



TOWN COUNCIL WORK SESSION

April 18, 2016 @ 6:30pm

Front Royal Administration Building

1. 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:

Mr. Shipman noted that he had been on the BZA for about five years. He stated that he enjoyed working on the Board and the members serving. He stated that one of the most important aspects of Board was dealing with the Planning Office and the issues brought forward with the residents from Front Royal. Mayor Darr thanked him for his service and coming in to the meeting to interview with the new Council members.

2. Update on Main Street Lighting Project – *Councilman Tewalt*

Councilman Tewalt noted that Council agreed to place the canopy light attachments across Main Street and he and Mr. McIntyre had been working on the project.

George McIntyre thanked Council and Staff for the work that had done thus far noting that the intent was to stimulate tourism and growth downtown. He noted that there was a list available of those that would like to be a part of the lighting program. Mr. McIntyre stated that everyone on the list was very receptive to the lighting additions. He noted that there are two light poles on Commerce Avenue and Main Street had two light poles and there were also trees in said area that may benefit from lighting. Mr. McIntyre stated that attention grabbing cities and locales use lighting to create mood and atmosphere.

He noted that the façade improvement grants were exciting and the community were at a good point to get things moving, he added that the Community Development Director was a great additional to that change.

Councilman Tewalt asked how many more would be needed. Mr. McIntyre noted that more buildings outside of this list would not be needed. Mr. Burke stated that the list needed to go to Mr. Hotek. Councilman Tewalt stated that it needed to move forward as soon as possible. Mr. Burke stated that it needed to be mapped out and reviewed by Council. Mr. Tewalt asked if Mr. McIntyre could be a liaison with the property owners as he has been in contact with them thus far.

3. Solid Waste Collection System Update from American Disposal

Staff met with John Kay, Operations Manager for American Disposal Services (ADS), and Jim Langemeier, General Manager for American Recycling Center, on April 6th to discuss the services that they provide to communities in Shenandoah County including the Towns of Strasburg and Woodstock.

In addition, they serve Purcellville, Round Hill, Manassas City, and Arlington County.
ADS Can:

- Provide weekly residential collection of 96 gallon cans currently issued by the Town
- Provide residential collection through non-mechanize collection (staff bring cans to truck)
- Provide every two week residential collection of recycling materials
- Investigate collection of yard waste - Service not provided in Shenandoah County
- Provide weekly collection of street “pitch-in” cans on Town’s main streets (Royal Ave, Main St, Chester St, etc.)
- Provide collection of large items similar to Town’s current On-Call Large Item Collection Program. Must be scheduled on week in advance
- Notify Town is inclement weather prevents collection and will reschedule weekly collection
- Dispatch staff to repair or replace vehicles with mechanical issues during collection time
- Coordinate return to collected missed garbage if their crews missed. Late set outs will be collected the following week.

Issues

- ADS does not provide collection of dumpsters in our area. Town would need to identify alternative collection for Peyton Street and Town dumpsters
- ADS recommends Town issue 64 gallon cans for recycling collection
- ADS probably cannot collect trail “pitch-in” cans
- Main Street “pitch-in” cans are currently collected twice a week
- ADS cannot serve public events. Can provide additional “pitch-in” cans
- Shenandoah County charges tipping fee for residential garbage collected by private hauler. Warren County has indicated that this would be similar for private collection of garbage in Town. Current Warren County tipping fee of \$69.00 per ton. With an average of 455 tons per month, estimated annual tipping fee cost is \$375,000
- Woodstock pays tipping fees from General Fund Tax Revenue; Strasburg adds tipping fee to monthly garbage bill
- Town will need to evaluate continued operation of the yard waste collection and processing site at Manassas Avenue

John Kay, with American Disposal Services (ADS), and Jim Langemeier, with American Recycling Center (ACR) noted that they provide communities in Shenandoah County (such as Strasburg and Woodstock) with disposal services.

To answer Council questions, the representatives noted they can use the cans currently in use throughout the Town. They added that they could introduce the Town to some contacts to assist them with the resale of the Town’s equipment.

Councilmen Hrbek and Connolly arrived at the meeting at 6:50 p.m.

Representatives stated that they have a typical one can limit, though they will collect a bit over that can, though they will not collect construction debris. Mayor Darr stated that the Town could continue to collect the yard waste collection for residents and dispose of it as we have been. Mr. Burke, in response to Council’s questions, noted that the Town is breaking even for refuse collection. He noted that the Town would need to find other routes to consider for dumpster collection.

Council discussed that Staff consider a checklist of options for routes that the Town needs to take for residential refuse and recycling. Mayor Darr noted that compiling details and developing a RFP or a RFI would be prepared and then Council could move forward at that time. Mayor Darr noted that the Town Council needed the large picture from the Town Manager.

Councilman Meza asked if the Council would be saving just \$10 in essence to eliminate an entire department. Councilman Tewalt stated that he would like to retain as many employees as possible in the department. Councilman Hrbek noted that perhaps some of the employees could be taken on by the private company if possible. Mayor Darr noted that it should be done quickly, though the budget was currently our priority first at the moment.

4. Internal Loan for Purchase of Bucket Truck – *Interim Director of Finance*

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 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

Council Discussion:

Mayor Darr asked why Council could not just remove the funding out of the account all at once. Mr. Burke noted that they essentially were. Council had no objections and chose to move forward as presented.

5. Additional Funding for the Completion of the New Energy Service Facility– *Dir of Energy Svcs*

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.

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.

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.

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**

Council Discussion:

Council had no objections and chose to move forward as presented.

6. Budget Presentation by Staff – Enterprise Funds

Mr. Waltz noted that for Energy Services

- They needed a Traffic Tech position and Engineering Tech;
- Have been losing linemen to Rappahanock Electric so that causes the increase in Education & Travel;
- Engineering Tech position would review items that come through from Planning & Zoning;
- He noted that they run the leanest Staff in the region;
- Repairs & Maintenance amount shifted \$60,000 last year and it included a higher tree trimming contract, which is being reviewed;
- Noted that the digger/pole digger/hole digger truck was their oldest vehicle and was necessary during this budget year;

Meter Reading:

- No new positions, just reallocation;
- The \$1 million shown for AMI is not budgeted; only the \$80,000 spent for the consultant;

Water Administration:

- No significant change

Water Plant Funding, Mike Kisner:

- Plant Operator Training;
- Some turnover, though most guys are local, the guys are trained and some stay on;
- 20 year study show there is an increase in the Professional Services line item;

Water Plant Funding, Tim Fristoe/Hannigan stood in for him:

- No significant changes;
- Tractor shown there is necessary for mowing and upkeep;
- Riverton Crooked Run Upgrades, multiphase to upgrade pumps;
- Additional Staff was added last year to bring personnel up to necessary levels;

Water/Sewer Maintenance:

- Utility Line Technician position would be shared between the two departments;
- Large reduction in Professional Services is the leak detection;
- Mini Excavator is a proposed purchase; Mr. Tewalt suggested renting one rather than purchasing one for \$110,000; Mr. Hannigan suggested that the mini excavator went into locations that the backhoes would not go;
- Mr. Meza noted that the overtime noted was about 60% and it seemed very high; Mr. Burke noted that they would look into the high amount;
- Accelerating the I&I Abatement, shows the funds being utilized this year to line manholes, etc;

Refuse/Recycling:

- Need four drivers each day, two positions pay a driver rate and he actually needs four drivers every day – not two;
- If they have CDL, it does mean that they get a higher rate each day;
- They won't be classified as Solid Waste Workers any more, they would actually be Drivers every day;
- To answer Council questions, Mr. Burke noted that when the order was placed it took quite some time to obtain a truck.

7. Continued Discussion on Resolution to “Support Local Workforce” – Mayor Darr

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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.

Council Discussion:

Council asked if this is a statement or a policy; Mayor Darr noted it was just a statement. Council stated that it was the local area to include the region, such as the surrounding counties. Mayor Darr explained the intent and direction of the resolution, noting that the Town encouraged the hiring of local workers and with no objection from Council they would place it on the consent agenda.

8. “National Small Business Week” Proclamation – Mayor Darr

Council chose to place it consent agenda.

9. Council Discussion/Goals

Mayor Darr stated that Community Development Director had submitted small expenses and he would be placing said items on the consent agenda.

Councilman Tewalt noted that he would like the Police Department building cost to be placed on an actual limit on what they are spending. Mr. Hrbek noted that some of the cost saving amounts that are being listed by Mr. Tewalt are standard in new buildings. Mr. Tewalt noted that giving an open check book to an architect

to build is a poor choice. Councilman Connolly stated that the Council would not be handcuffed to a certain priced building, regardless of what amount was returned. Mr. Burke stated that the Town bids the project, similar to the Leach Run Parkway and the Town discussed what items could be eliminated. He noted that he would presume that a similar process would go forward for the Police Department. He noted that the current amount from the architect included furniture and of course the Town could work with their current furniture limitations. Council discussed the cost of the one story versus two story building.

Councilman Hrbek stated that the Freedom Day resolution needed to be forwarded onto the Constitution Center; Mr. Burke stated that he would send it on.

Councilman Egger asked about the Town Hall lettering on the building; Mr. Barros stated that he agreed to the lettering removal and Mr. Burke will check on the matter.

Present: Mayor Darr, Vice Mayor Tharpe, Councilman Connolly, Councilman Egger, Councilman Meza, Councilman Hrbek, Councilman Tewalt, Town Attorney Napier, Clerk of Council Berry, Chief of Police Shiflett, IT Director Jones, Planning & Zoning Director Camp, Energy Service Director Waltz, Environmental Services Director Hannigan, Human Resources Director Bush, Interim Finance Director Wilson, Refuse Director Heacock, Plant Superintendent Kisner, Risk Manager Laura Scholtz, members of the media and members of the public.