



TOWN COUNCIL WORK SESSION
TUESDAY, September 3, 2013 @ 7:00pm
Front Royal Administration Building Conference Room

Town/Staff Related Issues:

1. Discussion Pertaining to Town's Requirement for a 15' Buffer between Commercial and Residential Properties – Bill Barnett
2. VDI Solutions Update – *Information Technology Director*
3. Solid Waste CDL Requirement – *Town Manager*
4. Disposition of Properties of Town Hall, Police Dept., Finance Building – *Town Manager*
5. Discuss modifying Town Code 167-4.A.4 from "Deer Management Plan" to "Wildlife Management Plan" – *Town Manager*

Council/Mayor Related Issues:

6. Liaison Committee Items for September 19 Liaison Meeting
7. Discuss Resolution for Corridor Discussion with Warren County – *Vice Mayor Parker*
8. Council Discussion/Goals (*time permitting*)
9. Closed Meeting – Personnel Matter specific to Town Manager Evaluation

Motion to go Into Closed Meeting

I move that Council convene and go into Closed Meeting for the purpose of assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of a public body, specific to the evaluation of the Town Manager, pursuant to Section 2.2-3711 A. 1. of the Code of Virginia

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

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

Town of Front Royal, Virginia Work Session Agenda Form

Date: September 3, 2013

Agenda Item: Virtual Desktop Interfacing (VDI) Overview

Summary: The IT Department is working to implement VDI on our network to improve user activity, reduce maintenance efforts, and reduce long-term operating expenses. An additional benefit will be the more timely implementation of new technologies. Staff will provide a demonstration of this solution and discuss the benefits to the Town.

Council Discussion: Council is requested to review the proposed network solution.

Staff Evaluation: Staff has evaluated and tested VDI solutions for the past three (3) months and determined it to be appropriate to migrate Town network systems to this solution. Implementation of VDI will reduce the long-term equipment expenses, facilitate reduce maintenance efforts, and expedite network solutions. VDI will also enhance tablet usage in the future.

Budget/Funding: Funding for server acquisition and licensing is included in the current budget. The Director of Finance will be available to address fiscal issues.

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

Staff Recommendations: Staff has initiated the transition to VDI for appropriate applications.

Town Manager Recommendation: The Town Manager recommends this solution to improve service delivery and stabilize future equipment expenses.

Council Recommendation:

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

Town of Front Royal, Virginia
Work Session Agenda Form

Date: September 3, 2013

Agenda Item: Solid Waste CDL Requirement

Summary: The Employee Handbook adopted on March 11, 2013 included the requirement that "Non-administrative positions in Environmental Services not associated with plant operations and non-administrative positions in Energy Services shall be required to possess a commercial drivers license." As staff have worked to implement this requirement, inclusions of non-driving staff within the Solid Waste Division should be recommended, but not required. Typically, Solid Waste staff are used in limited number during snow events.

Council Discussion: Council is requested to consider amending the Employee Handbook to recommend CDL's for non-driving Solid Waste employees.

Staff Evaluation: Staff has evaluated the implementation of this requirement and determined that possession of a CDL by non-driving Solid Waste employees is recommended, but not required for operations.

Budget/Funding: The Director of Finance will be available to address fiscal issues.

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

Staff Recommendations: Staff recommends Council consider amending the Employee Handbook.

Town Manager Recommendation: The Town Manager recommends Council consider amending the Employee Handbook.

Council Recommendation:

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





Work Session

Town of Front Royal, Virginia Work Session Agenda Form

Date: September 3, 2013

Agenda Item: Disposition of Town Property

Summary: The Town has received and distributed copies of the appraisals for Town Hall (\$610,000), Town Hall Parking Lot (\$49,000), Former Finance Building (\$577,000), and the Police Department (\$484,000). Staff are currently working with the EDA to obtain proposals for disposition of these buildings.

Council Discussion: Council is requested to options for reuse of these Town properties.

Staff Evaluation: Staff has contacted the EDA and other local stakeholders to develop ideas for reuse of these properties.

Budget/Funding: The Director of Finance will be available to address fiscal issues.

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

Staff Recommendations: Staff recommends Council provide input as to the reuse of these Town properties.

Town Manager Recommendation: The Town Manager recommends Council provide input as to the reuse of these Town properties.

Council Recommendation:

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

Town of Front Royal, Virginia
Work Session Agenda Form

Date: September 3, 2013

Agenda Item: Town Code Amendment Chapter 167-4.A.4 - Wildlife Management

Summary: Town Council amended Chapter 167 in January 2012 to include a provision of the Weapons Code to provide for agents of the Town to perform deer management through bow hunting. In discussion with staff and the Department of Game and Inland Fisheries, it is possible that the Town can amend the language from "deer management" to "wildlife management" to facilitate control of other forms of wildlife the DGIF include in specific management plans.

Council Discussion: Council is requested to consider an amendment to Chapter 167-4.A.4 to modify the language to "Lawfully hunting ~~deer~~ wildlife pursuant to a a specific grant of authority under a ~~Deer~~ Wildlife Management Plan adopted by the Virginia Department of Game and Inland Fisheries and the Town Council."

Staff Evaluation: The proposed Code Amendment would allow the Town to identify wildlife species in addition to deer that require a managed plan to address increased wildlife populations. Once identified and included on our Wildlife Management Plan, the Town's authorized agent could control the population threw bow hunting.

Budget/Funding: The Director of Finance will be available to address fiscal issues.

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

Staff Recommendations: Staff recommends Town Council consider amending Town Code 167-4.A.4 to include management of other forms of wildlife.

Town Manager Recommendation: The Town Manager recommends Town Council consider amending Town Code 167-4.A.4

Council Recommendation:

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



**ORDINANCE TO AMEND SECTION 167-4.A.4 OF THE FRONT ROYAL
TOWN CODE PERTAINING TO WILDLIFE MANAGEMENT**

WHEREAS, Town Code Section 167-4 was approved by Council on January 23, 2012; and,

WHEREAS, the Section was added for agents of the Town to perform deer management through bow hunting; and,

WHEREAS, after discussion with Town Staff and the Department of Game and Inland Fisheries, it is requested to amend the language in the Town Code from "deer management" to "wildlife management" to facilitate control of other forms of wildlife the Department of Game and Inland Fisheries include in specific management plans; and,

NOW, THEREFORE, BE IT ENACTED by the Town Council of the Town of Front Royal, Virginia that Section 167-4.A.4 of the Front Royal Town Code is hereby amended as follows:

167-3 DISCHARGE OF MISSILE PROJECTING WEAPONS

A. It shall be unlawful to discharge any non-firearm or non-pneumatic missile projecting gun or weapons to include bows, crossbows, and slingshots within the Town, with the exception of the following:

1. Any law enforcement officer in the performance of official duties;
2. Any other person whose said willful act is otherwise justified or excusable at law in the protection of life or property, or is otherwise is specifically authorized by law;
3. Any otherwise lawful discharge while actually engaged in target practice on shooting ranges or other facilities lawfully established and maintained; and,
4. Lawfully hunting ~~deer~~ wildlife pursuant to a specific grant of authority under a ~~Deer~~ Wildlife Management Plan adopted by the Virginia Department of Game and Inland Fisheries and the Town Council.

This ordinance shall become effective upon passage.

APPROVED:

Timothy W. Darr, Mayor

ATTEST:

Jennifer E. Berry, Clerk of Council

THIS ORDINANCE was approved at the Regular Meeting of the Town of Front Royal, Virginia on its second reading, conducted _____ 2013, upon the following recorded vote:

Thomas H. Sayre Yes/No

Bret W. Hrbek Yes/No

Hollis L. Tharpe Yes/No

Eugene R. Tewalt Yes/No

N. Shae Parker Yes/No

Daryl L. Funk Yes/No

A public hearing on the above was held on _____, 2013 having been advertised in the Northern Virginia Daily on _____, 2013 and _____, 2013. The Ordinance was enacted at the Regular Meeting of the Town Council held _____ 2013.

Approved as to form and legality:

Douglas W. Napier, Town Attorney

Date: ____ / ____ / ____

Town of Front Royal, Virginia Work Session Agenda Form

Date: September 3, 2013

Agenda Item: Liaison Committee Items for September 19, 2013 Meeting

Summary: Council is requested to add items to the Liaison Committee Meeting Agenda scheduled for September 19, 2013. Items will be voted on at the regularly scheduled meeting on September 9, 2013.

Council Discussion: Council takes desired action

Staff Evaluation: N/A

Budget/Funding: N/A

Legal Evaluation: N/A

Staff Recommendations: N/A

Town Manager Recommendation: N/A

Council Recommendation:

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



RESOLUTION RT 522 CORRIDOR DISCUSSION REQUEST

WHEREAS, the Town of Front Royal has facilitated commercial and industrial development in the Route 522 Corridor through the installation of water and sewer facilities, approval of rate agreements with developers to entice their location within Warren County, and fiscal participation in project improvements; and,

WHEREAS, the 1998 Corridor Agreement and the 1999 Amendment were intended to facilitate commercial and industrial development in the Route 522 Corridor while minimizing fiscal impact to the Town; and,

WHEREAS, the continued negative statements regarding the Route 522 Corridor are impacting future economic development; and,

WHEREAS, the Town of Front Royal would like to conduct an open and honest discussion about the Route 522 Corridor; and,

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Front Royal, Virginia hereby request the Board of Supervisors of the County of Warren participate in an open and honest discussion with the Town Council, facilitated or otherwise conducted, in order to fully discuss the concerns and issues of both Governments regarding the Route 522 Corridor.

APPROVED:

Timothy W. Darr, Mayor

Attest:

Jennifer E. Berry, CMC, Clerk of Council

THIS RESOLUTION was approved at the Regular Meeting of the Town of Front Royal, Virginia, Town Council conducted on _____, 2013 upon the following recorded vote:

Thomas H. Sayre	Yes/No	Bret W. Hrbek	Yes/No
Hollis L. Tharpe	Yes/No	Eugene R. Tewalt	Yes/No
N. Shae Parker	Yes/No	Daryl L. Funk	Yes/No

Approved as to Form and Legality:

Douglas W. Napier, Town Attorney
Dated: _____