



TOWN OF FRONT ROYAL, VIRGINIA TOWN COUNCIL MEETING
Monday, June 22, 2015 @ 7:00pm IN Warren County Government Center

1. Pledge of Allegiance
2. Moment of Silence
3. Roll Call
4. Approval of the Regular Council Meeting minutes of June 8, 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] **Presentation from Social Services Director Beth Reavis**
 - [2] **Report from EDA from Executive Director Jennifer McDonald**
 - [3] **Report from County of Warren Administrator Douglas Stanley**
 - b. Requests and inquiries of Council members.
 - c. Report of the Mayor
 - [1] **AMP Scholarship Winner Recognition – American Municipal Power, Inc.**
 - d. Proposals for addition/deletion of items to the Agenda.
7. **CONSENT AGENDA ITEMS** – (ROLL CALL VOTE REQUIRED)
 - A. COUNCIL APPROVAL – Liaison Committee Meeting Items
 - B. COUNCIL APPROVAL – Bid – Various Grades of Asphalt
 - C. COUNCIL APPROVAL – Bid – Various Grades of Stone
 - D. COUNCIL APPROVAL – Bid – I&I Point Repairs to Sewer Lines
 - E. COUNCIL APPROVAL – Bid – FY16 Chemicals Used at Wastewater Treatment Plant
 - F. COUNCIL APPROVAL – Bid – FY16 Chemicals Used at Water Treatment Plant
 - G. COUNCIL APPROVAL – An Ordinance to Amend Town Code Section 158-6 Pertaining to Adoption by Reference of the State Motor Vehicular Laws (*2nd Reading*)
8. **COUNCIL APPROVAL** – Ordinance Amendment to Chapter 175 – Zoning (*2nd Reading*)
9. **COUNCIL APPROVAL** – Ordinance Amendment to Chapter 156 – Urban Forestry (*2nd Reading*)
10. **COUNCIL APPROVAL** – Proposal for Advanced Metering Infrastructure Consulting Services
11. **COUNCIL APPROVAL** – Deed of Easement for Middle School Temporary and Electric Construction
12. **COUNCIL APPROVAL** – Proposal for Police Headquarters Design Services

TOWN COUNCIL WORK SESSION TO FOLLOW REGULAR MEETING

7A



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

Page 1
Item No. 7(A)

Meeting Date: June 22, 2015

Agenda Item: COUNCIL APPROVAL – Liaison Committee Meeting Items

Summary: Council is requested to approve the addition of two Liaison Committee Meeting Items to the upcoming Liaison Committee Meeting scheduled for July 16, 2015. The additions include:
1) Public Parking Signs
2) Town Boundary Line Adjustment Request from Chris Ramsey

Budget/Funding: None

Attachments: Liaison Committee Meeting Agenda from March 19, 2015

Meetings: Work Session held June 15, 2015

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 1) Public Parking Signs and 2) Town Boundary Line Adjustment Request from Chris Ramsey as additions to be added to the Liaison Committee Meeting scheduled for July 16, 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: SB



AGENDA
TOWN/COUNTY LIAISON
COMMITTEE MEETING
Town Administration Building
102 E. Main Street



Thursday, March 19, 2015
6:00 p.m.

- 1. Call Order to Order, Timothy Darr, Mayor of Front Royal**
 1. Leach Run Parkway Project
 2. WasteWater Treatment Plant/Septage Receiving Facility
 3. Building Inspections Software
 4. Residential Parking & Mail Boxes on 13th Street
 5. Update from the Development Review Committee
 6. McKay Property Update
 7. Catlett Mountain Landfill Recreational Use
 8. Updates on Warren County's In-Town Projects
 9. Avtex Property – Main Street Extension

- 2. Adjournment**

7B



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

Page 1
Item No. 7(B)

Meeting Date: June 22, 2015

Agenda Item: COUNCIL APPROVAL – Various Grades of Asphalt

Summary: Council is requested to consider approval of a bid for various grades of asphalt to be picked up by Town trucks and hauled to a job site, from Stuart M. Perry, Inc. at a cost of \$62.55 per ton for base asphalt; \$63.55 per ton for intermediate asphalt and \$67.25 per ton for finish asphalt through June 30, 2016.
Note: This is not a paving contract.

Budget/Funding: FY16 DES Highway Maintenance Budget Line Items 4500-45407 “Repair and Maintenance Supplies

Attachments: Memo from Purchasing Agent and Quotation Tabulation

Meetings: None

Staff Recommendation: Approval Denial

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

Proposed Motion: I move that Council approve a bid for various grades of asphalt to be picked up by Town trucks and hauled to a job site, from Stuart M. Perry, Inc. at a cost of \$62.55 per ton for base asphalt; \$63.55 per ton for intermediate asphalt and \$67.25 per ton for finish asphalt through June 30, 2016.

*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: SB



MEMORANDUM

Date: June 15, 2015
To: Tina Presley, Senior Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent
RE: Agenda Item

On Monday, June 15, 2015, I held a bid opening to obtain a firm price for various grades of asphalt through June 30, 2016. This contract will be for asphalt material only, picked up by Town trucks to be hauled to a job site. This is not a paving contract. Out of the five (5) vendors directly solicited, I received only one (1) response (see attached tabulation sheet).

Due to the dollar amount we historically spend during the year for asphalt material, this award would need Town Council approval. Please add this item to the June 22, 2015 Council agenda, for their action.

Staff recommends the award for asphalt material to be hauled by Town trucks, as needed, be made to Stuart M. Perry, Inc., at a cost of \$62.55 per ton for base asphalt, \$63.55 per ton for intermediate asphalt, and \$67.25 per ton for finish asphalt. These are the same prices, from the same company, as last fiscal year's award.

Funding for asphalt will be available in the FY16 Department of Environmental Services Highway Maintenance budget, line item 4500-45407, "Repair & Maintenance Supplies".

TOWN OF FRONT ROYAL, VIRGINIA

Quotation Tabulation

Item: ASPHALT

Quotation #17

Date: JUNE 25, 2013

Mailed 5

Replied 1

NO RESPONSE:

W-L CONSTRUCTION
FINLEY ASPHALT
SUPERIOR PAVING
CARROLL CONSTRUCTION

Vendor Quotation

	STUART M. PERRY			
	Front Royal			
QUANTITY	QUOTATION	QUOTATION	QUOTATION	QUOTATION
FIRM ASPHALT PRICES FOR FY16 TO BE HAULED BY TOWN TRUCKS				
STANDARD "PATCH" MATERIAL FOR USE ON SECONDARY STREETS AND COLLECTOR - LOCAL ROADS NOT REQUIRING VDOT GRADE MATERIAL				
PRICE PER TON:				
BASE ASPHALT, TYPE BM-25.0	\$62.55			
INTERMEDIATE ASPHALT, TYPE IM-190.0A	\$63.55			
FINISH ASPHALT, TYPE SM-9.5A	\$67.25			
Total				
Discount				
Net Quotation				
Terms				

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

Witness

Witness

Cytha Hesterman

Purchasing Agent

7C



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

Page 1
Item No. 7(C)

Meeting Date: June 22, 2015

Agenda Item: COUNCIL APPROVAL – Bid – Various Grades of Stone

Summary: Council is requested to approve a bid for various grades of stone for use during FY16 from Carmeuse Lime & Stone in Strasburg in the amounts listed in the attached Quotation Tabulation.

Budget/Funding: FY16 DES Highway Maintenance Budget Line Item 4500-45407 and Water and Sewer Maintenance Budget Line Item 9602-45407 and 9802-45407

Attachments: Memo from Purchasing Agent and Quotation Tabulation

Meetings: None

Staff Recommendation: Approval Denial

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

Proposed Motion: I move that Council approve a bid for various grades of stone for use during FY16 from Carmeuse Lime & Stone in Strasburg in the amounts listed in the attached Quotation Tabulation.

*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: SB



MEMORANDUM

Date: June 15, 2015
To: Tina Presley, Senior Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent 
RE: Agenda Item

On Monday, June 15, 2015, I held a bid opening to set firm pricing on various grades of stone for use during FY16. Out of three (3) direct solicitations, two responses were received (see attached tabulation sheet).

As we have no means of forecasting the quantities of stone we will use during the year, the request is for estimated tonnage. Due to the dollar amount the Town historically spends for this commodity, the award will need Town Council approval. Please add this to the June 22, 2015 agenda for their action.

Staff recommends the award for stone to be purchased during FY16 be made to Carmeuse Lime & Stone in Strasburg, as listed below:

#26 @ \$6.25/ton

#68 @ \$8.00/ton

#8 @ \$8.00/ton

#21B @ \$6.50/ton

#57 @ \$8.00/ton

CBR-30 @ \$6.25/ton

#21A @ \$6.50/ton

Funding for the stone will be available in the FY16 Department of Environmental Services Highway Maintenance budget line item 4500-45407, and the Water and Sewer Maintenance budget line items 9602-45407 and 9802-45407.

TOWN OF FRONT ROYAL, VIRGINIA

Quotation Tabulation

Item: STONE

Quotation #17

Date: JUNE 15, 2015

Mailed 3

Replied 2

ESSROC - NO RESPONSE

Vendor Quotation

	CARMEUSE NA	STUART M. PERRY		
	STRASBURG QUOTATION	WINCHESTER QUOTATION	RIVERTON QUOTATION	QUOTATION
QUANTITY				
FIRM PER TON PRICES: JULY 1, 2015 - JUNE 30, 2016				
ALL STONE MUST BE STATE APPROVED.				
<u>ESTIMATED TONNAGE:</u>				
1000 TONS - #26 CRUSHER RUN	\$5.25	\$9.25		
5000 TONS - #68 STONE	\$8.00	\$11.00		
8000 TONS - #8 STONE	\$8.00	\$11.50		
5000 TONS - #21B	\$6.50	\$9.50		
600 TONS - #57 STONE	\$8.00	\$10.75		
(NO EST.) - CBR-30 STONE	\$6.25	\$9.50		
(NO EST.) - 21A STONE (PUGGED)	\$6.50	\$9.50		
*NOT STATE APPROVED				
Total				
Discount				
Net Quotation				
Terms				

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

Witness

Witness

Purchasing Agent

7D



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

Page 1
Item No. 7(D)

Meeting Date: June 22, 2015

Agenda Item: COUNCIL APPROVAL – I & I Point Repairs to Sewer Lines

Summary: Council is requested to consider the approval of a bid to perform I&I point repairs (spot repairs) to defective sections of existing sewer lines for rehabilitation from Bushong Contracting Corporation in the amount of \$57,750.00 (\$52,500.00 base amount + additional contingency amount of \$5,250.00). Note: This is part of the ongoing Inflow & Infiltration (I&I) abatement program.

Budget/Funding: FY15 DES Budget Line Item 9801-R47998. This is funds carried forward from the FY14 Budget so that funding is maintained for the I&I abatement program

Attachments: Memo from Purchasing Agent and Quotation Tabulation

Meetings: None

Staff Recommendation: Approval ✓ Denial

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

Proposed Motion: I move that Council approve a bid to perform I&I point repairs to defective sections of existing sewer lines for rehabilitation from Bushong Contracting Corporation in the amount of \$57,750.00.

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

Approved By: SB



MEMORANDUM

Date: June 15, 2015
To: Tina Presley, Senior Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent 
RE: Agenda Item

On Tuesday, May 19, 2015, I held a bid opening for a contractor to perform point repairs (spot repairs) to prepare defective sections of existing sewer lines for rehabilitation. It requires repair of existing sags, offset joints, removal of protruding laterals, replacement of short sections of damaged pipe, and other repairs that may be deemed necessary after the initial and/or final video inspection. This work is part of the Town's ongoing Inflow & Infiltration (I & I) abatement program, to address identified problem areas in response to the Department of Environmental Quality (DEQ) consent order. Out of the five (5) vendors directly solicited, I received two (2) responses, (see attached tabulation sheet), with one of those being a "No Quote". The only quotation was submitted by Bushong Contracting Corporation.

Due to the dollar amount, I will need Town Council approval before continuing with the award. Please add this to the June 22, 2015 agenda for their action.

Staff recommends the award for I & I Point Repairs be made to Bushong Contracting Corporation at a cost of \$57,750.00. This dollar amount represents the base project cost of \$52,500.00, with an additional contingency amount of \$5,250.00, 10% of the base bid. This would be for any unforeseen problems that may arise during this project.

Funding for this work is available in the current FY15 Department of Environmental Services budget line item 9801-R47998. This is funds carried forward from the FY14 budget so that funding is maintained for the I & I abatement program.

TOWN OF FRONT ROYAL, VIRGINIA

Quotation Tabulation

Item: POINT REPAIRS

Quotation # 9

Date: MAY 19, 2015

Mailed 5

Replied 2

ESSROC - NO RESPONSE

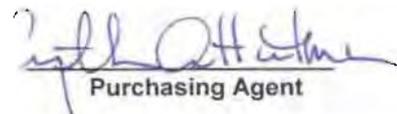
Vendor Quotation

	BUSHONG CONTRACTING	JUDY EXCAVATING		
QUANTITY	QUOTATION	QUOTATION	QUOTATION	QUOTATION
SANITARY SEWER LINE POINT REPAIRS PER TOWN OF FRONT ROYAL SPECIFICATIONS				
MOBILIZATION/DEMOBILIZATION	\$6,400.00	N/Q		
MAINTENANCE OF TRAFFIC	N/A	"		
PREVENTION, CONTROL, AND ABATEMENT OF EROSION AND WATER POLLUTION	\$500.00	"		
POINT REPAIR #1: MASSANUTTEN AVENUE	\$19,900.00	"		
POINT REPAIR #2: W. 11TH STREET	\$9,050.00	"		
POINT REPAIR #3: W. PROSPECT STREET	\$8,050.00	"		
POINT REPAIR #4: INTERSECTION OF W. 8TH STREET AND VIRGINIA AVENUE	\$8,600.00	"		
<u>CONTINGENCY ITEMS:</u> REMOVAL AND DISPOSAL OF UNSUITABLE MATERIAL	\$150.00/CY			
REMOVAL AND DISPOSAL OF ROCK	\$200.00/CY			
Total				
Discount				
Net Quotation	\$52,500.00			
Terms				

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

Witness

Witness


Purchasing Agent

7E



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

Page 1
Item No. 7(E)

Meeting Date: June 22, 2015

Agenda Item: COUNCIL APPROVAL – Bid – Chemicals Used at Wastewater Treatment Plant

Summary: Council is requested to consider approval of a bid for chemicals used at the Wastewater Treatment Plant from JCI Jones Chemical for 1 ton cylinder of chlorine at \$800.00 per ton and 1 ton cylinder of sulfur dioxide at \$1,050.00 per ton.

Budget/Funding: FY16 Wastewater Treatment Budget Line Item 9801-45413 “Other Operating Supplies”

Attachments: Memo from Purchasing Agent and Quotation Tabulation

Meetings: None

Staff Recommendation: Approval ✓ Denial

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

Proposed Motion: I move that Council approve a bid for chemicals used at the Wastewater Treatment Plant from JCI Jones Chemical for 1 ton cylinder of chlorine at \$800.00 per ton and 1 ton cylinder of sulfur dioxide at \$1,050.00 per ton.

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

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

Approved By: SB



MEMORANDUM

Date: June 15, 2015
To: Tina Presley, Senior Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent 
RE: Agenda Item

On Monday, June 15, 2015, I held a bid opening to set firm pricing during FY16 for chemicals used at the Wastewater Treatment plant. Out of the five (5) vendors directly solicited, I received two (2) responses, (see attached tabulation sheet). The lowest quotation was submitted by JCI Jones Chemical, the same company that has provided these chemicals to the Town since 2006.

As we have no means of forecasting the quantities of these chemicals we will use during the year, the request is for estimated tonnage. Due to the dollar amount the Town historically spends for these commodities, the award will need Town Council approval. Please add this to the June 22, 2015 agenda for their action.

Staff recommends the award for wastewater treatment chemicals be made to JCI Jones Chemical for 1 ton cylinders of chlorine at \$800.00 per ton and 1 ton cylinders of sulfur dioxide at \$1,050.00 per ton.

Funding for these chemical will be available in the FY16 Wastewater Treatment budget line item 9801-45413 "Other Operating Supplies".

TOWN OF FRONT ROYAL, VIRGINIA

Quotation Tabulation

Item: CHLORINE & SULFUR DIOXIDE

Quotation # 14

Date: June 15, 2015

Mailed: 4

Replied 2

UNIVAR - N/R BRENTAG - N/R DELTA CHEMICAL - NR	Vendor Quotation			
	JCI JONES CHEMICAL	KUEHNE CHEMICAL		
QUANTITY	QUOTATION	QUOTATION	QUOTATION	QUOTATION
FIRM DELIVERED PRICE FOR THE PERIOD OF JULY 1, 2015 THROUGH JUNE 30, 2016.				
ESTIMATED QUANTITIES, 1-TON CYLINDERS				
(EST) 30 TONS - CHLORINE	\$800.00/TN	\$2,000.00/TN		
(EST) 25 TONS - SULFUR DIOXIDE	\$1,050.00/TN	N/Q		
TOTAL QUOTATION	\$ -	\$ -	\$ -	\$ -

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

Witness

Witness

Cynthia A. Hoffman
Purchasing Agent

7E



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

Page 1
Item No. 7(E)

Meeting Date: June 22, 2015

Agenda Item: COUNCIL APPROVAL – Bid – Chemicals Used at Water Treatment Plant

Summary: Council is requested to consider approval of a bid for chemicals used at the Water Treatment Plant from Univar USA in the amounts listed on the attached Quotation Tabulation.

Budget/Funding: FY16 Water Treatment Budget Line Item 9601-45413 “Other Operating Supplies”

Attachments: Memo from Purchasing Agent and Quotation Tabulation

Meetings: None

Staff Recommendation: Approval ✓ Denial

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

Proposed Motion: I move that Council approve a bid for chemicals used at the Water Treatment Plant from Univar USA in the amounts listed on the attached Quotation Tabulation.

*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: SB



MEMORANDUM

Date: June 15, 2015
To: Tina Presley, Senior Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent
RE: Agenda Item

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

On Monday, June 15, 2015, I held a bid opening to set firm pricing during FY16 for chemicals used at the Water Treatment plant. I received four (4) responses (see attached tabulation sheet).

As we have no means of forecasting the quantities of these chemicals we will use during the year, the request is for estimated quantities. Due to the dollar amount the Town historically spends for these commodities, the award will need Town Council approval. Please add this to the June 22, 2015 agenda for their action.

Staff recommends the award for the water treatment chemicals be made to Univar USA, at the following costs:

Polyaluminum hydroxychlorosulfate @ \$2.74/gallon

Sodium Hypochlorite @ \$0.076/pound

Carbon @ \$0.75/pound

Sodium Fluoride @ \$0.94/pound

Potassium permanganate @ \$2.73/pound

Funding for these chemicals will be available from the FY16 Water Treatment budget line item 9601-45413 "Other Operating Supplies".

TOWN OF FRONT ROYAL, VIRGINIA
Quotation Tabulation

ITEM: WATER TREATMENT CHEMICALS

Quotation # 16

Date: June 15, 2015

Mailed 4

Replied 4

	Vendor Quotation			
	BRENTAG NORTHEAST	UNIVAR USA	KUEHNE CHEMICAL	JCI JONES CHEMICAL
QUANTITY	QUOTATION	QUOTATION	QUOTATION	QUOTATION
FIRM DELIVERED PRICE FOR THE PERIOD OF: JULY 1, 2015 - JUNE 30, 2016				
<u>ESTIMATED QUANTITIES</u>				
35,000 GALLONS - POLYALUMINUM HYDROXYCHLOROSULFATE	N/Q	\$2.74/GL	N/Q	N/Q
270 TONS - SODIUM HYPOCHLORITE	N/Q	\$0.076/LB	\$0.15/LB	N/Q
5 TONS - CARBON (AQUA NUCHAR)	N/Q	\$0.75/LB	N/Q	N/Q
8 TONS - SODIUM FLUORIDE	N/Q	\$0.94/LB	N/Q	N/Q
6 TONS - POTASSIUM PERMANGANATE	\$2.75/LB	\$2.73/LB	N/Q	N/Q
Total				
Discount				
Net Quotation				
Terms				

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

Witness

Witness

Cybil Calkins
Purchasing Agent

7G



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

Page 1
Item No. 7(G)

Meeting Date: June 22, 2015

Agenda Item: COUNCIL APPROVAL – An Ordinance to Amend Town Code Section 158-6 Pertaining to Adoption by Reference of the State Motor Vehicular Laws (*2nd Reading*)

Summary: Council is requested to adopt on its second and final reading an Ordinance to amend Section 158-6 of the Front Royal Town Code pertaining to Adoption by Reference of the State Motor Vehicular Laws. Annually, Towns must readopt this section of the Town Code that legally allow the Town to incorporate all the changes to the State Code traffic laws that have been made during the year.

Budget/Funding: None

Attachments: Proposed Ordinance

Meetings: Work Session held May 4, 2015. Public Hearing held June 8, 2015

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 adopt on its second and final reading an Ordinance to amend Section 158-6 of the Front Royal Town Code pertaining to Adoption by Reference of the State Motor Vehicular Laws, 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: SB

**AN ORDINANCE TO AMEND SECTION
158-6 OF THE FRONT ROYAL TOWN CODE
PERTAINING TO ADOPTION BY REFERENCE
OF THE STATE MOTOR VEHICULAR LAWS**

BE IT ENACTED by the Town Council of the Town of Front Royal, Virginia, that Section 158-6 of the Front Royal Town Code is hereby amended and enacted as follows:

Pursuant to the authority of Section 46.2-1313, Code of Virginia, 1950, as amended, all of the provisions and requirements of the laws of the State as of July 1, 2015, contained in Title 46.2, Code of Virginia, 1950, as amended, and Article 2 of Chapter 7 of Title 18.2, Code of Virginia, 1950, as amended, except those provisions and requirements the violation of which constitutes a felony and except those provisions and requirements which, by their very nature, can have no application to or within the Town, are adopted and incorporated by reference and made applicable within the Town. References to "highways of the state" contained in such provisions and requirements hereby adopted shall be deemed to refer to the highways and other public ways within the Town. Such provisions and requirements are hereby adopted, mutatis mutandis, and made part of this chapter as fully as those set forth at length herein; and it shall be unlawful for any person within the Town to violate or fail, neglect or refuse to comply with any provision of Title 46.2, Code of Virginia, and Article 2 of Chapter 7 of Title 18.2, Code of Virginia, which is adopted by this section, provided that in no event shall the penalty imposed for the violation of any provision or requirement adopted exceed the penalty imposed for a similar offense under Title 46.2, Code of Virginia, and Article 2 of Chapter 7 of Title 18.2, Code of Virginia.

For purposes of § 4-4 (E) of the Town Code, this Ordinance is deemed routine, and is effective on **July 1, 2015**.

APPROVED:

Timothy W. Darr, Mayor

ATTEST:

Jennifer E. Berry, Clerk of Council

THIS ORDINANCE was approved at the Regular Meeting of the Town of Front Royal, Virginia on its second reading, conducted _____, 2015, upon the following recorded vote:

John P. Connolly	Yes/No	Bret W. Hrbek	Yes/No
Hollis L. Tharpe	Yes/No	Eugene R. Tewalt	Yes/No
Bébhinn C. Egger	Yes/No	Daryl L. Funk	Yes/No

A public hearing on the above was held on _____, 2015 having been advertised in the Northern Virginia Daily on _____, 2015 and _____, 2015. The Ordinance was enacted at the Regular Meeting of the Town Council held _____ 2015.

Approved as to form and legality: _____

Douglas W. Napier, Town Attorney

Date: ____/____/____

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

Page 1
Item No. 8

Meeting Date: June 22, 2015

Agenda Item: COUNCIL APPROVAL – Ordinance to Amend Chapter 175 (*2nd Reading*)

Summary: Council is requested to adopt on its second and final reading and ordinance to amend Chapter 175 of the Front Royal Town Code, as presented. The proposed text changes do not include any changes to the Town Zoning Map. The updated language was initiated in order to accommodate proposed changes to Chapter 148 “Subdivision and Land Development Ordinance” and Chapter 156 “Urban Forestry”, including the relocation of the parking, site plan and landscaping regulations; as well as, the list of permitted uses and the list of uses permitted with a special use permit, for each district. In addition, regulations that determine the front yard on corner lots were also revised. Some other minor changes include, but are not limited to, a new definition for the terms Family and Accessory Dwelling, as presented.

Council approved the first reading for ordinance amendments to Chapter 175 on April 13, 2015. Final adoption tonight is contingent upon final adoption of Chapter 156 “Urban Forestry”. The adoption of the amendments to Chapter 148 was approved on June 8, 2015.

Budget/Funding: None

Attachments: Proposed Amendments are available in the Town’s Planning and Zoning Department or the Town’s website at www.frontroyalva.com

Excerpt from minutes of April 13, 2015 Regular Council Meeting Minutes

Meetings: Work Sessions held February 17 and March 2, 2015. Public Hearing held April 13, 2015.

Staff Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council adopt on its second and final reading an ordinance to amend Chapter 175 of the Front Royal Town Code, as presented and contingent upon the final adoption of Chapter 156 “Urban Forestry”.

ROLL CALL VOTE REQUIRED

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

Approved By: SB

EXCERPT FROM MINUTES OF APRIL 13, 2015 REGULAR COUNCIL MEETING

PUBLIC HEARING – Ordinance to Amend Chapter 175 (1st Reading)

Summary: Council is requested to affirm on its first reading and ordinance to amend Chapter 175 of the Front Royal Town Code. The proposed text changes do not include any changes to the Town Zoning Map. The updated language was initiated in order to accommodate proposed changes to Chapter 148 (Subdivision and Land Development Ordinance) and Chapter 156 (Urban Forestry), including the relocation of the parking, site plan and landscaping regulations; as well as, the list of permitted uses and the list of uses permitted with a special use permit, for each district. In addition, regulations that determine the front yard on corner lots are also being revised. Some other minor changes include, but are not limited to, a new definition for the terms Family and Accessory Dwelling, as presented.

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

Councilman Tewalt moved, seconded by Vice Mayor Tharpe, that Council affirm on its first reading and ordinance to amend Chapter 175 of the Front Royal Town Code, as presented.

Councilman Tewalt commended and thanked the Town Staff and the Town Planning Commission for their ongoing efforts to bring this to fruition. Councilman Funk voiced agreement with Councilman Tewalt's comments.

Vote: Yes – Connolly, Egger, Funk, Hrbek, Tewalt and Tharpe

No – N/A

Abstain – N/A

Absent – N/A

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

(By Roll Call)

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

Page 1
Item No. 9

Meeting Date: June 22, 2015

-
- Agenda Item:** COUNCIL APPROVAL – Ordinance Amendment to Chapter 156 “Urban Forestry” (2nd Reading)
- Summary:** Council is requested to adopt on its second and final reading an Ordinance Amendment to Front Royal Town Code Chapter 156 “Urban Forestry” also referred to as the “Tree Ordinance”. Changes are being proposed primarily in association with changes to Chapter 148 and 175. This amendment would be contingent upon final adoption of 175. Ordinance amendments to Chapter 148 were adopted on June 8, 2015 by Council.
- Budget/Funding:** None
- Attachments:** Proposed Ordinance
- Meetings:** Work Session held May 4, 2015. Public Hearing held June 8, 2015.
- Staff Recommendation:** Approval ✓ Denial
- Proposed Motion:** I move that Council adopt on its second and final reading an Ordinance Amendment to Front Royal Town Code Chapter 156 “Urban Forestry”, as presented and contingent upon final adoption of Chapter 175.

ROLL CALL VOTE REQUIRED

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

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

Approved By: SB

DRAFT AMENDMENT – VERSION 11
“TREE ORDINANCE”

START -----

TOWN OF FRONT ROYAL MUNICIPAL CODE, Chapter 156, Urban Forestry

Section 156-1 PURPOSE AND INTENT OF THIS CHAPTER.

- A. ~~It is the purpose of this Chapter to promote and protect the public health, safety, and general welfare by providing for the regulation of the planting, maintenance, preservation and removal of trees and shrubs, on public property within the Town of Front Royal.~~

- B. ~~The purpose of this Chapter is to further promote the following:~~
 - 1. ~~The planting, maintenance, restoration, and survival of desirable trees and shrubs within the Town.~~
 - 2. ~~The protection of community residents and visitors from personal injury and property damage, and the protection of the Town from property damage, caused or threatened by the improper planting, maintenance, or removal of trees and shrubs, located on public property.~~
 - 3. ~~The reduction of erosion and sedimentation.~~
 - 4. ~~The reduction of storm water run-off and its associated costs.~~
 - 5. ~~The protection and enhancement of property values and aesthetic qualities in the Town.~~
 - 6. ~~The protection and enhancement of the overall environment of the Town.~~
 - 7. ~~The provision of sound attenuation where appropriate.~~
 - 8. ~~The enhancement of the quality of life of the Town and its citizens.~~
 - 9. ~~To facilitate the long range planning of tree care in Front Royal.~~

It is the intent and purpose of this Chapter to promote and protect the public health, safety, and general welfare by providing for the regulation of the planting, maintenance, preservation, and removal of trees within the Town of Front Royal on both public property and private property during land-disturbing activities. The purpose of this Chapter is to further promote the following:

- 1. *Provide for the preservation and planting of trees in the development process to create a specified tree canopy cover pursuant to the authority granted in Section 15.2-961 of the Code of Virginia, 1950, as amended and set forth herein.*
- 2. *The planting, maintenance, and preservation of desirable trees to increase the tree canopy cover in the Town of Front Royal. A goal of this Chapter is to increase tree canopy cover from 41% (2008) to 46% by 2030.*
- 3. *The protection of residents living in the community and visitors from personal injury and property damage, and the protection of the Town from property damage, caused or threatened by the improper planting, maintenance, or removal of trees located on public property and private property proposed for land disturbance after adoption of this ordinance.*

4. *The reduction of erosion, sedimentation, stormwater run-off, and associated costs.*
5. *The protection and enhancement of property values, unique or significant landscapes, and aesthetic qualities in the Town for the enhancement of the overall environment and the quality of life.*
6. *The economic benefits of reduced energy use and wind resistance, which results from strategically planted trees shading homes, schools and businesses.*
7. *The environmental and social benefits related to the ability of trees and other vegetation to mitigate sound and light pollution, and reduce sunlight and heat loss.*
8. *Improved air quality through the use of trees which filter the air by removing dust and other particulates. Trees also absorb carbon dioxide from the air and other air pollutants, such as ozone, carbon monoxide, and sulfur dioxide, and provide oxygen.*
9. *The filtering of water, reducing nutrients, stabilizing and recharging the groundwater, slowing velocity of overland sheet flow, and uptaking floodwaters through root systems.*
10. *The improvement of traffic safety by controlling sightlines and calming traffic.*
11. *The provision of areas for wildlife habitat.*

Section 156-2 SEVERABILITY.

Should any part or provision of this Chapter be declared invalid by any Court, the same shall not affect the validity of the Chapter as a whole or any part thereof other than the part held to be invalid.

Section 156-2 3 URBAN FORESTRY ADVISORY COMMISSION (UFAC).

- ~~A. To develop, implement and maintain an urban forestry management program.~~
- ~~B. To develop standards and guidelines for planting, maintenance, preservation and replacement of public trees.~~
- ~~C. To promote education of the general public on proper tree care practices.~~
- ~~D. To support the efforts of other groups interested in urban forestry in Front Royal, such as Master Gardeners, Beautification of Front Royal Committee and the Front Royal/Warren County Tree Stewards.~~
- ~~E. To advise the Town Manager, Town Council and appropriate Boards and Commissions on matters pertaining to municipal plantings, and the designation of historic or landmark trees.~~

- A. **Duties of UFAC.** An Urban Forestry Advisory Commission shall be established to perform the following duties:
 1. *To develop and monitor a Tree Canopy Cover Plan.*
 2. *To develop, implement, and maintain an urban forestry management program and adopt an Urban Forestry Management Plan.*
 3. *To develop, implement and maintain a program that recognizes trees of significance for heritage, memorial or specimen designation.*
 4. *To develop standards and guidelines for planting, maintenance, preservation, and replacement of trees on public property and any land disturbing activities on private property.*

5. To promote education of the general public, Town Officials, and Town Employees regarding proper tree-care and planting practices.
6. To support the efforts of other groups interested in urban forestry in Front Royal, such as Master Gardeners, Beautification of Front Royal Committee and the Front Royal / Warren County Tree Stewards.
7. To provide expert advice regarding urban forestry, as needed, to the Town Manager, Town Council, Director of Planning & Zoning, Director of Public Works, Town Engineer, Planning Commission, and other Boards or Commissions of the Town.
8. To provide guidance regarding appropriate tree species for specific landscaping projects, including education regarding non-native invasive vegetation.
9. Review plantings, maintenance, and removal of trees and other vegetation on Town-owned public property, landscaping easements and rights-of-way.
10. Review and make recommendations to the Director of Planning & Zoning regarding landscape plans related to subdivisions and/or developments. Except where authorized by the applicant, any subdivision or development application may not be delayed or denied solely because of a delay or lack of review by the UFAC.

B. Establishment of UFAC.

1. **Composition & Appointment.**
 - a. The Urban Forestry Advisory Commission shall be made up of five (5) members, each member being a citizen of Warren County. In addition, the Virginia Department of Forestry's Chief Forest Warden for Warren County shall serve as a standing committee member.
 - b. The members shall be appointed by the Town Council.
2. **Qualifications.**

The Urban Forestry Advisory Commission shall be made up of citizens with skills and an expressed interest in at least one of the following areas:

 - a. Urban Forestry
 - b. Landscaping
 - c. Arboriculture
3. **Terms of Office.**
 - a. Each member shall be appointed for a term of four (4) years, or until their successors are appointed, except that the initial appointment of two (2) members shall be for a three (3) year term, one (1) member for a two (2) year term; the remaining two (2) members for a four (4) year term.
 - b. Members may be re-appointed to serve consecutive terms as determined appropriate by the Town Council.
 - c. The Commission shall elect a Chair and Vice Chair who shall serve annual terms and may succeed themselves.
4. **Agenda, Minutes and Rules.**
 - a. The Commission shall adopt such rules and regulations as it may consider necessary.
 - b. The Commission shall prepare meeting agendas in advance of meetings and make available to the public prior to the start of the meeting. The Commission shall also keep minutes of its proceedings, showing the vote of each member upon each question or, if absent or failing to vote, indicating such fact. It shall keep records of its examinations and other such official

actions, all of which shall be immediately filed in the office of the Commission and shall be a public record.

c. All meetings of the Commission shall be open to the public.

d. A quorum shall be at least three (3) members.

C. Authority for the UFAC to Receive Donations and Apply for Grants.

1. All persons interested in urban forestry in the Town are invited to make gifts, devises and bequests to the Town to be used for that purpose. All donations of money shall be made through the Department of Finance, and it is hereby authorized and directed to receive such donations. All such monies shall be used only for the purpose of planting, maintenance, and promotion of the urban forest in the Town. Expenditures from of these donations shall be made by the Town Manager as authorized, from time to time, by the Town Council.

2. The Urban Forestry Advisory Commission may, with the consent of the Town Council, apply for federal, state, or private grants or funding, and/or assistance, and to aid in the performance of their duties.

D. Sharing of Information and Services.

Upon request of the Urban Forestry Advisory Commission with approval by the Town Manager, the departments, boards, commissions, offices and agencies of the Town government shall furnish to the Commission such available information and render such service as may be needed in the performance of their duties.

E. Designation of a heritage, memorial or specimen tree designation.

Designation of a Heritage, Memorial, or Street trees are afforded recognition and protection by this ordinance. These trees, on either public or private property, have been recommended by UFAC for significant status designation. The process for designation includes submittal of a nomination application form to the Director of Planning & Zoning documenting the subject tree's significance in age, size, location, aesthetics, historical association, species and any other characteristic that justifies its uniqueness. The nomination is then forwarded to UFAC for review, unless otherwise submitted by the UFAC. If the tree is recommended for designation by the UFAC, the Director of Planning and Zoning shall present the nomination to Town Council for consideration of significant designation status. Trees designated as heritage, memorial, or specimen trees have a significant designation status transferable with change in property ownership. In addition, such trees are afforded protection status by the Town and are discouraged from removal.

~~Section 156-3 ESTABLISHMENT OF URBAN FORESTRY ADVISORY COMMISSION.~~

A. ~~The Urban Forestry Advisory Commission shall be made up of five (5) members, each member being a citizen of Warren County. The members shall be appointed by the Town Council. In addition, the Virginia Department of Forestry's Chief Forest Warden for Warren County shall serve as a standing committee member.~~

B. ~~The Urban Forestry Advisory Commission shall be made up of citizens with skills and an expressed interest in at least one of the following areas:~~

~~1. Urban Forestry~~

~~2. Landscaping~~

~~3. Arboriculture~~

C. ~~Terms of Office.~~

- ~~1. Each member shall be appointed for a term of four (4) years, or until their successors are appointed, except that the initial appointment of two (2) members shall be for a three (3) year term, one (1) member for a two (2) year term; the remaining two (2) members for a four (4) year term.~~
- ~~2. Members may be re-appointed to serve consecutive terms as determined appropriate by the Town Council.~~
- ~~3. The Commission shall elect a Chair and Vice Chair who shall serve annual terms and may succeed themselves.~~

~~D. Minutes and Rules.~~

- ~~1. The Commission shall adopt such rules and regulations as it may consider necessary.~~
- ~~2. The Commission shall keep minutes of its proceedings, showing the vote of each member upon each question or, if absent or failing to vote, indicating such fact. It shall keep records of its examinations and other such official actions, all of which shall be immediately filed in the office of the Commission and shall be a public record.~~
- ~~3. All meetings of the Commission shall be open to the public.~~
- ~~4. A quorum shall be at least three (3) members.~~

~~Section 156-4 AUTHORITY TO RECEIVE FUNDING AND ADVISORY SERVICES.~~

- ~~A. All persons interested in urban forestry in the Town are invited to make gifts, devises and bequests to the Town to be used for that purpose. All donations of money shall be made through the Department of Finance, and it is hereby authorized and directed to receive such donations. All such monies shall be used only for the purpose of planting, maintenance, and promotion of the urban forest in the Town. Expenditures from of these donations shall be made by the Town Manager as authorized, from time to time, by the Town Council.~~
- ~~B. The Urban Forestry Advisory Commission may, with the consent of the Town Council, apply for federal, state, or private grants or funding, and/or assistance, and to aid in the performance of their duties.~~
- ~~C. Upon request of the Urban Forestry Advisory Commission with approval by the Town Manager, the departments, boards, commissions, offices and agencies of the Town government shall furnish to the Commission such available information and render such service as may be needed in the performance of their duties.~~

~~Section 156-5 PLANTING, MAINTENANCE AND PROTECTION OF PUBLIC TREES.~~

~~A. Planting.~~

- ~~1. Any tree or shrub planted on public property shall be of an approved species as outlined in "The Preferred Species List" adopted by this Commission.~~
- ~~2. Any tree or shrub not on the preferred species list shall not be planted on public property without the specific approval of the Urban Forestry Advisory Commission.~~
- ~~3. Any tree or shrub shall be properly planted according to the standards and guidelines adopted by this Commission.~~

~~B. Maintenance.~~

- ~~1. All outside contractors hired for pruning and/or maintenance of Town owned trees shall meet the following minimum requirements:

 - ~~a. Have current Town Business License.~~~~

- ~~b. Provide proof of liability and Workmen's Compensation Insurance in amount established by the Town Council.~~
 - ~~c. Have at least one Virginia State certified arborist on staff to generally oversee all work.~~
- ~~2. All Town owned trees shall be maintained in accordance with the American National Standards Institute's ANSI A300 Standard Practices (or most recent update). No town owned tree shall be "topped" nor shall any climbing spurs be used when working on live trees.~~
- ~~3. All tree pruning around utility lines shall be performed in accordance with the guidelines in "Pruning Trees Near Electric Utility Lines" by Dr. Alex L. Shigo.~~
- ~~4. No private citizen shall cut, prune, or elevate any town owned tree in conflict with guidelines adopted by the Urban Forestry Advisory Commission, without prior approval of the Commission.~~
- ~~5. The Town of Front Royal should maintain elevation of Town owned trees to a height of thirteen (13) feet over roadways and a height of eight (8) feet over public sidewalks where possible.~~
- ~~6. Town maintenance of trees and vegetation in public rights of way.
 - ~~a. The Town is not required to cut and/or remove weeds, brush, plants, grass or other vegetation growing in the public alleys, unimproved streets and other unimproved rights of way except as provided in Section 170-2 of the Town Code. Any adjacent property owner, tenant or citizen, at their own expense, may cut and/or remove any weeds, brush, plants, grass or other vegetation, except trees in excess of three (3) inches (3") caliber measured 12" from the ground, growing in the public alleys, unimproved streets and other unimproved rights of way and in the unimproved portion of the public right of way lying between any public property and private property lines.~~
 - ~~b. If any tree growing in a public alley, unimproved street or other unimproved right of way is dead or growing in such a manner that the branches, limbs or other parts of the tree extend or protrude onto private property in a manner that constitutes a danger to citizens or property, the Town will cut and remove or prune such tree once it has been notified of the condition of the tree. It shall be the responsibility of the adjoining property owner or tenant to notify the Town when a tree is growing in such a manner that it needs to be cut and removed or pruned.~~~~

~~C. Protection:~~

- ~~1. Abuse, mutilation, or damage to public trees.
Unless specifically authorized by the Urban Forestry Advisory Commission, it shall be unlawful for any person to intentionally damage, cut, carve, transplant or remove any tree on public property, nor attach any rope, wire, nails, advertising posters or other contrivance to any public tree, nor allow any gaseous liquid or solid substance which is harmful to such trees to come in contact with them, nor set fire or permit any fire to burn when such fire or the heat thereof will injure any portion of any public tree. Any person found to violate the provisions of this section shall be responsible for the cost of repair, or removal and replacement, of any public tree so damaged. The owner of any vehicle that accidentally damages any tree on public property shall be responsible for the cost of repair, or removal, and replacement, of any public tree damaged.~~
- ~~2. Protection of trees.~~

- a. ~~Where any excavation or construction of any building or structure is proposed within the dripline of a tree located on any street or other publicly owned property, such tree shall be guarded with a good substantial fence placed at least three (3) feet from the trunk of the tree, or at a distance in feet from the tree equal to the diameter of the trunk measured in inches at breast height, whichever is greater. All equipment, building material, dirt or other debris shall be kept outside the barrier.~~
 - b. ~~Except in an emergency situation as determined by the Town Manager, no person shall excavate any ditches, tunnels, trenches, or lay any drive within a distance equal to one-quarter (1/4) the distance from the dripline to the trunk of any public tree without approval of the Urban Forestry Advisory Commission. When a tree is removed on an emergency basis the Urban Forestry Advisory Commission will be notified so proper tree replacements can be made where appropriate.~~
 - c. ~~To the maximum extent possible, all Town Department will coordinate with the Urban Forestry Advisory Commission during the planning phase of public improvements that might require the removal of or cause injury to any street tree, or its root system, or interfere with the fulfillment of any adopted street tree plan. The Commission's response should include recommendations as to whether removed trees are to be replaced and if so, the type of replacement to be planted.~~
 - d. ~~When advance coordination with the Urban Forestry Commission is not practicable due to unforeseen or emergency circumstances, the Town Departments should request the Commission's recommendations on an expedited basis. In such instances, the Commission will make every effort to respond within forty-eight (48) hours and will forward its recommendations through the Office of the Town Manager.~~
 - e. ~~If in the opinion of the Commission the tree being considered for removal is a heritage specimen, or other tree of significant historical status, then the decision of the Commission shall be binding unless appealed to the Town Council pursuant to Section 156-7.~~
3. ~~Placing materials on public property. Except for refuse collection activities, no person shall deposit, place, store or maintain upon any public place of the Town any stone, brick, sand, concrete or other materials that may impede the free passage of water, air and fertilizer to the roots within the dripline of any tree growing thereon, except by written permit of the Urban Forestry Advisory Commission.~~
 4. ~~Improper planting. Whenever any tree is planted or set out in conflict with the provisions of this chapter, the Urban Forestry Advisory Commission may pursue removal of said tree and initiate effective remedies.~~

~~Section 156-6 SEVERABILITY.~~

~~Should any part or provision of this Chapter be declared invalid by any Court, the same shall not affect the validity of the Chapter as a whole or any part thereof other than the part held to be invalid.~~

~~Section 156-7 APPEAL.~~

~~In the event a decision of the Urban Forestry Advisory Commission prevents the removal of any public tree from any public right of way for which there is a planned public project for the~~

improving, widening, straightening, or otherwise conducting construction within the said right-of-way, the Town Manager may appeal the determination of the Urban Forestry Advisory Commission to the Town Council which may affirm, overrule, or modify such determination.

Section 156-4 PLANTING, MAINTENANCE, AND PROTECTION OF TREES ON PUBLIC PROPERTY

A. Planting.

1. Any tree planted on public property shall be of an approved species as outlined in "The Preferred Species List" adopted by the UFAC, as found within the "Landscape Preservation and Planting Guide."
2. Any tree not on the preferred species list shall not be planted on public property without the specific approval of the Urban Forestry Advisory Commission.
3. Any tree shall be properly planted according to the standards and guidelines, as stipulated in the most current version of the "American Standard For Nursery Stock."

B. Maintenance.

1. All outside contractors hired for pruning and/or maintenance of Town owned trees shall meet the following minimum requirements:
 - a. Have current Town Business License.
 - b. Provide proof of liability and Workmen's Compensation Insurance in amount established by the Town Council.
 - c. Have employed at least one certified arborist to generally oversee all work.
2. All Town-owned trees shall be maintained in accordance with the most recent version of the "American National Standards Institute's ANSI A300 (Part 1): Tree, Shrub, and Other Woody Plant Maintenance – Standard Practices (Pruning)" and the "American National Standards Institute's ANSI Z-133.1: Safety Requirements." No town-owned tree shall be "topped" nor shall any climbing spurs be used when working on live trees.
3. All tree pruning around utility lines shall be performed in accordance with the guidelines in "American National Standards Institute's ANSI A300 (Part 1): Tree, Shrub, and Other Woody Plant Maintenance – Standard Practices (Pruning), "Best Management Practices Utility Pruning of Trees."
4. No private citizen shall cut, prune, or elevate any Town-owned tree in conflict with guidelines adopted by the Urban Forestry Advisory Commission, without prior approval by the Town Manager after review and recommendation by the UFAC.
5. The Town of Front Royal should maintain elevation of Town owned trees to a height of thirteen (13) feet over roadways and a height of eight (8) feet over public sidewalks where possible.
6. The Town is not required to cut and/or remove weeds, brush, plants, grass or other vegetation growing in the public alleys, unimproved streets and other unimproved rights-of-way except as provided in Section 170-2 of the Town Code. Any adjacent property owner, tenant or citizen, at their own expense, may cut and/or remove any weeds, brush, plants, grass or other vegetation, except trees in excess of three (3) inches (3") caliber measured 12" from the ground, growing in the public alleys, unimproved streets and other unimproved rights-of-way and in

the unimproved portion of the public right-of-way lying between any public property and private property lines.

7. *If any tree growing in a public alley, unimproved street or other unimproved right-of-way is dead or growing in such a manner that the branches, limbs or other parts of the tree extend or protrude onto private property in a manner that constitutes a danger to citizens or property, the Town will cut and remove or prune such tree once it has been notified of the condition of the tree. It shall be the responsibility of the adjoining property owner or tenant to notify the Town when a tree is growing in such a manner that it needs to be cut and removed or pruned.*

C. Protection.

1. *Excavation or construction of any building or structure shall be kept outside of the protective root zone of a tree proposed to be saved on a site plan. Such tree shall be guarded with a highly visible protective fence with signage placed at least three (3) feet from the trunk of the tree, or the dripline, whichever is greater. Signage shall include language to the effect that all equipment, building material, dirt or other debris shall be kept outside the protected area.*
2. *To the maximum extent possible, all Town Departments will coordinate with the UFAC during the planning phase of public improvements that might require the removal of or cause injury to any street tree, or its root system, or interfere with the fulfillment of any adopted street tree plan.*
3. *When a tree is removed on an emergency basis, UFAC will be notified so proper tree replacements can be made, where appropriate. After consideration of the tree species, tree size and location, UFAC's response should include recommendations as to whether removed trees are to be replaced, and if so, the type of replacement to be planted.*
4. *When advance coordination with the UFAC is not practicable due to unforeseen or emergency circumstances, the Town Departments should request the UFAC's recommendations on an expedited basis. In such instances, the UFAC will make every effort to respond within forty-eight (48) hours and will forward its recommendations through the Office of the Town Manager.*
5. *No tree may be removed if the UFAC establishes that the tree is a heritage specimen, or other tree of significant historic status, except upon approval by Town Council.*
6. *Any existing plant material less than six (6) inches in diameter (dbh) shall be exempt under the preservation requirements in this ordinance.*
7. *Except for normal household refuse collection activities, no person shall deposit, place, store or maintain, upon any public place of the Town, any stone, brick, sand, concrete or other materials that may impede the free passage of water, air and fertilizer to the roots within the dripline of any tree growing thereon, except by written approval by the Town Manager after review and recommendation by the UFAC.*
8. *Whenever any tree is planted or set out in conflict with the provisions of this chapter, the UFAC may pursue removal of said tree and initiate effective remedies.*

9. Unless specifically authorized by the Town Manager, after review and recommendation by the UFAC, it shall be unlawful for any person to intentionally damage, cut, carve, transplant or remove any tree on public property, nor attach any rope, wire, nails, advertising posters or other contrivance to any public tree, nor allow any gaseous liquid or solid substance which is harmful to such trees to come in contact with them, nor set fire or permit any fire to burn when such fire or the heat thereof will injure any portion of any public tree. Any person found to violate the provisions of this section shall be responsible for the cost of repair, or removal and replacement, of any public tree so damaged. The owner of any vehicle that accidentally damages any tree on public property shall be responsible for the cost of repair, or removal, and replacement, of any public tree damaged.

Section 156-5 SCREENS & BUFFERS

A. Vegetative Buffers.

1. A vegetative buffer shall be provided on the rear of any double frontage lot and on any commercial or industrial development abutting a residential district. All required vegetative buffers shall consist of a minimum area, as shown in the following table:

TABLE 156-5.A.1.

Type	Minimum Width (feet)
Rear yard abutting right-of-way 60 feet or wider	20 (3 Rows)
Rear yard abutting right-of-way less than 60 feet	15 (2 Rows)
Commercial/industrial uses abutting residential uses	15 (2 Rows)

2. Any required vegetative buffer shall be designed, planted and maintained in accordance with a landscaping plan approved by the Director of Planning, upon review and recommendation by the UFAC. The landscaping plan shall satisfy the following standards:

- a. The vegetative buffer may be comprised of existing vegetation, provided that the majority of such existing vegetation consists of trees that are listed in the Town's Construction Standards & Specifications Manual, and have at least two-inch (2") caliper. When complete, the vegetation and plantings shall provide a year-round screen visually opaque at five (5) feet above finished grade when viewed from fifteen (15) feet away, which satisfies the standards set out in this section.
- b. The vegetative buffer may consist of a mixture of deciduous and evergreen trees or a planting of evergreen trees.
- c. The vegetative buffer shall be subject to on-site inspection by the Department of Planning which, if necessary, may prescribe that additional plantings be made in order to satisfy the standards set out herein.
- d. The width of the vegetative buffer may be reduced by administrative waiver in an amount determined by the Director, if a wall or fence is provided to supplement the planting to an equivalent degree, and/or if the size of the lot prevents a full-

width buffer. In no case shall the requirement for vegetative material be totally waived.

3. All required vegetative buffers shall be located on a permanent landscaping easement, and established so that perpetual maintenance is ensured. Where possible, the permanent landscaping easement should be located within open space and maintained by the homeowner's association. If the landscaping easement is established on private property, the easement shall ensure that the property owner is provided disclosure of their responsibilities for future maintenance, including the replacement of dead trees. Upon review and recommendation by the UFAC, the Planning Commission may waive the requirement of perpetual maintenance when it is determined that such maintenance will create an unreasonable hardship on the property owner(s).

Section 156-6. DEVELOPMENT TREE PLANTINGS.

- A. All major subdivisions and developments shall provide a minimum tree canopy cover for the gross area of the subdivision or development in accordance with the following table.

TABLE 156-6.A.

Type of Development	Percent Tree Canopy*
Business, Commercial, or Industrial Development	10
Residential Development (≥ 20 du per acre)	10
Residential Development (> 10 , but < 20 du per acre)	15
Residential Development (≤ 10 du per acre)	20

*Notes: See Tree Canopy Calculation Worksheet. The acronym "du" means "dwelling unit."

- B. The minimum tree canopy cover may be achieved by new tree plantings or preservation of existing trees. Existing trees that are to be preserved may be approved to meet all or part of the tree cover requirements of this section according to subsection C below. New tree plantings may include the trees provided as part of required interior or perimeter parking lot landscaping, landscaped open space, vegetative screens and buffers, street trees or other trees that are planted on the site.
- C. The tree cover calculations for planted trees shall be based on the projected twenty-year tree cover area for each tree as shown in the adopted "Landscape Preservation and Planting Guide for the Town of Front Royal", or other generally accepted tree resource guide accepted by the UFAC. Calculation of credit for preservation of existing trees shall be as determined by the UFAC, based on the UFAC's "Tree Canopy Calculation Worksheet", and consideration of the following additional information.
 1. Location of existing trees on a subdivision plan or plat.
 2. Tree species.
 3. Identification of all observable diseases, wounds, decay, cavities, or organisms that may threaten the health of the tree.
 4. Tree trunk diameter.
 5. Approximate tree height.
 6. Identification of any trees that have been designated as a heritage, memorial or specimen tree.
 7. Any other noteworthy conditions.

- D. All major subdivision plans, or site plans for uses on property 1 acre or greater, shall include the existing canopy cover.
- E. Tree cover requirements may be waived or modified by the Director to permit the reasonable development of farm land or other areas devoid of woody materials.
- F. The following areas shall be exempt from the requirements of the Landscape Preservation and Planting Guide for the Town of Front Royal, as follows:
 - 1. Dedicated school sites.
 - 2. Playing fields and other non-wooded recreation areas.
 - 3. Floodplains and wetlands.
 - 4. Other areas where, in the opinion of the Director, the strict application of the requirements would result in unnecessary or unreasonable hardship to the developer.
- G. Tree cover and planting requirements shall be completed by the developer or subdivider prior to the issuance of any occupancy permit or business licenses. Exceptions may be made when weather conditions or other justifiable circumstances exist or occur that impede tree planting. In such cases, the subdivider or developer shall provide a performance bond with surety satisfactory to the Town for the installation of required planting in accordance with a completion schedule.
- H. For one (1) year from the date of acceptance, the subdivider or developer shall be required to replace any trees that do not survive, or that, in the opinion of the Town, are undesirable due to disease, malformation, infestation, damage, or are otherwise not expected to thrive under the existing conditions. The subdivider or developer shall execute a landscape maintenance agreement with the Town to ensure performance under this section.
- I. **Tree Bank.** When neither tree preservation nor on-site tree planting is feasible, a developer may submit a written request to the Director to make payment in-lieu of all, or a portion of, the required landscaping. The written request shall include the rationale for not being able to meet the tree preservation or tree planting requirements. The UFAC shall advise the Director of the in-lieu fee amount, which shall be based on the estimated cost of the landscaping that is required by code. If approved, the payment shall be placed within an escrow account, generally referred to as a “tree bank”, that may be used by the Town to advance urban forestry goals, such as, but not limited to, increasing the Town’s tree canopy coverage.

Section 156-7. STREET TREES.

- A. According to the following standards, all subdivisions and developments shall provide for the planting of trees on both sides of new streets and along existing streets.
 - 1. Street trees shall be planted in accordance with a submitted landscape plan approved by the Town. Existing trees, undisturbed by the construction process, may be incorporated and credited as part of the landscape plan.
 - 2. The minimum quantity of required street trees shall be based on the amount of street frontage and estimated size of the proposed tree’s canopy at maturity. The standards of the following table shall be used to calculate the minimum quantity of street trees.

TABLE 156-7.A.2.

Mature Tree Canopy Size (width)	Planting Interval*
--	---------------------------

Large trees (40' plus)	1 per 50'
Medium trees : (30' to 40')	1 per 40'
Small trees: (up to 30')	1 per 30'

**Note: These standards are based only on one side of a street. Additional trees would be required for the opposite side of the street if also included within the development.*

3. *Street trees may either be spaced evenly, massed, or a combination of the two styles along the street.*
 4. *The number of massed trees shall not be less than the number calculated for the street under the even spacing guidelines.*
 5. *Street trees may be placed within the street right-of-way when the street is a collector or arterial street. Street trees along local streets shall be planted on individual lots.*
 6. *All street trees that are required along local streets shall be provided a landscaping easement that ensures perpetual maintenance and protection. The easement shall also ensure that the property owner is provided disclosure of their responsibilities for future maintenance and protection of the street trees, including the replacement of dead trees. Upon review and recommendation by the UFAC, the Planning Commission may approve, or approve conditionally, a waiver to the requirements of this section when it is determined that such maintenance creates an unreasonable hardship.*
- B. Tree plantings shall not interfere with utilities, roadways, sidewalks, sight distance or streetlights. Tree location, species and spacing shall be approved by the Town as part of the landscape plan.*
- C. All street trees shall have a minimum caliper of two (2) inches in diameter and shall be nursery grown in order to better ensure survival and help meet the Town's requirements for canopy height at twenty (20) years. All tree plantings shall be in accordance with the adopted Landscape Preservation and Planting Guide for the Town of Front Royal.*
- D. The subdivider or developer shall be required to replace, within one (1) year from the date of street acceptance, any trees that do not survive or that, in the opinion of the Town, are diseased, malformed, or otherwise undesirable. The subdivider or developer shall execute a landscape maintenance agreement with the Town of Front Royal to ensure performance under this section.*

Section 156-8. PARKING LOT LANDSCAPING.

- A. Interior parking lot landscaping.*
1. *Parking areas shall be suitably landscaped to minimize noise, glare and heat. Large parking areas shall be broken down into sections appropriate for the type and size of the development. Sections shall be separated by landscaped dividing strips, berms or similar features. The landscaped areas shall be reasonably dispersed throughout parking areas.*
 2. *Parking lots of fifteen (15) or more spaces shall have a total interior landscaped area of not less than five percent (5%) of the total area of the parking lot. Parking lot landscaped areas shall be more than five (5) feet from any principal structure.*
 3. *The primary landscaping materials to be used in parking lots shall be shade trees. Other types of trees, including, but not limited to, those commonly referred to as*

shrubs, may be used to complement the tree landscaping, but shall not constitute the only landscaping.

4. The requirements for interior parking lot landscaping shall not apply to any lots used solely for the storage of vehicles or the display of vehicles for sale. Such lots shall comply, however, to the requirements for peripheral parking lot landscaping.

B. Peripheral parking lot landscaping.

In addition to the requirements for interior parking lot landscaping, parking areas with fifteen (15) or more parking spaces shall provide peripheral parking lot landscaping as follows:

1. A landscaped buffer strip at least five (5) feet in width shall be located between the parking lot and each abutting property line, except where parking or access is designed to be shared by the abutting property. A total of one (1) tree for each fifty (50) feet of landscaped buffer shall be planted. Trees may be massed or spaced evenly.
2. In the event that the parking lot adjoins a public street with no intervening structures, a landscaped buffer strip of at least ten (10) feet in width, which shall not include a sidewalk or other paved surface, shall be located between the parking lot and the street right-of-way. A total of one (1) tree for each forty (40) feet of landscaped buffer shall be planted. Trees may be massed or spaced evenly.

C. All deciduous trees planted shall be a minimum caliper of two (2) inches in diameter and shall be nursery grown. Evergreen trees shall be planted at a height of no less than six (6) feet. All materials and installation shall be in accordance with the adopted Landscape Preservation and Planting Guide for the Town of Front Royal.

D. The requirements of this section shall be required for all new parking lots, and for the enlargement or substantial alteration of any existing lot. The requirements shall not apply to the resurfacing of any existing parking lot.

E. The Town may, in its discretion, waive or modify the requirements for parking lot landscaped buffer strips in cases where berms, grade separation, plantings or other approved designs provide an effective screen and do not adversely impact on adjoining properties, traffic patterns or safety.

Section 156-8. Administration & Enforcement.

1. **Administration and Enforcement.** The requirements of this chapter shall be administered and enforced by the Town Manager in regards to public property. The requirements of this chapter shall be administered and enforced by the Director of Planning and Zoning in regards to private property, and new subdivisions and/or developments, provided that, the approval authority for landscaping plans shall be as specified under Chapter 148 of the Town Code.

2. **Violations.** Any person, firm or corporation violating, causing or permitting the violation of any of the provisions of this chapter shall be guilty of a class I misdemeanor, and upon conviction thereof, may be punishable by up to 12 months in jail and a \$2500 fine.

Section 156-9. Appeals.

Town Council reserves the right to grant special exceptions to the requirements of this Chapter. Furthermore, Town Council reserves the authority to affirm, overrule or modify any administrative decision. Any person aggrieved by an administrative decision related to this Chapter, may submit a written appeal to the Director of Planning & Zoning or Town Manager for consideration by Town Council. Any person aggrieved by a requirement of this Chapter may submit a written request for a special exception, however, such requests for special exception shall only be considered after all other administrative remedies of this ordinance have been exhausted.

Section 156-10. Definitions.

Buffer: Linear bands of vegetation, preferably consisting of native and locally adapted species, associated with many features including wetlands, greenways, transportation corridors, and wildlife corridors. Vegetated buffers uptake pollution and minimize impact on adjacent surrounding areas.

Caliper: the diameter measurement of the tree trunk taken six (6) inches above ground level for trees up to and including four (4) inch caliper size. Measurement shall be taken twelve (12) inches above the ground level for larger trees.

Canopy: The full extent of existing leaves crowning a tree or groups of trees, or the full extent of future leaves crowning a tree or group of trees at a tree maturity of twenty (20) years.

Certified Arborist: A tree professional certified by the International Society of Arboriculture. Certified Arborists have achieved a level of knowledge in the art and science of tree care through at least three years of experience and have passed a comprehensive examination to provide proper tree care.

Cutting: The felling or removal of a tree, or any procedure which leads to the death or substantial destruction of a tree. Cutting does not include normal pruning within the bounds of accepted arboricultural practice.

DBH: diameter of tree trunk at breast height; measured at 4.5 feet above the ground.

Dripline: An imaginary perpendicular line that extends downward from the outermost branches of a tree to the ground.

Hazard: A tree with structural defects likely to cause failure of all or part of the tree, which could strike a "target." A target can be a vehicle, building, or a place where people gather such as a park bench, picnic table, street, or backyard. (per Department of Agriculture's Urban Tree Risk Management: A Community Guide to Program Design.)

Heritage Tree: Any tree that because of its historical association (associated with a notable local or regional historical event, person, or landscape) is of special importance to the Town. Such a tree, on either public or private property, will be nominated and adopted by the Town for significant designation. The significant designation of a heritage tree is transferable through the property deed and will extend to any new owner.

Invasive, nonnative vegetation: Any plant not indigenous to the Commonwealth of Virginia, which exhibits, or has the potential to exhibit, uncontrolled growth and invasion or alteration of the natural qualities and functions of any native habitat.

Memorial tree: A tree donated to commemorate a person or event is of special importance to the Town as a living tribute. Such a tree, on either public or private property, will be nominated and adopted by the Town for significant designation. The significant designation of a memorial tree is transferable through the property deed and will extend to any new owner.

Public Property: Property that is owned or maintained by the Town of Front Royal.

Private tree: Any tree not located on property owned or controlled by the Town. For the purposes of this ordinance, a private tree is subject to this ordinance if it is either (1) designated as a Memorial, Heritage, or Specimen tree; or (2) is on property proposed for land disturbance after adoption of this ordinance and is subject to site landscape plan and conformance with the Town canopy plan guidelines; or (3) is a Hazard tree.

Protective Root Zone: The entire surface and subsurface soil area encompassed by radius for protected trees (per Landscape Preservation and Planting Guide) typically the distance around tree trunk equal to the drip line of the tree; also generally referred to as tree preservation target or critical root zone.

Public Trees: Trees on land owned and or managed by the Town of Front Royal.

Specimen tree: Individual trees which are healthy with a diameter at breast height of 24 inches or greater, or which otherwise are noteworthy because of species, age, size, location, aesthetics, or any other exceptional quality, such as, uniqueness, rarity, ecological value, or status as a landmark or species specimen. Such a tree, on either public or private property, will be nominated and adopted by the Town for significant designation. The significant designation of a specimen tree is transferable through the property deed and will extend to any new owner.

Topping: Topping involves cutting limbs back to stubs or lateral branches not large enough to assume dominance. A lateral branch that is acceptable is generally greater than 1/3 the size of the branch that is being removed. This includes pruning that leads to the disfigurement of the normal shape of the tree. Topping is the indiscriminate cutting of tree branches to stubs or lateral branches that are not large enough to assume the terminal role.

Tree: Any self-supporting woody plant, growing upon the earth with one trunk, or a multi-stemmed trunk system with a definitely formed crown, or other woody plant material exceeding five (5) feet in height.

Tree Bank: Funds for tree replacement paid into account managed by the Director for Planning & Zoning for the purposes of future tree replacement or restoration in-lieu of tree planting.

Tree Canopy: Also referred to as “tree cover”, or “tree canopy coverage”, an area of land covered by plant material exceeding five feet in height, and the extent of planted tree canopy at 10 or 20 years maturity. Planted canopy at 10 or 20 years maturity shall be based on published reference texts generally accepted by landscape architects, nurserymen, and arborists in the community, and the texts shall be specified in the ordinance.

Tree Canopy Plan: UFAC will prepare a Tree Canopy Plan in coordination with the Director of Planning and Zoning of the Town which designates preferred sites as priority areas for tree plantings when off-site tree replacement planting is utilized.

UFAC, Urban Forestry Advisory Commission: comprised of volunteers from the community including at least one certified arborist, and appointed by Town Council.

-----END

Editorial Notes:

- Proposed new text is shown in *italics* and in **highlighted** font. Proposed deleted text is shown in ~~strikethrough~~ font.
- Recommended by the Planning Commission 3/20/14

TREE CANOPY CALCULATION WORKSHEET

Tree Canopy Calculation Worksheet Town of Front Royal			
Please fill in only the green shaded cells below			
A. Site Size			
A1	Total Site Area in square feet	<input type="text" value="Ft<sup>2</sup>"/>	
Choose the % canopy cover required based on the requirements of Section 156-6.A. of the Town Code.			
A2	<input type="checkbox"/> 10% <input type="checkbox"/> 15% <input type="checkbox"/> 20%		%
A3	Multiply line A2 % times A1 To calculate Required Canopy Cover for Site in Sq Feet	<input type="text" value="Ft<sup>2</sup>"/>	<input type="text" value="0"/>
B. Tree Preservation (provides 1.5 credit)			
B1	Existing Tree Canopy Cover (<i>Insert Square feet here calculated from Town Planning Dept or calculate sum of driplines</i>)	<input type="text" value="Ft<sup>2</sup>"/>	
B2	Tree Canopy to be preserved of the overall site (<i>Insert Sq Feet here calculated by Town Planning Dept or sum of driplines of preserved trees</i>)	<input type="text" value="Ft<sup>2</sup>"/>	
B3	Canopy Preservation Credit (Multiply B2 x 1.5)	<input type="text" value="Ft<sup>2</sup>"/>	<input type="text" value="0"/>
B4	Canopy Remaining to meet Requirements (Subtract A3 - B3)	<input type="text" value="Ft<sup>2</sup>"/>	<input type="text" value="0"/>
B5	If a negative number appears in B4; canopy requirements have been met. Otherwise, please go to Section C or D	<input type="text" value="Have been met."/> <input type="text" value="Have NOT been met."/>	
C. New Tree Plantings			
C1	Canopy (sq ft) remaining to meet requirements (B4) Refer to Front Royal Tree Cover Guide for species list and 10 year projected canopy to fulfill necessary coverage on line C1	<input type="text" value="Ft<sup>2</sup>"/>	<input type="text" value="0"/>
C2	Projected canopy coverage (sq ft) from plantings (<i>Insert Sq Feet</i>)	<input type="text" value="Ft<sup>2</sup>"/>	
C3	Canopy remaining to meet requirements (C1 - C2)	<input type="text" value="Ft<sup>2</sup>"/>	<input type="text" value="0"/>
C4	If C3 is a negative number, canopy requirements have been met. Otherwise, please go to Section D	<input type="text" value="Have been met."/> <input type="text" value="Have NOT been met."/>	
D. Exception			
Has A3 been met? (Preferably through preservation &/or new plantings.) If not calculate amount owed below:			
D1	Square feet requirements still remaining to meet A3	<input type="text" value="Ft<sup>2</sup>"/>	<input type="text" value="0"/>
D2	Amount for Tree Fund (D1 x \$3.00)	<input type="text" value="\$"/>	<input type="text" value="\$ -"/>

This ordinance shall become effective upon adoption of Chapters 175 and Chapter 148.

APPROVED:

Timothy W. Darr, Mayor

ATTEST:

Jennifer E. Berry, Clerk of Council

THIS ORDINANCE was approved at the Regular Meeting of the Town of Front Royal, Virginia on its second reading, conducted _____, 2015, upon the following recorded vote:

John P. Connolly	Yes/No	Bret W. Hrbek	Yes/No
Hollis L. Tharpe	Yes/No	Eugene R. Tewalt	Yes/No
Bébhinn C. Egger	Yes/No	Daryl L. Funk	Yes/No

A public hearing on the above was held on _____, 2015 having been advertised in the Northern Virginia Daily on _____, 2015 and _____, 2015.

Approved as to form and legality:

Douglas W. Napier, Town Attorney

Date: ____/____/____

10



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

Page 1
Item No. 10

Meeting Date: June 22, 2015

Agenda Item: COUNCIL APPROVAL – Proposal for Advanced Metering Infrastructure (AMI) Consulting Services

Summary: Council is requested to consider approval of a proposal from Utiliworks Consulting, Nanuet, NY for Advanced Metering Infrastructure (AMI) Consulting Services in an amount not to exceed \$48,500 for Phase One “Assessment”. The Town has been encumbering funds over the past 10 years for the implementation of AMI for the Energy Services Department.

Budget/Funding: FY15 DES Budget Line Item 9401-43002

Attachments: Memo from Purchasing Agent and Director of Energy Services [UbXDfcdcgU](#)

Meetings: Work Session held June 1, 2015.

Staff

Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council approve a proposal from Utiliworks Consulting, Nanuet, NY for Advanced Metering Infrastructure (AMI) Consulting Services in an amount not to exceed \$48,500 for Phase One “Assessment”.

ROLL CALL VOTE REQUIRED

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

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

Approved By: SB



MEMORANDUM

Date: June 15, 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 "CH", is written over the "From:" line of the memorandum.

On Tuesday, March 3, 2015, I received proposals for Advanced Metering Infrastructure Consulting Services. The proposals were turned over to the Department of Energy Services for review. The most favorable proposal was received by Utiliworks Consulting, Nanuet, NY. The company presented their process for this project during the June 1, 2015 Council work session. The presentation was favorably received.

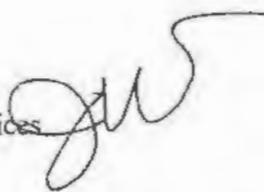
Due to the dollar amount of their proposal, I will need Town Council approval before continuing with an award. Please place this item on the June 22, 2015 Council agenda for their action.

Staff recommends the award for AMI consulting services be made to Utiliworks Consulting, at a cost not to exceed \$48,500 for Phase One, "Assessment". Funding for this work is available in the current FY15 Department of Energy Services budget line item 9401-43002.

Town of Front Royal
Energy Services
P.O. Box 1560
Front Royal, Virginia 22630-1560
(540) 635-3027 Fax: (540) 635-5497



Memo

To: Cindy Hartman, Purchasing Manager
From: Joseph Waltz, Director of Energy Services 
Date: June 8, 2015
Re: Approval of the Advanced Metering Infrastructure Consulting Services

At the June 1st work session, staff and UtiliWorks discussed the process and the proposal on the AMI Consulting Services with Town Council. UtiliWorks explained the step-by-step process on developing a business plan to determine if there's a good business case for Front Royal to implement an AMI solution. After several questions, Council directed staff to move contract proposal to a Council Meeting for approval.

Please place this item on the June 22nd Council meeting. If you need additional information or have any questions, please let me know.

UtiliWorks Consulting, LLC.
2351 Energy Dr. STE 1010
Baton Rouge, LA 70808

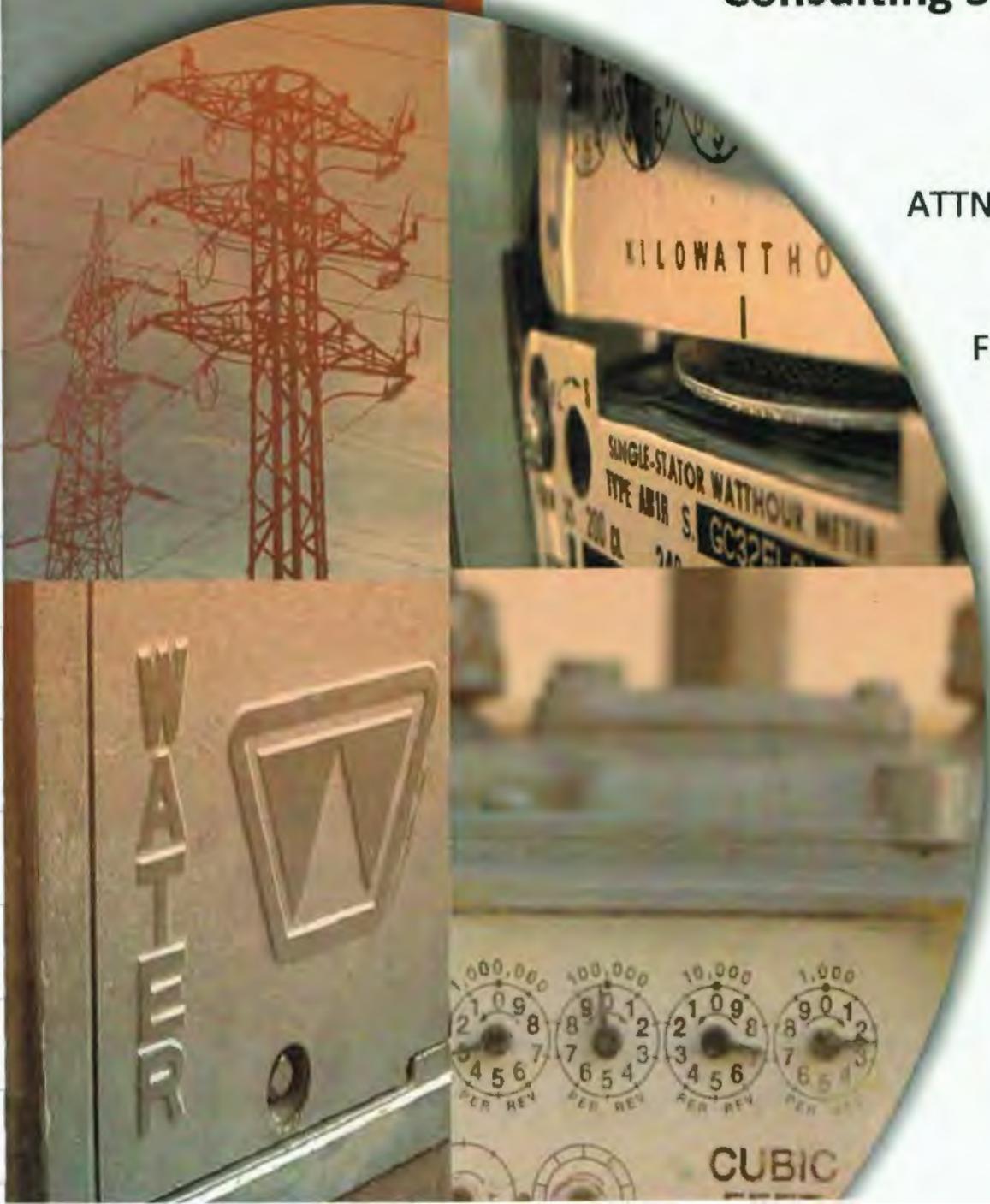
225.766.4188 Office
225.612.6404 Fax
www.UtiliWorks.com



UtiliWorks Consulting Response Advanced Metering Infrastructure Consulting Services

Deliver to:

Town of Front Royal
ATTN: Cynthia A. Hartman
Purchasing Agent
P.O. Box 1560
Front Royal, VA 22630



UtiliWorks™

Building Smart Utility Solutions

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Tab 1 - TRANSMITTAL LETTER

UtiliWorks™

Building Smart Utility Solutions

To: Cynthia A. Hartman, Purchasing Agent
Town of Front Royal

Date: February 27, 2015

Re: Advanced Metering Infrastructure Consulting Services

Dear Ms. Cynthia,

UtiliWorks appreciate the opportunity to submit this proposal based on the guidelines provided in the Advanced Metering Infrastructure Consulting Services RFP. UtiliWorks offers professional services to assist clients in the evaluation, design, procurement and implementation of Smart Solutions for municipal utilities. This is the exclusive focus of our company. Our client references in AMI assessment, procurement and deployment projects are extensive and I would ask you to carefully consider our credentials in this proposal that highlight this experience.

Working in conjunction with utility personnel, we can create an optimum solution tailored to Front Royal's unique environment because we do not associate our recommendations with a particular technology and we have no vendor affiliations. Rather, we focus our efforts on applying the technologies and methods that fit the client's environment. We've built our company to assist utility clients in lowering technology project risk and creating predictable outcomes as they leverage their AMI network in pursuit of a true advanced metering environment.

In summary, we believe the work requested by Front Royal regarding the installation of an AMI system is ideal for our firm, and that our team would connect with your team in a cost-effective way that will yield great results for Front Royal's financial and operational future. We look forward to additional opportunities to demonstrate our interest and capabilities for your project via conference call, onsite interviews, or additional requests for information. I will be your primary contact and can personally be reached via email (dshpigler@UtiliWorks.com) or phone (845-920-7001) should you have any questions regarding this proposal. Thank you for your consideration.

Respectfully submitted,



David Shpigler
Principal
UtiliWorks Consulting, LLC
dshpigler@UtiliWorks.com

2351 Energy Drive, Suite 1010
Baton Rouge, LA 70808
P (845) 920-7001
F (225) 612-6404

Tab 2 - COMPANY PROFILE

1. Profile Summary

Contact Information	<p>UtiliWorks Consulting, LLC 2351 Energy Drive STE 1010 Baton Rouge, LA 70808 Website: www.UtiliWorks.com</p>	<p>Contact: David Shpigler Phone: 845-920-7001 Fax: 225-612-6404 Email: dshpigler@UtiliWorks.com</p>
Business Focus	<ul style="list-style-type: none"> · Professional Services Firm · AMI/MDM applications (smart metering); Smart Grid Design · Related business process and work management systems · Water, Gas and Electric Utilities 	
Company Information	<p>Founded: 2005 Limited Liability Company FEIN:20-5167904 DUNS: 825164713</p>	
Services	<ul style="list-style-type: none"> · Assess, Design, Procure, Develop, Install, Support · Business Process Consulting and Technology Advisors · Turnkey Smart Metering Solution Development · Radio Frequency, Copper, Fiber, Data and Networking 	
Company Goal	<p>To provide accurate and reliable delivery of meter and operational data that will help local governments lower costs and improve services to their community</p>	
Location	<ul style="list-style-type: none"> · Corporate Office in Baton Rouge, LA · Associate offices in CO, LA, NC, NM, NY, PA, SC, TN 	
Banking	<p>Chase Bank 451 Florida St., 7th floor Suite 726, Baton Rouge LA 70801 Attn: Michelle Boudreaux Phone: 225-332-7718</p>	
Insurance and Bonding	<p>Juban Insurance Group 4319 Bluebonnet Boulevard, Baton Rouge LA 70809 Attn: Dave Peek Phone: 225-291-0405</p>	
Legal	<p>Graves-Carley, LLP: 2137 Quail Run # B, Baton Rouge, LA 70808 Attn: Allen Graves Phone: (225) 757-7676 Fax: (225) 757-1771</p>	

2. Executive Team

At UtiliWorks, it is our goal is to help our clients be more successful by providing leadership, industry experience and proven Smart Grid/AMI implementation methodologies. With well over a century of combined industry experience, the UtiliWorks executive team has the vision to help utilities maximize the potential of their technology investment, the knowledge to foresee the potential issues inherent in enterprise-level projects, and the skill to drive projects to successful outcomes.

Dale Pennington
Managing Director,
Executive Consultant

Mr. Pennington is the business and technology solution architect for UtiliWorks. He has extensive knowledge of the technology, software and networking components that are utilized in the AMI market. By utilizing proven workflow and asset management techniques that he has practiced over the last 22 years, Dale is able to assist clients in maximizing the benefits of the their technology investment.

David Shpigler
Principal

Mr. Shpigler is responsible for the financial and operational analysis practice of the firm. He has over 15 years in utility industry experience and provided leadership and vision in formulating long-term strategic focus to nearly 250 utilities and related system developers. Mr. Shpigler's work has involved strategic assessment, market analysis, business case development, economic evaluation of network design, and industry benchmarking. David is well known within the utility and smart grid arena, publishing research studies with such industry associations as EPRI, EEI, UTC, APPA, NRECA, and NRTC.

Kody Salem
Principal

Mr. Salem is an engineer with 25 years' experience in RF communications, instrumentation and control devices, SCADA, data management, Cyber Security and AMI implementation. Kody brings a practical background in plant operations, automation project delivery and data systems, and diverse knowledge of the essential skills required for all areas of AMI assessment and delivery, in addition to highly refined leadership, management and communication skills. Kody holds a bachelor's degree in electrical engineering technology from Purdue University, as well as several certifications from the U.S. Department of Energy.

3. Balance of Staff

Currently we employ Engineers, Subject Matter Experts, and Consultants across the organization. The UtiliWorks Team consists of senior level project managers, engineers, communication system engineers and professionals with extensive experience in system automation, network communications, data management and IT infrastructure planning, process controls, SCADA, and utility technology projects. Our associates have on average more than 20 years related industry experience. Our staff includes 12 Full time employees and 10 regular subcontract SMEs. The following summary represents UtiliWorks' staff credentials:

<u>Schools/Institutions Represented:</u>	<u>Degrees Earned:</u>	<u>Qty:</u>
• Adelphi University	• Associates Degree, Engineering	1
• Harvard University	• Bachelor's Degree, Business	3
• Louisiana State University	• Bachelor's Degree, Engineering	9
• Long Island University	• Bachelor's Degree, Finance	2
• New Mexico State	• Bachelor's Degree, Science	4
• New York at Farmingdale	• Master's Degree, Business	4
• Purdue University	• Master's Degree, Engineering	1
• Regents College	• Master's Degree, Energy	1
• Rutgers University		
• St. Louis University		
• Southeastern Louisville University		
• Tulane University		
• University of Colorado		
• US Navy		

4. Subject Matter Experts

As a professional services firm, UtiliWorks assists clients in the evaluation, design, procurement, and implementation of system automation, network communications and data management systems, and related technology solutions. Our subject matter expertise includes:

- | | |
|---------------------------------|-------------------------------------|
| • AMI Hardware and Software | • Kiosk Implementation |
| • Backhaul Design | • Prepay Implementation |
| • Business Process Engineering | • Project Coordinator |
| • Business Analysis | • Project Management |
| • C&I Demand Charge Management | • SCADA Systems |
| • Cyber Security Implementation | • Systems Engineering |
| • Data Analytics | • Contract Administrator |
| • Distribution Automation | • Meter Data Mapping |
| • MDMS Implementation | • Meter Specification/configuration |

UtiliWorks is uniquely positioned to assist clients in developing an accurate picture of costs, benefits, opportunities, and risks before making a significant network communications or related technology investment. This is accomplished through The UtiliWorks Advantage™. By performing this assessment in conjunction with Front Royal personnel, we determine which technologies are best suited for the target application and service area.

Tab 3 - TECHNICAL PROPOSAL

Proven Approach: UtiliWorks Advantage™

Below is an outline of the UtiliWorks Advantage™. This process model focuses on network delivery of utility data and business work flow changes that will drive performance throughout the client organization. The services requested by Front Royal fit squarely into our refined service model as illustrated below, with a clear path of progression.

Utiliworks Advantage Process

Assess - needs assessment, cost estimate, project schedule, and core value propositions

Design - development of technical specifications and associated business processes

Procure - develop formal requests, evaluate proposals, and support contract negotiations

Develop - plan and coordinate pre-installation activities for all involved parties

Install - implementation activities including scheduling, reporting, training and acceptance testing

Support - customization of reports, alarms, and business processes

Public Awareness - communications strategy, vision and objectives

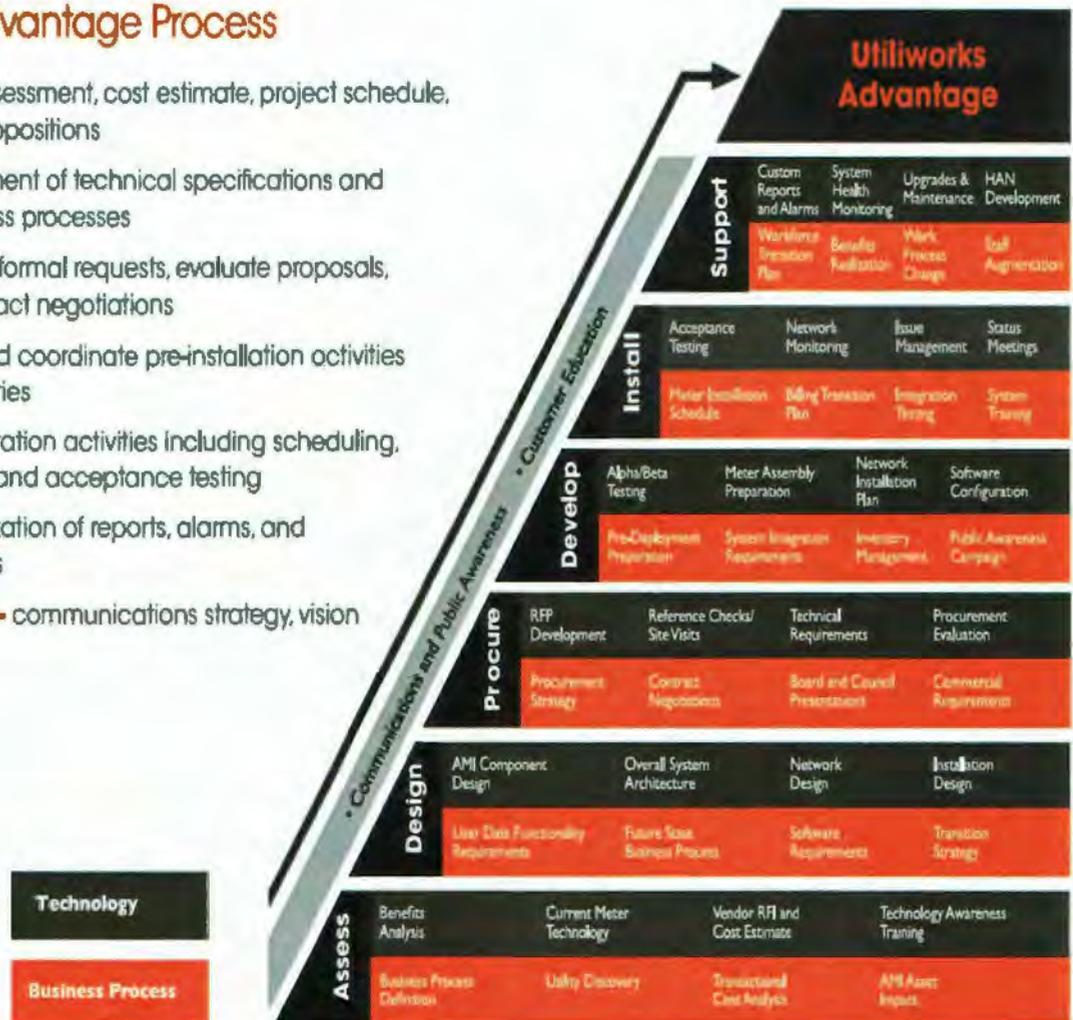


Figure 1 - UtiliWorks Advantage™ Outline

Our Understanding of the Situation

Smart grid is about building the electric utility of the 21st century. It involves “smart” systems to measure electricity consumption at different times of the day, new communications networks to send data to and from utilities, and new database systems to manage and use the valuable new data which smart grid systems generate. It may also involve new “smart” systems that can respond to signals automatically to turn themselves on or off, up or down.

Many grid approaches – with advanced metering being one of the leading systems being deployed – are rapidly becoming reality due to the advancements in communications technologies, coupled with the reduction in cost of system components. Adherence to widely adopted industry standards for communications interfaces creates the possibility of an open architecture. Specifically, the inclusion of Ethernet interfaces in devices mounted on the electric grid can facilitate diverse, redundant access to electric infrastructure devices.

The combination of redundant communications paths and short-term batteries creates a system which overcomes the inherent weaknesses of the “hub-and-spoke” electric grid architecture. A robust advanced metering system, coupled with centralized management systems and correctly applied business intelligence, creates an environment where utility programs can be developed and implemented, spanning a variety of metering and other distribution functions. Over the next few years, it is feasible for utilities to develop and implement systems to automate and/or greatly improve common utility operations functions.

The Town of Front Royal has operated its own a municipal utility since 1891, today serving the electric delivery needs of some 8,000 customers in Town and in the county along Browntown Road. Like many other municipal utilities, Front Royal is questioning whether establishing an advanced metering program may offer worthwhile benefits. The pursuit of a complete AMI network that may support enhanced metering functions as well as potential future distribution applications will require a well-thought out plan prior to project commencement. A strategic plan is needed to identify which platforms may be worth pursuing, how existing systems and assets can best be utilized for the long term, which technologies offer a fit with Front Royal’s footprint, and how to best develop a plan going forward. As a result, UtiliWorks has been asked to develop research and analysis that will help in developing a robust business case and technology plan for Front Royal. Below I have listed the approach we propose in delivering this output.

Phase I – Assessment

The Assessment Phase provides the analysis and information necessary for Front Royal’s first decision point on how to proceed with an AMI project. The assessment allows UtiliWorks to identify the business reasons that are motivating the effort and reveals the critical success factors to support implementation. In addition, UtiliWorks can determine which technologies are best suited for Front Royal’s unique environment and identify the associated business process and operational changes that must occur to realize the maximum benefits of a smart metering deployment.

1.1. Project Mobilization

UtiliWorks will hold an on-site kickoff meeting with the stakeholders and project team members to review the project scope, timeline, communications plan and housekeeping items. By involving a wide group of Front Royal’s stakeholders in the various sessions, as well as project communications, UtiliWorks will ensure a successful outcome for Front Royal. During kickoff/mobilization, UtiliWorks will initiate our discovery effort to compile the necessary data and information to assess the current state of Front Royal’s metering system and develop our analysis and recommendations. UtiliWorks will provide Front Royal with a comprehensive list of data and information requests. We request a single point of contact at Front Royal to facilitate this activity.

There are several administrative tools to manage this program including Microsoft Project, SharePoint (a client-specific website for project collaboration, data sharing and review, milestones) and Go-to-Meeting (a web-based meeting platform). These tools will assist in initiating and tracking projects, capturing data, storing and sharing project documents, maintaining schedules, scheduling events, reporting results, and writing and publishing documentation related to each project and task.

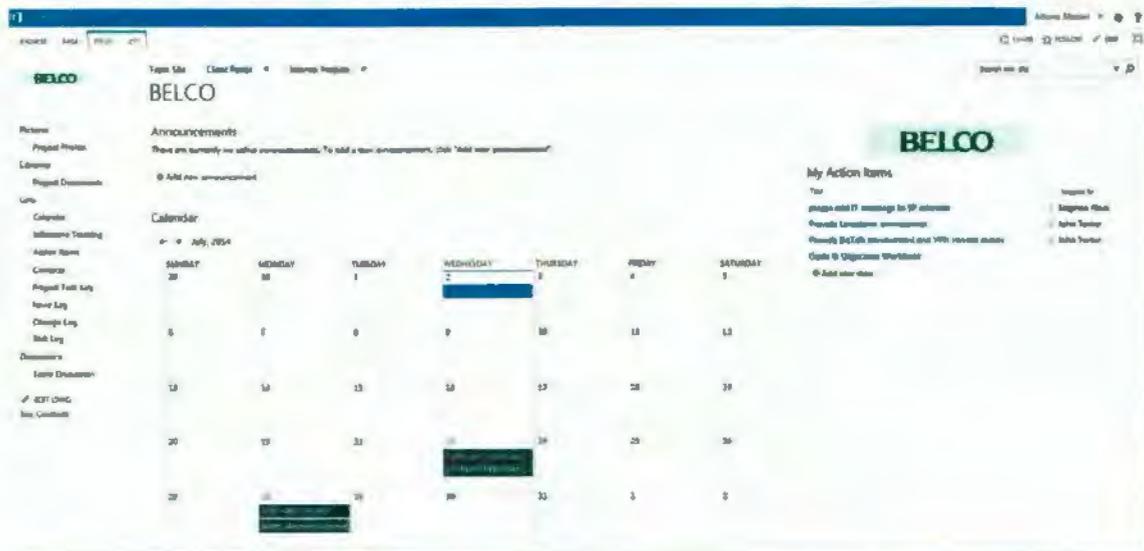


Figure 2 - Screenshot Sample of SharePoint Site for Project Tracking/Communications

The discovery sessions will also be an opportunity for UtiliWorks team to define Front Royal’s current state, including the current meter reading technology, IT systems and integration etc.

1.2. Project Goals and Objectives

Our team forms a solid foundation for a smart metering project success by conducting workshops/interviews with executives, stakeholders and key users in order to establish a common understanding of our client's project goals, drivers, success factors and risks. This approach is designed to stimulate discussion around Front Royal's goals and objectives that otherwise may have not been considered. This task will serve as the foundation for future work to develop Key Performance Indicators (KPIs).

To prepare for the development of a forward-looking business case analysis for full deployment of an AMI, UtiliWorks will work with Front Royal to evaluate the potential opportunity that might exist given Front Royal's unique operating characteristics. UtiliWorks will initiate the engagement by looking at a number of key elements impacting the metering system, including:

- Review of the desired goals that would come from a system upgrades
- Review of the case for change, driver for change and overall value proposition
- Review potential automated system programs with Front Royal staff and identify key sources of value proposition
- Identify potential sources of system gaps and opportunities that could support system modification

As a kick off to the engagement, UtiliWorks will lead a strategic "visioning" session with the team to review elements of the strategy and overall market dynamics.

1.3. UtiliWorks Insight™ (Utility Assessment and Analysis Tool)



Figure 3 – Screenshot Sample of UtiliWorks Insight™ Application

UtiliWorks Insight™ is a performance improvement tool for electric, gas and water utilities that utilizes web-based technology and a set of established utility industry best practices to assist the utility in learning about their current reality related to infrastructure, processes and behaviors. Designed by UtiliWorks Consulting, UtiliWorks Insight™ integrates over 20 years of industry knowledge and management expertise. Insight operates on the NeuraMetrics platform – a powerful analysis and data presentation engine.

UtiliWorks Insight™ reveals behavioral data from the web-based surveys that are taken by an audience of executives, managers, front line personnel and customers. The surveys are recorded anonymously

to encourage honest and accurate responses. Because the information is gathered via a unique web based assessment methodology, variation introduced in face to face interviews is eliminated, providing reliable results. UtiliWorks Insight™ allows utilities to:

- Evaluate performance
- Determine improvement opportunities
- Identify long-term business risks
- Understand specific performance gaps
- Identify potential issues of resistance to deployed programs
- Identify sources of potential value
- Identify areas of concern that need to be addressed

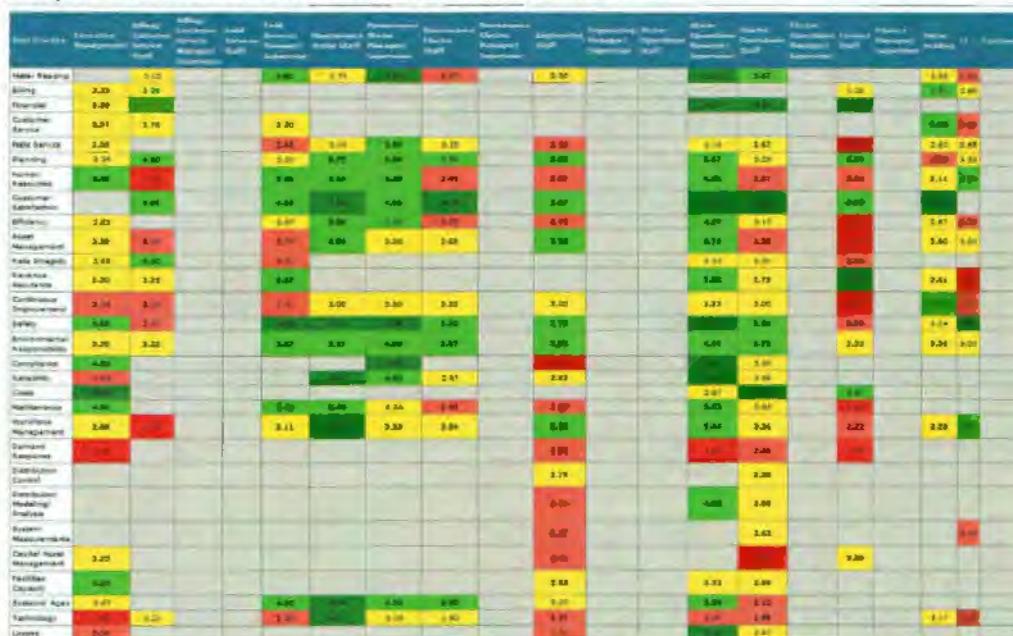


Figure 4 – Screenshot Sample of UtiliWorks Insight™ Data Analysis and Interpretation

1.4. AMI Industry and Market Overview

UtiliWorks will provide an overview of the AMI/Smart Grid market with respect to current market and technology trends, capabilities and migration strategies. After comparing various AMI solutions being adopted by other publicly owned electric utilities, UtiliWorks will assist Front Royal to identify potential solutions for electric utilities of similar size to Front Royal. The overview will involve a high-level feasibility review early in this stage, and with approval from Front Royal, we will dive deeper into a detailed analysis and planning of the potential solutions in the following tasks.

Intermediate Deliverable:

- AMI industry and market overview report
- Illustrations of various AMI solutions and samples
- List of potential solutions for Front Royal

1.5. Current State Development

UtiliWorks will examine Front Royal’s current business processes, practices, and personnel to establish a baseline for assessing AMI readiness. With our current state workbooks as a guide, UtiliWorks will

identify and schedule the necessary working sessions with Front Royal to assess the current state of the following processes/functions:

- Business processes (Meter Reading, Meter Change out, Customer Service, Billing, etc.). A Business Process redesign in the future is crucial to maximize the benefits of an AMI system implementation.
- Application/communications systems and physical infrastructure - maximize leverage of existing assets
- Utility operations and organization

Intermediate Deliverable: High-level current state definition information that ultimately rolls up into the final feasibility study

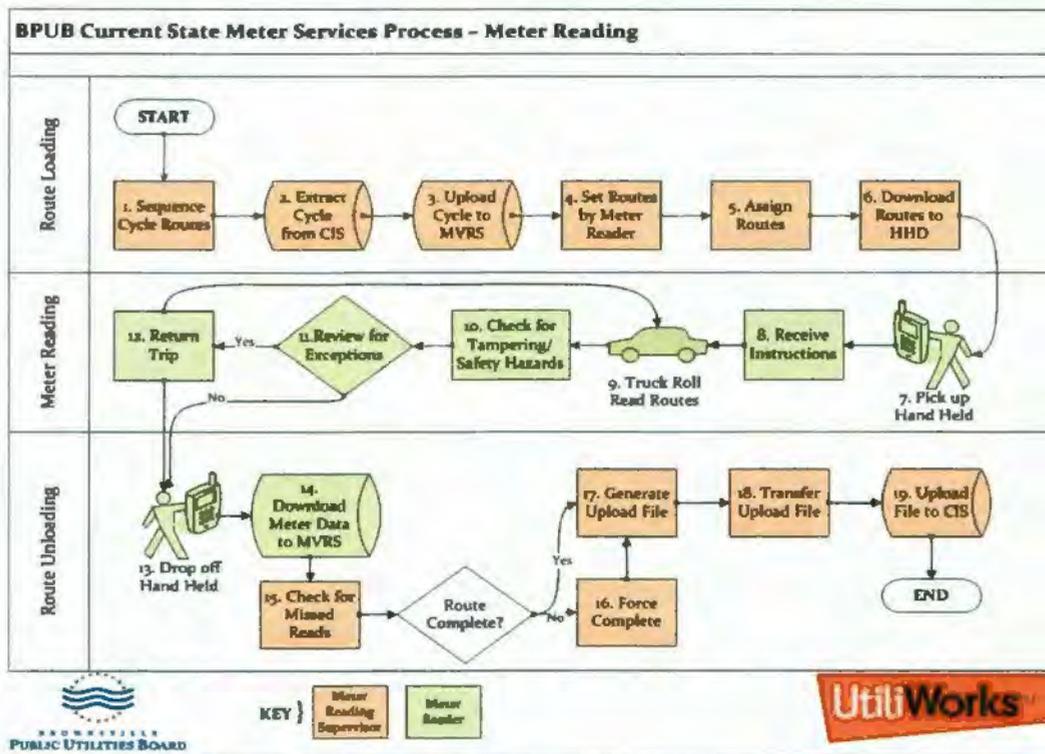


Figure 5 - Example Current State Design Process Map

1.6. Requirements Analysis

The purpose of the requirements task is to identify the Front Royal’s business and system requirements related to an AMI project. UtiliWorks will lead a series of workshops with Front Royal to discover and document the requirements underlying an AMI deployment. Each topic specified below will warrant a deep dive with the relevant personnel to identify the details specific for Front Royal.

- System functional requirements
- Installation requirements and details
- Systems Integration
- IT Infrastructure
- Systems Acceptance Criteria

1.7. Technology, Vendor and Service Level Assessments

UtiliWorks will provide a narrative of key developments and concepts underlying the current state of the industry and vendor’s technology strengths, weaknesses, and suitability to Front Royal’s unique situation. This task will provide the most recent update to our vendor overview along with explanations of how product and system characteristics could impact Front Royal’s operations and customer base. It will clarify any specific features Front Royal may want to include in future project development as well as provide an opportunity for asking questions that will raise the overall education of AMI as it pertains to Front Royal.

Intermediate Deliverables:

- Vendor technologies discussion
- Current state of the market
- Software system integration requirements
- Vendor/technology comparison summary

Electric AMI Solutions															
	Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 5	Vendor 6	Vendor 7	Vendor 8	Vendor 9	Vendor 10	Vendor 11	Vendor 12	Vendor 13	Vendor 14	Vendor 15
															
Summary Ratings															
Company/ Division Experience Electric	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
Product Marketshare	Red	Green	Red	Yellow	Green	Green	Green	Yellow	Red	Green	Green	Green	Yellow	Yellow	Green
Product Feature Set	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
Product Maturity	Red	Yellow	Red	Yellow	Green	Green	Yellow	Green	Green	Green	Red	Green	Yellow	Green	Green
Electric MIU Attributes															
Meter to Collector (RF, PLC, Cellular)	RF	PLC	RF	RF	PLC	RF	RF	Cellular	RF	PLC	RF	RF	RF	RF	RF
RF Network Type (Mesh, P2P, Hybrid)	P2P	N/A	Mesh	Mesh	N/A	Mesh	Mesh	n/a ?	Hybrid?	N/A	Mesh	P2P	Mesh	Hybrid	Hybrid?
1 or 2 Way (Meter to Collector)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
FCC Licensed	Y	N/A	N	N	N/A	N	N	N/A	N	N/A	N	Y	N	N	N
MIU Freq (MHz)	450-470	N/A	902-928	902-928	N/A	902-928	902-928		902-928	N/A		890-960	902-928	902-928	900+
MIU Power (Watts)	1	2		< 50mW								2	1	0.25	100mW
Firmware Upgradeable via Network	N	N		N	N							Y	Y	N	Y
Hosted AMI Headend (SaaS)												Y			
Min/Max Latency	<1 min		3-6 seconds												
Min/Max Read Interval (perhour)	1	1/4		1/12	1/12										
Min/Max Transmit Interval (per/day)	4	5												24/96	X/96
Max Outage Time before Shutdown															
Battery/MIU Warranty Term (years)	20			10 full								20 Pro-rated	Negotiable		

Figure 6 – Sample of AMI Vendor Evaluation Matrix

1.8. Business Case Development

The cornerstone of the business case is the cost/benefit analysis of implementing an AMI System. The methodology will include detailed financial consideration, discussion of payback period, operational impacts, and conclusions. The analysis will use information provided by Front Royal as well as information and data gathered via UtiliWorks industry experience. The business case will incorporate a number of variables: capital costs, operation & maintenance cost and anticipated benefits (e.g. meter reading accuracy, load shifting, personnel savings, financial savings, environmental savings etc.).

UtiliWorks understands that Front Royal desires the focus of the business case to include the following elements which we have incorporated into our proposal:

Commercial and Industrial

- Energy management
- Energy conservation
- Load shifting, management
- Near real time data
- Leveraging existing fiber assets

Residential

- Energy conservation
- Meter reading efficiency
- Leveraging existing ERT meters
 - Future prepaid service
- Electronic billing /Prepay
- Remote connect/disconnect

Engineering and Operations

- Energy management for reliability and quality
- System modeling and monitoring
- Outage management and outage notification
- Load management
- Conservation voltage reductions

UtiliWorks will work with Front Royal to identify possible scenarios and the potential impacts of each scenario. Solutions that provide the most positive impact will be prioritized over those that provide limited return on investment. Alternative scenarios to the primary recommendation will be considered and the pros and cons will be discussed. In conjunction with Front Royal, UtiliWorks will arrive at a proposed future state for which the Business Case can use to project costs, impacts and benefits in contrast to the current state.

Intermediate Deliverable: Draft Business Case Report, Network Architecture (high level), expected ROI

Water AMI Analysis

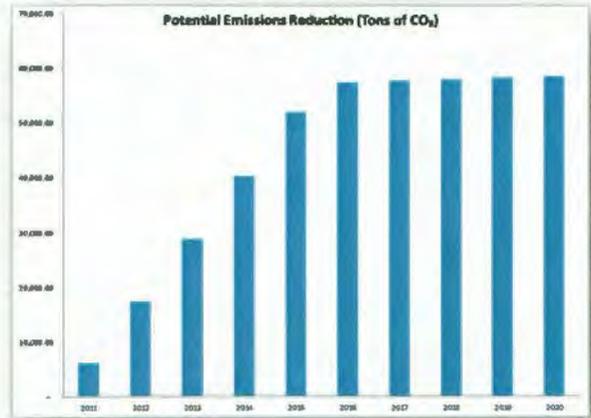
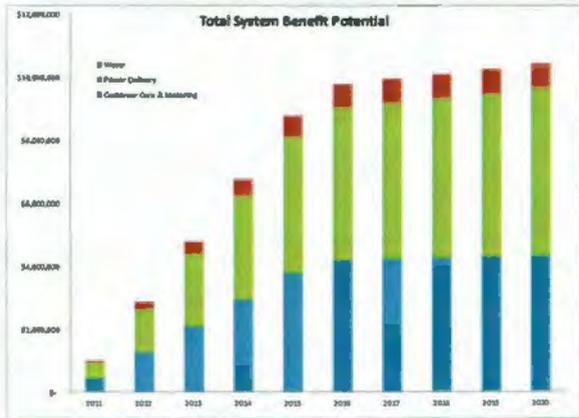
Prepared for:

Prepared by:



Business Case Results (\$MM)

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Program Benefits										
Customer Service	\$ 0.0	\$ 0.1	\$ 0.2	\$ 0.3	\$ 0.3	\$ 0.3	\$ 0.3	\$ 0.4	\$ 0.4	\$ 0.4
Engineering Service	\$ 0.1	\$ 0.4	\$ 0.7	\$ 0.9	\$ 0.9	\$ 0.9	\$ 1.0	\$ 1.0	\$ 1.0	\$ 1.1
Finance and Administration	\$ 0.3	\$ 1.0	\$ 1.7	\$ 2.1	\$ 2.2	\$ 2.3	\$ 2.4	\$ 2.5	\$ 2.6	\$ 2.7
Information Systems - Meter Inaccuracy	\$ 1.4	\$ 4.0	\$ 6.7	\$ 8.1	\$ 8.4	\$ 8.6	\$ 8.8	\$ 9.0	\$ 9.2	\$ 9.4
Information Systems - Water Conservation	\$ 0.7	\$ 2.0	\$ 3.3	\$ 4.0	\$ 4.1	\$ 4.2	\$ 4.3	\$ 4.4	\$ 4.5	\$ 4.6
Wastewater Services	\$ 0.3	\$ 0.3	\$ 0.3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Services - Meter Replacement	\$ 0.3	\$ 1.0	\$ 1.7	\$ 2.1	\$ 2.2	\$ 2.2	\$ 2.3	\$ 2.4	\$ 2.5	\$ 2.6
Time of Use	\$ 0.0	\$ 0.0	\$ 0.0	\$ 0.0	\$ 0.0	\$ 0.0	\$ 0.0	\$ 0.0	\$ 0.0	\$ 0.0
Read-to-Bill	\$ 8.6	\$ 8.5	\$ 8.5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Emissions	\$ 0.0	\$ 1.5	\$ 2.6	\$ 3.1	\$ 3.1	\$ 3.1	\$ 3.1	\$ 3.1	\$ 3.1	\$ 3.1
Total System Benefit	\$ 10.2	\$ 16.8	\$ 23.8	\$ 20.6	\$ 21.1	\$ 21.6	\$ 22.2	\$ 22.7	\$ 23.3	\$ 23.9



	Investment Required (\$MM)	Water Savings Potential (\$MM)	Discounted Payback Ratio
Water AMI	\$26.6	\$15.8	68.4%
AMI	13.9%	8.8%	58.0%
Water Conservation (AMI)	\$55.7	\$76.7	-27.4%

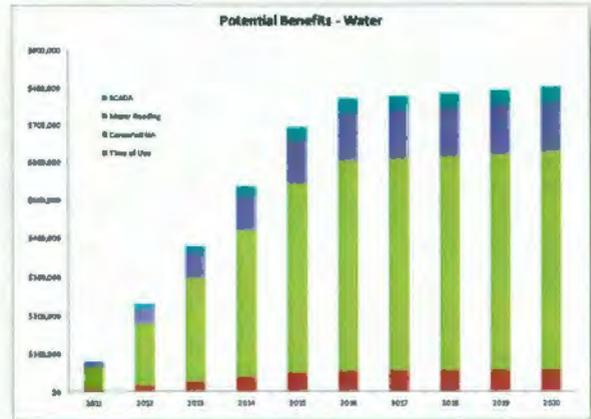


Figure 7 - Sample of UtiliWorks' Business Case Analysis

1.9. Alternative Deployment, Operations and Financial Packages Evaluation

We understand that a large investment in AMI can be a burden for Front Royal's debt financing capacity, particularly if there are other significant capital requirements. UtiliWorks has extensive experience in researching, evaluating and recommending standard and various non-standard financial packages that may be available in the market for installing, owning/leasing/outsourcing and operating AMI systems.

A key UtiliWorks team strength lies in the area of financial analysis, acquisition, and deployment financing strategy development based on the various options available in the market place and determination of the best-fit solution for each specific client. We bring a thorough understanding of alternative financing opportunities, whether it is a partnering model (commonly adopted by many municipal utilities), "piggybacking" model (example: City of Signal Hill, CA which utilized the AMI infrastructure of our client City of Long Beach, CA) or "AMI as a Service" model. We will present those that make the most sense for Front Royal to fund this capital initiative should Front Royal choose to move forward.

1.10. Final Report Preparation and Presentation

UtiliWorks will conduct an onsite presentation with Front Royal's key stakeholders. The cornerstone of the assessment is the business case with financial analysis of implementing an AMI system throughout Front Royal. The analysis methodology will include detailed financial consideration, discussion of payback or savings periods, operational impacts and conclusions. The cost analysis will use information provided by Front Royal, as well as industry information and data gathered from other UtiliWorks projects.

Final Deliverable: The feasibility Study and onsite presentation detailing all the above described activities. This document and other supporting information will be made available via email and on the UtiliWorks SharePoint website for Front Royal

Below is a high-level view of tasks that may occur after the completion of Phase I – Assessment, commensurate with Front Royal's initiative to move forward with AMI/Smart Grid implementation.

Phase II – Procurement (TBD)

- RFP Development
- Proposal Solicitation, Evaluation & Selection
- Contract Negotiations

Phase III – Deployment (TBD)

- Detailed Pilot Plan Development
- Pilot Deployment
- Full Deployment

UTILIWORKS FEATURES

Technology Independence

UtiliWorks is completely technology agnostic and vendor neutral. At UtiliWorks, we understand that every utility has a unique physical and business environment. Our team develops a project vision that includes a benefit package and value proposition specifically for your utility and the customers you serve. We work interactively with utility personnel to apply the technology or combination of technologies that fit your unique environment, while concurrently designing new business practices that support your project's success. We can develop this optimum solution because we have no vendor affiliations. Therefore, we do not associate our recommendations with any particular technology. Our goal is to help our clients be more successful by providing leadership, industry experience and proven implementation methodologies.

What this means to Front Royal:

By engaging UtiliWorks, Front Royal can be sure that the advice it gets is not tainted by any association with any specific vendor. In this way, Front Royal can be sure that the assessment yields a result that is optimized for Front Royal's unique needs and not driven by a commission paid to a consultant tied to a particular vendor.

Technology Familiarity

Although UtiliWorks is vendor neutral in that we have no contractual obligations to any particular vendor, UtiliWorks has a very deep understanding of the AMI/MDM market place and vendor technology/solutions. We meet regularly with all major vendors (e.g. Sensus, Landis+Gyr, Elster, Mueller Systems, GE, Metersense, Tantalus, Itron, Badger, Neptune, Aclara, etc.) at the executive and technical levels for the purpose of understanding their solutions so that we can better serve our customers.

What this means to Front Royal:

By engaging UtiliWorks, Front Royal has more access to major vendors for alternative deployment and operation options than it would with any other firm. With a Vendor Evaluation Matrix created and periodically updated by UtiliWorks, Front Royal will have a better understanding of pros and cons of different vendors, and of the most recent technologies. In this way, Front Royal can better understand the optimized solutions and make decision.

Grant Funding

UtiliWorks has extensive experience in assisting clients by writing successful grant applications for Smart Grid and AMI and projects. We have supported a wide variety of clients to receive federal and state grants and we are fully familiar with this field.

We have a history of successful grant writing including a 100% success rate for the Smart Grid Investment Grants (SGIG) as part of the American Recovery and Reinvestment Act (City of Ruston, LA \$4.3 million, Town of Danvers, MA \$8.5 million, and Burbank Water and Power, \$20.0 million) and WaterSMART grant (City of Topeka, \$300,000).

What this means to Front Royal:

By engaging UtiliWorks, Front Royal does not need to search grant opportunities by themselves. Instead, UtiliWorks will leverage its extensive experience to provide a list of potential federal and state grants suitable for Front Royal to help in identifying opportunities. Also, UtiliWorks' experience in grant writing will help Front Royal in winning grant application.

Expertise in Business Case Development

UtiliWorks recently acquired The Shpigler Group for the specific purpose of achieving excellence in the field of developing AMI and smart grid business cases. David Shpigler, now a Principal of UtiliWorks, is recognized within the industry as the leading expert on AMI and smart grid business case development.

UtiliWorks also has the ability to translate business case findings into operational initiatives. UtiliWorks has been subsequently hired by many clients after completion of business case development, to assist with business process reengineering, system roadmap, RFP procurement, etc.

What this means to Front Royal:

By engaging UtiliWorks and its business case expert, Front Royal can be sure that the business results it receives is sound and can be realized in an actual deployment. Also, Front Royal can be sure to benefit from accurate and actionable recommendations from UtiliWorks to decide next steps and realize benefits.

Highly Dedicated Team

As a highly focused consulting firm, our entire team will be vested in client's success with regards to the initiative. Our team has the knowledge of all major Advanced Metering Infrastructure systems and we provide innovative and flexible staffing with regard to provision of services.

What this means to Front Royal:

Front Royal will have direct access to UtiliWorks top level personnel. Our team will function as an "extension of your staff" and will provide assistance and expert advice on Front Royal's AMI project. Front Royal will always receive quick responses from UtiliWorks for problem solving.

Tab 4 - COST PROPOSAL

A. Proposed Fee

UtiliWorks Consulting has provided the following cost estimate:

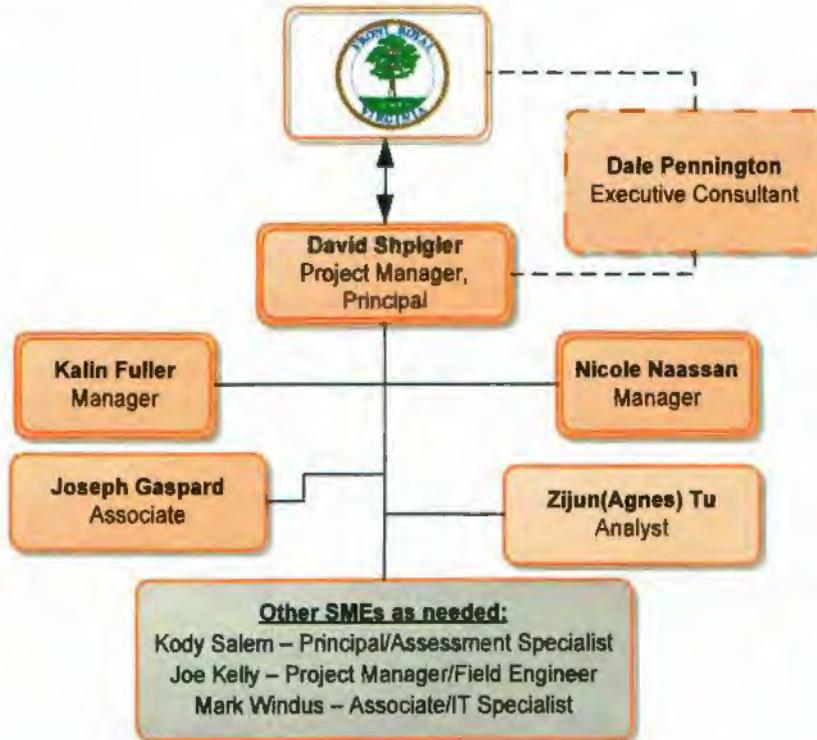
- Phase 1 – Assessment
Total Phase 1 Fixed Fee estimate
\$48,500

B. Assumptions

- a. The proposed estimate does not include any taxes business or other applicable license fees, as such any required fees such as this are in addition to the estimated fee in this proposal.
- b. Travel and Expenses are in addition to the base fee and will be billable at cost.

Tab 5 - PROPOSED PROJECT TEAM

The organizational chart below represents the proposed core team that will serve Front Royal in their AMI Project. This core team has significant experience successfully working together in developing AMI/Smart Metering Assessment, RFP Development, Procurement and Deployment as our client references will testify.



The team has multiple experiences working together and their complete experience and qualification for each individual involved is provided in their resume in the Appendix.

Tab 6 - PROJECT REFERENCES

Below are UtiliWorks select client references related to Assessment, Procurement, Pilot and Full Deployment of AMI/Smart Grid solutions. A more complete list of our current and past projects is provided in the Appendix.

i. City of Manassas

Client: City of Manassas, VA

Meters: 26,000 water/electric

Date Range: October 2009 – December 2013

UtiliWorks Fee: \$350,000

Scope of Work: UtiliWorks was responsible for the planning, execution, implementation, and training for a new advanced metering program deployed in the city of Manassas, Virginia. The program was deployed in three phases: 1) Executive Presentations and Vendor Selection; 2) Pilot Deployment(2013);3)Full Scale Deployment (2013-2014)

Reference Contact Information

Name: Mike Moon

Address:

Title: Director of Public Works/Utilities

8500 Public Works Drive

Phone: (703) 257-8351

Manassas, VA 20110

Email: mmoon@ci.manassas.va.us



ii. City of Ruston, Louisiana

Client: City of Ruston, Louisiana

Meters: 11,000 electric

Date Range: June 2011 – May 2013

UtiliWorks Fee: \$650,000

Scope of Work: UtiliWorks assisted Ruston with their Smart Grid Investment Grant (SGIG) application which resulted in the city receiving a matching grant from DOE of \$4,300,000. UtiliWorks conducted an AMI Technology and Business Case Assessment for Smart Metering (Phase 1), and was subsequently hired as the AMI program manager to Design, Procure, and Manage a Pilot system and prepare the utility for full-scale deployment (Phase 2).

Reference Contact Information

Name: Darrel Caraway

Address:

Title: Utility Manager

1801 McDonald Avenue

Phone: (318) 251-8610

Ruston, LA 70723

Email: dcaraway@ruston.org



iii. City of Orangeburg, South Carolina

Client: Orangeburg Dept. of Public Utilities,
South Carolina

Meters: 25,000 electric, 10,000 gas

Date Range: January 2012 – present

UtiliWorks Fee: \$1,200,000

Scope of Work: UtiliWorks was hired to elicit and document Business and System Requirements by Orangeburg DPU. The next task was to assist Orangeburg in their AMI Procurement Strategy, RFP Requirements and Contracts. UtiliWorks was subsequently tasked to assist Orangeburg with their AMI Pilot and Full Deployment.

Reference Contact Information

Name: John Bagwell

Address:

Title: Director, Electric Division

Attn. John Bagwell, PO Box 1057

Phone: (803) 268-4201

Orangeburg, SC 29116-1057

Email: jbagwell@orbgdpu.com



iv. City of Brownsville, Texas

Client: Brownsville Public Utility Board, Texas

Meters: 65,000 electric/water

Date Range: October 2009 – present

UtiliWorks Fee: \$650,000

Scope of Work: Development of a Smart Metering/AMI Business Case (including a matrix of AMI requirements, economic evaluation of capital costs, present value analysis, and decision-making framework), Stakeholder Assessment, Development of Technology Plan/Road Map, Development of Smart Grid/Metering Vision. Subsequently hired to develop an AMI RFP and manage the Procurement process towards Pilot and Full Deployment.

Reference Contact Information

Name: Eddy Hernandez

Address:

Title: Director, Customer Information Systems

1425 Robinhood Drive, PO Box 3270

Phone: (956) 983-6130

Brownsville, TX 78523

Email: ehernandez@brownsville-pub.com



v. Bermuda Electric Light Company (BELCO), Bermuda

Client: BELCO, Bermuda

Meters: 35,700 electric

Date Range: September 2013 – present

UtiliWorks Fee: \$1,400,000

Scope of Work: UtiliWorks was hired to perform an AMI and Distribution Automation (DA) Business Case Assessment. UtiliWorks was subsequently hired to (a) perform AMI and IT Modernization Planning and (b) oversee and support AMI/MDMS RFP Requirements and Procurement (c) Business Process Design. BELCO is currently engaged in Business Process Design efforts.

Reference Contact Information

Name: Anthony Swan

Address:

Title: Operations Technology Manager

27 Serpentine Road

Phone: (144) 129-5511 1

Pembroke, HM 15 Bermuda

Email: aswan@belco.bm



Appendix I – Project Reference Matrix

UtiliWorks Project List	Utility Type	Meters	UtiliWorks Advantage™ Service Phase	Business Case	Utility Roadmap/ Master Plan	Software Evaluation	Systems Integration	Business Process	AMR/AMI	Meter Data Management (MDM)	Distribution	Demand Response	Yield/AR	Prepay	Data & Network Communications	LW Insight™	Other	Date Range	
AL. Huntsville	Electric/Water/Gas	NA	Design, Deploy, Support				<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>		Expert Testimony	05/10-Present	
BB. Barbados (Barbados Light & Power Company)	Electric	124,000	Procurement, Support						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									07/14-Present
BM. BELCO (Bermuda Electric Light Company)	Electric	35,700	Assessment, Design, Procure, Develop, Install, Support	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>					09/13-Present						
BS. Bahamas (Grand Bahama Power Company)	Electric	18,800	Procurement, Support						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									07/14-Present
CA. Azusa	Electric/Water	37,000	Assessment, Design						<input checked="" type="checkbox"/>										12/12-03/13
CA. Buena Park	Water	20,000	Assessment	<input checked="" type="checkbox"/>															05/14-Present
CA. CPUC	Utility Commission	NA	Assessment, Expert Testimony						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								Expert Testimony	11/10-05/12
CA. Glendale	Electric/Water	121,000	Assessment, Design			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		+Report Design		04/13-Present
CA. Long Beach	Gas	154,000	Assessment, Procure	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									07/13-Present
CA. Los Angeles DWP	Electric/Water	2,060,000	Assessment	<input checked="" type="checkbox"/>															11/09-01/10
CA. Santa Rosa	Water	52,000	Procurement				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>										05/14-Present
CA. UCAN (Utility Consumers' Action Network)	Utility Commission	NA	Assessment, Expert Testimony						<input checked="" type="checkbox"/>									Expert Testimony	05/11-03/12
CAN. Oshawa PUC	Electric	55,000	Assessment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>														03/14-Present
CAN. Winnipeg	Water	194,000	Assessment, Design	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			02/11-11/11
GA. Atlanta-Colonial Pipeline	Gas Pipeline	NA	Design, Deploy, Support												<input checked="" type="checkbox"/>				05/12-12/12
Harris Corporation	Corp.	NA							<input checked="" type="checkbox"/>									Product Study	03/11-11/11
IL. Highland	Electric/Water	11,200	Assessment	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>										01/12-03/13
KS. Topeka	Water	55,000	Assessment, Design	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>				07/08-04/12

UtiliWorks Project List	Utility Type	Meters	UtiliWorks Advantage™ Service Phase	Business Case	Utility Roadmap/ Master Plan	Software Selection	Systems Integration	Business Process	AMR/AMI	Meter Data Management (MDM)	Distribution	Demand Response	Mobile/APP	Prepay	Data & Network Communications	LJW Insight™	Other	Date Range
LA. Minden	Electric/Water	12,000	Assessment	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>									07/06-10/06
LA. Monroe	Water	22,000	Assessment, Design, Procure, Deploy, Support	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									04/12-05/12
LA. Opelousas	Water	7,500	Assessment, Procure						<input checked="" type="checkbox"/>									01/06-03/07
LA. Pineville-CLECO	Electric	NA	Conceptual Design, Support						<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>			03/12-04/12
LA. Plaquemines Parish	Water	10,000	Assessment, Rate Design	<input checked="" type="checkbox"/>													Rate Study	09/14-Present
LA. Ruston	Electric/Water	18,000	Assessment, Design, Procure, Develop, Install, Public Awareness, Deploy	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DOE Project, Cyber Security	06/11-04/13				
LA. Shreveport	Water	67,000	Assessment												<input checked="" type="checkbox"/>			04/10-09/10
LA. Spring Hill	Water	2,500	Deploy						<input checked="" type="checkbox"/>								System Supply	07/06-09/06
LA. St Bernard Parish	Water	18,000	Assessment, Rate Design	<input checked="" type="checkbox"/>													Rate Study	04/14-08/14
LA. Vivian	Water	1,600	Deploy						<input checked="" type="checkbox"/>								System Supply	2007
MA. Danvers	Electric/Water	22,000	Design, Procure, Develop, Install, Public Awareness, Deploy			<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>		DOE Project	01/09-04/13				
MI. Battle Creek	Water	24,000	Assessment	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>									01/09-03/09
Mittel (Israel)	Corp.	NA	Market Study and Analysis						<input checked="" type="checkbox"/>								Product Study	07/08-12/09
MO. Jackson	Electric/Water	13,000	Assessment, Design	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								06/11-03/12
MO. Lee's Summit	Water	30,000	Assessment	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>									08/07-07/08
NC. Wilson	Electric/Water/Gas	70,000	Assessment, Design, Procure, Develop, Install, Public Awareness, Deploy	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>		05/12-Present				
NM. Albuquerque	Water	195,000	Assessment, Design, Procure, Develop, Install, Public Awareness, Deploy	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								05/10-03/12
NY. Freeport	Electric	15,000	Procurement						<input checked="" type="checkbox"/>									05/14-Present

UtiliWorks Project List	Utility Type	Meters	UtiliWorks Advantage™ Service Phase	Business Case	Utility Roadmap/ Master Plan	Software Reduction	Systems Integration	Business Process	AMR/AMI	Meter Data Management (MDM)	Distribution	Demand Response	V2G/V2B	Prepay	Data & Network Communications	UW Insight™	Other	Date Range
NY. Long Island Power	Electric	1,300,000	Assessment, Design	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>									12/08-05/09
Riverside Europe Partners	Corp.	NA															Product Study	02/11-02/11
SC. Orangeburg	Electric/Water/Gas	60,000	Assessment, Design, Procure, Develop, Install, Public Awareness, Deploy	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								01/12-Present				
Sensus	Corp.	NA															Corp Review	10/10-11/10
TN. Knoxville – University of Tennessee	Campus Electric Distribution System	NA	Design, Supply, Deploy, Install, Support						<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>			03/11-12/11
TN. Memphis	Electric/Water/Gas	NA	Supply, Support												<input checked="" type="checkbox"/>			02/12-05/13
TN. Nashville	Electric/Water/Gas	NA	Supply, Support												<input checked="" type="checkbox"/>			02/12-04/12
TN. Sevier County	Electric	NA	Supply, Support												<input checked="" type="checkbox"/>			04/12-05/12
TX. Brownsville	Electric/Water	65,000	Assessment, Design, Procure, Develop, Install, Support	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		10/09-Present										
TX. Houston	Water	478,000	Assessment	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>									11/07-12/07
TX. San Marcos	Electric/Water	30,000	Assessment, Design, Procure, Develop, Install, Public Awareness	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>		10/10-05/11, 02/14-Present
TX. Seguin	Electric/Water	15,000	Procure						<input checked="" type="checkbox"/>									12/07-03/08
TX. Texarkana	Water	26,000	Procure						<input checked="" type="checkbox"/>									12/06-02/07
VA. Manassas	Electric/Water	26,000	Assessment, Design, Procure	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>						10/09-Present				
Vineyard Energy Project	Corp.	NA	Design								<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					DOE Project, Cyber Security	09/10-05/12
WA. Richland	Electric/Water	43,900	Assessment, Design	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>											<input checked="" type="checkbox"/>		10/13-Present

Appendix II – Resumes

DALE PENNINGTON

UtiliWorks Consulting, LLC

Managing Director / Executive Consultant

Mr. Pennington's expertise is developing AMI and Smart Grid solution architecture to drive business improvement for utilities. He has extensive knowledge of the technology, software and networking components that are utilized in the AMI market. By utilizing proven workflow and asset management techniques that he has practiced over the last twenty (20) years, Dale is able to assist clients in maximizing the benefits of their AMI technology investment. His specialization includes: Advanced Meter Infrastructure, Smart Grid Design, Business Process Re- Engineering, Technology Migration, and Change Management.

Specialization

- Advanced Meter Infrastructure
- Data Management
- Business Process Re-Engineering
- Technology Migration
- Change Management
- Smart Grid Deployment Design and Management

Education / Certifications

- **MS Geophysics** – Adelphi University, 1982
- **BS Marine Science and Political Science** – Long Island University, 1978
- **BA Geology and American Studies** – Long Island University, 1978

Relevant Experience

Mr. Pennington offers the following project experience:
Industry Overview: Dale is a leading authority on AMI and Smart Grid technology. He is a regular contributor to industry publications and a frequent panel moderator at industry conferences. He provides expert analysis and commentary to a variety of state, local and federal entities. In addition, Dale conducts Technology Evaluations, Workshops and Customer Needs assessments for utility clients. As an Executive Consultant at UtiliWorks Consulting, LLC, Dale facilitates discussions with vendor and client resources, studies the latest developments with technology applications, and provides strategy and implementation advice both nationally and internationally.

City of San Marcos, TX

Mr. Pennington was responsible for overall delivery of Assessment, Design, Procurement and Implementation Planning services. Dale conducted an AMI Assessment that included: definition of current business processes, review of AMI technology, and development of full-scale deployment cost, determination of ROI and Value

Propositions and presentation to Council. He provided quality assurance for system configuration, deployment, and installation. **Leadership Workshops:** Developed and published information related to impact of selectable bill dates, prepay billing options, home area networks, meter data management system, and water monitoring devices. Provided commentary on how these items impact AMI project stakeholders.

Long Island Power Authority (LIPA), NY

LIPA contracted UtiliWorks Consulting, LLC to assist in the evaluation and design of their smart grid infrastructure over an anticipated five year deployment period. Mr. Pennington has performed the following services for LIPA: Gap Analysis for all critical components for successful Smart Grid Initiative, Develop Strategy for Smart Grid Pilot, Review Vendor responses to RFP for AMI Pilot, Provide next step recommendations for Smart Grid Pilot test and present them to executive team members.

DALE PENNINGTON

City of Topeka, KS

Mr. Pennington strategized planning for long term management of the water utility's assets. This included system wide communication review for major city services. Dale reviewed critical industry and vendor information and developed a Vendor Technology Matrix supported with explanations of how those products and system characteristics could impact the City. He clarified any specific features the owner wanted to include in future project development as well as educating the utility of AMI benefits.

Town of Danvers, MA

Mr. Pennington assisted in the ARRA grant application, securing \$8.5M in federal funding for the Town's Smart Grid Project. Dale also designed and presented a DSM workshop and reviewed and evaluated RFP's and made recommendations for Smart Metering procurement. He subsequently, managed project teams for complete solution development that includes the defining the use of advanced meter data (voltage, current, power factor, etc.) and its relationship to current electric distribution infrastructure.

Brownsville Public Utility Board (BPUB), TX

Mr. Pennington orchestrated the management of the City's AMI assessment. Dale facilitated design in the benefit analysis for both water and electric departments and presented the results of the evaluation to BPUB for the Utility's 100,000 metered endpoints. He also developed the vendor RFP for AMI fixed-net system.

City of Ruston, LA

Mr. Pennington assisted in the SGIG grant application, which resulted in \$3.4M in funds for the City's program. Dale developed and reviewed RFPs and evaluated and presented materials for vendor selection. He managed the overall infrastructure design for Smart Grid developments and Time of Use and Critical Peak Pricing components for the City's Smart Grid design.

Utility Consumer's Action Network, CA

Dale Pennington was the project manager for the Technical Review for San Diego Gas & Electric (SDG&E) Smart Grid Deployment. The contract value amounted to \$260,000. Dale was responsible for analyzing SDG&E's proposed Smart Grid infrastructure. The project also included evaluating the business plan and associated costs, conducting a risk mitigation evaluation, establishing a methodology for current and future state Smart Grid evaluations, developing alternative smart grid deployment plans. Dale also wrote and revised written testimony. Dale assisted UCAN in developing a litigation position, testifying before the Commission, and participating in settlement discussions.

California Public Utility Commission, CA

Dale Pennington was an expert witness for both the Pacific Gas & Electric and San Diego Gas & Electric hearings. The PG&E project cost amounted to \$290,000 and the SDG&E project cost was \$149,630. Dale's role was to understand Utility's existing IT systems and whether the request to modify and augment them in order to implement dynamic pricing is reasonable. Dale also analyzed the proposed upgrades to the customer-assistance website to determine if these upgrades will carry out the desired functionality or not. Dale helped CPUC determine whether the costs associated were truly incremental and reasonable. Dale assisted the DRA in developing a litigation position, preparing written testimony and testifying before the Commission, and participating in settlement discussions.

DALE PENNINGTON

Albuquerque Bernalillo County Water Utility Authority, NM

Dale participated in the procurement and design support project for ABQ. Dale provided an analysis role in reviewing the business case for ABQ and the associated benefits. Dale's knowledge of the various technology vendors was leveraged during the RFP design and review process. Dale participates in vendor site visits, interviews and contract negotiations.

City of Houston Water System, TX

Mr. Pennington conducted an AMI Assessment to identify all critical issues regarding the development of a Fixed Network AMI technology for ultimate build out of 468,000 meters. Subject areas of the assessment included: the overall cost and benefits to the city, the impact on operational teams and customers, and the issue of revenue enhancement and protection. Other tasks included: Analyze AMI technology designs in regards to their strengths and weaknesses; the use of open standards; Produce an AMI Strategy and Technology Road Map for the city to move forward; develop an AMI pilot that will include design, procurement, and implementation tasks utilizing City of Houston resources for installation.

DAVID SHPIGLER

UtiliWorks Consulting, LLC

Principal / Principal Consultant

Mr. Shpigler's experience in the utility industry spans over 15 years, during which time he has provided leadership and vision in formulating long-term strategic focus to nearly 250 utilities and related system developers. David's work as a leading expert in financial and operational modeling of programs has included such areas as smart grid, advanced metering, distributed energy resources, and electric vehicles. David's work has developed industry reports that have been published by EEI, EPRI, UTC, APPA, and other leading industry organizations.

Specialization

- Smart Grid Planning
- Business Plan Development
- Strategy Development
- Financial Modeling
- Operations Management
- Technology Implementation

Education / Certifications

- **BS in Business**, University of the State of New York (Albany)
- **MBA with Concentrations in Finance and Strategy**, University of Chicago, Booth School of Business

Work Experience

- **Vice President**, UtiliWorks
- **President**, The Shpigler Group
- **Manager**, Cambridge Strategic Group
- **Associate, Dean & Company**
- **Associate**, Accenture

Relevant Experience

Smart Grid Planning

Mr. Shpigler has written various industry reports that have analyzed the cost-effectiveness of a smart grid implementation by electric utilities. David has conducted financial analysis to provide a basis for deciding whether, and how, to phase the deployment of components and functions. He has delineated alternative transition paths to the implementation of a holistic smart grid system, including discrete sequential activities that comprise the transition, and provide methods for cost justifying the implementation of any particular phase.

Business Plan Development

David has developed a proven methodology for developing business plans that enable his clients to identify the true economic and operational impacts of a given proposed strategy. Using detailed modeling approaches, the development of a robust and detailed business plan allows for the ability to ensure that decision making is validated through rigorous fact-based analysis.

DAVID SHPIGLER

Strategy Development

David has demonstrated industry leadership in a wide range of strategy development applications, including developing market entry strategies, conducting valuation analysis, supporting program design efforts, evaluating optimal pricing strategies, evaluating customer engagement programs, and supporting industry alliance strategies. Overall, David has developed cutting edge solutions for clients and to solve problems and develop comprehensive strategies; identify strategic direction in endeavors involving new technology and complex market dynamics.

Financial Modeling

David is a well-known industry leader in the field of detailed financial modeling of utility automation programs. David has spearheaded efforts to develop a dynamic modeling approach that blends the resources associated with smart grid, energy demand management, energy storage, and distributed generation to help clients develop optimal strategies in a rapidly changing world.

Operations Management

David has led a wide range of efforts to support the transition of strategic analysis of smart grid program design into dynamic operational initiatives. David has led efforts to support the creation of clear reporting requirements and internal evaluations of program progress. He has further developed complete operational models that allow for precise program tracking with detailed metrics associated. David has worked with numerous internal subject matter experts to establish baseline metrics and used them to identify appropriate tracking mechanisms for internal and external reporting requirements through the use of a "dashboard" metrics platform.

Technology Implementation

David has led project management efforts for a variety of pilot programs and early stage program implementations of advanced metering, distribution automation, energy demand management, and communications upgrades. David has further supported communications planning efforts for electric utilities, using modeling approaches to support system design optimization efforts.

KALIN FULLER

UtiliWorks Consulting, LLC

Associate / Consultant

Mr. Fuller is a consultant who is leveraging his previous Smart Grid project experience at large IOUs at UtiliWorks. He excels as a lead analyst focusing in AMI deployment planning, business case development, business process development, financial analysis, business process optimization and change management.

Location: Denver, CO

Specialization

- Business Process Engineering
- Financial & Economic Analysis
- Policy & Technical Documentation Development
- Business Case Development
- Regulatory Support
- Change Management
- System & Operational Testing
- Grant Writing

Education / Certifications

- **MBA**, Webster Graduate School, Regents College, London - 2008
- **BA International Affairs**, University of Colorado, Boulder CO - 2004

Relevant Experience

Department of Public Utilities Orangeburg, SC

Mr. Fuller worked extensively with DPU, including developing conceptual state use cases, requirements building, RFP writing, business case development, system integration, and project support. Kalin has supported DPU in AMI pilot design, procurement and implementation. Additionally, Mr. Fuller led DPU staff on business process re-engineering, and user acceptance testing efforts. Kalin worked with vendors to incorporate AMI and Meter Data Management system functions within its operations and prepare for full AMI deployment.

Albuquerque Bernalillo County Water Utility Authority, NM

Mr. Fuller supported the AMI implementation at ABCWUA. He re-engineered business processes, supported project management; coordinated vendors, performed software testing. Mr. Fuller also identified hundreds of thousands of dollars in revenue opportunities from business process and database analysis. Additionally, Kalin has performed grant writing for ABCWUA.

City of Topeka, KS

Mr. Fuller is implementing a data analytics program at the City of Topeka to improve operational efficiencies and identify additional opportunities.

Town of Manassas, VA

Kalin worked with the Town of Manassas to develop and re-engineer business processes for the implementation of the AMI system.

Duke Energy

Mr. Fuller led a data collection team to analyze and determine smart grid operational benefits. Kalin also assessed overall systems integration of Duke Energy Ohio Smart Grid for optimal utilization of the grid and provided recommendations to the Public Utilities Commission of Ohio to inform their rate making process.

Xcel Energy

Lead the project team in evaluating the benefits and risks related Xcel Energy's SmartGridCity™ Demonstration Project, including Integrated Volt VAR Control, Distribution Automation, in-home devices and AMI. Evaluated IT systems associated with the project to understand system scalability and effectiveness.

NICOLE NAASSAN

UtiliWorks Consulting, LLC

Associate / Senior Consultant

Ms. Nicole Naassan has over twenty (20) years of experience in the energy sector and specializes in customer back office systems deployment and integration. She is well versed in meter to cash analytics, process re-engineering, regulatory compliance, and utility ratemaking.

Specialization

- Business Process Development
- Customer Back Office Systems Integration
- Meter to Cash
- Project Management

Education / Certifications

- **BBA, Economics and Finance, Graduated with Honors**, New Mexico State University, 1992
- **Constellation Management Development Program**, Constellation Energy, 2005
- **NARUC Annual Regulatory Studies Program**, The Eli Broad Graduate School of Management, 1993

Relevant Experience

Brownsville Public Utility Board (BPUB), TX

UtiliWorks was hired by BPUB to develop a Smart Grid implementation roadmap, including technology and business plans. Ms. Naassan conducted key business process mapping and analysis required to prepare BPUB for the deployment of an AMI and MDM pilot project. Ms. Naassan also conducted project coordination and management activities.

City of Winnipeg, Canada Water and Waste Department

UtiliWorks provided the City of Winnipeg an AMI Assessment and Business Case study for the implementation of an advanced water metering solution. Ms. Naassan assisted with the development of the business case and supporting deliverables. The report outlined results, key issues, and recommendations on how best to proceed.

Utility Customers' Action Network (UCAN), CA

UtiliWorks was retained by UCAN to critically review aspects of the San Diego Gas & Electric Company (SDG&E) 2012 General Rate Case (GRC) application related to twelve (12) proposed Smart Grid

infrastructure projects. Specifically, UtiliWorks was asked to analyze the proposed technology, system design and cost, and provide expert testimony supporting our position. Ms. Naassan was the Project Manager responsible for the oversight, coordination, and development of discovery and research, expert testimony and supporting workpapers, cross examination, and witness preparation.

City of Jackson, MO

Ms. Naassan assisted with the development of a Smart Grid Assessment and associated deliverables. The assessment provided the client with scenarios on how to proceed with their plan to install smart electric and water meters.

City of Topeka, KS

UtiliWorks provided technical and business evaluation of AMI, CIS, and SCADA systems, including analysis and recommendations of area assessments, formulation of an overall business strategy, and an Automation Master Plan to leverage future planned communication infrastructure and subsequent platform integration. Ms. Naassan developed and drafted the RFP for a Customer Information System (CIS).

NICOLE NAASSAN

City of Chanute, KS

UtiliWorks provided the City of Chanute an AMI assessment with analysis of the critical features and benefits of a Fixed Network AMI technology deployment. Ms. Naassan was the Project Manager overseeing the pre-assessment survey, business process discovery, capital cost estimate, technology review, benefits analysis, assessment presentation and training workshop, and RFP development.

City of Wilson, NC

UtiliWorks was hired to conduct an AMI assessment and develop an RFP for the City of Wilson. The scope of the effort was to educate the City of Wilson and identify the costs, benefits, opportunities and concerns to help guide the decision to deploy an AMI system. Ms. Naassan was the Project Manager overseeing the

current state definition, business case development, AMI technology review and recommendations, training workshop, and RFP development.

City of Long Beach, CA

UtiliWorks is currently engaged to conduct an AMI assessment and assist in the selection of an AMI and MDM system for the Long Beach Gas & Oil Department. Ms. Naassan is the Project Manager overseeing development of the assessment, the RFP, and selection of the vendor(s).

City of Richland, WA

UtiliWorks is currently engaged with the City of Richland to provide Smart Grid planning and program implementation oversight. Ms. Naassan is the Project Manager supporting this effort.

Previous Work Experience

- Operations Consultant (2007-2011)
- Director of Operations , Constellation new Energy (2000-2006)
- Task Manager, Pace Global Energy Services (1996-2000)
- Public Utilities Specialist, Federal Energy Regulatory Commission (1992-1996)

JOSEPH GASPARD

UtiliWorks Consulting, LLC

Associate/Consultant

Mr. Gaspard is a consultant who brings experience working in legal compliance and financial modeling to UtiliWorks. He excels at data analysis and business case development, as well as social media and digital marketing. He supports the financial and operational analytics efforts at UtiliWorks.

Specialization

- Financial modeling
- Data analysis
- Compliance research
- Social media marketing

Education

- BA, Government, Harvard University, Cambridge, MA

Relevant Experience

Plaquemines Parish, LA

Mr. Gaspard is taking the lead on data collection and analysis for UtiliWorks' rate study in Plaquemines Parish, LA. He has been the liaison between UtiliWorks and the water, wastewater, and solid waste utilities. He is developing the model and will assist in determining the revenue requirements for each utility, as well as the rate structure design process.

Bermuda Electric and Light Company (BELCO), BERMUDA

UtiliWorks assisted BELCO with the development of an Assessment and Business Case/Financial Analysis followed by Procurement and Pilot phase.

City of Glendale, CA

Mr. Gaspard prepared a draft report for the California Energy Commission (CEC), summarizing the results of the city's AMI/Smart Grid efforts. The draft report complied with

CEC requirements, and accurately summarized the qualitative and quantitative impacts of the AMI deployment in Glendale.

Gunderson Dettmer, LLP

As a senior corporate paralegal at Gunderson Dettmer, Mr. Gaspard was responsible for managing client relationships, preparing pro-forma models for venture financings, and performing securities compliance research.

Knightsbridge Park Real Estate Marketing

Mr. Gaspard worked as a digital marketing strategist for Knightsbridge Park. He designed and oversaw digital marketing campaigns and search engine optimization (SEO) for luxury real estate development websites. He also prepared press releases in connection with marketing efforts, and responded to feedback and questions from the public regarding development activities.

UtiliWorks Consulting, LLC

Analyst / Consultant

As a consultant with UtiliWorks, Ms. Tu applies her knowledge and skills she gained from school and several working experiences. She provides support to the financial and operational analysis practice of the UtiliWorks team.

Specialization

- Data Collection and Analysis
- Fundamental and Technical Analysis
- Financial Modelling
- Risk Management
- Energy Finance and Valuation
- Energy Commodities and Derivatives

Education / Certifications

- **Master of Management in Energy**, Tulane University, New Orleans LA
- **Bachelor of Economics in Credit Management**, Tianjin University of Finance and Economics, Tianjin, China
- **Bloomberg Essentials (Equity, Fixed Income, FX and Commodity) certified**, Bloomberg, 2014

Relevant Experience

Tantalus Systems Corp.

UtiliWorks assists Tantalus Systems Corp with strategic planning. Ms. Tu provides assistance with value proposition analysis, financial model development, market evaluation and go-to-market strategy.

Plaquemines Parish, LA

UtiliWorks assisted Plaquemines Parish with a utility rate study for water, sewer and solid waste services. Ms. Tu provided assistance with data collection, financial analysis and development of rate structures.

Bermuda Electric and Light Company (BELCO), BERMUDA

UtiliWorks assisted BELCO with the development of an Assessment and Business Case/Financial Analysis followed by Procurement and Pilot phase. Ms. Tu provided assistance with business modeling.

China Unicom (Hong Kong) Operations, LTD.

Ms. Tu developed and implemented a customer service plan to streamline customer service department and led a three-member team that increased the company's internal communication efficiency by 20%.

Calumet Specialty Products Partners, LP.

Ms. Tu worked as a project team member in Calumet's case study. She interviewed company management and conducted analysis on fundamentals, financials, taxation and regulatory environment for management team's needs and published the case study titled "Calumet Specialty Products: Going Public as a Downstream Company".

Hang Seng Bank, LTD.

Ms. Tu assisted Corporate Banking department to conduct daily market fundamentals and technical research, industry analysis and risk analyst assessment reports.

PLEASE NOTE: State Corporation Commission (SCC) registration requirements effective July 1, 2010 require that your proposal include the identification number issued by the State Corporation Commission as proof of registration or justification for non-registration, per the requirements in Sections 6.31 and 9.21. Please complete the Proof of Authority to Transact Business in Virginia form on page 32 of this solicitation and submit it with your proposal. Failure to provide this information or providing inaccurate or purged information shall result in your proposal being rejected.

State Corporation Commission Form

Virginia State Corporation Commission (SCC) registration information.

Pursuant to VPPA §2.2-4311.2, the bidder must include the following information:

is a corporation or other business entity with the following SCC identification number:

7049449-4

OR

- is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust

OR

- is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location)

OR

- is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

- NOTE:** Check this circle if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the

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

Page 1
Item No. 11

Meeting Date: June 22, 2015

Agenda Item: COUNCIL APPROVAL – Deed of Easement for Middle School Temporary and Electric Construction

Summary: Council is requested to approve a Deed of Easement for the Town to accept the conveyances by the County of Warren to the Town of various temporary construction and electric easements needed in connection with the construction of the new middle school adjoining Leach Run Parkway.

Budget/Funding: None

Attachments: Letter from the County of Warren's Attorney and Deed of Easement

Meetings: None

Staff Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council approve a Deed of Easement for the Town to accept the conveyance by the County of Warren to the Town of various temporary construction and electric easements needed in connection with the construction of the new middle school adjoining Leach Run Parkway.

*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: SB



COUNTY OF WARREN

Office of the County Attorney
Warren County Government Center
220 North Commerce Avenue, Suite 100

Front Royal, Virginia 22630

Phone: (540) 636-6674

FAX: (540) 636-6980

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Blair D. Mitchell
County Attorney

Dan N. Whitten
Assistant County Attorney

Jennifer L. Woody
Paralegal

BOARD OF SUPERVISORS

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Daniel J. Murray, Jr.
North River
District

Douglas P. Stanley
County Administrator

June 3, 2015

Douglas W. Napier, Esq.
Town Attorney
102 East Main Street
Front Royal, Virginia 22401

Re: Deed and Plats for Leach Run Parkway

Dear Doug,

In association with the Leach Run Parkway project, I have one more set of plats and one deed that I need you to circulate for signatures and return to me.

Pennoni has created a plat showing the temporary construction easements and permanent drainage easements on portions of the property purchased by the EDA south of the Swan Farm property. These need to be signed by the named Town officers – Steve, Jeremy, and Kim. Four originals are attached. I need all of the signed and returned to me, please, if you would be so kind as to circulate them.

Additionally, I have prepared a deed of easement for the conveyance from the County to the Town of the electric easement and temporary construction easements on the property that is to be conveyed to the School Board for the future middle school. This is to be conveyed between the EDA's conveyance of 27 acres to the County and the County's conveyance of the same property plus nearly 5 more acres to the School Board.

The deed refers to the easements shown on the 6-page plat showing the vacation of lot lines and re-subdividing of the lots to create the future middle school site. Sheets 5 and 6 of the plat show the easements. The Town has already signed off on the plat, and I believe Jeremy may have a copy, in case you or Steve need to see it.

THIS DEED
NEEDS TO
HAVE THE
MAYOR'S
SIGNATURE

JUN - 5 2015

Douglas W. Napier, Esq.
Re Deed and Plats for Leach Run Parkway
June 3, 2015
Page 2

We intend to go to closing and record the deeds and the plat in about 2 weeks.
So the sooner you can get these back to me the better.

Of course, if you or anyone else over there have any questions about this,
please feel free to call me at your earliest convenience.

Thank you in advance.

Sincerely,

A handwritten signature in cursive script, appearing to read "Blair", with a long horizontal flourish extending to the right.

Blair D. Mitchell

Attachments: 4 original plats
Deed of easement

cc: Douglas P. Stanley (w/o attachments)
Jennifer R. McDonald (w/o attachments)

This deed is exempt from the recordation taxes imposed by Va. Code Ann. §§ 58.1-801 and 58.1-803, pursuant to § 58.1-811.

Consideration: \$0.00

Prepared by: Blair D. Mitchell
County Attorney
220 N. Commerce Avenue, Suite 100
Front Royal, Virginia 22630
Telephone: (540) 636-6674
Fax: (540) 636-6980

Assessment: \$0.00

Tax Map Reference No.:
20A21-2-7

DEED OF EASEMENT

THIS DEED OF EASEMENT is made and entered into this _____ day of _____, 2015, by and between the **COUNTY OF WARREN, VIRGINIA**, a political subdivision of the Commonwealth of Virginia (**GRANTOR**), and the **TOWN OF FRONT ROYAL, VIRGINIA**, a Virginia municipal corporation, (**GRANTEE**).

W I T N E S S E T H:

THAT FOR AND IN CONSIDERATION of the sum of ONE DOLLAR (\$1.00) cash in hand paid by the Grantee to the Grantor, receipt whereof is hereby acknowledged, the Grantor grants and conveys unto the Grantee the following rights in real property situated in the **HAPPY CREEK MAGISTERIAL DISTRICT**, Warren County, Virginia, to-wit:

The privilege and easement in perpetuity for rights-of-way to construct, lay, maintain, repair, inspect, improve, and operate within the easement strips hereinafter described and referred to, conduits, wires, works and systems for the transmission and/or distribution of electric power, underground through the property of the Grantor shown and designated as "THE COUNTY OF WARREN, VIRGINIA MAP #20A212 7 INST. #130005169" on a plat entitled "PLAT SHOWING VACATION OF PARCELS LOCATED ON THE PROPERTY OF INDUSTRIAL DEVELOPMENT AUTHORITY

OF THE TOWN OF FRONT ROYAL AND THE COUNTY OF WARREN, VIRGINIA, THE TOWN OF FRONT ROYAL, VIRGINIA AND THE COUNTY OF WARREN, VIRGINIA LOCATED IN TOWN OF FRONT ROYAL HAPPY CREEK MAGISTERIAL DISTRICT, WARREN COUNTY, VIRGINIA”, dated February 11, 2015, prepared by John H. Genther, L.S., and of record in the Clerk’s Office of the Circuit Court of Warren County, Virginia, attached to Instrument # _____, and at Slides _____.

There is also hereby conveyed a temporary construction easement of variable width as shown on the aforesaid plat.

It being the same property conveyed unto the Grantor by Deed dated _____, between the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia and the County of Warren, Virginia, of record at Instrument # _____ in the Clerk’s Office aforesaid.

Also known as Warren County **Tax Map and Parcel 20A21-2-7.**

THIS IS AN EASEMENT FOR UNDERGROUND CONDUITS AND WIRING AND NOT FOR ANY ABOVEGROUND LINES, WIRES, AND/OR POLES

The further terms and conditions of this grant are as follows:

(a) That the Grantee may (but is not required to) trim, cut, remove, and keep clear all trees, limbs, undergrowth, and any and all other obstructions, within the said rights-of-way or easement strips, that may in any manner in Grantee’s judgment endanger or interfere with the proper and efficient operation of the works and systems therein or thereon and the Grantee shall have all such other rights and privileges as are reasonably necessary or convenient for the full enjoyment and use of the easements herein granted for the aforesaid purpose.

(b) The granting of the easements hereinafter described neither expressly or impliedly constitutes any payment, nor the waiver of any obligation for the payment, by the Grantor or his successors or assigns, or any cut-in fee or charge, tax, assessment or other charge or obligation whatsoever now due or heretofore due

or hereafter to become due and payable to the Grantee or to any person, firm or other corporation whatsoever.

(c) That Grantee will exercise reasonable care to protect Grantor's property from damage or injury occasioned in the enjoyment of the easements and rights herein granted, and to promptly repair the said property or reimburse the Grantor for any property damaged beyond repair.

(d) That if Grantee does cut or fell any brush, undergrowth or trees, or should excavations be carried on pursuant to this easement and any large-sized rocks or boulders are unearthed and are not buried in said excavation, such brush, undergrowth, trees, large-sized rocks and boulders shall, at the expense of Grantee be removed from Grantor's property.

(e) That Grantor shall have no right, title, interest, estate or claim whatsoever in or to any of the lines, pipes, or other equipment and accessories installed by virtue hereof.

Grantor further covenants that it has the right to convey the said easements; that the Grantee shall have quiet and peaceful enjoyment and possession of said easements, and that the Grantor will execute such further assurances of the said grant and easements herein contained as may be requisite.

WITNESS the following signature:

COUNTY OF WARREN, VIRGINIA
a political subdivision of the
Commonwealth of Virginia

By: _____ **(SEAL)**
Richard H. Traczyk, Chairman
Warren County Board of Supervisors

ATTEST:

Douglas P. Stanley
County Administrator

Commonwealth of Virginia
County of Warren, to-wit:

I, _____, the undersigned Notary Public, do hereby certify that Richard H. Traczyk, Chairmen of the Board of Supervisors, and Douglas P. Stanley, County Administrator, whose name are signed to the foregoing Deed of Easement bearing the date of the _____ day of _____, 20____, have this day personally appeared and acknowledged the same before me in my State and in the City/County aforesaid.

Given under my hand this ___ day of _____, 20_____.

NOTARY PUBLIC

My commission expires _____.

Certificate Number _____.

The foregoing conveyance is hereby accepted by the Town of Front Royal, Virginia, as evidenced by the signature of the undersigned, who is authorized to accept this conveyance on behalf of the Town, as evidenced by a Resolution adopted by the Town Council.

WITNESS the following signature:

TOWN OF FRONT ROYAL, VIRGINIA

BY: _____
Hon. Timothy W. Darr, Mayor

ATTEST:

Jennifer Berry, Clerk of Council

Commonwealth of Virginia
County of Warren, to-wit:

I, _____, a Notary Public in and for the Commonwealth of Virginia At Large, do hereby certify that Timothy W. Darr, Mayor, and Jennifer Berry, Clerk of Council, whose names are signed on behalf of the Town of Front Royal, Virginia, to the foregoing Deed of Easement bearing the date of the _____ day of _____, 20____, have each this day personally appeared and acknowledged the same before me in my State and in the County aforesaid.

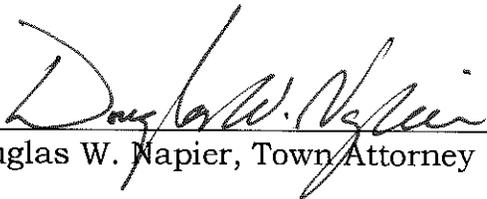
Given under my hand this ____ day of _____, 20____.

NOTARY PUBLIC

My commission expires _____.

Certificate Number _____.

APPROVED AS TO FORM:



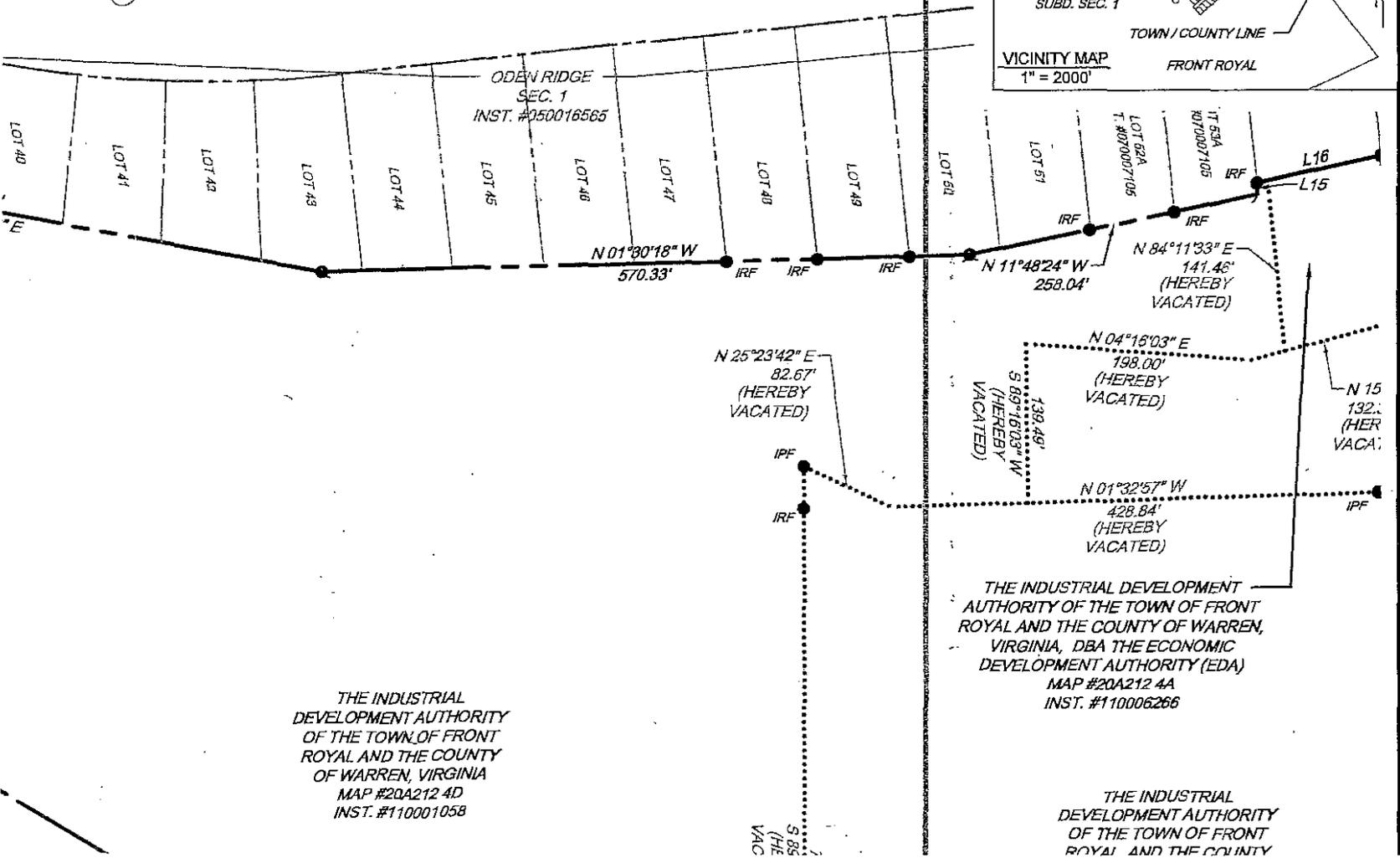
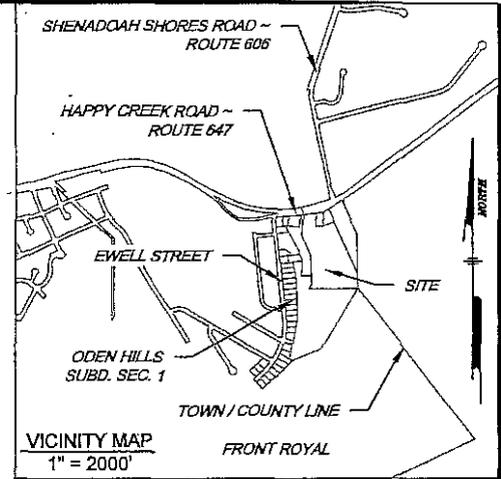
Douglas W. Napier, Town Attorney

DATE: 06-09-2015

TOWN OF FRONT ROYAL APPROVAL:

REVIEWED AND APPROVED BY THE TOWN OF FRONT ROYAL, VIRGINIA:

SBMBL DATE: 2/23/15
 TOWN MANAGER
Thomas J. Casper DATE: 2/24/15
 DIRECTOR OF PLANNING AND ZONING
Kevin G. Geller DATE: 2/23/15
 DIRECTOR OF FINANCE



THE INDUSTRIAL
 DEVELOPMENT AUTHORITY
 OF THE TOWN OF FRONT
 ROYAL AND THE COUNTY
 OF WARREN, VIRGINIA
 MAP #20A212 4D
 INST. #110001058

THE INDUSTRIAL
 DEVELOPMENT AUTHORITY
 OF THE TOWN OF FRONT
 ROYAL AND THE COUNTY
 OF WARREN,
 VIRGINIA, DBA THE ECONOMIC
 DEVELOPMENT AUTHORITY (EDA)
 MAP #20A212 4A
 INST. #110006266

THE INDUSTRIAL
 DEVELOPMENT AUTHORITY
 OF THE TOWN OF FRONT
 ROYAL AND THE COUNTY

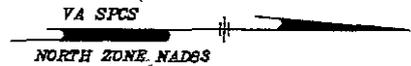


PENNONI ASSOCIATES INC.
 208 Church Street, SE
 Leesburg, VA 20175
 T 703.777.3616 F 703.777.3725

**PLAT SHOWING
 VACATION OF PARCELS**
 LOCATED ON THE PROPERTY OF
 INDUSTRIAL DEVELOPMENT AUTHORITY
 OF THE TOWN OF FRONT ROYAL
 AND THE COUNTY OF WARREN, VIRGINIA,
 THE TOWN OF FRONT ROYAL, VIRGINIA AND
 THE COUNTY OF WARREN, VIRGINIA
 LOCATED IN
 TOWN OF FRONT ROYAL
 HAPPY CREEK MAGISTERIAL DISTRICT
 WARREN COUNTY, VIRGINIA

JHG	JHG	JHG	JHG	JHG	BY
-----	-----	-----	-----	-----	----

WARREN MEMORIAL HOSPITAL
 MAP #20A212 2
 INST. #080003553



N 68°19'43" E
 442.14'

IPF

THE INDUSTRIAL
 DEVELOPMENT AUTHORITY
 OF THE TOWN OF FRONT
 ROYAL AND THE COUNTY
 OF WARREN, VIRGINIA
 MAP #20A212 4D
 INST. #110001058

N 25°23'42" E
 82.67'
 (HEREBY
 VACATED)

IPF

IRF

S 89°31'51" W
 726.01'
 (HEREBY
 VACATED)

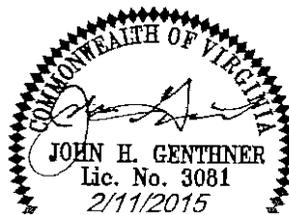
1057.20'
 S 31°48'59" W

WARREN MEMORIAL HOSPITAL
 MAP #20A212 2
 INST. #080003553

IRF

TOWN OF FRONT ROYAL
 WARREN COUNTY
 CASE # L 14-262

S 01°50'48" E
 171.70'



NOTES:

1. ALL LAND RECORDS REFERRED TO HEREIN ARE RECORDED IN WARREN COUNTY, VIRGINIA.
2. THIS PLAT WAS PREPARED WITHOUT BENEFIT OF A TITLE REPORT. THE PROPERTY MAY BE SUBJECT TO EASEMENTS NOT SHOWN HEREON.
3. REFERENCE IS HEREBY MADE TO THE CONSTRUCTION PLANS FOR LEACH RUN PARKWAY, CURRENTLY UNDER DEVELOPMENT BY PENNONI ASSOCIATES, INC.
4. THE BASIS OF MERIDIAN IS VA SPCS NAD83 NORTH ZONE (2011 ADJUSTMENT), ESTABLISHED BY A GPS SURVEY BY THIS FIRM DATED SEPTEMBER 13, 2013.
5. THE FIELD WORK WAS COMPLETED ON NOVEMBER 8, 2014.
6. THE TEMPORARY CONSTRUCTION EASEMENTS ARE TO BECOME NULL AND VOID AT SUCH TIME AS LEACH RUN PARKWAY CONSTRUCTION IS COMPLETE AND BONDS HAVE BEEN RELEASED.
7. PROPOSED LEACH RUN PARKWAY SHALL BE A LIMITED ACCESS HIGHWAY, CONSTRUCTED WITHIN THE FUTURE RIGHT-OF-WAY DEDICATION PARCEL, TO BE DEDICATED TO THE TOWN OF FRONT ROYAL PRIOR TO ACCEPTANCE OF LEACH RUN PARKWAY BY THE TOWN OF FRONT ROYAL, THE PARCEL SHALL BE LEGALLY DEDICATED FOR USE AS A PUBLIC RIGHT-OF-WAY AND IS NOT TO BE CONSIDERED A SEPARATE BUILDING LOT FOR ANY OTHER PURPOSE.
8. RIGHT OF WAY RESERVATION LINES ARE SHOWN ON A PLAT ENTITLED "PLAT SHOWING THE LAND OF RAMSEY TRACT & STROTHER TRACT, THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE TOWN OF FRONT ROYAL AND THE COUNTY OF WARREN, VIRGINIA", DATED NOV. 15, 2011, PREPARED BY DARRYL G. MERCHANT, L.S.

PROJECT STATUS: ---

PLOT STYLE: Pennoni NCS.sib

PLOTTED: 2/11/2015 7:42 AM, BY: John Genthner

X:\302 Leach Run Parkway\DESIGN\WRRK-1302-VR-BLA-WCMS.dwg

12



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

Page 1
Item No. 12

Meeting Date: June 22, 2015

Agenda Item: COUNCIL APPROVAL – Proposal for Police Headquarters Design Services

Summary: Council is requested to approve a proposal from Moseley Architects for the new Police Headquarters design in an amount not to exceed \$489,606.00 with a Notice to Proceed effective July 1, 2015, as presented.

Budget/Funding: Funding will be from 9130-7013 – Police Department Headquarters with a Notice to Proceed effective July 1, 2015.

Attachments: Proposal from Moseley Architects

Meetings: Work Session held June 15, 2015.

Staff Recommendation: Approval Denial

Proposed Motion: I move that Council approve a proposal from Moseley Architects for the new Police Headquarters design in an amount not to exceed \$489,606.00 with a Notice to Proceed effective July 1, 2015, as presented.

ROLL CALL VOTE REQUIRED

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

Approved By: SB

MOSELEYARCHITECTS

CHARLOTTE
FAIRFAX
April 21, 2015

HARRISONBURG
RALEIGH-DURHAM
RICHMOND
VIRGINIA BEACH
WARRENTON

RE: Architectural and Engineering Design Services
New Police Headquarters
Town of Front Royal, Virginia

Mr. Steve Burke
Front Royal Town Manager
102 E. Main Street
P.O. Box 1560
Front Royal, Virginia
22630

Dear Steve:

Moseley Architects is pleased to offer this proposal for architectural, engineering, and interior design services for the above referenced Project.

Project Scope of Work

Our proposal is based on the following Project scope:

The Project site is located in the Town of Front Royal on a 5.24 acre property on the east side of Kendrick Lane between Monroe Avenue and Adams Avenue, formerly part of the Avtex site. The Project consists of the construction of an approximately 20,000 square foot police station with interior furniture, staff and visitor surface parking, vehicular circulation, pedestrian paving, earthwork and grading, utilities, stormwater management, and landscaping. The Project will include the construction of a new communications tower up to 60'-0" tall.

It is understood the Project shall be delivered using a design-bid-build procurement method and constructed under a single, stipulated sum construction contract pursuant to solicited competitive bidding.

Consultants to Moseley Architects

Moseley Architects proposes to provide the architectural, mechanical, electrical and structural engineering, interior design and security design services with its own staff.

We will engage the following consultants for the Project:

- Downey & Scott for construction cost estimating services.
- Pennoni Associates Inc. for civil engineering services.
- McClaren, Wilson & Lawrie for consulting architectural services.
- Triad Engineering for geotechnical engineering services.

Proposed Services

Our proposed Basic Services consist of normal architectural; mechanical (HVAC and plumbing) engineering; electrical engineering; and civil engineering services for the Schematic Design, Design Development, Construction Documents, Bidding and Construction Phases as described herein and as defined in *AIA Document B101-2007, Standard Form of Agreement Between Owner and Architect*, with such amendments as may be agreeable to both the Town of Front Royal and Moseley Architects. We have enclosed a copy of the *AIA Document B101-2007* for review by you and the Town Attorney.

Moseley Architects will also provide Programming services and interior design services identified as Additional Services in our Agreement. Descriptions of all of the Additional Services we propose to provide follows the Basic Services' descriptions below.

Basic Services can be summarized as follows:

Schematic Design Services

1. Develop Schematic Design Drawings to 35% consisting of conceptual master plan of the site, building floor plans, and not more than two exterior elevation design options.
2. Conduct one meeting to review the 35% Schematic Design drawings with the Town and the Police Department.
3. Incorporate comments from the design review meeting and develop Schematic Design drawings to 95%.
4. Conduct one meeting to review the 95% Schematic Design drawings with the Town and the Police Department.
5. Incorporate comments from the design review meeting.
6. Obtain independent estimate of probable construction costs.
7. Prepare a written report of the Schematic Design package.
8. Submit the Schematic Design Package for approval.

Design Development Services

1. Based on the approved Schematic Design package, prepare Design Development drawings to 35%.
2. Conduct one meeting to review the 35% Design Development drawings with the Town and the Police Department.
3. Incorporate comments from the design review meeting and develop Design Development drawings to 70%.
4. Conduct one meeting to review the 70% Design Development drawings with the Town and the Police Department.
5. Conduct one meeting to review the project with the building official.
6. Incorporate comments from the design review meeting and develop Design Development drawings to 95%.
7. Obtain independent estimate of probable construction costs.
8. Prepare a written report of the Design Development package.
9. Submit the Design Development Package for approval.

Construction Documents Services

1. Based on the approved Design Development documents, prepare Construction Documents to 35%.
2. Conduct one meeting to review the 35% Construction Documents with the Town and the Police Department.
3. Conduct one meeting to review the project with the building official.
4. Incorporate comments from the design review meeting and develop Construction Documents to 70%.
5. Prepare technical specifications.
6. Prepare Construction Documents to 95%.
7. Obtain independent estimate of probable construction costs.
8. Submit Construction Documents for review and approval. Assist the Town with submission for building permit.
9. Prepare bidding documents for the Town's use in obtaining construction bids.

Bidding Services

1. Advertise for bids.
2. Distribute electronic bid documents and maintain a planholders' list.
3. Conduct one pre-bid conference.
4. Evaluate proposed substitutions from prospective bidders.
5. Prepare and issue addenda.
6. Assist the Town in receiving construction bids.
7. Assist the Town in analysis of construction bids.
8. Assist the Town in preparation of the contract for construction.

Construction Phase Services

1. Attend one pre-construction conference.
2. Attend construction progress meetings twice a month to review the progress of construction.
3. Respond to contractor's request for information.
4. Review the contractor's submittals.
5. Provide code required Special Inspections.
6. Prepare and administer contract change orders.
7. Review contractor's monthly applications for payment.
8. Conduct one review of the contractor's punchlist.
9. Conduct one backpunch review of the items from the punchlist.
10. Review and approve the contractor's application for final payment.
11. Assemble the final project closeout documents and specified warranties.

In addition to Basic Services, we will also provide the following services:

Programming

1. Draft and distribute questionnaires for completion by the Town, and Police user groups.
2. Review the completed questionnaires.
3. Schedule and conduct interviews with the Police user groups to review the questionnaires.
4. Draft the space program for the Town's review.
5. Receive comments on space program via telephone conference and revise the space program.
6. Submit the final space program for approval.

Sewage Pump Station Design

1. Prepare plans for sewage pump station to serve the facility and discharge to gravity sewer in Monroe Ave. in accordance with Town of Front Royal standards.
2. Submit to Town authorities as necessary for approval.

Virginia State Stormwater Permitting

1. Prepare Stormwater Pollution Prevention Plan (SWPPP).
2. Prepare and file application for State discharge. Permit fee shall be paid by the selected general contractor.

Offsite Watermain and Sanitary

1. Using plans prepared for a separate commercial use on the Avtex site, plans will be prepared to extend water service to the site along Kendrick Lane.
2. Using plans prepared for a separate commercial use on the Avtex site, plans will be prepared to extend sewer service to the site along Kendrick Lane.

Interior Design Services

1. Gather cut sheets of proposed furniture for selection by the Town. Prepare furniture plans. Prepare a preliminary furniture budget estimate. Attend one meeting with the Town to review and approve the plans and select individual furniture pieces.
2. Incorporate comments, finalize plans, and update the budget estimate. Submit to Town for approval.
3. Based on the approved plans, prepare plans and specifications for bidding the selected furniture. Update the furniture budget estimate.
4. Assist the Town with bidding and procuring furniture.
5. Conduct one site visit to review the furniture installation and prepare a punch list of items to be corrected.
6. Conduct one walkthrough to back punch the list of items to be corrected.

Our proposal does not include the following services, but we can provide these services if requested for additional compensation.

- Demolition of existing buildings or structures
- Building commissioning
- Information technology services for switch-over of emergency communications equipment from the existing facility to the new facility
- Design of emergency communications equipment requiring NFPA 1221 certification
- Special use permits
- Services related to the mounting and placement of antenna on the proposed communications tower
- LEED Certification related services
- Building Commissioning services
- Construction testing
- Survey and inventory of existing furniture
- Construction staking
- Preparation of easement and right-of-way plats
- Base mapping survey
- Wetland study and permitting
- Traffic analysis
- Stormwater calculations beyond those required for a site plan approval
- Other services not specifically included in this proposal

Moseley Architects shall have no responsibility or liability for the discovery, identification, abatement, or removal of asbestos, lead paint, toxic mold, or any other hazardous or regulated substances in relation to the Project, nor does our proposal include any services related to hazardous materials. Separately from this contract, the Town of Front Royal shall provide all necessary services related to hazardous materials.

Cost of Services

We propose a lump sum compensation for the services defined above. The lump sum cost of the services for each phase, including our expenses for travel, communication, and reproduction of documents for our own office use, is as follows.

Basic Services

Schematic Design	\$83,345
Design Development	\$100,535
Construction Documents	\$123,394
Bidding Phase	\$11,020
Construction Phase	\$104,056
Subtotal Basic Services	\$422,350

Additional Services

Programming	\$22,531
Sewage Pump Station	\$8,800
Virginia State Stormwater Permitting	\$8,100
Offsite Watermain	\$7,500
Interior Design Services	\$20,325
Subtotal Additional Services	\$67,256

Total Basic and Additional Services \$489,606

Attached is spreadsheet as Exhibit A indicating the basis of these amounts.

The cost of the services is not tied to the construction cost. It is based on the level of effort and professional time required to provide the services.

Our proposal includes the preparation of all "front end" documents for bidding and construction and administering the Construction Contract based on the use of the *AIA A201-2007 General Conditions of the Contract for Construction* with Moseley Architects' edits. A copy of our standard *AIA A201-2007 General Conditions* is enclosed for review by you and the Town Attorney and we can make further amendments as may be agreeable to both the Town of Front Royal and Moseley Architects. Our proposal does not include the cost associated with printing of Bid Documents.

We will invoice monthly in proportion to the progress of our services. The lump sum amounts will not change unless the Town of Front Royal authorizes substantive changes in the Project scope or in the scope or extent of our services, or unless the construction duration exceeds thirteen months (twelve months to Substantial Completion and one month to Final Completion) as further discussed below. In such cases, adjustments to the cost of services would be as negotiated and mutually agreed by the Town of Front Royal and Moseley Architects.

If Substantial Completion of construction is not achieved by the Contractor within twelve months of Notice to Proceed to the Contractor, we will provide extended Construction Administration services on an hourly basis in accordance with the rates of our Agreement.

Schedule

We propose the following task durations for the Project.

Task	Duration
Notice to Proceed	
Programming complete	6 weeks
Schematic Design complete	6 weeks
Construction Documents	2 months
Construction Documents	3 months
Town of Front Royal review and approval (concurrent with building permit review)	1 month
Advertise for bidding (nine months from Notice to Proceed)	
Receive Bids	1 month
Construction contract award and NTP	1 month
Construction to Substantial Completion	12 months
Construction to Final Completion and Project Closeout / Move-in	1 month
<hr/> Total	<hr/> 24 months

If this proposal is satisfactory, please advise and we will prepare the necessary agreements. As always, we appreciate this opportunity to be of service.

Sincerely,



Anthony J. Bell III, AIA
Vice President

Cost of Services
Town of Front Royal, VA Police Headquarters
April 21, 2015

INTERIOR DESIGN SERVICES

	HOURS														TOTAL
	PRIN	SR PROJ MGR	ARCHT	STR ENGR	MECH ENGR	ELEC ENG	SUST COORD	ARCH TECH	ENGR TECH	INTER DES	SEC/DET SPEC	SPEC WRTR	CONSTR ADMIN	ADMIN	
INTERIOR DESIGN FOR FURNITURE															
1. (SD) Develop plans & est; meet w/Owner	1	8								80					89
2. (DD) Refine and finalize plans & estimate										16					16
3. (CD) Prepare bid package / update estimate	1									40					41
4. (BN) Assist with bidding & procurement	1									48					49
5. (CA) Review furniture install / do punch list										16				2	18
6. (CA) Review furniture install (final)										16				2	18
TOTAL HOURS	3	8	0	0	0	0	0	0	0	216	0	0	0	4	231
HOURLY RATE	\$195	\$170	\$128	\$111	\$121	\$121	\$111	\$84	\$84	\$84	\$160	\$128	\$128	\$59	\$88
SUBTOTAL SERVICES COST	\$585	\$1,360	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,144	\$0	\$0	\$0	\$236	\$20,325
TOTAL INTERIOR DESIGN COST															\$20,325



TOWN COUNCIL WORK SESSION

Monday, June 22, 2015
Warren County Government Center
after the Regular Meeting of Council

1. Avtex Enterprise Zone – Jennifer McDonald
2. CLOSED MEETING – 1) Disposition of Publicly Held Property and 2) Consultation with Legal Counsel

Motion to Go Into Closed Meeting

I move that Council convene and go into Closed Meeting for the purpose of 1) Discussion or consideration of the disposition of publicly held real property, specifically, the former Police Department headquarters, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711. A. 3. of the Code of Virginia and 2) Consultation with legal counsel and briefings by staff members pertaining to actual or probable litigation, where such consultation or briefing in Open Meeting would adversely affect the negotiating or litigating posture of the public body; "probable litigation" meaning litigation that has been specifically threatened or on which the public body 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 for the purpose of 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. 7. of the Code of Virginia, all pertaining to past and on-going and reasonably likely future litigation concerning John Costello and/or Cherrydale Land Trust.

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 Action as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the Closed Meeting by Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.

Town of Front Royal, Virginia
Work Session Agenda Form

Date: June 22, 2015

Agenda Item: Avtex Enterprise Zone

Summary: The EDA has requested that the Town consider participating in the application to establish an Enterprise Zone around the former Avtex property. The Zone would include the Avtex property, the Old Virginia Industrial Park, Royal Village commercial and residential properties, and Viscose City residences. The Enterprise Zone as currently drafted would include incentives from both the Town and County to attract business development in the Zone. Town incentives would include: BPOL fee rebates for five years; waiver of 50% of water and sewer connection fees; five year reduction on Personal Property (Machinery & Tools Tax).

Council Discussion: Council is requested to consider participation in the application to establish an Enterprise Zone designation around the former Avtex property.

Staff Evaluation: The BPOL and Personal Property rebate/reductions provide an incentive to allow new businesses to become establish and transition to the standard rates. The Town should consider a form of escrow for five year on the 50% waiver of connection fees to ensure that the business remains in business as a utility customer to ensure the Town recovers its investment.

Budget/Funding: The Finance Director will be available to address fiscal issues.

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

Staff Recommendations: Staff recommends that Town Council consider participation in the application to establish an Enterprise Zone for the former Avtex property.

Town Manager Recommendation: The Town Manager recommends that Town Council consider participation in the application to establish an Enterprise Zone for the former Avtex property.

Council Recommendation:

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



Front Royal Enterprise Zone, Proposed Boundaries



<p><u>#1 Incentive:</u> Rebate of business and occupational license fees for a five year period to qualified businesses on the following schedule:</p> <p>80% Rebate 1st Year 60% Rebate 2nd Year 40% Rebate 3rd Year 20% Rebate 4th Year 20% Rebate 5th Year</p>	<p><u>Provider:</u> Town of Front Royal</p> <p><u>Limitations on Applicability:</u> Qualified business only – Minimum 25 new full-time equivalent jobs With a minimum investment of \$500,000.</p> <p><u>Period of Availability:</u> Must apply within first three (3) years of operation.</p> <p><u>Effective Date:</u> Upon Zone Designation</p> <p><u>Source of Funds:</u> None</p>
<p><u>#2 Incentive:</u> 50% Reduction in Building Permit Fees</p>	<p><u>Provider:</u> County of Warren</p> <p><u>Limitations on Applicability:</u> Qualified businesses only Minimum 25 new full-time equivalent jobs, and \$500,000 investment in building or site improvements.</p> <p><u>Period of Availability:</u> First 5 years business is in Zone.</p> <p><u>Effective Date:</u> Upon Zone designation</p> <p><u>Source of Funds:</u> None</p>
<p><u>#3 Incentive:</u> Waiver of 50% of municipal water and sewer tap fees to qualified businesses</p>	<p><u>Provider:</u> Town of Front Royal</p> <p><u>Limitations on Applicability:</u> Qualified businesses only Minimum 25 new full-time equivalent jobs Minimum \$500,000 investment building/site improvements</p> <p><u>Period of Availability:</u> First 5 years business is in Zone</p> <p><u>Effective Date:</u> Upon Zone Designation</p> <p><u>Source of Funds:</u> None</p>

<p><u>#4 Incentive</u></p> <p>Machinery and Tools Tax Exemption</p> <p>Partial exemption of qualified businesses from machinery and tools tax for a five year period according to the following schedule.</p> <p>80% exemption 1st year 60% exemption 2nd year 40% exemption 3rd year 20% exemption 4th year 20% exemption 5th year</p>	<p><u>Provider:</u> Town of Front Royal County of Warren</p> <p><u>Limitations on Applicability:</u> Qualified business only Minimum 25 new full-time equivalent jobs and a minimum investment of \$500,000</p> <p><u>Period of Availability:</u> Must apply within the first three (3) years of operation <u>Effective Date:</u> Upon Zone designation</p> <p><u>Source of Funds:</u> None</p>

<p>#5 Incentive:</p> <p>Targeted Marketing Campaign for Enterprise Zone</p> <p>Focus on attracting businesses that will best benefit from incentives and those that will best interact/support other businesses in the Zone.</p>	<p><u>Provider:</u> Industrial Development Authority of Front Royal-Warren County (dba EDA)</p> <p><u>Limitations on Applicability:</u> None</p> <p><u>Period of Availability:</u> Entire life of Zone</p> <p><u>Effective Date:</u> Upon Zone designation</p> <p><u>Source of Funds:</u> Industrial Development Authority (not yet designated)</p>

Front Royal Enterprise Zone

Est. Acres - 483

Est. Lots - 886

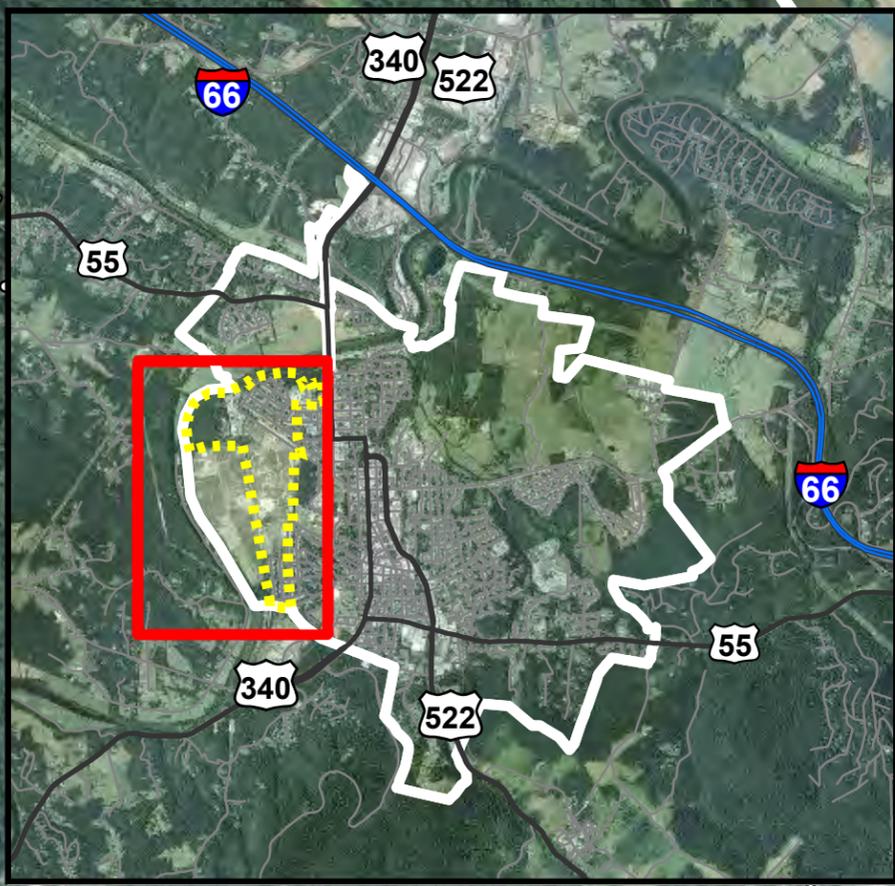
Addresses - 560

Old Virginia Industrial Park

Business Park

Conservancy Park

Skyline Soccerplex & State Park



Legend

- Proposed Enterprise Zone
- Warren/Front Royal Boundary
- Addresses
- Roads

