



TOWN COUNCIL WORK SESSION

Monday, August 18, 2014 @ **6:30pm**

Front Royal Administration Building

1. CLOSED MEETING – Planning Commission Interview

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 Planning Commission Interview, 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/Staff Related Issues:

2. Continued Discussion of 409 Virginia Avenue Utilities – *Town Manager*
3. Proposed Amendments to Code Section 98-42 – "Fortunetellers/Similar Businesses" – *Town Attorney*
4. Dispatcher Step Program/Master Communications Officer Program Discussion – *Police Chief*
5. Mobile Phone/Mobile Data Device Policies for the Town – *Town Attorney*
6. Proposal from County of Warren to Add TVs to Warren County Board Room – *Town Manager*

Council/Mayor Related Issues:

7. Continued Discussion of Sign Ordinance Amendment – *Councilman Funk*
8. Council Discussion/Goals *(time permitting)*
9. CLOSED MEETING – Personnel Matters

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, 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: August 18, 2014

Agenda Item: 409 Virginia Avenue

Summary: A duplex constructed 1937 is currently serviced by a single water meter. The single water meter for two separate properties does not comply with Town Code, and presents issues when dealing with individual water needs and maintenance efforts. Staff proposes to install an independent water service for each unit from the single service line connected from the main, as it has served both units for several years. Should the service require maintenance in the future, independent connection will be provided at that time.

Council Discussion: At the August 4th Work Session, Council requested that a resolution be drafted to provide Council the opportunity to discuss requiring a lien for connection fees and to discuss a program to address the other known locations of duplexes served by a single water meter.

Staff Evaluation: The drafted resolution offers Council the choice of 1) no connection fees or 2) connection fees placed as a lien on the property, and 3) placing notice in the property records of all known similar situations.

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 requests Council provide direction to resolve this issue.

Town Manager Recommendation: The Town Manager requests Council provide direction to resolve this issue.

Council Recommendation:

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



Town of Front Royal, Virginia



RESOLUTION FOR INDEPENDENT WATER SERVICE AT 409 VIRGINIA AVENUE

WHEREAS, a duplex was constructed at 409 Virginia Avenue in 1937 where both independent residences are served by a single water meter; and,

WHEREAS, Town Code Chapter 134-1 adopted in 1985 requires an independent connection for each residential property; and,

WHEREAS, the previous owner of both properties at the duplex did not install separate water meters for each property; and,

WHEREAS, the current owner was not made aware of the single water meter for the entire duplex at the time the residence was purchased in October, 2003; and,

WHEREAS, the installation of separate water meters at this duplex is necessary to ensure continued service to the residences while allowing the Town to administer utility payment collections;

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Front Royal:

- 1) Town Council approves a Special Exception to Town Code 134-1 to allow a single water service connection to the Town's water main to serve independent water meters at 409 and 411 Virginia Avenue. Said independent water meters shall be installed by the Town, with the property owner of 409 Virginia Avenue connecting their water service to the new meter. The Town shall provide independent connections to the water main at such time that the water main is replaced or the single water service connection for the duplex is replaced.
- 2) Town Council directs Town staff to install a separate water service connection at the main for 409 Virginia Avenue with a separate meter. The property owners of 409 Virginia Avenue will connect their water service to the new meter. Town Council shall agree to accept a valid lien in the amount of \$14,090 against the real property located at 409 Virginia Avenue in favor of the Town from the Property Owner securing the payment of water and sewer connection fees to the Town in lieu of receiving payment for such fees at the time of connection.
- 3) Town Council directs staff to develop notification to all known properties serviced by a single water meter not complying with Town Code that will place notice will be placed in the appropriate land records that the water service connection to the property does not comply with Town. For a period of three years from the date of the notice, the Town will work with the affected property owners to bring the property into compliance similarly to that proposed for 409 Virginia Avenue.

The Town will offer the same resolution to those property owners that notify the Town of single water service that were not notified of this program until July 1, 2017.

Adopted this, xxth day of September, 2014

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 _____, 2014 upon the following recorded vote:

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

Approved as to Form and Legality:

Douglas W. Napier, Town Attorney

Dated: _____

21 July 2014

I Rebecca Sinclair purchased
a home at 409 Virginia Ave
Front Royal, VA in Oct. 2003.

It was not disclosed to me
that the water and sewer was
never separated. The town of
Front Royal has repeatedly cut
my water off because my

~~neighbors~~ neighbors didn't pay their
bill. I want the town to

~~take~~ waive all fees to
operate my plumbing at no

cost to me. I am 67 and
on a fixed income, also this
whole affair has been unfair
to me.

Sincerely
Rebecca D. Sinclair

Town of Front Royal, Virginia Work Session Agenda Form

Date: August 18, 2014

Agenda Item: COUNCIL CONSIDERATION/APPROVAL/DISAPPROVAL: Adoption of Amendments to Town Code Section 98-42.

Summary: Town Council is considering repeal of Town Code Section 110-17, the prohibition of fortune-telling, etc. both because it conflicts with Town Code Section 98-42, which permits fortune-telling, etc. upon the payment of a license tax; and because a recent 4th Circuit United States Circuit Court of Appeals has deemed such prohibitions to be violative of the First Amendment of the United States Constitution. Citizens also voice objections to the term "spiritual medium" in Town Code Section 98-42, as to some people that term has religious connotations, and those people do not feel spiritual mediums should be subject to a license tax to engage in their religious practices.

The 4th Circuit case upheld Chesterfield County, Virginia's \$300.00 per year license fee ordinance. Other cases have, however, deemed annual license fees of \$1,000.00 or more as a *de facto* ban on fortune-telling and therefore an unconstitutional ban. If the Town is to impose a flat license fee on fortune-telling, therefore, it would be legally risky to impose a license fee of greater than \$300.00 per year without further judicial clarification.

The current Town Code license fee provision is:

SECTION 98-42 FORTUNETELLERS AND SIMILAR BUSINESSES

For every license for a person engaged in business as a fortuneteller, clairvoyant, phrenologist, spirit medium, astrologist, hypnotist or palmist, there shall be paid a license tax of four hundred dollars (\$400.) a year. Such license tax shall not be proratable. A license for a fortuneteller, clairvoyant, phrenologist, spirit medium, astrologist, hypnotist or palmist shall not be transferable.

The Code of Virginia Section which allows localities to impose license fees on fortune-telling is:

Va. Code § 58.1-3726. Fortune-tellers, clairvoyants and practitioners of palmistry. — For the purpose of license taxation pursuant to § 58.1-3703, any person who, for compensation, shall pretend to tell fortunes, assume to act as a clairvoyant, or to practice palmistry or phrenology shall be deemed a fortune-teller. No license tax on fortune-tellers imposed pursuant to this chapter shall exceed \$1,000 per year. The governing body of any county, city or town may provide that any person who engages in business as a fortune-teller without the license required shall be guilty of a Class 3 misdemeanor.

Normally, it is my advice to adopt as precisely as possible the enabling legislation of the State Code, since Virginia is a Dillon Rule state. The problem with Va. Code §58.1-3726 are the words "shall pretend to tell fortunes", which, in my view, may well be unenforceable because perhaps unprovable in court: how can anyone prove that someone is pretending to tell fortunes as opposed to telling fortunes? It is akin to suggesting that my religious views reflect the truth, but yours only pretend to tell the truth. I would suggest plugging this loophole in the State Code as follows:



SECTION 98-42 FORTUNETELLERS AND SIMILAR BUSINESSES

Any person who, for compensation, shall tell or pretend to tell fortunes, practice palmistry or phrenology, or assume to act as a clairvoyant, shall be deemed a fortune-teller, and first shall obtain a license from the Town. For every license for a person engaged as a fortune-teller, clairvoyant, phrenologist, spirit medium, astrologist, hypnotist or palmist, there shall be paid a license tax of ~~four~~ three hundred dollars (\$400.) (\$300.00) a year. Such license tax shall not be proratable. A license for a fortune-teller, clairvoyant, ~~phrenologist,~~ ~~spirit medium,~~ ~~astrologist,~~ ~~hypnotist~~ or palmist shall not be transferable

Council Member Sayre has expressed a concern that fortune-tellers will attempt to evade paying the license fee by pretending not to charge a fee or other express compensation, but instead accept "donations" or the like. I set forth a draft Town Code provision at the end of the Section to address this concern, adding, however, that this addition is not part of the enabling legislation of the State Code.

SECTION 98-42 FORTUNETELLERS AND SIMILAR BUSINESSES

Any person who, for compensation, shall tell or pretend to tell fortunes, practice palmistry or phrenology, or assume to act as a clairvoyant, shall be deemed a fortune-teller, and first shall obtain a license from the Town. For every license for a person engaged as a fortune-teller, clairvoyant, phrenologist, spirit medium, astrologist, hypnotist or palmist, there shall be paid a license tax of ~~four~~ three hundred dollars (\$400.) (\$300.00) a year. Such license tax shall not be proratable. A license for a fortune-teller, clairvoyant, ~~phrenologist,~~ ~~spirit medium,~~ ~~astrologist,~~ ~~hypnotist~~ or palmist shall not be transferable. For purposes of this Section, "compensation" shall include donations or other transfer of money or things of value to the fortune-teller from a person, not in the immediate family of the fortune-teller, who received information as heretofore set forth in the first sentence of this Section, to the fortune-teller, which compensation would not have occurred but for said telling of fortune. For the purpose of this subsection, a member of the immediate family is defined as any person who is a natural or legally defined offspring, stepchild, spouse, sibling, grandchild, grandparent, or parent of the fortune-teller.

Council Discussion: Council is requested to consider whether it wants to amend Town Code Section 98-42, and if so, in what manner it wishes to so amend.

Budget/Funding: None.

Legal Evaluation: See Staff evaluation.

Staff Recommendation: Staff recommends amending Town Code Section 98-42 to bring it into conformity with Va. Code § 58.1-3726 to the extent feasible. This would also have the effect of eliminating the objection from citizens of imposing a licensing tax on spiritual mediums.

Planning Commission Recommendation: Not applicable.

Town Manager Recommendation: The Town Manager concurs with the Staff Recommendation.

Council Recommendation:

☐ Additional Worksession ☐ Regular Meeting ☐ No Action



Item No. 4

Town of Front Royal, Virginia Work Session Agenda Form

Date: August 18, 2014

Agenda Item: Dispatcher Step Program/Master Communication Officer Program

Summary: The title Dispatcher will be replaced with Communications Officer. The requirement for Communications Officer II has changed.

Council Discussion: The title of Dispatcher will be changed to Communication Officer. The Association of Public-safety Communications Officials (APCO) recognizes Communication Officer vs. Dispatcher. The requirement for a General Instructor certification as a standard for Communications Officer II has been amended to a job specific certification due to the limited availability of General Instructor classes and the ability to send more than one person at a time due to staffing issues.

Staff Evaluation: N/A

Budget/Funding:

Legal Evaluation:

Staff Recommendations: Request Approval

Town Manager Recommendation:

Council Recommendation:

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

Work Session

DISPATCHER STEP PROGRAM

Entry level Dispatchers are hired at a base rate of \$26,978

Upon completion of initial training, dispatchers will apply, through a request to their supervisor, for elevation to Dispatcher I status. Applicants will be required to submit proof of certifications and training.

Below are the requirements for Dispatchers to move from Entry Level Dispatcher to Level 1. All requirements must be met to move forward.

Dispatcher I:

- VCIN/NCIC Certification
- Successful completion of in-house dispatch training
- Basic Dispatch school scheduled/completed
- Probationary period of 6 months satisfied
- Good evaluation and no written reprimands in last 6 months
- Salary \$28,329-31,293

Upon completion of the above requirements, dispatchers will apply, through a request to their supervisor, for elevation to Dispatcher II status. Applicants will be required to submit proof of certifications.

Below are the requirements for dispatchers to move from Dispatcher I to Dispatcher II. All requirements must be met to move forward.

Dispatcher II:

- All requirements of Dispatcher I have been met
- Completed (or scheduled within 6 months) General Instructor Class
- 2 years employment as dispatcher
- Attended at least one job specific continuing education class per year
- Proven competency in Spillman software and usage to its fullest capacity to extract crime statistics and pertinent reports
- Good evaluation and no disciplinary actions in personnel file in last 6 months
- Salary \$32,052-36,254

Upon completion of the above requirements, dispatchers will apply, through a request to their supervisor, for elevation to Senior Dispatcher status. Applicants will be required to submit proof of certifications and any requirements.

Below are the requirements for dispatchers to move from Dispatcher II to Senior Dispatcher. All requirements must be met to move forward.

Senior Dispatcher:

- All requirements of Dispatcher II have been met
- 5 years employment as a Dispatcher
- Organize at least one in-house instruction in a two year period
- One community training session or event involvement
- Able to verify IBR reports for monthly submission to VSP
- No serious disciplinary actions requiring suspension of time off without pay in the last year
- Standards will be reviewed every two years to ensure compliance. If standards are not kept up you will be reclassified to the top of the pay scale for Dispatcher 2. You will not be able to apply for Senior Dispatcher for 6 months
- Salary \$37,148-43,097

MASTER COMMUNICATIONS OFFICER PROGRAM

Entry level Communications Officers are hired at a base rate of \$28,059

Upon completion of initial training, Communications Officers will apply, through a request to their supervisor, for elevation to Communications Officer I status. Applicants will be required to submit proof of certifications and training.

Below are the requirements for Communications Officers to move from Entry Level to Level 1. All requirements must be met to move forward.

Communications Officer I:

- VCIN/NCIC Certification
- Successful completion of in-house dispatch training
- Basic Communications school scheduled/completed
- Probationary period of 6 months satisfied
- Good evaluation and no written reprimands in last 6 months
- Salary \$28,329– 31,293

Upon completion of the above requirements, Communications Officers will apply, through a request to their supervisor, for elevation to Communications Officer II status. Applicants will be required to submit proof of certifications.

Below are the requirements for Communications Officer to move from Comm. Officer I to Comm. Officer II. All requirements must be met to move forward.

Communications Officer II:

- All requirements of Comm. Officer I have been met
- Completed (or scheduled within 12 months) one job specific certification.
- 2 years employment as a Communications Officer
- Attended at least one job specific continuing education class per year
- Proven competency in Spillman software and usage to its fullest capacity to extract crime statistics and pertinent reports
- Good evaluation and no disciplinary actions in personnel file in last 6 months
- Salary \$32,052-36,254

Upon completion of the above requirements, Comm. Officers will apply, through a request to their supervisor, for elevation to the Master Communications Officer (MCO) status. Applicants will be required to submit proof of certifications and any requirements.

Below are the requirements for Comm. Officers to move from Communications Officer II to Master Communications Officer. All requirements must be met to move forward.

Master Communications Officer (MCO):

- All requirements of Communications Officer II have been met
- 5 years employment as a Comm. Officer
- Organize at least one in-house instruction in a two year period
- One community training session or involvement
- Able to verify IBR reports for monthly submission to VSP or certification as a General Instructor or VCIN Instructor
- Good evaluation and no disciplinary actions in personnel file in last 6 months
- Standards will be reviewed every two years to ensure compliance. If standards are not kept up you will be reclassified to the top of the pay scale for Communications Officer II. You will not be able to re-apply for Master Communications Officer for 6 months.
- Salary \$37,148-43,097

Town of Front Royal, Virginia
Work Session Agenda Form

Date: August 18, 2014

Agenda Item: COUNCIL CONSIDERATION/APPROVAL/DISAPPROVAL: Adoption of Information Systems/Electronic/Mobile Device/Social Media Policy.

Summary: Guidelines for the proper and acceptable use of all information systems, including e-mail, by Town of Front Royal (hereinafter "Town") employees, elected officials, volunteers, interns, and other affiliates (hereinafter, "Users") who may be authorized to use mobile telephones, cellular phones, portable computing devices including tablets, notebooks, and laptops and similar devices, hardware, software, and/or network connections, and any other electronic device capable of transmitting or receiving printed, oral, or video transmissions (hereinafter collectively, "information systems") provided by the Town may be important, both from a legal standpoint, and from the standpoint of the Town effectively providing services to the public. The same is true with respect to guidelines for the proper and acceptable use and postings of social media, such as Facebook, Twitter, and Instagram (hereinafter, "social media"). Inappropriate use and postings may have the effect of interfering with the Town's ability to effectively deliver services to the public, may undermine the public's confidence in the Town's employees and officials, may cause the improper dissemination of confidential information, and may expose the Town to legal liability.

Council Discussion: Town Council may wish to consider written policies for the proper and acceptable use of all such information systems and social media by such Users.

Staff Evaluation: A soon-to-follow memorandum of law will express some of the legal and policy concerns more fully, but in a nutshell, the most important concerns, in no particular order, are these: 1) improper dissemination of confidential information by Users; 2) inadvertent informal employee "evaluations" on social media; 3) First Amendment issues that arise when employees express their views on matters of public concern, either a) related to official duties, b) not related to official duties, or c) when off-duty; 4) right to privacy/search and seizure issues.

In addition, other policy issues are raised in the Town Employee Handbook, which states on page 63 that all employees are responsible to uphold the Code of Conduct which includes behavior that will continue to promote "...public confidence in Town government." The Handbook further states on page 84 & 85 that postings on social media sites should not interfere with the Town's ability to effectively deliver services to the public. Nothing on the internet is truly private. Just because someone is your "friend" in cyberspace doesn't mean that person won't hesitate to complain about your posts. This is very true about postings during normal business hours or when traveling to Town sponsored events. This points out the tension between actions on social media and freedom of speech, and the need to have guidelines in place to guide actions in acting responsibly when posting to social media.

Budget/Funding: No additional funding required.

Legal Evaluation: See Staff evaluation above.

Staff Recommendations: See above.

Town Manager Recommendation: The Town Manager concurs with the Staff Evaluation.

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action

Consensus Poll on Action: ___(Aye) ___(Nay)

Work Session

Mobile Phone\Mobile Data Device Policies for the Town of Front Royal

These Policies establish guidelines for the proper and acceptable use of all information systems including e-mail by Town of Front Royal (hereinafter "Town") employees, elected officials, volunteers, interns, and other affiliates (hereinafter, "Users") who may be authorized to use mobile telephones, cellular phones, portable computing devices including tablets, notebooks, and laptops and similar devices, hardware, software, and/or network connections, and any other electronic device capable of transmitting or receiving printed, oral, or video transmissions (hereinafter collectively, "phones", "mobile phones", or "mobile devices") provided by the Town of Front Royal. By accepting possession or use of a Town issued mobile devices phone, all Users of a Town issued mobile phone expressly understand, acknowledge, consent, and agree, and expressly and knowingly waive any rights they may have to the contrary, as follows:

- 1) All such phones, mobile phones, and mobile devices, are and shall remain the property of the Town.
- 2) Two (2) types of phones will be identified by the Town's Information Technology (hereinafter "IT") Department each year as issued replacement phones: One smartphone and one ruggedized phone. All orders for new mobile phone\mobile data service regarding Town business will be for one of these two (2) phones.
- 3) All phones issued to each employee will not be eligible for an upgrade until the phone has been in service for 24 months. The only exception will be if the phone is replaced from the Town's stock or as directed by the IT Director Manager.
- 4) Any requests for new phones or phone upgrades must be made through an electronic form generated by the IT department and must include the signature of the originating department's director or manager and be dated by such director or manager.
- 5) All new phones or replacement phones or mobile data devices will be ordered and configured by the Town's IT department before release to the end user.
- 6) All mobile smartphones must have the appropriate accounts setup to allow GPS tracking and remote wiping in case of loss or theft.

- 7) All phones\mobile data devices will be surrendered to the IT department upon employee termination or resignation or upon ~~other User~~ upon cessation of official relationship with the Town.
- 8) The IT department will maintain a list of current phones in use and their Users.
- 9) Any changes to service, data plans, etc., must go through the IT department.
- 10) Any other modifications made to the mobile device that would void the warranty on the mobile device are strictly prohibited.
- 11) User shall be responsible for operation and downloaded content on mobile devices~~phone~~. The Town reserves the right to inspect any mobile device~~phone~~ of a ~~User~~~~Town~~ employee for compliance with content compliance identified in Town Handbook. The Town further reserves the right to restore the mobile phone~~phone~~ to original content should downloaded programs result in service issues.
- 12) Users must be aware of the applicability of the Virginia Freedom of Information Act with respect to communications sent, received, stored, or deleted on such Users' mobile devices. Employees of the Town, and all other Users of Town mobile phones and mobile devices, have no expectations of privacy with respect to any and all communications, voice mail messages, text messages, recordings, or photographs received, sent, or stored on Town mobile phones or mobile devices, or other equipment or service provided by the Town, and all such employees and Users acknowledge, consent to, and agree that by acceptance and/or use of all such electronic, digital, or wired communication equipment thereof their supervisors and the Town Manager and the delegates of their supervisors and the Town Manager may, at any time, with or without prior notice, inspect, monitor, and copy any communications, voice mail messages, text messages, recordings, or photographs on Town Mobile devices~~phones~~. The telephone numbers of Town mobile phones are and shall remain the sole property of the Town of Front Royal.
- 12) All electronic and digital messages created with, received by, or stored within the telephone, hardware and software systems administered by the Town of Front Royal are the property of the Town and, therefore, are not private and not private property.
- 13) The Town of Front Royal reserves the right to restrict or remove access or availability of mobile devices~~electronic tools~~ for any Town employee that violates appropriate use

and/or security policies and practices. Users are referred to the IT Security Policies included on the Information Technology website(Dont know if this exists) for more information.

14) The Town may provide access to the Internet and the World Wide Web to its employees and other Users as one of the many resources available to assist them in doing their jobs better and more efficiently. Use of this privilege shall be restricted to Town business-related purposes.

15) The Town provides electronic, digital, and wired communications equipment to Users for the Town's business purposes, not for Users' personal purposes. These Mobile Phone/Mobile Data Device Policies, the applicable portion of the Town's Employee Handbook, and the IT Security Policies establish guidelines for the proper and acceptable use of all information systems including e-mail by Users who may be authorized to use telephones, cellular phones, devices, hardware, software, and/or network connections provided by the Town of Front Royal. All electronic and digital messages created with, received by, or stored within the telephone, hardware and software systems administered by the Town of Front Royal are the property of the Town and, therefore, are not the private property of any User. There is no expectation of privacy in any communications received, sent, or stored on any equipment or service provide by the Town.

16) Acceptance and use of electronic, digital, or wired communication equipment by an employee constitutes their consent to monitoring of communications sent, received, and stored on equipment provided by the Town or Town service providers.

17) The Town may provide access to the Internet and the World Wide Web to its employees as one of the many resources available to assist them in doing their jobs better and more efficiently. Use of this privilege shall be restricted to business purposes.

18) The Town of Front Royal reserves the right to restrict or remove access or availability of electronic tools for any employee that violates appropriate use and/or security policies and practices. Refer to the IT Security Policies included on the Information Technology website for more information.

19) The Town respects and honors the First Amendment rights of its ewemployees to speak out as citizens on matters of public concern and to post personal comments on the

Internet (e.g., an employee's own website, blog, Facebook, MySpace, Twitter or similar social networking site). However, a Town employee whose public statements or Internet postings interfere with the Town's ability to provide effective and efficient services to the public may be disciplined for such comments or postings.

A. Examples of public speech or online postings for which an employee may be disciplined include, but are not limited to public speech or postings that:

1. Impairs discipline or harmony among co-workers.
2. Interferes with the employee's job performance.
3. Interferes with the operation of the Town's business.
4. Discloses confidential or sensitive governmental information.
5. Has a detrimental impact on working relationships that require personal loyalty and confidence.

Name of user: _____

Signature: _____

Mobile Number: _____

Date: _____



Town of Front Royal, Virginia
Work Session Agenda Form

Date: August 18, 2014

Agenda Item: Warren County Television Monitor Proposal

Summary: Doug Stanley has requested that the Town consider cost sharing the installation of two 60" LCD monitors at the Government Center for viewing by audience members. There has been no request for this installation from the public.

Council Discussion: Council is requested to consider the request from Warren County

Staff Evaluation: The Town currently broadcasts Town Council meeting live over the internet, which can be viewed by audience members on their mobile devices. In addition, the current large projection of display items can be viewed by the audience.

Budget/Funding: Funding for this work has not been budgeted. 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 that the proposal be postponed for six months to one year to determine if the need for additional monitors is necessary, and investigate alternative solutions if there is a need for increased audience viewing options.

Town Manager Recommendation: The Town Manager recommends that the proposal be postponed for six months to one year to determine if the need for additional monitors is necessary, and investigate alternative solutions if there is a need for increased audience viewing options.

Council Recommendation:

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

DeWayne W. Coats and Associates, LLC

P O Box 1443

Front Royal, VA 22630

Estimate

Date	Estimate #
7/7/2014	227

Name / Address
Warren County 220 N. Commerce Ave Front Royal, VA. 22630

Terms	Due Date	Project
75% down	8/6/2014	board room display ...

Description	Qty	Rate	Total
60" Sharp Smart-TV LC60LE650U	2	1,439.99	2,879.98
2/22 plenum cable	200	0.26005	52.01
Misc Materials IR Probes	2	29.99	59.98
Strong™ Contractor Series Universal Articulating Mount With Dual Arms for Large 37-55 in. Display	2	195.59	391.18
Charge for wall mounting 42"-50" Plasma	2	375.00	750.00
labor for job pulling cable/installation	6	50.00	300.00
labor for job Crestron programming			0.00
15-pin HD Male to BNC Female Mini High Resolution Cables 1'	2	46.80	93.60
Misc Materials	1	200.00	200.00
Misc Materials: S-VHS to composite adapter	2	8.40	16.80
Misc Materials: 250' 2/22 shielded cable	1	67.90	67.90

This is your estimate to complete your installation.	Subtotal	\$4,811.45
	Sales Tax (5.0%)	\$0.00
	Total	\$4,811.45

Phone #	E-mail	Web Site
202-253-0755	dewayne_coats@comcast.net	www.dcaav.com



Item No. 7

Town of Front Royal, Virginia Work Session Agenda Form

Date: August 18, 2014

Agenda Item: Continued Discussion of Sign Ordinance Amendment

Summary: Councilman Funk asked that this item be placed on an work session for further discussion. It was last discussed at a work session on July 7, 2014.

Council Discussion: Council takes desired action

Staff Evaluation:

Budget/Funding:

Legal Evaluation:

Staff Recommendations:

Town Manager Recommendation:

Council Recommendation:

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

Work Session

175-106 SIGNS

e. Sandwich Board Signs: Development Standards

[1] Location: Shall be located within one hundred ~~(100)~~ 150 feet from the building entrance, and may not be located within the public right-of-way unless a Right-of-Way Utilization Permit is granted by the Town.

[2] Duration of Use: The signs may only be displayed during business hours.

[3] Number: One (1) sandwich board sign shall be permitted per business by right subject to subparagraph [1] above. A business may apply to the Administrator for a second sandwich board sign. The Administrator shall consider the following factors in determining whether to permit a second sandwich board sign:

[a] Mobility of pedestrians in the affected area,

[b] Residential or commercial character of the area, and

[c] effect of second sandwich sign on other facilities and uses in the affected area,
and

[e d] Such other reasonable conditions or factors deemed relevant by the Administrator.

[4] Appearance: Spray painted lettering, or hand-lettering, on plain plywood, or similar unfinished appearing materials, is not permitted.