TOWN COUNCIL WORK SESSION
TUESDAY, January 22, 2019 @ 6:00pm
Town Hall Council Chambers

Vice Mayor Sealock moved, seconded by Councilman Meza, to add to the agenda Consultation with Legal Counsel/Closed Session

Vote: Yes – Gillispie, Holloway, Meza, Sealock and Thompson
No – N/A
Abstain – N/A
Absent – Tewalt and Tharpe
(By Roll Call)

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1. <u>Request for Funding from Warren Heritage Society</u> – *Town Manager*
SUMMARY: Council has received a request from the Warren Heritage Society to support their operation, specifically their utilities.

HISTORY
In 2014 Council considered a reimbursement of the expense of utility services for the Warren Heritage Society located at 101 Chester Street in the amount of $10,000 due to *"their campus of preservation has grown significantly and their outreach into the community has extended with greater need in the area"*. In accordance with the authority granted governments by Virginia Code Section 15.2-953, Council approved the request and for the money to come from Electric, Water, Sewer and Solid Waste Fund Reserves to be used toward payment of the respective portion of the utility bills beginning July 1, 2014. In 2015, Council approved the donation of $15,000 *(increase of $5,000)* beginning September 2015.

In 2016, Council approved the donation of $15,000 to begin September 2016, **but also requested that the Warren Heritage Society make efforts to improve the efficiency of their buildings and report these efforts prior to requesting continued donations in the future.** The 2016 request was also discussed at the November 2016 Liaison Committee Meeting. In 2017, Council approved the donation of $15,000 to begin September 2017. In 2018, Council approved the donation of $15,00 for FY2018-2019. Below are the current budget for the Warren Heritage Society, Minutes from 2018 Council Meeting and Letter from the Executive Director of the Warren Heritage Society.

BUDGET/FUNDING: Funding from last year came from the Electric, Water, Sewer and Refuse as Unrecognized Revenue

STAFF RECOMMENDATION: Staff recommends a strategy to decrease funding to ultimately eliminate donation. Staff needs Council direction on the future intent of this donation.

Minutes of May 29, 2018
COUNCIL APPROVAL – Utility Donation for Warren Heritage Society
Summary: Council is requested to consider a utility donation to the Warren Heritage Society in the amount of $15,000 for FY2018-2019.

Vice Mayor Tewalt moved, seconded by Councilman Connolly that Council approve a utility donation in the amount of $15,000 to the Warren Heritage Society.

Councilman Sealock noted that he had concerns being spent on the 501(3)c organization. He stated that the organization does an exceptional job and they need volunteers and donations. Mr. Sealock stated that the Town is expected to pay $15,000 for the utilities and there should be grants available for the organization. Mr. Sealock noted that the electricity bills have been waived at times and he understands fully the Warren Heritage Society's need. Councilman Meza voiced his support of the measure as well, adding that when organizations are given funds, then criteria should be met in order to justify the giving and differentiate requests when they come forward. He added that in the future he would like an application process in place.

Vote: Yes – Connolly, Gillispie, Meza, Morrison, Sealock and Tewalt
No – N/A
Abstain – N/A
Absent – N/A

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

Council Discussion:
Connie Marshner, Executive Director of the Heritage Society, noted that their organization had done everything possible to become energy efficient and go forward with every suggestion brought forward by the Town. She stated that the Heritage Society provides an extensive archive of Warren County history, maintain four historical buildings, run history camps during the summer, and provide genealogy research to families across the country.

To answer Councilman Thompson's questions, Ms. Marshner noted that with old buildings there were ongoing issues, such as old windows, a recent $1,000 plumbing bill incurred, etc. She stated that fundraising has not been ongoing in recent years and that is ramping up. She added that many visitors to the community tour their facilities and they provide so much information to individuals. Councilman Meza asked about the $18,000 budget and whether the $15,000 was shown in the line item. She noted that it was not included.

Councilman Holloway asked about the amount requested to the County, Ms. Marshner noted that the same amount was requested of the County. Councilman Gillispie asked about reducing the amount to perhaps half.

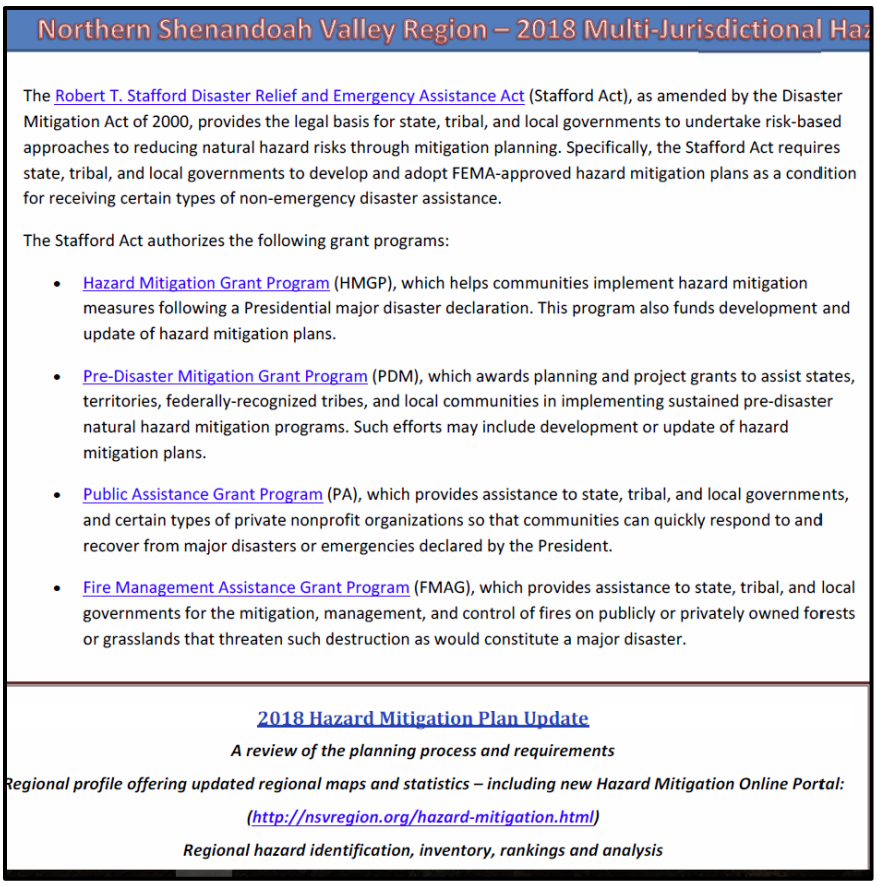
Vice Mayor Sealock noted that residents express concern with providing funding to organizations when their electric bills are high; he also asked about grants and offsetting the costs. Ms. Marshner stated they basically have been without a Director and hopefully she intends to identify potential grant funding. Mr. Sealock noted that the Council's heart goes out to the organization and the work that they do.

Councilman Meza noted that he would like Council to move towards creating a criteria/application for organizations that ask for funds, noting that funding could be set aside in order to assist the Town with the requests for funding. Mr. Gillispie and Mrs. Thompson expressed their support for Mr. Meza's suggestion.

Mr. Waltz noted that he would work on the form and it seemed as though Council was leaning towards perhaps partial funding.

2. <u>NSVRC Hazard Mitigation Plan Renewal</u> – *Regional Planner II John Crockett*
SUMMARY: The Update of the Regional Hazard Mitigation Plan (2018) will satisfy the state mandate requirements of the Disaster Mitigation Act of 2000 (DMA2K) at 44 CFR §201.4 and Public Law 106-390, signed into law October 10, 2000. The primary purpose of the plan is to establish strategies that will reduce the impact of future natural disasters. This plan was prepared by the Northern Shenandoah Valley Regional Commission (NSVRC) for

the Town of Front Royal, as well as the other jurisdictions within the Northern Shenandoah Valley region. These other localities include the City of Winchester, the five Counties of Clarke, Frederick, Page, Shenandoah, and Warren and the other 13 Towns therein. By adopting this Plan update, the Town of Front Royal will remain eligible for Hazard Mitigation Grant Program (HMGP) funds and the Hazard Mitigation Assistance (HMA) programs which include Pre-Disaster Mitigation (PDM), Flood Mitigation Assistance (FMA), Repetitive Flood Claims (RFC), and Severe Repetitive Loss (SRL) grant programs. At the January 22, 2019 Town Council Meeting, NSVRC Staff will provide a summary of the Hazard Mitigation Plan. Attached is a fact sheet that provides helpful information. The entire 449-page document can be viewed on the NSVRC's website. Below is a direct link to the 2018 Hazard Mitigation Plan:
http://nsvregion.org/assets/NSV_Hazard_Mitigation_Plan66753.pdf



Northern Shenandoah Valley Region – 2018 Multi-Jurisdictional Haz

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), as amended by the Disaster Mitigation Act of 2000, provides the legal basis for state, tribal, and local governments to undertake risk-based approaches to reducing natural hazard risks through mitigation planning. Specifically, the Stafford Act requires state, tribal, and local governments to develop and adopt FEMA-approved hazard mitigation plans as a condition for receiving certain types of non-emergency disaster assistance.

The Stafford Act authorizes the following grant programs:

- Hazard Mitigation Grant Program (HMGP), which helps communities implement hazard mitigation measures following a Presidential major disaster declaration. This program also funds development and update of hazard mitigation plans.
- Pre-Disaster Mitigation Grant Program (PDM), which awards planning and project grants to assist states, territories, federally-recognized tribes, and local communities in implementing sustained pre-disaster natural hazard mitigation programs. Such efforts may include development or update of hazard mitigation plans.
- Public Assistance Grant Program (PA), which provides assistance to state, tribal, and local governments, and certain types of private nonprofit organizations so that communities can quickly respond to and recover from major disasters or emergencies declared by the President.
- Fire Management Assistance Grant Program (FMAG), which provides assistance to state, tribal, and local governments for the mitigation, management, and control of fires on publicly or privately owned forests or grasslands that threaten such destruction as would constitute a major disaster.

2018 Hazard Mitigation Plan Update

A review of the planning process and requirements

Regional profile offering updated regional maps and statistics – including new Hazard Mitigation Online Portal:

(http://nsvregion.org/hazard-mitigation.html)

Regional hazard identification, inventory, rankings and analysis

Council Discussion: Mr. Crockett noted that it was a workable document and he was happy to share more information if needed. Mr. Camp stated that it was a required document and many localities use the Regional Commissions in order to not have to seek out the work on their own. Mr. Crockett noted that the Town is grouped in regionally and it was secured financially through NSVRC's grant. Mr. Waltz noted that they would move forward at Monday's meeting.

3. Joint Tourism Advisory Committee Appointment Recommendation – *Town Manager*
SUMMARY: On July 9, 2018 Council appointed Brent C. Jackson of the Holiday Inn as the

representative from a lodging property to serve on the Joint Tourism Advisory Committee. Mr. Jackson is no longer with the Holiday Inn; therefore staff is recommending that Council consider appointing Mary Bayer of the Holiday Inn to replace Mr. Jackson to an unexpired term ending June 9, 2022. An email from Director of Community Development/Tourism is within the Council packet.

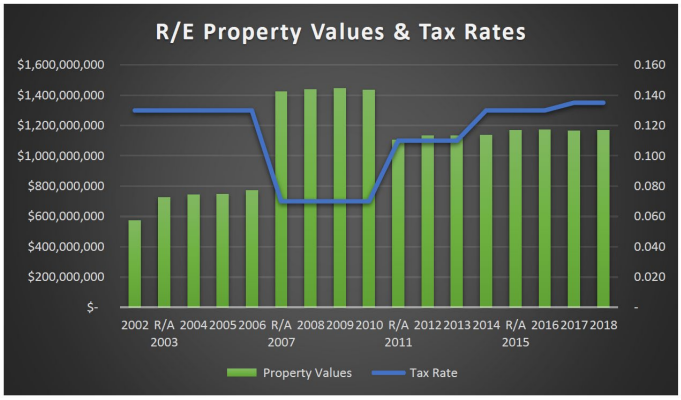
Council Discussion: Ms. Hart noted that the MOU between the Town and County allowed these appointments. Mary Bayer has been a great contact and is wonderful to work with the Town. She added that Mary would be a great voice on the Committee. Council voiced their support of Ms. Hart's recommendation.

4. <u>Revenue Forecasting FY2019-2020</u> – *Director of Finance*
SUMMARY: Staff will provide council with a presentation showing some historical/projected revenues for the Town and discuss possible budgetary impacts. These revenue forecasts will likely be incorporated into the proposed FY2020 budget.

Council Discussion: Finance Director, Mr. Wilson, presented the following to Council:

Forecasting Factors Risks & Assumptions
• Forecasting is not a precise science, but is a useful tool
• Commonwealth of Virginia revises multiple times during year
• Methodology used relates to the specific revenue being forecasted and is individual for each revenue source. Methodology used includes:
• Baseline/historic trends
• Current policies and assimilating data accordingly
• Current rates
• Institutional knowledge
• Assumptions about future conditions
• Only revenues received from outside sources were forecasted
• Data used in forecasting is collected from many different internal and external sources deemed reliable and appropriate at this time

Real Estate Property Values & Rates
• Previous reassessment was effective 2015 and new assessments will be effective in 2019
• Blue line represents the approved tax rate
• Tax rate was lowered from 2007-2010 due to the change in assessment values
• Increase in 2014 was to allocate funds for Police Dept Headquarters, Main Street Extension & Leach Run Parkway
• Increase in 2017 was allocated toward Police Department Headquarters
• Weldon Cooper's Virginia Local Tax Rates for 2017 tax rates show the median real estate tax rate for a Virginia Town is $0.18 per $100
• The Town of Front Royal's Real Estate Tax Rate is $0.135 per $100 ($0.045 lower than the median)



Estimated Values for 2019 Real Estate Reassessment

Current Value of Town Properties

• Total Property Value :
$1,215,477,000
• Estimated Revenue at $0.135 per $100:
$1,640,894

2019 Estimated Value of Town Properties

• Estimated Total Property Value:
$1,351,362,400
• Estimated Revenue at $0.135 per $100:
$1,824,339 ($183,445 revenue increase)

- Tax rate to equalize is approximately $0.121 per $100

**Revenue values listed above do not take into account land use exemptions, elderly/disabled exemptions, or veteran relief*

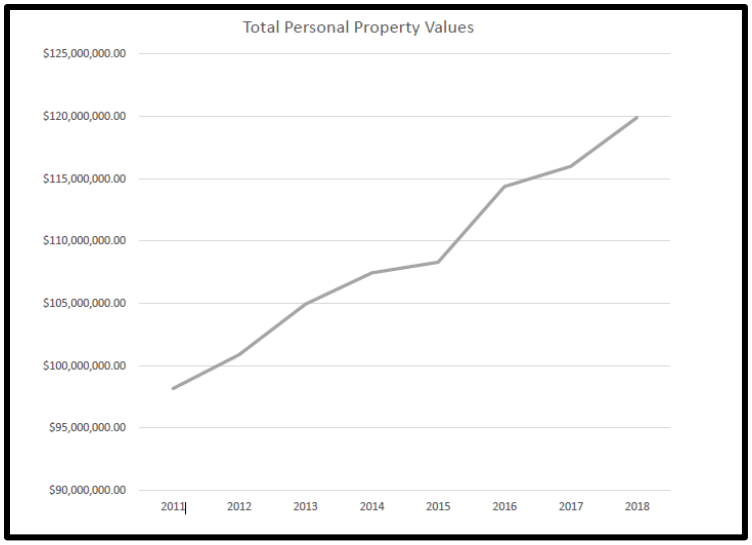
Real Estate Tax Revenue

• Increase in 2017 revenue was due to increase of R/E tax rate allocated toward new Police Department Headquarters
• Based on new development and history of collections, we expect to see an increase over the next few years.

Personal Property Tax
•Comprised of:
• Personal Property Tax on vehicles, boats, business equipment, etc.
• Vehicle License Fees (also known as decals)
• Personal Property Tax Relief received from Commonwealth of Virginia

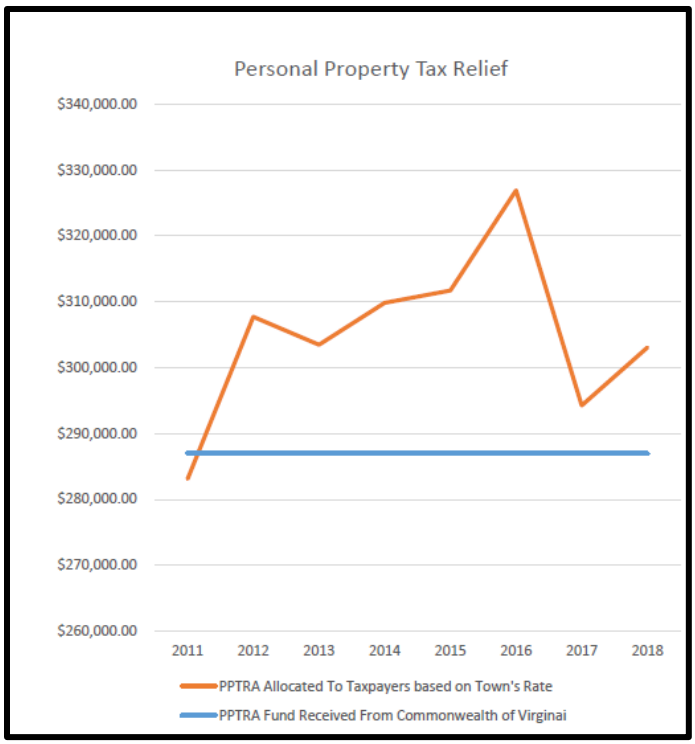
Town of Front Royal Personal Property Values

• Total Personal Property Value in which the Town assesses personal property tax has increased year over year
• Increase in value does not necessarily translate to additional revenue due to offset incurred from personal property tax relief, proration of taxes, and exoneration of tax
• Purchase of new vehicles increases value
• Tangible equipment from businesses included in property values
• Rate of growth greater from 2015-2016 of 4.8%
• Average growth rate from 2011-2018 is 2.9%
• Growth rate from 2017 to 2018 was 3.37%



Personal Property Tax Relief

- Personal Property Tax Relief is credited to qualifying personal use vehicles.
- Commonwealth of Virginia has paid the Town of Front Royal $287,000 each year since 2005 based on a cap set by the 2005 General Assembly.
- The Town is mandated to equalize the tax relief rate by the Commonwealth of Virginia.
- The Town's personal property tax relief rate for qualifying vehicles/values in 2018 was 60%. Based on the 2016-2018 trend the personal property tax relief rate will need to be adjusted to 56% for 2019.



PERSONAL PROPERTY REVENUE

Personal Property Tax Relief received from the Commonwealth remains consistent

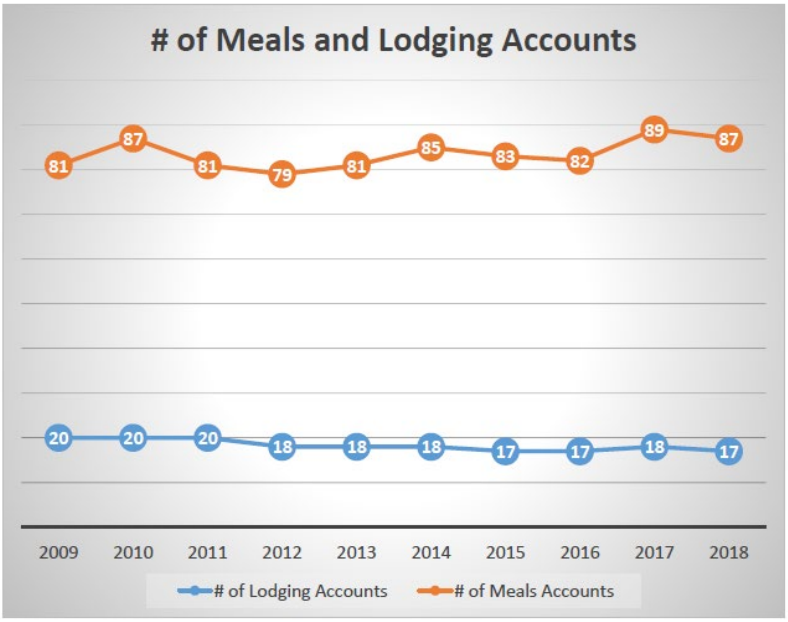
• Personal Property Tax rates remain same from 2011-2018
• Increase from 2016 to 2017 was due to equalization of the Personal Property Tax Relief as mandated by the Commonwealth of Virginia.
• Projected Personal Property Tax revenue is anticipated to continue to increase based on trends and expected development.

Business Professional Occupational Licensing

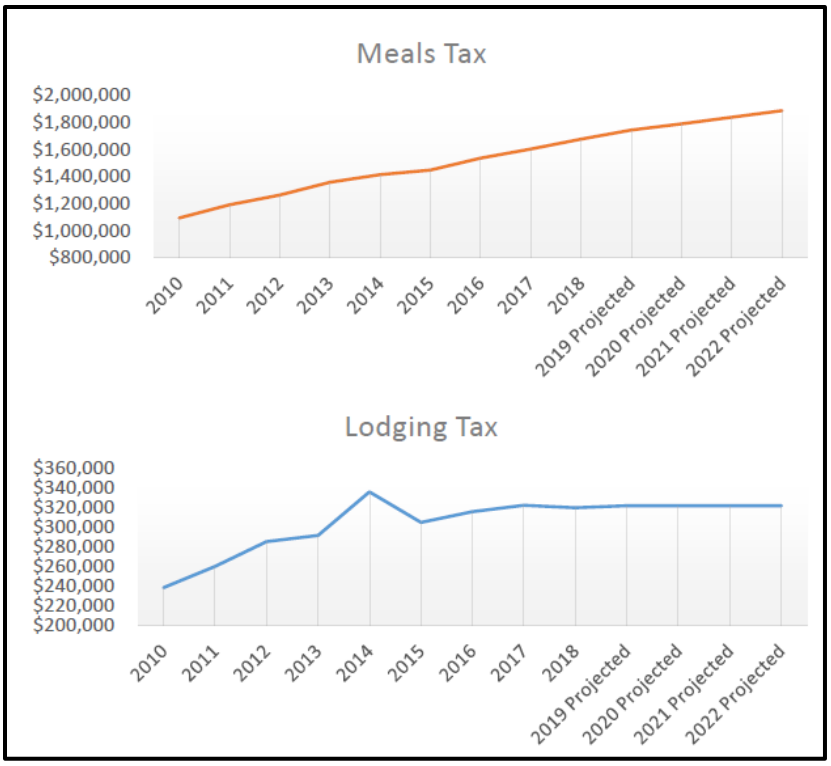
Spike in 2016 is associated with an effort made by Department of Finance and Department of Planning and Zoning to collect on delinquent BPOL and businesses that had not obtained proper licensing
• A slight decrease of about 2% from 2017 to 2018;
partially due to several new businesses taking advantage of the Town's Tourism Incentive Program
• Projections account for additional business being conducted in the Town within the next few years and new business outside of Tourism/Technology Zones being constructed.
• Greater growth in BPOL is expected after 5-10 years when the exemptions expire. (2023-2028)
• Although 2018 saw a slight decrease in the growth of BPOL, revenue is forecasted to continue at this time with anticipation of new businesses

Meals & Lodging Tax

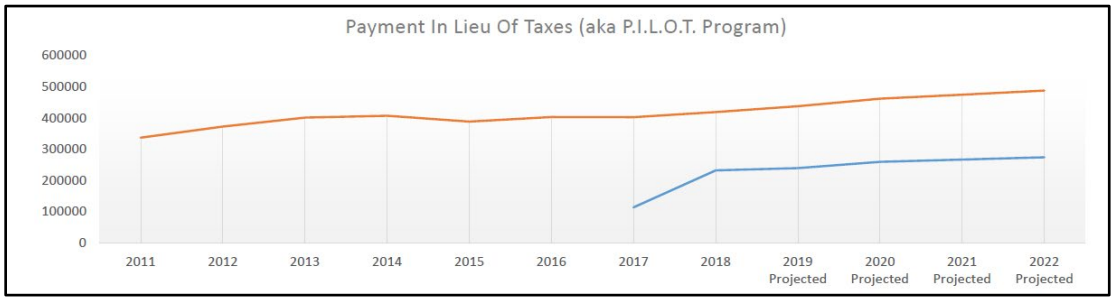
Number of meals tax accounts from 2016 to 2017 increased by 7
• In 2018 the number of meals tax accounts decreased by 2
• Number of lodging tax accounts decreased by 1 from 2017 to 2018



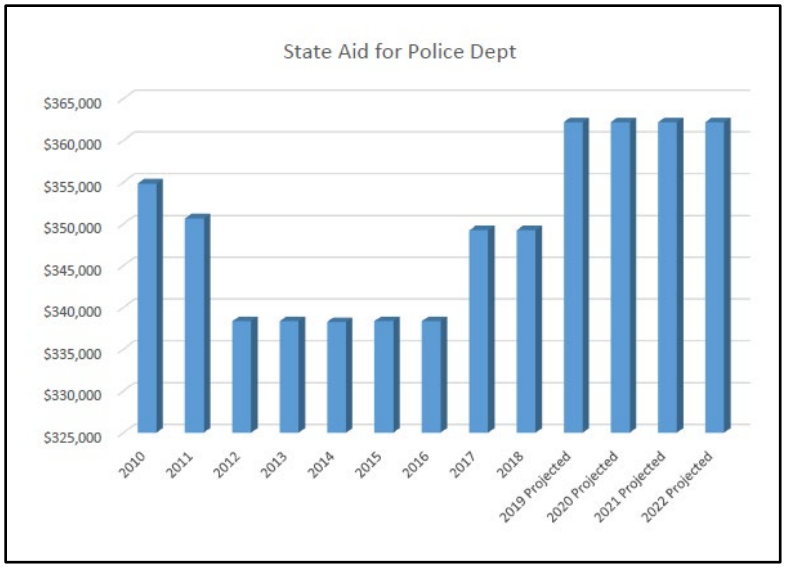
Meals tax has increased year over year for the last eight years an average of 5% each year and has continued this trend into FY19
• Meals growth rate in FY19 is slightly higher than FY20-22 due to at least one new restaurant that is anticipated to open in FY19.
• Decrease in meals growth and lodging revenue in FY15 may be partially associated to large construction projects being completed, which resulted in employees leaving the area.
• Lodging tax revenue for FY18 slightly decreased when compared to FY17; decrease of approximately 1%.
• Lodging tax is projected to remain fairly level



• Slight decrease in 2017 for PILOT collected from utility billing; partially due to a few businesses closing; some of these properties reopened in 2018 as new businesses
• Increase of 4% from 2017 to 2018 for PILOT collected through utility billing
• PILOT revenue is expected to have more of an increase in 2020 due to growth in the corridor with new businesses coming and/or construction being completed on some projects
• PILOT revenue received from Warren County for the collection of meals tax shows an increase of 1.2% increase from 2017 to 2018; lodging tax shows an 8% increase
• This trend is opposite of the trend observed of meals/lodging tax revenue from businesses located within Town limits. Trend within Town limits shows a larger increase in meals tax revenue and lodging tax remaining level



State Aid for Police Department
• HB599 Funding of 1979 distributes aid to localities based on general fund revenue received by the Commonwealth of Virginia
• Decrease shown from 2011 to 2012
• Relatively stable since 2012-2016
• 2017 had a 3.2% increase
• 2019 revenue is currently showing a 4% increase
• Revenue for 2020 is anticipated to remain level based on information received at the Jan 2019 VML Finance Forum



Communications Tax

Communication service providers are responsible for remitting communication tax to the Commonwealth of Virginia's Department of Taxation.

- The Department of Taxation then distributes communication tax proportionally to localities
- Report given by the Senate Finance Committee reported that the use of prepaid calling cards is causing a decrease in communication sales and use tax because the service provider is not the entity conducting the sale of the prepaid card
- The Commonwealth realizes the concern of revenue loss and continues to work on a solution
- The average decrease in revenue year over year from 2016 through 2018 was -3%.
- Currently 2019 is trending at -6% decrease when compared to 2018
- Revenue received from communication tax is anticipated to decrease until the Commonwealth of Virginia makes a change to their collection policies and procedures

Bank Stock Tax

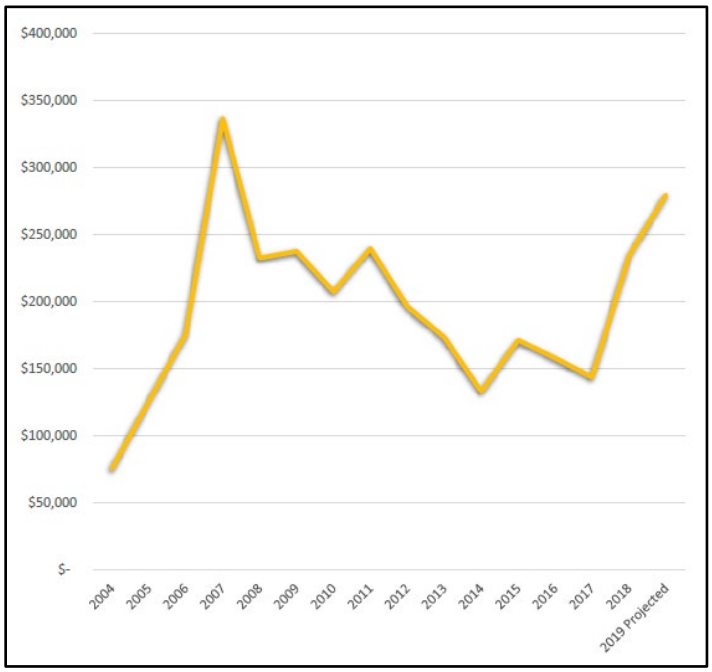
- Bank stock tax represents 2% of the Town's FY19 Budgeted General Fund Revenue and 0.5% of total budget
- Calculated based on reports sent to the Commonwealth of Virginia by the bank. Disbursements are then made by the bank directly to locality
- Based on the taxable value of the shares of stock in any bank located in Town
- Federal Credit Unions and Thrifts are not subject to bank stock tax
- Bank stock tax is difficult to predict because a smaller number of bank accounts may reflect a substantial amount of the bank's share of stock used when calculating bank stock tax
- FY2018 is a peak for at least the last 14 years
- History shows that there is usually a peak followed by a valley; so revenue has been forecasted to decrease to similar amounts seen in 2015/2017, with a slight increase

Sales Tax

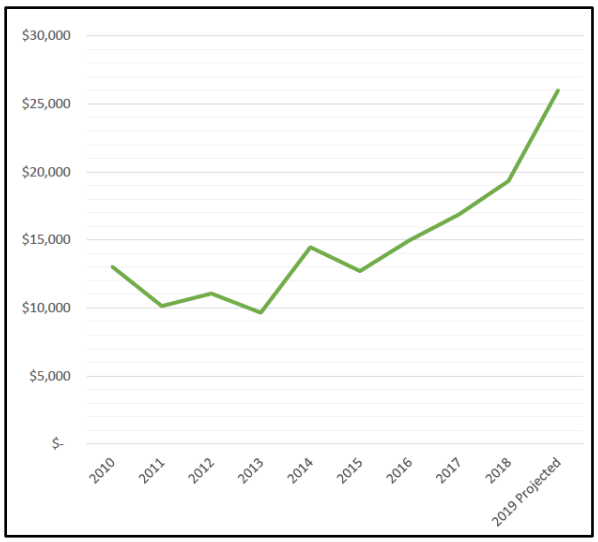
- Virginia Department of Taxation distributes 1% of sales and use tax collected to the locality (Warren County) where the consumer purchased or used the tangible personal property
- Warren County then remits a portion to the Town based upon school enrollment
- Spike in 2013 is attributed to a major construction project in the area, once the project was completed the revenues returned to normal
- 2018 shows a slight decrease when compared to 2017; as was predicted by the Commonwealth of Virginia's forecast

• December 2018 figures show a 2% increase when compared to December 2017
• Projecting a slight increase for 2019-2021 based on the Commonwealth of Virginia's forecasted increase of 2.8% and new development projects around the area

Town Fines
• Fines issued by the Police Department for violations
• Increase in 2017 & 2018 is associated with more tickets being issued
• Purpose for issuing tickets is not to generate revenue, but to increase safety; the Town must have a budgeted line item to receive revenue
• Traffic enforcement unit works to solve traffic problems and increase safety on Town streets by enforcing the traffic code; particularly in problem areas which can be shown with crash data that illustrates the effectiveness of this unit

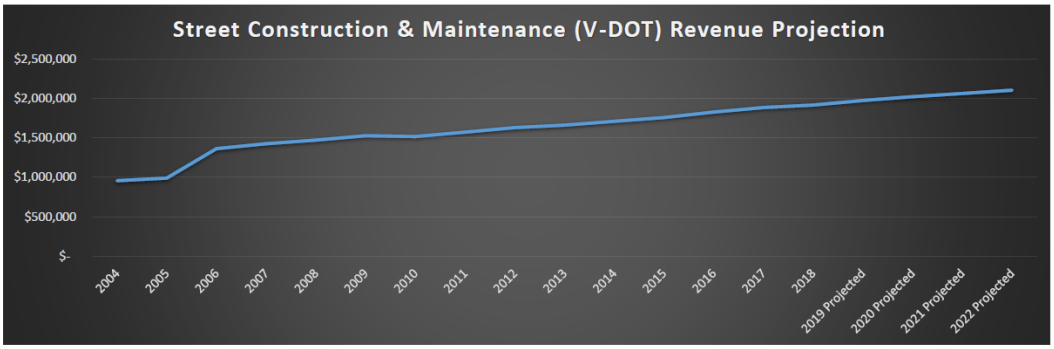


Visitors Center Income
• The Town's Visitors Center receives revenue from sales of local merchandise. This revenue is received into the General Fund as a whole and the General Fund funds the Tourism Department.
• Note that all Town Lodging Tax is allocated to the Visitors Center.
• The Visitors Center began enhancing sales by self-promotion including:
• Mailing of brochures in utility bills
• Panels on the outside of the Visitor Center
• Promoting on social media
• FY19 revenue from July-December 2018 is approximately $17,000; which is greater than the annual sales for the previous several years.
• Revenue from the Visitors Center is expected to increase with additional merchandise displays being added.



Street Construction & Maintenance (V-DOT) Revenue Projection

- Town receives funding from the Commonwealth of Virginia for street maintenance and operating costs
- FY19 shows an increase of approximately 2.99% when compared to FY18
- Senate Finance Committee is projecting a 3.1% growth for FY20, but growth does not necessarily translate to additional distribution to localities
- Projecting an increase of 2.5% for FY20 and 2% increase for FY21-22



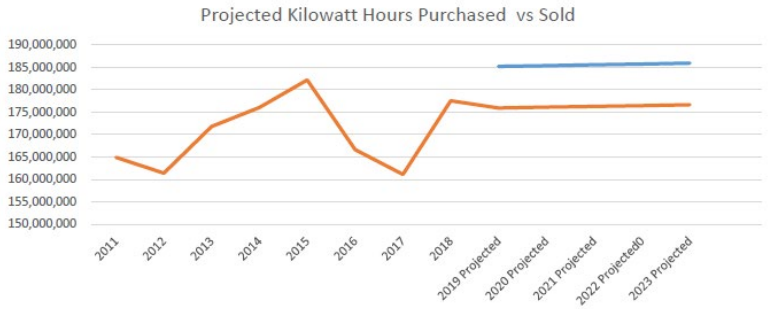
Revenue Sharing

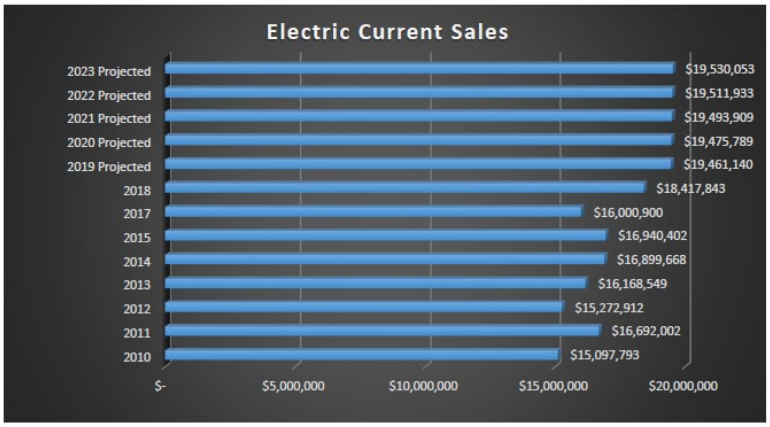
- Revenue sharing from the Commonwealth of Virginia allows the state and locality to share expense on projects. At this time the Town does not have confirmation of any projects in FY20 that will be part of the Revenue Sharing Program.
- The Town has applied for the Primary Extension Program, which will provide additional funding for paving projects.
- The Town will receive notification in April 2019 regarding the possibility of additional funding from the Primary Extension Program.

Electric Current Sales

- AMP Ohio's projected sales forecast for long-term sustainability has been incorporated into the revenue forecast, as well as anticipated construction of new properties, normal weather conditions, and current electric rates
- Electric revenue directly relates to the amount/cost of electric purchased by the Town & amount used by consumers

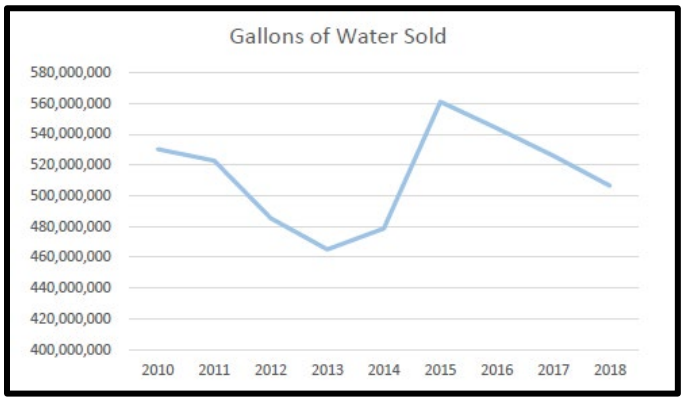
• FY19 revenue from electric is currently tracking on targeted budgeted amounts
• Congestion charges incurred by the Town require the Power Cost Adjustment to be adjusted periodically, either raised or decreased based on charges received by the Town
• Electric Current Sales Revenue is projected to slightly increase year over Year

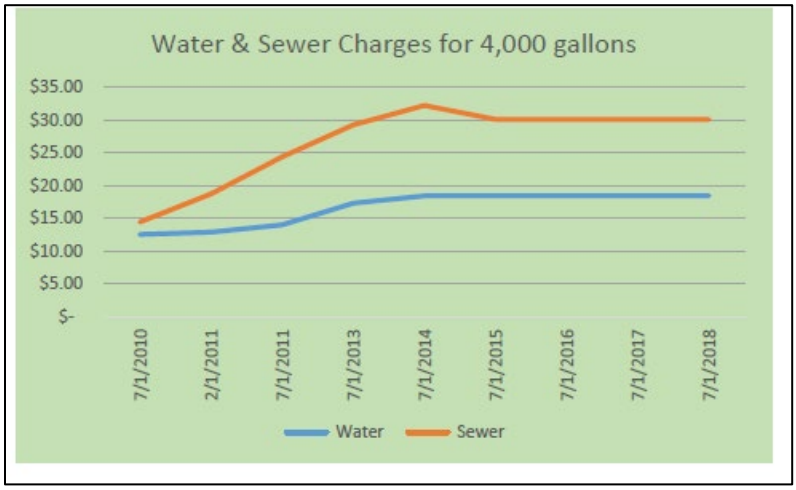




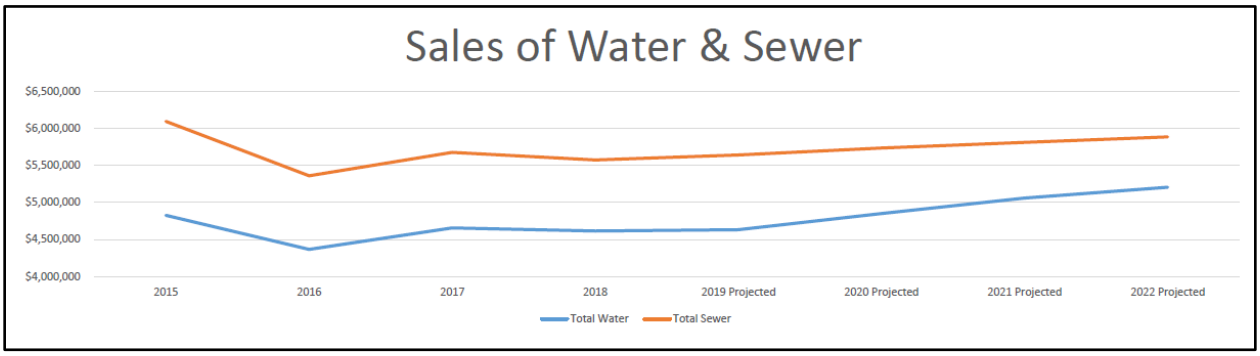
Gallons of Water Sold & Rates

• Gallons of water sold by the Town decreased from 2015-2018
• 2015/2016 a heavy commercial user was doing some testing
• Weather has an impact on water/sewer just as electric
• Rate increases were necessary due to state regulations that required updates to the water treatment plant and waste water treatment plant
• Sewer rate decrease in 2015 was due to the Town obtaining a zero interest loan for the waste water treatment plant expansion
• The Town plans to have an updated study done for water/sewer rates once more information is available on major water/sewer capital projects





- The 2015 spike in sales of water and sewer coincide with the trend seen in gallons of water sold
- Sales of water and sewer are difficult to forecast due to the weather. Ambient temperatures play a major role for some commercial user's water consumption.
- Amount of rainfall will also impact water usage due to the necessity of watering lawn, athletic fields, and gardens
- Overall water sales decreased -1% and sewer sales decreased -2% from 2017 to 2018
- Revenues are projected to increase due to growth in and around town
- Changes in amounts due to contractual obligations for commercial users have been taken into account for Projections



Council Discussion: To answer Council's questions, Mr. Wilson noted that 1% based on the new assessment is $135,000. He stated that the Town is mandated to equalize the Personal Property Tax Relief and if it is not equalized well then the Town's revenue does take a hit. He noted that the General Assembly would have to allocate more funding from the State; Mr. Meza asked if the public could be educated on the matter. Mr. Napier stated that the General Assembly has reviewed it each year and refused to budge.

Mr. Meza asked about raising the rates and reducing the PCA costs. Mr. Waltz noted that the Town Staff will be coming to Council soon with a study regarding raising the rates and reducing the PCA costs in order to accurately reflect the amounts to alleviate some of the issues.

To answer Mr. Meza's question, Mr. Wilson noted that he generally was within a few percentages with the forecasts and he is quite proud of them. Mr. Meza thanked Mr. Wilson for his ongoing work; he added that Mr. Wilson's forecasting has made a great difference in his understanding why the Council needed to make some of their tough decisions with the budget.

To answer Mr. Sealock's question, Mr. Napier noted that anything at the $500,000/1% mark requires the public hearing. He added that the Town is not required to equalize; Mr. Wilson agreed.

5. <u>Goal Setting</u>

Mr. Waltz distributed the following Vision, Goal, Project & Program list to Council:

Items
Further development in the Royal Phoenix Site
Further development in the Happy Creek Business Park
Natural gas into the community
Parking (study being performed by NVSRC (CDBG))
Parking meters (Pilot project on S. Royal across from the Court House)
Kendrick Lane Sidewalk
Main Street Sidewalk
Sycamore Trail
West Minster Sidewalk
John Marshall to LRP sidewalk
Completion of the PD facility
PD facility financing
Property Maintenance & Rental Program
Afton Inn w/ EDA
Electric AMI
Primary Paving Plan
Secondary Paving Plan
Happy Creek Road Phase 2 and 3
Inflow and Infiltration Issues
522 Corridor Water Redundancy loop
Taxi-cab Ordinance
Antique tag Issue
Comcast Franchise
Pedestrian Safety
Prospect Bridge Repairs
Bad debt policy
Completion of the CDBG
W. Main Street Extn (2nd phase through Royal Phoenix Site)
Extend Underground electrical lines along LRP to John Marshal Hwy

Mr. Sealock noted that perhaps the list of goals could be organized under the division of "safety" for example, correlating with his wanted safety barriers. Councilman Meza suggested that the list has many of the projects that are already in the works and could be marked as such. Councilman

Councilman Thompson spoke about fireworks, personnel salaries, and property maintenance. Ms. Berry and Mr. Waltz stated that the 4-h Center are holding fireworks this year at the Center. Councilman Holloway spoke of a possible taxi cab ordinance and pedestrian safety in the Town.

Councilman Gillispie noted that ongoing issues with overflow at the Wastewater Treatment Plant, Town paving, sidewalks, and hiring someone to market the Town for economic development should be included as well.

Vice Mayor Sealock suggested returning the sheet to Mr. Waltz at the next meeting in order to allow him time to compile the items for the following worksession.

6. Council Discussion/Goals

Mr. Meza noted that area near AyView was returning back to no right on red onto South Street.

Mr. Holloway noted that curb yellow paint does not seem to working and he asked if there were more options for that project. Mr. Waltz stated that it was being addressed.

CLOSED MEETING – Consultation with Legal Counsel

Motion to go Into Closed Meeting

Councilman Gillispie moved, seconded by Councilman Meza that Town Council go into Closed Meeting for the purpose of 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 – Gillispie, Holloway, Meza, Sealock and Thompson
No – N/A
Abstain – N/A
Absent – Tewalt and Tharpe
(By Roll Call)

Motion to Certify Closed Meeting at its Conclusion

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

Vote: Yes – Gillispie, Holloway, Meza, Sealock and Thompson
No – N/A
Abstain – N/A
Absent – Tewalt and Tharpe
(By Roll Call)

PRESENT: Councilman Gillispie, Councilman Holloway, Councilman Meza, Councilman Thompson, Vice Mayor Sealock, 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, IT Director Jones, members of the public and members of the press.

ABSENT: Mayor Tharpe and Councilman Tewalt