



TOWN COUNCIL WORK SESSION
TUESDAY, January 2, 2018 @ 7:00pm
Town Hall Council Chambers

TOWN/STAFF RELATED ITEMS

1. Presentation from People Inc. on New Market Tax Credit (*30 minutes*)
 - Continued Discussion of Fixed Term Financing Option for new Police Department
2. Continued Discussion of FRLP Proffer Revision Request (*15 minutes*) – *Director of Planning/ Zoning*
3. Continued Discussion of IT Federal Pumping Station (*15 minutes*) – *Director of Planning/ Zoning*
4. FY19 Budgetary Items Overview (*20 minutes*) – *Director of Finance*

COUNCIL/MAYOR RELATED ITEMS:

5. Board of Zoning Appeals Nomination
6. Liaison Committee Meeting Items for January 18
 - Relocation of Virginia Inspection Sticker and Motor Vehicle Decals
7. Continued Discussion of Property Maintenance Code Amendments and Establishment of a Rental Inspection District
8. Council Discussion/Goals (*time permitting*)
9. CLOSED MEETING – UFAC Vacancy and Compensation Study

Motions to Go Into Closed Meeting

I move that Town Council go into closed meeting for the following reasons: **1)** Discussion, and consideration resignation of a specific public appointees, namely, a member of the Urban Forestry Advisory Council and potentially the appointment or interviews of prospective candidates for appointment to said body, pursuant to Section 2.2-3711.A.1 of the Code of Virginia; and **2)** With respect to discussion of a preliminary draft of the Town employee compensation study prepared by the Town's consultants, Paypoint HR, exclusively for viewing by and the discussion with Town Council and certain Town staff in closed meeting with respect to specific Town employees: **(A)** Discussion and consideration of the assignment, appointment, promotion, or performance of specific appointees or employees of the Town, pursuant to Section 2.2-3711.A.1 of the Code of Virginia; **(B)** Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected, pursuant to Section 2.2-3711. A. 6. of the Code of Virginia; **(C)** Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, pursuant to Section 2.2-3711. A. 8. 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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Work Session Agenda Form

Item # 1

DATE: January 2, 2018

AGENDA ITEM: Continued Discussion of Funding for Construction of the Police Dept.

SUMMARY: The Warren County Economic Development Authority (EDA) and People's Inc will be present to answer questions related to the New Market Tax Credit (N.M.T.C.)

If the Town proceeds with the N.M.T.C. program the Town will be required to refinance the remaining balance after paying interest only for a period of (7) seven years after the project has been completed. If the Town is able to obtain the 30% credit from the N.M.T.C. program and the fixed term interest rate remains under 4.8% for 30 years the N.M.T.C. would be beneficial to the Town when compared to the current option of 2.65% for 30 years. Some of the variables involved in the N.M.T.C. program are the terms that will be available for financing in 7+ years and the future of the program.

The Town is also being offered a 30-year fixed term loan with an interest rate of 2.65%.

Information is attached for several funding scenarios for the New Market Tax Credit Program and the 30-year fixed term financing.

Council is requested to provide staff with direction on proceeding with the New Market Tax Credit Program and/or the 30-year fixed term loan.

Council's previous discussions on this item were held in Work Session November 6, November 20 and December 4, 2017.

BUDGET/FUNDING: Scenarios have been provided for reference

STAFF RECOMMENDATION: Proceed with the fixed term financing



TOWN OF FRONT ROYAL

DEPARTMENT OF FINANCE

102 E. MAIN STREET

P.O. BOX 1560

B.J. Wilson
Director of Finance
bwilson@frontroyalva.com

(540) 635-7799
(540) 635-2298 fax

DATE: November 21, 2017

TO: FRONT ROYAL MAYOR & TOWN COUNCIL
CC: JOE WALTZ

FROM: B. J. WILSON, DIRECTOR OF FINANCE

RE: NEW MARKET TAX CREDIT PROGRAM VS 30 YEAR FIXED TERM

Town Council requested some comparisons for the New Market Tax Credit Program & the option of a 30-year fixed term loan.

The refinancing of Leach Run Parkway has been removed from the New Market Tax Credit Program figures in order to provide a true apples to apples comparison. These scenarios take into account the \$11 million for the construction of the Police Department & the \$5.5 million for Happy Creek Phase II.

The scenarios all assume a 30 year term will be available when the Town is required to refinance the remaining debt from the New Market Tax Credit Program. The scenarios also include interest only payments on the \$16.5 million, for a period of 9 years in the New Market Tax Credit Program. Under the New Market Tax Credit Program, the Town is required to pay interest only for a period of 7 years after all projects have been completed. This is assuming that all projects will be complete within a period of 2 years. Additional interest expense would be incurred if the projects were not completed within 2 years. These scenarios also assume that the Town will then be refinancing a debt of \$11.55 million (70% of the original \$16.5 million) once the NMTC program has ended.

Using scenario #1 from the information provided at the November 20, 2017 work session for the 30-year fixed term rate at 2.65% the total expense incurred by the Town would be \$24,415,550 and is estimated to require a total real estate tax increase of \$0.025 per \$100. This scenario has been used as a basis to provide additional scenarios for the funding for the NMTC Program

Scenario #1 Provided at Council Work Session on Nov 20, 2017

The General Fund owes the Electric Fund \$600,000 (excluding the FY18 payment budgeted) for the repayment of the loan of the Town Hall Building. Council could elect to take money out of the general fund surplus funds to payback the electric fund; thus freeing up an additional \$150,000 in the annual budget that could be allocated toward the construction of the Police Department and/or Happy Creek Phase II. Based on current assessments/rates, the real estate tax rate would likely need to increase \$0.01 in April 2018, an additional \$0.01 in April 2019, and an additional \$0.005 in April 2020. The Town could begin paying interest & principal on the Police Department immediately. The Town would likely need to pay interest only for two years (totaling about \$290,000) on the debt service for the \$5.5 million with this option.

Comparison Scenario A

Assumes that term and interest rate currently being offered to the Town of 30 year/**2.65%** will be available when the Town is required to refinance the remaining \$11.55 million of the NMTC Program. The estimated real estate tax increase would be \$0.0025 per \$100 in April 2027 and the Town would recognize a **net benefit in expenses of \$5.3 million dollars** when compared to financing the full \$16.5 million with a fixed term rate of 2.65%.

Comparison Scenario B

Assumes that term and interest rate will increase 1% to be a 30 year/**3.65%** when the Town is required to refinance the remaining \$11.55 million of the NMTC Program. The estimated real estate tax increase would be \$0.01 per \$100 in April 2027 and the Town would recognize a **net benefit in expenses of \$2.99 million dollars** when compared to financing the full \$16.5 million with a fixed term rate of 2.65%.

Comparison Scenario C

Assumes that term and interest rate will increase 2% to be a 30 year/**4.65%** when the Town is required to refinance the remaining \$11.55 million of the NMTC Program. The estimated real estate tax increase would be \$0.01 per \$100 in April 2027 and the Town would recognize a **net benefit in expenses of \$538,970 million dollars** when compared to financing the full \$16.5 million with a fixed term rate of 2.65%.

Comparison Scenario D

Assumes that term and interest rate will increase 3% to be a 30 year/**5.65%** when the Town is required to refinance the remaining \$11.55 million of the NMTC Program. The estimated real estate tax increase would be \$0.03 per \$100 in April 2027 and the NMTC Program will have cost the Town more than if the Town had financed the full \$16.5 million. The **additional expense of \$2 million** would be incurred when compared to financing the full \$16.5 million with a fixed rate term of 2.65%.

If the Town were able to obtain a 30-year fixed term rate once the NMTC program has ended, the Town would recognize an overall benefit in total expense if the interest rate remains under 4.8% annually. The current interest rate being offered to the Town is 2.65%. If the interest rate were to increase more than 2.15% over the next 7-9 years, the NMTC program would not be beneficial to the Town based on a 30-year term.

SCENARIO #1 (PROVIDED AT 11/20/17 WORK SESSION)

-Use the General Fund Balance to payoff the internal loan to the Electric Fund, which frees up \$150,000 in General Fund budgeting that can be allocated to the 30 year fixed term loan.

-Real Estate Tax Increase April 2018 of \$.01 per \$100

-Real Estate Tax Increase April 2019 of \$.01 per \$100

-Real Estate Tax Increase April 2020 of \$0.005 per \$100

- Incorporate funding that was used for paying debt service to the EDA beginning in FY2023

-Interest Only on the \$5.5 million for other project would be paid for FY19 & FY20

Total R/E Tax Increase	\$0.025 per \$100
Total Debt Repayment	\$24,415,550
Year Ending	FY2050

	30 YEAR FIXED TERM			CURRENT DEBT SERVICE			FUNDING							
	Police HQ Estimated Full Debt Service on \$11 Million (2.65% for 30 Years)	Full Debt Service on \$5.5 Million (2.65% for 30 Years)	TOTAL	Repayment of Loan for Town Hall Building Ending 2022	Debt Service Paid to the EDA Ending 2021	Debt Service WC LRP Ending 2035	Police Dept HQ R/E Tax Allocation Based on FY18 Rates	Funding Previously Used to Repay Debt to Electric Fund	April 2018 \$0.01 R/E Increase	April 2019 \$0.01 R/E Increase	April 2020 \$0.005 R/E Increase	Funding From EDA Debt Service That Ended FY2021	TOTAL	
			DEBT SERVICE										FUNDING	
FY2018	\$268,063		\$268,063	\$150,000	\$141,390	\$148,790	\$ 242,500		\$ 105,000				\$ 347,500	
FY2019	\$536,125	\$145,000**Interest Only	\$681,125	\$150,000	\$141,390	\$148,790	\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000			\$ 602,500	
FY2020	\$536,125	\$145,000**Interest Only	\$681,125	\$150,000	\$141,390	\$148,790	\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500		\$ 655,000	
FY2021	\$536,125	\$268,060	\$804,185	\$150,000	\$141,390	\$148,790	\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500		\$ 655,000	
FY2022	\$536,125	\$268,060	\$804,185	\$150,000		\$148,790	\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
FY2023	\$536,125	\$268,060	\$804,185	\$242,500	\$150,000	\$148,790	\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
FY2024	\$536,125	\$268,060	\$804,185	\$242,500	\$150,000	\$148,790	\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
FY2025	\$536,125	\$268,060	\$804,185	\$242,500	\$150,000	\$148,790	\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
FY2026	\$536,125	\$268,060	\$804,185	\$242,500	\$150,000	\$148,790	\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
FY2027	\$536,125	\$268,060	\$804,185	\$242,500	\$150,000	\$148,790	\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
FY2028	\$536,125	\$268,060	\$804,185	\$242,500	\$150,000	\$148,790	\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
FY2029	\$536,125	\$268,060	\$804,185	\$242,500	\$150,000	\$148,790	\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
FY2030	\$536,125	\$268,060	\$804,185	\$242,500	\$150,000	\$148,790	\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
FY2031	\$536,125	\$268,060	\$804,185	\$242,500	\$150,000	\$148,790	\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
FY2032	\$536,125	\$268,060	\$804,185	\$242,500	\$150,000	\$148,790	\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
FY2033	\$536,125	\$268,060	\$804,185	\$242,500	\$150,000	\$148,790	\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
FY2034	\$536,125	\$268,060	\$804,185	\$242,500	\$150,000	\$148,790	\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
FY2035	\$536,125	\$268,060	\$804,185	\$242,500	\$150,000	\$148,790	\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
FY2036	\$536,125	\$268,060	\$804,185	\$242,500	\$150,000		\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
FY2037	\$536,125	\$268,060	\$804,185	\$242,500	\$150,000		\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
FY2038	\$536,125	\$268,060	\$804,185	\$242,500	\$150,000		\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
FY2039	\$536,125	\$268,060	\$804,185	\$242,500	\$150,000		\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
FY2040	\$536,125	\$268,060	\$804,185	\$242,500	\$150,000		\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
FY2041	\$536,125	\$268,060	\$804,185	\$242,500	\$150,000		\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
FY2042	\$536,125	\$268,060	\$804,185	\$242,500	\$150,000		\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
FY2043	\$536,125	\$268,060	\$804,185	\$242,500	\$150,000		\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
FY2044	\$536,125	\$268,060	\$804,185	\$242,500	\$150,000		\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
FY2045	\$536,125	\$268,060	\$804,185	\$242,500	\$150,000		\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
FY2046	\$536,125	\$268,060	\$804,185	\$242,500	\$150,000		\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
FY2047	\$536,125	\$268,060	\$804,185	\$242,500	\$150,000		\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
FY2048	\$268,062	\$268,060	\$536,122	\$242,500	\$150,000		\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
FY2049		\$268,060	\$268,060	\$242,500	\$150,000		\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
FY2050		\$268,060	\$268,060				\$ 242,500	\$ 150,000	\$ 105,000	\$ 105,000	\$ 52,500	\$ 141,390	\$ 796,390	
TOTAL	\$16,083,750	\$8,331,800	\$24,415,550											

COMPARISON SCENARIO #A

- Only the \$11 million for the construction of the Police Department & \$5.5 million for Happy Creek Phase II have been included for comparison purposes. Refinancing of Leach Run Parkway has not been included to allow for a better comparison.
- Allowing for interest payments for a period of 9 years, the Town must pay interest only for 7 years upon completion of the projects, this scenario allows for project completion in 2 years.
- Use the General Fund Balance to payoff the internal loan to the Electric Fund, which frees up \$150,000 in General Fund budgeting that can be allocated to the project.
- Incorporate funding that was used for paying debt service to the EDA beginning in FY2023
- Real estate tax increase in April 2027 of \$0.0025 per \$100
- Based on assumption that the Town would be able to obtain financing for 30 years at a 2.65% interest rate in FY2027

	New Market Tax Credit Program			CURRENT DEBT SERVICE			FUNDING					
	Interest Only for \$16.5 Million 1.5 % Interest Rate	70% of \$16.5 million = \$11.55 million Financing of \$11.55 million for 30 Years at 2.65% interest rate	TOTAL DEBT SERVICE	Repayment of Loan for Town Hall Building Ending 2022	Debt Service Paid to the EDA Ending 2021	Debt Service WC LRP Ending 2035	Police Dept HQ R/E Tax Allocation Based on FY18 Rates	Funding Previously Used to Repay Debt to Electric Fund	Funding From EDA Debt Service That Ended FY2021	April 2027 \$0.0025 R/E Increase	TOTAL FUNDING	
FY2018	\$247,500		\$247,500	\$150,000	\$141,390	\$148,790	\$ 242,500				\$ 242,500	
FY2019	\$247,500		\$247,500	\$150,000	\$141,390	\$148,790	\$ 242,500	\$ 150,000			\$ 392,500	
FY2020	\$247,500		\$247,500	\$150,000	\$141,390	\$148,790	\$ 242,500	\$ 150,000			\$ 392,500	
FY2021	\$247,500		\$247,500	\$150,000	\$141,390	\$148,790	\$ 242,500	\$ 150,000			\$ 392,500	
FY2022	\$247,500		\$247,500	\$150,000		\$148,790	\$ 242,500	\$ 150,000	\$ 141,390		\$ 533,890	
FY2023	\$247,500		\$247,500			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ -	\$ 533,890	
FY2024	\$247,500		\$247,500			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ -	\$ 533,890	
FY2025	\$247,500		\$247,500			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ -	\$ 533,890	
FY2026	\$247,500		\$247,500			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ -	\$ 533,890	
FY2027		\$562,930	\$562,930			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2028		\$562,930	\$562,930			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2029		\$562,930	\$562,930			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2030		\$562,930	\$562,930			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2031		\$562,930	\$562,930			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2032		\$562,930	\$562,930			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2033		\$562,930	\$562,930			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2034		\$562,930	\$562,930			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2035		\$562,930	\$562,930			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2036		\$562,930	\$562,930				\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2037		\$562,930	\$562,930				\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2038		\$562,930	\$562,930				\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2039		\$562,930	\$562,930				\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2040		\$562,930	\$562,930				\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2041		\$562,930	\$562,930				\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2042		\$562,930	\$562,930				\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2043		\$562,930	\$562,930				\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2044		\$562,930	\$562,930				\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2045		\$562,930	\$562,930				\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2046		\$562,930	\$562,930				\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2047		\$562,930	\$562,930				\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2048		\$562,930	\$562,930				\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2049		\$562,930	\$562,930				\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2050		\$562,930	\$562,930				\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2051		\$562,930	\$562,930				\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2052		\$562,930	\$562,930				\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2053		\$562,930	\$562,930				\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2054		\$562,930	\$562,930				\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2055		\$562,930	\$562,930				\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
FY2056		\$562,930	\$562,930				\$ 242,500	\$ 150,000	\$ 141,390	\$ 26,250	\$ 560,140	
TOTAL	\$2,227,500	\$16,887,900	\$19,115,400									

COMPARISON SCENARIO #B

- Only the \$11 million for the construction of the Police Department & \$5.5 million for Happy Creek Phase II have been included for comparison purposes. Refinancing of Leach Run Parkway has not been included to allow for a better comparison.
- Allowing for interest payments for a period of 9 years, the Town must pay interest only for 7 years upon completion of the projects, this scenario allows for project completion in 2 years.
- Use the General Fund Balance to payoff the internal loan to the Electric Fund, which frees up \$150,000 in General Fund budgeting that can be allocated to the project.
- Incorporate funding that was used for paying debt service to the EDA beginning in FY2023
- Real estate tax increase in April 2027 of \$0.01 per \$100
- Based on assumption that the Town would be able to obtain financing for 30 years at a 3.65% interest rate in FY2027

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	New Market Tax Credit Program			CURRENT DEBT SERVICE			FUNDING					
	Interest Only for \$16.5 Million 1.5 % Interest Rate	70% of \$16.5 million = \$11.55 million Financing of \$11.55 million for 30 Years at 3.65% interest rate	TOTAL DEBT SERVICE	Repayment of Loan for Town Hall Building Ending 2022	Debt Service Paid to the EDA Ending 2021	Debt Service WC LRP Ending 2035	Police Dept HQ R/E Tax Allocation Based on FY18 Rates	Funding Previously Used to Repay Debt to Electric Fund	Funding From EDA Debt Service That Ended FY2021	April 2027 \$0.01 R/E Increase	TOTAL FUNDING	
FY2018	\$247,500		\$247,500	\$150,000	\$141,390	\$148,790	\$ 242,500				\$ 242,500	
FY2019	\$247,500		\$247,500	\$150,000	\$141,390	\$148,790	\$ 242,500	\$ 150,000			\$ 392,500	
FY2020	\$247,500		\$247,500	\$150,000	\$141,390	\$148,790	\$ 242,500	\$ 150,000			\$ 392,500	
FY2021	\$247,500		\$247,500	\$150,000	\$141,390	\$148,790	\$ 242,500	\$ 150,000			\$ 392,500	
FY2022	\$247,500		\$247,500	\$150,000		\$148,790	\$ 242,500	\$ 150,000	\$ 141,390		\$ 533,890	
FY2023	\$247,500		\$247,500			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ -	\$ 533,890	
FY2024	\$247,500		\$247,500			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ -	\$ 533,890	
FY2025	\$247,500		\$247,500			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ -	\$ 533,890	
FY2026	\$247,500		\$247,500			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ -	\$ 533,890	
FY2027		\$639,846	\$639,846			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2028		\$639,846	\$639,846			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2029		\$639,846	\$639,846			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2030		\$639,846	\$639,846			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2031		\$639,846	\$639,846			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2032		\$639,846	\$639,846			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2033		\$639,846	\$639,846			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2034		\$639,846	\$639,846			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2035		\$639,846	\$639,846			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2036		\$639,846	\$639,846				\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2037		\$639,846	\$639,846				\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2038		\$639,846	\$639,846				\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2039		\$639,846	\$639,846				\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2040		\$639,846	\$639,846				\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2041		\$639,846	\$639,846				\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2042		\$639,846	\$639,846				\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2043		\$639,846	\$639,846				\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2044		\$639,846	\$639,846				\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2045		\$639,846	\$639,846				\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2046		\$639,846	\$639,846				\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2047		\$639,846	\$639,846				\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2048		\$639,846	\$639,846				\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2049		\$639,846	\$639,846				\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2050		\$639,846	\$639,846				\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2051		\$639,846	\$639,846				\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2052		\$639,846	\$639,846				\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2053		\$639,846	\$639,846				\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2054		\$639,846	\$639,846				\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2055		\$639,846	\$639,846				\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
FY2056		\$639,846	\$639,846				\$ 242,500	\$ 150,000	\$ 141,390	\$ 105,000	\$ 638,890	
TOTAL	\$2,227,500	\$19,195,380	\$21,422,880									

COMPARISON SCENARIO #C

-Only the \$11 million for the construction of the Police Department & \$5.5 million for Happy Creek Phase II have been included for comparison purposes. Refinancing of Leach Run Parkway has not been included to allow for a better comparison.

-Allowing for interest payments for a period of 9 years, the Town must pay interest only for 7 years upon completion of the projects, this scenario allows for project completion in 2 years.

- Use the General Fund Balance to payoff the internal loan to the Electric Fund, which frees up \$150,000 in General Fund budgeting that can be allocated to the project.

- Incorporate funding that was used for paying debt service to the EDA beginning in FY2023

-Real estate tax increase in April 2027 of \$0.02 per \$100 (or real estate taxes could be increased over a number of years leading up to April 2027)

-Based on assumption that the Town would be able to obtain financing for 30 years at a 4.65% interest rate in FY2027

	New Market Tax Credit Program			CURRENT DEBT SERVICE			FUNDING					
	Interest Only for \$16.5 Million 1.5 % Interest Rate	70% of \$16.5 million = \$11.55 million Financing of \$11.55 million for 30 Years at 4.65% interest rate	TOTAL DEBT SERVICE	Repayment of Loan for Town Hall Building Ending 2022	Debt Service Paid to the EDA Ending 2021	Debt Service WC LRP Ending 2035	Police Dept HQ	Funding Previously	Funding From	April 2027	TOTAL	
							R/E Tax Allocation Based on FY18 Rates	Used to Repay Debt to Electric Fund	EDA Debt Service That Ended FY2021	\$0.02 R/E Increase	FUNDING	
FY2018	\$247,500		\$247,500	\$150,000	\$141,390	\$148,790	\$ 242,500					\$ 242,500
FY2019	\$247,500		\$247,500	\$150,000	\$141,390	\$148,790	\$ 242,500	\$ 150,000				\$ 392,500
FY2020	\$247,500		\$247,500	\$150,000	\$141,390	\$148,790	\$ 242,500	\$ 150,000				\$ 392,500
FY2021	\$247,500		\$247,500	\$150,000	\$141,390	\$148,790	\$ 242,500	\$ 150,000				\$ 392,500
FY2022	\$247,500		\$247,500	\$150,000		\$148,790	\$ 242,500	\$ 150,000	\$ 141,390			\$ 533,890
FY2023	\$247,500		\$247,500			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ -		\$ 533,890
FY2024	\$247,500		\$247,500			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ -		\$ 533,890
FY2025	\$247,500		\$247,500			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ -		\$ 533,890
FY2026	\$247,500		\$247,500			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ -		\$ 533,890
FY2027		\$721,636	\$721,636			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2028		\$721,636	\$721,636			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2029		\$721,636	\$721,636			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2030		\$721,636	\$721,636			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2031		\$721,636	\$721,636			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2032		\$721,636	\$721,636			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2033		\$721,636	\$721,636			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2034		\$721,636	\$721,636			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2035		\$721,636	\$721,636			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2036		\$721,636	\$721,636				\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2037		\$721,636	\$721,636				\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2038		\$721,636	\$721,636				\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2039		\$721,636	\$721,636				\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2040		\$721,636	\$721,636				\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2041		\$721,636	\$721,636				\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2042		\$721,636	\$721,636				\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2043		\$721,636	\$721,636				\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2044		\$721,636	\$721,636				\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2045		\$721,636	\$721,636				\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2046		\$721,636	\$721,636				\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2047		\$721,636	\$721,636				\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2048		\$721,636	\$721,636				\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2049		\$721,636	\$721,636				\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2050		\$721,636	\$721,636				\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2051		\$721,636	\$721,636				\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2052		\$721,636	\$721,636				\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2053		\$721,636	\$721,636				\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2054		\$721,636	\$721,636				\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2055		\$721,636	\$721,636				\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
FY2056		\$721,636	\$721,636				\$ 242,500	\$ 150,000	\$ 141,390	\$ 210,000		\$ 743,890
TOTAL	\$2,227,500	\$21,649,080	\$23,876,580									

COMPARISON SCENARIO #D

- Only the \$11 million for the construction of the Police Department & \$5.5 million for Happy Creek Phase II have been included for comparison purposes. Refinancing of Leach Run Parkway has not been included to allow for a better comparison.
- Allowing for interest payments for a period of 9 years, the Town must pay interest only for 7 years upon completion of the projects, this scenario allows for project completion in 2 years.
- Use the General Fund Balance to payoff the internal loan to the Electric Fund, which frees up \$150,000 in General Fund budgeting that can be allocated to the project.
- Incorporate funding that was used for paying debt service to the EDA beginning in FY2023
- Real estate tax increase in April 2027 of \$0.03 per \$100 (or real estate taxes could be increased over a number of years leading up to April 2027)
- Based on assumption that the Town would be able to obtain financing for 30 years at a 5.65% interest rate in FY2027

	New Market Tax Credit Program			CURRENT DEBT SERVICE			FUNDING					
	Interest Only for \$16.5 Million 1.5 % Interest Rate	70% of \$16.5 million = \$11.55 million Financing of \$11.55 million for 30 Years at 5.65% interest rate	TOTAL DEBT SERVICE	Repayment of Loan for Town Hall Building Ending 2022	Debt Service Paid to the EDA Ending 2021	Debt Service WC LRP Ending 2035	Police Dept HQ R/E Tax Allocation Based on FY18 Rates	Funding Previously Used to Repay Debt to Electric Fund	Funding From EDA Debt Service That Ended FY2021	April 2027 \$0.03 R/E Increase	TOTAL FUNDING	
FY2018	\$247,500		\$247,500	\$150,000	\$141,390	\$148,790	\$ 242,500				\$ 242,500	
FY2019	\$247,500		\$247,500	\$150,000	\$141,390	\$148,790	\$ 242,500	\$ → 150,000			\$ 392,500	
FY2020	\$247,500		\$247,500	\$150,000	\$141,390	\$148,790	\$ 242,500	\$ 150,000			\$ 392,500	
FY2021	\$247,500		\$247,500	\$150,000	\$141,390	\$148,790	\$ 242,500	\$ 150,000			\$ 392,500	
FY2022	\$247,500		\$247,500	\$150,000		\$148,790	\$ 242,500	\$ 150,000	\$ → 141,390		\$ 533,890	
FY2023	\$247,500		\$247,500			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ -	\$ 533,890	
FY2024	\$247,500		\$247,500			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ -	\$ 533,890	
FY2025	\$247,500		\$247,500			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ -	\$ 533,890	
FY2026	\$247,500		\$247,500			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ -	\$ 533,890	
FY2027		\$807,913	\$807,913			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2028		\$807,913	\$807,913			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2029		\$807,913	\$807,913			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2030		\$807,913	\$807,913			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2031		\$807,913	\$807,913			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2032		\$807,913	\$807,913			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2033		\$807,913	\$807,913			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2034		\$807,913	\$807,913			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2035		\$807,913	\$807,913			\$148,790	\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2036		\$807,913	\$807,913				\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2037		\$807,913	\$807,913				\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2038		\$807,913	\$807,913				\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2039		\$807,913	\$807,913				\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2040		\$807,913	\$807,913				\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2041		\$807,913	\$807,913				\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2042		\$807,913	\$807,913				\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2043		\$807,913	\$807,913				\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2044		\$807,913	\$807,913				\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2045		\$807,913	\$807,913				\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2046		\$807,913	\$807,913				\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2047		\$807,913	\$807,913				\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2048		\$807,913	\$807,913				\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2049		\$807,913	\$807,913				\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2050		\$807,913	\$807,913				\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2051		\$807,913	\$807,913				\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2052		\$807,913	\$807,913				\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2053		\$807,913	\$807,913				\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2054		\$807,913	\$807,913				\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2055		\$807,913	\$807,913				\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
FY2056		\$807,913	\$807,913				\$ 242,500	\$ 150,000	\$ 141,390	\$ 315,000	\$ 848,890	
TOTAL	\$2,227,500	\$24,237,390	\$26,464,890									

2



Work Session Agenda Form

Item # 2

DATE: January 2, 2017

AGENDA ITEM: Continued Discussion of FRLP Proffer Revision Request (R1-A)

Director of Planning & Zoning / Town Manager

SUMMARY: Front Royal Limited Partnership (FRLP) has submitted a request to amend the 2010 proffers associated with the conditional rezoning of approximately 149 acres to the R1-A District. A staff report, presentation, and other documents were reviewed with Town Council during the December 4th Work Session. At that time, Town Council scheduled a follow-up work session for January 2, 2017 after Town Council had more time to review the information and discuss any concerns they may have. Below is an abbreviated summary list of the proposed proffer changes.

2010 PROFFERS	2017 PROPOSED CHANGES
<ul style="list-style-type: none">❖ Up to 320 single-family residential dwellings only.❖ At least 30% open space.❖ Energy Star Certified Housing.❖ Neighborhood park.❖ Tap fee credits.<ul style="list-style-type: none">➢ House 1 – 99 credit accounting.❖ School proffers up to \$1,760,000 (\$5,500 per dwelling x 320 dwellings).❖ Land dedication credits (ROW) & gifting of Town property.❖ \$225,000 towards a traffic signal at Happy Creek Road/Shenandoah Shores Road.❖ Right-turn lane on Happy Creek Road.❖ Up to \$3.1 million in per unit proffers towards Leach Run Parkway (after likely credits).❖ East/West Connector Road, Phase 1.<ul style="list-style-type: none">➢ OR, Phases 1-4 if Town builds Phase 5 and pays credit for FRLP's cost for Phases 2-4, unless FRLP stops at 199 houses.	<ul style="list-style-type: none">❖ Up to 320 single-family residential dwellings only.❖ At least 30% open space.❖ Energy Star Certified Housing.❖ Neighborhood park.❖ Tap fee credits.<ul style="list-style-type: none">➢ House 1 – 99 credit accounting.❖ School proffers up to \$1,760,000 (\$11,000 per dwelling x last 160 dwellings).❖ Land dedication credits (ROW) & gifting of Town property.❖ \$225,000 towards a traffic signal at Happy Creek Road/Shenandoah Shores Road or Leach Run Parkway❖ \$225,000 towards a traffic signal at development entrance or Leach Run Parkway.❖ Right-turn lane on Happy Creek Road.❖ Left-Turn lane at E/W Connector and Shenandoah Shores Road.❖ Up to \$3.1 million in per unit proffers towards Leach Run Parkway (after likely credits).❖ East/West Connector Road, Phase 1.<ul style="list-style-type: none">➢ OR, Phases 1-4 if Town builds Phase 5 and pays credit for FRLP's cost for Phases 2-4, unless FRLP stops at 199 houses.

BUDGET/FUNDING: None.

STAFF RECOMMENDATION: On November 15, 2017, the Planning Commission voted "to forward the proposed revision of the proffers for FRLP's R1-A property to Town Council with a recommendation of approval. The motion was passed with a vote of 5 – 1.

Staff identified the Pros and Cons with the changes in the Staff Report provided on December 4th. In summary, the most significant Cons include the impacts to law enforcement that are not addressed (nor addressed in the original proffers); and the lower amount of funds offered towards the mitigation of transportation impacts. The most significant Pros include resolution of the legal issues associated with the current proffers, including the various credits (tap fee, land, road construction costs, right-of-way value).

A public hearing/1st Reading and a 2nd Reading are required.

3



Work Session Agenda Form

Item # 3

DATE: January 2, 2017

AGENDA ITEM: Continued Discussion of IT Federal/Royal Phoenix
Director of Planning & Zoning / Town Manager

SUMMARY:

The purpose of this agenda item is to provide an update on IT Federal and Royal Phoenix.

- IT Federal. Site Plans and permits have been issued and utility connection fees where paid in the amount of \$39,638.
- Pump Station. Pennoni Associates is presently working on a pump station plan for the Royal Phoenix project and a design for the initial pump station. Pennoni is looking into options to relocate the first pump station and to determine if a pump station is even needed at all for the first building at IT federal. Town Staff requested that Pennoni Associates complete this work as soon as possible.
- Royal Phoenix. The Planning Commission met in work session with a representative of Pennoni Associates about the Master Land Use Plan and Traffic Study for Royal Phoenix (everything beyond IT Federal). The Planning Commission identified a number of concerns about impacts of the project on the Town. The most significant concern raised by the Planning Commission was: *Who will be paying for the proposed infrastructure?* A follow-up work session was scheduled for January where the EDA would be requested to attend to answer questions.

BUDGET/FUNDING: TBD.

STAFF RECOMMENDATION:

At the time that this coverpage was drafted, Staff was awaiting information from Pennoni Associates. This additional information with Pennoni Associates will be reviewed with Town Council when received.

4



Work Session Agenda Form

Item # 4

DATE: January 2, 2018

AGENDA ITEM: FY19 Budgetary Items Overview

SUMMARY: Staff is providing council with a list of FY2019 initial departmental budget requests for capital items, staffing, and other items impacting the budget prior to being incorporated into the FY2019 proposed budget.

The list includes departmental requests that will likely be deferred for the future and are not planned to be included in the FY2019 budget at this time. Staff anticipates that additional items will need to be deferred in order to provide a balanced proposed budget.

BUDGET/FUNDING: These items may potentially be incorporated into the FY2019 proposed budget.

STAFF RECOMMENDATION: Staff recommends for council to review the listed items and provide staff with feedback and/or possible concerns, which will give staff an opportunity to better prioritize budgetary items and provide better communication regarding the items.

FY19 Budgetary Items Currently Under Review

**Highlighted items will likely be deferred for the future and are not planned to be included in the FY19 proposed budget at this time*

***Additional items are anticipated to be deferred in order to provide a balanced proposed budget*

STAFFING/SALARY CHANGES		
Department	Description	Budget Impact
Human Resources & Risk Management	Additional Full-time Employee	\$ 48,665.00
Purchasing	Assistant Purchasing Agent (Funded 75% of year FY18, Full Year FY19)	\$ 59,080.00
Police	Crossing Guard for Leach Run Parkway	\$ 4,000.00
Planning & Zoning	Additional Planner Position	\$ 65,000.00
Planning & Zoning	Property Maintenance (1.5 positions)	\$ 108,150.00
Information Technology	Part-time Employee	\$ 40,000.00
Police	2 - Full-time Patrol Officers	\$ 160,000.00
Water Plant	Maintenance Tech	\$ 30,000.00
W/S Line Maintenance	Crew Leader Position	\$ 48,000.00
W/S Line Maintenance	Meter Service Technician	\$ 38,000.00
SERVICES		
Department	Description	Budget Impact
Tourism	New Website & Hosting	\$ 8,040.00
Tourism	Co-op Advertising	\$ 10,000.00
Tourism	Revise/Update advertisements, brochures, photography, blogger, & social media	\$ 15,000.00
Tourism	Artisan Trail	\$ 5,000.00
Community Development	New Department Operational Expense	\$ 41,500.00
Finance	Absorb Credit Card Fees Rather Than Charging Extra Fee (Online, by telephone, & In-person)	\$ 80,000.00
General Properties	Janitorial Service Contract to clean Town Hall & new Police Department	\$ 25,000.00
Horticulture	Mowing of Leach Run Parkway	\$ 28,000.00
Horticulture	Tree Work	\$ 16,000.00
Electric	AMI Annual Maintenance	\$ 157,912.00
Water Plant	DEQ Regulation Study & Potential Design of screens for changing regulations	\$ 100,000.00
Refuse	Tub Grinding Service	\$ 25,000.00
Streets	Surveyor	\$ 15,000.00

MACHINERY & EQUIPMENT

Department	Description	Budget Impact
Tourism	Re-doing front area of visitor center, brochure racks & displays	\$ 4,000.00
Police	Communications Equipment (Lease to Own Year 1 of 5)	\$ 50,000.00
Electric	Three Phase Site Analyzer	\$ 25,000.00
Electric	Transformer for Kendrick Lane Substation (Year 2 of 6)	\$ 142,500.00
Electric	AMI Project Estimated Debt Service	\$ 207,000.00
Streets	Replace Asphalt Roller (Year 1 of 5)	\$ 30,000.00
Streets/Inspections	Line Locator	\$ 7,000.00
Streets/Inspections	Ground Penetrating Radar Machine	\$ 18,000.00
Streets/Inspections	Printer for Construction Plans	\$ 4,500.00
Horticulture	Zero Turn Mower	\$ 15,000.00
Horticulture	Small Tractor with Loader	\$ 14,000.00
Electric	Brush Chipper	\$ 25,000.00
Electric	Emergency Generator	\$ 75,000.00
Electric	SCADA Master Upgrade	\$ 52,000.00

VEHICLES

Department	Description	Budget Impact
Police	Replace Unit#208 - 2015 Ford Explorer	\$ 42,688.00
Police	Replace Unit#214 - 2016 Ford Explorer	\$ 42,688.00
Police	Replace Unit#215 - 2016 Ford Explorer	\$ 42,688.00
Horticulture	Replace Unit#716 - 2003 Chevrolet 2500 Pickup with Liftgate	\$ 40,000.00
Electric	Replace Unit#344 - 1999 Chevrolet C8500 Bucket Truck (Payment 1 of 2)	\$ 210,000.00
Refuse	Replace Refuse Truck (Year 1 of 5 Payments) - PENDING STUDY	\$ 42,333.00
Refuse	Replace Refuse Truck (Year 1 of 5 Payments) - PENDING STUDY	\$ 42,333.00
Refuse	Replace Refuse Truck (Year 1 of 5 Payments) - PENDING STUDY	\$ 42,333.00
Streets	Replace Unit#646 Tandem Dumptruck (Year 1 of 3)	\$ 71,000.00
Police	Purchase Additional Patrol Vehicle	\$ 42,688.00
Electric	Bucket Truck with Dump Body (Year 1 of 2)	\$ 120,000.00
W/S Line Maintenance	Service Van for Meter Tech	\$ 30,000.00
Meter Reading	Replace Unit#448 - 2004 Chevrolet Colorado	\$ 30,000.00
Streets	Purchase Additional Pickup with Snowplow	\$ 47,000.00

BUILDINGS & STRUCTURES		
Department	Description	Budget Impact
Fleet Management	New Building (Possible allocation over multiple years)	\$ 400,000.00
General Properties	Town Hall Lobby - replace carpet with tile	TBD
W/S Line Maintenance	Equipment Storage Building for Mini-Backhoe, UTV, Easement Machine, Snowblowers, Etc	\$ 24,000.00
Community Development	CDBG Projects	\$ 65,000.00
Planning & Zoning	Preliminary Design of Leach Run Parkway Flyover	\$ 65,000.00
Waste Water Treatment Plant	Design Phase II of WWTP Upgrade	\$ 3,200,000.00
Electric	Paving of Parking Lot	56,944
INFRASTRUCTURE		
Department	Description	Budget Impact
Water Meter Reading	Continuation of Purchasing Radio Water Meters	\$ 300,000.00
Water Debt Service	Estimated Debt Service on Town's portion of parallel lines in corridor	\$ 103,500.00
Streets	Installing Curb/Gutter & Lien Properties	TBD
Streets	Maintaining Crosswalks	\$ 30,000.00
Streets	Primary Paving Plan	\$ 328,933.00
Streets	Secondary Paving Plan	\$ 1,088,623.00
Electric	New Traffic Signal 14th St & N Shenandoah Ave	\$ 130,000.00
Electric	Expansion of Service for Leach Run Parkway	\$ 125,000.00
Electric	New Street Lights N Shenandoah Ave	\$ 210,730.00

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Work Session Agenda Form

Item # 5

DATE: January 2, 2018

AGENDA ITEM: Board of Zoning Appeals Recommendation

SUMMARY: On March 27, 2016, R. Wayne Shipman was recommended to the Judge of the Warren County Circuit Court for re-appointment to the Front Royal Board of Zoning Appeals (BZA) to fill a five-year term ending May 1, 2022. BZA terms are for 5 years. On December 19, 2017, Staff was advised that Mr. Shipman had passed away.

Note: Council only makes a recommendation for the appointment.

BUDGET/FUNDING: None

STAFF RECOMMENDATION: Staff shall be directed by Council.

Work Session

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Work Session Agenda Form

Item # 6

DATE: January 2, 2018

AGENDA ITEM: Liaison Committee Agenda Items for January 18, 2018 Meeting

SUMMARY: Council is requested to review items for the Liaison Committee Agenda for January 18, 2018. The November 2017 Liaison Committee Agenda is attached. Staff was notified by the County of Warren that the 2019 Virginia Inspection Stickers will be moved to the left corner of the windshield; therefore, the Town and County local vehicle decals will have to be moved as well. Per the Virginia State Police Media Release the move is “due to the automobile manufactures crash avoidance technology that utilizes the center of the windshield and placement of items in that area including stickers could prevent crash avoidance system from operating properly”. Council is requested to discuss with the County of Warren a course of action for the relocation of the local vehicle decals that may stay in place until December 31, 2018.

A memo from the Director of Finance listing various options is attached as well as the press release from the Virginia State Police and a copy of the Virginia State Code.

BUDGET/FUNDING: The Town has approximately 16,000 permanent vehicle stickers that will need to be printed at an estimated cost of \$20,000 - \$30,000 that is not currently budgeted.

STAFF RECOMMENDATION: Staff recommends that Council discuss this item with the County of Warren in the next Liaison Committee Meeting.

Work Session



AGENDA

TOWN/COUNTY LIAISON COMMITTEE MEETING

Warren County Government Center

November 16, 2017

6:00 PM



- **Call to Order – Linda P. Glavis, Chair of the Warren County Board of Supervisors**
 - 1) **IT Federal Main Street Project – Joe Waltz**
 - 2) **Route 522 Corridor Water Upgrade Project – Joe Waltz**
 - 3) **Phase II Happy Creek Road Project Update – Joe Waltz**
 - 4) **Town Building Maintenance Code Enforcement Update – Joe Waltz**
 - 5) **Update on Wastewater Treatment Plant – Joe Waltz**
 - 6) **Development Review Committee – Doug Stanley**
 - 7) **Building Inspections Software – Doug Stanley**
 - 8) **Warren County's In-Town Projects – Doug Stanley**
 - 9) **Joint Towing Board – Joe Waltz / Doug Stanley**
 - 10) **Tethering of Dogs in Extreme Weather – Joe Waltz / Doug Stanley**
- **Adjournment**



TOWN OF FRONT ROYAL

DEPARTMENT OF FINANCE

102 E. MAIN STREET

P.O. BOX 1560

FRONTROYAL, VIRGINIA 22630-1560

B.J. Wilson
Director of Finance
bwilson@frontroyalva.com

(540) 635-7799
(540) 635-2298 fax

DATE: DECEMBER 7, 2017

TO: FRONT ROYAL MAYOR & TOWN COUNCIL
CC: JOE WALTZ

FROM: B. J. WILSON, DIRECTOR OF FINANCE

RE: RELOCATION OF VIRGINIA INSPECTION STICKER & MOTOR VEHICLE DECALS

Staff recently received notification that Virginia inspection stickers will be relocated from the center of vehicle windshields to the lower left corner in front of the driver effective January 1, 2018. The move is necessitated by innovations in the automotive industry and stickers there can interfere. No changes will be made to the size or appearance of the existing inspection sticker.

This change will require the Town's permanent vehicle stickers to be relocated. The Virginia State Police have allowed an extension for leaving existing license fee/stickers in place until December 31, 2018. The Town will need to decide on a course of action for the relocation of Town stickers.

The Town has approximately 16,000 permanent vehicle stickers that will need to be relocated. The estimated expense of the sticker replacement, envelopes, & postage is between \$20,000-\$30,000 that has not been budgeted in the FY18 budget.

Since the inspection stickers will be relocated beginning in January 2018, staff anticipates that some taxpayers will begin requesting replacement Town stickers in January 2018. Currently, a replacement sticker can be issued for \$1.00 if satisfactory evidence is provided that the sticker has been lost, mutilated, or becomes illegible. Otherwise, taxpayers must pay a pro-rated license fee to obtain a sticker.

Below are a few options as to how the Town may choose to proceed:

1. No longer require actual stickers to be in place on vehicles, but continue to collect the vehicle license fee. This is becoming more common throughout the Commonwealth of Virginia. The Town would need to discuss this option with Warren County due to Town citizens using dump-sites located in Warren County. This would alleviate the need to replace Town vehicle stickers. If this is a desirable option, it may be best to discuss at a Town-County Liaison Meeting.
2. Provide taxpayers new stickers after the taxpayer submits payment for their 2018 Personal Property Taxes. This option is estimated to cost the Town approximately \$20,000-\$30,000 in material/postage which has not been budgeted in FY2018.
3. Require taxpayers to obtain a replacement sticker based on current Town Code section 160-7. A replacement sticker may be issued for \$1.00 if satisfactory evidence is provided that the sticker is

lost, mutilated, or becomes illegible. Otherwise, taxpayers must pay either the full license fee or a pro-rated license fee for issuance of a sticker. This would require each taxpayer to provide the Town with satisfactory evidence of each sticker being mutilated, lost, or illegible.

4. Currently, Warren County feels that they will request the taxpayer to peel off the sticker and relocate the sticker to the correct part of the windshield. The Town may pursue this option as well & if a sticker is mutilated during relocation the taxpayer would need to obtain a replacement sticker as mentioned in option#3.

We will plan to discuss the matter in further detail during the work session scheduled for January 2, 2018.

Virginia State Police Media Release:

RICHMOND – Effective Jan. 1, 2018, Virginia state inspection stickers will no longer be affixed to the bottom center of a vehicle's windshield. Due to new innovations in the automotive industry, the state inspection stickers will be placed in the bottom left corner of the windshield, when viewed from inside the vehicle. This change in location will also apply to the placement of any other authorized stickers. There have been no changes made to the size or appearance of the existing vehicle inspection sticker.

The relocation stems from the fact that automobile manufacturers now offer crash avoidance technology in many of their vehicles. In such vehicles, the new technology utilizes the center of the windshield. Therefore the placement of items in that area, including stickers, could prevent crash avoidance systems from operating properly.

“The core mission of the Virginia Safety Inspection Program is to promote highway safety and the crash avoidance technology is another tool provided by manufacturers to ensure vehicles operated on the roadways are safe at all times,” said Capt. R.C. Maxey Jr., Virginia State Police Safety Division Commander. “Therefore, we immediately began evaluating the situation and set forth to make the necessary changes to the Motor Vehicle Safety Inspection Manual, which governs the placement of the safety inspection sticker on all vehicles.”

Existing Virginia vehicle inspection stickers are to remain in their current position – in the bottom center of the windshield. Once a vehicle is inspected and issued a 2019 sticker, the new inspection sticker must be placed in the lower left corner, which is consistent with other states across the nation.

The Virginia State Police Safety Division began Dec. 2, 2017, notifying all Virginia certified inspections stations of the placement change that is to take effect Jan. 1, 2018.

19VAC30-70-210. Glass and Glazing.

A. Motor vehicles may be inspected without windshields, side glasses, or any kind of glazing, except that any motor vehicle other than a motorcycle that was manufactured, assembled, or reconstructed after July 1, 1970, must be equipped with a windshield. If glass or other glazing is installed, it must be inspected. If no windshield is installed, see 19VAC30-70-50 C for location of the sticker.

B. Inspect for and reject if:

1. Any motor vehicle manufactured or assembled after January 1, 1936, or any bus, taxicab or school bus manufactured or assembled after January 1, 1935, is not equipped throughout with safety glass, or other safety glazing material. (This requirement includes slide-in campers used on pickups or trucks, caps, or covers used on pickup trucks, motor homes, and vans.)

2. Any safety glass or glazing used in a motor vehicle is not of an approved type and properly identified (refer to approved equipment section). (Replacement safety glass installed in any part of a vehicle other than the windshield need not bear a trademark or name, provided the glass consists of two or more sheets of glass separated by a glazing material, and provided the glass is cut from a piece of approved safety glass, and provided the edge of the glass can be observed.)

NOTE: A number of 1998 and 1999 model year Ford Contour/Mystique, Econoline and Ranger vehicles were produced without the AS-1 windshield marking as required by FMVSS #205. Ford has certified that these vehicles' windshields meet all performance standards and will not be rejected.

3. Any glass at any location where glass is used is cracked or broken so that it is likely to cut or injure a person in the vehicle.

4. Windshield has any cloudiness more than three inches above the bottom, one inch inward from the outer borders, one inch down from the top, or one inch inward from the center strip. The bottom of the windshield shall be defined as the point where the top of the dash contacts the windshield.

5. Any distortion or obstruction that interferes with a driver's vision; any alteration that has been made to a vehicle that obstructs the driver's clear view through the windshield. This may include but is not limited to large objects hanging from the inside mirror, CB radios or tachometers on the dash, hood scoops, and other ornamentation on or in front of the hood that is not transparent.

- a. Any hood scoop installed on any motor vehicle manufactured for the year 1990 or earlier model year cannot exceed 2-1/4 inches high at its highest point measured from the junction of the dashboard and the windshield.

- b. Any hood scoop installed on any motor vehicle manufactured for the 1991 or subsequent model year cannot exceed 1-1/8 inches high at its highest point measured from the junction of the dashboard and the windshield.

6. Windshield glass, on the driver's side, has any scratch more than 1/4 inch in width and six inches long within the area covered by the windshield wiper blade, excluding the three inches above the bottom of the windshield. A windshield wiper that remains parked within the driver's side windshield wiper area shall be rejected.

EXCEPTION: Do not reject safety grooves designed to clean wiper blades if the grooves do not extend upward from the bottom of the windshield more than six inches at the highest point.

7. There is a pit, chip, or star crack larger than 1-1/2 inches in diameter at any location in the windshield above the three-inch line at the bottom.

8. At any location in the windshield above the three-inch line at the bottom (as measured from the junction of the dash board and the windshield) there is more than one crack from the same point if at least one of the cracks is more than 1-1/2 inches in length. There is any crack that weakens the windshield so that one piece may be moved in relation to the other. (If there is more than one crack running from a star crack that extends above the three-inch line, the windshield shall be rejected.)

EXCEPTION: Windshield repair is a viable option to windshield replacement. A windshield that has been repaired will pass inspection unless:

- a. It is likely to cut or injure a person.
- b. There is any distortion that interferes with a driver's vision.
- c. The windshield remains weakened so that one piece may be moved in relation to the other.
- d. The integrity of the windshield has obviously been compromised by the damage or the repair.

9. Any sticker is on the windshield other than an official one required by law or permitted by the Superintendent. Authorization is hereby granted for stickers or decals, to include those required by any county, town, or city, measuring not more than 2-1/2 inches in width and four inches in length to be placed in the blind spot behind the rear view mirror. The normal location for any required county, town, or city sticker is adjacent to the right side of the official inspection sticker, when viewed from inside the vehicle. The top edge of the sticker is to be approximately 4 inches from the bottom of the windshield. The left side edge adjacent to the official inspection sticker shall not be more than 1/4 inch from the right edge of the official inspection sticker when viewed from inside the vehicle. Valid Commercial Vehicle Safety Alliance (CVSA) inspection decals, or similar commercial vehicle inspection decal issued by local law enforcement, may be placed at the bottom right corner of the windshield, when viewed from inside the vehicle. The top edge of such decals are to be approximately 4 inches from the bottom of the windshield, when viewed from inside the vehicle, and are to be located outside the area swept by the windshield wipers.

Any sticker or decal required by the laws of any other state or the District of Columbia and displayed upon the windshield of a vehicle submitted for inspection in this state is permitted by the Superintendent, provided the vehicle is currently registered in that jurisdiction and the sticker is displayed in a manner designated by the issuing authority and has not expired. This includes vehicles with dual registration; i.e., Virginia and the District of Columbia.

NOTE: Any Virginia registered vehicle displaying a valid sticker or decal required by a county, town, or city, is permitted by the Superintendent to remain in its current location through December 31, 2018, unless such location conflicts with the inspection sticker placement. This will afford localities time to enact changes to regulations governing required stickers or decals which may be impacted by the 2018 inspection sticker placement change.

NOTE: Toll Transponder devices may be affixed to the inside center of the windshield at the roof line just above the rear view mirror. If space does not allow, then it may be affixed to the immediate right of the mirror at the roof line.

NOTE: A licensed motor vehicle dealer may apply one transponder sticker no larger than one inch by four inches and one barcode sticker no larger than three inches by four inches to the driver's side edge of a vehicle's windshield to be removed upon the sale or lease of the vehicle provided that it does not extend below the AS-1 line. In the absence of an AS-1 line the sticker cannot extend more than three inches downward from the top of the windshield.

NOTE: Any vehicle displaying an expired sticker or decal on its windshield at the time of inspection, excluding a rejection sticker, shall not be issued an approval sticker unless the owner/operator "authorizes" its removal. A rejection sticker will be issued versus an involuntary removal. 10. Sunshading material on the windshield, or words, lettering, numbers or pictures that does not extend below the AS-1 line will not be considered for inspection. In the absence of an AS-1 line sunshading material on the windshield displaying words, lettering, numbers or pictures cannot extend more than three inches downward from the top of the windshield, unless authorized by the Virginia Department of Motor Vehicles and indicated on the vehicle registration.

NOTE: Vehicles with logos made into the glass at the factory meet federal standards and will pass state inspection.

11. Any sunscreening material is scratched, distorted, wrinkled or obscures or distorts clear vision through the glazing.

12. Front side windows have cloudiness above three inches from the bottom of the glass or other defects that affect the driver's vision or one or more cracks which permit one part of the glass to be moved in relation to another part. Wind silencers, breezes or other ventilator adaptors are not made of clear transparent material.

EXCEPTION: Colored or tinted ventvisors that do not exceed more than two inches from the forward door post into the driver's viewing area are permitted.

13. Glass in the left front door cannot be lowered so a hand signal can be given. (This does not apply to vehicles that were not designed and/or manufactured for the left front glass to be lowered, provided the vehicle is equipped with approved turn signals.) If either front door has the glass removed and material inserted in place of the glass that could obstruct the driver's vision.

EXCEPTION: Sunscreening material is permissible if the vehicle is equipped with a mirror on each side.

14. Any sticker or other obstruction is on either front side window, rear side windows, or rear windows. (The price label, fuel economy label and the buyer's guide required by federal statute and regulations to be affixed to new/used vehicles by the manufacturer shall normally be affixed to one of the rear side windows.) If a vehicle only has two door windows, the labels may be affixed to one of these windows. If a vehicle does not have any door or side windows the labels may be temporarily affixed to the right side of the windshield until the vehicle is sold to the first purchaser.

NOTE: A single sticker no larger than 20 square inches in area, if such sticker is totally contained within the lower five inches of the glass in the rear window if a vehicle has only one outside mirror, a single sticker or decal no larger than 10 square inches located in an area not more than three inches above the bottom and not more than eight inches from the rearmost edge of either front side window, is permissible and should not be rejected.

A single sticker issued by the Department of Transportation to identify a physically challenged driver, no larger than two inches by two inches, located not more than one inch to the rear of the front door post, or one inch to the rear of the front ventilator glass, if equipped with a ventilator glass, and no higher than one inch from the bottom of the window opening, is permitted on the front driver's side window on a vehicle specially equipped for the physically challenged.

15. Rear window is clouded or distorted so that the driver does not have a view 200 feet to the rear.

EXCEPTIONS: The following are permissible if the vehicle is equipped with a mirror on each side:

- a. There is attached to one rear window of such motor vehicle one optically grooved clear plastic right angle rear view lens, not exceeding 18 inches in diameter in the case of a circular lens or not exceeding 11 inches by 14 inches in the case of a rectangular lens, which enables the operator of the motor vehicle to view below the line of sight as viewed through the rear window.
- b. There is affixed to the rear side windows, rear window or windows of such motor vehicle any sticker or stickers, regardless of size.

- c. There is affixed to the rear side windows, rear window or windows of such motor vehicle a single layer of sunshading material.
- d. Rear side windows, rear window or windows is clouded or distorted.

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Work Session Agenda Form

Item # 7

DATE: January 2, 2018

AGENDA ITEM: Continued Discussion of Property Maintenance Code Amendments and Establishment of Rental Inspection District

SUMMARY: Town Council held a public hearing on September 25, 2017 for adoption of a Property Maintenance Code and Establishment of a Rental Inspection District. Council voted to postpone the first reading to discuss in more detail in a work session and vote on the first reading at the next regular meeting held after the work session.

Other Meetings Held

August 28, 2017 - Public hearing to receive public input.

September 25, 2017 – Public Hearing on the first reading of the Ordinance – was postponed

October 16, 2017 – was removed from the work session

November 6, 2017 – agreed to move to the November 13th agenda for first reading vote

November 13, 2107 – was removed from the agenda

November 20, 2017 - Discussed the possibility of separating the two items

A public hearing would have to be re-advertised if the two items were separated since the proposed Property Maintenance Code amendments include references to the Establishment of the Rental Inspection District. The ordinance would have to be revised and advertised to the public as such.

BUDGET/FUNDING: None

STAFF RECOMMENDATION: Since there is a first reading on the floor, it is requested for Council to either approve or deny the first reading at the January 8, 2018 regular meeting.

Work Session

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Work Session Agenda Form

Item # 9

DATE: January 2, 2018

AGENDA ITEM: Closed Meeting – Personal Matter and Compensation Study

SUMMARY: Council is requested to go into closed meeting to review the resignation of Urban Forestry Advisory Committee (UFAC) member, Sarah Wills. She was appointed November 13, 2017. The unexpired term expires December 20, 2021. Below is the email to Committee Member David Means:

From: [Wills, Sarah](#)

Sent: Thursday, December 14, 2017 7:05 AM

To: [David Means](#)

Cc: [Hulse, Cary](#)

Subject: Resignation from UFAC

Morning David,

I regret to inform that I must resign from my position on UFAC – due in large part to an intense work schedule that has affected my ability to attend many of the meetings this last half of 2017. My goal when joining UFAC was to provide the best help I could for the community with my particular skill set and background, but I find I am unable to accomplish this goal as I try to balance my professional and personal life which is not fair to the other dedicated members of UFAC.

Please accept this resignation with the utmost respect and let me know if there is anything additional that I can provide to complete this action.

I apologize to you and the group that I cannot attend tonight's meeting to give this information in person.

I will email my total hours spent on UFAC for 2017 to you by next week.

Most respectfully,

Sarah M. Wills, GISP | Geographic Information Systems Manager

[Wetland Studies and Solutions, Inc.](#), a division of [The Davey Tree Expert Company](#)
5300 Wellington Branch Drive, Suite 100 | Gainesville, Virginia 20155
direct: 703.679.5660 | main: 703.679.5600 | swills@wetlands.com

BUDGET/FUNDING: None

STAFF RECOMMENDATION: Council gives staff direction

Work Session