REGULAR TOWN COUNCIL MEETING

Monday, October 22, 2018 @ 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 October 9, 2018
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 County of Warren – Brandi Rosser for Doug Stanley**
    b. Requests and inquiries of Council members.
    c. Report of the Mayor
    d. Proposals for addition/deletion of items to the Agenda.

7. **CONSENT AGENDA ITEMS** – (**ROLL CALL VOTE REQUIRED)**
    A. COUNCIL APPROVAL – Bid – Water Meters
    B. COUNCI APPROVAL – Bid – Road Salt
    C. COUNCIL APPROVAL – Town Manager Vacation Time

8. **COUNCIL APPROVAL** – Ordinance Amendment to Repeal Chapter 9-1 and Re-Enact in its place Buildings and Maintenance Codes and Amend Chapter 145 by Relocating Chapter 9-2 *(2nd R)*

9. **COUNCIL APPROVAL** – Budget Transfer and Resolution to Approve the Financing of Equipment for the Radio Communication System for the Police Department

10. **COUNCIL APPROVAL** – FY19 Write off for Bad Debt

11. **COUNCIL APPROVAL –** Rt. 522 Redundant Water Feasibility Study from CHA

7A

Town of Front Royal, Virginia
Council Agenda Statement

Page 1
Item No. 7(A)

Meeting Date: October 22, 2018

Agenda Item: COUNCIL APPROVAL – Bid for Water Meters

Summary: Council is requested to approve a bid from Core & Main for 250 5/8" sole source water meters in the amount of $61,250.00.

Budget/Funding: Funding for this purchase is available in the Meter Reading Water FY19 budget line item 9617-47001.

Attachments: Memo from Manager of Purchasing and Quote

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 bid from Core & Main for 250 5/8" sole source water meters in the amount of $61,250.00.**

*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

Date: **October 5, 2018**

To: **Tina Presley, Administrative Assistant**

Jennifer Berry, Clerk of Council

From: **Alisa Scott, Manager of Purchasing**

RE: **Agenda Item**

The Purchasing Department received a request from the Director of Public Works to procure 250 5/8" sole source water meters. The Core & Main formal quote is requested to be approved by Town Council in the amount of $61,250.00.

Funding for this purchase is available in the Meter Reading Water FY19 budget line item 9617-47001.

Core & Main
842 Panorama Road

Montross, VA 22520

Phone (804) 493-8085

Town of Front Royal **10/5/18**

ATTN: Alisa Scott

We wish to quote as follows:

250 – Straight 5/8x5/8 T-10 Meters, E-Coder)R900i **$ 245.00 each**

TOTAL **$ 61,250.00**

Delivery: 4-6 Weeks ARO.

Thank you,

Debbie Hennage

Inside Sales

Cc: Charles Dye

7B

Town of Front Royal, Virginia
Council Agenda Statement

Page 1
Item No. 7(B)

Meeting Date: October 22, 2018

Agenda Item: COUNCIL APPROVAL – Bid for Road Salt

Summary: Council is requested to approve a bid from Morton Salt, Inc. for road salt to be used in the Streets Department in the amount of $71.60 per ton.

Budget/Funding: Funding for this purchase is available in the Streets FY19 budget line item 4500-45478.

Attachments: Memos from the Managers of Purchasing and Infrastructure and Quotation Tabulation

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 bid from Morton Salt, Inc. for road salt to be used in the Streets Department in the amount of $71.60 per ton.**

*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

Date: **October 5, 2018**

To: **Tina Presley, Administrative Assistant**

Jennifer Berry, Clerk of Council

From: **Alisa Scott, Manager of Purchasing**

RE: **Agenda Item**

On Tuesday, September 25, 2018, I held an opening for request for quotes for road salt for the Streets Department. I received five (5) responses to this RFQ. The Streets Department reviewed and approved the tabulation showing Morton Salt as the low bidder at $71.60 per ton.

Due to the historical demand and spending on road salt, Town Council approval is required. Staff recommends the awards for firm pricing during FY19 be awarded to Morton Salt, Inc. Chicago, IL

Funding for this purchase is available in the Streets FY19 budget line item 4500-45478.

Memo

Town of Front Royal Public Works

TO: BJ Wilson, Director of Finance

FROM: Steve Scheulen, Infrastructure Manager

CC:

DATE: 8-5-10

RE: Salt Bid Award

Public Works has reviewed the Road Salt Bid Tabulation. We feel the award to Morton Salt will fulfill the departmental needs for FY19.

TOWN OF FRONT ROYAL, VIRGINIA
102 E. Main Street Front Royal, VA 22630
Quotation Tabulation

Item: ROAD SALT

Quotation #26

Date: September 25, 2018

Replied 5

COMPASS MINERALS - N/Q

QUANTITY	CARGILL NORTH OLMSTEAD OH QUOTATION	MID-ATLANTIC SALT PHILADELPHIA PA QUOTATION	GOVERNMENT MLO SUPPLIES BETHESDA MD QUOTATION	MORTON SALT CHICAGO IL QUOTATION	EASTERN SALT LOWELL MA QUOTATION
FIRM DELIVERED PRICE THROUGH APRIL 30, 2019.					
ROAD SALT - PER TON	$76.39	$77.85	$83.25	$71.60	$89.90
ESTIMATED TONNAGE UP TO 2500 TONS					
TOTAL QUOTATION	$76.39	$77.85	$83.25	$71.60	$89.90

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

Witness

Alisa Scott

Purchasing Manager

7C

Town of Front Royal, Virginia
Council Agenda Statement

Page 1
Item No. 7(C)

Meeting Date: October 22, 2018

Agenda Item: COUNCIL APPROVAL – Town Manager/Vacation Time

Summary: Council is requested to approve the purchase back of eighty (80) hours of vacation time from the Town Manager per his contract for employment, said funds to be provided from salaries in the Town Manager budget.

Budget/Funding: Line item 1201-41001 (salaries)

Attachments: None

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 the purchase back of eighty (80) hours of vacation time from the Town Manager per his contract for employment, said funds to be provided from salaries in the Town Manager budget.**

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

Approved By: JW

8

Town of Front Royal, Virginia
Council Agenda Statement

Page 1
Item No. 8

Meeting Date: October 22, 2018

Agenda Item: COUNCIL APPROVAL – Ordinance Amendment to Repeal Chapter 9-1 and Re-Enact in its place "Buildings and Maintenance Codes" and Amend Chapter 145 by Relocating Chapter 9-2 *(2nd Reading)*

Summary: Council is requested to adopt on its second and final reading an Ordinance to Repeal Chapter 9-1 *"Removal, Repair, etc. of Certain Buildings and Structures"* and Re-Enact in its place *"Buildings and Maintenance Codes"* and Amend Chapter 145 *"Structures, Dangerous"* by Relocating Chapter 9-2 *"Removal, Repair Etc of Buildings and Other Structures Harboring Illegal Drug Use"* to 145-4, as presented. If approved, Chapter 9-1 would be amended in its entirety, replacing it with: Article 1: Building Code Regulations, providing for the administration and enforcement of the mandatory provisions of the Uniform Statewide Building Code including Part 1 (Construction Code) and Part II (Rehabilitation Code); Article 2: Maintenance Code Regulations, adopting optional provisions of the Uniform Statewide Building Code including the Part III (Virginia Maintenance Code) without a rental inspection program; and Article 3: General, containing general administration and enforcement provisions of Chapter 9. This amendment reserves the Town's right to establish a Town Building Department and a Local Board of Building Code Appeals (LBBCA); and designates the County of Warren to administer the building code, as previously established by an agreement in 1983, until such time that the Town may establish a building department. Chapter 9 would be further amended by relocating Article 9-2 *"Removal, Repair Etc of Buildings and Other Structures Harboring Illegal Drug Use"* to Chapter 145-4.

Budget/Funding: None

Attachments: Proposed Ordinance

Meetings: Work Sessions held June 4, July 16, August 20, and August 27, 2018. Regular Meeting held September 10, 2018; Public Hearing held October 9, 2018

Staff Recommendation: Approval ✓ Denial____

Proposed Motion: **I move that Council adopt on its second and final reading an Ordinance to Repeal Chapter 9-1 *"Removal, Repair, etc. of Certain Buildings and Structures"* and Re-Enact in its place *"Buildings and Maintenance Codes"* and Amend Chapter 145 *"Structures, Dangerous"* by Relocating Chapter 9-2 *"Removal, Repair Etc of Buildings and Other Structures Harboring Illegal Drug Use"* as 145-4 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

AN ORDINANCE TO REPEAL CHAPTER 9, BUILDINGS, OF THE FRONT ROYAL TOWN CODE AND ENACT CHAPTER 9, BUILDING AND MAINTENANCE CODES; AND RELOCATE CHAPTER 9-2, REMOVAL, REPAIR, ETC OF BUILDINGS AND OTHER STRUCTURES HARBORING ILLEGAL DRUG USE, TO CHAPTER 145-4

Chapter 9

~~BUILDINGS~~ BUILDING AND MAINTENANCE CODES

9-1 ~~REMOVAL, REPAIR, ETC., OF CERTAIN BUILDINGS AND STRUCTURES~~
[remove in full]

9-2 REMOVAL, REPAIR, ETC., OF BUILDINGS AND OTHER STRUCTURES HARBORING ILLEGAL DRUG USE
[relocate to Chapter 145-4 in full]

ARTICLE 1: BUILDING CODE REGULATIONS

9-100 BUILDING CODE

A. In accordance with the Code of Virginia § 36-105, the Town of Front Royal hereby reserves its authority to establish a Town Building Department, and a Local Board of Building Code Appeals (LBBCA), herein referred to as generally as the "Board of Appeals," to administer and enforce the mandatory provisions of the Virginia Uniform Building Code, including Part I, Construction Code, and Part II, Rehabilitation Code, and including future amendments thereto, and all codes incorporated by reference therein. Such codes shall generally be referred to herein generally as the "Building Code."

B. Under the provisions of this Chapter, Town Council may elect to pass a resolution to officially establish a Town Building Department to administer and enforce the Building Code. Such resolution shall also include the establishment of a Board of Appeals, as described further herein. Upon adoption of such resolution of Town Council the Town hereby adopts the Building Code, and all such duties and requirements specified therein.

C. Until such time that the Town elects to establish a Town Building Department and Town Board of Appeals, the Town shall enter into an agreement with the local governing body of another county or municipality or with some other agency, or an approved state agency for such administration, enforcement and appeals resulting therefrom.

(1) The February 8, 1983 agreement with Warren County shall remain in effect at the passing of this ordinance until such time that the agreement is terminated, renewed or amended. This agreement establishes Warren County as the

Building Department for the Town, including the Warren County Board of Building Code Appeals as the appeals board for the Town.

D. At such time that Town Council may establish a Building Department and Board of Appeals, the Town Manager shall appoint a Building Official to administer and enforce the Building Code. Such Building Official shall meet the required qualification and certification requirements and shall maintain all permanent records of the Building Department, including applications received, permits, certificates, notices and orders issued, fees collected and reports of inspection in accordance with the Library of Virginia's General Schedule Number Six. The Building Official shall administer and enforce the Building Code and may establish procedures and policies as may be necessary for such administration and enforcement. All codes and procedures shall be made available for the public to view and/or obtain copies from the office of the Building Official during established normal business hours.

E. As specified under Subsection B, Town Council shall appoint five (5) members to a Board of Appeals upon adoption of a Town Building Department. The membership of the Board shall be established in compliance with the following requirements, unless more stringent requirements are required by the Building Code.

(1) All members of the Board of Appeals shall live within Warren County, Virginia, and at least three (3) members shall reside within the Town.

(2) Town Council may appoint two (2) alternate members who shall be called by the board chair to hear appeals during the absence or disqualification of a member. Alternate members shall possess the qualifications required for board membership.

(3) At least three (3) members shall have no less than five (5) years knowledge and experience in the construction industry. Members that do not have knowledge and experience in the construction industry shall have an equivalent experience in the real estate, law, architecture, or engineering professions.

(4) No employee or official of the Town may serve as a Board Member.

(5) Compensation, meeting dates, voting procedures, officers, term limits and other procedures of the Board of Appeals shall be established in by-laws that are approved by Town Council.

(6) The Board of Appeals shall be used as the appeals board for the Virginia Maintenance Code.

(7) The Board of Appeals shall be reviewed by the Virginia Department of Housing and Community Development.

ARTICLE 2: MAINTENANCE CODE REGULATIONS

9-200 ADOPTION OF MAINTENANCE CODE

A. To ensure the protection of the public health, safety and welfare, the Town hereby adopts the optional provisions of the Virginia Uniform Building Code, including Part III, Virginia Maintenance Code, future amendments thereto, and including codes incorporated by reference therein, herein also generally referred to generally as the "Maintenance Code," as related to building regulations that facilitate the maintenance, rehabilitation, development and reuse of existing buildings at the least possible cost to ensure the protection of the public health, safety and welfare of Town residents. Furthermore, in accordance with §36-99 of the Code of Virginia, the purpose of this code is to protect the health, safety and welfare of the residents of the Commonwealth of Virginia, provided that buildings and structures should be permitted to be maintained at the least possible cost consistent with recognized standards of health, safety, energy conservation and water conservation, including provision necessary to prevent overcrowding, rodent or insect infestation, and garbage accumulation; and barrier-free provisions for the physically handicapped and aged.

B. The Town Manager shall appoint a Maintenance Code Official to administer and enforce the Virginia Maintenance Code. The Maintenance Code Official shall meet the required qualifications, certification requirements, and training requirements of the Maintenance Code. All codes, policies and procedures shall be made available for the public to view and/or obtain copies from the office of the Maintenance Code Official during established normal business hours.

C. The Town shall appoint a Board of Appeals to consider all appeals that may arise from the provisions of this Article. Such Board of Appeals shall be established under the criteria found within Chapter 9, Section 100, Subsection E. Alternatively, the Town may elect to use the Board of Appeals used by another county or municipality, or with some other agency, provided that an agreement is entered into with the appropriate local government board, or an approved state agency.

ARTICLE 3: GENERAL

9-300 NONLIABILITY OF PERSONNEL ENFORCING CHAPTER.

Nothing in this chapter or in any code adopted by this chapter shall be construed as imposing upon any Town officer or employee duly authorized to administer or enforce the provisions of this chapter any liability or responsibility for damages to any person injured by a defect in any building construction or other work mentioned herein, or by the installation thereof, nor shall the Town government or any official or employee thereof be held as assuming any such liability or responsibility by reason of inspections authorized by this chapter or certificates of approval issued by the building official or property maintenance code official.

9-301 VIOLATIONS

A. It shall be unlawful for any owner or any other person, firm or corporation to violate any provision of this chapter. Any violation shall be deemed a misdemeanor and any owner or any other person, firm or corporation convicted of a violation shall be punished by a fine of not more than two thousand five hundred dollars ($2,500.00). In addition, each day the violation continues after conviction or the expiration of the court-ordered abatement period shall constitute a separate offence. If the violation remains uncorrected at the time of conviction, the court shall order the violator to abate or remedy the violation in order to comply with the applicable Code. Except as otherwise provided by the court for good cause shown, any such violator shall abate or remedy the violation within six (6) months of the date of conviction. Each day during which the violation continues after the court-ordered abatement period has ended shall constitute as separate offence. Any person convicted of a second offense, committed within less than five (5) years after a first offence under this chapter shall be punished by confinement in jail for not more than five (5) days and a fine of not less than $1,000 nor more than $2,500, either or both. Provided, however, that the provision for confinement in jail shall not be applicable to any person, firm or corporation, when such violation involves a multiple-family dwelling unit. Any person convicted of a second offense committed within a period of five (5) to ten (10) years of a first offense under this chapter shall be punished by a fine of not less than $500 nor more than $2,500. Any person convicted of a third or subsequent offense involving the same property committed within ten (10) years of an offense under this chapter after having been at least twice previously convicted, shall be punished by confinement in jail for not more than ten (10) days and a fine of not less than two thousand five hundred dollars ($2,500.00) nor more than five thousand dollars ($5,000.00), either or both. No portion of the fine imposed for such third or subsequent offense committed within ten (10) years of an offense under this chapter shall be suspended.

B. Any prosecution under this section shall be commenced within the time specifications provided under Virginia Code § 19.2-8.

9-302 PERMIT FEES.

A. Town Council reserves the right to adopt and publish a schedule of fees for services rendered by either the Building Code Official and/or Maintenance Code Official, and to amend the schedule by separate resolution. Such schedule of fees and any amendment shall be in lieu of any permit fees set forth in any technical code adopted by the Town.

B. No permit as required by the Town by ordinance or regulation shall be issued unless the fee prescribed for the service shall have been paid, nor shall any amendment to such a permit be approved until any additional fee, if any, due to an increase in the estimated cost of the building or structure, shall also have been paid.

9-303 AUTHORITY TO REQUIRE REMOVAL, REPAIR, ETC., OF BUILDING AND OTHER STRUCTURES.

A. Owners of real property within the Town shall remove, repair or secure any building, wall or any other structure which might endanger the public health or safety of other residents of the Town.

B. If an owner fails to do so, the building official may send the owner notice of his or her obligations under this section. Such notice shall be:

(1) In writing, mailed by certified mail, return receipt requested, sent to the last known address of the property owner; and

(2) Published in a newspaper having general circulation in the locality in accordance with the applicable provisions of Code of Virginia §§ 15.2-1426, 15.2-1427.

C. The Town, through its own agents or employees, may remove, repair or secure any building, wall or any other structure which might endanger the public health or safety of other residents of the Town if the owner and lien holder of the property fails to do so within thirty (30) days following the later of the return of the certified mail receipt or newspaper publication. However, if the structure is deemed to pose a significant threat to public safety and such fact is stated in the notice, the Town may take action to prevent unauthorized access to the building within seven days of such notice. Repair of the structure may include maintenance work to the exterior of a building to prevent deterioration of the building or adjacent buildings.

D. In the event the Town, through its own agents or employees removes, repairs or secures any building, wall or any other structure pursuant to this section, the cost or expenses thereof shall be chargeable to and paid by the owners of such property and may be collected by the Town as taxes and levies are collected.

E. Every charge authorized by this section which remains unpaid shall constitute a lien against such property ranking on a parity with liens for unpaid local taxes and enforceable in the same manner as provided Code of Virginia (1950), Title 58.1, Chapter 39, Articles 3 and 4, as amended.

F. The remedies provided by this section are in addition to, and not in lieu of, any other remedy provided by general law or by the Building Code.

9-304 THROUGH 9-309. *Reserved*

9-310 DEFINITIONS.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Building Code means the applicable provisions of the Virginia Uniform Building Code, Part I, Construction Code, and Part II, Rehabilitation Code, including future amendments thereto, and all codes incorporated by reference therein.

Building Code Official means the person that is employed, contracted, or designated with an agreement from another county, municipality or other agency, that has been appointed by the Town to administer and enforce the applicable provisions of the Building Code, as defined herein.

Day means a calendar day.

Maintenance Code means the applicable provisions of the Virginia Uniform Building Code, Part III, Maintenance Code, and all codes incorporated by reference therein.

Maintenance Code Official means the person that is employed, contracted, or designated with an agreement from another county, municipality or other agency, that has been appointed by the Town to administer and enforce the applicable provisions of the Maintenance Code, as defined herein.

Owner, means the person or entity shown on the current real estate assessment books or current real estate assessment records of the Town or the fee simple owner of the property if ownership has changed since such tax assessment records were last updated.

Premises, a single lot of record under ownership, or multiple contiguous lots of record that are under the same ownership.

Violations. As applicable to the Maintenance Code, means conditions which affect safe, decent and sanitary living conditions of persons occupying a residential rental dwelling unit include items that violate fire safety; lack of or poor condition of sanitary facilities; absence of adequate heating systems or equipment; items which affect the safe operation of electrical and mechanical systems; items which affect structural integrity of the building and/or the ability of the building envelope to keep out weather, or one or more other conditions that, if not corrected, would be reasonably expected to become conditions that affect the safe, decent and sanitary living conditions of the occupants, or other conditions that violate the provisions of the Maintenance Code, or multiple Maintenance Code violations that indicate, in their totality, the dwelling unit is not being properly maintained. As applicable to the Building Code, means conditions which are in violation of the Building Code, as defined herein.

Chapter 145

STRUCTURES, DANGEROUS

Sections:

Adopted by the Town Council of the Town of Front Royal 8-12-68. Amendments noted where applicable.

145-1 REMOVAL OR REPAIR BY OWNER

The owners of property within the Town shall, at such time or times as the Town Council may prescribe, remove, repair or secure any building, wall or any other structure which might endanger the public health or safety of other residents of the town.

145-2 REMOVAL OR REPAIR BY TOWN UPON OWNER'S FAILURE TO DO SO

The Town Council, through its own agents or employees, may remove, repair or secure any building, wall or any other structure which might endanger the public health or safety of other residents of the Town when the owner of such property, after reasonable notice and a reasonable time to do so, has failed to remove, repair or secure such building, wall or other structure.

145-3 RESPONSIBILITY FOR COSTS

The costs or expenses thereof shall be chargeable to and paid by the owner of such property and may be collected as taxes and levies are collected. Every such charge which remains unpaid shall constitute a lien against such property.

(145-4) 9-2 REMOVAL, REPAIR, ETC., OF BUILDINGS AND OTHER STRUCTURES HARBORING ILLEGAL DRUG USE

1. As used in this Section:

"Affidavit" means the affidavit prepared by the Town in accordance with Subsection (2) hereof.

"Controlled Substance" means illegally obtained controlled substances or marijuana, as defined in 54.1-3401 of the Code of Virginia 1950, as amended.

"Corrective Action" means the taking of steps which are reasonably expected to be effective to abate drug blight on real property, such as removal, repair, or securing of any building, wall, or other structure.

"Drug Blight" means a condition existing on real property which tends to endanger the public health or safety of residents of a locality and is caused by the regular presence on the property of persons under the influence of controlled substances or the regular use of the property for the purpose of illegally possessing, manufacturing, or distributing controlled substances.

"Owner" means the record owner of real property.

"Property" means real property.

2. The procedures for corrective action with respect to property shall be as follows:

A. Any law enforcement officer, as such terms are defined in Section 9.1-101 of the Code of Virginia 1950, as amended, may execute and file an affidavit with the Council, citing this Section of the Town Code, to the effect that (i) drug blight exists on a particular property within the Town, specifying the location of the property and the nature of the blight; (ii) that the Town has used diligence without effect to abate the drug blight; and (iii) the drug blight constitutes a present threat to the public's health, safety or welfare.

B. The Council shall then cause a Notice to be sent to the owner of the property by regular mail to the last address listed on the Town's tax assessment records, together with a copy of the foregoing affidavit, advising that (i) the owner has up to thirty (30) days from the date of the Notice to undertake corrective action to abate the drug blight described in the affidavit and (iii) the Town will, if requested to do so, assist the owner in determining and coordinating the appropriate corrective action to abate the drug blight described in such affidavit.

C. If no corrective action is undertaken during such thirty (30) - day period, the Town Manager shall send by regular mail an additional notice to the owner of the property, at the address stated in the preceding subdivision, stating the date on which the Town may commence corrective action to abate the drug blight on the property, which date shall be no earlier than fifteen (15) days after the date of mailing of the Notice. Such additional Notice shall also reasonably describe the corrective action contemplated to be taken by the Town. Upon receipt of such additional Notice, the owner shall have a right, upon reasonable notice to the Town, to seek equitable relief, and the Town shall initiate no corrective action while a proper petition for relief is pending before a court of competent jurisdiction.

3. If the Town undertakes corrective action with respect to the property after complying with the provisions of Subsection (2) hereof, the costs and expenses thereof shall be chargeable to and paid by the owner of such property and may be collected by the locality as taxes are collected.

4. Every charge authorized by this Section with which the owner of any such property has been assessed and which remains unpaid shall constitute a lien against such property with the same priority as liens for unpaid Town real estate taxes and enforceable in the same manner as provided in Articles 3 and 4 of Chapter 39 of Title 58.1 of the Code of Virginia, 1950, as amended.

5. If the owner of such property takes timely corrective action pursuant to this Section, the Council shall, by Resolution, deem the drug blight abated, shall close the proceeding without any charge or cost to the owner, and shall forward a copy of such Resolution to the owner, thereby certifying that the proceeding has been terminated satisfactorily. The closing of the proceeding shall not bar the Town from initiating a subsequent proceeding if the drug blight recurs.

6. Nothing in this Section shall be construed to abridge or waive any rights of remedies of an owner of property at law or in equity.

This ordinance shall become effective upon passage.

APPROVED:

____
Hollis L. Tharpe, Mayor

ATTEST:

____
Jennifer E. Berry, Clerk of Council

THIS ORDINANCE was approved at the Regular Meeting of the Town of Front Royal, Virginia on its second reading, conducted ____________________2018, upon the following recorded vote:

Eugene R. Tewalt	Yes/No	Jacob L. Meza	Yes/No
William A. Sealock	Yes/No	Christopher S. Morrison	Yes/No
John P. Connolly	Yes/No	Gary Gillispie	Yes/No

A public hearing on the above was held on ____________________________________, 2018, having been advertised in the Northern Virginia Daily on ___________________________, 2018, and _________________________, 2018. The Ordinance was enacted at the Regular Meeting of the Town Council held _________________________2018, to become effective immediately.

Approved as to form and legality:

____
Douglas W. Napier, Town Attorney

Date: ____/____/_____

9

Town of Front Royal, Virginia
Council Agenda Statement

Page 1
Item No. 9

Meeting Date: October 22, 2018

Agenda Item: COUNCIL APPROVAL – Budget Transfer and Resolution to Approve the Financing of Equipment for the Radio Communication System for the Police Department

Summary: On September 10, 2018 Council approved a budget amendment in the amount of $545,000 for the purchase of a radio communications system from Motorola Solutions for the Police Department. Council also directed Staff to gather information regarding the possibility of an external or internal loan to fund the project. Council is requested tonight to approve a budget transfer and a Resolution to finance the full amount of $545,000 with VML/VACo Financing and make annual payments of $63,305.46 for a period of ten (10) years for the radio communications system for the Police Department.

Budget/Funding: Budget Transfer
1000-3410001 – General Fund Bond Proceeds - $545,000
1000-3510110 – General Fund Appropriated Funds Forward - <$545,000>

Attachments: Resolution and Amortization Schedule

Meetings: Work Sessions held September 4 and October 15, 2018; Regular Meeting held September 10, 2018

Staff Recommendation: Approval ✓ Denial____

Proposed Motion: **I move that Council approve a budget transfer and a Resolution to finance the full amount of $545,000 with VML/VACo Financing and make annual payments of $63,305.46 for a period of ten (10) years for the radio communications system for the Police Department.**

ROLL CALL VOTE REQUIRED

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

Approved By: JW

CERTIFICATE OF THE CLERK
OF THE TOWN COUNCIL OF THE
TOWN OF FRONT ROYAL, VIRGINIA

The undersigned Clerk to the Town Council of the Town of Front Royal, Virginia (the “Council”), hereby certifies that:

1. A meeting of the Council was duly called and held on September 24, 2018 (the "Meeting").

2 Attached hereto is a true, correct and complete copy of a resolution (the "Resolution") of the Council entitled "Resolution of the Town Council of the Town of Front Royal, Virginia, Approving the Financing of Equipment and the Execution and Delivery of Certain Documents Prepared in Connection Therewith," as recorded in full in the minutes of the Meeting and duly adopted by a majority of the members of the Council present and voting during the Meeting.

3. A summary of the members of the Council present or absent at the Meeting, and the recorded vote with respect to the Resolution, is set forth below:

			Voting		
Member Name	Present	Absent	Yes	No	Abstaining
Hollis L. Tharpe, Mayor	________	________	______	______	____________
Eugene R. Tewalt, Vice Mayor	________	________	______	______	____________
John P. Connolly	________	________	______	______	____________
Gary L. Gillispie	________	________	______	______	____________
Jacob L. Meza	________	________	______	______	____________
Christopher S. Morrison	________	________	______	______	____________
William A. Sealock	________	________	______	______	____________

4. The Resolution has not been repealed, revoked, rescinded or amended, and is in full force and effect on the date hereof.

WITNESS my signature and the seal of the Town of Front Royal, Virginia, dated

September ___, 2018.

____
Clerk to the Town Council
Town of Front Royal, Virginia

(SEAL)

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA, APPROVING THE FINANCING OF EQUIPMENT AND THE EXECUTION AND DELIVERY OF CERTAIN DOCUMENTS PREPARED IN CONNECTION THEREWITH

The Town Council of the Town of Front Royal, Virginia (the "Council") has determined it is in the best interest of the Town of Front Royal, a body politic of the Commonwealth of Virginia (the "Town") to undertake the financing of a new public safety radio system (the “Project”), and the Finance Director has now presented a proposal for the financing of such Project.

US Bancorp Government Leasing and Finance (“USBGLF”) has indicated its willingness to provide financing for the Project in accordance with its proposal dated September 12, 2018. The amount financed shall not exceed $550,000, the annual interest rate (in the absence of default or change in tax status) shall not exceed 3.389%, and the financing term shall not exceed ten years from closing.

THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA:

1. The recitals above are found and determined to be a part of this resolution.

2. All financing contracts and all related documents for the closing of the financing (the “Financing Documents”) shall be consistent with the foregoing terms. All officers and employees of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.

3. The Town Manager is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Town Manager is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Town Manager shall approve, with the Town Manager’s release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document’s final form.

4. The Town shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations.

5. To the extent necessary, the Town intends that the adoption of this resolution will be a declaration of the Town’s official intent under Treas. Reg. §1.150-2 (the “Reimbursement Regulations”) promulgated under the Internal Revenue Code of 1986, as amended, to reimburse

expenditures for the project. The Town intends that funds that have been advanced, or that may be advanced, from the Town's general fund, or any other Town fund related to the project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict.

7. This resolution shall take effect immediately.

Adopted: September 24, 2018.

____
Mayor
Town of Front Royal, Virginia

ATTEST:

____
Clerk to the Town Council
Town of Front Royal, Virginia

8 E. Canal Street
Richmond, Virginia 23219
(804) 648-0635

J. Kenneth Folk
Financial Services Manager

September 12, 2018

MEMORANDUM

To: B.J. Wilson – Finance Director, Town of Front Royal

From: J. Kenneth Folk JKF

Re: VML/VACo Equipment Leasing – Town of Front Royal
Results of Bids

We are pleased to present the results of our request for bids related to the Town's equipment lease purchase financing for a new public safety radio system.

VML/VACo Finance solicited bids from local, regional, and national financial institutions, and received six responses. US Bancorp submitted the lowest bid with a fixed interest rate of 3.389% for ten years. Signature Public Funding submitted the cover bid with a fixed interest rate of 3.41% for ten years. The preliminary plan of finance is detailed below:

Program	*VML/VACo Equipment Leasing Program*
Borrower	*Town of Front Royal, Virginia*
Program Administrator	*VML/VACo Finance*
Purpose	*Lease purchase financing for a new public safety radio system*
Security Pledge	*Equipment Lease*
Tax-Exempt / Taxable	*Tax-exempt*
Bank Qualified	*Yes*

Final Maturity	*Dependent upon closing date, expected to be October 16, 2028*
Amortization	*Fully amortizing over term with level debt service payments*
Principal & Interest Due	*Semi-annually on 4/16 and 10/16, commencing 4/16/2019*
Prepayment Option	*Prepayment is permitted on any payment date after 13 months with a 3% penalty*
Anticipated Closing Date	*October 16, 2018*

Please note that US Bancorp's bid is subject to final credit approval and acceptable documentation. A preliminary payment schedule is attached for your review.

I will give you a call to follow up and discuss next steps. In the meantime, don't hesitate to call me with any questions. We look forward to working with you on this financing.

Thank you.

Attachments

Preliminary Amortization Schedule

Date	Principal	Rate	Interest	Payment	Balance
10/16/2018	-		-	-	550,000.00
4/16/2019	23,332.98	3.389%	9,319.75	32,652.73	526,667.02
10/16/2019	23,728.35	3.389%	8,924.37	32,652.73	502,938.67
4/16/2020	24,130.43	3.389%	8,522.30	32,652.73	478,808.24
10/16/2020	24,539.32	3.389%	8,113.41	32,652.73	454,268.92
4/16/2021	24,955.14	3.389%	7,697.59	32,652.73	429,313.78
10/16/2021	25,378.00	3.389%	7,274.72	32,652.73	403,935.77
4/16/2022	25,808.03	3.389%	6,844.69	32,652.73	378,127.74
10/16/2022	26,245.35	3.389%	6,407.37	32,652.73	351,882.39
4/16/2023	26,690.08	3.389%	5,962.65	32,652.73	325,192.31
10/16/2023	27,142.34	3.389%	5,510.38	32,652.73	298,049.97
4/16/2024	27,602.27	3.389%	5,050.46	32,652.73	270,447.70
10/16/2024	28,069.99	3.389%	4,582.74	32,652.73	242,377.71
4/16/2025	28,545.64	3.389%	4,107.09	32,652.73	213,832.07
10/16/2025	29,029.34	3.389%	3,623.38	32,652.73	184,802.73
4/16/2026	29,521.24	3.389%	3,131.48	32,652.73	155,281.48
10/16/2026	30,021.48	3.389%	2,631.24	32,652.73	125,260.00
4/16/2027	30,530.20	3.389%	2,122.53	32,652.73	94,729.81
10/16/2027	31,047.53	3.389%	1,605.20	32,652.73	63,682.28
4/16/2028	31,573.63	3.389%	1,079.10	32,652.73	32,108.65
10/16/2028	32,108.65	3.389%	544.08	32,652.73	-
	550,000.00		103,054.53	653,054.53	

10

Town of Front Royal, Virginia
Council Agenda Statement

Item No. 10

Meeting Date: October 22, 2018

Agenda Item: COUNCIL APPROVAL – Write Off for Bad Debt

Summary: Council is requested to approve the removal of seven years or older of outstanding accounts receivable (bad debts) on the Town's ledger in the amount of $166,191 from enterprise and general fund liability accounts. This value includes 358 utility accounts. All recourse of attempting to collect these amounts has been completed.

Budget/Funding: No funding is needed since this journal entry will affect balance sheet lines only.

Attachments: FY19 List of Uncollectible Utility Accounts and Town's Bad Debt Policy

Meetings: Work Session held October 15, 2018

Staff Recommendation: Approval ✓ Denial_______

Proposed Motion: **I move that the Town Council approve the removal of seven years or older of outstanding accounts receivable (bad debts) on the Town's ledger in the amount of $166,191 from enterprise and general fund liability accounts 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

FY19 Uncollectible Utility Accounts

Balance	Service Address	Final Bill Due Date
450.85	1346 FOREST HILL DR	10/19/2010
32.90	1368 FOREST HILL DR	8/10/2010
1665.84	60 W STRASBURG RD	4/11/2011
266.14	84 E STRASBURG RD #4	12/31/2010
293.39	150 KELLEY DR	9/8/2010
34.00	75 SPOON SQUARE LOT #198	8/2/2010
780.72	135 CROOKED RUN PLAZA SUITE #	12/9/2010
71.90	135 CROOKED RUN PLAZA SUITE #	4/6/2011
479.68	132 RUGBY RD	3/11/2011
135.72	221 W DUCK ST	1/19/2011
349.58	374 W DUCK ST	7/9/2010
226.03	1423 RIVER CT	10/19/2010
253.19	331 W DUCK ST	2/28/2011
281.01	1320 QUEENS HWY	12/1/2010
686.44	1320 QUEENS HWY	8/25/2010
82.95	47 W 18TH ST	9/3/2010
524.13	47 W 18TH ST	2/16/2011
968.14	43 W 18TH ST	8/27/2010
1279.45	323 E 18TH ST	9/2/2010
242.94	21 CRESTVIEW DR	7/9/2010
190.07	49 CRESTVIEW DR	1/26/2011
241.82	1656 EDGEMONT AVE	1/9/2011
732.29	1502 SCRANTON AVE	12/7/2010
630.59	1410 BELMONT AVE	11/24/2010
673.91	808 W 15TH ST	5/25/2011
251.04	1416 N SHENANDOAH AVE #1	8/27/2010
88.59	1416 N SHENANDOAH AVE #8	2/3/2011
155.08	517 W 14TH ST	9/6/2010
124.82	25 W 13TH ST #1	1/19/2011
1149.58	14 W 13TH ST	8/26/2010
481.89	1340 BELMONT AVE	10/31/2010
68.73	127 W 12TH ST	9/17/2010
1111.68	132 W 12TH ST	8/31/2010
1044.74	108 W 12TH ST	10/20/2010
166.80	1099 N ROYAL AVE #4	3/21/2011
147.00	1095 N ROYAL AVE #1	1/31/2011
178.17	1095 N ROYAL AVE #2	9/30/2010
188.44	1095 N ROYAL AVE #9	1/31/2011
61.01	1010 N SHENANDOAH AVE #1	12/8/2010
1219.39	330 W 10TH ST	9/16/2010
42.71	340 W 9TH ST	6/17/2011
251.00	324 W 9TH ST	2/1/2011
298.45	930 VIRGINIA AVE	12/10/2010
1364.76	1331 MONROE AVE	9/14/2010
2118.48	713 W 14TH ST	3/28/2011
335.72	713 W 14TH ST	6/10/2011
1270.62	803 W 14TH ST	2/10/2011
48.54	825 W 14TH ST	8/10/2010

FY19 Uncollectible Utility Accounts

Balance	Service Address	Final Bill Due Date
1476.82	706 W 14TH ST	9/16/2010
490.27	713 W 13TH ST	12/10/2010
511.84	715 W 13TH ST	4/25/2011
381.57	747 W 13TH ST	7/11/2011
299.25	700 W 13TH ST	5/8/2011
937.18	1308 ADAMS AVE	3/16/2011
262.95	834 W 11TH ST	8/12/2010
266.24	725 W 11TH ST	8/25/2010
180.66	716 W 11TH ST	6/20/2011
396.85	710 W 11TH ST	10/20/2010
862.11	710 W 11TH ST	5/23/2011
294.81	708 W 11TH ST #5	4/19/2011
531.94	833 W 11TH ST	8/26/2010
194.39	650-A W 11TH ST	10/27/2010
333.51	644 W 11TH ST	6/23/2011
919.99	618 W 11TH ST	6/23/2011
918.94	614-B W 11TH ST	8/31/2010
691.55	612-A W 11TH ST	11/30/2010
437.80	612-A W 11TH ST	4/30/2011
257.54	612-A W 11TH ST	4/30/2011
742.79	612-B W 11TH ST	4/25/2011
347.42	608 W 11TH ST	12/29/2010
341.10	343 KENDRICK LN #9	8/27/2010
89.08	343 KENDRICK LN #11	8/3/2010
38.56	343 KENDRICK LN #12	10/30/2010
184.28	353 KENDRICK LN #37	10/31/2010
102.85	353 KENDRICK LN #35	8/31/2010
182.55	353 KENDRICK LN #24	6/30/2011
341.26	363 KENDRICK LN #53	9/30/2010
155.41	363 KENDRICK LN #54	7/31/2010
128.51	363 KENDRICK LN #45	1/5/2011
159.21	363 KENDRICK LN #48	3/31/2011
132.34	363 KENDRICK LN #42	5/31/2011
166.59	1208 MASSANUTTEN AVE	6/20/2011
252.83	1324-A MADISON AVE	5/15/2011
184.46	1308-A MADISON AVE	9/30/2010
379.73	639 W 13TH ST	10/13/2010
568.66	607 W 13TH ST	7/29/2010
1325.57	355 W 11TH ST	11/13/2010
600.84	365 W 9TH ST	7/12/2011
742.86	366 W 11TH ST	9/5/2010
1141.76	813 N ROYAL AVE	6/14/2011
780.94	406 N ROYAL AVE #5	3/11/2011
823.36	229 VIRGINIA AVE	1/26/2011
512.54	427 VIRGINIA AVE	12/8/2010
336.94	427 VIRGINIA AVE	7/20/2011
89.70	21-A W 6TH ST	9/3/2010
141.36	21-C W 6TH ST	7/31/2010

FY19 Uncollectible Utility Accounts

Balance	Service Address	Final Bill Due Date
385.35	21-E W 6TH ST	3/31/2011
2025.49	719 VIRGINIA AVE	8/31/2010
60.97	520 VIRGINIA AVE #3	3/31/2011
257.69	520 VIRGINIA AVE #10	3/31/2011
246.85	506 VIRGINIA AVE #4	12/29/2010
669.72	506 VIRGINIA AVE #4	6/20/2011
97.22	116 W 4TH ST	7/22/2011
71.34	204 VIRGINIA AVE #306	7/29/2011
856.78	211 W 1ST ST	10/18/2010
253.22	22 W 1ST ST #2	10/15/2010
752.16	223 N ROYAL AVE	6/23/2011
4428.07	144 CHESTER ST #1	5/23/2011
158.76	10-A CHESTER ST	12/29/2010
241.47	135 CHESTER ST #2	1/26/2011
178.83	103 COMMERCE AVE	12/8/2010
212.00	134 HILLIDGE ST #2	9/14/2010
229.33	124 E 2ND ST	4/22/2011
608.45	213 CHESTER ST #1	4/22/2011
197.21	235 CHESTER ST #2	12/29/2010
41.08	235 CHESTER ST #1	5/27/2011
402.69	122 E 4TH ST	4/18/2011
1474.67	108 E 4TH ST	8/13/2010
776.08	417 N ROYAL AVE #2	9/30/2010
47.21	613 N ROYAL AVE #2	11/8/2010
130.43	613 N ROYAL AVE #6	10/14/2010
99.46	718 WARREN AVE #2	10/31/2010
56.71	718 WARREN AVE #3	8/27/2010
581.57	716 WARREN AVE #3	3/11/2011
652.53	518 WARREN AVE	7/9/2010
303.27	508-C WARREN AVE	1/18/2011
158.07	508-A WARREN AVE	4/27/2011
241.78	508-B WARREN AVE	10/19/2010
1025.53	503 WARREN AVE	8/30/2010
89.43	501 COMMERCE AVE.	2/1/2011
2953.74	515 COMMERCE AVE UNIT #C	2/1/2011
957.90	213 E 6TH ST UNIT#A	2/1/2011
335.12	217 E 6TH ST UNIT #C	2/1/2011
449.20	209 E 6TH ST	1/27/2011
171.90	213 E 6TH ST UNIT#A	2/1/2011
191.04	215 E 6TH ST UNIT #B	2/1/2011
225.17	637 COMMERCE AVE	3/14/2011
40.40	130 E MAIN ST #2	10/28/2010
90.63	112 E MAIN ST #1	10/20/2010
132.53	112 E MAIN ST #2	7/11/2011
82.06	112 E MAIN ST #10	9/30/2010
578.99	419 VISCOSE AVE	7/29/2010
170.87	422 VISCOSE AVE #4	3/2/2011
272.22	422 VISCOSE AVE #1	7/29/2010

FY19 Uncollectible Utility Accounts

Balance	Service Address	Final Bill Due Date
805.34	422 VISCOSE AVE #1	6/5/2011
288.21	412 VISCOSE AVE	9/6/2010
125.44	518 VISCOSE AVE #2	10/11/2010
54.10	518 VISCOSE AVE. #2 WATER ACC(	10/11/2010
533.23	620 VISCOSE AVE	4/14/2009
423.26	101 S SHENANDOAH AVE	1/18/2011
248.39	105-A S SHENANDOAH AVE	9/16/2010
321.77	30 NORTH ST	12/20/2010
276.80	113 E MAIN ST #7	11/18/2010
77.68	117 E MAIN ST #2	10/13/2010
64.70	117 E MAIN ST #1 ABOVE THEATRE	10/10/2010
309.51	303 E MAIN ST #2	8/27/2010
105.46	401 E MAIN ST (WATER)	10/3/2010
274.25	409-B E MAIN ST	3/21/2011
209.06	529 E MAIN ST #7	9/30/2010
271.40	529 E MAIN ST #10	7/29/2010
105.59	19 S ROYAL AVE #3	11/17/2010
79.45	19 S ROYAL AVE #6	3/29/2011
137.08	19 S ROYAL AVE #8	11/9/2010
238.47	19 S ROYAL AVE #9	3/22/2011
731.13	23-B S ROYAL AVE 2ND FLOOR-RE/	5/6/2011
408.41	23 S ROYAL AVE - 3RD FLOOR	4/18/2011
137.74	27 S ROYAL AVE #450-470	11/8/2010
952.61	211 S ROYAL AVE	1/2/2011
904.20	126 ELSIA DR	12/27/2010
183.26	539 S ROYAL AVE #1	2/28/2011
240.89	609 S ROYAL AVE C-24	1/31/2011
434.92	214 LEE ST	7/20/2011
729.40	24-A W STONEWALL DR	3/2/2011
238.43	20 W STONEWALL DR #1	6/23/2011
172.08	233 ORCHARD ST	11/19/2010
1424.40	301 SKYLINE PL	8/31/2010
812.50	305 SKYLINE PL	8/31/2010
1701.72	307 SKYLINE PL	7/31/2010
467.31	323 SKYLINE PL	8/31/2010
342.01	329 SKYLINE PL	10/31/2010
777.37	331 SKYLINE PL	8/31/2010
271.13	326 SALEM AVE	10/18/2010
304.94	319 PEAKOVA LN	8/27/2010
1068.97	405 SALEM AVE	4/15/2011
563.34	124 S SHENANDOAH AVE	7/3/2011
544.30	109-B S SHENANDOAH AVE	4/18/2011
1579.93	425 S SHENANDOAH AVE	1/12/2011
140.79	401 KERFOOT AVE	12/20/2010
861.73	711 RIVER DR	10/12/2010
1855.93	324 DUNCAN AVE	8/31/2010
188.41	346 CHERRYDALE AVE	7/20/2011
675.02	322 CHERRYDALE AVE	7/9/2010

FY19 Uncollectible Utility Accounts

Balance	Service Address	Final Bill Due Date
199.83	322 CHERRYDALE AVE	9/7/2010
460.66	325 CHERRYDALE AVE #2	9/30/2010
379.89	325 CHERRYDALE AVE #3	8/31/2010
202.17	325 CHERRYDALE AVE #5	7/20/2011
658.74	325 CHERRYDALE AVE #6	10/25/2010
348.91	325 CHERRYDALE AVE #8	10/17/2010
257.44	343 CHERRYDALE AVE #3	3/31/2011
484.09	343 CHERRYDALE AVE #12	11/9/2010
678.92	345 CHERRYDALE AVE	11/24/2010
336.45	367 CHERRYDALE AVE	6/23/2011
360.68	409 CHERRYDALE AVE	1/26/2011
703.61	611 BROWN AVE	4/18/2011
261.70	609 BROWN AVE	4/22/2011
124.24	390 CHERRYDALE AVE	7/31/2010
140.40	406 CHERRYDALE AVE	8/16/2010
368.78	432 CHERRYDALE AVE	4/12/2011
114.13	454 CHERRYDALE AVE	7/6/2011
821.72	466 CHERRYDALE AVE	8/2/2010
193.31	86 W CRISER RD	7/29/2010
990.02	108 W CRISER RD	6/2/2011
115.31	112 W CRISER RD	5/6/2011
151.20	124 W JACKSON ST #1	12/20/2010
706.71	5238 BROWNTOWN ROAD	4/25/2011
118.16	403 E CRISER RD #203	9/20/2010
77.79	403 E CRISER RD #203	3/11/2011
230.77	403 E CRISER RD #304	5/29/2011
112.26	423 E CRISER RD #104	12/30/2010
123.40	419 E CRISER RD #103	4/22/2011
215.03	419 E CRISER RD #202	8/2/2010
174.47	417 E CRISER RD #102	2/24/2011
58.27	409 E CRISER RD #203	9/29/2010
117.63	409 E CRISER RD #301	11/18/2010
188.26	204 E CRISER RD	9/30/2010
283.52	60 E CRISER RD	9/28/2010
413.41	60 E CRISER RD	3/31/2011
309.21	235 SOUTH ST	7/19/2010
180.00	472 HILL ST	8/25/2010
461.27	408 HILL ST #1	2/28/2011
360.24	502 REMOUNT RD	9/27/2010
374.53	5 SHENANDOAH COMMONS WAY #	7/31/2010
694.23	11 SHENANDOAH COMMONS WAY	2/25/2011
243.04	15 SHENANDOAH COMMONS WAY	3/30/2011
156.13	15 SHENANDOAH COMMONS WAY	10/4/2010
48.45	15 SHENANDOAH COMMONS WAY	10/28/2010
62.15	19 SHENANDOAH COMMONS WAY	6/15/2011
107.85	19 SHENANDOAH COMMONS WAY	5/16/2011
288.56	19 SHENANDOAH COMMONS WAY	8/31/2010
131.87	23 SHENANDOAH COMMONS WAY	10/19/2010

FY19 Uncollectible Utility Accounts

Balance	Service Address	Final Bill Due Date
153.89	23 SHENANDOAH COMMONS WAY	8/31/2010
257.71	13 SHENANDOAH COMMONS WAY	4/15/2011
880.41	450 S COMMERCE AVE #3	11/30/2010
607.08	130 THE HILL	11/4/2010
721.69	298 COOK LN	4/19/2011
257.63	432 BEL AIR AVE	7/19/2011
1028.56	433 BEL AIR AVE	10/28/2010
910.96	433 BEL AIR AVE	6/14/2011
206.44	423 MANASSAS AVE	5/18/2011
269.17	513 WASHINGTON AVE	12/2/2010
183.51	979 AUBURN CT	9/2/2010
560.41	984 VIEW CREST CT	1/24/2011
106.47	998 MEADOW CT	9/3/2010
151.64	1118 HAPPY RIDGE DR	7/7/2011
478.77	1146 HAPPY RIDGE DR	3/2/2011
663.07	1306 IMBODEN DR	1/26/2011
1631.90	1497 HAPPY CREEK RD	9/28/2010
278.30	843 VILLAGE CT	10/19/2010
1683.91	1289 PROGRESS DR	4/25/2011
51.93	832 E 6TH ST	7/9/2010
339.14	103 STEELE AVE	10/28/2010
558.62	107 STEELE AVE	4/28/2011
1065.03	136 STEELE ST	9/30/2010
284.84	127 STEELE AVE	10/31/2010
1550.29	512 PROCTOR LN	10/13/2010
389.72	512 PROCTOR LN	2/8/2011
874.69	515-B CARTER ST	2/3/2011
781.88	515-B CARTER ST	4/22/2011
302.31	306 S ROYAL AVE #1	10/4/2010
252.69	306 S ROYAL AVE #2	8/27/2010
155.46	222 S. ROYAL AVE. #2 UPSTAIRS	4/25/2011
720.98	24 E STONEWALL DR #6	11/4/2010
275.55	24 E STONEWALL DR #1	4/3/2011
331.03	18 E STONEWALL DR	9/27/2010
128.96	120-C S ROYAL AVE	10/6/2010
349.28	120-B S ROYAL AVE	9/6/2010
260.92	120-B S ROYAL AVE	12/20/2010
322.25	116-A S ROYAL AVE	3/2/2011
97.20	116-B S ROYAL AVE	3/31/2011
266.77	227 CHURCH ST #4	12/30/2010
423.85	227 CHURCH ST #1	8/2/2010
184.41	334 PINE ST	7/30/2010
86.56	329 LAUREL ST #3	2/24/2011
526.17	347 OSAGE ST #4	12/30/2010
261.50	207 CLOUD ST #2	4/22/2011
269.60	207 CLOUD ST #3	4/22/2011
175.80	225 CLOUD ST	1/25/2011
482.39	341 CLOUD ST APT #5	7/29/2010

FY19 Uncollectible Utility Accounts

Balance	Service Address	Final Bill Due Date
87.84	341 CLOUD ST #4	8/12/2010
681.47	242 SHORT ST	12/1/2010
407.88	224 SHORT ST	2/24/2011
128.28	320 CLOUD ST #5	6/6/2011
394.45	310 PROSPECT ST	8/25/2010
1257.25	310 PROSPECT ST	5/4/2011
52.18	10 HIGH ST #2	3/31/2011
694.49	329 BLUE RIDGE AVE	11/4/2010
465.47	337 BLUE RIDGE AVE	3/15/2011
126.44	356 BLUE RIDGE AVE #3	12/20/2010
219.03	356 BLUE RIDGE AVE #1	2/4/2011
283.55	352 BLUE RIDGE AVE #2	11/10/2010
303.02	352 BLUE RIDGE AVE #1 DOWNSTA	7/4/2011
369.86	348 BLUE RIDGE AVE	8/10/2010
134.47	10 BLUE RIDGE AVE #1	4/22/2011
433.89	222 MOSBY LN	11/24/2010
306.79	220 FLETCHER ST	3/30/2011
975.46	328 RITENOUR ST	11/12/2010
220.77	322 RITENOUR ST	9/1/2010
1215.75	322 RITENOUR ST	7/13/2011
508.78	308 RITENOUR ST	2/1/2011
440.26	564 E PROSPECT ST	1/10/2011
756.02	568 PROSPECT ST	10/14/2010
295.33	309 FRONT ST	10/13/2010
165.45	309 FRONT ST	4/15/2011
222.47	406 SHORT ST	10/28/2010
603.74	406 SHORT ST	4/12/2011
537.40	413 SHORT ST	10/31/2010
894.14	524 SHORT ST	5/10/2011
915.07	516 SHORT ST	10/17/2010
3088.92	4 S MARSHALL ST	5/30/2011
174.44	812 STONEWALL DR	9/6/2010
55.40	11 N MARSHALL ST	5/30/2011
442.76	15 N MARSHALL ST	9/20/2010
3886.76	111 ACCOMAC RD	7/9/2010
441.28	101 PINECREST ST	10/20/2010
97.30	101 PINECREST ST	11/30/2010
323.47	1020 STONEWALL DR	3/14/2011
110.65	79 ROYAL LN #10	10/1/2010
455.95	27 ROYAL LN #2	2/28/2011
280.62	27 ROYAL LN #10	9/29/2010
62.88	27 ROYAL LN #12	4/22/2011
294.51	35 ROYAL LN #6	2/24/2011
60.00	61 ROYAL LN #3	8/31/2010
184.83	67 ROYAL LN #4	3/18/2011
344.80	66 ROYAL LN	4/6/2011
162.33	125 BIGGS DR #6	1/2/2011
97.31	1692 COMMONWEALTH DR	7/10/2011

FY19 Uncollectible Utility Accounts

Balance	Service Address	Final Bill Due Date
611.00	18 LAKE AVE	6/30/2011
739.97	1484 JOHN MARSHALL HWY	8/31/2010
383.60	1474 JOHN MARSHALL HWY	10/17/2010
272.73	1474 JOHN MARSHALL HWY	3/11/2011
1762.09	1468 JOHN MARSHALL HWY	8/31/2010
790.79	1468 JOHN MARSHALL HWY	3/11/2011
997.93	1452 JOHN MARSHALL HWY	11/30/2010
194.95	1473 ANDERSON ST	8/2/2010
319.10	1415 ANDERSON ST	2/24/2011
596.17	72 WALKER AVE	5/31/2011
275.07	1410 JOHN MARSHALL HWY UPSTA	2/4/2011
431.27	81 WESTMINSTER DR	1/2/2011
146.86	1250 JOHN MARSHALL HWY	9/3/2010
498.05	516 BRAXTON RD	1/3/2011
281.50	507 ROSS AVE	4/17/2011
209.77	488 HAMILTON CIR	4/12/2011
142.23	603 STOCKTON RD	8/27/2010
352.39	726 RODNEY AVE	2/24/2011
197.87	217 CLYMER AVE	9/3/2010
392.82	235 RANDOLPH AVE	10/31/2010
836.93	4 EVELYN CT	11/30/2010

166190.93

Town of Front Royal Bad Debt [Write-off] Policy

BACKGROUND:

The Town of Front Royal has a large dollar value of uncollectible "bad debt" recorded yearly on the Town's ledger, due to non-payment of utility bills, also due to the fact this issue has not been addressed in over 30 years. The Town's auditing firm, Mitchell & Co, has requested that the Council move forward with a policy that will allow the Finance Department to annual review outstanding uncollectable, and abate them from our ledgers when the Department has exhausted all avenues of collections.

PURPOSE:

To have a written policy to write off bad debt when it has become uncollectable and met all criteria established to otherwise collect the existing debt. This should result in less bad-debt value on the Town's ledger and may have an effect on the overall utility rates for each services.

Account is determined uncollectible if it meets the following criteria:

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

Program will be presented to Council once a fiscal year to include the total value of write-off, with a summarization report provided by the Finance Department. The understanding that the first year this program is implemented the value will be high.

The Finance Department will maintain a listing per account of each step it has taken for collection of bad-debt, before moving it to a status of write-off.

Internal Controls for Uncollectible Utility Bills

1. Use advance search for identifying unpaid Final bills [to include use of SS# and/or Driver's License #]

2. Second notice will be mailed for Final bill's 30 days delinquent

3. Final bills will be reviewed to make sure all charges are accurate and collectible

4. Customer service staff will continually try to cross reference closed accounts to active ones and apply balances when possible

Outside programs available for uncollectible process

1. Virginia Department of Taxation – Debt set off program –
The Town will move forward with implementation of this program, it was used numerous years ago, but was stopped due to lack of staffing in the Finance Department. This program will also be used for uncollected Personal Property and/or Real Estate taxes.

2. DMV Stop program – this program can be used for collection of Personal Property taxes due to the Town. There is a cost factor involved and the Finance Department will continue to place a value on our collections vs. cost if we move forward with this program

11

Town of Front Royal, Virginia
Council Agenda Statement

Page 1
Item No. 11

Meeting Date: October 22, 2018

Agenda Item: COUNCIL APPROVAL – Rt. 522 N Redundant Water Main Feasibility Study Proposal for Phase I from CHA

Summary: The Town would like to increase the reliability of the water supply in the Route 522 North Corridor, therefore, a detailed feasibility study is required to determine the most cost effective and constructible route for a redundant waterline. CHA will provide the feasibility analysis by a series of technical memorandums (TM) for review in various phases. Council is requested to approve the Proposal that includes Phase I Technical Memorandums for an amount of $43,900.

Budget/Funding: Water Debt Service 9672-4005

Attachments: Proposal

Meetings: Work Session held October 15, 2018

Staff Recommendation: Approval ✓ Denial______

Proposed Motion: **I move that Council approve the Redundant Water Main Feasibility Study Proposal for Phase I from CHA 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

EXHIBIT A

TOWN OF FRONT ROYAL
REDUNDANT WATER MAIN FEASIBILITY STUDY

INTRODUCTION

Background and Objectives

The Town of Front Royal provides water to residential, commercial, and industrial users within the Town and surrounding areas, including the heavily commercialized and industrialized Route 522 Corridor directly north of Interstate 66. The water provided by the Town is withdrawn from the Shenandoah River and treated by the Town's Water Treatment Plant located in the southern part of the Town.

The Route 522 Corridor is supplied with water through a single waterline of varying diameter. This waterline connects to the main portion of the Town's distribution system and then crosses both the North and South Forks of the Shenandoah River. After crossing the river, water can be stored in the 3 million gallon Guard Hill tank or pumped through the 2.1 MGD Guard Hill pump station to the 1.0 million gallon Route 522 Tank located at the extreme northern end of the Route 522 Corridor. Average demand in the corridor is currently 600,000-800,000 gallons per day, with peak future demand estimated at approximately 1,241,000 gallons per day.

Industrial facilities in the Corridor utilize large quantities of water for process and cooling applications. Any disruption in quality or quantity of water service along the Route 522 Corridor can significantly impact the large industrial facilities and other users in this system.

The Town would like to increase the reliability of the water supply in the Corridor. Several different methods of accomplishing this have been proposed. These include:

1. Parallel the existing waterline along Route 522;
2. Construct one of several "loop" waterline options;
3. Construct additional storage within the corridor; and
4. Construct both additional storage and waterline improvements within the corridor.

Dominion Power, a major stakeholder and potential financial partner in the development of increased water supply reliability, indicated that any option that includes storage will not be eligible for their financial assistance. A storage tank evaluation study by CHA indicated that the addition of storage in the Corridor would not add significantly to the robustness of the Corridor distribution system and could result in reduced water quality. With all storage tank options eliminated, two general categories of reliability upgrades remain: a waterline "loop" and a parallel waterline.

In September of 2013, Pennoni Associates produced a hydraulic modeling report that evaluated three different "loop" options. The looped options all connected at the intersection of Leach Run Parkway and Happy Creek Road, taking different routes to connections within the corridor. The report recommended the 37,000 LF Morgan Ford loop, an upgrade to the Jamestown pump station, and a 750 LF crossing of the Shenandoah River. The 2013 cost estimate for this project was approximately $8.4 million.

The Town desires that a detailed feasibility study be conducted to determine the most cost effective and constructible route for a redundant waterline that will meet the reliability requirements of the Town and the stakeholders in the Corridor, notably Dominion Power. This report would update and expand upon the 2013 Pennoni Report. Notably, the feasibility study should include:

- An examination of different route options, including parallel and "loop" options;
- Consideration of the waterline constructability, primarily for borings under the river;
- Construction along major highways and easement acquisition;
- Consideration of permitting requirements, including VDOT, DEQ, and other permitting agencies; and
- Consideration of future development patterns.

PROJECT APPROACH

Our general approach for this project will emphasize a close working relationship with the Town, use of available work products, use of local resources augmented by experts, creative thinking, well-planned work progression, and close attention to budget and schedule constraints.

CHA will provide the feasibility analysis by delivering to the Town a series of technical memorandums (TMs) for review. The TMs will be submitted in draft format to the Town for comment prior to moving on to the next phase or TM. The project delivery will be separated into phases to allow for proper decision making as the project progresses. Phase 1 will include the following Memorandums:

Technical Memorandum #1 – Route Options Identification

In this technical memorandum, two final route options will be identified. Initially, these route options will include a parallel option (running along Route 522) and one "loop" option. The loop option route will be identified by starting with the options presented in the 2013 report and adjusting the route to best serve future development and annexed land, reduce easement acquisition and permitting costs, facilitate construction under the river, and maximize hydraulic capacity.

Future development locations will be based upon CHA's work on the Water Distribution System Evaluation Project.

Technical Memorandum #2 – Permitting and Constructability

With two basic routes identified, the constructability of each option will be investigated.

There are three major concerns for constructability: river crossing(s), road crossings, and easement acquisition.

River Crossing

The constructability of the river crossing using horizontal directional drilling will be evaluated by Marco Boscardin. Mr. Boscardin will conduct a "desktop" evaluation based upon his 30+ years of extensive expertise in this area and provide recommendations for additional data collection and construction concerns. We have utilized Mr. Boscardin for many projects in the past and he is a well-established expert on this type of construction. Our proposal includes an evaluation of two (2) potential river crossing locations using existing geologic data to develop a boring profile for each crossing location. The desktop evaluation will include a river crossing depth recommendation, a discussion of the merits of utilizing steel versus HDPE pipe, and provide recommendations for data collection and additional evaluations that may be required during preliminary design of the river crossing.

While more difficult to permit and perhaps less cost effective, two alternatives to horizontal directional drilling will be considered:

1. Open-cut across the river (with cofferdam)
2. Hanging the water line on the existing bridge

All evaluations of the river crossing options will include an opinion of probable cost estimate, as well as summary of construction and permitting challenges.

Road Crossings

There are numerous road crossings for both route options. VDOT permitting and easement requirements for each evaluated option will be discussed.

Easement Acquisition

A map of required easements for each route option will be developed, as well as a list of Owners. CHA will work with the Town to determine the likely cost and difficulty associated with obtaining easements for each of the individual parcels.

EXHIBIT B

SCHEDULE

Work on Phase 1 will be initiated immediately upon receipt of authorization to proceed from the Town. Phase 1 efforts will conclude within 90 days of the Town's authorization with a presentation of Town staff's recommended route to Council based on the information that is developed during execution of TMs 1 and 2.

EXHIBIT C

PROJECT COSTS

TM 1 – Route Options Identification	$8,100
TM 2 – Permitting & Constructability	$26,300
Phase 1 Final Feasibility Memorandum	$6,300
Phase 1 Presentation to Council	$3,200
Total Phase 1 Project Costs	$43,900

Upon successful selection of a route and approval from the Town, CHA will continue with the following Phase 2 services to progress the project to the design phase.

Technical Memorandum #3 – Cost Estimates

Opinion of probable costs estimates will be developed based on permitting and constructability data identified in TMs 1 and 2. Cost estimates will be based on materials and installation costs current for 2018.

Technical Memorandum #4 – Preliminary Layout, Recommendations, Financing, and Implementation Plan

After completion of all the above TMs and receipt of comments from Town staff, CHA will provide a recommendation for the horizontal alignment of the proposed parallel waterline, pipe size, and connection locations. This TM will also include probable costs associated with upgrading the Jamestown pump station and associated distribution system piping. In addition, this TM will include the development of a funding matrix that will outline the advantages and disadvantages of financing the project by utilizing Virginia Department of Health, Virginia Resource Authority, and USDA-Rural Development funding programs.

Final Water Model and Preliminary Engineering Report

The addition of any proposed infrastructure changes to the Town's water distribution system will require a Certificate to Construct (CTC) from the Virginia Department of Health (VDH). To obtain this certificate, the Town must prepare and submit to VDH for approval a Preliminary Engineering Report (PER). After acceptance of all four TMs, CHA proposes to expand them into a full PER.

As part of the report, VDH will require a stamped certification that a calibrated model analysis was conducted as part of the preliminary engineering process. CHA will utilize the water model created and calibrated as part of a separate project to provide this analysis and certification. Upon receipt of the PER approval, the Town must then submit a completed bid set of plans and specifications for the proposed project.

CHA will work with VDH until approval of the PER is obtained.

SCHEDULE

The draft PER will be submitted to the Virginia Department of Health on the Town's behalf within 140 days of CHA's receipt of the Town's written authorization to proceed.

PROJECT COSTS

The estimated cost to prepare the preliminary engineering report will be determined based on the results of the Phase 1 portion of the project.

Additional services beyond those specified herein can be provided upon request by the Town. These additional services could include, but not necessarily be limited to, additional meetings with the Town, meetings with regulatory agencies, additional water characterization analyses, and related support services. The costs associated with any additional services will be provided to the Town for approval prior to the initiation of this additional work.