



**AGENDA
PURCELLVILLE TOWN COUNCIL REGULAR MEETING
SEPTEMBER 27, 2016, 7:00 PM
TOWN HALL COUNCIL CHAMBERS**

- 1. CALL TO ORDER OF REGULAR MEETING** (Mayor Fraser)
- 2. PLEDGE OF ALLEGIANCE**
- 3. INVOCATION** (Mayor Fraser)
- 4. SUMMARY OF MOTIONS** (*provided separately*)
- 5. AGENDA AMENDMENTS/APPROVAL** (Town Council and Staff)
- 6. PROCLAMATIONS/RECOGNITIONS** (Town Council)
 - a. Proclamation – Patrick Henry College International Moot Court Championship
 - b. Recognition – Blue Ridge Middle School Lion King Production
- 7. PUBLIC HEARINGS**
 - a. Bulk Water Sales (pgs. 3-5)
- 8. PRESENTATIONS**
 - a. CGI Video Update (D. Abramson, EDAC Chair)
- 9. CITIZEN/BUSINESS COMMENTS** (Mayor Fraser)
(All citizens who wish to speak will be given an opportunity. Limits will be imposed on all speakers. All speakers should sign up prior to speaking, and Town residents will be given the first opportunity to speak.)
- 10. MAYOR AND COUNCIL COMMENTS** (Mayor Fraser)
- 11. DISCUSSION/INFORMATIONAL ITEMS**
 - a. Public Safety Reports
 - i. Purcellville Volunteer Rescue Squad (Aaron Kahn, President)
 - ii. Purcellville Volunteer Fire Company (Brad Quin, President)
 - iii. Purcellville Police Citizens Support Team (James Taylor, President/Dawn Mabe, Vice President) (pg. 7)
 - iv. Purcellville Police Department (Lt. Joe Schroeck/Chief C. McAlister) (pgs. 9-14)

- b. Public Works Monthly Operations Report (A. Vanegas) (pgs. 15-24)
- c. Non-Potable Connections (R. Lohr/A. Vanegas) (pgs. 25-27)
- d. Tax Collection Update & Collection Processes Information (C. LeMarr) (pgs. 29-35)
- e. Tree and Beautification Committee (Vice Mayor Jimmerson)
- f. Crosswalk Improvements/Other Revenue Sharing Application (A. Vanegas) (pgs. 37-38)

12. ACTION ITEMS

- a. Process for Handling Complaints Against Public Officials* (S. Hankins) (pgs. 39-47) (Motion pg. 43)
- b. NVTa Local & Regional Funding Options* (R. Lohr/A. Vanegas) (pgs. 49-53) (Motion pg. 51)
- c. Citizen Engagement Update/Polco* (D. Davis) (pgs. 55-59) (Motion pg. 57)
- d. Proposed Conceptual Lease for Makersmiths Use of Old Maintenance/Waste Water Treatment Plant Site on 20th St.* (R. Lohr) (pgs. 61-67) (Motion pg. 62)
- e. 2016 Business License Analysis* (C. LeMarr) (pgs. 69-75) (Motion pgs. 69-70)

13. DISCUSSION OF ITEMS PROPOSED FOR FUTURE PRESENTATIONS / RECOGNITION

- a. None

14. APPROVAL OF MINUTES (pgs. 77-132) (Motion pg. 77)

- a. September 8, 2016 Town Council Special Meeting (pgs. 78-97)
- b. September 13, 2016 Town Council Special Meeting (pgs. 98-99)
- c. September 13, 2016 Town Council Regular Meeting (pgs. 100-132)

15. CLOSED MEETING* (pgs. 133-135) (Motion pg. 134)

The purpose of the closed meeting is to discuss applicants for appointments to committees, commissions and boards.

16. APPOINTMENTS TO COMMITTEES, COMMISSIONS AND BOARDS* (pgs. 137-140) (Motion pgs. 138-140)

17. ADJOURNMENT

*Roll Call Votes

IF YOU REQUIRE ANY TYPE OF REASONABLE ACCOMMODATION AS A RESULT OF PHYSICAL, SENSORY OR MENTAL DISABILITY IN ORDER TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT DIANA HAYS, TOWN CLERK, AT 540-338-7421. THREE DAYS NOTICE IS REQUESTED.



STAFF REPORT
PUBLIC HEARING

Item #7

SUBJECT: Bulk Water Sales

DATE OF MEETING: September 27, 2016

STAFF CONTACTS: Diana Hays, Town Clerk/Project Manager

SUMMARY and RECOMMENDATIONS:

Attached is a copy of the advertisement that ran September 9, 2016 and September 16, 2016 in preparation of the Public Hearing.

ATTACHMENT(S):

1. Copy of Advertisement

**PUBLIC HEARING
PURCELLVILLE TOWN COUNCIL**

The Purcellville Town Council will hold a public hearing in the Town Council Chambers of Town Hall, located at 221 South Nursery Avenue, Purcellville, Virginia, on **Tuesday, September 27, 2016 at 7:00 P.M.** to receive public input on, consider, and possibly vote on an ordinance amending the Town’s adopted Tax and Fee Schedule, which is set forth at Town Code Appendix A. The proposed ordinance would change the Town’s rates and fees for (i) bulk water sales and (ii) bulk water administration, and would also add to the Town’s Tax and Fee Schedule a charge for the sale of in-town and out-of-town water taps (also known as water availabilities) which charges are already in effect under Town ordinance number 07-05-01, adopted on May 8, 2007, but were inadvertently omitted from the published Tax and Fee Schedule. The following table shows (i) the Town’s “current” rates and fees for bulk water sales, bulk water administration, and water availabilities, (ii) the Town’s “proposed” rates and fees for such goods and services, and (iii) the percentage change between the current and proposed fees.

Application Category	Application Type	Current Rates & Fees	Proposed Rates and Fees	%/ \$ Change	Code References
Water Supply System	Bulk Water - Usage Rate	\$11.00/1000 gallons	\$15.18/1000 gallons	38% increase	(Town Code § 82-192)
	Bulk Water Administrative Fee per day	\$50	\$0	100% decrease	
	Availability Fee In-Town	5/8": \$25,754	5/8": \$25,754	No change	(Town Code § 82-7) (Town Code § 82-4) (Ordinance 07-05-01)
	Availability Fee Out of Town	5/8": \$51,508	5/8": \$51,508	No change	(Town Code § 82-7) (Town Code § 82-4) (Ordinance 07-05-01)

A full and complete copy of the Town’s proposed Fee amendments is on file and may be examined in the Office of the Purcellville Town Clerk, located at Purcellville Town Hall, 221 South Nursery Avenue, Purcellville, Virginia, from 8:00 a.m. to 5:00 p.m. Monday through Friday, holidays excepted. For questions, please call (540) 338-7421.

At this public hearing, all persons desiring to present their views concerning this matter will be heard. Hearing assistance is available for meetings in the Town Council Chambers. If you require any type of reasonable accommodation to participate in this meeting as a result of a physical, sensory or mental disability, contact the Town Clerk at 540-751-2334; please provide notice of the accommodation at least three days in advance of the meeting.

Kwasi A. Fraser, Mayor
Purcellville Town Council

Run dates 9/9/16 & 9/16/16

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STAFF REPORT
INFORMATION ITEM

Item #11a.iii.

SUBJECT: Purcellville Police Citizen Support Team

DATE OF MEETING: September 27, 2016

SUMMARY AND RECOMMENDATIONS:

The following is a list of events in which the support team assisted since the last report of July 26, 2016.

1. Monthly meetings were held on August 10th and September 14th.
2. August 20th – Hero Homes Car Show. The support team assisted with traffic control during the car show.
3. August 26th – DUI checkpoint from 10 pm until 2 am. The support team assisted Purcellville Police, Loudoun County Sheriff Dept and Loudoun County Auxiliary in DUI checkpoint.
4. The support team held an appreciation picnic for the members on September 17th.

Upcoming events:

1. Drug Take Back from 10 am until 2 pm at Fireman’s Field parking lot directly across from Town Hall. The support team will be on hand to collect expired and unwanted medications along with a Purcellville Police officer.
2. Halloween Block Party on 21st street from 5 pm until 9 pm. The support team will be assisting in vendor parking and crowd control.
3. Turkey Trot on November 13th from 8 am until 10 am.

The Purcellville Police Citizen Support Team looks forward to helping out both the Police Department and the community in the upcoming events in town for 2016.

President – Dawn Mabe

Vice-President – James Taylor

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STAFF REPORT
INFORMATION ITEM

Item #11a.iv.

SUBJECT: Purcellville Police Dept. Monthly Report

DATE OF MEETING: September 27, 2016

STAFF CONTACTS: Chief Cindy McAlister

BACKGROUND:

The police department crime report and calls for service is provided to Town Council monthly as an informational item.

ATTACHMENT(S):

1. July 2016 Report
2. August 2016 Report



Town Council Report July 2016

Criminal Offenses	# of Offenses	Closed By Arrest	Closed	Pending	Inactive	YTD
Group A IBR Offenses						
Simple Assault	3	2		1		13
Intimidation	1				1	5
Shoplifting	2	1		1		7
Theft From Building	1		1			7
Impersonation	1				1	2
Destruction/Damage/Vandalism	5		1	2	2	26
Drug/Narcotic Violations	1	1				21
Drug Equipment Violations	1	1				13
Weapon Law Violations	1	1				3
Group B IBR Offenses						
Curfew/Loitering/Vagrancy	1	1				4
Disorderly Conduct	2	1			1	13
Driving Under The Influence	2	2				21
Drunkenness	6	6				15
Family Offenses, Non Violent	3				3	21
Liquor Law Violations	1	1				7
Trespass of Real Property	2			1	1	12
Runaway	1		1			2
TOTAL	34					
**Non IBR Reportable Call:	55					192

Non Traffic Related Summons		
Shoot or Throw Missiles At Occupied Vehicles	1	1
Possession of Controlled Substances	1	9
Possession of Marijuana	2	15
Carrying Concealed Weapon	1	2
Contributing to The Delinquency of A Minor	1	5
Public Swearing or Intoxication	5	13
Disorderly Conduct	1	2
Obstructing Justice	1	1
Assault & Battery	2	6
Petit Larceny	1	3
Fugitive From Justice	1	1
Unlawful Purchase or Possess Alcoholic Beverage	1	5
Purchase Alcohol for Unauthorized Person	1	1

Destruction/Damage/Vandalism of Property
7/1 – 500 A Street- Spray paint damage to school crossing pedestrian signs & spray paint on door D8
7/13 – 100 block Mist Pond Terrace – Door bell jammed into case and cracked
7/19 – 100 block 16 th Street – Sliding glass door shattered. Door slammed during an argument causing it to shatter
7/26 – 100 block 16 th Street – vehicle egged and windows covered with shave cream
7/31 – 17000 block Pickwick Drive – Trunk of vehicle has an orange substance on it. Owner is unable to clean it off

Training
Basic Decision Making for Law Enforcement: Officer Barnhart
During July and August all staff will receive training on the County's new Record Management System



This monthly report provides an overview of criminal activity within the Town of Purcellville. The report outlines the previous month's crime activity, with comparisons to the same time frame of the previous year as well as year-to-date comparisons. Also provided are clearance numbers for both arrests and exceptional clearances. A case is closed exceptional clearance only when an officer has fully identified the offender and their location. Reasons beyond their control prohibit the arrest of the offender (death of the offender, victim refuses to cooperate, prosecution declined, extradition denied, juvenile/no custody).

Productivity information is included on page two. This includes: calls for service, officer initiated activity, criminal arrests, traffic summonses issued, and vehicular crashes handled. This data assists the police department in developing strategies in combating crime, and maintain the highest quality of life possible for residents and visitors within the town.

Respectfully submitted – Cynthia McAlister, Chief of Police

Group A Offenses	Aug-15	Aug-16	YTD 2015	YTD 2016	YTD Diff	YTD CLR Arrest	YTD CLR Exception	Total Cleared
Rape								
Forcible Fondling				3	3			0%
Robbery								
Aggravated Assault	1	1	3	3	0	2		67%
Simple Assault	1	2	20	15	5	6	1	47%
Intimidation		1	5	5	0			0%
Arson								
Burglary		2	2	5	3			0%
Credit Card/Automatic Teller	2	1	3	5	2			0%
Auto Theft								
Embezzlement			1		1			
Homicide								
Larceny (below categories)								
Pick Pocket								
Purse Snatching								
Shoplifting	1		5	7	2	3		43%
Theft from a building		1	5	8	3	1		13%
Theft from a Coin Machine								
Theft from a Motor Vehicle		22	6	28	22			0%
Theft of Motor Vehicle Parts			1	1	0			0%
All other Larceny	4	2	17	4	13			0%

Group A Offenses	Aug-15	Aug-16	YTD 2015	YTD 2016	YTD Diff	YTD CLR Arrest	YTD CLR Exception	Total Cleared
False Pretenses	1	1	2	5	3			0%
Credit Card Fraud			1		1			
Impersonation		1	2	2	0			0%
Welfare Fraud			1		1			
Wire Fraud	1	2	5	3	2			0%
Total Group A Offenses	11	36	79	94	15	12	1	14%

Other Offenses of Community Concern	Aug-15	Aug-16	YTD 2015	YTD 2016	YTD Diff	YTD CLR Arrest	YTD CLR Exception	Total Cleared
Destruction/Vandalism	2	7	26	34	8	2	7	26%
Drugs/Narcotics	2	1	18	22	4	16		73%
Drug Equipment Violation	1		15	13	-2	8		62%
Weapons Violations			41	3	-38	2		67%
Pornography/Obscene	1		2	1	-1			0%
Curfew Violation		3	4	7	3	2		29%
Disorderly Conduct		2	6	15	9	3	2	33%
DUI Arrests	2	6	9	27	18	26		96%
Drunk in Public			14	15	1	15		100%
Family Offenses	5	2	24	23	-1	2	1	13%
Liquor Law Violations	4	1	9	8	-1	4		50%
Runaway			6	2	-4			0%
Trespassing		1	8	13	5	3	3	46%
Total Other Offenses	17	23	182	183	1	83	13	52%

Total ALL Offenses	28	59	261	277	16	95	14	39%
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Service Demand & Productivity	Aug-15	Aug-16	YTD 2015	YTD 2016	YTD Diff
Calls for Service	493	637	3,765	4,068	303
Self Initiated Activities	1,269	1,424	9,679	9,556	123
Criminal Arrest	11	15	67	31	36
Traffic Summonses	64	54	482	428	54
Warning Tickets		6		6	6
Accidents	13	8	80	63	17



STAFF REPORT
INFORMATIONAL ITEM

Item #11.b.

SUBJECT: Public Work Monthly Operations Report

DATE OF MEETING: September 27, 2016

STAFF CONTACT: Alex Vanegas, CPM, Director, Public Works

SUMMARY and RECOMMENDATIONS:

Attached for your review are the Monthly Operations Reports for the four divisions of Public Works: Engineering & Capital Projects, Street & Utility Maintenance, Water Production and Water Reclamation. The enclosed reports are for the month of August 2016. Should you have any questions or desire any further clarification please let us know.

ATTACHMENT(S):

1. Engineering & Capital Improvements, Street & Utility Maintenance, Water Production and Water Reclamation Monthly Operations Reports.

Capital Projects & Engineering Department Update

8/30/2016

Town Projects Summary – Table A

Plan Reviews & Private Projects – Table B

Inspections Summary for August 2016

Site Plans and Subdivisions	
	Mayfair Industrial Subdivision: Sanitary sewer testing
	McDonald's demolition and site plan construction
	108 Bailey Lane site plan construction
Right-of-way Permits	5
Water Meter Inspections (before installation)	7
Occupancy Permit Inspections (site)	6
GPS water meters and sanitary sewer cleanouts to add to GIS	All of Locust Grove and Hirst Farm Subdivisions (over 200 sanitary sewer points and over 200 water meter points)

Business Utility Forms, reviews/approvals – 2

Right-of-way Permits, reviews/approvals – 7

TABLE A TOWN PROJECTS

PROJECT NAME	DESCRIPTION	STATUS	NEXT STEPS
Downtown Streetscape Ph. II	Downtown Streetscape (sidewalks, etc.) and stormwater collection/conveyance project. Federal enhancement funding.	Under construction; contractor is Jefferson Asphalt. Substantial completion; VDOT final inspection complete; contractor is working on punchlist items	Complete punchlist, VDOT final inspection, closeout.
N. 21st Street sidewalk project	Sidewalk from W&OD Trail to Purcellville Green, storm sewer collection and conveyance. Federal funding.	Remedial work is under construction; VDOT is inspecting. Work is complete.	closeout, including Town audit.
J Street Drainage Project	Install stormwater collection and conveyance along J Street from 26th Street to just west of Town Hall. State maintenance funding.	Construction is complete.	Final seeding and fertilizing needed.
Hirst Farm Pond	Retrofit Hirst Farm pond for water quality benefits. Stormwater Local Assistance Funding, 50-50 split with Town.	Engineering design proposal has been reviewed.	Approve proposal and issue purchase order to move forward with design.
32nd and A Street Improvements	Proposed roundabout. Revenue Sharing grant, 50-50 split VDOT and Town	Considering rescoping this project for original intersection with turn lanes, instead of roundabout.	Provide cost estimates for alternatives, as well as guidance for preferred solution.
Nursery Avenue Improvements	sidewalk , curb and gutter, stormwater collection and conveyance from the "teardrop" (20th Street) to the stream approx. 370 feet south of J Street. Funding is Revenue Sharing, 50-50 split Town and VDOT.	30% plans are complete. Advertising for RFP for design to 100%. RFP due August 9, 2016	Review proposals, choose design engineer, begin design.
Hirst Road Safety Improvements	Improvements along Hirst Road from Hatcher Avenue to Hillsboro Road (Route 690). Includes guardrail and shoulder improvements, upgrade pedestrian ramps, new signs and markings. Funding is revenue sharing, 50-50 split VDOT and Town.	Agreement with VDOT for RS project has been executed.	Obtain proposal for engineering work from Kimley Horn.
Guardrail Replacement, various locations in Town	Replacement of damaged or non-compliant guardrail at various locations in Town	Agreement with VDOT for RS project has been executed.	Obtain quote for construction.

TABLE A TOWN PROJECTS

PROJECT NAME	DESCRIPTION	STATUS	NEXT STEPS
414 Loudoun Valley Drive, easement vacation	An easement for an abandoned sewer pump station crosses this lot; the easement should have been vacated after the station was abandoned. The easement vacation will accomplish this.	Plat is complete. Town attorney is reviewing.	
Nursery Avenue sidewalk and culvert	The sidewalk across the stream that crosses Nursery Avenue is in need of repairs. Town staff is looking at alternatives to repair the crossing.	Proposed repair has been developed, staff met with contractors to request quotes for the work.	Obtain quotes.
North Maple Avenue Water Main Replacement ON HOLD FOR FY18	Replacement of the existing 6-inch water main with a new 12-inch water main in Maple Avenue, Main Street to the W&OD Trail. Water main has had multiple breaks in the past.	100% plans are complete. Bids in 2012 exceeded budget, all bids rejected.	Project is in budget for FY2018
GIS updates - water layer	As needed, updates to GIS for water main, water meters, hydrants. Based on as-built drawings for new construction, but also staff obtained points for existing features.	Staff is collecting water meter location points, engineering is adding to GIS layer. Over 200 points added to GIS.	
GIS updates - sanitary sewer layer	As needed, updates to GIS for sanitary sewer main, laterals, cleanouts. Based on as-built drawings for new construction, but also staff obtained points for existing features.	Staff is collecting cleanout location points, engineering is adding to GIS layer. Over 200 points added to GIS.	
GIS updates - storm sewer layer	As needed, updates to GIS for storm sewer main, inlets, culverts. Based on as-built drawings for new construction.	J Street drainage improvements needs to be added to GIS.	
Unidirectional Flushing Program	The unidirectional flushing program serves to flush the water main. This program is generally implemented every other year.	The flushing commenced in March/April 2016, but the full program was not completed.	Finish the flushing program, fall 2016 or spring 2017.

TABLE A TOWN PROJECTS

PROJECT NAME	DESCRIPTION	STATUS	NEXT STEPS
Backflow and Cross Connection Control Program	State regulations require the Town to collect inspection reports on testable backflow prevention devices. This is done annually. In 2016, letters were mailed to those with testable devices, requiring the inspection reports. Letters were also mailed to businesses for which the Town did not have confirmation of devices. A courtesy letter was mailed to those with non-testable devices that were more than 5 years old.	More than 250 letters were mailed. As of 7/21/16, 217 reports were submitted, and 102 businesses have responded that they do not have devices. 30 certified letters were mailed in July (final letter). S	All businesses with known testable devices that have not responded have been visited by Town Staff. All but one have noted that they will provide test results.
Grease Trap Inspection Program	Grease in the sanitary sewer system can cause backups in the mains. Grease traps need to be maintained so that grease does not enter the Town system.	The Town requests businesses to submit forms to show that the grease trap has been serviced periodically. Working with Maintenance to have hot spots televised.	
Monthly Manhole Inspection - select manholes	Several manholes in the Town's system are known to have issues with solids build-up. These manholes are inspected monthly, and if issues are noted, the maintenance dept is notified to clean the manholes	5 manhole inspections completed monthly.	Monthly inspections.
Task Order Contract Request for Proposal (RFP)	RFP for Project Management and Construction Management Services	Proposals received 6/28/2016. Proposals reviewed by selection committee. Interviews with 2 firms held on 8/12/16.	Staff is currently checking references.
Request for Proposal (RFP)	RFP for Nursery Avenue Roadway and Drainage Improvements. See also Nursery Avenue Roadway and Drainage Project above	Plans are currently at 30%, the chosen firm will complete the plans to 100%. Proposals are due August 9, 2016.	Choose 3 or more firms to interview, then interview and determine which firm with which to Contract for Services. Interviews to be first or second week in September.

TABLE B PRIVATE PROJECTS

PROJECT NAME	DESCRIPTION	STATUS	NEXT STEPS
TP13-02 Catocin Corner Frontage Improvements	Water main extensions along Berlin Turnpike and East Main Street, Sewer main extension along East Main Street, traffic signal modifications (VDOT oversight)	Engineering review completed, no further comments.	After plans have been approved and zoning permit issued, begin construction at the initiative of the developer.
TP15-08 Catocin Corner Site Plan	Site work including water, sanitary sewer, storm sewer, other grading and site work.	Rough grading was approved, and this work has been on-going. Engineering review of site plan is completed, no further comments regarding the site plan. Easements and deed of easements still needed.	After plans have been approved and zoning permit issued, begin construction at the initiative of the developer.
TP14-06 Mayfair Residential Subdivision	262 dwelling units consisting of a mix of single family detached and single family attached dwelling units.	Phase 1 residential infrastructure installed, homes are under construction.	
TP14-08 Mayfair Industrial Subdivision	12 lot industrial subdivision with main street located off of Nichols Lane.	Infrastructure is installed.	
TP14-01 Southern States Site Plan	Demolition of existing building and construction of new building and parking lot	Plans approved.	Construction at the initiative of the developer.
TP14-10 Catocin Corner Grading Plan	Rough grading plan for project located on NE corner of Main Street and Berlin Turnpike	rough grading is complete	
TP14-12 McDonalds Rebuild site plan	Demolition and rebuild of McDonalds on N. Maple Ave.	Building has been demolished, utility phase about to begin.	
TP14-13 Vineyard Square site plan	Demolition of buildings and new construction on N. 21st Street	Easements recorded, bonds approved and site plan has been signed.	
Morgan Meadow preliminary plat	Preliminary plat for a 5 lot subdivision on N. Hall Ave.	Engineering review of 3rd submission complete.	Applicant to re-submit.
Mayfair Industrial Subdivision, Lot #1	Storage lot, minor site plan.	Engineering review completed 6/1/2016.	
TP16-05 Purcellville Firehouse, 130 S. 20th Street	Minor site plan, includes sidewalk, parking lot, sanitary sewer lateral replacement, building renovation.	7/18/2016 plan received for review.	
ESMT16-01 Catocin Corner Easements	Easements necessary for the construction of Catocin Corner Site Plan. 3 plats & deeds.	Engineering review completed 7/15/2016.	

TABLE B PRIVATE PROJECTS

PROJECT NAME	DESCRIPTION	STATUS	NEXT STEPS
Lot 6F - 37231 Richardson Lane, mini warehouse	site plan for mini warehouse. Includes storm drainage for off site lots in Valley Industrial Park.	Additional information needed prior to full review.	Applicant to re-submit.
TP15-04 Dragon Yong- In Martial Arts	Site plan for addition of soccer field, walking track, traffic circulation and parking.	Zoning permit issued 4/8/2016.	PW requested business utility form to include irrigation system 11/6/2015
O'Toole Property rezone	Rezoning, and comp plan amendment	PW review 8/8/2016	Applicant to address comments

**MAINTENANCE DEPARTMENT
MONTHLY OPERATIONS REPORT
FOR THE MONTH OF: AUGUST 2016
PREPARED: SEPTEMBER 2016**

**MAINTENANCE DEPARTMENT
MONTHLY OPERATIONS REPORT
FOR THE MONTH OF: AUGUST 2015
PREPARED: SEPTEMBER 2015**

MEASURE	MONTH	UNITS	FY YTD	UNITS
WORK ORDERS (W.O.) PROCESSED	245	#	501	#
STAFF HOURS REQUIRED FOR W.O.	766.22	HRS.	1381.69	HRS.
NON-CORE DUTIES HOURS	53	HRS.	86.5	HRS.
CD. MAN HOURS REQUIRED FOR WO	713.22	HRS.	1295.19	HRS.
PM FIRE HYDRANTS	0	#	0	#
EMERGENCY FIRE HYDRANT REPAIR	0	#	0	#
PM VALVE EXERCISED	0	#	0	#
CCTV SEWER LINE	1,907	L. FT.	3,257	L. FT.
SEWER LINE CLEANED	0	L. FT.	5,400	L. FT.
VEHICLES SERVICED	6	#	9	#
# OF WATER BREAKS	0	#	0	#
# OF SEWER BACKUPS	2*	#	2	#
# OF CLEANOUTS INSTALLED	0	#	0	#
# OF MIS UTILITY TICKETS	127	#	260	#
# OF METERS READ	45	#	68	#
# OF METERS SHUT OFF	2	#	6	#
# OF METERS TURNED ON	0	#	4	#
# OF REPLACED METERS	0	#	2	#
# OF REPLACED REGISTERS	8	#	8	#
# OF NEW ACC. METER INSTALLS	3	#	8	#
# OF LEAK CHECKS	8	#	13	#
# OF REPLACED MIUs (Radios)	19	#	68	#
CUSTOMER COMPLAINTS	11	#	21	#
WATER COMPLAINTS REC'D	2	#	2	#
WATER COMPLAINTS RESOLVED	100	%	100	%
WASTEWATER COMPLAINTS REC'D	2	#	2	#
WASTEWATER COMPLAINTS RES'D	100	%	100	%
BULK WATER SALES-QTY. 1,000 gallons	271.9	Gallons	6,575	Gallons
BULK WATER SALES-\$\$	\$2,512	\$\$	\$7,433	\$\$

MEASURE	MONTH	UNITS	FY YTD	UNITS
WORK ORDERS (W.O.) PROCESSED	105	#	284	#
STAFF HOURS REQUIRED FOR W.O.	511.25	HRS.	1185.75	HRS.
NON-CORE DUTIES HOURS	0	HRS.	4.5	HRS.
CD. MAN HOURS REQUIRED FOR WO	511.25	HRS.	1181.25	HRS.
PM FIRE HYDRANTS	0	#	0	#
EMERGENCY FIRE HYDRANT REPAIR	0	#	0	#
PM VALVE EXERCISED	0	#	0	#
CCTV SEWER LINE	0	L. FT.	0	L. FT.
# OF WATER BREAKS	0	#	0	#
# OF SEWER BACKUPS	2	#	4	#
# OF CLEANOUTS INSTALLED	0	#	0	#
# OF MIS UTILITY TICKETS	96	#	202	#
# OF METERS READ	17	#	74	#
# OF METERS SHUT OFF	1	#	6	#
# OF METERS TURNED ON	1	#	6	#
# OF REPLACED METERS	0	#	2	#
# OF REPLACED REGISTERS	7	#	7	#
# OF NEW ACC. METER INSTALLS	4	#	4	#
# OF LEAK CHECKS	6	#	9	#
# OF REPLACED MIUs (Radios)	33	#	33	#
BULK WATER SALES	772.2K	Gallons	772.2K	Gallons
CUSTOMER COMPLAINTS	9	#	16	#
WATER COMPLAINTS REC'D	6	#	9	#
WATER COMPLAINTS RESOLVED	100	%	100	%
WASTEWATER COMPLAINTS REC'D	0	#	0	#
WASTEWATER COMPLAINTS RES'D	100	%	100	%

ACCOMPLISHMENTS

Staff hauled 71 tons of debris to landfill from the old maintenance facility
 Inspected all crosswalks town wide for deficiencies and made proper improvements prior to the upcoming school year
 Installed upgraded software to improve water meter reads and customer service

*denotes back up was not the fault of the town

**WATER TREATMENT PLANT
MONTHLY OPERATIONS REPORT
FOR THE MONTH OF: AUGUST 2016
PREPARED: SEPTEMBER 2016**

WATER	MONTH	UNITS	AVG./DAY	UNITS
ALUMINUM SULFATE POLYMER	1,401.1	lbs.	45.2	lbs.
METAPHOSPHATE	37.2	lbs.	1.2	lbs.
SODA ASH	1,793.2	lbs.	57.8	lbs.
FLUORIDE (WTP & WELLS)	140.7	lbs.	4.5	lbs.
POTASSIUM PERMANGANATE	44.5	lbs.	1.4	lbs.
CHLORINE (HYPOCHLORITE)	212.6	lbs.	6.9	lbs.
CHLORINE RESIDUAL (TANK)			1.4	mg/L
AVERAGE PH (FINISHED)			7.5	SU
BULK WATER SALES	271,900	gals.	8,771.0	gals.
INLINE METER, COOPER SPRI	2,881,364	gals.	92,947.2	gals.
JEFFERIES WELL	1,285,400	gals.	41,464.5	gals.
WATER PLANT GALLONS	7,602,800	gals.	245,251.6	gals.
MARSH WELL	2,470,600	gals.	79,696.8	gals.
MOUNTAIN VIEW WELL	723,400	gals.	23,335.5	gals.
MAIN STREET VILLAGES WELLS (MS-1 & VC)	3,064,100	gals.	98,841.9	gals.
CORNWELL #2 WELL	1,940,286	gals.	62,589.9	gals.
FORBES WELL	1,069,988	gals.	34,515.7	gals.
HIRST #2 WELL	0	gals.	0.0	gals.
TOTAL WATER FLOW	16,871,174	gals.	544,231.4	gals.

RESERVOIR LEVELS:	1-Aug-2016	31-Aug-2016
FRONT LAKE:	5.09'	4.60'
BACK LAKE	4.98'	3.12'

RAINFALL: 3.14"

ACCOMPLISHMENTS

NPDES Discharge Monitoring Report due 9/10 was submitted electronically on 9/6/16
 VDH ODW Monthly Operating Report due 9/10 was submitted electronically on 9/9/2016
 Four Weekly Water Production Reports were completed
 Treated the reservoir with SCI-62 on 8/29/2016
 Completed lead and copper sampling
 Maintenance completed repairs of wastewater decant
 Submitted SOC monitoring waivers to VDH on 8/30/2016

**WATER TREATMENT PLANT
MONTHLY OPERATIONS REPORT
FOR THE MONTH OF: AUGUST 2015
PREPARED: SEPTEMBER 2015**

WATER	MONTH	UNITS	AVG./DAY	UNITS
ALUMINUM SULFATE POLYMER	1,391.1	lbs.	44.9	lbs.
METAPHOSPHATE	108.4	lbs.	3.5	lbs.
SODA ASH	2,227.9	lbs.	71.9	lbs.
FLUORIDE (WTP & WELLS)	169.7	lbs.	5.5	lbs.
POTASSIUM PERMANGANATE	30.8	lbs.	1.0	lbs.
CHLORINE (HYPOCHLORITE)	284.4	lbs.	9.2	lbs.
CHLORINE RESIDUAL (TANK)			1.6	mg/L
AVERAGE PH (FINISHED)			7.5	SU
BULK WATER SALES	0	gals.	0.0	gals.
INLINE METER, COOPER SPRI	2,957,130	gals.	95,391.3	gals.
JEFFERIES WELL	769,805	gals.	24,832.4	gals.
WATER PLANT GALLONS	8,208,400	gals.	264,787.1	gals.
MARSH WELL	2,302,600	gals.	74,277.4	gals.
MOUNTAIN VIEW WELL	716,400	gals.	23,109.7	gals.
MAIN STREET VILLAGES WELLS (MS-1 & VC)	3,793,200	gals.	122,361.3	gals.
CORNWELL #2 WELL	1,852,896	gals.	59,770.8	gals.
FORBES WELL	1,049,206	gals.	33,845.4	gals.
HIRST #2 WELL	0	gals.	0.0	gals.
TOTAL WATER FLOW	17,922,702	gals.	578,151.7	gals.

RESERVOIR LEVELS:	1-Aug-2015	31-Aug-2015
FRONT LAKE:	5.30'	4.09'
BACK LAKE	4.20'	4.20'

RAINFALL: 1.57"

**WATER RECLAMATION FACILITY
MONTHLY OPERATIONS REPORT
FOR THE MONTH OF: AUGUST 2016
PREPARED: SEPTEMBER 2016**

**WATER RECLAMATION FACILITY
MONTHLY OPERATIONS REPORT
FOR THE MONTH OF: AUGUST 2016
PREPARED: SEPTEMBER 2016**

MEASURE	MONTH	AVG./DAY
INFLUENT FLOW	17,630,700 GAL	567,800 GAL
EFFLUENT FLOW	17,642,500 GAL	569,100 GAL
MAXIMUM DAY INFLUENT	803,300 GAL	
FERRIC CHLORIDE	1,544 GAL	51 GAL
CITRIC ACID	GAL	GAL
SODIUM HYPOCHLORITE	366 GAL	41 GAL
METHANOL	880 GAL	29 GAL
RAIN	3.60 IN.	0.12 IN.

MONTHLY TOTAL NUTRIENT DISCHARGE

TOTAL NITROGEN	158 LBS.
TOTAL NITROGEN YTD	1,526 LBS.
AVG. DAILY NITROGEN	1.06 MG/L
VPDES NITROGEN LIMIT	4.0 MG/L
TOTAL PHOSPHORUS	32 LBS.
TOTAL PHOSPHORUS YTD	251 LBS.
AVG. PHOSPHORUS DAILY	0.22 MG/L
VPDES PHOSPHORUS LIMIT	0.3 MG/L

MEASURE	MONTH	AVG./DAY
INFLUENT FLOW	14,143,900 GAL	456,300 GAL
EFFLUENT FLOW	15,288,300 GAL	493,200 GAL
MAXIMUM DAY INFLUENT	558,300 GAL	
FERRIC CHLORIDE	1,755 GAL	57 GAL
CITRIC ACID	- GAL	- GAL
SODIUM HYPOCHLORITE	236 GAL	30 GAL
METHANOL	806 GAL	26 GAL
RAIN	2.60 IN.	0.09 IN.

MONTHLY TOTAL NUTRIENT DISCHARGE

TOTAL NITROGEN	203 LBS.
TOTAL NITROGEN YTD	1,870 LBS.
AVG. DAILY NITROGEN	1.57 MG/L
VPDES NITROGEN LIMIT	4.0 MG/L
TOTAL PHOSPHORUS	22 LBS.
TOTAL PHOSPHORUS YTD	204 LBS.
AVG. PHOSPHORUS DAILY	0.17 MG/L
VPDES PHOSPHORUS LIMIT	0.3 MG/L

ACCOMPLISHMENTS

Kevin Talley attended Wastewater Course Four at Virginia Tech. Blacksburg
Hauled 24 wet tons of bio-solids for land application.
Lightning damage to the main control building security system, front gate operator and the maintenance generator and transfer switches has been repaired
Staff installed new mag flow meter for primary clarifiers
Submitted VDEQ discharge monitoring report and Virginia's nutrient report

NIA No information available at this time.



STAFF REPORT
DISCUSSION ITEM

Item #11c

SUBJECT: Non-Potable Connections

DATE OF MEETING: September 27, 2016

STAFF CONTACT: Robert W. Lohr, Jr., Town Manager
Alex Vanegas, CPM, Director, Public Works

SUMMARY and RECOMMENDATIONS:

Over the past few months, two customers have requested that the Town reconsider allowing the use of non-potable meters for irrigation purposes. This particular type of use would allow the customer to pay for only the water that they use while not incurring any sewer fees since the water did not enter into the sanitary sewer collection system. Staff placed this item on the agenda for discussion based on the recent requests. Due to the financial impact associated with the potential loss in sewer revenue and the implication to other system users, staff recommends that the Town Council defers any action until after the rate setting workshop in October, 2016.

BACKGROUND:

In 1999, the Public Works Committee initiated a Non-Potable Water Meter Policy which allowed a homeowner or business to install a second meter which would be for uses that would not involve sending the water to the sewer plant. The water from this meter would be used for outside water uses where the water would not be transmitted to the wastewater plant for treatment. Since the water would not be treated at the wastewater plant, the user would not be charged a sewer fee. This would overall allow a user who watered their lawn, washed their car, or topped off their pool

to only pay water fees for this water and not sewer fees. Between 1999 and 2001, the Town had only three requests for non-potable water meters and only two meters were actually installed. The first was a residential location where the residents kept a small plant nursery. The second was a water only meter at the concrete mixing facility for the water needed to mix concrete. The third request was never installed. Between 2001 and 2002, the town allowed 6 additional non-potable connections. In the first month of 2003, the Town received 8 more applications for non-potable meters. Due to the significant increase in applications, staff became concerned that the requests were becoming too numerous and recommended that the Town Council terminate the policy. Accordingly, on February 11, 2003, the Town Council approved eliminating the Non-Potable Water Meter Policy which prevented any new non-potable water meter connections and grandfathered pre-existing approved non-potable water meters. Currently, there are 13 existing non-potable meter connections. The three elements in the aforementioned policy change are listed below:

For Non-Potable Water Connections:

1. No new non-potable water connections may be purchased. Existing connections continue under a grandfather clause.
2. The purchased connections continue indefinitely and are passed onto new owners of the property.
3. A minimum usage charge of 1000 gallons for water and sewer will be assessed bi-monthly.

Due to the fact that the Town must maintain a record for these non-potable water connections, a cost is incurred by the Town to manage these files. Accordingly the town charged a minimum usage charge of 1000 gallons for water and sewer assessed for non-potable water connections that are not used during a given month. At the direction of the Infrastructure Committee, staff was instructed to present the recommendation to the Town Council for removal of any minimal usage fees for the non-potable connections. At the May 13, 2008, Town Council meeting, the Non-Potable Water Meter policy was modifying to eliminate any charges related to minimal use.

ISSUES:

The need for a non-potable water meter connection was driven by growth and development in the community so that individuals could water their newly established lawns and shrubs while not paying any sewer fees. There will be a significant amount of requests if the Town Council decides to re-establish the non-potable meter connections policy.

There are several issues that are relevant for this discussion if the Town decides to proceed with allowing additional non-potable connections. The first is dealing with the lost revenue in the sewer enterprise fund. This aforementioned fund is experiencing challenges with debt service payments and any decrease in revenue must be offset with additional revenue income or major expenditure cuts or a combination of the two strategies. Second, the Town must decide how to set a non-potable rate that is fair and equitable. Do we use a fixed fee like suggested for the bulk water or do we use the current multi-tiered system with rates increasing based on higher volumes. Regardless of the approach, public hearings must be arranged and the fees must be adopted by ordinance.

Another important item germane to the non-potable water connections discussion is the location of the meter and how to guarantee that individuals will only use the water for irrigation purposes and not inside their home or business. What precludes an individual from running a hose inside the house for cleaning and the end product would enter into our sewer collection system?

Lastly, do we limit this opportunity to a selective group such as businesses only or to all system users since this decision will impact all users in future rate considerations.

BUDGET IMPACT:

Any additional non-potable water meter connection will have a negative variance on the revenue of the sewer enterprise fund. Due to the separation of enterprise funds, the Town would experience an increase in revenue on the water enterprise fund. Furthermore, due to this division in enterprise funds, the decrease in revenue of one fund would not be offset the increase in revenue of the other fund.

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STAFF REPORT
INFORMATIONAL

Item #11d

SUBJECT: Tax Collection Update & Collection Processes Information

DATE OF MEETING: September 27, 2016

STAFF CONTACTS: Connie LeMarr, Asst. Director of Finance
Elizabeth Krens, Director of Finance

SUMMARY and RECOMMENDATIONS:

Finance is providing an update of tax collections and an overview of the processes used for collecting delinquent accounts.

BACKGROUND:

Pursuant to Virginia Code §58.1-3921 - 3922, the treasurer is required to prepare delinquent real and personal property tax lists as of June 30th each year and submit these lists to the governing body within 60 days of the end of the fiscal year. The lists were provided to Council in July and a staff report was included in the July 12, 2016 Town Council Agenda under Item#12a. As the Town's current year's real and personal property tax bills are 25 days or less in age on June 30th, the timing of the June 30th list does not provide the best insights into the Town's collection results. Therefore, Finance provides a collection analysis to Council in the fall following the issuance of the delinquent tax notices.

The June 30, 2016 list reflected principal balances due of \$41,826.12 for real estate tax and \$110,632.59 for personal property tax. The attached grid provides updated delinquency totals as of August 31, 2016 following the issuance of delinquent tax notices. The real estate tax balance dropped to \$13,561.48, an average collection rate of 99.9%, and the personal property tax balance dropped to \$70,089.90, an average collection rate of 97.2%. In addition, staff provided the collection information for prior tax years for comparison purposes.

Virginia Code §58.1-3919 requires the treasurer to collect delinquent tax and other charges. As the General Assembly recognizes the importance of the treasurer's ability to efficiently and effectively collect taxes, it has enacted numerous administrative collection

statutes available at the treasurer's discretion under §58.1-3900-3995. The attached "Background Information on Collection Processes" provides and overview of our collection processes for Council's information.

ISSUES:

Report is informational and does not require Council action at this time.

BUDGET IMPACT:

None

MOTION(S):

None

ATTACHMENT(S):

1. August 31, 2016 Property Tax Collection Analysis
2. Background Information on Collection Processes



Property Tax Collection Analysis

August 2016

Real Estate Tax					
Tax Year	Total Amount Billed	Total Due @ 8/31/16	% Collected 8/31/16	Total Due @ 8/31/15	% Collected 8/31/15
2013 1st	1,345,090.30	349.57	99.97%	751.87	99.94%
2013 2nd	1,344,361.88	349.57	99.97%	782.23	99.94%
2014 1st	1,340,397.89	350.30	99.97%	878.81	99.93%
2014 2nd	1,340,397.89	350.30	99.97%	2,482.97	99.81%
2015 1st	1,516,349.65	1,140.79	99.92%	17,655.87	98.84%
2015 2nd	1,455,156.95	1,530.41	99.89%		
2016 1st	1,551,469.68	9,490.54	99.39%		
Total Principal		\$ 13,561.48		\$ 22,551.75	

Personal Property Tax					
Tax Year	Total Amount Billed	Total Due @ 8/31/16	% Collected 8/31/16	Total Due @ 8/31/15	% Collected 8/31/15
2010*	319,036.64	n/a	n/a	3,301.91	write off*
2011*	383,180.90	3,767.07	99.02%	3,920.34	98.98%
2012	395,634.86	5,745.33	98.55%	5,986.94	98.49%
2013	422,435.05	4,276.49	98.99%	4,843.83	98.85%
2014	431,752.24	4,849.81	98.88%	7,554.16	98.25%
2015	438,636.11	14,074.88	96.79%	66,524.75	84.83%
2016	427,527.95	37,376.32	91.26%		
Total Principal*		\$ 70,089.90		\$ 92,131.93	

*VA Code allows 5 year collection for personal property tax. The 2010 tax year was no longer collectable and written off as of 12/31/15. The 2011 tax year will remain collectable until 12/31/2016 when those accounts will be written off as uncollectable per VA code.

Background Information on Collection Processes

Treasurer Liens:

58.1-3952 allows the Treasurer to collect taxes more than 30 days delinquent from a third party that owes money to the delinquent taxpayer. This is an administrative remedy and court action is not required. The Treasurer has used the following third party liens in the past for all types of delinquencies based on a review of each case:

- Tenant Rent Lien
- Bank Account Lien
- Wage or Employer Lien
- Credit Card Receipts Lien
- Customer Lien

Real Estate Tax:

Real estate tax is based on County assessments for all real property within the Town as of January 1 each year. This tax is levied semi-annually in May and November, due June 5 and December 5. Code of Virginia 58.1-3340 provides that real estate taxes constitute an automatic, priority lien against the property for which they are assessed. This lien follows the property and is the responsibility of the purchaser at the time of sale. Mortgage companies tend to clean up of any delinquent taxes quickly following notices. However, it is not uncommon to see multiple years of delinquent taxes for cases involving estates or mortgage defaults.

- 10% penalty and 10% interest per annum is applied to all delinquent tax accounts.
- 58.1-3940 provides a **20** year statute of limitations on collections of real property tax.
- Delinquent notices are mailed after all payments are processed and then typically 30 days later another delinquent notice is mailed. All subsequent real estate bills will reflect the delinquent balances as well.
- Treasurer Liens are employed depending on circumstances of the delinquent account.
- 58.1-3938 requires the Town Treasurer to provide a list of delinquent real property tax accounts to the County Treasurer each year. Staff participates with the County on tax sales associated with properties over 2 years in delinquency (typically longer period before the County takes action). The Bill in Equity process is fairly involved per requirements in 58.1-3965. Special legal assistance would be required if the Town moved forward without the help of the County.
- Finance provides a monthly report of real property delinquencies to Community Development as zoning ordinances require tax accounts to be current before permits are released.

Personal Property Tax/Vehicle License Fee:

Personal property tax is based on County assessments for all tangible property (vehicles, business property) within the Town as of January 1 each year. This tax is levied annually in May, due June 5.

- 58.1-3940 provides a **5** year statute of limitations on collections of personal property tax.
- 10% penalty and 10% interest per annum is applied to all delinquent tax accounts.
- Delinquent notices are mailed after all payments are processed and then typically one to two additional notices are mailed prior to collection action. All subsequent personal property bills will reflect the delinquent balances as well.
- The Department of Motor Vehicles, Vehicle Registration Withholding Stop Process (DMV Stops) program requires debtor notice of the intent to deny renewal of registration at least 30 days prior to the expiration of the current vehicle registration and at the address maintained by DMV. All delinquent notices mailed include language about the Town's use of DMV stops.
 - DMV Stops allows Finance staff access to confidential vehicle and taxpayer information. There are stringent security protocols required of all users. Once a DMV stop is placed on a taxpayer's social security number or driver's license number the DMV Commissioner will refuse to issue or

renew all vehicle registrations associated with that taxpayer as per 46.2-752. DMV stops remain in effect for two years after which staff must resubmit stops.

- All delinquent taxes and fees must be paid in full by cash, money order, certified funds, or credit card (no checks accepted) prior to the release of the DMV stop. Release of the DMV stop is required within 24 hours of receipt of payment in full.
- If a DMV stop is placed, the account is billed an additional \$40 administrative fee (DMV \$20 & Town \$20). Currently DMV stops are not placed on balances below \$25.00 however staff may reduce this limit for future stops. Many localities place DMV stops on all delinquent balances regardless of value.
- It should be noted that often taxpayers do not correct their residence on DMV or County records resulting in tax assessments for property no longer held with Town limits. Staff works with taxpayers to correct this information but it is likely our delinquent list includes accounts for property no longer taxable in Town.
- The first DMV stops were placed in May 2011.
- As the DMV stop process is more efficient, we limit the use of a collection agency. Collection agencies typically retain 30-40% of amount collected and require the Town to cease collection efforts including DMV stops.
- Treasurer Liens are employed depending on circumstances of the delinquent account.
- It is also extremely difficult to collect business personal property from a company that is no longer in business.
- We currently do not use distress (seizure and sale of property to satisfy a tax debt) due to the relatively low dollar amount of the bill versus the cost of employing this collection action.

Meals Tax:

Meals tax is a trust tax in which the food provider (restaurant or store) collects a 5% tax on prepared food for the Town. If the business pays timely (on or before the 20th of the following month), they are allowed to retain 5% of tax.

- 10% penalty is applied to all delinquent tax accounts.
- Notices:
 - If the business fails to pay timely, staff issues a reminder notice.
 - If they fail to submit a return and payment within 10 days of the first notice, staff will send via certified mail, first class mail & email (as available) a final notice with statutory tax assessment based on previous sales history. The final notice includes excerpts of the Town Code regarding “Sec. 74-87. Collections in trust for town” and “Sec. 74-95. Penalty for violation of ordinance”. They will be given an addition 10 days to pay or establish a payment plan prior to addition collection action by staff.
 - In addition, a letter of personal liability is sent to the business owners pursuant to VA Code §58.1-3906.
- Staff also makes a courtesy phone call or email to reach out to the business/owners.
- If they fail to make payment or establish a payment plan, staff will review the case for additional action:
 - Treasurer’s Lien
 - Distress- Ex: seizure of property via stickers placed on property at business location; seize money from the cash register; seize vehicles.

Business License Tax:

All businesses operating in Purcellville are required to complete a business license application and pay the tax (based on the previous year’s gross receipts) by March 1 every year. New businesses must file prior to opening and before issuance of zoning occupancy permit. Following payment, the Town will issue a business license that is required to be displayed in the place of business.

- 10% penalty is applied to all delinquent tax accounts.
- Notices-

- If the business fails to pay timely, staff issues two rounds of delinquent reminder notices including notification of the 10% late penalty. This is usually done in April and July depending on staff workloads (June is busy real/personal tax collection month). It should be noted that many businesses are unable to complete their application until their accountant completes and files their tax reports.
- Before the statutory assessment letters are processed, staff attempts contact via courtesy phone calls or emails to in-town based businesses.
- If the in-town business is still delinquent in August, staff will issue a final notice that includes a statutory assessment based on prior year's reported receipts + 20% escalation factor. The tax due will also include the 10% penalty. They will be given an addition 10 days to pay or establish a payment plan prior to the court action.
- Out of Town/Out of State contractors without multi-year jobs as well as itinerants are inactivated in September of each year if they do not re-license.
- If they fail to make payment or establish a payment plan, staff will review the case for additional action:
 - Treasurer's Lien
 - Court Action
 - Distress

Utility Accounts:

Utility water and sewer accounts are billed bi-monthly (Feb, Apr, Jun, Aug, Oct, Dec) and are due the first of the following month.

- Code of Virginia Sections 15.2-2119 and 15.2-5139 requires up to five months deposit. The Town has opted for the lesser three month deposit based on the monthly average water bill. Currently the deposit is \$300 for **all** accounts. Property owners with at least two years prior good payment history may request a deposit waiver from the Director of Finance.
- If the account is active, it is disconnected accordingly:
Bill (30days) ► Disconnect Notice (10 days) ► Cut-off service/full payment required to reconnect
- If the account is inactive or "finaled", the system will issue a final bill payable within 15 days after applying any applicable deposit. If the customer fails to pay, staff will issue a series of notices.
 - In cases of renters, a letter and copy of the tenant final bill will be issued to the property owner. According to Town Code Sec. 82-84. – "Responsibility for use" the property owner is liable for water and sewer services and shall constitute a lien against the property.
 - Depending on circumstances, the Treasurer may decide to send the account to collections.
- Staff completes a bi-monthly review of all outstanding balances to determine collection action. It should be noted that staff makes every effort to collect the amounts due prior to submission to the collection agency or write off recommendation.
- Collection is more difficult when customer accounts change hands quickly and additional action is sometimes required against the landlord or property owner. Unfortunately, in cases of property sale, staff rarely has enough time to seek a lien on the property prior to settlement. In those cases, our only recourse is against the prior owner.
- Property Liens: When staff is aware of vacant/inactive properties (estates/foreclosure/abandonment/renovating property) staff will place liens with the Loudoun County Clerk of the Court for unpaid balances. Liens are also placed against delinquent sewer only accounts since disconnection of service is not possible. Lien amounts are updated to reflect minimum billing charges that accrue over time.
- Town Code Sec 82-77 and Sec. 82-166 require minimum charges be assessed for each water/sewer connection so staff must bill an active property owner between tenants, sales, and foreclosures. Staff uses the Loudoun County real estate tax scrolls to determine ownership and often must track contact information if a new owner/tenant has not applied for new utility service with the Town.

Utility Collections Policy:

1. **Delinquent Account Notice**- The Finance Department will notify customers of delinquent balances via system generated notices a minimum of every 30 days for 180 days.
2. **Collection Agency**- The Finance Department will submit all utility accounts over 180 days and \$50.00 to the Town's collection agency for collection action. Per contract, the Town's collection activity will end while the agency is actively pursuing collection.
3. **Write Off of Bad Debt under \$50.00**- The Finance Department will prepare a listing of all accounts over 180 days and under \$50.00. This listing will be submitted to the Town Manager for approval to write off as a bad debt.
4. **Write Off of Bad Debt over \$50.00**- The Finance Department will prepare a listing of all utility accounts over \$50.00 and 360 days of age in which all collection action has failed. This listing will be submitted to the Town Council for approval to write off as a bad debt.

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STAFF REPORT
DISCUSSION ITEM

Item #11f

SUBJECT: Crosswalk Improvements & Other Revenue Sharing Application

DATE OF MEETING: September 27, 2016

STAFF CONTACTS: Alex Vanegas, CPM, Director of Public Works

SUMMARY and RECOMMENDATIONS:

Based on the previous discussion of the Council's priorities for Transportation and Traffic Improvements projects utilizing NVTAF funds, staff will develop an application(s) to the Commonwealth Transportation Board (CTB) and the Virginia Department of Transportation (VDOT) in order to obtain Revenue Sharing Grant funds. These grants require 50% matching funds. The completed application(s) and appropriate resolution will be brought back to the Town Council meeting scheduled for October 11, 2016.

BACKGROUND:

Traditionally, VDOT & the CTB only allowed Revenue Sharing Grant funds to be allocated to new projects or improvements to existing roads and sidewalks. Recently, VDOT expanded the grant opportunities to include maintenance related projects such as guardrail, crosswalk, and bridge improvements. The new guidelines give priority to new road & sidewalk projects with the remaining funding available for maintenance related projects. Based on recent assessment and citizen inquiries, several of the Town's crosswalks have been identified as an areas whereby the Town can make an investment while leveraging VDOT Revenue Sharing funds to make some improvements. As a result staff is requesting that one of the recommended Revenue Sharing Grant applications be dedicated to improving the crosswalks at various locations throughout the Town.

ISSUES:

Due to the fact that Revenue Sharing Grants require a local match, the Town needs make sure that funds are properly allocated in the budget for each project to match the VDOT grant funds. Since the Town Council will decide on which project(s) will use NVTA funds, staff will leverage that decision by applying for VDOT Revenue Sharing Grants to match the funding. With respect to the crosswalk improvements, the Town will apply directly for VDOT Revenue Sharing Grants as it is anticipated that the Town's match would be from maintenance funds from the VDOT Urban Maintenance Program. The location of the crosswalks are (4) on North Maple Avenue near Loudoun Valley High School, (1) Hatcher Avenue and the W&OD Trail, (1) Blue Ridge High School on A Street, (3) Intersection of 20th Street & A Street. Staff would also like to request the crosswalks on Main Street be upgraded as well as those on Berlin Turnpike. The cost to upgrade the crosswalks under the Town's maintenance responsibility is \$25,000-\$30,000. The additional crosswalks under VDOT's purvey is an additional \$25,000.

BUDGET IMPACT:

The VDOT Revenue Sharing Grant requires an equal match by the Town. It is anticipated that the match for the crosswalk project would be from maintenance funds from the VDOT Urban Maintenance Program. The use of this revenue will decrease the availability for other activities such as paving or other street maintenance activities. The other VDOT Revenue Sharing Grant applications will require NVTA funds or some other financial source to properly fund the town's required match.



STAFF REPORT
ACTION ITEM

Item #12a

SUBJECT: Process for handling complaints against public officials

DATE OF MEETING: September 27, 2016

STAFF CONTACTS: Sally Hankins, Town Attorney

SUMMARY:

The Town Council has undertaken to adopt a policy that governs how to handle complaints against those public officials who are elected or appointed to serve on Town Committees, Commissions and Boards.

Over the course of a few worksessions, the Town Council arrived at the current Draft Policy that addresses, among other things, the following key concerns:

1. Establishes a threshold test for determining whether a complaint merited investigation.
2. Establishes a committee that would conduct a full hearing concerning the complaint, and prescribes the hearing rules and format.
3. Establishes that at least 4 affirmative votes by Town Council members will be required to find that a violation occurred, regardless of the number of Council members present or voting.

Because anticipated action on the Draft Policy coincided with a change in Town Council effective July 1, 2016, adoption of a policy was postponed until new Council members could familiarize themselves with the issues.

ISSUES FOR COUNCIL TO ADDRESS (Staff's recommendation as to each issue is located in the "Recommendation" section, below, at 1a through 1e.):

1. Should the policy apply only to Town Council members, or also to appointees on the Town's committees, commissions and boards? As currently drafted, the Draft Policy

(Section #1) applies to both elected officials and those who are appointed to Town committees, commissions, and boards.

2. The Ad Hoc Ethics Hearing Committee will be a “public body” under the Virginia Freedom of Information Act. Its meetings must be open to the public, but minutes are not required under the Act. Town Council should consider whether the Ad Hoc Hearing Committee will need legal or other advice, and, if so, who will provide such advice. If the Council would like to provide the committee with an advisor, then (a) how the advisor is selected will need to be determined, and (b) Staff recommends that the advisor not be an employee of the Town (See Recommendation #1.b. below).

The current Draft Policy (Section #4) precludes a Town employee from being an advisor to the Ad Hoc Ethics Hearing Committee, and establishes that if the Town Council elects to provide an advisor to the Committee, that such advisor will be selected by the Committee. The Draft Policy also provides that, upon request from the Committee, the Town Attorney will provide the Committee with a list of at least 3 qualified persons to serve as advisor.

3. Under the Draft Policy (Section #4), Town Council should decide whether it would like to add language that would preclude the same council member or the same citizen from being randomly selected to sit on the Ad Hoc Ethics Hearing Committee for two consecutive complaints. The current Draft Policy does not preclude the same citizen or council member name from randomly being selected each time.
4. Council should decide whether it would like to include in the Policy sanctions or discipline when a Council Member is found to have violated the Council’s Code of Ethics, or when any public official is found to have violated the public trust to a significant degree. Staff recommends against imposing sanctions, but could support the following method of sanction:
 - i. If the subject of the complaint was a person appointed by Town Council to a Town committee, commission, or board, Town Council could elect to remove that person from office, provided the Town Council first consults with the Town Attorney because State Code regulates the conditions under which certain appointees can be removed from office.

The Draft Policy is currently written such that no sanctions are to be imposed unless it is the removal of an appointee from his appointed position after consultation with the Town Attorney. (See Staff Recommendation #3 below)

5. Under the Draft Policy, anyone can file a complaint against an elected or appointed public official, including other elected and appointed officials. If Town Council wishes to limit this process to complaints filed by persons who are not public officials, then the policy will need to be amended to reflect that.

RECOMMENDATIONS:

Adoption of the Draft Policy is at the discretion of Town Council. Of the outstanding “Issues for Council to Address” as outlined above, I recommend the following:

1. Adopt the Draft Policy as it is attached to this Staff Report, which includes the following policies:
 - a. that the Draft Policy shall apply to elected public officials and those public officials who are appointed to Town committees, commissions, or boards (but shall exclude those public officials who are employees of the Town);
 - b. that if an advisor is provided by Town Council to the Ad Hoc Ethics Hearing Committee, such advisor (i) will not be an employee of the Town and (ii) will be a qualified person selected by the Ad Hoc Ethics Hearing Committee. Upon request, the Town Attorney will provide the Committee with a list of at least 3 qualified persons; and
 - c. that the random nature of selecting members to serve on the Ad Hoc Ethics Hearing Committee means that the same individual can be called to serve on the Committee more than once
 - d. that if a public official is found to have engaged in behavior that violated the Code of Ethics as a council member, or impugned the integrity of the Town government (with the exception of removing an appointee from the appointed position when allowed by state law), no sanctions will be imposed for the following reasons:
 - i. the imposition of sanctions leaves the Town more vulnerable to legal claims, including claims about due process; and

- ii. sanctions are preempted by state law when the behavior being sanctioned arises from a conflict of interest governed under the Conflict of Interest Act.
- e. that anyone can file a complaint against an elected or appointed public official, including other elected and appointed officials.

BACKGROUND:

At its meeting on May 24, 2016, the Town Council seemed to reach consensus on two outstanding issues: (1) one or more citizens would be appointed to the Committee that hears complaints against elected and appointed Town officials, and (2) that an initial hearing would occur to determine whether such a complaint had merit and should move forward.

At the conclusion of its meeting on May 24, 2016, the Town Council directed the Town Attorney to prepare a draft policy to govern the processing of complaints against elected and appointed Town officials, from which Council discussions could continue and action could possibly be taken.

For consideration at the Town Council meeting on June 14, 2016, Staff circulated a Draft Town Policy for handling complaints against elected or appointed officials. At the same meeting, Council Member Grim indicated that she would like to see changes made to the draft policy and would distribute sample policies to the Town Council for consideration.

On June 22, 2016 by email, Council Member Jimmerson circulated policies from several jurisdictions for consideration by Town Council. On June 27, 2016 Council Member Grim circulated a new draft policy to Town Council for consideration by Town Council. Given the number of new Council members taking their seats on July 1, this item was deferred to July 27th for discussion by Town Council.

At its meeting on July 27, 2016, the Town Council asked Council Member Grim and the Town Attorney to produce a policy that combines the Draft Town Policy and the policies of other jurisdictions, for Town Council's consideration on September 27, 2016. The Town Council directed that the policy be limited to the *process* for handling complaints, and to defer any substantive amendments to the Council's Code of Ethics for a later time.

BUDGET IMPACT:

There will be a small budget impact based on the need for the Town Attorney to initially analyze whether the grounds for the complaint involves constitutionally protected speech.

There would be additional budget impact to the Town from establishing the Ad Hoc Ethics Hearing Committee if the Committee has a paid advisor.

MOTIONS:

“I move that Town Council adopt as Town Policy the ‘*Process for Handling a Complaint Against an Elected or Appointed Official*’ dated September 27, 2016 as it is attached to this Staff Report.”

OR

“I move that Town Council direct the Town Attorney to add to the *Draft Policy for Handling a Complaint Against an Elected or Appointed Official* the following forms of sanction or discipline, and return the Draft Policy to the Town Council on October 11, 2016 for action:

- a. _____
- b. _____
- c. _____.”

OR

Alternate Motion

ATTACHMENTS:

1. Draft Policy, “Process for Handling a Complaint Against an Elected or Appointed Official,” dated September 27, 2016
2. List of Common Forms of Discipline or Sanction, if Discipline or Sanctions are desired. If they are desired, the Draft Policy would need to be amended and returned to Council for a vote at a later meeting.

Town Policy
Process for Handling a Complaint Against an Elected or Appointed Official

1. Applicability

This Town Policy applies to complaints about the conduct of public officials who are either elected or appointed to serve on Town committees, commissions, or boards.

2. Routing the Complaint

When a complaint is received by anyone on Town Staff or Town Council, or by another Town official or public body, the complaint will be promptly forwarded to the Town Manager for processing. The Town Manager will acknowledge receipt of the complaint to the complainant in a dated email or letter, and, within 3 business days of receiving the complaint, will distribute the complaint to the person who is the subject of the complaint, copying Town Council. The Town Manager will then add to the agenda for the next Town Council meeting for which an agenda has not yet been published: Hearing of Complaint against an appointed or elected public official; possible appointment of Ad Hoc Ethics Hearing Committee.

3. Town Council to Determine Merit of Complaint

At the Town Council meeting at which the complaint is first heard, the Town Council will decide, by a simple majority vote of those present and voting, whether the complaint merits a fact-finding hearing. A complaint that merits a fact-finding hearing is one that alleges facts that, if true, would either (i) violate the Council's adopted Code of Ethics when the subject of the complaint is a Council member, or (ii) violate the public trust to a degree that impugns the integrity of the Town government. If the Town Council finds that the Complaint merits a fact-finding hearing, it will appoint a three-member Ad Hoc Ethics Hearing Committee to conduct such a hearing. If the complaint concerns the speech of a public official, the Town Council will consider legal advice from the Town Attorney as to the protected nature of the speech prior to determining whether the complaint merits a fact-finding hearing.

4. Appointment of Ad Hoc Ethics Hearing Committee

The Ad Hoc Ethics Hearing Committee (the "**Committee**") will consist of two Council members and one Citizen member. No Council member who is the subject of the complaint, nor citizen who filed the complaint, will be eligible to serve on the Committee. All members of the Committee will be selected randomly for each complaint. Each member of Council must submit his or her name to the random selection process and serve on the Committee if selected. Each member of Council will nominate a single citizen to the Committee, with no two Council members

Town Policy

Process for Handling a Complaint Against an Elected or Appointed Official

nominating the same person. Each citizen nominee must be at least 18 years of age. The Town Council will randomly select a single citizen from among the seven citizen nominees to participate on the Committee, and will also select a first and second alternate from among the seven nominees. The Committee will select its Chairperson from among the three members. If Town Council elects to provide an advisor to the Committee, the advisor (i) will not be an employee of the Town, and (ii) will be a qualified person selected by the Committee. Upon request, the Town Attorney will provide the Committee with a list of at least 3 qualified persons.

5. Fact-Finding Hearing will be Public

It will be the policy of the Town Council to disclose to the public complaints about appointed and elected officials, and not to exclude them from production under the Virginia Freedom of Information Act (FOIA). Meetings of the Committee will be open to the public, even if they may properly be closed under FOIA.

6. Meritorious Complaints That Will Not Be Processed By Town Council

The Committee will not hear complaints for which the State Code establishes a process. For example, complaints alleging a Conflict of Interest under the Conflict of Interest Act are made to the Commonwealth's Attorney, who will investigate and bring charges if warranted. The Town Attorney will advise the Town Council upon receipt of a complaint if the State Code directs such complaints to another agency of the government. Criminal complaints will be lodged with the police.

7. Scheduling the Fact-Finding Hearing

The Committee's fact-finding hearing will be held within 60 days of the Town Manager's dated acknowledgement of the complaint to the complainant. The Committee is a public body and is governed under FOIA. Members of the Committee must meet in a properly-noticed open meeting in order to discuss scheduling the fact-finding hearing. To facilitate the scheduling of a hearing, hearings may be conducted during business hours. In selecting a hearing date and time, the Committee shall give weight and preference to the dates and times at which the complainant, and the subject of the complaint, are available.

8. Fact-Finding Hearing Format

The Committee will open the hearing with oral arguments, allotting 15 minutes to hear the complainant, and 15 minutes to hear the subject of the complaint. Each side can call up to 3 witnesses during the 15-minute presentation. No cross

Town Policy

Process for Handling a Complaint Against an Elected or Appointed Official

examination is allowed. The Committee can then ask questions of both parties and the witnesses. After the Committee's questions have concluded, each party gets 5 minutes to rebut and close its argument. Prior to the hearing date, each party can submit written arguments to the Committee. Provided such written arguments are submitted at least 7 days in advance of the hearing, the Committee will have read the arguments prior to the hearing. All written arguments submitted to the Committee shall also be submitted to the opposing party. Parties may be represented by agents at the hearing.

9. Ad Hoc Ethics Hearing Committee Issues Findings of Fact to the Town Council

The Committee will report its findings of fact to the Town Council, through the Town Clerk, no later than two weeks after the fact-finding hearing. The Committee has final fact-finding authority, but shall not render a judgment or opinion as to whether such facts (i) violate the Council's adopted Code of Ethics, or (ii) violate the public trust to a degree that impugns the integrity of the Town government.

10. Town Council Determines Whether Violation Occurred

The Town Council will promptly review the Committee's Findings of Fact and determine whether such facts result in (i) a violation by a Council Member of the Town Council's adopted Code of Ethics, or (ii) a violation of the public trust to a degree that impugns the integrity of the Town government.

A minimum of four affirmative votes will be required to find that either of such violations occurred, regardless of the number of Council members present or voting.

11. The Town Council's Ruling Concludes the Process

The Town Council's ruling on whether the facts of the case arose to (i) a violation by a Council member of Town Council's adopted Code of Ethics, or (ii) a violation of the public trust to a degree that impugns the integrity of the Town government, will end the proceeding and no discipline will be imposed, with the following exception: if the subject of the complaint was a Town Council appointment to a Town committee, commission or board, the Town Council may elect to remove the appointee from the appointed position provided removal is allowed under state law. Town Council will consult with the Town Attorney prior to removing from office a person serving on a Town committee, commission, or board.

Town Policy
Process for Handling a Complaint Against an Elected or Appointed Official

Common forms of discipline include:

- a. ***Censure:*** *A public statement adopted by the governing body that condemns a member's inappropriate behavior. Inappropriate behavior would include violating an adopted policy of Town Council, moral misconduct, absenteeism, violating confidentiality, failing to follow rules of procedure, lying, working against the organization, and violating other values of the governing body.*
- b. ***Removal from committees or other assignments.***
- c. ***Fines.*** *Fines may be assessed and collected in the same manner as the Director of Finance collects taxes and other monies owed to the Town. The City of Portsmouth fined its Mayor \$2,500 in 2009 for an "extended pattern of abusive conduct" toward a City employee. The City of Portsmouth is currently in litigation over a \$1,500 fine recently assessed against one of its members for allegedly disclosing confidential information from a closed meeting.*
- d. ***Defunding the Public Official's budget.***
- e. ***Removal or Suspension from a meeting.*** *If the inappropriate or disruptive behavior occurs in a meeting, the member may be removed from the meeting. Also, a member may be suspended from participating in a meeting, even if the conduct occurs outside a meeting.*

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STAFF REPORT
ACTION ITEM

Item #12b

SUBJECT: NVTA Local & Regional Funding Options

DATE OF MEETING: September 26, 2016

STAFF CONTACT: Robert W. Lohr, Jr., Town Manager
Alex Vanegas, Director, Public Works

SUMMARY and RECOMMENDATIONS:

As part of the Council's priorities for Transportation improvements, staff has prepared a list of seven local and three regional projects that the Town can apply for NVTA funding. Staff would like the Council to rank projects for consideration for future NVTA allocations FY 18 & 19.

BACKGROUND:

The Commonwealth of Virginia has authorized the Northern Virginia Transportation Authority (NVTA) as the organization responsible for managing revenue sources associated with taxes collected related to the Highway Maintenance and Operating Fund, the Intercity Passenger Rail Operating and Capital Fund, and the Commonwealth Mass Transit Fund for nine partnering jurisdictions in Northern Virginia.

These revenue sources are distributed among the nine partner jurisdictions of NVTA, which include the Counties of: Arlington; Fairfax; Loudoun; and Prince William; and the Cities of Alexandria; Manassas; Manassas Park; Fairfax; and Falls Church. The five towns

with populations greater than 3,500, located in three of the partner jurisdiction Counties are also eligible to receive HB2313 revenue and HB2313 regional funding.

HB2313 requires the Northern Virginia Transportation Authority (NVTA) to distribute 30% of the proportional revenue collected to each of the jurisdictions on a periodic basis. By way of agreement, each county administers the transfer of funds for each of the towns within their respective jurisdiction. The revenue can only be spent on urban or secondary road construction, capital improvements that reduce congestion, other projects that have been approved in the regional transportation plan, or for public transportation.

HB2313 required that the regional revenues be used for: a) transportation projects in the regional plan (TransAction 2040) or the C.O.G. Constrained Long Range Transportation Plan (CLRP) that have been vetted through the NVTA three-tier review process; and b) mass transit capital projects that increase capacity.

ISSUES:

Staff at the direction of the Town Council had applied for NVTA local 30 % funding for the Nursery Avenue Improvements and regionally 70% for the Main & Maple Intersection Improvements. Based on the ranking criteria, the Main & Maple Intersection improvements did not receive approval as a regional project. Based on the analysis of the mitigation of congestion to the region and the desire of the NVTA to focus on mass transit solutions, the likelihood of being awarded regional funding for any of the Town's proposed project is very slim. However, the Town would like to continue to apply for regional funding. Staff would recommend that the Town Council consider applying the regional NVTA funds to either the Rt. 7 Bypass/Rt. 690 N Interchange project or Rt. 7/ Berlin Turnpike/Hirst Road Improvements.

DISCUSSION OPTIONS:

Staff developed a list of potential projects that would be applicable for either NVTA local or regional funds. For FY 18 & 19, the estimated local allocation available to the Town is respectively \$432,797 and \$446,940. The estimated NVTA regional amount for FY 2018 is \$1,034,148.

In addition, staff would like to make the Town Council aware that this list can be and is subject to be modified in the future. Likewise, there is no guarantee that all these projects will qualify based on the criteria established in the Project Selection Model. Staff would like to establish a priority list based on the recommendation of the Town Council so that the Town can begin the application process. Attached is a list of potential projects with the description and estimated cost for each project for Council's consideration.

MOTION:

"I move that the Purcellville Town Council approve moving forward to secure funding through the NVTA 30% local fund for FY 18 & 19 for the following project(s) (Name Project) and request consideration for the NVTA 70% regional fund for FY 18 & 19 for the following project (Name Project). "

ATTACHMENT(S):

1. NVTA Fund & VDOT Revenue Sharing Grant Eligible Projects

NVTA Fund & VDOT Revenue Sharing Grant Eligible Projects

LOCAL										
COMPLETED PROJECT	DESCRIPTION	COSTS CONSTRUCTION	ROW	UTILITIES	OTHER	SUBTOTAL	CONTINGENCY	TOTAL		
E. Main Street Sidewalk Project	This project includes the construction of sidewalk along the north side of E. Main Street, from approximately 400 ft. east of Ken Culbert Lane to approximately 400 ft. east of Misty Pond Terrace. This project will provide a missing segment of sidewalk for pedestrians and is included in the 2009 <i>Townwide Transportation Plan</i> .	\$ 350,000.00	\$ -	\$ -	\$ 70,000.00	\$ 420,000.00	\$ 105,000.00	\$ 525,000.00		
A Street Pedestrian Pathway Phase 1: Orchard Brook Lane to Valley Springs Drive	This project provides a much-needed link for pedestrians from the Hirst Farm and Locust Grove subdivisions to the Blue Ridge Middle School. The proposed pathway is located on the north side of A Street from Orchard Brook Lane to S. 20th Street, then on the south side of A Street from S. 20th Street to Valley Springs Drive	\$ 360,000.00	\$ 5,000.00	\$ -	\$ 240,000.00	\$ 605,000.00	\$ 126,000.00	\$ 731,000.00		
EXISTING & POTENTIAL PROJECT	DESCRIPTION	ESTIMATED COST CONSTRUCTION	ROW	UTILITIES	OTHER	SUBTOTAL	CONTINGENCY	TOTAL		
Nursery Avenue Sidewalk Project	This project includes the construction of new sidewalk along S. Nursery Avenue from the intersection with S. 20th Street to the intersection with K Street. Currently, the sidewalks also act as the curb. A project here would add curb and gutter, and reconstruct the sidewalk to conform to ADA and VDOT requirements.	\$ 465,000.00	\$ 170,000.00	\$ -	\$ 400,000.00	\$ 1,035,000.00	\$ 116,250.00	\$ 1,151,250.00		
Traffic Signal at W. Main Street and S. 32nd Street Intersection	Concerns regarding extended wait times and the potential for accidents at this intersection are the impetus for a potential traffic signal at this intersection. Will require VDOT approval	\$ 400,000.00	\$ 100,000.00	\$ 150,000.00	\$ 100,000.00	\$ 750,000.00	\$ 200,000.00	\$ 950,000.00		
32nd Street & A Street Roundabout	This project includes the construction of new single lane roundabout. Original design approved by VDOT for completion of the Hirst Farm development.	\$ 2,000,000.00	\$ 50,000.00	\$ -	\$ 120,000.00	\$ 2,170,000.00	\$ 500,000.00	\$ 2,670,000.00		
Eastbound turn lane from E. Main Street to Pickwick Drive	Traffic on eastbound Main Street is one lane until east of Pickwick Drive. Turning movements onto Pickwick Drive therefore delay traffic and causes backups. This project proposes a left turn lane from E. Main Street to Pickwick Drive.	\$ 482,000.00	\$ 50,000.00	\$ 50,000.00	\$ 361,000.00	\$ 943,000.00	\$ 235,750.00	\$ 1,178,750.00		
A Street/S. Maple Avenue Roundabout	The intersection of A Street and S. Maple Avenue has been studied by the Town in response to citizen concerns regarding lack of visibility and vehicle speeds along S. Maple Avenue and Lincoln Road. A roundabout at this location is proposed and was identified as a potential project in the 2009 <i>Townwide Transportation Plan</i> .	\$ 1,200,000.00	\$ 300,000.00	\$ 200,000.00	\$ 300,000.00	\$ 2,000,000.00	\$ 500,000.00	\$ 2,500,000.00		
Main Street and Maple Avenue Intersection Improvements, Phase 1	This project includes a minor pedestrian improvements.	\$ 67,000.00	\$ 30,000.00	\$ -	\$ 53,000.00	\$ 150,000.00	\$ 5,000.00	\$ 155,000.00		

Main Street and Maple Avenue Intersection Improvements, Phase 2	This project includes curb and gutter on the east side of S. Maple Ave from Main Street to 130 S. Maple Ave, also sidewalk on the north side of East Main Street from the Rite Aid to the existing sidewalk	\$ 144,000.00	\$ 30,000.00	\$ -	\$ 80,640.00	\$ 254,640.00	\$ 57,600.00	\$ 312,240.00
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A Street Pedestrian Pathway Phase 2	A second phase of the A Street Pedestrian pathway continues from the crosswalk at the Blue Ridge Middle School to Elliot Drive. Currently, pedestrians walk through school property on a circuitous route, including walking on a portion of the track, to access Elliot Drive and then across an HOA maintained pathway to S. Maple Avenue.	\$ 395,000.00	\$ 20,000.00	\$ -	\$ 285,000.00	\$ 700,000.00	\$ 175,000.00	\$ 875,000.00
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Hirst Road & Berlin Turnpike Intersection Improvements	This project includes adding SB freeflow RTL, NB thru lane & Traffic Signal Modifications	\$ 1,100,000.00	\$ 300,000.00	\$ 150,000.00	\$ 120,000.00	\$ 1,670,000.00	\$ 417,500.00	\$ 2,087,500.00
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REGIONAL

POTENTIAL PROJECT	DESCRIPTION	ESTIMATED COST CONSTRUCTION	ROW	UTILITIES	OTHER	SUBTOTAL	CONTINGENCY	TOTAL
Route 7 Bypass/690 interchange	This project will provide a second ingress and egress to Rt. 7 and help reduce congestion on Main Street.	\$ 22,000,000.00	\$ 800,000.00	\$ 310,000.00	\$ 50,000.00	\$ 23,160,000.00	\$ 3,474,000.00	\$ 26,634,000.00
Berlin Turnpike Improvements to WB Route 7 Bypass Access.	This project will create a dedicated LTL onto ramp of Route 7 Bypass and adds a NB lane to improve traffic flow	\$ 1,000,000.00	\$ 100,000.00	\$ 200,000.00	\$ 100,000.00	\$ 1,400,000.00	\$ 210,000.00	\$ 1,610,000.00

Trail from Purcellville to Franklin Park	This project will provide a pedestrian pathway from the Town to Franklin Park.							
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STAFF REPORT
ACTION ITEM

Item # 12.c

SUBJECT: Citizen Engagement Update / Polco

DATE OF MEETING: September 27, 2016

STAFF CONTACTS: Daniel C. Davis, Assistant Town Manager

SUMMARY and RECOMMENDATIONS:

At the September 13, 2016 meeting, the Town Council discussed various mechanisms to provide information to the public and engage citizens for feedback and input. This item continues that discussion and brings back a recommendation for the Council to approve a one-year license agreement with Polco for its real-time, online polling services.

BACKGROUND:

During the prior Council discussion, four primary topics were discussed. First, Council discussed whether to live stream Council meetings so that members of the public can view Council meetings online. Due to the cost of the options and the uncertainty about citizens using this service, Council decided to postpone this topic.

The second issue was the Town's agenda repository for Council and Advisory Groups' meetings. In June, the Town moved to CivicPlus' "Agenda Center" module that organizes all meetings in one page, categorized by: meeting group, year, and date. For each "meeting," there is a quick link to the meeting documents, minutes, and meeting audio all on the same line. Staff will continue to investigate ways to make this module most effective and help the public easily find the information they are searching for. No additional action was taken.

Third, the Town Council discussed Citizen Engagement options, from CivicPlus to Granicus to other products used by neighboring jurisdictions. Council agreed that civic engagement is important and would like to start by using the Community Voice portal as part of the Town's website. This does not cost any extra and can be implemented quickly and easily.

Finally, the fourth item of discussion was the capability of obtaining immediate input and feedback from residents on policy issues facing the Town through an online polling system. The Town Council agreed to move forward with Polco, a firm that provides user verification

based on address/voter files and allows the Town to create various polls based on activities and discussions.

ISSUES:

CIVIC ENGAGEMENT

Regarding civic engagement through the Community Voice portal, the question was raised of what topics should be covered and what questions should be posed to the public. The Community Voice portal can be thought of as a “brainstorming” or “idea generation” website. It’s a way for citizens to propose ideas, view others’ ideas (including those suggested by the Town), and give feedback on those ideas.

Right now, staff is suggesting the following broad categories:

- Economic Development Ideas
- Land Use and Development Patterns
- Open Space and Environmental Enhancements
- Parks, Recreation, and Events Ideas
- Quality of Life Improvements
- Town Government Services and Efficiency
- Transportation and Infrastructure Improvements

Under each of these broad categories, individual questions or ideas can be discussed. As an example, for Transportation and Infrastructure Improvements, topics may include:

- Road Issues or Concerns
- Traffic Control Needs
- Sidewalks or Pedestrian Improvements
- Water System Needs or Challenges
- Future Infrastructure Ideas

Staff will work to develop initial questions/ideas to generate discussion. Future discussion points will come from the public primarily, although staff will keep the site update as new policy discussions take place.

POLCO ONLINE POLLING

The question before Council is how to make the Polco polling site relevant and effective. It is important to keep citizens engaged without overwhelming with too many questions. Staff believes that if we keep Polco updated with questions that are before Council, major issues such as the Comprehensive Plan Amendment, and other key policy discussions, it will help

focus the effort without creating too many questions or diluting the effectiveness of the program.

Staff is open to initial guidance from Council on developing questions so that the public remains positively engaged.

Additionally, staff confirmed with Polco about the users' registration will be matched to a set of address points in a voter registration file (provided by Polco, not by the Town). Normally Polco will quantify results by Zip Code, but that does not work for our purposes because the 20132 Zip Code extends far beyond the Town borders. In this case, we can provide a list of in-Town address points for Polco that can be used to further "group" the results – this way Council can see polling results from "in-Town" and "all other" voters.

BUDGET IMPACT:

There is minimal budget impact. Polco is \$100/month and can be funded from the Administration "Public Information" budget line.

The CivicPlus Community Voice portal is free to use with our current website.

DRAFT MOTIONS:

1. I move that the Town Council direct staff to proceed using the Community Voice module of the Town's website using the categories described in this item, and I further move that the Town Council authorize the Town Manager to enter into a License Agreement with Polco for online citizen polling services as shown in Attachment 1.

ATTACHMENT

1. Polco Software License Agreement



The Town of Purcellville VA

for 1 Oct 2016

POLCO - Purcellville VA: License Agreement

This License Agreement describes an arrangement between the “The Town of Purcellville VA” and “Policy Confluence, Inc.” (a Delaware C corporation doing business as “Polco”).

1.1 Grants of Services

- a. Polco shall make its brands, products, software, and services (collectively “Services”) available through its website at www.polco.us to the Town of Purcellville.
- b. Polco will provide the Town of Purcellville validated policy polling results broken down by district zone ward (as available), zip, and neighborhood (as available), as well as by age and gender and other fields available by VA voter registration files requested by the town.
- c. Individual level polling results and commentary will remain protected by Polco and shielded to third parties (unless a citizen user chooses to share their positions) to protect the privacy of the citizen, to protect the town from suspected “citizen targeting,” and protect the town from any liability and responsibility that would come with access to the individual level data.
- d. Polco is willing to discuss privacy protections and facilitate a third party auditing service specially contracted to attest to the veracity of the handling of all data while protecting user privacy.
- e. Polco supports the town in making any aggregated town data services available as town public record.

1.2 Terms of Services

- f. The Grants of Services will run from 1 Oct 2016 through 30 Sep 2017 (“trial period”).
- g. During this Trial Period the Town of Purcellville VA shall not sublease or assign any of its rights under this proposal.
- h. During this Trial Period the Town of Purcellville VA shall have the option to cancel this agreement at any time with 30-days notice.

1.3 Compensation

- i. During the Trial Period the Town of Purcellville shall pay Polco \$100/month for its services.
- j. At the conclusion of the Trial Period, Polco and the Town of Purcellville will have the option to extend the Trial Period terms into a follow on Contract Period of one year. The option to extend shall expire Nov 2017. If the Town of Purcellville VA is in agreement with this arrangement with Polco, please sign and share a signed copy with Polco. Thank you very much.

Signature		
Date	22 Sep 2016	
Name	Nick Mastronardi	
Position	Founder & CEO POLCO	
Contact	nick@polco.us , 719.357.9452	

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STAFF REPORT
ACTION ITEM

Item #12d

SUBJECT: Proposed Conceptual Lease for Makersmiths Use of Old Maintenance/Waste Water Treatment Plant Site on 20th Street

DATE OF MEETING: September 27, 2016

STAFF CONTACTS: Robert W. Lohr, Jr., Town Manager

SUMMARY and RECOMMENDATIONS:

Over the last year, the Town has received background information and presentations from Makersmiths on their proposed business activities and desire to locate in the Town of Purcellville. Subsequently, the Council discussed the merits of this proposal and on April 12, 2016, Town Council directed staff to move forward with the proposal as submitted on March 30, 2016 by Makersmiths. This included beginning the necessary zoning process, beginning the lease agreement negotiations with Makersmiths and advertising any necessary public hearings on this proposal. The motion was approved by Council 7-0. During the period since the meeting, the staff has been working with Makersmiths to complete the SUP application and needed zoning action along with working on a conceptual lease which will outline the terms once zoning is approved. The Town has met several times and has had numerous discussions with Makersmiths to work out the details for the lease and are at a point where we need direction from the Town Council in order to proceed further.

BACKGROUND:

The Makersmiths proposal would seek to use a portion of the vacant Town facility previously used as the Town maintenance building and old Waste Water Treatment Plant for its activities in the Town of Purcellville. In order to complete this deal, Makersmiths will need to receive an SUP from the Town of Purcellville and sign a lease agreement. We are currently scheduled to complete the SUP process in November and prior to spending money on both sides to complete the needed lease agreement, we looked at the major conceptual terms of the lease. A copy of this document is included under *Attachment 1*.

ISSUES:

- 1) The amount of minimal capital investment in the property that the organization will make annually.
- 2) The terms for insurance coverage as discussed by Council member McCollum.
- 3) The amount of property that will be encumbered and used during the lease period.
- 4) Subletting clause where they could lease components of the property to other organizations.
- 5) Probably the most contentious issue is the hours of operation that they will be allowed on the site. This will definitely be a component of the SUP consideration so we are not trying to circumvent the planning process but at least raise the issue and hopefully reach some type of conceptual agreement that will be helpful as we go through the zoning process.

A copy of their questions and concerns related to the lease has been enclosed under *Attachment 2*.

BUDGET IMPACT:

At this time there are no expected expenses required of the Town and in fact, the revenue from the lease of this building will be shown in the upcoming budget as an enhancement.

Based on the current proposal, the Town will receive lease payments totaling \$99,000 over a four year and eleven month period in addition to any improvements to the building that are required annually by the lease.

MOTION(S):

“I move that the Town Council provide the following direction to staff to incorporate in the conceptual terms of the lease and direct the Town Attorney to complete a formal lease agreement based on this information. . . .”

ATTACHMENT(S):

1. Conceptual Terms of Lease
2. Makersmiths' Questions and Comments

CONCEPTUAL TERMS OF LEASE
BETWEEN TOWN OF PURCELLVILLE AND MAKERSMITH
FOR OLD MAINTENANCE/WASTE WATER TREATMENT PLANT SITE

- The lease will include the use of the Maintenance building/shed, old Waste Water Treatment Plant office/building and two storage sheds as shown on the attached plat. In addition, the lease will give Makersmith access to all of the property located on the top section of the Maintenance building along with some parking and storage area in the lower section. The Town will retain control and access rights to both entrances which provides access to the lower storage area. The red area will be retained by the Town both during the lease and any potential sale so that it can add to the value of the existing proffered lots that we have located on 20th Street. We will keep control and access to the purple hashed area on the lower level in order to store debris, materials and snow removal operations. During special events and activities, when the Town is not having emergency or significant operations, the Town will make portions of the lower area available for overflow parking to be used by Makersmith.
- The lease term will be for four (4) years and eleven (11) months.
- Lease amounts: \$250.00/month for the first year, \$1,250/month for second year, \$2,250/month for third through fifth year. Total amount \$99,000.
- Water and sewer utilities would be paid by Makersmith.
- Electric and other utilities would be paid by Makersmith.
- Makersmith would agree to maintain the structures at current condition or improved level throughout lease. The Town would not be responsible for any repairs or maintenance.
- Makersmith would make a minimum of a \$25,000 capital investment in the property annually.
- Lease would give Makersmith the right of first refusal for up to six (6) years, if legally permitted in Virginia.
- Makersmith would carry full liability and property coverage for the term of the lease for no less than \$2,000,000. This insurance will include comprehensive liability insurance naming the tenant and landlord as additional insured. In addition, the tenant will agree to hold the landlord harmless for any accidents or injuries caused by anyone attending or using the property.

- Makersmith cannot sublet any portion of the property or grant/license to use the premises or any part thereof without the prior written consent of the landlord.
- All alterations and improvements to the premises shall be approved by the landlord. Such approval will not be unreasonably held, delayed or conditioned. The tenant will pay for all alterations and improvements to the premises.
- The tenant shall not keep on the premises any items of a significant dangerous, flammable or explosive character that might be considered hazardous by any responsible insurance company. Need to make sure no hazardous chemicals or items create a problem on-site as a result of your operations.
- Damage to premises – In the event that the premises are destroyed or rendered wholly untenable of a fire, storm, earthquake or other casualty not caused by the negligence of the tenant or its invitees, this agreement shall terminate from such time except for the purpose of enforcing rights that may have been accrued hereunder.
- Inspection of premises – the landlord and landlord agent shall have the right at all reasonable times, with prior notice except in the event of an emergency, during the term of this agreement to enter the premises for the purposes of inspecting the premises and all buildings and improvements located on the property.
- Because the property is located in a residential area immediately next to a residential structure, the lease will limit hours of operations from 7:00 a.m. to 11:00 p.m. Between the hours of 11:00 p.m. and 7:00 a.m. there is to be no visitors, operations or activities occurring at the building or on the property.
- A termination clause which is standard on all government leases needs to be included. It gives the Town, when it is determined to be in the best interest of the public, the ability to terminate the lease with a one-hundred and twenty (120) day written notice. The tenant would then pay the rent due prorated to the date of the termination and surrender possession of the premises to the landlord as of the date of termination.

785 S 20th St



RED: Town's future restricted area not for sale or lease

PURPLE HASHED: Area retained by Town under Makersmith lease for operations

03/29/2015

Lohr, Rob

From: Lohr, Rob
Sent: Wednesday, September 07, 2016 3:41 PM
To: Town Council; Vanegas, Alex; Galindo, Daniel; Sullivan, Patrick
Cc: Hays, Diana
Subject: FW: Comments on Lease Base

Dear Mayor and TC,

It looks like we are close to terms on most items but some important items such as hours of operations are still a sticking point. Not trying to jump ahead of the SUP process but wanted to keep pushing it down the road. Since members of Makersmiths and TC had some questions about the basic framework, I would suggest we place it on the 27th work session and staff can get some final direction. Thanks, Rob

From: Tom Hill [mailto:hillkid@earthlink.net]
Sent: Saturday, September 03, 2016 6:42 AM
To: Lohr, Rob <rlohr@purcellvilleva.gov>
Cc: Pat Scannell <ps12946@gmail.com>; Mark R. Millsap <mark.millsap@gmail.com>
Subject: Comments on Lease Base

Hey Rob!

Hope you have a great Labor Day Weekend planned.

Sorry this was delayed. I don't know how critical it was for us to move forward, but please let me know if we're missing anything else. Anyway, here are our comments:

1. Our organization is known as Makersmiths, with an s at the end.
2. We understand that the town wants to maintain control of the red area, but would like to use it occasionally as an open field for fairs and flight activities
3. Term, monthly lease amounts, utilities, and maintain/improve statements are fine.
4. Could we soften or clarify the \$25,000 in improvement? For example, volunteer labor estimates would count as would machinery brought into the facility. (To us, someone could interpret \$25,000 capital investment as only billed improvements to the facilities)
5. Right of refusal is good.
6. Insurance is inline with what we already have.
7. The subletting clause could get sticky. We have no intention of leasing an entire segment of the lower building to a company for 3 years (this is what we would consider a sublet), but a robotics team may need to use portions of our facility for months before a competition, and may pay extra for use of that space if its above the normal amount that number of people would use. As long as that type of use is OK, we're OK with "No formal sublets"

8. Alterations: could we change the phrasing to “structural alterations”? A diabolical read to the current phrasing could say “the town must approve any wall hangings”

9. We’re running in to hazardous materials issues with our water application as well, and we’re working with other makerspaces to see how they’ve dealt with this in the past. Suggested wording for the hazardous materials paragraph: “Organization shall adopt and adhere to appropriate safety standards that are consistent or better than the best practices among similar facilities - such as other makerspaces, high school/middle school classroom and other businesses. Such policies and practices must at all times meet the standards set forth by the insurance underwriter, and be available for inspection to insurance and other appropriate safety regulators”.

10. Destruction and inspection clauses are OK

11. As I thought, quiet hours are a contentious issue. It’s hard to regulate inspiration. Here’s a suggested re-wording that Pat came up with: Makersmiths shall not cause undue disturbance (via sounds, smells, traffic or other legitimate reasonable cause) of adjacent properties. This is particularly true for the hours of 11 PM and 7AM, which shall be deemed quiet hours. Traffic, use, noise and other factors will be kept to a minimum during these hours, with limited nor no external activity, and interior activities during these hours will essentially be undetectable from the inside of any adjacent property during these hours. Traffic arriving or departing during these hours will leave via the lower entrance.

12. We’re thinking of making the lower entrance the primary anyway because of the dangerous pull-out on top of the blind hill.

13. Termination is a reasonable attempt to balance potential seasonal conflicts (emptying the shop in the winter) with the needs of the town. Please reflect that either organization can invoke the termination clause.

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STAFF REPORT
INFORMATION/ACTION

Item #12e

SUBJECT: 2016 Business License Analysis

DATE OF MEETING: September 27, 2016

STAFF CONTACTS: Connie LeMarr, Assistant Director of Finance
Elizabeth Krens, Director of Finance

SUMMARY and RECOMMENDATIONS:

Enclosed are the yearly analytical reports for business license tax for Town Council review and discussion. Staff has no specific rate change recommendations at this time.

BACKGROUND:

Each year the Finance department provides a business license analysis for Town Council review and discussion. All data is presented in aggregate as disclosure of individual business data is prohibited by VA Code § 58.1-3.

ISSUES:

In order to change license rates for 2017, a public hearing is required and rates must be adopted by December 31, 2016. Potential Town Council meeting dates for discussion and/or public hearing are: Oct. 11th; Oct 25th; Nov. 22nd. Per state code, tax rate increases require a public hearing that must be advertised 7 days in advance of the meeting.

BUDGET IMPACT:

Revenue projections are provided for business category rate increases allowable however there is no budget impact unless Town Council adopts new license rates.

MOTION(S):

“I move that Town Council approve no changes to the existing business license rates for 2017.”

OR

“I move that Town Council members review the attached analysis and direct staff to add this item to the (select: *Oct. 11th or Oct 25th or Nov. 22nd*) Council meeting for further discussion.”

OR

“I move that Town Council members review the attached analysis and direct staff to advertise a public hearing for the (select: *Oct. 11th* or *Oct 25th* or *Nov. 22nd*) Council meeting to change the following rates:

(List Rate TYPE & Proposed RATE).”

ATTACHMENT(S):

1. Business License Year to Year Revenue Comparison with graphs
2. BPOL Rate Comparison by Locality & Code of VA Limitations with Revenue Projection of .01 cent increase to rates
3. Town of Purcellville Business License Rate History

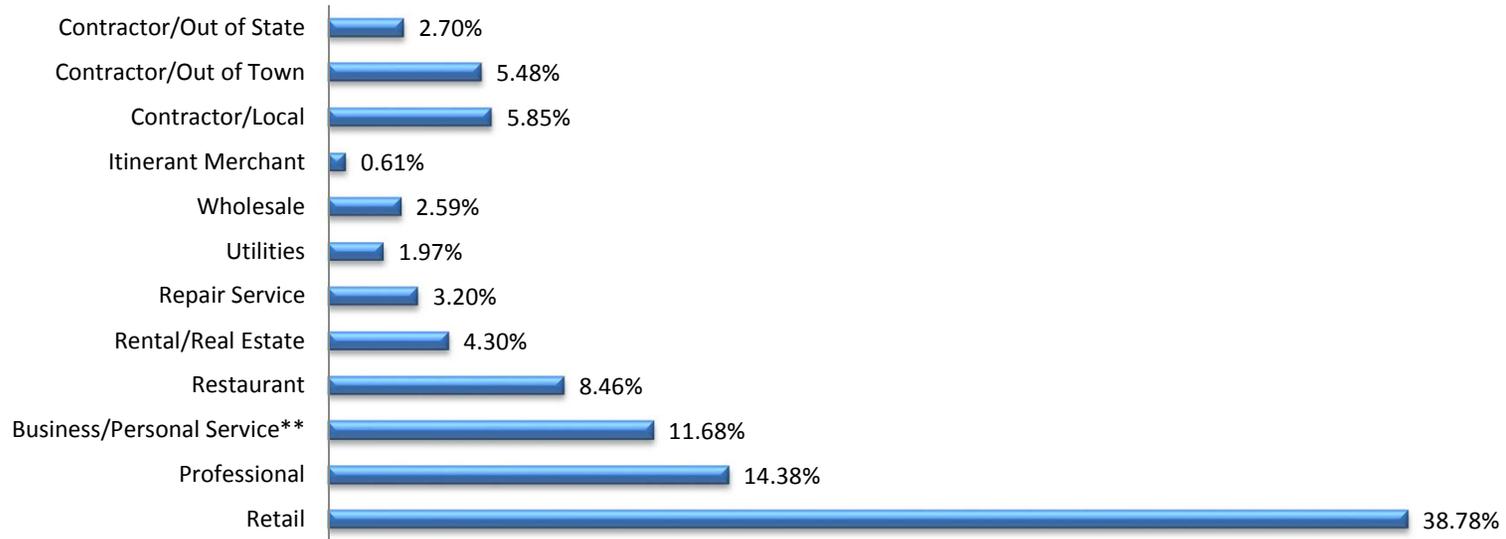
TOWN OF PURCELLVILLE
Business License Year to Year Revenue Comparison
As of 9/20/2016

Business Type	Historical					Current Analysis		Revenue % of change 2015 to 2016	Category % of Total 2016 Revenue
	2010 Tax	2011 Tax	2012 Tax	2013 Tax	2014 Tax	2015 Tax	2016* Tax		
Retail	223,857	230,979	256,458	276,200	291,922	305,945	287,242	-6.11%	38.78%
Professional	62,663	67,766	73,359	84,758	87,652	92,905	106,481	14.61%	14.38%
Business/Personal Service**	89,882	84,804	97,452	99,150	95,348	88,964	86,480	-2.79%	11.68%
Restaurant	30,369	29,027	34,243	41,392	42,995	51,010	62,630	22.78%	8.46%
Rental/Real Estate	17,544	20,020	28,986	38,096	32,132	32,046	31,845	-0.63%	4.30%
Repair Service	19,550	24,762	23,496	23,877	24,084	21,392	23,708	10.82%	3.20%
Utilities	19,836	19,262	18,459	17,384	17,298	15,614	14,618	-6.38%	1.97%
Wholesale	7,064	5,007	9,485	10,047	17,024	14,852	19,213	29.36%	2.59%
Itinerant Merchant	2,000	3,000	4,000	2,500	5,050	6,500	4,500	-30.77%	0.61%
Regular License Total	472,765	484,627	545,939	593,404	613,504	629,229	636,717	1.19%	85.97%
Contractor/Local	13,200	16,874	21,283	30,676	32,051	37,088	43,358	16.91%	5.85%
Contractor/Out of Town	28,441	33,394	23,333	35,795	18,001	19,234	40,604	111.11%	5.48%
Contractor/Out of State	63,845	26,334	19,152	25,794	8,186	37,615	19,973	-46.90%	2.70%
Contractor License Total	105,486	76,602	63,767	92,265	58,238	93,936	103,935	10.64%	14.03%
Grand Total License	578,251	561,229	609,706	685,669	671,742	723,165	740,652	2.42%	100%

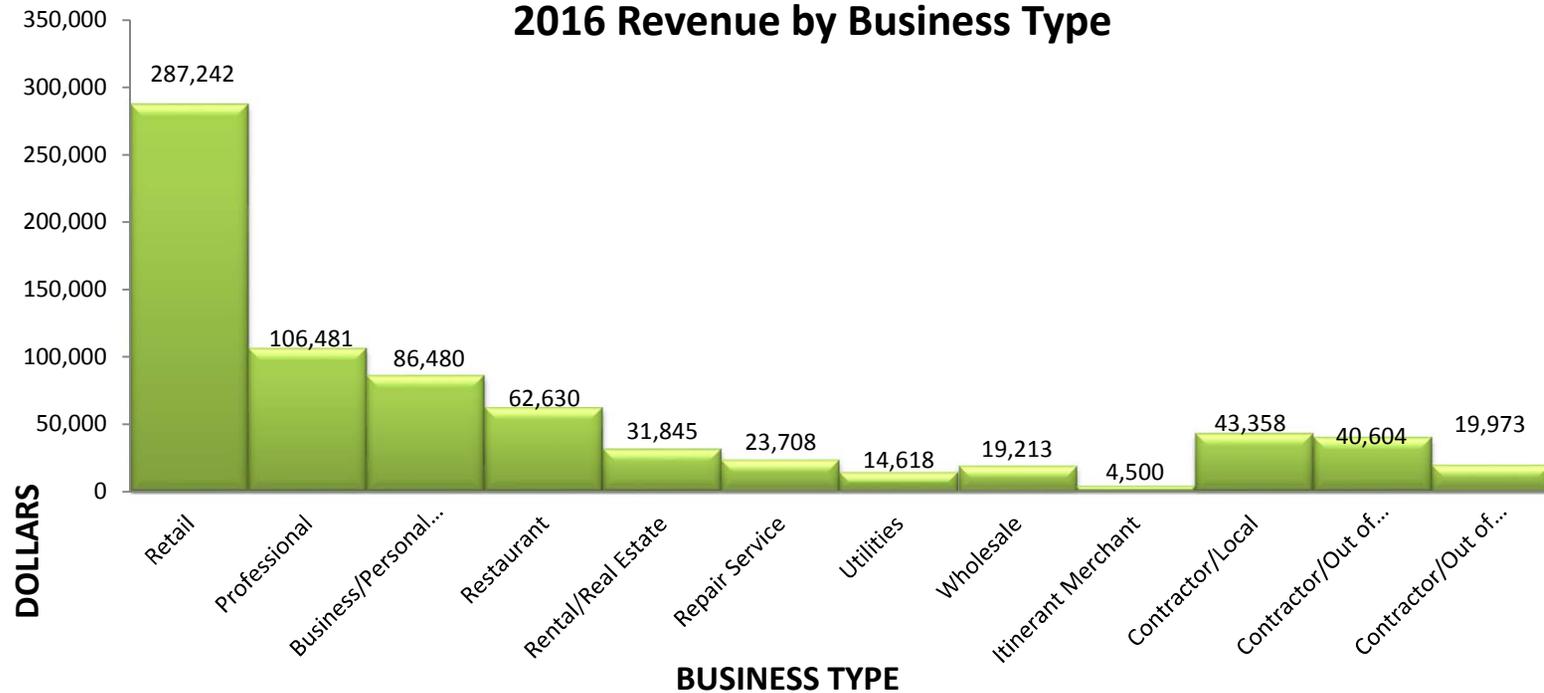
*as of 9/20/16

**Money Lending grouped with Business/Personal Service since only two business in Town

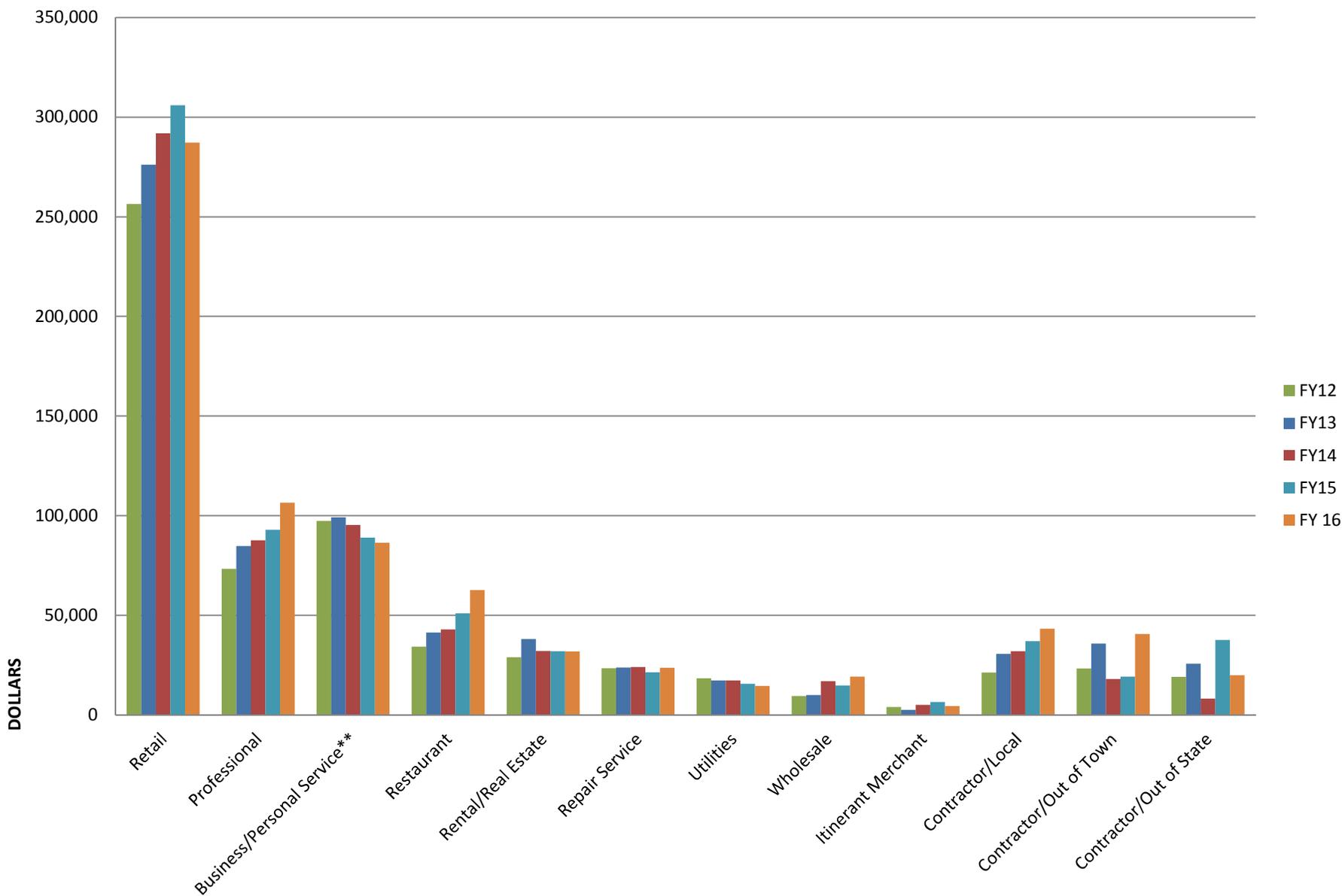
% of 2016 Revenue by Business Type



2016 Revenue by Business Type



Five Year Tax Revenue Collected by Business Type



**BPOL Rate Comparison by Locality & Code of Virginia Limitations
Revenue Projection of .01 cent increase to rates**

Category	Code Rate Limits	Leesburg	Lo. County	Purcellville	Purcellville 2015 Receipts	Purcellville 2015 Tax	<i>\$.01 rate increase projection</i>		
							\$0.01 Rate Increase	Calculated Total Tax Revenue	Incremental Revenue Increase
Minimum License Fee	30.00	20.00	30.00^	20.00					
<i>Tax per \$100 gross receipts:</i>									
Retail	0.20	0.10	0.17	0.17	179,745,565	305,945	0.18	323,542.02	\$ 17,596.87
Business Service*	0.36	0.20	0.17	0.17	51,295,465	88,964	0.18	92,331.84	\$ 3,367.54
Personal Service*	0.36	0.20	0.23	0.17			0.18	-	-
Professional	0.58	0.20	0.33	0.17	54,332,167	92,905	0.18	97,797.90	\$ 4,893.18
Restaurant	0.20	0.10	0.17	0.17	29,522,420	51,010	0.18	53,140.36	\$ 2,130.32
Rental by owner	0.36	n/a	0.16	0.17	18,734,462	32,046	0.18	33,722.03	\$ 1,675.85
Repair Serv.	0.36	0.15	0.16	0.17	12,565,712	21,392	0.18	22,618.28	\$ 1,225.79
Public Utilities	<i>0.50</i>	0.50	0.50	0.50	3,122,777	15,614	<i>0.50</i>	15,613.89	-
Wholesale (gross purchases)	<i>0.05</i>	0.075	0.05	0.05	26,715,228	14,852	<i>0.05</i>	14,852.23	-
Money Lenders**	0.58	0.16	0.16	0.17			0.18		
Building Contractors	0.16	0.10	0.13	0.14	65,472,607	93,936	0.15	98,208.91	\$ 4,272.47
Hotel	0.36	0.23	0.23	0.17			-	-	-
Massage Therapy	0.36	0.20	0.23	0.17			-	-	-
Amusements		0.25	0.21	n/a				-	-
<i>Flat Tax Rates:</i>									
Fortune Tellers	1,000.00	500.00	500.00	500.00			-	-	-
Carnivals (per Show)	1,000.00	n/a	n/a	500.00			-	-	-
Itinerant & Peddlers	500.00	250.00	500.00	500.00		6,500.00	-	6,500.00	-
Total					441,506,404	723,165		758,327	\$ 35,162.02

NOTES:

Projection based on 2015 receipts as 2016 data is not yet complete

Code limits per Code of Virginia 58.1-3703, 3706, 3716, 3720, 3721, 3728, and 3731. **Rates in Italics already at code maximum.**

Leesburg and the County are under different limitations due to their populations. Both also include additional flat tax rates for ABC/Mixed Beverages and coin operated amusements machines. And both license restaurants under the retail category.

*Business Service & Personal Service are combined in our system.

**Money Lenders receipts/tax revenue grouped with Business/Personal Service for reporting since only one business in town.

^Loudoun County has a fixed license fee of \$30 for gross receipts under \$200k and no fee for home based businesses with receipts under \$4k.

Attachment 3

Town of Purcellville
 Business License Rate History

Business License:

Tax Year	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Building Contractor	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14
Retail	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Restaurant	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Financial	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Real Estate	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Professional	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Repair	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Personal Serv	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Business Serv	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Wholesale	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05
Rental/by Owner	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Public Utilities	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Hotel Motel	0.19	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Massage Therapy	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Direct Sellers >4k	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
Carnivals/Amus	500.00/yr	500.00/yr	500.00/yr	500.00/yr	500.00/yr	500.00/yr										
Fortune-teller	n/a	n/a	500.00/yr	500.00/yr	500.00/yr	500.00/yr	500.00/yr	500.00/yr								
Itinerant Vendor	500.00/yr	500.00/yr	500.00/yr	500.00/yr	500.00/yr	500.00/yr										
Coliseum, Arenas	n/a	1000.00/yr	1000.00/yr	1000.00/yr	1000.00/yr	1000.00/yr	1000.00/yr									
Savings & loan, credit union	n/a	50.00/yr	50.00/yr	50.00/yr	50.00/yr	50.00/yr	50.00/yr									
Photographer-non VA local											30.00/yr	30.00/yr	30.00/yr	30.00/yr	30.00/yr	30.00/yr
Manufacturer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Minimum License Fee:	\$20 min	\$20 min	\$20 min	\$20 min	\$20 min	\$20 min										

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STAFF REPORT
ACTION ITEM

Item #14

SUBJECT: Approval of Meeting Minutes

DATE OF MEETING: September 27, 2016

STAFF CONTACTS: Diana Hays, Town Clerk/Project Manager

SUMMARY and RECOMMENDATIONS:

Attached are the meeting minutes from the September 8, 2016 Town Council Special Meeting, the September 13, 2016 Town Council Special Meeting and the September 13, 2016 Town Council Regular Meeting for review and approval by Town Council.

MOTION(S):

“I move that we approve the minutes of the September 8, 2016 Town Council Special Meeting, the September 13, 2016 Town Council Special Meeting and the September 13, 2016 Town Council Regular Meeting and waive reading.”

ATTACHMENT(S):

1. September 8, 2016 Town Council Special Meeting Minutes
2. September 13, 2016 Town Council Special Meeting Minutes
3. September 13, 2016 Town Council Regular Meeting Minutes

MINUTES
PURCELLVILLE TOWN COUNCIL SPECIAL MEETING
(joint with Planning Commission)
SEPTEMBER 8, 2016, 7:00 PM
TOWN HALL COUNCIL CHAMBERS

The special meeting of the Purcellville Town Council convened at 7:00 PM in Council Chambers with the following in attendance:

PRESENT: Kwasi Fraser, Mayor
Karen Jimmerson, Vice Mayor
Kelli Grim, Council member
Nedim Ogelman, Council member
Doug McCollum, Council member
Ryan Cool, Council member

ABSENT: Chris Bledsoe, Council member

STAFF: Dan Galindo, AICP, Senior Planner
Patrick Sullivan, Director of Community Development
Danny Davis, Assistant Town Manager
Diana Hays, Town Clerk

CALL TO ORDER OF SPECIAL MEETING:

Mayor Fraser called the special meeting to order at 7:00 PM.

STAFF PRESENTATION ON COMPREHENSIVE PLAN UPDATE:

Dan Galindo provided an in-depth presentation about the timeline and status for the review and update of the comprehensive plan.

DISCUSSION OF PLANNING COMMISSION'S PRIORITY WORK ITEMS:

No discussion.

ADJOURNMENT

With no further business, Council member Ogelman made a motion to adjourn the meeting at 9:16 PM. The motion was seconded by Vice Mayor Jimmerson and approved unanimously with one absent.

Kwasi A. Fraser, Mayor

Diana Hays, Clerk of Council

Joint Work Session Planning Commission & Town Council

September 8, 2016

1

Joint Work Session Goals

Hear preliminary presentation summarizing the:

- First three rounds of public engagement,
- Results of the exercises completed by the public during each round,
- Findings of research and analysis conducted by the Consultant Team and Town Staff,
- Next steps in public engagement process, and
- Tentative schedule through plan adoption.

3

Joint Work Session Agenda

- 1) Call to Order
- 2) Staff Presentation on Comprehensive Plan Update
- 3) Discussion of Comprehensive Plan Update
- 4) Discussion of Planning Commission's Priority Work Items
- 5) Adjournment

2

Joint Work Session Goals

Discuss (*if needed*):

- Previous public engagement, public input or research/analysis,
- Future public engagement,
- Tentative schedule through plan adoption, and/or
- Current or future Planning Commission priority work items.

4

Comprehensive Plan Status Update

September 8, 2016

5

Trends and Forces in Purcellville

7

Presentation Content

- Trends and Forces in Purcellville
- Summary of Public Input Sessions
- Scenarios and Analysis
- Next Steps
- Discussion

6

Population Trends

- Current population estimate: 9,120
- Population growth has slowed significantly since 2010
- If the town continues to be home to 2.5% of the county's population, there will be over 12,000 residents in 2040

8

Population Growth Trends 2000-2014

	2000	2010	Change		
			10-year increase	10-year Rate	Avg. Annual
Town of Purcellville	3,584	7,727	4,143	115.60%	7.99%
Town of Leesburg	28,311	42,616	14,305	50.53%	4.17%
Western Loudoun	43,578	76,450	32,872	75.43%	5.78%
Eastern Loudoun	126,021	235,861	109,840	87.16%	6.47%
Loudoun County	169,599	312,311	142,712	84.15%	6.30%

	2014	Change				
		4-year increase	4-year Rate	14-year Rate	Avg. Annual (4 years)	Avg. Annual (14 years)
Town of Purcellville	8,350	623	8.06%	132.98%	1.96%	6.23%
Town of Leesburg	46,211	3,595	8.44%	63.23%	2.05%	3.56%
Western Loudoun	85,855	9,405	12.30%	97.01%	2.94%	4.96%
Eastern Loudoun	253,061	17,200	7.29%	100.81%	1.78%	5.11%
Loudoun County	363,050	50,739	16.25%	114.06%	3.84%	5.59%

(2000 AND 2010 CENSUS AND 2014 ACS DATA)

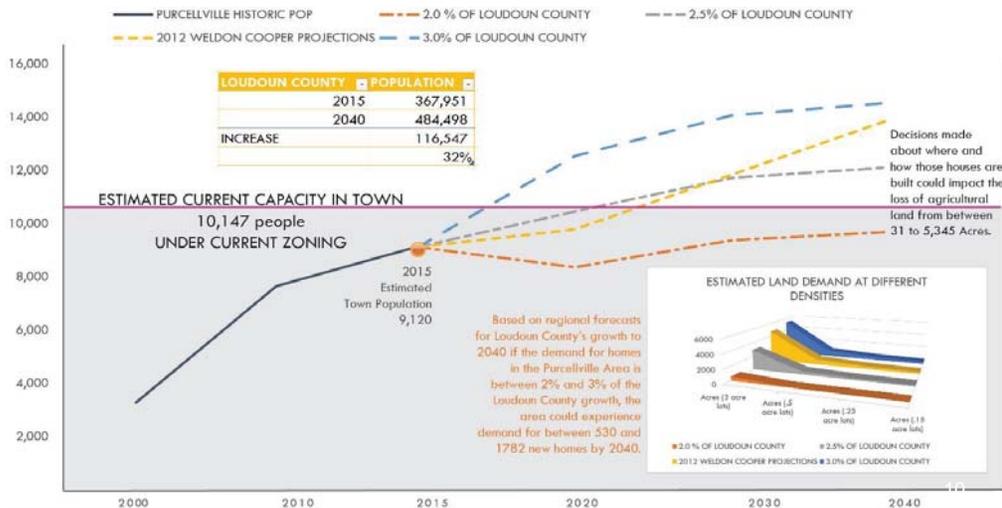
9

Population Projections (2040)

	2015	2020	2030	2040	2040-2015 Change	
Loudoun Co. (Weldon Cooper 2012)	367,951	397,272	482,234	567,195	199,244	54%
Loudoun Co. (COG)	367,951	417,986	468,664	484,498	116,547	32%
PURCELLVILLE POPULATION						
2.0 % of Loudoun Co. (COG)	9,120	8,360	9,373	9,690	570	6%
2.5 % of Loudoun Co. (COG)	9,120	10,450	11,717	12,112	2,992	33%
2012 Weldon Cooper Town Project	9,120	9,780	11,834	13,887	4,767	52%
3.0 % of Loudoun Co. (COG)	9,120	12,540	14,060	14,535	5,415	59%

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PURCELLVILLE AREA ESTIMATED GROWTH PROJECTIONS



Jobs and Employment Trends

- The number of jobs in town more than doubled between 2004 and 2014
- Purcellville is projected to add 5,217 new jobs by 2040
- Three sectors (education, construction, and accommodation/food service) are projected to account for nearly 50% of local employment in 2040

12

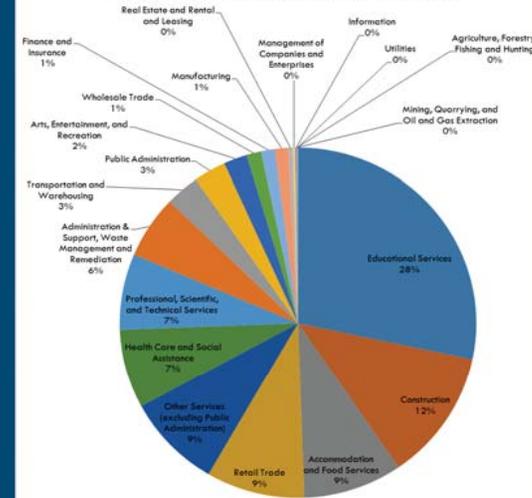
Change in Employment by Sector (2004-2014)

	2004		2014		10-year change	
	Count	Share	Count	Share	Count	Rate
Agriculture, Forestry, Fishing and Hunting	2	0.1%	3	0.1%	1	50.0%
Mining, Quarrying, and Oil and Gas Extraction	0	0.0%	1	0.0%	1	na
Utilities	0	0.0%	0	0.0%	0	na
Construction	342	14.7%	870	18.3%	528	154.4%
Manufacturing	292	12.5%	106	2.2%	-186	-63.7%
Wholesale Trade	70	3.0%	58	1.2%	-12	-17.1%
Retail Trade	351	15.1%	538	11.3%	187	53.3%
Transportation and Warehousing	98	4.2%	228	4.8%	130	132.7%
Information	5	0.2%	12	0.3%	7	140.0%
Finance and Insurance	38	1.6%	57	1.2%	19	50.0%
Real Estate and Rental and Leasing	29	1.2%	23	0.5%	-6	-20.7%
Professional, Scientific, and Technical Services	170	7.3%	287	6.0%	117	68.8%
Management of Companies and Enterprises	0	0.0%	10	0.2%	10	na
Administration & Support, Waste Management and Remediation	27	1.2%	236	5.0%	209	774.1%
Educational Services	173	7.4%	1,074	22.6%	901	520.8%
Health Care and Social Assistance	116	5.0%	257	5.4%	141	121.6%
Arts, Entertainment, and Recreation	25	1.1%	62	1.3%	37	148.0%
Accommodation and Food Services	230	9.9%	479	10.1%	249	108.3%
Other Services (excluding Public Administration)	281	12.1%	313	6.6%	32	11.4%
Public Administration	81	3.5%	139	2.9%	58	71.6%
Total	2,330		4,753		2,423	

(Onthemap.com/U.S. Census 2004 and 2014)

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2040 PURCELLVILLE EMPLOYMENT ESTIMATES



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Employment Estimates by Sector (2040)

	2014			2040	
	Purcellville	Loudoun County	Purcellville Capture of County	Purcellville	Loudoun County
Agriculture, Forestry, Fishing and Hunting	3	2,180	0.0013761	4	2,570
Mining, Quarrying, and Oil and Gas Extraction	1	330	0.0030303	1	460
Utilities	-	150	0	2	180
Construction	870	17,280	0.0503472	1,212	24,080
Manufacturing	106	6,820	0.0155425	121	7,790
Wholesale Trade	58	4,830	0.0120083	132	11,020
Retail Trade	538	21,320	0.0252345	889	35,240
Transportation and Warehousing	228	11,490	0.0198433	306	15,400
Information	12	8,240	0.0014563	17	11,430
Finance and Insurance	57	7,110	0.0080169	124	15,520
Real Estate and Rental and Leasing	23	11,220	0.0020499	40	19,490
Professional, Scientific, and Technical Services	287	28,510	0.0100666	698	69,310
Management of Companies and Enterprises	10	1,590	0.0062893	23	3,680
Administration & Support, Waste Management and Remediation	236	14,260	0.0165498	579	34,960
Educational Services	1,074	4,470	0.2402685	2,823	11,750
Health Care and Social Assistance	257	14,110	0.018214	730	40,100
Arts, Entertainment, and Recreation	62	5,510	0.0112523	212	18,840
Accommodation and Food Services	479	15,100	0.0317219	884	28,190
Other Services (excluding Public Administration)	313	12,320	0.0254058	870	34,250
Public Administration	139	25,420	0.0054681	292	53,420
Total	4,753	212,260	0.054142	9,970	437,680

(U.S. Census, Woods & Poole Economics, MDC)

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Housing Trends

- Average household and family size are significantly larger in Purcellville relative to the nation as a whole
- Housing stock nearly doubled between 2000 and 2014
- Housing is primarily owner-occupied, single-family homes
- Housing is unaffordable relative to incomes for 35% of homeowners and 73% of renters

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Number of Dwelling Units (2000-2014)

	Loudoun County				Town of Purcellville			
	2000 Census	2010 Census	2014 ACS	Percent Change	2000 Census	2010 Census	2014 ACS	Percent Change
Total Housing Units	62,160	109,442	123,150	98.1%	1,292	2,491	2,549	97.3%
Occupied Housing Units	59,900	104,583	117,646	96.4%	1,253	2,410	2,495	99.1%
Family Households	45,020	80,494	91,609	103.5%	956	1,940	2,046	114.0%
Non-family Households	14,880	24,089	26,337	77.0%	297	470	449	51.2%
Owner Occupied Housing	47,539	81,384	89,443	88.1%	972	1,892	1,878	93.2%
Renter Occupied Housing	12,361	23,199	28,503	130.6%	281	518	617	119.6%

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Housing Affordability (2014 ACS)

	All Households	Home Owner Households	Renter Households
Median Household Income	\$ 120,331.00	\$ 136,477.00	\$ 39,426.00
Median Home Value		\$ 398,000.00	
Median Monthly Housing Costs (w/mortgage and gross rent)		\$ 2,924.00	\$ 1,278.00
% of Households Paying more than \$2000/month in Housing Costs	61.80%	73.30%	27.10%
% of Households Paying more than 30% Income in Housing Costs		35%	73%
% of Households Paying less than 20% Income in Housing Costs		36.30%	20.60%

Source: SELECTED HOUSING CHARACTERISTICS more information, 2010-2014 American Community Survey 5-Year Estimates DP04

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Dwelling Units by Type (2014 ACS)

	Occupied housing units (total)		Owner-occupied housing units		Renter-occupied housing units	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Occupied housing units	2,495	+/-116	1,878	+/-148	617	+/-129
UNITS IN STRUCTURE						
1, detached	66.60%	+/-5.2	80.30%	+/-6.1	24.80%	+/-10.0
1, attached	19.70%	+/-4.8	18.30%	+/-6.0	24.00%	+/-11.7
2 apartments	0.30%	+/-0.5	0.00%	+/-1.7	1.30%	+/-2.2
3 or 4 apartments	1.40%	+/-1.9	0.00%	+/-1.7	5.80%	+/-7.4
5 to 9 apartments	5.80%	+/-3.6	0.00%	+/-1.7	23.30%	+/-13.8
10 or more apartments	4.60%	+/-2.9	0.40%	+/-0.7	17.20%	+/-11.1
Mobile home or other type of housing	1.60%	+/-1.4	1.00%	+/-1.2	3.60%	+/-4.0

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Land Use Analysis

- The town will need to add between 188 and 1,782 new dwelling units to keep up with population growth
- The town has an estimated capacity for 338 new dwelling units within the town limits under existing zoning

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Residential Demand Estimates (2040)

	Potential Demand Estimates			Estimated Land Needed at Stated Density			
	New Population	New Households	New Houses	Acres (3 ac. lots)	Acres (.5 ac. lots)	Acres (.25 ac. lots)	Acres (.15 ac. lots)
2.0 % OF LOUDOUN COUNTY (COG)	570	184	188	563	94	47	31
2.5% OF LOUDOUN COUNTY (COG)	2992	965	985	2954	492	246	164
2012 WELDON COOPER PROJECTIONS	4767	1538	1568	4705	784	392	261
3.0% OF LOUDOUN COUNTY (COG)	5415	1747	1782	5345	891	445	297
ASSUMPTIONS:							
Average Household Size	3.1						
Vacancy Rate	2%						

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Fiscal Challenges and Opportunities

- Outstanding debt, primarily from utility investments, remains the largest challenge to town finances
- Property values have nearly reached the pre-recession levels, boosting revenue
- User fees offer an untapped revenue opportunity in the future

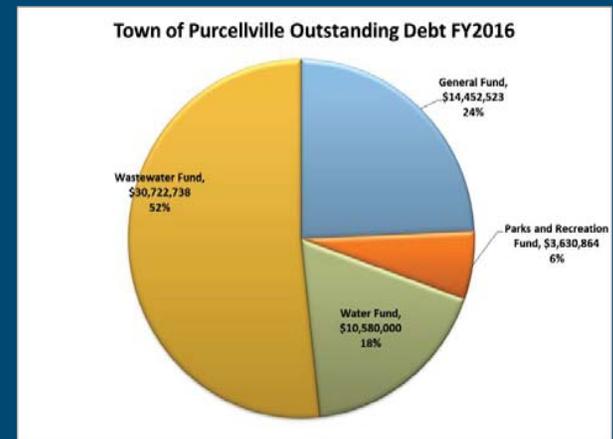
23

Estimated Capacity within Town Limits

Location/Development	Number of Units
Mayfair	
Townhomes	151
Single-Family Detached	111
Ball Property	
Single-Family Detached	29
Other Private Undeveloped Lots	
Single-Family Detached	47
Total Capacity for Units*	338

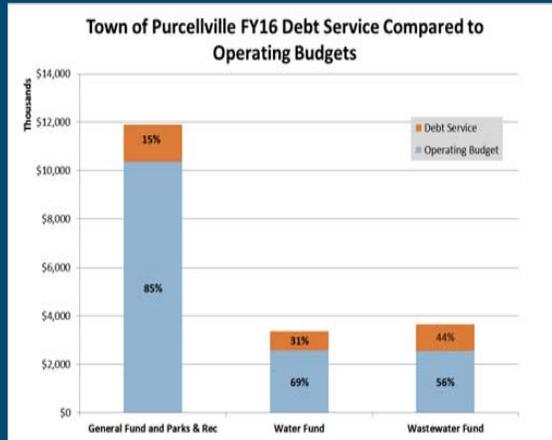
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Outstanding Debt



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Outstanding Debt



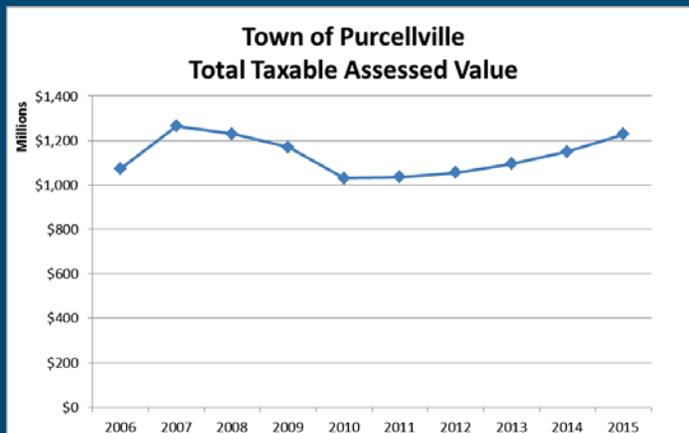
25

Transportation and Mobility Infrastructure

- A Street Connection, Route 7/287 Interchange, and 21st St/23rd St projects completed
- Several recommendations from the transportation plan remain to be completed
- General improvements to the Main Street corridor are also recommended (i.e. bike lanes, improved sidewalks, etc.)

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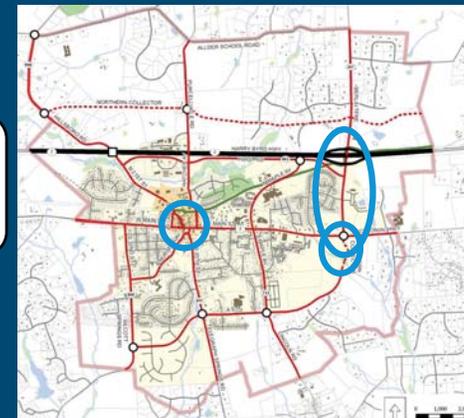
Rebounding Revenues



26

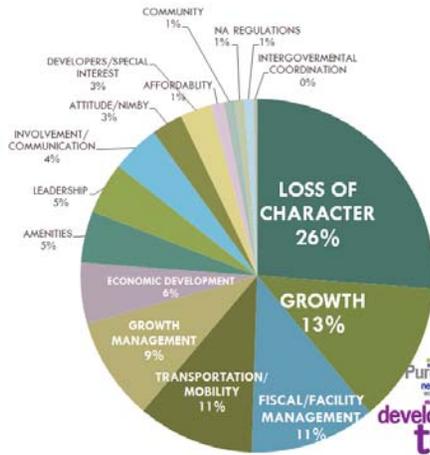
Completed Transportation Improvements

- Completed Transportation Improvements**
- A Street connection
 - 21st St / 23rd St project
 - Route 7 / 287 interchange improvement



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THE BIGGEST CHALLENGES

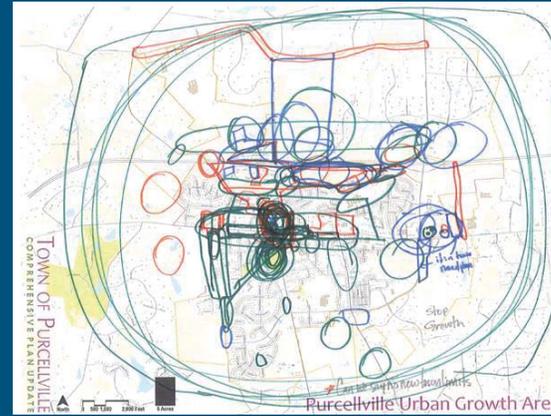


Source	Responses
ONLINE	430
OPEN HOUSE	96
PAPER	66
Total	592



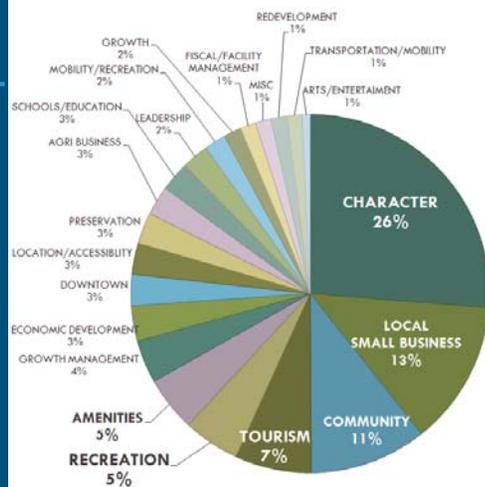
33

Policy Area Mapping Exercise



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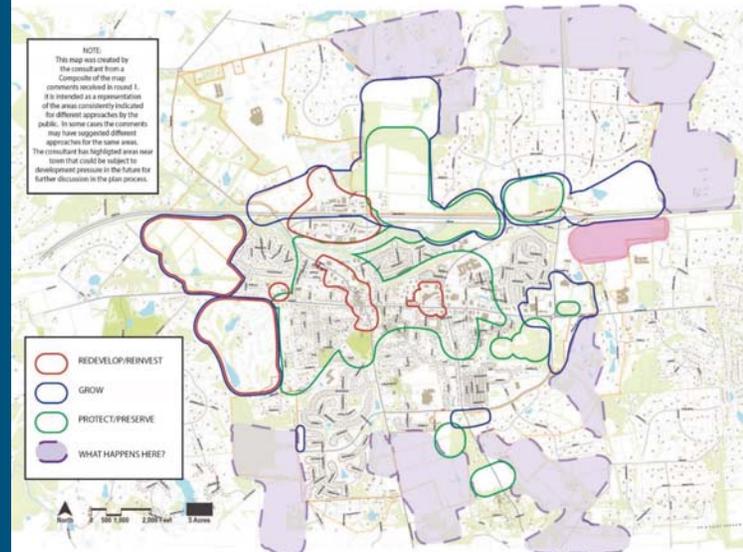
BIGGEST OPPORTUNITIES



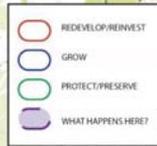
Source	Number of Comments
Online	420
Open House	80
Paper	67
Grand Total	567



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NOTE:
This map was created by the consultant from a Composite of the map comments received in round 1. It is intended as a representation of the areas consistently indicated for different approaches by the public. In some cases the comments may have suggested different approaches for the same area. The consultant has highlighted areas near town that could be subject to development pressure in the future for further discussion in the plan process.



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Round Two

Time Period: March – April 2016

Input Activities: Use and Scale Preference Mapping Exercise

Public Response: 90+ workshop attendees or online responders.
893 individual preference comments received.

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Public Input – Round 2

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Use and Scale Preferences

	SMALL	MEDIUM	LARGE	X-LARGE
Residential	 single-family detached	 duplex	 3-story townhomes	 4-story multi-family flats
Mixed-Use *includes retail, office, professional services and residential	 1-3 story	 2 story	 2-3 story	 4 story
Commercial *includes retail, office, and professional services	 individual building	 multi-tenant strip center	 multi-story office	 big box store
Industrial	 small multi-unit	 medium single use/service	 warehouse	 manufacturing/factory
Parks and Open Space	 trail and greenways	 < .3 ac. pocket park	 < 2 ac. neighborhood park	 > 3 acre community park



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Land Use Preference Maps (Residential)



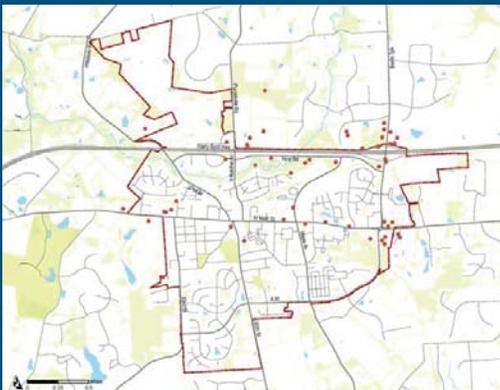
41

Land Use Preference Maps (Mixed-Use)



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Land Use Preference Maps (Commercial)



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Land Use Preference Maps (Industrial)

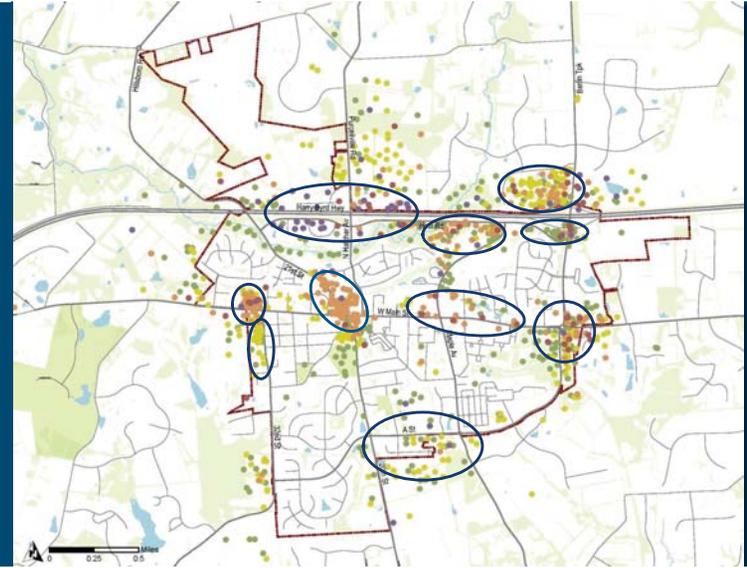


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Land Use Preference Maps (Open Space)

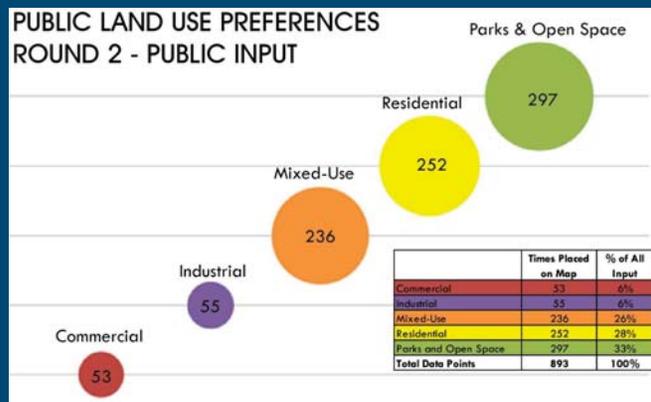


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Land Use Preferences



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Public Input – Round 3

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Round Three

Time Period: May – June 2016

Input Activities: Guiding Principles Approach and Prioritization Survey
(May 19 workshop and online only)
 Target Area Visioning Exercise *(May 19 workshop only)*
 Future Development Scenario Visioning Exercise
(May 21 festival and online only)

Public Response: 165+ workshop attendees, festival voters, or online responders.
 110 guiding principle survey responses received.
 130+ visioning exercise responses received.

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Guiding Principles and Priorities

Themes	Guiding Principles / Approach Options		
	A	B	C
Character & Design	Traditional Scale and Style	Sustainable Style at a Traditional Scale	Traditional Style with Moderate Intensification
Average Score	4.3	4.0	2.8
Total Score	469	435	300
Participant Count	110	109	107
Transportation & Mobility	Maintaining our Streets	Focus on Major Improvements	Complete Streets Network
Average Score	4.2	4.1	3.8
Total Score	464	439	405
Participant Count	110	107	107
Public Services, Utilities & Fiscal Balance	Increased Fees	Expand Client Base Through Growth	Adjust Targeted Levels of Service
Average Score	3.1	2.9	3.4
Total Score	331	312	369
Participant Count	108	106	107
Open Space	Private Dedication	Establish Public Parks	Green Belt and Land Trust
Average Score	4.0	4.2	3.6
Total Score	431	461	395
Participant Count	109	109	110

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Guiding Principles and Priorities

Themes	Guiding Principles / Approach Options		
	A	B	C
Growth Management	Infill and Redevelopment	Managed Growth	Annexation Impact Assessment
Average Score	3.6	4.0	3.0
Total Score	390	437	325
Participant Count	109	108	109
Housing & Neighborhoods	Family Focused	Quality and Diversity	Affordability
Average Score	3.8	3.5	3.2
Total Score	405	382	346
Participant Count	107	109	109
	Home Grown	Commerce & Service Hub for Western Loudoun County	Expanding Commercial Base
Average Score	4.1	3.7	3.3
Total Score	450	405	358
Participant Count	110	109	109

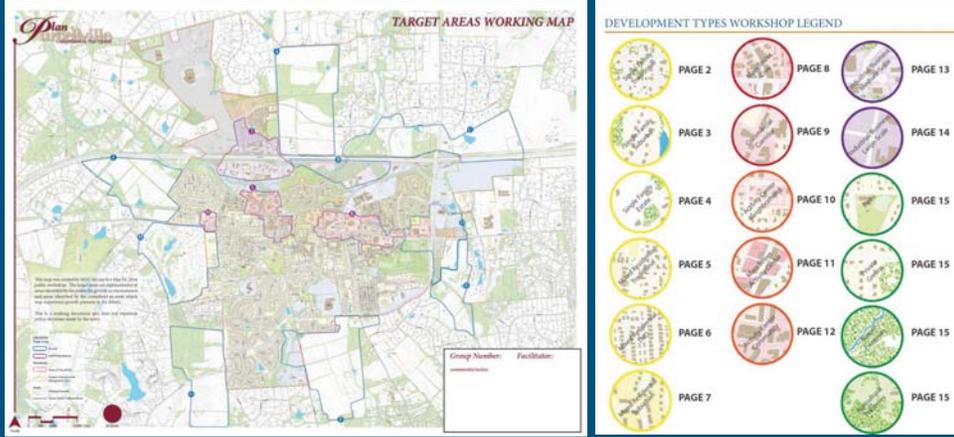
50

Guiding Principles and Priorities

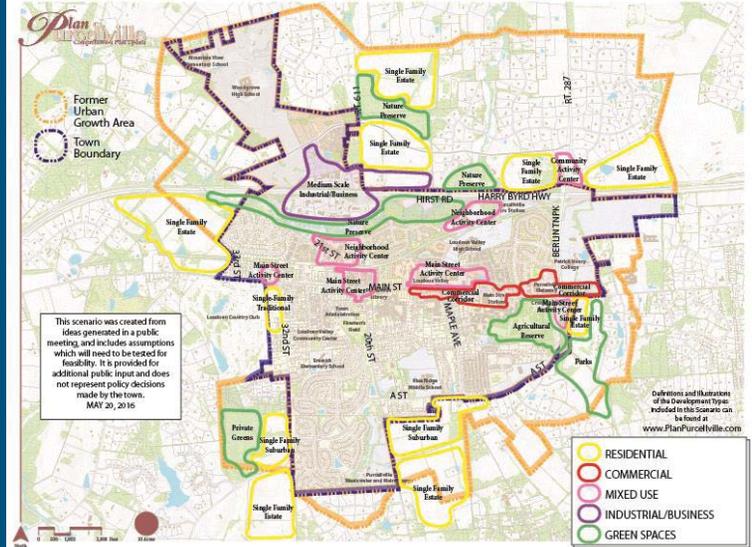
Theme Prioritization	Average Score	Total Score	Participant Count
Growth Management	2.74	219	80
Character & Design	2.98	238	80
Economic Development	3.74	299	80
Public Services, Utilities & Fiscal Balance	4.35	348	80
Housing & Neighborhoods	4.56	365	80
Open Space	4.74	379	80
Transportation & Mobility	4.90	392	80

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Target Area Visioning Exercise

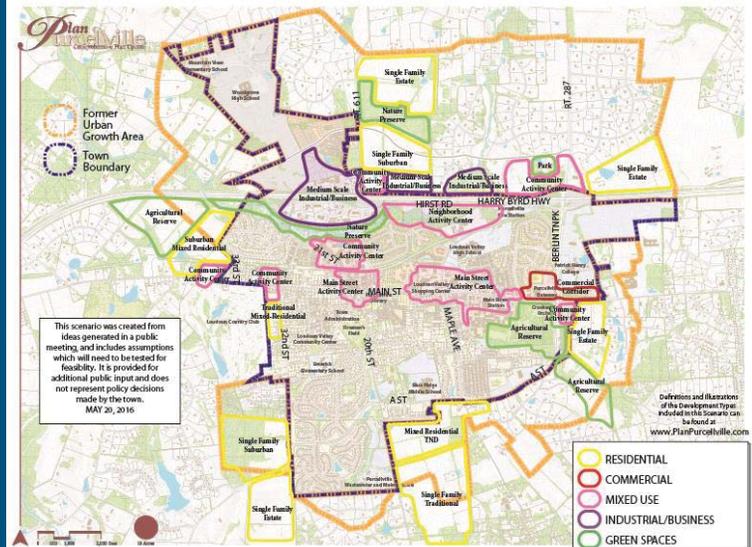


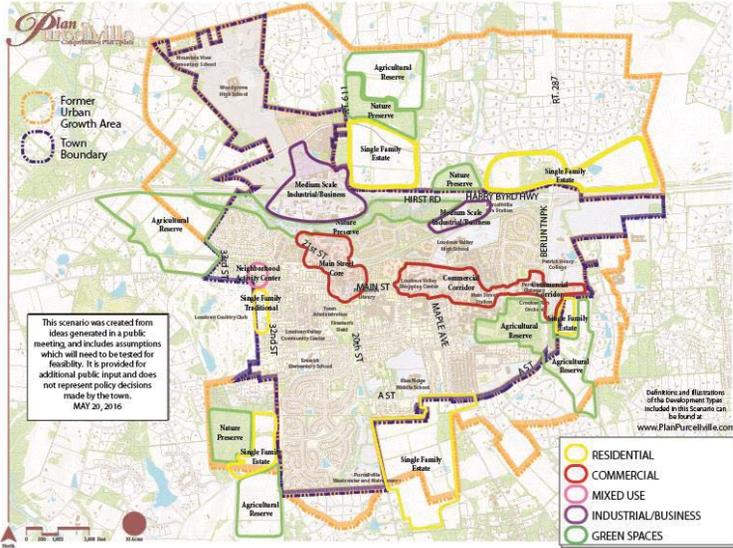
A



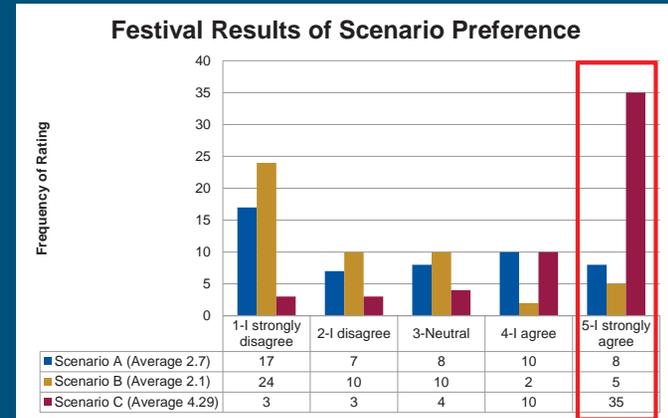
Scenarios and Analysis

B

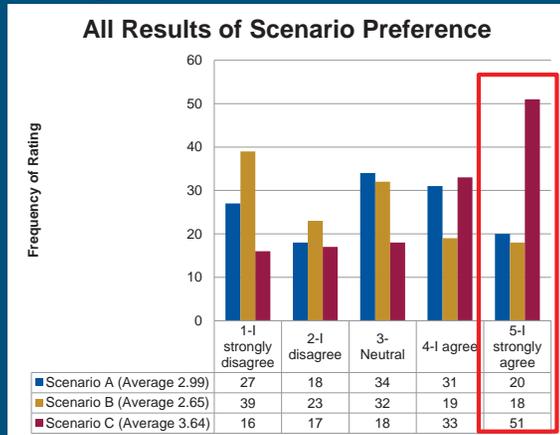




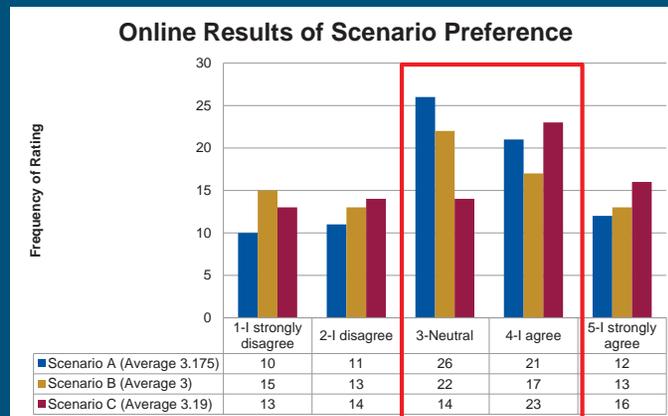
Future Development Scenario Preferences



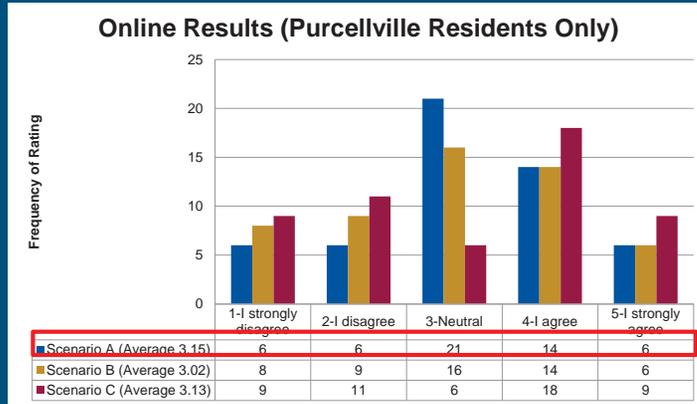
Future Development Scenario Preferences



Future Development Scenario Preferences



Future Development Scenario Preferences



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Residential Supply by Scenario (Study Area)

Residential/Housing/Population Buildout Total Study Area										
Scenario	Town of Purcellville Existing HU	New Housing Units In Target Areas	Existing Capacity (non-target area)	Total HU @ Buildout	Occupancy Rate	New HH	HH Size	New Pop	Existing Population 2016 Est	Est. Buildout Capacity Pop
Zoning	2609	306	328	3,243	0.98	300	3.1	929	9,120	10,049
A	2609	1,396	328	4,333	0.98	1368	3.1	4242	9,120	13,362
B	2609	2,879	328	5,816	0.98	2822	3.1	8748	9,120	17,868
C	2609	180	328	3,117	0.98	176	3.1	547	9,120	9,667

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Residential Demand (2040)

	Potential Demand Estimates		
	New Population	New Households	New Houses
2.0 % OF LOUDOUN COUNTY (COG)	570	184	188
2.5% OF LOUDOUN COUNTY (COG)	2992	965	985
2012 WELDON COOPER PROJECTIONS	4767	1538	1568
3.0% OF LOUDOUN COUNTY (COG)	5415	1747	1782
ASSUMPTIONS:			
Average Household Size	3.1		
Vacancy Rate	2%		

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Residential Supply by Scenario (Town Limits)

Residential/Housing/Population Buildout Current Town Limits										
Scenario	Town of Purcellville Existing HU	New Housing Units In Target Areas	Existing Capacity (non-target area)	Total HU @ Buildout	Occupancy Rate	New HH	HH Size	New Pop	Existing Population 2016 Est	Est. Buildout Capacity Pop
Zoning	2609	10	328	2,947	0.98	10	3.1	32	9,120	9,152
A	2609	865	328	3,802	0.98	848	3.1	2,629	9,120	11,749
B	2609	1,238	328	4,175	0.98	1213	3.1	3,762	9,120	12,882
C	2609	22	328	2,959	0.98	21	3.1	66	9,120	9,186

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Non-Residential Demand (2040)

	Commercial Sq Ft	Commercial Acreage	Commercial Only FAR	Institutional Sq Ft	Institutional Acreage	Combined Sq Ft	Combined Acreage	Combined FAR	Jobs Total	Sq Ft/Job Commercial	Sq Ft/Job Combined
2016	1,413,000	259	0.1252	1,224,000	526	2,637,000	785	0.0771	4,753	300	554
2040	2,991,000	548	0.1252	--	--	5,523,380	1,644	0.0771	9,970	300	554
Demand	1,578,000	289	--	--	--	2,886,380	859	--	--	--	--

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Fiscal Impact Analysis by Scenario (Baseline)

Baseline Fiscal Impact Analysis	Scenarios			
	Zoning	A	B	C
Open Space Preserved (Acres)	0	474	412	759
Est. Cost to Preserve Land	NA	\$4,100,000	\$4,400,000	\$12,500,000
Total Homes In Study Area at Buildout	3,243	4,333	5,816	3,117
New Homes Built	634	1,724	3,207	508
Est. Total Pop @ Buildout	10,049	13,362	17,868	9,667
Total Homes in Current Town Limits @ Buildout	2,947	3,802	4,175	2,959
Est. Total Town Population @ Buildout	9,152	11,749	12,882	9,186
Non-Residential SF @ Buildout	9,750,835	11,442,714	12,912,059	8,660,771
Increase in Daily Vehicle Trips (Generated in Town at Buildout Compared to Existing Conditions)	341%	484%	662%	279%
Est. Annual Net Fiscal Impact @ Buildout	NA	\$4,136,652	\$4,557,054	\$4,678,648

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Non-Residential Supply by Scenario (Town Limits)

	EXISTING NON-RESIDENTIAL IN TARGET AREAS	NEW NON-RESIDENTIAL SQ. FT. IN TARGET AREAS	TOTAL NON-RESIDENTIAL SQ. FT. IN TARGET AREAS
Zoning	1,412,907	7,460,680	8,873,587
A	1,412,907	10,029,807	11,442,714
B	1,412,907	11,499,152	12,912,059
C	1,412,907	7,247,864	8,660,771

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Fiscal Impact Analysis by Scenario (Alt. 1)

Alternative 1 – Non-Residential @ 300 ft ² /job	Scenarios		
	A	B	C
Open Space Preserved (Acres)	474	412	759
Est. Cost to Preserve Land	\$4,100,000	\$4,400,000	\$12,500,000
Total Homes In Study Area at Buildout	4,333	5,816	3,117
New Homes Built	1,724	3,207	508
Est. total Pop at Buildout	13,362	17,868	9,667
Total Homes in Current Town Limits @ Buildout	3,802	4,175	2,959
Est. total Town Population @ Buildout	11,749	12,882	9,186
Total Adjusted Sq. Ft. of Non-Residential Building Area in Current Town Limits	3,378,443	4,543,772	2,601,557
Increase in Daily Vehicle Trips (Generated in Town at Buildout Compared to Existing Conditions)	92%	99%	77%
Est. Annual Net Fiscal Impact @ Adj. Demand	(\$946,481)	(\$1,185,704)	(\$2,860,833)

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Fiscal Impact Analysis by Scenario (Alt. 2)

Alternative 2 – Non-Residential @ 750 ft ² /job	Scenarios		
	A	B	C
Open Space Preserved (Acres)	474	412	759
Est. Cost to Preserve Land	4,100,000	4,400,000	12,500,000
Total Homes In Study Area at Buildout	4,333	5,816	3,117
New Homes Built	1,724	3,207	508
Est. total Pop at Buildout	13,362	17,868	9,667
Total Homes in Current Town Limits @ Buildout	3,802	4,175	2,959
Est. total Town Population @ Buildout	11,749	12,882	9,186
Total Adjusted Sq. Ft. of Non-Residential Building Area in Current Town Limits	6,376,853	9,341,228	4,400,603
Increase in Daily Vehicle Trips (Generated in Town at Buildout Compared to Existing Conditions)	210%	217%	195%
Est. Annual Net Fiscal Impact @ Adj. Demand	\$1,676,006	\$2,299,846	\$4,855,647

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Next Steps

July – October: Weekly Planning Commission Work Sessions

September – October: Public Engagement – Round 4

- Presentation @ Town Council Meeting: September 13
- Workshops
 - September 24: 10am-12pm & 2pm-4pm @ Carver Center
 - September 29: 7-9pm @ Town Hall
- Online Exercises: Posted after Sept. 24 workshops through mid-October

71

Next Steps

Next Steps

November: Public Engagement – Round 5

- Workshops: Anticipated for November 5 (location TBD)
- Online Exercises: Posted after Nov. 5 workshops through end of November

December – January: Draft Plan

February – March:

- Submit draft to VDOT for review (up to 90 days)
- Release draft plan for public review
- Hold open house
- Revise draft plan as necessary

70

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Next Steps

April – May:

- Planning Commission Public Hearing

June or Later:

- Town Council Public Hearing
- Adopt New Comprehensive Plan

73

Discussion

During the September workshops, the public will be asked to respond to posted questions to guide the Planning Commission's ongoing work on updating the comprehensive plan. Possible examples:

- Open Space: Desire for permanent preservation requiring land ownership or easements? Would 3-acre residential lots provide sufficient open space instead?
- Preservation of Historic Houses: Desired: yes or no? Only prevent demolition? Control of appearance along Main Street and/or other primary roads? Control of appearance throughout entire National Register Historic District?

75

Discussion

74

Discussion

During tonight's joint work session:

- Any confusion, concerns or questions about completed public engagement, public input or research/analysis?
- Any questions or requests about future public engagement?
- Any confusion, concerns or questions about the tentative schedule from drafting the plan through its eventual adoption?
- Any other questions?

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MINUTES
PURCELLVILLE TOWN COUNCIL SPECIAL MEETING
SEPTEMBER 13, 2016, 5:00 PM
TOWN HALL HERITAGE ROOM

The special meeting of the Purcellville Town Council convened at 5:02 PM in the Heritage Room:

PRESENT: Kwasi Fraser, Mayor
Karen Jimmerson, Vice Mayor
Kelli Grim, Council member
Nedim Ogelman, Council member (arrived 5:10 PM)
Doug McCollum, Council member
Ryan Cool, Council member (arrived 5:25 PM)

ABSENT: Chris Bledsoe, Council member

STAFF: Diana Hays, Town Clerk

CALL TO ORDER OF SPECIAL MEETING:

Mayor Fraser called the special meeting to order at 5:02 PM.

INTERVIEWS FOR APPOINTMENTS TO COMMITTEES, COMMISSIONS AND BOARDS:

The following applicants interviewed for appointments/reappointments/vacancies on the Board of Architectural Review and the Board of Zoning Appeals:

- Pat Giglio (BAR)
- Beth Goldsmith (BAR)
- Casey Chapman (BAR, BZA)
- Daniel Shaughnessy (BZA)
- Cliff Robinson (BAR)
- James Gloeckner (BAR)

CLOSED MEETING:

In the interest of time, no closed meeting was held.

ADJOURNMENT

With no further business, Council member Grim made a motion to adjourn the meeting at 6:35 PM. The motion was seconded by Vice Mayor Jimmerson and approved unanimously with one absent.

Kwasi A. Fraser, Mayor

Diana Hays, Clerk of Council

MINUTES
PURCELLVILLE TOWN COUNCIL MEETING
SEPTEMBER 13, 2016, 7:00 PM
TOWN HALL COUNCIL CHAMBERS

The regular meeting of the Purcellville Town Council convened at 7:00 PM in Council Chambers with the following in attendance:

PRESENT: Kwasi Fraser, Mayor
Karen Jimmerson, Vice Mayor
Kelli Grim, Council member
Nedim Ogelman, Council member
Chris Bledsoe, Council member
Doug McCollum, Council member
Ryan Cool, Council member

ABSENT: None

STAFF: Robert Lohr, Jr., Town Manager
Danny Davis, Assistant Town Manager
Sally Hankins, Town Attorney
Patrick Sullivan, Director of Community Development
Dan Galindo, AICP, Senior Planner
Chief Cynthia McAlister, Police Dept.
Diana Hays, Town Clerk/Project Manager

CALL TO ORDER OF REGULAR MEETING:

Mayor Fraser called the regular meeting to order at 7:00 PM. The Pledge of Allegiance followed.

AGENDA AMENDMENTS/APPROVAL:

Council member Grim requested that the Blood Cancer Awareness Proclamation be relocated as the first item and the recognition of Tracy Robinson to item two. Mayor Fraser approved the request.

PROCLAMATIONS/RECOGNITIONS:

- a. Proclamation – Blood Cancer Awareness Month & Lymphoma Awareness Day

Joe Pasanello, advocate and volunteer with the Lymphoma Research Foundation, accepted the proclamation.

b. Recognition/Proclamation – Tracy Robinson

Tracy Robinson was recognized for her extraordinary efforts in raising awareness and funds for two \$50,000 Leukemia and Lymphoma Society research grants.

c. Proclamation – Constitution Week

Gail Adams, Past Regent, Katoctin Chapter Daughters of the America Revolution (DAR) accepted the proclamation.

d. Recognition – New EMT's and Firefighters

Town Council recognized the most recent and EMT and Firefighter graduates.

PUBLIC HEARINGS:

None

PRESENTATIONS:

a. Comprehensive Plan Update

Dan Galindo, AICP, Senior Planner, provided Council with an update on the status of the comprehensive plan to include feedback from the various workshops.

b. OpenGov Transparency Software

Danny Davis introduced Eric DiProspero from OpenGov who gave a demonstration of the OpenGov software.

STANDING COMMITTEE/COMMISSION/BOARD REPORTS:

a. Planning Commission (T. Stein, Chairman/K. Grim, Council Liaison)

Dan Galindo read comments provided by Chairman Stein. Chairman Stein noted that since Town Council's July meeting, the Planning Commission has voted to recommend disapproval of SUP15-02 Catoctin Corner Drive-Through Facility. The Planning Commission has discussed the issues raised by the Town Attorney and Zoning Administrator with regard to OA16-01 Stream and Creek Buffer Zoning Ordinance Text Amendment and is working to resolve those. The Commissioners have prioritized work items that are coming forward, discussed the results of all three rounds of community outreach regarding the comprehensive plan which was presented to Council on September 8th, and discussed the future community outreach sessions that are up coming. The Planning Commission has collaboratively created a vision statement for the comprehensive plan and is holding weekly work sessions to discuss components of the comprehensive plan and review implementation strategies at least through mid-October.

Comprehensive Plan Status Update

September 13, 2016

1

Areas of Agreement and Working Vision Statement

3

Presentation Content

Areas of Agreement and Working Vision Statement

Trends and Forces in Purcellville

Summary of Public Input Sessions

Scenarios and Analysis

Next Steps

2

Areas of Agreement

- Proactively plan for a future which achieves the community's desires
- Maintain Purcellville's character and small town charm
 - Ensure a high quality of design at an appropriate scale
 - Preserve the natural environment and open space
- Support a unique local economy focused on home-grown businesses

4

Working Vision Statement

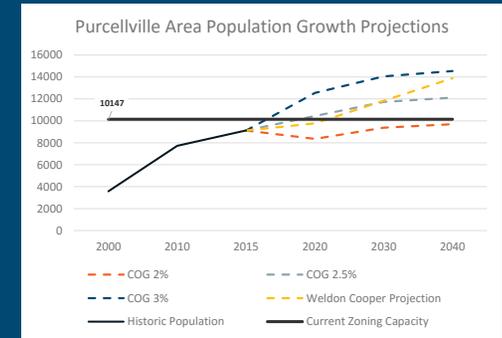
Purcellville will preserve and protect its unique, thriving and diverse small town charm by remaining a place:

1. That is mindful of its character and historic heritage,
2. Where visitors are appreciative of its physical beauty and valued environment, and
3. Where citizens delight in living and participating in the community.

5

Population Trends

- Current population estimate: 9,120
- Population growth has slowed significantly since 2010
- The town is currently home to 2.5% of the county's population, and there is sufficient housing capacity for that level of projected population growth in the short-term

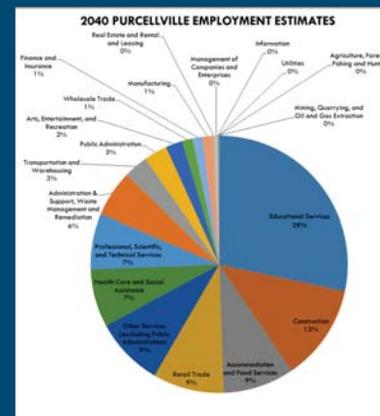


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Trends and Forces in Purcellville

6

Jobs and Employment Trends



- The number of jobs in town more than doubled between 2004 and 2014
- Purcellville is projected to add 5,217 new jobs by 2040
- Three sectors (education, construction, and accommodation/food service) are projected to account for nearly 50% of local employment in 2040

8

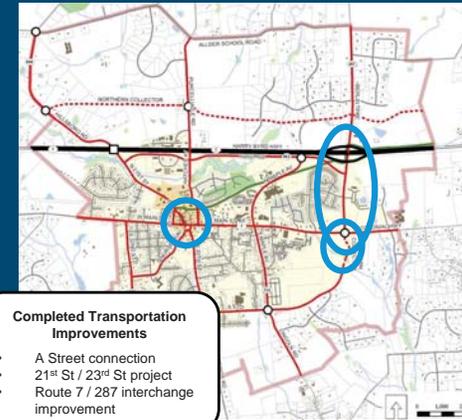
Housing Trends

- Housing stock nearly doubled between 2000 and 2014
- Housing is primarily owner-occupied, single-family homes
- Average household and family size are significantly larger in Purcellville relative to the nation as a whole



9

Transportation and Mobility Infrastructure

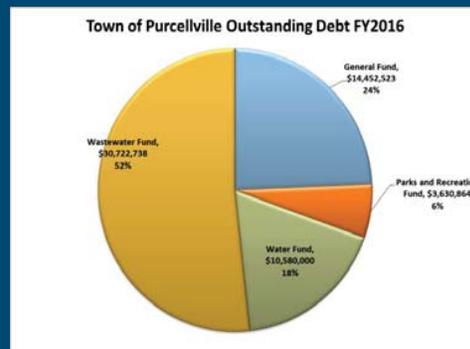


- A Street Connection, Route 7/287 Interchange, and 21st St/23rd St projects completed
- Several recommendations from the transportation plan remain to be completed

11

Fiscal Challenges and Opportunities

- Outstanding debt, primarily from utility investments, remains the largest challenge to town finances
- Property values have nearly reached the pre-recession levels, boosting revenue

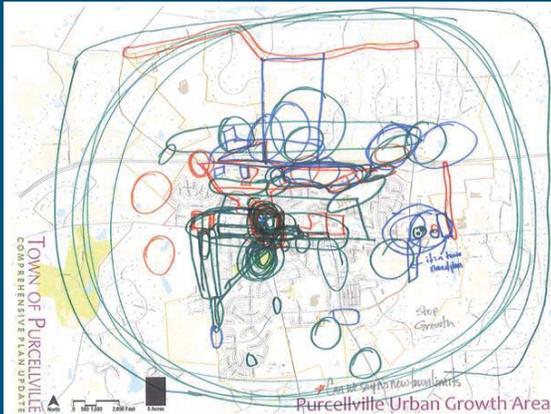


10

Public Input - Round 1

12

Policy Area Mapping Exercise



- Protect + Preserve
- Grow
- Reinvest / Redevelop

17

Round Two

Time Period: March – April 2016

Input Activities: Use and Scale Preference Mapping Exercise

Public Response: 90+ workshop attendees or online responders.
893 individual preference comments received.

19

Public Input – Round 2

18

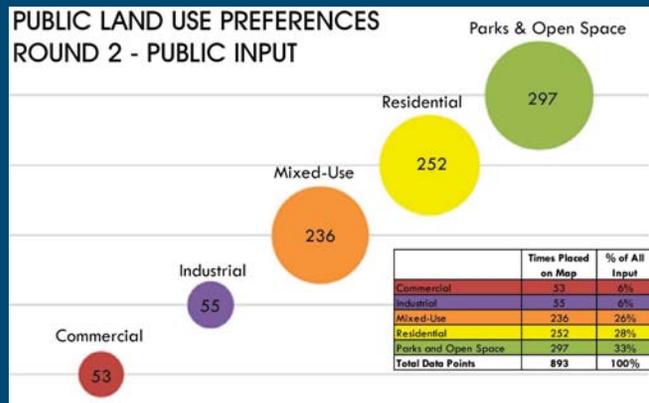
Use and Scale Preferences

	SMALL	MEDIUM	LARGE	X-LARGE
Residential	 single-family detached	 duplex	 3-story townhomes	 4-story multi-family flats
Mixed-Use *includes retail, office, professional services and residential	 1-3 story	 2 story	 2-3 story	 4 story
Commercial *includes retail, office, and professional services	 individual building	 multi-tenant strip center	 multi-story office	 big box store
Industrial	 small multi-unit	 medium single use/service	 warehouse	 manufacturing/factory
Parks and Open Space	 trail and greenways	 < .5 ac. pocket park	 < 2 ac. neighborhood park	 > 3 acre community park



20

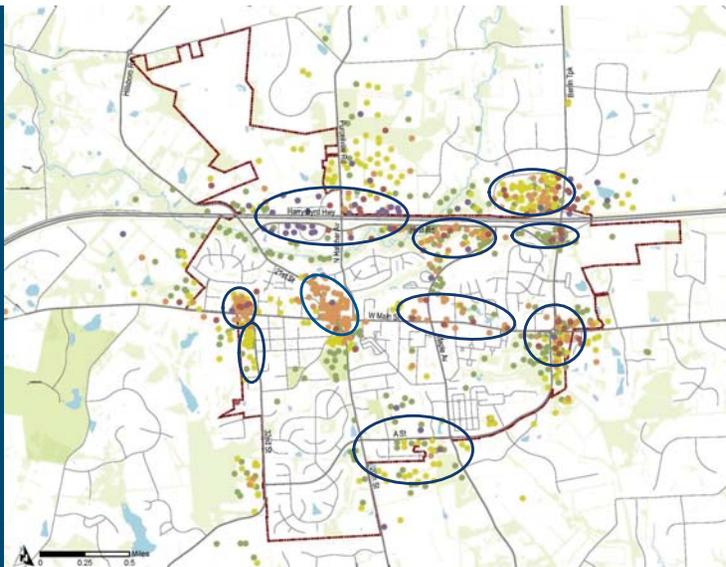
Land Use Preferences



21

Public Input – Round 3

23



22

Round Three

Time Period: May – June 2016

Input Activities: Guiding Principles Approach and Prioritization Survey
(May 19 workshop and online only)
Target Area Visioning Exercise (May 19 workshop only)
Future Development Scenario Visioning Exercise
(May 21 festival and online only)

Public Response: 165+ workshop attendees, festival voters, or online responders.
110 guiding principle survey responses received.
130+ visioning exercise responses received.

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Guiding Principles and Priorities

Themes	Guiding Principles / Approach Options		
	A	B	C
Growth Management	Infill and Redevelopment	Managed Growth	Annexation Impact Assessment
Average Score	3.6	4.0	3.0
Total Score	390	437	325
Participant Count	109	108	109
Housing & Neighborhoods	Family Focused	Quality and Diversity	Affordability
Average Score	3.8	3.5	3.2
Total Score	405	382	346
Participant Count	107	109	109
Economic Development	Home Grown	Commerce & Service Hub for Western Loudoun County	Expanding Commercial Base
Average Score	4.1	3.7	3.3
Total Score	450	405	358
Participant Count	110	109	109

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Guiding Principles and Priorities

Theme Prioritization	Average Score	Total Score	Participant Count
Growth Management	2.74	219	80
Character & Design	2.98	238	80
Economic Development	3.74	299	80
Public Services, Utilities & Fiscal Balance	4.35	348	80
Housing & Neighborhoods	4.56	365	80
Open Space	4.74	379	80
Transportation & Mobility	4.90	392	80

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Guiding Principles and Priorities

Themes	Guiding Principles / Approach Options		
	A	B	C
Character & Design	Traditional Scale and Style	Sustainable Style at a Traditional Scale	Traditional Style with Moderate Intensification
Average Score	4.3	4.0	2.8
Total Score	469	435	300
Participant Count	110	109	107
Transportation & Mobility	Maintaining Our Streets	Focus on Major Improvements	Complete Streets Network
Average Score	4.2	4.1	3.8
Total Score	464	439	405
Participant Count	110	107	107
Public Services, Utilities & Fiscal Balance	Increased Fees	Expand Client Base Through Growth	Adjust Targeted Levels of Service
Average Score	3.1	2.9	3.4
Total Score	331	312	369
Participant Count	108	106	107
Open Space	Private Dedication	Establish Public Parks	Green Belt and Land Trust
Average Score	4.0	4.2	3.6
Total Score	431	461	395
Participant Count	109	109	110

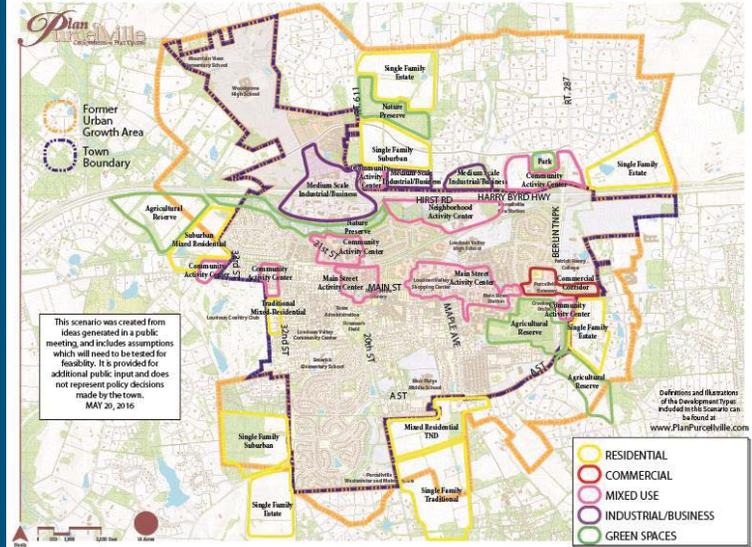
26

Target Area Visioning Exercise

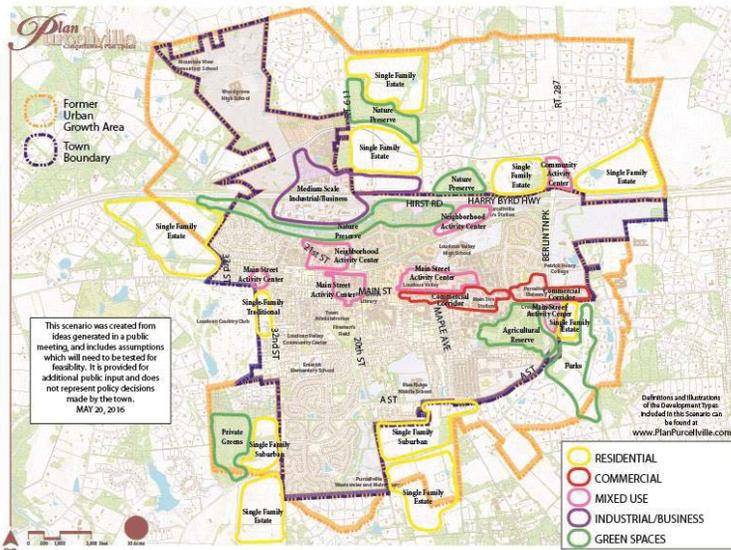
The image displays two components of a visioning exercise. On the left is a 'TARGET AREAS WORKING MAP' showing a geographic area with various colored zones and markers. On the right is a 'DEVELOPMENT TYPES WORKSHOP LEGEND' consisting of 15 circular icons, each representing a different development type and linked to a specific page number (e.g., PAGE 2, PAGE 3, etc.).

Scenarios and Analysis

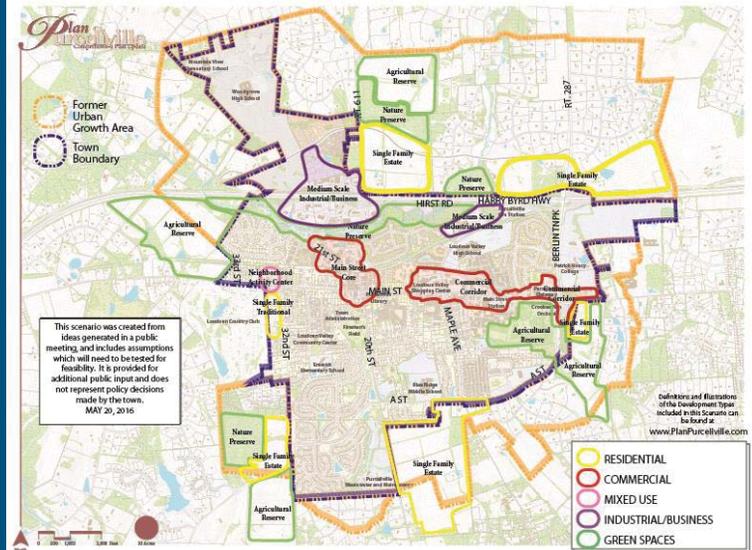
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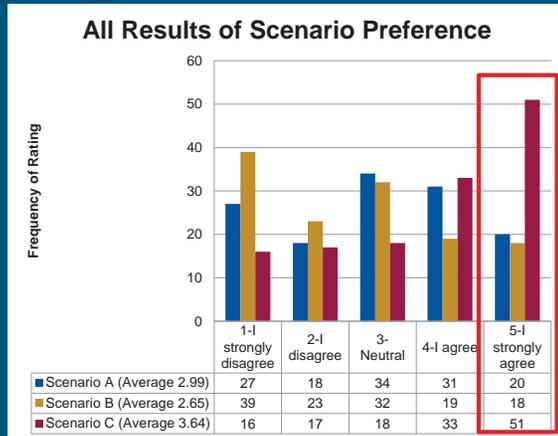
A



C



Future Development Scenario Preferences

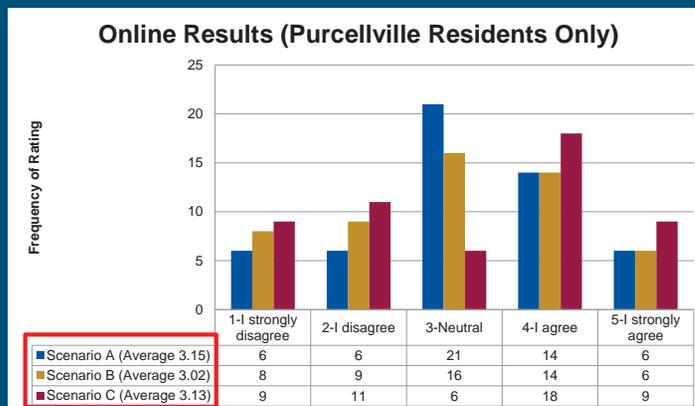


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Next Steps

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Future Development Scenario Preferences



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Next Steps

July – October: Weekly Planning Commission Work Sessions

September – October: Public Engagement – Round 4

- Presentation @ Town Council Meeting: September 13
- Workshops
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 - September 29: 7-9pm @ Town Hall
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Next Steps

November: Public Engagement – Round 5

- Workshops: Anticipated for November 5 (location TBD)
- Online Exercises: Posted after Nov. 5 workshops through end of November

December – January: Draft Plan

February – March:

- Submit draft to VDOT for review (up to 90 days)
- Release draft plan for public review
- Hold open house
- Revise draft plan as necessary

37

Next Steps

April – May:

- Planning Commission Public Hearing

June or Later:

- Town Council Public Hearing
- Adopt New Comprehensive Plan

38

Council member Grim stated that the Planning Commission is meeting every week in work sessions and the public is welcome to attend and added that the Planning Commission is also working with the other committees, commissions and boards.

b. Board of Architectural Review (Pat Giglio, Chairman/N. Ogelman, Council Liaison)

Council member Ogelman stated the BAR made a conditional approval of a SunTrust Bank scheduled to be built in the Purcellville Gateway Shopping Center and heard about an additional project not yet ready to be assessed.

c. Parks and Recreation Advisory Board (Eamon Coy, Chairman/R. Cool, Council Liaison)

Council member Cool stated that Council held their Strategic Planning Session and a representative from each committee attended and gave an overview of their goals and ideas. Council member Cool talked about the property owned by the Town that may be available for use and that the PRAB will be taking a tour of the property and facilities on September 17th.

d. Economic Development Advisory Board (Daniel Abramson, Chairman/C. Bledsoe, Council Liaison)

Council member Bledsoe stated the EDAC met last night and discussed initiatives including a business survey and the Train Station visitor's center. Council member Bledsoe stated there are about 24 participants in the CGI video and an updated will be provided at a future Council meeting. Council member Bledsoe reminded everyone the EDAC meets the first Tuesday of each month and the public is always welcome.

e. Purcellville Arts Council (Liz Jarvis, Chairman/R. Cool, Council Liaison)

Chairman Jarvis stated the PAC is working to create a waiver for landlords that would allow them to release responsibility for art work displayed in empty retail space. The Arts Council is looking into adding banners to the twelve light posts along 21st Street. Ms. Jarvis stated that two dimensional seasonal ornaments are being constructed for artists and anyone in the community to paint. The wine barrels will be auctioned off on October 8th at the skating rink. There is a meet the artist reception in Town Hall for Lillian Miller on September 14th. The PAC is in discussions about the logistics of a mural(s) in town. Ms. Jarvis talked about the artisan trail for Loudoun County which is in the contract stage and announced that grant monies awarded to non-profits Geronimo Productions, Loudoun Valley Arts and the Western Loudoun Artist Studio Tour. Ms. Jarvis stated the PAC is looking forward to a public hearing soon to establish the Arts Council as an official standing committee.

CITIZEN AND BUSINESS COMMENTS:

None

MAYOR AND COUNCIL COMMENTS:

Council member Cool talked about the work Tracy Robinson and others have accomplished. Council member Cool talked a few items that have come up this week from residents to include the stop sign at 32nd and Nursery and rental costs for the Train Station. Council member Cool thanked OpenGov for their presentation.

Council member Bledsoe talked about the Strategic Planning Session being successful. Council member Bledsoe stated he attended the PBA luncheon today. Council member Bledsoe noted the wine barrel auction is scheduled for October 8th and thanked staff for their support with all of the events.

Council member Ogelman talked about the benefits of the OpenGov software for the citizens. Council member Ogelman stated he has reached out to many of the HOA's for engagement. Council member Ogelman talked about the Stream and Creek Buffer item that Commissioner Paciulli brought up as well as height limits to buildings in town and tree buffers and would like these to keep progressing.

Council member McCollum stated he attended the Sept. 11th Ceremony. Council member McCollum thanked the staff and Council members for the discussion at the Strategic Planning Session. Council member McCollum noted he looks forward to working with Vice Mayor Jimmerson to bring high speed capacity and connectivity to Town. Council member McCollum stated he attended last night's Arts Council monthly meeting and will attend a meeting of the VA Municipal League Federal Advisory Council.

Council member Grim stated she completed the Certified Planning Commissioners program and talked about crosswalks and safety and the Sept. 11th ceremony. Council member Grim thanked Alex Vanegas for coordinating the tour of Town property and facilities. Council member Grim thanked Sargeant John Kelly for his many years of service. Council member Grim stated she attended the groundbreaking for Southern States.

Vice Mayor Jimmerson thanked staff for the Strategic Planning Session. Vice Mayor Jimmerson stated the groundbreaking for Southern States was well attended, and attended the first homework club. Vice Mayor Jimmerson stated she is looking forward to starting the Tree and Beautification Committee, and added the NVTAC canceled their August meeting due to lack of a quorum. On August 22nd, Vice Mayor Jimmerson stated she met with Josh Hoyle and Ricky Manitoba with Graybar who does fiber installation. Vice Mayor Jimmerson talked about the Halloween Block Party and requested that each Council member donate to the event so the Town can be a sponsor.

Mayor Fraser stated the Sept. 11th Ceremony was well attended. Mayor Fraser attended the groundbreaking for Southern States. Mayor Fraser talked about the Strategic Planning Session and his takeback from the Council members.

DISCUSSION/INFORMATIONAL ITEMS:

a. Proposed Operational/Efficiency Audit

Rob Lohr stated this item was discussed at the July meeting and it was requested that staff look at alternatives to move forward with an operational and efficiency audit. Mr. Lohr stated he has reached out to towns and counties in our immediate region and talked about the three

similarities amongst those: employee based assessments, government reform commission, and an audit done by outside company and has provided the information in the staff report.

Council member Cool talked about getting the information from the department heads as part of the process.

Council member McCollum talked about the audits and the time involved with them as well as a starting point and the selection of the company(s) to do the audit.

Council member Grim suggested forming a Government Oversight Committee to include residents and Council members to assist with the steps involved with the audit.

Council member Ogelman stated he feels the audit needs to be independent.

Council member Bledsoe agrees that the audit should be independent and sees the benefit of a short term outside group that has some oversight capability to review efficiencies.

Discussion took place about the cost of the audit and what services may be provided with the cost.

Mayor Fraser talked about the steps associated with the audit process and that Council would need to decide if it would be all departments participating in the audit and provide feedback to the Town Manager to determine whether to issue an RFI or RFP this year.

b. Disclosure of Real Parties in Interest

Sally Hankins stated she prepared a draft ordinance and forms that require land development applicants to disclose all equitable ownership interests in the land that is the subject of the application. Ms. Hankins added that because that ordinance would amend the zoning ordinance, it is required to be initiated by the Town Council by adopting a resolution and then forwarding the item to the Planning Commission for a public hearing and then to Council for a public hearing.

Ms. Hankins added she received a request as to whether we could require anyone with a conflict after the disclosures have been made if it is determined that a conflict exists between a member of the public body considering the application and the applicant whether it could be required that the person with the conflict to recuse themselves from participating. In researching, Ms. Hankins stated the Conflict of Interest Act under state code determines if you have a conflict and if so requires you to recuse yourself or allows you to participate subject to making a public disclosure about the conflict. The ordinance provision does not allow for the participation and requires recusal in all cases. Ms. Hankins stated it is her opinion that the Town cannot prohibit what the state allows and cannot recommend adopting an ordinance that requires recusal in all cases and recommends that the current provision that requires recusal be deleted from the zoning ordinance.

Council member Grim stated that she has seen in Codes of Conduct and Codes of Ethics where it states a requirement to refrain from voting on items where a conflict of interest with the Virginia code is determined and she would like Council to consider amending the Codes of Conduct and Ethics to reflect this.

Council member McCollum asked about Section 19.8 of ordinance 16-09-01 and feels that if the relationship exists, the person has to recuse himself until he gets an opinion from the Town Attorney that there is no conflict. Via a question from Council member McCollum, Sally Hankins stated she would reword the ordinance in section 1, 19.8 to remove the words *in all cases* since recusal cannot be required in all cases.

Council member Grim made a motion that Town Council adopt Resolution 16-09-02, initiating an amendment to Article 11 of the Town Zoning Ordinance to add a provision requiring land development Applicants to submit an affidavit of disclosure of real parties in interest, and to periodically affirm such affidavit. The motion was seconded by Vice Mayor Jimmerson.

Motion: Council member Grim
Second: Vice Mayor Jimmerson
Carried: 7-0

McCollum - Aye
Grim - Aye
Jimmerson - Aye
Cool - Aye
Bledsoe - Aye
Ogelman - Aye
Mayor - Aye

Sally Hankins added another recommendation that it would be beneficial if Council could review the draft documents and comment back in preparation for the public hearing.

c. Website Functionality and Capabilities

Danny Davis talked about aspects of the website that staff would like to move forward with including a community events calendar, a community jobs portal and adding websites for businesses in the online business directory and including a disclaimer.

Council agreed that staff should move forward with the enhancements.

Sally Hankins recommended that the Town develop a website linkage policy that states why a site may be taken down and which is consistently applied. Rob Lohr stated the policy can be created administratively then reviewed by Council if staff has questions or needs guidance.

Mayor
Kwasi A. Fraser

Council
Chris Bledsoe
Ryan J. Cool
Kelli Grim
Karen Jimmerson
Douglass J. McCollum
Nedim Ogelman



Town Manager
Robert W. Lohr, Jr.
Assistant Town Manager
Daniel C. Davis

221 S. Nursery Avenue
Purcellville, VA 20132
(540) 338-7421
Fax: (540) 338-6205

www.purcellvilleva.gov

TOWN OF PURCELLVILLE
IN
LOUDOUN COUNTY, VIRGINIA

RESOLUTION NO. 16-09-02 PRESENTED: SEPTEMBER 13, 2016
ADOPTED: SEPTEMBER 13, 2016

A RESOLUTION: INITIATING AN AMENDMENT TO ARTICLE 11 OF THE TOWN OF PURCELLVILLE ZONING ORDINANCE TO ADD A REQUIREMENT THAT ALL APPLICANTS FOR SPECIAL USE PERMIT, SPECIAL EXCEPTION, ZONING MAP AMENDMENT, ZONING CONCEPT PLAN AMENDMENT, PROFFER AMENDMENT, ZONING TEXT AMENDMENT, ZONING ORDINANCE MODIFICATION, AND VARIANCE SUBMIT AN AFFIDAVIT OF DISCLOSURE OF REAL PARTIES IN INTEREST AND PERIODICALLY AFFIRM SUCH DISCLOSURE

WHEREAS, the Town Council desires that applicants for Special Use Permit, Special Exception, Zoning Map Amendment, Zoning Concept Plan Amendment, Proffer Amendment, Zoning Text Amendment, Zoning Ordinance Modification, and Variance make a full public disclosure of the legal and equitable ownership interests in the real property that is the subject of such application, and periodically affirm such disclosure; and

WHEREAS, the Town Council finds that such disclosures will enhance transparency, avoid conflicts of interest, and serve the public necessity, convenience, and general welfare.

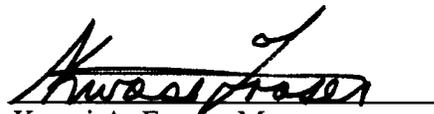
NOW THEREFORE BE IT RESOLVED, that the Council of the Town of Purcellville, Virginia hereby initiates a text amendment to Article 11 of the Zoning Ordinance, adding a provision requiring land development applicants to submit an affidavit of disclosure of real parties in interest, and to periodically affirm such affidavit.

A RESOLUTION:

INITIATING AN AMENDMENT TO ARTICLE 11 OF THE TOWN OF PURCELLVILLE ZONING ORDINANCE TO ADD A REQUIREMENT THAT ALL APPLICANTS FOR SPECIAL USE PERMIT, SPECIAL EXCEPTION, ZONING MAP AMENDMENT, ZONING CONCEPT PLAN AMENDMENT, PROFFER AMENDMENT, ZONING TEXT AMENDMENT, ZONING ORDINANCE MODIFICATION, AND VARIANCE SUBMIT AN AFFIDAVIT OF DISCLOSURE OF REAL PARTIES IN INTEREST AND PERIODICALLY AFFIRM SUCH DISCLOSURE

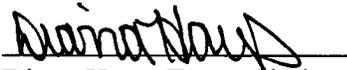
BE IT FURTHER RESOLVED, that the Council of the Town of Purcellville, Virginia hereby directs staff to prepare such amendment, present the amendment to the Planning Commission for review, public hearing, and recommendation, and then return the proposed amendment to Town Council for review, public hearing, and action.

PASSED THIS 13TH DAY OF SEPTEMBER, 2016.



Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:


Diana Hays, Town Clerk

ACTION ITEMS:

a. New Appointment of Council member to Purcellville Arts Council

Rob Lohr summarized that Council member McCollum would like to serve as Council liaison to the Purcellville Arts Council.

Vice Mayor Jimmerson made a motion that the Town Council appoint Doug McCollum to serve as a non-voting liaison for the term of September 13, 2016 through June 30, 2018. The motion was seconded by Council member Cool.

Council member McCollum accepted the appointment and stated he reached out to Council member Cool and let him know that he has the time for this outside committee if he was willing to give it up.

Motion: Vice Mayor Jimmerson
Second: Council member Cool
Carried: 7-0

Cool - Aye
Bledsoe - Aye
Ogelman - Aye
McCollum - Aye
Grim - Aye
Jimmerson - Aye
Mayor - Aye

b. OpenGov Financial Transparency Software

Danny Davis summarized the staff report and added there is GSA contract that the Town can ride should it determine to move forward with OpenGov. Mr. Davis also discussed other options available and noted the money for this item has not been budgeted for however feels it will not be issue to approve the item due to the conservative estimate in revenues.

Council member Ogelman made a motion that the Town Council approve moving forward with the OpenGov Financial Transparency Software at a cost not to exceed \$26,932.50 for a three-year period and authorize the Town Manager to enter into a license agreement with OpenGov and/or a 3rd party partner in order to implement the software product. The motion was seconded by Vice Mayor Jimmerson.

Council member Grim talked about the cost of the software and it being spread out over several years and volunteered to look for ways to be able to move this forward.

Council member McCollum stated he is in favor of moving forward if the Town was not paying for the transparency portal within Munis and if the Town has the money for it.

Council member Cool noted that cost per resident for financial transparency is worth it and offered to assist Council member Grim with finding the money in the budget to pay for it.

Council member Ogelman talked about the return on investment with the trust and relationship with the citizens.

Mayor Fraser agreed with the investment with trust and feels it is worth the investment.

Motion: Council member Ogelman
Second: Vice Mayor Jimmerson
Carried: 7-0

McCollum - Aye
Grim - Aye
Jimmerson - Aye
Cool - Aye
Bledsoe - Aye
Ogelman - Aye
Mayor - Aye

c. Citizen Engagement Opportunities

Danny Davis summarized the staff report which contained information about how to get information out to the public and how they can provide feedback to staff and Council. Options for getting the information out include video streams (live and/or archived), a more enhanced agenda center and an engagement piece to enable feedback from citizens. Mr. Davis added that the current website provider has a no additional cost community voice function which allows for creation of areas of interest and ideas where the community can provide input. Mr. Davis talked about the other options provided in the staff report as well as their functionality.

Further discussion took place about the acoustics in Council Chambers, vendors, implementing a poll and the content, and the agenda center. Council member Grim stated she feels improvements can be made to enable easier searching within the agenda center.

Council member Ogelman stated he feels a low cost pilot effort would be a good start because of not knowing whether or not citizens would use it.

Vice Mayor Jimmerson made a motion that the Town Council direct staff to further investigate the following solutions and report back to Council with final pricing options and next steps for POLCO at \$100 per month. The motion was seconded by Council member Bledsoe.

Council member Grim made a friendly amendment that the free version be included, if appropriate, after review of the CivicsPlus agenda program on the website. Vice Mayor Jimmerson accepted the friendly amendment.

Council member Ogelman stated he feels live streaming would be worth investigating at the low-cost end.

Council member Cool stated he feels the polling would be more useful currently than live streaming. Council member Ogelman agreed. Council member Grim added she would like to see what expenses are associated with live streaming.

Mayor Fraser stated he feels that POLCO should be initiated now and the others can be investigated as time permits.

Council member Grim withdrew her friendly amendment.

Council member Jimmerson restated the motion that Town Council direct staff to further investigate the following solutions and report back to Council with final pricing options and next steps for POLCO at \$100 per month. The motion was seconded by Council member Cool.

Danny Davis stated this item would be brought back at the next meeting for final approval and will include some ideas on the broad topic areas and how they may be administered as well as time involved.

Motion: Vice Mayor Jimmerson
Second: Council member Cool
Carried: 7-0

Cool - Aye
Bledsoe - Aye
Ogelman - Aye
McCollum - Aye
Grim - Aye
Jimmerson - Aye
Mayor - Aye

d. Settlement Agreement Between the Town and United States Surety Company

Sally Hankins summarized the staff report outlining the issues that Council would be agreeing to if the proposed settlement agreement is approved.

Council member Grim asked about reserving the rights against Mitsubishi if that provides the Town if the unit is not fixed or something more goes wrong. Sally Hankins stated the rights against Mitsubishi have been reserved however the rights the Town has against Mitsubishi would need to be discussed in a closed meeting and that the Town has a warranty on parts. Council member Grim asked about the project management company which she didn't see noted and asked if that is outside of the scope of the settlement. Rob Lohr stated that company is not covered by the surety company. Sally Hankins added that any breach of contract claim that Council has there is a five year statute of limitations and the contract that the Town entered

into for the renovation of Town Hall was entered into in 2011 at which time the contract with the project management company was also executed. Ms. Hankins added if that is an interest of Council, it would need taken up quickly.

Council member McCollum made a motion that town Council authorize the Town Manager to execute the Settlement Agreement attached to this Staff Report between the Town of Purcellville and the United States Surety Company, and further authorize the Town Manager to execute any similar Settlement Agreement by which the Town waives all claims it has or will have against USSC for work done by RCK on Town Hall, and USSC pays the Town \$130,000 or more. The motion was seconded by Council member Bledsoe.

Motion: Council member McCollum
Second: Council member Bledsoe
Carried: 7-0

Cool - Aye
Bledsoe - Aye
Ogelman - Aye
McCollum - Aye
Grim - Aye
Jimmerson - Aye
Mayor - Aye

e. Council Participation on Collaborative Sessions with Committees, Commissions and Boards

Sally Hankins stated this issue arose because more than one Council member has been interested in attending and participating in the Planning Commission's discussions about the Comprehensive Plan, and that the Freedom of Information Act requires that each public body has to meet the requirements of FOIA in order to conduct the meeting, which is where public business is discussed with three or more members in attendance. Ms. Hankins added that the meetings can occur without a quorum and that no votes can take place because the meetings are for discussion purposes only.

Council member Grim made a motion that Town Council adopt Resolution 16-09-04 to schedule a series of special meetings of the Town Council in order to allow Council members to fully participate in the Planning Commission's Comprehensive Plan process. The motion was seconded by Council member Ogelman.

Motion: Council member Grim
Second: Council member Ogelman
Carried: 7-0

Cool - Aye
Bledsoe - Aye
Ogelman - Aye

SETTLEMENT AGREEMENT

This Settlement Agreement is entered into this 21st day of September, 2016 between the Town of Purcellville, Virginia (“Town”) and United States Surety Company (“USSC”), (collectively, the “Parties”).

RECITALS

WHEREAS, the Town and Roy C. Kline Contractors, LLC (“RCK”) are parties to that certain agreement related to construction of improvements for a project known as the Purcellville Town Hall (the “Project”), dated January 12, 2011, (the “Contract”); and

WHEREAS, in connection with the Project, USSC issued performance and payment bonds (each Designated as No. 1000878861) in connection with the Contract and the Project (the “Bonds”); and

WHEREAS, also in connection with the Project, USSC entered into a Settlement Agreement with the Town dated February 27, 2014 (“Settlement Agreement”); and

WHEREAS, the Town contends that RCK and/or USSC breached their obligations related to the Contract, the Project, the Bonds, and/or the Settlement Agreement; and

WHEREAS, USSC denies that it breached its obligations related to the Contract, the Project, the Bonds, and/or the Settlement Agreement; and

WHEREAS, on or about October 30, 2015, the Town filed suit against USSC in the Circuit Court of Loudoun County, Case No. 97193 alleging breach of Contract and breach of warranty against RCK and USSC, and alleging breach of the Bonds against USSC (the “Litigation”); and

WHEREAS, the Parties mutually desire to resolve the disputes between them and avoid any further expense and/or costs associated with prosecuting and defending the Litigation.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **Recitals**: The Recitals set forth above are fully incorporated into this Settlement Agreement.

2. **Settlement Amount**: USSC agrees to pay the Town the sum of One Hundred Thirty Thousand Dollars (\$130,000) (the “Settlement Amount”). Payment to the Town shall be made on the business day immediately following USSC’s receipt of a copy of this Agreement executed by the Town.

3. **Release of USSC**: In consideration of this Agreement and receipt of the Settlement Amount, the Town agrees to and does release and discharge USSC from any and all claims, causes of action, and demands of any kind, whether known or unknown, which the Town has, ever has had, or ever in the future may have related to the Project, the Contract, the Bonds, the Settlement Agreement, and/or Litigation.

4. **Dismissal of the Litigation:** In consideration of this Agreement and upon its execution of this Agreement, the Town agrees to dismiss, with prejudice, its claims in the Litigation against USSC. The Town further agrees to dismiss and/or non-suit its claims, without prejudice, in the Litigation against RCK.

5. **Reservation of Rights against Mitsubishi:** The Town reserves all rights it has, may have had, or may in the future have, against Mitsubishi Electric US, Inc., its predecessors, successors, parents, affiliates, or other related companies, directors, officers, and/or employees (“Mitsubishi”), which arise out of or relate to manufacturer’s warranties issued by Mitsubishi related to the Project.

6. **Reservation of Rights against RCK:** The Town reserves all rights it has, may have had, or may in the future have, against RCK, its predecessors, successors, parents, affiliates, or other related companies, directors, officers, employees, subcontractors and/or suppliers, which arise out of or relate to the Contract, including, but not limited to, any warranties. Provided, however, the Town's reservation of rights against RCK does not affect or modify the Town's release and discharge of USSC under this Settlement Agreement.

7. **No Admission of Liability:** This Settlement Agreement shall not be construed or otherwise deemed as an admission of liability, fault, or wrong doing on the party of any party to this agreement.

8. **Entire Agreement:** This Settlement Agreement constitutes the entire agreement and understanding between the Parties. No other representations, inducements, or agreements between the Parties, oral or otherwise, which are not expressly set forth herein shall be of any force or effect. This Settlement Agreement may not be modified, changed, terminated, or waived, in whole or in part, orally or in any other manner, except through an agreement in writing duly executed by authorized representatives of the Parties.

9. **Binding Effect:** This Settlement Agreement, including the releases contained herein, shall be binding upon and inure to the benefit of the Parties hereto and their respective legal representatives, predecessors, heirs, successors, transferees, assigns, agents, and attorneys.

10. **Counterparts:** This Settlement Agreement may be signed in counterparts all of which, when taken together, shall constitute the entire agreement and any of which shall be deemed to be an original.

11. **Duplicate Original(s):** This Settlement Agreement may be signed in duplicate so that there will exist an Original executed Settlement Agreement as well as Duplicate Original Settlement Agreement(s), as requested by the any of the parties herein.

12. **Severability:** If any provision or any part of any provision of this Settlement Agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision of this Settlement Agreement, and this Settlement Agreement shall be construed as if such invalid, illegal, or unenforceable provision or part thereof had never been contained herein, but only to the extent of its invalidity, illegality, or unenforceability. The Settlement Agreement shall not be construed

against the party preparing it, but shall be construed as if the Parties jointly prepared it and any uncertainty or ambiguity shall not be interpreted against any party.

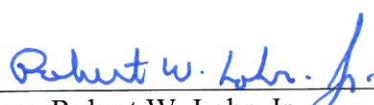
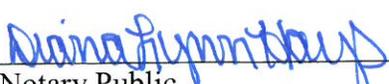
13. **Paragraph Headings:** The paragraph and other headings contained in this Settlement Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Settlement Agreement.

14. **Governing Law:** This Settlement Agreement shall be governed by the laws of the Commonwealth of Virginia.

15. **Waiver of Enforceability of Agreement:** No failure or delay in exercising any right, power, or privilege hereunder shall operate as a waiver thereof, nor shall any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any other right, power, or privilege hereunder.

16. **Understanding and Authorization:** Each party acknowledges that it has consulted with legal counsel concerning the Settlement Agreement, that it fully understands the provisions of the Settlement Agreement and that they are signing the Settlement Agreement voluntarily and free from duress. Each Party represents and warrants that it is fully authorized to enter into the terms and conditions of, and to execute and be bound by, the Settlement Agreement. The Parties agree to use their best efforts promptly to execute and to effectuate the terms provided for herein. In addition, each person whose signature appears hereon warrants and guarantees that he/she has been duly authorized and has full authority to execute this Agreement.

17. **IN WITNESS WHEREOF,** the parties hereto have executed this Settlement Agreement effective on the date set forth above:

THE TOWN OF PURCELLVILLE, VIRGINIA  Name: Robert W. Lohr, Jr. Title: Town Manager Subscribed and sworn to before me this 21 st day of September, 2016:  Notary Public My Commission Expires: 8/31/19	UNITED STATES SURETY COMPANY _____ Name: Title: Subscribed and sworn to before me this ___ day of September, 2016: _____ Notary Public My Commission Expires:
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Mayor
Kwasi A. Fraser

Council
Chris Bledsoe
Ryan J. Cool
Kelli Grim
Karen Jimmerson
Douglass J. McCollum
Nedim Ogelman



Town Manager
Robert W. Lohr, Jr.
Assistant Town Manager
Daniel C. Davis

221 S. Nursery Avenue
Purcellville, VA 20132
(540) 338-7421
Fax: (540) 338-6205

www.purcellvilleva.gov

TOWN OF PURCELLVILLE
IN
LOUDOUN COUNTY, VIRGINIA

RESOLUTION NO. 16-09-04 **PRESENTED: SEPTEMBER 13, 2016**
ADOPTED: SEPTEMBER 13, 2016

A RESOLUTION: TO SCHEDULE A SERIES OF SPECIAL MEETINGS OF THE TOWN COUNCIL IN ORDER TO ALLOW COUNCIL MEMBERS TO FULLY PARTICIPATE IN THE PLANNING COMMISSION'S COMPREHENSIVE PLAN PROCESS

WHEREAS, Virginia Code Section 15.2-1418 allows a Special Meeting of the Town Council to be called by the Mayor or requested by any two members of Town Council, by directing such call or request to the Town Clerk and by specifying in such call or request the subject matter to be considered at the special meeting; and

WHEREAS, the Town Council desires that its members be able to fully participate in the Planning Commission's Comprehensive Plan process; and

WHEREAS, the Virginia Freedom of Information Act does not allow three or more members of Town Council to discuss public business that is likely to come before Town Council unless such discussion is occurring within a lawful meeting of the Town Council.

NOW THEREFORE BE IT RESOLVED, that the Town Council hereby calls a series of special Town Council meetings and gives notice to the Town Clerk of the same.

BE IT FURTHER RESOLVED, that such special meetings are to be held concurrently with each Planning Commission meeting at which the Town's Comprehensive Plan is to be discussed, which meetings are currently scheduled for the following dates, times, and locations, with tentative dates, times, and locations shown in red italicized font:

A RESOLUTION: TO SCHEDULE A SERIES OF SPECIAL MEETINGS OF THE TOWN COUNCIL IN ORDER TO ALLOW COUNCIL MEMBERS TO FULLY PARTICIPATE IN THE PLANNING COMMISSION'S COMPREHENSIVE PLAN PROCESS

Date	Time	Location
9/15/16	7pm	Town Hall
9/22/16	7pm	Town Hall
9/24/16	10am-12pm	Carver Center
9/24/16	2pm-4pm	Carver Center
9/29/16	7pm-9pm	Town Hall
10/6/16	7pm	Town Hall
<i>10/13/16</i>	<i>7pm</i>	<i>Town Hall</i>
10/20/16	7pm	Town Hall
<i>10/27/16</i>	<i>7pm</i>	<i>Town Hall</i>
<i>11/5/16</i>	<i>10am-12pm</i>	<i>Town Hall (TBD)</i>
<i>11/5/16</i>	<i>2pm-4pm</i>	<i>Town Hall (TBD)</i>

BE IT FURTHER RESOLVED, that the special meetings called in this Resolution are for the sole purpose of discussing and considering, but taking no action on, the Town's Comprehensive Plan.

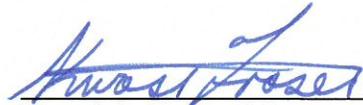
BE IT FURTHER RESOLVED, that all special meetings of the Town Council shall be noticed as required under the Virginia Freedom of Information Act Section 2.2-3707(C) and Virginia Code Section 15.2-1418, and, should the Planning Commission add, delete, or amend such meeting dates, times, or locations, the Town Clerk will revise all required Special Meeting notices accordingly and within the requirements of the Virginia Code and Town Ordinances.

BE IT FURTHER RESOLVED, that the Town Clerk will treat all of the meetings set forth in the table above as meetings of the Town Council, for which minutes must be produced in accordance with the Virginia Freedom of Information Act, including (i) the date, time, and location of the meeting; (ii) the members of the Town Council recorded as present and absent; and (iii) a summary of the discussion on matters proposed, deliberated or decided, and (iv) a record of any votes taken by the Town Council.

A RESOLUTION: TO SCHEDULE A SERIES OF SPECIAL MEETINGS OF THE TOWN COUNCIL IN ORDER TO ALLOW COUNCIL MEMBERS TO FULLY PARTICIPATE IN THE PLANNING COMMISSION'S COMPREHENSIVE PLAN PROCESS

BE IT FURTHER RESOLVED, that all materials furnished to members of the Planning Commission as part of the agenda packet shall be available to each member of Town Council only upon specific request to the Town Clerk.

PASSED THIS 13TH DAY OF SEPTEMBER, 2016.


Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:


Diana Hays, Town Clerk

McCollum - Aye
Grim - Aye
Jimmerson - Aye
Mayor - Aye

**DISCUSSION OF ITEMS PROPOSED FOR FUTURE PRESENTATIONS/
RECOGNITION:**

- a. **Recognition Request – Blue Ridge Middle School Lion King Production**
- b. **Proclamation Request – Patrick Henry College International Moot Court Championship**

Town Council approved both items.

APPROVAL OF MINUTES

- a. **July 26, 2016 Town Council Special Meeting**
- b. **July 26, 2016 Town Council Regular Meeting**

Council member McCollum made a motion that the Town Council approve the minutes of the July 26, 2016 Town Council Special Meeting and the July 26, 2016 Town Council Regular Meeting and waive reading. The motion was seconded by Vice Mayor Jimmerson.

Council member Bledsoe commented that the middle of page six of the minutes “Council member Bledsoe added he authorizes staff. . . “ and cannot authorize staff and requested the word “authorizes” be changed to “requests”. Mayor Fraser approved the request. The motion passed unanimously.

Motion: McCollum
Second: Jimmerson
Carried: 7-0

MOTION TO RECESS THE REGULAR MEETING AND CONVENE A CLOSED MEETING

Vice Mayor Jimmerson made a motion as authorized under Section 2.2-3711(A)(1) of the Code of Virginia that the Purcellville Town Council convene in a closed meeting to discuss and consider prospective candidates for appointments to committees, commissions and boards. The presence of the following individuals will reasonably aid the public body in its consideration of these appointments, and they are therefore requested to attend the closed meeting:

- 1) All Town Council members

The motion was seconded by Council member Ogelman.

Motion: Vice Mayor Jimmerson
Second: Council member Bledsoe
Carried: 7 - 0

Cool - Aye
Bledsoe - Aye
Ogelman - Aye
McCollum - Aye
Grim - Aye
Jimmerson - Aye
Mayor - Aye

MOTION BY TOWN COUNCL TO ADJOURN THE CLOSED MEETING AND RECONVENE THE OPEN MEETING

Vice Mayor Jimmerson made a motion that that the Town Council reconvene in an open meeting and that the minutes reflect no formal action was taken in the closed meeting. The motion was seconded by Council member Ogelman.

Motion: Vice Mayor Jimmerson
Second: Council member Ogelman
Carried: 7-0

Cool - Aye
Bledsoe - Aye
Ogelman - Aye
Jimmerson - Aye
McCollum - Aye
Grim - Aye
Mayor - Aye

MOTION THAT THE RESOLUTION CERTIFYING THE CLOSED MEETING BE ADOPTED AND REFLECTED IN THE MINUTES OF THE PUBLIC MEETING

Vice Mayor Jimmerson made a motion that the Purcellville Town Council adopt Resolution 16-09-01 certifying the closed meeting of September 13, 2016. The motion was seconded by Council member Bledsoe.

Motion: Vice Mayor Jimmerson
Second: Council member Bledsoe
Carried: 7-0

Cool - Aye
Bledsoe - Aye
Ogelman - Aye
McCollum - Aye

Mayor
Kwasi A. Fraser

Council
Chris Bledsoe
Ryan J. Cool
Kelli Grim
Karen Jimmerson
Douglass J. McCollum
Nedim Ogelman



Town Manager
Robert W. Lohr, Jr.
Assistant Town Manager
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TOWN OF PURCELLVILLE
IN
LOUDOUN COUNTY, VIRGINIA

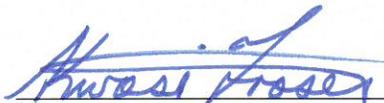
RESOLUTION NO. 16-09-01 PRESENTED: SEPTEMBER 13, 2016
ADOPTED: SEPTEMBER 13, 2016

A RESOLUTION: CERTIFYING THE CLOSED MEETING ON
SEPTEMBER 13, 2016

WHEREAS, the Town Council of the Town of Purcellville, Virginia, has this day convened a closed meeting in accordance with an affirmative recorded vote of the Purcellville Town Council and in accordance with the Virginia Freedom of Information Act.

NOW, THEREFORE, BE IT RESOLVED that the Purcellville Town Council does hereby certify that to the best of each member's knowledge, i.) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the closed meeting to which this certification applies; and ii.) only such public business matters as were identified in the motion by which the said closed meeting was convened were heard, discussed or considered by the Purcellville Town Council.

PASSED THIS 13th DAY OF SEPTEMBER, 2016.


Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:


Diana Hays, Town Clerk

Grim - Aye
Jimmerson - Aye
Mayor - Aye

APPOINTMENTS TO THE PLANNING COMMISSION:

Vice Mayor Jimmerson made a motion that the Town Council approve the following appointment to fill a vacancy on the Board of Zoning Appeals:

<u>Name</u>	<u>Committee, Commission or Board</u>	<u>Term</u>
Daniel Shaughnessy	Board of Zoning Appeals	September 2013 through August 31, 2018

The motion was seconded by Council member Ogelman.

Motion: Vice Mayor Jimmerson
Second: Council member Ogelman
Carried: 7-0

Cool - Aye
Bledsoe - Aye
Ogelman - Aye
McCollum - Aye
Grim - Aye
Jimmerson - Aye
Mayor - Aye

Council member Grim made a motion that the Town Council approve the following appointments/reappointments to fill expired terms on the Board of Architectural Review:

<u>Name</u>	<u>Committee, Commission or Board</u>	<u>Term</u>
Pat Giglio	Board of Architectural Review	September 1, 2016 through Aug. 31, 2020
Jim Gloeckner	Board of Architectural Review	September 1, 2016 through August 31, 2020

The motion was seconded by Council member Bledsoe.

Motion: Council member Grim
Second: Council member Bledsoe
Carried: 7-0

Cool - Aye

Bledsoe - Aye
Ogelman - Aye
McCollum - Aye
Grim- Aye
Jimmerson - Aye
Mayor - Aye

Council member Jimmerson made a motion that Town Council approve the following appointment to fill a vacancy on the Board of Architectural Review:

<u>Name</u>	<u>Committee, Commission or Board</u>	<u>Term</u>
Beth Goldsmith	Board of Architectural Review	August 2015 through July 31, 2019

The motion was seconded by Council member Ogelman.

Motion: Council member Grim
Second: Council member Ogelman
Carried: 7-0

McCollum - Aye
Bledsoe - Aye
Ogelman - Aye
McCollum - Aye
Grim- Aye
Jimmerson - Aye
Mayor - Aye

ADJOURNMENT

With no further business, Council member McCollum made a motion to adjourn the meeting at 10:41 PM. The motion was seconded by Council member Ogelman and approved unanimously.

Kwasi A. Fraser, Mayor

Diana Hays, Clerk of Council



STAFF REPORT
ACTION

Item #15

SUBJECT: Closed Meeting

DATE OF MEETING: September 27, 2016

STAFF CONTACTS: Diana Hays, Town Clerk/Project Manager

SUMMARY and RECOMMENDATIONS:

Attached are the motions and resolution pertaining to the closed meeting.

ATTACHMENT(S):

1. Closed Meeting Motions
2. Resolution 16-09-05

MOTION TO RECESS THE REGULAR MEETING AND CONVENE A CLOSED MEETING

“As authorized under Section 2.2-3711(A)(1) of the Code of Virginia, I move that the Purcellville Town Council convene in a closed meeting to discuss and consider prospective candidates for appointment to committees, commissions and boards. The presence of the following individuals will reasonably aid the public body in its consideration of these appointments, and they are therefore requested to attend the closed meeting:

- 1) All Town Council members

MOTION BY TOWN COUNCIL TO ADJOURN THE CLOSED MEETING AND RECONVENE THE OPEN MEETING

“I move that the Town Council reconvene in an open meeting and that the minutes reflect no formal action was taken in the closed meeting.”

MOTION THAT THE RESOLUTION CERTIFYING THE CLOSED MEETING BE ADOPTED AND REFLECTED IN THE MINUTES OF THE PUBLIC MEETING

“I move that the Purcellville Town Council adopt Resolution 16-09-05 certifying the closed meeting of September 27, 2016.”

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STAFF REPORT
ACTION ITEM

Item #16

SUBJECT: Appointments to Committees, Commissions and Boards

DATE OF MEETING: September 27, 2016

STAFF CONTACTS: Robert W. Lohr, Jr., Town Manager

BACKGROUND:

Each year the Town has vacancies to fill due to resignations and term expirations on various committees, commissions and boards. The Town advertises these vacancies, and members of Council recruit in the community to fill the vacant positions, specifically on the Parks and Recreation Advisory Board and the Economic Development Advisory Committee.

The current terms of the Parks and Recreation Advisory Board are as follows:

<u>MEMBER</u>	<u>APPOINTED DATE</u>	<u>APPOINTMENT START DATE</u>	<u>APPOINTMENT END DATE</u>	<u>TOWN RESIDENT</u>
Eamon Coy, Chairman	October 14, 2014	September 2014	August 31, 2016	Yes
Sandy Nave	October 14, 2014	September 2014	August 31, 2016	Yes
Brian James	April 28, 2015	April 2015	September 30, 2016	No
Steven Remick	December 8, 2015	September 2015	September 30, 2017	
Charlie Trochlil, Jr. Member		September 2015	August 30, 2016	
Russ Forno, Vice Chairman	October 13, 2015	October 2015	October 31, 2017	Yes
Phillip Rohrer	October 13, 2015	October 2015	October 31, 2017	Yes
Ken Beckstrom	October 13, 2015	October 2015	October 31, 2017	Yes
Miranda Huffer, Jr. Member		April 2016	March 30, 2017	
Ryan Cool, Council Liaison (non-voting liaison)	July 12, 2016	July 12, 2016	June 30, 2018	Yes

The current terms of the Economic Development Advisory Committee are as follows:

<u>MEMBER</u>	<u>APPOINTED DATE</u>	<u>APPOINTMENT START DATE</u>	<u>APPOINTMENT END DATE</u>	<u>TOWN RESIDENT</u>
Daniel Abramson, Chairman	October 14, 2014	September 2014	August 31, 2016	No
Charles Izzo	October 14, 2014	September 2014	August 31, 2016	No
Warren Grossman	October 14, 2014	September 2014	August 31, 2016	Yes
David Meistrich	October 14, 2014	September 2014	August 31, 2016	Yes
Christie Morgan	October 13, 2015	September 2015	August 31, 2017	Yes
VACANCY		September 2015	August 31, 2017	
Sarah Stratton	October 13, 2015	October 2015	August 31, 2017	Yes
Browning Herbert	October 13, 2015	October 2015	August 31, 2017	No
Michael Oaks	October 13, 2015	October 2015	August 31, 2017	Yes
Chris Bledsoe, Council Liaison (non-voting liaison)	July 12, 2016	July 12, 2016	June 30, 2018	Yes

Green indicates interest in reappointment. Red indicates a vacancy or not interested in reappointment.

MOTION(S):

“I move that we approve the following appointment/reappointment to fill an expired term on the **Parks and Recreation Advisory Board**:

<u>Name</u>	<u>Committee, Commission or Board</u>	<u>Term</u>
	Parks & Recreation Advisory Board	September 1, 2016 through August 31, 2018

And;

I move that we approve the following appointment/reappointment to fill an expired term on the **Parks and Recreation Advisory Board**:

<u>Name</u>	<u>Committee, Commission or Board</u>	<u>Term</u>
	Parks & Recreation Advisory Board	September 1, 2016 through August 31, 2018

And;

To adhere to the Town Code Section 26-33 that states terms are to begin on September 1 of the year of appointment, I move that we approve the following appointment/reappointment to fill a term expiring on Sept. 30, 2016 on the **Parks and Recreation Advisory Board**:

<u>Name</u>	<u>Committee, Commission or Board</u>	<u>Term</u>
	Parks & Recreation Advisory Board	September 1, 2016 through August 31, 2018

And;

I move that we approve the following appointment/reappointment to fill an expired term on the **Economic Development Advisory Committee**:

<u>Name</u>	<u>Committee, Commission or Board</u>	<u>Term</u>
	Economic Development Advisory Committee	September 1, 2016 through August 31, 2018

And;

I move that we approve the following appointment/reappointment to fill an expired term/vacancy on the **Economic Development Advisory Committee**:

<u>Name</u>	<u>Committee, Commission or Board</u>	<u>Term</u>
	Economic Development Advisory Committee	September 1, 2016 through August 31, 2018

And;

I move that we approve the following appointment/reappointment to fill an expired term on the **Economic Development Advisory Committee**:

<u>Name</u>	<u>Committee, Commission or Board</u>	<u>Term</u>
	Economic Development Advisory Committee	September 1, 2016 through August 31, 2018

And;

I move that we approve the following appointment to fill an expired term on the **Economic Development Advisory Committee**:

<u>Name</u>	<u>Committee, Commission or Board</u>	<u>Term</u>
	Economic Development Advisory Committee	September 1, 2016 through August 31, 2018

And;

I move that we approve the following appointment to fill a *vacancy* on the **Economic Development Advisory Committee**:

<u>Name</u>	<u>Committee, Commission or Board</u>	<u>Term</u>
	Economic Development Advisory Committee	September 1, 2015 through August 31, 2017"