



TOWN COUNCIL WORK SESSION

April 18, 2016 @ **6:30pm**
Front Royal Administration Building

1. Board of Zoning Appeals Interview

Town/Staff Related Issues:

2. Update on Main Street Lighting Project – *Councilman Tewalt*
3. Solid Waste Collection System Update from American Disposal
4. Internal Loan for Purchase of Bucket Truck – *Interim Director of Finance*
5. Additional Funding for the Completion of the New Energy Service Facility– *Director of Energy Services*
6. Budget Presentation by Staff – Enterprise Funds

Council/Mayor Related Items

7. Continued Discussion on Resolution to “*Support Local Workforce*” – *Mayor Darr*
8. “*National Small Business Week*” Proclamation – *Mayor Darr*
9. Council Discussion/Goals (*time permitting*)

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Item No. __1__

Town of Front Royal, Virginia Work Session Agenda Form

Date: April 18, 2016

Agenda Item: Board of Zoning Appeals Interview

Summary: Wayne Shipman's term on the Board of Zoning Appeals (BZA) term expires May 1, 2016. Mr. Shipman has noted that he would like for Council to consider recommending him to the Judge of the Warren County Circuit Court for re-appointment.

Council Discussion: Council takes desired action

Staff Evaluation: None

Budget/Funding: None

Legal Evaluation: Town Attorney will be available

Staff Recommendations: Staff will be available

Town Manager Recommendation: Town Manager will be available

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action

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

Work Session

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Town of Front Royal, Virginia Worksession Agenda Form

Date: April 18, 2016

Agenda Item: Internal Loan for Purchase of Bucket Truck

Summary: The Department of Energy Services is seeking to purchase a new bucket truck and the Department of Finance feels that an internal loan from the Department of Energy Services' fund balance totaling \$136,043.00 over the course of six years would be the best option. Total yearly payment would be \$22,673.83

Council Discussion: Council is requested to approve the internal loan as presented.

Staff Evaluation: Staff feels that an internal loan would be the best option.

- The Department of Energy Services has adequate fund balance to cover the internal loan.
- Processing the loan internally will save on interest compared to seeking outside funding.
- Showing less external loans on the books will allow the Town's debt portfolio to be more marketable when the Town seeks funding for future projects such as the Police Dept's Building.

Budget/Funding: The 2015-2016 budget and the 2016-2017 proposed budget include funds to cover the first two payments. Yearly payments will need to be allocated thru the fiscal 2020-2021 budget.

Department of Energy Appropriated Funds Forward –	9401-3510110
Department of Energy Services Motor Vehicles –	9401-47005

Legal Evaluation: Town Attorney will be available for questions.

Staff Recommendations: Staff recommends to approve as presented.

Planning Commission Recommendation: N/A

Town Manager Recommendation:

Council Recommendation:

- ☐ Additional Worksession ☐ Regular Meeting ☐ No Action



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Town of Front Royal, Virginia Work Session Agenda Form

Date: April 18, 2016

Agenda Item: Additional funding for the completion of the new Energy Service Facility

Summary: Staff has been working over the past three years to consolidate and improve the Energy Services facilities. The final component was the vehicle storage building for a cost of \$193,846 of which \$93,000 was encumbered from the previous year. Town Council approved the purchase at the August 24, 2015 meeting. During the recent evaluation of available funds for the project in this fiscal year it was discovered the project will have an approximately \$90,000 shortfall in funding.

Council Discussion:

Staff Evaluation: Staff evaluated the shortfall and discovered an accounting error on the funding for the vehicle storage building. After Council's approval on August 24, 2015, the additional funds were not encumbered on a purchase order to secure funds. Staff proceeded to continue construction activities under the assumption that the building funds were encumbered after approval in August. The error was not discovered until last week. The results will be a deficiency of approximately \$90,000 in funds for this budget year.

Budget/Funding: Budget amendment

FY15-16

9401-3510110 – Dept of Energy Services Appropriated Funds Forward

9401-47009 – Building & Structures

FY16-17

Changing line 9401-47009 that has \$90,000 and create an account for "Reserve Recovery" to put the \$90,000 into.

Legal Evaluation:

Staff Recommendations: Staff recommends a budget amendment to transfer funds of \$90,000 from the reserve funds to fully complete the project this year. Staff is working with the auditors on the proper procedures.

Town Manager Recommendation:

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action

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

New Energy Services Facility



July 2015

- Funding for project began in FY 13-14

- Funds available \$ 752,765
 - ✦ FY13-14 \$100,000
 - ✦ FY14-15 \$350,000
 - ✦ FY15-16 \$302,765
 - ✦ FY16-17 \$ 90,000 (budgeted)

- Estimated Construction Cost

- Total project cost \$800,000
 - ✦ Site Work \$160,000
 - ✦ Office & Warehouse \$300,000
 - ✦ New Garage building \$235,000
 - ✦ Fencing \$40,000
 - ✦ Professional Services \$40,000
 - ✦ Misc. & Contingencies \$25,000

April 2016

- Funding for project up to FY15-16

- Funds allocated for project - \$ 752,765

- Requesting

- FY15-16 \$90,000*
 - ✦ Requesting \$90,000 to complete project this year

- Estimated Construction Cost

- Total project cost adjusted \$842,765
 - ✦ Site Work \$160,000
 - ✦ Office & Warehouse **\$350,000**
 - ✦ New Garage building \$235,000
 - ✦ Fencing \$35,000
 - ✦ Professional Services \$35,000
 - ✦ Misc. & Contingencies **\$27,765**

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Town of Front Royal, Virginia



**RESOLUTION SUPPORTING
LOCAL HIRING FOR
CONSTRUCTION PROJECTS**

WHEREAS, the Town of Front Royal seeks to increase access to local economic opportunities to our residents with experience and licensing in construction trades; and,

WHEREAS, the Town of Front Royal and the Economic Development Authority have been successful in pursuing new businesses to locate within our community; and,

WHEREAS, many Town residents commute outside of our community to work in the construction industry; and,

WHEREAS, the Town of Front Royal funds and contracts for construction projects of municipal infrastructure; and,

WHEREAS, the Town of Front Royal is a strong supporter of construction trades especially those offered through the Warren County Public Schools; and,

WHEREAS, the hiring of local residents trained in construction work benefits not only the individual project but also benefits our community as a whole; and,

WHEREAS, the Town of Front Royal, Virginia supports the hiring of local tradesman and artisans for construction projects within our community;

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Front Royal, Virginia hereby support the hiring of local tradesman and artisans for construction projects bid by the Town of Front Royal; and,

BE IT FURTHER RESOLVED that the Mayor and Council of the Town of Front Royal, Virginia hereby encourage the hiring of local tradesman and artisans for local construction projects within the Town of Front Royal.

Adopted this xxth day of xxxxx, 2016

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 on _____ 2016, upon the following recorded vote:

Hollis L. Tharpe	Yes/No	Bret W. Hrbek	Yes/No
Eugene R. Tewalt	Yes/No	Bébhinn C. Egger	Yes/No
John P. Connolly	Yes/No	Jacob L. Meza	Yes/No

Approved as to Form and Legality:

Douglas W. Napier, Esq., Town Attorney

Date: _____

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National Small Business Week Proclamation (Template)

WHEREAS, America's progress has been driven by pioneers who think big, take risks and work hard; and

WHEREAS, from the storefront shops that anchor Main Street to the high-tech startups that keep America on the cutting edge, small businesses are the backbone of our economy and the cornerstones of our nation's promise; and

WHEREAS, small business owners and Main Street businesses have energy and a passion for what they do; and

WHEREAS, when we support small business, jobs are created and local communities preserve their unique culture; and

WHEREAS, because this country's 28 million small businesses create nearly two out of three jobs in our economy, we cannot resolve ourselves to create jobs and spur economic growth in America without discussing ways to support our entrepreneurs; and

WHEREAS, the President of the United States has proclaimed National Small Business Week every year since 1963 to highlight the programs and services available to entrepreneurs through the U.S. Small Business Administration and other government agencies; and

WHEREAS, (city name) supports and joins in this national effort to help America's small businesses do what they do best – grow their business, create jobs, and ensure that our communities remain as vibrant tomorrow as they are today.

NOW, THEREFORE, I, (mayor's name), Mayor of (city name), do hereby proclaim May 1 through May 7, 2016 as

NATIONAL SMALL BUSINESS WEEK

Dated (day) of (month), 2016

MAYOR

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