



TOWN OF FRONT ROYAL, VIRGINIA TOWN COUNCIL MEETING
Monday, July 25, 2016 @ 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 July 11, 2016
5. Receipt of Petitions and/or Correspondence from the Public
6. Reports:
 - a. Report of special committees or Town officials and Town Manager.
 - *Economic Development Authority Report - Executive Director Jennifer McDonald**
 - *Northern Shenandoah Valley Regional Commission Report – Brandon Davis**
 - *Branch Highways Update on Leach Run Parkway – Justin Campbell**
 - *Appalachian Trail Community Update – Sonja Carlborg**
 - b. Requests and inquiries of Council members.
 - c. Report of the Mayor
 - *Recognition of Finance Department – GFOA Award**
 - d. Proposals for addition/deletion of items to the Agenda.
7. **CONSENT AGENDA ITEMS** –
 - A. COUNCIL APPROVAL – Change Street Name - Portion of Warren Avenue – CBM Mortgage
 - B. COUNCIL APPROVAL – Purchase of Replacement Vehicles for Police Department
8. **COUNCIL APPROVAL** – Resolution – IDA Financing for Christendom Educational Corp.
9. **COUNCIL APPROVAL** – Authorization to Advance Final Design of Police Headquarters

6c



Government Finance Officers Association
203 N. LaSalle Street - Suite 2700
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

July 6, 2016

The Honorable Timothy Darr
Mayor
Town of Front Royal
PO Box 1560
Front Royal VA 22630-0033

Dear Mayor Darr:

We are pleased to notify you that your comprehensive annual financial report for the fiscal year ended **June 30, 2015** qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An award for the Certificate of Achievement has been mailed to:

Kim Gilkey-Breedon
Director of Finance

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort. In addition, details of recent recipients of the Certificate of Achievement and other information about Certificate Program results are available in the "Awards Program" area of our website, www.gfoa.org.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,
Government Finance Officers Association

A handwritten signature in black ink that reads "Stephen J. Gauthier". The signature is written in a cursive, flowing style.

Stephen J. Gauthier, Director

Technical Services Center

SJG/ds



Government Finance Officers Association
203 N. LaSalle Street - Suite 2700
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

07/06/2016

NEWS RELEASE

For Information contact:
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Town of Front Royal** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

Kim Gilkey-Breeden, Director of Finance

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**Town of Front Royal
Virginia**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2015

Executive Director/CEO

7A



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

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Item No. 7A

Meeting Date: July 25, 2016

Agenda Item: COUNCIL APPROVAL – Change Street Name on Portion of Warren Avenue to Hometown Way – CBM Mortgage, Inc.

Summary: Council is requested to consider a request from Cory Michael, President/CEO of CBM Mortgage, Inc., seeking to change the section of Warren Avenue that solely houses his new CBM facility, to “Hometown Way” with the numeric address to remain 912. CBM Mortgage, Inc. will give a donation to cover the cost of the new street sign.

Budget/Funding: None

Attachments: Letter from Mr. Michael

Meetings: Work Sessions held July 5 and July 18, 2016

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 the renaming of a portion of Warren Avenue to Hometown Way as requested by Cory Michael, President/CEO of CBM Mortgage, Inc with the house number to remain as 912 and CBM Mortgage, Inc. to give a donation towards the cost of the new street sign.

*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



June 20, 2016

RE: Street name for new CBM location

Steve and Jeremy,

I am writing to request the section of Warren Ave. that will solely house the new CBM facility be renamed to Hometown Way, and the numeric address to be 1 for the building. We deliberated over what would make the most sense with our industry and company, and feel Hometown Way is most appropriate. We are open to pay for any costs the town would have with updated the signage. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to be 'Cory Michael', enclosed within a hand-drawn oval.

Cory Michael

President/CEO

CBM Mortgage, Inc.

112 East 6th Street
Front Royal, VA 22630
(540) 635-1112
www.cbmmortgage.com

7B



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

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Item No. 7B

Meeting Date: July 25, 2016

Agenda Item: COUNCIL APPROVAL – Purchase of Replacement Vehicles for Police Dept.

Summary: Council is requested to approve the purchase of three 2017 Ford Interceptor utility vehicles through the Virginia State Contract in an amount of \$98,309.40 (\$32,769.80 per vehicle), to be used in the Patrol Division of the Police Department. Three vehicles would be removed from the Patrol Division. They include: a 2011 Ford Crown Victoria cruiser with 123,000 miles, a 2011 Ford Crown Victoria with 118,000 miles, and a 2011 Ford Crown Victoria with 82,000 miles. Funding for the vehicles in the amount of \$107,250.00. The remaining \$8,940.60 will be utilized for additional equipment for the vehicles such as exterior graphics, emergency lighting, weapons mount, utility console, prisoner transport, etc...

Budget/Funding: FY17 Police Department budget line item 3102-47005 – “Motor Vehicles”

Attachments: Memorandum from Purchasing Agent

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 the Town Council approve the purchase of three 2017 Ford Interceptor utility vehicles through the Virginia State Contract in an amount of \$98,309.40 (\$32,769.80 per vehicle), to be used in the Patrol Division of the Police Department. I further move that the purchase of the vehicles would replace three 2011 Crown Victoria vehicles (as described) from the Police Department’s fleet.

*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: July 19, 2015
To: Tina Presley, Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent
RE: Agenda Item

I have received a request from the Police Department to purchase three (3) 2017 Ford Interceptor Utility vehicles through the Virginia State Contract. We would be removing three (3) 2011 Crown Victoria vehicles from their fleet to be placed in our annual auction. The Virginia contract is competitively bid, and so meets the Public Procurement Act requirements. Due to the volume the awarded dealers sell through these State contracts, there is a substantial cost savings over the invoice price.

The dollar amount of this purchase requires Town Council approval. Please add this item to the July 25, 2015 agenda for their action.

Staff recommends the purchase of three (3) 2017 Ford unmarked Utility Police Interceptor from Haley Ford South for a total cost of \$98,309.40. This cost breaks down as \$27,608.00 base price, options and delivery at \$1,746.80, for a cost per vehicle of \$32,769.80.

Funding in the amount of \$107,250.00 is available in the FY17 Police Department budget line item 3102-47005 "Motor Vehicles". If this purchase is approved, the remaining funds in that line item, \$8,940.60, will be utilized for additional equipment for the vehicles. This would include exterior graphics, emergency lighting, weapons mount, utility console, prisoner transport, etc.

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

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Item No. 8

Meeting Date: July 25, 2016

Agenda Item: COUNCIL APPROVAL – Resolution - IDA Financing for Christendom Education Corporation

Summary: Christendom Educational Corporation has requested that the Industrial Development Authority (IDA) of the Town of Front Royal and the County of Warren recommend approval of the issuance of the IDA revenue bonds in an amount not to exceed \$6,000,000 to 1) assist in financing or refinancing costs of construction, renovation and equipping of an approximately 30,141 square foot dormitory located at 134 Christendom Drive; 2) refinancing debt originally incurred to finance the acquisition, construction, renovation and equipping of various improvements located on the campus, including land, athletic fields, dormitories, academic buildings, vehicles and other equipment; and 3) financing bond issuance costs and other eligible expenditures. Council is requested to approve the issuance of the bonds as presented in the attached Resolution

Budget/Funding: None

Attachments: Resolution

Meetings: None

Staff Recommendation: Approval X Denial

Proposed Motion: I move that Council approve a Resolution that recommends approval of the issuance of bonds from the Industrial Development Authority of Front Royal and County of Warren to finance Christendom Educational Corporation as presented.

ROLL CALL VOTE REQUIRED

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

Approved By: SB

July 22, 2016

Mayor and Town Council of
Town of Front Royal, Virginia
102 E. Main Street
Front Royal, VA 22630

**Industrial Development Authority of
the Town of Front Royal and the County of Warren, Virginia
Proposed Financing for the benefit of Christendom Educational Corporation**

Christendom Educational Corporation (the "Borrower"), a Virginia nonstock, nonprofit corporation and a corporation described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), has requested that the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia (the "Authority") recommend approval by the Mayor and Town Council of the Town of Front Royal, Virginia (the "Town Council") of the issuance of the Authority's revenue bonds, in one or more series, (the "Bonds") in an amount not to exceed \$6,000,000, to assist the Borrower in (a) financing or refinancing certain of the costs of construction, renovation and equipping of an approximately 30,141 square foot dormitory located on the Borrower's campus at 134 Christendom Drive, Front Royal, Virginia (the "Campus"), (b) refinancing certain debt of the Borrower originally incurred to finance the acquisition, construction, renovation and equipping of various improvements located on the Campus, including land, athletic fields, dormitories, academic buildings, vehicles and other equipment and (c) financing bond issuance costs and other eligible expenditures (collectively, the "Project").

As set forth in the resolution of the Authority attached hereto, the Authority has agreed to issue the Bonds as requested. The Authority has conducted a public hearing on the proposed financing of the Project and has recommended that you approve the issuance of the Bonds as required by Section 147(f) of the Code and Section 15.2-4906 of the Code of Virginia of 1950, as amended (the "Virginia Code").

Attached hereto are: (1) a certificate evidencing the conduct of the public hearing and the action taken by the Authority; (2) the Fiscal Impact Statement required pursuant to Virginia Code Section 15.2-4907; and (3) the form of resolution suggested by counsel to evidence your approval.

Secretary, Industrial Development Authority of the Town
of Front Royal and the County of Warren, Virginia

RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA WITH RESPECT TO INDUSTRIAL DEVELOPMENT AUTHORITY FINANCING FOR CHRISTENDOM EDUCATIONAL CORPORATION

WHEREAS, the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia (the "Authority") has considered the application of Christendom Educational Corporation (the "Borrower"), a corporation which is described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), requesting the issuance of the Authority's revenue bonds in an amount not to exceed \$6,000,000 (the "Bonds") to assist the Borrower in (a) financing or refinancing certain of the costs of construction, renovation and equipping of an approximately 30,141 square foot dormitory located on the Borrower's campus at 134 Christendom Drive, Front Royal, Virginia (the "Campus"), (b) refinancing certain debt of the Borrower originally incurred to finance the acquisition, construction, renovation and equipping of various improvements located on the Campus, including land, athletic fields, dormitories, academic buildings, vehicles and other equipment and (c) financing bond issuance costs and other eligible expenditures (collectively, the "Project") and has held a public hearing in connection therewith on July 22, 2016;

WHEREAS, Section 147(f) of the Code provides that both the governmental unit having jurisdiction over the area in which any facility financed with the proceeds of private activity bonds is located and the governmental unit on behalf of which such bonds are issued must approve the issuance of such bonds after a public hearing;

WHEREAS, the Authority issues its bonds on behalf of both the Town of Front Royal, Virginia (the "Town") and the County of Warren, Virginia (the "County") and the facilities of the Borrower described above are located in the County;

WHEREAS, the Mayor and Town Council of the Town (the "Council") constitutes the highest elected governmental unit of the Town;

WHEREAS, the Authority has recommended that the Council approve the issuance of the Bonds; and

WHEREAS, a copy of the Authority's resolution approving the issuance of the Bonds, a certificate of the public hearing and a Fiscal Impact Statement have been filed with the Council.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Front Royal, Virginia that:

1. The Council approves the issuance of the Bonds by the Authority for the benefit of the Borrower, as required by Section 147(f) of the Code and Section 15.2-4906 of the Virginia Code, to permit the Authority to assist in the financing of the Project.
2. The approval of the issuance of the Bonds does not constitute an endorsement to a prospective purchaser of the Bonds or the creditworthiness of the Bonds or the Borrower.
3. The issuance of revenue bonds as requested by the Borrower will not constitute a debt or pledge of the faith and credit of the Commonwealth of Virginia, the Town or the County, and neither the faith and credit nor the taxing power of the Commonwealth of Virginia or any

political subdivision thereof, including the Town or the County, will be pledged to the payment of the Bonds or the interest thereon or other costs incident thereto. Neither the Commonwealth of Virginia nor any political subdivision thereof, including the Town, the County and the Authority, shall be obligated to pay the Bonds or the interest thereon or other costs incident thereto, except from the revenues and money pledged therefor.

4. [The Council hereby designates the Bonds as “qualified tax-exempt obligations” for the purpose of Section 265(b)(3) of the Code. The Authority and the Town do not reasonably anticipate issuing more than \$10,000,000 in tax-exempt obligations during calendar year 2016 and neither the Authority nor the Town will designate more than \$10,000,000 of qualified tax-exempt obligations pursuant to Section 265(b)(3) of the Code during such calendar year.]

5. This resolution shall take effect immediately upon its adoption.

ADOPTED this ____ day of August, 2016.

CERTIFICATION OF ADOPTION OF RESOLUTION

The undersigned Clerk of the Town Council of the Town of Front Royal, Virginia hereby certifies that the Resolution set forth above was adopted during an open meeting on August ____, 2016 by the Town Council, the votes being recorded as follows:

Aye: _____

Absent: _____

Nay: _____

Abstentions: _____

Signed this ____ day of August, 2016

By: _____
Clerk of Council
Town of Front Royal, Virginia

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

Page 1
Item No. 9

Meeting Date: July 25, 2016

Agenda Item: COUNCIL APPROVAL – Authorization to Advance Final Design of Police Headquarters

Summary: Council is requested to authorize Moseley Architects, Inc. to advance the final design of the Police Headquarters as presented at the July 18th Work Session. The final design is estimated to be completed in November 2016.

Budget/Funding: None

Attachments: None

Meetings: Work Session held July 18, 2016

Staff Recommendation: Approval X Denial

Proposed Motion: I move that Council authorize Moseley Architects, Inc. to advance and complete the final design of the Police Headquarters as presented at the July 18, 2016 work session, and authorize the Town Manager to execute the Design Development Phase Letter.

*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

MOSELEY ARCHITECTS

3200 Norfolk Street
Richmond, VA 23230
P: (804) 794-7555

June 30, 2016

RE: Front Royal New Police Headquarters
550158

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

Dear Mr. Burke:

In accordance with our Agreement, dated April 21, 2015 for the above referenced project, we request approval of the Schematic Design Phase Documents and authorization to enter the Design Development Phase.

The Schematic Design Phase Documents involved are:

Basis of Design Narrative, dated June 1, 2016

Drawings, dated June 13, 2016

COVER

A1.1 ARCHITECTURAL SITE PLAN

A2.1 FLOOR PLAN

A4.1 ELEVATIONS – POLICE DEPARTMENT

A4.2 ELEVATIONS – SUPPORT BUILDING

The preliminary estimate of probable construction cost, based on the Schematic Design Phase Documents, is as follows:

Base Bid:

Police Department Construction:	15,751 SF	\$3,730,696
Support Building Construction	7,208 SF	\$1,445,707
Site Construction:		\$1,672,377
TOTAL		\$6,848,780

RE: Front Royal New Police Headquarters
Mr. Steve Burke

Page 2

06/30/2016

Since we have no control over the cost of labor and materials, current market conditions, or competitive bidding, we cannot guarantee the accuracy of this preliminary estimate of probable construction cost.

Digital copies of the Schematic Design Phase Documents have been forwarded under separate cover. Please indicate your approval by signing and returning one signed copy of this letter for our files.

Sincerely,



Mr. Joshua N. Bennett, AIA
Vice President

550158

Encl: As stated

Approved: Town of Front Royal

Signature: _____

Printed Name and Title: _____

Date: _____