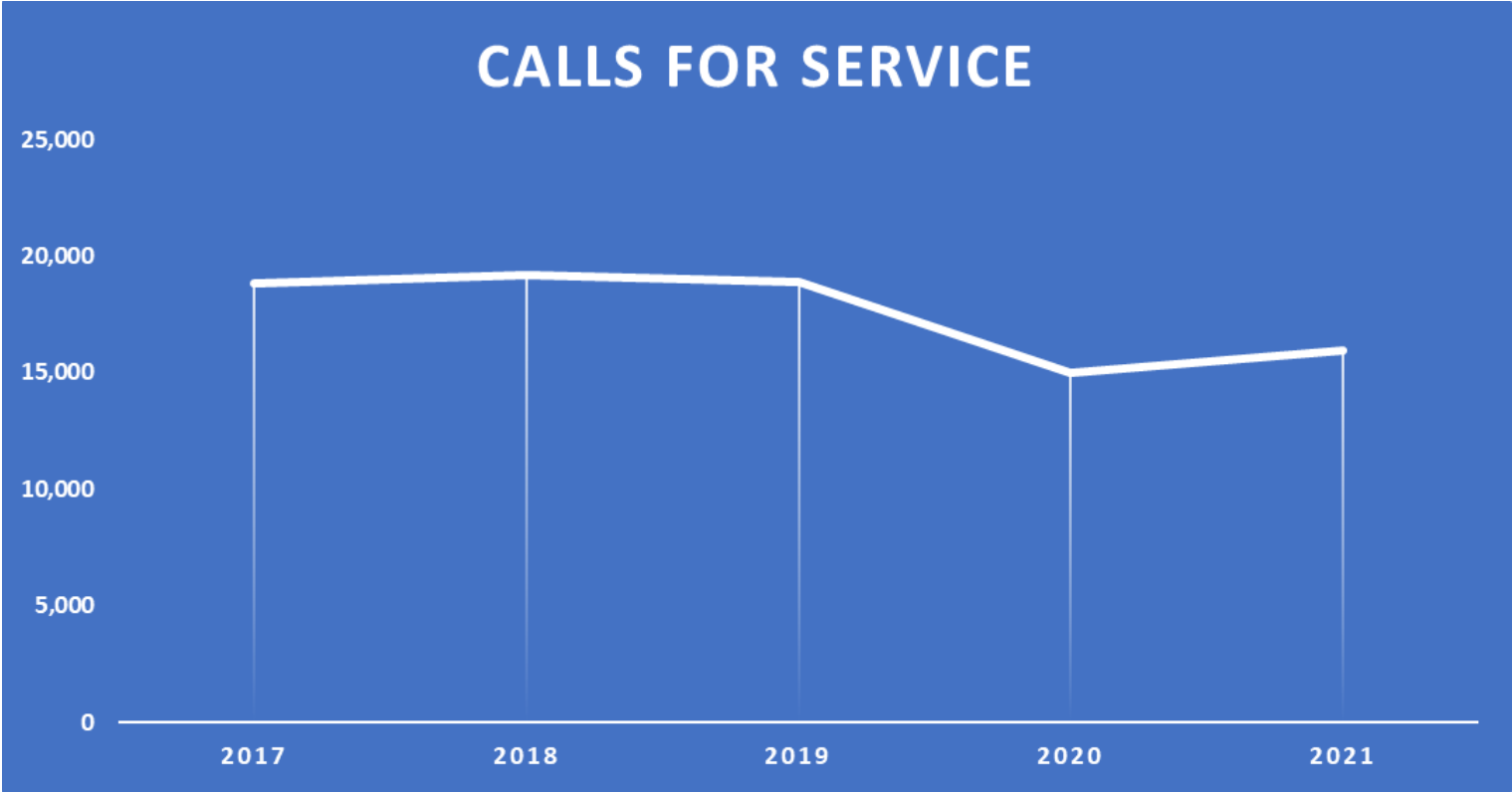
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Description	Police Dept FY23 Proposed Budget	5 Year Average Actual Expense	Town Manager Review FY23 Budget
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Body Worn Cameras Lease (Year 3 of 5)	\$ 32,440		\$ 32,440
Radio System Debt Service (Year 4 of 10)	\$ 65,305		\$ 65,305
Narcotics K-9	\$ 15,000		
Taser Replacement	\$ 47,500		
Fleet Replacement	\$ 200,000		
TOTAL OF ITEMS LISTED ABOVE	\$ 732,445		\$ 301,085
TOTAL POLICE DEPT BUDGET	\$ 5,733,960	\$ 5,141,808	\$ 5,299,850
DIFFERENCE POLICE DEPT PROPOSED VS TOWN MANAGER REVIEW	\$434,110		
Significant Additional Expenses Incurred Since FY2017			
10 Year Lease Radio System Debt Service Began FY19	\$ 65,305.00		
5 Year Lease Body Camera (Began FY20)	\$ 32,440.00		
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High Intensity Drug Trafficking Area Position (Began FY22)	\$ 53,185.00	Offset by Revenue Received from HIDTA	
Total	\$ 244,430.00		





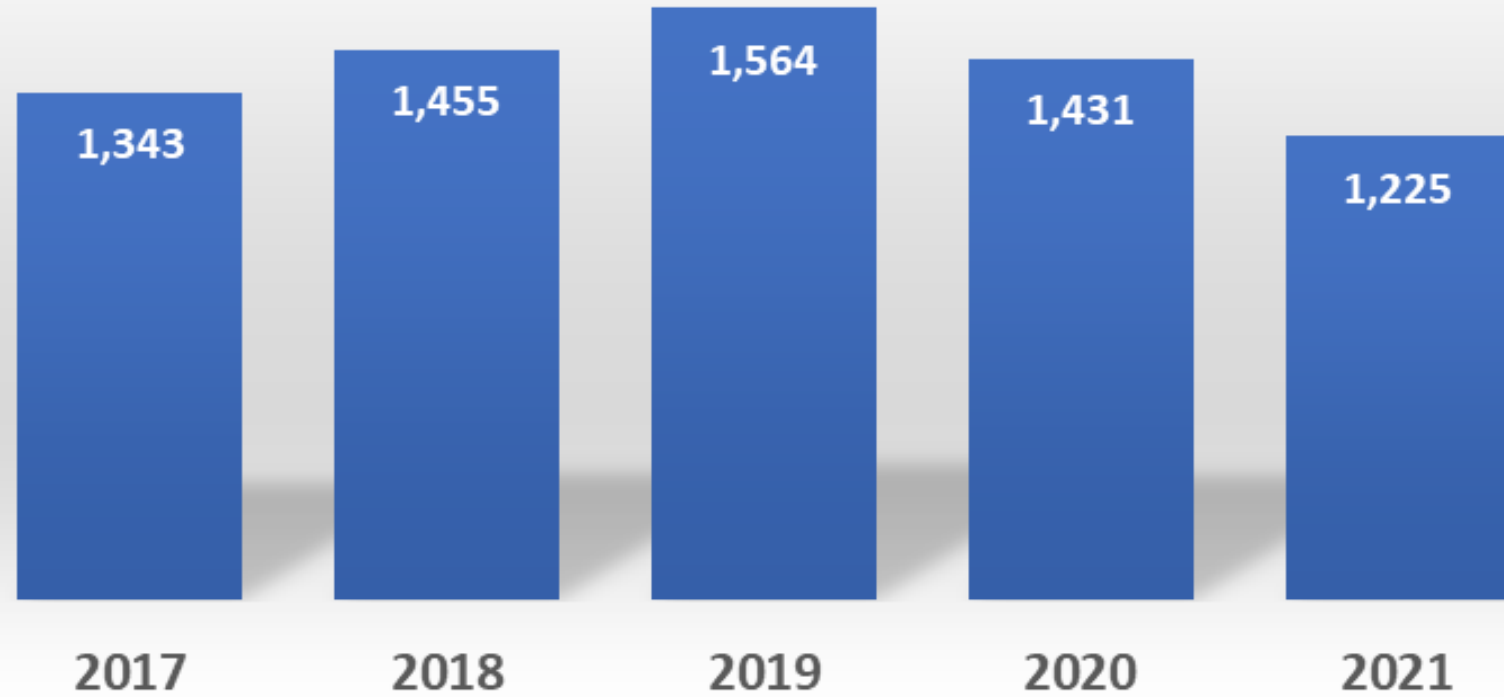
Front Royal Police Department

2017	18,820
2019	19,189
2019	18,874
2020	15,025
2021	15,929



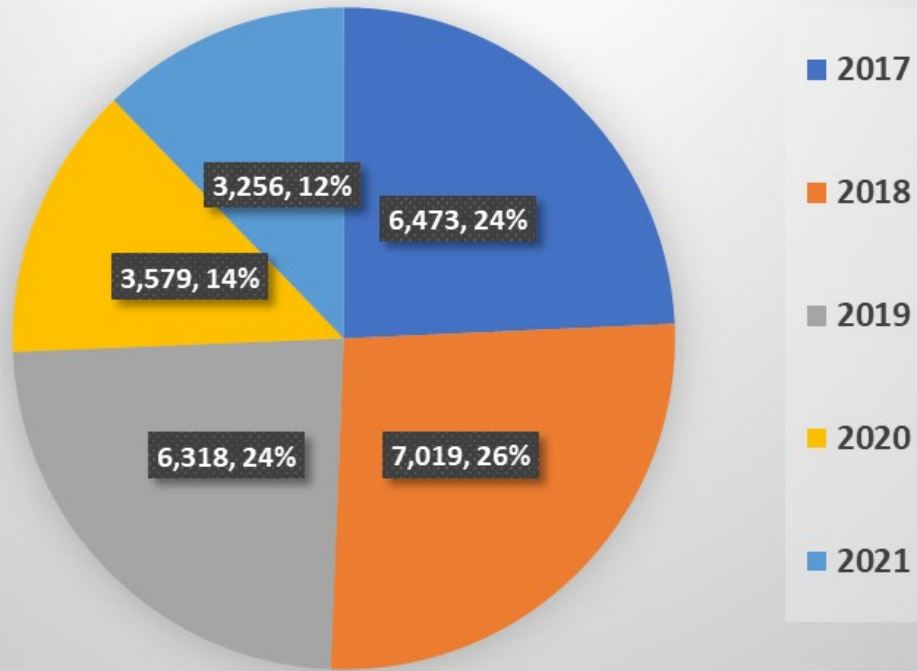
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Arrests

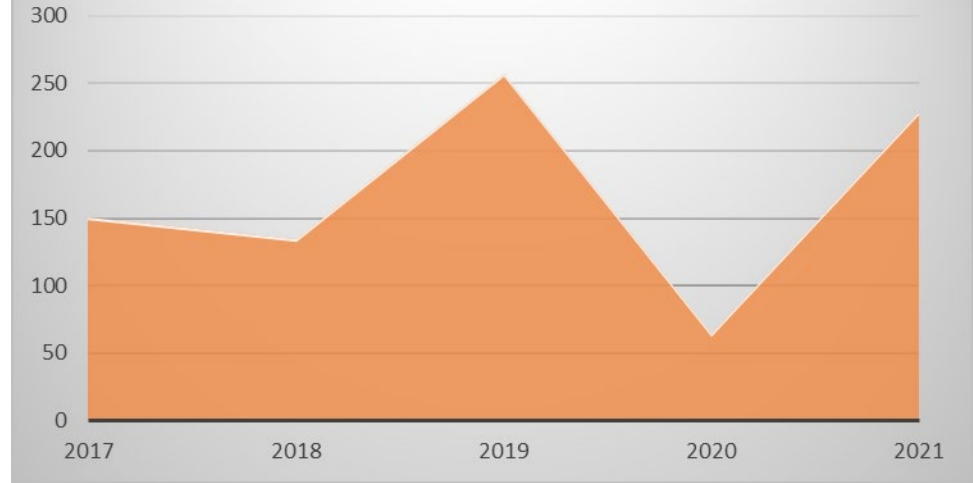


Traffic Stops & Violations

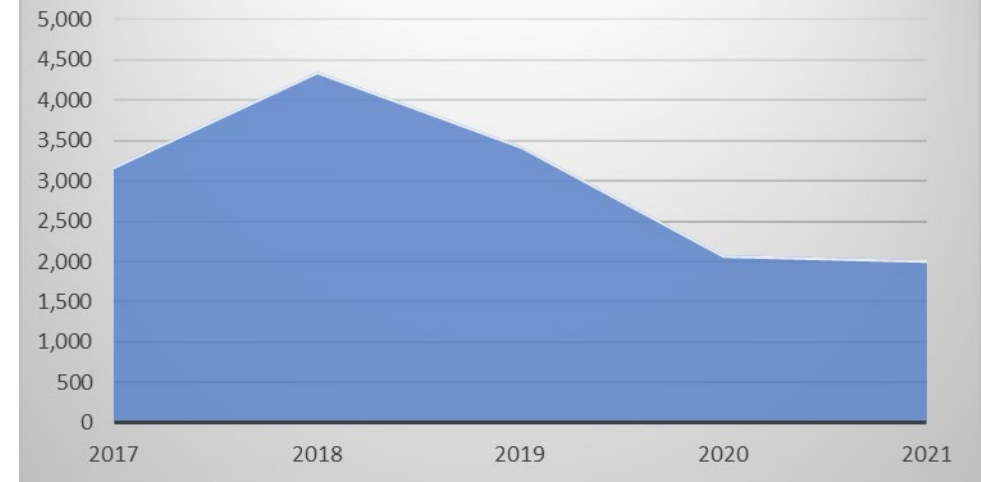
Traffic Stops



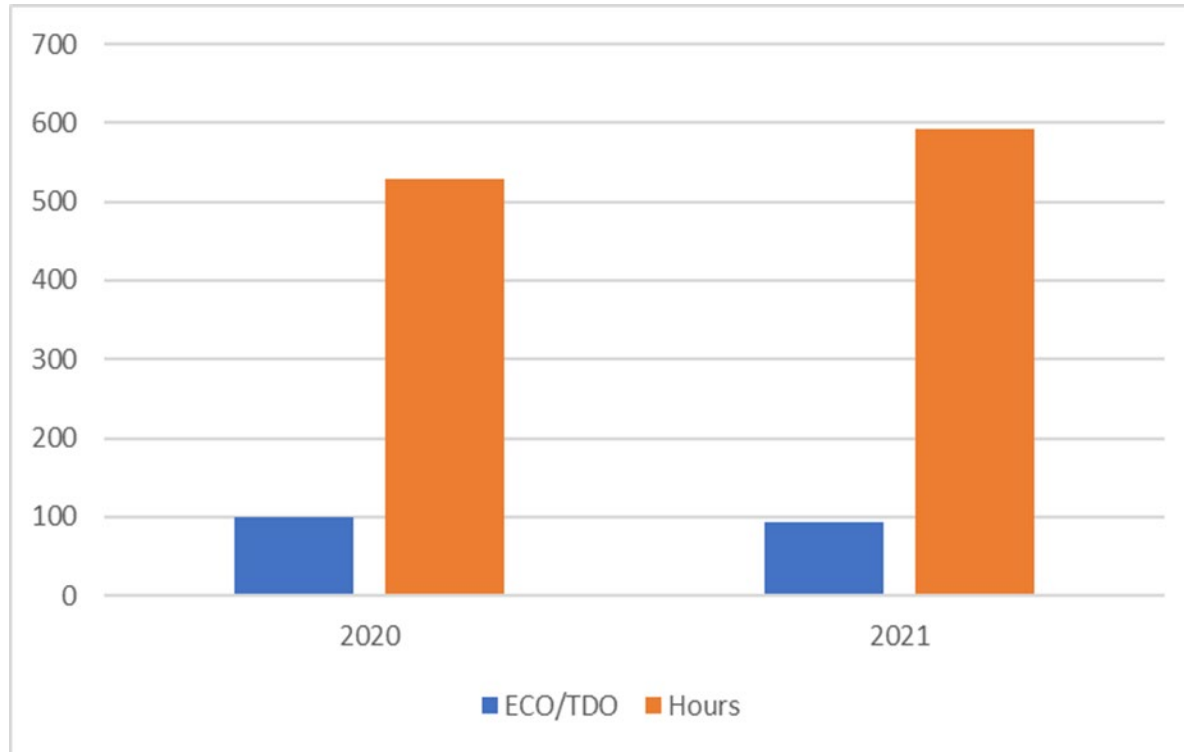
Parking Violations



Moving Violations



ECO- TDO's



2020

Total Calls: 100

Total Time: 24 Days, 3 weeks and 3 Days

2021

Total Calls: 94

Total Time: 22 Days, 3 weeks and 1 Day

Average Officer Salary: \$28.93

Average Overtime Salary: \$43.40

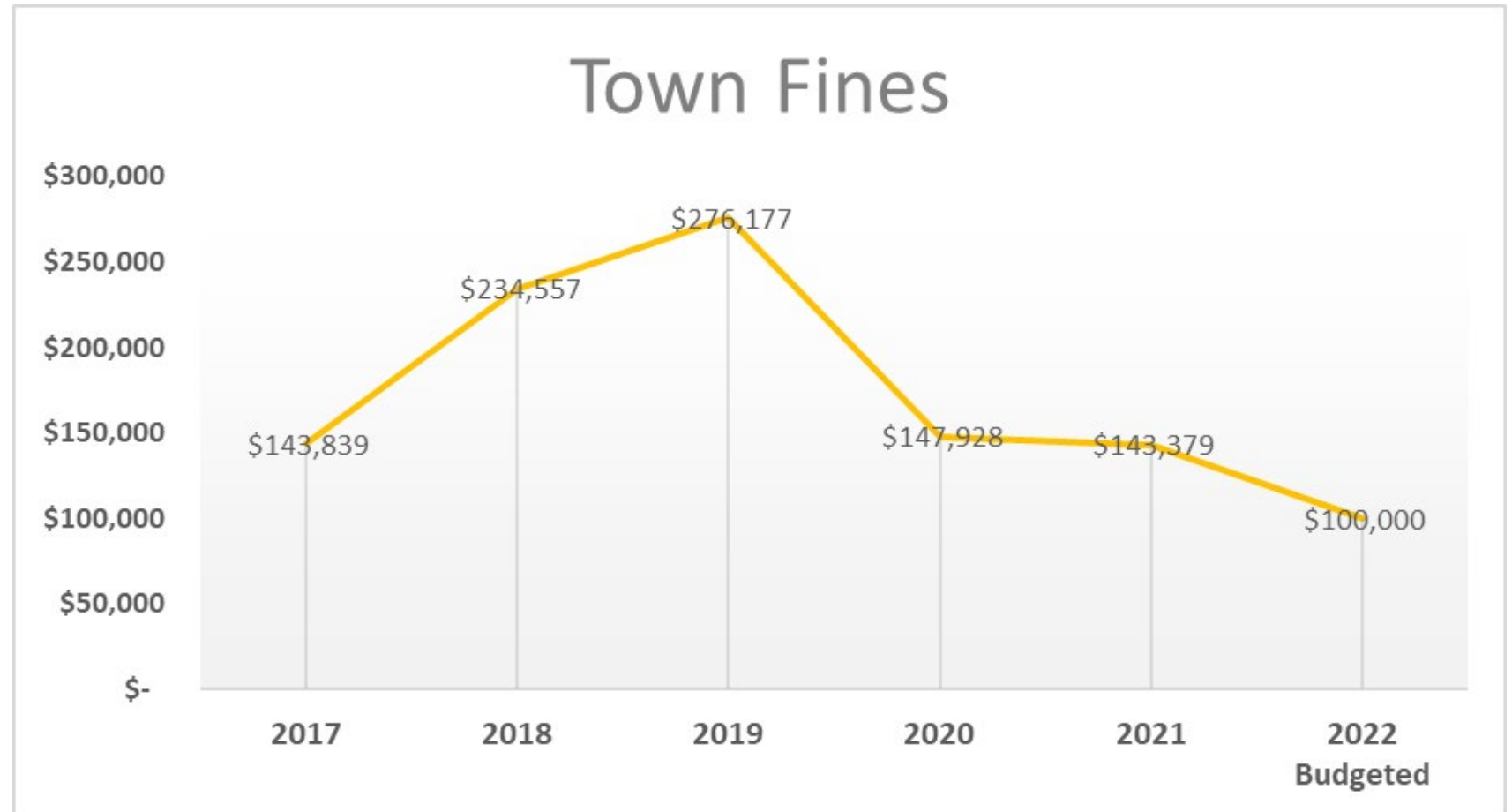


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Revenues from Fines

Current: \$ 59,816.75

<u>Fiscal Year</u>	<u>Total Budget</u>
FY22	\$ 5,227,200
FY21	\$ 5,301,250
FY20	\$ 5,264,960
FY19	\$ 4,899,840
FY18	\$ 4,855,790
FY17	\$ 4,874,045
6 Year Average	\$ 5,070,514



Current Challenges for Law Enforcement Relative to Budget

- Recruitment/Retention
 - Officer Wellness – Physical, Mental/Emotional, Financial, Spiritual
 - Officer Fatigue/Burnout – Overtime, Shift Coverage
 - Law Enforcement Morale



Current Challenges for Law Enforcement Relative to Budget

- Community Oriented Policing
 - Duties beyond traditional enforcement/reactionary response.
 - Police Accountability
 - Accreditation
 - Use of Force reviews
 - Body Camera Audits
- Public Trust and Transparency
 - Publicly Published Annual Reports
 - Publicly Published Community Policing Data Act Information
 - Guardian Score initiative



Current Challenges for Law Enforcement Relative to Budget

- ECO/TDO
 - Legislative increase in time frames for treatment
 - DBHDS is broken



Front Royal Police Department Infrastructure Relative to Budget

- Communications Systems
 - Motorola Radio System
 - Vesta Phone System
- Records Management System
 - Spillman
- Camera Systems
 - Watchguard Systems (car/body/interview rooms)
- Less Lethal Force Systems
 - Tasers
 - Less Lethal Munitions – 12 Gauge Weapon Systems and projectiles, Chemical Munitions



VEH #	MAKE	MODEL	YR	MILEAGE	2023	2024	2025	2026	2027	2028	2029	2030
201	Chevrolet	Impala	2013	84261	94793	105316	115839	126362	136885	147408		
202	Chevrolet	Impala	2013	44425	49978	55531	61084	66637	72190	77743	83296	88849
203	Ford	Focus	2013									
204	Ford	F150	2014	107409	122753	138097	153441					
205	Ford	Explorer	2014	114640	131017	147394	163771					
207	International	Truck	2004	126010	133422	140834	148246	155658	163070	170482	177894	25 yrs. Old
208	Ford	Explorer Spare	2015	140390	163707	Based on	yearly	mileage				
209	Ford	Explorer K-9	2015	57791	67422	77053	86684	96315	105946	115577	125208	134839
210	Chevrolet	Impala	2015	28153	32845	37537	42229	46921	51613	56303	60995	65687
211	Chevrolet	Impala	2015	66619	77722	88825	99928	111031	122134	133237	144340	
212	Chevrolet	Impala School_Spare_Surv.	2015	102028	119032	136036	153040					
213	Stalker	Speed Trailer	2015	N/A								
216	Victory	Commander 1 motorcycle	2016	N/A								
217	Ford	Explorer	2017	149164	179164							
218	Ford	Explorer	2017	126901	156901							
219	Ford	Explorer	2017	140833	170833							
220	Ford	Explorer	2018	98771	123463	153463						
221	FORD	Explorer	2018	56502	70627	84752	98877	113002	127127	141252	155377	
222	Ford	Taurus	2018	28455	35568	42681	49794	56907	64020	71133	78246	85359
223	Ford	Explorer	2020	35352	58920	88920	118920	148920				
224	Ford	Explorer	2020	Crash-Totaled	needs	to be	replaced	now				
225	Ford	Explorer	2020	37344	67344	97344	127344	157344				
226	Ford	Explorer	2020	14923	44923	74923	104923	134923	164923			
227	Ford	Explorer	2020	5547	35547	65547	95547	125547	155547			
228	Ford	Explorer	2020	1132	31132	61132	91132	121132	151132			
229	Ford	Truck	1997	123723	128671	133619	138567	143551	30 yrs. Old			
230	Ford	Superduty 4x4	2012	N/A								
231	Chevy	Impala	2006	N/A								
255	Precision Solar	Speed Trailer	2004	N/A								
284	Chevy Van	Express 2500	2007	43551	46551	49551	52551	55551	58551	61551	64551	67551
294	Chevrolet	Silverado	2000	Not to Replace	Seizure	from	criminal	case				
295	Chevrolet	Tahoe 4WD 4D K-9	2012	90088	99016	108016	117016	126016	15 yrs. Old			
296	Chevrolet	Silverado	2012	113486	124834	136182	147530					
297	Ford	Explorer	2013	86267	95852	105437	115022	124607	134192	143777		
298	Chevrolet	Impala	2013	54699	61536	68373	75210	82047	88884	95721	102558	109395
299	Chevrolet	Impala	2013	69021	77648	86275	94902	103529	112156	120783	129410	138037
	PATROL	CID		DTF	ADMIN	OTHER				Jan.2022		

Current Challenges for Law Enforcement Relative to Budget

TASER X26P CEW Inventory				
Assignment	Model	Serial	Status	Comments
217	X26P	X120021NY	Malfunction	No CID Display
218	X26P	X1200CAYH	Functional	
220	X26P	X12002XKF	Malfunction	Major fault error
223	X26P	X12008YH1	Functional	
224	X26P	X12008WWV	Functional	
225	X26P	X12009RV2	Functional	
226	X26P	X12008Y6N	Functional	
227	X26P	X120021FT	Malfunction	No CID Display
228	X26P	X120005N1	Malfunction	No CID Display
Spare	X26P	X120005NP	Malfunction	No CID Display
Spare	X26	X00-581585	Functional	

Note: \$1,000 per Taser



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Total	\$ 244,430.00		



Actual Figure for Fixed Budget Items

• Personnel	\$4,995,905
• Maintenance Service Agreements	\$41,295
• Camera System Lease	\$32,440
• Radio Debt Service	\$71,245
• SRCJA Academy Dues	\$25,000
• NWVRDTF Dues	\$11,500
• Auto Maintenance	\$32,625
• Telecommunications	\$16,700
• <u>Professional Services (Psych/Poly x5)</u>	<u>\$3,375</u>
• Total	\$5,230,085



FRPD Budget Allowance Vs. Fixed Budget Items

- FRPD Budget Allowance \$5,300,000
- FRPD Fixed Budget Items \$5,230,085
- Difference \$69,915
- This is before we buy a drop of gas, outfit and equip officers, purchase and equip vehicles, address training, or conduct any operations outside of enforcement.



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