



## REGULAR TOWN COUNCIL MEETING

Monday, March 25, 2019 @ 7:00pm  
Warren County Government Center

1. Pledge of Allegiance led by Vice Mayor Sealock
2. Moment of Silence
3. Roll Call
4. Approval of the Regular Council Meeting minutes of March 11, 2019
5. Receipt of Petitions and/or Correspondence from the Public
6. Reports:
  - a. Report of special committees or Town officials and Town Manager
  - 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 – Proclamation for Sexual Assault Awareness Month – Laurel Center
  - B. COUNCIL APPROVAL – Liaison Committee Meeting Items
  - C. COUNCIL APPROVAL – Bid for Fire Hydrants
  - D. COUNCIL APPROVAL – Bid for Upgrade Waterline Projects
8. **PUBLIC HEARING** – Setting Fiscal Year 2019-2020 Tax Rates; FY18-19 Budget Amendment; Ordinance Amendment to Chapter 75-44 (C) (*1<sup>st</sup> Reading*)
9. **COUNCIL APPROVAL** – Ord. Amendment to Chapter 70-23 to Increase Electric Rates (*2<sup>nd</sup> R*)
10. **COUNCIL APPROVAL** – Budget Amendment for a Contribution to Assist in Funding of the Independence Day Celebration at 4-H Center
11. **COUNCIL RECOMMENDATION** – Board of Zoning Appeals

7A



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

Page 1  
Item No. 7(A)

**Meeting Date:** March 25, 2019

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**Agenda Item:** COUNCIL APPROVAL – Proclamation “*Sexual Assault Awareness Month*” – The Laurel Center

**Summary:** Council has received a request from The Laurel Center seeking approval of a proclamation proclaiming April as “*Sexual Assault Awareness Month*” in the Town of Front Royal.

**Budget/Funding:** None

**Attachments:** Proclamation

**Meetings:** None

**Staff Recommendation:** Approval ✓ Denial \_\_\_\_\_

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

**Proposed Motion:** I move that Council approve a proclamation from The Laurel Center proclaiming April as “*Sexual Assault Awareness Month*” in the Town of Front Royal.

\*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



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*P.O. Box 14, Winchester, VA 22604*

## **THE LAUREL CENTER SEXUAL ASSAULT AWARENESS MONTH PROCLAMATION**

**Whereas**, every 98 seconds someone in America is being sexually assaulted!

**Whereas**, Sexual Assault Awareness Month calls attention to the fact that sexual violence is widespread and impacts every community member of the **Town of Front Royal** and **County of Warren**; and

**Whereas**, Rape, Abuse, and Incest National Network (RAINN) statistics regarding who the perpetrators are, confirm 93% of victims under the age of 18 know their perpetrators; 59% are acquaintances, 34% are family members, and 7% are strangers, and

**Whereas**, Rape, sexual violence, and sexual harassment impact our community, and statistics show 1 in every 6 women and 1 in 33 men has been a victim of an attempted or completed rape in their lifetime, and

**Whereas**, Child sexual abuse prevention must be a priority to confront the reality that 1 in 9 girls and 1 in 53 boys under the age of 18 experience sexual abuse or assault at the hands of an adult, and

**Whereas**, Young people experience heightened rates of sexual violence, youth ages 12-17 make up 15% of the statistics, and

**Whereas**, We must work together to educate our community about sexual violence prevention, supporting survivors, and speaking out against harmful attitudes and actions; and

**Whereas**, With leadership and education, we can be successful in preventing sexual violence in the **Town of Front Royal, County of Warren** by increasing education, awareness, and community involvement; and

*"Working together in our community to stop the cycle of domestic and sexual violence"*

**Whereas, The Laurel Center- Sexual Assault Division** has led the way in the **Town of Front Royal** and **County of Warren** in addressing sexual violence by providing FREE 24-hour hotline services to victims/survivors and secondary survivors, responding to emergency calls, offering on-going support and comfort to those impacted by sexual violence during medical exams, criminal proceedings, and empowering all impacted by sexual violence to chart their own course of healing; and

**Whereas, The Town of Front Royal** strongly supports the efforts national, state, and **The Laurel Center**, and every citizen, to actively engage in public and private efforts to prevent sexual violence. It's time for all of us to take appropriate action and support one another to create a safer environment for all. It's time we become the change.

**NOW THEREFORE BE IT RESOLVED**, that I, Hollis L. Tharpe, as Mayor of the Town of Front Royal and on behalf of the entire Town Council join **The Laurel Center** advocates and communities across the country in playing an active role to prevent sexual violence. Along with the United States Government and the State of Virginia, I do hereby proclaim April as "Sexual Assault Awareness Month!"

IN WITNESS WHEREOF, have hereunto set my hand and caused the seal of the Town of Front Royal to be affixed on this \_\_\_\_\_ day of \_\_\_\_\_.



*Signed*

*Attest*

\_\_\_\_\_  
*Hollis L. Tharpe, Honorable Mayor  
Town of Front Royal*

\_\_\_\_\_  
*Jennifer E. Berry, MMC  
Clerk of Council*

*"Working together in our community to stop the cycle of domestic and sexual violence"*

7B



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

**Page** 1  
**Item No.** 7(B)

**Meeting Date:** March 25, 2019

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**Agenda Item:** COUNCIL APPROVAL – Liaison Committee Meeting Items

**Summary:** Council is requested to approve no additions to the Liaison Committee Meeting Agenda scheduled for April 18, 2019.

**Budget/Funding:** None

**Attachments:** Liaison Committee Meeting Agenda from January 2019

**Meetings:** Work Session held March 18, 2019

**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 no additions to the Liaison Committee Meeting Agenda scheduled for April 18, 2019.

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

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

**Approved By:** JW



## **TOWN/COUNTY LIAISON COMMITTEE MEETING AGENDA**



**Town Hall Conference Chambers  
102 E. Main Street  
Thursday, January 31, 2019  
6:00 p.m.**

Call to Order – Hollis L. Tharpe, Mayor, Front Royal Town Council

- 1) IT Federal Main Street Project – Joe Waltz**
- 2) Route 522 Corridor Water Upgrade Project – Joe Waltz**
- 3) Phase II Happy Creek Road Project Update – Joe Waltz**
- 4) Town Building Maintenance Code Enforcement Update – Joe Waltz**
- 5) Septage Receiving Facility Issues Update – Joe Waltz**
- 6) Development Review Committee – Doug Stanley**
- 7) Building Inspections Software – Doug Stanley**
- 8) Warren County's In-Town Projects – Doug Stanley**
- 9) Joint Towing Board – Joe Waltz / Doug Stanley**

Adjournment

7C



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

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Item No. 7(C)

**Meeting Date:** March 25, 2019

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**Agenda Item:** COUNCIL APPROVAL – Bid for Fire Hydrants

**Summary:** Council is requested to approve the bid from Core & Main in the amount of \$72,255.32 for the purchase of various types and sizes of fire hydrants for capital inventory.

**Budget/Funding:** Public Works Department's line item 9602-47530

**Attachments:** Memorandums from the Purchasing Manager and Public Works Director and Bid Tabulation Sheet

**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 bid from Core & Main in the amount of \$72,255.32 for the purchase of various types and sizes of fire hydrants for capital inventory.

\*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: 



# Town of Front Royal, Virginia

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Purchasing, Department of Finance

## MEMORANDUM

**Date:** March 18, 2019  
**To:** Tina Presley, Senior Executive Assistant  
Town Manager's Office  
**From:** Alisa Scott, Purchasing Manager  
**RE:** Request to Add Consent Agenda Item

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The Purchasing Division responded to a request from the Public Works Department to purchase various types and sizes of fire hydrants for capital inventory. On Tuesday, March 12, 2019, I held a bid opening for aqua grip, alpha grip, and standard fire hydrants. I received two (2) responses to this invitation to bid. The Department Director, Robbie Boyer has reviewed the tabulation and recommends awarding the bid to the responsive bidder, Core & Main, Martinsburg, WV, for \$72,255.32.

Due to the amount of the bid, Town Council is requested to review and approve the award prior to purchase. Attached to this memo is the bid tabulation and recommendation memo from Public Works. Please add this action item to the March 25<sup>th</sup>, 2019 Town Council Agenda.

Funding for this request is available in the Public Works Department's line item 9602-47530.

Department of Purchasing  
102 E Main Street  
Front Royal, VA 22630  
Website: [www.frontroyalva.com](http://www.frontroyalva.com)  
Phone 540-636-6889



## **Town of Front Royal Public Works**

### **MEMORANDUM**

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

**FROM:** Robert B Boyer, Public Works Director

**DATE:** March 18, 2019

**SUBJECT:** Recommendation for Fire Hydrant Purchase

The Public Works Department has reviewed the two bids received for the Fire Hydrants and would like to recommend moving forward with the bid from vendor Core & Main out of Martinsburg, WV. Their total bid amount was \$72,255.32 for the 42 fire hydrants that was put out for bid, we have the funding to cover this purchase in the water line capitol inventory 9602-7530.

If you have any questions or need any further information, please contact me at 540-692-4789.

Thank You.



TOWN OF FRONT ROYAL, VIRGINIA  
**Bid Tabulation**

**Item: ITB - #04-2019 DRY-BARRELL FIRE HYDRANTS**

**Bid Date: MARCH 12, 2019**

The below table is generated from the initial, raw information collected from Invitations for Bid. No award decision has been made.

|                                                                                                               |          |      | CORE & MAIN<br>MARTINSBURG, WV |             | FERGUSON<br>WINCHESTER, VA |     |
|---------------------------------------------------------------------------------------------------------------|----------|------|--------------------------------|-------------|----------------------------|-----|
| BID ITEM                                                                                                      | QUANTITY | UNIT | QUOTE                          |             | QUOTE                      |     |
| MUELLER CENTURION A-423 WITH AQUA GRIP, OR AMERICAN DARLING B-62B WITH ALPHA GRIP                             |          |      |                                |             |                            |     |
| 3 FOOT BURY DEPT                                                                                              | 2        | EA   | \$1,779.88                     | \$3,559.76  | N/A                        | N/A |
|                                                                                                               |          |      |                                |             |                            |     |
| 3-1/2 FOOT BURY DEPTH                                                                                         | 2        | EA   | \$1,822.27                     | \$3,644.54  | N/A                        | N/A |
|                                                                                                               |          |      |                                |             |                            |     |
| 4 FOOT BURY DEPTH                                                                                             | 8        | EA   | \$1,864.12                     | \$14,912.96 | N/A                        | N/A |
|                                                                                                               |          |      |                                |             |                            |     |
| 4-1/2 FOOT BURY DEPTH                                                                                         | 10       | EA   | \$1,906.51                     | \$19,065.10 | N/A                        | N/A |
| STANDARD MECHANICAL JOINT FITTINGS: AMERICAN DARLING B-62B, KENNEDY GUARDIAN K81A, OR MUELLER CENTURION A-423 |          |      |                                |             |                            |     |
| 3 FOOT BURY DEPTH                                                                                             | 4        | EA   | \$1,495.36                     | \$5,981.44  | N/A                        | N/A |
|                                                                                                               |          |      |                                |             |                            |     |
| 3-1/2 FOOT BURY DEPTH                                                                                         | 4        | EA   | \$1,531.79                     | \$6,127.16  | N/A                        | N/A |
|                                                                                                               |          |      |                                |             |                            |     |
| 4 FOOT BURY DEPTH                                                                                             | 8        | EA   | \$1,568.22                     | \$12,545.76 | N/A                        | N/A |
|                                                                                                               |          |      |                                |             |                            |     |
| 4-1/2 FOOT BURY DEPTH                                                                                         | 4        | EA   | \$1,604.65                     | \$6,418.60  | N/A                        | N/A |
|                                                                                                               |          |      |                                |             |                            |     |
|                                                                                                               |          |      | \$72,255.32                    |             | N/A                        |     |

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

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Item No. 7(D)

**Meeting Date:** March 25, 2019

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**Agenda Item:** COUNCIL APPROVAL – Bid for Waterline Upgrade Projects

**Summary:** Council is requested to approve the bid from Bushong Contracting Corporation in the amount of \$922,785.00 for waterline upgrades on W. 14<sup>th</sup> Street, Belair Avenue and N. Shenandoah Avenue.

**Budget/Funding:** Public Works Department's line item 9602-47513

**Attachments:** Memorandums from the Purchasing Manager and Public Works Director and Bid Tabulation Sheet

**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 bid from Bushong Contracting Corporation in the amount of \$922,785.00 for waterline upgrades on W. 14<sup>th</sup> Street, Belair Avenue and N. Shenandoah Avenue.

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

**Approved By:** JW



# Town of Front Royal, Virginia

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Purchasing, Department of Finance

## MEMORANDUM

**Date:** March 19, 2019  
**To:** Tina Presley, Senior Executive Assistant  
Town Manager's Office  
**From:** Alisa Scott, Purchasing Manager  
**RE:** Request to Add Consent Agenda Item

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The Purchasing Division responded to a request from the Public Works Department to send invitations to bid for waterline upgrades on W. 14<sup>th</sup> Street, Belair Avenue, and N. Shenandoah Avenue. On Friday, March 15, 2019, I held a bid opening for the projects and received four responses.

The Department Director, Robbie Boyer has reviewed the tabulation and recommends awarding the bid to the lowest, responsive and responsible bidder, Bushong Contracting Corporation, Woodstock, VA for \$922,785.00

Due to the amount of the bid, Town Council is requested to review and approve the award prior to purchase. Attached to this memo is the bid tabulation and recommendation memo from Public Works. Please add this action item to the March 25<sup>th</sup>, 2019 Town Council Agenda.

Funding for this request is available in the Public Works Department's line item 9602-47513.

Department of Purchasing  
102 E Main Street  
Front Royal, VA 22630  
Website: [www.frontroyalva.com](http://www.frontroyalva.com)  
Phone 540-636-6889



## Town of Front Royal Public Works

### MEMORANDUM

**TO:** Alisa Scott, Manager of Finance

**FROM:** Robert B Boyer, Public Works Director

**DATE:** March 19, 2019

**SUBJECT:** Recommendation for Water Line Upgrades

The Public Works Department has reviewed the four bids we received for the water line upgrades on N. Shenandoah Ave, W. 14<sup>th</sup> St and Belair Ave. We would like to recommend moving forward with the low bidder which was Bushong Contracting out of Woodstock, VA. Bushong Contracting has done several projects for the Town in the past, and has always done good, their work that meets the Town's Construction Standards & Specs. The department has funding to cover the project cost of \$922,785.00 in the water line upgrade line 9602 -7513.

If you have any questions or need any further information, please contact me at 540-692-4789.

Thank You.



**TOWN OF FRONT ROYAL, VIRGINIA**

**Bid Tabulation**

Item: IFB - #02-2019 WATERLINE UPGRADE PROJECTS: W. 14TH STREET, BELAIR AVENUE, AND N. SHENANDOAH AVE.

Bid Date: March 15, 2019

The below table is generated from the initial, raw information collected.  
No award decision has been made.

| <b>BID ITEM</b><br><b>QUANTITY</b><br><b>UNIT</b>                 |       |             | BUSHONG CONTRACTING<br>COMPANY<br>WOODSTOCK, VA |              | G.B. FOLTZ CONTRACTING,<br>INC.<br>MT. JACKSON, VA |              | ARTHUR CONSTRUCTION<br>CO., INC.<br>DULLES, VA |              | KEE CONSTRUCTION<br>SERVICES, INC.<br>WINCHESTER, VA |              |
|-------------------------------------------------------------------|-------|-------------|-------------------------------------------------|--------------|----------------------------------------------------|--------------|------------------------------------------------|--------------|------------------------------------------------------|--------------|
|                                                                   |       |             | QUOTE                                           |              | QUOTE                                              |              | QUOTE                                          |              | QUOTE                                                |              |
| MOBILIZATION                                                      | 1     | LUMP SUM    |                                                 | \$50,000.00  |                                                    | \$50,000.00  |                                                | \$50,000.00  |                                                      | \$571,746.00 |
| MAINTENANCE OF TRAFFIC                                            | 1     | LUMP SUM    |                                                 | \$60,000.00  |                                                    | \$100,000.00 |                                                | \$80,000.00  |                                                      | \$150,000.00 |
| PREVENTION, CONTROL, AND ABATEMENT OF EROSION AND WATER POLLUTION | 1     | LUMP SUM    |                                                 | \$9,000.00   |                                                    | \$3,000.00   |                                                | \$6,500.00   |                                                      | \$68,022.00  |
| 6" ZINC COATED DUCTILE IRON WATERMAIN (CLASS 52)                  | 1,165 | LINEAR FEET | \$101.00                                        | \$117,665.00 |                                                    | \$187,110.65 |                                                | \$206,205.00 |                                                      | \$84,580.00  |
| 8" ZINC COATED DUCTILE IRON WATERMAIN (CLASS 52)                  | 274   | LINEAR FEET | \$180.00                                        | \$49,320.00  |                                                    | \$72,116.80  |                                                | \$86,858.00  |                                                      | \$21,510.00  |
| 10" ZINC COATED DUCTILE IRON WATERMAIN (CLASS 52)                 | 1,920 | LINEAR FEET | \$190.00                                        | \$364,800.00 |                                                    | \$343,180.80 |                                                | \$366,720.00 |                                                      | \$153,385.00 |
| FIRE HYDRANT                                                      | 4     | EA          | \$4,000.00                                      | \$16,000.00  |                                                    | \$20,103.08  |                                                | \$30,400.00  |                                                      | \$15,563.00  |
| 10" x 6" MJ TEE                                                   | 2     | EA          | \$2,000.00                                      | \$4,000.00   |                                                    | \$1,203.50   |                                                | \$16,000.00  |                                                      | \$496.00     |
| 10" MJ TEE                                                        | 1     | EA          | \$4,000.00                                      | \$4,000.00   |                                                    | \$947.32     |                                                | \$8,100.00   |                                                      | \$281.00     |
| 8" MJ TEE                                                         | 1     | EA          | \$1,500.00                                      | \$1,500.00   |                                                    | \$1,148.34   |                                                | \$6,600.00   |                                                      | \$212.00     |
| 6" MJ TEE                                                         | 2     | EA          | \$500.00                                        | \$1,000.00   |                                                    | \$1,425.20   |                                                | \$8,800.00   |                                                      | \$349.00     |
| 8" x 6" MJ TEE                                                    | 1     | EA          | \$4,000.00                                      | \$4,000.00   |                                                    | \$440.00     |                                                | \$6,150.00   |                                                      | \$480.00     |
| 12" x 8 MJ TEE                                                    | 3     | EA          | \$7,000.00                                      | \$21,000.00  |                                                    | \$2,568.09   |                                                | \$28,800.00  |                                                      | \$908.00     |
| 12" x 10" MJ CROSS                                                | 1     | EA          | \$10,000.00                                     | \$10,000.00  |                                                    | \$1,353.50   |                                                | \$8,000.00   |                                                      | \$558.00     |
| 10" x 6" MJ CROSS                                                 | 1     | EA          | \$10,000.00                                     | \$10,000.00  |                                                    | \$928.68     |                                                | \$7,500.00   |                                                      | \$286.00     |
| 10" x 8" MJ CROSS                                                 | 1     | EA          | \$10,000.00                                     | \$10,000.00  |                                                    | \$1,013.14   |                                                | \$7,600.00   |                                                      | \$336.00     |
| 8" x 6" MJ CROSS                                                  | 2     | EA          | \$6,000.00                                      | \$12,000.00  |                                                    | \$1,217.68   |                                                | \$18,500.00  |                                                      | \$477.00     |
| 4" MJ GATE VALVE                                                  | 1     | EA          | \$1,000.00                                      | \$1,000.00   |                                                    | \$1,163.40   |                                                | \$2,000.00   |                                                      | \$756.00     |
| 6" MJ GATE VALVE                                                  | 18    | EA          | \$1,200.00                                      | \$21,600.00  |                                                    | \$18,388.08  |                                                | \$36,000.00  |                                                      | \$16,365.00  |
| 8" MJ GATE VALVE                                                  | 11    | EA          | \$1,500.00                                      | \$16,500.00  |                                                    | \$16,366.57  |                                                | \$27,500.00  |                                                      | \$14,624.00  |
| 10" MJ GATE VALVE                                                 | 13    | EA          | \$2,100.00                                      | \$27,300.00  |                                                    | \$28,291.12  |                                                | \$41,600.00  |                                                      | \$25,493.00  |
| 12" MJ GATE VALVE                                                 | 8     | EA          | \$2,600.00                                      | \$20,800.00  |                                                    | \$21,832.08  |                                                | \$34,000.00  |                                                      | \$19,427.00  |
| 10" x 4" MJ REDUCER                                               | 1     | EA          | \$1,000.00                                      | \$1,000.00   |                                                    | \$661.98     |                                                | \$750.00     |                                                      | \$132.00     |



**TOWN OF FRONT ROYAL, VIRGINIA**

**Bid Tabulation**

Item: IFB - #02-2019 WATERLINE UPGRADE PROJECTS: W. 14TH STREET, BELAIR AVENUE, AND N. SHENANDOAH AVE.  
 Bid Date: March 15, 2019

The below table is generated from the initial, raw information collected.  
 No award decision has been made.

| BID ITEM                    |    |          | QUANTITY   |             | UNIT | BUSHONG CONTRACTING<br>COMPANY<br>WOODSTOCK, VA |             | G.B. FOLTZ CONTRACTING,<br>INC.<br>MT. JACKSON, VA |             | ARTHUR CONSTRUCTION<br>CO., INC.<br>DULLES, VA |              | KEE CONSTRUCTION<br>SERVICES, INC.<br>WINCHESTER, VA |  |
|-----------------------------|----|----------|------------|-------------|------|-------------------------------------------------|-------------|----------------------------------------------------|-------------|------------------------------------------------|--------------|------------------------------------------------------|--|
|                             |    |          |            |             |      | QUOTE                                           |             | QUOTE                                              |             | QUOTE                                          |              | QUOTE                                                |  |
| 10" x 6" MJ REDUCER         | 2  | EA       | \$1,200.00 | \$2,400.00  |      |                                                 | \$1,309.08  |                                                    | \$1,600.00  |                                                | \$233.00     |                                                      |  |
| 8" X 4" MJ REDUCER          | 1  | EA       | \$800.00   | \$800.00    |      |                                                 | \$598.06    |                                                    | \$750.00    |                                                | \$95.00      |                                                      |  |
| 8" X 6" MJ REDUCER          | 1  | EA       | \$900.00   | \$900.00    |      |                                                 | \$610.34    |                                                    | \$800.00    |                                                | \$295.00     |                                                      |  |
| 8" MJ BLEND, 45 DEGREE      | 2  | EA       | \$750.00   | \$1,500.00  |      |                                                 | \$1,325.68  |                                                    | \$1,150.00  |                                                | \$278.00     |                                                      |  |
| 10" BJ BEND, 22.5 DEGREE    | 2  | EA       | \$1,000.00 | \$2,000.00  |      |                                                 | \$1,509.16  |                                                    | \$1,300.00  |                                                | \$357.00     |                                                      |  |
| 3/4" WATER SERVICE TRANSFER | 43 | EA       | \$1,400.00 | \$60,200.00 |      |                                                 | \$71,372.26 |                                                    | \$86,000.00 |                                                | \$108,213.00 |                                                      |  |
| 1" WATER SERVICE TRANSFER   | 2  | EA       | \$5,500.00 | \$11,000.00 |      |                                                 | \$3,820.06  |                                                    | \$7,100.00  |                                                | \$13,989.00  |                                                      |  |
| 1.5" WATER SERVICE TRANSFER | 1  | EA       | \$5,500.00 | \$5,500.00  |      |                                                 | \$3,673.93  |                                                    | \$6,200.00  |                                                | \$5,214.00   |                                                      |  |
| AS-BUILT RECORD DRAWINGS    | 1  | LUMP SUM |            | \$6,000.00  |      |                                                 | \$4,000.00  |                                                    | \$10,000.00 |                                                | \$15,000.00  |                                                      |  |
|                             |    |          |            |             |      | \$922,785.00                                    |             | \$962,678.58                                       |             | \$1,199,483.00                                 |              | \$1,289,660.00                                       |  |

8



# Town of Front Royal, Virginia Council Agenda Statement

Page 1  
Item No. 8

**Meeting Date:** March 25, 2019

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**Agenda Item:** PUBLIC HEARING – Setting Fiscal Year 2019-2020 Tax Rates; FY19 Budget Amendment; Ordinance Amendment to Chapter 75.44(*1<sup>st</sup> Reading*)

**Summary:** Council is requested to affirm on its first reading a real estate tax rate increase of \$0.16 per \$100 of assessed value which represents an increase of \$0.039 per \$100 assessed value over the current year's rate and to achieve the same amount of revenue in light of the recent increased assessment, to be used for the construction of the new Police Department Headquarters and associated debt service; the personal property tax rate to remain the same at \$0.64 per \$100 assessed value; to decrease the personal property tax relief rate from 60% to 56% of value on the first \$20,000 of assessed value for qualifying vehicles with an assessed value greater than \$1,000; and a personal property tax relief rate of 100% for qualifying vehicles with an assessed value of \$1,000 or less, pursuant to Virginia Code §58.1-3524.

Council is requested to affirm on its first reading FY2018-2019 Budget Amendment in the amount of \$521,285.84.

Council is requested to affirm on its first reading an ordinance amendment to Chapter 75.44(C) accordingly.

**Budget/Funding:**

Revenue – 9130-3110101 - Special Projects – Real Estate Tax ----- \$521,285.84  
Expense – 9130-47013 – Community Development – Police Department ----- \$521,285.84

**Attachments:** Ordinance

**Meetings:** Work Sessions held February 19 and March 18, 2019

**Staff Recommendation:** Approval ✓ Denial

**Proposed Motion:** I move that Council affirm on its first reading a real estate tax rate increase of **\$0.16** per \$100 of assessed value which represents an increase of **\$0.039** per \$100 assessed value over the current year's rate and to achieve the same amount of revenue in light of the recent increased assessment, to be used for the construction of the new Police Department Headquarters and associated debt services; personal property tax rate remain the same at \$0.64 per \$100 assessed value; decrease the personal property tax relief rate from 60% to 56% of value on the first \$20,000 of assessed value for qualifying vehicles with an assessed value greater than \$1,000; and a personal property tax relief rate of 100% remain the same for qualifying vehicles with an assessed value of \$1,000 or less, pursuant to Virginia Code §58.1-3524.

I further move that Council affirm on its first reading a FY2018-2019 Budget Amendment in the amount of **\$521,285.84** to be used for the construction of the Police Department Headquarters and associated debt services.

I continue to further move that Council affirm on its first reading and ordinance amendment Chapter 75-44 (C) accordingly.

| <u>R/E Tax Rate</u> | <u>Represented Increase Over Equalization</u> | <u>Estimate Revenue Increase for FY19 BUDGET AMENDMENT</u> |
|---------------------|-----------------------------------------------|------------------------------------------------------------|
| \$ 0.160            | \$ 0.039                                      | \$521,285.84                                               |
| \$ 0.155            | \$ 0.034                                      | \$453,717.72                                               |
| \$ 0.150            | \$ 0.029                                      | \$386,149.60                                               |
| \$ 0.145            | \$ 0.024                                      | \$318,581.48                                               |
| \$ 0.140            | \$ 0.019                                      | \$251,013.36                                               |
| \$ 0.135            | \$ 0.014                                      | \$183,445.24                                               |

\*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: 

**AN ORDINANCE TO AMEND SECTION 75-44 (C) OF THE FRONT ROYAL TOWN CODE PERTAINING TO REAL ESTATE AND PERSONAL PROPERTY TAX RATES**

**75-44 MAILING OF BILLS; DUE DATES, PENALTY AND INTEREST; IMPOSITION OF THE TAXES AND RATES**

C. There is hereby imposed upon all real property within the limits of the Town of Front Royal, Virginia, a tax in the amount of ~~thirteen and one half cents (\$0.135)~~ **sixteen cents (\$0.16)** per one hundred dollars (\$100.00) of assessed valuation **with the increase being designated to the new Police Department and associated debt service.** ~~with the half cents being designated to the new Police Department,~~ and a tax upon all tangible personal property located within the limits of the Town of Front Royal, Virginia, in the amount of sixty-four cents (\$0.64) per one hundred dollars (\$100.00) of assessed valuation. The tax on all personal property shall include all Machinery and Tools. The tax on all real property shall include all mobile homes. The tax imposed upon real property within the limits of the Town of Front Royal, Virginia, shall be decreased ~~by \$0.02 to \$0.11 per \$100 assessed value, which is reinstatement of the previous Real Estate Tax Rate for Fiscal Year 2013-2014,~~ upon completion of payment of debt service of the new Police Department Headquarters. ~~and construction of Leach Run Parkway; and Town Code Section 75-44.C, shall thereupon be amended accordingly to reflect said decrease and reinstatement of such previous reduced Real Estate Tax Rate.~~

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 \_\_\_\_\_ 2019, upon the following recorded vote:

|                    |        |                   |        |
|--------------------|--------|-------------------|--------|
| Eugene R. Tewalt   | Yes/No | Jacob L. Meza     | Yes/No |
| William A. Sealock | Yes/No | Chris W. Holloway | Yes/No |
| Letasha Thompson   | Yes/No | Gary Gillispie    | Yes/No |

A public hearing on the above was held on \_\_\_\_\_, 2019, having been advertised in the Northern Virginia Daily on \_\_\_\_\_, 2019, and \_\_\_\_\_, 2019.

Approved as to form and legality:

\_\_\_\_\_  
Douglas W. Napier, Town Attorney

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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# Town of Front Royal, Virginia Council Agenda Statement

Page 1  
Item No. 9

**Meeting Date:** March 25, 2019

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**Agenda Item:** COUNCIL APPROVAL – An Ordinance Amendment to Chapter 70-23 to Increase Electric Rates (*2<sup>nd</sup> Reading*)

**Summary:** Council is requested to adopt on its second and final reading an Ordinance to amend Front Royal Town Code Chapter 70-23 (A) and (B) to increase existing electric utility rates for residential and commercial customers, as presented.

**Budget/Funding:** None

**Attachments:** Ordinance

**Meetings:** Work Session held February 4, 2019. Public Hearing held March 11, 2019.

**Staff Recommendation:** Approval ✓ Denial           

**Proposed Motion:** I move that Council adopt on its second and final reading an Ordinance to amend and re-enact Front Royal Town Code Chapter 70-23 (A) and (B) to increase existing electric utility rates for residential and commercial customers, as presented.

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

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

Approved By: JW

**AN ORDINANCE TO AMEND FRONT ROYAL TOWN CODE CHAPTER 70 -23  
PERTAINING TO AN INCREASE IN ELECTRIC RATE CHARGES**

**WHEREAS**, the Town has seen an increase in wholesale power costs over the past year to include transmission and congestion charges on the transmission network; and,

**WHEREAS**, a Cost of Services Study was performed to determine the appropriate rate structure to recover all costs; and,

**NOW THEREFORE, BE IT ENACTED**, by the Town Council of the Town of Front Royal, Virginia, that Chapter 70-23 of the Front Royal Town Code is hereby amended as follows:

**ELECTRIC RATE CHARGES**

**70-23 ELECTRIC CHARGES**

A. The base rates for electric service for residential customers shall be as follows, effective for the electric meters read on or after ~~July 1, 2017~~ **March 25, 2019**, and continuing as stated herein:

1. Effective from ~~July 1, 2017~~ **March 25, 2019**, facilities charge per billing cycle, as established by the Town: ~~seven dollars and zero cents (\$7.00).~~ **eight dollars and fifty cents (\$8.50)**
2. Effective from ~~July 1, 2007~~ **March 25, 2019**, charges for all kilowatt hours per billing cycle, as established by the Town: ~~\$0.0849~~ **\$0.09850** per kilowatt hour.

B. The base rates for electric service for commercial customers shall be as follows, effective for the electric meters read on or after ~~July 1, 2017~~ **March 25, 2019**, and continuing as stated herein:

1. Effective from ~~July 1, 2017~~ **March 25, 2019**, facilities charge per billing cycle, as established by the Town: ~~seven dollars and sixteen cents (\$7.16).~~ **twenty dollars and zero cents (\$20.00)**
2. Effective from ~~July 1, 2007~~ **March 25, 2019**, charges for the first 700 kilowatt hours per billing cycle, as established by the Town: ~~\$0.1151~~ **\$0.12600** per kilowatt hour.
3. Effective from ~~July 1, 2007~~ **March 25, 2019**, charges for all kilowatt hours over 700 per billing cycle, as established by the Town: ~~\$0.0756~~ **\$0.08800** per kilowatt hour.

When a commercial customer requires capacity over 7.5 kilowatts, the first energy block shall be increased by 53 kilowatt hours for each 1/2 kilowatt required in excess of 7.5 kilowatts. The

second energy block shall then include all kilowatt hours in excess of the first energy block as adjusted for such additional energy.

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 \_\_\_\_\_ 2019, upon the following recorded vote:

|                    |        |                   |        |
|--------------------|--------|-------------------|--------|
| Eugene R. Tewalt   | Yes/No | Jacob L. Meza     | Yes/No |
| William A. Sealock | Yes/No | Chris W. Holloway | Yes/No |
| Letasha Thompson   | Yes/No | Gary Gillispie    | Yes/No |

\_\_\_\_\_  
A public hearing on the above was held on \_\_\_\_\_, 2019, having been advertised in the Northern Virginia Daily on \_\_\_\_\_, 2019, and \_\_\_\_\_, 2019.

\_\_\_\_\_  
Approved as to form and legality:

\_\_\_\_\_  
Douglas W. Napier, Town Attorney

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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# Town of Front Royal, Virginia Council Agenda Statement

Page 1  
Item No. 10

**Meeting Date:** March 25, 2019

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**Agenda Item:** COUNCIL APPROVAL – Budget Amendment for a Contribution to Assist in Funding of the Independence Day Celebration at 4-H Center

**Summary:** Council has received a request from the Northern Virginia 4-H Educational and Conference Center to provide a contribution from the Town in the amount of \$1,500 to be used toward their 2019 Front Royal/Warren County Independence Day Celebration to be held on July 5, 2019 at the 4-H Center. If approved, Council is requested to approve a budget amendment in the amount of \$1,500.

**Budget/Funding:** Unfunded

**Attachments:** Letter of Request

**Meetings:** Work Sessions held March 18, 2019

**Staff Recommendation:** Approval ✓ Denial       

**Proposed Motion:** I move that Council approve a budget amendment for a one-time contribution in the amount of \$1,500 to assist in the funding of the 2019 Front Royal/Warren County Independence Day Celebration at the Northern Virginia 4-H Educational and Conference Center on July 5, 2019.

\*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



**NORTHERN VIRGINIA  
4-H EDUCATIONAL AND CONFERENCE CENTER**

600 4-H Center Drive – Front Royal, VA 22630  
Phone: (540) 635-7171 – Fax: (540) 635-6876 [www.nova4h.com](http://www.nova4h.com)

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

3/7/2019

Dear Joe,

The NOVA 4-H Center is pleased to again host the 2019 Front Royal/Warren County Independence Day Celebration. The 2019 event this year will be on July 5<sup>th</sup> at the 4-H Educational Center.

For the past several months, we have been working with local officials to ensure the event is well-planned and will be done in a professional manner. Our goal is to have family entertainment, including live music, food vendors, and fun activities with the capstone being a first-class, professional fireworks display with shells reaching heights of 500'!

Our budget for the event is \$10,000, which includes the fireworks vendor, parking assistance, family activities, and post-event clean-up. Our goal is to fund the event through donations, food vendor fees, and business sponsorships. We will be asking for a \$5 per vehicle voluntary donation at the entrance. The funding strategy is to share the expenses.

To this end, I respectfully request the Town of Front Royal to provide \$1,500 to assist with meeting the budgeted expenses. We are asking the County of Warren for the same amount.

Thank you so much for the assistance. We want this to be a patriotic community event that will appropriately honor our country and its citizens.

Most Sincerely,

*Jeremy Stanford*

Jeremy Stanford  
Director, NOVA 4H Educational Center

**The Northern Virginia 4-H Educational Conference Center is a 501 (c) 3 tax-exempt organization and your contribution is tax deductible to the fullest extent of the law. For your records, our tax identification # is: 54-1035176.**

**No goods or services were provided in exchange for your contribution.**

*Virginia Cooperative Extension programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer. Issued in furtherance of Cooperative Extension work, Virginia Polytechnic Institute and State University, Virginia State University, and the U.S. Department of Agriculture cooperating. Edwin J. Jones, Director, Virginia Cooperative Extension, Virginia Tech, Blacksburg; M. Ray McKinnie, Administrator, 1890 Extension Program, Virginia State University, Petersburg.*

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

Page   1    
Item No.  11 

**Meeting Date:** March 25, 2018

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

**Summary:** Council is requested to consider a recommendation to the Judge of the Warren County Circuit Court to re-appoint a member to the Front Royal Board of Zoning Appeals (BZA) to fill a five-year term ending May 1, 2024.

**Budget/Funding:** None

**Attachments:** None

**Meetings:** Work Session held March 18, 2019

**Staff  
Recommendation:** Approval   ✓   Denial           

**Proposed Motion:** I move that Council recommend David Gedney to the Judge of the Warren County Circuit Court for re-appointment to the Front Royal Board of Zoning Appeals (BZA) to a five-year term ending May 1, 2024.

\*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