



TOWN OF FRONT ROYAL, VIRGINIA TOWN COUNCIL MEETING

TUESDAY, October 14 @ 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 September 22, 2014 and Special Meeting Minutes of September 29, 2014.
5. Receipt of Petitions and/or Correspondence from the Public
6. Reports:
 - a. Report of special committees or Town officials and Town Manager.
 1. United Way Presentation – Jon Berry
 - b. Requests and inquiries of Council members.
 - c. Report of the Mayor
 - d. Proposals for addition/deletion of items to the Agenda.
- *7. **CONSENT AGENDA ITEMS – (ROLL CALL VOTE REQUIRED)**
 - A. COUNCIL APPROVAL – Proclamation – “Juvenile Diabetes Walk Day”
 - B. COUNCIL APPROVAL – Bid for Purchase of Fire Hydrants
 - C. COUNCIL APPROVAL – Donation of Tree for Gazebo During Holidays

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

8. **PUBLIC HEARING** – An Ordinance to Amend Chapter 34 of the Town Code Pertaining to Election Precincts. (1st Reading)
9. **CLOSED MEETING** – Prospective Business, Disposition of Public Property and Consultation with Legal Counsel

TOWN COUNCIL WORK SESSION

TUESDAY, October 14, 2014

To be held immediately after the regular meeting
Warren County Government Center

1. Budget Calendar
2. Budget Amendment – Outstanding Purchase Orders
3. Revenue Sharing Projects – John Marshall Highway and Criser Road Bridge Replacement
4. Liaison Committee Meeting Items



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

Page 1
Item No. 7(A)

Meeting Date: October 14, 2014

Agenda Item: COUNCIL APPROVAL – Proclamation – *“Juvenile Diabetes Walk Day”*

Summary: Council has received a request from Carol Dodson seeking to proclaim Saturday, October 25, 2014 as *“Juvenile Diabetes Walk Day”* in the Town of Front Royal.

Budget/Funding: None

Attachments: Proclamation

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 Proclamation proclaiming Saturday, October 25, 2014 as *“Juvenile Diabetes Walk Day”* in the Town of Front Royal.

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

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

Approved By: SB

PROCLAMATION
Northern Shenandoah Valley
Juvenile Diabetes Research Foundation
Walk to Cure Diabetes DAY

WHEREAS, Nearly 26 million Americans have Diabetes (8.3 % of the population); an estimated 18.8 million have been diagnosed; yet unfortunately, 7 million people are not aware they have Diabetes. In the U.S., a new case of Diabetes is diagnosed every 30 seconds; more than 1.9 million people are diagnosed each year. As many as three million Americans may have Type 1 Diabetes. Diabetes currently affects 366 million people worldwide and is expected to affect 552 million by 2030;

WHEREAS, Diabetes requires constant attention and insulin is not a cure;

WHEREAS, In 2013, diabetes accounted for \$174 billion in health care costs in the U.S;

WHEREAS, the Juvenile Diabetes Research Foundation is committed to finding a cure for diabetes and its complications through the funding of research, and the 2014 Northern Shenandoah Valley Juvenile Diabetes Research Foundation Walk to Cure Diabetes is committed to raising funds through volunteer efforts and corporate donations on October 25, 2014;

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Front Royal, Virginia that October __, 2014 is hereby proclaimed as

JUVENILE DIABETES WALK DAY

in the Town of Front Royal, and we urge all citizens to participate in the Northern Shenandoah Valley Juvenile Diabetes Research Foundation Walk to Cure Diabetes and the continuing efforts of JDRF to support their dedication to finding a cure for Type I Juvenile Diabetes.

APPROVED:

Timothy W. Darr
Mayor

ATTEST:

Jennifer E. Berry
Clerk of Council

This proclamation was adopted by the Town Council of the Town of Front Royal on the __ day of _____, 2014.



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

Page 1
Item No. 7(B)

Meeting Date: October 14, 2014

Agenda Item: COUNCIL APPROVAL – Bid for Purchase of Fire Hydrants

Summary: Council is requested to approve a bid for the purchase of various sizes of fire hydrants for the Water and Sewer Maintenance Department inventory from HD Supply Waterworks for an amount of \$34,048.00.

Budget/Funding: Water Line Maintenance FY15 budget line item 9602-47530 “Capital Inventory”

Attachments: Memorandum and Quotation Tabulation from Purchasing Agent

Meetings: None

Staff Recommendation: Approval ✓ Denial

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

Proposed Motion: I move that Council approve a bid for the purchase of various sizes of fire hydrants for the Water and Sewer Maintenance Department inventory from HD Supply Waterworks for an amount of \$34,048.00.

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

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

Approved By: JB



MEMORANDUM

Date: October 1, 2014
To: Tina Presley, Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent
RE: Agenda Item

On Tuesday, September 23, 2014, I held a bid opening for various sizes of fire hydrants for the Water & Sewer Maintenance Department inventory. I received two (2) responses to this bid (see attached tabulation sheet). Due to the dollar amount, I will need Town Council approval to place this order. Please add this item to the October 14 Council agenda for their action.

Staff recommends the award for the purchase of fire hydrants be made to HD Supply Waterworks for a total purchase cost of \$34,048.00.

Funding for this purchase is available in the Water Line Maintenance FY15 budget line item 9602-47530 "Capital Inventory".





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

Page 1
Item No. 7(C)

Meeting Date: October 14, 2014

Agenda Item: COUNCIL APPROVAL – Donation of Tree for Gazebo During Holidays

Summary: Council is requested to consider donation of one 10' cut fir tree from Springtime Nursery, Front Royal, VA for display in the Gazebo located at Main and Chester Streets during the holidays. The tree's value is \$180.00 and is estimated to be delivered sometime after the Thanksgiving holiday. Springtime Nursery will also display a sign at the Gazebo recognizing the donation.

Budget/Funding: None

Attachments: None

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 donation of one 10' cut fir tree from Springtime Nursery, Front Royal, VA at a value of \$180.00, for display in the Gazebo located at Main and Chester Streets during the holidays.

*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. 8

Meeting Date: October 14, 2014

Agenda Item: PUBLIC HEARING – An Ordinance to Amend Chapter 34 of the Town Code Pertaining to Election Precincts (*1st Reading*)

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

Budget/Funding: None

Attachments: Proposed Ordinance and Warren County Code Chapter 16

Meetings: Work Sessions held January 6 and May 5, 2014

Staff

Recommendation: Approval ✓ Denial

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

ROLL CALL VOTE REQUIRED

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

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

Approved By: JB

Warren County, VA
Friday, July 12, 2013

Chapter 16. ELECTIONS

[HISTORY: Adopted by the Board of Supervisors of Warren County as Ch. 6 of the 1975 Code. Amendments noted where applicable.]

Article I. Districts

§ 16-1. Establishment.

[Amended 8-19-2008] Pursuant to authority contained in Code of Virginia 1950, as amended, § 15.2-1211, the election districts of the County are hereby created and established as set forth in this article.

§ 16-2. Enumeration.

The election districts are as follows:

- A. Fork Election District.
- B. Happy Creek Election District.
- C. North River Election District.
- D. Shenandoah Election District.
- E. South River Election District.

§ 16-3. (Reserved)

Editor's Note: Former § 16-3, Boundaries, as amended, was repealed 5-10-2011; see now § 16-3.1.

§ 16-3.1. Boundaries.

[Added 5-10-2011] *Editor's Note: This ordinance stated that it would take effect 5-16-2011.*] The boundaries of the respective election districts are as set forth below:

- A. Fork Election District: Beginning at the point of intersection of Manassas Avenue and 6th Street, such point being at the point of intersection of the Fork Election District, the North River Election District and the Shenandoah Election District, thence with the Shenandoah Election District and the center line of Manassas Avenue due south to the center of Happy Creek Road, thence west with the center of Happy Creek Road to its intersection with Commerce Avenue, thence south along the center line of Commerce Avenue to its intersection with East Main Street, thence westerly along the center line of East Main Street to its intersection with Royal Avenue, thence with the center of South Royal Avenue and the South River Election District south-southwest to the

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

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

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

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

Chapter 34

ELECTION PRECINCTS

Sections:

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

34-1 DIVISION OF TOWN; DESIGNATIONS

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

34-2 TOWN-FORK PRECINCT

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

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

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

34-3 TOWN OF FRONT ROYAL-HAPPY CREEK PRECINCT

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

Beginning at a point on South Commerce Avenue at its intersection with East Stonewall Drive, such point being the intersection of South River Election District, Happy Creek Election District, and Shenandoah Election District, thence with the South River Election District as follows: south with the center line of South Commerce Avenue to its intersection with State Route 55 (John Marshall Highway), thence along the center of State Route 55 (John Marshall Highway) to its intersection with Biggs Drive, thence southerly up the center of Biggs Drive to the terminus of Biggs Drive, thence continuing with the South River Election District due south from a point being at the center of the terminus of the paved portion of Biggs Drive extended to its intersection with the Town boundary of the Town of Front Royal, thence along the Town boundary southeasterly then northerly then easterly then northerly to the intersection of the Town boundary and U. S. Route 55 (John Marshall Highway), thence crossing John Marshall Highway northerly then northwesterly then easterly then northerly along the Town boundary to its intersection with Happy Creek Road, thence westerly along the center of Happy Creek Road to its intersection with Polk Avenue, thence southeasterly along the center of Polk Avenue to its intersection with Braxton Road, then east along the center line of Braxton Road to its intersection with Leach Street, thence south along the center of Leach Street to its intersection with Horseshoe Drive, thence along the center of Horseshoe Drive east then south then west to the intersection of Horseshoe Drive and North Easterly Street, then south along the center of North Easterly Street to its intersection with East Stonewall Drive, then southwesterly along the center of East Stonewall Drive to its intersection with South Commerce Avenue, to the point of beginning.

34-4 TOWN-NORTH RIVER PRECINCT

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

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

~~34-5 RIVERTON PRECINCT~~

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

~~34-5 TOWN-WEST SHENANDOAH PRECINCT~~

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

Beginning at the point of intersection of the center lines of East 8th Street and North Commerce Avenue, such point being at the point of intersection of the North River Election District and the

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

34-6 TOWN-SOUTH RIVER PRECINCT

The Town- ~~of Front Royal~~ South River Precinct shall include all that portion of the South River Election District, as defined by Section 46-3 16-7.1 E. (3) of the Warren County, Virginia, Code, **wherein it is called the Town-South River District**, located within the corporate limits of the Town of Front Royal, as follows:

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

34-7 POLLING PLACES

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

This ordinance shall become effective upon passage.

APPROVED:

Timothy W. Darr, Mayor

ATTEST:

Jennifer E. Berry, Clerk of Council

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

Thomas H. Sayre Yes/No

Bret W. Hrbek Yes/No

Hollis L. Tharpe Yes/No

Eugene R. Tewalt Yes/No

N. Shae Parker Yes/No

Daryl L. Funk Yes/No

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

Approved as to form and legality:

Douglas W. Napier, Town Attorney

Date: ____/____/____

intersection of South Royal Avenue and Criser Road, thence with the center of West Criser Road west-northwest to the intersection of Luray Avenue and West Criser Road, thence with the South River Election District and the center line of Luray Avenue and Luray Avenue extended west to the center of the South Fork of the Shenandoah River, thence with the center line of the meanders of the South Fork of the Shenandoah River up said river southwest for a distance of ten miles to the westernmost point of the third western bend of said river, thence around such bend in a southeasterly direction for a distance of approximately one thousand three hundred feet to a point due north of an unnamed run, thence south to the point where said run enters the South Fork of the Shenandoah River and with the center of said run south then west to the point where it is crossed by Panhandle Road (such point being approximately two and one-tenth road miles north from the center of the Route 613 low-water bridge), thence continuing with the center of said run to the point of its beginning which lies within the George Washington National Forest, thence continuing in a northwesterly direction up the slope of the Massanutten Mountain to the intersection of the Shenandoah County line, thence with the Shenandoah County line northeast and then northwest and over the Massanutten Mountain to the center of State Route 55 (Strasburg Road), at its intersection with the Shenandoah County/Warren County line, thence east-southeastward along the center of State Route 55 (Strasburg Road) to the intersection of State Route 55 (Strasburg Road) and the Town of Front Royal boundary, thence southwestward with the Town of Front Royal boundary to the center of Punch Run, thence downstream with the center of Punch Run to its confluence with the South Fork of the Shenandoah River, thence westerly with the center line of the South Fork of the Shenandoah River to a point in the center line of Kendrick Lane extended, thence southeasterly with the center line of Kendrick Lane extended and then with the center line of Kendrick Lane southeasterly to its intersection with 6th Street, thence with 6th Street easterly to its intersection with Manassas Avenue, the point of beginning.

- B. Shenandoah Election District: Beginning at the point of intersection of the center lines of Manassas Avenue and Happy Creek Road, such point being at the point of intersection of the Fork Election District and the Shenandoah Election District, thence northerly with the center line of Manassas Avenue and with the lines of the Fork Election District and the North River Election District to its crossing of the Norfolk and Western Railroad, thence with the North River Election District and with the center line of the Norfolk and Western Railroad in a northern and northeast direction to the Clarke County line, thence with the Clarke County line east to the Fauquier County line, thence with the Fauquier County line southwest to a point where the center line of Freezeland Road crosses the Fauquier County line, such point being approximately one thousand feet southwest of the intersection of Freezeland Road and a subdivision road currently named High Top Road, thence with Freezeland Road and the Happy Creek Election District northeasterly to its intersection with High Top Road, thence with the center line of High Top Road to its intersection with a subdivision road currently known as Crossway Lane, thence westerly with the center line of Crossway Lane, to its intersection with a subdivision road currently known as High Top Road, thence with the center of High Top Road southwestward to its intersection with a subdivision road currently known as Cappy Road, thence west with the center of Cappy Road approximately three hundred seventy-five feet where it crosses an unnamed stream and drainageway, thence north with the center of the unnamed stream to its confluence with Howellsville Branch, thence westerly with the center of Howellsville Branch to where it is crossed by Howellsville Road, thence southwestward with the center of Howellsville Road until Howellsville Road connects with Oregon Hollow Road, thence southerly with the center of Oregon Hollow Road to its intersection with Dismal Hollow Road, thence westerly with the center of Dismal Hollow Road to where it is crossed

by Interstate 66, thence northerly with Interstate 66 to where it crosses over Happy Creek Road/Morgan Ford Road, thence westerly with the center of Happy Creek Road to its intersection with Polk Avenue, thence southerly with the center of Polk Avenue to its intersection with Braxton Road, thence easterly with the center line of Braxton Road to its intersection with Leach Street, thence southerly with the center line of Leach Street to its intersection with Horseshoe Drive, thence east, south and west around the curve of Horseshoe Drive and along its center line to its intersection with North Easterly Street, thence south along the center line of North Easterly Street to its intersection with East Stonewall Drive, thence west along the center line of East Stonewall Drive to its intersection with Commerce Avenue, thence north along the center line of Commerce Avenue to its intersection with Happy Creek Road, thence east and north along the center line of Happy Creek Road to its intersection with Manassas Avenue, the point of beginning.

C. Happy Creek Election District: Beginning at a point in the center of Commerce Avenue at its intersection with East Stonewall Drive, thence with the South River Election District south with the center line of Commerce Avenue to its intersection with John Marshall Highway, thence east along the center line of John Marshall Highway to its intersection with ESA Lane, thence south along the center line of ESA Lane and ESA Lane extended to the center line of Longhill Road extended, thence south and southeasterly along the center line of Longhill Road extended and Longhill Road to its intersection with Rivinus Road, thence southeasterly along the center line of Rivinus Road to its intersection with Intake Road, thence east along the center line of Intake Road and Intake Road extended to the Fauquier County line, thence northerly along the Fauquier County line to a point where the center line of Freezeland Road crosses the Fauquier County line, such point being approximately one thousand feet southwest of the intersection of Freezeland Road and a subdivision road currently named High Top Road, thence with Freezeland Road and the Shenandoah Election District northeasterly to its intersection with High Top Road, thence with the center of High Top Road to its intersection with a subdivision road currently known as Crossway Lane, thence westerly with the center of Crossway Lane, to its intersection with a subdivision road currently known as High Top Road, thence with the center of High Top Road southwesterly to its intersection with a subdivision road currently known as Cappy Road, thence west with the center of Cappy Road approximately three hundred seventy-five feet where it crosses an unnamed stream and drainageway, thence north with the center of the unnamed stream to its confluence with Howellsville Branch, thence westerly with the center of Howellsville Branch to where it is crossed by Howellsville Road, thence southwesterly with the center of Howellsville Road until Howellsville Road connects with Oregon Hollow Road, thence southerly with the center of Oregon Hollow Road to its intersection with Dismal Hollow Road, thence westerly with the center of Dismal Hollow Road to where it is crossed by Interstate 66, thence northerly with Interstate 66 to where it crosses over Happy Creek Road/Morgan Ford, thence westerly with the center of Happy Creek Road to its intersection with Polk Avenue, thence southerly with the center of Polk Avenue to its intersection with Braxton Road, thence easterly with the center line of Braxton Road to its intersection with Leach Street, thence southerly with the center line of Leach Street to its intersection with Horseshoe Drive, thence east, south and west around the curve of Horseshoe Drive and along its center line to its intersection with North Easterly Street, thence south along the center line of North Easterly Street to its intersection with East Stonewall Drive, thence west along the center line of East Stonewall Drive to its intersection with Commerce Avenue, the point of beginning.

D. South River Election District: Beginning at a point in the center of Commerce Avenue at its intersection with East Main Street, thence with the center line of Commerce Avenue to its intersection with John Marshall Highway, thence east along the center line of John Marshall

Highway to its intersection with ESA Lane, thence south along the center line of ESA Lane and ESA Lane extended to the center line of Longhill Road extended, thence south and southeasterly along the center line of Longhill Road extended and Longhill Road to its intersection with Rivinus Road, thence southeasterly along the center line of Rivinus Road to its intersection with Intake Road, thence east along the center line of Intake Road and Intake Road extended to the Fauquier County line, thence southwesterly with the Fauquier County line and the Rappahannock County line to the intersection of the Page County line into the Rappahannock County line, thence with the Page County line northwest to the Shenandoah County line, thence with the Shenandoah County line northeast to the Fork Election District, thence with the Fork Election District southeast with the center of an unnamed run to the point where it is crossed by Panhandle Road (such point being approximately two and one-tenth road miles north from the center of the Route 613 low-water bridge), thence continuing with the center of said run east then north to the point where it enters the South Fork of the Shenandoah River, thence due north to the center of the South Fork of the Shenandoah River, thence with the Fork Election District down the center of the meanders of the South Fork of the Shenandoah River northeast to the center of Luray Avenue extended, thence easterly along the center line of Luray Avenue extended and Luray Avenue and the Fork Election District to the center of West Criser Road, thence east-southeast with the center of West Criser Road and the Fork Election District to the center of South Royal Avenue, thence with the center of South Royal Avenue and with the Fork Election District north-northwest to the center of East Main Street, thence with the center of East Main Street and the Fork Election District east to the intersection of East Main Street and Commerce Avenue, the point of beginning.

E. North River Election District: Beginning at the point of intersection of the center lines of 6th Street and Manassas Avenue, such point being at the point of intersection of the Fork Election District, the North River Election District and the Shenandoah Election District, thence northerly with the center line of Manassas Avenue to the crossing of the Norfolk and Western Railroad, thence with the Shenandoah Election District and with the center line of the Norfolk and Western Railroad in a northeast direction to the Clarke County line, thence with the Clarke County line west-northwest to the intersection of the Clarke County line into the Frederick County line, thence with the Frederick County line south-southwest to a point near Nineveh, thence with the Frederick County line west to the intersection of the Frederick County line with the Shenandoah County line, thence with the Shenandoah County line to the center line of Strasburg Road, thence east with the center line of Strasburg Road to the overhead electric transmission lines that are the boundary line of the Town of Front Royal, thence southwesterly along the Town of Front Royal boundary line to the center of Punch Run, thence downstream with Punch Run to its confluence with the South Fork of the Shenandoah River, thence westerly with the center line of the South Fork of the Shenandoah River to a point in the center line of Kendrick Lane extended, thence southeasterly with the center line of Kendrick Lane extended, and then with the center line of Kendrick Lane southeasterly to its intersection with Sixth Street, thence with Sixth Street easterly to its intersection with Manassas Avenue, the point of beginning.

§ 16-4. Number of Supervisors to be elected.

One Supervisor shall be elected from each election district created by this article.

Article II. Precincts

[Amended 10-20-1981]

§ 16-5. Establishment.

[Amended 8-19-2008] Pursuant to authority contained in Code of Virginia 1950, as amended, §§ 24.2-307 and 24.2-310 through 24.2-310.1, the precincts and their respective polling places for the County are hereby created and established as set forth in this article.

§ 16-6. (Reserved)

Editor's Note: Former § 16-6, Enumeration; polling places, as amended, was repealed 5-10-2011; see now § 16-6.1.

§ 16-6.1. Enumeration; polling places.

[Added 5-10-2011] *Editor's Note: This ordinance stated that it would take effect 5-16-2011.*] The precincts for each election district and the polling place for each precinct shall be as set forth below:

A. Fork Election District:

Precinct	Polling Place
Town - Fork	Warren County Government Center
Otterburn	Rivermont Volunteer Fire Department

B. Happy Creek Election District:

Precinct	Polling Place
Happy Creek and Town - Happy Creek	Warren County High School
Linden	Linden Volunteer Fire Co. Fire Hall

C. North River Election District:

Precinct	Polling Place
Town - North River	Old Warren County Middle School (15th Street)
Riverton	North Warren Volunteer Fire Department

D. Shenandoah Election District:

Precinct	Polling Place
West Shenandoah and Town - West Shenandoah	Front Royal Volunteer Fire Department
East Shenandoah	Youth Center

E. South River Election District:

Precinct	Polling Place
Bentonville	South Warren Volunteer Fire Department

Precinct**Polling Place**

Browntown

Browntown Baptist Church Fellowship Hall

South River and Town - South River

Skyline High School

F. Central Absentee Precinct. The Central Absentee Voting Precinct, for the purpose of receiving, counting, and recording absentee ballots cast in Warren County for all elections, is established and is to be held at the Warren County Government Center, 220 North Commerce Avenue, Town of Front Royal, County of Warren, Virginia.

§ 16-7. (Reserved)

Editor's Note: Former § 16-7, Boundaries, as amended, was repealed 5-10-2011; see now § 16-7.1.

§ 16-7.1. Boundaries.

[Added 5-10-2011 *Editor's Note: This ordinance stated that it would take effect 5-16-2011.* **]** The boundaries of the respective precincts are as set forth:

A. Fork Election District.

- (1) Town - Fork Precinct: All that portion of the Fork Election District that lies within the corporate limits of the Town of Front Royal.
- (2) Otterburn Precinct: All that portion of the Fork Election District that lies outside the corporate limits of the Town of Front Royal.

B. Happy Creek Election District.

- (1) Happy Creek Precinct: All that portion of the Happy Creek Election District lying within the corporate limits of the Town of Front Royal, together with the following portion of the Happy Creek Election District lying outside of the corporate limits of the Town of Front Royal: Beginning at a point on the Fauquier County line where it is intersected by the Town — Happy Creek Election Precinct line being a line extended southeasterly from the southern terminus of Shenandoah Valley Drive, then with the Fauquier County line generally southwestward to a point where Intake Road extended intersects with the Fauquier County line, thence west along the center of Intake Road extended and Intake Road to its intersection with Rivinus Road, thence northwesterly along the center of Rivinus Road to Longhill Road extended, thence northwesterly along the center of Longhill Road extended and Longhill Road to ESA Lane, thence north along the center of ESA Lane and the eastern boundary of the Town of Front Royal to Happy Creek Road, thence east along the center of Happy Creek Road to the point where Interstate 66 passes over Happy Creek Road, thence south and east along the center of Interstate 66 to Dismal Hollow Road, thence easterly with the center of Dismal Hollow Road to Gore Road, thence southwest along the center of Gore Road to its intersection with John Marshall Highway, thence along the center of John Marshall Highway west to its intersection with Massanutten Mountain Drive, thence along the center of Massanutten Mountain Drive southeast and south then southwest to its intersection with Club House Drive, then south along the center of Club House Drive to its intersection with Skyline View Drive, then south along the center of Skyline View Drive to its intersection with the Short Piece Lane, thence

east-northeast along the center of Short Piece Lane to its intersection with Shenandoah Valley Drive, then south then southeast along the center of Shenandoah Valley Drive and Shenandoah Valley Drive extended to the Fauquier County line, the point of beginning.

For town elections, there shall be an election precinct to be known as the Town of Front Royal - Happy Creek Precinct, which shall consist of that portion of the Happy Creek Election District lying within the corporate limits of the Town of Front Royal.

- (2) Linden Precinct: Beginning at a point on the Fauquier County line where it is intersected by the Town — Happy Creek Election Precinct line being a line extended southeasterly from the southern terminus of Shenandoah Valley Drive, then with the Fauquier County line generally eastward and northward to a point where the center line of Freezeland Road crosses the Fauquier County line, such point being approximately one thousand feet southwest of the intersection of Freezeland Road and a subdivision road currently named High Top Road, thence with the Shenandoah Election District as follows: along the center of Freezeland Road northeasterly to its intersection with High Top Road, thence with the center of High Top Road to its intersection with a subdivision road currently known as Crossway Lane, thence westerly with the center of Crossway Lane to its intersection with a subdivision road currently known as Cappy Road, thence west with the center of Cappy Road approximately three hundred seventy-five feet where it crosses an unnamed stream and drainageway, thence north with the center of the unnamed stream to its confluence with Howellsville Branch, thence westerly with the center of Howellsville Branch to where it is crossed by Howellsville Road thence southwesterly with the center of Howellsville Road until Howellsville Road connects with Oregon Hollow Road, thence southerly with the center of Oregon Hollow Road to its intersection with Dismal Hollow Road, thence along the Town — Happy Creek Election Precinct line as follows: along the center line of Dismal Hollow Road south and then east-southeast to its intersection with Gore Road, thence southwest along the center of Gore Road to its intersection with John Marshall Highway, thence along the center of John Marshall Highway west to its intersection with Massanutten Mountain Drive, thence along the center of Massanutten Mountain Drive southeast and south then southwest to its intersection with Club House Drive, then south along the center of Club House Drive to its intersection with Skyline View Drive, then south along the center of Skyline View Drive to its intersection with the Short Piece Lane, thence east-northeast along the center of Short Piece Lane to its intersection with Shenandoah Valley Drive, then south then southeast along the center of Shenandoah Valley Drive and Shenandoah Valley Drive extended to the Fauquier County line, the point of beginning.

C. North River Election District.

- (1) Town - North River Precinct: All that portion of the North River Election District that lies within the boundary of the Town of Front Royal.
- (2) Riverton Precinct: All that portion of the North River Election District that lies outside the boundary of the Town of Front Royal.

D. Shenandoah Election District.

- (1) West Shenandoah Precinct: All that portion of the Shenandoah Election District lying within the corporate limits of the Town of Front Royal, together with all that portion of the Shenandoah Election District lying outside of the corporate limits of the Town of Front Royal which is west

of the Shenandoah River.

For Town elections, there shall be an election precinct to be known as the Town — West Shenandoah Precinct, which shall consist of that portion of the Shenandoah Election District lying within the corporate limits of the Town of Front Royal.

- (2) East Shenandoah Precinct: All that portion of the Shenandoah Election District lying outside the corporate limits of the Town of Front Royal which is east of the Shenandoah River.

E. South River Election District:

- (1) Bentonville Precinct: Beginning at a point on the South Fork of the Shenandoah River at its intersection with Gooney Creek, thence with the meanders of the Shenandoah River westerly for a distance of three and six-tenths miles to the westernmost point of the first western bend of said river, thence around such bend in a southeasterly direction for a distance of approximately one thousand three hundred feet to a point due north of an unnamed run, thence south to the point where said run enters the South Fork of the Shenandoah River and with the center of said run and the Fork Election District south then west to the point where it is crossed by Panhandle Road (such point being approximately two and one-tenth road miles north from the center of the Route 613 low-water bridge), thence continuing with the center of said run to the point of its beginning which lies within the George Washington National Forest, thence continuing in a northwesterly direction up the slope of the Massanutten Mountain to the intersection of the Shenandoah County line, thence with the Shenandoah County line southwest to the point of intersection of the Page County - Warren County boundary line with the Shenandoah County - Warren County boundary line, thence southeasterly with the Page County line to its intersection with Mathews Arm Road, thence northerly with Mathews Arm Road to its intersection with Gimlet Ridge Trail, thence northerly with Gimlet Ridge Trail to the boundary of Shenandoah National Park, thence northerly along an unnamed trail to a point on Bentonville Road approximately 2,000 feet east of its intersection with Jennings Lane, thence easterly on Bentonville Road to its intersection with William Vincent Road, thence northerly with William Vincent Road to its intersection with Buck Mountain Road, thence westerly, then northerly along Buck Mountain Road approximately 4,000 feet to its intersection with Forest Court, thence northerly with Forest Court to its end and then continuing with an unnamed trail to Gooney Creek, thence along Gooney Creek to the South Fork of the Shenandoah River and the place of beginning.
- (2) Browntown Precinct: Beginning at a point on Stonewall Jackson Highway (U. S. Route 340) where it crosses over Gooney Creek, a corner to the Bentonville Precinct, thence north along the center line of Stonewall Jackson Highway (U. S. Route 340) to where it crosses Dry Run, thence with Dry Run to a point on Skyline Drive, thence with the line of Skyline Drive in a southerly direction to the Rappahannock County line, thence with the Rappahannock County line southwesterly to the intersection of the Page County line and Rappahannock County line, thence northerly along the Page County line to its intersection with Mathews Arm Road, thence northerly with Mathews Arm Road to its intersection with Gimlet Ridge Trail, thence northerly with Gimlet Ridge Trail to the boundary of Shenandoah National Park, thence northerly along an unnamed trail to a point on Bentonville Road approximately 2,000 feet east of its intersection with Jennings Lane, thence easterly on Bentonville Road to its intersection with William Vincent Road, thence northerly with William Vincent Road to its intersection with Buck Mountain Road, thence westerly, then northerly along Buck Mountain approximately

4,000 feet to its intersection with Forest Court, thence northerly with Forest Court to its end and then continuing with an unnamed trail to Gooney Creek, thence along Gooney Creek to where it crosses Stonewall Jackson Highway (U. S. Route 340), the place of beginning.

- (3) South River Precinct: Beginning at a point in the center of Commerce Avenue at its intersection with East Main Street, thence with the center line of Commerce Avenue to its intersection with John Marshall Highway, thence east along the center line of John Marshall Highway to its intersection with ESA Lane, thence south along the center line of ESA Lane and ESA Lane extended to the center line of Longhill Road extended, thence south and southeasterly along the center line of Longhill Road extended and Longhill Road to its intersection with Rivinus Road, thence southeasterly along the center line of Rivinus Road to its intersection with Intake Road, thence east along the center line of Intake Road and Intake Road extended to the Fauquier County line, thence southwesterly with the Fauquier County line and the Rappahannock County line southwest to its intersection with Skyline Drive, thence northwards along the centerline of Skyline Drive to Dry Run, thence northeasterly downstream along Dry Run to where it crosses under Stonewall Jackson Highway (U. S. Route 340), thence south along the center of Stonewall Jackson Highway (U. S. Route 340) to where it crosses over Gooney Creek, thence west along the center of Gooney Creek to the center of the South Fork of the South Fork of the Shenandoah River, thence down the center of the meanders of the South Fork of the Shenandoah River northeast to the center of Luray Avenue extended, thence easterly along the center line of Luray Avenue extended and Luray Avenue and the Fork Election District to the center of West Criser Road, thence east-southeast with the center of West Criser Road and the Fork Election District to the center of South Royal Avenue, thence with the center of South Royal Avenue and with the Fork Election District north-northwest to the center of East Main Street, thence with the center of East Main Street and the Fork Election District east to the intersection of East Main Street and Commerce Avenue, the point of beginning.

For Town elections, there shall be an election precinct to be known as the Town —South River Precinct, which shall consist of that portion of the South River Election District lying within the corporate limits of the Town of Front Royal.



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

Page 1
Item No. 9

Meeting Date: October 14, 2014

Agenda Item: CLOSED MEETING – Prospective Business, Disposition of Real Property and Consultation with Legal Counsel

Summary: Council is requested to convene and go into Closed Meeting for the purpose of 1) discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, pursuant to Section 2.2-3711. A. 5. of the Code of Virginia; 2) discussion or consideration of the disposition of publicly held real property, specifically, the former Town Hall property, where discussion in an Open Meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711 A. 3. of the Code of Virginia; and 3) consultation with legal counsel employed or retained by a public body regarding specific legal matters, specifically, the ownership and transfer of ownership of former Town Hall, requiring the provision of legal advice by such counsel, pursuant to Section 2.2-3711. A. 7. of the Code of Virginia.

Budget/Funding: None

Meetings: None

Staff Recommendation: Approval ☒ Denial ☐

Motion to Go Into Closed Meeting

I move that Council convene and go into Closed Meeting for the purpose of 1) discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, pursuant to Section 2.2-3711. A. 5. of the Code of Virginia; 2) discussion or consideration of the disposition of publicly held real property, specifically, the former Town Hall property, where discussion in an Open Meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711 A. 3. of the Code of Virginia; and 3) consultation with legal counsel employed or retained by a public body regarding specific legal matters, specifically, the ownership and transfer of ownership of former Town Hall, requiring the provision of legal advice by such counsel, pursuant to Section 2.2-3711. A. 7. of the Code of Virginia.

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

I move that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Action as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the Closed Meeting by Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.

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

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

Approved By: 



TOWN COUNCIL WORK SESSION

TUESDAY, October 14, 2014

To be held immediately after the Regular Meeting
Warren County Government Center

Town/Staff Related Issues:

1. Budget Calendar – *Director of Finance/Town Manager*
2. Budget Amendment – Outstanding Purchase Orders – *Director of Finance*
3. VDOT Revenue Sharing Projects – *Director of Environmental Services*
 - a. John Marshall Highway
 - b. Criser Road Bridge Replacement

Council/Mayor Related Items

4. Liaison Committee Meeting Items
5. Council Discussion/Goals *(time permitting)*



Item No. 1

Town of Front Royal, Virginia Work Session Agenda Form

Date: October 14, 2014

Agenda Item: Budget Calendar for FY16

Summary: Town Manager and Director of Finance have established the Budget Calendar for Fiscal Year 2016.

Council Discussion: To add or change the dates that have been provided by Staff

Staff Evaluation: Staff has received the proposed calendar and are committed to advancing the budget process by 30 – 45 days.

Budget/Funding:

Legal Evaluation:

Staff Recommendations: Approval of Budget Calendar FY16

Town Manager Recommendation:

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action

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

Work Session

Fiscal Year 2015-2016 Budget Calendar

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

Item No. 2

Town of Front Royal, Virginia Work Session Agenda Form

Date: October 14, 2014

Agenda Item: Budget Amendment for Outstanding Purchase Orders

Summary: Council is requested to approve a budget amendment to carry forward unpaid balances on purchase orders not completed at the end of June 2014 for fiscal year 2015.

Council Discussion:

Staff Evaluation: The Finance Department has compiled a list of outstanding purchase orders totaling \$7,387,958.14 based on the final audit results that need to be carried forward to the FY15 budget cycle to complete unfinished projects.

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

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

Legal Evaluation:

Staff Recommendations: Staff recommends approval of this budget amendment, for the projects that have been started and not completed. This is an annual housekeeping item that comes before Council after the completion of the annual audit review.

Town Manager Recommendation:

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action
Consensus Poll on Action: ____ (Aye) ____ (Nay)

Work Session

Dept Town Council	Account	PO #	Vendor	Amount	Description	Status
	1101-3002	27557A	Community Development	96,200.00	FY13 & FY14 funding for Comm Dev program	Council request to carry forward allocations
HR/Risk Mngt	1202-3029	27748	Front Royal Cardinals	710.00	Employee Appreciation Week	not invoiced for July date
Auto	1203-7001	27915	Bearcom	19,804.94	Repeater System w/ installation	project in progress
	1203-7001	27916	Mac Tools	2,067.90	Items ordered and invoiced Aug 22014	Paid 8/29/14
IT	1204-3002	27925	Syntax Communications	8,000.00	Data service transition	on going project
	1204-5421	27702	Advanced Computer Concepts	1,769.40	Citrix - VDI in a box	on going project
	1204-7003	27720A	Black Box Network Service	7,168.26	phone upgrades	on going project
	1204-7003	27735	Dell	4,897.22	Vsphere 5 ESS & 3 Host max w/ essentials kit	ordered not received
Tourism	1205-3018	26929	Treasurer of Virginia	10,000.00	Promotion of Downtown Development	FY12 allocations requested to be reserved
Town Attorney	2201-3002	27484	Pennoni Associates	7,150.00	Catlett Mountain Landfill Improvements	FY13 allocations requested to be reserved
	2201-7001	27555	B-K Office Supplu	5,000.00	Rotary File System	Office will reserve funds annually to complete project
Police	3101-5425	27789	Gun Shop	1,251.86	Ammunition	ordered not received
	3108-5409	27788	Town Police Supply of Richmond	476.76	Reload Distraction Device	Paid 8/22/14
	3108-5410	27907	Town Police Supply of Richmond	2,736.00	Paca Vest and accessories	Paid 8/22/14
Horticulture	4305-7031	27927	SkyView Tree Experts	12,000.00	Main Street Tree Removal	FY14 funding - project onging
	4305-7031	27184A	Springtime Garden Center	14,000.00	Main Street Tree Replacement	FY13 funding - project onging
	4305-7974	27769	Twist & Turn	8,111.92	1- - 35 gallon Victorian Trash Cans	Paid 8/29/14
	4305-7974	27926	SkyView Tree Experts	6,000.00	Main Street Tree Removal	FY14 funding - project onging
Planning	8101-3026	27922	Renaissance Planning Group	20,000.00	Plan Studies through out town	on going project
	8101-7007	27698	Energov	50,000.00	Software program	Approved by Council 12.9.13
	8101-7014	27531	Air Survey Corp	25,000.00	Aerial Imagery Data	FY14 Funding - on going project
	8101-7014	27181A	Geodigital Mapping	26,450.00	GIS Mapping System	FY13 Funding - on going project
			Total General Fund	\$ 328,794.26		
Special Projects	9130-7013	27551B	Facility Study - Police Dept Expansion	128,493.99	Facility Study - PD Expansion project	FY13 & FY14 Funding based on .02 tax increase
	9130-7982	27552B	Local Connector Rd	219,480.00	Funding for Local Connector Rd	FY13 & FY14 Funding based on .02 tax increase
Police Asset	1610-7001	27823	Town Police Supply of Richmond	4,690.00	10 - Glock Model 21 GEN4	Paid 8/22/14
	1610-7001	27924	Town Police Supply of Richmond	191,291.00	State Funds - Police Supplies & Equip	received from State 6.9.14
			Total Special Revenue	\$ 543,954.99		

Electric

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

Sewer

9801-3002	27545A	Troutman and Sanders	39,362.35	Rt 522 Expansion Legal issues	Funding reserved by Council
9801-3005	27605A	Waste Management of NV	29,257.40	Biosolid Disposal	Paid after 8.15.14
9801-3005	27923	Apple Valley Scale Co	188.50	Inspection of Scales	not invoiced yet
9801-3005	27952	Waste Management of NV	40,000.00	Biosolid Disposal	Remaining funds from FY14
9801-3077	27931A	Inboden Environmental Services	4,188.80	Analytical Testing	Paid 9.19.14
9801-5407	27930	GHD Inc	25,000.00	Fan Press	FY14 funds for secondary rotary fan press
9801-7001	27550A	Va Nutrient Credit Exchange	13,691.55	Nutrient credits	Remaining funds from FY14
9801-7005	27929	Colonial Ford Truck	25,000.00	Replacement truck for #618	Ordered June 2014
9801-7009	27548A	Don Largent Roofing	30,000.00	Replacement Roof Crooked Run Pump Sta	on going project
9801-7009	27549	Crooked Run Pump Station	70,000.00	Study for expansion of Crooked Run Pump	FY14 funding to be added to FY15 to start project
9801-7015	26458B	GHD Inc	48,559.58	Engineering for WWTP expansion	final stages of engineering process
9801-7519	27521A	CHA Consulting	4,367.71	Loop Study	Remaining funds from FY14
9802-7001	27499A	Carter Machinery	65,500.00	Backhoe	FY14 funding to be added to FY15 to start project
9802-7998	28052	Insituform	854,900.00	Pipe Lining Service I & I issues	Bid #15 awarded 8.12.13
9802-7998	28051	D & S Contractor	211,750.00	Manhole Rehabilitation I & I issues	Bid #11 awarded 7.22.13
9802-7998	28053	Prism Contractor	145,274.80	Evaluation of I & I issues	on going project
Total Sewer Fund			\$ 1,617,040.69		

Water

9501-3002	27011	Arcadis	1,955.50	McKay Spring - Buffer areas	FY13 funding
9601-3002	27547A	S & M E	10,000.00	Professional repairs to Fairgrounds tank	FY14 funding to be added to FY15 to start project
9601-3002	27493	CHA Consulting	30,000.00	Design Work for New EPA /VDH LT2 regs	FY13 funding to be added to current year funding
9601-3002	27545A	Troutman and Sanders	39,362.35	Rt 522 Expansion Legal Issues	Funding reserved by Council
9601-3005	27923	Apple Valley Scale Co	62.00	Inspection of Scales	not invoiced yet
9601-3005	27128	ABB Inc	20,000.00	16" Finished Water meter Compliance	FY12 funding
9601-5407	27936	Bushong Contracting	5,000.00	Happy Creek Impound Repair	Repairs due to flooding 5.16.14
9601-5413	57983	Univar USA Inc	3,499.37	Chemicals	ordered not received
9601-5413	27935	USALCO	4,499.96	Chemicals	ordered not received
9601-7001	26540	Siemens Industry	16,572.34	Flowmeter for Sloan & HC intake reservoir	Prior year funding
9601-7009	27546	CHA Consulting	100,000.00	Water Plant Reservoir repairs	FY14 funding to be added to FY15 to start project
9601-7009	27547A	CHA Consulting	150,000.00	Professional repairs to Fairgrounds tank	FY14 funding to be added to FY15 to start project
9601-7507	27522	CHA Consulting	151,684.50	WTP improvements	Council approval 6.24.13
9601-7507	27919	CHA Consulting	2,835,000.00	WTP upgrades	Bond proceeds 2014 - upgrades
9601-7519	27521A	CHA Consulting	1,548.29	Loop Study	Remaining funds from FY14
9601-7903	27494	McGrane Fence Co	19,000.00	Security Improvements	Prior year funding
9601-7903	27134	Valley Fencing	17,700.00	Guard Hill Water Tank Security	Prior year funding
9602-7001	28499A	Carter Machinery	70,000.00	Backhoe	FY14 funding to be added to FY15 to start project
9602-7513	27928A	Bushong Contracting	322,066.00	Water line upgrades to run w/ paving	FY14 funding to be added to FY15 to start project
9602-7530	27705	HD Supply Waterworks	53,775.00	Neptune water meters [430]	ordered received pd 9.18.14
9617-7001	27544A	SunGard Pentamation	24,310.00	ARM - water	FY14 funding to continue program with water meters
		Total Water Fund	\$ 3,876,045.91		
4102-5470	27752	Arthur Construction	27,912.15	Alley paving - to include paver /milling	on going project
4500-5471	27509	East Jordan Iron Works	7,500.00	Drain work in alleyways	on going project
4500-5472	27945A	Mattem & Craig	5,994.00	Bridge Inspections	FY14 funding carry forward
4500-7926	27944A	VDOT	218,939.00	South Fork Bridge Repairs	Prior year funding for bridge project
4500-7927	27668A	Arthur Construction	133,648.62	Paving Program	FY14 paving projects not completed
4500-7941	27747	Arthur Construction	61,910.33	Curb & Gutter Program	FY14 paving projects not completed
		Total Street Fund	\$ 455,904.10		
		Total Outstanding PO's	\$ 7,387,958.14		

Street



Item No. 3a

Town of Front Royal, Virginia Work Session Agenda Form

Date: October 14, 2014

Agenda Item: VDOT Revenue Sharing Project FY16 – John Marshall Highway

Summary: The Department of Environmental Services (DES) will be paving John Marshall Highway from South Street to the end of the Town limits in FY16. Due to the estimated costs, the Town would like to utilize the Virginia Department of Transportation (VDOT) Revenue Sharing Funds available to localities.

Council Discussion: Council is requested to review the information submitted by DES regarding the revenue sharing project.

Staff Evaluation: DES has completed the revenue sharing application with VDOT that would assist with the cost of paving John Marshall Highway

Budget/Funding: Total cost of the paving project is \$350,000 with \$175,000 to be reimbursed by VDOT after the project has been completed.

Legal Evaluation: The Town Attorney will be available for any legal questions or concerns

Staff Recommendations: Staff recommends utilizing the Revenue Sharing Funds offered by VDOT to assist with the cost of paving projects and street maintenance.

Town Manager Recommendation:

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action
Consensus Poll on Action: ____ (Aye) ____ (Nay)

Work Session

SEPARATE APPLICATION REQUIRED FOR EACH PROJECT TO BE CONSIDERED

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

PROJECT INFORMATION (Please TAB from field to field)

Locality's Priority #: 1 Route #: 55 and local road name, if available: JOHN MARSHALL HWY

State Project Number: _____ UPC #: _____

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

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

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

Current Advertisement Date: 10/04/2014 Advanced Advertisement Date: 07/01/2015

Scope of Work: Pavement Overlay (maintenance)

Description of Work/Scope: EDGE MILL, ASP OVERLAY

From: SOUTH ST To: E/T/L

Length: 1.67 (miles)

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

PROJECT ESTIMATES (Please TAB from field to field)

PHASE	*Total Estimated Project Cost	Sections below pertain to Revenue Sharing funded portion only:		
		Estimated Eligible Project Costs	*Estimated Eligible VDOT Project Expenses	****Estimated Reimbursement to Locality
PE	\$ 0	\$ 0	\$ 0	\$ 0
RW	\$ 0	\$ 0	\$ 0	\$ 0
CN	\$ 350,000	\$ 350,000	\$ 175,000	\$ 175,000
TOTAL	\$ 0	\$ 0	\$ 0	\$ 0

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

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

PE Phase: No; Reimbursement will NOT be Requested

RW Phase: No; Reimbursement will NOT be Requested

CN Phase: Yes; Reimbursement will be Requested

PROJECT FINANCIAL INFORMATION (Please TAB from field to field)

VDOT Revenue Sharing matching funds UP TO \$1M requested for CONSTRUCTION project FY 2015:	\$ 0
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VDOT Revenue Sharing matching funds OVER \$1M requested for CONSTRUCTION project FY 2015:	\$ 0
	\$ 0

VDOT Revenue Sharing matching funds UP TO \$1M requested for MAINTENANCE project FY 2015:	\$ 175,000
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VDOT Revenue Sharing matching funds OVER \$1M requested for MAINTENANCE project FY 2015:	\$ 0
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VDOT Revenue Sharing matching TOTAL request (this application)	(right click on "\$0" to the right & "Update Field" for total)	\$ 0
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Note: CONSTRUCTION projects total or combined CONSTRUCTION & MAINTENANCE projects total requested must not exceed \$10M; Also, MAINTENANCE projects total requested must not exceed \$5M

Locality Revenue Sharing MATCHING funds TOTAL (for this application & must equal or match VDOT TOTAL above)	\$ 175,000
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Project has previously received Revenue Sharing state funds:	No	If Yes, FY(s):	N/A	Totaling:	\$ 0
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Total of other State / Federal / Local funds (enter amount to the right):	\$ 0
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List types of other funds: N/A

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

COMMENTS

Submitted by: TERRY LEWIS DES MANAGER

Reviewed by: >type in VDOT Official name & title<

sign here for original hard-copy submission

sign here for original hard-copy submission

Signature of Locality Official

Date _____

Signature of VDOT Official

Date _____



Item No. 36

Town of Front Royal, Virginia Work Session Agenda Form

Date: October 14, 2014

Agenda Item: VDOT Revenue Sharing Project FY16 – Criser Road Bridge Replacement

Summary: The Department of Environmental Services (DES) will be replacing the Criser Road Bridge to include a bike path and sidewalk access in FY16. Due to the estimated costs, the Town would like to utilize the Virginia Department of Transportation (VDOT) Revenue Sharing Funds available to localities.

Council Discussion: Council is requested to review the information submitted by DES regarding the revenue sharing project.

Staff Evaluation: DES has completed the revenue sharing application with VDOT that would assist with the cost of replacement of the Criser Road Bridge.

Budget/Funding: Total cost of the bridge project is \$450,000 with \$225,000 to be reimbursed by VDOT after the project has been completed.

Legal Evaluation: The Town Attorney will be available for any legal questions or concerns

Staff Recommendations: Staff recommends utilizing the Revenue Sharing Funds offered by VDOT to assist with the cost of bridge replacement and repair projects.

Town Manager Recommendation:

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action
Consensus Poll on Action: ____ (Aye) ____ (Nay)

Work Session

REVENUE SHARING DETAILED APPLICATION FOR FUNDS

SEPARATE APPLICATION REQUIRED FOR EACH PROJECT TO BE CONSIDERED

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

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

PROJECT INFORMATION (Please TAB from field to field)

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

Type of Project: Construction If Type of Project is "**Maintenance**", has appropriate analysis been provided confirming the pavement or structure is below VDOT maintenance performance targets? Yes
 If Type of Project is "**Construction**", will the requested funds accelerate advertisement of the project that is already in the Six-Year Improvement Plan or in the locality's capital plan? Yes
 If this is a Construction project AND the advertisement date will be accelerated, please fill in dates below:
 Current Advertisement Date: 10/04/2014 Advanced Advertisement Date: 07/01/2015

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

From: EAST SIDE To: WEST SIDE

Length: 0.02 (miles)
 Is this project in another locality? No If yes, please identify the locality and reason for request on the line below.
N/A

PROJECT ESTIMATES (Please TAB from field to field)

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

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

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

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

PROJECT FINANCIAL INFORMATION (Please TAB from field to field)

VDOT Revenue Sharing matching funds UP TO \$1M requested for CONSTRUCTION project FY 2015: \$ 0
 VDOT Revenue Sharing matching funds OVER \$1M requested for CONSTRUCTION project FY 2015: \$ 0
 VDOT Revenue Sharing matching funds UP TO \$1M requested for MAINTENANCE project FY 2015: \$ 225,000
 VDOT Revenue Sharing matching funds OVER \$1M requested for MAINTENANCE project FY 2015: \$ 0
 VDOT Revenue Sharing matching TOTAL request (this application) (right click on "\$0" to the right & "Update Field" for total) \$ 0

Note: CONSTRUCTION projects total or combined CONSTRUCTION & MAINTENANCE projects total requested must not exceed \$10M; Also, MAINTENANCE projects total requested must not exceed \$5M

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

List types of other funds: N/A
 Total funding to be programmed on Project (should equal total estimated cost above): (right click on "\$0" & "Update Field" for total) \$ 0

COMMENTS

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

sign here for original hard-copy submission

sign here for original hard-copy submission

(Revised 07/18/2012)

REVENUE SHARING DETAILED APPLICATION FOR FUNDS

SEPARATE APPLICATION REQUIRED FOR EACH PROJECT TO BE CONSIDERED

Signature of Locality Official

Date

Signature of VDOT Official

Date



Item No. 4

Town of Front Royal, Virginia Work Session Agenda Form

Date: October 14, 2014

Agenda Item: Liaison Committee Items for November 20, 2014 Meeting

Summary: Council is requested to add items to the Liaison Committee Meeting Agenda scheduled for November 20, 2014. Items will be voted on at the regularly scheduled meeting on October 27, 2014. The agenda from the September Liaison Committee meeting is attached.

Council Discussion: Council takes desired action

Staff Evaluation: None

Budget/Funding: None

Legal Evaluation: Town Attorney will be available for questions or concerns

Staff Recommendations: None

Town Manager Recommendation:

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action

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

Work Session



AGENDA
TOWN/COUNTY LIAISON
COMMITTEE MEETING
Warren County Government Center



September 18, 2014
6:00 P. M.

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