

### AGENDA TOWN COUNCIL WORK SESSION

MONDAY, APRIL 24, 2023 AT 3:30 PM
COUNCIL CHAMBERS, 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

#### 1. PERSONS SCHEDULED TO ATTEND

A. Beth A. Taylor - Mayor
Cathy D. Pattison - Vice-Mayor
Holly E. Atkins - Council Member
Gary L. Gillman - Council Member
Candice N. Johnson - Council Member
T. Brian Freeman - Town Manager
Elaine R. Holeton - Assistant Town Manager
Sherry G. Corvin - Town Clerk
Michelle Workman Clayton - Town Attorney
Michael Stephens - Town Treasurer

#### 2. ITEMS TO BE DISCUSSED

- A. Approval of Agenda (requires motion and roll call vote)
- B. Discussion regarding the Fiscal Year 2023-24 budget
- C. Review of proposed increases for various Town fees

## Approval of Agenda

# **2-A**

# Discussion Regarding FY 202324 Budget

**2-B** 

# Review of Proposed Increases for Town

<u>Fees</u>

**2-C** 

#### **Building Department Fees**

Type of Fee	Current Fee	Based on Contract/Est Cost of Project (\$)	Add 2% Levy for DHCD	Dept Req Change
Building Permit Fees	Minimum is \$35	Up to 8,000 in value	Yes	None
	Add \$4 per \$1,000	8,000 - 100,000	Yes	None
	Add \$3 per \$1,000	Over 100,000	Yes	None
Trade Permit Fee	Minimum is \$35	Up to 500 in value	Yes	None
	\$40.00	500 to 1,000	Yes	None
	\$50.00	1,000-2,000	Yes	None
	\$60.00	2,000-3,000	Yes	None
	\$70.00	3,000-4,000	Yes	None
	\$80.00	4,000-5,000	Yes	None
	\$80 plus \$4 per 1,000 value	Over 5,000	Yes	None
Sign Permit Fee	\$100.00	Up to 5,000	Yes	None
	\$100 plus \$4 per 1,000value	Over 5,000	Yes	None
Elevator Inspection	\$25		Yes	None
Temp Tent (900 sqft) Permit	\$25		Yes	None
Code of Appeals- Comm	\$300		No	None
Code of Appeals -Res	\$150.00		No	\$300
Co-locate Cell Tower	Currently No Fee		Yes	\$100
Permit Renewal every 6 months	Currently No Fee		Yes	\$25
Certificate of Occupancy	Currently No Fee		Yes	\$25
Failure to schedule final	Currently No Fee		No	\$25
Start work w/o permit	Currently No Fee		Yes	1.5 x the fee
Reinspection after 2x	Currently No Fee		No	\$25
Building Plan Review	Currently No Fee		Yes	\$25 an hour
Small Mech Ride/Inflatable	Currently No Fee		Yes	\$55
Trampoline Inspection	Currently No Fee		Yes	\$75
Circular & Flat Ride	Currently No Fee		Yes	\$75
Coaster less than 60'	Currently No Fee		Yes	\$200
Coaster more than 60'	Currently No Fee		Yes	\$200
Demolition fee? 4-136				

#### **Cemetery Schedule of Fees**

Type of Fee	Current	Dept Req Change
Install Monument > 4'	\$35.00	\$70.00
Install Monument < 4'	\$30.00	\$60.00
Install Marker > 2'	\$25.00	\$50.00
Install Marker < 2'	\$20.00	\$40.00
Corner Marker (each)	\$7.50	\$15.00
Minimum Permit Fee	\$20.00	\$40.00
Weekday Mon- Friday Prices for Gra	ve Opening/Closing	
Open/Close Adult Grave-over 60"	\$500.00	\$800.00
Open/Close Child Grave-under 60"	\$150.00	\$300.00
Open/Close Small grave/Urn	\$100.00	\$300.00
Mausoleum Crypt	\$500.00	\$800
Open/Close Add Surcharge for Weel	cend & Holidays	
Open Adult Grave	\$225	same
Close Adult Grave	\$150.00	same
Open Child Grave	\$150.00	same
Close Child Grave	\$150.00	same
Open Small/Urn	\$70.00	same
Close Small/Urn	\$70.00	same
Transfer of Grave Space	15 per grave space	\$30.00
Schedule of Prices for Graves Spaces		
Section A (West End)	450.00	\$600
Section B (West End)	355.00	\$505
Section C (West End)	\$415.00	\$565.00
Section D (West End)	\$450.00	\$600.00
West End/Other Sections/East End	\$450.00	\$600.00
Infant Square	\$205.00	\$355.00
Sections E,F,G & H	\$465.00	\$615.00
		\$695.00
		\$735.00

#### **Engineering Department Fees**

_		
Type of Fee	Existing Fee	Dept Req Change
E&S Permit	None	None
E&S Plan Review	\$25 first acre+ \$10 acre	\$50 up to 1acre, \$20 for each add acre, max of \$500
Land Use Permit	\$100 flat, add \$100 for each add Right of way cross	\$200 flat fee, add \$100 for each add RW crossing
Street & Alley Closing	\$100 plus town expenses to process	\$100 plus town expenses to process, Max at \$150
Paving Permit	\$4 per \$1000 est cost, up to \$100,000 (max at \$400)	\$4 per \$1000 est cost, up to \$100,000 (max at \$400)
	when est cost is over \$100,000, rate goes to \$3 per \$1000	when est cost is over \$100,000, rate goes to \$3 per \$1000

#### **EMS/Fire Department Fees**

	Current	(Suggested
	Current	Increase)
Blasting		
Storage of Explosives		
False Fire Alarms	Listed in Town Code	
Fire Inspections		
EMS charges		
Interstate Calls		

#### **Wytheville Meeting Center**

Room Rental	Flat Rate	Dept Req Change	Govt./Non-Profit	Dept Req Change
Ballroom	\$1,200.00	\$1,500.00	\$700.00	\$850.00
Ballroom A	\$400.00	\$500.00	\$250.00	\$300.00
Ballroom B	\$400.00	\$500.00	\$250.00	\$300.00
Ballroom C	\$400.00	\$500.00	\$250.00	\$300.00
Meeting Room 1	\$125.00	\$150.00	\$75.00	\$100.00
Meeting Room 2	\$125.00	\$150.00	\$75.00	\$100.00
Meeting Room 1&2	\$250.00	\$300.00	\$150.00	\$200.00
Meeting Room 3	\$175.00	\$210.00-\$225.00	\$100.00	\$150.00
Fireside Room	\$125.00	\$150.00	\$75.00	\$100.00
Conference Room	\$100.00	None	\$65.00	None
After Midnight Charge	\$200/hour (min 1 hour)	None	\$100/hour (min 1 hour)	None
Room Change	\$100.00	None		None
Audio Visual				
Ballroom	\$150.00	\$160.00		
Ballroom A	\$50.00	\$60.00		
Ballroom B	\$50.00	\$60.00		
Ballroom C	\$50.00	\$60.00		
Meeting Rooms	\$25.00	\$30.00		
Flip Chart	\$15.00	None		
B&W Copy	\$.20/page	\$.30/page		
Color Copy	\$.35/page	\$.50/page		
Stage				
Small 16' x 8'	\$50.00	\$100.00		
Medium 24' x 12'	\$75.00	\$225.00		
Large 32' x 12'	\$100.00	\$300.00		

Dance Floor			
up to 18' x 18'	\$100.00	\$150.00	
up to 24' x 24'	\$150.00	\$200.00	
up to 30' x 30'	\$200.00	\$250.00	
Alcohol			
Security	\$50/hour (min 3 hours)	None	
Bar	\$50.00	None	
Beer Cooler	\$50.00	None	
Room Cleaning Fee	\$50.00	None	

#### **Museum Schedule of Fees**

Type of Fee	Current	Dept Req Change	
*Rock House Admission	\$4.00	\$8.00	
*Boyd Musuem Admission	\$4.00	\$8.00	
*Lakes to FL Admission	\$4.00	\$7.00	
*Homestead Admission	\$0.00	\$8.00	
*Four Pack Admission	\$11.00	\$20.00	
* Children (6-12 half price a	ll admission, 5yr and und	ler free	
* Seniors 65+ get \$1 off all a	admission prices		
* Group Tour prices (varies)	\$8.00	\$10.00	
Facility Rental Fees			Nonprofit Rate
*Homestead Rental			
* after 5pm, 1st four hours	300.00	\$400	\$200
* each additional hour	\$25.00	\$50	\$50
*before 5pm, 1st two hours	\$100	\$200	\$100
* each additional hour	\$25.00	\$50	\$50
*Rockhouse Rental			
* grounds/garden 1st 4hrs	\$75.00	\$200.00	\$100
*each additional hour	\$20.00	\$50.00	\$50
* History Preservation Ctr			
* first 2 hours	80.00	\$150.00	\$50
*each add hour over 2hr	45.00	\$75.00	\$25
Photography			
*first 2 hours	\$75.00	\$100.00	
each add hour	\$20.00	\$25.00	

#### Plannning & Zoning Fees

Type of Fee	Existing Fee	Dept Req Change
Townhouse/Condo	\$300.00	Remove this fee type
Planned Unit Devpt	\$300.00	Remove this fee type
Zoning Appeal	\$150 + exp	\$500 flat fee
Zoning Variance	\$150 + exp	\$500 flat fee
Other BZA Types	\$300 + exp	\$500 flat fee
Rezone	\$300 + exp	\$800 flat fee
Ordinance Text Admend	\$100 + exp	\$800 flat fee
Special Exception Permit	\$300 + exp	\$800 flat fee
Admin Subdivision Rev	\$25.00	\$100 flat fee
PC Subdivision Review	300 + \$10 per lot	\$500 flat fee
Zoning Permit	None	\$0
Change in Use	None	\$50
Zoning Site Plan	None	\$100
Chicken Keeping	\$25.00	\$25
Home Occ Permit	\$0.00	\$100.00
Homestay Permit	\$0.00	\$100.00
Determination Letter	None	\$50.00
Admin Review of Telecommunication	None	\$50.00

#### **Police Department Fees**

Type of Fee/Fine	Current	Dept Req Change
Type of Violation	Current Fine	
Parking in prohibited area / Blocking Crosswalk	\$25.00	None
Parking on sidewalk	\$25.00	None
Overtime parking in a loading zone	\$25.00	None
Blocking Driveway	\$25.00	None
Parking over 18 inches from curb	\$25.00	None
Overtime parking 1st offense	\$25.00	None
Overtime parking 2nd or subsiquent offense	\$35.00	None
No Town Vehicle License (No longer applies)	N/A	None
Parking in handicapped space	\$150.00	None
Parking or operating vehilce with no current state license or state inspection decal	50.00	None
Parking on yellow curb / line	\$25.00	None
Double parked / occupying two spaces	\$25	None
Blocking travel lane	\$35.00	None
Parking in a posted no parking zone	\$35.00	None
Blocking public alley	\$35.00	None
Parked on wrong side of street	\$25.00	None
Parking in a privately controlled lot in violation of posted parking restrictions. (No Parking, No Parking Tow Away Zone, No Parking Fire Lane, No Parking Loading Zone, No Parking Tractor Trailers, No Parking Overnight Sleeping)	75.00	None
Parking of oversized vehicles in residential districts	35.00	None
Removing chalk markings from tires ( No longer)	N/A	None
Alcohol Safety Fee for Events	\$50 an hour	\$50 an hour

#### **Public Works Department Fees**

Current	Dept Req Change
\$0.00	\$500.00
\$0.00	\$500 +add \$150 for each 100 sq ft., over 14'
\$0.00	\$150.00
\$125 per hour	same
\$50 per hour	same
no fee	\$50 per hour
variable approx \$250	\$350.00
\$150 a year	same
\$75 a year	same
	\$0.00 \$0.00 \$0.00 \$125 per hour \$50 per hour no fee variable approx \$250 \$150 a year

#### **Recreation Department Membership Fees**

Turns of For	Current	Current	Current	Suggested	Suggested	Suggested	Natas
Type of Fee	Continual	Annual	Monthly	Continual	Annual	Monthly	Notes
Gold Adult	\$32.33	\$427.00	\$47.00	\$40.00	\$479.00	\$57.00	
Gold Adult +1	\$51.17	\$675.00	\$66.00	\$62.00	\$737.00	\$79.00	
Gold Family	\$55.30	\$730.00	\$70.00	\$67.00	\$796.00	\$84.00	
Gold Sr/Teen/College	\$28.17	\$372.00	\$43.00	\$34.00	\$406.00	\$52.00	
Gold Sr. Couple	\$46.92	\$619.00	\$61.00	\$57.00	\$676.00	\$73.00	
Silver Adult	\$22.92	\$303.00	\$37.00	\$28.00	\$330.00	\$45.00	
Silver Adult +1	\$37.50	\$495.00	\$52.00	\$45.00	\$540.00	\$63.00	
Silver Family	\$44.25	\$584.00	\$59.00	\$54.00	\$638.00	\$71.00	
Silver Sr/Teen/College	\$19.75	\$261.00	\$34.00	\$24.00	\$285.00	\$41.00	
Silver Sr. Couple	\$33.00	\$436.00	\$48.00	\$40.00	\$476.00	\$58.00	
Silver Youth (4-12)	\$15.67	\$207.00	\$30.00	\$19.00	\$226.00	\$36.00	
Bronze Adult	\$6.08	\$80.00	\$21.00	\$8.00	\$88.00	\$25.00	
Bronze Adult +1	\$9.83	\$130.00	\$24.00	\$12.00	\$142.00	\$29.00	
Bronze Family	\$17.67	\$233.00	\$32.00	\$22.00	\$255.00	\$39.00	
Bronze Sr/Teen/College	\$5.58	\$74.00	\$20.00	\$7.00	\$81.00	\$24.00	
Bronze Sr. Couple	\$8.92	\$118.00	\$23.00	\$11.00	\$129.00	\$28.00	
Bronze Youth (4-12)	\$4.25	\$56.00	\$19.00	\$6.00	\$62.00	\$23.00	
	Current	Current	Current	Suggested	Suggested 6-	Suggested	
	Daily	6-visit	12-visit	Daily	visit	12-visit	
Try It Adult	\$6.50	\$36.00	\$72.00	\$8.00	\$45.00	\$90.00	
Try It Family	\$17.50	\$90.00	\$180.00	\$21.00	\$111.00	\$212.00	
Try It Sr/Teen/College	\$4.50	\$24.00	\$48.00	\$6.00	\$30.00	\$60.00	
Try It Youth (4-12)	\$3.50	\$18.00	\$36.00	\$5.00	\$24.00	\$48.00	
	Current			Suggested			
	Group			Group Rate			
	Rate			Group Rate			
18+	\$5.50			\$7.00			
Sr/Teen/College	\$4.00			\$5.00			
Youth (4-12)	\$3.00			\$4.00			

Section 2, ItemC.

	Current Resident/ PP Holder	Current Non- Resident	Current For Profit Org.	Proposed Resident/ PP Holder	Proposed Non-Resident	Proposed For Profit Org.	Section 2, ItemC
MP Room Rentals							
1 Room	\$15.00	\$18.00	\$21.00	\$20.00	\$23.00	\$26.00	\$5 inc. in 1/2023, add. \$5 inc. schedule 1/2024.
2 Rooms	\$20.00	\$23.00	\$26.00	\$25.00	\$28.00	\$31.00	\$5 inc. in 1/2023, add. \$5 inc. schedule 1/2024.
3 Rooms	\$25.00	\$28.00	\$30.00	\$30.00	\$33.00	\$35.00	\$5 inc. in 1/2023, add. \$5 inc. schedule 1/2024.
1 Room w/ Kitchen	\$25.00	\$28.00	\$31.00	\$30.00	\$33.00	\$36.00	\$5 inc. in 1/2023, add. \$5 inc. schedule 1/2024.
2 Rooms w/ Kitchen	\$30.00	\$33.00	\$36.00	\$35.00	\$38.00	\$41.00	\$5 inc. in 1/2023, add. \$5 inc. schedule 1/2024.
3 Rooms w/ Kitchen	\$35.00	\$38.00	\$41.00	\$40.00	\$43.00	\$46.00	\$5 inc. in 1/2023, add. \$5 inc. schedule 1/2024.
Youth/Teen Center	\$40.00	\$45.00		\$45.00	\$50.00		\$5 inc. in 1/2023, add. \$5 inc. schedule 1/2024.
Climbing Wall							
Groups up to 10	\$40.00	\$45.00		\$45.00	\$50.00		\$5 inc. in 1/2023, add. \$5 inc. schedule 1/2024.
Groups 11-20	\$50.00	\$55.00		\$55.00	\$60.00		\$5 inc. in 1/2023, add. \$5 inc. schedule 1/2024.
Gymnasium							
1 Court	\$25.00	\$30.00	\$35.00	\$30.00	\$35.00	\$40.00	\$5 inc. in 1/2023, add. \$5 inc. schedule 1/2024.
2 Courts	\$45.00	\$55.00	\$65.00	\$50.00	\$60.00	\$70.00	\$5 inc. in 1/2023, add. \$5 inc. schedule 1/2024.
4th St Civic Center							
Youth	\$15.00			\$25.00			\$5 inc. in 1/2023, add. \$5 inc. schedule 1/2024.
Adult	\$20.00			\$30.00			\$5 inc. in 1/2023, add. \$5 inc. schedule 1/2024.
Indoor Pool							
Groups up to 50	\$135.00	\$145.00		\$180.00	\$185.00		Increase based on new hourly rate
Groups 51-75	\$175.00	\$185.00		\$220.00	\$225.00		Increase based on new hourly rate
Groups 76-100	\$215.00	\$225.00		\$260.00	\$265.00		Increase based on new hourly rate
Park/Shelter Rentals							
EB Shelter	\$17.00	\$20.00	NA	\$22.00	\$25.00	NA	
EB Stage	\$17.00	\$20.00	NA	\$22.00	\$25.00	NA	
EB Shelter and Stage	\$20.00	\$23.00	\$30.00	\$35.00	\$40.00	\$45.00	
McWane Shelter	\$17.00	\$20.00	\$26.00	\$22.00	\$25.00	\$31.00	
Withers Park	\$20.00	\$23.00	\$30.00	\$25.00	\$28.00	\$35.00	
	Current 2	Current 3		Proposed 2	Proposed 3		
McWane Pool	Hours	Hours		Hours	Hours		
Up to 50 People	\$110.00	\$145.00		\$160.00	\$240.00		Increase based on new hourly rate
50+ People	\$140.00	\$185.00		\$190.00	\$270.00		Increase based on new hourly rate

Section 2, ItemC.

	Current	Proposed			Section 2, ItemC.
Daily Admission 4+	\$3.00	\$4.00			
10 visit Punch Pass	\$25.00	\$35.00			
Season Pass	\$80.00	\$100.00			
Family Pass	\$275.00	NA		Family pass will be remo	oved in 2023
	Current				
Point of Sale Items	Fees			All Based on Market Rat	e
Towel Rental	\$1.00				
Racquet Ball Racquet Rental	\$1.00				
Concert Ticket	\$5.00				
No Card Fee Adult	\$5.00				
No Card Fee Sr/Teen/College	\$3.00				
No Card Fee Youth	\$2.00				
NSF Fee	\$25.00				
Replacement Card Fee	\$5.00				
Continual Cancellation Fee	\$50.00				
Swim Team Shirts	\$12.00				
Ice Cream	\$0.50				
Ice Cream	\$1.50				
Swim Team Suits Female	\$64.00				
Swim Team Suits Male	\$48.00				
Goggles	\$21.84				
Swim Cap	\$4.75				
Locks	\$8.55				
Ear Plugs	\$4.75				
Nose Clips	\$4.75				
Bungee Goggle Strap	\$4.75				
Swim Diaper	\$1.90				
Water Glove	\$13.00				
Socks	\$3.00				
Racquetballs	\$5.00				
Racquet	\$42.00				
Racquetball Safety Glasses	\$13.00				

PROPOSED SEWER RATES				
Greater Than	Up To	CURRENT RATE	PROPOSED RATE	% INCREASE
	BASE RATE	\$ 13.00	\$ 14.00	7.14%
0	3,000	\$ 1.81	\$ 1.81	0.00%
3,000	10,000	\$ 6.13	\$ 6.13	0.00%
10,000	25,000	\$ 6.19	\$ 6.19	0.00%
25,000	100,000	\$ 5.97	\$ 6.60	9.55%
100,000	3,500,000	\$ 6.50	\$ 7.15	9.09%
3,500,000	10,000,000	\$ 8.30	\$ 9.15	9.29%
10,000,000	-	\$ 8.28	\$ 9.10	9.01%

#### **Other Town Code and Administrative Fees**

Type of Fee	Current	Dept Req Changes
Hunting Permit	None	\$25.00
Raffle Permit	None	\$25.00
*Street Closure Request	None	\$100 an hour
( *does not apply to Town or DTW events)		
*Street Closure -Failure to end on time fee		\$100 an hour
License Fees for Vehicles	listed in town code	

PROPOSED WATER RATES					
Greater Than	Up To	CURRENT RATE	PROPOSED RATE	% INCREASE	
	BASE RATE	\$ 20.00	\$ 21.00	4.76%	
0	3,000	\$ 3.00	\$ 3.00	0.00%	
3,000	10,000	\$ 9.04	\$ 9.04	0.00%	
10,000	25,000	\$ 7.15	\$ 7.15	0.00%	
25,000	100,000	\$ 5.14	\$ 5.70	9.82%	
100,000	3,500,000	\$ 4.17	\$ 4.60		
3,500,000	10,000,000	\$ 3.79	\$ 4.30	11.86%	
10,000,000	-	\$ 3.25	\$ 4.25	23.53%	