TOWN COUNCIL WORK SESSION

TUESDAY, January 21, 2020 @ 6:00pm

Town Hall Conference Room

1. CLOSED MEETING – Interviews of Executive Search Firms

Motion to Go Into Close Meeting

Discussion, consideration, or interviews of prospective candidates for Executive Search Firms to assist Town Council in consideration of hiring candidates for a permanent Town Manager, pursuant to Section 2.2-3711. A. 1. 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.

2. Waiver of Water/Sewer Tap Fees – Habitat for Humanity – *Interim Town Manager*
3. Improvements to intersection of W 17th Street & N Shenandoah Avenue – *Director of Planning/ Zoning*
4. Code Amendment Request – Medical Center Signs Regulations– *Director of Planning/ Zoning*
5. Inclement Weather Policy – *Interim Town Manager*
6. Revenue Forecast FY20-23 – *Director of Finance*

2

Work Session Agenda Form Item # 2

DATE: 1/21/20

AGENDA ITEM: Waiver of Water & Sewer Taps Fees – Habitat for Humanity

SUMMARY: Staff has received a request from Habitat for Humanity of Warren County to waive the water and sewer tap fees in the amount of $15,068 for a new duplex build at the corner of Brown Avenue and Cherrydale Avenue *(Tax ID: 20A613 6 B).*

Their request is attached along with the amount of fees for one residential tap fee. Since there is a pre-existing tap at the address, only one tap would need to be installed.

Note: The last request from Habitat for Humanity was in 2014. The minutes of that meeting are attached.

BUDGET/FUNDING: N/A

STAFF RECOMMENDATION: Recommends instead of the waiver of the tap fees to execute an agreement with the property owner(s) to place a lien on the property (duplex) at the corner of Brown Avenue and Cherrydale Avenue for the water and sewer connection fees.

Work Session

Habitat for Humanity® of Warren County

PO Box 323
Front Royal, VA 22630-0007
(540) 551-3232

January 3, 2020

Matthew Tederick, Interim Town Manager
Town of Front Royal
102 E Main Street
P.O. Box 1560
Front Royal, VA 22630

Warren County Habitat for Humanity's goal is to provide affordable homes for area families in the median income range who are unable to qualify for conventional bank mortgages to own a house. The nonprofit organization relies heavily on donors and volunteers to construct homes.

We are requesting a waiver of the water and sewer tap fees for our new duplex build at LT-B B-6 Viscose City at the corner of Brown Avenue and Cherrydale Avenue (Tax ID: 20A613 6 B).

Receiving the waiver will help lower the mortgage payment which will make the home more affordable for the chosen family.

Thank you for considering this request. If you need additional information or have any questions, please contact me at (540)551-3232 or jessica@warrencountyhabitat.org.

Sincerely,

JM Priest Cahill

Jessica Priest-Cahill
Executive Director

RECEIVED
JAN - 3 2020
Town of Front Royal
Town Manager's Office

Memo

Town of Front Royal Public Works

TO: **Matt Tederick, Town Manager**

FROM: **Robert Boyer, Public Works Director**

CC: **Tina Presley,**

DATE: **January 17, 2020**

RE: **Habitat for Humanity**

The lot that Habitat for Humanity is building a new duplex on at the corner of Cherrydale Avenue and Brown Avenue already has one set of water & sewer taps on site from a previous dwelling that was demolished a few years ago. There would only need to be one new set of taps installed for the new duplex as long as the existing taps are used for one unit.

The cost of the new tap fees would be $4,836.00 for water and 10,232.00 for sewer at a total of $15,068.00. If you have any questions or need any further information just let me know.

THIS SECTION TO BE COMPLETED BY DEPT OF ENVIRONMENTAL SERVICES

Confirmation from Director of Finance that Taxes have been paid in full: ___ Date: _____
Signature: _____

FEES:

Water Connection Fee	$ 4,340.00
Water Additional Fee	$ 496.00
Fire Suppression Fee	N/A
Sub Total (Water)	$ 4,836.00
Sewer Connection Fee	$ 9,750.00
Sewer Additional Fee	$ 482.00
Sub Total (Sewer)	$10,232.00
TOTAL	**$15,068.00**

Public Works Director Signature:_____Date:_____

134-71.1 PURCHASE OF WATER AND SEWER TAPS

A. A water and sewer connection can be purchased from the Town of Front Royal only for a specific, designated building site or lot.

B. Once an application to purchase a water and sewer connection has been received, the connection shall not be transferrable to another site.

C. If the water and sewer connection is not installed within twelve (12) months from the date of purchase because the purchaser is not ready for actual installation, the purchase shall be voided and the purchase price alone shall be refunded without interest.

D. Water and sewer connection fees shall be paid upon application. However, when a single developer in a single application requests the purchase of six (6) or more water and sewer taps for six (6) or more building units, the connection fee for each tap may be paid upon actual installation of each respective tap. **(Ord. No. 2-86 Added Entire Section 2-10-86-Effective Upon Passage)**

August 11, 2014 – Regular Council Meeting

COUNCIL APPROVAL – Waiver of Planning Permit Fees and Develop an Agreement to Place a Lien on Property for Water and Sewer Connection Fees – Warren County Habitat for Humanity

Summary: **The Warren County Habitat for Humanity has requested a waiver of Planning Permit fees as well as a waiver for the water and sewer connection fees for a lot located on Cannon Street. During discussion with Habitat for Humanity representatives at the August 4th Work Session, it was agreed that the Town, Habitat for Humanity, and the Property Owner would execute an agreement to place a lien on the property on Cannon Street for the water and sewer connection fees. Council is requested to commit to the agreement to allow Habitat for Humanity to obtain the necessary Zoning and Building Permits, and Council will execute the agreement.**

Mayor Darr read the following recusal into record:

> My wife and I were the owners of the property, Lot 8, Cannon Street, Tax Map No 20 A 131, in the Town of Front Royal, who sold it to Habitat for Humanity, this property is the subject of this request in Item 11 for waiver of Planning Permit fees as well as a waiver for the water and sewer connections fees to the dwelling house on this lot. While I have been advised by the Town Attorney that I do not have a legal conflict of interest under the Virginia State and Local government Conflict of Interest Act, and while I do not believe that if I voted on this matter my vote would in any way be influenced by the fact that my wife and I were the former owners of this lot, I do not want it in any way to appear that my vote could be affected or influenced by my having formerly been an owner of this lot. For that reason, I am not participating in the discussion or note of this matter, and I am turning over the chair of this agenda item to the Vice Mayor for all proceedings relative to the discussion and vote of this item.

Councilman Funk moved, seconded by Councilman Tharpe, that finding that Habitat for Humanity is a charitable institution providing services to residents of the Town of Front Royal, he moved that Town Council donate in the form of a waiver the Planning & Zoning permit fees for the Habitat for Humanity project on Cannon Street. He further moved that Town Council agrees to accept a commitment for a valid lien ***with no interest*** *against the real property in favor of the Town executed by Habitat for Humanity and the Property Owner securing the payment of water connection fee of $4,340 and sewer connection fee of $9,750 to the Town in lieu of receiving payment for such fees at the time of construction.*

Councilman Funk stated that to be clear and based on their discussion at the worksession, the wording in the motion reflected no interest. Councilman Sayre clarified the amounts and noted that when the current property owner sells the property the amounts would be payable to the Town. Mr. Napier stated was correct. Councilman Tharpe clarified the reasoning behind the no interest wording.

Vote: Yes – Funk, Hrbek, Parker, Sayre, Tewalt and Tharpe
No – N/A
Abstain – N/A
Absent – N/A
(Mayor Darr did not vote as there was no tie to require his vote)
(By Roll Call)

3

Work Session Agenda Form Item # 3

DATE: January 21, 2020

AGENDA ITEM: Improvements to intersection of W 17th Street & N Shenandoah Avenue
Director of Planning & Zoning

SUMMARY:

Sheetz purchased the Shenandoah Motel and intends to build a store/gas station at the location this year. The site is within the existing C-1 Zoning District. The development would consist of 10 fuel pumps and a store that is approximately 4,906 square feet. The site plan includes the required amount of parking, landscaping, and there will be an underground stormwater management facility. A full entrance is proposed on N Shenandoah Avenue and W 17th Street, the former being the primary access point. Sheetz has a goal to open the store this summer.

A site plan was recently approved by the Planning Commission. During the site plan review process the Planning Commission expressed concerns about congestion in general and also about the narrowness of the intersection on W. 17th Street. Sheetz offered to donate money to the Town to add a slip-lane that would improve the level of service of the intersection by separating right-turn movement from left-turn movement. Prior to this donation, a signal warrant analysis was conducted by Sheetz, in consultation with VDOT, and a traffic signal was not recommended at the location. An illustration of the proposed slip-lane (right-turn lane) is attached, along with and estimate of the cost of the improvements and a draft cash escrow agreement between Sheetz and the Town.

A very small amount of property (479 square feet) would need to be obtained from the adjacent bank property.

The purpose of this agenda item is to present this to Town Council to determine if Town Council would like to accept the funds and complete the project. Per the offer from Sheetz, the improvements would need to be completed within 2-years.

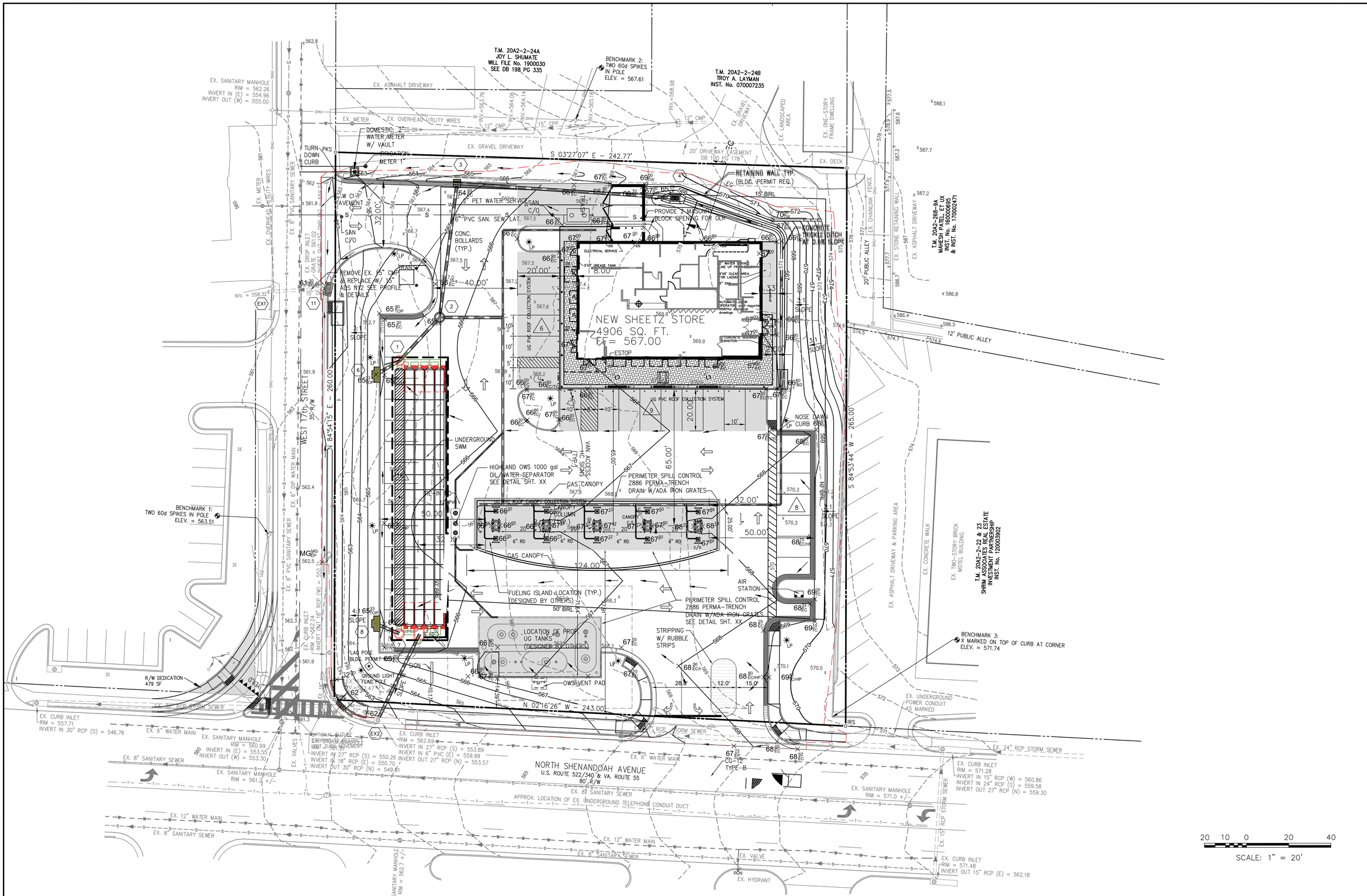
BUDGET/FUNDING:

Based on the estimates provided by the Town Engineer, Sheetz would be paying for 100% of hard costs associated with the project. Soft costs, such as some paperwork and Staff time would be incurred but no change to the budget would be necessary.

STAFF RECOMMENDATION:

Acceptance of the donation and approval of the project for implementation.

Work Session



151 Windy Hill Lane
Winchester, Virginia 22602
Telephone: (540) 722-9455
Fax: (540) 722-9528
www.greenwayeng.com

GREENWAY ENGINEERING
PROUDLY SERVING VIRGINIA & WEST VIRGINIA
OFFICES IN: WINCHESTER, VA & MARTINSBURG, WV

DATE	REVISION

17th STREET SLIP LANE EXHIBIT

17TH STREET - SHEETZ

TOWN OF FRONT ROYAL, VIRGINIA

DATE: NOV. 6, 2019
SCALE: AS SHOWN
DESIGNED BY: INT
FILE NO. 6762

17th St. Slip Lane Opinion of Probable Cost				
Item	Quantity	Units	Unit Cost	Item Cost
Asphalt/Conc. Demo	108	SY	$ 20	$ 2,160
CG-2 Curb	47	LF	$ 30	$ 1,410
CG-6 Curb	90	LF	$ 40	$ 3,600
CG-12 HC Ramps	3	EA	$ 670	$ 2,010
Concrete Infill	88	SF	$ 10	$ 880
4' Sidewalk	38	SY	$ 80	$ 3,040
ROW Acquisition	479	SF	$ 15 *	$ 7,180
Subtotal				$ 20,280
Mobilization, MOT, Contingency			15%	$ 3,042
Total				$ 23,322
*Based on assesed land value of parcel divided by the square footage of the parcel				

Developer's Cash Escrow Agreement with Town of Front Royal

Sheetz donation of funds for W 17th Street Intersection Improvements

Developer Name: Sheetz, Inc.

Type of Entity: a Pennsylvania corporation

Developer Address: 5700 6th Avenue, Altoona, PA 16602, Attn: Real Estate Counsel

Developer Telephone Number: 814-946-3611

Development/Project Name: _____

Development/Project Type: _____

Date: _____

Amount: $ _____

This Developer's Cash Escrow Agreement (this "Agreement"), by and between the Developer named above and the Town of Front Royal, Virginia, entered into the date first named above.

Whereas, Developer submitted a site plan application for the above-named project, and during the review process with the Front Royal Planning Commission it was agreed that Sheetz would donate the amount of money specified above for certain improvements to the intersection of W. 17th Street and N Shenandoah Avenue, as illustrated in the attached exhibit; and

Whereas, said plat or plan shows or describes public facilities or improvements; and

Whereas, the parties desire to provide the specified funds for these public facilities by cash escrow; and

Whereas, said funds will return to the developer if the described public facilities or improvements are not completed within two (2) years from when such funds are paid to the Town of Front Royal; and

Now, therefore, for the filing of the cash escrow in the amount name above, the parties agree as follows:

The Developer herewith deposits with the Town a sum of cash/certified check in the amount shown above (the "Funds") to be held in escrow on the following terms:

1) The Developer shall deliver the Funds to the Town simultaneously with the delivery of this Agreement, and the Town shall deposit the Funds in a segregated, interest-bearing account (or accounts necessary to ensure the Funds are fully insured).
2) The Funds shall only be used by the Town in furtherance of the construction the improvements illustrated in the attached exhibit, including any permitting, certification, design, construction or land acquisition costs that are necessary in connection therewith; provided, however, that any and

all interest earned on the Funds while in escrow shall at all times remain the property of Developer. Prior to releasing/utilizing any of the Funds in furtherance of such improvements, the Town shall provide the Developer with written notice of its intention to do-so, together with a summary, in reasonable detail, of the status of such improvements and, if not yet complete, the estimated completion date. In the event the Funds are properly utilized by the Town in furtherance of the specified public improvements in accordance with the terms of this Agreement, then, upon completion of such improvements, the Town shall deliver to the Developer all interest earned on the Funds without necessity of demand; provided, however, without limiting the foregoing, the Town shall, in any event, deliver such interest within thirty (30) days of Developer's written demand therefor at any time following the completion of the specified improvements.

3) Should the Town not complete (or cause the completion of) the specified public improvements within two (2) years from the date of this Agreement first set forth above (the "Project Completion Deadline"), the Town shall be deemed to have waived any rights in, and may not thereafter utilize, the Funds for any purpose, and the Funds (together with any and all interest earned thereon) shall be promptly returned to the Developer, without necessity of demand or any further action by Developer. Without limiting the foregoing, the Town shall, in any event, return the Funds to the Developer within thirty (30) days of Developer's written demand therefor at any time following the expiration of the Project Completion Deadline if the specified public improvements have not been completed as set forth above.
4) This Agreement is to be governed by the laws of the State of Virginia and the Town of Front Royal.

Given under our hands this _____ day of _____, 20____.

Developer:	Town of Front Royal:
Signature: _____	By: _____
Print Name: _____	Matt Tederick, Interim
Title: _____	Town Manager

Witnessed: _____

Approved as to Amount:

Jeremy F. Camp
Director of Planning & Zoning

Approved as to Form:

Douglas W. Napier
Town Attorney

In the event that any provision contained herein is determined by a court of competent jurisdiction to be unenforceable the remaining provisions herein shall remain in full force and effect.

4

Work Session Agenda Form Item # 4

DATE: January 21, 2020

AGENDA ITEM: Code Amendment Request – Medical Center Signs Regulations
Director of Planning & Zoning

SUMMARY:

Valley Health submitted an application for an ordinance amendment to the Town's sign regulations. The request was reviewed by the Planning Commission in a work session, followed by a public hearing. Following this public hearing the Planning Commission recommended approval of the attached draft to Town Council.

The amendment would change existing Town Code regulations found under 175-106.B.1.b [6]. The changes will define what a medical center is and modify existing standards. For example, the maximum sign size requirement would change from a maximum sign size of 60 square feet to the following maximums:

- 200 square feet for wall signs
- 150 square feet for ground mounted signs (public)
- 75 square feet for ground mounted signs (private)

This would only apply to medical centers that include medical facilities part of an integrated development and on at least 2 acres. Approval would be issued by the Planning Commission only upon review of a master signage plan.

The standards are comparable with the standards used by Valley Health at other new hospital facilities, such as the hospital in Winchester. Illustrations are attached of the proposed signs at the new hospital that would comply with these new standards.

In discussion, the primary reasons for recommending approval by the Planning Commission were public safety and that the standards were reasonable for a large integrated type of development.

BUDGET/FUNDING:

No impact.

STAFF RECOMMENDATION:

A public hearing is required by Town Council along with a 1st and 2nd Reading for a Code Amendment. Town Staff does not object to the recommendation of approval provided by the Planning Commission.

Work Session

ValleyHealth | Warren Memorial Hospital

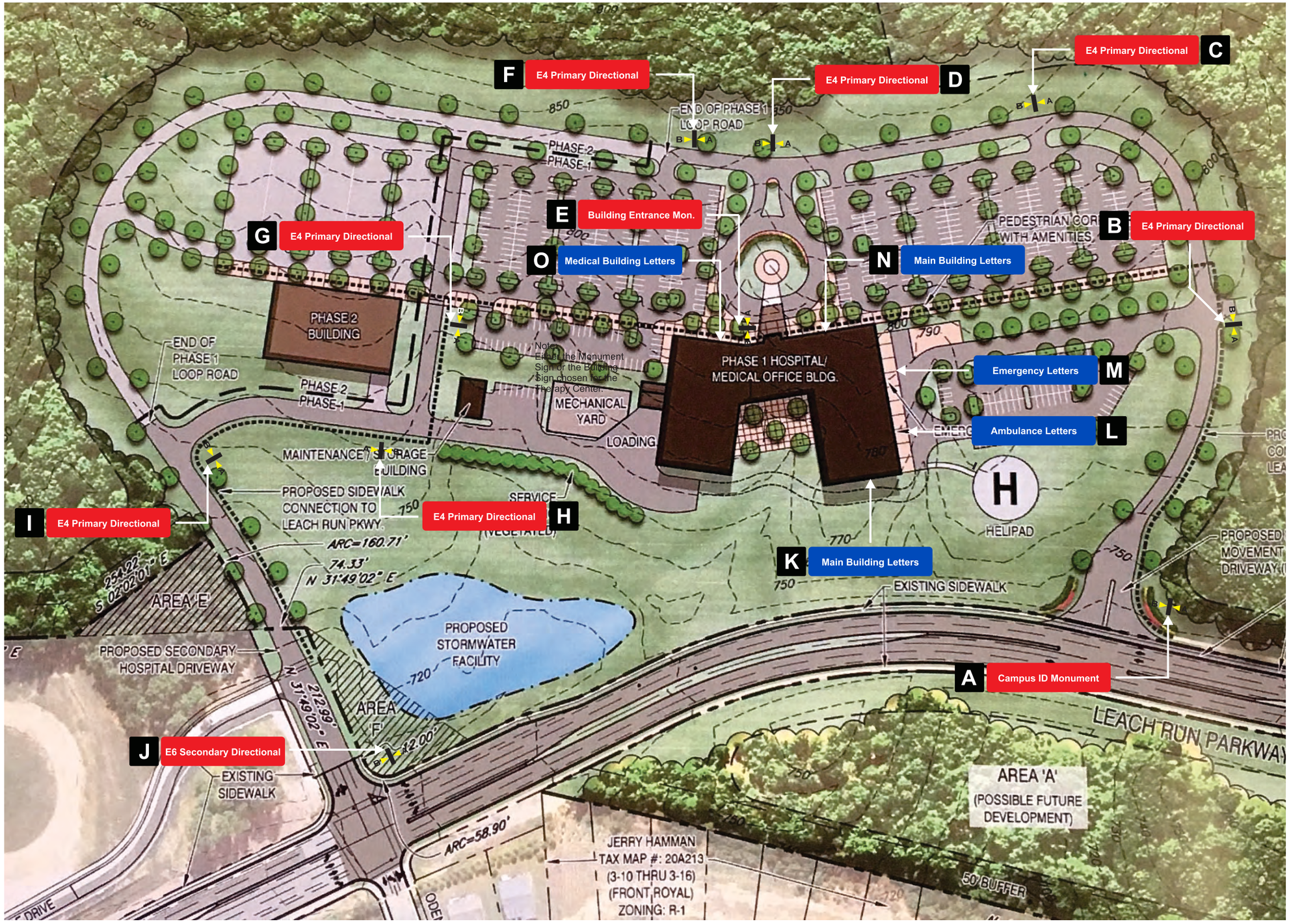
MASTER SIGN PLAN | REVISION IV

AS DESIGNED BY: Identity America

WITH INSERTS BY:

PERKINS +WILL

SITE PLAN | (Revision IV)



Monument Signs | **Building Letters**

Identity America

DATE
OCTOBER 19TH, 2019
SCALE
AS INDICATED
FACILITY
VALLEY HEALTH
PROJECT
WARREN MEMORIAL HOSP.
LOCATION
FRONT ROYAL, VA
DRAWING#
VH.WMH.FRVA.SP.00

This document remains the Property of Valley Health - Warren Memorial Hospital and shall not be shared with anyone outside the confines of this project without written consent of a Valley Health - Warren Memorial Hospital Authorized Team Member.

The sign shown in this drawing is an integral part of the Valley Health - Warren Memorial Hospital Master Sign Plan. Do not deviate or make changes in any part to the sign shown herein without written consent of a Valley Health - Warren Memorial Hospital Authorized Team Member.

Site Plan

SP

Master Sign Plan

Campus I. D. Monument Sign | Double-Face

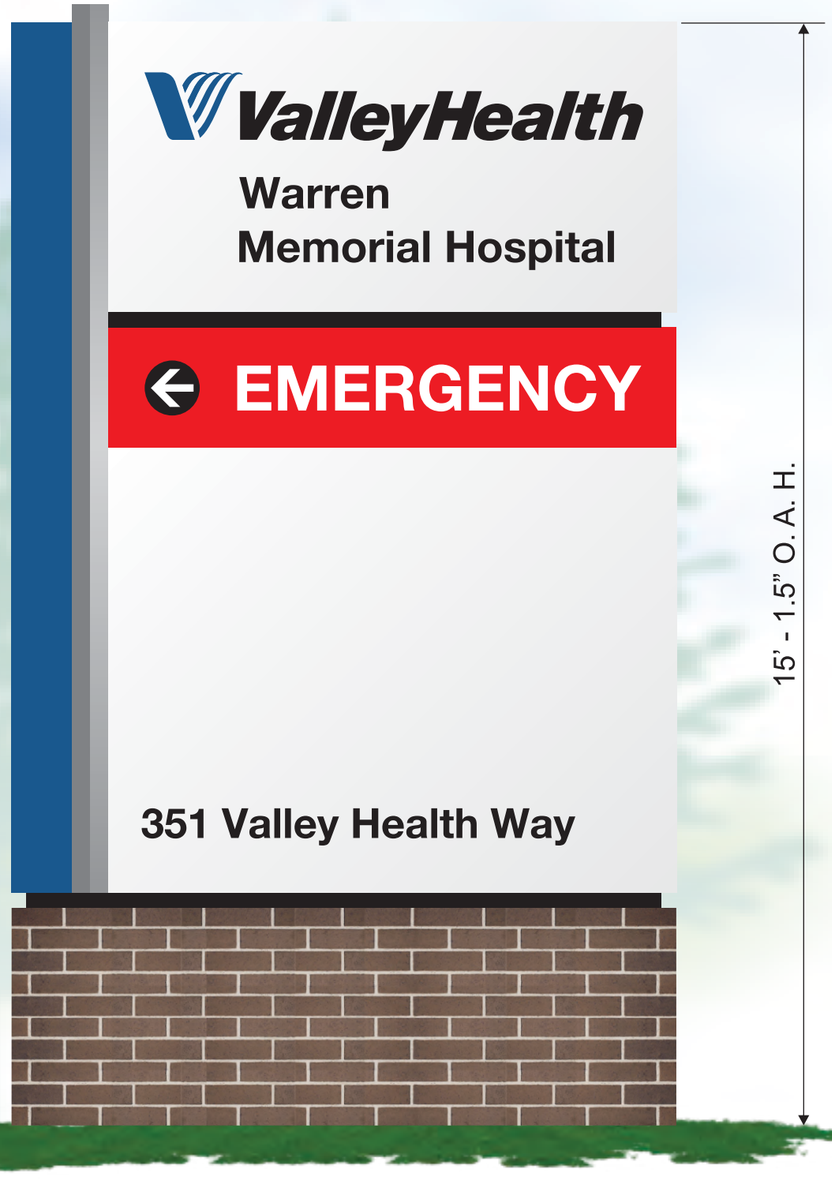
SIGN S. F. CALCULATIONS:

SIZE: 12’ - 0” H x 9’ - 2” W
TOTAL S. F.: **110 S. F.**
TOTAL S. F. ALLOWED: 150 S. F.
COMPLIES WITH CODE: **YES**

Note: The calculations and code referred to above is the proposed amended code.

SIDE A

SIDE B



Identity America

DATE
OCTOBER 19TH, 2019
SCALE
AS INDICATED
FACILITY
VALLEY HEALTH
PROJECT
WARREN MEMORIAL HOSP.
LOCATION
FRONT ROYAL, VA
DRAWING#
VH.WMH.FRVA.CID.01

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Campus I. D. Mon.

A

Master Sign Plan

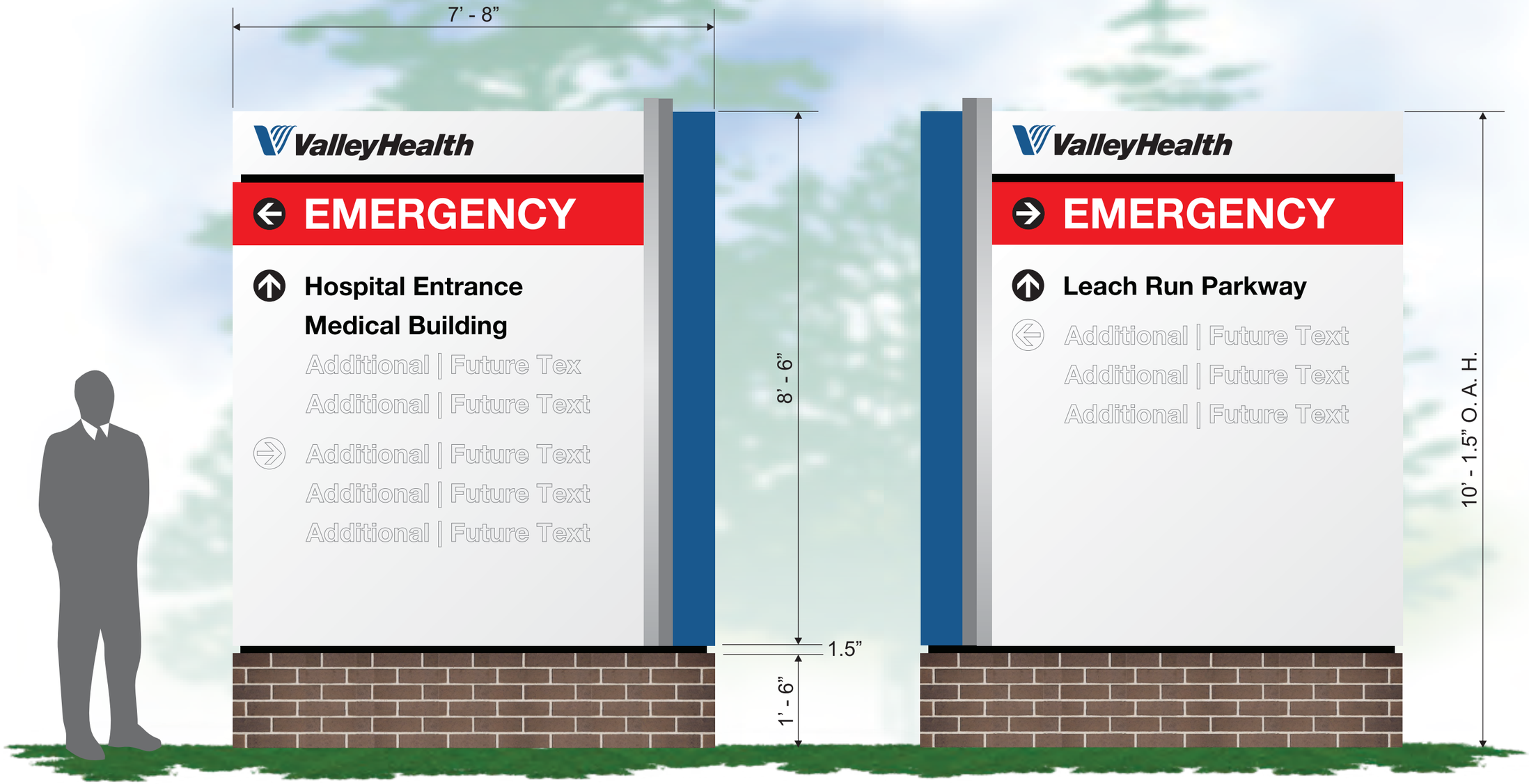
SIGN S. F. CALCULATIONS:

SIZE: 8’ - 6” H x 7’ - 8” W
TOTAL S. F.: **65.2 S. F.**
TOTAL S. F. ALLOWED: 75 S. F.
COMPLIES WITH CODE: **YES**

Note: The calculations and code referred to above is the proposed amended code.

E4 Primary Directional Sign | Double-Face

SIDE A



SIDE B

Identity America

DATE
OCTOBER 19TH, 2019
SCALE
AS INDICATED
FACILITY
VALLEY HEALTH
PROJECT
WARREN MEMORIAL HOSP.
LOCATION
FRONT ROYAL, VA
DRAWING#
VH.WMH.FRVA.E4PD.02

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E4 Primary Dir.

B

Master Sign Plan

SIGN S. F. CALCULATIONS:

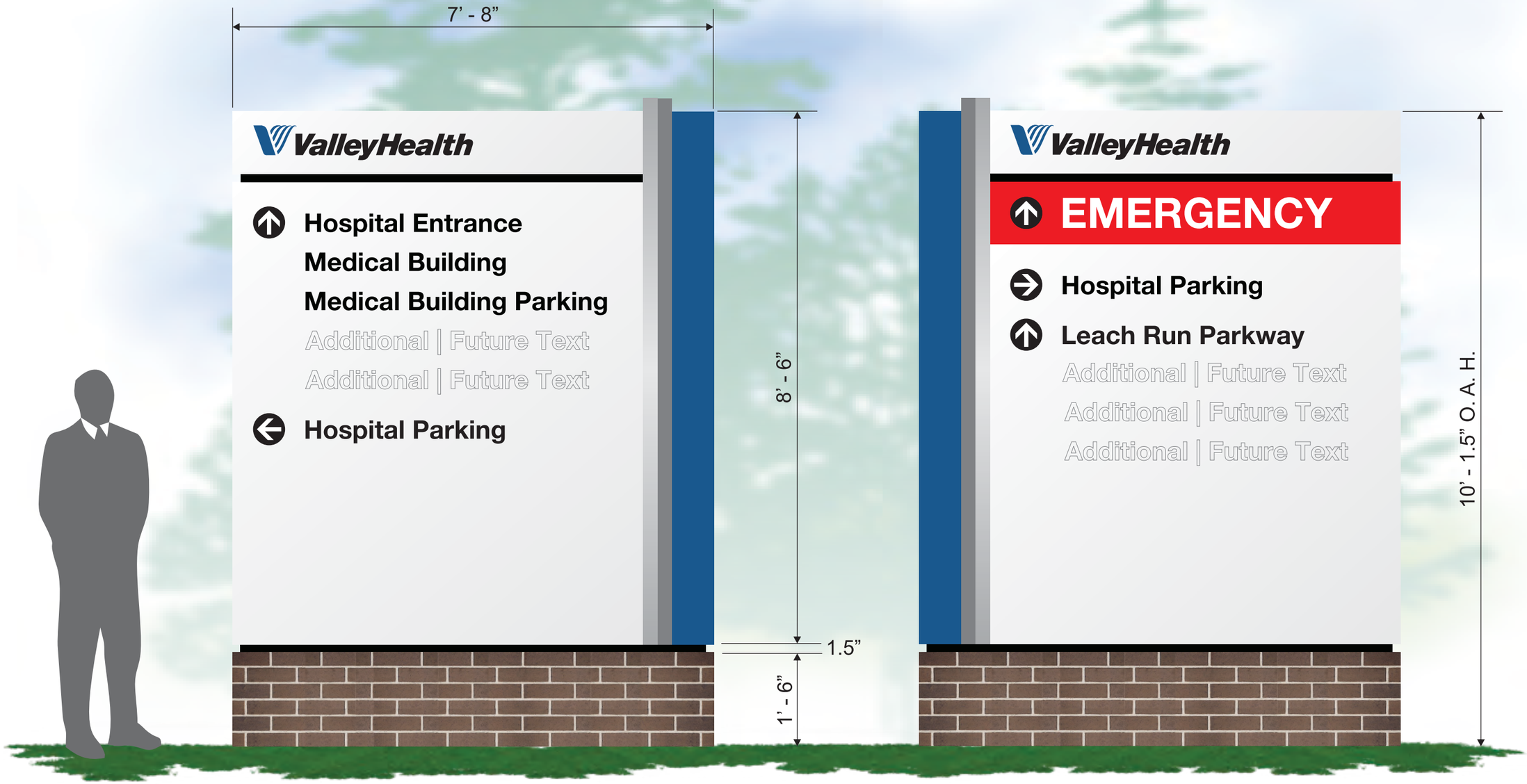
SIZE: 8’ - 6” H x 7’ - 8” W
TOTAL S. F.: **65.2 S. F.**
TOTAL S. F. ALLOWED: 75 S. F.
COMPLIES WITH CODE: **YES**

Note: The calculations and code referred to above is the proposed amended code.

E4 Primary Directional Sign | Double-Face

SIDE A

SIDE B



Identity America

DATE
OCTOBER 19TH, 2019
SCALE
AS INDICATED
FACILITY
VALLEY HEALTH
PROJECT
WARREN MEMORIAL HOSP.
LOCATION
FRONT ROYAL, VA
DRAWING#
VH.WMH.FRVA.E4PD.03

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E4 Primary Dir.

C

Master Sign Plan

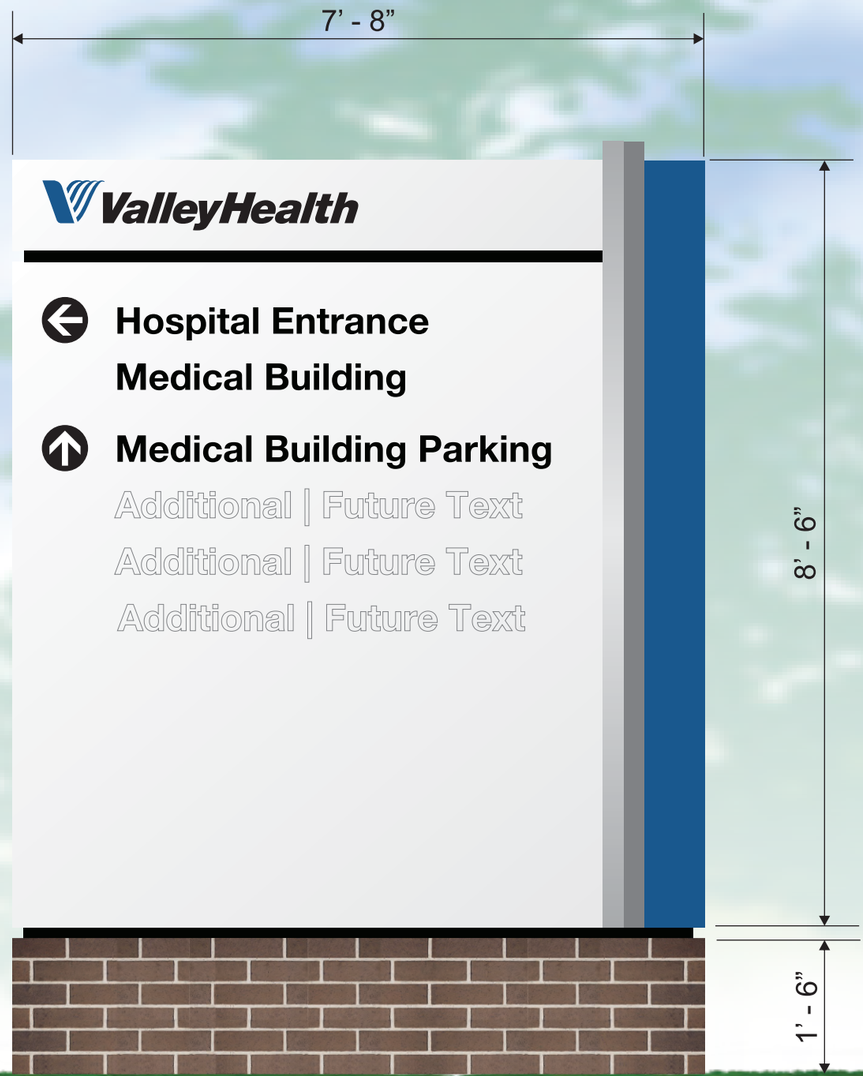
SIGN S. F. CALCULATIONS:

SIZE: 8’ - 6” H x 7’ - 8” W
TOTAL S. F.: **65.2 S. F.**
TOTAL S. F. ALLOWED: 75 S. F.
COMPLIES WITH CODE: **YES**

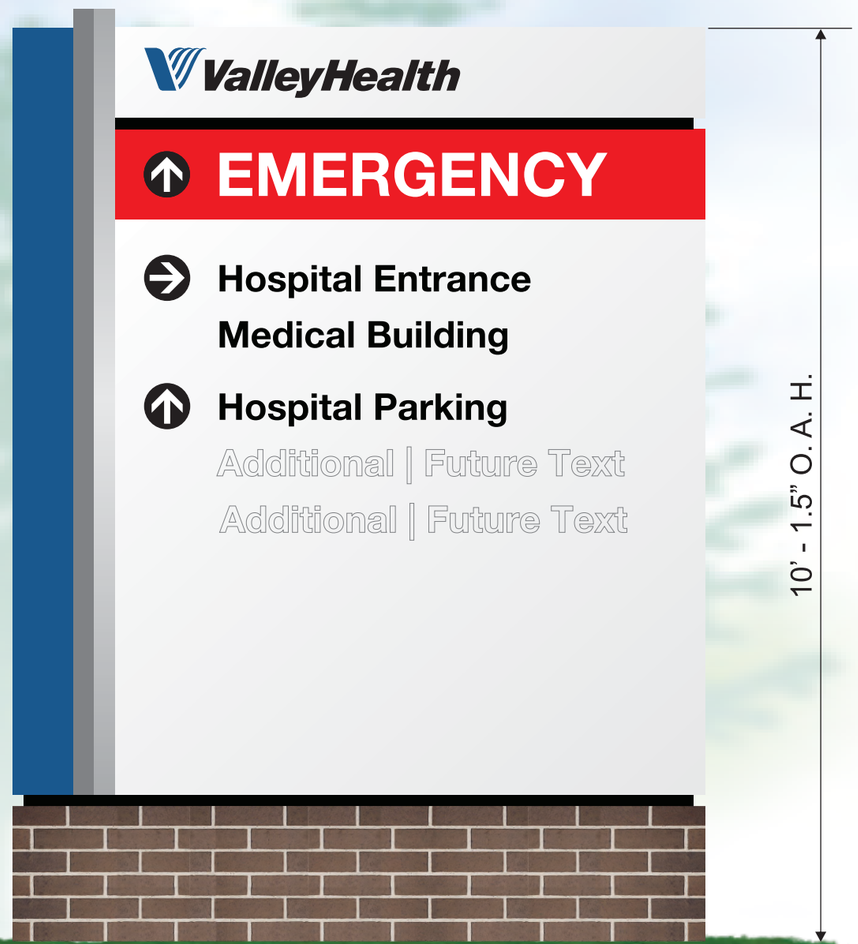
Note: The calculations and code referred to above is the proposed amended code.

E4 Primary Directional Sign | Double-Face

SIDE A



SIDE B



Identity America

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E4 Primary Dir.

D

Master Sign Plan

SIGN S. F. CALCULATIONS:

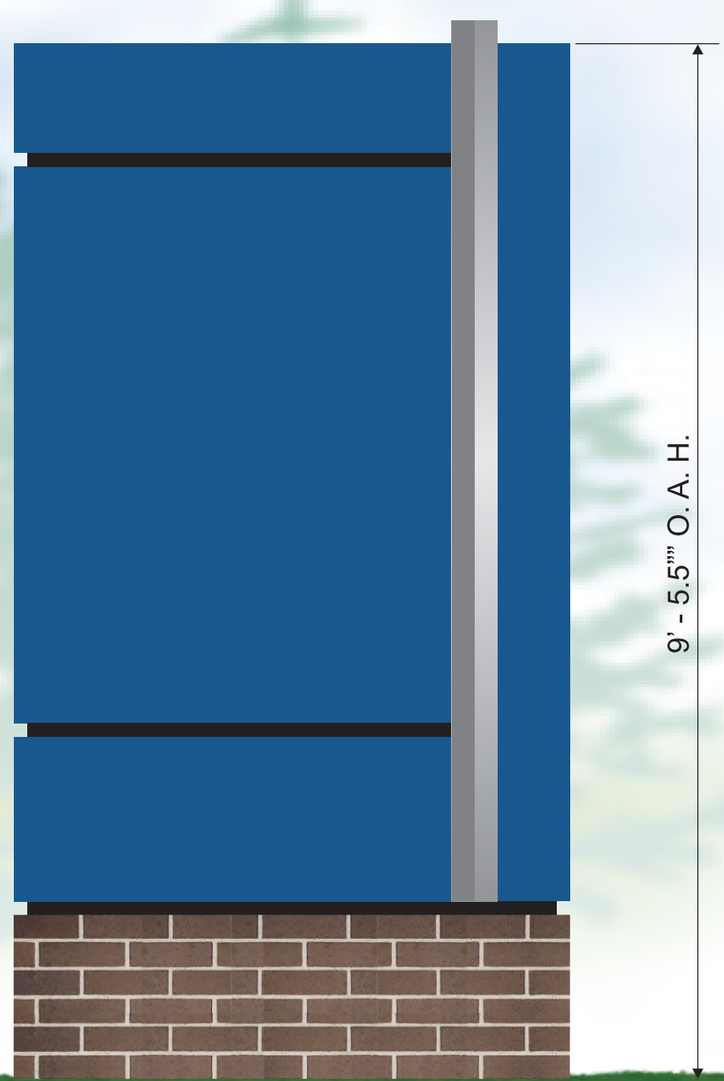
SIZE: 7’ - 10” H x 5’ - 1” W
TOTAL S. F.: **39.8 S. F.**
TOTAL S. F. ALLOWED: 75 S. F.
COMPLIES WITH CODE: **YES**

Note: The calculations and code referred to above is the proposed amended code.

Building Entrance Monument Sign | Single-Face

SIDE A

SIDE B



Identity America

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OCTOBER 19TH, 2019
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VALLEY HEALTH
PROJECT
WARREN MEMORIAL HOSP.
LOCATION
FRONT ROYAL, VA
DRAWING#
VH.WMH.FRVA.BEM.05

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Bldg. Entrance Mon.

E

Master Sign Plan

SIGN S. F. CALCULATIONS:

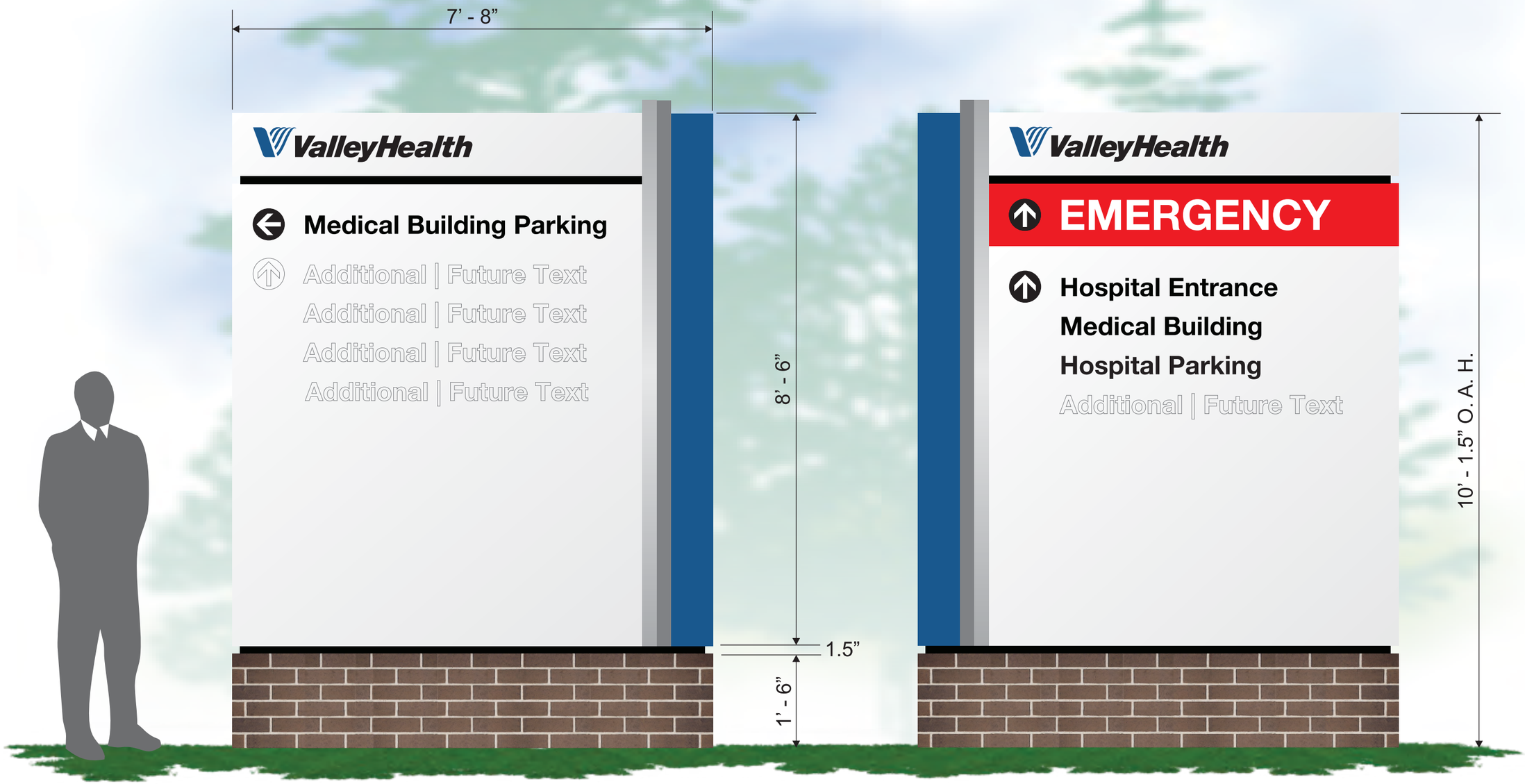
SIZE: 8’ - 6” H x 7’ - 8” W
TOTAL S. F.: **65.2 S. F.**
TOTAL S. F. ALLOWED: 75 S. F.
COMPLIES WITH CODE: **YES**

Note: The calculations and code referred to above is the proposed amended code.

E4 Primary Directional Sign | Double-Face

SIDE A

SIDE B



Identity America

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OCTOBER 19TH, 2019
SCALE
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WARREN MEMORIAL HOSP.
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DRAWING#
VH.WMH.FRVA.E4PD.06

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E4 Primary Dir.

F

Master Sign Plan

SIGN S. F. CALCULATIONS:

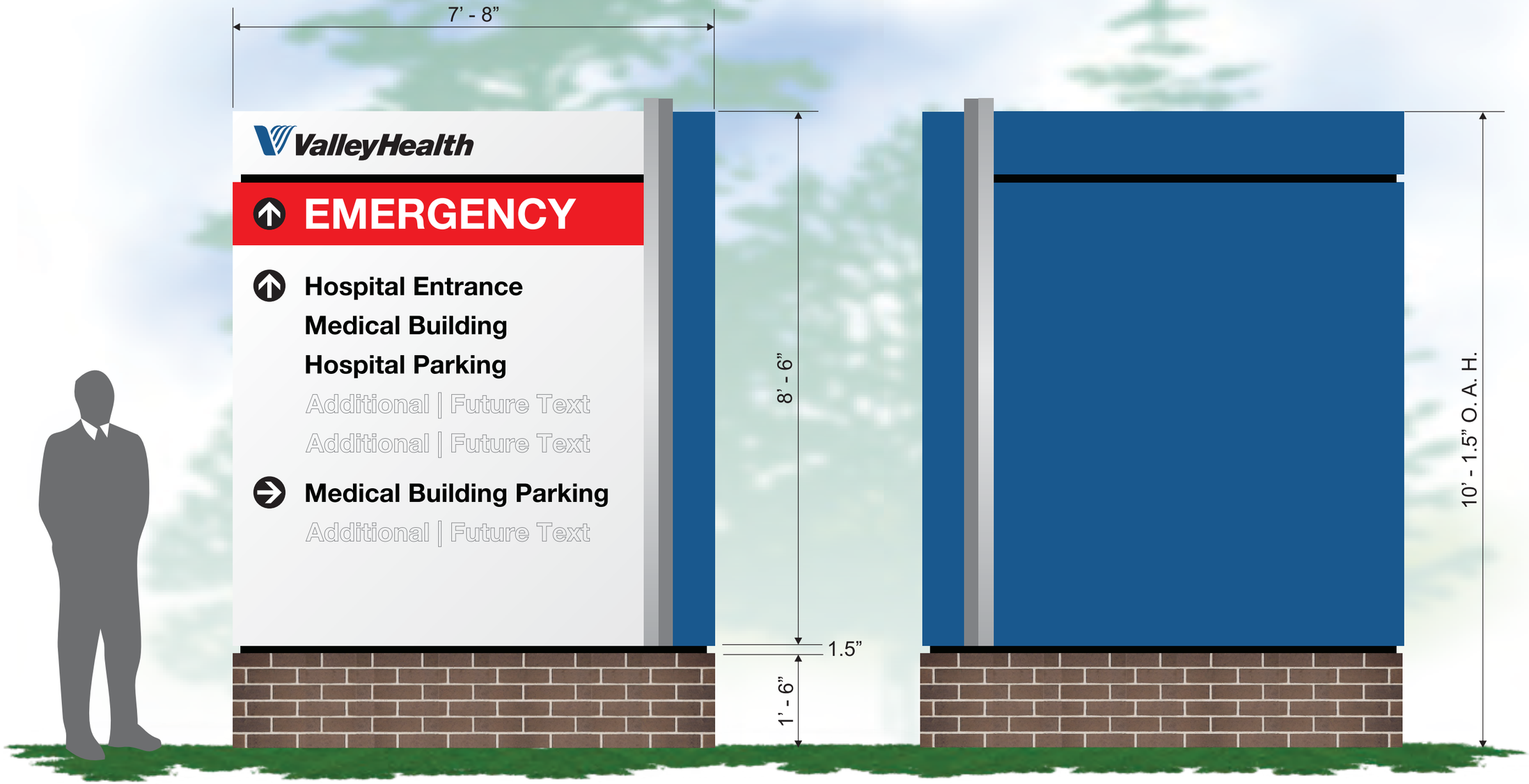
SIZE: 8’ - 6” H x 7’ - 8” W
TOTAL S. F.: **65.2 S. F.**
TOTAL S. F. ALLOWED: 75 S. F.
COMPLIES WITH CODE: **YES**

Note: The calculations and code referred to above is the proposed amended code.

E4 Primary Directional Sign | Single-Face

SIDE A

SIDE B



Identity America

DATE
OCTOBER 19TH, 2019
SCALE
AS INDICATED
FACILITY
VALLEY HEALTH
PROJECT
WARREN MEMORIAL HOSP.
LOCATION
FRONT ROYAL, VA
DRAWING#
VH.WMH.FRVA.E4PD.07

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E4 Primary Dir.

G

Master Sign Plan

SIGN S. F. CALCULATIONS:

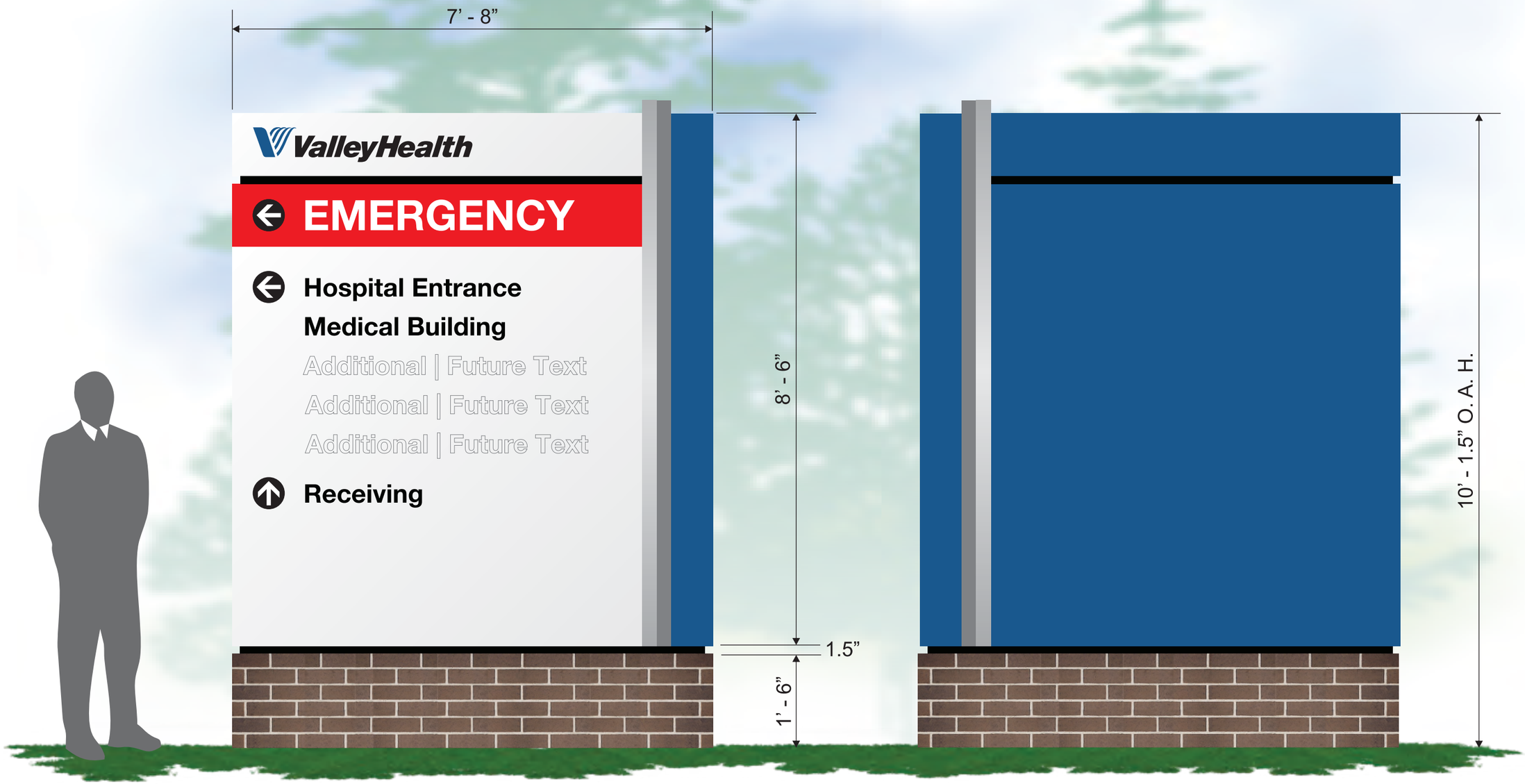
SIZE: 8’ - 6” H x 7’ - 8” W
TOTAL S. F.: **65.2 S. F.**
TOTAL S. F. ALLOWED: 75 S. F.
COMPLIES WITH CODE: **YES**

Note: The calculations and code referred to above is the proposed amended code.

E4 Primary Directional Sign | Single-Face

SIDE A

SIDE B



Identity America

DATE
OCTOBER 19TH, 2019
SCALE
AS INDICATED
FACILITY
VALLEY HEALTH
PROJECT
WARREN MEMORIAL HOSP.
LOCATION
FRONT ROYAL, VA
DRAWING#
VH.WMH.FRVA.E4PD.08

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E4 Primary Dir.

Master Sign Plan

SIGN S. F. CALCULATIONS:

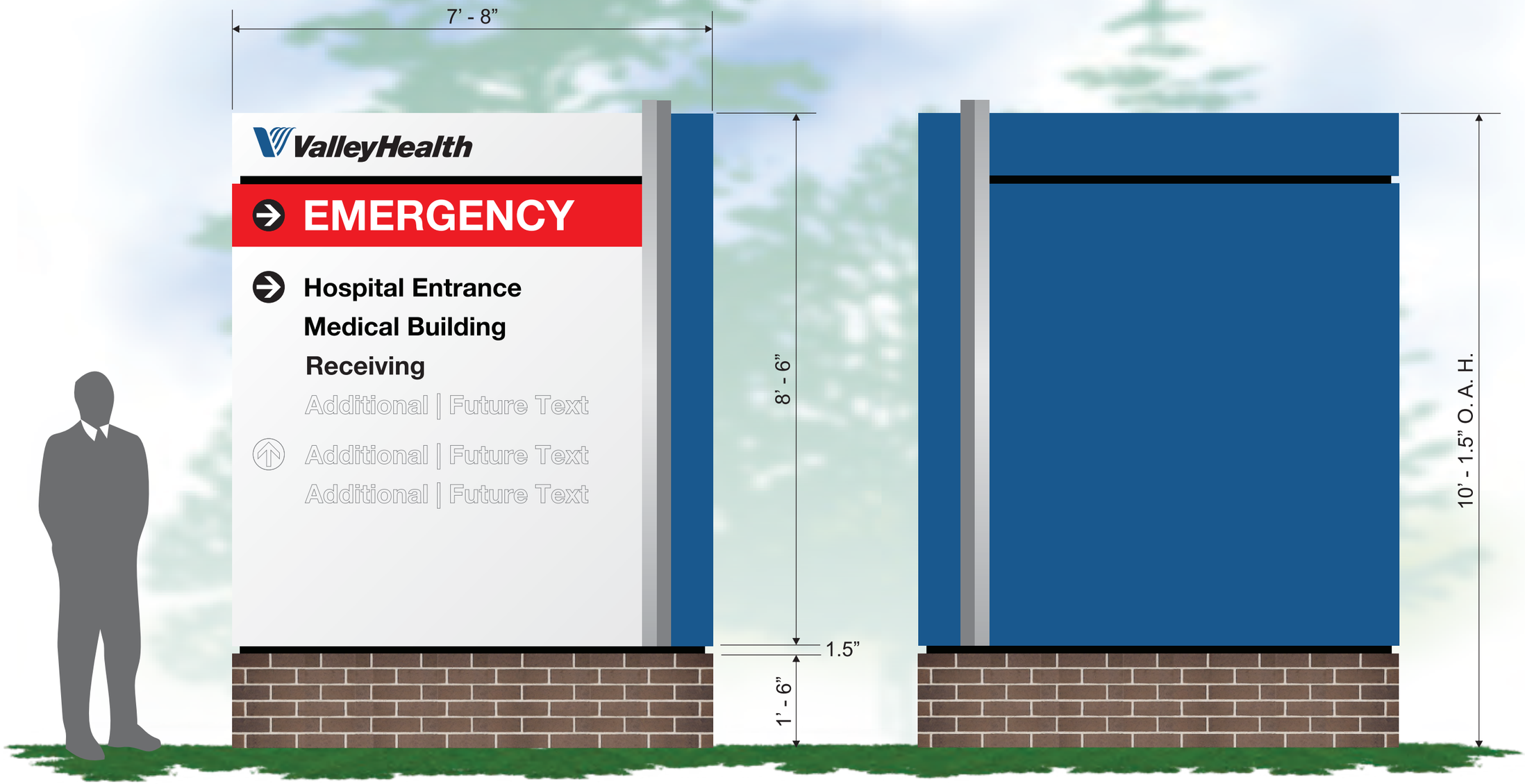
SIZE: 8’ - 6” H x 7’ - 8” W
TOTAL S. F.: **65.2 S. F.**
TOTAL S. F. ALLOWED: 75 S. F.
COMPLIES WITH CODE: **YES**

Note: The calculations and code referred to above is the proposed amended code.

E4 Primary Directional Sign | Single-Face

SIDE A

SIDE B



Identity America

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OCTOBER 19TH, 2019
SCALE
AS INDICATED
FACILITY
VALLEY HEALTH
PROJECT
WARREN MEMORIAL HOSP.
LOCATION
FRONT ROYAL, VA
DRAWING#
VH.WMH.FRVA.E4PD.09

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E4 Primary Dir.

1

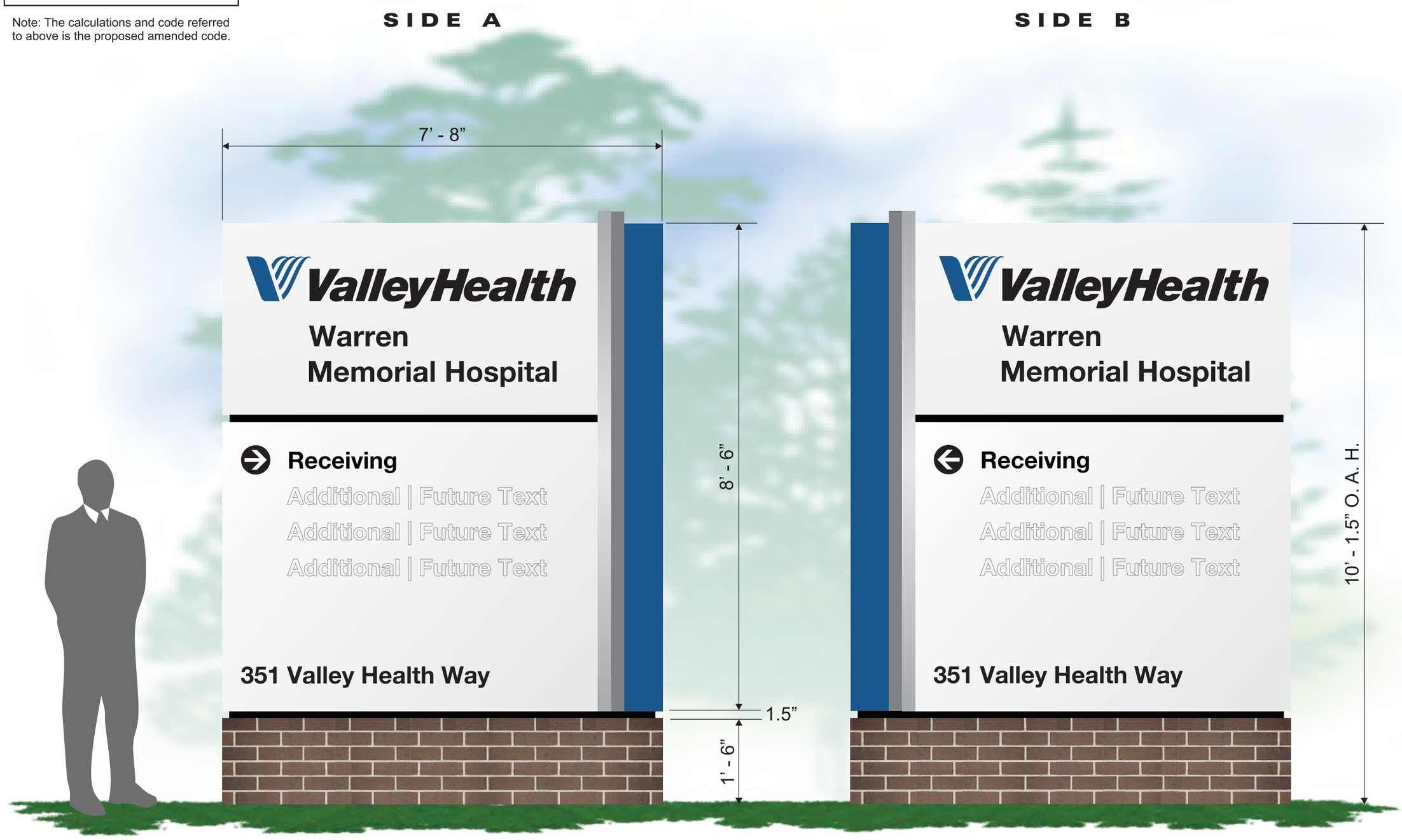
Master Sign Plan

SIGN S. F. CALCULATIONS:

SIZE: 8’ - 6” H x 7’ - 8” W
TOTAL S. F.: **65.2 S. F.**
TOTAL S. F. ALLOWED: 150 S. F.
COMPLIES WITH CODE: **YES**

Note: The calculations and code referred to above is the proposed amended code.

E4 Primary Directional Sign | Double-Face



Identity America

DATE
OCTOBER 19TH, 2019
SCALE
AS INDICATED
FACILITY
VALLEY HEALTH
PROJECT
WARREN MEMORIAL HOSP.
LOCATION
FRONT ROYAL, VA
DRAWING#
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E4 Primary Dir.

J

Master Sign Plan

ELEVATIONS BY:

PERKINS + WILL

Main Building Letters | Elevation - Hospital West

GENERAL NOTE:

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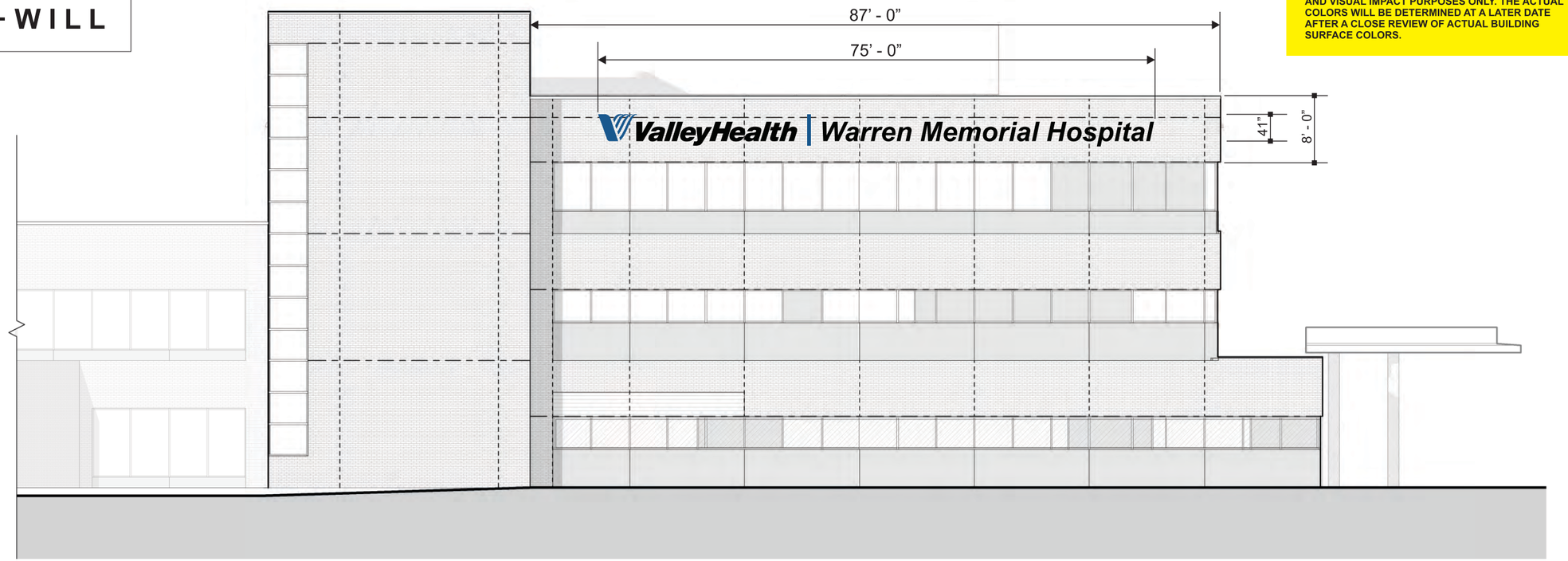
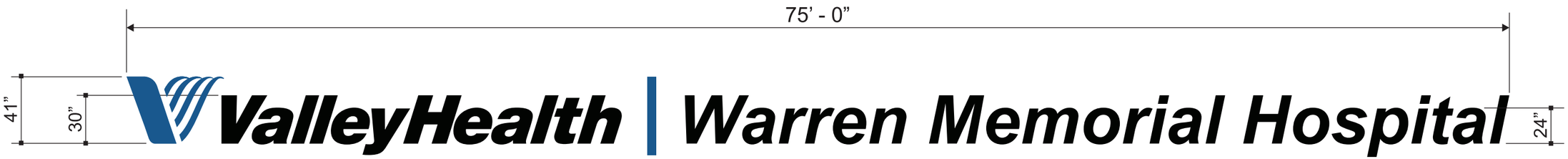


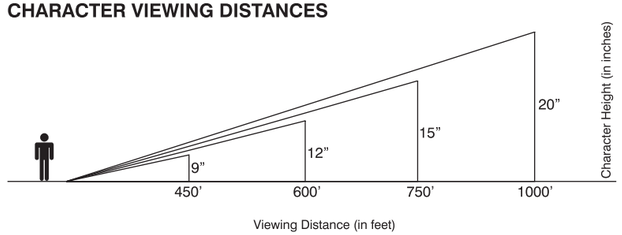


SIGN S. F. CALCULATIONS:

SIZES:
Logo: 3’-5” H x 5’-3” W = 18 S. F.
ValleyHealth: 2’-6” H x 21’-8” W = 54.2 S. F.
Bar: 4’-3” H x 6” W = 2.1 S. F.
Warren: 2’-6” H x 12’-0” W = 30 S. F.
Memorial: 2’-6” H x 16’-1” W = 40.2 S. F.
Hospital: 2’-6” H x 14’-5” W = 36.1 S. F.
TOTAL S. F.: **180.6 S. F.**
TOTAL S. F. ALLOWED: 200 S. F.
COMPLIES WITH CODE: YES

Note: The calculations and code referred to above is the proposed amended code.

CHARACTER VIEWING DISTANCES



1. The general rule of 50 feet of distance for each inch of character height is recognized as a typical industry standard. If the sign is directly in view, the distance applies. If there is considerable set-back from the road the distance would be the hypotenuse.
2. The feet traveled per second is indicated in parentheses.
3. The data in the columns at the right is viewing exposure in seconds for moving vehicles.

Character Height in Inches	Max. Viewing Distance in Feet	VIEWING EXPOSURE IN SECONDS 20 MPH (29.3)	30 MPH (44.0)	40 MPH (58.7)	50 MPH (73.3)	60 MPH (88.0)
10	500	17.0	11.3	8.5	6.7	5.7
13	650	22.2	14.7	11.1	8.8	7.3
20	1000	30.7	20.5	15.3	12.3	10.2
► 24	1200	41.0	27.3	20.4	16.4	13.6
► 30	1500	51.2	34.1	25.6	20.5	17.0
33	1650	56.3	37.5	28.2	22.5	18.8
► 41	2050	73.5	48.9	36.6	29.3	24.5
48	2400	81.9	54.5	40.0	32.7	27.3
60	3000	102.4	68.2	51.1	40.9	34.1

Use this table to help determine the appropriate character size for your signs based on viewing distance and the speed at which the audience may be traveling.

Identity America

DATE
OCTOBER 19TH, 2019
SCALE
AS INDICATED
FACILITY
VALLEY HEALTH
PROJECT
WARREN MEMORIAL HOSP.
LOCATION
FRONT ROYAL, VA
DRAWING#
VH.WMH.FRVA.BL.11

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Building Letters

K

Master Sign Plan

ELEVATIONS BY:

PERKINS + WILL

Ambulance Building Letters | Elevation - Hospital South

GENERAL NOTE:

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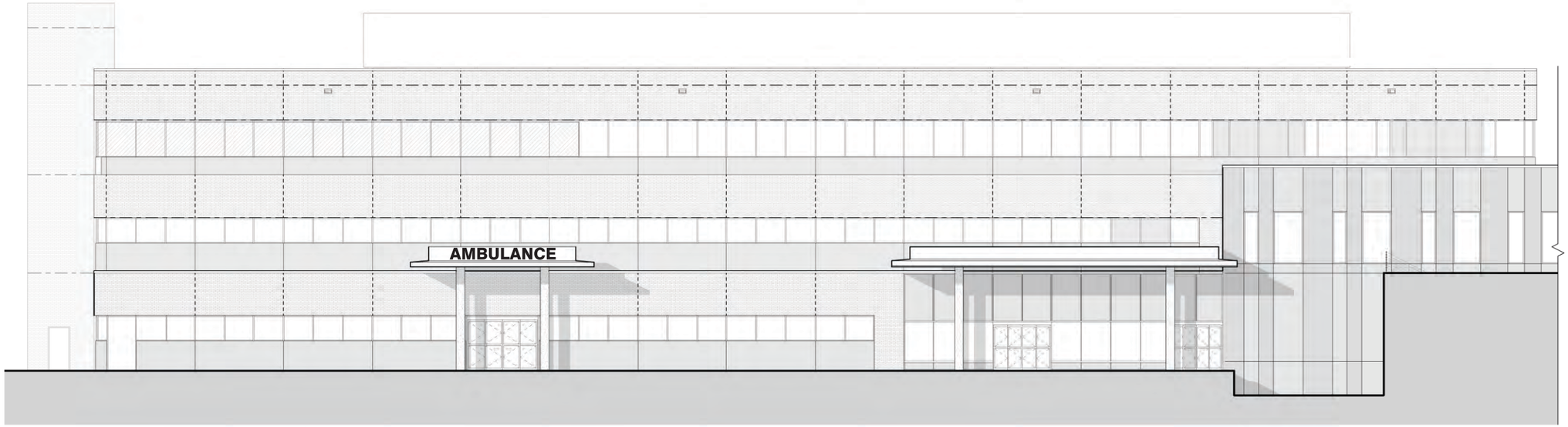
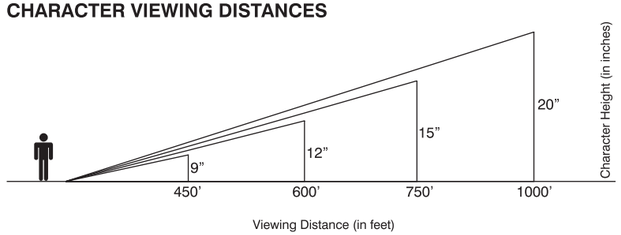


SIGN S. F. CALCULATIONS:

SIZE: 2’ - 0” H x 17’ - 4” W
TOTAL S. F.: **34.7 S. F.**
TOTAL S. F. ALLOWED: 200 S. F.
COMPLIES WITH CODE: **YES**

Note: The calculations and code referred to above is the proposed amended code.

CHARACTER VIEWING DISTANCES



1. The general rule of 50 feet of distance for each inch of character height is recognized as a typical industry standard. If the sign is directly in view, the distance applies. If there is considerable set-back from the road the distance would be the hypotenuse.
2. The feet traveled per second is indicated in parentheses.
3. The data in the columns at the right is viewing exposure in seconds for moving vehicles.

Character Height in Inches	Max. Viewing Distance in Feet	VIEWING EXPOSURE IN SECONDS				
		20 MPH (29.3)	30 MPH (44.0)	40 MPH (58.7)	50 MPH (73.3)	60 MPH (88.0)
10	500	17.0	11.3	8.5	6.7	5.7
16	800	27.3	18.1	13.7	10.8	9.0
21	1050	32.2	21.5	16.1	12.9	10.7
► 24	1200	41.0	27.3	20.4	16.4	13.6
30	1500	51.2	34.1	25.6	20.5	17.0
33	1650	56.3	37.5	28.2	22.5	18.8
41	2050	73.5	48.9	36.6	29.3	24.5
48	2400	81.9	54.5	40.0	32.7	27.3
60	3000	102.4	68.2	51.1	40.9	34.1

Use this table to help determine the appropriate character size for your signs based on viewing distance and the speed at which the audience may be traveling.

Identity America

DATE
OCTOBER 19TH, 2019
SCALE
AS INDICATED
FACILITY
VALLEY HEALTH
PROJECT
WARREN MEMORIAL HOSP.
LOCATION
FRONT ROYAL, VA
DRAWING#
VH.WMH.FRVA.AL.12

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Ambulance Letters

L

Master Sign Plan

ELEVATIONS BY:

PERKINS + WILL

Emergency Building Letters | Elevation - Hospital South

GENERAL NOTE:

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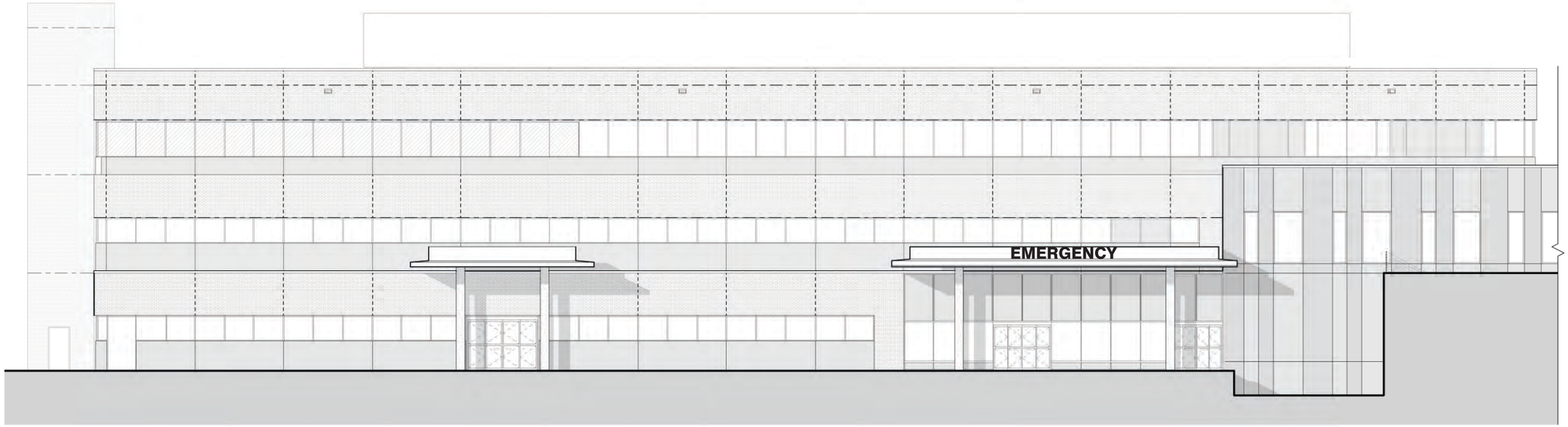
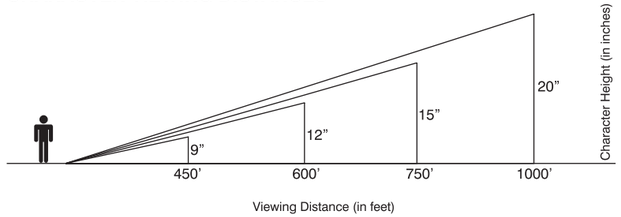


SIGN S. F. CALCULATIONS:

SIZE: 2’ - 0” H x 17’ - 4” W
TOTAL S. F.: **34.7 S. F.**
TOTAL S. F. ALLOWED: 200 S. F.
COMPLIES WITH CODE: **YES**

Note: The calculations and code referred to above is the proposed amended code.

CHARACTER VIEWING DISTANCES



1. The general rule of 50 feet of distance for each inch of character height is recognized as a typical industry standard. If the sign is directly in view, the distance applies. If there is considerable set-back from the road the distance would be the hypotenuse.
2. The feet traveled per second is indicated in parentheses.
3. The data in the columns at the right is viewing exposure in seconds for moving vehicles.

Character Height in Inches	Max. Viewing Distance in Feet	VIEWING EXPOSURE IN SECONDS				
		20 MPH (29.3)	30 MPH (44.0)	40 MPH (58.7)	50 MPH (73.3)	60 MPH (88.0)
10	500	17.0	11.3	8.5	6.7	5.7
16	800	27.3	18.1	13.7	10.8	9.0
21	1050	32.2	21.5	16.1	12.9	10.7
► 24	1200	41.0	27.3	20.4	16.4	13.6
30	1500	51.2	34.1	25.6	20.5	17.0
33	1650	56.3	37.5	28.2	22.5	18.8
41	2050	73.5	48.9	36.6	29.3	24.5
48	2400	81.9	54.5	40.0	32.7	27.3
60	3000	102.4	68.2	51.1	40.9	34.1

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DATE
OCTOBER 19TH, 2019
SCALE
AS INDICATED
FACILITY
VALLEY HEALTH
PROJECT
WARREN MEMORIAL HOSP.
LOCATION
FRONT ROYAL, VA
DRAWING#
VH.WMH.FRVA.EL.13

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Emergency Letters

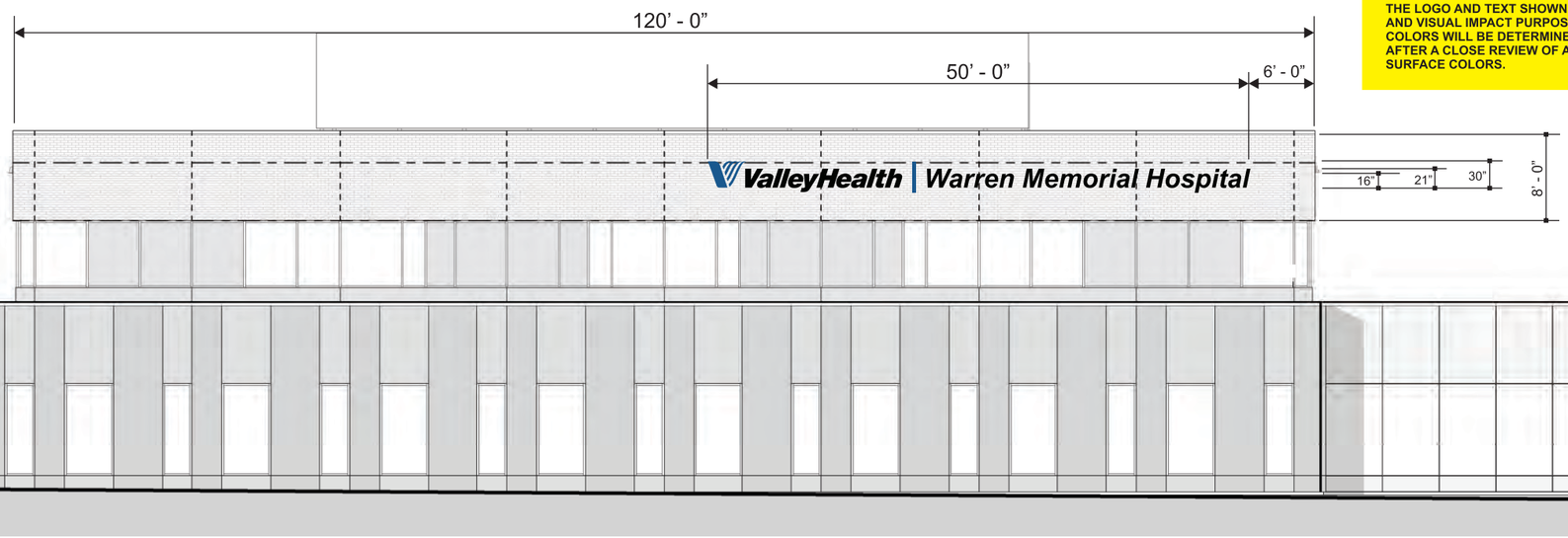
M

Master Sign Plan

Main Building Letters | Elevation - Hospital East

ELEVATIONS BY:

PERKINS +WILL



GENERAL NOTE:

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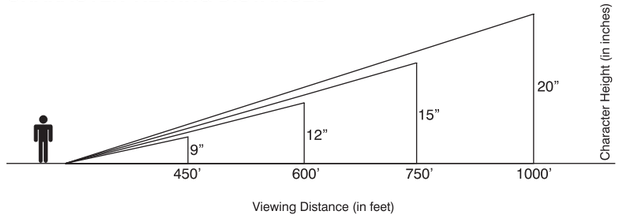
SIGN S. F. CALCULATIONS:

SIZES:
Logo: 2’-6” H x 3’-6” W = 8.8 S. F.
ValleyHealth: 1’-9” H x 14’-6” W = 25.4 S. F.
Bar: 2’-10” H x 4” W = .93 S. F.
Warren: 1’-9” H x 8’-0” W = 14.0 S. F.
Memorial: 1’-9” H x 10’-8” W = 18.7 S. F.
Hospital: 1’-9” H x 9’-8” W = 16.9 S. F.
TOTAL S. F.: **84.73 S. F.**
TOTAL S. F. ALLOWED: 200 S. F.
COMPLIES WITH CODE: YES

Note: The calculations and code referred to above is the proposed amended code.

CHARACTER VIEWING DISTANCES



1. The general rule of 50 feet of distance for each inch of character height is recognized as a typical industry standard. If the sign is directly in view, the distance applies. If there is considerable set-back from the road the distance would be the hypotenuse.
2. The feet traveled per second is indicated in parentheses.
3. The data in the columns at the right is viewing exposure in seconds for moving vehicles.

		VIEWING EXPOSURE IN SECONDS				
Character Height in Inches	Max. Viewing Distance in Feet	20 MPH (29.3)	30 MPH (44.0)	40 MPH (58.7)	50 MPH (73.3)	60 MPH (88.0)
10	500	17.0	11.3	8.5	6.7	5.7
► 16	800	27.3	18.1	13.7	10.8	9.0
► 21	1050	32.2	21.5	16.1	12.9	10.7
24	1200	41.0	27.3	20.4	16.4	13.6
► 30	1500	51.2	34.1	25.6	20.5	17.0
33	1650	56.3	37.5	28.2	22.5	18.8
41	2050	73.5	48.9	36.6	29.3	24.5
48	2400	81.9	54.5	40.0	32.7	27.3
60	3000	102.4	68.2	51.1	40.9	34.1

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DRAWING#
VH.WMH.FRVA.BL.14

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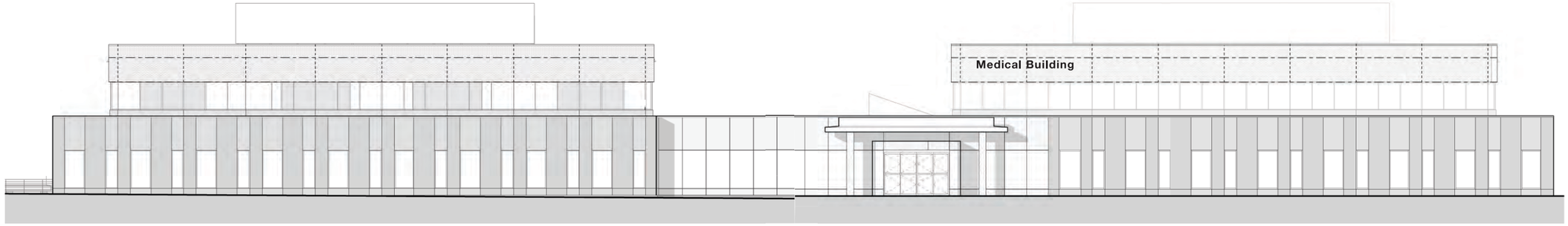
Building Letters

N

Master Sign Plan

Main Building Letters | Elevation - Medical Building East



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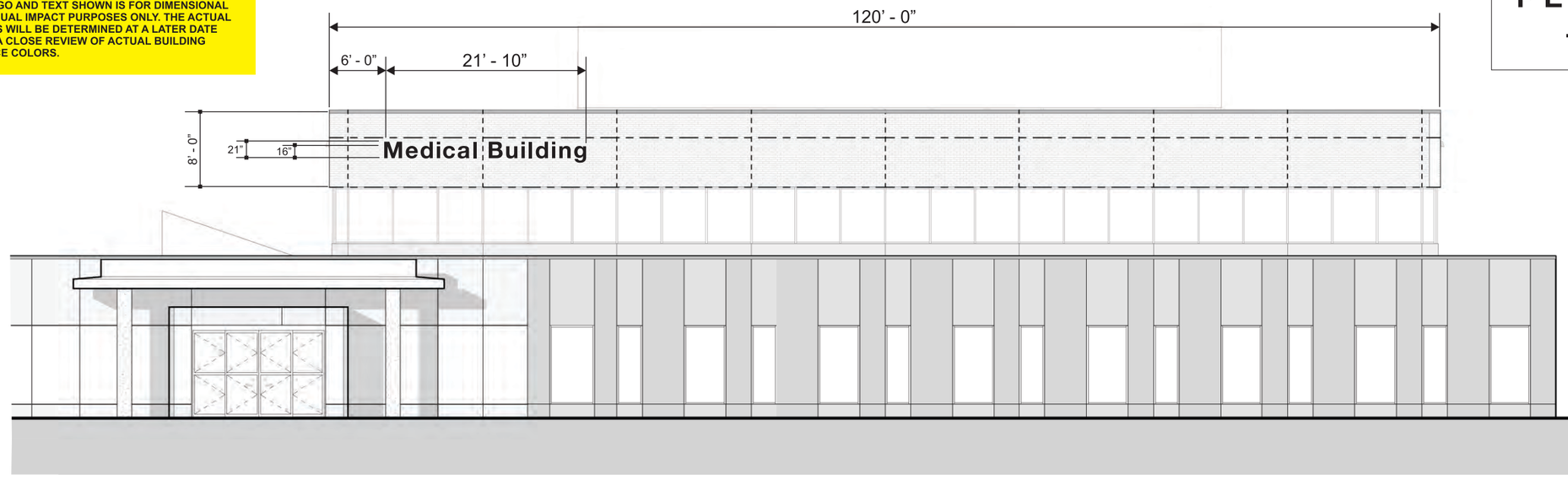


ELEVATIONS BY:

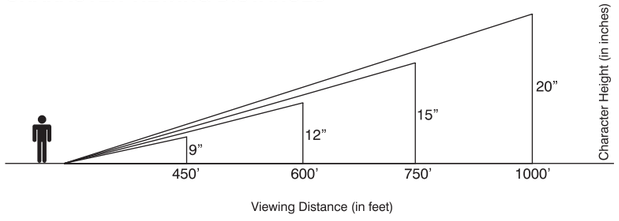
PERKINS +WILL

SIGN S. F. CALCULATIONS:

SIZES:
Medical: 1’-9” H x 10’-0” L = 17.5 S. F.
Building: 1’-9” H x 10’-6” L = 18.4 S. F.
TOTAL S. F.: **35.9 S. F.**
TOTAL S. F. ALLOWED: 200 S. F.
COMPLIES WITH CODE: YES

Note: The calculations and code referred to above is the proposed amended code.

CHARACTER VIEWING DISTANCES



1. The general rule of 50 feet of distance for each inch of character height is recognized as a typical industry standard. If the sign is directly in view, the distance applies. If there is considerable set-back from the road the distance would be the hypotenuse.
2. The feet traveled per second is indicated in parentheses.
3. The data in the columns at the right is viewing exposure in seconds for moving vehicles.

		VIEWING EXPOSURE IN SECONDS				
Character Height in Inches	Max. Viewing Distance in Feet	20 MPH (29.3)	30 MPH (44.0)	40 MPH (58.7)	50 MPH (73.3)	60 MPH (88.0)
10	500	17.0	11.3	8.5	6.7	5.7
► 16	800	27.3	18.1	13.7	10.8	9.0
► 21	1050	32.2	21.5	16.1	12.9	10.7
24	1200	41.0	27.3	20.4	16.4	13.6
30	1500	51.2	34.1	25.6	20.5	17.0
33	1650	56.3	37.5	28.2	22.5	18.8
41	2050	73.5	48.9	36.6	29.3	24.5
48	2400	81.9	54.5	40.0	32.7	27.3
60	3000	102.4	68.2	51.1	40.9	34.1

Use this table to help determine the appropriate character size for your signs based on viewing distance and the speed at which the audience may be traveling.

Identity America

DATE
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SCALE
AS INDICATED
FACILITY
VALLEY HEALTH
PROJECT
WARREN MEMORIAL HOSP.
LOCATION
FRONT ROYAL, VA
DRAWING#
VH.WMH.FRVA.BL.15

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Building Letters

O

Master Sign Plan

DRAFT AMENDMENT

"MEDICAL CENTER SIGNS"

This draft proposes changes to the Town's sign regulations regarding medical centers of a certain size and design.

START ----------

175-106.B.1.b.[6]

~~[6] Medical and Professional Centers: Facilities located within a center of at least two (2) acres in size and including five (5) or more functions or offices planned as an integrated development shall be authorized to erect signs based on the following:~~

~~[a] Signs for Individual Establishments or Functions Within Center: Same as for multiple businesses, as outlined in Section 175-106B.2.c.~~

~~[b] Center Identification Sign: One (1) ground mounted or monument style sign per street frontage with an area of one (1) square foot per four (4) linear feet of lot frontage on which the sign is to be erected, up to a maximum of sixty (60) square feet. The center identification sign shall display only the name and address of the center, and establishments located therein. No other ground mounted signs shall be permitted on that same road frontage within the center.~~

[6] Medical Centers: In lieu of the other requirements of this section, Medical Centers may be granted alternative standards for signs, subject to the following provisions.

a. A master signage plan shall be submitted with a sign permit application showing the location, size, height and appearance of each proposed sign on the property.
b. The sign permit and master signage plan shall be reviewed by the Planning Commission and decided on within 60 days of submittal, unless otherwise agreed upon by the Applicant. Town Staff may authorize the refacing of signs or other minor alterations that meet the same specifications approved by the Planning Commission.
c. Wall signs shall not exceed the maximum height requirement for the zoning district in which they are located.
d. Wall signs may be permitted to encompass up to 20% of the area of each building wall, provided that, under no circumstance may the total amount of wall signage exceed 200 square feet per building wall.
e. Ground Mounted signs may be allowed by the Planning Commission up to 150 square feet along public streets and up to 75 square feet along private streets. Monument style signs are recommended.
f. All signs shall be setback no less than 5 feet from the property line, and not less than 5 feet from any private street, driveway, parking aisle, or other vehicle maneuvering area.
g. For the purposes of this subsection, Medical Centers shall only include medical facilities that are part of an integrated development and are located on at least two (2) acres. Other permitted uses on the same property shall be allowed wall signage in accordance with Town Code 175-106.B.2. Ground mounted signs for other permitted uses shall be restricted, unless the Planning Commission authorizes the use to share signage primarily used for the Medical Center or if the signage is exempt by this Section.

----------END

Editorial Notes: All language shown in yellow highlight is proposed new text. All language shown in ~~strikethrough~~ is existing language that is proposed to be removed.

10/16/19 DRAFT (JFC); 10/16/19 (Planning Commission).

5

Work Session Agenda Form Item # 5

DATE: January 21, 2020

AGENDA ITEM: Inclement Weather Policy

SUMMARY: The Town's current handbook states the following as it relates to Town employees reporting for work during inclement weather:

> ## XV. Inclement Weather
>
> During inclement weather conditions all municipal offices remain open to serve the citizens of Front Royal, and employees are expected to report to work. In situations of extreme weather conditions, Department Directors shall determine the staffing levels required to meet citizen/ customer needs and may allow liberal leave usage so that employees who are concerned about their travel safety may use appropriate accrued leave. In these cases, supervisory approval for leave usage is required.

The Town's policy does not support safety considerations for staff and penalizes staff who cannot come to work during extreme weather conditions. Council's approval would be required to amend the Employee Handbook to reflect changes in the Inclement Weather Policy.

Draft policy is attached.

BUDGET/FUNDING: N/A

STAFF RECOMMENDATION: Council approve the revised policy at their next regular meeting as presented and update the Employee Handbook.

Work Session

TOWN OF FRONT ROYAL, VA

Inclement Weather Policy

POLICY

It is the policy of Town of Front Royal to remain open during most periods of inclement weather. However, where extraordinary circumstances warrant, the Town Manager or his designee may authorize the closure or delay of Town offices and facilities. Employees should monitor the local radio, Town's website and designated social media sites for announcements, or contact their supervisor about any questions in reference to reporting to work during adverse weather or emergency conditions. The policy and procedures below outline the responsibilities of essential and non-essential employees during inclement weather.

DEFINITIONS

Tier 1 Employees – Employees whose job functions require that he/she report to work, regardless of environmental factors, to provide essential services to the public, or provide direct leadership or support. These are departments that typically operate on a 24-hour a day rotating schedule or play a critical role in maintaining the safety and services to the Town.

Tier 2 Employees – Employees whose job functions are not considered critical for maintaining the safety and services to the Town who are not required to report to work during an inclement weather event.

PROCEDURES

Operating Status:

OPEN

Town offices are OPEN – Employees who report to work will receive their normal pay for the day. If an employee elects not to report to work when facilities are open, the employee will be required to use his or her available leave.

Regardless of whether the facility is open or closed, it is each employee's decision as to whether it is safe to report to work during inclement weather. Employees must advise their manager or supervisor as soon as possible if they are unable to report to work due to inclement weather.

CLOSURE OR DELAYED OPENING

Tier 1 Employees – The Town has an important obligation to its citizens and community. Tier 1 Employees (as pre-determined by the department head, department manager, or Town Manager) must report to work. Tier 1 Employees who do not report to work as scheduled during inclement weather conditions will not be paid (Unauthorized Leave Without Pay), nor granted the use of accumulated leave for time missed from work and may be subject to disciplinary action. In the event of reasonable tardiness, the

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department head may request approval from the Town Manager to allow the use of accumulated leave for hours not worked.

Tier 2 Employees – Tier 2 Employees will be paid in accordance with their regular work schedule for the time that offices are mandated to be closed. Personal leave balances are not charged during a mandated closure or delay. Department heads, department managers and the Town Manager should anticipate inclement weather and prepare all Tier 2 Employees to work from home if possible and practical. Work may consist of training (book, online, video) or customary daily activities should job descriptions allow.

IMPORTANT

Employees on vacation, sick, or personal leave, or otherwise not scheduled to work during the affected period of time are not eligible to be paid under this policy.

Non-Exempt Employees: Late arrivals must use accumulated leave for missed time during an open status. If an employee requests early departure, they are required to use personal leave for the remainder of their normal scheduled work hours, even if offices are later closed by the Town Manager.

In the event that non-exempt employees are required to remain at work, or report to work after closure, they may be compensated at their regular rate of pay or receive compensatory time for the time worked beyond the designation. Time absent from work due to inclement weather is not counted as hours worked when computing weekly overtime.

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6

Work Session Agenda Form Item # 6

DATE: 1/21/20

AGENDA ITEM: REVENUE FORECASTING FY20-23

SUMMARY: Staff will provide council with a presentation showing some historical/projected revenues for the Town and discuss possible budgetary impacts. These revenue forecasts will likely be incorporated into the proposed FY2021 budget.

BUDGET/FUNDING: N/A

STAFF RECOMMENDATION: Review revenue forecast and discuss any questions or concerns with staff.

Work Session

Town of Front Royal
FY21 Revenue Forecasting

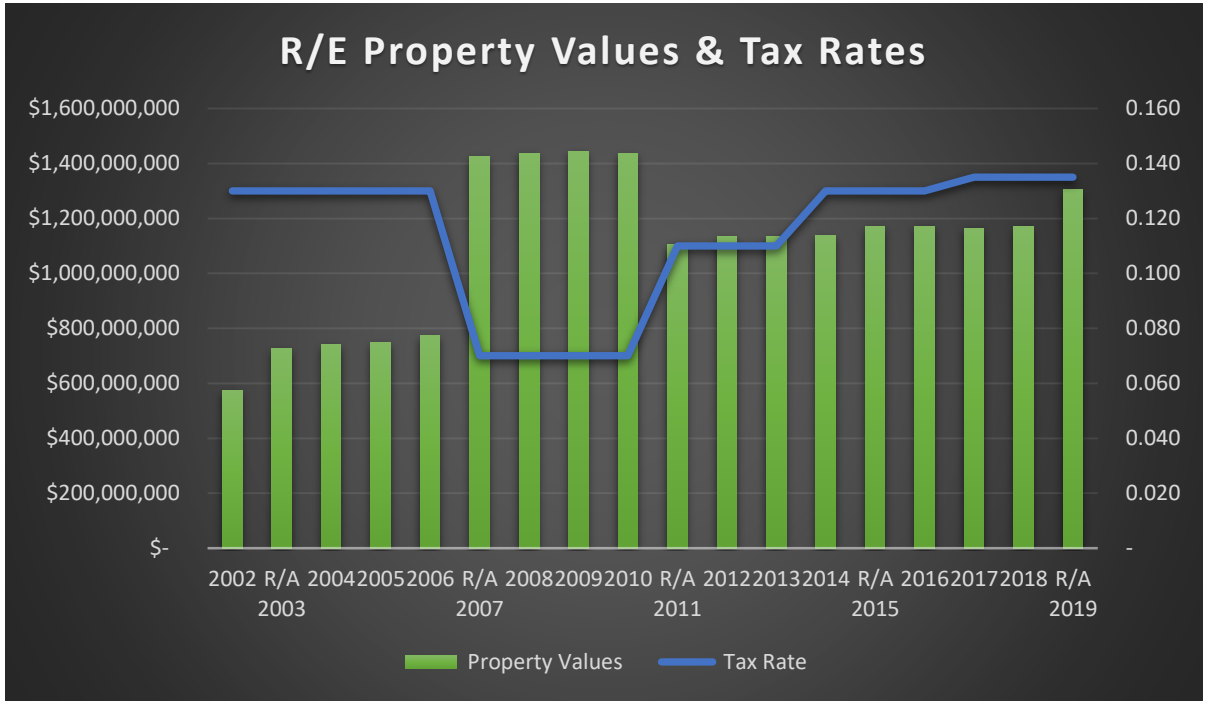
Presented by
B.J. Wilson
Director of Finance
January 21, 2020

Forecasting Factors Risks & Assumptions

- Forecasting is not a precise science, but is a useful tool
    - Commonwealth of Virginia revises multiple times during year
- Methodology used relates to the specific revenue being forecasted and is individual for each revenue source. Methodology used includes:
    - Baseline/historic trends
    - Current policies and assimilating data accordingly
    - Current rates
    - Institutional knowledge
    - Assumptions about future conditions
- Only revenues received from outside sources were forecasted
- Data used in forecasting is collected from many different internal and external sources deemed reliable and appropriate at this time

Real Estate Property Values & Rates

- Updated properties reassessments were implemented in 2019
- Blue line represents the approved tax rate
  - Tax rate was lowered from 2007-2010 due to the change in assessment values
  - Increase in 2014 was to allocate funds for Police Dept Headquarters, Main Street Extension & Leach Run Parkway
  - Increase in 2017 was allocated toward Police Department Headquarters
  - Additional revenues realized from reassessments in 2019 was allocated toward the Police Department Headquarters
- Weldon Cooper's Virginia Local Tax Rates for 2018 tax rates show the median real estate tax rate for a Virginia Town is $0.17 per $100
  - The Town of Front Royal's Real Estate Tax Rate is $0.135 per $100 ($0.035 lower than the median)

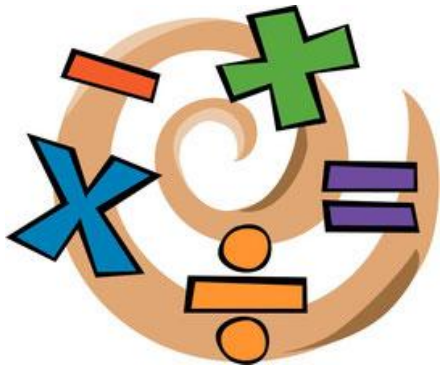


Real Estate Tax Revenue

- Revenue increase realized from 2019 reassessment implementation @ $183,000
- Additional fund of $273,000 were allocated to the Police Department Headquarters ($183,000 R/A & $90,000 from W Main Connector)
  - **Police Department HQ Funding**
  - 2018 – $242,500
  - 2019 - $515,500
- The $515,500 is anticipated to be adequate to cover debt service payments on a 30-year loan for the construction of the Police Department HQ.
- Revenue is expected to slightly increase for the next few years due to new construction.

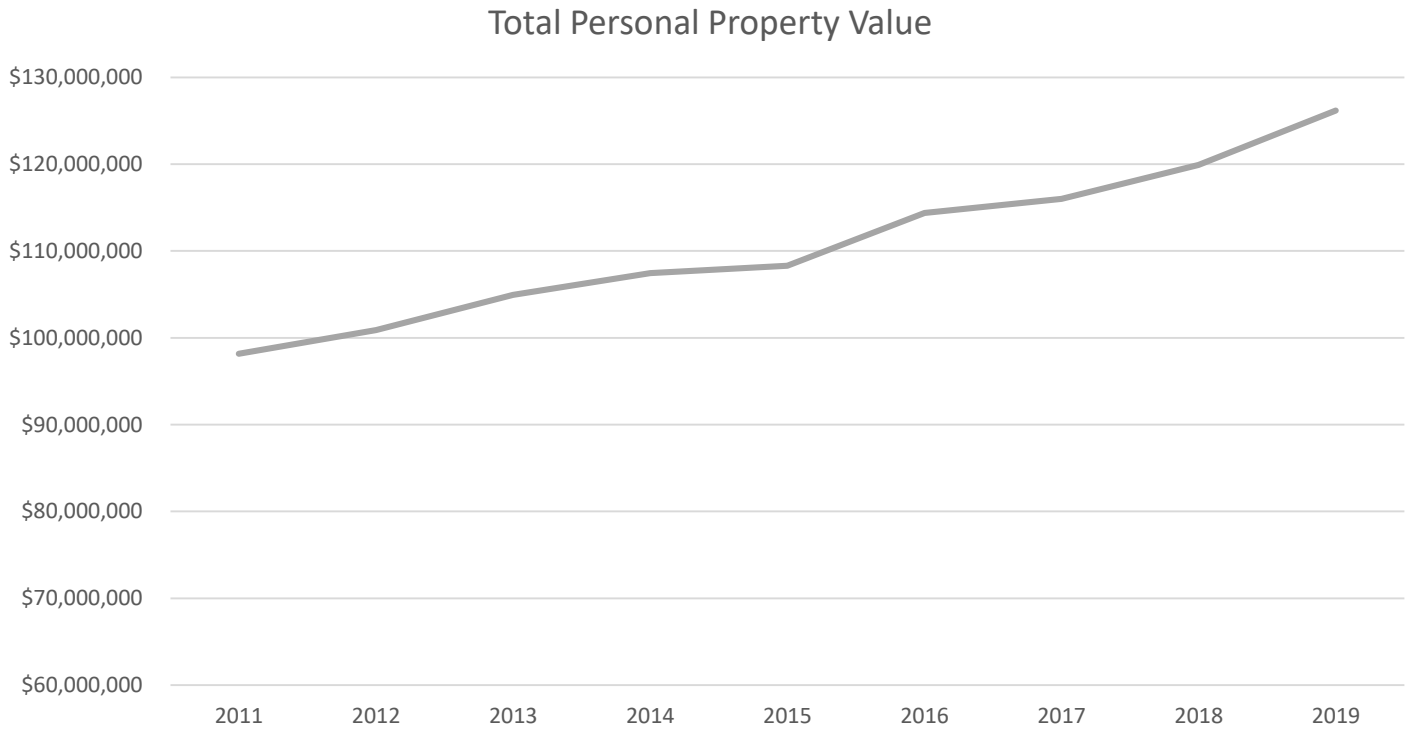
Personal Property Tax

- Comprised of:
  - Personal Property Tax on vehicles, boats, business equipment, etc.
  - Vehicle License Fees (also known as decals)
  - Personal Property Tax Relief received from Commonwealth of Virginia

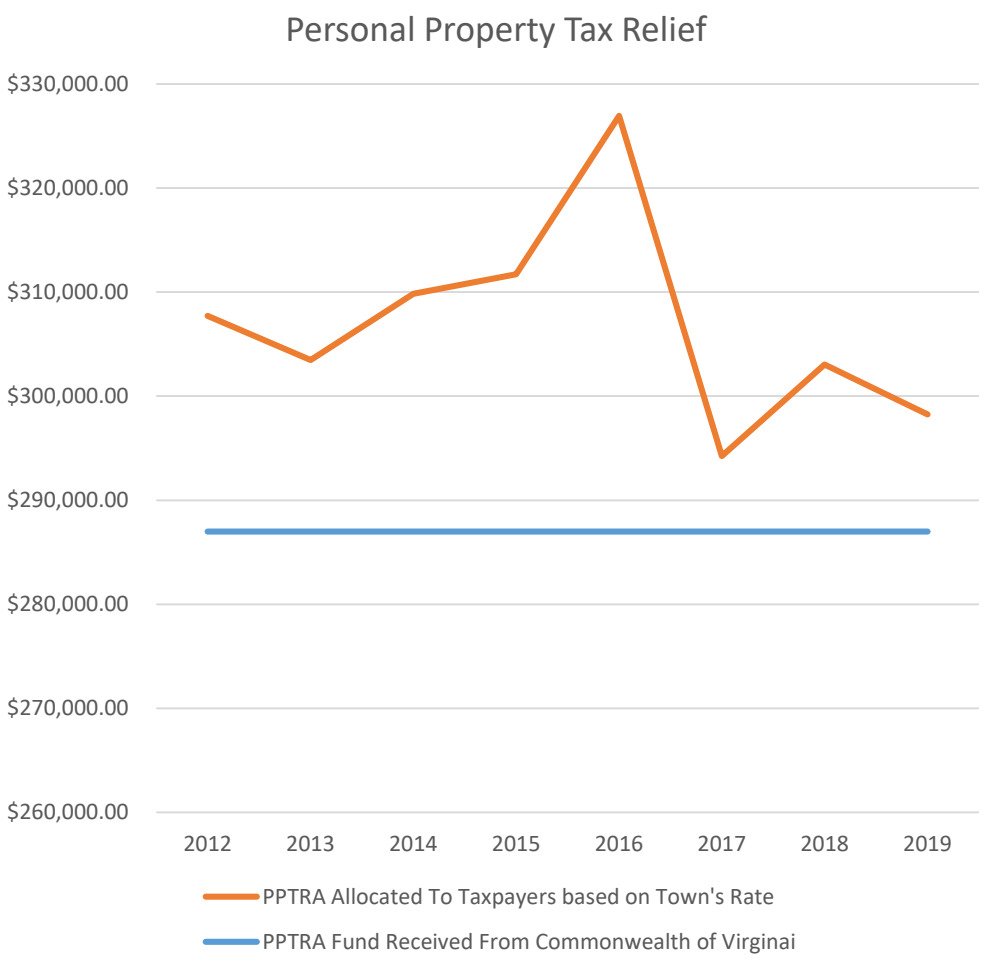


Town of Front Royal Personal Property Values

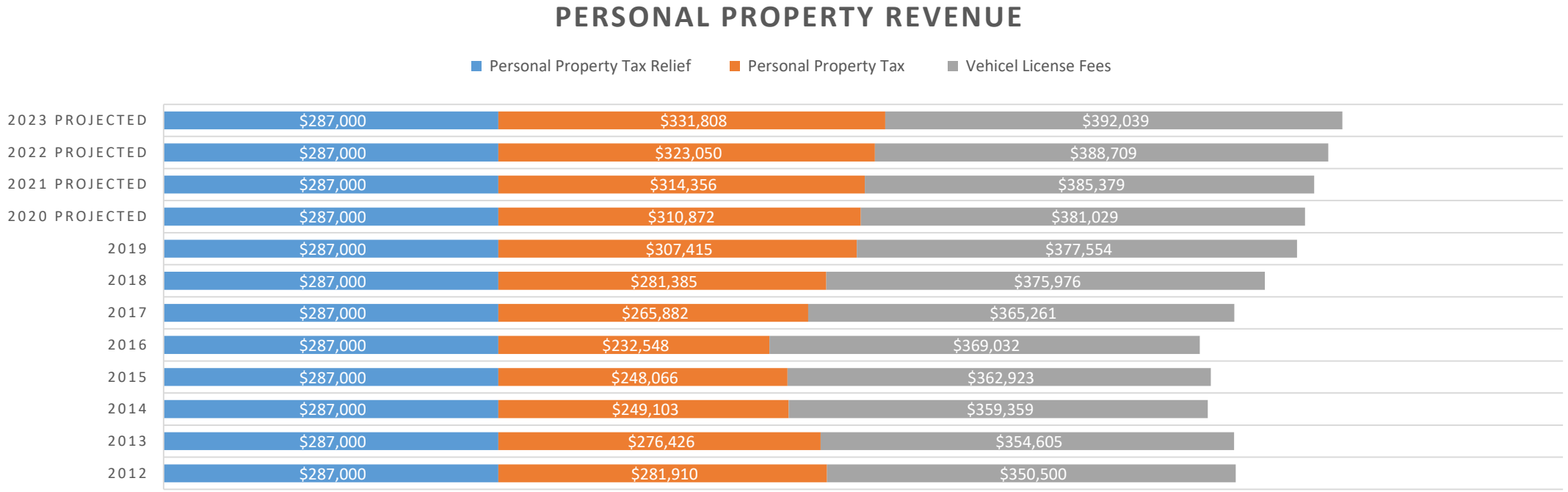
- Total Personal Property Value in which the Town assesses personal property tax has increased year over year
- Increase in value does not necessarily translate to additional revenue due to offset incurred from personal property tax relief, proration of taxes, and exoneration of tax
- Purchase of new vehicles increases value
- Tangible equipment from businesses included in property values
- Rate of growth from 2018-2019 was 5.22%; which is second greatest increase seen in the last decade
- Average growth rate from 2011-2019 is 3.2%



Personal Property Tax Relief



- Personal Property Tax Relief is credited to qualifying personal use vehicles.
- Commonwealth of Virginia has paid the Town of Front Royal $287,000 each year since 2005 based on a cap set by the 2005 General Assembly.
- The Town is mandated to equalize the tax relief rate by the Commonwealth of Virginia.
- The Town's personal property tax relief rate for qualifying vehicles/values in 2019 was 56%. Based on the 2017-2019 trend the personal property tax relief rate will need to be adjusted to 53% for 2020.

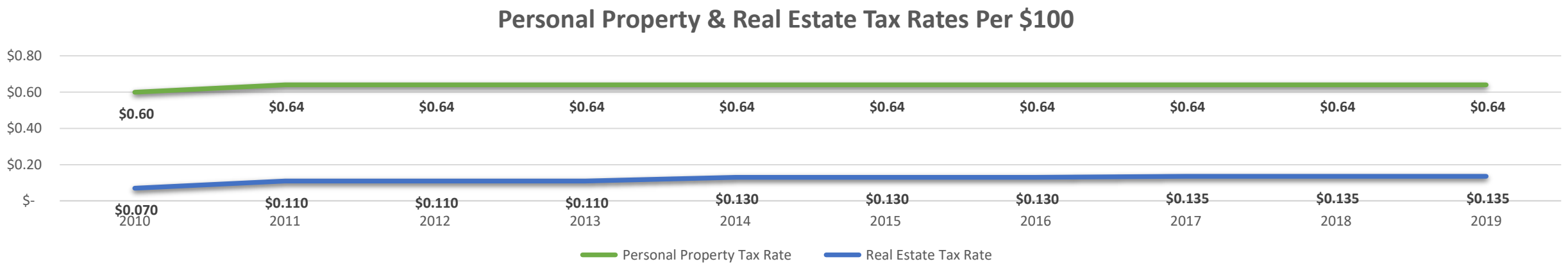


- Personal Property Tax Relief received from the Commonwealth remains consistent
- Personal Property Tax rates remain same from 2011-2019 ($0.64 per $100)
- Increase from 2016 to 2017 was due to equalization of the Personal Property Tax Relief as mandated by the Commonwealth of Virginia.
- Projected Personal Property Tax revenue is anticipated to continue to increase based on trends and expected development.
- Governor Northam is proposing to cut the state's vehicle registration fee in half; state code section 46.2-755 states that the amount of license fee imposed by any county, city, or town shall not be greater than the annual license fee imposed by the Commonwealth. If the Commonwealth reduces license fees to $20.38 and the Town is forced to reduce license fees to $20.38; then Town revenue from vehicle license fees would be reduced by approximately $67,500.

Revenue Values Based on Tax Rate

- Based on 2019 values $0.01 of the Town's tax rates equates to approximately the follow values of revenue:

	2019 Revenue	2019 Tax Rate Per $100	Revenue Value of $0.01
Personal Property w/PPTR	$ 597,872	$ 0.640	$ 9,342
Real Estate	$ 1,744,971	$ 0.135	$ 129,257

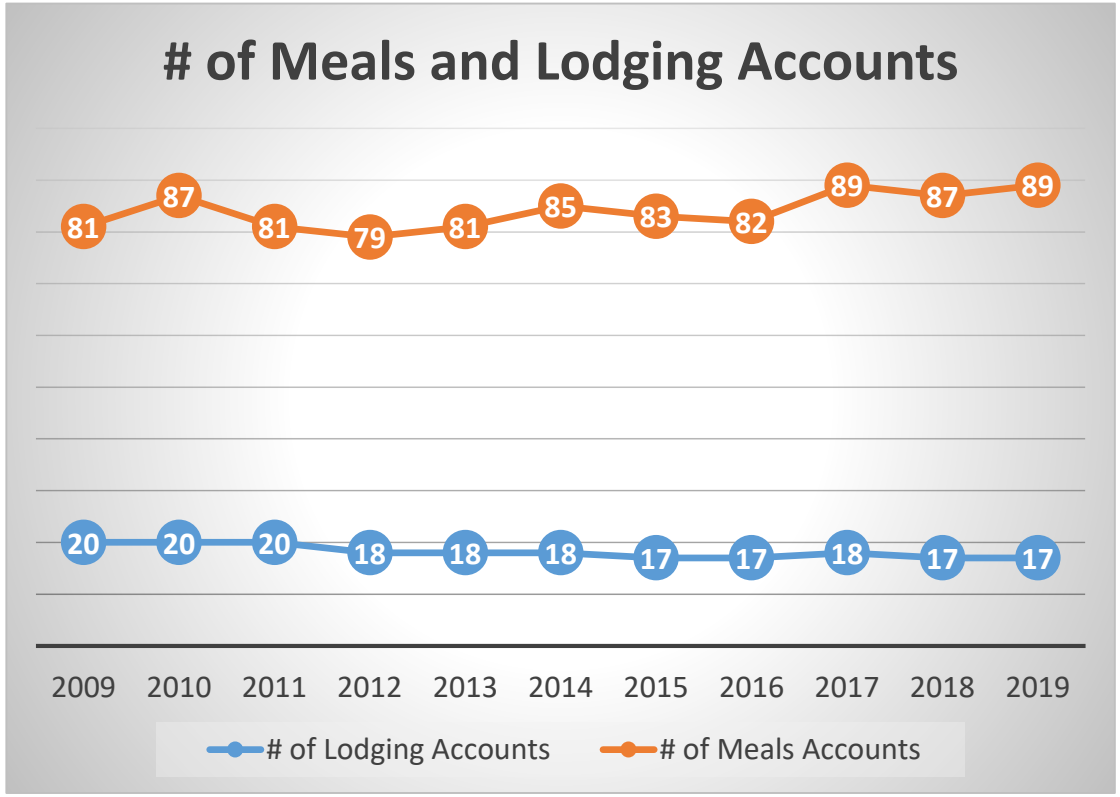


Business Professional Occupational Licensing

- Spike in 2016 is associated with an effort made by Department of Finance and Department of Planning and Zoning to collect on delinquent BPOL and businesses that had not obtained proper licensing
- A slight decrease of about 2% from 2017 to 2018; partially due to several new businesses taking advantage of the Town's Tourism Incentive Program
- Projections account for additional business being conducted in the Town within the next few years and new business outside of Tourism/Technology Zones being constructed.
- Greater growth in BPOL is expected after 4-9 years when the exemptions expire. (2023-2028)
- Although 2019 saw an increase 2020 is expected to see a slight decrease due to some change over of businesses in Town and then rebound in 2021 with approximately 4.7% growth
  - Two Retail Store Closed
  - New gas station/convenient store/coffee store anticipated opening in 2020

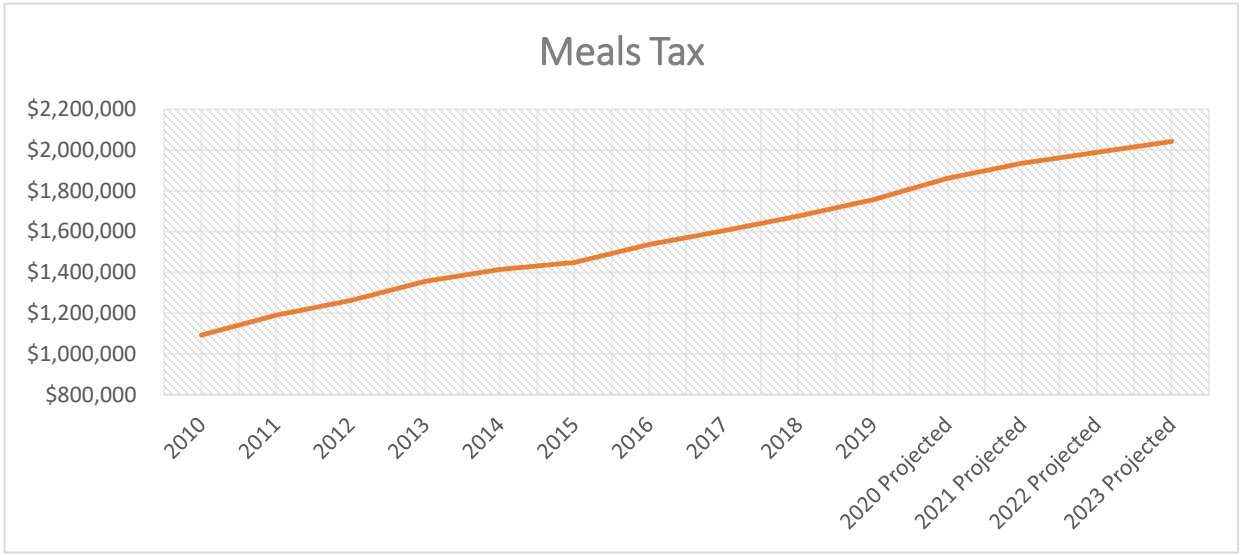
Meals & Lodging Tax

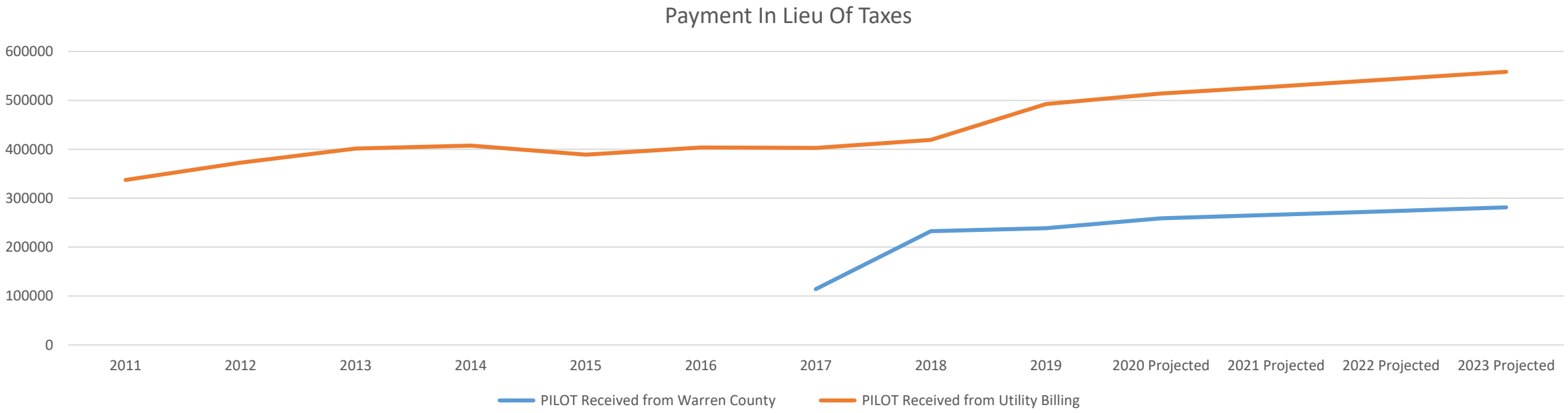
- Number of meals tax accounts from 2016 to 2017 increased by 7
- In 2019 the number of meals tax accounts increased by 2
- Number of lodging tax accounts decreased by 1 from 2017 to 2018 and is expected to decrease one more in 2020



Meals & Lodging Tax

- Meals tax has increased year over year for the last nine years an average of 5.4% each year and has continued this trend into FY19
- Meals growth rate for FY20 is estimated to increase approximately 6% with continued growth of existing businesses and opening of two additional businesses.
- Commonwealth of Virginia Code 58.1-3819 requires transient occupancy tax in excess of 2% be designated for tourism and travel marketing; which would equate to 67% of the Town's lodging tax (approximately $211,720)
- Decrease in meals growth and lodging revenue in FY15 may be partially associated to large construction projects being completed, which resulted in employees leaving the area.
- Lodging tax revenue has decreased year over year since 2017 and is expected to slightly decrease in 2020 due to the closing of a motel.
- Lodging tax is currently projected to remain level for 2021-2023

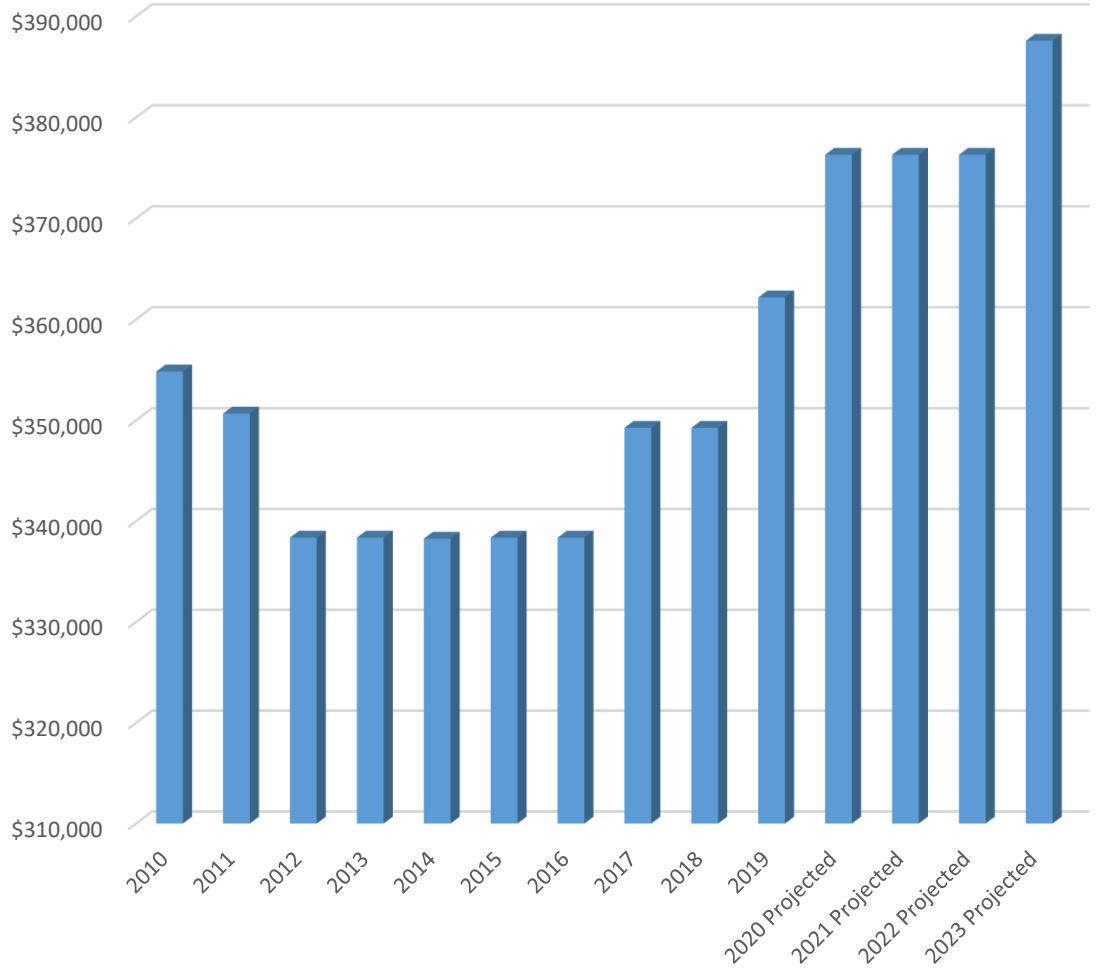




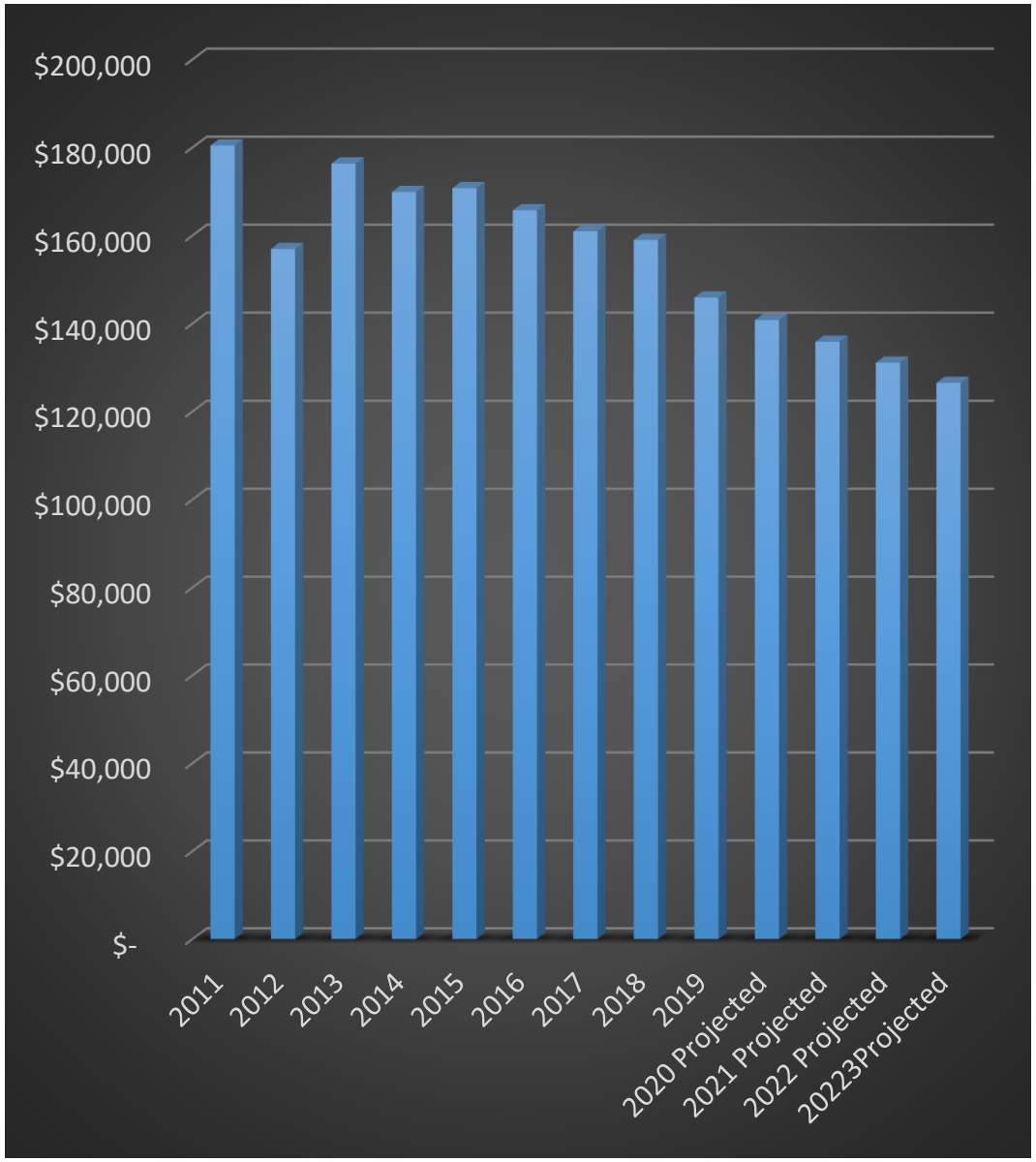
- Slight decrease in 2017 for PILOT collected from utility billing; partially due to a few businesses closing; some of these properties reopened in 2018 as new businesses
- Increase of 4% from 2017 to 2018 for PILOT collected through utility billing
- Increase of 17% increase from 2018 to 2019 due to new businesses being established
- PILOT revenue is expected to continue to increase in 2020 but not as aggressive in 2019; projecting a 4.41% increase for 2020 and slightly less for 2022 & 2023.
- PILOT revenue received from Warren County for the collection of meals tax shows an increase of 4.6% increase from 2018 to 2019; lodging tax shows an 5.6% increase
  - This trend is opposite of the trend observed of meals/lodging tax revenue from businesses located within Town limits. Trend within Town limits shows a larger increase in meals tax revenue and lodging tax decreasing

State Aid for Police Department

- HB599 Funding of 1979 distributes aid to localities based on general fund revenue received by the Commonwealth of Virginia
- Decrease shown from 2011 to 2012
- Relatively stable since 2012-2016
- 2017 had a 3.2% increase
- 2018 remained level with 2017
- 2019 revenue was 3.7% over 2018
- 2020 tracking 3.9% over 2019
- Revenue for 2021-2022 is anticipated to remain level based on information received at the Jan 2020 VML Finance Forum



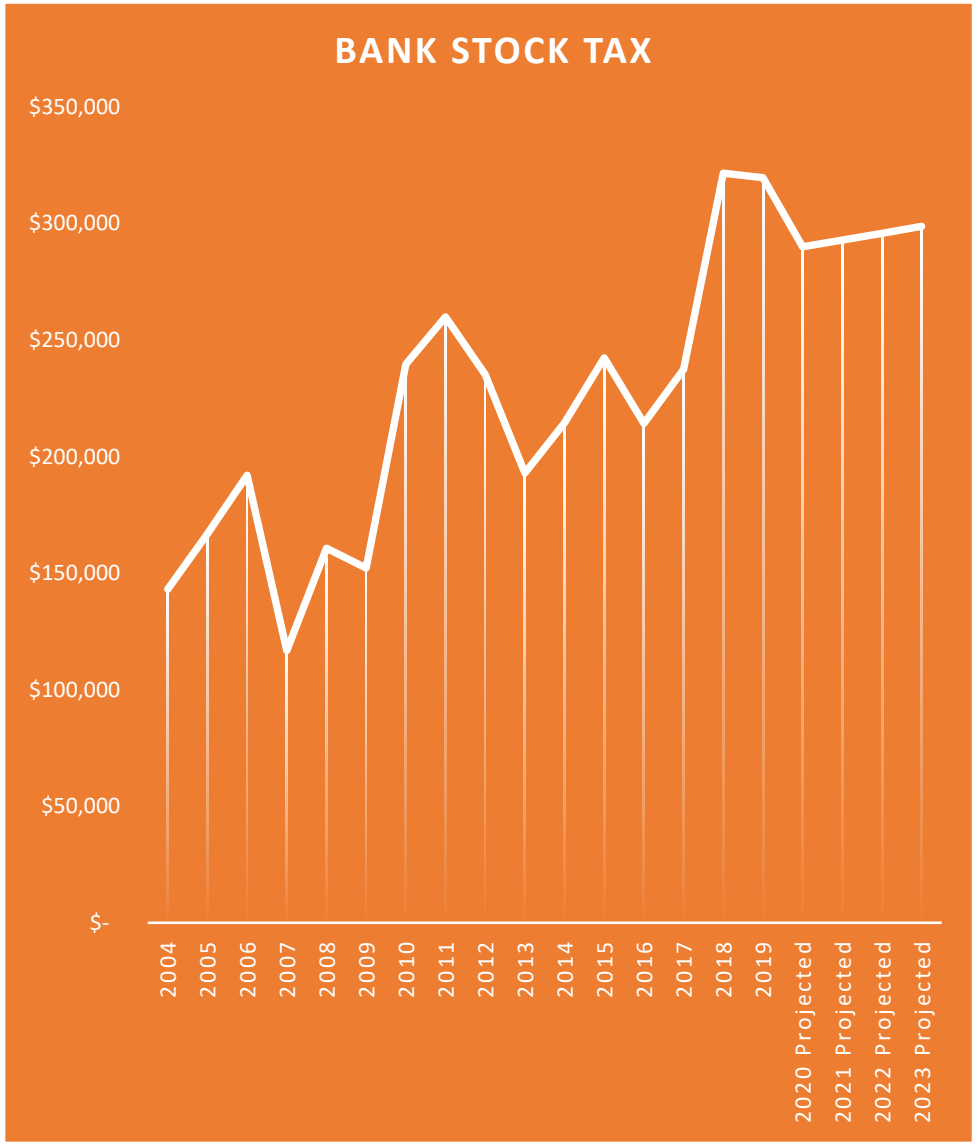
Communications Tax



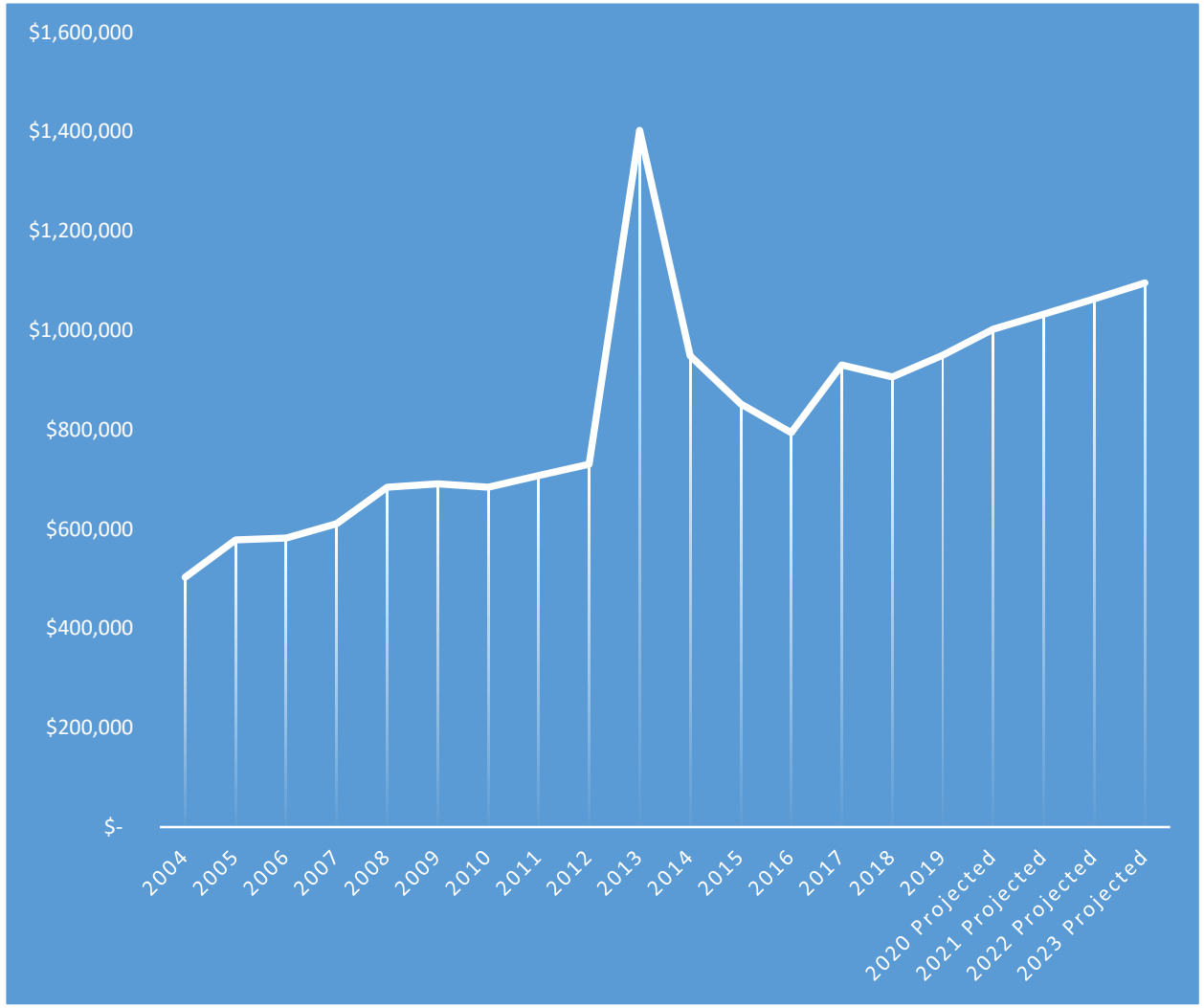
- Communication service providers are responsible for remitting communication tax to the Commonwealth of Virginia's Department of Taxation.
- The Department of Taxation then distributes communication tax proportionally to localities
- Report given by the Senate Finance Committee reported that the use of prepaid calling cards is causing a decrease in communication sales and use tax because the service provider is not the entity conducting the sale of the prepaid card.
- The Commonwealth realizes the concern of revenue loss and continues to work on a solution regarding prepaid cards and options to place taxes on online streaming services.
- The average decrease in revenue year over year from 2016 through 2019 was -3.8%.
- 2019 decreased -8.23% when compared to 2018
- Revenue received from communication tax is anticipated to decrease until the Commonwealth of Virginia makes a change to their collection policies and procedures

Bank Stock Tax

- Bank stock tax represents 2% of the Town's FY20 Budgeted General Fund Revenue and 0.5% of total budget
- Calculated based on reports sent to the Commonwealth of Virginia by the bank. Disbursements are then made by the bank directly to locality
- Based on the taxable value of the shares of stock in any bank located in Town
- Federal Credit Unions and Thrifts are not subject to bank stock tax
- Bank stock tax is difficult to predict because a smaller number of bank accounts may reflect a substantial amount of the bank's share of stock used when calculating bank stock tax
- FY2018 is a peak for at least the last 14 years
- History shows that there is usually a peak followed by a valley; so revenue has been forecasted to decrease to similar amounts seen in historic trends



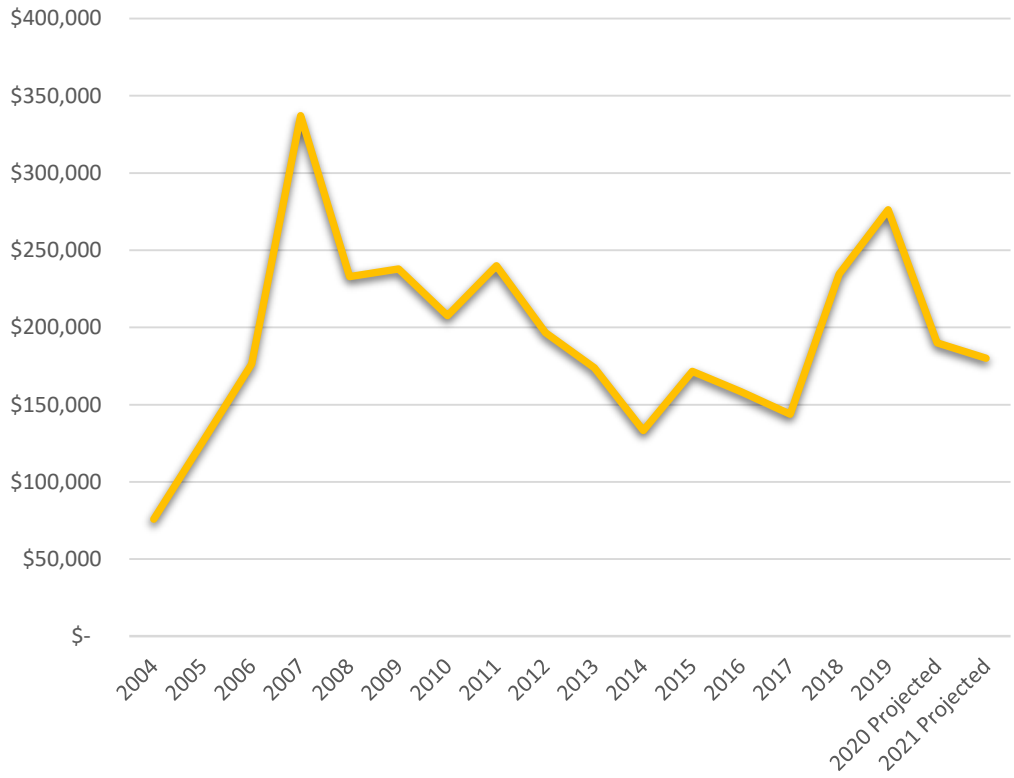
Sales Tax



- Virginia Department of Taxation distributes 1% of sales and use tax collected to the locality (Warren County) where the consumer purchased or used the tangible personal property
- Warren County then remits a portion to the Town based upon school enrollment
- Spike in 2013 is attributed to a major construction project in the area, once the project was completed the revenues returned to normal
- 2018 shows a slight decrease when compared to 2017; as was predicted by the Commonwealth of Virginia's forecast
- December 2019 figures show a 9% increase when compared to December 2018
- Commonwealth of Virginia has forecasted approximately a 3% increase in revenue
- Projecting a slightly higher increase of 5.5% for 2020-2021 based on additional businesses opening and the current increase seen in revenue.

Town Fines

- Fines issued by the Police Department for violations
- Increase in 2017 & 2018 is associated with more tickets being issued
- Purpose for issuing tickets is not to generate revenue, but to increase safety; the Town must have a budgeted line item to receive revenue
- Traffic enforcement unit works to solve traffic problems and increase safety on Town streets by enforcing the traffic code; particularly in problem areas which can be shown with crash data that illustrates the effectiveness of this unit
- Decrease seen in 2019/2020 is attributed to changes in legislation that no longer allow holds to be placed on driver license renewals from failure to pay tickets.



Visitors Center Income

- Note that all Town Lodging Tax is allocated to the Visitors Center.
- The Town's Visitors Center receives revenue from sales of merchandise. This revenue is received into the General Fund as a whole and General Fund funds supplement the Tourism Department.
- Note that all Town Lodging Tax is allocated to the Visitors Center.
- The Visitors Center began enhancing sales by self-promotion including:
  - Mailing of brochures in utility bills
  - Panels on the outside of the Visitor Center
  - Promoting on social media, local community TV, and display in the Town Hall
- FY20 revenue from July-December 2019 is approximately $21,000; which is an increase of $3,800 from the same time period in 2018.
- Revenue from the Visitors Center is expected maintain momentum and increase slightly in 2021 due to new products being offered for sale

Highway/Streets Funding

- **Maintenance Funding** – the Town receives funding quarterly for highway maintenance. This funding is based upon the number of miles of streets that the Town maintains and the amount annually distributed by the Commonwealth. The Town must submit quarterly reports to V-DOT to ensure that the money is being used properly.

- **Revenue Sharing from the Commonwealth of Virginia** – program currently opens for two years and allows the state and locality to share expense on projects; usually pays 50% of project. The Town has used this program for numerous paving projects and highway improvements. Approval of revenue sharing is usually announced in April or May. The Town has made application for the paving of North Royal Ave (From W 14th to Commerce Ave) and will be notified in April/May 2020 of possible approval. If approved the Town expects to receive approximately $104,000.

- **Primary Extension Program** – program opens each year and pays 100% of approved projects. Project must be deemed as a primary road by V-DOT. The Town plans on making application for the program in 2021. The Town has used this program for the paving of Commerce Avenue and John Marshall Highway.

- **Smart Scale Program** – program funds 100% of highway improvement projects; this program does not fund repairs/replacement projects. Projects submitted are scored by the Commonwealth and those projects with the highest score receive funding. The Town previously submitted Happy Creek Phase 2 for funding; but did not receive funding. The Town is in the process of obtaining a preliminary engineering report for Happy Creek Phase 2 and will resubmit application for the program by August 2020. Obtaining the P.E.R. will help raise the Town's Smart Scale Scoring to hopefully obtain funding for the project. Funding for the program should be announced around February 2021.

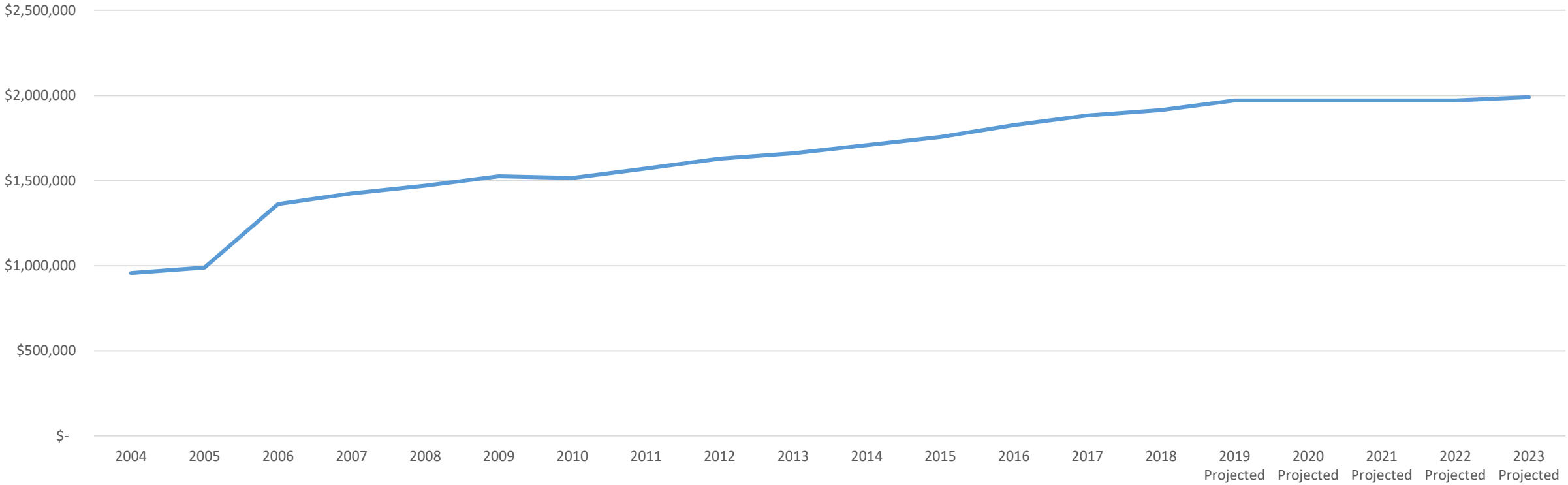
- *Work cannot be completed before receiving authorization from V-DOT in order to receive funding from these programs.

Maintenance Funding

- Commonwealth of Virginia Code 33.2-319 outlines the program for maintenance funding by the Commonwealth and is approved by the Commonwealth Transportation Board annually.
- The Town receives notification in June regarding the amount that will be funded by the Commonwealth for the following fiscal year

	Funding Per Lane Mile	Mileage Summary	Moving Lane Miles	Total Funding
Principal/Minor Arterial Roads	$ 21,689.51	9.4	24.93	**$ 540,719.48**
Collector/Local Streets	$ 12,734.62	56.27	112.27	**$ 1,429,715.79**
Total		65.67	137.2	**$ 1,970,435.27**

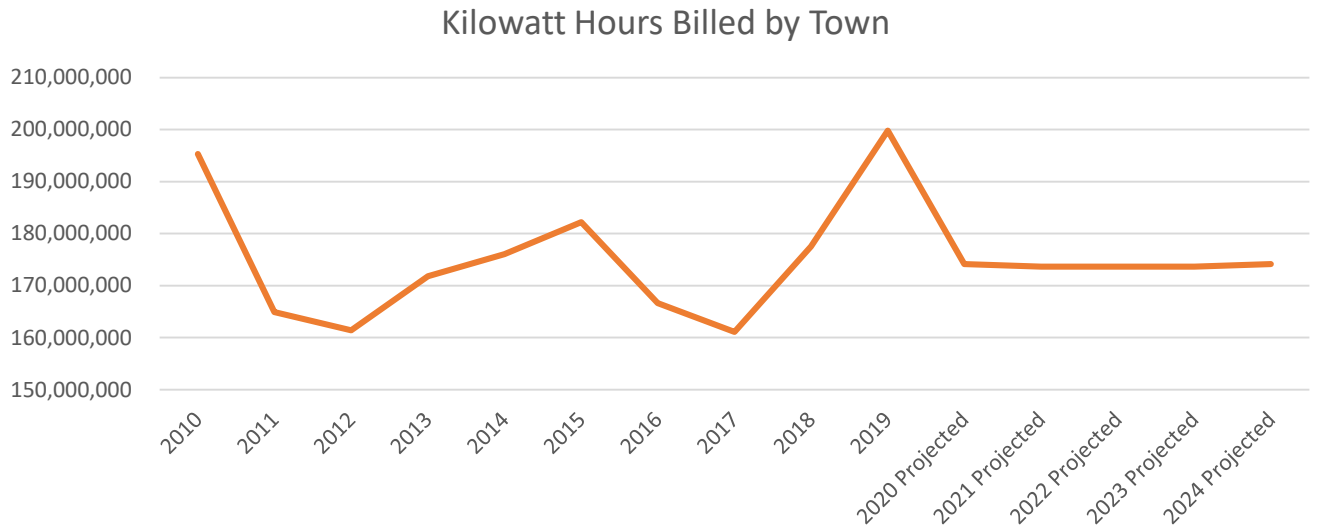
Street Construction & Maintenance (V-DOT) Revenue Projection

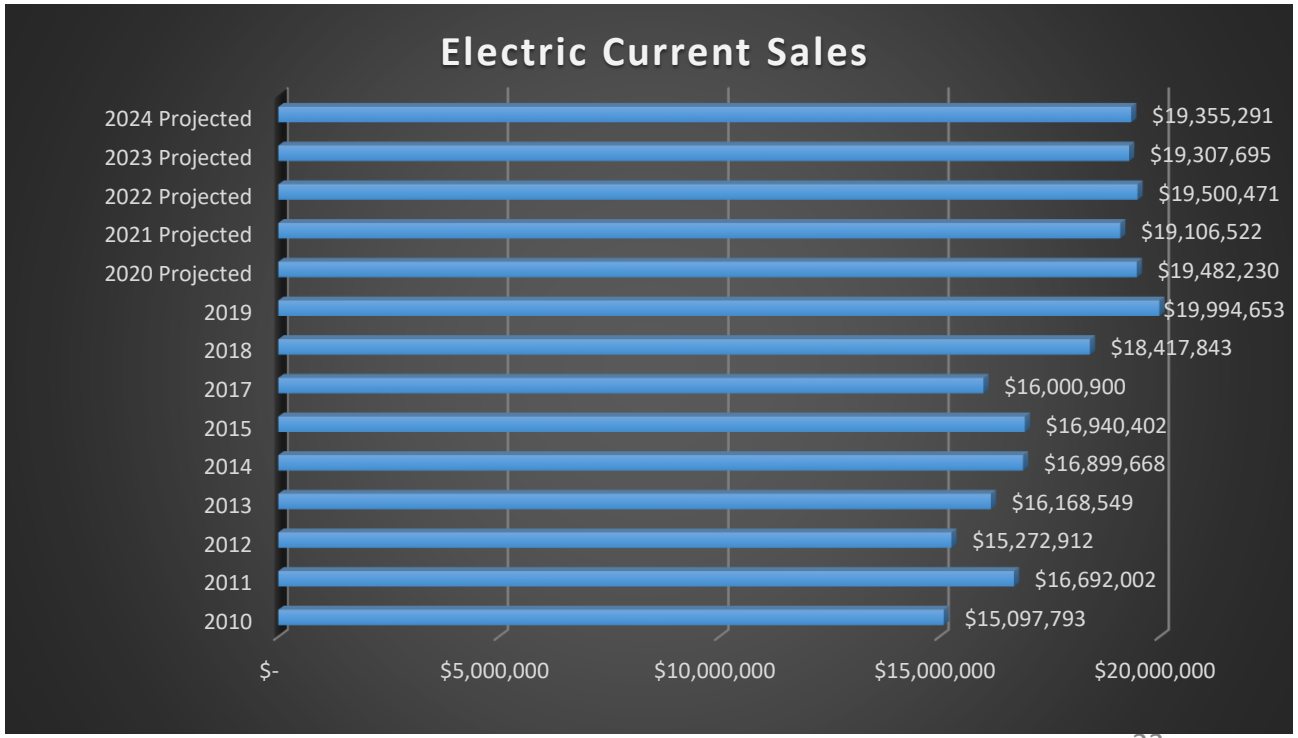


- Funding will increase once Leach Run Parkway is accepted into inventory; additional funds have not been budgeted or projected at this time
- V-DOT must accept LRP into the program by February for the Town to receive the additional funding for LRP; LRP has not been accepted by V-DOT at this time, so additional funding will not be received during FY21
- The amount of increase associated with LRP is anticipated to be between $81,000-$138,000 which is dependent on how LRP is classified
- Funds have remained level for FY19 & FY20
- Senate Finance Committee is projecting funds to remain level for FY20-FY22 based upon proposed budget for the Commonwealth
- (Subject to increase for LRP)
- Projecting 1% increase for FY23

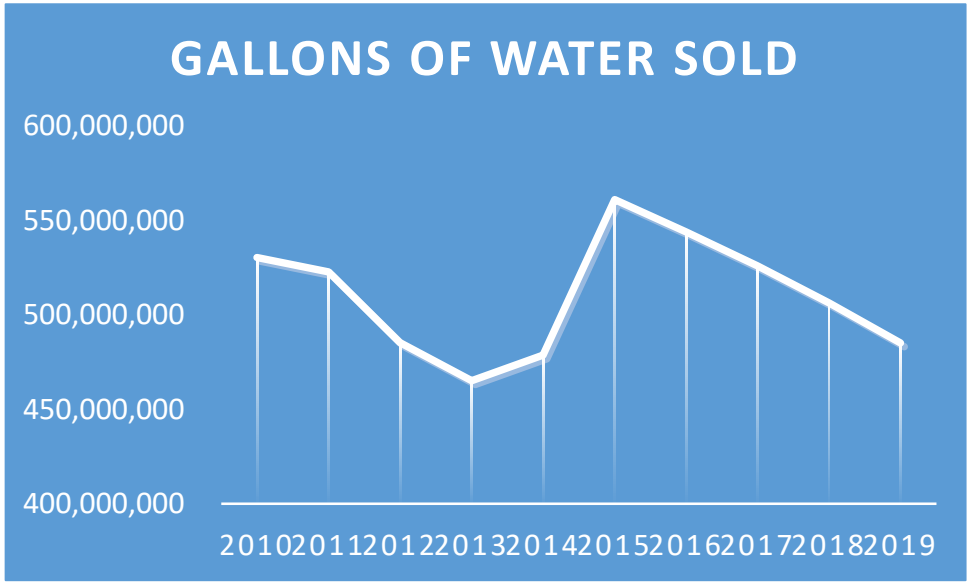
Electric Current Sales

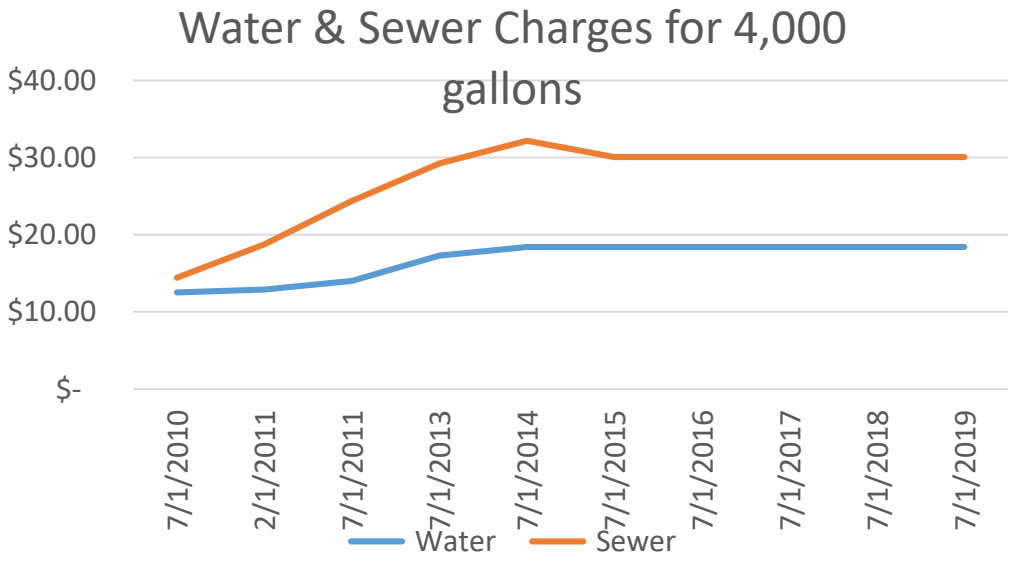
- AMP Ohio's projected sales forecast for long-term sustainability has been incorporated into the revenue forecast, as well as anticipated construction of new properties, normal weather conditions, and current electric rates
- Electric revenue directly relates to the amount/cost of electric purchased by the Town & amount used by consumers which is influenced by the weather.
- FY20 revenue from electric is currently tracking on targeted budgeted amounts
- FY2019 kilowatt hours sold was higher than the previous 10 years and possibly the highest amount the Town has ever billed.
- The Town continues to replenish Electric Fund Reserves. As of June 30, 2019 the Electric Fund Reserve was approximately $2.3 million below the 3-month reserve level.
- Purchases of electric are expected to decrease in FY21 which directly relate to sales decreasing; with an increase in FY22; decrease in FY23; and increase in FY24





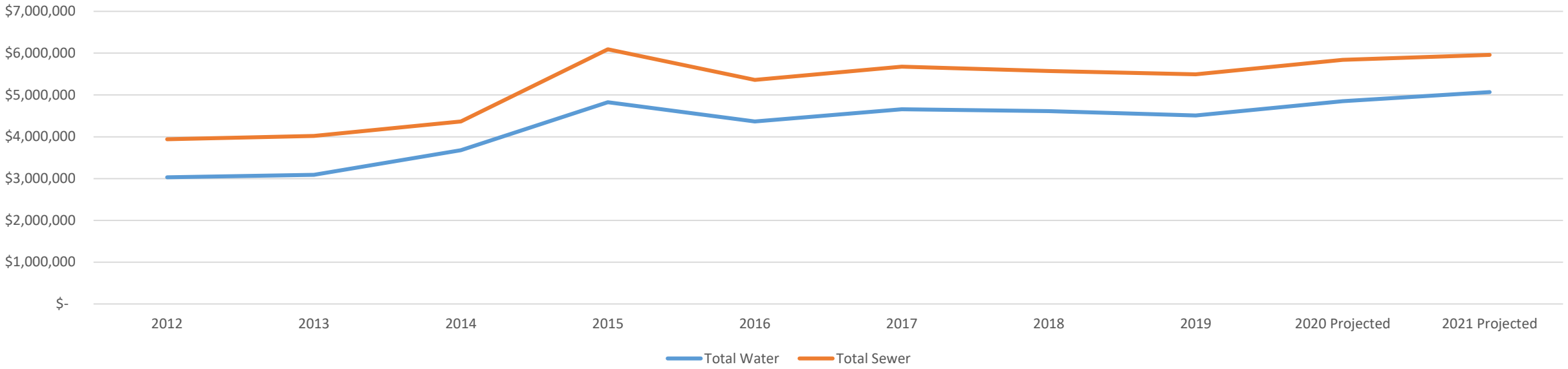
Gallons of Water Sold & Rates





- Gallons of water sold by the Town decreased from FY2015-2019
  - FY2015/2016 a heavy commercial user was doing some testing
  - Amount of rainfall during FY2019 was one of the highest on record
- Weather has an impact on water/sewer just as electric
- Rate increases were necessary due to state regulations that required updates to the water treatment plant and waste water treatment plant
- Sewer rate decrease in 2015 was due to the Town obtaining a zero interest loan for the waste water treatment plant expansion.
- The Town is in the process of having a water/sewer rate study that will incorporate rates, meter sizes, fire suppression, and connection fees. This study will ensure that the Town's rates are properly implemented and adequate to ensure funding of future projects

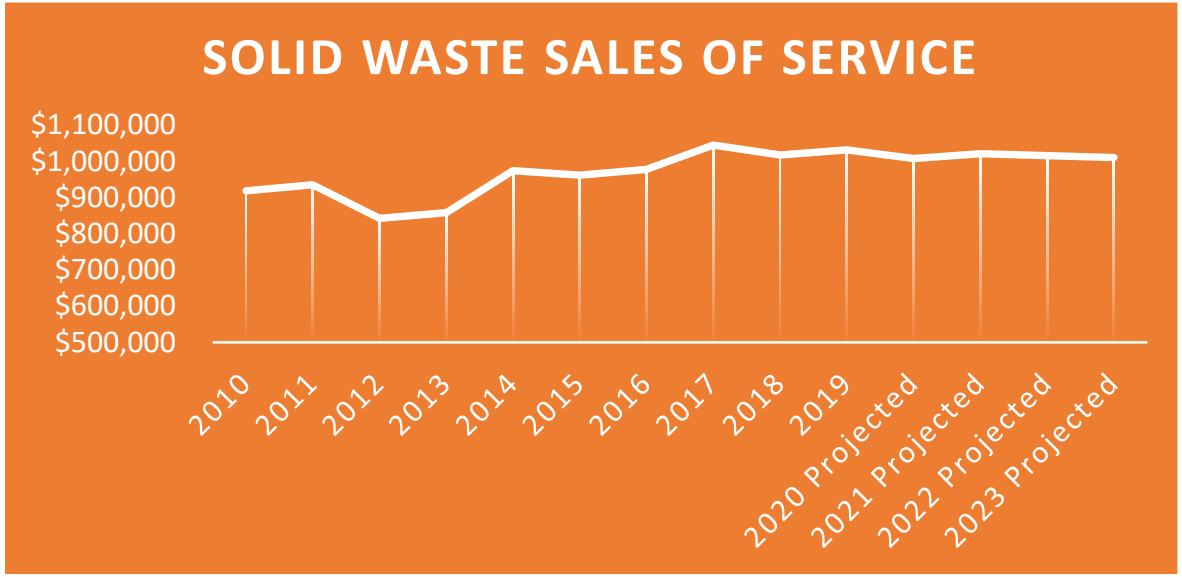
Sales of Water & Sewer



- The 2015 spike in sales of water and sewer coincide with the trend seen in gallons of water sold
- Sales of water and sewer are difficult to forecast due to the weather. Ambient temperatures play a major role for some commercial user's water consumption.
- Amount of rainfall will also impact water usage due to the necessity of watering lawn, athletic fields, and gardens; as seen during FY19 during the heavy rainfall
- Overall water sales decreased -1% and sewer sales decreased -2% from 2017 to 2018; and further decreased from 2018 to 2019; water -2% & sewer -1%
- Revenues are projected to increase due to growth in and around town and normal weather conditions
- Changes in amounts due to contractual obligations for commercial users have been taken into account for projections
- Revenues amounts for 2022 & 2023 have been inputted equal to 2021 at this time until rate study is completed

Solid Waste Sales of Service

- Rates for refuse service are flat rates based upon the type of container and/or type of service received
- The tipping fee was added in 2010
- The number of commercial refuse customers decreased from 2011-2012 causing a decrease in revenue
- Refuse rates were increased in July 2013 and July 2016
- Solid Waste Sales of Service increased in 2017 due to the rate increase
- Sales of Service decreased in 2018 due to less commercial customers than 2017
- 2019 revenues remain fairly level due to commercial services remaining stable
- 2021 is projected to remain level
- 2022-2023 are projected to decrease slightly each year due to a decrease in commercial service customers



Summary of Revenue Forecast FY20-23

Fund	Account	% of FY20 Budget	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Projected 2020	Projected 2021	Projected 2022	Projected 2023
General	Real Estate Tax	3.4%	$ 1,210,089	$ 1,219,030	$ 1,453,565	$ 1,454,283	$ 1,514,842	$ 1,557,900	$ 1,558,662	$ 1,744,971	$ 1,759,725	**$ 1,773,048**	$ 1,783,232	$ 1,796,756
General	Personal Property Tax	0.8%	$ 281,910	$ 276,426	$ 249,103	$ 248,066	$ 232,548	$ 265,882	$ 281,385	$ 307,415	$ 310,872	**$ 314,356**	$ 323,050	$ 331,808
General	Auto Decals	0.8%	$ 350,500	$ 354,605	$ 359,359	$ 362,923	$ 369,032	$ 365,261	$ 375,976	$ 377,554	$ 381,029	**$ 385,379**	$ 388,709	$ 392,039
General	Personal Property Tax Relief	0.6%	$ 287,000	$ 287,000	$ 287,000	$ 287,000	$ 287,000	$ 287,000	$ 287,000	$ 287,000	$ 287,000	**$ 287,000**	$ 287,000	$ 287,000
General	B.P.O.L.	1.6%	$ 610,295	$ 648,407	$ 665,177	$ 676,364	$ 788,453	$ 726,367	$ 711,285	$ 745,413	$ 730,775	**$ 762,103**	$ 772,011	$ 792,047
General	PILOT (Warren County)	0.5%						$ 113,937	$ 232,563	$ 238,479	$ 258,953	**$ 266,204**	$ 273,657	$ 281,320
General	Bank Stock Tax	0.5%	$ 235,301	$ 192,936	$ 214,502	$ 242,410	$ 214,201	$ 237,415	$ 321,606	$ 319,706	$ 290,000	**$ 292,900**	$ 295,829	$ 298,787
General	State Aid - Police Dept	0.8%	$ 338,352	$ 338,352	$ 338,252	$ 338,352	$ 338,352	$ 349,248	$ 349,248	$ 362,168	$ 376,296	**$ 376,296**	$ 376,296	$ 387,585
Streets	Street Construction (V-DOT)	4.3%	$ 1,628,936	$ 1,660,012	$ 1,708,888	$ 1,755,864	$ 1,826,072	$ 1,882,720	$ 1,914,208	$ 1,971,368	$ 1,971,368	**$ 1,971,378**	$ 1,971,378	$ 1,991,092
General	Sales Tax - Warren County	2.0%	$ 730,391	$ 1,402,458	$ 948,728	$ 852,134	$ 794,164	$ 930,123	$ 905,904	$ 950,020	$ 1,002,271	**$ 1,032,340**	$ 1,063,310	$ 1,095,209
General	Lodging Tax	0.7%	$ 285,244	$ 291,536	$ 336,088	$ 304,883	$ 315,910	$ 322,298	$ 319,911	$ 316,170	$ 308,970	**$ 316,000**	$ 316,000	$ 316,000
General	Meals Tax	3.6%	$ 1,262,197	$ 1,356,813	$ 1,414,207	$ 1,447,956	$ 1,536,311	$ 1,603,879	$ 1,676,579	$ 1,755,650	$ 1,860,989	**$ 1,935,429**	$ 1,987,685	$ 2,041,353
General	PILOT - Utility Bills	0.9%	$ 372,920	$ 401,492	$ 407,661	$ 389,041	$ 403,582	$ 402,921	$ 419,217	$ 492,392	$ 514,088	**$ 528,482**	$ 543,280	$ 558,491
General	Communication Tax	0.3%	$ 156,957	$ 176,398	$ 169,927	$ 170,799	$ 165,738	$ 160,990	$ 159,020	$ 145,928	$ 140,821	**$ 135,892**	$ 131,136	$ 126,546
General	Town Fines	0.4%	$ 196,549	$ 173,881	$ 133,259	$ 171,585	$ 158,298	$ 143,839	$ 234,557	$ 276,177	$ 190,000	**$ 180,000**	$ 180,000	$ 180,000
General	Visitor Center Income	0.04%	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	**$ 30,000**	$ 30,000	$ 30,000
Electric	Electric Current Sales	42.3%	$ 15,272,912	$ 16,168,549	$ 16,899,668	$ 16,940,402	$ 16,258,551	$ 16,000,900	$ 18,417,843	$ 19,461,140	$ 19,475,789	**$ 19,493,909**	$ 19,511,933	$ 19,530,053
Water	Water Sales	10.1%	$ 3,031,057	$ 3,088,122	$ 3,679,469	$ 4,826,349	$ 4,364,847	$ 4,656,307	$ 4,613,203	$ 4,508,738	$ 4,851,215	**$ 5,068,308**	$ 5,215,397	$ 5,362,487
Sewer	Sewer Sales	11.9%	$ 3,938,478	$ 4,020,620	$ 4,364,534	$ 6,094,967	$ 5,360,723	$ 5,675,883	$ 5,572,385	$ 5,492,575	$ 5,838,960	**$ 5,958,152**	$ 6,033,882	$ 6,109,612
Refuse	Solid Waste Sale of Service	2.2%	$ 842,809	$ 858,448	$ 974,054	$ 961,938	$ 977,831	$ 1,045,382	$ 1,018,002	$ 1,032,009	$ 1,007,800	**$ 1,021,422**	$ 1,016,088	$ 1,010,754
		87.9%	$ 31,061,897	$ 32,945,085	$ 34,633,441	$ 37,555,316	$ 35,936,455	$ 36,758,253	$ 39,398,554	$ 40,814,872	$ 41,586,920	**$ 42,128,597**	$ 42,499,871	$ 42,918,938

Total General Fund	$ 6,347,705	$ 7,149,334	$ 7,006,828	$ 6,975,796	$ 7,148,430	$ 7,497,061	$ 7,862,913	$ 8,349,043	$ 8,441,788	$ 8,615,428	$ 8,751,193	$ 8,914,941
Increase/Decrease % from Prior Year	3.00%	12.63%	-1.99%	-0.44%	2.47%	4.88%	4.88%	6.18%	1.11%	2.06%	1.58%	1.87%
Total Street Fund	$ 1,628,936	$ 1,660,012	$ 1,708,888	$ 1,755,864	$ 1,826,072	$ 1,882,720	$ 1,914,208	$ 1,971,368	$ 1,971,368	$ 1,971,378	$ 1,971,378	$ 1,991,092
Increase/Decrease % from Prior Year	3.71%	1.91%	2.94%	2.75%	4.00%	3.10%	1.67%	2.99%	0.00%	0.00%	0.00%	1.00%
Total Electric Fund	$ 15,272,912	$ 16,168,549	$ 16,899,668	$ 16,940,402	$ 16,258,551	$ 16,000,900	$ 18,417,843	$ 19,461,140	$ 19,475,789	$ 19,493,909	$ 19,511,933	$ 19,530,053
Increase/Decrease % from Prior Year	-8.50%	5.86%	4.52%	0.24%	-4.03%	-1.58%	15.11%	5.66%	0.08%	0.09%	0.09%	0.09%
Total Water Fund	$ 3,031,057	$ 3,088,122	$ 3,679,469	$ 4,826,349	$ 4,364,847	$ 4,656,307	$ 4,613,203	$ 4,508,738	$ 4,851,215	$ 5,068,308	$ 5,215,397	$ 5,362,487
Increase/Decrease % from Prior Year	-4.81%	1.88%	19.15%	31.17%	-9.56%	6.68%	-0.93%	-2.26%	7.60%	4.48%	2.90%	2.82%
Total Sewer Fund	$ 3,938,478	$ 4,020,620	$ 4,364,534	$ 6,094,967	$ 5,360,723	$ 5,675,883	$ 5,572,385	$ 5,492,575	$ 5,838,960	$ 5,958,152	$ 6,033,882	$ 6,109,612
Increase/Decrease % from Prior Year	21.02%	2.09%	8.55%	39.65%	-12.05%	5.88%	-1.82%	-1.43%	6.31%	2.04%	1.27%	1.26%
Total Refuse Fund	$ 842,809	$ 858,448	$ 974,054	$ 961,938	$ 977,831	$ 1,045,382	$ 1,018,002	$ 1,032,009	$ 1,007,800	$ 1,021,422	$ 1,016,088	$ 1,010,754
Increase/Decrease % from Prior Year	-9.90%	1.86%	13.47%	-1.24%	1.65%	6.91%	-2.62%	1.38%	-2.35%	1.35%	-0.52%	-0.52%
TOTAL	$ 31,061,897	$ 32,945,085	$ 34,633,441	$ 37,555,316	$ 35,936,455	$ 36,758,253	$ 39,398,554	$ 40,814,872	$ 41,586,920	$ 42,128,597	$ 42,499,871	$ 42,918,938
Increase/Decrease % from Prior Year	-2.32%	6.06%	5.12%	8.44%	-4.31%	2.29%	7.18%	3.59%	1.89%	1.30%	0.88%	0.99%

Questions or Comments?