

# **RIBBON CUTTING FOR VEHICLE CHARGING STATION AT 6:00PM**

## **TOWN OF FRONT ROYAL, VIRGINIA TOWN COUNCIL MEETING**

**Monday, October 26, 2015 @ 7:00pm**

**Warren County Government Center**

1. Pledge of Allegiance
2. Moment of Silence
3. Roll Call
4. Approval of the Regular Council Meeting minutes of October 13, 2015
5. Receipt of Petitions and/or Correspondence from the Public
6. Reports:
  - a. Report of special committees or Town officials and Town Manager.
    - 1) **Report from County of Warren – Special Projects Coordinator Brandy Rosser**
    - 2) **Report from EDA – Executive Director Jennifer McDonald**
  - b. Requests and inquiries of Council members.
  - c. Report of the Mayor
  - d. Proposals for addition/deletion of items to the Agenda.
7. **CONSENT AGENDA ITEMS** –
  - A. COUNCIL APPROVAL – Resolution of Support/Commitment for VA Main St Application
  - B. COUNCIL APPROVAL – Resolution for Home Decorating Contest
  - C. COUNCIL APPROVAL – Resolution for Project Signage
  - D. COUNCIL APPROVAL – Acceptance of Donation of Candy for Hometown Halloween
8. **PUBLIC HEARING** – FY2015-2016 Budget Amendment for Outstanding Purchase Order and Short Term Loan to EDA
9. **COUNCIL APPROVAL** – Bid - In-car Camera Systems/Body Cameras for Police Department
10. **COUNCIL APPROVAL** – Revenue Sharing Project for Leach Run Parkway
11. **COUNCIL APPROVAL** – Revenue Sharing Project for Commerce Avenue
12. **COUNCIL APPROVAL** – Budget Amendments and Award of Criser Road Bridge Replacement

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### **TOWN COUNCIL WORK SESSION** **Immediately after the Regular Council Meeting** **Warren County Government Center**

1. Liaison Committee Meeting Agenda Items for November 19, 2015 Meeting
2. Continued Discussion of Ordinance Amendment to Chapter 170 “Weeds and Debris”
3. CLOSED MEETING – Evaluation of Engineering Firms and Acquisition of Real Estate

7A



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

Page   1    
Item No.   7(A)  

**Meeting Date:** October 26, 2015

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**Agenda Item:** COUNCIL APPROVAL – Resolution of Support/Commitment for Virginia Main Street Application

**Summary:** Council is requested to approve a Resolution of Support and Commitment for the application to participate in the Virginia Department of Housing and Community Development (VDHCD) Virginia Main Street Program by Downtown Front Royal. By approval of this resolution, Council is committing to the shared financial support with the County of Warren of Downtown Front Royal for the first three years, to establish the program. Total expenses through both funding and in-kind services is estimated at \$100,000 per year.

**Budget/Funding:** Funding to be incorporated into future budgets

**Attachments:** Resolution

**Meetings:** Work Session held October 19, 2015

**Staff Recommendation:** Approval   X   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 Resolution of Support and Commitment for the application to participate in the Virginia Department of Housing and Community Development (VDHCD) Virginia Main Street Program by Downtown Front Royal. I further move that Council commit to sharing the financing for this effort with the County of Warren for the first three years to establish the program.

\*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



Town of Front Royal, Virginia



**RESOLUTION OF  
SUPPORT & COMMITMENT  
FRONT ROYAL APPLICATION TO  
VIRGINIA MAIN STREET PROGRAM**

**WHEREAS**, the Virginia Main Street Program has been established by the Virginia Department of Housing and Community Development (DHCD) to assist localities in developing public/private efforts to revitalize their downtown commercial areas; and,

**WHEREAS**, up to three Virginia cities, towns, and counties will be selected to participate in the on-going program and receive intensive technical assistance from DHCD; and,

**WHEREAS**, the Town of Front Royal has invested significant public funds to enhance our downtown area through improvements, public events, and marketing; and,

**WHEREAS**, this investment is leading to new business and increased visitation; and,

**WHEREAS**, the Downtown Front Royal association has been formed to support and enhance these efforts; and,

**WHEREAS**, the Town of Front Royal believes that it would be a great honor and in the Town’s best interest to be included in the Virginia Main Street Program; and,

**WHEREAS**, the Town of Front Royal and the Downtown Front Royal association recognized that downtown revitalization requires an on-going commitment, continuous attention, and a full public-private partnership.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Town of Front Royal, Virginia hereby fully and enthusiastically supports Downtown Front Royal’s application to participate in the Virginia Main Street Program with the goal of economically revitalizing the designated Main Street district using the Main Street Approach™ and looks forward to Front Royal’s successful participation; and,

**BE IT FURTHER RESOLVED** that the Mayor and Council of the Town of Front Royal, Virginia hereby commit to working with the County of Warren to fund the establishment of the Virginia Main Street Program through Downtown Front Royal for three years.

Adopted this 26th day of October, 2015

APPROVED:

\_\_\_\_\_  
Timothy W. Darr, Mayor

Attest:

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Jennifer E. Berry, CMC, Clerk of Council

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

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

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Approved as to Form and Legality:

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Douglas W. Napier, Esq., Town Attorney

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

**7B**



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

Page   1    
Item No.   7(B)  

**Meeting Date:** October 26, 2015

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**Agenda Item:** COUNCIL APPROVAL – Resolution for Home Decorating Contest

**Summary:** Council is requested to approve a Resolution to establish the 2015 Home Decorating Contest sponsored by the Town on the Town’s Facebook Page with awards to the top three homes who receive the most votes.

**Budget/Funding:** None

**Attachments:** Resolution

**Meetings:** Work Session held October 19, 2015

**Staff**

**Recommendation:** Approval   X   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 the Town Council approve a resolution that establishes the 2015 Home Decorating Contest, 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



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 26 day of October, 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: \_\_\_\_\_

7C



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

Page   1    
Item No.   7(C)  

**Meeting Date:** October 26, 2015

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**Agenda Item:** COUNCIL APPROVAL – Resolution for Project Signage

**Summary:** Council is requested to approve a Resolution to establish a Capital Improvement Project Signage Program to highlight major projects undertaken in Front Royal to enhance the community.

**Budget/Funding:** None

**Attachments:** Resolution

**Meetings:** Work Session held October 19, 2015

**Staff**

**Recommendation:** Approval   X   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 Resolution to establish a Capital Improvement Project Signage Program to highlight major projects undertaken in Front Royal to enhance the community, 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



Town of Front Royal, Virginia



RESOLUTION ESTABLISHING CAPITAL PROJECT SIGNAGE

WHEREAS, the Town of Front Royal conducts several capital improvement projects that our residents and visitors may not recognize as enhancing our community; and,

WHEREAS, the Town desires to highlight our accomplishments through temporary signage identifying the project and funding source.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Front Royal, Virginia hereby establishes a program to install signage for major capital improvement projects to highlight improvements made in our community; and,

BE IT FURTHER RESOLVED that the Mayor and Council of the Town of Front Royal, Virginia hereby directs staff to temporarily install these signs during the project's construction and remove the signs within one month of completion of the project.

Adopted this 26th day of October, 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:

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

Approved as to Form and Legality:

Douglas W. Napier, Esq., Town Attorney

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

7D



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

Page   1    
Item No.   7(D)  

**Meeting Date:** October 26, 2015

**Agenda Item:** COUNCIL APPROVAL – Acceptance of Donation of Candy for Hometown Halloween

**Summary:** Council is requested to accept a donation of candy for the Hometown Halloween event being held on Main Street on Saturday, October 31, 2015 from Skyline High School’s F.O.R. Club (Friends of Rachel’s Club) to be provided for use by the businesses and organizations participating in the event in the amount of approximately \$250.00.

**Budget/Funding:** None

**Attachments:** None

**Meetings:** None

**Staff Recommendation:** Approval   X   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 and accept a donation of candy for the Hometown Halloween event being held on Main Street on Saturday, October 31, 2015 from Skyline High School’s F.O.R. Club (Friends of Rachel’s Club) valued at \$250.00.

\*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

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

Page   1    
Item No.   8  

**Meeting Date:** October 26, 2015

**Agenda Item:** COUNCIL APPROVAL – FY2015-2016 Budget Amendment for Unpaid Balances on Purchase Orders and a Short Term Loan to EDA

**Summary:** Council is requested to approve a FY2015-2016 Budget Amendment in the amount of \$62,550,789.15 to carry forward to the FY16 budget cycle, unpaid balances on purchase orders not completed at the end of June 2015 for fiscal year 2015 in the amount of 52,550.789.15 and a short term loan to the Economic Development Authority (EDA) for IT Federal Project in the amount of \$10,000,000.00.

**Budget/Funding:**

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

**Attachments:** None

**Meetings:** Work Session held October 19, 2015

**Staff**

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

**Proposed Motion:** I move that Council approve a FY2015-2016 Budget Amendment in the amount of \$62,550,789.15 to carry forward to the FY16 budget cycle, unpaid balances on purchase orders not completed at the end of June 2015 for fiscal year 2015 in the amount of 52,550.789.15 and a short term loan to the Economic Development Authority (EDA) for IT Federal Project in the amount of \$10,000,000.00.

**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

	PO #	Vendor		amount	Year reserved	Description
<b>Council</b>	28237A	Community Development	1101-R43002	\$ 126,200.00	FY13-14-15	Council will move forward with program Sept 2015
<b>HR</b>	28281	American Red Cross	1202-R45515	\$ 4,000.00	FY15	CPR classes for employess - program in progress
<b>AutoShop</b>	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		
<b>IT</b>	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		
<b>Visitor Center</b>	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		
<b>Legal</b>	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		
<b>Asset Forfeiture</b>	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		
<b>Police</b>	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		
<b>Sreets</b>	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
<b>Refuse</b>	28188	MSW Consultants	4203-R43002	\$ 20,000.00	FY15	Solid waste study - project has started
<b>General</b>	28259	Triple J Painting [Visitor Center]	4302-R43002	4,350.00	FY15	Exterior painting project - waiting on invoice
<b>Properties</b>	28296	D & H Heating [HVAC replacement]	4302-R47001	15,000.00	FY15	ongoing project
				\$ 19,350.00		
<b>Horticulture</b>	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		
<b>Planning</b>	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		
<b>Special</b>	28341	Facility Study	9130-R47013	370,626.70	FY12-13-14-15	Police headquarters design services
<b>Projects</b>	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		
<b>Electric</b>	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		
<b>Water</b>	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
				<b>\$ 2,677,761.50</b>		
<b>Sewer</b>	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 - constrution 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
				<b>\$ 47,565,738.34</b>		
<b>Council decision 9.14.15</b>		EDA - IT Federal	8105-7959	\$ 10,000,000.00	Fund Balance	short term loan to EDA
				<b>\$ 62,550,789.15</b>		
	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
				<b>\$ 389,872.95</b>		

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

Page   1    
Item No.   9  

**Meeting Date:** October 26, 2015

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**Agenda Item:** COUNCIL APPROVAL – Bid for In-Car Camera Systems and Body Cameras for Police Department

**Summary:** Council is requested to approve a bid from WatchGuard Video in the amount of \$96,545.00 that includes (10) in-car camera systems, (1) motorcycle camera and (30) body cameras for patrol officers.

**Budget/Funding:** \$30,000 Asset Forfeiture [1616-R7001]  
\$56,545 Equipment [1204-7007]

**Attachments:** Memorandum/Tabulation Sheet/Cost Breakdown from Purchasing Agent and Memorandum from Captain of Police Department

**Meetings:** Work Session held October 19, 2015.

**Staff Recommendation:** Approval   X   Denial           

**Proposed Motion:** I move that Council approve a bid from WatchGuard Video in the amount of \$96,545.00 that includes (10) in-car camera systems, (1) motorcycle camera and (30) body cameras for patrol officers.

**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:** October 19, 2015  
**To:** Todd Jones, Director of Information Technology  
**From:** Cindy Hartman, Purchasing Agent  
**RE:** Body Cameras and In-Car Camera Systems

A handwritten signature in blue ink, appearing to be "CH", is located to the right of the "To:" and "From:" lines.

---

On Wednesday, October 14, 2015, I held a bid opening for the above mentioned equipment. The bid was for a total cost for the purchase of in-car camera systems for 10 patrol vehicles, a camera system for a motorcycle, and body cameras for 30 patrol officers. I received 2 responses. I have attached the tabulation sheet of those responses.

The low bid was received from Digital Ally, Inc., located in Lenexa, Kansas. Their quote of \$80,795.00 contained a total of 39 "No-Does not Meet Specification" check marks, out of a total of 109 specifications to be met.

The higher bid was received from WatchGuard Video, located in Allen, Texas. Their quote of \$96,545.00, met all of the 109 specifications.

TOWN OF FRONT ROYAL, VIRGINIA

Quotation Tabulation

Item: BODY CAMERAS AND IN-CAR CAMERA SYSTEMS

Quotation #24

Date: OCTOBER 14, 2015

Mailed \_\_\_\_\_

Replied 2

QUANTITY	Vendor Quotation			
	WATCHGUARD VIDEO	DIGITAL ALLY		
	ALLEN, TX QUOTATION	LENEXA, KS QUOTATION	QUOTATION	QUOTATION
TOTAL PURCHASE COST, INCLUDES A QUANTITY OF (10) IN-CAR CAMERA SYSTEMS, (1) MOTORCYCLE CAMERA, AND (30) BODY CAMERAS FOR PATROL OFFICERS  <u>PER TOWN SPECIFICATIONS</u>	\$96,545.00	\$80,795.00		
Total				
Discount				
Net Quotation				
Terms				

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

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

*Cybil H. Hester*  
Purchasing Agent

### **Cost Breakdown of WatchGuard:**

In-Car Systems:	\$57,445
Body Worn Systems:	\$25,500
Server, Software and Supporting Systems:	\$11,100
System Configuration and Training:	\$2,500
<b>Total</b>	<b>\$96,545</b>

All software and hardware includes 1-year service and support.

Yearly Maintenance for 2 <sup>nd</sup> Year	\$13,100
Yearly Maintenance for 3 <sup>rd</sup> Year	\$14,200

### **Challenges with Digital Ally:**

39 out of 109 items do NOT meet required specs.

In-car systems are standard definition (D1).

System does not include server hardware.

Entire in-car camera system is housed in the rear view mirror.

System utilizes 32GB SD cards. (Limited in-car storage)

System cannot record and playback at the same time.

System only records in .AVI format and cannot be converted. (Causes conversion and editing problems in FOIA efforts)



# TOWN OF FRONT ROYAL

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

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

To: Kim Gilkey-Breeden, Director of Finance  
From: Kevin Nicewarner, Captain  
Date: October 14, 2015  
Subject: Body Worn Camera funding

Funding up to \$30,000 for the purchase of thirty (30) body-worn cameras, has been identified within the Police Department's Federal Asset Forfeiture account (1610-7001).

Cc: Chief Norman Shiflett  
Major Bruce Hite  
Lois Miner

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

Page   1    
Item No.   10  

**Meeting Date:** October 26, 2015

---

**Agenda Item:** COUNCIL APPROVAL – Revenue Sharing Project for Leach Run Parkway

**Summary:** The bid for construction of the Leach Run Parkway exceeded the available funding for construction of the project as designed. The project has been awarded with a Change Order to eliminate the landscaping and street lighting, as well as reduce the project to two lanes in the center of the project. The Town is to seek additional Revenue Sharing funding from VDOT to complete the project as originally designed. The estimate to complete the project and purchase the ROW from the EDA is \$5,000,000. Council is requested to approve the application to VDOT for additional Revenue Sharing funding and to authorize the Town Manager to execute the project administration agreement.

**Budget/Funding:** Funding to be split between the Town and County per the Fair Funding Formula

**Attachments:** Resolution and Application

**Meetings:** Several

**Staff Recommendation:** Approval   X   Denial           

**Proposed Motion:** I move that Council approve a Resolution to submit an application for the remainder of the Leach Run Parkway project to the VDOT Revenue Sharing Program in the amount of \$5,000,000 and authorize the Town Manager to execute the project administration agreement.

**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

## REVENUE SHARING DETAILED APPLICATION FOR FUNDS

SEPARATE APPLICATION REQUIRED FOR EACH PROJECT TO BE CONSIDERED

Total locality request cannot exceed **\$10M** (which includes any maintenance funding requested). Maintenance request total cannot exceed **\$5M** per locality  
Projects receiving funding under this program are to be initiated and a portion of the Revenue Sharing funds expended within one year of allocation

FY: <u>2016-17</u>	Town of <u>Front Royal</u>	District: <u>Staunton</u>
# of Applications Locality is submitting: <u>2</u>		

**PROJECT INFORMATION: (Please TAB from field to field)**

Locality's Priority #: <u>2</u> Route #: <u>n/a</u> and local road name, if available: <u>Leach Run Parkway</u>
State Project Number: <u>U000-112-R53</u> UPC #: <u>103003</u>
Has project previously received Revenue Sharing funding? <u>Yes</u> If "Yes", indicate Fiscal Year(s) <u>-20112012</u>
Does project meet a transportation need identified in VDOT's Statewide Transportation Plan? <u>Yes</u>
Has an application also been submitted requesting HB2 funds for this project? <u>No</u>
Is project in Locality's Capital Plan and only by receipt will these funds advance the project advertisement date? <u>No</u> (Current Advertisement: _____; Advanced Advertisement: _____)
Is project work for pavement resurfacing or bridge rehabilitation where the maintenance analysis determines the infrastructure does not meet the Department's performance guidelines? <u>No</u> If "Yes", does local VDOT Manager have this documentation? <u>&gt;select&lt;</u> <i>Requests for pavement resurfacing or bridge rehabilitation (maintenance) lacking this documentation will not meet the higher priority selection criteria.</i>
Scope of Work: <u>New Road</u> Project Type: <u>Construction</u> ("Project Type" will be used in priority selection)
Description of work: <u>Construction of four-lane arterial roadway</u>
Length: <u>1.20</u> (miles) From: <u>John Marshall Highway</u> To: <u>Happy Creek Road</u>

**PROJECT ESTIMATES (Please TAB from field to field)**

PHASE	*Total Estimated Project Cost	Sections below pertain to Revenue Sharing funded portion only:		
		Estimated Eligible Project Costs	Estimated Eligible VDOT Project Expenses	Estimated Reimbursement to Locality
PE	\$ 0	\$ 0	\$ 0	\$ 0
RW	\$ 2,250,000	\$ 2,250,000	\$ 1,125,000	\$ 1,125,000
CN	\$ 2,750,000	\$ 2,750,000	\$ 1,375,000	\$ 1,375,000
<b>TOTAL</b>	<b>\$5,000,000</b>	<b>\$5,000,000</b>	<b>\$2,500,000</b>	<b>\$2,500,000</b>

**PROJECT TO BE ADMINISTERED BY – LOCALITY – If "LOCALITY", please answer for each phase (PE, RW, and CN) below**

Please note that indicating <b>any</b> phase of project work to be administered by the locality and reimbursed using Revenue Sharing Program funding constitutes a "Locally Administered Project". Submission of this application represents the locality's request to administer (RtA) the project work.		
has PE Phase:	Yes; but Reimbursement will NOT be Requested	<i>The RtA is not required – however, for an application for a project exceeding \$5M estimated construction costs it is recommended that the locality use the self-evaluation form in the LAP Manual to assist in assessing its ability to manage a complex project. Local administration of a complex project will be at VDOT's discretion.</i>
has RW Phase:	Yes; Reimbursement will be Requested	
has CN Phase:	Yes; Reimbursement will be Requested	

**PROJECT FINANCIAL INFORMATION (Please TAB from field to field)**

VDOT Revenue Sharing matching funds UP TO \$1M requested for this <b>CONSTRUCTION</b> project for FY 2017:	\$ 1,000,000
VDOT Revenue Sharing matching funds OVER \$1M requested for this <b>CONSTRUCTION</b> project for FY 2017:	\$ 1500000
VDOT Revenue Sharing matching TOTAL application request: (right click on "\$0" to the right & "Update Field" for total)	<b>\$2,500,000</b>
Total of other State / Federal / Local funds (enter amount to the right to include previous state & local revenue sharing funds):	\$ 6,000,000
List types of other funds: <u>Revenue Sharing - \$6,000,000 and Local funding</u>	
Total funding to be programmed on Project <small>*(this line should equal total estimated project cost from above):</small> (right click on "\$0" & "Update Field" for total)	<b>\$8,500,000</b>

**COMMENTS**

The bids for the project as designed exceeded the available funding. Scope has been reduced to remove two lanes for the majority of the project. Additional funding will help complete construction of the four-lane project.
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<p>My signature below certifies this information is accurate and the locality has the required funding to match the amount being requested, if approved.</p> <p>Submitted by: <u>Steven M. Burke, Town Manager</u></p> <p style="text-align: center;"><small>sign here for original hard-copy submission</small></p> <p style="text-align: center;">Signature of Locality Official _____ Date _____</p>	<p>My signature below certifies I have reviewed this application and, to the best of my knowledge, the information is accurate and the project work meets eligibility requirements to receive Revenue Sharing funding.</p> <p>Reviewed by: <u>&gt;type in VDOT Official name &amp; title&lt;</u></p> <p style="text-align: center;"><small>sign here for original hard-copy submission</small></p> <p style="text-align: center;">Signature of VDOT Official _____ Date _____</p>
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## **REVENUE SHARING DETAILED APPLICATION FOR FUNDS**

SEPARATE APPLICATION REQUIRED FOR EACH PROJECT TO BE CONSIDERED

Total locality request cannot exceed **\$10M** (which includes any maintenance funding requested). Maintenance request total cannot exceed **\$5M** per locality

Projects receiving funding under this program are to be initiated and a portion of the Revenue Sharing funds expended within one year of allocation

An original, signed application must be forwarded to your local VDOT Manager, along with a resolution supporting this application by the deadline listed in the "Call for Applications" letter.



Town of Front Royal, Virginia



**RESOLUTION  
LEACH RUN PARKWAY  
REVENUE SHARING APPLICATION**

**WHEREAS**, the bids for construction of the Leach Run Parkway as designed exceed the available funds for construction and the scope of the project was reduced to advance construction of the road in a two-lane rather than four-lane configuration; and,

**WHEREAS**, the Town of Front Royal desires to submit an application of funds of up to \$2,500,000 through the Virginia Department of Transportation Fiscal Year 2016-2017 Revenue Sharing Program; and,

**WHEREAS**, \$2,500,000 of these funds are requested to fund completion of the Leach Run Parkway to its full four lane typical section, installation of street lighting, installation of landscaping, and acquisition of Right-of-Way.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Town of Front Royal, Virginia hereby supports this application for an allocation of \$2,500,000 through the Virginia Department of Transportation Revenue Sharing Program.; and,

**BE IT FURTHER RESOLVED** that the Mayor and Council of the Town of Front Royal, Virginia hereby grants authority for the Town Manager to execute project administration agreements for any approved revenue sharing projects.

Adopted this 26th day of October, 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:

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

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Approved as to Form and Legality:

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

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

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

Page   1    
Item No.   11  

**Meeting Date:** October 26, 2014

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**Agenda Item:** COUNCIL APPROVAL – Revenue Sharing Project for Commerce Avenue

**Summary:** The Virginia Department of Transportation has determined that the Town must reconstruct South Commerce Avenue from Main Street to John Marshall Highway as part of the annual inspection for continued Urban Maintenance Funding. The estimated cost for this work is \$375,000. Council is requested to approve the application to VDOT for Revenue Sharing funding for this project and to authorize the Town Manager to execute the project administration agreement.

**Budget/Funding:** 4500-47927 - \$375,000

**Attachments:** Resolution and Application

**Meetings:** None

**Staff Recommendation:** Approval   X   Denial           

**Proposed Motion:** I move that Council approve a Resolution to submit an application for the reconstruction of South Commerce Avenue from Main Street to John Marshall Highway to the VDOT Revenue Sharing Program in the amount of \$375,000 and authorize the Town Manager to execute the project administration agreement.

**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

## REVENUE SHARING DETAILED APPLICATION FOR FUNDS

SEPARATE APPLICATION REQUIRED FOR EACH PROJECT TO BE CONSIDERED

Total locality request cannot exceed **\$10M** (which includes any maintenance funding requested). Maintenance request total cannot exceed **\$5M** per locality  
Projects receiving funding under this program are to be initiated and a portion of the Revenue Sharing funds expended within one year of allocation

FY: <u>2016-17</u>	Town of <u>Front Royal</u>	District: <u>Staunton</u>
# of Applications Locality is submitting: <u>2</u>		

**PROJECT INFORMATION: (Please TAB from field to field)**

Locality's Priority #: <u>1</u> Route #: <u>n/a</u> and local road name, if available: <u>South Commerce Avenue</u>
State Project Number: _____ UPC #: _____
Has project previously received Revenue Sharing funding? <u>No</u> If "Yes", indicate Fiscal Year(s) _____
Does project meet a transportation need identified in VDOT's Statewide Transportation Plan? <u>Yes</u>
Has an application also been submitted requesting HB2 funds for this project? <u>No</u>
Is project in Locality's Capital Plan and only by receipt will these funds advance the project advertisement date? <u>Yes</u> (Current Advertisement: <u>07/01/2019</u> ; Advanced Advertisement: <u>09/01/2016</u> )
Is project work for pavement resurfacing or bridge rehabilitation where the maintenance analysis determines the infrastructure does not meet the Department's performance guidelines? <u>Yes</u> If "Yes", does local VDOT Manager have this documentation? <u>Yes</u> <i>Requests for pavement resurfacing or bridge rehabilitation (maintenance) lacking this documentation will not meet the higher priority selection criteria.</i>
Scope of Work: <u>Reconstruction</u> Project Type: <u>Maintenance</u> ("Project Type" will be used in priority selection)
Description of work: <u>Mill, pave, and restripe roadway</u>
Length: <u>0.46</u> (miles) From: <u>John Marshall Hwy (Rt 55)</u> To: <u>Main Street</u>

**PROJECT ESTIMATES (Please TAB from field to field)**

PHASE	*Total Estimated Project Cost	Sections below pertain to Revenue Sharing funded portion only:		
		Estimated Eligible Project Costs	Estimated Eligible VDOT Project Expenses	Estimated Reimbursement to Locality
PE	\$ 0	\$ 0	\$ 0	\$ 0
RW	\$ 0	\$ 0	\$ 0	\$ 0
CN	\$ 375,000	\$ 375,000	\$ 187,500	\$ 187,500
<b>TOTAL</b>	<b>\$375,000</b>	<b>\$375,000</b>	<b>\$187,500</b>	<b>\$187,500</b>

**PROJECT TO BE ADMINISTERED BY – LOCALITY – If "LOCALITY", please answer for each phase (PE, RW, and CN) below**

Please note that indicating <b>any</b> phase of project work to be administered by the locality and reimbursed using Revenue Sharing Program funding constitutes a "Locally Administered Project". Submission of this application represents the locality's request to administer (RtA) the project work.		
has PE Phase:	Yes; but Reimbursement will NOT be Requested	<i>The RtA is not required – however, for an application for a project exceeding \$5M estimated construction costs it is recommended that the locality use the self-evaluation form in the LAP Manual to assist in assessing its ability to manage a complex project. Local administration of a complex project will be at VDOT's discretion.</i>
has RW Phase:	Yes; Reimbursement will be Requested	
has CN Phase:	Yes; Reimbursement will be Requested	

**PROJECT FINANCIAL INFORMATION (Please TAB from field to field)**

VDOT Revenue Sharing matching funds UP TO \$1M requested for this <b>MAINTENANCE</b> project for FY 2017:	\$ 187,500
VDOT Revenue Sharing matching funds OVER \$1M requested for this <b>MAINTENANCE</b> project for FY 2017:	\$ 0
VDOT Revenue Sharing matching TOTAL application request: (right click on "\$0" to the right & "Update Field" for total)	<b>\$187,500</b>
Total of other State / Federal / Local funds (enter amount to the right to include previous state & local revenue sharing funds):	\$ 187,500
List types of other funds: <u>Local funding</u>	
Total funding to be programmed on Project <small>*(this line should equal total estimated project cost from above):</small> (right click on "\$0" & "Update Field" for total)	<b>\$375,000</b>

**COMMENTS**

The bids for the project as designed exceeded the available funding. Scope has been reduced to remove two lanes for the majority of the project. Additional funding will help complete construction of the four-lane project.

<p>My signature below certifies this information is accurate and the locality has the required funding to match the amount being requested, if approved.</p> <p>Submitted by: <u>Steven M. Burke, Town Manager</u></p> <p style="text-align: center;"><small>sign here for original hard-copy submission</small></p> <p>Signature of Locality Official _____ Date _____</p>	<p>My signature below certifies I have reviewed this application and, to the best of my knowledge, the information is accurate and the project work meets eligibility requirements to receive Revenue Sharing funding.</p> <p>Reviewed by: <u>&gt;type in VDOT Official name &amp; title&lt;</u></p> <p style="text-align: center;"><small>sign here for original hard-copy submission</small></p> <p>Signature of VDOT Official _____ Date _____</p>
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## **REVENUE SHARING DETAILED APPLICATION FOR FUNDS**

SEPARATE APPLICATION REQUIRED FOR EACH PROJECT TO BE CONSIDERED

Total locality request cannot exceed **\$10M** (which includes any maintenance funding requested). Maintenance request total cannot exceed **\$5M** per locality

Projects receiving funding under this program are to be initiated and a portion of the Revenue Sharing funds expended within one year of allocation

An original, signed application must be forwarded to your local VDOT Manager, along with a resolution supporting this application by the deadline listed in the "Call for Applications" letter.



Town of Front Royal, Virginia



**RESOLUTION  
COMMERCE AVENUE  
REVENUE SHARING APPLICATION**

**WHEREAS**, the Virginia Department of Transportation has determined during their annual inspection of Town roads that the Town must reconstruct Commerce Avenue (Rt 522) from John Marshall Highway (Rt 55) to Main Street at an estimated cost of \$375,000 to comply with the requirements for Urban Maintenance funding; and,

**WHEREAS**, the Town of Front Royal desires to submit an application of funds of up to \$187,500 through the Virginia Department of Transportation Fiscal Year 2016-2017 Revenue Sharing Program.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Town of Front Royal, Virginia hereby supports this application for an allocation of \$187,500 through the Virginia Department of Transportation Revenue Sharing Program for reconstruction of Commerce Avenue; and,

**BE IT FURTHER RESOLVED** that the Mayor and Council of the Town of Front Royal, Virginia hereby grants authority for the Town Manager to execute project administration agreements for any approved revenue sharing projects.

Adopted this 26th day of October, 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:

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

---

Approved as to Form and Legality:

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Douglas W. Napier, Esq., Town Attorney

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

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Town of Front Royal, Virginia  
Council Agenda Statement

Page   1    
Item No.   12  

Meeting Date: October 26, 2015

**Agenda Item:** COUNCIL APPROVAL – Budget Amendments/Award of Criser Road Bridge

**Summary:** The Town has established a VDOT Revenue Sharing Project to reconstruct the Criser Road Bridge at a total estimated cost of \$450,000. At the July 6, 2015 Work Session, Town Council interviewed firms to conduct the design and directed staff to negotiate a design fee with Mattern & Craig. During the negotiations, staff met with VDOT to discuss the scope of the project. It was determined that the initial design effort should be limited to Preliminary Engineering Report (PER) to evaluate the hydraulic and floodplain characteristics that will determine the final design requirements. As such, Mattern & Craig has proposed a PER design scope of services in the attached proposal for a fee of \$39,500. Following the PER, staff will negotiate a fee for the final design based upon the findings of the PER. The FY14-15 Budget included \$24,793 (Town Share) for the design which needs to be carried forward as a budget Amendment. VDOT’s share of \$19,750 for design also has to be added to the budget for Revenue Sharing.

**Budget/Funding:** Budget Amendment (1): FY 14-15 Budget Design Carry Forward  
4500-R43002 - \$24,793.00 [Professional Services]  
4500-3510110 - \$24,793.00 [Fund Balance]  
Budget Amendment (2): VDOT Revenue Sharing  
4500-47962 - \$19,750.00 [Criser Road Bridge – VDOT]  
4500-3420206 - \$19,750.00 [VDOT Revenue Sharing]  
Contract Award: Mattern & Craig  
4500-47962 - \$19,750.00  
4500-R43002 - \$19,750.00

**Attachments:** Mattern & Craig Scope of Services

**Meetings:** Work Session held July 6, 2015

**Staff**

**Recommendation:** Approval   X   Denial           

**Proposed Motion:** I move that Council approve a budget amendment of \$24,793.00 to carry forward the design funding for the Criser Road Bridge from the FY14-15 Budget to the FY15-16 Budget. I further move that Council approve a budget amendment of \$19,750 to account for the Virginia Department of Transportation Revenue Sharing funds for the design of the bridge. I further move that Council approve the award of a contract for the design of the Preliminary Engineering Report for the Criser Road by Mattern & Craig in an amount not to exceed \$39,500.00.

**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

**Criser Road Bridge Replacement**  
Town of Front Royal, Virginia  
Revised October 14, 2015

**PROJECT UNDERSTANDING**

Mattern & Craig is pleased to provide the following Scope of Services for the replacement of the Criser Road Bridge over Happy Creek located within the Town of Front Royal, Virginia.

The existing structure is a single span cast-in-place concrete slab span bridge that is approximately 28'-0" long and approximately 22'-8" wide. The concrete slab span is supported by cast-in-place concrete abutment walls with spread footings bearing on bedrock. There is a concrete encased waterline in the upstream channel and outlets for storm sewer lines in the downstream channel.

We understand that the main purpose of the project is to replace the existing bridge and that the project is partially funded by the Virginia Department of Transportation (VDOT). It is our understanding that the services for this project will be performed in two phases. The Preliminary Design Phase will involve a preliminary engineering report (PER) to determine the size and type of bridge required for the project. The PER will involve survey services, a preliminary hydraulic study of Happy Creek that meets the requirements set forth by the Town, preliminary bridge design and limited roadway design. Once the required hydraulic opening and bridge size and type are determined and approved, we understand that a scope and fee will be negotiated for the Final Design Phase.

The Final Design Phase will include roadway tie-ins at the approaches on each end of the proposed structure as well as connection to the existing sidewalk/greenway along Criser Road at Burrell Brooks Park. We understand that it is the Town's intention to close this portion of Criser Road during construction and that the Town anticipates being able to construct the project during the summer months while school is not in session to provide the least amount of disruption to the traveling public.

Based on the information provided, Mattern & Craig proposes to provide engineering services to assist the Town with replacement of the bridge. It should be noted that this Scope of Services only includes engineering services related to the Preliminary Design Phase of the project. Our services will include survey, preliminary hydraulic analysis, preliminary structural design and limited roadway design. The project deliverables for this phase will be a Preliminary Engineering Report (PER). The specific services to be provided include the following:

**SCOPE OF SERVICES**

**General**

*Project Scoping/Kick-off*

1. Attend a scoping/kick-off meeting with the Town to clearly define goals, scope of work, approach, schedule, communication channels, and points of contact.

*Project Coordination/Review Meetings*

1. Attend one (1) project review meeting with the appropriate parties during the Preliminary Design Phase.
2. Coordinate project requirements with appropriate agencies including the Town of Front Royal, VDOT, VMRC, FEMA, Army Corps of Engineers, etc.

### **Preliminary Design/Preliminary Engineering Report (PER)**

#### *Gather Information*

1. Obtain and review a copy of the existing bridge plans, if available, and the latest bridge inspection report for the structure. The Town will provide access to other items and records related to the bridge and roadway such as traffic data, previous repair plans, existing utility data (GIS), etc. as requested by Mattern & Craig.

#### *Survey Services*

1. Perform deed research on approximately five (5) tax parcels.
2. Set two permanent control monuments to the Virginia HARN network (Virginia State Plane North Zone (NAD83)).
3. Set one benchmark referenced to NAVD88.
4. Provide a 100- foot strip topographic survey for the project area beginning at the intersection of Remount Road (Route 522) and East Criser Road and continuing west on East Criser Road for approximately 500 feet. The topographic survey information will include the location of edge of pavement, curb, sidewalks, pavement markings, driveway entrances, ground shots, drainage ditches, stream banks, swales, retaining walls, sheds, gravel shoulders, property pins, signs, mailboxes, fences, shrubs, trees and wooded areas. Contours developed from the topographic survey will be based on one-foot intervals with spot grades in flat areas.
5. Locate aerial and subsurface utilities including alignment, structure type and pipe sizes.
  - 5.1 Vertical location (elevation) of utilities will be obtained on the following: sanitary sewer manhole rims, sanitary sewer inverts (in and out), sanitary laterals and cleanouts, storm drain manhole rims, storm drain inverts (in and out), and culvert inverts (in and out).
  - 5.2 Horizontal location of utilities will be obtained on the following: waterlines including water valves and water meters, gas lines including gas valves and gas meters, telecommunication lines, electric lines (overhead and underground) and poles/guy wires, petroleum valves, and fiber optic lines.
  - 5.3 Subsurface utility locations will be based on markings by "Miss Utility". Mattern & Craig will be responsible for coordinating utility markings with "Miss Utility" prior to the survey field work.

6. Provide hydraulic survey along Happy Creek to include cross sections at 50 feet and 100 feet upstream of the bridge and at 50 feet downstream of the bridge.
7. Prepare survey base mapping for use by the design team.

#### *Hydrologic and Hydraulic Analysis Services/Permitting*

##### 1. Background/Project Understanding

- 1.1 The existing bridge structure (the two abutment walls and the slab/deck) and portions of Criser Road fall within the FEMA designated Special Flood Hazard Area (SFHA) subject to inundation by the 1-percent annual chance flood with a base flood elevation of approximately 622 just upstream of the existing bridge.
- 1.2 Portions of the bridge structure fall within the area of designated Floodway. The bridge and Floodplain / Floodway are shown on Flood Insurance Rate Map 51187C0118C for Warren County and Incorporated Areas, dated June 3, 2008.
- 1.3 Based on these conditions and our understanding of the proposed work of the project, a flood analysis of the proposed bridge modifications will be necessary to demonstrate compliance with the Town's Zoning Ordinance – specifically Chapter 175, Section 175-74 through 175-81.3 and other National Flood Insurance Program provisions.
- 1.4 The scope of work associated with this phase involves a preliminary hydraulic analysis in order to evaluate various bridge configurations and approach roadway conditions to assist in determining the most suitable type, size and location of the proposed bridge.

##### 2. Hydraulic Analysis/Flood Study

- 2.1 Compile Flood Insurance Rate Maps (FIRM) and all Flood Insurance Study (FIS) data (maps, profiles, floodway tables, etc.) for use in evaluating impacts of the project and evaluate to develop understanding of existing conditions.
- 2.2 Obtain the latest Flood Study Model from VDOT, Warren County, or the FEMA Library. This scope of services assumes that the Model will be available in either HEC-RAS or HEC-2 electronic format. Review the model and develop an understanding of cross section locations, bridge geometry, and other key parameters relevant to performing the work of this phase of the project.
- 2.3 Project mapping for the area immediately adjacent the bridge will be performed by M&C. Regional mapping of area upstream and downstream of the bridge will be provided by the Town or by Warren County. It is assumed that this mapping will be similar to the VGIN mapping provided by Commonwealth of Virginia and will contain accurate and reliable floodplain and floodway limits. M&C will review the mapping for consistency with

published FIS and FIRM. Any changes or discrepancies will be noted and returned for inclusion in mapping.

- 2.4 Meet with the Floodplain Manager from the Town of Front Royal and/or Warren County to review regulatory requirements that will be applicable to the work of the project. Discuss the process for demonstrating compliance through modeling or application of CLOMR/LOMR.
- 2.5 Review the Flood Study Model in the vicinity of the bridge crossing and modify the Flood Study Model to incorporate the project requirements. The result will be to develop an “Existing Conditions Model (adjusted)” by updating the cross section locations and/or bridge geometry to accurately model and evaluate the proposed improvements.
- 2.6 Develop a preliminary “Proposed Conditions Model” and perform hydraulic analysis.
  - 2.6.1 Perform an iterative analysis of various bridge span and deck configurations to optimize conditions and attempt to minimize or eliminate changes to the base flood elevation due to the project. Provide feedback to the Bridge Design Team on resulting impacts of the evaluated alternatives.
  - 2.6.2 Since there is also the potential for the project to result in fill in the Floodway, an objective will be to develop an alternative that will result in a “no-rise” condition for the base flood elevation (1-percent annual chance flood).
  - 2.6.3 Evaluate other bridge configurations (deemed suitable and appropriate by the bridge design team) that may result in an increase in the base flood. Provide a summary of impacts resulting from potential rise and provide guidance to the Town on the regulatory process required to obtain approval in this situation.
- 2.7 Compile and present the preliminary results to the bridge design team. Prepare a Preliminary Hydraulic Analysis Report detailing the results, summarizing the findings, and providing recommendations for the location and placement of the various proposed improvements relative to floodplain regulatory issues.

#### *Bridge Design Services*

1. The bridge design portion of the work will be performed in accordance with Virginia Department of Transportation Road and Bridge Specifications (2007) and the AASHTO LRFD Bridge Design Specifications, Sixth Edition with 2013 Interim Revisions and VDOT Modifications.
2. The proposed bridge structure will be designed for an AASHTO HL-93 load capacity.
3. Mattern & Craig will prepare a Preliminary Engineering Report (PER) to compare bridge design options and determine the most feasible bridge design alternative for the project. The following

bridge design services will be provided for the Preliminary Design/Preliminary Engineering Report (PER):

- 3.1 Coordinate the typical bridge section with the roadway design.
- 3.2 Determine the preliminary structure depth for two structure types. Coordinate with hydraulics to provide the required hydraulic opening.
- 3.3 As part of the Preliminary Engineering Report (PER), evaluate two structure types to replace the existing bridge. One structure type will be a cast-in-place concrete slab bridge. The other structure type will be a precast concrete frame (HySpan) structure. Both of these structure types will be supported on bedrock.
- 3.4 The PER will include a discussion of the advantages/disadvantages and preliminary construction cost estimates for each of the two structure types.
- 3.5 Develop preliminary drawings for the recommended structure type to include plan, elevation and typical section.
- 3.6 Submit a review set of the PER and preliminary drawings to the Town and/or VDOT and make agreed upon revisions.

#### *Roadway Design Services*

1. Based upon survey data obtained by Mattern & Craig, develop a conceptual layout of horizontal and vertical alignment on 24" x 36" plan sheets at a 1" = 25'-0" scale. The design will be based upon a 30 mph design speed (25 mph posted speed).
  - 1.1 The limits of the conceptual layout will be from the existing intersection with Remount Road (Route 522) east of Happy Creek to the area of the existing sidewalk west of Happy Creek, a distance of approximately 650 feet.
  - 1.2 The vertical alignment of the conceptual layout will be coordinated with hydraulic analysis for the bridge crossing Happy Creek.
2. Prepare two typical sections for analysis:
  - 2.1 Town's desired bridge width and lane configuration in the Request For Proposals (RFP); two 12-foot travel lanes, two 3-foot bike lanes and one 4-foot sidewalk.
  - 2.2 Alternative bridge width based on VDOT recommendations; two 12-foot travel lanes, two 5-foot bike lanes and one 4-foot sidewalk.
3. The typical section(s) for the roadway approaches will provide pavement transitions from the bridge width to the existing roadway width based upon VDOT Instructional and Informational Memorandum (IIM) LD-227.9 – Allowances for Small Bridge Replacement/Rehabilitation Projects.

4. Preliminary design will include entrance realignment and profiles, as appropriate. Entrance relocation is anticipated for the installation of the bridge approach guardrails meeting current acceptable standards.
  
5. Prepare cost estimates for roadway construction utilizing the two alternative typical sections.

**TASK SCHEDULE**

*Preliminary Design/Preliminary Engineering Report (PER)*

Time of Completion (from Notice to Proceed): 60 days

**FEE SCHEDULE**

*Basic Services*

Based on the information provided herein, Mattern & Craig proposes to provide the above Scope of Services for the lump sum fee of Thirty-Nine Thousand Five Hundred Dollars (\$39,500.00). Services of specialized sub-consultants will be provided based on the actual cost to Mattern & Craig times a 1.15 multiplier. Below is a fee breakdown for the Preliminary Design/Preliminary Engineering Report (PER) Phase of the project:

Preliminary Design/Preliminary Engineering Report (PER)

Survey Services	\$9,500.00
Hydrologic and Hydraulic Analysis Services	\$10,300.00
Bridge Design Services	\$9,600.00
Roadway/Utility Design Services	\$10,100.00
<b>TOTAL</b>	<b>\$39,500.00</b>

*Additional Services*

Mattern & Craig proposes to provide any additional services that you may require on this project based on the hourly rates determined by our payroll cost times a 2.6 multiplier plus expenses. Services of specialized sub-consultants, if required, will be provided based on the actual cost to Mattern & Craig times a 1.15 multiplier.

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WORK SESSION



## **TOWN COUNCIL WORK SESSION**

Monday, October 26, 2015  
Immediately after the Regular Meeting  
Warren County Government Center

1. Liaison Committee Meeting Agenda Items for November 19, 2015 Meeting
2. Continued Discussion of Ordinance Amendment to Chapter 170 "Weeds and Debris"
3. CLOSED MEETING – Evaluation of Engineering Firms and Acquisition of Real Estate

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Item No.   1  

## Town of Front Royal, Virginia Work Session Agenda Form

Date: October 26, 2015

**Agenda Item:** Liaison Committee Items for November 19, 2015 Meeting

**Summary:** Council is requested to add items to the Liaison Committee Meeting Agenda scheduled for November 19, 2015. Items will be voted on at the regularly scheduled meeting on November 9, 2015. The agenda from the September Liaison Committee meeting is attached for your convenience.

**Council Discussion:** Council takes desired action

**Staff Evaluation:** None

**Budget/Funding:** None

**Legal Evaluation:** Town Attorney will be available for questions or concerns

**Staff Recommendations:** None

**Town Manager Recommendation:** Town Manager will be available.

**Council Recommendation:**

Additional Work Session     Regular Meeting     No Action

Consensus Poll on Action: \_\_\_(Aye) \_\_\_(Nay)

Work Session



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

Warren County Government Center

September 17, 2015

6:00 P. M.



- A. Call to Order – Richard Traczyk, Board of Supervisors Chairman
- B. Approval of Minutes – July 16, 2015/Preparation of Minutes
- C. Leach Run Parkway – Doug Stanley
- D. Waste Water Treatment Plant/Septage Receiving Facility
- E. Building Inspections Software – Doug Stanley
- F. Development Review Committee – Doug Stanley
- G. McKay Property
- H. Warren County's in-Town Projects – Doug Stanley
- I. Avtex Property – Main Street Extension
- J. Adjournment

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## Town of Front Royal, Virginia Work Session Agenda Form

Date: October 26, 2015

**Agenda Item:** Continued Discussion of Ordinance Amendment to Chapter 170 "Weeds and Debris"

**Summary:** During the September 21, 2015 Work Session Council discussed the draft code amendment for modifications to Chapter 170 "Weeds and Debris". A public hearing was held on October 13, 2015 where Council affirmed the first reading of the ordinance amendment, but suggested having further discussion in an upcoming work session before the second reading.

**Council Discussion:** Council is requested to discuss and provide comments.

**Staff Evaluation:** None

**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:** None

**Town Manager Recommendation:** Town Manager will be available

**Council Recommendation:**

Additional Work Session     Regular Meeting     No Action

Consensus Poll on Action: \_\_\_(Aye) \_\_\_(Nay)

Work Session

**AN ORDINANCE TO AMEND FRONT ROYAL TOWN CODE CHAPTER 170  
“WEEDS AND DEBRIS”**

**WHEREAS**, the proposed modifications will improve the Town’s ability to effectively enforce regulations governing high grass and trash removal in a timely manner; and,

**NOW THEREFORE, BE IT ENACTED**, by the Town Council of the Town of Front Royal, Virginia, that Chapter 170 of the Front Royal Town Code is hereby amended as follows:

**Section 170-1 DEFINITIONS**

For the purposes of this Chapter, the following words shall have the meanings respectively ascribed to them by this Section:

**DEBRIS** - Includes cuttings of weeds, trees or bushes, trash, junk, ~~discarded motor vehicles~~ or any other material which may provide a hiding place for snakes or rats, or anything or any condition which may be a fire ~~menace~~ **hazard**, breeding place for mosquitoes or which gives off obnoxious or offensive odors.

~~**GRASS, WEEDS AND OTHER FOREIGN GROWTH** – Plants other than grass and weeds that the provisions of this Chapter also require property owners to cut, including poison ivy, poison oak, poison sumac, and invasive alien plants that are identified by the Virginia Department of Conservation and Recreation; however, the following are specifically excluded as being classified as foreign growth when they are routinely maintained and kept in reasonably good health: shrubs and flowers that are customarily used for ornamental purposes, common garden vegetables, fruit, trees, and underbrush within a forest or woodland area. Includes grass, weeds, brush, poison ivy, poison oak, honeysuckle or any other vegetable growth other than trees, ornamental shrubbery, flowers and garden vegetables.~~

**Section 170-2 REMOVAL OF HIGH GRASS, WEEDS AND FOREIGN GROWTH**

A. ~~Between May 1st and September 1st of each year, t~~The owner of any vacant **developed** or undeveloped property **located** within the Town, ~~including such property upon which buildings or other improvements are located,~~ shall **whenever any such growth exceeds a height of ten inches (10”),** cut the grass, weeds and ~~other~~ foreign growth on such property ~~or any part thereof~~, excluding areas that are farther than one hundred (100) feet from the principal building on such property, and from any building situated on an adjacent property. **Nothing herein shall apply to property zoned for or in active farming operation.** Any such owner failing, ~~refusing or neglecting to cut or remove such grass, weeds and other foreign growth,~~ **after ten (10) days notice,** shall be in violation of this Section and, ~~upon conviction,~~ shall be subject to a civil penalty **of not to exceed fifty dollars (\$50) for the first such violation or violations arising from the same set of operative facts, and a civil penalty of \$100 for subsequent violations not arising from the same set of operative facts occurring within 12 months of the first violation.** ~~Each business day during which the same violation is found to have existed shall constitute a separate offense, however, the total amount of civil penalties arising from the same set of operative facts in a 12-month period shall not exceed \$3,000.~~ **Each business day during which the same violation is found to have existed shall constitute a separate offense. In no event shall**

a series of violations arising from the same set of operative facts result in civil penalties exceeding \$3,000 in a twelve (12) month period. Alternatively, the Town Manager, should he deem it necessary, may, after ten (10) days' written notice to the owner of record, with one such notice being sufficient notice for the entire growing season, have such grass weeds or foreign growth cut by the Town's agents or employees, in which event the costs and expenses thereof shall be chargeable to and paid by the owner of such property, and any such charges may be collected by the Town as taxes are collected. Every charge authorized by this Section with which the owner of such property shall have been assessed and which remains unpaid shall constitute a lien against such property ranking on a parity with liens for unpaid taxes and enforceable in the same manner as provided in Articles 3 (§58.1-3940 et seq.) and 4 (§58.1-3965 et seq.) of Chapter 39 of Title 58.1.

- B. ~~Whenever the grass, weeds or other foreign growth attains the height of fifteen (15) inches or more, whether such property is vacant or occupied, it shall be presumed to threaten the health, safety and general welfare of the residents of the Town. Under such circumstances, the Town Manager may after ten (10) days notice to the owners or occupants thereof, have such grass, weeds, and other foreign growth cut by its agents, contractors or employees, and the costs and expenses thereof shall be charged to and paid by the owner of such property, and may be collected as taxes and levies are collected, and shall constitute a lien upon such property until such charges are paid. Any owner of property who is aggrieved by the decision of the Town Manager under this provision Subsection may note an appeal of the herein described notice within ten (10) days of the date of its receipt, in which case, all efforts to cause said grass, weeds, or foreign growth etc., to be cut by the Town shall cease until the appeal has been decided by the Town Council.~~

### **Section 170-3 REMOVAL OF TRASH; TOWN ACTION ON FAILURE OF OWNER TO REMOVE.**

~~Whenever the Town Council deems it necessary, because of unsightly, unsanitary or hazardous conditions, the owner of any property in the town shall, after reasonable notice, remove therefrom any and all trash, garbage, refuse, litter and other substances which might endanger the health of other residents of the town, and should the owner fail, refuse or neglect to comply with the notice, he shall be subject to a fine not to exceed fifty dollars (\$50.), or, if the Town Council deems it necessary, it may, after reasonable notice, have such trash, garbage, refuse, litter and other substances which might endanger the health of other residents of the town, removed by its agents or employees, and the costs and expenses thereof shall be chargeable to and paid by the owner of such property and may be collected by the town as taxes and levies are collected, and such charge shall constitute a lien upon such property until paid.~~

- A. The owner of property located within the Town shall, when the Town Manager, acting as agent for the Town Council, determines that trash, garbage, refuse, litter, debris and/or other substances exist on the property, which might endanger the health or safety of other residents of the Town, after ten (10) days' notice, remove therefrom any and all such trash, garbage, refuse, litter, debris and other substances to comply with such notice within then (10) days of receipt by disposing of such trash, garbage, refuse, litter, debris, or other substance in a manner authorized by law, shall be guilty of a Class IV misdemeanor. Alternatively, the Town Manager, should he deem it necessary, may, after ten (10) days' notice, have such trash, garbage, refuse, litter, debris and

other substances, which might endanger the health of other residents of the Town, removed by Town's agents or employees, in which event the costs and expenses thereof shall be chargeable to and paid by the owner of such property and any such changes may be collected by the Town as taxes are collected. Every charge authorized by this Section with which the owner of such property shall have been assessed and which remains unpaid shall constitute a lien against such property ranking on a parity with liens for unpaid local taxes and enforceable in the same manner as provided in Articles 3 (§58.1-3940 et seq.) and 4 (§58.1-3965 et seq.) of Chapter 39 of Title 58.1.

B. Any property owner aggrieved by a determination of the Town Manager under this section may appeal such determination to the Town Council within ten (10) days of receipt of any notice required to be given herein, in which case any efforts by the Town to obtain compliance with this section shall cease until the appeal has been decided by Town Council.

**Section 170-4 NOTICE TO OWNER WHEN UNKNOWN.**

If the owner of the land property or lot is unknown or cannot be found, the notice mentioned in Sections 170-2 and 170-3 may be given to his the owner's agent and tenant or, if none, then such notice may be given by publication of the same once in a newspaper published one (1) of the newspapers published or circulated in the Town.

This ordinance shall become effective upon passage.

APPROVED:

\_\_\_\_\_  
Timothy W. Darr, Mayor

ATTEST:

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

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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

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

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Approved as to form and legality:

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Douglas W. Napier, Town Attorney

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

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## Town of Front Royal, Virginia Work Session Agenda Form

Date: October 26, 2015

**Agenda Item:** CLOSED MEETING – 1) Acquisition of Real Property; Investment of Public Funds  
AND 2) Evaluation, Investment of Public Funds, Award of Public Contract

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

I move that Council convene and go into Closed Meeting for the following purposes: 1) The discussion or consideration of the acquisition of real property, real property for a public water source, for a public purpose, 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 Discussion or consideration of the investment of public funds, consideration of purchase of real property for a public water source, where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected, pursuant to Section 2.2-3711. A. 6. of the Code of Virginia; **AND 2)** Assignment, appointment, and performance of appointees of Town Council, pursuant to Section 2.2 3711. A. 1. of the Code of Virginia; Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected, pursuant to Section 2.2-3711. A. 6. of the Code of Virginia; and, Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an Open Session would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2- 3711. A. 29. of the Code of Virginia.

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

I move that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information 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.