



## TOWN/COUNTY LIAISON COMMITTEE MEETING AGENDA



Town Hall Conference Room, 102 E. Main Street  
March 15, 2018  
5:30 p.m.

Call to Order – Hollis L. Tharpe, Mayor, Front Royal Town Council

- 1) IT Federal Main Street Project – Joe Waltz
- 2) Route 522 Corridor Water Upgrade Project – Joe Waltz
- 3) Phase II Happy Creek Road Project Update – Joe Waltz
- 4) Town Building Maintenance Code Enforcement Update – Joe Waltz
- 5) Update on Wastewater Treatment Plant – Joe Waltz
- 6) Development Review Committee – Doug Stanley
- 7) Relocation of VA Inspection Sticker/Motor Vehicle Decals – Joe Waltz
- 8) Building Inspections Software – Doug Stanley
- 9) Warren County's In-Town Projects – Doug Stanley
- 10) Joint Towing Board – Joe Waltz / Doug Stanley

Adjournment

## Town of Front Royal / County of Warren Liaison Meeting Agenda Form

Date: March 15, 2018

**Agenda Item:** IT Federal/Main Street Extension/Royal Phoenix

**Summary:**

IT FEDERAL: The Town has issued bids for construction for the lift station and other utility infrastructure to provide service to Lot 6, IT Federal. The Town had a pre-bid meeting on March 13<sup>th</sup> with a bid due date of April 3, 2018.

Staff continues to work on bid for the construction of the first phase of W. Main extension. We are currently waiting on a drawing from Bohler Engineering to complete bid package. The Town plans to release the bid this week.

ROYAL PHOENIX MASTER PLAN: Royal Phoenix Concept Plan/Traffic Study. The EDA was provided a list of questions that the PC had during their initial review of the submitted materials. The EDA has not rescheduled the meeting with the planning commission.

**Discussion:** Open discussions



## Town of Front Royal / County of Warren Liaison Meeting Agenda Form

Date: March 15, 2018

**Agenda Item:** Route 522 Corridor Water Upgrade project

**Summary:** CHA has completed their PER to address the water reliability and upgrade along the 522 Corridor as part of the water contract with Dominion Resources. They evaluated four options in which Dominion Resources only approved the one design which included parallel water lines through the corridor.

Total cost of the preferred option of a new parallel water line presented to the Town about a year ago is currently \$5.5 million. The project will be funded by Dominion (\$3.5 million) and the Town having to commit \$2 million to the project. Dominion's interest in seeing a backup waterline constructed is based on cooling needs for its massive electrical generating facility.

To determine the precise status of the Town's existing water lines in the north corridor and how the proposed new 12-inch waterline could be connected into the system, the Town has completed a hydraulics study model. Staff plans to discuss the results of the hydraulic study and the options again with Town Council on April 2, 2018.

**Discussion:** Open discussion



## Town of Front Royal / County of Warren Liaison Meeting Agenda Form

Date: March 15, 2018

**Agenda Item:** Happy Creek Road Phase II project

**Summary:**

The Town had Pennoni review the complete design for phase II of Happy Creek Road to determine cost to update design to current standards.

The Town has also submitted revenue sharing for this project with VDOT and to use the remaining funds from phase 1 to complete design for phase 2 and possible phase 3.

Staff has also been investigating any previous right-of-way acquisitions for the project.

- **Discussion:** Open Discussion

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## Town of Front Royal / County of Warren Liaison Meeting Agenda Form

Date: March 15, 2018

**Agenda Item:** Property Maintenance Code

**Summary:**

On February 12, 2018, Town Council voted down the property maintenance code during the first reading.

History:

On July 20, 2016, the Planning Commission held an initial public hearing/public information meeting regarding the possibility of establishing a property maintenance code and/or rental inspection district program within the Town. This public hearing was scheduled after the topic was referred to the Planning Commission by Town Council.

On November 30, 2016, the Planning Commission held a second public hearing with the draft ordinance. During this meeting, the Planning Commission passed a motion to “recommend adoption of Ordinance Amendment ORD16-09-227, to establish a rental inspection district in the Town.

On September 28, 2017, Town Council held a public hearing for the adoption of Property Maintenance Code and establishment of the rental inspection district but delayed the first reading. Town Council discussed again at the November 6<sup>th</sup> work session and will be placed on the agenda for November 13, 2017 for the first reading.

On January 8, 2018, Town Council voted down the adoption of the Property Maintenance Code and Rental Inspection District. Town Council will have another work session to discuss before the next public hearing in February on just the Property Maintenance Code.

**Discussion:** Open Discussion – remove project

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## Town of Front Royal / County of Warren Liaison Meeting Agenda Form

Date: March 15, 2018

**Agenda Item:** WWTP Construction/Sewage Receiving Station Update

**Summary:** On February 14, 2018, the project reached substantial completion (99% complete), with a few minor punch list items. The most important item remaining is performance testing of the ATAD & BioMag equipment. The performance testing will take up to 90 days.

**Sewage Receiving Station** - Fully functional with electric gates and security system.

**Discussion:** Open discussion on progress of WWTP

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**Town of Front Royal / County of Warren  
Liaison Meeting Agenda Item**

Date: March 15, 2018

**Agenda Item:** Development Review Committee

**Summary:** Council had requested an update of the Development Review Committee

**Development Review Committee** – The Development Review Committee met on February 28th.

The Committee discussed projects in the County including:

- A proposed thermal shelter at Virginia Hills Church. The Church had submitted a change of use application. There will be four local churches participating as thermal shelters.
- All comments have been sent to the engineer regarding the Chick-fil-A site plan.
- Discussion on two festival permits. Appaloosa Festival in September (approved by Board on 3/6) at Skyline Ranch Resort and Brewstock Festival in August at Backroom Brewery.
- Proposed farm stand/ small-scale garden center Route 340 South at 885 Stonewall Jackson Highway (Board public hearing on 3/20).

The Committee also discussed Town projects including:

- The former Warren County Work Release building being used as a possible women’s/men’s shelter.
- A possible catering business on North Royal Avenue beside the Credit Union.
- A site plan has been received for a Dunkin Donuts beside Spelunkers.
- Front Royal Limited Partnership proffers were approved by the Town Council.
- Other discussion included the proposed Brew Pub, Try Thai (Weaver Building), and Art Gallery (former Lucky Star Building) on Main Street.

The Committee will meet again on March 28, 2018.

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**Town of Front Royal / County of Warren  
Liaison Meeting Agenda Form**

Date: March 15, 2018

**Agenda Item:** Relocation of Inspection and Motor Vehicle Decals

**Town Summary:** Staff recently received notification that Virginia inspection stickers will be relocated from the center of vehicle windshields to the lower left corner in front of the driver effective January 1, 2018. The move is necessitated by innovations in the automotive industry and stickers there can interfere. No changes will be made to the size or appearance of the existing inspection sticker.

This change will require the Town’s permanent vehicle stickers to be relocated. The Virginia State Police have allowed an extension for leaving existing license fee/stickers in place until December 31, 2018. The Town has approximately 16,000 permanent vehicle stickers that will need to be relocated. The estimated expense of the sticker replacement is between \$ 6,000-\$ 8,000. The Town plans to provide the new sticker to citizens in the mailing of personal property tax bills in late April or May.

**County Summary:** The Virginia State Police recently notified localities that all Virginia State Inspections Stickers will be relocated to the left side of the front windshield. During the calendar year 2018 as vehicle owners get their vehicles inspected, the inspection stations will be removing old inspection stickers and applying a new inspection sticker to the left side of the windshield. These changes are being made due to newer vehicle accident avoidance sensors in the middle of the windshields. Because the inspections stickers are moving, so will the Warren County permanent decals. Warren County is working with its vendor to mail new stickers to County taxpayers by the end of 2018.

Warren County requires the vehicle decals in order for residents [County (outside Town limits) and Town] to be able to take their trash to any of the County’s four compactor sites as well as the Transfer Station. Presence of the decal verifies that the vehicle is a Warren County vehicle and ensures residents purchase their decal, as they are unable to dump without it.

In working with the Treasurer and Commissioner of the Revenue, County staff proposed to mail a new decal to each owner of a vehicle (car or truck) in Warren County (outside Town limits). To save on postage costs, the decals will be mailed in late April with the first half personal property tax bills that are due by June 5<sup>th</sup>. The County’s estimated one-time cost to purchase new decals, process, and mail to vehicle owners is \$8,095 (\$6,095 for decal and processing and \$2,000 for additional postage). At its meeting on February 20<sup>th</sup>, the Board appropriated \$8,095 to cover the cost for additional processing and postage.

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**Town of Front Royal / County of Warren  
Liaison Meeting Agenda Item**

Date: March 15, 2018

**SUMMARY:** The EnerGov software system went live on November 14<sup>th</sup>, 2017

**DISCUSSION:** CSS Implementation project’s estimated June 2018 “go-live” date remains attainable at this time, but likely at the cost of CSS functionality and insufficient quality control/staff testing time. At the February 27, 2018 Stakeholder Meeting, Town and County Team Leaders were informed that database redesign work that had been identified as absolutely necessary for launch success and the subsequent data migration previously considered as out-of-scope by Tyler Project Manager would most likely be implemented using allotted project hours. The fiscal savings are a positive, however this process has required a significant Client-side time investment to construct what was not in place at the time of initial EnerGov go-live configurations. Further information has been provided by Tyler that the code enforcement application “Tyler Incident Manager” (TIM) is limited in functionality. Therefore the ability to test Zoning enforcement workflows in the EnerGov BackOffice and interplay with the online incident manager has yet to be realized.

These project timeline setbacks have been further compounded by severe time and resources constraints that add additional risk to the CSS project’s aggressive launch timeline. Due to the fact that the Implementation Consultant cannot make the policy and business process decisions that fuel the BackOffice and therefore CSS platform, we also cannot simply outsource additional assistance from Tyler staff to cover these limitations. Stakeholder discussion has therefore revolved around “soft-releases” or the decision to launch the few selected permits/plans designed during the Pilot Project with encouragement from Project Manager Doug Sexton to consider extending the launch timeline to accommodate adequate time to test the platform and train staff and public prior to release. The remaining days in March will be critical in determining the viability of a successful June CSS launch date.

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**Town of Front Royal / County of Warren  
Liaison Meeting Agenda Item**

Date: March 15, 2018

**Agenda Item:** Warren County In-Town Projects

**Summary:** Council had requested an update of the County’s in-town construction projects. The following is an update of current projects:

***Ressie Jeffries Elementary School – Roof/Addition/Parking Lot Project*** – The building addition and roof project is 91% complete, and the site work project is 99% complete. At this point we are waiting on the delivery of the bus and parent drop-off/pickup canopies to complete the project. The canopies were delivered the week of January 15<sup>th</sup> and have been installed. We are working with the contractor to complete all punch list items by April 1<sup>st</sup>.

***Ressie Jeffries Elementary School – Playground Project*** – Plans for the project have been completed. County staff started work on the project in September and hope to have the site work completed by the end of March. Phases I and II of the project should be completed early spring. Thanks to a \$5,000 donation and a 5-year \$25,000 donation match, Phases III and IV will be fully funded if the school can raise another \$25,000-\$30,000.

***Health and Human Services Complex*** – The County is currently out to bid for renovations for portions of the building to accommodate the Registrar’s Office and the Brighter Futures alternative school program. The approximate area for the renovation of the Voter Registrar area is 4,500 SF(4,000 SF of office and 500 SF of restrooms). The alternative school program space includes 6,800 SF (6,200 SF of office and classroom area and 600 SF of restrooms). The County held a non-mandatory pre-bid meeting this am and will accept bids until 10:00 am on Thursday, March 29, 2018.

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