



**SUPPLEMENTAL AGENDA  
PURCELLVILLE TOWN COUNCIL MEETING  
TUESDAY, MAY 8, 2018, 7:00 PM  
TOWN HALL COUNCIL CHAMBERS**

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- 1) Revised Staff Report(s) for **DISCUSSION/INFORMATIONAL ITEM(S)**:
  - 11d. Update on Organizational Assessment (D. Mekarski) (pgs. 3-4)
  
- 2) Additional Information for **ACTION ITEM(S)**:
  - 12a. Proposal for Acquiring Path Connecting 20<sup>th</sup> Street With The Courts of St. Francis\* (D. Lehnig/D. Ashbacher) (pgs. 5-8) (Motions pg. 8)

\*Roll Call Votes

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**REVISED - STAFF REPORT**  
**INFORMATIONAL ITEM**

Item #11d

**SUBJECT:** Update on Organizational Assessment

**DATE OF MEETING:** May 8, 2018

**STAFF CONTACTS:** David A. Mekarski, Town Manager

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**SUMMARY:**

The Proposal Analysis Group first met on April 24, 2018 and again on May 2, 2018 to review the initial scores of their evaluation of the fourteen requests for proposals (RFP) received from professional consulting firms willing to perform an organizational assessment of the Town of Purcellville's operational practices. The Analysis Group, identified eight firms, out of the fourteen RFPs received, advancing them to the second phase of the process. Over the next few weeks, the Analysis Group will score the eight firms and advance the top three to four firms to the third stage interview process, making it clear that the Town is undergoing a period of transition with management and underscoring our expectation that the overall assessment will include a cultural component.

Prior to proceeding to negotiations on a consulting agreement, the Council should be aware of two issues of importance:

- 1) This critical project has not been budgeted in our FY 2019 preliminary budget. The current monetary range of the eight proposals are from \$30,000 to \$115,000. The Council will need to amend the proposed FY 2019 budget, drawing from the Town's unencumbered fund balance, to cover the associated cost.
  
- 2) Concurrent to and independent of this organizational assessment procurement process, I will be completing my internal orientation and review of the organization, which will not impede the assessment schedule. To this end, staff is scheduling both departmental meetings, facility reviews and one-on-one personal meetings with each employee of the Town. It is anticipated that this should take approximately thirty days.

At their next meeting, the Proposal Analysis Group will develop a project plan/timeline to clarify next steps. Every effort will be made to continue in the original expedited schedule to bring this project to implementation.



**STAFF REPORT**  
**ACTION ITEM**

Item # 12a

**SUBJECT:** Proposal for Acquiring Path Connecting 20<sup>th</sup> Street with The Courts of St. Francis

**DATE OF MEETING:** May 8, 2018

**STAFF CONTACTS:** Dale E. Lehnig, PE, CFM, Capital Projects and Engineering Manager  
Dawn Ashbacher, Interim Public Works Director

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**SUMMARY and RECOMMENDATIONS:**

A privately owned path from S. 20<sup>th</sup> Street to the Courts of St. Francis (CSF) Homeowners Association (HOA) property on the west side of the subdivision is currently closed due to damage to the trail by roots from a tree that lies on the property to the south of the trail. The path is frequently used by pedestrians to walk to and from Fireman’s Field, the Library on DeSales Drive, the Community Center on Nursery Avenue, and other points.

Staff have talked with Jason Brownell, the property owner, about the Town acquiring the path property and Mr. Brownell is open to transferring the property to the Town for \$5,000. Jason Brownell is also a partner in HeroHomes, a 501(c) 3 not for profit foundation established to build houses for injured veterans. Staff recommends that the Town make a \$5,000 donation to HeroHomes in exchange for the path property.

The \$5,000 will be dedicated to the planned Gold Star Memorial that will honor local heroes who have died while serving our country as members of our armed forces. The Gold Star Memorial is planned to be on Stephan Mace Court in the recently approved Village Case 17-home enclave.

In addition, the Town will install a plaque near the 20<sup>th</sup> Street path in appreciation of Mr. Brownell’s father, Bruce Brownell, who built CSF with the path to improve pedestrian connectivity in our town.

The Town will also be responsible for the transfer costs and the repairs to the path.

**BACKGROUND:**

The Courts of Saint Francis subdivision was constructed in 2004. The construction drawings show a path from S. 20<sup>th</sup> Street to the HOA property on the west side of the subdivision. However, the section of path, approximately 160 feet long, was not covered by a pedestrian easement. Ownership and maintenance responsibility was unclear until 2016, when Mark Nelis, attorney, stated the property was originally owned by Catoctin Meadows and was inherited by Jason Brownell and his sister. The path has been damaged by roots from a tree that lies on the property to the south of the trail; consequently, in order to avoid liability, Jason Brownell blocked off the path to pedestrians. Jason Brownell has expressed a willingness to work with the Town to transfer ownership of the small parcel to the Town.

The path is frequently used by pedestrians to walk to and from Fireman's Field, the Library on DeSales Drive, the Community Center on Nursery Avenue, and other points. In an effort to determine the costs to transfer the property from Jason Brownell to the Town, staff has:

- Been in contact with Jason Brownell (multiple times)
- Received a proposal to perform a survey, prepare a plat and evaluate the condition of the small footbridge. The estimated cost for these services is \$3,550.
- Received a proposal to perform the title search for the property; \$350.
- Contacted the Town arborist (Craig Greco) to assess the tree to determine if it needs to be removed or would be damaged by the proposed work to repair the path. After meeting with the Town arborist, staff has reported that there is a cluster of trees; the largest tree is a Siberian elm, two other smaller trees are Norway maple and Mulberry. Craig Greco has recommended the removal of the trees, noting that root pruning could kill the trees and create a liability for the Town if the tree should die, fall and cause property damage or personal injury.
- Contacted the adjacent property owner to assess her willingness to allow the town access to her property if needed to remove the tree whose roots are causing the damage to the path.
- Researched requirements the Town must meet to make sure the trail is compliant with Americans with Disabilities Act (ADA) regulations. The slope and width of the trail meet ADA requirements; there may be other aspects that may need additional work to meet the ADA requirements.

**ISSUES:**

The Town will want to make it clear to the public that the reason it is making a donation to the HeroHomes not for profit agency is to acquire and re-open the path.

There are two other property owners involved in rehabilitating the pathway: CSF and the property owner to the south of the path property. A property survey will provide information about where the property line is with CSF HOA and who is responsible for the footbridge. In addition, the property owner to the south of the trail, whose tree’s roots are undermining the path, will have to give the Town written permission to remove the trees.

As this will become a public right-of-way, the Town will want to make sure the path meets ADA regulations. Town staff are in the process of assessing what will be required. In addition, Town staff would like to assess the structural integrity of the bridge. Depending on the results of these assessments, there may be additional costs to the project.

**BUDGET IMPACT:**

The estimated cost to purchase and repair the path is \$18,100. There is no budget impact as the expenditures can be covered with -existing funds. This does not include expenses if additional work is needed for structural repairs to the bridge or to meet ADA requirements. The Town would have a future budget impact of maintaining the trail and its share of the foot bridge, based on what is determined with the HOA.

<b><u>Item</u></b>	<b><u>Estimated Expenditure</u></b>
Donation to Hero Homes	\$ 5,000
Survey and Plat	2,700
Structural assessment of bridge	850
Easement/Title search	350
Tree removal	2,500
Path repair	1,700
ADA-compliance for path	<u>5,000</u>
<b>TOTAL</b>	<b>\$18,100</b>

**MOTION(S):**

“I move that Town Council authorize staff to meet with all necessary parties, to draft all necessary documents, and to expend up to \$20,000 to conduct all surveys, studies, and other preparatory work, necessary for the purpose of evaluating and preparing the pedestrian path, located between S. 20th Street and the Courts of Saint Francis HOA, for acquisition as a public right-of-way”

OR

“I move that the Town Council approve of the acquisition of the property or properties upon which the path and bridge between S. 20<sup>th</sup> Street and the Courts of Saint Francis HOA property lies, and to expend up to \$20,000 to draft all necessary documents, conduct all surveys, studies, and other preparatory work as necessary, and authorize the Town Manager to execute all documents for the acquisition from the current owner(s).”