



TOWN COUNCIL WORK SESSION

June 6, 2016 @ 7:00pm
Front Royal Administration Building

Town/Staff Related Issues:

1. Discuss Changing 1st Street to One Way - *Town Manager*
2. Request to Use Town Trolley for Event – Humane Society of Warren County – *Town Manager*
3. Main Street Extension Grant Resolution – *Town Manager*
4. Continued Discussion of Main Street Lighting – *Town Manager*
5. Resolution to Rename Front Royal Administration Building – *Town Manager*
6. Ordinance Amendment to Add Accident Report Fees to Town Code – *Chief of Police*
7. Anti-Litter Council Signs – *Director of Planning/ Zoning*
8. Health Insurance Discussion – *Town Manager*

Council/Mayor Related Items

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

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Town of Front Royal, Virginia Work Session Agenda Form

Date: June 6, 2016

Agenda Item: West 1st Street - One Way Travel

Summary: Residents of West 1st Street presented Town Council with a petition requesting the Town address their speed and traffic volume concerns at the May 11, 2015 Council Meeting. Subsequent to this meeting, the Town has conducted numerous evaluations of speed and traffic volume with radar, traffic counters, and the speed trailer. The results of these studies do identify higher traffic volume but do not identify a significant speed issue.

<u>Study Type</u>	<u>Date(S)</u>	<u>Average Speed</u>	<u>Highest Speed</u>	<u>Traffic Volume</u>
Radar	5/12, 5/13, 5/24, 5/28 2015	21.8 mph	33 mph	n/a
Traffic Counter	5/22/15 to 5/29/15	25 mph	n/a	ADT 469 (WB) - 601 (EB)
Speed Trailer (EB)	1/4/16 to 1/13/16	24 mph	33 mph	2,978
Speed Trailer (WB)	1/13/16 to 1/22/16	18 mph	35 mph	1,804
Speed Trailer (EB)	3/1/16 to 3/18/16	21 mph	38 mph	6,149
Speed Trailer (WB)	3/18/16 to 4/1/16	18 mph	34 mph	5,504

Council Discussion: Council is requested to consider transitioning to one-way traffic westbound on West 1st Street and southbound on Massie Street.

Staff Evaluation: The studies conducted do not reflect a significant speed issue on West 1st Street. There is a higher volume of traffic using the street. Transition to one-way traffic will reduce in less travel on the road.

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

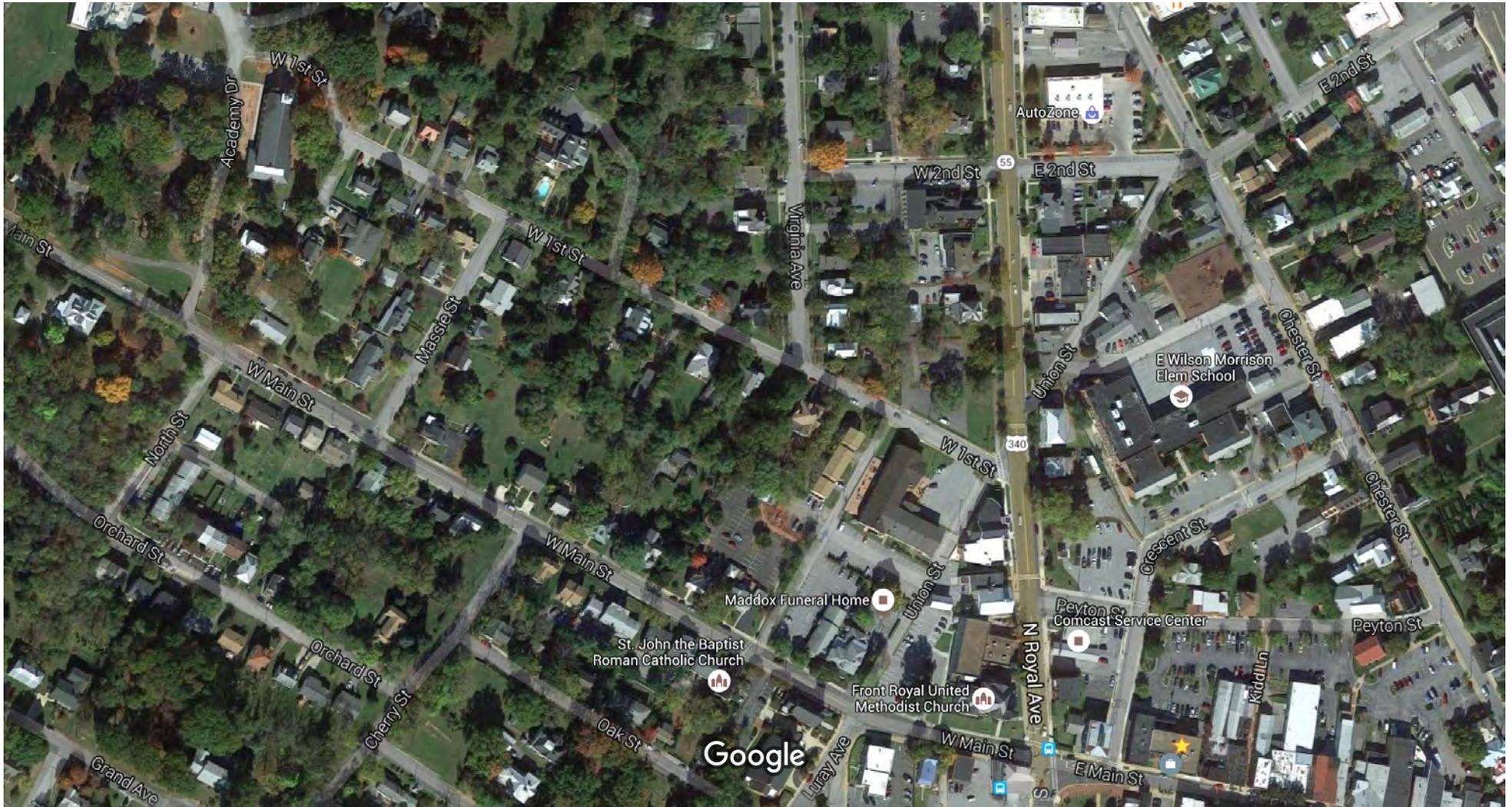
Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Staff recommends Council consider transitioning to one-way traffic.

Town Manager Recommendation: The Town Manager recommends Council consider transitioning to one-way traffic.

Council Recommendation:

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



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Town of Front Royal, Virginia
Work Session Agenda Form

Date: June 6, 2016

Agenda Item: Humane Society Request for Trolley Use

Summary: The Humane Society of Warren County has requested that the Town contribute the rental rate for use of the VRT Royal Trolley from 8am until 4 pm on Saturday, August 13th for their “Waggin for Dragons” boat race fundraiser. Historically, VRT has charge approximately \$75 per hour for use of the Trolley for special events. The total estimate amount for the donation request is \$600.00. The Trolley would transport participants and spectators from the Lowe’s area of the Riverton Commons parking lot to the event at the Front Royal Country Club.

Council Discussion: Council is requested to consider the request to fund the Humane Society of Warren County.

Staff Evaluation: The Humane Society of Warren County does provide a service to the citizens of Front Royal and assists the Police Department with stray animals

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

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

Staff Recommendations: Staff recommends Council consider sponsoring the Trolley for this event.

Town Manager Recommendation: The Town Manager recommends Council consider sponsoring the Trolley for this event.

Council Recommendation:

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





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

May 20, 2016

Dear Steve Burke,

The Humane Society of Warren County will be hosting the 3rd Annual Waggin' for Dragons boat race on Saturday, August 13th 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 2016 event, the Town of Front Royal would allow us to use the town trolley to transport event participants from the Lowe's/Wal-Mart parking lots to the Front Royal Country Club. We would need the trolley from approximately 8AM to approximately 4PM on Saturday, August 13th. 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. Should you approve this request, the Town of Front Royal logo will be placed on the 30 foot promotional banner that will hang on both John Marshall Highway and Royal Avenue. Supporting sponsors will also be mentioned on the PA system during the event. 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

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Town of Front Royal, Virginia
Work Session Agenda Form

Date: June 6, 2016

Agenda Item: Main Street Extension Grant Resolution

Summary: The EDA has identified the VDOT Economic Development Access Grant as an opportunity to provide up to \$650,000 towards the construction of the first phase of the extension of Main Street through the Avtex Site with the requirement of \$150,000 in matching construction funding. A Resolution of support from Council is required with the application.

Council Discussion: Council is requested to consider the resolution to participate in the VDOT Economic Development, Airport, and Rail Access Fund program.

Staff Evaluation: The current cost estimate for the extension of Main Street through the Avtex Site is \$2.5 million. The available grant funding will allow the Town and EDA to initiate the first phase of the project to facilitate development of Lot 6 by IT Federal.

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

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

Staff Recommendations: Staff recommends Council consider approval of the resolution.

Town Manager Recommendation: The Town Manager recommends Council consider approval of the resolution

Council Recommendation:

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



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Town of Front Royal, Virginia
Work Session Agenda Form

Date: June 6, 2016

Agenda Item: Main Street Lighting

Summary: The Town has received the letter documenting the structural inspection of the buildings to participate in the continuation of the lighting across Main Street. As stated in the letter, the only feasible installation is between 500, 501, and 506 Main Street.

Council Discussion: Council is requested to review the findings and provide direction for the Main Street Lighting program.

Staff Evaluation: The Town will continue to investigate alternate methods for installing lighting across Main Street.

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

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

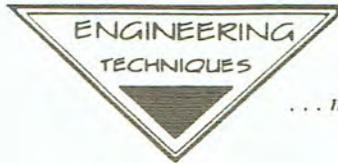
Staff Recommendations: Staff recommends Council consider providing direction for the Main Street Lighting program.

Town Manager Recommendation: The Town Manager recommends Council consider providing direction for the Main Street Lighting program.

Council Recommendation:

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





... making the most of His creation!

May 24, 2016

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

Project: Main Street Lighting, ET15-085
Subject: Feedback from May 3, 2016 site visit

Dear Mr. Burke:

As requested I met Carey Safelle of the electric department on May 3, 2016 to discuss the latest proposed buildings to be included in the Main Street lighting display. The buildings included in our discussion were to the east and west of the existing lights and the group of buildings previously explored during the September of 2015 efforts.

Attached please find the summary of our site visit prepared by Carey indicating the issues with each of the proposed lines. All of the lines except the lines between buildings 500-501-506 were determined to be unfeasible. The use of the Gazebo top post was discussed, but also ruled out for structural reasons.

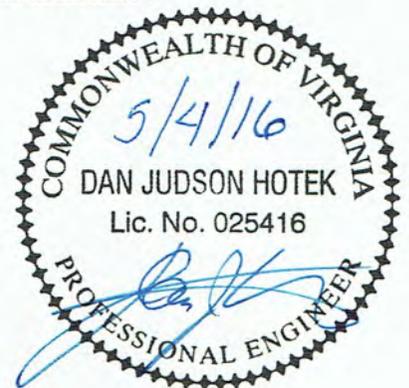
In conclusion, for a variety of reasons, the placement of lighting outside the limits of the existing lines running from the Town Office to building 111 and building 300 to 305 have structural or logistical problems other than buildings 500-501-506.

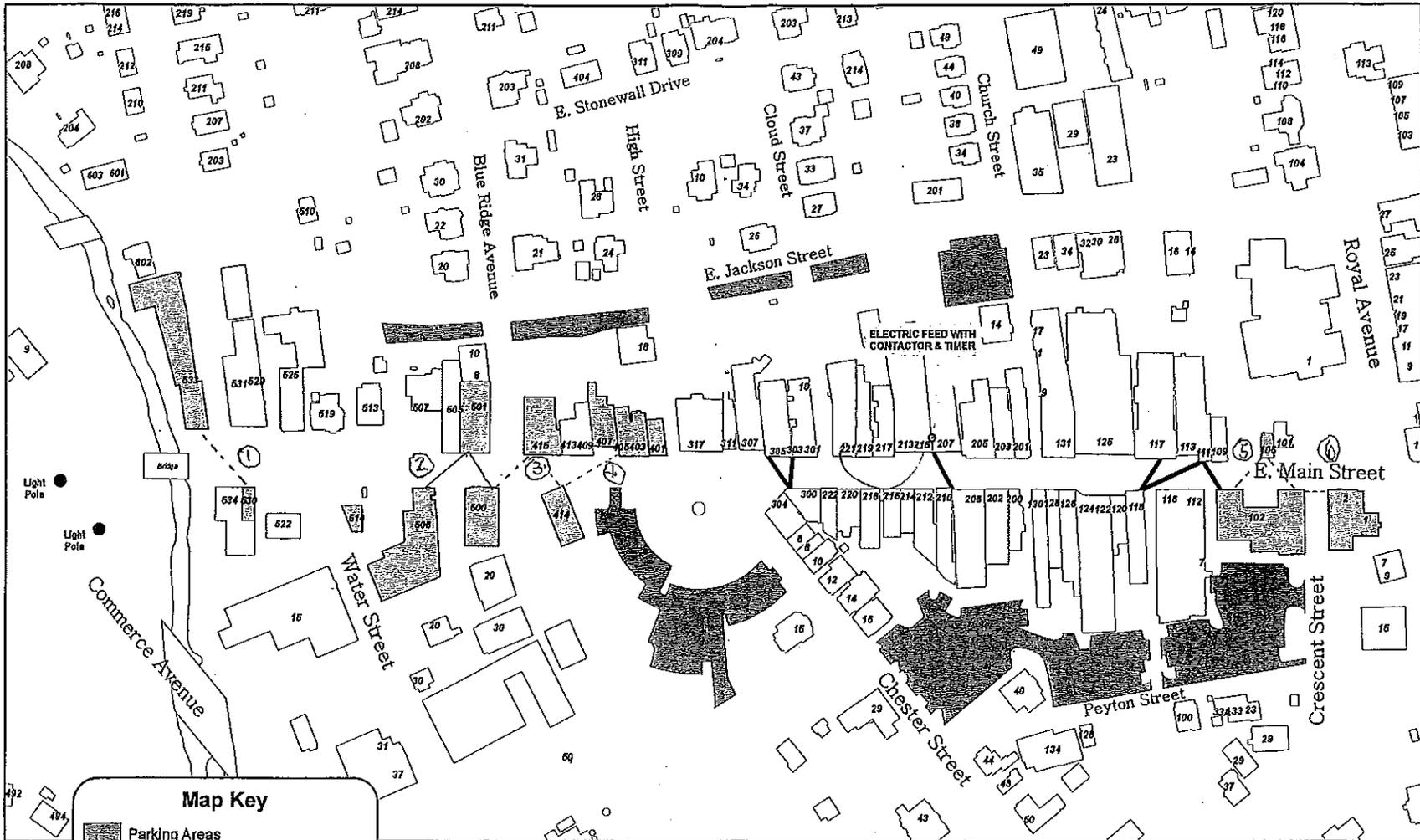
An onsite walk through may be the most effective way of communicating these issues to any interested parties.

Please advise if you have any questions or if we can be of any further assistance.

Sincerely,
Engineering Techniques, Inc.

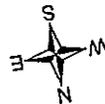
Dan J. Hotek, P.E.
President/Structural Engineer
CC: Carey Safelle
Attachment – Main Street Map with proposed lighting lines noted





Map Key

- Parking Areas
- Existing buildings
- Consent**
- Buildings with Consent Given
- Overhead Light Strand Segments**
- Existing Segment



WORKSHEET
Town of Front Royal, Virginia
East Main Street
Overhead Light Strand Location

PREPARED BY THE TOWN OF FRONT ROYAL
 DEPARTMENT OF PLANNING & ZONING
 APRIL 2018

D.G. Merchant, Cartographer

- ① Not enough clearance
- ② Issue an electrical feed
- ③ structure issues w/ 415 E. Main
- ④ not enough clearance
- ⑤ Historical building/ install mask pole through roof
- ⑥ structure issues w/ Afton Inn

Engineering Techniques, Inc.

300 Sky Meadow Lane
 Front Royal, VA 22630
 540-635-1521

ENGINEERING INVOICE

DATE	INVOICE #
5/24/2016	16-05-003

BILL TO
TOWN OF FRONT ROYAL CAREY SAFFELLE PO BOX 1560 FRONT ROYAL, VA 22630

TERMS	JOB #	PROJECT
Due on receipt	ET15-085 - HANGING LIG...	CANOPY LIGHTS

DATE	HOURS	DESCRIPTION	RATE	AMOUNT
9/21/2015	2	SITE VISIT BY AN ENGINEER	150.00	300.00
5/3/2016	1	SITE REVIEW OF NEW ATTACHMENT LOCATIONS	150.00	150.00
5/24/2016	1	WRITTEN DOCUMENTATION	150.00	150.00

THANK YOU FOR CHOOSING TO USE ENGINEERING TECHNIQUES, INC. !	Total	\$600.00
	Payments/Credits	\$0.00
	Balance Due	\$600.00

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Town of Front Royal, Virginia
Work Session Agenda Form

Date: June 6, 2016

Agenda Item: Rename Front Royal Administration Building

Summary: The Town has received the letters from the former Town Hall from the EDA Director. Council had previously discussed renaming the Administration Building to Town Hall.

Council Discussion: Council is requested to consider a resolution to rename the Administration Building to Town Hall

Staff Evaluation: Staff will investigate a cost estimate to install new lettering on the Administration Building.

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

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

Staff Recommendations: Staff recommends Council consider directing staff to develop a resolution to rename the Administration Building to Town Hall.

Town Manager Recommendation: The Town Manager recommends Council consider directing staff to develop a resolution to rename the Administration Building to Town Hall.

Council Recommendation:

- Additional Work Session
- Regular Meeting
- No Action

Consensus Poll on Action: ___(Aye) ___(Nay)



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Town of Front Royal, Virginia
Work Session Agenda Form

Date: June 6, 2016

Agenda Item: Accident Report Fees Ordinance Amendment

Summary: The Town has previously removed the fee included in the Town Code for Accident Reports from the Police Department and referred requests to the Department of Motor Vehicles. The Town has since been informed that the DMV does not provide copies of minor accident reports, and as such the Town must provide them. Requests for accidents qualifying for the FR300P report will continue to be referred to the DMV.

Council Discussion: Council is requested to consider an Ordinance Amendment to Chapter 12-5 of the Town Code to establish a \$5.00 for minor accident reports.

Staff Evaluation: Virginia State Code Chapter 46.2-381 allows the Town to establish a designated fee for accident reports copies provided by the Town.

Budget/Funding: The Acting 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 recommends Council consider an Ordinance Amendment to establish a fee to obtain a copy of minor accident reports from the Police Department.

Town Manager Recommendation: The Town Manager recommends Council consider an Ordinance Amendment to establish a fee to obtain a copy of minor accident reports from the Police Department.

Council Recommendation:

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



**AN ORDINANCE TO AMEND AND RE-ENACT FRONT ROYAL TOWN CODE
CHAPTER 12-5 PERTAINING TO A FEE FOR ACCIDENT/INCIDENT REPORTS**

WHEREAS, the charge for accident reports from the Front Royal Police Department was removed from the Front Royal Town Code June 8, 2016; and,

WHEREAS, the charge of \$5.00 continues to be collected from the Police Department for minor accident reports as defined below; and,

NOW THEREFORE, BE IT ENACTED, by the Town Council of the Town of Front Royal, Virginia, that Chapter 12-5 of the Front Royal Town Code is hereby amended and re-enacted as follows:

12-5 POLICE DEPARTMENT FEES

Minor Accident Reports	\$5.00
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Minor Accident Reports shall be accidents where damage is \$1,500.00 or less and no personal injury is involved. Minor Accident Reports shall be five (5) pages or less. Any additional pages shall incur a cost of \$0.15 per page. Accident Reports that are not minor shall be obtained from the Commonwealth of Virginia Department of Motor Vehicles.

This ordinance is effective July 1, 2016

APPROVED:

Timothy W. Darr, Mayor

ATTEST:

Jennifer E. Berry, Clerk of Council

THIS ORDINANCE was approved at the Regular Meeting of the Town of Front Royal, Virginia on its second reading, conducted _____ 2016, upon the following recorded vote:

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

A public hearing on the above was held on _____, 2016, having been advertised in the Northern Virginia Daily on _____, 2016, and _____, 2016.

Approved as to form and legality:

Douglas W. Napier, Town Attorney

Date: ____/____/____

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Town of Front Royal, Virginia Work Session Agenda Form

Date: June 6, 2016

Agenda Item: Anti-Litter Council Request for Signs
Director of Planning & Zoning

Summary: The Front Royal - Warren County Anti-Litter Council has requested that the Town allow them to locate anti-litter signage at various locations in the Town. The signs would be paid for by the budget of the Anti-Litter Council. Below is a listing of the various locations and details of the proposed signage.

- 1) Remount Road (Rt. 522) northbound.
Suggested location: On the east side of the road between the two existing Front Royal signs.
Suggested dimensions: 24" x 30"
- 2) John Marshall Highway (Rt. 55) westbound.
Suggested location: On the north side of the road near the intersection of Richmond Road.
Suggested dimensions: 18" x 24"
- 3) South Royal Avenue (Rt. 340) northbound.
Suggested location: On the lightpole in front of Pioneer Motel.
Suggested dimensions: 18" x 24"
- 4) Happy Creek Road (Rt. 647) westbound.
Suggested location: on the north side of the road between LRP and Ewell Street.
Suggested dimensions: 18" x 24"
- 5) Strasburg Road (Rt. 55) eastbound.
Suggested location: On the south side of the road across from Heritage Hall.
Suggested dimensions: 24" x 30"
- 6) N. Shenandoah Avenue (Rt. 340/522/55) southbound.
Suggested location: On the lightpole in front Enterprise Rental.
Suggested dimensions: 24" x 30"
- 7) Leach Run Parkway northbound and southbound (upon completion of road)
Suggested location: TBD
Suggested dimensions: 24" x 30"

The Anti-Litter Council has explored various styles and language for the proposed signage. Attached is the most recent rendering. Also, if amenable to the Town, the Anti-Litter Council has proposed to pay the Town to make and install the signs.

Council Discussion: This agenda item is scheduled for a work session review on May 16, 2016.

Staff Evaluation: Town Staff requested the Anti-Litter Council to come up with some alternative language to "Fro Ro is a No Go for Littering". Some of the other options include the following: "Stash your Trash", "Don't Litter", "Recycle, Don't Litter!" or "Dunk your Junk".

Budget/Funding: N/A

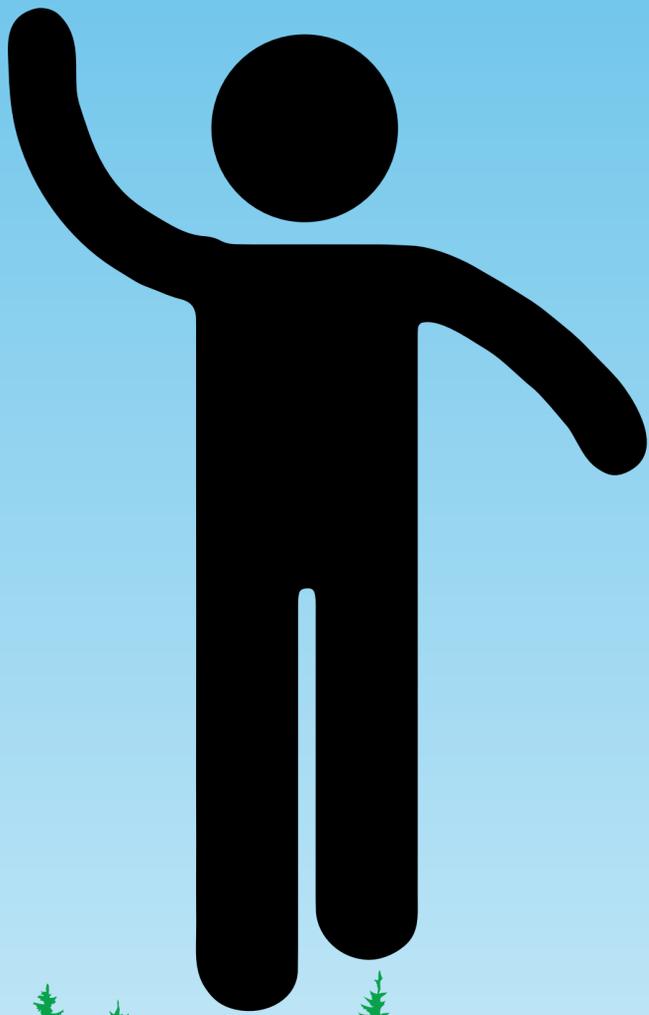
Legal Evaluation: The Town Attorney will be available at the work session for questions.

Town Manager: The Town Manager will be available at the work session for questions.

Council Recommendation:

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





Fro Ro
is a
No Go
for
Littering

**help
keep it
beautiful!**



**FRONT ROYAL / WARREN COUNTY
ANTI-LITTER COUNCIL**

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Town of Front Royal, Virginia
Work Session Agenda Form

Date: June 6, 2016

Agenda Item: Town Health Insurance

Summary: Staff have been investigating the development of a Request for Proposals for Employee Health Insurance. Staff have obtained copies of the RFPs developed by Warren County, Town of Leesburg, and Isle of Wight County; all three localities elected to receive coverage from The Local Choice. Staff are working to develop an RFP to solicit proposals for insurance to include a high deductible program. Staff have assembled information on the insurance plans offered by various Valley municipal governments, as well as possible scenarios to lower expense while working with our current insurance provider.

Council Discussion: Council is requested to discuss the desired components of the RFP, as well as the results of the evaluation of the Town's health insurance program.

Staff Evaluation: Staff will continue to develop the RFP.

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

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

Staff Recommendations: Staff recommends Council provide direction on development of the Employee Health Insurance RFP.

Town Manager Recommendation: The Town Manager recommends Council provide direction on development of the Employee Health Insurance RFP.

Council Recommendation:

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



Town of Front Royal

The Local Choice Option Comparison

	Monthly Premium	Participation	Current Annual Costs			Option 1 Annual Costs			Option 2 Annual Costs			Option 3 Annual Costs		
			Total	Town	Employee	Total	Town	Employee	Total	Town	Employee	Total	Town	Employee
Key Advantage Expanded														
Employee	\$8,340	46	\$383,640	\$364,320	\$19,320									
Employee + 1	\$15,432	20	\$308,640	\$219,120	\$89,520									
Employee + Family	\$22,524	48	\$1,081,152	\$767,808	\$313,344									
Key Advantage 250														
Employee	\$7,584	23	\$174,432	\$174,432	\$0	\$348,864	\$331,295	\$17,569						
Employee + 1	\$14,028	5	\$70,140	\$49,800	\$20,340	\$280,560	\$199,185	\$81,375						
Employee + Family	\$20,472	6	\$122,832	\$87,192	\$35,640	\$982,656	\$697,859	\$284,797						
Key Advantage 500														
Employee	\$7,008					\$161,184	\$161,184	\$0	\$322,368	\$306,134	\$16,234			
Employee + 1	\$12,960					\$64,800	\$46,009	\$18,791	\$259,200	\$184,020	\$75,180			
Employee + Family	\$18,924					\$113,544	\$80,599	\$32,945	\$908,352	\$645,090	\$263,262			
Key Advantage 1000														
Employee	\$6,588								\$151,524	\$151,524	\$0			
Employee + 1	\$12,192								\$60,960	\$43,279	\$17,681			
Employee + Family	\$17,784								\$106,704	\$75,779	\$30,925			
High Deductible														
Employee	\$5,508											\$380,052	\$380,052	\$0
Employee + 1	\$10,188											\$254,700	\$180,825	\$73,875
Employee + Family	\$14,868											\$802,872	\$570,180	\$232,692
TOTAL		148	\$2,140,836	\$1,662,672	\$478,164	\$1,951,608	\$1,516,130	\$435,478	\$1,809,108	\$1,405,825	\$403,283	\$1,437,624	\$1,131,057	\$306,567

Assume \$3,000 HSA Contribution:
\$444,000

Valley TLC Program Participation

	<u>Key Adv Expanded</u>	<u>Key Adv 250</u>	<u>Key Adv 500</u>	<u>Key Adv 1000</u>	<u>High Deduct</u>
Warren County		X	X		
Shenandoah County		X	X		
Woodstock		X	X		
Strasburg		X		X	
Luray	X		X		
Culpeper		X	X		
Warrenton			X	X	
Leesburg	X	X			
Winchester			X	X	
Page County	X		X		
Front Royal	X	X			X

The Local Choice
Program Comparison

	<u>Key Adv Expanded</u>	<u>Key Adv 250</u>	<u>Key Adv 500</u>	<u>Key Adv 1000</u>	<u>Key High Deduct</u>
Plan Year Deductible	\$100/\$200	\$250/\$500	\$500/\$1,000	\$1,000/\$2,000	\$2,800/\$5,600
Plan Year Out-of-Pocket Expense	\$2,000/\$4,000	\$3,000/\$6,000	\$4,000/\$8,000	\$5,000/\$10,000	\$5,000/\$10,000
Primary Care Visit	\$15	\$20	\$25	\$25	20%
Emergency Room Visit	\$100	\$150	20%	20%	20%
Hospital Inpatient Stay	\$200	\$300	20%	20%	20%
Surgery Stay	\$200	\$300	20%	20%	20%
Tier 1 Pharmacy	\$10	\$10	\$10	\$10	20%
Tier 4 Pharmacy	\$55	\$55	\$55	\$55	20%
Dental Plan Preventative	\$0	\$0	\$0	\$0	\$0
Dental Plan Maximum	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500

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