



DUMFRIES, VIRGINIA
Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

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AT A REGULAR MEETING OF THE PLANNING COMMISSION, HELD ON JANUARY 14, 2013, AT 7:00 P.M., IN COUNCIL CHAMBERS, 17755 MAIN STREET, DUMFRIES, VIRGINIA:

I. Call to Order

Mr. Russell called the meeting to order.

II. Roll Call

Present: William O'Kelly Russell, Chair
Christopher Padberg, Vice-Chair
Naeem Arshad
Selonia Miles
Louise Waggy
John Webb

Absent: Gina Critchley

Staff Present: Morgan Brim, Town Planner/Zoning Administrator
Greg Tkac, Public Works Director

III. Approval/Adoption of minutes

Approval of the minutes was postponed.

IV. New Business

A. Discussion and recommendation to adopt Capital Improvement Program for Fiscal Years 2014-2018

1. Staff Presentation – Daniel Taber, Town Manager and Greg Tkac, Public Works Director

Mr. Brim noted Mr. Tkac and Mr. Taber worked over the past couple of months preparing the Capital Improvement Program (CIP) for the Planning Commission (PC) to review.

Mr. Tkac explained the CIP is required to be developed on an annual basis and should be updated yearly. The CIP is somewhat detailed with regard to finances and priority. Each one of the projects outlined in the CIP shows a funding source and shows a reference to the Comprehensive Plan (CP). He asked if anyone had any questions before he started.

Ms. Waggy asked if there was any reason why a map of the Town was not included. She noted there used to be one.

Mr. Tkac mentioned the CP has a map, so it certainly could be included in the CIP.

Mr. Tkac stated the initial part of the document is an introduction, explains how the document is organized, the purpose of the CIP, the State Code reference that requires the CIP be done, the basis for budgeting, and goes into detail about how necessary the document is when considering budgeting. The definition of a capital improvement project is studies, construction, purchase of major equipment or acquisition of land or property valued in excess of \$20,000 or more. Projects are submitted by each department head to the Town Manager and are required to go through the PC. Hopefully, next fiscal year the process will be started between staff and the PC much earlier. Staff felt the need was there to get this done since it has not been updated for a couple of years. He apologized for the seventh hour; however, the document needs to be in before the budget. The great thing about the CIP is that it is fluid. It can be changed annually or mid-year. It goes through the PC for approval and then Council holds a public hearing before adoption. The different categories consist of Capital Reserve, Transportation, Storm Water Management, Parks & Recreation, Public Safety, and Buildings & Grounds. There is not a current Parks & Recreation Department, so those kinds of improvements are included in Public Works. Each project has a reference to the CP's goals and objectives. A Capital Reserve component is a snapshot of all of the Town's assets. The Capital Reserve has building/property assets valued at \$2,697,172 with a little bit of detail about the straight-line depreciation versus the double-declining-balance depreciation and what the Town is using for CIP purposes. This method is a more conservative depreciation method that allows more flexibility in the budgeting process. The CIP goes into explaining what the current year approved budget is. It breaks down expenditures by category and by percentage for each department. It outlines the Town's total revenue, broken down by tax revenue, fee revenue, and any other revenue the Town brings in. Road construction funds received from the State are broken down that are not tax or fee based. Then it is broken down by the funding priorities for the next five years.

2. Discussion

Mr. Padberg asked if the expenditure that equated to six percent was for Street Maintenance.

Mr. Tkac noted it was.

Mr. Padberg questioned the six percent being the money received from the State to maintain all the roads in the Town, which includes snow removal and asphalt maintenance. He thought that was impressive considering what was being spent on Information Technology. He asked what the Public Works piece of the pie, sixteen percent, was used for since it is a bigger slice.

Mr. Tkac explained it includes all buildings, all contracts related to Building & Grounds, payroll for Public Works employees, maintenance on vehicles and equipment. He noted the roadway maintenance budget is strictly the work; the asphalt, the concrete, pothole repair, snow removal.

Mr. Padberg noted the vehicle and equipment assets that might be used for those things really end up in Public Works.

Mr. Tkac noted they do. He mentioned it was not always that way. There are certain parameters used when it comes to funds received from the State for roadway purposes. Those funds could include the maintenance of vehicles and salaries, but there is such a finite amount of money that for years it was a sixty-forty split between work and payroll, overhead, and maintenance. It got to the point where a whole lot of work could not be done with the sixty percent. He indicated 100 percent is now being used for real work.

Mr. Padberg noted all the funding is being used for paving and aggregate plus the contractor associated with it.

Mr. Tkac stated that was correct.

Mr. Russell asked why there were no figures for money spent in FY13.

Mr. Tkac clarified that the Town is half way through FY13.

Mr. Russell questioned not spending anything so far.

Mr. Tkac noted that needs to be amended. He clarified that 38 percent has been spent.

Mr. Russell asked what was included in the four percent under stormwater management and whether that will increase in order for the Town to become compliant with the State regulations that are coming.

Mr. Tkac mentioned staff is constantly looking at the unfunded mandates to localities from the Environmental Protection Agency (EPA) that go through the Department of Conservation and Recreation (DER) and the Department of

Environmental Quality (DEQ). Part of what Public Works is tasked with is looking at reviewing the stormwater management fee that is assessed to every property owner in the Town. Staff needs to look at what it will take to meet those minimum requirements and then look at the fees associated with it. Staff is getting to a point where there may be a need to hire a person designated just to handle stormwater management. Most jurisdictions that are Municipal Separate Storm Sewer System (MS4) communities have a designated person. That program entails quite a bit and is outlined on the Town's website. Staff is always looking at what those needs are and what it will take to meet those minimum requirements.

Mr. Russell asked what was taken care of under the four percent for stormwater management.

Mr. Tkac noted the Town has miles of ditches behind communities on easements that the Town is required to keep clean. The Town has a pipe system that is required to be flushed, cleaned out, and maintained. There are public awareness programs that are part of the minimum standards of the MS4 program. There is also erosion and sediment control (E&S) requirements that the money is utilized for, things of that nature.

Mr. Padberg noticed the same historical breakdown for Boards and Commissions that encompasses all Boards and Commissions in the Town. Although he has served as Chair through two budget cycles, because of the turnover in staff, he never got the opportunity to sit in front of a budget and have any input despite constant promises that he would. The concept that there is a pull of money divided across three Boards and Commissions when the PC meets 500 percent more frequently he has always thought has a flawed concept. It has always impeded the PC getting its members proper training to hold the positions. He acknowledged that this is not the format to state this but if it is not stated now it will get lost for another cycle.

Mr. Brim clarified the PC does have money for training and Mr. Arshad is signed up. He mentioned an email was sent last month asking if anyone was interested in some training. There is a training session in March and June. If anyone has not gone through the training or if it has been a few years and needs a refresher there is funding available. He encouraged everyone to become a Virginia Certified Planning Commissioner. He noted local American Planners Association (APA) provides training too. They do not offer

a formal certification program; however, there are conferences and training sessions throughout the State. Some of the training is focused.

Mr. Russell asked if Mr. Tkac or Mr. Brim saw any trends where expenditures are going or future problems, like the stormwater management, that the PC needs to be aware of or consider as far as any future amendments to the CP that are not currently being addressed.

Mr. Tkac felt the PC did a great job with the recent update to the CP. Certainly it is important if Public Works or any department applies for money that there is a direct correlation to the CP. It is important that staff communicate with the PC with regard to what opportunities are out there and talk about the Town's goals and objectives on a moderately regular basis just to ensure that opportunities that present themselves are in union with the goals and objectives of the Town and the Town's future. As far as Public Works is concerned, they are in good shape. He felt that there could be work done with pedestrian facilities and possibly Parks & Recreation making some improvements in regards to the CP. He knows there are opportunities for the East Coast Greenway coming along the east coast paralleling Route 1 the whole way down. He noted the CP speaks about it in a passive way. This would leave out any opportunities if it were not written in more detail with locations and possible right of ways that could be used to accommodate that trail.

Mr. Brim noted there are definitely some trends with demographics. The senior citizen and non-senior citizen population are essentially equal or will equalize at some point, which means there will be more and more senior citizens. There are things to do with infrastructure that need to be addressed. The Mayor had mentioned curb cuts. That is one simple thing that if programmed can be done relatively inexpensively. Identifying which ones have curb cuts and which ones do not. Something as small as that, can really impede the transportation options of senior citizens or people with mobility problems. That is where the comprehensive planning efforts really feed into this and if a plan was included inside the CP via the Transportation Section, Trails or Land Use Section that gives the opportunity to grab onto that and provides a basis to program those in the CIP. For example, over the course of five years, the CIP could include the cost of providing 10 curb cuts. This provides a planning tool to effect change and to address the trends.

Mr. Russell asked about public input.

Mr. Brim noted it was not included or required, but the PC could. It is required at the Council level.

Ms. Waggy asked if her input was received.

Mr. Tkac noted it was.

Ms. Waggy asked if anything needed to be changed.

Mr. Tkac noted there are changes that need to be made, which have not been done. The reason is that he wanted to compile a list to incorporate all changes from the PC at one time. He recalled that there was a question about the Police Department.

Ms. Waggy explained that was her personal opinion and she did not think it had any impact on it. She did not know the Town would be building a new Police Station and asked if two million dollars was going to be placed into such an endeavor whether it would be wiser to consider putting the Police Department back at Town Hall and building a new Town Hall. That is a lot of money for a police core that could disappear overnight, literally, if the budget goes sky high and the funds do not come in with no way to maintain the Police Department with a budget of over a million dollars a year. The Town is going to spend over two million dollars to build a new Police Station when the Town could use a new Town Hall. What the Town has works, but it could be better. She reiterated that is her personal opinion on the matter.

Mr. Brim noted the issue with the old Police Department was mold and the resource protection area (RPA), also being on Main Street there were access routes to the Town due to the heavy traffic during peak hours that were more accessible where they are at now.

Ms. Waggy noted that is along all of Main Street.

Mr. Brim noted it becomes easier in other places. Renting a Police Station there is a substantial amount of money that can be used toward purchasing a Police Station.

Ms. Waggy was not against the Police Station. She was just saying that the Town needs a new Town Hall. She noted the Town is not that big to need different routes to access places. She thought the Town Council, as a whole, needed to consider it. She noted the Town is probably going to have to borrow the money. She asked if the Town wanted one structure for the Police Station and Town Hall again in a better location that is more accessible or just put that money into a Police Station.

Mr. Brim noted that could be included as part of the recommendation made to Council.

Ms. Waggy stated she already did with her comments.

Mr. Brim clarified that she is one person and that could be included as part of the vote from the PC.

Mr. Russell asked if the CIP was available online.

Mr. Tkac stated it was.

Mr. Russell noted that all citizens could go to the Town's website to look at and review it. He asked when the Town Council would be discussing the CIP.

Mr. Tkac noted the 22nd is when the Town Council will be holding the public hearing at 7:00 pm.

Mr. Russell asked if there were any citizens wanting to make comments on the CIP at this time.

There were no comments.

3. Vote

Mr. Webb moved, seconded by Mr. Arshad, to forward the CIP for 2014 thru 2018 with the recommended changes to Council with a recommendation to approve. The motion carried by the following voice vote: Naeem Arshad, yes; Gina Critchley, absent; Selonia Miles, yes; Christopher Padberg, yes; William O'Kelly Russell, yes; Louise Waggy, yes; John Webb, yes.

B. Approval of the 2013 meeting schedule

1. Discussion

Mr. Brim stated the schedule is what is posted outside Town Hall and is listed on the website.

2. Vote

Mr. Webb moved, seconded by Mr. Arshad, to approve the 2013 meeting schedule as presented. The motion carried by the following voice vote: Naeem Arshad, yes; Gina Critchley, absent; Selonia Miles, yes; Christopher Padberg, yes; William O'Kelly Russell, yes; Louise Waggy, yes; John Webb, yes.

V. Information/discussion items

A. None are scheduled

VI. Member comments

There were no comments.

VII. Next meetings:

- A. February 11, 2013** - Work session to start at 6:00 pm with the regular meeting starting at 7:00 pm.

Mr. Tkac clarified that the public hearing for the CIP starts at 6:30 pm and not 7:00 pm.

VIII. Adjournment of Business Meeting and reconvene the Work Session if necessary

Ms. Waggy moved, seconded by Ms. Miles, to adjourn the regular meeting. The motion carried by the following voice vote: Mr. Arshad, yes; Ms. Critchley, absent; Ms. Miles, yes; Mr. Padberg, yes; Mr. Russell, yes; Ms. Waggy, yes; Mr. Webb, yes.

Minutes submitted by

Approved by

Dawn Hobgood
Town Clerk

William O'Kelly Russell
Chair