



TOWN COUNCIL SPECIAL MEETING

Monday, January 6, 2020 @ 7:00pm
Town Hall Conference Room

1. Pledge of Allegiance
2. Moment of Silence
3. Appoint Temporary Clerk - *I move that Town Council appoint and recognize Tina Presley as Clerk of the Front Royal Town Council pro tempore for the meeting of Front Royal Town Council on January 6, 2020 Special Meeting and for such additional and further meetings and times that are a continuation of the January 6, 2020 meeting at his/her services such as Clerk pro tempore may be needed.*
4. Roll Call
5. COUNCIL APPOINTMENT – Councilmember
6. CLOSED MEETING – Executive Search Firm Reviews and Consultation with Legal Counsel Specific to the EDA and Afton Inn

TOWN COUNCIL WORK SESSION

Immediately to follow Special Meeting

1. Audit/Finance Committee Appointments
2. I & I Presentation – *Interim Town Manager*
3. Happy Creek Road Phase II Update – *Town Engineer*
4. Budget Amendment for Broadcast Communication Hardware – *Finance Director*
5. Downtown Revitalization Area Parking and Streetscape Design – *Finance Director*
6. Open Discussion

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Town of Front Royal, Virginia Council Agenda Statement

Item # 5

Meeting Date: January 6, 2020

Agenda Item: COUNCIL APPOINTMENT - Councilmember

Summary: Due to former councilman Eugene Tewalt being elected Mayor in the Special Election held in November 2019, there is currently a vacancy on Town Council. Council is requested to make an appointment to this vacancy.

Budget/Funding: None

Attachments: None

Meetings: Work Session held December 16, 2019

Staff

Recommendation: Approval_____ Denial_____

Proposed Motion: I move that Council appoint _____ to the Front Royal Town Council, to fill an unexpired term expiring December 31, 2020.

*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: 

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Town of Front Royal, Virginia Council Agenda Statement

Item # 6

Meeting Date: January 6, 2019

Agenda Item: CLOSED MEETING – Executive Search Firm Reviews and Consultation with Legal Counsel Specific to the EDA and Afton Inn.

Staff

Recommendation: Approval_____ Denial_____

Proposed Motion:

Motion to Go Into Closed Meeting

1) Discussion, consideration, or interviews of prospective candidates for Executive Search Firms to assist Town Council in consideration of hiring candidates for a permanent Town Manager, pursuant to Section 2.2-3711. A. 1. of the Code of Virginia; 2) Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, specifically, the Economic Development Authority where such consultation or briefing in Open Meeting would adversely affect the negotiating or litigating posture of Town Council; "probable litigation" meaning litigation that has been specifically threatened or on which Town Council or its legal counsel has a reasonable basis to believe will be commenced by or against a known party;; pursuant to Section 2.2-3711. A. 7. of the Code of Virginia; and 3) Consultation with legal counsel employed or retained by Town Council regarding specific legal matters requiring the provision of legal advice by such counsel, specifically, what the Town will be doing with the Afton Inn building and parties legally interested in it, pursuant to Section 2.2-3711. A. 8. 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 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.

*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: _____

WORK SESSION

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Work Session Agenda Form

Item # 1

DATE: January 6, 2020

AGENDA ITEM: Audit/Finance Committee Appointments

SUMMARY: The Audit and Finance Committee is composed of the Mayor, two Councilmembers, the Finance Director, the Town Manager and the Town's Auditor. Council is requested to appoint two Councilmembers to the Audit and Finance Committee, said terms ending December 31, 2020.

The councilmembers who served in 2019 were former Councilman Mayor Tewalt and Councilman Meza.

BUDGET/FUNDING: None

STAFF RECOMMENDATION: Council takes desired action.

Work Session

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Work Session Agenda Form

Item # 2

DATE: January 6, 2020

AGENDA ITEM: I & I Presentation

SUMMARY: This presentation will show I&I work in progress by the department and the proposed work the department recommends for the next two budget years to reduce the amount of I&I and keep the Town in compliance with the DEQ consent order. The department would like to take a more aggressive approach over the next two years to really reduce the amount of ground water being treated by the Town's wastewater treatment plant. This will help reduce the amount of electric and chemical cost at the plant as well.

BUDGET/FUNDING: TBD

STAFF RECOMMENDATION: Staff will be available at the meeting to answer any questions or concerns.

Work Session

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Work Session Agenda Form

Item # 3

DATE: January 6, 2020

AGENDA ITEM: Happy Creek Road Phase II Update

SUMMARY: In order to move forward with the improvements to Happy Creek Road and to increase the project's scoring in VDOT's Smart Scale program, the Town solicited proposals for preliminary engineering of the roadway. The improvements would start at the end of the Phase 1 improvements and continue to the County line (Phases 2 and 3).

An evaluation committee comprised of Town staff reviewed all the proposals and recommends Rummel, Klepper, & Kahl, LLP (RK&K) as the consultant to perform the preliminary engineering for the price of \$68,587.20. The scope of work and pricing is attached.

In addition to the preliminary engineering, RK&K will put together the Smart Scale application, which will open for pre-screening in March. RK&K has developed over 40 Smart Scale applications and members of their project team have previously worked for VDOT, so their experience will be valuable in helping to secure Smart Scale or other funding for the Happy Creek Road improvements.

If approved, RK&K's deliverables will provide the following benefits which will help to secure funding:

1. Local funds invested in the project, demonstrating commitment to the project.
2. A preliminary plan that will meet today's standards and that can be value engineered for cost savings.
3. A cost estimate based on those plans which will be more accurate than the pre-scoping estimate provided by VDOT.

BUDGET/FUNDING: Funds have already been encumbered for Happy Creek Road which would be sufficient to cover the cost of RK&K's services:

4102-R47518	Highways and Streets (Non-VDOT) Happy Creek	\$50,090.00
4500-R47518	Highways and Streets (VDOT) Happy Creek	\$18,497.20

STAFF RECOMMENDATION: Staff recommends approving as presented.

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Work Session Agenda Form

Item # 4

DATE: January 6, 2020

AGENDA ITEM: FY20 Budget Amendment for Broadcast Communication Hardware

SUMMARY: The Town of Front Royal recently received \$51,426 in PEG fees from two franchise agreement renewals. The Department of Information Technology is requesting for Town Council to approve a FY20 budget amendment to allocated the \$51,426 to the purchase of hardware for broadcast communication systems.

BUDGET/FUNDING: 1204-47007 Information Technology – Computer Equipment

STAFF RECOMMENDATION: Council to approve the budget amendment to allocate the \$51,426 as requested at the January 13, 2020 Regular council Meeting.

Work Session



TOWN OF FRONT ROYAL
DEPARTMENT OF INFORMATION TECHNOLOGY
102 E. MAIN STREET
PO BOX 1560
FRONT ROYAL, VIRGINIA 22630-1560
(540) 631-3600
WWW.FRONTROYALVA.COM

TODD C. JONES
Director
tjones@frontroyalva.com

MEMORANDUM

TO: BJ Wilson, Director of Finance

FROM: Todd C. Jones, Director of Information Technology

DATE: December 9th, 2019

RE: Budget Transfer Request

BJ,

Please transfer \$51,426 income from PEG fee charges from Comcast and Shentel to 120-47007 to purchase hardware for broadcast communications systems.

Please let me know if you have any questions.

Thanks,

Todd

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Work Session Agenda Form

Item # 5

DATE: January 6, 2020

AGENDA ITEM: Downtown Revitalization Area Parking and Streetscape Design

SUMMARY:

The Town solicited a request for proposals (RFP) for Engineering and Landscape Architecture with funding from the Community Development Block Grant (CDBG). The intent of this request for proposals was to hire a firm to prepare conceptual parking, streetscape, and property acquisition plan for the "Downtown Revitalization Area".

An Evaluation Committee that consisted of members of the Town's Planning Commission and Staff has reviewed, negotiated, and recommends EPR, P.C. for a contracted price of \$70,000.00. Attached is the scope of work and pricing.

BUDGET/FUNDING: Grand funded \$70,000.00

STAFF RECOMMENDATION: Staff recommends approving as presented.

Work Session

ATTACHMENT C - "PRICING"

SCOPE OF WORK

EPR, P.C. (EPR) will provide the following professional services to the Town of Front Royal for the Downtown Revitalization Area Parking and Streetscape Design (the Project)

PHASE I –DISCOVERY AND ANALYSIS

The goal of this phase is to review the existing work-to-date, to collect and analyze current available information, and with the Town, to identify the key stakeholders who will represent the Town of Front Royal (government), its residents and its businesses throughout the design process.

Task 1.1 Project Kick-off

Members of the EPR team will meet on site with the Client team (Project Management Team) and Stakeholders Group to kick off the project and to gather pertinent information. Through a process facilitated by EPR, the design team will identify the initial visions and goals, and identify those issues that are critical to the success of the plan. At the kick-off meeting, we will also discuss the project schedule, roles and responsibilities, and communication strategies.

The EPR Team will prepare for the kick-off meeting by developing the meeting agenda, team directory, project schedule, draft communications plan draft, draft goals and draft critical success factors for discussion during the meeting.

The kick-off meeting will take place in Front Royal and will include a walking tour of the Downtown Revitalization Area. The Town will provide the names of the people on the Town's Project Management Team (PMT) and their contact information.

Task 1.1 Deliverables to be provided by EPR (all electronic format):

- *Meeting minutes from the Project Kick-off meeting*
- *Team directory, including Project Management Team (PMT) and Stakeholders Group*
- *Memorandum outlining scope, schedule, and deliverables*

Task 1.2: Community Engagement Plan

EPR will work with the Town of Front Royal to develop a detailed project communications and engagement plan tailored to the Front Royal community. EPR will lead all public engagement tasks including graphics, logistics and input survey analysis with support from the PMT.

The communications and engagement plan will include the following elements:

- What information will be communicated to whom and when it will be communicated.
- Kick-off/Visioning Work Session
- Review of Findings Presentation/Work Session
- Concept Design Work Session

Final Scope of Work 12-20-19

Front Royal Streetscape Plan

- Draft Concept Plan Presentation/Work Session
- Final Concept Plan Presentation
- Project website*
- Social media outreach*
- Online surveys*
- Intercept surveys at Town of Front Royal events/festivals*

**these items may or may not be included based on available budget. The extent of their inclusion will be determined during the final scope negotiations.*

Task 1.2 Deliverables to be provided by EPR (all electronic format):

- *Project Communications Plan, including Public Engagement Plan*

Task 1.3: Community and Context Analysis

By understanding the Downtown areas' surroundings and its place in the town and the region, EPR will be able to facilitate a more thoughtful discussion with you and help create credible documentation of relationships and connections between the Downtown Business Area, the Downtown Residential Area, the Chester Street Area, surrounding land uses, civic facilities, and infrastructure. The Primary Study Area (project area) is defined as the Town of Front Royal Planning & Zoning Department's "Downtown Revitalization Area" (Exhibit "A", Primary Study Area). The Study Context Area is defined in Exhibit "B", Study Context Area.

The analysis maps will be prepared for the following aspects of the study areas:

Land Use

This analysis will include reviewing the municipal zoning & proposed land use for the project area, any other planned improvements such as transportation, and the Town of Front Royal's current planning documents. We will highlight relevant restrictions under the current historic district overlay guidelines, and provide an overview of potential future development based on the Town's future land use plan. Mapping will be based on currently available data and discussions with the Front Royal planning department staff will be conducted during this task.

Infrastructure

Based on existing available data, EPR will map existing stormwater, water and sewer systems; electrical and telecommunications, roadways, access and parking. We will identify public and private parking facilities, analyze the potential for "right-sizing" parking areas to accommodate the needed capacity and assess exterior lighting and security.

Site Conditions and Environment

Based on available existing data, we will map hydrologic systems, vegetation, natural open space and connections within the local area, and sustainable development opportunities.

Community and Culture

This analysis will identify historical buildings and both formal and informal gathering places, and combined with potential biking and walking pathways, provide a community overlay.

Task 1.3 Deliverables to be provided by EPR (all electronic format):

- *Existing conditions mapping for the Primary Study Area (documenting land use and physical conditions) and the Context Study Area*
- *Base maps for the Primary Study Area and the Context Study Area at appropriate scales for planning and conceptual design*
- *Summary memorandum of findings of the base mapping, research, and data collection*
- *Connectivity diagram*

Task 1.4 Strengths, Weaknesses, Opportunities & Threats (SWOT) Analysis

Following the completion of the physical analysis of the existing conditions, EPR will perform a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis. This analysis will consider both the physical characteristics as well as the other factors that will influence the design framework and assumptions to be used in developing the concept plan. Factors that will be considered include business activity, demographics, target user groups (residents, businesses, tourism, etc.), regional and local trends, project identity (brand), etc. The goal is to determine the opportunities and challenges per current conditions.

Task 1.4 Deliverables to be provided by EPR (all electronic format):

- *SWOT Analysis*

Task 1.5 Review of Findings

At the conclusion of the discovery and analysis phase of design, the EPR team will review our findings with you and Stakeholder group. We will review the analysis, assumptions and expected future needs, the SWOT Analysis and verify the vision and goals established at the beginning of the process. Following this review, we will also facilitate a public open house to inform the community of the design efforts to date, and invite the public to participate in the process at future dates.

Task 1.5 Deliverables to be provided by EPR (all electronic format, except hardcopy plots for open house meeting):

- *Presentation and review with Client and Stakeholder group*
- *Confirmed/Revised Vision and Goals Statement*
- *Initial Public Open House*

PHASE II – Crafting the Plan

Creative and successful design outcomes are generated through resourceful and productive interaction between the Client group (including the PMT and Stakeholders), the public and the design team. We believe that nurturing involvement and understanding is the first step in the successful implementation of any planning effort. This integrative process proposed is detailed below.

Task 2.1 Design Work Session

Final Scope of Work 12-20-19

Front Royal Streetscape Plan

Following the completion of the discovery and analysis phase, EPR will begin developing the plan, design guidelines and recommendations with a design work session. This work session will follow the review of findings described in Task 1.5 and use these findings as a starting point. It will also focus on confirmation of the vision and goals, and on generating creative ideas or methods to achieve them. Prior to the work session, EPR will develop up to three conceptual plans to present and discuss during the work session. These plans are intended to serve as “conversation starters” for the participants and to help the group come to a consensus on elements of the eventual preferred concept. From this information and during this work session, we will be able to identify the main issues and the strategies to address them. We will document the discussions and outcomes, which will focus on the following topics:

- Parking: supply, anticipated demand, convenience, strategy for public and private facilities, etc.
- Defining street hierarchy
- Transportation & Connectivity
- Infrastructure
- Culture & Arts
- Environmental Quality & Sustainable Strategies
- Exploration of concept design alternatives

Following the conclusion of the design work session, EPR will collect all sketches, drawings and notes produced during the work session and produce a compilation document that will be included with a memorandum summarizing the results.

Task 2.1 Deliverables to be provided by EPR (all electronic format except boards for work session):

- *Summary memorandum*
- *Work Session Compilation Sketchbook*

Task 2.2 Draft Downtown Revitalization Area Parking and Streetscape Concept Plan

Based on the input received during the work session, EPR will develop a draft of the downtown parking and streetscape concept plan and design guidelines. The PMT and Stakeholder group will provide feedback regarding the document and meet with us to discuss comments, revisions and direction for the final documents.

Included in the draft plans will be the articulation of the desired parking strategies and streetscape aesthetics. These plans will illustrate public space articulation including the locations and character of hardscape, landscape, lighting, signage and site furnishings. The EPR team will develop a preliminary Statement of Probable Project Costs which will include both “hard” costs (construction), “soft” costs (design, permitting, project management, etc.), anticipated property acquisition costs and contingencies. This statement will be updated at the final concept design plans milestone.

EPR will present this plan to the PMT, the Stakeholders group and the community to solicit comments and suggestions. This document will also be available for public review and comment in the public library, town offices and on the Town’s website. Comments will be accepted, categorized by our planning team, reviewed with the PMT and Stakeholder’s group, and addressed in the final plan. The final plan (Task 2.3) will include a table of comments and the associated responses.

Task 2.2 Deliverables to be provided by EPR (all electronic format):

Final Scope of Work 12-20-19

Front Royal Streetscape Plan

- *Draft Downtown Parking and Streetscape Concept Plan*
- *Draft Design Guidelines*
- *Preliminary Statement of Probable Project Costs*
- *Summary of Comments memorandum*
- *Review meeting with PMT and Stakeholder Group*
- *Public presentation/review of Draft Plan and Guidelines*

Task 2.3 Final Downtown Revitalization Area Parking and Streetscape Concept Plan

Following the public review and comment period, EPR will prepare the final concept design documents. These documents will include all revisions, responses to comments, mapping and illustrative graphics associated with the plan. We will provide the plan in both printed and electronic media for use by the Town of Front Royal. We will also meet with the PMT and Stakeholder Groups (including the Board of Architectural Review), the Front Royal Planning Commission and Town Council as needed to assist in approval of the plans.

Task 2.3 Deliverables to be provided by EPR (all electronic format):

- *Final Downtown Revitalization Area Parking and Streetscape Concept Plan*
- *Final Downtown Revitalization Area Parking and Streetscape Guidelines*
- *Statement of Probable Project Costs*
- *Summary Table of Public Comments*
- *Review meetings with Client Group*
- *Presentations to the Town of Front Royal Planning Commission and Town Council as needed*

Fee for Services: EPR will provide the services identified in the scope of work for a lump sum fee of \$70,000.00, inclusive of direct costs. The following table describes the general derivation of the fee.

Final Scope of Work 12-20-19

Front Royal Streetscape Plan

Front Royal Parking & Streetscape Design	
Tasks	
	Cost
Task 1.1 & 1.2: Project Kick-off and Engagement Plan	\$ 10,168
1.1a: Project Kick-off Meeting Prep	\$ 898
1.1b: Project Kick-off Meeting in Front Royal	\$ 4,297
1.1c: Project Kick-off Meeting - Draft Communications Plan	\$ 740
1.2a: Community Engagement Plan	\$ 1,412
1.2b: Community Engagement Website & Graphics	\$ 1,724
1.x: Monthly Reports	\$ 1,096
Task 1.3 thru 1.5: Analysis, SWOT & Review of Findings	\$ 17,353
1.3a: Review and Summarize Planning and Policy Documents	\$ 2,795
1.3b: Base Mapping and SketchUp refinement	\$ 4,306
1.3c: Community Context Diagram	\$ 685
1.3d: Site Analysis Diagram (existing conditions)	\$ 685
1.3e: Stakeholder Interviews (concurrent w/Task 1.1)	\$ 685
1.4a: Draft SWOT Analysis	\$ 804
1.5: Review of Findings - presentation prep and review	\$ 1,808
1.5: Review of Findings - Stakeholders Meeting (on site)	\$ 3,977
1.5: Review of Findings - Public Open House Meeting	\$ 1,608
Task 2.1: Design Work Session	\$ 9,699
2.1a: Work Session Prep (including 3 concepts)	\$ 4,834
2.1b: Work Session (on site with walking tour, 1 day)	\$ 3,217
2.1c: Work Session Documentation/Sketch Book	\$ 845
2.1d: Review results with Stakeholder Group (video call)	\$ 804
Task 2.2: Draft Plan	\$ 13,388
2.2a: Develop Draft Plan	\$ 3,570
2.2b: Develop Draft Parking Strategies	\$ 1,400
2.2c: Develop Draft Design Guidelines	\$ 3,758
2.2d: Draft Review Meeting w/ PMT (on site)	\$ 3,627
2.2e: Public Review Meeting (concurrent w/2.3d)	\$ 804
2.2f: Document Review Meeting Results	\$ 228
Task 2.3: Final Plan	\$ 15,966
2.3a: Develop Final Plan	\$ 5,282
2.3b: Develop Final Parking Strategies	\$ 1,400
2.3c: Develop Final Design Guidelines	\$ 4,770
2.3d: Review Meeting w/ Stakeholders Group	\$ 1,937
2.3e: Presentation to Town Council	\$ 2,577
LABOR TOTAL	\$ 66,574
DIRECT EXPENSES TOTAL:	\$ 3,426
TOTAL PROJECT COST (Indirect and Direct Costs):	\$ 70,000