



TOWN COUNCIL WORK SESSION

Monday, August 21, 2017 @ 7:00pm
Town Hall Conference Room

Town/Staff Related Issues:

1. Continued Discussion of Ordinance Amendments Pertaining to Flea Markets – *Town Manager*
2. Request from Warren Heritage Society Pertaining to Utilities – *Town Manager*
3. Continued Discussion of Charter Updates – *Town Attorney*
4. Continued Discussion of Proposed Ordinance Pertaining to Tethering of Dogs in Extreme Weather – *Town Attorney*
5. Continued Discussion of Proposed Ordinance for No Smoking at School Bus Stops – *Town Attorney*
6. Budget Calendar for FY 2018-2019 – *Town Manager*

Council/Mayor Related Items

7. Council Discussion/Goals (*time permitting*)
8. CLOSED MEETING – Consultation with Legal Counsel

Motion to Go Into Closed Meeting

I move that Council convene and go into Closed Meeting for the purpose of consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, such matters being the unauthorized appropriation of the Town's intellectual property and business interests, pursuant to Section 2.2-3711. A. 7. 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 Act 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.

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Town of Front Royal, Virginia Work Session Agenda Form

Date: August 21, 2017

Agenda Item: Continued Discussion of Proposed Ordinance Amendment – Flea Market Regulations Pertaining to Licensing Fees

Summary: During the June 26, 2017 work sessions Council requested staff to review the Town's Flea Market Ordinance relating to the licensing fees. On the July 17, 2017 work session, Council discussed a flat fee and recommended moving forward with a public hearing on a \$250 flat fee. At the Town Council meeting on August 14th the motion died on the floor due to no second.

Council Discussion: Council is requested to discuss if the Town should change licensing fees for flea markets to a flat annual licensing fee versus the per vendor fee that is currently associated with flea markets.

Staff Evaluation: Currently, Town of Front Royal Municipal Code 98-46 requires every vendor who is engaged in the sale or display of goods at a flea market to purchase a license and display the license. For every license to sell or display antiques or used or second-hand goods at a flea market there is a \$10 per year license tax or a \$1 per day license tax.

Frederick County does not have a per vendor fee for flea markets and charges the flea market an annual license fee of \$500 as a whole.

Budget/Funding: Revenue collected from business licensing may be effected

Legal Evaluation: Ms. Linda Henry had earlier asserted at a Town Council Work Session that her father and a previous Town Attorney had agreed years earlier that Town Code Section 98-46 was illegal and unenforceable, and as a result, she and her vendors had not been paying the license tax imposed therein since that time. Ms. Henry was unable to state the legal or factual basis for this assertion. I have researched this matter and have not been able to confirm that there is any illegality to Town Code Section 98-46, but rather, this ordinance does appear to meet the requirements of the Code of Virginia's enabling legislation and thus, Section 98-46 does appear to be legal and enforceable. Likewise, a flat \$500 flea market licensing fee would be legal and enforceable, as Va. Code § 58.1-3717.C states: "Any tax imposed pursuant to § 58.1-3703 on peddlers and itinerant merchants shall not exceed \$500 per year."

Staff Recommendations: Staff recommends to set a flat \$500 flea market licensing fee to the owner of the flea market that would cover all vendors who sell or display antiques or used or second-hand goods at the flea market.

Town Manager Recommendation: (The Town Manager will provide input on the issue and make his recommendations to council.)

Council Recommendation:

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



TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING
Memorandum

To: Joe Waltz, Town Manager

From: Jeremy F. Camp, Planning & Zoning Director

Date: August 9, 2017

Re: Flea market regulations

Following a public hearing, the Planning Commission recommended adoption of the attached amendments to the Town Code during their meeting on June 21, 2017.

The amendments would allow the existing flea market (or future flea market operators) to apply for a Special Use Permit to operate on Fridays, in addition to Saturdays, Sundays and Holidays, as presently permitted in the Town Code. The draft also includes changes to the performance standards for flea markets.

It was stressed with Andrick's Flea Market that a Special Use Permit application would need to be applied for and approved before any changes to the existing flea market operation on Commerce Avenue. It was also discussed that during the Special Use Permit Application process the flea market would need to comply with the new requirements and performance standards in the Town Code.

No changes are necessary in regards to Farmer's Markets.

The request to amend the flea market regulations was initially requested by Andrick's Flea Market, followed by a referral to the Planning Commission by Town Council.

AN ORDINANCE TO AMEND FRONT ROYAL TOWN CODE §98-46 and §175-3, 175-10.10, 175-44, 175-53.7.A.3, 175-63.C.3, 175-70.I.3, and 175-10.4.A.PERTAINING TO FLEA MARKETS OPENING ON FRIDAYS & LICENSE FEES

WHEREAS, Town Council referred to the Planning Commission in March 2017 the request for Flea Markets to be open on Fridays; and,

WHEREAS, Town Council requested that Town Staff review the licensing fees for Flea Markets in June 2017; and,

NOW THEREFORE, BE IT ENACTED, by the Town Council of the Town of Front Royal, Virginia, that §98-46 and §175-3, 175-10.10, 175-44, 175-53.7.A.3, 175-63.C.3, 175-70.I.3, and 175-10.4.A. of the Front Royal Town Code are hereby amended as follows:

98-46 FLEA MARKETS

A. As used in this section, the following terms shall have the meanings indicated:

FLEA MARKET - An assembly of vendors, selling new or used goods in the open air or within temporary structures, who display and sell their wares on the lands of another for a consideration.

B. ~~Every vendor who is engaged in the sale or display of goods at a~~ **The proprietor of any** flea market shall be required to purchase a license and display the license in a prominent place visible to the public. For ~~every such~~ **such** license ~~to sell or display antiques or used or second-hand goods at a flea market, there shall be paid a license tax of ten dollars (\$10.) per year or one dollar (\$1.) per day~~ **\$250.00 per calendar year**. Every vendor of new goods at the flea market shall be deemed a peddler or itinerant merchant and shall pay such license tax as is applicable to peddlers or itinerant merchants under the provisions of Section 98-61. Upon application to and approval by the Town Council, no license shall be required of a nonprofit organization that sells or displays goods at a flea market so long as the proceeds of sale are retained by the nonprofit organization and not shared with other persons, businesses or organizations. The following regulations shall govern the conduct of flea markets:

1. Goods and wares may be left on premises on Friday and Saturday nights only and on Sunday night if Monday is a holiday.
2. A night watchman may be allowed on weekends.
3. No overnight trailers are allowed.
4. The owner or lessee of the premises shall keep the flea market grounds clean and free of refuse and shall provide trash containers in sufficient numbers to serve the customers and vendors on the flea market site.
5. The owner or lessee of the premises shall rent no space to any flea market vendor, except those representing nonprofit organizations, unless the vendor first produces a valid and current license issued by the Town of Front Royal or a daily license permit for the sale and display of goods at a flea market.

175-3 DEFINITIONS

DOMESTIC PRODUCTS – Processed, cooked, dried or preserved foodstuffs and other agricultural products meant for human consumption, to include, but not limited to, jellies, pickles, herbs, smoked meats, baked goods, candies, canned foods, and other prepared edibles.

MANUFACTURED BUILDING – A building that is manufactured, typically in a factory, and is built in accordance with the United States Department of Housing and Urban Development Code, Manufactured Home Construction and Safety Standards, or other similar federal standards; and does not meet all local or state building code standards. Modular and pre-fabricated buildings that are manufactured and constructed in accordance with all local and state building code standards shall not be considered manufactured buildings.

MANUFACTURED HOME – A residential dwelling built in a factory in accordance with the United States Department of Housing and Urban Development code and, the federal Manufactured Home Construction and Safety Standards, or other similar federal standards; and does not meet all local or state building code standards. ~~A mobile home or home built from one (1) or more modular units are not considered manufactured homes.~~ Modular and pre-fabricated buildings that are manufactured and constructed in accordance with all local and state building code standards shall not be considered manufactured buildings.

FARM PRODUCTS – Ice, wood, charcoal, meats, milk, butter, eggs, poultry, game, vegetables, fruits or other family supplies of a perishable nature or farm products grown or produced by them and not purchased by them for sale.

FLEA MARKET - An assembly of vendors, selling new or used goods in the open air or within temporary structures, which display and sell their wares on the lands of another for a consideration.

FARMERS' MARKET – A collection of two (2) or more vendors, selling farm or domestic products, garden produce, or nursery products, ornamental or otherwise, which have been grown or produced by the vendor offering the same for sale, in an open-air setting or with temporary or partially enclosed structures.

175-10.10 STANDARDS (A-1)

B. **Farmers' Markets and Flea Markets.** Where flea markets are permitted by approval of a special use permit, the following standards shall be complied with, in addition to any conditions placed on the special use permit, and Section 98-46 of the Town Code.

1. Adequate water and sanitary facilities shall be provided if found necessary based on the size, frequency and duration of the market.
2. A minimum fifty (50) foot setback shall be maintained from all property lines, **excluding structures and uses in existence prior to July 1, 2001.**
3. No adverse effect on adjoining properties, including but not limited to excessive or untimely noise or lighting, overflow parking, or visual problems potentially affecting property values or marketability, is found.

4. No manufactured buildings shall be permitted.
5. All tables, facilities and structures shall be maintained in a well-kept and attractive manner.
6. ~~All temporary structures or facilities, including but not limited to canopy frames, except as provided in sub-section B.5. above, table extensions and display shelving, shall be removed during the hours that the market is not in operation.~~ Unless otherwise approved as part of a special use permit, all temporary structures or facilities shall be removed during the days that the market is not in operation.
7. Operation of ~~the market~~ a Flea Market shall be confined to Friday, Saturday, Sunday, and Holidays, unless other dates are specifically approved by the Town Council in conjunction with the Special Permit. The hours of operation shall be posted on the property.
8. ~~Open air markets shall only be conducted during the months of April through October. During the period from November 15 to March 15,~~ If a Flea Market or Farmers' Market elects to close during part of the year, or is required to close during part of the year by a condition of a special use permit, all tables and other temporary fixtures shall be removed within two (2) weeks of such closure. Such fixtures may be stored on the site, provided they are located within a completely enclosed building or otherwise screened from public view.
9. All Flea Markets and Farmers' Markets shall be swept clean, hosed down and/or picked clean daily. No food products or debris shall be permitted to remain upon the site overnight. All food products sold at the market must be displayed under sanitary conditions and sold in compliance with all requirements of the Virginia Department of Health or Virginia Department of Agriculture and Consumer Services.
10. Any expansion, including, but not limited to, new construction, an increase in the days of operation, or other significant changes to the use of the property, shall only be authorized with a special use permit.
11. Landscaping shall be provided where feasible and desirable for purposes of improvement aesthetics, screening, shade and the natural environment.
12. Fencing may be required for purposes of improvement aesthetics, screening or public safety.
13. The sale of live animals is prohibited.
14. The sale of new merchandise or serving of food, other than farm and domestic products, shall only be authorized if the vendor obtains an itinerant merchant or peddler license, in accordance with the Town Code regulations for such uses.
15. Farmers' Markets and Flea Markets on public property shall be classified as a public event.

175-44 PERFORMANCE STANDARDS (C-1)

F. Farmers' Markets & Flea Markets: Where farmer's markets are permitted under the provisions of this Chapter, the following standards shall be required:

1. Adequate water and sanitary facilities shall be provided if found necessary based on the size, frequency and duration of the market.
2. A minimum twenty-five (25) foot setback shall be maintained from all property lines, **excluding structures and uses in existence prior to July 1, 2001.**
3. No adverse effect on adjoining **properties**, including but not limited to excessive or untimely noise or lighting, overflow parking, or visual problems potentially affecting property values or marketability, is found.
4. All tables, facilities and structures shall be maintained in a well-kept and attractive manner.
5. ~~Any building and metal canopy frame associated with and attached or semi-detached from such building used for the storage or sale of goods and materials and as the market operator's office shall be constructed on a permanent foundation and meet appropriate building code regulations; provide that any such building and metal canopy frame in existence prior to July 1, 2001, shall not be required to be on a permanent foundation or meet building code regulations except as additions and enlargement are made thereon. No trailers or mobile home units shall be permitted.~~ **No manufactured buildings shall be permitted.**
6. ~~All temporary structures or facilities, including but not limited to canopy frames except as provided in sub-section (e) 5 above, table extensions and display shelving, shall be removed during the hours that the market is not in operation. Unless otherwise approved as part of a special use permit, all temporary structures or facilities shall be removed during the days that the market is not in operation.~~
7. Operation of ~~the market~~ **a Flea Market** shall be confined to **Friday**, Saturday, Sunday, and Holidays, unless other dates are specifically approved by the Town Council in conjunction with the Special Permit. The hours of operation shall be posted on the property.
8. ~~Open air markets shall only be conducted during the months of April through October. During the period from November 15 to March 15,~~ **If a Flea Market or Farmers' Market elects to close during part of the year, or is required to close during part of the year by a condition of a special use permit, all tables and other temporary fixtures shall be removed within two (2) weeks of such closure.** Such fixtures may be stored on the site, provided they are located within a completely enclosed building or otherwise screened from public view, in accordance with Section 175-44(A). ~~The provisions of this sub-section (h), shall not be applicable to any flea market in existence and operation as of July 1, 2001.~~

9. All Flea Markets and Farmers' Markets shall be swept clean, hosed down and/or picked clean daily. No food products or debris shall be permitted to remain upon the site overnight. All food products sold at the market must be displayed under sanitary conditions and sold in compliance with all requirements of the Virginia Department of Health or Virginia Department of Agriculture and Consumer Services.
10. Any expansion, including, but not limited to, new construction, an increase in the days of operation, or other significant changes to the use of the property, shall only be authorized with a special use permit.
11. Landscaping shall be provided where feasible and desirable for purposes of improvement aesthetics, screening, shade and the natural environment.
12. Fencing may be required for purposes of improvement aesthetics, screening or public safety.
13. The sale of live animals is prohibited.
14. The sale of new merchandise or serving of food, other than farm and domestic products, shall only be authorized if the vendor obtains an itinerant merchant or peddler license, in accordance with the Town Code regulations for such uses.
15. Farmers' Markets and Flea Markets on public property shall be classified as a public event.

175-53.7.A.3

~~h. Flea markets, subject to any conditions issued with special use permit, performance standards of the underlying zoning district, and requirements of Section 98-46 of the Town Code.~~

175-63.C.3

~~g. Flea markets, subject to any conditions issued with special use permit, performance standards of the underlying zoning district, and requirements of Section 98-46 of the Town Code.~~

175-70.I.3

~~h. Flea markets, subject to any conditions issued with special use permit, performance standards of the underlying zoning district, and requirements of Section 98-46 of the Town Code.~~

175-10.4.A.

COMMERCIAL:

Flea Markets and Farmers' Markets, subject to the standards of Section 175-10.10.B

This ordinance shall become effective upon passage.

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
William A. Sealock	Yes/No	Christopher S. Morrison	Yes/No
John P. Connolly	Yes/No	Gary Gillispie	Yes/No

A public hearing on the above was held on _____, 2017, having been advertised in the Northern Virginia Daily on _____ and _____, 2017.

Approved as to form and legality:

Douglas W. Napier, Town Attorney

Date: ____/____/____



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June 5, 2017

Hollis L. Tharpe, Mayor
Town of Front Royal
Administration Building, 2nd Floor
102 E Main Street
Front Royal, VA 22630

Dear Mayor Tharpe,

This letter is to let you know that the Boisseau Family, who are the fee owners of the land where the flea market is located on Commerce, is very much in favor of the flea market having the opportunity to include Friday openings for their typical weekend. There are a number of conditions that determine when the flea market can be open, weather being one of them, so having Friday will be helpful and should bring more tourists into the Town of Front Royal.

Thank you and the Town Council for considering this. We look forward to hearing that the Town Council has passed this to go into effect

If you have any questions of the Landlord, please don't hesitate to contact me

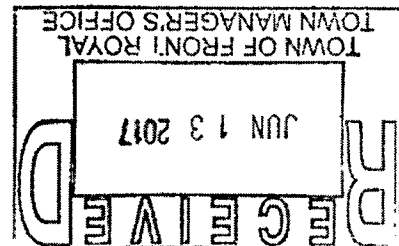
Sincerely,

George C. Stuckey
Agent for Boisseau Family

GCS.dsr

c Richard W. Boisseau, III
Linda Shade

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Linda Amrich - Shade

3/2/17

Amrich's front Royal Flea Market

would like to bring before
Council for Special use permit
for farm use market.

Zoning change for Friday operation.

Linda Amrich - Shade

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Town of Front Royal, Virginia Work Session Agenda Form

Date: August 21, 2017

Agenda Item: Request from Warren Heritage Society Pertaining to Utilities

Summary: In 2014 a councilmember requested that Council consider a reimbursement of the expense of utility services for the Warren Heritage Society located at 101 Chester Street in the amount of \$10,000 due to *"their campus of preservation has grown significantly and their outreach into the community has extended with greater need in the area"*. In accordance with the authority granted governments by Virginia Code Section 15.2-953, Council approved the request and for the money to come from Electric, Water, Sewer and Solid Waste Fund Reserves to be used toward payment of the respective portion of the utility bills beginning July 1, 2014. In 2015, Council received a similar request from the Warren Heritage Society for an in-kind donation to offset the utility expenses included by the Society in the amount of \$15,000 (\$5,000 increase). Council approved the donation beginning September 2015. In 2016 Council received another letter requesting the in-kind donation of \$15,000; however, Council approved the donation to begin September 2016, **but also requested that the Warren Heritage Society make efforts to improve the efficiency of their buildings and report these efforts prior to requesting continued donations in the future.** The 2016 request was also discussed at the November 2016 Liaison Committee Meeting.

Tonight Council is requested to consider the request from the Executive Director of the Warren Heritage Society for the abeyance on utility fees initially put in place by Town Council for services at 101 Chester Street for FY2018-2019.

Council Discussion: Council will vote on final approval at the next regular Council meeting

Staff Evaluation: Minutes attached of the past meetings of work sessions and liaison. Regular meeting minutes are not attached as they were approved under consent and therefore only the motions are explained in the summary above.

Budget/Funding: Director of Finance will be available

Legal Evaluation: Town Attorney will be available

Staff Recommendations: N/A

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

August 8, 2017

To: Honorable Hollis Tharpe, Mayor, Town of Front Royal & Members of Town Council, Town of Front Royal

From: Patrick Farris Executive Director, Warren Heritage Society

Re: Cooperation between the Town of Front Royal and the Warren Heritage Society

Mayor Tharpe and Members of the Front Royal Town Council,

It is an honor to be able to correspond with you again this year concerning the cooperative relationship enjoyed between the Town of Front Royal and the Warren Heritage Society. It is our mission but also our pleasure at the Warren Heritage Society to work with the staff and officials of the Town of Front Royal to advance the Front Royal and its rich history and heritage in the minds of the visiting public and for the benefit of our own local population.

To that end, the Warren Heritage Society would like to respectfully request that the Town of Front Royal extend to the Warren Heritage Society the abeyance on utilities fees initially put in place by Council. This service by the Town to the Society is of immense importance to our ability to maintain financial solvency and health, as well as our ability to continue providing the programming and services that we offer. I would like, then, to take this opportunity to enumerate some of the ways in which our public-private partnership benefits the Town of Front Royal.

Preservation: Since 1979 the Warren Heritage Society has engaged in the preservation of historic structures such as the Ivy Lodge, Belle Boyd Cottage, Balthis House and Fairview. The Society also provides materials from its Archives in assistance to property owners preserving their own structures.

Programming: Programming for all ages is available throughout the year for free or for a minimal fee to the public, and the staff of the Society is constantly engaged in public outreach to other entities, including and especially to schools.

Festival of Leaves: Our annual festival attracts over 20,000 visitors to downtown Front Royal every second Saturday in October, and has been regularly held and growing since 1971.

Archives: The Laura Virginia Hale Archives is the only official repository of historical records for the Town and for Warren County, and research is open to the public 12 months out of the year from Monday through Friday in a modern, fully staffed facility.

Materials Collection: The Society maintains a collection of artifacts from the Town and County's past, allowing for state-of-the-art exhibits. The Society mounts exhibits annually, and mounts special exhibits in cooperation with other institutions such as the Town, for which we have two case exhibits currently mounted (one in the new Town Administration Building, and one in the Visitor Center).

Museums: The Society provides three museums which are open to the public year-round on Chester Street, allowing for destination tourism and adding to the amenities and open sites to which the Town's staff at the Front Royal Visitor Center may direct travelers.

Commemorative Events: The Society is always prepared to cooperate with the Town, County and State on commemorative activities. In 2007 we cooperated with the state's 400th Jamestown anniversary, in 2011 we cooperated with the County on Warren's 175th anniversary, in 2013 we cooperated with the Town on Front Royal's 225th anniversary, and for the past two years we have helped plan the Battle of Front Royal Commemorative Reenactment. Cooperation takes many forms, including research, event planning, historic trail and marker design, and much more.

Battlefield Tours: The Society provides battlefield tours for Civil War battles which raged through Front Royal and Warren County. Of the five major engagements which took place in Warren County during the war, three took place in part through the Town: The Battle of Front Royal, the Battle of Wapping Heights/Manassas Gap, and the Battle of Guard Hill.

We would hope that the Town of Front Royal would see these activities of the Warren Heritage Society as assisting the Town and providing valuable services that the Town is not currently equipped to provide, and maintaining those services and programs as readily available to the public.

Please do not hesitate to contact me at any time concerning these services or this request, and as always I am grateful for the opportunity to work with the Town in order to achieve our common goals. Thank you so much for your time and consideration.

Most sincerely,

Patrick Farris

Executive Director, Warren Heritage Society

101 Chester Street Front Royal, VA 22630; whsexecutivedirector@comcast.net; (540) 636-1446

MINUTES OF WORK SESSION AND LIAISON PERTAINING TO WARREN HERITAGE SOCIETY REQUEST

8/1/16

Warren Heritage Society Request for Utility Funding – Town Manager

Summary: The Executive Director of Warren Heritage Society has requested that the Town consider an in-kind donation to offset the utility expenses incurred by the Society in the amount of \$15,000 for the utility services at 101 Chester Street for FY2016-2017. Council has approved similar requests for the previous two years.

Council Discussion: Council is requested to consider a donation toward utility service for the Warren Heritage Society as authorized by Virginia Code Section 15.2-953 for a Virginia non-profit organization.

Staff Evaluation: Staff have evaluated the request and confirmed it is similar to that made in the previous two fiscal years.

Mayor Darr noted that the Council was going to work to try to be more efficient with their utilities, and he was hoping to see the amount requested from Warren Heritage Society less each year. He stated that he was not against the donation, though he would hope that annually the amount be reduced and the lights be LED and other cost saving measures. Councilman Hrbek noted that it would not be unfair to say that the organization show ways that they could reduce their costs. Council chose to put it on the worksession agenda for more discussion with Mr. Farris to be present.

9/6/16

Continued Discussion of Warren Heritage Society Request for Utility Funding – Executive Director Patrick Farris

Summary: The Executive Director of Warren Heritage Society has requested that the Town consider an in-kind donation to offset the utility expenses incurred by the Society in the amount of \$15,000 for the utility services at 101 Chester Street for FY2016-2017. Council has approved similar requests for the previous two years. Council met on August 1, 2016 regarding this request but asked for more information.

Council Discussion: Council is requested to consider a donation toward utility service for the Warren Heritage Society as authorized by Virginia Code Section 15.2-953 for a Virginia non-profit organization.

Staff Evaluation: Staff have evaluated the request and confirmed it is similar to that made in the previous two fiscal years.

Mr. Burke noted that Mr. Farris had been invited but was not in attendance. Councilman Hrbek asked if the invitation could be addressed to the Heritage Society's Treasurer as well next time. Mayor Darr noted that could be done.

9/19/16

Continued Discussion of Warren Heritage Society Request for Utility Funding – Patrick Farris, Executive Dir. Of Heritage Society

Summary: The Executive Director of Warren Heritage Society has requested that the Town consider an in-kind donation to offset the utility expenses incurred by the Society in the amount of \$15,000 for the utility services at 101 Chester Street for

FY2016-2017. Council has approved similar requests for the previous two years. Council met on August 1, 2016 regarding this request but asked for more information. Council also scheduled this item for September 6, 2016 but there was no representation from the Heritage Society. Council is requested to consider a donation toward utility service for the Warren Heritage Society as authorized by Virginia Code Section 15.2-953 for a Virginia non-profit organization.
Staff Evaluation: Staff have evaluated the request and confirmed it is similar to that made in the previous two fiscal years.

Heritage Society Board Member President Ron Santmyers noted that they had Rappahanock Electric go through the buildings and do an electrical system inventory to determine how the buildings were operating. He stated that they also had cut back on watering of the Colonial and Native American gardens.

Vice Mayor Tharpe noted that the Heritage Society noted that the organization does a lot for the community. The Town's Finance Director noted that the amount granted to the organization was covering most of their utilities each year.

To answer Mr. Meza's questions, Mr. Hrbek noted that the organization does a service with archival and other services in the Town and if the organization was not in place then the Town would need to provide the services. Mayor Darr noted that this is the third year at least for the request, and it was notable to preserve the Town's history. He added that perhaps the County could partner with the Town on the venture. Councilman Hrbek stated that it was coming from the enterprise funds not the taxpayer funds.

Council chose to place it on the consent agenda for the next meeting for vote.

November 2016 LIAISON MEETING

Utility Contribution Request from Warren Heritage Society – Steve Burke

Mr. Burke commented that Town Council had approved a request from the Warren Heritage Society seeking a donation to offset its utility costs. Council was interested if the County would consider making a donation as well.

Mr. Stanley stated that the County had made contributions to the Warren Heritage Society in past years. The Warren Heritage Society failed to send the necessary paperwork one year and informed the County that they no longer needed the contribution.

Mr. Hrbek noted that the Town had waived the Warren Heritage Society's utility cost the previous year and would do so the current year.

Mr. Stanley said he could take this to the Board and suggested that he address this matter with Patrick Farris and ask that the Warren Heritage Society submit a request during the County's budget cycle.

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Town of Front Royal, Virginia
Work Session Agenda Form

Date: August 21, 2017

Agenda Item: Proposed Town Charter Amendments

Summary: On November 26, 2012, Town Council passed certain proposed Town Charter amendments which Council requested the General Assembly to pass at the then upcoming 2013 Session. These proposed changes include: The change in the Town's elections for Town Council and Mayor from the first Tuesday in May in even numbered years, to the general election day in November in even numbered years (this has now been codified in the Town Code in Section 10-1; however, the General Assembly can undo this by change to State Code); allowing the Town Council to designate additional Town officers by ordinance; to cause elections to Town Council and Mayor to be non-partisan (so that federal employees would be able to hold local public office — historically, all Town elections, as are most local elections nation-wide, have always been non-partisan); protections to the Town's ability to collect fees and taxes against future State general legislation; protections to the Town's ability to locally regulate its electric utilities; mesh its Charter provisions of Town Council appointing Town Council vacancies with State Code provisions, and giving Town Council appointees all powers of Town Council elected members, which they do not now have; allow minutes to be kept in electronic format in lieu of hard-copy minute books; allow the publication of proposed ordinances and other notices by any method allowed by law; to combine the duties of the Town Treasurer with that of Town Manager or Town Finance Director; and for the provision of a number of modernization of the Charter, and additional minor and clerical amendments to the Charter.

For reasons that are not completely clear, while in committee in the House of Delegates, the Town's proposed Charter amendments were not passed.

There may be some additional Charter amendments that Town Council may wish to consider.

A full copy of the current Town Charter, as well as the entire Town Code, is available for inspection on the Town of Front Royal, Virginia, municipal homepage at <https://frontroyalva.com>, and is highly recommended reading, as specific issues arise.

Council Discussion: Town Council is requested to consider and discuss any other amendments it would like to see to the Town's Charter.

Staff Evaluation:

In an attachment, the Town Attorney has suggested a few Charter amendments that Town Council may wish to consider,

Additionally other staff, such as Planning & Zoning, might be requested to also evaluate the Town Charter and give its recommendations to Town Council as to what staff recommends might be considered amended.

Budget/Funding: No recommendations or known impacts expected at this time, although in the future they will be significant.

Legal Evaluation: Legal evaluation of proposed Charter amendments will be on-going as they are proposed.

Staff Recommendations: See above. It is recommended that Town Council send its Charter amendment proposals to its General Assembly representatives by the first of November to be sure that they have enough time to digest its contents and to take whatever action is appropriate to advance Town Council's objectives.

Town Manager Recommendation: See above.

Council Recommendation:

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

**SUMMARY OF MAJOR CHARTER CHANGES REQUESTED BY TOWN COUNCIL
IN 2013 SESSION OF GENERAL ASSEMBLY**

Note: Underlined Sections refer to Sections of Charter affected.

Section 2. To remove the Charter's definition of the Town's corporate limits. Not only is this substantially incorrect, as much territory has been added in the interim, it is now, by State statute, illegal for a Charter to contain a municipal corporation's corporate boundaries. (Current Section 2 of Charter).

Section 6. A. Change elections for Town Council and Mayor from the first Tuesday in May in even numbered years, to the general election day in November in even numbered years. After the failure of the General Assembly to change the Town's Charter, the Town enacted an ordinance to this effect, but the General Assembly could, by statute, cause this to be reverted.

Section 6. C. To cause elections to Town Council and Mayor to be non-partisan (so that federal employees, such as our present Town Council Member, who is employed by the United States Department of Energy, and our very recent former Mayor, the Honorable Timothy W. Darr, who was employed by the United States Department of Defense as Supervisor Physical Security Specialist for the Pentagon Force Protection Agency, to be able to hold local public office—historically, all Town elections have always been non-partisan).

Section 6.D. Bring the process for filling vacancies on Town Council, such as the time in which it shall be accomplished, in line with the then-current State Code, and give such appointed Council Member all the powers of an elected Town Council Member.

Sections 6. E. and F. Brings the process of revising salaries of the Mayor and Town Council Members from time to time in line with the then-current State Code

Section 9. Designate the first Meeting in January as the Meeting at which the Vice Mayor shall be elected by Town Council.

Section 12. To allow minutes to be kept in electronic format in lieu of (or in addition to) hard-copy minute books.

Section 18. 3. B. Where the Town provides utility services outside its corporate limits, allows the Town to continue to charge out of Town utility users the PILOT fees (“payment in lieu of taxes”, to equalize the rates between in-Town and out- of Town users. My fear is that the General Assembly may at some time pass a statute abolishing the current statutes that specifically allow the Town to do this. I also would like the Town to have the ability to pay this money into its general fund, in Town Council’s discretion. I have worded the proposed Charter change as follows: *When the town furnishes water, gas, electric, sewer, or other utility services to users thereof located outside the town’s corporate limits, notwithstanding any provision of law to the contrary, the town may collect such compensation and service fees therefor as may be contracted for between the town and such user, and the town shall not thereby be obligated to provide such utility services to any other users outside its corporate boundaries. Any compensation and service fees received by the town for the furnishing of such utility services to users outside the town’s corporate limits may, in the discretion of the town council, be paid into the town’s general fund.*

Section 18. 26., and Section 39. To allow the publication of proposed ordinances, resolutions, and other notices by any method allowed by law.

Section 26. To allow the Town Council to designate additional Town officers by ordinance.

Section 28. To allow Town Council to continue to raise taxes semi-annually or such other periods as Town Council, in its discretion, may deem, notwithstanding change in State Code.

Section 60. To combine the duties of the Town Treasurer with that of Town Manager or, more likely, Town Finance Director.

Section 65. Remove most of this Section, as it violates State Code as well as existing Town policy on vacation of public rights of way, and would be difficult to use: *Provided, however, if the land within any mapped street or highway is not yielding a fair return to the owner, the board of appeals [OF WHICH THERE IS NONE IN EXISTANCE], provided for in chapter nine hereof, by a majority vote of all its members, may issue a permit for a building within the street line of such street or highway, upon such conditions as will increase as little as possible the cost of opening such street or highway, and will protect as far as possible the rights of the public and the integrity of the town plan. The board of appeals, hereinafter authorized, before taking any action under the provisions of this section, shall hold a public hearing, of which adequate notice shall be given*

to all persons deemed to be affected [VIOLATES STATE CODE.]. Any decision by the board of appeals, rendered under the provisions of this section, shall be subject to the same court review as provided for zoning decisions of the board.

Sections 67-69, Zoning. Remove most of it in its entirety. It has been almost entirely superseded by current Town Code, State Code, and modern zoning principles.

Many Sections. For the provision of a number of other minor or clerical amendments to the Charter.

ADDITIONAL CHARTER CHANGES THAT MAY OR MAY NOT BE CONSIDERED PROPOSED BY TOWN COUNCIL

1) State Corporation Commission jurisdiction over local utilities – As a result of the electric rate issue in Danville, the General Assembly was lobbied to consider legislation to grant the State Corporation Commission (SCC) regulatory powers over municipal government utilities, just as the SCC does currently over for-profit electric utilities such as Dominion Power. Local oversight of municipal utilities may be necessary to maintain citizen involvement in establishing rates that the Town feels is appropriate. This may be an issue to come up again. Town Council may feel it is appropriate to put in its Charter that Town Council shall always retain its authority and jurisdiction to set its own electric utility rates, and

2) Business, Professional, & Occupation License Tax (BPOL) - The Town currently realizes in the range of \$700,000 in revenue annually from BPOL tax. Elimination of this revenue source by the General Assembly without providing an equivalent revenue source would result in a significant shortfall in the Town's general fund operating budget. Any substitute revenue source must be sustainable and realize increase as business development occurs. This could occur during any session of the General Assembly, and there is seemingly always a push upon the General Assembly to abolish local BPOL taxes. Town Council might want to see a Charter provision that would allow the Town to always have the authority to impose a BPOL tax, notwithstanding future changes to general State law.

3) Dilapidated Buildings – The Code of Virginia provides authority to address dilapidated buildings to counties and cities that are not extended to Towns. The Town has a number of structures that are dilapidated but are not so structurally deficient as to meet the legal standard of “blight”. This limits the Town’s ability to pursue rehabilitative actions to remove the blight from our community. Amending the Town’s Charter to give the Town the same authority as cities and counties in this regard would be a good step in allowing the Town to protect itself.

4) The Town might include whether the Town wishes to be able to retain its zoning authority over pending State directives regarding Airbnb. Despite assurances from proponents of Airbnb, experience with Airbnb has shown that, with few exception, Airbnb housing are houses which are strictly short-term rentals, otherwise not lived in by local residents, mostly located in residential neighborhoods near restaurants and other municipal amenities.

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Town of Front Royal, Virginia Work Session Agenda Form

Date: August 21, 2017

Agenda Item: CONSIDERATION OF ADOPTION OF SECTION 66-11.1 TETHERING RESTRICTIONS FOR DOGS/CANINES

Summary: Proposed Section 66-11.1, Tethering Restriction for Dogs/Canines, a mirror ordinance to an ordinance proposed to be adopted by the County of Warren for ease of enforcement by Warren County Animal Control, is authorized by Virginia Code § 3.2-6543 *et seq.* to prevent cruelty to animals. As proposed, dogs and canines (dogs and wild dog hybrids) are, in certain circumstances, or are not to be kept on a tether, or else are to be provided adequate shelter, so as to protect the animal from injury or from extreme weather conditions, such as extreme cold or extreme heat, to protect young dogs, or a or to protect female animals in heat from unwanted males. This proposed ordinance has come about as a result of practical observation and experience from both Animal Control Officers and from concerned citizens. A number of other jurisdictions have also adopted similar ordinances, including Alexandria City, Arlington County, Chesapeake City, Danville City, Fairfax City, Fairfax County, Fauquier County, Hampton City, Newport News City, Norfolk City, Northhampton County, Portsmouth City, Richmond City, Town of Smithfield, Staunton City, Suffolk City, and Virginia Beach City.

Council Discussion: Council is requested to consider whether or not it wants to adopt a mirror ordinance to the County's proposed dog and other canines tethering ordinance.

Staff Evaluation: From a standpoint of law enforcement, as well as prevention of possible animal cruelty, adoption of a mirror ordinance to the County's tethering restrictions for dogs and other canines would be helpful.

Budget/Funding: As almost all Animal Control measures are enforced by Warren County's Sheriff's Office Animal Control Officers, direct Town budgeting and funding are expected to be minimal to nonexistent, instead being paid through County-wide (including within already within the Town) budgeting and funding.

Legal Evaluation: The Town Attorney will be available to answer legal questions.

Staff Recommendations: See Staff Evaluation above.

Town Manager Recommendation: See Staff Evaluation above.

Council Recommendation:

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

Work Session

AN ORDINANCE TO ENACT AND ORDAIN SECTION 66-11.1 OF THE TOWN OF FRONT ROYAL MUNICIPAL CODE TO AUTHORIZE TETHERING MEETING CERTAIN REQUIREMENTS; TO PROHIBIT CERTAIN TETHERING PRACTICES; AND TO SET THE PENALTY FOR VIOLATING THE ORDINANCE

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF FRONT ROYAL that Section 66-11.1 of the Town of Front Royal Municipal Code, TETHERING RESTRICTIONS FOR DOGS AND OTHER CANINES, as follows:

Chapter 66 ANIMALS

ARTICLE I. GENERAL PROVISIONS

§ 66-6.1 Tethering Restrictions for Dogs and Other Canines

This ordinance is passed pursuant to Va. Code § 3.2-6543 *et. seq.* which authorizes localities to pass ordinances preventing cruelty to animals.

- A. **Tether means, when used as a noun, any device, including but not limited to a chain, leash, cable, tie down, or tie out, attached to a stationary point or object, trolley or run used to contain or restrain a dog or other canine (as used in this ordinance, “canine” shall mean a hybrid of the domestic dog and any other species of the Canidae family). When used as a verb, tether shall mean to attach a dog or other canine to such a device.**
- B. **No person shall tether or cause to be tethered any dog or other canine except when the tether meets the following conditions:**
 - (i) **Appropriate to the age and size of the dog or other canine, the tether shall weigh no more than 10 percent of the animal’s weight;**
 - (ii) **Attached to the dog or other canine by a properly applied collar, halter, or harness configured so as to protect the dog or other canine from injury and prevent the dog or other canine or tether from becoming entangled with other objects or animals, or from extending over an object or edge that could result in the strangulation or injury of the dog or other canine; and**
 - (iii) **At least three times the length of the dog or other canine, as measured from the tip of its nose to the base of its tail, except when the dog or other canine is being walked on a leash or is attached by a tether to a lead line.**
- C. **It shall be unlawful for a person to tether any dog or other canine:**
 - a. **When the dog or other canine is four months old or younger;**
 - b. **When the dog or other canine is a female in estrus;**

- c. When the temperature is less than thirty-two degrees Fahrenheit or greater than ninety degrees Fahrenheit unless the dog or other canine is provided adequate shelter under Virginia Code § 3.2-6500;
 - d. If the tether weighs more than ten percent of the dog's or other canine's body weight;
 - e. On the same tether concurrently with another dog or other canine; or
 - f. For longer than twelve hours per twenty-four hour period on a cable run or four hours on a fixed tether per twenty-four hour period.
- D. Any person found guilty of violating this section shall be punished by a Class 3 misdemeanor with a fine not to exceed \$500. Any animal control officer or other law enforcement officer may seize the unlawfully tethered dog or other canine pursuant to his or her authority under Virginia Code § 3.2-6569.

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Town of Front Royal, Virginia Work Session Agenda Form

Date: August 21, 2017

Agenda Item: CONSIDERATION OF ADOPTION OF CHAPTER 136, NO SMOKING WITHIN 50 FEET OF SCHOOL BUS STOPS

Summary: Proposed Chapter 136, containing Section 136-1 of the Town Code, No Smoking within 50 Feet of School Bus Stops, is enabled by the following Sections of the Code of Virginia:

Va. Code § 15.2-2829. Mandatory provisions of ordinances. — If an ordinance is enacted by a locality in accordance with this chapter, it shall provide that it is unlawful for any person to smoke in any of the following places:

1. Common areas in an educational facility, including but not limited to, classrooms, hallways, auditoriums, and public meeting rooms;

2. School buses and public conveyances; and

3. Any of the places governed by § [15.2-2824](#) or [15.2-2825](#) [*NOTE, BOTH STATUTES DEAL WITH INDOOR PLACES NOT APPLICABLE HERE.*].

Va. Code § 15.2-2830. Optional provisions of ordinances. — If an ordinance is enacted by a locality in accordance with this chapter, it may provide that management shall designate reasonable no-smoking areas, considering the nature of the use and the size of the building, in the following places:

1. Retail and service establishments of 15,000 square feet or more serving the general public, including, but not limited to, department stores, grocery stores, drug stores, clothing stores, and shoe stores;

2. Educational facilities, except as provided in § [15.2-2824](#);

3. Health care facilities;

4. Rooms in which a public meeting or hearing is being held;

5. Places of entertainment and cultural facilities, including but not limited to theaters, concert halls, gymnasiums, auditoriums, other enclosed arenas, art galleries, libraries, and museums;

6. Indoor facilities used for recreational purposes; or

7. Other public places. [*EMPHASIS ADDED*]

Va. Code § 15.2-2832. Regulation of smoking; posting of signs. — Any person who owns, manages, or otherwise controls any building or area in which smoking is regulated by an ordinance shall post in an appropriate place, in a clear, conspicuous, and sufficient manner, "Smoking Permitted" signs, "No Smoking" signs, or "No-Smoking Section Available" signs. [*Emphasis Added.*]

Va. Code § 15.2-2833. Enforcement of ordinances. —

A. Any ordinance may provide a civil penalty of not more than \$25 for violations of any provision of such ordinance. [*EMPHASIS ADDED.*]

B. Any ordinance may provide that no person shall smoke in a designated no-smoking area and any person who continues to smoke in such area after being asked to refrain from smoking may be subject to a civil penalty of not more than \$25.

C. Any ordinance shall provide that any law-enforcement officer may issue a summons regarding a violation of the ordinance.

D. Any civil penalties assessed under this section shall be paid into the treasury of the locality where the offense occurred and shall be expended solely for public health purposes. [*Emphasis Added.*]

I sent out an email to every local government attorney in Virginia, requesting a copy of any ordinances their localities might have prohibiting smoking at bus stops. This is the only response:
Doug:

Fairfax has an ordinance to ban it in our metro bus shelters:

- **Section 44-1-2.1. - Smoking prohibited in County-owned bus shelters.**

It is unlawful for any person to smoke in any bus shelter owned by Fairfax County. Such shelters shall be posted with signs as required by [Section 44-1-6](#). Any Fairfax County law-enforcement officer may issue a summons regarding a violation of this Section.

You should note that our ordinance is based upon the Virginia Indoor Clean Air Act, (Va. Code Ann § § 15.2-2820 through -2833) to provide reasonable non-smoking areas, considering the nature of the use and the size of the building, in any building owned or leased by the Commonwealth or any agency thereof or a locality. (See § 15.2-2823(A)).

In this case we were dealing with Metro bus shelters. The Act does not define the word “building” but Black’s does: as a structure with walls and a roof, esp. a permanent structure. Since the Metro bus shelters are permanent structures with at least 3 walls and a roof, which incidentally, also qualify as “buildings” under the Virginia Uniform Statewide Building Code (See VUSBC, Part I Chapter 2, Definitions: 13 VAC 5-63-200, incorporating Section 202 of the International Building Code by reference.) we determined that the Act applies to them.

Once it was determined that the Act applied we had to determine how it would work. As a practical matter given the size of the Metro bus shelters only a complete smoking ban would be reasonable because anything else would not effectively provide the effective non-smoking area. The question came up later about the fact that folks smoke outside of the shelter and the smoke still comes in but we didn’t see any way to extend the Act to an open air area ban.

If you find out something to move it into the open areas please pass it along. If not hopefully I have given you something for consideration.

David L. Honadle

Assistant County Attorney

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Fairfax, Virginia 22035-0064

David.Honadle@fairfaxcounty.gov

703-324-2402

703-324-2665 (fax)

Based upon that response, it seems it is left to the Town’s own devices as to if, and how, we wish to proceed. I have somewhat arbitrarily chosen a distance of fifty (50) feet from a bus stop that smoking is prohibited. If Council wishes to proceed, some other reasonable distance, say 100 feet, can be chosen. It is also clear that Town Council would also have no authority to prohibit smoking on private property that is not open to the public, as would be a restaurant, for example. It is for that reason I confined the operation of the No Smoking at Bus Stops ordinance to public rights of way, such as on public sidewalks.

Council Discussion: Council is requested to consider whether or not it wants to adopt an ordinance prohibiting smoking within 50 feet of school bus stops.

Staff Evaluation: See above.

Budget/Funding: Budget effects on the Town budget are minimal.

Legal Evaluation: There is some issue with whether simply posting this ordinance on the Town's Municipal Homepage, and not "No Smoking" at each bus stop, is sufficient legal notice. However, from a practical standpoint, especially given only a \$25 civil penalty, the question is whether the issue worthwhile to pursue, since most people would refrain from smoking is asked to stop if smoking in the presence of children.

Staff Recommendations: See Staff Evaluation above.

Town Manager Recommendation: See Staff Evaluation above.

Council Recommendation:

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

Chapter 136

SMOKING

Sections:

136-1 NO SMOKING WITHIN 50 FEET OF SCHOOL BUS STOP

136-1 NO SMOKING WITH 50 FEET OF SCHOOL BUS STOP

- A. All public areas, including public sidewalks, public streets, public roads, and other public rights of ways and public properties in the Town of Front Royal, within fifty (50) of any school bus stop, is hereby designated a “NO-SMOKING AREA”, within which smoking of any substance, including tobacco substances, is forbidden.
- B. Any person who shall smoke in a designated no-smoking area, or any person who continues to smoke in such designated no-smoking area after being asked to refrain from smoking, shall be subject to a civil penalty of not more than Twenty Five Dollars (\$25.00).
- C. Any law-enforcement officer may issue a summons regarding a violation of this ordinance.
- D. All civil penalties assessed under this section shall be paid into the funds of the Town and shall be expended solely for public health purposes.
- E. Notice of this ordinance shall be posted in the Town of Front Royal Municipal Code (Town Code, which is continuously posted online on the Town’s Municipal Homepage (<https://frontroyalva.com>)).

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Town of Front Royal, Virginia Work Session Agenda Form

Date: August 21, 2017

Agenda Item: Fiscal Year 2018-2019 Budget Calendar

Summary: The FY2018-19 budget calendar that staff is proposing provides preliminary budget discussions beginning with the first work session in January 2018, along with providing the proposed FY18-19 budget to council by February 1, 2018. This will allow three work sessions to discuss the proposed budget before council is requested to vote on the 2018 tax rates and almost four months before voting on the budget appropriations.

Council Discussion: Council is requested to give feedback to staff on the proposed FY2018-19 budget calendar.

Staff Evaluation: Staff feels that the proposed FY2018-19 budget calendar is a fair compromise for the time preparing the proposed budget, the time for the planning commission to review the capital improvement plan prior to presenting to council, and allowing council time to review the proposed budget before voting on the 2018 tax rates/appropriation ordinance.

Budget/Funding: N/A

Legal Evaluation: Town Attorney will be present for questions.

Staff Recommendations: Staff recommends for council to approve the budget calendar as presented.

Town Manager Recommendation:

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action

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

Work Session

Fiscal Year 2018-2019 Budget Calendar

Sept 5, 2017	Capital Improvement forms distributed to departments
Sept 25, 2017	Finance Department distributes FY19 Budget forms to Departments (FY17 Figures provided will not be final/audited figures)
Sept 30 2017	Departments requests for 5 year CIP due to Finance with justifications
Oct 6, 2017	Compiled CIP sent to Planning Commission for Review
Oct 31, 2017	FY19 Departmental spending requests due back to Finance
Nov 12-16, 2017	Town Manager preliminary review spending with Departments
Dec 15, 2018	Mid-year FY18 Budget transfers due from departments
Jan 2, 2018	Work Session – review of capital improvement plan from planning commission & other possible major items that may be included in FY19 proposed budget
Jan 15, 2018	Revenue Forecast Review
Feb 1, 2018	Town Manager’s Recommended Budget to Town Council
Feb 5, 2018	Work Session. Revenues & General Fund Expenditures Review
Feb 19, 2018	Work Session – Review Enterprise Fund Expenditures
Feb 20, 2018	Advertisement for annual tax rate for Real and Personal Property – rate has to be set prior to April 1
March 5, 2018	Budget Work Session to further discuss tax rate (If Necessary)
Mar 12, 2018	Public Hearing & First Reading of Town Tax rates for both Real Estate and Personal Property

Mar 26, 2018	Second and Final Reading of Town Tax rates for both Real Estate and Personal Property
April 2018	Council review proposed budget during scheduled work sessions (if requested)
May 28, 2018	Public Hearing & First Reading of Appropriations Ordinance and Rate Ordinances
June 4, 2018	Budget Work Session (if requested)
June 11, 2018	Second and Final Reading of Appropriation Ordinance and Rate Ordinances

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