



TOWN OF FRONT ROYAL, VIRGINIA TOWN COUNCIL MEETING

Monday, October 27 @ 7:00pm
Warren County Government Center

1. Pledge of Allegiance
 2. Moment of Silence
 3. Roll Call
 4. Approval of the Regular Council Meeting minutes of October 14, 2014
 5. Receipt of Petitions and/or Correspondence from the Public
 6. Reports:
 - a. Report of special committees or Town officials and Town Manager.
 1. South Fork Bridge Replacement Progress – VDOT Representative Robert S. Good
 2. Report from EDA Executive Director Jennifer McDonald
 3. Report from County of Warren Administrator Doug Stanley
 - b. Requests and inquiries of Council members.
 - c. Report of the Mayor
 1. Recognition of Retirement Ted Putnam
 - d. Proposals for addition/deletion of items to the Agenda.
 - *7. **CONSENT AGENDA ITEMS – (ROLL CALL VOTE REQUIRED)**
 - A. COUNCIL APPROVAL – Budget Calendar for FY16
 - B. COUNCIL APPROVAL – Liaison Committee Meeting Items
 - C. COUNCIL APPROVAL – Bid for Waterline Upgrade along W. 17th Street
 - D. COUNCIL APPROVAL – Bid for Purchase of Backhoe/Loader
 - E. COUNCIL APPROVAL – Budget Amendment for Donation of Main Street Lighting
 - F. COUNCIL APPROVAL – Waiver of Christmas Tree License Tax – Boy Scout Troop 52
 - G. COUNCIL APPROVAL – MAP-21 Grant Application for Westminster Drive Sidewalk
 - H. COUNCIL APPROVAL – MAP-21 Grant Application for Criser Road Trail
- *The nature of a consent agenda is such that discussion of individual items does not occur.*
8. **PUBLIC HEARING** – An Ordinance to Amend Section 75-44(A) of the Town Code Pertaining to Mailing of Delinquent Real Estate and Personal Property Taxes (*1st Reading*)
 9. **COUNCIL APPROVAL** – An Ordinance to Amend Chapter 34 of the Town Code Pertaining to Election Precincts. (*2nd Reading*)
 10. **COUNCIL APPROVAL** – Budget Amendment for Outstanding Purchase Orders
 11. **COUNCIL APPROVAL** – Purchase of Police Vehicles
 12. **COUNCIL APPROVAL** – Revenue Sharing Project for John Marshall Highway with Resolution for Authorization

13. **COUNCIL APPROVAL** -- Revenue Sharing Project for Criser Road Bridge Replacement with Resolution for Authorization
14. **COUNCIL APPROVAL** -- Resolution to Waive Planning Fees for Avtex Site.
15. **COUNCIL APPROVAL** -- Resolution Requesting Reconsideration of Closure of KMART -- STORE 9125



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

Page 1
Item No. 7(A)

Meeting Date: October 27, 2014

Agenda Item: COUNCIL APPROVAL – Budget Calendar for FY16

Summary: Council is requested to approve the Budget Calendar for Fiscal Year 2016 as presented.

Budget/Funding: None

Attachments: Budget Calendar

Meetings: Work Session held October 14, 2014

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 the Budget Calendar for Fiscal Year 2016 as presented.

*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: SB

Fiscal Year 2015-2016 Budget Calendar

Oct 2014	Department requests for CIP [Capital Improvement Program] Include 2016 through 2021
Nov 3, 2014	CIP requests due back to Finance - CIP will be sent to Planning Commission Dec 2014
Nov 2014 Nov 2014	Finance Department distributes FY16 Budget forms to Departments Council goals and objectives for FY16 to Town Manager/Finance Director
Dec 1, 2014	Departments request due for Personnel Changes [including promotions, reorganization and/or new staffing]
Dec 19, 2014	Mid-year FY15 Budget transfers due from departments
Dec 19, 2014	Departments spending requests for FY16 due [with justifications]
Jan 12-16, 2015	Town Manager review spending requests with departments
Jan 26, 2015	Overview of budget with Audit Committee
Feb 2, 2015	Work Session to set tax rate
February 2015	Advertisement for annual tax rate for Real and Personal Property ~ rate has to be set prior to April 1
Mar 9, 2015	Public Hearing (1) Tax rates for Real and Personal
Mar 23, 2015	Approval of Town Tax rates for both Real Estate and Personal Property
Apr 1, 2015	Town Manager's Recommended Budget to Town Council ~ work session
April 2015	Council review proposed budget during scheduled work sessions
May 11, 2015	Public Hearing and First Reading of Appropriations Ordinance and Rate ordinances
May 18, 2015	Budget Work Session [if necessary]
May 25, 2015	Second and Final Reading of Appropriation Ordinance and Rate Ordinances



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

Page 1
Item No. 7(B)

Meeting Date: October 27, 2014

Agenda Item: COUNCIL APPROVAL – Liaison Committee Meeting Agenda Items

Summary: Council is requested to approve the continued discussion of the Liaison Committee Meeting Agenda items from the September 18, 2014 Liaison Committee Meeting to the November 20, 2014 Liaison Committee Meeting.

Budget/Funding: None

Attachments: Liaison Agenda from September 18, 2014 Liaison Committee Meeting

Meetings: Work Session held October 14, 2014

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 the continued discussion of the Liaison Committee Meeting Agenda items from the September 18, 2014 Liaison Committee Meeting to the November 20, 2014 Liaison Committee Meeting.

*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: SB



AGENDA

TOWN/COUNTY LIAISON COMMITTEE MEETING

Warren County Government Center



**September 18, 2014
6:00 P. M.**

- A. Call to Order – Dan Murray, Board of Supervisors Chairman**
- B. Approval of Minutes – Meeting of July 17, 2014**
- C. Discussion – Liaison Meeting Rules/Regulations & – Frequency of Liaison Committee Meetings**
- D. Discussion – Law Enforcement at Skate Park**
- E. Report – Catlett Mountain Landfill Improvements**
- F. Report – Leach Run Parkway Project**
- G. Report – Wastewater Treatment Plant/Septage Receiving Facility**
- H. Report – Route 340/522 Corridor**
- I. Report – Front Royal Limited Partnership**
- J. Report – Proposed Park-n-Ride Location(s)**
- K. Report – Building Inspections Software**
- L. Report – Residential Parking and Mail Boxes on 13th Street**
- M. Report – Morgan Ford Bridge Project/Water Loop Project**
- N. Discussion – Installation of Monitors in Board Room**
- O. Discussion – Reinstatement of Pilot Fees in Route 522 Corridor**
- P. Adjournment**



Town of Front Royal, Virginia
Council Agenda Statement

Page 1
Item No. 7(C)

Meeting Date: October 27, 2014

Agenda Item: COUNCIL APPROVAL – Bid for Waterline Upgrade along W. 17th Street

Summary: Council is requested to approve a bid from Bushong Contracting Corp for a waterline upgrade along West 17th Street that includes the installation of approximately 1,350 linear feet of 6" ductile iron water main, various 6" fittings, a new fire hydrant, transfer of existing water services to the new water services and upgrading any water services that are not 3/4" copper, at a cost of \$198,925.00 with an additional contingency amount of \$19,892.00 for a total bid award of \$218,817.50.

Budget/Funding: DES Water and Sewer Maintenance FY15 budget line item 9602-47513 "Water Line Upgrade"

Attachments: Memorandum 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 Bushong Contracting Corp for a waterline upgrade along West 17th Street that includes the installation of approximately 1,350 linear feet of 6" ductile iron water main, various 6" fittings, a new fire hydrant, transfer of existing water services to the new water services and upgrading any water services that are not 3/4" copper, at a cost of \$198,925.00 with an additional contingency amount of \$19,892.00 for a total bid award of \$218,817.50.

*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: JSB



MEMORANDUM

Date: October 14, 2014
To: Tina Presley, Senior Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent 
RE: Agenda Item

On Thursday, October 9, 2014 I held a bid opening for a waterline upgrade along West 17th Street. This project includes the installation of approximately 1,350 linear feet of 6" ductile iron water main, various 6" fittings, a new fire hydrant, transfer of existing water services to the new water, and upgrading any water services that are not 3/4" copper. I received two (2) responses to this Invitation for Bid (see attached tabulation sheet). As we have no method of determining what the selected Contractor will find when he begins digging up the old line, we would like to add a 10% contingency to the quotation for any costs that may arise due to unsuitable excavated materials, rock excavation, and/or replacement of galvanized pipe with copper pipe. Due to the cost of this project, I will need Council approval before continuing with the award. Please add this to the October 27, 2014 Town Council agenda for their action.

Staff recommends the award for the W. 17th Street waterline upgrade project be made to Bushong Contracting Corp., Woodstock, VA, for the base quotation of \$198,925.00. Additionally, staff requests a contingency amount of \$19,892.50, for a total bid award of \$218,817.50.

Funding is available from the Department of Environmental Services Water and Sewer Maintenance FY15 budget line item 9602-47513, "Water Line Upgrade".



TOWN OF FRONT ROYAL, VIRGINIA

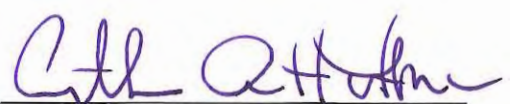
Quotation TabulationItem: HAPPY CREEK WATERLINE UPGRADEQuotation #29Date: OCTOBER 9, 2014Mailed: 7Replied 2

QUANTITY	Vendor Quotation			
	BUSHONG CONTRACTING	KEE CONSTRUCTION		
	QUOTATION	QUOTATION	QUOTATION	QUOTATION
<u>BASE BID</u>				
MOBILIZATION	\$4,250.00	\$1,390.00		
TRAFFIC MAINTENANCE	\$6,600.00	\$39,850.00		
EROSION CONTROL	\$350.00	\$5,563.00		
EXCAVATE UNSUITABLE MATERIAL	\$150.00	\$280.00		
6 EACH - 6" GATE VALVE	\$12,000.00	\$8,508.00		
2 EACH - 6" MJ TEES	\$1,500.00	\$2,512.00		
1 EACH - FIRE HYDRANT	\$4,250.00	\$4,448.00		
1,350 L.F. - 6" CL 52 DI PIPE	\$133,650.00	\$137,025.00		
21 EACH - WATER SERVICE TRANSFERS	\$33,600.00	\$21,882.00		
AS-BUILT DRAWINGS	\$2,575.00	\$3,475.00		
<u>CONTINGENCY ITEMS</u>				
HYDRANT EXTENSIONS	\$2,400.00	\$1,880.00		
REPLACE NON-COPPER SERVICES	\$2,950.00	\$1,800.00		
UPGRADE 1/2" SERVICES	\$2,950.00	\$1,800.00		
TOTAL OF BASE BIDS	\$198,925.00	\$224,933.00		

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. 7(D)

Meeting Date: October 27, 2014

Agenda Item: COUNCIL APPROVAL – Bid for Purchase of Backhoe/Loader

Summary: Council is requested to approve the bid for the purchase of a new backhoe/loader for the Water and Sewer Maintenance Department from Carter Machinery in the amount of \$124,966.00

Budget/Funding: Funding available in Department of Environmental Services (DES) budget, Water and Sewer Maintenance in carryover funding from the last two budget years.
9602-R47001 - \$40,000.00
9802-R47001 - \$65,500.00
Balance of Funding available in 9602-47005 - \$19,466.00

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

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 the bid for the purchase of a new backhoe/loader for the Water and Sewer Maintenance Department from Carter Machinery in the amount of \$124,966.00

*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



MEMORANDUM

Date: October 21, 2014

To: Tina Presley, Administrative Assistant
Jennifer Berry, Clerk of Council

From: Cindy Hartman, Purchasing Agent

RE: Agenda Item

On Monday, May 12, 2014, I held a bid opening for the purchase of a new backhoe/loader for the Water and Sewer Maintenance Department. Out of the twelve (12) direct solicitations mailed out, I received three (3) responses (see attached tabulation sheet). Due to the dollar amount, I will need Town Council approval before proceeding with the purchase. Please add this item to the June 23, 2014 Council agenda for their action.

Don McPaters reviewed the submittals to ensure adherence to our specifications. Also, all three vendors brought their piece of equipment in to be tested by the Water and Sewer crew. The two lowest cost submittals were nonresponsive, as they did not meet our specifications. Therefore, Staff recommends the award for the backhoe/loader be made to Carter Machinery of Warrenton in the amount of \$124,966.00.

Funding for the project is available in the Department of Environmental Services budget, Water & Sewer Maintenance. The funding is available in carryover funding from the last two budget years. The line items are 9602-R47001, \$40,000.00, and 9802-R47001, \$65,500.00. The balance of funding is available in line item 9602-47005, \$19,466.00.

MEMORANDUM

TO: Cindy Hartman, Purchasing Agent

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

SUBJECT: Bid recommendation on backhoe for Water Sewer Maintenance.

DATE: September 29, 2014

Water Sewer Maintenance performed a demo on three brands of backhoes (John Deere Case Caterpillar) in August and December of 2013. They pick a backhoe that performed the best and suited their needs. I wrote a set of specification pertaining to that backhoe. I receive bid back for the three backhoes that we demo in June 2014. I reviewed the bids and only on backhoe met our specifications. The backhoe that met specifications cost \$21,076.00 more than the lowest bid backhoe.

We brought the lowest bid backhoe and the backhoe that met specifications back for another demo. We performed a lifting demonstration of a concrete man whole structure and we had different operators perform the task of lifting the manhole with both backhoes and the backhoe that met specifications performed the best.

We had different operator throughout the town departments operate the backhoes. The backhoe that didn't meet specification they had problem keeping it stationary when digging. The operators said the room in the backhoe was unconvertible. The view from the backhoe was not the great and the rear window latches were hard to get when putting the windows back up.

The operators liked the view out of the backhoe that met specification the best. The operators like how side windows in the rear fold out and the rear window folds up out of the way given them a better view of the working area.

One thing that the operators brought to our attention was the hydraulic cylinder on the front bucket of the backhoe that didn't meet specification had a single cylinder which sticks up above front bucket and it would be hard to push material in the material sheds. This is not what we spec.

The backhoe that didn't meet spec's the backhoe controls were uncomfortable to the operators and they commented on how you had to bring the controls back to you one at a time (right and left) side and the arm rest were uncomfortable on them. The extendable backhoe control was a foot pedal in the floor at rear glass compared to the backhoe that met specification which was a push button control on the joy stick lever handle.

The operator did not like the boom latch release control lever on backhoe that didn't meet specification because the release was right in the middle back glass in the floor. The backhoe that met specification the lever off to the left side of the operator near the out rigger lever.

If we purchase this backhoe that meets specification the tools and attachments can be interchangeable between DES Concrete Crew backhoe. The backhoe will come with IT tool carrier on the front loader with hydraulic auxiliary hydraulic system on front loader and the backhoe. The attachments and tools are not interchangeable with the backhoe that didn't meet specification.



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

Page 1
Item No. 7(E)

Meeting Date: October 27, 2014

Agenda Item: COUNCIL APPROVAL – Budget Amendment for Donation of Main Street Lighting

Summary: Council is requested to approve a budget amendment to accept a donation from various sponsors for Main Street lighting in the amount of \$2,700.00

Budget/Funding: 9401-3410209 - Reimbursement
9401-5413 – Other Operating Supplies

Attachments: List of Sponsors

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 budget amendment to accept a donation from various sponsors for Main Street lighting in the amount of \$2,700.00

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proposed motions are offered by Staff for guidance
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Approved By: SB

Sponsors for Lights on Main Street

VIA Satellite - \$1,000.00

CBM Mortgage - \$250.00

Royal Oak Computers - \$250.00

The Apple House - \$250.00

Joe Silek, Attorney - \$250.00

Jean's Jewelers - \$100.00

Royal Cinemas - \$100.00

Happy Creek Coffee and Tea - \$100.00

Ellen Aders Agency - \$100.00

McGreevy Insurance - \$100.00

Team Waller - \$100.00

Old Timers Antiques - \$100.00

TOTAL - \$2,700.00



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

Page 1
Item No. 7(F)

Meeting Date: October 27, 2014

Agenda Item: COUNCIL APPROVAL – Waiver of Christmas Tree License Tax – Boy Scout Troop 52

Summary: Council has received a request from Pamela Thompson, Troop Committee Member for the Scoutmaster and Troop Committee Boy Scout Troop 52, seeking a waiver of the \$100.00 license tax, associated with the selling of Christmas trees during the 2014 holiday season as permitted by Front Royal Town Code Section 98-61(A)(5)(c).

Budget/Funding: None

Attachments: Letter from Ms. Thompson and Town Code Section

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 waiver of the \$100.00 license tax associated with the selling of Christmas trees during the 2014 holiday season to Boy Scout Troop 52 as permitted by Front Royal Town Code Section 98-61(A)(5)(c).

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

**Boy Scout Troop 52
59 S Charles Street
Front Royal, VA 22630**

October 5, 2014

Town Council, Town of Front Royal
P.O. Box 1560
Front Royal, VA 22630-1560

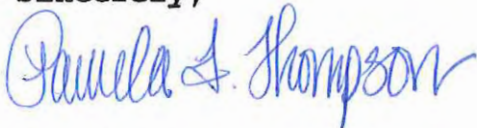
Your Honors,

Boy Scout Troop 52 of Front Royal hereby petitions the Town Council of Front Royal, Virginia for a waiver of the license tax applied to fireworks and Christmas tree vendors, Front Royal Town Code, Section 98-61, Subsection A(5).

Boy Scout Troop 52 is a non-profit civic organization whose annual Christmas tree sales provide in large part the funds necessary to sustain the group through the following year. Boy Scout Troop 52 has been engaged in selling locally grown fresh cut Christmas trees and wreaths in Front Royal for well over a quarter century. All of the proceeds from this sale goes to the benefit of the youth of our community in the scouting programs of the Boys Scouts of America.

The Town Council's attention to this request for a waiver of the license tax is once again greatly appreciated by all of us in the Troop 52 scouting family.

Sincerely,



Pamela F. Thompson
Troop Committee Member
For the Scoutmaster and Troop Committee
Boy Scout Troop 52



Town Code Section 98-61 (A)(5)

5. a. All persons vending Christmas trees or fireworks who do not keep a regular place of business, whether it is a house, vehicle, vacant lot or elsewhere, open at all times during regular business hours at the same place, but who offer said items for sale during a portion of the year on or about the season of a celebrated holiday shall not be deemed peddlers except for purposes a license tax imposed pursuant to Virginia Code Section 58.1-3717.
- b. Christmas trees are defined as decorative bushes, trees, wreaths and like foliage associated with the celebration of a recognized holiday occurring on December 25 of each year. The term "Christmas" shall have no religious connotation under this ordinance.
- c. All vendors of Christmas trees and fireworks who do not keep a regular place of business as defined herein shall pay a license tax of one hundred dollars (\$100.). Any nonprofit civic, charitable or educational organization may receive a waiver of this license tax upon application to and approval of the Front Royal Town Council.



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

Page 1
Item No. 7(G)

Meeting Date: October 27, 2014

Agenda Item: COUNCIL APPROVAL – MAP 21 Grant Application for Westminster Drive Sidewalk

Summary: Council is requested to approve a Resolution that authorizes Town Staff to submit a FY16 MAP-21 Transportation Alternatives Grant application for the construction of a sidewalk along Westminster Drive. The sidewalk would begin at intersection of Westminster Drive and John Marshall Highway, and continue for approximately ½ mile to the entrance of Warren County High School. The sidewalk would also connect with existing trail that follows along the north side of John Marshall Highway that leads toward the downtown area of Front Royal. The sidewalk is proposed to be five (5) feet in width and offset from the curb by a grass strip. The attached Resolution is necessary to move forward with the application.

Budget/Funding: None

Attachments: Resolution

Meetings: Work Session held October 20, 2014

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 that authorizes Town Staff to submit a FY16 MAP-21 Transportation Alternatives Grant application for the construction of a sidewalk along Westminster Drive.

*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



Sample Resolution

Transportation Alternatives Project Endorsement Resolution

Whereas, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the sponsoring local jurisdiction or agency requesting the Virginia Department of Transportation to establish a Transportation Alternatives project in the Town of Front Royal.

Now, Therefore, Be It Resolved, that the Town of Front Royal, requests the Commonwealth Transportation Board to establish a project for the improvement of Westminster Drive Sidewalk

Be It Further Resolved, that the Town of Front Royal hereby agrees to provide a minimum 20 percent matching contribution for this project.

Be It Further Resolved, that Town of Front Royal hereby agrees to enter into a project administration agreement with the Virginia Department of Transportation and provide the necessary oversight to ensure the project is developed in accordance with all state and federal requirements for design, right of way acquisition, and construction of a federally funded transportation project.

Be It Further Resolved, that the Town of Front Royal will be responsible for maintenance and operating costs of any facility constructed with Transportation Alternatives Program funds unless other arrangements have been made with the Department.

Be It Further Resolved, that if the Town of Front Royal subsequently elects to cancel this project the Town of Front Royal hereby agrees to reimburse the Virginia Department of Transportation for the total amount of costs expended by the Department through the date the Department is notified of such cancellation. The Town of Front Royal also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration.

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, conducted _____, 2014, upon the following recorded vote:

Thomas H. Sayre Yes/No
Hollis L. Tharpe Yes/No
N. Shae Parker Yes/No

Bret W. Hrbek Yes/No
Eugene R. Tewalt 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(H)

Meeting Date: October 27, 2014

Agenda Item: COUNCIL APPROVAL – MAP-21 Grant Application for Criser Road Trail

Summary: Council is requested to approve a Resolution that authorizes Town Staff to submit a FY16 MAP-21 Transportation Alternatives Grant application for continuation of the Happy Creek Trail as recommended by the Town Plan, Royal Shenandoah Greenway and Town Vision. The grant would be used for the proposed segment of trail along Criser Road from the current southern terminus of Happy Creek Trail to the intersection of Route 340 and Criser Road. The attached Resolution is necessary to move forward with the application.

Budget/Funding: None

Attachments: Resolution

Meetings: Work Session held October 20, 2014

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 that authorizes Town Staff to submit a FY16 MAP-21 Transportation Alternatives Grant application for the proposed segment of the Happy Creek Trail along Criser Road from the current southern terminus of Happy Creek Trail to the intersection of Route 340 and Criser Road.

*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



Sample Resolution

Transportation Alternatives Project Endorsement Resolution

Whereas, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the sponsoring local jurisdiction or agency requesting the Virginia Department of Transportation to establish a Transportation Alternatives project in the Town of Front Royal.

Now, Therefore, Be It Resolved, that the Town of Front Royal, requests the Commonwealth Transportation Board to establish a project for the improvement of Criser Road Trail.

Be It Further Resolved, that the Town of Front Royal hereby agrees to provide a minimum 20 percent matching contribution for this project.

Be It Further Resolved, that Town of Front Royal hereby agrees to enter into a project administration agreement with the Virginia Department of Transportation and provide the necessary oversight to ensure the project is developed in accordance with all state and federal requirements for design, right of way acquisition, and construction of a federally funded transportation project.

Be It Further Resolved, that the Town of Front Royal will be responsible for maintenance and operating costs of any facility constructed with Transportation Alternatives Program funds unless other arrangements have been made with the Department.

Be It Further Resolved, that if the Town of Front Royal subsequently elects to cancel this project the Town of Front Royal hereby agrees to reimburse the Virginia Department of Transportation for the total amount of costs expended by the Department through the date the Department is notified of such cancellation. The Town of Front Royal also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration.

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, conducted _____ 2014, upon the following recorded vote:

Thomas H. Sayre	Yes/No
Hollis L. Tharpe	Yes/No
N. Shae Parker	Yes/No

Bret W. Hrbek	Yes/No
Eugene R. Tewalt	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. 8

Meeting Date: October 27, 2014

Agenda Item: PUBLIC HEARING – An Ordinance to Amend Section 75-44 (A) of the Town Code Pertaining to Mailing of Delinquent Real Estate and Personal Property Taxes *(1st Reading)*

Summary: Council is requested to affirm on its first reading an Ordinance to amend Section 75-44 (A) of the Town Code pertaining to mailing of delinquent real estate and personal property taxes as presented. If approved the delinquent notice mailed after the first half of real estate and personal property taxed due on June 5th of each year would be eliminated.

Budget/Funding: None

Attachments: Proposed Ordinance

Meetings: Work Session held September 29, 2014

Staff Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council affirm on its first reading an Ordinance to amend Section 75-44 (A) of the Town Code pertaining to mailing of delinquent real estate and personal property taxes as presented.

ROLL CALL VOTE REQUIRED

*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: JSB

**ORDINANCE TO AMEND SECTION 75-44 (A) OF THE FRONT ROYAL TOWN
CODE PERTAINING TO MAILING OF DELINQUENT REAL ESTATE AND
PERSONAL PROPERTY TAXES**

WHEREAS, Section 75-44 (A) for delinquent personal property and real estate tax list requires separate delinquent notices to be mailed after each due date; and,

WHEREAS, each year taxpayers currently receive a first half tax bill delinquent notice (if applicable), second half notice and then another delinquent notice; and,

WHEREAS, the proposed revision would eliminate the delinquent notice mailed after the first half real estate and personal property taxes due on June 5th of each year; and,

NOW, THEREFORE, BE IT ENACTED by the Town Council of the Town of Front Royal, Virginia that Section 75-44 (A) of the Front Royal Town Code is hereby amended as follows:

**75-44 DELINQUENT TAX LISTS - MAILING OF BILLS; DUE DATES, PENALTY
AND INTEREST; IMPOSITION OF THE TAXES AND RATES**

A. The Town Treasurer, personally or through the Director of Finance, shall, in January each year as soon as reasonably possible in each year, ~~but not later than fourteen (14) days prior to the due date of the taxes,~~ send or cause to be sent by United States mail to each taxpayer assessed with real and personal property taxes and levies for that year amounting to five dollars (\$5.00) or more as shown by an assessment book in the Office of the Director of Finance, a bill or bills setting forth the amount due. If the said Director or Treasurer intends to seek collection of a tax in an amount less than five dollars (\$5.00), he shall send or cause to be sent to the taxpayer a bill as set forth above. Notwithstanding any of the foregoing, failure of the said Director or Treasurer to send or of the taxpayer to receive a bill shall not affect the taxpayer's obligation to pay the full amount of said taxes by the due date.

This ordinance shall become effective upon passage.

APPROVED:

Timothy W. Darr, Mayor

ATTEST:

Jennifer E. Berry, Clerk of Council

THIS ORDINANCE was approved at the Regular Meeting of the Town of Front Royal, Virginia on its second reading, conducted _____ 2014, 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

A public hearing on the above was held on _____, 2014 having been advertised in the Northern Virginia Daily on _____, 2014 and _____, 2014. The Ordinance was enacted at the Regular Meeting of the Town Council held _____ 2014.

Approved as to form and legality:

Douglas W. Napier, Town Attorney

Date: ____/____/____



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

Page 1
Item No. 9

Meeting Date: October 27, 2014

Agenda Item: COUNCIL APPROVAL – An Ordinance to Amend Chapter 34 of the Town Code Pertaining to Election Precincts (*2nd Reading*)

Summary: Council is requested to adopt on its second and final reading an Ordinance to amend Chapter 34 of the Town code, "Election Precincts". In 2011, Warren County amended the Warren County Code Chapter 16 which re-codified and re-numbered its election ordinance and set out the Elections Districts and Precincts including the Town's. The County eliminated the Riverton Precinct inside the Town. By State Law and Town Code, a town election for town offices held in November must use the regular polling places for the county. Chapter 34 of the Town Code, pertaining to elections, should be brought into conformity with the County Code for the sake of clarity. Polling places for Town of Front Royal elections and voters will remain unchanged since the past Town election.

Budget/Funding: None

Attachments: Proposed Ordinance

Meetings: Work Sessions held January 6 and May 5, 2014 and Public Hearing held October 14, 2014.

Staff

Recommendation: Approval ✓ Denial _____

Proposed Motion: I move that Council adopt on its second and final reading an Ordinance to amend Chapter 34 of the Town code, "Election Precincts" as presented.

ROLL CALL VOTE REQUIRED

*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

**ORDINANCE TO AMEND CHAPTER 34 OF THE FRONT ROYAL TOWN CODE
PERTAINING TO ELECTION PRECINCTS**

WHEREAS, changes involving amending Chapter 34 of the Front Royal Town Code to conform it to the re-codification and re-numbering of Chapter 16 of the Warren County Code pertaining to elections; and,

WHEREAS, polling places for the Town of Front Royal elections and voters will remain unchanged since the past Town election; and,

NOW, THEREFORE, BE IT ENACTED by the Town Council of the Town of Front Royal, Virginia the Chapter 34 of the Front Royal Code be hereby amended as follows:

Chapter 34

ELECTION PRECINCTS

Sections:

- 34-1 DIVISION OF TOWN; DESIGNATIONS**
- 34-2 TOWN-FORK PRECINCT**
- 34-3 TOWN OF FRONT ROYAL-HAPPY CREEK PRECINCT**
- 34-4 TOWN-NORTH RIVER PRECINCT**
- ~~34-5 RIVERTON PRECINCT~~**
- 34-5 TOWN-WEST SHENANDOAH PRECINCT**
- 34-6 TOWN-SOUTH RIVER PRECINCT**
- 34-7 POLLING PLACES**

34-1 DIVISION OF TOWN; DESIGNATIONS

There shall be ~~six (6)~~ **five (5)** voting precincts in the Town, which shall be known as the (1) Town of ~~Front Royal - Fork~~ Precinct, the (2) "Town of Front Royal - Happy Creek Precinct", (3) the Town of ~~Front Royal - North River~~ Precinct, (4) the ~~"Town of Front Royal - Riverton Precinct"~~, (**5 4**) the Town of ~~Front Royal - West~~ Shenandoah Precinct and (**6 5**) the Town of ~~Front Royal - South River~~ Precinct.

34-2 TOWN-FORK PRECINCT

The Town of ~~Front Royal Fork~~ Precinct shall include all that portion of the Fork Election District, as described in Section ~~16-3~~ **16-7.1A. (1)** of the Warren County, Virginia, Code, **wherein it is called the Town-Fork Precinct**, located within the corporate limits of the Town of Front Royal as follows:

~~Beginning at the point of intersection of Commerce Avenue and 6th Street, such point being at the intersection the Fork Election District, the North River Election District and the Shenandoah Election District, thence with the Shenandoah Election District and the center line of North Commerce Avenue southeastward to the center of East Main Street, thence with the center of East~~

~~Main Street west to its intersection with South Royal which is at the northeastern corner of the Warren County property on which is located the Warren County Courthouse, thence with South River Election District as follows: the center of South Royal Avenue south-southwest at the intersection of South Royal Avenue and Criser Road thence with the center of Criser Road west-northwest to the intersection of Luray Avenue and Criser Road, thence along the center of Luray Avenue and then Luray Avenue extended west to the center of the South Fork of the Shenandoah River, thence downstream along the center line of the South Fork of the Shenandoah River northwest then northeast to a point where the center line of the South Fork of the Shenandoah River intersects in the center line of Kendrick Lane extended, thence southeasterly with the center line of Kendrick Lane extended and then with the center line of Kendrick Lane southeasterly to its intersection with the center of 6th-Street, thence with the center line of 6th-Street easterly to its intersection with the center of North Commerce Avenue, at the point of beginning.~~

Beginning at the point of intersection of Manassas Avenue and 6th Street, such point being at the point of intersection of the Fork Election District, the North River Election District and the Shenandoah Election District, thence with the Shenandoah Election District and the center line of Manassas Avenue due south to the center of Happy Creek Road, thence west with the center of Happy Creek Road to its intersection with Commerce Avenue, thence south along the center line of Commerce Avenue to its intersection with East Main Street, thence westerly along the center line of East Main Street to its intersection with Royal Avenue, thence with the center of South Royal Avenue and the South River Election District south-southwest to a point in the Town Boundary at the intersection of South Royal Avenue and Criser Road, thence with the Town Boundary and the center of West Criser Road west-northwest to the intersection of Luray Avenue and West Criser Road, thence with the South River Election District and the center line of Luray Avenue and Luray Avenue extended west to the center of the South Fork of the Shenandoah River, thence north with the center of the South Fork of the Shenandoah River along the Town Boundary to a point in the center line of Kendrick Lane extended, thence southeasterly with the center line of Kendrick Lane extended and then with the center line of Kendrick Lane southeasterly to its intersection with 6th Street, thence with 6th Street easterly to its intersection with Manassas Avenue, the point of beginning.

34-3 TOWN OF FRONT ROYAL-HAPPY CREEK PRECINCT

The Town of Front Royal-Happy Creek Precinct shall include all that portion of the Happy Creek Election District, as defined by Section 16-3 **16-7.1 B. (1)** of the Warren County, Virginia, Code, **wherein it is called the Town of Front Royal-Happy Creek Precinct**, located within the corporate limits of the Town of Front Royal, as follows:

~~Beginning at a point on South Commerce Avenue at its intersection with East Stonewall Drive, such point being the intersection of South River Election District, Happy Creek Election District, and Shenandoah Election District, thence with the South River Election District as follows: south with the center line of South Commerce Avenue to its intersection with State Route 55 (John Marshall Highway), thence along the center of State Route 55 (John Marshall Highway) to its intersection with Biggs Drive, thence southerly up the center of Biggs Drive to the terminus of Biggs Drive, thence continuing with the South River Election District due south from a point being~~

at the center of the terminus of the paved portion of Biggs Drive extended to its intersection with the Town boundary of the Town of Front Royal, thence along the Town boundary southeasterly then northerly then easterly then northerly to the intersection of the Town boundary and U. S. Route 55 (John Marshall Highway), thence crossing John Marshall Highway northerly then northwesterly then easterly then northerly along the Town boundary to its intersection with Happy Creek Road, thence westerly along the center of Happy Creek Road to its intersection with Polk Avenue, thence southeasterly along the center of Polk Avenue to its intersection with Braxton Road, then east along the center line of Braxton Road to its intersection with Leach Street, thence south along the center of Leach Street to its intersection with Horseshoe Drive, thence along the center of Horseshoe Drive east then south then west to the intersection of Horseshoe Drive and North Easterly Street, then south along the center of North Easterly Street to its intersection with East Stonewall Drive, then southwesterly along the center of East Stonewall Drive to its intersection with South Commerce Avenue, to the point of beginning.

Beginning at a point in the center of Commerce Avenue at its intersection with East Stonewall Drive, thence with the South River Election District south with the center line of Commerce Avenue to its intersection with John Marshall Highway, thence east along the center line of John Marshall Highway to its intersection with the Town Boundary, near ESA Lane, thence north along the Town Boundary to the center of Happy Creek Road, thence westerly with the center of Happy Creek Road to its intersection with Polk Avenue, thence southerly with the center of Polk Avenue to its intersection with Braxton Road, thence easterly with the center line of Braxton Road to its intersection with Leach Street, thence southerly with the center line of Leach Street to its intersection with Horseshoe Drive, thence east, south and west around the curve of Horseshoe Drive and along its center line to its intersection with North Easterly Street, thence south along the center line of North Easterly Street to its intersection with East Stonewall Drive, thence west along the center line of East Stonewall Drive to its intersection with Commerce Avenue, the point of beginning.

34-4 TOWN-NORTH RIVER PRECINCT

The Town- of Front Royal North River Precinct shall have the same boundaries as those of the Town - North River Precinct as defined by Section 16-7 **16.7.1.C (1)** of the Warren County, Virginia, Code, as follows:

Beginning at the point of intersection of the center line of 6th Street and North Commerce Avenue, such point being the point of intersection of the Fork Election District, the North River Election District and the Shenandoah Election District, thence north with the Shenandoah Election District as follows: along the center of North Commerce Avenue to its intersection with the center of East 8th Street, thence east along the center of East 8th Street to its intersection with Happy Creek, thence northerly along the center of Happy Creek to the overpass of the Norfolk Southern Railroad, thence north with the center of the Norfolk Southern Railroad to a crossing in the railroad tracks, thence northeasterly along the center of that Norfolk Southern Railroad track which crosses the Shenandoah River just east of the confluences of the South Fork of the Shenandoah River and the North Fork of the Shenandoah River to the center line of the Shenandoah River, then along the

center line of the Shenandoah River and the South Fork of the Shenandoah River to a point northwest from the center line of Kendrick Lane extended, thence southeast along the center line of Kendrick Lane extended and the center line of Kendrick Lane southeast to its intersection with East 6th Street, thence east along the center of East 6th Street to its intersection with North Commerce Avenue, the point of beginning.

Beginning at the point of intersection of the center lines of 6th Street and Manassas Avenue, such point being at the point of intersection of the Fork Election District, the North River Election District and the Shenandoah Election District, thence northerly with the center line of Manassas Avenue to the crossing of the Norfolk Southern Railway (formerly Norfolk and Western Railroad), thence with the Shenandoah Election District and the centerline of the Norfolk Southern Railway in a northern and northeast direction to the center of the North Fork of the Shenandoah River and the Town Boundary, thence northwest with the Town Boundary along the center of the North Fork of the Shenandoah River to a corner of the Town Boundary on the east right-of-way line of U.S. Route 340-522, thence south and then north along the Town Boundary and U.S. Route 340-522 to a corner of the Town Boundary on the southerly right-of-way line of Interstate Route 66, thence continuing west and then south along the Town Boundary to a point in the center of the North Fork of the Shenandoah River, thence continuing northwest with the Town Boundary along the North Fork of the Shenandoah River to a point, thence leaving the Shenandoah River and continuing southwest with the Town Boundary to a corner of the Fork Election District at the intersection of the centerline of Strasburg Road (Route 55), thence continuing southwest with the Town Boundary to the center of Punch Run, thence continuing with the Town Boundary downstream with Punch Run to its confluence with the South Fork of the Shenandoah River, thence westerly with the center line of the South Fork of the Shenandoah River to a point in the center line of Kendrick Lane extended, thence southeasterly with the center line of Kendrick Lane extended, and then with the center line of Kendrick Lane southeasterly to its intersection with Sixth Street, thence with Sixth Street easterly to its intersection with Manassas Avenue, the point of beginning.

34-5 RIVERTON PRECINCT

Further, it shall include: Beginning at a point in the center line of the Norfolk Southern Railroad track which crosses the Shenandoah River just east of the confluence of the South Fork of the Shenandoah River and the North Fork of the Shenandoah River, thence westerly along the center line of the Shenandoah River and the South Fork of the Shenandoah River to the confluence of Punch Run and the South Fork of the Shenandoah River, then northwesterly along the center line of Punch Run to the Town limits at the intersection of Punch Run and a power transmission line, then northeasterly along the power transmission line to the center line of the North Fork of the Shenandoah River, then easterly and southeasterly along the center line of the North Fork of the Shenandoah River to a point 545.88 feet west-northwest of the intersection of the center line of U. S. Routes 340/522 and the North Fork of the Shenandoah River, thence with the Town boundary of the Town of Front Royal northerly then northeasterly to the southern right-of-way of Interstate 66 then with the southern right-of-way line of Interstate 66 easterly and southerly to its intersection with the western right-of-way line of U. S. Routes 340/522, thence with the western right-of-way

line of U. S. Routes 340/522, southwesterly and southerly to its intersection with the center line of the North Fork of the Shenandoah River, thence easterly and southeasterly along the center line of the North Fork of the Shenandoah River and the Shenandoah River to the center line of the Norfolk Southern Railroad track which crosses the Shenandoah River being the point of beginning.

34-5 TOWN-WEST SHENANDOAH PRECINCT

The Town- of Front Royal West Shenandoah Precinct shall include all that portion of the Shenandoah Election District, as defined by Section 16-3 **16-7.1 D. (1)** of the Warren County, Virginia, Code, wherein it is called the **Town-West Shenandoah Precinct**, located within the corporate limits of the Town of Front Royal, as follows:

~~Beginning at the point of intersection of the center lines of East 8th Street and North Commerce Avenue, such point being at the point of intersection of the North River Election District and the Shenandoah Election District, thence with the North River Election District as follows: easterly with the center line of East 8th Street to its intersection with Happy Creek, thence northerly with Happy Creek to the overpass of the Norfolk Southern Railroad, thence northerly along the center of the Norfolk Southern Railroad track to a crossing in the railroad tracks, thence north-eastward along the center of that Norfolk Southern Railroad track which crosses the Shenandoah River just east of the confluence of the North and South Forks of the Shenandoah River at a point in the Town boundary of the Town of Front Royal, thence southeasterly and southerly and easterly and northeasterly along the Town boundary to the center line of Shenandoah Shores Road, then south along the center line of Shenandoah Shores Road to a point where the Town boundary departs from Shenandoah Shores Road, then easterly and southerly along the Town boundary to the center line of Happy Creek Road, thence following the center of Happy Creek Road southwestward to its intersection with Polk Avenue, thence southeasterly along the center line of Polk Avenue to its intersection with Braxton Road, thence easterly along the center of Braxton Road to its intersection with Leach Street thence south along the center of Leach Street to its intersection with Horseshoe Drive, thence along the center of Horseshoe Drive east then south then west to the intersection of Horseshoe Drive and North Easterly Street, thence south along the center of North Easterly Street to its intersection with East Stonewall Drive, thence southwesterly along the center line of East Stonewall Drive to its intersection with South Commerce Avenue, such point being the intersection of the Happy Creek Election District, the Shenandoah Election District, and the South River Election District, thence north along the center of North Commerce Avenue to its intersection with East 8th Street the point of beginning.~~

Beginning at the point of intersection of the center lines of Manassas Avenue and Happy Creek Road, such point being at the point of intersection of the Fork Election District and the Shenandoah Election District, thence northerly with the center line of Manassas Avenue and with the lines of the Fork Election District and the North River Election District to its crossing of the Norfolk Southern Railway (formerly the Norfolk and Western Railroad), thence with the North River Election District and with the center line of the Norfolk Southern Railway in a northern and northeast direction to the center of the North Fork of the Shenandoah River and the Town Boundary, thence south and east with the Town Boundary to its intersection with the center line of Happy Creek Road, thence westerly with the center of Happy Creek Road to its intersection with Polk Avenue, thence southerly with

the center of Polk Avenue to its intersection with Braxton Road, thence easterly with the center line of Braxton Road to its intersection with Leach Street, thence southerly with the center line of Leach Street to its intersection with Horseshoe Drive, thence east, south and west around the curve of Horseshoe Drive and along its center line to its intersection with North Easterly Street, thence south along the center line of North Easterly Street to its intersection with East Stonewall Drive, thence west along the center line of East Stonewall Drive to its intersection with Commerce Avenue, thence north along the center line of Commerce Avenue to its intersection with Happy Creek Road, thence east and north along the center line of Happy Creek Road to its intersection with Manassas Avenue, the point of beginning.

34-6 TOWN-SOUTH RIVER PRECINCT

The Town- of Front Royal South River Precinct shall include all that portion of the South River Election District, as defined by Section 16-3 **16-7.1 E. (3)** of the Warren County, Virginia, Code, **wherein it is called the Town-South River District**, located within the corporate limits of the Town of Front Royal, as follows:

~~Beginning at a point in the center of East Main Street at its intersection with Royal Avenue, thence along the center of East Main Street to its intersection South Commerce Avenue, thence south along the center of Commerce Avenue to its intersection with East Stonewall Drive, thence with the Happy Creek Election District as follows: south along the center of Commerce Avenue to its intersection with State Route 55 (John Marshall Highway), thence east along the center of State Route 55 (John Marshall Highway) to its intersection with Biggs Drive thence southerly up the center of Biggs Drive to the terminus of Biggs Drive, thence due south from a point being at the center of the terminus at the paved portion of Biggs Drive extended to its intersection with the Town boundary of the Town of Front Royal, thence with the Town boundary northwesterly then westerly then southwesterly across U. S. Route 522 (Remount Road), then south then southwest then northwest then north along the Town boundary to its intersection with Criser Road thence with the center of Criser Road to the center of South Royal Avenue, thence with the center of South Royal Avenue northeast and north to its intersection with East Main Street, the point of beginning.~~

Beginning at a point in the center of Commerce Avenue at its intersection with East Main Street, thence with the center line of Commerce Avenue to its intersection with John Marshall Highway, thence east along the center line of John Marshall Highway to its intersection with the eastern Town Boundary near ESA Lane, thence south with the Town Boundary and ESA Lane to a point, thence leaving ESA Lane and continuing west with the Town Boundary to the intersection of South Royal Avenue and Criser Road, thence north-northeast with the center of South Royal Avenue and the Fork Election District to its intersection with the center line of Main Street, thence east along the center of East Main Street to its intersection with the center line of Commerce, the point of beginning

34-7 POLLING PLACES

The polling place for each Town of Front Royal election precinct shall be the same as the polling places enumerated for the corresponding town precincts set forth in Section ~~16-6~~ 16-6.1 of the Warren County, Virginia, Code.

This ordinance shall become effective upon passage.

APPROVED:

Timothy W. Darr, Mayor

ATTEST:

Jennifer E. Berry, Clerk of Council

THIS ORDINANCE was approved at the Regular Meeting of the Town of Front Royal, Virginia on its second reading, conducted _____ 2014, 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

A public hearing on the above was held on _____, 2014 having been advertised in the Northern Virginia Daily on _____, 2014 and _____, 2014. The Ordinance was enacted at the Regular Meeting of the Town Council held _____ 2014.

Approved as to form and legality:

Douglas W. Napier, Town Attorney

Date: ____/____/____



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

Page 1
Item No. 10

Meeting Date: October 27, 2014

Agenda Item: COUNCIL APPROVAL – Budget Amendment for Outstanding Purchase Orders

Summary: Council is requested to approve a budget amendment to carry forward unpaid balances on purchase orders not completed at the end of June 2014 for fiscal year 2015 in the amount of \$7,387,958.14. This is an annual housekeeping item that comes before Council after the completion of the annual audit review.

Budget/Funding: Funding will be offset from the appropriate fund balance reserves for each fund indicated, the revenue for these projects have been connected in previous budget cycle.

General Fund	\$ 328,794.26
Special Projects	\$ 543,954.99
Electric Fund	\$ 566,218.19
Sewer Fund	\$1,617,040.69
Water Fund	\$3,876,045.91
Street Fund	\$ 455,904.10
TOTAL	\$7,387,958.14

Attachments: List from the Director of Finance

Meetings: Work Session held October 14, 2014

Staff Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council approve a budget amendment to carry forward unpaid balances on purchase orders not completed at the end of June 2014 for fiscal year 2015 in the amount of \$7,387,958.14.

ROLL CALL VOTE REQUIRED

*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

Dept	Account	PO #	Vendor	Amount	Description	Status
Town Council	1101-3002	27557A	Community Development	96,200.00	FY13 & FY14 funding for Comm Dev program	Council request to carry forward allocations
HR/Risk Mngt	1202-3029	27748	Front Royal Cardinals	710.00	Employee Appreciation Week	not invoiced for July date
Auto	1203-7001	27915	Bearcom	19,804.94	Repeater System w/ installation	project in progress
	1203-7001	27916	Mac Tools	2,067.90	Items ordered and invoiced Aug 22014	Paid 8.29.14
OT	1204-3002	27925	Syntax Communications	8,000.00	Data service transition	on going project
	1204-5421	27702	Advanced Computer Concepts	1,769.40	Citrix - VDI in a box	on going project
	1204-7003	27720A	Black Box Network Service	7,168.26	phone upgrades	on going project
	1204-7003	27735	Dell	4,897.22	Vsphere 5 ESX & 3 Host max w/ essentials kit	ordered not received
Tourism	1205-3018	26929	Treasurer of Virginia	10,000.00	Promotion of Downtown Development	FY12 allocations requested to be reserved
Town Attorney	2201-3002	27484	Pennon Associates	7,150.00	Catlett Mountain Landfill Improvements	FY13 allocations requested to be reserved
	2201-7001	27555	B-K Office Supplu	5,000.00	Rotary File System	Office will reserve funds annually to complete project
Police	3101-5425	27789	Gun Shop	1,251.86	Ammunition	ordered not received
	3108-5409	27788	Town Police Supply of Richmond	476.76	Reload Distraction Device	Paid 8/22/14
	3108-5410	27907	Town Police Supply of Richmond	2,736.00	Paca Vest and accessories	Paid 8/22/14
Horticulture	4305-7031	27927	Skyview Tree Experts	12,000.00	Main Street Tree Removal	FY14 funding - project onging
	4305-7031	27184A	Springtime Garden Center	14,000.00	Main Street Tree Replacement	FY13 funding - project onging
	4305-7974	27769	Twist & Turn	8,111.92	1- 36 gallon Victorian Trash Cans	Paid 8/29/14
	4305-7974	27926	Skyview Tree Experts	6,000.00	Main Street Tree Removal	FY14 funding - project onging
Planning	8101-3026	27922	Renaissance Planning Group	20,000.00	Plan Studies through out town	on going project
	8101-7007	27698	Energov	50,000.00	Software program	Approved by Council 12.9.13
	8101-7014	27531	Air Survey Corp	25,000.00	Aerial Imagery Data	FY14 Funding - on going project
	8101-7014	27181A	Geodigital Mapping	26,450.00	GIS Mapping System	FY13 Funding - on going project
Total General Fund				\$ 328,794.26		
Special Projects	9130-7013	27551B	Facility Study - Police Dept Expansion	128,493.99	Facility Study - PD Expansion project	FY13 & FY14 Funding based on .02 tax increase
	9130-7982	27552B	Local Connector Rd	219,480.00	Funding for Local Connector Rd	FY13 & FY14 Funding based on .02 tax increase
Police Asset	1610-7001	27823	Town Police Supply of Richmond	4,690.00	10 - Glock Model 21 GEN4	Paid 8/22/14
	1610-7001	27924	Town Police Supply of Richmond	191,291.00	State Funds - Police Supplies & Equip	received from State 6.9.14
Total Special Revenue				\$ 543,954.99		

Electric

9401-3002	27940A	GDS Associates Inc	18,340.74	Review of Power bills and services	on going project - Council approval 1.13.14
9401-3002	27942	GDS Associates Inc	8,000.00	Professional services for Hydro Study	on going project
9401-7005	27912A	Altec Industries	139,592.00	Altec D837 Digger Derrick	Ordered June 2014 - not received
9401-7009	27943	Pioneer Pole Builders	93,000.00	Storage Facility - IFB #8	on going project
9401-7025	27156	Econolite Control Products	48,196.60	Crosswalk Signalization	on going project
9401-7502	27909	Ermco	15,916.00	Transformers	Paid 9.5.14
9401-7502	27900	Wesco Distribution	2,060.00	Wire & Cable	Ordered May 2014 - not received
9401-7502	27812	Graybar Electric Co	2,750.00	Meters	Paid 9.19.14
9401-7502	27811	Bradley Electronics	5,952.00	Electric poles	Paid 9.19.14
9401-7502	27949A	Southeastern Transformer Co	8,874.00	Various Transformers	Ordered June 2014 - not received
9401-7502	27946	Novavision	779.38	Plastic padlock Seals	Ordered June 2014 - not received
9401-7910	27941A	Traffic Systems & Technology	44,445.12	Traffic Signal Equipment	on going project [balance 9.14 \$28026.12]
9401-7926	27501A	VDOT	52,848.19	Bridge Reconstruction Project	Council approval 5.13.13
9401-7936	26770A	Southeastern Consulting Eng	46,899.85	Riverton Substation	on going project
9401-7936	27899	Century Link	5,001.48	Relocate telephone cables - Riverton Sub	paid 7.31.14
9401-7936	27706B	Lantz Construction	43,562.83	Riverton Substation	on going project
9417-7001	27543	SunGard Pentamotion	30,000.00	AMR - Automatic meter reading	FY14 Funding for on going project
Total Electric Fund			\$ 566,218.19		

Sewer

9801-3002	27545A	Troutman and Sanders	39,362.35	Rt 522 Expansion Legal Issues	Funding reserved by Council
9801-3005	27605A	Waste Management of NV	29,257.40	Biosolid Disposal	Paid after 8.15.14
9801-3005	27923	Apple Valley Scale Co	188.50	Inspection of Scales	not invoiced yet
9801-3005	27932	Waste Management of NV	40,000.00	Biosolid Disposal	Remaining funds from FY14
9801-3077	27931A	Inboden Environmental Services	4,188.80	Analytical Testing	Paid 9.19.14
9801-5407	27930	GHD Inc	25,000.00	Fan Press	FY14 funds for secondary rotary fan press
9801-7001	27550A	Va Nutrient Credit Exchange	13,691.55	Nutrient credits	Remaining funds from FY14
9801-7005	27929	Colonial Ford Truck	25,000.00	Replacement truck for #518	Ordered June 2014
9801-7009	27548A	Don Largent Roofing	30,000.00	Replacement Roof Crooked Run Pump Sta	on going project
9801-7009	27549	Crooked Run Pump Station	70,000.00	Study for expansion of Crooked Run Pump	FY14 funding to be added to FY15 to start project
9801-7015	26458B	GHD Inc	48,559.58	Engineering for WWTP expansion	final stages of engineering process
9801-7519	27521A	CHA Consulting	4,367.71	Loop Study	Remaining funds from FY14
9802-7001	27499A	Carter Machinery	65,500.00	Backhoe	FY14 funding to be added to FY15 to start project
9802-7998	28052	Insituform	864,900.00	Pipe Lining Service I & I issues	Bid #15 awarded 8.12.13
9802-7998	28051	D & S Contractor	211,750.00	Manhole Rehabilitation I & I issues	Bid #11 awarded 7.22.13
9802-7998	28053	Prism Contractor	145,274.80	Evaluation of I & I issues	on going project
Total Sewer Fund			\$ 1,617,040.69		

Water

9501-3002	27011	Arcadis	1,965.50	McKay Spring - Buffer areas	FY12 funding
9601-3002	27547A	S & M E	10,000.00	Professional repairs to Fairgrounds tank	FY14 funding to be added to FY15 to start project
9601-3002	27493	CHA Consulting	30,000.00	Design Work for New EPA /VDH LT2 regs	FY13 funding to be added to current year funding
9601-3002	27545A	Troutman and Sanders	39,362.35	Rt 522 Expansion Legal Issues	Funding reserved by Council
9601-3005	27923	Apple Valley Scale Co	62.00	Inspection of Scales	not invoiced yet
9601-3005	27128	ABB Inc	20,000.00	16" Finished Water meter Compliance	FY12 funding
9601-5407	27936	Bushong Contracting	5,000.00	Happy Creek impound Repair	Repairs due to flooding 5.15.14
9601-5413	57933	Univar USA Inc	3,499.97	Chemicals	ordered not received
9601-5413	27935	USALCO	4,499.95	Chemicals	ordered not received
9601-7001	26410	Siemens Industry	16,572.34	Flowmeter for Sloan & HC intake reservoir	Prior year funding
9601-7009	27546	CHA Consulting	100,000.00	Water Plant Reservoir repairs	FY14 funding to be added to FY15 to start project
9601-7009	27547A	CHA Consulting	150,000.00	Professional repairs to Fairgrounds tank	FY14 funding to be added to FY15 to start project
9601-7507	27522	CHA Consulting	151,684.50	WTP improvements	Council approval 6.24.13
9601-7507	27919	CHA Consulting	2,835,000.00	WTP upgrades	Bond proceeds 2014 - upgrades
9601-7519	27521A	CHA Consulting	1,548.29	Loop Study	Remaining funds from FY14
9601-7903	27494	McGrane Fence Co	19,000.00	Security Improvements	Prior year funding
9601-7903	27134	Valley Fencing	17,700.00	Guard Hill Water Tank Security	Prior year funding
9602-7001	28499A	Carter Machinery	70,000.00	Backhoe	FY14 funding to be added to FY15 to start project
9602-7513	27928A	Bushong Contracting	322,066.00	Water line upgrades to run w/ paving	FY14 funding to be added to FY15 to start project
9602-7530	27705	HD Supply Waterworks	53,775.00	Neptune water meters [430]	ordered received pd 9.18.14
9617-7001	27544A	SunGard Pentamaton	24,310.00	ARM - water	FY14 funding to continue program with water meters
Total Water Fund			\$ 3,876,045.91		

Street

4102-5470	27752	Arthur Construction	27,912.15	Alley paving - to include paver /milling	on going project
4500-5471	27509	East Jordan Iron Works	7,500.00	Drain work in alleyways	on going project
4500-5472	27945A	Mattern & Craig	5,994.00	Bridge Inspections	FY14 funding carry forward
4500-7926	27944A	VDOT	218,939.00	South Fork Bridge Repairs	Prior year funding for bridge project
4500-7927	27668A	Arthur Construction	133,648.62	Paving Program	FY14 paving projects not completed
4500-7941	27747	Arthur Construction	61,910.33	Curb & Gutter Program	FY14 paving projects not completed
Total Street Fund			\$ 455,904.10		

Total Outstanding PO's	\$ 7,387,958.14
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**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 11

Meeting Date: October 27, 2014

Agenda Item: COUNCIL APPROVAL – Purchase of Police Vehicles

Summary: Council is requested to consider approval of the purchase and replacement of five vehicles in the Patrol and Administration Divisions within the Police Department as presented.

Budget/Funding: Total cost of 5 vehicles \$135,857.00

3102-7005 [Police – vehicles]	\$58,318.00
1610-7005 [Asset Forfeiture – vehicles]	\$77,539.00

Attachments: Memorandum from the Police Chief and Captain

Meetings: Work Session held October 20, 2014

Staff Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council approve the purchase and replacement of five vehicles in the Patrol and Administration Divisions within the Police Department as presented at a total cost of \$135,857.00.

ROLL CALL VOTE REQUIRED

*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

POLICE DEPARTMENT
23 EAST JACKSON STREET
FRONT ROYAL, VIRGINIA 22630-1560

NORMAN SHIFLETT
Chief of Police
(540) 635-2111
(540) 635-6160 (Fax)

To: Kim Gilkey-Breeden
Tina Presley

From: Chief Norman Shiflett
Captain Kevin Nicewarner

Date: October 08, 2014

Subject: Purchase of Police Vehicles

I am requesting that we purchase five vehicles to be used in Patrol and Administration Divisions. Below you will find the vehicle descriptions, purchase costs, along with vehicle assignments within the department fleet.

		<u>Vehicle Purchase</u>	<u>Equipment</u>	<u>Total</u>
1. Purchase 2015 Ford Police Interceptor Utility (To be used in the Patrol Division)	=	\$29,997.00	+ \$9100	= \$39,097
2. Purchase 2015 Ford Police Interceptor Utility (To be used in the Patrol Division)	=	\$29,997.00	+ \$9100	= \$39,097
3. Purchase 2015 Chevrolet Impala (Silver) (To be used in Administration - Chief)	=	\$17,721.00	+ \$1500	= \$19,221
4. Purchase 2015 Chevrolet Impala (Black) (To be used in Administration- Captain)	=	\$17,721.00	+ \$1500	= \$19,221
5. Purchase 2015 Chevrolet Impala (Gray) (To be used in Administration - Captain)	=	\$17,721.00	+ \$1500	= \$19,221
TOTAL =		\$113,157.00		\$135,857.00

- A. Car 285 – 2008 marked Crown Victoria police cruiser (mileage 123000) will be replaced with the 2015 Utility. Car 285 will be removed from the fleet.
- B. Car 256 – 2001 unmarked Ford Expedition (Odometer not working) will be replaced with the 2015 Utility. Car 256 will be removed from the fleet and due to the vehicle being proceeds from a drug seizure, the vehicle will need to be sold at auction with the proceeds returned to asset forfeiture.
- C. Car 297 – 2013 unmarked Ford Explorer/Chief's vehicle (mileage 15000) will be replaced by the 2015 gray Chevrolet Impala. Car 297 will be transferred to DTF to replace Car 283. Car 283 - 2002 Jeep Liberty (mileage of 75,000) will be removed from the fleet.

- D. Car 278 – 2006 unmarked Ford Crown Vic/Capt. Ryman vehicle (mileage 160,000) will be replaced by 2015 Chevrolet Impala. Car 278 will be removed from the fleet.
- E. Car 277 – 2006 unmarked Ford Crown Vic/Capt. Nicewarner vehicle (mileage 147,000) will be replaced by 2015 Chevrolet Impala. Car 277 will be removed from the fleet.

As of October 08, 2014, the Police Department has funds totaling \$62,394.00 in the Motor Vehicles budget (Acct. #47005). The Police Department has funds totaling \$79,791.00 in the Asset Forfeiture account slated for the purchase of three Ford Police Utility vehicles. The initial purchase price of each vehicle was obtained from the current Virginia State Contract and includes needed options allowed under the contract.

The following breakdown could be used for the purchase of the above vehicles:

FRPD Motor Vehicles Budget

One Ford Interceptor Utility	=	\$39,097
One Chevrolet Impala	=	<u>\$19,221</u>
Total	=	\$58,318

FRPD Asset Forfeiture Account

One Ford Interceptor Utility	=	\$39,097
Two Chevrolet Impalas	=	<u>\$38,442</u>
Total	=	\$77,539

2015 Ford Inteceptor Utility
Equipment Costs

Quantity	Item	Description	Unit Price	Total
1	c-vs-2400-inut-1	Havis Interceptor Utilitiy console	339.95	\$339.95
1	MT C-CUP2-I	Havis 4" Dual console mnt cup holder	39.95	\$39.95
1	mt c-arm-103	Havis flip up console arm rest	89.95	\$89.95
1	mt c-ap-0325	Havis 3" accy pocket, 2.5" deep	39.95	\$39.95
1	pt p1000uint13a	Pro-gard prisoner transport 1/2 partition	1,699.95	\$1,699.95
1	mt stpkt#	Interceptor whelen clamp kit	69.95	\$69.95
2	gll ent2b3b	Interceptor LED under mirror light	159.95	\$319.90
1	PB400	Setina push bumper	279.95	\$279.95
1	TK0***1tu12	Setina cargo security storage box	1,200.00	\$1,200.00
1	F110	(MDT) Getac Tablet w/ vehicle power adptr	3,360.87	\$3,360.87
1	DS-GTC-202-3	(MDT) Havis Getac docking station	655.11	\$655.11
1	C-DMM-123	(MDT) Dash Monitor Mount Base for dock	190.59	\$190.59
1	PKG-FAM-104	(MDT) Flex Arm Package for keyboard	106.65	\$106.65
1	CG-X	(MDT) Charge Guard timer	72.17	\$72.17
1	DN1594	(MDT) iKey SL-86-911-TP keyboard	344.80	\$344.80
1	AP-CWG-Q-S222-BL	(MDT) Tri Gain Antennae array	148.37	\$148.37
		Shipping charge for MDT purchases	75.00	\$75.00

Total added equipment costs: **\$9,033.11**

Cost of vehicle purchase: (VA State Contract) **\$29,997.50**

Total Cost \$39,030.61



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

Page 1
Item No. 12

Meeting Date: October 27, 2014

Agenda Item: COUNCIL APPROVAL – Revenue Sharing Project for John Marshall Highway and Resolution of Authorization

Summary: The Department of Environmental Services (DES) proposes to pave John Marshall Highway from South Street to the end of the Town limits in FY16. Due to the estimated costs associated with the proposed paving, the Town desires to utilize the Virginia Department of Transportation (VDOT) Revenue Sharing Funds available to localities. Council is requested to approve a Revenue Sharing Project with VDOT for the paving of John Marshall Highway in the estimated amount of \$350,000.00 with \$175,000.00 to be reimbursed by VDOT after the project has been completed. Council is further requested to approve a Resolution granting authority to the Town Manager to enter into the Revenue Sharing Agreement on the Town's behalf.

Budget/Funding: None

Attachments: Revenue Sharing Application and Resolution

Meetings: Work Session held October 20, 2014.

Staff Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council to approve a Revenue Sharing Project with VDOT for the paving of John Marshall Highway in the estimated amount of \$350,000.00 with \$175,000.00 to be reimbursed by VDOT after the project has been completed. I further move that Council approve a Resolution granting authority to the Town Manager to enter into this Revenue Sharing Agreement on the Town's behalf.

ROLL CALL VOTE REQUIRED

*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: SB

SEPARATE APPLICATION REQUIRED FOR EACH PROJECT TO BE CONSIDERED

of Applications Locality is submitting: 1

State Project Number: _____ UPC #: _____

(Revised 07/18/2012)

RESOLUTION

Granting Authority to Town Manager to Enter an Agreement with VDOT for Revenue Sharing Project for John Marshall Highway

WHEREAS, Town Council approved the Virginia Department of Transportation (VDOT) Revenue Sharing Project that includes the paving of John Marshall Highway from South Street to the end of the Town limits in FY16 in the estimated amount of \$350,000.00 with \$175,000.00 to be reimbursed by VDOT after completion of the project; and

WHEREAS, VDOT has requested a Resolution by Town Council granting authority to the Town Manager to enter in the Revenue Sharing Agreement on the Town's behalf.; and,

NOW, THEREFORE, IT BE RESOLVED by the Town Council of the Town of Front Royal to grant authority to the Town Manager to enter into an agreement with the Virginia Department of Transportation Revenue Sharing Project on John Marshall Highway on the Town's behalf.

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, conducted _____ 2014, 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. 13

Meeting Date: October 27, 2014

Agenda Item: COUNCIL APPROVAL – Revenue Sharing Project for Criser Road Bridge Replacement and Resolution of Authorization

Summary: The Department of Environmental Services (DES) proposes to replace the Criser Road Bridge to include a bike path and sidewalk access in FY16. Due to the estimated costs associated with the replacement, the Town desires to utilize the Virginia Department of Transportation (VDOT) Revenue Sharing Funds available to localities. Council is requested to approve a Revenue Sharing Project with VDOT for the Criser Road Bridge Replacement in the estimated amount of \$450,000.00 with \$225,000.00 to be reimbursed by VDOT after the project has been completed. Council is further requested to approve a Resolution granting authority to the Town Manager to enter into the Revenue Sharing Agreement on the Town's behalf.

Budget/Funding: None

Attachments: Revenue Sharing Application and Resolution

Meetings: Work Session held October 20, 2014.

Staff

Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council to approve a Revenue Sharing Project with VDOT for the Criser Road Bridge Replacement in the estimated amount of \$450,000.00 with \$225,000.00 to be reimbursed by VDOT after the project has been completed. I further move that Council approve a Resolution granting authority to the Town Manager to enter into this Revenue Sharing Agreement on the Town's behalf.

ROLL CALL VOTE REQUIRED

*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: SB

SEPARATE APPLICATION REQUIRED FOR EACH PROJECT TO BE CONSIDERED

FY: 2015-16 Town of Front Royal District: Staunton
of Applications Locality is submitting: 22

PLEASE NOTE: Projects receiving funding under this program are to be initiated and a portion of the Revenue Sharing funds expended within one year of the allocation.

PROJECT INFORMATION (Please TAB from field to field)

Locality's Priority #: 2 Route #: N/A and local road name, if available: CRISER ROAD BRIDGE

State Project Number: _____ UPC #: _____

Type of Project: Construction If Type of Project is "**Maintenance**", has appropriate analysis been provided confirming the pavement or structure is below VDOT maintenance performance targets? Yes

If Type of Project is "**Construction**", will the requested funds accelerate advertisement of the project that is already in the Six-Year Improvement Plan or in the locality's capital plan? Yes

If this is a Construction project AND the advertisement date will be accelerated, please fill in dates below:

Current Advertisement Date:	10/04/2014	Advanced Advertisement Date:	07/01/2015
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Scope of Work: Bridge Replacement

Description of Work/Scope: START RFP, REPLACE WITH BIKE TRAIL, SIDEWALK ACCESS

From: EAST SIDE To: WEST SIDE

Length: 0.02 (miles)

Is this project in another locality? No If yes, please identify the locality and reason for request on the line below.
N/A

PROJECT ESTIMATES (Please TAB from field to field)

PHASE	*Total Estimated Project Cost	Sections below pertain to Revenue Sharing funded portion only:		
		Estimated Eligible Project Costs	*Estimated Eligible VDOT Project Expenses	****Estimated Reimbursement to Locality
PE	\$ 0	\$ 0	\$ 0	\$ 0
RW	\$ 0	\$ 0	\$ 0	\$ 0
CN	\$ 450,000	\$ 450,000	\$ 225,000	\$ 225,000
TOTAL	\$ 0	\$ 0	\$ 0	\$ 0

LOCALLY ADMINISTERED PROJECT – Please answer on each line corresponding to each phase for this project below

Please note that indicating any phase of project work to be administered by the locality and reimbursed using Revenue Sharing Program funding constitutes a "Locally Administered Project". Submission of this application represents the locality's request to administer the project work.

PE Phase:	No; Reimbursement will NOT be Requested
RW Phase:	No; Reimbursement will NOT be Requested
CN Phase:	Yes; Reimbursement will be Requested

PROJECT FINANCIAL INFORMATION (Please TAB from field to field)

VDOT Revenue Sharing matching funds UP TO \$1M requested for CONSTRUCTION project FY 2015:	\$ 0
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VDOT Revenue Sharing matching funds OVER \$1M requested for CONSTRUCTION project FY 2015:	\$ 0
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VDOT Revenue Sharing matching funds UP TO \$1M requested for MAINTENANCE project FY 2015:	\$ 225,000
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VDOT Revenue Sharing matching funds OVER \$1M requested for MAINTENANCE project FY 2015:	\$ 0
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VDOT Revenue Sharing matching TOTAL request (this application)	(right click on "\$0" to the right & "Update Field" for total)	\$ 0
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Note: CONSTRUCTION projects total or combined CONSTRUCTION & MAINTENANCE projects total requested must not exceed \$10M; Also, MAINTENANCE projects total requested must not exceed \$5M

Locality Revenue Sharing MATCHING funds TOTAL (for this application & must equal or match YDOT TOTAL above)	\$ 225,000
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Project has previously received Revenue Sharing state funds:	No	If Yes, FY(s): N/A	Totaling:	\$ 0
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Total of other State / Federal / Local funds (enter amount to the right): \$ 0

List types of other funds: N/A

Total funding to be programmed on Project (should equal total estimated cost above):	(right click on "\$0" & "Update Field" for total)	\$ 0
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COMMENTS

Submitted by: TERRY LEWIS DES MANAGER Reviewed by: >type in VDOT Official name & title<

sign here for original hard-copy submission

[sign here for original hard-copy submission](#)

RESOLUTION

Granting Authority to Town Manager to Enter an Agreement with VDOT for Revenue Sharing Project for Criser Road Bridge Replacement

WHEREAS, Town Council approved the Virginia Department of Transportation (VDOT) Revenue Sharing Project that includes the Criser Road Bridge Replacement with a bike path and sidewalk access in FY16 in the estimated amount of \$450,000.00 with \$225,000.00 to be reimbursed by VDOT after completion of the project; and

WHEREAS, VDOT has requested a Resolution by Town Council granting authority to the Town Manager to enter in the Revenue Sharing Agreement on the Town's behalf.; and,

NOW, THEREFORE, IT BE RESOLVED by the Town Council of the Town of Front Royal to grant authority to the Town Manager to enter into an agreement with the Virginia Department of Transportation Revenue Sharing Project on the Criser Road Bridge Replacement on the Town's behalf.

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, conducted _____ 2014, 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. 14

Meeting Date: October 27, 2014

Agenda Item: COUNCIL APPROVAL – Resolution to Waive Planning Fees for Avtex Site

Summary: Council has received a request from the Executive Director of the Front Royal-Warren County Economic Development Authority (EDA) seeking the waiver of planning fees associated with the rezoning of the Avtex Site, as well as the fees associated with the site plan and subdivision fees for Lot 6. Council is requested to approve a Resolution that waives these fees.

Budget/Funding: None

Attachments: Resolution

Meetings: Work Session held October 20, 2014

Staff Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council approve a Resolution that waives the planning fees associated with the rezoning of the Avtex Site and the fees associated with the site plan and subdivision of Lot 6 at the Avtex Site.

ROLL CALL VOTE REQUIRED

*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, Virginia



**RESOLUTION WAIVING
PLANNING FEES FOR AVTEX SITE**

WHEREAS, the Town of Front Royal has received a request from the Executive Director of the Front Royal-Warren County Economic Development Authority to waive the Planning fees for the rezoning of the Avtex site and to waive the site plan and subdivision fees for Lot 6 of the Avtex site; and,

WHEREAS, the Town of Front Royal supports the efforts of the Economic Development Authority to develop the former Avtex site; and,

WHEREAS, the Town of Front Royal formerly acknowledges the efforts of the Economic Development Authority to oversee the completion of the remediation of the Avtex site and to obtain clearance from the Environmental Protection Agency for its redevelopment,

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Front Royal, Virginia hereby waives the Planning fees associated with the rezoning of the Avtex site and the fees associated with the site plan and subdivision of Lot 6 at the Avtex site.

Adopted this 27th day of October, 2014

APPROVED:

Timothy W. Darr, Mayor

Attest:

Jennifer E. Berry, CMC, Clerk of Council

THIS RESOLUTION was approved at the Regular Meeting of the Town of Front Royal, Virginia
Town Council on _____ 2014, 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, Esq., Town Attorney

Date: _____



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

Page 1
Item No. 15

Meeting Date: October 27, 2014

Agenda Item: COUNCIL APPROVAL – Resolution Requesting Reconsideration of Closure of KMART-STORE 9125

Summary: The Town of Front Royal has been notified by the Kmart Corporation-Sears Holding Support Center that the Front Royal Kmart (Store 9125) located at 465 South Street is to be permanently closed January 18, 2015. Council is requested to approve a Resolution requesting that the Kmart Corporation reconsider the closure of the Front Royal Kmart until 2017.

Budget/Funding: None

Attachments: Resolution

Meetings: Work Session held October 20, 2014

Staff Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council approve a Resolution requesting that the Kmart Corporation reconsider the closure of the Front Royal Kmart until 2017.

ROLL CALL VOTE REQUIRED

*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, Virginia



**RESOLUTION REQUESTING
RECONSIDERATION OF CLOSURE OF
KMART - STORE 9125**

WHEREAS, the Town of Front Royal has been notified by the Kmart Corporation - Sears Holding Support Center that the Front Royal Kmart (Store 9125) located at 465 South Street is to be permanently closed January 18, 2015; and,

WHEREAS, Kmart has served our community since 1976; and,

WHEREAS, the closure of the Front Royal Kmart will result in the elimination of eighty-eight (88) local jobs; and,

WHEREAS, the closure of the Front Royal Kmart will impact shopping availability of all residents of the Town of Front Royal and the County of Warren, as well as residents of Rappahannock and Page Counties; and,

WHEREAS, the Virginia Department of Transportation is currently replacing the South Fork Bridge on Route 340/522, which is the only northerly access into the Town; and,

WHEREAS, the replacement of the South Fork Bridge replacement is anticipated to not be completed until 2017 and will result in significant inconvenience to Town residents for alternative shopping locations; and,

WHEREAS, maintaining the Front Royal Kmart for the duration of the bridge replacement project will provide Front Royal with a local shopping destination;

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Front Royal, Virginia hereby requests that the Kmart Corporation reconsider the closure of the Front Royal Kmart (Store 9125) until 2017; and,

BE IT FURTHER RESOLVED that the Mayor and Council of the Town of Front Royal, Virginia hereby requests that the Kmart Corporation communicate with the Town regarding their decision so that that the Town can explore options to keep Kmart open in our community through 2017.

Adopted this 27th day of October, 2014

APPROVED:

Timothy W. Darr, Mayor

Attest:

Jennifer E. Berry, CMC, Clerk of Council

THIS RESOLUTION was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council on _____ 2014, 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, Esq., Town Attorney

Date: _____