



AGENDA
TOWN/COUNTY LIAISON
COMMITTEE MEETING
Warren County Government Center



July 21, 2011
6:00 P. M.

- A. Call to Order – Archie Fox, Board of Supervisors Chairman**

- B. McKay Property – Update - Doug Stanley**

- C. Facilities Tour – Update - Doug Stanley/Steve Burke**

- D. Upgrade of Equipment for Cable Channel – Update - Doug Stanley/Steve Burke**

- E. Placement of Town GIS on County Website – Steve Burke**

- F. Afton Inn - Town**

- G. Regional Jail Rain Cistern - Doug Stanley/Ron Mislowsky, PHR & A**

- H. Leach Run Parkway - Town**

- I. Review Channel 16 Policy - Town**

- J. Adjournment**

B ✓



COUNTY OF WARREN

County Administrator's Office
Warren County Government Center
220 North Commerce Avenue, Suite 100
Front Royal, Virginia 22630
Phone: (540) 636-4600
FAX: (540) 636-6066
Email: dstanley@warrencountyva.net

Douglas P. Stanley
County Administrator

April 26, 2011

BOARD OF SUPERVISORS

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Archie A. Fox
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District

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Glenn L. White
North River
District

Tony F. Carter
Happy Creek
District

Linda P. Glavis
South River
District

Richard H. Traczyk
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District

Mr. Steve Burke, Interim Town Manager
Town of Front Royal
P.O. Box 1560
Front Royal, Virginia 22630

RE: *McKay Property*

Dear Steve:

I have updated the outline for the process of rezoning and marketing the McKay Property along with the responsibilities for completing the tasks. This is an update of the January 11, 2007 outline.

Please review the list with your staff and let me know if you concur. I have also put some flexible target dates to keep us on task.

Task #	Task	Responsible Party	Target Completion Date
1	Preparation of Plat to vacate right-of-way, to identify ownership of parcels, to identify area for retention of Spring and water package plant and area to be dedicated to VDOT	Steve Burke/Doug Stanley/Surveyor	November 1, 2007 - COMPLETED -
2	Vacation of Right-of-way	Board of Supervisors	Hearing on December 18, 2007 - COMPLETED -
3	Convey to Town portions for Spring and package water plant	Board of Supervisors and Town Council	Plat and Draft Deed prepared Waiting for County and Town to Schedule Hearings

4	Convey right-of-way to VDOT	Town Council	- COMPLETED -
5	Comprehensive Plan Amendment	BOS	Approved June 16, 2009 - COMPLETED -
6	Preparation of Rezoning Plat	County Staff	August 1, 2009 - COMPLETED -
7	Preparation of Rezoning Application/Easement	Town/County Staff	August 5, 2010 - COMPLETED -
8	Rezoning Process	County Planning Commission/BOS	Board of Supervisors Hearing Scheduled February 15, 2011 - COMPLETED -
9	Commercial Marketing Package	EDA Staff	July 1, 2011
10	Public hearings to convey lands to buyer(s)	BOS and Town Council	As soon after sales contract(s) as possible
11	Prepare and convey deed(s) to buyer(s)	Town and County Attorneys	60-120 days after sales contract

I realize that this is a work in progress. I just wanted to update the timeline and outline the remaining steps in the process. Thanks.

Sincerely,



Douglas P. Stanley, AICP
County Administrator

DPS

cc: Blair Mitchell, County Attorney
Jennifer McDonald, Executive Director, EDA

DRAFT C



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Memorandum

TO: Chairman and Members of the Warren County Board of Supervisors
Mayor and Members of the Front Royal Town Council

FROM: Douglas P. Stanley, County Administrator

DATE:

RE: Proposed County Facilities Tour Outline – Phase I

The proposed schedule for site visits is as follows:

Parks and Recreation – August _____, 2011

- 1:00 Leave Government Center
- 1:05 Raymond Santmyers Youth Center
- 1:25 Bing Crosby Stadium/Gertrude Miller Municipal Park/Maintenance Facility
- 2:00 Warren County Community Center
- 2:30 Skyline Soccerplex/Eastham Property
- 3:00 Burrell Brooks Park
- 3:30 Front Royal Golf Club/Fishnet Property
- 4:00 Linden Park
- 4:15 Linden Compactor Site
- 4:30 Return to Government Center

Celebrating 175 Years
1836 – 2011

Town of Front Royal, Virginia Liaison Meeting Agenda Form

Date: February 17, 2011

Agenda Item: Status of Government Access Channel Equipment

Summary: One of the two S-VHS players at Town Hall for broadcasting Town and County meetings on the Government Access Channel has recently ceased working. Based upon communication with Comcast, S-VHS players are no longer available. The Town has requested that Comcast investigate options to switch to digital recording and broadcasting of meetings. Town staff is also investigating options for this equipment.

Discussion: The Town requests a discussion regarding the County's thoughts on equipment selection. In addition, the Town and County may need to share equipment costs if this replacement falls outside of the Franchise Agreement with Comcast.



3/22/99 I

POLICY FOR GOVERNMENT ACCESS CHANNEL PROGRAMMING

POLICY STATEMENT

It is the policy of the Town Council of the Town of Front Royal, Virginia and the Board of Supervisors of the County of Warren, Virginia to provide accurate, non-editorial programming that will inform, educate and enlighten Front Royal/Warren County citizens about the functions, services, activities, issues, operations, and deliberations of the Front Royal and Warren County municipal governments.

PROCEDURE TO ACCOMPLISH POLICY

Program development and scheduling of the Government Access Channel is managed by the Clerk of Council.

Tape Delayed Cablecasting – Public meetings will be cablecast on a tape delay basis. When technology allows, some meetings may be cablecast both live and by tape delay.

Internally Produced Programs – Programs produced through the facilities of the Town of Front Royal and/or County of Warren to inform the public about events, services, and activities relative to Front Royal and/or Warren County municipal government and its related activities will be cablecast.

Outside Program Sources – Programs acquired from sources outside the local government spectrum will not be cablecast, with the exception of Candidates Forums that will be displayed in accordance with the guidelines set forth in this policy.

Character Generator Message Board – A character generator message board will be displayed when no video programming is scheduled. Message requests may be submitted by agencies, offices, departments, governing bodies, boards, and commissions of the Town of Front Royal and/or County of Warren. In addition, announcements of a public service nature that do not originate from a governmental source will be displayed on the character generator provided the message does not contain commercial, political, religious, or personal messages.

ELIGIBLE USERS

All Town of Front Royal and County of Warren municipal government offices, departments, agencies, governing bodies, boards, and commissions may submit video programs or public service announcements for cablecast. Requests for display of character generator messages will be displayed in accordance with the guidelines set forth in this policy.

PROGRAMMING PROHIBITIONS

The Government Access Channel shall not produce or televise programming containing or presenting any of the following:

*Information concerning any lottery, gift enterprise or similar promotion offering prizes in whole or part upon lot or chance.

*Endorsements of specific brand name products or services.

*Programming or endorsements of commercial activities.

*Solicitations for donations.

*Material which would violate any federal, state or local statute or law.

*Programming which contains obscene material, material soliciting or promoting unlawful conduct, or indecent material.

*Programming containing personal messages.

*Programming containing political messages or soliciting endorsement of political candidates for public office. This prohibition shall not apply to local political candidate's forums, which conform to the guidelines contained in this policy.

EDITING

Videos of public meetings and public hearings shall not be edited or subjected to editorial comment. Meeting coverage shall be from gavel to gavel with the exception of breaks and executive sessions. Insertion of alphanumeric information pertaining directly to agenda information is allowed. Editing of technical difficulties, such as equipment or signal transmission failures, is permitted.

Information submitted for character generator display may be subject to editing due to system capacity at the discretion of the Clerk of Council.

LIABILITY FOR ERROR

Should human error or equipment failure result in the cablecast of incorrect or incomplete information, the Town of Front Royal, County of Warren and its employees or agents shall not be liable for the inaccuracy of information; however, once the error is identified, the information will be promptly corrected.

POLITICAL PROGRAMMING

During the sixty (60) day period immediately preceding the date of any Town Council or Board of Supervisor election, members of the Town Council, including the Mayor, and the Board of Supervisors, including the Chairman, will be allowed to appear on the Government Access Channel only in connection with the official positions, i.e. formal meetings or any other event or function in which the member is required to appear in his or her official capacity. In that regard, no programming will be developed or cablecast which would provide an individual candidate a special forum for expressing his or her views on an issue of public importance with the exception of Candidate Forums.

In order for a Candidate Forum to be cablecast on the Government Access Channel, all candidates for the elective office shall have been given a reasonable opportunity to participate in the forum. In that regard, the date, time and place of any Candidates Forums scheduled to be broadcast on the Government Access Channel shall be scheduled in such a manner to ensure maximum opportunity for the participation of all candidates involved. Candidates in a given forum shall be guaranteed an equal amount of time to answer questions and/or make opening and closing statements. The sponsoring organization for the Candidates Forum will be responsible for providing a forum moderator, for equitable availability of admission and audience participation to the Forum, and for adherence to the Policies of the Government Access Channel.

Any Candidates Forum shall be aired in its entirety and shall not be subjected to editorial comment.

Organizations producing a Candidates Forum shall submit a request, in writing, to the Clerk of Council at least thirty (30) days in advance of the scheduled date of the forum for consideration of coverage. Such requests shall include a statement that the sponsoring organization agrees to adhere to the Policies of the Government Access Channel.

Candidate's Forums will not be cablecast live; the forums will be scheduled to air a maximum of three replays. Candidate's Forums that fail to meet all of the above criteria will not be cablecast.

COUNCIL MEETING MINUTES

March 22, 1999

COUNCIL APPROVAL – Policy for Government Access Channel Programming

Vice Mayor Carter moved, seconded by Councilman Tennett, that Council approve the Policy for Government Access Channel Programming.

Vote: Yes – Councilmen Athey, Tennett, Duncan, Carter, McIntosh and Lauder

No – N/A

Abstain – N/A

Absent – N/A

(Mayor Banks did not vote as there was no tie to require his vote)
