



**AGENDA
PURCELLVILLE TOWN COUNCIL REGULAR MEETING
MAY 24, 2016, 7:00 PM
TOWN HALL HERITAGE ROOM**

- 1. CALL TO ORDER OF REGULAR MEETING** (Mayor Fraser)
- 2. SUMMARY OF MOTIONS** (*provided separately*)
- 3. AGENDA AMENDMENTS/APPROVAL** (Town Council and Staff)
- 4. PROCLAMATIONS/RECOGNITIONS** (Town Council)
 - a. Proclamation – Memorial Day Poppy (American Legion Auxiliary Unit 293)
 - b. Hunger Awareness Month, May 2016 (Brian McMullen, LYN FYN)
- 5. PUBLIC HEARINGS**
 - a. None
- 6. PRESENTATIONS**
 - a. None
- 7. CITIZEN/BUSINESS COMMENTS** (Mayor Fraser)
(All citizens who wish to speak will be given an opportunity, and 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.)
- 8. MAYOR AND COUNCIL COMMENTS** (Mayor Fraser)
- 9. DISCUSSION/INFORMATIONAL ITEMS**
 - a. Public Safety Reports
 - i. Purcellville Volunteer Rescue Squad (Aaron Kahn, President)
 - ii. Purcellville Police Department (Lt. Joe Schrock/Chief Cindy McAlister) (pgs. 3-9)
 - iii. Purcellville Volunteer Fire Company (Brad Quin, President) (pgs. 11-14)
 - iv. Purcellville Police Citizens Support Team (James Taylor, President/Dawn Mabe, Vice President) (pg. 15)
 - b. Public Works Monthly Operations Report (A. Vanegas) (pgs. 17-20)
 - c. Personnel Update (D. Davis) (pgs. 21-23)

- d. Economic Development Monthly Report (P. Sullivan) (pgs. 25-37)
- e. Purcellville Wine and Food Festival Planning Update (M. Scoggins) (pgs. 39-41)
- f. Process for Handling Complaints Against Public Officials (S. Hankins) (pgs. 43-47)

10. ACTION ITEMS

- a. Lease for Purcellville Police Department* (D. Davis) (pgs. 49-53) (Motion pg. 53)
- b. Property Tax Due Date Extension Options* (E. Krens) (pgs. 55-63) (Motion pgs. 57-58)
- c. Adoption of FY 2017 Budget and Appropriations for Expenditures; Adoption of Master Tax and Fee Schedule* (R. Lohr / E. Krens) (pgs. 65-85) (Motion pg. 67)

11. DISCUSSION OF ITEMS PROPOSED FOR FUTURE PRESENTATIONS / RECOGNITION

- a. None

12. APPROVAL OF MINUTES

- a. May 10, 2016 Town Council Meeting (pgs. 87-96) (Motion pg. 87)

13. 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
INFORMATION ITEM

Item #9.a.ii.

SUBJECT: Purcellville Police Dept. Monthly Report

DATE OF MEETING: May 24, 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. Reports for March & April 2016

Town Council Report March 2016

Criminal Offenses	# of Offenses	Closed By Arrest	Other Closure	Active	Inactive	YTD
Group A IBR Offenses						
Simple Assault	2			1	1	6
Shoplifting	1			1		2
Theft From Motor Vehicle	1				1	2
Credit Card/Automatic Teller Machine Fraud	1				1	4
Destruction/Damage/Vandalism of Property	1				1	7
Drug/Narcotic Violations	4	2			2	8
Group B IBR Offenses						
Drug Equipment Violations	2	1			1	4
Curfew/Loitering/Vagrancy	1		1			3
Driving Under The Influence	2	2				7
Family Offenses, Nonviolent	5		3		2	8
TOTAL	20	5	4	2	9	
**Non IBR Reportable Calls	40					105

Town Council Report April 2016

Criminal Offenses	# of Offenses	Closed By Arrest	Other Closure	Active	Inactive	YTD
Group A IBR Offenses						
Aggravated Assault	1	1				1
Simple Assault	1			1		7
Shoplifting	2	2				4
Theft From Building	1				1	2
All Other Larceny	1		1			2
Impersonation	1				1	1
Destruct/Damage/Vandalism of Property	3		1		2	10
Drug/Narcotic Violations	3	2			1	11
Drug Equipment Violations	3	2			1	7
Weapon Law Violations	1	1				1
Group B IBR Offenses						
Disorderly Conduct	1				1	4
Driving Under the Influence	4	4				11
Drunkenness	1	1				4
Family Offenses, Nonviolent	4		3		1	12
Runaway	1		1			1
Trespass of Real Property	1			1		5
TOTAL	29	13	6	2	8	
**Non IBR Reportable Calls	45					151

Traffic Citations Issued	Number	YTD
Driving Under the Influence	4	8
Refusal of Test	2	2
Defective/Unsafe Equipment	8	21
Lights-Improper Rear Lamp	1	1
Light Law-Time Distance Factor	2	9
Light-Fail To Dim	1	1
Defective Right Turn Signal	2	2
Fail To Carry Regular/Operators License	3	9
Seat Belt Required Front Seat	1	2
Expired Rejection Sticker	5	10
Driving W/O Operators License	5	17
Driving W/Suspended-Revoked Licenses	4	5
Temporary Exemption for New Resident Licensed	1	1
Expired Registration	5	19
Tags-Improper Display	1	2
Following Too Closely	2	7
Fail To Obey Stop/Yield Sign	4	13
Fail To Yield Private Drive	1	2
Highway Sign-Fail To Obey	12	49
Signal Light Violation	1	2
Fail To Signal Turn	1	5
Reckless-20 MPH Over Limit	3	7
Speeding	2	14
Speeding – 25 MPH Zone	4	19
Enforced \$200 Fine Zone	1	1
Ped-Inter W/Vehicle Pass	1	1
Total Traffic Summons/Enforcement	77	229
Accidents In Traffic Circle	2	14
Non-Traffic Related Summons		
Petit Larceny	1	2
Carrying Concealed Weapon	1	1
Larceny or Theft 3 rd Offense	1	1
Possession of Controlled Substances	1	4
Contributing To The Delinquency of a Minor	2	2
Public Swearing or Intoxication	1	5
Obstructing Justice	1	1
Intentionally Attempt to Prevent an Officer From a Call	1	1
Assault & Battery-Family Member	2	2

Destruction/Damage/Vandalism of Property
4/5 – 100 block 16 th Street – 4 tires on a vehicle slashed
4/22 – 800 block Candelridge Court – Leesburg Police Department cruiser passenger side keyed
4/23 – 600 block G Street – juvenile threw drink at women’s front door

Training
Blood borne Pathogens on line through VML: CPL Vasconi, CPL Kakol, CPL McDaniel, Officer Fraley
IACP Leadership in Police Organizations: Sgt. Dinkins, CPL. Vasconi, Lt Schroeck, Sgt. Owens
Cultural Diversity: Officer Hood, MPO Ellassal, CPL Vasconi
Tactical Emergency Casualty Care on line: MPO Ellassal
Legal for Law Enforcement on line: CPL Vasconi
Legal for Field Training Officers: CPL Vasconi
Career Advancement: Officer Barnhart
Breath Operator School: Officer Fraley
Officer Involved Shooting on line: CPL McDaniel
Mid Atlantic Association of Women in Law Enforcement Annual Conference: Chief McAlister, MPO Ellassal

This page intentionally left blank



STAFF REPORT
INFORMATIONAL ITEM

Item #9.a.iii.

SUBJECT: Purcellville Volunteer Fire Company Monthly Update

DATE OF MEETING: May 24, 2016

STAFF CONTACTS: Bradley J. Quin, President/Membership Chair

SUMMARY and RECOMMENDATIONS:

The contents of the report is intended to help inform the Town Council of the administrative activities of the PVFC in service to the community.

ATTACHMENT(S):

1. May 2016 Update



PURCELLVILLE VOLUNTEER FIRE COMPANY

ADMINISTRATIVE REPORT TO THE PURCELLVILLE TOWN COUNCIL

The contents of this report are intended to help inform the Purcellville Town Council of the administrative activities of the Purcellville Volunteer Fire Company in service to the community. Operational data (fire calls, action reports) are excluded and are part of a more formal operational report provided by the Chief of the Department.

Administration

- Three new members joined the company this month as probationary fire fighters. This brings the total number of new members since January to 10. We are almost half-way to our final goal of between 20 and 25 new members this year.
- The Company also has a total of nine probationary firefighters in fire school currently. They are expected to graduate in June and we hope to introduce them to the community and Town Council in July. They join two others who graduated this winter.
- We have an additional two members in the current EMT school who are also expected to graduate in June. They join three others who added this required certification to their credentials as firefighters. Unlike dedicated rescue companies, fire companies must have state-certified fire fighters and state-certified emergency medical certifications.
- The company is preparing its FY 17 budget and has recently submitted FY16 budget figures to the county's Administrative Operations Committee which is responsible for the allocation of county funding flowing to volunteer companies for operational support. Funds from this source make up approximately half of the company's operating expenses, the balance coming from the state, the town and fund raising, all in roughly equal proportions.
- The Company has kicked off its 2016 Purcellville Fire Company Foundation Scholarship program. Each year the company provides \$1,000 scholarships to company members or family members who seek to advance their education beyond high school. A competitive application process is

employed to select finalists. The application deadline is May 24 and winners will be announced in early June.

Community Outreach and Public Relations

- Duty crew meals continue to be provided through the efforts of the Sellers family for each of our monthly meeting dates. Barbecue and fixings were on the menus this last Monday for a crew of 11 hungry firefighters!
- Sundaes on Saturday are coming on May 28, June 25, July 30 and August 27th. Free ice cream is scooped at the station between 6 and 8 PM. The public is invited. Look for announcements in the newspaper soon. This event will be combined with a membership information session in the hopes of attracting potential new members.
- The Fire Truck to School winners enjoyed their rides which concluded this month. Schools represented were Ken Culbert Elementary, Mountain View Elementary, Harmony Middle School, and Emerick Elementary. Each year the PVFC drives school-aged winners to their school in the fire truck. As much as the young people enjoy this treat, moms and dad have ridden along and seem to enjoy it as much if not more.
- The Leesburg Rotary Club has asked the company offer a station tour, dinner with a crew and a ride as part of their annual Croquet Tournament fund raiser. We will make those arrangements.
- Regrettably Purcellville Public Safety Day was cancelled by the events organizers in light of forecasted poor weather. No current plans exist for re-scheduling. This event is a key part of EMS week. The fire company participates but its formal Open House is in October during Fire Prevention Week.
- Eight Tiger Cubs from Purcellville visited the fire station for a fire safety lecture and tour of the station. The tour included seeing and handling basic firefighting tools, orientation to the different apparatus the company operates and a visit to the living quarters of the station.
- The bi-monthly blood drive sponsored by St Francis De Sales Catholic church was held on May 8 and secured 50 units. The fire company has provided the facility for this event for the last three years.

- The company is hosting a Middleburg Academy senior who is doing his required community service activity learning about volunteer firefighting. Nick Heane is a senior and working with President Brad Quin and Duty Crew 2 to 'learn the ropes.' He is essentially being considered a probationary t fire fighter and working his way through that orientation to the fire service. He is staying with crews on their shifts, assisting with special events, and attending training. He will make a 45 minute presentation to his school at the completion of this 60 hour internship.
- The company was proud to feature an article in the Fire Fighter's Corner of the Purcellville Gazette on Chief of the Department W. Keith Brower. The chief's personal and long family connection to volunteer service in Purcellville was featured and remains an example of the value of such service to our Town. As chief of a growing County department Keith is extremely supportive of the contributions of volunteers and understands better than most what such service means to the viability of emergency response in this County. We are proud to call Chief Brower one of our own.

Key Fire Service Facts

3% - the ratio of administrative expense to total operating expense at the company.

45% – the percentage of the company's total operating budget to keep our apparatus on the road across just three cost areas: fuel, vehicle maintenance and apparatus payments

25,000 – the rough weight in pounds of 3,000 gallons of water carried in Tanker 602, or 12.5 tons.

1,500 – the maximum capacity of the pump on Rescuer Engine 602 in gallons per minute.

Respectfully Submitted

Bradley J. Quin
President/Membership Chair

May 2016



STAFF REPORT

INFORMATIONAL ITEM

Item 9.a.iv.

SUBJECT: Purcellville Police Citizen Support Team

MEETING DATE: May 24, 2016

SUMMARY AND RECOMMENDATIONS:

The following is a list of events in which the support team assisted since the last report of April 20, 2016.

1. Tree of Life/Purcellville Baptist Church – Clothing and Furniture Giveaway held on April 30th from 7 am until 11 am. A team member helped with shopper’s selections and bagging as well as restocking tables with clothes. At last count, an estimated 500 or more people came thru the doors and were able to obtain much needed clothing.
2. Drug Take Back Day held on April 30th in parking lot across from Town Hall. Several team members collected unwanted medications from citizens between the hours of 9:30 and 2:00 pm. The collected items were then transported by an officer to the State Police barracks where they were incinerated. It is estimated that 199 pounds of unwanted medications were collected which helps keep them from being accidentally ingested by small children and/or animals or otherwise being disposed of improperly.
3. Sadie’s Race held on May 1st. Team members assisted the Police Department with traffic control for the race.
4. Team members assembled “goodie bags” for the Public Safety Day on May 14th which eventually was cancelled to the forecast of rain/storms.
2. Monthly meeting was held on May 11th.

Upcoming events:

1. Purcellville Music and Arts Festival to be held on May 21st at Fireman’s Field.

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

President – Dawn Mabe
Vice-President – James Taylor

This page intentionally left blank



STAFF REPORT
INFORMATIONAL ITEM

Item #9.b.

SUBJECT: Public Work Monthly Operations Report

DATE OF MEETING: May 24, 2016

STAFF CONTACT: Alex Vanegas, Director, Public Works

SUMMARY and RECOMMENDATIONS:

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

ATTACHMENT(S):

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

MAINTENANCE DEPARTMENT
 MONTHLY OPERATIONS REPORT
 FOR THE MONTH OF: APRIL 2016
 PREPARED: MAY 2016

MAINTENANCE DEPARTMENT
 MONTHLY OPERATIONS REPORT
 FOR THE MONTH OF: APRIL 2015
 PREPARED: MAY 2015

MEASURE	MONTH	UNITS	FY YTD	UNITS	MEASURE	MONTH	UNITS	FY YTD	UNITS
WORK ORDERS (W.O.) PROCESSED	146	#	1166	#	WORK ORDERS (W.O.) PROCESSED	140	#	1435	#
STAFF HOURS REQUIRED FOR W.O.	505.95	HRS.	5442.7	HRS.	STAFF HOURS REQUIRED FOR W.O.	323.75	HRS.	5215.55	HRS.
NON-CORE DUTIES HOURS	46.5	HRS.	113	HRS.	NON-CORE DUTIES HOURS	0	HRS.	29.5	HRS.
CD. MAN HOURS REQUIRED FOR WO	459.45	HRS.	5329.7	HRS.	CD. MAN HOURS REQUIRED FOR WO	323.75	HRS.	5186.05	HRS.
PM FIRE HYDRANTS	0	#	0	#	PM FIRE HYDRANTS	0	#	160	#
EMERGENCY FIRE HYDRANT REPAIR	0	#	1	#	EMERGENCY FIRE HYDRANT REPAIR	0	#	0	#
PM VALVE EXERCISED	0	#	0	#	PM VALVE EXERCISED	0	#	0	#
CCTV SEWER LINE	0	L. FT.	10,427	L. FT.	CCTV SEWER LINE	3900	L. FT.	13,593	L. FT.
# OF WATER BREAKS	1	#	3	#	# OF WATER BREAKS	0	#	4	#
# OF SEWER BACKUPS	1	#	11	#	# OF SEWER BACKUPS	0	#	6	#
# OF CLEANOUTS INSTALLED	1	#	4	#	# OF CLEANOUTS INSTALLED	0	#	2	#
# OF MIS UTILITY TICKETS	203	#	1009	#	# OF MIS UTILITY TICKETS	132	#	880	#
# OF METERS READ	15	#	216	#	# OF METERS READ	24	#	213	#
# OF METERS SHUT OFF	2	#	64	#	# OF METERS SHUT OFF	1	#	66	#
# OF METERS TURNED ON	2	#	54	#	# OF METERS TURNED ON	3	#	53	#
# OF REPLACED METERS	0	#	2	#	# OF REPLACED METERS	1	#	7	#
# OF REPLACED REGISTERS	0	#	28	#	# OF REPLACED REGISTERS	5	#	66	#
# OF NEW ACC. METER INSTALLS	17	#	36	#	# OF NEW ACC. METER INSTALLS	3	#	23	#
# OF LEAK CHECKS	17	#	106	#	# OF LEAK CHECKS	12	#	94	#
# OF REPLACED MIUs (Radios)	2	#	65	#	# OF REPLACED MIUs (Radios)	12	#	109	#
CUSTOMER COMPLAINTS	13	#	111	#	CUSTOMER COMPLAINTS	13	#	89	#
WATER COMPLAINTS REC'D	0	#	5	#	WATER COMPLAINTS REC'D	0	#	5	#
WATER COMPLAINTS RESOLVED	100	%	100	%	WATER COMPLAINTS RESOLVED	100	%	100	%
WASTEWATER COMPLAINTS REC'D	2	#	4	#	WASTEWATER COMPLAINTS REC'D	0	#	0	#
WASTEWATER COMPLAINTS RES'D	100	%	100	%	WASTEWATER COMPLAINTS RES'D	100	%	100	%
SEWER LINE CLEANED	0	L. FT.	6,022	L. FT.					
BULK WATER SALES-QTY.	349.8K	Gallons	1,460,500	Gallons					
BULK WATER SALES-\$\$	\$5,000.01	\$\$	\$12,879.01	\$\$					

* Tracking for FY Started in August 2009

In conjunction with water treatment plant staff stayed all night on 4/20/16 to repair water line break on contact line to well
 Replaced white oak tree on Nursery Ave

WATER RECLAMATION FACILITY
 MONTHLY OPERATIONS REPORT
 FOR THE MONTH OF: APRIL 2016
 PREPARED: MAY 2016

WATER RECLAMATION FACILITY
 MONTHLY OPERATIONS REPORT
 FOR THE MONTH OF: APRIL 2015
 PREPARED: MAY 2015

MEASURE	MONTH	AVG./DAY
INFLUENT FLOW	19,676,700 GAL	655,900 GAL
EFFLUENT FLOW	20,489,000 GAL	683,000 GAL
MAXIMUM DAY INFLUENT	777,000 GAL	
FERRIC CHLORIDE	1,216 GAL	41 GAL
CITRIC ACID	140 GAL	70 GAL
SODIUM HYPOCHLORITE	245 GAL	31 GAL
METHANOL	832 GAL	28 GAL
RAIN	2.10 IN.	0.07 IN.

MEASURE	MONTH	AVG./DAY
INFLUENT FLOW	19,032,600 GAL	634,400 GAL
EFFLUENT FLOW	20,117,500 GAL	737,300 GAL
MAXIMUM DAY INFLUENT	942,600 GAL	
FERRIC CHLORIDE	1,549 GAL	52 GAL
CITRIC ACID	276 GAL	69 GAL
SODIUM HYPOCHLORITE	341 GAL	57 GAL
METHANOL	827 GAL	28 GAL
RAIN	3.85 IN.	0.13 IN.

	MONTHLY TOTAL NUTRIENT DISCHARGE
TOTAL NITROGEN	228 LBS.
TOTAL NITROGEN YTD	782 LBS.
AVG. DAILY NITROGEN	1.42 MG/L
VPDES NITROGEN LIMIT	4.0 MG/L
TOTAL PHOSPHORUS	28 LBS.
TOTAL PHOSPHORUS YTD	104 LBS.
AVG. PHOSPHORUS DAILY	0.18 MG/L
VPDES PHOSPHORUS LIMIT	0.3 MG/L

	MONTHLY TOTAL NUTRIENT DISCHARGE
TOTAL NITROGEN	266 LBS.
TOTAL NITROGEN YTD	903 LBS.
AVG. DAILY NITROGEN	1.39 MG/L
VPDES NITROGEN LIMIT	4.0 MG/L
TOTAL PHOSPHORUS	41 LBS.
TOTAL PHOSPHORUS YTD	119 LBS.
AVG. PHOSPHORUS DAILY	0.22 MG/L
VPDES PHOSPHORUS LIMIT	0.3 MG/L

ACCOMPLISHMENTS

Toby Small VML Training for Motivation in the Workplace.
 Jason Chapman passed his Class II license
 Justin Frazier was awarded the WRWA Systems Operator Specialist of the Year
 April's Discharge Monitoring Report, Virginia's Nutrient Monthly Report

**WATER TREATMENT PLANT
MONTHLY OPERATIONS REPORT
FOR THE MONTH OF: APRIL 2016
PREPARED: MAY 2016**

WATER	MONTH	UNITS	AVG./DAY	UNITS
ALUMINUM SULFATE	1,506.2	lbs.	50.2	lbs.
POLYMER				
METAPHOSPHATE	55.2	lbs.	1.8	lbs.
SODA ASH	1,422.9	lbs.	47.4	lbs.
FLUORIDE (WTP & WELLS)	190.3	lbs.	6.3	lbs.
POTASSIUM PERMANGANATE	32.4	lbs.	1.1	lbs.
CHLORINE (HYPOCHLORITE @ WTP)	202.4	lbs.	6.7	lbs.
CHLORINE RESIDUAL (TANK)			1.6	mg/L
AVERAGE PH (FINISHED)			7.6	SU
BULK WATER SALES	349,800	gals.	11,660.0	gals.
INLINE METER, COOPER SF	3,842,968	gals.	128,098.9	gals.
JEFFERIES WELL	0	gals.	0.0	gals.
WATER PLANT GALLONS	8,147,800	gals.	271,593.3	gals.
MARSH WELL	2,215,000	gals.	73,833.3	gals.
MOUNTAIN VIEW WELL	749,400	gals.	24,980.0	gals.
MAIN STREET VILLAGES WELLS (MS-1 & VC)	3,211,900	gals.	107,063.3	gals.
CORNWELL #2 WELL	1,794,806	gals.	59,826.9	gals.
FORBES WELL	1,097,470	gals.	36,582.3	gals.
HIRST #2 WELL	0	gals.	0.0	gals.
TOTAL WATER FLOW	17,216,376	gals.	573,879.2	gals.

RESERVOIR LEVELS:

FRONT LAKE:	1-Apr-2016	30-Apr-2016
BACK LAKE	5.36'	5.22'
	5.10'	5.10'

RAINFALL: 2.82"

**WATER TREATMENT PLANT
MONTHLY OPERATIONS REPORT
FOR THE MONTH OF: APRIL 2015
PREPARED: MAY 2015**

WATER	MONTH	UNITS	AVG./DAY	UNITS
ALUMINUM SULFATE	1,086.9	lbs.	36.2	lbs.
POLYMER				
METAPHOSPHATE	289.5	lbs.	9.6	lbs.
SODA ASH	1,141.1	lbs.	38.0	lbs.
FLUORIDE (WTP & WELLS)	222.1	lbs.	7.4	lbs.
POTASSIUM PERMANGANATE	21.6	lbs.	0.7	lbs.
CHLORINE (HYPOCHLORITE @ WTP)	162.1	lbs.	5.4	lbs.
CHLORINE RESIDUAL (TANK)			1.7	mg/L
AVERAGE PH (FINISHED)			7.6	SU
INLINE METER, COOPER SPRINGS	3,372,357	gals.	112,412	gals.
JEFFERIES WELL	0	gals.	0	gals.
WATER PLANT GALLONS	6,908,300	gals.	230,277	gals.
MARSH WELL	1,920,100	gals.	64,003	gals.
MOUNTAIN VIEW WELL	714,900	gals.	23,830	gals.
MAIN STREET VILLAGES WELLS (MS-1 & VC)	4,099,600	gals.	136,653	gals.
CORNWELL #2 WELL	1,567,292	gals.	52,243	gals.
FORBES WELL	987,999	gals.	32,933	gals.
HIRST #2 WELL	1,051,500	gals.	35,050	gals.
TOTAL WATER FLOW	20,622,048	gals.	687,402	gals.

RESERVOIR LEVELS:

FRONT LAKE:	1-Apr-2015	30-Apr-2015
BACK LAKE	5.4'	5.58'
	5.14'	5.08'

RAINFALL: 2.93"

ACCOMPLISHMENTS

NPDES Discharge Monitoring Report due 5/10 was submitted electronically on 5/4
 VDH ODW Monthly Operating Report due 5/10 was submitted electronically on 5/6
 Four Weekly Water Production Reports were completed
 Repaired leak in detention line at Forbes/Cornwell well site from 4/19 through 4/21
 Installed new flow switch at Marsh Well
 Treated the reservoir with SCI-62 on 4/14/2016
 Treated the pond at VC with SCI-62 on 4/26/2016
 DRAFT Consumer Confidence Report submitted to VDH for review



STAFF REPORT
INFORMATION

Item #9.c.

SUBJECT: Personnel Report
DATE OF MEETING: May 24, 2016
STAFF CONTACTS: Danny Davis Assistant Town Manager

SUMMARY and RECOMMENDATIONS:

Monthly Personnel Report for your review.

TOWN OF PURCELLVILLE
Personnel Update -As of May 18, 2016

Total Budgeted Positions: 80
Total Filled Positions: 78

Total Current Full-time EEs: 67
Total Current Part-time EEs: 11
Total Current Employees: 78

Total Leave of Absence: 0
Total Promotions: 0
Total Transfers: 0
Total Resign/Retire/Invol: 1
Total Open Positions: 3
New Hires 0

Jenny Austin, Payroll Specialist 8/16

OPEN POSITIONS

ADMINISTRATION

No openings

FINANCE

Position Title	Budget	Filled/Vacant	Status
Payroll/Accounting Specialist	Replace	Retirement	Recruiting

COMMUNITY DEVELOPMENT

No openings

POLICE DEPARTMENT

Position Title	Budget	Filled/Vacant	Status
Police Officer	Replace	Vacant	Recruiting

INFORMATION TECHNOLOGY

Position Title	Budget	Filled/Vacant	Status
P/T IT Service Technician	New	Filled 6/10/16	Recruitment Complete

PARKS AND RECREATION

No openings

PUBLIC WORKS/ADMINISTRATION

No openings

PUBLIC WORKS/ENGINEERING

No openings

PUBLIC WORKS/MAINTENANCE

Position Title	Budget	Filled/Vacant	Status
Operations Coordinator	Replace	Vacant	Pending

PUBLIC WORKS/WATER

No openings

PUBLIC WORKS/WASTE WATER

No Openings

This page intentionally left blank



STAFF REPORT
INFORMATION

Item #9.d.

SUBJECT: Economic Development Report
DATE OF MEETING: May 24, 2016
STAFF CONTACTS: Patrick Sullivan, Community Development

SUMMARY and RECOMMENDATIONS:

April 2016 Economic Development report.

BACKGROUND:

This is the monthly report prepared by Community Development. The report provides updates as to different ongoing economic/building projects, public and private. The report also includes occupancy permits issued within the past month.

Each month a list of new business occupancies including the number of new employees/jobs created is detailed. The business occupancies are broken down between Home Occupancies and regular Commercial occupancy.

The report further includes an ongoing tally of the day-to-day workings of the Community Development Department such as permits issued, site plans received, lawn complaints, illegal signs, subdivisions, annexation applications, etc.

Red text in the report indicates new information.

ATTACHMENT(S):

1. February 2016 Economic Development Report.



**Department of Community Development
Department Update – 4/30/16**

Zoning Activity Summary. Current zoning and planning activity within the Department of Community Development. Table A below provides a summary of the ongoing applications. More detailed information follows the table in narrative form.

Table A			
Current Projects			
Applicant/Project Name	Location/address	Review Type	Status See Legend at end of matrix
209 J Street	209 J Street	Lot Consolidation, Plat and Deed - Residential	UR
511 A Street	511 A Street	Minor 2 Lot Residential Subdivision	Approved and recorded
Catoctin Corner	Corner E Main and Route 287	Site Plan Construction Plan	UR UR
Catoctin Corner		CDA review	Final building design will be reviewed by BAR at May meeting.
Dragon Yong-in Martial Arts	310 N 21 st Street	Site Plan Revision	Approved 3/25/16
Loudoun Valley High School	340 Maple Street	Site Plan	Approved and Occupancies Completed 3/28/16
Mary's House of Hope	781 South 20 th Street	Subdivision, Comprehensive Plan Amendment, Rezoning	Town Council Approved
Mayfair Industrial	Richardson Lane	Site Plan	Approved. Plan Revision is currently under review.
Mayfair Residential	Purcellville Road	Zoning permits/ occupancy permits	First Townhome occupancy permit issued on 4/28/16
Morgan Meadows	N Hall Ave	Prel. Plat of Subdivision – 5 residential lots	UR
McDonalds Corp	N Maple Avenue	CDA	Approved
McDonalds Corp.	N Maple Avenue	Site Plan	UR
Mini Warehouse	Lot 6f 37231 Richardson Ln	Site Plan	Submitted incomplete plans. Sent back to applicant. WOA
O'Toole	37935 Colonial Hwy	Rezoning Comp Plan Amend	UR WOA
Purcellville Crossroads	Corner Route 287 and Route 7 Bypass	Annexation	Being reviewed by County Board Of Supervisors
Southern States	261 N 21 st Street	Site Plan New construction	CDA approved Site Plan UR
T-Mobile	311 N Maple Avenue	Zoning permit issued for additional antenna on water tower	Approved 4/6/16
Town of Purcellville	Fireman's Field	Demo and rebuild shelter	Approved 4/16/16

Town of Purcellville	J Street from Nursery Avenue to 26 th Street	Zoning permit for storm sewer improvements	Approved 4/4/16
Vineyard Square	130-148 21 st	Site Plan New construction	Site plan approved
Virginia Regional Transit	Browning Court	Text Amendment Approved. Waiting for applicant to submit SUP.	WOA
Warner Brook	Purcellville Rd	Annexation	UR

Table B			
Commercial/Industrial Zoning Permits Issued or Under Review			
Applicant/Project Name	Location/address	Review Type	Status See Legend at end of matrix
Corcoran Spirits	251 N 21 st Street	Interior fit up	WOA
Durand Music	417 Browning Ct	Interior fit up for recording studio	WOA
INOVA	740 S Main Street	Occupancy Permit	UR
Jacks Run Brewery	108 N 21 st Street	Interior fit up for brewery	Approved 2/12/16
Monks BBQ	251 N 21 st Street	Interior fit up for restaurant expansion	Approved 2/17/16
Monks BBQ	251 N 21 st Street	CDA and Zoning for Front deck expansion and covered area	CDA approved 4/19/16 Zoning Permit approved
Purcellville Pharmacy	609 E Main Street	Interior fit-up for pharmacy	Approved 3/30/16
Pottery by Hand	121 E Main Street	Occupancy – pottery studio	UR
Shenandoah Furniture	121 E Main Street	Zoning Clearance for retail - relocating	Issued 3/15/16
Nextide Corp	221 N 21 st Street	Zoning Clearance for Change of Use – Learning Center	Issued 3/9/16
Dragon Yong-In Martial Arts	310 N 21 st Street	Exterior improvements/ revisions to approved site plan	Approved 4/8/16
Bada-Bing Bagels	719 E Main Street	Interior fit-up for Restaurant	Approved 4/14/16
Petit Lou Lou, LLC	713 E Main Street	BAR – Exterior renovations - restaurant	Approved 4/19/16
Tasos Vatikiotis – Purcellville Theater	860 E Main Street	Interior fit-up, Suite I, 2 nd Floor	Approved 4/26/16
Adroit Brewery	404 Browning Ct	Interior fit-up for brewery expansion	Approved 4/29/16
Table C			

Commercial/Industrial Occupancy Permits issued				
Applicant/Project Name	Location/address	Review Type	Date of Approval	Employees
Fireworks Now	711 E Main St	Temporary fireworks stand	2/29/16	
Construction Technologies Consultants, Inc. dba CONTECH	120 N Hatcher Avenue	Office	3/15/16	4
Workman Fitness LLC –	201 N 23 rd Street Unit A	Personal fitness studio	3/30/16	1
Total Pools	730 E Main Street	Pool service and retail Relocation	3/30/16	
Harmony Behavioral Health	200 N Maple Avenue, Suite 200	Counseling office	4/13/16	1
Allure	221 E Main Street	Vapor Shop	4/4/16	1
Sara Parella, LPC	17337-B Pickwick Drive	Counseling office	4/19/16	1
Purcellville Town Market	717 E Main St – Shoppes at Maple & Main	Farm Market relocating from 130 E Main Street	4/4/16	
Western Loudoun Service Center	111 E Hirst Road	Automotive Repair	4/15/16	6
Lowery & Associates	125 Hirst Rd – Suites 5A and 5B	Offices	4/15/16	22
Paramount Productions Inc. of MD/Autism Speaks	Purcellville Gateway/Harris Teeter parking lot	Temporary firework sales – 6/10/16 thru 7/10/16	4/21/16	
Home Based Business – Permit Issued				
Loudoun EcoCleaning	317 McDaniel Dr.	Office for cleaning service	3/1/16	1
Schroeder's Sweet Shop	708 Sunflower Ct	Specialty desserts	3/21/16	1
Yvonne Holland Associates	527 Gentlewood Sq.	Office - Realtor	3/21/16	1
Michele Morrow	410 S 20 th Street	Office - Bookkeeping	4/8/16	1
Stitched Custom Upholstery	241 E. Loudoun Valley Drive	Upholstery Shop	4/25/16	1
Total Employees		Year to Date	Month of April	
		43	33	

Legend: UR – Under Review; WOA – Waiting on Applicant; CDA – Certificate of Design Approval

Public/Town Projects:

1. Mary House of Hope/Town of Purcellville Minor Subdivision – 781 S20th Street.
 - Subdivision Plat and deed were signed on 8/20/15 and were recorded.
 - Application to rezone 781 S. 20th Street from IP to R-2 was received on September 28, 2015.
 - Planning Commission will hold public hearing on February 4, 2016.
 - **Planning Commission recommended approval. TC held public hearing.**
 - **TC approved text amendment, rezoning and comp plan amendment on 4/12/16.**

Business-Related Projects:

Approved:

1. Mayfair Industrial – East Nichols Lane.
 - Construction plans submitted on August 28, 2014 for the industrial use section of the Mayfair development. Plans are under review.
 - Second submission with response to comments received from applicant on 12/29/14 and has been sent out for additional review. Additional review comments have been sent to applicant.
 - Third submission of construction plans received on 3/6/15.
 - Record Plat submitted on 2/25/15.
 - Fourth submission of construction plans received on 4/15/15 and sent out for review on 4/16/15.
 - Grading and land prep has begun. All remaining comments on construction plans sent to applicant 5/21/15.
 - Construction plans approved 6/18/15.
 - Revisions to construction plans submitted on 6/18/15 and have been sent out for review.
 - Record plat resubmitted on 5/8/15. The revisions to construction plans were approved on 9/16/15.
 - Record plat approved and recorded. Performance bond is being processed.
 - Performance bond approved.
 - **Site Plan revision is currently under review.**
2. Vineyard Square – 130-148 21st Street.
 - Nine demolition permits were issued on November 5, 2014 and demolition has begun on some of the sheds and accessory buildings.
 - Site Plan submitted on 12/30/14 and was sent out to review agencies on that day. Review comments distributed on 1/30, 2/11 and 2/12/15.
 - Second submission received on 3/3/15.
 - Zoning Determination provided on March 13, 2015. Appeal of Zoning Administrator's determination to the BZA regarding BAR approval was

received on April 10, 2015. Appeal to be heard by the BZA on July 1, 2015. Zoning Administrator's determination that the CDAs remain valid was upheld by the BZA on July 24, 2015. Waiting on site plan resubmission from applicant. The BZA decision was appealed to the Circuit Court.

- Third submission of the site plan was submitted on 8/7/15 and is under review.
- Applicant submitted 2 Deeds of Easement and Vacation for the project on 8/26/15. Public Works and Community Devel. Departments met with the applicant on 8/31/15 to discuss the site plan. Site plan ready for approval after easements are finalized.
- Easements have been recorded, bonds have been approved and site plan has been signed.

3. **Dragon Yong-In Martial Arts** – 310 N 21st Street.

- Amended site plan received on 5/8/15 and has been sent out for review. This site plan is for the addition of a soccer field, walking track, traffic circulation and parking improvements.
- Comments sent to applicant on 6/19/15. Waiting on resubmission from applicant. No news. Will be put back in the active category when they resubmit.
- Site plan resubmitted on 9/23/15 and is under review.
- Site Plan approved 3/25/16
- **Zoning Permit issued 4/8/16**

In Application Process:

1. **Catoctin Corner** – E. Main Street and Rt. 287 N.

- Site plan submitted on 1/18/13 for a shopping center.
- Applicant submitted Traffic Analysis on May 14, 2014.
- Grading Plan has been submitted and is being reviewed by the County and the Town. 3rd submission received on 2/17/15 and was sent out for review.
- Review comments sent to applicant on 3/5/15. Waiting for final approval from Loudoun County.
- Grading plan approved on 7/8/15. Clearing has begun and a construction entrance has been established. Staff has been discussing site plan process with the applicant. Construction plans received on 9/4/15 and site plan received on 9/25/15. Both applications are under review.
- Proposed gas station has been preliminarily reviewed by the BAR. Certificate of Design for the gas station/convenience store approved by BAR on 11/17/15.
- An application for another new building at the shopping center was submitted for BAR review on 1/11/16.
- The BAR approved the design of 2 of the buildings at their 2/16/16 meeting and will be reviewing 3 additional new buildings and a dumpster enclosure at their 3/15/16 meeting.

- At the 3/15/16 BAR meeting, design approval was given to 3 buildings and the accessory dumpster enclosures.
 - **Site Plan and Construction Plans are under still review.**
 - **Last building design will be reviewed by the BAR at their May meeting.**
2. **Purcellville Crossroads** – Corner of the Route 7 Bypass and Route 287.
 - Application for an annexation of approximately 47 acres for a mixed use development. Application was submitted on July 29, 2013. Staff is reviewing the application.
 - Applicant provided a presentation to Town Council on 9/9/14. A complete annexation application is expected the week of April 6, 2015.
 - Concept plan submitted on 4/9/15.
 - Developer held a public informational update at the Carver Center on May 27, 2015.
 - Staff report was presented to Town Council on July 28, 2015.
 - Applicant submitted a new annexation application on 9/22/15. The annexation request is being reviewed by Loudoun County.
 - The applicant will conduct a charrette on March 3.
 - Charrette held.
 3. **Warner Brook, LLC** – Purcellville Road.
 - Application submitted requesting annexation of two parcels (PIN#s 487-38-8931 and 487-28-1679) totaling 131.29 acres located at 17100 Purcellville Road just north of the Route 7 Bypass.
 - Departments are reviewing the application.
 4. **Southern States** – 261 N 21st Street.
 - Site plan submitted on March 25, 2014 for redevelopment of 261 N. 21st Street. Plan is being reviewed for completeness. Site Plan has been sent out to review agencies. Applicant is working on comments.
 - Interior fit-up was approved on January 13, 2015 and an application for Board of Architectural Review for exterior renovations to existing building was approved with conditions on February 17, 2015. This is being resurrected and I expect to see an updated application by the middle of January.
 - An application was submitted to the BAR on 2/1/16 for review of a new building to be constructed at the site. The existing building is to be demolished.
 - The design of the new building has been approved by the BAR and the site plan is still under review.
 5. **Virginia Regional Transit** – SUP application for commuter parking lot.
 - Text Amendment approved for commuter parking in the CM1 district.
 - Waiting on applicant to apply for SUP.

6. **McDonalds Restaurant** – 121 N. Maple Avenue.
 - Certificate of Design approval was issued on August 19, 2014 for the construction of a new restaurant building at the current site.
 - McDonalds has also submitted special use applications for a restaurant over 4,000 square feet and for a drive through at the same location.
 - Planning Commission held a public hearing and recommended approval to the Town Council on 11/6/14.
 - Following a public hearing, Town Council approved the special use permit applications on 12/9/14.
 - Site Plan received on 12/9/14 and is under review. All review comments were received by January 27, 2015.
 - 2nd submission received on 2/24/14 and was sent out for review on 2/25/15.
 - Applicant requested a 120 day site plan extension which was granted. No news. Application will be put back in the active category when resubmitted. Still expect this to go forward sometime this year.
 - Submitted a new application to the BAR for construction of a new building at their current site. This application will be reviewed at the BAR's March 15, 2016 meeting.
 - BAR approval was issued on 3/15/16.
 - **Site Plan for the rebuilding of the restaurant submitted 4/15/16 and is under review.**
 - **Lot Consolidation submitted on 4/22/16. Waiting on submission of deed.**

7. **Morgan Meadows (formerly Beauma Meadows)** – N Hall Avenue.
 - Record plat for a 5 lot subdivision located between Hall Avenue and 26th Street was received on 4/2/15.
 - Applicant requested a 6 month extension which was granted.
 - This is still semi active.
 - **Submitted an updated preliminary Plat for a 5 lot subdivision on 4/2/15. Is under review.**

8. **O'Toole Property (37935 Colonial Highway)**
 - Rezoning and Comprehensive Plan Amendment submitted.
 - Comments sent to applicant – waiting for resubmission

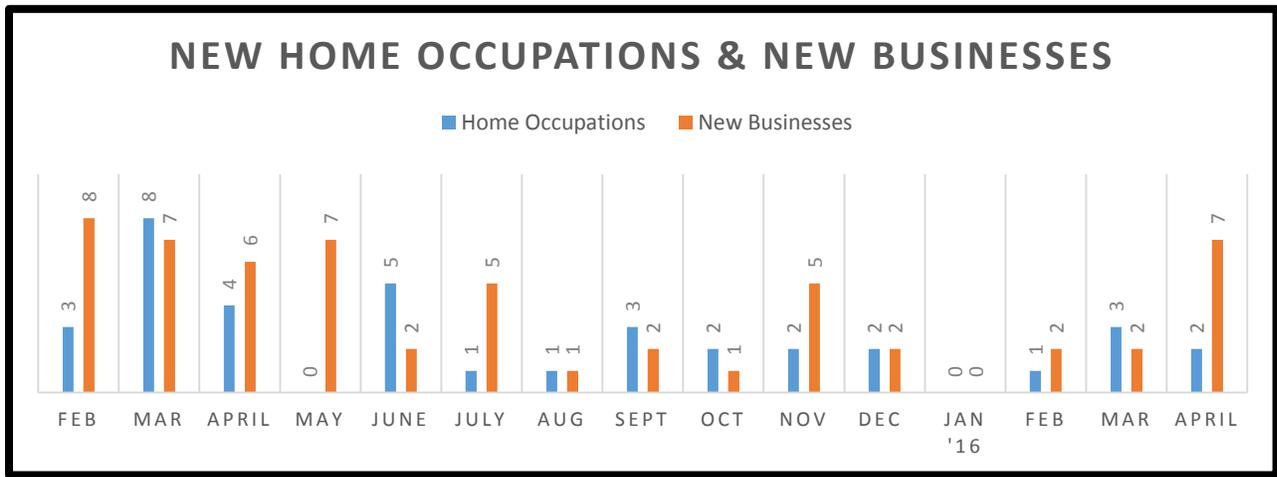
Other Projects and their status:

1. **Mayfair Residential** – Purcellville Road/Route 611.
 - Record Plat submitted on October 21, 2014 for the residential dwelling units located on Brookfield property annexed north of Town. Construction plans are under review for the 254 residential planned development and the 8 lot residential subdivision.
 - 3rd submission of construction plans was received on 2/4/15 and comments sent on 3/16/15.

- Record Plat comments sent to applicant on 3/26/15.
- Site plan for Route 611 road work was approved on 3/31/15.
- Fourth submission of construction plans was received on 4/21/15 and sent out for comments on 4/22/15. Grading and clearing has begun.
- Construction plans approved on 5/15/15.
- Amendment submitted on 5/20/15 and sent out for review.
- Third submission of record plat received on 5/6/15. Amendment approved on 9/11/15.
- Second amendment to the construction plans was submitted on 9/23/15 and is under review.
- Amendments to the plans have been approved. Record plat approved and recorded. Performance bond is being processed.
- Performance bond submitted and zoning permits were issued on 12/18/15 for 16 townhouse units.
- Zoning permits have been issued for the construction of 4 single family homes.
- **Brookfield is continuing to apply for residential zoning permits for this development. The first townhouse occupancy was issued 4/28/16.**

Projects on Hold:

1. SunTrust Bank – 165 Purcellville Gateway Drive.
 - On 2/7/12 a zoning permit was issued for the construction of a bank in the Gateway Shopping Center, a stand-alone building at this site.
 - BAR approved the revised building design on March 18, 2014.
 - Site plan is under review. Project has been pushed back to the fall. No resolve in sight. Still hoping for a change in status.
 - **Have received word that Sun Trust is expected to activate their application in the near future.**



2016 Year-to-Date and Current Month Permits Summary:

	<u>2016 Year to Date</u> <u>Total</u>	<u>Month of April</u> <u>Total</u>
Commercial/Industrial (does not include temporary)	13	6
Home-Based businesses	6	2

Permits Issued

Zoning Permits (general permits)	92	27
Occupancy Permits (not temporary)	28	10
Temporary Occupancy Permits	2	1
Sign Permits – Temporary	29	16
Sign Permits – Permanent	13	4
Sign Waivers		
Zoning Determination Letters		
Zoning Clearance Letters	13	4

Requests

Special Use Permits	1	1
BAR – Certificates of Design	12	3
BAR – Pre-application discussions	2	
Variances		

Annexations		
Rezoning		
Comprehensive Plan Amend.		
Boundary Line Adjustments		
Lot Consolidations	2	1
Site Plans	1	1
Site Plan Amendments/Revisions	2	
Minor Site Plans		
Special Exceptions		
Construction Plans		
Construction Plan Amendments		
Preliminary Subdivision Plats		
Minor Subdivision Plats		
Preliminary Subdivision Plat Revisions		
County Referrals		
Commission Permits		
Easement Plats		
Record Plats		
Grading Plans		

Complaints/Violations for the month of April, 2016

Lawn Complaints (Tall Grass)	
Code Violation Warnings	4
Formal Notices of Violation issued	
Illegal signs confiscated in the Town's right of way	29
Unresolved violations	1
Resident Complaints (not tall grass)	

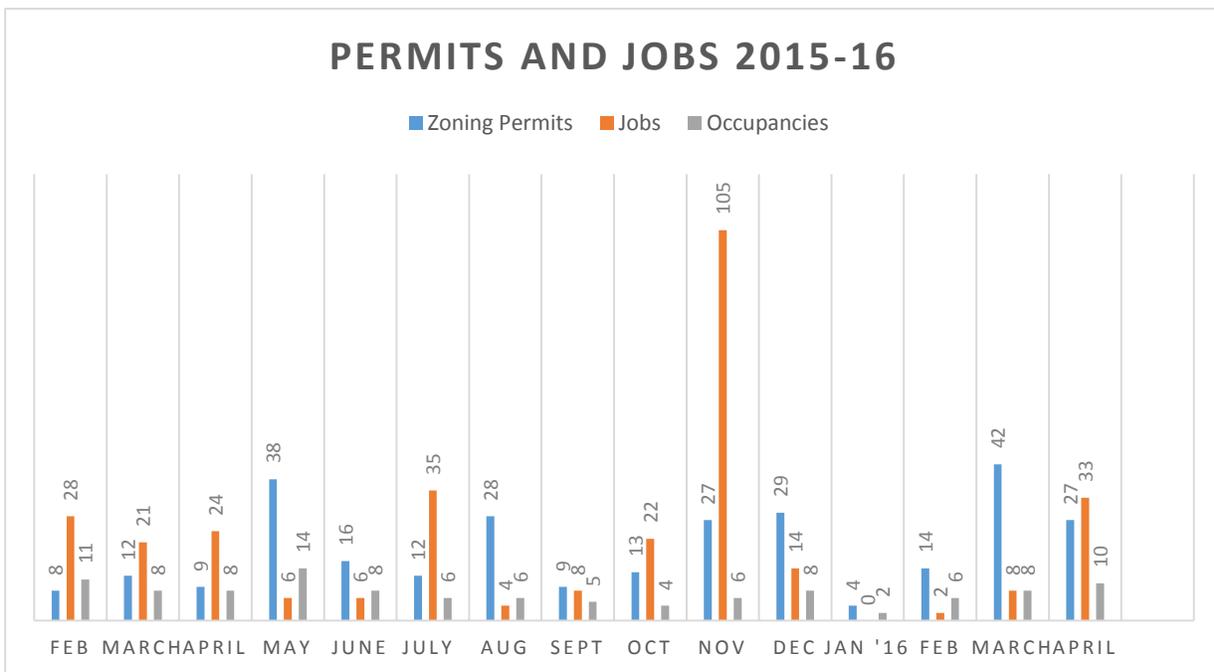
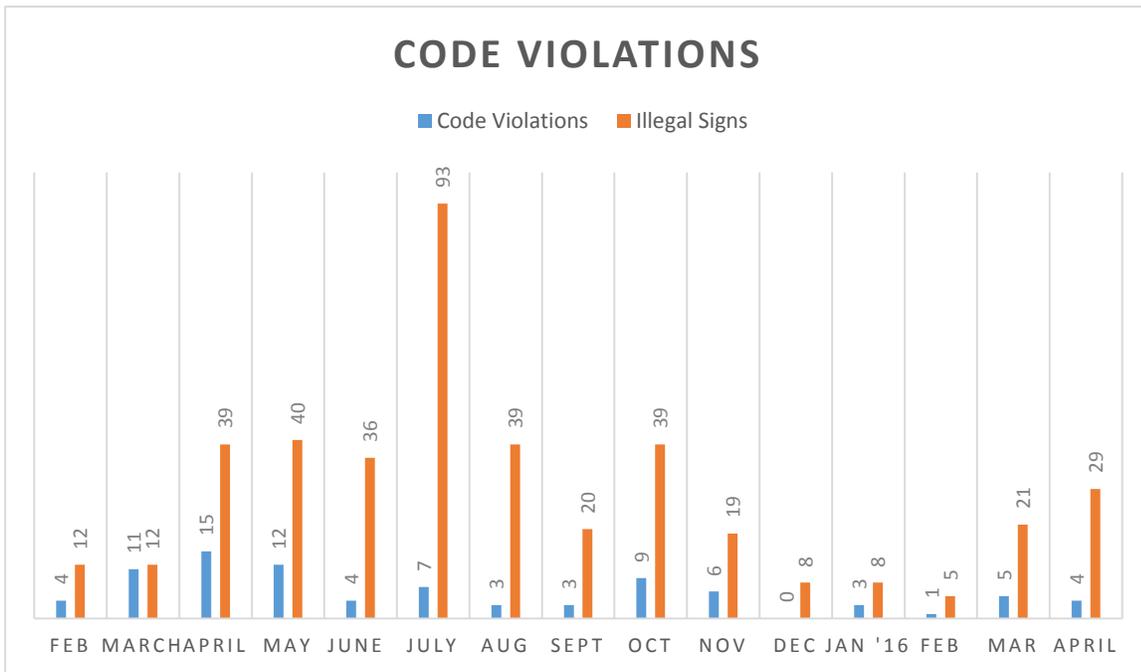


Chart I: Trends for Zoning Permits, Occupancy Permits and Jobs

The spike in jobs for November is due to Chick-Fil-A adding 100 jobs

Departmental Initiatives.

Comprehensive Plan Update. Project management plan was approved by the Planning Commission on May 7, 2015. Town Council approved the selection of McBride Dale Clarion to provide planning services for the Comprehensive Plan Update. The Planning Commission will begin the process by holding two public meetings on Saturday, January 23, 2016 at 10:00 AM and 2:00 PM in the Carver Center located at 200 Willie Palmer Way, Purcellville, Virginia. The meetings will be led by town staff and are expected to last approximately two hours each. Both meetings will cover the same topics with a focus on discussing the opportunities and constraints the Town may face over the next 20 years. Because of the snow storm the public meetings were postponed until February 6, 2016. Staff manned an information booth at the Loudoun Home Grown Expo on February 27, 2016. The next input session will be held on March 19, 2016 at the Town Hall. **Due to inclement weather on March 19th the Planning Commission had added an additional workshop for the comprehensive plan update, to be held on April 7th at 7:00 pm in Town Hall.** For up to date information see www.planpurcellville.com .

The Economic Development Advisory Committee has completed a strategic tourism plan. The committee has initiated action items to begin implementing the plan. The initiatives are preparing an events calendar for the Town, utilizing the Gazebo on 21st Street as an information kiosk, and helping with the production of a marketing video for the Town website. Work continues on these initiatives. EDAC is helping with the painted wine barrel initiative. In addition the committee has reviewed, at Council's request, The RSR Gateway Annexation request, the Shop Local Program, business surveys, and the Special Events Ordinance and other economic initiatives that the Town might consider.

The EDAC committee meets the first Tuesday of every month at 7PM in Town Hall and welcomes public input and participation.

This page intentionally left blank



STAFF REPORT
INFORMATION ITEM

Item #9.e.

SUBJECT: Wine and Food Festival Planning Update

DATE OF MEETING: May 24, 2016

STAFF CONTACTS: Melanie Scoggins, Event Specialist
Daniel Davis, Assistant Town Manager

SUMMARY AND RECOMMENDATIONS:

This is an informational item to update council on Purcellville Wine and Food Festival Planning.

UPDATE:

Town Staff and The High Road Inc. have held several planning meetings for the 2016 Wine and Food Festival. The following is an overview of discussions in those meeting.

- Vendors - As we look at ways to improve the event the planning team has decided to reduce the number of participating wineries to 10 and increase the number of artisan vendors. We currently have the following groups committed to participation:

FOOD

- The Wine Kitchen – WK Hearth
- LoCo Joe
- Monks BBQ
- Grapevine Restaurant
- Sherri’s Crab Cakes
- Country Pride Cheese

WINE

- Willowcroft Farm Vineyards
- Bluemont Vineyard
- Corcoran vineyards and Cider
- Hiddencroft Vineyards
- 868 Estate Vineyards

- Bogati Winery
ARTISAN
- Spirited Stems

We are still accepting applications for vendors/wineries/artisans. Any organization interested in participating can contact staff for more information about participation requirements and space availability.

- Marketing – the marketing plan is almost complete and in addition to print ads it will include a four phase social media plan beginning the week of May 23rd and a pitch to local TV stations for interview opportunities Below is a draft of the social media plan:

Phase 1

Time frame: May 23- June 16

Goal: Increase Awareness and Expand Audience

- Launch Twitter, Instagram and Snapchat
- Launch weekly Vendor Spotlight every MONDAY
- Announcement of ticket sales
- Outreach to local groups to increase followers

Phase 2

Time frame: June 17- July 9

Goal: Build Excitement and Push Ticket Sales

- Continue Weekly Vendor Spotlight
- Focus on press outreach
- Push new features of Festival every FRIDAY
- Facebook Live wine tasting
- Audience engagement with Interactive Posts

Phase 3

Time frame: July 10-July 14

Goal: Last Minute Push

- Continue Weekly Vendor Spotlight
- Countdown until event each day
- Press Coverage
- Snapchat Filter
- Infographic comparing first Pville Wine Fest vs Now

Phase 4

Time frame: July 15-July 17

Goal: Behind the Scenes/ Day of Push/Recap

- Share photos of set up
- Feature a multi-media timeline on what the event will look like
- Time Lapse video or before and after photos
- Facebook Live
- Live Tweet the event with photos
- Thank yous

- Logistics and site lay out – Staff and the event management company will work together on the event lay out. Past vendors and attendees have provided feedback specific to attendee flow and use of space for vendors and exhibitors.
- Entertainment and other programming – We are currently planning for at least three musical acts and possibly other activities, such as Corn Hole games.
- VIP Program – The VIP program is still being developed and will include greater value and hopefully shade for VIP tables.
- Ticket sales – A soft ticket on sale is planned for the week of May 23rd. A press release will go out the following week in conjunction with the mailing of the utility bills where residents will find their coupon code.

This page intentionally left blank



STAFF REPORT
DISCUSSION ITEM

Item #9.f.

SUBJECT: Process for handling complaints against public officials

DATE OF MEETING: May 24, 2016

STAFF CONTACTS: Sally Hankins, Town Attorney

SUMMARY:

At its meeting on May 10, 2016, the Town Council discussed the framework for a process by which Town Council could process complaints against elected and appointed Town officials, and directed Staff to return to the May 24, 2016 Town Council meeting with a beginning draft policy from which discussions could continue.

CONSENSUS OF TOWN COUNCIL AT THE MAY 10th MEETING:

1. Upon receipt of a complaint, Town Council will appoint from among its members an Ad Hoc Committee to conduct a fact-finding hearing. Such Ad Hoc Committee will be appointed at the next regular meeting of Town Council following submission of the complaint. Members of the Ad Hoc Committee will be selected randomly for each complaint, provided that if a member of Council is the subject of the complaint he or she will be excluded. Town Council expressed some interest in also appointing citizens to the Ad Hoc Committee, but left this issue for further discussion.
2. Town Council will not conduct a preliminary process to determine whether a complaint warrants moving forward to a fact-finding hearing. All complaints will move forward to a fact-finding hearing conducted by the Ad Hoc Committee.

Consider: Whether the Ad Hoc Committee should hear complaints about behavior, or speech undertaken in one's personal capacity (driving over the speed limit, not mowing grass, or mistreating wait staff at a restaurant), or only those behaviors or speech that interrupt or interfere with the ability of the Town to perform its governmental functions.

Consider Also: If complaints about speech are lodged, legal advice as to the protected nature of the speech should be sought. Protected speech is to be free from government sanction.

Consider Finally: At the close of the May 10th Town Council meeting, Town Council expressed some desire to potentially reconsider this issue, after the Town Manager described the benefits of a neutral investigator who would investigate each complaint and reach findings of fact, which findings would then be sent to Town Council for disciplinary action. This approach eliminates the Ad Hoc Committee as a fact-finding body that holds a public meeting to fully hear the complaint.

3. It will be the policy of 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 Ad Hoc Committee will be open to the public, even if they may properly be closed under FOIA. These meetings must be staffed by the Town Clerk, who will produce minutes of the meeting given that more than 2 members of Town Council will participate.
4. The Town Council's Ad Hoc 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.
5. The Town Council appeared to favor that all complaints be processed in the same manner, regardless of their severity or nature.

ISSUES LEFT FOR FURTHER DISCUSSION:

1. Committee Membership

Open for Discussion: Should the Ad Hoc Committee have citizen-members. If so, how will they be selected?

Recommendation: If citizens are to serve on the Ad Hoc Committee, Town Council will need a system for their swift appointment when a complaint is

received. Staff recommends that at the beginning of each Council Member's term, he or she appoint a citizen who may be selected to serve on the Ad Hoc Committee in the event of a complaint. If a complaint is received, Town Council will randomly pick the desired number of citizen appointees, among the pool of appointees, to serve on the Ad Hoc Committee.

2. Routing the Complaint

Suggestion for Discussion: 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 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: appointment of the Ad Hoc Committee to hear a complaint.

3. Whether the Ad Hoc Committee has final fact-finding authority, or whether it merely reports back to the Town Council as a whole for a final determination of the facts.

Recommendation: Ad Hoc Committee has final fact-finding authority

4. The format of the Ad Hoc Committee hearing.

Suggestion for Discussion: The Ad Hoc Committee opens 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 examination is allowed. The Ad Hoc Committee can then ask questions of both parties and the witnesses. After the committee 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 Ad Hoc Committee. Provided such written arguments are submitted at least 7 days in advance of the hearing, the Ad Hoc Committee will have read the arguments prior to the hearing. All written arguments submitted to the Ad Hoc Committee shall also be submitted to the opposing party. Parties may be represented by agents at the hearing.

5. Scheduling the hearing.

Suggestion for Discussion: The hearing will be held within 45 days of receipt of the complaint. This will allow time for the Ad Hoc Committee to be

appointed by the Town Council at its first regular meeting following submission of the Complaint, and will allow the Ad Hoc Committee members some time to find a hearing date that accommodates all of them. The Ad Hoc Committee members must meet in an open meeting to discuss scheduling the hearing, or may do so at the Town Council's regular meeting at which they were appointed. To facilitate the scheduling of a hearing, hearings may be conducted during business hours. (Alternatively, the Town Council could have a standing Ethics Committee with a fixed meeting schedule, so that the meeting dates and times would already be established when a complaint is received)

6. Whether the Ad Hoc Committee or Town Council will conclude the process once they have settled upon a determination of the facts, or whether either will render a judgment about the "appropriateness" of the conduct.

Open for Discussion: If a judgment is to be rendered about whether the conduct is "appropriate," or "inappropriate," then Council may consider establishing the following standard for inappropriate conduct: "Behaviors that either (i) disrupt the ability of the public body to conduct the business of the Town, or (ii) harm the public's confidence in the integrity of Town government."

Recommendation: If a judgment is to be rendered in a complaint, it is my recommendation that the Town Council vote as a whole on the judgment, after it has received the findings of facts from the Ad Hoc Committee.

7. If a judgment is rendered, will the Town Council impose any consequence on a public official who is found to have engaged in inappropriate behavior?

Open for Discussion: 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.*

BUDGET IMPACT:

No Budget Impact.

MOTION(S):

None. Staff will take note of Council’s points of consensus, and bring a revised draft policy and discussion paper back to Town Council at its next regular meeting.

This page intentionally left blank



STAFF REPORT
ACTION ITEM

Item # 10.a

SUBJECT: Lease for Police Department

DATE OF MEETING: May 24, 2016

STAFF CONTACTS: Daniel C. Davis, Assistant Town Manager
Cynthia McAlister, Chief of Police

SUMMARY and RECOMMENDATIONS:

The Purcellville Police Department (PPD) has been located in a leased office building at 125 E. Hirst Road for 11 years. Over that time, the space for the PPD has expanded into additional units to comprise a total of 3,851 square feet. The lease on the entire space expires on June 30, 2016. Staff has been working with the new owner of the building, Lowers Risk Group ("LRG"), to extend the lease for an additional period of time.

BACKGROUND:

The current space for the PPD is not an ideal facility for a public safety agency. For example, there are concerns related to the security of our police officers and segregation of police vehicles from public areas. Nonetheless, there are currently limited options in the Town of Purcellville for the Police Station and we have successfully run operations from this location for many years. Looking long-term, staff has proposed investigating options to build a new Police Station within the Town limits. Staff intends to continue investigating grants or other methods to develop options for locating a new facility in the coming years.

In the meantime, the Town needs to extend the lease with the property owner at 125 E. Hirst Road to continue operations. Staff recommends remaining in the current location for a number of reasons. First, the LRG is supportive of the PPD's presence and is willing to assist with our space needs and security concerns. Second, the space at 125 E. Hirst Road has been fitted with office equipment, a secure armory, secure evidence room, and restroom facilities for our operations. To move locations would require a significant amount of funds in order to establish the same infrastructure and office space to meet our accreditation standards. Finally, if Council is interested in a future, permanent location for the PPD, it would be ideal to only move once in the next few years instead of going through this process twice.

ISSUES:

Staff has been working with Lowers Risk Group to develop a new lease. Final details are being worked out and will be sent to Council in a supplemental packet. Below are the proposed terms and conditions of the lease, based on discussions to-date:

1. Lease Amount: In tentative discussions, the parties have agreed to a lease rate of \$20/square foot for FY 17 (which is a slight reduction from the current lease amount of about \$20.75/sqft). For future years, a 3% per year escalator is built into the lease.
2. Lease Term: The lease is anticipated to be a 3 year lease with options to extend an additional 3 years. The lease will include termination clauses of 6-12 months for either party.
3. Operating Expenses: Most commercial leases are written as “triple-net,” which means a proportional share of taxes, utilities, and building common area/maintenance are borne by the lessee. This lease is written as a triple-net lease.
4. Space: LRG has offered additional space for the PPD to assist in providing for storage needs, securing quartermaster inventory, and accommodating staff. This additional space is needed based on the limited size of our current area, lack of storage areas, and need to provide usable space for our staff. The additional space is approximately 467 square feet, making the total space for PPD 4,318 square feet.
5. Security Enhancements: LRG has offered to provide additional security measures to the facility at no cost to the Town. This includes providing security film (blast mitigation, not ballistic protection) over the pane glass windows, security cameras on the exterior of the building, and bollards along the parking lot to protect offices that front the parking area. These improvements would be borne by LRG.
6. Generator and Operations: As a for-profit, risk management company, LRG has an extended daily working schedule and an inherent need to maintain operations regardless of weather or power interruptions. They have offered to connect the PPD’s units to their building-wide generator. The Town’s current generator only powers half of the PPD’s current space. In addition, LRG has agreed to plow the parking lot within 2 hours of 2 inches of snow falling and provide continued clearance during snow event.
7. Other Benefits: LRG is proposing to reserve at least 3 parking spaces for visitors at the front of the building and 12 spaces for police/employee vehicles in the rear of the building. In addition, LRG is making their Conference Room at 205 Hirst Road available to the PPD at no charge. This space will accommodate the entire Department when training sessions or “all-hands” meetings are called. This conference room space is much more comfortable than the current conference room, especially when all officers are present. It also offers a DCJS certified training location.
8. Needed Improvements: Currently, the “public” space in the PPD unit is limited to a very small foyer with a public window to the Administrative Assistant. This

complicates the PPD’s ability to speak with members of the public or interview citizens without taking them into our “secure” area of the office. It is a best practice and safer to provide a small interview room in a “public” area of the office. Staff has asked LRG to provide cost estimates to make a small interview room for the PPD and to rearrange the office space inside the secure area. In addition, internal work is necessary to provide access to the additional space mentioned in bullet point #4.

All told, this interior renovation work for security and space needs is approximately \$37,000. The cost to add additional security access (card readers to all areas) is projected to be about \$12,000¹, and the remaining renovation work is quoted at \$25,412. As part of the proposed lease, the Town is asked to pay the security access cost up-front, and the remaining renovations costs will be amortized over three years of the lease. LRG has agreed to cover the first year of the amortized renovation costs, which is about one-quarter of the total cost of the renovation. The payment of costs for this renovation work includes:

Up to \$12,000 - security components:	Paid upfront by Town
\$8,470.67 – renovation costs year 1:	Paid by LRG
\$8,470.67 – renovation costs year 2:	Paid by Town
\$8,470.67 – renovation costs year 3:	Paid by Town

There are sufficient funds in the FY17 budget and in future fiscal years to pay for this work along with the lease and operational costs.

Council is asked to approve the lease, with expansion and renovations, as drafted and presented above.

Future Police Station Needs

A secondary issue that Council has briefly discussed during Budget Work Sessions is the future need for a permanent, Town-owned Police Station. Staff has toured a number of facilities, including the Western Loudoun Sheriff Station in Round Hill. That facility, with some modifications, is approximately the size that would be appropriate for the Town’s Police Department. The cost of that facility is approximately \$4.5 million. Staff intends to continue reviewing options for building a new facility by looking at land and opportunities within the Town limits. Unless otherwise directed by Council, staff will develop options and return to Council at a future date with more information.

¹ Staff believes this amount is high and will work with the security company to reduce the scope or otherwise reduce costs.

BUDGET IMPACT:

The budget line-item for the Police Department lease and rent is \$115,000 for FY17. Should Council concur with the lease terms stated above and the additional space and renovations needed, years 1 and 2 of the lease would be:

YEAR 1 PPD - \$20/sq ft		
Suites 7 A&B and 8 A&B	2,482	sq ft
Suites 6 A&B	1,369	
Suite 8C (upstairs)	467	
	<hr/>	
	4,318	sq ft
Share of Taxes and Op Ex	14.3%	
Year 1 Annual Lease	\$ 86,360.00	
Year 1 Annual Op. Exp	\$ 9,800.08	
	<hr/>	
TOTAL Year 1 ANNUAL LEASE	\$ 96,160.08	
TOTAL Year 1 Monthly Lease	\$ 8,013.34	
Max Costs for Security Renov.	\$ 12,000.00	

YEAR 2 PPD - \$20.60/sq ft		
Suites 7 A&B and 8 A&B	2,482	sq ft
Suites 6 A&B	1,369	
Suite 8C (upstairs)	467	
	<hr/>	
	4,318	sq ft
Share of Taxes and Op Ex	14.3%	
Year 2 Annual Lease	\$ 88,950.80	
Year 2 Amortized Renov. Costs	\$ 8,470.67	
Year 2 Annual Op. Exp (approx.)	\$ 10,094.08	
	<hr/>	
TOTAL Year 2 ANNUAL LEASE	\$ 107,515.55	
TOTAL Year 2 Monthly Lease	\$ 8,959.63	

In addition to the lease, the PPD budgets for cleaning and other emergency repairs. There are sufficient funds in the Rent/Cleaning line item to pay for the lease, cleaning, and other needs.

ALTERNATIVES:

There are limited alternatives at this time. Staff wishes to investigate long-term options. However, short-term alternatives would require relocation to another building, which introduces additional questions of security, furnishings, and infrastructure. Staff believes the current location is adequate until a permanent location can be determined.

MOTIONS:

(to be updated, if necessary, once lease agreement is provided)

1. I move that the Town Council authorize and direct the Town Manager to enter into a lease with Lower Risk Group for approximately 4,318 square feet of space in Units 6A, 6B, 7A, 7B, 8A, 8B, and 8C at 125 E. Hirst Road, which lease shall be in general conformance with the proposed terms and conditions, as set forth in the Staff Report.

OR

2. I move an alternate motion.

This page intentionally left blank



STAFF REPORT
ACTION ITEM

Item #10.b.

SUBJECT: Property Tax Due Date Extension Options

DATE OF MEETING: May 24, 2016

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

SUMMARY and RECOMMENDATIONS:

The Town's 2016 spring tax bill mail date was delayed due to factors outside of staff's control. The purpose of this report is to provide Council with background and options in order to determine if the 2016 property tax due date should be extended beyond June 6th.

BACKGROUND:

Town Code §74-2 establishes the Town's semiannual real estate tax due dates of June 5th and December 5th and the annual personal property tax due date of June 5th. Furthermore, if these dates fall on the weekend or a holiday, it has been the practice of the Town to delay the due date until the next succeeding business day per Code of Virginia §58.1-8. Therefore, the 2016 first half real estate tax and annual personal property tax (vehicle) due date is June 6, 2016.

Unfortunately, a number of factors outside of staff's control delayed the production and mail dates of the 2016 spring tax bills. The following table shows the mail dates and number of days between mail date and due date:

Tax Bill Type	Mail Date	Number of Days to Due Date	Number of Bills
Vehicle Tax Bills	5/10/16	27 days	6,303
Real Estate Tax Bills	5/12/16	25 days	2,956
Business Property Tax Bills	Target date 5/20/16	30-32 days	@300 (initial file)

Although the tax bill production schedule has been tight in prior years, Town vehicle and real estate tax bills have been mailed on or before May 5th in order to provide at least 30 days to due date of June 5th. However, this has not been the case with business personal property tax bills as the County business filing date is April 15, with filing extensions requests granted until May 15. Therefore, County tax data files are not available until around mid-May so staff works with the Town Manager each year to modify the business personal property tax due date based on our bill production schedule (usually between June 15th to 25th).

ISSUES:

See Attachment 2 for an overview of the factors leading to tax bills being mailed late.

Revenue Recognition

Although the June 5th due date is close to the end of the Town’s fiscal year, guidance from the Town’s auditor indicates a due date on or before June 30th ensures that revenue can be reported in the current fiscal year.

Tax Due Date Direction for 2016

Council should decide if they would like to extend the 2016 spring tax due dates for vehicle and real estate bills beyond June 6th and confirm the extension of the business personal property tax due date to June 22nd.

At a minimum, Code of Virginia §58.1-3912 requires tax bills to be issued via US mail no later than 14 days prior to the due date. However, it has been the Town’s practice to exceed this mandate and provide a 30 day payment window. It should be noted that a large percentage of real estate bills are escrowed and paid by mortgage companies who receive electronic tax bill files from the Town and appear to have little difficulty meeting a 14 day payment window.

The following table shows three suggested due date options for the 2016 spring tax bills (with the number of days between bill mail date and due date in parentheses):

Option #	Vehicle Tax	Real Estate Tax	Business Prop. Tax
Option #1a- as stated on tax bills	Mon., June 6 (27 days)	Mon., June 6 (25 days)	Wed., June 22 (30-32 days)
Option #2a- Extend due dates	Fri., June 10 (31 days)	Fri., June 10 (29 days)	Wed., June 22 (30-32 days)
Option #3a- Extend due dates	Mon., June 13 (34 days)	Mon., June 13 (32 days)	Wed., June 22 (30-32 days)

Staff Guidance for Future Years

Council may also decide to provide additional guidance regarding tax due dates for future tax years. This will help staff determine the tax due date used on the face of the tax bill. No action is needed at this time, but Council is asked to consider whether it wishes to continue the practice of providing 30 days from mail date to due date. This may become an issue if the Town continues to have challenges with the information being transmitted from the County.

Option #1b: (30 Day Guidance with exception for end of fiscal year)

Whenever possible, extend tax due dates to allow 30 days between mail date and tax due date. However, do not extend the due date past June 30th unless required to meet the 14 day minimum required by Code of Virginia §58.1-3912 so as not to delay revenue recognition until the next fiscal year.

Option #2b: (14 Day Guidance)

Do not extend tax due dates except to comply with the 14 days between mail date and tax due date.

BUDGET IMPACT:

Whether or not Council decides to approve a due date extension will not have a significant impact on the budget. While it is reasonable to assume a due extension will reduce the penalty charges to some degree, the dollar impact is difficult to estimate but not expected to be material.

MOTIONS:

1. **Option #1a:** I move that the Town Council approve the extension of the 2016 business personal property tax due date from June 6, 2016 to June 22, 2016 via Resolution #16-05-01 with no change to the 2016 vehicle and real estate tax due date of June 6, 2016.

OR

2. **Option #2a:** I move that the Town Council approve the extension of the 2016 business personal property tax due date from June 6, 2016 to June 22, 2016 and approve the extension of the vehicle and real estate tax due date from June 6, 2016 to June 10, 2016 via Resolution #16-05-01.

OR

3. **Option #3a**: I move that the Town Council approve the extension of the 2016 business personal property tax due date from June 6, 2016 to June 22, 2016 and approve the extension of the vehicle and real estate tax due date from June 6, 2016 to June 13, 2016 via Resolution #16-05-01.

ATTACHMENT(S):

1. Resolution 16-05-01 to extend tax due dates.
2. Overview of Factors Leading to Delay in Mailing Tax Bills

TOWN OF PURCELLVILLE
IN
LOUDOUN COUNTY, VIRGINIA

RESOLUTION NO. 16-05-01

PRESENTED: May 24, 2016
ADOPTED: _____

A RESOLUTION: TO EXTEND THE DUE DATES FOR PAYMENT OF REAL PROPERTY TAX, BUSINESS PERSONAL PROPERTY TAX, AND VEHICLE PERSONAL PROPERTY TAX

WHEREAS, the Town Council finds that Loudoun County's recent tax software upgrade resulted in significant changes to the layout and structure of the Town's tax data files, resulting in significant Town staff time to identify data problems, coordinate with the Commissioner of the Revenue, and make manual adjustments to the raw data files; and

WHEREAS, these complications resulted in the Town mailing tax bills later than is customary, with vehicle personal property tax bills mailed on May 10th, real property tax bills mailed on May 12th, and business personal property tax bills mailed on or about May 20th; and

WHEREAS, the Town finds that, for the reasons cited herein, good cause exists to extend the due date for those non-delinquent taxes ordinarily due on June 6, 2016.

NOW THEREFORE, BE IT RESOLVED, that the due date for all real property taxes due on June 6, 2016, shall be extended to June _____, 2016; and

BE IT FURTHER RESOLVED, that the due date for all business personal property taxes due on June 6, 2016, shall be extended to June _____, 2016; and

BE IT FURTHER RESOLVED, that the due date for all vehicle personal property taxes due on June 6, 2016, shall be extended to June _____, 2016.

**A RESOLUTION: TO EXTEND THE DUE DATES FOR PAYMENT OF REAL PROPERTY TAX,
BUSINESS PERSONAL PROPERTY TAX, AND VEHICLE PERSONAL
PROPERTY TAX**

Cross References

Code of Va. § 58.1-3916: The governing body may provide by resolution for reasonable extensions of time, not to exceed 90 days, whenever good cause exists.

PASSED THIS ___ DAY OF MAY, 2016.

Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:

Diana Hays, Town Clerk

County Data File Problems

The County has historically provided real and personal property tax assessments to Loudoun towns. Over the years, we have had a great working relationship with the Commissioner of Revenue's Office (COR) and this shared source of assessment data has provided efficiencies and consistency in tax bills for town residents. Unfortunately, the County's recent tax software upgrade resulted in significant changes in the layout and structure of town tax data files. A large amount of staff time was required to identify data problems, work the COR staff and make manual adjustments to the raw data files including:

- **Multiple Records or Data Lines for the Same Property-** In the past, County data showed one line of data for each property. The format is now cumulative resulting in separate lines of data for each transactional change (ex: if an address is changed or property is sold/moved). If not corrected, each line of data would result in multiple erroneous bills for the same property. The County is unsure how to correct this serious problem but we will continue to press for a solution.
- **Incorrect Tax Situs Issues-** The Purcellville file included property located in other towns as known as incorrect situs. If not corrected, erroneous tax bills would be generated.
- **Name Format Problems-** The taxpayer name field did not place last name first. If not corrected, it would be impossible to search records by taxpayer name.
- **Adjust for Proration-** Purcellville is non-prorating meaning we only tax property assessed as of January 1 of each tax year. Therefore, past County data only provided assessment data as of January 1. As detailed above, the County data file is now transactional and includes assessments for property purchased or brought into Town after January 1 which must be stripped out and corrected.
- **Legacy Property Specific Account Numbers-** The new County software no longer assigns property specific account numbers so we had to create new unique account numbers in our tax system.
- **Business Personal Property-** The County data file for 2016 business personal property appears to be incomplete as the number of records and assessment total are significantly less than 2015. Conversations with the County confirm our data does not include assessments for a number of entities that requested 30 day extensions past the April 15 filing date. Staff used this preliminary file to produce bills but additional work will be required to identify property bills not included in this first round of data.

Legacy Tax Software Problems

As detailed in the recent Financial Software Upgrade staff reports, the Town's legacy tax system, Capital Tax, is unstable and difficult to work with. Last summer through fall staff attempted to transition to Capital's new system called GovCollect. However, after months

of work this upgrade was unsuccessful so new software options were pursued. This spring tax billing period reinforced the challenges of this legacy system and further delayed bill production:

- Multiple Attempts by Vendor to Accurately Import Assessment Data and Calculate Charges- Repeated attempts were required to import the assessment data as well as calculate charge lines further delayed tax bill production.
- Vendor Availability- The vendor has downsized to such a large degree only one staff member could provide data import and tax calculation assistance. This forced us to wait for his availability to import and generate tax charge lines.
- Production of printer file delayed- In order to avoid yet another delay, we chose to abandon the step in our software billing sequence to prepare for the outsource printer file. This step ensures printed tax bills fully match the taxpayer account details in the tax system. Unfortunately, it would have also added at least another day to our bill production timeline so for the first time, staff skipped this step and self-produced a printer file. Additional reconciliations were performed to verify identical billing amounts and totals.

Outsource Printer

The Town's printer, BMS, estimates a 1 week turnaround time to produce, verify and mail tax bills during the heavy spring tax billing period. Prior to production, print proofs must be reviewed, corrected and approved before the Purcellville job is placed in their production queue with all other tax jobs. The vendor was extremely helpful and responsive but time is required to manage this step.

- Vehicle Tax Bills- Per the printers time estimates, the tax bills were mailed within 5 business days.
- Real Estate Tax Bill- Per the printers time estimates, the tax bill were mailed within 4 business days.
- Business Personal Tax Bill- Staff just received the initial data file from the County. An actual bill date will not be known until the data files are reconciled, imported into Capital Tax and the outsource printer file is in the production queue. Staff's best estimate is a May 20th mail date with a June 22nd due date to ensure a 30 day payment window.

Bill Production Timeline

Many factors must be considered before a realistic tax bill production time line can be determined each year. Receipt of the data files from the County varies from year to year for each tax type.

Generally data files are available as follows:

- Personal Property/Vehicles - late March and are required to calculate the State Personal Property Tax Relief (PPTRA) percentage that must be approved via resolution at the first Town Council meeting in April.
- Real Estate- second week in April after County locks the land book
- Business Personal Property- mid-May but has not been consistent year to year

After assessment data is received from the County, staff begins the multi-step tax bill preparation process for each bill type: data review, import/verify records into tax software, generate/verify tax and decal charges, process adjustments (volunteers, elderly and disabled tax relief, land use, exempts, minimum bill amounts), prepare import data file for printer, verify/approve printer bill proofs, enter printer production queue. A number of these steps are dependent on outside parties (County, software vendor, outsource printer) whose schedules are not within staff's control. Based on prior experience, bill preparation or time from data receipt to mail date ranges are:

- Personal Property/Vehicles- 16-29 business days
- Real Estate- 11-18 business days
- Business Personal Property- 8-13 business days

Under best case scenarios vehicle and real estate bills are mailed by the May 5th target date allowing a 30 day mail-to-due date window. This year the myriad of problems encountered by staff led to an extra week delay which would have been significantly longer if not for overtime and weekend work.

As business personal property data is not available until after the May 5th target mail date, a due date extension will be needed every year to allow a 30 day mail-to-due date window.

This page intentionally left blank



STAFF REPORT
ACTION ITEM

Item # 10.c.

SUBJECT: Adoption of FY 2017 Budget and Appropriations for Expenditures; Adoption of Master Tax and Fee Schedule

DATE OF MEETING: May 24, 2016

STAFF CONTACTS: Robert W. Lohr, Jr., Town Manager
Danny Davis, Assistant Town Manager

SUMMARY:

Over the past several months, Town Council has considered the *Proposed Fiscal Year 2017 Fiscal Plan & Capital Improvement Program Fiscal Year 2017-2021* ("FY 2017 Budget), which was prepared in accordance with Code of Virginia, Section 15.2-2503 and delivered to Town Council on March 15, 2016. The Town Manager also posted the Proposed FY 2017 Budget on the Town's website on March 15, 2016. The Town advertised a brief synopsis of the FY 2017 Budget in The Purcellville Gazette on March 25, 2016 and April 1, 2016, and held a public hearing on April 12, 2016, all in accordance with state law.

During the review period, Town Council considered the FY 2017 Budget as proposed by the Town Manager and directed that certain changes be made to achieve a reduction of \$242,000 in order to maintain the current Real Property Tax rate. A complete list of the changes directed by Town Council is attached to this Staff Report and titled *Summary of Changes to the FY 2017 Budget*. The proposed Resolution adopts the FY 2017 Budget subject to the changes shown in the Summary of Changes.

The Proposed FY 2017 Budget and associated documents can be found online at: <http://www.purcellvilleva.gov/budget>.

BACKGROUND:

Under Section 15.2-2506 of the Code of Virginia (1950), as amended, the budget is a fiscal planning document and its adoption by Town Council does not authorize any expenditures. In order for budgeted expenditures to be made in FY 2017, the Town Council must, in

addition to adopting the Budget, adopt a resolution appropriating such funds. Further, once funds are appropriated by Town Council, they must be spent within the same fiscal year they were appropriated, or the Town Council must re-appropriate those funds to be expended the following fiscal year. Such re-appropriations are often necessary for capital improvement projects, which may take several years to complete.

The proposed Resolution appropriates for expenditure all funds budgeted in the FY 2017 Budget, as amended by the *Summary of Changes to the FY 2017 Budget*, and also re-appropriates for expenditure in FY 2017 the capital improvement project funds that were appropriated by Town Council in FY 2016 but were not spent within FY 2016.

To ensure efficient and effective Town operations, the Town Manager must have the authority and flexibility to execute the Town Council's approved budget in a dynamic operating environment. The proposed Resolution, Section V, authorizes and directs the Town Manager to take all appropriate administrative actions necessary and prudent to effectuate implementation of the adopted budget including, but not limited to, transferring money within and between funds, paying all short and long term debt due, and establishing necessary encumbrances at fiscal year-end. This authority is a standard practice and is similar to other local jurisdictions as Leesburg and Loudoun County.

ISSUES:

There are no identified issues, but Staff wants Council to be aware of a few items:

- 1. General Fund:** The General Fund is balanced with the changes previously discussed with Council and shown in the Summary of Changes document.
- 2. Special Parks and Recreation Fund:** Staff has requested an enhancement in this fund. Should Council retain the enhancement as proposed, Staff will be evaluating the most effective way to implement this enhancement in order to achieve the best operational support.

In addition, there were discussion of where to show the Parks and Recreation Advisory Board Funds. Staff supports maintaining the PRAB line items in the Special Parks and Recreation Fund so that they are budgeted along with similar activities. However, Staff can create a separate "department" line for the PRAB to more clearly delineate its activities and funding.

3. **Utility Funds:** At this time, Council has discussed future rate structures based on development scenarios. Unless otherwise revised by Council, the rate structure is proposed as a 3% increase in the Water Rates and a 5% increase in the Sewer Rates.
4. **Master Tax and Fee Schedule:** Staff has advertised and held a public hearing on the Master Tax and Fee Schedule. Many of the taxes and fees are proposed to remain the same for FY17. Certain changes include: utility rates (mentioned above), community development fees, and revision to bulk water rates to achieve additional revenue through this program. Staff notes that certain fees may be reevaluated mid-year and brought back for further revision as warranted.

BUDGET IMPACT:

Under Section 15.2-2503 of the Code of Virginia (1950), the governing body shall approve the budget and fix a tax rate for the budget year no later than the date on which the fiscal year begins.

MOTION(S):

1. "I move that Town Council adopt Resolution Number 16-05-02, adopting the FY 2017 Budget as amended by the *Summary of Changes to the FY 2017 Budget*, appropriating for expenditure in FY 2017 all funds contained in the FY 2017 Budget, re-appropriating for expenditure in FY 2017 the Capital Improvement Program (CIP) project funds that were appropriated by Town Council in FY 2016 but were not spent within FY 2016, and authorizing and directing the Town Manager to take all steps necessary and prudent to effectuate the implementation of the FY 2017 Budget." AND

"I further move that the Town Council adopt Ordinance 16-05-01, adopting the taxes, rates, and fees set forth in the FY2017 Master Tax & Fee Schedule, and amending the Town Code by adding Appendix A, which sets forth the Master Tax & Fee Schedule."

OR

2. "I move that Town Council direct staff to make the following amendments to the FY 2017 Budget [or the FY2017 Tax & Fee Schedule], and to bring this item back for action at Town Council's meeting on June 14, 2016:

1. _____
2. _____
3. _____."

ATTACHMENT(S):

1. Summary of Changes to the FY 2017 Budget
2. FY 2017 Budget (available at <http://www.purcellvilleva.gov/budget>)
3. Resolution 16-05-02
4. Ordinance 16-05-01

**SUMMARY OF CHANGES TO THE FY 2017 BUDGET
AS OF 5/4/16**

Operating Budget Revenues			Town Manager	Proposed	Net Change
Fund	Account #	Account Title	Budget	Changes	TM Budget
GF	100-3110101-0000	Real Estate Tax	\$2,853,557	\$2,611,557	(\$242,000)
GF	100-3189905-0000	Mary's House of Hope	\$0	\$300,000	\$300,000
GF	100-3220108-0000	Law Enforcement/VA	\$106,648	\$110,082	\$3,434
TOTAL GF REVENUE CHANGES					\$61,434
WF	501-3835000-0000	Pilot Bulk Water Sales	\$0	\$10,000	\$10,000
WF	501-3965000-0000	Forestry Management	\$0	\$130,000	\$130,000
TOTAL WF REVENUE CHANGES					\$140,000
TOTAL REVENUE CHANGES - ALL FUNDS					\$201,434

Operating Budget Expenditures			Town Manager	Proposed	Net Change
Fund	Account #	Account Title	Budget	Changes	TM Budget
GF	Various accounts	Health Insurance	\$744,923	\$689,923	(\$55,000)
GF	Various accounts	Pay/Benefits Miscalculations	\$1,330,622	\$1,380,622	\$50,000
GF	100-4012100-3130	Consulting/General	\$15,000	\$10,000	(\$5,000)
GF	100-4012100-5308	Municipal-Insurance	\$120,000	\$110,000	(\$10,000)
GF	100-4012100-6013	Public Information	\$10,000	\$5,000	(\$5,000)
GF	Various	Legal Services	\$139,000	\$109,000	(\$30,000)
GF	100-4041050-3145	Police Station Feasibility Study	\$50,000	\$0	(\$50,000)
GF	Various accounts	Compensation Recalculation	\$338,542	\$318,542	(\$20,000)
GF	100-4041050-3142	Consulting/Engineering	\$30,000	\$20,000	(\$10,000)
GF	100-4041100-3142	Consulting/Engineering	\$60,000	\$50,000	(\$10,000)
GF	Various accounts	State Street Maint. Expenditures	\$528,000	\$478,000	(\$50,000)
GF	100-4041300-5922	Town Street Maint.	\$219,500	\$214,500	(\$5,000)
GF	100-4094000-8205	Capital Outlay Vehicle - Police	\$84,000	\$42,000	(\$42,000)
GF	100-4092000-0200	Contingency/Surplus	\$51,778	\$355,212	\$303,434
TOTAL GF EXPENSE CHANGES					\$61,434
WF	501-4092000-0200	Contingency/Surplus	\$1,341,905	\$1,481,905	\$140,000
TOTAL EXPENDITURE CHANGES ALL FUNDS					\$201,434

**TOWN OF PURCELLVILLE
IN
LOUDOUN COUNTY, VIRGINIA**

RESOLUTION NO. 16-05-02

PRESENTED: May 24, 2016
ADOPTED: _____

A RESOLUTION: TO ADOPT THE BUDGET FOR FY 2017; TO APPROPRIATE EXPENDITURES FOR FY 2017; TO AUTHORIZE BUDGET AMENDMENTS AND SUPPLEMENTAL APPROPRIATIONS; AND TO AUTHORIZE AND DIRECT THE TOWN MANAGER TO TAKE ALL STEPS NECESSARY TO EFFECTUATE THE IMPLEMENTATION OF THIS RESOLUTION.

WHEREAS, pursuant to Section 15.2-2503 of the Code of Virginia (1950), as amended, the Town Council must approve for fiscal planning purposes a budget that contains a complete and itemized classified plan of all contemplated expenditures, all estimated revenues, and all estimated borrowings for the Town during the fiscal year beginning July 1, 2016 and ending June 30, 2017 (“FY 2017”); and

WHEREAS, the Town Manager has prepared for FY 2017 a budget entitled *Proposed Fiscal Year 2017 Fiscal Plan and & Capital Improvement Program Fiscal Year 2017-2021* (“FY 2017 Budget”), which was considered and discussed by Town Council through a series of work sessions; and

WHEREAS, the Town Council has directed staff to change the Proposed FY 2017 Budget to reflect certain changes, which are listed in a document entitled *Summary of Changes to the FY 2017 Budget*; and

WHEREAS, the FY 2017 Budget, as it is to be amended by the *Summary of Changes to the FY 2017 Budget*, has been duly advertised and meets all requirements of the Code of Virginia; and

WHEREAS, pursuant to Section 15.2-2506 of the Code of Virginia (1950), as amended, in addition to adopting a budget each fiscal year, the Town Council must also take action to appropriate all funds to be expended each fiscal year, before the Town may either obligate or spend such funds; and

WHEREAS, pursuant to Section 15.2-2506 of the Code of Virginia (1950), as amended, the Town must spend all appropriated funds in the same fiscal year for

which they were appropriated, unless the Town Council votes to re-appropriate unspent funds for expenditure in the following fiscal year; and

WHEREAS, the Town Council appropriated in FY 2016 certain capital improvement project funds that were not fully expended in FY 2016.

NOW, THEREFORE, the Council of the Town of Purcellville, Virginia hereby resolves:

SECTION I. The FY 2017 Budget is hereby approved and adopted in its entirety subject to the incorporation by Staff of all changes listed in the *Summary of Changes to the FY 2017 Budget*. The FY 2017 Budget shall include fund categories and budgeted expenditures for such fund categories as follows: General Fund, **\$10,860,549**; Parks and Recreation Fund, **\$541,394**; Utility Funds (includes Water Fund and Wastewater Fund), **\$9,003,973**; and Capital Projects Funds, **\$1,214,538**.

SECTION II. The budgeted expenditures in each fund category, as reflected in the FY 2017 Budget and the *Summary of Changes to the FY 2017 Budget*, are hereby appropriated.

SECTION III. The capital improvement project funds that were appropriated in FY 2016 for expenditure in the General, Water, and Wastewater Funds, but not spent in FY 2016, are hereby re-appropriated for expenditure in FY 2017, in amounts not to exceed the following: General Fund: **\$3,549,557**; Water Fund: **\$453,247**; and Wastewater Fund: **\$200,000**.

SECTION IV. Amendments to the FY 2017 Budget and supplemental appropriations may be enacted by the Town Council by resolution from time to time.

SECTION V. The Town Manager is hereby authorized and directed to take all appropriate administrative actions necessary and prudent to effectuate implementation of this Resolution including, but not limited to, transferring money within and between

funds, paying all short and long term debt due, and establishing necessary encumbrances at the end of the fiscal year.

SECTION VI. All prior budgets, ordinances, and resolutions in conflict herewith are hereby repealed.

SECTION VII. If any provision of this Resolution is declared invalid, the decision shall not affect the validity of the Resolution as a whole or any remaining provisions of the Resolution.

SECTION VIII. This Resolution shall be effective July 1, 2016.

PASSED THIS ____ DAY OF _____, 2016

Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:

Diana Hays, Town Clerk

TOWN OF PURCELLVILLE
IN
LOUDOUN COUNTY, VIRGINIA

ORDINANCE NO. 16-05-01

PRESENTED: April 12, 2016
ADOPTED: _____

AN ORDINANCE: ADOPTING TAX RATES, FEES, AND FINES AS SHOWN ON THE MASTER TAX AND FEE SCHEDULE FOR FISCAL YEAR 2017; AMENDING THE PURCELLVILLE TOWN CODE BY ADDING “APPENDIX A,” SETTING FORTH THE MASTER TAX AND FEE SCHEDULE

WHEREAS, Virginia Code Section 15.2-107 provides that all levies and fees imposed or increased by a locality pursuant to the provisions of Chapters 21 or 22 of Title 15.2 of the Code of Virginia shall be adopted by ordinance; and

WHEREAS, in order to consolidate the location of all taxes and fees imposed by the Town on a fiscal year basis into a single document, the Town has established a Master Tax & Fee Schedule; and

WHEREAS, the Master Tax and Fee Schedule was duly advertised in the Purcellville Gazette, published on March 25, 2016, and April 1, 2016; and

WHEREAS, the Town Council conducted a public hearing on April 12, 2016 to receive comments on the Master Tax and Fee Schedule, as it was advertised.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Town of Purcellville, Virginia, as follows:

SECTION I. That all tax rates, fines, and fees shown on the Master Tax & Fee Schedule for Fiscal Year 2016-2017 are hereby adopted effective July 1, 2016.

SECTION II. That all tax rates, fines, and fees adopted under this Ordinance shall supersede any conflicting tax rate, fine, or fee previously adopted.

SECTION III. That the Town Code of Purcellville, Virginia is hereby amended by adding Appendix A, Master Tax & Fee Schedule, as follows:

Town of Purcellville
Master Tax & Fee Schedule
Adopted Effective July 1, 2016 (FY 2016-2017)

CATEGORY	TAX RATE OR FEE	CODE REFERENCE
GENERAL FUND		
Sales Tax	6% (4.3% state, 1% local, .7% NVTVA) Local 1% collected by State and remitted to Loudoun County to distribute according to number of school aged children residing in the Town.	(VA Code §58.1-603)
Utility Tax		
Electric Utility Tax:		
Residential	\$1.05 plus \$.0011363 on each kwh	(VA Code §58.1-3814) (Town Code 74.49)
Commercial	\$1.72 plus \$.010204 on each kwh	
Industrial	\$1.72 plus \$.010204 on each kwh	
Business License Tax		
Rates per category / value of gross receipts		
Business License Tax:		
Business Service	\$.17/\$100 gross receipts	(VA Code §58.1-3703) (Town Code 18-41)
Contractor	\$.14/\$100 gross receipts	
Direct Sellers >\$4,000	\$.17/\$100 gross receipts	
Financial Service	\$.17/\$100 gross receipts	
Fortune Teller	\$500 annual flat fee	
Hotel, Motel, Rooming House	\$.17/\$100 gross receipts	
Massage Therapy	\$.17/\$100 gross receipts	
Nonprofit Organization	None- must provide 501(c)(3)	
Personal Service	\$.17/\$100 gross receipts	
Professional	\$.17/\$100 gross receipts	
Public Utilities	1/2 of 1% gross receipts	
Repair Service	\$.17/\$100 gross receipts	
Real Estate Service and Lessors of Real Property (dwellings 3 or more)	\$.17/\$100 gross receipts	
Restaurant	\$.17/\$100 gross receipts	
Retail Merchant	\$.17/\$100 gross receipts	
Wholesale Merchant	\$.05/\$100 purchases of goods of sale	
Manufacturer	None	
Itinerant Merchant or Peddler	\$500 annual flat rate	
Carnival/Amusement	\$500 per event	
Coliseum, Arenas (public, +10,000 capacity)	\$1,000 annual flat rate	
Savings & Loan, Credit Union	\$50 annual flat rate	
Photographer- no VA established business	\$30 annual flat rate	
Minimum License Fee	\$20	

Town of Purcellville
Master Tax & Fee Schedule
Adopted Effective July 1, 2016 (FY 2016-2017)

CATEGORY	TAX RATE OR FEE	CODE REFERENCE
Farm & Community Market Fee	\$20 per space	(Town Code Ord # 10.12.02) (Town Code 18-153)
Motor Vehicle Decals		
Automobiles	\$25.00	(VA Code §46.2-752) (Town Code 78-47)
Motor Cycle	\$15.00	
Antique	\$1.00	
Military	\$1.00	
Transfer	\$1.00	
Penalty for Late Purchase	\$1.00	
Lost Decal	\$1.00	
Qualified vehicle - volunteer	No fee	
Bank Franchise Tax	80% of State rate of 1%/\$100 of net capital	(VA Code §58.1 Chapter 12) (Town Code 74-4)
Cigarette Tax	.65 per pack	(VA Code §58.1-3840) (Town Code 74-180)
Transient Occupancy Tax	3% of amount paid for lodging or use of space	(VA Code §58.1-3840) (Town Code 74-222)
Meals Tax	5%	(VA Code §58.1-3840) (Town Code 74-82)
Loudoun County Gas Tax	County voluntary contribution to the Town	
Communications Tax	5% of sales price of each communications service collected by State and apportioned to localities.	(VA Code §58.1-648)
Community Events Sign	\$55 (in Town org) / \$65 (out of Town org)	
Right of Way Use Application Fee	\$40.00	(VA Code § 56-468.1)
Right of Way Reinstatement Fee	\$30.00	(VA Code § 56-468.1)
Right of Way Performance Guarantee Fee	100% of Project Cost	(VA Code § 56-468.1)
Right of Way Use Fee	\$1.05 per access line	(VA Code § 56-468.1)
Bad Check Fee	\$50	(VA Code § 15.2-106) (Town Code 1-18)
Ordinance Mowing Administrative Fee	20% of Fees	
Mowing Fee	Cost of Contractor Mowing	
Certified Letter Fee - Violation Notice	Current USPS Rate	
Certified Letter Fee - Invoice	Current USPS Rate	

Town of Purcellville
Master Tax & Fee Schedule
Adopted Effective July 1, 2016 (FY 2016-2017)

CATEGORY	TAX RATE OR FEE	CODE REFERENCE
POLICE		
Child restraint/safety belt violation (under 18 years, first offense - pay fine only)	\$50.00	
Disabled parking violation	\$150.00	
Driving wrong way on one-way street	\$30.00	
Earphones while driving	\$25.00	
Equipment violation (each charge)	\$30.00	
Expired rejection sticker	\$50.00	
Failure to dim headlights while moving	\$30.00	
Failure to display license plates	\$25.00	
Failure to drive on right side of highway	\$30.00	
Failure to give proper signal	\$30.00	(VA Code § 46.2-851)
Failure to have vehicle inspected	\$30.00	
Failure to correct defects	\$50.00	
Failure to obey highway signs	\$30.00	(VA Code § 46.2-830)
Failure to obey traffic lights	\$100.00	(VA Code § 46.2-833)
Evasion of traffic control device	\$50.00	
Failure to obtain registration	\$25.00	
Failure to secure load	\$30.00	
Failure to use seat belt (pay fine only)	\$25.00	
Failure to yield right of way	\$30.00	(VA Code § 46.2-820 to § 46.2-829)
Following too closely	\$30.00	(VA Code § 46.2-816)
Illegal radar detector	\$40.00	
Impeding flow of traffic	\$30.00	
Improper lane change	\$30.00	
Improper passing	\$30.00	
Improper towing	\$30.00	
Improper U-turn	\$30.00	(VA Code § 46.2-845)
Speeding (other than in a residence zone, highway work zone or school crosswalk)	\$6.00 per MPH over speed limit	(VA Code § 46.2-870 to § 46.2-876)
Speeding in residence zone	\$200.00 plus \$8.00 per MPH over speed limit	(VA Code § 46.2-878.2)
Highway Safety Corridor moving violation (double the prepayable fine)	(double the prepayable fine)	(VA Code § 46.2-947)

Town of Purcellville
Master Tax & Fee Schedule
Adopted Effective July 1, 2016 (FY 2016-2017)

CATEGORY	TAX RATE OR FEE	CODE REFERENCE
COMMUNITY DEVELOPMENT		
Administrative Permits		
Zoning Permits		
New construction:		
Residential	\$200	(VA Code § 15.2-2286)
Non-Residential	\$250	
Additions & Alterations:		
Residential	\$75	(VA Code § 15.2-2286)
Non-Residential	\$150	
Accessory Structures:		
Decks, fences & sheds under 150 sq ft	\$50	(VA Code § 15.2-2286)
All other accessory structures	\$75	
Construction Trailer	\$300/year	(VA Code § 15.2-2286)
Demolition	All structures \$150	
Home Occupation Permit	\$75	(VA Code § 15.2-2286)
Home Child Care Center (12 children or less)	\$100	(VA Code § 15.2-2286)
Occupancy Permit:		
Residential*	\$50	(VA Code § 15.2-2286)
Commercial*	\$150	
Temporary*	\$100	
*includes 1 inspection	\$100 for each re-inspection	
Sign Permits		
Permanent Signs	1-10 SF: \$75 11-30 SF: \$100 > 30 SF: \$150	(VA Code § 15.2-2286)
Temporary Signs	\$35	(VA Code § 15.2-2286)
Signs removed from public right of way	\$25	
Sign Waiver	\$75	(VA Code § 15.2-2286)
Master Sign Plan Amendment	\$50	(VA Code § 15.2-2286)
Board of Architectural Review Applications		
Preapplication Conference	\$75	
New Construction & Additions	\$350	
Exterior Alterations	\$250	
Repainting to New Color(s)	\$50	
Accessory Structures	\$50	
CDA Amendments	\$100	
Appeal to Council	\$250	
Administrative Review	\$50	
Demolition Application	\$75	

Town of Purcellville
Master Tax & Fee Schedule
Adopted Effective July 1, 2016 (FY 2016-2017)

CATEGORY	TAX RATE OR FEE	CODE REFERENCE
Site Plan		
Pre-Application Review	\$250	(VA Code § 15.2-2241)
Preliminary Site Plan	\$2,000 + cost of engineering consultant review (ECR) (consultant cost not to exceed \$2,500)	(VA Code § 15.2-2241)
Final Site Plan	\$2,500 + 2% of bonded improvements value + ECR cost (ECR cost not to exceed \$2,500)	(VA Code § 15.2-2241)
Preliminary/Final Site Plan	\$4,500 + 2% of bonded improvements value + ECR cost (ECR cost not to exceed \$2,500)	(VA Code § 15.2-2241)
Additional Submissions (applies to all site plans)	2nd & subsequent: \$500 + ECR cost (ECR cost not to exceed \$1,500)	(VA Code § 15.2-2241)
Revisions to Approved Site Plan	\$500 + ECR cost (ECR cost not to exceed \$1,500)	(VA Code § 15.2-2241)
Minor Site Plan	\$2,250 + ECR cost (ECR cost not to exceed \$1,250)	(VA Code § 15.2-2241)
Subdivision		
Pre-Application Review	\$250	(VA Code § 15.2-2241)
Preliminary Plat	\$2,500 + \$100/lot + ECR cost (ECR cost not to exceed \$2,500)	(VA Code § 15.2-2241)
Preliminary Plat Extension	\$350	(VA Code § 15.2-2241)
Preliminary Plat Revision (minor revision to approved preliminary plat)	\$300 + ECR cost (ECR cost not to exceed \$1,500)	(VA Code § 15.2-2241)
Minor Subdivision Plat (3 lots or less)	\$500 + \$100 per lot	(VA Code § 15.2-2241)
Final Plat (after prelim plat approval, may be phased if phasing is approved with prelim plat)	\$1,500 + \$100/lot	(VA Code § 15.2-2241)
Construction Plans (Public Facility Construction Plans)	\$1,500 + 1% of value of bonded improvements value + ECR cost (ECR cost not to exceed \$2,500)	(VA Code § 15.2-2241)
Revisions to Approved Construction Plans	\$500 + ECR cost (ECR cost not to exceed \$1,500)	(VA Code § 15.2-2241)
Preliminary/Final Subdivision Plat	\$4,000 + \$100/lot + ECR cost (ECR not to exceed \$2,500)	(VA Code § 15.2-2241)
Boundary Line Adjustment & Lot Consolidation Plats	\$250 for single party; \$500 for 2 or more parties; + cost of Town attorney review (cost of review not to exceed \$300)	(VA Code § 15.2-2241)
Other Plats (i.e. Easement Plats, Correction Plats, etc.)	\$500 plus \$50 per lot + cost of Town Attorney review	(VA Code § 15.2-2241)
Additional Submissions (applies to all plats & plans)	2nd & subsequent: \$500 + ECR cost (ECR cost not to exceed \$1,500)	(VA Code § 15.2-2241)
Variation or Exception	\$500 for one; \$250 for each additional in same application; plus cost of public hearing, if required	(VA Code § 15.2-2241)
Grading Plan		
First Submission	\$500 + \$20 per acre + ECR cost (ECR cost not to exceed \$1,500)	(VA Code § 15.2-2241)
Additional Submissions	2nd & subsequent: \$250 + ECR cost (ECR cost not to exceed \$1,000)	(VA Code § 15.2-2241)

Town of Purcellville
Master Tax & Fee Schedule
Adopted Effective July 1, 2016 (FY 2016-2017)

CATEGORY	TAX RATE OR FEE	CODE REFERENCE
Performance Bonds and As-Built Site Inspections		
As-Built Submissions	\$300 + ECR cost, not to exceed \$1,000 in the aggregate; \$100 per inspection after 1st inspection	(VA Code § 15.2-2241)
Bond approval	\$250 + ECR cost, not to exceed \$500 in aggregate	(VA Code § 15.2-2241)
Bond extension	\$250 per year extended	(VA Code § 15.2-2241)
Bond reduction	<p style="text-align: center;">For Bonds \$3,500 or larger: \$350 + ECR cost (includes 1 inspection) + \$100 for each additional inspection</p> <p style="text-align: center;">For Bonds under \$3,500: \$250 (includes 1 inspection) + \$100 for each additional inspection</p>	(VA Code § 15.2-2241)
Bond release	<p style="text-align: center;">For Bonds \$3,500 or larger: \$350 + ECR cost (includes 2 inspections – punch list & final) + \$100 for each additional inspection</p> <p style="text-align: center;">For Bonds under \$3,500: \$250 (includes 2 inspections) + \$100 for each additional inspection</p>	(VA Code § 15.2-2241)
Lawn Establishment Winter Cash Bond Processing Fees	Application Fee: \$50 Bond Release Fee: \$100 per bond	(VA Code § 15.2-2241)
Lawn Establishment Winter Bond for Single Family Homes	\$4,000	(VA Code § 15.2-2241)
Lawn Establishment Winter Bond for Townhomes	\$2,000	(VA Code § 15.2-2241)
Landscaping Bond	\$250 Plus Actual Cost of Landscaping	
Land Use & Legislative Applications		
Zoning Map Amendment	0-5 ac: \$2,500 5-10 ac: \$3,500 10-25 ac: \$6,500 25-100 ac: \$7,500 >100 ac: \$8,500 + \$25 each add'l ac.	(VA Code § 15.2-2286)
Proffer or Proffered Plan Amendment	\$5,000	(VA Code § 15.2-2286)
PDH Final Development Plan Administrative Amendment	\$1,000	(VA Code § 15.2-2286)
Comprehensive Plan Amendment	\$2,500	(VA Code § 15.2-2286)
Special Use Permit	\$2,000	(VA Code § 15.2-2286)
Commission Permit	\$750	(VA Code § 15.2-2286)
Ordinance Text Amendment	\$2,500	(VA Code § 15.2-2286)
Annexation Applications		
Annexation Request	0-5 acres: \$10,000 > 5 acres: \$10,000 + \$50 each add'l acre	(VA Code § 15.2-2286)

Town of Purcellville
Master Tax & Fee Schedule
Adopted Effective July 1, 2016 (FY 2016-2017)

CATEGORY	TAX RATE OR FEE	CODE REFERENCE
Board of Zoning Appeals Applications		
Variance	\$500 + cost of newspaper ad, not to exceed an	(VA Code § 15.2-2286)
Special Exceptions	\$500 + cost of newspaper ad, not to exceed an	(VA Code § 15.2-2286)
Appeals of Admin Decision	\$500 + cost of newspaper ad, not to exceed an	(VA Code § 15.2-2286)
Misc. Zoning Fees		
Readvertise Public Hearing	Cost of newspaper ad, up to \$500	(VA Code § 15.2-2286)
Renotify Property Owners	\$150	(VA Code § 15.2-2286)
Zoning Clearance Letter	\$25	(VA Code § 15.2-2286)
Zoning Determination	\$150	(VA Code § 15.2-2286)
Traffic Consultant Review Fee	Not to exceed \$3,000	(VA Code § 15.2-2286)
Zoning Publications		
Comprehensive Plan	Paper: \$45 CD: \$5 when available	(VA Code § 15.2-2286)
Zoning Ordinance	Unbound: \$25 Bound: \$40	(VA Code § 15.2-2286)
Zoning Map or other Maps	Small (up to 11 x 17): \$5 Large (larger than 11 x 17): \$25	(VA Code § 15.2-2286)
Subdivision Ordinance (LDSCO)	\$10	(VA Code § 15.2-2286)
Facilities Standards Manual	\$30	(VA Code § 15.2-2286)
Publications Copied In-House	\$0.10 per page	(VA Code § 15.2-2286)
UTILITIES		
Water Supply System		
Water Usage Rates		
1st Tier (to 5,000)	\$6.34/1000 gallons	
2nd Tier (5,001-10,000)	\$8.46/1000 gallons	
3rd Tier (10,001-15,000)	\$10.20/1000 gallons	
4th Tier (15,001-20,000)	\$12.14/1000 gallons	
5th Tier (20,001-50,000)	\$15.15/1000 gallons	
6th Tier (50,001-100,000)	\$17.29/1000 gallons	
7th Tier (100,001-150,000)	\$19.44/1000 gallons	(VA Code § 82-7)
8th Tier (100,001-200,000)	\$21.57/1000 gallons	(VA Code § 82-44)
9th Tier (200,001-250,000)	\$24.57/1000 gallons	
10th Tier (250,001-300,000)	\$26.71/1000 gallons	
11th Tier (300,001-350,000)	\$28.84/1000 gallons	
12th Tier (350,001-400,000)	\$30.98/1000 gallons	
13th Tier (400,001-450,000)	\$33.12/1000 gallons	
14th Tier (450,001-500,000)	\$38.47/1000 gallons	
15th Tier (500,001-550,000)	\$43.81/1000 gallons	
16th Tier (550,001-600,000)	\$49.15/1000 gallons	
17th Tier (600,001 and over)	\$54.50/1000 gallons	

Town of Purcellville
Master Tax & Fee Schedule
Adopted Effective July 1, 2016 (FY 2016-2017)

CATEGORY	TAX RATE OR FEE	CODE REFERENCE
Fixed Service Fee (based on meter size of account)		
5/8'	\$15.00	
3/4"	\$15.00	
1"	\$37.50	
1.5"	\$75.00	
2"	\$119.99	
3"	\$239.48	
4"	\$374.97	
6"	\$479.93	
8"	\$1,199.88	
<i>*Out of Town is Double the In-Town Rate</i>		
Wastewater Collection System		
Wastewater Usage Rate	Flat rate \$15.19/1000 gallons	
		(VA Code § 82-7) (VA Code § 82-166)
Fixed Service Fee (based on meter size of account)		
5/8'	\$15.00	
3/4"	\$15.00	
1"	\$37.50	
1.5"	\$75.00	
2"	\$119.99	
3"	\$239.48	
4"	\$374.97	
6"	\$479.93	
8"	\$1,199.88	
<i>*Out of Town is Double the In-Town Rate</i>		
Water Supply System		
Handling Fee for New Account (Water)	\$10.00	
Penalty (Late Fee)	10%	
Interest	10% per annum	
Pre-disconnect door announcement	\$10.00	
Reconnection Fee (terminated fee)	\$50.00	
Emergency call-out fee	\$100.00	
		(VA Code § 82-167)
Deposit Rates	Residential: \$300.00 Business: \$300.00 Restaurant: \$750.00 Apartments: \$3,000.00 Laundry Mats: \$7,050.00	
		(VA Code § 82-78)

Town of Purcellville
Master Tax & Fee Schedule
Adopted Effective July 1, 2016 (FY 2016-2017)

CATEGORY	TAX RATE OR FEE	CODE REFERENCE
Bulk Water Fee (New Fee) Water usage rate	\$11.00/1,000 gallons	(Town Code § 82-192)
Per day Administrative Fee	\$50	
Availability Fee In-Town*	3/4": \$38,631 1": \$64,385 1.5": \$128,770 2" T-10: \$206,032 2" HP Turbine: \$206,032 3" HP Turbine: \$386,310 4" HP Turbine: \$643,850 2" T/F Compound: \$206,032 3" T/F Compound: \$386,310 4" T/F Compound: \$643,850 6": \$1,287,700	(VA Code § 82-7) (VA Code § 82-44)
<i>*Out of Town is Double the In-Town Rate</i>		
General Construction Permit for Distribution Mains (VDH review of new Water Lines)	\$500 Preliminary Plan \$1.50/LF WL +\$500 for Final Site Plan	(Waterworks Regulations* 12VAC5-590-200)
New Line Flushing Request	\$50 Administrative Fee + \$ (current water rate)/1000 gallons water used	(Waterworks Regulations* 12VAC5-590-800)
<i>*§ 32.1-170 of the Code of VA authorizes VDH to adopt the VA Administrative Code (VAC) for Waterworks Regulations</i>		
Hydrant Flow Test	\$200	
Meter Testing Fee (customer request)	\$100	
Meter Fee	5/8": \$275 3/4": \$328 1": \$394 1.5": \$564 2" T-10: \$709 2" HP Turbine: \$944 3" HP Turbine: \$1,469 4" HP Turbine: \$2,281 2" T/F Comp.: \$2,013 3" T/F Comp.: \$2,749 4" T/F Comp.: \$3,731	(VA Code § 82-7) (VA Code § 82-44)
Water Theft Fines	First Offense: \$1,000* Second Offense: \$1,500* Third or Subsequent Offense: \$2,000* *Plus water consumption.	(Town Code § 82-86)
Water Meter Tampering/Damage	Penalty for Improper Use: \$500 Damage to Meter: \$275	(Town Code § 82-53)

Town of Purcellville
Master Tax & Fee Schedule
Adopted Effective July 1, 2016 (FY 2016-2017)

CATEGORY	TAX RATE OR FEE	CODE REFERENCE
Wastewater System		
Handling Fee for New Account (Sewer)	\$10.00	(VA Code § 82-7)
Penalty (Late Fee)	10%	(VA Code § 82-7)
Interest	10% per annum	(VA Code § 82-7)
Availability Fee In-Town*	5/8": \$21,600 3/4": \$32,400 1": \$54,000 1.5": \$108,000 2" T-10: \$172,800 2" HP Turbine: \$172,800 3" HP Turbine: \$324,000 4" HP Turbine: \$540,000 2" T/F Comp.: \$172,800 3" T/F Comp.: \$324,000 4" T/F Comp.: \$540,000 6": \$1,080,000	(VA Code § 82-7) (VA Code § 82-44)
New Sewer Line Flushing Request	\$50 Administrative Fee + water used	
<i>*Out of Town is Double the In-Town Rate</i>		
Grease/Grit Interceptor Policy and Program		
Failure to maintain on-site records	1st Offense: warning letter 2nd Offense: \$100 3rd Offense: \$150 4th Offense: \$300	(Town Code § 82-192)
Inspection Hindrance (equipment related)	1st Offense: warning letter 2nd Offense: \$100 3rd Offense: \$150 4th Offense: \$300	(Town Code § 82-192)
Interceptor in excess of 25% full	1st Offense: warning letter 2nd Offense: \$300 3rd Offense: \$450 4th Offense: \$1,000	(Town Code § 82-192)
Interceptor in excess of 75% full	1st Offense: warning letter 2nd Offense: \$300 3rd Offense: \$500 4th Offense: \$1,000	(Town Code § 82-192)
Failure to maintain interceptor other than cleaning	1st Offense: warning letter 2nd Offense: \$300 3rd Offense: \$500 4th Offense: \$1,000	(Town Code § 82-192)

Town of Purcellville
Master Tax & Fee Schedule
Adopted Effective July 1, 2016 (FY 2016-2017)

CATEGORY	TAX RATE OR FEE	CODE REFERENCE
Source of sewer blockage	1st Offense: warning + clean up costs 2nd Offense: \$500 + clean up costs 3rd Offense: \$1,000 + cleanup costs 4th Offense: termination of service	(Town Code § 82-192)
Falsification of maintenance or cleaning records and noncompliance with Policy and Program	1st Offense: warning letter 2nd Offense: \$500 3rd Offense: \$1,000 4th Offense: termination of service	(Town Code § 82-192)
Refusal for Inspection	Termination of Service	
Telecommunication Fees		
Lease Signing Fee	\$500	
Application to Locate on Town property or to Modify Existing Contract	\$500	
PARKS & REC		
Events		
Event Permit Application Review Fee	\$75	(Ordinance No. 15-09-02)
Street Closure Fee for Events	\$100 per day or portion thereof	(Ordinance No. 15-09-02)
Town Events Specialist: (for event planning services	\$30 per hour	(Ordinance No. 15-09-02)
Public Works Fee for Events	Up to \$65 per employee per hour	(Ordinance No. 15-09-02)
Town Police Fee for Events	Up to \$65 per officer per hour	(Ordinance No. 15-09-02)
Train Station Fees		
Full day Use (over 6 hours)	\$280	
Half day Use (6 hours)	\$210	
Four Hour Block	\$140	
Two Hour Block	\$70	
One Hour Block	\$40	
Non Profits with 501C3 Status	\$50 per 4 hour block	
Community Garden Fees		
Community Garden Rental Fee	\$25	
Community Garden Security Deposit	\$50 (Refundable)	

AN ORDINANCE:

ADOPTING FISCAL YEAR 2017 TAX RATES, FINES, AND FEES; AMENDING THE PURCELLVILLE TOWN CODE BY ADDING "APPENDIX A," SETTING FORTH THE MASTER TAX AND FEE SCHEDULE

Cross References

Va. Code §§ 15.2-2119, 15.2-2122, 15.2-2143, 15.2-105, 15.2-1104, 15.2-1125, and Town Code §§ 82-76 and 82-166.

PASSED THIS ___ DAY OF _____ 2016.

Kwasi A. Fraser, Mayor

Town of Purcellville

ATTEST:

Diana Hays, Town Clerk

This page intentionally left blank



STAFF REPORT
ACTION ITEM

Item #12

SUBJECT: Approval of Meeting Minutes

DATE OF MEETING: May 24, 2016

STAFF CONTACTS: Diana Hays, Town Clerk/Project Manager

SUMMARY and RECOMMENDATIONS:

Attached are the meeting minutes from the May 10th, 2016 Town Council Meeting for review and approval by Town Council.

MOTION(S):

I move that we approve the minutes of the May 10th, 2016 Town Council Meeting wave reading.

ATTACHMENT(S):

1. May 10, 2016 Town Council Meeting Minutes

**MINUTES
PURCELLVILLE TOWN COUNCIL MEETING
MAY 10, 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
John Nave, Council member
Joan Lehr, Council member
Patrick McConville, Council member
Doug McCollum, Council member
Karen Jimmerson, Council member
Kelli Grim, Council member

ABSENT: None

STAFF: Robert Lohr, Jr., Town Manager
Danny Davis, Assistant Town Manager
Sally Hankins, Town Attorney
Alex Vanegas, Director of Public Works
Liz Krens, Director of Finance
Patrick Sullivan, Director of Community Development
Hooper McCann, Director of Administration
Joe Schroeck, Police Dept.
Melanie Scoggins, Events Specialist
Sheryl McIlvaine, Executive Assistant
Diana Hays (arrived at 8:25 PM)

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 Jimmerson requested to move the Authorization to Vacate Pump Station as item a. instead of c. since the homeowner was in attendance. Mayor Fraser approved the request.

Rob Lohr requested to add to the agenda that Council provide additional direction for the next budget meeting. Mayor Fraser approved the addition under section 14 as item b.

PROCLAMATIONS/RECOGNITIONS:

a. Recognition – Master Governmental Deputy Treasurer by Treasurer’s Association of Virginia

Liz Krens presented the certificate of the Master Governmental Deputy Treasurer from the University of Virginia Weldon Cooper Center for Public Service to Connie LeMarr, Assistant Director of Finance.

b. Recognition – GFOA Certificate of Achievement for the FY15 CAFR

Danny Davis presented this award to the Finance Dept. and noted that the award is the highest form of recognition in the area of governmental accounting and financial reporting.

c. Proclamation – Click It or Ticket

Mayor Fraser read the proclamation and issued it to the Lt. Joe Schroeck from the Purcellville Police Dept.

d. Recognition – Loudoun Valley High School STEM Club

Mayor Fraser recognized each of the members in attendance.

e. Recognition – Loudoun Valley High School DECA State Champion – Business Finance

Mayor Fraser congratulated Ms. Sarah McAllister, and Steve Varmecky provided information about her success.

PUBLIC HEARINGS:

None

PRESENTATIONS:

a. Loudoun Valley High School STEM Club

The STEM Club showed a short video about the design and creation process for their Emergency Alert System and summarized the next steps to have it implemented.

STANDING COMMITTEE/COMMISSION/BOARD REPORTS:

a. Planning Commission

Chairman McCollum stated at their May 5th meeting the Planning Commission discussed the application of Makersmith to locate to the Town’s property on S. 20th Street. Council member McCollum noted that the property is currently zoned as IP, Institutional Public Use district and stated that Makersmith has said that their use is light industrial that overlaps several zones, and that the current zoning technology does not adequately address their use. Chairman McCollum added that after discussion, the Planning Commission voted unanimously with one absent to recommend to Council that they work with Makersmith to initiate an application for a public or government building facility or use not otherwise defined, Article 4 Section 14.3, which

requires a special use permit. Chairman McCollum added that this would be a short term fix because the use is only valid on publicly owned land, however allows Makersmith to operate in compliance with current Town zoning as long as the Town owns the property.

Chairman McCollum noted that the Planning Commission canceled its May 19th meeting so that a Visioning Workshop could be held, which is the third step of the comprehensive plan input sessions.

Chairman McCollum stated that with the results of the May 3rd election, the Planning Commission will have at least two vacancies as of July 1.

b. Board of Architectural Review

No report.

c. Parks and Recreation Advisory Board

Vice Mayor McConville reminded everyone that the Music and Arts Festival is on May 21st and that the deadline for artists has been extended.

d. Economic Development Advisory Committee

Daniel Abramson, Chairman, thanked Council members Nave, Lehr and McConville for their efforts over the years.

Chairman Abramson reviewed the CGI proposal for marketing videos for the Town and shared a presentation.

e. Purcellville Arts Council

Liz Jarvis, Chair, reviewed the Art In Town program, Art in the Train Station, and Art in Town Hall program and announced the artist reception scheduled for May 18th. Chair Jarvis added that the PAC is coordinating the arts portion for the Music and Arts Festival.

CITIZEN AND BUSINESS COMMENTS:

None

MAYOR AND COUNCIL COMMENTS:

Council member McCollum congratulated the candidates in the Council elections, congratulated the Finance Dept. and staff for their awards, and thanked the Police Dept. for their work with domestic disputes and crisis intervention. Council member McCollum talked about his motion to amend the agenda at the last Council meeting so that Council could discuss the April 22, 2016 formal complaint against a Council member. Council member McCollum

added it was not his intention to discuss the merit of the complaint but to initiate a discussion about the procedures Council would use to address these types of matters. Council member McCollum stated he feels having the Council decide how to address matters is the people's business and that citizens should expect that their complaints against Council members will be considered fairly in public to the extent allowed by the Code of Virginia. Council member McCollum added he is gratified that the agenda today includes Council discussions on these procedures.

Council member Grim stated that May 15th is National Police Officers week to honor fallen officers. Council member Grim talked about the importance of public trust and a responsive government.

Council member Jimmerson stated she attended the ribbon cutting for Workman Fitness and noted the success of the attendance of the elections.

Council member Nave stated he attended the ribbon cutting for Workman Fitness, and thanked Connie LeMarr for her work and the Town's for their financial reporting.

Council member Lehr stated the Purcellville Business Association meeting was held today and enjoyed listening to the speaker from the office of Loudoun Economic Development.

Vice Mayor McConville congratulated all of the candidates and added that he shared comments with the Town Manager about what he heard from residents as he was going around Town. Vice Mayor McConville added he has been working on a bus shelter project near Giant, and added that he attended the ribbon cutting for Workman Fitness and also congratulated Connie LeMarr and the Finance Dept.

Mayor Fraser congratulated the election candidates and thanked Council members Nave, Lehr and McConville for their years of dedicated service. Mayor Fraser welcomed Ms. Grim to Council and the additional new Council members in attendance. Mayor Fraser stated he met with Chris Bessette, Operational Manager of the Purcellville Cannons, and stated he is ready and willing to work with the Town to bring profitability to Fireman's Field. Mayor Fraser thanked the citizens for entrusting him as Mayor for the next two years.

DISCUSSION/INFORMATIONAL ITEMS:

a. Marketing Video Follow-up: Discussion of Options

Danny Davis noted that this item was previously discussed at the March Town Council meeting and is being brought back to Council for direction on how to proceed since a consensus was not reached at that time. Council had requested that staff solicit two separate options with one being the CGI option and the second option to get proposals and have videos done at an expense to the Town. Another option was to reach out to local schools to see if students would be willing and able to do this project. Danny Davis stated he reached out to both high schools in Town and to Monroe Tech. and added Monroe Tech. has students that are

from Loudoun Valley High School and are willing to step up and do this with minimal costs if this is the direction Council wants to go.

Council member Nave summarized that the Town went through the RFP process and that the results are provided. Council member Nave stated that he feels CGI has shown they are experienced and successful and if it can be integrated into the website, may be the way to go. Council member Jimmerson talked about the high quality of the end product being attractive to citizens. Council member Grim stated she feels the CGI videos are superior and received positive feedback from other municipalities that use CGI and proposed to move forward with CGI. Vice Mayor McConville noted he likes the high school option since it is local however supports options one and three. Council member Lehr noted she still feels advertising is inappropriate and can cause issues, and would like to see the high school students involved. Council member McCollum stated he prefers a video that talks about the Town as a whole and a website that has links to the restaurants, vineyards, breweries, etc.

Council member Nave made a motion that the Town move forward with an agreement to have CGI produce advertising as stated in the proposal. The motion was seconded by Council member Grim.

Council member Grim stated she reviewed all of the CGI videos and that they are municipality neutral in that they do not highlight specific businesses that were doing their marketing/advertising, and therefore does not feel businesses would feel left out. Daniel Abramson talked about the quality of video needed as it would come from each of the different groups mentioned.

Motion: Council member Nave
Second: Council member Grim
Carried: 6-1-0

McCollum - Aye
Grim - Aye
Jimmerson - Aye
Nave - Aye
Lehr - Nay
McConville - Aye
Mayor - Aye

ACTION ITEMS:

a. Authorization to Vacate Pump Station Access Easement in Old Dominion Valley Subdivision

Rob Lohr noted that when Old Dominion Valley purchased the remaining portion of the old subdivision, part of the proffers and build-out required a new pump station and the old one was abandoned, however during the coordination and delays the Town had to maintain the access easement to the back of the property near the old pump station. Mr. Lohr added that neither

the developer nor the Town identified at the end of the project that this pump station and easement needed to be abandoned, however staff agreed to accommodate the property owner and allowed them to get the permit and suggested that the Town cover the cost of doing the vacation of the easement. During this process it was identified that there is a small linkage in the HOA property which allows the Town to better clean out that area in the future and will approach the HOA to ask for a small connection through the HOA property to permit the Town emergency access if needed.

Council member Grim asked if the resident received a clear title at the time, if the title company missed it, asked if emissions insurance has been looked at to help offset some of the Town's expenses. Sally Hankins stated this has not been looked into. Rob Lohr added he would report back to Council as this gets resolved.

Council member Jimmerson made a motion that the Town Council authorize staff to proceed as needed with the work necessary to vacate the existing 15-foot pump station access easement (originally dedicated in DB 548 PG 484), and to extend the existing sanitary sewer easement to the right-of-way of Old Dominion Drive. The motion was seconded by Council member Lehr.

Motion: Council member Jimmerson
Second: Council member Lehr
Carried: 7-0-0

McCollum - Aye
Grim - Aye
Jimmerson - Aye
Nave - Aye
Lehr - Aye
McConville - Aye
Mayor - Aye

b. Wine and Food Festival Ticketing Options

Melanie Scoggins noted that feedback from Council was requested over the past four weeks as to how Council would like to see the ticketing done this year. Ms. Scoggins summarized the two options provided in the staff report.

Vice Mayor McConville noted a third option providing a five dollar discount to Town residents at any tier by showing their ID at the gate. Council member McCollum added that the Town zip code is the same as out of Town Purcellville residents. Council member Grim asked about staff checking ID and to look into a disclaimer. Ms. Scoggins stated that the Town is on an ABC license. Ms. Grim asked about ticket sales in locations other than online and Ms. Scoggins noted that online is the preference and the Town does not take credit cards for ticket purchasing options elsewhere. Ms. Grim added she helped with another event that provided discounts to Town residents and it was very difficult to determine the residents. Further discussion took place about offering a resident discount online using a code and limiting tickets when using the code. Mayor Fraser added he is inclined to not offer the discount because of probability in others getting the discount code.

Council member Grim made a motion to direct staff to use the ticketing option one as described in this report for the 2016 Purcellville Wine and Food Festival. The motion was seconded by Council member Jimmerson.

Council member McCollum stated he does not feel non-residents will game the system for a five dollar discount and feels option one is a better option. Vice Mayor McConville suggested a limit of four or six tickets and would like to offer Town citizens a discount. Council member McCollum added that option one offers no discount.

Council member Lehr made a friendly amendment that option two be used with residents only being allowed to get the discount through the online purchase (not at the gate) and that the tickets be limited to six per household. Council member Jimmerson noted that the code is transferrable and expressed her concerns for it getting around to non-residents. Council member Grim agreed to the friendly amendment, although not her preference.

Council member Grim restated the motion with the amendment that Council direct staff to use ticketing option one as described in the report for the 2016 Purcellville Wine and Food Festival and that we also allow residents to purchase their tickets at fifty-percent off price online up until July 15th. The motion was seconded by Council member Jimmerson.

Council member McConville asked about staff costs associated with the amendment. Danny Davis stated he does not feel it would be an excessive amount of time.

Motion: Council member Grim
Second: Council member Jimmerson
Carried: 5-2-0

McCollum - Nay
Grim - Aye
Jimmerson - Aye
Nave - Aye
Lehr - Aye
McConville - Aye
Mayor - Nay

Mayor Fraser and Council member McConville explained that the reason for their vote was because of simplicity.

c. Process for Handling Complaints Against Public Officials

Sally Hankins referenced the questions in the staff report and asked if Council wanted to investigate complaints or leave the complaints to other avenues for processing that may already exist.

Council member McCollum stated he feels Council needs to address complaints and is responsible for the conduct of its members and should have a process using an appointed committee. Council member Grim stated she feels a larger number of citizens than Council members should be involved and an ad hoc committee be brought in when needed. Council member Jimmerson agrees with the ad hoc committee and feels if a complaint is filed against a Council member that the Council member be afforded the opportunity to speak to the Council about the action before moving forward. Council member Nave stated he feels this item is the

business of the people and talked about it being brought outside of Council to another authority. Council member Lehr talked about options such as a citizen/Council ad hoc committee or something similar to determine whether or not to move the complaint forward to an outside group. Vice Mayor McConville stated complaints need to be addressed in front of a jury and does not feel Council should be involved. Mayor Fraser stated he feels a process is needed in the case of future complaints, and feels there should be an initial vetting of the complaint by an ad hoc committee consisting of Council and several citizens, selection process of the residents to be determined, then forwarded to an expert.

Sally Hankins summarized by stating she heard that three Council members stated they would prefer that the initial review of the complaint be handled by an outside person, and that four Council members prefer for the review to be done by a committee consisting of Council members or a Council and citizen committee. Ms. Hankins added that three Council members preferred to have a preliminary evaluation before any type of investigation would occur and that this be done by the complainant and the subject of the complaint defending it with the ad hoc committee hearing the complaint then determining if there is merit to move the complaint forward.

Council member McCollum added that he is uncomfortable with Council members issuing discipline. Sally Hankins talked about the complaints being considered personnel matters and that under the Freedom of Information Act the Town has the option to keep personnel matters confidential which the Town exercises for employees. Ms. Hankins added that Council is a separate category and could continue in the same manner as with employees or make it public as well as the material associated with the complaint. Mayor Fraser asked for Council feedback on putting this before the public versus having two or three members serve on a committee to meet in private then bring it forward. Council member McCollum stated that in fairness to the citizens should be open to the public. Council member Grim stated she agrees with Council member McCollum and added that closed meetings are perceived negatively by the public. Council member McCollum talked further about the importance of hearing about the complaint from both sides. Council member Lehr stated she feels that the committee should consist of a random selection of three of the six Council members not involved in the complaint. Vice Mayor McConville added that by having the initial review done in public may keep the number of false allegations low. Council member McCollum added that someone on Council needs to address when a complaint is received and how it will be processed to include a public meeting, at which time the committee can close out the complaint should they feel there is not enough evidence to support it. Council member Jimmerson added that it should be determined what constitutes a qualified complaint. Mayor Fraser stated that if the complaint has merit, the second step would be to have both parties come before the committee and the committee would then make a decision. Council member McCollum added he does not feel there should be disciplinary steps and that the report shows as sufficient discipline for the residents to determine at election time.

Mayor Fraser summarized the draft process starting with a committee of three followed by a public hearing where both parties come before the committee. Then based on the merits of the case, a formal report is prepared by the committee of three. Council member Lehr added she feels there should be penalties at various levels to finalize the process.

Rob Lohr requested that Council consider using an outside person to conduct the fact finding to leave Council to continue to run the government, and talked about the additional expenses of having the committee versus having Council involved later in the process. Council member Lehr requested a cost on what the initial overview of a complaint would cost.

Mayor Fraser requested that Sally Hankins put together a draft policy based on the comments and that this item be added to the next meeting agenda for further discussion.

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

- a. **Memorial Day Poppy** (American Legion Auxiliary Unit 293)
- b. **Hunger Awareness Month, May 2016**

Council approved both requests.

- c. **Budget Discussion**

Rob Lohr stated that the budget document has been updated based on Council's consensus and asked if Council wants to schedule another budget meeting outside of the regular Council meetings or at the next Council meeting. After discussion, Council requested that this item be added to the May 24th meeting agenda.

APPROVAL OF MINUTES

- a. **April 26, 2016 Town Council Meeting**

Council member Lehr made a motion to approve the minutes of the April 26, 2016 Town Council Regular Meeting wave reading. The motion was seconded by Council member McCollum and approved unanimously.

ADJOURNMENT

With no further business, Council member McCollum made a motion to adjourn the meeting at 9:35 PM. The motion was seconded by Vice Mayor McConville and passed unanimously.

Kwasi A. Fraser, Mayor

Diana Hays, Clerk of Council