



SOLAR DEDICATION AT 6:00PM

REGULAR TOWN COUNCIL MEETING

Monday, May 22, 2017 @ 7:00pm
Warren County Government Center

1. Pledge of Allegiance
2. Moment of Silence
3. Roll Call
4. Approval of the Regular Council Meeting minutes of May 8, 2017
5. Receipt of Petitions and/or Correspondence from the Public
6. Reports:
 - a. Report of special committees or Town officials and Town Manager.
***Report from Interim Director of Energy Services David Jenkins**
 - b. Requests and inquiries of Council members.
 - c. Report of the Mayor
 - d. Proposals for addition/deletion of items to the Agenda.
7. **CONSENT AGENDA ITEMS** – (ROLL CALL VOTE REQUIRED)
 - A. COUNCIL APPOINTMENT – Northern Shenandoah Valley Regional Commission (NSVRC) Non-Elected Representative
 - B. COUNCIL APPROVAL – Budget Amendment to Accept Donation from Anti-Litter Council
 - C. COUNCIL APPROVAL – Bid – Thermoplastic Pavement Marking
 - D. COUNCIL APPROVAL - Proclamation "Flag Day"
8. **PUBLIC HEARING** – Ordinance Amendment for Adoption by Reference of the State Motor Vehicular Laws (158-6) (*1st Reading*)
9. **PUBLIC HEARING** – Ordinance Amendment to Chapter 12 - FEES (*1st Reading*)
10. **PUBLIC HEARING** – Ordinance Amendment to Increase Existing Electric Utility Base Rates (70-23) and Power Cost Adjustment Charge (70-23) (*1st Reading*)
11. **PUBLIC HEARING** – FY 2018 Annual Appropriation Ordinance (*1st Reading*)
12. **CLOSED MEETING** - Personnel Matter

7A



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7A

Meeting Date: May 22, 2017

Agenda Item: COUNCIL RE-APPOINTMENT – Northern Shenandoah Valley Regional Commission (NSVRC) Non-Elected Representative

Summary: Council is requested to re-appoint Planning & Zoning Director Jeremy Camp to a three-year term on the Northern Shenandoah Valley Regional Commission (NSVRC) as a non-elected representative, said term to expire June 30, 2020.

Budget/Funding: None

Attachments: None

Meetings: Work Sessions held May 15, 2017.

**Staff
Recommendation:** Approval ✓ Denial

Proposed Motion: I move that Council re-appoint Planning & Zoning Director Jeremy Camp to a three-year term on the Northern Shenandoah Valley Regional Commission (NSVRC) as a non-elected representative, said term to expire June 30, 2020.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance
*To be clear and concise, motions should be made in the positive

Approved By: JW

7B



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7B

Meeting Date: May 22, 2017

Agenda Item: COUNCIL APPROVAL – Budget Amendment to Accept Donation from Front Royal/Warren Council Anti-Litter Council

Summary: Council is requested to approve a budget amendment to accept a donation from the Front Royal/Warren County Anti-Litter Council in the amount of \$3,505.00 to purchase four garbage containers to be located around Leach Run Parkway.

Budget/Funding: 4500-3189913 Streets Highway Revenue – Donations
4102 -47009 Non-V-Dot Streets/Highways – Buildings & Structures

Attachments: Quote for garbage cans

Meetings: None

Staff

Recommendation: Approval ✓ Denial _____

Proposed Motion: I move that Council approve a budget amendment to accept a donation from the Front Royal/Warren County Anti-Litter Council in the amount of \$3,505.00 to purchase four garbage containers to be located around Leach Run Parkway.

ROLL CALL VOTE REQUIRED

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JW

Twist & TurnsTM

625 W. Campbell Ave., Roanoke, VA 24016
Tel. (540) 985-9513 Fax (540) 985-9526

Quote

Date	5/05/17
Customer Name	Town of Front Royal / Cindy Hartman
Job name	LEACH RUN PARKWAY TRASHCANS DONATION

Quantity	Item #	Description / Color	Price	Total
4		36 gal. Victorian standard trash cans with logo	\$765 each	\$3060
10 lbs.		Sapphire powder	\$195	\$195
		Finish – Sapphire with White logo		
			Subtotal	\$3255
			Sales Tax (if applicable)	Exempt
			Shipping	\$250
			Total	\$3505

CHECK # 1420

DATE - 5-8-2017

AMOUNT \$3,505.00

7C



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7C

Meeting Date: May 22, 2016

Agenda Item: COUNCIL APPROVAL – Bid – Thermoplastic Pavement Marking

Summary: Council is requested to approve the bid for thermoplastic pavement marking materials and installation from Clatterbuck Pavement Markings in the amount of \$65,000.00

Budget/Funding:

4102 – 45474 “Highway Maintenance (Non-Vdot) Crosswalks”	\$ 8,939.72
4500 – 45474 “Highway Maintenance (Vdot) Crosswalks”	\$ 56,060.28

Attachments: Memorandums from Purchasing Agent and Director of Environmental Services and Quotation Tabulation

Meetings: None

Staff Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council approve a bid for thermoplastic pavement marking materials and installation from Clatterbuck Pavement Markings in the amount of \$65,000

ROLL CALL VOTE REQUIRED

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance
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Approved By: JW



MEMORANDUM

Date: May 11, 2017
To: Tina Presley, Senior Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent
RE: Agenda Item



On Monday, April 24, I held a bid opening to select a Contractor to provide and install white alkyl thermoplastic pavement marking materials. The bid included lines and arrows, with quantities in amounts that are approximate to what we would have installed throughout the year. The bid is based on a will call/as needed basis. The first installment period will be for new crosswalks in designated areas of the Town.

The Request for Quotation received only two (2) responses (see attached tabulation sheet). The lowest quotation was submitted by the company that currently holds our paving contract. Their work has been approved by the Department of Environmental Services. Due to the dollar amount, the award of this project requires Town Council approval. Please add this item to the May 22, 2017 agenda for their action.

The total for all of the materials is \$99,150.00. Due to funding constraints in the FY17 budget, I will not ask for an award of the entire bid. I am asking for award of only what funding is available at this time. Jimmy Hannigan, Director of Environmental Services, has requested budget transfers in order to be able to start the crosswalk projects with this bid award. I will bring the balance of the award to Council for approval after July 1, so that the funding will be available from the FY18 budget.

Staff recommends the pavement marking materials and installation contract be awarded to Clatterbuck Pavement Markings in the amount of \$65,000. Funding is available in the FY17 Department of Environmental Services line items as follows:

Highway, Bridges, and Sidewalks	4102 – 45474	“Crosswalks”	\$8,939.72
Highway Maintenance	4500 – 45474	“Crosswalks”	\$56,060.28



Town of Front Royal Public Works

MEMORANDUM

TO: Joe Waltz, Interim Town Manager
FROM: Jimmy Hannigan, Director
DATE: May 15, 2017
SUBJECT: Crosswalk Campaign Funding

The Streets Department has \$65,000 for the Town's Crosswalk Campaign for Fiscal Year 17. In Fiscal Year 18 budget, an additional \$35,000 will be transferred for the Crosswalk Campaign for a total of \$100,000.

The following funds reflect the Fiscal Year 17 budget amount for the Crosswalks line item.

VDOT	4500-45474	\$56,060.28
Highway, Bridges, Sidewalks	4102-45474	\$8,939.72
CROSSWALK TOTAL		\$65,000.00

TOWN OF FRONT ROYAL, VIRGINIA

Quotation Tabulation

Item: ALKYD THERMOPLASTIC

Quotation #6

Date: April 24, 2017

Mailed

Replied 2

Vendor Quotation			
	PAYNE'S PARKING DESIGNS	CLATTERBUCK PAVEMENT MARKINGS	
QUANTITY	QUOTATION	QUOTATION	QUOTATION
FURNISH AND INSTALL ALKYD THERMOPLASTIC PAVEMENT MARKING MATERIALS:			
5,000 FEET - 12" WHITE LINE	\$23,000.00 (\$4.60/FT)	\$20,000.00 (\$4.00/FT)	
6,000 FEET - 24" WHITE LINE	\$41,400.00 (\$6.90/FT)	\$39,000.00 (\$6.50/FT)	
100 EACH - LEFT TURN ARROW	\$10,500.00 (\$105.00/EA)	\$6,850.00 (\$68.50/EA)	
100 EACH - RIGHT TURN ARROW	\$10,500.00 (\$105.00/EA)	\$6,850.00 (\$68.50/EA)	
100 EACH - STRAIGHT ARROW	\$10,500.00 (\$105.00/EA)	\$6,850.00 (\$68.50/EA)	
100 EACH - LEFT COMBO ARROW	\$14,500.00 (\$145.00/EA)	\$9,800.00 (\$98.00/EA)	
100 EACH - RIGHT COMBO ARROW	\$14,500.00 (\$145.00/EA)	\$9,800.00 (\$98.00/EA)	
OPTIONAL COST FOR ERADICATION OF OLD MARKINGS, AS MAY BE REQUIRED	\$4.40/SF	N/Q	
Discount			
Net Quotation	\$124,900.00	\$99,150.00	
Terms			

The above proposals verified to specifications and compliance with terms and conditions.

Witness

Witness

Purchasing Agent

7D



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7D

Meeting Date: May 22, 2017

Agenda Item: COUNCIL APPROVAL – “Flag Day” Proclamation

Summary: Council is requested to approve a proclamation proclaiming Wednesday, June 14, 2017 as “Flag Day” in the Town of Front Royal.

Budget/Funding: None

Attachments: Proclamation

Meetings: None

Staff Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council approve a proclamation proclaiming Wednesday, June 14, 2017 as “Flag Day” in the Town of Front Royal

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance
*To be clear and concise, motions should be made in the positive

Approved By: *JW*



FLAG DAY Proclamation

WHEREAS, the first celebration of the U.S. Flag's birthday was held in 1877 on the 100th anniversary of the Flag Resolution of 1777; and it is believed that the first annual recognition of the flag's birthday dates back to 1885 when school teacher, BJ Cigrand, first organized a group of Wisconsin school children to observe June 14 - the 108th anniversary of the official adoption of The Stars and Stripes as the Flag's Birthday;

WHEREAS, National Flag Day until August 3rd, 1949, when an Act of Congress designated June 14th of each year as National Flag Day; and today, Flag Day is celebrated with parades, essay contests, ceremonies, and picnics sponsored by veterans' groups, schools, and groups like the National Flag Day Foundation whose goal is to preserve the traditions, history, pride, and respect that are due the Nation's symbol, Old Glory.

WHEREAS, as a result of a resolution adopted by the Marine Committee of the Second Continental Congress at Philadelphia on June 14, 1777, The resolution read: *that "the Stars and Stripes of the United States be thirteen stripes, alternate red and white; that the union be thirteen stars, white in a blue field representing a new constellation."*

WHEREAS, Flag Day is not just about honoring a particular rectangular design, but more so, it is about taking the time to consider our freedom and the values of our great country;

WHEREAS, the flag of the United States of America is a symbol to the rest of the world of what the United States represents -- the field of blue for honor, white for purity, red for the blood that was shed;

NOW THEREFORE BE IT RESOLVED that I, Hollis L. Tharpe, Mayor of the Town of Front Royal, do hereby proclaim Wednesday, June 14, 2017 as

FLAG DAY

in the Town of Front Royal, and urge all citizens to honor Flag Day by flying the Stars and Stripes and keeping in mind the reason it is flown.

APPROVED:

Hollis L. Tharpe
Mayor

ATTEST:

Jennifer Berry
Clerk of Council

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**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 8

Meeting Date: May 22, 2017

Agenda Item: PUBLIC HEARING – Ordinance Amendment for Adoption by Reference of the State Motor Vehicular Laws (*1st Reading*)

Summary: Council is requested to affirm on its first reading an Ordinance to amend and re-enact Front Royal Town Code Section 158-6 pertaining to Adoption by Reference of the State Motor Vehicular Laws, as presented.

Budget/Funding: None

Attachments: Ordinance

Meetings: Work Session held May 1, 2017

Staff Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council affirm on its first reading an Ordinance to amend and re-enact Front Royal Town Code Section 158-6 pertaining to Adoption by Reference of the State Motor Vehicular Laws, as presented.

ROLL CALL VOTE REQUIRED

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance
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Approved By: JW

**AN ORDINANCE TO AMEND SECTION
158-6 OF THE FRONT ROYAL TOWN CODE
PERTAINING TO ADOPTION BY REFERENCE
OF THE STATE MOTOR VEHICULAR LAWS**

BE IT ENACTED by the Town Council of the Town of Front Royal, Virginia, that Section 158-6 of the Front Royal Town Code is hereby amended and enacted as follows:

Pursuant to the authority of Section 46.2-1313, Code of Virginia, 1950, as amended, all of the provisions and requirements of the laws of the State as of **July 1, 2017**, contained in Title 46.2, Code of Virginia, 1950, as amended, and Article 2 of Chapter 7 of Title 18.2, Code of Virginia, 1950, as amended, except those provisions and requirements the violation of which constitutes a felony and except those provisions and requirements which, by their very nature, can have no application to or within the Town, are adopted and incorporated by reference and made applicable within the Town. References to "highways of the state" contained in such provisions and requirements hereby adopted shall be deemed to refer to the highways and other public ways within the Town. Such provisions and requirements are hereby adopted, mutatis mutandis, and made part of this chapter as fully as those set forth at length herein; and it shall be unlawful for any person within the Town to violate or fail, neglect or refuse to comply with any provision of Title 46.2, Code of Virginia, and Article 2 of Chapter 7 of Title 18.2, Code of Virginia, which is adopted by this section, provided that in no event shall the penalty imposed for the violation of any provision or requirement adopted exceed the penalty imposed for a similar offense under Title 46.2, Code of Virginia, and Article 2 of Chapter 7 of Title 18.2, Code of Virginia.

For purposes of § 4-4 (E) of the Town Code, this Ordinance is deemed routine, and is effective on **July 1, 2017**.

APPROVED:

Hollis L. Tharpe, 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 _____ 2017, upon the following recorded vote:

Eugene R. Tewalt	Yes/No	Jacob L. Meza	Yes/No
Bébhinn C. Egger	Yes/No	William A. Sealock	Yes/No
John P. Connolly	Yes/No	Christopher S. Morrison	Yes/No

A public hearing on the above was held on _____, 2017, having been advertised in the Northern Virginia Daily on _____, 2016, and _____, 2017. The Ordinance was enacted at the Regular Meeting of the Town Council held _____ 2017, to become effective immediately.

Approved as to form and legality:

Douglas W. Napier, Town Attorney

Date: ____/____/____

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Town of Front Royal, Virginia Council Agenda Statement

Page 1
Item No. 9

Meeting Date: May 22, 2017

Agenda Item: PUBLIC HEARING – An Ordinance Amendment to Chapter 12 FEES(*1st Reading*)

Summary: Council is requested to affirm on its first reading an Ordinance to amend and re-enact Front Royal Town Code Chapter 12-2; 12-5 and 12-6 pertaining to increase and removal of fees as indicated:

- after-hours shut-off calls for water from \$25.00 to \$30.00
- tires without rims, not to exceed 16.5 inches from \$1.50 to \$2.00 per tire
- tires on rim, not to exceed 16.5 inches from \$2.50 to \$4.00 per tire
- tires over 16.5 inches with or without rim from \$3.00 to \$5.00 per tire (Environmental Services Fees);
- removal of Police Department Fees (Minor Accident Report) since there are no fees collected at the Police Department.
- removal of Miscellaneous Fees (update Town Code, Hardcopy) since hard copy updates are no longer being printed

Budget/Funding: None

Attachments: Ordinance

Meetings: Work Session held May 1, 2017

Staff

Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council affirm on its first reading an Ordinance to amend and re-enact Front Royal Town Code Chapter 12-2; 12-5 and 12-6 pertaining to increase and removal of fees, as presented.

ROLL CALL VOTE REQUIRED

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JW

**AN ORDINANCE TO AMEND AND RE-ENACT FRONT ROYAL TOWN CODE
CHAPTER 12-1 PERTAINING TO FEES**

WHEREAS, after Town Staff reviewed various fees in the Town Code, they presented their revision to Town Council during a Work Session held May 1, 2017; and,

NOW THEREFORE, BE IT ENACTED, by the Town Council of the Town of Front Royal, Virginia, that Chapter 12 of the Front Royal Town Code is hereby amended and re-enacted as follows:

12-2 ENVIRONMENTAL SERVICES FEES

After hours shut-off calls (water)	\$25.00 \$30.00
Construction Specifications	\$15.00
Excavation for Sewer Clean Out Installation	\$150.00 per hour
Freon Removal (white goods commercial or residential)	\$15.00
Grease Trap Inspection (3 rd and all subsequent)	\$50.00 per inspection
On-Call Refuse Collection	Can be found in §85-3(E) of the Town Code
Recreational Vehicle Septic Tank Dump	\$17.50 each
Right-of-Way Utilization Fee	\$25.00 plus bond and insurance
Septic Tank Waste	\$50.00 per 1,000 gallons
Temporary Hydrant Meter Deposit (agreement for reading of water must be signed)	\$400.00 5/8" and smaller \$2,350.00 greater than 5/8"
Tires without Rim, not to exceed 16.5 inches	\$1.50 \$2.00 per tire
Tires on Rim, not to exceed 16.5 inches	\$2.50 \$4.00 per tire
Tires over 16.5 inches with or without Rim	\$3.00 \$5.00 per tire
Water Meter Test (2 nd or subsequent test)	\$25.00 each
White Goods Disposal, Commercial	\$15.00 per item plus \$15.00 per Freon item
White Goods Disposal, Residential	No Charge plus \$15.00 per Freon item
Yard Waste Disposal, Commercial, Lg. Truck	\$50.00
Yard Waste Disposal, Commercial, Pickup Tk	\$25.00
Yard Waste Disposal, Residential (Town Decal)	No Charge

~~12-5 POLICE DEPARTMENT FEES RESERVED~~

Minor Accident Reports	\$5.00
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~~Minor Accident Reports shall be accidents where damage is \$1,500.00 or less and no personal injury is involved. Minor Accident Reports shall be five (5) pages or less. Any additional pages shall incur a cost of \$0.15 per page. Accident Reports that are not minor shall be obtained from the Commonwealth of Virginia Department of Motor Vehicles.~~

12-6 MISCELLANEOUS FEES

Town Code, hardcopy	\$100.00
Update Town Code, hardcopy	\$40.00 per year
Town Right-of-Way Vacation Application	\$100.00

Freedom of Information Act (FOIA) requests for available information shall be submitted to the appropriate department that maintains the records sought for processing. Any request for records or documents from the Town is considered a FOIA request. All FOIA requests shall be communicated by the Department of the Town Manager and Town Attorney. FOIA regulations allow the Town to assess a reasonable charge for the costs to access, search, duplicate, and supply the requested materials if they exist. The Town shall not assess fees if staff time is less than thirty (30) minutes and ten pages of 8 ½ x 11 paper. An individual requesting materials through a FOIA request will be notified as soon as practicably possible. The Town shall conform to all FOIA regulations established by the Commonwealth of Virginia to ensure access to all available Town documents.

This ordinance shall become effective July 1, 2017.

APPROVED:

Hollis L. Tharpe, Mayor

ATTEST:

Jennifer E. Berry, Clerk of Council

William A. Sealock Yes/No

Bébhinn C. Egger Yes/No

Eugene R. Tewalt Yes/No

Jacob L. Meza Yes/No

John P. Connolly Yes/No

Christopher S. Morrison Yes/No

A public hearing on the above was held on _____, 2017 having been advertised in the Northern Virginia Daily on _____, 2017 and _____, 2017. The Ordinance was enacted at the Regular Meeting of the Town Council held _____ 2017.

Approved as to form and legality:

Douglas W. Napier, Town Attorney

Date: ____/____/____

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**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 10

Meeting Date: May 22, 2017

Agenda Item: PUBLIC HEARING – Ordinance Amendment to Increase Existing Electric Utility Base Rates (70-23) and Power Cost Adjustment Charge (70-23) (*1st Reading*)

Summary: Council is requested to affirm on its first reading an ordinance to amend and re-enact Front Royal Town Code Section 70-23 (A) and (B) to increase existing electric utility base rates for residential and commercial customers; and to amend and re-enact 70-23 (C) power cost adjustment (PCA) charges, as presented.

Budget/Funding: None

Attachments: Ordinance

Meetings: Work Session held May 1, 2017

Staff

Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council affirm on its first reading an ordinance to amend and re-enact Front Royal Town Code Section 70-23 (A) and (B) to increase existing electric utility base rates for residential and commercial customers; and to amend and re-enact 70-23 (C) power cost adjustment (PCA) charges, as presented.

ROLL CALL VOTE REQUIRED

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: 

AN ORDINANCE TO AMEND FRONT ROYAL TOWN CODE §70-23 (A) AND (B) TO INCREASE EXISTING ELECTRIC UTILITY BASE RATES FOR RESIDENTIAL AND COMMERCIAL CUSTOMERS; AND TO AMEND §70-23 (C) POWER COST ADJUSTMENT (PCA) CHARGE

WHEREAS, Section 15.2-2109 of the Code of Virginia (1950), as amended, and Section 18(17) of the Town Charter authorize the Town to own and operate an electric utility, including the periodic setting and establishment of electric rates; and,

WHEREAS, the Town does not generate its own electric power, but purchases it from electric generating companies, transmitted through one or more regional transmission entities, as provided for under electric power deregulation laws; and,

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Front Royal, Virginia, pursuant to Section 15.2-2109 of the Code of Virginia (1950), as amended, and Section 18(17) of the Charter of the Town of Front Royal, that Section 70-23 of the Front Royal Town Code is hereby amended as follows:

70-23 ELECTRIC CHARGES

A. The base rates for electric service for residential customers shall be as follows, effective for the electric meters read on or after July 1, 2007, and continuing as stated herein:

1. Effective from July 1, 2007, 2017 facilities charge per billing cycle, as established by the Town: ~~six dollars and twenty-four cents (\$6.24)~~ **seven dollars and zero cents (\$7.00).**
2. Effective from July 1, 2007, charges for all kilowatt hours per billing cycle, as established by the Town: \$0.0849 per kilowatt hour.

B. The base rates for electric service for commercial customers shall be as follows, effective for the electric meters read on or after July 1, 2007 2017, and continuing as stated herein:

1. Effective from July 1, 2007 2017 facilities charge per billing cycle, as established by the Town: ~~six dollars and forty cents (\$6.40)~~ **seven dollars and sixteen cents (\$7.16).**
2. Effective from July 1, 2007, charges for the first 700 kilowatt hours per billing cycle, as established by the Town: \$0.1151 per kilowatt hour.
3. Effective from July 1, 2007, charges for all kilowatt hours over 700 per billing cycle, as established by the Town: \$0.0756 per kilowatt hour.

When a commercial customer requires capacity over 7.5 kilowatts, the first energy block shall be increased by 53 kilowatt hours for each 1/2 kilowatt required in excess of 7.5 kilowatts. The second energy block shall then include all kilowatt hours in excess of the first energy block as adjusted for such additional energy.

C. Effective ~~November 1, 2008~~ **July 1, 2017**, all customers billed on the rates described in subsections A and B, above, shall, in addition to the rates therein described, be subject to a Power Cost Adjustment (PCA) charge. The **maximum Power Cost Adjustment** amount charged for each kilowatt hour of energy sold by the Town may be ~~increased~~ **adjusted** according to the following formula:

$$\text{Max (PCA)} = C - (B \times P \times S)$$

C = The estimated cost of **delivered purchased** power in dollars ~~to be purchased~~ by the Town for the twelve-month period.

~~P = The estimated total kilowatt hours to be purchased by the Town for the twelve-month period.~~

S = The estimated total kilowatt hours to be sold by the Town for the twelve-month period.

B = The average cost of ~~wholesale~~ **delivered purchased** power per kilowatt hour purchased by the Town which is recovered in the Town's retail rate schedules, ~~currently \$0.06651.~~

The **maximum** Power Cost Adjustment (PCA) will be computed according to the above formula for a twelve-month period beginning July 1st of each year, **but the Town may choose to charge less than the maximum PCA calculated by this formula.** Should it appear at any time during the twelve-month period that continued use of the PCA then in effect for the remainder of the twelve-month period will result in a substantial under/**over** recovery of the **delivered** cost of power purchased by the Town ~~at wholesale~~, then the town may modify the PCA **(up or down)**, especially ~~factor B,~~ above, to recover the applicable power cost more accurately. ~~The PCA will not be less than zero.~~

This ordinance shall become effective July 1, 2017.

APPROVED:

Hollis L. Tharpe, 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 _____ 2017, upon the following recorded vote:

Eugene R. Tewalt	Yes/No	Jacob L. Meza	Yes/No
Bébhinn C. Egger	Yes/No	William A. Sealock	Yes/No
John P. Connolly	Yes/No	Christopher S. Morrison	Yes/No

A public hearing on the above was held on _____, 2017, having been advertised in the Northern Virginia Daily on _____, 2016, and _____, 2017. The Ordinance was enacted at the Regular Meeting of the Town Council held _____ 2017, to become effective immediately.

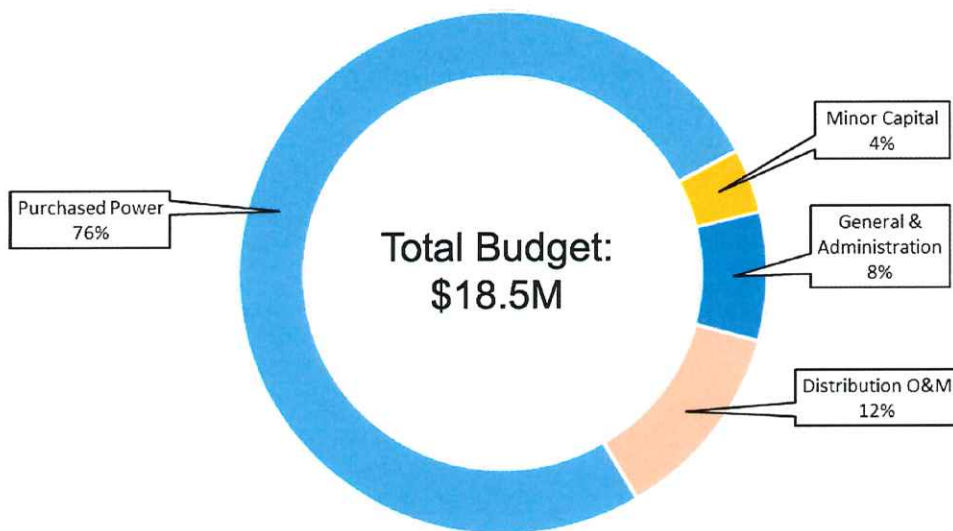
Approved as to form and legality:

Douglas W. Napier, Town Attorney

Date: ____/____/____

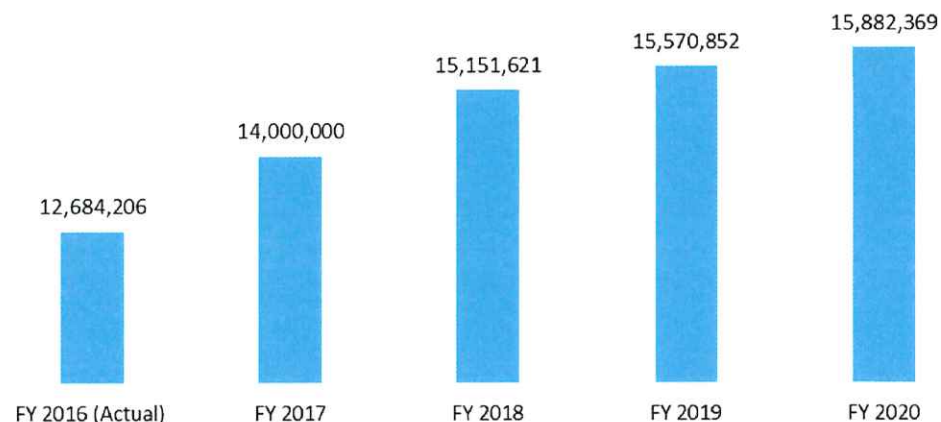
Summary of Key Challenges

FY 2017 Budget

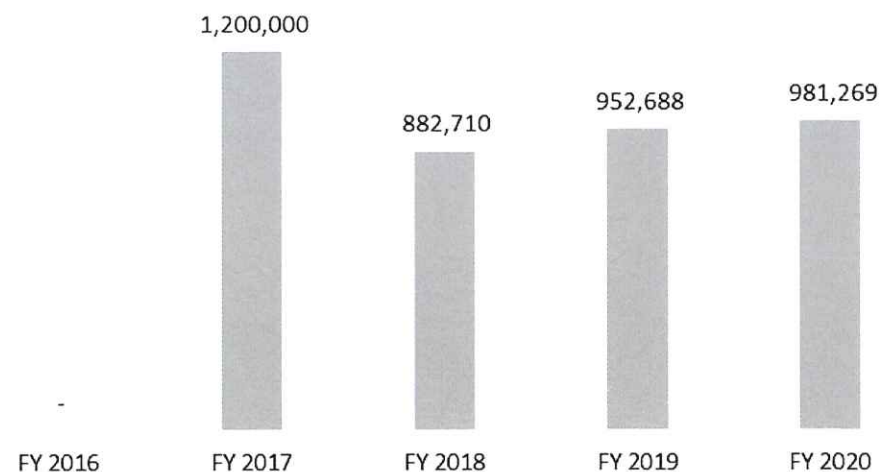


- ▶ Annual purchased power expected to increase by \$3.2M or 25%
- ▶ Annual CIP spending of \$1M over the next 5-years
- ▶ FY 2017 revenues equal \$17.5M
- ▶ Last PCA and Energy rate adjustments in 2012 & 2007 respectively

AMP Purchased Power Cost Forecast



CIP Spending



COS Customer Charge Analysis (UFS)

Customer Class	COS Customer Charge	Current Customer Charge
Residential	\$ 10.21	\$ 6.24
Temporary	\$ 18.36	\$ 6.24
Town	\$ 14.46	\$ -
Commercial (Non-Demand)	\$ 14.46	\$ 6.40
Commercial (Demand)	\$ 36.35	\$ 6.40

Current VA Residential Rate Structures

(Rates as of 2/10/2016 and Includes PCA)

	Mo. Charge	Season	800KWH	900KWH	2,500KWH	50,00KWH
Front Royal	\$ 6.24		\$0.08918			
Danville	\$ 9.00		\$0.12360			
Manassas	\$ 13.59		\$0.08300			
Salem	\$ 8.25		\$0.10750			
Richlands	\$ 9.25		\$0.09697			
Virginia Tech	\$ 8.35		\$0.10560			
Franklin	\$ 7.98		\$0.11076			
Bristol	\$ 10.60	S	\$0.10829			
		W	\$0.10513			
		T	\$0.10318			
Culpeper	\$ 11.00		\$0.10612	\$0.11785		
Elkton	\$ 5.50		\$0.09289	\$0.07435		
Harrisonburg	\$ 9.50	S	\$0.08705	\$0.09705		
		W	\$0.08705	\$0.07155		
Martinsville	\$ 10.00		\$0.11168	\$0.09428		
Bedford	\$ 20.00		\$0.09458	\$0.07843		
Radford	\$ 10.02		\$0.10058	\$0.08608		
Blackstone	\$ 11.55		\$0.10044	\$0.11149	\$0.11224	\$0.11258

Proposed Rate Structure Modification

- ▶ Update fixed monthly charges over 3 years to more closely align with the Cost of Service and enhance the fixed cost recovery of the system/ stabilize revenue stream
- ▶ Update demand charge (KW) mechanism to better align with industry best practices and enhance the ease of customer understanding and billing process
- ▶ Convert Town accounts from separate class to commercial non-demand

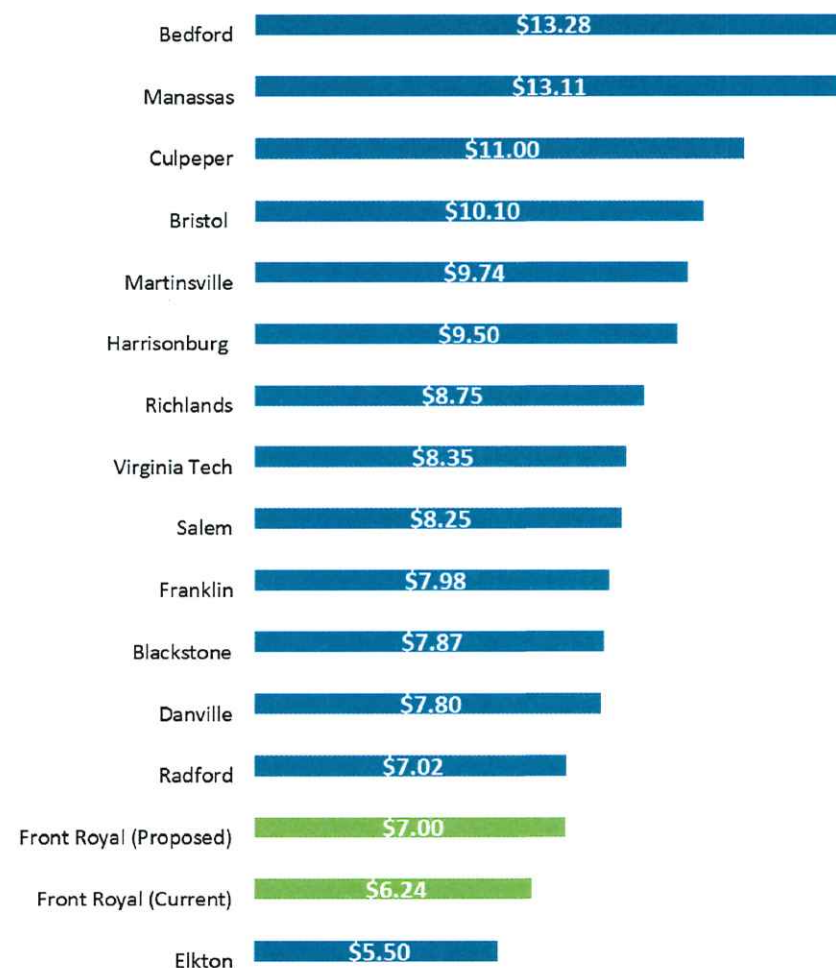
Customer Charge Update

Customer Class	COS Customer Charge	Current Customer Charge
Residential	\$ 10.21	\$ 6.24
Temporary	\$ 18.36	\$ 6.24
Town	\$ 14.46	\$ -
Commercial (Non-Demand)	\$ 14.46	\$ 6.40
Commercial (Demand)	\$ 36.35	\$ 6.40

Phasing of Customer Charges

	Current	7/1/2017	7/1/2018	7/1/2019
RESIDENTIAL	\$ 6.24	\$ 7.00	\$ 8.61	\$ 10.21
COMMERCIAL	\$ 6.40	\$ 7.16	\$ 10.81	\$ 14.46
DEMAND	\$ 6.40	\$ 7.16	\$ 21.76	\$ 36.35
TEMPORARY	\$ 6.40	\$ 7.16	\$ 12.73	\$ 18.30
TOWN	\$ -	\$ 7.16	\$ 10.73	\$ 14.29

Local Area Survey



Current and Proposed Rate Schedules

FY 2017 Current Rate (Effective to 6/30/2017)

	Residential	Commercial	Demand	Temporary	Town
Monthly Customer Charges	\$ 6.24	\$ 6.40	\$ 6.40	\$ 6.40	\$ -
kWh Charges					
PCA	\$ 0.00428	\$ 0.00428	\$ 0.00428	\$ 0.00428	\$ 0.00428
All Use	\$ 0.08490				\$ 0.07795
0-700		\$ 0.11510	\$ 0.11510	\$ 0.11510	
>700		\$ 0.07560	\$ 0.07560	\$ 0.07560	
Imputed kWh per recorded KW demand			\$ 0.03950		

FY 2018 (Effective 7/1/2017)

	Residential	Commercial	Demand	Temporary	Town
Monthly Customer Charges	\$ 7.00	\$ 7.16	\$ 7.16	\$ 7.16	\$ 7.16
kWh Charges					
PCA	\$ 0.01091	\$ 0.01091	\$ 0.01091	\$ 0.01091	\$ 0.01091
All Use	\$ 0.08490				
0-700		\$ 0.11510	\$ 0.11510	\$ 0.11510	\$ 0.11510
>700		\$ 0.07560	\$ 0.07560	\$ 0.07560	\$ 0.07560
Monthly KW Charge			\$ 3.00		

Residential Customer Impacts

Residential Meter					
Monthly Use (KWH)	Agg. %	Current	Proposed	\$ Chg.	% Chg.
0	5.4%	\$6.24	\$7.00	\$0.76	12.2%
250	13.7%	\$28.54	\$30.95	\$2.42	8.5%
500	24.6%	\$50.83	\$54.91	\$4.08	8.0%
750	38.7%	\$73.13	\$78.86	\$5.73	7.8%
1,000	52.6%	\$95.42	\$102.81	\$7.39	7.7%
1,250	64.2%	\$117.72	\$126.76	\$9.05	7.7%
1,750	80.4%	\$162.31	\$174.67	\$12.36	7.6%
2,000	85.5%	\$184.60	\$198.62	\$14.02	7.6%
3,000	95.6%	\$273.78	\$294.43	\$20.65	7.5%
4,000	98.6%	\$362.96	\$390.24	\$27.28	7.5%
5,000	99.5%	\$452.14	\$486.05	\$33.91	7.5%

- Bill Calculations include PCA
- 86% of the Town's customers are Residential

Current VA Typical Residential Bill Comparison

Monthly Bill at 1,000 kWh



*Rate survey as of 2/10/2017, includes PCA and winter rates when applicable

Residential Multi-Year Impact

	FY 2017	FY 2018	FY 2019	FY 2020
Customer Charge	\$ 6.24	\$ 7.00	\$ 8.61	\$ 10.21
Per 1,000 kWh	\$ 84.90	\$ 84.90	\$ 87.87	\$ 91.83
1,000 kwh PCA*	\$ 4.28	\$ 10.91	\$ 13.32	\$ 15.11
Total:	\$ 95.42	\$ 102.81	\$ 109.80	\$ 117.14
Change:		\$ 7.39	\$ 6.99	\$ 7.35
Percent:		7.75%	6.80%	6.69%

- ▶ Customer Charge reflects 3 year phase in to cost of service
- ▶ Energy charges reflect adjustments in FY 2018, FY 2019, and FY 2020, no adjustments are foreseen thereafter
- ▶ PCA forecasted based on AMP Forecast, (*)actual expenses may vary
- ▶ Current projections do not indicate additional increases for energy or customer charges beyond FY 2020

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Town of Front Royal, Virginia Council Agenda Statement

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Item No. 11

Meeting Date: May 22, 2017

Agenda Item: COUNCIL APPROVAL – FY 2018 Annual Appropriation Ordinance (*1st Reading*)

Summary: Council is requested to affirm on its first reading the adoption of the Town's Annual Appropriation Ordinances for FY2017-2018 Budget that will include reallocating the \$100,000 associated with repayment of the internal loan for the Criser Road Trail Project be set aside for construction of the new Police Department (as shown below). The Town's FY2017-2018 Annual Appropriation Ordinance is effective July 1, 2017 – June 30, 2018.

Note: Budget Amendment to reallocate the \$400,000 that was previously approved by Town Council on November 28, 2016, to eliminate the necessity for repayment of the \$400,000 internal loan by the Street Fund to the General Fund and to use General Fund Balance to fund the Criser Road Trail Project was approved at the May 8, 2017 Council Meeting.

Budget/Funding: to reallocate monies for Criser Road Trail

1000-3310111	Internal Loan – Criser Rod Trail	<\$100,000>
9790-49009	General Fund Transfer to Street Fund -	<\$100,000>
4500-3240407	Street Fund Transfer from General Fund -	<\$100,000>
4102-47959	Street Fund Repayment of Internal Loan	<\$100,000>
1000-3510110	Appropriated Funds Forward	\$100,000
99790-49015	General Fund Transfer to Comm Dev -	\$100,000
130-3510105	Community Development Transfer from G/F -	\$100,000
9130-47013	Community Development Police Dept -	\$100,000

Attachments: Appropriation Ordinance

Meetings: Work Sessions held March 6, March 20, April 3, April 17 and May 1, 2017

Staff

Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council affirm on its first reading the Town's Annual Appropriation Ordinances for FY2017-2018 Budget, effective July 1, 2017 through June 30, 2018. I further move that Council reallocate the \$100,000 of funds associated with repayment of the internal loan for the Criser Road Trail Project in the FY2017-2018 Proposed Budget be set aside for construction of the new Police Department.

ROLL CALL VOTE REQUIRED

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: 



Town of Front Royal, Virginia



ANNUAL APPROPRIATION ORDINANCE

AN ORDINANCE ESTABLISHING THE BUDGET FOR THE TOWN OF FRONT ROYAL, VIRGINIA FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018 APPROPRIATING FUNDS FOR PUBLIC PURPOSES FOR SUCH FISCAL YEAR; CONFIRMING AND CONTINUING ALL ORDINANCES OF THE TOWN OF FRONT ROYAL, VIRGINIA RELATING TO TAXES, LICENSES, FEES, SERVICE CHARGES, COSTS AND OTHER CHARGES AND ALL ORDINANCES RELATING TO THE TIME OF PAYMENT THEREOF AND COLLECTION THEREOF, EXCEPT AS HEREIN SPECIFICALLY MODIFIED

BE IT ORDAINED by the Council of the Town of Front Royal, Virginia as follows:

BUDGET EXPENDITURES

The following budget incorporated by reference, totaling **\$45,893,820** for the Town of Front Royal, Virginia for the fiscal year beginning July 1, 2017 and ending June 30, 2018 is hereby proposed, proposed, and adopted:

(See Attached BUDGET SUMMARY and Town Manager's FY2017-2018 Budget for details, incorporated by reference)

BUDGET REVENUES

Public revenues of the Town of Front Royal, Virginia are hereby appropriated for public purposes for the fiscal year beginning July 1, 2017 and ending June 30, 2018, as set forth in the appropriate Section of such budget.

TAX RATES

The tax rate for all real estate and for all real property and improvements located within the Town of Front Royal subject to tax established by Town Council in Town Code Chapter 75-44.

PERSONAL PROPERTY TAX RELIEF & PRORATION

When any motor vehicle, trailer, or boat is sold and removed from the Town limits after January 1, the tax shall be relieved through proration on a monthly basis, and the appropriate amount of tax refunded if such tax has already been paid, upon application by the owner to the Commission of the Revenue and notice has been provided to the Commonwealth of Virginia Department of Motor Vehicles; however, no refund shall be made if the motor vehicle, trailer, or boat is moved within the Commonwealth to a non-prorating locality. Requests for relief refunds must be made no later than three (3) years from the last day of the tax year during which the motor vehicle, trailer, or boat was sold, had its title transferred, or was removed from the Town limits. No refund of less than five dollars (\$5.00) shall be issued. If a motor vehicle, trailer, or boat is acquired or moved into the Town limits after January 1, the tax shall be assessed for the remainder of the tax year. Such tax

shall be prorated on a monthly basis. For purposes of proration, a period of more than one-half of a month shall be counted as a full month and a period of less than one-half of a month shall not be counted. All requests for relief or proration shall be filed in compliance with the Warren County Code.

RATES & FEES

The licenses, fees, services charges, costs, and other charges established by Town Council in the Town Code and as identified in the budget to generate the revenues for the Town are hereby confirmed and appropriated for public purposes.

AUTHORIZATION

The Town Manager is hereby authorized to pursue revenue collection and expenditure of public funds in pursuit of fulfilling the budget as conforming to the adopted Town Council Fiscal Policies and Procurement Manual. The Town Manager is further authorized to withhold or postpone the expenditure of any funds appropriated by and in this Ordinance when it appears to the Town Manager that it would be in the best interest of the Town for such expenditure to be withheld; but, this provision shall not in any way limit or restrict the right of the Council of the Town of Front Royal, Virginia, in its sole discretion to the fullest extent permitted by law, to direct immediate disbursement of any appropriated funds when the Council of the Town of Front Royal, Virginia, is of the opinion that the funds should be expended regardless of the position or action of the Town Manager. The Town Manager is authorized to transfer monies between line items and categories within the budgeted appropriations.

CONFLICT

Any Ordinance in conflict with this Ordinance is hereby repealed to the extent and only to the extent that such conflict exists. However, all Ordinances not in conflict with this Ordinance shall continue in effect, including specifically all Ordinances of the Town of Front Royal, Virginia relating to taxes, licenses, fees, service charges, costs and payment, and collection thereof continuing in effect except as herein specifically modified.

CONTINUITY

If any part of this Ordinance is found to be invalid by competent authority, the remaining portions of this Ordinance shall continue in effect to the fullest extent permitted by law.

EFFECTIVE DATE

This Ordinance shall become effective July 1, 2017.

Adopted this ____ day of June, 2017

APPROVED:

Hollis L Tharpe

Attest:

Jennifer E. Berry, CMC, Clerk of Council

THIS ANNUAL APPROPRIATION ORDINANCE was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council on _____ 2017, upon the following recorded vote:

Eugene R. Tewalt	Yes/No	Christopher Morrison	Yes/No
William Sealock	Yes/No	John P. Connolly	Yes/No
Bébhinn C. Egger	Yes/No	Jacob L. Meza	Yes/No

Approved as to Form and Legality:

Douglas W. Napier, Esq., Town Attorney

Date: _____

The above Ordinance was published in the *Northern Virginia Daily* on _____ with approval on the first reading at a regular meeting of the Town Council held on _____, and to be formally approved on the second and final reading at the regular meeting of the Town Council on _____.

TOWN OF FRONT ROYAL, VIRGINIA
BUDGET SUMMARY FOR FISCAL YEAR ENDING JUNE 30, 2018

GENERAL FUND EXPENDITURES

General Government	\$950,095
Financial Administration	\$872,800
Legal Services	\$368,330
Public Safety	\$4,855,790
General Property Maintenance	\$1,098,230
Planning & Zoning Administration - Including Boards & Commissions	\$516,910
Risk Management & Insurances	\$878,465
Economic Development	\$8,865
Information Technology	\$599,040
Transfers & Contingency Reserves	\$747,780
TOTAL GENERAL FUND EXPENDITURES	\$10,896,305

STREET FUND EXPENDITURES

Environmental Services & Inspections	\$474,790
State Highway Maintenance System	\$2,106,940
TOTAL STREET FUND EXPENDITURES	\$2,581,730

ECONOMIC DEVELOPMENT & DESIGNATED FUNDS EXPENDITURES

Debt Obligation - Economic Development	\$141,400
Community Development Projects	\$479,995
Asset Forfeitures - Public Safety	\$12,000
TOTAL ECONOMIC & DESIGNATED FUND EXPENDITURES	\$633,395

ELECTRIC FUND EXPENDITURES

Operations	\$2,523,550
Purchase of Electricity	\$15,053,900
Transfer to General Fund and/or Contingency Fund	\$1,950,000
Debt Service	\$207,000
TOTAL ELECTRIC FUND EXPENDITURES	\$19,734,450

WATER FUND EXPENDITURES

Administration	\$130,705
Water Plant Operations	\$1,629,900

Line Maintenance Operations	\$1,400,510
Meter Reading	\$369,365
Debt Service	\$1,065,990
Transfer to General Fund and/or Contingency Fund	\$509,000

TOTAL WATER FUND EXPENDITURES	\$5,105,470
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SEWER FUND EXPENDITURES

Administration	\$127,425
Wastewater Plant Operations	\$2,343,915
Line Maintenance Operations	\$1,467,660
Debt Service	\$1,344,025
Transfer to General Fund and/or Contingency Fund	\$587,000

TOTAL SEWER FUND EXPENDITURES	\$5,870,025
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SOLID WASTE FUND EXPENDITURES

Operations	\$943,445
Transfer to General Fund and/or Contingency Fund	\$129,000

TOTAL SOLID WASTE FUND EXPENDITURES	\$1,072,445
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TOTAL ALL FUND EXPENDITURES	\$45,893,820
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GENERAL FUND REVENUE

Real Estate Property Tax	\$956,025
Public Service Property Tax & Tax Penalties	\$53,470
Personal Property Tax	\$555,795
Other Local Taxes	\$5,132,450
Permits & Fees	\$28,000
Fines & Forfeitures	\$186,000
Use of Money & Property	\$56,560
Public Right-of-Ways Use Fees	\$1,100
Intergovernmental	\$592,355
Internal Loan	\$100,000
Interfund Transfers	
Electric Fund	\$1,950,000
Water Fund	\$509,000

Sewer Fund	\$587,000
Solid Waste Fund	\$109,000
Miscellaneous Receipts	\$79,550
TOTAL GENERAL FUND REVENUE	\$10,896,305

STREET FUND REVENUE

State Highway Maintenance Funds	\$1,939,200
Use of Money & Property	\$21,500
Street, Curb, & Gutter Assessments	\$23,250
Transfer from General Fund	\$597,780
TOTAL STREET FUND REVENUE	\$2,581,730

ECONOMIC DEVELOPMENT & DESIGNATED FUNDS REVENUE

Real Estate Property Tax - Economic Development	\$141,400
Asset Forfeiture & Grant Funding	\$12,000
Real Estate Property Tax - Community Development	\$479,995
TOTAL ECONOMIC & DESIGNATED FUNDS REVENUE	\$633,395

ELECTRIC FUND REVENUE

Use of Money & Property	\$111,800
Connection Fees	\$100,000
Internal Loan	\$150,000
Sale of Services	\$19,331,890
Miscellaneous Receipts	\$40,760
TOTAL ELECTRIC FUND REVENUE	\$19,734,450

WATER FUND REVENUE

Use of Money & Property	\$42,000
Antenna Rentals	\$101,335
Sale of Services	\$4,635,250
Connection Fees	\$290,000
Internal Loan	\$34,885
Miscellaneous Receipts	\$2,000
TOTAL WATER FUND REVENUE	\$5,105,470

SEWER FUND REVENUE

Use of Money & Property	\$42,000
Sale of Services	\$5,147,955

Connection Fees	\$613,920
Miscellaneous Receipts	\$66,150
TOTAL SEWER FUND REVENUE	\$5,870,025

SOLID WASTE FUND REVENUE

Use of Money & Property	\$17,000
Sale of Services	\$1,053,445
Miscellaneous Receipts	\$2,000
TOTAL SOLID WASTE FUND REVENUE	\$1,072,445

TOTAL ALL FUND REVENUES	\$45,893,820
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RATES & FEES IN SUPPORT OF THE FY 17-18 BUDGET

REAL ESTATE PROPERTY TAX	\$0.135 per \$100
PERSONAL PROPERTY TAX	\$0.64 per \$100
MEAL TAX	4%
LODGING TAX	6%
AUTOMOBILE LICENSE FEE	\$25.00
RES ELEC FACILITY CHARGE	\$7.00
RES ELEC USAGE RATE	\$0.8490 per kWh
WATER BASE RATE (3,000 GAL)	\$9.92
WATER ADDL 1,000 GAL RATE	\$8.51
SEWER BASE RATE (3,000 GAL)	\$16.17
SEWER ADDL 1,000 GAL RATE	\$13.91
SOLID WASTE RES 32 GAL CAN	\$12.00 per month
SOLID WASTE RES 96 GAL CAN	\$14.10 per month
SOLID WASTE RES PRIV ENTRY	\$5.00 per month
SOLID WASTE COMM 96 GAL CAN	\$26.00 per month
SOLID WASTE DUMPSTER (1x week)	\$215.00 per month
SOLID WASTE DUMPSTER (2x week)	\$300.00 per month
SW COMM DUMPSTER TIP FEE	\$58.00 per haul

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Town of Front Royal, Virginia Council Agenda Statement

Page 1
Item No. 12

Meeting Date: May 22, 2017

Agenda Item: CLOSED MEETING – Personnel Matter

Summary: Council is requested to go into Closed meeting to discuss, consider, or interview prospective candidates for appointment to and employment as the position of the office of Town Manager of the Town of Front Royal.

Budget/Funding: None

Meetings: None

Staff Recommendation: Approval ☒ Denial ☐

Proposed Motion:

Motion to Go Into Closed Meeting

Pursuant to Va. Code Section 2.2-3711. A .1. of the Freedom of Information Act, I move that Town Council go into closed meeting to discuss, consider, or interview prospective candidates for appointment to and employment as the position of the office of Town Manager of the Town of Front Royal.

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 Town 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.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JW