

JOINT MEETING WITH CHAMBER OF COMMERCE BEGINS AT 5:00PM



TOWN COUNCIL WORK SESSION

TUESDAY, February 21, 2017 @ 7:00pm

Town Hall Conference Room

Town/Staff Related Issues:

1. Burton & Associates Cost of Service Presentation
2. Local Government Challenge Grant Application for Front Royal Oratorio Society and Blue Ridge Arts Council (BRAC) – *Town Manager*
3. Write Off for Bad Debt – *Director of Finance*
4. Continued Budget Discussion for FY17-18 including Setting of Tax Rate – *Town Manager/Dir of Finance*

Council/Mayor Related Items

5. Liaison Committee Meeting Items for March 16
6. Council Discussion/Goals (*time permitting*)
7. CLOSED MEETING – Personnel Matters

Motion to Go Into Closed Meeting

I move that Town Council go into closed meeting for the purpose of discussion and consideration of prospective candidates for employment, assignment, appointment, promotion, performance, and salaries of specific public officers, appointees, or employees of any public body, pursuant to Section 2.2-3711.A.1 of the Code of Virginia.

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

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

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Town of Front Royal, Virginia Work Session Agenda Form

Date: February 21, 2017

Agenda Item: Cost of Service Rate Study – Energy Services

Summary: In 2016, the Town hired Burton's & Associates/Stantec to perform a cost of service rate study for the Energy Services department. A cost of service study is one of the most effective analytic tools that a utility can rely on for designing rates that equitably assign cost responsibility to each customer rate class, to the mutual benefit of both the Town and its customers.

Council Discussion: Council is requested to consider recommendations on rate adjustments from the results of Cost of Service study

Staff Evaluation: The Town has been working with Stantec over the past six months to accomplish the primary objective of a cost of service analysis to identify the cost of providing service to each rate class as a function of load and service characteristics.

Budget/Funding: Rate adjustments will be required for the upcoming budget year to achieve a balanced budget in the Energy Services department.

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

Staff Recommendations: Staff concurs with recommendations from Stantec on the results of the Cost of Service Study

Town Manager Recommendation: Town Manager supports results and recommendations from the cost of service study performed by Stantec

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action

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

ELECTRIC UTILITY RATE STUDY

SUMMARY OF RESULTS



February 21, 2017

Electric Utility Background

- ▶ Electric Enterprise fund is a rate payer supported operation,
- ▶ Rates revenues are generated from
 - ▶ Month Fixed Charges
 - ▶ Energy charges for the power consumed
 - ▶ Rates were last adjusted in 2007
 - ▶ Power Cost Adjustment factor (PCA)
 - ▶ Established in 2012 and has not been changed

Elements of the Rate Study Process



Revenue Requirements

- Operating Costs
- Purchased Power
- Capital Costs
- Reserves



Cost Allocation

- Define Classes of Users
- Fair & Equitable
- Comparison to Current Revenue Recovery



Rate Design

- Evaluate Objectives
- Local Practices
- Identify Structures



Analysis of Results

- Customer Impacts
- Comparative Bill Surveys
- Misc. Fee & Policy Updates

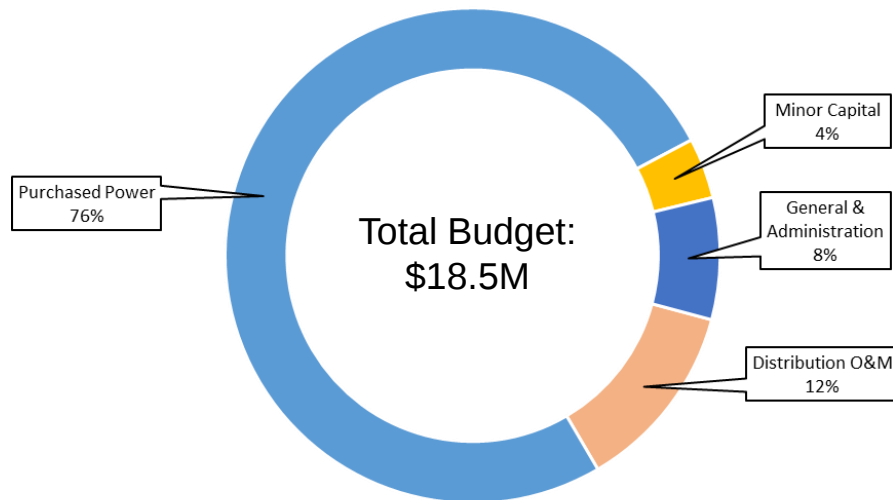
Revenue Requirements



- ▶ Reserves spent down to target levels in FY 2018
- ▶ Expenditures for O&M, G&A and minor capital outlays are stable
- ▶ Key challenges: significant increases in purchased power and need for capital improvements

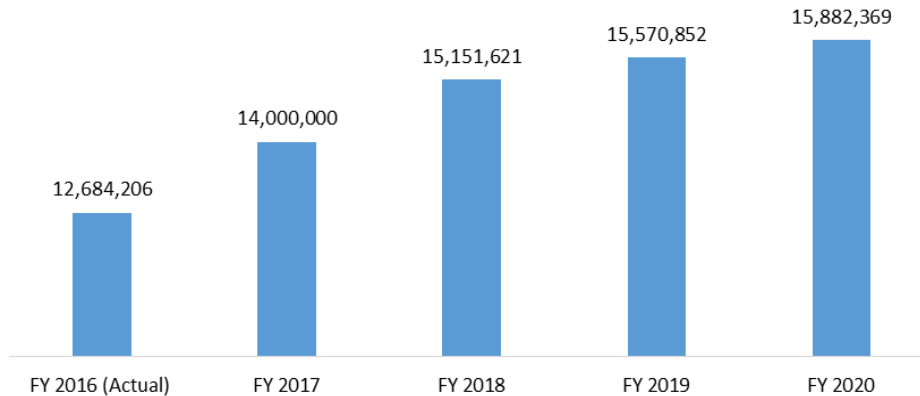
Summary of Key Challenges

FY 2017 Budget

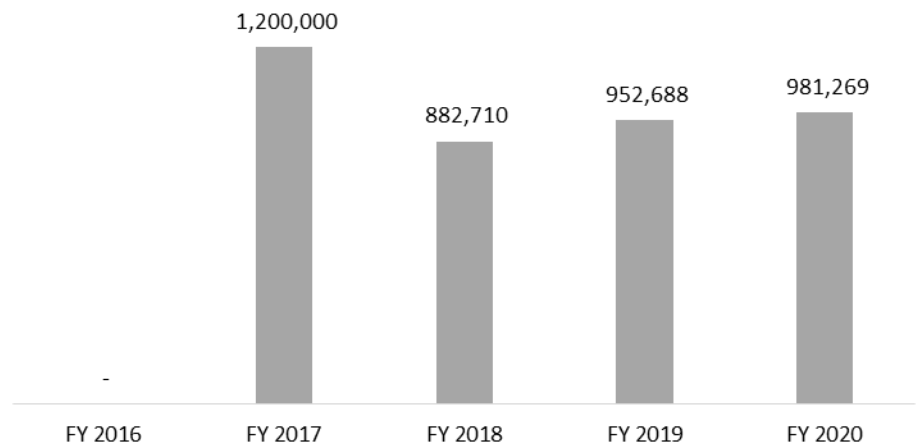


- ▶ Annual purchased power expected to increase by \$3.2M or 25%
- ▶ Annual CIP spending of \$1M over the next 5-years
- ▶ FY 2017 revenues equal \$17.5M
- ▶ Last PCA and Energy rate adjustments in 2012 & 2007 respectively

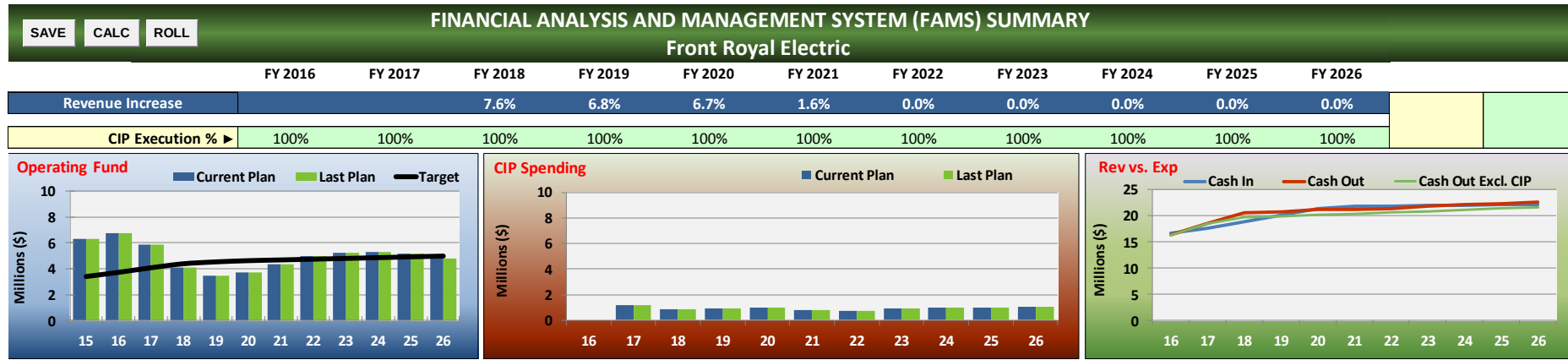
AMP Purchased Power Cost Forecast



CIP Spending



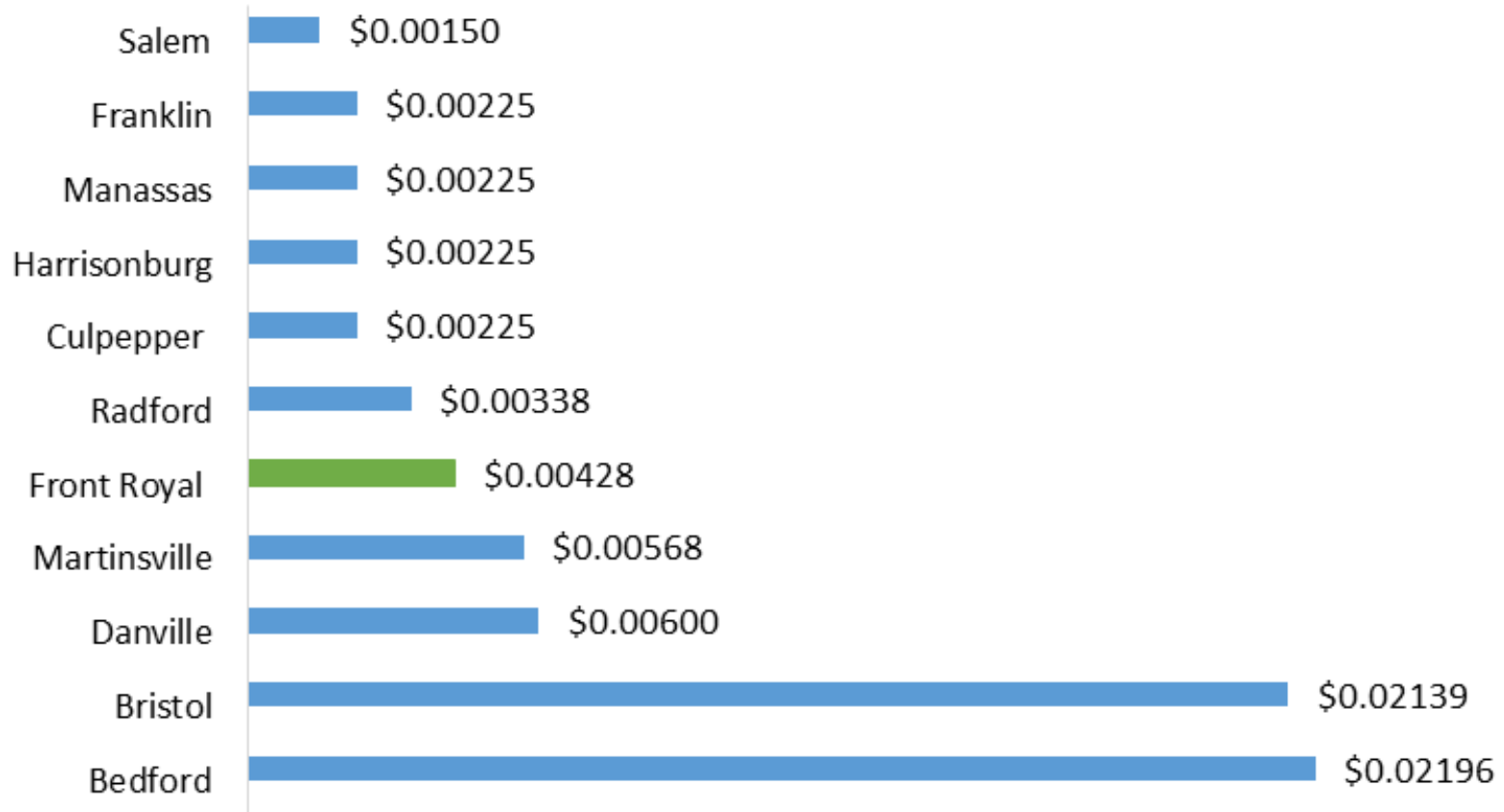
Financial Management Plan



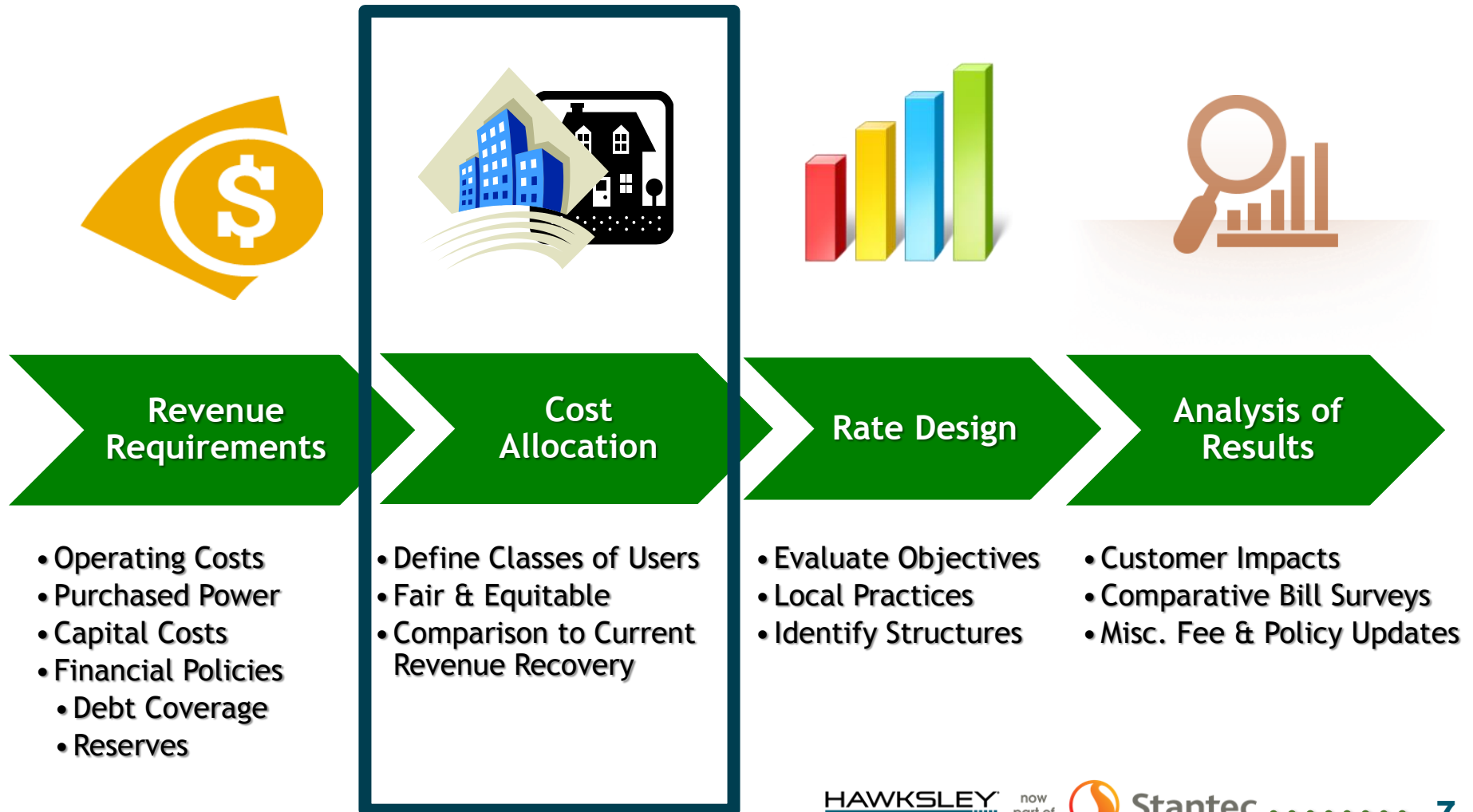
- ▶ Recommend recovering distribution expense changes through energy rates and adjusting the PCA to recover purchased power increases
- ▶ Current PCA of \$.00428 per kWh recovers \$0.7M, FY 2018 PCA of \$.01091 would recover \$1.8M of \$15.1M of purchased power expenses
- ▶ Adjust the PCA annually; consolidate periodically into energy charges
- ▶ Phase customer charges to cost of service over 3 years

Power Cost Adjustment (PCA) Local Survey

(Factors as of Feb 2, 2017, and are \$ per kWh)



Elements of the Rate Study Process



Cost of Service Methodology (UFS)

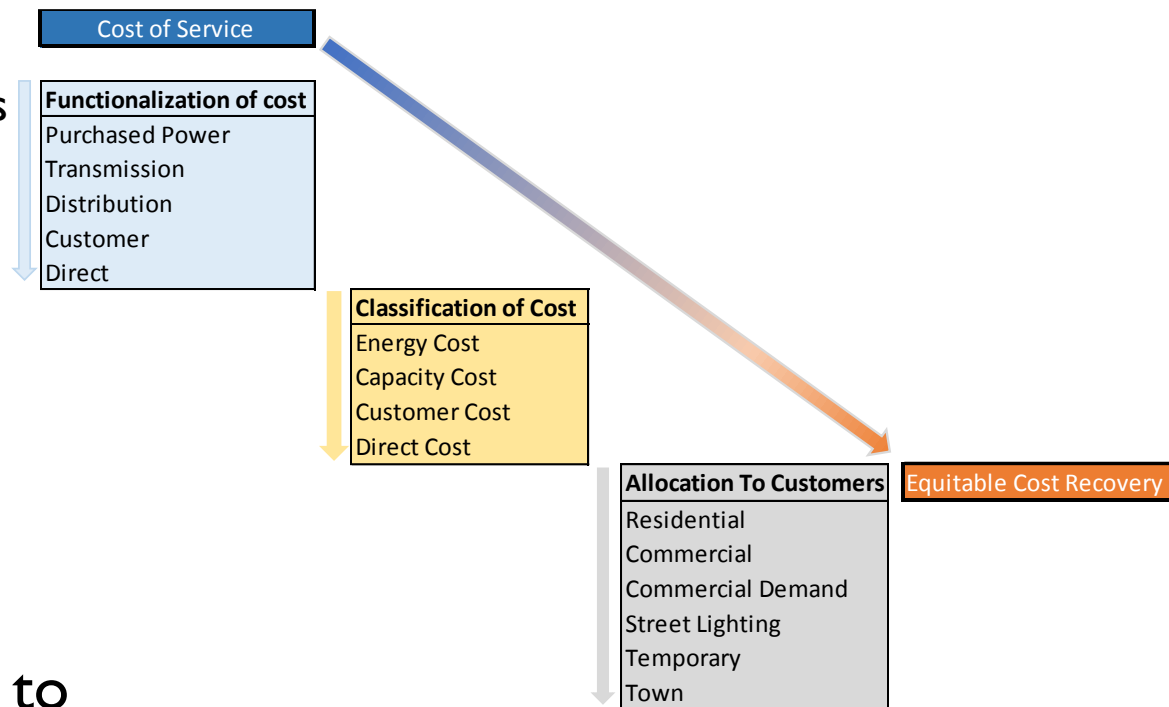
- ▶ Costs assigned to functions and then to customers in proportion to use of system components

- ▶ kWh sales or KW demands
- ▶ Number of customers by class
- ▶ Direct & Other Factors

- ▶ **Evaluate rate classes**

- ▶ Residential
- ▶ Commercial
- ▶ Commercial Demand
- ▶ Temporary
- ▶ Town

- ▶ Compare cost allocation to current revenue generation (Next Slide)



Cost of Service Results

CURRENT RATE STRUCTURE FY 2017

Residential Rev (000's)	Commercial Rev (000's)	Demand Rev (000's)	Town Rev (000's)	Totals Rev (000's)
\$ 8,647,204	\$ 206,605	\$ 6,774,643	\$ 675,416	\$ 16,303,869

COST OF SERVICE FY 2018

Residential Rev (000's)	Commercial Rev (000's)	Demand Rev (000's)	Town Rev (000's)	Totals Rev (000's)
\$ 9,725,153	\$ 227,840	\$ 6,861,795	\$ 720,181	\$ 17,534,969

NEW RATE STRUCTURE FY 2018

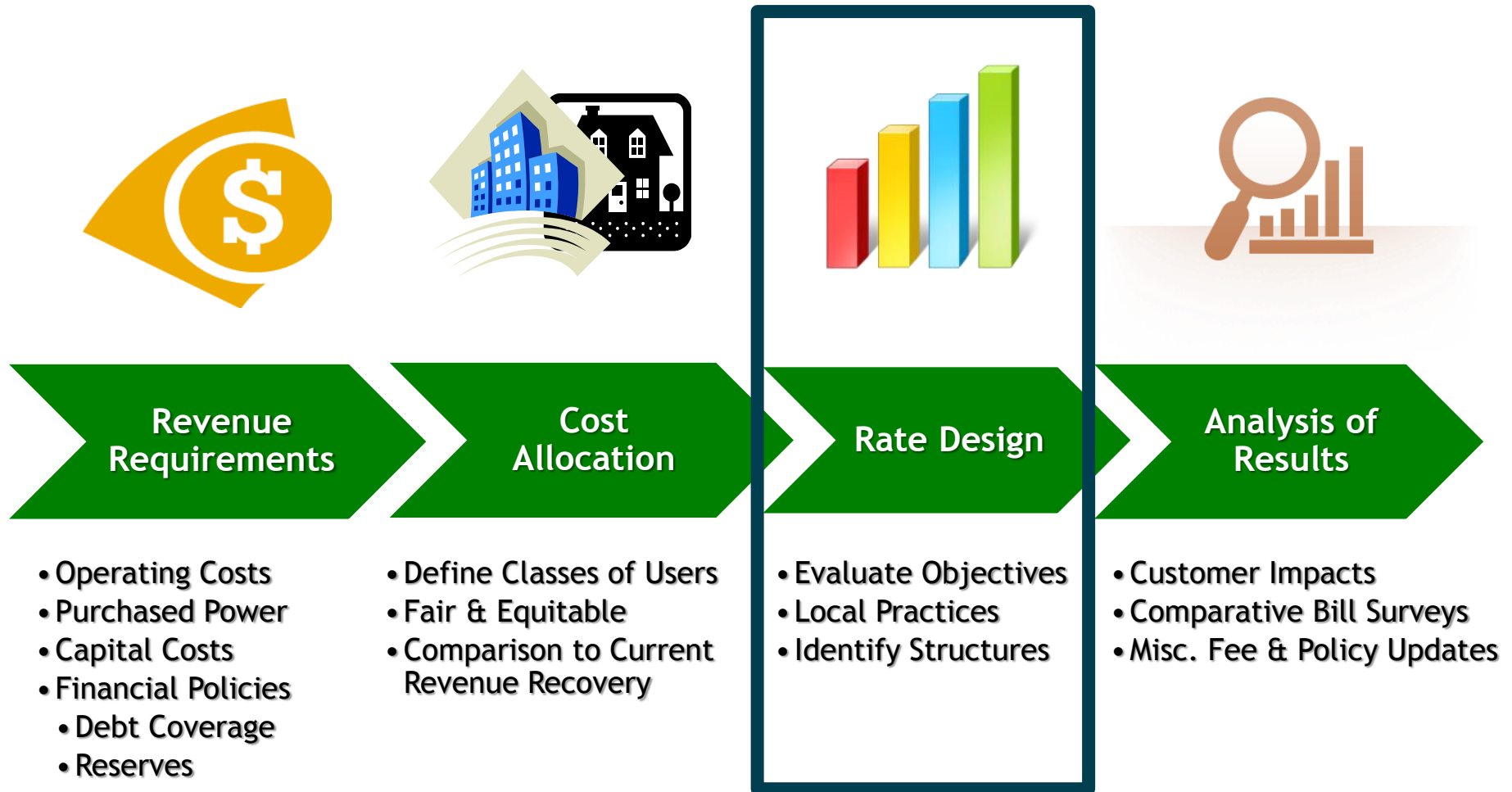
Customer Class →	Residential Rev (000's)	Commercial Rev (000's)	Demand Rev (000's)	Town Rev (000's)	Totals Rev (000's)
	\$ 9,313,865	\$ 221,012	\$ 7,272,205	\$ 727,887	\$ 17,534,969

Total \$ Chg	\$ 666,661	\$ 14,407	\$ 497,561	\$ 52,471	\$ 1,231,100
Total % Chg	7.7%	7.0%	7.3%	7.8%	7.6%

COS Customer Charge Analysis (UFS)

Customer Class	COS Customer Charge	Current Customer Charge
Residential	\$ 10.21	\$ 6.24
Temporary	\$ 18.36	\$ 6.24
Town	\$ 14.46	\$ -
Commercial (Non-Demand)	\$ 14.46	\$ 6.40
Commercial (Demand)	\$ 36.35	\$ 6.40

Elements of the Rate Study Process



Current VA Residential Rate Structures

(Rates as of 2/10/2016 and Includes PCA)

	Mo. Charge	Season	800KWH	900KWH	2,500KWH	50,00KWH
Front Royal	\$ 6.24		\$0.08918			
Danville	\$ 9.00		\$0.12360			
Manassas	\$ 13.59		\$0.08300			
Salem	\$ 8.25		\$0.10750			
Richlands	\$ 9.25		\$0.09697			
Virginia Tech	\$ 8.35		\$0.10560			
Franklin	\$ 7.98		\$0.11076			
Bristol	\$ 10.60	S	\$0.10829			
		W	\$0.10513			
		T	\$0.10318			
Culpeper	\$ 11.00		\$0.10612	\$0.11785		
Elkton	\$ 5.50		\$0.09289	\$0.07435		
Harrisonburg	\$ 9.50	S	\$0.08705	\$0.09705		
		W	\$0.08705	\$0.07155		
Martinsville	\$ 10.00		\$0.11168	\$0.09428		
Bedford	\$ 20.00		\$0.09458	\$0.07843		
Radford	\$ 10.02		\$0.10058	\$0.08608		
Blackstone	\$ 11.55		\$0.10044	\$0.11149	\$0.11224	\$0.11258

Proposed Rate Structure Modification

- ▶ Update fixed monthly charges over 3 years to more closely align with the Cost of Service and enhance the fixed cost recovery of the system/ stabilize revenue stream
- ▶ Update demand charge (KW) mechanism to better align with industry best practices and enhance the ease of customer understanding and billing process
- ▶ Convert Town accounts from separate class to commercial non-demand

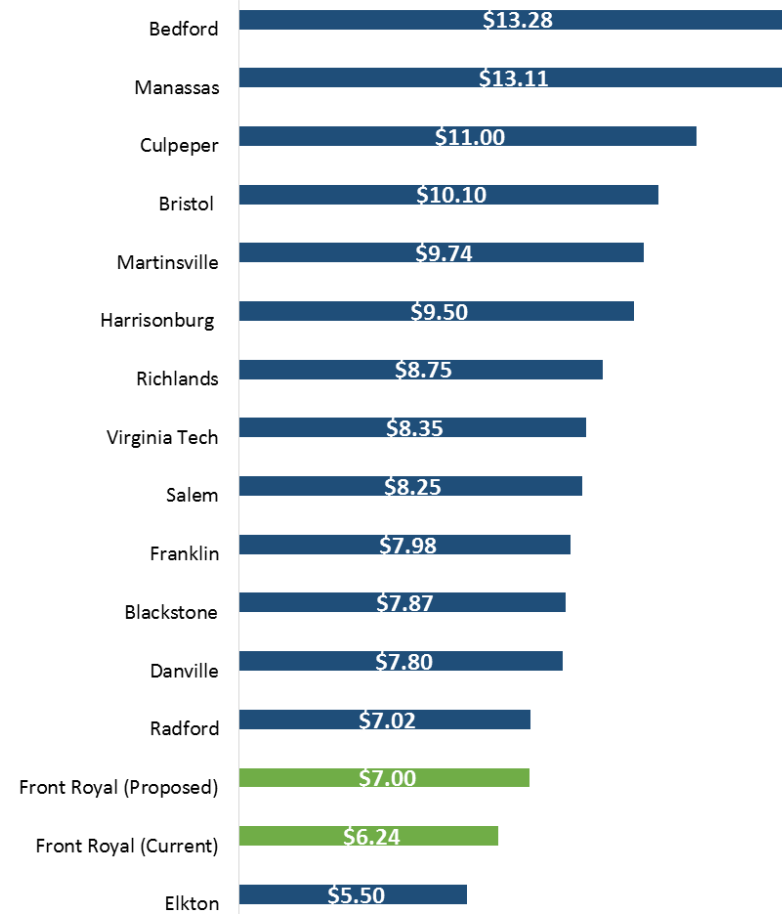
Customer Charge Update

Customer Class	COS Customer Charge	Current Customer Charge
Residential	\$ 10.21	\$ 6.24
Temporary	\$ 18.36	\$ 6.24
Town	\$ 14.46	\$ -
Commercial (Non-Demand)	\$ 14.46	\$ 6.40
Commercial (Demand)	\$ 36.35	\$ 6.40

Phasing of Customer Charges

	Current	7/1/2017	7/1/2018	7/1/2019
RESIDENTIAL	\$ 6.24	\$ 7.00	\$ 8.61	\$ 10.21
COMMERCIAL	\$ 6.40	\$ 7.16	\$ 10.81	\$ 14.46
DEMAND	\$ 6.40	\$ 7.16	\$ 21.76	\$ 36.35
TEMPORARY	\$ 6.40	\$ 7.16	\$ 12.73	\$ 18.30
TOWN	\$ -	\$ 7.16	\$ 10.73	\$ 14.29

Local Area Survey



Current and Proposed Rate Schedules

FY 2017 Current Rate (Effective to 6/30/2017)

	Residential	Commercial	Demand	Temporary	Town
Monthly Customer Charges	\$ 6.24	\$ 6.40	\$ 6.40	\$ 6.40	\$ -
kWh Charges					
PCA	\$ 0.00428	\$ 0.00428	\$ 0.00428	\$ 0.00428	\$ 0.00428
All Use	\$ 0.08490				\$ 0.07795
0-700		\$ 0.11510	\$ 0.11510	\$ 0.11510	
>700		\$ 0.07560	\$ 0.07560	\$ 0.07560	
Imputed kWh per recorded KW demand			\$ 0.03950		

FY 2018 (Effective 7/1/2017)

	Residential	Commercial	Demand	Temporary	Town
Monthly Customer Charges	\$ 7.00	\$ 7.16	\$ 7.16	\$ 7.16	\$ 7.16
kWh Charges					
PCA	\$ 0.01091	\$ 0.01091	\$ 0.01091	\$ 0.01091	\$ 0.01091
All Use	\$ 0.08490				
0-700		\$ 0.11510	\$ 0.11510	\$ 0.11510	\$ 0.11510
>700		\$ 0.07560	\$ 0.07560	\$ 0.07560	\$ 0.07560
Monthly KW Charge			\$ 3.00		

Elements of the Rate Study Process



Revenue Requirements

- Operating Costs
- Purchased Power
- Capital Costs
- Financial Policies
 - Debt Coverage
 - Reserves

Cost Allocation

- Define Classes of Users
- Fair & Equitable
- Comparison to Current Revenue Recovery

Rate Design

- Evaluate Objectives
- Local Practices
- Identify Structures

Analysis of Results

- Customer Impacts
- Comparative Bill Surveys
- Misc. Fee & Policy Updates

Residential Customer Impacts

Residential Meter					
Monthly Use (KWH)	Agg. %	Current	Proposed	\$ Chg.	% Chg.
0	5.4%	\$6.24	\$7.00	\$0.76	12.2%
250	13.7%	\$28.54	\$30.95	\$2.42	8.5%
500	24.6%	\$50.83	\$54.91	\$4.08	8.0%
750	38.7%	\$73.13	\$78.86	\$5.73	7.8%
1,000	52.6%	\$95.42	\$102.81	\$7.39	7.7%
1,250	64.2%	\$117.72	\$126.76	\$9.05	7.7%
1,750	80.4%	\$162.31	\$174.67	\$12.36	7.6%
2,000	85.5%	\$184.60	\$198.62	\$14.02	7.6%
3,000	95.6%	\$273.78	\$294.43	\$20.65	7.5%
4,000	98.6%	\$362.96	\$390.24	\$27.28	7.5%
5,000	99.5%	\$452.14	\$486.05	\$33.91	7.5%

- Bill Calculations include PCA
- 86% of the Town's customers are Residential

Commercial Demand Customer Impacts

Account #	Monthly Use (KWH)	Demand KWH	Average KW (Mo)	Current Total Bill	Proposed Total Bill	\$ Chg.	% Chg.
07-179101-1	276,320	77,357	737.28	\$25,162.08	\$26,992.90	\$1,830.82	7.3%
02-499000-1	334,880	70,064	668.48	\$29,551.79	\$31,773.24	\$2,221.45	7.5%
08-341313-1	10,700	2,783	31.40	\$998.65	\$1,084.92	\$86.26	8.6%
10-146100-1	9,299	4,264	48.08	\$945.29	\$1,029.89	\$84.60	8.9%
06-120001-1	266,067	47,470	455.33	\$23,162.53	\$24,416.95	\$1,254.42	5.4%
06-107000-2	60,320	22,112	239.04	\$5,725.82	\$5,969.47	\$243.65	4.3%
04-325000-1	83,936	36,280	349.76	\$8,171.90	\$8,344.30	\$172.40	2.1%
08-151000-1	43,053	18,228	179.47	\$910.69	\$1,014.71	\$104.02	11.4%

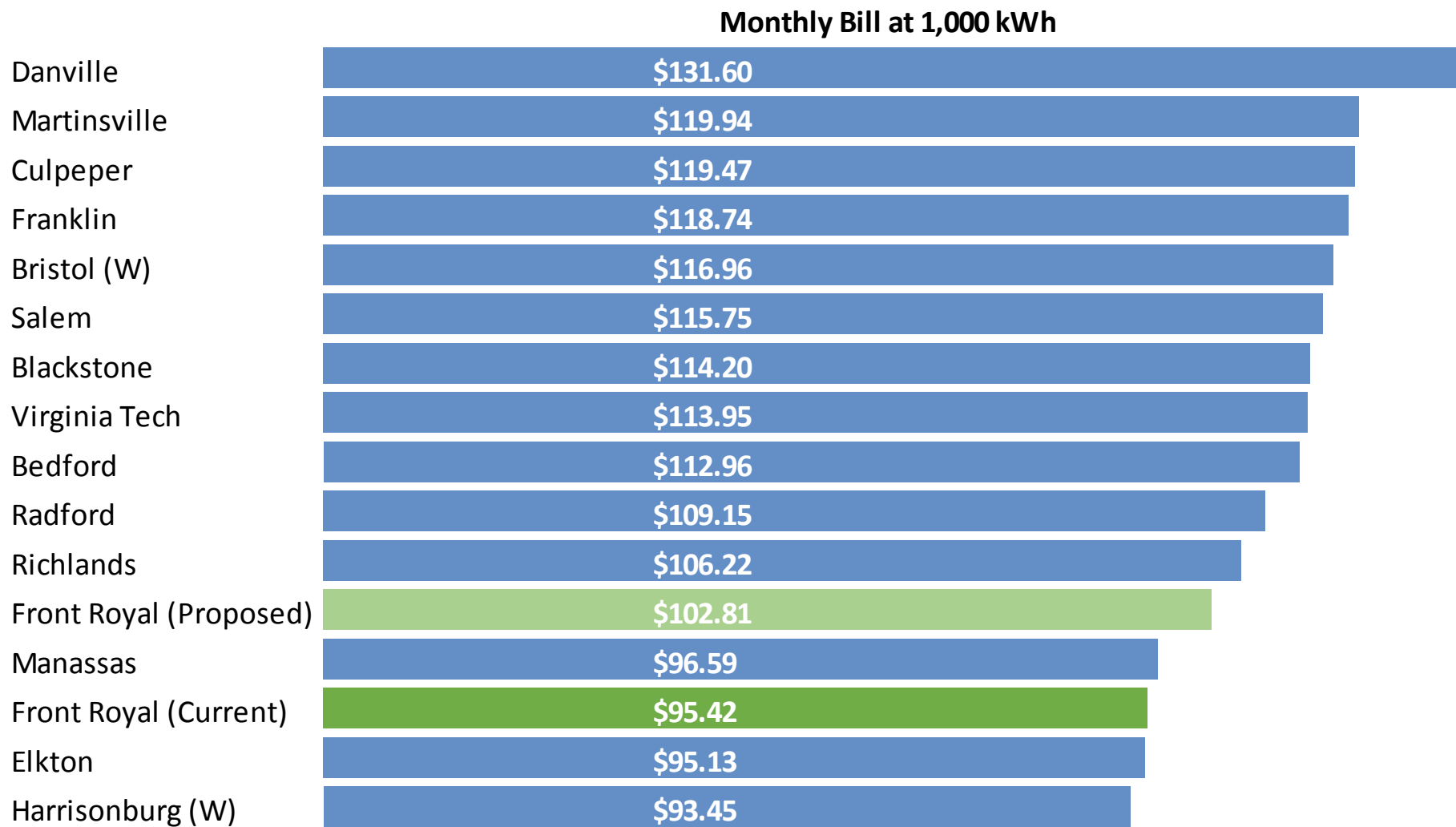
- ▶ Bill Calculations include PCA
- ▶ 11% of the Town's customers are Demand Customers

Commercial Non-Demand Customer Impacts

Commercial Meter					
Monthly Use (KWH)	Agg. %	Current	Proposed	\$ Chg.	% Chg.
0	6.7%	\$6.24	\$7.16	\$0.92	14.7%
250	38.5%	\$36.09	\$38.66	\$2.58	7.1%
500	56.6%	\$65.93	\$70.17	\$4.24	6.4%
750	71.2%	\$93.80	\$99.69	\$5.89	6.3%
1,000	78.5%	\$113.77	\$121.32	\$7.55	6.6%
1,250	83.1%	\$133.74	\$142.95	\$9.21	6.9%
1,750	90.5%	\$173.68	\$186.20	\$12.52	7.2%
2,000	92.4%	\$193.65	\$207.83	\$14.18	7.3%
3,000	95.5%	\$273.53	\$294.34	\$20.81	7.6%
4,000	97.8%	\$353.41	\$380.85	\$27.44	7.8%
5,000	98.8%	\$433.29	\$467.36	\$34.07	7.9%

- ▶ Bill Calculations include PCA
- ▶ 3% of the Town's customers are Commercial Non-Demand

Current VA Typical Residential Bill Comparison



*Rate survey as of 2/10/2017, includes PCA and winter rates when applicable

Residential Multi-Year Impact

	FY 2017	FY 2018	FY 2019	FY 2020
Customer Charge	\$ 6.24	\$ 7.00	\$ 8.61	\$ 10.21
Per 1,000 kWh	\$ 84.90	\$ 84.90	\$ 87.87	\$ 91.83
1,000 kWh PCA*	\$ 4.28	\$ 10.91	\$ 13.32	\$ 15.11
Total:	\$ 95.42	\$ 102.81	\$ 109.80	\$ 117.14
Change:		\$ 7.39	\$ 6.99	\$ 7.35
Percent:		7.75%	6.80%	6.69%

- ▶ Customer Charge reflects 3 year phase in to cost of service
- ▶ Energy charges reflect adjustments in FY 2018, FY 2019, and FY 2020, no adjustments are foreseen thereafter
- ▶ PCA forecasted based on AMP Forecast, (*)actual expenses may vary
- ▶ Current projections do not indicate additional increases for energy or customer charges beyond FY 2020



DISCUSSION

2



Town of Front Royal, Virginia Work Session Agenda Form

Date: February 21, 2017

Agenda Item: Virginia Commission of the Arts Local Government Challenge Grant Application for the Front Royal Oratorio Society and the Blue Ridge Arts Council

Summary: The Front Royal Oratorio Society and the Blue Ridge Arts Council (BRAC) are seeking the Town's approval of an application for 2017-2018 Virginia Commission for the Arts Local (VCA) Government Challenge Grant in the amount of \$5,000.00. The Front Royal Oratorio Society is seeking \$500.00 and the Blue Ridge Arts Council is seeking \$4,500.00. Approval of the application does not obligate the Town to the \$5,000.00 match. Once the application is approved by the VCA the grant monies will not be released until VCA receives a written confirmation from the Town that the matching requirement has been fulfilled. Grant requests must be submitted before April 3, 2017. Formal approval to submit the grant application and for the Town Manager to execute the necessary documents, will be added to an upcoming agenda.

Note: BRAC has been receiving this funding since 1988
FR Oratorio Society has been receiving this funding since 2014

Council Discussion: Council is requested to consider approval for application submittal by staff.

Staff Evaluation: N/A

Budget/Funding: Finance Director will be available

Legal Evaluation: Town Attorney will be available

Staff Recommendations: Staff will be available.

Town Manager Recommendation: Town Manager recommends submitting the application for \$5,000.00 in requested grants from the VCA – Local Government Challenge Grant as requested from the Front Royal Oratorio Society and the Blue Ridge Arts Council.

Council Recommendation:

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



Blue Ridge Arts Council, Inc

305 East Main Street

Front Royal, Virginia 22630

540.635.9909 www.blueridgearts.org

Celebrating
30
years
1987 to 2017

February 1, 2017

TO: Mr. Joseph E. Waltz, Interim Town Manager
The Honorable Hollis L. Tharpe, Mayor
Members of Town Council

FROM: Blue Ridge Arts Council Board of Directors
Sondra LeHew, President
Kym Crump, Executive Director

RE: FY 2017/2018 Budget Request

Blue Ridge Arts Council, Inc. respectfully requests that the Town of Front Royal consider funding our agency in the amount of \$4,500 for the year 2017/2018. This is a level funding request that the arts council has made since FY2014/2015; prior to that, from FY2000/2001 forward the amount was \$5000. The Front Royal Oratorio Society is also funded in the amount of \$500 since 2014/2015. The funding is necessary to continue the ongoing development of the cultural arts and enrichment for the citizens and visitors of Front Royal.

This request comes with an addendum that the town submits a Local Government Challenge Grant proposal to the Virginia Commission for the Arts for matching funds of \$5,000 (maximum amount allotted by VCA). The grant request must be submitted before April 1, 2017 (not a postmark deadline). Front Royal has participated in the matching grant program since 1988, and was awarded the \$5,000 maximum match in VCA funds beginning with the funding year FY 2000/2001 through the current year. This is one of the few funding programs that VCA has no plans to reduce funding for during the next budget cycle, and also an opportunity for localities to bring back additional state funds to their constituency.

The Arts Council has utilized the funds from Town and the VCA Local Government Challenge Grant to fund many of our programs; art exhibits showcasing local and regional artists; arts-enrichment programs and instructional programs; and community outreach programs, including a wide variety of entertainment promoting awareness in cultural heritage and enjoyment for the arts; presented in a variety of formats, including youth recitals, seasonal performance offerings and community concerts.

Last year, the arts council produced over 75 arts events, showcasing the talents of 250 performing and visual artists, and servicing over 15,000 community residents and visitors. This year we proudly celebrate 30 years of service to our community. Blue Ridge Arts Council has been the cultural mainstay in our community thanks in large part to the support of our organization through your continued funding.

The Town of Front Royal has included the arts council in its annual budget since 1988. It has also submitted a grant to the VCA each year. The matching program is very valuable to the council and immediately doubles your investment in the arts council, and brings back taxpayer dollars to our own community.

We realize how difficult and trying the local economy can be, and the many challenges the town faces each year in regards to funding, but feel that we provide a very vital and necessary service to the town and its residents. We value this long and important partnership with the Town of Front Royal.

Again, thank you for your consideration of this request, and your continued support of the arts in Front Royal.



Front Royal Oratorio Society

David Freese, Treasurer
Front Royal Oratorio Society
PO Box 1768
Front Royal, Virginia 22630

Mr. Joseph E. Waltz, Interim Town Manager
Town Administration Building
102 E. Main Street
Front Royal, Virginia 22630

January 31, 2017

Dear Mr. Waltz:

On behalf of the Front Royal Oratorio Society, I am writing to the Town Council to request funding consideration for \$500 in the Town's 2017/8 budget.

Last year, the Town Council approved the Oratorio Society for \$500. This letter seeks to renew that request for 2017/18, and if approved, we also ask that the Town Council again apply for matching funds from the Virginia Commission for the Arts (VCA) through its Local Government Challenge Grant program. (We are happy to work with your staff to write the actual application.)

Background

Established in 1960, the Front Royal Oratorio Society is a nonprofit, community-based choir, and stands today as the oldest such choir in the Northern Shenandoah Valley. Our mission is to put the unifying force of choral music at the heart of civic life. We believe music is part of our heritage and that sharing music builds strong communities. Currently, our group of 45 singers ranges in age from 14 to 92, representing virtually every demographic of the local community.

2016/7 Season to Date

The Town's \$500 support in 2016 has been put to good use in our town:

- **April 17, 2016 Annual Community Spring Concert**

Performed Antonio Vivaldi's *Gloria* and Gabriel Faure's *Requiem* for the community. 200 people attended. This concert was written up ahead of time in the Winchester Star and the Martinsburg, WV newspaper, bringing in many out of town attendees.

- **July 3, 2016 – Independence Day Celebration**

Performed in Front Royal's Independence Day Celebration at the 4H Educational Center. We have participated in this community and family event of patriotic pride for over 20 years.

- **December 11, 2016 Annual Community Christmas Concert**

We performed a highly-successful Christmas concert in December 2016 – our 53rd concert here in our town. Key milestones of this concert are:

- 240 area residents attended – including students; residents of House of Hope, Chapin House and Commonwealth Assisted Living; scores of local residents and families, and attendees from as far away as Fairfax and Martinsburg.

- **December 31, 2016 – Front Royal's "First Night" Celebration**

We lent our voices and were the opening performance in the evening's festivities at Front Royal United Methodist Church. 150 people attended.

- **April 23, 2017 - "THY KINGDOM COME" - Annual Spring concert**

We are currently preparing a diverse program of sacred and liturgical works titled "Thy Kingdom Come". We are partnering with Blue Ridge Hospice to leverage our music to bring the community's attention to this vital organization who serves so many families in our area.

2017/18 Request

Our renewed request for \$500 for next year, if approved, will be used for two major concerts – Christmas 2017 and Spring 2018-- and also allow us to participate in community events, as requested during 2017/8.

Budget

The Society's current annual budget is approximately \$17,000, which primarily covers stipends for our conductor, accompanist and local area musicians. We also incur costs for music, marketing and postage and pay fees for use of space. Administrative expenses are minimal. Our sources of revenue are contributions from individuals, freewill offerings taken at our 2 major annual concerts, grants from private and corporate foundations, and paid advertising in our concert program booklets.

Summary

For more than 50 years, the Front Royal Oratorio Society has been a vital part of the cultural and community fabric here in Front Royal. Our organization brings neighbors together through the arts, while at the same time fostering "hometown" civic pride and encouraging local tourism which is good for area business. We hope that the Town Council will judge our request worthy by approving \$500.00 in its upcoming budget.

Attached are our current 2016/17 budget; a copy of Christmas concert program and publicity showing acknowledgment of the Town's generous contribution.

For any further information, please feel free to contact me at 540-635-4842 or DavidCFreese@yahoo.com

Sincerely yours



David Freese, Treasurer
Front Royal Oratorio Society

<i>Front Royal Oratorio Society</i>		
Approved Budget 2016/17		
INCOME		
Member Dues	\$2,400.00	
Individual Donors (Non members)	\$2,900.00	
Individual Donors (members) -	\$1,670.00	
Ad Sales/Business Donors	\$2,790.00	
Freewill Offering at Concerts	\$4,000.00	
Marion Park Lewis Foundation Grant	\$2,000.00	
VCA Local Challenge Grant	\$1,000.00	
Other Grants	\$600.00	
Amazon, Prior CDs	<u>\$100.00</u>	
TOTAL INCOME	\$17,460.00	
EXPENSE		
Salary - Director	5,700.00	
Salary - Accompanist	2,950.00	
Student Intern	0.00	
Music Fees	950.00	
Guest Artists	4,300.00	
Marketing/Publicity/Printing	2,300.00	
Radio Ads/Paid Print Ads	0.00	
CD Production	0.00	
Postage	460.00	
Administrative, Audit, Misc	350.00	
Rehearsal, Performance Rents (\$100 x 3)	<u>450.00</u>	
TOTAL EXPENSE	\$17,460.00	

Purpose

To encourage local governments to support the arts.

Description

The Commission will match, up to \$5,000 subject to funds available, the tax monies given by independent town, city, and county governments to arts organizations. The money, which does not include school arts budgets or arts programming by parks and recreation departments, may be granted either by a local arts commission/council or directly by the governing board.

Eligible Applicants

Independent city, town, or county governments in Virginia.

Eligible Activities

Grants to independent arts organizations for arts activities in the locality. The Commission does not match payments paid to performers for specific performances. Local governments seeking such funding should apply in the Performing Arts Touring Assistance Program.

Deadline

April 3, 2017 by 5:00 PM, for local government grants awarded in FY18 (July 1, 2017 – June 30, 2018)

NOTE: A local government that has not approved its budget by the grant deadline may apply conditionally and confirm the application as soon as possible.

Amount of Assistance

Up to \$5,000, subject to funds available. The local government match must be from local government funds; federal funds may not be included.

Criteria for Evaluating Applications

- Artistic quality of the organizations supported by the city/county/town
- Clearly defined policies and procedures for awarding local funds to arts organizations
- Degree of involvement of artists and arts organizations in the local process of awarding grants
- Responsiveness to community needs
- Evidence of local government support of the arts

Application/Review/Payment Procedures

1. Local governments submit complete application forms by the deadline (not a postmark deadline). The Commission does not accept application materials via fax or other electronic means (e.g. e-mail).
2. The Commission staff reviews each application for completeness and eligibility.
3. The Commission staff makes recommendations on levels of funding for each application.
4. The Commission board reviews the staff recommendations and takes final action on the applications in June.
5. After confirmation of the grant award, each local government will confirm in writing to the Commission that its governing board has appropriated the matching funds and the funds from the Commission. This confirmation must take the form of the appropriate page of the local government's approved 2017-2018 budget or a copy of the check (s) to the sub grantee (s). The Commission will pay the grant in full after receiving this confirmation no later than February 1, 2018.



Local Government Challenge Grant 2017-2018

Applicants should read the [2017-2018 Online Guidelines for Funding](#) and Grant Conditions to ensure compliance with all conditions. **The grant application deadline is April 3, 2017. This is not a postmark date.**

Mail Completed Application to NEW ADDRESS
Virginia Commission for the Arts
Main Street Centre
600 East Main Street, Suite 330
Richmond, VA 23219
804.225.3132 (Voice/TDD); www.arts.virginia.gov

For the 2017-2018 grant cycle **ONLY**, the Commission has adopted temporary, interim *Guidelines to Funding* to facilitate the transition from a paper to an online grant management system. These interim Guidelines will streamline the application process for grantees and increase the efficiencies of the review process for the Commission while the new online system is being installed and tested. New Guidelines for FY19 and future grant cycles will be established by the Commission to reflect changes to the online grant system and review process.

INSTRUCTIONS

The Local Government Challenge Grant Application is an interactive, fillable form that has fields in which you must enter text. The boxes for the fields are highlighted. You must fill in every field in order for this application to be considered complete and ready for review. Once you complete the application, print and submit one hard copy with an original signature to the Commission office **by 5:00 pm, April 3, 2017. (This is not a postmark date)**. Save a copy for your files. There is no option to submit an electronic version of this form. For all questions, please contact the Commission staff at (804) 225-3132.

APPLICANT INFORMATION

1. Applicant Local Government Name:			
2. Mailing Address:			
3. Physical Address if different:			
3. City:	4. County:	5. State:	6. Zip:
7. Application Contact:		8. Contact Title:	
9. Contact Email:		10. Telephone/Extension:	
11. Federal Employer ID #:		*12. DUNS Number:	
**13. VA House #:	14. VA Senate #:	15. VA Congressional District #:	

*** All applicants must include their 9-digit DUNS number when applying for a grant.** This requirement is for the local government applicant only. Sub-grantee DUNS numbers are not required. For more information click here: <http://www.dnb.com/get-a-duns-number.html>

**** Give the number of the Virginia House, Senate and the U.S. Congressional district in which the organization is located.** The specific street address of your organization determines these numbers. If you do not know the numbers of the State or U.S. Congressional district in which your organization is located, contact your County Election Commission office or visit: <http://whosmy.virginiageneralassembly.gov> *Do not list more than one (1) House, Senate or Congressional district in each space.

GRANT AMOUNT REQUEST

Applicant governments must match the amount requested from the Commission on at least a dollar-for-dollar basis with local government funds up to \$5,000, **subject to funds available**; federal funds may not be included. A local government that has not approved its budget by the grant deadline may apply conditionally. After the grant has been approved, any change in the allocation of funds sub-granted to local arts organizations must be approved by the Commission.

16. Amount of Virginia Commission for the Arts assistance requested for FY2018: \$

17. Proposed local government arts appropriation for FY2018: \$

GRANT INFORMATION

18. What is the process for awarding the above grants?

19. Who is involved in making these decisions?

20. What criteria are sought in evaluating applicants?

21. List of current board/council members, if a board/council is involved in making funding decisions:

22. Give a brief description of the arts organization(s) proposed to receive Commission assistance through the Local Government Challenge Grant in 2017-2018.

SUBGRANTEE (S) INFORMATION

23. Please list which local independent arts organizations will receive the Commission grant money sub-grant. After the Commission grant has been approved, any changes in the allocation of sub-grants to local arts organizations must be approved by the Commission. **Note:** Sub-grants (grants made by the local government) of any Commission funds, **not to exceed \$5,000**, from the Local Government Challenge grant program may only go to independent Virginia arts organizations for arts activities in the locality. Virginia arts organizations are defined as those organizations whose primary purpose is the arts (production, presentation or support of dance, literary arts, media arts, music, theater, or visual or related arts), that are incorporated in Virginia, and

have their headquarters and home seasons, or activities equivalent to a home season, in the state. Units of government and educational institutions cannot be considered arts organizations.

Name of Organization Physical Mailing Address	Sub Grantee Contact Name & Title	Sub Grantee Email Address	Proposed VCA \$ Grant Share
1.			
2.			
3.			
4.			
5.			
6.			

Note: Attach additional local independent arts organizations on a separate piece of paper if necessary.

POPULATIONS BENEFITED

24. Select any categories that, by your best estimate, will make up 25% or more of the population that will directly benefit from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

Populations Benefited By Race

- ☐ N: American Indian/Alaska Native
- ☐ A: Asian
- ☐ B: Black/African American
- ☐ H: Hispanic/Latino
- ☐ P: Native Hawaiian/Other Pacific Islander
- ☐ W: White
- ☐ G: No single race/ethnic group listed above made up more than 25% of the population directly benefited.

Populations Benefited By Distinct Groups

- ☐ D: Individuals with Disabilities
- ☐ I: Individuals in Institutions (include people living in hospitals, hospices, nursing homes, assisted care facilities, correctional facilities, and homeless shelters)
- ☐ P: Individuals below the Poverty Line
- ☐ E: Individuals with Limited English Proficiency
- ☐ M: Military Veterans/Active Duty Personnel
- ☐ Y: Youth at Risk
- ☐ G: No single distinct group made up more than 25% of the population directly benefit

Populations Benefited By Age

- ☐ 1. Children/Youth (0-18 years)
- ☐ 2. Young Adults ((19-24 years)
- ☐ 3. Adults (25-64 years)
- ☐ 4. Older Adults (65+ years)
- ☐ 5. No single age group made up more than 25% of the population directly benefited

Arts Education

Choose the one item which best describes the funded activities.

- ☐ 50% or more of the funded activities are arts education directed to K through 12 students, higher education students, pre-kindergarten children, and/or adult learners (including teachers and artists).
- ☐ Less than 50% of the funded activities are arts education directed to K through 12 students, higher education students, pre-kindergarten children, and/or adult learners (including teachers and artists).
- ☐ None of the funded activities involve arts education

Certification of Assurances & Grant Conditions for Local Government Grantees

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

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

Each Commission grantee will:

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

The grantee will expend any and all grant funds only for purposes described in the application form and attachments. The grantee must request permission in writing to make changes to the proposed sub grantees, budget, schedule, program and or personnel. The requested changes must be approved in advance by the Commission.

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

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

No final report is required for the Local Government Challenge Grant. Each local government will confirm in writing to the Commission that its governing board has appropriated the matching funds. The confirmation letter must include a list of the organizations that received funding and the total amount, including a breakout of the Commission's \$ share and the local government's \$ share, awarded to each organization as well as the appropriate page of your city's/jurisdiction's approved FY2018 budget showing the amount of the award and match or a copy of the check (s) to the sub-grantee (s).

The Commission will pay the grant in full after receiving this confirmation. **The deadline for this confirmation is February 1, 2018.**

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

This application must be signed by an individual duly authorized by the governing body of the locality to act on its behalf and submitted with every grant application made to the Commission. Authorizing officials include: County Administrators, Mayors, City/Town Managers, etc. The signature of the individual indicates the locality's compliance with all of the grant conditions listed above.

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

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

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

Name of Local Government:

Name of Authorizing Official:

Title:

Signature of Authorizing Official: _____ Date:

Email of Authorizing Official:

NOTE: Only documents with original signatures will be accepted. Do not send copies or email/fax this application.

Save a copy of the completed application for your files.

Mail two copies of the completed application to VCA's new address:

Virginia Commission for the Arts
Main Street Centre
600 East Main Street, Suite 330
Richmond, VA 23219

For more information, contact the Commission staff at (804) 225-3122; www.arts.virginia.gov

3

Town of Front Royal, Virginia Work Session Agenda Form

Date: February 21, 2017

Agenda Item: Write Off for Bad Debt

Summary: Council is requested to approve the removal of seven years or older of outstanding accounts receivable (bad debts) on the Town's ledger in the amount of \$203,808.95 from enterprise and general fund liability accounts. This value includes 404 utility accounts. All recourse of attempting to collect these amounts has been completed.

Council Discussion: (Issue or Action Council is requested to consider)

Staff Evaluation: The Town's bad debt write off policy was adopted in 2013 per request of the Town's auditors Mitchell & Company.

Staff has determined that the accounts presented meet the criteria for uncollectible as determined by the Town's bad debt write off policy:

- 1) No activity on closed account for at least 7 years
- 2) Account has entered a status of "bankruptcy" with no activity for 5 years
- 3) All other methods of collection have been exhausted

Budget/Funding: No funding is required, journal entry will be done effecting balance sheet only.

Legal Evaluation: Town Attorney will be present for questions.

Staff Recommendations: Staff recommends approving as presented.

Planning Commission Recommendation: N/A

Town Manager Recommendation: (The Town Manager will provide input on the issue and make his recommendations to council.)

Council Recommendation:

☐ Additional Work Session
 ☐ Regular Meeting
 ☐ No Action



Utility Account Write Offs February 2017

Balance	Service Address	S	Final Bill Due
611.40	1352 FOREST HILL DR	F	12/21/2009
419.94	1178 SOUTH FORK DR	F	11/18/2009
142.03	1183 RIVER BEND CT	F	8/25/2009
401.65	154 W STRASBURG RD	F	8/21/2009
1886.98	132 W STRASBURG RD	F	8/28/2009
377.91	30 W STRASBURG RD	F	4/10/2009
100.21	95 SPOON SQUARE LOT #202	F	3/25/2009
365.47	185 W DUCK ST	F	6/5/2009
390.82	193 W DUCK ST	F	1/30/2009
234.09	221 W. DUCK ST.	F	3/6/2009
317.88	223 W DUCK ST	F	4/30/2009
38.50	348 W DUCK ST	F	12/30/2009
1400.90	1447 CEDAR DR	F	4/30/2009
57.79	851 MORGAN PL.	F	5/8/2009
362.30	1489 MALLARD PL	F	12/8/2009
714.24	1308 QUEENS HWY	F	5/8/2009
258.95	AVALON SHORES LOT #25	F	1/30/2009
201.49	AVALON SHORES LOT #25	F	3/6/2009
159.73	125 W. 18TH ST.	T	4/30/2008
60.53	111 DEPOT AVE	F	8/21/2009
232.92	113 DEPOT AVE	F	5/15/2009
590.00	12 E. 19TH ST.	T	4/4/2008
511.14	108 E 18TH ST	F	3/25/2009
95.93	323 E. 18TH ST.	T	2/10/2007
386.26	1648 EDMONT AVE	F	9/21/2009
1800.02	1502 SCRANTON AVE	F	9/25/2009
666.89	124 E 15TH ST	F	4/30/2009
400.90	1601 BELMONT AVE	F	10/2/2009
72.27	1345 EDMONT AVE	F	11/25/2009
1588.64	121 E 14TH ST	T	5/8/2007
260.42	121 E 14TH ST	F	7/10/2009
940.15	1731 N ROYAL AVE	F	5/22/2009
506.53	103 W 17TH ST	F	6/26/2009
333.03	113 W 17TH ST	F	7/28/2009
547.32	32 W 17TH ST	F	12/3/2009
346.82	808 W. 15TH ST.	F	1/30/2009
1941.86	419 W 14TH ST	F	12/30/2009
1852.13	421 W 14TH ST	F	5/8/2009
500.19	405 W 12TH ST	F	12/31/2008
176.47	405 W 12TH ST	F	10/27/2009
361.38	1218 COMMONWEALTH AVE	F	3/6/2009
511.65	30 W 13TH ST	F	10/19/2009
737.02	1223 N ROYAL AVE	F	8/14/2009
121.70	1207 N ROYAL AVE #1	F	10/2/2009
2743.59	1126 SUMMIT AVE	F	7/24/2009
239.27	114 FAIRVIEW AVE	F	10/2/2009
223.26	106 FAIRVIEW AVE	F	7/24/2009
356.35	127 W 12TH ST	F	7/10/2009

Utility Account Write Offs February 2017

Balance	Service Address	S	Final Bill Due
686.96	132 W. 12TH ST.	T	6/13/2008
628.13	1117 N ROYAL AVE	F	5/15/2009
126.10	1099 A N ROYAL AVE STORE FRONT	F	9/23/2009
43.00	1095 N ROYAL AVE #15	F	8/21/2009
425.00	929 N.ROYAL AVE. ACCT.RECEIVABLE ACCOUNT	F	12/21/2009
193.40	323-B W 11TH ST	F	12/4/2009
129.41	1020 N SHENANDOAH AVE #1	F	7/3/2009
487.08	305 W 9TH ST	F	2/28/2009
253.78	341 W 9TH ST	F	11/16/2009
287.96	336 W 9TH ST	F	11/24/2009
1772.44	324 W 9TH ST	F	5/22/2009
1641.99	826 N SHENANDOAH AVE	F	4/30/2009
89.35	826 N SHENANDOAH AVE	F	9/25/2009
446.18	804 N SHENANDOAH AVE	F	9/13/2009
564.42	812 VIRGINIA AVE	F	2/20/2009
625.90	117 W 9TH ST	F	8/14/2009
313.81	909 PARK LN	F	3/6/2009
110.83	709 W 14TH ST	F	3/25/2009
1534.51	737 W. 14TH ST.	T	4/30/2008
327.29	825 W 14TH ST	F	7/10/2009
967.23	825 W 14TH ST	F	10/6/2009
251.04	740 W. 14TH ST.	T	9/14/2007
2636.10	724 W 14TH ST	F	8/24/2009
755.27	706 W 14TH ST	F	4/10/2009
348.75	908 W 13TH ST	F	12/15/2009
118.46	812 W 13TH ST	F	5/15/2009
747.87	812 W 13TH ST	F	9/23/2009
634.86	812 W 13TH ST	F	12/23/2009
350.00	1314 ADAMS AVE.	T	2/29/2008
205.78	834 W 11TH ST	F	4/30/2009
316.53	708 W 11TH ST #1	F	5/8/2009
366.11	708 W 11TH ST #5	F	3/6/2009
45.70	708 W 11TH ST #5	F	9/2/2009
1732.00	654 W 11TH ST	F	4/10/2009
293.82	652-B W 11TH ST	F	11/16/2009
565.79	616-A W 11TH ST	F	8/25/2009
137.25	343 KENDRICK LN #9	F	8/14/2009
295.92	343 KENDRICK LN #10	F	11/6/2009
174.57	343 KENDRICK LN #11	F	10/2/2009
254.07	343 KENDRICK LN #12	F	11/23/2009
33.16	343 KENDRICK LN #7	F	5/29/2009
184.26	343 KENDRICK LN #8	F	10/2/2009
268.42	343 KENDRICK LN #1	F	8/14/2009
128.16	343 KENDRICK LN #4	F	12/30/2009
306.97	353 KENDRICK LN. #35	T	10/24/2005
96.02	363 KENDRICK LANE #56	T	3/20/2008
1128.43	621 W 11TH ST	F	4/10/2009
183.57	1216 MASSANUTTEN AVE	F	1/30/2009

Utility Account Write Offs February 2017

Balance	Service Address	S	Final Bill Due
380.54	1314 MASSANUTTEN AVE	F	4/10/2009
1312.29	347 W 9TH ST	F	7/28/2009
857.78	347 W. 9TH ST.	T	5/22/2005
141.30	361 W 9TH ST	F	12/31/2008
185.91	365 W 9TH ST	F	7/24/2009
160.16	370 W 11TH ST	F	7/17/2009
348.93	350 W 10TH ST	F	12/30/2009
585.30	803 B N ROYAL AVE	F	10/13/2009
640.19	803-A N. ROYAL AVE.	T	4/30/2008
805.48	810 WARREN AVE	F	4/10/2009
299.53	510-B N ROYAL AVE UPSTAIRS	F	3/6/2009
125.45	406 N ROYAL AVE #1	F	12/31/2008
308.57	406 N ROYAL AVE #8	F	1/30/2009
149.75	406 N ROYAL AVE #8	F	7/3/2009
72.78	406 N ROYAL AVE #9	F	8/5/2009
385.44	128 N ROYAL AVE #2	F	4/30/2009
2139.62	11 W 5TH ST	F	5/22/2009
462.18	501 VIRGINIA AVE	F	5/8/2009
277.74	21-D W 6TH ST	F	5/15/2009
204.57	105 W 6TH ST	F	3/6/2009
227.28	626 VIRGINIA AVE	F	10/9/2009
290.43	517 VILLA AVE	F	1/30/2009
690.16	210 VIRGINIA AVE #3	F	1/30/2009
181.08	204 VIRGINIA AVE #202	F	7/3/2009
46.25	122 VIRGINIA AVE #2	F	10/6/2009
432.92	122 VIRGINIA AVE #3	F	3/25/2009
55.88	8-A CHESTER ST	F	1/30/2009
308.61	15-B CHESTER ST	F	5/15/2009
227.75	15 CHESTER ST	F	5/15/2009
493.72	109 CHESTER ST	F	11/9/2009
135.44	135 CHESTER ST #1	F	9/7/2009
114.74	135 CHESTER ST #2	F	7/3/2009
374.49	562 MANASSAS ST	F	7/10/2009
281.94	562 MANASSAS ST	F	11/19/2009
165.84	562 MANASSAS ST	T	11/15/2002
1050.44	115 WATER ST.	F	3/6/2009
42.52	107 E 2ND ST	F	4/10/2009
700.00	213 CHESTER ST. #2	T	9/12/2008
291.14	124 E 4TH ST	F	11/9/2009
54.51	613 N ROYAL AVE #2	F	8/4/2009
1754.11	730 WARREN AVE	F	1/30/2009
465.16	624 WARREN AVE.	T	4/30/2008
1095.03	503 WARREN AVE	F	6/26/2009
1357.48	715 WARREN AVE	F	11/6/2009
4360.72	209 E 6TH ST	F	2/20/2009
506.10	203 E 6TH ST	F	2/20/2009
1337.72	624 KIBLER ST. FRONT ROYAL, VA	T	8/24/2007
228.63	128 E MAIN ST #2	F	5/8/2009

Utility Account Write Offs February 2017

Balance	Service Address	S	Final Bill Due
175.22	112 E MAIN ST #3	F	7/24/2009
176.94	112 E. MAIN ST. #10	T	2/29/2008
380.33	409 VISCOSE AVE	F	2/20/2009
124.34	422 VISCOSE AVE #4	F	8/28/2009
187.30	422 VISCOSE AVE #3	F	7/3/2009
106.33	422 VISCOSE AVE #3	F	9/16/2009
176.50	422 VISCOSE AVE #1	F	8/28/2009
790.90	416 VISCOSE AVE	F	7/3/2009
1030.12	412 VISCOSE AVE	F	4/10/2009
183.72	619 VISCOSE AVE. FRONT ROYAL, VA	T	3/20/2008
31.80	518 W MAIN ST #1	F	12/31/2008
207.39	512-D W MAIN ST	F	8/5/2009
595.86	512-B W MAIN ST	F	5/29/2009
72.34	512 W MAIN ST #1	F	9/4/2009
376.98	304 W MAIN ST #2	F	4/10/2009
536.11	214 W MAIN ST	F	11/11/2009
403.73	113 E MAIN ST #1	F	5/8/2009
146.44	201 E MAIN ST #5A UPSTAIRS	F	12/10/2009
68.92	201 E MAIN ST SUITE #2E	F	2/27/2009
1326.60	301 E MAIN ST	F	5/29/2009
264.10	529 E MAIN ST #2	F	7/10/2009
310.83	529 E MAIN ST #12	F	5/22/2009
249.81	9 S ROYAL AVE #1	F	3/6/2009
1314.86	11 S ROYAL AVE DOWNSTAIRS	F	4/10/2009
693.34	19 S ROYAL AVE #5	F	5/8/2009
644.76	19 S ROYAL AVE #6	F	5/22/2009
197.18	19 S. ROYAL AVE. #7	T	4/4/2008
329.07	19 S ROYAL AVE #12	F	1/30/2009
107.41	23-B S ROYAL AVE - 2ND FLOOR-REAR APT	F	10/25/2009
88.66	23-B S ROYAL AVE - 2ND FLOOR-REAR APT	F	7/3/2009
132.73	23 S. ROYAL AVE.	F	9/25/2009
149.91	215 S. ROYAL AVE. #8	T	4/4/2008
91.66	413-B S ROYAL AVE DOWNSTAIRS	F	9/23/2009
33.37	501 POW MORR DR	F	8/14/2009
53.46	513 POW MORR DR	F	9/4/2009
463.95	133 ELSIA DR	F	11/13/2009
597.43	524 LILLARD DR	F	8/11/2009
530.95	142 ELSIA DR	F	8/25/2009
1257.85	122 ELSIA DR	F	4/10/2009
371.01	106 ELSIA DR.	T	4/4/2008
314.34	508 POW MORR DR	F	6/12/2009
627.03	413-H SOUTH ST	F	3/25/2009
299.61	413-G SOUTH ST.	F	3/25/2009
163.60	413-F SOUTH ST.	F	4/30/2009
510.26	411-C SOUTH ST	F	10/12/2009
158.21	20 W STONEWALL DR #3	F	9/7/2009
1940.31	239 LEE ST	F	5/15/2009
1732.39	221 ORCHARD ST	F	5/22/2009

Utility Account Write Offs February 2017

Balance	Service Address	S	Final Bill Due
683.34	237 ORCHARD ST	F	4/10/2009
246.79	252 ORCHARD ST	F	4/30/2009
207.09	504 GRAND AVE	F	2/20/2009
135.88	504 GRAND AVE	F	8/14/2009
1014.88	510 GRAND AVE	F	12/4/2009
63.13	514 GRAND AVE	F	7/6/2009
750.55	317 SKYLINE PL.	T	4/30/2008
783.99	325 SKYLINE PL.	T	4/30/2008
751.40	335 SKYLINE PL.	T	5/9/2005
1485.73	320 S SHENANDOAH AVE	F	1/30/2009
58.40	404 SALEM AVE. FRONT ROYAL, VA	F	5/23/2002
205.10	122 S SHENANDOAH AVE #2	F	1/30/2009
490.76	122 S SHENANDOAH AVE #1	F	4/10/2009
412.40	111-B S SHENANDOAH AVE LOT#15	F	5/8/2009
196.79	115-C S SHENANDOAH AVE	F	5/29/2009
221.89	117-A S SHENANDOAH AVE	F	3/25/2009
321.92	119 S SHENANDOAH AVE	F	9/1/2009
509.18	209-A S SHENANDOAH AVE	F	7/3/2009
1003.30	209-B S SHENANDOAH AVE	F	7/28/2009
457.98	211-B S SHENANDOAH AVE	F	7/30/2009
1340.90	327 S SHENANDOAH AVE	F	4/30/2009
449.66	327 S SHENANDOAH AVE	F	12/30/2009
508.42	419 KERFOOT AVE	F	1/30/2009
3677.78	417 KERFOOT AVE	F	5/15/2009
106.85	319 KERFOOT AVE	F	6/26/2009
486.70	402 KERFOOT AVE	F	7/24/2009
202.10	718 VISCOSE AVE LOT 1B	T	2/29/2008
283.02	120 KERFOOT AVE LOT #7A	F	12/12/2008
122.25	134 KERFOOT AVE LOT 10B	F	9/4/2009
367.29	158 KERFOOT AVE LOT 16B	F	10/20/2009
329.78	414 DUNCAN AVE	F	4/30/2009
54.80	420 DUNCAN AVE	F	10/19/2009
412.54	338 CHERRYDALE AVE.	T	4/4/2008
466.96	318 CHERRYDALE AVE	F	4/10/2009
148.65	319 CHERRYDALE AVE. FRONT ROYAL, VA	T	4/30/2008
1448.10	325 CHERRYDALE AVE #6	F	3/6/2009
366.68	325 CHERRYDALE AVE #9	F	7/31/2009
997.20	325 CHERRYDALE AVE #11	F	3/25/2009
712.13	345 CHERRYDALE AVE	F	7/3/2009
446.88	404 CHERRYDALE AVE	F	11/19/2009
580.34	406 CHERRYDALE AVE	F	11/9/2009
224.34	466 CHERRYDALE AVE.	T	4/4/2008
1022.74	216 W CRISER RD	F	8/7/2009
538.00	6752 BROWNTOWN RD	F	5/29/2009
212.20	401 E. CRISER RD. #101	T	8/31/2006
102.41	405 E CRISER RD #203	F	8/7/2009
131.04	423 E CRISER RD #304	F	10/23/2009
45.36	419 E. CRISER RD. #304	F	11/28/2007

Utility Account Write Offs February 2017

Balance	Service Address	S	Final Bill Due
147.40	415 E CRISER RD #203	F	9/8/2009
81.54	417 E CRISER RD #203	F	10/14/2009
45.74	409 E CRISER RD #202	F	5/29/2009
122.45	411 E CRISER RD #202	F	6/12/2009
306.93	411 E CRISER RD #304	F	5/29/2009
101.23	640 MILLS LN	F	9/25/2009
80.67	502 ACTON ST	F	4/10/2009
453.34	58 E CRISER RD	F	3/6/2009
133.75	60 E CRISER RD	F	11/18/2009
146.97	117 BEEDEN LN	F	3/25/2009
239.69	125 BEEDEN LN	F	1/30/2009
289.14	131 BEEDEN LN	F	7/24/2009
923.78	133 BEEDEN LN	F	4/10/2009
272.37	452 ACTON ST	F	11/11/2009
434.73	215-A SOUTH ST.	F	3/6/2009
2425.05	239-E SOUTH ST.	F	4/10/2009
1058.44	443 HILL ST	F	9/4/2009
405.24	482 HILL ST	F	8/28/2009
407.97	450 HILL ST #2	F	12/23/2009
302.06	408 HILL ST #3	F	7/6/2009
408.62	502 REMOUNT RD	F	2/20/2009
8275.52	851 JOHN MARSHALL HWY.	F	4/30/2009
973.87	5 JAMESTOWN ROAD	F	5/5/2009
33.94	9 SHENANDOAH COMMONS WAY #203	F	5/29/2009
65.28	9 SHENANDOAH COMMONS WAY #303	F	9/2/2009
84.94	5 SHENANDOAH COMMONS WAY #303	F	9/7/2009
510.10	11 SHENANDOAH COMMONS WAY #203	F	8/4/2009
184.20	15 SHENANDOAH COMMONS WAY #202	F	5/22/2009
59.82	15 SHENANDOAH COMMONS WAY #303	F	11/19/2009
125.59	19 SHENANDOAH COMMONS WAY #201	F	6/26/2009
177.88	19 SHENANDOAH COMMONS WAY #202	F	9/25/2009
235.57	23 SHENANDOAH COMMONS WAY #302	T	4/4/2008
100.00	17 SHENANDOAH COMMONS WAY #301	F	9/23/2009
54.64	17 SHENANDOAH COMMONS WAY #304	F	8/28/2009
113.12	908 JOHN MARSHALL HWY	F	10/2/2009
518.41	840-A JOHN MARSHALL HWY.	F	3/6/2009
324.08	705 E. STONEWALL DR. FRONT ROYAL, VA	T	6/8/2007
180.57	125 THE HILL WATER ACCOUNT	F	10/26/2009
112.48	605 RANDOLPH AVE	F	7/28/2009
357.51	606 RANDOLPH AVE LOT #22	F	7/6/2009
332.83	631 BEL AIR AVE	F	12/31/2008
301.87	634 BEL AIR AVE.	T	9/12/2008
622.77	634 BEL AIR AVE	F	6/26/2009
603.77	314 E 7TH ST	F	10/26/2009
1085.91	604 MIDLAND AVE	F	5/22/2009
209.02	242 E 6TH ST	F	7/24/2009
116.18	246 E 6TH ST #7	F	9/23/2009
58.07	503 BEL AIR AVE	F	10/13/2009

Utility Account Write Offs February 2017

Balance	Service Address	S	Final Bill Due
769.53	527 BEL AIR AVE	F	9/23/2009
297.11	517 MANASSAS AVE.	T	4/30/2008
66.10	430 WASHINGTON AVE	F	4/30/2009
219.48	430 WASHINGTON AVE	F	10/30/2009
200.00	531 WASHINGTON AVE	F	4/30/2009
82.27	527 RANDOLPH AVE	F	9/25/2009
658.98	509 FREDERICK AVE	F	5/22/2009
213.43	560 SYCAMORE LN	F	5/29/2009
325.27	880 CANNON ST	F	12/23/2009
548.56	993 HAPPY CREEK RD	F	8/28/2009
495.86	509 LENA CT	F	10/27/2009
274.03	541 ERIC CT	F	7/31/2009
202.30	1015 MEADOW LN LOT #39	F	7/28/2009
476.51	1066 HAPPY CREEK RD.	T	5/31/2006
273.44	1066 STUART DR	F	10/6/2009
1219.14	1154 HAPPY RIDGE DR	F	3/6/2009
275.58	1103 EWELL ST	F	4/10/2009
299.05	1219 ODEN ST	F	9/23/2009
333.91	999-D SHENANDOAH SHORES RD.	F	6/5/2009
632.77	140 SCOTT ST	F	6/12/2009
160.19	512 PROCTOR LN	F	1/30/2009
826.67	514 CARTER ST	F	8/4/2009
447.97	519 CARTER ST	F	10/25/2009
196.55	518 CARTER ST	F	9/25/2009
557.26	515-A CARTER ST	F	6/5/2009
107.73	314 S. ROYAL AVE.	T	4/4/2008
690.35	314 #1 S. ROYAL AVE. #1 FRONT ROYAL, VA	T	4/4/2008
391.91	314 S. ROYAL AVE. #2 FRONT ROYAL,VA.	T	4/4/2008
466.95	306 S ROYAL AVE #1	F	5/29/2009
213.40	24 E STONEWALL DR #6	F	6/5/2009
228.01	24 E STONEWALL DR #7	F	11/13/2009
140.86	126 S ROYAL AVE	F	2/20/2009
375.18	120-C S ROYAL AVE	F	3/6/2009
323.96	120-C S ROYAL AVE	F	9/16/2009
102.72	120-B S ROYAL AVE	F	1/30/2009
545.28	120-E S ROYAL AVE	F	3/25/2009
62.88	116-C S ROYAL AVE	F	7/17/2009
613.36	227 CHURCH ST. #1	F	4/10/2009
214.95	227 CHURCH ST #1	F	12/23/2009
2715.85	241 CHURCH ST	F	6/12/2009
249.71	313 PINE ST	F	11/6/2009
68.66	221 E. PROSPECT ST.	T	4/4/2008
830.10	402 OSAGE ST	F	5/22/2009
1230.21	203 SHORT ST	F	9/11/2009
460.27	226 CHURCH ST	F	12/27/2009
338.21	38 CHURCH ST	F	5/22/2009
219.37	207 CLOUD ST #1	F	2/20/2009
1730.41	207 CLOUD ST #4	F	5/29/2009

Utility Account Write Offs February 2017

Balance	Service Address	S	Final Bill Due
238.02	233-B E PROSPECT ST UPSTAIRS	F	8/18/2009
88.61	327 CLOUD ST	F	8/28/2009
655.35	341 CLOUD ST #1	F	4/10/2009
109.49	326 CLOUD ST	F	12/21/2009
671.56	320 CLOUD ST #1	F	6/19/2009
874.95	220 CLOUD ST	F	4/30/2009
175.73	208-A CLOUD ST	F	12/10/2009
54.67	34-B CLOUD ST	F	5/22/2009
409.53	349 BLUE RIDGE AVE #A	F	12/8/2009
252.33	403 E PROSPECT ST	F	12/14/2009
998.06	221-B MOSBY LN	F	11/6/2009
282.44	601 STONEWALL DR	F	8/25/2009
35.97	603 STONEWALL DR	F	6/5/2009
397.75	322 RITENOUR ST	F	12/9/2009
438.25	568 PROSPECT ST.	T	2/2/2005
75.64	353 RITENOUR ST.	F	1/30/2009
66.19	522 SHORT ST	F	12/30/2009
507.22	518 SHORT ST	F	10/13/2009
134.92	516 SHORT ST	F	2/20/2009
159.44	745 STONEWALL DR	F	12/31/2008
296.51	19 S MARSHALL ST	F	6/26/2009
142.97	19 S MARSHALL ST	F	8/28/2009
265.57	155 PINECREST ST	F	4/30/2009
480.50	320 AMHERST DR	T	4/30/2008
281.86	46 CHARLES ST	F	12/13/2009
778.92	903 STONEWALL DR	F	4/20/2009
250.23	1013 HORSESHOE DR	F	4/20/2009
612.45	7 EASTERLY ST	F	6/12/2009
373.47	27 ROYAL LN #10	F	8/21/2009
253.76	35 ROYAL LN #10	F	12/4/2009
209.98	35 ROYAL LN #12	F	6/12/2009
185.67	43 ROYAL LN #10	F	6/12/2009
275.85	43 ROYAL LN. #11	T	4/4/2008
162.60	47 ROYAL LN. #10	T	2/29/2008
441.28	67 ROYAL LN. #5	T	10/12/2007
158.92	75 ROYAL LN #11	F	12/31/2008
420.51	79 ROYAL LN #2	F	4/10/2009
347.11	79 ROYAL LN #6	F	4/10/2009
316.40	125 BIGGS DR #7	F	10/19/2009
425.72	1324 ROBIN HOOD LN	F	9/7/2009
50.57	1437 JOHN MARSHALL HWY	F	2/20/2009
7536.04	1443 JOHN MARSHALL HWY.	F	8/28/2009
1100.62	1461 JOHN MARSHALL HWY.	T	4/30/2008
234.02	1496 JOHN MARSHALL HWY	F	7/10/2009
39.32	1468-76 JOHN MARSHALL HWY WATER	F	8/21/2009
57.96	1474 JOHN MARSHALL HWY	F	6/26/2009
804.77	1472 JOHN MARSHALL HWY	F	8/21/2009
497.74	1470 JOHN MARSHALL HWY	F	5/22/2009

Utility Account Write Offs February 2017

Balance	Service Address	S	Final Bill Due
567.29	1470 JOHN MARSHALL HWY	F	8/21/2009
46.84	1468 JOHN MARSHALL HWY	F	8/21/2009
342.09	18 WALKER AVE	F	12/4/2009
185.96	1488 MARKHAM ST	F	8/25/2009
1005.76	1412 ANDERSON ST	F	3/6/2009
345.06	1412 ANDERSON ST	F	6/5/2009
522.67	1463 LAKEVIEW DR	F	4/30/2009
689.05	1442 JOHN MARSHALL HWY	F	3/25/2009
267.44	1416 JOHN MARSHALL HWY	F	4/30/2009
423.36	77 WESTMINSTER DR	F	4/30/2009
396.26	1250 JOHN MARSHALL HWY	F	9/21/2009
241.09	514 BRAXTON RD	F	11/22/2009
173.00	125 MANASSAS AVE	F	9/25/2009
1014.18	233 MANASSAS AVE	F	6/12/2009
194.12	215 CLYMER AVE	F	4/10/2009
58.55	713 BRAXTON RD	F	1/30/2009
475.13	702 BRAXTON RD.	F	1/30/2009
244.03	733 STOCKTON RD	F	6/26/2009
201.62	107 POLK AVE	F	9/23/2009
424.92	1022 BRAXTON RD	F	12/4/2009

203,808.95

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Town of Front Royal, Virginia Work Session Agenda Form

Date: February 21, 2017

Agenda Item: FY17-18 Town Tax Rates

Summary: The Town Property Tax Rates are currently as follows:

Real Estate Property Tax	\$0.13 per \$100 Assessed Value
Personal Property Tax	\$0.64 per \$100 Assessed Value
Machinery & Tools Tax	\$0.64 per \$100 Assessed Value
Emergency Services Property Tax	\$0.32 per \$100 Assessed Value
Mobile Home Property Tax	\$0.13 per \$100 Assessed Value
Personal Property Tax Relief Rate	67% of qualifying vehicles valued \$1,001-\$20,000
Leach Run Parkway (Dedicated Funding) -	\$0.0167 of RE Tax (Approx. \$187,500)
Police Department Headquarter -	\$0.0167 of RE Tax (Approx. \$187,500)
Main Street Extension -	\$0.0067 of RE Tax (Approx. \$75,000)

Council Discussion: Council is requested to discuss advertising the tax rates.

Staff Evaluation: Staff anticipates additional funding of about \$350,000-\$400,000 to balance the general fund & street fund for the FY18 budget based on draft inclusion items. This funding would accommodate some departmental, accommodate council requests, and fund the primary paving project schedule without budgeting for possible revenue sharing from the Commonwealth of Virginia. These figures do not include funding for the secondary paving plan. The secondary paving plan for FY18 is \$878,312. Funding from the Commonwealth of Virginia's Revenue Sharing Program for paving projects was not received for FY17. The Town should receive notification for possible FY18 funding approval in June 2017.

Budget/Funding: Items effecting the street fund for FY16-17 that will affect future budgets and/or projects include:

- The Town did not receive the anticipated revenue sharing from the Commonwealth of Virginia during FY17 for paving projects, which resulted in some paving projects not being completed.
- The Town elected to make payments of \$100,000 each year from the street fund to repay the general fund for the Criser Road Trail in the amount of \$400,000.

A list of general/street fund requests/highlights for the FY17-18 budget and paving plan are included with this cover sheet for reference.

Legal Evaluation: Town Attorney will be available to answer questions.

Staff Recommendations: Staff is pursuing additional funding opportunities for projects.

Town Manager Recommendation: The Town Manager will provide input on the issue and make his recommendations to council

Council Recommendation:

- ☐ Additional Work session
 ☐ Regular Meeting
 ☐ No Action



FY18 General/Street Fund Requests Currently Being Evaluated

STAFFING/SALARY CHANGES

Department	Description	Budget Impact
1222 - Purchasing	Assistant Purchasing Agent (Budget Impact Includes Benefits)	\$ 65,000.00
8101 - Planning & Zoning	New Part-Time Position (Part-time No Benefits)	\$ 40,000.00
8101 - Planning & Zoning	Property Maintenance Enforcement (1.5 employees)	\$ 116,000.00
All Dept/Funds	Salary Adjustment Reserve for Compensation Study	\$ 150,000.00

SERVICES

Department	Description	Budget Impact
1101 - Town Council	Community Development Contract	\$ 45,000.00
1101 - Town Council	Community Development Budget	\$ 9,000.00
1202 - Human Resources	Insurance Consultant	???

MACHINERY & EQUIPMENT

Department	Description	Budget Impact
1204 - Information Technology	Additional Backup Server	\$ 25,000.00
1204 - Information Technology	Replace IBM AS400 Server for Taxes (IBM no longer offering maintenance after 2018)	\$ 28,000.00
1204 - Information Technology	Additional MDT	\$ 3,500.00
1204 - Information Technology	Network Switches - Additional Core Switch	\$ 18,000.00
1204 - Information Technology	Printer Replacements	\$ 5,000.00
1204 - Information Technology	Desktop/Laptop Computer Replacements	\$ 35,000.00
1215 - Finance Billing & Customer Service	Currency Scanner	\$ 2,500.00
3102 - Police Patrol	Canine & Kennel Enclosure	\$ 9,000.00
4107 - Inspections	Line Locator Replacement	\$ 7,000.00
4305 - Horticulture	New - Tractor with front loader	\$ 28,000.00
4305 - Horticulture	Replace Unit#742 2003 Kubota Mower (Replace w/60" zero turn mower)	\$ 15,000.00
4500 - Highway Maintenance	Backhoe Buckets (2)	\$ 3,500.00
4500 - Highway Maintenance	Replace Unit#785 - Asphalt Roller	\$ 30,000.00
4500 - Highway Maintenance	Sweeper Broom for Skid Steer	\$ 8,000.00

VEHICLES

Department	Description	Budget Impact
3102 - Police Patrol	Replace Unit#287 - 2008 Chevrolet Silverado	\$ 36,000.00
3102 - Police Patrol	Replace Unit#205 - 2014 Ford Interceptor	\$ 36,000.00
3102 - Police Patrol	Replace Unit#206 - 2014 Dodge Charger	\$ 36,000.00
4305 - Horticulture	Replace Unit #716 2003 Chevrolet 2500HD	\$ 35,000.00
4500 - Highway Maintenance	Replace Unit #768 - 1997 Ford F800 (Year 2 of 2)	\$ 63,000.00
4500 - Highway Maintenance	Replace Unit#646 - 1992 Ford L8000 Tandem Dump Truck (Year 1 of 3)	\$ 71,000.00
4500 - Highway Maintenance	Replace Unit#765 - 2000 Street Johnston/Freightlin Street Sweeper (Year 3 of)	\$ 36,710.00
8101 - Planning & Zoning	Replace Unit #812 2002 Chevrolet Cavalier	\$ 15,000.00

BUILDINGS & STRUCTURES

Department	Description	Budget Impact
1203 - Fleet Management	Initiate Facility Plan - Potential New/Renovated Facility in Future	\$ 40,000.00
9130 - Community Development	CDBG Funding Reserve	\$ 130,000.00
4302 - General Properties	Sign Shop - Roof Replacement [FY16 Previously Encumbered \$4,000]	\$ 13,500.00
4500 - Highway Maintenance	Slurry Seal	\$ 113,937.00
4500 - Highway Maintenance	Primary Paving Plan	\$ 541,987.00
4500 - Highway Maintenance	Secondary Paving Plan	\$ 878,312.00

NEW MARKET TAX CREDIT

Department	Description	Budget Impact
Streets	Happy Creek Road Phase II	TBD
Police Dept	Police Headquarters	TBD
Streets	Extension of West Main Street through Avtex Property	TBD
Streets	Sidewalk Extensions West Main Street & Kendrick Lane	TBD

**Primary Paving Plan
2017-2025**

YEAR		STREET	FROM	TO	ASPHALT	LINE PAINTING	WATER	SEWER	CURB	SIDEWALK	TOTAL
2017		Commerce Ave	H/C Bridge S/B Lanes	South St	\$ 175,000.00						\$ 175,000.00
2018		Criser Rd East	S.Royal Ave	Remount Rd	\$ 188,940.00	\$ 4,123.90			\$ 125,800.00	\$ 26,243.10	\$ 345,107.00
2018		Commerce Ave	H/C Bridge N/B Lanes	South St	\$ 171,072.00	\$ 5,808.00			\$ 20,000.00		\$ 196,880.00
2019		W. 14TH ST	N. Royal Ave	N. Shenandoah Ave	\$ 151,560.00	\$ 2,337.00	\$ 267,000.00				\$ 420,897.00
2019		N. Shenandoah Ave	W.17TH St	W. 14TH St	\$ 170,972.00	\$ 4,064.00					\$ 175,036.00
2020		N.Royal Ave	W.14TH ST	Commerce Ave	\$ 201,887.00	\$ 3,045.00					\$ 204,932.00
2020		Commerce Ave	H/C Bridge	E.2ND St	\$ 95,732.00	\$ 3,200.00					\$ 98,932.00
2021		N. Royal Ave	Commerce Ave	E.6TH St	\$ 130,985.00	\$ 1,511.00					\$ 132,496.00
2021		E.6TH ST	Commerce Ave	N/Royal Ave	\$ 40,808.00	\$ 756.00					\$ 41,564.00
2022		Commerce Ave	E.2ND St	E.6TH St	\$ 164,246.00	\$ 4,182.00					\$ 168,428.00
2023		N. Royal Ave	E.6TH ST	Academy Dr	\$ 95,785.00	\$ 1,394.00					\$ 97,179.00
2024		Commerce Ave	E.6TH ST	N. Royal Ave							
2024		N.Royal Ave	Academy Dr	Main St							
2025		N. Royal Ave	Main St	South St							
2026		N. Royal Ave	South St	E/T/L							
2027		Chester Gap Rd	South St	E/T/L							

Secondary Paving Plan 2017-2025

[illegible]

YEAR	STREET/ RATING	STREET	FROM	TO	ASPHALT	LINE PAINTING	WATER	SEWER	CURB	SIDEWALK	TOTAL
2022		Oak St	Luray Ave	Cherry St	\$ 30,000.00		\$ 143,000.00		\$ 126,126.00	\$ 8,866.00	\$ 307,992.00
	74	Jamestown Rd	JMH	Cul-De-Sac	\$ 210,655.00				\$ 136,600.00	\$ 40,040.00	\$ 387,295.00
	73	W.9TH ST	N.Shenandoah Ave	W.11TH St	\$ 70,200.00		\$ 315,000.00		\$ 77,600.00	\$ 16,800.00	\$ 479,600.00
2023	74	Shenandoah Shores Rd	Happy Creek	E/T/L	\$ 138,600.00				\$ 308,000.00	\$ 43,120.00	\$ 489,720.00
		Sherwood Ave	Luray Ave	Cherry St	\$ 30,000.00		\$ 137,000.00		\$ 136,600.00	\$ 40,040.00	\$ 343,640.00
		Mannassas Ave	E.6TH St	Happy Creek RD	\$ 152,000.00		\$ 290,000.00				\$ 442,000.00
2024	74	W.13TH ST	Massanutten St	Jefferson Ave							\$ -
	75	Brown Ave	S.Shen Ave	Salem Ave							\$ -
	N/A	Commenwealth Ave	W.14TH ST	W.13TH ST							\$ -
	N/A	State Ave	W.14TH ST	W.13TH ST							\$ -
	75	Cypress St	Salem Ave	Grand Ave							\$ -
2025	75	Luray Ave	W.Main St	Criser Rd							\$ -
		River Dr	Dead End	Cherrydale Ave							\$ -
		E.Stonewall Dr	Commerce Ave	Dead End							\$ -
		E.Stonewall Dr	Commerce Ave	N.Royal							\$ -
		E.Stonewall Dr	N.Royal Ave	Luray Ave							\$ -

	Rate Value	Estimated Realized Revenue based on 2016
Real Estate Tax	Increase of \$0.01 per \$100	\$ 116,000.00
Personal Property Tax	Increase of \$0.01 per \$100	\$ 11,000.00
Personal Property Tax Relief	Decrease of 1% on qualifying vehicles up to \$20,000	\$ 4,800.00

*Note if personal property tax rate is changed the personal property tax relief revenue realized will change

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Town of Front Royal, Virginia Work Session Agenda Form

Date: February 21, 2017

Agenda Item: Liaison Committee Meeting Items for March 16, 2017

Summary: The next Liaison Committee Meeting is scheduled for March 16, 2017. The last Liaison Meeting was held November 2016. Due to transitions on Council and in the Town Manager's Office a meeting was not held in January 2017. The November 2016 agenda is attached. Council is requested to add and/or remove items for the March 16, 2017 Liaison Committee Agenda. Those items will be voted on at the February 27, 2017 Regular Council Meeting. Warren County Board of Supervisors requests that "Discussion regarding ordinances for exposure to extreme weather and tethering for dogs" be added to the March agenda.

Council Discussion: Council takes desired action

Staff Evaluation: None

Budget/Funding: None

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

Staff Recommendations: None

Town Manager Recommendation: Town Manager will be available for questions

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action

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



AGENDA

TOWN/COUNTY LIAISON COMMITTEE MEETING

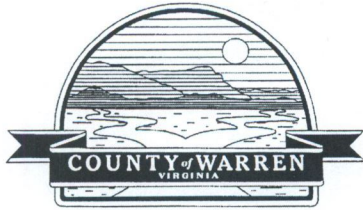
Warren County Government Center

November 17, 2016

6:00 PM



- A. Call to Order – Linda Glavis, Board of Supervisors Chair**
- B. Approval of Minutes – September 15, 2016**
- C. Leach Run Parkway – Doug Stanley**
- D. Wastewater Treatment Plant/Septage Receiving Facility – Steve Burke**
- E. Building Inspections Software – Doug Stanley**
- F. Development Review Committee – Doug Stanley**
- G. McKay Property Update/ Acquisition of Trailer Park – Jennifer McDonald**
- H. Warren County's In-Town Projects – Doug Stanley**
- I. Avtex Property – Main Street Extension – Steve Burke**
- J. Utility Contribution Request from Warren Heritage Society – Steve Burke**
- K. Consideration of Joint Towing Board – Doug Stanley**
- L. Electrical Outlets at County Soccer Facilities – Steve Burke**
- M. Consideration of Combining Town & County Law Enforcement and Fire & Rescue Dispatch Operations into Public Safety Building – Doug Stanley/Danny McEathron/Richard Mabie**
- N. Adjournment**



COUNTY OF WARREN

County Administrator's Office
Warren County Government Center
220 North Commerce Avenue, Suite 100
Front Royal, Virginia 22630

Phone: (540) 636-4600
FAX: (540) 636-6066
Email: dstanley@warrencountyva.net

Douglas P. Stanley
County Administrator

February 9, 2017

BOARD OF SUPERVISORS

CHAIR
Linda P. Glavis
South River
District

VICE-CHAIR
Tony F. Carter
Happy Creek
District

Archie A. Fox
Fork
District

Daniel J. Murray, Jr.
North River
District

Thomas H. Sayre
Shenandoah
District

Mr. Joseph E. Waltz, Interim Town Manager
Town of Front Royal
P.O. Box 1560
Front Royal, Virginia 22630

RE: *Liaison Committee Agenda Item*

Dear Joe:

At its meeting on Tuesday, February 7th, the Warren County Board of Supervisors requested that the following item be included for discussion at an upcoming Liaison Committee meeting:

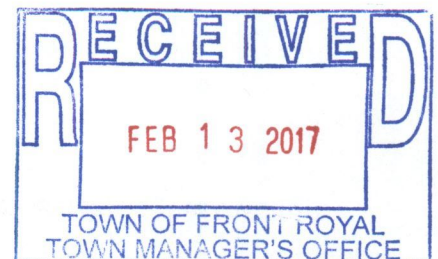
- ▶ Discussion regarding ordinances for exposure to extreme weather and tethering for dogs.

Sincerely,

Douglas P. Stanley, AICP ICMA-CM
County Administrator

DPS
Attachment

cc: Warren County Board of Supervisors
Andre T. Fletcher, Acting Finance Director



Front Royal-Warren County
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