



TOWN OF FRONT ROYAL, VIRGINIA TOWN COUNCIL MEETING
Monday, April 27, 2015 @ 7:00pm in the Warren County Government Center

1. Pledge of Allegiance
 2. Moment of Silence
 3. Roll Call
 4. Approval of the Regular Council Meeting minutes of April 13, 2015
 5. Receipt of Petitions and/or Correspondence from the Public
 6. Reports:
 - a. Report of special committees or Town officials and Town Manager.
 - [1] Report from EDA Executive Director Jennifer McDonald
 - [2] Report from County Administrator Doug Stanley
 - [3] Presentation of Water and Sewer Study from Burton & Associates
 - b. Requests and inquiries of Council members.
 - c. Report of the Mayor
 - d. Proposals for addition/deletion of items to the Agenda.
 7. **CONSENT AGENDA ITEMS** –
 - A. COUNCIL APPROVAL – Bid for Two Vehicles at Vehicle Maintenance and WWTP
 - B. COUNCIL APPROVAL – Budget Amendment for Byrne Justice Assistance Grant
 - C. COUNCIL APPROVAL – Proclamation – Arbor Day
 8. **COUNCIL APPOINTMENT** – Planning Commission
 9. **COUNCIL RECOMMENDATION** – Board of Zoning Appeals
-

TOWN COUNCIL WORK SESSION
Monday, April 27, 2015

Town/Staff Related Issues:

1. Discussion of Burton and Associates Water and Sewer Study
2. FY 15-16 Budget Code Amendments – *Town Manager*
 - a. Amend Town Code Chapter 12(Fees)
 - 12-2 (Environmental Services)
 - 12-4 (Planning/Zoning Fees)
 - 12-5 (Police Department Fees)
 - b. Amend Town Code 75-44 to add Machinery/Tools and Mobile Home Tax Rates
 - c. Repeal Town Code 75-52 (Enterprise Zone - Boundaries)
 - d. Amend Town Code 134-22.1 and 134-22.4 (Sewer Service Rates)

Council/Mayor Related Items

3. Council Discussion/Goals (*time permitting*)

7A

**COUNCIL APPROVAL – Bid for two
Vehicles at Vehicle Maintenance and WWTP**



Town of Front Royal, Virginia
Council Agenda Statement

Page 1
Item No. 7(A)

Meeting Date: April 27, 2015

Agenda Item: COUNCIL APPROVAL – Bid to Purchase Vehicles for Vehicle/Motor Pool and Waste Water Treatment Plant

Summary: Council is requested to approve the purchase of a 7-passenger Dodge Caravan minivan for the Vehicle/Motor Pool to be used as a “school” car to replace a 2003 Ford Crown Victoria, through the Virginia state vehicle contract from Greenbrier of Virginia, Inc., at a cost of \$21,626.64 and the purchase of a Ford F250 4 x 4 pickup truck to be used at the Waste Water Treatment Plant to replace a 1999 Chevrolet 2500 two-wheel drive pickup truck, through the Virginia state vehicle contract from Colonial Ford Truck Sales, Inc., at a cost of \$26,232.65.

Budget/Funding: Vehicle/Motor Pool FY15 budget has \$20,000 available in FY15 budget line item 1203-47005. The balance, \$1,626.64, would come from end-of-year budget transfers.

WWTP had \$25,000 available in FY budget line item 9801-R47005 (carryover from FY14). The balance of funding for this purchase, \$1,389.29, would come from end-of-year budget transfers.

Attachments: Memorandums from Purchasing Agent and Manager of Vehicle Equipment Maintenance and Contract Information

Meetings: None

Staff

Recommendation: Approval Denial

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

Proposed Motion: I move that Council approve the purchase of a 7-passenger Dodge Caravan minivan for the Vehicle/Motor Pool to be used as a “school” car to replace a 2003 Ford Crown Victoria, through the Virginia state vehicle contract from Greenbrier of Virginia, Inc., at a cost of \$21,626.64. I further move that Council approve the purchase of a Ford F250 4 x 4 pickup truck to be used at the Waste Water Treatment Plant to replace a 1999 Chevrolet 2500 two-wheel drive pickup truck, through the Virginia state vehicle contract from Colonial Ford Truck Sales, Inc., at a cost of \$26,232.65.

*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: JB



MEMORANDUM

Date: April 13, 2015
To: Tina Presley, Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent
RE: Agenda Item

A handwritten signature in blue ink, appearing to be "Cindy", is written over the "From:" line of the memorandum.

Back in December, I received requisitions for the purchase of two vehicles. Both of the vehicle costs were pulled from the Virginia state contract.

One vehicle would be used as a "school" car. At this time, when employees drive a Town vehicle to training, they use a repurposed police cruiser. This vehicle is a 2003 Ford Crown Victoria with 148,746 miles on the odometer. At times when more than five employees were travelling to a class, they had to drive two vehicles. Don McPaters, Vehicle/Motor Pool Superintendent, has requested a 7 passenger minivan to replace the Crown Victoria. A new State contract for this type of vehicle has been issued, and the cost now is a little lower than the previous contract. The new contract offers a 7 passenger Dodge Caravan at a base price of \$21,480.83, from a dealership in Chesapeake, Greenbrier of Virginia, Inc. For delivery of this vehicle, there is an additional cost of \$0.60 per mile, with the first 92 miles included in the base price. It is estimated that the delivery would cost about \$145.81. That would bring the total cost of this van up to \$21,626.64. To compare the cost of the state contract vehicle with possible costs if we were to send the purchase of this vehicle out to bid through Town dealerships, calls were made to the two dealerships in Town to see if they could offer a comparable price. Marlow Motors offers a 7 passenger Dodge Caravan for \$26,185, and Jack Evans offers a Chevrolet Traverse for \$31,498.

The other vehicle would be for the Wastewater Treatment Plant. This would be a replacement for a 1999 Chevrolet 2500 two-wheel drive pickup truck that currently has an odometer reading of 145,980. A new state contract has been issued for the

2016 model year. The replacement truck would be a 2016 Ford F250, at a base cost of \$24,275.00. The delivery cost for this vehicle, \$1.80 per mile with 50 miles included in the base price, is estimated to be \$77.59. The total cost of this vehicle, with options and delivery, would be \$26,389.29. To compare this cost with what would be available at the local dealerships, Marlow Motors quoted a 2015 Dodge Ram at \$32,195.00. Jack Evans Chevrolet quoted a Silverado 2500 at \$30,631.35.

All vehicle purchases must be approved by the Town Council. Please add this to the April 27, 2015 agenda for their action.

Staff recommends the purchase of a 7-passenger Dodge Caravan minivan through the Virginia state vehicle contract from Greenbrier of Virginia, Inc., at a cost of \$21,626.64. The Vehicle/Motor Pool FY15 budget has \$20,000 available in the FY15 budget line item 1203-47005. The balance of funding for this purchase, \$1,626.64, would come from end-of-year budget transfers.

Additionally, staff recommends the purchase of a Ford F250 4 x 4 pickup truck through the Virginia state vehicle contract from Colonial Ford Truck Sales, Inc., at a cost of \$26,232.65. The Wastewater Treatment Plant has \$25,000 available in FY15 budget line item 9801-R47005. This funding is a carryover from FY14, as approve by Town Council. The balance of funding for this purchase, \$1,389.29, would come from end-of-year budget transfers.

MEMORANDUM

TO: Cindy Hartman, Purchasing Agent

FROM: Donald B McPaters, Manager of Vehicle Equipment Maint.

SUBJECT: School car for the Vehicle Maintenance Department and Pickup for the Sewer Plant.

DATE: March 26, 2015

The Vehicle Maintenance Department has a school car in the budget to purchase a school vehicle. I have looked at the state contract and they have a 2015 Dodge Caravan for seven passenger at a price of \$21,626.64. I have been informed to check local dealer ships in the Town of Front Royal for Pricing. I have contacted Marlow motor and the have a price of \$26,185.00 for the Dodge Caravan 7 passenger vehicle. I have contracted Jack Evans and they have a Chevrolet Traverse LS at a price of \$31,498.00.

The DES Sewer Plant has a pickup in the budget. I have looked at the state contract and they have a 2015 Ford Pickup F250 4x4 regular cab with 8 foot fleet bed at a price of \$24,522.54 I have been informed to check local dealer ships in the Town of Front Royal for Pricing. I have contacted Marlow motor and the have a price of \$32,195.00 for the 2015 Dodge Ram regular cab pickup. I have contracted Jack Evans and they was contacted on March 20, 2015 and the sale person has contact twice and said he could not give a price until he boss okayed it and that would be March 26, 2015 I have not heard anything from them.

Vehicle Configurator Contract # E194-1016 eVA Commodity: 2015 (or current year model) 7 -Passenger Mini Van, Flex Fuel, Dodge Caravan. eVA Vendor: Greenbrier of Virginia, Inc.		QUANTITY EA Base Vehicle and Unique Options # 1	
	UNIT PRICE		
Base Vehicle: 2015 (or current model year), 7 -Passenger Mini Van, Flex Fuel, Dodge Caravan	\$21,480.83		\$ 21480.83
Rear Air Conditioning (Standard)	\$ -		\$ -
Service Manual with wiring diagrams	\$ 197.37		\$ -
Deduct for delivery less than 92 miles @ .60 per mile.	\$ (0.60)		\$ -
Additional Cost for Delivery Beyond Included Miles at .60 per mile. Enter the Number of miles in excess of the included miles. Note: 92 Miles delivery are included in the base price of this vehicle. 243 miles	\$ 145.81		\$ 145.81
	\$ 0.60		\$ -
			\$ -
Total Cost for Each Base Vehicle Plus Options:		1 ea	#DIV/0!
Total Cost for All Base Vehicles Plus Options:		0	\$ -

\$21,626.64

Vehicle Configurator Contract #: E194-73326 eVA Commodity: Contract Line 7: 3/4 Ton Pickup Truck, Regular Cab, Long bed, Gas 4x4 Flex Fuel, eVA Vendor: Colonial Ford Truck Sales, Inc. Base Vehicle: 2016 Ford F250		QUANTITY EA Base Vehicle and Unique Options # 1	
	UNIT PRICE		
	\$ 24,275.00		\$ 24,275 - 00
Power Windows Power Locks	\$ 832.35	X	\$ 832 - 35
AM/FM Stereo w/ CD Player	\$ 255.75		\$ -
Bedliner, Under the Rail	\$ 325.50		\$ -
Engine Block Heater	\$ 83.70		\$ -
Service Manual with Wiring Diagram	\$ 225.00		\$ -
Daytime Running Lights	\$ 41.85		\$ -
Spray On Bedliner Over or Under the Rail	\$ 460.35	X	\$ 460 - 35
Snow Prep Package	\$ 79.05	X	\$ 79 - 05
Snow Plow	\$ 5,250.00		\$ -
Gaseous fuel prep package	\$ 292.95		
On/Off Road Tires	\$ 153.45		
Stationary Toolbox	\$ 850.00		\$ -
Electric Shift-On-The-Fly	\$ 172.05		
Cab Steps	\$ 297.60	X	297.60
Roof Clearance Lights	\$ 51.15		
Upfitter Switches	\$ 116.25		
Reverse Vehicle Aid Sensor	\$ 227.85		
Reverse Camera System	\$ 502.20		
Exterior Back Up Chime	\$ 116.25	X	116.25
Manual Sliding Rear Window	\$ 116.25		
Pickup Box Delete	\$ (265.00)		
Trailer Brake Controller	\$ 251.10	X	251.10
Heavy Service Suspension Pkg. (w/ Pickup Box Delete)	\$ 116.25		
XL Décor Package (Chrome Bumpers)	\$ 204.60		
Standard Paint Option: Shadow Black - G1	\$ -		
Standard Paint Option: Caribou - H5	\$ -		
Standard Paint Option: Magnetic - J7	\$ -		
Standard Paint Option: Blue Jeans - N1	\$ -		
Standard Paint Option: Race Red - PQ	\$ -		
Standard Paint Option: Ingot Silver - UX	\$ -		
Standard Paint Option: Green Gem - W6	\$ -		
Standard Paint Option: Oxford White - Z1	\$ -		
Additional Delivery Charges: Note-50 miles are included in the base price of each vehicle. Only enter miles in excess of 50. Additional Cost for Delivery Beyond Included Miles at 1.80 per mile. Enter the Number of miles in excess of the included miles.	77.59		
	\$ 1.80		\$ 77 59
Total Cost for Each Base Vehicle Plus Options:		1 ea	#DIV/0!

26,389.29

7B

**COUNCIL APPROVAL – Budget
Amendment for Byrne Justice Assistance
Grant**



Town of Front Royal, Virginia
Council Agenda Statement

Page 1
Item No. 7(B)

Meeting Date: April 27, 2015

Agenda Item: COUNCIL APPROVAL – Budget Amendment for Acceptance of a Byrne Justice Assistance Grant

Summary: Council is requested to approve the acceptance of a Byrne Justice Assistance Grant from the Department of Criminal Justice Services in the amount of \$1,765.00 with a local cash match of \$622.20 for a total amount of \$2,387.20 to purchase (4) four new portable radios to be used by police officers in the field.

Budget/Funding: Budget amendment
Revenue 1000-3310003 [Police Grants]
Expense 3101-6011 [Police Grant matching]

Attachments: Letter from Department of Criminal Justice Services and grant information and memo from Chief of Police

Meetings: None

Staff Recommendation: Approval ✓ Denial

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

Proposed Motion: I move that Council approve the acceptance of a Byrne Justice Assistance Grant from the Department of Criminal Justice Services in the amount of \$1,765.00 with a local cash match of \$622.20 for a total amount of \$2,387.20 to purchase (4) four new portable radios to be used by police officers in the field.

*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: JTB



TOWN OF FRONT ROYAL

POLICE DEPARTMENT
23 E. JACKSON STREET
FRONT ROYAL, VIRGINIA 22630-1560

Norman A. Shiflett

Chief of Police
(540) 635-2111
(540) 635-6160 (Fax)

Date: April 20, 2015
To: Steven Burke; Town Manager
From: Norman Shiflett; Chief of Police *NAS*
Subject: Byrne Justice Assistance Grant

In relation to the 2015 Byrne Justice Assistance Grant, I respectfully request that all funding to include our percentage be used in the purchase of four (4) new portable radios to be used by officers in the field. My Division Commander over the communications function has been working with our radio vendor and technician to identify areas of need within our radio system. The highest need priority that has been identified is in updating our "hard" equipment (portable and mobile radios). Our current inventory has been in use for over ten years and is nearing the end of their life-cycle. Through this grant as well as potential sources of funding in asset forfeiture, I'm attempting to replace all of the officer's portable radios within this calendar year without affecting our operating budget. A line item of costs are below:

- Kenwood NX-420 radio with KMC-45 mic speaker. Package includes radio, mic, charger, battery, antenna, programming and tuning. \$596.80 each (radio is at state contract pricing).
- Four (4) radios, total cost: \$2,387.20
- Grant funds used: \$1,765.00
- PD allocation: \$622.20
- Grant purpose area: 1. Law Enforcement; c.(1): Traditional Law Enforcement Equipment

As you know, the portable radio is one of the most used pieces of equipment assigned to an officer. Having the most up-to-date radio possible will allow for improved communications as well as officer safety. Thank you for your consideration in this endeavor.



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Francine C. Ecker
Director

March 27, 2015

1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
TDD (804) 386-8732

Mr. Steven Burke
Town Manager
Town of Front Royal
P. O. Box 1560
Front Royal, VA 22630

Title: Byrne Justice Assistance Grant, 15-Q1037LO14

Dear Mr. Burke:

The Byrne Justice Assistance Grant Program (JAG) makes federal funds available to localities to help support their efforts to reduce crime and improve public safety. The Department of Criminal Justice Services has been designated to administer a portion of the JAG funds reserved for Virginia and to make those funds available to local units of government. I am pleased to advise you that we are awarding your locality \$1,765.00 in federal funds. With the required local cash matching funds of \$196.00, your total award is \$1,961.00.

Enclosed you will find a *Statement of Grant Award and a Statement of Grant Award Special Conditions*. To indicate your acceptance of the award and conditions, please complete and sign the award acceptance and return it to Janice Waddy, General Administration Manager II, Office of Grants Management, at the Department of Criminal Justice Services (DCJS). Please review the conditions carefully; as they include specific requirements about how the grant funds must be managed once you receive them. We are required to provide the entire federal portion of your award in one distribution. Please refer to the enclosed "Post Award Instructions and Reporting Requirements" for details on how to request funds using our online Grants Management Information System (GMIS). *All financial reports and request for funds must be submitted through GMIS.*

In order to complete the award acceptance, you must also provide information on how your locality will use the awarded federal funds. Instructions are attached.

We appreciate your interest in this grant program and will be happy to assist you in any way we can to assure your project's success. If you have any questions, please contact Shelia Anderson at (804) 786-9469 or by email at shelia.anderson@dcjs.virginia.gov.

Sincerely,

Francine C. Ecker

Enclosures

cc: Chief Norman Shiflett, Chief of Police
Mrs. Kim Gilkey-Breeden, Finance Director
Ms. Shelia Anderson, DCJS Monitor

Criminal Justice Service Board • Committee on Training • Advisory Committee on Juvenile Justice
Advisory Committee to Court Appointed Special Advocate and Children's Justice Act Programs
Private Security Services Advisory Board • Criminal Justice Information Systems Committee

www.dcjs.virginia.gov

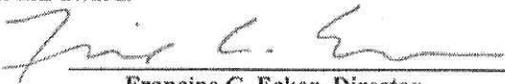
Department of Criminal Justice Services

1100 Bank Street, 12th Floor, Richmond, VA 23219

Byrne Justice Assistance Grant Statement of Award/Acceptance

Subgrantee: Town of Front Royal	Date: March 27, 2015 Grant No: 15-Q1037LO14	Grant Period: April 1, 2015 – December 31, 2015
Project Director	Project Administrator	Finance Officer
Chief Norman Shiflett Chief of Police Front Royal Police Department 23 East Jackson Street Front Royal, VA 22630 Phone No: (540) 635-2111	Mr. Steven Burke Town Manager Town of Front Royal P. O. Box 1560 Front Royal, VA 22630 Phone No: (540) 636-7475	Mrs. Kim Gilkey-Breedon Finance Director Town of Front Royal P. O. Box 1560 Front Royal, VA 22630 Phone No: (540) 635-7799
TOTAL PROJECT	Federal	Subgrantee Cash Match
	\$1,765	\$ 196
		TOTAL \$1,961

This grant is subject to all rules, regulations, and special conditions included in this award.


 Francine C. Ecker, Director

Please provide the information requested below. See attached instructions for completing the award acceptance. Enter the amount of Federal funds you plan to spend in each category below. The total of Federal funds entered must equal the total of Federal funds awarded in this grant. Please round to the nearest dollar.

Purpose Areas	Federal Amount	Category
1. Law Enforcement		
a. Hiring	\$	# Current Officers _____
b. Overtime	\$	# Officers to Hire _____
c. Equipment:		# Current Support Personnel _____
(1) Traditional Law Enforcement Equipment	\$	# Support Personnel to Hire _____
(2) Information Technology	\$	Sworn <input type="checkbox"/> Civilian <input type="checkbox"/>
2. Prosecution & Courts	\$	
3. Prevention & Education	\$	
4. Corrections & Community Corrections	\$	
5. Drug Treatment	\$	
6. Planning, Education & Technology Improvement	\$	

The undersigned, having received the Statement of Grant Award/Acceptance and the Conditions attached thereto, does hereby accept this grant and agree to the conditions pertaining thereto, this _____ day of _____, 20_____.

Signature of Project Administrator: _____ Title: _____

STATEMENT OF GRANT AWARD SPECIAL CONDITIONS

Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

Byrne Justice Assistance Grant Program

Subgrantee: Front Royal Town

Grant Number: 15-Q1037LO14

Federal Catalog No.: 16.738

Title: Local L. E. Block Grant

Date: March 27, 2015

The following conditions are attached to and made a part of this grant award:

1. By signing the Statement of Grant Award/Acceptance, the grant recipient agrees:
 - to use the grant funds to carry out the activities subgrantee establishes in the Statement of Grant Award/Acceptance, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
 - to adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions;
 - and, to comply with all terms, conditions and assurances attached to this award.
2. The subgrantee agrees to submit such reports as requested by DCJS.
3. By accepting this grant, the recipient assures that funds made available through it will not be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes.
4. By accepting this grant, the recipient assures that a trust fund will be established in which to deposit grant funds. Any interest gained from the trust fund may be used to add to the Federal award amount. Any interest earned must be spent within the grant period, and on eligible program activities.
5. If these requirements can be met within the recipient's current financial management system, there is no need to establish a separate account.
6. Grant funds are not to be used to purchase, lease, rent, or acquire tanks or armored vehicles, fixed-wing aircraft, limousines, real estate, yachts, consultants, or any vehicle not used primarily for law enforcement.
7. The subgrantee agrees to forward a copy to the DCJS of the scheduled audit of this grant award.
8. All purchases for goods and services must comply with the Virginia Public Procurement Act. Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. An exemption to this regulation requires the prior approval of the DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to the DCJS.
9. **PROJECT INCOME:** Any funds generated as a direct result of DCJS grant funded projects are deemed project income. Project income must be reported on forms provided by DCJS. The following are examples of project income: Service fees; Client fees; Usage or Rental fees; sales of materials; income received from sale of seized and forfeited assets (cash, personal or real property included).
10. The subgrantee agrees that it and all its contractors will comply with the following federal civil rights laws as applicable:
 - Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in the delivery of services (42 U.S.C. § 2000d), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart C;
 - The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (42 U.S.C. § 3789d(c)(1)), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D;

Statement of Grant Award Special Conditions (Continued)

Grant No: 15-Q1037LO14

- Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C. § 794), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G;
 - Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (42 U.S.C. § 12132), and the DOJ implementing regulations at 28 C.F.R. Part 35;
 - Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs and activities (20 U.S.C. § 1681), and the DOJ implementing regulations at 28 C.F.R. Part 54;
 - The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. § 6102), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart I; and
 - The DOJ regulations on the Equal Treatment for Faith-Based Organizations, which prohibit discrimination on the basis of religion in the delivery of services and prohibit organizations from using DOJ funding for inherently religious activities (28 C.F.R. Part 38).
 - The Juvenile Justice and Delinquency Prevention Act of 1974, as amended, which prohibits discrimination in both employment and the delivery of services or benefits based on race, color, national origin, religion, and sex in JJDP-funded programs or activities (42 U.S.C. § 5672(b)).
 - Section 1407 of the Victims of Crime Act (VOCA), as amended, which prohibits discrimination in both employment and the delivery of services or benefits on the basis of race, color, national origin, religion, sex, and disability in VOCA-funded programs or activities. (42 U.S.C. § 10604).
11. The subgrantee agrees that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
 12. By accepting the accompanying grant award, you are agreeing to submit financial reports during the grant period, as well as a final report to close out the grant. **Financial reports are due no later than the close of business on the 12th working day after the end of the quarter.**
 13. Grant funds, including match, must be expended and/or obligated during the grant period. All legal obligations must be liquidated no later than 90 days after the end of the grant period. The grant recipient agrees to supply a final grant financial report and return all unexpended grant funds to DCJS within 90 days of the end of the grant period.
 14. **No extensions of the grant period for this award will be permitted.**
 15. Prior to DCJS disbursing funds, the Grantee must comply with the following special conditions:
 - a) Submit a budget narrative outlining all expenditures.



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Francine C. Ecker
Director

1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
TDD (804) 386-8732

NOTICE

To: Grants Project Administrator
From: Janice Waddy, DCJS Grants Administrator
Re: Post Award Instructions and Reporting Requirements
PLEASE READ VERY CAREFULLY

GRANT AWARD AND SPECIAL CONDITIONS:

Please review your Award and Special Conditions very carefully. *Pay attention to the last Special Condition listed. This Special Condition may require additional documentation from you before grant funds can be released.* Sign and date the grant award acceptance and submit any Special Condition documentation to:

Office of Grants Management
Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

REPORTING REQUIREMENTS

By accepting the accompanying grant award, you are agreeing to submit on-line quarterly financial reports for this grant throughout the grant period, as well as final reports to close the grant. **No eligible current recipient of funding will be considered for continuation funding if any of the required Financial reports for the current grant are more than thirty (30) days overdue.** For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.

Financial reports are due no later than the close of business on the 12th working day after the end of the quarter. Reports are required even if no expenditures have occurred during the quarter. **Requests for Funds will not be honored from grant recipients who do not fulfill this reporting obligation.** A schedule of due dates is attached for your reference. Please retain copies of the schedule for future use and reference.

☐ **FINANCIAL REPORTS**

Refer to our website for submitting financial reports through our online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Grant Statement of Award/Acceptance.

Paper copies of the Financial Reports are no longer accepted. You are required to use the online system in reporting your expenditures.

☐ **REQUESTING GRANT FUNDS**

Refer to our website for requesting funds through our online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Grant Statement of Award/Acceptance.

You are required to use the online system for requesting fund. Paper copies of the Request for Funds are no longer accepted.

If you have any questions, please contact Beverly Johnson at (804) 786-9055 or by e-mail at beverly.johnson@dcjs.virginia.gov.

**PROJECTED DUE DATES
FINANCIAL & PROGRESS REPORTS**

*Reports are due by the 12th working day following the close of the quarter covered in the report.
Financial reports are required, even if no expenditures have occurred.*

<i>QUARTER ENDING</i>	<i>DUE DATE</i>
<i>6/30/2015</i>	<i>7/17/2015</i>
<i>9/30/2015</i>	<i>10/19/2015</i>
<i>12/31/2015</i>	<i>1/21/2016</i>
<i>3/31/2016</i>	<i>4/18/2016</i>

7C

**COUNCIL APPROVAL – Proclamation –
Arbor Day**



Town of Front Royal, Virginia
Council Agenda Statement

Page 1
Item No. 7(C)

Meeting Date: April 27, 2015

Agenda Item: COUNCIL APPROVAL – Proclamation for Arbor Day

Summary: Council has received a request from the Urban Forestry Advisory Commission (UFAC) seeking to proclaim Saturday, April 25, 2015 as Arbor Day in the Town of Front Royal.

Budget/Funding: None

Attachments: Proclamation

Meetings: None

Staff

Recommendation: Approval Denial

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

Proposed Motion: I move that Council approve a Proclamation to proclaim Saturday, April 25, 2015 as Arbor Day in the Town of Front Royal.

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

Approved By: JTB

ARBOR DAY PROCLAMATION

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal; and,

WHEREAS, Front Royal has been recognized as a Tree City USA by The National Arbor Day Foundation and desires to continue its tree-planting practices;

NOW THEREFORE BE IT RESOLVED that I, Timothy W. Darr, Mayor of the Town of Front Royal, do hereby proclaim April 25, 2015 as

ARBOR DAY

in the Town of Front Royal, and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands; and

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well being of this and future generations.

APPROVED:

Timothy W. Darr, MAYOR

ATTEST:

Jennifer Berry
Clerk of Council

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**COUNCIL APPOINTMENT – Planning
Commission**



Town of Front Royal, Virginia
Council Agenda Statement

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Item No. 8

Meeting Date: April 27, 2015

Agenda Item: COUNCIL APPOINTMENT – Planning Commission

Summary: Council is requested to appoint a member to the Front Royal Planning Commission to fill an expired term, said term to expire August 31, 2015.

Budget/Funding: None

Attachments: None

Meetings: Interview April 27, 2015

Staff Recommendation: Approval Denial

Proposed Motion: I move that Council appoint _____ to the Front Royal Planning Commission to an un-expired term, said term to expire August 31, 2015.

*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: JTB

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**PUBLIC RECOMMENDATION – Board of
Zoning Appeals**



Town of Front Royal, Virginia
Council Agenda Statement

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Item No. 9

Meeting Date: April 27, 2015

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

Summary: Council is requested to consider a recommendation to the Judge of the Warren County Circuit Court for an appointment to the Front Royal Board of Zoning Appeals (BZA) to fill a five-year term ending May 1, 2020.

Budget/Funding: None

Attachments: None

Meetings: None

Staff Recommendation: Approval Denial

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