



TOWN OF FRONT ROYAL, VIRGINIA TOWN COUNCIL MEETING

Monday, December 14, 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 November 23, 2015
5. Receipt of Petitions and/or Correspondence from the Public
6. Reports:
 - a. Report of special committees or Town officials and Town Manager.
*** Report from Warren County Administrator Doug Stanley**
 - b. Requests and inquiries of Council members.
 - c. Report of the Mayor
 - d. Proposals for addition/deletion of items to the Agenda.
7. **CONSENT AGENDA ITEMS** –
 - A. COUNCIL APPROVAL – Purchase of Victory Motorcycle for Police Department
 - B. COUNCIL APPROVAL – Funding Request for “*First Night Front Royal*” Event
 - C. COUNCIL APPROVAL – Bid for Redi-Mix Concrete
8. **COUNCIL APPROVAL** – Request to Remove Cameras from the Gazebo Area
9. **COUNCIL APPROVAL** – Resolution for Technology Zone Qualification - *AG Laser Technology*
10. **COUNCIL APPROVAL** – Budget Amendment and Acceptance of Bid for Transformers
11. **COUNCIL APPROVAL** – Award of I & I Engineering Contract - CHA
12. **COUNCIL RE-APPOINTMENTS** – Urban Forestry Advisory Commission

7A



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

Page 1
Item No. 7(A)

Meeting Date: December 14, 2015

Agenda Item: COUNCIL APPROVAL – Purchase of Victory Motorcycle for Police Dept.

Summary: On July 27, 2015 Council approved a budget amendment in the amount of \$25,872.95 and the purchase of a 2015 Victory Commander 1 Police Motorcycle for the Police Department. During this meeting Council also approved the trade-in of a 2007 Harley Davidson Motorcycle currently in the Police Department’s fleet in the amount of \$6,000. Since this time the 2007 Harley Davidson motorcycle sustained damage during a training academy in an amount of \$1,000 - \$5,000 and now the trade-in amount has been reduced to \$3,000. Council is requested to approve the utilization of additional funds in the amount of \$3,000 from the Asset Forfeitures to cover the loss of the trade-in value.

Budget/Funding: 1610-47005 - asset forfeiture funding

Attachments: Minutes of July 27, 2015 and Memorandum from Captain Nicewarner

Meetings: Work Session held July 20, 2015. Regular Meeting held July 27, 2015. Work Session held December 7, 2015.

Staff Recommendation: Approval X Denial

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

Proposed Motion: I move that Council approve a budget amendment in the amount of \$3,000 to utilize additional funds form the Asset Forfeitures to cover the loss of the trade-in value of the 2007 Harley Davidson motorcycle used to purchase the 2015 Victory Commander 1 Police Motorcycle that was previously approved by Council to purchase.

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

Approved By: SB



TOWN OF FRONT ROYAL

POLICE DEPARTMENT
23 EAST JACKSON STREET
FRONT ROYAL, VIRGINIA 22630-1560

NORMAN SHIFLETT
Chief of Police
(540) 635-2111
(540) 635-6160 (Fax)

To: Mr. Steve Burke, Town Manager
From: Kevin Nicewarner, Captain
Date: October 22, 2015
Subject: 2015 Victory Police Motorcycle purchase update

In July 2015, the Town Council approved the purchase of a 2015 Victory Commander Motorcycle for use by our Traffic Enforcement / Motor Officers. As part of the agreement, the total purchase cost of \$31,872.95 would be offset by a trade-in offer with Victory of \$6000.00 for our current 2007 Harley Davidson. With the above trade-in that Victory would pick up at time of delivery of the new motorcycle, the total out-of-pocket expenditure would be \$25,872.95.

During the week of October 05, 2015, MPO Steve Mauck was attending a two week Motorcycle Academy in Fairfax, VA. MPO Mauck was utilizing the department's 2007 Harley Davidson for the schooling, which entails both high and low speed maneuvers through intricate cone patterns. During the course of training, MPO Mauck lost control of the motorcycle, resulting in substantial damage. In speaking with the training coordinators and other motor instructors, damage to police motorcycles during the course of training is common and most motor schools recommend utilizing older motorcycles within agency's fleet for purposes of training. The Harley Davidson was brought back to the town's Auto Maintenance shop where the damaged was assessed. The mechanics feel the Harley can be repaired to a point where the motorcycle is safe to ride and can be utilized as a training motor as well as a backup for approximately \$1000.00. They also provided an estimate of approximately \$5000.00 to repair the motorcycle back to the condition it was in prior to above incident.

On October 16, 2015, I spoke with Victory representative Mike Shultz by phone. I explained the recent damage occurring to the Harley Davidson and Mr. Shultz advised they would no longer offer the trade-in value originally agreed upon. He also advised that Victory does not currently offer any comparable motorcycles within their inventory that could be used as a trade-in option. As another training option, Mr. Shultz offered an alternative 2 week training academy that Victory offers in Tucson, Arizona at a cost of \$1800.00 plus expenses (travel, lodging, meals, etc.). As part of Victory's training academy, the cost includes the use of one of their older motorcycles for the training. I was also made aware that Victory is anticipating completion of the fabrication and assembly of our purchased motorcycle during the first or second week of November, 2015. After the completion of that phase, the new motorcycle would be ready for the up fitting and customization phase to completion.

After reviewing our current budget, we have identified additional funds within the same Asset Forfeiture account (#1610-7001) used for the initial Purchase Order (#28397), to cover the \$6000.00 loss of trade-in value for the Harley Davidson. This payment option would not require any additional funds within our budget.

After various conversations with other agencies, we also feel it would be pertinent to repair our current Harley Davidson and utilize the motorcycle within the fleet for training purposes rather than exposing the new Victory motorcycle to the same extreme training regimen that would be required during future training academies. As this option would require an addition to our current fleet, Town Council approval would be required. We would like to discuss this option at an upcoming Work Session.

CC: Kim Gilkey-Breeden
Cindy Hartman
Chief Shiflett
Major Hite
Captain Ryman

EXCERPT FROM JULY 27, 2015 MINUTES

COUNCIL APPROVAL – Budget Amendment to Purchase Motorcycle

Summary: Council is requested to approve a budget amendment in the amount of \$25,872.95 and the purchase of a 2015 Victory Commander 1 Police Motorcycle for the Police Department. Council is further requested to approve the trade-in of a 2007 Harley Davidson Motorcycle currently in the Police Department Fleet in the amount of \$6,000.

Budget/Funding: Motorcycle purchase – Budget amendment Asset Forfeitures
1610-R47005 [Vehicles] \$25,872.95
1610-35101101 [Reserve Funds] \$25,872.95

Councilman Connolly moved, seconded by Councilman Tewalt that Council approve a budget amendment in the amount of \$25,872.95 and the purchase of a 2015 Victory Commander 1 Police Motorcycle for the Police Department. He further moved that Council is further approve the trade-in of a 2007 Harley Davidson Motorcycle currently in the Police Department's Fleet in the amount of \$6,000.

Councilman Connolly noted that the Town's current bike falls over on the rider and this is a needed vehicle upgrade and he was in favor of the proposal as presented.

Vote: Yes – Connolly, Egger, Funk, Hrbek, Tewalt and Tharpe

No – N/A

Abstain – N/A

Absent – N/A

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

(By Roll Call)

7B



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

Page 1
Item No. 7(B)

Meeting Date: December 14, 2015

Agenda Item: COUNCIL APPROVAL – Funding Request for “*First Night Front Royal*” Event

Summary: Council is requested to approve funding in the amount up to \$1,550.00 for entertainment and advertising for the Town-sponsored “*First Night Front Royal*” event to be held on Main and Chester Streets on Thursday, December 31, 2015 from 8:00pm – 12:00am.

Budget/Funding: 1101-45428 – Community Relations

Attachments: None

Meetings: Work Session held December 7, 2015

Staff

Recommendation: Approval X Denial

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

Proposed Motion: I move that Council approve funding in the amount up to \$1,550.00 for entertainment and advertising for the Town-sponsored “*First Night Front Royal*” event to be held on Main and Chester Streets on Thursday, December 31, 2015 from 8:00pm – 12:00am.

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

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

Approved By: SB

7C



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

Page 1
Item No. 7(C)

Meeting Date: December 14, 2015

Agenda Item: COUNCIL APPROVAL – Bid for Redi-Mix Concrete

Summary: Council is requested to approve a bid from the Essroc Redi-Mix Corporation, at quoted prices, for various types and quantities of redi-mix concrete orders during the calendar year of 2016 as presented.

Budget/Funding: FY16 budget line item is from various department in the Department of Environmental Services (DES) depending on project that requires concrete: 4102-45407; 4102-47907; 4500-45407; 4500-45477

Attachments: Memorandum from the Purchasing Agent and Quotation Tabulation

Meetings: None

Staff Recommendation: Approval X Denial

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

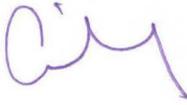
Proposed Motion: I move that Council approve the bid from the Essroc Redi-Mix Corporation, at quoted prices, for various types and quantities of redi-mix concrete orders during the calendar year of 2016 as presented.

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

Approved By: SB



MEMORANDUM

Date: December 7, 2015
To: Tina Presley, Senior Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent 
RE: Agenda Item

On Thursday, December 3, 2015, I held a bid opening to set firm prices for various types and quantities of redi-mix concrete orders during calendar year 2016. I received one (1) response (see attached tabulation sheet). This is not the curb & gutter concrete bid. This is concrete ordered by the Town for work performed by our Public Works Department.

Historically, the overall dollar amount of purchases during a year requires Town Council approval. Please add this to the December 14, 2015 agenda for their action.

Staff recommends the award for redi-mix concrete to be purchased during calendar year 2016 be made to Essroc Redi-Mix Corporation at quoted prices.

Funding for the concrete will be drawn from various Department of Environmental Services FY16 budget line items, depending on the project that requires concrete. These line items are 4102-45407, 4102-47907, 4500-45407 or 4500-45477.

TOWN OF FRONT ROYAL

Quotation Tabulation

Item CONCRETE - 2016 Quotation #37
 Date 12/04/15 Mailed 5 Replied 1

NO QUOTES RECEIVED FROM: TITAN VIRGINIA (FRONT ROYAL) VALLEY REDI-MIX (FALMOUTH) CARDINAL CONCRETE (GAINESVILLE) ROCKINGHAM REDI-MIX (HARRISONBURG)	VENDOR QUOTATION			
	ESSROC READY MIX			CALENDAR YEAR 2015 PRICES
QUANTITY	QUOTATION	QUOTATION	QUOTATION	QUOTATION
REDI-MIX CONCRETE FOR PERIOD OF 1/01/14 - 12/31/14				
B MIX CONCRETE - 5 CU. YD. & UP	\$124.00			\$94.00
4 CU. YD.	\$124.00			\$94.00
3 CU. YD.	\$144.00			\$94.00
2 CU. YD.	\$164.00			\$94.00
1 CU. YD.	\$184.00			\$94.00
A MIX CONCRETE - 5 CU. YD. & UP	\$125.00			\$95.00
4 CU. YD.	\$125.00			\$95.00
3 CU. YD.	\$145.00			\$95.00
2 CU. YD.	\$165.00			\$95.00
1 CU. YD.	\$185.00			\$95.00
A-3 MX CONCRETE- 5 CU. YD. & UP	\$127.00			\$97.00
REGULAR SAND 4 CU. YD.	\$127.00			\$979.00
3 CU. YD.	\$147.00			\$97.00
2 CU. YD.	\$167.00			\$97.00
1 CU. YD.	\$187.00			\$97.00
A-3 MIX CONCRETE 5 CU. YD. & UP	\$129.00			\$97.00
NATURAL SAND 4 CU. YD.	\$129.00			\$97.00
3 CU. YD.	\$149.00			\$97.00
2 CU. YD.	\$169.00			\$97.00
1 CU. YD.	\$189.00			\$97.00
A-4 MIX CONCRETE 5 CU. YD. & UP	\$137.75			\$107.75
NATURAL SAND 4 CU. YD.	\$137.75			\$107.75
3 CU. YD.	\$157.75			\$107.75
2 CU. YD.	\$177.75			\$107.75
1 CU. YD.	\$197.75			\$107.75
A-3 EXPOSED AGGREGATE MIX CONCRETE - 5 CU. YD. & UP	\$155.00			\$123.00
4 CU. YD.	\$155.00			\$123.00
3 CU. YD.	\$175.00			\$123.00
2 CU. YD.	\$195.00			\$123.00
1 CU. YD.	\$215.00			\$123.00
TERMS	NET 30			

The above proposals verified to specifications and compliance with terms and conditions.

Witness

Witness

C. H. Stymon
Purchasing Agent

8



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

Page 1
Item No. 8

Meeting Date: December 14, 2015

Agenda Item: COUNCIL APPROVAL – Request to Remove Cameras from Gazebo Area

Summary: Councilman Egger requested at the November 16, 2015 Work Session that Council consider approval of removing all the video cameras that are currently placed inside the Gazebo located at Main and Chester Streets at their December 2015 regular meeting.

Budget/Funding: None

Attachments: None

Meetings: Work Session held October 19, 2015.

**Staff
Recommendation:** Approval _____ Denial _____

Proposed Motion: I move that Council approve the removal of all the video cameras that are currently placed inside the Gazebo located at Main and Chester Streets.

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

Approved By: SB

9



Town of Front Royal, Virginia
Council Agenda Statement

Page 1
Item No. 9

Meeting Date: December 14, 2015

Agenda Item: COUNCIL APPROVAL – Resolution for Technology Zone Qualification – AG Laser Technology, LLC

Summary: Council is requested to approve a Resolution that authorizes AG Laser Technologies, LLC, 1330 Progress Drive, various Zone Benefits per Front Royal Town Municipal Code “Technology Zone” §75-58 through §75-63 and as presented.

Budget/Funding: None

Attachments: Resolution

Meetings: None

Staff Recommendation: Approval X Denial

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

Proposed Motion: I move that Council approve a Resolution that authorizes AG Laser Technologies, LLC’s various Zone Benefits per Front Royal Town Municipal Code “Technology Zone” §75-58 through §75-63 and as presented.

ROLL CALL VOTE RECORDED

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

**TECHNOLOGY ZONE QUALIFICATION RESOLUTION
INDUSTRIAL DEVELOPMENT AUTHORITY OF THE TOWN OF FRONT
ROYAL AND COUNTY OF WARREN**

WHEREAS, AG Laser Technology, LLC, herein known as AG Laser Technology, LLC, located at 1330 Progress Drive, Front Royal, Virginia, 22630, in the Happy Creek Technology Park, has been determined by the Board of Directors of the Industrial Development Authority of the Town of Front Royal and County of Warren, herein known as The Authority, to meet the definition of a Technology Business as defined by Section 75-59 of the Town of Front Royal Technology Zone Ordinance and Section 162-2 of the County of Warren Technology Zone Ordinance, as a “Hardware design, manufacture, assembly, and development”; and,

WHEREAS, AG Laser Technology, LLC has been determined to be located in a designated Technology Zone; and,

WHEREAS, the Town of Front Royal and The Authority offer various Zone Benefits to qualifying companies including a \$500 grant from the Authority to cover costs associated with the following local permits and fees: Building, Plumbing, Electrical and Mechanical Permit (Warren County); Zoning Permit (Front Royal/Warren County); Subdivision Application; and

WHEREAS, AG Laser Technology, LLC shall be entitled to a credit of business and occupational license fees, herein known as BPOL, from the Town of Front Royal as follows:

During the first five years the business shall be entitled to a 100 percent credit.

During the sixth year, an 80 percent credit.

During the seventh year, a 60 percent credit.

During the eighth year, a 40 percent credit.

During the ninth and tenth years, a 20 percent credit.

NOW THEREFORE BE IT RESOLVED by the Authority that AG Laser Technology, LLC is an eligible Technology Business and is granted a \$500 as a One Time Cash Grant from the Authority; and,

BE IT FURTHER RESOLVED to Request that the Town of Front Royal grant the BPOL License Credit as detailed in the appropriate Ordinance as noted above. During the first year all BPOL license fees shall be reimbursed to AG Laser Technology, LLC within 30 days of payment and in all future years, the credit will be applied without the need of payment.

Approved by the Directors of the Authority on October 23, 2015.

APPROVED

Timothy W. Darr, Mayor

Attest:

Jennifer E. Berry, CMC, Clerk of Council

THIS RESOLUTION was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council on _____ 2015, upon the following recorded vote:

Bébhinn C. Egger	Yes/No	Bret W. Hrbek	Yes/No
Hollis L. Tharpe	Yes/No	Eugene R. Tewalt	Yes/No
John P. Connolly	Yes/No	Daryl L. Funk	Yes/No

Approved as to Form and Legality

Douglas W. Napier, Esq., Town Attorney

Date: _____

Front Royal Warren County
Economic Development Authority

P.O. Box 445, 400 D Kendrick Lane
Front Royal, Virginia 22630
540/635-2182
www.wceda.com

TECHNOLOGY ZONE APPLICATION

(Please open as electronic file and complete the following sections. Please amend as necessary to include all appropriate information. Add attachments as appropriate in Word format.)

Company Name: AG LASER TECHNOLOGY LLC.
Address: 1330 PROGRESS DR FRONT ROYAL
Address: VA. 22630
Date of Application: OCTOBER 4 2015
Telephone: 540-636-4444
Fax: 540-636-4455
Web Address: - AG LASER TECHNOLOGY.COM
Contact Person: - ANGIE WILLIAMS
Title: - PRESIDENT
Email Address: ANGIE@LASERTECHNOLOGY.COM
Date of Building Occupancy: JANUARY, 2014
Number of Employees: 35
Approximate Value of Equipment in Facility: 2,700,000.00
Approximate Value of Leasehold Improvements: \$100,000.00
Approximate Value of Office Furnishings: \$20,000.00
When Does Lease Expire? - 2020
Landlord Name and Telephone: GEORGE H. E. WILLIAMS

Describe Products and Services in Detail Including Technologies Used in the Process and A Sample of Customers:

AG TECHNOLOGY WILL BE FABRICATING ACCESS DOOR IN STEEL FROM SPECIAL SIZES AND STOCK SIZES AND CABINETS FROM SPECIAL SIZES & STOCK SIZES. LASER MACHINES AND TOOL DYES ARE NEEDED AND A PAINT BOOTH. THESE PRODUCTS ARE CURRENTLY BEING SOLD BY THE WILLIAMS BROTHERS & THE STRIKERS USA. AG TECHNOLOGY WILL BE THE DESIGN & FABRICATORS OF THEIR PRODUCTS.

I certify that the above is a true representation of the facts relating to the company locating a business in a certified Technology Zone in Warren County. Please accept this application for all-appropriate benefits and incentives as detailed in the Town of Front Royal and County of Warren Technology Zone Ordinances.



Signature

"Technology Zone Application"

10



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

Page 1
Item No. 10

Meeting Date: December 14, 2015

Agenda Item: COUNCIL APPROVAL – Budget Amendment and Acceptance of Bid for Transformers

Summary: Council is requested to approve a budget amendment in the amount of \$65,410.00 for the purchase of two of three (3) 3-phase, 3000Kva padmount transformers; and, to accept the bid from National Transformers in the amount of \$98,115.00 for the purchase of three (3) transformers. Two (2) of the transformers are being purchased for the new Warren County Middle School. Once the Town takes possession of the transformers, the Town will send an invoice to Warren County for reimbursement. The third transformer is to be installed at the Wastewater Treatment Plant at a cost of \$32,705.00 as a contingency purchase.

Budget/Funding: Two Transformers for new Warren County Middle School
Expense for purchase – 9401-47502 -- \$65,410.00
Reimbursement – 9401-3410209 - \$65,410.00

Third Transformer
\$32,705.00 - FY16 WWTP Budget line 9801-R47015 “Sewer Plant Expansion”

Attachments: Memorandum for Purchasing

Meetings: None
Staff

Recommendation: Approval X Denial

Proposed Motion: I move that Council approve a budget amendment in the amount of \$65,410.00 for the purchase of two of three (3) 3-phase, 3000Kva padmount transformers; and, to accept the bid from National Transformers in the amount of \$98,115.00 for the purchase of three (3) transformers. Two (2) of the transformers are being purchased for the new Warren County Middle School. Once the Town takes possession of the transformers, the Town will send an invoice to Warren County for reimbursement. The third transformer is to be installed at the Wastewater Treatment Plant at a cost of \$32,705.00 as a contingency purchase.

ROLL CALL VOTE REQUIRED

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Approved By: SB



MEMORANDUM

Date: December 7, 2015
To: Tina Presley, Senior Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent
RE: Agenda Item

On Monday, October 5, I held a bid opening for the purchase of three 3-phase, 3000Kva padmount transformers. I received three quotations (see attached tabulation sheet). The Electric Department reviewed the submitted quotations, and determined that the lowest bid did not meet all of our specification requirements. Due to the dollar amount, I will need Council approval before proceeding with the purchase.

Staff recommends award for the purchase of three (3) transformers be made to National Transformer in the amount of \$98,115.00.

Two (2) of the transformers are being purchased for the new Warren County Middle School. Once the Town has taken possession of these transformers, the Town will send an invoice to Warren County for reimbursement. This segment of the purchase requires approval of the budget amendment submitted by the Director of Finance, as follows:

Expense for purchase of transformer – 9401-47502 \$65,410.00

Reimbursement – 9401-3410209 \$65,410.00

The third transformer is to be installed at the Wastewater Treatment Plant. The cost of this transformer, \$32,705.00 is available in the FY16 Wastewater Treatment budget line item 9801-R47015 “Sewer Plant Expansion”, as a contingency purchase.

TOWN OF FRONT ROYAL, VIRGINIA

Quotation Tabulation

Item: PADMOUNT TRANSFORMERS

Quotation #30

Date: October 5, 2015

Mailed : 3

Replied 3

	Vendor Quotation			
	NATIONAL TRANSFORMER SALES	WESCO	GRAYBAR	IRBY
QUANTITY	RALEIGH NC QUOTATION	RICHMOND VA QUOTATION	RICHMOND VA QUOTATION	FREDERICKSBURG VA QUOTATION
(3) PADMOUNT TRANSFORMERS 3000 KVA, THREE PHASE PER TOWN SPECIFICATIONS NOTE: (2) TRANSFORMERS FOR NEW SCHOOL (1) TRANSFORMER FOR WASTEWATER PLANT UPGRADE	\$98,115.00 (ERMCO)	\$93,569.01 (ABB) (DOES NOT MEET TOWN SPECS)	\$156,975.00 (GE)	LATE RECEIVED 11/19/15
TOTAL QUOTATION	\$ 98,115.00	\$ 93,569.01	\$ 156,975.00	\$ -

The above proposals verified to specifications and compliance with terms and conditions.

Witness

Witness

C. H. Atkinson
Purchasing Agent

11



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

Page 1
Item No. 11

Meeting Date: December 14, 2015

Agenda Item: COUNCIL APPROVAL – Award of I & I Engineering Contract with CHA

Summary: On October 19, 2015, Council interviewed two candidates for Inflow & Infiltration (I & I) Abatement Engineering to satisfy a Consent Order with the Department of Environmental Quality (DEQ) to reduce the inflow and infiltration into the Town's sanitary sewer system. Council is requested to consider approval of an award in an amount up to \$100,000 to CHA for I & I Engineering Services.

Budget/Funding: Department of Environmental Services - 9802-47998 (I & I)

Attachments: None

Meetings: Work Session held October 19, 2015.

Staff Recommendation: Approval X Denial

Proposed Motion: I move that Council approve an award in an amount up to \$100,000 to CHA for I & I Engineering Services.

ROLL CALL VOTE REQUIRED

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Approved By: SB

Attachment A – Price Quotation

Agreement between the Town of Front Royal, Virginia and CHA for the Engineering Services Related to Sanitary Sewer Inflow and Infiltration Abatement

PROJECT UNDERSTANDING

The Town of Front Royal entered into a Special Order by Consent (SOC) with the Virginia Department of Environmental Quality (VDEQ) in October 2009 to reduce the frequency of bypasses and sanitary sewer overflows in its sanitary sewer collection system and at its wastewater treatment plant. The SOC outlined 23 items in Appendix A, Schedule of Compliance. The Town has provided these deliverables to the VDEQ; however, the frequency of bypasses and sanitary sewer overflows have not reduced to a level that the VDEQ will terminate the SOC.

As part of the ongoing Infiltration and Inflow (I&I) Program, the Town has made great strides in understanding its sanitary sewer system. The Town, with the help of outside consultants, has inspected and mapped its manholes, developed a hydraulic sanitary sewer model, performed closed circuit television inspections, conducted flow monitoring studies, performed smoke testing, developed a corrective action plan, and implemented manhole and pipeline repairs. The Town endeavors to continue this program with CHA Consulting (CHA) providing engineering support. The ultimate goal will be to reduce the frequency of bypasses and sanitary sewer overflows to a level that the SOC can be terminated and at the same time replace/rehabilitate sanitary sewer infrastructure within the Town's system.

CHA has reviewed the information provided by the Town. This includes email correspondence, letters, manhole inspections, flow monitoring data, the hydraulic modeling report, and the manhole/pipe GIS geodatabase. One of the first tasks required will be to continue to assist the Town in developing the quarterly and annual reports for submission to the VDEQ. Future tasks will be developed to implement the I&I abatement goals and will be issued by a work order process for a defined scope of work.

QUARTERLY AND ANNUAL REPORT DEVELOPMENT

The Town is required to provide quarterly reports and an annual report to the VDEQ as part of the SOC. Under this task CHA will develop these quarterly and annual reports to document the work performed during each period. The annual report shall describe the success of the rehabilitation work to date in reducing excessive I&I based on the ongoing sewer system flow monitoring. Unless other flow monitoring data is available for the time period, CHA will utilize the influent flow meter at the wastewater treatment plant. The quarterly reports will contain a summary of all work completed since the previous progress report, a projection of work to be completed during the upcoming quarterly period, and a statement regarding any anticipated problems complying with the SOC. Since the work over each period will vary, the depth and scope of each report will likely be similar to the work performed over the reporting period.

SCHEDULE

CHA shall complete each quarterly report and submit a draft report to the Town for review one week prior to the due date. Once the review has been completed by the Town, CHA will submit the report to the VDEQ. The annual report is due to the VDEQ by January 10th starting in 2016 and will continue annually until the SOC is terminated. The quarterly reports are due January 10th,

April 10th, July 10th, and October 10th starting in 2016 and will continue annually until the SOC is terminated.

COMPENSATION

Since the work over each period will vary, the depth and scope of each report will likely differ. For this reason CHA will develop and submit these reports to the VDEQ on a time and materials basis in accordance with our standard hourly rate schedule for the year that the work occurs. Our standard hourly rate schedule for 2016 is attached and is made part of the contract. CHA will budget \$3,000 per report and will include a time and materials budget of \$15,000 annually in this budget for the four (4) quarterly reports and the annual report.

**BILLING RATE SCHEDULE
EFFECTIVE JANUARY 1, 2016**

Staff Members

Bill/Rate/Hour

Principal-In-Charge	\$180-\$210
Senior Project Manager	\$150-\$200
Senior Environmental	\$125-\$145
Senior Landscape Architect	\$120-\$140
Electrical Engineer	\$125-\$140
Project Manager	\$120-\$150
Structural Engineer	\$95-\$130
Senior Scientist	\$100-\$120
Transportation Planner II	\$95-\$115
Landscape Architect	\$80-\$100
Transportation Planner I	\$75-\$95
Project Engineer	\$80-\$100
Project Scientist	\$70-\$90
Environmental Engineer	\$70-\$90
Civil Engineer	\$70-\$100
Landscape Designer	\$60-\$80
Resident Project Representative	\$60-\$80
CADD Manager	\$80-100
Geologist	\$55-85
Scientist	\$45-\$65
Field Technician	\$50-\$80
CADD Operator	\$50-60
Administrative Assistant	\$45-\$70

Reimbursables

Mileage	IRS rate in effect
Reproduction	Cost + 10%
Travel	Cost + 10%
Prints/Plans/Photos	Cost + 10%
Postage	Cost + 10%
Subcontract Services	Cost + 10%



12



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

Page 1
Item No. 12

Meeting Date: December 14, 2015

Agenda Item: COUNCIL APPOINTMENTS – Urban Forestry Advisory Commission (UFAC)

Summary: Council is requested to re-appoint two member to the Urban Forestry Advisory Commission (UFAC), said terms to expire December 20, 2019.

Budget/Funding: None

Attachments: None

Meetings: Work Session held November 16, 2015.

Staff Recommendation: Approval Denial _____

Proposed Motion: I move that Council re-appoint _____ and _____ to the Urban Forestry Advisory Commission (UFAC), said terms expire December 20, 2019.

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

Approved By: SB



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

Page 1
Item No. 12

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Approved By: _____