



## TOWN COUNCIL WORK SESSION

TUESDAY, September 4, 2018 @ 7:00pm  
Immediately after Special Meeting

*Councilman Connolly moved, seconded by Councilman Gillispie, to add Closed Session to the agenda regarding consultation with legal counsel.*

Vote: Yes – Connolly, Gillispie, Morrison and Tewalt  
No – N/A  
Abstain – N/A  
Absent – Meza and Sealock  
(Mayor Tharpe did not vote as there was no tie to require his vote)  
(By Roll Call)

---

**1. Status of Criser Road Bridge, Royal Phoenix Site and Happy Creek Road – Town Engineer**  
**SUMMARY:** Criser Road Bridge and the Royal Phoenix site are currently under construction. The status of both of those projects will be discussed as well as their projected timelines. Happy Creek Road is a future project that town staff has submitted to VDOT for Smart Scale funding consideration. The project scope and cost estimate will be reviewed.  
**BUDGET/FUNDING:** Criser Road Bridge and the current work at the Royal Phoenix site have been funded. Funding for Happy Creek Road has been applied for through Smart Scale.

**Council Discussion:** Town Engineer Brown presented the following to Council:  
Construction Updates

### **Criser Road Bridge**

- Start Date: June 4, 2018
- Contract End Date: October 2, 2018 (120 Days)
- Contractor: Archer Western –Chevy Chase, MD

### **Challenges**

- Water, water, water
- Rain affects ability to work but also raises water level in the creek for days or weeks after, requiring higher cofferdams and constant pumping in order to be able to excavate.
- Unexpected rock on west side

### **Current Status**

- Four rain days in July
- Sixteen rain days in August
- 65% complete
- Concrete deck slabs are scheduled for delivery the week of September 10<sup>th</sup>
- June 13 –Existing bridge deck is removed
- June 20 –Excavation work continues. Note low water conditions; Two weeks later, the creek was at its lowest level of the project
- July 6 –Drilling micropiles on east side of bridge
- July 11 –Micropiles on east side nearly complete; Drilling area is flooded but work can continue because drilling rig is not affected.

- July 20 –Micropiles are complete on east and west side of the bridge. Excavation for footings begins
- August 15 –Excavating for footing on east side of the bridge. Note high water condition
- August 17 –Footing is poured on east side
- August 22 –High water again

#### Royal Phoenix North Pump Station

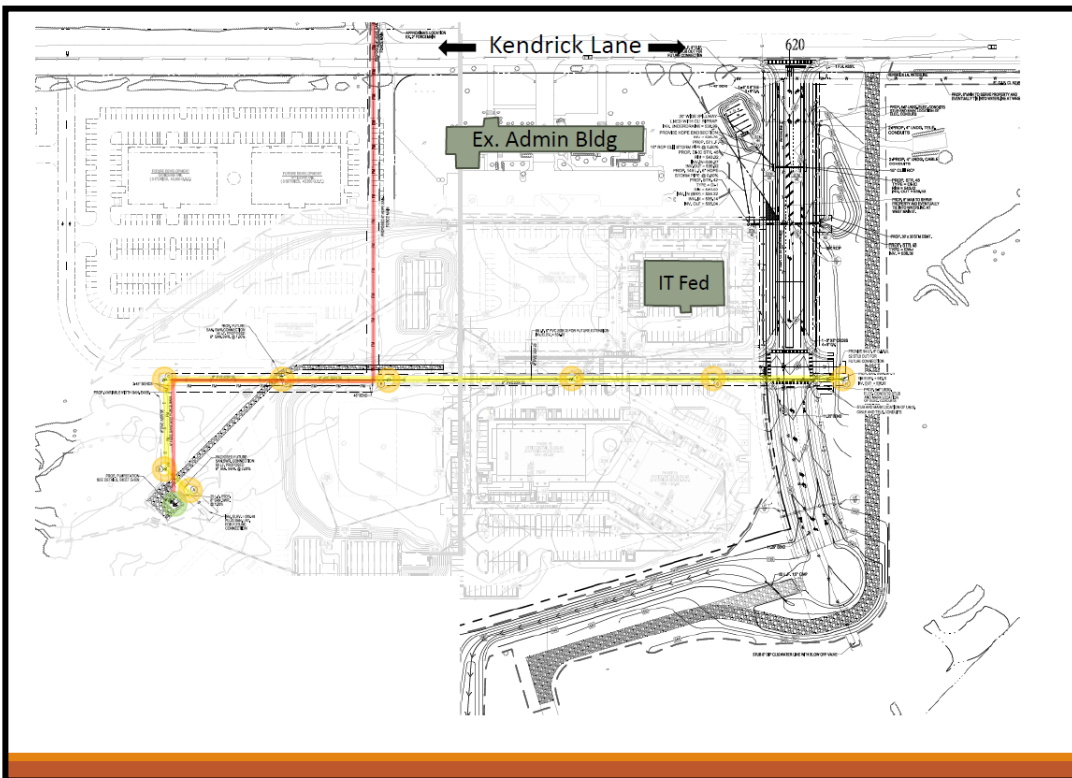
- Start Date: May 29, 2018
- Contract End Date: November 25, 2018 (180 Days)
- Contractor: GB Foltz –Mount Jackson, VA

#### Challenges

- Water, water, water
  - Pump station is located in one of the lowest spots on the site, adjacent to a wetland area
  - A lot of surface and groundwater to deal with
- Large amount of erosion and sediment control measures were needed for the entire site

#### Current Status

- Ten rain days in July and August
- Five days behind schedule
- Pump package for pump station is scheduled for delivery the first week of October



#### Completed:

- 1,415' Gravity Sewer Line (Yellow)
- 1,311' Force Main Pipe (Red)
- 8 Sanitary Sewer Manholes (Orange)
- Pump Station Wet Well (Green)

#### West Main Street Extension

- Start Date: July 2, 2018
- Contract End Date: December 29, 2018 (180 Days)
- Contractor: GB Foltz –Mount Jackson, VA

#### Current Status

No rain days

On schedule

Contractor will begin storm drain and water main installation this week along with preliminary road grading

#### Completed:

- 1,200' Temporary Gravel Access Road
- Drainage Channel

#### Happy Creek Road –Phases 2 & 3

- Town applied for VDOT Smart Scale funding August 2018
- Smart Scale project scores will be announced in January 2019 and funding will be announced in April
- Funding will begin in FY 2019 and selected projects will be entered into VDOT's Six Year Improvement Plan (SYIP)



- Submitted projects are scored by VDOT “based on an objective, outcome-based process”
  - Projects, and their scores, are sent to the Commonwealth Transportation Board (CTB), which makes the final decision on which projects are to be funded
- At this moment, funds are distributed every 2 years
  - No matching funds are required, but committed funding from other sources may increase a project's score (more bang for the state's buck)

#### Project Scoring

Based on six factors:

- 1.Safety
- 2.Congestion Mitigation
- 3.Accessibility
- 4.Environmental Quality
- 5.Economic Development
6. Land Use

- Each factor is weighted based on geographical area
- For example, in Northern Virginia, congestion mitigation makes up 45% of a project's score
- In our area, congestion mitigation equals 10%
- Economic development and safety rank highest for projects in our area

#### 2. Budget Calendar – *Director of Finance*

**SUMMARY:** The FY2019-20 budget calendar that staff is proposing provides preliminary budget discussions beginning with the first work session in January 2018, along with providing the proposed FY19-20 budget to council by February 1, 2019. This will allow three work sessions to discuss the proposed budget before council is requested to vote on the 2018 tax rates and a little more than 3 months before the second and final reading of the appropriation ordinance

**BUDGET/FUNDING: N/A**

**STAFF RECOMMENDATION:** Staff recommends for council to approve the budget calendar as presented.

**Fiscal Year 2019-2020 Budget Calendar**

- Sept 25, 2018 Finance Department distributes FY20 Budget forms to Departments (FY18 Figures provided will not be final/audited figures)
- Sept 28 2018 Departments requests for 5 year CIP due to Finance with justifications
- Oct 5, 2018 CIP related to properties sent to Planning Commission for Review
- Oct 8th-12th Review CIP with Departments
- Oct 31, 2018 FY20 Departmental spending requests due back to Finance
- Nov 12-16, 2018 Town Manager preliminary review spending with Departments
- Dec 14, 2018 Mid-year FY19 Budget transfers due from departments
- Jan 7, 2019 Work Session – review of capital projects & other possible major items that may be included in FY20 proposed budget
- Jan 22, 2019 Revenue Forecast Review
- Feb 1, 2019 Town Manager's Recommended Budget to Town Council
- Feb 4, 2019 Work Session. Revenues & General Fund Expenditures Review
- Feb 19, 2019 Work Session – Review Enterprise Fund Expenditures and discuss tax rates to advertise for Real and Personal Property
- Feb 20, 2019 Advertisement submitted for annual tax rate for Real and Personal Property – rate has to be set prior to April 1
- March 4, 2019 Additional Budget Work Session (If requested)
- Mar 11, 2019 Public Hearing & First Reading of Town Tax rates for both Real Estate and Personal Property
- Mar 25, 2019 Second and Final Reading of Town Tax rates for both Real Estate and Personal Property
- April 2, 2019 Advertisement submitted for Annual Appropriation Ordinance
- April 22, 2019 Public Hearing & First Reading of Appropriations Ordinance
- and Rate Ordinances
- May 6, 2019 Budget Work Session (If requested)
- May 13, 2019 Second and Final Reading of Appropriation Ordinance and Rate Ordinances

**Council Discussion:**

Council asked that outstanding new projects, such as new employees, pay raises and things such as the police radios, come to Council as soon as possible.

**3. Discussion on Gazebo Issues from Business Forum – *Town Manager***

**SUMMARY:** During the June 7th Business Forum meeting (over 20 business owners/ citizens) attendees brought up issues with the area around the Gazebo. The two main issues from the forum were activities at the Gazebo (i.e. Political demonstrations) and the frequent closure of the Gazebo parking lot.

**BUDGET/FUNDING:** Not applicable at this time

**STAFF RECOMMENDATION:** Staff is providing recommendation and points of discussion for issues as it pertains to activities and closures of 0 may not limit one type of expression and not the other. Mr. Napier explained that picketing in ones home as it protected residences from their tranquility and peace. He noted that if Council can identify another place where businesses would not be affected the way Main Street businesses are now being affected by the ongoing political demonstrators.

Councilman Morrison noted that he would like to have Mr. Napier look into writing an ordinance to move the protestors. Councilmen Connolly and Gillispie noted that they would not be interested in hampering the first amendment right of individuals. Mayor Tharpe directed Mr. Napier to look into the matter. Council expressed concern with First Amendment rights, as did Mr. Napier.

Mr. Waltz and Council discussed cutting down the amount of Gazebo parking lot closures. Vice Mayor Tewalt discussed removing the events that are not Town or Chamber of Commerce sponsored and Council noted that the issue needed further review.

## 5. CLOSED SESSION

*Councilman Connolly moved, seconded by Vice Mayor Tewalt that Council convene and go into Closed Meeting for the following purposes consultation with legal counsel employed or retained by a public body regarding specific legal matters, specifically, legal mechanisms relating to handling debt service related to prior and current budget years, requiring the provision of legal advice by such counsel, pursuant to Section 2.2-3711. A. 8. of the Code of Virginia.*

Vote: Yes – Connolly, Gillispie, Morrison and Tewalt

No – N/A

Abstain – N/A

Absent – Meza and Sealock

(Mayor Tharpe did not vote as there was no tie to require his vote)

(By Roll Call)

---

*Councilman Connolly moved, seconded by Vice Mayor Tewalt that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Action as were identified in the motion by which the Closed Meeting by Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.*

Vote: Yes – Connolly, Gillispie, Morrison, Tharpe and Tewalt

No – N/A

Abstain – N/A

Absent – Meza and Sealock

(By Roll Call)

---

**PRESENT:** Mayor Tharpe, Vice Mayor Tewalt, Councilman Connolly, Councilman Gillispie, Councilman Morrison, Town Manager Waltz, Town Attorney Napier, Clerk of Council Berry, Director of Planning Camp, Director of Finance Wilson, Director of Energy Services Jenkins, Police Chief Magalis, Interim Director of Environmental Services Boyer, Community Development Director Hart, IT Director Jones, Town Engineer Brown, members of the public and members of the press.

**ABSENT:** Councilman Meza, Councilman Sealock