

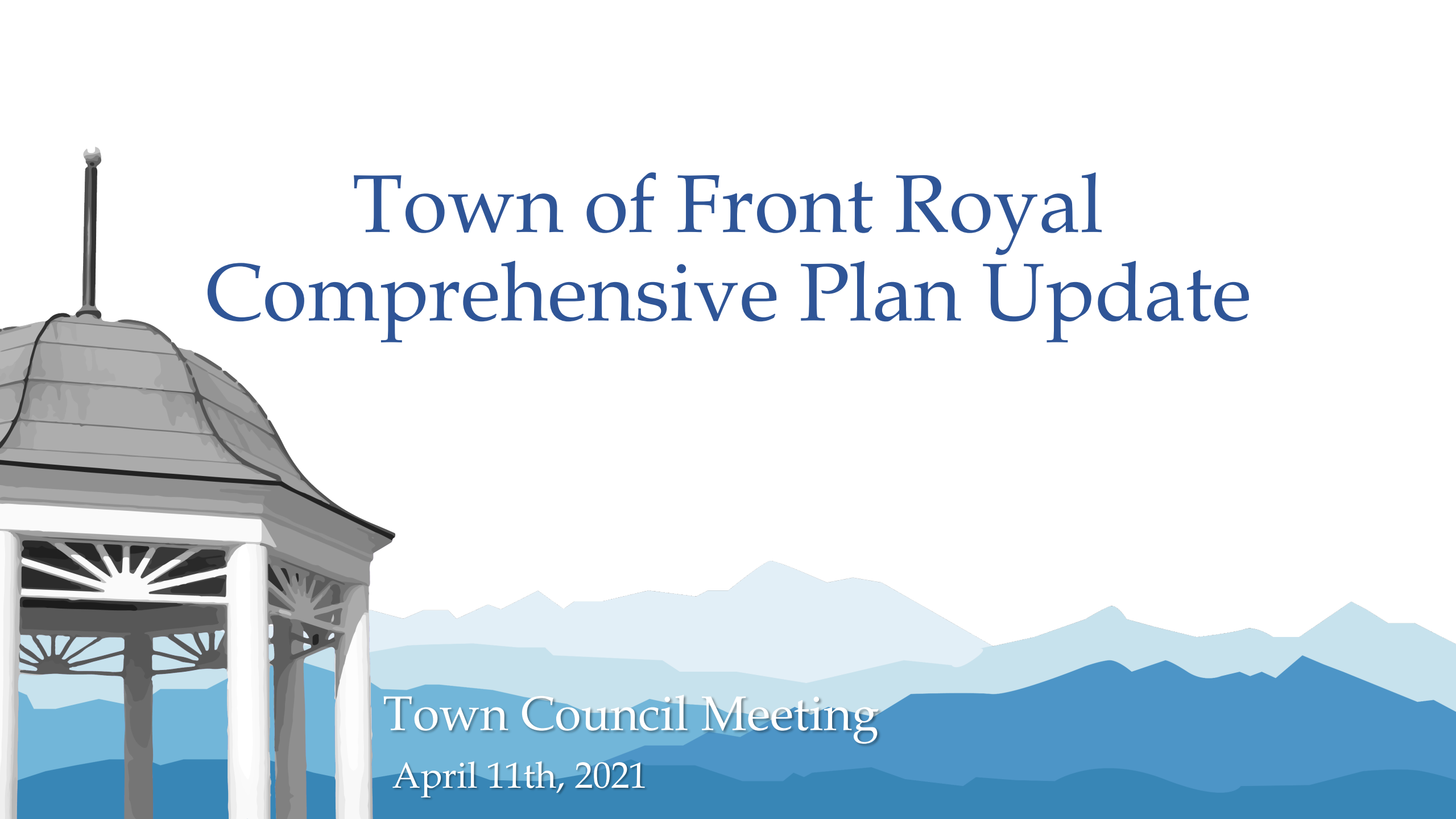


JOINT MEETING BETWEEN PLANNING COMMISSION, FRONT ROYAL EDA AND TOWN COUNCIL

Monday, April 11, 2022 @ 6:00pm in Town Hall Conference Room

View online LIVE at <https://www.frontroyalva.com/673/Town-Hall-Live>

1. Comprehensive Plan Update Presentation

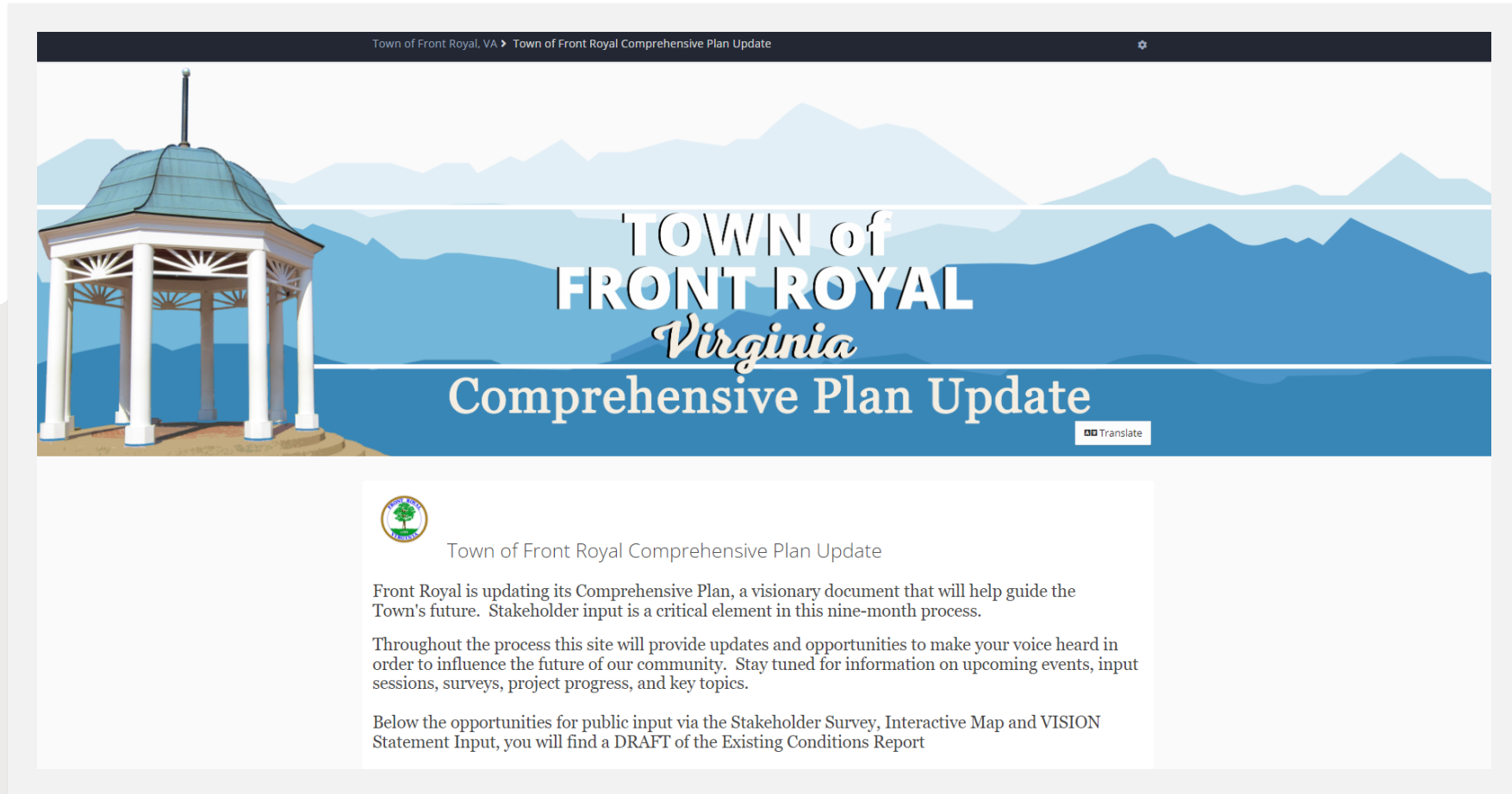


Town of Front Royal Comprehensive Plan Update

Town Council Meeting
April 11th, 2021

Progress and Deliverables Thus Far

- Website
 - Survey
 - Cards
 - Community Meeting/Kickoff
 - Survey Summary
 - Existing Conditions Report
 - Base Maps
 - Vision Statement
 - Goals and Objectives
- 



Website: publicinput.com/frontroyal

the opportunities for public input via the Stakeholder Survey, Interactive Map and VISION Statement Input, you will find a DRAFT of the Existing Conditions Report



STAKEHOLDER SURVEY - CLOSED

Public Participation Survey

[View Results](#)



INTERACTIVE MAP

Public Input Participation Map

[Participate](#)



VISION Statement Input

YOUR VISION FOR THE TOWN

[Participate](#)

Documents

Draft Vision Goals objectives.pdf

Front Royal - What is a Comprehensive Plan.pdf

Front Royal Existing Conditions Report - 3-18-22.pdf

Survey Results 2.21.22.pdf

COMPLETE

Initial Meetings, Detailed Scoping and Planning for Community Engagement (September 2021)

Initial meetings with key staff, committee members, Town Council, working groups, citizen associations and the Planning Commission to discuss preliminary vision and priorities for the Comprehensive Plan.

COMPLETE

Review Previous Plans and Additional Documents (September 2021)

Review of The Town of Front Royal's existing long-range planning documents as well as any additional documents, including the existing Zoning Ordinance.

The Planning Team will work with staff and elected officials to determine what elements of those plans should be incorporated into this Comprehensive Plan and where the gaps may be.

COMPLETE

Leadership Forum and Creation of Public Participation Plan (September 2021)

Joint work session of the Town Council and Town Planning Commission along with key staff involved in the planning process. This event will provide an opportunity to align leadership expectations for the comprehensive planning process and discuss

LIVE

Data Inventory and Research; Existing Conditions and other Mapping Data Analysis (October 2021)

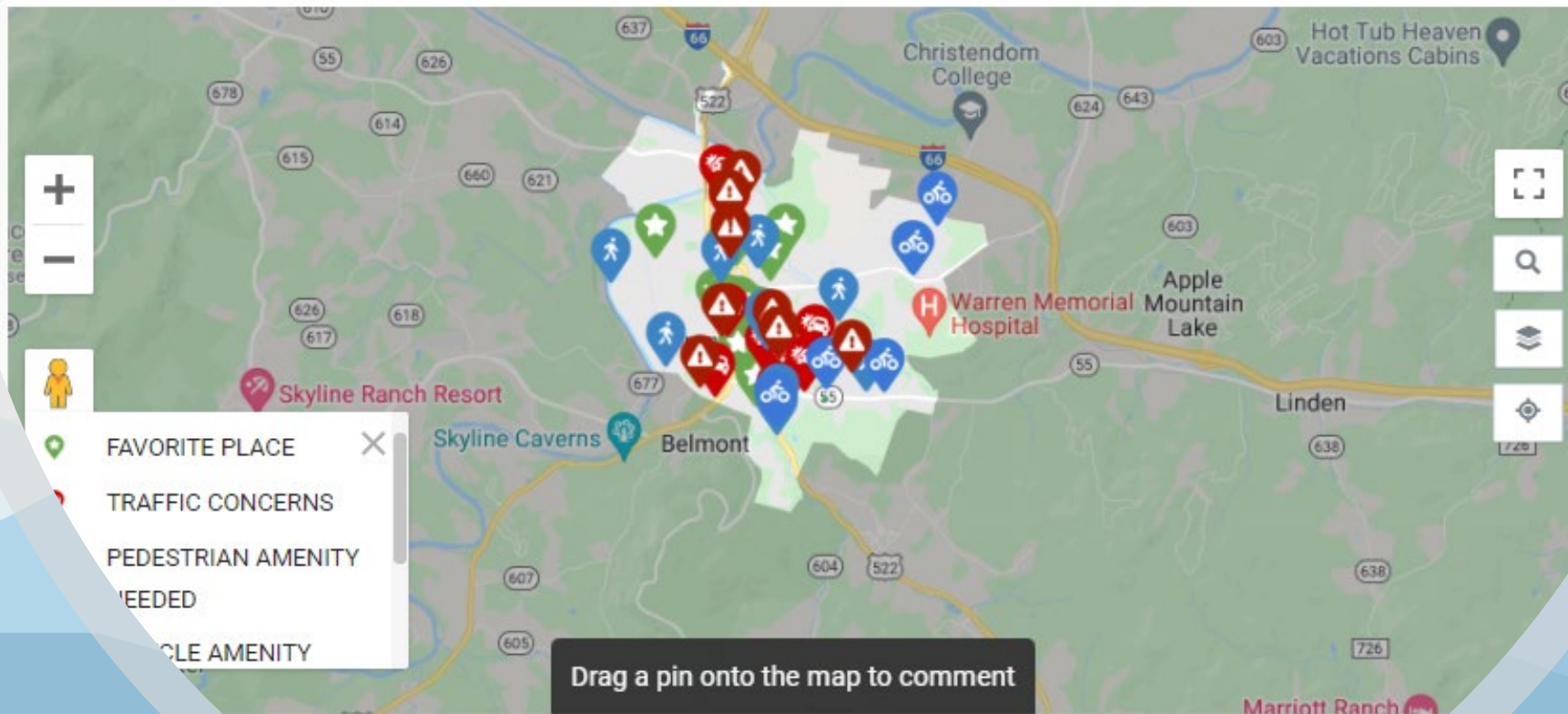
Participation Map

On this Interactive Map, please drop a pin on the map, that is best described from the icons below. (NOTE: please drag the appropriate icon from the list at the top of the page)

Based on the descriptive icons below, you can place as many as you need to show where the needs, areas of concern, resources, favorite places, or other are located

(NOTE: Please drag pin from top of page to place on map)

Drag and drop >  FAVORITE PLACE  TRAFFIC CONCERNS  PEDESTRIAN AMENITY NEEDED  BICYCLE AMENITY NEEDED
 ATTENTION NEEDED  HIGH CRIME AREA



should be no parking in front of St John's. It is very narrow through there when cars are parked on the sides.

one month ago

↩ Reply ⌚ Agree



Very narrow through whole area of St John's. Should be no parking in front of church only.

one month ago

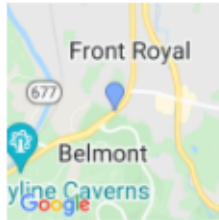
↩ Reply ⌚ Agree



Right turn lane should be made into straight and right turn lane. Left should be left turn only. This light backs up, especially in the fall and you have to wait through multiple cycles if you are trying to go straight through the light

one month ago

↩ Reply ⌚ Agree



Right turn lane should be for going straight also. Leave the left lane as a turn left only. This light backs up bad especially in the fall.

one month ago

↩ Reply ⌚ Agree



Mary Gamache 1st and Massie. Turn the 1-way around.

one month ago

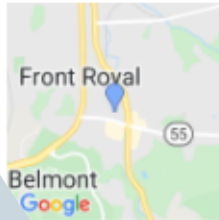
↩ Reply ⌚ Agree



It would be nice to have a bus stop for the housing community here. It is a long walk to the nearest one.

2 months ago

↩ Reply ⌚ Agree



MELINDA POST-BAREK Need turn lane all the way on South Street and a light in/out of Rural King.

2 months ago

↩ Reply ⌚ Agree



A good place to donate clean packing material.

2 months ago

↩ Reply ⌚ Agree

**Front Royal
Comprehensive Plan**

**Front Royal
Comprehensive Plan**

**Front Royal
Comprehensive Plan**

**The Town's future needs
your input!**

 publicinput.com/frontroyal

 frontroyal@publicinput.com

 publicinput.com/frontroyal

 frontroyal@publicinput.com







Use this QR code to access the Comprehensive Plan website on your phone.

TOWN OF FRONT ROYAL, VA

COMPREHENSIVE PLAN

SURVEY RESULTS SUMMARY

February 21, 2022



Figure 8: Priorities to focus on for future development

SURVEY RESULTS

The Town of Front Royal distributed a survey that was open between November 2021 and January 2022 to solicit public input for the Comprehensive Plan update. There were a total of 469 participants, representing 3.1% of Front Royal's 15,011 residents. The following pages report the results of the survey.

Age of Participants

The age of participants were generally evenly distributed amongst all age brackets with the exception of young adults and children. Future planning efforts should take special interest in engaging this demographic.

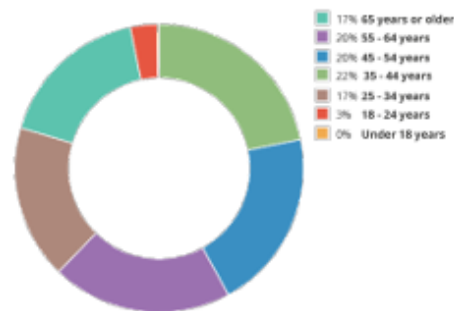


Figure 1: Age of Respondents

Of the total survey respondents, 75% reside within the 22630 Zip Code, while the remaining 25% reside within other zip codes.

This shows that the majority of responses came from residents of the Town, which can also be seen from survey software's map of response locations. All areas of Front Royal generally appear to be represented as well.



Figure 3: Response Location

Why Front Royal?

Participants were then asked what their connection to Front Royal was, and were able to select all responses that applied. Of the 444 respondents, 57% live in Front Royal and 48% live in the County.



Figure 2: Connection to the Town

How long have you lived here?

The survey then asked of those respondents that live in Town, how long have they lived there? 54% have lived in Town over 10 years, while 45% have lived for less than 10.

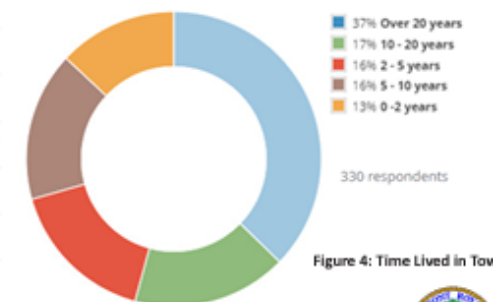


Figure 4: Time Lived in Town



EXISTING CONDITIONS REPORT

TOWN OF FRONT ROYAL, VIRGINIA

March 18, 2022



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Front Royal, VA

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What's an Existing Conditions Report?

A comprehensive plan is based on both empirical data and community visioning. The data that will inform the plan has been collected in this report for review and comment as one of the first steps of the planning process.

Why do we need one?

Every person has a subjective understanding of their own community based on their experience. It's human nature! A plan relies on data - demographic, economic, and geographic - to make sure that everyone who contributes to the making of the plan begins on the same page, and to establish a firm base line from which we can plan for the future.

How is this data used?

This data will be made publicly available via the Comprehensive Plan website, and then will become part of the final Comprehensive Plan document.

HOUSING

Median Housing Value

Figure 8 shows median home values in Front Royal, Warren County, Virginia and the US. The median home value (Business Analyst 2020) in Front Royal is \$211,634. This is lower than the median home value in Virginia as a whole, which is about \$273,100 and Warren County which is approximately \$244,800. Overall, the U.S. and the Warren County Median Housing Values are higher than the median home values in the Town.

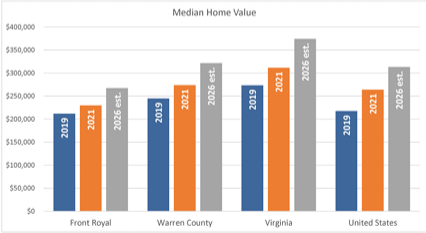


Figure 7: Median Home Value
Source: BNA Business Analyst 2020

*Median is determined by the middle of the list of housing values, as opposed to *mean* (average) which can be thrown off by outliers on either side of the spectrum.

Housing Characteristics

The majority (77.6%) of homes in Front Royal are single-family attached or detached. Apartments up to nine (9) units comprise twelve percent (12%) of housing, and 9% are apartments in buildings with ten (10) or more units.

Front Royal is known for its historic and eclectic charm, with approximately 44% of the homes being built between 1939 and 1959. The second largest group of housing units was built between 1970 and 1999 with an estimated 40%.

Owners and Renters

In 2010, there were an estimated 5,848 housing units in the Town, with 59% owner-occupied and 41% renter-occupied.

In 2019, there were an estimated 5,635 housing units in the Town (ACS 2019 S2502), with 56.5% Owner-Occupied and 43.5% Renter-Occupied. Assuming this trend continues, Front Royal should continue to see an increase in renter-occupied housing units in the next several years, and an increase in demand for rental units.

The charts to the right show that between 2010 and 2019 there has been a national increase in the number of households who rent, with much of it driven by preference; both the US and Virginia had a 3% increase in renters in the same time period. The increase in Front Royal may be a result of increased home prices and lack of affordability.

Since 2010 there has been a steady increase in the median gross rent overall in the United States, Virginia and the Town of Front Royal. In 2010, the median gross rent was \$823.00 but in 2019 it rose to \$973.00 which is a 15.4% increase. Similarly, the United States saw a 21.4% increase over that almost 10 year period.

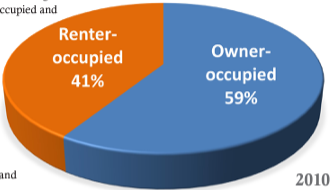


Figure 8: 2010 Tenure
Source: American Community Survey 2010

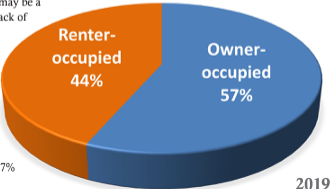


Figure 9: 2019 Tenure
Source: American Community Survey 2019

EDUCATION

School Enrollment

Front Royal's school aged populations are enrolled in school at similar rates to their counterparts across Virginia and the US based on ACS data except for the range of 3 to 4 year olds. Based on the numbers, there is a lower rate of enrollment in Front Royal than between Virginia and the US.

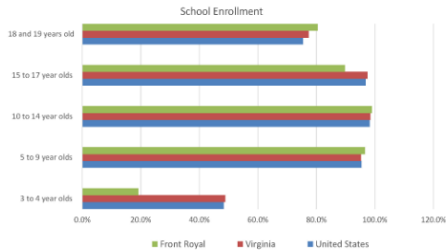


Figure 10: School Enrollment
Source: American Community Survey 2019

Nearly 80% of Front Royal residents 18 and 19 years old are enrolled in school, compared to 75.4% of the same age group nationwide. Additionally, nearly 19.1% of 3- to 4-year-olds are enrolled in school in Front Royal as compared to just over 48% nationwide. A lack of pre-kindergarten enrollment has been correlated to poor attendance, behavior problems and lower the chances of reading at grade level by 4th grade (Urban Child Institute).

EMPLOYMENT

Labor Force by Occupation

Below is a comparison of the labor force (persons employed or looking for work) by occupation for the Town of Front Royal, Virginia and the US. This shows that the highest percent of the labor force is in Management and Office/Admin for each location.

Compared to Virginia and the United States, Front Royal has lower levels of Management, Business/Financial, Computer/Math, and Legal. The Town shows relatively high levels of Education/Library, Health Practices, Construction/Extraction, and Transportation/Moving.

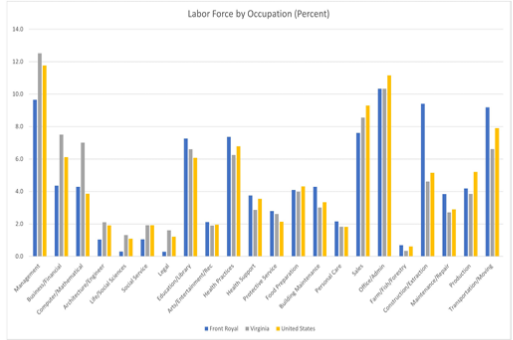


Figure 20: Labor Force by Occupation
Source: Virginia Employment Commission

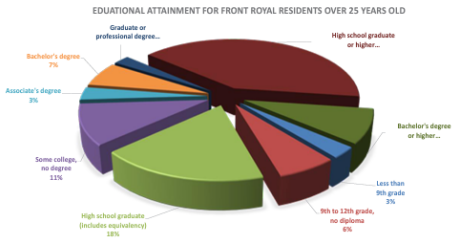
Public and Private Schools

	Public School	Private School
United States	83.7%	16.3%
Virginia	82.6%	17.4%
Front Royal	89.5%	10.5%

Figure 14: Public and Private School Enrollment
Source: American Community Survey 2019

Educational Attainment

The majority (60.3%) of Front Royal residents have graduated from high school or attained a higher degree of education whereas 6.7% have an Associate's degree, 13% have a Bachelor's degree, and 6% have a Graduate or Professional degree.



TRANSPORTATION

Commuting

The great majority (63%) of employed Front Royal residents work outside the Town as seen in Figure 22, and 37% work in town. Of that majority, approximately 63.4% work in Warren County, and 36.6% of residents work further afield than Warren County.

Just shy of 77% of workers drive to their place of work alone in a car, van or truck. Fourteen percent carpooled with one or more other people, while just under 4% worked from home.

A very small number of residents walk (3.5%), while no respondents reported bicycling or taking public transit.

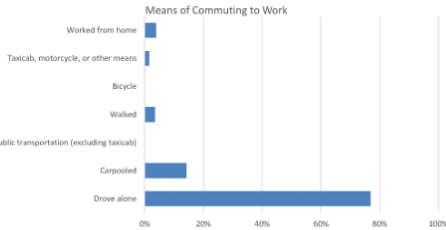


Figure 22: Means of Commuting to Work
Source: American Community Survey 2019

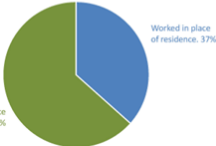
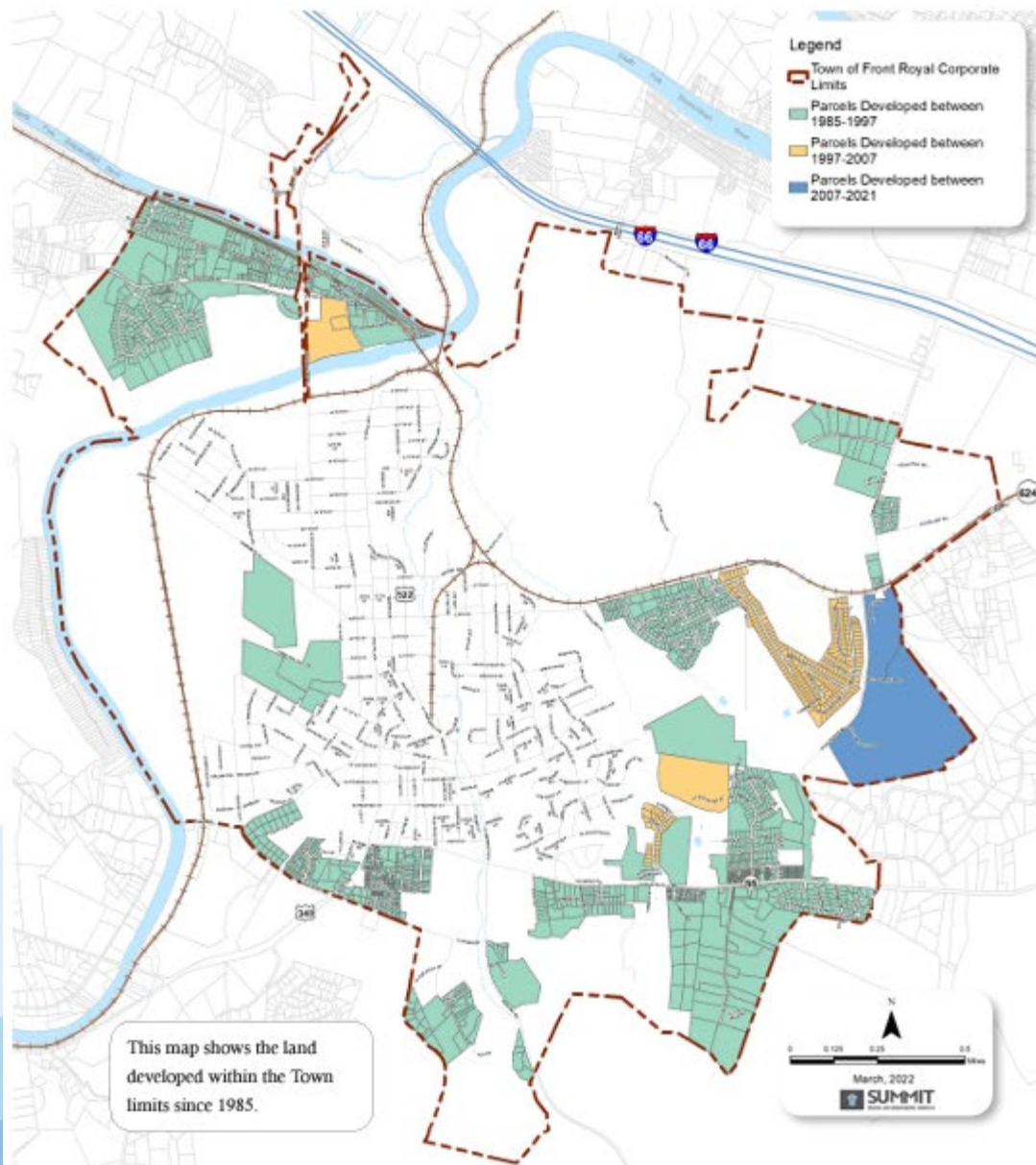
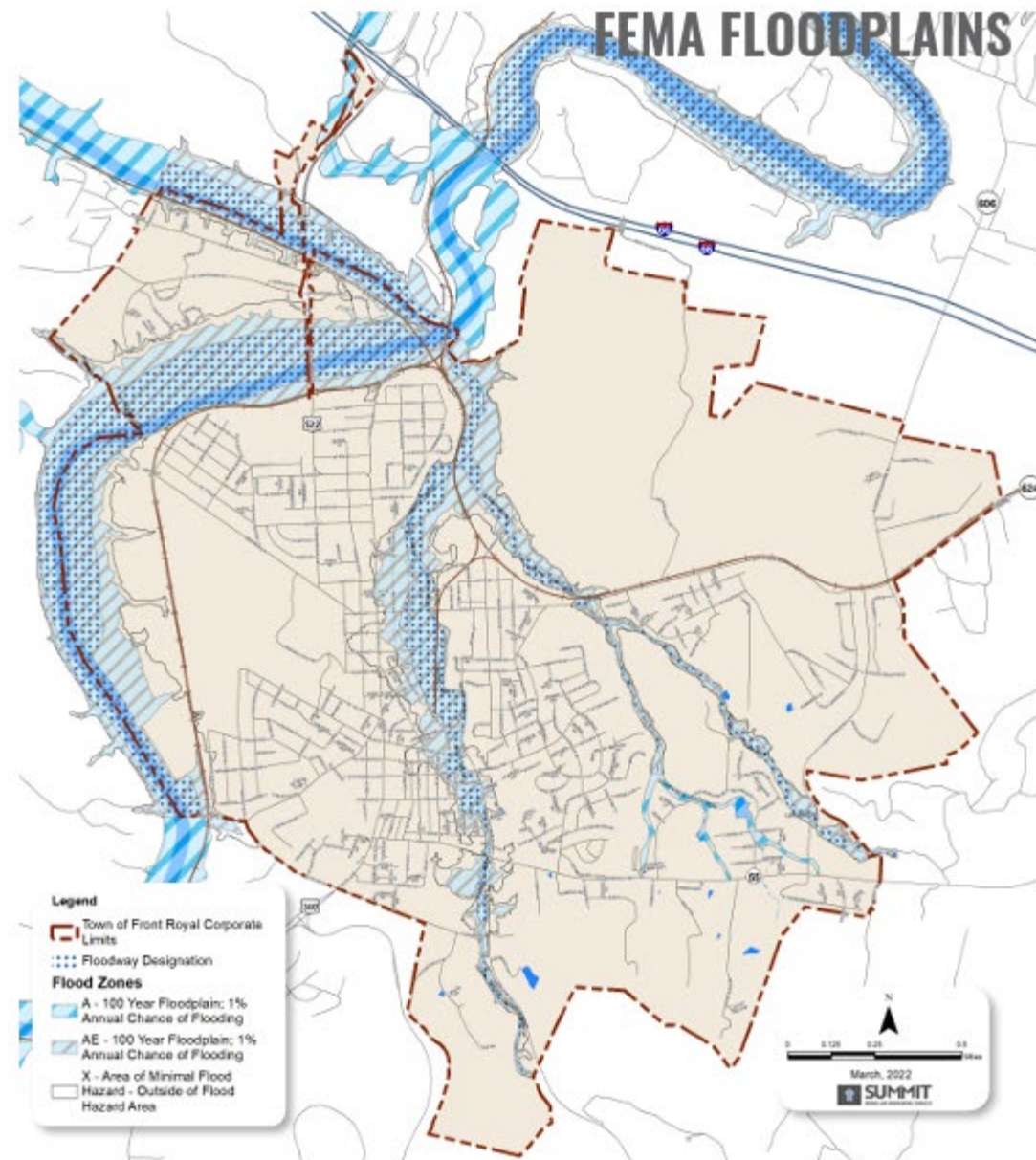


Figure 21: Working Outside Town
Source: American Community Survey 2019

DEVELOPED LAND

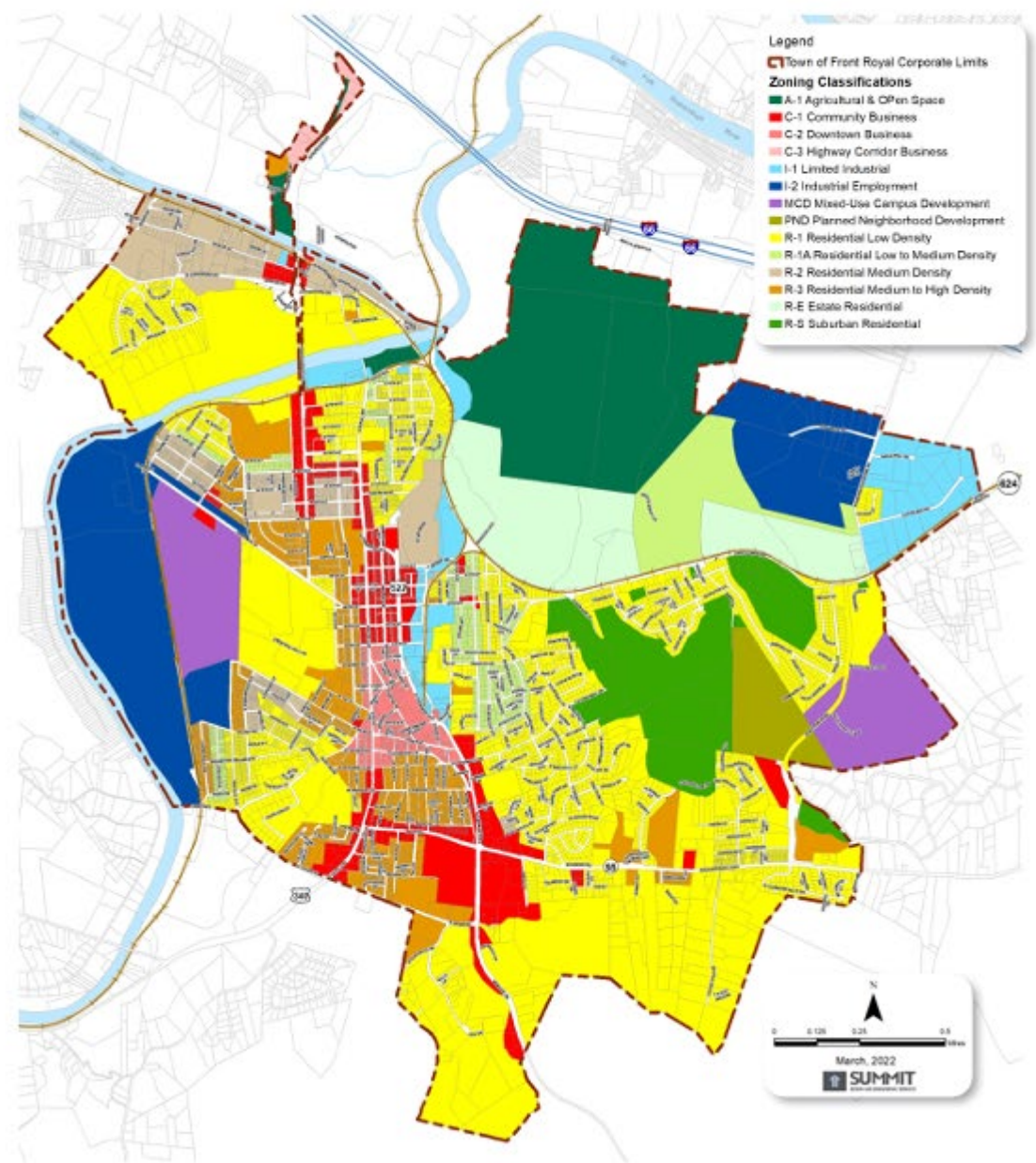
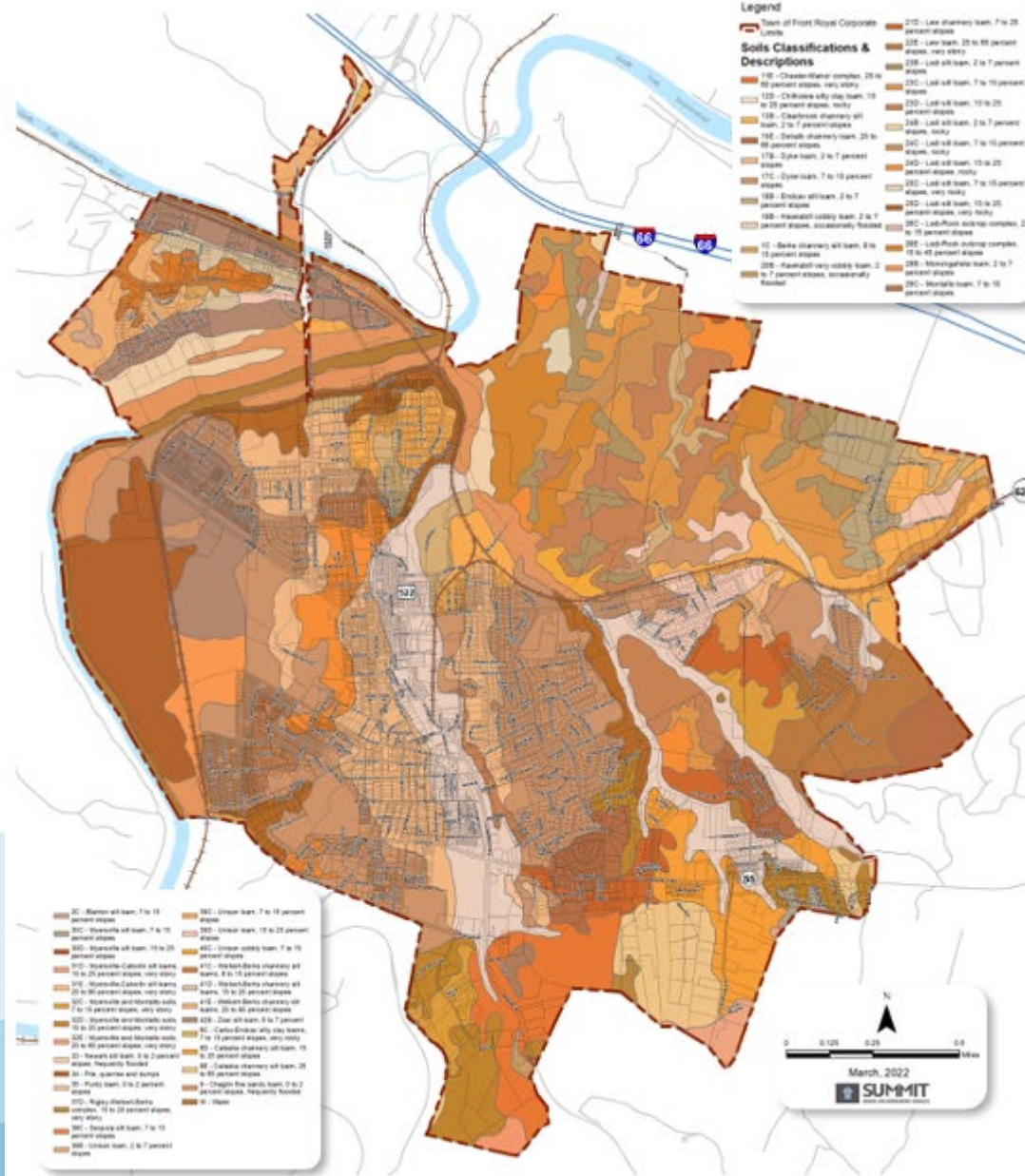


ENVIRONMENTAL CONSTRAINTS

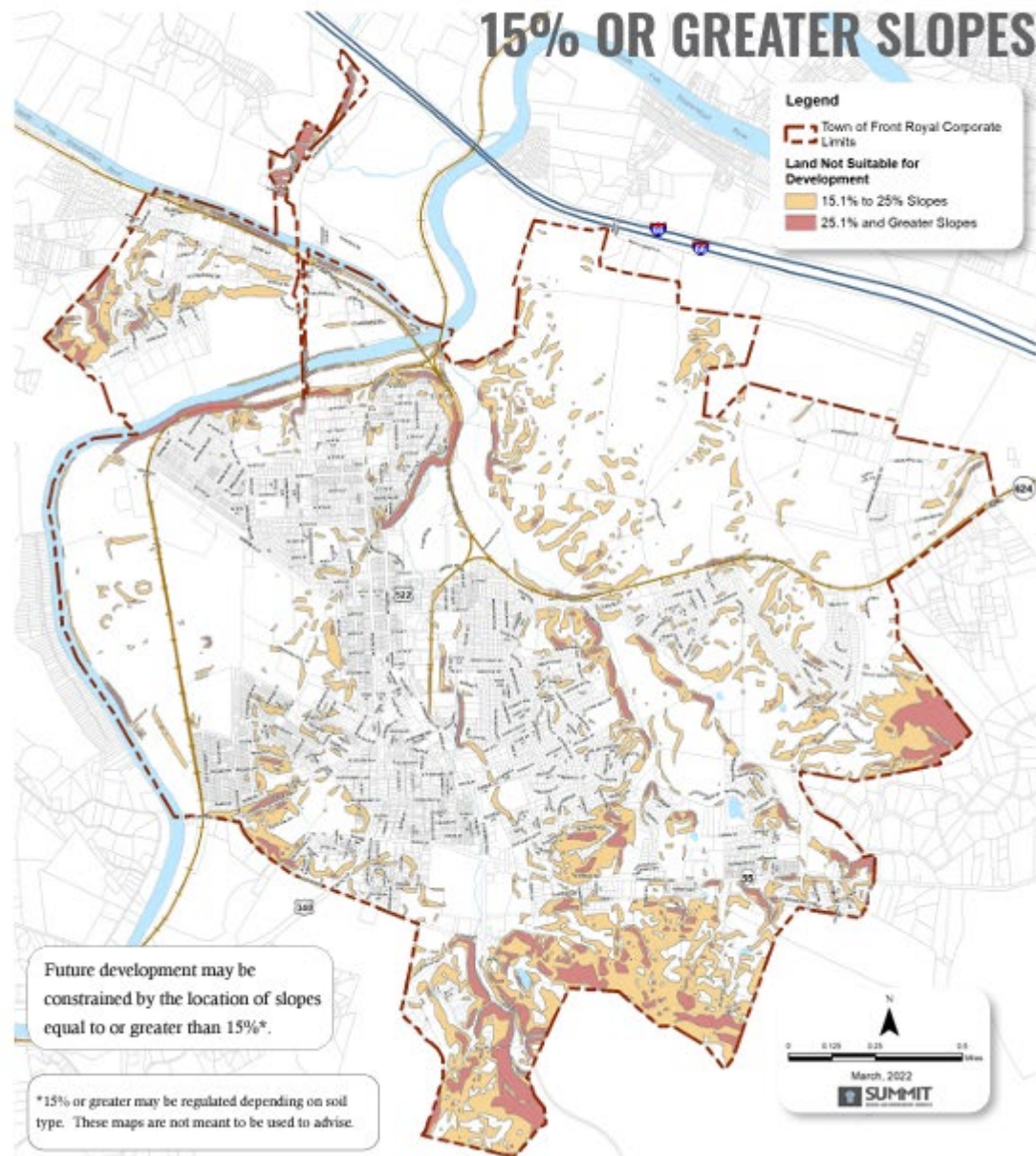


SOIL TYPES

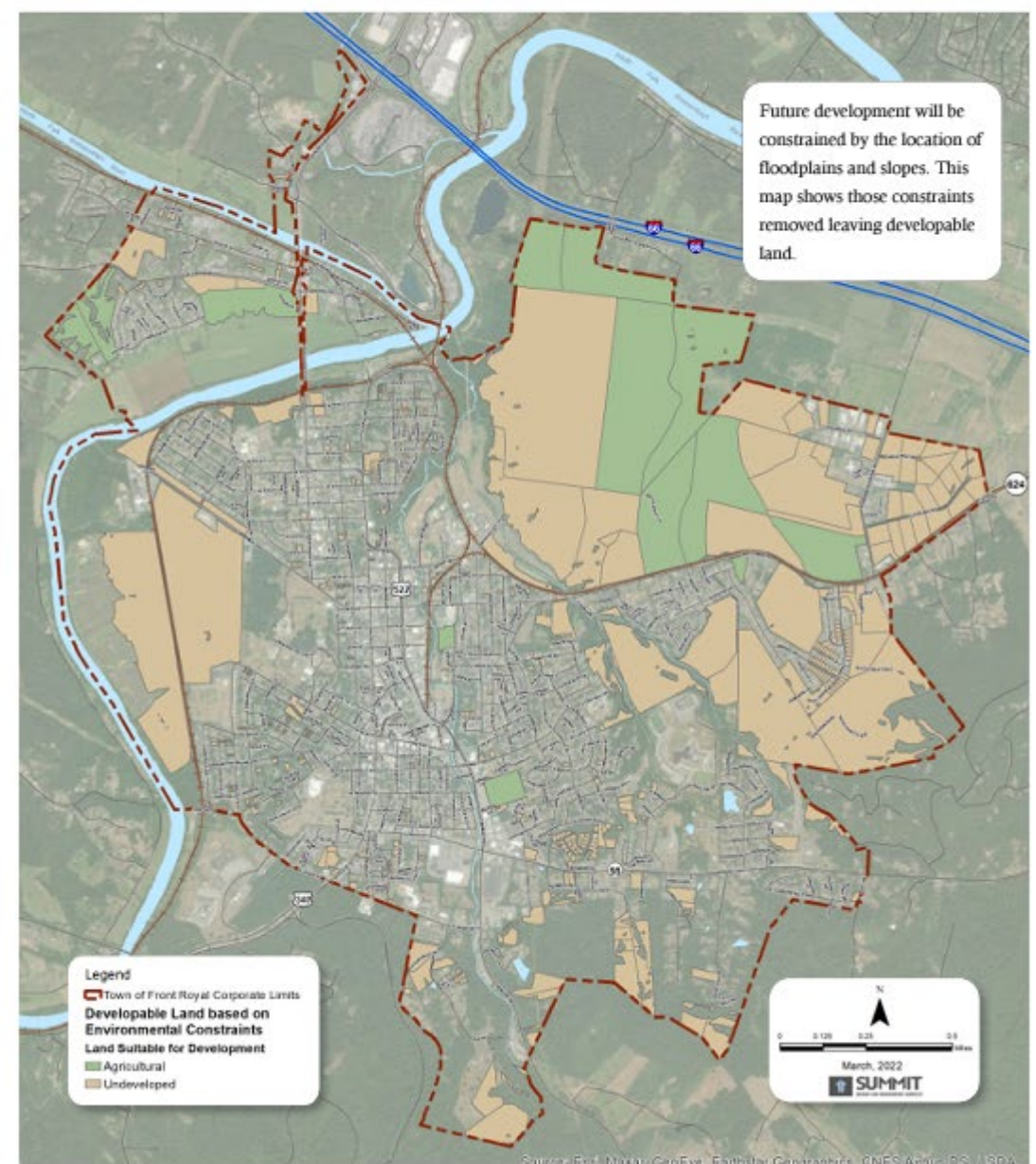
EXISTING ZONING



STEEP SLOPES



LAND SUITABLE FOR DEVELOPMENT





VISION Statement Input

YOUR **VISION** FOR THE TOWN

First Name

Last Name

Email

Phone

Zip

Submit

"The Town of Front Royal will be a safe, environmentally conscious community that protects its natural resources and strives to preserve its small town charm. It will serve the needs of all residents while providing a business-friendly culture to promote economic prosperity and encourage high quality development."

 Post Publicity

Affordable housing or comparable income to support housing prices of the town. More resources available to help lift other up out of poverty or generational conditions and mindsets that prevent growth as individuals and as a community.

one month ago

 Reply  2 Agree

A beautiful community that includes a high quality of life, a destination mindset, a strong focus on promoting and protecting its amazing outdoor assets, a shared pride and enduring community spirit, and an effective and callorative government that is business friendly and serves... [See More](#)

29 days ago

 Reply  1 Agree

Parks, Greenway, Recreation, Safe & Inclusive Community!

14 days ago

 Reply  Agree

DRAFT VISION GOALS & OBJECTIVES

TOWN OF
FRONT ROYAL,
VIRGINIA

February 24, 2022



GOALS & OBJECTIVES

Setting Goals

Goal statements are aspirational targets for the Town to strive for in its decision making. Simply stated, decisions will be evaluated against the Comprehensive Plan's goals to determine whether or not a proposal is in line with where the Town plans to be in the future.

Objectives

Objectives for each topic area are listed to allow for the evaluation of proposals for their adherence to the Comprehensive Plan and to give specific guidance on how the Town intends to move forward on each topic.

The topics addressed in the plan include:

"Small town character"

Land Use

Mobility & Accessibility (Transportation)

Economic Sustainability

Environmental Sustainability

High Quality Development

Housing Sustainability

Tourism

Public Health & Safety

Responsive & Accountable Governance

Reliable Utilities & Services

These cover the Town's role "comprehensively" in promoting a high quality of life in Front Royal.



Discussion of Goals and Objectives





TOWN COUNCIL WORK SESSION

Monday, April 11, 2022 @ 7:00pm in Town Hall Conference Room

View online LIVE at <https://www.frontroyalva.com/673/Town-Hall-Live>

1. Items Scheduled for a Public Hearing on April 25th
 - A. FY2022-2023 Proposed Budget – *BJ Wilson*
 - o Drug Court Coordinator and Memorandum of Understanding – *Councilman Gillispie*
 - B. Ordinance to Change Street Name from Edgemont Avenue and Scranton Avenue to George Banks Boulevard – *Councilwoman Thompson*
2. Items Slated for the Consent Agenda for April 25th
 - A. Pressure Reducing Valve (PRV) Vault Purchase/Installation – *BJ Wilson*
 - B. Dry Barrel Fire Hydrants – *BJ Wilson*
 - C. FY22 Budget Amendment to Accept Local Law Enforcement Block Grant – *Chief Magalis*
 - D. Resolution to Adopt “Shift Differential Policy” to Town Employee Handbook– *Laura McIntosh*
 - E. Proclamation for National Public Works Week – *Robbie Boyer*
3. Open Discussion
 - A. Building Permits – *Mayor Holloway*
 - B. Items for the Liaison Committee Meeting on April 21 – *Tina Presley*
4. CLOSED MEETING – Town Attorney Position and Undisclosed Business
5. Adjourn

TENTATIVE SPECIAL MEETING immediately after the Work Session

1. Roll Call
2. Council to select a date for the holding of a special election to fill the Council seat vacated by former Councilman Scott Lloyd by his resignation effective March 28, 2022 – *George Sonnett*
3. Adjourn



Work Session Agenda Statement

Item # 01B

Meeting Date: April 11, 2022

Agenda Item: FY22-23 Proposed Budget

Summary: Council is scheduled to hold a public hearing and approve the FY2022-2023 Annual Budget during the regular scheduled April 25th, 2022, meeting. Staff is providing additional information to questions regarding the budget and options for funding \$40,000 to a drug court. Options for funding \$40,000 Drug Court:

Option A

8102-41003	Building Inspections Part-time Salaries	<\$3,000>
1101-15504	Town Council Travel & Education	<\$3,000>
1101-45507	Town Council - Council Expense	<\$3,000>
1201-43002	Town Manager Professional Services	<\$25,000>
8110-45447	Tourism Special Events	<\$6,000>
TOTAL		<\$40,000>

Option B

8102-41003	Building Inspections Part-Time Salaries	<\$3,000>
1101-43002	Town Council Professional Services	<\$37,000>
TOTAL		<\$40,000>

Option C

8102-41003	Building Inspections Part-time Salaries	<\$3,000>
8101-43002	Planning & Zoning Professional Services	<\$25,000> Strategic Plan
8101-43002	Planning & Zoning Professional Services	<\$12,000> Form Update
TOTAL		<\$40,000>

Above options show line items that would be reduced and transferred to a line item for 1101-43009 Town Council Purchased Government Services +\$40,000

Council is requested to discuss any additional questions related to the FY22-23 Proposed budget prior to the public hearing and approval of the FY22-23 appropriation ordinance.

A Memorandum of Understanding (MOU) with the Town of Front Royal, Valley Health System and Northern Shenandoah Valley Substance Abuse Coalition pertaining to the funding of the Drug Court Coordinator will be on the April 25th Regular Council Meeting authorizing the Town Manager to execute the MOU.

Budget/Funding: N/A

Staff Recommendation: Staff recommends discussing any additional questions related to the FY22-23 Proposed Budget prior to approval of the appropriation ordinance and the MOU.

GENERAL FUND REVENUE

Acct #	Acct Name	FY23 Proposed	FY22 Adopted	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual
3110101	Real Estate	\$ 991,750	\$ 1,182,155	\$ 1,038,660	\$ 887,782	\$ 888,926	\$ 937,267
3110102	Delinquent R/E	(2,765)	(2,765)	(2,165)	(7,318)	(451)	(4,960)
3110201	Public Service R/E	20,500	20,550	19,024	20,508	20,496	22,410
3110203	Public Service P/P	1,550	1,550	1,277	1,557	1,281	2,684
3110301	Personal Property	489,150	362,250	498,304	362,626	373,568	303,796
3110302	Delinquent P/P	(61,680)	(66,000)	(75,265)	(43,620)	(66,154)	(22,411)
3110601	Penalty on taxes	18,850	17,000	22,155	18,074	16,334	17,779
3110602	Interest on taxes	21,990	20,940	22,292	22,171	21,506	22,264
3120101	Sales Tax - Warren	1,327,355	1,145,910	1,218,034	1,054,716	951,020	905,904
3120301	BPOL	800,730	685,890	813,388	804,211	745,413	711,285
3120307	Penalty BPOL	12,070	7,600	14,209	7,804	18,463	7,805
3120401	Franchise Tax	67,925	63,840	72,012	121,306	49,029	51,205
3120402	Deregulation	800	800	788	732	758	799
3120403	Consumer Tax	182,720	182,000	182,748	181,574	183,837	167,196
3120404	Deregulation-Local	44,905	48,000	41,658	45,127	47,923	15,837
3120501	Auto Decals	380,550	383,515	378,663	390,014	377,554	375,976
3120601	Bank Stock Tax	271,230	243,935	250,993	251,478	319,706	321,606
3121001	Lodging Tax	317,935	255,540	228,318	270,799	316,171	319,911
3121101	Meals Tax	2,079,955	1,855,845	1,982,307	1,824,235	1,755,650	1,676,579
3121201	PILOT	530,965	545,830	560,208	504,324	492,392	419,217
3121211	PILOT - Warren County	230,920	258,955	244,939	249,331	238,479	232,563
3130306	Zoning Income	40,000	34,000	29,008	41,155	30,514	39,951
3130308	Public ROW Use Fee	1,870	1,100	1,661	2,075	1,131	796
3130307	Building Inspections	75,000					
3140101	Fines & forfeitures -CP	110,000	100,000	143,379	147,928	276,177	234,557
3140102	Town Fine E-Summons	8,300	8,500	8,091	9,224	9,876	
3140111	Town issued tickets	5,000	5,000	3,051	4,787	10,224	3,650
3150101	Interest on Bank Deposits	40,000	60,850	65,596	171,172	137,476	92,780
3150207	Rent - Adelphia	-	-	45	7,934	11,855	11,911
3150208	Main Street Events	2,000					
3161303	Credit Card Fees	35,000	-	17,798	(1,696)	22,147	30,664
3161305	Income from Visitor Center	-	-	5,697	5,712	25,771	19,339
3161602	Sale of Publication	50	50	100	157	175	60
3189912	Miscellaneous	2,000	3,000	1,071	9,849	2,617	3,023
3189913	Donations	-	-	3,140	750		3,300
3220103	Rolling Stock Tax	16,000	31,220	15,609	16,075	15,972	16,083
3220104	Animal Friendly Plates	60	60	-		-	-
3220106	VA - PPTRA	287,000	287,000	287,000	287,000	287,000	287,000
3220108	Rental Tax Vehicles	78,045	61,645	73,048	92,790	107,194	89,374
3220401	Communication Tax	117,830	128,445	128,982	140,543	145,928	159,020
3220402	Game of Skill Distribution	6,915	6,915	4,896			
3230701	State Aid - Police	387,590	376,295	401,174	376,296	362,168	349,248
3310004	Grant - Arts Commission	4,500		4,500	4,500	4,500	4,500
3310010	Grant Proceeds			-	1,018	23,259	6,586
3310010	CARES Funds			2,478,116			
3310013	ARPA Funds			7,925,590			
3310012	Community Policing	-	8,000	24,957	10,797	9,798	8,232
3410001	Bond Proceeds				546,711		
3410201	Sale of Gov't Vehicle & Equip			10,000	2,668	18,018	-
3410202	Sale of Real Estate			8,207	4,893		295,174
3410205	Insurance Recoveries					1,309	11,564

8101 - Planning & Community Development							
Account	Name	FY23 Proposed	FY22 Adopted	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual
41001	Salaries - Regular	255,630	269,255	252,446	279,132	257,423	263,130
41002	Salaries - Overtime	1,250	1,200		446	964	152
	Reclassification of Permit Technician	69,970					
	Merit	14,100	9,850				
42001	Fica	19,650	20,690	19,269	20,994	19,054	19,596
42002	VRS/Life Insurance	36,580	38,530	32,522	29,745	31,213	36,528
42005	Medical Insurance	21,460	14,140	12,000	37,820	37,863	30,390
42008	HRA		500				
	Total Personnel & Fringe Benefits	\$ 418,640	\$ 354,165	\$ 316,237	\$ 368,137	\$ 346,518	\$ 349,798
43002	Professional Services	81,000	8,545	13,200	33,440	389	342
43005	Maint Service Contract	13,100	12,000		1,895	2,445	3,250
43005	Maint Service Contract (Energov)	15,000					
43006	Printing & Binding	200	400	71	377	306	151
43007	Advertising	500	1,000	264	1,033	581	2,311
45201	Postal Services	500	1,000	346	583	1,272	980
45203	Telecommunications	1,200	1,200	966	846	1,256	955
45401	Office Supplies	500	1,000	330	1,068	2,345	2,026
45402	Auto Maintenance	250	250	258	259	298	254
45408	POL	300	300	183	432	626	417
45410	Uniforms & Wearing Apparel	150	150	184		236	145
45411	Books & Subscriptions	250	250		257	25	437
45412	Furniture & Fixtures	200	200	352		269	199
45417	COVID Expense				180		
45420	Small Tools						80
45504	Travel & Education	2,500	2,500	337	2,464	1,957	1,810
45801	Dues & Memberships	600	1,200	100	584	558	398
	Total Operating Expenses	\$ 116,250	\$ 29,995	\$ 16,592	\$ 43,416	\$ 12,562	\$ 13,756
47014	GIS Mapping System		5,000	8,100		15,429	2,320
	Total Capital	\$ -	\$ 5,000	\$ 8,100	\$ -	\$ 15,429	\$ 2,320
	Total - Department	\$ 534,890	\$ 389,160	\$ 340,929	\$ 411,553	\$ 374,508	\$ 365,874
	Annual Adopted Budget	\$ -	\$ 389,160	\$ 405,270	\$ 480,010	\$ 506,920	\$ 474,260
	Amended Budget Amount	\$ -	\$ -	\$ 765,560	\$ 566,010	\$ 583,277	\$ 528,768
	Difference from actual vs amended			\$ 424,631	\$ 154,457	\$ 208,770	\$ 162,894
	FY23 Highlights:						
	43002 Professional Services	15,000	Main Street Walking Mall (Concept Design Layout/Amenities)				
		15,000	Form Update				
		1,000	Landscaping Standard Plan				
		5,000	Street Standard Update				
		5,000	Flood Plain Update				
		15,000	Storm Water Management				
		10,000	Strategic Plan link to budget Process				

	8102 - Building Division						
Account	Name	FY23 Proposed	FY22 Adopted	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual
41001	Salaries - Regular	43,015					
41003	Salaries - Part-time	3,000					
	Merit	2,075					
42001	Fica	3,520					
42002	VRS/Life Insurance	6,155					
42005	Medical Insurance	14,705					
42008	HRA	500					
	Total Personnel & Fringe Benefits	\$ 72,970	\$ -	\$ -	\$ -	\$ -	\$ -
43002	Professional Services	75,000					
43005	Maint Service Contract	15,000					
	Total Operating Expenses	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Total - Department	\$ 162,970	\$ -	\$ -	\$ -	\$ -	\$ -
	Annual Adopted Budget	\$ -					
	Amended Budget Amount	\$ -					
	Difference from actual vs amended						
	FY23 Highlights:						

The year I came on council, at a work session, we went over the budget section by section. Since that would take up a tremendous amount of time, I have been studying the budget, met with BJ a couple times for clarification of certain areas, and the following are the questions/concerns/ thoughts I would have shared in a council work session.

The following list of questions by page number and section of the proposed 22-23 budget are areas that I would like to have answers provided or just to have someone explain to me the reasoning behind them. I am sure there are good and valid reasonings, I just want to better understand it so that if/when approached by citizens, I can justify all areas of the budget. I know everyone is already aware that I am fiscally conservative, therefore, my questions might seem excessive to you. I feel that I need to be a good steward of the taxpayers' dollars, and seeking answers and explanations to budget items is part of that responsibility. For the record, I have met with BJ twice now and he has clarified many questions already. These are the ones that I feel council needs to possibly discuss further.

Page 20 – Town Council Budget

-I see there was a merit increase listed as part of the 21-22 budget; I do not recall us requesting a merit increase for individual council member's compensation. When was this discussed? Was this just a standard merit increase that was incorporated into the budget like other town employees? I cannot say that my town pay has changed in this year's budget cycle, in fact, I checked and nothing has changed on my paystub, so possibly it was just listed in the budget, but it was never actually implanted? If not, I am okay with just leaving my compensation as it has been since taking office in 2020. This was requested to be put in the current budget because Council had not had a pay increase for a number of years. Mrs. Cockrell is correct, Council's pay has not been increased; the funds remain unused and Council's pay has not increased.

-the travel and education line item went up \$3,000 for the 22-23 budget, from \$7,000-to \$10,000. Why? I think if we are asking our employees to have lean budgets, we should consider setting the same example. While I enjoyed attending the local government day, which my registration for the event was \$175 and I did not stay the night in a hotel, I am not exactly sure that I felt like I got \$175 worth of information to bring back to the town. I have heard good things about the VML conference, perhaps that one would be more valuable. Anticipating more council members attending more conferences in the upcoming budget.

-council expenses went up \$3,000 from \$2,000 to \$5,000. Again, why? I am suspecting the retreats that were at a location with meals provided were part of this expense. While I thought these were nice, and I appreciate all the effort that went into the planning and preparation, I would be okay in the future if we held retreats at town hall, possibly packing our own dinner or doing a pot luck or before or after the dinner hour. Increase was due to additional retreats, but as discussed will be scaling back and funds can be used for other projects.

-there is a \$37,500 expense for a consultant for AAA Bond rating. This is a year 1 expense, with another \$37,500 expense for year 2. Is this really necessary? Does the town have trouble borrowing money? What is the benefit of hiring a consultant to improve our bond rating if we do not have trouble borrowing money now? Our name is not on any of the WCEDA notes that I am aware of, so our credit rating should be good. Seems like an unnecessary expense to me, but I am willing to be educated on the benefits of seeking this bond rating. No, Bond rating is not necessary; this was a Council initiative discussed during one of our retreats. Having a bond rating gives the Town additional credibility and will implement stronger fiscal policies in order to maintain the Bond rating.

Page 22 Town Manager Budget

-Professional Services line item went up \$25,000-assuming that's for the PIO. I think this is an area we should or will be discussing **Correct, money was budgeted for PIO Service, however these services will be ending by end of fiscal year; so funds may be reallocated.**

-Travel & Education went up from last year, but over the last five budgets, the amount is "all over the place." This begins my overall question in regards to every department's travel & education line items. There does not seem to be any set standard, sometimes in some departments it goes up from year to year, or others it does not. I am predicting that it could be in relation to change over in staff, i.e. new staff needs more training, etc. However, I would just like to know what the procedures are in terms of allocating for it and how it's decided in each department's budget? This is more of an understanding question, meaning I would like to better understand how department heads or supervisors decide what to request and how they determine who or when staff needs training which I am assuming falls under the travel & education line item for their budget? If there is a lot of changeover for a department, they might need more as new staff comes on board. **The Town Manager's budget covers, the Town Manager, Assistant Town Manager, and Executive Admin Assistant; averages to \$2,000 per employee. Correct, much of the travel/education is due to a change over in staff. Police, water/sewer line crew, water treatment plant, purchasing, and sewer plant have all had a large amount of turnover in staffing. The water plant has a major shortage on Class 1 operators; we have two employees that will hopefully be seeking their class 1 license within the next year; and others obtaining Class 2-4 licensing. The WWTP mainly has trainees that will be seeking certifications. The police department has key positions retiring and if we end up promoting within, will require additional training for those moving into the positions and those backfilling. Usually the departments present a budget and take into account vacant positions that will need training. Police Officers = Police Academy, Lineman = Line school, Plant Operators = DEQ Training/Testing, Water/Sewer Line Crew = Confined space training/etc. Also included in the travel/education line item is meals if there is a meeting or if we have a major break, usually after hours, the departments will buy the workers pizza or something. I understand this may not be the best line item for buying pizzas for a power outage/water break; but there was a large initiative years ago to remove incidental line items. The amount we are paying for pizzas/food when it comes to outages is not a large amount and, in my opinion is well deserved, especially when we have our staff coming in late at night on a holiday to restore service for citizens. I have no problem breaking it down into another line item; I just don't know what to call the line item without it being taken out of context.**

-Dues and Memberships doubled from last year, and it's the most it has been in the last six budgets. Is this because there is an additional staff member in this department? This begins my overall question in regards to many departments with a dues and memberships line item. What dues and/or memberships are actually required for each department? Are there benefits to paying these dues and memberships, i.e. how does the town benefit by paying dues to or by being a member to these organizations? **Town Manager includes Rotary membership = \$1,400, Assistant Town Manager APA Membership - \$729, Executive Admin Assistant Virginia Association of Government Archives & Records Administrators**

Other departments have various memberships that allow them to obtain continuing education credits at a discounted rate; memberships for each department varies.

Page 26-Information Technology

-this overall budget is down, assuming it is because our two member staff went to one. I think we need a succession plan for this department. I think relying on one person to know all the ins and outs of our technology needs for the town is risky. If someone leaves or is ill, then what? **The overall budget is not down due to staff going from two**

members to one; two members of staff for IT has been budgeted. How/if the second position is filled remains to be determined. Average applicant is making \$75K; the Town cannot afford additional staffing at this level. However, we continue to look into additional IT services on contract as we have in the past. The IT budget decreased \$150K from FY22 to FY23 as follows:

<\$17,425> Salaries & Benefits due to no longer having a Director vs a Manager of IT

<\$5,000> Professional Services; cut out money for new drops

<\$35,980> Maintenance Service Contracts; dropped survey monkey, vulnerability scan, blackbox,

<\$8,600> Grant did an extensive inventory of the Town's phone lines and was able to remove/consolidate

<\$10,000> Hardware/Software

<\$1,500> Travel/Education – Grant prefers online courses & does not feel much training is currently necessary

Page 27-Tourism

-I am assuming this budget overall is going to change once it is decided what is happening with the MOA with the county regarding tourism. If we move forward with the county, I'd like the updated page for this department's budget once a decision has been made. MOA now being approved commits the Town to \$200,000; line items will be transferred over to cover the Town's portion; additional funds of approximately \$22,000 will need to be reallocated to cover Town's portion.

Page 30-Finance

-Travel & Education is going up \$2,400. Why? Is this due to staff changes? Or is there new training our finance department needs? Pre-Covid, B.J. would usually attend the Virginia Governor's Finance Officer's Association meeting usually located at Richmond, Norfolk, or Roanoke for 3 days; the past couple years this conference has been held virtually. B.J. was advised that it would be beneficial to attend a national conference for the Government Finance Officer's Association.

Page 32-Finance-Purchasing

-Travel & Education went up \$2,400. I am assuming this is because we need a new purchasing staff member and we need to set money aside for a certification or training for them? Is that accurate? Correct, it is preferred to have someone that is certified for purchasing to help protect the Town from liability. Although it is not required by law, having someone certified helps prevent the Town from unnecessary legal battles related to procurement. Once the certification is obtained, the cost for additional continuing education credits is minimal. Likely, the Town will find someone who does not possess the certifications for the position and send them to obtain certification.

Pages 35-39-All Police department budgets

-Travel & Education has gone up anywhere from \$7,000-\$10,000 since two budget cycles ago in several different areas (for example, admin, patrol, investigations). I need to clarify with the Chief, but after speaking with Captain Cline, I think some of those are due to change in staff and how different departments such as investigations have very specific training to their job. That makes complete sense to me. This is a perfect example of why it is so important to retain our staff. We invest money in their training and we lose that money when they leave for other employment. Correct, some of the additional charges is for staff turn over; other is for certain certifications the police dept is attempting to obtain. Chief would be the best to answer this question.

Page 43-Building Division

-assuming this page will change with the most recent move of this department back to the county? I'd like an updated budget for this department once that transition is made. Updated budget will be provided to Council.

Page 45-Tourism Special Events

-we are budgeting \$40,000 for special events. Is this too much? Should we start smaller since this is a new initiative? Ms. Lewis spoke about getting sponsors for certain events, would that not assist us with some expenses as we find what works and doesn't work for this inaugural year? The amount depends on what sort of events the Town would like to have; this can be scaled to Council's preference on events.

-Travel & Education is budgeted as \$5,000. Why? I believe this is a one person department. Our special events coordinator came to us with experience and knowledge making her highly qualified for this role. I am assuming that is what made her resume stand out amongst other applicants. I am not sure why she would need more training or traveling to other locations in the amount of \$5,000. However, I am open to hearing why this would be necessary. With special events there will be events/training needed.

Page 48-Economic Development

-just wanted to point out for council members that the repayment of the internal loan ends this year. This loan was for the town hall building itself. That line item was \$150,000 for many years. Since that will now be paid off in 2022, I understand that we will use that money to apply towards the West Main Connector. The town had originally thought the \$650,000 for the West Main Connector would be covered by a grant. However, the way I understand it, since IT Federal did not develop, we will be responsible to pay it back. BJ can explain this further for anyone who wishes to understand it better. Correct, the Town will need to repay the \$650K grant from VDOT in FY2026 unless there is a major capital inlay established by FY2026 using the portion of the West Main Connector that has been constructed. The Warren EDA put the Royal Phoenix land up for collateral on the IT Federal loan; so it appears doubtful that any major construction will be completed by FY2026. We have budgeted to start setting money aside to repay the grant; if the criteria is met and the Town is able to keep the money; then the Town can reallocate the funds to another project (paving, fleet maintenance building, or some other project)

Page 57, 58, and 59 Horticulture, Water Admin, and Sewer Admin

- What do the different line items that include books & subscriptions cover? What books and subscriptions do those various departments need?

Horticulture Books –VDAC Testing Manuals for spray licensing

Water/Sewer Admin Books – NV Daily Subscription & InfoUSA Marketing, American Water Works Construction Manual updates, OSHA Manuals, VDOT Training Manuals

-What do the different line item that includes dues & memberships include?

Water/Sewer Admin Membership/Dues – American Public Works Association, American Water Works Association, Virginia Rural Water Works Association, Water Environment Federation and Commonwealth of Virginia Department of Professional and Occupational Regulation, Virginia Association of Municipal Waste Water Agencies (VAMWA) and Miss Utility (VA811)

Horticulture – International Society of Arboriculture

Memberships allow our staff to obtain discounted continuing education credits necessary to keep up their certifications.

Some general thoughts-

Telecommunications appears in many different line items across the budget. As I understand it, this covers cell phones and internet service on iPads for town staff. I am asking which staff need to have a town cellphone? I'm assuming it is department heads and supervisors who need to be reached on job sites and 24/7? Would it be more cost effective to pay towards the employee's personal cell phone bill rather than having a plan and all the different lines? I know that the county offers that to some of their employees so that the employee doesn't have to carry a county cell phone and a personal cell phone? Maybe we could ask our staff how they'd feel about getting a certain amount paid toward their personal cell phone bill if they are in fact required to have access to a cellphone for town business. I believe the county pays \$30 a month towards the employee's personal cellphone. I am wondering if that would be cheaper than our current practice?

The Town Manager is making a transition where new employees will receive a phone stipend of \$50.

Many Town employees outside of supervisors have Town phones, such as water/sewer line crew, electric linemen, detectives, and meter readers. The line crews have Town phones because they are on-call and get called in after hours; as well as during normal operating hours if there is an urgent need effecting utility service; such as a water break or electric outage.

MEMORANDUM OF UNDERSTANDING

On this ____ day of _____, 2022, the undersigned parties agree to the terms contained in this *Memorandum of Understanding* ("MOU") between the **County of Warren, Virginia** (hereinafter referred to as the "County"); the **Town of Front Royal, Virginia** (hereinafter referred to as the "Town"); **Valley Health System** (hereinafter referred to as "Valley Health"); and the **Northern Shenandoah Valley Substance Abuse Coalition**, (hereinafter referred to as "NSVSAC"). The foregoing (and undersigned) being hereinafter referred to collectively as "the parties".

RECITALS

1. WHEREAS, at all times herein mentioned, the County of Warren, Virginia, was and remains a municipal corporation formed and operating under the laws of the Commonwealth of Virginia; and
2. WHEREAS, at all times herein mentioned, the Town of Front Royal, Virginia, was and remains a municipal corporation formed and operating under the laws of the Commonwealth of Virginia; and
3. WHEREAS, the Northern Shenandoah Valley Substance Abuse Coalition is a nonprofit entity formed under the laws of the Commonwealth of Virginia. The mission of the NSVSAC is to collaborate with community partners, to identify and develop effective resources to ensure that the necessary continuum of care for substance use and addiction services is available to all members of the community; and
4. WHEREAS, Valley Health is a not-for-profit health system dedicated to meeting the medical needs of residents of the Northern Shenandoah Valley, including Warren County and the Town of Front Royal, and to partnering with local communities to provide the care residents need.
5. WHEREAS, the parties desire to create a drug treatment court program in Warren County (hereinafter the "Warren County Adult Drug Treatment Court") in accordance with the provisions of §18.2-254.1 of the Code of Virginia; and
6. WHEREAS the parties desire to compete to receive funding under the Bureau of Justice Assistance Adult Drug Court Discretionary Grant Program; and
7. WHEREAS, said grant is limited to states, state and local courts, counties, units of local government, and federally recognized Indian Tribal Governments on behalf of a single jurisdiction drug court; and

8. WHEREAS, the parties have requested that Warren County apply for said grant and stand as fiscal agent for any funds awarded pursuant to said grant; and
9. WHEREAS, Warren County and the Town of Front Royal have expressed their support for the Warren County Adult Drug Treatment Court Program and in furtherance thereof, Warren County has agreed to authorize the County's service as fiscal agent for the grant funds; and
10. WHEREAS, NSVSAC has represented that the grant provisions allow for a nonprofit organization like the NSVSAC to be a sub-recipient of funds received under the grant.

AGREEMENT

The parties understand that participating in this agreement will increase the ability of Warren County and the Town of Front Royal to promote overall public safety, prevent substance abuse, promote recovery services, and provide the best possible service to the citizens and visitors to those localities; and the parties hereto intend by this memorandum to enter into an understanding for cooperation in the establishment and utilization of such activity, subject to the specific terms and conditions herein. The parties jointly agree with one another as follows:

1. Warren County agrees to provide an initial amount of funding in the amount of \$40,000 to be used for the hiring of a coordinator to plan and implement the creation of the Warren County Adult Drug Treatment Court program. Thereafter, Warren County agrees to provide an annual amount of funding in the amount of \$50,000 per year to support the operation of the Warren County Adult Drug Treatment Court program. Warren County also agrees to provide office space and internet connectivity for the position of drug treatment court administrator/coordinator. This allocation shall be subject to annual appropriation and approval by the Warren County Board of Supervisors;
2. The Town of Front Royal agrees to provide an initial amount of funding in the amount of \$40,000 to be used for the hiring of a coordinator to plan and implement the creation of the Warren County Adult Drug Treatment Court program. Thereafter, the Town of Front Royal agrees to provide an annual amount of funding in the amount of \$50,000 per year to support the operation of the Warren County Adult Drug Treatment Court program. This allocation shall be subject to annual approval and appropriation by the Town of Front Royal;

3. Valley Health agrees to provide an initial amount of funding in the amount of \$40,000 to be used for the hiring of a coordinator to plan and implement the creation of the Warren County Adult Drug Treatment Court program. Thereafter, Valley Health agrees to provide an annual amount of funding in the amount of \$50,000 per year to support the operation of the Warren County Adult Drug Treatment Court program. This allocation shall be subject to annual approval and appropriation by Valley Health;
4. The monies provided in the Memorandum shall be paid to the NSVSAC for the support and operation of the Warren Adult Drug Treatment Court. The NSVSAC will collaborate with community partners in Warren County and the Northern Shenandoah Valley to identify and develop effective resources to ensure that the necessary continuum of care for substance use and addiction services are available for participants in the Warren County Adult Drug Treatment Court program;
5. Contingent upon fiscal appropriation from the Board of Supervisors of Warren County, the County agrees to act as the applicant and fiscal agent for the Bureau of Justice Assistance Adult Drug Court Discretionary Grant Program;
6. In order to properly administer the funds received from the Bureau of Justice Assistance Adult Drug Court Discretionary Grant Program, Valley Health System will be responsible for hiring an administrator/coordinator for the Warren County Adult Drug Treatment Court Program. The NSVSAC will be responsible for the reimbursement of costs incurred for compensation of the drug treatment court administrator/coordinator and for payment of substance abuse treatment services for participants in the Warren County Adult Drug Treatment Court Program. The NSVSAC will provide quarterly invoices to Warren County for the reimbursement of costs incurred for compensation of the drug treatment court administrator and for the payment of substance abuse treatment services, which shall be paid for using funds from the Bureau of Justice Assistance Adult Drug Court Discretionary Grant Program.
7. The collective monetary total of the provided invoices shall not exceed the dollar amount of the awarded grant.
8. The parties to this agreement shall not be required to provide any additional funding other than the funding provided herein, and shall not receive invoices from NSVSAC outside the scope of the grant funds or the funds provided herein.

9. The parties shall bear no funding responsibility for any services associated with this agreement or the aforementioned grant should the funding not be awarded, rescinded, or otherwise modified from its original expected scope.
10. At all times herein mentioned, Warren County, the Town of Front Royal, Valley Health and the NSVSAC, their respective employees, agents, and assigns, shall be construed and remain independent entities. Nothing in this Memorandum of Understanding shall be construed to form an employment relationship between any of the parties.
11. This document represents the entire agreement between the parties. All prior or subsequent agreements concerning these matters are hereby deemed to be null and void unless said terms are incorporated into a written Addendum to this MOU signed by all parties.
12. This *Memorandum of Understanding* shall automatically renew on January 1st of each year following execution for ten (10) years following execution and may be terminated without cause or recourse by any party upon thirty (30) days written notice issued to the other parties to this Memorandum. This Agreement shall remain in effect despite the expiration of tenure of any of the representatives whose signatures appear hereon.
13. This document shall be construed under the laws of the Commonwealth of Virginia. Any dispute arising from the performance or non-performance of the terms of this MOU shall be litigated solely in the Circuit Court for Warren County, Virginia.

By executing this document, the undersigned parties represent that they are authorized to and hereby bind their respective entities to all terms of this MOU:

WARREN COUNTY, VIRGINIA:

Edwin Daley, County Administrator

Date

TOWN OF FRONT ROYAL, VIRGINIA:

Steven Hicks, Town Manager

Date

**NORTHERN SHENANDOAH VALLEY
SUBSTANCE ABUSE COALITION**

Lauren Cummings, Executive Director

Date

VALLEY HEALTH SYSTEM

Date

DRAFT



Work Session Agenda Statement

Item # 01B

Meeting Date: April 11, 2022

Agenda Item: Ordinance to Change Street Name from a Portion of Edgemont Avenue and Scranton Avenue to George Banks Boulevard

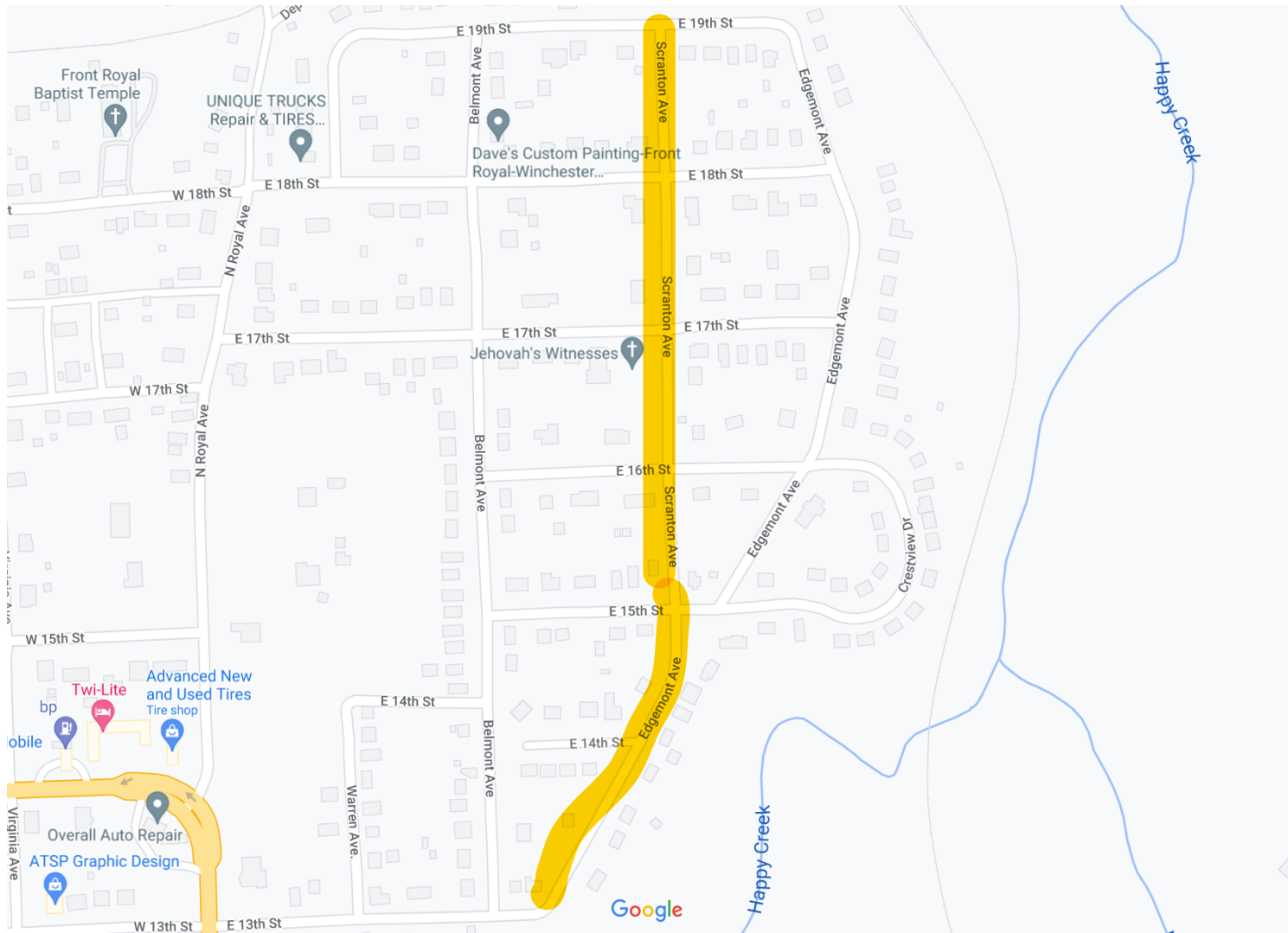
Summary: At the March 14, 2022, Work Session Councilwoman Thompson passed out information (petition, map, Town Code Section) regarding a request to change a portion of Edgemont Avenue and all of Scranton Avenue to George Banks Boulevard. It was determined by the Deputy Town Attorney George Sonnett that a public hearing would need to be scheduled to receive public input and approve an ordinance that would ultimately need to be recorded at the courthouse. After further research Staff determined:

- The map handout highlighted Edgemont Avenue/Scranton Avenue beginning at 14th Street; however, Edgemont Avenue begins at 13th Street. With this information the following 18 properties will be affected. The starred properties signed the petition.
 - 1308 Edgemont Avenue *out of town mailing address*
 - 1312 Edgemont Avenue*
 - 1320 Edgemont Avenue
 - 1325 Edgemont Avenue
 - 1333 Edgemont Avenue
 - 1337 Edgemont Avenue*
 - 1341 Edgemont Avenue* *out of town mailing address*
 - 1345 Edgemont Avenue
 - 1347 Edgemont Avenue*
 - 1355 Edgemont Avenue
 - 1404 Edgemont Avenue
 - 1502 Scranton Avenue*
 - 1602 Scranton Avenue*
 - 1606 Scranton Avenue *out of town mailing address*
 - 1702 Scranton Avenue
 - 1705 Scranton Avenue*
 - 1715 Scranton Avenue*
 - 1718 Scranton Avenue*
- The petition signed states George E. Banks Avenue. It has been requested to name the street George Banks Boulevard. Property owners of 1601 Edgemont Avenue and 1604 Edgemont Avenue signed the petition but will not be affected by the change due to being on the other portion of Edgemont Avenue.
- Pursuant to Town Code Chapter 148-820(l)(1), names of existing streets shall not be changed except by approval of the Town Council. If approved pursuant to Town Code Chapter 148-820(l) all procedures and standards for street signs and names shall be consistent with the E-911 Addressing System.

If approved, the Virginia Department of Transportation will be notified by a letter of confirmation of the name change. The public hearing is currently scheduled for April 25, 2022.

Budget/Funding: None

Staff Recommendation: a public hearing to be held to hear public input and approve an ordinance to be recorded at the courthouse if Council so desires. Also staff to send out letters to all affected property owners to notify them of the public hearing on April 25th so that they may share their views with Council.



Map data ©2022 Google 200 ft

TOWN COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA

**AN ORDINANCE APPROVING THE CHANGE OF STREET NAMES OF
SCRANTON AVENUE AND A PORTION OF EDMONT AVENUE
[1308-1355] TO GEORGE BANKS BOULEVARD**

WHEREAS, that in recognition of George E. Banks' many years of service to the citizens of the Town of Front Royal as a four-term member of Council and two-term Mayor (July 1, 1996 - June 30, 2000); and,

WHEREAS, that George E. Banks, a U.S. Army Veteran, relocated to the Town of Front Royal in 1974 and, along with his wife of 51 years, Cornelia, raised a family while residing at 117 E. 16th Street, and that as a fitting memorial to Mayor Banks, Scranton Avenue and a portion of Edgemont Avenue should be renamed "George E. Banks Boulevard" in his memory and honor; and,

WHEREAS, Virginia Code §15.2-2019 authorizes localities to name and rename streets located within the jurisdiction and to forward a certified copy of any action taken in order to effectuate a street name change to the Clerk of the Circuit Court for filing and recording as necessary; and,

WHEREAS, it is desired that the address changes necessitated by the renaming of Scranton Avenue and a portion of Edgemont Avenue to George E. Banks Boulevard be implemented with the least inconvenience to the affected property owners and residents, and in compliance with the E-911 Addressing System and United States Postal Service regulations.

NOW THEREFORE, BE IT HEREBY ORDAINED AND ENACTED by the Town Council of the Town of Front Royal, Virginia, that the Town streets of Scranton Avenue and a portion of Edgemont Avenue [1308-1355] be renamed "George E. Banks Boulevard" and that the Clerk of Council shall cause a certified copy of this ordinance to be delivered to the Clerk of the Circuit Court for filing and recording as necessary to further effectuate this ordinance.

This ordinance shall be effective upon enactment.

THIS ORDINANCE was advertised in the Northern Virginia Daily on _____ and _____, 2022, was adopted by the Town Council during the regular Council Meeting of _____, 2022, upon the following recorded vote:

Motion to Approve by: _____

Seconded by: _____

Votes:

Lori A. Cockrell	☐ Yes ☐ No	Gary L. Gillispie	☐ Yes ☐ No
Letasha T. Thompson	☐ Yes ☐ No	Amber F. Morris	☐ Yes ☐ No
Joseph E. McFadden	☐ Yes ☐ No		

APPROVED:

Chris W. Holloway, Mayor

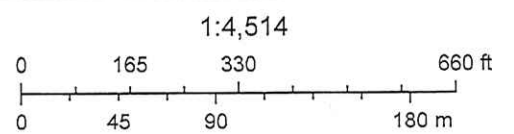
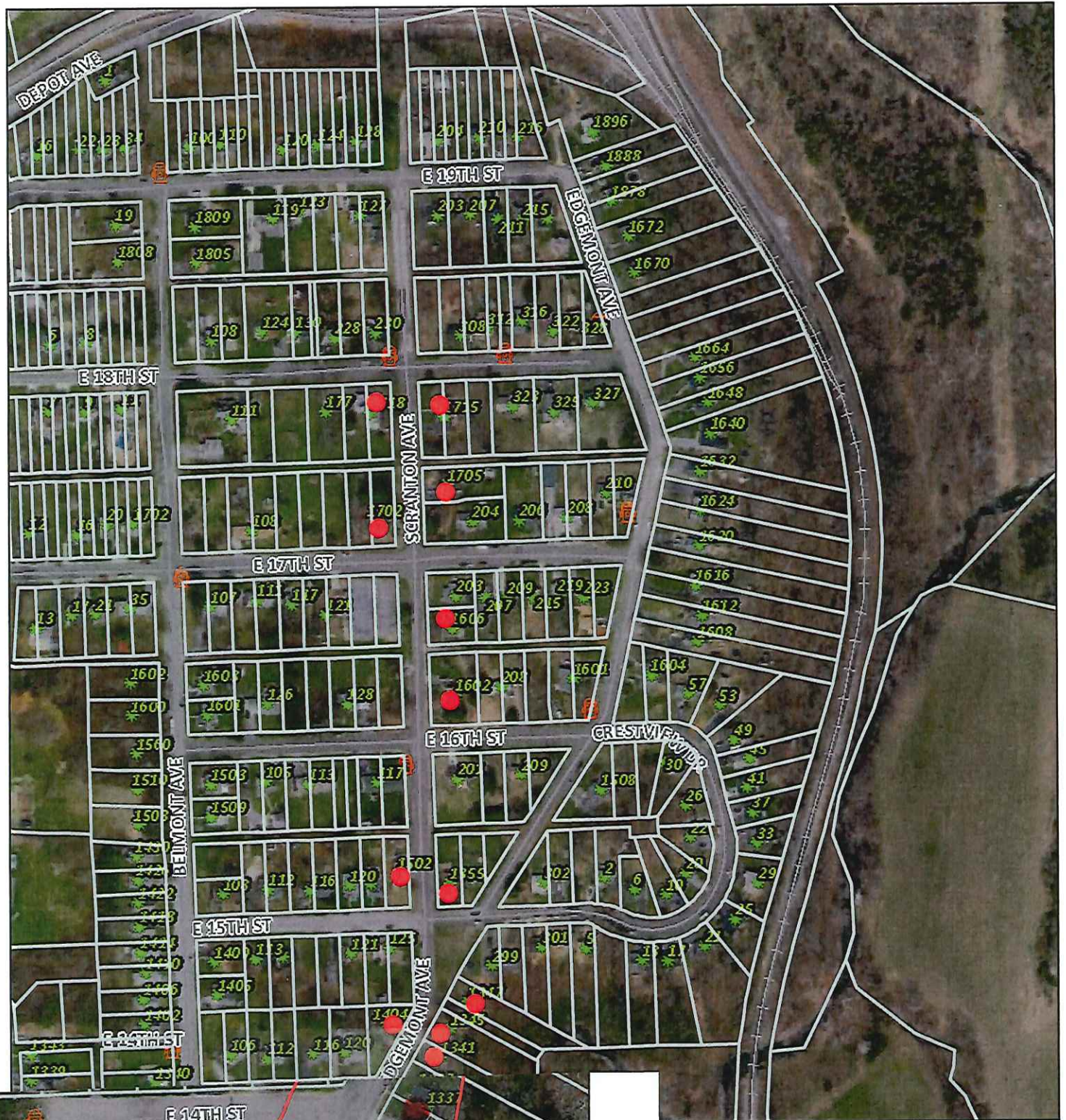
ATTEST:

Tina L. Presley Clerk of Council

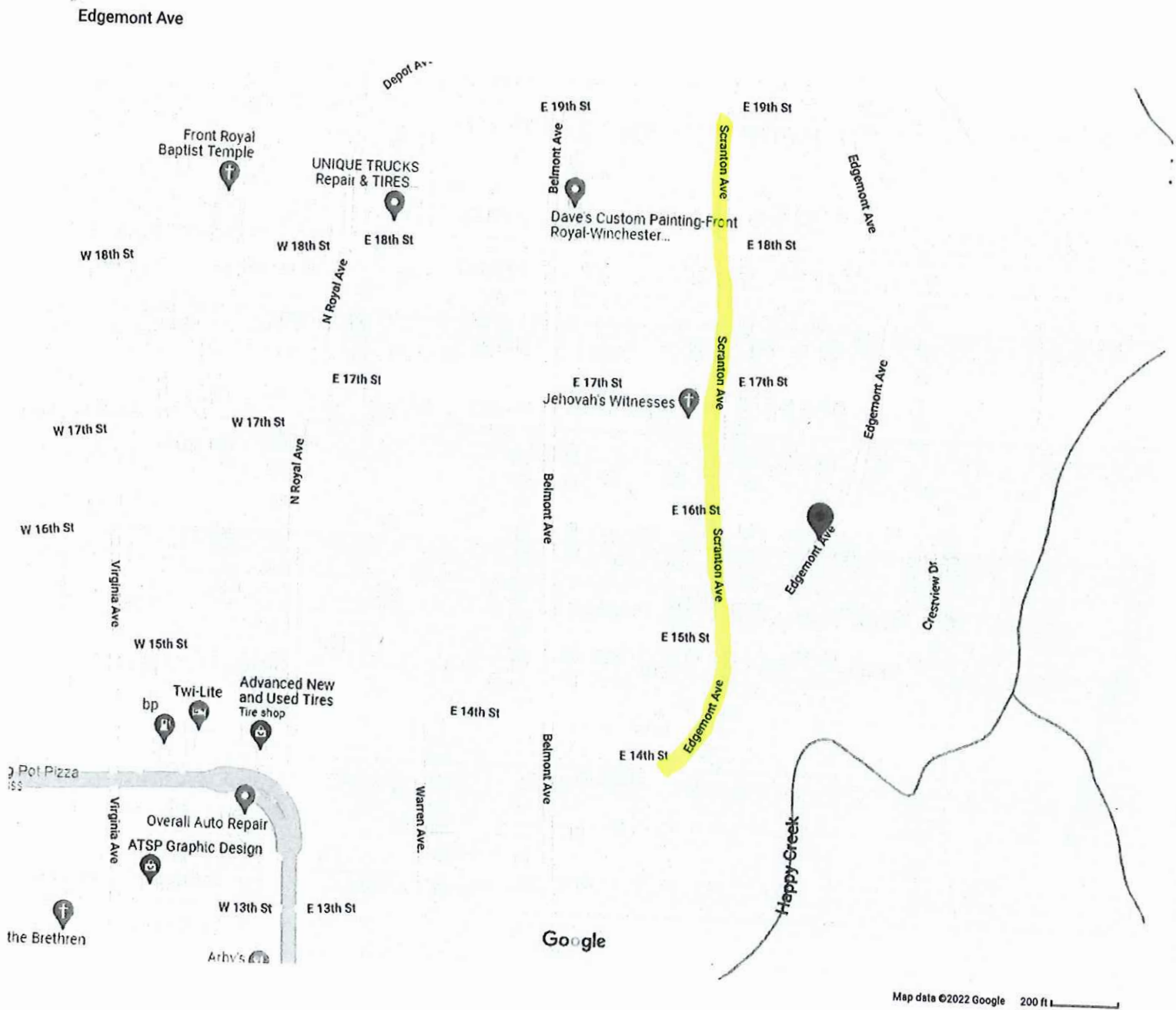
APPROVED AS TO FORM AND LEGALITY:

George M. Sonnett, Jr.
Deputy Town Attorney

Date



Virginia Geographic Information Network (VGIN)



3/14/22

I. Street Signs and Names. All procedures and standards for street signs and names shall be consistent with the E-911 Addressing System which shall supersede the standards below in the case of any conflict between them.

1. At each street intersection within or adjacent to the proposed subdivision, one (1) street identification sign of a design approved by the Town shall be installed by and at the expense of the subdivider/developer. Such signs shall comply with VDOT's street sign requirements and the Federal Highway Administration's Manual on Uniform Traffic Control Devices.
2. Street names shall be subject to the approval of the Town Council. Names of existing streets shall not be changed except by approval of the Council.
3. A proposed street which is in alignment with an existing named street shall bear the name of the existing street.
4. The name of a proposed street shall not duplicate that of an existing street in the Town or in the postal district. The use of the following suffixes: street, road, avenue, boulevard, drive, way, place, court, lane, etc., shall constitute a duplication if used after a name which is repeated after the suffix. Names which may be confused with existing street names shall be avoided.
5. Should development on a street occur prior to acceptance of the street for maintenance by the Town, temporary signs indicating "Not Maintained by the Town" with the proposed street name shall be installed by the developer.

J. Alleys

1. Alleys may be permitted where vehicular access to lots is restricted from public streets.
2. Dead-end alleys shall be avoided. In the event that this proves impractical, dead-end alleys shall terminate with an all-weather circular turnaround having a minimum radius of forty (40) feet.
3. Alley intersections and sharp changes in alley alignment shall be avoided.
4. Notwithstanding the requirements of Section 148-870.A.20, rear load parking access from alleys is permitted as a means of meeting required parking standards.

K. Driveways. Private driveways on corner lots shall be located at least forty (40) feet from the curbline intersection.

L. Railroad Crossings. The creation of new at-grade railroad crossings shall be prohibited, unless it involves the closure of one or more existing at-grade railroad crossings and improves overall safety. Existing at-grade railroad crossings shall not be used as the primary means of access to a subdivision or development. Where existing at-grade railroad crossings are utilized as

3/14/22

Scranton Ave

PETITION TO RENAME ~~EDGE MONT~~ AVENUE TO GEORGE E. BANKS AVENUE
FRONT ROYAL'S FIRST AFRICAN AMERICAN MAYOR

NAME	ADDRESS	SIGNATURE
1. WILLARD SMITH	1312 EDGE MONT AVE.	Willard Smith
2. Roshier C BAILEY	1337 EDGE MONT AVE	Roshier Bailey
3. Peyton Scott	1341 Edgemont Ave	Peyton Scott
4. Sahbi Smadi	1347 Edgemont Ave	Sahbi Smadi
5. Howard Benjamin	1604 Edgemont Ave	Howard Benjamin
6. June Parker	1601 Edgemont Ave S.F.P.	June Parker
7. Wayne Brooks	1602 Scranton Ave.	Wayne Brooks
8. Dawn Kretzmar	1718 Scranton Ave Front Royal, VA	Dawn Kretzmar 22630
9. Harold Shaver	1715 Scranton Ave Front Royal Va	Harold Shaver 22630
10. Vickie Shaver	1715 Scranton Ave Front Royal Va	Vickie Shaver 22630
11. Peter M. Brewster	1705 SCRANTON AVE FRONT ROYAL, VA	Peter M. Brewster 22630
12. Oliver S. Gorman	1502 Scranton Ave. Front Royal	Oliver S. Gorman 22630
13.		
14.		
15.		
16.		

Mayor George Banks

Former Mayor, George E. Banks, was the first African-American Town Council Member & the first Black Mayor in Front Royal.

George Banks was on the Front Royal Town Council from:

- 07/01/1977 to 06/30/1986 and
- 07/01/1994 to 06/30/1996
- Former Mayor George Banks was the mayor of Front Royal from: 07/01/1996 to 06/30/2000

According to the May 9, 1996 edition of The Warren Sentinel, he won by a landslide and he swept every precinct.

Former Mayor Banks, was born in Madison VA. He graduated from George Washington Carver High School. He is also a proud US Army Veteran.

His wife of 51 years, Cornelia Jasper Banks, & him moved to Front Royal in 1974 & has resided in Front Royal ever since. They have two children, Tony and Stephanie and two grandsons Anthony and Garrison.

Shortly after moving to Front Royal, he would listen to the town council meeting on the local radio station of WFTR. After listening on the radio, he decided to attend the town council meetings. After attending the meetings on a regular basis, George developed an interest & enthusiasm for the community in which he lived. As a result of this, he decided to run for Town Council. He won in a special election to finish out a one-year term vacated by a previous member of town council. He won re-election in years 1978, 1982, & 2 more years in 1994.

As a council member, one of George's duties assigned was recreation for youth at The Raymond E. Santmyers Youth Center. He saw a need for additional ball parks & several ball parks were created at Bing Crosby Stadium .

As a former Mayor of Front Royal, George helped start the revitalization of various areas of town. The first project was in South Town where grant money was used to help refurnish homes & make other improvements to the neighborhood. The improvements included installing new water & sewer lines, a storm sewer, curbs & gutters, & sidewalks.

Former Mayor Banks' greatest achievement as a member of the Town Council Member:

- Was to extend the water line into the county. This was a way to attract more industry to the town.
- A water line was extended across the Shenandoah River Bridge into the county.

During Former Mayor Banks term, Front Royal was chosen as a site for the new expanded Northwestern Community Services Center. Mayor Banks was part of the groundbreaking ceremony for the New Northwestern Facility, which provides services to those with mental illness, substance abuse & the mentally retarded.

During Former Mayor Banks term, a water line ran from the town of Front Royal all the way to the 4H center. This gave the residents in this area & the 4H center the opportunity to connect to the town water supply. This was a project he was very compassionate about.

When Former Mayor Banks sought a 2nd term as Front Royal Mayor, he ran unopposed.

Former Mayor Banks tenure was historical in the sense that he was the first African-American Mayor of Front Royal VA and the first African-American Town Council member of Front Royal VA.

Former Mayor Banks always carried himself in an admirable manner. He used a common sense approach to address town problems & opportunities. He is still called Mayor by many citizens of Front Royal. Town Citizens still feel comfortable in calling him & asking him questions regarding the town of Front Royal. Former Mayor Banks helped lead the Town Council in a positive direction, which included all the citizens of Front Royal VA.



Town of Front Royal, Virginia

Memorandum

Date: April 11, 2022

To: Mayor and Town Council

From: Department of Planning and Zoning

Subject: Street Name Change Notification Process

Notification Process

Town Responsibilities

Once Council has approved a street name change, the Town provides notice to the following parties:

- Postmaster
- Warren County Building Official
- Warren County GIS Coordinator
- Warren County Commissioner of Revenues Office
- Town of Front Royal Police Department
- Warren County Public Schools Department of Transportation
- Warren County Sheriff's Department
- Warren County Fire Department
- General Registrar

The Town will also need to update the street mailing addresses for the utility billing process (Water, Sewer, Electric).

Resident Responsibilities

Once the street name has been officially changed, residents will need to make the following updates to their mailing address information:

- Department of Motor Vehicles (Drivers' License, State Issued ID, etc.)
- Account Address Information on personal checks
- All address-related personal records



Work Session Agenda Statement

Item # 02A

Meeting Date: April 11, 2022

Agenda Item: Pressure Reducing Valve (PRV) Vault Installation

Summary: Staff will be requesting council to award a bid for a contractor to perform the installation of pressure reducing valve vault. The purchase of the vault was bid separately from installation by the Town in efforts to reduce costs. Bids for installation will be received before Council's regular meeting April 25, 2022.

Budget/Funding: 9602-47009 Waterline Maintenance Building & Structures

Staff Recommendation: Staff recommends for council to award this bid under the Consent Agenda scheduled for the April 25th Regular Council Meeting.



Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date: March 25, 2022
To: Tina Presley, Senior Executive Assistant
From: BJ Wilson, Director of Finance
CC: Megan Clark, Purchasing Agent, Robert Boyer, Director of Public Works
RE: Request to Add Agenda Action Item for Town Council Approval

Purchasing received a request from the Department of Public Works to send out an RFQ (Request for Quotes) for the purchase of a pre-cast pressure reducing valve vault for Robinhood Lane. On March 24, 2022, I held a public bid opening and received three (3) bids in accordance with the Virginia Public Procurement Act.

Town staff has reviewed the submitted quotes and recommends awarding the purchase to Core & Main, out of Martinsburg, WV for \$32,460.08. The lowest responsive and responsible bidder.

Please find attached the bid tabulation and recommendation letter from Robert Boyer, Public Works Director. Please add this consent item to Council's April 25th, 2022, Regular Town Council Meeting.

Funding has been budgeted and is available in the following line item: 9602-47009 Waterline Maintenance Buildings & Structures.

Department of Purchasing
102 E Main Street
Front Royal, VA 22630
Website: www.frontroyalva.com
Phone 540-636-6889

Memo



Town of Front Royal Public Works

TO: Megan Clark, Purchasing Agent
FROM: Robert Boyer, Public Works Director
CC: BJ Wilson, Director of Finance
DATE: March 25, 2022
RE: Recommendation for Pressure Reducing Vault Purchase

Public Works has reviewed three bids that was received for the purchase of a pre-cast pressure reducing vault for Robinhood Lane. We recommend moving forward with the lowest bid from Core & Main out of Martinsburg, WV at a total cost of \$32,460.08. The department has used Core & Main in the past and have been pleased with the quality of their service, the funding is already available in the water line maintenance account 9602-7009.

If you have any questions need any further information just let me know.



REQUEST FOR QUOTES

Town of Front Royal, Virginia Purchasing Department

Date: March 8, 2022

Quote No. 06-2022

Title: PRESSURE REDUCING VALVE VAULT

Due prior to 2:00 P.M. Local Prevailing Time, March 24, 2022

The Town of Front Royal, Virginia, is soliciting written quotes for the purchase of a pressure reducing valve vault in accordance with the Town's specifications included herein. The successful Bidder warrants that all goods provided shall conform with all applicable Federal, State and local laws and regulations. All material and/or equipment furnished shall be new, unused and shall be the same as the manufacturer's current production model unless specified otherwise by the Town. Any questions concerning this Request should be directed to Tony Rogers at (540) 635-7819 or by email to trogers@frontroyalva.com.

To be considered, your quote must be submitted on a copy of the **QUOTE FORM**, signed by a representative authorized to bind the Bidder in the matter, dated, and must be received at the Town of Front Royal Purchasing Department, P. O. Box 1560, Front Royal, VA 22630, **prior to the date and time stated above.**

Changes to the requirements in this solicitation shall be made only by written addendum.

SUBMISSION

BY MAIL TO:

OR

BY HAND DELIVERY

EXPRESS DELIVERY TO:

Town of Front Royal
Purchasing Department
PO Box 1560
Front Royal, VA 22630

Town of Front Royal
Purchasing Department
102 E Main Street
Front Royal, VA 22630

Quotes must be submitted prior to the time and date indicated in this Request:

1.0 DELIVERY

- 1.1 The quoted price shall be F.O.B. destination, and shall include all freight costs, including inside delivery to Robinhood Lane, Front Royal, VA.
- 1.2 Delivery is within 140 days after order is placed and shall be coordinated with the Town of Front Royal Department of Public Works installation schedule.

2.0 SPECIFICATIONS

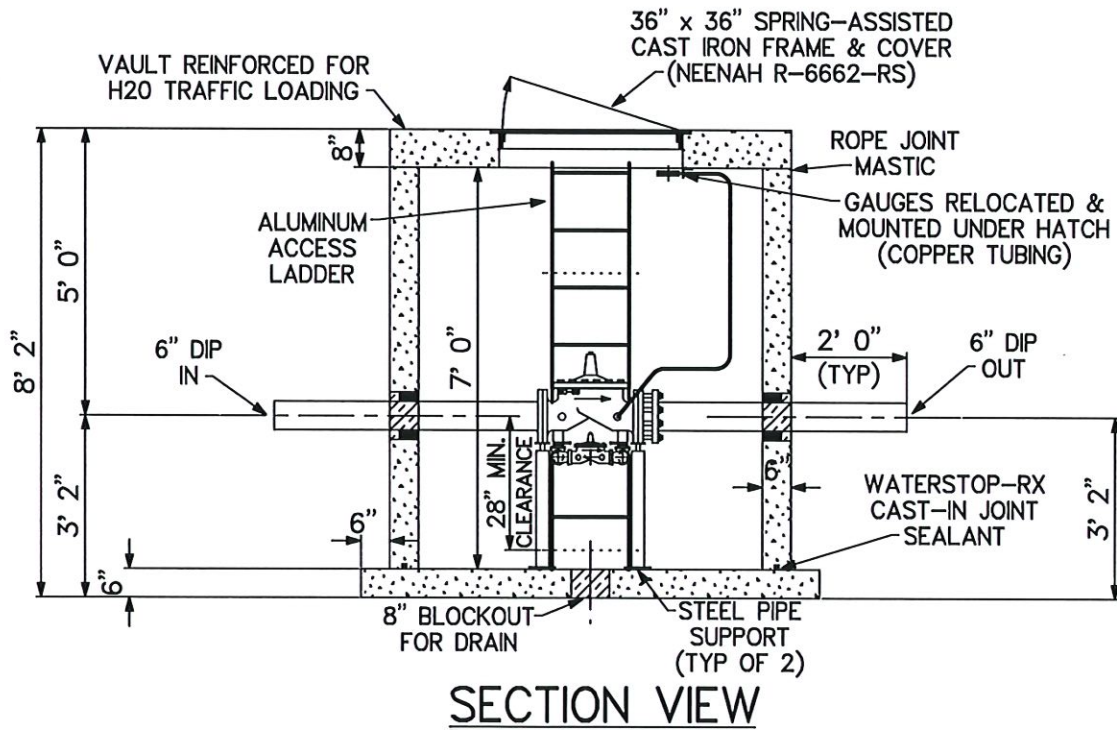
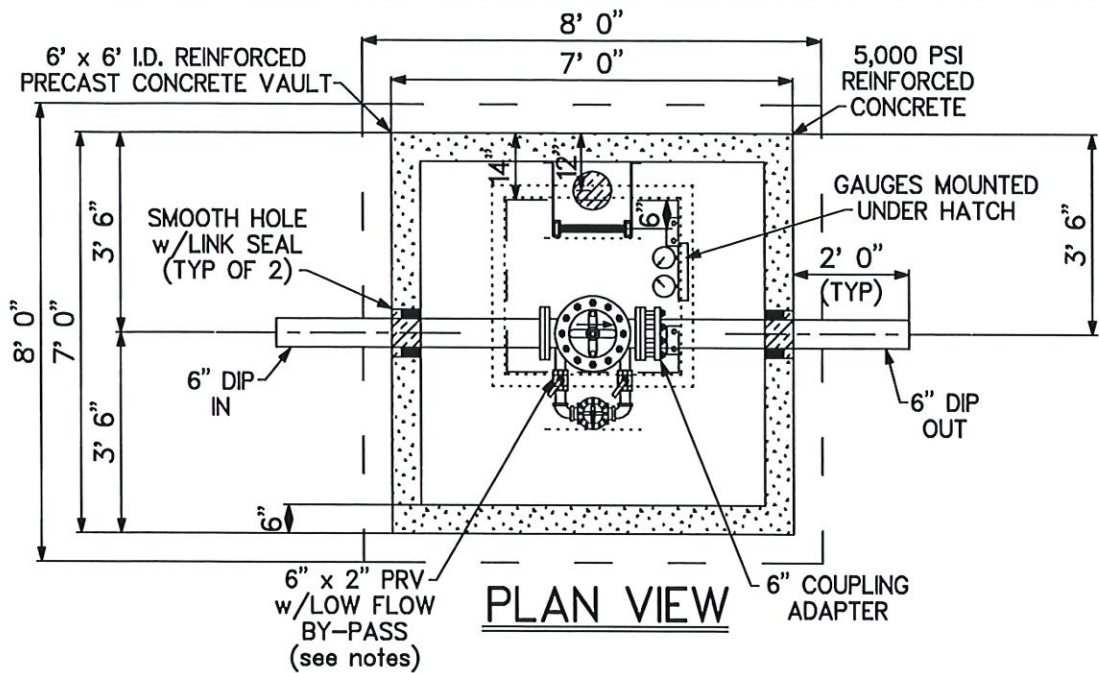
- 2.1 The specifications are included on plans reference number "FRONT ROYAL PRV6X2-SQ" dated 2/3/22 as included herein.
- 2.3 This solicitation shall procure precast pressure reducing vault; installation of vault shall be performed by separate entity.
- 2.4 Bidder is required to note any and all exceptions to the quote requirements on the QUOTE FORM or by an attachment to the QUOTE FORM.

3.0 AWARD METHOD

- 3.1 Should this solicitation contain a provision to award by "Lot", and no bidder quotes on all items in a Lot, the Town may award the items in that Lot by individual item.
- 3.2 Should this solicitation contain a provision to award by "Lump Sum", and no bidder quotes on all items, the Town may award by individual item.

4.0 CONTRACT DOCUMENTS

This quote document and the purchase order issued as a result of this solicitation shall serve as the Contract. The Contractor shall, within 15 days after notification of award, execute and deliver to the Town all Contract Documents and other forms such as insurance or bonds required by the Quote. Otherwise, the Town may award the Quote to the next lowest responsive and responsible Bidder and keep the Bidder's Quote security, if any.



NOTES:

1. CLEAR FLOW VAULT SHIPPED ASSEMBLED WEIGHING APPROXIMATELY 27,000 LBS.
2. 6" CLAVAL PRESSURE REDUCING VALVE WITH 2" LOW FLOW BY-PASS #90G-99 WITH X141 GAUGE PACKAGE. GAUGES TO BE RELOCATED TO BELOW ACCESS HATCH

DESIGN		
DRAWN	STEVEN L. GORDON	
REVISIONS		DATE
6' x 6' SQUARE STRUCTURE		2/3/22
* PRINTOUT NOT TO ANY SCALE *		

CLEAR FLOW
BY CP & P
CONCRETE PIPE & PRECAST, LLC
210 STONE SPRING ROAD
HARRISONBURG, VA 22801
(540) 434 - 6979

REF. NO. FRONT ROYAL PRV6x2-SQ

FRONT ROYAL, VIRGINIA
FRONT ROYAL
6" x 2"
PRV VAULT

QUOTE FORM

REQUEST FOR QUOTES #06-2022 PRESSURE REDUCING VALVE VAULT TOWN OF FRONT ROYAL, VIRGINIA

Sealed Quotes Due In Writing Prior to 2:00 P.M., local prevailing time, March 24, 2022

The Bidder proposes and agrees, if this quote is accepted within 60 days after the quote opening date, to furnish any and all the items upon which prices are quoted, at the price set opposite each item, delivered at the point(s) specified and as scheduled. The Bidder is required to note any and all exceptions to the quote requirements on the QUOTE FORM or by an attachment to the QUOTE FORM. The Town reserves the right to increase or decrease the quantities purchased at the unit prices quoted.

The undersigned hereby declares that he has informed himself fully of all conditions of this solicitations, including the specifications of the product(s) to be provided, drawings (if any), all Addenda, and all conditions relative to the any work to be performed.

Receipt of Addenda listed below is acknowledged and the quote incorporates all requirements of these Addenda:

No. _____ Date _____
No. _____ Date _____

No. _____ Date _____
No. _____ Date _____

MATERIALS: Precast Concrete Pressure Reducing Vault

QTY	DESCRIPTION	Unit	Amount
1	Precast Concrete Pressure Reducing Valve Vault as specified herein	Lump Sum	32,460.08

A minimum of 30 days after receipt of an approved invoice by the Town shall be allowed for payment. Discounts for prompt payment will not be considered in the evaluation of quotes. However, any offered discount will become part of the award and will be taken if payment is made within the discount period offered in the quote. In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. For the purpose of earning the discount, payment shall be considered to have been made on the date that appears on the payment check or the date on which an electronic funds transfer for the payment was made.

PROMPT PAYMENT TERMS: Net 30 Days

(PLEASE NOTE: C.O.D. TERMS NOT ACCEPTABLE)

The Bidder certifies that he has not combined, conspired or agreed to intentionally rig, alter or otherwise manipulate, or to cause to be rigged, altered or otherwise manipulated this quote for the purpose of allocating purchases or sales to or among persons, raising or otherwise fixing the prices of the goods or services, or excluding other persons from dealing with the Town of Front Royal.

In compliance with VA Code § 2.2-4343.1, the Town of Front Royal does not discriminate against faith-based organizations.

INDICATE BY PLACING A CHECK HERE _____ IF A FAITH-BASED ORGANIZATION AS DESCRIBED IN VA CODE § 2.2-4343.1

PLEASE INDICATE THE TYPE OF BUSINESS:

_____ Individual Trading in Own Name

_____ Partnership

_____ Individual Trading Under Trade Name
(Individual and Trade Name must be
listed below as "legal name")

☒ Corporation

CORPORATE SEAL:

FULL LEGAL NAME OF BIDDER

Core and Main

FED ID NO. 03-0550887

Remittance Address (If different):

ADDRESS 117 Industrial Circle

Core and Main

Martinsburg W. Va.

1030 Craig Park Court

St. Louis Mo 63146

PHONE: (304) 263-6986 FAX: (304) 263-7009

DATE: 3/22/22

EMAIL ADDRESS: SCOTT Foley @ coreandmain.com

My signature certifies that this firm (or individual) has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the Town of Front Royal, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or person that could be considered as a conflict of interest or a potential conflict of interest to the Town of Front Royal, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the Town of Front Royal.

Quotes must be signed by someone having the authority to bind the individual or company.

SIGNATURE

Scott Foley

PRINTED/TYPED NAME

SCOTT Foley

TITLE

Product Specialist

DATE

3/22/22

TELEPHONE (304) 263-6986

FACSIMILE (304) 263-7009

Run Date: 3/22/22

Quote



Customer #	093209
Order #	Q559808
Date Ordered	03/22/22
Job #	
Job Name	
Purchase Order #	PRV QUOTE
Method of Shipment	OUR TRUCK
Contract Order #	0000000
Ordered By	
Ship Via	CORE & MAIN LP

Sold To:
TOWN OF FRONT ROYAL
102 E MAIN ST
FRONT ROYAL, VA 22630-3337

Ship To:
TOWN OF FRONT ROYAL
800 CROSBY RD
FRONT ROYAL, VA 22630-3496

Branch:
MARTINSBURG WV
Branch - 514
117 Industrial Circle
Martinsburg, WV 25403

Phone: 304-263-6986

Bid Seq#	Product Code	Description	Qty Ordered	Qty Shipped	Qty B/O	Net Price	UOM	Ext Price
	/50016918450	6 FLANGED PRESSURE REDUCING VALVE WITH 2 LOW FLOW BYPASS AND GAUGES. VALVE SUPPLIED BY CLA-VAL MODEL 90G-99 WITH POSITION INDICATOR. REMOTE GAUGE CLUSTER MOUNTED UNDER THE ACCESS HATCH FOR QUICK VISUAL ACCESS CLA-VAL ONSITE INSTRUCTION AND FINE TUNING BY FACTORY REPRESENTATIVE 6 FLANGED DUCTILE IRON PIPE WITH CAST IRON FITTINGS WITHIN THE PRV VAULT WITH PLAIN ENDS STUBBED 2 -0 OUTSIDE THE STRUCTURE FOR YOUR CONNECTION TO THE WATER MAIN 6 FLANGED COUPLING ADAPTOR THROUGH WALL PIPE PENETRATIONS VIA LINK SEALS ADJUSTABLE STEEL PIPE SUPPORTS BOLTED TO VAULT WITH SS ANCHORS 36 X 36 HEAVY DUTY CAST IRON FRAME & COVER BY NEENAH CAST INTO THE VAULT LID. ACCESS HATCH DESIGNED FOR H2O LOADING ALUMINUM ACCESS LADDER BOLTED TO VAULT WITH SS ANCHORS BLOCK OUT FOR FLOOR DRAIN	1			32460.08000	EA	32460.08

Run Date: 3/22/22

Quote



Customer #	093209
Order #	Q559808
Date Ordered	03/22/22
Job #	
Job Name	
Purchase Order #	PRV QUOTE
Method of Shipment	OUR TRUCK
Contract Order #	0000000
Ordered By	
Ship Via	CORE & MAIN LP

Sold To:
TOWN OF FRONT ROYAL
102 E MAIN ST
FRONT ROYAL, VA 22630-3337

Ship To:
TOWN OF FRONT ROYAL
800 CROSBY RD
FRONT ROYAL, VA 22630-3496

Branch:
MARTINSBURG WV
Branch - 514
117 Industrial Circle
Martinsburg, WV 25403
Phone: 304-263-6986

Bid Seq#	Product Code	Description	Qty Ordered	Qty Shipped	Qty B/O	Net Price	UOM	Ext Price
		OPERATIONS & MAINTENANCE MANUALS IN ELECTRONIC FORMAT VAULT DESIGNED TO H-20 LOADING						

Terms in accordance with shipping manifest.

Special Instructions/Comments:

Total Ordered:	32460.08
Tax Amount:	.00
Other Charges:	.00
Total:	32460.08

VENDOR SPREAD SHEET



Town of Front Royal, VA

IFB #06-2022 PRESSURE REDUCING VALVE (PRV) VAULT

BID/PROPOSAL OPENING DATE: 3/24/2022

BID/PROPOSAL OPENING TIME: 2:00 PM

		CORE & MAIN MARTINSBURG, VA	CONCRETE PIPE & PRECAST LLC HARRISONBUR, VA	CONCRETE SPECIALTIES INC. ROANOKE, VA
QTY	ITEM DESCRIPTION	UNIT PRICE	UNIT PRICE	UNIT PRICE
1	PRECAST CONCRETE PRESSURE REDUCING VALVE VAULT AS SPECIFIED HERIN	\$32,460.08	\$32,792.00	\$33,659.53
Total Bid		\$32,460.08	\$32,792.00	\$33,659.53

***DENOTES NON-RESPONSIVE BID**

The VENDOR SPREAD SHEET is generated from the initial, raw information collected. No award decision has been made.


Prepared by: BJ Wilson, VCA

Department of Purchasing
102 E Main Street
Front Royal, VA 22630
Website: www.frontroyalva.com
Phone 540-636-6889



Work Session Agenda Statement

Item # 02B

Meeting Date: April 11, 2022

Agenda Item: Dry Barrel Fire Hydrants

Summary: On March 23, 2022, the Town held a public opening for request for quotations for dry barrel fire hydrants of various bury depths and received three quotations in accordance with the Virginia Public Procurement Act.

Council is requested to approve the purchase of dry barrel fire hydrants in the amount of \$31,152.89 from Core & Main, Martinsburg, WV.

Budget/Funding: 9602-47530 Water Line Maintenance Capital Inventory \$31,152.89

Staff Recommendation: Staff recommends approving this item on the Consent Agenda scheduled for the April 25th Regular Council Meeting.



Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date: March 25, 2022
To: Tina Presley, Senior Executive Assistant
From: BJ Wilson, Director of Finance
CC: Megan Clark, Purchasing Agent, Robert Boyer, Director of Public Works
RE: Request to Add Agenda Action Item for Town Council Approval

Purchasing received a request from the Department of Public Works to send out an RFQ (Request for Quotes) for 12 Dry Barrel Fire Hydrants of various bury depths. On March 23, 2022, I held a public bid opening and received three (3) bids in accordance with the Virginia Public Procurement Act.

Town staff has reviewed the submitted quotes and recommends awarding the purchase to Core & Main, out of Martinsburg, WV for \$31,152.89. The lowest responsive and responsible bidder.

Please find attached the bid tabulation and recommendation letter from Robert Boyer, Public Works Director. Please add this consent item to Council's April 25th, 2022, Regular Town Council Meeting.

Funding has been budgeted and is available in the following line item: 9602-47530, water line maintenance capital inventory.

Department of Purchasing
102 E Main Street
Front Royal, VA 22630
Website: www.frontroyalva.com
Phone 540-636-6889

Memo



Town of Front Royal Public Works

TO: Megan Clark, Purchasing Agent
FROM: Robert Boyer, Public Works Director
CC: BJ Wilson, Director of Finance
DATE: March 24, 2022
RE: Recommendation for Fire Hydrants Purchase

Public Works has reviewed three bids that was received for the purchase of 12 fire hydrants in various bury depths. We recommend moving forward with the lowest bid from Core & Main out of Martinsburg, WV at a total cost of \$31,152.89. The department has used the American Darling fire hydrants from Core & Main in the past and have been pleased with the quality of the product, the funding is already available in the water line maintenance account 9602.

If you have any questions need any further information just let me know.



REQUEST FOR QUOTES

Town of Front Royal, Virginia Purchasing Department

Date: March 7, 2022

Quote No. 07-2022

Title: Dry Barrel Fire Hydrants

Due prior to 2:00 P.M. Local Prevailing Time, March 23, 2022

The Town of Front Royal, Virginia, is soliciting written quotes for the purchase of Dry Barrel Fire Hydrants. The successful Bidder warrants that all goods provided shall conform with all applicable Federal, State and local laws and regulations. All material and/or equipment furnished shall be new, unused and shall be the same as the manufacturer's current production model unless specified otherwise by the Town. Any questions concerning this Request should be directed to Tony Rogers at (540) 635-7819 or by email to trogers@frontroyalva.com.

To be considered, your quote must be submitted on a copy of the **QUOTE FORM**, signed by a representative authorized to bind the Bidder in the matter, dated and must be received at the Town of Front Royal Purchasing Department, P. O. Box 1560, Front Royal, VA 22630, **prior to the date and time stated above.**

Changes to the requirements in this solicitation shall be made only by written addendum.

SUBMISSION

<u>BY MAIL TO:</u>	OR	<u>BY HAND DELIVERY EXPRESS DELIVERY TO:</u>	OR	<u>MAY BE SUBMITTED BY EMAIL TRANSMISSION</u>
Town of Front Royal Purchasing Department PO Box 1560 Front Royal, VA 22630		Town of Front Royal Purchasing Department 102 E Main Street Front Royal, VA 22630		mclark@frontroyalva.com

Quotes must be submitted prior to the time and date indicated in this Request:

1.0 DELIVERY

- 1.1 The quoted price shall be F.O.B. destination, and shall include all freight costs, including inside delivery to the Town of Front Royal Public Works Department 800 Crosby Rd. Front Royal, VA.
- 1.2 Delivery is preferred within 30 days after order is placed. Bidders shall specify delivery if so requested on the QUOTE FORM.

2.0 SPECIFICATIONS

- 2.1 The specifications are included on QUOTE FORM AND BELOW.
 - 2.1.1 Providing the Town of Front Royal with various sized hydrants that shall meet or exceed the specifications in AWWA Standard C502 for dry-barrel hydrants.
 - 2.1.2 Hydrants shall have a factory installed 6" restraint kit designed for ductile iron or cast-iron pipe and a minimum bury depth of three feet (3').
 - 2.1.3 Hydrants shall traffic model with a five and one quarter (5.25) inch valve opening, four and one half (4.5) inch pumper nozzle and two each two and one half (2.5) inch hose nozzles.

in compliance with VA Code § 2.2-4343.1, the Town of Front Royal does not discriminate against faith-based organizations.

INDICATE BY PLACING A CHECK HERE _____ IF A FAITH-BASED ORGANIZATION AS DESCRIBED IN VA CODE § 2.2-4343.1

PLEASE INDICATE THE TYPE OF BUSINESS:

_____ Individual Trading in Own Name

_____ Partnership

_____ Individual Trading Under Trade Name
(Individual and Trade Name must be
listed below as "legal name")

☒ Corporation

CORPORATE SEAL:

FULL LEGAL NAME OF BIDDER

Core and main

FED ID NO.

03-0550887

Remittance Address (If different):

ADDRESS

117 Industrial Circle

Core and main

Manassasburg W. Va. 25402

1830 Craig Park Court

St Louis, Mo. 63146

PHONE:

(304) 263-6986

FAX:

(304) 263-7009

DATE:

3/22/22

EMAIL ADDRESS:

Scott.Foley@coreandmain.com

My signature certifies that this firm (or individual) has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the Town of Front Royal, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or person that could be considered as a conflict of interest or a potential conflict of interest to the Town of Front Royal, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the Town of Front Royal.

Quotes must be signed by someone having the authority to bind the individual or company.

SIGNATURE

Scott Foley

PRINTED/TYPED NAME

Scott Foley

TITLE

Product Specialist

DATE

3/22/22

TELEPHONE (304) 263-6986

FACSIMILE (304) 263-7009

QUOTE FORM

REQUEST FOR QUOTES #07-2022 DRY BARREL FIRE HYDRANTS TOWN OF FRONT ROYAL, VIRGINIA

Quotes Due In Writing or By EMAIL Prior to **2:00 P.M.**, local prevailing time, **March 23, 2022**

The Bidder proposes and agrees, if this quote is accepted within 60 days after the quote opening date, to furnish any and all the items upon which prices are quoted, at the price set opposite each item, delivered at the point(s) specified and as scheduled. The Bidder is required to note any and all exceptions to the quote requirements on the **QUOTE FORM** or by an attachment to the **QUOTE FORM**. The Town reserves the right to increase or decrease the quantities purchased at the unit prices quoted.

The undersigned hereby declares that he has informed himself fully of all conditions of this solicitations, including the specifications of the product(s) to be provided, drawings (if any), all Addenda, and all conditions relative to the any work to be performed.

N/A Receipt of Addenda listed below is acknowledged and the quote incorporates all requirements of these Addenda:

No. _____ Date _____
No. _____ Date _____

No. _____ Date _____
No. _____ Date _____

MATERIALS: DRY BARREL FIRE HYDRANTS

QTY	DESCRIPTION	UNIT PRICE	EXTENDED AMOUNT
2	3 Foot Bury Depth	2483.40	4966.76
3	3-1/2 Foot Bury Depth	2542.10	7626.54
3	4 Foot Bury Depth	2600.97	7802.91
2	4-1/2 Foot Bury Depth	2659.77	5319.54
2	5 Foot Bury Depth	2710.57	5421.14
TOTAL EXTENDED AMOUNT			31,152.89

A minimum of 30 days after receipt of an approved invoice by the Town shall be allowed for payment. Discounts for prompt payment will not be considered in the evaluation of quotes. However, any offered discount will become part of the award and will be taken if payment is made within the discount period offered in the quote. In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. For the purpose of earning the discount, payment shall be considered to have been made on the date that appears on the payment check or the date on which an electronic funds transfer for the payment was made.

PROMPT PAYMENT TERMS: NET 30 DAYS
(PLEASE NOTE: C.O.D. TERMS NOT ACCEPTABLE)

The Bidder certifies that he has not combined, conspired or agreed to intentionally rig, alter or otherwise manipulate, or to cause to be rigged, altered or otherwise manipulated this quote for the purpose of allocating purchases or sales to or among persons, raising or otherwise fixing the prices of the goods or services, or excluding other persons from dealing with the Town of Front Royal.

- 2.1.4 All nozzles' threads shall be national fire thread and the operating nut must be pentagon shaped, one and one half (1.5) inch point to flat and a non-rising stem that opens counterclockwise.
- 2.1.5 Hydrants shall have a red paint applied by the manufacturer and a working pressure of 200psig.
- 2.1.6 The inlet shall incorporate a stab-fit design requiring the use of only one Type 304 stainless steel fastener. The assembly of flange or mechanical joint restrainers using multiple fasteners or wedge bolts will not be accepted. All joint restraint designed accessories shall be factory installed ALPHA restraint accessories.

- 2.2 Bidder is required to note any and all exceptions to the quote requirements on the QUOTE FORM or by an attachment to the QUOTE FORM.

3.0 AWARD METHOD

- 3.1 Should this solicitation contain a provision to award by "Lot", and no bidder quotes on all items in a Lot, the Town may award the items in that Lot by individual item.
- 3.2 Should this solicitation contain a provision to award by "Lump Sum", and no bidder quotes on all items, the Town may award by individual item.

4.0 CONTRACT DOCUMENTS

This quote document and the purchase order issued as a result of this solicitation shall serve as the Contract. The Contractor shall, within 15 days after notification of award, execute and deliver to the Town all Contract Documents and other forms such as insurance or bonds required by the Quote. Otherwise, the Town may award the Quote to the next lowest responsive and responsible Bidder and keep the Bidder's Quote security, if any.



Bid Proposal for Front Royal Hydrant Bid

CUSTOMER	TOWN OF FRONT ROYAL 800 CROSBY RD FRONT ROYAL, VA 22630 Contact: Robbie Boyer (T) (540) 635-7819 (F) (540) 635-8973 RBOYER@FRONTROYALVA.COM	Job Front Royal Hydrant Bid Bid Date: 03/22/2018 02:00 am Bid #: 2254517
	Sales Representative Scott Foley (M) 304-283-0272 (T) 304-263-6986 (F) 304-263-7009 Scott.Foley@coreandmain.com	Core & Main 117 Industrial Circle Martinsburg, WV 25402 (T) 304-263-6986
CONTACT		
NOTES	Bid Due Wednesday 3/22/22 Opening at 2:00 pm Location Town of Front Royal 102 East Main Street Front Royal Va Hydrants are running about 32 weeks to ship once order is placed	



Bid Proposal for Front Royal Hydrant Bid

TOWN OF FRONT ROYAL

Bid Date: 03/22/2018 02:00 am

Core & Main 2254517

Core & Main

117 Industrial Circle

Martinsburg, WV 25402

Phone: 304-263-6986

Fax: 304-263-7009

Seq#	Qty	Description	Units	Price	Ext Price
		DUE TO CURRENT SUPPLY CHAIN DISRUPTIONS, MATERIALS ARE SUBJECT TO PRICING AT TIME OF SHIPMENT. MATERIAL AVAILABILITY AND TIMELINESS OF SHIPMENTS CANNOT BE GUARANTEED. THIS TERM SUPERSEDES ALL OTHER CONTRACTUAL PROVISIONS.			
10		HYDRANTS			
20	2	B62B 5 1/4 3' WITH AQUA GRIP	EA	2,483.38	4,966.76
30	3	B62B 5-1/4 3'6" WITH AQUA GRIP	EA	2,542.18	7,626.54
40	3	B62B 5-1/4 4'0" WITH AQUA GRIP	EA	2,600.97	7,802.91
50	2	B62B 5-1/4 4'6" WITH AQUA GRIP	EA	2,659.77	5,319.54
60	2	B62B 5-1/4 5'0 WITH AQUA GRIP	EA	2,718.57	5,437.14
				SUBTOTAL	31,152.89
				Sub Total	31,152.89
				Tax	0.00
				Total	31,152.89

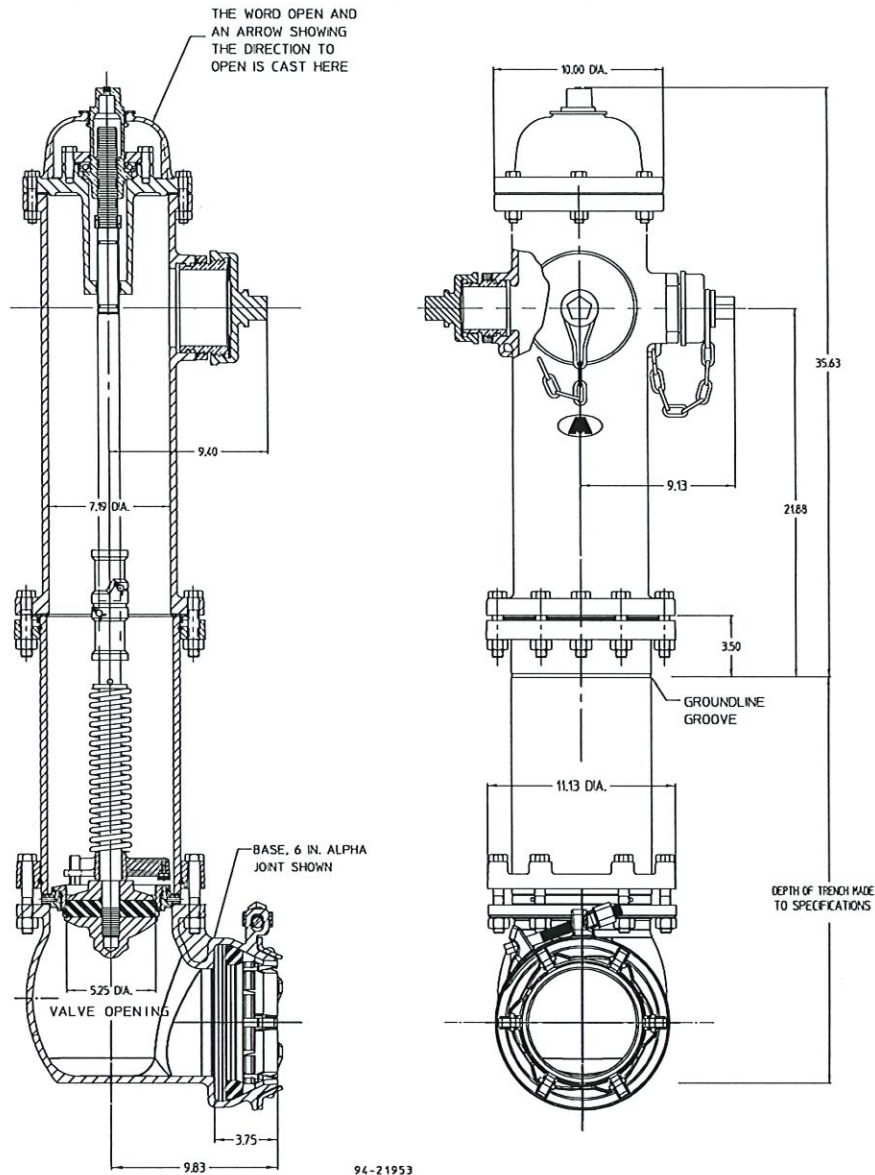
Branch Terms:

The attached proposal represents HD Supply Waterworks interpretation of existing plans and specifications as of the date of this document. The details contained represent neither a guarantee of items required, nor quantity required. Orders for this project will be accepted on the basis of quantities specified by the buyer and unit pricing and terms as contained in this quotation. All prices are based on the quotation in its entirety with full truckload freight paid releases. Lesser quantities may reflect additional charges for shipping and handling. Prices are subject to revision due to specification change, change orders and quantity changes. All pricing contained in this quotation are less applicable sales taxes and must be added. All quotations are contingent upon the buyer's acceptance of seller terms and condition. Quoted prices are firm for shipment within 30 days of quoted date, unless otherwise noted.

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/TandC/>

AMERICAN Flow Control Submittal Information

5-1/4 AMERICAN-DARLING® B-62-B-5 TRAFFIC MODEL FIRE HYDRANT 20" GROUNDLINE TO NOZZLE



ALPHA restraint joints will accommodate the following pipe types and sizes:

ALPHA

- Ductile iron per AWWA C151
- PVC per ASTM D1785 (Schedule 40 and 80)
- PVC per ASTM D2241 (SDR 21)
- PVC per AWWA C900
- HDPE per AWWA C906 (SDR 9, 11, 13.5, and 17)

Nominal Size (in)	ALPHA OD Range (in)
6	6.60 - 7.00

NOTES:

1. Size and shape of operating nut and nut on caps, threading on nozzles and caps and the direction of opening made to specifications.
2. Cap chains are not furnished unless specified.
3. Bolts and nuts are rustproof steel ASTM A307 or equivalent, in accordance with AWWA 502
4. Working pressure 200 psig, test pressure 400 psig.
5. Hydrant conforms to AWWA standard C502
6. Valve top, valve bottom and base coated with fusion bonded epoxy coating.
7. Certified to NSF/ANSI Standard 61 and NSF/ANSI 372.
8. Nominal turns to open is 22.



AMERICAN

FLOW CONTROL

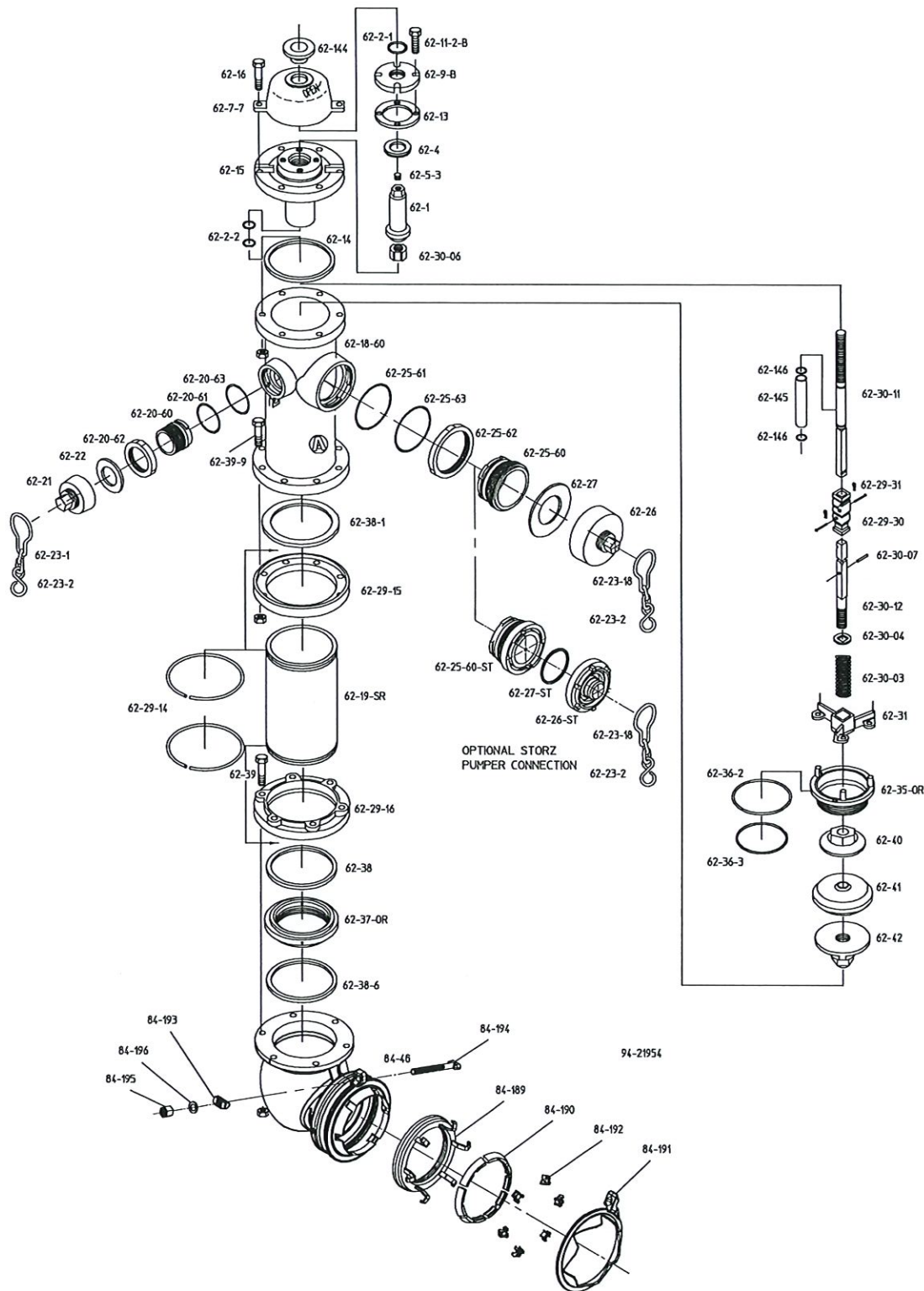
THE RIGHT WAY

AMERICAN Flow Control
P.O. Box 2727
Birmingham, AL 35202-2727
Phone: 800-326-8051
Fax: 800-610-3569
Email: afcsales@american-usa.com

Waterous Company
125 Hardman Avenue South
South St. Paul, Mn. 55075-1191
Phone: 888-266-3686
Fax: 800-601-2809
Email: afcsales@american-usa.com

WWW.AMERICAN-USA.COM

ALPHA™ is a licensed trademark of Romac Industries, Inc. (U.S. Patent 8,894,100)



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Fax: 800-601-2809
Email: afcsales@american-usa.com

WWW.AMERICAN-USA.COM

Ref. No.	Qty.	Description	Material
61-1	1	Operating Nut	Bronze ASTM B763 UNS C84400
62-2-1	2	Cover O-Ring	Buna N
62-2-2	2	Housing O-Ring	Buna N
62-4-4	1	Thrust Washer	Nylatron
62-5-3	1	Pipe Plug	Stainless Steel
62-7-7	1	Weather Cover	Gray Iron ASTM A126 Class B
62-9	1	Housing Cover	Gray Iron ASTM A126 Class B
62-11-2	4	Cover Cap Screws	See Note 3
63-13	1	Cover Gasket	Fiber
62-14	1	Housing Gasket	EPDM Rubber
62-15	1	Housing	Ductile Iron ASTM A536 Grade 65-45-12
62-16	6	Housing Bolts & Nuts	See Note 3
62-18-60	1	Upper Barrel	Ductile Iron ASTM A536 Grade 65-45-12
62-19-SR	1	Lower Barrel	Ductile Iron AWWA C151 Grade 60-42-10
62-20-60	2	Hose Nozzle	Bronze ASTM B763 UNS C87600
62-20-61	2	Hose Nozzle Seal	Buna N
62-20-62	2	Hose Nozzle Retainer	Ductile Iron ASTM A536 Grade 65-45-12
62-20-63	2	Hose Nozzle Retainer Washer	Teflon
62-21	2	Hose Cap	*See Below
62-22	2	Hose Cap Gasket	Rubber
62-23-1	2	Hose Cap Chain with S-Hook	Steel
62-23-2	3	S-Hook	Steel
62-23-18	1	Pumper Cap Chain with S-Hook	Steel
62-25-60	1	Pumper Nozzle	Bronze ASTM B763 UNS C86700
62-25-60-ST	1	Storz Nozzle	Bronze/Aluminum
62-25-61	1	Pumper Nozzle Seal	Buna N
62-25-62	1	Pumper Nozzle Retainer	Ductile Iron ASTM A536 Grade 65-45-12
62-25-63	1	Pumper Nozzle Retainer Washer	Teflon
62-26	1	Pumper Cap	*See Below
62-26-ST		Storz Nozzle Cat	Aluminum
62-27	1	Pumper Cap Gasket	Rubber
62-27ST	1	Storz Cap Gasket	Rubber
62-29-14	2	Snap Ring	Stainless Steel
62-29-15	1	Breakable Flange	Ductile Iron ASTM A536 Grade 65-45-12
62-29-16	1	Base Flange	Ductile Iron ASTM A536 Grade 65-45-12
62-29-30	1	Rod Coupling	Gray Iron ASTM A126 Class B
62-29-31	2	Rod Coupling Pin & Clip Pin	Stainless Steel
62-30-03	1	Hydrant Spring	Stainless Steel

*National Standard and other common cap configurations are constructed of ASTM A536 Grade 65-45-12 ductile iron. Other offerings may be constructed of ASTM A126 Class B gray cast iron.

Ref. No.	Qty.	Description	Material
62-30-04	1	Spring Plate	Stainless Steel
62-30-06	1	Travel Stop Nut	Bronze ASTM B283 UNS C37700
62-30-07	1	Spring Plate Pin	Stainless Steel
62-30-11	1	Upper Rod	Steel
62-30-12	1	Lower Rod	Steel
62-31	1	Drain Lever	Bronze ASTM B854 UNS C92200
62-35-OR	1	Hydrant Seat	Bronze ASTM B584 UNS C92200
62-36-2	1	Seat O-Ring-Outside	Buna N
62-36-3	1	Seat O-Ring-Inside	Buna N
62-37-OR	1	Drain Ring	Bronze ASTM B763 UNS C87600
62-38	1	Drain Ring Gasket	Composition Rubber
62-38-1	1	Barrel Gasket	EPDM Rubber
62-38-6	1	Base Gasket	Composition Rubber
62-39	6	Base Bolts & Nuts	0304 Stainless Steel
62-39-9	8	Barrel Bolts & Nuts	See Note 3
62-40	1	Valve Top	Gray Iron ASTM A126 Class B
62-41	1	Hydrant Valve	EPDM Rubber
62-42	1	Valve Bottom	Gray Iron ASTM A126 Class B
62-46-6AA	1	ALPHA™ Restraint Joint Base	Ductile Iron ASTM A536 Grade 65-45-12
62-144	1	Weather Shield	Rubber
62-145	1	Rod Sleeve	Bronze
62-146	2	Rod Sleeve O-Ring	Buna N
62-189	1	Gasket Assy (ALPHA)	NBR or SBR Rubber, ASTM D2000 Stainless Steel, Type 304
62-190	6	Gripper (ALPHA)	Ductile Iron, ASTM A536 Grade 65-45-12
62-191	1	End Ring (ALPHA)	Ductile Iron, ASTM A536 Grade 65-45-12
62-192	6	Ramp Runner (ALPHA)	Nylon
62-193	1	Bolt Guide (ALPHA)	Ductile Iron, ASTM A536 Grade 65-45-12
62-194	1	T-Head Bolt (ALPHA)	Stainless Steel, Type 304
62-195	1	Coupling Nut (ALPHA)	Stainless Steel, Type 304
62-196	1	Washer (ALPHA)	Stainless Steel, Type 304

Hydrants are furnished as "Draining" unless optional "Non-Draining" Configuration is otherwise noted below.

☐ Optional "Non-Draining" Configuration required

Open Direction ☐ Left(C.C.W.) ☐ Right(C.W.)



AMERICAN
FLOW CONTROL

THE RIGHT WAY

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Waterous Company
125 Hardman Avenue South
South St. Paul, Mn. 55075-1191
Phone: 888-266-3686
Fax: 800-601-2809
Email: afcsales@american-usa.com

AMERICAN-DARLING® AND WATEROUS PACER® HYDRANTS WITH ALPHA™ BASES



PRODUCT NAVIGATION



5-1/4" B-62-B SAMPLE SPECIFICATION

AMERICAN FLOW CONTROL 5-1/4" B-62-B-5 FIRE HYDRANT SPECIFICATIONS AWWA C502 and UL / FM 200 PSIG

SAMPLE SPECIFICATION FOR MUNICIPAL FIRE HYDRANTS WITH ALPHA™ ENDS*

A: HYDRANT CONSTRUCTION

1. Fire Hydrants shall meet or exceed ANSI/AWWA C502, latest revision for use in water supply systems.
2. Rated working pressure shall be 200 psig, test pressure shall be 400 psig.
3. Hydrants shall be dry-barrel construction closing with and opening against the inlet pressure.
4. Hydrant main valve closure shall be of the compression type.
5. Traffic break feature to be designed for easy 360° rotation of nozzle section and incorporate the use of a 2-piece square rod and single cast-iron rod coupling secured with stainless steel coupling pins.
6. The hydrant shall have a travel stop nut in the top of the hydrant to limit the travel of the hydrant rod. Hydrant designs that allow the valve bottom to stop against the shoe or employ a stop in the drain mechanism resulting in a bending moment in the rod assembly are not allowed.
7. Hydrant upper and lower barrels and base shall be made of ductile iron.
8. Hydrant to be Certified to NSF/ANSI/CAN 61 and NSF/ANSI/CAN 372.

B: DRAINAGE SYSTEM

1. The hydrant valve opening shall not be less than 5-1/4" and be designed so that removal of all working parts can be accomplished without excavating.
2. The hydrant shall incorporate a draining system constructed entirely of bronze and positively activated by the compression of an e-coated stainless steel spring.
3. Hydrant drains shall close completely after no more than 3 turns of the operating nut.

4. There shall be a minimum of three internal drain ports in the hydrant seat and four outlets in the hydrant drain ring directing water to the exterior of the hydrant.
5. Hydrants employing sliding-style drains are not permitted.

D: HYDRANT BARRELS AND NOZZLES

1. Hydrant barrels shall be constructed of ductile iron and shall have (1) pumper nozzle and (2) hose nozzles.
2. The operating nut, all nozzle cap nut dimensions and the nozzle threads shall be in compliance with the standards established by the local authorities.
3. All pumper and hose nozzles shall be retained by a single-piece threaded ductile iron retaining collar. Threaded-in nozzles and nozzles using set screws or wedge pins are not allowed.

E: HYDRANT COATINGS

1. Hydrant upper barrel shall be factory coated with an electrodeposition (E-coat) epoxy primer and a catalyzed two-part polyurethane top coat. Base shall be coated with fusion-bonded-epoxy.
2. All bolting below grade shall be Type 304 stainless steel.

F: CONNECTION

1. Hydrant inlet shall be designed for use with ductile iron, cast iron, HDPE and PVC pipe materials.
2. Inlet shall incorporate stab-fit design requiring the use of only one Type 304 stainless steel fastener. The assembly of flange or mechanical joint restrainers using multiple fasteners or wedge bolts is not permitted.
3. Restraint accessories shall be factory installed.
4. All hydrant inlets shall be the ALPHA™ design furnished by AMERICAN Flow Control.

G: FRICTION LOSS

1. Friction loss shall not exceed 3.0 psig at 1000 GPM through the hydrant 4-1/2 in. pumper nozzle.

Hydrants shall be the AMERICAN Flow Control American-Darling 5-1/4" B-62-B-5 with ALPHA base.

AMERICAN-DARLING® AND WATEROUS PACER® HYDRANTS WITH ALPHA™ BASES

- > Product Overview
- > Specifications
- > 5-1/4" B-84-B Sample Specification

VENDOR SPREAD SHEET



Town of Front Royal, VA

IFB #07-2022 DRY BARRAL FIRE HYDRANTS

BID/PROPOSAL OPENING DATE: 3/23/2022

BID/PROPOSAL OPENING TIME: 2:00 PM

		CORE & MAIN MARTINSBURG, WV	FORTILINE CHARLOTTESVILLE, VA	FERGUSON ENTERPRISES WINCHESTER, VA
QTY	ITEM DESCRIPTION	UNIT PRICE	UNIT PRICE	UNIT PRICE
2	DRY BARRAL FIRE HYDRANTS WITH 3FT. BURY DEPTH	\$2,483.38	\$2,735.96	\$3,220.47
EXTENDED AMOUNT		\$4,966.76	\$5,471.93	\$6,440.94
3	DRY BARRAL FIRE HYDRANTS WITH 3- 1/2FT. BURY DEPTH	\$2,542.18	\$2,798.96	\$3,294.61
EXTENDED AMOUNT		\$7,626.54	\$8,396.89	\$9,883.83
3	DRY BARRAL FIRE HYDRANTS WITH 4FT. BURY DEPTH	\$2,600.97	\$2,862.07	\$3,369.04
EXTENDED AMOUNT		\$7,802.91	\$8,586.23	\$10,107.12
2	DRY BARRAL FIRE HYDRANTS WITH 4- 1/2FT. BURY DEPTH	\$2,659.77	\$2,925.10	\$3,443.09
EXTENDED AMOUNT		\$5,319.54	\$5,850.20	\$6,886.18
2	DRY BARRAL FIRE HYDRANTS WITH 5 FT. BURY DEPTH	\$2,718.57	\$2,988.15	\$3,517.30
EXTENDED AMOUNT		\$5,437.14	\$5,976.30	\$7,034.60
Total Bid		\$31,152.89	\$34,281.55	\$40,352.67

*DENOTES NON-RESPONSIVE BID

The VENDOR SPREAD SHEET is generated from the initial, raw information collected. No award decision has been made.

BJW
Prepared by: BJ Wilson, VCA

Department of Purchasing
102 E Main Street
Front Royal, VA 22630
Website: www.frontroyalva.com
Phone 540-636-6889



Work Session Agenda Statement

Item # 02C

Meeting Date: April 11, 2022

Agenda Item: FY22 Budget Amendment to Accept Local Law Enforcement Block Grant

Summary: Council is requested to approve a FY22 budget amendment in the amount of \$2,251 to increase FY22 budgeted revenues to receive funds from the Virginia Department of Criminal Justice Services Local Law Enforcement Block Grant Program and allocate \$2,251 toward the purchase of less lethal tasers.

Budget/Funding:	1000-3310010	General Fund Grant Proceeds	\$2,251
	3102-5413	Police Patrol Machinery & Equipment	\$2,251

Staff Recommendation: There is no required match in accepting this awarded grant funding. Staff is recommending approval of the budget amendment and to be placed on the Consent Agenda of the Regular Council Meeting of April 25th.

STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia

Local Law Enforcement Block ("LOLE") Grant Program- FFY 20

Subgrantee: Front Royal
DCJS Grant Number: TBD
Grant Start Date: 4/1/2022 Grant End Date: 9/30/2022
Federal Grant Number: 2020-MU-BX-0035
Federal Awardee: BJA
Federal Catalog Number: 16.738
Project Description: To strengthen Crime Control
Federal Start Date: 10/1/2019

Federal Funds: **\$2251**
State General Funds:
State Special Funds:
Local Match: _____
Total Budget: **\$2251** Indirect Cost Rate: _____% *If applicable

Project Director	Project Administrator	Finance Officer
Major Kevin Nicewarner Major Front Royal Police Department 900 Monroe Avenue Front Royal, Virginia 22630 540-635-2111 knicewarner@frontroyalva.com	Steven Hicks Town Manager Town of Front Royal P.O. Box 1560 Front Royal, Virginia 22630 540-635-8007 shicks@frontroyalva.com	B.J. Wilson Finance Director Town of Front Royal P.O. Box 1560 Front Royal, Virginia 22630 540-635-8007 bwilson@frontroyalva.com

***Please indicate your locality's DUNS # in the space provided.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and Special Conditions attached thereto, hereby accepts this grant and agrees to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature: _____
Authorized Official (Project Administrator)

Title: _____

Date: _____

DUNS #: 050390749



Work Session Agenda Statement

Item # 2D

Meeting Date: April 11, 2022

Agenda Item: Resolution to adopt "Shift Differential Policy" to Town of Front Royal Employee Handbook

Summary: Council is requested to approve an update to the Town's Employee Handbook to add the attached "Shift Differential Policy". Due to Town service responsibilities, certain employees are required to work in shifts. This includes police officers, communications officers, water and wastewater operators. In an effort to remain competitive in the job market, retain employees, and improve overall morale, staff recommends paying qualifying shift workers an additional premium of \$1.00 hourly for hours worked during a qualifying night shift. Effective upon passage upon approval by Council.

Budget/Funding: Additional salary expense of approximately \$15,000 is anticipated to implement the proposed shift differential program. The current FY22 budget has funds available from vacant positions to cover the additional expense for implementation. Funds for shift differential was not incorporated into the FY23 Proposed Budget, although staff feels that adequate funds will be available in the FY23 Proposed Budget from employee turnover due to vacant positions and employee retirements to cover the additional expense.

Staff Recommendation: Staff recommends approval of the adoption of the "Shift Differential Policy" to the Employee Handbook as presented and be added to the Consent Agenda scheduled for the April 25th Regular Council Meeting.

RESOLUTION

SHIFT DIFFERENTIAL POLICY

WHEREAS, certain Town employees are required to work in shifts, including police officers, communication officers, and water and wastewater treatment plant operators; and,

WHEREAS, in an effort to remain competitive, retain employment and improve overall morale staff recommends Council approve a Shift Differential Policy, and,

NOW THEREFORE BE IT RESOLVED, that Town Council approve a Shift Differential Policy and update the Town's Employee Handbook with same as presented below, effective upon passage:

SHIFT DIFFERENTIAL POLICY

- A. Due to Town service responsibilities, certain employees are required to work in shifts. Shift workers are those regular full-time and part-time employees who are assigned to work in shifts, and who work a qualifying shift.
- B. A qualifying shift means an established work period, regularly scheduled to meet required staffing levels, as defined by the employee's Department. Eligible shift workers include police officers, communications officers, water treatment operators, and wastewater treatment operators.
- C. Shift differential will be paid to employees working a qualifying night shift, which may vary by Department (e.g., 6am-6pm or 7am-7pm). In some circumstances, an employee may be assigned a variable shift, of which the employee is paid shift differential only on the hours worked in the pre-determined night shift time frame. For example, the typical shift for a police officer is 7am-7pm or 7pm-7am. Shift differential is paid to employees for the hours of 7pm-7am. If an officer is assigned to work an alternate shift such as 1pm-1am, then the officer will receive differential only for the hours worked within the determined night shift hours (7pm – 1pm; the employee is paid shift differential on 6 hours).
- D. An employee temporarily assigned to a qualifying shift for any period is entitled to shift differential pay.
- E. Shift differential pay is \$1.00 per hour for all eligible employees. This rate is subject to adjustment as approved by the Town Manager. As an example, if an employee makes \$15 per hour and works a qualifying night shift, the employee will make \$16 per hour for hours worked during the qualifying shift.
- F. Shift differential is paid only for hours worked, not for paid leave hours. An employee who works only a portion of his/her qualifying shift and uses leave for the remaining portion will receive differential pay only on the hours actively worked.
- G. Shift differential will not be paid for hours worked during the regular day-time shift. For example, the 8:00am to 5:00pm employee would not receive shift differential pay if he/she works past 5:00 pm to finish an assignment during normal working hours. In that case, overtime or compensatory time may apply.
- H. Shift differential will not be paid to a qualifying shift worker who works overtime, of which said overtime is within a qualifying shift period. For example, an officer working a day shift 7am-7pm is not paid shift

differential if he/she stays beyond their normal shift. Excess hours are paid as overtime or compensatory time.

- I. Employees responding to emergency calls or call-back are ineligible to receive differential for those hours. Overtime or compensatory time may apply.
- J. Salaried/Exempt employees are not eligible for shift differential pay.
- K. This policy excludes employees who voluntarily work flex-time schedules.
- L. Shift differential pay is not considered part of salary for retirement income.

APPROVED:

Chris W. Holloway Mayor

ATTEST:

Tina L. Presley, Clerk of Council

This Resolution was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on _____, 2022 upon the following recorded vote:

Lori A. Cockrell	__ Yes __ No	Gary L. Gillispie	__ Yes __ No
Letasha T. Thompson	__ Yes __ No	Joseph E. McFadden	__ Yes __ No
Amber F. Morris	__ Yes __ No		

Approved as to Form and Legality:

George Sonnett, Deputy Town Attorney

Dated: _____



Work Session Agenda Statement

Item # 02E

Meeting Date: April 11, 2022

Agenda Item: Proclamation for National Public Works Week

Summary: National Public Works Week is May 15-21, 2021. We would love to celebrate all the hard work of the approximately 68 Public Works Employees that work hard every day during their shift and while on call 24/7 for emergency situations and being taken away from family.

- Maintains 138.2 moving lane miles (Primary & Secondary Roads).
- Maintains 92 miles storm sewer.
- Mow, weed eat and tractor mow Town properties, Right of ways and medians.
- Plans, designs, installs, and maintains floral landscapes and tree plantings.
- Collects trash, recycling, yard waste from 5,896 customers.
- Cleans/Disinfects Town Buildings and performs skilled maintenance/repairs to Town Buildings.
- Fabricates, installs, and replaces Town street signs & Maintains crosswalks.
- Performs paving, pothole and street repairs, bridge maintenance and street sweeping.
- Assists Town with community events and road closures.
- Snow Removal, Repair water breaks, Sewer back-ups
- Treats sewage from 5,980 residents and Warren County Customers
- Water-Produces 2.3 Million Gallons per Day (MGD).
- Provides water to 6,406 residents and provides sewer to 6,093 residents.
- Maintains 119 miles of waterline, 124 miles of sanitary sewer and 724 fire hydrants.
- Reviews and inspects all public improvements within Town limits and in the County where Water & Sewer are provided, for compliance with Town Standards & Specifications.

Budget/Funding: None

Staff Recommendation: Staff recommends approving the proclamation on the Consent Agenda scheduled for the April 25th Regular Council Meeting.



**National Public Works Week Proclamation
May 15 – 21, 2022 “Ready and Resilient”**

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the Town of Front Royal; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in the Town of Front Royal to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2022 marks the 62nd annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

RESOLVED, I, Mayor Chris W. Holloway, do hereby designate the week May 15 – 21, 2022 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

We take this opportunity to celebrate all the hard work of the approximately 68 Public Works Employees who work hard every day during their shift and while on call 24/7 for emergency situations and being taken away from family.

- Maintains 138.2 moving lane miles (Primary & Secondary Roads).
- Maintains 92 miles storm sewer.
- Mow, weed eat and tractor mow Town properties, Right of ways and medians.
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- Provides water to 6,406 residents and provides sewer to 6,093 residents.
- Maintains 119 miles of waterline, 124 miles of sanitary sewer and 724 fire hydrants.
- Reviews and inspects all public improvements within Town limits and in the County where Water & Sewer are provided, for compliance with Town Standards & Specifications.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Front Royal to be affixed,

DONE at the Town of Front Royal, Virginia this _____ day of _____ 2022.

Approve:

Mayor Chris W. Holloway

Attest:

Clerk of Council Tina L. Presley

DRAFT



Work Session Agenda Statement

Item # 05

Meeting Date: April 11, 2022

CLOSED MEETING

Motion to Go into Closed Meeting

I move that Town Council convene and go into Closed Meeting for the following:

- 1) discussion, consideration, assignment, appointment, promotion, performance, demotion, salaries, discipling or resignation of specific public officers, appointees, or employees of any public body specific to the Town Attorney position, pursuant to Virginia Code §2.2-3711. A.1 of the Code of Virginia.
- 2) discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

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.

SPECIAL MEETING



Council Special Meeting Agenda Statement

Item # 02

Meeting Date: April 11, 2022

Agenda Item: Council to select a date for the holding of a special election to fill the Council seat vacated by former Councilman Scott Lloyd by his resignation effective March 28, 2022

Summary: Pursuant to Virginia Code §24.2-226, the Town is required to file a petition with the Warren County Circuit Court within fifteen (15) of the occurrence of a vacancy on Council seeking a writ of election ordering the holding of a special election either on the date of the next general election in November or on an earlier date not later than fifty-five (55) days before the next general election. Council is asked to determine a date for the special election.

Budget/Funding: There may be an expense involved in holding the special election. November elections expenses are attached.

Meetings: There has been no opportunity to hold a meeting.

Proposed Motion: I move that Council direct the Interim Town Attorney to petition the Warren County Circuit Court to issue a writ of election for a special election to be held on (the date of the next general election which is the Tuesday next after the first Monday in November **OR** on _____ which is a date not later than fifty-five (55) days before the date of the next general election) to fill the current vacancy on Council.

Moved _____ Seconded _____

Cockrell _____ Gillispie _____ Lloyd _____ McFadden _____ Morris _____ Thompson _____

GENERAL AND SPECIAL ELECTIONS - NOVEMBER 2, 2021
EXPENSES FOR THE TOWN OF FRONT ROYAL

VENDOR OR EXPENSE	TOWN PORTION EXPENSES	BUDGET CODE
EARLY VOTING - OFFICERS AND CLERICAL (45 days)	\$4,630.00	013000-1010
Officer of Election Compensation/Election Day	\$3,853.33	013000-1010
Election Tech Assistance	\$0.00	013000-1010
Voting Machine Program/test/troubleshooting-Tech	\$416.67	013000-3002
Voting Machine Program/test/troubleshooting - Tech	\$116.67	013000-3002
Ballot Prep-Programming-coding	\$1,058.67	013000-3002
Ads/Official Notices for Election	\$93.33	013000-3007
Postage - Absentee Ballots	\$291.72	013000-5201
Copies - Training Materials/candidate packets	\$66.67	013000-5401
Ballot Envelopes	\$0.00	013000-5402
Ballot S&H/UPS/Maint.	\$279.33	013000-5402
Ballots	\$2,708.13	013000-5402
Ballot Supplies	\$0.00	013000-5402
Precinct Prep - ADA requirements	\$0.00	013000-5407
VOTING MACHINE SUPPLIES	\$0.00	013000-5413
Voting Machine Delivery - Delivery Personnel	\$0.00	013000-5415
Election Day Supplies	\$161.85	013000-5504
Rental Polling Places	\$0.00	013000-8002
Cell Phone Rental	\$0.00	013000-5203
Electronic Pollbook Thumbdrives	\$30.72	013000-5413
Big Bell - Ballot Call - batteries	\$0.00	013000-5413
Printing supplies	\$193.33	013000-5401
Barcode Protective Seals	\$0.00	013000-5407
Crowd Control Packs/S&H	\$0.00	013000-5407
Electronic Pollbooks - Spares	\$0.00	013000-7001
Vehicle Rental - Equipment Delivery	\$473.00	013000-8003
Electoral Board Travel to all Precincts-Election Day	\$71.67	013000-5504
COVID-19 - Masks	\$13.33	013000-5897
TOTALS	\$14,458.43	