



TOWN OF FRONT ROYAL, VIRGINIA TOWN COUNCIL MEETING

Monday, August 25, 2014 @ 7:00pm

Warren County Government Center

1. Pledge of Allegiance
 2. Moment of Silence
 3. Roll Call
 4. Approval of the Regular Council Meeting minutes of August 11, 2014.
 5. Receipt of Petitions and/or Correspondence from the Public
 6. Reports:
 - a. Report of special committees or Town officials and Town Manager.
 - b. Requests and inquiries of Council members.
 - c. Report of the Mayor
 1. EDA Report from Executive Director Jennifer McDonald
 2. Report from County of Warren Administrator Doug Stanley
 - d. Proposals for addition/deletion of items to the Agenda.
 - *7. **CONSENT AGENDA ITEMS – (ROLL CALL VOTE REQUIRED)**
 - A. COUNCIL APPROVAL – Bid for Installation of UV Equipment in Water Treatment Plant
 - B. COUNCIL APPROVAL – Bid for Tree Trimming Services
 - C. COUNCIL APPROVAL – Master Communications Officer Program
 - D. COUNCIL APPROVAL – Mobile Device Policy
- *The nature of a consent agenda is such that discussion of individual items does not occur.*
8. **COUNCIL APPROVAL** – An Ordinance Amending a Franchise Ordinance to Allow Rappahannock Electric Cooperative (REC) to Construct/Install Certain New Facilities (*2nd Reading*)
 9. **COUNCIL APPROVAL** – An Ordinance to Repeal Town Code Section 110-17 Pertaining to Fortunetelling or Practicing Magic Art (*2nd Reading*)
 10. **COUNCIL APPROVAL** – Resolution for Independent Water Service at 409 Virginia Avenue
 11. **COUNCIL APPOINTMENT** – Planning Commission
 12. **REFER TO PLANNING COMMISSION** – Amendment to Town Code Section 175-106(A)(9)(e) Sandwich Board Signs: Development Standards



Town of Front Royal, Virginia
Council Agenda Statement

Page 1
Item No. 7(A)

Meeting Date: August 25, 2014

Agenda Item: COUNCIL APPROVAL – Bid for Installation of UV Equipment in Water Treatment Plant

Summary: Council is requested to approve a bid for the installation of UV equipment in the Water Treatment Plant from Caldwell and Santmyer in the amount of \$2,684,000.00 (\$2,440,000.00 + \$244,000.00 contingency). CHA Consulting Engineers has reviewed the quotations and recommends this bid. Council approved the purchase of UV equipment on June 23, 2014.

Budget/Funding: Water Treatment Plant FY15 budget line item 9601-R47507 "Water System Expansion".

Attachments: Memorandum from Purchasing Agent, Quotation Tabulation, Recommendation from CHA, Chart of Water Treatment Plant Improvements

Meetings: None

Staff Recommendation: Approval ✓ Denial

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

Proposed Motion: I move that Council approve a bid for the installation of UV equipment in the Water Treatment Plant from Caldwell and Santmyer in the amount of \$2,684,000.00 (\$2,440,000.00 + \$244,000.00 contingency).

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

Approved By: SB



TOWN OF FRONT ROYAL

DEPARTMENT OF FINANCE
PURCHASING DIVISION
102 E. MAIN STREET
P.O. BOX 1560
FRONT ROYAL, VIRGINIA 22630-1560

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

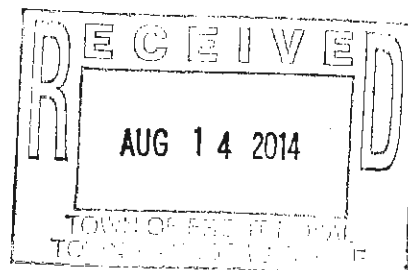
MEMORANDUM

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

On Thursday, August 7, 2014, I opened bids for the installation of UV equipment in the Water Treatment Plant. The UV equipment has already been quoted and approved by Council during their June 23, 2014 for the purchase from Calgon Carbon. I received three quotes for the installation (see attached tabulation sheet). These quotations were reviewed by CHA Consulting Engineers. The lowest quotation was submitted by Caldwell and Santmyer, located in Berryville. Due to the dollar amount of this project, I require Town Council approval before moving forward. Please add this item to the August 25, 2014 Council agenda for their action.

Eric Anderson, Project Manager with CHA Consulting Engineers, has recommended that the installation of the UV equipment purchased from Calgon Carbon be awarded to Caldwell and Santmyer at a cost of \$2,440,000.00, with an additional contingency amount of \$244,000.00, for a total contract award of \$2,684,000.00 (see attached documents).

Funding for this contract is available in the Water Treatment Plant FY15 budget line item 9601-R47507 "Water System Expansion".



TOWN OF FRONT ROYAL, VIRGINIA

Quotation Tabulation

Item: UV EQUIPMENT INSTALLATION

Quotation #23

Date: AUGUST 7, 2014

Mailed: _____

Replied 3

QUANTITY	Vendor Quotation			QUOTATION
	CALDWELL AND SANTMYER	FIELDER'S CHOICE ENTERPRISE	LANTZ CONSTRUCTION COMPANY	
	BERRYVILLE QUOTATION	CHARLOTTESVILLE QUOTATION	BROADWAY QUOTATION	
BONDS, MOBILIZATION, AND INSURANCE	\$219,903.00	\$205,000.00	\$257,277.00	
MATERIALS TESTING AND INSPECTION ALLOWANCE	\$25,000.00	\$25,000.00	\$25,000.00	
UV BUILDING ADDITION	\$1,269,650.00	\$1,497,550.00	\$1,443,289.00	
CHEMICAL FEED IMPROVEMENTS	\$400,000.00	\$535,000.00	\$255,833.00	
TANK MIXING AND AERATION IMPROVEMENTS	\$220,000.00	\$327,000.00	\$256,250.00	
NEGOTIATED MAJOR EQUIPMENT	\$95,269.00	\$95,269.00	\$95,269.00	
UV EQUIPMENT CONTRACT ASSIGNMENT VALUE	\$204,678.00	\$204,678.00	\$204,678.00	
CRACK INJECTION	\$5,500.00	\$3,750.00	\$9,237.00	
TOTAL QUOTATION	\$2,440,000.00	\$2,893,247.00	\$2,546,833.00	\$ -

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

Witness

Witness


 Purchasing Agent

Cindy A. Hartman

From: Cindy A. Hartman
Sent: Tuesday, August 12, 2014 12:17 PM
To: Steven Burke; Kim Gilkey-Breeden
Cc: Tina Presley
Subject: UV Equipment Installation
Attachments: ETA-Hartman WTP Bid Recommendation 8-12-2014.pdf

Here is the recommendation sent to me by CHA. If possible, please place it on the next work session agenda.
Thank you,
Cindy

-----Original Message-----

From: Anderson, Eric [mailto:EAnderson@chacompanies.com]
Sent: Tuesday, August 12, 2014 11:30 AM
To: Steven Burke; Kim Gilkey-Breeden; Cindy A. Hartman; Mike Kisner
Subject:

Cindy,

Attached is our recommendation letter for the Water Treatment plant bids. Unfortunately the bids came in a little higher than our estimate but they are good bids and were well grouped, indicating a good understanding of the scope and similar equipment prices. I would have liked to have had more interest in the project but we are finding that many contractors are extremely busy right now. This is good news for the economy in general, but not so good news for the bid prices.

I've recommended going forward with the bids, with the full contract scope. We could potentially remove the tank mixing portion of the project (which is a defined value of \$220,000 from the bid tab). However, I think the Town received good prices for this work and would find that removing it from the contract would ultimately cost the Town more money if Mike gets it done under a change order or in another contract, which I know he will want to.

I would like to get this in front of council for approval as soon as possible in order to stay on schedule. The improvements need to be performed by October 2015, and we estimate a year of construction will be necessary. Please let me know if you have any questions or concerns, or if I can provide any additional information.

Thanks,

Eric

August 12, 2014

Ms. Cindy Hartman
Purchasing Agent
Town of Front Royal
102 East Main Street
Front Royal, VA 22630

Re: UV Disinfection/WTP Plant Improvements; CHA Project No.: 27136

Dear Ms. Hartman:

On Thursday, August 7th, 2014, bids were received for the Water Treatment Plant Improvements Project for the Town of Front Royal. This contract includes the provision and installation of UV disinfection equipment, a building addition to house the UV equipment, chemical feed improvements at the water treatment plant and mixing and aeration equipment installation at four water distribution storage tanks. These improvements were required to meet new water quality regulations that will come into effect in October 2015.

Three bids were received for the contract. The bids were all in order and included the full scope of work required. A summary of the bids is listed below, and detailed bid tabulation is enclosed:

Bidder Name	Base Bid
Caldwell & Santmyer, Inc	\$2,440,000
Fielder's Choice Enterprises, Inc	\$2,893,247
Lantz Construction Company	\$2,546,833

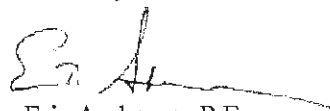
Caldwell & Santmyer, Inc (Caldwell) was the lowest responsive and responsible bidder for the contract. At CHA's request, in accordance with Part 3 of the Instructions to Bidders, Caldwell supplied several references for similar projects in which Caldwell was the general contractor. CHA contacted the references, all of whom were satisfied with the quality of work performed and each recommended Caldwell very highly. The specifications require the contractor provide extensive documentation of financial stability and other indicators of quality work. We will notify the Town if we find anything that would compromise Caldwell's ability to perform the work described in this contract. We will receive these documents later this week, but anticipate no problems on this front.

VRA funding in the amount of \$2,835,000 has been secured by the Town for this project. With Caldwell's bid at \$2,440,000 and adding a 10% contingency of \$244,000 the total construction cost for the project will be \$2,684,000. The remaining loan balance of \$151,000 could be utilized to cover a portion of the engineering and other related project costs. If the full contingency value is required during construction, the total engineering and other related costs not covered by the loan would be approximately \$202,000. At the Town's discretion, a portion of the work could be removed from the contract to reduce

the amount not covered by the VRA loan. However, since this work is required in order to meet upcoming federal water quality regulations that will be in effect in October 2015, any work not included in the contract would still need to be performed and performed fairly quickly. This would transfer the burden of performing the work to Town staff, potentially resulting in delays as Town staff would also have to perform their normal duties. Therefore, we recommend the Town award the full contract as bid by Caldwell.

We appreciate the opportunity to work with the Town on this project. If you should have any question with respect to this recommendation, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Anderson", with a long horizontal flourish extending to the right.

Eric Anderson, P.E.
Project Manager

ETA

Town of Front Royal Water Treatment Plant Improvements

August 7, 2014, 2:00 p.m. EST

CHA Project Number: 27136 - Base Bid Tabulation				Caldwell & Santmyer		Fielder's Choice Enterprises, Inc		Lantz Construction Company	
Item No.	Description	Unit	Estimated Quantity	Unit Price	Extended Total Price	Unit Price	Extended Total Price	Unit Price	Extended Total Price
1	Bonds, Mobilization, and Insurance	LS	1	\$219,903.00	\$219,903.00	\$205,000.00	\$205,000.00	\$257,277.00	\$257,277.00
2	Materials Testing and Inspection Allowance	LS	1	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
3	UV Building Addition	LS	1	\$1,269,650.00	\$1,269,650.00	\$1,497,550.00	\$1,497,550.00	\$1,443,289.00	\$1,443,289.00
4	Chemical Feed Improvements	LS	1	\$400,000.00	\$400,000.00	\$535,000.00	\$535,000.00	\$255,833.00	\$255,833.00
5	Tank Mixing and Aeration Improvements	LS	1	\$220,000.00	\$220,000.00	\$327,000.00	\$327,000.00	\$256,250.00	\$256,250.00
6	Negotiated Major Equipment	LS	1	\$95,269.00	\$95,269.00	\$95,269.00	\$95,269.00	\$95,269.00	\$95,269.00
7	UV Equipment Contract Assignment Value	LS	1	\$204,678.00	\$204,678.00	\$204,678.00	\$204,678.00	\$204,678.00	\$204,678.00
8	Crack Injection	LF	25	\$220.00	\$5,500.00	\$150.00	\$3,750.00	\$369.48	\$9,237.00
BASE BID TOTAL					\$2,440,000.00		\$2,893,247.00		\$2,546,833.00



Town of Front Royal, Virginia
Council Agenda Statement

Page 1
Item No. 7(B)

Meeting Date: August 25, 2014

Agenda Item: COUNCIL APPROVAL – Bid for Tree Trimming Services

Summary: Council is requested to approve a bid rate for Tree Trimming Services from Pittman's Tree and Landscaping at a rate of \$71.50 per hour during normal working hours, \$98.00 per hour for emergency work outside normal hours and \$69.19 per hour for stump removal.

Budget/Funding: Department of Energy Services FY15 budget line item 9401-43004 "Repairs and Maintenance"

Attachments: Memorandum from Purchasing Agent, Quotation Tabulation and E-mail from Manager of Electric Operations

Meetings: None

Staff Recommendation: Approval ✓ Denial

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

Proposed Motion: I move that Council approve a bid rate for Tree Trimming Services from Pittman's Tree and Landscaping at a rate of \$71.50 per hour during normal working hours, \$98.00 per hour for emergency work outside normal hours and \$69.19 per hour for stump removal.

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

Approved By: JB



TOWN OF FRONT ROYAL

DEPARTMENT OF FINANCE
PURCHASING DIVISION
102 E. MAIN STREET
P.O. BOX 1560
FRONT ROYAL, VIRGINIA 22630-1560

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

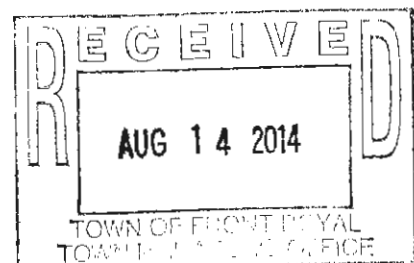
MEMORANDUM

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

On Tuesday, June 24, 2014, I opened bids for rates for tree trimming services for the Town. I received four (4) quotations (see attached tabulation sheet). The majority of the work is tree trimming, right-of-way clearing, and danger tree removal. Therefore the award is based on the services to be rendered during normal working hours. The lowest quotation for that service is Pittman's Tree & Landscaping, Front Royal. Due to the dollar amount we have historically paid for these services, I require Town Council approval before moving forward. Please add this item to the August 25, 2014 Council agenda for their action.

Staff recommends the award for tree trimming services during FY15 be made to Pittman's Tree & Landscaping, at the quoted rates of \$71.50 per hour during normal working hours, \$98.00 per hour for emergency work outside normal hours, and \$69.19 per hour for stump removal.

Funding for this contract is available in the Department of Energy Services FY15 budget line item 9401-43004 "Repairs and Maintenance".



TOWN OF FRONT ROYAL, VIRGINIA

Quotation Tabulation

Item: TREE TRIMMING SERVICES

Quotation #18

Date: June 24, 2014

Mailed: 10

Replied 4

	Vendor Quotation			
	SHENANDOAH TREE SERVICE	ROBERT THOMPSON TREE SERVICE	SKYVIEW TREE EXPERTS	PITTMAN'S TREE & LANDSCAPNG
QUANTITY	QUOTATION	QUOTATION	QUOTATION	QUOTATION
TREE TRIMMING SERVICES				
JULY 1, 2014 THROUGH JUNE 30, 2015				
HOURLY RATE FOR SERVICES DURING NORMAL WORKING HOURS	\$79.50	\$90.00	\$85.00	\$ 71.50
HOURLY RATE FOR SERVICES FOR EMERGENCY WORK OUTSIDE NORMAL WORKING HOURS	\$79.50	\$180.00	\$127.50	\$ 98.00
HOURLY RATE FOR STUMP REMOVAL	\$79.50	\$85.00	\$75.00	\$ 69.19
TOTAL QUOTATION				

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

Witness

Witness


Purchasing Agent

Cindy A. Hartman

From: David W. Jenkins
Sent: Wednesday, August 13, 2014 3:16 PM
To: Cindy A. Hartman
Subject: Tree Trimming

Cindy

Staff has reviewed the bids for the Tree Trimming Services after review we have decided to award the contract to Pittman's Tree-Landscaping

Thank you

David W Jenkins

**Manager
Energy Services**

**Town of Front Royal
Po Box 1560
Front Royal, Va 22630**

**540-635-3027 (office)
540-635-5497 (fax)**



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

Page 1
Item No. 7(C)

Meeting Date: August 25, 2014

Agenda Item: COUNCIL APPROVAL – Master Communications Officer Program

Summary: The Senior Dispatch Program was incorporated in the approved FY14-15 Budget. Since that time Staff advised that the Association of Public Safety Communications Officials (APCO) recognizes Communication Officer vs. Dispatcher. Council is requested to approve the Master Communication Officer Program in place of the Senior Dispatch Program as presented.

Budget/Funding:

Attachments: Master Communications Officer Program

Meetings: Work Sessions held August 18, 2014.

**Staff
Recommendation:** Approval ✓ Denial

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

Proposed Motion: I move that Council approve the Master Communication Officer Program in place of the Senior Dispatch Program as presented.

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

Approved By: SB

MASTER COMMUNICATIONS OFFICER PROGRAM

Entry level Communications Officers are hired at a base rate of \$28,059

Upon completion of initial training, Communications Officers will apply, through a request to their supervisor, for elevation to Communications Officer I status. Applicants will be required to submit proof of certifications and training.

Below are the requirements for Communications Officers to move from Entry Level to Level 1. All requirements must be met to move forward.

Communications Officer I:

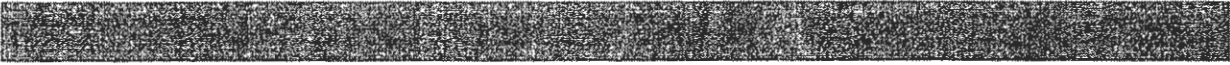
- VCIN/NCIC Certification
- Successful completion of in-house dispatch training
- Basic Communications school scheduled/completed
- Probationary period of 6 months satisfied
- Good evaluation and no written reprimands in last 6 months
- Salary \$28,329– 31,293

Upon completion of the above requirements, Communications Officers will apply, through a request to their supervisor, for elevation to Communications Officer II status. Applicants will be required to submit proof of certifications.

Below are the requirements for Communications Officer to move from Comm. Officer I to Comm. Officer II. All requirements must be met to move forward.

Communications Officer II:

- All requirements of Comm. Officer I have been met
- Completed (or scheduled within 12 months) one job specific certification.
- 2 years employment as a Communications Officer
- Attended at least one job specific continuing education class per year
- Proven competency in Spillman software and usage to its fullest capacity to extract crime statistics and pertinent reports
- Good evaluation and no disciplinary actions in personnel file in last 6 months
- Salary \$32,052-36,254



Upon completion of the above requirements, Comm. Officers will apply, through a request to their supervisor, for elevation to the Master Communications Officer (MCO) status. Applicants will be required to submit proof of certifications and any requirements.

Below are the requirements for Comm. Officers to move from Communications Officer II to Master Communications Officer. All requirements must be met to move forward.

Master Communications Officer (MCO):

- All requirements of Communications Officer II have been met
- 5 years employment as a Comm. Officer
- Organize at least one in-house instruction in a two year period
- One community training session or involvement
- Able to verify IBR reports for monthly submission to VSP or certification as a General Instructor or VCIN Instructor
- Good evaluation and no disciplinary actions in personnel file in last 6 months
- Standards will be reviewed every two years to ensure compliance. If standards are not kept up you will be reclassified to the top of the pay scale for Communications Officer II. You will not be able to re-apply for Master Communications Officer for 6 months.
- Salary \$37,148-43,097



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

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Item No. 7(D)

Meeting Date: August 25, 2014

Agenda Item: COUNCIL APPROVAL – Mobile Device Policy

Summary: Council is requested to approve a Mobile Phone/Mobile Device Policy for the Town of Front Royal to establish guidelines for the proper and acceptable use of all information systems, including e-mail by Town of Front Royal employees, elected officials, volunteers, interns and other affiliates who may be authorized to use such devices as presented

Budget/Funding: None

Attachments: Policy

Meetings: Work Session held August 18, 2014

Staff Recommendation: Approval ✓ Denial

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

Proposed Motion: I move that Council approve a Mobile Device Policy for the Town of Front Royal to establish guidelines for the proper and acceptable use of all information systems, including e-mail by Town of Front Royal employees, elected officials, volunteers, interns and other affiliates who may be authorized to use such devices as presented.

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

Approved By: JB

Electronic Information Device Policies for the Town of Front Royal

These Policies establish guidelines for the proper and acceptable use of all information systems including e-mail by Town of Front Royal (hereinafter "Town") employees, elected officials, volunteers, interns, and other affiliates (hereinafter, "Users") who may be authorized to use electronic information devices, including mobile telephones, cellular phones, portable computing devices including tablets, notebooks, computers and laptops and similar devices, hardware, software, and/or network connections, and any other electronic device capable of transmitting or receiving printed, oral, or video transmissions or information (hereinafter collectively, "devices") provided by the Town of Front Royal. By accepting possession or use of a Town issued device, all Users of a Town issued device expressly understand, acknowledge, consent, and agree, and expressly and knowingly waive any rights they may have to the contrary, as follows:

- 1) All such devices, are and shall remain the property of the Town.
- 2) Two (2) types of mobile phone devices will be identified by the Town's Information Technology (hereinafter "IT") Department each year as issued phones: One smartphone device and one ruggedized phone device. All orders for new mobile phone\mobile data service regarding Town business will be for one of these two (2) phone devices.
- 3) All phone devices issued to each employee will not be eligible for an upgrade until the phone device has been in service for 24 months. The only exception will be if the phone device is replaced from the Town's stock or as directed by the IT Director
- 4) Any requests for a new device upgrades must be made through an electronic form generated by the IT Department and must include the signature of the originating department's director or manager and be dated by such director or manager.
- 5) All new or replacement devices will be ordered and configured by the Town's IT Department before release to the User.
- 6) All mobile phone devices must have the appropriate accounts setup to allow GPS tracking and remote wiping in case of loss or theft.
- 7) All devices will be surrendered to the IT Department upon employee termination or resignation or upon cessation of official relationship with the Town.

- 8) The IT department will maintain a list of current devices in use and their Users.
- 9) Any changes to service, data plans, etc., to devices must be made through and approved by the IT Department.
- 10) Any other modifications made to devices that would void the warranty on the device are strictly prohibited.
- 11) User shall be responsible for operation and downloaded content on devices. The Town reserves the right to inspect any device of a User for compliance with content compliance identified in Town of Front Royal Employee Handbook ("Handbook") or these Policies. The Town further reserves the right to restore the device to original content should downloaded programs result in service issues.
- 12) Users must be and shall be deemed to be aware of the applicability of the Virginia Freedom of Information Act with respect to communications sent, received, stored, or deleted on such Users' devices. Employees of the Town, and all other Users of Town mobile devices, have no expectations of privacy with respect to any and all communications, voice mail messages, text messages, recordings, or photographs received, sent, or stored on Town mobile phones or mobile devices, or devices, or other equipment or service provided by the Town, and all such employees and Users acknowledge, consent to, and agree that by acceptance and/or use of all such devices and any electronic, digital, or wired communication equipment provided by the Town, their supervisors and the Town Manager and the delegates of their supervisors and the Town Manager may, at any time, with or without prior notice, inspect, monitor, and copy any communications, voice mail messages, text messages, recordings, or photographs on Town devices. The telephone numbers of Town mobile phones are and shall remain the sole property of the Town of Front Royal.
- 12) All electronic and digital messages created with, received by, or stored within the devices and the telephone, hardware and software systems administered by the Town of Front Royal are the property of the Town and, therefore, are not private and not private property of any User.

13) The Town of Front Royal reserves the right to restrict or remove access or availability of devices for any Town employee that violates appropriate use and/or security policies and practices.

14) The Town may provide access to the Internet and the World Wide Web to its employees and other Users as one of the many resources available to assist them in doing their jobs better and more efficiently. Use of this privilege shall be restricted to Town business-related purposes.

15) The Town provides electronic, digital, and wired communications equipment to Users for the Town's business purposes, not for Users' personal purposes. These Electronic Information Device Policies, the applicable portion of the Town's Employee Handbook, and any IT Security Policies establish guidelines for the proper and acceptable use of all information systems including e-mail by Users who may be authorized to use telephones, cellular phones, devices, hardware, software, and/or network connections and any other devices provided by the Town of Front Royal. All electronic and digital messages created with, received by, or stored within the devices, telephone, hardware and software systems administered by the Town of Front Royal are the property of the Town and, therefore, are not the private property of any User. There is no expectation of privacy in any communications received, sent, or stored on any equipment or service provide by the Town.

16) Acceptance and use of electronic, digital, or wired communication equipment and devices by an employee constitutes their consent to monitoring of communications sent, received, and stored on devices equipment provided by the Town or Town service providers.

17) The Town may provide access to the Internet and the World Wide Web to its employees as one of the many resources available to assist them in doing their jobs better and more efficiently. Use of this privilege shall be restricted to business purposes.

18) The Town of Front Royal reserves the right to restrict or remove access or availability of devices and electronic tools for any employee that violates appropriate use and/or security policies and practices.

19) The Town respects and honors the First Amendment rights of its employees to speak out as citizens on matters of public concern and to post personal comments on the Internet (e.g., an employee's own website, blog, Facebook, LinkedIn Twitter or similar social networking site). However, a Town employee whose public statements or Internet postings interfere with the Town's ability to provide effective and efficient services to the public may be disciplined for such comments or postings.

A. Examples of public speech or online postings for which an employee may be disciplined include, but are not limited to public speech or postings that:

1. Impairs discipline or harmony among co-workers.
2. Interferes with the employee's job performance.
3. Interferes with the operation of the Town's business.
4. Discloses confidential or sensitive governmental information.
5. Has a detrimental impact on working relationships that require personal loyalty and confidence.

20) These Policies are incorporated into and made a part of the Handbook.

Name of user: _____

Signature: _____

Mobile Number: _____

Date: _____



Town of Front Royal, Virginia
Council Agenda Statement

Page 1
Item No. 8

Meeting Date: August 25, 2014

Agenda Item: COUNCIL APPROVAL – An Ordinance Amending a Franchise Ordinance to Allow Rappahannock Electric Cooperative (REC) to Construct and Install Certain New Facilities (*2ND Reading*)

Summary: Council is requested to adopt on its second and final reading an Ordinance amending a Franchise Ordinance passed January 12, 2009 granting to the Potomac Edison Company, d/b/a Allegheny Power, certain rights and privileges and imposing certain obligations regarding the use of the streets and public places of the Town. If approved, the ordinance amendment will allow Rappahannock Electric Cooperative (REC) to construct and install certain new facilities for a 34.5kV distribution line from Kendrick Lane to a location west of the intersection of Criser Road and Mount View Street within in the Town.

Budget/Funding: None

Attachments: Proposed Amendment

Meetings: Work Session held July 21, 2014. Public Hearing held August 11, 2014

Staff Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council adopt on its second and final reading an Ordinance to amend a Franchise Ordinance passed January 12, 2009 that will allow Rappahannock Electric Cooperative (REC) to construct and install certain new facilities for a 34.5kV distribution line from Kendrick Lane to a location west of the intersection of Criser Road and Mount View Street within in the Town.

ROLL CALL VOTE REQUIRED

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

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

Approved By: JB

TOWN OF FRONT ROYAL, VIRGINIA
AMENDMENT TO ORDINANCE

WHEREAS, on or about January 12, 2009, the Town of Front Royal, Virginia (the "Town") did enact that certain ordinance granting The Potomac Edison Company d/b/a Allegheny Power ("Allegheny") and its successors or assigns certain rights and privileges relating to the transmission and distribution of electricity within or outside the corporate limits of the Town, all as more particularly provided in said ordinance, a copy of which is attached hereto and marked as Exhibit A ("Ordinance"); and

WHEREAS, Rappahannock Electric Cooperative ("REC") did acquire (as successor and assignee) a portion of Allegheny's service territory and associated distribution assets, which territory includes the Town, all as provided more particularly in that certain State Corporation Commission Order in Case No. PUE-2009-00101 ("Acquisition"); and

WHEREAS, REC and the Town desire to amend the Ordinance for the purposes expressed more particularly below; and

NOW THEREFORE, in consideration of the mutual promises and conditions expressed hereunder, the Ordinance and other valuable consideration, the receipt of which is hereby acknowledged, the Ordinance shall be amended as follows:

Section 1. The above recitals are incorporated in this amendment to the Ordinance ("Amendment") as material terms and conditions hereunder.

Section 2. The Town hereby reaffirms all rights and privileges granted under the Ordinance for the benefit of REC as successor to Allegheny's service territory under the Acquisition.

Section 3. This Amendment specifically addresses the installation and replacement of utility poles, conductors and facilities within the Town along the locations designated on

Exhibits 1-4 (collectively the "Facilities" or individually "Facility"), which exhibits are incorporated herein by this reference as material conditions and obligations under this Amendment (all of the foregoing under this Section 3 the "Project")

Section 4. REC will transfer all Town facilities from existing poles to new poles as shown on Exhibits 1-4. In this regard, REC will install and construct the Facilities in the locations described on the Exhibits 1-4. The installation will include approximately fifty-three (53) wooden utility poles, three (3) steel utility poles, approximately 8,100 feet of 3-phase 336 ACSR and various crossarms and support facilities. All new steel poles shall have a galvanized finish and be directly imbedded in the ground according to applicable ASCE, ASTM, NESC and ANSI standards. REC will also install all related hardware and materials as may be reasonably required for the Facilities, except for the triplex conductor required on Exhibit 2, from P/S 110 to P/S 230. REC will undertake all efforts pertaining to the Project in a reasonable and diligent manner endeavoring to minimize any disruption to electric services. Prior to any disruption in electric services, except in emergency or unanticipated situations, REC will undertake reasonable efforts to notify Town customers before any outage is required for the construction of a Facility. Before the project described herein commences, REC will mail notice letters (example Exhibit 5) to landowners and/or residents of affected properties indicating the work being performed, and REC contact information for any questions. Prior to undertaking any actions that may likely disrupt services, REC will contact customers in person and/or by hanging outage notification "door knockers" at the residence at a minimum of 24 hours before outage occurs.

Section 5. After successfully energizing the new 34.5kV line, REC will, in regard to the existing dual circuit 34.5kV and 12.5kV overhead utility line section shown on Exhibit 4 and Exhibit 6, de-energize, and remove or abandon all such facilities no longer required for REC

12.5kV distribution services, relocate those portions of the 34.5kV line section that are not currently occupying streets, avenues, alleys, parks, or other public places to a mutually agreed upon route, and thereafter vacate any applicable right of ways, all within a reasonable time period thereafter not to exceed eighteen (18) months.

Section 6. Upon completion of the Project, REC will relinquish ownership of the Facilities and convey and assign said ownership to the Town, except REC will maintain ownership of the conductor, supports and insulators used for 34.5kV REC circuit. Also, where Century Link is present owner of poles (P/S 110-220 Exhibit 2, Sheet 2, 3 & 4), Century Link will retain ownership after completion of project.

Section 7. The Ordinance shall remain in full force and effect except as amended through this Amendment.

Section 8. REC, subject to a separate agreement and in accordance with any applicable state corporation commission and/or local approvals, agrees, in good faith, to evaluate (in cooperation with the Town) the potential of consolidating facilities on 6th Street (within the Town) to the extent that such consolidating does not: (i) impact REC service reliability levels, (ii) place undue financial burden on the Cooperative, and (iii) follows sound engineering and safety standards.

This Amended Ordinance was passed by the Town Council of the Town of Front Royal, Virginia, and approved by the Mayor on this _____ day of _____, 2014.

Timothy W. Darr, Mayor

EXHIBIT A

EXHIBITS 1-7

Only
Exhibit A

TOWN OF FRONT ROYAL, VIRGINIA

An Ordinance to grant to The Potomac Edison Company, d/b/a Allegheny Power, and its successors or assigns, the right for the term and upon the conditions herein stated, to occupy and use the streets, avenues, alleys, parks and other public places of the Town of Front Royal, Virginia and to acquire, erect, construct, reconstruct, maintain and use, and if now constructed to reconstruct, maintain and use, poles, towers, attachments, wires, fiber optic cable, CATV and telephone lines and appliances over and along, and to acquire, construct, reconstruct, maintain and use, and if now constructed to reconstruct, maintain and use, conduits or subways, including necessary manholes and to run cables and wires in, under and along the streets, avenues, alleys, parks and other public places of the Town of Front Royal, Virginia for the purposes of transmitting and distributing electric current for light, heat and power, and for transmitting and distributing video or data for its own use, and to supply and sell electric current for light, heat and power to any point within or outside the corporate limits of the Town of Front Royal Virginia, as the same now exist, or may hereafter be extended or altered.

BE IT ORDAINED BY THE

COUNCIL OF THE

TOWN OF FRONT ROYAL, VIRGINIA

Section 1. That the right is hereby granted unto The Potomac Edison Company, d/b/a Allegheny Power, hereinafter referred to as the "grantee," its successors and assigns, for the term and subject to the conditions and limitations hereinafter stated, to occupy and use the streets, avenues, alleys, parks and other public places of the Town of Front Royal and to acquire, erect, construct, reconstruct, maintain and use, and if now constructed, to reconstruct, maintain and use, poles, towers, attachments, wires, fiber optic cable, CATV and telephone lines and appliances over and along, and to acquire, construct, reconstruct, maintain and use, and if now

2005-173

constructed to reconstruct, maintain and use, conduits or subways, including necessary manholes, and to run cables and wires in and under and along the streets, avenues, alleys, parks and other public places of the Town of Front Royal, for the purposes of transmitting and distributing electric current for light, heat and power, and transmitting and distributing video or data for grantee's own use, and to supply and sell electric current for light, heat and power to any point within or outside the corporate limits of the Town of Front Royal as the same now exists or may hereafter be extended or altered.

Section 2. From and after the date on which this ordinance shall become effective, the poles, towers, attachments, wires, cable, conduits and other structures in, under and along the streets, avenues, alleys, parks and other public places of the Town of Front Royal authorized by this ordinance to be located and constructed, shall be located at reasonably suitable and convenient points, and a permit for the location of said poles, towers, attachments, wires, cable, conduits and other structures as shall from time to time, on application of the grantee, be issued by the Mayor or other proper administrative officer of the Town of Front Royal. When plans showing the location of such poles, towers, attachments, wires, cable, conduits or structures as aforesaid shall have been presented to the Town of Front Royal and permits issued for the same, said plans shall be effective and binding to the same extent as if they were set out fully and at length in this ordinance. However, the Town of Front Royal will not unreasonably refuse to give the grantee a permit for some reasonable and practical location for each pole, tower, attachment, wire, cable, conduit and other structure that is required in order that the grantee may meet and discharge its duties to the public as a public service corporation.

Section 3. In the location and erection of the poles, towers, attachments, wires, cable, conduits and other structures and fixtures and in stringing the wires as herein authorized grantee

shall have the right to trim, cut and keep clear of its wires and fixtures the trees in and along the streets, avenues, alleys, parks and other public places of the Town of Front Royal, but shall not cut or otherwise injure the trees to any greater extent than is reasonably necessary in the construction, reconstruction, maintenance and operation of the poles, towers, attachments, wires, cable, conduits, fixtures and other structures of the grantee as herein authorized and provided.

Section 4. Wires and cables are to be used for transmitting, distributing and selling electric current and CATV, and video, data and telephone communications for grantee's own use under this franchise.

Section 5. In the event that grantee shall, in the construction or repair of its works under this franchise, injure any sewer, water or other pipe or works belonging to the town or other utility, it shall, upon notice thereof from the Mayor or other designated official, promptly repair the same at its own cost and expense. Any conduits, ducts, mains and pipes which shall be laid by the grantee, under this ordinance, shall be so laid as not to unnecessarily obstruct or interfere with public travel or do damage to public or private property.

Section 6. The grantee shall, when so requested by the Council of the Town of Front Royal, permit its poles, towers, conduits and other structures to be used without compensation (except for any applicable make-ready charges as determined by grantee) by Town of Front Royal, provided that such use by the Town of Front Royal shall not interfere with the proper use of the grantee's poles, towers, conduits, structures and fixtures by the grantee, and that the location and character of the wires and fixtures of the Town of Front Royal shall be subject to the approval of the grantee, and provided further that the Town of Front Royal shall, and it hereby agrees to, indemnify and save harmless the grantee from any and all loss, damage, cost or expense to, or which may be incurred by grantee, to which it may be subjected by reason of or as

a result of the use of the grantee's poles, towers, conduits, structures and fixtures by the Town of Front Royal pursuant to this section.

Section 7. The grantee agrees and binds itself by the acceptance of this ordinance, to indemnify, keep and hold the Town of Front Royal free and harmless from liability on account of injury or damage to persons or property growing out of the construction, reconstruction, improvement, maintenance, repair and operation of its lines or works; but nothing herein contained shall be construed to render grantee liable for the negligence of the Town of Front Royal, its agents or employees, or of any other person or corporation.

Section 8. The rights and privileges herein set forth are granted and conferred upon the grantee, upon the express condition and understanding on the part of the grantee, that it will render to the public in the Town of Front Royal within the territory served by the grantee, at all times during the term of this ordinance, an efficient light and power service at reasonable rates, and that it will maintain its properties, works and structures located within the Town of Front Royal in good order throughout the term of this grant, and the grantee by accepting this ordinance expressly agrees that the Virginia State Corporation Commission shall have jurisdiction, to the full extent and in the manner now or hereafter during the life of this ordinance provided by law, to require the grantee to render efficient service at reasonable rates, and to maintain its property in good order throughout the term of this grant, and to otherwise enforce the provisions of this section to the full extent provided by law.

Section 9. Any person who maliciously or wrongfully tampers or interferes with, cuts, injures or destroys any of the poles, towers, wires, fixtures, or any property of the grantee, constructed and maintained in accordance with the provisions of this ordinance, within the corporate limits of the Town of Front Royal shall, upon conviction, be punished and fined in full accordance with law.

Section 10. All the rights and privileges granted herein to grantee may be exercised by any successor or successors, assignee or assignees of the grantee, but the successor or successors, assignee or assignees shall be subject to all the provisions, obligations, stipulations and penalties as prescribed herein.

Section 11. The right of the Town of Front Royal to impose any lawful franchise, license, property or any other tax upon the property and franchise granted shall not be deemed to be in any manner waived or abridged.

Section 12. The rights and privileges granted herein shall continue for four (4) consecutive periods of five (5) years each. All the terms and conditions granted herein shall renew automatically upon the conclusion of each term, unless either party provides notice in writing one year prior to the expiration of the current term of the party's intent in good faith to conclude its obligations under this Agreement or its desire in good faith to re-negotiate the rights and privileges granted herein.

Section 13. In exchange for the rights granted herein, the grantee agrees to transfer the customers of Allegheny Power located on Kendrick Lane, Town of Front Royal, and the service facilities exclusively used to serve those customers. The grantee also agrees to provide space, where available, on its poles for the Town of Front Royal to construct the necessary primary facilities to serve those customers. The grantee and the Town of Front Royal agree to petition jointly for the State Corporation Commission's approval of the transfer of these customers and facilities, as required by law. The grantee will bear the costs of the application for approval. Upon receipt of the Commission's approval, the grantee shall transfer the customers and the assets to the Town of Front Royal at such time that the Town of Front Royal is prepared to provide service to those customers.

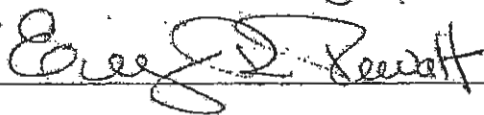
Section 14. Upon the expiration of the term of this grant and upon the termination of the rights hereby granted, by surrender, forfeiture or otherwise, all of the facilities of the grantee in the streets, alleys or public places of the Town of Front Royal shall remain the property of the grantee and may be removed from the streets, alleys and public places of Town at the expense of the grantee within a reasonable time after the expiration or termination of the rights and privileges.

Section 15. This ordinance and the rights and privileges herein granted and conferred shall not become effective unless and until the grantee shall file with the Clerk of the Council of the Town of Front Royal its written acceptance thereof, in form satisfactory to the Town of Front Royal, and shall have entered into a bond, in the sum of \$100, with security satisfactory to the Council of the Town of Front Royal, conditioned to the effect that the grantee will construct and maintain or if constructed, maintain the property provided for and reasonably necessary for the exercise of the rights and privileges granted in and by this ordinance, and will maintain the same in good order throughout the term of this grant, and will comply in all respects with the terms, conditions and provisions of this ordinance.

Section 16. This ordinance shall be in force from its passage.

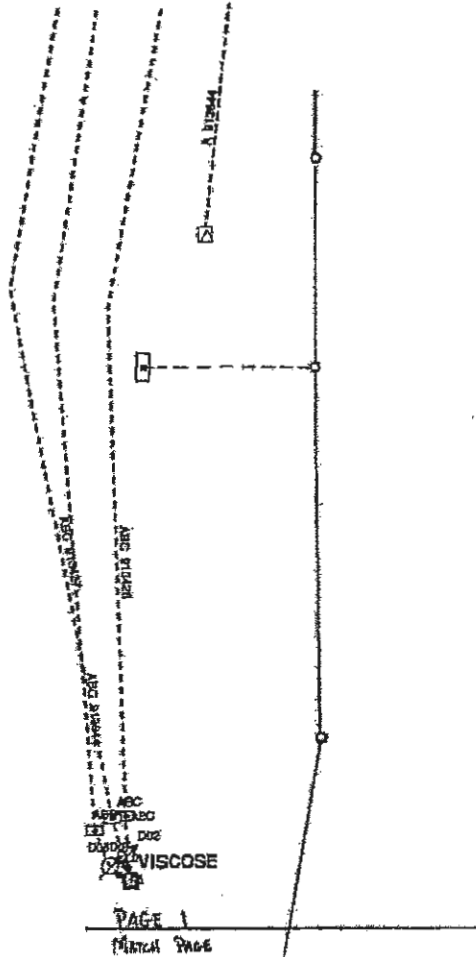
Passed by the Town Council of the Town of Front Royal, Virginia and approved by the

Mayor on 12th day of January, 2009.



Eugene R. Tewalt
Mayor of the Council of the Town of Front Royal, Virginia

W# 292389
PS-2
Viscose Project
Phase



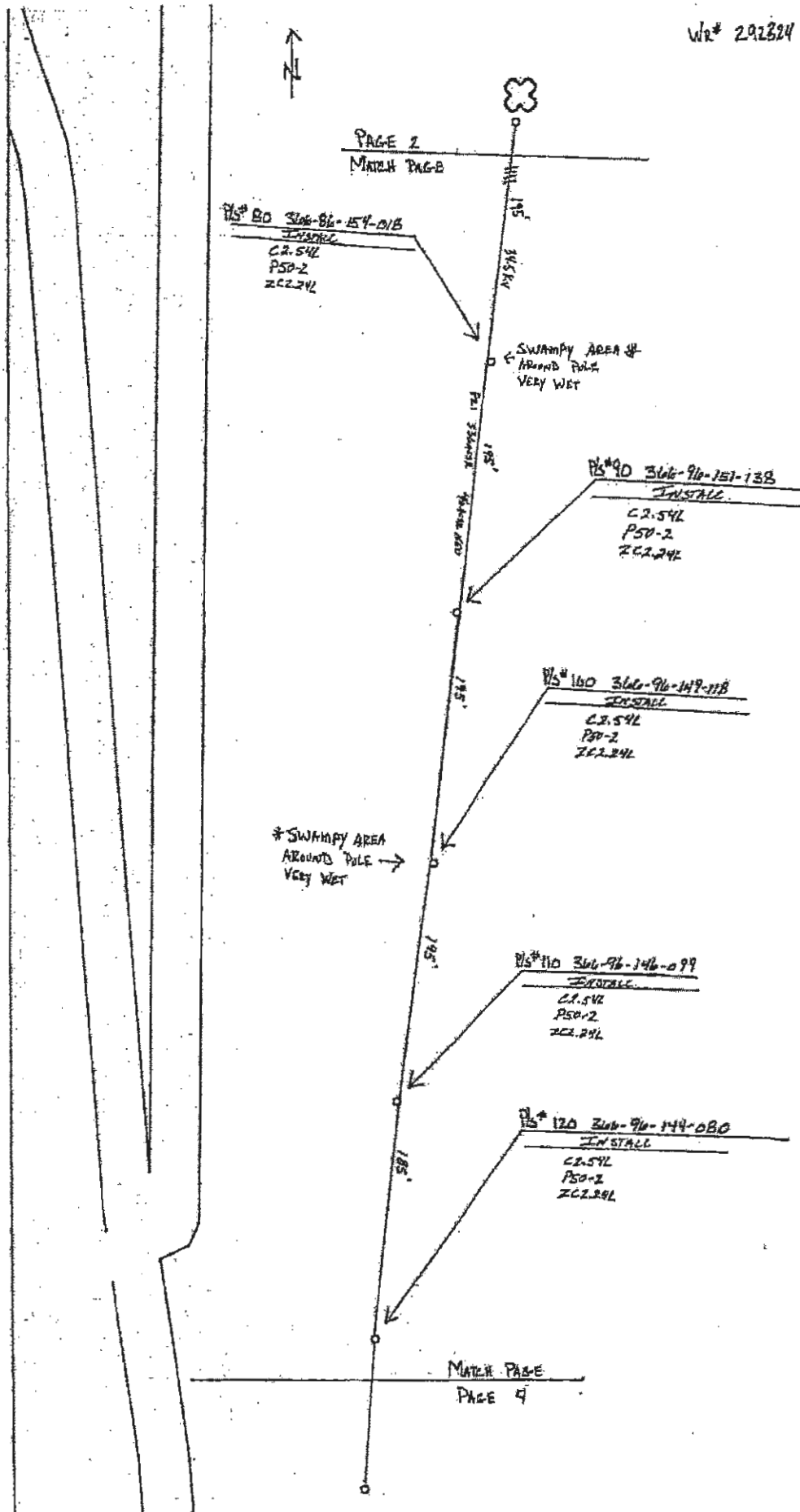
PAGE 1
MATCH PAGE

PS 60 306-86-156-056
INSTALL
C2.54L
PSO-2
ZC2.24L

185°

PS 70 306-86-156-037
INSTALL
C2.54L
PSO-2
ZC2.24L

MATCH PAGE
PAGE 3



REC - Overbuild Town of Front Royal line w/ 34.5 kV, 336 ACSR
Phase 2A

WR 292325

Note - All poles are foreign owned & will remain so. Pts 10-100, 215, and 230-250 are owned by Town of Front Royal. Pts 110-120 are owned by Century Link.

- This WR is Phase 2A of the job to overbuild the Town of Front Royal (TFR) electric line with 34.5 kV, 336 ACSR from Viscose sub to W. Crisler Rd. The 34.5 kV will then continue along an existing REC line route to a proposed stepdown transformer near Skyline Greens. The Bentonville and Fort Districts will then connect to this stepdown transformer.
- This WR covers along her foot Ave in Front Royal from W. Main St. to just before Luray Ave.
- Pts 10-110 - Replace poles; overbuild with 34.5 kV, 336 ACSR; replace existing neutral w/ 4/0 ACSR (neutral to be shared w/ TFR); transfer secondary, services, transformers, lights, TFR's primary, etc.
- Pts 110-250 - Replace poles; overbuild with 34.5 kV, 336 ACSR; replace existing neutral w/ 4/0 ACSR (neutral to be shared w/ TFR); replace open wire secondary w/ 2/0 triplex; triplex to be provided by TFR; transfer taps, services, transformers, lights, TFR's primary, etc.

- Contact for TFR Electric is Carey Suffelle, line crew supervisor, at 540-635-3027.
- Neutral spacing to be 5' from TFR's crossarm through bolt to neutral attachment. Transformers to be mounted between primary & neutral.

375-06-115-123 Pt. 10

Inst	Rem
P55-1	P45-2
C5.72L(2)	C4.2
ZC5.72L(2)	3 phase UG dip
3 phase UG dip	Transfer
	M2L-1005

375-06-106-105 Pt. 20

Inst	Rem
P55-2	P45-3
C6.51L	C3.1
ZC6.21L	Transfer
	M2L-1005

375-06-106-090 Pt. 30

Inst	Rem
P50-2	P45-3
C2.64L	C1.11L
ZC2.24L	Transfer
ZAS-63-36	G10
	M2L-1005

375-06-106-055 Pt. 50

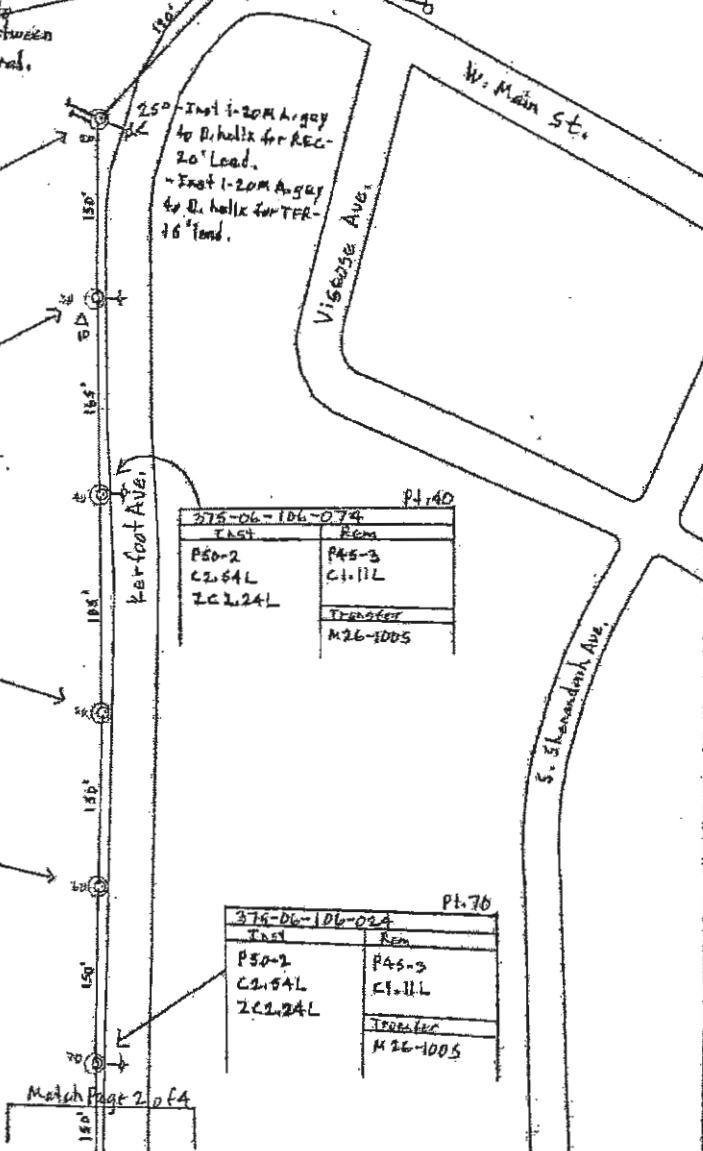
Inst	Rem
P50-2	P45-3
C2.64L	C1.11L
ZC2.24L	

375-06-106-040 Pt. 60

Inst	Rem
P50-2	P45-3
C2.64L	C1.11L
ZC2.24L	

Ex. TFR 3 phase UG Primary
North - Inst 2-20M A guys to triple hall for REC - 15' lead
Inst 2-20M A guys to triple hall for TFR - 10' lead
Inst 1-12M A guy to single hall for neutral - 5' lead
West - Inst 2-20M A guys to D. hall for REC - 25' lead
Inst 2-20M A guys to D. hall for TFR - 20' lead
Inst 1-12M A guy to S. hall for neutral - 15' lead

This section to be overbuilt on WR 242324



375-06-106-074 Pt. 140

Inst	Rem
P50-2	P45-3
C2.64L	C1.11L
ZC2.24L	Transfer
	M2L-1005

375-06-106-024 Pt. 70

Inst	Rem
P50-2	P45-3
C2.64L	C1.11L
ZC2.24L	Transfer
	M2L-1005

REC - Overbuild Town of
Front Royal (Pre w/ 34.5 KV,
336 ACSR
↑N Phase 2A

Page 2 of 4
Town of Front
Royal

Viscose Ave.

S. Shenandoah Ave.

Pl. 90

Inst	Rem
P50-2	P45-3
C2.52L	C2.21L
ZC2.21L	Transfer
	M2L-1005

Pl. 90

Inst	Rem
P50-2	P45-3
C2.52L	C2.21L
ZC2.21L	

Pl. 100

Inst	Rem
P50-2	P45-3
C2.54L	C2.24L
ZC2.24L	Transfer
ZMS-63-36	M2L-1005

Pl. 110

Inst	Rem
C2.54L	P45-4
ZC2.24L	C1.11L
A6.2	A5.2
P55-2	Transfer
	M2L-1005
	M6-9LB

Pl. 120

Inst	Rem
P55-2	P40-5
C2.54L	C1.11L
ZC2.24L	

Pl. 130

Inst	Rem
P55-2	P40-4
C2.54L	C1.11L
ZC2.24L	Transfer
	G37
	M2L-1005

Match Page 1 of 4

Inst 12M Auguy to
single helix for BSC -
15' lead
- Inst 12M Auguy to
single helix for TFR -
10' lead

Inst 12M Auguy
to single helix
for 2/0 tpe deadend
10' Lead
Ex. 1 phase TFR
tap

Move pole
slightly towards
road to get in line

Salem Ave

Duncan Ave.

↑ N

Ex. 1 phase
TPR tap

Arise!

Salem Ave.

Match Page 2 of 4

up not to be 150 (1)

Ex 1 phase
TFA + ADP

041160

155' Ave.

Duncan Ave

5. Ghandook Ave.

Brown Ave.

Ex. 100-100000
500-100000

Explaining
Sec-TFR

1

P4.200

Pf. 210

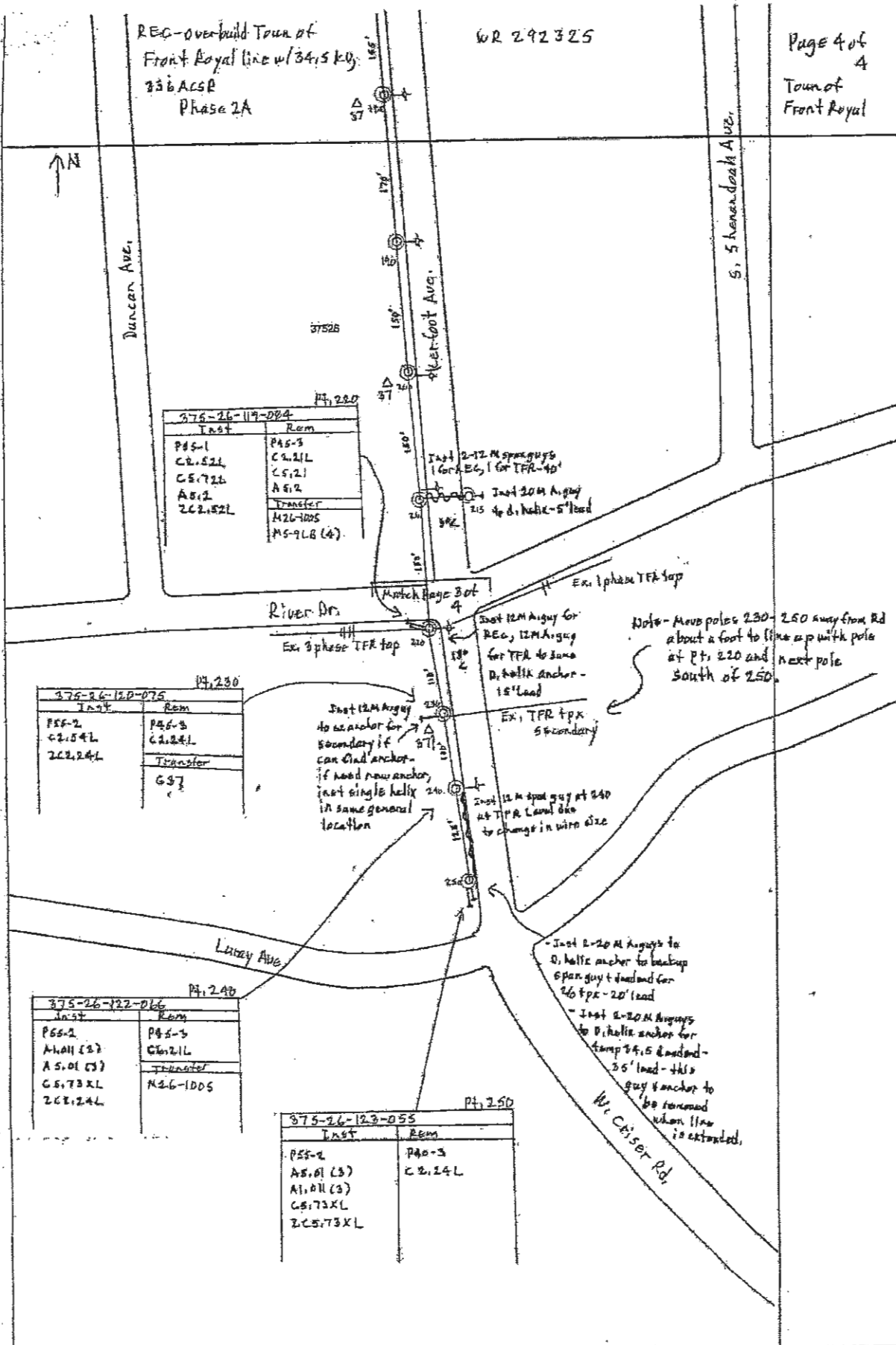
River Dr.

Replace pole w/ $40/3$
but cut off top 5° to
make equivalent to $35/3$

REC-overbuild Town of
Front Royal line w/34.5 kV.
336 ACSB
Phase 2A

WR 292325

Page 4 of
4
Town of
Front Royal



Page 1 of 2

Town of Front Royal
& Warren Co.

WR 292999

REC - Overbuild of Town of
Front Royal Line 0/34.5 KV,
336 ACSR - Phase 2B

- This WR is Phase 2B of the job to
overbuild the Town of Front Royal's CTR's
electric line with 34.5 KV, 336 ACSR then
Viscose Sub to W. Crisler Rd. The 34.5 KV
line will then continue along an existing
REC line route to a proposed stepdown
transformer near Skyline Caverns. The
Bentonsville and Fork District cbs will then
come out of the stepdown transformer.

- This WR covers along Kentucky Ave/
W. Crisler Rd from just before Luray
Ave to REC's existing pole line
before Mt. View St.

- Neutral spacing to be 5'
from TFR's crossarm
through bolt to neutral
attachment. Transformers
to be mounted between
primary and neutral.

- Contact for TFR is
Carrey Seefelt, Line Crew
Supervisor at
540-635-3027.

- Replace poles; overbuild with 34.5 KV,
336 ACSR; replace existing neutral w/ 4/6
ACSR (neutral to be shared with TFR);
transfer secondary, services, lights, transformer
TFR's primary, etc. Also transfer top
fiber line which is Warren Co. School's.

- Poles at points 10-150 are
owned by Town of Front
Royal. They are to
remain ownership
after rebuild.

- Line from point 10 to the north
is being overbuilt on WR 292325.

River Dr.

River Dr.

Luray Ave

Luray Ave

Pt. 20

Inst	Rem
WP55.2	WP40.4
C2.54L	C1.11
C5.72L	C6.21
IC2.24L	Transformer
	51.03.1 (3)

Pt. 30

Inst	Rem
55' steel pole	WP45.2
Al.011 (6)	C6.21L
AS.01 (3)	C6.21
N1.1	N1.1
NS.1	Transformer
2A1.011 (3)	M26-400M

Pt. 40

Inst	Rem
50' steel pole	WP45.3
Al.011 (6)	C2.21
N6.1	Transformer
2A1.011 (6)	G15

Pt. 50

Inst	Rem
WP55.1	WP45.3
C2.54L	C1.11
IC2.24L	Transformer
	G15
	M26-400M

Pt. 60

Inst	Rem
50' steel pole	WP45.3
Al.011 (6)	C2.21
N6.1	Transformer
2A1.011 (3)	G37

Pt. 70

Inst	Rem
WP55.1	WP45.3
C2.54L	C2.54
C5.72L	C6.21
IC2.24L	Transformer
	E1.4.123
	M26-400M

Pt. 80

Inst	Rem
WP55.2	WP45.3
C2.52L	C2.21
IC2.21L	Transformer
2P1.3	G25

- Int 2-20M
Anglys to Double
Hull anchor-
12' stud. 1-20M
at REC level.
1-20M at TFR
level.

WR 29.2994

Page 2 of 2
Town of Front Royal
WATTCO

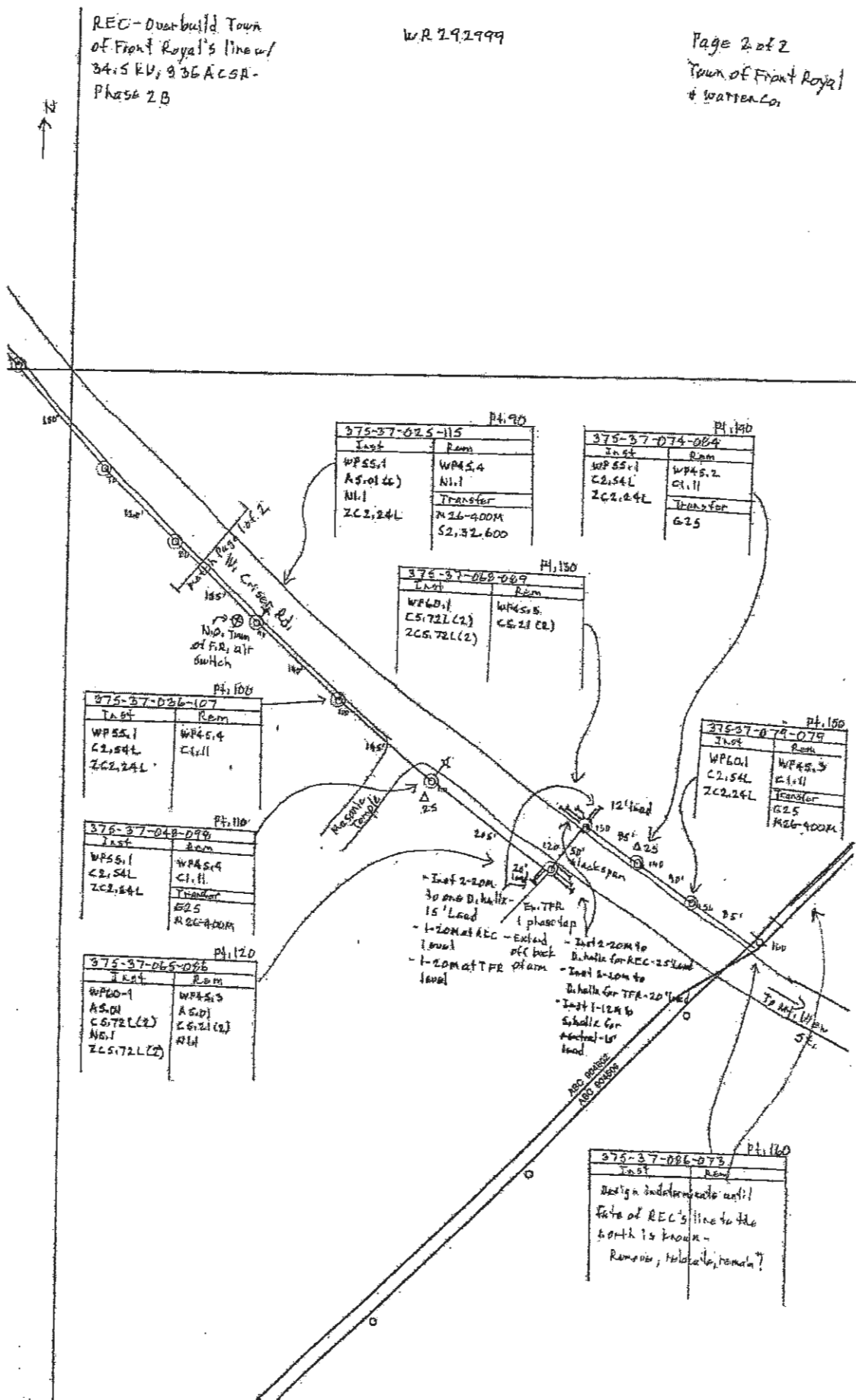


Exhibit
4

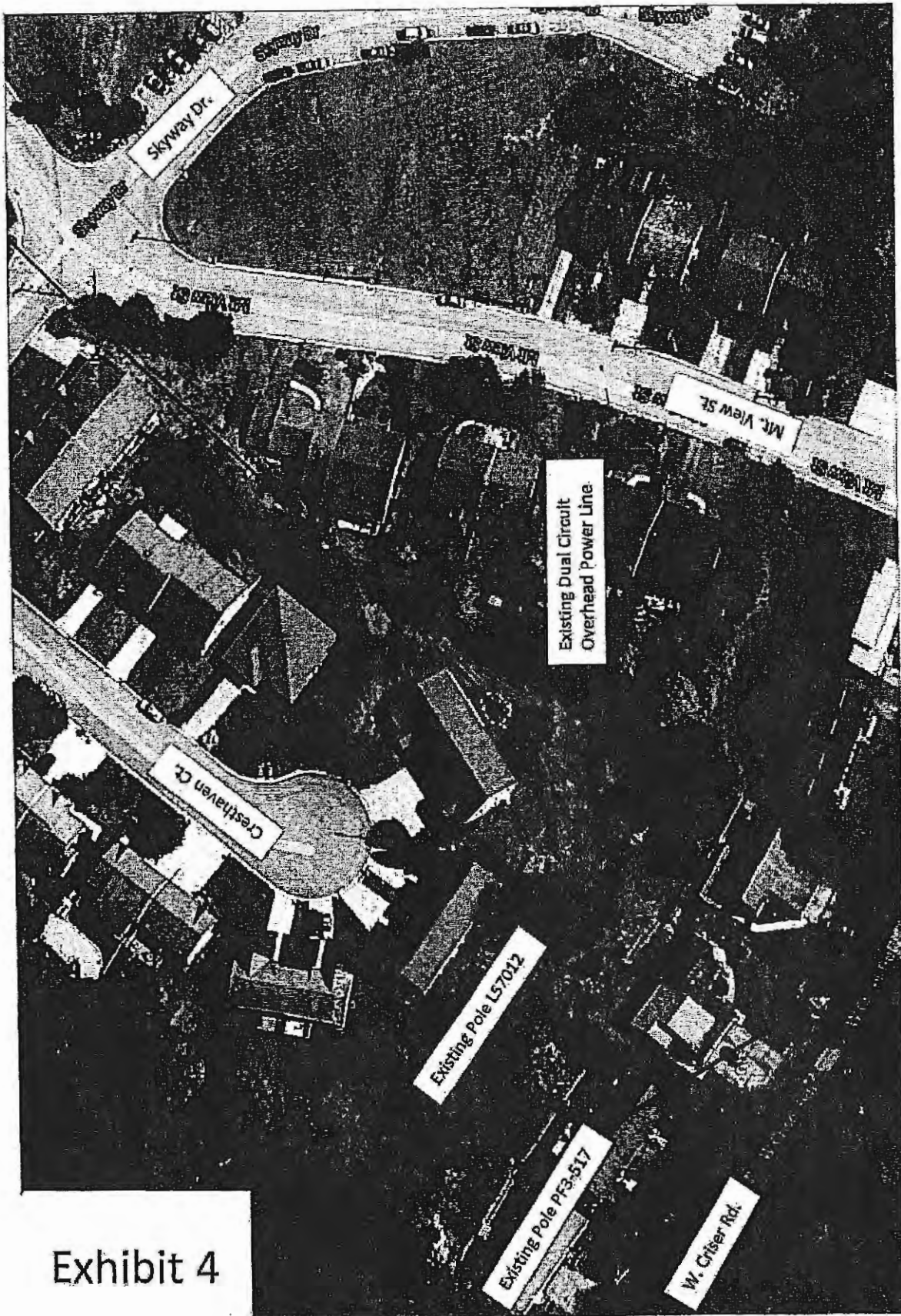


Exhibit 4

Exhibit
5

May 12, 2014

County of Warren
220 N. Commerce Ave, #100.
Front Royal, VA 22630

RE: Proposed work in the Town of Front Royal, Virginia;
Rappahannock Electric Cooperative Work Request# 292325.

Dear Sir,

The purpose of this letter is to inform you that in the near future Rappahannock Electric Cooperative will be upgrading the overhead power lines that cross your property in the Town of Front Royal in Warren County, Virginia. This work is necessary in order to continue to provide quality electrical service to our customers in the area.

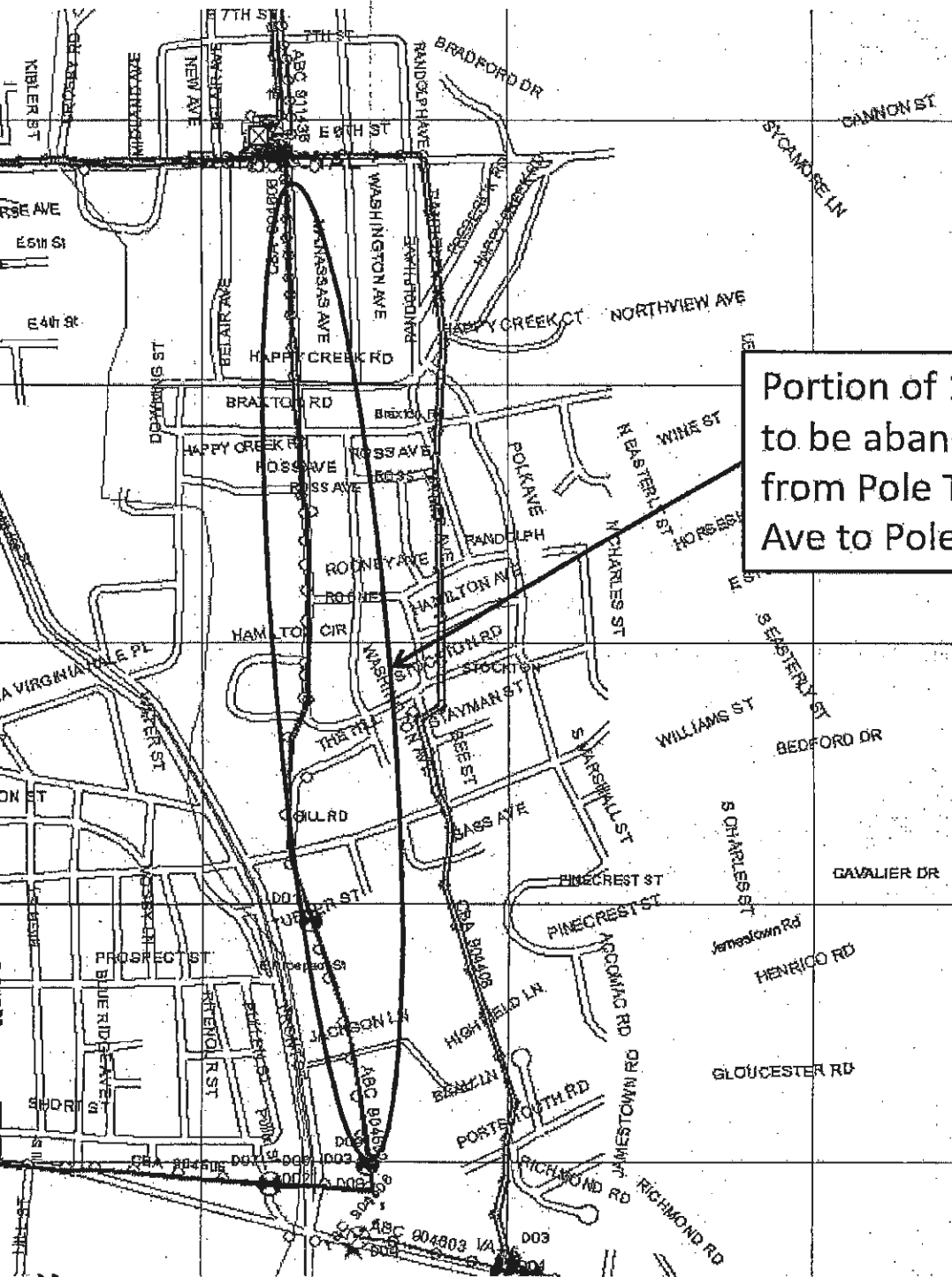
The work will involve the replacement and/or installation of some poles, guys, and anchor supports and an increase in the number of conductors. Tree trimming/clearing may also be necessary. The work will be along Kerfoot Avenue from West Main Street south to Luray Avenue.

It is our intention to keep you informed of any work being done on your property including any scheduled interruptions of electrical service. We will endeavor to perform this work with as little inconvenience to you as possible. If you have any questions concerning this matter, please do not hesitate to contact me at 540-622-5162 or toll free at 1-800-552-3904 (Ext 5162).

Sincerely,

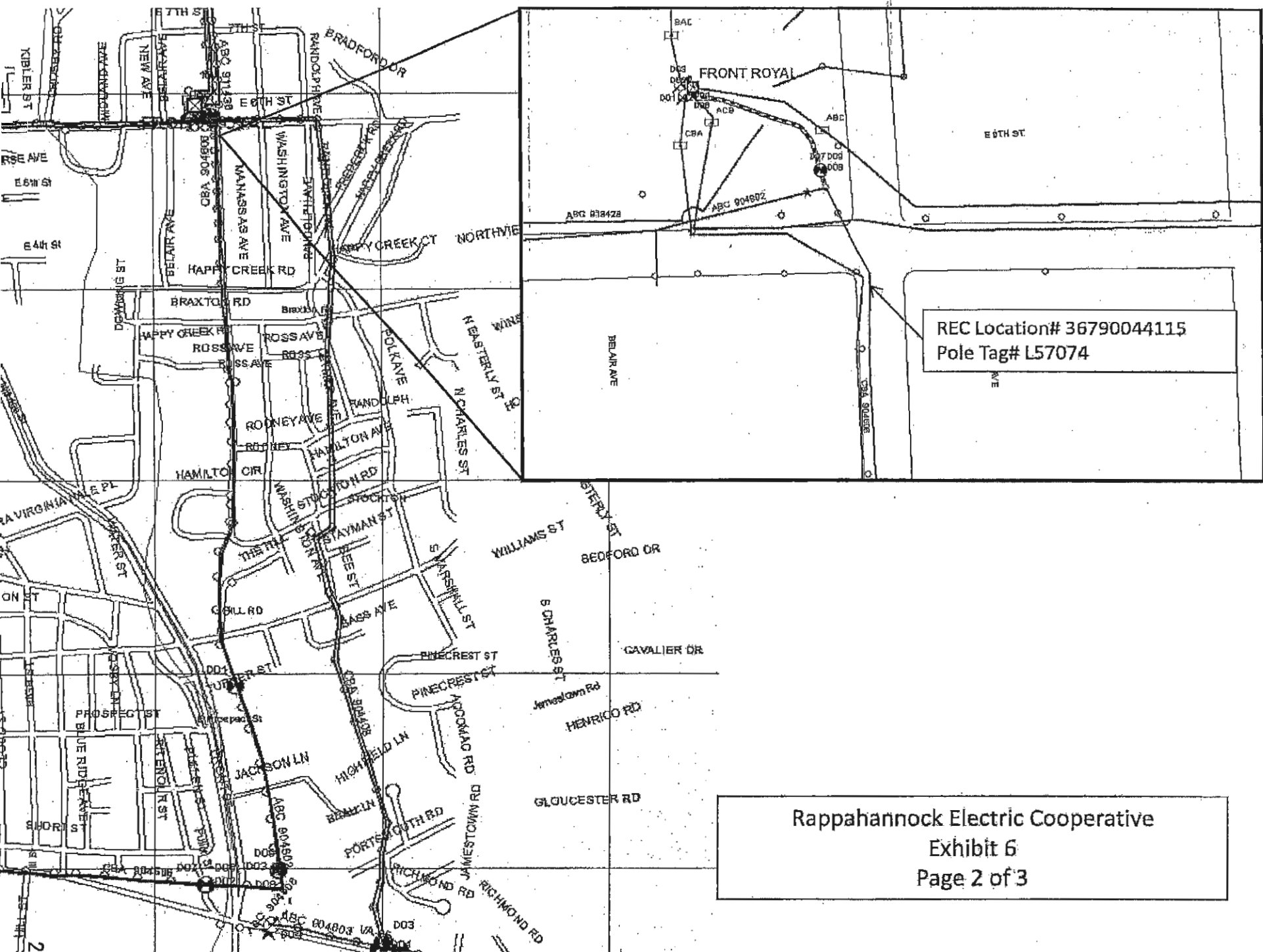
John Dailey

John Dailey
Distribution Designer

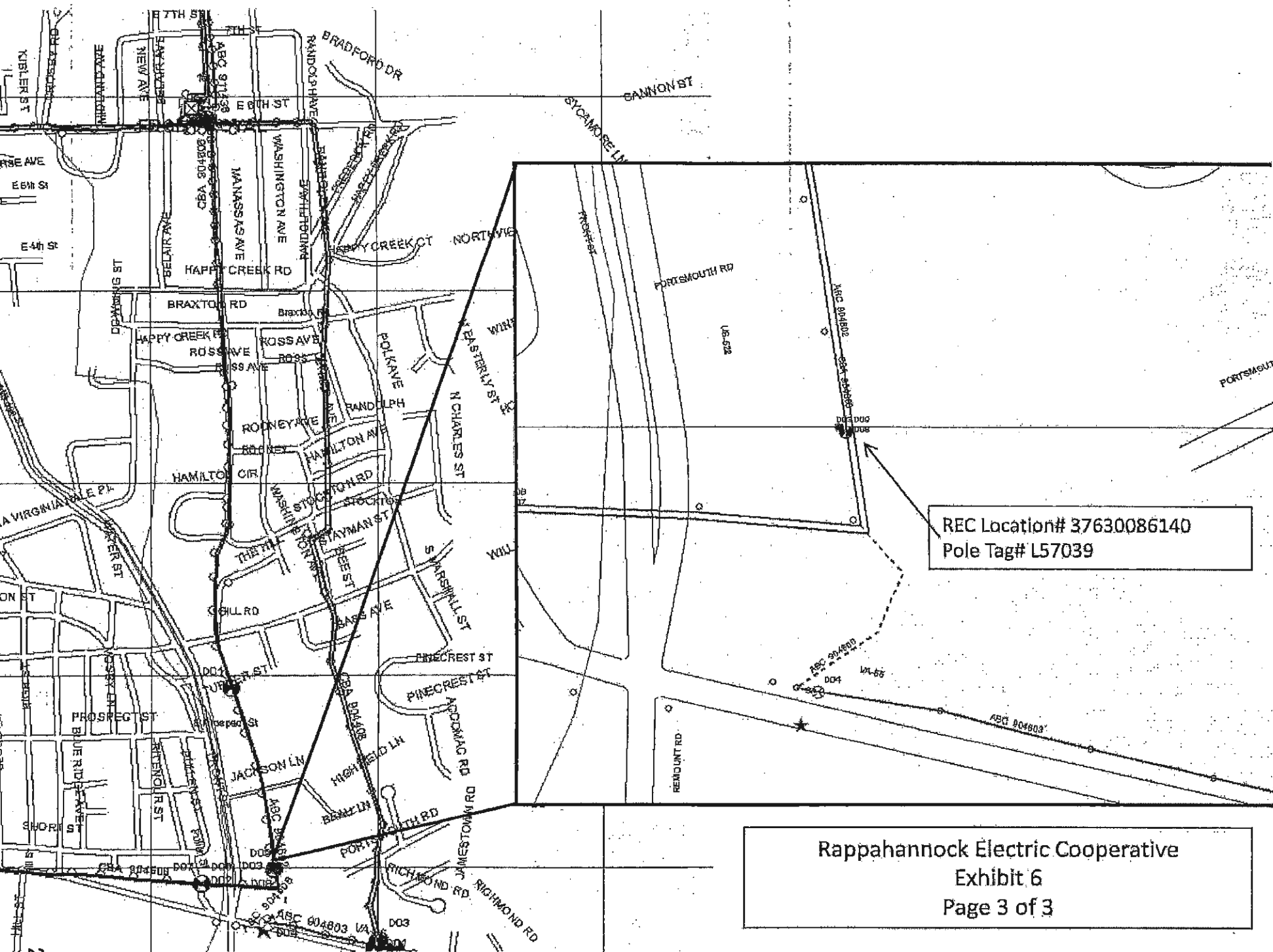


Portion of 12.5kV overhead line sections
to be abandoned to Town of Front Royal
from Pole Tag# L57074 along Manassas
Ave to Pole Tag# L57039

Rappahannock Electric Cooperative
Exhibit 6
Page 1 of 3

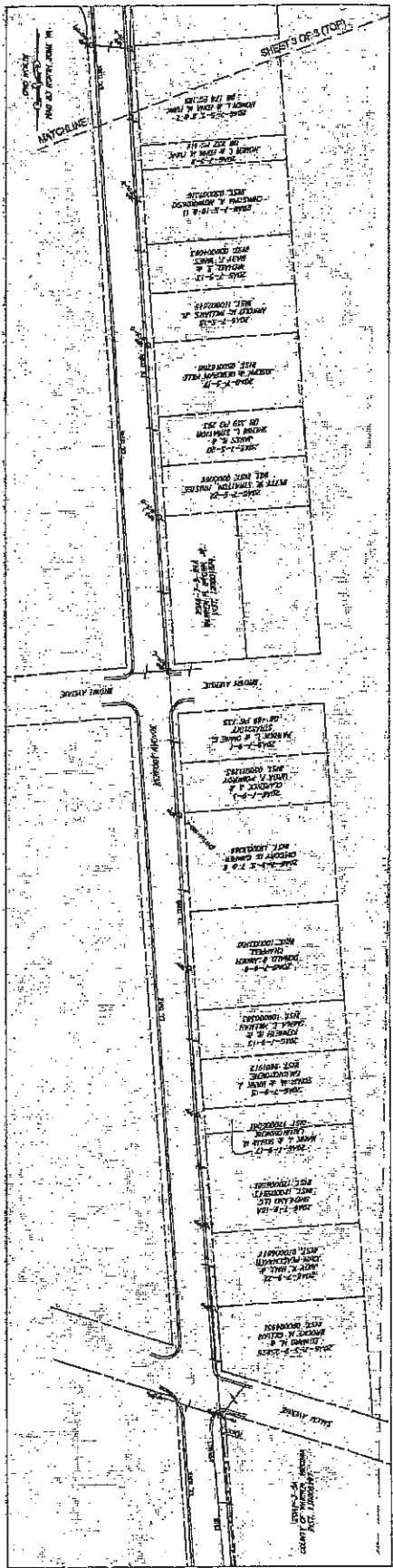
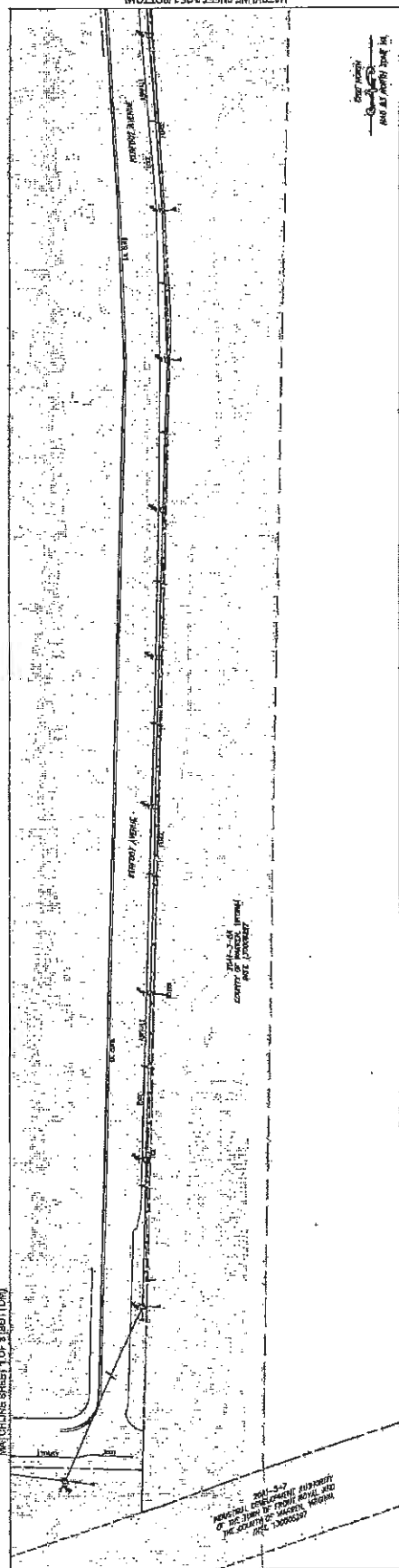


Rappahannock Electric Cooperative
Exhibit 6
Page 2 of 3



REC Location# 37630086140
Pole Tag# L57039

Rappahannock Electric Cooperative
Exhibit 6
Page 3 of 3



- 1. ROAD
- 2. PROPERTY
- 3. ADJACENT
- 4. MATCHLINE
- 5. ROAD
- 6. PROPERTY
- 7. ADJACENT
- 8. MATCHLINE
- 9. ROAD
- 10. PROPERTY
- 11. ADJACENT
- 12. MATCHLINE

50 0 50 100
 METERS 1" = 40'



Marsh & Leggett Land Surveyors, P.L.C.
 605 NORTH LUCAS STREET - WINCHESTER, VIRGINIA 22091
 PHONE (800) 817-2468 - FAX (800) 817-2469
www.marshandleggett.com

UTILITY LOCATION SURVEY
 PAPPANAWOCK ELECTRIC COOPERATIVE
 TOWN OF PAPPANAWOCK, VIRGINIA
 WINCHESTER, VIRGINIA

PROJECT NO. 100-100
 DATE 10/1/00
 SHEET 1 OF 3
 2



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

Page 1
Item No. 9

Meeting Date: August 25, 2014

Agenda Item: PUBLIC HEARING – An Ordinance to Repeal Town Code Section 110-17 Pertaining to Fortunetelling or Practicing Magic Art (*2nd Reading*)

Summary: Council is requested to adopt on its second and final reading an Ordinance to repeal Section 110-17 of the Town Code pertaining to Fortunetelling or Practicing Magic Art.

Budget/Funding: None

Attachments: Proposed Ordinance

Meetings: Work Session held July 21, 2014. Public Hearing held August 11, 2014.

Staff Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council adopt on its second and final reading an Ordinance to repeal Section 110-17 of the Town Code pertaining to Fortunetelling or Practicing Magic Art.

ROLL CALL VOTE REQUIRED

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

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

Approved By: JB



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

Page 1
Item No. 9

Meeting Date: August 11, 2014

Agenda Item: PUBLIC HEARING – An Ordinance to Repeal Town Code Section 110-17
Pertaining to Fortunetelling or Practicing Magic Art *(1st Reading)*

Summary: Council is requested to affirm on its first reading an Ordinance to repeal Section
110-17 of the Town Code pertaining to Fortunetelling or Practicing Magic Art

Budget/Funding: None

Attachments: Proposed Ordinance

Meetings: Work Session held July 21, 2014

Staff

Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council affirm on its first reading an Ordinance to repeal
Section 110-17 of the Town Code pertaining to Fortunetelling or Practicing
Magic Art.

ROLL CALL VOTE REQUIRED

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

Approved By: JB

**ORDINANCE TO REPEAL SECTION 110-17 OF THE FRONT ROYAL
TOWN CODE PERTAINING TO FORTUNETELLING OR PRACTICING MAGIC ART**

BE IT ENACTED, by the Town Council of the Town of Front Royal, Virginia, that Section 110-17 of the Front Royal Town Code, pertaining to Fortunetelling or Practicing Magic Art is hereby **repealed**.

~~110-17 FORTUNETELLING OR PRACTICING MAGIC ART~~

~~A. It shall be unlawful for any company of gypsies or other strolling company or person to receive compensation or reward for pretending to tell fortunes or to practice any so-called "magic art."~~

~~B. Every person violating this section shall be guilty of a misdemeanor and fined not less than five hundred dollars (\$500.) or confined in jail not less than one (1) nor more than six (6) months, or by both such fine and imprisonment.~~

This ordinance shall become effective upon passage.

APPROVED:

Timothy W. Darr, Mayor

ATTEST:

Jennifer E. Berry, Clerk of Council

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

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

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

Approved as to form and legality:

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



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

Page 1
Item No. 10

Meeting Date: August 25, 2014

Agenda Item: COUNCIL APPROVAL – Resolution for Independent Water Service at 409 Virginia Avenue

Summary: Council is requested to consider approval of a Resolution that would approve a special exception to Town Code Section 134-1 to allow a single water service connection to the Town's water main to serve two, independent water meters at 409 and 411 Virginia Avenue, as presented.

Budget/Funding: None

Attachments: Resolution

Meetings: Work Session held August 4 and August 18, 2014.

Staff

Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council approve a Resolution that would approve a special exception to Town Code Section 134-1 to allow a single water service connection to the Town's water main to serve two, independent water meters at 409 and 411 Virginia Avenue, as presented.

ROLL CALL VOTE REQUIRED

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

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

Approved By: JB



Town of Front Royal, Virginia



**RESOLUTION FOR
INDEPENDENT WATER SERVICE AT
409 VIRGINIA AVENUE**

WHEREAS, a duplex was constructed at 409 Virginia Avenue in 1937 where both independent residences are served by a single water meter; and,

WHEREAS, Town Code Chapter 134-1 adopted in 1985 requires an independent connection for each residential property; and,

WHEREAS, the previous owner of both properties at the duplex did not install separate water meters for each property; and,

WHEREAS, the current owner was not made aware of the single water meter for the entire duplex at the time the residence was purchased in October, 2003; and,

WHEREAS, the installation of separate water meters at this duplex is necessary to ensure continued service to the residences while allowing the Town to administer utility payment collections;

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Front Royal:

Town Council approves a Special Exception to Town Code 134-1 to allow a single water service connection to the Town's water main to serve two, independent water meters at 409 and 411 Virginia Avenue. Said independent water meters shall be installed by the Town, with the property owner of 409 Virginia Avenue connecting their water service to the new meter. The properties will remain out of compliance with Town Code and could be required to achieve compliance with Town Code should Town Council implement a program to bring known non-compliant properties into compliance.

Adopted this, 25th day of August, 2014

APPROVED:

Timothy W. Darr, Mayor

Attest:

Jennifer E. Berry, CMC, Clerk of Council

THIS RESOLUTION was approved at the Regular Meeting of the Town of Front Royal, Virginia, Town Council conducted on _____, 2014 upon the following recorded vote:

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

Approved as to Form and Legality:

Douglas W. Napier, Town Attorney

Dated: _____



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

Page 1
Item No. 11

Meeting Date: August 25, 2014

Agenda Item: COUNCIL APPOINTMENT – Planning Commission

Summary: Council is requested to appoint a member to the Front Royal Planning Commission to fill a 4-year term, said term to expire August 31, 2018.

Budget/Funding: None

Attachments: None

Meetings: Interview August 18, 2014

Staff

Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council appoint _____ to the Front Royal Planning Commission to a 4-year term, said term to expire August 31, 2018.

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

Approved By: STB



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

Page 1
Item No. 12

Meeting Date: August 25, 2014

Agenda Item: COUNCIL REFER TO PLANNING COMMISSION – Amendment to Town Code Section 175-106(A)(9)(e) Sandwich Board Signs: Development Standards.

Summary: Council is requested to consider referring an amendment to Town Code Section 175-106(A)(9)(e) “Sandwich Board Signs: Development Standards” to the Planning Commission as presented.

Budget/Funding: None

Attachments: Proposed Ordinance Amendment

Meetings: Work Sessions held July 7 and August 18, 2014

Staff Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council refer to the Planning Commission an amendment to Town Code Section 175-106(A)(9)(e) “Sandwich Board Signs: Development Standards” as presented.

¹Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

²To be clear and concise, motions should be made in the positive

Approved By: JB

175-106 SIGNS

e. Sandwich Board Signs: Development Standards

[1] Location: Shall be located within one hundred ~~(100~~ 150) feet from the building entrance, and may not be located within the public right-of-way unless a Right-of-Way Utilization Permit is granted by the Town.

[2] Duration of Use: The signs may only be displayed during business hours.

[3] Number: One (1) sandwich board sign shall be permitted per business by right subject to subparagraph [1] above. A business may apply to the Administrator for a second sandwich board sign. The Administrator shall consider the following factors in determining whether to permit a second sandwich board sign:

[a] Mobility of pedestrians in the affected area,

[b] Residential or commercial character of the area, and

[c] Effect of second sandwich sign on other facilities and uses in the affected area, and

[e d] Such other reasonable conditions or factors deemed relevant by the Administrator.

[4] Appearance: Spray painted lettering, or hand-lettering, on plain plywood, or similar unfinished appearing materials, is not permitted; however, hand-lettering with chalk or erasable marker on an erasable board shall be permitted.