



TOWN COUNCIL WORK SESSION

Monday, June 5, 2017 @ **6:00pm** Town Hall Conference Room

1. CLOSED MEETING – Town Manager Interviews

Motion to Go Into Closed Meeting

Pursuant to Va. Code Section 2.2-3711. A .1. of the Freedom of Information Act, I move that Town Council go into closed meeting to discuss, consider, or interview prospective candidates for appointment to and employment as the position of the office of Town Manager of the Town of Front Royal.

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 Town 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

Town/Staff Related Issues:

2. Presentation of Town's Investment Portfolio – *Tim Morris from Union Bank*
3. Request from Vibe Properties for Proposed Encroachment at 120-124 E. Main St (Barnhart Bldg)
– *Director of Community Development/Tourism*
4. Bill from Warren County for Tax Preparation and Maintenance – *Director of Finance*
5. Request from Warren County for Field Lighting/Electric Service at Soccer Plex – *Interim TM*
6. Request from School Board for Parcel of Land near Ressie Jeffries Elementary School – *Interim TM*
7. Proposed Ordinance Amendment to Chapter 4-53 "Residency of Town Employees" – *Interim TM*
8. Renew Encroachment License for Kim Wilson, 821 Commerce Avenue – *Town Attorney*
9. Renew Encroachment License for Brenda/John Lockhart for 116/122 E 8th St – *Town Attorney*

Council/Mayor Related Items

10. Library Board and Youth Advisory Board Vacancies
11. Council Discussion/Goals (*time permitting*)
12. CLOSED MEETING – Town Manager Interviews

Motion to Go Into Closed Meeting

Pursuant to Va. Code Section 2.2-3711. A .1. of the Freedom of Information Act, I move that Town Council go into closed meeting to discuss, consider, or interview prospective candidates for appointment to and employment as the position of the office of Town Manager of the Town of Front Royal.

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 Town 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.

1

CLOSED MEETING

2



Town of Front Royal, Virginia Work Session Agenda Form

Date: June 5, 2017

Agenda Item: Presentation of Town's Investment Portfolio

Summary: Union Bank & Trust will brief council on the status Town's current investment portfolio as well as review the investing guidelines & policies that relate to the Town of Front Royal.

Council Discussion: Discuss any questions or concerns relating to the Town's investments.

Staff Evaluation: The Town is limited on investments that can be included in the Town's investment portfolio due to Commonwealth of Virginia Code & Town policies. The Town's investments are conservative minimal risk investments that provide a low yield.

Budget/Funding: N/A

Legal Evaluation: Town Attorney will be present for any questions.

Staff Recommendations: Continue using current investment guidelines.

Town Manager Recommendation:

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action

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

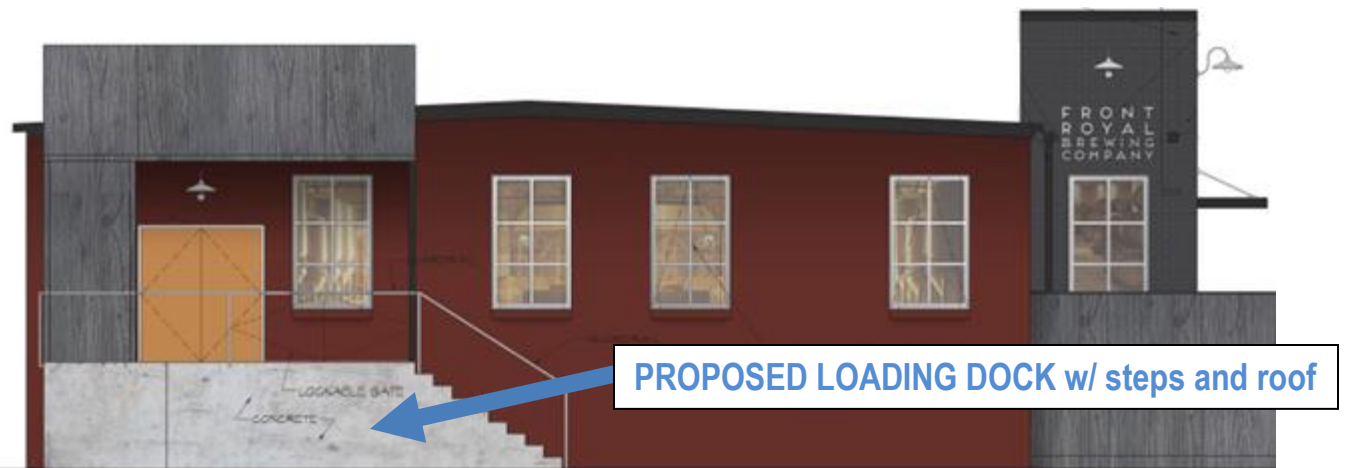
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Town of Front Royal, Virginia
Work Session Agenda Form

Date: June 5, 2017

Agenda Item: Barnhart Building – Encroachment Request
Director of Planning & Zoning/ Director of Community Development & Tourism

Summary: A request was submitted by Vibe Properties for a proposed encroachment into the Peyton Street Parking Lot (public property). This encroachment is for a loading dock, including steps and a roof. The loading dock would be used by the new brewpub restaurant located within the building of 120-124 E. Main Street (Barnhart Building). More specifically, the encroachment would be located within the narrow area between the back of the parking lot curb and the applicant's wall. Based on the applicant's plans, only approximately 1 ½ feet of the loading dock would encroach into the public property.



Council Discussion: This agenda item is scheduled for a work session review on June 5, 2017.

Staff Evaluation: Staff recommends approval of the proposed loading dock encroachment.

Budget/Funding: no direct impact. Indirect costs would include moving the electrical box in the ground back away from the loading dock (visible in picture to the right). In addition, it is anticipated that the dumpster pad would need to be increased in size to meet the solid waste disposal needs of the brewpub.

Legal Evaluation: The Town Attorney will be available at the work session for questions.

Town Manager: The Town Manager will be available at the work session for questions.

Council Recommendations:



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

Work Session



Jeremy Camp
Town of Front Royal
P.O. Box 1560
Town Administration Building
102 East Main Street
Front Royal, Virginia 22630-1560

May 16, 2017

Dear Jeremy,

Vibe Properties, LLC, would like to request an encroachment license from the Town of Front Royal for our property at 120-124 East Main Street. We are planning a major renovation of that building, but the loading dock in the back of the building needs to encroach a few inches on Town property, in order to comply with code requirements. The loading dock is critical to one of the new businesses we will be bringing into that building, and we request that the Town issue the necessary encroachment license, so that we can proceed with our renovations.

Please let me know if you need additional information from us in order to proceed with the encroachment license. Thank you and the Town Council for considering our request. We are extremely excited about the future of Front Royal and especially historic and beautiful Main Street.

Sincerely,



Tim Barnhart
Vice President, Vibe Properties, LLC

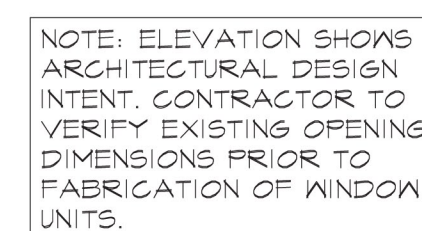
**VIBE PROPERTIES,
LLC**

976 Fiery Run Road
Linden, VA 22642

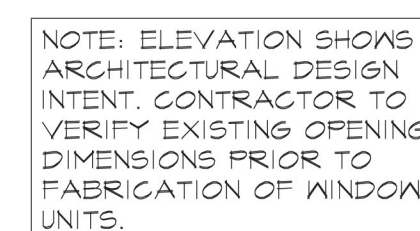
PHONE 540-622-6947
CELL 703-867-2162
EMAIL tbarnhart@vibeproperties.com
WEBSITE vibeproperties.com



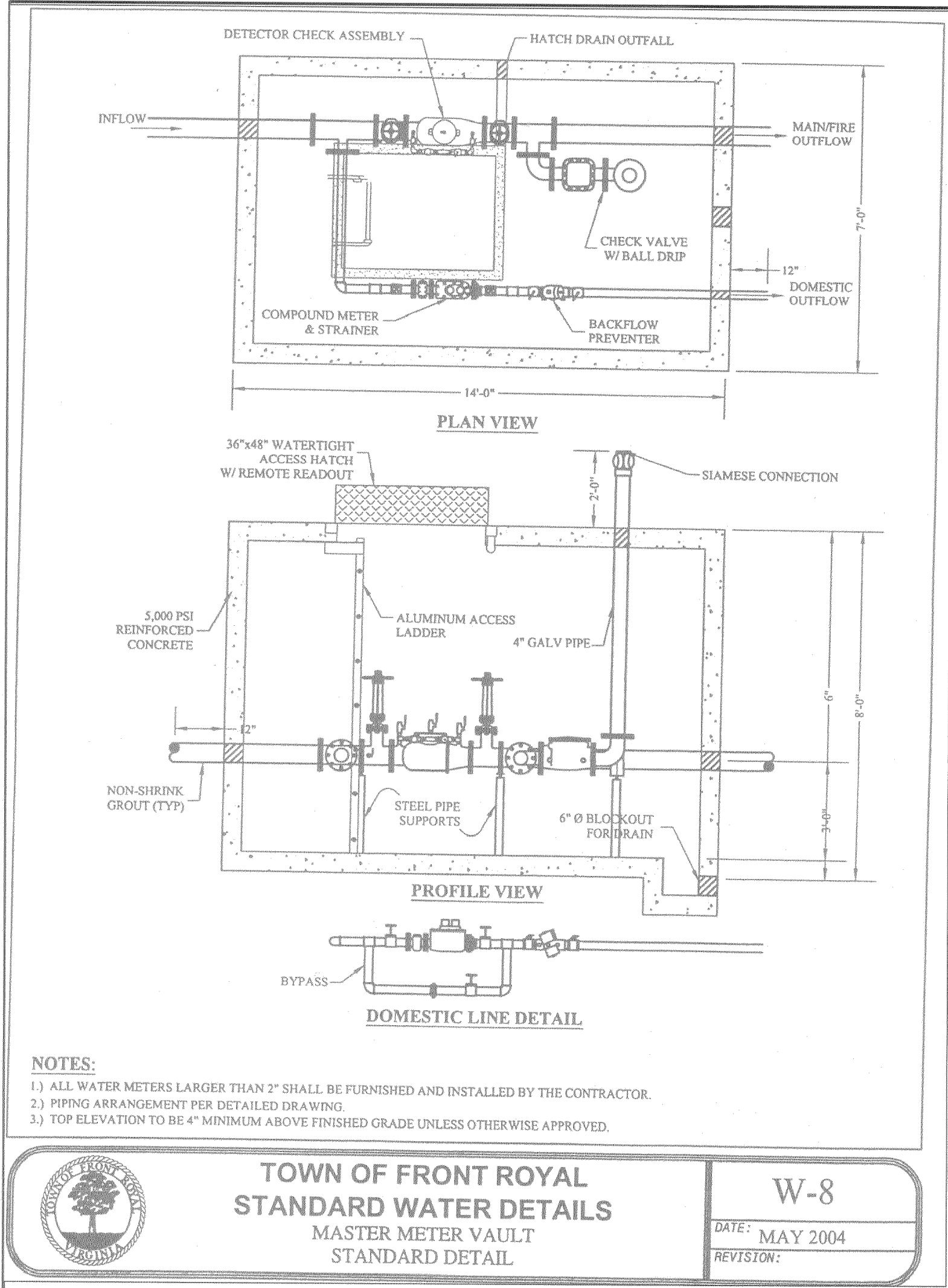
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A3.1



2
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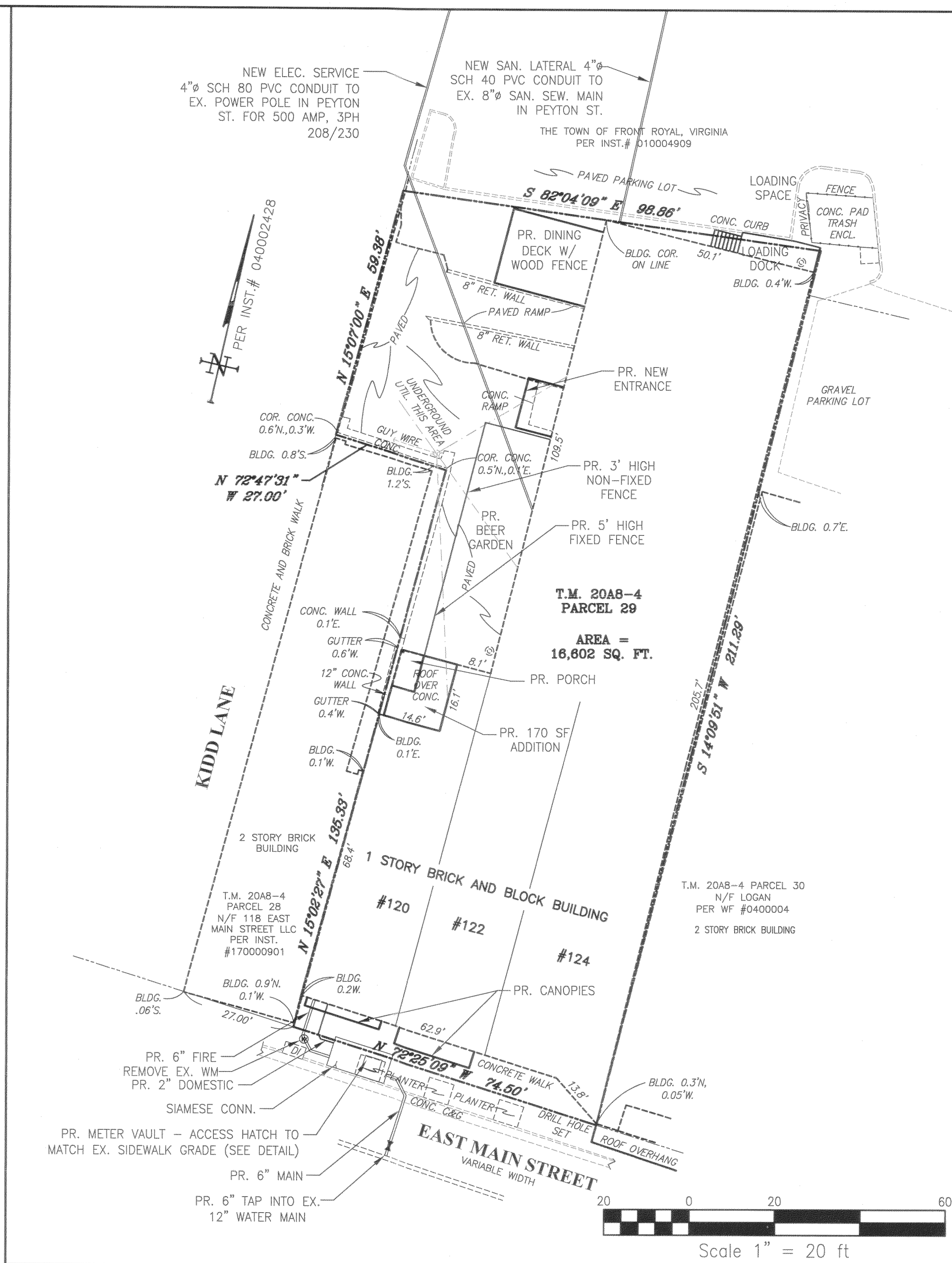


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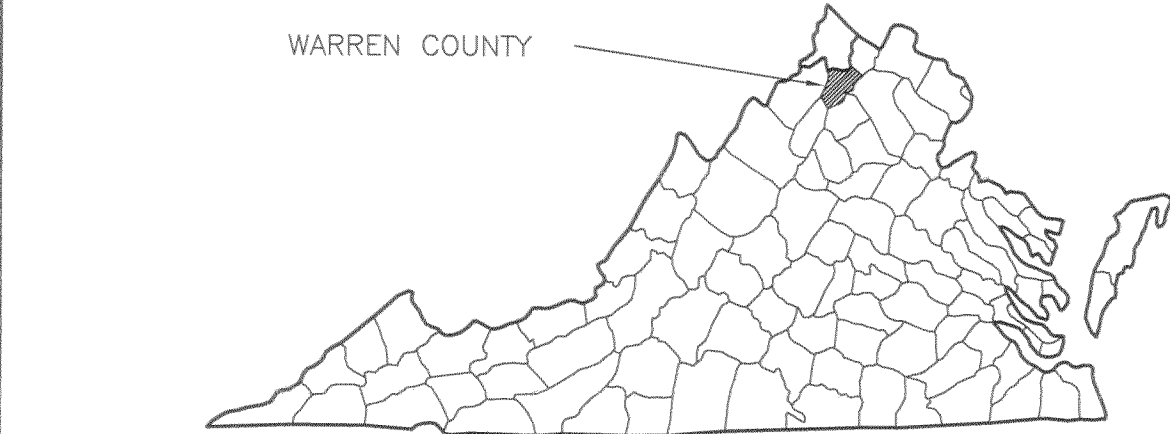


TOWN OF FRONT ROYAL GENERAL CONSTRUCTION NOTES:

1. FOR TECHNICAL SPECIFICATIONS AND DETAILS REFER TO THE TOWN OF FRONT ROYAL WATER AND SEWER STANDARDS AND SPECIFICATIONS, LATEST EDITION. ALL CONSTRUCTION SHALL BE IN ACCORDANCE TO THOSE SPECIFICATIONS. ANY DEVIATION OR CHANGES SHALL BE SUBMITTED IN WRITING TO THE TOWN FOR SUPPLEMENTAL APPROVAL. INSPECTIONS SHALL BE PERFORMED BY THE DEPARTMENT OF PUBLIC WORKS. CONTACT: DIRECTOR OF PUBLIC WORKS AT (540) 635-7819 OR FAX (540) 635-8973.
2. LOCATIONS OF UTILITIES SHOWN ARE APPROXIMATE. CONTRACTOR SHALL BE RESPONSIBLE FOR FIELD VERIFYING THE EXACT LOCATION, VERTICALLY AND HORIZONTALLY, OF THE UTILITIES PRIOR TO ANY EXCAVATION OR CONSTRUCTION. THE CONTRACTOR SHALL CONTACT MISS UTILITY AND ALL APPLICABLE UTILITY COMPANIES FOR CLEARANCE PRIOR TO EXCAVATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ADHERING TO THE COMMONWEALTH OF VIRGINIA UNDERGROUND UTILITY DAMAGE PREVENTION ACT, CHAPTER 10, TITLE 56 OF THE CODE OF VIRGINIA.
3. CONTRACTOR SHALL BE RESPONSIBLE FOR IMPLEMENTING AND MAINTAINING ALL EROSION AND SEDIMENT CONTROL MEASURES NECESSARY DURING CONSTRUCTION IN ACCORDANCE WITH CURRENT STATE AND LOCAL REGULATIONS. DISTURBED AREA SHALL NOT REMAIN DENUDE FOR MORE THAN SEVEN (7) CALENDAR DAYS. DURING CONSTRUCTION, ALL STORM SEWER INLETS SHALL BE PROTECTED BY INLET PROTECTION, MAINTAINED AND MODIFIED AS REQUIRED BY CONSTRUCTION PROCESS. CONTRACTOR SHALL CONTACT BUILDING INSPECTION OFFICE AT (540) 636-9973 PRIOR TO SCHEDULE INSPECTIONS.
4. THE CONTRACTOR SHALL PROVIDE ADEQUATE MEANS OF CLEANING MUD FROM TRUCKS AND/OR OTHER EQUIPMENT PRIOR TO ENTERING PUBLIC STREETS. IT IS THE CONTRACTORS RESPONSIBILITY TO CLEAN STREETS, ALLY DUST, AND TO TAKE WHATEVER MEASURES NECESSARY TO ENSURE THAT THE STREETS ARE MAINTAINED IN A CLEAN, MUD AND DUST FREE CONDITION AT ALL TIMES.
5. ANY STREET OR UTILITIES DAMAGED BY CONTRACTOR OR SUB-CONTRACTOR SHALL BE SOLE RESPONSIBILITY OF THE PRIMARY CONTRACTOR AND PROPERLY AND IMMEDIATELY REPAIRED BY THE CONTRACTOR. SUCH REPAIRS SHALL BE TO THE ORIGINAL CONDITION AND SHALL BE TO THE SATISFACTION OF THE TOWN INSPECTOR.
6. ALL PLASTIC SANITARY SEWER MAIN PIPE SHALL BE 8" DIAMETER, SDR 35, UNLESS OTHERWISE NOTED. PIPE BEDDING SHALL BE DETERMINED BY FIELD CONDITIONS AND TOWN SPECIFICATIONS.
7. ALL PROPOSED WATER MAINS, HYDRANT BRANCHES AND FIRE SUPPRESSION LINES SHALL BE CLASS 52 DUCTILE IRON PIPE WITH A MINIMUM OF 42" COVER UNLESS OTHERWISE NOTED.
8. ALL 2" AND SMALLER WATER SERVICES SHALL BE TYPE "K" COPPER PIPE. SOLDERED JOINTS ON BURIED LINES ARE NOT ACCEPTABLE.
9. ALL PRECAST CONCRETE STRUCTURES SHALL BE MINIMUM 4000 PSI AND 28 DAYS WITH BITUMINOUS COATING.
10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ACQUIRING ALL NECESSARY PERMITS BEFORE ANY CONSTRUCTION BEGINS.
11. THE CONTRACTOR IS RESPONSIBLE FOR ADJUSTMENT OF ALL UTILITY BOXES, VAULTS OR OTHER APPURTENANCES TO NEW FINISHED GRADE ELEVATIONS.
12. CONTRACTOR TO RELOCATE ALL SIGNS AND UTILITIES REQUIRED FOR THIS WORK.
13. ANY PLANNED DISRUPTIONS OF OR TIE-INS TO EXISTING UTILITIES SHALL BE COORDINATED WITH THE APPROPRIATE UTILITY OWNER. WITH THE EXCEPTION OF EMERGENCIES, THERE SHALL BE A MINIMUM OF 24 HOURS NOTICE GIVEN BY THE CONTRACTOR TO ALL RESIDENTIAL, COMMERCIAL AND INDUSTRIAL UTILITY USERS AFFECTED BY UTILITY INTERRUPTIONS.
14. THE UNAUTHORIZED USE OF WATER WITHOUT DUE COMPENSATION IS ILLEGAL. NO PERSON SHALL CONNECT TO OR DO ANY WORK ON THAT PORTION OF THE SYSTEM OWNED BY THE TOWN UNLESS WRITTEN AUTHORIZATION IS RECEIVED PRIOR TO COMMENCING WORK.
15. CONSTRUCTION LIMITS SHALL BE PROPERTY LINES OR AS INDICATED BY PLAN REQUIREMENTS.
16. CONSTRUCTION SHALL CONFORM TO THE AMERICAN WITH DISABILITIES ACT (ADA) REQUIREMENTS. CURB RAMPS SHALL BE PLACED WHERE ALL SIDEWALKS MEET CURBS.



COUNTY LOCATION



LOCATION MAP: 1" = 400'



OWNER / DEVELOPER:

TM# 20A8-4 Parcel 29
Vibe Properties, LLC
P. O. Box 585
Front Royal, VA 22630

Contact: Ms. Kerry Barnhart
Tel: 540-622-6947

ENGINEER/LANDSCAPE ARCHITECT:

Painter-Lewis, PLC
817 Cedar Creek Grade, Suite 120
Winchester, Virginia 22601

Contact: John C. Lewis, P.E., L.L.A.
Tel: 540-662-5792

PARCEL DATA:

Zoning:

Area:

Existing Use:

Proposed Use:

C-2 Downtown Business District and
Historic Front Royal District

16,602 sf (0.38 acres)

Commercial / Retail / Warehouse

Retail / Art Gallery / Brewery

Historical Structures and Sites: Existing 1-story building (DHR #112-0055-0061)

Environmental Features:

Wetlands - None

Flood plains - FIRM Map No. 51187C0112C shows that the parcel is outside of Zone X.

Steep Slopes - None.

Project Phasing:

No work shall be performed until all required documentation has been obtained in accordance with Zoning Chapter 175 related to work performed within the Historic District.

Buffers and Screening: None.

Storm Water Management: Storm water shall be directed toward existing storm water facilities.

Boundary and topographic information shown is based on an actual field run survey performed by Brogan Land Surveying, PLC.

ABBREVIATIONS

ASSY.	ASSEMBLY
B.F.	BASEMENT FLOOR
BM	BUILDING MOUNTED LIGHT
CG-2, CG-3	WOOD CURB
CG-7, CG-6	WOOD CURB & GUTTER
CIP	CAST IN PLACE CONCRETE
CL	CLASS
CMF	CONCRETE MONUMENT FOUND
CPP	CORRUGATED POLYETHYLENE PIPE
CMP	CORRUGATED METAL PIPE
CMPA	CORRUGATED METAL PIPE ARCH
CO	CLEAN OUT
DIA.	DIAMETER
DS	DOWNSPOUT
EOP	EDGE OF PAVEMENT
EOG	EDGE OF GRAVEL
ESMT	EASEMENT
EX.	EXISTING
F.F.	FIRST FLOOR
F.F.E.	FINISHED FLOOR ELEVATION
EDC	FIRE DEPARTMENT CONNECTION
HYDRANT	FIRE DEPARTMENT CONNECTION
F.L.S.	FIRE LANE SIGN
FSL	FIRE SERVICE LINE
GAUGE	GAUGE
GM	GAS METER
GV	GAS VALVE or GATE VALVE
HCR	HANDICAP RAMP
HB	HOSE BIB
HP	HIGH POINT
INV	INVERT
IPF	IRON PIPE FOUND
IPS	IRON PIPE SET
LP	LOW POINT
LT	LIGHT
MLP	METAL LIGHT POLE
MP	METAL POST
MH	MANHOLE
NDC	NOSE DOWN CURB
N.P.S.	NO PARKING SIGN
N.T.S.	NOT TO SCALE
OHE	OVERHEAD ELECTRIC
OHT	OVERHEAD TELEPHONE
PIV	POST INDICATOR VALVE
PL	PROPERTY LINE
PP	POWER POLE
PR.	PROPOSED
PVMT	PAVEMENT
RCP	REINFORCED CONCRETE PIPE
R.D.	ROOF DRAIN
SAN.	SANITARY
SEWER	SEWER
STD.	STANDARD
T.B.D.	TO BE DEMOLISHED
T.B.R.	TO BE REMOVED
T.B.P.	TO BE PRESERVED or PROTECTED
TB or T.B.	THRUST BLOCK
TO	TOP OF CURB
TEL	TELEPHONE
TRB	TELEPHONE RISER BOX
TVRB	TELEVISION RISER BOX
TYP or TYP.	TYPICAL
UGE	UNDERGROUND ELECTRIC
UGG	UNDERGROUND GAS
UG CATV	UNDERGROUND CABLE T.V.
UGT	UNDERGROUND TELEPHONE
XFMR	ELECTRIC TRANSFORMER
WL	WATERLINE
WM	WATER METER
WPP	WOOD POWER POLE
WTP	WOOD TELEPHONE POLE
WV	WATER VALVE
25'R	RADIUS IN FEET (ALL CURB RADII 5' UNLESS OTHERWISE NOTED)
100.00	PROPOSED SPOT ELEVATION
100.00	EXISTING SPOT ELEVATION
100.00	HATCHING INDICATES REVERSED PITCH
100.00	IN THE GUTTER PAN; PITCH TO BE
100.00	1/2" PER FOOT. TRANSITION THE GUTTER
100.00	OVER A 10' LENGTH (TYP).

APPROVED BY THE DIRECTOR OF PLANNING AND ZONING

DATE

120 - 124 E. MAIN ST.

ZONING DIMENSIONAL DRAWING
TOWN OF FRONT ROYAL, VIRGINIA

TM # 20A8-4 PARCEL 29



PAINTER-LEWIS, P.L.C.

817 Cedar Creek Grade, Suite 120
Winchester, Virginia 22601
Telephone (540) 662-5792
Facsimile (540) 662-5793
Email: office@painterlewis.com
JOB NO.: 1703046
April 26, 2017

SHEET:

1/1

4



Town of Front Royal, Virginia Work Session Agenda Form

Date: June 5, 2017

Agenda Item: Bill from Warren County for Tax Preparation & Maintenance

Summary: The Warren County Commissioner of the Revenue is billing the Town of Front Royal for personal property/real estate maintenance and tax books for tax years 2007-2016. The Town of Front Royal has not included this expense in the current FY17 budget.

The breakdown of the billings is as follows:

<u>Tax Year</u>	<u>Bill Amount</u>		
2007 -	\$9,827.94	2012 -	\$8,593.96
2008 -	\$9,632.82	2013 -	\$8,437.75
2009 -	\$9,417.83	2014 -	\$8,850.82
2010 -	\$8,892.20	2015 -	\$8,844.96
2011 -	\$8,419.40	2016 -	\$8,653.03

Total not including tax year 2015- \$89,570.71

Council Discussion: The expense for these bills has not been included in the FY17 budget or the FY18 proposed budget. Council is requested to discuss and advise how to move forward with payment of the bills. Options include, but are not limited to:

- 1) Approval to take money from General Fund Balance to pay bills
- 2) Instruct staff to include expenses in FY18-19 budget
- 3) Instruct Town Staff continue to notify Warren County that the Town is not legally obligated to pay the bills
- 4) Only pay those bills which have not exceeded statute of limitation
- 5) Discuss the bills at a Liaison Meeting to work out a compromise

Staff Evaluation: The Town of Front Royal did pay Warren County for maintenance & tax books up until tax year 2007. The Town received bills in July 2014 from Warren County requesting payment for personal property/real estate maintenance & tax books for tax years 2007-2013. The Town of Front Royal Legal Office sent an email letter to Warren County explaining that the Town is not legally obligated to pay, but the Town continues to receive billings.

Budget/Funding: 1000-3510110 General Fund – Appropriated Funds Forward
1215-43009 Finance Department – Purchased Government Services

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

Staff Recommendations: Work on a compromise with Warren County regarding past bills and budget accordingly for bills moving forward.

Town Manager Recommendation:

Council Recommendation:

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

Update Cost

	<u>Real Estate</u>	
2007	Real Estate 6,234 parcels @\$20.00 per 100 (.20)	\$1,246.80
	<u>Personal Property</u>	
2007	12,851 Tickets 20,777 item count @ \$20.00 per 100 (.20)	\$2,570.20

Processing Books

	<u>Real Estate</u>	
2007	6,234 parcels @ 55.00 per 1,000 (.55)	\$342.87
	<u>Personal Property</u>	
2007	12,851 tickets @ 55.00 per 1,000 (.55)	\$706.81
2007	10 Reams. Copy Paper @ 5.66 per ream (Books)	\$56.60
2007	2 -Toner Cartridges @ 230.00	\$460.00
2007	Micro Perf Paper - Form 905	\$71.90
2007	N/C printint of Vehicles Decal Applications	\$0.00
2007	N/C Processing Tickets	\$0.00

Media

	<u>Record Files supplied on CD's</u>	
2007	w.taxmst, w.otxmst, w.otcdnk, w.otcdse (1)	\$75.00

Division of Motor Vehicles

	<u>Personal Property</u>	
	On-Line Charges	
2007	1/3 of total cost of \$3,393.48	\$1,131.16

N.A.D.A.

	<u>Personal Property Automation Assessing</u>	
2007	1/3 of total cost of \$4,004.20	\$1,334.73

Assessment Books
 Older Used Cars
 Motorcycles
 Marine Appraisals
 Recreation Vehicles
 Used Car Guide

2007	Total \$260.00 (1/3 of cost)	\$86.67
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Programming Costs

Charles B. Tyson, Jr.

2007	Inv 200701 (Create town decal application and programs Spooled town decal applications (3 hours @ \$65.00 per hour)	\$195.00
	Rest of programming billed directly to Town.	

Mass Appraisal Systems Inc

2007	Real Estate - 1/4 of total renewal of fee of \$700.00	\$175.00
2007	Yearly user's group fee - 1/4 of \$750.00	\$187.50

BAI Commissioners' User's Group

2007	Real Estate/Personal Property 1/4 of yearly total renewal fee of \$500.00	\$125.00
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ICS Software

2007	Formsprint 1/4 of annual fee of \$2,000.00 (COR share)	\$500.00
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WRSI Software

2007	PerZip4 Software 1/4 of annual fee of \$2,250.00 (COR share)	\$562.50
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Total 2007 Tax Year \$9,827.94

<u>Update Cost</u>		
	<u>Real Estate</u>	
2008	Real Estate 6,256 parcels @ \$20.00 per 100 (.20)	\$1,251.20
	<u>Personal Property</u>	
2008	12,601 Tickets 20,671 item count @ \$20.00 per 100 (.20)	\$2,520.20
<u>Processing Books</u>		
	<u>Real Estate</u>	
2008	6,256 parcels @ 55.00 per 1,000 (.055)	\$344.08
	<u>Personal Property</u>	
2008	12,601 tickets @ 55.00 per 1,000 (.055)	\$693.06
2008	10 Reams Copy Paper @ 5.66 per ream (Books)	\$56.60
2008	3 Reams Copy Paper @ 5.66 per ream (Form 905)	\$16.98
2008	2-Toner Cartridges @ 239.99	\$479.98
2008	N/C printint of Vehicles Decal Applications	\$0.00
2008	N/C Processing Tickets Personal Prop & Real Estate	\$0.00
<u>Media</u>		
	<u>Record Files supplied on CD's</u>	
2008	w.taxmst, w.otxmst, w.obxlnk, w.obxlse (1)	\$75.00
<u>Division of Motor Vehicles</u>		
	<u>Personal Property</u>	
	On-Line Charges	
2008	1/3 of total cost of \$3,393.48	\$1,131.16
<u>N.A.D.A.</u>		
	<u>Personal Property Automation Assessing</u>	
2008	1/3 of total cost of \$3,897.30	\$1,299.10
	<u>Assessment Books</u>	
	Older Used Cars	
	Motorcycles	
	Marine Appraisals	
	Recreation Vehicles	
	Used Car Guide	
2008	Total \$260.00 (1/3 of cost)	\$86.67
<u>Programming Costs</u>		
Charles B. Tyson, Jr.	2008	
	Inv 200704 (Create town decal application and programs	
	Spooled town decal applications (3 hours @ \$65.00 per hour)	\$195.00
	Rest of programming billed directly to Town.	
<u>Mass Appraisal Systems Inc</u>		
2008	Real Estate - 1/4 of total renewal of fee of \$700.00	\$175.00
2008	Yearly user's group fee - 1/4 of \$750.00	\$187.50
<u>BAI Commissioners' User's Group</u>		
2008	Real Estate/Personal Property 1/4 of yearly total renewal fee of \$500.00	\$125.00
<u>ICS Software</u>		
2008	Formsprint 1/4 of annual fee of \$1735.14 (COR share)	\$433.79
<u>WRSI Software</u>		
2008	PerZip4 Software 1/4 of annual fee of \$2,250.00 (COR share)	\$562.50
	Total 2008 Tax Year	\$9,632.82

Update Cost

	<u>Real Estate</u>	
2009	Real Estate 6,245 parcels @ \$20.00 per 100 (.20)	\$1,249.00
	<u>Personal Property</u>	
2009	12,511 Tickets 20,282 item count @ \$20.00 per 100 (.20)	\$2,502.20

Processing Books

	<u>Real Estate</u>	
2009	6,256 parcels @ 55.00 per 1,000 (.055)	\$343.48
	<u>Personal Property</u>	
2009	12,511 tickets @ 55.00 per 1,000 (.055)	\$688.11
2009	10 Reams Copy Paper @ 5.66 per ream (Books)	\$56.60
2009	4 Reams Copy Paper @ 5.66 per ream (Form 905)	\$22.64
2009	2-Toner Cartridges @ 239.99	\$479.98
2009	N/C printing of Vehicles Decal Applications	\$0.00
2009	N/C Processing Tickets Personal Prop & Real Estate	\$0.00

Media

	<u>Record Files supplied on CD's</u>	
2009	w.taxmst, w.obcmst, w.obclnk, w.obdlse (1)	\$75.00

Division of Motor Vehicles

	<u>Personal Property</u>	
	On-Line Charges	
2009	1/3 of total cost of \$3,393.48	\$1,131.16

N.A.D.A.

	<u>Personal Property Automation Assessing</u>	
2009	1/3 of total cost of \$3,897.30	\$1,299.10

	<u>Assessment Books</u>	
	Older Used Cars	
	Motorcycles	
	Marine Appraisals	
	Recreation Vehicles	
	Used Car Guide	
2009	Total \$260.00 (1/3 of cost)	\$86.67

Mass Appraisal Systems Inc

2009	Real Estate - 1/4 of total renewal of fee of \$700.00	\$175.00
2009	Yearly user's group fee - 1/4 of \$750.00	\$187.50

BAI Commissioners' User's Group

2009	Real Estate/Personal Property 1/4 of yearly total renewal fee of \$500.00	\$125.00
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ICS Software

2009	Formsprint 1/4 of annual fee of \$1735.14 (COR share)	\$433.79
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WRSI Software

2009	PerZip4 Software 1/4 of annual fee of \$2,250.00 (COR share)	\$562.50
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Total 2009 Tax Year \$9,417.83

Update Cost

	<u>Real Estate</u>	
2010	Real Estate 6,265 parcels @ \$20.00 per 100 (.20)	\$1,253.00
	<u>Personal Property</u>	
2010	14,085 Tickets 20,166 item count @ \$20.00 per 100 (.20)	\$2,817.00

Processing Books

	<u>Real Estate</u>	
2010	6,265 parcels @ 55.00 per 1,000 (.055)	\$344.58
	<u>Personal Property</u>	
2010	14,085 Tickets @ 55.00 per 1,000 (.055)	\$774.68
2010	10 Reams Copy Paper @ 5.66 per ream (Books)	\$56.60
2010	7 Reams Copy Paper @ 5.66 per ream (Copy Paper Form 905)	\$39.62
2010	2-Toner Cartridges @ 247.15	\$494.30

Division of Motor Vehicles

	<u>Personal Property</u>	
	On-Line Charges	
2010	1/3 of total cost of \$2,824.88	\$941.63

N.A.D.A.

	<u>Personal Property Automation Assessing</u>	
2010	1/3 of total cost of \$3,488.50	\$1,162.83

Assessment Books
 Older Used Cars
 Motorcycles
 Marine Appraisals
 Recreation Vehicles
 Used Car Guide

2010	Total \$260.00 (1/3 of cost)	\$86.67
------	------------------------------	---------

Mass Appraisal Systems Inc

2010	Real Estate - 1/4 of total renewal of fee of \$700.00	\$175.00
2010	Yearly user's group fee - 1/4 of \$750.00	\$187.50

BAI Commissioners' User's Group

2010	Real Estate/Personal Property 1/4 of yearly total renewal fee of \$500.00	\$125.00
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ICS Software

2010	Formsprint 1/4 of annual fee of \$1,735.14 (COR share)	\$433.79
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Total 2010 Tax Year \$8,892.20

Update Cost

	<u>Real Estate</u>	
2011	Real Estate 6,241 parcels @ \$20.00 per 100 (.20)	\$1,248.20
	<u>Personal Property</u>	
2011	13,689 Tickets 19,527 item count @ \$20.00 per 100 (.20)	\$2,737.80

Processing Books

	<u>Real Estate</u>	
2011	6,241 parcels @ 55.00 per 1,000 (.055)	\$343.26
	<u>Personal Property</u>	
2011	13,689 tickets @ 55.00 per 1,000 (.055)	\$752.90
2011	10 Reams Copy Paper @ 5.66 per ream (Books)	\$56.60
2011	7 Reams Copy Paper @ 5.66 per ream (Form 905)	\$50.94
2011	2-Toner Cartridges @ 249.94	\$499.88

Division of Motor Vehicles

	<u>Personal Property</u>	
	On-Line Charges	
2011	1/3 of total cost of \$2,268.45	\$756.15

N.A.D.A.

	<u>Personal Property Automation Assessing</u>	
2011	1/3 of total cost of \$3,448.50	\$1,149.50

Assessment Books
 Older Used Cars
 Motorcycles
 Marine Appraisals
 Recreation Vehicles
 Used Car Guide

2011	Total \$260.00 (1/3 of cost)	\$86.67
------	------------------------------	---------

Mass Appraisal Systems Inc

2011	Real Estate - 1/4 of total renewal of fee of \$700.00	\$175.00
2011	Yearly user's group fee - 1/4 of \$750.00	\$187.50

BAX Commissioners' User's Group

2011	Real Estate/Personal Property 1/4 of yearly total renewal fee of \$400.00	\$100.00
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ICS Software

2011	Formsprint 1/4 of annual fee of \$1,100.00 (COR share)	\$275.00
------	--	----------

Total 2011 Tax Year \$8,419.40

Update Cost

	<u>Real Estate</u>	
2012	Real Estate 6,224 parcels @ \$20.00 per 100 (.20)	\$1,244.80

	<u>Personal Property</u>	
2012	13,538 Tickets 19,323 item count @ \$20.00 per 100 (.20)	\$2,707.60

Processing Books

	<u>Real Estate</u>	
2012	6,224 parcels @ 55.00 per 1,000 (.055)	\$342.32

	<u>Personal Property</u>	
2012	13,538 Tickets @ 55.00 per 1,000 (.055)	\$744.59
2012	10 Reams Copy Paper @ 5.66 per ream (Books)	\$56.60
2012	8 Reams Copy Paper @ 5.66 per ream (Form 905)	\$45.28
2012	2-Toner Cartridges @ 254.25	\$508.50

Division of Motor Vehicles

	<u>Personal Property</u>	
	On-Line Charges	
2012	1/3 of total cost of \$2,259.65	\$753.22

N.A.D.A.

	<u>Personal Property Automation Assessing</u>	
2012	1/3 of total cost of \$4,100.64	\$1,366.88

	<u>Assessment Books</u>	
	Older Used Cars	
	Motorcycles	
	Marine Appraisals	
	Recreation Vehicles	
	Used Car Guide	
2012	Total \$260.00 (1/3 of cost)	\$86.67

<u>Mass Appraisal Systems Inc</u>	2012	Real Estate - 1/4 of total renewal of fee of \$700.00	\$175.00
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	2012	Yearly user's group fee - 1/4 of \$750.00	\$187.50
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<u>BAI Commissioners' User's Group</u>	2012	Real Estate/Personal Property 1/4 of yearly total renewal fee of \$400.00	\$100.00
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<u>ICS Software</u>	2012	Formsprint 1/4 of annual fee of \$1,100.00 (COR share)	\$275.00
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	Total 2012 Tax Year	\$8,593.96
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Update Cost

Real Estate
2013 Real Estate 6,212 parcels @ \$20.00 per 100 (.20) \$1,242.40

Personal Property
2013 12,867 Tickets 18,609 item count @ \$20.00 per 100 (.20) \$2,573.40

Processing Books

Real Estate
2013 6,212 parcels @ 55.00 per 1,000 (.055) \$341.66

Personal Property
2013 12,867 Tickets @ 55.00 per 1,000 (.055)
2013 10 Reams Copy Paper @ 10.34 per ream (Laser Paper for Books) \$707.69
2013 9 Reams Copy Paper @ 5.66 per ream (Copy Paper Form 905) \$103.40
2013 2-Toner Cartridges @ 254.25 \$50.94
\$508.50

Division of Motor Vehicles

Personal Property
On-Line Charges
2013 1/3 of total cost of \$2,240.53 \$746.84

N.A.D.A.

Personal Property Automation Assessing
2013 1/3 of total cost of \$4,016.24 \$1,338.75

Assessment Books
Older Used Cars
Motorcycles
Marine Appraisals
Recreation Vehicles
Used Car Guide
2013
Total \$260.00 (1/3 of cost) \$86.67

Mass Appraisal Systems Inc

2013 Real Estate - 1/4 of total renewal of fee of \$700.00 \$175.00
2013 Yearly user's group fee - 1/4 of \$750.00 \$187.50

BAI Commissioners' User's Group

2013 Real Estate/Personal Property 1/4 of yearly total renewal fee of \$400.00 \$100.00

ICS Software

2013 Formsprint 1/4 of annual fee of \$1,100.00 (COR share) \$275.00

Total 2013 Tax Year \$8,437.75

Commissioner of the Revenue

Town Billing 2014 Tax Year

Update Cost

<u>Real Estate</u>		
2014	Real Estate 6,191 parcels @ \$20.00 per 1,000 (.20)	\$1,238.20
<u>Personal Property</u>		
2014	12,994 Tickets 18,920 item count @ \$20.00 per 100 (.20)	\$2,598.80

Processing Books

<u>Real Estate</u>		
2014	6,191 parcels @ 55.00 per 1,000 (.055)	\$340.51
	Multiple Tax Books	
	Index -Taxable book - Exempt - Land Use - Town Recap - Tax Relief	
<u>Personal Property</u>		
2014	12,994 tickets @ 55.00 per 1,000 (.055)	\$714.97
2014	10 reams - copy paper @ \$4.80 per ream	\$48.00
2014	2 -Toner Cartridges @ \$275.39	\$550.78
2014	10 Reams Copy Paper @ \$4.80 - Form 905	\$48.00

Media

<u>Record Files supplied on CD's</u>		
2014	w.taxmst, w.otxmst, w.otxlink, w.otxlse (3)	N/C
	(Files retrieved via Bright for Town No CD needed)	

Division of Motor Vehicles

<u>Personal Property</u>		
<u>On-Line Charges</u>		
2014	1/3 of total cost of \$2,221.90	\$740.63

N.A.D.A.

<u>Personal Property Automation Assessing</u>		
2014	1/3 of total cost of \$4,135.30	\$1,378.43

<u>Assessment Books</u>		
	Older Used Cars	
	Motorcycles	
	Marine Appraisals	
	Recreation Vehicles	
	Used Car Guide	
2014	Total \$315.00 (1/3 of cost)	\$105.00

Mass Appraisal Systems Inc

2014	Real Estate - 1/4 of total renewal of fee of \$700.00	\$175.00
2014	Yearly user's group fee - 1/4 of \$750.00 Software update	\$187.50
2014	Camra-up Software Maintenance 1/4 of 2,500 update	\$625.00

BAI Commissioners' User's Group

2014	Real Estate/Personal Property 1/4 of yearly total renewal fee of \$400.	\$100.00
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~~~~~ Total 2014 Tax Year ~~~~~ \$8,850.82

For 2015 will remove renewal file for users group fee of \$700 and \$750 will be replaced with fee of \$4,500 @ 1/4 = \$1,125

## Commissioner of the Revenue

## Town Billing 2015 Tax Year

|                                |                                                                                                                                                |                   |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| update Cost                    | <b>Real Estate</b>                                                                                                                             |                   |
|                                | 2015 Real Estate 6,179 parcels @ \$20.00 per 1,000 (.20)                                                                                       | \$1,235.80        |
|                                | <b>Personal Property</b>                                                                                                                       |                   |
|                                | 2015 13,084 Tickets 10,001 item count @ \$20.00 per 100 (.20)                                                                                  | \$2,616.80        |
| Processing Books               | <b>Real Estate</b>                                                                                                                             |                   |
|                                | 2015 6,179 parcels @ \$5.00 per 1,000 (.055)<br>Multiple Tax Books<br>Index - Taxable book - Exempt - Land Use - Town Record - Tax Relief      | \$339.85          |
|                                | <b>Personal Property</b>                                                                                                                       |                   |
|                                | 2015 13,084 tickets @ \$5.00 per 1,000 (.055)                                                                                                  | \$719.62          |
|                                | 2015 10 reams - copy paper @ \$11.69 per ream (Book)                                                                                           | \$116.90          |
|                                | 2015 2-Toner Cartridges @ \$169.19                                                                                                             | \$338.38          |
|                                | 2015 10 Reams Copy Paper @ \$2.55 - Form 905                                                                                                   | \$25.50           |
| Media                          | <b>Record Files supplied on CD's</b><br>2015 w.taxmst, w.otxmst, w.otxlink, w.otxise (3)<br>(Files retrieved via Bright for Town No CD needed) | N/C               |
| Division of Motor Vehicles     | <b>Personal Property</b><br><b>On-Line Charges</b>                                                                                             |                   |
|                                | 2015 1/3 of total cost of \$2224.44                                                                                                            | \$741.48          |
| N.A.D.A.                       | <b>Personal Property Automation Assessing</b>                                                                                                  |                   |
|                                | 2015 1/3 of total cost of \$4,141.90                                                                                                           | \$1,380.63        |
|                                | <b>Assessment Books</b><br>Older Used Cars<br>Motorcycles<br>Marine Appraisals<br>Recreation Vehicles<br>Used Car Guide                        |                   |
|                                | 2015<br>Total \$315.00 (1/3 of cost)                                                                                                           | \$105.00          |
| Mass Appraisal Systems Inc     |                                                                                                                                                |                   |
|                                | 2015 Camra-up Software Maintenance 1/4 of 4,500 update                                                                                         | \$1,125.00        |
| BAI Communications Users Group |                                                                                                                                                |                   |
|                                | 2015 Real Estate/Personal Property 1/4 of yearly total renewal fee of \$400.00                                                                 | \$100.00          |
|                                | <b>Total 2015 Tax Year</b>                                                                                                                     | <b>\$8,844.96</b> |

For 2015 will remove renewal fee for users group fee of \$700 will be replaced with fee of \$4,500 @ 1/4 = \$1,125

Update Cost

|                          |                                                          |            |
|--------------------------|----------------------------------------------------------|------------|
| <u>Real Estate</u>       |                                                          |            |
| 2016                     | Real Estate 6,174 parcels @ \$20.00 per 1,000 (.20)      | \$1,234.80 |
| <u>Personal Property</u> |                                                          |            |
| 2016                     | 14,656 Tickets 20,807 item count @ \$20.00 per 100 (.20) | \$2,931.20 |

Processing Books

|                          |                                                                   |          |
|--------------------------|-------------------------------------------------------------------|----------|
| <u>Real Estate</u>       |                                                                   |          |
| 2016                     | 6,174 parcels @ 55.00 per 1,000 (.055)                            | \$339.57 |
|                          | Multiple Tax Books                                                |          |
|                          | Index -Taxable book - Exempt - Land Use - Town Recap - Tax Relief |          |
| <u>Personal Property</u> |                                                                   |          |
| 2016                     | 14,656 tickets @ 55.00 per 1,000 (.055)                           | \$806.08 |
| 2016                     | 10 reams - copy paper @ \$12.34 per ream (Book)                   | \$123.40 |
| 2016                     | 2 -Toner Cartridges @ \$169.19                                    | \$338.38 |
| 2016                     | 10 Reams Copy Paper @ \$2.55 - Form 905                           | \$25.50  |

Media

|                                      |                                                    |     |
|--------------------------------------|----------------------------------------------------|-----|
| <u>Record Files supplied on CD's</u> |                                                    |     |
| 2016                                 | w.taxmst, w.otxmst, w.otxlnk, w.otxlse (3)         | N/C |
|                                      | (Files retrieved via Bright for Town No CD needed) |     |

Division of Motor Vehicles

|                          |                              |         |
|--------------------------|------------------------------|---------|
| <u>Personal Property</u> |                              |         |
| <u>On-Line Charges</u>   |                              |         |
| 2016                     | 1/3 of total cost of \$31.42 | \$10.47 |

N.A.D.A.

|                                               |                                 |            |
|-----------------------------------------------|---------------------------------|------------|
| <u>Personal Property Automation Assessing</u> |                                 |            |
| 2016                                          | 1/3 of total cost of \$4,540.88 | \$1,513.63 |

Assessment Books

|                            |                              |          |
|----------------------------|------------------------------|----------|
| <u>Older Used Cars</u>     |                              |          |
| <u>Motorcycles</u>         |                              |          |
| <u>Marine Appraisals</u>   |                              |          |
| <u>Recreation Vehicles</u> |                              |          |
| <u>Used Car Guide</u>      |                              |          |
| 2016                       | Total \$315.00 (1/3 of cost) | \$105.00 |

Mass Appraisal Systems Inc

|      |                                                   |            |
|------|---------------------------------------------------|------------|
| 2016 | Camra-up Software Maintenance 1/4 of 4,500 update | \$1,125.00 |
|------|---------------------------------------------------|------------|

BAI Commissioners' User's Group

|      |                                                                           |          |
|------|---------------------------------------------------------------------------|----------|
| 2016 | Real Estate/Personal Property 1/4 of yearly total renewal fee of \$400.00 | \$100.00 |
|------|---------------------------------------------------------------------------|----------|

Total 2016 Tax Year \$8,653.03

5



## Town of Front Royal, Virginia Work Session Agenda Form

Date: June 5, 2017

**Agenda Item:** Request from Warren County for Field Lighting/Electric service at Soccer Plex

**Summary:** As part of the master development plan for the Soccerplex, the County has intended to install compliant lighting on 1-2 of the fields. In the proposed FY 2017-2018 budget, they have funding to lease/purchase lighting for at least one field. They are planning to proceed with lighting Field #7 as it can be used for both practice and as a game field. The request will be on the Board's June 6th agenda for consideration. The estimated cost of the system is \$182,500. As planned, the work could be completed in time for the fall season.

The County would like to ask the Town for support in getting underground electric service to proposed fields. County staff will be installing underground electrical at the end of the soccer season in June. David Jenkins from the Town Electric Department has indicated that the cost to pull electric lines and place the transformer is approximately \$26,000.

**Council Discussion:** Council is requested to consider waiving all or part of this cost to help facilitate the completion of the project.

**Staff Evaluation:** Staff will be available

**Budget/Funding:** The Finance Director will be available

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

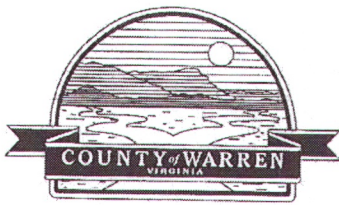
**Staff Recommendations:** Staff will be available

**Town Manager Recommendation:** Town Manager will be available

**Council Recommendation:**

☐ Additional Work Session    ☐ Regular Meeting    ☐ No Action

Consensus Poll on Action: \_\_ (Aye) \_\_ (Nay)



# 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](mailto:dstanley@warrencountyva.net)

**Douglas P. Stanley**  
County Administrator

May 18, 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: Skyline Soccerplex  
*Field Lighting/Electric Service*

Dear Joe:

As you know, the County has received a request from the Town to install electrical outlets at the Skyline Soccerplex to allow travel teams to practice into the evenings during the fall.

The use of portable lighting systems is problematic in that the systems must meet the US Soccer Foundation's standards by producing at least 30 foot-candles of light (without shadows). The County's insurance agent has cautioned the County about allowing the use of lighting that would not meet the standards and would create a safety/liability concern.

As part of the master development plan for the Soccerplex, the County has intended to install compliant lighting on 1-2 of the fields. In the proposed FY 2017-2018 budget, we have funding to lease/purchase lighting for at least one field. We are planning to proceed with lighting Field #7 as it can be used for both practice and as a game field. The request will be on the Board's June 6<sup>th</sup> agenda for consideration. The estimated cost of the system is \$182,500. As planned, the work could be completed in time for the fall season.

The County would like to ask the Town for support in getting underground electric service to proposed fields. County staff will be installing underground electrical at the end of the soccer season in June. David Jenkins from the Town Electric Department has indicated that the cost to pull electric lines and place the transformer is approximately \$26,000.

*Front Royal-Warren County  
Rivers of Opportunity-Mountains of Success*

I am asking if the Town would consider waiving all or part of this cost to help facilitate the completion of the project. The Town was an original partner in the construction of the Soccerplex, paying for the cost of the water tap for the irrigation system. Thank you for consideration of this request.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Stanley', with a stylized flourish at the end.

Douglas P. Stanley, AICP ICMA-CM  
County Administrator

DPS

cc: Warren County Board of Supervisors

|                            |      |
|----------------------------|------|
| Wo # WC Soccer Plex        | Date |
| Location Kerfoot Ave       |      |
| Description 3 p UG Service |      |

|           |   |
|-----------|---|
| Labor     | - |
| Equipment | - |
| Material  | - |
| Total     | - |

| Hours | Employee         | Rate  | Total     |
|-------|------------------|-------|-----------|
| 30    | Carey Saffelle   | 33.16 | 994.80    |
| 30    | Gerald Dodson    | 29.28 | 878.40    |
| 30    | Ryan Lyerly      | 25.40 | 762.00    |
| 30    | Travis Petty     | 25.43 | 762.90    |
| 30    | Chris Roland     | 24.81 | 744.30    |
| 30    | Alan Bell        | 24.81 | 744.30    |
|       | Chris Cabbage    |       | -         |
| 30    | Preston Toms     | 20.57 | 617.10    |
| 30    | Hunter Partlowe  | 16.29 | 488.70    |
|       | David Jenkins    |       | -         |
|       | Dwayne Mauck     |       | -         |
|       | Eddie Swain      |       | -         |
|       | Doug Partlowe Jr |       | -         |
| Total |                  |       | 5992.50 - |

| Hours | Equipment               | Rate  | Amount  |
|-------|-------------------------|-------|---------|
|       | 302 Generator           | 0.50  | -       |
|       | 306 Pole Trailer        | 0.50  | -       |
|       | 308 Utility Trailer     | 1.00  | -       |
|       | 310 Pole Trailer        | 1.50  | -       |
|       | 311 Single Reel Trailer | 2.25  | -       |
|       | 312 Single Reel Trailer | 2.25  | -       |
|       | 327 Tension Trailer     | 4.00  | -       |
|       | 328 Tension Trailer     | 5.25  | -       |
|       | 337 Blue Wire Trailer   | 1.00  | -       |
|       | 340 Wire Trailer        | 2.25  | -       |
| 30    | 341 Line Truck          | 11.75 | 352.50  |
|       | 342 Pick-up             | 8.00  | -       |
| 30    | 344 Bucket Truck        | 10.75 | 322.50  |
|       | 345 Case Skidloader     | 2.75  | -       |
| 30    | 346 Bucket Truck        | 9.00  | 270.00  |
|       | 347 Bucket Truck        | 7.25  | -       |
| 10    | 348 Three Reel Trailer  | 4.00  | 40.00   |
|       | 349 Line Truck          | 11.25 | -       |
|       | 350 Pick up             | 8.00  | -       |
|       | 351 Utility Truck       | 8.00  | -       |
|       | 352 Pick up             | 8.00  | -       |
| 30    | 353 Bucket Truck        | 11.75 | 352.50  |
|       | 356 Dump Trailer        | 5.00  | -       |
|       | 357 Arrow Board         | 5.00  | -       |
|       | 359 Back Yard Machine   | 10.00 | -       |
|       | 360 (BYM) Trailer       | 3.50  | -       |
|       | 364 Service Truck       | 11.75 | -       |
| 30    | 365 New Pick-up         | 10.00 | 300.00  |
|       | 366 New Pick-up         | 10.00 | -       |
| Total |                         |       | 1637.50 |

Labor - \$5,992.50

Overhead - \$4,843.73

Equipment - \$1,637.50

Mat. - \$12,433.98

\$24,907.71

|                 |           |
|-----------------|-----------|
| Total Materials | 12,433.98 |
|-----------------|-----------|

6



## Town of Front Royal, Virginia Work Session Agenda Form

Date: June 5, 2017

**Agenda Item:** Request from Warren County School Board for Parcel of Land near Ressie Jeffries Elementary School

**Summary:** The Warren County School Board would like to request the parcel of land on the north side of Ressie Jeffries Elementary School be conveyed to the Warren County School Board for little or no consideration. The Warren County School Board would like to continue to use this property as a playground for Ressie Jeffries Elementary School.

In 1964 the Warren County School Board conveyed this same parcel to the Town of Front Royal.

**Council Discussion:** Council is requested to consider request from the Warren County School Board

**Staff Evaluation:** Staff will be available

**Budget/Funding:** The Finance Director will be available

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

**Staff Recommendations:** Staff will be available

**Town Manager Recommendation:** Town Manager will be available

**Council Recommendation:**

☐ Additional Work Session    ☐ Regular Meeting    ☐ No Action

Consensus Poll on Action: \_\_\_\_ (Aye) \_\_\_\_ (Nay)



**Warren County Public Schools**

210 North Commerce Avenue  
Front Royal, Virginia 22630-44  
Phone: 540-635-2171  
Fax: 540-636-4195

OFFICE OF THE  
SUPERINTENDENT

May 11, 2017

Mr. Joe Waltz, Interim Town Manager  
Town of Front Royal  
P.O. Box 1560  
Front Royal, VA 22630

Dear Mr. Waltz:

The Warren County School Board would like to request the parcel of land on the north side of Ressie Jeffries Elementary School be conveyed to the Warren County School Board for little or no consideration. The Warren County School Board would like to continue to use this property as a playground for Ressie Jeffries Elementary School.

In 1964 the Warren County School Board conveyed this same parcel to the Town of Front Royal. Attached to this document is an aerial map of the requested parcel outlined in white. Also attached is the recorded plat and deed of the area sold by the Warren County School Board to the Town of Front Royal.

If you have questions or need additional information, please contact Greg Drescher at (540) 635-2171 x 34236 or [gdrescher@wcps.k12.va.us](mailto:gdrescher@wcps.k12.va.us). Thank you in advance for your consideration of this request.

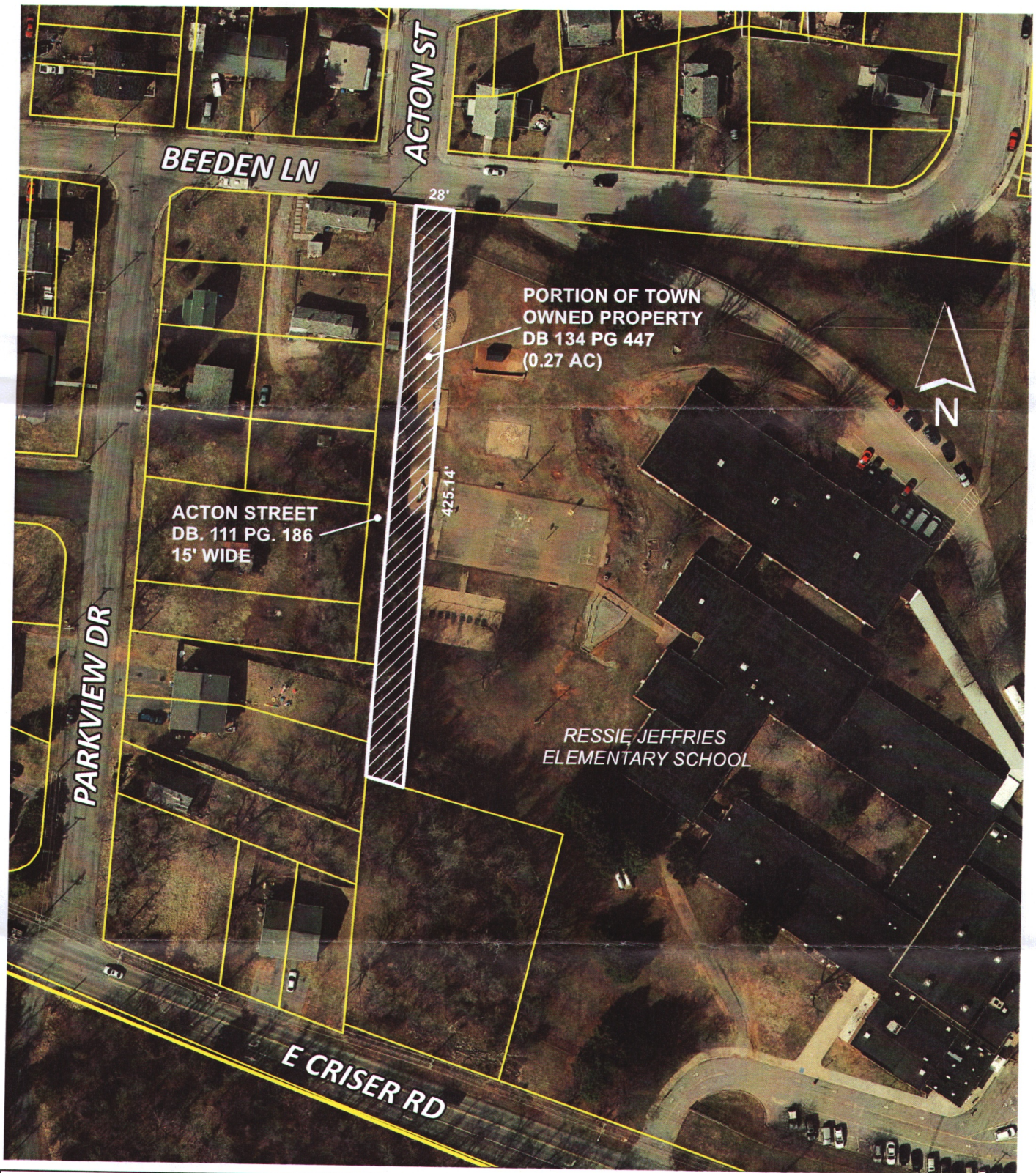
Sincerely,

*Catherine R. Bower*

Catherine R. Bower  
Chairman, Warren County School Board

Attachments

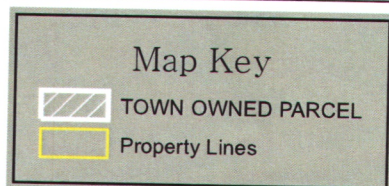




FEBRUARY 2017



D.G.Merchant, Cartographer



0 50 100 200 Feet

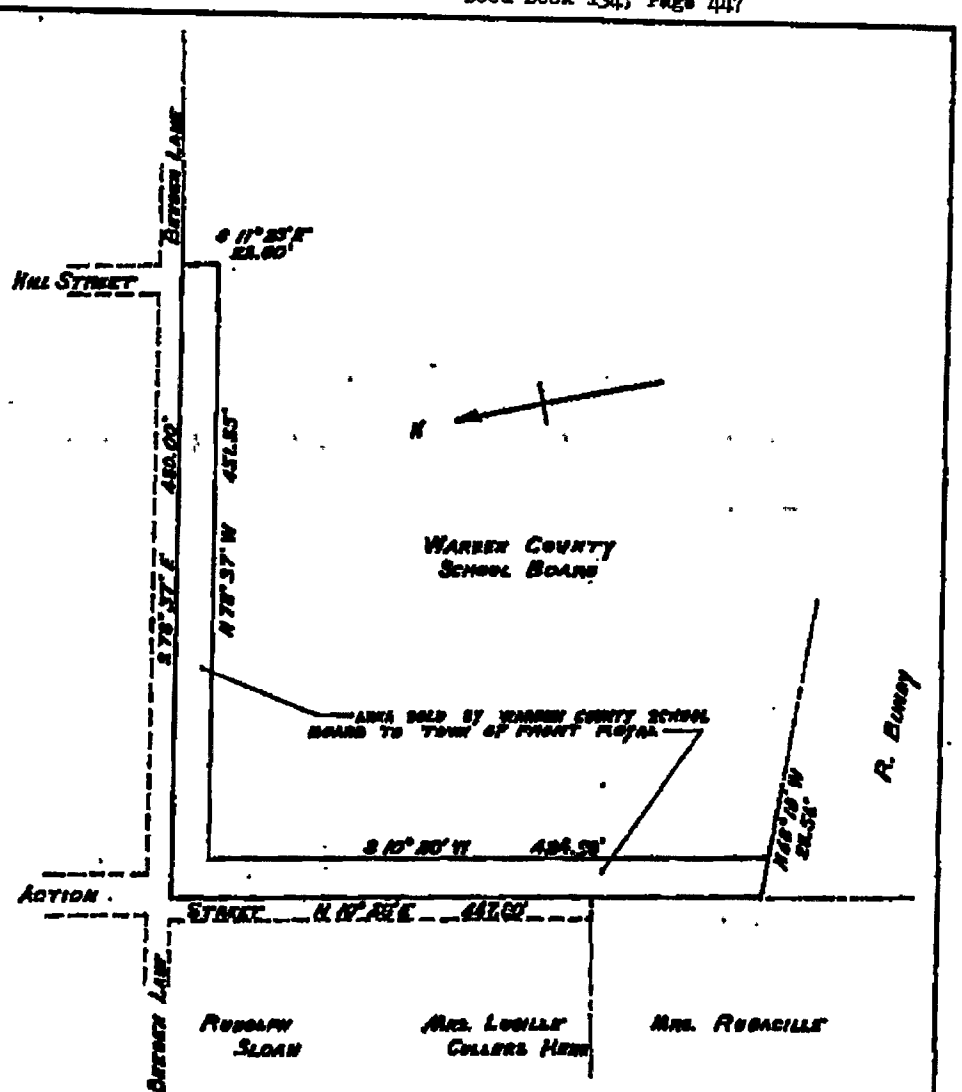
**AERIAL MAP**

**PORTION OF TOWN  
OWNED PROPERTY  
Adjacent to Ressie Jeffries  
Elementary School**

**TOWN OF FRONT ROYAL, VIRGINIA**

WARREN COUNTY SCHOOL BOARD to FRONT ROYAL TOWN OF

Deed Book 134; Page 447



PLAT OF AREA SOLD BY SCHOOL BOARD  
TO  
TOWN OF FRONT ROYAL, VIRGINIA

AREA: 0.67 ACRE SCALE: 1"=100'

SURVEYED BY: WALTER M. DUNCAN,  
21 MAY, 1964

OFFICE OF TOWN ENGINEER  
TOWN OF FRONT ROYAL, VIRGINIA

FOR PLAT,  
Book 134 Page 446

THIS DEED made and entered into this June 30, 1964,  
by and between the County School Board of Warren County, Virginia,  
party of the first part and Town of Front Royal, Virginia, a Muni-  
cipal Corporation, party of the second part,

No. 2  
Mld.  
Town  
Front

WITNESSETH: That in consideration of the sum of  
One Dollar (\$1.00) cash in hand paid together with other good  
and valuable considerations, the receipt of all of which is  
hereby acknowledged, the party of the first part doth hereby  
grant and convey with General Warranty of title unto the party  
of the second part that certain strip or parcel of land lying  
and being situate in the Town of Front Royal, Warren County,  
Virginia, being more accurately described upon a plat and  
survey thereof made by Walter M. Duncan, dated May 21, 1964,  
which is hereto attached and by reference herein incorporated  
as follows:

BEGINNING at a concrete Monument at the  
South East Intersection of Beeden Lane and  
Acton Street, thence with the south side of  
Beeden Lane S 78° 31' E 480.00' to a stake;  
thence leaving the south side of Beeden Lane  
with the Griser School property S 11° 23' E 28.00'  
to stake, thence with the Griser School Property  
N 78° 37' W 451.55' to a stake, thence with the  
Griser School property S 10° 28' W 424.98' to a stake  
in Robert Bundy line, thence with Robert Bundy N  
68° 10' W 28.56' to a post corner to Robert Bundy  
and Mrs. W. E. Rudacille, thence with Mrs. W. E.  
Rudacille and thence the East side of Acton Street  
N 10° 28' E 447.80' to the point of beginning.  
containing .67 acres, more or less.

The property hereby conveyed is a portion of  
the property which the party of the first part acquired by deed  
from Paul W. Rudacille, et als, dated January 24, 1958, of record  
in the Clerk's Office of the Circuit Court of Warren County,  
Virginia, in Deed Book 104, at page 372.

As consideration for the foregoing conveyance the  
party of the second part agrees to construct and install at its  
expense curb and gutter on the West side of Acton Street from  
Beeden Lane South to the end of the property owned by the party  
of the first part.

The execution of this deed was authorized at a  
meeting of the County School Board of Warren County, Virginia,  
held on April 9, 1964, and was approved by order of the Circuit  
Court of Warren County, Virginia, dated July . . . 1964.

IN TESTIMONY WHEREOF, the County School Board  
of Warren County, Virginia, has caused these presents to be  
signed on its behalf by Wheeler A. Maddox, Chairman and attested  
by E. C. Kirby, its Clerk.

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Item No. \_7\_\_\_\_\_

## Town of Front Royal, Virginia Work Session Agenda Form

Date: June 5, 2017

**Agenda Item:** Proposed Ordinance Amendment to Chapter 4-53 "Residency of Town Employees"

**Summary:** The proposed change in residency requirements for the office of Chief of Police from resident within the boundaries of Warren County to a resident within the Town corporate limits during the duration of their employment.

**Council Discussion:** Council is requested to consider changing the residency requirements for the Chief of Police to reside within the Town's corporate limits as soon as practical upon the commencement of employment and to remain resident within the Town corporate limits during the duration of their employment in such offices.

**Staff Evaluation:** N/A

**Budget/Funding:** N/A

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

**Staff Recommendations:** N/A

**Town Manager Recommendation:** Town Manager recommends change to residency requirements for the Chief of Police

**Council Recommendation:**

☐ Additional Work Session    ☐ Regular Meeting    ☐ No Action

Consensus Poll on Action: \_\_\_\_ (Aye) \_\_\_\_ (Nay)

Work Session

#### **4-53 RESIDENCY OF TOWN EMPLOYEES**

A. As a condition of the acceptance of employment with the Town of Front Royal, and as a condition of the continuance of such employment with the Town of Front Royal, persons holding the following positions in the Town government shall be required to become residents within the Town's corporate limits as soon as practical upon the commencement of employment and to remain residents within the Town corporate limits during the duration of their employment in such offices:

1. Town Manager;

B. As a condition of the acceptance of employment with the Town of Front Royal, and as a condition of the continuance of such employment with the Town of Front Royal, persons holding the following positions in the Town government shall be required to become residents within the boundaries of Warren County as soon as practical upon the commencement of employment and to remain residents within the County during the duration of their employment in such offices:

1. Clerk of Council;
2. Chief of Police;
3. Director of Electrical Services;
4. Director of Public Works/Utilities.

C. As a condition of the acceptance of employment with the Town of Front Royal, and as a condition of the continuance of such employment with the Town of Front Royal, persons holding the following positions in the Town government shall be required to become residents within a thirty (30) mile radius of Town Hall as soon as practical upon the commencement of employment and to remain residents within the thirty (30) mile radius of Town Hall during the duration of their employment in such offices:

1. Director of Finance;
2. Director of Planning;
3. Director of Human Resources;
4. Town Engineer.

D. If any such employee required to meet such residency described above shall, after having established such bona fide residence, cease to be a bona fide resident as required above, or if any such employee fail to become a bona fide resident as required above within the twelve month period following the commencement of such employment, the individual's employment shall be deemed to have been voluntarily vacated.

E. The residency requirements set forth in paragraphs B and C above may be waived or modified by Town Council in its sole discretion, for good and acceptable cause, on a case by case basis, for an identifiable candidate or employee in any of the designated positions.

F. Any person occupying a position to which the aforesaid residence requirements apply, but who prior to March 1, 2001, was not required to maintain a residence as required above, shall not, by the adoption of this section, be required to establish such a residence. Such person shall, however, be subject to the residence requirements contained herein upon promotion or re-assignment to another of the positions enumerated herein, or upon establishment of a residence, as required above subsequent to July 1, 2005.

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## Town of Front Royal, Virginia Work Session Agenda Form

Date: June 5, 2017

**Agenda Item:** RENEWAL OF RESOLUTION OF AUTHORIZING ENCROACHMENT ONTO  
821 N. COMMERCE AVENUE FOR FIVE YEARS

**Summary:** On July 23, 2012, Town Council approved a Resolution authorizing an existing encroachment of a portion of improvements to Kimberly Dawn Wilson, the owner of improved real estate located at 821 N. Commerce Avenue, for a period not to exceed five (5) years. The Resolution stated that it can be extended by additional five year periods "by further resolution of said Council, all according to the terms and conditions in an Encroachment License to be executed by the parties"....

**Council Discussion:** If Town Council is agreeable to extending this encroachment license by Resolution, it can authorize the Town Manager to execute future Encroachment License Agreement for additional five year periods without the need for additional Town Council Resolutions.

**Staff Evaluation:** Staff is agreeable to authorizing the Town Manager to execute future Encroachment License Agreement for additional five year periods without the need for additional Town Council Resolutions.

**Budget/Funding:** No budgetary impact.

**Legal Evaluation:** Article 7, Section 9 of the Virginia Constitution allows for leases or licensing of Town property, including its rights of way, for only five year periods without requiring public bids. Va. Code § 15.2-2011, Town Code Section 4-27. B., and the Town Charter, all read together, will allow Town Council to place this sort of authority in the Town Manager to act in Town Council's behalf in this matter.

**Staff Recommendations:** See above.

**Town Manager Recommendation:** See above.

**Council Recommendation:**

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

## **RESOLUTION**

**WHEREAS**, Kimberly Dawn Wilson, the owner of improved real property located at 821 N. Commerce Avenue (formerly 830 Commerce Avenue), Warren County Tax Map # 20A5 635 14A, has requested that the Town Council of the Town of Front Royal, Virginia, authorize the existing encroachment of a portion of said improvements located on said real property into, on and over the Town's Commerce Avenue right-of-way; and,

**WHEREAS**, pursuant to the authority granted the Town by Sections 15.2-2009 through 15.2-2011 of the Code of Virginia, 1950, as amended, said Council believes that it is in the public interest to authorize the existing encroachment into, on and over the Town's Commerce Avenue right-of-way by a portion of the real property improvements located at 821 N. Commerce Avenue, for a period not to exceed five (5) years, which said authorization period may be extended by additional five (5) year periods by further resolution of said Council, all according to the terms and conditions stated in an Encroachment License to be executed by the parties, with plat of survey attached, to the extent as more particularly described therein.

**NOW, THEREFORE, BE IT, HEREBY, RESOLVED** by the Town Council of the Town of Front Royal, Virginia, that the Town hereby authorizes the existing encroachment into the Town's Commerce Avenue right-of-way by a portion of the real property

WILSON

improvements located at 821 N. Commerce Avenue for a period not to exceed five (5) years, which period may be extended by additional five (5) year periods by further resolution of said Council. This encroachment authorization is conditioned upon the execution and recording of an Encroachment License by said property owner, with plat of survey attached, authorizing said encroachment according to the terms and conditions stated therein and to the extent as more particularly described therein. The Mayor is hereby authorized to execute an Encroachment License acceptable to Town on behalf of the Town.

\*\*\*\*\*

THIS RESOLUTION was approved at the Regular Meeting of the Town of Front Royal, Virginia, Town Council conducted on July 23, 2012, upon the following recorded vote:

Daryl L. Funk  
Bret W. Hrbek  
N. Shae Parker

Y  
Y  
Y

Thomas H. Sayre Y  
Eugene R. Tewalt Y  
Hollis L. Tharpe Y

**APPROVED:**

Timothy W. Darr  
Timothy W. Darr, Mayor

**ATTEST:**

Jennifer E. Berry  
Jennifer E. Berry, Clerk of Council

Approved as to form and legality:

Douglas W. Napier  
Douglas W. Napier, Town Attorney  
Date: 07 / 24 / 2012

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## Town of Front Royal, Virginia Work Session Agenda Form

Date: June 5, 2017

**Agenda Item:** RENEWAL OF RESOLUTION OF AUTHORIZING ENCROACHMENT ONTO  
116 AND 122 E. 8<sup>TH</sup> ST. FOR FIVE YEARS

**Summary:** On July 23, 2012, Town Council approved a Resolution authorizing an existing encroachment of a portion of improvements to Brenda and John Lockhart, the owners of improved real estate located at 116 and 112 E. 8<sup>th</sup> Street, for a period not to exceed five (5) years. The Resolution stated that it can be extended by additional five year periods "by further resolution of said Council, all according to the terms and conditions in an Encroachment License to be executed by the parties"....

**Council Discussion:** If Town Council is agreeable to extending this encroachment license by Resolution, it can authorize the Town Manager to execute future Encroachment License Agreement for additional five year periods without the need for additional Town Council Resolutions.

**Staff Evaluation:** Staff is agreeable to authorizing the Town Manager to execute future Encroachment License Agreement for additional five year periods without the need for additional Town Council Resolutions.

**Budget/Funding:** No budgetary impact.

**Legal Evaluation:** Article 7, Section 9 of the Virginia Constitution allows for leases or licensing of Town property, including its rights of way, for only five year periods without requiring public bids. Va. Code § 15.2-2011, Town Code Section 4-27. B., and the Town Charter, all read together, will allow Town Council to place this sort of authority in the Town Manager to act in Town Council's behalf in this matter.

**Staff Recommendations:** See above.

**Town Manager Recommendation:** See above.

**Council Recommendation:**

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

## **RESOLUTION**

**WHEREAS,** Brenda and John Lockhart, the owners of improved real property located at 116 and 122 E. 8<sup>th</sup> Street, Warren County Tax Map # 20A5 635 25A, have requested that the Town Council of the Town of Front Royal, Virginia, authorize the existing encroachments by a portion of said improvements located on said real property into, on and over the Town's E. 8<sup>th</sup> Street and Commerce Avenue rights-of-way; and,

**WHEREAS,** pursuant to the authority granted the Town by Sections 15.2-2009 through 15.2-2011 of the Code of Virginia, 1950, as amended, said Council believes that it is in the public interest to authorize the existing encroachments into, on and over the Town's 8<sup>th</sup> Street and Commerce Avenue rights-of-way by a portion of the real property improvements located at 116 and 122 E. 8<sup>th</sup> Street, for a period not to exceed five (5) years, which said authorization period may be extended by additional five (5) year periods by further resolution of said Council, all according to the terms and conditions stated in an Encroachment License to be executed by the parties, with plat of survey attached, to the extent as more particularly described therein.

**NOW, THEREFORE, BE IT, HEREBY, RESOLVED** by the Town Council of the Town of Front Royal, Virginia, that the Town hereby authorizes the existing encroachment into the Town's E. 8<sup>th</sup>

Lockhart

Street and Commerce Avenue rights-of-way by a portion of the real property improvements located at 116 and 122 E. 8<sup>th</sup> Street for a period not to exceed five (5) years, which period may be extended by additional five (5) year periods by further resolution of said Council. This encroachment authorization is conditioned upon the execution and recording of an Encroachment License by said property owners, with plat of survey attached, authorizing said encroachment according to the terms and conditions stated therein and to the extent as more particularly described therein. The Mayor is hereby authorized to execute an Encroachment License acceptable to Town on behalf of the Town.

\*\*\*\*\*

THIS RESOLUTION was approved at the Regular Meeting of the Town of Front Royal, Virginia, Town Council conducted on July 23, 2012, upon the following recorded vote:

Daryl L. Funk  
Bret W. Hrbek  
N. Shae Parker

Y  
Y  
Y

Thomas H. Sayre  
Eugene R. Tewalt  
Hollis L. Tharpe

Y  
Y  
Y

**APPROVED:**

Timothy W. Darr  
Timothy W. Darr, Mayor

**ATTEST:**

Jennifer E. Berry  
Jennifer E. Berry, Clerk of Council

Approved as to form and legality:

Douglas W. Napier  
Douglas W. Napier, Town Attorney  
Date: 07 / 24 / 2012

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## Town of Front Royal, Virginia Work Session Agenda Form

Date: June 5, 2017

**Agenda Item:** Library Board and Youth Advisory Board Vacancies

**Summary:**

**LIBRARY BOARD EX-OFFICIO MEMBER** - Town Council has had an ex-officio member on the Library Board since 2012. Councilman Egger was appointed to this position on January 12, 2015. Since she will be resigning from the Town Council, Council is requested to fill her unexpired term, said term ending December 31, 2018.

**YOUTH ADVISORY BOARD** – As part of the Police Chief's initiative in 2001, the Youth Advisory Board was created. At that time, the Town Council had a councilmember attend the meetings. The Department of Social Services (DSS) recently advised the Town that the Youth Advisory Board's by-laws state that a member of Town Council is to serve on the board; however, Council has not appointed anyone to this position in quite some time. DSS would like to revise the Board's by-laws if Council does not wish to appoint someone to this position.

**Council Discussion:** Council takes desired action

**Staff Evaluation:** Staff will be in attendance

**Budget/Funding:** N/A

**Legal Evaluation:** Town Attorney will be in attendance

**Staff Recommendations:** None

**Town Manager Recommendation:** Town Manager will be in attendance

**Council Recommendation:**

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

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# CLOSED MEETING