



TOWN OF FRONT ROYAL, VIRGINIA TOWN COUNCIL MEETING

Monday, April 25, 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 April 11, 2016
5. Receipt of Petitions and/or Correspondence from the Public
6. Reports:
 - a. Report of special committees or Town officials and Town Manager.
 - *Report from NSVRC Executive Director Brandon Davis**
 - *Report from EDA Director Jennifer McDonald**
 - *Report from County Administrator Doug Stanley**
 - 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** –
 - A. COUNCIL APPROVAL – Resolution Supporting Local Hiring
 - B. COUNCIL APPROVAL – Proclamation “*National Small Business Week*”
 - C. COUNCIL APPROVAL – Proclamation “*Children’s Mental Health Awareness Day*”
 - D. COUNCIL APPROVAL – Proclamation “*Arbor Day*”
 - E. COUNCIL APPROVAL – Bid for Auditing Services
8. **COUNCIL APPROVAL** – Fiscal Year 2016-2017 Tax Rates (*2nd Reading*)
9. **COUNCIL APPROVAL** – Budget Amendment for Additional Funding for the Completion of the New Energy Services Facility
10. **COUNCIL APPROVAL** – Budget Amendment to Purchase Bucket Truck
11. **COUNCIL APPROVAL** – Budget Amendment for Community Development Director Budget
12. **COUNCIL RECOMMENDATION**– Board of Zoning Appeals

7A



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

Page 1
Item No. 7(A)

Meeting Date: April 25, 2016

Agenda Item: COUNCIL APPROVAL – Resolution Supporting Local Hiring

Summary: Council is requested to approve a Resolution that supports and encourages the hiring of local tradesmen and artisans for local construction projects within the Town of Front Royal, as presented.

Budget/Funding: None

Attachments: Resolution

Meetings: Work Sessions held February 16, and April 18, 2016 and Liaison Committee Meeting held March 17, 2016

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 Supporting Local Hiring for Construction Projects, 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



Town of Front Royal, Virginia

**RESOLUTION SUPPORTING LOCAL HIRING
FOR CONSTRUCTION PROJECTS**



WHEREAS, the Town of Front Royal seeks to increase access to local economic opportunities to our residents with experience and licensing in construction trades; and,

WHEREAS, the Town of Front Royal and the Economic Development Authority have been successful in pursuing new businesses to locate within our community; and,

WHEREAS, many Town residents commute outside of our community to work in the construction industry; and,

WHEREAS, the Town of Front Royal funds and contracts for construction projects of municipal infrastructure; and,

WHEREAS, the Town of Front Royal is a strong supporter of construction trades especially those offered through the Warren County Public Schools; and,

WHEREAS, the hiring of local residents trained in construction work benefits not only the individual project but also benefits our community as a whole; and,

WHEREAS, the Town of Front Royal, Virginia supports the hiring of local tradesman and artisans for construction projects within our community;

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Front Royal, Virginia, hereby support the hiring of local tradesman and artisans for construction projects bid by the Town of Front Royal; and,

BE IT FURTHER RESOLVED that the Mayor and Council of the Town of Front Royal, Virginia hereby encourage the hiring of local tradesman and artisans for local construction projects within the Town of Front Royal.

APPROVED:

Timothy W. Darr, Mayor

ATTEST:

Jennifer E. Berry, Clerk of Council

THIS RESOLUTION was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council on _____, 2016 upon the following recorded vote:

Hollis L. Tharpe	Yes/No	Bret W. Hrbek	Yes/No
Eugene R. Tewalt	Yes/No	Bébhinn C. Egger	Yes/No
John P. Connolly	Yes/No	Jacob L. Meza	Yes/No

Approved as to Form and Legality:

Douglas W. Napier, Esq., Town Attorney
Date: _____

7B



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

Page 1
Item No. 7(B)

Meeting Date: April 25, 2016

Agenda Item: COUNCIL APPROVAL – Proclamation “*National Small Business Week*”

Summary: Council has received a request seeking to approve a proclamation to proclaim May 1 – May 7, 2016 as “*National Small Business Week*” in the Town of Front Royal, as presented.

Budget/Funding: None

Attachments: Proclamation

Meetings: Work Session held April 18, 2016

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 May 1 – May 7, 2016 as “*National Small Business Week*” 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

PROCLAMATION

National Small Business Week

WHEREAS, *America's progress has been driven by pioneers who think big, take risks and work hard; and*

WHEREAS, *from the storefront shops that anchor Main Street to the high-tech startups that keep America on the cutting edge, small businesses are the backbone of our economy and the cornerstones of our nation's promise; and*

WHEREAS, *small business owners and Main Street businesses have energy and a passion for what they do; and*

WHEREAS, *when we support small business, jobs are created and local communities preserve their unique culture; and*

WHEREAS, *because this country's 28 million small businesses create nearly two out of three jobs in our economy, we cannot resolve ourselves to create jobs and spur economic growth in America without discussing ways to support our entrepreneurs; and*

WHEREAS, *the President of the United States has proclaimed National Small Business Week every year since 1963 to highlight the programs and services available to entrepreneurs through the U.S. Small Business Administration and other government agencies; and*

WHEREAS, *the Town of Front Royal supports and joins in this national effort to help America's small businesses do what they do best – grow their business, create jobs, and ensure that our communities remain as vibrant tomorrow as they are today.*

NOW, THEREFORE, I, Timothy W. Darr, Mayor of Front Royal, do hereby proclaim May 1 through May 7, 2016 as *National Small Business Week*

APPROVED:

ATTEST:

Timothy W. Darr, Mayor

Jennifer E. Berry, Clerk of Council

Date

7C



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

Page 1
Item No. 7(C)

Meeting Date: April 25, 2016

Agenda Item: COUNCIL APPROVAL – Proclamation “*Children’s Mental Health Awareness Day*”

Summary: Council has received a request seeking approval of a Proclamation proclaiming May 5, 2016 as “*Children’s Mental Health Awareness Day*” in the Town of Front Royal, as presented.

Budget/Funding: None

Attachments: 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 May 5, 2016 as “*Children’s Mental Health Awareness 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



PROCLAMATION



National Children's Mental Health Awareness Day

WHEREAS addressing the complex mental health needs of children, youth, and families today is fundamental to the future of Front Royal, VA;

WHEREAS the need for comprehensive, coordinated mental health services for children, youth, and families places upon our community a critical responsibility;

WHEREAS it is appropriate that a day should be set apart each year for the direction of our thoughts toward our children's mental health and well-being;

WHEREAS Northwestern Community Services, through its unique approach to serving children and adolescents, is effectively caring for the mental health needs of children, youth, and families in our community;

NOW, THEREFORE, I, Timothy W. Darr, do hereby proclaim May 5, 2016, to be the Town of Front Royal's National Children's Mental Health Awareness Day and urge our citizens and all agencies and organizations interested in meeting every child's mental health needs to unite on that day in the observance of such exercises as will acquaint the people of Front Royal, Virginia with the fundamental necessity of a year-round program for children and youth with mental health needs and their families.

APPROVED:

Timothy W. Darr

Mayor

ATTEST:

Jennifer E. Berry

Clerk of Council

Date



7D



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

Page 1
Item No. 7(D)

Meeting Date: April 25, 2016

Agenda Item: COUNCIL APPROVAL – Proclamation “*Arbor Day*”

Summary: Council has received a request seeking approval of a proclamation proclaiming Saturday, April 23, 2016 as “*Arbor Day*” in the Town of Front Royal, as presented.

Budget/Funding: None

Attachments: 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 Saturday, April 23, 2016 as “*Arbor Day*” in the Town of Front Royal, as presented.

*Note: Motions are the formal & final proposal of Council,
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Approved By: SB

ARBOR DAY PROCLAMATION

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal; and,

WHEREAS, Front Royal has been recognized as a Tree City USA by The National Arbor Day Foundation and desires to continue its tree-planting practices;

NOW THEREFORE BE IT RESOLVED that I, Timothy W. Darr, Mayor of the Town of Front Royal, do hereby proclaim Saturday, April 23, 2016 as

ARBOR DAY

in the Town of Front Royal, and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands; and

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well being of this and future generations.

APPROVED:

Timothy W. Darr, MAYOR

ATTEST:

Jennifer Berry, Clerk of Council



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

Page 1
Item No. 7(E)

Meeting Date: April 25, 2016

Agenda Item: COUNCIL APPROVAL – Bid for Auditing Services

Summary: Council is requested to approve a bid from Mitchell & Co., P.C. for professional auditing services in the amount of \$37,500 for the audit of Fiscal Year ending June 30, 2016 with the option of auditing each of four (4) subsequent Fiscal Years for a total contract period of five (5) years, as presented in attached RFP from Mitchell & Co. P.C.

Budget/Funding: FY17 budget line item 1101-43002 “Professional Services”

Attachments: Memorandums from Purchasing Agent and RFP Pricing Sheet from Mitchell & Co., P.C.

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 Mitchell & Co., P.C. for professional auditing services in the amount of \$37,500 for the audit of Fiscal Year ending June 30, 2016 with the option of auditing each of four (4) subsequent Fiscal Years for a total contract period of five (5) years, as presented in attached RFP from Mitchell & Co. P.C.

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

Approved By: SB



TOWN OF FRONT ROYAL

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

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

MEMORANDUM

Date: April 18, 2016
To: Tina Presley, Senior Administrative Assistant
Jennifer Berry, Clerk of council
From: Cindy Hartman, Purchasing Agent 
RE: Agenda Item

As of the June 30, 2015 audit, the Town concluded its final year with Mitchell & Co., P.C. for Professional Auditing Services. Per contract, they have performed the Town annual audits for the last five (5) Fiscal Years. I recently advertised a Request for Proposal for Auditing Services to audit the financial statements for Fiscal Year ending June 30, 2016, with the option of auditing each of four (4) subsequent Fiscal Years for a total contract period of five (5) years. The deadline for receipt of proposals was Friday, March 25, 2016. I received only one (1) response, that being from Mitchell & Co., P.C. As this firm has provided us with audit services in the past, we are aware of their high level of specialized expertise needed to perform a quality audit. Therefore, in order to expedite a contract, I requested a cost sheet for the upcoming five (5) contract years (see attachment).

Due to the dollar amount, this award will need Council approval.

Staff recommends Mitchell & Co., P.C. be awarded the contract for Auditing Services in the amount of \$37,500 for the audit of Fiscal Year ending June 30, 2016.

As this is a required funding on a yearly basis, funding for this service will be available in the Town Council FY17 budget line item 1101-43002 "Professional Services".

MITCHELL & Co., P.C.

CERTIFIED PUBLIC ACCOUNTANTS

JEFFREY D. MITCHELL, CPA
SANDRA M. TONDREAU, CPA
W. MATTHEW BURNS, CPA

AMANDA L. MASON, CPA
AMANDA M. HALSEY, CPA

110 EAST MARKET STREET | SUITE 200
LEESBURG, VIRGINIA 20176
P 703.777.4900 | F 703.771.3082
WWW.MCOCPA.COM

MEMBERS
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

VIRGINIA SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTS

April 11, 2016

Cynthia A. Hartman
Purchasing Agent
Town of Front Royal, Virginia
102 E. Main Street
P.O. Box 1560
Front Royal, Virginia 22630

IN RE: REQUEST FOR PROPOSAL – AUDIT SERVICES – PRICING SHEET

Dear Ms. Hartman:

Mitchell & Co., P.C. extends its appreciation to the Town for your invitation to submit a proposed audit cost summary.

We at Mitchell & Co., P.C. stand ready and are committed to meeting all audit scheduled deadlines and work timetables. We understand the importance of the Town's statutory filing requirements and are prepared to dedicate our Firm's resources to insure an orderly, well planned, organized and timely audit process.

We anticipate and project our staffing hour requirements and related audit fees for the fiscal years ending 2016 to 2020 to be as follows:

Year Ending June 30	Staff Hours	Fees
2016	500	\$ 37,500
2017	525	39,375
2018	525	39,375
2019	550	41,250
2020	550	41,250

Again, thank you for this opportunity to propose our audit services to the Town of Front Royal, Virginia. We believe we are well suited to meeting and responding to the financial auditing, reporting and other requirements of the Town of Front Royal, Virginia. If you have any questions or comments related to the above, please feel free to contact me.

Sincerely,

MITCHELL & CO., P.C.



Jeffrey D. Mitchell, CPA

JDM/crc

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Town of Front Royal, Virginia Council Agenda Statement

Page 1
Item No. 8

Meeting Date: April 25, 2016

Agenda Item: COUNCIL APPROVAL – Fiscal Year 2016-2017 Tax Rates (*2nd Reading*)

Summary: Council is requested to adopt on its second and final reading the Fiscal Year 2016-2017 real estate tax rate at \$0.13 per \$100 assessed value and personal property tax rate at \$0.64 per \$100 assessed value, which represents no increase over the current year's rate.

Budget/Funding: None

Attachments: None

Meetings: Work Sessions held February 16 and March 21, 2016; First Public Hearing held March 14, 2016; Second Public Hearing held April 8, 2016.

Staff Recommendation: Approval X Denial

Proposed Motion: I move that Council adopt on its second and final 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.

ROLL CALL VOTE REQUIRED

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

Approved By: SB

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

Page 1
Item No. 9

Meeting Date: April 25, 2016

Agenda Item: COUNCIL APPROVAL – Budget Amendment for Additional Funding for the Completion of the New Energy Services Facility

Summary: Council is requested to approve a budget amendment in the amount of \$90,000 to complete construction of the new Energy Services vehicle storage building that was approved by Council on August 24, 2015. After staff evaluation, an accounting reference was recently identified that should be modified to the designation to recover the funds in the FY2016-2017 Budget.

Budget/Funding: FY15-16
9401-3510110 – Dept of Energy Services Appropriated Funds Forward
9401-47009 – Building and Structures

FY16-17
Changing line 9401-47009 that has \$90,000 and create an account for “Reserve Recovery” to put the \$90,000 into.

Attachments: Funding information

Meetings: Work Session held April 18, 2016

Staff Recommendation: Approval X Denial

Proposed Motion: I move that Council approve a budget amendment in the amount of \$90,000 to complete construction of the new Energy Services vehicle storage building facility that was approved by Council on August 24, 2015 and to correct an accounting line item designation reference in the proposed FY2016-2017 Budget to recover these funds and restore the Electric Fund Balance.

ROLL CALL VOTE REQUIRED

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

Approved By: SB

New Energy Services Facility



July 2015

- Funding for project began in FY 13-14

- Funds available \$ 752,765
 - ✦ FY13-14 \$100,000
 - ✦ FY14-15 \$350,000
 - ✦ FY15-16 \$302,765
 - ✦ FY16-17 \$ 90,000 (budgeted)

- Estimated Construction Cost

- Total project cost \$800,000
 - ✦ Site Work \$160,000
 - ✦ Office & Warehouse \$300,000
 - ✦ New Garage building \$235,000
 - ✦ Fencing \$40,000
 - ✦ Professional Services \$40,000
 - ✦ Misc. & Contingencies \$25,000

April 2016

- Funding for project up to FY15-16

- Funds allocated for project - \$ 752,765

- Requesting

- FY15-16 \$90,000*
 - ✦ Requesting \$90,000 to complete project this year

- Estimated Construction Cost

- Total project cost adjusted \$842,765
 - ✦ Site Work \$160,000
 - ✦ Office & Warehouse **\$350,000**
 - ✦ New Garage building \$235,000
 - ✦ Fencing \$35,000
 - ✦ Professional Services \$35,000
 - ✦ Misc. & Contingencies **\$27,765**

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Town of Front Royal, Virginia Council Agenda Statement

Page 1
Item No. 10

Meeting Date: April 25, 2016

Agenda Item: COUNCIL APPROVAL – Budget Amendment to Purchase Bucket Truck

Summary: The Department of Energy Services is seeking to purchase a new bucket truck using funds from the Electric Fund Balance totaling \$137,433.00. Repayment of the fund balance will be made over the course of six years with payments of \$22,905.50. Council is requested to approve a budget amendment in the amount of \$137,433.00 and approve the repayment of the fund balance over the course of six years with payments of \$22,905.50.

Budget/Funding: The 2016-2015 budget and the 2016-2017 proposed budget include funds to cover the first two payments. Yearly payments will need to be allocated thru the fiscal 2020-2021 budget.

Dept of Energy Appropriated Funds Forward – 9401-3510110
Dept of Energy Services Motor Vehicles - 9401-47005

Attachments: None

Meetings: Work Session held April 18, 2016

Staff

Recommendation: Approval X Denial _____

Proposed Motion: I move that Council approve a budget amendment in the amount of \$137,433.00 and approve the repayment of the fund balance over the course of six years with payments of \$22,905.50, to purchase a new bucket truck for the Energy Services Department.

ROLL CALL VOTE REQUIRED

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

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

Approved By: SB



TOWN OF FRONT ROYAL, VIRGINIA

We are requesting price quotations on the items listed below.

Deliver to F.O.B. TOWN MAINTENANCE YARD

Delivery to be made 180 Days ARO RT
* pending chassis delivery

Please use this form. Terms NET

QUOTATION #5

RETURN ADDRESS

Purchasing Agent
Quote No. 5
Town of Front Royal
102 E. Main Street
P.O. Box 1560
Front Royal, VA 22630

Quotations will be opened in the Purchasing Office:

2:00 P.M., FRIDAY, FEBRUARY 25, 2016

Quantity	Unit	Item	Quotation
NO FAX OR EMAIL QUOTATIONS			
1	EACH	NEW, UNUSED, CURRENT PRODUCTION MODEL: 40-FOOT TELESCOPIC ARTICULATING MATERIAL HANDLING AERIAL DEVICE, INSTALLED ON A 2016 CHASSIS WITH AN EXTENDED CAB CHASSIS PRICE 2017 IN LIEU OF QUOTED 2016 PER ATTACHED SPECIFICATIONS	\$ 136,043. ⁰⁰ each
	REVISE	QUESTIONS PERTAINING TO THE SPECIFICATIONS SHOULD BE DIRECTED TO: DON MCPATERS, SUPERINTENDENT VEHICLE/EQUIPMENT MAINTENANCE (540) 636 - 6350 automaintenance@frontroyalva.com	ADD \$1,390.00 each
		REVISED COST	\$137,433.00 each
		DELIVERED COST	\$ 136,043. ⁰² each
		TO: TOWN OF FRONT ROYAL VEHICLE/EQUIPMENT MAINTENANCE DEPT. 800 CROSBY ROAD FRONT ROYAL, VA 22630	

QUOTATIONS ARE SUBJECT TO ALL REQUIREMENTS STATED HERIN.

The Town of Front Royal reserves the right to reject any or all quotations submitted; to waive informalities; to purchase any part of the whole of the items listed unless otherwise stated on this form by the Vendor; to award the bid as deemed to be in the best interest of the Town; and to negotiate with the lowest responsive and responsible bidder in order to stay within appropriation limits.

Thank You.


Cynthia A. Hartman, CPPB, Purchasing Agent

Phone: (540) 636-6889

Fax: (540) 636 - 7473

cahartman@frontroyalva.com

THIS PAGE MUST BE COMPLETED, SIGNED, AND RETURNED WITH PROPOSAL.

In compliance with this Request for Proposal and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal.

LEGAL NAME & ADDRESS OF FIRM:

MAP Enterprises, Inc.

P.O. Drawer 3097

Burlington, NC 27216-3097

By: Lee Taylor

Company's Legal Name Authorized Representative - Signature in Ink

Printed Name: Lee Taylor

Title: Sales Administrator

Date: Feb. 18th, 2016

Phone: 336-228-1722

Email: ltaylor@mapenterprises.com

Fax: 336-228-7205

Federal Tax ID # 56-089-2264

RETURN OF THIS PAGE IS REQUIRED.

PLEASE NOTE: State Corporation Commission (SCC) registration requirements effective July 1, 2010 require that your proposal include the identification number issued by the State Corporation Commission as proof of registration or justification for non-registration, per the requirements in Sections 6.31 and 9.21. Please complete this Proof of Authority to Transact Business in Virginia form and submit it with your proposal. Failure to provide this information or providing inaccurate or purged information shall result in your proposal being rejected.

State Corporation Commission Form

Virginia State Corporation Commission (SCC) Registration Information

Pursuant to VPPA §2.2-4311.2, the bidder must include the following information:

- ☐ is a corporation or other business entity with the following SCC identification number:
F1615105 -OR-
- ☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust -OR-
- ☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) -OR-
- ☐ is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia. Attach opinion of legal counsel to this form.
- ☐ **NOTE:** Check this circle if you have not completed any of the foregoing options but currently have pending before the SCC and application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals. (The Town of Front Royal reserves the right to determine in its sole discretion whether to allow such waiver).

I certify the accuracy of this information.

Signed: M. Paul Allen Title: Pres Date: 2-16-16

SPECIFICATIONS

40-FOOT TELESCOPIC ARTICULATING MATERIAL HANDLING AERIAL DEVICE

This specification is to set forth the specific requirements for a 40 foot to bottom of platform, hydraulic operated, telescopic, articulating aerial device equipped with single platform, material handling jib/winch with a steel line service body mounted on an appropriate chassis/cab. These insulating aerial device requirements shall also include an insulating lower arm insert, insulating telescopic upper boom and a dielectrically tested insulating control handle, with upper control isolation system at the boom tip, offering an additional layer of secondary dielectric protection for the operator.

It is the intent of this specification to describe the minimum requirements for an articulating telescopic aerial device and body for the use of the Town of Front Royal Department of Energy Services. The aerial device must be a new, unused model that is in current production. Modifications of existing models to meet these specifications will not be accepted. All equipment and accessories catalogued as standard shall all be included as part of this specification. The unit must be tested to meet or exceed applicable ANSI and OSHA standards, as well as all DOT and FMVCS requirements.

This aerial device shall be to the manufacturer's standard. It shall be equipped with the manufacturer's equipment and accessories which are included as standard in the advertised and published literature for the unit. No such item of equipment or accessories shall be removed or omitted for the reason that it was not specified in the bid.

If it is necessary to bid alternate equipment or to take exceptions to the specifications as set forth, this must be so stated in your bid. For each item, please place an X in the appropriate space (Yes__ No__) to signify whether or not you are in complete compliance with the specification. Failure to follow the format or answer the specification may cause your bid to be disqualified. If you need extra space to describe your product, please attach extra sheets. When doing this, be sure your description references the appropriate question number.

This solicitation is being conducted in accordance with the provisions of *Virginia Code § 2.2-4304*. This clause is intended to allow the successful Contractor to offer the goods and services requested in this solicitation to other public bodies. Offering to sell goods and services to other jurisdictions is voluntary on the Contractor's part. A public body's participation in the contract is also voluntary. Failure to offer the terms and conditions of the contract to other jurisdictions neither disqualified a bidder nor adversely affect the award of the contract. The successful Contractor must deal directly with a participating public body concerning placement of orders, issuance of Purchase Orders, contractual disputes, invoices and payments. In no event shall the Town, its officials or staff be responsible for any costs, damages or injury as a result of any Town contract extended to a public body by the successful Contractor. The Town of Front Royal acts only as the "Contracting Agent" for this contract. The Town assumes no responsibility for any notification of the availability of the contract for use by other public bodies. Other public bodies desiring to use the contract shall make their own legal determination as to whether the use of the contract is consistent with their laws, regulations, and other policies. Any participating public body has the option of executing a separate contract with the successful Contractor. Contracts entered into with a participating public body may contain general terms and conditions unique to that public body. If, when preparing such a contract, the general terms and conditions of the participating public body are unacceptable to the successful

contractor, the Contractor may withdraw its extension of the contract to that participating public body.

Versalift VSF-40-I
GENERAL SPECIFICATIONS

YES

COMPLY
NO

1. Telescopic articulating aerial device with an insulating lower arm, insulating telescopic upper boom, a dielectrically tested insulating control handle, an upper control isolation system at the boom tip, and for installation behind chassis cab. Built in accordance to standard specifications and to include the following features:

A. Material Handling System: Hydraulically articulating jib, top mounted, removable jib. Material handling system comes with 80 feet of 0.50 inch polyester double braid rope and a metal thimble in the working end. Minimum breaking strength of the rope is 8,400 pounds. Material handling capacity is dependent upon upper boom extension and lower boom articulation angle. Minimum 800 pounds capacity

X

1,000 lb.

B. Ground to Bottom of Platform Height: 40 feet at 12.4 feet from centerline of rotation (12.2 m at 3.8 m)

X

40'4"

C. Working Height - 45 feet (13.7 m)

X

45'4"

D. Maximum Reach to Edge of Platform: 30.8 feet at 16.5 foot platform height (9.4 m at 5.0 m)

X

E. Pedestal: Post-type structure design with 12.75 inch (323.8 mm) diameter vertical pedestal tube with a heavy-duty welded flange at the base end and openings that provide easy access to the hydraulic hoses. The round structure facilitates personnel movement between the pedestal and body sides. Includes pedestal base plate for attachment to subbase

X

F. Rotation: Continuous rotation is provided by worm gear drive, equipped with extended shaft for manual rotation, driving a shear ball bearing rotation gear. The fully adjustable rotation drive assembly includes an external eccentric ring adjustment of the gearbox pinion gear to the main rotation bearing, permitting the ability to easily adjust backlash, reduce boom side play and ensure proper tooth contact over the life of the unit. This reduces life cycle cost. All bearing attachment bolts are easily accessed from outside the pedestal and inside the turntable.

X

	<u>YES</u>	<u>COMPLY</u> <u>NO</u>
<u>GENERAL SPECIFICATIONS</u>		
G. <u>Turntable</u> : Steel fixture-welded structure with a 1.25 inch (32 mm) steel bottom plate. The bottom plate of the turntable is machined after welding to ensure a flat mounting surface for the rotation bearing. The hydraulic rotary joint and hydraulic hoses are located in the turntable for ease of access. The main control valve is located outside the turntable for convenience and ease of access and is covered for protection.	<u>X</u>	_____
H. <u>Articulating Arm</u> : Tubular steel structure. The articulating arm is designed so that the articulating arm and tension link are compensating. By raising the articulating arm only, the lower and upper boom maintain the same relative angle with the ground. By raising the articulating arm in conjunction with the lower boom, the operator is able to position himself more quickly and easily into the work area.	<u>X</u>	_____
I. <u>Lift Cylinders</u> : The rod eye is welded to the rod while the blind end of the cylinder is of cast steel, one piece design, which utilizes cartridge-type, bi-directional counter-balance holding valves. The lower boom and arm cylinders have spherical-type bearings on both rod and base ends.	<u>X</u>	_____
J. <u>Lower Boom</u> : Fabricated, reinforced steel box structure. Polyethylene outer slide pads and Nylatron GSM inner slide pads are installed at the boom tip to guide the telescopic upper boom. These pads have a large contact area in order to reduce wear. The pads are shimmed and attached for ease of adjustment or replacement without disassembly of the booms.	<u>X</u>	_____
K. <u>Lower Boom Pivot Pin</u> : high strength chrome plated steel with self-lubricating, replaceable, non-metallic bearings.	<u>X</u>	_____
L. <u>Telescopic Upper Boom</u> : filament wound, square fiberglass, providing a minimum of 31.5 inches (965 mm) of isolation. The inner surface of the fiberglass boom is coated with polyurethane to provide a dry, smooth inner surface, which will cause moisture to bead. The outer surface has a smooth gelcoat finish.	<u>X</u>	_____
M. <u>Upper Boom Extension</u> : The upper boom is extended and retracted by a double acting hydraulic cylinder installed within the booms. The boom extends and retracts over slide bearings located in the end of the lower boom.	<u>X</u>	_____

GENERAL SPECIFICATIONS

YES

COMPLY
NO

N. Platform Leveling System: The platform is leveled by hydraulic leveling means, contained within the upper boom and designed to maintain the dielectric integrity of the aerial device. Controls for leveling and tilting the platform are located at the platform. Leveling for the platform includes two double acting cylinders incorporating counterbalance load holding valves to lock the platform in the event of hydraulic line failure. Cylinders are located at the platform and at the end of the lower boom. The master-slave action of the cylinders maintains a level platform throughout the full range of boom articulation.

X

O. Platform: Fiberglass non-insulating platform for use with or without insulating liner (per ANSI A92.2).

X

O. Controls: Boom and articulating arm functions are controlled with a single handle control. Control, through non-metallic linkages, actuates the interlock section and four individual boom function valves. The control provides good metering capability at all boom speeds. The single handle control activates Lower Boom—*Up and Down*, Upper Boom—*Extend and Retract*, Rotation—*Clockwise/Counter-clockwise*, and Articulating Arm—*Raise and Lower*. Unit rotation is accomplished by moving the control from side to side similar to a tiller while upper boom operation is accomplished by twisting the control handle clockwise to retract and counter clockwise to extend.

X

Tru Guard

P. Lower Boom Lifting Eye: provides for 1,000 pounds (454 kg) of lifting capacity. Optional, not standard.

X

Q. Hydraulic Tool Circuit: Control easily accessible to the operator activates the tool circuit which provides a maximum of 6.0gpm. Tool system relief pressure set at 2,000 PSI. One set of hydraulic tool outlets is standard at the boom tip; they consist of one set of quick disconnect couplings at the platform, a valve assembly inside control cover, and detented control handle. Operates open center tools.

X

R. Outrigger/Boom Interlock System: Prevents boom from being unstowed until outriggers have been at least partially deployed.

X

		<u>COMPLY</u>	
		<u>YES</u>	<u>NO</u>
<u>GENERAL SPECIFICATIONS</u>			
S.	<u>Outrigger/Unit Selector Control</u> : Located near the outrigger controls, allows operator to divert hydraulic oil from machine circuit for outrigger operation. This reduces the potential for inadvertent outrigger movement during machine operation if outrigger controls are bumped.	<u>X</u>	_____
T.	<u>Outrigger Motion Alarm</u> : Provides audible alarm when any of the outriggers are in motion.	<u>X</u>	_____
U.	<u>Back-up Alarm</u> , installed	<u>X</u>	_____
V.	<u>Diagnostic Pressure Test Quick Disconnect Couplings</u> : are located at the turntable to allow a mobile service technician to quickly and easily attach a test gauge to verify system and tool circuit pressure. This reduces life cycle cost.	<u>X</u>	_____
W.	<u>ANSI Category C, 46 kV and below</u> dielectric rating. Upper boom must be extended approximately 20 inches.	<u>X</u>	_____
X.	<u>Manuals</u> : Two (2) Operator's and two (2) Maintenance/ Parts manuals containing instructional markings indicating hazards inherent in the operation of an aerial device.	<u>X</u>	_____
Y.	<u>Paint</u> : Painted white with a Powder Coat Paint Process which provides a finish-painted surface that is highly resistant to chipping, scratching, abrasion and corrosion. Paint is electrostatically applied to the <i>inside</i> as well as outside of fabricated parts then high temperature cured prior to assembly ensuring maximum coverage and protection	_____	<u>X</u>
			Epoxy Primer Urethane Paint (Inside/out)
2.	Single One-Man Platform -- 24 x 30 x 42 inches (610 x 762 x 1067 mm) end mounted platform, rotates 180 degrees around boom tip. 400 pounds platform capacity.	<u>X</u>	_____
3.	Engine start/stop with emergency operating system, 12 VDC electric powered. Includes pump and motor, operates from chassis battery. Control is captive air operated from the platform and toggle switch operated from the lower controls. This option allows the operator to completely stow the booms and platform in a situation wherein the primary hydraulic source fails.	<u>X</u>	_____
4.	Diagnostic Pressure Test Kit - includes gauges, hoses and quick disconnect couplings to enable a technician to easily check system pressure.	<u>X</u>	_____

GENERAL SPECIFICATIONS

YES COMPLY
NO

5. Fall Protection System to include one body harness and decelerating type lanyard. Harness has adjustable slide buckle on shoulder straps, Velcro chest strap, interlocking buckles on leg straps, and nylon web loop fall arrest attachment on back. Lanyard has built in shock absorber that allows 28 inches (711 mm) of automatic adjustability. To be flame resistent.
6. Primary, modified A-frame outrigger installed at front, behind chassis cab with 112.0 inches (3302 mm) of spread at maximum penetration. Outrigger control valves, includes solenoid valve controller via rocker switches at the tail shelf.
7. Soft vinyl platform cover for platform.
8. Polyethylene platform liner, 50 kV rating (minimum)
9. Hydraulic pump is to be mounted to the hot stick power take off unit which is mounted to the transmission. The pump is to a gear type. Hydraulic system to have a minimum operating pressure of 2,000 PSI and an operating volume of 6 GPM. The hydraulic system shall be filtered with a micron filter on the return side and mesh strainer on the suction side. All hydraulic hoses above pedestal shall be nonconductive hose with 37° JIC Female swivel crimp fittings.
10. Power Distribution Module is a compact self-contained electronic system that provides a standardized interface with the chassis electrical system. The Power Distribution Module (PDM) is composed of a main board, approximately 12.0 x 13.0 inches (305 x 330 mm), designed to be mounted behind the driver's seat, inside the cab. Additional modules plug in to accommodate various options such as engine start/stop, variable throttle control, power take off, interface with Allison World transmission, and engine speed control module for specific engines and chassis. In addition to the above potential options, the PDM also provides up to 16 accessory circuits to be used for controlling other customer specified electrical components. The PDM includes built in test capabilities and diagnostic input, output and status LED's to quickly assess the PDM's performance. All components are circuit board mounted to facilitate replacement and reduce repair time should it be required.

X

X

X

X

X

X

Versalift standard

COMPLY
YES NO

GENERAL SPECIFICATIONS

The PDM provides benefits to the customer by providing a standardized, centrally located box that greatly reduces troubleshooting time when evaluating ancillary electrical system malfunctions, thereby reducing maintenance costs.

- | | | | |
|-----|---|--------------------|-------|
| 11. | Reservoir, rectangular, 16 gallon (60.6 l), installed in right front of cargo area. To have a site glass with oil level and temp. Reservoir shall have an emergency shut off valve. | <u>X</u> 17 gallon | _____ |
| 12. | Tool circuit at tail shelf provides 6.0 GPM (30.3lpm) and 2,000 PSI (13 790kPa) | <u>X</u> | _____ |
| 13. | Rubber wheel chocks, (pair) 10 inches long x 8 inches wide x 5-1/2 inches high (254 x 203 x 140 mm) | <u>X</u> | _____ |

UNIT AND HYDRAULIC ACCESSORIES

- | | | | |
|-----|---|----------|-------|
| 14. | Scuff pad for platform liner to protect liner floor | <u>X</u> | _____ |
| 15. | Hydraulic oil and lubricants | <u>X</u> | _____ |
| 16. | Power take-off to be installed in conjunction with transmission | <u>X</u> | _____ |
| 17. | Heavy-duty platform support installed at tail shelf | <u>X</u> | _____ |

BODY AND ACCESSORIES

Dakota Bodies, Inc.
132" service Body

- | | | | |
|-----|---|----------|-------|
| 18. | Altec Body Aerial Service Line/Step Body or equal, suitable for installing on any chassis with an approximate CA dimension of 84", built in accordance with the following minimum specifications: | <u>X</u> | _____ |
|-----|---|----------|-------|

Body - Fabricated from hot-dipped, galvanized steel with 100% iron zinc alloy coating

- 16 gauge outside panels
- 18 gauge shelving
- 12 gauge diamond plate steel floor
- 16 gauge end panels
- Structural channel sub-base
- Full length aluminum drip rail

Body Dimensions:

X

COMPLY
NO

YES

GENERAL SPECIFICATIONS

- 132 Inch Body Length
- 94 inch outside width
- 40 inch body height
- 20 inch compartment depth
- 54 inch floor width

Compartmentation - StreetSide:

X

- First Vertical - Two (2) adjustable shelves, Outrigger housing.
- Second Vertical - Two (2) adjustable shelves
- Horizontal - Dividers in bottom of compartment 4" OC
- Rear Vertical - Six (6) locking swiveling hooks
- Through Shelf - Full length of body with hot stick brackets and access door at rear

Compartmentation - Curbside:

X

- First Vertical - Two (2) adjustable shelves, Outrigger housing.
- Second Vertical - Access steps with two(2) grab handles
- Horizontal - Two (2) adjustable shelves, one (1) divider tray in bottom of compartment.
- Rear Vertical - Six (6) locking swiveling hooks

- | | | | |
|-----|--|----------|-------|
| 19. | Tail shelf installed at rear of body with none skid surface. | <u>X</u> | _____ |
| 20. | Grab handles, installed one each side at rear of tail shelf | <u>X</u> | _____ |
| 21. | Cable steps, installed one each side at rear of tail shelf | <u>X</u> | _____ |
| 22. | Security door lock system with provisions for locking all compartments with central locking points, one each side at the front of the body to allow use of padlock | <u>X</u> | _____ |
| 23. | Compartment lights installed in each compartment. Wiring installed in loom with switch located in cab. Switch to be energized only when chassis lights are on. | <u>X</u> | _____ |
| 24. | Outrigger pad holders, bolt on | <u>X</u> | _____ |
| 25. | Wheel chock holders | <u>X</u> | _____ |

BODY ACCESSORIES

		<u>YES</u>	<u>COMPLY</u> <u>NO</u>
<u>GENERAL SPECIFICATIONS</u>			
26.	3-point grounding system installed, utilizing 8 foot section of copper ground welded to the frame and extending to the rear of the tail shelf with an automatic retractable ground reel with 50 feet of 1/0 copper ground cable and mounted on the rear curbside rear tail shelf.	<u>X</u>	_____
27.	Triangle reflective kit.	<u>X</u>	_____
28.	Five pound fire extinguisher with mounting bracket, shipped loose	<u>X</u>	_____
29.	Aluminum outrigger pads, pair, 18x18	<u>X</u>	_____
30.	Fold away post mounted cone holder	<u>X</u>	_____
31.	Hydraulic drill and hoses, Burndy HIW716 MAG or equal.		_____
32.	AED Model- <u>ZOLL AED Plus</u> ; Altec Supply P/N 9706-40771 or equal.	<u>X</u>	_____
33.	First Aid Kit	<u>X</u>	_____
34.	Heavy duty pintle hook with chassis frame reinforcement and two (2) safety chain rings	<u>X</u>	_____
35.	Aluminum ladder rack installed above S/S compartments on spacers	<u>X</u>	_____
36.	34"L x 18"H top opening box to be installed above C/S 1 st vertical	<u>X</u>	_____
37.	Phase lifting jib attachment Altec Supply P/N 7017-02080- Hastings 13128 or equal.		_____
38.	Jib Adapter Altec Supply P/N 8130-00873- Hastings 3479 or equal.	<u>X</u>	_____
39.	Bulk Head behind cab and in front of utility bed to protect the back window and cab area.	<u>X</u>	_____

ELECTRICAL

		<u>YES</u>	<u>COMPLY</u> <u>NO</u>
<u>GENERAL SPECIFICATIONS</u>			
40.	Lights and reflectors in accordance with FMVSS #108 lighting package, installed	<u>X</u>	_____
41.	All lights are to be LED.	<u>X</u>	_____
42.	Wire compartment lights to dash mounted switch.	<u>X</u>	_____
43.	Trailer receptacle, installed at rear	_____	_____
43.	Amber LED light installed on post at left front of cargo area with switch on dash	<u>X</u>	_____
44.	Six point LED amber lights, two mounted in front grille, two in rear tail shelf and one on each side of body panels	<u>X</u>	_____
45.	Two (2) Go light , remote control, location TBD	<u>X</u>	_____
46.	Outrigger Motion Alarm: Provides audible alarm when any of the outriggers are in motion.	<u>X</u>	_____
47.	Backup alarm, installed at rear. Backup alarm adjusts automatically to provide from 87 to 112 decibels alarm, depending on ambient noise conditions. Alarm is installed in 4.5 inch (114 mm) diameter hole with rubber grommet and is wired to chassis backup lights. Installation at rear provides a protected environment for alarm, free from damage from road spray and debris.	<u>X</u>	_____
48.	Hour meter installed to record PTO operating hours	<u>X</u>	_____
49.	Install modular in-cab accessory switch panel with dual lit switches for function identification and function activation	<u>X</u>	_____

INSTALLATION

50.	Mounting aerial device	<u>X</u>	_____
51.	Painted white with a Powder Coat Paint Process which provides a finish-painted surface that is highly resistant to chipping, scratching, abrasion and corrosion. Paint is electro-statically applied to the <i>inside</i> as well as outside of fabricated parts then high temperature cured prior to assembly ensuring maximum	_____	<u>X</u>

*Epoxy Primer
Urethane Paint
(Better color match
Better Adhesion)*

		<u>COMPLY</u>	
		<u>YES</u>	<u>NO</u>
<u>GENERAL SPECIFICATIONS</u>			
	coverage and protection.		
52.	Mounting body and accessories.	<u>X</u>	_____
53.	Painting body and accessories white with <u>urethane enamel.</u>	<u>X</u>	_____
54.	Safety and Instructional signs, installed.	<u>X</u>	_____
55.	Estimate delivery date of completed vehicle.	<u>X</u> <u>180</u> Days, <u>Approx</u> <u>per</u>	_____

MISCELLANEOUS

56.	This aerial device is designed in a facility that is certified to meet ISO 9001	<u>X</u>	_____
57.	Bidder is to supply a self-directed, computer based training (CBT) program. This program will provide basic instruction in the safe operation of this aerial device. This program will also include and explain ANSI and OSHA requirements related to the proper use and operation of this unit	<u>X</u>	_____
58.	Warranty on structural integrity of the following major components is to be warranted for so long as the initial purchaser owns the product: Booms, boom articulation links, hydraulic cylinder structures, outrigger weldments, pedestals, subbases and turntables.	<u>X</u>	_____

2017 (Revised)

CHASSIS

2016 Chassis with Extended Cab

- ✓ Cab to Axle - 84 inches
- ✓ GVWR (lbs.) - 19,000 for
- ✓ Engine - Diesel
- ✓ 4x4 with automatic locking hubs
- ✓ Rear Locking Diff *limited slip*
- ✓ Transmission: Torq-shift automatic with overdrive with PTO provision.
- ✓ Brakes: Hydraulic
- ✓ Horizontal Exhaust
- ✓ Front Tires and rear Tires -225/70R19.5, traction tread
- ✓ Seat Vinyl Bench

X
* see attached
chassis spec's

GENERAL SPECIFICATIONS

YES

COMPLY
NO

X

- ✓ Mirrors, Tow mirror package.
- ✓ Fuel Tank
- ✓ Electronic AM/FM Stereo/Clock
- ✓ Power steering
- ✓ Air conditioning
- ✓ Tinted glass
- ✓ Cigarette lighter - *Power Paint*
- ✓ Painted - White
- ✓ INTERGRADE BRAKE CONTROLLER factory installed.
- ✓ Factory install running boards.

✓ **Advertisement:** No stickers, decals, or plates, displaying dealer name or logo, shall be affixed to the Aerial Device and Body.

✓ **Warranty:** All warranty information shall be provided on labor, parts, and road service with the bid. The warranty shall apply on the delivery date. The warranty shall be a fleet warranty.

✓ **Manuals:** The successful bidder shall provide a set of service manuals, which covers the maintenance, repairs, parts, and diagnosis of everything on the Aerial Device and body. Can be CD or Books.

Pre-delivery Inspection the Manager of Vehicle/Equip Maintenance Dept. Shall be contacted before the unit is ready for paint. For a Pre-paint inspection of the vehicle and Aerial Device.

Delivery Date: The Vendor shall deliver the vehicle within one hundred and eighty (180) days after receipt of a Town of Front Royal Purchase Order. If delivery of the vehicle is not completed within the time specified, after due allowance for any provisions made in agreement with the Town for any extension of extensions of time, the Vendor shall be deemed in breach of this agreement. In the event the Vendor is deemed to be in breach, the Town reserves the right to follow one of the following courses of action. The first would be that the vendor shall be liable to the Town, as liquidated damages and not as a penalty, in the amount of \$25.00 per day for each and every calendar day that the Vendor shall be in default of this agreement. The Town shall have the right to deduct the liquidated damages from any amount due. The second would be that the Town would cancel the Purchase Order with no further obligations

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

Page 1
Item No. 11

Meeting Date: April 25, 2016

Agenda Item: COUNCIL APPROVAL – Budget Amendment for Community Development Director Budget

Summary: Council is requested to consider approval of a budget amendment for the Community Development Director's budget in the amount of \$1,050.00 for training, memberships and miscellaneous, as presented.

Budget/Funding: 1101-R43002 "Community Development"

Attachments: Funding request

Meetings: Work Session held April 18, 2016

Staff Recommendation: Approval X Denial

Proposed Motion: I move that Council approve a Budget Amendment in the amount of \$1,050.00 to be added to the Community Development Directors Budget.

*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

2016 Community Development Budget

Budget considerations:

Main Street training (Staunton, July 11-13)*	\$400
Memberships:	
National Main Street	\$250
Warren County Rotary	\$200
Miscellaneous	\$200
(meeting food, travel reimbursement, etc.)	
	\$1,050

**mandatory training as an affiliate of the Main Street program*

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

Page 1
Item No. 12

Meeting Date: April 25, 2016

Agenda Item: COUNCIL RECOMMENDATION – Board of Zoning Appeals (BZA)

Summary: Council is requested to consider a recommendation to the Judge of the Warren County Circuit Court for an appointment to the Front Royal Board of Zoning Appeals (BZA) to fill a five-year term ending May 1, 2021.

Budget/Funding: None

Attachments: None

Meetings: Works Sessions April 4 and April 18, 2016

**Staff
Recommendation:** Approval X Denial

Proposed Motion: I move that Council recommend Wayne L. Shipman to the Judge of the Warren County Circuit Court for re-appointment to the Front Royal Board of Zoning Appeals (BZA) to fill a five-year term ending May 1, 2021.

*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