TOWN COUNCIL WORK SESSION

Monday, February 3, 2014 @ 7:00p.m.
Front Royal Administration Building

Town/Staff Related Issues:

1. Happy Creek Walking Trail Benches – *Director of Environmental Services*
2. Audit Committee Review – *Director of Finance*
3. Investment Portfolio Review – *Director of Finance*
4. Budget Discussion
   a. Local Government Challenge Grant for the Front Royal Oratorio Society – *Town Manager*
   b. Cogeneration and other Options for Waste to Energy – *Directors of Environmental Services &Energy Services*
   c. Tourism Zone and Other Tax Incentives – *Directors of Planning/Zoning & Finance*
   d. Resolution – First Day Introduction Requirement for Bills with Local Fiscal Impacts – *Town Manager*
   e. Private Funding Options for Police Headquarters – *Vice Mayor Parker*
   f. Building Inspection Program – *Councilman Hrbek*
   g. Civic Organization Entrance Wall – *Councilman Funk*
   h. Setting Town Tax Rate

Council/Mayor Related Issues:

5. Council Discussion/Goals *(time permitting)*

Item No. 1

Town of Front Royal, Virginia
Work Session Agenda Form

Date: Feb 3rd

Agenda Item: Happy Creek Walking Trail Benches

Summary: The Department of Environmental Services has researched prices for in-house construction of park benches and already fabricated benches to install along the Happy Creek Walking Trail. Please be advised that the additional requested information pertaining to the location maps, as requested, will be provided Monday night.

Council Discussion: Council is requested to review the information submitted by the Department of Environmental Services regarding the cost and placement of park benches.

Staff Evaluation: Environmental Services has completed a cost estimate for in-house construction and setting of benches along the Happy Creek Walking Trail and already constructed benches. The Department can fabricate and set with concrete for $580. A frame is $180.00 and the brackets are $5.00. The lumber was donated to the Town years ago and therefore there is no cost. A half of a yard of concrete is needed at $62.50. It will take 3 Town employees 5 hours to set a bench at an approximate total labor charge of $225.00.

Budget/Funding: To be determined by the Finance Director

Legal Evaluation: The Town Attorney will be able to address any legal questions or concerns

Staff Recommendations: Staff recommends utilizing the lumber that was donated by Trex and constructing the benches in-house. The Department has already used part of this material to construct benches and tables placed throughout Town for enjoyment. If construction is done in-house, then the benches appearance will remain consistent with what is already available for public use.

Town Manager Recommendation:

Council Recommendation:

□ Additional Work Session □ Regular Meeting □ No Action

Consensus Poll on Action: ___(Aye) ___(Nay)

Work Session

Item No. 2

Town of Front Royal, Virginia
Work Session Agenda Form

Date: ~~January 21, 2014~~ Feb 3rd 2014

Work Session

Agenda Item: Audit Committee Review

Summary: Jeff Mitchell, with Mitchell & Co PC [auditors] conducted an overview in December for the Audit committee, attached you will find a copy of that presentation and the worksheets associated with the presentation.

Council Discussion:

Staff Evaluation: Finance Director will give a brief overview of the presentation and answer questions as needed.

Budget/Funding: None

Legal Evaluation: None

Staff Recommendations: None required

Town Manager Recommendation:

Council Recommendation:

□ Additional Work Session □ Regular Meeting □ No Action

Consensus Poll on Action: ___(Aye) ___(Nay)

TOWN OF FRONT ROYAL, VIRGINIA

TOWN COUNCIL

JUNE 30, 2013 SUMMARY

MITCHELL & CO., P.C.
CERTIFIED PUBLIC ACCOUNTANTS
110 EAST MARKET STREET, LEESBURG, VIRGINIA

DECEMBER 12, 2013

KEY FINANCIAL DATA

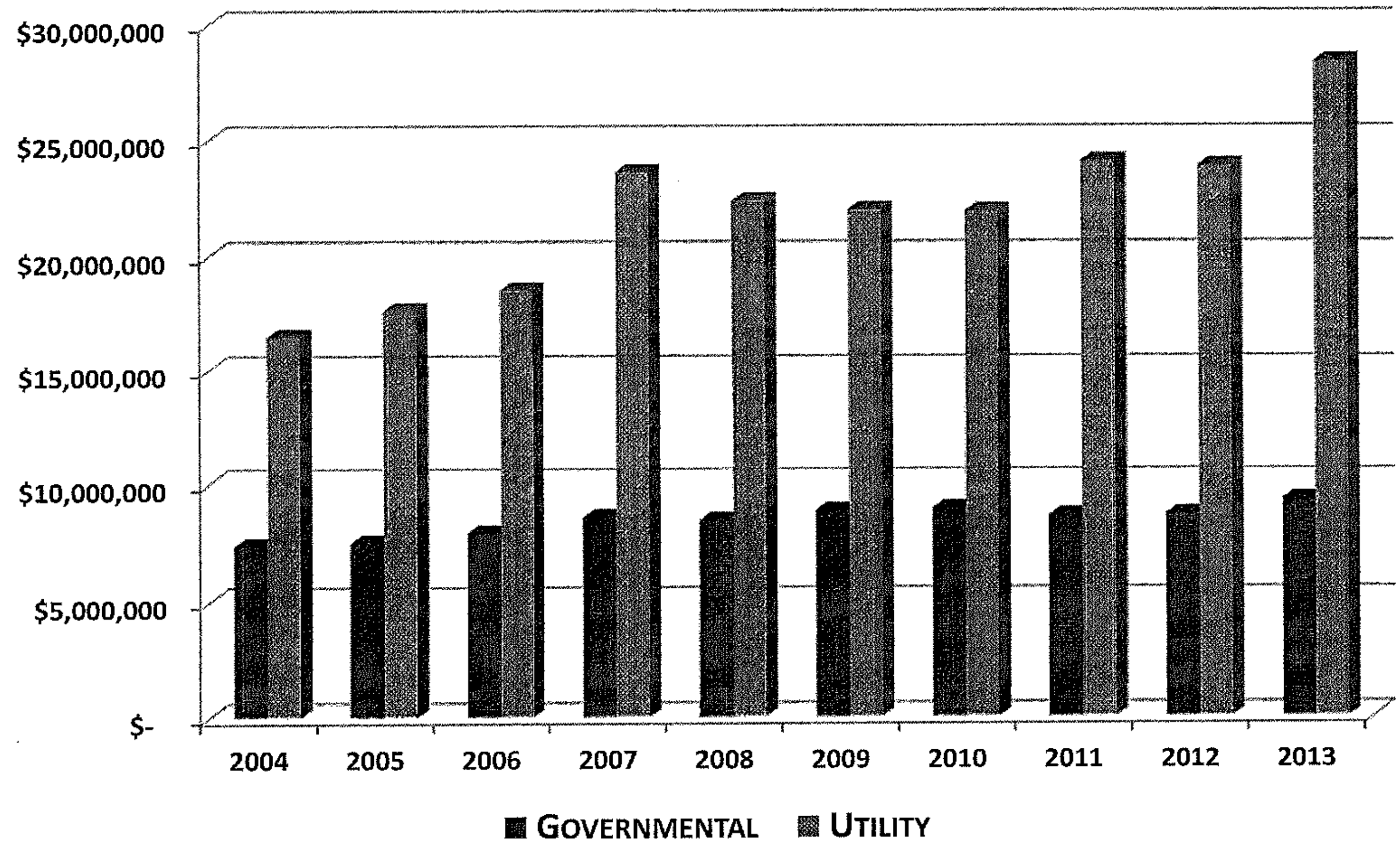
	Governmental Funds	Proprietary Funds	Total 6/30/2013	Total 6/30/2012	Total 6/30/2011	Total 6/30/2010	Total 6/30/2009
Total Assets	**$ 63,272,167**	**$ 69,422,720**	**$ 132,694,887**	**$ 129,702,066**	**$ 132,561,662**	**$ 136,748,407**	**$ 139,181,729**
Cash & Investments	9,268,628	17,998,675	27,267,303	23,315,300	23,790,764	24,363,801	23,510,190
Accounts Receivable	1,431,722	3,439,716	4,871,438	4,141,696	4,083,115	3,949,089	3,235,294
Interfund Balances	(1,783,166)	1,783,166	-	-	-	-	-
Other	572,907	1,348,202	1,921,109	1,861,648	1,818,065	1,685,255	1,229,147
Fixed Assets	53,782,076	44,852,961	98,635,037	100,383,422	102,869,718	106,750,262	111,207,098
Total Liabilities	**$ 2,061,237**	**$ 13,562,469**	**$ 15,623,706**	**$ 16,174,161**	**$ 17,281,354**	**$ 17,662,475**	**$ 15,847,864**
Accounts Payable	533,493	1,413,300	1,946,793	1,659,396	1,959,955	1,516,071	1,986,125
Accrued Expenses	-	497,938	497,938	474,723	425,791	444,637	364,378
Non-Current Liabilities	1,527,744	11,651,231	13,178,975	14,040,042	14,895,608	15,701,767	13,497,361
Total Net Assets	**$ 61,210,930**	**$ 55,860,251**	**$ 117,071,181**	**$ 113,527,905**	**$ 115,280,308**	**$ 119,085,932**	**$ 123,333,865**

2

REVENUE, EXPENSES & CASH FLOW

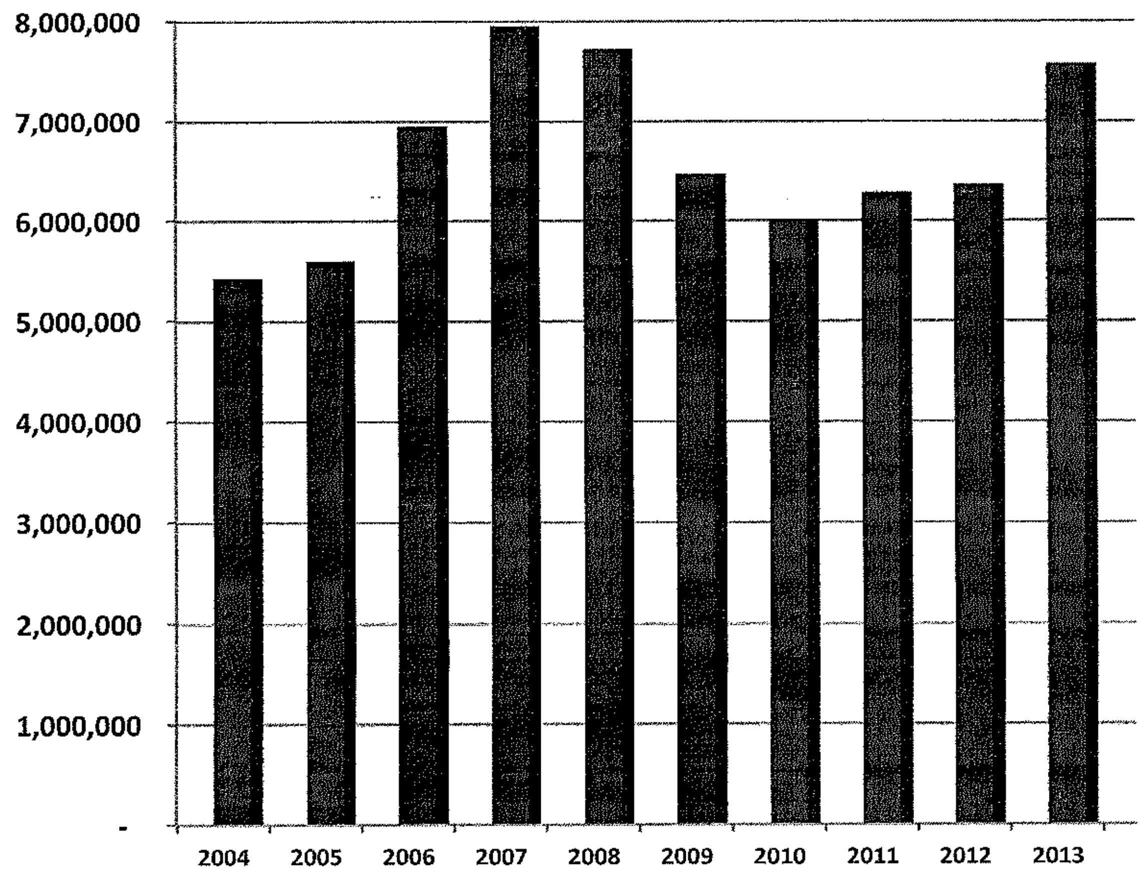
	6/30/2013	6/30/2012	6/30/2011	6/30/2010	6/30/2009
Government Funds					
Net Change in Fund Balances	$ 1,224,029	$ 78,677	$ 277,744	$ (459,998)	$ (1,264,176)
Net Transfer in	2,848,460	2,503,950	1,988,722	1,988,722	1,781,900
Utility Funds					
Overall Surplus (Deficit)	$ 5,349,616	$ 392,093	$ (926,056)	$ (1,832,546)	$ 1,847,470
Net Operating	5,842,874	2,977,150	924,298	2,093,855	2,355,634
Installations/connections	3,163,413	431,394	751,864	252,557	753,490
Depreciation Expense	1,809,593	1,789,022	1,787,594	3,427,347	1,808,581
Net Cash Flow	3,204,873	(2,926,183)	(3,639,187)	5,360,039	(3,497,239)
Operations	10,108,099	4,781,756	3,837,243	3,375,036	4,637,211
Transfers out	(2,795,848)	(4,003,950)	(1,875,250)	(1,901,457)	(1,656,900)
Contributed Capital	-	-	-	-	798,530
Principal & Interest Debt Service	(1,599,142)	(1,606,302)	(1,549,477)	(1,426,956)	(1,479,238)
Investment Earnings	(32,882)	301,615	217,969	254,672	257,399
Capital Improvements	(3,141,803)	(1,521,060)	(1,180,144)	(1,386,852)	(3,517,752)
Bonds Issued	-	-	-	2,735,000	-
Investment Funds Received (Used)	666,449	(878,242)	(3,089,528)	3,710,596	(2,536,489)

OPERATING REVENUES

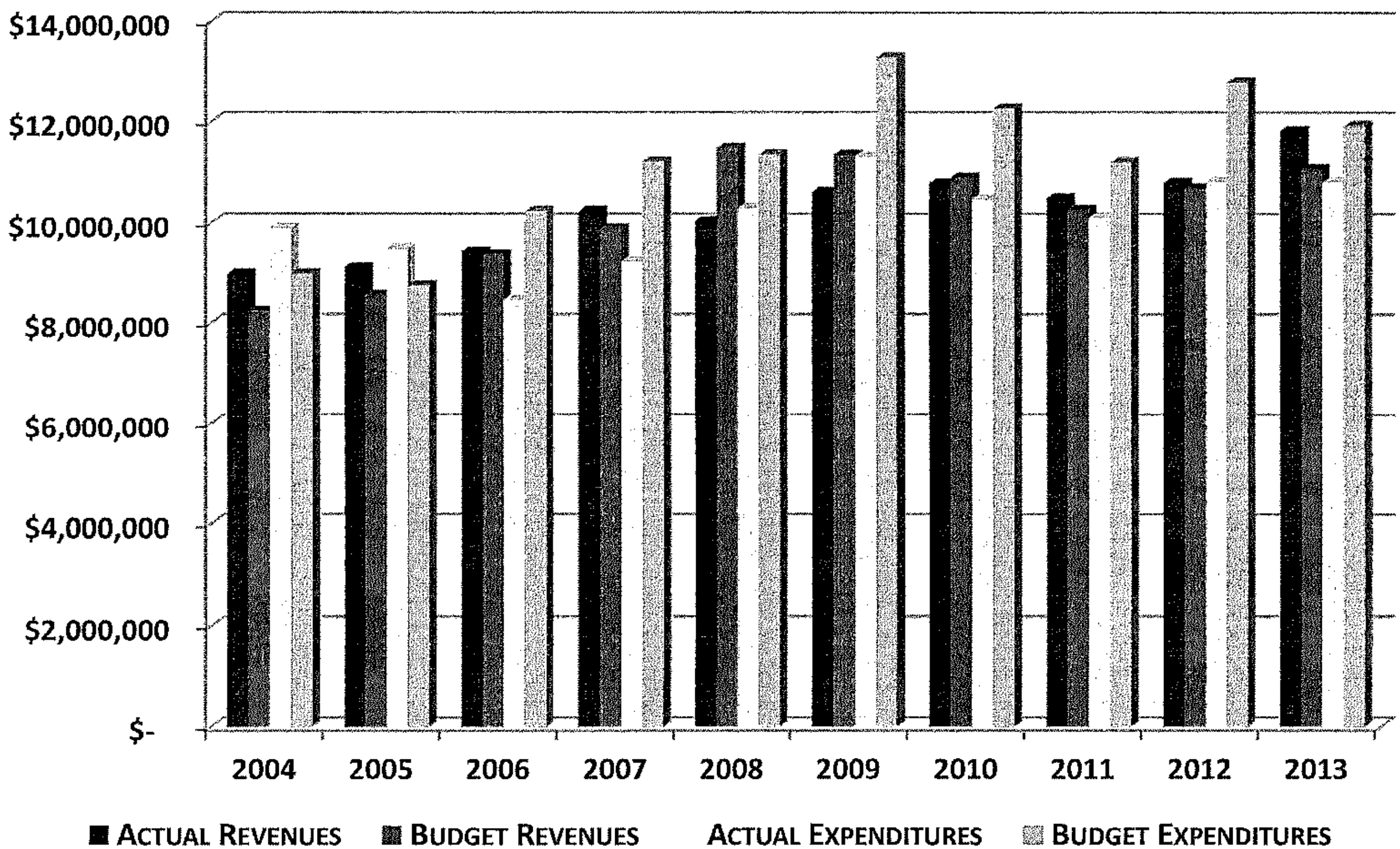


GOVERNMENTAL FUNDS – SURPLUS FUND BALANCE

2013	**$7,588,203**
2012	6,364,174
2011	6,285,497
2010	6,007,753
2009	6,467,751
2008	7,731,927
2007	7,956,317
2006	6,953,870
2005	5,602,878
2004	5,426,189



General Fund - Budget vs. Actual



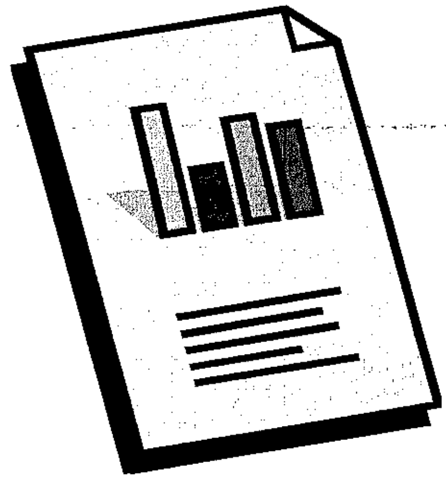
6

AUDIT FUNCTIONS - PROCEDURES

- **VERIFICATION OF BALANCES**
  - CASH
  - ACCOUNTS RECEIVABLE
  - CAPITAL ASSETS
  - ACCOUNTS PAYABLE
  - DEBT
  - DEFERRED REVENUES
- **IAC TESTING**
  - REAL ESTATE/ PERSONAL PROPERTY TAXES
  - UTILITY BILLING
  - CASH RECEIPTS
  - PURCHASING
  - PAYROLL
  - TAX ROLL
- **COMPLIANCE**
  - BUDGET
  - CASH DEPOSITS
  - CONFLICTS OF INTEREST
  - RETIREMENT PLAN
  - PROCUREMENT
  - HIGHWAY MAINTENANCE
  - UNCLAIMED PROPERTY
- **OTHER**
  - INSURANCE
  - PERFORMANCE BONDS

Auditor Comments

- Required Communications
- GASB 34 Reporting
- Comments
  - ✓ MCo Functions
    - ✓ Audit
    - ✓ Year End Adjustments
    - ✓ Report Preparation
    - ✓ APA Transmittal Forms
    - ✓ Professional Standards Require Less Auditor Involvement in Adjustments, Report and Transmittals
    - ✓ More Town Staff Involved with Year End Processes
  - Reporting Unfunded Liability For Retired Staff Health Benefits
  - Reporting Pension Obligation unfunded
  - Cash – Investments deposits
  - Fixed Asset Management & Depreciation
  - Electricity Purchasing
  - Utility Funds
    - Unpaid Utility Charges



8

TOWN OF FRONT ROYAL
ELECTRIC EXPENSE/ACCRUAL
6/30/2013

		2013	2012	2011
Unadjusted WTB		11,601,178.94	12,585,322.21	14,162,575.95
Less: PY Accruals		(963,318.87)	(1,062,919.50)	(872,215.51)
Add: CY Accruals		967,275.05	963,318.87	1,062,919.50
		3,956.18	(99,600.63)	190,703.99
Adjusted WTB	WTB	11,605,135.12	12,485,721.58	14,353,279.94

		C AMP Electric	AMP Other	D AMP Total	D Blue Ridge	D Rappahannock	Total
June	PY	963,318.87	-	963,318.87		-	963,318.87
July		1,051,892.60	-	1,051,892.60	5,050.13	18,275.25	1,075,217.98
August		893,102.89	-	893,102.89		18,275.25	911,378.14
September		818,908.86	-	818,908.86		18,275.25	837,184.11
October		813,554.43	-	813,554.43		18,275.25	831,829.68
November		936,906.09	-	936,906.09		18,269.33	955,175.42
December		980,791.68	-	980,791.68		18,269.33	999,061.01
January		1,102,108.47	-	1,102,108.47		18,269.33	1,120,377.80
February		1,001,641.69	-	1,001,641.69		18,269.25	1,019,910.94
March		1,084,601.83	(2,790.61)	1,081,811.22	17,273.53	18,269.25	1,117,354.00
April		849,222.71	-	849,222.71		18,267.05	867,489.76
May		884,614.18	-	884,614.18		18,267.05	902,881.23
June		-	-	-			-
Total WTB		11,380,664.30	(2,790.61)	11,377,873.69	22,323.66	200,981.59	11,601,178.94
Adjustment							-
PY Accrual				(963,318.87)	-	-	(963,318.87)
				10,414,554.82	22,323.66	200,981.59	10,637,860.07
CY Accrual			-	967,275.05	-		967,275.05
Per Confirmation				11,381,829.87	22,323.66	200,981.59	11,605,135.12

D Traced to Expenditure Transaction Analysis and vendor invoice

C Confirmed at workpaper 9-3.3 and traced to invoice to vouch the proper electric expense amounts. No discrepancies between confirmed amounts, invoices, and monthly payments.

ELECTRIC - 10			
Accrued Electric Purchase	1005		3,956.18
Purchase of Electric-PJM	43022	3,956.18	

MCO received a GL detail from Kim Gilkey Breeden and verified amounts from the GL to the corresponding invoices, which are kept in her office, were paid. Once all invoices have been vouched, MCO determined the current year accrual amount and reversed out the prior year accrual to come to the final end of year amount. Any confirmations received are reconciled back to the amounts recorded.

MCO traced the bill payments for AMP to the Expenditure Transaction Analysis. MCO then looks at the following year's July Expenditure Transaction Analysis to see what amounts should be accrued for the current fiscal year.

Per conversation with Kim Gilkey-Breeden, Director of Finance, Blue Ridge Power receives the Town's AMP bill on a monthly basis. Blue Ridge Power then goes through the bill and verifies that all rates are agreed upon by the contract between AMP and the Town of Front Royal. Once the rates have been verified, an invoice is sent to the Town for payment.

Town Of Front Royal
Electric Expense/Accrual
6/30/2012

		2012	2011	2010
Unadjusted WTB		12,585,322.21	14,162,575.95	12,292,198.18
Less: PY Accruals		(1,062,919.50)	(872,215.51)	(1,110,145.55)
Add: CY Accruals		963,318.87	1,062,919.50	872,215.51
		(99,600.63)	190,703.99	(237,930.04)
Adjusted WTB	WTB	12,485,721.58	14,353,279.94	12,054,268.14

		C AMP Electric	AMP Other	D AMP Total	D Blue Ridge	D Rappahannock	Total
June	PY	1,062,919.50	-	1,062,919.50		-	1,062,919.50
July		957,097.92	292,568.84	1,249,666.76		17,994.69	1,267,661.45
August		983,781.57	171,605.88	1,155,387.45	13,341.44	17,994.69	1,186,723.58
September		741,808.80	468,489.84	1,210,298.64		18,273.21	1,228,571.85
October		740,156.40	279,118.54	1,019,274.94		18,249.36	1,037,524.30
November		718,640.60	201,827.05	920,467.65		18,270.27	938,737.92
December		740,156.40	330,087.19	1,070,243.59		18,270.27	1,088,513.86
January		908,764.27	151,157.56	1,059,921.83		18,270.27	1,078,192.10
February		820,577.15	167,213.78	987,790.93		18,270.27	1,006,061.20
March		784,829.39	170,072.98	954,902.37		18,274.25	973,176.62
April		534,928.14	154,961.52	689,889.66		18,270.05	708,159.71
May		803,458.03	169,081.79	972,539.82		18,270.05	990,809.87
June		-	-	-		18,270.25	18,270.25
Total **WTB**		9,797,118.17	2,556,184.97	12,353,303.14	13,341.44	218,677.63	12,585,322.21
Adjustment							-
PY Accrual				(1,062,919.50)	-	-	(1,062,919.50)
				9,797,118.17	13,341.44	218,677.63	11,522,402.71
CY Accrual			160,000.00	963,318.87	-		1,123,318.87
Per Confirmation				10,760,437.04	13,341.44	218,677.63	12,645,721.58

D Traced to Expenditure Transaction Analysis and vendor invoice

C Confirmed at workpaper 9-3.3. Confirmation amouts do not include transmission and other charges.

ELECTRIC - 10			
Accrued Electric Purchase	1005	99,600.63	
Purchase of Electric-PJM	43022		99,600.63

MCO received a GL detail from Kim Gilkey.Breeden and verified amounts from the GL to the corresponding invoices, which are kept in her office, were paid. Once all invoiced have been vouched, MCO determined the current year accrual amount and reversed out the prior year accrual to come to the final end of year amount. Any confirmations received are reconciled back to the amounts recorded.

MCO traced the bill payments for AMP to the Expenditure Transaction Analysis. MCO then looks at the following year's July Expenditure Transaction Analysis to see what amounts should be accrued for the current fiscal year.

Per conversation with Kim Gilkey-Breeden, Director of Finance, Blue Ridge Power receives the Town's AMP bill on a monthly basis. Blue Ridge Power then goes through the bill and verifies that all rates are agreed upon by the contract between AMP and the Town of Front Royal. Once the rates have been verified, an invoice is sent to the Town for payment.

Town of Front Royal
Cash Summary by Fund
6/30/2013

	Petty Cash	Operating Account Total	Operating Account Checking	Operating Account Investment	CD's	SunTrust UST Bond Fund	Bond Escrow	LGIP	Total
General Fund									
General Fund	1,532.52	5,511,729.43	3,301,728.73	2,210,000.70	463,720.05	-	-	693,969.13	6,670,951.13
Retired Health & Hospital	-	1,234.97	1,234.97	-		-	-	-	1,234.97
Street	-	2,066,723.97	2,066,723.97	-		-	-	-	2,066,723.97
Total General Fund	1,532.52	7,579,688.37	5,369,687.67	2,210,000.70	463,720.05	-	-	693,969.13	8,738,910.07
Electric Fund	-	3,579,601.26	-	3,579,601.26	226,230.22	1,568,865.32		-	5,374,696.80
Sewer Fund	-	4,690,125.39	-	4,690,125.39	-		2,503,598.50	1,119,556.70	8,313,280.59
Water Fund	-	3,531,619.65	-	3,531,619.65	-		-	1,119,556.65	4,651,176.30
Refuse Fund	-	(340,479.40)	(340,479.40)	-	-		-	-	(340,479.40)
Special Revenue Fund									
Special Revenue	-	186,971.75	186,971.75	-	-		-	-	186,971.75
Downtown Service District	-	(1,511.99)	(1,511.99)	-	-		-	-	(1,511.99)
Economic Development	-	(315,435.39)	(315,435.39)	-	-		-	-	(315,435.39)
Special Projects	-	659,693.37	659,693.37	-	-		-	-	659,693.37
Total Special Revenue Fund	-	529,717.74	529,717.74	-	-		-	-	529,717.74
Total Cash	1,532.52	19,570,273.01	5,558,926.01	14,011,347.00	689,950.27	1,568,865.32	2,503,598.50	2,933,082.48	27,267,302.10
Cash and Cash Equivelants	1,532.52		5,558,926.01	3,841,617.00	689,950.27	1,568,865.32	2,503,598.50	2,933,082.48	17,854,076.10
				756,504.00					
				4,598,121.00					
Non-Cash				9,413,226.00					9,413,226.00
Total				14,011,347.00					27,267,302.10

Town of Front Royal
Utility Funds Accounts Receivable
6/30/2013

Cycle	Total A/R	Electric	Water	Sewer	Refuse	Per Detail	Variance
Section 1	312,201.02	184,827.95	58,604.05	55,152.03	13,616.99	312,201.05	0.03
Section 2	277,304.58	204,153.36	28,680.47	32,281.45	12,189.30	277,304.59	0.01
Section 3	412,664.73	315,093.65	42,625.21	38,368.89	16,576.98	412,664.90	0.17
Section 4	358,227.50	277,332.71	28,422.22	33,563.37	18,909.20	358,227.53	0.03
Section 5	272,680.38	210,956.98	20,217.42	26,563.56	14,942.42	272,680.39	0.01
Section 6	492,018.94	369,077.39	47,176.98	54,548.14	21,216.43	492,018.86	(0.08)
Section 7	477,682.26	361,510.76	48,257.34	54,593.72	13,320.44	477,682.64	0.38
Section 8	535,908.36	379,958.00	59,013.35	68,631.04	28,305.97	535,910.53	2.17
Section 9	355,401.14	254,089.28	36,529.57	42,536.69	22,245.60	355,401.90	0.76
Section 10	294,689.09	221,472.48	29,959.63	30,778.20	12,478.78	294,689.17	0.08
Total Per A/R Detail	3,788,778.00	2,778,472.56	399,486.24	437,017.09	173,802.11	3,788,781.56	3.57
Total Per WTB	**3,784,477.99**	**2,774,172.55**	**399,486.24**	**437,017.09**	**173,802.11**	**3,784,477.99**	**-**
Difference	4,300.00	4,300.00	-	-	-	4,303.57	3.57
	IM	IM	IM			IM	IM

Cycle	Total A/R	Electric	Water	Sewer	Refuse
B (Old)	351,599.74	274,658.63	42,489.74	22,621.81	11,829.56
F(Finals)	1,199,910.44	921,149.50	97,493.68	112,803.90	68,463.36
I (Inactive)	132.52	132.52	-	-	-
C (Closed)	-	-	-	-	-
T (Collections)	733,674.98	579,870.44	68,928.12	54,639.89	30,236.53
Total Status BCIFT	2,285,317.68	1,775,811.09	208,911.54	190,065.60	110,529.45
A (Active)	3,788,778.00	2,778,472.56	399,486.24	437,017.09	173,802.11
Total Billed Accounts Receivable	**6,074,095.68**	**4,554,283.65**	**608,397.78**	**627,082.69**	**284,331.56**
Total Unbilled Accounts Receivable	**1,316,134.14**	**757,628.49**	**232,843.28**	**274,981.55**	**50,680.82**
Total Accounts Receivable	**7,390,229.82**	**5,311,912.14**	**841,241.06**	**902,064.24**	**335,012.38**
Reserve Calculation					
100% Reserve (BCIFT)	2,285,317.68	1,775,811.09	208,911.54	190,065.60	110,529.45
1% Active Accounts	37,887.78	27,784.73	3,994.86	4,370.17	1,738.02
	2,323,205.46	1,803,595.82	212,906.40	194,435.77	112,267.47
Net Accounts Receivable	5,067,024.36	3,508,316.32	628,334.66	707,628.47	222,744.91
Reserve Per Above	2,323,205.46	1,803,595.82	212,906.40	194,435.77	112,267.47
Reserve Per WTB	**2,323,205.46**	**1,803,595.82**	**212,906.40**	**194,435.77**	**112,267.47**
Adjustment	-	-	-	-	-

Town of Front Royal
Fixed Assets - Governmental Assets
6/30/2013

Fixed Assets	**6/30/2012**	**Additions**	**Retirements**	**6/30/2013**
Land	1,314,306.00	-	-	1,314,306.00
Buildings & Improvements	7,363,693.89	837,699.70	-	8,201,393.59
Vehicles	1,852,136.79	106,972.11	(250,806.24)	1,708,302.66
Equipment	2,242,199.67	94,902.03	-	2,337,101.70
Street Lights	792,168.89	-	-	792,168.89
Infrastructure	109,527,139.00	-	-	109,527,139.00
	123,091,644.24	1,039,573.84	(250,806.24)	123,880,411.84

Depreciation	**6/30/2012**	**Additions**	**Retirements**	**6/30/2013**
Land	-	-	-	-
Buildings & Improvements	(1,448,283.16)	(180,542.81)	-	(1,628,825.97)
Vehicles	(1,542,929.73)	(131,728.20)	250,806.24	(1,423,851.69)
Equipment	(1,568,490.97)	(190,439.26)	-	(1,758,930.23)
Street Lights	(765,763.26)	(26,405.63)	-	(792,168.89)
Infrastructure	(60,903,507.00)	(3,591,054.00)	-	(64,494,561.00)
	(66,228,974.12)	(4,120,169.90)	250,806.24	(70,098,337.78)

Net	**6/30/2012**	**Additions**	**Retirements**	**6/30/2013**
Land	1,314,306.00	-	-	1,314,306.00
Buildings & Improvements	5,915,410.73	657,156.89	-	6,572,567.62
Vehicles	309,207.06	(24,756.09)	-	284,450.97
Equipment	673,708.70	(95,537.23)	-	578,171.47
Street Lights	26,405.63	(26,405.63)	-	-
Infrastructure	48,623,632.00	(3,591,054.00)	-	45,032,578.00
	56,862,670.12	(3,080,596.06)	-	53,782,074.06

	Additions			
	Real Property	**Vehicles**	**Equipment**	**Total**
General Government				
Executive	-	-	63,014.74	63,014.74
Legislative	-	-	-	-
Finance	-	-	-	-
Legal	-	-	-	-
Economic Development	-	-	-	-
General Government Bldgs	-	-	-	-
Total	-	-	63,014.74	63,014.74
Public Safety	-	95,530.11	15,416.33	110,946.44
Planning & Zoning	-	-	8,910.96	8,910.96
Public Works	837,699.70	11,442.00	7,560.00	856,701.70
Infrastructure	-	-	-	-
Total Additions	837,699.70	106,972.11	94,902.03	1,039,573.84

Town of Front Royal
Fixed Assets - Enterprise Funds
6/30/2013

Fixed Assets	6/30/2012	Additions	Retirements	6/30/2013
Land	1,488,822.00	-	-	1,488,822.00
Buildings & Improvements	12,077,796.11	1,862,468.36	-	13,940,264.47
Vehicles	2,788,008.48	593,065.00	(252,114.30)	3,128,959.18
Equipment	2,953,669.23	208,678.76	-	3,162,347.99
CPR	52,183,184.22	477,592.90	-	52,660,777.12
Water Plant	9,762,108.09	-	-	9,762,108.09
	81,253,588.13	3,141,805.02	(252,114.30)	84,143,278.85

Depreciation	6/30/2012	Additions	Retirements	6/30/2013
Land	-	-	-	-
Buildings & Improvements	(4,758,121.14)	(272,356.79)	-	(5,030,477.93)
Vehicles	(2,649,936.00)	(116,677.51)	252,114.30	(2,514,499.21)
Equipment	(2,704,261.33)	(181,651.69)	-	(2,885,913.02)
CPR	(27,035,233.40)	(1,043,663.70)	-	(28,078,897.10)
Water Plant 2009	(585,286.99)	(195,242.16)	-	(780,529.15)
	(37,732,838.86)	(1,809,591.85)	252,114.30	(39,290,316.41)

Net Capital Assets	6/30/2012	Additions	Retirements	6/30/2013
Land	1,488,822.00	-	-	1,488,822.00
Buildings & Improvements	7,319,674.97	1,590,111.57	-	8,909,786.54
Vehicles	138,072.48	476,387.49	-	614,459.97
Equipment	249,407.90	27,027.07	-	276,434.97
CPR	25,147,950.82	(566,070.80)	-	24,581,880.02
Water Plant 2009	9,176,821.10	(195,242.16)	-	8,981,578.94
	43,520,749.27	1,332,213.17	-	44,852,962.44

Capital Assets Electric Fund	6/30/2012	Additions	Retirements	6/30/2013
Land	398,801.26	-	-	398,801.26
Buildings & Improvements	3,988,786.91	924,204.98	-	4,912,991.89
Vehicles	898,771.52	222,627.00		1,121,398.52
Equipment	949,775.99	35,024.86	-	984,800.85
CPR	8,099,634.54	335,709.61	-	8,435,344.15
	14,335,770.22	1,517,566.45	-	15,853,336.67

Depreciation Electric Fund	6/30/2012	Additions	Retirements	6/30/2013
Land	-	-	-	-
Buildings & Improvements	(529,672.22)	(102,276.59)	-	(631,948.81)
Vehicles	(886,214.72)	(17,653.90)	-	(903,868.62)
Equipment	(847,983.18)	(64,577.61)	-	(912,560.79)
CPR	(4,536,038.76)	(161,992.70)	-	(4,698,031.46)

	(6,799,908.88)	(346,500.80)	-	(7,146,409.68)

Net Capital Assets Electric Fund	6/30/2012	Additions	Retirements	6/30/2013
Land	398,801.26	-	-	398,801.26
Buildings & Improvements	3,459,114.69	821,928.39	-	4,281,043.08
Vehicles	12,556.80	204,973.10	-	217,529.90
Equipment	101,792.81	(29,552.75)	-	72,240.06
CPR	3,563,595.78	173,716.91	-	3,737,312.69
	7,535,861.34	1,171,065.65	-	8,706,926.99

Capital Assets Sewer Fund	6/30/2012	Additions	Retirements	6/30/2013
Land	400,100.00	-	-	400,100.00
Buildings & Improvements	4,639,783.31	860,562.88	-	5,500,346.19
Vehicles	462,134.53	335,283.00	(80,840.00)	716,577.53
Equipment	866,716.65	66,537.50	-	933,254.15
CPR	22,608,157.15	23,470.68	-	22,631,627.83
	28,976,891.64	1,285,854.07	(80,840.00)	30,181,905.70

Depreciation Sewer Fund	6/30/2012	Additions	Retirements	6/30/2013
Land	-	-	-	-
Buildings & Improvements	(2,816,712.92)	(89,826.81)	-	(2,906,539.73)
Vehicles	(412,511.69)	(57,425.52)	80,840.00	(389,097.21)
Equipment	(797,737.65)	(64,831.80)	-	(862,569.45)
CPR	(12,912,351.02)	(452,163.15)	-	(13,364,514.17)
	(16,939,313.28)	(664,247.28)	80,840.00	(17,522,720.56)

Net Capital Assets Sewer Fund	6/30/2012	Additions	Retirements	6/30/2013
Land	400,100.00	-	-	400,100.00
Buildings & Improvements	1,823,070.39	770,736.07	-	2,593,806.46
Vehicles	49,622.84	277,857.49	-	327,480.33
Equipment	68,979.00	1,705.70	-	70,684.70
CPR	9,695,806.13	(428,692.47)	-	9,267,113.66
	12,037,578.36	621,606.79	-	12,659,185.15

Capital Assets Water Fund	6/30/2012	Additions	Retirements	6/30/2013
Land	689,920.74	-	-	689,920.74
Buildings & Improvements	3,415,065.89	77,700.50	-	3,492,766.39
Vehicles	432,391.13	7,040.00	(80,840.00)	358,591.13
Equipment	535,032.70	107,116.40	-	642,149.10
CPR	21,475,392.53	118,412.61	-	21,593,805.13
Water Plant 2009	9,762,108.09	-	-	9,762,108.09

	36,309,911.08	310,269.51	(80,840.00)	36,539,340.58

Depreciation Water Fund	6/30/2012	Additions	Retirements	6/30/2013
Land	-	-	-	-
Buildings & Improvements	(1,409,984.20)	(79,377.49)	-	(1,489,361.69)
Vehicles	(363,672.94)	(34,423.44)	80,840.00	(317,256.38)
Equipment	(485,862.37)	(30,034.53)	-	(515,896.90)
CPR	(9,586,843.62)	(429,507.85)	-	(10,016,351.47)
Water Plant 2009	(585,286.99)	(195,242.16)	-	(780,529.15)
	(12,431,650.12)	(768,585.47)	80,840.00	(13,119,395.59)

Net Capital Assets Water Fund	6/30/2012	Additions	Retirements	6/30/2013
Land	689,920.74	-	-	689,920.74
Buildings & Improvements	2,005,081.69	(1,676.99)	-	2,003,404.70
Vehicles	68,718.19	(27,383.44)	-	41,334.75
Equipment	49,170.33	77,081.87	-	126,252.20
CPR	11,888,548.91	(311,095.25)	-	11,577,453.66
Water Plant 2009	9,176,821.10	(195,242.16)	-	8,981,578.94
	23,878,260.96	(458,315.97)	-	23,419,944.99

Capital Assets Refuse Fund	6/30/2012	Additions	Retirements	6/30/2013
Buildings & Improvements	34,160.00	-	-	34,160.00
Vehicles	994,711.30	28,115.00	(90,434.30)	932,392.00
Equipment	602,143.89	-	-	602,143.89
	1,631,015.19	28,115.00	(90,434.30)	1,568,695.89

Depreciation Refuse Fund	6/30/2012	Additions	Retirements	6/30/2013
Buildings & Improvements	(1,751.80)	(875.90)	-	(2,627.70)
Vehicles	(987,536.65)	(7,174.65)	90,434.30	(904,277.00)
Equipment	(572,678.13)	(22,207.75)	-	(594,885.88)
	(1,561,966.58)	(30,258.30)	90,434.30	(1,501,790.58)

Net Capital Assets Refuse Fund	6/30/2012	Additions	Retirements	6/30/2013
Buildings & Improvements	32,408.20	(875.90)	-	31,532.30
Vehicles	7,174.65	20,940.35	-	28,115.00
Equipment	29,465.76	(22,207.75)	-	7,258.01
	69,048.61	(2,143.30)	-	66,905.31

Item No. 3

Town of Front Royal, Virginia
Work Session Agenda Form

Date: ~~January 21~~, 2014
Feb 3rd

Agenda Item: Investment Portfolio review

Summary: Jeff Mitchell, with Mitchell & Co PC [auditors] conducted an overview in December for the Audit committee, during that meeting they suggested that we have a brief overview of our investment portfolio that is managed by Tim Morris a representative of Raymond James, a branch of Union First Market

Council Discussion:

Staff Evaluation: Mr. Morris will give a brief overview of the Town's investments and strategies used for investment of Town funds; he will be available for questions as needed

Budget/Funding: None

Legal Evaluation: None

Staff Recommendations: None required

Town Manager Recommendation:

Council Recommendation:

□ Additional Work Session □ Regular Meeting □ No Action

Consensus Poll on Action: ___(Aye) ___(Nay)

Work Session

Item No. 4a

Town of Front Royal, Virginia
Work Session Agenda Form

Date: ~~January 21~~, 2014
Feb 3

Work Session

Agenda Item: Local Government Challenge Grant for the Front Royal Oratorio Society

Summary: The Front Royal Oratorio Society is seeking the Town's approval of an application for a 2014-2014 Virginia Commission for the Arts Local (VCA) Government Challenge Grant in the amount of $500.00. This is the first request for VCA Local Government Challenge Grant funding. Approval of this application does not obligate the Town to the $500.00 match. Once the application is approved by the VCA the grant monies will not be released until VCA receives a written confirmation from the Town that the matching requirement has been fulfilled. Grant requests must be submitted before April 1, 2014. Formal approval for the grant application will be added to an upcoming agenda.

Note: In the past the Blue Ridge Arts Council (BRAC) has requested a $5,000.00 match from the Town when applying for a grant from the same source mentioned above. Staff has not received BRAC's application at this time.

Council Discussion: Council takes desired action at a regular meeting.

Staff Evaluation: N/A

Budget/Funding: Director of Finance will be available

Legal Evaluation: Town Attorney will be available

Staff Recommendations: N/A

Town Manager Recommendation: N/A

Council Recommendation:

□ Additional Work Session □ Regular Meeting □ No Action

Consensus Poll on Action: ___(Aye) ___(Nay)

NOV 25

Maureen Sadler, President
Front Royal Oratorio Society
PO Box 1768
Front Royal, VA 22630

Mr. Steven M. Burke, Town Manager
Town Administration Building
102 E. Main Street
Front Royal, Virginia 22630

Dear Mr. Burke:

On behalf of the Board of Directors of the Front Royal Oratorio Society, I am writing to the Town Council of Front Royal to request funding consideration for $500.00 in the Town's upcoming budget discussions and decisions. If approved, we also ask that the Town Council submit the attached application to the Virginia Commission for the Arts (VCA) through its Local Government Challenge Grant window for matching funds.

Background
Established in 1960, the Front Royal Oratorio Society is a nonprofit, community-based choir, and stands today as the oldest such choir in the Northern Shenandoah Valley. Two core values underpin our musical mission: (1) that anyone and everyone who wishes to sing with us may do so (there is no audition process); and (2) under our charter, all Oratorio Society performances are free and open to the public. In effect, we do not want a lack of a music background to prevent any Front Royal resident from sharing his/her love of music. Moreover, we do not want lack of ability to pay to limit anyone's ability to share in the arts and be a part of the community fabric that the arts weave for all of us. We strive for excellence, believe music is part of our heritage, and that sharing music builds strong communities.

Membership
Currently, our group of 45 singers ranges in age from 17 to 85, representing virtually every demographic of the local community. We are particularly proud of the fact that our group attracts both longtime Front Royal residents as well as newcomers to the area who view singing with us as a way of being a part of Front Royal's past, present and future.

2013/2014 Season
The Front Royal Oratorio Society performs two major concerts each year, one to celebrate Christmas and the other in the spring, both held at the Front Royal Presbyterian Church. Combined, our concerts attract several hundred local residents annually, and we make a special outreach to families, children, seniors and home-bound persons.

In our current season, we will perform our Christmas concert "Gloria!" – a program of classical, sacred and traditional Christmas music – on December 8 in Front Royal and a spring concert in early April

2014. We were especially honored to have performed as part of Front Royal's recent 225th Founders Day celebration. Additional appearances include the annual Fourth of July festivities at the 4-H Educational Center and local charitable events.

Budget
The Society's current annual budget is approximately $10,000, which primarily covers modest stipends for our conductor, accompanist and local area musicians. Administrative expenses are minimal. Our sources of revenue are contributions from individuals, grants from private and corporate foundations, and paid advertising in our concert program booklets.

For more than 50 years, the Front Royal Oratorio Society has been a vital part of the cultural and community fabric here in Front Royal. Our organization brings neighbors together through the arts, while at the same time fostering "hometown" civic pride and encouraging residents to patronize local businesses. We hope that the Town Council will judge our request worthy by approving $500.00 in its upcoming budget and at the same time, submit the attached application to the Virginia Commission for the arts for matching funds through its Local Government Challenge Grant opportunity.

For any further information, please feel free to contact our Treasurer, Mr. David Freese at 540-635-4842 or DavidCFreese@yahoo.com

Sincerely yours

Maureen Sadler, President
Front Royal Oratorio Society

Attachments
1. Draft Application for VCA Local Government Challenge
2. Signed Certification of Assurance and Grant Conditions
3. Signed Racial/Ethnicity Data Collection Form
4. Packet of background materials, newspaper clippings
5. IRS Tax-exemption letter and 2013 audit report

For the Virginia Commission for the Arts
2013-2014 Local Government Challenge Grant Application

Local Government Name, Address, Zip Code: Front Royal, Virginia, 22630

Telephone, Email, URL: 540-633-8007; jberry@frontroyalva.com; frontroyalva.com

Federal Employer ID Number: Mr. Steve Burke, Town Manager

Contact Person: 54-6001299

Amount of Virginia Commission for the Arts assistance requested for fiscal year 2013-2014: $250

Proposed local government arts appropriation for fiscal year 2013-2014: $500

Sub-grants

Organization	*Mailing Address/Contact Person*	*Proposed VCA Share*
Front Royal Oratorio Society	PO Box 1768 Front Royal, VA 22660	100% of $500

What is the process for awarding the above grants?

This is our first request for VCA Local Government Challenge Grant funding. Town Council of Front Royal will review our application and request and, if found to have merit and approved, will determine the ultimate funding match.

Copy of current board/council members:

Mr. Hollis L. Tharpe, Mr. Thomas H. Sayre, Mr. Bret W. Hrbek, Mr. Daryl L. Funk, Mr. Eugene Tewalt, Mr. Shae Parker

Description of the arts organization proposed to received Commission assistance through the Local Government Challenge Grant:

The Front Royal Oratorio Society, founded in 1960, is the oldest community choir in the Northern Shenandoah Valley. Originally organized as a music study/arts appreciation organization, the group begin a 50 year tradition of performing free public concerts in 1962. Each year, the group performs annual winter and spring concerts in both Front Royal (Warren County) and Winchester (Frederick county). The group welcomes all members of the community, regardless of musical background; no audition is required. Singers range in age from 17 – 87; represent a variety of backgrounds and are drawn from a 5-country surrounding area. Besides annual concerts, the Front Royal Oratorio Society performs often at civic and charitable events.

Certification of Assurances and Grant Conditions 2013-2014 for Local Government Grantees of the Virginia Commission For The Arts (Commission)

Virginia Commission for the Arts grantees are required to be non-profit Virginia organizations and exempt from federal income tax under Section 501(a), which includes the 501(c)3 designation of the Internal Revenue code, or are units of government, educational institutions, or local chapters of tax exempt national organizations.

No part of any Commission grant shall be used for any activity intended or designed to influence a member of Congress or the General Assembly to favor or oppose any legislation.

Each Commission grantee will:

- provide accurate, current and complete financial records of each grant.
- maintain accounting records which are supported by source documentation.
- maintain effective control over and accountability for all funds, property, and other assets ensuring that assets are used solely for authorized purposes.
- maintain procedures ensuring timely disbursement of funds.
- provide the Commission, or its authorized representatives, access to the grant-related financial records.

The grantee will expend any and all grant funds only for purposes described in the application form and attachments. The grantee must request permission in writing to make substantial changes in budget, schedule, program, personnel. The requested changes must be approved in advance by the Commission. **NOTE:** If any project receiving grant support from the Commission has actual income in excess of expenses, the grantee must use these funds for other arts activities and the Commission must approve the organization's use of any of these excess funds up to the amount of the grant.

Each Commission grantee will comply with these federal statutes and regulations:

- Title VI, Section 601, of the Civil Rights Act of 1964, which provides that no person, on the ground of race, color or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- Title IX, Section 1681, of the Education Amendments of 1972, which provides that, with certain exceptions, no person, on the basis of sex or age, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.
- Americans With Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against persons with physical or mental disabilities in federally assisted programs. Compliance with this Act includes the following: notifying employees and beneficiaries of the organization that it does not discriminate on the basis of handicap and operation of programs and activities which, when viewed in their entirety, are accessible to persons with disabilities. Compliance also includes maintenance of an evaluation plan developed with the assistance of persons with disabilities or organizations representing disabled persons which contains: policies and practices for making programs and activities accessible; plans for making any structural modifications to facilities necessary for accessibility; a list of the persons with disabilities and/or organizations consulted; and the name and signature of the person responsible for the organization's compliance efforts. ("ADA Coordinator")

No final report is required for the Local Government Challenge Grant. Each local government will confirm in writing to the Commission that its governing board has appropriated the matching funds. The Commission will pay the grant in full after receiving this confirmation.

In **all** published material (printed programs, news releases, web news, email alerts, advertisements, flyers, etc.) and announcements regarding the particular activity or activities supported, acknowledgment of the Commission must be made. A suggested phrase is "(organization or activity) is partially supported by funding from the Virginia Commission for the Arts and the National Endowment for the Arts."

VIRGINIA COMMISSION Arts

2013-2014 LOCAL GOVERNMENT CHALLENGE GRANT

Applicant/Organization Name: Front Royal Oratorio Society

FORM BCKFDR\8891
(Updated 12/20/01)

NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE
RACIAL/ETHNICITY DATA COLLECTION FORM

Individual Applicants:

Individuals should circle **any combination** of the characteristics listed below that apply:

A: Asian
B: Black/African American
H: Hispanic/Latino
N: American Indian/Alaskan Native
P: Native Hawaiian/Pacific Islander
W: White

Organizational/Institutional Applicants

(e.g. school, arts group):

Using the characteristics listed below, circle the predominant group of which the staff or board or membership (not audience) is composed. Organizations should choose the **one** code that best represents 50 percent or more of its staff or board or membership. If none of these conditions apply to the organization, classify the organization "99."

A: 50% or more **Asian**
B: 50% or more **Black/African American**
H: 50% or more **Hispanic/Latino**
N: 50% or more **American Indian/Alaskan Native**
P: 50% or more **Native Hawaiian/Pacific Islander**
W: 50% or more **White**
99: No single group listed above represents 50% or more of staff or board or membership

For <u>Both</u> Individual & Organizational Applicants:

Using the characteristics listed below, indicate if the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the project or activity does not emphasize the culture or traditions of one group, please circle "99." If you seek or receive general operating support or support for administrative or artistic expenses for many projects and activities and cannot select one group, please circle "99".

A: Asian individuals
B: Black/African American individuals
H: Hispanic/Latino individuals
N: American Indian/Alaskan Native individuals
P: Native Hawaiian/Pacific Islander individuals
W: White individuals
99: No single group

NOTE: Generally, an activity can be considered "a clear expression or representation of the cultural traditions of one particular group" if it is:

(1) A project in which the intent is to communicate the culture or traditions of a particular race. For example, performances by an African dance company would be coded as "Black/African American."

and/or

(2) Projects which are usually understood to be reflective of the culture or traditions of a particular race. For example, Kabuki theatre is performed in many localities, and by many Asian and non-Asian groups. All of these performances would be coded as "Asian" because regardless of who produces the work, the type of theatre itself is widely understood to be an expression of Japanese culture.

This information will be used as part of a data collection project which documents state arts agency grant-making activities nationwide. This information will be used to determine national trends in grant-making and will not be considered during the grant-making process.

VIRGINIA COMMISSION FOR THE ARTS

2014-2015 LOCAL GOVERNMENT CHALLENGE GRANT

This form must be signed by an individual duly authorized by the governing body of the locality to act on its behalf and submitted with every grant application made to the Commission. The signature of the individual indicates the locality's compliance with all of the grant conditions listed above.

The undersigned certifies to the best of his/her knowledge that:

- the information in this application and its attachments is true and correct;
- the filing of this application has been duly authorized by the governing body of the applicant organization;
- the applicant organization agrees to comply with all grant conditions cited above.

The undersigned further certifies that he or she has the legal authority to obligate the applicant locality.

Typed Name of Authorizing Official ______________________ Title ______________

Signature of Authorizing Official ______________________ Date ______________

Applicant Locality Name ______________________________________

Attachment

MISSION STATEMENT

The purpose of the Society is to provide the Northern Shenandoah Valley area an opportunity to learn, perform and hear varied and free-of-charge musical programs concentrating on choral works of the great masters. To this end, the Society will solicit both performers and audience from a wide age range (young adults through Seniors), representing all races and creeds.

BOARD OF DIRECTORS 2013/2014

President	Maureen Sadler, Front Royal
Vice-president	Kell Achenbach, Flint Hill
Secretary	Wendy Putt, Strasburg
Treasurer	David Freese, Front Royal
Section Leaders	Cate Reed (Winchester), Janna DeArment (Winchester), Andrew Eo (Winchester)
At-large	Mary Bennett (Front Royal), Buffy Cooper (Winchester), Elfie Schmid (Amissville)
Past President	Mark Jones, Front Royal

THE CHOIR:

The Front Royal Oratorio Society was born when Herbert Gray Wyatt, the director of music at Randolph-Macon Academy, the Front Royal Music Study Club, and a few other members of the community assembled a 62-voice chorus. Wyatt conducted the first performance, Dubois' *The Seven Last Words of Christ* and several Bach chorales on April 12, 1960 at the Front Royal Presbyterian Church.

The community chorus was reorganized in 1962 as the Front Royal Oratorio Society with Henry Groseclose as first chair of the Board of Directors. Slater Mounts conducted the group's first Christmas concert on December 8, 1962.

Today, FROS is composed of talented singers from six surrounding counties who dedicate many hours in rehearsal with the purpose of providing an opportunity for music lovers to learn, perform, and hear works of the great masters. Membership is non-audition, and all voice parts are welcomed. FROS is a non-profit organization, with funding from donations from supporters and friends, and member dues. FROS has also received grants from the Marion Park Lewis Foundation.

Concerts have included works by Faure', Mozart, Bach, Handel, Byrd, Pinkham, Schubert and Brahams, as well as more contemporary pieces and arrangements of favorites like *Somewhere Over*

the Rainbow; Danny Boy; America, the Beautiful; Summertime and many hymn favorites. This year's winter concert will feature Schubert's _Mass No. 2 in G Major_ and the Daniel Pinkham _Magnificat._ Rehearsals for the winter season will begin Monday, September 9 at the Front Royal United Methodist Church. Rehearsals are from 7:30 – 9:30 p.m.

2013/2014 CONCERT SCHEDULE (TO DATE)

July 3, 2013	**Annual Warren County 4th of July Celebration at the 4H Educational Center**
November 12, 2013	**Participation in 225th Anniversary Celebration in Front Royal**
Friday, December 6, 2013	**Hallelujah for Habitat – Annual Fundraiser for Habitat for Humanity of the Northern Shenandoah Valley**
Saturday, December 7, 2013	**Annual Winter/Christmas Concert, Winchester**
Sunday, December 8 , 2013	**Kids Christmas concert, Front Royal**
	Annual Winter/Christmas Concert, Front Royal
Saturday, April 26, 2014	**Annual Spring Concert, Winchester**
Sunday, April 27, 2014	**Annual Spring Concert, Front Royal**

BUDGET FOR 2013/2014 CONCERT SEASON

Front Royal Oratorio Society

Projected Budget Report 2013/4 (July 1, 2013 - June 20, 2014)

INCOME	Approved Budget
Member Dues 35 x 40 x 2)	$2,800.00
Individual Donors (Non members)	1,800.00
Individual Donors (members)	1,300.00
Ad Sales/Business Donors	1,500.00
Freewill Offering at Concerts	2,400.00
MPL Grant	2,000.00
Other Grants/Foundation Gifts	1,000.00
CD Sales (120 - 20, sell 80 of 100 at $ 10 each)	800.00
Amazon/Other	20.00
TOTAL INCOME	$13,620.00

EXPENSE	
Salary - Director	3,960.00
Salary - Accompanist	2,750.00
Student Intern	400.00
Music Fees	1,000.00
Guest Artists	1,000.00
Marketing/Publicity/Printing	1,200.00
Fundraising Event	500.00
Radio Ads	250.00

CD Production	**400.00**
Postage	**500.00**
Administrative	**400.00**
Rehearsal, Performance Rents	**200.00**
TOTAL EXPENSE	**$12,560.00**
Surplus/Deficit	**$1,060.00**
Starting Cash Position	**2,400.00**
Year's Surplus/Defitis	**1,060.00**
Projected Ending Cash Position	**3,460.00**

TAX-EXEMPT STATUS

The Front Royal Oratorio Society is tax-exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code. The original determination letter of November 24, 1972 was reconfirmed on March 11, 2013 (copy attached). Our Federal Identifiation Number is: 23-7243449.

TAX-FILING STATUS

The Front Royal Oratorio Society is current on all Form 990 filings.

AUDIT/FINANCIAL REVIEW OF RECORDS

Our financial records for the period July 1, 2011 to April 30, 2013 were recently reviewed by No Doubt Accounting, Front Royal. No qualifications or disclaimers of opinion were expressed. A copy of the report is attached.

ARTISTIC PERSONNEL

CONDUCTOR

George T. Amos is the current conductor, and he is recognized as one of the Shenandoah Valley's major choral conductors. He is beginning his 19th season as music director of FROS. He is assistant Minister of Music at Braddock Street United Methodist Church in Winchester, and has conducted and judged many of the choral festivals and clinics throughout the valley. He has been the music director of the Virginia United Methodist Church All-State youth choir, Voices of Youth, for 2004, 2005 and 2007. He was included in Who's Who in America, Teachers, in 2003, 2004, 2005 and 2006, and in Who's Who in America, Emerging Leaders 2006-2007. In January 2000, the Shenandoah Arts Council honored him with an Artie Award for his achievement in music in the Shenandoah Valley. Mr. Amos earned his Bachelor of Music Education and Master of Music (Conducting) from Shenandoah University.

ACCOMPANIST

Judy B. Connelly is beginning her 19th season as accompanist for FROS. She earned a Bachelor in Music from Shenandoah University, a Master's degree in Organ Performance from West Virginia University with further studies in theory and composition at the Catholic University of America. She also earned a Graduate Performance Diploma from the Peabody Institute, Johns Hopkins University, studying organ performance with Donald Sutherland. She is presently Minister of Music at Braddock Street United Methodist Church in Winchester and is an adjunct professor at Shenandoah University. She co-authored *The Cadenza Method for Organ,* a self-study guide for pianists learning to play the organ. She has received the "Distinguished Alumni Award" in the area of service to the church from the Shenandoah University Alumni Association, is a member of the American Guild of Organists (past dean), Virginia Music Teachers Association, and Sigma Alpha Iota. She is also a solo recitalist, adjudicator, and maintains a private studio.

Contact Us:

Email: FROSSingers@yahoo.com

Web site: http://frontroyaloratoriosociety.org

Phone: 540-635-4842 (David Freese, Treasurer)

"Oratorio," explained Amos, "means 'unstaged Opera." One of the more famous oratorios is Handel's "Messiah". On Saturday Dec. 8, they'll perform in Winchester at the Braddock St. Methodist Church and on Dec. 9, they'll be in Front Royal at the Presbyterian Church.

Front Royal Oratorio Society shines

The Front Royal Oratorio Society

By Carol Ballard
Warren County Report

Upstairs, inside the chapel, the lovely voices of members of the Front Royal Oratorio Society soared over the stained glass windows, and curved wooden balconies of the United Methodist Church.

Musical Director George Amos, who also sings and plays piano directed energetically and every so often could be heard to encourage, "Breathe, breathe!!" and "I didn't hear the 'd' at the end of that last word."

The friendly people with the beautiful voices were practicing for their Christmas concerts to be held on Dec. 8-9.

On Saturday the eighth, they'll perform in Winchester at the Braddock St. Methodist Church and on the ninth; they'll be in Front Royal at the Presbyterian Church.

This year there's an added component to the concert-brass accompaniment, to include trumpets, trombones, French horns, and Tuba.

"Oratorio," explained Amos, "means 'unstaged Opera."

One of the more famous oratorios is Handel's Messiah.

This season the group will perform a Christmas Cantata by Daniel Pinkham. During this particular practice session, the group began by singing "The First Noel" and judging by their first efforts, it the final production should be truly amazing.

"I enjoy singing, and I have the group as an outlet to do that. It's not necessarily church music, but some of it is sacred. It also gives people the opportunity to sing," said Amos.

One of the other participants, tenor Kell Achenbach, described his reasons for being a part of the society.

"I've been doing this for 25 years. It's wonderful music. I've sung all my life and started as soprano at the age of six and sang all through college," he explained.

The group starts practicing right after Labor Day until early Dec., then after the concerts, they a break for three or four months, then come right back after the first of the year.

"George picks spectacular music-we've sung the most wonderful things that I've encountered," he said.

Maureen Sadler, soprano and president of the group also was enthusiastic about her participation.

"It feeds my soul and gives me something I really need us far as an artistic outlet. Also, the group is always happy to see you, and one advantage is that there are no try-outs, so no one critical!" she said with a smile.

The group is represented by people from a six-county area and has an eclectic membership which includes, among others, students, lawyers, real estate agents and teachers.

"I have enjoyed singing with the group for 35 years. This is a coup for Front Royal that we have such a talented group in that we help educate people to great musicians and their works," said Susan Hrbek, a longtime teacher from Front Royal.

Wikipedia defines an oratorio in part as "a large musical composition including an orchestra, a choir, and soloists. Like an opera, an oratorio includes the use of a choir, soloists, an ensemble, various distinguishable characters, and arias. However, opera is musical theatre, while oratorio is strictly a concert piece.... In an oratorio there is generally little or no interaction between the characters, and no props or elaborate costumes. A particularly important difference is in the typical subject matter of the text. Opera tends to deal with history and mythology, including age-old devices of romance, deception, and murder, whereas the plot of an oratorio often deals with sacred topics, making it appropriate for performance in the church. Protestant composers took their stories from the Bible, while Catholic composers looked to the lives of saints. Oratorios became extremely popular in early 17th century Italy partly because of the success of the opera and the Church's prohibition of spectacles during Lent. Oratorios became the main choice of music during that period for opera audiences."

All concerts are free and open to the public.

00022317
BODC: TE

FRONT ROYAL ORATORIO SOCIETY
% DAVID FREESE
128 AUTUMN HILLS LANE
FRONT ROYAL VA 22630

38

Person to Contact: Tonya Morris
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Feb. 28, 2013, regarding the tax-exempt status of Front Royal Oratorio Society.

Our records indicate that a determination letter was issued in November 1972, granting this organization exemption from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate this organization is not a private foundation within the meaning of section 509(a) of the Code because it is described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to this organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to the organization or for its use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

If you have any questions, please call us at the telephone number shown above.

23-7243449 000000 00
00022318

FRONT ROYAL ORATORIO SOCIETY
% DAVID FREESE
128 AUTUMN HILLS LANE
FRONT ROYAL VA 22630

Sincerely yours,

Richard McKee

Richard McKee, Department Manager
Accounts Management Operations

"NO DOUBT"
ACCOUNTING

May 28, 2013

Front Royal Oratorio Society, Inc.
ATTN: Treasurer / Board of Trustees
432 Locust Dale Road
Front Royal, VA 22630

Dear Treasurer / Board of Trustees:

I have looked over the books for the Front Royal Oratorio Society, Inc. for the period of July 1, 2011 – April 30, 2013. My findings are as follows:

1. All deposits cleared the bank account with the exact dollar amount as recorded in the manual check register, and all deposit slips matched accordingly.

2. All checks cleared the bank account with the exact name and dollar amount as recorded in the manual check register.

3. All bank statements have been reconciled to balance with the manual check register.

Overall, I found the books to be in order with proper protocol for accounting procedures. Thank you for the opportunity to serve your organization, and please do not hesitate to call if you have any questions.

Sincerely,

Debbi Cahill

Debbi Cahill
Accountant / Owner

People and places
LIFE
Frances Lowe • flowe@winchesterstar.com

Bloomin' Wine Fest

The 86th Shenandoah Apple Blossom Festival kicks off today in downtown Winchester with the United Bank Bloomin' Wine Fest. There are 20 Virginia wineries, 20 vendors, a craft beer tent and three entertainment areas. Visit **thebloom.com.**

The Winchester Star
Friday
April 26, 2013
C5

Oratorio Society's Kaleidoscope

"A Choral Kaleidoscope: Songs of All Shapes, Sizes, and Colors" will be performed at 7:30 p.m. Saturday at Braddock Street United Methodist Church, 115 Wolfe St.

By LAURA MCFARLAND
The Winchester Star

WINCHESTER — The Front Royal Oratorio Society is stepping out of its comfort zone.

For the group's annual spring concert, music director George Amos put together a fun and lighthearted program that ranges from its traditional sacred music to folk, Broadway and film soundtracks.

The show, aptly named "A Choral Kaleidoscope: Songs of All Shapes, Sizes, and Colors," will be performed at 7:30 p.m. Saturday at Braddock Street United Methodist Church, 115 Wolfe St. The concert is free and open to the public. A freewill offering will be taken.

"It is not the first time the Oratorio Society has ever done music like this, but it is the first time we have ever done a large quantity of music of that style in one concert," said Amos, of Stephens City.

The group is made up of 40 members from six counties and Winchester, said Maureen Sadler, chair of the board of directors. They hail from a variety of musical backgrounds ranging from professional instrumentalists who are amateur singers to people who only sing in a church choir.

"There is a core group of singers who return every year and then new people who join," said Sadler, of Front Royal, who has been a member for seven years.

Unlike its annual Christmas concert, the spring show has no set theme, Amos said. Instead, he built a concert around Mark Hayes' oratorio, "Te Deum," a major work that is "almost a kaleidoscope of music in itself."

The song is a challenging, modern larger work, which can be hard to find, he said. It includes text in English and Latin.

"It is not a requiem. There are some loud, fast, exciting things, but it also slows down and has Gregorian chant-like sections," said Amos, who has been music director since 1995.

One of the reasons Amos chose the piece is because it is accompanied by organ, and he wanted to showcase Braddock Street's new organ. Judy B. Connelly will return for her 18th year accompanying the society.

Another song that has pushed the society vocally is Randall Thompson's "Alleluia," said David Freese, publicity chair. The song is a challenging piece for large ensembles and nonprofessional choirs.

Although the text of the song is only one word, "Alleluia," the variety of ways it is sung makes the piece almost a workout for the performers. It is satisfying now that it is has come together and can be enjoyed in all its intricacy, he said.

"It is the variety of it," said Freese, of Front Royal. "The voices lock in and come together and then go their own ways. It is cascading tones."

The group will also perform selections from Thompson's "Frostiana: Seven Country Songs," he said. The piece features a seven-movement suite of choral art songs, accompanied by the poetry of Robert Frost.

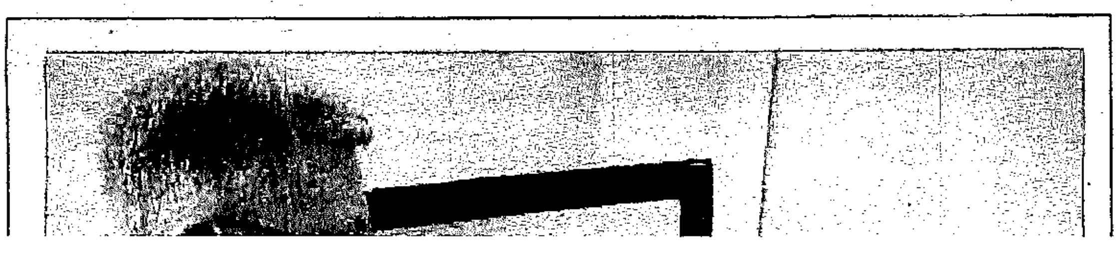
The society will perform selections featuring "The Telephone," "Choose Something Like a Star," and "The Road Not Taken" from the larger work.

"People are familiar with the words but have never thought about putting them to music," Freese said.

The traditional folk song "Shenandoah" is evocative of all of the beauty of the region but has the perspective of an outsider looking in, he said. Other songs the group will perform include "Danny Boy," "Over the Rainbow," "The Sound of Music," "Edelweiss," "Blue Moon" and "Memory."

The society was formed in 1962 by a group of Front Royal musi-

See **Oratorio**, Page **C6**



'Mass Appeal' show concludes season of the Arts Chorale

of Shenandoah Valley are Kimberly Aikens (front left), 8, daughter of Bridget and William Aikens of Winchester; Jayden Smith (front right), 7, son of Sandy and Jeff Smith of Stephens City; Blake Parkes (back left), 18, daughter of Cindy and Scott Parkes of Frederick County, and Katie Seymour, 18, the daughter of Dawn and John Seymour of Stephens City.

GINGER PERRY/The Winchester Star

Kimberly Aikens shows the back of the dress to be worn by the little maids in the court of the queen of the festival.

Morse

from Page C5

ting there working the telegraph station and talking in Morse Code with people throughout the country," he said.

One feature of the software they use is that onlookers will see a transcription of the messages on a computer screen, Scheer said.

Some of the members coming from near and far include former railroad telegraphers and a historian, J. Chris Hausler, who can answer questions about the telegraph and how they were used.

The official purpose of the club is to keep telegraph history alive, he said.

"Our goal is to have people using telegraphs so folks can see how it was used 100 years ago and to keep the art and skill of telegraphy alive," he said.

A cookout will be held throughout the afternoon with hamburgers, hot dogs and sodas. Visitors are welcome to bring side dishes, desserts and beverages to share.

Anyone who wants to display railroadiana (memorabilia) for show or sale is welcome to ta[ke it to the] gate.

In addition to the telegraph sta[tion], Scheer has set up the agent's office in the depot to focus on how the railroad agent and telegraph operator of the train station used to conduct business.

The office is furnished with original Norfolk & Western Railway furniture, which was made special in its carpentry shop and was not commercially available.

"When somebody looks at this, they will be looking at the way a telegraph office looked during the 1920s to '30s at Boyce," he said.

Information

The Morse Telegraph Club will celebrate the birth of American inventor Samuel Morse with a Morse Day event from noon to 4 p.m. Saturday at the former N&W Railway Boyce Depot, 117 E. Main St., Boyce. Admission is free and open to the public. For more information, go to morsetelegraphclub.org.

— Contact Laura McFarland at lmcfarland@winchesterstar.com

Season

from Page C5

perform its spring concert, "Mass ...

gested $10 donation per adult at the door. For more information, go to artschoralewinchester.org.

through other artists."

Other artists participating in the show are Anita Baarns, Christy Dunkle, Diane Artz Furlong, Chantal Gabard, Marilyn Lister, Julie Read, Jo Russell and Josie Tilton.

Information

"Faraway Places: Travel-Inspired Art" is a new exhibit that runs today to May 18 at the Fire House Gallery, 23 E. Main St., Berryville. An opening reception will be held from 6 to 8 p.m. today. Admission is free and open to the public. For more information, call 540-955-4001 or go to firehousegalleryandshop.com.

— Contact Laura McFarland at lmcfarland@winchesterstar.com

Andelys, France, featured in a new exhibition inspired by travel at the Fire House Gallery in Berryville.

Oratorio

from Page C5

cians who wanted to learn as well as bring more music appreciation to the area, Sadler said.

The group meets and rehearses during what it calls its two semesters, she said. Rehearsals for the Christmas concert run from September to December, while the group started meeting in January to rehearse for the spring show. The members also sometimes add a summer show in honor of the Fourth of July.

The group always performs its concerts in both Winchester and Front Royal. The second performance of the concert will be given at 7:30 p.m. Sunday at Front Royal Presbyterian Church, 115 Luray Ave., Front Royal.

Information

The Front Royal Oratorio Society will perform "A Choral Kaleidoscope: Songs of All Shapes, Sizes, and Colors" at 7:30 p.m. Saturday at Braddock Street United Methodist Church, 115 Wolfe St. The concert is free and open to the public. A freewill offering will be taken. For more information, call 540-667-0867 or go to frontroyaloratoriosociety.org.

— Contact Laura McFarland at lmcfarland@winchesterstar.com

JEFF TAYLOR/The Winchester Star

World Book Night

Clarke County Commissioner of the Revenue Donna Peake (left) distributed free copies of Willa Cather's "My Antonia" to co-workers in the Joint Government Center in Berryville Tuesday as part of World Book Night 2013 to encourage reading. Receiving a copy is Debbie Bean, an administrative

Daily

MAjr. 18, 2013 |' 1 comment(s)

Best Small Daily Newspaper in Virginia!

ront Royal singers prepare for upcoming concerts

George T. Amos conducts the Front Royal Oratorio Society chorus during a recent rehearsal at Front Royal United Methodist Church. Rich Cooley/Daily

orge T. Amos conducts the Front Royal Oratorio ociety chorus during a recent rehearsal at Front

By Josette Keelor

Area choral members are singing the praises of two Front Royal groups that will take the stage this month.

The Front Royal Oratorio Society, which has been a mainstay in Warren County since the 1960s, and the Blue Ridge Singers, which just formed in 2009, both have large followings and members committed to the groups' success.

Maureen Sadler, president of the Front Royal Oratorio Society, has been singing with choirs her whole life.

"The nice thing about the Oratorio Society is they do a variety of different types of music and their focus is on music," she said. "And it's no audition."

That was a big draw for her.

The group sings everything from Handel's "Messiah" to Rodgers and Hammerstein's "Edelweiss." For summer holidays, members also sing patriotic songs, she said.

"So we really hit quite a variety from sacred to showtunes, everything in between," Sadler said. "We've even done spirituals, which I absolutely swore I would never get the words out of my mouth."

Pat Spory, of Warren County, was a member of the Oratorio Society for a while. She's also sung with Winchester Musica Viva and the Rappahannock Choral Society.

She was looking for something different when she and her daughter Beth Whitney started the Blue Ridge Singers.

When they approached their neighbors and longtime friends Richard and Cathy Kurzenknabe with their idea, the chorale was born.

"We began a little fledgling group in the fall of 2009 and we sang at the Festival of Leaves," she said.

The rest happened by word of mouth, Spory said. The following fall, they presented

When their first choir director left, Jeffrey Alban agreed to take the reigns, she said.

"And it just so happened that he was thinking of beginning [with the group]," she said. The group has had about 16 members from the start, but now, she said, "We had a director that was interested in taking us forward. We continue to audition for new talent and have grown."

Alban said the group has prepared "Rejoice in the Lamb," by Benjamin Britten, for its concerts this weekend and also will sing "A Jubilant Song," adapted from Walt Whitman's "A Song of Joys," and "The Waking" by San Francisco composer David Conte.

"We sing everything," Alban said. At its peak, the Blue Ridge Singers had 33 singers, but because of scheduling conflicts, membership has dropped to 24.

Whitney, a music director and drama teacher for Warren County Public Schools, and the Kurzenknabes have left the choir, Spory said.

Still, Alban said, membership averages 30 throughout the year. He hopes to grow the choir to 40. Spory said the group is also looking for opportunities to sing for private or public events to help with fundraising.

"We would like to use our singing skills to increase our income," she said.

Both choirs offer two holiday concerts and two spring concerts and both are looking for new members. The Blue Ridge Singers perform at area festivals and are planning to perform at First Night Winchester this December. The Oratorio Society usually performs at the Front Royal 4-H Center on July 3.

"And our concerts are free," Sadler said. Their mission is to educate the community on different types of music, she said. "For that reason the concerts are always free." They do, however, accept donations to pay for music and other expenses.

The Oratorio Society averages 40 members, and she said director George Amos "is very aware of what the core group is capable of doing." He bases musical choices on the group's abilities, she said.

"Some peop
come in and
reason for wl

Nearing 60 years in existence, the group recently has found greater bal
from Shenandoah University, she said.

"So that really helps balance out our average age," Sadler said laughing
tooth there for awhile."

Plus, the variety helps them all improve, she said. As the students learn

she said, "we're getting a chance to be revitalized by their energy."

The Blue Ridge Singers will present its concert "Rejoice!" at 7:30 p.m. Church, 26 W. Boscawen St., Winchester; and at 4 p.m. Saturday at Fr Luray Ave., Front Royal. For more information, visit www.blueridgesinge

The Front Royal Oratorio Society will perform at 7:30 p.m. April 27 at Br

Church, 115 Wolfe St., Winchester at 7:30 p.m. April 28 Front Royal Pr Front Royal. For more information, visit frontroyaloratoriosociety.org.

Contact Community Engagement Editor Josette Keelor at 540-465-5137

Item No. 4b

Town of Front Royal, Virginia
Work Session Agenda Form

Date: ~~January 21,~~ 2014
Feb 3

Agenda Item: Budget Discussion – Cogeneration and other options for Waste to Energy

Summary: Staff has reviewed both proposals from GHD and CHA relating to self-generation for the Town of Front Royal. Both proposals list energy opportunities in wind and solar technologies. In regards to these proposals, a study at this point has no impact on either treatment plant. These technologies at the present time are not cost effective for the Town of Front Royal to pursue.

Staff's evaluation focused on the two items that GHD proposed for alternative electrical power generation at the wastewater treatment plant (WWTP). The first item proposes evaluating the feasibility of installing hydroelectric power at the plant's effluent and the second item evaluates anaerobic digestion and co-generation of energy.

Council Discussion:

Staff Evaluation: Staff investigated both alternative energy generations at the WWTP in the proposal from GHD. The main issue with both alternatives is the design of the new WWTP is 90% complete and will cause changes to the design of the plant as well as possible delays. The major issue is with anaerobic digestion for generation of energy due to operating concerns from changing from an aerobic to anaerobic digestion system. If the Town decides to pursue a change in operating systems from aerobic to anaerobic, expect major delays in the design due to the change in a major process.

Budget/Funding:

Legal Evaluation:

Staff Recommendations: Staff supports further investigation in both technologies for the WWTP. The only major concern is the change in operating systems from aerobic to anaerobic and both have a potential to impact the design and completion of the upgrade project.

This is an opportunity for the Town to investigate self-generation energy alternatives to continue our Town's success in making our energy portfolio progressive and cost-effective

Town Manager Recommendation:

Council Recommendation:

□ Additional Work Session □ Regular Meeting □ No Action

Consensus Poll on Action: ___(Aye) ___(Nay)

Work Session

Town of Front Royal
Energy Services
P.O. Box 1560
Front Royal, Virginia 22630-1560
(540) 635-3027 Fax: (540) 635-5497

Memo

To: Steve Burke, Town Manager

From: Joseph Waltz, Director of Energy Services

Date: November 17, 2013

Re: Evaluation and Recommendation of Energy Proposals from GHD and CHA

I have reviewed both proposals from GHD and CHA relating to self-generation for the Town of Front Royal. Both proposals list energy opportunities in wind and solar technologies. As you know, the Town has previously and continues to-date to evaluate solar energy and other renewable energy technologies. In regards to these proposals, a study at this point has no impact on either treatment plant. These technologies at the present time are not cost effective for the Town of Front Royal to pursue just as the most recent solar project evaluation I presented to Council was not recommended by myself for similar reasons.

My main evaluation focused on the two items that GHD proposed for alternative electrical power generation at the wastewater treatment plant.

- The first item proposes evaluating the feasibility of installing hydro-electric power at the plant's effluent. The Town of Front Royal's energy portfolio currently includes two hydro-electric projects, which has provided me with experience and knowledge in this field of renewable energy. With that knowledge, I conclude the Town should investigate hydro-electric power at the wastewater treatment plant.

- The second item evaluates anaerobic digestion and co-generation of energy. There were several articles attached to the Council's packet of November 4, 2013 of projects worldwide utilizing biomass to generate electricity. After further research, this is another area that the Town should start to investigate as a future energy opportunity, as this technology is maturing. With that said, this would significantly impact the design of the wastewater treatment plant upgrade, which is approximately 90% completed, thus impacting the project schedule and overall cost.

In summary, my evaluation and research into these proposals leads me to recommend to Council to pursue the proposed evaluation of the two energy alternatives I have listed above at a cost of $18,500. This is an opportunity for the Town to investigate self-generation energy alternatives to continue our Town's success in making our energy portfolio progressive and cost-effective.

If you have any questions or concerns, please feel free to call me.

October 4, 2013

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

Attn: Timothy L. Fristoe

Re: Engineering Proposal
Front Royal WWTP ENR Upgrade
GHD No. 8614629.0

Dear Mr. Fristoe:

As you know, GHD provided a sustainability memorandum to the Town dated September 9, 2013. After reviewing this memorandum, the Town requested that GHD provide a proposal to complete a study detailing the costs and payback periods for the technologies listed. The following outlines the scope of work to be included in this study.

SCOPE OF WORK

1. GHD will review the opportunity to implement alternative electrical power generation at the facility including the following:

    a. Evaluate the feasibility of installing hydro-electric power at the plant effluent. The study will include the following:

    - Evaluation of the outfall energy potential.
    - Estimate kWh output based on varying river water elevations.
    - Provide costs and incentives.
    - Provide information on service life.
    - Provide operation and maintenance requirements and costs.
    - Evaluate utility interconnection and other permitting requirements and costs.

    The evaluation will describe the existing site conditions and factors listed above, will calculate the average annual expected electrical generation available from the hydro-electric turbine and the corresponding cost savings resulting from offset purchased electricity, will identify potential funding programs, and will show the simple payback period.

    b. Evaluate the feasibility of installing a photovoltaic array on WWTP's facility roofs and open areas based on factors that would impact the potential electrical power production from PV modules, including:

    - Review average annual daily insolation data for the site (from tables based on data collected by the National Renewable Energy Laboratory).
    - Review available roof area.
    - Complete a shade analysis.
    - Provide specifications of available PV equipment (modules and inverters).
    - Provide costs and incentives.
    - Provide information on service life.
    - Provide operation and maintenance requirements and costs.

- Evaluate utility interconnection requirements and costs.

The evaluation will describe the existing site conditions and factors listed above, identify the maximum PV array size that could reasonably be installed on building roofs and open areas, calculate the average annual expected electrical generation available from the array and the corresponding cost savings resulting from offset purchased electricity, identify potential funding programs, and will show the simple payback period.

c. Evaluate the feasibility of installing a wind powered turbine at the WWTP site based on factors that would impact the potential electrical power production. Work will include:

- Discussion of various types of wind turbines available.
- Evaluation of the site's wind energy potential and wind speeds based on locally available metrological data.
- Estimate kWh output based on available wind resource.
- Propose siting of the wind turbine on the WWTP site.
- Provide costs and incentives.
- Provide information on service life.
- Provide operation and maintenance requirements and costs.
- Evaluate utility interconnection requirements and costs.

The evaluation will describe the existing site conditions and factors listed above, will identify the maximum wind turbine size that could reasonably be installed on the site, will calculate the average annual expected electrical generation available from the wind turbine and the corresponding cost savings resulting from offset purchased electricity, will identify potential funding programs, and will show the simple payback period.

d. Anaerobic digestion and co-generation of energy. GHD will review the requirements to convert the existing aerobic digesters into anaerobic digesters and to collect the gas from the digester for beneficial reuse. The analysis will include the following:

- Provide calculations showing gas production under current and future loadings.
- Provide a list of alternatives for beneficial use of the digester gas.
- Provide a cost estimate and estimated payback period for the top two gas re-use alternatives.
- Provide a list of alternatives to increase the digester gas production.

2. GHD will review the opportunities for water re-use including providing "purple pipe" water for irrigation to Lyons Park including:

- Review of VADEQ regulations on land application of treated effluent waters.
- Provide a possible forcemain alignment and water demand analysis.
- Cost estimate for a water re-use pumping station and forcemain.

3. GHD will review the opportunities to implement heating, ventilation, and air conditioning (HVAC) energy reduction design techniques. BIN weather data and average solar heat gain coefficients will be used to estimate energy use. The following technologies will be evaluated:

a. Plant water source heating and cooling for different areas of the plant. GHD will look into the possibility of implementing plant source heating and cooling in the following areas:

- Control Building
- Process Building
- Blower Building
- ATAD Building
- Solids Handling Building

b. Solar thermal heating in areas with high heating requirements and available roof area. Solar heating panels could be used in these areas to make up a portion of the heating needs. GHD will look into the possibility of implementing solar thermal heating in the following areas:

- Process Building
- ATAD Building
- Headworks Building

c. GHD will review opportunities for energy recovery, for areas with high ventilation rates. Areas of High ventilation rates use a significant amount of energy and system can be implemented to reduce the energy used in these areas. GHD will look into the possibility of implementing energy recovery in the following areas:

- Solids Handling Building
- Process Building
- ATAD Building
- Headworks Building

4. GHD will evaluate lighting design alternatives for existing areas of the plant to provide recommendations to the Town if existing lighting systems should be upgraded and/or replaced. GHD will review the existing systems against current technology and will summarize economic and technical advantages that the Town may benefit from. GHD will evaluate the following areas:

- Control Building
- Blower Building
- Solids Handling Building
- Site Lighting

GHD will provide an evaluation of lighting system alternatives for new buildings and structures as part of the current scope of work.

5. GHD will review the opportunity to reduce the impact of the WWTP construction project on local solid waste facilities and reduce energy and other impacts of manufacturing processes by requiring the construction contractor to develop and adhere to a plan for diverting construction and demolition waste to recycling and reuse wherever possible. GHD will:

- Identify the most significant types of excess material produced by WWTP ENR Upgrade construction activity.
- Contact receiving landfill(s) and recycling facilities to identify types of materials that can be separated and received.
- Identify the cost impacts of the construction waste management program.

- Outline the requirements that would be incorporated in the project specifications to implement a construction waste management program.

6. GHD will review the opportunity to replace windows and doors on existing buildings with thermally improved units to determine if improved energy efficiency can be realized. The analysis will include the following:

   a. GHD will investigate the costs and benefits of into replacing the windows and doors of the following facilities:

      - Control Building
      - Solids Handling Building
      - Influent Pumping Station

   b. GHD will calculate the possible heating and cooling energy savings attainable by installing high performance glazing materials and window frames in addition to better insulated doors with thermally broken frames. Replacement of the large skylight at the Solids Handling Building will also be considered. Construction costs will be estimated and a simple payback period calculated.

   c. GHD will also complete a site visit to 1) accurately characterize the existing windows and doors, and 2) identify what modifications may have to be made to masonry openings to receive new windows and doors.

SCHEDULE

GHD shall complete the work as outlined in the above scope of work in six (6) weeks after the notice to proceed.

PRICING

In order to provide the Town with flexibility in choosing possible sustainability options, pricing has been broken down for each sustainability alternative. The Town may select any or all of the alternatives as listed in the table below.

Sustainability Alternative	Study Cost
1 - Alternative Electrical Power Generation	$35,000
2 – Water Reuse	$7,500
3 – HVAC Energy Reduction	$20,000
4 – Lighting	$4,500
5 – Construction Waste Management	$5,000
6 – Existing Building Energy Improvements	$6,500
Total for All Alternatives	**$78,500**

WWTP UPGRADE AND EXPANSION PROJECT:

Unless otherwise directed, GHD plans to continue to proceed forward with the WWTP upgrade and expansion design based on previous direction received from the Town (the 60% design submittal is scheduled for October 11, 2013). Please let us know if you want us to stop work on the current design effort after the 60% design submittal pending these evaluations. Once the evaluations are completed, we can implement any of the sustainability alternatives into the treatment plant upgrade design, however please be aware there will be a likely impact to the cost and schedule of the project to implement any of these alternatives at this point of the project. With the completion of the study, GHD will provide information on additional design effort and schedule impacts that each favorably rated sustainability alterative will have on the WWTP upgrade project.

If the Town elects to proceed with the study, GHD will prepare an amendment to the original agreement with the scope as outlined above. Please let us know if there are any questions about the information to be included in the study.

Sincerely,

GHD INC.

Thor Young, P.E.
Principal Manager

TAY/kab

cc: Steve Burke, Town of Front Royal

CHA

October 2, 2013

Mr. Mike C. Kisner
Superintendent of Water
Town of Front Royal
P. O. Box 1560
Front Royal, VA 22630

RE: Professional Engineering Services
Energy Audit and Renewable Energy Opportunities
Town of Front Royal Water Treatment Plant
CHA Proposal: X39383-P1

Dear Mr. Kisner:

CHA is pleased to present this proposal to conduct an energy assessment and evaluate renewable energy opportunities at the Town of Front Royal Water Treatment Plant (WTP) and water system pump stations. This proposal discusses current conditions at the WTP and pump stations and includes the following:

- Attachment A – Work Plan
- Attachment B – Schedule
- Attachment C – Engineering Fee

If you have any questions, please do not hesitate to call me or Bill Ruch at (804) 897-3564.

Thank you for considering CHA for your energy engineering services, and we look forward to working with you on this project.

Sincerely,

David L. Barlow, P.E.
Vice President

WLR/ms
Cc: Eric Anderson, CHA
Mike Tsakaloyannis, CHA

V:\CHA200_Proposals\PE\Proposal_13\EnergyEfficiency&Engineering\X39383_Town of Front Royal WTP Energy\CHA Proposal X39383 -P1 of 100113 Front Royal WTP Energy2.docx

ATTACHMENT A - WORK PLAN

Background:

The Town of Front Royal owns and operates a water treatment plant (WTP), which is rated to supply 6.0 million gallons of water per day (mgd) to its customers. The majority of the Town's water is obtained from the South Fork of the Shenandoah River.

CHA engineers conducted a brief tour of the WTP on Thursday, September 26, and discussed the facility operation with Town staff. The plant was originally constructed in 1960 with major renovations completed in 2009. Energy purchased from the Town is used to power the plant, raw water pump station and remote distribution system pump stations. The current electric charge for these facilities is approximately $200,000 per year.

Evaluations of alternative energy opportunities typically include a review of demand-side as well as the supply-side opportunities. With the plant's recent renovation, which included double pane windows, efficient florescent lighting and soft starts on motors in the building, the electric demand (kW) was reduced; however, some further demand reduction opportunities may be possible.

Scope of Work

The proposed scope of work includes an assessment of the existing pump houses and water treatment plant for other possible demand reduction and renewable energy opportunities. With information gathered, CHA will provide recommended energy conservation measures (ECMs) with an opinion of probable costs, savings and payback. CHA will also evaluate the feasibility of renewable energy supply sources.

For this project CHA will:

- Review available facility drawings and historical electrical usage.
    - We will ask the Town to provide CHA with 12-months of utility bills and a summary of any plans for major change in usage (i.e. new equipment, renovations...etc.)
    - Overall electrical consumption and costs will be analyzed for identifying potential ECM opportunities.
- Visit the water plant and all water pump stations (including the raw water pump station), gather information on the facilities, installed equipment, and discuss operation of the equipment with appropriate individuals.
    - The intent of this task is to identify a possible interconnection point for electricity generation.
- Research and summarize local, state, federal, and utility rules and incentive programs pertaining to installation of net-metered renewable energy/distributed generation at the WTP site.
- Perform energy analyses of viable ECMs, including the following:
    - Quantifying energy savings
    - Developing planning-level costs
    - Determining potential incentives available
    - Conducting financial analysis in simple payback format

CHA

- Perform a preliminary screening to assess the feasibility of various renewable energy technologies at the site, including the following:
  - Solar Photo Voltaic
  - Solar Thermal
  - Wind (Micro) Turbines
  - Fuel Cells
- For each feasible renewable energy technology identified, the following will be assessed:
  - Design description and installation overview
  - Probable opinion of cost
  - Project Return on Investment (ROI) or payback
  - Operations/maintenance overview
- Summarize, in a report, the results from the assessment of feasible technologies and submit recommendations to the Town.
  - Submit a draft report
  - Attend one conference call and/or meeting to discuss
  - Generate a final report for distribution to relevant stakeholders.

Deliverables:

1. Meetings:
   a. One (1) project kickoff meeting
   b. One (1) site visit by CHA engineers
   c. Bi-weekly progress report conference calls (as requested by the Town)
   d. One (1) meeting to review draft report
2. Reports:
   a. Draft report in PDF format
   b. Final report in PDF format
   c. Up to three (3) bound hard copies of final report.

Assumptions:

- Facility staff would be available to answer questions as required during the visit
- Ladders and other equipment that may be required for access would be provided by the facility
- Rigorous modeling is not included; energy savings will be based on system-level calculations and ASHRAE Level 2 calculations
- Implementation costs will be generated using Means Estimating Guides, vendor quotes, and facility experience; these costs will be prepared with an accuracy of +/-25%
- Engineering design services are not included

CHA

ATTACHMENT B – CONTRACT SCHEDULE

SCHEDULE

It is anticipated that the kick-off meeting will be scheduled within 5 business days of award of engagement. It is anticipated that the field work associated with the energy audit will commence after the kick-off meeting and completion will be dependent on available data and the final energy audit field work schedule. During the kick-off meeting, CHA will facilitate scheduling of the energy audit field work.

For preliminary planning purposes, the following is an estimate of the time duration for the project:

- Draft report: 6 to 8 weeks after receipt of a Notice to Proceed or Purchase Order
- Final report: 2 weeks after receipt of comments from the Town

ATTACHMENT C – ENGINEERING TASK & FEE

Professional Fee:

CHA's fee for the energy services outlined in Attachment A, including expenses, is $15,600.

CHA will bill monthly based upon the estimated project's percent of completion. .

CHA

Item No. 4C

Town of Front Royal, Virginia
Work Session Agenda Form

Date: ~~January 21,~~ 2014
Feb 3

Agenda Item: Tourism Zone & Other Tax Incentives – *Directors of Planning & Finance*

Summary: As directed by members of Town Council, Town Staff has developed some strategies to help attract new business in the town through tax incentives. The following strategies are recommended by Town Staff, which includes the creation of a new tourism zone, as well as other recommendations.

- ❑ Identify specific geographical areas for new tourism growth.
- ❑ To create a Tourism zone that promotes tourism and offers tax incentives.
- ❑ To better promote existing incentives (Historic District / Technology Zone)
- ❑ To implement the overall land use goals of the Comprehensive Plan.
- ❑ To adhere to the requirements of the Virginia Code.
- ❑ Group ordinances for Historic District Tax Exemption, Technology Zone and Tourism Zone together in the Town Code for simplicity.

A Microsoft PowerPoint presentation is attached.

Council Discussion: This agenda item is scheduled for discussion between Town Council and Staff during the January 20, 2014 Town Council Work Session. Town Staff will present the attached PowerPoint presentation prior to discussion.

Staff Evaluation: The Finance and Planning Director will be at the upcoming Town Council work session to answer questions that Town Council may have.

Budget/Funding: n/a

Legal Evaluation: The Town Attorney will be available at the upcoming Town Council work session to answer questions that Town Council may have.

Staff Recommendations: Upon consensus by Town Council, Staff recommends that Town Council schedule this on an upcoming Town Council agenda and recommend that Staff pursue the recommended strategies and forward this to the Planning Commission for their general recommendations, if any, and specific recommendations for a Tourism Zone boundary(ies).

Town Manager Recommendation: The Town Manager will be available at the upcoming work session for discussion and questions.

Council Recommendation:

□ Additional Work Session □ Regular Meeting □ No Action
Consensus Poll on Action: ___(Aye) ___(Nay)

Work Session

TOURISM ZONE &
OTHER TAX INCENTIVES

Goals

- To attract new businesses.
- To encourage the expansion of existing business.
- To improve the overall business environment.
- To promote renovation and new construction.
- To increase tax revenue.

Recommended Strategies

- Identify specific areas for new tourism growth.
- To create a Tourism zone that promotes tourism and offers tax incentives.
- To better promote existing incentives.
- To implement the overall land use goals of the Comprehensive Plan.
- To adhere to the Virginia Code.
- Group ordinances for Historic District Tax Exemption, Technology Zone and Tourism Zone together in the Town Code for simplicity.

Current Incentives

Historic District Tax Exemption

Technology Zone

Historic District Incentive

175-97 REAL ESTATE TAX EXEMPTION FOR REHABILITATION (Historic District)

A. A partial exemption of real estate taxes for a period of ten (10) years shall be provided for the substantial rehabilitation of any structure [fifty (50) years or older] within a designated historic resource overlay area or to a structure which is listed on the National Register of Historic Places. For the purposes herein, substantial rehabilitation shall involve an investment of at least forty percent (40%) of the pre-rehabilitated assessed value of the structure.

B. The partial exemption shall be equal to the increase in assessed value resulting from the rehabilitation. Rehabilitations cannot replace the original structure. Increases in total square footage may be permitted up to a maximum of fifty (50%) percent of the original structure.

Technology Zone

75-61 TECHNOLOGY ZONE BENEFITS

A. Permit Fee Grants. The Economic Development Authority shall provide cash reimbursements for the following local permits and fees up to a maximum cumulative value of $500 for qualified Technology Zone businesses provided the business's application for reimbursement is filed with the Economic Development Authority within the first 12 months of operation within the Zone. Technology Zone Application fees. (EDA) *Building, Plumbing, Electrical & Mechanical Permit Fees. (Warren County) *Zoning Permit Fees. (Front Royal) *Subdivision Application Fees. (Front Royal)

B. Business Professional and Occupational License Taxes. Provided they continue to remain qualified, qualified businesses shall be entitled to a credit of business and occupational license fees for that portion of their business classified as a "technology business" for a ten-year period while the business is located within a Front Royal Technology Zone as follows: During the first five years following application approval, the business shall be entitled to a one hundred-percent credit of its business and occupational license fees. During the sixth year, the business firms shall be entitled to an eighty-percent credit. During the seventh year, the business firm shall be entitled to a sixty-percent credit. During the eighth year, the business firm shall be entitled to a forty-percent credit. During the ninth and tenth years, the business firm shall be entitled to a twenty-percent credit.

C. Cash Grants. Qualified business may be eligible for annual cash grants to be determined on a case by case basis by the County of Warren and Town of Front Royal during the negotiation process based on job creation and investment. A minimum of 10 full-time jobs paying at least 2.0 times the minimum wage, and 3 full-time jobs paying at least 2.0 times the minimum wage in the Downtown Front Royal Zone, and benefits as noted above and a minimum investment of $10,000 and $3,000 for Downtown Front Royal Zone businesses shall be required to be eligible for cash grants.

D. All Town benefits are limited to that portion of the business enterprise created and maintained for and qualified under this Technology Zone program.

Proposed Incentives

Historic District Tax Exemption

Technology Zone

Tourism Zone

Proposed Tourism Zone

§ 58.1-3851. Creation of local tourism zones.

A. Any city, county, or town may establish, by ordinance, one or more tourism zones. Each locality may grant tax incentives and provide certain regulatory flexibility in a tourism zone.

B. The tax incentives may be provided for up to 20 years and may include, but not be limited to (i) reduction of permit fees, (ii) reduction of user fees, and (iii) reduction of any type of gross receipts tax. The extent and duration of such incentive proposals shall conform to the requirements of the Constitutions of Virginia and of the United States.

C. The governing body may also provide for regulatory flexibility in such zone that may include, but not be limited to (i) special zoning for the district, (ii) permit process reform, (iii) exemption from ordinances, excluding ordinances or provisions of ordinances adopted pursuant to the requirements of the Chesapeake Bay Preservation Act (§ 62.1-44.15:67 et seq.), the Erosion and Sediment Control Law (§ 62.1-44.15:51 et seq.), or the Virginia Stormwater Management Act (§ 62.1-44.15:24 et seq.), and (iv) any other incentive adopted by ordinance, which shall be binding upon the locality for a period of up to 10 years.

D. The establishment of a tourism zone shall not preclude the area from also being designated as an enterprise zone.

Proposed Tourism Zone Incentives

- Tap Fees*
- Zoning permit fees*
  - Also request Warren County to create a waiver for building permit fees.
- BPOL*
  - Create 3 tiers based on level of capital investment and jobs created within the Town.
  - BPOL would begin with 100% reduction first year, and then will be decreased proportionally over the number of years for each tier.

*The precise amount of fee waivers and BPOL tax to be determined.

Tiers (example)

- Tier One – 4 year reduction of BPOL
  - –Capital Investment $10,000–$100,000
  - –Create 1–3 jobs

- Tier Two – 7 year reduction of BPOL
  - –Capital Investment $100,001–$500,000
  - –Create 4–10 jobs

- Tier Three – 10 year reduction of BPOL
  - –Capital Investment greater than $500,000
  - –Create 11 or more jobs

Qualifications (example)

- Business must be located on one of the following corridors *(Planning Commission to review)*:
  - Royal Avenue
  - N. Shenandoah Avenue
  - South St./John Marshall Hwy.
  - Commerce Avenue

- Must file application and then application will be scored based on pre-determined criteria to see if business meets Town's qualification of tourism business.
  - Criteria could include:
    - Hours of operation (must be open weekends)
    - Restaurant or Hotel/Motel
    - Retail items being sold benefits tourism
    - Service provided promotes tourism
    - Amusement activity

Summary

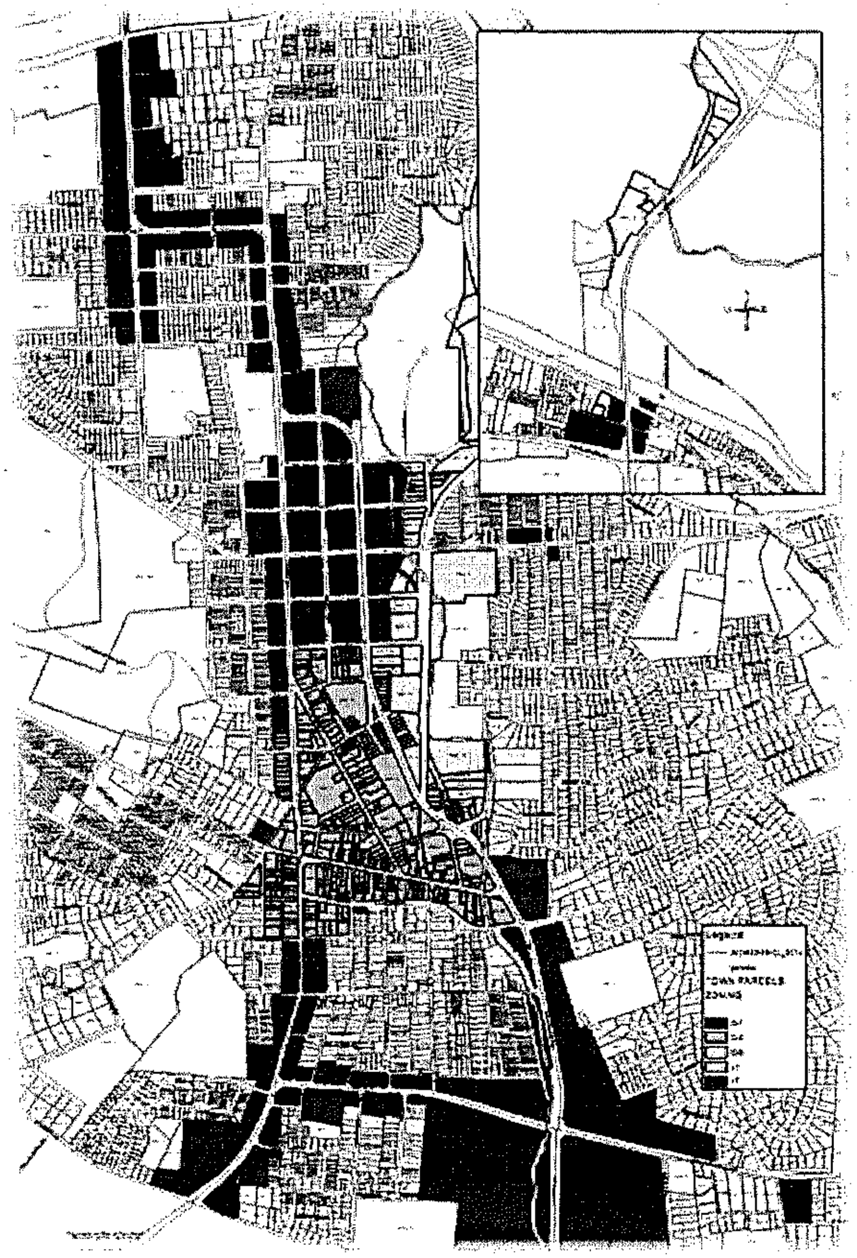
	RE Tax	BPOL Tax	Tap Fees	Permit Fees	Cash Grants
Historic District Tax Exemption	**YES**	NO	NO	NO	NO
Technology Zone	NO	**YES**	NO	**YES**	**YES**
Tourism Zone	NO	**YES**	**YES**	**YES**	NO

Important Considerations

- Businesses could potentially qualify and benefit from all three incentives.
- Create a packet outlining benefits to give to proposed businesses.
- The proposed incentive could also be used for existing businesses that want to revamp their operations.

Locations...

- **Major Commercial Corridors**
  - *South Street*
  - *Commerce Avenue*
  - *Royal Avenue*
  - *N Shenandoah Ave*
  - *Downtown* *(Main, Chester, Jackson, Peyton)*
  - *John Marshall Highway*
  - *6th Street*
  - *Winchester Road*
- **Comprehensive Plan Conformity**
- **Referral to Planning Commission**
- **EDA to review**



Work Session

Meeting Agenda Item No. 4.d

Town of Front Royal, Virginia
Work Session Agenda Form

Date: ~~January 21,~~ 2014
Feb 3

Agenda Item: Resolution - First Day Introduction Requirement for Bills with Local Fiscal Impact

Summary: The Chair of the Governor's Task Force for Local Government Mandate Review has identified that reinstatement of the first day introduction requirement for all bills with a local fiscal impact its primary recommendation to the General Assembly this year. The Task Force has requested that each locality consider adopting a resolution in favor of this change.

Council Discussion: Council is requested to consider a resolution requesting the General Assembly to comply with Section 30-19.03 of the Code of Virginia.

Staff Evaluation: The proposed resolution would support the mission and intent of the Governor's Task Force for Local Government Mandate Review. Early introduction will allow the necessary time to evaluate the fiscal impact of new legislation on the Town.

Budget/Funding: The Director of Finance will be available to address fiscal issues.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Staff recommends that Council consider adoption of the resolution supporting the requirement of first day introduction of bills with local fiscal impact.

Town Manager Recommendation: The Town Manager recommends that Council consider adoption of the resolution supporting the requirement of first day introduction of bills with local fiscal impact.

Council Recommendation:

□ Additional Work Session □ Regular Meeting □ No Action
Consensus Poll on Action: ___(Aye) ___(Nay)

Resolution

Town of Front Royal, Virginia

RESOLUTION FOR FIRST DAY INTRODUCTION REQUIREMENT FOR BILLS WITH LOCAL FISCAL IMPACTS

WHEREAS, the Town of Front Royal has 170 employees (part-time and full-time); and,many local governing bodies in Virginia have an ever-growing concern about the impact on localities of state mandates and cost shifting; and,

WHEREAS, Section 30-19.03 of the Code of Virginia states that the Commission on Local Government shall prepare and publish a statement of fiscal for "any bill requiring a net additional expenditure by an county, city, or town, or … any bill requiring a net reduction of revenues by any county, city, or town, is filed during any session of the General Assembly"; and,

WHEREAS, numerous bills fitting this criteria have been submitted and gone through the legislative process without review for local fiscal impacts due to limited time and resources to review these bills during the General Assembly session; and,

WHEREAS, it is also recognized that a need exists for additional time and resources to provide such information during the tight procedural confines of the current legislative process; and,

WHEREAS, we believe it is critical that lawmakers have better and timelier information on the fiscal impact to localities when they consider bills and budget items;

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Front Royal, Virginia hereby requests that the General Assembly support measures that require its members to file bills with local fiscal impacts as early as possible and no later than the first day of session.

Adopted this, xxth day of January, 2014

APPROVED:

____

Timothy W. Darr, Mayor

Attest:

____

Jennifer E. Berry, CMC, Clerk of Council

Subject: First Day Introduction Requirement

Date: Wednesday, November 27, 2013 at 11:42:55 AM Eastern Standard Time

From: McDaniel, Kyle

To: McDaniel, Kyle

Message Sent on Behalf of Supervisor Pat Herrity, Chair, Governor's Task Force for Local Government Review:

Dear Local Government Official,

Over the last two years, the Governor's Task Force for Local Government Mandate Review has examined in great detail mandates on local governments and the means through which they are enacted. What has emerged from this work is a clear understanding and recognition that the local government fiscal impact review process needs to be improved. As we have seen over the last two years, the focus on the fiscal impact of mandates has had a positive result in recent General Assembly sessions, and the number of bills referred for fiscal review has increased.

Prior to 2010, a first day introduction requirement was in place to ensure that any bill enacting a local mandate would be sufficiently analyzed by the Commission on Local Government prior to its being considered by the General Assembly. Unfortunately, in 2010 this provision was removed and now only bills pertaining to the Virginia Retirement System must meet this requirement.

Under the current system of review, there are not enough resources for bills to be properly reviewed for fiscal impact within the given time constraints imposed by the current filing deadlines. The Task Force believes that the magnitude of the problems caused by a lack of adequate review of local mandate bills prior to their passage necessitates the reinstatement of the first day filing requirement. We believe proper fiscal impact analysis will result in fewer bills with local fiscal mandates making it through the General Assembly.

The Task Force has made the reinstatement of the first day introduction requirement for all bills with a local fiscal impact its primary recommendation this year. Going into the 2014 General Assembly Session, the Task Force is asking local governments to include their support for this change in their legislative agendas as well as the passage of resolutions by Boards of Supervisors, and City and Town Councils in favor of the change.

For your consideration, a sample resolution is attached. The Task Force thanks you for your attention and consideration of this critical matter. Together, Governor McDonnell, the Task Force and local governments have made historic progress in the repeal of dozens of local mandates, creating a new awareness of the impact of local mandates, and eliminated numerous additional "mandates" via discussion with state agencies and executive action. Your support of the reinstatement of the first day introduction requirement will go a long way to reducing the burden of mandates placed on the Commonwealth's 324 local governments.

We are continuing our review of local mandates and encourage you to continue to identify and refer mandates you believe should be reviewed by sending suggestions to MandateRelief@dhcd.Virginia.gov On behalf of the Task Force I thank you for your support of our efforts.

Sincerely yours,

Patrick S. Herrity
Chair, Governor's Task Force for Local Government Mandate Review
Springfield District Supervisor, Fairfax County Board of Supervisors

R. Kyle McDaniel, M.P.A.
Policy Director
Office of Supervisor Pat Herrity
Fairfax County Board of Supervisors
O: 703-451-8873
C: 571-425-7584
Keep in Touch with Supervisor Herrity:
Website / Newsletter / Facebook / LinkedIn

Work Session

Meeting Agenda Item No. 4.e

Town of Front Royal, Virginia
Work Session Agenda Form

Date: ~~January 21,~~ 2014
Feb 3

Agenda Item: Private Funding Options for Police Headquarters

Summary: Councilman Parker has requested that Town Council discuss opportunities for private funding of the construction cost for the new Police Headquarters.

Council Discussion: Council is requested to discuss funding options and the possible use of private donations for the construction of the Police Headquarters.

Staff Evaluation: Funding for the Police Headquarters should be resolved as part of the FY2014-2015 Budget.

Budget/Funding: The Director of Finance will be available to address fiscal issues.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Staff recommends that Council discuss funding options for the Police Headquarters.

Town Manager Recommendation: The Town Manager recommends that Council discuss funding options for the Police Headquarters.

Council Recommendation:

□ Additional Work Session □ Regular Meeting □ No Action

Consensus Poll on Action: ___(Aye) ___(Nay)

Work Session

Meeting Agenda Item No. 4.f

Town of Front Royal, Virginia
Work Session Agenda Form

Date: ~~January 21~~, 2014
Feb 3

Agenda Item: Building Inspection Program

Summary: Councilman Hrbek has requested that the Town include a Building Inspection Program in the FY2014-2015 Budget. Staff have developed cost estimates to establish this program based upon outsourcing of some review and inspection activities. In addition, staff have developed a summary of existing local Building Inspection Programs.

Council Discussion: Council is requested to establishing a Building Inspection Program and establish consensus to include in the FY2014-2015 Budget.

Staff Evaluation: Funding for the Building Inspection Program can be included as part of the FY2014-2015 Budget. Establishing a Town Building Inspection Program would most likely result in Building Permit and Inspection fees being higher in Town than in the County.

Budget/Funding: The Director of Finance will be available to address fiscal issues.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Staff recommends that Council discuss the Building Inspection Program and provide consensus for inclusion in the FY2014-2015 Budget.

Town Manager Recommendation: The Town Manager recommends that Council discuss the Building Inspection Program and provide consensus for inclusion in the FY2014-2015 Budget.

Council Recommendation:

□ Additional Work Session □ Regular Meeting □ No Action

Consensus Poll on Action: ___(Aye) ___(Nay)

FINANCIAL ANALYSIS OF A TOWN INSPECTIONS PROGRAM

INITIAL EXPENSES:

Code Amendment for Building Inspections Program, including creation of Board of Building Appeals	200.00
Code Amendment for Fees	200.00
Code Amendment for Erosion and Sediment Control	200.00
Vehicle	20,000.00
Software	10,000.00
Equipment	1,000.00
Code Books	1,400.00
	33,000.00

ESTIMATED ON-GOING BUDGET:

Salaries – Regular (1)	57,632.00
Salaries – Part time (1 @24 hrs)	15,500.00
Fica (7.65%)	4,590.00
VRS/Life Insurance (20.29%)	12,174.00
Medical Insurance	1,104.00
Advertising	200.00
Board of Building Appeals	1,000.00
Professional Services	5,000.00
Postal Services	200.00
Telecommunications	500.00
Office Supplies	500.00
Auto Maintenance	500.00
Uniforms & Wearing Apparel	200.00
Books & Subscriptions	200.00
Travel & Education	500.00
Dues & Memberships	200.00
	$100,000.00*

*50% +/- revenue recovery estimated from permit fees based on evaluation of other jurisdictions.

COMPARISON OF BUILDING INSPECTION PROGRAMS

LOCALITY	POP.	BUDGET	STAFF	PLAN REVIEW	INSPECTIONS	PER CAPITA
City of Winchester	26,203	$489,700	6.5	YES	YES	$18.69
Town of Warrenton	9,611	$255,380	3.5*	YES	YES	$26.57
Warren County	37,575	$443,191	5	YES	YES	$11.80
Town of Blacksburg	42,620	$390,000	6	YES	YES	$9.15
Town of Wytheville	8,211	$76,000	1	NO	YES	$9.26
Town of Herndon	23,292	$516,560	5.5	YES	YES	$22.18
Town of West Point	3,306	$82,000	3	YES	YES	$24.80
Town of Leesburg	42,616	n/a	n/a	n/a	n/a	n/a
Town of Culpeper	16,379	n/a	n/a	n/a	n/a	n/a

** - some positions shared with Planning & Zoning Department*

n/a - building inspections covered by County gov'ts

Town of Front Royal (Estimated)	14,440	$100,000.00	1.5	YES**	YES	$6.93

***sub-out commercial & industrial as needed*

Work Session

Meeting Agenda Item No. 4.g

Town of Front Royal, Virginia
Work Session Agenda Form

Date: ~~January 21,~~ 2014
Feb 3

Agenda Item: Civic Organization Entrance Wall

Summary: Councilman Funk has inquired about the possible installation of civic organizations signs at the entrances of our Town. Typically, communities install a chain link fence or a masonry wall to attach civic organization signs.

Council Discussion: Council is requested to discuss and establish consensus on the installation of an area for civic organization signs and the material to be used for the attachment.

Staff Evaluation: Installation of this entrance feature can be accomplished by Town staff at minimal cost. Signs would be provided by the organization. Qualifications for inclusion on this feature would need to be established by Council.

Budget/Funding: The Director of Finance will be available to address fiscal issues.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Staff recommends that Council discuss and establish consensus on the installation of a civic organization entrance feature.

Town Manager Recommendation: The Town Manager recommends that Council discuss and establish consensus on the installation of a civic organization entrance feature.

Council Recommendation:

□ Additional Work Session □ Regular Meeting □ No Action

Consensus Poll on Action: ___(Aye) ___(Nay)

Work Session

Meeting Agenda Item No. 4.h

Town of Front Royal, Virginia
Work Session Agenda Form

Date: ~~January 21~~, 2014
Feb 3

Agenda Item: Setting Town Tax Rates

Summary: Based upon items discussed for consideration in the FY2014-2015 Budget, Council needs to determine the tax rates to fund the proposed projects.

Real Estate Tax - $0.01 per $100 Value =	$110,000
Personal Property Tax - $0.01 per $100 Value =	$19,000
Police Headquarters Estimated Annual Debt Service =	$400,000
Building Inspections Annual Operating Estimate =	$100,000
Leach Run Parkway Estimated Annual Debt Service =	$240,000

Council Discussion: Council is requested to discuss funding of the proposed major expenses.

Staff Evaluation: New revenue sources has not been identified to cover the anticipated costs for these major projects. Timing of the debt service can be adjusted if the construction of the new Police Headquarters is not completed until the FY2015-2016 Budget. The construction of Leach Run Parkway is not anticipated to be completed until the FY2015-2016 Budget. In addition, Council can dedicate the approximate $75,000 of revenue associated with the previous Real Estate Tax increase for the Local Connector Road.

Budget/Funding: The Director of Finance will be available to address fiscal issues.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Staff recommends that Council discuss and establish consensus on the proposed FY2014-2015 Tax Rates.

Town Manager Recommendation: The Town Manager recommends that Council discuss and establish consensus on the proposed FY2014-2015 Tax Rates.

Council Recommendation:

□ Additional Work Session □ Regular Meeting □ No Action

Consensus Poll on Action: ___(Aye) ___(Nay)