

6:30pm – Interview for Planning Commission



TOWN COUNCIL WORK SESSION

Monday, August 3, 2015 @ 7:00pm
Front Royal Administration Building

1. **CLOSED MEETING** – Interview for Planning Commission

Motion to Go Into Closed Meeting

I move that Council convene and go into Closed Meeting for the purpose of assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of a public body, pursuant to Section 2.2 3711. A. 1. of the Code of Virginia;

Motion to Certify Closed Meeting at its Conclusion *[At the conclusion of the Closed Meeting, immediately re-convene in open meeting and take a roll call vote on the following:]*

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 Action 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 Issues:

2. Continued Discussion VA Clean Cities (VCC) Donation of Electric Vehicle (EV) DC Fast Charger- *Director of Energy Services*
3. Budget Amendment for VDOT Grant on Commerce Avenue Pedestrian Improvements
– *Director of Energy Services*
4. Economic Committee Recommendations – *Town Manager*
5. Town Scholarship – *Town Manager*

Council/Mayor Related Items

6. Delinquent Tax List – *Councilman Hrbek*
7. Council Discussion/Goals *(time permitting)*

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Town of Front Royal, Virginia Work Session Agenda Form

Date: August 3, 2015

Agenda Item: Continued Discussion VA Clean Cities (VCC) Donation of Electric Vehicle (EV) DC Fast Charger

Summary: Staff had been evaluating EV chargers for possible use in the Gazebo area when we became aware of a program offered through Virginia Clean Cities (VCC) to offer localities an EV charger at no cost. In partnership with ChargeUp, VCC is pursuing host sites in Virginia for the installation of EV chargers to address transportation needs for the exponential growth in electric vehicles. They have recently installed chargers in Staunton, New Kent County and Williamsburg totaling 21 systems deployed since the program started. Staff discussed details of the program at the July 6 work session.

Council Discussion:

Staff Evaluation: Staff is currently gathering additional information from VCC to answer the questions/concerns from the July 6th work session. Additional details will be provided at the work session.

Budget/Funding: The project is currently not funded

Legal Evaluation: Currently under review

Staff Recommendations: There is a growing demand for fast and convenient charging infrastructure near retail and cultural destinations for electric vehicles. The VCC charger deployment program will allow the Town of Front Royal to offer this service to our citizens and visitors while visiting the Downtown area with minimal cost to the Town. Staff recommends pursuing this opportunity.

Town Manager Recommendation:

Council Recommendation:

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

NISSAN NORTH AMERICA
EV ADVANTAGE PROGRAM

TOWN OF
FRONT ROYAL
DCFC PROJECT

NOTICE TO PROCEED

414 East Main Street, Front Royal VA 22630

12 June, 2015

Moretzconsulting

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Scott Moretz, PMP
Owner
Moretz Consulting
557 Fox Trot
Clayton, GA 30525



Friday 12 June, 2015

Joseph Waltz
Director of Energy Resources
Town of Front Royal, Virginia

Dear Joseph,

This documents serves as the Notice to Proceed to be executed by the Town of Front Royal (COMPANY), as of the Effective Date of 12 June, 2015 for the Town of Front Royal DCFC Project. With the execution of this document by The Town of Front Royal, Moretz Consulting will start the equipment acquisition process with Nissan North America (SELLER) in accordance with the EV Advantage Program.

Project Scope Statement: The Town of Front Royal has qualified for all equipment incentives proposed under the Nissan EV Advantage Program to include the receipt and installation of one (1) *Signet FC50K-CC DCFC* (208 3 Phase — 200 AMP).

Project Location:



* Installation of the 50kW — 208 3 Phase DCFC at the 414 East Main Street site will be completed by the Town of Front Royal. A Final Site plan will need to be presented to Moretz Consulting for review prior to installation. This Site Plan will outline the proposed DCFC location, Power Source, all storm drains in the vicinity of the DCFC location and any other hardscape items the will need to be removed or installed as part of the Town of Front Royal DCFC Installation Project. An example Site Assessment is provided on Page 3.

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EXAMPLE SITE PLAN

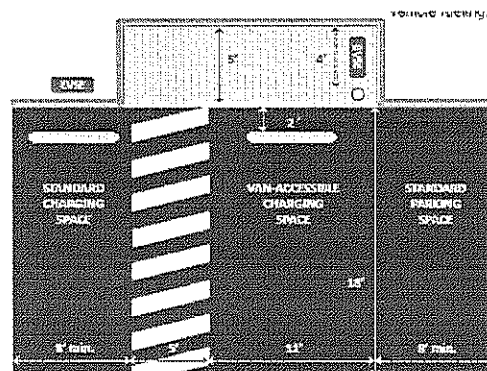


DCFC Placement and Parking Space Examples: Provided below are examples of DCFC placement and parking space striping for your use. While there are no set standards for marking the spaces, it is encouraged to account for ADA compliance when installing. As part of this NTP, Moretz Consulting will assist in the placement of the DCFC if requested. The DCFC is shipped with a template to be used by Site Host for pad design and DCFC connection via anchor bolts.



○ Optional protective bollard **EVSE** EV Supply Equipment (charging hardware) may be oriented as appropriate

NCPEV Task Force Electric Vehicle Planning Toolbox, Version 2.0 (November 2014), PG 2.

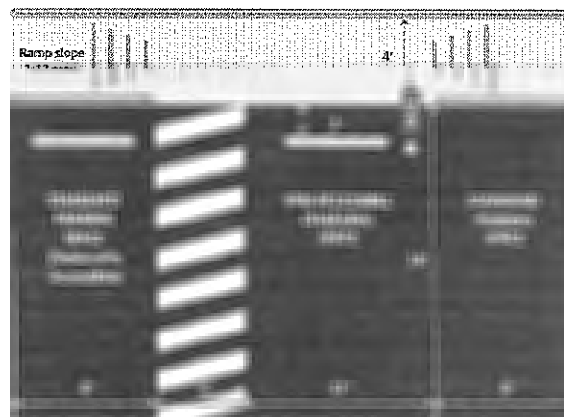


Accessible Sample Design #2:
Installation in Parking Lots at
Medians or Grade Perimeters

○ Optional protective bollard **EVSE** EV Supply Equipment (charging hardware) may be oriented as appropriate

NCPEV Task Force Electric Vehicle Planning Toolbox, Version 2.0 (November 2014), PG 3.

Accessible Sample Design #3: Installation in Parking Lots at Sidewalk Boundaries



○ Optional protective bollard **EVSE** EV Supply Equipment (charging hardware) may be oriented as appropriate

NCPEV Task Force Electric Vehicle Planning Toolbox, Version 2.0 (November 2014), PG 4.

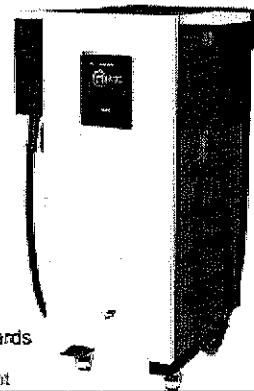


Signet Systems Inc.

Electric Vehicle Charging Infrastructure Solutions

DC Fast Chargers

Multi-standard 50kW fast charger - for both CHAdeMO & SAE Combo standards



		*ADA Compliant	
Type		CHAdeMO + SAE Combo	
Model		FC50K-CC-S	
Mechanical Max. Size, Weight		680D*780.4W*1129H (mm) * ADA Compliant	
AC Input	Voltage	3phase 4wire AC 380 ~ 480V (Standard) 3phase 3wire AC 208 ~ 280V (Optional)	
	Frequency	50/60 Hz	
	Power Factor	over 0.95	
	Amperage Requirement for 50kW output	3phase 3wire 208V	3phase 3wire 480V
		154.39 A	66.90 A
DC Output	Max. Voltage	500 Vdc	
	Max. Current	125 Adc	
	Max. Power	50 KW	
Operating Temperature		-25°C to +40°C	
Protective Function		Reverse polarity protection Short circuit protection Over temperature protection Over-voltage / Under-voltage protection Ground fault detection	
BMS Communication		CAN2.0A/B [CHAdeMO] PLC [SAE Combo]	
Protocol		CHAdeMO protocol Ver0.9 [CHAdeMO] SAE J1772 (IEC 15118) [SAE Combo]	
Cooling		Cooling Fans	
Compliance and Safety		CE, CHAdeMO, KS, cMETus (MET Listed to UL Standards)	
Display	LCD	7 inch Touch Screen	
	LED	3 Color LED lights - status indicator	
User Recognition		RFID card	
Option	Billing	Credit card billing system	
	Communication	Data collection, Monitoring and Control (using CDMA or TCP/IP - depends on region) Compliant with Open Charge Point Protocol	
		OCPP _{1.0} Open Charge Point Protocol	
Connection	Input	1KV50SQ/4C	
	Output	JEVS G105 [CHAdeMO] J1772 [SAE Combo]	

Full DCFC Specification Sheet is located in Appendix A.
DCFC Installation Manual Located in Appendix D.

Greenlots Payment Management Software: To better serve Site Host participating in the Nissan EV Advantage Program, it is strongly requested that a Greenlots membership be purchased. This membership provides the Site Host with a number of services outlined below, of which the most important is **24/7 technical support**.

The Greenlots SKY Network Management Platform is a web-based EVSE management solution built on open standards. It allows site hosts to manage their charge stations from the web browser of any computer. SKY enables convenient and innovative features such as real-time EVSE status, charging data logging the ability to charge users a fee for charging their vehicles.

Credit card payments via smartphone app and RFID cards: The smartphone app (available on iOS and Android) allows the user to pay with any major credit card. Users may also look up the EVSE status before arriving at the station. The user just has to download the app on his smartphone, identify the EVSE via QR code or serial number and enter his credit card details to start a charge. No credit card is needed if there is no fee to use the EVSE. The SKY platform also supports RFID or transit card based access and payments using prepaid value. Through our smartphone app or our secure web portal, users are able to check and top-up their prepaid balance at any time.

Transaction and Charging Data Reporting: SKY records usage and meter data for every charging transaction on every EVSE. The data collected is as follows:

- Unique ID of the reporting EVSE (one ID per charging port)
- Unique transaction ID for each plug-in / unplug or charging session
- Unique ID for each user – either via RFID, from smartphone app or via credit card
- Start and end charge timestamps (1 minute resolution)
- Total kWh per charge session (up to 10Wh resolution)
- Total fee per charge session
- Historical log of all faults or errors

Flexible Pricing, Access Control and Remote Control: The operator is able to set different pricing for the EVSE based on a time of use (TOU) schedule for peak, mid-peak or off-peak hours, weekdays and weekends or based on the cost of electricity. Access may be restricted to certain groups of users or a group of user (e.g.: marketing team employees) may enjoy free charging while everyone else pays the standard fee and vice-versa. The operator may remotely start or stop a charge session, enable or disable the EVSE for use. Administrator level access can be created with full access to charge session reports and remote functions. Restricted operator access (view only) is also supported. In addition to the above, SKY calculates and present data such as average number of users per day, average duration of charging and comparison of daily usage trends. All data can be downloaded in a csv format. **See Appendix B for more information and Greenlots Service Agreement.**

GREENLOTS NETWORKED DC FAST CHARGE STATION FOR NISSAN		
Greenlots SKY		
⌘ 24/7 Customer Care	⌘ Verizon Mobile Connection	
⌘ Flexible Price Engine	⌘ On Line Commissioning	
⌘ Downloadable Usage Reports	⌘ Peak Usage Analysis	
⌘ Real Time Status	⌘ Remote Troubleshooting	
⌘ Error Tracking	⌘ 24/7 Driver Technical Support	
⌘ OCPP Enabled	⌘ Mobile App / RFID Payment Processing	
⌘ Rate Structure Development	⌘ Pro-active fault monitoring and alarm notification	
Nissan FY 2015 Preferred Network Pricing for DC Fast Charging		
	2 Year	4 Year
ENTERPRISE LICENSE	\$400.00	\$600.00
Transaction Fees		
Transaction Fees (includes Credit Card Processing) 5.0%, with a minimum of \$0.50 per transaction		
* when charge station is set to free, no transaction fees are charged		

Project Budget:

Project Number: 2015.02.01				Project Name: Front Royal DCFC				Project Location: 414 East Main Street Front Royal, VA 22630				Project Owner: Town of Front Royal				Project Owner Representative: Joseph Waltz				Office Phone: 540.635.3027				Email: jwaltz@frontroyalva.com				Moretzconsulting				Zero Emission			
PROPOSAL AND SITE INFORMATION												EQUIPMENT SPECIFICATION																							
Project Status: Proposal												EQUIPMENT TYPE				MANUFACTURE				QTY															
Proposal Type: Nissan EV Advantage												DCFC - 208 3 PHASE				Signet				1															
Market: Virginia																																			
PROJECT STAKEHOLDER INFORMATION																																			
STAKEHOLDERS	TEAM MEMBER		NAME		ORGANIZATION		OFFICE #		MOBILE #		EMAIL ADDRESS																								
	Project Owner Representative:		Joseph Waltz		Town of Front Royal		540.635.3027		0		jwaltz@frontroyalva.com																								
	Program Manager:		Scott Moretz, PMP		Moretz Consulting		N/A		678.936.5065		scottmoretz@moretzconsulting.com																								
	Project Engineer:		Jason Hurst, PE		Columbia Engineering		770.925.0357		770.330.5982		jhurst@columbia-engineering.com																								
	Utility Representative:		Joseph Waltz		Town of Front Royal		540.635.3027				jwaltz@frontroyalva.com																								
	Project Electrician:		TBD		Town of Front Royal																														
	Nissan Representative:		Anthony Lambkin		Nissan North America		615.725.0788				anthony.lambkin@nissan-usa.com																								
	Equipment Representative:		Jerry Reich		GPT		937.546.6141		480.772.4227		jreich@gptechnology.com																								
	Greenlots Representative:		Jennifer Miller		Greenlots		415.254.2654				jennifer@greenlots.com																								
	Virginia Clean Cities		Matt Wade		VA Clean Cities		540.248.8212		540.568.4051		mwade@vacleancities.org																								
RESERVED OPERATING BUDGET	ITEM #	QTY	DESCRIPTION		EQUIPMENT TYPE		MANUFACTURE / FIRM		UNIT PRICE		COST																								
	1	1	DC Fast Charger		DCFC - 208 3 PHASE		Signet		\$28,000.00		\$0.00																								
	2	1	Dual Arm Combo Connector		n/a		Signet		\$5,000.00		\$0.00																								
	3	1	Greenlots Software & Support Services ^		OTHER		Greenlots		\$600.00		\$600.00																								
	4	1	Greenlots Payment Program		OTHER		Greenlots		\$2,500.00		\$0.00																								
	5	1	Project Initiation		n/a		Moretz Consulting		\$950.00		\$0.00																								
	6	1	Project Planning		n/a		Moretz Consulting		\$390.00		\$0.00																								
	7	1	Project Execution		n/a		Moretz Consulting		\$390.00		\$0.00																								
	8	1	Project Controlling		n/a		Moretz Consulting		\$390.00		\$0.00																								
	9	1	Project Close-Out / Admin		n/a		Moretz Consulting		\$380.00		\$0.00																								
ADDITIONAL EQUIPMENT AND SERVICES	10	1	DCFC Equipment Warranty Supplement**		n/a		Signet		\$4,000.00		\$0.00																								
	11		Site Preparation *		n/a		n/a		\$0.00		\$0.00																								
	12		Equipment Installation *		n/a		n/a		\$0.00		\$0.00																								
	13		Utility Installation Fee		n/a		n/a		\$0.00		\$0.00																								
	14		Utility Connection/Meter Fee		n/a		n/a		\$0.00		\$0.00																								
	15		Level II		LEVEL II - Wall Mount		n/a		\$0.00		\$0.00																								
	16		Level II		LEVEL II - Single Pole		n/a		\$0.00		\$0.00																								
	17		Level II		LEVEL II - Dual Pole		n/a		\$0.00		\$0.00																								
	18		Level II		Level II - Quad Pole		n/a		\$0.00		\$0.00																								
	19		Adaptors		Tesla CHADEMO Adaptor		Tesla		\$0.00		\$0.00																								
	20		Site Design - Bollard		Bollard		n/a		\$0.00		\$0.00																								
	21		Site Design - Curb Stop		Curb Stop		n/a		\$0.00		\$0.00																								
	22		Site Design - Signage		Parking Sign		n/a		\$0.00		\$0.00																								
	23		Site Design - Striping / Paint		Parking Paint		n/a		\$0.00		\$0.00																								
Project Cost												\$42,600.00																							
Town of Front Royal Project Fee												\$600.00																							

* The Town of Front Royal will complete all construction and installation of the DCFC at 414 East Main Street. Price for this installation is NOT included in this proposal.

* Payment (\$600.00) will be due to Greenlots - Moretz Consulting will facilitate between both parties.

** A \$4000.00 DCFC Equipment Warranty Supplement will be provided to Front Royal to cover repair parts post the 1 year warranty term. Funds will be sent 30 days from commissioning.

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Payment Schedule:**PAYMENT SCHEDULE**

Initial Project Payment
Project Progress Billing
Final Payment

DATE

Upon Execution of Proposal/Agreement
Upon Delivery of DCFC Equipment
Due Upon Commissioning

AMOUNT

\$0.00
\$0.00
\$600.00 *

* Payment will be due to Greenlots - Moretz Consulting will facilitate between both parties.

Project Schedule:

Front Royal DCFC						
Project Number: 2015.02.01 Project Name: Front Royal DCFC Project Location: 414 East Main Street Front Royal, VA 22630					Moretzconsulting	
STAKEHOLDERS	TEAM MEMBER	NAME	ORGANIZATION	OFFICE #	MOBILE #	EMAIL ADDRESS
	Project Owner Representative:	Joseph Waltz	Town of Front Royal	540.635.3027		jwaltz@frontroyalva.com
	Program Manager:	Scott Moretz, PMP	Moretz Consulting	N/A	678.936.5065	scottmoretz@moretzconsulting.com
	Project Engineer:	Jason Hurst, PE	Columbia Engineering	770.925.0357	770.330.5982	jhurst@columbia-engineering.com
	Utility Representative:	Joseph Waltz	Town of Front Royal	540.635.3027		jwaltz@frontroyalva.com
	Project Electrician:	TBD	Town of Front Royal			
	Nissan Representative:	Anthony Lambkin	Nissan North America	615.725.0788		anthony.lambkin@nissan-usa.com
	Equipment Representative:	Jerry Reich	GPT	937.546.6141	480.772.4227	jreich@gptechnology.com
	Equipment Representative:	Jennifer Miller	Greenlots	415.254.2654		jennifer@greenlots.com
	Virginia Clean Cities	Matt Wade	VA Clean Cities	540.246.8212	540.568.4051	mwade@vaccleancities.org
PROJECT SCHEDULE						
PROJECT SCHEDULE	PHASE	START	END	DURATION	LEAD	COORDINATING INSTRUCTIONS
	SITE VISIT	N/A	N/A	0 Days	N/A	N/A
	SITE EVALUATION	5/21/15	5/21/15	1 Day	Moretz	Project Evaluation with Nissan
	INITIAL UTILITY COORDINATION	5/21/15	5/21/15	1 Day	Waltz	Initial Utility Coordination
	NISSAN APPROVAL	5/22/15	5/22/15	1 Day	Lambkin	Site Approved by Nissan
	CLIENT SCOPE REVIEW	6/12/15	7/30/15	49 Days	Waltz	Project Scope Review and Approval
	NOTICE TO PROCEED ISSUED	7/31/15	7/31/15	1 Day	Waltz	OFFICIAL PROJECT START
	EQUIPMENT ACQUISITION	7/31/15	7/31/15	1 Day	Moretz	MORETZ CONSULTING to Acquire all Equipment
	FINAL UTILITY COORDINATION	8/3/15	8/3/15	1 Day	Moretz	Final Coordination with Utility Provider
	UTILITY CONSTRUCTION	8/10/15	8/14/15	5 Days	TBD	Utility Construction / Meter Installation
	PERMITTING	8/4/15	8/7/15	4 Days	TBD	Required Permitting - COPY TO MORETZ CONSULTING
	SITE PREPERATION	8/10/15	8/14/15	5 Days	TBD	Site Preparation for EV Charging Equipment
	EQUIPMENT ARRIVAL	8/17/15	8/17/15	1 Day	Moretz	Arrival of DCFC
	EQUIPMENT INSTALLATION	8/18/15	8/19/15	2 Days	TBD	EV Charging Equipment Installation
	FINAL INSPECTION	8/20/15	8/20/15	1 Day	TBD	Final Inspection by MORETZ CONSULTING
	AS BUILTS	8/20/15	8/20/15	1 Day	TBD	As Built Documentation by MORETZ CONSULTING
	COMMISSIONING	8/21/15	8/21/15	1 Day	Moretz	Commissioning and Testing of Equipment
	PARKING SPACES MARKED	8/24/15	8/25/15	2 Days	Waltz	Signage and Site Registration
	SIGNAGE INSTALLED	8/10/15	8/10/15	1 Day	Wade	Signage and Site Registration
	PRESS RELEASES	8/28/15	8/28/15	1 Day	Wade	Press Release and Ribbon Cutting
RED TEXT = ACTION REQUIRED COMPLETE IN PROGRESS PENDING URGENT						

Weekly Project Update Example is located in Appendix C.

Nissan EV Advantage Program Requirements: COMPANY acknowledges that Nissan makes no representations or warranties with respect to the Chargers pursuant to this Agreement. Nissan assumes no responsibility for COMPANY'S losses, liability, damages, costs or expenses arising directly or indirectly out of the manufacture, installation, maintenance or operation of the Chargers, including but not limited to, personal injury, property damage or economic damage directly or indirectly caused by the Chargers. OTHER THAN THE MANUFACTURERS WARRANTIES THAT MAY BE PROVIDED WITH A PURCHASE OF THE CHARGERS, COMPANY AGREES AND UNDERSTANDS THAT THERE ARE NO WARRANTIES OF ANY KIND, WHETHER STATUTORY, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO, WARRANTIES OF TITLE, NONINFRINGEMENT, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. COMPANY shall receive all rights, titles and interest in the Chargers upon shipment. Further, consistent with a donation, Nissan shall have no obligations for the repair, maintenance, or for the replacement of parts or for providing engineering services, or any other obligations with respect to the Chargers. NISSAN will order the Chargers and pay for all shipping costs associated with the original delivery of the donation to the individual project location provided by COMPANY and approved by Nissan upon Nissan's receipt of a copy of a site permit for the installation of the Chargers.

Project Site Obligations: In accordance with the Nissan EV Advantage program, COMPANY is obligated to adhere to the following guidelines for the DCFC equipment.

Reliability: The COMPANY shall use its best efforts to ensure that the DCFC installed at 414 East Main Street will be activated and the DCFC can charge vehicles at all times for a minimum of 5 years and continuing thereafter until the DCFC is decommissioned by COMPANY in its sole and absolute discretion. Also, until the DCFC is decommissioned in accordance with the preceding sentence the COMPANY is responsible for ensuring that the installed DCFC at 414 East Main Street shall suffer no more than forty-eight (48) hours of inoperability in any calendar month nor more than eight hours of inoperability in each of more than two out of four consecutive months.

Accessibility: The Charger must be accessible by the general public at all times unless granted special permission by Nissan North America, Inc.

Reporting: After Commissioning, upon the request of Nissan or its designee, COMPANY shall provide a certified report describing the Chargers hours of operation during the period specified by Nissan. Data is available via the Greenlots software if that service is selected. If COMPANY chooses to decline Greenlots, reporting data can be directly downloaded from the DCFC in a csv format, if required.

Manufacture Warranty: All the equipment and parts proposed herein will be guaranteed by the SELLER against defects of materials and workmanship for a period of 12 months from the date of the installation. In no event shall SELLER be liable for any defects of PRODUCTS if they are arising out of any of the following causes: (i) Improper operation and/or maintenance by COMPANY;(ii) Operation outside the specifications or requirements provided by SELLER; (iii) Erosion or corrosion, not attributable to SELLER'S misspecification as to material; (iv) Normal wear and tear including consumption of consumables within a certain agreed probability; and/or (v) Repair or replacement by any parties not approved by SELLER." "THE WARRANTIES AND GUARANTEES SET FORTH IN THIS CLAUSE IS EXCLUSIVE AS TO THE PRODUCTS AND IN LIEU OF ALL OTHER WARRANTIES, WHETHER WRITTEN, ORAL, IMPLIED OR STATUTORY; INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE."

Limitation of Liability: In no event shall the SELLER be liable to the Purchaser, whether based in contract, tort (including negligence and strict liability) or otherwise, for any special, indirect, incidental, or consequential loss or damage including, without limitation, damage to or loss of property or equipment, loss of profits or revenue. In no event shall the SELLER's overall liability exceed that of 100% of the Contract Price.

Project Acceptance: Per the requirements under the Nissan EV Advantage program, the installation of all supported DCFC equipment must be completed within the designated guidelines outlined below.

Terms: The Town of Front Royal DCFC must be properly identified, evaluated, developed, permitted, installed and commissioned, where commissioning means the charging and related equipment and site have received all required permits, passed all inspections and testing and is operating properly by Friday, 28 August 2015.

Identification: COMPLETE – The Town of Front Royal DCFC has been identified by all parties as a viable location for DCFC installation.

Evaluation: COMPLETE – The Town of Front Royal DCFC has been properly evaluated by Moretz Consulting and Nissan North America, Inc. and is approved for installation of DCFC equipment under the Nissan EV Advantage Program.

Developed: Developing consists of all site engineering, utility coordination and site construction required to properly prepare the Town of Front Royal DCFC site for installation of the DCFC equipment.

Permitted: Permitting includes all electrical permits, approvals, documentation and/or certification from the applicable governing agencies. If no permits are required, a statement verifying such conditions must be provided by the site host.

Installed: Installation of all equipment outlined in this proposal will be completed by a licensed professional contractor, and will be complete in the utmost professional manner adhering to all governing laws and regulations as required by the applicable governing agencies.

Commissioning: Commission is defined as the DCFC and related equipment and site have received all required permits, passed inspections, tested and is operating properly.

Project Administration:

Moretz Consulting Information:

**Moretz Consulting
557 Fox Trot Road
Clayton, GA 30525
Georgia Sole Proprietorship
EIN: 47-3874813**

Notice to Proceed: To be executed by The Town of Front Royal, as of the Effective Date:

Authorized Signature

Name

Title

Date



6/12/2015

Moretz Consulting

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3



Item No. __3__

Town of Front Royal, Virginia Work Session Agenda Form

Date: August 3, 2015

Agenda Item: Budget Amendment for VDOT grant on Commerce Pedestrian Improvement

Summary: The Town of Front Royal has received an administrative project agreement for pedestrian access improvements along Commerce Avenue. This project will include installation of countdown-timer pedestrian signal heads, ADA curb ramps and retrofitting sidewalks and crosswalks at various intersections.

Council Discussion:

Staff Evaluation: Staff is requesting a budget amendment to allow purchase of materials and equipment to complete all pedestrian access improvements along Commerce Avenue.

Budget/Funding: The project is partially funded through the VDOT Transportation Alternative project with local funds to match. The following are project costs:

Project Costs:

Engineering	\$ 5,000.00
Construction	\$159,414.00
Total	\$164,414.00

Funding:

VDOT	\$127,531.00
Front Royal	\$ 36,883.00

Requesting a Budget Amendment:

9401-7025 (VDOT crosswalks)	\$ 127,531.00
9401-3410209 (VDOT reimbursement)	\$ 127,531.00

Legal Evaluation: N/A

Staff Recommendations: Staff recommends a budget amendment to the Energy Services department to proceed with project.

Town Manager Recommendation:

Council Recommendation:

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

Work Session

4

Town of Front Royal, Virginia Work Session Agenda Form

Date: August 3, 2015

Agenda Item: Economic Committee Recommendation

Summary: The Economic Committee provided fifteen recommendations to Town Council on May 26, 2015.

Council Discussion: Council is requested to discuss these recommendations as well as initiatives already undertaken by the Town.

Staff Evaluation: The following summarizes efforts already undertaken or planned by the Town associated with the recommendations from the Economic Committee:

1. Volunteer Committee for oversight of SBDC during the Town commitment - The Town has been working with interested parties to develop the seminars required by the contract with SBDC
2. Hire a Champion for Front Royal (with a budget) - Town has previously advertised for a Community Development Manager position; currently evaluating options with NSVRC or re-advertising
3. Ongoing Town Beautification - Town has initiated a study of South Street to develop enhancement options. Initiated discussion with NSVRC to develop Entrance Corridor options
4. Improve signage for Front Royal with emphasis on public parking locations - Town Council adopted new sign standard to include international parking symbol which have begun installation in the Downtown area.
5. Increased tourism activity implementation & coordination - Town has undertaken partnerships to sponsor events to increase tourism including Taste of the Town, Gazebo Flicks, Celebrate the River, and First Night Front Royal. Town is taking lead on continuing Drive Tourism initiative
6. EDA/Avtex Development - Town has worked with the EDA to rezone the site and to approve the site plan for development for IT Federal on Lot 6. Town working with EDA to construct entrance road and working with EDA and County towards extension of Main Street through the site
7. Finalize overhead Downtown lighting and installation - Council has approved a contract with a structural engineer to design the remaining connections. Once we have design, we will work with property owners to obtain connection easements
8. Town Building Inspector in coordination with County - Town has discussed establishing a Building Inspection program. Town is working with County to establish a joint online permitting website to enhance customer satisfaction with the permitting process
9. Main Street Program Funding - Virginia Main Street applications are due in November. Town will develop an application. Town can also establish a Tourism Committee that will mimic the sub-committees recommended to be established if the Main Street designation were approved
10. Obtain Facade Grants - Jeremy Camp is working with the NSVRC to pursue CDBG grant funding to establish a Facade Enhancement program
11. Consumer/Business counseling (SBDC) - Town conducts regular Business Forums to identify issues and opportunities to improve the business climate in Town. Town continues to work with SBDC
12. Explore parking concern and expansions (lots, garages, etc.) - Town will continue to evaluate parking needs and opportunities to improve customer/visitor parking opportunities. Town has implemented changes to the signage (Item 4) and is investigating opportunities to "connect" Jackson Street to Main Street



13. Sidewalks and easements for outdoor commercial use (tables with umbrellas, etc.) - Town has worked with some businesses to license use of public Right-of-Way while maintaining sufficient pedestrian access
14. More Town sponsored events in conjunction with civic organizations - See Item 5
15. Establish Town Brand; expand profession, positive staff mindset - Town has worked with local businesses to develop the “Rediscover Front Royal” brand and offers the “Clock” logo to businesses to establish continuity in advertising. Staff meet regularly at “Supervisor Forums” to stress customer service and offer training to improve customer satisfaction.

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

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

Staff Recommendations: Staff will continue to pursue completion of the goals identified by the Economic Committee. Staff will also work with local interested individuals and groups to advance tourism and business development.

Town Manager Recommendation: The Town Manager will continue to pursue completion of the goals identified by the Economic Committee. The Town Manager will also work with local interested individuals and groups to advance tourism and business development.

Council Recommendation:

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

Top 15 Recommendations from Economic Committee to Town Council

To Keep In Mind: All things cannot be paid for by the Town's budget, however; the Town can do all they can to not hinder these ideas and projects.

1	Volunteer Committee for oversight of SBDC during their Town commitment
2	Hire a Champion for Front Royal (with a budget)
3	Ongoing Town Beautification
4	Improve Signage for Front Royal w/ emphasis on Public Parking Locations (use color)
5	Increased Tourism Activity Implementation & Coordination
6	EDA/Avtex Development (Town Involvement)
7	Finalize Overhead Downtown Lighting & Installation
8	Town Building Inspector in Coordination w/ County
9	Main Street Program Funding
10	Obtain Façade Grants, etc.
11	Consumer/Business Counseling (SBDC)
12	Explore Parking Concerns & Expansion (lots, garages, etc.)
13	Sidewalks & Easements for Outdoor Commercial Use (tables w/ umbrellas, etc.)
14	More Town Sponsored Events in Conjunction with Civic Organizations
15	Establish Town Brand; expand professional, positive staff mindset

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Town of Front Royal, Virginia
Work Session Agenda Form

Date: August 3, 2015

Agenda Item: Town Scholarship

Summary: The FY 2015-2016 Budget adopted by Town Council includes \$1,000 to establish a Town scholarship to assist young adults in Front Royal to continue their education after high school.

Council Discussion: Council is requested to discuss the details and requirements to establish the Front Royal Scholarship program.

Staff Evaluation: The scholarship can be either a single \$1,000 award to a resident or two \$500 awards for a resident at Warren County High School and at Skyline High School. Council should also confirm that they desire the recipient(s) to be residents in the Town limits. Council should also confirm that the scholarship(s) be available to post high school education at an accredited university, community college, or trade school. Council should also confirm the submission date and any specific criteria that should be included in an application. A draft application form is included for review

Budget/Funding: The 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 Town Council develop their desired criteria to establish the Town of Front Royal Scholarship program.

Town Manager Recommendation: The Town Manager recommends Town Council develop their desired criteria to establish the Town of Front Royal Scholarship program.

Council Recommendation:

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





Town of Front Royal, Virginia



**SCHOLARSHIP APPLICATION
TOWN RESIDENTS**

Due Noon on January 5, 2016

The Town of Front Royal Scholarship is offered to graduating seniors who reside in the limits of the Town of Front Royal. The Scholarship is for \$xxx.00 and is a one-time grant to a deserving resident pursuing continued undergraduate or trade education at an accredited university, community college, or trade school. Please provide complete responses to all questions so that the Town can effectively evaluate your application.

Name:		Email:	
Address:		Phone:	
Parent/Guardian:		School:	

Please describe your post high school education plans, as well as your plans for employment following completion of your education:

Please list your activities in high school:

Please list your community activities:

Please list all honors and awards:

Please describe how living in Front Royal has influenced your future plans: