



## TOWN COUNCIL WORK SESSION

Monday, May 7, 2018 @ **6:30pm**  
Town Hall Council Chambers

1. **CLOSED MEETING** – Evaluations of Town Manager, Town Attorney, Clerk of Council

### **Motion to Go into Closed Meeting**

I move that Council convene and go into Closed Meeting for discussion and consideration of the assignment, appointment, promotion, or performance of specific appointees or employees of the Town, pursuant to Section 2.2-3711. A.1 of the Code of Virginia.

### **Motions to Certify Closed Meeting**

I move that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Act as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the Closed Meeting by Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.

### **TOWN/STAFF RELATED ITEMS**

2. Urban Forestry Advisory Commission Presentation – David Means **(15 minutes)**
3. Police Department Radio Communications System – *Chief of Police* **(10 minutes)**
4. Request to Use Trolleys for Humane Society Fundraiser – *Town Manager* **(10 minutes)**
5. Ordinance Amendment-Adoption by Reference of State Vehicular Laws - *Town Attorney* **(5 minutes)**

### **COUNCIL/MAYOR RELATED ITEMS:**

6. Planning Commission Resignation
7. Council Discussion/Goals *(time permitting)*

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## Work Session Agenda Form

Item # 2

DATE: May 7, 2018

**AGENDA ITEM:** UFAC Presentation – David Means

**SUMMARY:** David Means, Chairman of the Urban Forestry Advisory Commission (UFAC) will talk about trees, and the methods of communication to support the transfer of information to the public.

**BUDGET/FUNDING:** N/A

**STAFF RECOMMENDATION:** No action to be taken

Work Session

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## Work Session Agenda Form

Item # 3

DATE: May 7, 2018

**AGENDA ITEM:** Police Department Radio Communications System

**SUMMARY:**

The Front Royal Police Department is researching options to address the existing radio communications system that we are currently utilizing. The existing system that we utilize from a local provider is aging and does not share interoperability with Warren County Fire and Rescue. The Warren County Sheriff's Office is in the process of migrating to another provider and system at which time we will also lose interoperability with them. We have been struggling with the shortcomings of the existing system for several years and have at times jeopardized the safety of our officers.

**BUDGET/FUNDING:**

We have been given a preliminary estimate of \$550,000 to complete this project. The Front Royal Police Department, Town Manager, and Finance Director, have identified \$50,000.00 as initial funds to start the process and are exploring options to finance the project.

**STAFF RECOMMENDATION:**

We are requesting council support as we continue to investigate viable options to resolve this problem.

Work Session

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## Work Session Agenda Form

Item # 4

DATE: May 7, 2018

**AGENDA ITEM:** Request to Use Trolleys for Humane Society Fundraiser

**SUMMARY:** Alyssa Ellison, Executive Director of the Humane Society of Warren County is seeking a donation from the Town to utilize two (2) Trolleys to transport participants from the Lowes/Wal-Mart Parking Lot to the Front Royal Country Club from 8:00am – 4:00pm Saturday, August 11, 2018 for their Annual “Waggin’ for Dragons” Boat Race. The cost estimate to utilize two trolleys as requested is \$1,159.00 [\$1,037.00 to utilize two trolleys + \$122.00 travel time for 2<sup>nd</sup> trolley]

2017 - Council approved the donation in the amount of \$1,037.00 for two trolleys (\$518.50 per trolley).  
2016 – Council approved the donation in the amount of \$600.00 for one trolley only.

Letter of Request from the Humane Society and Cost Estimate from Virginia Rides are attached.

**BUDGET/FUNDING:** Council has approved funding in the past from Council and Tourism

Areas for funding:

1205-47012 – Tourism Bus Service

1101-R43002 -Council Professional Services (PO open for community development with funds available)

New community development department that will be created in FY19

Professional services for either tourism or community development.

**STAFF RECOMMENDATION:** Council takes desired action

Work Session



1245 Progress Drive  
Front Royal, VA 22630  
(540) 635-4734 • [humanesocietywarrencounty.org](http://humanesocietywarrencounty.org)

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April 12, 2018

Joseph Waltz, Town Manager  
102 E. Main St  
P.O. Box 1560  
Town Hall  
Front Royal, VA 22630

Dear Mr. Waltz,

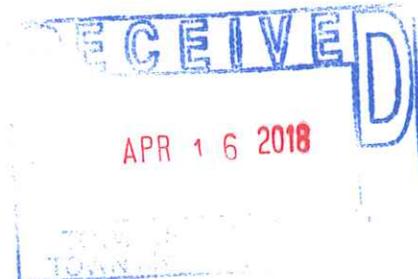
The Humane Society of Warren County will be hosting the 5th Annual Waggin' for Dragons boat race on Saturday, August 11<sup>th</sup> at the Front Royal Country Club. This fundraiser is the animal shelters highest grossing community event. Hundreds of participants and spectators come out to see the dragon boats race in support of the homeless animals of Warren County.

We are hopeful that for our 2018 event, the Town of Front Royal would allow us to utilize two town trolleys to transport event participants from the Lowe's/Wal-Mart parking lots to the Front Royal Country Club. We would need the trolleys from approximately 8AM to approximately 4PM on Saturday, August 11<sup>th</sup>. We will have parking attendant volunteers in place to direct event goers to the designated parking area to avoid a traffic issue at the Front Royal Golf 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,

Alyssa Ellison  
Executive Director





## Charter Transportation Price Estimate

\* Date of estimate: 02/20/2017

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**Client: Town of Front Royal**

**Contact Information:** Joe Waltz [jwaltz@frontroyalva.com](mailto:jwaltz@frontroyalva.com)

**Date of Event:** Saturday, August 11, 2018

**Type of Event:** Humane Society Event

**Passengers:**

**# of vehicles: 2 trolleys**

**Pick up location(s):** Lowes – Rivereton Commons 80 Riverton Commons Dr. Front Royal, VA

**Drop off location(s):** Front Royal Country Club 902 Country Club Dr. Front Royal, VA

**Travel itinerary:**

**7:45 AM pre trip and depart the yard**

**8:00-4:00 continuous shuttle between locations**

**4:15 back in the yard**

**Estimated price: 2 trolleys for 8.5 hours at \$61.00/hr.(Government rate) = \$1037.00**

**Travel time to and from Loudoun for the 2<sup>nd</sup> trolley 2 hours at \$61.00/hr. = \$122.00 Total \$1159.00**

Eric Lev Dahl, Virginia Rides Coordinator

[eric@vatransit.org](mailto:eric@vatransit.org)

540-338-7285

*\* Estimate is valid for 60 days from date listed. Availability not guaranteed without deposit and contract.*

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## Work Session Agenda Form

Item # 5

DATE: May 7, 2018

**AGENDA ITEM:** ORDINANCE AMENDMENT TO SECTION 158-6 OF FRONT ROYAL TOWN CODE PERTAINING TO ADOPTION BY REFERENCE OF STATE MOTOR VEHICLE LAWS.

**SUMMARY:** Va. Code § 46.2-1313 states that “[o]rdinances enacted by local authorities pursuant to this chapter may incorporate appropriate provisions of... [the State Code pertaining to motor vehicle laws]. ...Nothing contained in this title shall require the readoption of ordinances heretofore validly adopted. Local authorities may adopt ordinances incorporating by reference the appropriate provisions of state law before the effective date of such state law; provided that such local ordinances do not become effective before the effective date of the state law. The provisions of this section are declaratory of existing law.”

This has several benefits to localities: it allows localities to write traffic tickets on local summons, and retain the fines generated therefrom, thus helping pay for local law enforcement, keeping localities safer; it helps localities not have to constantly amend its local code of ordinances pertaining to traffic laws to keep in conformity with minor tweaks in the State Code pertaining to traffic laws; and it helps keep local codes of ordinances shorter.

An Opinion of the Attorney General, 81-82 Va. AG, 272 held “local governing bodies may adopt statutes by reference and may also adopt statutory amendments by reference, provided the amendments to them are adopted subsequent to the statutory amendments.” This means that annually, the Town must readopt Section 158-6 of the Town Code, which legally allows the Town to incorporate all the changes to the State Code traffic laws that have been made during the year.

**BUDGET/FUNDING:** A positive budgetary impact to the Town will be realized by re-adopting this Ordinance.

**STAFF RECOMMENDATION:** Staff recommends re-adoption of Town Code Section 158-6.

Work Session

**AN ORDINANCE TO AMEND SECTION  
158-6 OF THE FRONT ROYAL TOWN CODE  
PERTAINING TO ADOPTION BY REFERENCE  
OF THE STATE MOTOR VEHICULAR LAWS**

**BE IT ENACTED** by the Town Council of the Town of Front Royal, Virginia, that Section 158-6 of the Front Royal Town Code is hereby amended and enacted as follows:

Pursuant to the authority of Section 46.2-1313, Code of Virginia, 1950, as amended, all of the provisions and requirements of the laws of the State as of **July 1, 2018**, contained in Title 46.2, Code of Virginia, 1950, as amended, and Article 2 of Chapter 7 of Title 18.2, Code of Virginia, 1950, as amended, except those provisions and requirements the violation of which constitutes a felony and except those provisions and requirements which, by their very nature, can have no application to or within the Town, are adopted and incorporated by reference and made applicable within the Town. References to "highways of the state" contained in such provisions and requirements hereby adopted shall be deemed to refer to the highways and other public ways within the Town. Such provisions and requirements are hereby adopted, mutatis mutandis, and made part of this chapter as fully as those set forth at length herein; and it shall be unlawful for any person within the Town to violate or fail, neglect or refuse to comply with any provision of Title 46.2, Code of Virginia, and Article 2 of Chapter 7 of Title 18.2, Code of Virginia, which is adopted by this section, provided that in no event shall the penalty imposed for the violation of any provision or requirement adopted exceed the penalty imposed for a similar offense under Title 46.2, Code of Virginia, and Article 2 of Chapter 7 of Title 18.2, Code of Virginia.

For purposes of § 4-4 (E) of the Town Code, this Ordinance is deemed routine, and is effective on **July 1, 2018**.

APPROVED:

\_\_\_\_\_  
Hollis L. Tharpe, 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 \_\_\_\_\_2018, upon the following recorded vote:

Eugene R. Tewalt	Yes/No	Jacob L. Meza	Yes/No
Gary L. Gillispie	Yes/No	William A. Sealock	Yes/No
John P. Connolly	Yes/No	Christopher S. Morrison	Yes/No

\_\_\_\_\_  
A public hearing on the above was held on \_\_\_\_\_, 2018, having been advertised in the Northern Virginia Daily on \_\_\_\_\_, 2018, and \_\_\_\_\_, 2018. The Ordinance was enacted at the Regular Meeting of the Town Council held \_\_\_\_\_2018, to become effective July 1, 2018.

\_\_\_\_\_  
Approved as to form and legality:

\_\_\_\_\_  
Douglas W. Napier, Town Attorney

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## Work Session Agenda Form

Item # 6

DATE: May 7, 2018

**AGENDA ITEM:** Planning Commission Resignation

**SUMMARY:** On April 27, 2018 Staff received the resignation of Planning Commission member David E. Gushee effective May 2, 2018 due to health issues.

Mr. Gushee retired from the Planning Commission July 14, 2014 and was honored by Council with his many years of service. On April 27, 2015, Mr. Gushee was again appointed by Council to fill an un-expired term ending August 31, 2015 on the Planning Commission. He was then re-appointed August 10, 2015 by Council to a 4-year term expiring August 31, 2019.

The current vacancy is an un-expired term ending August 31, 2019.

**BUDGET/FUNDING:** N/A

**STAFF RECOMMENDATION:** Council takes desired action.

Work Session