

FINANCE/AUDIT COMMITTEE MEETING @ 6:00PM

TOWN COUNCIL WORK SESSION

Monday, October 19, 2015 @ 7:00pm
Front Royal Administration Building

Town/Staff Related Issues:

1. Interviews - I & I Abatement Engineering Services (2 proposals)
2. Special Use Permit for 102 E Prospect Street – *Director of Planning/Zoning*
3. Budget Amendment – Outstanding Purchase Orders/Short Term Loan – *Director of Finance*
4. Police Department Vehicle and Body Cameras Update – *Director of IT*
5. Home Decorating Contest – *Town Manager*
6. Town Drone Program – *Town Manager*
7. Project Signage – *Town Manager*
8. Virginia Main Street Application – *Town Manager*

Council/Mayor Related Items

9. BAR Term Expires November 13
10. Cameras at the Gazebo – *Councilman Egger*
11. Community Development Director Review Process
12. Council Discussion/Goals (*time permitting*)

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Town of Front Royal, Virginia Work Session Agenda Form

Date: October 19, 2015

Agenda Item: Inflow & Infiltration (I&I) Abatement Program Engineering Firm Candidate Interviews

Summary: The Town of Front Royal is currently under a Consent Order with the Department of Environmental Quality to reduce the inflow & infiltration into the Town's sanitary sewer system. To ensure the Town meets all environmental requirements of the Consent Order, engineering services are required. The Environmental Services Department completed reviews of the proposals submitted for the I&I Abatement Engineering Services. Each submittal was reviewed following certain criteria and the top two firms were recommended for Council to interview: Pennoni Associates Inc. and CHA.

Council Discussion: Council is requested to interview the top two firms chosen by the Department of Environmental Services and discuss which candidate would best serve the Town's needs.

Staff Evaluation: Environmental Services sent out a RFQ for Engineering Services of the Sanitary Sewer I&I Abatement Program and had four (4) firms submit proposals on June 4, 2015. DES composed a panel to review the submittals. The panel reviewed the proposals with the following criteria: Experience and examples of comparable I&I work; Knowledge and experience with the town of Front Royal sanitary sewer system; Demonstrated ability to respond in a timely and efficient manner; Current and projected workload; Demonstrated understanding of funding resources and budgeting; and Description and qualifications of other consulting firms that may be involved with the project. The panel short listed the top two (2) firms which are CHA and Pennoni Associates, Inc.

Budget/Funding: Funding has been allocated to the Water & Sewer Line Maintenance budget

Legal Evaluation: The Town Attorney will be able to address any legal issues or concerns

Staff Recommendations: Staff recommends Council to review and discuss which firm would best to meet the needs of the Town.

Town Manager Recommendation:

Council Recommendation:

Additional Work Session Regular Meeting No Action

Consensus Poll on Action: ___(Aye) ___(Nay)



Town of Front Royal
Department of Environmental Services

MEMORANDUM

TO: The Honorable Timothy Darr, Mayor and Members of Town Council

FROM: Jimmy Hannigan, Director of Environmental Services

DATE: October 9, 2015

RE: Inflow & Infiltration (I&I) Abatement Program Engineering Firm Selection

The Department of Environmental Services (DES) composed a panel to complete reviews of the proposals submitted for the Inflow & Infiltration Abatement Program Engineering Services. The panel consisted of the Wastewater Treatment Plant Manager, Timmy Fristoe; Water & Sewer Supervisor, Robert Boyer; Construction Chief Inspector, Ray Rogers; and Senior Administrative Assistant, Monica Dodson.

The panel reviewed each submittal, however the evaluation criteria did not have any points assigned to them. Each submittal was required to address each evaluation criterion in the order listed and to be specific in presenting their qualifications:

- Experience and examples of comparable sanitary sewer I&I work
- Knowledge and experience with the Town of Front Royal sanitary sewer system and the I&I plan
- Demonstrated ability to respond in a timely and efficient manner
- Names and qualifications of personnel who will be assigned to the project
- Current and projected workload and availability of the project team
- Description and qualifications of other consulting firms that may be involved with the project
- Demonstrated understanding of funding resources and budgeting

There were a total of four engineering firms that submitted proposals: CHA; Pennoni Associates, Inc; Mattern & Craig; and The Thrasher Group. The panel short listed the top two (2) firms which are CHA and Pennoni Associates, Inc for further consideration.

If you have any further questions or comments regarding this information, please call the office at 635-7819 or e-mail jhannigan@frontroyalva.com.

Thank you.

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Town of Front Royal, Virginia Work Session Agenda Form

Date: October 19, 2015

Agenda Item: Special Use Permit Application (SUP#15-08-263)
102 W Prospect Street - Cornerstone Construction
Director of Planning & Zoning

Summary: Cornerstone Construction (Martin McMahon) has submitted a Special Use Permit Application to convert 102 W Prospect Street into a building with three (3) dwellings. The Planning Commission recommended approval of this application during their meeting held on September 16, 2015. The Planning Commission's recommendation included six (6) conditions, including, but not limited to, a requirement that the applicant amend the site plan to provide three (3) off-street parking spaces in addition to the three (3) parking spaces proposed on Lee Street extended. The BAR recommended approval of the associated renovation work during a special meeting held on September 1, 2015.

Town Council denied a request for 4 apartment units at 102 W Prospect Street on March 28, 2011. This previous application was submitted by a different applicant. The primary reason for denial was the lack of off-street parking spaces. The current applicant has reduced the number of units from 4 to 3 and has agreed to add additional off-street parking spaces.

The attached Staff report provides additional information on this request.

Council Discussion: This agenda item is scheduled for a work session review on 10/19/15. A public hearing is required for special use permit applications (no 2nd reading is required).

Staff Evaluation: Planning & Zoning Staff will be available during the work session.

Budget/Funding: N/A

Legal Evaluation: The Town Attorney will be available at the upcoming work session.

Town Manager: The Town Manager will be available at the upcoming work session.

Council Recommendation:

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

Work Session



**TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING**



**STAFF REPORT FOR THE SEPTEMBER 16, 2015 PLANNING COMMISSION MEETING
UPDATED FOR TOWN COUNCIL 9/28/15**

APPLICATION #:

SUP15-08-263 (DEV15-08-223)

APPLICANT:

Cornerstone Construction

SUMMARY OF REQUESTS:

Special Use Permit and Minor Site Development Plan Applications. Pursuant to Section 175-30, the applicant proposes the *“conversion of a structure originally designed and intended for occupancy as a single-family dwelling into a structure with more than one (1) dwelling.”* Three (3) dwelling units are proposed at the site.
(See **Attachment 1 - Applications**)

GENERAL INFORMATION:

<i>Site Addresses</i>	102 W. Prospect Street
<i>Property Owner(s)</i>	Cornerstone Construction (Martin McMahan)
<i>Zoning District</i>	R-3 (Residential) District & Historic Overlay District
<i>Tax Identification</i>	20A7-7-B-17
<i>Location</i>	The property is located in the southeast corner of the intersection of Lee Street and W. Prospect Street.

Vicinity Map (Warren County GIS)



ILLUSTRATIONS

Aerial Map (Warren County GIS)



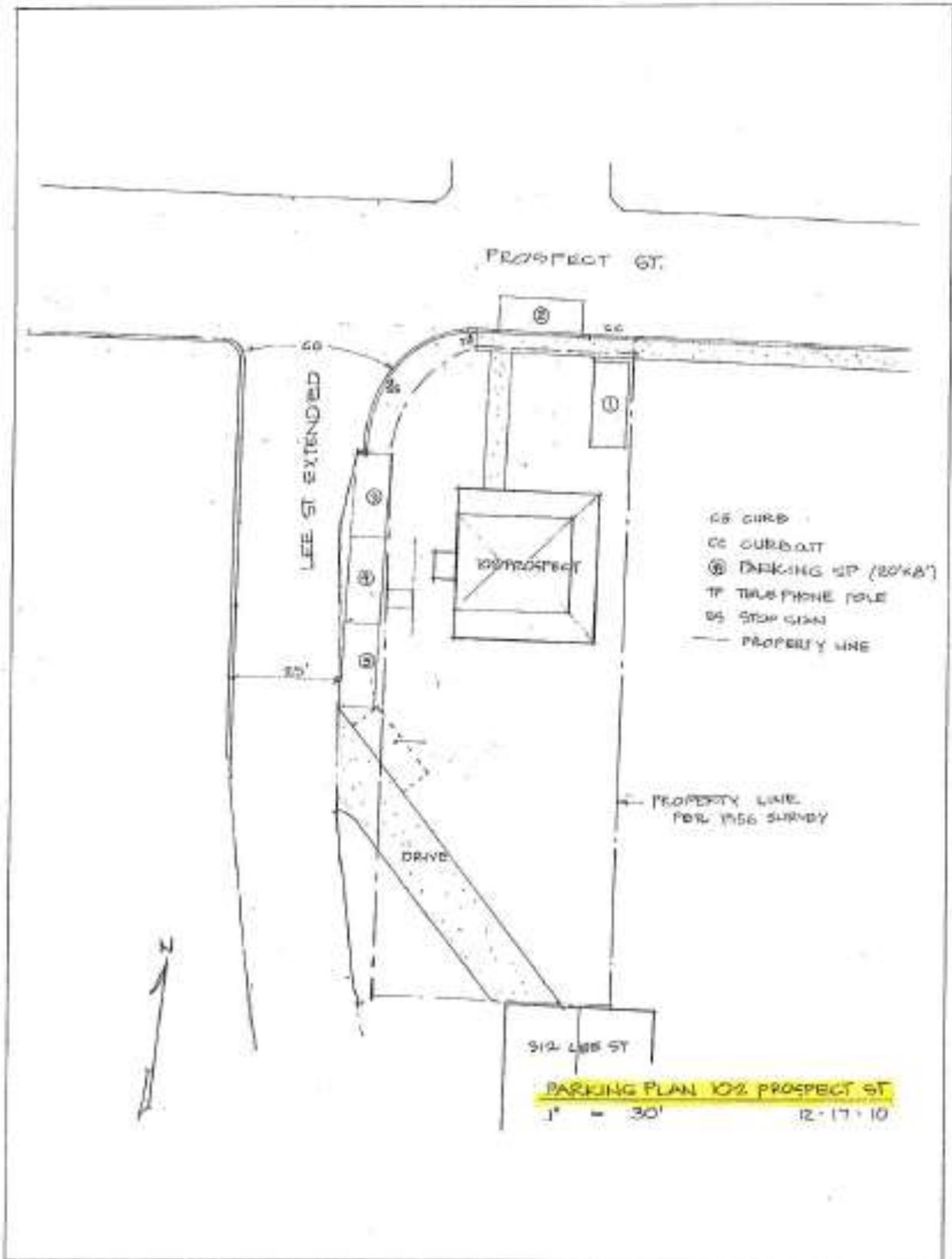
Photo (Vamanet, 2006)



Photos (Site Inspection 8/24/15)



Photo (Applicant's Sketch Plan)



SUPPLEMENTAL INFORMATION:

<i>Background</i>	<p>On March 28, 2011, Town Council denied a special use permit application submitted by a different applicant (Kathleen M. Walsh & Touraj Khalepari) to use the house for 4 dwelling units. Both the Board of Architectural Review and Planning Commission had recommended approval of the application in 2011. However, due to concerns about the shortage of parking, the application was denied by Town Council.</p> <p>As stated in the Staff report for the 2011 application, <i>“This house had been used as apartments for many years without an SUP, and there are (4) separate electric meters on the side of the house..., so the use was considered to be “grandfathered.” However, the apartments have not been rented since January, 2008, and any grandfathering is lost when a non-conforming use is discontinued for a period of two (2) years.”</i> Section 175-126 specifies that <i>“If any legally nonconforming use is discontinued for a period exceeding two (2) years after the enactment of this chapter, it shall be deemed abandoned, and any use thereafter shall conform to the use requirements of this chapter.”</i></p>
<i>Legal Review</i>	<p>The Town is authorized to require a special use permit for certain uses within any zoning district under Virginia Code §15.2-2286. Some specific uses are granted protection from regulation from localities by the Virginia Code, including agriculture uses, small scale conversion of biomass to alternative fuel, certain residential uses, private tents, farm wineries, assisted living facilities, and group homes.</p> <p>Section 175-81.2 only allows encroachments into the floodway upon approval of a Special Use Permit. No new encroachments are proposed in the floodplain by this application.</p> <p>The issuance of a special use permit is subject to such conditions as are deemed necessary by the Front Royal Town Council after recommendations of the Front Royal Planning Commission. Prior to an action by Town Council or a recommendation by the Planning Commission, a public hearing is required for special use permits.</p>

Parking

Town Code Section 148-870.A.2. requires two (2) off-street parking spaces per residential dwelling unit. However, Town Code 148-870.A.19. allows the off-street parking requirements to be waived in the Historic District as noted below:

Off-street parking requirements shall be waived by the Zoning Administrator for expansion of an existing use for any property located within the Historic Front Royal District where the following criteria are met:

- a. The development activity proposed includes the retention and/or the substantial renovation of a contributing structure in the district.
- b. The square footage of additions or new construction shall not be more than twice that of the original structure.
- c. The proposed project has been found by the Board of Architectural Review to be in keeping with the scale of development in the surrounding area and with the character of the district as a whole.
- d. All efforts have been made to provide parking whenever possible.

Review

The proposed apartments would include one (1) two-bedroom apartment and two (2) one-bedroom apartments.

The application and sketch plan was reviewed by the Town Department of Environmental Services, Town Planning & Zoning, Town Manager, Town Energy Services, the EDA, Town Police, Town Finance, Warren County Fire Marshal, and Warren County Building Inspections. The following comments were provided.

Town Department of Environmental Services.

- 1) Will the water and sewer be split?
- 2) Will submeters be installed?
- 3) Will any changes to the current water and sewer lines need to be made?

Town Department of Energy Services.

- Staff has reviewed the plans and there is no conflict with the proposed use. The work will be completed on a time and material basis.

Warren County Building Inspections.

- Erosion and Sediment Control (ESC) Items:
 - The provided documentation does not indicate that the work will disturb more than 10,000 square feet and will not require a permit or review.
- Building Inspections Items:
 - The work described will require a Change of Use from a Single Family Dwelling (R-5) to an Apartment House (R-2). Full application and plans will need to be submitted with Town approval for review. The information that is provided is not sufficient to perform any type of plan review.
 - The Uniform Statewide Building Code requires the following be reviewed for this change per Section 103.2: **103.2 Change of occupancy.** No change of occupancy shall be made in any structure when the current USBC requires a greater degree of accessibility, structural strength, fire protection, means of egress, ventilation, or sanitation.

These items will need to be provided on the submitted plans.

If anything should change in the scope additional requirements may be required.

Town Planning & Zoning:

- 1) Town Staff has requested that the applicant consider relocating parking space #2, as shown on the applicant's sketch plan, so that it is beside parking space #1 on the lot. Staff has also recommended that the applicant add the optional space shown in the rear of the property. These changes would establish 3 off-street spaces to accompany the 3 on-street spaces proposed.
- 2) The sketch plan submitted with the special use permit application is adequate for review at this time, but prior to final approval the sketch plan will need to be upgraded to meet Town specifications, including, but not limited to, preparation by a licensed surveyor, engineer, architect or landscape architect.
- 3) Steps should be added to connect the private sidewalk with the public sidewalk.
- 4) The special use permit must be approved before site plan approval. A public hearing with the Planning Commission is scheduled for September 16th at 7PM at 220 N Commerce Avenue. A work session and public hearing with Town Council will take place after review and recommendation by the Planning Commission.

Warren County Fire Marshal:

- The facility shall meet all required fire and safety standards as determined by the County of Warren Building Department and maintained in accordance with the Virginia Statewide Fire Prevention Code.

The BAR conditionally approved renovations to the building in association with this project during a special meeting held on September 1, 2015. Their approval was conditioned on the following in regards to the window replacements: *1) 2-over-2 windows with SDL for all windows, and 2) flat trim, that may be pvc to match existing wood, but not vinyl, and no wrapped material.* The BAR approved the project unanimously.

CONCLUSIONS:

Renovation of the building would remove a blighted structure from the Town and preserve a historic building. Town Staff advises that approval of the special use permit application and site plan application be accompanied with the following conditions:

- 1) The special use permit is only valid for the conversion of the building at 102 W Prospect Street into a structure with no more than three (3) dwelling units. Two of the dwelling units shall be 1-bedroom apartments and one shall be a 2-bedroom apartment.
- 2) At least 3 off-street parking spaces shall be provided. Spaces shall be maintained in good condition.

- 3) At least 3 on-street parking spaces shall be provided along Lee Street extended. Construction within the Public Right-of-Way requires a Right-of-Way Utilization Permit.
- 4) Steps shall be added to connect the public sidewalk along W Prospect Street with the private sidewalk that presently ends abruptly prior to the public sidewalk.
- 5) The sketch plan shall be amended to include all required site improvements, including, but not limited to, the proposed parking spaces. The final site plan shall be prepared by a surveyor, engineer, landscape architect or architect, licensed in the Commonwealth of Virginia. Approval of the final site plan may be granted by Town Staff after all review comments are adequately addressed.
- 6) Town Council, or other designated representative, may inspect the property at any reasonable time to ensure compliance with local regulations, including, but not limited to, the conditions placed on this special use permit. Upon inspection of the property, if it is found that the property is not in compliance with local regulations, including but not limited to, the conditions of this special use permit, the Town may revoke this special use permit after notice to the applicant and public hearing.

UPDATE - Planning Commission Meeting September 16, 2015:

A public hearing was held. No members of the public spoke. The Applicant addressed the Planning Commission and answered questions about the project and agreed to Staff's recommended conditions.

The Planning Commission approved the Special Use Permit Application with the conditions noted above in this staff report and authorized Town Staff to approve the site plan once all review comments are adequately addressed. This included amending the plan to account for at least three (3) off-street parking spaces in addition to the three (3) on-street parking spaces on Lee Street extended. It would also include the connection of the private sidewalk with the public sidewalk.

A public hearing is required with Town Council. Town Council only needs to take action on the special use permit application.

Attachments to Staff Report:
Attachment 1 – SUP Application



TOWN OF FRONT ROYAL

DEPARTMENT OF PLANNING & ZONING
102 EAST MAIN STREET
P.O. BOX 1560
FRONT ROYAL, VA 22630

Main: 540.635.4236

Fax: 540.631.2727

Internet: www.frontroyalva.com

SUP 15-08-263

SPECIAL USE PERMIT REQUEST

APPLICANT

NAME Martin McMahon PHONE 540-974-9919

ADDRESS 125 W 4th St

E-MAIL Marty@CStoneva.com

PROPERTY DESCRIPTION

PROPERTY ADDRESS 102 W Prospect St.

TAX MAP 20A7 SECTION 7 BLOCK B LOT 17

SUBDIVISION NAME _____ ACREAGE .196

REQUEST

ZONING DISTRICT R-3

PROPOSED USE OF PROPERTY Rental Unit

SPECIFIC SPECIAL USE PERMIT REQUEST Three Unit

One two Bedroom unit

Two One Bedroom units

ATTACHMENTS --The following must be submitted with the application. Additional information may be required depending on the nature of the request.

1. Survey/Plat of property showing all **existing** improvements.
(10 copies if larger than 11" X 17")
2. Site Plan Application
3. Application Fee of \$400.00 (Checks payable to the Town of Front Royal)
4. Additional information as required by the Department of Planning & Zoning.

CERTIFICATION

I certify that the information provided with this application is correct to the best of my knowledge and should the special use permit be granted, the project will comply with the conditions imposed upon it and will be implemented only as approved by Town Council.

Signature [Signature] Date 8-20-15

By submitting this application, the applicant grants permission to Town officials and employees to enter upon the property, which is the subject of this application, during reasonable hours and for purposes related to the application process.

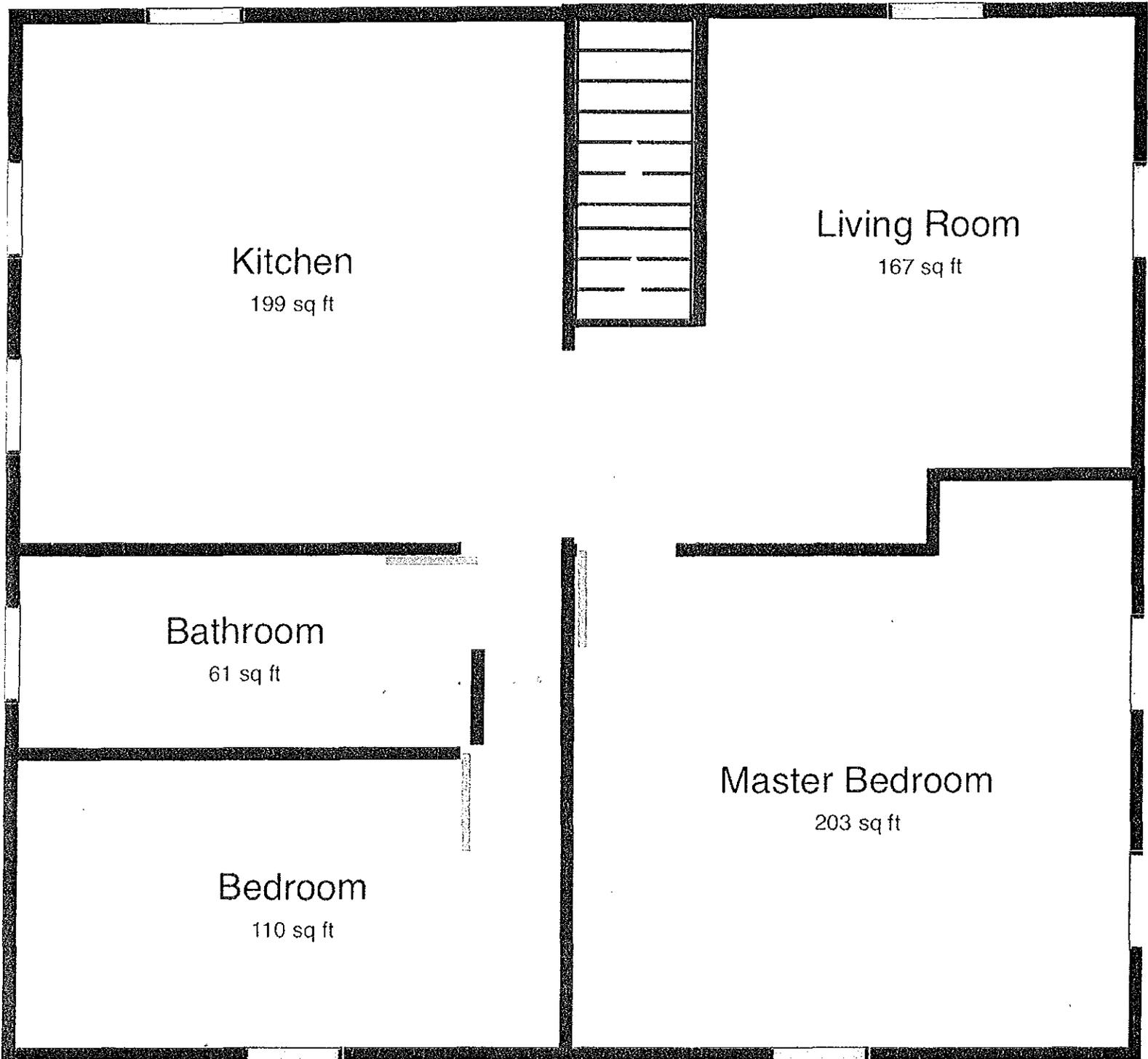
Receipt # 754364 Date Paid 8-20-15

Today
3:06 PM

- Existing

3:06 PM

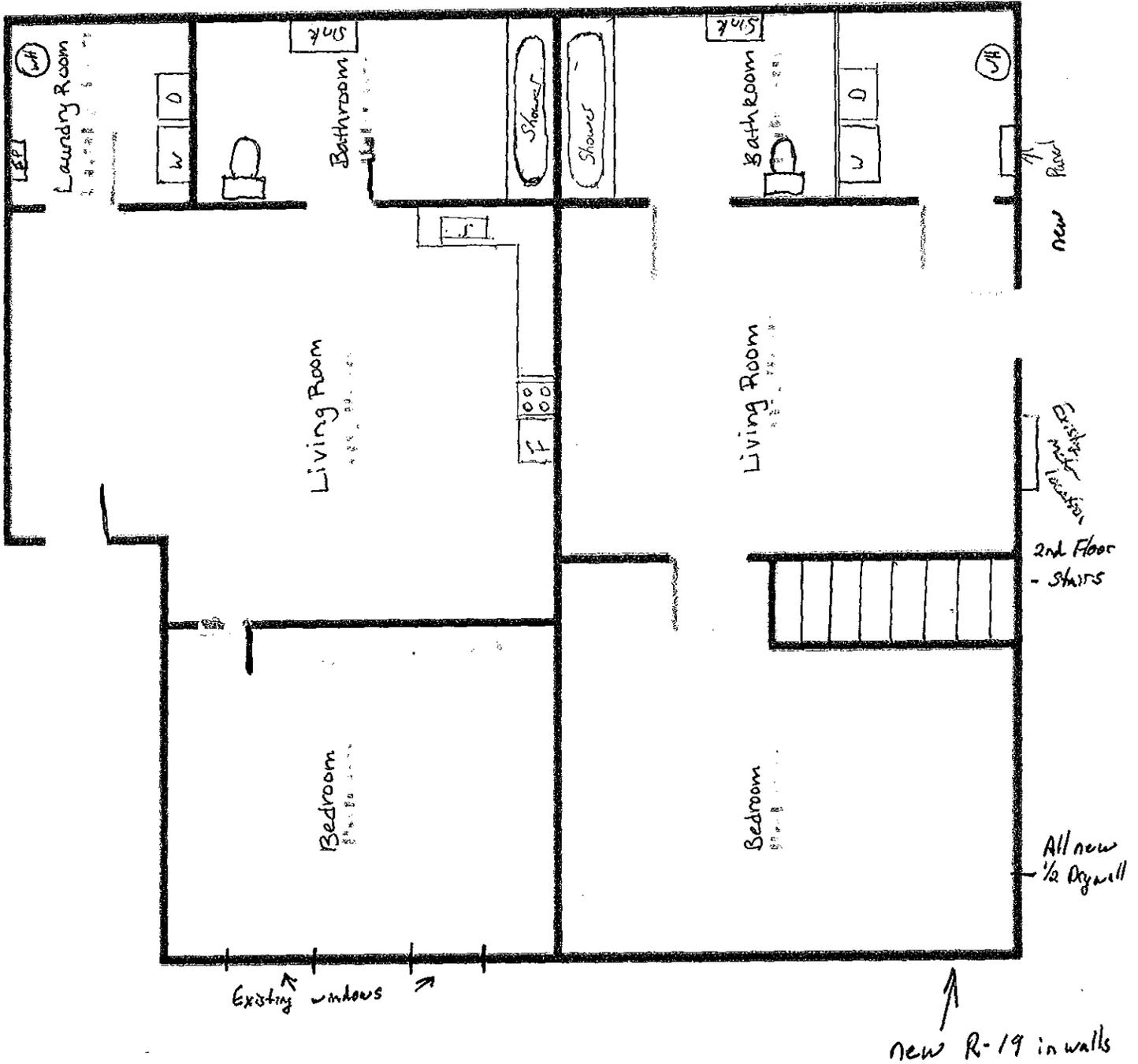
2nd Floor



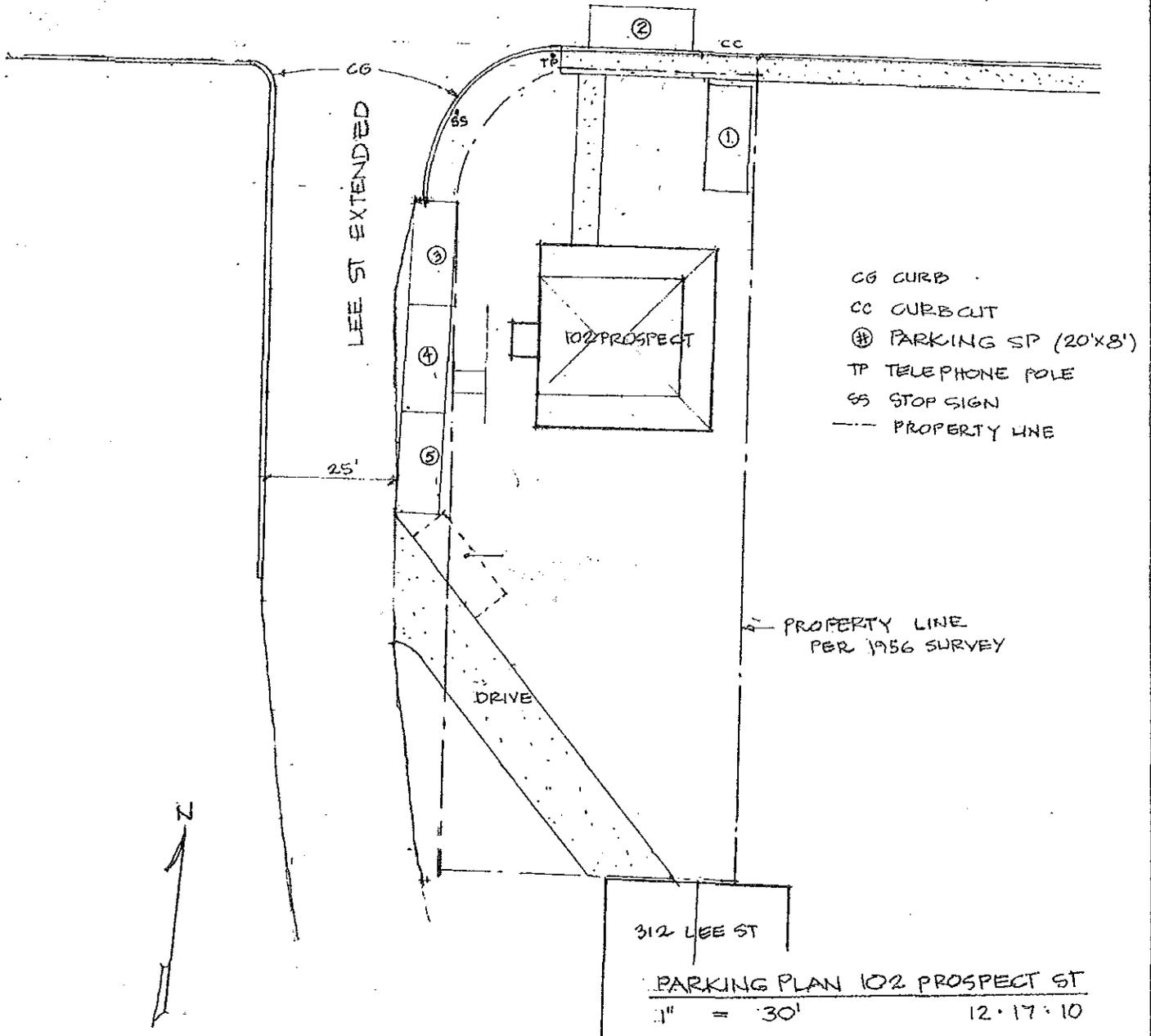
- Existing
- new non Load Bearing Partition

- Notes
- House in complete shell.
 - no existing Plumbing, electrical, HVAC
 - using existing Floor & Roof Systems

All Exterior walls To Remain



PROSPECT ST.



ATTENTION: PUBLIC NOTICES

**TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING AND ZONING**

PUBLIC HEARING

The Town of Front Royal Planning Commission will hold the following public hearings on Wednesday, September 16, 2015 at 7:00 p.m. in the Warren County Government Center, Board Room, 220 N. Commerce Avenue, at which time and location, interested persons may appear and express their views on the following:

SUP15-08-263/DEV15-08-223, a special use permit and site plan application submitted by Martin McMahon (Cornerstone Construction of Front Royal Inc.), for the proposed conversion of the single-family dwelling at 102 W. Prospect Street into a multi-family dwelling building with three (3) dwelling units (two 1-bedroom units & one 2-bedroom unit). Town Code Section 175-30 authorizes the proposed use if a special use permit is approved by the Town. The property is zoned within the R-3 (Residential) District and the Front Royal Historic District. The property is identified by Tax Map 20A7-7-B, lot 17. A separate application for building renovations and site improvements is scheduled for review by the Board of Architectural Review.

Copies of these applications may be examined in the Planning & Zoning Office at 102 E. Main Street during normal business hours. Interested individuals may also contact Town Staff for additional information at (540) 635-4236.

JEREMY F. CAMP
DIRECTOR OF PLANNING & ZONING

Publish: Northern Virginia Daily – September 2 and September 9, 2015

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Town of Front Royal, Virginia Work Session Agenda Form

Date: October 19, 2015

Agenda Item: Budget Amendment – Outstanding Purchase Orders

Summary: Council needs to approve a budget amendment to carry forward unpaid balances on purchase orders not completed at the end of June 2015 for fiscal year 2015.

Council Discussion:

Staff Evaluation: The Finance department has compiled a list of outstanding purchase orders, totaling \$52,550,789.15, based on the final audit results that need to be carried forward to the FY16 budget cycle to complete unfinished projects and to include the \$10,000,000.00 that Council approved on 9.14.15 for a short term loan to EDA for IT Federal project.

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

General Fund	\$ 468,329.88
General Fund [EDA]	\$10,000,000.00
Special Projects	761,808.30
Electric Fund	512,321.93
Sewer Fund	47,565,738.34
Water Fund	2,677,761.50
Solid Waste Fund	20,000.00
Street Fund	<u>544,829.20</u>
TOTAL	\$62,550,789.15

Legal Evaluation:

Staff Recommendations: Staff recommends Council move forward with a public hearing on this item, an increase of greater than 1% of the original budget requires a public hearing. Staff furthers would recommendation of approval of these funds as this is a yearly housekeeping item.

Town Manager Recommendation:

Council Recommendation:

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

Work Session

	PO #	Vendor		amount	Year reserved	Description
Council	28237A	Community Development	1101-R43002	\$ 126,200.00	FY13-14-15	Council will move forward with program Sept 2015
HR	28281	American Red Cross	1202-R45515	\$ 4,000.00	FY15	CPR classes for employess - program in progress
AutoShop	28331	MSE Companies	1203-R45407	2,317.64	FY15	Side cover for Blower fan ordered not delivered
	28242	Greenbrier of VA [caravan]	1203-R47005	21,626.65	FY15	ordered not delivered
	28303	Artic Air [HVAC shop area]	1203-R47009	10,000.00	FY15	funding to be included with FY16
				\$ 33,944.29		
IT	28336	Signet Screen Printing	1204 & 8101	650.00	FY15	Uniforms ordered not delivered
	27925	Syntax Communications	1204-R43002	5,700.00	FY14	Data services transition - ongoing project
	28324	SHI Corp	1204-R43053	19,647.75	FY15	Office 365 software - ordered not delivered
	28339	Apple Inc	1204-R45504	3,900.00	FY15	Conference registration
	28322	SHI Corp	1204-R47001	669.19	FY15	Projector and Carrying case - ordered - delivered not invoiced
	28334	SHI Corp	1204-R47007	2,628.27	FY15	Macbook Pro 2.8 GHZ ordered - delivered not invoiced
	28338	Sungard PEI - server upgrade	1204-R47007	62,000.00	FY15	Server upgrade - funding to be included with FY16 funds
				\$ 95,195.21		
Visitor Center	27968	Pitney Bowes Global	1205-R43005	837.00	FY15	waiting on invoice - system has been removed
	28321A	Commercial Press	1205-R43006	7,500.00	FY15	Front Royal Visitor Guide
	28257	Virginia Regional Transit	1205-R43007	356.00	FY15	Wagons for Dragons - invoice paid Aug 2015
	26929	Va Main Street Program	1205-R43018	10,000.00	FY12	Promotion of Downtown
	28285	4Imprint	1205-R43018	6,000.00	FY15	Visitor Center Promotion supplies ordered not deliverd
				\$ 24,693.00		
Legal	28290	Troutman Sanders [522]	2201-R43002	23,000.00	FY15	legal services
	27555	BK Office Supply	2201-R47001	5,000.00	FY14	Rotary File system for Legal dept year 1 of 3
				\$ 28,000.00		
Asset Forfeiture	28106	Haley Automotive	1610-R47001	8,822.55	FY15	Police cruiser ordered not delivered
	27924A	Town Police Supply of Richmond	1610-R47001	87,879.05	FY14	Asset Funding - Police department
				\$ 96,701.60		
Police	28243	Front Royal Communications	3101-R46011	2,387.20	FY15	Grant and local match - portable radios
	28278	Taser International	3102-R45409	1,122.15	FY15	Police supplies ordered - not delivered
	28106	Haley Automotive	3102-R47005	8,822.55	FY15	Police cruiser ordered not delivered
	28280	Atlantic Signal	3108-R47003	1,890.00	FY15	Police supplies ordered - not delivered
				\$ 14,221.90		
Sreets	27752	Arthur Construction	4102-R45470	9,028.09	FY14	alley paving and milling
	28301	Stuart M Perry [alleyway paving]	4102-R45470	22,930.00	FY15	Paving projects - contract
	28325	Signet Screen Printing	4107-R5410	587.00	FY15	Uniforms ordered not delivered
	28302	Carmeuse Line & Stone	4500-R45407	75,000.00	FY15	Various grades of stone - contract
	28298	Signet Screen Printing	4500-R45410	2,000.00	FY15	Uniforms ordered not delivered
	28300	Bushong Contracting [Markham St]	4500-R45471	13,000.00	FY15	Markham Street Storm Drainage project
	27509A	East Jordan Iron Works -Commonwealth Dr	4500-R45471	2,113.75	FY13	Estimated completion date November 2015
	28299	Mattern & Craig	4500-R45472	11,494.00	FY14-15	Bridge inspections and repairs
	28297	RJ Merkel Inc	4500-R45473	25,000.00	FY15	Street line painting - contract
	28282	Atlantic Machinery [Skid Steerer]	4500-R47005	63,500.00	FY15	ordered not delivered
	28283	Treasurer of Va - VDOT [Southfork Bridge]	4500-R47926	268,939.00	FY13-14-15	Estimated completion date 2017
	28090	Arthur Construction	4500-R47927	51,237.36	FY15	ongoing contract - paving plan
				\$ 544,829.20		

	PO #	Vendor		amount	Year reserved	Description
Refuse	28188	MSW Consultants	4203-R43002	\$ 20,000.00	FY15	Solid waste study - project has started
General	28259	Triple J Painting [Visitor Center]	4302-R43002	4,350.00	FY15	Exterior painting project - waiting on invoice
Properties	28296	D & H Heating [HVAC replacement]	4302-R47001	15,000.00	FY15	ongoing project
				\$ 19,350.00		
Horticulture	27927	Skyview Tree Experts	4305-R47031	7,030.00	FY14	Main StreetTree Removal
	28284	Springtime Garden Center	4305-R47031	2,400.00	FY15	Tree replacement program
	27926	Skyview Tree Experts	4305-R47974	6,000.00	FY14	Main StreetTree Removal
				\$ 15,430.00		
Planning	28342	Renaissance Planning group	8101-R43026	29,809.49	FY14-15	Comprehensive Plan Update
	28313	Caron East Inc	8101-R47001	525.00	FY15	Items ordered not delivered
	27698	Energov	8101-R47007	14,510.99	FY14	ongoing project
	28295	Geodigital Mapping	8101-R47014	11,000.00	FY15	ongoing project
	27531A	Air Survey Corp	8101-R47014	51,450.00	FY14	updating Aerial Imagery data - ongoing project
				\$ 107,295.48		
Special	28341	Facility Study	9130-R47013	370,626.70	FY12-13-14-15	Police headquarters design services
Projects	28340	Lantz construction - local connector rd	9130-R47982	294,480.00	FY12-13-14-15	Local Connector Road project - designs are being completed
				\$ 665,106.70		
Electric	28305	Southeasterns Consulting [work study]	9401-R43002	24,900.00	FY15	ongoing project
	28307	GHD Associates [Service rate study]	9401-R43002	69,900.00	FY15	RFP completed interviewing consulting groups
	27940A	GDS Associates	9401-R43002	6,340.74	FY14	Review of wholesale power bills
	28029	Pittman' Tree & Landscaping	9401-R43004	12,955.40	FY15	ongoing contract -tree trimming services
	28346	Safety Smart Gear	9401-R43023	2,000.00	FY15	Uniforms ordered not delivered
	28131	Baughan & Baukhages	9401-R47009	3,975.00	FY15	Architectural services for remodeling Electric dept
	28223	Baughan & Baukhages	9401-R47009	4,200.00	FY15	Architectural services El Dept 2nd floor options
	27156	Econolite Control Prodcuts	9401-R47025	47,156.60	FY12	Crosswalk Signalization program
	28151	Southeastern Transformer	9401-R47502	4,901.00	FY15	Transformer repairs
	28347	Centurylink	9401-R47502	6,821.33	FY15	Circuit line installed Riverton Substation
	28304	Traffic Systems	9401-R47910	21,215.00	FY15	ongoing project
	27941A	Traffic Systems	9401-R47910	5,108.67	FY14	Traffic signal equipment
	27501AB	Treasurer of Va - VDOT [Southfork Bridge]	9401-R47926	52,848.19	FY13	Estimated completion date 2017
	28306	Southeastern Consulting [Manassas sub]	9401-R47937	120,000.00	FY15	upgrades to Manassas Substation
	28311	Utilitworks consulting [AMI case study]	9417-R43002	20,000.00	FY15	project has started July 2015
	27543A	Sungard PEI - AMI	9417-R47001	110,000.00	FY14	Project in study stage
				\$ 512,321.93		
Water	28325	Signet Screen Printing	9501/9602-R45410	1,120.00	FY15	Uniforms ordered not delivered
	27011	Arcados US, Inc	9501-R43002	1,965.50	FY12	McKay Springs buffer area
	28322	MC Dean Inc [generator 4-H station]	9601-47009	20,000.00	FY15	Waiting RFP completion by department
	28287	CHA Consulting Inc [Plant reservoir]	9601-R43002	25,000.00	FY15	Department to complete RFP 2015
	28288	CHA Consulting [LT2 & DDBP upgrade]	9601-R43002	20,000.00	FY15	Department to complete RFP 2015
	28314	CHA Consulting [Dam inspection]	9601-R43002	7,500.00	FY15	ongoing project
	27545A	Troutman Sanders [522]	9601-R43002	4,142.85	FY14	ongoing project
	28286	S & S roofing [4-h Pump roof repairs]	9601-R43004	3,000.00	FY15	Department to complete RFP 2015
	27128	ABB, Inc - 16" Water meter	9601-R43005	20,000.00	FY12	Estimated completion date November 2015
	27936	Bushong Contracting	9601-R45407	5,000.00	FY14	Estimated completion date summer 2015

	PO #	Vendor		amount	Year reserved	Description
	28273	Univar USA	9601-R45413	12,878.00	FY15	invoice paid Aug 2015
	28254	AWWA - Water Jam [Mike Kisner]	9601-R45504	148.00	FY15	Travel - waiting on invoices
	28289	Gerber Pumps	9601-R47001	25,000.00	FY15	Ultrasonic equipment ordered not delivered
	27546	CHA Consulting - Water plant reservoir	9601-R47009	100,000.00	FY14	Estimated completion date Spring 2016
	28327	CHA Consulting [Jamestown Upgrade]	9601-R47009	75,000.00	FY15	Waiting RFP completion by department
	28119A	CHA Consulting [Fairground tanks]	9601-R47009	260,000.00	FY13-14-15	Department to complete RFP 2015
	27522	CHA Consulting - Water plant	9601-R47507	63,666.06	FY13	ongoing project
	27919	CHA Consulting	9601-R47507	1,595,416.60	FY14	Water plant upgrades - work in progress
	28316	Caldwell & Santmyers	9601-R47507	5,262.70	FY15	Install panel board and circuit breaker - water plant
	28291	Bushong Contracting	9601-R47513	175,300.00	FY15	water line upgrades [15th st/Kerfoot/Belair]
	27521A	CHA Consulting - Loop Study	9601-R47519	1,548.29	FY13	Project still being reviewed
	27494A	McGrane Fence Co	9601-R47903	36,700.00	FY13	Security improvements to Guard Hill
	28276	AWWA - Water Jam [Ramada]	9602 & 9802	1,000.00	FY15	Travel - waiting on invoices
	27499A	Carter Machinery Co	9602 & 9802	10,534.00	FY13	Equipment ordered waiting delivery
	28293	American Water Works Associations	9602-R45504	1,700.00	FY15	Travel
	28337	Fluid Pinpointing Services	9602-R47001	45,000.00	FY15	Leak detection program -funding to be included with FY16 funds
	28292	Captial GMC [Dump Truck]	9602-R47005	70,000.00	FY15	funding to be included with FY16
	28015	Bushong Contracting	9602-R47513	26,321.00	FY15	Happy Creek & Braxton [water line upgrade]
	28111	Bushong Contracting	9602-R47513	40,248.50	FY15	Water line upgrades
	28310	Sungard PEI - AMI	9617-R47001	24,310.00	FY15	Radio read water meters ordered/delivered waiting on invoice
				\$ 2,677,761.50		
Sewer	28325	Signet Screen Printing	9502/9802-R45410	1,120.00	FY15	Uniforms ordered not delivered
	27545A	Troutman Sanders [522]	9801-R43002	4,142.85	FY14	ongoing project
	28317	Inboden Environmental	9801-R43077	10,000.00	FY15	Effluent testing
	27930	GHC Inc [Fan Press]	9801-R45407	25,000.00	FY14	WWTP upgrades
	28227	GA Industries	9801-R45407	2,168.86	FY15	8" cushion swing check valve - WWTP
	28320	Prime Solution Inc	9801-R45407	10,000.00	FY15	update #1 rotary fan press
	28267	Winschel Environmental LLC	9801-R45413	3,740.00	FY15	Chemicals - received waiting on invoice
	28269	Winschel Environmental LLC	9801-R45413	3,740.00	FY15	Chemicals - received waiting on invoice
	28270	JCI Jones Chemicals	9801-R45413	6,600.00	FY15	Chemicals - received waiting on invoice
	28318	Winschel Environmental LLC	9801-R45413	7,480.00	FY15	Chemicals - received waiting on invoice
	28315	WW Grainger	9801-R45420	1,000.00	FY15	Cabinet ordered not delivered
	27929A	Colonial Ford Truck Sales	9801-R47005	26,457.50	FY14	Truck #618 replacement - ordered not delivered
	27549B	Lantz Construction [vendor to change]	9801-R47009	70,000.00	FY14	Crooked Run pump station - dept to complete RFP
	28187	Adams Robinson	9801-R47015	42,562,529.58	FY15	WWTP upgrades - contractor
	28375	GHD - construstion Admin	9801-R47015	3,636,663.28	FY15	WWTP upgrades - Clerk of the works
	27521A	CHA Consulting - Loop Study	9801-R47519	4,367.71	FY13	Project still being reviewed
	28293	American Water Works Associations	9802-R45504	1,000.00	FY15	Travel
	28292	Captial GMC [Dump Truck]	9802-R47005	70,000.00	FY15	funding to be included with FY16
	28183	Waller Properties LLC	9802-R47998	750.00	FY15	Council approval Sewer backup prevention 2.3.15
	28309	D & S contractors [I&I]	9802-R47998	1,118,978.56	FY15	ongoing project - new RFP will be done Fall 2015
				\$ 47,565,738.34		
Council decision 9.14.15		EDA - IT Federal	8105-7959	\$ 10,000,000.00	Fund Balance	short term loan to EDA
				\$ 62,550,789.15		
	27943	Pioneer Pole Buildings	9401-R47009	93,000.00		Council approved 8.24.15
	28397	Victor Motorcycle	1610-R47005	25,872.95		Council approved 7.27.15
	28308	Lantz Construction [building renovations]	9401-R47009	226,000.00		Council approved 7.13.15
	28305	Southeasterns Consulting [work study]	9401-R43002	45,000.00		Council approved 7.13.15
				\$ 389,872.95		

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Town of Front Royal, Virginia Work Session Agenda Form

Date: October 19, 2015

Agenda Item: In car and body worn camera systems for the Police Department

Summary: The bid for in-car camera systems and body worn camera systems is due today. (Oct. 14) We are seeking to award the bid to the appropriate firm on the October 26th regular session.

Council Discussion:

Staff Evaluation:

Budget/Funding: Funding FY16 up to \$75,000 1204-7007 [equipment] and 1610-7001 [equipment]

Legal Evaluation:

Staff Recommendations: Staff will make a recommendation to award the appropriate bidder at the October 19th meeting.

Town Manager Recommendation:

Council Recommendation:

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

Work Session

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Town of Front Royal, Virginia
Work Session Agenda Form

Date: October 19, 2015

Agenda Item: Home Decorating Contest

Summary: The Town Council approved a Home Decorating Contest in November 2014 whereby residents who decorated their homes were able to submit a photo on the Town's Facebook page. Those on Facebook could then vote for their favorite home. The top three vote receiving homes received \$100, \$50, and \$25 credit towards their Town utility bill.

Council Discussion: Council is requested to consider approving a resolution to establish a Home Decorating Contest for 2015.

Staff Evaluation: This contest allows our residents to have a web based location to see and obtain addresses of homes decorated for Christmas or Hanukkah.

Budget/Funding: Funding would be authorized from our Enterprise Funds by Town Council. The Director of Finance will be available to address fiscal issues.

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

Staff Recommendations: Staff recommend Council consider establishing a 2015 Home Decorating Contest.

Town Manager Recommendation: The Town Manager recommends Council consider establishing a 2015 Home Decorating Contest.

Council Recommendation:

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





Town of Front Royal, Virginia



RESOLUTION ESTABLISHING THE 2015 HOLIDAY HOME DECORATING CONTEST

WHEREAS, the Town of Front Royal encourages our residents to promote local tourism through the decoration of their homes for the 2015 holiday season; and,

WHEREAS, the Town of Front Royal desires to encourage friendly competition amongst our residents in their decoration efforts;

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Front Royal, Virginia hereby establish the 2015 Holiday Home Decorating Contest sponsored by the Town on our Facebook page with awards to the top three votes receiving homes being \$100 credit towards their electric bill for the first place home, \$50 credit towards their electric bill for the second place home, and \$25 credit towards their electric bill for the third place home. Funding for this contest will come from our Electric Fund.

Adopted this xxth day of November, 2015

APPROVED:

Timothy W. Darr, Mayor

Attest:

Jennifer E. Berry, CMC, Clerk of Council

THIS RESOLUTION was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council on _____ 2015, upon the following recorded vote:

Table with 4 columns: Name, Yes/No, Name, Yes/No. Rows include Bébhinn C. Egger, Hollis L. Tharpe, John P. Connolly, Bret W. Hrbek, Eugene R. Tewalt, and Daryl L. Funk.

Approved as to Form and Legality:

Douglas W. Napier, Esq., Town Attorney

Date: _____

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Town of Front Royal, Virginia
Work Session Agenda Form

Date: October 19, 2015

Agenda Item: Town Drone Program

Summary: The Town has benefitted from third parties operating a drone to assist in the inspection of a recent fire investigated by the Town's Police Criminal Investigations Division and to assess construction activity at the improvements of our Wastewater Treatment Plant. Use of a drone by our Environmental Services and Energy Services Departments to inspect the condition of our water tanks, other facilities and construction activity, as well as assess post incident damage would allow our staff safe and timely inspection. In addition, use of a drone by our Police Department for incident inspection or as permitted by a warrant could also be beneficial. The Town could also operate a drone to document the various special events to assist in tourism advertising.

Council Discussion: Council is requested to consider authorizing staff to complete the permitting with the FAA and to obtain certification for operation by our staff in Information Technology.

Staff Evaluation: Staff have identified the process necessary to operate a drone.

Budget/Funding: Funding for operation and training will be from funds in the current budget. The Director of Finance will be available to address fiscal issues.

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

Staff Recommendations: Staff recommend Council consider authorizing staff to pursue all permitting and training to operate a drone for the Town.

Town Manager Recommendation: The Town Manager recommends Council consider authorizing staff to pursue all permitting and training to operate a drone for the Town.

Council Recommendation:

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



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Town of Front Royal, Virginia
Work Session Agenda Form

Date: October 19, 2015

Agenda Item: Project Signage

Summary: With the completion of the improvements to John Marshall Highway and the installation of the Electric Car Charger, staff propose that the Town establish a program to install a temporary project sign to identify capital improvements undertaken by the Town. Suggested message would be “This Capital Project was made possible by the Citizens of Front Royal (and VDOT/County Funding (as appropriate))” with the project name on a separate sign.

Council Discussion: Council is requested to consider establishing a program to install project signage for capital improvements.

Staff Evaluation: Signage indicating our capital projects may better inform our citizens of the improvements that the Town is undertaking.

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

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

Staff Recommendations: Staff recommend Council consider establishing a Capital Project Signage program.

Town Manager Recommendation: The Town Manager recommends Council consider establishing a Capital Project Signage program.

Council Recommendation:

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



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Town of Front Royal, Virginia
Work Session Agenda Form

Date: October 19, 2015

Agenda Item: Virginia Main Street Application

Summary: Town staff are working to complete the application for the Town to participate in the Virginia Main Street Program through the Virginia Department of Housing and Community Development (DHCD). Applications are due November 2nd. The Town is working with the Chamber of Commerce to identify an organization to manage the program when it we receive the designation. As part of the application, the Town will need to endorse the application and commit to a portion of the initial funding of the management of the program until it becomes self sufficient. Staff are working with the Chamber to identify the budget to implement the program and will present it to Council at the Work Session.

Council Discussion: Council is requested to consider resolution(s) to endorse the application to DHCD and to commit to funding our share of implementation of the program.

Staff Evaluation: The Town is committed to submitting the application to receive the designation of a Virginia Main Street community from DHCD.

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

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

Staff Recommendations: Staff recommend Town Council consider adopting the resolution(s) necessary to submit the application to DHCD for the Virginia Main Street Program.

Town Manager Recommendation: The Town Manager recommends Town Council consider adopting the resolution(s) necessary to submit the application to DHCD for the Virginia Main Street Program.

Council Recommendation:

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



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Item No. _____

Town of Front Royal, Virginia Work Session Agenda Form

Date: October 19, 2015

Agenda Item: Board of Architectural Review Expires

Summary: Angela Toler's term on the Board of Architectural Review (BAR) expires November 13, 2015. Ms. Toler is interested in re-appointment. Council is requested to direct staff on their desired action.

Council Discussion: Council takes desired action.

Staff Evaluation: N/A

Budget/Funding: N/A

Legal Evaluation: N/A

Staff Recommendations: N/A

Town Manager Recommendation: N/A

Council Recommendation:

Additional Work Session Regular Meeting No Action

Consensus Poll on Action: ___(Aye) ___(Nay)

Work Session

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From: Kevin Nicewarner
Date: Tuesday, October 6, 2015 at 3:47 PM
To: Steve Burke
Cc: Bruce Hite, Jason Ryman
Subject: RE: October 19 WS - Gazebo Cameras

Steve,

Over the past week, several officers replied regarding the incidents around the Gazebo area that surveillance cameras did or could have assisted with. During this year, officers brought up the following:

1. Stabbing/assault on E. Main Street that closed the street for a period of time on the morning of April 16th. There were conflicting stories on the particulars of the incident that required numerous witness interviews and forensic scene analysis.
2. CID is concluding a larceny investigation where the suspect placed a gun in the flower bed around the Gazebo and then later retrieved it. The gun was found to be a BB gun.
3. CID utilized surveillance cameras owned and operated by Main Street Pawn to identify several suspects involved in a larceny and impersonating of a police officer on August 20th.
4. A victim reported vandalism to their vehicle while parked in the Gazebo parking lot on September 15th. Officers viewed surveillance footage from Main Street Pawn which confirmed a person committing the vandalism. It is still under investigation.

These are just a few occurrences over the last several months. We have also received a few complaints regarding subjects using illegal narcotics around the Gazebo and reports of persons using the Gazebo as a stage to express their religious and political views. As a heavily used area for special events and large gatherings, these cameras could be utilized for identifying investigative leads in the event of a crime as well as deter crime if persons are aware of the ongoing surveillance.

-Kevin