



TOWN COUNCIL WORK SESSION
Monday, October 2, 2023 @ 7:00pm
Town Hall Conference Room

View meeting online LIVE at <https://www.frontroyalva.com/673/Town-Hall-Live>

1. Roll Call

- 7:00pm 2. Public Hearings Slated for October 23rd
 - A. BAR Appeal - Certificate of Appropriateness (COA) for 207 Cloud St from Dawn Weber – *Lauren Kopishke*
 - B. Ordinance Amendment to Chapter 156 Environmental Sustainability Pertaining to Increase in Committee Members Appointed by Council – *George Sonnett*
 - C. FY24 Budget Amendment for Outstanding Purchase Orders – *BJ Wilson*

- 8:00pm 3. Consent Agenda Items Slated for October 23rd
 - A. Bid for Fuels and Auto Maintenance Fluids – *Michelle Campbell*
 - B. Bid for De-Icing Road Salt – *Michelle Campbell*
 - C. Bid for Manassas Avenue Transformer – *Michelle Campbell*
 - D. Award of Contract for On-Call Civil Engineering Services - *Michelle Campbell*
 - E. Award a Contract for Software Consulting Services– *BJ Wilson*
 - F. Purchase of Work Order & Asset Management Software for Energy Services – *BJ Wilson*
 - G. FY24 Budget Amendment for Virginia Department of Health Grant – *BJ Wilson*
 - H. Task Order for Lead Service Line Program Management Services – *BJ Wilson*
 - I. FY24 Budget Amendment to Accept DCIS ARPA Public Safety Grant and Approve the Purchases of Advanced License Plate Readers and Two Vehicles for the Narcotics Investigations Division

- 8:45pm 4. Old Business
 - A. Review of the Automated Systems Speed Enforcement Systems Agreement with Blue Line Solutions, LLC – *George Sonnett*
 - B. Review of License Agreements related to the Request to Vacate a Portion of N. Royal Avenue at 1516 N Royal Avenue and an Alley between N. Royal Avenue/Virginia Avenue from Aaron Hike – *Joe Waltz*

- 9:15pm 5. New Business
 - A. Liaison Committee Meeting Items for October 19th Meeting

- 9:30pm 6. CLOSED MEETING

7. Adjourn



Regular Work Session Agenda Statement

Item # 02A

Meeting Date: October 2, 2023

Agenda Item: BAR Appeal - Certificate of Appropriateness (COA) for 207 Cloud Street– Dawn Weber

Summary:

The applicant [Dawn Weber] is appealing a denial of a Certificate of Appropriateness (COA) for the conversion of a metal roof to shingle roof. The property is considered a contributing structure in the historic district. State and federal guidelines recommend against changing the type of material on a historic structure. Per Town code, the applicant may appeal a determination of the BAR to Town Council within 10 days of denial. The applicant submitted the appeal to staff within the appropriate time frame.

On April 27th, the Zoning Administrator issued a stop work order for 207 Cloud Street. The metal roof and chimney had been removed without obtaining the appropriate permissions from the Town and County. The property owner was informed of the violations and instructed to apply for a permit. Council was briefed on this request at the September 5th work session; however, the applicant asked that the appeal be moved to October.

Budget/Funding: N/A

Staff Recommendation:

Staff recommends upholding the determination of the BAR due to the fact that this is a contributing structure in the Town's historic district.



TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING
102 E. MAIN STREET, PO Box 1560
FRONT ROYAL, VIRGINIA 22630-1560
(540) 635-4236

LAUREN KOPISHKE
Director of Planning & Zoning
Zoning Administrator
lkopishke@frontroyalva.com

August 16, 2023

BAR Action Letter
COA #2300421

Cloud 207 LLC
4641 Sudley Rd
Catharpin, Va 20143

Mr. James Weber,

On August 8, 2023, the Board of Architectural Review (BAR) denied your application for a Certificate of Appropriateness to permit a change of material to replace a standing seam metal roof with an asphalt shingle roof on a structure in the historic overlay district located at 207 Cloud Street. You have **10 days** from the receipt of this letter to appeal their determination to Town Council.

The next Town Council meeting is August 28, 2023. Please contact Planning and Zoning staff immediately if you wish to submit a written appeal.

Below is Town Code Ch 175-94 which outlines your right to appeal a determination of the BAR.

A. Any applicant aggrieved by a final decision of the Board of Architectural Review may appeal said decision to the Front Royal Town Council, provided that such appeal is filed, in writing, with the Town Clerk within ten (10) days after the final decision is rendered by the BAR. The Town Council will hear the matter at its next regularly scheduled meeting and will render its decision on the appeal at the following regularly scheduled meeting. The Council, in its discretion, may consider additional evidence and submissions during the period between meetings and at the second regularly scheduled meeting prior to rendering its decision.

B. Any applicant aggrieved by a final decision of the Board of Architectural Review following the decision rendered on appeal to the Front Royal Town Council, may appeal said decision to the Circuit Court of Warren County, Virginia, by filing a petition at law setting forth the alleged illegality of the BAR's action, provided that such petition is filed with the Circuit Court within thirty (30) days after the appealed decision of the Front Royal Town Council. The filing of said petition with the Circuit Court shall stay the decision of the BAR pending the outcome of the appeal, except that the filing of such petition shall not stay the decision of the BAR if such decision denies the right to raze or demolish an historic landmark, building or structure. The Circuit Court may reverse or modify the decision of the BAR, in whole or in part, if the Court finds, upon review, that the decision is arbitrary and constitutes an abuse of discretion. The Circuit Court may also affirm the decision of the BAR.

Thank you for your time,

Lauren Kopishke
Director of Planning & Zoning / Zoning Administrator

Tina Presley

To: Tina Presley
Subject: FW: COA 2300421 Denial Letter

From: Dawn Weber <dweber@segmentalwall.com>
Sent: Monday, August 21, 2023 5:33 PM
To: Lauren Kopishke <lkopishke@frontroyalva.com>
Cc: Jim Weber <jweber@segmentalwall.com>
Subject: RE: COA 2300421 Denial Letter

Laura, In response to the denial letter dated 8/16/23. We are disputing the decision on 207 Cloud St.

1. The townhouses across the street and additional houses along the street have shingles.
2. Metal cost 2 ½ times what a shingle roof would cost.
3. Many of the current metal roofs are dilapidated and not being replaced due to the expense of metal.
4. Please send over the current state law that was referenced to Jim at the meeting. It was understood that this issue is out of the Front Royal BAR and that the BAR is only following the state law. We would like to reach out to the state before the meeting and need to know which law is being referenced.
5. We would also, like a copy of the recording of the meeting.

Segmental Wall Specialists, Inc.

Dawn Weber

4641 Sudley Rd
Catharpin, VA 20143
PH: 703-361-4040



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

**STAFF REPORT FOR THE
BOARD OF ARCHITECTURAL REVIEW
AUGUST 8, 2023**

APPLICATION #:

COA-2300421, Zoning Permit # 2300420

APPLICANT:

Jim Weber

APPLICATION SUMMARY:

A Certificate of Appropriateness (COA) Application has been submitted to replace the existing metal roof with an asphalt shingle roof to the contributing structure at 207 Cloud Street. Work has already begun (photos attached).

GENERAL INFORMATION:

<i>Site Addresses</i>	207 Cloud Street
<i>Owner(s)</i>	Cloud 207 LLC
<i>Zoning District</i>	R-3, Residential District
<i>Historic District</i>	Front Royal Historic Overlay District
<i>Tax Identification</i>	20A7-4-146
<i>Location</i>	The building for review is located at 207 Cloud Street near the intersection of Cloud Street and East Stonewall Drive.

Photo 1 – view of front left building elevation – historic district survey



Photo 2 – view of front building elevation – Warren County GIS 2006



Photo 3 – view of front building elevation – after removal of metal roof



Photo 4 – view of front building elevation – current view July 2023



Photo 5 – view of right rear building elevation – current view July 2023



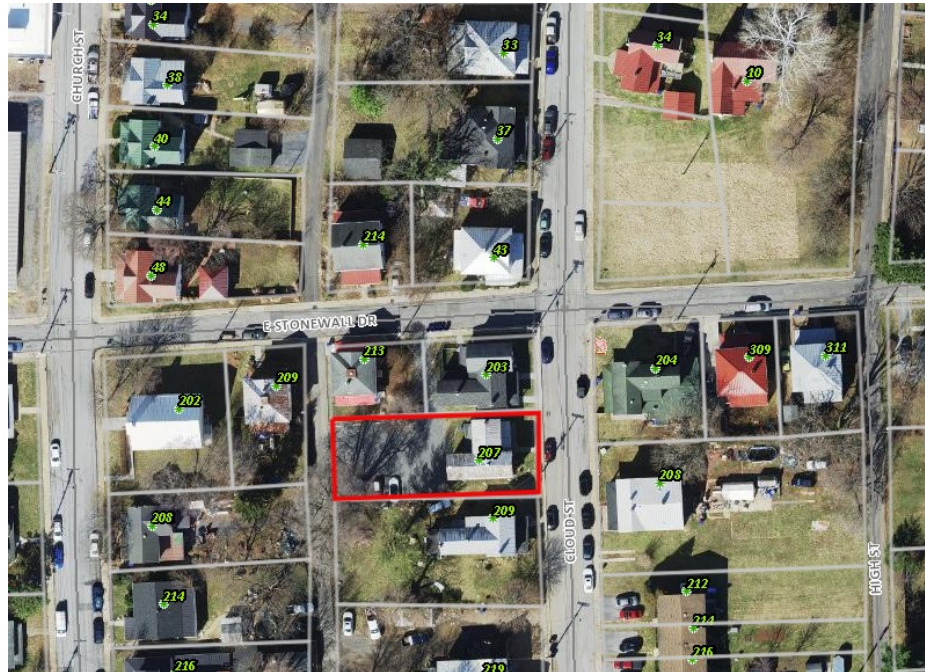
Photo 6 – view of rear, left corner building elevation – current view July 2023



Photo 7 – view of rear, right corner building elevation – current view July 2023



Vicinity - Aerial (Warren County GIS)



SUPPLEMENTAL INFORMATION:

Legal Authority

The Board of Architectural Review (BAR) is established by the legal authority of Virginia Code §15.2-2306 and Sections 175-82 through 175-98 of the Town Code. The Town Code gives review authority to the BAR for major projects within the Historic Overlay District. The Historic Overlay District consists of the areas and structures identified within the Front Royal Historic District. Town Code, Section 175-82, states that the purposes of establishing the historic resource overlay areas include the following:

1. To preserve and improve the quality of life for residents of the Town of Front Royal by protecting familiar and treasured visual elements in the area.
2. To promote tourism by protecting historical and cultural resources attractive to visitors and thereby supporting local business and industry.
3. To stabilize and improve property values by providing incentive for the upkeep and rehabilitation of older structures and by encouraging desirable uses and forms of economic development.
4. To educate residents on the local cultural and historic heritage as embodied in the Historic District Overlay Areas and to foster a sense of pride in this heritage.
5. To promote local historic preservation efforts and to encourage the identification and nomination of qualified historic properties to the National Register of Historic Places and the Virginia Landmarks Register.
6. To prevent the encroachment of additions or new buildings and structures that are architecturally incongruous with their environs within areas of architectural harmony and historic character.

Except where administrative review authority is granted under Section 175-89.1, and where review is exempt under Section 175-90, the BAR is responsible for reviewing major projects in the Historic Overlay District in

	<p>accordance with the guidelines found under Section 175-91 of the Town Code. These guidelines are listed at the end of this report.</p>																			
<p>Historic Information</p>	<p>The building (circa 1900) is a contributing building to the Front Royal Historic District. Below are notes about the structure, as found within the Historic District records. A full copy of the report is attached (see historic reconnaissance survey – attachment B)</p> <p>Architectural Description</p> <p>-----</p> <p>2/2 double-hung sash windows. 1-story front bay window. 1-story 2-bay front porch.</p> <p>ARCHITECTURAL AND HISTORICAL STATEMENT =====</p> <p>Dwelling exhibits typical form and cladding of houses in this area. The house contributes to the historical architectural character of the neighborhood.</p>																			
<p>Incentives for Rehabilitation</p>	<ul style="list-style-type: none"> ● Partial Real Estate Tax Exemption. Pursuant to Section 75-75 of the Town Code, the exemption shall commence on January 1 of the year following completion of the rehabilitation and shall run with the real estate for a period of ten (10) years. ● State Tax Income Credit. The Virginia Rehabilitation Tax Credit Program allows property owners who complete a certified rehabilitation project to receive an income tax credit on 25% of their eligible expenses and an additional 20% credit through the Federal Rehabilitation Tax Credit Program. 																			
<p>Historic Overlay District Guidelines</p>	<p style="text-align: center;">GUIDELINES WORKSHEET FOR BAR EVALUATION</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">1</td> <td style="width: 65%;">The historic archaeological or architectural value and significance of a structure and its relationship to the historic value of the surrounding area</td> <td style="width: 30%;"></td> </tr> <tr> <td style="text-align: center;">2</td> <td>The age and character of the historic structure, its condition, and its probable life expectancy and the appropriateness of the proposed changes to the period or periods during which the structure was built</td> <td></td> </tr> <tr> <td style="text-align: center;">3</td> <td>The general compatibility of the site plan and the exterior design arrangement, texture and materials proposed to be used</td> <td></td> </tr> <tr> <td style="text-align: center;">4</td> <td>The view of the structure or area from a public street or road, present or future</td> <td></td> </tr> <tr> <td style="text-align: center;">5</td> <td>The present character of the setting of the structure or area and its surroundings</td> <td></td> </tr> <tr> <td style="text-align: center;">6</td> <td>The probable effect of proposed construction on trees, wooded areas, or historic sites</td> <td></td> </tr> </table>		1	The historic archaeological or architectural value and significance of a structure and its relationship to the historic value of the surrounding area		2	The age and character of the historic structure, its condition, and its probable life expectancy and the appropriateness of the proposed changes to the period or periods during which the structure was built		3	The general compatibility of the site plan and the exterior design arrangement, texture and materials proposed to be used		4	The view of the structure or area from a public street or road, present or future		5	The present character of the setting of the structure or area and its surroundings		6	The probable effect of proposed construction on trees, wooded areas, or historic sites	
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	7	Any other factors, including aesthetic factors, which the reviewing bodies deem to be pertinent	
	8	<p>The appropriateness of the exterior architectural features of such building or structure to the compatibility with the exterior architectural features of landmarks, buildings, or structures in the district, taking into consideration the following:</p> <ol style="list-style-type: none"> a. General design b. Character and appropriateness of design c. Form d. Proportion and scale e. Mass f. Configuration 	
	<p>Additional Guidelines:</p> <ul style="list-style-type: none"> ● The reviewing bodies shall not adopt or impose any specific architectural style in the administration of this Article. ● The reviewing bodies shall also be guided by the purposes for which landmarks, landmark sites and historic districts are designated and by the standards and considerations contained in the Secretary of the Interior's Standards for Rehabilitation. ● See Demolition Review Guidelines Addendum for demolition of structures. 		

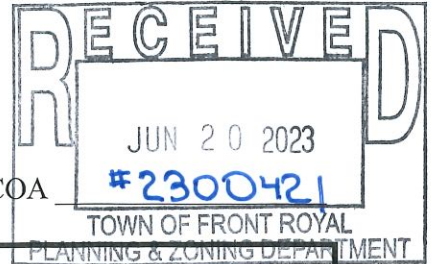
SUMMARY OF APPLICATION:

The removal of the existing metal roof was completed, and the installation of plywood decking had started prior to obtaining any permits from the Town and the Warren County Building Department. The plywood decking work is now completed on the entire roof system including the installation of a roof underlayment.

Town Staff does not support the replacement of the original metal roof with an asphalt shingle roof.

ATTACHMENTS:

- Attachment A: Certificate of Appropriateness Application and Supporting Documents
- Attachment B: Historic Reconnaissance Survey



FRCOA

ADMINISTRATIVE CERTIFICATE OF APPROPRIATENESS APPLICATION TOWN OF FRONT ROYAL

- New Construction Rehabilitation Sign
 Other _____

Application is hereby made for a Certificate of Appropriateness and is made subject to the local Historic District Ordinance, other local ordinances, and State laws which are presently in force or that may hereafter be enacted affecting or regulating thereto. The undersigned applicant agrees to these requirements which are a necessary condition for approval of this certificate.

This application for a Certificate of Appropriateness may be approved administratively in accordance with Section 175-89.1 of the Town Code.

Name of Applicant: Jim Weber

Address of Applicant: 4641 Sudley Rd
Catonsville VA 20143

Phone Number: 703 906-9572 E-Mail: Weber Properties LLC.com

Property in Question:
 Street Address: 207 Cloud St.
 Tax Map Number: _____
 Historic District: Downtown Residential Area
 Downtown Business Area

Are there any other applications relevant to this property or the proposed modifications being considered by any other regulatory or administrative agency?
 Yes No If Yes, please describe:

PLEASE COMPLETE REVERSE SIDE

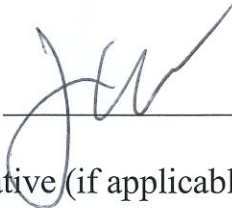
Description of Proposal, including materials and colors used with each modification (List for foundation, walls, doors, windows, trim gutters/downspouts, roofing, sign, lighting, sidewalk, fencing and gutters as applicable) (attach separate sheets if necessary):

Replace Roof with shingles

Also include the following as applicable:

- Attached map with property under consideration marked
- Site Plan
- Sketch, drawing, elevations
- Photographs or slides showing property in question
- Materials samples

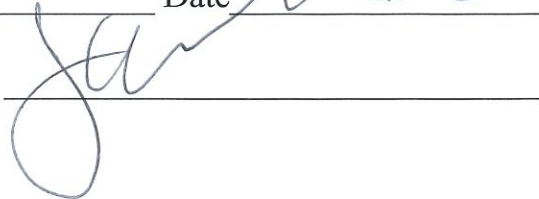
Signature of Applicant:



Date

6-20-2023

Signature of Representative (if applicable):



Date

6-20-2023

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

OFFICE USE ONLY

Action Taken

Zoning Administrator

Date

Application Fee \$50.00



Small vent window in the attic space.

Large plywood board covering a window on the second floor.

207

Window on the adjacent house to the right.



RECONNAISSANCE SURVEY FORM

IDENTIFICATION

=====

VDHR IDENTIFICATION #: 112-0055-219

Property Names

House, 207 Cloud St Common

NR Resource Type: Building
VDHR Historic Context: Domestic

ADDRESS/LOCATION

=====

Addresses

207 Cloud Street Current

Vicinity of: Municipality: Front Royal
County/Independent City: Warren
State: VA ZIPCode 22630
Magisterial District: South River District
USGS Quad Name: FRONT ROYAL

Local Tax Code: Section Parcel
20A7 4-146

Location: west side of the 200 block of Cloud Street

Name of Historic District:
Name of Potential Historic District: Front Royal Historic District

SITE DESCRIPTION

=====

Site plan on file at VDHR? Yes

Physical Character of General Surroundings: Town
Physical Character of Immediate Setting: Residential Lot

Site Description Notes/Notable Landscape Features

Several small bushes and trees surround the house, which sits at the front of a flat lot

CLASSIFICATION AND COUNT

=====

NR Resource Type: Building Ownership Categories: P

NR Resource Count
#of Resource Types C/NC/NE

2/2 double-hung sash windows. 1-story front bay window.
1-story 2-bay front porch.

SECONDARY RESOURCES DESCRIPTION
=====

SIGNIFICANCE
=====

Year Built: 1900 Source of Year Built: Site Visit

ARCHITECTURAL AND HISTORICAL STATEMENT
=====

Dwelling exhibits typical form and cladding of houses in this area. The house contributes to the historical architectural character of the neighborhood.

BIBLIOGRAPHIC DATA
=====

GRAPHIC DOCUMENTATION
=====

Medium	Media ID#	Frame(s)	
B&W 35mm Photos	12821	32 0	3/ /1993

CURRENT OWNERSHIP INFORMATION
=====

SURVEYOR'S NOTES
=====

CULTURAL RESOURCE MANAGEMENT
=====

Date	CRM Event	Agency/Individual	Assoc ID#
3/ /1993	Reconnaissance Survey	Preservation Assoc.- Neville Neville	

**PICTURES TAKEN APRIL 27, 2023 WHEN
STOP WORK ORDER WAS ISSUED BY STAFF**

















The following minutes are a summary of items on the agenda. This meeting may be viewed in its entirety by accessing the video of the same date online via the Town's website at www.frontroyalva.com for a limited time.

A regular meeting of the Board of Architectural Review of the Town of Front Royal, Virginia was held on August 8, 2023, in the Town Hall East Conference Room.

CALL TO ORDER

Chairman Waters called the Board of Architectural Review meeting to order at 7:00 p.m..

ROLL CALL

Present: Collin Waters, Chairman
Holly Rhodenhizer, Vice Chairman
Angela Toler
Gary Vaughan

Absent: Katherine Snyder

Staff Present: John Ware, Deputy Zoning Administrator

NEW BUSINESS

- **Application #2300421 – Jim Weber.** A Certificate of Appropriateness application to replace a metal roof with shingles at 207 Cloud Street and identified on tax map 20A7-4-146. The property is zoned R-3, Residential District and is located in the Historic Overlay District.

Mr. Ware provided an overview of the application stating that the request was to reroof a contributing structure located at 207 Cloud Street from metal to shingle. Removal of the existing metal roof was completed, and installation of the plywood decking started prior to obtaining any permits from the Town and the Warren County Building department. The plywood decking is now complete on the entire roof system including the installation of a roof underlayment. Existing and historical photographs of the structure were included in the staff report.

Chairman Waters mentioned that the roof over the bay window was shingles and prior to that it looks like it was a tar or metal roof.

Mr. Weber stated the porch roof was previously shingles.

Chairman Waters confirmed that the main roof and the front porch roof were standing seam metal roofing.

Mr. Weber said the soffits had rotted and were replaced with wood.

Chairman Waters explained that the metal roof needed to go back on the structure as like for like because it was located in the historic district.

Mr. Weber shared his opinion that the Town would like this area to become “nicer” and for him to put on a metal roof it would be about \$35,000. There are many people moving into this area that do not have money and cannot pay \$35,000 to replace a metal roof. Mr. Weber expressed that if the Town wants Cloud Street to shape up people can’t afford to put \$35,000 roofs on. He said he would like to reside both houses he owns on Cloud Street but is hesitant to do so. Mr. Weber believes that if Cloud Street is improved a “better” type of people will move there. He explained he owns 48 apartments in the area and all of those he could live in because he keeps them maintained.

Chairman Waters explained that the Board has an obligation to the historic district to maintain the integrity of the old houses. This house originally had a standing seam metal roof which lasted a very long time.

Mr. Weber said that if he had known the metal roof was required he would have just put tar on it and asked if that is what the Town wanted to see.

Vice Chairman Rhodenhizer reiterated that it is the Boards responsibility to maintain the integrity of structures located in the historic district. She noted that she owns a home in the historic district and knows that it is her responsibility to maintain the historic integrity of her home.

Mr. Weber said that the Town will see Cloud Street going down hill because first time homebuyers cannot afford to do what the Board wants them to do.

Chairman Waters explained that the Board needs to push homeowners in the direction of historic preservation.

Ms. Toler said the Board has clear guidelines they have to follow.

Mr. Weber responded that the guidelines are wrong, and he can afford to keep going to fight the requirements.

Mr. Weber stated that maybe they need to change the “system” and asked how that can be done.

Chairman Waters explained that the BAR has to adhere to the standards that the state sets. In addition, the reason Main Street is looking better is because the Town has been maintaining a standard with the renovations that have been occurring and their hope is that standard will expand out to Cloud Street, Blue Ridge Avenue, and all the other areas of the historic district. If the state looks at shingle roofs being installed it affects the Town's progress.

Mr. Weber said the Town should subsidize 2/3 of the cost.

Board members explained that was not an option though they wish it could be.

Mr. Weber said he would take it to the next level and if it needed to go to the state, he would take it to the state. People have bought these places in the historic district and cannot afford to maintain them. If I don't take it to the state to look at making changes then it's going to keep happening to people who want to renovate. Currently he has paper on the roof, and it is not leaking but he doesn't know how long that will last.

Ms. Toler noted that the Historic Preservation Guidelines come from the state.

Mr. Weber said the state is "wrong".

Chairman Waters commented that the Historic Preservation Guidelines are not necessarily wrong. The state is trying to preserve the historic fabric and the character of the Town. He explained there have been a lot of years without protection for buildings in the historic district. In moving forward, the best way to preserve properties in the historic district is to abide by the standards and save what we can.

Mr. Weber said he feels the best thing to do is keep the paper on his roof and go to the next level. He asked the BAR to tell him where to go to the next level and he would talk to the state.

Mr. Ware explained that if Mr. Weber disagrees with the BAR's decision his next step is to appeal that decision.

Mr. Weber asked that the BAR/Staff send him all the information he needs to appeal. He stated that because he pays a lot of taxes here he wants staff to explain step by step how he appeals.

Mr. Ware explained that if Mr. Weber did not agree with the Board's decision his next step would be to appeal to the Town Council.

Chairman Waters noted that if Mr. Weber wishes to talk to the state he should contact the State Historic Preservation office.

Vice Chairman Rhodenhizer moved, seconded by Chairman Waters to deny the application to replace the existing metal roof with an asphalt shingle roof to a contributing structure at 207 Cloud Street.

Vote: Yes - Vaughan, Waters, Toler, Rhodenhizer

No – N/A

Abstain – N/A

Absent - Snyder

Mr. Weber stated, “it’s not going to be pretty for any of us”.

DRAFT



ARTICLE

The Secretary of the Interior's Standards for the Treatment of Historic Properties: Rehabilitation as a Treatment and Standards for Rehabilitation

Rehabilitation as a Treatment

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.


Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings

- [Introduction, Historical Overview, Preservation Standards & Guidelines, Rehabilitation Standards & Guidelines \(pp.1-162, PDF\)](https://www.nps.gov/orgs/1739/upload/treatment-guidelines-2017-part1-preservation-rehabilitation.pdf) (<https://www.nps.gov/orgs/1739/upload/treatment-guidelines-2017-part1-preservation-rehabilitation.pdf>)

Restoration Standards & Guidelines and Reconstruction Standards & Guidelines (pp. 163-244, PDF)



THE SECRETARY
OF THE INTERIOR'S
**STANDARDS FOR
THE TREATMENT
OF HISTORIC
PROPERTIES**

WITH
**GUIDELINES FOR
PRESERVING,
REHABILITATING,
RESTORING &
RECONSTRUCTING
HISTORIC
BUILDINGS**



U.S. Department of the Interior
National Park Service
Technical Preservation Services

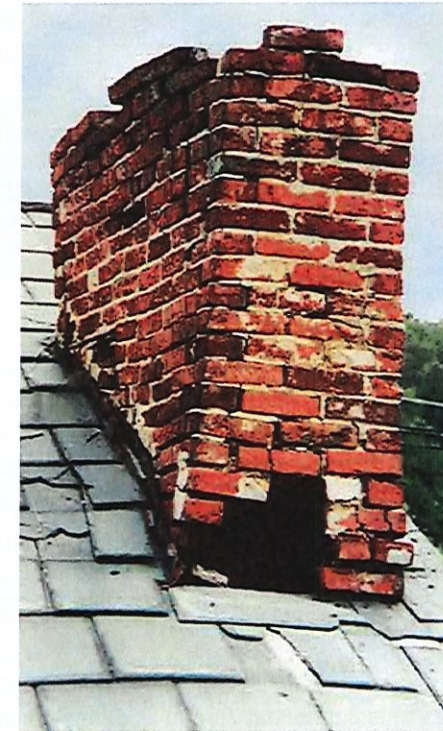
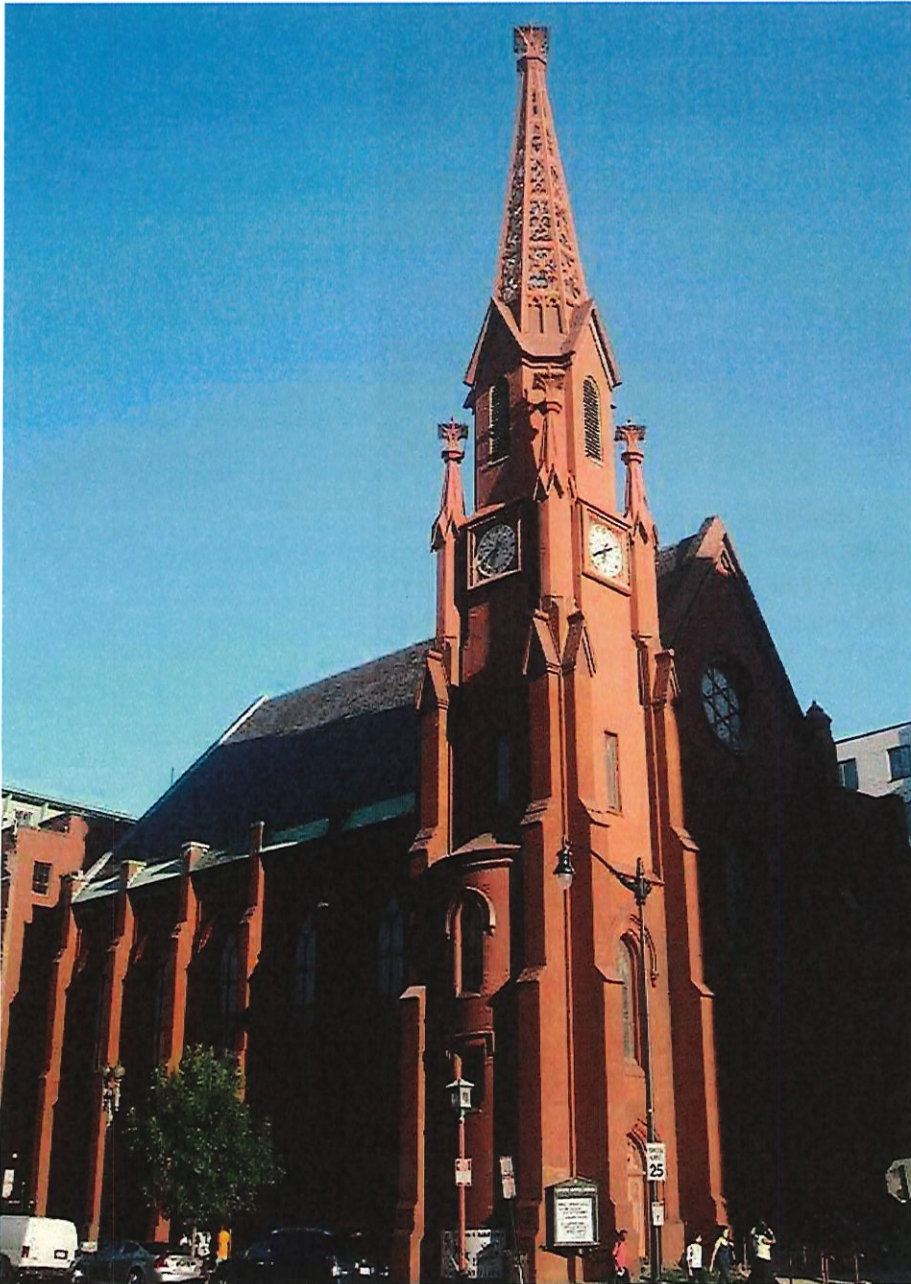
Under the National Historic Preservation Act (NHPA), the Secretary of the Interior is responsible for establishing professional standards and for providing guidance on the preservation of the nation's historic properties. *The Secretary of the Interior's Standards for the Treatment of Historic Properties* apply to all grants-in-aid projects assisted through the Historic Preservation Fund (authorized by the NHPA) and are intended to be applied to a wide variety of resource types, including buildings, sites, structures, objects, and districts. The Standards address four treatments: preservation, rehabilitation, restoration, and reconstruction. The treatment Standards, developed in 1992, were codified as 36 CFR Part 68 in the July 12, 1995, Federal Register (Vol. 60, No. 133). They replaced the 1978 and 1983 versions of 36 CFR Part 68, entitled *The Secretary of the Interior's Standards for Historic Preservation Projects*. The revised Guidelines herein replace the Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings, published in 1995 to accompany the treatment Standards.

The Secretary of the Interior's Standards for the Treatment of Historic Properties are regulatory only for projects receiving Historic Preservation Fund grant assistance and other federally-assisted projects. Otherwise, these Guidelines are intended to provide general guidance for work on any historic building.

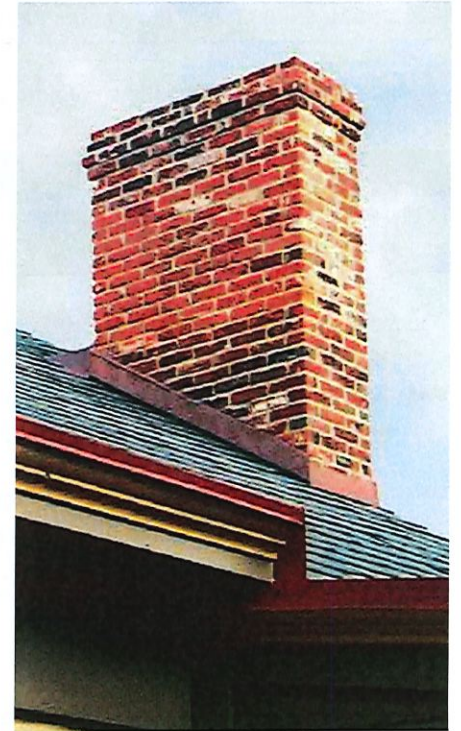
Another regulation, 36 CFR Part 67, focuses on "certified historic structures" as defined by the Internal Revenue Service Code of 1986. The Standards for Rehabilitation cited in 36 CFR Part 67 should always be used when property owners are seeking certification for federal tax benefits.

ROOFS

RECOMMENDED	NOT RECOMMENDED
<p><i>Identifying, retaining, and preserving</i> roofs from the restoration period and their functional and decorative features. The form of the roof (gable, hipped, gambrel, flat, or mansard) is significant, as are its decorative and functional features (such as cupolas, cresting, parapets, monitors, chimneys, weather vanes, dormers, ridge tiles, and snow guards), roofing materials (such as slate, wood, clay tile, metal, roll roofing, or asphalt shingles) and size, color, and patterning.</p>	<p>Altering roof and roofing materials from the restoration period.</p> <p>Failing to document roof features from the restoration period, which may result in their loss.</p> <p>Changing the type of paint or coating or the color of restoration-period roof features, unless the work can be substantiated by historical documentation.</p> <p>Stripping the roof of sound historic roofing material (such as slate, clay tile, wood, or metal) from the restoration period.</p>
<p><i>Protecting and maintaining</i> a roof from the restoration period by cleaning gutters and downspouts and replacing deteriorated flashing. Roof sheathing should also be checked for indications of moisture due to leaks or condensation.</p>	<p>Failing to clean and maintain gutters and downspouts so that water and debris collect and cause damage to roof fasteners, sheathing, and the underlying structure.</p>
<p>Providing adequate anchorage for roofing material from the restoration period to guard against wind damage and moisture penetration.</p>	<p>Allowing flashing, caps, and exposed roof fasteners to corrode, which accelerates deterioration.</p>
<p>Protecting a leaking roof with a temporary waterproof membrane with a synthetic underlayment, roll roofing, plywood, or a tarpaulin until it can be repaired.</p>	<p>Leaving a leaking roof unprotected so that accelerated deterioration of historic building materials from the restoration period (such as masonry, wood, plaster, paint, and structural members) results.</p>
<p>Repainting a roofing material from the restoration period that requires a protective coating and was painted historically (such as a terneplate metal roof or gutters) as part of regularly-scheduled maintenance.</p>	<p>Failing to repaint a roofing material from the restoration period that requires a protective coating and was painted historically as part of regularly-scheduled maintenance.</p>
<p>Protecting a restoration-period roof covering when working on other roof features from the restoration period.</p>	<p>Failing to protect restoration-period roof coverings when working on other roof features from the restoration period.</p>
<p>Evaluating the overall condition of the roofing materials from the restoration period to determine whether more than protection and maintenance, such as repairs to roof features, will be necessary.</p>	<p>Failing to undertake adequate measures to ensure the protection of roof features from the restoration period.</p>



[7 a-b] This crumbling chimney was restored to its historic appearance using matching bricks.



[8] The missing steeple of this historic church was replaced with a new steeple made of a substitute material that, from the street below, closely resembles the original steeple. *Photo: en.Wikipedia.*

ROOFS

RECOMMENDED	NOT RECOMMENDED
<p><i>Repairing</i> a roof from the restoration period by reinforcing the materials that comprise the roof using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of features when there are surviving prototypes (such as cupola louvers, cresting, dormer roofing, roof monitors, or slate or tile on a main roof) or when replacement can be based on physical or historic documentation. The new work should match the old in materials, design, scale, color, and finish.</p>	<p>Replacing an entire roof feature from the restoration period, such as a dormer, when repair of the roofing materials and limited replacement of deteriorated or missing components are feasible.</p> <p>Failing to reuse intact slate or tile from the restoration period when only the roofing substrate or fasteners need replacement.</p>
<p><i>Replacing</i> in kind an entire roof covering or feature from the restoration period that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples of such a feature could include a large section of roofing, a dormer, or a chimney. If using the same kind of material is not feasible, then a compatible substitute material may be appropriate.</p>	<p>Removing a roof feature from the restoration period that is unrepairable, such as a chimney or dormer, and not replacing it, or replacing it with a feature that does not match.</p> <p>Using a substitute material for the replacement of a single element of a roof (such as a tile or slate) or an entire feature that does not convey the same appearance of the surviving components of the roof feature from the restoration period or that is physically or chemically incompatible.</p>
<p><i>The following Restoration work is highlighted to indicate that it involves the removal or alteration of existing historic masonry features that would be retained in Preservation and Rehabilitation treatments; and the replacement of missing roof features from the restoration period using all new materials.</i></p>	
<p>Removing Existing Features from Other Historic Periods</p>	
<p>Removing roofs or roof features from other historic periods, such as a dormer or asphalt roofing.</p>	<p>Failing to remove a roof feature from another period, thereby confusing the depiction of the building's appearance from the restoration period.</p>
<p>Documenting roof features dating from other periods prior to their alteration or removal. If possible, selected examples of these features or materials should be stored for future research.</p>	<p>Failing to document roofing materials and roof features from other historic periods that are removed from the building so that a valuable portion of the historic record is lost.</p>
<p>Recreating Missing Features from the Restoration Period</p>	
<p>Recreating a missing roofing material or roof feature that existed during the restoration period based on documentary and physical evidence; for example, duplicating a former dormer or cupola.</p>	<p>Constructing a roof feature that was part of the original design for the building but was never actually built, or a feature which was thought to have existed during the restoration period but cannot be documented.</p>



Regular Work Session Agenda Statement

Item # 02B

Meeting Date: October 2, 2023

Agenda Item: Ordinance Amendment to Chapter 156 Environmental Sustainability Pertaining to Increase in Committee Members Appointed by Council

Summary: The Environmental Sustainability Advisory Committee (ESAC) gave a presentation at Council's September 5, 2023 Work Session where they also requested that Council consider changing the name of the Committee from ESAC to ACES (Advisory Committee on Environmental Sustainability). While Council was in favor of the name change there was discussion on whether there should be an increase in membership on the committee and if so the ordinance amendment should reflect this as well. They asked the Town Attorney to review the possibility of an increase in membership and bring back in a work session.

Town Attorney George Sonnet will give Council an update on the membership increase. Council is requested to determine what number the increase (if any) should be on the committee and both amendments would be advertised for a public hearing to amend the Town Code.

Budget/Funding: N/A

Staff Recommendation: That Council approve an ordinance amendment to Chapter 156 noting the name change and the increase (if any) on the committee and direct staff to advertise for a public hearing on October 23, 2023 to take action on the proposed amendments to the Town Code.

**AN ORDINANCE TO AMEND TO CHAPTER 156 OF THE FRONT ROYAL TOWN
CODE PERTAINING TO CHANGING THE NAME OF THE ENVIRONMENTAL
SUSTAINABILITY ADVISORY COMMITTEE TO THE ADVISORY COMMITTEE
FOR ENVIRONMENTAL SUSTAINABILITY**

Chapter 156

ENVIRONMENTAL SUSTAINABILITY

Sections:

- 156-1 PURPOSE AND INTENT OF THIS CHAPTER**
- 156-2 DEFINITIONS**
- 156-3 ~~ENVIRONMENTAL SUSTAINABILITY ADVISORY COMMITTEE (ESAC)~~
ADVISORY COMMITTEE FOR ENVIRONMENTAL SUSTAINABILITY (ACES)**
- 156-4 PLANTING, MAINTENANCE AND PROTECTION OF TREES ON PUBLIC
PROPERTY**
- 156-5 SCREENS AND BUFFERS**
- 156-6 DEVELOPMENT TREE PLANTINGS**
- 156-7 STREET TREES**
- 156-8 PARKING LOT LANDSCAPING**
- 156-9 ADMINISTRATION AND ENFORCEMENT**
- 156-10 APPEALS**
- 156-11 SEVERABILITY**

156-1 PURPOSE AND INTENT OF THIS CHAPTER

It is the intent and purpose of this Chapter to create Environmental Sustainability in the Town of Front Royal that focuses on the Town's ecosystem, by establishing recommended goals for environmental protection involving waste reduction, recycling, energy conservation, clean air and water, natural resources, as well as establishing a sustainable community to include public art. Further intent and purpose of this Chapter is to create an ~~Environmental Sustainability Advisory Committee (ESAC)~~. **ADVISORY COMMITTEE FOR ENVIRONMENTAL SUSTAINABILITY (ACES)**

156-2 DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Tree Bank - Funds for tree replacement paid into account managed by the Director for Public Works or designee for the purposes of future tree replacement or restoration in-lieu of tree planting.

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

Tree Canopy Plan – The ~~ESAC~~ **ACES** shall prepare a Tree Canopy Plan in coordination with the Director of Planning or designee of the Town which designates preferred sites as priority areas for tree plantings when off-site tree replacement planting is utilized.

TREE CANOPY CALCULATION WORKSHEET

Tree Canopy Calculation Worksheet Town of Front Royal							
Please fill in only the green shaded cells below							
A. Site Size							
A1	Total Site Area in square feet	Ft ²					
Choose the % canopy cover required based on the requirements of Section 156-6.A. of the Town Code.							
A2	<table border="1"> <tr> <td>10%</td> <td>15%</td> <td>20%</td> <td></td> </tr> </table>	10%	15%	20%			%
10%	15%	20%					
A3	Multiply line A2 % times A1	Ft ²					
To calculate Required Canopy Cover for Site in Sq Feet			0				
B. Tree Preservation (provides 1.5 credit)							
B1	Existing Tree Canopy Cover (<i>Insert Square feet here calculated from Town Planning Dept or calculate sum of driplines</i>)	Ft ²					
B2	Tree Canopy to be preserved of the overall site (<i>Insert Sq Feet here calculated by Town Planning Dept or sum of driplines of preserved trees</i>)	Ft ²					
B3	Canopy Preservation Credit (Multiply B2 x 1.5)	Ft ²	0				
B4	Canopy Remaining to meet Requirements (Subtract A3 - B3)	Ft ²	0				
B5	If a negative number appears in B4; canopy requirements have been met. Otherwise, please go to Section C or D	Have been met.					
		Have NOT been met.					
C. New Tree Plantings							
C1	Canopy (sq ft) remaining to meet requirements (B4)	Ft ²	0				
Refer to Front Royal Tree Cover Guide for species list and 10 year projected canopy to fulfill necessary coverage on line C1							
C2	Projected canopy coverage (sq ft) from plantings (<i>Insert Sq Feet</i>)	Ft ²					
C3	Canopy remaining to meet requirements (C1 - C2)	Ft ²	0				
C4	If C3 is a negative number, canopy requirements have been met. Otherwise, please go to Section D	Have been met.					
		Have NOT been met.					
D. Exception							
Has A3 been met? (Preferably through preservation &/or new plantings.) If not calculate amount owed below:							
D1	Square feet requirements still remaining to meet A3	Ft ²	0				
D2	Amount for Tree Fund (D1 x \$3.00)	\$	\$ -				

~~156-3 ENVIRONMENTAL SUSTAINABILITY ADVISORY COMMITTEE (ESAC)~~

ADVISORY COMMITTEE FOR ENVIRONMENTAL SUSTAINABILITY (ACES)

The vision of the ~~ESAC~~ **ACES** shall include recommendations on:

- Preservation, enhancement, management and protection of Front Royal's environment and natural resources.
- Education, outreach, communications, and public awareness on the care of the Town's environmental assets.
- Proposed amendments and variations to environmental and natural resources-related policies, regulations, ordinances, and plans.
- Updates to the Town's Comprehensive Land-use Plan regarding sustainability and urban forestry planning.
- Continue a sustainable community to include public art
- Maintaining recognition as a Tree City USA Town.
- Coordinating with community organizations and volunteer groups to work on environmental projects.
- Planning the annual Arbor Day ceremony.
- Supporting and coordinating with farmers markets and small retailers that specialize in farm to table and healthy food choices.

The ~~ESAC~~ **ACES** shall further promote the following:

1. The preservation and planting of trees in the development process to create a specified tree canopy cover pursuant to the authority granted in Section 15.2-961 of the Code of Virginia, 1950, as amended and set forth herein.
2. The planting, maintenance, and preservation of desirable trees to increase the tree canopy cover in the Town of Front Royal. A goal of this Chapter is to increase tree canopy cover from 41% (2008) to 46% by 2030.
3. The protection of residents living in the community and visitors from personal injury and property damage, and the protection of the Town from property damage, caused or threatened by the improper planting, maintenance, or removal of trees located on public property and private property proposed for land disturbance after adoption of this ordinance.
4. The reduction of erosion, sedimentation, stormwater run-off, and associated costs.
5. The protection and enhancement of property values, unique or significant landscapes, and aesthetic qualities in the Town for the enhancement of the overall environment and the quality of life.
6. The economic benefits of reduced energy use and wind resistance, which results from strategically planted trees shading homes, schools and businesses.

7. The environmental and social benefits related to the ability of trees and other vegetation to mitigate sound and light pollution and reduce sunlight and heat loss.
8. Assistance in improving air quality through the use of trees which filter the air by removing dust and other particulates. Trees also absorb carbon dioxide from the air and other air pollutants, such as ozone, carbon monoxide, and sulfur dioxide, and provide oxygen.
9. Filtering of water, reducing nutrients, stabilizing, and recharging the groundwater, slowing velocity of overland sheet flow, and up taking floodwaters through root systems.
10. The improvement of traffic safety by controlling sightlines and calming traffic.
11. The provision of areas for wildlife habitat.
- A. ~~An Environmental Sustainability Advisory Committee (ESAC)~~ **Advisory Committee for Environmental Sustainability (ACES)** shall be established to

Perform the following duties:

1. Develop and monitor a Tree Canopy Cover Plan.
2. Provide advisory recommendations on matters related to the preservation, enhancement, management and protection of the Town's environment and natural resources through education, outreach, and communications.
3. Provide advisory recommendations regarding proposed amendments and variations to environmental and natural resources-related policies, regulations, ordinances, and plans.
4. Provide advisory recommendations pertaining to the Town's Comprehensive Land-Use Plan for the elements regarding an Environmental Sustainability Plan.
5. Support the efforts of other groups interested in environmental sustainability in Front Royal, including but not limited to Master Gardeners, Beautification of Front Royal Committee, and the Front Royal / Warren County Tree Stewards.
6. Provide expert advice as needed, to the Town Manager or designee, Town Council, Town Staff and other Boards or Commissions of the Town.
7. Provide guidance regarding appropriate tree species for specific landscaping projects, including education regarding non-native invasive vegetation.
8. Upon request, review plantings, maintenance, and removal of trees and other vegetation on Town-owned public property, landscaping easements and rights-of-way.

9. Upon request, review and make recommendations to the Director of Planning regarding landscape plans related to subdivisions and/or developments. Except where authorized by the applicant, any subdivision or development application may not be delayed or denied solely because of a delay or lack of review by ~~ESAC~~ ACES.

~~B. Establishment of the Environmental Sustainability Advisory Committee (ESAC)~~
Advisory Committee for Environmental Sustainability (ACES)

1. Composition & Appointment.

Town Council shall appoint five (5) volunteer committee members to ~~ESAC~~ ACES who are committed to environmental protection programs and working to strengthen the sustainability of the Town's ecosystem. Committee members shall include one (1) Town employee who shall be the chairman, one (1) high school senior, and three (3) at-large residents. The three (3) at-large residents shall be appointed by Town Council. Each member shall be a resident of the Town of Front Royal or Warren County when appointed or selected. Residents of Warren County must own a business within the corporate limits of the Town of Front Royal. When a member ceases to be a resident of the Town, or if a resident of Warren County ceases to be owner of a business within the corporate limits of the Town or ceases to be a resident of Warren County, that member shall become immediately vacant, and a new member shall be appointed or selected for the remainder of the term. The ~~ESAC~~ ACES shall be made up of no fewer than five (5) members.

2. Qualifications.

The ~~ESAC~~ ACES shall be made up of citizens with skills and an expressed interest in at least one of the following areas:

- a. Urban Forestry
- b. Landscaping
- c. Arboriculture
- d. Engineering or related field
- e. Study of Interest
- f. Water Resources
- g. Natural Resources
- h. Solid Waste
- i. Sustainability
- j. Energy Conservation
- k. Artist

3. Terms of Office.

- a. The three (3) members of the ~~ESAC~~ ACES shall be appointed initially for the following terms: one member for two (2) years, one member for three (3) years and one member for four (4) years. Subsequent appointments shall be for terms

of four (4) years, except appointments to fill vacancies, which shall be for the unexpired terms. The Town employee member and high school senior shall be selected by the Town Manager or designee and serve terms as deemed by the Town Manager or designee.

- b. Members may be re-appointed to serve consecutive terms as determined appropriate by the Town Council.

4. Agenda, Minutes and Rules.

- a. The Committee shall adopt such rules and regulations as it may consider necessary.
- b. The Committee shall prepare meeting agendas in advance of meetings and make available to the public prior to the start of the meeting. The Committee shall keep minutes of its proceedings, showing the vote of each member upon each question or, if absent or failing to vote, indicating such fact. It shall keep records of its examinations and other such official actions, all of which shall be immediately filed in the office of the Committee and shall be a public record.
- c. All meetings of the Committee shall be open to the public.
- d. A quorum shall be at least three (3) members.
- e. The Commission shall hold one regular meeting every third month or as needed.

C. Authority for the ~~ESAC~~ ACES to Receive Donations and Apply for Grants.

- 1. All persons interested in an Environmental Sustainability Community in the Town are invited to make gifts, devises, and bequests to the Town to be used for that purpose. All donations of money shall be made through the Department of Finance, and it is hereby authorized and directed to receive such donations. All such monies shall be used only for the purpose of creating an Environmentally Sustainable Community in the Town. Expenditures from of these donations shall be made by the Town Manager or designee as authorized, from time to time, by the Town Council.
- 2. The ~~ESAC~~ ACES may, with the consent of the Town Council, apply for federal, state, or private grants or funding, and/or assistance, and to aid in the performance of their duties.

D. Sharing of Information and Services.

Upon request of the ~~ESAC~~ ACES with approval by the Town Manager or designee, the departments, boards, commissions, offices, and agencies of the Town government shall furnish to the Committee such available information and render such service as may be needed in the performance of their duties.

E. Designation of Heritage, Memorial or Specimen Trees.

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

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

A. Planting.

1. Any tree planted on public property shall be of an approved species as outlined in "The Preferred Species List" adopted by the ESAC ACES as found within the "Landscape Preservation and Planting Guide."
2. Any tree not on the preferred species list shall not be planted on public property without the Town's Arborist or Director of Public Works or their designee approval.
3. Any tree shall be properly planted according to the standards and guidelines, as stipulated in the most current version of the "American Standard for Nursery Stock."

B. Maintenance.

1. All outside contractors hired for pruning and/or maintenance of Town-owned trees shall meet the following minimum requirements:
 - a. Have current Town Business License.
 - b. Provide proof of liability and Workmen's Compensation Insurance.
 - c. Have employed at least one certified arborist to generally oversee all work.
2. All Town-owned trees shall be maintained in accordance with the most recent version of the "American National Standards Institute's ANSI A300 (Part 1): Tree, Shrub, and Other Woody Plant Maintenance – Standard Practices (Pruning)" and the "American National Standards Institute's ANSI Z-133.1: Safety Requirements." No

town-owned tree shall be "topped" nor shall any climbing spurs be used when working on live trees.

3. All tree pruning around utility lines shall be performed in accordance with the guidelines in “American National Standards Institute's ANSI A300 (Part 1): Tree, Shrub, and Other Woody Plant Maintenance – Standard Practices (Pruning), “Best Management Practices Utility Pruning of Trees.”
4. No private citizen shall cut, prune, or elevate any Town-owned tree in conflict with guidelines adopted by the ~~ESAC~~ **ACES**, without prior approval by the Town Manager or designee after review and recommendation by the ~~ESAC~~ **ACES**.
5. The Town of Front Royal should maintain elevation of Town-owned trees to a height of thirteen (13) feet over roadways and a height of eight (8) feet over public sidewalks where possible.
6. The Town is not required to cut and/or remove weeds, brush, plants, grass, or other vegetation growing in the public alleys, unimproved streets, and other unimproved rights-of-way except as provided in Section 170-2 of the Town Code. Any adjacent property owner, tenant, or citizen, at their own expense, may cut and/or remove any weeds, brush, plants, grass, or other vegetation, except trees in excess of three (3) inches (3") caliber measured twelve (12") from the ground, growing in the public alleys, unimproved streets and other unimproved rights-of-way and in the unimproved portion of the public right-of-way lying between any public property and private property lines.
7. If any tree growing in a public alley, unimproved street or other unimproved right-of-way is dead or growing in such a manner that the branches, limbs or other parts of the tree extend or protrude onto private property in a manner that constitutes a danger to citizens or property, the Town will cut and remove or prune such tree once it has been notified of the condition of the tree. It shall be the responsibility of the adjoining property owner or tenant to notify the Town when a tree is growing in such a manner that it needs to be cut and removed or pruned.

C. Protection.

1. Excavation or construction of any building or structure shall be kept outside of the protective root zone of a tree proposed to be saved on a site plan. Such tree shall be guarded with a highly visible protective fence with signage placed at least three (3) feet from the trunk of the tree, or the dripline, whichever is greater. Signage shall include language to the effect that all equipment, building material, dirt or other debris shall be kept outside the protected area.
2. To the maximum extent possible, all Town Departments will coordinate with the ~~ESAC~~ **ACES** during the planning phase of public improvements that might require

the removal of or cause injury to any street tree, or its root system, or interfere with the fulfillment of any adopted street tree plan.

3. When a tree is removed on an emergency basis, the Town's Arborist or Director of Public Works or designee will be notified so proper tree replacements can be made, where appropriate. After consideration of the tree species, tree size and location, Town's response should include recommendations as to whether removed trees are to be replaced, and if so, the type of replacement to be planted.
4. When advance coordination with the ~~ESAC~~ ACES is not practicable due to unforeseen circumstances, the Town Departments should request the ~~ESAC~~ ACES's recommendations on an expedited basis. In such instances, the ~~ESAC~~ ACES will make every effort to respond within forty-eight (48) hours and will forward its recommendations to the Director of Public Works or designee.
5. Recommendation to the Town Manger or designee is need from ~~ESAC~~ ACES to remove a tree ~~ESAC~~ ACES establishes that the tree is a heritage specimen, or other tree of significant historic status.
6. Any existing plant material less than six (6) inches in diameter (dbh) or determined by the Town's Arborist or designee shall be exempt under the preservation requirements in this ordinance.
7. Except for normal household refuse collection activities, no person shall deposit, place, store or maintain, upon any public place of the Town, any stone, brick, sand, concrete or other materials that may impede the free passage of water, air and fertilizer to the roots within the dripline of any tree growing thereon, except by written approval by the Town Manager or designee after review and recommendation by the ~~ESAC~~ ACES.
8. Whenever any tree is planted or set out in conflict with the provisions of this chapter, the ~~ESAC~~ ACES may pursue removal of said tree and initiate effective remedies.
9. Unless specifically authorized by the Town Manager or designee, after review and recommendation by the ~~ESAC~~ ACES it shall be unlawful for any person to intentionally damage, cut, carve, transplant or remove any tree on public property, nor attach any rope, wire, nails, advertising posters or other contrivance to any public tree, nor allow any gaseous liquid or solid substance which is harmful to such trees to come in contact with them, nor set fire or permit any fire to burn when such fire or the heat thereof will injure any portion of any public tree. Any person found to violate the provisions of this section shall be responsible for the cost of repair, or removal and replacement, of any public tree so damaged. The owner of any vehicle that accidentally damages any tree on public property shall be responsible for the cost of repair, or removal, and replacement, of any public tree damaged.

156-5 SCREENS AND BUFFERS

A. Vegetative Buffers.

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

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

2. Any required vegetative buffer shall be designed, planted, and maintained in accordance with a landscaping plan approved by the Director of Planning or designee, upon review and recommendation by the ESAC ACES. The landscaping plan shall satisfy the following standards:
 - a. The vegetative buffer may be comprised of existing vegetation, provided that the majority of such existing vegetation consists of trees that are listed in the Town’s Construction Standards & Specifications Manual and have at least two-inch (2”) caliper. When complete, the vegetation and plantings shall provide a year-round screen visually opaque at five (5) feet above finished grade when viewed from fifteen (15) feet away, which satisfies the standards set out in this section.
 - b. The vegetative buffer may consist of a mixture of deciduous and evergreen trees or a planting of evergreen trees.
 - c. The vegetative buffer shall be subject to on-site inspection by the Department of Planning which, if necessary, may prescribe that additional planting be made in order to satisfy the standards set out herein.
 - d. The width of the vegetative buffer may be reduced by administrative waiver in an amount determined by the Director of Planning or designee, if a wall or fence is provided to supplement the planting to an equivalent degree, and/or if the size of the lot prevents a full-width buffer. In no case shall the requirement for vegetative material be totally waived.
3. All required vegetative buffers shall be located on a permanent landscaping easement and established so that perpetual maintenance is ensured. Where possible, the permanent landscaping easement should be located within open space and maintained by the homeowner’s association. If the landscaping easement is established on private property, the easement shall ensure that the property owner is provided disclosure of their responsibilities for future maintenance, including the replacement of dead trees. Upon review and recommendation by the ESAC ACES, the Director of Planning or designee may waive the requirement of perpetual

maintenance when it is determined that such maintenance will create an unreasonable hardship on the property owner(s).

156-6 DEVELOPMENT TREE PLANTINGS

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

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

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

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

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

156-7 STREET TREES

- A. According to the following standards, all subdivisions and developments shall provide for the planting of trees on both sides of new streets and along existing streets.
 - 1. Street trees shall be planted in accordance with a submitted landscape plan approved by the Town. Existing trees, undisturbed by the construction process, may be incorporated and credited as part of the landscape plan.

2. The minimum quantity of required street trees shall be based on the amount of street frontage and estimated size of the proposed tree’s canopy at maturity. The standards of the following table shall be used to calculate the minimum quantity of street trees.

Mature Tree Canopy Size (width)	Planting Interval*
Large trees (40’ plus)	1 per 50’
Medium trees: (30’ to 40’)	1 per 40’
Small trees: (up to 30’)	1 per 30’

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

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

156-8 PARKING LOT LANDSCAPING

A. Interior parking lot landscaping.

1. Parking areas shall be suitably landscaped to minimize noise, glare, and heat. Large parking areas shall be broken down into sections appropriate for the type and size of the development. Sections shall be separated by landscaped dividing strips, berms, or similar features. The landscaped areas shall be reasonably dispersed throughout parking areas.
2. Parking lots of fifteen (15) or more spaces shall have a total interior landscaped area of not less than five percent (5%) of the total area of the parking lot. Parking lot landscaped areas shall be more than five (5) feet from any principal structure.
3. The primary landscaping materials to be used in parking lots shall be shade trees. Other types of trees, including, but not limited to, those commonly referred to as shrubs, may be used to complement the tree landscaping, but shall not constitute the only landscaping.
4. The requirements for interior parking lot landscaping shall not apply to any lots used solely for the storage of vehicles or the display of vehicles for sale. Such lots shall comply, however, to the requirements for peripheral parking lot landscaping.

B. Peripheral parking lot landscaping.

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

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

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

- D. The requirements of this section shall be required for all new parking lots, and for the enlargement or substantial alteration of any existing lot. The requirements shall not apply to the resurfacing of any existing parking lot.
- E. The Town may, in its discretion, waive or modify the requirements for parking lot landscaped buffer strips in cases where berms, grade separation, plantings or other approved designs provide an effective screen and do not adversely impact on adjoining properties, traffic patterns or safety.

156-9 ADMINISTRATION AND ENFORCEMENT

- 1. Administration and Enforcement. The requirements of this chapter shall be administered and enforced by the Town Manager or designee in regard to public property. The requirements of this chapter shall be administered and enforced by the Director of Planning or designee in regard to private property, and new subdivisions and/or developments, provided that, the approval authority for landscaping plans shall be as specified under Chapter 148 of the Town Code.
- 2. Violations. Any person, firm or corporation violating, causing, or permitting the violation of any of the provisions of this chapter shall be guilty of a class I misdemeanor, and upon conviction thereof, may be punishable by up to 12 months in jail and a \$2500 fine.

156-10 APPEALS

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

156-11 SEVARABILITY

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

This ordinance shall become effective upon passage.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley, Clerk of Council

This Ordinance was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on _____, 2023 upon the following recorded vote:

Melissa DeDomenico-Payne	<input type="checkbox"/> Yes <input type="checkbox"/> No	H. Bruce Rappaport	<input type="checkbox"/> Yes <input type="checkbox"/> No
Joshua L. Ingram	<input type="checkbox"/> Yes <input type="checkbox"/> No	Duane R. "Skip" Rogers	<input type="checkbox"/> Yes <input type="checkbox"/> No
Amber F. Morris	<input type="checkbox"/> Yes <input type="checkbox"/> No	R. Wayne Seacock	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____



Regular Work Session Agenda Statement

Item # 02C

Meeting Date: October 2, 2023

Agenda Item: FY24 Budget Amendment for Outstanding Purchase Orders

Summary: Council is requested to approve a budget amendment to carry forward unpaid balances on purchase orders not completed as of June 30, 2023 and to carry funds forward to fiscal year 2024.

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

General Fund	\$ 1,740,295.07
Special Projects	\$ 3,753,203.29
Asset Forfeiture	\$ 16,938.00
Electric Fund	\$ 2,805,912.86
Sewer Fund	\$10,461,339.66
Water Fund	\$17,600,735.68
Solid Waste Fund	\$ 79,505.52
Street Fund	\$ 3,601,283.36
TOTAL	\$ 40,059,213.44

Staff Recommendation: Staff recommends Council move forward with a public hearing on this item for October 23rd. An increase of greater than 1% of the original budget requires a public hearing, and for Council to approve as presented.

CARRYOVER PURCHASE ORDERS FROM FY23 TO FY24

<u>Dept</u>	<u>PO#</u>	<u>Account</u>	<u>Description</u>	<u>FY23 Amount</u>	<u>FY24 Budget Amendment Including Reallocation</u>	
<u>Debt Service/Special Project Fund</u>						
	29055	1800 - R47010	FLEET MAINTENANCE BUILDING EQUIPMENT LOAN	\$ 403,375.00	\$ 403,375.00	
	30742	1800 - R47010	FLEET MAINTENANCE BUILDING CONSTRUCTION LOAN	\$ 1,833,187.29	\$ 1,833,187.29	
	30787	1800 - R47010	REMANUFACTURED 500 KVA TRANS (FLEET MAIN BLDG)	\$ 25,625.00	\$ 25,625.00	
	29936	1800 - R47518	FUNDS TO BE USED FOR LAND/EASEMENTS HAPPY CREEK	\$ 40,000.00	\$ 40,000.00	
	28341	9130 - R47013	POLICE DEPT CONSTRUCTION/DEBT SERVICE	\$ 686,080.47	\$ 686,080.47	
	30305	9130 - R47957	LRP VRA BOND OWED TO WARREN COUNTY	\$ 447,050.00	\$ 447,050.00	
	29379	9130 - R47982	W MAIN EXTENSION STORM WATER POND	\$ 96,220.53	\$ 96,220.53	
	30760	9130 - R47982	REPAYMENT OF ECONOMIC ACCESS GRANT (YR 1 OF 3)	\$ 221,665.00	\$ 221,665.00	
				\$ 3,753,203.29	\$ 3,753,203.29	
<u>Town Council</u>						
	30846	1101 - R43002	ACTUARIAL REPORTS FOR FY2023	\$ 2,000.00	\$ 2,000.00	
				\$ 2,000.00	\$ 2,000.00	
<u>Town Manager</u>						
	30807	1201 - R43029	EMPLOYEE APPRECIATION WEEK	\$ 1,510.77	\$ 1,510.77	
				\$ 1,510.77	\$ 1,510.77	
<u>FREDA</u>						
	30537	8105 - R45608	FUNDS TO BE USED BY FREDA	\$ 89,160.00	\$ 89,160.00	
				\$ 89,160.00	\$ 89,160.00	
<u>Town Attorney</u>						
	29748	2201 - R43002	LEGAL FEES EDA COURT CASE (UNALLOCATED)	\$ 108,139.00	\$ 108,139.00	
	29880	2201 - R43002	AUDITING SERVICES TO SUPPORT EDA CASE	\$ 26,155.00	\$ 26,155.00	
	30460	2201 - R43002	VANDERPOOL, FROSTICK, & NISHANIAN LEGAL COUNCIL	\$ 10,120.00	\$ 10,120.00	
	30809	2201 - R43002	WCEDA LITIGATION (DAMIANI & DAMIANI, P.C.)	\$ 35,000.00	\$ 35,000.00	
				\$ 179,414.00	\$ 179,414.00	
<u>Human Resource</u>						
	30848	1202 - R43002	MARTINS FOOD	\$ 193.95	\$ 193.95	
	30482	9203 - R45309	TLC ADVERSE EXPERIENCE ADJUSTMENT	\$ 176,547.00	\$ 176,547.00	Potentially Reallocate
				\$ 176,740.95	\$ 176,740.95	
<u>Fleet Maintenance</u>						
	30745	1203 - R47005	YEAR 1 OF 3 REPLACE #542 2002 GMC 3500	\$ 20,000.00	\$ 20,000.00	
	29055	1203 - R47009	FLEET BLDNG (ENGINEER, PROJECT ADMIN, & EQUIPMENT)	\$ 298,114.21	\$ 298,114.21	
				\$ 318,114.21	\$ 318,114.21	
<u>I/T</u>						
	30364	1204 - R43002	CABLING AND FIBER OPTIC SERVICES	\$ 10,000.00	\$ -	Reallocate to PO#29738 for Server Upgrades
	30538	1204 - R43002	SERVICE CONTRACT-PHONE SYSTEM	\$ 14,000.00	\$ -	Reallocate to PO#29738 for Server Upgrades
	29738	1204 - R47007	VMWARE SERVER UPGRADE	\$ 10,000.00	\$ 34,000.00	Add \$10,000 PO#30364 & \$14,000 PO#30538 for total of \$34,000
	30367	1204 - R43005	SOFTWARE UPGRADE (SEED MONEY)	\$ 134,291.71	\$ 44,836.71	Reallocate \$89,455 to PO#30539 for Software Consultant
	30539	1204 - R43002	SOFTWARE CONSULTANT	\$ 30,000.00	\$ 119,455.00	Add \$89,455 from PO#30539 for total of \$119,455.00
	29679	1204 - R47051	E-SUMMONS (ALLOCATED FROM VIOLATIONS ISSUED BY POLICE)	\$ 43,374.86	\$ 43,374.86	
				\$ 241,666.57	\$ 241,666.57	

CARRYOVER PURCHASE ORDERS FROM FY23 TO FY24

Tourism

30311	1205	-	R43002	TOURISM FUND CARRIED FORWARD	\$	169,980.64	\$	169,980.64	
29854	1205	-	R45801	CONTRIBUTION TOWARDS CIVIL WAR MARKER	\$	250.00	\$	250.00	
30751	1205	-	R47017	DISCOVER FRONT ROYAL TOURISM GRANT	\$	19,976.19	\$	19,976.19	Will need to update Council's approval
					\$	190,206.83	\$	190,206.83	

Asset Forfeiture

30849	1610	-	R47001	POLICE FIREARMS PURCHASE & TRADE	\$	16,938.00	\$	16,938.00	
					\$	16,938.00	\$	16,938.00	

Police Dept

30579	3101	-	R45425	RANGE SUPPLIES OUTSTANDING	\$	1,875.03	\$	1,875.03	
30692	3101	-	R45425	PISTOL CARTRIDGES	\$	963.23	\$	963.23	
30852	3102	-	R47001	FIREARM HOLSTERS	\$	15,124.98	\$	15,124.98	
30360	3104	-	R45504	TRAINING FOR EMD	\$	6,200.00	\$	6,200.00	
					\$	24,163.24	\$	24,163.24	

Planning & Zoning

29620	8101	-	R43002	PROPERTY MAINTENANCE	\$	114,488.17	\$	114,488.17	Potentially Reallocate
30038	8101	-	R43002	BLIGHTED BUILDING	\$	92,000.00	\$	-	Reallocate \$30,000 to PO#30405; \$50,000 PO#30802; & \$12,000 to PO#30444
30405	8101	-	R43002	COMPREHENSIVE PLANNING AND SUBDIVISION REWRITE	\$	29,198.00	\$	59,198.00	Add \$30,000 PO#30038 for total of \$65,198
30444	8101	-	R43002	STANDARDS & SPECIFICATION UPDATE	\$	7,284.91	\$	19,284.91	Add \$12,000 from PO#30038 for total of \$19,284.91
30802	8101	-	R43002	TRANSPORTATION PLAN	\$	150,000.00	\$	200,000.00	Add \$50,000 from PO#30038 for total of \$200,000
30841	8101	-	R43002	FISCAL IMPACTS ANALYSIS	\$	11,200.00	\$	11,200.00	
30840	8101	-	R43005	GIS SERVICES	\$	25,980.00	\$	25,980.00	
					\$	430,151.08	\$	430,151.08	

CARRYOVER PURCHASE ORDERS FROM FY23 TO FY24

Energy Services

30778	9401	-	R43004	TREE TRIMMING SERVICES	\$ 101,412.29	\$ 16,674.00	Reallocate \$84,738.29 to PO#30365 for Manassas Substation Transformer
30583	9401	-	R47502	TRANSFORMERS	\$ 23,368.13	\$ -	Reallocate \$23,368.13 to PO#30365 for Manassas Substation Transformer
30042	9401	-	R47522	FIBER EXTENSION	\$ 11,183.90	\$ -	Reallocate \$11,183.90 to PO#30365 for Manassas Substation Transformer
27543	9417	-	R47001	AMI SOFTWARE	\$ 83,462.94	\$ -	Reallocate \$83,462.94 to PO#30365 for Manassas Substation Transformer
30365	9401	-	R47937	MANASSAS SUBSTATION TRANSFORMER	\$ 447,500.00	\$ 650,253.26	Add \$202,753.26 from PO#'s 30778,30583,30042,27543
30818	9401	-	R43003	WORK ORDER SYSTEM IMPLEMENTATION	\$ 7,253.60	\$ 7,253.60	
30848	9401	-	R43023	MARTINS FOOD	\$ 748.78	\$ 748.78	
30672	9401	-	R45407	REMOVE AND INSTALL NEW BUSHING FOR SUBSTATION	\$ 9,650.00	\$ 9,650.00	
30785	9401	-	R45407	KENDRICK SUBSTATION	\$ 17,500.00	\$ 17,500.00	
30819	9401	-	R45410	BACKORDERED FR CLOTHING	\$ 1,763.83	\$ 1,763.83	
30848	9401	-	R45413	MARTINS FOOD	\$ 677.28	\$ 677.28	
30816	9401	-	R45504	LINEMAN, METER, AND SUBSTATION TRAINING	\$ 5,782.00	\$ 5,782.00	
30541	9401	-	R47001	LINE TRUCK SEED MONEY	\$ 36,000.00	\$ 36,000.00	
30542	9401	-	R47005	REPLACEMENT OF BUCKET TRUCK	\$ 180,000.00	\$ 180,000.00	
30040	9401	-	R47009	BIORETENTION POND	\$ 25,000.00	\$ 25,000.00	
30779	9401	-	R47009	FACILITY GENERATOR	\$ 100,000.00	\$ 100,000.00	
30670	9401	-	R47502	750 KVA 277/480 THREE-PHA	\$ 45,230.00	\$ 45,230.00	
30704	9401	-	R47502	CL-200 ALCARA METERS	\$ 4,234.00	\$ 4,234.00	
30714	9401	-	R47502	50 KVA 277/480 SINGLE-PHA	\$ 18,930.00	\$ 18,930.00	
30715	9401	-	R47502	75 KVA 277/480I SINGLE-PH	\$ 24,780.00	\$ 24,780.00	
30737	9401	-	R47502	GE COBRA HEAD LED LIGHTS	\$ 5,948.50	\$ 5,948.50	
30739	9401	-	R47502	SINGLE-PHASE URD'S	\$ 47,855.00	\$ 47,855.00	
30752	9401	-	R47502	1/0 15 KV LOADBREAK ELBOW	\$ 4,410.00	\$ 4,410.00	
30797	9401	-	R47502	DECORATIVE LIGHTS	\$ 19,565.25	\$ 19,565.25	
30817	9401	-	R47502	SINGLE PHASE AND/OR THREE	\$ 60,380.22	\$ 60,380.22	
30486	9401	-	R47522	MATERIALS RELATED TO SHENTEL PROJECT	\$ 120,100.00	\$ 120,100.00	
30821	9401	-	R47522	MATERIALS RELATED TO SHENTEL PROJECT	\$ 26,900.00	\$ 26,900.00	
30753	9401	-	R47910	12 "SOLAR SCHOOL FLASHER	\$ 2,255.00	\$ 2,255.00	
30820	9401	-	R47910	TRAFFIC CABINET/VISION SY	\$ 3,300.00	\$ 3,300.00	
30850	9401	-	R47910	VISION SYSTEM	\$ 26,872.89	\$ 26,872.89	
30851	9401	-	R47910	BLUE ECPI FACEPLATE	\$ 31,086.05	\$ 31,086.05	
30777	9401	-	R47929	HAPPY CREEK SUBSTATION EX	\$ 93,524.00	\$ 93,524.00	
30788	9401	-	R47929	15.5 KV, 1200A OUTDOOR CI	\$ 60,336.00	\$ 60,336.00	
30789	9401	-	R47929	SVR-1 7.62 KV, 250 KVA, 3	\$ 206,730.00	\$ 206,730.00	
30612	9401	-	R47938	MEDIUM TRANSFORMER	\$ 245,173.20	\$ 245,173.20	
29428	9417	-	R47001	AMI IMPLEMENTATION (SEED MONEY)	\$ 707,000.00	\$ 707,000.00	
					\$ 2,805,912.86	\$ 2,805,912.86	

CARRYOVER PURCHASE ORDERS FROM FY23 TO FY24

Buildings & Grounds

30780	4302	-	R45413	TRASH RECEPTACLES	\$	1,863.88	\$	1,863.88
30823	4302	-	R47009	TOWN HALL AIR CONDITIONER	\$	23,600.00	\$	23,600.00
					\$	25,463.88	\$	25,463.88

Horticulture

30570	4305	-	R47001	FLAIL MOWER	\$	8,000.00	\$	-
30571	4305	-	R47001	SICKLE BAR MOWER	\$	8,000.00	\$	16,000.00
30761	4305	-	R43002	WEED CONTROL	\$	4,603.54	\$	4,603.54
30826	4305	-	R47005	REPLACE #731 PICKUP (YEAR 1 OF 3)	\$	25,000.00	\$	25,000.00
30870	4305	-	R47009	POLE BUILDING	\$	16,100.00	\$	16,100.00
					\$	61,703.54	\$	61,703.54

Reallocate \$8,000 to PO#30570 for Flail Mower

Sewer Administration

30835	9502	-	R45428	EMPLOYEE APPRECIATION	\$	795.00	\$	795.00
					\$	795.00	\$	795.00

WWTP

30615	9801	-	R43002	REGULATORY ENGINEERING SUPPORT	\$	5,379.86	\$	5,379.86
30618	9801	-	R43002	WWTP VPDES PERMIT REISSUANCE	\$	974.76	\$	974.76
30619	9801	-	R43002	WWTP LOCAL LIMITS EVALUATION	\$	16,812.20	\$	16,812.20
30641	9801	-	R43002	INFLUENT PUMP ENGINEERING	\$	34,633.37	\$	34,633.37
30693	9801	-	R43002	SCADA MAINTENANCE CONTRACT	\$	5,430.00	\$	5,430.00
30730	9801	-	R43002	WWTP BIO WIN MODEL DEVELOPMENT	\$	19,920.00	\$	19,920.00
30795	9801	-	R45406	PT-1050	\$	4,594.90	\$	4,594.90
30838	9801	-	R45406	PT-1126 BDTOT CATIONIC PO	\$	16,782.56	\$	16,782.56
30655	9801	-	R45407	REMOTE MONITORING OF LIFT STATION	\$	24,103.80	\$	24,103.80
30657	9801	-	R45407	VX136-Q WEAR PLATES & ROLLER BEARINGS	\$	2,657.00	\$	2,657.00
30724	9801	-	R45407	SURGE PROTECTION DEVICES	\$	8,314.88	\$	8,314.88
30811	9801	-	R45407	VW3A1112 REMOTE KIT PRODUCT	\$	5,564.39	\$	5,564.39
30848	9801	-	R45413	MARTINS FOOD	\$	250.00	\$	250.00
30555	9801	-	R47001	PULSAIR BUBBLING MIXING S	\$	28,538.99	\$	28,538.99
30575	9801	-	R47001	ROTARY FAN PRESS CONTROL	\$	10,000.00	\$	10,000.00
30831	9801	-	R47001	WWTP SCADA UPGRADE	\$	168,116.00	\$	168,116.00
30716	9801	-	R47005	RTV-X1100CWL-H V SERIES	\$	22,182.70	\$	22,182.70
30744	9801	-	R47009	UPGRADE RIVERTON PUMP STATION ENGINEERING	\$	138,857.64	\$	138,857.64
29339	9801	-	R47009	ROYAL PHOENIX PUMP STATION	\$	43,309.95	\$	-
28885	9801	-	R47009	RIVERTON PUMP STATION (ADDITIONAL FUNDS NEEDED)	\$	407,100.00	\$	450,409.95
30803	9801	-	R47009	WWTP ROOF REPLACEMENT PROJECT	\$	25,000.00	\$	25,000.00
30804	9801	-	R47009	INFLUENT PUMPS PROJECT	\$	481,781.34	\$	481,781.34
					\$	1,470,304.34	\$	1,470,304.34

Reallocate \$43,309.95 to PO#30744 for Riverton Pump Station
Add \$43,309.95 from PO#29339

Sewer Line Crew

30800	9802	-	R47005	2004 UTILITY VAN REPLACEMENT (YEAR 1 OF 2)	\$	25,000.00	\$	25,000.00
29964	9802	-	R47998	I&I ENGINEERING & PROJECT REPRESENTATION	\$	628,711.75	\$	628,711.75
30685	9802	-	R47998	SANITARY SEWER REHABILITATION	\$	3,521,078.39	\$	3,521,078.39
30773	9802	-	R47998	2022 MANHOLE REHABILITATION	\$	926,213.50	\$	926,213.50
30801	9802	-	R47998	I & I ABATEMENT PROJECT	\$	3,487,461.68	\$	3,487,461.68
29999	9872	-	R40001	I&I ABATEMENT CONTINGENCY	\$	401,775.00	\$	401,775.00
					\$	8,990,240.32	\$	8,990,240.32

Water Administration

30835	9501	-	R45428	EMPLOYEE APPRECIATION	\$	795.00	\$	795.00
					\$	795.00	\$	795.00

CARRYOVER PURCHASE ORDERS FROM FY23 TO FY24

Water Treatment Plant

30000	9601	-	R43002	REDUNDANT WATERLINE DESIGN	\$	5,927.17	\$	5,927.17
30350	9601	-	R43002	DEVELOPMENT OF A RISK & RELIANCE RESPONSE PLAN	\$	10,000.00	\$	10,000.00
30480	9601	-	R43002	WTP SCADA UPGRADE	\$	13,500.00	\$	13,500.00
30615	9601	-	R43002	REGULATORY ENGINEERING SUPPORT	\$	5,046.37	\$	5,046.37
30616	9601	-	R43002	TASK ORDER #4-2022 4-H PUMP STATION	\$	19,400.00	\$	19,400.00
30626	9601	-	R43002	BACKFLOW PREVENTION PROGRAM	\$	30,294.78	\$	30,294.78
30759	9601	-	R43002	WATER TREATMENT PLANT CLE	\$	48,000.00	\$	48,000.00
30830	9601	-	R43002	CLEARWELLS 1 & 2 DESIGN-R	\$	91,000.00	\$	91,000.00
30686	9601	-	R43004	INSTALLATION OF HEAT EXCHANGER & MOTOR	\$	4,125.00	\$	4,125.00
30837	9601	-	R43006	PRINTING OF 2022 WATER QUALITY REPORTS	\$	192.50	\$	192.50
30848	9601	-	R45413	MARTINS FOOD	\$	121.51	\$	121.51
30442	9601	-	R47001	INSTALL RAW WATER PUMPS (LURAY AVE)	\$	316,860.00	\$	316,860.00
30829	9601	-	R47001	SWITCH GEAR RAW WATER PUMP	\$	100,000.00	\$	100,000.00
30847	9601	-	R47001	TURBIDIMETERS	\$	48,095.13	\$	48,095.13
29654	9601	-	R43002	WITHDRAW PERMIT & RAW WATER	\$	113,125.08		
27546	9601	-	R47009	WATER PLANT RESERVOIR DAM	\$	10,370.00	\$	123,495.08
28327	9601	-	R47009	JAMESTOWN PUMP STATION P.E.R.	\$	20,000.00	\$	20,000.00
30828	9601	-	R47009	4H PUMP STATION UPGRADE (SEED MONEY)	\$	75,000.00	\$	75,000.00
					\$	911,057.54	\$	911,057.54

Reallocate \$113,125.08 to PO#27546 for Water Plant Reservoir
Add \$113,125.08 from PO#29654

Water Line Crew

30800	9602	-	R47005	(YR 1 OF 2) 2004 UTILITY VAN REPLACEMENT	\$	25,000.00	\$	25,000.00
29343	9602	-	R47513	REDUNDANT WATERLINE CONTINGENCY	\$	828,389.55	\$	828,389.55
30630	9602	-	R47513	JOHN MARSHALL WATERLINE UPGRADE	\$	229,550.00	\$	229,550.00
30660	9602	-	R47513	REDUNDANT LINE CONTRACT ADMINISTRATION	\$	380,000.00	\$	380,000.00
30673	9602	-	R47513	REDUNDANT WATERLINE CONTRACT 1	\$	12,316,742.01	\$	12,316,742.01
30674	9602	-	R47513	REDUNDANT WATERLINE CONTRACT 2	\$	2,013,272.15	\$	2,013,272.15
30775	9602	-	R47513	ROCKLAND ROAD RELOCATION FOR VDOT	\$	20,285.78	\$	20,285.78
30799	9602	-	R47513	ROYAL AVENUE WATERLINE	\$	875,643.65	\$	875,643.65
					\$	16,688,883.14	\$	16,688,883.14

Solid Waste

30780	4203	-	R45407	TRASH CANS	\$	3,500.00	\$	3,500.00
30794	4203	-	R45407	DUMPSTERS 4YD REAR, 8 YD	\$	14,500.00	\$	14,500.00
29655	4203	-	R47005	FINAL PAYMENT REFUSE TRUCK	\$	20,805.52	\$	20,805.52
30824	4203	-	R47005	REPLACEMENT PICKUP TRUCK	\$	40,700.00	\$	40,700.00
					\$	79,505.52	\$	79,505.52

CARRYOVER PURCHASE ORDERS FROM FY23 TO FY24

Streets

30336	4102	-	R45471	CHERRY STREET DRAINAGE	\$	8,500.00	\$	8,500.00
30848	4107	-	R45413	MARTINS FOOD	\$	399.22	\$	399.22
30336	4500	-	R45471	CHERRY STREET DRAINAGE	\$	100,171.00	\$	100,171.00
30833	4500	-	R45473	THERMOPLASTIC ERADICATION LINES	\$	40,000.00	\$	40,000.00
30833	4500	-	R45474	THERMOPLASTIC ERADICATION CROSSWALKS	\$	40,000.00	\$	40,000.00
30698	4500	-	R45477	CONCRETE	\$	1,182.49	\$	1,182.49
29713	4500	-	R47001	REPLACE ASPHALT ROLLER	\$	120,000.00	\$	120,000.00
30368	4500	-	R47001	RUBBER TIRE LOADER	\$	117,000.00	\$	117,000.00
30805	4500	-	R47001	SNOW PLOW REPLACEMENTS	\$	20,000.00	\$	20,000.00
30699	4500	-	R47005	DUMP TRUCK	\$	91,025.00	\$	91,025.00
30786	4500	-	R47005	STAINLESS STEEL DUMP BED	\$	54,832.60	\$	54,832.60
30758	4500	-	R47909	WEST CRISER SIDEWALK PREL ENG	\$	9,075.00	\$	9,075.00
30772	4500	-	R47926	8TH ST BRIDGE ENGINEERING	\$	315,640.00	\$	315,640.00
30806	4500	-	R47926	8TH STREET BRIDGE REHABILITATION	\$	1,262,435.00	\$	1,262,435.00
30822	4500	-	R47926	PROSPECT BRIDGE REHABILITATION	\$	330,000.00	\$	330,000.00
29952	4500	-	R47927	SHEN AVE STREET LIGHTS	\$	265,000.00	\$	265,000.00
30573	4500	-	R47927	PAVING	\$	779,522.70	\$	779,522.70
30834	4500	-	R47941	CONCRETE	\$	46,500.35	\$	46,500.35
					\$	3,601,283.36	\$	3,601,283.36

General Fund	\$	1,740,295.07	\$	1,740,295.07
Special Projects	\$	3,753,203.29	\$	3,753,203.29
Asset Forfeiture	\$	16,938.00	\$	16,938.00
Street Fund	\$	3,601,283.36	\$	3,601,283.36
TOTAL GOVERNMENTAL FUNDS	\$	9,111,719.72	\$	9,111,719.72

Electric Fund	\$	2,805,912.86	\$	2,805,912.86
Sewer Fund	\$	10,461,339.66	\$	10,461,339.66
Water Fund	\$	17,600,735.68	\$	17,600,735.68
Solid Waste Fund	\$	79,505.52	\$	79,505.52
TOTAL OF ALL FUNDS	\$	40,059,213.44	\$	40,059,213.44



Regular Work Session Agenda Statement

Item # 03A

Meeting Date: October 2, 2023

Agenda Item: Bid for Fuels and Auto Maintenance Fluids

Summary: Council will be requested to approve contracts on various grades of fuels and auto maintenance fluids for the upkeep and fueling of all Town vehicles, machinery, and equipment.

Purchasing issued an invitation for bid as per the VPPA guidelines, using eVA, the Commonwealth of Virginia online procurement website. The procurement method was competitive sealed bidding.

On Tuesday, August 29th, Purchasing held a public bid opening and received three (3) bids. Council is requested to award contracts for the fuel and auto maintenance fluids to the following vendors: prices listed are based upon the Oil Price Information Service (O.P.I.S.) as of August 22, 2023, and prices will be subject to change based upon (O.P.I.S.).

- H.N. Funkhouser & Co., Winchester, VA:
 - Gasoline - Regular Unleaded \$2.73/gal
 - Gasoline - Premium Unleaded \$3.43/gal
 - Heating Fuel Oil \$3.33/gal
 - Diesel Fuel – Low Sulfur, On-site \$3.30/gal
 - Diesel Fuel – Low Sulfur, Off-site \$3.33/gal
 - Diesel Fuel – Off-road, On-site \$3.30/gal
 - Diesel Fuel – Off-road, Off-site \$3.33/gal
 - Kerosene – On-site \$4.06/gal
 - Kerosene – Off-site \$4.09/gal
- Holtzman Corp., Mount Jackson, VA
 - Motor Oil – SAE 15-40 \$11.10/gal
 - Motor Oil – SAE 5W-20 Synthetic \$10.15/gal
 - Hydraulic Oil \$7.39/gal
 - Propane – Delivered \$1.62/gal
- Safety-Kleen Systems, Inc., Norwell, MA
 - DEF Fluid \$2.35/gal
 - Antifreeze/Coolant – Shellzone or equiv. \$5.98/gal
 - Antifreeze/Coolant – DELCO ELC or equiv. \$6.82/gal

Budget/Funding: Funding has been budgeted and is available under 45408 Petroleum, Oil, and Lubricant line item for the corresponding departments. The total amount budgeted for FY24 totals \$261,830 across all departments.

Staff Recommendation: Staff recommends approving the award of contract as presented on the consent agenda for October 23rd.

MEMORANDUM

TO: Michelle Campbell Purchasing Manager

FROM: Donald B McPaters, Director of Fleet Maintenance *DBM*

SUBJECT: Fuel, gas, and shop fluids bid recommendations.

DATE: September 12, 2023

H.N. FUNKHOUSER & CO. in Winchester Va has the lowest prices on gas, diesel, heating oil, and kerosene. Fleet Maintenance Fuils HOLTZMAN CORP in Mount Jackson Va. Has the lowest prices on SAE 15/40 and SAE 5w20 synthetic motor oil, hydraulic oil, and propane. Safety clean has the lowest bid for the Shellzone coolant (or equivalent), Delco Elc coolant (or equivalent) and DEF fluid for diesel exhaust. I would recommend the lowest bid.



IFB #28-2023 Fuels & Maintenance Fluids

BID OPENING DATE: 8/29/2023

BID OPENING TIME: 2:00 PM

Town of Front Royal, VA

	H.N. FUNKHOUSER & CO. WINCHESTER, VA				HOLTZMAN CORP. MOUNT JACKSON, VA				SAFETY-KLEEN SYSTEMS, INC. NORWELL, MA			
	QUOTATION	OPIS \$	FIXED DIFFERENTIAL	Cost to Town on	QUOTATION	OPIS \$	FIXED DIFFERENTIAL	Cost to Town on	QUOTATION	OPIS \$	FIXED DIFFERENTIAL	
BID #1 - GASOLINE REGULAR UNLEADED PREMIUM UNLEADED ETHANOL-FREE		\$2.5582 \$3.2569	\$0.17 \$0.17	\$2.7282 \$3.4269 *	-\$0.05(from pump price at time of purchase) 507 N. Royal Ave. Pricing 507 N. Royal Ave. Pricing 507 N. Royal Ave. Pricing			\$3.6000 \$4.2000 \$4.2000				* * *
BID #2 - #2 HEATING FUEL OIL (FIXED DIFFERENTIAL)		\$3.1331	\$0.20	\$3.3331		\$ 3.1338	\$ 0.4000	\$3.5338				*
BID #3 - DIESEL FUELS LOW SULFUR ON-SITE LOW SULFUR OFF-SITE "OFF-ROAD" ON-SITE "OFF-ROAD" OFF-SITE		\$3.1302 \$3.1302 \$3.1331 \$3.1331	\$0.1700 \$0.2000 \$0.1700 \$0.2000	\$3.3002 \$3.3302 \$3.3031 \$3.3331	-\$0.05(from pump price at time of purchase) 507 N. Royal Ave. Pricing 2741 Stonewall Jackson Hwy, Bentonville \$			\$4.3000 * 3.84 *				* * * *
BID #4 - KEROSENE ON-SITE OFF-SITE		\$3.8550 \$3.8550	\$0.2000 \$0.2300	\$4.0550 \$4.0850	-\$0.05(from pump price at time of purchase)			*				* *
BID #5 - MOTOR OILS SAE 15-40 SAE 5W-20 SYNTHETIC HYDRAULIC OIL (TOTAL FOR 1 GALLON OF EACH)	\$10.930 \$11.500 \$10.880	SYN BLEND		\$10.93 \$11.50 \$10.88 \$33.310	\$11.10 \$10.15 \$7.39		\$11.10 \$10.15 \$7.39 \$28.64	\$10.150 \$12.450				\$10.15 \$12.45 *
BID #6 - PROPANE DELIVERED				*		\$0.6469	\$1.0000	\$1.65				*
BID #7 - DEF FLUID	\$3.050			\$3.05	\$2.56			\$2.56	\$2.350			\$2.35
BID #8 - ANTIFREEZE / COOLANT SHELLZONE (or equivalent) DELCO ELC (or equivalent)	\$7.850 \$9.680	50/50 50/50		\$7.85 \$9.68	\$8.46 \$12.83	50/50 100%	DELCO ELL DELCO ELL	* \$8.46 \$12.83	\$5.980 \$6.820			\$5.98 \$6.82

*DENOTES NON-RESPONSIVE BID

The Bid Tabulation Sheet is generated from the initial, raw information collected. No award decision has been made.

Prepared by: Michelle Campbell, VCA



Regular Work Session Agenda Statement

Item # 03B

Meeting Date: October 2, 2023

Agenda Item:

Bid Award for De-Icing Road Salt

Summary:

Council is requested to approve the bid award for de-icing road salt to Morton Salt, Inc. at \$89.09 per ton.

Budget/Funding:

Funding available in the Streets Department Snow Removal line item 4500-45478

Staff Recommendation: Staff recommends approving the bid as presented on the consent agenda for October 23rd.

VENDOR SPREAD SHEET



Town of Front Royal, VA

IFB #30-2023 ROAD SALT

BID/PROPOSAL OPENING DATE: 9/19/23

BID/PROPOSAL OPENING TIME: 2:00 PM

		MORTON SALT, INC. CHICAGO, IL	EASTERN SALT CO. INC. LOWELL, MA	CARGILL INCORPORATED NORTH OLMSTED, OH	GOVERNMENT MLO SUPPLIES USA INC BETHESDA, MD	MID-ATLANTIC SALT LLC GLADWYNE, PA	DEICING DEPOT LLC DEERFIELD BEACH, FL
QTY	ITEM DESCRIPTION	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE
1	DELIVERED DE-ICING ROAD SALT	\$89.09/TON	\$99.90/TON	\$97.53	\$95.00	\$93.00	\$103.00
Total Bid		\$89.09	\$99.90	\$97.53	\$95.00	\$93.00	\$103.00

*DENOTES NON-RESPONSIVE BID

The VENDOR SPREAD SHEET is generated from the initial, raw information collected. No award decision has been made.

Prepared by: B.J. Wilson, V.C.A.



Town of Front Royal Public Works

MEMORANDUM

TO: Michelle Campbell, Purchasing Manager

CC: B.J. Wilson, Finance Director

FROM: Robert B Boyer, Public Works Director

DATE: September 20, 2023

SUBJECT: Recommendation to award the bid for Road Salt

The Public Works Department would like to recommend awarding the bid for Road Salt to the low bidder Morton Salt. Morton Slat was the lowest priced out of the six bids the town had received from vendors. The town has used Morton Salt for several years now and always received a good quality product and customer service as well.

The Public Works Department has funding budgeted for the purchase of the road salt under budget code 4500-5478 Snow Removal.

If you have any questions or need any further information, please contact me at 540-692-4789.

Thank You.



Regular Work Session Agenda Statement

Item # 03C

Meeting Date: October 2, 2023

Agenda Item: Bid for Manassas Avenue Substation Transformer

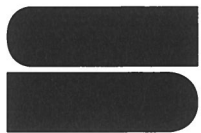
Summary: Purchasing issued a solicitation for the Department of Energy Services to obtain a transformer for the Manassas Ave substation. The procurement method was sealed competitive bidding.

On Thursday, September 12, 2023, Purchasing held a public bid opening and received five (5) bids. Council is requested to approve the purchase of a new transformer for the Manassas Avenue Substation from Virginia Transformer Corporation in the amount of \$885,551.00. Delivery of the transformer is expected to be 55-60 weeks.

Budget/Funding: Funding will be available for this project upon Council's approval of a FY24 Budget Amendment for carry over purchase orders.

9401-R47937	Department of Energy Resources	\$650,253.26
9401-47937	Department of Energy Resources	\$235,297.740

Staff Recommendation: Staff recommends approving the bid as presented on the consent agenda for October 23rd after the approval of a FY24 budget amendment for carryover purchase orders for the same night.



Southeastern Consulting Engineers, Inc.

September 14, 2023

Ms. Michelle Campbell
Town of Front Royal
P.O. Box 1560
Front Royal, Virginia 22630

Ref.: Manassas Substation Transformer #2
Bid Recommendations

Dear Michelle:

The Town received proposals on September 7, 2023, from five suppliers and representatives solicited for providing a new transformer for the Manassas Substation.

A tabulation of the bids received for the project is enclosed.

We have evaluated each proposal based on compliance with the specifications, cost, and delivery. We recommend that the Town accept the proposal from Virginia Transformer Corporation, in the amount of \$885,551.00.

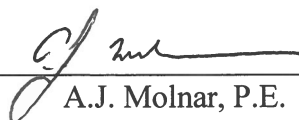
Virginia Transformer Corporation has a recent history of providing competitive pricing in a market in high demand. Their lower price is no indication that they are offering a substandard product. Our clients have taken delivery of many VTC units including two recently delivered to Front Royal and one currently on order and scheduled to be delivered before the end of the year.

Please let us know if you have any questions.

Very truly yours,

SOUTHEASTERN CONSULTING ENGINEERS, INC.

By _____


A.J. Molnar, P.E.
Vice President

AJM/lc
Enclosure

BID TABULATION
IFB #26-2023 Manassas Substation Transformer #2

Town of Front Royal
Front Royal, Virginia

Date: September 7, 2023
Time: 2:00 PM, EDT

<u>Bidder</u>	<u>Virginia Transf. Corporation Roanoke, VA</u>	<u>Pennsylvania Canonsburg, PA</u>	<u>OTC Louisville, OH</u>	<u>WEG Washington, MO</u>	<u>Hitachi Crystal Springs, MS</u>
One-Medium Power 10/13.33/16.66 MVA 34.4 - 13.2Y/7.62 KV Transformer	\$885,551.00	\$1,215,987.00	\$1,126,581.00	\$1,486,559.00	\$1,674,300.00
Evaluated Cost	\$1,022,856.00	\$1,330,737.00	\$1,230,106.00	\$1,607,509.00	\$1,713,215.00
Delivery	55-60 Weeks	74-78 Weeks	164-168 Weeks	84-90 Weeks	120-124 Weeks
Payment Terms	30% w/P.O. 30% Approvals 40% Delivery	15% w/P.O. 25% Approvals 25% Core & Coil 15% Factory Test 20% Delivery	25% w/P.O. 25% Material Order 50% Factory Test	20% w/P.O. 20% Approvals 40% Core & Coil 10% Factory Test 10% Delivery	20% Approvals 30% Release to Manufacture 40% Factory Test 10% Delivery
Price Escalation	None - Firm	Formula	BLS Index	None - Firm	Formula



Regular Work Session Agenda Statement

Item #03D

Meeting Date: October 2, 2023

Agenda Item: Award of Contract for On-Call General Civil Engineering Services

Summary: Purchasing issued a solicitation for the Town to obtain On-Call General Civil Engineering Services. The procurement method was request for proposals (RFP)

In accordance with the Virginia Public Procurement Act, an evaluation team met with five firms. Negotiations began with the firm ranked first, a price considered fair and reasonable and pursuant to the contractual terms and conditions acceptable to the Town is offered for Council review.

Town Council is requested to review and award a contract to A. Morton Thomas and Associates (A.M.T.) Inc. A.M.T. for General Civil Engineering Services on an as needed basis for an initial contract period of one year with the option to renew for 4 (four) additional one-year periods.

Please find attached to this memo and a consensus letter signed by members of the evaluation team as a consent item to Council's October 23, 2023 Regular Town Council Meeting.

Budget/Funding: Funding has been budgeted and is available in the FY24 budget under line item 43002 Professional Services for the departments that will use general civil engineering services.

Staff Recommendation: Staff recommends approving the award of contract as presented on the consent agenda for October 23rd.

Town of Front Royal
General Engineering Services Contract

RFP #15-2023



Hourly Rates for Initial Contract Term

9/18/2023

A. Morton Thomas and Associates, Inc.		Commonwealth Heritage Group, Inc.	
Classification	Rate	(Chronicle Heritage) Classification	Rate
Contract Manager	\$ 230.00	Project Manager	\$ 123.18
Project Manager	\$ 205.00	Principal Investigator	\$ 96.05
Senior Engineer	\$ 180.00	Archaeologist	\$ 60.59
Engineer	\$ 130.00	Archaeological Technician	\$ 48.73
Jr. Engineer / CADD Tech.	\$ 105.00	GIS Specialist	\$ 85.51
Environmental Planner	\$ 140.00	Graphics Specialist	\$ 85.77
Landscape Architect	\$ 140.00		
Licensed Surveyor	\$ 170.00	DMY Engineering Consultants, Inc.	
Survey Party Chief	\$ 106.74	Classification	Rate
Survey Instrument Person	\$ 72.87	Construction Manager	\$ 252.68
Survey Rod Person	\$ 51.63	Senior Construction Inspector	\$ 121.43
SUE Task Manager	\$ 128.67	Geotechnical Project Manager	\$ 253.04
Survey / SUE Technician	\$ 79.13	Senior Geotechnical Engineer	\$ 174.87
Public Outreach Specialist	\$ 109.62	Project Geotechnical Engineer	\$ 139.91
Administrative Assistant	\$ 87.04	Staff Engineer/Scientist	\$ 123.22
Responsible Charge Engineer	\$ 230.00	Senior Environmental Scientist	\$ 202.08
Senior Construction Inspector	\$ 104.35	Administrative	\$ 101.95
T3 Design Corporation		KDR Real Estate Services, Inc.	
Classification	Rate	Classification	Rate
Project Manager	\$ 237.78	Project Manager	\$ 142.14
Senior Engineer	\$ 204.49	Right-of-Way Specialist	\$ 106.36
Engineer	\$ 148.26	Sr. Right-of-Way Technician	\$ 103.42
Engineer I	\$ 112.74	Right-of-Way Technician	\$ 92.96
Engineering Technician	\$ 81.46		

Non-Salary Direct Costs

9/18/2023

All travel related costs (including, but not limited to mileage, lodging, meals, and incidentals) will be billed in accordance with the GSA / VDOT Travel Guidelines in place at the time which travel occurs.

Printing, reproduction, mailing, delivery and other incidental costs will be billed to the Town AT COST.

Vehicle Leases for Construction Inspection Activities (if applicable):

In accordance with current VDOT policy at time of Task Order

Other Non-Salary Direct Costs:

DMY Engineering Consultants, Inc.

Standard Drilling Services - 2023-2024

Items	Unit	Rate
Drill Rig and Crew Mobilization (Truck)	each	\$1,250.00
Drill Rig and Crew Mobilization (ATV)	each	\$1,550.00
Drill Rig Onsite/Offsite Mobilization (ATV)	each	\$500.00
Drill Rig and Crew Minimum Daily Charge	day	\$2,150.00
Drill Rig Moving/Difficult Moving/Standby/Cleanup/Site Clearing	crew-hour	\$280.00
Geoprobe Mobilization (7822DT)	each	\$750.00
Geoprobe Direct Push Drilling (7822DT)	day	\$2,300.00
Additional Mobilization (> 50 miles one way)	mile	\$5.00
Site Reconnaissance/Meeting/Boring Layout/Groundwater Reading	hour	\$140.00
Public Utility Clearance and Coordination	hour	\$130.00
Night/Saturday Work Surcharge	crew-shift	\$1,250.00
Light Tower	each	\$230.00
2-1/4" or 3-1/4" HSA SPT Borings (0'-40')	foot	\$24.00
2-1/4" or 3-1/4" HSA SPT Borings (40'-80')	foot	\$27.00
2-1/4" or 3-1/4" HSA SPT Borings (80'-120')	foot	\$31.00
2-1/4" or 3-1/4" Auger Probe Borings	foot	\$16.00
4-1/4" HSA SPT Borings (0'-40')	foot	\$25.00
4-1/4" HSA SPT Borings (40'-80')	foot	\$28.00
4-1/4" HSA SPT Borings (80'-120')	foot	\$32.00
4-1/4" Auger Probe Borings (0'-40')	foot	\$17.00
3-1/2" Mud Rotary SPT Borings (0'-40')	foot	\$28.00
3-1/2" Mud Rotary SPT Borings (40'-80')	foot	\$32.00
3-1/2" Mud Rotary SPT Borings (80'-120')	foot	\$38.00
Hard Drilling Surcharge (>50 BPF)	foot	\$5.00
Grout Boreholes	foot	\$16.00
Backfill Boreholes with Bentonite Chips or Gravel	foot	\$11.00
NQ Rock Coring (0'-100')	foot	\$85.00
NQ Rock Coring (100'-160')	foot	\$95.00

NW Casing Advancing (0'-80')	foot	\$85.00
Wooden Corebox (5' x 4 slots)	each	\$55.00
Setup Charge (Mud Rotary, Rock Coring, or Casing Advancer)	each	\$225.00
Additional Split Spoon Samples (<80')	each	\$32.00
Shelby Tube Samples (<80')	attempt	\$225.00
Bulk Sample of Auger Cuttings	each	\$60.00
Hauling Water to Site	day	\$500.00
Pavement Coring Mobilization	each	\$210.00
Asphalt Pavement Coring, ≤ 4" diameter	inch	\$22.00
Asphalt Pavement Coring, 6" diameter	inch	\$28.00
Asphalt Pavement Coring, 8" diameter	inch	\$32.00
Concrete Pavement Coring, Minimum	each	\$210.00
Concrete Pavement Coring, ≤ 4" diameter	inch	\$27.00
Concrete Pavement Coring, 6" diameter	inch	\$33.00
Concrete Pavement Coring, 8" diameter	inch	\$39.00
Patching Pavement Core with Cold Asphalt Mix	each	\$40.00
Patching Pavement Core with DOT Concrete Mix	each	\$112.00
Monitoring Well (1"/1.25" PVC), excluding drilling	foot	\$23.00
Monitoring Well (2" PVC), excluding drilling	foot	\$32.00
Monitoring Well (4" PVC), excluding drilling	foot	\$38.00
Monitoring Well Protective Cover	each	\$280.00
Flush Joint Threaded/Slotted Screen, 1"/1.25" PVC	foot	\$10.00
Conduit Pipe/Piezometer, 1"/1.25" PVC, no sand or bentonite	foot	\$6.00
Infiltration Pipe, 4" PVC	foot	\$8.00
Infiltration Pipe, 5" PVC	foot	\$18.00
Field Infiltration Test	each	\$500.00
Decontamination Pad Set-Up	each	\$560.00
Decontamination	hour	\$280.00
Hazmat 55 Gallon Drums	each	\$100.00
Traffic Control (day time without TMA, speed limit less than 35 mph)	day	\$2,100.00
Traffic Control - Additional Setup	each	\$525.00
Traffic Control - Additional TMA	day	\$625.00
Traffic Control - Portable Rumble Strips	day	\$625.00
Traffic Control - Night/Weekend Work	crew-shift	\$800.00



Town of Front Royal, Virginia

Purchasing, Department of Finance

August 24, 2023

RE: RFP #15-2023 GENERAL CIVIL ENGINEERING SERVICES

The evaluation committee for the General Civil Engineering Services Request for Proposals has reached a consensus after proposals were scored and the committee met with and interviewed five (5) of the nine (9) offerors. After elaborating on the firm's experience in similar types of services, their personnel's experience in similar types of services, qualifications of the project manager, organizational capacity, methodology, and responsiveness, the evaluation committee would like to request Town Council to award a contract to AMT Engineering, to provide General Civil Engineering Services.

A handwritten signature in blue ink, appearing to read "B.J. Wilson", is written over a horizontal line.

B.J. Wilson, Director of Finance

A handwritten signature in black ink, appearing to read "Robert Boyer", is written over a horizontal line.

Robert Boyer, Director of Public Works

A handwritten signature in black ink, appearing to read "Lauren Kopishke", is written over a horizontal line.

Lauren Kopishke, Director of Planning & Zoning

RFP #15-2023 CIVIL ENGINEERING PROFESSIONAL SERVICES

Score Card Tabulation

Valley Engineering

	<u>Weight</u>	<u>Weighted Evaluation</u>	<u>Eval #1</u>	<u>Eval #2</u>	<u>Eval #3</u>
Firm's Experience in Similar Types of Services	35	184	10	6	5
Personnel's Experience in Similar Types of Services	30	165	9	7	6
Qualifications of Project Manager	10	58	10	6	7
Organizational Capacity	10	50	7	8	5
Methodology	10	58	8	7	8
Responsiveness	5	26	8	8	5
Total		5.1			

CHA

	<u>Weight</u>	<u>Weighted Evaluation</u>	<u>Eval #1</u>	<u>Eval #2</u>	<u>Eval #3</u>
Firm's Experience in Similar Types of Services	35	236	10	9	8
Personnel's Experience in Similar Types of Services	30	195	8	9	9
Qualifications of Project Manager	10	64	8	8.5	9
Organizational Capacity	10	73	10	9	10
Methodology	10	68	8	9	10
Responsiveness	5	35	10	9	9
Total		6.4			

AMT

	<u>Weight</u>	<u>Weighted Evaluation</u>	<u>Eval #1</u>	<u>Eval #2</u>	<u>Eval #3</u>
Firm's Experience in Similar Types of Services	35	254	9	10	10
Personnel's Experience in Similar Types of Services	30	210	9	9	10
Qualifications of Project Manager	10	65	8	9	9
Organizational Capacity	10	70	9	9	10
Methodology	10	65	9	9	8
Responsiveness	5	31	9	8	8
Total		6.6			

Potesta

	<u>Weight</u>	<u>Weighted Evaluation</u>	<u>Eval #1</u>	<u>Eval #2</u>	<u>Eval #3</u>
Firm's Experience in Similar Types of Services	35	201	8	8	7
Personnel's Experience in Similar Types of Services	30	173	8	8	7
Qualifications of Project Manager	10	60	9	8	7
Organizational Capacity	10	53	9	7	5
Methodology	10	63	8	8	9
Responsiveness	5	26	7	8	6
Total		5.5			

Mattern & Craig

	<u>Weight</u>	<u>Weighted Evaluation</u>	<u>Eval #1</u>	<u>Eval #2</u>	<u>Eval #3</u>
Firm's Experience in Similar Types of Services	35	228	8	9	9
Personnel's Experience in Similar Types of Services	30	195	8	9	9
Qualifications of Project Manager	10	64	8	8.5	9
Organizational Capacity	10	60	8	9	7
Methodology	10	64	8	9.5	8
Responsiveness	5	33	8	9	9
Total		6.1			



Regular Work Session Agenda Statement

Item #03E

Meeting Date: October 2, 2023

Agenda Item: Award a Contract for Software Consulting Services

Summary: Council is requested to award a contract to Berry, Dunn, McNeil, & Parker LLC (Berry Dunn) to provide software consulting services for the Town in the amount of \$119,455.

The method of procurement used to obtain these services is cooperative contracting through Sourcewell.

Currently, the Town uses software from Central Square for utility billing/receipts, business licensing, meals/lodging tax, budgeting, accounts payable, payroll, and general account. The Town has used software from Central Square (and predecessor names) for over twenty years. The annual maintenance/licensing for Central Square software is approximately \$60,000. The Town's current utility billing software with Central Square is not capable of using electric Automated Metering Infrastructure (A.M.I.) to A.M.I.'s full capabilities.

The Town uses B.A.I. Municipal software for billing/receipting of personal property and real estate taxes; with an approximate annual cost of \$20,000. BAI Municipal software does not interface with Central Square software for the Town's financials, so the interface process is performed manually daily. As well as all cashiers for the Department of Finance process receipts in separate systems.

Central Square & BAI software are only two examples of software used by the Town. Various Town departments use different software that do not interface with one another. The goal of obtaining Berry Dunn as a software consultant is to perform an overall review of the Town's processes and software, plan for future capabilities/options, provide options for better integration between departments/citizens, eliminate redundant/time consuming processes, and overall be able to provide enhanced and a broader range of options to the citizens and taxpayers of Front Royal.

Budget/Funding: Funding would be available upon Town Council's approval of a FY24 Budget Amendment for Carryover Purchase Orders

1204-R43002 Information Technology Professional Services - \$119,455.00

Staff Recommendation: Staff recommends approving the award of the contract as presented on the consent agenda for October 23rd after approval of the budget amendment for carryover purchase order on the same night.



September 21, 2023

Town of Front Royal
Attention: B.J. Wilson, V.C.A.
Director of Finance
102 E. Main Street
Front Royal, VA 22630

Dear Mr. Wilson:

On behalf of Berry, Dunn, McNeil & Parker, LLC (BerryDunn), I would like to thank you for the opportunity to discuss how our consulting team may assist the Town of Front Royal (the Town) by providing enterprise software analysis and selection services.

We appreciate the time you have taken to outline and discuss your goals for this project. The Town initially indicated using the following primary software applications below; however, there is also the need to discuss the application needs of each department.

1. Central Square Community Plus for receipting, utility billing, business licensing, work orders, and miscellaneous accounts receivables
2. Central Square Finance Plus for financials, budgeting, accounts payable, payroll, human resources, and limited warehouse inventory
3. BAI Municipal Software for personal property and real estate tax billing and receipting

We understand the desire is for a needs analysis that focuses on the functional areas served by these primary applications, as well as other supporting tools, technologies, and customizations that may be in place with other departments. We will conduct this analysis with the objective of recommending a strategy for the long-term management of the functional areas and decisions to retain or replace any of these primary applications or potentially other applications—providing the Town with a clear picture as to what opportunities exist to incorporate more versatility for communications between departments, to eliminate standalone or redundant systems and processes, and to potentially expand services in the future for its stakeholders. Following our analysis, we plan to lead a single system procurement and selection process. For the purposes of this proposal, we assume that to be enterprise resource planning (ERP); however, should a different system be the priority, or multiple systems, we would be happy to refine our estimates for those related work plan activities.

Below and on the following pages, we briefly highlight our firm, describe our approach and work plan details, introduce our representative project team members, and outline the costs associated with a project of this nature.

Firm Overview

BerryDunn is a nationally recognized independent management and information technology consulting firm focused on **inspiring organizations to transform and innovate**. As a Limited Liability Company formed in 1974 with 65 principals and 34 owners, we have experienced sustained growth throughout our 49-year history.

We employ more than 800 staff members—including more than 325 in our Consulting Services Team. Our team members bring valuable perspective from their extensive project experience for **more than 600 state, local, and quasi-governmental agencies**, as well as their prior experience serving state and local government agencies. This experience provides them with an in-depth understanding of government

operations, staffing needs, budgetary constraints, and the business processes required to provide necessary services to your internal divisions and the constituents you serve.

Our firm provides a full range of professional services including:

- Software Assessment, Planning, and Procurement
- Software Implementation Project Management and Oversight
- Organizational Change Management
- Organizational and Operational Analyses
- Business Process Reviews and Redesign
- Project Assessments and Remediation
- IT Assessments
- IT Strategic Planning
- Leadership and Organization Development
- Enterprise and Departmental Strategic Planning
- Master Planning
- Cost of Service and Fee Studies

Figure 1 illustrates BerryDunn's local government consulting specialization areas. We provide unparalleled expertise and unique insights across these areas, supporting our clients in solving some of their biggest challenges and addressing opportunities to improve and plan.

Figure 1: Local Government Practice Group Areas of Specialization



BerryDunn Bridge and Our Independence

BerryDunn Bridge is a program facilitated by our Local Government Practice Group. This program was developed to promote information sharing between public-sector software providers and our consultants and helps continually expand our own—and our clients'—understanding of the public-sector software landscape. BerryDunn Bridge provides opportunities to share our clients' needs with the software vendor community and gain knowledge of upcoming technological trends, recent product developments, and find target markets for software providers.

Public-sector software providers opt into this program to establish a cadence of meetings between their team members and our own to keep up to date on industry and client trends. This includes knowledge-sharing opportunities ranging from focused discussions between management teams to software demonstrations with a broader audience of consulting staff. As a result of this program, we can best serve our clients and pass on our knowledge gained—including modern software system capabilities not currently being utilized or perhaps even previously contemplated by our clients.

BerryDunn is not affiliated with any specific vendor, allowing us to provide truly independent advisory services to our clients. In that respect, we recognize the importance of networking and continuous market research to help ensure we are apprised of industry best practices, emerging trends, and updates in the software vendor community.

Key Qualifications

As you consider a potential partnership for this engagement, we ask that you also keep our following attributes in mind.



Our commitment to serving clients in the Commonwealth of Virginia (Commonwealth)

The Town will benefit from our familiarity with the Commonwealth's public-sector landscape and experience successfully completing projects of similar size and complexity. Using our expansive knowledge and lessons learned from these projects, we will provide the Town with optimal efficiency, superior services, and productivity on this engagement. Our public-sector experience in the Commonwealth includes work with more than 30 municipalities, counties, public schools, colleges and universities, and quasi-governmental agencies. Below is a list of our municipal, county, and public-school clients in the Commonwealth for the Town's consideration.

- | | | |
|----------------------------|-------------------------|--------------------------|
| › Albemarle County | › City of Manassas Park | › Gloucester County |
| › Arlington County | › City of Newport News | › Goochland County |
| › Arlington Public Schools | › City of Richmond | › Henrico County |
| › Chesterfield County | › City of Suffolk | › King George County |
| › City of Alexandria | › City of Waynesboro | › Loudoun County |
| › City of Danville | › City of Winchester | › New Kent County |
| › City of Fairfax | › Dinwiddie County | › Powhatan County |
| › City of Fredericksburg | › Fairfax County | › Town of Christiansburg |
| › City of Harrisonburg | › Falls Church Public | › Town of Herndon |
| › City of Lynchburg | › Schools | › Town of Leesburg |
| › City of Manassas | | |



Our extensive experience assisting public-sector clients with ERP projects

As a core service of our firm, we have conducted more than 150 systems consulting projects, of which most were for ERP-specific initiatives. This extensive experience has exposed us to all ERP system vendors in the marketplace and the functional and technical components associated with each—including all those in scope for the Town. As an independent and software-agnostic firm, we are pleased to provide trusted advisory services and only work in our clients' best interests at all times. With this exposure and stance, as well as our proactive vendor outreach efforts conducted through our program, BerryDunn Bridge, we pride ourselves in delivering up-to-date software knowledge, industry best practices, unique insights, and lessons learned to our clients and hope to provide the same value to the Town.



Our comprehensive approach that includes project management and change management best practices

Our work for the Town will be guided by established project management methodologies and best practices as defined by the Project Management Institute® (PMI®), as well as inputs from Agile and Lean principles. We recognize the importance of organizational change management (OCM) in system selection and implementation processes; therefore, we integrate a disciplined change management approach to our work, using the Prosci® change management methodology as a foundation. This

integration will help ensure the Town's stakeholders have opportunities to provide input, support, and buy-in for all decisions through our proactive approach to addressing potential instances of change resistance.

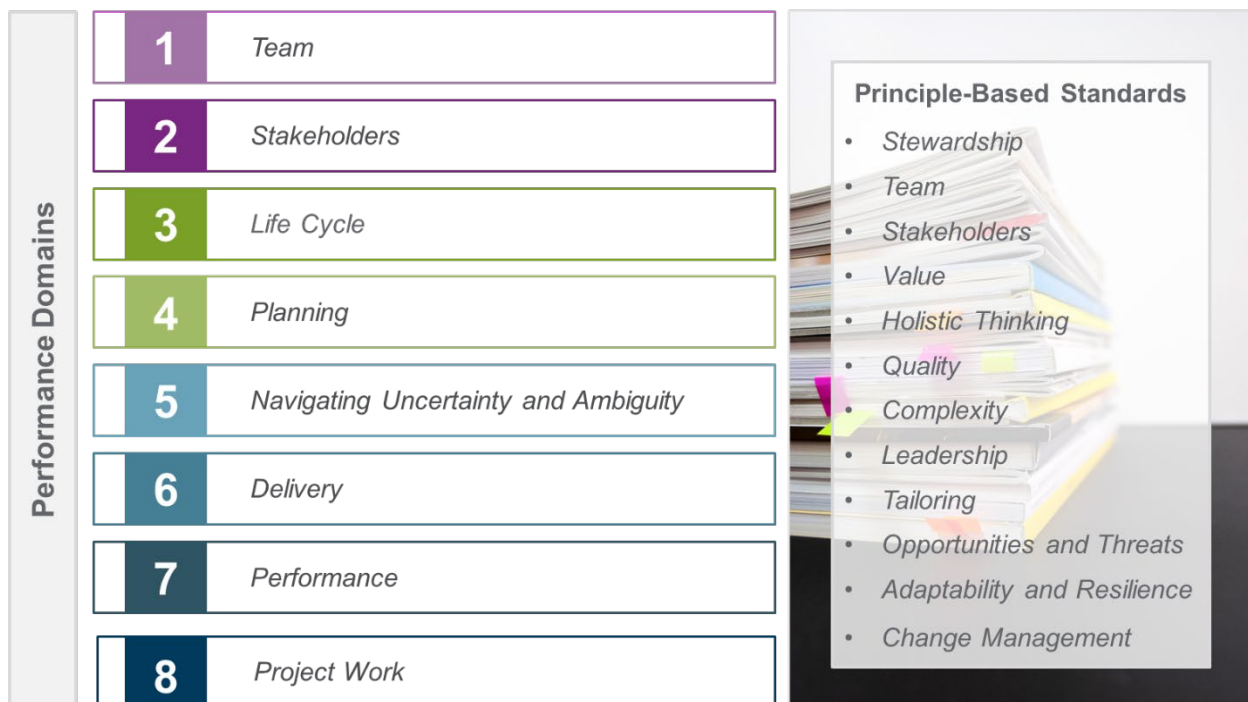
Approach

Project Management

To help ensure that project objectives are met, and initiation and completion of project work are conducted in a timely manner, each BerryDunn project is led by an experienced project manager who understands and utilizes project management best practices. Our Consulting Services Team employs project management best practices from PMI®'s A Guide to the Project Management Body of Knowledge Guide (PMBOK® Guide).

Figure 2 illustrates the standards of project management as defined by performance domains and project delivery principles that are critical for effective delivery of project outcomes.

Figure 2: Performance Domains and Project Management Guiding Principles | PMBOK® Guide



Integrated Change Management Methodology

Stakeholders' willingness to adopt new processes and tools plays a significant role in the success—or failure—of system projects. BerryDunn has observed resistance to change in virtually all our engagements. As such, our project management approach is carefully integrated with change management methodologies to promote buy-in and consensus for the project and we will work with you to proactively address resistance by:

- Engaging stakeholders at the right level throughout the project—to build understanding for the need for change and gain support from the people who will be using the future solutions, and who are most familiar with current processes

- Developing and executing a communications plan that considers the information needs of each stakeholder group
- Documenting business processes, and working with stakeholders to understand how their work will be performed in the future environment

We have adopted the Prosci® change management methodology and trained **over 100 consultants to become Prosci® Certified Change Practitioners (CCPs)**. A central focus of the Prosci® change management approach is the belief that, for change to work in an organization, individuals must be willing to change and understand change. Additionally, according to research conducted by Prosci®, the likelihood of project success increases significantly, and in alignment with the level of change management focus applied to the project. Figure 3 shows that even small increases in focus on change management, from “poor” to “fair,” are likely to have a positive impact on system adoption and project success.

Figure 3: Change Management’s Impact on Project Success



Consistent with the Prosci® methodology, the Town can expect our change management approach to involve three stages, as described below:

- 1. Preparing for Change**
Developing of change management strategies, based on input from the Town’s stakeholders on the existing environment
- 2. Managing Change**
Overseeing assigned roles and tasks, providing training and coaching, using tools effectively, and executing a clear communication plan
- 3. Reinforcing Change**
Evaluating action plans, reviewing the sustainability of change management activities, and promoting individual and team successes

Work Plan



Phase 1. Needs Analysis

1.1 Develop and issue a web survey and an information request and review the results. We will develop and distribute a web survey to Town staff to understand issues and challenges with current business processes. We anticipate that this survey will be issued to the core department stakeholders and used to help determine the current challenges and areas for improvement. Prior to issuing the web survey, we will review the questions with the Town's project team to solicit feedback before finalizing. We will use the survey results as one of many data points in developing our evaluation of the current environment.

Additionally, prior to conducting our work, we will provide the Town's project team with an information request sheet to help gather available documentation to support the work effort (e.g., organizational charts, documentation on existing systems, and policy documentation). We will respectfully request that the Town's project team provide the documentation prior to the project kickoff presentation and fact-finding meetings, as reviewing this information in advance of our work will enable us to be more efficient, become more knowledgeable of the current environment, and make best use of Town personnel's time.

1.2 Facilitate a kickoff presentation. We will conduct a project kickoff presentation with Town project stakeholders that will serve as an opportunity to introduce our project team members, discuss goals, present our project approach and methodology, review the schedule of key project dates, and answer questions. As part of this presentation, the Town's project sponsor is expected to participate and speak to the goals and objectives of the initiative.

1.3 Facilitate fact-finding meetings. Following the project kickoff meeting, we will conduct a series of interviews with the following departments: Administration, Community Development, Energy Services, Finance, Human Resources, Information Technology, Planning & Zoning, Police Department, Public Works, and Purchasing. These meetings will allow us to understand the current systems used to support each department within the Town. Our discussions will be a key factor as we identify recommendations for the Town's future systems state and prioritize them among competing priorities and potential resource constraints.

1.4 Develop a Needs Analysis Report. Drawing on the information gathered through our review of documentation, web survey results, and fact-finding sessions, we will prepare a draft Needs Analysis Report. This report will provide the Town with an objective analysis of the current systems' strengths and weaknesses. Additionally, key items in the report will include identifying opportunities for improvement, confirming technology and system utilization, and identifying options for the future systems environment.

⇒ *Deliverable 3 – Needs Analysis Report*



Phase 2. Request for Information (RFI) Development

2.1 Develop and administer a Request for Information (RFI). We will develop a draft RFI to distribute through proper channels to inform alternative solutions. We will review the draft with the Town project team to solicit feedback and update to final. Once final, we will administer the final RFI.

2.2 Analyze the RFI responses and develop a draft RFI Summary Memo. We will facilitate the response review process by analyzing vendor responses compiling them in an executive-level draft RFI Summary Memo. The memo will summarize available modules, functionality, implementation timelines, and cost ranges.

2.3 Review the draft RFI Summary Memo with the Town project team and update to final. We will facilitate a teleconference with the Town's project team to review the RFI Summary Memo and update to final using the solicited feedback.

⇒ *Deliverable 4 – RFI Summary Memo*

2.4 Develop draft Action Plan Report. Using the information gathered from the previous phase, we will develop a draft Action Plan Report that will summarize the Town's current systems environment and details our findings. The report will also include the results and analysis of the RFI, cost estimates for potential solutions and implementation timeframes, and recommendations for the future environment.

2.5 Facilitate teleconference with the Town project team to review the report and update to final. We will review our Action Plan Report with the Town project team to gain consensus in our findings and recommendations. We will incorporate updates from the Town and finalize the plan.

⇒ *Deliverable 5 – Action Plan Report.*



Phase 3. Request for Proposal (RFP) Development

3.1 Develop Preliminary Functional and Technical Requirements. BerryDunn has developed a database of technical and functional requirements based on our experience with other governmental agencies and our knowledge of software system functionality and best practices. Drawing from this database, we will make refinements for those processes that are critical or unique to the Town.

These requirements will support supplemental functionality requirements with key reporting, interface, and conversion enhancements. In our recent experience, those areas have significantly differentiated vendors' solutions and required a specific focus in the selection activities. Our analysis typically results in about 75% of the requirements being defined upfront for most of our clients.

⇒ *Deliverable 6 – Preliminary Functional and Technical Requirements*

3.2 Facilitate joint requirements planning (JRP) work sessions. We will facilitate a series of JRP work sessions with Town stakeholders and our project team members to review the preliminary requirements. We will reconvene many of the same stakeholders, organized by system/functional area that met during fact-finding activities to discuss the future system capabilities. These sessions will also include one focused on the technical aspects involved with the Town's project. Using the preliminary list, we will review and confirm each item and assign a relative criticality to communicate to vendors responding to the list as part of their request for proposals (RFP) responses. We will also facilitate similar meetings to review potential interfaces and data conversion objects. Once these have been reviewed, we will update the list to final.

Our role in facilitating the JRP work sessions is to contribute our focused knowledge of the vendor marketplace and align the items requested in the list with the goals and objectives of the project. For example, we might comment that functionality being requested is beyond the core capabilities of vendors and might represent a cost increase. Conversely, we can help recommend requirements to



Phase 3. Request for Proposal (RFP) Development

include that might be commonplace today, but beyond the familiarity of Town stakeholders. We anticipate these work sessions taking place over three days remotely with four of our project team members involved.

⇒ *Deliverable 7 – Final Functional and Technical Requirements*

3.3 Develop an RFP Package. We will develop a draft RFP Package using a proven format that incorporates information pertaining to the history of the project; a high-level description of the Town's current environment, desired approach to implementing a new ERP solution, and functional and technical requirements; and a structured list of points for vendors to address in their responses. Our project team will also work with the Town to develop objective evaluation criteria to include in the RFP. We will then prepare a scoring matrix to track significant strengths and limitations of each proposal reviewed. Upon completion, we will coordinate a work session with the Town's project team to review the draft RFP Package and collect any feedback or additional terms for inclusion before updating to final. We will provide the final RFP to the Town's project team for distribution through standard channels. For added guidance in distribution, we will provide a list that includes most of the major ERP solution vendors in the market.

⇒ *Deliverable 8 – RFP Package*



Phase 4. Solicitation and Vendor/System Selection Assistance

4.1 Assist with responding to vendor questions and developing addenda. Our project team will assist the Town's project team in responding to vendor questions and developing corresponding addenda.

4.2 Assist with facilitating a vendor pre-proposal conference. Our project team will coordinate, plan, and lead a pre-proposal teleconference for interested vendors, facilitating the question-and-answer portion of the meeting. We will compile a list of questions raised and prepare suggested responses. These will be provided in a format that the Town's project team can review, revise, and publish as an addendum to the RFP, as determined by procurement staff.

4.3 Perform an initial completion review of vendor proposals received, identify items for clarification, and develop a Proposal Executive Summary Memo. We will facilitate the proposal review process to identify issues, risks, exceptions, omissions, and objections, compiling them into a single Proposal Executive Summary Memo. The memo will identify key areas for consideration by the Town's evaluation team related to each vendor's ability to meet minimum requirements, and their alignment with the evaluation criteria within the RFP. This memo will also include a comparison of vendor responses to the Functional and Technical Requirements.

4.4 Facilitate Round 1 scoring meetings to identify short-listed vendors and items needing clarification. We will meet with the evaluation team to review the proposal summaries, discuss each proposal received, assist in the scoring process, and collect scores to identify the top preferred vendors to invite for demonstrations. We will clarify any open items with these short-list vendors before issuing invitations for demonstrations.

⇒ *Deliverable 9 – Proposal Executive Summary Memo and Vendor Short-List*



Phase 4. Solicitation and Vendor/System Selection Assistance

4.5 Assist the Town's project team in planning for demonstrations and writing demonstration scripts. We will meet with the Town's project team to discuss the format of vendor demonstration scripts. We will develop a draft demonstration script template and provide it to the Town's project team for review. After finalizing an approved version, we will provide the appropriate scripts to each vendor in advance of their demonstrations.

4.6 Facilitate vendor demonstrations. One of our project team members will attend demonstrations and assist the Town's project team with facilitation for a period of five days. Our project team's extensive background in the demonstration process will provide the Town's project team with a unique perspective on how to score, prepare, evaluate, and participate in vendor demonstrations.

4.7 Facilitate a Round 2 scoring meeting to identify preferred vendors. We will participate in the second round of vendor scoring immediately following the final demonstration to identify the vendor or vendors that the Town's project team should perform its reference checks on.

4.8 Assist in planning for reference checks and site visits. We will assist the Town's project team with identifying tasks that should be accomplished prior to meeting at each site visit. We will also coordinate with the Town's project team to discuss the suggested approach for the reference checks.

4.9 Facilitate a Final Scoring meeting. We will participate in the Final Scoring meeting via teleconference following the completion of reference checks and site visits. The objective will be to identify a preferred vendor and a second-choice vendor should contract negotiations with the first be unsuccessful.

⇒ *Deliverable 10 – Preferred Vendor Identification*



Phase 5. Contract Negotiations and Approval

5.1 Support the Town in the contract negotiations and approval process with its preferred vendor. At the conclusion of final scoring activities, we anticipate supporting the Town with the contract negotiations and approval process when and where it will benefit the Town most. We have been involved in this process from the client, vendor, and independent consultant perspectives and understand how the associated support needs vary and how the contract impacts the eventual implementation process. In conducting contract approval and negotiations activities, we will draw on these experiences to help ensure the Town's best interests are met and project goals and objectives are achieved.

Working collaboratively with the Town's project team, legal counsel, and preferred vendor, among other stakeholders, we will take part in various activities, including, but not limited to:

- Developing a draft contract, using the Town's contracting procedures and the vendor's proposal as starting points
- Reviewing the contract documents with the Town's project team to help ensure that requirements are clearly defined and to establish that the Town agrees to the schedule, implementation process, fee arrangement, scope of services, vendor resources, deliverables, costs, acceptance criteria, and terms and conditions
- Participating during negotiations with the preferred vendor



Phase 5. Contract Negotiations and Approval

- Supporting presentation development and delivery to Town leadership as it relates to receiving approval and contract execution

Should it become clear at any point during contract approval and negotiations that the preferred vendor's solution or contract terms will not meet the needs of the Town, we might recommend halting the process with that vendor and commencing efforts with the second-choice vendor

In recognition of the many variables not yet known related to the contract approval and negotiation timeline and work effort, we plan to commit up to 40 hours, billed as incurred.

≥ *Deliverable 11 – Contract Negotiation Assistance*

Representative Project Team Members

The project team members that follow represent the qualifications and experience that the Town will receive on this engagement.



Jonathan Grace, PMP®, Prosci® CCP

Jon is a principal in our Local Government Practice Group with over 23 years of experience assisting public-sector agencies with project management, technology planning, business process improvement, system implementation and design, and ERP systems. He has managed every step of the systems planning process and leverages his extensive knowledge of systems functionality and business process best practices to help ensure his clients experience successful selection and implementation outcomes. He also has experience serving all BerryDunn's K-12 public education clients. Prior to joining BerryDunn, he provided user support and assisted in system implementation of ERP products. Jon serves as engagement manager for projects across the country, and he has managed every step of the procurement process—from assessing the current environment to leading contract negotiations and large-scale system implementations.

As the **project principal**, Jon will have overall responsibility for the services we have proposed to the Town. For this engagement, Jon will help ensure the commitment of our firm and appropriate resource allocation, and review and approve all deliverables in accordance with BerryDunn's quality assurance processes.



Charline Kirongozi, MPA, CAPM®, Prosci® CCP

Charline is a manager in our Local Government Practice Group and focuses on assisting public-sector clients with project support. She has several years of experience serving the public sector, conducting research, data collection, organizational reporting, gap analysis, and recommendations development. Her experience also includes organizing and leading groups through the adoption of new ideas and concepts, and promoting buy-in. She brings in-depth knowledge and involvement with strategic planning, change management, and relationship building through her strong communication, leadership, and project management skills.

As the **engagement manager**, Charline will oversee project progress, the initiation and completion of tasks and milestones, meetings and information-gathering activities, the development of project deliverables, and the work of the project team.



Sachin Goradia, CAPM®, LSSGB

Sachin is a consultant in our Local Government Practice Group, who has a strong background in advocacy, research and analysis, and strategic marketing and communication. Having worked in the public-sector at the local, state, and federal levels, Sachin is well versed in government operations, policy and strategy formation, business process optimization, organizational development, research and trend analysis, and software system selection.

As the **project manager**, Sachin will be the **primary point of contact** with the Town, responsible for maintaining a constructive and clear line of communication between Town staff and BerryDunn, monitoring the progress of the project, tracking the initiation and completion of tasks and milestones, facilitating meetings and information-gathering activities, and leading the development of project deliverables.



Ross DeFalle

Ross is a senior consultant in our Local Government Practice Group. Ross has more than three years of IT project management and systems implementation leadership and over seven years in client relationship building and account management. Ross is an experienced change agent for ERP systems and leading concurrent projects following best practices, tracking scope, milestones, and deliverables. Ross' experience includes providing strategic leadership for complex IT strategic plans, cultivating client relationships, and consistently achieving functionality goals.

As the **lead business analyst**, Ross will play a significant role in coordinating and leading business analysis activities, including assessing the Town's current environment, conducting gap analysis activities, and developing recommendations for expanding the Town's system requirements. He will also facilitate meetings, prepare status reports, facilitate vendor demonstrations, and develop project deliverables in a timely manner.



Samantha Fortin

Samantha is a consultant in our Local Government Practice Group and a recent graduate of the University of Maine where she received her degree in political science with a minor in legal studies. Since graduating, she worked as a customer service representative where she utilized customer relationship management (CRM) systems, responded to inbound retail sales, and managed inbound customer service requests. Samantha also spent time with the U.S. House of Representatives as a congressional intern where she drafted briefings for various departments and assisted with the Department of Defense's (DOD's) budget.



Jonathan Sullivan, MBA

Jonathan is a consultant in our Local Government Practice Group. He brings a strong background in public service and urban planning, zoning, interested party relations, and digital integration experience. With the City of Portland, Jonathan conducted zoning reviews and revised land-use codes. He also served as a technical planning intern for the Indiana Department of Transportation, where he helped collect and prepare data for multi-model planning projects.

As the **business analysts**, Samantha and Jonathan will provide general business analysis support to the project team as it relates to facilitating meetings, preparing status reports, and developing project deliverables in a timely manner. They will also help assess the Town's current environment, develop requirements, and form recommendations across functional areas.



Kate Offerdahl-Joyce, NIGP-CPP

Kate is a senior consultant in our Local Government Practice Group who focuses on procurement and contract analysis—having led more than 30 municipal clients through comparable ERP system selection projects. They bring more than 11 years of procurement, process improvement, and recommendation implementation experience. With a strong background in project management, Kate has hands-on experience working with a wide array of teams and organizations to improve business processes to be more efficient, user-friendly, and time and cost-effective. Kate is also a National Institute of Governmental Purchasing Certified Procurement Professional.

As the **procurement subject matter expert**, Kate will oversee potential procurement activities with the Town and provide perspective on procurement processes and compliance best practices.

Costs

Table 1 details our proposed costs for the Town’s system(s) planning and selection process and contains the fees for services by phase with rates based upon our involvement in the OMNIA master contract agreement. Also included is a travel expense estimate. We will submit monthly progress invoices based on the progress towards the completion of each deliverable and any actual travel expense incurred.

Table 1: System Selection Costs by Phase

Phase	Cost
Project Planning and Ongoing Project Management	\$10,125
Phase 1: Needs Analysis	\$31,330
Phase 2: RFI Development	\$14,770
Phase 3: RFP Development	\$22,805
Phase 4: Solicitation and Vendor/System Selection Assistance	\$21,925
Phase 5: Contract Negotiations and Approval	\$9,500
Services Total:	\$110,455
<i>Estimated Travel Expense</i>	<i>\$9,000</i>

Should you have any questions—or if you would like to discuss this proposal—please feel free to contact me directly. We understand that all projects are unique and can adjust our proposal to meet the needs of the Town. We appreciate the opportunity to work with the Town and to assist with this important initiative.

Sincerely,

Jonathan Grace, PMP®, Prosci® CCP, Principal

Local Government Practice Group
207-541-2260 | jgrace@berrydunn.com

Appendix: Relevant Experience

Systems Consulting

BerryDunn has extensive experience in providing a variety of system consulting services to clients similar in size, complexity, and scope to the Town. Table 2, below and on the following pages, is a summary of public-sector system consulting projects with which our firm has assisted **in the last three years**. We also provide population data to offer additional context regarding our experience.

Table 2: Systems Consulting Experience from the Past Three Years

	BerryDunn's Involvement						
	Needs Assessment	Requirements Definition	RFI/RFP Development	Evaluation Criteria Development	Vendor Selection	Contract Negotiations and Approval	Implementation Assistance
Counties and Regional Governments							
Berks County, Pennsylvania (415,000)	•	•	•	•	•	•	
Chesterfield County, Virginia (353,000)	•	•	•	•	•	•	
Clark County, Washington (488,000)	•	•	•	•	•	•	•
Coconino County, Arizona (140,000)						•	•
Doña Ana County, New Mexico (218,000)	•	•	•	•	•	•	
Ellis County, Texas (185,000)	•	•	•	•	•	•	•
Guilford County, North Carolina (537,000)							•
Hamilton County, Indiana (338,000)	•	•	•	•	•	•	•
Henrico County, Virginia (325,000)	•	•	•	•	•		
Kaua'i County, Hawai'i (72,000)	•	•	•	•	•		
Maui County, Hawai'i (167,000)	•	•	•	•	•	•	
Lafayette Consolidated Government, Louisiana (242,000)	•	•	•	•	•	•	
Louisville/Jefferson County Metro, Kentucky (740,000)	•	•	•	•	•	•	•
Mobile County, Alabama (415,000)	•	•	•	•	•	•	•

	BerryDunn's Involvement						
	<i>Needs Assessment</i>	<i>Requirements Definition</i>	<i>RFI/RFP Development</i>	<i>Evaluation Criteria Development</i>	<i>Vendor Selection</i>	<i>Contract Negotiations and Approval</i>	<i>Implementation Assistance</i>
Monroe County, Florida (74,000)	•	•	•	•	•	•	•
Montgomery County, Pennsylvania (831,000)	•	•	•	•	•	•	•
Outagamie County, Wisconsin (184,000)	•	•	•	•	•	•	•
Peoria County, Illinois (179,000)	•	•	•	•	•	•	•
Person County, North Carolina (39,000)							•
Saginaw County, Michigan (191,000)	•	•	•	•	•	•	•
Scott County, Iowa (175,000)	•	•	•	•	•	•	•
Yamhill County, Oregon (107,000)	•	•	•	•	•	•	•
Municipalities							
City of Alameda, California (79,000)							•
City of Amarillo, Texas (199,000)	•	•	•	•	•	•	•
City of Aurora, Colorado (369,000)	•	•	•	•	•	•	•
City of Avondale, Arizona (85,000)	•	•	•	•	•	•	•
City of Beaverton, Oregon (97,000)	•	•	•	•	•	•	•
City of Boca Raton, Florida (91,000)	•	•	•	•	•	•	•
City of Broken Arrow, Oklahoma (112,000)	•	•	•	•	•	•	•
City of Cedar Falls, Iowa (41,000)	•	•	•	•	•	•	
City of Coral Springs, Florida (128,000)	•	•	•	•	•	•	•
City of Danville, Virginia (41,000)	•	•	•	•	•	•	
City of DeSoto, Texas (53,000)	•	•	•	•	•	•	
City of Detroit, Michigan (675,000)	•	•	•	•	•	•	•
City of Dover, Delaware (37,453)	•	•	•	•	•	•	•

	BerryDunn's Involvement						
	<i>Needs Assessment</i>	<i>Requirements Definition</i>	<i>RFI/RFP Development</i>	<i>Evaluation Criteria Development</i>	<i>Vendor Selection</i>	<i>Contract Negotiations and Approval</i>	<i>Implementation Assistance</i>
City of Edina, Minnesota (52,000)	•	•	•	•	•	•	•
City of Fargo, North Dakota (122,000)	•	•	•	•	•	•	
City of Farmers Branch, Texas (35,000)	•	•	•	•	•	•	•
City of Fort Collins, Colorado (165,000)	•	•					
City of Fountain Valley, California (56,000)	•	•	•	•	•	•	•
City of Frisco, Texas (177,000)	•	•	•	•	•	•	•
City of Gaithersburg, Maryland (68,000)	•						
City of Grand Prairie, Texas (193,837)							•
City of Helena, Montana (32,000)	•	•	•	•	•	•	•
City of Independence, Missouri (117,000)	•	•	•	•	•	•	•
City of Irvine, California (273,000)	•	•	•	•	•	•	•
City of Irving, Texas (230,000)	•	•	•	•	•	•	•
City of Lakeville, Minnesota (64,000)	•	•	•	•	•	•	•
City of Lawrence, Kansas (96,000)	•	•	•	•	•	•	•
City of Livermore, California (90,000)	•	•	•	•	•	•	
City of Long Beach, California (470,000)							•
City of Mansfield, Texas (70,000)	•	•	•	•	•	•	
City of McKinney, Texas (181,000)	•	•	•	•	•	•	•
City of Midland, Texas (119,000)	•	•	•	•	•	•	•
City of Minot, North Dakota (48,000)						•	•

	BerryDunn's Involvement						
	<i>Needs Assessment</i>	<i>Requirements Definition</i>	<i>RFI/RFP Development</i>	<i>Evaluation Criteria Development</i>	<i>Vendor Selection</i>	<i>Contract Negotiations and Approval</i>	<i>Implementation Assistance</i>
City of Ormond Beach, Florida (42,000)							•
City of Philadelphia, Pennsylvania (1,581,000)	•	•					
City of Plano, Texas (287,000)	•	•	•	•	•	•	
City of Puyallup, Washington (41,000)						•	•
City of Redding, California (92,000)	•	•	•	•	•	•	•
City of Richland, Washington (53,000)	•	•	•	•	•	•	•
City of San Leandro, California (90,000)	•	•	•	•	•	•	
City of Simi Valley, California (126,000)							•
City Spokane Valley, Washington (98,000)	•	•	•	•	•	•	•
City of St. Charles, Missouri (70,000)	•	•	•	•	•	•	
City of Sugar Land, Texas (89,000)			•	•	•	•	•
City of Tampa, Florida (388,000)	•	•	•	•	•	•	•
City of Tucson, Arizona (525,000)	•	•	•	•	•	•	•
City of Weatherford, Texas (31,000)	•	•	•	•	•	•	•
City of Wheat Ridge, Colorado (31,000)	•	•	•	•	•	•	
City of Wilmington, North Carolina (117,000)	•	•	•	•	•	•	•
City of Worcester, Massachusetts (185,000)	•	•	•	•	•	•	•
Village of Downers Grove, Illinois (49,000)	•	•	•	•	•	•	•

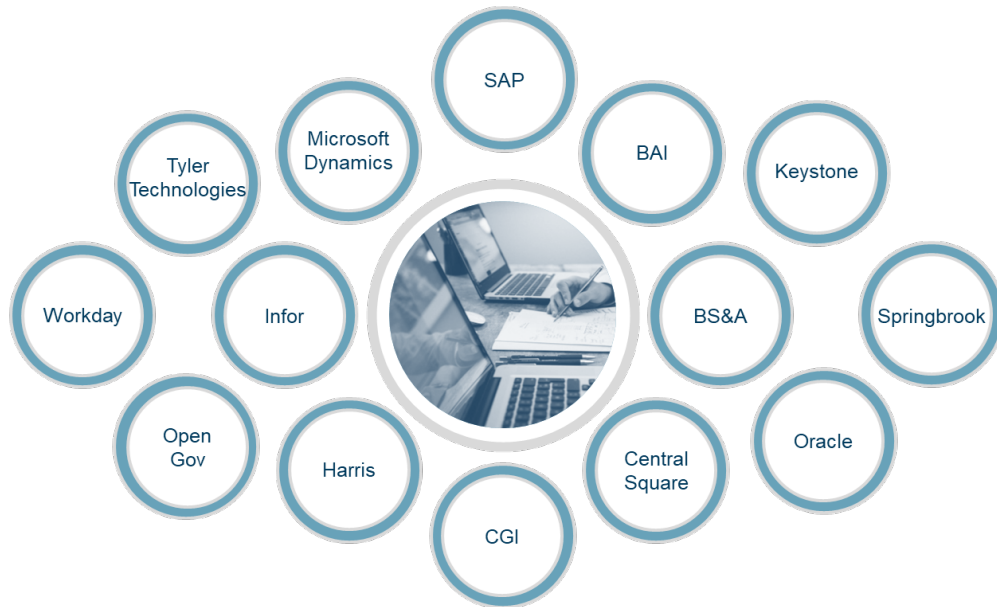
	BerryDunn's Involvement						
	Needs Assessment	Requirements Definition	RFI/RFP Development	Evaluation Criteria Development	Vendor Selection	Contract Negotiations and Approval	Implementation Assistance
Village of Oak Park, Illinois (52,000)	•	•	•	•	•	•	•
K-12 Public Education							
Laramie County School District One, Wyoming (14,000 students)	•	•	•	•	•	•	
Syracuse City School District, New York (20,000 students)					•	•	•
Regional and Special Purpose							
Chicago Metropolitan Agency for Planning, Illinois (CMAP) (2,710,000)	•	•	•	•	•	•	•
Omaha-Council Bluffs Metropolitan Area Planning Agency, Nebraska (968,000)	•	•	•	•	•	•	
Tri-County Health Department, Colorado (1,400,000)	•	•	•	•	•	•	•
Waste Commission of Scott County, Iowa (175,000)	•	•	•	•	•	•	











ERP Systems and Functional Area Familiarity

Figure 4, on the following page, describes our experience with ERP software vendors, including those that we have reviewed as part of systems planning engagements and those that clients selected for implementation. Our experience assessing a wide variety of vendors means that we understand the capabilities and limitations of today's systems.

Our knowledge of today's systems is not only broad in terms of the number of vendors we have evaluated; our team also has a significant depth of expertise in assessing the full suite of modules offered by these vendors.

Figure 4: ERP System Vendor and Functional Area Experience



<p> Financial Management</p> <p>Accounting, Finance, General Ledger Accounts Payable Accounts Receivable Budgeting Check Reconciliation Grant Management Payroll Procurement, Purchasing Project Accounting Treasury Management</p>	<p> Human Capital Management</p> <p>Applicant Tracking Benefits Certificates and Training Employee Timecard Human Resources Learning Management Payroll Performance Management Personnel Recruiting Time Entry, Scheduling</p>	<p> Tax, Billing, Collections</p> <p>Cash Receipts Credit Card Functionality Debt Service Management Miscellaneous Billing Payment Card Processing Point of Sale Revenue Collections Tax Billing and Collections</p>	<p> Permitting and Land Use</p> <p>Building Permits and Licenses Code Enforcement Computer Assisted Mass Appraisal Electronic Plan Review GIS Inspections Land Management Permitting Planning and Zoning</p>	<p> Public Safety</p> <p>Computer-Aided Dispatch Fire Records Management Records Management</p>
<p> Enterprise Asset Management</p> <p>Facilities Management Fixed/Capital Asset Management Fleet Management Inventory Management Work Orders</p>	<p> Utility Billing</p> <p>Customer Information Management Service Order Management Utility Management and Billing</p>	<p> Customer Relationship Management</p> <p>Customer-Facing Web Interface Customer Information Management Request for Service</p>	<p> Justice</p> <p>Municipal Court Jail Management Probation Management Prosecution Management</p>	<p> Other</p> <p>Business Intelligence Clerk/Recorders Contract Management Document Management Electronic Health Records Occupational Licensing Special Assessments</p>



Regular Work Session Agenda Statement

Item # 03F

Meeting Date: October 2, 2023

Agenda Item: Purchase of Work Order & Asset Management Software for Energy Services

Summary: Council is requested to approve a request from the Department of Energy Services to purchase Work Order and Asset Management Software from Brightly Software Inc.

The procurement method used will be Cooperative Contracting through Sourcewell.

Funds for this yearly service have been approved and allocated. The complete 59-month agreement totals \$51,493.30.

• 1 st 7 month Initial Investment	\$13,794.04
• 2 nd Year Subscription	\$9,075.20
• 3 rd Year Subscription	\$9,347.45
• 4 th Year Subscription	\$9,627.88
• 5 th Year Subscription	<u>\$9,916.71</u>
Total	\$51,761.28

Budget/Funding: 9401-43005 Maintenance Service Contract

Staff Recommendation: Staff recommends approving the purchase as presented on the consent agenda for October 23rd.



PREPARED FOR

Town Of Front Royal ("Subscriber")

Mary Ellen Lynn

Energy Services - Manager of Administration

P.O. Box 1560

Front Royal, VA 22630

PREPARED BY

Brightly Software Inc ("Company")

11000 Regency Parkway, Suite 300

Cary, NC 27518

Dude Solutions is now Brightly. Same world-class software, new look and feel.

Meet Brightly at brightlysoftware.com

PUBLISHED ON

September 8, 2023



Q-380521

Sourcewell/NJPA purchasing contract

- <https://www.sourcewell-mn.gov/cooperative-purchasing/090320-sdi#tab-contract-documents> (<https://www.sourcewell-mn.gov/cooperative-purchasing/090320-sdi#tab-contract-documents>).
- Contract #090320-SDI

Subscription Term: 56 months (11/01/2023 - 06/30/2028)

Cloud Services				
Item	Start Date	End Date	Pricing Based On	Investment
Asset Essentials Core Plus	11/1/2023	6/30/2024	14,440.00 Population	6,083.53 USD
- Electric and Gas Module	11/1/2023	6/30/2024		Included
- Dude Analytics	11/1/2023	6/30/2024		Included
- Asset Essentials Inventory	11/1/2023	6/30/2024		Included
4.0 Month(s) included at no additional cost on the first term 11/01/2023 - 02/28/2024				-3,004.21 USD
			Subtotal:	3,079.32 USD
Professional Services				
Item	Pricing Based On		Investment	
Asset Essentials Core Implementation with Consulting	14,440.00 Population		10,865.15 USD	
			Subtotal:	10,865.15 USD



Total Initial Investment

13,944.47 USD

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Cloud Services				
Item	Investment Year 2 Start Date: 07/01/2024	Investment Year 3 Start Date: 07/01/2025	Investment Year 4 Start Date: 07/01/2026	Investment Year 5 Start Date: 07/01/2027
Asset Essentials Core Plus	9,399.05 USD	9,681.02 USD	9,971.45 USD	10,270.59 USD
- Electric and Gas Module	Included	Included	Included	Included
- Dude Analytics	Included	Included	Included	Included
- Asset Essentials Inventory	Included	Included	Included	Included
Total:	9,399.05 USD	9,681.02 USD	9,971.45 USD	10,270.59 USD

Asset Essentials Implementation with Consulting Statement of Work

Summary:

Company will provide specified professional consulting services to Subscriber to implement Asset Essentials (AE), an on-line Computerized Maintenance Management System. These professional services include meeting with key stakeholders to ensure the set-up and configuration of the system will meet the client's operational needs; location and category hierarchies are configured appropriately; workflows meet the needs of the business; available data is cleaned, aligned and imported; and end users are trained and ready for go-live.

In Scope: The Deliverables below will be considered in scope of this SOW:

1. Asset Essentials Implementation with Consulting
2. Asset Essentials Training
3. Post Consulting Go-Live Support

Deliverables:

- Project initiation and discovery
- Available location, asset, user, PM schedule Data Loaded
- Account configuration



- User acceptance testing (UAT)
- End User training for Administrator and Full User roles
- Go-Live support

Acceptance Process:

As each deliverable is completed, the Project Coordinator will confirm with the Subscriber and document acceptance in the Project Community Portal.

- Project initiation and discovery
 - Kickoff call complete
 - Discovery call complete
 - Data, configuration, and training requirements documented
- Available data loaded
 - Available location, asset, user, PM schedule data is loaded in AE to meet documented data requirements.
- Account Configuration
 - Account has been setup and configured to meet documented configuration requirements.
- User Acceptance Testing
 - Consultant-led end-to-end walkthrough and client UAT has demonstrated to Subscriber functionality meets configuration requirements.
- End User Training
 - Administrator and Full User roles have received training on their role.
- Go-Live Support
 - 30-day Go-Live Support period has been concluded.

Assumptions:

Subscriber Assumptions:

- There will be a single point of contact/project manager for the duration of the project.
- IT department is responsible for ensuring access to mobile devices, internet connections, email access, and web link access to the software such as white listing IP addresses.
- The appropriate resources will be available for all scheduled activities. Canceling or rescheduling consulting activities within 2 weeks of the scheduled activity may result in a rescheduling fee being assessed.
- For onsite activities, Subscriber will provide a dedicated space with adequate technology, including but not limited to monitor/projector, computers, mobile devices, quality phone and internet connections.
- Will provide relevant data to be loaded in a timely manner and in Excel or CSV format. Each record type will be provided in one file with one sheet with column headings and one record with corresponding attributes per row.
- If Subscriber is unable to provide data in an acceptable format for import, Consultant will guide Subscriber on how to manually create records.



- Subscriber has up to (5) business days to confirm deliverable acceptance. No response will be interpreted as acceptance.

Company Assumptions:

- Consultant will not access any 3rd party systems for the purpose of exporting data.
- Once End User Training has been completed, 30-day Go-Live Support period begins, consisting of up to 4 weekly 30-minute check-ins with the Implementation Specialist. If client does not attend a scheduled check-in, it will be assumed no assistance was needed.
- For on-site activities, Company will bill Subscriber for actual travel and associated expenses incurred.
- Any services not explicitly included in this SOW are assumed to be out of scope.

Project schedule and approach:

- Kick-off Call with Project Coordinator
 - Confirm software and services purchased
 - Identify key stakeholders
 - Assign resources
 - Schedule key milestone dates, including anticipated project completion date
 - Access to Company's on-line Learning Management System
 - Access to an interactive project plan
- Discovery with Consultant
 - Interview key stakeholders to understand specific maintenance & operations objectives
 - Overview of AE with key stakeholders, including data import requirements
 - Determine optimal AE configuration to meet objectives and drive KPIs
 - Document data and configuration requirements
 - Schedule required consulting activities and confirm projected completion date
- Data loaded by Consultant
 - Review, cleanse, and load available user, location, asset, and scheduled PM data
- Account configuration by Consultant
 - Populate key drop-down menus
 - Review/modify request and work order templates
 - Configure workflow for request/approval/assignment of work orders
- User Acceptance Testing
 - Configuration demo to walk through the end-to-end workflow from request to completion
 - Demonstrate key functionality meets configuration requirements
- Consultant conducts End User Training for Administrator and Full User roles
 - End-to-end walkthrough for their role
 - Desktop and mobile training
- Go-Live Support
 - Company provides (4) weekly check-in calls with Implementation Specialist and Subscriber
 - Company Implementation specialist addresses any issues identified. Where issues require



- product support, Implementation Specialist will submit to Company Support
- Implementation Specialist adjusts configurations as needed prior to project close
- Project Close

Sample Project Timeline (project timelines may vary):

Timeline Events	Day 1	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13
Project Kick Off Call	█													
LMS (Learning Management System) Review and Q&A		█	█	█	█									
Discovery Call			█											
Data Review					█									
Data Loading						█	█							
Account Configuration						█	█							
UAT (User Acceptance Testing)								█						
User Training								█						
Post-Consulting Call									█	█	█	█	█	█
GLS (Go Live Support)														
Project Close														█

Change Management:

Subscriber may request that the Company add services not in the specifications by submitting a written proposed change order to the Company. Submitted change requests will be reviewed for approval. Approved change orders will become part of the applicable SOW when executed by both Parties, and the services described therein will become part of the services.

Invoicing:

At the conclusion of Go Live Support, the main consulting milestone will be completed to trigger billing for the full consulting service.



Special Terms for Asset Essentials:

Asset Essentials pricing is based on a maximum storage limit of 200GB of data. Data storage that exceeds 200GB may subject to an additional fee of \$200 per year per additional 200GB of storage.

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Order terms

- By accepting this Order, and notwithstanding anything to the contrary in any other purchasing agreement, Subscriber agrees to pay all relevant Subscription Fees for the full Subscription Term defined above.
- Payment terms: Net 30
- The "Effective Date" of the Agreement between Subscriber and Company is the date Subscriber accepts this Order.
- This Order and its Offerings are governed by the terms of the Brightly Software, Inc. Master Subscription Agreement found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>) ("Agreement"), unless Subscriber has a separate written agreement executed by Brightly Software, Inc. ("Company") for the Offerings, in which case the separate written agreement will govern. Acceptance is expressly limited to the terms of the Agreement. No other terms and conditions will apply. The terms of any purchase order or similar Subscriber document are excluded and such terms will not apply to the Order and will not supplement or modify the Agreement irrespective of any language to the contrary in such document.
- To the extent professional services are included in the Professional Services section of this Order, the Professional Services Addendum found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>) is expressly incorporated into the Agreement by reference.
- During the Subscription Term, Company shall, as part of Subscriber's Subscription Fees, provide telephone and email support ("Support Services") during the hours of 8:00 AM and 6:00 PM EST, (8:00 am – 8:00 pm EST for Community Development Services) Monday through Friday ("Business Hours"), excluding Company Holidays.
- Company maintains the right to increase Subscription Fees within the Subscription Term by an amount not to exceed the greater of prices shown in the investment table or the applicable CPI and other applicable fees and charges every 12 months. Any additional or renewal Subscription Terms will be charged at the then-current rate.
- Acceptance of this Order on behalf of a company or legal entity represents that you have authority to bind such entity and its affiliates to the order, terms and conditions herein. If you do not have such authority, or you do not agree with the terms set forth herein, you must not accept this Order and may not use the Offerings.
- Proposal expires in sixty (60) days.
- Subscriber shall use reasonable efforts to obtain appropriation in the full amount required under this Order annually. If the Subscriber fails to appropriate funds sufficient to maintain the Offerings described in this Order, then the Subscriber may terminate the Offerings at no additional cost or penalty by giving prior written notice documenting such non-appropriation. Subscriber shall use reasonable efforts to provide at least thirty (30) days prior written notice of non-appropriation. Subscriber agrees non-appropriation is not a substitute for termination for convenience, and further agrees Offerings terminated for non-appropriation may not be replaced with functionally similar products or services prior to the expiration of the Services Term set forth in this Order. Subscriber will not be entitled to a refund or offset of previously paid, but unused Fees.

Additional information

- Prices shown above do not include any taxes that may apply. Any such taxes are the responsibility of



Subscriber. This is not an invoice. For customers based in the United States, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Subscriber. Tax exemption certifications can be sent to [accountsreceivable@brightlysoftware.com \(mailto:accountsreceivable@brightlysoftware.com\)](mailto:accountsreceivable@brightlysoftware.com).

- Billing frequency other than annual is subject to additional processing fees.
- Please reference Q-380521 on any applicable purchase order and email to [Purchaseorders@Brightlysoftware.com \(mailto:Purchaseorders@Brightlysoftware.com\)](mailto:Purchaseorders@Brightlysoftware.com)
- Brightly Software, Inc. can provide evidence of insurance upon request.

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Brightly Illuminate

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Signature

Presented to:

Q-380521

September 08, 2023, 1:46:15 PM

Accepted by:

Printed Name

Signed Name

Title

Date

COPY

Town of Front Royal
Department of Energy Services
P.O. Box 1560
Front Royal, Virginia 22630-1560
(540) 635-3027 Fax: (540) 631-3620
"Powering the community since 1894"



Memo

To: The Purchasing Department
From: Carey Saffelle, Director of Energy Services
Date: July 17th, 2023
Re: Brightly - Work Order & Asset Management Software

The Department of Energy Services has done extensive research to find a Work Order/Asset Management Software that will best suit our needs. After several conversations and demonstrations from software companies, we have decided to move forward with Brightly's (Formerly Dude Solutions) Asset Essentials Program.

Brightly can be found on Sourcewell, contract attached, with identification number - #090320-SDI

Funds for this new yearly service were approved and are available in Line Item 9401-43005 Maintenance Service Contract.

Thank you,

Carey Saffelle
Director of Energy Services
Town of Front Royal



Regular Work Session Agenda Statement

Item # 03G

Meeting Date: October 2, 2023

Agenda Item: FY24 Budget Amendment for Virginia Department of Health Grant

Summary: Council is requested to approve a FY24 budget amendment in the amount of \$250,000 to allow the Town to receive grant funding from the Virginia Department of Health (VDH) for lead service line inventory.

The Town's environmental engineering firm, C.H.A., assisted the Town in applying for the Virginia Department of Health's Lead Elimination Assistance Program (L.E.A.P.) to obtain funds to allow the Town to meet new Environmental Protection Agency requirements.

The Environmental Protection Agency (E.P.A.) released guidance for developing and maintaining a service line inventory on August 24, 2022. This guidance is intended to help water systems to comply with the requirement of submitting an initial service line inventory by October 16, 2024 set by the Lead and Cooper Rule Revisions.

The Town received notification from the Virginia Department of Health on September 13, 2023 of the \$250,000 initial funding package and has been requested to notify VDH of the Town's acceptance no later than October 13, 2023.

Budget/Funding: FY24 Budget Amendment

9601-3310001	Water Treatment Plant Grants	\$250,000.00
9602-43002	Water Line Maintenance Professional Services	\$250,000.00

Staff Recommendation: Staff recommends approving the budget amendment as presented on the consent agenda for October 23rd.



COMMONWEALTH of VIRGINIA

Department of Health
P O BOX 2448
RICHMOND, VA 23218

Karen Shelton, MD
State Health Commissioner

TTY 7-1-1 OR
1-800-828-1120

R. Christopher Lindsay
Chief Operating Officer

September 13, 2023

Subject: Warren County
Water – Town of Front Royal
Project - Lead Service Line Inventory
BIL-37L-22

Mr. Robbie Boyer
Town of Front Royal
102 E. Main Street
Front Royal, Virginia 22630

Re: Virginia Drinking Water State Revolving Fund
FY 2022 Bipartisan Infrastructure Law (BIL)
BIL Initial Offer – Lead Service Line Inventory

Dear Mr. Boyer:

The Virginia Department of Health (VDH) has completed a preliminary review of your application for drinking water construction funds. The determination of the funding package is shown below; however, this determination and your inclusion in VDH's Intended Use Plan is contingent on the availability of federal and state funding as well as the conditions below.

Based on the information provided, VDH determined the total funding package for your project is estimated to be **\$250,000**. The funding package consists of **\$250,000 as all principal forgiveness (grant)**.

VDH recommends waterworks owners implement a revenue growth model that includes automatic annual rate adjustments that exceed inflation. Having adequate financial resources is crucial to maintaining a successful and sustainable waterworks. VDH recommends waterworks self-evaluate their financial positions using the attached ***Building Financial Sustainability/Financial Health Indicators*** to ensure they are able to provide for financial sustainability.

Mr. Robbie Boyer
September 13, 2023
Page 2

VDH recommends all waterworks maintain updated Waterworks Business Operation Plans, Asset Management Plans, and/or Capital Improvement Plans. For more information on these plans, please contact Ms. Julie M. Floyd, Capacity Development Supervisor, at (540) 460-9348 or Julie.Floyd@vdh.virginia.gov. Mr. Barry Matthews, CPG, TCDO Division Director, is also available to answer questions on the Technical, Managerial, and Financial (TMF) review and he can be reached at (804) 864-7515 or Barry.Matthews@vdh.virginia.gov.

Lead and Copper Rule Revisions (LCRR) guidance, which includes service line inventory information, is located on VDH's webpage - <https://www.vdh.virginia.gov/drinking-water/lcrr-guidance/>. This VDH webpage also includes a link to EPA's webpage that provides LCRR Service Line Inventory Guidance - <https://www.epa.gov/ground-water-and-drinking-water/revised-lead-and-copper-rule>. Your initial Lead Service Line Inventory and Lead Service Line Replacement Plan, if required, must be submitted to the Culpeper Field Office by the Lead and Copper Rule Revisions deadline of October 16, 2024. Please contact the Culpeper Field Office Staff for additional details. The phone number for this office is (540) 829-7340.

All recipients should expect to comply with the Build America/Buy America Act which includes American Iron and Steel, Davis Bacon Prevailing Wage, and other provisions will be required, if applicable.

The funding package and loan closing (if applicable) are conditioned on and are subject to change based on (but not limited to) the following:

- (1) The availability of federal and state match funds to support the DWSRF Program,
- (2) New restrictions/conditions that the EPA or VDH may require for participation in the Program or in the use of the SRF funds,
- (3) The purpose, benefit, or scope of the project changes from the Preliminary Engineering Report (PER) or the DWSRF Application; or the VDH-ODW Field Office does not concur with the project purpose, benefit, or scope,
- (4) Owner complying with the DWSRF Program requirements, and owner's progress to a timely closing according to a pre-negotiated schedule, or delays/changes in project readiness to proceed,
- (5) Owner's history of activities with the ODW/DWSRF Program (i.e. late or non-payments or non-compliance),
- (6) Owner obtaining user agreements from future water users in the project area, (if applicable)
- (7) The financial estimates provided in your loan application changing,
- (8) Owner's ability to secure the loan, if applicable. All loan offers will require an acceptable credit review by the Virginia Resources Authority,
- (9) Owner soliciting other lenders for parity on this new debt,
- (10) Owner being debarred or suspended from applying for state or federal funds,
- (11) Waterworks maintaining compliance with the Virginia *Waterworks Regulations* and other applicable state/federal laws, regulations, policies, and procedures, and
- (12) EPA mandates that all program assistance recipients demonstrate full technical, financial, and managerial capacity in order to receive funds. VDH may place special requirements on recipients in order to ensure capacity requirements are met prior to loan closing.

Mr. Robbie Boyer
September 13, 2023
Page 3

An acceptance of this funding offer reflects a commitment on your part to these requirements. VDH reserves the right to by-pass any project that has not executed financial agreements within 12 months from the date of VDH's original award letter.

Please notify me in writing as soon as possible but no later than October 13, 2023, at the address above or via email, of your acceptance of this initial funding package offer or any concerns and additional factors that should be considered. Failure to notify me can be deemed as your withdrawal from this program. Please use the above referenced project number and name on all correspondence. If necessary, I can be contacted at (804) 629-7206 or at Kelly.Ward@vdh.virginia.gov.

Sincerely,

DocuSigned by:



8C1C79E9EDA547F...

Kelly Ward, Director

Division of Construction Assistance, Planning & Policy

cc: Barry Matthews, CPG, Division Director – Training, Capacity Development and Outreach
Keith Kornegay, P.E., FCAP Project Team Leader, Lexington Field Office
Tamara Anderson, LEAP Program Manager, Danville Field Office
Jeremy Hull, P.E., ODW Field Director, Culpeper Field Office
Joe Bergeron, VRA, Director of Financial Services and Investments
Stevie Steele, P.E., Vice President, CHA Consulting

VDH/OFFICE OF DRINKING WATER
FINANCIAL AND CONSTRUCTION ASSISTANCE PROGRAMS (FCAP)

Building Financial Sustainability/Financial Health Indicators

Having adequate financial capacity and an acceptable credit review is a Program requirement for revolving fund loan projects. Listed below are some financial indicators that may be evaluated during a review by VDH or by the Virginia Resources Authority (VRA). Reviews are not limited to the factors listed below and may include other factors.

Revenue Pledge Factors: *(User fees pledged for loan repayment)*

1. **Debt Service Coverage Ratio:** Net Revenue (revenue – O&M) available for debt service divided by applicable debt service. Evaluated using the first two fiscal years after project completion.
 - Poor Less than 1.15x
 - Adequate From 1.15x to 1.5x
 - Strong Greater than 1.5x

2. **Days Cash on Hand:** Amount of total available unrestricted liquid reserves divided by daily operating expenditure requirements.
 - Poor Less than 60 days
 - Adequate From 60 to 120 days
 - Strong Greater than 120 days

3. **Operating Ratio:** Total operating income plus operating reserves divided by total operating costs (not including debt)
 - Poor Less than 1.1
 - Adequate From 1.1 to 3.0, Small systems (1.25 to 3.0), Medium and large (1.1 to 2.0)
 - Strong Greater than 3.0 Small systems (3.0), Medium and large (2.0)

General Obligation Factors:¹ *(Locality pledges its full faith and credit, backed by taxing power)*

4. **State Aid (if applicable):** Available state aid divided by applicable debt service.
 - Poor Less than 1.0x
 - Adequate From 1.0x to 1.5x
 - Strong Greater than 1.5x

5. **Debt Service vs. Expenditures:** Debt service compared to the total operating budget.
 - Poor Greater than 15%
 - Adequate From 10% to 15%
 - Strong Less than 10%

¹ Evaluate the debt, revenues, and expenses of the entire entity and not just the waterworks enterprise fund

6. **Unassigned Fund Balance:** Unassigned fund balance vs. total revenue.

- Poor Less than 5%
- Adequate From 5% to 10%
- Strong Greater than 10%

7. **Debt Payout Ratio:** Measurement of how much debt is paid off in ten years.

- Poor Less than 50%
- Adequate From 50% to 60%
- Strong Greater than 60%

8. **Total Debt vs. Total Valuation:**

- Poor Greater than 6%
- Adequate From 2% to 6%
- Strong Less than 2%

Other Factors:

9. **Affordability Index Target:** Annual residential bill divided by Annual Median Household Income (MHI).

- 1% for average gallons per month*
- 2% for 5,000 gallons per month

* Use the rate structure (in-town, if applicable) for residential customers and apply it to the average monthly residential water usage to derive the average monthly user rate for evaluation under the DWSRF Program. The average monthly residential water usage is to be based on residential water meter data. Waterworks are expected to meet or exceed the target rate criteria at the time of project completion.

Other considerations:

Experience has shown that fairly structured utility rates that implement gradual rate increases annually have been the most acceptable to the ratepayers and most effective in keeping revenue at pace with costs.

VDH recommends waterworks implement a revenue growth model that factors in increases (e.g. operational costs, inflation, etc.), other costs (e.g. asset/equipment replacements, technology upgrades, capital improvements, etc.), and takes into account other potential revenue reductions (e.g. future regulations, reductions from water conservation, etc.).

VDH recommends waterworks establish and fund a capital reserve fund that adequately supports capital improvements and asset replacements.

VDH reserves the right to require an implementation schedule acceptable to VDH for those waterworks that may need additional time for implementation of significant rate increases.



Regular Work Session Agenda Statement

Item #03H

Meeting Date: October 2, 2023

Agenda Item: Task Order for Lead Service Line Program Management Services

Summary: Council is requested to approve a task order for CHA Engineering in the amount of \$250,000.00 to develop an inventory that identifies the materials of all potable water service lines and submit to the Virginia Department of Health (VDH) by October 16, 2024. This inventory must be developed for every service line connected to the Town's distribution system, regardless of ownership or current use status, and each service line must be identified by a specific address associated with the line.

In accordance with the Virginia Public Procurement Act, CHA Engineering was awarded a contract with the Town of Front Royal for Environmental Engineering Services by the Town Council on June 27, 2022 and has subsequently been renewed. The Town of Front Royal requires Council's approval to procure engineering services exceeding 49,999.

Budget/Funding: Upon approval of a FY24 budget amendment for grant funding from the Virginia Department of Health there will be \$250,000 budgeted for this project.

9602-43002 Water Line Maintenance Professional Services \$250,000.00

Staff Recommendation: Staff recommends approving the task order as presented on the consent agenda for October 23rd.

September 20, 2023

Mr. Robert Boyer
Director of Public Works
Town of Front Royal Public Works
800 Crosby Rd-Extended
Front Royal, VA 22630

Re: Town of Front Royal Lead Service Line Program Management Scope of Services – BIL-L-37

Dear Robert:

The Town of Front Royal (Town) received a \$250,000 funding award from Lead Elimination Assistance Program (LEAP) and the Virginia Department of Health (VDH) Drinking Water State Revolving Loan Fund (DWSRF) for Lead Service Line (LSL) Inventory Mapping and LSL Replacement. CHA has been selected to assist with preparation of the mapping along with the other activities that are required by the LEAP program, VDH, and EPA. The following detailed scope has been developed to implement the mapping and program activities:

PROJECT UNDERSTANDING

The Town must develop an inventory that identifies the materials of all potable water service lines and submit it to the Virginia Department of Health (VDH) Office of Drinking Water (ODW) by October 16, 2024. This inventory must be developed for every service line connected to the distribution system, regardless of ownership or current use status, and each service line must be identified by a specific address associated with the line.

The pipe materials classifications for this inventory are lead, galvanized requiring replacement (GRR), unknown, and non-lead. If any portion of a line is lead pipe or lead-lined galvanized pipe, it is considered a lead service line (LSL). If the only lead portion of the pipe is a lead gooseneck, pigtail, or connector, the service line is not considered a lead service line, although the EPA recommends that the Town track these components as well. Galvanized pipes must be analyzed to determine whether they are or ever were downstream of a lead service line and if so, are considered galvanized requiring replacement. If there are no records that can prove the galvanized line was never downstream of an LSL, it must also be considered GRR. Galvanized pipes that were ever downstream from an LSL may have adsorbed lead and contributed to lead in the drinking water supply. Pipes can also be classified as non-lead if demonstrated through evidence-based record or a technique that determines the actual material (galvanized that was never downstream of a LSL, copper, or plastic). Finally, a pipe may be classified as unknown if there is no documented evidence that supports a material classification.

Pipe materials must be classified for both the Town owned and customer owned portions of each service line. Each portion will be classified as lead, galvanized requiring replacement (GRR), unknown, or non-lead. Once each portion is classified individually, the overall service line can be classified according to a hierarchy of materials. If any portion of the line is lead, the entire service line must be classified as lead, which requires replacement. For example, if the Town owned portion of the service line is lead, but the customer owned portion is non-lead (plastic), the entire service line must be classified as lead. **Table 1** shows this classification hierarchy that will be used to build the Town's lead service line inventory.

Table 1 – Classification of Service Line Material Based on Town/Customer Ownership

Town-owned Portion	Customer-Owned Portion	Classification for Entire Service Line
Lead	Lead	Lead
Lead	Galvanized requiring replacement	Lead
Lead	Non-lead	Lead
Lead	Lead status unknown	Lead
Non-lead	Lead	Lead
Non-lead and never previously lead	Non-lead, specifically galvanized pipe material	Non-lead
Non-lead	Non-lead, material other than galvanized	Non-lead
Non-lead	Lead status unknown	Lead status unknown
Non-lead, but system unable to demonstrate it was not previously lead	Galvanized requiring replacement	Galvanized requiring replacement
Lead status unknown	Lead	Lead
Lead status unknown	Galvanized requiring replacement	Galvanized requiring replacement
Lead status unknown	Non-lead	Lead status unknown
Lead status unknown	Lead status unknown	Lead status unknown

SCOPE OF SERVICES

CHA proposes to provide a lead service line inventory spreadsheet that will be submitted to VDH ODW by October 16, 2024, which will comply with all VDH regulations. 120Water as a subconsultant to CHA will develop a custom inventory within their software as well as an ArcGIS environment with preliminary inventory findings and updates as the lead service line inventory program progress. The 120Water system will be used to fulfill customer notification requirements and provide education and communication throughout the various stages of the program.

Phase 1 – Kickoff

The CHA team will host a kickoff meeting with the Town and VDH to familiarize Town staff with the lead service line inventory requirements and the project timeline and deliverables. The project team will identify and discuss the existing data sources and systems that will be accessed by CHA for investigation in order to compile the preliminary lead service line inventory.

Phase 2 – Base Mapping and Data Preparation

The CHA team will work with the Town to develop a base mapping and database platform that will house all data that is collected. This platform will include GIS, ArcGIS, 120Water software, and a Fulcrum field data collection tool to create data points with address identifier for each service line in the Town. This platform will be the main data management tool throughout the duration of the project.

Phase 3 – Lead Service Line Identification

Throughout the course of the service line inventory development phase, the CHA team will be utilizing and recommending a variety of verification methods based on the characteristics the various services areas in Town. Our verification methods are separated into three categories:

1. Records Review – This includes any records that can verify service line material type through non-destructive methods and without involving individual property owners. Records that will be utilized include but are not limited to the following:
 - a. Build Permits – This method will verify data of structure construction. Structures that were built prior to 1988 will be inventoried as service lines with non-lead.
 - b. Water System As-built Mapping – Distribution system as-builts that verify pipe material will be utilized to inventory both the municipal and private service lines.
 - c. Distribution Maintenance and Work Order Reports – Municipal records that document installation, replacement, or repair of municipal service lines will be utilized to inventory municipal service lines.
2. Visual Inspection – This includes multiple methods that all involve visual verification. Methods for this category include but are not limited to the following:
 - a. Meter Setters – Documented inspection of the pipe material pipe that enters a water meter from the municipal or private side will be utilized to inventory service lines. Photos will be taken to document and verify. The Fulcrum Application will be utilized for this method.
 - b. In-House Piping – Inspection of the piping inside of a structure footing will be utilized to inventory service lines on the private side. Photos and/or lead swab or surface testing (with photo of results) will be taken to document and verify.
 - c. Excavation – Potholing on either side of the meter will be utilized to verify service line material type. Photos will be taken to verify and document.
3. Sampling – This includes sampling on the private side of the meter. The methods planned for this category include but are not limited to the following:
 - a. Private sampling - Utilizes kits that are provided to the property owner with instructions on how to properly take the sample and provide documentation to meet VDH requirements. These kits may include lead swab or surface test kits and water lead testing kits.
 - b. CHA/120Water sampling – This would include coordination with property owners to collect sampling that can verify service line material type. These kits may include lead swab or surface test kits and water lead testing kits.

Predictive modeling, and emerging methods may also be considered at some point in the future. We will coordinate with ODW in advance of using these methods as ODW approval is required prior to accepting the results from these methods. The full list of VDH approved inventory verification methods are as follows:

Required Records Review	
Category	Description
Previous Materials Evaluation (4.1)	Information used for initial tap sampling inventory, special monitoring for corrosivity characteristics.
Construction and Plumbing Codes and Records (4.2)	All construction and plumbing codes, permits, and existing records or other documentation which indicates the service line materials used to connect structures to the distribution system (40 CFR §141.84(a)(3)(i)).
Water System Records (4.3)	All water system records, including distribution system maps and drawings, historical records on each service connection, meter installation records, historical capital improvement or master plans, and standard operating procedures (40 CFR §141.84(a)(3)(ii)).
Virginia Requirements (6.1.1)	Most recent approved LCR material survey. Lead Ban Guidance and Chronology (posted on ODW's website).
Ongoing Updating Required (3.4)	Systems must identify and track information on service line material as they are encountered during normal operations (e.g., checking service line materials when reading water meters or performing maintenance activities) (40 CFR §141.84(a)(5)).
	Any service line replacements or materials inspections. (40 CFR §141.84(a)(6)).

Additional approved criteria for classification as non-lead:

1. Classification based on service line installation date, home construction date, or original water main installation date. See the Lead Chronology document on ODW's Lead and Copper Rule Revisions guidance webpage.
2. Service lines larger than 2-inches are considered non-lead.

Service Line Material Investigation Methods	
Pre-approved	ODW Review and approve in advance
Visual inspection of service line material at meter setting	Water quality sampling (ODW to publish a protocol)
Visual inspection inside home/building	Statistical methods (see Michigan EGLE protocol)
Customer self-identification	Predictive modeling (see New Jersey guidance)
Closed Circuit Television inspection (external)	Emerging methods
Magnet and Scratch Test	Other methods
Excavation – vacuum and mechanical	

Notes:

1. Items not listed as pre-approved must be reviewed and approved by ODW in advance.
2. This is a living document. Check ODW's Lead and Copper Rule Revisions guidance webpage for updates.

Phase 4 – 120Water Software Import and Evaluation

At the conclusion of each inventory identification method evaluation, 120Water will import the inventory data into their software platform. The platform will create a database containing inventory mapping that includes service line identification for each and every data point in the platform. The ArcGIS / GIS and VDH LSL spreadsheet databases will be updated, and reports will be prepared for presentation to the Town for review and comment. The CHA team will collaborate with the Town to determine if additional investigation is needed with the current method or if a new method should be engaged based on the results and the various connection types within the Town service area. This process will be repeated until all methods that do not require customer interaction have been utilized. At the conclusion of this effort, the CHA team will collaborate with the Town to determine how to proceed which could include but is not limited to the following:

1. Providing surveys to customers with instructions on how to provide documentation related to their service line. This could include a request to take a photo of their service line, performing a scratch test, or collecting a sample following proper protocol.
2. Excavation on both sides of the meter to determine pipe material. Utilization of this method will only occur if the Town determines that this activity justified and necessary. This method should be utilized as a last resort.

Phase 5 – Preliminary Lead Service Line Inventory

The CHA team will utilize the data collected in phases 2 - 4 to develop an inventory that will be organized and compiled to VDH standards using the spreadsheet template required by VDH. The preliminary, full system inventory findings will be presented to the Town with a summary of the number of service lines the project team was able to definitely categorize as well as the geographic areas that will require additional investigation. After Town review, CHA will submit the inventory to VDH ODW. As part of this phase, the CHA team will propose the methodology for customizing the 120Water platform to meet the Town's specific needs, which may include custom data fields, location and service line identifiers, and prioritizations.

Phase 6 – Software Training

The CHA team will coordinate a training meeting with 120Water and the Town's intended user(s) on the software platform using the Town's inventory data. During this training session, the 120Water team and the Town will discuss the Town's current data systems and processes and provide guidance on using the 120Water platform for long-term LSL management. This training will also include the use of the Town's specific 120Water-ArcGIS environment.

Phase 7 - Customer Notifications

After the initial inventory is finalized and submitted, customers served by LSLs, GRRs, or unknown pipes must be notified within 30 days. This notification is required to include the classification of the service line (LSL, GRR, or unknown), the health effects of lead, and the steps available to minimize lead exposure in drinking water. Depending on the classification of the service line involved in each individual notification, the notice must also include information about opportunities to replace LSLs or GRRs or information about opportunities to verify the material of the line if it is unknown.

The 120Water software can be used to customize customer notifications and education in line with Town expectations and satisfying all VDH and EPA requirements. Communications can be automatically generated within the software for a single location or the entire distribution system. The software will also show a history of all communications and activities with customers by location for easy tracking and recordkeeping.

Phase 8 - Notification and Sampling at Schools and Day Care Centers

CHA will compile a list of all schools and day care centers that are served by the Town water distribution system, as required by the EPA under the Lead and Copper Rule Revisions. All schools and childcare facilities that were constructed before September 4, 2018, must be notified of the health effects of lead and of the requirement by VDH and the EPA to sample the potable water. Concurrent with customer notifications, CHA and 120Water will notify schools and day care centers of the testing requirement and schedule sampling. The testing will follow EPA protocol for sampling lead in the water supply and 120Water will incorporate the sampling results and dates into the 120Water software platform and ArcGIS environment as necessary. This recordation and testing will satisfy all VDH requirements. Secondary schools, which serve students in 7th grade and above are not required to undergo lead testing unless requested by the school. However, CHA recommends that these schools be tested as well for full transparency.

Phase 9 – Lead Service Line Replacement Program

The CHA team will work with the Town to develop a lead service line replacement plan that includes timing, public outreach, funding, and implementation scheduling. The plan will be developed to target areas with the highest concentration of LSL inventory. The plan will be developed in accordance with 40 CFR § 141.84 b, and will include the following at a minimum:

1. Prioritization strategy that will include, but is not limited to disadvantaged consumers, known lead service lines and sensitive populations.
2. Development of LSL replacement implementation plan that includes:
 - a. Detailed process of customer notification protocol in compliance with 40 CFR 141.84 (b) (3).
 - b. Development of construction specifications (in compliance with ANSI/AWWA C810-17 Replacement and Flushing of Lead Service Lines).
 - c. Development of pre-approved contractor list for performance of the work.
 - d. LSL replacement inspection verification protocol.
 - e. Development of program to roll out customer education related to service line and property maintenance responsibilities in the future.

3. LSL disposal plan.
4. Emergency repair plan.
5. Development of a LSL replacement financing plan.
6. Development of Lead Risk Mitigation procedures.
7. Development of a Lead Service Line Replacement Goal Rate in compliance with 40 CFR 141.84 (b) (4).

Phase 10 – Additional Investigation Methods, Notifications, and Program Management

At the conclusion of the initial LSL mapping effort, utilizing the methods explained in Phase 3, all remaining unknown service lines will be evaluated to determine an appropriate method to complete the inventory to the extent that is practicable. This could include excavation, in-house inspection, additional sampling, etc. The Town will have control of the budget associated with this phase and will determine how to proceed related to activity and associated costs.

Fee

The fee for the work outlined in this proposal is as follows:

Phase(s)	Activity	Unit	Cost
1, 2, 3, and 5	Kickoff, Base Mapping and Data Preparation, Lead Service Line Identification, Preliminary Lead Service Line Inventory	Lump Sum	\$163,000
4 and 6	120Water Software Import and Evaluation, Software Training	Lump Sum	\$15,500
7	Customer Notifications (assumes 3,500 total notifications)	Not to Exceed	\$8,900
8	Notification and Sampling at Schools and Day Care Centers	Lump Sum	\$7,500
9	Lead Service Line Replacement Program	Lump Sum	\$40,100
10	Additional Investigation, Notification, and Program Management	Not to Exceed	\$15,000
		Total	\$250,000



Regular Work Session Agenda Statement

Item # 03I

Meeting Date: October 2, 2023

Agenda Item: FY24 Budget Amendment to Accept DCIS ARPA Public Safety Grant and Approve the Purchases of Advanced License Plate Readers and Two Vehicles for the Narcotics Investigations Division

Summary: The Front Royal Police Department has been awarded \$165,000.00 funding through the Department of Criminal Justice Services (DCJS) ARPA Public Safety Grant to purchase Advanced License Plate Readers as well as two vehicles for use by Narcotics Detectives.

Council is requested to approve a FY24 Budget Amendment in the amount of \$165,000 to accept the DCJS ARPA Public Safety Grant funds, approve the sole source purchase of Advanced License Plate Readers from Flock Safety in the amount of \$74,100.00, and approve the purchase of two 2024 Chrysler Pacifica touring vehicles from Hall Automotive utilizing the Commonwealth of Virginia’s contract number CTR005867 in the amount of \$86,950.00.

The Advanced License Plate Reader System is to assist in criminal investigations and Amber/Silver alerts Attached is the Sole Source Form and Sole Source letter from Flock Safety. Numerous other agencies in the Shenandoah Valley (including Warren County) are utilizing this system. The system is collaborative and generates leads and communications across the platform resulting in a greater impact regarding the situations outlined above.

Budget/Funding:	<u>FY24 Budget Amendment</u>	
	1000-3310010 General Fund Grant Proceeds	\$165,000.00
	3102-47001 Police Patrol Machinery & Equipment	\$74,100.00
	3107-47005 Task Force Motor Vehicles	\$90,900.00

Staff Recommendation: Secure an agreement with Flock Safety for Advanced License Plate Reader System and approve the Budget Amendment and Purchases as presented on the consent agenda for October 23rd.



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

The Honorable Jackson H. Miller
Director

Tracy Louise Winn Banks, Esq.
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

June 2, 2023

Joe Waltz
Town Manager
102 East Main Street
Front Royal, Virginia 22630

RE: 508516-LE ARPA - Law Enforcement Equipment

Dear Joe Waltz:

Congratulations on being a recipient of the above referenced grant program! Your DCJS grant award number is **510064** and was approved for a total award of **\$165,000**, funded through Award Number **21.027 (2023 ARPA)**. The project period is **7/1/2022** through **6/30/2024**.

Included with this letter is a Statement of Grant Award/Acceptance (SOGA). Copies of the FY24 Special Conditions, Reporting Requirements, and Projected Due Dates are posted online at <https://www.dcjs.virginia.gov/grants/grant-requirements> for your review. In addition, there may be "Action Item" Special Conditions related to your grant award called *Encumbrances* that require your immediate attention. If there are any, please submit those documents via the On-line Grants Management System (OGMS) at <https://ogms.dcjs.virginia.gov/>.

If you have not previously done so, you must register to use this web-based system. The instructions on *Registering for a New Account* and *Submitting Action Item Encumbrances* are posted here <https://www.dcjs.virginia.gov/grants/ogms-training-resources> along with other resources and training videos. All registrants will be approved within 3 – 5 business days.

Additional reporting requirements will be necessary for purchases over \$5000.00. Please refer to the grant conditions regarding the required documentation for claims submission and reimbursement on page 12 of the ARPA Grant Special Conditions. Documentation may include, but not be limited to: Equipment Type, VIN or Serial Number, Title Holder, Date of Acquired Goods/Services, and Description of Measures Taken to Prevent Loss, Damage.

We will be happy to assist you in any way we can to assure your project's success. To indicate your acceptance of the award and conditions, please sign the included SOGA and return it electronically within the next 60 days to rr-learpagrants@dcjs.virginia.gov. Please note that you will not be able to draw down funds on this grant until DCJS receives the signed SOGA, and the grant is in Underway status in OGMS.

Joe Waltz
June 2, 2023
Page Two

If you have any questions, please contact your DCJS Grant Monitor through the OGMS portal, or contact the ARPA staff at rr-learpagrants@dcjs.virginia.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Jackson Miller", written in a cursive style.

Jackson Miller

STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

508516-LE ARPA - Law Enforcement Equipment

Subgrantee:	Front Royal
DCJS Grant Number:	510064
UEI Number:	N7VQXJM58JP6
Grant Start Date:	7/1/2022
Grant End Date:	6/30/2024
Federal Grant Number(s):	21.027 (2023 ARPA)
Federal Awardee:	U.S. Department of Treasury
Federal Catalog Number:	21.027
Project Description:	Coronavirus State and Local Fiscal Recovery Funds
Federal Start Date:	7/1/2022

Federal Funds:	\$165,000		
State Funds:			
Local Match:	_____		
Total Budget:	\$165,000	Indirect Cost Rate: _____%	*If applicable

Project Director	Project Administrator	Finance Officer
Jason Ryman Major 900 Monroe Avenue Front Royal, Virginia 22630 540-635-2111 jryman@frontroyalva.com	Joe Waltz Town Manager 102 East Main Street Front Royal, Virginia 22630 540-635-8007 jwaltz@frontroyalva.com	Billy Wilson Director of Finance 102 East Main Street Front Royal, Virginia 22630 540-635-7799 bwilson@frontroyalva.com

***Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and reviewing the Special Conditions, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature: _____

Authorized Official (Project Administrator)

Title: _____

Date: _____

Flock Safety + VA - Front Royal PD

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:
Shane MacGregor
shane.macgregor@flocksafety.com
4344206138

Created Date: 08/04/2023
Expiration Date: 08/31/2023
Quote Number: Q-17788
PO Number:



Budgetary Quote

This document is for informational purposes only. Pricing is subject to change.

Bill To: 23 East Jackson Street Front Royal, Virginia 22630

Ship To: 23 East Jackson Street Front Royal, Virginia 22630

Billing Company Name: VA - Front Royal PD

Subscription Term: 48 Months

Billing Contact Name:

Payment Terms: Net 30

Billing Email Address:

Retention Period: 30 Days

Billing Phone:

Billing Frequency: Annual Plan - First Year Invoiced at Signing.

Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$18,000.00
Flock Safety Flock OS			
FlockOS™	Included	1	Included
Flock Safety LPR Products			
Flock Safety Falcon®	Included	6	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Professional Services - Standard Implementation Fee	\$350.00	6	\$2,100.00

Subtotal Year 1:	\$20,100.00
Annual Recurring Subtotal:	\$18,000.00
Estimated Tax:	\$0.00
Contract Total:	\$74,100.00

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This is not an invoice – this document is a non-binding proposal for informational purposes only. Pricing is subject to change.

Billing Schedule	Amount (USD)
Year 1	
At Contract Signing	\$20,100.00
Annual Recurring after Year 1	\$18,000.00
Contract Total	\$74,100.00

*Tax not included

Product and Services Description

Flock Safety Platform Items	Product Description
Flock Safety Falcon ®	An infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint® technology to capture vehicular attributes.

One-Time Fees	Service Description
Installation on existing infrastructure	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Advanced Implementation Fee	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.



Sole Source Letter for Flock Safety® ALPR Cameras and Solution

Flock Safety® is the sole manufacturer and developer of the Flock Safety® ALPR Camera. Flock Safety® is also the sole provider of the comprehensive monitoring, processing, and machine vision services which integrate with the Flock Safety® ALPR Camera.

The Flock Safety® ALPR camera and devices are the only Law Enforcement Grade ALPR System to offer the following combination of proprietary features:

1. Vehicle Fingerprint Technology®:
 - Patented proprietary machine vision to analyze vehicle license plate, state recognition, and vehicle attributes such as color, type, make and objects (roof rack, bumper stickers, etc.) based on image analytics (not car registration data)
 - Machine vision to capture and identify characteristics of vehicles with a paper license plate and vehicles with the absence of a license plate
 - Ability to 'Save Search' based on description of vehicles using our patented Vehicle Fingerprint Technology without the need for a license plate, and set up alerts based on vehicle description
 - Only LPR provider with "Visual Search" which can transform digital images from any source into an investigative lead by finding matching vehicles based on the vehicle attributes in the uploaded photo
 - Flock Safety Falcon Flex™: an infrastructure-free, location-flexible license plate reader camera that is easy to self install. Flock Safety Falcon Flex™ ties seamlessly into the Flock Safety® ecosystem with a small and lightweight camera with the ability to read up to 30,000 license plates and vehicle attributes on a single battery charge

2. Integrated Cloud-Software & Hardware Platform:
 - Ability to capture two (2+) lanes of traffic simultaneously with a single camera from a vertical mass
 - Best in class ability to capture and process up to 30,000 vehicles per day with a single camera powered exclusively by solar power
 - Wireless deployment of solar powered license plate reading cameras with integrated cellular communication weighing less than 5lbs and able to be powered solely by a solar panel of 60W or less
 - Web based footage retrieval tool with filtering capabilities such as vehicle color, vehicle type, vehicle manufacturer, partial or full license plate, state of license plate, and object detection

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- Utilizes motion capture to start and stop recording without the need for a reflective plate
 - Motion detection allows for unique cases such as bicycle capture, ATV, motorcycle, etc.
 - On device machine processing to limit LTE bandwidth consumption
 - Cloud storage of footage
 - Covert industrial design for minimizing visual pollution
3. Transparency & Ethical Product Design:
- One-of-a-kind “Transparency Portal” public-facing dashboard that details the policies in place by the purchaser, as well as automatically updated metrics from the Flock Safety® system
 - Built-in integration with NCMEC to receive AMBER Alerts to find missing children
 - Privacy controls to enable certain vehicles to “opt-out” of being captured
4. Integrated Audio & Gunshot Detection:
- Natively integrated audio detection capabilities utilizing machine learning to recognize audio signatures typical of crimes in progress (e.g., gunshots)
5. Live Video Integration:
- Ability to apply computer vision to third-party cameras using Flock Safety Wing® LPR, transforming them to evidence capture devices using the same Vehicle Fingerprint® technology offered on the Flock Safety Falcon® ALPR cameras
 - Flock Safety Wing® Livestream integrates live stream traffic cameras, publicly or privately owned livestream security cameras into one cloud-based situational awareness dashboard to increase response time in mission-critical incidents
 - Manage various government intelligence including ALPR, livestream cameras, CAD, automatic vehicle location (AVL) on Flock Safety Wing® Suite
 - Ability to access live and recorded video using Flock Safety Condor™, a subscription video solution which allows officers to remotely view instant replay of downloadable live on-scene video with PTZ controls and 25X optical zoom without the need for additional camera network set-up, installation, or up-keep
6. Situational Awareness:
- FlockOS™ is the world’s first and only public safety operating system compatible with Flock Safety™ live streaming fixed and PTZ Condor camera, Flock Safety Raven™ gunshot audio detection, while seamlessly integrating first and

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third-party data across video, LPR, and audio to deliver real-time intelligence and retroactive crime solving in a single-pane real-time crime center

- Ability to enhance situational awareness capacity by layering all intelligence streams onto the FlockOS™ ESRI-based map
- FlockOS™ features Flock Safety™ unique Real-Time Routing feature that analyzes various data sources to determine where a suspect vehicle has been and its' direction of travel providing users with possible outcomes based on a confidence threshold

7. Partnerships:

- Flock Safety® is the only LPR provider to officially partner with AXON to be natively and directly integrated into Evidence.com
- Flock Safety® is the only LPR provider to be fully integrated into a dynamic network of AXON's Fleet 3 mobile ALPR cameras for patrol cars and Flock Safety Falcon® cameras
- Access to additional cameras purchased by our HOA and private business partners, means an ever-increasing amount of cameras and data at no additional cost

8. Warranty & Service:

- Lifetime maintenance and support included in subscription price
- Flock Safety® is the only fully integrated ALPR one-stop solution from production of the camera to delivery and installation
- Performance monitoring software to predict potential failures, obstructions, tilts, and other critical or minor issues

Thank you,



Garrett Langley CEO, Flock Safety®



DEPARTMENT OF
GENERAL SERVICES

COMMONWEALTH OF VIRGINIA

DIVISION OF PURCHASES & SUPPLY (DPS) 1111 East Broad Street,
Richmond, Virginia 23219

Contract Number CTR005867
Formerly Contract E194-105951
Vehicle: 7-Passenger Mini-Van

CONTRACT PERIOD	September 19, 2022 through September 18, 2027
CONTRACT TYPE	Mandatory Statewide
RENEWALS REMAINING	0
AUTHORIZED USERS	Commonwealth of Virginia state agencies, institutions of higher education & other public bodies as authorized and defined in the Code of Virginia §2.2-1110, 2.2-1120, and 2.2-4301
CONTRACTOR & eVA ID #	Hall Automotive SUP000121
CONTRACTOR(S) POINT OF CONTACT	Jake Clarke 757-498-2303 Jake.clarke@hallauto.com
CUT OFF DATE	TBD
MINIMUM ORDER	N/A
PAYMENT TERMS	Net 30
DELIVERY	200 Days ARO
DPS CONTRACT OFFICER	Tracy Wrenn 804-786-5410 Tracy.Wrenn@dgs.virginia.gov
COMMODITY CODE(S)	07192
LAST UPDATE & PURPOSE	June 20, 2023 New Model Year Pricing

INFORMATION:

PURCHASING REQUIREMENTS:

- Fleet Numbers:** All ordering entities are required to have a Fleet Number prior to placing a Vehicle order. If you do not have a Fleet Number, or are unsure if you have one, please contact the Dealer/Vendor directly. The Dealer can verify if you have an existing number and/or can provide you with the contact information to obtain a new one. Dealers cannot place your order with a Manufacturer until you have a Fleet Number.
- For State Agencies Only:** Prior to purchasing any motor vehicle, **all State Agencies** must submit a completed OFMS Form 1 to the DGS Office of Fleet Management (OFMS) for their approval, (**Code of Virginia 2.2-1176**). The [OFMS Form 1](#) must be sent to the fax or email address listed on the form. **Once you have a fully approved OFMS Form 1**, please review the Punch Out Ordering Guide Note: All purchase orders must be issued through eVA.
- For Local Government, Political Subdivisions and Other Public Bodies:** *Prior to purchasing any motor vehicle from a DPS Vehicle Contract*, the ordering entity must be registered in eVA. To register and set up your entity's eVA account, go to the [eVA Local Government site](#). Once you are eVA registered, please review *the* Punch Out Ordering Guide. Note: All purchase orders must be issued through eVA.

4. For Private Institutions of Higher Education: Please review the following; [Utilization of DPS Contracts by Private Institutions of Higher Education](#).

ORDERING INSTRUCTIONS

5. Ordering Method: Unless otherwise instructed or exempted by DPS, all Authorized Users placing orders against this Contract must place purchase orders through eVA.
6. Punchout Catalog Purchase Order Information: Click Shop, Search → Products search -Type DGS Vehicles → Click the Cart to Globe button (blue button) → Shop for items as necessary
7. Authorized User Acceptance: Inspection and acceptance upon delivery and approval of Contractor's invoice is the responsibility of the receiving Authorized User.

Additional Questions or Assistance?

Questions or assistance with using eVA? - Contact eVA Customer Care at (866)-289-7367, Email: eVACustomerCare@dgs.virginia.gov or visit the [eVA Buyer Training](#).

Questions or assistance on a Vehicle Contract or spreadsheet? – Contact the DPS Contract Officer listed on the Contract.

Questions or assistance with the OFMS form? – Contact the [Office of Fleet Management](#).

OVERVIEW:

Authorized Users: The Code of Virginia authorizes the use of this contract by state agencies, public institutions of higher education, and other public bodies per § 2.2-1110. Additionally, §2.21120 of the Code of Virginia authorizes the use of this contract by, but not limited to:

- Corporation operating in Virginia and granted tax exempt status under § 501(c)(3) of the Internal Revenue Code and operating as clinics for the indigent and uninsured that are organized for the delivery of primary health care services.
- Organizations that provide transportation services in Virginia and receive funding from the Federal Transit Administration (FTA) or the Commonwealth Transportation Fund (CTF).
- Private institutions of higher education that are chartered in Virginia or chartered by an Act of Congress in 1821 and have been granted tax-exempt status under § 501(c)(3) of the Internal Revenue Code

PRICING

Please refer to eVA Punch out catalog or Pricing Schedule for options and pricing.

This document is provided only as a summary of the Contract. A complete and official copy of the Contract and any associated changes are available on the eVA State Contracts webpage OR at the offices of the Division of Purchases and Supply. Contract Summary: E194-105951

THIS SPREADSHEET IS SOLEY FOR REFERENCE/INTERNAL PURPOSES. PLEASE ENTER THE ORDER THROUGH THE eVA PUNCH OUT CATALOG

Vehicle Configuration DPS Contract # E194-105951 CTR005867 Effective: 9/19/2022 through 9/18/2027 Commodity: 2024 Chrysler Pacifica Touring eVA Vendor: Hall Automotive, LLC, eVA SUP000121 NIGP Commodity Code: 141101 Passenger Cars <small>This form shall be used as a preliminary worksheet only, to configure prices, options needed. Complete the yellow blocks only. Use eVA catalog, enter all Purchase Orders into eVA system.</small>			Vehicle Configuration- 1st Vehicle Enter Order Quantity (QTY) in Yellow Column Only.		Vehicle Configuration- 2nd Vehicle Enter Order Quantity (QTY) in Yellow Column Only.	
Option/ Order Code	Unit Price					
2024 Chrysler Pacifica Touring, 7 Passenger Multi-Purpose Vehicle (Mini-Van)(Base vehicle & Price)	RUCR53	\$ 43,280.00	1	\$ 43,280.00	1	\$ 43,280.00
AWD-2024 Chrysler Pacifica Touring AWD	RUF53	\$ 6,200.00		\$ -		\$ -
HYBRID-2024 Chrysler Pacifica Touring FWD Hybrid	RUEH53	\$ 13,000.00		\$ -		\$ -
Additional Delivery Charges (Note: 50 Miles are included in the base price of each vehicle.) Only enter miles <i>in excess</i> of 50. This spreadsheet will auto calculate the excess mileage times the qty. of vehicles ordered per column. This Additional Delivery Charge is for delivery points 51 miles and over from the Dealers shipping point.		\$ 1.80		\$ -		\$ -
Safety Sphere	AAU	\$ 1,195.00		\$ -		\$ -
Mopar Roadside Emergnecy Kit	ACK	\$ 175.00		\$ -		\$ -
		\$ -		\$ -		\$ -
Colors- Standard Manufacturer's Choices (Customer must pick one when ordering)				\$ -		\$ -
Baltic Grey Metallic Clear Coat (late availability)	PAS	\$ 195.00	1	\$ 195.00		\$ -
Bright White Clear Coat	PW7	\$ -		\$ -		\$ -
Brilliant Black Crystal Pearl Coat	PXR	\$ -		\$ -	1	\$ -
Fathom Blue Pearl Coat (late availability)	PPS	\$ 495.00		\$ -		\$ -
Red Hot Pearl Coat (late availability)	PR6	\$ 495.00		\$ -		\$ -
Silver Mist Clear Coat	PSE	\$ 195.00		\$ -		\$ -
				\$ -		\$ -
Total Cost for each Base Vehicle Plus Options				\$ 43,475.00		\$ 43,280.00

Note to State Agencies & Public Bodies- Options above are ONLY options which may be ordered. No other options available on this contract.

Enter Color and other information or instructions in Yellow Block to the Right ----->



Regular Work Session Agenda Statement

Item # 04A

Meeting Date: October 2, 2023

Agenda Item: Review of the Automated Systems Speed Enforcement Systems Agreement with Blue Line Solutions, LLC

Summary: Under the Consent Agenda of Council's August 28, 2023 Regular Meeting, Council authorized the Town Attorney [George Sonnett] to negotiate an Automated Systems Speed Enforcement Systems Agreement with Blue Line Solutions, LLC as a cooperative agreement and bring back to Council at a later time for review and ultimate approval.

The agreement will be sent separately.

Budget/Funding: None

Staff Recommendation: Council takes desired action



Regular Work Session Agenda Statement

Item #04B

Meeting Date: October 2, 2023

Agenda Item: Review of License Agreements related to the Request to Vacate a Portion of N. Royal Avenue at 1516 N Royal Avenue and an Alley between N. Royal Avenue/Virginia Avenue from Aaron Hike

Summary: At the September 11, 2023 Work Session Council was advised that a request was received from Aaron Hike to vacate a portion of N. Royal Avenue and an alley between N. Royal Avenue and Virginia Avenue, with a public hearing to receive public input on the request scheduled for October 23, 2023. During the discussion it was brought to Council's attention that two license agreements were approved in 2021:

- License and Encroachment Agreement for a fence in the alley with Aaron Hike
- Lease and License Agreement for parking that encroaches on the alley with Sarah Randolph/Joseph Manson, Jr. This is not for an encroachment because there is no structure encroaching the right-of-way.

Council requested that the Town Attorney review the agreements and bring back to a work session with his comments and how if any do they affect the vacation request.

Budget/Funding: N/A

Staff Recommendation: For information only

THIS LICENSE AND ENCROACHMENT AGREEMENT, is made and entered into this 24 day of May, 2021, by and between the **TOWN OF FRONT ROYAL, VIRGINIA**, a municipal corporation, hereinafter referred to as the "Town", and **AARON L. HIKE**, a married man, hereinafter referred to as "Hike".

WHEREAS, Hike, the owner of improved real property located at 1516 North Royal Avenue, Town of Front Royal, Warren County, Virginia (the "Property"), which Hike acquired by Deed dated August 8, 2019, from Hike Properties, LLC, in Warren County Circuit Court Clerk's Office Instrument No. 190004078, has requested that the Town Council of the Town of Front Royal, Virginia, authorize the existing encroachment of a portion of an improvement, being a fence (the "Fence") located near Hike's Property, into, on and over the Town's unimproved alley and right-of-way located adjacent and just to the North of Hike's Property (the "Alley") (the Town's grant of Hike's use of the encroachment and encroachment area of the Fence unto the Alley being the "License and Encroachment Area"); and,

WHEREAS, the Town of Front Royal, Virginia, is willing to authorize the said License and Encroachment upon the Alley on the Encroachment Area **SUBJECT** to the following terms and conditions.

That for and in consideration of the sum of **ONE DOLLAR (\$1.00) per annum**, paid by Hike to the Town, the parties do hereby agree as follows:

1. **PREMISES** - The Town agrees to license to Hike so much of its unimproved Alley for Hike's existing Fence, being the Encroachment Area, as shown on the attached drawing, titled "JOB W20-80, PAPER SIZE 8.5"x 14", SHEET 1 OF 1, CLIENT:

TOWN OF FRONT ROYAL, DRAWING FILE: TOWN ALLEY.dwg”, said Encroachment of the Fence unto the Alley being approximately six feet (6’) at its widest, said Fence running in an approximate West-East direction roughly parallel to Hike’s Property.

2. **TERM OF LICENSE AND ENCROACHMENT** - The term of the License and Encroachment is for a period of **Five (5)** years, commencing on the 24 day of May, 2021, and ending on the 31 day of May, 2026.

3. **PAYMENT OF LICENSE FEE** - Hike shall pay to the Town an annual license fee payment of **One Dollar (\$1.00)**. The license fee payment shall be paid in advance beginning on the 1st day of June, 2021, and on an annual basis thereafter for the term of this License and for each extension hereunder.

5. **RELEASE AND HOLD HARMLESS** – Hike hereby agrees to hold the Town, its officers, employees, agents, and invitees harmless from any liability pertaining to Hike, Hike’s guests, invitees, employees, agents, officers, contractors and subcontractors use and/or occupancy of the Fence and Encroachment Area.

6. **USE OF PREMISES** – Hike shall not assign or sublease this License and Encroachment Agreement or the Encroachment Area without the prior written consent of the Town. Hike shall not permit or allow any dangerous practice or hazardous condition to occur on the Encroachment Area, shall not violate any State, Federal, or local law concerning the use of the Encroachment, or permit any illegal activity to occur thereon. Hike shall not create or allow any nuisance to be or remain upon the Encroachment Area, except as set forth herein.

**102 East Main Street
Front Royal, Virginia 22630**

**AARON L. HIKE
1516 North Royal Avenue
Front Royal, Virginia 22630**

In the event of termination by the Town prior to the scheduled expiration of the License and Encroachment Agreement, Hike shall be given a reasonable time to remove his Fence and supporting infrastructure from the Alley and Encroachment Area, not to exceed sixty (60) days. In the event that public necessity requires an immediate recovery of the Alley and Encroachment Area by the Town, and Hike is unable to immediately remove his Fence and supporting infrastructure from the Alley and Encroachment Area, the Town may remove the Fence and supporting infrastructure for Hike, without liability therefor.

Except as provided herein, any fixtures or personal property which remains upon the Alley and Encroachment Area upon termination or expiration of the License and Encroachment Agreement shall become the sole property of the Town at the sole option of the Town.

10. AUTHORITY- All parties and signatories hereto affirmatively represent that by signing this License and Encroachment Agreement and all Exhibits hereto, that they have all necessary and appropriate authority to do so and legally bind themselves hereto.

11. INTERPRETATION - The interpretation of the provisions of this License and Encroachment Agreement shall be in accordance with the laws of the State of Virginia.

12. MODIFICATION AND EXTENSIONS - Modification of the terms and conditions of this License and Encroachment Agreement and extensions or renewals of

this License and Encroachment Agreement shall not be permitted, unless agreed to in writing and executed with the same formality as this License and Encroachment Agreement.

GIVEN under our hands this 2 day of June, 2021

TOWN OF FRONT ROYAL, VIRGINIA (SEAL)

BY: Steven W. Hicks
Steven Hicks, Town Manager

ATTEST:

Tina L. Presley
Tina L. Presley
Clerk of Town Council

Aaron L. Hike

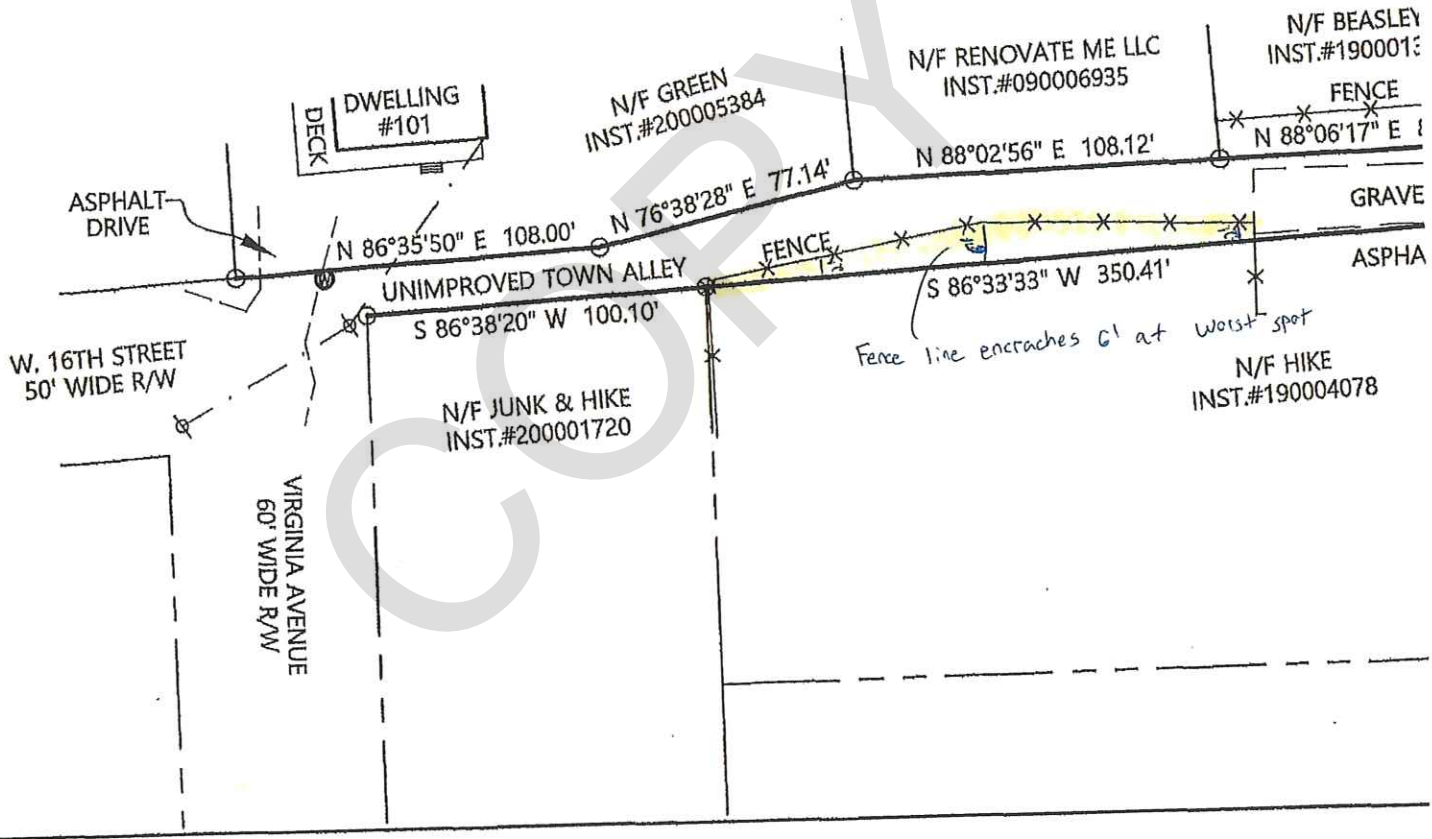
APPROVED AS TO FORM:

Douglas W. Napier
Douglas W. Napier, Town Attorney

JOB: W20-80	PAPER SIZE 8.5" x 14"	SHEET: 1 OF 1
CLIENT: TOWN OF FRONT ROYAL		
DRAWING FILE: TOWN ALLEY.dwg		



⊙ = WATER METER
 ⊕ = UTILITY POLE



ALLEY RUNNING BETWEEN VIRGINIA AVE. & N. ROYAL AVE.

101

TO N. ROYAL AVE. →

FENCE ENCROACHMENT INTO ALLEY.

1516

1505

VIRGINIA AVE

TO W. 14TH ST. ↓

MAP KEY

 PROPERTY LINES



PREPARED BY DEPT. OF PLANNING & COMM. DEV.
MAY 5, 2021 | CARTOGRAPHER: AGV
IMAGERY DATE: APRIL 2018

LEASE AND LICENSE AGREEMENT

THIS LEASE AND LICENSE AGREEMENT, is made and entered into this 26 day of July, 2021, by and between the **TOWN OF FRONT ROYAL, VIRGINIA**, a municipal corporation, hereinafter referred to as the "Town", and **JOSEPH T. MANSON, JR., and SARAH RANDOLPH**, jointly, hereinafter referred to as "Lessees".

WHEREAS, Lessees are the owners and occupants of real estate including a dwelling house located at 1602 North Royal Avenue in Front Royal, adjacent to and immediately to the south of which is a gravel parking place and a small strip of grass between the gravel and Lessees' corner post as shown on the two attached photographs, one of which outlines the requested leased area (the "Leased Area") with a red-colored rough sketch, both of which photographs including the sketch are attached hereto and incorporated herewith as Photographs "1" and "2" respectively ; and

WHEREAS, the Leased Area is in size 24.2 feet by 17.10 feet, more or less, or 413.82 square feet in area, more or less; and

WHEREAS, the Leased Area is within and encroaches upon a Town public right of way and alley running between North Royal Avenue on the East to Virginia Avenue on the West thereof, as well as encroaches upon the Town's public right of way on the unpaved portion to the immediate west of North Royal Avenue ("Town's Right of Way"); and

WHEREAS, Lessees request from the Town a lease and license of the Leased Area within the Town's Right of Way along the property of Lessees as shown in Photographs "1" and "2"; and

WHEREAS, the Town is willing to authorize this lease and license of the Leased Area and the use of the Town's Right of Way for the exclusive, normal and reasonable parking purposes by Lessees, their family, guests, and invitees, SUBJECT to the following terms and conditions:

That for and in consideration of the sum of **ONE DOLLAR (\$1.00) per annum**, paid by Lessees to the Town, the parties do hereby agree as follows:

1. **PREMISES** - The Town agrees to lease and license to Lessees the Leased Area located on part of the Town's Right of Way (alley) running between North Royal Avenue on the East to Virginia Avenue on the West thereof as shown on the attached Photographs "1" and "2", which are incorporated herein and made an integral part hereof for the term of this Lease and License Agreement.
2. **TERM OF LICENSE** - The term of the Lease and License is for a period of **Five (5)** years, commencing on the **1st day of July**, 2021, and ending on the 31 day of July, 2026.
3. **PAYMENT OF LICENSE FEE** - Lessees shall pay to the Town an annual Lease and License Fee payment of **One Dollar (\$1.00)**. This fee payment shall be paid in advance without notice from the Town to Lessees beginning on the 1st day of August 1, 2021 and on an annual basis thereafter for the term of this Lease and License and any extensions hereunder.

4. **RELEASE AND HOLD HARMLESS** – Lessees hereby agree to hold the Town, its officers, employees, and agents harmless from any liability to Lessees', their family' s, guests', and invitees' use and/or occupancy of the Leased Area.

5. **USE OF PREMISES** – Lessees shall not assign this Lease and License Agreement or sublicense the Leased Area. Lessees shall not permit or allow any dangerous practice or hazardous condition to occur on the Leased Area, shall not violate any State, Federal, or local law or regulation concerning the use of the Leased Area, or permit any illegal activity to occur thereon. Lessees shall not create or allow any nuisance to be or remain upon the Leased Area, except as set forth herein.

7. **ALTERATIONS OR IMPROVEMENTS** - Any alterations, additions, or improvements to the Leased area shall not be permitted without the written consent of the Town, except as set forth herein. Any permitted alterations, additions, or improvements to the Leased Area shall be performed at the sole expense of Lessees by reputable workmen and contractors approved in advance by the Town. All alterations, additions, or improvements to the Leased Area shall be and remain the sole property of the Town, except as permitted in writing by the Town.

8. **MAINTENANCE** – Lessees shall maintain the Leased Area in a safe condition of good repair. Lessees shall surrender the Leased Area to the Town at the conclusion of the Lease and License Agreement in the same condition as when Lessees accepted the Leased Area from the Town. Lessees accept the Leased Area "as is", "where is". It is specifically understood that the Town has no obligation to Lessees to make any repairs, improvements, or replacements whatsoever to the Leased Area during the

period of the Lease and License Agreement. The Town does not warrant or guarantee as to the suitability of the Leased Area for any particular purposes.

9. **TERMINATION** - This Lease and License Agreement may be terminated by either party for any reason upon the giving sixty (60) days in advance from the date of mailing or hand delivery of a written notice of termination to the other party, without liability therefor. For the purposes of this Lease and License Agreement, all notices shall be made in writing and shall be delivered by first class mail or hand delivered to the parties at the addresses stated herein, to-wit:

**TOWN OF FRONT ROYAL
C/O Front Royal Town Manager
102 East Main Street
Front Royal, Virginia 22630**

**JOSEPH T. MANSON, JR
SARAH RANDOLPH
1602 North Royal Avenue
Front Royal, Virginia 22630**

Except as provided herein, any fixtures or personal property which remains upon the Leased Area upon termination or expiration of the Lease and License Agreement shall become the sole property of the Town at the sole option of the Town.

10. **AUTHORITY**- All parties and signatories hereto affirmatively represent that by signing this Lease and License Agreement, that they have all necessary and appropriate authority and intent to legally bind themselves hereto.

11. **INTERPRETATION** - The interpretation of the provisions of this Lease and License Agreement shall be in accordance with the laws of the Commonwealth of Virginia.

12. MODIFICATION AND EXTENSIONS - Modification of the terms and conditions of this Lease and License Agreement and extensions or renewals of this Lease and License Agreement shall not be permitted, unless agreed to in writing and executed with the same formality as this Agreement.

GIVEN under our hands this 27 day of July, 2021.

TOWN OF FRONT ROYAL, VIRGINIA (SEAL)

BY: *Steven W. Hicks*
STEVEN W. HICKS, TOWN MANAGER

ATTEST:

Tina L. Presley
TINA L. PRESLEY
CLERK OF TOWN COUNCIL

Joseph T. Manson, Jr.
JOSEPH T. MANSON, JR (SEAL)
By Sarah Randolph
Attorney in fact
Sarah Randolph
SARAH RANDOLPH (SEAL)

APPROVED AS TO FORM:

Douglas W. Napier 07-26-2021
DOUGLAS W. NAPIER
TOWN ATTORNEY

**ALLEY RUNNING BETWEEN
VIRGINIA AVE. & N. ROYAL AVE.**

VIRGINIA AVE

N ROYAL AVE

TO W. 14TH ST.
↑

1505

101

33

1516

1500

1602

1610

MAP KEY

PROPERTY LINES



N
PREPARED BY DEPT. OF PLANNING & COMM. DEV.
JULY 8, 2021 | CARTOGRAPHER: AGV
IMAGERY DATE: APRIL 2018

1602



AVE



GENERAL POWER OF ATTORNEY

PREAMBLE: This is a military Power of Attorney prepared pursuant to Title 10, United States Code, Section 1044b, and executed by a person authorized to receive legal assistance from the military service. Federal law exempts this power of attorney from any requirement of form, substance, formality, or recording that is prescribed for powers of attorney by the laws of a state, the District of Columbia, or a territory, commonwealth, or possession of the United States. Federal law specifies that this power of attorney shall be given the same legal effect as a power of attorney prepared and executed in accordance with the laws of the jurisdiction where it is presented.

KNOW ALL PERSONS BY THESE PRESENTS:

That I, **JOSEPH TYLER MANSON, JR.**, of the State of Virginia a member of the United States Armed Forces, currently at Fort Hood, Texas, pursuant to Military Orders, do hereby appoint **SARAH MINETTA RANDOLPH** of Front Royal, Virginia, my true and lawful attorney-in-fact to do the following in my name and in my behalf:

1. To lease, sell, use, establish title to, register, insure, transfer, mortgage, maintain, manage, pledge, exchange or otherwise dispose of or encumber any and all of my property, real, personal, or mixed, including motor vehicles of any kind, and to execute and deliver good and sufficient deeds or other instruments for the lease, conveyance, mortgage, maintenance, or transfer of the same.
2. To buy, receive, lease, accept or otherwise acquire in my name and for my account, property, real, personal or mixed upon such terms, considerations and conditions as my said attorney-in-fact shall deem appropriate.
3. To transact all business of mine on my behalf including entering into contracts and the making of such investments as my attorney shall deem sound.
4. To institute and prosecute, or to appear and defend, any claims or litigation involving me or my interest. This shall include, but not be limited to, the authority to present a claim against the United States for damage to or loss of personal property.
5. To prepare, execute, and file all tax returns and to receive and negotiate all tax refund checks.
6. To execute all documents needed for travel of my family members and transportation or storage of my property, as authorized by law and Military regulations; to sign for and clear government or other quarters in the best interests of my family members and in accordance with law and Military regulations.
7. To demand, act to receive, and receive, all sums of money which are now or will become owing or belonging to me, and to institute accounts on my behalf and to deposit, draw upon or expend such funds of mine as are necessary in furtherance of the powers granted herein. This shall include, but not be limited to, the authority to receive, endorse, cash, or deposit negotiable instruments made payable to me and drawn upon the Treasurer, or other fiscal officer or depository of the United States or any state, possession, or territory of the United States.

The above described powers are merely examples of the authority granted by this document and not in limitation or definition thereof. However, my Agent shall have no rights or powers hereunder with respect to the following:

- a. Life Insurance: My Attorney shall have no rights or powers hereunder to cancel or change the beneficiary of any policy of life insurance owned by me.
- b. Fiduciary Powers: My Attorney shall have no rights or powers hereunder with respect to any act, power, duty, right or obligation, relating to any person, matter, transaction or property, owned by me or in my custody as a trustee, custodian, personal representative or other fiduciary capacity for someone else.

I HEREBY GIVE AND GRANT UNTO MY ATTORNEY FULL POWER AND AUTHORITY TO DO AND PERFORM EACH AND EVERY ACT AND MATTER CONCERNING MY ESTATE, PROPERTY, AND AFFAIRS AS FULLY AND EFFECTUALLY TO ALL INTENTS AND PURPOSES AS I COULD DO LEGALLY IF I WERE PRESENT.

I HEREBY AUTHORIZE MY ATTORNEY TO INDEMNIFY AND HOLD HARMLESS ANY THIRD PARTY WHO ACCEPTS AND ACTS UNDER OR IN ACCORDANCE WITH THIS POWER OF ATTORNEY.

This Power of Attorney shall become effective when I sign and execute it below. Further, unless sooner revoked or terminated by me, this Power of Attorney shall become NULL and VOID on 30 April 2022.

I intend for this to be a **DURABLE Power of Attorney**. This Power of Attorney will continue to be effective if I become disabled, incapacitated, or incompetent; or when the United States Government determines that I am in a military status of "missing," "missing in action," or "prisoner of war." All acts done by my Attorney hereunder shall have the same effect and inure to the benefit of and bind myself and my heirs as if I were competent, and not disabled, incapacitated, or incompetent.

I shall be considered disabled or incapacitated for purposes of this power of attorney if a physician, based on that physician's examination, certifies in writing at a date subsequent to the date which this power of attorney is executed, that I am disabled from or incapable of exercising control over my person, property, personal affairs, or financial affairs. I authorize the physician who so certifies, to disclose my physical or mental condition to another person for purposes of this power of attorney. A third party who accepts this power of attorney, endorsed by proper physician certification of my disability or incapacity, is held harmless and fully protected from any action taken under this power of attorney.

Notwithstanding my inclusion of a specific expiration date herein, if on that specified expiration date I should be or have been properly certified, in writing, by a physician to be disabled from or incapable of exercising control over my person, property, personal affairs, or financial affairs, then this Power of Attorney shall remain valid and in full effect until sixty (60) days after I have recovered from such disability **UNLESS OTHERWISE REVOKED OR TERMINATED BY ME**. Furthermore, if on the above-specified expiration date, or during the sixty (60) day period preceding that specified expiration date, I should be or have been determined by the United States Government to be a military status of "missing," "missing in action," or "prisoner of war," then this Power of Attorney shall remain valid and in full effect until sixty (60) days after I have returned to the United States military control following termination of such status **UNLESS OTHERWISE REVOKED OR TERMINATED BY ME**.

I HEREBY RATIFY ALL THAT MY ATTORNEY SHALL LAWFULLY DO OR CAUSE TO BE DONE BY THIS DOCUMENT.

All business transacted hereunder for me or for my account shall be transacted in my name, and all endorsements and instruments executed by my attorney for the purpose of carrying out the foregoing powers shall contain my name, followed by that of my attorney and the designation "attorney-in-fact."

IN WITNESS WHEREOF, I sign, seal, declare, publish, make and constitute this as and for my Power of Attorney in the presence of the Notary Public witnessing it at my request this date, 19 June 2021.


JOSEPH TYLER MANSON, JR.

WITH THE ARMED FORCES OF THE UNITED STATES
AT Fort Hood, Texas

Subscribed, sworn to and acknowledged before me by **JOSEPH TYLER MANSON, JR.** who is known to me to be a member of the Armed Forces of the United States serving on Active Duty, on 19 June 2021. This acknowledgment is executed in my official capacity under the authority granted by Title 10, United States Code, Section 1044a, which also states that no seal is required on this acknowledgment.



DUNCAN E. VICK
CPT, JA

My Commission Expires: Indefinite
10 USC 1044a

19 JUNE 2021

POWER OF ATTORNEY OF JOSEPH TYLER MANSON, JR.

Page 2 of 2

June 19, 2021



Regular Work Session Agenda Statement

Item # 05A

Meeting Date: October 2, 2023

Agenda Item: Liaison Committee Meeting Items for October 19th

Summary: The next Liaison Committee Meeting is scheduled for October 19th in the Warren County Government Center at 6:00pm. The County will be hosting this meeting and items are needed to complete the agenda. The two items given to staff to include on this agenda during the September 11th work session are:

- Liaison Committee Policy Revisions
 - Under MANAGER/ADMINISTRATOR REPORT recommend ***both written and oral reports*** be given by Manager/Administrator at each other's meetings.
 - Under MEETING AGENDA recommend adding the word "agreed" to the second bullet *"Wherever the meetings are held, the host (Town Manager or County Administrator) shall be responsible for the preparation of the "agreed" agenda upon consultation with the Mayor and Board Chairman respectively and provide a person who will take formal minutes of the meeting.*
 - Under MEETING AGENDA recommend revising Thursday to ***Wednesday at 1:00pm*** to the fourth bullet
- Continued Discussion of Delay of the Mailing of Real Estate/Personal Property Tax Bills
 - Was discussed at the July 20th Liaison Meeting and Council; however, while discussing the budget calendar at the Council September 11th work session Council was informed that there has been no further discussion with the County and the urgency to get resolved for the upcoming budget year begins.

Council is requested to discuss other items that could be placed on the October 19th agenda.

Budget/Funding: None

Staff Recommendation: Direct staff on which items to send to the County for inclusion on the Liaison Committee agenda.



AGENDA

TOWN/COUNTY LIAISON COMMITTEE MEETING

Town Hall Upstairs Conference Room
102 E. Main Street
Thursday, July 20, 2023 at 6:00 PM



Livestream at <https://www.frontroyalva.com/714/Portal---2022>

- Call to Order – Mayor Lori A. Cockrell
 - 1) Revisions to the Liaison Committee Meeting Policy – *Town*
 - 2) Delay of the Mailing of Real Estate and Personal Property Tax Bills the Last Five Years – *Town*
 - 3) Update on Tourism - *Town*
 - 4) Update on Saddlecrest Project - *County*
 - 5) Update on Comprehensive Plans – *Town*
 - 6) Citizen Appointment to the Front Royal/Warren County Joint Towing Advisory Board – *Town*
 - 7) Discussion of Revitalization of Raymond E. Santmyers Youth Center - *Town*
 - 8) School Zone Speeding and Enforcement - *Town*
 - 9) Update on Progress of the Avtex Conservancy - *Town*
 - 10) Update from Transportation Ad hoc Committee - *Town*
 - 11) Update on the McKay Springs Project - *County*
- Next Meeting – Thursday, October 26, 2023 at 6:00 PM in Government Center
- Adjournment



TOWN COUNCIL/WARREN COUNTY BOARD OF SUPERVISORS LIAISON COMMITTEE MEETING MINUTES

Thursday, July 20, 2023 @ 6:00PM in the Town Hall Conference Room

The following minutes are a summary of items on the agenda.

This meeting may be viewed in its entirety by accessing the video of the same date online via the Town's website at www.frontroyalva.com.

PRESENT FROM TOWN: Mayor Lori A. Cockrell
Vice Mayor R. Wayne Sealock
Town Manager Joseph E. Waltz

PRESENT FROM COUNTY: Chair Vicky L. Cook
Supervisor Walter Mabe
County Administrator Edwin "Ed" Daley

OTHERS PRESENT: Clerk of Council Tina L. Presley
Members of the audience including but not limited to councilmembers,
supervisors and Town/County staff

Mayor Cockrell called the meeting to order.

Revisions to the Liaison Committee Meeting Policy – Mayor Cockrell gave a brief update on the revisions to the policy. There was some discussion about what participation in the meetings would look like and it was agreed to leave the policy as is but continue to allow others in attendance to add to the conversation. The other revisions were discussed, and it was agreed to leave them as presented with the exception of revising "oral" report with "written" report prior to the meeting (December, March, June, September), under Manager and Administrator Reports. It was agreed to take the policy back to both elected bodies for approval.

Delay of the Mailing of Real Estate and Personal Property Tax Bills the Last Five Years – Finance Director BJ Wilson advised that the mailing of the first installment of Town personal property tax bills had been delayed for the years 2019 – 2023; the first installment of the real estate tax bills had been delayed for 2019, 2020, 2021 and 2023. He explained the concern of mailing the bills out in a timely manner so that they match the Town Code, noting that if it continues the Town will have to amend their code. He preferred; however, to keep the due dates similar to the County's so as to not confuse the taxpayers. There was some discussion on what caused the delays Mr. Wilson confirmed that the "drop dead" date to receive tax information is mid-April. County Administrator Ed Daley suggested meeting with the Commissioner of Revenue to determine how to get the taxes out quicker and send a reminder in January about the procedure.

Update on Tourism – Community Development and Tourism Manager Lizi Lewis shared what the Town had been doing with Tourism. Ms. Lewis passed out a map that showed various locations and destinations in the Front Royal/Warren County area, noting that it was given out on a regular basis and was slated to be updated every six months. She advised that the Visitors Center sees approximately 2,000 visitors a month and mentioned some of things she was working on that included: marketing and marketing logo, multi-

media, profiling local small businesses, Town Explorer Program, New Visitor Guide, etc. and always focusing on personal touch. Supervisor Oates questioned what plans were for the “Big T” specifically outside of Front Royal/Warren County. Ms. Lewis advised that she had been working on increasing engagement and cultivating stories to push out. Mayor Cockrell advised that the events drew outside people into the area. Supervisor Mabe questioned how to jointly using the ARPA (American Rescue Funds Act) funds received. There was discussion on what the funds were to be used for and that the deadline to use them was December 30, 2023. It was suggested that Director of Economic Development Joe Petty and Ms. Lewis work together on reallocating the funds for various Town/County projects. Mr. Petty agreed to give an update on the County’s Tourism at the October meeting. Ms. Lewis advised that she would look into a video that Kerry Barnhart had edited several years ago.

Update on Saddle Crest Project – Director of Planning Lauren Kopishke gave a brief update on the NVR Inc, Saddle Crest Project, noting that Council was holding a public hearing for the rezoning of this property on July 24th. It was agreed to move #10 Update from Transportation Ad Hoc Committee up for this discussion. Vice Chair Cullers gave an update on the Committee and who was in attendance as of yesterday. She advised that the Committee was working with the developers to build the East/West Connector Road infrastructure but the Virginia Department of Transportation (VDOT) Study currently in the works had not been completed to continue those talks. She explained the issues with regulations the railroad was required to abide by to be in compliance with their trains and staff. There was discussion about an I-66 emergency access. It was noted that I-66 was a federal road, but VDOT was paid to maintain it and permission was required from the federal government to access it. Mrs. Cullers advised that the focus of the Committee was the emergency entrance/exit. It was noted that private property owners were not willing to give up their property.

Update on Comprehensive Plans – Director of Planning Lauren Kopishke gave a brief update on the Town’s Comprehensive Plan, noting that Council has scheduled a public hearing for final approval/adoption on August 28th. She also advised that the consultant was working to rewrite the Town’s Zoning and Subdivision Ordinances.

Citizen Appointment to the Front Royal/Warren County Joint Towing Advisory Board – Chair Cook advised that there had been a recent transition in administration and that they were trying to contact the applicant. It was suggested and agreed to advertise on the Town’s website as well as the County’s. The County agreed to continue to reach out to the applicant and send Town Manager Joe Waltz the wording for the advertisement to post to the Town’s website.

Discussion of Revitalization of Raymond E. Santmyers Youth Center – Mayor Cockrell gave an update on *Reaching Out Now’s* (RON) presentation to Council recently and questioned where the County was with this project. Mr. Daley advised that the following needed to be completed before occupancy: a new HVAC was (on order), remove asbestos in the floor, change sewage pipes from a T to a Y and remove mold. He expected the opening of the building would be November but that was contingent upon the delivery and installation of the HVAC system. Vice Mayor Seacock questioned whether the floor could be sealed where the asbestos was located. Mr. Daley advised that the maintenance staff advised that cleaning could disrupt the floor and the asbestos was also in the ventilation. He noted that RON was aware of the situation. Mr. Daley also advised that they are working on security for the building. Ms. Cook advised that there was a commitment to fix the building. Councilman Rogers questioned the estimate to fix the building. Mr. Daley advised approximately \$100,000 and that it was included in the capital budget for all buildings. Councilwoman DeDomenico-Payne advised that after the building was renovated it would add to the

County's assets, noting it would still have value even if RON were to pull out. Mr. Daley agreed stating that the building would be a facility for today's youth.

There was some discussion on the opioid grant and how it could be used. It was noted that the Town does not get the opioid abatement only the county and that the funds would have to be justified noting they were not sure if the building repairs would qualify. Mr. Daley had advised RON and the Warren Coalition to put a program together for the supervisors to consider. Mayor Cockrell mentioned the DARE Program and how it could serve every child in the community. Councilman Rogers suggested getting through the maintenance and then research available grants. Utilities were briefly discussed, and Mr. Daley advised that he could look into that since the Town could not divulge that information publicly. There was some discussion on fundraising for the project. Mr. Daley advised that RON would paint and decorate the facility once it was free for them to do so.

School Zone Speeding and Enforcement – Police Chief Magalis gave an overview of the school zone speeding enforcement with cameras. He explained that he was asked to look into this opportunity due to the many complaints and concerns from citizens of speeding. He explained that he chose the four school zones (out of 10) due to those schools having the most traffic and concerns of speeding. He noted that there was a 5-day speed study done by Blue Line at which time he gave the committee data collected from each zone. He explained the cost of the violations and how they were divided. He noted that this was a civil fine meaning there were no points or increase in insurance rates, noting it recognized only the car not the driver. Mayor Cockrell reminded the committee that tonight was to go over any concerns since Council was going to discuss this issue again during an upcoming work session. Supervisor Mabe suggested placing a car at the sites as a deterrent. Chief Magalis advised that he did not have the personnel and explained that the technology of the cameras was the same as the technology of the handhelds officer possess. Chief Magalis also noted that the cameras were not an invasion of privacy since it is on a public street and outside the vehicle.

Mayor Cockrell reiterated that there were numbers to indicate a problem and we were only looking to improve the safety in the school zone and protect the kids, noting that a civil fine is less costly than a speeding ticket. Chief Magalis explained about the public education and warning tickets before the program would begin.

Chair Cook advised that it was a wonderful program and Vice Chair Cullers advised that teachers could get hit as well as kids. Supervisor Oats advised that she was not in favor and opined that it was unconstitutional. She preferred face to face if she were issued a ticket. She voiced concern over surveillance in a school zone. Councilwoman De-Domenico-Payne reiterated that Blue Line conducted the study and identified where there was a problem. Councilman Rappaport asked for a list of jurisdictions in Virginia who were using the program. He preferred the idea of flashing lights to slow people down and asked if there was any data on that.

Update on Progress of the Avtex Conservancy – Director of Economic Development Joe Petty gave the committee an update noting that he walked the site with the person who manages the site. He advised that they talked about the possible trail installation and how the ARPA funds could be used for this. Member of the Warren County EDA Jorie Martin passed out a map that showed the area Mr. Petty was talking about. She voiced concern about the fencing and issues with safety around the pond that was approximately four feet deep. She advised that a resolution was passed by the EDA and forwarded to Board of Supervisors transferring property to the County for development. Mayor Cockrell questioned whether it would connect

to the Greenway. Ms. Martin advised that the hope was for the trail to come out at the current Eastham Park. She noted that there was still a lot of work to do to make it come to fruition. Mr. Petty agreed with Mrs. Martin that the trail would connect with Eastham Park and the proposed Rail Trail.

Update from Transportation Ad Hoc Committee – moved up to Saddle Crest Project

Update on the McKay Springs Project – Chair Cook advised that the County wanted to follow up from the last Liaison Committee Meeting and what the Town's position was. Mr. Daley questioned whether the Town wanted to buy or sell their portion of McKay Springs. Town Manager Joe Waltz advised that Council is not interested in selling due to the springs located in the area. Mr. Daley asked whether the Council would be interested in selling and Mr. Waltz advised that he would share that with Council.

Next Meeting – Thursday, October 26, 2023 at 6:00pm in Warren County Government Center

Meeting adjourned at 8:10pm

COPY



Regular Work Session Agenda Statement

Item # 06

Meeting Date: October 2, 2023

CLOSED MEETING

Motion to go into Closed Meeting

[to be approved by affirmative recorded vote, with motion set forth in detail in the minutes]

I move that Town Council convene a closed meeting, pursuant to Sections 2.2-3711 and 2.2-3712 of the Code of Virginia, for the following purpose:

- 1) pursuant to §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of any public body, more specifically the Board of Architectural Review, Local Board of Building Code Appeals, FREDA and UFAC; and,
- 2) pursuant to Section 2.2-3711(A)(3) of the Code of Virginia, for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, more specifically, "McKay Springs"; and
- 3) pursuant to Section 2.2-3711(A)(7) of the Code of Virginia, for consultation with legal counsel and briefings by staff members or consultants pertaining to actual litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, more specifically, HEPTAD v. Town Council; and,
- 4) pursuant to Section 2.2-3711(A)(8) of the Code of Virginia, for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, more specifically, proposed agreement with Reaching Out Now, Inc.

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 Act 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.