



**TOWN OF FRONT ROYAL, VIRGINIA
TOWN COUNCIL MEETING
Monday, August 26, 2013 @ 7:00 p.m.
Warren County Government Center**

6:30pm - CLOSED MEETING – Planning Commission Interview

Motion to go Into Closed Meeting

I move that Council convene and go into Closed Meeting for the purpose of assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of a public body, specific to interview a candidate for the Planning Commission, pursuant to Section 2.2-3711 A. 1. of the Code of Virginia

Motion to Certify Closed Meeting at its Conclusion *[At the conclusion of the Closed Meeting, immediately re-convene in open meeting and take a roll call vote on the following:]*

I move that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Action 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.

7:00pm - Regular Council Meeting will Begin

1. Pledge of Allegiance
2. Moment of Silence
3. Roll Call
4. Approval of the Regular Council Meeting minutes of August 12, 2013.
5. Receipt of Petitions and/or Correspondence from the Public
6. Reports:
 - a. Report of special committees or Town officials and Town Manager.
* **Report from EDA – Jennifer McDonald**
 - b. Requests and inquiries of Council members.
 - c. Report of the Mayor
 - d. Proposals for addition/deletion of items to the Agenda.
- *7. **CONSENT AGENDA ITEMS – (ROLL CALL VOTE REQUIRED) – N/A**
 - A. COUNCIL APPROVAL – HOME Program Cooperative Agreement Renewal
 - B. COUNCIL APPROVAL – Resolution to Reschedule Council Meeting
 - C. COUNCIL APPROVAL – Resolution to Expedite Low Water Bridge Replacement
 - D. COUNCIL APPROVAL – Bid – Forklift for Wastewater Treatment Plant

**The nature of a consent agenda is such that discussion of individual items does not occur.*

8. **COUNCIL APPROVAL** – Joint Participation in Planning and Building Inspection Software, aka EnerGov.
9. **CLOSED MEETING** – Investment of Public Funds



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7(A)

Meeting Date: August 26, 2013

Agenda Item: COUNCIL APPROVAL – HOME Program Cooperative Agreement Renewal

Summary: Since 2007 the Town has been a member of the HOME Consortium with other localities in the region. The HOME Consortium receives funding from HUD on an annual basis for affordable housing projects. The Northern Shenandoah Valley Regional Commission (NSVRC) is the administering agent. Council approved a renewal Agreement on August 23, 2010 to expire September 30, 2013. Council is requested to consider renewal of another 3-year agreement to expire September 30, 2016 and authorize the Town Manager to sign said agreement.

Budget/Funding: None

Attachments: Memo from Northern Shenandoah Valley Regional Commission and Agreement

Meetings: Work Session held August 19, 2013

Staff Recommendation: Approval ☒ Denial ☐

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve a three-year renewal of the HOME Consortium Agreement that begins October 1, 2013 and ends September 30, 2016. I further move to authorize the Town Manager to sign the Agreement on behalf of the Town of Front Royal.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JB



NORTHERN SHENANDOAH VALLEY
REGIONAL COMMISSION

400E Kendrick Lane
Front Royal VA 22630
Phone: 540-636-8800
Fax: 540-635-4147
www.NSVregion.org

OFFICERS

Dennis M. Morris
Chairman

John R. Riley, Jr.
Vice Chairman

Nora Belle Comer
Secretary/Treasurer

Martha Shickle
Executive Director

COMMISSIONERS

CLARKE COUNTY
Bev McKay
Brandon Stidham*

FREDERICK COUNTY
Charles S. DeHaven, Jr.
Eric R. Lawrence
John R. Riley, Jr.*
Robert Hess

PAGE COUNTY
Nora Belle Comer*
Robert Griffith

SHENANDOAH
COUNTY
Brandon Davis
Conrad Helsley
Dennis M. Morris*

WARREN COUNTY
Daniel J. Murray, Jr.
Richard H. Traczyk
John E. Vance*

BERRYVILLE
Mayor Wilson Kirby

FRONT ROYAL
Daryl L. Funk
Jeremy F. Camp

LURAY

MIDDLETOWN
Thomas Simon*

STRASBURG
Robert Baker

STEPHENS CITY
Martha W. Dilg

WINCHESTER
Evan H. Clark
Timothy A. Youmans*

WOODSTOCK
Jacqueline Lambert

To: Northern Shenandoah Valley Chief Administrative Officers

From: Martha Shickle, Executive Director

Cc: Tyler Klein, Senior Planner

Date: July 29, 2013

Re: HOME Program cooperative agreement renewal 2014-2016

The federal HOME program allows local governments to form a regional "consortium" in order to receive federal funding for affordable housing. Forming a consortium enables local governments that would not otherwise qualify for HOME program funding under the formula criteria to join with other units of local government to receive a direct allocation of funds. This creates an opportunity for these jurisdictions to take a more regional, collaborative approach to meeting their affordable housing needs.

In 2007, the Northern Shenandoah Valley region jurisdictions adopted Resolutions of Support and executed a Cooperative Agreement establishing a regional HOME Consortium (renewed in 2010). The Cooperative Agreement names the Northern Shenandoah Valley Regional Commission (NSVRC) as the administering agency. Since 2008, NSVRC has provided for than \$3.8 million dollars in project funding (which is used to leverage additional financial resources) to local housing agencies in support of affordable housing initiatives.

The U.S. Department of Housing and Urban Development (HUD) requires that the Cooperative Agreement be renewed on a tri-annual basis. As such, NSVRC is obligated to inform each member jurisdiction of the proposed renewal and inform each member jurisdiction of their right to withdraw from the consortium prior to the end of the term per HUD CPD Notice 13-002. NSVRC formally requests that the Chief Administrative Officer of each jurisdiction review the attached document renewing the terms of the Cooperative Agreement for 2014 to 2016 consistent with the resolutions that have been previously adopted by each jurisdiction in 2010. No response or action will result in automatic renewal for your jurisdiction. Please notify staff in writing immediately if you have proposed changes to the agreement or would like to opt-out of the renewal.

Please contact me directly at 540-636-8800 if you have any questions or if you would like any additional information. Thank you for your consideration.

*denotes Executive
Committee Member

I. Membership:

1. The members of the CONSORTIUM include the governments of the City of Winchester, and the Counties of Clarke, Frederick, Page, Shenandoah, and Warren, and the Towns of Berryville, Boyce, Edinburg, Front Royal, Luray, Middletown, Mount Jackson, New Market, Shenandoah, Stanley, Stephens City, Strasburg, Toms Brook and Woodstock (MEMBERS). A MEMBERS list is included hereto as Attachment A.

II. Responsibilities of MEMBERS:

1. The MEMBERS of the CONSORTIUM agree to cooperate to undertake or assist in undertaking housing assistance activities through the HOME Investment Partnership Program.

2. The MEMBERS agree affirmatively to further fair housing within the CONSORTIUM.

3. The MEMBERS designate the City of Winchester (LEAD ENTITY) to act in a representative capacity for all MEMBERS for the purpose of executing an annual agreement with the Northern Shenandoah Valley Regional Commission for administration of the HOME Program, and to assume overall responsibility for ensuring that the CONSORTIUM's HOME Program is carried out in compliance with the HOME Program requirements, including requirements concerning a Consolidated Plan in accordance with Department of Housing and Urban Development (HUD) regulations in 24 CFR parts 91 and 92, and the non-discrimination and other federal requirements of 24 CFR 92.350.

4. The NSVRC will serve as the managing body for the HOME Investment Partnership Program and shall be responsible for (a) development of the Consolidated Plan to include regional use of HOME funds; (b) preparation of an annual budget; (c) development of rules and regulations consistent with federal rules and regulations; (d) development of program design and oversight; (e) provision of financial management, compliance oversight, and general management; and (f) other such requirements which may, from time to time, be promulgated by the federal government. Policy-making responsibility consistent with the terms of this AGREEMENT is assigned to the NSVRC, and the administrative duties are assigned to the NSVRC staff.

5. MEMBERS understand that two types of housing organizations may use CONSORTIUM HOME funds:

(a) a SUBRECIPIENT is a housing organization identified and selected to implement housing activities using HOME CONSORTIUM funds.

(b) a Community Housing Development Organization (CHDO) is a non-profit housing organization which has met federal guidelines to manage, own, or otherwise control housing activity other than homeowner rehabilitation. A CHDO thereby qualifies for a portion of the HOME funds designated by federal law as a minimum 15% of the total allocation to the CONSORTIUM. CHDO designation shall be made by the NSVRC.

III. Distribution of HOME Funds:

1. HOME funding allocations will be made among the qualified applicants to the NSVRC pursuant to criteria based on several factors, including, but not limited to, consistency with the Consolidated Plan, demonstration of need and capacity, and leveraged funding.
2. Factors underlying the allocation of HOME funds will be reassessed on an annual basis, and articulated through the annual Notice of Funding Availability and Annual Action Plan.

IV. Responsibilities of the LEAD ENTITY.

1. The LEAD ENTITY will oversee the work of the NSVRC to complete the following:
 - (a) The NSVRC staff will administer the program and report progress on a quarterly basis.
 - (b) The NSVRC staff will prepare the regional portion of the annual Consolidated Plan, the Annual Report, and other such documents that are, from time to time, required by the NSVRC, the MEMBERS, or the federal government. The Annual Report and the Consolidated Plan will be presented to the NSVRC at a regular meeting. The Consolidated Plan is subject to a public hearing at the regional level, to be held by the NSVRC staff, and may be, at the discretion of the local governing body, subject to a public hearing at the local level.

V. Use of HOME Funds

1. Funds available annually through the CONSORTIUM, for evaluation of project proposals, allocation, and review.

VI. Term, Amendment, and Termination of the AGREEMENT:

1. The term of this AGREEMENT shall cover a period of three (3) years beginning the 1st day of October, 2013 and ending the 30th day of September, 2016. The terms of this AGREEMENT will be renewed automatically for participation in successive three-year qualification periods and the NSVRC will notify each MEMBER in writing of its right not to participate for the successive three-year qualification period. It is understood that non-participation by any one MEMBER may have the effect of discontinuing the CONSORTIUM, and the forfeiture of future federal funding under the HOME Investment Partnership Program for all MEMBERS. The CONSORTIUM will adopt any amendment to the AGREEMENT incorporating changes necessary to meet the requirements for cooperation agreements set forth in a Consortia Qualification Notice applicable for a subsequent three-year consortia qualification period, and will submit the amendment to HUD as specified in the Consortia Qualification Notice for that period. Failure to do so will automatically void the automatic renewal of the AGREEMENT.

2. The AGREEMENT may be amended to provide for a change in the LEAD ENTITY or the Program Administration, or any other component, provided such a request for change is submitted to the NSVRC at least ninety (90) days before the beginning of the fiscal year (July 1).

The NSVRC will consider the request and communicate with each MEMBER regarding the request to develop consensus on the requested change.

3. The AGREEMENT may be terminated by any MEMBER with ninety (90) days written notice of intent to withdraw, prior to the beginning of the fiscal year. It is understood that termination of this AGREEMENT by any one MEMBER may have the effect of discontinuing the CONSORTIUM, and the forfeiture of future federal funding under the HOME Investment Partnership Program for all MEMBERS.

VII. Administrative Capability

The MEMBERS of the CONSORTIUM further assert that there is sufficient authority and administrative capability to carry out the purposes of the HOME Investment Partnership Program including, but not limited to, the NSVRC as affirmatively furthering fair housing.

By our signatures hereto, we agree to the terms of this Cooperation Agreement:

CLARKE COUNTY

By: _____
Name

Title

TOWN OF BERRYVILLE

By: _____
Name

Title

TOWN OF BOYCE

By: _____
Name

Title

WARREN COUNTY

By: _____
Name

Title

TOWN OF FRONT ROYAL

By: _____
Name

Title

TOWN OF SHENANDOAH

FREDERICK COUNTY

By: _____
Name

Title

TOWN OF STEPHENS CITY

By: _____
Name

Title

TOWN OF MIDDLETOWN

By: _____
Name

Title

PAGE COUNTY

By: _____
Name

Title

TOWN OF LURAY

By: _____
Name

Title

TOWN OF STANLEY

By: _____
Name

Title

TOWN OF EDINBURG

By: _____
Name

Title

TOWN OF NEW MARKET

By: _____
Name

Title

TOWN OF TOMS BROOK

By: _____
Name

Title

CITY OF WINCHESTER

By: _____
Name

Title

By: _____
Name

Title

TOWN OF MOUNT JACKSON

By: _____
Name

Title

TOWN OF STRASBURG

By: _____
Name

Title

TOWN OF WOODSTOCK

By: _____
Name

Title

COUNTY OF SHENANDOAH

By: _____
Name

Title

ATTACHMENT A

Consortium MEMBERS for fiscal years 2011-2013 (October 1, 2010- September 30, 2013):

City of Winchester
Clarke County
Frederick County
Page County
Shenandoah County
Warren County
Town of Berryville
Town of Boyce
Town of Edinburg
Town of Front Royal
Town of Luray
Town of Middletown
Town of Mount Jackson
Town of New Market
Town of Shenandoah
Town of Stanley
Town of Stephens City
Town of Strasburg
Town of Toms Brook
Town of Woodstock



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7(B)

Meeting Date: August 26, 2013

Agenda Item: COUNCIL APPROVAL – Resolution to Reschedule Council Meeting

Summary: Council is requested to consider rescheduling the Town Council meeting of Monday, October 14, 2013 to Monday, October 21, 2013 due to conflicting with the Annual Virginia Municipal League (VML) Conference scheduled for October 13 -15, 2013. The October 21, 2013 meeting will be held in the Front Royal Administration Building 2nd floor Conference Room located at 102 E. Main Street at 7:00p.m.

Budget/Funding: None

Attachments: Letter from VML and Resolution

Meetings: Work Session held August 19, 2013

Staff Recommendation: Approval ✓ Denial

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council reschedule the October 14, 2013 regular Council Meeting to October 21, 2013 at 7:00p.m. in the Front Royal Administration Building 2nd Floor Conference Room located at 102 E. Main Street.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance
*To be clear and concise, motions should be made in the positive

Approved By: JB

RESOLUTION
To Reschedule Town Council Meeting

WHEREAS, Town Code Section 4-1(A) calls for the Town Council to hold its regular meetings on the second and fourth Mondays of every month; and

WHEREAS, the 2013 Virginia Municipal League Annual (VML) Conference is scheduled to be held October 13 – 15, 2013, falling on the second month of the month; and

WHEREAS, it is the Town Council's practice to attend this annual conference; and

WHEREAS, Town Code Section 4-1(C) allows the Town Council to conduct meetings on an alternative meeting date on the following Monday in the Town Administrative Offices;

NOW, THEREFORE, IT BE RESOLVED by the Town Council of the Town of Front Royal that the regular meeting of the Town Council scheduled to be held on October 14, 2013 shall be re-scheduled to October 21, 2013 at 7:00 p.m. in the Front Royal Administration Building 2nd Floor Conference Room located at 102 E. Main Street.

APPROVED:

Timothy W. Darr, Mayor

ATTEST:

Jennifer E. Berry, Clerk of Council

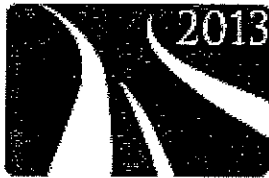
THIS RESOLUTION was approved at the Regular Meeting of the Town of Front Royal, Virginia on its first reading, conducted _____ 2013, upon the following recorded vote:

Thomas H. Sayre	Yes/No	Bret W. Hrbek	Yes/No
Hollis L. Tharpe	Yes/No	Eugene R. Tewalt	Yes/No
N. Shae Parker	Yes/No	Daryl L. Funk	Yes/No

Approved as to form and legality:

Douglas W. Napier, Town Attorney
Date: ____/____/____

Information on this year's VML Annual Conference - including registration forms, hotel reservation forms and a preliminary agenda - will be distributed to member local governments within the next week.



**VIRGINIA MUNICIPAL LEAGUE
ANNUAL CONFERENCE**
★ ARLINGTON ★

COOPERATE · INNOVATE · CHANGE

The conference will be held Oct. 13-15 in Arlington County at the Marriott Crystal Gateway, which is located at 1657 S. Eads St. Because of the large size of this Marriott property, all conference delegates will be able to stay in it. There will be no overflow hotels. In addition, there is an incredibly convenient Metro subway stop connected to the hotel that attendees can access without walking outside. An assortment of restaurants, shopping and tourist attractions are all within a short walk or cab ride. The easy-to-navigate Metro system can speed visitors to attractions throughout the region.

This year's conference will feature an assortment of educational programs relevant to many of the issues confronting local elected officials across the state. U.S. Sen. Mark Warner, recently appointed to chair the Senate Subcommittee on Surface Transportation and Merchant Marine Infrastructure, Safety and Security, has been invited to address the Monday general session. John Martin, the president of the Southeastern Institute of Research, Inc. and the co-founder of the Boomer Project, will give the keynote address at the Tuesday general session.

The conference also will offer VML's first-ever mobile workshop, focusing on the connection between development and transportation. There is no better place to see this connection than in Arlington County, and this Monday afternoon outing will allow participants to see those connections with their own eyes.

Some of the other topics on the preliminary agenda range from a review of pressing federal legislative issues playing out at the local government level and emerging trends in land use liability to implementation of the Affordable Care Act and how to become a brew-friendly community. In addition, sessions dealing with housing, social media and FOIA are among a number of others being planned.

The always-popular local government roundtables, which allow participants to sit with three different subject experts in a fast-paced 90-minute session, will be held on Tuesday afternoon. If the roundtables aren't your cup of tea, single-topic workshops will be offered at the same time.

On Monday, Arlington County will stage an exciting Host County Night event at Artisphere, a vibrant arts center in Rosslyn where the county's extraordinary assortment of cuisine and culture will be on full display.

Tuesday night's closing banquet will feature not only remarks by the league's incoming president and the presentation of awards, but it will also include entertainment by the Capitol Steps, a comedy troupe comprised of congressional staffers who perform original songs laced with political satire. ☺^
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**Town of Front Royal, Virginia
Council Agenda Statement**

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Item No. 7(C)

Meeting Date: August 26, 2013

Agenda Item: COUNCIL APPROVAL – Resolution to Expedite Low Water Bridge Replacement

Summary: Council is requested to consider a Resolution similar to that of the Board of Supervisors of Warren County, requesting that the Morgan Ford Bridge Replacement be expedited.

Budget/Funding: None

Attachments: Resolution

Meetings: Work Session held August 19, 2013

Staff Recommendation: Approval ✓ Denial

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve a Resolution requesting that the Morgan Ford Bridge Replacement be expedited.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance
*To be clear and concise, motions should be made in the positive

Approved By: JB

RESOLUTION

Requesting that the Morgan Ford Bridge Replacement Be Expedited

WHEREAS, the Morgan Ford Low Water Bridge, located in the County of Warren, across the Shenandoah River was constructed in 1925 and has ably served the community for 88 years; and,

WHEREAS, the bridge is severely deficient and has been rated by the Virginia Department of Transportation's (VDOT) bridge inspectors as having an overall condition of "poor" due to severe scale and deterioration throughout the concrete slab, spalling to upstream deck edge exposing rebar, spalling and honeycomb on underside of concrete slab exposing the bottom mat of steel, severe scale exposing aggregate scattered throughout pier walls and footings, and other associated structural deficiencies; and

WHEREAS, the Shenandoah River frequently floods over the Morgan Ford Low Water Bridge and forces its closure 6-8 weeks per year which cause residents to take a long and costly detour route; and

WHEREAS, the Morgan Ford Low Water Bridge is an important crossing and an important part of the area's transportation network. Residents of Town of Front Royal as well as the County of Warren use this connection to access shopping opportunities and commute to work; and,

WHEREAS, VDOT has given the structure a sufficiency rating of 2.0 out of a possible 100 which ranks it as one of the three lowest rated bridge structures in the entire Commonwealth of Virginia; and,

WHEREAS, the bridge provides an important transportation link to provide adequate emergency service coverage to the area; and;

WHEREAS, a new bridge will provide opportunities to utilize more efficient bus routes in the area by allowing buses to cross bridges; and,

WHEREAS, VDOT has worked with Warren County, area residents and stakeholders to address and mitigate legitimate concerns relative to the location and design of the replacement bridge; and,

WHEREAS, this bridge has seen a number of recent fatalities including 21-year old Jessica Lynn Barr on March 30, 2010 and 18-year-old Coty James Ferguson and 17-year-old Robert Allen Jeffries, Jr. on August 3, 2013; and,

WHEREAS, this senseless loss of life can be stopped by the upgrading and replacement of the bridge and its approaches; and,

WHEREAS, the project has been a top transportation priority for the County of Warren for the past decade, is included in the County of Warren's adopted Secondary Six-Year Plan and 2013 Comprehensive Plan and is fully funded; and,

WHEREAS, the Board of Supervisors of Warren County approved a Resolution on August 20, 2013 requesting that the Morgan Ford Bridge replacement be expedited; and,

NOW, THEREFORE, IT BE RESOLVED that the Mayor and Members of the Town Council hereby also request that VDOT expedite the final review and approval of plans for the replacement of the Morgan Ford Low Water Bridge so that it can be replaced as soon as possible.

APPROVED:

Timothy W. Darr, Mayor

ATTEST:

Jennifer E. Berry, Clerk of Council

THIS RESOLUTION was approved at the Regular Meeting of the Town of Front Royal, Virginia on its first reading, conducted _____ 2013, upon the following recorded vote:

Thomas H. Sayre	Yes/No	Bret W. Hrbek	Yes/No
Hollis L. Tharpe	Yes/No	Eugene R. Tewalt	Yes/No
N. Shae Parker	Yes/No	Daryl L. Funk	Yes/No

Approved as to form and legality:

Douglas W. Napier, Town Attorney

Date: ____/____/____



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7(D)

Meeting Date: August 26, 2013

Agenda Item: COUNCIL APPROVAL – Bid – Forklift for Wastewater Treatment Plant

Summary: Council has received a request from the Purchasing Agent, seeking approval of a bid from Winchester Equipment Company in the amount of \$20,480.00 for the purchase of a Toyota Model 8FGCU20 Lift Truck for the Wastewater Treatment Plant.

Budget/Funding: Wastewater Treatment FY14 budget line item 9801-R47005 "Motor Vehicles"

Attachments: Memorandums from Purchasing Agent and Manager of Vehicle Equipment Maintenance and Quotation Tabulation from Purchasing Agent

Meetings: None

Staff Recommendation: Approval ✓ Denial

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve a bid from Winchester Equipment Company in the amount of \$20,480.00 for the purchase of a Toyota Model 8FGCU20 Lift Truck for the Wastewater Treatment Plant.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance
*To be clear and concise, motions should be made in the positive

Approved By: JB



TOWN OF FRONT ROYAL

DEPARTMENT OF FINANCE
PURCHASING DIVISION

102 E. MAIN STREET
P.O. BOX 1560
FRONT ROYAL, VIRGINIA 22630-1560

CYNTHIA A. HARTMAN, CPPB
Purchasing Agent
(540) 636-6889
(540) 636-7473 fax
email: cahartman@frontroyalva.com

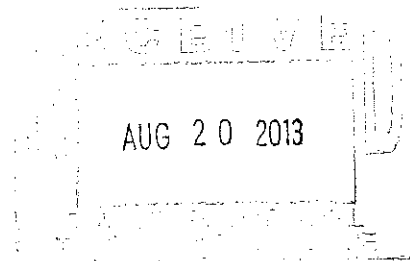
MEMORANDUM

Date: August 19, 2013
To: Tina Presley, Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent
RE: Agenda Item

On Wednesday, July 11, 2013, I held a bid opening for the purchase of a forklift for the Wastewater Treatment Plant. I received two (2) bids (see attached tabulation sheet). Don McPaters reviewed the responses to ensure conformance to our specifications. As this piece of equipment is considered "rolling stock", I will need Town Council approval before moving forward. Please add this item to the August 26 agenda for their action.

Staff recommends the award for the purchase of a Toyota Model 8FGCU20 Lift Truck be made to Winchester Equipment Company in the amount of \$20,480.00.

The funding for this purchase is available on an encumbrance carried forward from last year's budget. This is in the Wastewater Treatment FY14 budget line item 9801-R47005 "Motor Vehicles".



MEMORANDUM

TO: Cindy Hartman, Purchasing Agent

FROM: Donald B McPaters, Manager of Vehicle Equipment Maint. *DBM*

SUBJECT: Purchase of a Fork Lift

DATE: August 7, 2013

I have reviewed the bids for the Fork lift. We had two vendors from the Winchester area. The lowest bid was from Winchester Equipment with a price of \$20,480.00 and they met specifications. The next vendor with the highest cost was Alliance Material Handling with a cost of \$21,414.73 and they met specification.

My recommendation is to go with Winchester Equipment with the lowest cost. .

TOWN OF FRONT ROYAL, VIRGINIA

Quotation Tabulation

Item: FORKLIFT - WASTEWATER TREATMENT

Quotation #21

Date: JULY 18, 2013

Mailed: 24

Replied

QUANTITY	Vendor Quotation			
	WINCHESTER EQUIPMENT	ALLIANCE MATERIAL HANDLING	RICHMOND MACHINERY	
(1) EACH - FORKLIFT NEW, UNUSED, CURRENT PRODUCTION MODEL 4,000 LIFTING CAPACITY	\$20,480.00 TOYOTA 8FGCU20	\$21,414.73 DOOSAN GC20E-5LP	N/Q	
TOTAL QUOTATION				
	\$20,480.00	\$21,414.73		

The above proposals verified to specifications and compliance with terms and conditions.

Witness

Witness


PURCHASING AGENT



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 8

Meeting Date: August 26, 2013

Agenda Item: COUNCIL APPROVAL – Budget Amendment and Joint Participation in Purchasing Planning and Building Inspections Software, aka EnerGov

Summary: Council is requested to consider approval of a Budget Amendment not to exceed \$50,000.00 for joint participation in the purchase of Planning and Building Inspection Software also known as EnerGov, with the County of Warren at a cost not to exceed \$50,000.00 from General Fund Contingencies. The Departments of Planning & Zoning and Information Technology will review their current budgets to allocate a portion of this expense. Maintenance costs estimated at \$12,100.00 will be budgeted annually beginning in FY2014-2015.

Budget/Funding: Budget amendment
\$50,000 [General Fund Reserves Revenue] 1000-3510110
[Expense] IT hardware & software 1204-7007
Supplemental Funding to be identified from existing FY13-14 Budget

Future maintenance fees will be expended using IT account 1204-3005
[Maintenance Contracts]

Attachments: Pricing Sheet

Meetings: Work Session held August 19, 2013

Staff Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council approve a budget amendment not to exceed \$50,000.00 for joint participation in the purchase of Planning and Building Inspection Software also known as EnerGov, with the County of Warren at a cost not to exceed \$50,000.00 from General Fund Contingencies. The Departments of Planning & Zoning and Information Technology will review their current budgets to allocate a portion of this expense. Maintenance costs estimated at \$12,100.00 will be budgeted annually beginning in FY2014-2015.

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*To be clear and concise, motions should be made in the positive

Approved By: SB

Line #

SaaS Pricing (EnerGov Hosting)

Software Pricing		Annual Software Costs	Optional Extensions	Notes
1	Permitting & Land Management Suite:	\$38,880		
2	• Project Management			(13) Users @ \$120/mo
3	• Planning & Development Review			(5) Users w/IG @ \$150/mo
5	• Permitting and Land Management			(2) Read Only @ \$99/mo
6	• Inspections Management			Unlimited Support @ \$18/mo/user
7	• Code Enforcement Management			
8	• Contractor Management			
9	• EnerGov Cashiering			
Server-Side Extensions				
10	• Intelligent Object Engine	Included		
11	• Intelligent Workflow Agent			
12	• Custom Form Designer			
EnerGov GIS Server Standard				
13	• Requires ArcGIS Server 9.3.1 or Higher	\$5,000		
14	Citizen Access Web Portal with Decision Making	\$13,000		optional
Mobile Applications				
15	• IG Workforce / (5) Named Users		Included	
16	Subtotal	\$53,880		
17	Prince William County	(\$5,388)	10%	
Cooperative Purchase Discount				
18	Grand Total Software	\$48,492	\$4041/Month	

Professional Services		Year 1 Purchase	Resources	Notes / Comments
19	Assess, Define, Configure, Build	\$63,000	50 days	See below for deliverables.
		Includes:	Includes:	
20	• Permit Management	\$11,120	10 days	Project Consultant
21	• Plan Management	\$11,120	10 days	Project Consultant
22	• Code Management	\$11,120	10 days	Project Consultant
23	• Inspection Management	\$3,336	3 days	Project Consultant
24	• Request Management	\$2,224	2 days	Project Consultant
25	• GIS Configuration	\$2,644	2 days	GIS Analyst
26	• Fee Configuration	\$6,360	6 days	Project Manager
27	• Intelligent Object	\$6,360	5 days	Project Manager
28	• Citizen Access Portal	\$3,816	3 days	Project Manager
29	• Citizen Decision Making Process	\$5,000	5 days	Project Consultant
30	User Acceptance and Production	\$12,096	8 days	Solutions Architect
31	End User Training	\$9,520	10 days	Sr. Software Trainer/Trainer
32	Report Development	\$9,520	10 days	Report Developer
33	Data Conversion (TBD)	\$13,520	10 days	*estimated for BAI conversion (in industry standard format)
34	(2) EnerGov Training Certifications	\$3,998	(2) Certificates	
35	Travel	\$6,800	4 weeks on site	
36	Grand Total Services	\$118,454		

Total Software & Services		Year 1	Year 2	Year 3
37	• Software	\$48,492	\$48,492	\$48,492
38	• Services	\$118,454		
TOTAL PURCHASE PRICE		\$166,946		

Additional Equipment Needed		Equipment Costs
39	• GIS & ARC Server	\$14,100
40	• Microsoft Exchange Server	\$2,100
41	• Microsoft Exchange Licenses	\$10,100
42	Total Purchase	\$26,300
43	TOTAL FIRST YEAR	\$193,246

Cost Breakdown		Year 1	Year 2	Year 3
44	• County	\$144,934	\$36,369	\$36,369
45	• Town	\$48,312	\$12,123	\$12,123
46	TOTALS	\$193,246	\$48,492	\$48,492



**Town of Front Royal, Virginia
Council Agenda Statement**

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Item No. 9

Meeting Date: August 26, 2013

Agenda Item: CLOSED MEETING – Investment of Public Funds

Summary: Council is requested to convene and go into Closed Meeting for the purpose of discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected, pursuant to Section 2.2-3711. A. 6. of the Code of Virginia.

Budget/Funding: None

Meetings: None

Staff

Recommendation: Approval ☒ Denial ☐

Proposed Motion:

Motion to Go Into Closed Meeting

I move that Council convene and go into Closed Meeting for the purpose of discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected, pursuant to Section 2.2-3711. A. 6. of the Code of Virginia.

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 Action 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.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JB