



## REGULAR TOWN COUNCIL MEETING

Monday, January 13, 2020 @ 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 November 25, 2019, December 9, 2019 and Special Meeting Minutes of January 6, 2020
  5. Receipt of Petitions and/or Correspondence from the Public
  6. Reports:
    - a. Report of special committees or Town Officials and Interim Town Manager  
**\*Recognition of Achievement and Appreciation of Town Staff**
    - b. Requests and inquiries of Council members.
    - c. Report of the Mayor  
**\*Recognition of Service on Urban Forestry Advisory Commission – David B. Means**
    - d. Proposals for addition/deletion of items to the Agenda.
  7. **CONSENT AGENDA ITEMS** – (ROLL CALL VOTE REQUIRED)
    - A. COUNCIL APPROVAL – Budget Amendment for Broadcast Communication Hardware
    - B. COUNCIL APPROVAL – Happy Creek Road Phase II Preliminary Engineering Consultant
    - C. COUNCIL APPROVAL – Audit and Finance Committee – Meza and Gillispie
  8. **COUNCIL APPROVAL** – Amendment to Budget for Outstanding Purchase Orders (*2<sup>ND</sup> Reading*)
  9. **COUNCIL APPROVAL** – Ordinance Amendment to Town Code Section 134-71(A)(1)(e) Pertaining to Personal Guaranty for Business Entities (*2<sup>ND</sup> Reading*)
  10. **COUNCIL APPROVAL** – Downtown Revitalization Area Engineering/Architecture Services
  11. **COUNCIL APPROVAL** – Budget Amendment for Executive Search Firm, Health Insurance Consultant and Future Funding for Happy Creek Property Acquisition
  12. **COUNCIL APPROVAL** – Health Insurance Consultant Services
-

**TOWN COUNCIL WORK SESSION**  
**immediately to follow regular meeting**

1. Review Capital Projects and other Possible Major Items that may be included in FY21 budget
2. CLOSED MEETING – Investment of Public Funds, Award of Public Contract and Consultation with Legal Counsel

**Motion to Go Into Closed Meeting**

I move that Town Council convene and go into Closed Meeting with respect to the former Afton Inn property for the following purposes:

- (1) Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of Town Council would be adversely affected, pursuant to Section 2.2-3711. A. 6. of the Code of Virginia.
- (2) Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an Open Meeting would adversely affect the bargaining position or negotiating strategy of Town Council, pursuant to Section 2.2- 3711. A. 29. of the Code of Virginia.
- (3) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, pursuant to Section 2.2-3711. A. 8. of the Code of Virginia.

I further move that Council convene and go into Closed meeting with respect to the auxiliary office building to discuss the award of a public contract involving the expenditure of public funds, and discussion of the terms or scope of such contract, where discussion in an Open Meeting would adversely affect the bargaining position or negotiating strategy of Town Council, pursuant to Section 2.2- 3711. A. 29. of the Code of Virginia.

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

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

4

The regular meeting of the Town Council of the Town of Front Royal, Virginia was held on November 12, 2019, in the Warren County Government Center's Board Meeting Room. Mayor Elect Tewalt led Council and those attending in the Pledge of Allegiance to the flag and a Moment of Silence. The roll was called at 7:00 p.m.

**PRESENT:** Mayor Elect Eugene R. Tewalt  
Councilman Gary L. Gillispie  
Councilman Chris W. Holloway  
Councilman Jacob L. Meza  
Councilman Eugene R. Tewalt  
Councilman Letasha T. Thompson  
Vice Mayor William A. Sealock (*telephonically*)  
Town Attorney Douglas W. Napier  
Interim Town Manager Matthew A. Tederick  
Clerk of Council Jennifer E. Berry, MMC

(The above listed members represent the full body of Council as authorized in the Town Charter.)

### **Recognize Temporary Mayor-Elect as Temporary Mayor**

*Councilman Gillispie moved, seconded by Councilman Holloway, that Town Council appoint and recognize Mayor-Elect Eugene R. Tewalt as Mayor pro tempore of the Front Royal Town Council for the Regular Meeting of Front Royal Town Council on November 25, 2019, and for such additional and further Meetings and times that as his services as such Mayor pro tempore may be needed.*

Vote: Yes – Gillispie, Holloway, Meza, Sealock, Tewalt and Thompson  
No – N/A  
Abstain – N/A  
Absent – N/A

### **BY ROLL CALL**

-----  
*Councilman Gillispie moved, seconded by Councilman Holloway, that Council approve the Regular Council Meeting minutes of November 12, 2019 as presented.*

Vote: Yes – Gillispie, Holloway, Meza, Sealock, Tewalt and Thompson  
No – N/A  
Abstain – N/A  
Absent – N/A  
-----

### **RECEIPT OF PETITIONS OR CORRESPONDENCE FROM THE PUBLIC**

Michelle Smeltzer, of 6 Morain Street, noted that the Rotary Club of Warren County wished to announce the Free Letters of Santa were back in the community. She stated that Felicia Hart, with the Town had brought the program forward once again and Rotary was very grateful. Ms. Smeltzer stated that Rotary has personalized over 400 letters to children in the community and the forms were available online and at Town Hall, as well as at C&C ice cream and other locations in the county. She stated that Santa will work on the letters and return responses to area children prior to Christmas.

Janice Hart, of 1120 Ashby Street, presented the following:

Tonight I wanted to make a different kind of a comment and hope that you all will take it in the sincere context that it is brought to you.

Thanksgiving is just 3 days away. My church challenges the congregation every year to make a list each day in November of the blessing in your life and for the things that we are grateful for. It's easy to say home, family and friends. This year I challenged myself to look outside that usual box and broaden my list to include community.

I'd like to start with this Council, Mayor-elect and our interim Town manager as well as our legal counsel and our clerk of court. The Council works hard to carry on the business of running our Town. Their job, for a minuscule pay, is not an easy one. You listen to a lot of criticism both in this room and out in the community. Your meals in public places are interrupted with citizens that don't mean to but they want you to hear them out. Your phones ring too early in the morning and far late into the night. Your opinions and votes are not always popular with the community. And I know some weeks in these meetings it sounds like, looks like and feels like you are challenged at every turn. I just wanted to say that I am grateful that we have a council that takes the time to listen to the public's opinion. And while you might not agree, you take their opinions in a professional manner and do your best to correct any wrong ideas or misinformation. I am grateful that anyone of you is accessible by phone, email and even in person to talk about issues and concerns that citizens have. And for that I say thank you.

I am grateful for a Town hall staff that is always professional and willing to serve its citizens whether it be silly questions, FOIA requests, questions answered on procedures or the process of our government and how it works. We have folks that have been on staff for 20 plus years and I think that speaks volumes about their dedication to the job and the community they serve. And although we have lost some terrific employees, they made their positive marks on our community and served us well before moving on to sometimes bigger and better opportunities. And for this I am grateful.

I am so blessed to have worked for a Police Department that serves this community in a professional manner, always looking out for the citizens it serves, no matter the weather, no matter the time of day or night, no matter the call. And much of the time when an employee is called a hero, they will humbly tell you – "just doing my job". I will always love my family in blue and do not hesitate to help out anyway that I can. I think we have a top notch department and each of us here should be grateful for the men and women in blue who put their lives on the line every day, who leave their families to go out and protect ours. And for this I am forever grateful.

I am grateful for every Town employee. They are a blessing as they work in all kinds of weather to hang decorations, to plow the snow, to replace waterlines that never break in warm weather, but always the coldest times. We are blessed to have employees on call to keep the lights on, the heat on and the water flowing.

As we all sit down to our Thanksgiving tables this week, think about what a wonderful town we live in and are blessed to be a part of. Be grateful for people who take the time out of their busy lives to help this community be the wonderful place it is to live work and play. Happy Thanksgiving everyone.

Mr. Tederick noted that holiday season had a lot of activity in the community:

- He stated that the 2019 parade would be Saturday Nov 30<sup>th</sup> with many vendors and other events along the gazebo area and Main Street;
- He announced that Small Business Saturday will be this Saturday as well;
- He stated that the Town Business Offices will be closed on Thursday and Friday this week and refuse/recycling will be rescheduled;
- He noted that the Board of Architectural Review and the Urban Forest Advisory Commission was taking applications at this time;
- He announced that the AMP Scholarships were available to the community and the application information is available online.

Brandon Davis, the Executive Director of the Northern Shenandoah Valley Regional Commission, noted that the NSVRC continued their recycling efforts by hiring an engineering feasibility analysis data expert in order to possibly determine a regional recycling option. He added that they are looking to partner with the Inland Port and other area partners as well. Mr. Davis explained that the spotted lantern fly was first seen in Winchester and then Clarke County and the pest is hosted on the tree of heaven. He stated that it affects the wine industry, as well as area apple and peach trees. Mr. Davis stated that the inspection costs that affect area businesses is something that was brought forward by the Town's Community Development Director, Felicia Hart, and the NSVRC is working to spearhead the efforts with the Virginia Department of Agriculture with the area wine industry in the region.

Councilman Gillispie wished the community a Happy Thanksgiving.

Mayor Tewalt noted that he would be taking the oath of office for Mayor tomorrow at 2 p.m. and then his Mayor title would be official. He wished everyone a Happy Thanksgiving.

Mayor Tewalt asked if there were any proposals for additions or deletions to the agenda.

Mr. Napier noted that he would recuse himself from any questions or issues pertaining to the matter of Heptad on the Consent Agenda. He stated that he owns a small portion of the business.

### **CONSENT AGENDA ITEMS – (ROLL CALL VOTE REQUIRED)**

- A. COUNCIL APPROVAL – Request to Waive Christmas Tree License Tax – Rivermont Church
- B. COUNCIL APPROVAL – HEPTAD Request for One-Year Extension for Development Plan
- C. COUNCIL RE-APPOINTMENT – Urban Forestry Advisory Commission - Hulse

*Councilman Holloway moved, seconded by Councilman Meza that Council approve the consent agenda as presented.*

Vote: Yes – Gillispie, Holloway, Meza, Sealock, Tewalt and Thompson  
No – N/A

Abstain – N/A

Absent – N/A

## BY ROLL CALL

---

**PUBLIC HERING – Receive Public Comments/Concerns and Approve an Ordinance to Vacate an Alley Between 303 and 311 Brown Avenue – Donnie Atkins (1st Reading)**

**Summary:** Council is requested to receive comments and concerns from the public and approve an Ordinance pertaining to a request from Donnie Atkins, 303 Brown Avenue for a proposed vacation of approximately a 12.5' x 107' alley located between 303 and 311 Brown Avenue. The approval is contingent upon utility easements and a Hold Harmless Agreement if a proposed fence is installed.

Mayor Tewalt opened the public hearing. As no one came forward to speak, the public hearing was closed.

*Councilman Holloway moved, seconded by Councilman Thompson, that Town Council affirm on its first reading an ordinance to conditionally vacate an unimproved alley that is 12.5' x 107' located between 303 and 311 Brown Avenue, contingent upon required utility easements and a signed Hold Harmless Agreement if a fence is installed.*

Vote: Yes – Gillispie, Holloway, Meza, Sealock, Tewalt and Thompson

No – N/A

Abstain – N/A

Absent – N/A

---

**COUNCIL APPROVAL – An Ordinance to Amend and Re-enact Town Code Section 180-185 to Renew a Franchise Agreement for Public Passenger Bus Service (2nd Reading)**

**Summary:** Council is requested to adopt on its second and final reading an ordinance to amend and re-enact Town Code Section 180-185 to renew a Franchise Agreement for Public Passenger Bus Service (aka Front Royal Trolley Service), as presented. Upon final approval the Franchise will be for a five (5) year term.

*Councilman Holloway moved, seconded by Councilman Thompson that Council adopt on its second and final reading an ordinance to amend and re-enact Town Code Section 180-185 to renew a Franchise Agreement for Public Passenger Bus Service, as presented.*

Vote: Yes – Gillispie, Holloway, Meza, Tewalt and Thompson

No – N/A

Abstain – N/A

Absent – N/A

---

**COUNCIL APPROVAL – Budget Amendment for Energy Services Department provided to Shentel**

**Summary:** Council is requested to approve a FY20 Budget Amendment in the amount of \$150,000 for funds that will be reimbursed to the Town by Shentel for materials and work performed by the Energy Services Department.

*Councilman Holloway moved, seconded by Councilman Meza, that Council approve a FY20 Budget Amendment in the amount of \$150,000 for funds that will be reimbursed to the Town by Shentel for materials and work performed by the Energy Services Department.*

Vote: Yes – Gillispie, Holloway, Meza, Sealock, Tewalt and Thompson  
No – N/A  
Abstain – N/A  
Absent – N/A

---

**Budget Amendment – EDA Civil Suit Attorney Fees & Auditing Services**

**Summary: Council is requested to approve a budget amendment in the amount of \$282,800 to allocate funds to be used for attorney fees and auditing services related to the Town's civil suit against the Front Royal-Warren County Economic Development Authority (EDA). The funds are requested to be transferred from FY19 & FY20 budgeted debt service payments to the EDA for Success Farm, Baugh Drive Extension, Happy Creek Technology Park, Stephens Industrial Park, & Leach Run Parkway.**

*Councilman Meza moved, seconded by Councilman Thompson, that Council approve a budget amendment in the amount of \$282,800 for attorney fees and auditing services related to the Town's civil suit against the Front Royal-Warren County Economic Development Authority (EDA). He further moved that Council approve the transfer of funds from FY19 & FY20 budgeted debt service payments to the EDA for Success Farm (\$10,370) Baugh Drive Extension (\$6,535), Happy Creek Technology Park (\$6,845), Stephens Industrial Park (\$11,725), & Leach Run Parkway (\$105,925).*

Councilman Meza clarified that this approval allowed Council to use funds that the Town had previously accrued.

Vote: Yes – Gillispie, Holloway, Meza, Sealock, Tewalt and Thompson  
No – N/A  
Abstain – N/A  
Absent – N/A

BY ROLL CALL

---

**COUNCIL APPROVAL - Auditing Services Related to Litigation**

**Summary: Council is requested to approve payment to Mitchell & Company PC for auditing services to support litigation in the Town's civil lawsuit against the Front Royal-Warren County Economic Development Authority (EDA) for an amount up to \$45,000.**

**This request for payment is in compliance with the Town's procurement policy as a contract modification. The original contract for auditing services was competitively bid and awarded to Mitchell & Company during Council's April 25, 2016 Regular Meeting.**

**Per the Virginia Public Procurement Act (V.P.P.S) § 2.2-4344 Exemptions from competition for certain transactions, "The purchase of legal services, provided that the pertinent provisions of Chapter 5 (§ 2.2-500 et seq.) remain applicable, or expert**

**witnesses or other service associated with litigation or regulatory proceedings.”**

*Councilman Gillispie moved, seconded by Councilman Holloway that Council move that Council approve payment of an amount up to \$45,000 to Mitchell & Company PC for auditing services to support litigation in the Town’s civil suit against the Front Royal-Warren County Economic Development Authority (EDA).*

Councilman Meza noted that half of the approved amount had already been spent, and this is a service to review all of the Town’s records related to the financial entries pertaining to the EDA.

Vote: Yes – Gillispie, Holloway, Meza, Sealock, Tewalt and Thompson  
No – N/A  
Abstain – N/A  
Absent – N/A

BY ROLL CALL

-----

**COUNCIL APPROVAL Legal Fees for Litigation on EDA Civil Suit**

**Summary: Council is requested to approve payment to Damiani & Damiani for legal services related to the Town’s civil suit against the Front Royal-Warren County Economic Development Authority (EDA) not to exceed \$200,000.**

**Per the Virginia Public Procurement Act (V.P.P.S) § 2.2-4344 Exemptions from competition for certain transactions, “The purchase of legal services, provided that the pertinent provisions of Chapter 5 (§ 2.2-500 et seq.) remain applicable, or expert witnesses or other service associated with litigation or regulatory proceedings.”**

*Councilman Holloway moved, seconded by Councilman Meza, that Council approve payment not to exceed \$200,000 to Damiani & Damiani for legal services related to the Town’s civil suit against the Front Royal-Warren County Economic Development Authority (EDA).*

Councilman Meza noted that these are the attorneys the Town has retained to evaluate the audit Mitchell & Company performed for the Town, and this is a new cost pertaining to the EDA lawsuit matters.

Vote: Yes – Gillispie, Holloway, Meza, Sealock, Tewalt and Thompson  
No – N/A  
Abstain – N/A  
Absent – N/A

BY ROLL CALL

-----

**COUNCIL APPROVAL - Payment to Vendors for Police Department Project**

**Summary: The Front Royal Town Council was informed by the Front Royal-Warren County Economic Development Authority (EDA) that Front Royal qualified for the New Market Tax Credit Program. Based upon this information, the Front Royal Town Council authorized and proceeded with the construction of the Front Royal Police Department (FRPD); furthermore, the EDA would facilitate the New Market Tax Credit Program on behalf of the Town of Front Royal in order to construct the FRPD.**

After the fact, the Town of Front Royal was notified that the Town of Front Royal did not qualify for the New Market Tax Credit Program for the construction of the FRPD; therefore, the EDA funded construction using conventional financing. On November 15, 2019, the Town of Front Royal was provided a letter from the EDA that the EDA will hold payment requisitions related to the Police Department Project until the Town of Front Royal pays the disputed principal and interest due on the project.

In order to complete the FRPD and not further penalize contractors and vendors, Council is requested to approve payments to Dustin Construction, Moseley Architects, & JTS LLC totaling \$492,284.34 using Town of Front Royal funds previously budgeted for the Police Department Project.

Staff shall obtain signed waiver of lien from Dustin Construction prior to release of payment. Waiver of lien shall document original contract amount including change orders less previous net billings and amount of current payment due.

*Councilman Meza moved, seconded by Councilman Gillispie that Council move that without waiving any right or causes of action, the Town has with respect to any party or outstanding lawsuit the Town may have, which rights and causes of action the Town expressly reserves, he moved that Council approve the payment of \$492,284.34 to vendors Dustin Construction, Moseley Architects and JTS LLC for construction of the Police Department Project. He further moved that Council approve using funds previously budgeted for the Police Department Project and release payment to Dustin Construction after signed waiver of lien is obtained.*

Councilman Meza clarified that the summary read by Ms. Berry was important, as it pointed out that the EDA was choosing to withhold payment from the contractor while the Town and the EDA determined the details. He noted that the Town does not wish to hold the payments hostage and the Town has elected to pay the amounts to the contractors in order to release those companies and finalize the companies payment amounts.

Vote: Yes – Gillispie, Holloway, Meza, Sealock, Tewalt and Thompson  
 No – N/A  
 Abstain – N/A  
 Absent – N/A

BY ROLL CALL

**COUNCIL APPROVAL – Request for Water and Sewer from Equus Capital Partners, LTD in Route 340/522 Corridor on Winchester Road**

**Summary:** Council is requested to approve the request for water and sewer from Equus Capital Partners LTD in Route 340/522 Corridor on Winchester Road. The Warren County Board of Supervisors approved a resolution requesting the Town provide water and sewer service to the property on November 6, 2019.

*Councilman Meza moved, seconded by Councilman Thompson, move that Council approve the request for water and sewer from Equus Capital Partners LTD in Route 340/522 Corridor on Winchester Road.*

Councilman Thompson announced that the company would bring about 50-100 jobs in the area. Councilman Gillispie pointed out that the water and sewer in the Corridor is already accounted for.

Vote: Yes – Gillispie, Holloway, Meza, Sealock, Tewalt and Thompson  
No – N/A  
Abstain – N/A  
Absent – N/A

BY ROLL CALL

---

### **CLOSED MEETING - PERSONNEL**

#### ***Motion to Go Into Closed Meeting***

*Councilman Holloway moved, seconded by Councilman Meza, that Town Council convene and go into Closed Meeting for Discussion and consideration of performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of Town Council, pursuant to Section 2.2-3711. A. 1. of the Code of Virginia.*

Vote: Yes – Gillispie, Holloway, Meza, Sealock, Tewalt and Thompson  
No – N/A  
Abstain – N/A  
Absent – N/A

---

#### ***Motion to Certify Closed Meeting at its Conclusion***

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

Vote: Yes – Gillispie, Holloway, Meza, Sealock, Tewalt and Thompson  
No – N/A  
Abstain – N/A  
Absent – N/A

BY ROLL CALL

---

There being no further business, the Vice Mayor declared the meeting adjourned at 8:10 p.m.

APPROVED:

---

Jennifer E. Berry  
Clerk of Council

4

The regular meeting of the Town Council of the Town of Front Royal, Virginia was held on December 9, 2019, in the Warren County Government Center's Board Meeting Room. Mayor Tewalt led Council and those attending in the Pledge of Allegiance to the flag and a Moment of Silence. The roll was called at 7:00 p.m.

**PRESENT:** Mayor Eugene R. Tewalt  
Councilman Gary L. Gillispie  
Councilman Chris W. Holloway  
Councilman Jacob L. Meza  
Councilman Eugene R. Tewalt  
Councilman Letasha T. Thompson  
Vice Mayor William A. Sealock  
Town Attorney Douglas W. Napier  
Interim Town Manager Matthew A. Tederick  
Clerk of Council Jennifer E. Berry, MMC

(The above listed members represent the full body of Council as authorized in the Town Charter.)

---

#### **RECEIPT OF PETITIONS OR CORRESPONDENCE FROM THE PUBLIC**

Bonnie Gabbert, of 1221 Valley View Drive, noted that lately many issues before Council seemed to be rushed through. She stated that when the water project in Crooked Run came forward, the Interim Mayor Tederick at the time noted that he did not want to wait for the study. Mrs. Gabbert reminded Council that when the tap fees were discussed, that issue as well, was proposed for a rush decision also by some on Council and Mr. Tederick. She expressed concern that Council is not taking the time to research the ramifications of the budget, the Staff, and the citizens before making a decision for the community.

Mrs. Gabbert explained that the Town Code states that Town will provide the tap from the main line to the property, though the Town wants to lower the tap fees. She noted that the Town wants to lower the tap fees and also provide the service for installing the taps and she was unsure how the Town can justify those decisions. Mrs. Gabbert noted that a study should be done to look into how the tap fee process could work; she opined that the consultant is unnecessary and Town Staff can handle the research.

Mrs. Gabbert noted that there was a Town Code section relating to the Town Manager posting a bond and the Town Charter also says that the Town Treasurer will post a bond. She noted that the Town Manager has not posted a bond. She stated that the bond gives an added layer of protection for fraud and it is in the Town Code and in the Town Charter.

Mrs. Gabbert opined that a separate EDA for the Town is unnecessary. She also expressed that it was a neglect of duty for Council to not follow through with the bond matter regarding the Town Manager. She stated that matters were not appearing good to the community.

Paul Gabbert, of 1221 Valley View Drive, welcomed Mayor Tewalt to his seat. He voiced his concerns with the tap fee matter. He noted that Councilman Holloway should represent the citizens and the citizens should not have the fees reduced in order to cover expenses for

contractors. Mr. Gabbert opined that the statement that tap fees keep residential building from continuing is untrue.

Mr. Gabbert asked Council to move forward with tearing down the Afton Inn down. He added that the current EDA is insolvent and it will go bankrupt. He stated that there is the possibility that Warren County is going bankrupt is possible as well. He noted that the County has a \$20 million lawsuit against a defendant with the EDA. He stated that the Town Manager and the Council cannot see the downfall on the Town, though they need to look into the future. Mr. Gabbert stated that the Town having an EDA is not a good choice, as there was too much turmoil and money at stake.

Mr. Gabbert stated that there were continued concerns regarding Mr. Tederick. He noted that the law firm assisting with the EDA matter is in the same building as his 1839 Capital LLC and this is a conflict of interest. He noted that Mr. Tederick stated that he did not list LLC's that did not generate income, though according to the website they are a private equity firm, with a track record of success and complex high growth, that has a team that leverages global investments. Mr. Gabbert noted that according to their website it appears that they have made money. Mr. Gabbert noted that he attempted to speak to Mr. Tederick about the LLC and his employment contract, and the Town Manager jumped in his face.

Linda Allen, area resident, noted the following:

Our Horticulturist, Ann Rose, is retiring at the end of December without wanting any fanfare for the occasion. However, she warrants recognition publicly for the years she has contributed to the beauty of Front Royal.

With a last name of Rose, I cannot resist using the colors of Roses as a way to describe her a little bit. Here we go. If you find orange a high energy color, Ann is a lady who went to work to work, work, work with serious attention to every flower in every planting the town owned. Salmon roses represent enthusiasm and with the kind of intense attention she paid to the plants, she has been an enthusiastic worker. Cream roses may be equated with thoughtfulness. See the plantings in how they varied in heights, shapes and shades of color, clearly, she was thoughtful in design for the maximum effect on our senses. Yet she also paid attention to cost.

In the seasons that I spent in the stores and on the street for a variety of reasons, the flowers were admired and appreciated more often than other topics. When I first noticed her working on the plantings, she was deeply engrossed with the watering and weeding yet she sensed to me as a nice person. And, I would wish that we would converse and somehow, she could make me as smart as she was about all the characteristics of flowers already mentioned but about hardiness and how many hours of direct sunlight or indirect light.

She was indeed very pleasant to approach with questions about the names of the plants and where she got them. She has been very good natured over the years—sharing knowledge, gracious in manner. For those features, pink roses are the symbol. Add some white roses for her charm and patience, her smile and laughter.

For giving joyful moments to so many visitors and residents, the yellow rose is the representative. With her talent, competence, conscientiousness to creatively develop plantings that were lush for their abundance, arrangement, and durability, there are green roses.

While peach roses are given the role of a thank you, any single rose sent can convey the same message. There are so many reasons to thank Ann for her work, the bouquet would be large and full of peach roses.

Thank you whoever, whenever for hiring Ann Rose who has been a delight to know and who has given so much pleasure with her work. I wish the Council and Interim Town Manager as much good fortune in hiring the next one as Ann has been and is as a town employee and resident.

Mr. Tederick noted that:

- The Town Business Offices will be closed December 24 & 25<sup>th</sup> for Christmas Eve and Christmas Day and he noted the changes for the refuse/recycling rescheduling dates;
- The Kerfoot Avenue crosswalk installations were modified slightly for the holidays and the weather;
- The Town is accepting resumes for the vacancy on Council please review the information on the Town's website for full information;
- Thanks should be given to the downtown area for the work there, including the LOVE sign and the gazebo area as well;
- 2020 will be a great year for the Town, with many goals before the community, budgeting for I&I problems, paving projects coming forward, the CDBG that is taking place, and he recognized several employees.

Mr. Tederick and Mayor Tewalt recognized Dewayne Mauck, of the Town's Energy Services Department; and Tori Pugh of the Finance Department, James Thomas, and Ryan Silvius of the Public Works Department for their dedicated service to the community and ongoing efforts to do their best work. He presented them with Pride In Performance plaques from the Town.

Mr. Tederick wished Council and the community a Merry Christmas.

Councilman Meza noted that Council agreed with Mr. Gabbert that matters were moving too quickly regarding tap fees and some ramifications were not being understood. He stated that thanks to Councilman Holloway the Town Code was fully reviewed, and it was clarified that that the Town should be installing the water and sewer taps. He noted that the study is expensive; however, it is a study that is put forth every 3-5 years to ensure the Town fees are in line. Mr. Meza commented that Council is taking the tap fee issue at a slower pace.

Councilman Meza noted that he had not heard of the bond issue and he will be sure that the Town will check into matters and will address the issue. He stated that he agrees with Mr. Gabbert regarding the Afton Inn, stating that if the building cannot come to a quick resolution, then it should come down.

Mr. Meza voiced his defense of Mr. Tederick, as the Town needs legal advice and will seek recommendations. Mr. Meza stated that he actually made several recommendations as well, as that is how good firms are brought forth. He added that several national firms were researched with really high billable hours, and Mr. Tederick recommended the firm and it was a better rate. He stated that Town Attorney Napier interviewed suggested firm, and vetted them, and then Council decided to move forward with the law firm.

Councilman Meza stated that regarding the LLC affiliations, Council is open to hearing the accusations and then Council can research them. He noted that the Town Attorney has vetted Mr. Tederick's disclosure form. He stated that Council is not closed minded to statements from the public regarding the LLC affiliations. Mr. Meza thanked the Town Manager for his professional demeanor that has been demonstrated. He stated that Mr. Tederick has gone above and beyond and he is in a thankless position.

Councilman Gillispie asked if Staff could look at extending the Town Trolley an extra hour Monday – Friday, and earlier runs over the weekend. Staff stated that they have been discussion this with the trolley company and will be following up.

Councilman Gillispie noted that there seems to be a lot of confusion about recycling on social media. He asked the Town Manager to send out a revised brochure of what is acceptable for recycling.

Councilman Holloway thanked Mr. Meza for his comments, adding that the Town is attempting to reduce costs. He stated that a former Town employee stopped the tap installation without Council approval in 2009. Mr. Holloway explained that is why the Town is attempting to reduce the cost for the builder or homeowner. He noted that the study that comes back should let the Town know what should be charge for the taps.

Mr. Holloway stated that he was on Council in 2009 and he would have never voted on that change and come to find out it was not voted on by Council, but rather it was an administrative change done at the Staff level.

Mayor Tewalt recognized Ann Rose, for her dedication for service as the Town's Horticulturist and congratulated her on her retirement. The Town Council thanked her for service to the community.

Mayor Tewalt thanked the Chamber of Commerce for putting on the Christmas parade and he wished the community a Merry Christmas as well.

Mayor Tewalt asked if there were any proposals for additions or deletions to the agenda.

**CONSENT AGENDA ITEMS – (ROLL CALL VOTE REQUIRED)**

- A. COUNCIL APPROVAL – Write Off for Bad Debt for 4<sup>th</sup> Quarter of 2019
- B. COUNCIL APPROVAL – Bid – Portable Changeable Message Sign
- C. COUNCIL APPROVAL – Bid – Pickup, Hauling, Disposal of Biosolids
- D. COUNCIL APPROVAL – Bid – Bucket Truck for Energy Services
- E. COUNCIL APPROVAL – Bid – Concrete for Calendar Year 2020
- F. COUNCIL APPROVAL – Bid – Installation of Curb and Gutter
- G. COUNCIL APPOINTMENT – Board of Architectural Review – Runyan

*Councilman Holloway moved, seconded by Councilman Meza that Council approve the consent agenda as presented.*

Vote: Yes – Gillispie, Holloway, Meza, Sealock and Thompson  
No – N/A  
Abstain – N/A

Absent – N/A

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

BY ROLL CALL

---

**PUBLIC HEARING – Amendment to Budget for Outstanding Purchase Orders (1st R)**

**Summary:** Council is requested to affirm on its first reading an amendment to the FY2019-2020 Budget in the amount of \$11,182,627.66 for a list of outstanding purchase orders that need to be carried forward to the FY2019-2020 budget cycle to complete unfinished projects.

**Budget/Funding:** Funding will be offset from the appropriate fund balance reserves for each fund indicated, the revenue for these projects have been connected in the previous budget cycle.

General Fund \$ 796,160.21  
Special Projects 1,499,319.22  
Electric Fund 540,077.52  
Sewer Fund 4,302,633.43  
Water Fund 2,917,420.97  
Solid Waste Fund 247,739.29  
Street Fund 879,277.02  
TOTAL \$11,182,627.66

Mayor Tewalt opened the public hearing. As no one came forward to speak, the public hearing was closed.

*Councilman Meza moved, seconded by Councilman Holloway, that Council affirm on its first reading an amendment to the FY2019-2020 Budget in the amount of \$11,182,627.66 for outstanding purchase orders to be carried forward to the FY2019-2020 budget cycle to complete unfinished projects, as presented.*

Councilman Meza noted that this is a carry over from each project from the last budget year, and Council is happy to answer questions on any item.

Vote: Yes – Gillispie, Holloway, Meza, Sealock and Thompson

No – N/A

Abstain – N/A

Absent – N/A

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

BY ROLL CALL

---

**PUBLIC HEARING – Ordinance Amendment to Town Code Section 134-71(A)(1)(e) pertaining to Personal Guaranty for Business Entities (1st Reading)**

**Summary:** On September 9, 2019 Council adopted an amendment to Town Code Chapter 134-71 pertaining to utility account payments and termination of service in an effort to decrease the Town's bad debt on utility accounts. During this time, it has come to the attention of staff that some commercial users have no ability to provide a personal guarantee without a legal liability challenge. It was also identified that commercial users were not included in the Town's acceptable credit history waiver of a utility deposit. Therefore, Council is requested to affirm on its first reading an ordinance to remove Town Code Section 134-71(A)(1)(e) pertaining to personal guaranty for business

entities in its entirety and to remove the word “residential” in Service Location Deposit Waiver to allow commercial service locations to be included in the waiver of deposits, as presented.

Mayor Tewalt opened the public hearing.

Paul Gabbert, of 1221 Valley View Drive, asked if would allow businesses to open without a deposit.

Per Mr. Wilson, a deposit would be required though if they have good credit, the business could have their deposit waived.

As no one else came forward to speak, the public hearing was closed.

*Vice Mayor Sealock moved, seconded by Councilman Gillispie, that Council affirm on its first reading an ordinance to remove Town Code Section 134-71(A)(1)(e) pertaining to personal guaranty for business entities in its entirety and to remove the word “residential” in Service Location Deposit Waiver to allow commercial service locations to be included in the waiver of deposits, as presented.*

Councilman Meza noted that in an effort to help reduce the bad debt, Council realized it became overly burdensome on some businesses and this is Council’s attempt to rectify the manner. In response to Council’s question, Mr. Tederick noted that the Town collects all but <sup>3</sup>/<sub>10</sub> of 1% of the bad debt.

Vote: Yes – Gillispie, Holloway, Meza, Sealock and Thompson  
No – N/A  
Abstain – N/A  
Absent – N/A  
(Mayor Tewalt did not vote as there was no tie to require his vote)

BY ROLL CALL

-----

**COUNCIL APPROVAL – An Ordinance to Vacate an Alley Between 303 and 311**

**Brown Avenue – Donnie Atkins** *(2<sup>nd</sup> Reading)*

**Summary:** Council is requested to adopt an ordinance for the vacation of a 12.5’ x 107’ unimproved alley located between 303 and 311 Brown Avenue as requested from Donnie Atkins, 303 Brown Avenue. The approval is contingent upon utility easements and a Hold Harmless Agreement if a proposed fence is installed.

*Councilman Holloway moved, seconded by Councilman Thompson, that Council adopt an ordinance to vacate an unimproved alley that is 12.5’ x 107’ located between 303 and 311 Brown Avenue, contingent upon required utility easements and a signed Hold Harmless Agreement if a fence is installed.*

Vote: Yes – Gillispie, Holloway, Meza, Sealock and Thompson  
No – N/A  
Abstain – N/A  
Absent – N/A  
(Mayor Tewalt did not vote as there was no tie to require his vote)

## BY ROLL CALL

**COUNCIL APPROVAL – Liaison Committee Meeting Items**

**Summary: Council is requested to approve the following items to be added to the Liaison Committee Meeting Agenda scheduled for January 16, 2020**

1. Review Liaison Committee Mission Statement and Policies
2. Boundary Adjustment Request from Chris Ramsey
3. Blighted and Derelict Structures Program
4. Data Center
5. Working Together Regarding the EDA Civil Suit
6. Resolution to General Assembly to Allow Town to Establish its own EDA Separate from Existing EDA
7. Update on Happy Creek Road Project

*Councilman Thompson moved, seconded by Councilman Sealock, that Council approve the following items to be added to the Liaison Committee Meeting Agenda for January 16, 2020 1. Review Liaison Committee Mission Statement and Policies; 2. Boundary Adjustment Request from Chris Ramsey; 3. Blighted and Derelict Structures Program; 4. Data Center; 5. Working Together Regarding the EDA Civil Suit; 6. Resolution to General Assembly to Allow Town to Establish its own EDA Separate from Existing EDA; 7. Update on Happy Creek Road Project.*

Vote: Yes – Gillispie, Holloway, Meza, Sealock and Thompson  
No – N/A  
Abstain – N/A  
Absent – N/A  
(Mayor Tewalt did not vote as there was no tie to require his vote)

BY ROLL CALL

**COUNCIL APPROVAL: Comprehensive Water and Sewer Utility Rate Study**

**Summary: Council is requested to approve Stantec Consulting Services, Inc. to conduct a Comprehensive Water and Sewer Utility Rate Study in the amount of \$45,000.**

*Councilman Holloway moved, seconded by Councilman Thompson, that Council move that Council Stantec Consulting Services, Inc. to conduct a Comprehensive Water and Sewer Utility Cost of Service Fee and Rate Study in the amount of \$45,000.*

Councilman Meza asked if the \$45,000 was paid from the general or enterprise fund; Mr. Tederick noted that it came from the enterprise funds.

Vote: Yes – Gillispie, Holloway, Meza, Sealock and Thompson  
No – N/A  
Abstain – N/A  
Absent – N/A  
(Mayor Tewalt did not vote as there was no tie to require his vote)

BY ROLL CALL

**COUNCIL APPROVAL Resolution to Request General Assembly to Allow the Town to Establish its own EDA Separate from Existing EDA**

**Summary: Council is requested to approve a resolution requesting the General Assembly to allow the Town of Front Royal to establish its own Economic Development Authority (EDA) separate and independent from the existing EDA. Upon approval Council requests that the Town Attorney send the Resolution to the appropriate individuals**

*Councilman Meza moved, seconded by Councilman Gillispie, that Council approve a resolution requesting the General Assembly to allow the Town of Front Royal to establish its own Economic Development Authority (EDA) separate and independent from the existing EDA and to have the Town Attorney send it to the appropriate individuals upon approval.*

Councilman Meza noted that this was to request the ability, should the Town choose to do so. He stated that the current EDA was ineffective and would be difficult to move forward in the coming year if not further. He added that if the Town missed the deadline now, then they could not move forward until July 2021.

Councilman Gillispie stated that just because the Town is obtaining permission it does not mean that the Town is going to move forward with the process. He noted that the Town gave up their interest in the current EDA years ago. He stated that the current EDA is insolvent and it is time to throw in the towel and look at other options for the community

Councilman Meza noted that he has no interest in the duplication of costs.

Vote: Yes – Gillispie, Holloway, Meza, Sealock and Thompson  
No – N/A  
Abstain – N/A  
Absent – N/A  
(Mayor Tewalt did not vote as there was no tie to require his vote)

BY ROLL CALL

-----  
*Councilman Meza moved, seconded by Councilman Holloway, that Council adjourn the meeting.*

Vote: Yes – Gillispie, Holloway, Meza, Sealock and Thompson  
No – N/A  
Abstain – N/A  
Absent – N/A  
(Mayor Tewalt did not vote as there was no tie to require his vote)

-----  
There being no further business, the Mayor declared the meeting adjourned at 8:00 p.m.

APPROVED:

\_\_\_\_\_  
Jennifer E. Berry  
Clerk of Council

4

The Special Meeting of the Town Council of the Town of Front Royal, Virginia was held on January 6, 2020 in the Town Hall Council Meeting Room. Vice Mayor Sealock led Council and those attending in the Pledge of Allegiance to the flag and Mayor Tewalt opened with a Moment of Silence.

*Councilman Gillispie moved, seconded by Vice Mayor Sealock to appoint and recognize Tina Presley as Clerk of the Front Royal Town Council pro tempore for the meeting of Front Royal Town Council on January 6, 2020 Special Meeting and for such additional and further meetings and times that are a continuation of the January 6, 2020 meeting at her services such as Clerk pro tempore may be needed.*

Vote: Yes – Sealock, Gillispie, Holloway and Meza

No – N/A

Abstain – N/A

Absent – Thompson

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

Roll was called:

**PRESENT:**

Mayor Eugene R. Tewalt  
Vice Mayor William A. Sealock  
Councilman Gary L. Gillispie  
Councilman Chris W. Holloway  
Councilman Jacob L. Meza  
Town Attorney Douglas W. Napier  
Interim Town Manager Matthew A. Tederick  
Pro Tempore Clerk of Council Tina L. Presley

**ABSENT:**

Clerk of Council Jennifer E. Berry, MMC  
Councilman Letasha T. Thompson

*(The above listed members represent the full body of Council as authorized in the Town Charter.)*

William Huck, owner of C & C Frozen Treats located at 404 E. Main Street, Front Royal, addressed Council. He noted that the facilitator meetings scheduled for January 16, January 30 and February 13 was a good idea and he planned to participate. He reminded Council, however, that it takes six months to a year to plan events like Family Fun Day and the Wine/Craft Festival which are held in May and only a short five months away. He asked that if any changes were made as a result of the facilitator meetings, that they would occur at a later date, so that these events in May would not be affected. Council asked that Mr. Huck contact the Interim Town Manager.

**COUNCIL APPOINTMENT – Councilmember**

Due to former Councilman Eugene Tewalt being elected as Mayor in the Special Election held in November 2019, there is currently a vacancy on Town Council. Council was requested to make an appointment to this vacancy.

*Councilman Holloway moved, seconded by Gillispie appointed Lori A. Cockrell to the Front Royal Town Council, to fill an unexpired term expiring December 31, 2020.*

Councilman Meza and Councilman Gillispie thanked all those who applied and their willingness to serve. They welcomed Mrs. Cockrell to the Town Council.

Vote: Yes – Sealock, Gillispie, Holloway and Meza  
No – N/A  
Abstain – N/A  
Absent – Thompson  
(Mayor Tewalt did not vote as there was no tie to require his vote)  
(By Roll Call)

---

**CLOSED MEETING – Executive Search Firms Reviews and Consultation with Legal Counsel  
Specific to EDA and Afton Inn**

*Councilman Holloway moved, that Council convene and go into Closed Meeting for the purpose of discussion or consideration of the investment of public funds, specifically, bargaining with insurance consultant or consultants where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected, pursuant to Section 2.2-3711. A. 6. of the Code of Virginia. Councilman Gillispie continued to move that Town Council convene and go into Closed Meeting for 1) Discussion, consideration, or interviews of prospective candidates for Executive Search Firms to assist Town Council in consideration of hiring candidates for a permanent Town Manager, pursuant to Section 2.2-3711. A. 1. of the Code of Virginia; 2) Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, specifically, the Economic Development Authority where such consultation or briefing in Open Meeting would adversely affect the negotiating or litigating posture of Town Council; "probable litigation" meaning litigation that has been specifically threatened or on which Town Council or its legal counsel has a reasonable basis to believe will be commenced by or against a known party;; pursuant to Section 2.2-3711. A. 7. of the Code of Virginia; and 3) Consultation with legal counsel employed or retained by Town Council regarding specific legal matters requiring the provision of legal advice by such counsel, specifically, what the Town will be doing with the Afton Inn building and parties legally interested in it, pursuant to Section 2.2-3711. A. 8. of the Code of Virginia, seconded by Councilman Meza.*

Vote: Yes – Tewalt, Sealock, Gillispie, Holloway and Meza  
No – N/A  
Abstain – N/A  
Absent – Councilman Thompson

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

Vote: Yes – Tewalt, Sealock, Gillispie, Holloway and Meza  
No – N/A  
Abstain – N/A  
Absent – Thompson

---

There being no further business, the Mayor declared the meeting adjourned 8:40 p.m.

APPROVED:

---

Tina L. Presley, Pro Tempore Clerk of Council

7A



# Town of Front Royal, Virginia Council Agenda Statement

Item # 7A

Meeting Date: January 13, 2020

**Agenda Item:** FY20 Budget Amendment for Broadcast Communication Hardware

**Summary:** The Town of Front Royal recently received \$51,426 in PEG (Public, Educational, Government) Access Channel fees from two franchise agreement renewals. The Department of Information Technology (IT) is requesting Town Council to approve a FY20 budget amendment to allocate the \$51,426 for the purchase of hardware for broadcast communication systems.

**Budget/Funding:**

1204-47007 Information Technology – Computer Equipment  
Communication Hardware – 1000-3120401 General Fund Revenue – Franchise Tax - \$51,426

**Meetings:** Work Session held January 6, 2020

**Attachments:** Memorandum from IT Director

**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 FY20 budget amendment to allocate \$51,426 from PEG (Public, Educational, Government) Access Channel fees from two franchise agreement renewals for the purchase of hardware for broadcast communication systems.

\*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**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**  
102 E. MAIN STREET  
PO BOX 1560  
FRONT ROYAL, VIRGINIA 22630-1560  
(540) 631-3600  
WWW.FRONTROYALVA.COM

TODD C. JONES  
Director  
tjones@frontroyalva.com

## MEMORANDUM

TO: BJ Wilson, Director of Finance

FROM: Todd C. Jones, Director of Information Technology

DATE: December 9<sup>th</sup>, 2019

RE: Budget Transfer Request

BJ,

Please transfer \$51,426 income from PEG fee charges from Comcast and Shentel to 120-47007 to purchase hardware for broadcast communications systems.

Please let me know if you have any questions.

Thanks,

Todd

7B



# Town of Front Royal, Virginia Council Agenda Statement

Item # 7B

Meeting Date: January 13, 2020

**Agenda Item:** Happy Creek Road Phase II Preliminary Consultant Services

**Summary:** Council is requested to approve Rummel, Klepper & Kahl, LLP (RK&K) as the consultant to perform the preliminary engineering for improvements to Happy Creek Road beginning at the end of Phase I improvements and continuing to the Warren County Line (Phase 2 and 3); and to assist in submitting an application to Virginia's SMART SCALE to complete Happy Creek Phase II in the amount of \$68,587.20.

**Budget/Funding:**

|             |                                             |             |
|-------------|---------------------------------------------|-------------|
| 4102-R47518 | Highways and Streets (Non-VDOT) Happy Creek | \$50,090.00 |
| 4500-R47518 | Highways and Streets (VDOT) Happy Creek     | \$18,497.20 |

**Attachments:** Scope of Work and Pricing

**Meetings:** Work Session held January 6, 2020

## 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 Rummel, Klepper & Kahl, LLP (RK&K) as the consultants to perform the preliminary engineering improvements to Happy Creek Road beginning at the end of Phase I improvements and continuing to the Warren County Line (Phase 2 and 3); and to assist in submitting an application to Virginia's SMART SCALE to complete Happy Creek Road Phase II in the amount of \$68,587.20.

\*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

---

Purchasing, Department of Finance

## MEMORANDUM

---

**Date:** January 7, 2020  
**To:** Tina Presley, Senior Executive Assistant  
**From:** Alisa Scott, Purchasing Manager  
**RE:** Request to add action item to Town Council Agenda

---

Purchasing received a request to competitively negotiate engineering services to assist in submitting an application to Virginia's SMART SCALE to complete Happy Creek Phase II. If approved, the project could be 100% funded by programs established under the Code of Virginia §33.2-358 and administered by the Commonwealth Transportation Board (CTB).

On October 23<sup>rd</sup>, 2019, the Town received five (5) proposals. After interviewing the short-listed firms, Staff recommends Council award the engineering services contract to Rummel, Klepper & Kahl, LLP (RK&K, Fairfax, VA) for \$68,587.20.

Attached to this memo are the Council Worksession cover sheet and vendor scope and fee. Please add this action item to award the bid to Council's January 13<sup>th</sup>, 2020 Regular Town Council Meeting.

Funding is available as follows with potential 100% reimbursement from VDOT SMART SCALE:

|             |                                          |             |
|-------------|------------------------------------------|-------------|
| 4102-R47518 | Highways & Street (Non-VDOT) Happy Creek | \$50,090.00 |
| 4500-R47518 | Highways & Streets (V-DOT) Happy Creek   | \$18,497.20 |

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

December 18, 2019

Ms. Alisa Scott  
Purchasing Manager  
Town of Front Royal  
Finance Department  
102 E Main Street  
Front Royal, VA 22630

**Reference: Happy Creek Road Phase II  
Scope of Work, Hour and Fee Estimate**

Dear Ms. Scott:

Rummel, Klepper & Kahl, LLP (RK&K) is pleased to submit our Scope of Work, Hour and Fee Estimate for assisting the Town of Front Royal with development of a 30% engineering design and SMART SCALE project application(s) for FY 20.

## **I. PROJECT DESCRIPTION**

The proposed project is to improve Happy Creek Road by tying into the existing roadway and sidewalk at the end of Phase I and extend eastward approximately 2,200 linear feet to Leach Run Parkway. Phase II will also include the section of Happy Creek Road from the terminus of the Leach Run Parkway improvements to the Town corporate limits, another 3,200 linear feet. Additionally, Phase II will also include the realignment of a sharp s-curve just west of Ewell Street. The proposed improvements will widen Happy Creek Road from a two-lane undivided typical section to a two-lane undivided typical section with a sidewalk on one side and bike lanes in both directions.

The purpose of this task is to develop conceptual plans and cost estimates in sufficient detail to support the County's SMART SCALE application(s) for funding.

## II. SCOPE OF WORK

This scope includes the following tasks:

### A. Existing Conditions Assessment

- RK&K will meet with Town Staff, Town boards and committees, gather input concerning the directly impacted property owners, suggested changes, and other important considerations for the proposed Happy Creek Phase II project design approach.
- A memorandum outlining the findings with the public and stakeholder involvement.
- **OPTION: RK&K will hold a public meeting to gather input from property owners.**

### B. Development of Conceptual Plans

- RK&K to develop conceptual plans in roll plot format at 1" = 50' to support cost estimate development.
- Electronic deliverables shall be Microstation and PDF
- Road Design
  - Utilize Warren County/Town of Front Royal GIS to create base mapping for project area
  - Apply VDOT Typical Section & Design Standards (as shown in the RFP)
  - Develop Conceptual Horizontal and Vertical Alignment
  - Develop Conceptual Cross-Sections (100 ft intervals)
  - Quantify estimate of major items (pavement, earthwork, etc)
- Stormwater Management / Drainage / Erosion Control
  - Perform runoff reduction method calculations to quantify project phosphorous load removal requirements.
  - Develop conceptual BMP facility location/type/footprint sizes for quality and quantity treatment. Over 10 lbs/yr phosphorous removal is expected, therefore maximum 25% of treatment to be provided through nutrient credits per stormwater regulations.
  - Conceptual storm drain pipes/structure layout to be depicted on plans to identify right of way impacts. Storm drain design calculations will not be performed.
  - Floodplain impact/H&H analysis will not be performed.
  - Develop preliminary erosion control in the form of major items (i.e. sediment basins, traps, etc.) that could affect the required temporary easements.
  - Develop narrative summarizing the results of the stormwater calculations.
  - Review with the Town and revise as necessary the stormwater approach and calculations per Town comments.
  - Quantify estimate of major items
- Structures:
  - None
- Traffic Engineering:
  - Crash analysis summary for evaluating SMART SCALE phasing options
  - Develop 2030 Traffic forecasts – applicants required to submit 2030 peak period volume data on non-VDOT roadway facilities. Coordinate with Town regarding growth rates.
  - Quantify estimate of major items

**Happy Creek Road Phase II SMART SCALE Application Support  
Scope of Work, Hour and Fee Estimate**

December 18, 2019

Page 3



- Environmental:
  - Desktop environmental review of public databases and subscription services to identify potential environmental resources (cultural, wetlands/streams, T&E species, Water Quality permits, HazMAT) in the project area.
  - Coordination with design team to reduce / minimize potential impacts to environmental resources.
- Right-of-Way:
  - Quantify RW impacts (SF) per parcel (using GIS shapefiles for property boundaries)
  - Coordinate with County regarding appropriate RW cost assumptions

**C. Utility Relocation Investigation**

- Request a Miss Utility Ticket to mark all known utilities within the project limits
- Photo document and determine potential utility conflicts
- Research as-built water and sewer plans to determine elevations and potential for impacts
- Quantify estimate of required utility relocations.

**D. Cost Estimate**

- Develop planning level cost estimate based on major items + contingency

**E. SMART SCALE Application Development**

- Provide feedback to the Town on potential measures (scope modifications, phasing, etc) to improve project competitiveness for funding.
- Develop application and supporting materials:
  - Prepare location map
  - Prepare concept displays
  - Identify VTRANS 2040 Needs and document
  - Address accessibility (transit/multi-modal) and environmental checklists
  - Address Land Use and Transportation Coordination elements
    - Review for consistency with comprehensive plan / zoning
    - Coordinate with Town regarding potential development and status. Assume Town will provide site plan / zoning status and details on any potential developments along the corridor for inclusion in application.
  - Prepare project milestone schedule (PE, RW, CN)
- 2 Meetings with the Town to review conceptual alignment and preliminary deliverables (identify additional materials needed to support application).
- 1 Meeting with Town / VDOT to review project and SMART SCALE application and discuss potential enhancements / phasing changes prior to final submittal.

**III. DELIVERABLES**

- Electronic design files
- Quantity Summary & Cost Estimate
- SMART SCALE Application & Supporting Material
- Meeting Minutes / Summaries

**IV. BUDGET**

The attached hour and fee derivations have been developed for this project. The budget for this the scope of work as described and estimated above is: **\$68,587.20.**



RK&K recommends the Town of Front Royal budget \$68,587.20 for this project. This amount represents the project's upset limit and will not be exceeded without written authorization from the County. RK&K will begin work immediately upon receipt of NTP.

## **EXCLUSIONS**

- Survey
- Right-of-way or easement plats (can be provided in the future if necessary, as determined by the design)
- Structural Design
- Detailed Stormwater BMP design
- Detailed Designs for the reconstruction of intersections, roadways, other roadway elements
- Pavement design
- Lighting and landscaping design
- HAZMAT determinations, investigations or design
- Detailed Structural design for special structures
- Utility relocation design
- Geotechnical investigations
- Detailed Cultural resource investigations or impact determinations
- Environmental Permitting, wetland determinations or other environmental coordination
- Detailed traffic analysis or design
- As-built water and sewer plans will be provided by the Town

Very Truly Yours

Rummel, Klepper & Kahl, LLP

A handwritten signature in blue ink, appearing to read 'B. Finerfrock'.

Brian Finerfrock, P.E.  
Manager

RK&K Commission Number: TBD  
BMF  
Attachments

|                                                                                      |                          |
|--------------------------------------------------------------------------------------|--------------------------|
| <b>Town of Front Royal Happy Creek Road Phase II SMART Scale Application Support</b> | <b>Scope of Services</b> |
|--------------------------------------------------------------------------------------|--------------------------|

|      |            |
|------|------------|
| RK&K | 12/18/2019 |
|------|------------|

### HOUR ESTIMATE

| TASK DESCRIPTION                                               | Director /<br>Manager | Project<br>Manager | Sr.<br>Engineer | Sr.Environmental<br>Scientist | Engineer II | Engineer I /<br>Designer | CAD /<br>Tech | Cleric<br>al | TOTAL |
|----------------------------------------------------------------|-----------------------|--------------------|-----------------|-------------------------------|-------------|--------------------------|---------------|--------------|-------|
| <b>A. Existing Conditions Assessment</b>                       |                       |                    |                 |                               |             |                          |               |              | -     |
| Meetings with Town Staff, Boards, Comittees (limit 4 meetings) |                       | 12                 | 12              |                               | 12          |                          |               |              | 36    |
| Stakeholder Outreach                                           |                       | 2                  | 2               |                               | 2           |                          |               |              | 6     |
| Option #1: Public Hearing (Not Included in Proposed FEE)       |                       | 8                  | 8               |                               | 8           |                          |               |              | 24    |
|                                                                |                       |                    |                 |                               |             |                          |               |              | -     |
|                                                                |                       |                    |                 |                               |             |                          |               |              | -     |
| <b>B. Development of Conceptual Plans &amp; Quantities</b>     |                       |                    |                 |                               |             |                          |               |              | -     |
| Road Design                                                    |                       | 16                 | 24              |                               | 40          | 40                       |               |              | 120   |
| SWM / Drainage / Erosion Control                               |                       | 16                 | 24              |                               | 32          | 32                       | 16            |              | 120   |
| Traffic Engineering                                            |                       | 2                  | 8               |                               | 8           | 12                       |               |              | 30    |
| Environmental                                                  |                       | 2                  |                 | 12                            | 24          |                          |               |              | 38    |
| Right-of-Way                                                   |                       |                    | 8               |                               |             |                          | 4             |              | 12    |
| <b>C. Utility Relocation Investigation</b>                     |                       | 8                  | 16              |                               | 20          |                          | 16            |              | 60    |
|                                                                |                       |                    |                 |                               |             |                          |               |              |       |
| <b>D. Cost Estimate</b>                                        |                       | 4                  | 12              |                               | 8           | 12                       |               |              | 36    |
|                                                                |                       |                    |                 |                               |             |                          |               |              | -     |
| <b>E. SMART Scale Application Development</b>                  |                       |                    |                 |                               |             |                          |               |              | -     |
| Meetings (3) and Coordination                                  |                       | 14                 | 6               |                               |             |                          |               |              | 20    |
| Project Phasing Assessment                                     |                       | 8                  | 8               |                               |             |                          |               |              | 16    |
| Application Development                                        |                       | 4                  | 8               |                               | 8           | 10                       |               |              | 30    |
|                                                                |                       |                    |                 |                               |             |                          |               |              | -     |
|                                                                |                       |                    |                 |                               |             |                          |               |              |       |
|                                                                |                       |                    |                 |                               |             |                          |               |              |       |
|                                                                |                       |                    |                 |                               |             |                          |               |              |       |
| <b>TOTAL</b>                                                   | -                     | 88                 | 128             | 12                            | 154         | 106                      | 36            | -            | 500   |

**COST AND PRICE SUMMARY - CONSULTANT SERVICES CONTRACT**

**FOR:** Town of Front Royal  
**PROJECT:** Happy Creek Road Phase II  
 SMART Scale Support  
**CONTRACT NO:** RFP #32-2019  
**ASSIGNMENT:**

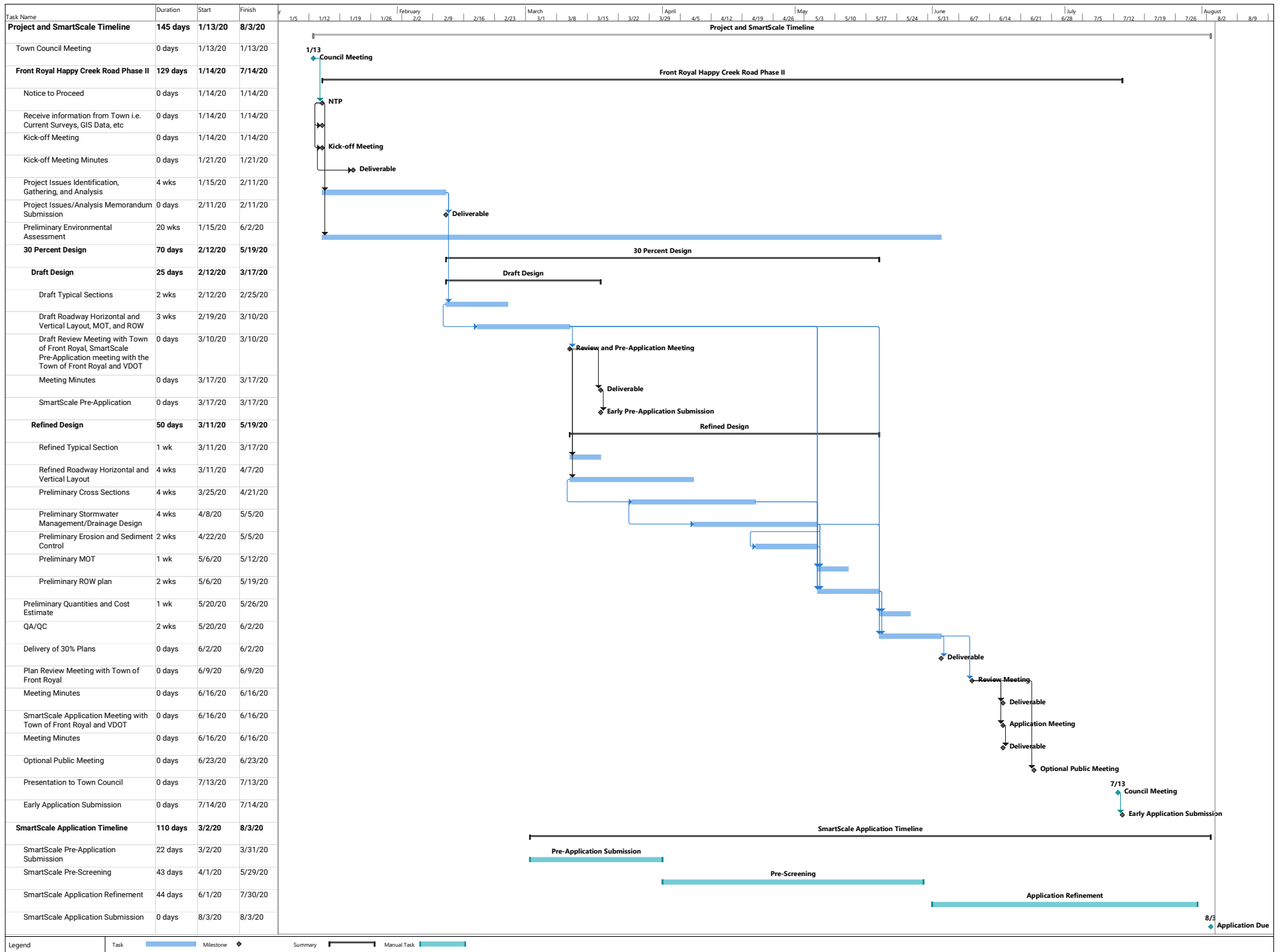
**CONSULTANT:** RK&K  
**SUBCONSULTANT:**  
**DATE:** 18-Dec-19

**AVERAGE LOADED RATE:**

| <b>Classification:</b>                          | <b>Avg. Hourly Salary:</b> |   | <b>Hours:</b> |   | <b>Extension:</b>   |
|-------------------------------------------------|----------------------------|---|---------------|---|---------------------|
| Director / Manager                              | \$ 264.19                  | X | -             | = | \$ -                |
| Project Manager                                 | \$ 208.98                  | X | 88            | = | \$ 18,390.24        |
| Sr. Engineer / Construction Manager             | \$ 147.07                  | X | 128           | = | \$ 18,824.96        |
| Sr. Environmental Scientist                     | \$ 115.00                  | X | 12            | = | \$ 1,380.00         |
| Engineer II / Scheduler                         | \$ 113.00                  | X | 154           | = | \$ 17,402.00        |
| Landscape Architect                             | \$ 100.00                  | X |               | = | \$ -                |
| Engineer I / Designer / Environmental Scientist | \$ 95.00                   | X | 106           | = | \$ 10,070.00        |
| Sr. Inspector                                   | \$ 80.00                   | X |               | = | \$ -                |
| CAD / Tech                                      | \$ 70.00                   | X | 36            | = | \$ 2,520.00         |
| Inspector                                       | \$ 65.00                   | X |               | = | \$ -                |
| Clerical                                        | \$ 60.00                   | X | -             | = | \$ -                |
| <b>TOTAL:</b>                                   |                            |   | <b>500</b>    |   | <b>\$ 68,587.20</b> |
| Average Rate equals Extension divided by Hours: |                            |   |               |   | <b>\$ 137.17</b>    |

**COST AND PRICE SUMMARY**

|                                                        |                                                |                |                             |                       |                     |
|--------------------------------------------------------|------------------------------------------------|----------------|-----------------------------|-----------------------|---------------------|
| 1. DIRECT LABOR:                                       | <b>500</b>                                     | Manhours X     | <b>\$ 137.17</b>            | Average Hourly Rate = | \$ 68,587.20        |
|                                                        |                                                |                |                             | (See above)           |                     |
| 2. ESCALATION:                                         | <b>0.00%</b>                                   | of Item 1      | (0% Contingency added)      |                       | \$ -                |
| 3. PAYROLL ADDITIVES:                                  | PB & OH                                        | <b>0.00%</b>   | of Items 1 and 2            |                       | \$ -                |
| 4.                                                     |                                                |                | <i>Sub-total Items 1-3:</i> |                       | <b>\$ 68,587.20</b> |
| 5. FIXED FEE:                                          | a. Dollar amnt. for profits and other factors: |                |                             |                       | \$ -                |
|                                                        | b. Line 5a represents                          | <b>0.0%</b>    | of Line 4                   |                       |                     |
| 6. DIRECT EXPENSES: Append justification as necessary. |                                                |                |                             |                       |                     |
| b. Printing                                            | Blackline prints                               | <b>\$ 0.06</b> | sf=                         | \$ -                  |                     |
| c. Photos/Video                                        | B/W 8 1/2"x11"                                 | <b>\$ 0.06</b> | ea=                         | \$ -                  |                     |
|                                                        | Total Direct Costs:                            |                |                             |                       | \$ -                |
| 7. SUBCONTRACTOR/S:                                    |                                                |                | Amount                      |                       |                     |
| a.                                                     |                                                |                |                             |                       | \$ -                |
|                                                        | Total Subcontractors:                          |                |                             |                       | \$ -                |
| 8. OTHER (Specify)                                     |                                                |                |                             |                       |                     |
| a.                                                     | <b>4</b>                                       | EA             | <b>\$ -</b>                 | per =                 | \$ -                |
|                                                        | Total Other:                                   |                |                             |                       | \$ -                |
| 9. TOTAL PROPOSED FEE FOR THIS TASK:                   |                                                |                |                             |                       | <b>\$68,587.20</b>  |



7C



# Town of Front Royal, Virginia Council Agenda Statement

Item # 7C

Meeting Date: January 13, 2020

**Agenda Item:** Audit and Finance Committee

**Summary:** The Audit and Finance Committee is composed of the Mayor, two councilmembers, the Finance Director, the Town Manager and the Town's Auditor. Council is requested to appoint two councilmembers to the Audit and Finance Committee, said terms ending December 31, 2020.

**Budget/Funding:** None

**Attachments:** None

**Meetings:** Work Session held January 6, 2020

**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 appoint Councilman Meza and Councilman Gillispie to the Audit and Finance Committee along with the Mayor, Town Manager, Finance Director and the Town's Auditor, said terms to expire December 31, 2020.

\*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: \_\_\_\_\_

8



# Town of Front Royal, Virginia Council Agenda Statement

Item # 8

Meeting Date: January 13, 2020

**Agenda Item:** COUNCIL APPROVAL – Amendment to Budget for Outstanding Purchase Orders  
(2<sup>nd</sup> Reading)

**Summary:** Council is requested to adopt on its second and final reading an amendment to the FY2019-2020 Budget in the amount of \$11,182,627.66 for a list of outstanding purchase orders that need to be carried forward to the FY2019-2020 budget cycle to complete unfinished projects.

**Budget/Funding:** Funding will be offset from the appropriate fund balance reserves for each fund indicated, the revenue for these projects have been connected in the previous budget cycle.

|                  |                   |
|------------------|-------------------|
| General Fund     | \$ 796,160.21     |
| Special Projects | 1,499,319.22      |
| Electric Fund    | 540,077.52        |
| Sewer Fund       | 4,302,633.43      |
| Water Fund       | 2,917,420.97      |
| Solid Waste Fund | 247,739.29        |
| Street Fund      | <u>879,277.02</u> |
| TOTAL            | \$11,182,627.66   |

**Attachments:** None

**Meetings:** Work Session held November 18, 2019. Public Hearing held December 9, 2019

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

**Proposed Motion:** I move that Council adopt on its second and final reading an amendment to the FY2019-2020 Budget in the amount of \$11,182,627.66 for outstanding purchase orders to be carried forward to the FY2019-2020 budget cycle to complete unfinished projects, 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

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

Approved By: \_\_\_\_\_

Carry Over Purchase Orders

| PO#   | Account#    | DATE FIRST<br>ENCUMBERED | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Amount Requested to<br>Carry Over | LAST CHECK<br>CUT | FY20 FUNDS USED | REMAINING<br>BALANCE AS OF<br>11/8/19 | START DATE | ESTIMATED<br>COMPLETION<br>DATE |
|-------|-------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-------------------|-----------------|---------------------------------------|------------|---------------------------------|
| 28237 | 1101 R43002 | 4/21/2015                | COMMUNITY DEVELOPMENT FUNDS<br>Carry over funds from prior year per Town Council request. Original balance as of 6/30/19 was \$72,346.96; Town Council approved a budget amendment in July 2019 to allocate \$26,450 to the Community Development Department, leaving \$45,896.96.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$ 19,446.96                      | Budget            |                 | \$ 19,446.96                          |            | TBD                             |
| 29055 | 1203 R47009 | 6/12/2017                | ARCHITECTURAL SERVICES FOR VEHICLE/EQUIPMENT MAINTENANCE BUIL<br>Approved by Town Council 9/24/18, building study for new fleet maintenance building. Study has been recently completed and estimated cost for Fleet Maintenance Building is \$1,189,000. Final payment will be processed in near future.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | \$ 93,618.90                      | 12/7/2018         | \$ 30,550.00    | \$ 63,068.90                          | 9/25/18    | Completed                       |
| 29020 | 1204 R47007 | 6/6/2017                 | INTERNAL FIBER UPGRADE PROJECT<br>This project is anextensive to allow a looped fiber system for Town facilities. The project has already started and continues to progress. Currently we are working with the Energy Service Department and Syntax Communications to finalize plans for a redundant loop. Additional funds will probably be needed to complete the project.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$ 6,582.31                       | 9/13/2019         | \$ 3,000.00     | \$ 3,582.31                           |            | 6/30/20                         |
| 29053 | 1204 R45504 | 6/12/2017                | IT STAFF - SECURITY TRAINING<br>This project started 7/25/19. No training funds were budgeted for the I/T Department for FY20. We a researching the most cost effective place for training. And the type of training needed. This item is directly related to our cyber security initiative that involves internal and external penetration testing, cyber response teams, wireless assessments, and web application assessments. Estimated completion date is 7/2020.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$ 3,000.00                       | N/A               |                 | \$ 3,000.00                           | 7/25/19    | 6/30/20                         |
| 29397 | 1204 R43005 | 6/6/2018                 | POWER DMS SERVICE RENEWAL<br>The PowerDMS Service renewal is required to maintain our Document management system which is how all of our forms and files are managed, stored and accessed electronically as we work towards a more effective and efficient document management program. While there is a cost to maintaining this program, there is fiscal recovery in the reduction of paper, ink, toner, filing supplies, and labor for managing the physical files. PowerDMS is also the system required for use by CALEA for our agencies accreditation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$ 5,532.00                       | 7/27/2018         |                 | \$ 5,532.00                           |            | 6/30/20                         |
| 29679 | 1204 R47051 | 5/1/2019                 | IMPLEMENT E-SUMMONS PROGRAM<br>The e-summons funds are compiled through court costs and is supported at this time completely by violators and not tax dollars. The dollars are being accrued in order to fund hardware and software to eventually move to an electronic traffic summons system. This will route all of the "tickets" through the court system electronically and eliminate the need for purchasing VA uniform summons. It will also decrease the officers time in writing the summons because the information will be scanned in from the drivers license. This also positively impacts officer safety in the field as the officer wont have to spend time on the traffic stop with their attention focused on manually filling out a form and can better maintain situational awareness of the violator and other traffic. These funds are mandated to be used to implement & maintain an E-Summon program by the Commonwealth of Virginia. Staff is currently working to obtain quotes to see when enough funds will be accrued to move forward with implementation. | \$ 9,875.75                       | N/A               |                 | \$ 9,875.75                           |            | TBD                             |
| 29374 | 1204 R43005 | 05/24/18                 | CREATIVE CLOUD & PHOTOSHOP<br>Project is complete                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$ 5,279.04                       | 8/29/2019         | \$ 5,279.04     | \$ -                                  |            | Completed                       |
| 29739 | 1204 R43002 | 06/10/19                 | SYNTAX COMMUNICATIONS TECHNICAL SERVICES<br>This project was initiated in August 2019 and is 75% completed. Completion is anticipated by 9/30/19.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$ 4,100.00                       | N/A               | \$ 4,100.00     | \$ -                                  |            | Completed                       |
| 29741 | 1204 R43053 | 06/10/19                 | HR MODULES FOR EMPLOYEE EVALUATIONS & ON-BOARDING<br>Staff expects to deploy the new job application website in the next few weeks. (NeoGov) These two item are sister modules to modernize and improve the new employee onboarding process and employee evaluation processes. Funds are expected to be used by 6/30/20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$ 22,000.00                      | N/A               | \$ 9,366.00     | \$ 12,634.00                          |            | 6/30/20                         |
| 29740 | 1204 R45203 | 06/10/19                 | MOBILE PHONE UPGRADES<br>This project is in process. We are moving to new mobile phone services to be in compliance with the Town's new wireless services provider. (FirstNet) Expect completion date 6/30/20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$ 4,187.63                       | 7/5/2019          | \$ 1,599.96     | \$ 2,587.67                           |            | 6/30/20                         |
| 29738 | 1204 R47007 | 06/10/19                 | VMWARE FILE SERVER UPGRADE<br>This project is in process. We are evaluating new hardware and proper placement of server hardware. This server stores files and profiles for all Town Departments. Expected completion date 6/30/20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$ 10,000.00                      | N/A               |                 | \$ 10,000.00                          |            | 6/30/20                         |
| 29747 | 1204 R45421 | 06/14/19                 | NEXTIVITY CEL-FI GO RED & WIDEBAND DIRECTIONAL ANTENNA<br>Purchase has been completed in FY20.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | \$ 1,117.20                       | 8/2/2019          | \$ 1,117.20     | \$ -                                  |            | Completed                       |
| 29736 | 1204 R43053 | 06/24/19                 | ELECTRONIC TIME KEEPING SOFTWARE<br>This project is in process. We are finishing our evaluation of available vendors. Deployment is expected in the next 3 months. Expected completion date of 6/30/20.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$ 25,000.00                      | N/A               |                 | \$ 25,000.00                          |            | 6/30/20                         |
| 29453 | 1204 R43005 | 07/31/18                 | SPILLMAN ANNUAL MAINTENANCE<br>Purchase has been completed in FY20.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$ 40,528.75                      | 7/19/2019         | \$ 40,528.75    | \$ -                                  |            | Completed                       |
| 29743 | 1204 R47007 | 06/10/19                 | GIS SERVER UPGRADE PROJECT<br>I/T Department is working with Motorola, Spillman and Planning & Zoning to complete items that need to be covered before the upgrade can be implemented. Once a start date is received, the project will take approx. 4 weeks to complete. This GIS Server has not been updated since 2012 and is used by Police Officers when responding to locations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | \$ 4,000.00                       | N/A               |                 | \$ 4,000.00                           |            | 6/30/20                         |
| 29748 | 2201 R43002 | 06/17/19                 | LEGAL FEES FOR ON-GOING EDA COURT CASE<br>Funding to potentially assist in legal fees associated with EDA; additional funds may need to be allocated                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | \$ 90,000.00                      | N/A               | \$ 200.00       | \$ 89,800.00                          |            | TBD                             |

## Carry Over Purchase Orders

|                                                                                                                                                                                                                                                                                                                                                                                                                            |      |        |           |                                            |    |            |           |    |            |    |            |           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--------|-----------|--------------------------------------------|----|------------|-----------|----|------------|----|------------|-----------|
| 29503                                                                                                                                                                                                                                                                                                                                                                                                                      | 3102 | R47003 | 9/12/2018 | POLICE RADIOS SYSTEM                       | \$ | 228,884.62 | 9/12/2019 | \$ | 153,957.47 | \$ | 74,927.15  | 11/30/19  |
| Approved by Council 9/10/18                                                                                                                                                                                                                                                                                                                                                                                                |      |        |           |                                            |    |            |           |    |            |    |            |           |
| 29475                                                                                                                                                                                                                                                                                                                                                                                                                      | 3102 | R47005 | 03/25/19  | PURCHASE 3 NEW POLICE VEHICLES             | \$ | 127,924.09 | 7/25/2019 | \$ | 772.47     | \$ | 127,151.62 | 1/31/20   |
| Approved by Council 8/13/18; Awaiting arrival of vehicles; delay due to problems with state contract, vehicles have been ordered and are scheduled to be delivered in January 2020                                                                                                                                                                                                                                         |      |        |           |                                            |    |            |           |    |            |    |            |           |
| 29719                                                                                                                                                                                                                                                                                                                                                                                                                      | 3102 | R43023 | 06/03/19  | HEARTSTART ONSITE DEFIBRILLATOR            | \$ | 3,050.30   | N/A       | \$ | 3,050.30   | \$ | -          | Completed |
| Items received, invoice will be paid by 9/30/19                                                                                                                                                                                                                                                                                                                                                                            |      |        |           |                                            |    |            |           |    |            |    |            |           |
| 29743                                                                                                                                                                                                                                                                                                                                                                                                                      | 3102 | R45409 | 06/10/19  | GIS SERVER UPGRADE PROJECT                 | \$ | 1,520.00   | N/A       |    |            | \$ | 1,520.00   | 6/30/20   |
| I/T is working with Motorola, Spillman and Planning & Zoning to complete items that need to be covered before the upgrade can be implemented. Once a start date is received, the project will take approx. 4 weeks to complete.                                                                                                                                                                                            |      |        |           |                                            |    |            |           |    |            |    |            |           |
| 28570                                                                                                                                                                                                                                                                                                                                                                                                                      | 4302 | R47009 | 2/25/2016 | ROOF REPLACEMENT                           | \$ | 16,222.66  | N/A       | \$ | 16,222.66  | \$ | -          | Completed |
| New roof has been constructed on sign shop during FY20; project has been completed.                                                                                                                                                                                                                                                                                                                                        |      |        |           |                                            |    |            |           |    |            |    |            |           |
| 29707                                                                                                                                                                                                                                                                                                                                                                                                                      | 4305 | R43002 | 06/21/19  | LANDSCAPING SERVICES FOR LEACH RUN PARKWAY | \$ | 34,290.00  | N/A       | \$ | 10,044.00  | \$ | 24,246.00  | 6/30/2020 |
| Funds will be used to pay for mowing of Leach Run Parkway which is done from approximately March through October. Original low bid was unable to perform work; so bid was awarded to second lowest vendor. These funds will be used in conjunction with FY19 funding in order to afford the contractor. Contractor mows every 10 days-minimum. Funds may also be used to relocate trees to adhere to V-DOT specifications. |      |        |           |                                            |    |            |           |    |            |    |            |           |
| 29620                                                                                                                                                                                                                                                                                                                                                                                                                      | 8101 | R43002 | 03/25/19  | PROPERTY MAINTENANCE PROGRAM               | \$ | 40,000.00  | N/A       |    |            | \$ | 40,000.00  | TBD       |
| These funds were established to help startup the property maintenance program.                                                                                                                                                                                                                                                                                                                                             |      |        |           |                                            |    |            |           |    |            |    |            |           |

TOTAL GENERAL FUND

\$ 796,160.21

\$ 274,087.89 \$ 516,372.36

GENERAL FUND

Carry Over Purchase Orders

| PO#                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Account# | DATE FIRST ENCUMBERED | DESCRIPTION | Amount Requested to                                                    | LAST CHECK CUT | FY20 FUNDS USED | REMAINING BALANCE AS |            | ESTIMATED COMPLETION DATE |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------------|-------------|------------------------------------------------------------------------|----------------|-----------------|----------------------|------------|---------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                       |             | Carry Over                                                             |                |                 | OF 11/8/19           | START DATE |                           |
| 27543                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 9417     | R47001                | 7/1/2013    | UTILITY BILLING SOFTWARE UPDATE FOR ELECTRIC AMI - PROGRAM             | \$ 83,462.94   | 5/18/2018       | \$ 83,462.94         | 4/24/18    | 6/30/20                   |
| Approved by Town Council 4/23/18; staff has weekly conference calls with Central Square to help the project move forward. This software upgrade is required in order for the Town to move forward with automated metering infrastructure project.                                                                                                                                                                                                       |          |                       |             |                                                                        |                |                 |                      |            |                           |
| 28541                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 9401     | R43004                | 1/26/2016   | DC FAST CHARGER REPAIRS                                                | \$ 3,800.00    | N/A             | \$ 3,800.00          | 1/26/16    | 6/30/20                   |
| The Energy Services Department maintains the car charger located at the Vistors Center. These funds were carried forward from original installation from funds allocated by vendor. Software currently installed on equipment will become obsolete in near future. Town is reviewing options to use funds for updating software or possibly obtaining new equipment.                                                                                    |          |                       |             |                                                                        |                |                 |                      |            |                           |
| 29242                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 9401     | R47938                | 1/2/2018    | KENDRICK LANE TRANSFORMERS (YEAR 1 OF 6)                               | \$ 126,534.96  | N/A             | \$ 126,534.96        | 1/2/18     | 6/30/23                   |
| The two (2) existing transformers at our Kendrick Lane Substation are reaching the end of their life expectancy of 30 years. The Energy Services Department has been making provisions to replace both transformers at a cost of \$405,000.00 each, for a total of \$810,000.00. The first transformer is expected to be purchased once three years of funding have been set aside and then the second transformer will be purchased three years later. |          |                       |             |                                                                        |                |                 |                      |            |                           |
| 29304                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 9401     | R47005                | 03/21/18    | REPLACE #344 - 1999 CHEVROLET C8500 BUCKET TRUCK                       | \$ 40,000.00   | N/A             | \$ 40,000.00         | 3/21/18    | 6/30/20                   |
| These carried forward funds in addition to budgeted funds in FY20 will allow Energy Services to purchase a replacement bucket truck in FY20. Fleet Services Department is currently working on writing up specifications. Once specifications are obtained an intiviation for bid will be issued. Staff anticipates that the replacement bucket truck will be purchased during before June 30, 2020.                                                    |          |                       |             |                                                                        |                |                 |                      |            |                           |
| 29428                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 9499     | R40001                | 06/30/18    | AUTOMATED METERING INFRACTURE ESTIMATED DEBT SERVICE                   | \$ 207,000.00  | N/A             | \$ 207,000.00        | 6/30/18    | 6/30/24                   |
| The Town has completed an assessment and business case analysis for the advanced metering system. Results of the business case identify postive return to support investment in an AMI solution in 5 years. We will need to carry over these funds forward to allow implementation of Automated Metering Infrastructure. The project was previously placed on hold to allow the Electric Fund Balance Reserves to be recovered.                         |          |                       |             |                                                                        |                |                 |                      |            |                           |
| 29532                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 9401     | R43004                | 10/22/2018  | TREE TRIMMING, RIGH-OF-WAY CLEARING, & DANGER TREE REMOVAL SERVICE     | \$ 39,800.00   | 9/5/2019        | \$ 39,800.00         | \$ -       | 10/22/18 Completed        |
| Contracted awarded by Town Council May 28, 2019; which is an increased cost of service from previous contract. Energy Services currently uses contractors for tree trimming services. Prior funding has been used, but project remains ongoing with current year funding.                                                                                                                                                                               |          |                       |             |                                                                        |                |                 |                      |            |                           |
| 29648                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 9401     | R47502                | 03/20/19    | 45 KVA THREE PHASE TRANSFORMER                                         | \$ 10,032.00   | 8/2/2019        | \$ 10,032.00         | \$ -       | Completed                 |
| Purchase completed in FY20                                                                                                                                                                                                                                                                                                                                                                                                                              |          |                       |             |                                                                        |                |                 |                      |            |                           |
| 29690                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 9401     | R47502                | 05/22/19    | ALUMA-FORM 100A -NON LOAD, AEL DUSK TO DAWN, HENDRIX PLYMER PIN INSUL/ | \$ 14,569.44   | N/A             | \$ 14,569.44         | \$ -       | 5/22/19 Completed         |
| Material has been ordered and should be arriving; once received invoice will be paid.                                                                                                                                                                                                                                                                                                                                                                   |          |                       |             |                                                                        |                |                 |                      |            |                           |
| 29695                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 9401     | R47957                | 06/17/19    | LEACH RUN PARKWAY CONTINUATION OF ELECTRIC LINES                       | \$ 4,339.03    | N/A             | \$ 4,339.03          | \$ -       | 7/1/18 Completed          |
| When the Leach Run parkway was built it did not include the electrical infrastructure with the new hospital and other potential customers. This will also give us the ability to provide an electrial connection between Happy Creek and Sprint substations to shift load during emergency and outage situations. It is vital to continue to fund this project. These funds have been used, but project remains ongoing with current year funds.        |          |                       |             |                                                                        |                |                 |                      |            |                           |
| 29715                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 9401     | R47502                | 05/31/19    | HUBBELL STATION ARRESTERS                                              | \$ 3,461.22    | 7/26/2019       | \$ 3,461.22          | \$ -       | Completed                 |
| Payment was made in FY20; purchase has been completed.                                                                                                                                                                                                                                                                                                                                                                                                  |          |                       |             |                                                                        |                |                 |                      |            |                           |
| 29717                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 9401     | R47910                | 06/17/19    | TRAFFIC SIGNALIZATON IMPROVEMENTS & UPGRADES                           | \$ 7,077.93    | N/A             | \$ 7,077.93          | 6/17/19    | 11/30/19                  |
| Energy Services currently maintains 15 intersections and crosswalks. With the ever changing technology and the rise in cost for material we will need to carry over this purchase order.                                                                                                                                                                                                                                                                |          |                       |             |                                                                        |                |                 |                      |            |                           |
| TOTAL ELECTRIC FUND                                                                                                                                                                                                                                                                                                                                                                                                                                     |          |                       |             | \$ 540,077.52                                                          |                | \$ 72,201.69    | \$ 467,875.83        |            |                           |

Carryover Purchase Orders

| <u>PO#</u>                  | <u>Account#</u> | <u>DATE FIRST ENCUMBERED</u> | <u>DESCRIPTION</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <u>Amount Requested to Carry Over</u> | <u>LAST CHECK CUT</u> | <u>FY20 FUNDS USED</u> | <u>REMAINING BALANCE AS OF 11/8/19</u> | <u>START DATE</u> | <u>ESTIMATED COMPLETION DATE</u> |
|-----------------------------|-----------------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-----------------------|------------------------|----------------------------------------|-------------------|----------------------------------|
| 29306                       | 9130 R47961     | 3/27/2018                    | CDBG TOWN FUNDS ALLOCATED<br>Town's funds set aside to use for the CDBG                                                                                                                                                                                                                                                                                                                                                                                                            | \$ 111,609.07                         | 4/21/2018             |                        | \$ 111,609.07                          | 9/25/18           | 9/25/20                          |
| 29470                       | 9130 R47019     | 3/25/2019                    | FUNDS FROM CDBG GRANT FOR SIGNAGE<br>Reimbursable CDBG costs for signage                                                                                                                                                                                                                                                                                                                                                                                                           | \$ 120,702.50                         | 7/26/2019             |                        | \$ 120,702.50                          | 9/25/18           | 9/25/20                          |
| 29474                       | 9130 R47983     | 3/25/2019                    | FUNDS FROM CDBG GRANT FOR FAÇADE IMPROVEMENT<br>Reimbursable CDBG costs for façade improvement                                                                                                                                                                                                                                                                                                                                                                                     | \$ 345,104.00                         | 8/22/2019             | \$ 13,300.34           | \$ 331,803.66                          | 9/25/18           | 9/25/20                          |
| 29661                       | 9130 R43026     | 3/29/2019                    | FUND FROM CDBG GRANT FOR ADMIN EXPENSE<br>Reimbursable CDBG costs for administrative expense                                                                                                                                                                                                                                                                                                                                                                                       | \$ 60,690.00                          | 8/22/2019             | \$ 5,690.00            | \$ 55,000.00                           | 9/25/18           | 9/25/20                          |
| 29500                       | 9130 R47984     | 03/25/19                     | FUND FROM CDBG GRANT FOR PUBLIC IMPROVEMENTS<br>Reimbursable CDBG costs for public improvements                                                                                                                                                                                                                                                                                                                                                                                    | \$ 130,000.00                         | N/A                   | \$ 2,052.00            | \$ 127,948.00                          | 9/25/18           | 9/25/20                          |
| 29659                       | 9130 R43080     | 03/29/19                     | FUND FROM CDBG GRANT FOR REBRANDING<br>Reimbursable CDBG costs for rebranding                                                                                                                                                                                                                                                                                                                                                                                                      | \$ 15,000.00                          | N/A                   |                        | \$ 15,000.00                           | 9/25/18           | 9/25/20                          |
| 28341                       | 9130 R47013     | 6/22/2015                    | CONSTRUCTION/DEBT SERVICE FOR NEW POLICE DEPARTMENT<br>Funds to be used for debt service on Police Department and/or pay toward principal balance                                                                                                                                                                                                                                                                                                                                  | \$ 495,227.86                         | 7/22/2019             | \$ 1,500.00            | \$ 493,727.86                          |                   | TBD                              |
| 29379                       | 9130 R47982     | 10/11/18                     | W MAIN EXTENSION<br>Approved by Council 5/29/18 Punch list items were completed and a letter was sent to the contractor allowing for a bond reduction. The remaining bond will cover just the installation of the bioretention unit. Approximately 98% complete overall. The bioretention unit is the only item left to complete. There is no targeted completion date, due to the impasse with IT Federal over the completion of the main storm drain line across their property. | \$ 220,985.79                         | 5/17/2019             | \$ 72,081.44           | \$ 148,904.35                          | 5/30/18           | TBD                              |
| TOTAL SPECIAL PROJECTS FUND |                 |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$ 1,499,319.22                       |                       | \$ 94,623.78           | \$ 1,404,695.44                        |                   |                                  |

Carryover Purchase Orders

| PO#                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Account# | DATE FIRST ENCUMBERED | DESCRIPTION                                                            | Amount Requested to Carry Over | LAST CHECK CUT | FY20 FUNDS USED | REMAINING BALANCE AS OF 11/8/19 | START DATE | ESTIMATED COMPLETION DATE |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------------|------------------------------------------------------------------------|--------------------------------|----------------|-----------------|---------------------------------|------------|---------------------------|
| 27494                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 9601     | R47903 6/19/2013      | SECURITY IMPROVEMENTS TO THE GUARD HILL WATER TANK & PUMPING STATION   | \$ 3,745.00                    | 5/31/2019      | \$ 3,745.00     | \$ -                            |            | Completed                 |
| Repairs of security fence around WTP, 4H water tank. Requesting to keep \$10,000 for security improvements due to damage caused from trees falling from severe weather. Contractor scheduled to be onsite Aug 19, 2019 to complete repair work needed to security fence                                                                                                                                                                                                                                                                                                                                                                                |          |                       |                                                                        |                                |                |                 |                                 |            |                           |
| 27546                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 9601     | R47009 7/1/2013       | RESERVOIR REPAIRS & PIER REPLACEMENT                                   | \$ 25,000.00                   | N/A            |                 | \$ 25,000.00                    |            | 6/30/2020                 |
| Obtaining inspection and survey of reservoir to determine future requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                       |                                                                        |                                |                |                 |                                 |            |                           |
| 28119                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 9601     | R47009 11/4/2014      | FAIRGROUND ROAD WATER TANK                                             | \$ 449,600.00                  | 9/13/2019      | \$ 4,800.00     | \$ 444,800.00                   |            | 6/30/2020                 |
| Re-bidding project; bid closes Sept 23, 2019; for repair and painting of Fairground water tank. Completed an RFQ, inspection, developed a report and sent out bid specs for rehab work.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |          |                       |                                                                        |                                |                |                 |                                 |            |                           |
| 28327                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 9601     | R47009 6/12/2015      | JAMESTOWN PUMP STATION UPGRADE                                         | \$ 20,000.00                   | N/A            |                 | \$ 20,000.00                    |            | 6/30/2020                 |
| Jamestown pump station upgrade project. The current pumps, pump control valves and pump power and controls are 35+ years old and need an upgrade to ensure continued reliability and increase efficiency. These funds will be used for a design of the upgrade and determine requirements for the future.                                                                                                                                                                                                                                                                                                                                              |          |                       |                                                                        |                                |                |                 |                                 |            |                           |
| 28559                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 9601     | R47009 02/25/16       | REPLACEMENT CONTROL FOR THE GUARD HILL PUMP STATION                    | \$ 11,240.00                   | 5/18/2018      |                 | \$ 11,240.00                    |            | 11/30/2019                |
| Security improvements. The VFD has already been installed and can operate in manual operation. Have received a price quote from Southern Flow for Guard Hill Pump Station VFD pump control modification. While the SCDA contractor is onsite additional VDH monthly operating reporting modifications are scheduled to be completed to save cost of additional trips when all work can be completed at same time. Currently waiting for VDH to confirm that no additional MOR changes are needed for regulatory compliance. Hope to be completed in Fall of 2019                                                                                       |          |                       |                                                                        |                                |                |                 |                                 |            |                           |
| 28871                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 9601     | R47009 12/5/2016      | FILTER MEDIA                                                           | \$ 300,000.00                  | N/A            |                 | \$ 300,000.00                   | 5/1/20     | 6/30/2021                 |
| Filter Media Replacement/Upgrade. Filtration is one of the last steps in the treatment process before water is sent to the distribution system. Filter has an expected life of around 20 years and was last replaced 1997. By replacing the filter media will help ensure that turbidity and other potential viruses does not pass to the public water supply. Waiting on approval from Health Department, anticipating that bid will be issued Novemer 2019 and work is scheduled to start Spring 2020.                                                                                                                                               |          |                       |                                                                        |                                |                |                 |                                 |            |                           |
| 29346                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 9601     | R43002 05/02/18       | WATER SEWER RATE ANALYSIS                                              | \$ 25,000.00                   | N/A            |                 | \$ 25,000.00                    |            | 1/31/2020                 |
| RFP for rate analysis is in process of being issued                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |                       |                                                                        |                                |                |                 |                                 |            |                           |
| 29654                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 9601     | R43002 03/25/19       | PROFESSIONAL SERVICES FOR VA WITHDRAW PERMIT & ASSESSMENT WATER INTAKE | \$ 114,190.08                  | N/A            |                 | \$ 114,190.08                   |            | 12/31/2020                |
| Virginia Withdraw Permit (VWP) reissuance and intake assessment. Due to delays in DEQ processing the current permit was administratively continued and remained in effect until the new permit could be issued. These funds are needed for any DEQ requirement related to Raw Water Intake Permitting. These options include the performance of an intake evaluation to support the continued use of the current large screens. This project is ongoing due to delays in DEQ processing. Hopefullyt this project will be completed in the year 2020. Response from DEQ is anticipated by 12/31/19 and will provide more information on how to proceed. |          |                       |                                                                        |                                |                |                 |                                 |            |                           |
| 29708                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 9601     | R43002 05/30/19       | PRELIMINARY ENGINEERING ON WATER LOOP                                  | \$ 23,600.00                   | 9/13/2019      | \$ 23,600.00    | \$ -                            |            | Completed                 |
| The PER development draft has been sent to VDH for review and planning to be brought to Council meeting Aug 26, 2019 for discussion-29534 should be added to this for total of \$23,600- CHA billing invoice was paid out of this and continue to encumber for Preliminary Engineering Report development. This PER is required by VDH in order to move forward to construct redundant water line to Rte. 522 Corridor. CHA presented PER to Town Council on Aug 26, 2019.t                                                                                                                                                                            |          |                       |                                                                        |                                |                |                 |                                 |            |                           |
| 29722                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 9601     | R45407 06/04/19       | ELECTRIC GATE REPLACEMENT                                              | \$ 3,500.00                    | 8/22/2019      | \$ 1,215.52     | \$ 2,284.48                     |            | 11/30/2019                |
| All price quotes have been received and replacement parts ordered. This PO to be closed out after receive all needed replacement parts. Repairs to be completed inhouse.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |          |                       |                                                                        |                                |                |                 |                                 |            |                           |
| 29313                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 9602     | R47513 3/28/2018      | WATERLINE UPGRADES                                                     | \$ 1,127,751.65                | 6/21/2019      | \$ 917,554.00   | \$ 210,197.65                   | 5/15/19    | 11/30/2019                |
| Project began May 15, 2019-N Shenandoah Ave tie ins are complete, W 14th St is about 85% complete and are expected to finish this work Aug 30, 2019. Then will start on Belair Avenue and that will be last street for this project. Should be complete end of October or beginning November 2019.                                                                                                                                                                                                                                                                                                                                                     |          |                       |                                                                        |                                |                |                 |                                 |            |                           |
| 29413                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 9602     | R43002 6/22/2018      | LEAK DETECTION SERVICE                                                 | \$ 40,000.00                   | 6/14/2019      |                 | \$ 40,000.00                    | 11/1/19    | 6/30/2020                 |
| Will begin early November and will be a townwide study. Once this project starts it will take three to four weeks to complete. Normally with this study there is an average of 20+ leaks found that aren't surfacing. This project normally pays for itself in about 15 days due to the amount of treated water being lost in revenue. Released portion of purchase order in amount of \$25,355.10                                                                                                                                                                                                                                                     |          |                       |                                                                        |                                |                |                 |                                 |            |                           |
| 29730                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 9602     | R47530 06/07/19       | PRESSURE REDUCER VALVES& PRVS TO REDUCE WATER PRESSURE IN METER        | \$ 8,500.00                    | N/A            |                 | \$ 8,500.00                     |            | 6/30/2020                 |
| Funding is to purchase cla-val parts to rebuild the PRV's at Robin Hood Lane, jamestown Rd and Westminster Dr. The PRV's reduce the water pressure on the water main so it doesn't cause damage to anything in the residents house on high pressure areas.                                                                                                                                                                                                                                                                                                                                                                                             |          |                       |                                                                        |                                |                |                 |                                 |            |                           |
| 29731                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 9602     | R45407 06/07/19       | 14" & 16" CHOP SAW BLADES FOR CUTTING PIPE, CONCRETE, & ASPHALT        | \$ 4,000.00                    | N/A            |                 | \$ 4,000.00                     |            | 11/30/2019                |
| Diamond tip chop saw blades and diamond tip chain saw chains for the department. These saws are used to cut pipe for maintenance and repairs performed. Materials have been ordered, awaiting receipt of invoice                                                                                                                                                                                                                                                                                                                                                                                                                                       |          |                       |                                                                        |                                |                |                 |                                 |            |                           |
| 29749                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 9602     | R47530 06/20/19       | WOOD MATHEWS 3FT DOB 5-1/4 SCREW BOTTOM NST 3 WAY HYDRANT              | \$ 2,754.24                    | 9/12/2019      | \$ 2,754.24     | \$ -                            |            | Completed                 |
| Special order fire hydrant for E Stonewall Dr and Charles St. This hydrant should be delivered end of August and be installed first week of September 2019. Awaiting receipt of invoice.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |          |                       |                                                                        |                                |                |                 |                                 |            |                           |
| 28992                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 9617     | R47001 03/13/19       | RADIO WATER METERS                                                     | \$ 620,940.00                  | 8/19/2019      | \$ 94,040.00    | \$ 526,900.00                   |            | 6/30/2021                 |
| Purchase the Neptune R900I radio read meters for the Town's radio read. We order these as we have the space to store them, then they are installed as work orders are completed or changed out by section as time allows. This has been an ongoing project and should be completed by end FY21.                                                                                                                                                                                                                                                                                                                                                        |          |                       |                                                                        |                                |                |                 |                                 |            |                           |
| 29343                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 9672     | R40005 5/2/2018       | WATER LOOP PROJECT                                                     | \$ 137,600.00                  | N/A            |                 | \$ 137,600.00                   |            | TBD                       |
| PER was presented to Town Council August 26, 2019. This funding will be used toward payment of debt service.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |          |                       |                                                                        |                                |                |                 |                                 |            |                           |

TOTAL WATER FUND \$ 2,917,420.97 \$ 1,047,708.76 \$ 1,869,712.21

Carryover Purchase Orders

| PO#              | Account# | DATE FIRST ENCUMBERED | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Amount Requested to Carry Over | LAST CHECK CUT | FY20 FUNDS USED | REMAINING BALANCE AS OF 11/8/19 | START DATE | ESTIMATED COMPLETION DATE |
|------------------|----------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------|-----------------|---------------------------------|------------|---------------------------|
| 27930            | 9801     | R45407 6/12/2014      | FAN PRESS<br>Repairs to the #1 Rotary Fan Press. Currently underway the worn components of this dewatering equipment has been removed and is ready to ship to Prime Solution, the manufacturer of this equipment.                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$ 16,882.00                   | 9/2/2016       |                 | \$ 16,882.00                    |            | 11/30/2019                |
| 28885            | 9801     | R47009 11/30/2016     | RIVERTON & CROOKED RUN PUMP STATION UPGRADES<br>Funding will be used to make needed updates at the Riverton & Crooked Run Waste Water Pump Stations. Pump stations have not been updated in over 30 years. Funding is for engineering evaluation of equipment, design, and construction. Design/engineering bid is anticipated to be issued in the near future and construction could start as early as May 2020                                                                                                                                                                                                                                     | \$ 570,000.00                  | N/A            |                 | \$ 570,000.00                   | 5/31/20    |                           |
| 29277            | 9801     | R43002 02/15/18       | ROYAL PHOENIX, LOT 6 PUMP ENGINEERING<br>17 of 21 bid items completed, approximately 80% complete overall. Remaining items include running electric lines from Main Street to the pump station, installing electrical controls, and getting the pump station certified for operation. The permitting issues have been resolved and now it is a matter of the electrical subcontractor rescheduling the work. No date is set for resumption of work but I anticipate the electrical work being completed by the end of September and the project closed out by mid-October.                                                                           | \$ 3,826.75                    | 2/23/2018      |                 | \$ 3,826.75                     |            | 10/15/2019                |
| 29339            | 9801     | R47009 4/25/2018      | ROYAL PHOENIX NORTHERN SEWER PUMPING STATION<br>17 of 21 bid items completed, approximately 80% complete overall. Remaining items include running electric lines from Main Street to the pump station, installing electrical controls, and getting the pump station certified for operation. The permitting issues have been resolved and now it is a matter of the electrical subcontractor rescheduling the work. No date is set for resumption of work but I anticipate the electrical work being completed by the end of September and the project closed out by mid-October.                                                                    | \$ 186,551.69                  | 3/15/2019      |                 | \$ 186,551.69                   |            | 10/15/2019                |
| 29346            | 9801     | R43002 05/02/18       | WATER SEWER RATE ANALYSIS<br>RFP for rate analysis is in process of being issued                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$ 25,000.00                   | N/A            |                 | \$ 25,000.00                    |            | 1/31/2020                 |
| 29412            | 9801     | R45412 06/22/18       | OFFICE FURNITURE<br>Materials on order                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | \$ 8,300.00                    | N/A            |                 | \$ 8,300.00                     |            | 9/30/2019                 |
| 29425            | 9801     | R43005 6/23/2018      | BIOSOLIDS DISPOSAL<br>Open for Biosolids Landfill Disposal-removal of sludge. Prior year funds have been used.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$ 22,000.00                   | N/A            | \$ 22,000.00    | \$ -                            |            | Completed                 |
| 29673            | 9801     | R45413 06/17/19       | SOLENIS PRAESTOL 855 BS<br>close PO-purchased FY19-20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$ 5,620.00                    | 8/22/2019      | \$ 5,620.00     | \$ -                            |            | Completed                 |
| 29684            | 9801     | R45413 06/14/19       | BRENNTAG WINFLOC 7BC1 POL<br>Purchase completed FY20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$ 7,480.00                    | 8/22/2019      | \$ 7,480.00     | \$ -                            |            | Completed                 |
| 29692            | 9801     | R45413 06/17/19       | SOLENIS PRAESTOL 855 BS<br>Purchase completed FY20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | \$ 5,620.00                    | 8/22/2019      | \$ 5,620.00     | \$ -                            |            | Completed                 |
| 29701            | 9801     | R45413 06/14/19       | BRENNTAG WINFLOC 7BC1 POL<br>Purchase completed FY20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$ 7,480.00                    | 8/22/2019      | \$ 7,480.00     | \$ -                            |            | Completed                 |
| 29727            | 9801     | R45413 06/14/19       | BRENNTAG WINFLOC 7BC1 POL<br>close PO-purchased FY19-20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | \$ 7,480.00                    | 8/22/2019      | \$ 7,480.00     | \$ -                            |            | Completed                 |
| 29744            | 9801     | R45413 06/17/19       | SOLENIS PRAESTOL 855 BS<br>Purchase completed FY20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | \$ 5,620.00                    | 8/22/2019      | \$ 5,620.00     | \$ -                            |            | Completed                 |
| 28309            | 9802     | R47998 6/8/2015       | I & I ABATEMENT<br><br>Funding will be used to complete I&I work on the Town's sewer system. This work is being done in conjunction with the consent order that DEQ had placed the Town under in 2009. . These funds will be used by June 30, 2020; this project is expected to be a multi-year ongoing project. Estimated expenditures from September 2019-June 2020 include:<br>Cured In Place Lining - \$1,074,946<br>Manhole lining & frame/cover replacement - \$200,000<br>Pipe Burst or Open Cut Replacement - \$1,200,000<br>10% Contingency - \$247,495<br>Engineering & Construction Contract Admin - \$113,000<br>Inspections - \$104,000 | \$ 2,819,272.99                | 9/13/2019      | \$ 96,508.82    | \$ 2,722,764.17                 |            | TBD                       |
| 28666            | 9802     | R47998 01/23/19       | I&I ENGINEERING SERVICE<br>Funds will be used for engineering services provided for the I&I project. This engineering is being done along with the I&I abatement work as part of the DEQ Consent order.                                                                                                                                                                                                                                                                                                                                                                                                                                              | \$ 600,000.00                  | 2/28/2018      |                 | \$ 600,000.00                   |            | 2/28/2020                 |
| 29729            | 9802     | R47530 06/07/19       | MANHOLE RISERS FOR PAVING ON W 14TH ST, BELAIR, STEELE, PARKVIEW, SCOTT &<br>Manhole rise for the upcoming paving on W 14th St, Belair Ave, Steele Ave, Parkview Dr, Scott St and Highview St. Materials have been delivered & paid.                                                                                                                                                                                                                                                                                                                                                                                                                 | \$ 7,500.00                    | N/A            | \$ 7,500.00     | \$ -                            |            | Completed                 |
| 29731            | 9802     | R45407 06/07/19       | 14" & 16" CHOP SAW BLADES FOR CUTTING PIPE, CONCRETE, & ASPHALT<br>Diamond tip chop saw blades and diamond tip chain saw chains for the department. These saws are used to cut pipe for maintenance and repairs performed. Material has been ordered.                                                                                                                                                                                                                                                                                                                                                                                                | \$ 4,000.00                    | N/A            |                 | \$ 4,000.00                     |            | 11/30/2019                |
| TOTAL SEWER FUND |          |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$ 4,302,633.43                |                | \$ 165,308.82   | \$ 4,137,324.61                 |            |                           |

Carryover Purchase Orders

| PO#                                                                                                                                                                                                | Account# | DATE FIRST<br>ENCUMBERED | DESCRIPTION | Amount Requested to<br>Carry Over                             | LAST CHECK<br>CUT | FY20 FUNDS<br>USED | REMAINING BALANCE<br>AS OF 11/8/19 | START DATE    | ESTIMATED<br>COMPLETION<br>DATE |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------|-------------|---------------------------------------------------------------|-------------------|--------------------|------------------------------------|---------------|---------------------------------|
| 29143                                                                                                                                                                                              | 4203     | R45407                   | 9/5/2017    | BEAR PROOF REFUSE CONTAIN                                     | \$ 834.01         | 9/18/2019          | \$ 226.84                          | \$ 607.17     | 11/30/2019                      |
| Grant money received from Virginia Inland Game & Fisheries- have cans on order and will be using this money for bearproofing new containers                                                        |          |                          |             |                                                               |                   |                    |                                    |               |                                 |
| 29167                                                                                                                                                                                              | 4203     | R47001                   | 10/12/17    | 96 GALLON ROLL OUT CARTS                                      | \$ 1,626.67       | 7/5/2019           | \$ 1,626.67                        | \$ -          | Completed                       |
| Toter cans and lids on order hope to receive by end Aug 2019;awaiting receipt of invoice                                                                                                           |          |                          |             |                                                               |                   |                    |                                    |               |                                 |
| 29172                                                                                                                                                                                              | 4203     | R47001                   | 10/5/2017   | 96 GAL REFUSE CONT                                            | \$ 5,005.60       | 4/17/2019          | \$ 5,005.60                        | \$ -          | Completed                       |
| Toter cans and lids on order hope to receive by end Aug 2019;awaiting receipt of invoice                                                                                                           |          |                          |             |                                                               |                   |                    |                                    |               |                                 |
| 29554                                                                                                                                                                                              | 4203     | R47001                   | 11/28/18    | FREIGHTLINER M2-113 CHASSIS W/ LOADMASTER BODY (REFUSE TRUCK) | \$ 176,928.00     | N/A                |                                    | \$ 176,928.00 | 12/31/2019                      |
| Purchase approved by Town Council 11/26/18; awaiting arrival of truck.                                                                                                                             |          |                          |             |                                                               |                   |                    |                                    |               |                                 |
| 29655                                                                                                                                                                                              | 4203     | R47005                   | 03/25/19    | FUNDING TOWARD PURCHASE OF REPLACEMENT REFUSE TRUCK           | \$ 60,305.52      | 5/15/2019          |                                    | \$ 60,305.52  | TBD                             |
| FY19 adopted budget included funding for first payment on two refuse trucks, although only one refuse truck was purchased. This funding has been set and may be used by direction of Town Council. |          |                          |             |                                                               |                   |                    |                                    |               |                                 |
| 29706                                                                                                                                                                                              | 4203     | R47001                   | 05/28/19    | TRASH CAN LIDS                                                | \$ 3,039.49       | N/A                | \$ 3,039.49                        | \$ -          | Completed                       |
| Toter cans and lids on order hope to receive by end Aug 2019;awaiting receipt of invoice                                                                                                           |          |                          |             |                                                               |                   |                    |                                    |               |                                 |
| TOTAL REFUSE FUND                                                                                                                                                                                  |          |                          |             | \$ 247,739.29                                                 |                   | \$ 9,898.60        | \$ 237,840.69                      |               |                                 |

Carryove Purchase Orders

| PO#   | Account#    | DATE FIRST<br>ENCUMBERED | DESCRIPTION                                                                                                             | Amount Requested to<br>Carry Over | LAST CHECK<br>CUT | FY20 FUNDS USED | REMAINING BALANCE<br>AS OF 9/18/19 | START DATE | ESTIMATED<br>COMPLETION<br>DATE |
|-------|-------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-------------------|-----------------|------------------------------------|------------|---------------------------------|
| 29711 | 4102 R47518 | 06/17/19                 | HAPPY CREEK PHASE 2 PRELIMINARY ENGINEERING REPORT                                                                      | \$ 50,090.00                      | N/A               |                 | \$ 50,090.00                       |            | 6/30/2020                       |
|       | 4500 R47518 | 6/17/2019                |                                                                                                                         | \$ 31,810.00                      |                   |                 | \$ 31,810.00                       |            | 6/30/2020                       |
|       |             |                          | RFP in process of being issued, hope to have awarded in October 2019 or beginning Nov 2019                              |                                   |                   |                 |                                    |            |                                 |
| 29162 | 4500 R47957 | 9/26/2017                | LEACH RUN PARKWAY                                                                                                       | \$ 114,274.18                     | 7/26/2019         | \$ 2,430.00     | \$ 111,844.18                      |            | TBD                             |
|       |             |                          | Working with contractor to finalize project                                                                             |                                   |                   |                 |                                    |            |                                 |
| 29171 | 4500 R47927 | 10/05/17                 | PAVING                                                                                                                  | \$ 268,965.83                     | 8/10/2018         |                 | \$ 268,965.83                      | 9/19/19    | 6/30/2020                       |
|       |             |                          | Primary and secondary paving plan. Scott, Steele and Highview Streets pending completion of waterline upgrades.         |                                   |                   |                 |                                    |            |                                 |
| 29421 | 4500 R45474 | 6/23/2018                | TERMOPLASTIC PAVEMENT MAR                                                                                               | \$ 4,368.04                       | 8/9/2019          | \$ 4,368.04     | \$ -                               |            | Completed                       |
|       |             |                          | Project completed                                                                                                       |                                   |                   |                 |                                    |            |                                 |
| 29680 | 4500 R47005 | 05/01/19                 | YEAR 1 OF 2 FOR PURCHASE OF SINGLE AXLE DUMP TRUCK                                                                      | \$ 71,000.00                      | N/A               |                 | \$ 71,000.00                       | 7/1/19     | 7/1/2021                        |
|       |             |                          | Replacement of 27 year old truck #646.                                                                                  |                                   |                   |                 |                                    |            |                                 |
| 29709 | 4500 R45473 | 5/29/2019                | THERMOPLASTICS ERADICATION & APPLICATION                                                                                | \$ 28,845.00                      | 8/9/2019          | \$ 28,845.00    | \$ -                               |            | Completed                       |
|       | 4500 R45473 | 5/29/2019                |                                                                                                                         | \$ 25,000.00                      | 8/9/2019          | \$ 25,000.00    |                                    |            | Completed                       |
|       | 4102 R45474 | 5/29/2019                |                                                                                                                         | \$ 10,000.00                      | 8/9/2019          | \$ 10,000.00    | \$ -                               |            | Completed                       |
|       |             |                          | Project completed                                                                                                       |                                   |                   |                 |                                    |            |                                 |
| 29710 | 4500 R47927 | 06/04/19                 | STREET RECONSTRUCTION PAVING PROJECTS                                                                                   | \$ 153,900.00                     | N/A               |                 | \$ 153,900.00                      | 9/19/19    | 10/31/2019                      |
|       |             |                          | Paving W.14th St pending waterline upgrade completion and timing of paving season.                                      |                                   |                   |                 |                                    |            |                                 |
| 29712 | 4500 R45473 | 05/29/19                 | PAVEMENT MARKINGS                                                                                                       | \$ 1,155.00                       | 8/9/2019          | \$ 1,155.00     | \$ -                               |            | Completed                       |
|       | 4500 R45474 |                          |                                                                                                                         | \$ 10,000.00                      | 8/9/2019          | \$ 10,000.00    | \$ -                               |            | Completed                       |
|       |             |                          | Project completed                                                                                                       |                                   |                   |                 |                                    |            |                                 |
| 29713 | 4500 R47001 | 05/30/19                 | REPLACE ASPHALT ROLLER (YEAR 1 OF 5)                                                                                    | \$ 30,000.00                      | N/A               |                 | \$ 30,000.00                       | 7/1/18     | 6/30/2023                       |
|       |             |                          | Year 2 of 5, setting aside funds for future purchase. Current roller over 30 years old. Parts availability problematic. |                                   |                   |                 |                                    |            |                                 |
| 29720 | 4500 R47941 | 06/03/19                 | CONCRETE RECONSTRUCTION FOR CURB & GUTTER/SIDEWALK INSTALLATION PROJ                                                    | \$ 75,568.97                      | 6/28/2019         |                 | \$ 75,568.97                       |            | 6/30/2020                       |
|       |             |                          | Scott St, Steele St and Highview St improvements. To be completed after waterline upgrades and prior to paving.         |                                   |                   |                 |                                    |            |                                 |
| 29746 | 4500 R45407 | 06/13/19                 | MSG2 TERMINAL END GUARDRAIL REPAIRS ON JOHN MARSHALL                                                                    | \$ 4,300.00                       | 7/19/2019         | \$ 4,300.00     | \$ -                               |            | Completed                       |
|       |             |                          | Project completed                                                                                                       |                                   |                   |                 |                                    |            |                                 |

TOTAL STREET FUND \$ 879,277.02 \$ 86,098.04 \$ 793,178.98

9



# Town of Front Royal, Virginia Council Agenda Statement

Item # 9

Meeting Date: January 13, 2020

**Agenda Item:** COUNCIL APPROVAL – Ordinance Amendment to Town Code Section 134-71(A)(1)(e) pertaining to Personal Guaranty for Business Entities (*2<sup>nd</sup> Reading*)

**Summary:** On September 9, 2019 Council adopted an amendment to Town Code Chapter 134-71 pertaining to utility account payments and termination of service in an effort to decrease the Town's bad debt on utility accounts. During this time, it has come to the attention of staff that some commercial users have no ability to provide a personal guarantee without a legal liability challenge. It was also identified that commercial users were not included in the Town's acceptable credit history waiver of a utility deposit. Therefore, Council is requested to adopt on its second and final reading an ordinance to remove Town Code Section 134-71(A)(1)(e) pertaining to personal guaranty for business entities in its entirety and to remove the word "residential" in Service Location Deposit Waiver to allow commercial service locations to be included in the waiver of deposits, as presented.

Since the Public Hearing on December 9, 2019 Section 134-71(A)(4)(a) and (b) was identified by Staff as also requiring change to the Interest and Refunds for commercial users so they have the ability to be refunded deposits if they have good credit after one year, as presented.

**Budget/Funding:** None

**Attachments:** Ordinance

**Meetings:** Work Session held November 18, 2019. Public Hearing held December 9, 2019

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

**Proposed Motion:** I move that Council adopt on its second and final reading an ordinance to remove Town Code Section 134-71(A)(1)(e) pertaining to personal guaranty for business entities in its entirety and to remove the word "residential" in Service Location Deposit Waiver to allow commercial service locations to be included in the waiver of deposits and 134-71(A)(4)(a) and (b) to allow commercial users the ability to be refunded deposits if they have good credit after one year, 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: \_\_\_\_\_

**AN ORDINANCE TO RESCIND FRONT ROYAL TOWN CODE SECTION 134-71  
PERTAINING TO UTILITY ACCOUNT DEPOSITS FOR BUSINESS ENTITIES**

**WHEREAS**, on September 9, 2019 Town Council amended Town Code Section 134-71 as an option for collection of bad debt on utility accounts due to the large amount of unpaid debt left when customers' accounts are closed;

**WHEREAS**, since September issues arose with large publicly owned companies having no ability to provide a personal guaranty without a legal and liability challenge;

**WHEREAS**, during this time Council realized that the Town Code allowed for no waivers of a deposit for commercial entities with an acceptable credit history with the Town; and,

**NOW THEREFORE, BE IT ENACTED**, by the Town Council of the Town of Front Royal, Virginia, that Chapter 134-71(A) of the Front Royal Town Code is hereby rescinded as follows:

**134-71 UTILITY ACCOUNTS DEPOSITS, PAYMENTS, TERMINATION OF SERVICE**

**A. DEPOSIT:**

1. a. Residential Service Location Amount: For an existing residential service location, the deposit required for Town utility services after September 9, 2019 shall be an amount equal to the highest monthly bill for that location during the preceding twelve months or two hundred and fifty dollars (\$250.00), whichever is greater.
- b. Commercial Service Location: For an existing commercial service location, the deposit required for Town utility services shall be an amount equal to twice the average monthly bill for that location during the preceding twelve months or five hundred dollars (\$500.00), whichever is greater.
- c. Newly Established Location: To calculate the amount of the deposit for newly established residential or commercial service locations, the Front Royal Department of Finance shall establish the deposit at an amount equal to the customer's anticipated monthly usage of water and electric service, as may be the case.
- d. Reinstatement of Deposit: If, at any time, the customer's deposit is waived or returned, as set forth below, but the customer's service subsequently is terminated for nonpayment or the customer has made four late payments during any twelve month period, a deposit, in an amount as set forth above, shall be required.

**~~e. Business Entities: The Town shall require any entity not a natural person requesting a utility account after September 9, 2019 to either: (1) provide the written personal guaranty of payment from a natural person holding an ownership interest in the entity or, (2) pay a deposit amount equal to the greater of: (a) twice the average monthly utility bill during the preceding twelve (12) month period for utilities provided at the service location or, (b) \$500.00. Any deposit paid pursuant to (2), above, shall be refunded upon~~**

~~termination of the service account in an amount equal to the deposit and accrued interest minus any amount deducted to satisfy customer arrearages or other debts owing to the Town.~~

2. ~~Residential~~ Service Location Deposit Waiver: Notwithstanding the foregoing, no ~~residential~~ service location deposit shall be required when an acceptable credit history is furnished by the customer from a previous utility provider. Acceptable credit history is defined as a customer who can demonstrate that during the previous twelve months his bills were paid with no more than four (4) late payments on a monthly billing system or no more than two (2) late payments on a bimonthly system.

3. Payment of Deposit: Payment of the deposit is due upon execution of the service work order. In lieu of the foregoing, when the required deposit for a residential service location exceeds five hundred dollars (\$500) or a commercial service location exceeds one thousand dollars (\$1,000), the deposit may be paid in two equal installments with one half due when the work order is signed and pay the remaining half along with the payment for the first month's service.

(Amended 9-9-19-Effective Upon Passage)

4. Interest and Refunds: Deposits shall be held in an interest-bearing account.

a. ~~Residential~~ service location deposits plus interest shall be refunded either: (1) upon termination of the service account in an amount equal to the deposit and accrued interest minus any amount deducted to satisfy customer arrearages or other debts owing to the Town; or (2) upon the customer's request after a period of twelve months of service during which there were no more than four delinquent payments. Upon request of a refund, the Director of Finance shall first ensure that customer does not have any debts owing to the Town. If the customer is indebted to the Town, the Director of Finance will apply any refund toward satisfaction of these debts prior to the refund of any money to the customer.

~~b. Commercial service location deposits plus interest shall be refunded upon termination of the service account in an amount equal to the deposit and accrued interest minus any amount deducted to satisfy customer arrearages or other debts owing to the Town.~~

This ordinance shall become effective upon passage.

APPROVED:

\_\_\_\_\_  
Eugene R. Tewalt Mayor

ATTEST:

\_\_\_\_\_  
Jennifer E. Berry, MMC, 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:

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. The Ordinance was enacted at the Regular Meeting of the Town Council held \_\_\_\_\_ 2019, to become effective immediately.

---

Approved as to form and legality:

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

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

10



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

**Item # 10**

**Meeting Date: January 6, 2020**

---

**Agenda Item:** Downtown Revitalization Area Engineering/Landscape Architecture Services

**Summary:** Council is requested to approve a contract for engineering and landscape architecture services with EPR, P.C. in the amount of \$70,000 to prepare a conceptual parking, streetscape and property acquisition plan for the Downtown Revitalization Area with funds allocated from the Community Development Block Grant (CDBG).

**Budget/Funding:** Parking Study – 9130-R47984 – CDBG Public Improvement - \$70,000

**Attachments:** Scope of Work

**Meetings:** Work Session held January 6, 2020

**Staff**

**Recommendation:** Approval\_\_\_\_\_ Denial\_\_\_\_\_

**Proposed Motion:** I move that Council approve a contract for engineering and landscape architecture services with EPR, P.C. in the amount of \$70,000 to prepare a conceptual parking, streetscape and property acquisition plan for the Downtown Revitalization Area with funds allocated from the Community Development Block Grant (CDBG).

\*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

---

Purchasing, Department of Finance

## MEMORANDUM

---

**Date:** January 7, 2020  
**To:** Tina Presley, Senior Executive Assistant  
**From:** Alisa Scott, Purchasing Manager  
**RE:** Request to add action item to Town Council Agenda

---

Purchasing received a request to competitively negotiate engineering design and landscape architecture services to assist in a conceptual parking, streetscape, and property acquisition plan for the Downtown Revitalization Area. This portion is funded 100% by a Community Development Block Grant (CDBG).

On October 17<sup>th</sup>, 2019, the Town received six (6) proposals. After interviewing and negotiating with the short-listed firm, Staff recommends Council award the contract to EPR P.C., (Charlottesville, VA) for \$70,000.00.

Attached to this memo are the Council Worksession cover sheet and vendor scope and fee. Please add this action item to award the bid to Council's January 13<sup>th</sup>, 2020 Regular Town Council Meeting.

Funding for this purchase is through the CDBG Grant.

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

## **ATTACHMENT C - "PRICING"**

### **SCOPE OF WORK**

EPR, P.C. (EPR) will provide the following professional services to the Town of Front Royal for the Downtown Revitalization Area Parking and Streetscape Design (the Project)

#### **PHASE I –DISCOVERY AND ANALYSIS**

The goal of this phase is to review the existing work-to-date, to collect and analyze current available information, and with the Town, to identify the key stakeholders who will represent the Town of Front Royal (government), its residents and its businesses throughout the design process.

##### **Task 1.1 Project Kick-off**

Members of the EPR team will meet on site with the Client team (Project Management Team) and Stakeholders Group to kick off the project and to gather pertinent information. Through a process facilitated by EPR, the design team will identify the initial visions and goals, and identify those issues that are critical to the success of the plan. At the kick-off meeting, we will also discuss the project schedule, roles and responsibilities, and communication strategies.

The EPR Team will prepare for the kick-off meeting by developing the meeting agenda, team directory, project schedule, draft communications plan draft, draft goals and draft critical success factors for discussion during the meeting.

The kick-off meeting will take place in Front Royal and will include a walking tour of the Downtown Revitalization Area. The Town will provide the names of the people on the Town's Project Management Team (PMT) and their contact information.

##### ***Task 1.1 Deliverables to be provided by EPR (all electronic format):***

- *Meeting minutes from the Project Kick-off meeting*
- *Team directory, including Project Management Team (PMT) and Stakeholders Group*
- *Memorandum outlining scope, schedule, and deliverables*

##### **Task 1.2: Community Engagement Plan**

EPR will work with the Town of Front Royal to develop a detailed project communications and engagement plan tailored to the Front Royal community. EPR will lead all public engagement tasks including graphics, logistics and input survey analysis with support from the PMT.

The communications and engagement plan will include the following elements:

- What information will be communicated to whom and when it will be communicated.
- Kick-off/Visioning Work Session
- Review of Findings Presentation/Work Session
- Concept Design Work Session

## *Final Scope of Work 12-20-19*

### *Front Royal Streetscape Plan*

- Draft Concept Plan Presentation/Work Session
- Final Concept Plan Presentation
- Project website\*
- Social media outreach\*
- Online surveys\*
- Intercept surveys at Town of Front Royal events/festivals\*

*\*these items may or may not be included based on available budget. The extent of their inclusion will be determined during the final scope negotiations.*

#### **Task 1.2 Deliverables to be provided by EPR (all electronic format):**

- *Project Communications Plan, including Public Engagement Plan*

#### **Task 1.3: Community and Context Analysis**

By understanding the Downtown areas' surroundings and its place in the town and the region, EPR will be able to facilitate a more thoughtful discussion with you and help create credible documentation of relationships and connections between the Downtown Business Area, the Downtown Residential Area, the Chester Street Area, surrounding land uses, civic facilities, and infrastructure. The Primary Study Area (project area) is defined as the Town of Front Royal Planning & Zoning Department's "Downtown Revitalization Area" (Exhibit "A", Primary Study Area). The Study Context Area is defined in Exhibit "B", Study Context Area.

The analysis maps will be prepared for the following aspects of the study areas:

##### ***Land Use***

This analysis will include reviewing the municipal zoning & proposed land use for the project area, any other planned improvements such as transportation, and the Town of Front Royal's current planning documents. We will highlight relevant restrictions under the current historic district overlay guidelines, and provide an overview of potential future development based on the Town's future land use plan. Mapping will be based on currently available data and discussions with the Front Royal planning department staff will be conducted during this task.

##### ***Infrastructure***

Based on existing available data, EPR will map existing stormwater, water and sewer systems; electrical and telecommunications, roadways, access and parking. We will identify public and private parking facilities, analyze the potential for "right-sizing" parking areas to accommodate the needed capacity and assess exterior lighting and security.

##### ***Site Conditions and Environment***

Based on available existing data, we will map hydrologic systems, vegetation, natural open space and connections within the local area, and sustainable development opportunities.

##### ***Community and Culture***

This analysis will identify historical buildings and both formal and informal gathering places, and combined with potential biking and walking pathways, provide a community overlay.

**Task 1.3 Deliverables to be provided by EPR (all electronic format):**

- *Existing conditions mapping for the Primary Study Area (documenting land use and physical conditions) and the Context Study Area*
- *Base maps for the Primary Study Area and the Context Study Area at appropriate scales for planning and conceptual design*
- *Summary memorandum of findings of the base mapping, research, and data collection*
- *Connectivity diagram*

**Task 1.4 Strengths, Weaknesses, Opportunities & Threats (SWOT) Analysis**

Following the completion of the physical analysis of the existing conditions, EPR will perform a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis. This analysis will consider both the physical characteristics as well as the other factors that will influence the design framework and assumptions to be used in developing the concept plan. Factors that will be considered include business activity, demographics, target user groups (residents, businesses, tourism, etc.), regional and local trends, project identity (brand), etc. The goal is to determine the opportunities and challenges per current conditions.

**Task 1.4 Deliverables to be provided by EPR (all electronic format):**

- *SWOT Analysis*

**Task 1.5 Review of Findings**

At the conclusion of the discovery and analysis phase of design, the EPR team will review our findings with you and Stakeholder group. We will review the analysis, assumptions and expected future needs, the SWOT Analysis and verify the vision and goals established at the beginning of the process. Following this review, we will also facilitate a public open house to inform the community of the design efforts to date, and invite the public to participate in the process at future dates.

**Task 1.5 Deliverables to be provided by EPR (all electronic format, except hardcopy plots for open house meeting):**

- *Presentation and review with Client and Stakeholder group*
- *Confirmed/Revised Vision and Goals Statement*
- *Initial Public Open House*

**PHASE II – Crafting the Plan**

Creative and successful design outcomes are generated through resourceful and productive interaction between the Client group (including the PMT and Stakeholders), the public and the design team. We believe that nurturing involvement and understanding is the first step in the successful implementation of any planning effort. This integrative process proposed is detailed below.

**Task 2.1 Design Work Session**

## *Final Scope of Work 12-20-19*

### *Front Royal Streetscape Plan*

Following the completion of the discovery and analysis phase, EPR will begin developing the plan, design guidelines and recommendations with a design work session. This work session will follow the review of findings described in Task 1.5 and use these findings as a starting point. It will also focus on confirmation of the vision and goals, and on generating creative ideas or methods to achieve them. Prior to the work session, EPR will develop up to three conceptual plans to present and discuss during the work session. These plans are intended to serve as “conversation starters” for the participants and to help the group come to a consensus on elements of the eventual preferred concept. From this information and during this work session, we will be able to identify the main issues and the strategies to address them. We will document the discussions and outcomes, which will focus on the following topics:

- Parking: supply, anticipated demand, convenience, strategy for public and private facilities, etc.
- Defining street hierarchy
- Transportation & Connectivity
- Infrastructure
- Culture & Arts
- Environmental Quality & Sustainable Strategies
- Exploration of concept design alternatives

Following the conclusion of the design work session, EPR will collect all sketches, drawings and notes produced during the work session and produce a compilation document that will be included with a memorandum summarizing the results.

#### ***Task 2.1 Deliverables to be provided by EPR (all electronic format except boards for work session):***

- *Summary memorandum*
- *Work Session Compilation Sketchbook*

#### **Task 2.2 Draft Downtown Revitalization Area Parking and Streetscape Concept Plan**

Based on the input received during the work session, EPR will develop a draft of the downtown parking and streetscape concept plan and design guidelines. The PMT and Stakeholder group will provide feedback regarding the document and meet with us to discuss comments, revisions and direction for the final documents.

Included in the draft plans will be the articulation of the desired parking strategies and streetscape aesthetics. These plans will illustrate public space articulation including the locations and character of hardscape, landscape, lighting, signage and site furnishings. The EPR team will develop a preliminary Statement of Probable Project Costs which will include both “hard” costs (construction), “soft” costs (design, permitting, project management, etc.), anticipated property acquisition costs and contingencies. This statement will be updated at the final concept design plans milestone.

EPR will present this plan to the PMT, the Stakeholders group and the community to solicit comments and suggestions. This document will also be available for public review and comment in the public library, town offices and on the Town’s website. Comments will be accepted, categorized by our planning team, reviewed with the PMT and Stakeholder’s group, and addressed in the final plan. The final plan (Task 2.3) will include a table of comments and the associated responses.

#### ***Task 2.2 Deliverables to be provided by EPR (all electronic format):***

## *Final Scope of Work 12-20-19*

### *Front Royal Streetscape Plan*

- *Draft Downtown Parking and Streetscape Concept Plan*
- *Draft Design Guidelines*
- *Preliminary Statement of Probable Project Costs*
- *Summary of Comments memorandum*
- *Review meeting with PMT and Stakeholder Group*
- *Public presentation/review of Draft Plan and Guidelines*

### **Task 2.3 Final Downtown Revitalization Area Parking and Streetscape Concept Plan**

Following the public review and comment period, EPR will prepare the final concept design documents. These documents will include all revisions, responses to comments, mapping and illustrative graphics associated with the plan. We will provide the plan in both printed and electronic media for use by the Town of Front Royal. We will also meet with the PMT and Stakeholder Groups (including the Board of Architectural Review), the Front Royal Planning Commission and Town Council as needed to assist in approval of the plans.

### ***Task 2.3 Deliverables to be provided by EPR (all electronic format):***

- *Final Downtown Revitalization Area Parking and Streetscape Concept Plan*
- *Final Downtown Revitalization Area Parking and Streetscape Guidelines*
- *Statement of Probable Project Costs*
- *Summary Table of Public Comments*
- *Review meetings with Client Group*
- *Presentations to the Town of Front Royal Planning Commission and Town Council as needed*

**Fee for Services:** EPR will provide the services identified in the scope of work for a lump sum fee of \$70,000.00, inclusive of direct costs. The following table describes the general derivation of the fee.

Final Scope of Work 12-20-19

Front Royal Streetscape Plan

| Front Royal Parking & Streetscape Design                          |                  |
|-------------------------------------------------------------------|------------------|
| Tasks                                                             |                  |
|                                                                   | Cost             |
| <b>Task 1.1 &amp; 1.2: Project Kick-off and Engagement Plan</b>   | <b>\$ 10,168</b> |
| 1.1a: Project Kick-off Meeting Prep                               | \$ 898           |
| 1.1b: Project Kick-off Meeting in Front Royal                     | \$ 4,297         |
| 1.1c: Project Kick-off Meeting - Draft Communications Plan        | \$ 740           |
| 1.2a: Community Engagement Plan                                   | \$ 1,412         |
| 1.2b: Community Engagement Website & Graphics                     | \$ 1,724         |
| 1.x: Monthly Reports                                              | \$ 1,096         |
| <b>Task 1.3 thru 1.5: Analysis, SWOT &amp; Review of Findings</b> | <b>\$ 17,353</b> |
| 1.3a: Review and Summarize Planning and Policy Documents          | \$ 2,795         |
| 1.3b: Base Mapping and SketchUp refinement                        | \$ 4,306         |
| 1.3c: Community Context Diagram                                   | \$ 685           |
| 1.3d: Site Analysis Diagram (existing conditions)                 | \$ 685           |
| 1.3e: Stakeholder Interviews (concurrent w/Task 1.1)              | \$ 685           |
| 1.4a: Draft SWOT Analysis                                         | \$ 804           |
| 1.5: Review of Findings - presentation prep and review            | \$ 1,808         |
| 1.5: Review of Findings - Stakeholders Meeting (on site)          | \$ 3,977         |
| 1.5: Review of Findings - Public Open House Meeting               | \$ 1,608         |
| <b>Task 2.1: Design Work Session</b>                              | <b>\$ 9,699</b>  |
| 2.1a: Work Session Prep (including 3 concepts )                   | \$ 4,834         |
| 2.1b: Work Session (on site with walking tour, 1 day)             | \$ 3,217         |
| 2.1c: Work Session Documentation/Sketch Book                      | \$ 845           |
| 2.1d: Review results with Stakeholder Group (video call)          | \$ 804           |
| <b>Task 2.2: Draft Plan</b>                                       | <b>\$ 13,388</b> |
| 2.2a: Develop Draft Plan                                          | \$ 3,570         |
| 2.2b: Develop Draft Parking Strategies                            | \$ 1,400         |
| 2.2c: Develop Draft Design Guidelines                             | \$ 3,758         |
| 2.2d: Draft Review Meeting w/ PMT (on site)                       | \$ 3,627         |
| 2.2e: Public Review Meeting (concurrent w/2.3d)                   | \$ 804           |
| 2.2f: Document Review Meeting Results                             | \$ 228           |
| <b>Task 2.3: Final Plan</b>                                       | <b>\$ 15,966</b> |
| 2.3a: Develop Final Plan                                          | \$ 5,282         |
| 2.3b: Develop Final Parking Strategies                            | \$ 1,400         |
| 2.3c: Develop Final Design Guidelines                             | \$ 4,770         |
| 2.3d: Review Meeting w/ Stakeholders Group                        | \$ 1,937         |
| 2.3e: Presentation to Town Council                                | \$ 2,577         |
| <b>LABOR TOTAL</b>                                                | <b>\$ 66,574</b> |
| <b>DIRECT EXPENSES TOTAL:</b>                                     | <b>\$ 3,426</b>  |
| <b>TOTAL PROJECT COST (Indirect and Direct Costs):</b>            | <b>\$ 70,000</b> |

11



# Town of Front Royal, Virginia Council Agenda Statement

Item # 11

Meeting Date: January 13, 2020

**Agenda Item:** COUNCIL APPROVAL – Budget Amendment for Executive Search Firm, Health Insurance Consultant and Future Funding for Happy Creek Road Property Acquisition

**Summary:** Council is requested to approve a budget amendment in the amount of \$86,000 to allocate \$21,000 for the Health Insurance Consultant, \$25,000 for Executive Search Firm and \$40,000 for possible future acquisition of property for Happy Creek Road Phase 2. Meals Tax and Sales Tax are tracking above FY20 budgeted amounts. It is anticipated that revenue received during FY20 will accommodate the proposed budget amendment.

**Budget/Funding:** Funding for these projects can be obtained by utilizing additional funds collected in FY20 Meals Tax Revenue Line Item by \$43,000, the Sales Tax Line Item \$43,000 and transferring \$40,000 from these revenues to the Community Development Fund for Happy Creek Road Phase 2.

|              |                                                     |   |          |
|--------------|-----------------------------------------------------|---|----------|
| 1000-3121101 | General Fund Meals Tax Revenue                      | - | \$43,000 |
| 1000-3120101 | General Fund Sales Tax Revenue                      | - | \$43,000 |
| 1202-43002   | Human Resources Professional Services               | - | \$21,000 |
| 1202-43002   | Human Resources Professional Services               | - | \$25,000 |
| 9790-49015   | General Fund Transfer to Community Development Fund | - | \$40,000 |
| 1800-3510105 | Community Dev. Fund Transfer from General Fund      | - | \$40,000 |
| 1800-47518   | Community Dev. Fund Happy Creek                     | - | \$40,000 |

**Attachments:** None

**Meetings:** None

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

**Proposed Motion:** I move that Council approve a budget amendment in the amount of \$86,000 to allocate \$21,000 for the Health Insurance Consultant, \$25,000 for Executive Search Firm and \$40,000 for possible future acquisition of property for Happy Creek Road Phase 2, by utilizing additional funds collected in FY20 Meals Tax Revenue Line Item by \$43,000, the Sales Tax Line Item \$43,000 and transferring \$40,000 from these revenues to the Community Development Fund for Happy Creek Road Phase 2.

\*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

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

Approved By: 

12



## Town of Front Royal, Virginia Council Agenda Statement

Item # 12

Meeting Date: January 13, 2020

---

**Agenda Item:** COUNCIL APPROVAL - Health Insurance Consultant Services

**Summary:** Council is requested to approve the award of health insurance consulting services to Gallagher in the amount of \$40,000 with an optional \$2,500 portal.

**Budget/Funding:** 1202-43002 Human Resources Professional Services

**Attachments:** Memorandum from Purchasing Manager

**Meetings:** Work Session held January 6, 2020

**Staff**

**Recommendation:** Approval\_\_\_\_\_ Denial\_\_\_\_\_

**Proposed Motion:** I move that Council approve the award of health insurance consulting services to Gallagher in the amount of \$40,000 with an optional \$2,500 portal.

\*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: \_\_\_\_\_

A red circular stamp or signature mark, possibly containing the initials "MD", is placed over the line following "Approved By:".



# Town of Front Royal, Virginia

---

Purchasing, Department of Finance

## MEMORANDUM

---

**Date:** January 7, 2020  
**To:** Tina Presley, Senior Executive Assistant  
**From:** Alisa Scott, Purchasing Manager  
**RE:** Request to add action item to Town Council Agenda

---

Purchasing received a request to competitively negotiate health insurance consulting services from the Town Manager's Office. On November 9<sup>th</sup>, 2019, the Town received two (2) proposals. After review, interviewing both firms, and negotiating, Staff recommends Council award the contract to Gallagher (Rockville, MD) for \$40,000.00 per year with an optional \$2,500 portal.

Attached to this memo are the Council Worksession cover sheet and vendor scope and pre-negotiated fee. Please add this action item to award the bid to Council's January 13<sup>th</sup>, 2020 Regular Town Council Meeting.

Funding for this purchase is available in 1202-43002 Human Resources Professional Service Line Item.

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

**WORK**

**SESSION**



## Work Session Agenda Form

Item # 1

DATE: 1/13/20

### **AGENDA ITEM:** FY21 Budgetary Items Overview

**SUMMARY:** Staff is providing council with a list of FY2021 initial departmental budget requests for capital items, staffing, and other items impacting the budget prior to being incorporated into the FY2021 proposed budget.

The list includes departmental requests that will likely be deferred for the future and are not planned to be included in the FY2021 budget at this time. Staff anticipates that additional items will need to be deferred in order to provide a balanced proposed budget.

**BUDGET/FUNDING:** These items may potentially be incorporated into the FY2021 proposed budget.

**STAFF RECOMMENDATION:** Staff recommends for council to review the listed items and provide staff with feedback and/or possible concerns, which will give staff an opportunity to better prioritize budgetary items and provide better communication regarding the items.

Work Session

## FY21 Budgetary Items for Review

*\*Highlighted items will likely be deferred for the future and are not planned to be included in the FY21 proposed budget at this time*

*\*\*Additional items are anticipated to be deferred in order to provide a balanced proposed budget*

| STAFFING/SALARY CHANGES (OPERATING EXPENSE) |                                                                                   |                        |                        |
|---------------------------------------------|-----------------------------------------------------------------------------------|------------------------|------------------------|
| Department                                  | Description                                                                       | Budget Impact          | Recommended            |
| ALL                                         | Compensation Study Year 3                                                         | \$ 140,000.00          | \$ 140,000.00          |
| ALL                                         | 2% Merit Increase                                                                 | \$ 217,760.00          | \$ 217,760.00          |
| ALL                                         | Estimated 3% Medical Insurance Increase                                           | \$ 94,965.00           | \$ 94,965.00           |
| Police Department                           | Removal of Community Resource Officer Position                                    | \$ (49,875.00)         | \$ (49,875.00)         |
| Human Resources                             | Restructure Manager to Deputy Director                                            | \$ 5,000.00            | \$ 5,000.00            |
| Information Technology                      | I/T Director Paygrade Change                                                      | \$ 10,000.00           | \$ 10,000.00           |
| Water Treatment Plant                       | Part-time Maintenance Position to Full Time Senior Maintenance Tech               | \$ 21,578.00           |                        |
| Police                                      | Additional Officer Positions (4 Positions)                                        | \$ 320,000.00          |                        |
| SERVICES (OPERATING EXPENSE)                |                                                                                   |                        |                        |
| Department                                  | Description                                                                       | Budget Impact          | Recommended            |
| Information Technology                      | Cyber Security                                                                    | \$ 22,000.00           | \$ 22,000.00           |
| Information Technology                      | Neo-gov Employee Performance Software                                             | \$ 6,500.00            | \$ 6,500.00            |
| Information Technology                      | Electronic Time Card Maintenance Contract                                         | \$ 9,000.00            | \$ 9,000.00            |
| Town Attorney                               | Legal Fees for Civil Suit related to EDA                                          | \$ 400,000.00          | \$ 200,000.00          |
| Human Resources                             | Insurance Consulting Firm                                                         | \$ 40,000.00           | \$ 40,000.00           |
| Police Department                           | Repairs & Maintenance                                                             | \$ 11,000.00           | \$ 11,000.00           |
| Police Department                           | Maintenance Service Contract                                                      | \$ 15,000.00           | \$ 15,000.00           |
| Police Department                           | Staffing Northwest Community Services (Expense Offset by Revenues from Northwest) | \$ 93,500.00           | \$ 93,500.00           |
| Waste Water Treatment Plant                 | Chemical Performance Study                                                        | \$ 55,000.00           | \$ 55,000.00           |
| EDA Debt Service                            | Reallocate EDA Debt Service to Legal Expense                                      | \$ 141,400.00          | \$ 141,400.00          |
| Planning & Zoning                           | Property Maintenance                                                              | \$ 40,000.00           | \$ 40,000.00           |
| Tourism                                     | Trolley Extended Hours Monday-Thursday - Start at 6:30                            | \$ 12,272.00           |                        |
| Tourism                                     | Trolley Extended Hours Saturday/Sunday - Start at 11:00 vs 1:00                   | \$ 6,136.00            |                        |
| Community Development                       | Gazebo Flicks (Movies at Gazebo)                                                  | \$ 4,000.00            |                        |
| Planning & Zoning                           | Leach Run Parkway Flyover Engineering                                             | \$ 50,000.00           |                        |
|                                             | <b>TOTAL OPERATING EXPENSE</b>                                                    | <b>\$ 1,665,236.00</b> | <b>\$ 1,051,250.00</b> |

| MACHINERY & EQUIPMENT (CAPITAL PROJECTS) |                                                                             |               |              |
|------------------------------------------|-----------------------------------------------------------------------------|---------------|--------------|
| Department                               | Description                                                                 | Budget Impact | Recommended  |
| Police Department                        | Body Cameras (Possible Financing 0% interst @\$35,000 annually for 5 years) | \$ 175,000.00 | \$ 35,000.00 |
| Electric Department                      | Wire Trailer                                                                | \$ 10,000.00  | \$ 10,000.00 |
| Electric Department                      | SCADA Master Upgrade                                                        | \$ 20,000.00  | \$ 20,000.00 |
| Fleet Management                         | Parts Cleaner                                                               | \$ 10,000.00  | \$ 10,000.00 |
| Fleet Management                         | Automobile Scanner Tool                                                     | \$ 6,000.00   | \$ 6,000.00  |
| Water/Sewer Line Line Maitenance         | Street Broom for Cat Backhoe                                                | \$ 13,000.00  | \$ 13,000.00 |
| Water/Sewer Line Line Maitenance         | Message Board                                                               | \$ 15,000.00  | \$ 15,000.00 |
| Solid Waste                              | Scales for 4 trucks                                                         | \$ 16,000.00  | \$ 16,000.00 |
| Highway Maintenance                      | Replace Asphalt Roller Year (3 of 5)                                        | \$ 30,000.00  | \$ 30,000.00 |
| Highway Maintenance                      | Replace Rubber Tire Loader #762 (Year 1 of 3)                               | \$ 58,500.00  | \$ 58,500.00 |
| Horticulture                             | Small Tractor with Front End Loader                                         | \$ 21,000.00  |              |
| Electric Department                      | Electric Vehicle Charger                                                    | \$ 35,000.00  |              |
| VEHICLES (CAPITAL PROJECTS)              |                                                                             |               |              |
| Department                               | Description                                                                 | Budget Impact | Recommended  |
| Police Department                        | Replace#294 4x4 pickup                                                      | \$ 54,000.00  | \$ 35,000.00 |
| Police Department                        | Replace #296 4x4 pickup                                                     | \$ 54,000.00  |              |
| Police Department                        | Replace Patrol Unit                                                         | \$ 42,000.00  |              |
| Police Department                        | Replace Patrol Unit                                                         | \$ 42,000.00  |              |
| Highway Maintenance                      | Replace #646 Tandem Dump Truck (Year 3 of 3)                                | \$ 30,000.00  |              |
| Highway Maintenance                      | Replace #682 2001 Jeep Liberty w/ 4x4 Pickup                                | \$ 47,000.00  |              |
| Horticulture                             | Replace#731 with 1-Ton Crew Cab Dump Truck (Year 1 of 3)                    | \$ 20,000.00  |              |
| Police Department                        | Two Additional Patrol Units                                                 | \$ 135,300.00 |              |

| BUILDINGS & STRUCTURES (CAPITAL PROJECTS) |                                                                                              |                 |                 |                    |
|-------------------------------------------|----------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
| Department                                | Description                                                                                  | Budget Impact   | Recommended     |                    |
| Electric Department                       | Emergency Generator                                                                          | \$ 75,000.00    | \$ 75,000.00    |                    |
| Electric Department                       | Pave Portion of Parking Lot                                                                  | \$ 53,000.00    | \$ 53,000.00    |                    |
| Buildings & Grounds                       | Town Auxillary Office                                                                        | \$ 100,000.00   | \$ 100,000.00   |                    |
| Fleet Management                          | Fleet Maintenance Building Rehabilitation                                                    | \$ 1,189,000.00 |                 |                    |
| Fleet Management                          | Sitework for Rehabilitation                                                                  | \$ 166,000.00   |                 |                    |
| Fleet Management                          | Fourpost Lift                                                                                | \$ 80,000.00    |                 |                    |
| Fleet Management                          | Four Post Lift Alignment Turn Table & Center Lift                                            | \$ 20,000.00    |                 |                    |
| Fleet Management                          | Overhead Crane System                                                                        | \$ 100,000.00   |                 |                    |
| Fleet Management                          | Replace Wash Bay with Vehicle/Equipment Washing System                                       | \$ 71,245.00    |                 |                    |
|                                           |                                                                                              |                 |                 |                    |
| INFRASTRUCTURE (CAPITAL PROJECTS)         |                                                                                              |                 |                 |                    |
| Department                                | Description                                                                                  | Budget Impact   | Recommended     |                    |
| Electric Department                       | Fiber Network                                                                                | \$ 33,334.00    | \$ 33,334.00    |                    |
| Electric Department                       | Kendrick Substation Transformer Replacement (Year 3 of 6)                                    | \$ 142,500.00   | \$ 142,500.00   |                    |
| Electric Department                       | Leach Run Parkway Expansion of Services                                                      | \$ 125,000.00   | \$ 125,000.00   |                    |
| Electric Department                       | Manassas Substation Transformer (Year 1 of 3)                                                | \$ 135,000.00   | \$ 135,000.00   |                    |
| Waste Water Treatment Plant               | Refurbish Gravity Thickner                                                                   | \$ 30,000.00    | \$ 30,000.00    |                    |
| Sewer Line Maintenance                    | I&I Abatement                                                                                | \$ 600,000.00   |                 |                    |
| Water Treatment Plant                     | Replace Pump at Raw Water Pump Station (Year 2 of 3)                                         | \$ 75,000.00    | \$ 75,000.00    |                    |
| Water Treatment Plant                     | Replace Dezurik Pump Control Valve (Year 2 of 3)                                             | \$ 40,000.00    | \$ 40,000.00    |                    |
| Highway Maintenance                       | Prospect Bridge Repairs                                                                      | \$ 210,000.00   | \$ 210,000.00   |                    |
| Highway Maintenance                       | Primary Paving Plan                                                                          | \$ 310,109.00   | \$ 310,109.00   |                    |
| Highway Maintenance                       | Secondary Paving Plan                                                                        | \$ 494,676.00   |                 |                    |
| Special Projects                          | Acquisition for Happy Creek Phase 2 Land                                                     | \$ 40,000.00    | \$ 40,000.00    |                    |
| Highway Maintenance                       | Slurry Seal                                                                                  | \$ 130,000.00   |                 |                    |
| Electric Department                       | New Traffic Signal 14th & Shenandoah Ave                                                     | \$ 43,333.00    |                 |                    |
| Electric Department                       | N Shenandoah Ave Street Lights                                                               | \$ 132,500.00   |                 |                    |
| Highway Maintenance                       | John Marshall Turn Lane                                                                      | \$ 468,125.00   |                 |                    |
| Electric Department                       | Automated Metering Infrastructure                                                            | \$ 1,200,000.00 |                 |                    |
|                                           |                                                                                              |                 |                 |                    |
| DEBT SERVICE (CAPITAL PROJECTS)           |                                                                                              |                 |                 |                    |
| Department                                | Description                                                                                  | Budget Impact   | Recommended     | Est. Total Project |
| Police Department                         | Debt Service on Police Department Headquarters                                               | \$ 515,500.00   | \$ 515,500.00   | \$ 8,423,161.17    |
| Water Treatment                           | Debt Service Payment on Redundant Line                                                       | \$ 500,000.00   | \$ 500,000.00   | \$ 11,000,000.00   |
| Fleet Management                          | Fleet Maintenance Building Rehabilitation - 20 Year Loan Estimated Annual Payment            |                 | \$ 111,865.00   | \$ 1,626,425.00    |
| Sewer Line Maintenance                    | I&I Abatement 20 Year Loan (Potential 0% Financing with VRA) - Estimated Annual Payment      |                 | \$ 550,230.00   | \$ 8,000,000.00    |
| Highway Maintenance                       | Secondary Paving Plan Through 2027 including curb & storm drain (10 year loan) - Est Payment |                 | \$ 533,865.00   | \$ 4,839,841.00    |
| Water Line Maintenance                    | Secondary Paving Plan Water Line Upgrades Through 2027 (10 year loan) - Est Payment          |                 | \$ 329,175.00   | \$ 2,807,925.00    |
| TOTAL CAPITAL PROJECTS                    |                                                                                              | \$ 7,913,122.00 | \$ 4,158,078.00 | \$ 36,697,352.17   |

Total \$1,626,245  
Possibly Obtain Loan  
To Advance Project

Possibly Obtain Loan to  
Advance I&I Abatement

Possibly Obtain Loan to  
Advance I&I Abatement

**Primary Paving Plan  
2021-2025**

| YEAR | STREET         | FROM         | TO           | ASPHALT       | LINE<br>PAINTING | WATER         | SEWER | STORM<br>SEWER | CURB        | SIDEWALK | TOTAL         |
|------|----------------|--------------|--------------|---------------|------------------|---------------|-------|----------------|-------------|----------|---------------|
| 2021 | N.Royal Ave    | W.14TH ST    | Commerce Ave | \$ 201,887.00 | \$ 6,090.00      | N/A           | N/A   | N/A            | N/A         | N/A      | \$ 207,977.00 |
| 2021 | Commerce Ave   | H/C Bridge   | E.2ND St     | \$ 95,732.00  | \$ 6,400.00      | N/A           | N/A   | N/A            | N/A         | N/A      | \$ 102,132.00 |
| 2022 | N.Royal Ave    | Commerce Ave | E.6TH St     | \$ 130,985.00 | \$ 3,022.00      | \$ 253,820.00 | N/A   | N/A            | N/A         | N/A      | \$ 387,827.00 |
| 2022 | E.6TH ST       | Commerce Ave | N/Royal Ave  | \$ 40,808.00  | \$ 12,000.00     | N/A           | N/A   | N/A            | \$ 8,750.00 |          | \$ 61,558.00  |
| 2023 | Commerce Ave   | E.2ND St     | E.6TH St     | \$ 164,246.00 | \$ 8,364.00      | N/A           | N/A   | N/A            | N/A         | N/A      | \$ 172,610.00 |
| 2024 | N.Royal Ave    | E.6TH ST     | Academy Dr   | \$ 95,785.00  | \$ 2,788.00      | N/A           | N/A   | N/A            | N/A         | N/A      | \$ 98,573.00  |
| 2025 | Commerce Ave   | E.6TH ST     | N. Royal Ave | \$ 136,389.00 | \$ 18,024.00     | N/A           | N/A   | N/A            | N/A         | N/A      | \$ 154,413.00 |
| 2025 | N.Royal Ave    | Academy Dr   | Main St      | \$ 96,005.00  | \$ 10,000.00     | N/A           | N/A   | N/A            | N/A         | N/A      | \$ 106,005.00 |
| 2026 | N.Royal Ave    | Main St      | South St     | \$ 135,000.00 | \$ 8,000.00      | N/A           | N/A   | N/A            | N/A         | N/A      | \$ 143,000.00 |
| 2027 | N.Royal Ave    | South St     | E/T/L        | \$ 75,340.00  | \$ 10,850.00     | N/A           | N/A   | N/A            | N/A         | N/A      | \$ 86,190.00  |
| 2028 | Chester Gap Rd | South St     | E/T/L        | \$ 216,680.00 | \$ 12,825.00     | N/A           | N/A   | N/A            | N/A         | N/A      | \$ 229,505.00 |

Total \$ 1,749,790.00  
Less Waterline \$ 1,495,970.00

## Secondary Paving Plan 2020-2025

| YEAR | STREET/<br>RATING | STREET                | FROM              | TO                | ASPHALT       | LINE<br>PAINTING | WATER         | SEWER | STORM<br>SEWER | CURB          | SIDEWALK     | TOTAL           |
|------|-------------------|-----------------------|-------------------|-------------------|---------------|------------------|---------------|-------|----------------|---------------|--------------|-----------------|
| 2020 | 76                | Leach St/Northview St | Horshoe Dr        | Dead End          | \$ 166,974.00 | N/A              | N/A           |       |                | \$ 63,880.00  | \$ 9,498.00  | \$ 240,352.00   |
|      | 67                | Braxton Rd            | Leach St          | Polk Ave          | \$ 80,784.00  | N/A              | \$ 219,120.00 |       |                | \$ 60,000.00  | \$ 8,400.00  | \$ 368,304.00   |
|      | 71                | Wines St              | Braxton Rd        | Leach St          | \$ 70,272.00  | N/A              | N/A           |       |                | \$ 49,440.00  | \$ 19,264.00 | \$ 138,976.00   |
|      | N/A               | Evelyn Ct             | Wines St          | Dead End          | \$ 20,295.00  | N/A              | N/A           |       |                | \$ 22,000.00  | \$ 3,080.00  | \$ 45,375.00    |
| 2021 | 71                | Hamilton Circle       | Mannassas Ave     | Mannassas Ave     | \$ 62,208.00  | N/A              | N/A           |       |                | N/A           | \$ 10,752.00 | \$ 72,960.00    |
|      | 72                | Vioscose Ave          | W.Main St         | W.Main S          | \$ 71,280.00  | N/A              | N/A           |       |                | \$ 72,800.00  | \$ 10,192.00 | \$ 154,272.00   |
|      | 73                | Horseshoe Ave         | Easterley St      | Easterley St      | \$ 110,160.00 | N/A              | N/A           |       |                | \$ 17,600.00  | \$ 19,040.00 | \$ 129,200.00   |
|      |                   | Forest Hill Dr        | Strasburg Rd      | Duck St           | \$ 64,800.00  | N/A              | N/A           |       |                | \$ 60,000.00  | \$ 13,444.00 | \$ 138,244.00   |
| 2022 | 70                | W. 9th St             | Virginia Ave      | N. Shenandoah Ave | \$ 30,599.00  | N/A              | N/A           |       |                | \$ 19,000.00  | \$ 9,100.00  | \$ 58,699.00    |
|      | 74                | Easterley St          | Wines St          | Stonewall Dr      | \$ 55,190.00  | N/A              | N/A           |       |                | \$ 48,000.00  | \$ 17,741.00 | \$ 120,931.00   |
|      | 67                | Kendrick Lane         | Massunnuttan Ave  | N.Shenandoah Ave  | \$ 115,200.00 | N/A              | \$ 340,000.00 |       |                | \$ 38,000.00  | \$ 13,160.00 | \$ 506,360.00   |
|      | 70                | w. 11th St            | N. Royal Ave      | N. Shenandoah Ave | \$ 100,161.00 | N/A              | N/A           |       |                | \$ 45,200.00  | \$ 13,384.00 | \$ 158,745.00   |
| 2023 | N/A               | Garrison St           | Viscose Ave       | W.Main St         | \$ 18,000.00  | N/A              | N/A           |       |                | \$ 13,000.00  | \$ 2,800.00  | \$ 33,800.00    |
|      | 72                | Virginia Ave          | W.14TH St         | Kendrick Lane     | \$ 168,209.00 | \$ 2,000.00      | \$ 658,000.00 |       |                | \$ 184,800.00 | \$ 28,504.00 | \$ 1,039,513.00 |
|      | 73                | Scranton Ave          | E.19 TH St        | E.13TH St         | \$ 76,457.00  | N/A              | N/A           |       |                | \$ 60,000.00  | \$ 17,142.00 | \$ 153,599.00   |
|      | 73                | W.9TH ST              | N. Shenandoah Ave | W.11TH St         | \$ 70,200.00  | N/A              | N/A           |       |                | \$ 77,600.00  | \$ 16,800.00 | \$ 164,600.00   |
| 2024 |                   | Oak St                | Luray Ave         | Cherry St         | \$ 30,000.00  | N/A              | \$ 143,000.00 |       |                | \$ 126,126.00 | \$ 8,866.00  | \$ 307,992.00   |
|      | 74                | Jamestown Rd          | JMH               | Cul-De-Sac        | \$ 210,655.00 | \$ 3,000.00      | N/A           |       |                | \$ 136,600.00 | \$ 40,040.00 | \$ 390,295.00   |
|      | 73                | W,9TH ST              | N.Shenandoah Ave  | W.11TH St         | \$ 70,200.00  | N/A              | \$ 315,000.00 |       |                | \$ 77,600.00  | \$ 16,800.00 | \$ 479,600.00   |
| 2025 | 74                | Shenandoah Shores Rd  | Happy Creek       | E/T/L             | \$ 138,600.00 | \$ 7,425.00      | N/A           |       |                | \$ 308,000.00 | \$ 43,120.00 | \$ 497,145.00   |
|      |                   | Sherwood Ave          | Luray Ave         | Cherry St         | \$ 30,000.00  | N/A              | \$ 137,000.00 |       |                | \$ 136,600.00 | \$ 40,040.00 | \$ 343,640.00   |
|      |                   | Mannassas Ave         | E.6TH St          | Happy Creek RD    | \$ 152,000.00 | N/A              | \$ 290,000.00 |       |                | N/A           | N/A          | \$ 442,000.00   |
| 2026 | 74                | W.13TH ST             | Massanutten St    | Jefferson Ave     | \$ 31,784.00  | N/A              | N/A           |       |                |               |              | \$ 31,784.00    |
|      | 75                | Brown Ave             | S.Shen Ave        | Salem Ave         | \$ 50,427.00  | N/A              | N/A           |       |                |               |              | \$ 50,427.00    |
|      | N/A               | Commonwealth Ave      | W.14TH ST         | W.13TH ST         | \$ 27,683.00  | N/A              | \$ 72,700.00  |       |                |               |              | \$ 100,383.00   |
|      | N/A               | State Ave             | W.14TH ST         | W.13TH ST         | \$ 13,887.00  | N/A              | N/A           |       |                |               |              | \$ 13,887.00    |
|      | 75                | Cypress St            | Salem Ave         | Grand Ave         | \$ 35,079.00  | N/A              | N/A           |       |                |               |              | \$ 35,079.00    |
| 2027 | 75                | Luray Ave             | W.Main St         | Criser Rd         | \$ 167,321.00 | \$ 3,525.00      | N/A           |       |                |               |              | \$ 170,846.00   |
|      |                   | River Dr              | Dead End          | Cherrydale Ave    | \$ 30,379.00  | N/A              | N/A           |       |                |               |              | \$ 30,379.00    |
|      |                   | E.Stonewall Dr        | Commerce Ave      | Dead End          | \$ 174,120.00 | \$ 7,750.00      | \$ 633,105.00 |       |                |               |              | \$ 814,975.00   |
|      |                   | E.Stonewall Dr        | Commerce Ave      | N.Royal           | \$ 87,278.00  | N/A              | N/A           |       |                |               |              | \$ 87,278.00    |
|      |                   | E.Stonewall Dr        | N.Royal Ave       | Luray Ave         | \$ 42,258.00  | N/A              | N/A           |       |                |               |              | \$ 42,258.00    |

\$ 2,807,925.00

Total \$ 7,361,898.00  
Less Water Lines \$ 4,553,973.00

Total Primary & Secondary \$ 9,111,688.00  
Total Primary/Secondary Less Water \$ 6,049,943.00