



REGULAR TOWN COUNCIL MEETING

Monday, May 8, 2017 @ 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 24, 2017
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 Northern Shenandoah Valley Regional Commission**
 ***Report from Finance Director BJ Wilson**
 - b. Requests and inquiries of Council members.
 - c. Report of the Mayor
 - d. Proposals for addition/deletion of items to the Agenda.
7. **CONSENT AGENDA ITEMS** – **(ROLL CALL VOTE REQUIRED)**
 - A. COUNCIL APPROVAL – Liaison Committee Meeting Items
 - B. COUNCIL APPROVAL – Proclamation – Youth Week – Order of Elks
 - C. COUNCIL APPROVAL – Proclamation – Children’s Mental Health Awareness Day
8. **COUNCIL APPROVAL** – Memorandum of Agreement for New Market Tax Credit Program
9. **COUNCIL APPROVAL** – Budget Amendment for Requirement of Repayment of Internal Loan for Criser Road Trail Project
10. **COUNCIL NOMINATIONS** – 2017 VML Policy Committee

7A



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

Page 1
Item No. 7(A)

Meeting Date: May 8, 2017

Agenda Item: COUNCIL APPROVAL – Liaison Committee Meeting Items

Summary: Council is requested to approve the deletion of one item (Electric Outlets at County Soccer Facilities) from the May 18, 2017 Liaison Committee Agenda

Budget/Funding: None

Attachments: Liaison Committee Meeting Agenda from November.

Meetings: Work Session held May 1, 2017

**Staff
Recommendation:** Approval ✓ Denial

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

Proposed Motion: I move that Council approve the deletion of one item (Electric Outlets at County Soccer Facilities) from the May 18, 2017 Liaison Committee Agenda.

*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: JW

Town/County Liaison Committee Meeting

March 16, 2017, 6 p.m.



Town Hall
102 E. Main Street



- **Call to Order – Mayor Hollis L. Tharpe**

- 1) Development Review Committee
- 2) Avtex Property – Main Street Extension
- 3) Wastewater Treatment Plant/Septage Receiving Facility
- 4) Electrical Outlets at County Soccer Facilities
- 5) Consideration of Joint Towing Board
- 6) McKay Property Update
- 7) Building Inspections Software
- 8) Leach Run Parkway
- 9) Utility Contribution Request from Warren Heritage Society
- 10) Warren County's In-Town Projects
- 11) Tethering of Dogs in Extreme Weather
- 12) Tourism Discussion

- **Adjournment**

7B



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

Page 1
Item No. 7(B)

Meeting Date: May 8, 2017

Agenda Item: COUNCIL APPROVAL – Proclamation – “*Youth Week*”

Summary: Council has received a request from the Protective Order of Elks seeking to proclaim the first week of May as “*Youth Week*” in the Town of Front Royal, as presented.

Budget/Funding: None

Attachments: Proclamation

Meetings: None

**Staff
Recommendation:** Approval ✓ Denial

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

Proposed Motion: I move that Council approve a Proclamation proclaiming the first week of May as “*Youth 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: JW



Benevolent and Protective
ORDER OF ELKS
UNITED STATES OF AMERICA
A Fraternal Organization

YOUTH WEEK PROCLAMATION

WHEREAS, The benevolent and Protective Order of Elks has designated the first week in May, as Youth Week to honor America's Junior Citizens for their accomplishments, and to give fitting recognition of their services to Community, State and Nation; and,

WHEREAS, Front Royal Lodge 2382 will sponsor an observance during that week in tribute to the Junior Citizens of this Community; and,

WHEREAS, no event could be more deserving of our support and participation than one dedicated to these young people who represent the nation's greatest resource, and who in the years ahead will assume the responsibility for the advancement of our free society; and,

WHEREAS, our Youth need the guidance, inspiration and encouragement which we alone can give in order to help develop those qualities of character essential for future leadership; and go forth to serve America; and,

WHEREAS, to achieve this worthy objective we should demonstrate our partnership with Youth, our understanding of their hopes and aspirations and a sincere willingness to help prepare them in every way for the responsibilities and opportunities of citizenship;

NOW THEREFORE, I, Hollis Tharpe, Mayor of the Town of Front Royal, do hereby proclaim the first week in May as Youth Week, and urge all departments of government, civic, fraternal and patriotic groups, and our citizens generally, to participate wholeheartedly in its observance.

Mayor of Front Royal, VA

Date

7C



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

Page 1
Item No. 7(C)

Meeting Date: May 8, 2017

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

Summary: Council has received a request from Northwestern Community Services seeking to proclaim May 5, 2017 as *“National Children’s Mental Health Awareness Day”* in the Town of Front Royal, as presented.

Budget/Funding: None

Attachments: Proclamation

Meetings: None

Staff Recommendation: Approval ✓ Denial

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

Proposed Motion: I move that Council approve a Proclamation proclaiming May 5, 2017 as *“National 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: 

PROCLAMATION

National Children's Mental Health Awareness Day Proclamation

WHEREAS addressing the complex mental health needs of children, youth, and families today is fundamental to the future of the Commonwealth of Virginia;

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, Hollis L. Tharpe, Mayor of the Town of Front Royal, do hereby proclaim May 5, 2017 to be “*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 people with the fundamental necessity of a year-round program for children and youth with mental health needs and their families.

APPROVED:

Hollis L. Tharpe, Mayor

ATTEST:

Jennifer E. Berry, Clerk of Council

This proclamation was adopted by the Town Council of the Town of Front Royal, Virginia _____

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

Page 1
Item No. 8

Meeting Date: May 8, 2017

Agenda Item: COUNCIL APPROVAL – Memorandum of Agreement-New Market Tax Credit

Summary: Council is requested to consider approval of a Memorandum of Agreement (MOA) for the New Market Tax Credit Program, as presented. Council approved a Resolution of Support for the New Market Tax Credit Program on August 8, 2016.

Budget/Funding: None

Attachments: Memorandum of Agreement, Resolution of Support, Minutes of August 8, 2016

Meetings: Work Session held May 1, 2017

**Staff
Recommendation:** Approval ✓ Denial

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

Proposed Motion: I move that Council approve a Memorandum of Agreement (MOA) for the New Market Tax Credit Program, as presented.

ROLL CALL VOTE REQUIRED

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

Approved By: JW

**MEMORANDUM OF AGREEMENT FOR
NEW MARKET TAX CREDIT PROGRAM**

THIS MEMORANDUM OF AGREEMENT FOR NEW MARKET TAX CREDIT for several stated major capital improvement projects, dated this ____ day of _____, 2016, by and between the **THE TOWN OF FRONT ROYAL, VIRGINIA**, a Virginia municipal corporation (hereinafter the "Town"), and **THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE TOWN OF FRONT ROYAL, VIRGINIA AND THE COUNTY OF WARREN, VIRGINIA, AKA THE ECONOMIC DEVELOPMENT AUTHORITY**, a political subdivision of the Commonwealth of Virginia (hereinafter the "EDA").

WITNESSETH:

RECITALS:

A. The Town of Front Royal has several major capital improvement projects that are necessary to promote the future of the Town, the redevelopment of the former Avtex Site, and enhance the economic vitality of Front Royal which include the design and construction of the 1) Police Headquarters; 2) Leach Run Parkway; 3) extension of West Main Street through the former Avtex property; 4) Phase II of Happy Creek Road; and 5) sidewalk extensions along West Main Street and Kendrick Lane; and,

B. The Town has worked with the EDA to identify funding options to advance these projects; and,

C. The EDA has developed a creative financing program with People, Inc. that allows communities to complete these projects; and,

D. The Town will work with the EDA to fund a number of capital projects in our community through the New Market Tax Credit Program (the "Program").

To that end, and for and in consideration of the mutual covenants contained herein, the Town and the EDA agree as follows:

1. To authorize and support the EDA, to the extent legally permissible, in moving forward with the Program in obtaining loan funds from First Bank and Trust Company to finance the following Town projects: a) Police Department headquarters on Kendrick Lane; b) Leach Run Parkway; c) Extension of West Main Street through the Avtex Property; d) Phase II of Happy Creek Road; and e) Extensions of sidewalks along West Main Street and Kendrick Lane. It is anticipated that the loan funding would be acquired by the EDA from the Program at one and one-half percent interest (1 ½%) interest annually for the first seven (7) years of financing, at which time the Town will have to secure refinancing for the unpaid outstanding principal balance on the Town projects from another source.

2. During the said seven (7) year period of the Program, all requests for proposals, requests for Bids, competitive sealed negotiations, and all invoicing for all Town projects, financed during the seven (7) year period of financing pursuant to the Program, shall be submitted and executed in the name of the Town and the EDA, and, to the extent legally permissible, will ultimately be the sole and final responsibility of the Town to pay.

3. The Town will fund, to the extent legally permissible, one hundred percent (100%) of the EDA's debt service through an annual appropriation and expenditure from the Town's adopted budget associated with the a) Police Department headquarters on Kendrick Lane; b) Phase II of Happy Creek Road; and c) Extension of sidewalks along West Main Street and Kendrick Lane; and,

4. The Town will continue to support and fund, to the extent legally permissible, through the Town's continued funding of the debt service of the EDA's capital expense budget, according to the terms of the Town-County Fair Funding Formula whereby the Town currently funds approximately 1/3 (34%) of the EDA debt service through an annual appropriation and expenditure from the Town's adopted budget associated with 1) Leach Run Parkway and 2) West Main Street Extension.

WITNESSETH the following signatures:

[SIGNATURES AND ATTESTATIONS NEXT PAGE FOLLOWING:]

For the Town of Front Royal, Virginia

Hollis L. Tharpe, Mayor

Date: _____

Attest:

Joseph Waltz
Town Manager

Date: _____

For the Board of Directors of the Industrial
Development Authority of the Town of Front
Royal, Virginia and the County of Warren,
Virginia (EDA)

Patricia S. Wines, Chairman

Attest:

Jennifer R. McDonald
Executive Director of the Economic
Development Authority

Approved as to Form:

Dan N. Whitten, Esq.
Counsel for the EDA

Douglas W. Napier, Esq.
Town Attorney

EXCERPT OF MINUTES OF AUGUST 8, 2016

COUNCIL APPROVAL – Resolution of Support for New Market Tax Credit Program

Summary: Council is requested to consider a Resolution of Support and Participation to commit the Town to participate in the New Market Tax Credit Program through the Economic Development Authority and People, Inc. that will provide capital funding for the design and construction of the 1) Police Headquarters; 2) Leach Run Parkway; 3) extension of West Main Street through the Avtex property; 4) Phase II of Happy Creek Road; and 5) sidewalk extensions along West Main Street and Kendrick Lane. The Town is committing to funding the EDA's debt service for the Town's share of the project costs for the estimated \$24,350,000 capital investment in these projects.

Councilman Tewalt moved, seconded by Vice Mayor Tharpe that Council approve the Resolution of Support and Participation for the New Market Tax Credit Program to work with the Economic Development Authority and People, Inc. to provide capital funding for the various projects as presented.

Councilman Egger asked for clarification as to when the debts would be paid back. Mr. Burke noted that the EDA would secure a short term loan and the Town and County would begin paying back less than the amount that they are currently paying the EDA for the same projects. Ms. Egger noted that the amount is currently less than the Town is paying now and therefore covered under the present budget amount.

Vote: Yes – Connolly, Egger, Meza, Tewalt and Tharpe

No – N/A

Abstain – N/A

Absent – Hrbek

(Mayor Darr did not vote as there was no tie to require his vote)

(BY ROLL CALL)



Town of Front Royal, Virginia



**RESOLUTION OF
SUPPORT AND PARTICIPATION
NEW MARKET TAX CREDIT PROGRAM**

WHEREAS, the Town of Front Royal has several major capital improvement projects that are necessary to promote the future of our Town, the redevelopment of the former Avtex Site, and enhance the economic vitality of Front Royal that include the design and construction of the 1) Police Headquarters; 2) Leach Run Parkway; 3) extension of West Main Street through the Avtex property; 4) Phase II of Happy Creek Road; and 5) sidewalk extensions along West Main Street and Kendrick Lane; and,

WHEREAS, the Town has worked with the Economic Development Authority (EDA) to identify funding options to advance these projects; and,

WHEREAS, the EDA has developed a creative financing program with People, Inc. that allows communities to complete these projects; and,

WHEREAS, the Town and County of Warren will work with the EDA to fund numerous capital projects in our community through the New Market Tax Credit Program;

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Front Royal, Virginia hereby authorize and support the Economic Development Authority in moving forward with the New Market Tax Credit Program by obtaining loan funds from First Bank and Trust to finance the following Town projects: 1) Police Headquarters on Kendrick Lane - \$9,000,000.00; 2) Leach Run Parkway - \$10,000,000; 3) Extension of West Main Street through the Avtex Property - \$2,500,000; 4) Phase II of Happy Creek Road - \$2,500,000; and 5) extensions of sidewalks along West Main Street and Kendrick Lane - \$350,000; and,

BE IT FURTHER RESOLVED that the Mayor and Council of the Town of Front Royal, Virginia hereby support the funding of the debt service of the EDA's capital expense budget whereby the Town will fund one hundred percent (100%) of the EDA's debt service through an annual appropriation and expenditure from the Town's adopted budget associated with the 1) Police Headquarters on Kendrick Lane; 2) Phase II of Happy Creek Road; and 3) extension of sidewalks along West Main Street and Kendrick Lane; and,

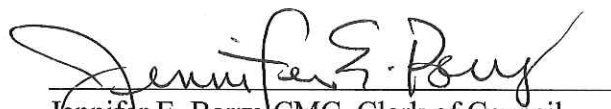
BE IT FURTHER RESOLVED that the Mayor and Council of the Town of Front Royal, Virginia hereby ^{support} the purchase through the Council's continued funding of the debt service of the EDA's capital expense budget according to the terms of the Town-County Fair Funding Formula whereby the Town currently funds approximately 1/3 (34%) of the EDA debt service through an annual appropriation and expenditure from the Town's adopted budget associated with 1) Leach Run Parkway and 2) West Main Street Extension.

Adopted this 8th day of August, 2016

APPROVED:


Timothy W. Darr, Mayor

Attest:


Jennifer E. Berry, CMC, Clerk of Council

THIS RESOLUTION was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council on 8-8- 2016, upon the following recorded vote:

Hollis L. Tharpe ☒ Yes/No

Bret W. Hrbek

~~Yes/No~~ Absent

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: 8-8-16

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

Page 1
Item No. 9

Meeting Date: May 8, 2017

Agenda Item: COUNCIL APPROVAL – Budget Amendment for Requirement of Repayment of Internal Loan for Criser Road Trail Project

Summary: On November 28, 2016 Council voted to advance \$400,000 for the Criser Road Trail Project via an internal loan from the General Fund to the Street Fund and to include loan repayments of \$100,000 every year for four (4) years in future budgets. After discussion at the May 1, 2017 Work Session, Council is requested to consider a Budget Amendment to reallocate the \$400,000 to hereby eliminate the necessity for repayment of the \$400,000 internal loan by the Street Fund to the General Fund and will thereby use General Fund Balance to fund the Criser Road Trail Project.

Budget/Funding: 1000-3510110 – General Fund Appropriated Funds Forward \$400,000
9790-49009 – General Fund Transfer to Street Fund - \$400,000
4500-3240407 – Street Fund Transfer from General Fund - \$400,000.00
4102-47933 – Street Fund – Trails \$400,000.00

Attachments: Minutes from November 28, 2016

Meetings: Work Session held May 1, 2017

Staff Recommendation: Approval ✓ Denial _____

Proposed Motion: I move that Council approve a Budget Amendment to reallocate the \$400,000 that was previously approved by Town Council on November 28, 2016, to eliminate the necessity for repayment of the \$400,000 internal loan by the Street Fund to the General Fund and hereby use General Fund Balance to fund the Criser Road Trail Project.

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: JW

EXCERPT FROM MINUTES OF NOVEMBER 28, 2016

COUNCIL APPROVAL – Funding to Advance Criser Road Trail Project

Councilman Meza moved, seconded by Councilman Tewalt that Council direct staff to advance \$400,000 for the Criser Road Trail Project via an internal loan from the General Fund and to include loan repayments of \$100,000 every year for four (4) years in future budgets.

Councilman Tewalt asked if this would complete the trail. Staff noted that it would complete the trail all the way to Luray boat landing. Mr. Tewalt stated that he was very proud of the project.

Vote: Yes – Connolly, Egger, Hrbek, Meza, Tewalt and Tharpe

No – N/A

Abstain – N/A

Absent – N/A

(Mayor Darr did not vote as there was no tie to require his vote)

(By Roll Call)

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

Page 1
Item No. 10

Meeting Date: May 8, 2017

Agenda Item: COUNCIL NOMINATIONS – 2017 Virginia Municipal League (VML) Policy Committees

Summary: Council is requested to make nominations to the Virginia Municipal League (VML) Policy Committees for 2017. Policy Committee members will serve May through December 31, 2017. Nominations are due to VML by May 15, 2017.

Budget/Funding: None

Attachments: Letter/Information from VML

Meetings: Work Session held May 1, 2017

Staff Recommendation: Approval ✓ Denial

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

- 1) Councilmen Christopher Morrison and William Sealock to the Community & Economic Committee
- 2) Interim Joseph Waltz to the Environmental Quality Committee
- 3) Finance Director BJ Wilson to the Finance Committee
- 4) Councilman Jacob Meza and Town Attorney Douglas Napier to the General Laws Committee
- 5) Mayor Hollis Tharpe and Vice Mayor Eugene Tewalt to the Transportation Committee

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

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

Approved By: JW

VML's Legislative and Policy Committee Process

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

Legislative Committee

What is the role of the Legislative Committee?

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

How is the Legislative Committee appointed?

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

What is included in VML's Legislative Program?

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

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

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

Policy Committees

What is the role of the policy committees?

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

How are policy committees appointed?

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

What are the benefits of serving on a policy committee?

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

How many policy committees are there?

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

What issues does each policy committee cover?

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

What is a policy statement?

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

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

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

VML 2017 Policy Committee Nominations

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

Community & Economic Development

Name & Title: _____

Name & Title: _____

Environmental Quality

Name & Title: _____

Name & Title: _____

Finance

Name & Title: _____

Name & Title: _____

General Laws

Name & Title: _____

Name & Title: _____

Human Development & Education

Name & Title: _____

Name & Title: _____

Transportation

Name & Title: _____

Name & Title: _____

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