



TOWN OF FRONT ROYAL, VIRGINIA TOWN COUNCIL MEETING

Monday, May 11, 2015 @ 7:00pm
Warren County Government Center

1. Pledge of Allegiance
2. Moment of Silence
3. Roll Call
4. Approval of the Regular Council Meeting minutes of April 27, 2015
5. Receipt of Petitions and/or Correspondence from the Public
6. Reports:
 - a. Report of special committees or Town officials and Town Manager.
 - [1] Report from NSVRC Executive Director Martha Shickle
 - [2] Quarterly Report from Finance Director Kim Gilkey-Breeden
 - b. Requests and inquiries of Council members.
 - c. Report of the Mayor
 - [1] Recognition of DES Staff for Awards
 - A. 2015 Risk Management Excellence Award
 - B. "The 100 Best Fleets in America for 2015"
 - d. Proposals for addition/deletion of items to the Agenda.
7. **CONSENT AGENDA ITEMS -- (ROLL CALL VOTE REQUIRED)**
 - A. COUNCIL APPROVAL – Humane Society of Warren County Request for Use of Trolley
 - B. COUNCIL APPROVAL – Residential Sewer Backup Protection Program Application for William Kinsey at 809 Happy Creek Road
 - C. COUNCIL APPROVAL – Water Meter Reduction at 1100 N Royal Avenue for Jeff Grim,
 - D. COUNCIL APPROVAL – Cancel Liaison Committee Meeting for May 21, 2015
 - E. COUNCIL APPROVAL – Waiver of Permit Fees Associated with Samuels Public Library Educational Garden for Children
 - F. COUNCIL APPROVAL – Authorization for Staff to Request Change of HB2 Typology Category
8. **COUNCIL APPROVAL** – Budget Amendment for Snow Removal Costs

Town Council Work Session Immediately after the Regular Meeting

1. Resolution for Valley Health Revenue Refunding Bonds – *Town Manager*
2. Employee Handbook – Annual Leave Accrual and Retiree Benefits – *Town Manager*
3. Letter of School District Concerns to Warren County School Board – *Town Manager*
4. Council Discussion/Goals (*time permitting*)

7A

**COUNCIL APPROVAL – Humane Society of
Warren County Request for Use of Trolley**



Town of Front Royal, Virginia
Council Agenda Statement

Page 1
Item No. 7A

Meeting Date: May 11, 2015

Agenda Item: COUNCIL APPROVAL - Humane Society of Warren County Request for Use of Royal Trolley

Summary: The Town has received a request from the Humane Society of Warren County for the Town to provide use of the Royal Trolley operated by the Virginia Regional Transit at no cost to the Humane Society for the Waggin' for Dragons boat race on Saturday, August 8th from 8 am until 4 pm to shuttle participants and spectators from the Riverton Commons parking lot to the Front Royal Country Club. The estimated cost for use of the Trolley to be donated by the Town is \$600.00

Budget/Funding: Tourism - 1205-43007

Attachments: March 25, 2015 Humane Society Letter

Meetings: May 4, 2015 Work Session

Staff Recommendation: Approval Denial

Proposed Motion: I move that Town Council approve the donation of up to \$600.00 toward the use of the Royal Trolley by the Humane Society of Warren County for their August 8th event. I further request that the Humane Society include the Town of Front Royal in their promotion of the Waggin' for Dragons event.

*Note: Motions are the formal & final proposal of Council;
Proposed motions are offered by Staff for guidance

*To be clear and concise, motion should be made in the positive

Approved By: JB



1245 Progress Drive
Front Royal, VA 22630
(540) 635-4734 • humanesocietywarrencounty.org

March 25, 2014

Dear Steve Burke,

The Humane Society of Warren County will be hosting the 2nd Annual Waggin' for Dragons boat race fundraiser on Saturday, August 8th at the Front Royal Country Club. This fundraiser is the animal shelters highest grossing community event. Hundreds of participants and spectators come out to see the dragon boats race in support of the homeless animals of Warren County.

We are hopeful that for our 2015 event, the Town of Front Royal would allow us to use the town trolley to transport event participants from the Lowe's parking lot to the Front Royal Country Club. We would need the trolley from approximately 8AM to approximately 4PM on Saturday, August 8th. We will have parking attendant volunteers in place to direct event goers to the designated parking area to avoid a traffic issue at the country club.

Thank you for consideration of this donation. Your gift would support our efforts to raise funds and help us to save the lives of the animals we love so much.

Sincerely,

Lavenda Denney

Executive Director

Humane Society of Warren County is a 501 (c)3 nonprofit organization, Federal Tax ID #54-6044296. No goods or services were received in consideration of this gift.

7B

**COUNCIL APPROVAL – Residential Sewer
Backup Protection Program Application for
William Kinsey at 809 Happy Creek Road**



Town of Front Royal, Virginia
Council Agenda Statement

Page 1
Item No. 7(B)

Meeting Date: May 11, 2015

Agenda Item: COUNCIL APPROVAL – Residential Sewer Backup Protection Program Application for William Kinsey at 809 Happy Creek Road

Summary: Council is requested to approve a Residential Sewer Backup Protection Program Application for William Kinsey at 809 Happy Creek Road. The residence meets all requirements for participation in the Program.

Budget/Funding: 9802-7998 – I & I Abatement

Attachments: Application and Residential Sewer Backup Protection Program Regulations

Meetings: Work Session held May 4, 2015

Staff Recommendation: Approval Denial

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve a Residential Sewer Backup Protection Program Application for William Kinsey at 809 Happy Creek Road.

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

Approved By: JB



TOWN OF FRONT ROYAL
DEPARTMENT OF ENVIRONMENTAL SERVICES
P.O. BOX 1560
FRONT ROYAL, VIRGINIA 22630-1560
(540) 636-6338 (540) 636-2890 (Fax)

Application for
RESIDENTIAL SEWER BACKUP
PROTECTION PROGRAM

If your home has experienced three or more documented sanitary sewer backups during severe weather events, the following procedures should be followed to request consideration for a grant from the Town to assist with the installation of a backwater valve. The grant shall be 50% of the installation cost up to a maximum of \$750.00

(PLEASE PRINT, ALL LINES MUST BE COMPLETED)

PROPERTY OWNER: William Kinsey
PROPERTY ADDRESS: 809 Happy Creek Rd
MAILING ADDRESS: 39 Skyview Lane
CITY: Front Royal Va 22630
PHONE NUMBER: 540 636 2201 OR 540 671 6770

Eligibility Requirements:

1. Property must be located with the Town limits;
2. Be served by the Town's Municipal Sanitary Sewer System; and
3. Have been subject to three sanitary sewer backup events documented by the Town.

Required Information:

1. A copy of the registered deed, transfer of land, or tax bill confirming ownership;
2. Confirmation from the Finance Department that no outstanding taxes or liens are associated with the property;
3. Copies of three documented sewer backups attributed to weather related events; and
4. Copy of plumber's estimate and proposed backwater valve assembly (Conforms to ASTM A112.14.1)

Applicant's Acknowledgment Statement:

I hereby attest that the attached documents are true copies of the original documents. I further attest that by my signature below, I acknowledge that the installation of the protective plumbing associated with this grant from the Town is not an admission by the Town of liability. I further attest and agree that the Town shall not be held responsible for the failure of the protective plumbing for any reason whatsoever, including but not limited to:

1. Inadequate or improper maintenance by the property owner;
2. Any modification by the current or future property owners;
3. Non-disclosure of maintenance requirements to future property owners; or
4. Equipment Failure

William Lee Kinsey
Property Owner's Signature

3-24-15
Date

Chapter 134 SEWERS AND WATER.

Section 134-24 RESIDENTIAL SEWER BACKUP PROTECTION PROGRAM

A. Each Fiscal Year, subject to annual appropriation, the Town Council may, within its sole discretion, identify and appropriate funds within the Water and Sewer Enterprise Fund of its annual Budget, in a total amount of its sole selection, to provide individual grants not to exceed \$750.00, each, to individual residential sewer customers for the sole and express purpose of providing partial funding for the installation of protective plumbing devices in the private sewer line of each such residence by private contractors of the customer's selection. The sole purpose of such devices shall be to provide full or partial protection from an accidental backflow of untreated sewage into the residence of such customer. When the funds so appropriated in the aforesaid annual Budget have been exhausted, this program shall be terminated absolutely unless and until further funding is expressly approved by vote of the said Council, whether within the same Fiscal Year or in a succeeding Fiscal Year.

B. The Town Manager shall be solely responsible for the administration of the aforesaid grant program, and he shall prepare and submit Regulations to the Council as to how the program shall be operated. Unless and until such Regulations have been expressly approved by vote of the council, the program, itself, shall not exist. At a minimum, said Regulations shall provide that the program shall be operated purely on a first-come first-served basis without bias or favoritism of any kind, that written applications by each and every residential customer shall be required in each case on a form and with such additional information as the said Regulations shall require, and that the said Council shall be the sole approving authority for the award of each said grant by majority vote. Applications which do not comply with the approved Regulations shall be rejected by the Town Manager and shall not be considered by the Council.

C. The Town shall make no payment to any approved grant application under this program, regardless of the approval of the grant by Council, unless and until the work to install the device has been completed after the applicant has obtained all necessary permits and completed all required inspections of the work, to specifically include testing of the device where required, and the applicant has submitted final accounts to the Town Manager for the cost of the work which he has approved.

(Ord. No. 2-11 Added Entire Section (A-C) 1-24-11-Effective Upon Passage)

RESIDENTIAL SEWER BACKUP PROTECTION PROGRAM PROGRAM REGULATIONS

The Town of Front Royal recognizes that the sanitary sewer system may experience period of overcapacity during severe weather events. During these periods, our residential customers may experience sewage backing up into their residences. The Town's Inflow & Infiltration Abatement Program attempts to locate and repair locations where extraneous water enters the sanitary sewer system. Until such time that this Program resolves this problem, the Town shall implement a relief program to those residents that experience a minimum of three documented sewer backups due only and specifically to severe weather events.

- A. Eligibility – The provisions of the Section apply only to those properties meeting all of the following conditions:
 - 1. residential units within the Town of Front Royal;
 - 2. properties served by the Town Municipal Sanitary Sewer System; and
 - 3. properties with a minimum of three sanitary sewer backup events that are documented by the Town of Front Royal.

- B. Application – The owner of an eligible property as described above may apply to the Town for a grant to pay for a portion of the cost of the installation of protective plumbing to help reduce the potential risk of flooding from sanitary sewer backup, by filing with the Town Manager an application which contains the following:
 - 1. a copy of the registered deed or transfer of land or tax bill confirming the applicant as the registered owner of the property;
 - 2. confirmation that there are no outstanding taxes or liens in respect of the property for which the application is made;
 - 3. copies of at least three documented sewer backups attributed to weather related events;
 - 4. a copy of the proposed backwater valve assembly; and
 - 5. a completed application and acknowledgement form in the prescribed form.

- C. Amount of Grant – The amount of a grant approved under the Section shall be:
 - 1. the lesser of 50% of the cost of the work; or
 - 2. \$750.00.

- D. Priority – Grant allocations shall be considered by the Town Council on a first come, first served basis to a limit no to exceed the annual budget allocation for any given calendar year.

- E. Delayed Applications – An applicant who does not receive a grant in any year because of insufficient funds in the current program will be notified and advised to resubmit the application in the following year by the Town Manager.

- F. Review & Approval – The Town Manager, or the authorized representative, will review the grant application for completeness and compliance to the prescribed requirements. The Town Council shall approve all grant awards by a majority vote.

- G. Acknowledgement – The property owner shall:
 - 1. acknowledge that installation of protective plumbing is not an admission by the Town of liability; and
 - 2. agree that the Town shall not be held responsible for the failure of the protective plumbing for any reason whatsoever, including but not limited to:

- a. inadequate or improper maintenance by the property owner;
- b. any modification by the current or future property owners;
- c. non-disclosure of maintenance requirements to future property owners; or
- d. equipment failure.

H. Non-Compliance – In the event of non-compliance by the applicant with the provisions of this Section, the Town may withdraw its approval of the grant.

I. Payment – Payment of the grant by the Town shall be made only after the work is complete and only after:

1. the applicant has submitted final accounts for the work and the acknowledgement and agreement required by this Section; and
2. confirmation has been received by the Town that:
 - a. any necessary permits were obtained;
 - b. the inspection and testing of the completed works has been carried out where required; and
 - c. the work was completed in accordance with the approved proposal.

Approved by Council: 5/9/11

7C

**COUNCIL APPROVAL – Water Meter
Reduction at 1100 N Royal Avenue – Jeff
Grim**



Town of Front Royal, Virginia
Council Agenda Statement

Page 1
Item No. 7(C)

Meeting Date: May 4, 2015

Agenda Item: COUNCIL APPROVAL – Water Meter Reduction at 1100 N. Royal Avenue – Jeff Grim

Summary: Council has received a request from Jeff Grim to approve reducing the water meter size to the building his wife will be using as a retail flooring store that was once a laundromat at 1100 N. Royal Avenue. Larger meters are charged a monthly fee associated with increased maintenance costs. Council is requested to approve the replacement of a current 2” water meter with a 3/4” meter to relieve the owner from the monthly meter fee.

Budget/Funding: None

Attachments: E-mail from Mr. Grim.

Meetings: Work Session held May 4, 2015

Staff Recommendation: Approval Denial

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve the request from Jeff Grim for Staff to replace the current 2” water meter with a 3/4” meter at the business located at 1100 N Royal Avenue.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JB

From: Jeff Grim <jgrim@frontroyalva.com>
Date: September 5, 2014 at 2:55:34 AM EDT
To: Jimmy Hannigan <jhannigan@frontroyalva.com>
Cc: Jeff Grim <jgrim@frontroyalva.com>
Subject: 1100 North Royal Ave

Jimmy,

My wife has rented the building at 1100 North Royal Ave. As you know this building use to be a laundry mat and most recently Black Bottom Barber. She will be using this location as a retail Flooring store. I was made aware the building still has a large tap for water usage causing the bill to be unusually HIGH. There is only a sink and a commode in this building that would require water. I would ask if there is anything that can be done to reduce the unreasonably high water bill since water will be used at a VERY minimal rate. Thanks for any assistance you could give in this matter, Jeff

7D

**COUNCIL APPROVAL – Cancel Liaison
Committee Meeting for May 21, 2015**



Town of Front Royal, Virginia
Council Agenda Statement

Page 1
Item No. 7(D)

Meeting Date: May 4, 2015

Agenda Item: COUNCIL APPROVAL – Cancel Liaison Committee Meeting for May 21, 2015

Summary: Council is requested to approve the cancellation of the May 21, 2015 Liaison Committee Meeting since the Joint Town/County/EDA Meeting is scheduled for June 2, 2015.

Budget/Funding: None

Attachments: None

Meetings: Work Session held May 4 2015

Staff Recommendation: Approval Denial

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve the cancellation of the May 21, 2015 Liaison Committee Meeting.

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

Approved By: JB

7E

**COUNCIL APPROVAL – Waiver of Permit
Fees Associated with Samuels Public Library
Educational Garden for Children**



Town of Front Royal, Virginia
Council Agenda Statement

Page 1
Item No. 7(E)

Meeting Date: May 4, 2015

Agenda Item: COUNCIL APPROVAL – Waiver of Permit Fees Associated with Samuels Public Library Education Garden for Children

Summary: Council has received a request from Nicki Lynch, Samuels Public Library Director seeking the waiver of Planning and Zoning permit fees for the construction of their new educational garden for children at Samuels Public Library.

Budget/Funding: None

Attachments: E-mail from Samuels Library Director and Design

Meetings: Work Session May 4, 2015

Staff

Recommendation: Approval Denial

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve the waiver of Planning and Zoning permit fees for the construction of their new educational garden for children at Samuels Public Library.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JB

Tina Presley

From: Jeremy Camp
Sent: Tuesday, May 05, 2015 11:53 AM
To: Tina Presley
Subject: FW: garden plans

From: Nicki Lynch [mailto:nlynch@samuelslibrary.net]
Sent: Tuesday, May 5, 2015 11:51 AM
To: Jeremy Camp
Subject: RE: garden plans

Dear Mr. Camp,

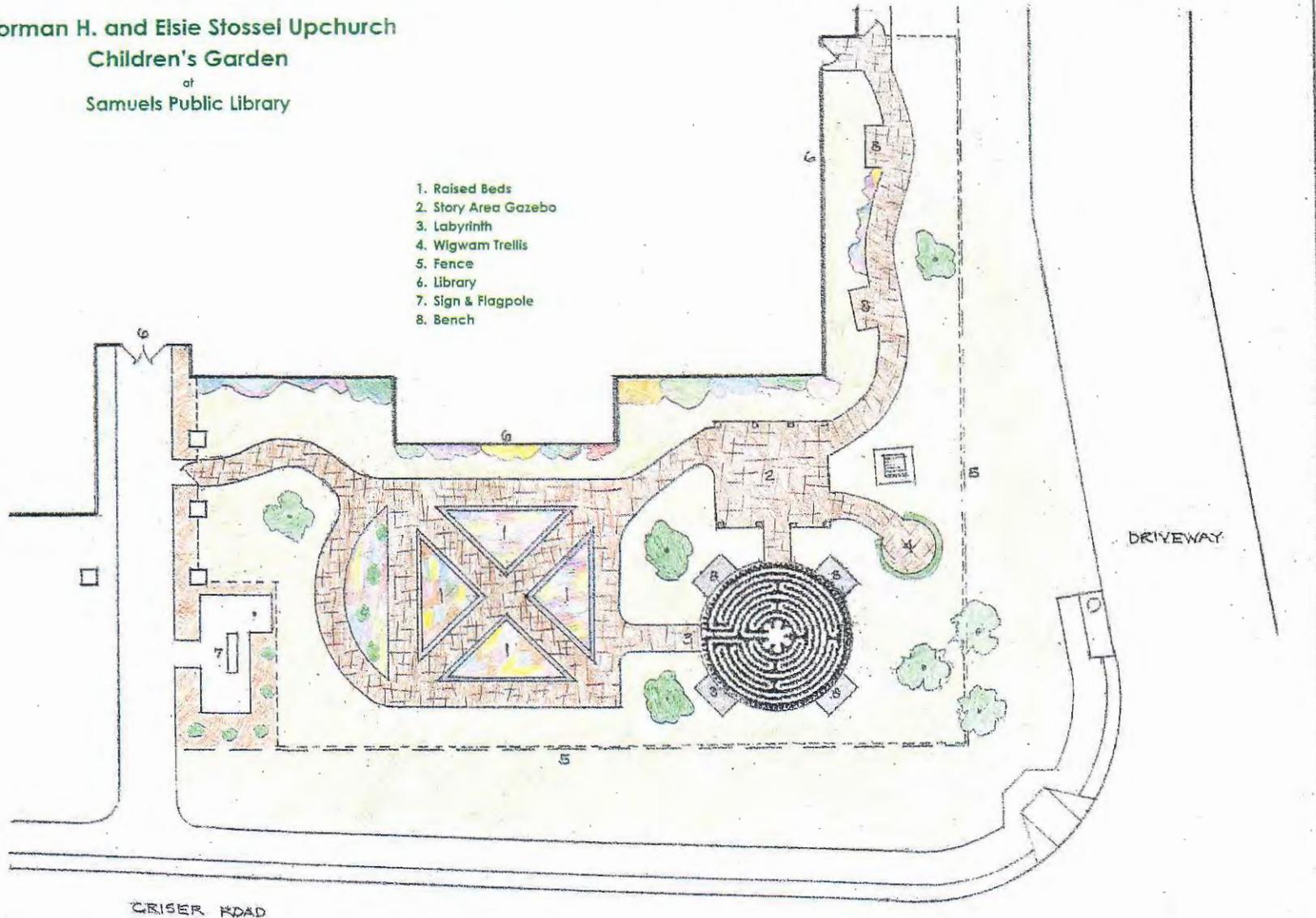
Can you ask the Town of Front Royal to wave the fees for building our new educational garden for children at Samuels Library.

The garden will be called the Norman H. and Elsie Stosel Upchurch Children's Garden. Thank you all for your consideration. We look forward to creating a beautiful educational garden for the community.

Thanks, Sincerely,
Nicki McGuire Lynch
Samuels Library director

Norman H. and Elsie Stossel Upchurch
Children's Garden
at
Samuels Public Library

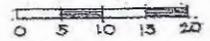
1. Raised Beds
2. Story Area Gazebo
3. Labyrinth
4. Wigwam Trellis
5. Fence
6. Library
7. Sign & Flagpole
8. Bench



CRISER ROAD

DRIVEWAY

1" = 10' 4-24-15



7E

**COUNCIL APPROVAL – Authorization for
Staff to Request Change of HB2 Typology
Category**



Town of Front Royal, Virginia
Council Agenda Statement

Page 1
Item No. 7F

Meeting Date: May 11, 2015

Agenda Item: COUNCIL APPROVAL - Authorization for Staff to Request Change of HB2 Typology Category

Summary: House Bill 2 (HB2) established a scoring process for the Commonwealth Transportation Board (CTB) to prioritize and award funding for future road projects. Scoring based upon congestion mitigation, economic development, accessibility, safety, environmental quality, and land use coordination has for categories for weighting developed by VDOT. Currently the Town is assigned to Category B; however Category C would appear more appropriate for the Town.

Budget/Funding: None

Attachments: HB2 Weighting Handout

Meetings: May 4, 2015 Work Session

Staff

Recommendation: Approval Denial

Proposed Motion: I move that Town Council authorize Town Staff to formally request VDOT change the Town's Typology Category to Category C for HB2 consideration.

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

Approved By: JB

Factor Weighting Frameworks

| Factor | Congestion Mitigation | Economic Development | Accessibility | Safety | Environmental Quality | Land Use |
|------------|-----------------------|----------------------|---------------|--------|-----------------------|----------|
| Category A | 35%** | 10% | 25% | 10% | 10% | 10%* |
| Category B | 15% | 20% | 25% | 15% | 10% | 15%* |
| Category C | 10% | 20% | 30% | 30% | 10% | |
| Category D | 10% | 30% | 20% | 30% | 10% | |

Note* – For metropolitan planning areas with a population over 200,000 (TPB, HRTPO, RRTPO, FAMPO, RVTPO), the prioritization process shall also include a factor based on the quantifiable and achievable goals in VTrans (referred to as the Transportation-Land Use Coordination factor).

Note** – For Northern Virginia and Hampton Roads construction districts, congestion mitigation is weighted highest among the factors in the prioritization process.

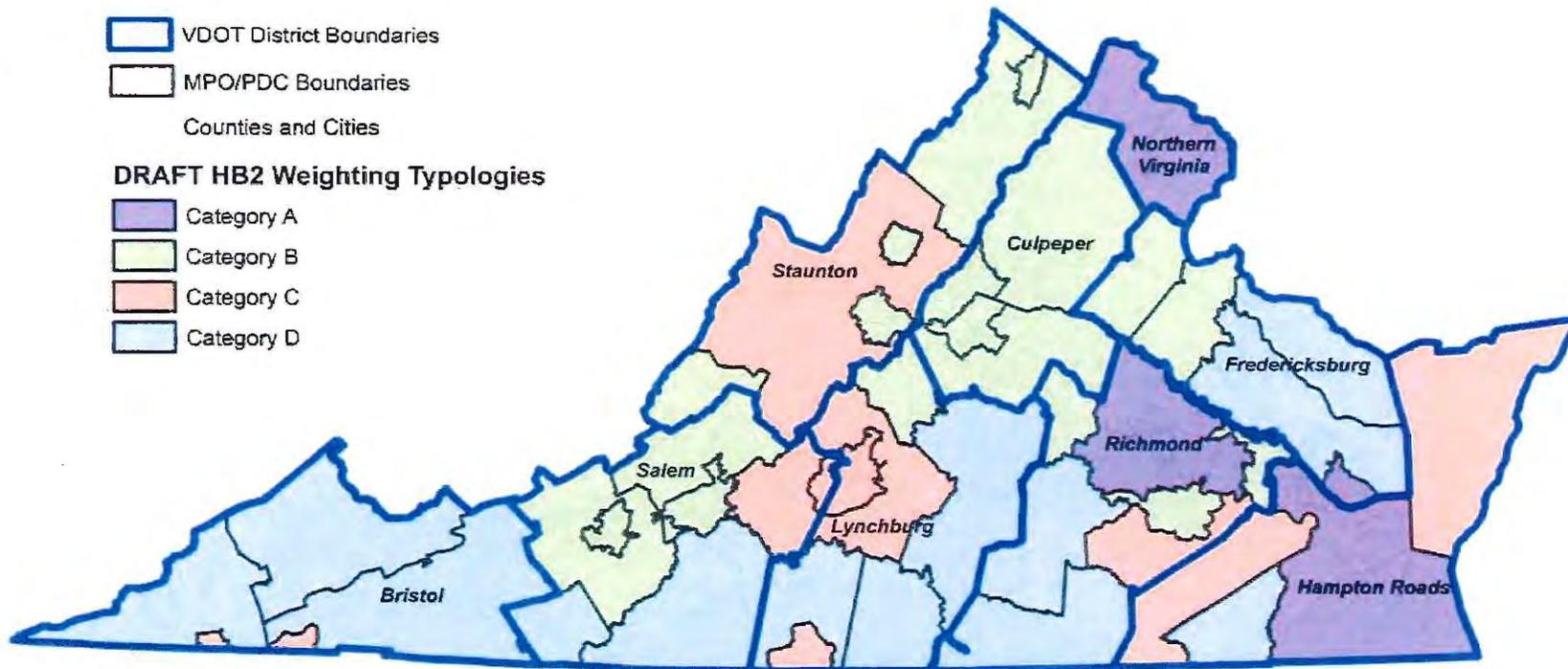
Draft Area Types

Legend

-  VDOT District Boundaries
-  MPO/PDC Boundaries
- Counties and Cities

DRAFT HB2 Weighting Typologies

-  Category A
-  Category B
-  Category C
-  Category D



8

**COUNCIL APPROVAL – Budget
Amendment for Snow Removal Costs**



Town of Front Royal, Virginia
Council Agenda Statement

Page 1
Item No. 8

Meeting Date: May 4, 2015

Agenda Item: COUNCIL APPROVAL – Budget Amendment for Snow Removal Costs

Summary: Council is requested to approve a budget amendment in the amount of \$86,752.95 for FY5 snow removal costs. The FY15 budget listed \$75,000.00. Expenses surpassed that amount.

Budget/Funding:

| | | |
|-----------------------|--------------|-------------|
| General fund reserves | 1000-3510110 | \$86,752.95 |
| Street fund | 4500-5478 | \$86,752.95 |

Attachments: None

Meetings: Work Session held March 2 and May 4, 2015

Staff

Recommendation: Approval Denial

Proposed Motion: I move that Council approve a budget amendment in the amount of \$86,752.95 for FY5 snow removal costs.

ROLL CALL VOTE REQUIRED

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JB



TOWN COUNCIL WORK SESSION

Monday, May 11, 2015

Immediately after the Regular Council Meeting
Warren County Government Center

Town/Staff Related Issues:

1. Resolution for Valley Health Revenue Refunding Bonds – *Town Manager*
2. Employee Handbook – Annual Leave Accrual and Retiree Benefits – *Town Manager*
3. Letter of School District Concerns to Warren County School Board – *Town Manager*

Council/Mayor Related Items

4. Council Discussion/Goals (*time permitting*)

1

Resolution for Valley Health Revenue Refunding Bonds

Town of Front Royal, Virginia
Work Session Agenda Form

Date: May 11, 2015

Agenda Item: Resolution for Valley Health Revenue Refunding Bonds

Summary: The Town has request from Valley Health to consider adoption of a resolution of support for their proposed issuance of a revenue refunding bond up to \$132,700,000 to refinance previously issued bonds for improvements to facilities throughout their network. The revenue refunding bond will be issued by the Economic Development Authority of the City of Winchester

Council Discussion: Council is requested to consider approval of a resolution to support refinancing the Valley Health debt.

Staff Evaluation: If Council desires to support this resolution, staff will coordinate with the legal representatives for Valley Health to fill in the blanks of the requested resolution.

Budget/Funding: The Director of Finance will be available to address fiscal issues

Legal Evaluation: The Town Attorney will be available to address legal issues

Staff Recommendations: Staff recommend consideration of the resolution as presented.

Town Manager Recommendation: The Town Manager recommends consideration of resolution as presented.

Council Recommendation:

Additional Work Session Regular Meeting No Action
Consensus Poll on Action: ___(Aye) ___(Nay)



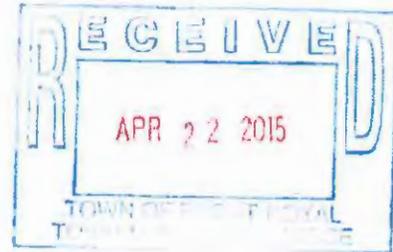
BRYAN & COLEMAN, P.L.C.
ATTORNEYS AT LAW

116 SOUTH BRADDOCK STREET
WINCHESTER, VIRGINIA 22601
TELEPHONE: (540) 545-4130
FAX: (540) 545-4131

MICHAEL L. BRYAN, ESQUIRE

Email: mbryan2@earthlink.net

April 17, 2015



Steven M. Burke, PE, Town Manager
Town of Front Royal
102 East Main Street
Front Royal, Virginia 22630

RE: Shenandoah Memorial Hospital/Warren Memorial Hospital/Winchester Medical Center
2015 Bonds (Refunding)

Dear Mr. Burke:

Shenandoah Memorial Hospital, Warren Memorial Hospital and Winchester Medical Center (the "Hospital Obligor") have previously issued their Industrial Development Authority of the City of Winchester Hospital Revenue Bonds (Valley Health System Obligated Group) Series 2007 Bonds in order to complete various projects at their respective medical campuses located in the Town of Woodstock and the Town of New Market, Shenandoah County, the Town of Front Royal, Warren County and the City of Winchester. Winchester Medical Center also issued its Industrial Development Authority of the City of Winchester Hospital Revenue Bonds (Valley Health System Obligated Group) Series 2009E Bonds, the proceeds of which were expended for a project located solely in the City of Winchester.

Please note that the Industrial Development Authority of the City of Winchester, Virginia is now known as the Economic Development Authority of the City of Winchester, Virginia.

Given current market conditions, the Hospital Obligor has determined that significant interest savings can be realized by issuing up to \$132,700,000.00 in Bonds in order to refinance the callable 2007 Bonds and the callable 2009E Bonds. Please note that the proceeds of the 2015 Bonds will be expended entirely to refund/refinance the outstanding 2007 Bonds and the 2009E Bonds. No new projects will be financed by the proceeds of the 2015 Bonds.

The Hospital Obligor has requested that the Economic Development Authority of the City of Winchester, Virginia issue the 2015 Bonds in order to refund the 2007 Bonds and the 2009E Bonds.

The Hospital Obligor seeks the approval of 2015 Bonds by the various localities in which

projects were constructed with proceeds of the 2007 Bonds, to the extent required by applicable Virginia law and the Internal Revenue Code. As required by law, a public hearing must be held in connection with the issuance of the 2015 Bonds. It is proposed that the public hearing be held by the Economic Development Authority of the City of Winchester, Virginia and that a report summarizing such public hearing be sent to each of the various localities.

Enclosed is a proposed generic Resolution which will be further refined to be specific for each locality's approval. Given current market conditions, there is a short time line within which the 2015 Bonds must be issued. Approval by the Town Council/Board of Supervisors for each locality is respectfully requested.

Please give me a call at your earliest opportunity to discuss this matter, so that hopefully the Resolution can be finalized and presented to your governing body for approval.

I look forward to working with you in this matter.

Very truly yours,



Michael L. Bryan
MLB/pmn

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA
WITH RESPECT TO THE ISSUANCE OF ECONOMIC DEVELOPMENT AUTHORITY OF THE
CITY OF WINCHESTER, VIRGINIA REVENUE REFUNDING BONDS FOR
WARREN MEMORIAL HOSPITAL

WHEREAS, Shenandoah Memorial Hospital ("Shenandoah"), Warren Memorial Hospital ("Warren") and Winchester Medical Center ("WMC"), each a Virginia nonstock corporation and an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), have requested that the Economic Development Authority of the City of Winchester, Virginia (the "Winchester Authority") issue a series of its revenue refunding bonds (the "Series 2015 Bonds"), in an aggregate principal amount not exceeding \$132,700,000; and

WHEREAS, the Series 2015 Bonds will be issued for the purpose of making a loan or loans to WMC, Warren and Shenandoah to undertake any or all of the following: (i) refund all or a portion of the callable maturities of the Winchester Authority's outstanding Hospital Revenue Bonds (Valley Health System Obligated Group), Series 2009E (the "Series 2009E Bonds"), (ii) refund all or a portion of the callable maturities of the Winchester Authority's outstanding Hospital Revenue Bonds (Valley Health System Obligated Group), Series 2007 (the "Series 2007 Bonds") and (iii) pay certain expenses incurred in connection with the authorization, issuance and sale of the Series 2015 Bonds; and

[Insert WHEREAS clause describing applicable projects financed by Series 2007 Bonds and their locations]

WHEREAS, Warren has requested approval (to the extent required by applicable Virginia law and the Code) by the Town Council of the Town of Front Royal, Virginia (the "Town Council") of the issuance by the Winchester Authority of the Series 2015 Bonds; and

WHEREAS, Section 147(f) of the Code provides that the governmental unit having jurisdiction over the issuer of private activity bonds and over the area in which any facility financed with the proceeds of private activity bonds is located must approve the issuance of the bonds and Section 15.2-4906 of the Industrial Development and Revenue Bond Act, Chapter 49, Title 15.2, Code of Virginia of 1950, as amended (the "Act"), sets forth the procedure for such approval; and

WHEREAS, the _____ Project to be refinanced with the proceeds of the Series 2015 Bonds is located in the Town of Front Royal, Virginia ("_____") and the Town Council constitutes the highest elected governmental unit of _____; and

WHEREAS, the Winchester Authority adopted an approval resolution (the "Winchester Approval Resolution") with respect to the Series 2015 Bonds on May __, 2015, after holding a public hearing on the issuance of the Series 2015 Bonds, which constitutes the recommendation by the Winchester Authority that the Town Council approve the issuance of the Series 2015 Bonds by the Winchester Authority in order to comply with Section 147(f) of the Code and Section 15.2-4906 of the Act; and

WHEREAS, a copy of the Winchester Approval Resolution, a certificate evidencing conduct of the public hearing, and a Fiscal Impact Statement have been filed with the Town Council;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA:

1. The Town Council approves the issuance of the Series 2015 Bonds by the Winchester Authority with respect to the _____ Project located in _____ as required by Section 147(f) of the Code and Section 15.2-4906 of the Act.

2. The Town Council's approval of the issuance of the Series 2015 Bonds by the Winchester Authority does not constitute an endorsement to a prospective purchaser of the Series 2015 Bonds, or the creditworthiness of Warren. The issuance of the Series 2015 Bonds shall not constitute a debt or pledge of the faith and credit of the Commonwealth of Virginia or _____, and neither the faith and credit nor the taxing power of the Commonwealth of Virginia or any political subdivision thereof, including _____, shall be pledged to the payment of the Series 2015 Bonds. _____ shall not be obligated to pay the Series 2015 Bonds or the interest thereon or other costs incident thereto. Warren shall pay any costs and expenses (and indemnify for any damages) of _____ incurred with respect to the Series 2015 Bonds.

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

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Employee Handbook – Annual Leave Accrual and Retiree Benefits

Town of Front Royal, Virginia
Work Session Agenda Form

Date: May 11, 2015

Agenda Item: Employee Handbook - Annual Leave Accrual & Retiree Benefits

Summary: As part of the FY2015-2016 Budget consideration, Council is requested to consider the following two amendments to the Town's Employee Handbook to become effective July 1, 2015:

4. Benefits - V. Retirement

H. Health and Dental Coverage During Retirement:

1. **Employees hired before July 1, 2015** ~~The Town currently allows retirees,~~ who retire directly from the Town (i.e., leave service and immediately begin to receive a retirement benefit from VRS) to continue to participate in the group health and dental plans as dictated below ~~in Section 3.~~ **The Town shall contribute one (1%) percent for each year of employment with the Town up to a maximum of twenty-five (25%) percent of the monthly premium for each year or portion of a year.**

5. Paid Time Off & Other Absences - II. Full-Time Paid Time Off Benefits

A. Annual Leave:

Annual leave is paid time off from work for vacation, recreation, or other personal purposes.

1. Leave Accrual:

Eligible employees accrue annual leave each pay period when they are employed and in a paid status. **Employees shall be credited one (1) year for every four years (4) employed with the Town in a part-time position and/or years served in the U.S. Military on active duty.** Full-time employees accrue annual leave at the following rates:

- a. 0-3 years - Three (3.0) hours per pay period
- b. 4-10 years - Four (4.0) hours per pay period
- c. 11-19 years - Five (5.0) hours per pay period
- d. 20 years and above - Six (6.0) hours per period

Council Discussion: Council is requested to consider the proposed amendments to the Town's Employee Handbook.

Staff Evaluation: The first amendment provides a credit to service for those working part-time with the Town or working full-time in the Armed Services. The proposed change will allow the Town to better reward these two areas of service. The second amendment was recommended by our auditor in their most recent presentation to the Finance Committee to reduce future fiscal encumbrances of the Town. The second amendment also defines in the Handbook the benefit that current employees receive. Historically, it had only been identified in the Budget.

Budget/Funding: The Director of Finance will be available to address fiscal issues

Legal Evaluation: The Town Attorney will be available to address legal issues

Staff Recommendations: Staff recommend consideration of the Handbook amendments as presented.

Town Manager Recommendation: The Town Manager recommends consideration of the Handbook Amendments as presented.

Council Recommendation:

- Additional Work Session
 - Regular Meeting
 - No Action
- Consensus Poll on Action: ___(Aye) ___(Nay)



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**Letter of School District Concerns to Warren
County School Board**

Town of Front Royal, Virginia
Work Session Agenda Form

Date: May 11, 2015

Agenda Item: Letter of School District Concerns to Warren County School Board

Summary: Councilman Hrbek requested that staff draft a letter to be considered by Council voicing concerns about the possible change in school district to be served by the future middle school to be constructed along Leach Run Parkway due to the potential impact on the surrounding road network servicing the school.

Council Discussion: Council is review the draft letter and provide suggestions prior to its transmission.

Staff Evaluation: The draft letter attempts to state that the design of the proposed middle school included a traffic study that served to identify potential impact on the surrounding road networks. Any change to the area served by the middle school could result in significant traffic impact that was not addressed in the approval of the proposed middle school.

Budget/Funding: The Director of Finance will be available to address fiscal issues

Legal Evaluation: The Town Attorney will be available to address legal issues

Staff Recommendations: Staff recommend Council evaluate the draft letter.

Town Manager Recommendation: The Town Manager recommends evaluate the draft letter.

Council Recommendation:

Additional Work Session Regular Meeting No Action
Consensus Poll on Action: ___(Aye) ___(Nay)





TOWN OF FRONT ROYAL
OFFICE OF THE TOWN MANAGER
ADMINISTRATION BUILDING
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Town Manager
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sburke@frontroyalva.com

May 12, 2015

Ms. Pam McInnis
Warren County Public Schools
210 North Commerce Avenue
Front Royal VA 22630

RE: Future Middle School Traffic Impact

Dear Ms McInnis:

Following review of a recent newspaper article concerning the potential change in the student population served by the future middle school to be constructed along the Leach Run Parkway, the Town Council has requested that I alert you to the Town's concerns about traffic impact that was not considered in the review and approval of the site plan for the future middle school. The traffic study submitted as part of the Town's review of the middle school project included traffic generated based upon the current student population served by the Warren County High School.

Any change to the population served by the future middle school could significantly change the traffic patterns throughout the Town. In addition, these changes could require improvements to the area road network that were not considered in the approval process for the middle school.

The Town requests that the Warren County School Board complete traffic impact studies and ascertain the necessary road improvements necessary to mitigate traffic impacts prior to consideration of changing the student population served by the future middle school.

The Town of Front Royal looks forward to working with Warren County Public Schools towards the completion of the Leach Run Parkway and middle school as originally proposed.

Sincerely,

Steve Burke, PE
Town Manager

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Council Discussion/Goals