



TOWN COUNCIL WORK SESSION MINUTES

Monday, April 20, 2015 @ 6:00pm
Front Royal Administration Building

6:00PM 1. Closed Meeting – Planning Commission Interviews

Motion to Go Into Closed Meeting

Councilman Egger moved, seconded by Councilman Tewalt, 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.

Vote: Yes – Connolly, Egger, Funk, Hrbek, Tewalt and Tharpe

No – N/A

Abstain – N/A

Absent – N/A

(Mayor Darr did not vote as there was no tie to require his vote)

Motion to Certify Closed Meeting at its Conclusion

Councilman Connolly moved, seconded by Councilman Funk 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.

Vote: Yes – Connolly, Darr, Egger, Funk, Hrbek, Tewalt and Tharpe

No – N/A

Abstain – N/A

Absent – N/A

(By Roll Call)

2. Television Segment Proposal from City View – Town Manager

Summary: The Town has received a proposal from the producers of “City View” to develop a five minute segment about the Town. The proposal would air the segment once on FOX Business Network and nineteen time in their regional news network. The Town could also maintain the segment on our website. The cost to the Town to produce the segment is \$19,800.

Council is requested to discuss the proposal. The Town Manager recommends Council consider development of future advertisement video segments with local vendors. The Town has not budgeted any funding for this type of advertisement. The Finance Director will be available to address fiscal issues.

Staff Recommendations: Staff recommends Council consider development of future advertisement

Council Discussion:

Council discussed that funds could be better served spending dollars elsewhere and chose not to pursue this offer.

3. FY2015-2016 Budget Presentations (General Fund) – *Town Manager/Director of Finance/Staff*

Councilman Hrbek asked if they would be replacing the Town's economic development position with the NSVRC partnership position. Mayor Darr stated that the Town had not decided at this point, as the Mayor's Economic Committee had not reported their findings to the Town and the NSVRC had not formally presented matters to the Town either.

Mr. Burke explained that:

- Council Budget includes Civic Event participation of \$500;
- Scholarship amount in Council Budget of \$1,000;
- Catlett Mountain funding in the Council Budget;
- Clerk of Council would increase to 30/hours per week/full-time with benefits;
- Town Manager Budget \$1 per hour increase included;
- Human Resources/Risk Management (merit raise was the only difference);
- Benefits & Insurance Division notes the Town's workman's comp, VML insurance cost, and there are no significant changes; he added there were no worker's comp claims last year, though there were major claims in previous years.

- IT Budget shows a Maintenance Service Contract reduction in \$30,000+, and an increase in the web page cost increase;
- Police Department budget includes the car cameras and they are writing RFP's for body cameras for the police officers;
- The copiers shown in the IT budget are mostly black and white, and includes the supplies and typically the leases are renewed after the fourth year ends;
- Tourism Division, no significant change, other than merit increase; Mr. Burke noted that the Trolley Bus has increased by 10% and comes out of that budget.

- Police Department: Community Resource Officer would be a 35/hour per week position, and they are a certified police officer;
- Criminal Investigation Budget; decrease reflects transfer to other locations within the department; operationally there is no significant change
- Police Services (Dispatchers), includes one additional position listed for next year's budget;
- Drug Task Force, Town receives no funding from the State for the Drug Task Force; State will be supplying the exact same amount for 599 Funding for this budget year;
- Vests for Police Department will be purchased this year (\$10,000) in patrol.

- Planning & Zoning, most likely will request that the position for Zoning Officer will change to full-time;

- P&Z, surveyor vehicle needs a camper and some other updates, that is the \$15,000 shown in the budget for a vehicle;
- P&Z, \$9,000 shown for NSVRC is our participation/membership;

4. Council Discussion/Goals

Councilman Funk asked about the bridge being higher than the current bridge. Mr. Burke noted that the bridge will be higher and the VDOT Representative will be attending a Town Council meeting to give an update to the public.

Councilman Funk asked about the results of the Ethics Bill regarding attendance of VML in the future. Mr. Napier stated that the \$100 cap for travel will most likely be taken out.

Councilman Hrbek asked about the SBDC group acting as they should, as he has heard from a Main Street merchant with concerns. Mr. Burke noted that the new director has been provided with the scope of what needs to be handled. Those that needed to address concerns should speak with the Town Manager, noted the Mayor.

5. CLOSED MEETING – Personnel Matters

Councilman Connolly moved, seconded by Councilman Tewalt 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. I further move that Town Council assume supervision and control over staffing and personnel matters, including control over staff budgeting and salary matters, during the course of said closed meeting, as is permitted by the Town Charter, the Town Code, and the Code of Virginia.

Vote: Yes – Connolly, Egger, Funk, Hrbek, Tewalt and Tharpe

No – N/A

Abstain – N/A

Absent – N/A

(Mayor Darr did not vote as there was no tie to require his vote)

Motion to Certify Closed Meeting at its Conclusion

Councilman Connolly moved, seconded by Councilman Tewalt, 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.

Vote: Yes – Connolly, Darr, Egger, Funk, Hrbek, Tewalt and Tharpe

No – N/A

Abstain – N/A

Absent – N/A

(By Roll Call)

Present: Mayor Darr, Vice Mayor Tharpe, Councilman Connolly, Councilman Egger, Councilman Funk, Councilman Hrbek, Councilman Tewalt, Finance Director Breeden, Town Attorney Napier, Clerk of Council Berry, Chief of Police Shiflett, Planning & Zoning Director Camp, Energy Service Director Waltz, Environmental Services Director Hannigan, IT Director Jones, Financial Analyst Wilson, Risk Analyst McIntosh, Tourism Director Smith, members of the media and members of the public.