



TOWN OF FRONT ROYAL, VIRGINIA TOWN COUNCIL MEETING

Monday, April 11, 2016 @ 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 March 28, 2016
5. Receipt of Petitions and/or Correspondence from the Public
6. Reports:
 - a. Report of special committees or Town officials and Town Manager.
***Energy Services Quarterly Update – Director of Energy Services**
 - 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** – None
 - A. COUNCIL APPROVAL – Bid for Tandem Dump Truck
 - B. COUNCIL APPROVAL – Proposal for I & I Point Repairs on Mosby Lane
 - C. COUNCIL APPROVAL – Proclamation for “*Paint the Town Purple Day*”
 - D. COUNCIL APPROVAL – Resolution for “*Freedom Day*”
8. **PUBLIC HEARING** – Fiscal Year 2016-2017 Tax Rates (*1st Reading*)
9. **COUNCIL APPROVAL** – Waive Curb & Gutter Installation on Cable and Pullen Streets
10. **COUNCIL APPROVAL** – Reorganize Finance Department and Reclassify Risk Manager
11. **COUNCIL APPOINTMENTS** – 2016 VML Policy Committee Nominations

7A



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

Page 1
Item No. 7(A)

Meeting Date: April 11, 2016

Agenda Item: COUNCIL APPROVAL – Bid for Tandem Dump Truck

Summary: Council is requested to approve a bid from Virginia Truck Center in the amount of \$148,425.00 for the purchase of a tandem dump truck with hoist and central hydraulic system to be used in the Department of Environmental Services.

Budget/Funding: FY16 Department of Environmental Services split evenly between the Water Line Maintenance line item 9602-R47005 “Motor Vehicles” and the Sewer Line Maintenance line item 9802-R47005 “Motor Vehicles”. This is funding carried forward from the FY15 budget in the amount of \$140,000.00. The balance of funding, \$8,425.00, will be split evenly from the current FY16 funding line items 9602-47005 and 9802-47005.

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

Meetings: None

Staff Recommendation: Approval X Denial _____

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

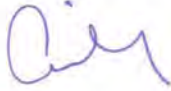
Proposed Motion: I move that Council approve a bid from Virginia Truck Center in the amount of \$148,425.00 for the purchase of a tandem dump truck with hoist and central hydraulic system to be used in the Department of Environmental Services.

*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



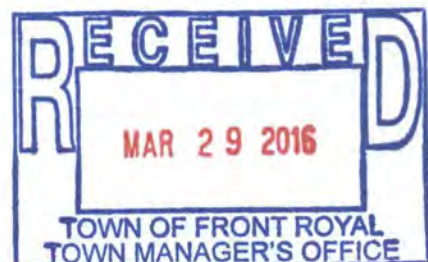
MEMORANDUM

Date: March 28, 2016
To: Tina Presley, Senior Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent 
RE: Agenda Items

On Friday, February 12, 2016, I opened bids for the purchase of a new tandem dump truck with hoist and central hydraulic system. Out of the fourteen (14) vendors directly solicited, I received three (3) responses (see attached tabulation sheet). Don McPaters, Superintendent of Vehicle/Equipment Maintenance has reviewed all of the submittals to ensure the submitted quotations met all of our specifications. Due to the dollar amount of this vehicle, I will need Town Council approval before continuing. Please add this to the April 11, 2016 Council agenda for their action.

Staff recommends the award for the purchase of a tandem dump truck with hoist and central hydraulic system be made to Virginia Truck Center, located in Weyers Cave, for a total delivered cost of \$148,425.00.

Funding for this purchase is available in the FY16 Department of Environmental Services. The cost will be split evenly between the Water Line Maintenance line item 9602-R47005 "Motor Vehicles", and the Sewer Line Maintenance line item 9802-R47005 "Motor Vehicles". This is funding carried forward from the FY15 budget, in the amount of \$140,000. The balance of the funding, \$8,425.00, will be split evenly from the current FY16 funding, line items 9602-47005 and 9802-47005.



MEMORANDUM

TO: Cindy Hartman, Purchasing Agent

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

SUBJECT: Bid recommendation Tandem dump truck with stainless steel dump bed.

DATE: March, 11 2016

I have reviewed the three bids for the Tandem dump truck with stainless steel bump bed. We had a bid from Goodpasture Motor Co. for the truck chassis, it was \$110,300.00 no price on the stainless dump bed and hydraulic system. We had a bid from Virginia Truck Center for the truck chassis at a price of \$109,958.00 and a price of \$38,467.00 for stainless steel dump bed and hydraulic system. We also had a bid form Highway Motors Inc. for the truck chassis at a price of \$115,706.00 and a price of \$61,600.00 for the stainless steel dump bed and hydraulic system.

I am recommend the bid go to Virginia Truck Center for the chassis price of ^{*109,958}~~\$110,300.00~~ and a price of \$38,467. They met all specifications and was the lowest price on the chassis, stainless steel dump body, and hydraulic system.

TOWN OF FRONT ROYAL, VIRGINIA

Quotation Tabulation

Item: TANDEM DUMP TRUCK

Quotation #2

Date: FEBRUARY 12, 2016

Mailed 14

Replied 3

	Vendor Quotation			
	VIRGINIA TRUCK CENTER	GOODPASTURE MOTOR COMPANY	HIGHWAY MOTORS	
QUANTITY	WEYERS CAVE QUOTATION	BRISTOL QUOTATION	HARRISONBURG QUOTATION	QUOTATION
1 EACH - NEW TANDEM DUMP TRUCK WITH HOIST AND CENTRAL HYDRAULIC SYSTEM PER TOWN SPECIFICATIONS				
OPTION #1 - COMPLETE TRUCK, AS SPECIFIED	\$148,425.00	N/Q	\$177,306.00	
OPTION #2 - CHASSIS ONLY	\$ 109,958.00	\$110,300.00	\$115,706.00	
OPTION #3 - DUMP BODY ONLY WITH HOIST AND CENTRAL HYDRAULIC SYSTEM	\$38,467.00	N/Q	\$61,600.00	
Total				
Discount				
Net Quotation				
Terms				

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

Witness

Witness


Purchasing Agent

7B



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

Page 1
Item No. 7(B)

Meeting Date: April 11, 2016

Agenda Item: COUNCIL APPROVAL – Bid for I & I Point Repairs on Mosby Lane

Summary: Council is requested to accept a proposal from Bushong Contracting Corporation for replacement of up to 544' of damaged 6" sewer main with an upgrade to 8" SDR-35 PVC pipe in the total amount of \$67,258.00 (\$39,858.00 + \$27,400 contingency) on Mosby Lane. This cost includes the tie backs of 13 existing sewer laterals into the new main and up to eight lateral upgrades if needed. *Note: This is part of the ongoing Inflow & Infiltration (I & I) point repairs contract with Bushong Contracting Corporation and Staff has identified Mosby Lane as an area needing service. The contract with Bushong requires a proposal be submitted and approved for any work covered by the contract.*

Budget/Funding: FY16 Department of Environmental Services budget line item 9802-R47998. This is funding carried over from the FY15 budget so that funding is maintained for the I & I Abatement Program.

Attachments: Memorandums from the Purchasing Agent, e-mail from Supervisor of Water and Sewer Line Maintenance and Proposal from Bushong Contracting Corporation

Meetings: None

Staff

Recommendation: Approval X 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 proposal from Bushong Contracting Corporation for replacement of up to 544' of damaged 6" sewer main with an upgrade to 8" SDR-35 PVC pipe in a total amount of \$67,258.00 (\$39,858.00 + \$27,400 contingency) on Mosby Lane.

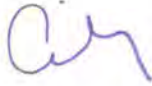
*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

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

Approved By: SB



MEMORANDUM

Date: March 31, 2016
To: Tina Presley, Senior Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent 
RE: Agenda Item

As part of our ongoing Inflow & Infiltration (I & I) point repairs contract with Bushong Contracting Corporation, Town staff has identified Mosby Lane as an area where Bushong will need to perform this service. Our contract with Bushong requires a proposal to be submitted and approved by the Town for any work covered by the contract. Robert Boyer, Supervisor of Water & Sewer Line Maintenance met with Mr. Bushong to view the area and to request a proposal for the needed repairs. I have attached the submitted proposal. Due to the dollar amount, I am requesting Council approval before issuing a Notice to Proceed. Please place this on the April 11, 2016 Town Council agenda for their action.

Staff recommends acceptance of the proposal submitted by Bushong Contracting Corporation for replacement of up to 544' of damaged 6" sewer main with an upgrade to 8" SDR-35 PVC pipe in the amount of \$39,858.00. This cost includes the tie backs of 13 existing sewer laterals into the new main. While installing the new main, if any sewer laterals are found that need to be upgraded to meet Town standards, there would be an additional cost of \$3,425.00 per lateral. I would like to add a contingency amount of \$27,400 to the base proposed cost. This would cover the cost for up to 8 lateral upgrades.

This brings the total request for approval to \$67,258.00. Funding for this work is available in the Department of Environmental Services Sewer Maintenance FY16 budget line item 9802-R47998. This is funding carried forward from the Department's FY15 budget so that funding is maintained for the I & I Abatement Program.



Robbie Boyer

From: Robbie Boyer
Sent: Wednesday, March 30, 2016 3:24 PM
To: 'Town Of Front Royal Purchasing'; 'Jimmy Hannigan'
Subject: Mosby Lane

Cindy,

Over the past several years the town has had issue with the existing sewer main on Mosby Lane due to it being a 6" sewer main that was slip lined and when it was down the liner missed up at the laterals. When we try to flush the sewer main it blows water up into several of the houses due to the size and depth of the existing line. There is water getting in around the taps causing an I&I issue. We have negotiated with Bushong Contracting and they are willing to replace the whole 544' of existing sewer main with new 8" SDR 35 PVC pipe and tie back into the 13 existing sewer laterals for \$39,858.00. It would cost an additional \$3,425.00 for each sewer lateral we want to upgrade. We have the funding for this project in our I&I account so I would recommended we move forward with replacing this sewer main. If you have any questions or need any further information just let me know.

Thanks, Robbie



BUSHONG CONTRACTING CORPORATION

279 Wetzel Road
Woodstock, VA 22664
Phone (540) 459-5975 Fax (540) 459-5100
www.bushongcontracting.com

Town of Front Royal Mosby Lane Sewer Bid 3-29-16

Town of Front Royal
Rob Boyer

This proposal is based on inclusion under the Front Royal DES I&I service contract dated 8-11-15. Bid is for replacing up to 544' of sewer main and "tying in" up to 13 existing laterals back to the main. Bid is based on the information received during our onsite meeting.

Bid for main line sewer install
Price: \$39,858

Add on to replace each non-pvc lateral from main line to property line.
Price: \$3,425 each

Bid good for 30 days

SUPPLEMENTAL CONDITIONS

1. Prices contained within this estimate are predicated on performing the work in the 2016.
2. Town to provide asphalt and concrete repair as well as deal with any future yard settling or grass issues.
3. The bid assumes that we can drive a tracked excavator on the asphalt road to dig the ditch.
4. Excess material will be hauled to farm.
5. Town to provide all materials.
6. A temporary connection will be made each night.
7. Street will be closed to through traffic during day. Accommodations will be made for bus traffic if needed.
8. Backfill will be 100% stone backfill provided by town and trucked from the town yard by Bushong.
9. Bypass pumping has been included but is assumed to be very low flow and capable of being handled with a 2" trash pump using an existing manhole as a sump. Front Royal to provide additional hose if we exceed what hose we have available.

DEFINITIONS

1. Rock: Any material, cementitious deposit, or boulders exceeding ½ cubic yard by volume, which cannot be readily removed with a Cat 953 (mass rock) or a Cat 320 (trench rock) without the use of ripping, wedging, blasting, or jack hammering. This definition is to include any terms listed in supplements or exclusions.
2. Unsuitable material: Excavated material available on-site which is identified as "not suitable" for use on the project due to moisture content, organic content, rock content, clay content, or other soil deemed as unsuitable for use on this project, etc.
3. Hazardous Material: Asbestos, PCB, radioactive, heavy metals, chemicals, or other such materials that may be identified by the EPA as hazardous to human exposure

EXCLUSIONS

Provisions for the following items have not been considered in this estimate:

1. Engineering, permits, fees or bonds.
2. Hazardous material handling, removal, or disposal.
3. Costs associated with unsuitable materials.
4. Rock drilling, blasting, hoe ramming or costs associated with material replacement
5. Utility relocation, bracing, or grade changes due to existing utilities.
6. Changes made by any authority having jurisdiction.
7. Soils testing, compaction testing, soil samples, CBR testing or results.
8. Damaged to or damages caused by private unmarked utilities.
9. Erosion and sediment controls.
10. Manhole repair or replacement other than pipe tie in.
11. Topsoil, seeding, materials, concrete and asphalt repair or repairs related to future settling.

Payments are to be made as follows: Project will be billed upon completion or monthly whichever comes first. Any extras shall be charged in the phase incurred.

Any payment not made within 30 days of billing will be charged a finance charge of 2% per month (24% apr) on the outstanding balance. If legal action is necessary to enforce collection of the amount due customer agrees to pay all necessary costs and attorneys fees.

Payment shall be deemed final acceptance.

Dated:

Dated:

Bushong Contracting Corporation

Customer

Thank you for giving us the opportunity to bid this project.

7C



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

Page 1
Item No. 7(C)

Meeting Date: April 11, 2015

Agenda Item: COUNCIL APPROVAL – Proclamation - *“Paint the Town Purple Day”*

Summary: Council has received a request from Donna Strickler, Event Leadership Committee Member of the Front Royal-Warren County Relay for Life, seeking to proclaim Sunday, May 1, 2016 as *“Paint the Town Purple Day”* in the Town of Front Royal.

Budget/Funding: None

Attachments: Letter from Ms. Strickler and Proclamation

Meetings: None

Staff

Recommendation: Approval X 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 Sunday, May 1, 2016 as *“Paint the Town Purple 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

Paint the Town Purple

WHEREAS, cancer is a group of diseases characterized by uncontrolled growth and spread of abnormal cells which, if not controlled, can result in death; and

WHEREAS, tens of thousands of new cases of cancer are estimated to occur in our State, and approximately 13,900 people are expected to die from cancer this year; and

WHEREAS, the American Cancer Society is a voluntary community based health organization in Virginia dedicated to eliminating cancer as a major health problem, and

WHEREAS, the Relay for Life is a "Celebration of Life" benefiting the American Cancer Society; and

WHEREAS, the Relay for Life is a community affair held throughout the State of Virginia which presents an opportunity to dust off our camping gear, slip on our walking shoes and network with business associates, family and friends;

NOW THEREFORE, I Timothy W. Darr, on behalf of the Town Council of the Town of Front Royal, Virginia, do hereby proclaim Sunday, May 1, 2016 as:

"Paint the Town Purple Day"

throughout Front Royal and we urge citizens to recognize and participate in the Relay for Life and Paint the Town Purple events held in this community.

SIGNED:

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, Virginia on _____

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March 9, 2016



Town of Front Royal
Attn: Steve Burke, Town Manager
PO Box 1560
Front Royal, VA 22630

Dear Mr. Burke,

The Front Royal-Warren County Relay for Life is an organization within the American Cancer Society that helps to raise money and bring awareness to cancer. This year's Relay will once again be an overnight event beginning on Saturday, June 4, 2016 at 6:00 pm and ending on Sunday, June 5, 2016 at 6:00 am.

One of the ways that we would like to bring awareness to our community is by requesting that the Front Royal Town Council declare Sunday, May 1, 2016 as "Paint the Town Purple Day".

With this declaration in mind, our Relay Steering Committee is requesting permission to hold an Ice Cream Social on the afternoon of May 1, 2016 at the Gazebo from 2:00 pm – 4:00 pm, consisting of our Steering Committee members, Relay participants, and community members. We would also like to invite Mr. Tim Darr, Mayor, members of the Front Royal Town Council, and you to attend if at all possible. If the ice cream social request is approved, we would also like permission to decorate the gazebo and the light poles along Main Street with purple ribbons.

Our ACS representative, Aimee Nuwer, will be sending the Special Permit and Certificate of Liability Insurance to Ms. Tina Presley as soon as she receives the insurance certificate from ACS headquarters. If you or Tina should have any questions, her email is aimee.nuwer@cancer.org.

Sincerely,

A handwritten signature in blue ink that reads "Donna Strickler".

Donna Strickler
Event Leadership Committee Member
Front Royal-Warren County Relay for Life
540-635-2171, ext. 34237



7D



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

Page 1
Item No. 7(D)

Meeting Date: April 11, 2016

Agenda Item: COUNCIL APPROVAL – Resolution for “*Freedom Day*”

Summary: Council is requested to approve a Resolution proclaiming Wednesday, April 13, 2016 as “*Freedom Day*” in the Town of Front Royal, as presented.

Budget/Funding: None

Attachments: Resolution

Meetings: None

Staff

Recommendation: Approval X 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 the Town Council approve a resolution proclaiming Wednesday, April 13, 2016 as “*Freedom Day*” in the Town of Front Royal, 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

RESOLUTION

WHEREAS, the United States was founded upon the belief that certain freedoms are God given and unalienable, and the belief in these freedoms inspired the Declaration of Independence, led to the Bill of Rights, enabled the Civil Rights movement, and caused many other peoples of the world to admire and work to emulate American freedoms.

WHEREAS, few Americans take time to contemplate their freedoms and how valuable they are. As John Adams said, "Liberty cannot be preserved without general knowledge among the people."

WHEREAS, some feel that certain freedoms today are being curtailed, and battles over these and other freedoms are one reason Americans have become more polarized.

NOW, THEREFORE, BE IT RESOLVED, that the Front Royal Town Council, on behalf of the citizens of the Town of Front Royal, Virginia, recognize April 13, 2016, as Freedom Day, where people across the Town of Front Royal, the United States of America, and around the world, can come together to celebrate and learn about the greatest vision of freedom in history, the United States Constitution. The goal of Freedom Day is to bring Americans together for a conversation about, and a celebration of, freedom.

THIS RESOLUTION was adopted by unanimous vote of all Members, including the Vice-Mayor, all of whom were present and voting, of Town Council voting "Yes" below at a Regular Meeting of the Town Council of Front Royal, Virginia, on April 11, 2016, upon the following recorded vote:

Motion to Approve by: _____

Seconded by: _____

Votes:

Town Council Members

John P. Connolly _____ B  bhinn C. Egger _____

Jacob Meza _____ Bret W. Hrbek _____

Eugene R. Tewalt _____ Hollis L. Tharpe _____

FREEDOM DAY RESOLUTION APPROVED AS TO FORM AND LEGALITY:

Douglas W. Napier,
Town Attorney

Date

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Town of Front Royal, Virginia Council Agenda Statement

Page 1
Item No. 8

Meeting Date: April 11, 2016

Agenda Item: PUBLIC HEARING – Fiscal Year 2016-2017 Tax Rates (*1st Reading*)

Summary: Council is requested to consider the Fiscal Year 2016-2017 real estate tax rate at \$0.14 per \$100 assessed value, which represents an increase of \$0.01 over the current year's rate and to be used for the construction of the new Police Headquarters on Monroe Avenue and to be rescinded upon completion of the debt service payments for the project; personal property tax rate at \$0.64 per \$100 assessed value, which represents no increase over the current year's rate. Council is further requested to affirm on its first reading an ordinance to amend Front Royal Town Code Section 75-44.C. accordingly.

Budget/Funding: None

Attachments: Ordinance

Meetings: Work Session held February 16, 2016. Public Hearing was held March 14, 2016; however, there was not motion approved for action on the item.

Staff

Recommendation: Approval X Denial _____

Proposed Motion:

Motion 1:

I move that Council affirm on its first reading an increase of \$0.01 for Fiscal Year 2016-2017 real estate tax rate from \$0.13 to \$0.14 per \$100 assessed value, to be used for the construction of the new Police Headquarters on Monroe Avenue and to be rescinded upon completion of the debt service payments for the project; and, that the tax rate for personal property tax rate remain the same at \$0.64 per \$100 assessed value. I further move that Council affirm on its first reading an ordinance to amend Front Royal Town Code Section 75-44.C. accordingly. I continue to further move that Council direct staff to notify the County of Warren to prepare the tax bills based upon the rates determined on the first reading.

Motion 2:

I move that Council affirm on its first reading that the Fiscal Year 2016-2017 real estate tax rate remain the same at \$0.13 per \$100 assessed value, and the personal property tax rate remain the same at \$0.64 per \$100 assessed value. I further move that Council direct staff to notify the County of Warren to prepare the tax bills based upon the rates determined on the first reading.

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Approved By: SB

TOWN CODE EXCERPT

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

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

B. On and after January 1, 2010, tax payments for real estate and personal property shall become due and payable to the Town of Front Royal on a semiannual basis, with one-half of the annual assessment of such taxes due on or before June 5th of each year after January 1, 2010, and the additional one-half of such taxes due on or before December 5th of each such year. A penalty of 10% of the tax past due or ten dollars (\$10.00), whichever is greater, shall be added to any tax not paid by the aforesaid due date, provided that in no case may the penalty exceed the amount of the tax assessed. In addition, interest shall be added to any delinquent taxes and penalties at the rate of 10% per year, with interest commencing on the first day of the month following the date on which any such taxes became due and payable.

C. There is hereby imposed upon all real property within the limits of the Town of Front Royal, Virginia, a tax in the amount of thirteen cents (\$0.13) per one hundred dollars (\$100.00) of assessed valuation, and a tax upon all tangible personal property located within the limits of the Town of Front Royal, Virginia, in the amount of sixty cents (\$0.64) per one hundred dollars (\$100.00) of assessed valuation. The tax on all personal property shall include all Machinery and Tools. The tax on all real property shall include all mobile homes. The tax imposed upon real property within the limits of the Town of Front Royal, Virginia, shall be decreased by \$0.02 to \$0.11 per \$100 assessed value, which is reinstatement of the previous Real Estate Tax Rate for Fiscal Year 2013-2014, upon completion of payment of debt service of the new Police Department Headquarters and construction of Leach Run Parkway; and Town Code Section 75-44.C, shall thereupon be amended accordingly to reflect said decrease and reinstatement of such previous reduced Real Estate Tax Rate.

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

Page 1
Item No. 9

Meeting Date: April 11, 2016

Agenda Item: COUNCIL APPROVAL – Request to Waive Curb and Gutter Installation on Cable and Pullen Streets

Summary: Council has received a request from Ms. Glenda Mikulak (Glennjamin, LLC) requesting a waiver of curb and gutter installation on Cable Street and Pullen Street as required in the Town Code Section 148-850.C.2. Ms Mikulak plans to construct a couple of two-family dwellings on Front Street; however, the lots include frontage on Cable and Pullen Street as well. Council removed this item from the March 28, 2016 Council Meeting Agenda to continue the discussion in a work session held April 4, 2016.

Budget/Funding: None

Attachments: Memo from Ms. Glenda Mikulak and Updated Sketch

Meetings: Work Session held March 21, 2016 and April 4, 2016. Regular Council Meeting of March 28, 2016

Staff

Recommendation: Approval X Denial _____

Proposed Motion: I move that Council waive the installation of curb and gutter on Pullen Street as requested by Glenda Mikulak (Glennjamin, LLC), noting that Council recognizes this property as being in the floodplain and is a catalyst economic development project. I further move to approve the installation of curb and gutter on Cable Street with a setback that would preserve the trees already planted there.

*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

13 February 2016

TO: Mr. Jeremy Camp, Director
Town of Front Royal Department of Planning & Zoning

FROM: Glennjamin, LLC (Ms. Glenda Mikulak)
1084 Fox Drive
Front Royal, VA 22630

RE: Curb & Gutter Waiver Request

Glennjamin, LLC, is the owner of 4 lots located at the southwest corner of Cable Street and Front Street in the Town of Front Royal. They are Lots 1, 2, 3 and 4, Block 3, Byrd Fletcher Subdivision. The property is shown as Tax Map 20A8 19 3 1 and is zoned R-3.

The existing dilapidated structure was recently razed and it is our desire to build two new residential dwellings on the consolidated lots.

As per the attached sketch, curb & gutter will be placed along the lot frontages on Front Street.

However, Glennjamin, LLC, does request a waiver for placement of curb & gutter along the south side of Cable Street, a side street, and the east side of Pullen Street, in accordance with the provisions of Town Code Section 148-850-C-2.

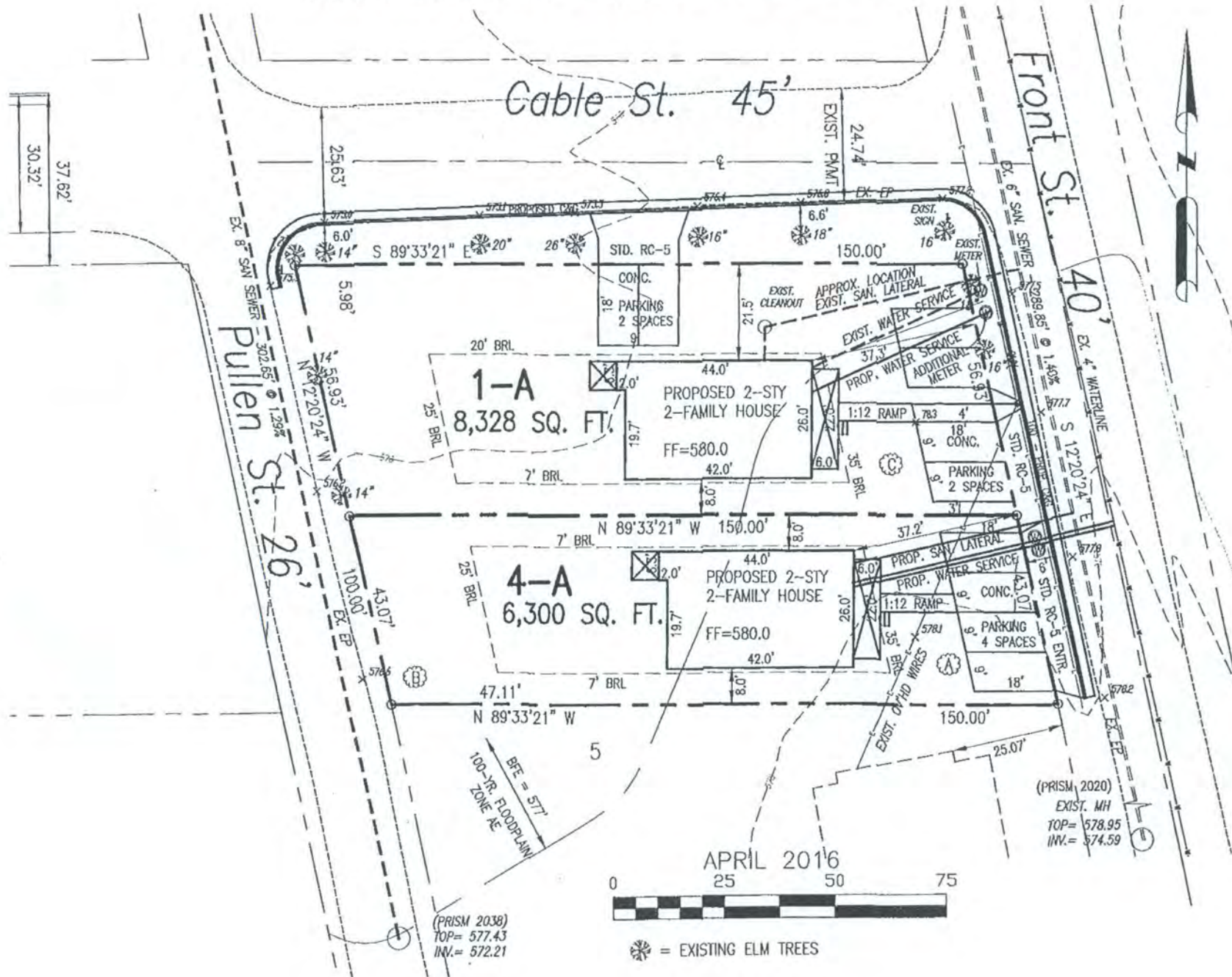
The majority of the lots within this block do not have curb & gutter and placement of same would not be required to handle surface drainage. Also, there are multiple Elm street trees, ranging in size from 13 inches to 26 inches in diameter, located between the existing edge of pavement of Cable Street and Pullen Street and the Glennjamin, LLC, property line.

Placement of curb & gutter in this area would require removal of said trees, which are located within the Town right-of-way.

Therefore, we ask that this waiver be granted.

Thank You.
Glennjamin, LLC.

SKETCH 3
CABLE STREET C&G
USING EDGE OF EXISTING PAVEMENT



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Town of Front Royal, Virginia Council Agenda Statement

Page 1
Item No. 10

Meeting Date: April 11, 2016

Agenda Item: COUNCIL APPROVAL – Reorganization of Finance Department and Reclassification of Risk Manager

Summary: Council is requested to consider approval of the reorganization of the Town's Finance Department. Staff is proposing to reclassify the Risk Manager to the Risk & Personnel Manager to reflect the full duties of the position which include risk management, payroll, and assisting with human resources issues. In addition, staff proposes to eliminate one Financial Analyst position, rename the Accounting Technician positions to Customer Service Specialists, establish a Senior Customer Service Technician, and establish two Account Technician positions. Staff would also propose to establish the Finance Manager as the position responsible for all customer service related to tax and utility billing; the Finance Manager would be the position at which all customer service issues are resolved. The intent to allow the Finance Director to focus primarily on budget related projects to include revenue forecasting, continual evaluation of the Town's fiscal condition, and evaluation of budgetary expense trends.

Budget/Funding: None

Attachments: Organizational Charts Current and Proposed

Meetings: Work Session held February 1, 2016. Was removed from the March 28, 2016 Regular Council Meeting for further discussion.

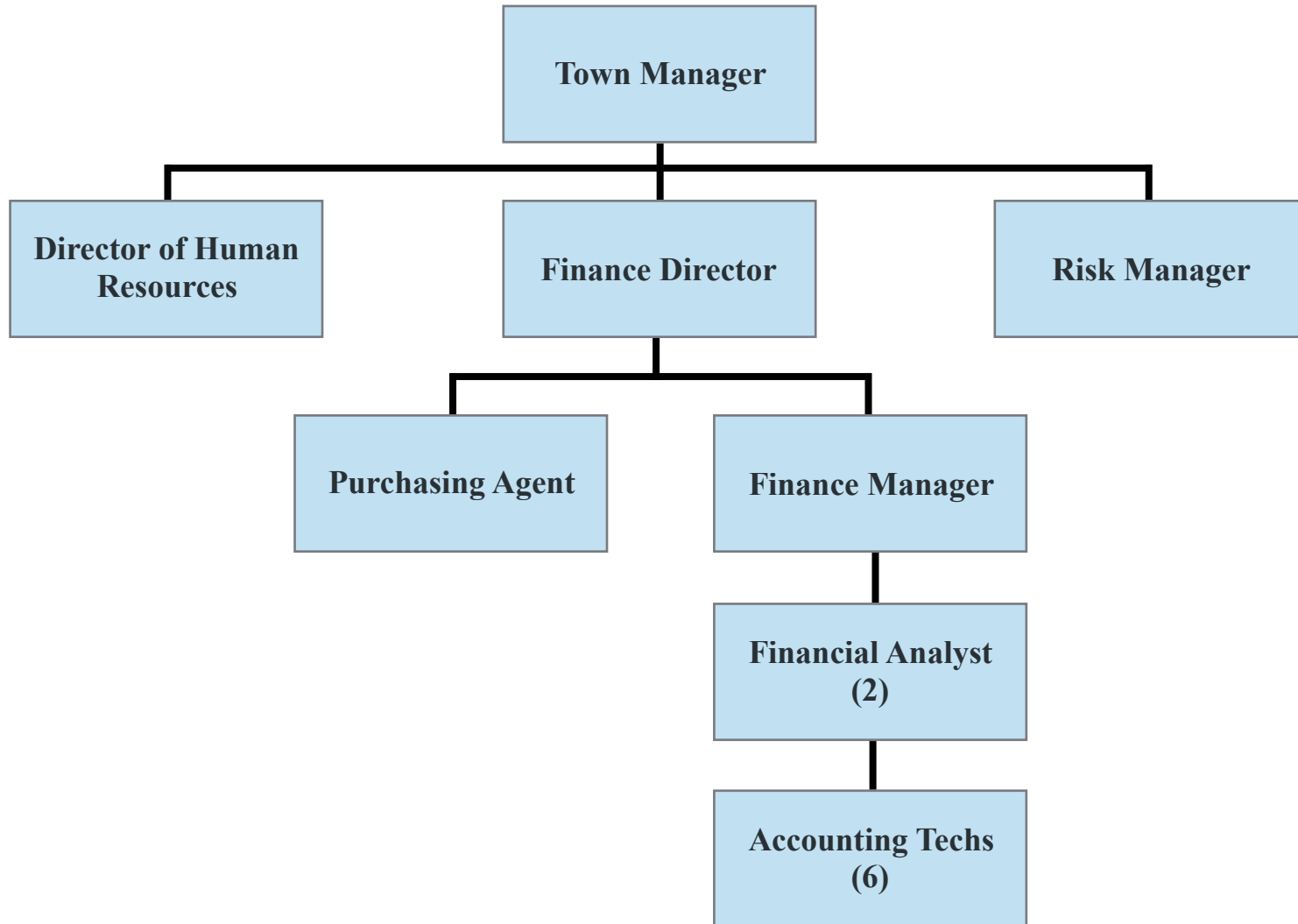
Staff Recommendation: Approval X Denial _____

Proposed Motion: I move that Council approve the reorganization of the Town's Finance Department and the reclassification of the Risk & Personnel Manger as proposed, effective upon approval.

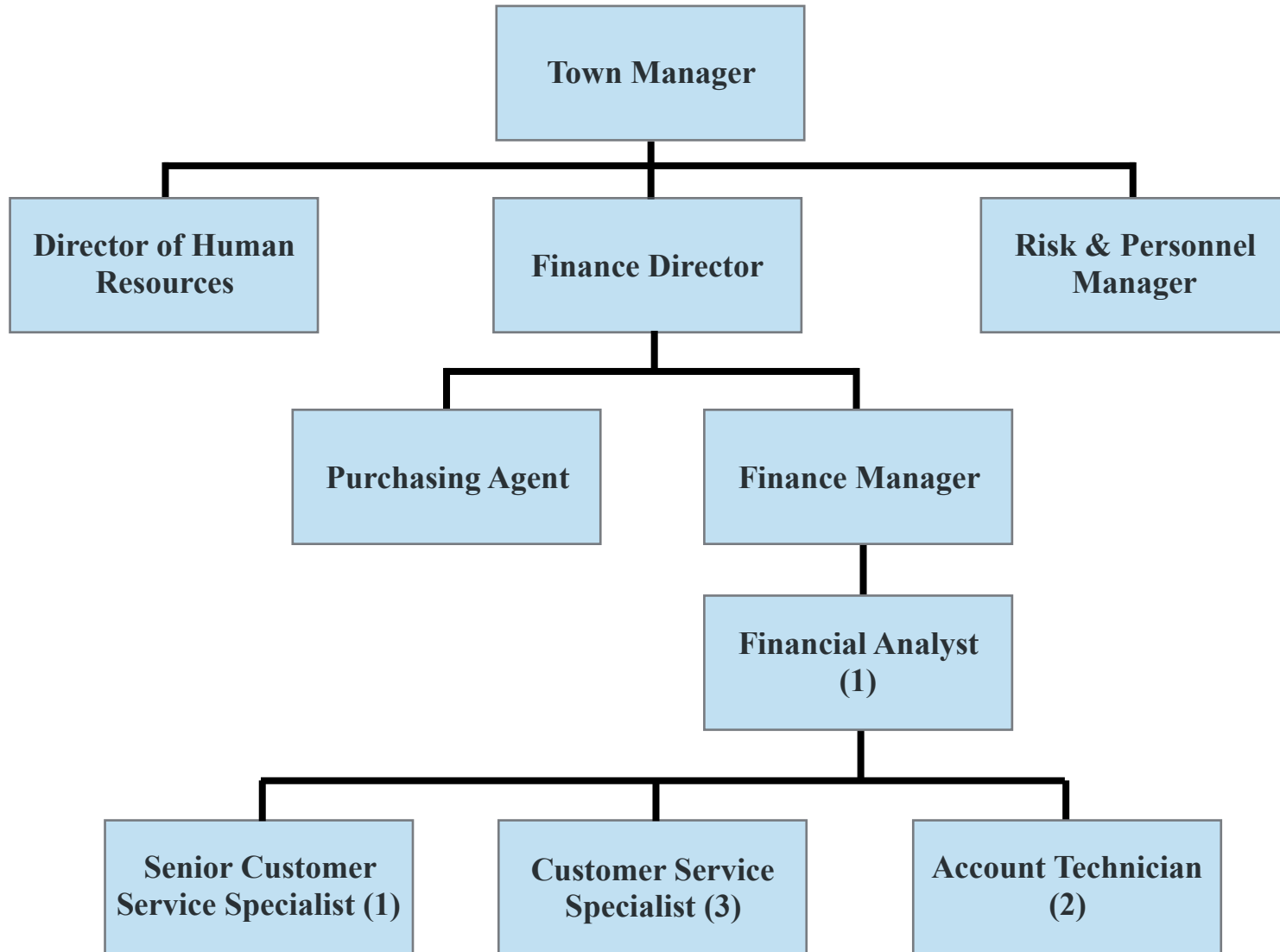
*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance
*To be clear and concise, motions should be made in the positive

Approved By: SB

CURRENT ORGANIZATION CHART



PROPOSED ORGANIZATION CHART



11



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

Page 1
Item No. 11

Meeting Date: April 11, 2016

Agenda Item: COUNCIL NOMINATIONS – 2016 Virginia Municipal League (VML) Policy Committees

Summary: Council is requested to make nominations to the Virginia Municipal League (VML) Policy Committees for 2016. Policy Committee members will serve May through December 2016. Nominations are due to VML by April 15, 2016.

Budget/Funding: None

Attachments: Letter/Information from VML

Meetings: Work Session held April 4, 2016

**Staff
Recommendation:** Approval X Denial

Proposed Motion: I move that Council nominate the following to the various Virginia Municipal League (VML) Policy Committees, said terms to expire December 31, 2016.

- 1) Councilman Bret Hrbek and Councilman Bébhinn Egger to the Community & Economic Committee
- 2) Town Manager Steve Burke to the Environmental Quality Committee
- 3) Councilman John Connolly and Interim Finance Director BJ Wilson to the Finance Committee
- 4) Councilman Jacob Meza and Town Attorney Doug Napier to the General Laws Committee
- 5) Mayor Tim Darr and Vice Mayor Hollis Tharpe to the Transportation Committee

*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



OFFICERS

PRESIDENT

RON RORDAM
BLACKSBURG MAYOR

PRESIDENT-ELECT

ROBERT K. COINER
GORDONSVILLE MAYOR

VICE PRESIDENT

KATIE SHELTON HAMMLER
LEESBURG COUNCIL MEMBER

IMMEDIATE PAST PRESIDENT

WILLIAM D. EUILLE
ALEXANDRIA MAYOR

EXECUTIVE DIRECTOR

KIMBERLY A. WINN

MAGAZINE

VIRGINIA TOWN & CITY

March 15, 2016

To: Key Officials of Full Member Local Governments
Council and Board Clerks of Full Member Local Governments

From: Kim Winn, Executive Director

Subject: 2016 VML Policy Committee Nominations

The Virginia Municipal League is now accepting nominations for its 2016 policy committees. Accompanying this document is a description of the policy committee process, along with a nomination form. Please complete the nominations form and return it to VML by April 15. If your community has an election in May, please return this form by the requested date even if you must revise it later.

Please observe the following guidelines when making your policy nominations:

- Only full-member local governments may participate.
- You may nominate two individuals to a committee; if two are nominated, at least one nominee must be a governing body member.
- Only governing body members and appointed officials (i.e., employees of the local government) are eligible to serve.
- Individuals may serve on only one committee a year.
- The chief administrative officer or mayor/board chairman must sign the nomination form.
- Please return nomination forms by April 15.

We will forward information about policy committee meeting times and location as soon as they are confirmed. Policy committee recommendations that emerge from the July meeting will be forwarded to the Legislative Committee for consideration at its September meeting.

Please call/email Janet Areson (804/523-8522, jareson@vml.org) if you have any questions about the appointment process.

Attachments

P.O. BOX 12164
RICHMOND, VIRGINIA 23241

13 EAST FRANKLIN STREET
RICHMOND, VIRGINIA 23219

804/649-8471
FAX 804/343-3758
e-mail@vml.org
www.vml.org

VML 2016 Policy Committee Nominations

Please return this form by **April 15** to Joni Terry at VML, P.O. Box 12164, Richmond, VA 23241; Fax 804/343-3758; email: jterry@vml.org

Community & Economic Development

Name & Title: _____

Name & Title: _____

Environmental Quality

Name & Title: _____

Name & Title: _____

Finance

Name & Title: _____

Name & Title: _____

General Laws

Name & Title: _____

Name & Title: _____

Human Development & Education

Name & Title: _____

Name & Title: _____

Transportation

Name & Title: _____

Name & Title: _____

Signed: _____ **Locality:** _____
(Mayor/Chair, or Manager/Administrator)

VML's Legislative and Policy Committee Process

Each year the Virginia Municipal League develops two separate documents -- a legislative program and a compilation of policy statements -- through a process that involves the Legislative Committee and six separate policy committees. The Legislative Committee is responsible for developing the legislative program, but it may also rely on input from the policy committees to do so. The policy committees develop broad policy statements, in addition to submitting specific legislative recommendations for consideration by the Legislative Committee.

Legislative Committee

What is the role of the Legislative Committee?

The Legislative Committee is responsible for considering and developing positions on existing or proposed state and federal legislation or regulations, and urging the enactment or amendment of, or opposition to, such legislation or regulations.

How is the Legislative Committee appointed?

VML's Constitution spells out the composition of the Legislative Committee. The committee consists of 24 individuals holding local elective or appointed positions, all appointed by VML's President. Of the 24 members, 12 must be representatives of cities and urban counties with populations in excess of 35,000, six must be representatives of cities and urban counties with populations of 35,000 or less, and six must represent towns.

What is included in VML's Legislative Program?

The legislative program adopted by the Legislative Committee reflects specific legislative objectives that VML hopes to achieve during the upcoming legislative session. It is subject to the approval of VML's membership at the annual conference.

What is the relationship between the legislative committee and VML's policy committees?

The Legislative Committee meets prior to the policy committees to identify issues that it would like the committees to consider for potential inclusion in the league's legislative program. It meets again after the policy committees have met to consider their recommendations.

Policy Committees

What is the role of the policy committees?

Policy committees receive briefings on select statewide issues, consider possible changes to the policy statement, and develop legislative recommendations for the Legislative Committee to consider.

How are policy committees appointed?

Policy committee membership consists of elected and appointed officials of full-member local governments. Nomination information is sent in the spring to each locality, and each local government determines which of its officials will be nominated for each of the six policy committees. Each local government may nominate up to two people per policy committee, at least one of whom must be an elected official.

What are the benefits of serving on a policy committee?

VML policy committees offer members an opportunity to learn about current and emerging statewide issues that affect local governments, to develop through policy statements the broad philosophical framework that guides the league, and to network with local officials with similar policy interests.

How many policy committees are there?

There are six policy committees: community and economic development, environmental quality, finance, general laws, human development and education, and transportation.

What issues does each policy committee cover?

- **Community & Economic Development:** Authority, administration, and funding of local governments to manage a full range of community and economic development issues, including business development and retention, international competitiveness, infrastructure development and investment, planning, land use and zoning, blight, enterprise zones, housing, workforce development and historic preservation.
- **Environmental Quality:** Natural resources and the authority of local governments to manage the environment, including water resources and quality, solid and hazardous waste management, air quality and the Chesapeake Bay.
- **Finance:** Powers, organization and administration of local government financing, including taxing authority, debt financing, state aid to local governments and federal policies affecting local finance issues.
- **General Laws:** Powers, duties, responsibilities, organization and administration of local governments, including state-local and inter-local relations, conflicts-of-interest, freedom-of-information, information management and personnel, telecommunications, utilities and law enforcement, jails and courts issues.
- **Human Development and Education:** Management and funding of social services, prek-12 education, health, behavioral health, juvenile justice, recreation, rehabilitation and aging.
- **Transportation:** Development, maintenance, and funding of a comprehensive land, sea and air transportation system for the Commonwealth, and federal, state and local roles in the provision and regulation of transportation.

What is a policy statement?

Each policy committee develops a policy statement that covers issues in its respective area. The policy statement expresses the agreement of VML's membership on matters of interest to local governments. The statement generally addresses broad, long-term, philosophical positions. The VML membership approves the policy statements at its annual meeting.

How do policy statements differ from VML's legislative program?

Policy statements are general in nature. They reflect local governments' positions on a range of issues. The Legislative Program is more specific and immediate. It is limited to legislative positions that VML expects to lobby on during the upcoming legislative session.