

# **BOWLING GREEN TOWN COUNCIL MEETING A G E N D A**

**July 5, 2018  
7:00 P.M.**

- I. CALL TO ORDER AND QUORUM ESTABLISHED:**
- II. PUBLIC HEARINGS:**
  - (1) A. O-2018-008 – Ordinance doing away with issuance and display of vehicle decal.
  - (2) B. Supplemental Appropriation Public Hearing
- III. DELEGATIONS:**
- IV. PUBLIC COMMENTS:**
- V. STAFF REPORTS & PRESENTATIONS:**
  - (3) A. Public Works and Utilities Report –June 2018
  - (4) B. Police Chief's Report – June 2018
  - (5) C. Events Coordinator's Report – June 2018
  - (6) D. Clerk/ Treasurer's Report – June 2018
  - (7) E. Town Manager's Report – June 2018
- VI. CONSENT AGENDA:**
  - (8) A. Bills – June 2018
  - (9) B. Minutes – June 7, 2018 Town Council Meeting
  - (10) C. R-2018-005 – Resolution to Establish Auxiliary Police Force
  - (11) D. Events Coordinator's Contract
- VII. UNFINISHED BUSINESS:**
  - (12) A. Councilman McDearmon's request to explore additional taxes
  - (13) B. O-2018-007 Sign Ordinance
- VIII. NEW BUSINESS:**
  - (14) A. 209 Maury Ave Real Estate Transaction
  - (15) B. Municode Consolidated Services Contract
  - (16) C. Authorize Mayor to accept and sign contract for the Town's Sewer Line Replacement Project
  - (17) D. Request from 4-H for free use of Town Hall
  - (18) E. Appointment of EDA Candidate
- IX. REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:**
- XI. CLOSED SESSION:**

**In accordance with Section 2.2-3711 A1 of the Code of Virginia for the purpose of discussion and consideration of the duties, assignments, appointments, compensation, and performance of the Police Chief.**
- XII. RECONVENE IN OPEN SESSION**
- XIII. ADJOURNMENT**

**Town of Bowling Green**  
**Town Council Meeting**



Date: July 5, 2018  
Agenda Item: II -A Public Hearing on  
0-2018 – 008 - An Ordinance to  
amend the requirements of the Town  
Code of Bowling Green Chapter 7,  
Article VIII, Vehicle License

**TYPE OF AGENDA ITEM:**

- CONSENAGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
- Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction  Resolution
  - Ordinance  Grant/ MOU
  - By Motion  Bylaws
  - Certificate

**PRESENTER:** Reese Peck      **PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** II -A Public Hearing on 0-2018 – 008 - An Ordinance to amend

the requirements of the Town Code of Bowling Green Chapter 7, Article VIII,  
Vehicle License

**BACKGROUND / SUMMARY:**

With the relocation of Virginia State Inspection stickers residents are having to move their permanent Vehicle decals to meet Virginia State Police Vehicle Safety Inspection regulations. An increasing number of counties, including Caroline, are considering or have already done away with vehicle decals. The Town currently spends about \$200 per year on the purchase of the decals.

**ATTACHMENTS:**

- Ad run in Free Lance Star on 6/19 and 6/26
- Chart of surrounding localities decal status
- O-2018-008

**REQUESTED ACTION:** Adopt O-2018-008

**FOR MORE INFORMATION, CONTACT:**

Phone#: 804-633-6212  
Email: [Townmanager@townofbowlinggreen.com](mailto:Townmanager@townofbowlinggreen.com)

Name:  
Reese Peck

**FOR USE DURING MEETING**

Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>

**VOTE:**       PASS       NOT PASSED

McDearmon  
Wright  
Gibson  
Satterwhite

The Commonwealth of Virginia only 7 localities still have an annual decal and 6 others still have permanent decals, excluding towns).

Below is a table showing how surrounding localities handle County decals.

<b>County</b>	<b>County Decal?</b>	<b>Notes</b>
Essex	No	Assesses vehicle license fee (VLF) on personal property bill
Hanover	No	Does not assess vehicle license fee
King & Queen	No	Separate bill license fee
King George	Issues permanent decal	Assesses VLF on personal property bill
King William	No	Assesses VLF on personal property bill
Louisa	No	Assesses VLF on personal property bill
Orange	No	Assesses VLF on personal property bill
Spotsylvania	No	Assesses vehicle license fee on personal property bill
Stafford	No	Assesses vehicle license fee on personal property bill

**BOWLING GREEN TOWN COUNCIL  
PUBLIC HEARING**

The Bowling Green Town Council will conduct a public hearing on Thursday, July 5, 2018, at 7:00 PM in Town Hall, 117 Butler Street. The purpose of the hearing will be for the Council to receive public comment on and consider the following matter:

**Ordinance O-2018-008 “An Ordinance to amend the requirements of the Town Code of Bowling Green Chapter 7, Article VIII, Vehicle License .”**

**These amendments to the Town Code remove the requirement for town residences to display a permanent vehicle decal and have instead the evidence of the payment of the license tax be a receipt of payment issued by the Town Treasurer.**

All interested persons may attend the hearings and be heard. Copies of the proposals are available for review in Town Hall during business hours. Any person requiring assistance in order to participate in the hearings is asked to contact the Town Manager in advance so appropriate arrangements can be made.

A. Reese Peck  
Town Manager

## Ordinance O-2018-008

### Ordinance O-2018-008 “An Ordinance to amend the requirements of the Town Code of Bowling Green Chapter 7, Article VIII, Vehicle License .”

**BE IT ORDAINED BY THE BOWLING GREEN TOWN COUNCIL that the Bowling Green Town Code be amended to remove the requirement for town residences to display a permanent vehicle decal and have the evidence of the payment of the license tax be a receipt of payment issued by the Town Treasurer to read in its entirety as follows:**

#### "ARTICLE VIII. VEHICLE LICENSE

##### Sec. 7-800. - Issuance of license.

Subject to the provisions of section 7-804, when the applicable license tax imposed by this article is paid, the motor vehicle for which such tax was paid shall be considered to be licensed pursuant to this article and a receipt shall be issued by the treasurer of the county for such payment. No license plate or decal shall be issued for or required to be displayed upon any such vehicle as evidence of such licensure or payment of such tax.

##### **Sec. 7-801. License Required; exceptions.**

(a) Every motor vehicle, including, but not limited to, automobiles and trucks having a situs pursuant to Va. Code section 58.1-3511, as amended, which is normally garaged, stored or parked within the town and operated upon the streets, highways or roads within the town, for business purposes or for the private use and benefit of the owner thereof, shall be licensed in the name of the owner in accordance with the provisions of this article.

(b) It shall be unlawful for any person to drive or operate such a vehicle on the streets, highways, or roads within the town , unless such vehicle is so licensed ~~as evidenced by a permanent town decal.~~

(c) This section shall not apply to farm vehicles as defined in Va. Code section 46.2-698, as amended, nor to any other type of vehicle which is exempt from state or local registration and licensing pursuant to state law.

(d) This section shall not apply to any motor vehicle when:

1. The motor vehicle is owned and used personally by a disabled veteran and such vehicle bears special license plates issued in accordance with Va. Code section 46.2-739, as amended.
2. The motor vehicle is owned by a person who has been a prisoner of war and such vehicle bears special license plates is sued in accordance with Va. Code section 46.2-746, as amended.
3. The motor vehicle is owned by a person who has been awarded the Medal of Honor and such

vehicle bears special license plates issued in accordance with Va. Code section 46.2-745, as amended.

(e) The following exceptions shall also apply:

1. The motor vehicle is owned by any member of a volunteer fire department or volunteer rescue squad organized to serve the residents of the Town of Bowling Green who holds a valid driver's license, who presents satisfactory evidence of meeting the active status requirement for the respective department or squad of which he or she is a member, who, on January 1 of the year the application for the exemption is requested, was 18 years of age and had one full calendar year of active service with a department or squad organized in the Town of Bowling Green, whose vehicle is registered in the member's name or is leased by the member and is the primary vehicle used by the member in response to emergency calls, and who is not delinquent in taxes due to the Town of Bowling Green, subject to the following provision that no member shall be issued more than one motor vehicle license free of charge.
2. The motor vehicle is owned by a former member of a volunteer fire department or volunteer rescue squad organized to serve the residents of the Town of Bowling Green who presents satisfactory evidence of having had 10 years of active service with a department or squad organized to serve the residents of the Town of Bowling Green, who holds a valid driver's license, whose vehicle is registered in the member's name or is leased by the member, and who is not delinquent in taxes due to the Town of Bowling Green, subject to the following provision that no member shall be issued more than one ~~deal~~ license free of charge.
3. The motor vehicle is owned or leased by any active deputy sheriff, salaried firefighter, or salaried emergency medical technician employed by Caroline County or the County Sheriff who also holds a valid driver's license and, on January 1 of the year the application for the exemption is requested, had one full calendar year of active service with the County, whose vehicle is registered in the member's name or is leased by the member, and who is not delinquent in taxes due to the Town of Bowling Green, subject to the limitation that no such deputy sheriff, firefighter or emergency medical technician shall be issued more than one motor vehicle license free of charge.

It shall be the responsibility of the Sheriff and Fire-EMS Chief to provide a list of deputies and career and volunteer fire and rescue personnel eligible for a permanent license /registration waiver to the Treasurer's Office by February 1 of each year. Appropriate vehicle related information must also be provided.

4. Antique vehicles not subject to renewal by the Virginia Department of Motor Vehicles.
5. The annual license tax for vehicles bearing Virginia National Guard license plates issued pursuant to Virginia Code section 46.2-744, as amended, shall be one-half the tax prescribed below.

### **Sec. 7-802. License Year.**

- (a) For 2011, a permanent license shall be issued by the Bowling Green Treasurer under this article and shall commence on the first day of April 2011. Such license shall be valid as long as the vehicle is garaged in the town and owned by the licensee.
- (b) For 2012 and beyond the motor vehicle permanent license/registration-tax shall commence on January 1 of each year.

### **Sec. 7-803. Application for License; Amount of Tax-Motor Vehicles; Motorcycles.**

- (a) The owner of a motor vehicle for which a permanent license is required shall make application to the Treasurer of the Town of Bowling Green on a form to be prescribed by him or her and approved by the Town Council. The applicant shall submit with such application satisfactory evidence that all personal property taxes upon the motor vehicle to be licensed have been paid.
- (b) For 2012 and beyond, the owner of a motor vehicle for which a permanent license has been issued shall be assessed an annual license /registration tax by the Treasurer. Purchasers of new or used vehicles for which a permanent license has not been obtained within 10 days from purchase shall be billed for such tax on a supplemental bill for such vehicle as may be required.
- (c) Effective January 1, 2011, the cost of the permanent license /registration tax required by this article shall be thirty dollars (\$30) for motorized vehicles with four or more wheels, and twenty-five (\$25) for motorcycles and similar two-wheel vehicles. The permanent license /registration tax shall be paid to the Bowling Green Town Treasurer. Upon payment of the tax and compliance with the other provisions of this article, the Town Treasurer shall issue to the applicant a license for the vehicle for which the tax was paid.

### **Sec. 7-804. Payment of Personal Property Prerequisite to Issuance.**

No motor vehicle shall be licensed by the town unless and until the applicant for such license shall have produced satisfactory evidence that all personal property taxes upon the motor vehicle to be licensed have been paid and satisfactory evidence that any delinquent personal property taxes owing have been paid which have been properly assessed or are assessable against the applicant by the town, in accordance with Va. Code section 46.2-752, as amended.

### **Sec. 7-805. Transfer/Duplicate of a Permanent License**

- (a) Upon application to the Treasurer and proof of purchase by a person to whom a permanent license has been issued, such license may be transferred from the vehicle for which originally issued to a replacement vehicle in the name of such owner.
- (b) Upon application to the Treasurer by a person to whom a permanent license has been issued a duplicate may be issued, with proof of damage to original license and satisfactory evidence that all prior year personal property taxes requiring a vehicle license have been paid.
- ~~(c) Upon affidavit of the applicant to the Treasurer that the decal, issued as provided in this article, has been lost, a duplicate decal shall be issued upon payment of three dollars (\$ 3.00) and compliance with all requirements of this article.~~

~~(d)(c)~~ The cost of a transferred permanent license or a duplicate permanent license shall be three dollars (\$3.00).

~~(e)(d)~~ There shall be no refund of the permanent license/registration tax imposed herein for vehicles sold or otherwise disposed of during the tax year.

### **Sec. 7-806. Limitations.**

This article is subject to the limitations on the imposition of such permanent license /registration taxes by the town as are set forth in Va. Code sections 46.2-663, 46.2-683, 46.2-750, 46.2-752 and 46.2-755, as amended.

### **Sec. 7-807. Collection.**

The Treasurer shall, after the due date for any license registration fee required under this section, collect such license /registration tax in accordance with the provisions of Va. Code section 58.1-3919, as amended and any other applicable state law. Additionally, the Treasurer shall have the authority to take any action authorized by Va. Code section 46.2-752, as amended.

### **Sec. 7-808. Failure to Obtain, Display, or Unlawful Transfer of Required Permanent Vehicle License Decal Grace Period for Payment of Tax by Persons Purchasing Vehicle**

#### **~~(a): Failure to display decal:~~**

~~It shall be unlawful for any person coming under the provisions of this article to fail to obtain and display the required permanent license decal. Such failure to display shall be a violation of this article even though the license tax may have been paid.~~

#### **~~(b): Display of decal:~~**

~~Permanent license decals shall be displayed as follows:~~

- ~~1) Motorized vehicles with four or more wheels — For such vehicles, the license decal shall be affixed to the windshield of the vehicle in such manner and at such location as prescribed in regulations promulgated by the Superintendent of the State Police pursuant to Va. Code section 46.2-1052, as amended.~~
- ~~2) Motorcycle or similar motorized vehicles with two wheels — For such vehicles, the license decal shall be affixed to the left front fork of side of such motorcycle so that it is clearly visible.~~

#### **~~(c): Transfer or Permitting use of decal by another:~~**



~~It shall be unlawful for any person to whom a permanent license decal is issued to give, loan, rent, sell, assign, or transfer such decal to another or to otherwise permit another to use in any manner such decal.~~

~~**(d) Grace period for payment of tax by persons purchasing vehicle:**~~

~~Purchasers of a new or used motor vehicle shall be allowed a ten (10) day period, beginning with the date of purchase, during which to pay license taxes charged by the Town of Bowling Green.~~

**Sec. 7-809. Violations and Penalty for Violations of Permanent License Decal Statutes**

**(a):** Violations of the requirements of this article shall be punished as a Class 4 misdemeanor as provided in Va. Code section 18.2-11, as amended. A violation of section 7-801 may not be discharged by payment of the fine except upon presentation of satisfactory evidence that the required ~~permanent~~-license decal has been obtained. Each day upon which a violation of this article continues shall be treated as a separate offense to be punished as a separate offense.

**(b):** All fines shall be recoverable before a court of competent jurisdiction upon a summons issued by the sheriff or any sworn deputy of the sheriff.

**Sec. 7-810. Disposition of Taxes and Fees.**

The revenue derived from all town motor vehicle permanent license /registration taxes shall be applied to general town purposes.

**Sec. 7-811. Taxation in More Than One Jurisdiction.**

No vehicle shall be subject to taxation under this article in more than one jurisdiction."

Adopted this 5th day of July, 2018

By the Town Council of Bowling Green, Virginia

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Honorable Jason E. Satterwhite, Mayor

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Melissa Lewis, Clerk of the Council

**Town of Bowling Green**  
**Town Council Meeting**



Date: July 5, 2018  
Agenda Item: II B- Supplemental  
Appropriation Public Hearing

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
  - Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction       Resolution
  - Ordinance           Grant/ MOU
  - By Motion             Bylaws
  - Certificate

**PRESENTER:** Reese Peck

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** II B- Supplemental Appropriation Public Hearing

**BACKGROUND / SUMMARY:**

To provide funds to refund the BAN and to pay the cost of capital improvements to the Town's sewer system and the cost of issuing the Bonds in the amount of \$6,316,000 (the "Maximum Amount").

**ATTACHMENTS:**

Public Notice

**REQUESTED ACTION:**

Approve request for Supplemental Appropriation

**FOR MORE INFORMATION, CONTACT:**

Phone #:

Name:

E-mail:

**FOR USE DURING MEETING**

Y      N

- Coleman
- Davis
- Gaines
- Hauser

Y      N

- 
- 
- 
- 

**VOTE:**

PASSED

NOT PASSED

- McDearmon
- Wright
- Gibson
- Satterwhite

**NOTICE OF PUBLIC HEARING  
FY 2019 SUPPLEMENTAL APPROPRIATION  
BY THE TOWN OF BOWLING GREEN, VIRGINIA**

The Council of the Town of Bowling Green, Virginia (the “Council”) will hold a public hearing on the FY 2019 Supplemental Appropriation in the amount of the \$6,316,000. The proposed supplemental appropriation is to finance and refinance costs of capital improvement to the Town's water and sewer systems. The public hearing, which may be continued or adjourned and at which persons may appear and present their views on the proposed bond issuance, will be held at **7:00 p.m.** on **July 5, 2018**, or as soon after that time as the matter may be heard, before the Council in the Town Hall, located at 117 Butler Street Bowling Green, Virginia. Any person requiring assistance in order to participate in the public hearing is asked to contact the Town Clerk in advance so that appropriate arrangements may be made.

A. Reese Peck  
Town Manager



**Town of Bowling Green – Public Works  
and Utilities Council Monthly  
Report/Project Update  
For June 2018**

Prepared By: Billy Deavers

Date: June 25, 2018

Additional and/or Support Materials Attached: Yes  No

## Ongoing:

### Wastewater Operations:

- Damage to Generator at Maury Heights Pump Station. Statement and pictures have been turned in, waiting for quote for repair/replacement.
- Still working on painting outdoor equipment, and general cleanliness of WWTP grounds
- Lift Stations are still being monitored for grease accumulation and dosed with degreaser as needed

### Water Operations:

- Reading meters started on 6/25/2018
- Notice was issued to Courthouse Apartments to have water leak fixed, work should start today, 6/25/2018

### Public Works:

- Grass cutting/weed eating season is still underway
- Removed dead trees by Police Station, planted roses at Town Hall and Mulched, as well as all of the Town Signs.

## Completed

### Wastewater Operations:

- Plant has been running well, with the exception of a few large rain events, and staff has worked hard to get right back on track
- Several repair and safety issues have been addressed, such as new safety yellow paint being added to trip hazards, new step put in at influent, repaired broken front sidewalk step
- A mural was added to the old trickling filter bldg.
- A sewer leak on Elliott was repaired, and required ten ft. of line replaced

### Water Operations:

- There were two water leaks on Davis Ct that have been repaired. The leaks were less than 50 ft apart from one another.
- Water cut offs were done 6/20 – 6/22/2018.
- Chlorine metering pump in Well #4 was replaced

## Heads up:

- Will be accepting application for open position, Maintenance/Groundskeeper I
- .Meter reading began 6/25/2018
- Potholes were filled on Milford St, White St, and Butler St.



**Town of Bowling Green – Police Department  
Council Monthly Report/Project Update  
For June 2018**

Prepared By: Chief David Lipscomb

Date: June 30<sup>th</sup>, 2018

Additional and/or Support Materials Attached: Yes

No

**Activity Report:**

**Total Calls for service: 55**

**The following is a list of performance for Officer Honeycutt:**

**10 Non-reportable calls for service**

**14 Summonses issued**

**4 Self-initiated calls**

**2 Animal complaints**

**3 Assist another agency**

**3 Business/Vacation checks**

**5 Motorist assists**

**11 Park walk and talk**

**1 Court appearance**

**Attended Dare training**

**The following is a list of performance for Chief Lipscomb:**

**45 Calls for service**

**1 DUI arrest**

**2 wanted persons arrested**

**2 Reportable motor vehicle crashes (one entrapment)**

**1 Larceny from town playground**

**56 Summonses issued**

**6 Verbal warnings given, 2 Fire Lane Warnings**

**3 Driving Suspended**

**3 Alarm calls**

**Conducted 39 PWT (Park walk and talk) These included multiple advice given.**

**5 Court appearances**

**Attended 1 day of training**

**Attended weekly staff meetings.**

**Conducted extra patrols of Town resident's homes who advised they were on vacation.**

**Washed and vacuumed patrol SUV three times per week.**

**Checked Virginia State Police sex offender registry for new entries. None located.**

**Assigned personnel to work two Town Hall events that included alcohol.**

**Completed weekly schedule for Officer Honeycutt.**

**Prepared for and attended court on various dates.**

**Met with the Commonwealth's Attorney's Office in reference to the successful conclusion of cases above.**

**Completed first ever annual report for town council.**

**Met with personnel committee in reference to new police chief contract.**

**Met with town events coordinator and local business manager in reference to national night out.**

**Procured new police equipment for two new reserve officers.**

**Conducted a range day for two new reserve officers.**

**Met with Town Clerk in reference to workers compensation insurance for two new reserve officers.**

**Met with Sheriff Lippa and CCSO administration in areas of RMS system and working relationship. Mayor and Town manager also in attendance.**

**Spoke with DCJS representatives about pending 599 funding increase. Also met with Town Manager and Town Treasurer about certifying documentation of same 599 funds.**

**Pending Actions:**

**Town ordinance in reference to auxiliary police officers. (information given to Town Manager)**

**Secure funding to revamp our parking summons. (Currently none exist)**

**Decisions Needed:**

**Full time Police Chief Contract**

**Councils decision on police policy manual**

**Heads Up Items:**

**Working with Town Manager towards solution to a records management system. (RMS)**

*The employees of Bowling Green, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town's resources and will do so without regard to personal gain or privilege.*



**Town of Bowling Green – Events Coordinator (Contractor)**  
**Monthly Report/Project Update**  
**For Jun 2018**

Prepared By: Jo-Elsa Jordan

Date: 6/29/18

Additional and/or Support Materials Attached: Yes X

No

**Monthly Activities:**

**EDA:**

Attend 6/19/18 meeting and record meeting minutes.

Create meeting agenda and distribute to EDA members, along with minutes from previous meeting.

Correspond with business owner at 101 N. Main for status of façade improvement.

Draft and mail letter of approval for the Façade and Streetscape Improvement Grant Application for business owner at 100 S. Main Street (FurGet Me Knots Pet Grooming).

**Clean Sweep:**

Facebook posts/promotions

Place Clean Sweep signs in participating residents' yards

Distribute maps

Secure volunteers for loading Goodwill trucks

Assist Goodwill trucks in loading donated items

**Bowling on the Green Virginia Wine Festival:**

Facebook promotion and social media content

Volunteer assignments through Caroline Chamber of Commerce and CCPS

Place Amazon order for event needs (ribbon, cups, wristbands)

Place event signage

Accept rental items (furniture, tent, bathroom trailer) from rental companies

Coordinate with Public Works for assembling of rocking chairs and benches purchased by the property owners.

Coordinate with Public Works for event day needs (tables, chairs, generators, corn hole boards, wine glasses, tents, signage).

Event day set up

Manage volunteers

Coordinate with Fredericksburg Big Band for access to the property

Coordinate with The Bavarian Chef for access to property

Coordinate with Three Notch'd Brewing Company for access to the property

Coordinate with the Caroline YMCA for access to the property

Coordinate with Williamsburg Lawn Bowling Club for access to the property

Event day clean up

Meeting with property owners on Monday, June 11, 2018

Report of expenditures and revenues

After Action Report \*See attached

**Music on the Green:**

Book talent

Coordinate with graphic artist for updated marketing graphic \*See attached

Coordinate with printer for posters and temporary banner



**Misc.**

**General Facebook posts/content**

**Updates to Town website**

**Update website event calendar with events at the Sidney E. King Arts Center**

**Farmers' Market Facebook posts**

**Weekly staff meetings on Monday's (1:00 p.m.)**

**Staff report**

**Town Council meeting on 6/7/18**

**Attend Change of Command Ceremony at Fort A.P. Hill on 6/22/18**



The Historic Town of  
**BOWLING GREEN**  
V I R G I N I A

June 27, 2018

Dear Mr. Draper,

On behalf of the Town of Bowling Green Economic Development Authority, please be advised that your application for the Façade and Streetscape Improvement Program Grant for 100 S. Main Street (FurGet Me Knots Pet Grooming, LLC) was approved on Tuesday, June 19, 2018 for the reimbursement amount of \$307.71 or 50% of the total cost of \$615.41 (if painting was done by a hired contractor) or \$235.71 or 50% of the total cost of \$471.41 (if painting is considered sweat equity by the business owner).

Respectfully,

Jo-Elsa Jordan  
Events Coordinator, Town of Bowling Green  
(804) 516-5045  
bgtownevents@gmail.com



♦ *2018 Bowling on the Green - Virginia Wine Festival* ♦

**AFTER ACTION REPORT**

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**EVENT:** Bowling on the Green Virginia Wine Festival

**DATE OF EVENT:** Saturday, June 9, 2018

**DATE AAR COMPLETED:** Wednesday, June 13, 2018

**PRESENTED TO TOWN COUNCIL:** Thursday, July 5, 2018

**COMPLETED BY:** Jo-Elsa Jordan, Events Coordinator

**DESCRIPTION OF THE EVENT:**

With the intention of tying Bowling Green's thoroughbred horse racing heritage to the event, the third annual *Bowling on the Green Virginia Wine Festival* was held on Saturday, June 9<sup>th</sup>, the same day as the famous Belmont Stakes horse race. An admission of \$20 (in advance) or \$25 (at the gate) per person included tastings from several Virginia wineries, along with a tasting glass. Craft beer by the pint from Three Notch'd Brewing Company was also available for sale. Members of the Williamsburg Lawn Bowling Club traveled to Bowling Green and invited guests to learn the traditional game of lawn bowling on the front lawn of the Old Mansion which is claimed to be one of the oldest original "bowling greens" in the country. Additionally, families and children were encouraged to enjoy an assortment of lawn games. The Caroline YMCA provided children's activities including an art/craft station, sack races, hula hooping, a bubble station and a prize wheel. Live entertainment was provided by the Fredericksburg Big Band. The Bavarian Chef was offered exclusivity as the sole food vendor at the event and agreed to bring their food truck from their Madison location. As a condition of the event, a portion of proceeds are to be donated to the Caroline County Public Schools Education Foundation (CCPS).

**BACKGROUND INFORMATION:**

Mayor Satterwhite and the Events Coordinator met with Marialuz Badia Moreno and Nobuo Yoshida, owners of the Old Mansion on Friday, January 26, 2018 about the third annual Bowling on the Green Virginia Wine Festival. The owners were excited to host the event for its third year, however all parties agreed that scheduling the event on the 4<sup>th</sup> of July holiday may not be the best date for optimizing attendance. Anticipating this, the Events Coordinator suggested Saturday, June 9<sup>th</sup>, which was the same day as the famous Belmont Stakes horse race. Because the circular driveway at Old Mansion once served as one of America's first thoroughbred race tracks, along with the fact that Secretariat was raised and trained in Caroline County, the branding potential for the event seemed to make sense.

## **WHAT TOOK PLACE:**

### **VIRGINIA WINERIES:**

All five (5) wineries from 2017 were invited to come back in 2018. Five (5) Virginia wineries were recruited including Sassafra Shade, Mattaponi, Caret Cellars, Castle Glen and Horton Vineyards. Please see "Attachment A1" for an example of the vendor contract.

ABC LICENSE: Please see "Attachment A2".

### **MARKETING:**

The main marketing graphic was created to be used for 11x17 posters to be distributed throughout the town, county and region. It was also used for social media. The poster specified certain features such as live entertainment, food vendors, lawn activities and children's activities. The poster also declared the event to be in support of Caroline County Public Schools Education Foundation and listed the website. Please see "Attachment A3"

The event was boosted with paid ads on social media and reached thousands as a result. Please see "Attachment A4"

Website: [www.bowlingonthegreen.com](http://www.bowlingonthegreen.com) was updated by APM Technical Services, a local web developer. The Events Coordinator was responsible for content. The website includes details about the event, an option to purchase tickets online thru EventBrite.com, Frequently Asked Questions, history of Old Mansion, history of lawn bowling, a photo gallery and the Events Coordinator's contact information for questions.

A link to the event website was included on all individual winery websites. Links to the individual wineries were also included on the event website.

Information about the event was uploaded to websites for Bowling Green, Caroline County and Caroline County Public Schools. It could also be found on Virginia.org

### **Print Advertising:**

Free Lance-Star; A strip ad to be placed on the front page of The Weekender was purchased for \$724.00 and scheduled to run on Thursday, May 31, 2018. Please see "Attachment A5".

A paid ad was placed in the June edition of Cooperative Living Magazine for \$680. Circulation for Cooperative Living Magazine is 450,000 and is distributed throughout the Commonwealth. The event was also included in their free community calendar in the May and June editions.

#### **Ticket Sales:**

A target marketing direct mail campaign was initiated by researching real estate agents in Caroline County, Fredericksburg, Northern Virginia, Hanover and Richmond, with a minimum of three active listings in Caroline County. Agents were mailed a personalized letter, inviting them to purchase 12 tickets for the price of 10 to gift to prospect buyers, listings and loyal clients. This was a strategy used to support ticket sales, but also to use the event itself as a vehicle to showcase the town itself and opportunities for investment. Over 40 agents were contacted. Follow up phone calls were made to each agent that received the promotion. Please see "Attachement A6".

Owners of Old Mansion personally sold 37 tickets to the event.

Tickets were made available for sale in advance through EventBrite, at the Town Hall, The Mix House, Union Bank & Trust and A&M Hardware. Tickets were also available for sale on event day at the main event gate entrance.

#### **EVENT SET UP:**

One (1) 10'x20' tent and one (1) 10'x10' tent, donated by Union Bank & Trust, were used at the entrance gate on Hoomes Circle. This was for purchasing tickets. A second station was set up adjacent to the purchase tent where volunteers collected tickets, issued tasting glasses and directed people to the I.D./Wristband tent.

A 20'x 20' tent, ten (10) high top cocktail tables and red velvet ropes with stanchions were ordered from Memorable Moments in Fredericksburg. An assortment of vintage furniture was rented from Paisley & Jade in Richmond including couches, wicker furniture, a coffee table and benches for the lawn bowlers. Wineries were provided with an 8' table, covered with a green linen, from which to serve and a 12x12 white pop up tent for shade.

Two (2) 18' x 100' bowling lanes were marked for the Williamsburg Lawn Bowling Club.

A food vendor, lawn games and the bathroom trailer was located in the Hoomes Circle side yard.

Meadow Event Park provided the Town of Bowling Green with a life-size photo display of Secretariat and a history of horseracing at Old Mansion was printed on a large display board and placed on an easel. This gave the event a tangible feature to link thoroughbred horse racing and the significance of Old Mansion to the event. Please see attachment "A7"

Public Works was given an itemized list of needs for event day. Additionally, an email was sent with important bullet points and the Events Coordinator and PW Supervisor did a site visit to go over the event layout prior to event day. PW staff spent 7 hours assembling rocking chairs and benches purchased by the property owners prior to the event.

#### **CAROLINE COUNTY PUBLIC SCHOOLS EDUCATION FOUNDATION:**

The Events Coordinator met with the CCPS EF in April. The Events Coordinator encouraged the group to spread the word about the event in an effort to increase ticket sales, as a portion of proceeds would be donated to CCPS EF. The Coordinator also asked that the school system provide 20 volunteers to help on event day. Posters were distributed to the group and the I.T. representative agreed to post the event on the CCPS website.

#### **VOLUNTEERS:**

Volunteers were recruited by the Events Coordinator and through CCPS. The CCPS Special Projects Coordinator sent a sign-up sheet to all principals at each school.

Bowling Green staff member, Tracy Wright, volunteered on event day and was very helpful. Town Council members, Jean Davis and Tyler Gibson, volunteered as well. Mayor Jason Satterwhite, Council member, Mary Frances Coleman and Town Manager, Reese Peck, attended the event.

Please see "Attachment A8" for volunteer assignments.

#### **PARKING:**

In order to limit guests driving in and out of Hoomes Circle, guests were asked to park at the CCPS School Board Office, where a late model school bus offered free shuttles to and from the event entrance on Hoomes Circle. Parking arrangements were published on the website and could also be found on social media.

See "Attachment A10" for letter that was given to residents in Hoomes Circle and "Attachment A9" for the parking/shuttle map.

#### **EVENT DAY:**

A total of 343 tickets were sold; an increase of 69 tickets from 2017. An isolated rain shower occurred at the beginning of the event, which may have deterred some folks from attending, however no one left the event. The remainder of the day was sunny and partly cloudy with temperatures in the low 90's.

#### **EXPEDITURES AND REVENUES:**

See "Attachment A11"

#### **OVERALL CONCLUSIONS OF THE EVENT:**

THE TOWN OF BOWLING GREEN ♦ P.O. BOX 468 ♦ BOWLING GREEN, VIRGINIA 22427 ♦  
(804) 633-6212

The event went smoothly and without incident. While the increase in attendance was positive, both the Events Coordinator and owners of Old Mansion would like to see stronger numbers in years to come. The event seems to lack in "repeat" guests. The event should be conceptualized to include a unique feature that supports repeat guests each year, along with new attendees, allowing the event to grow.

**THINGS TO CONSIDER:**

If the thoroughbred horse race theme continues and the event is held on the day of the Belmont Stakes, organizers should consider extending the event hours to allow for the race to be streamed on a projector screen. This would make the event a true "viewing party". Would a lawn bowling tournament make sense? Perhaps engaging various businesses in the community to play against one another, with the winners playing the Williamsburg Lawn Bowling Club. This may be beneficial in increasing ticket sales as well.







# The Historic Town of **BOWLING GREEN** VIRGINIA

The *Bowling on the Green Virginia Wine Festival* hosted by the Town of Bowling Green invites

\_\_\_\_\_ (referred to in the contract as "Your winery") to participate in our event Saturday, June 9, 2018, at The Old Mansion, located at 200 South Main Street, Bowling Green, VA 22427.

The purpose of this agreement is to secure our common understanding regarding the mutual responsibility between us and to be in compliance with all VA-ABC regulations.

The Town of Bowling Green agrees to hold the event and provide a space for your winery. The Town of Bowling Green holds a VA-ABC Banquet License for this event. Your Winery is responsible for obtaining a remote license from VA-ABC and to comply with all regulations enforced by VA-ABC.

Your Winery agrees to attend and provide an educational experience to the public with tastings, provide sales by the glass, bottle, or case. Under our personal VA-ABC license and your remote license, we mutually have the privilege to open wine bottles for on-site consumption.

The Town of Bowling Green must take a deposit of \$100.00 as a registration fee with the understanding that Your Winery will be reimbursed the \$100.00 fee based on the reasonable amount of wine poured at this event. If, however Your Winery fails to appear, it shall be non-refundable.

Please sign and mail this agreement with a check in the amount of \$100.00, payable to the Town of Bowling Green to:

The Town of Bowling Green  
ATTN: Town Clerk  
P.O. Box 468  
Bowling Green, VA 22427

Winery Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Town of Bowling Green  
Jo-Elsa Jordan, Events Coordinator





VIRGINIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL  
2901 Hermitage Road · P O Box 27491 · Richmond VA 23261-7491

License Number:  
**516852**

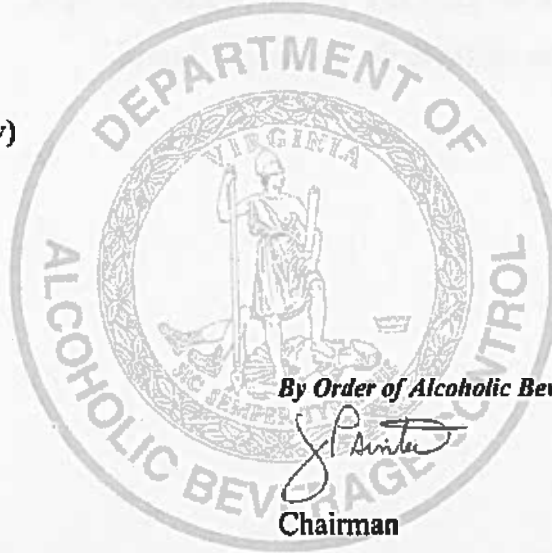
# ABC BANQUET LICENSE

State License Fee Paid: \$40.00

License Type:  
**Banquet Special Event (Per Day)**

Banquet Event Dates:  
**06/09/2018**

Banquet Name & Event Address  
**Melissa Lewis  
Town of Bowling Green  
Bowling Green Old Mansion  
200 South Main Street  
Bowling Green, VA 22427  
Caroline County - Territory # 101  
Fredericksburg - Region 5  
(540) 322-5440**



By Order of Alcoholic Beverage Control Board

*J. P. Smith*  
Chairman

### Instructions for Operating under a Banquet License

The privileges of this license are hereby granted by the Virginia Alcoholic Beverage Control Board to the Licensee named above to operate in accordance with the terms of the license herein designated and the applicable statutes of the Commonwealth of Virginia and regulations of the Board.

1. Do not sell or give away any alcoholic beverage to any person who you know or have reason to believe is intoxicated and do not allow any alcoholic beverage to be consumed by such a person in attendance at your banquet. Do not allow any person who you know or have reason to believe is intoxicated to loiter upon your licensed area. Any person who has drunk enough alcoholic beverages to affect his manner, disposition, speech, muscular movements, general appearance or behavior, as to be apparent to observation shall be deemed to be intoxicated.
2. Do not sell or give away any alcoholic beverage to any person who you know or have reason to believe is less than 21 years of age and do not allow any alcoholic beverage to be consumed by such a person in attendance at your banquet.
3. Do not allow any form of illegal gambling to take place during your banquet.
4. Do not possess any illegal gambling apparatus, machine or device upon your licensed premises.
5. Do not be intoxicated or under the influence of a self-administered drug during your banquet.
6. Do not sell or give away any alcoholic beverages on your licensed area during restricted hours.
7. Mixed Beverages under a Mixed Beverage Special Event License must be purchased from a state ABC Store.
8. Do not purchase alcoholic beverages from licensed wholesalers except on the day of the banquet. For those functions held on Saturday or Sunday, purchase may be made on Friday. Payment must be made in cash or a valid check drawn upon a bank account in the name of the licensee or in the name of the group sponsoring the banquet. Each invoice must be signed by the purchasing licensee or his duly authorized agent.
9. Licensed wholesalers may supply, at a reasonable wholesale price, paper or plastic cups upon which advertising matter regarding beer or wine may appear.
10. Alcoholic beverages to be given away may be purchased from retail establishments.
11. Do not sell, give away or allow the consumption of alcoholic beverage in any portion or your licensed area that has not been approved by the Board (NOTE: Violation of this instruction could result in arrest for Drinking in Public.) Alcoholic beverages must be confined to the building, room or general area for which the license is issued.
12. Do not allow any person who is less than 18 years of age to sell, serve or dispense beer.

**MELISSA LEWIS  
TOWN OF BOWLING GREEN  
P.O. BOX 468  
117 BUTLER STREET  
BOWLING GREEN VA 22427**

The license privilege is strictly for on premises sale and/or consumption of alcoholic beverages at the address of event.



# COMMONWEALTH of VIRGINIA

## *Department of Alcoholic Beverage Control*

2901 HERMITAGE ROAD  
P O BOX 27491  
RICHMOND, VIRGINIA 23261

PHONE (804) 213-4400  
FAX (804) 213-4411  
WWW.ABC.VIRGINIA.GOV

### **New Banquet Licensee:**

Your help is requested!

The Virginia Department of Alcoholic Beverage Control (ABC) is continually looking for ways to improve various programs, processes and services. We understand that the best way to achieve this is by asking our most recent Banquet License customers about their experiences regarding the application process (application, interactions with staff and turnaround times).

This is an opportunity to let us know where we are succeeding and areas where we may need improvement. Please help us by taking a brief online survey that should take approximately five minutes to complete.

### **Instructions:**

Please type <http://www.abc.virginia.gov/survey/banquet.html> into the Web browser and follow the prompts. In the event you do not have access to a computer, most public libraries are equipped with computers for public use.

Your participation in this survey is greatly appreciated! We look forward to receiving your responses regarding ABC services.

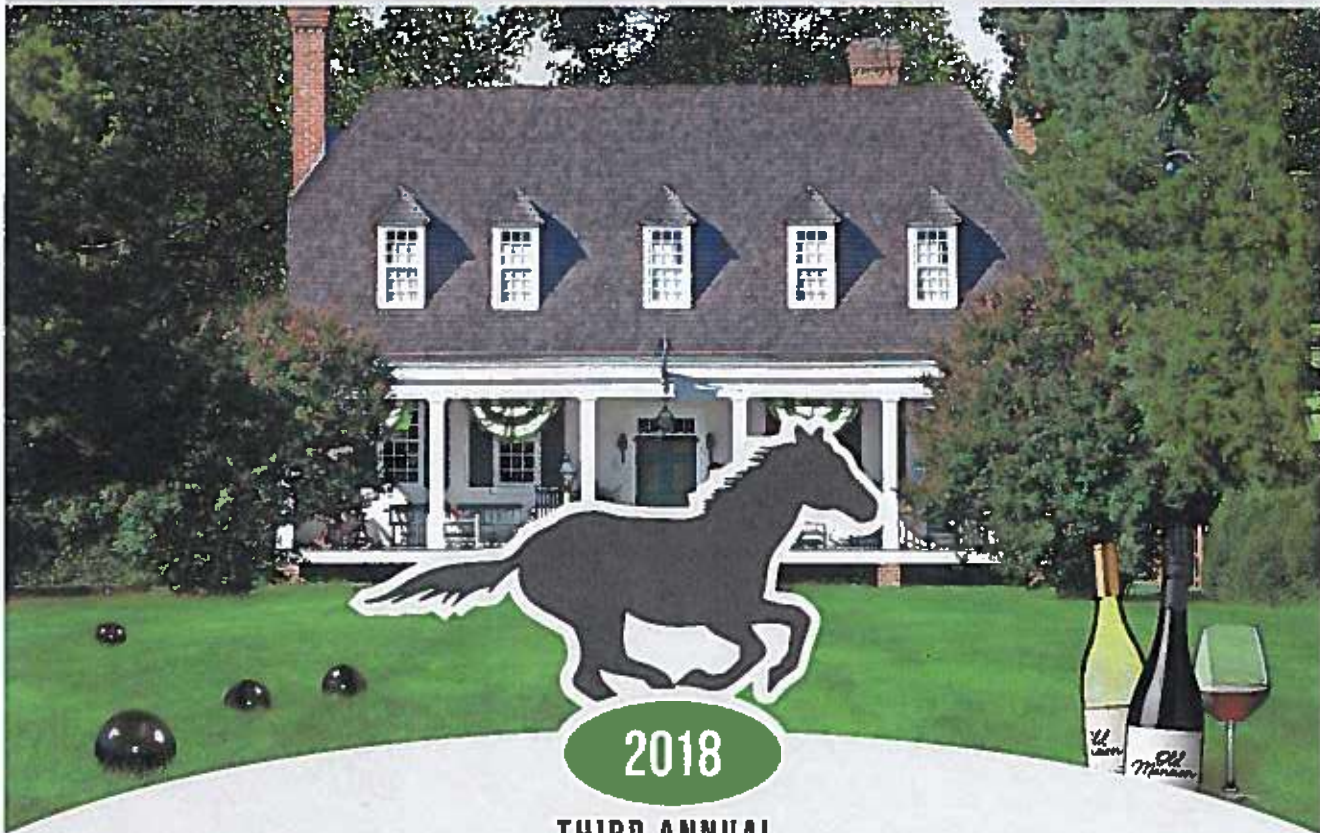
If you have questions about this survey, please do not hesitate to contact Russell Cross at (804) 213-4696 or via e-mail at [russell.cross@abc.virginia.gov](mailto:russell.cross@abc.virginia.gov).

Sincerely,

Russell Cross  
Senior Research Analyst  
Virginia Department of Alcoholic Beverage Control

★ ★ ★ CELEBRATE BOWLING GREEN'S THOROUGHBRED HERITAGE ★ ★ ★

A3



2018  
THIRD ANNUAL

# BOWLING *on the* GREEN

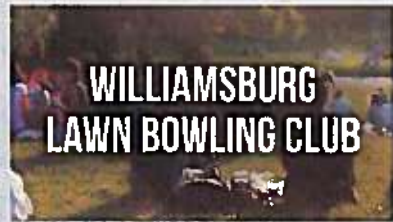
VIRGINIA WINE FESTIVAL

LIVE MUSIC • WINE • FOOD • CHILDREN'S ACTIVITIES • CRAFT BEER

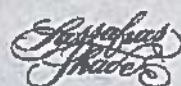
# 06.09.18

1:00 PM – 6:00 PM  
ADVANCE TICKETS: \$20, \$25 AT THE GATE  
IN SUPPORT OF CAROLINE COUNTY PUBLIC SCHOOLS EDUCATION FOUNDATION.  
MUST BE 21 TO DRINK - I.D. REQUIRED.

200 S. MAIN STREET, BOWLING GREEN, VA 22427 • [WWW.BOWLINGONTHEGREEN.COM](http://WWW.BOWLINGONTHEGREEN.COM)



FEATURED WINERIES:



CARET CELLARS



MATTOPONI WINERY



FEATURED BREWERY:







# Post Insights



**SAVE-THE-DATE!** ❤️

April 2 at 8:16 AM

Posted by Jo-Elsa Jordan

[VIEW POST >](#)

**9K**

People Reached

**1.1K**

Engagements

## Engagement

👍 Reactions 👍❤️😄 229 >

💬 Comments 38 >

➦ Shares 89

🖼️ Photo clicks 335

🖱️ Other Clicks 376



[←](#) **Post Insights**



**Tickets to the Bowling on the Green Virginia Wine Festival are...**

April 16 at 10:45 AM  
Posted by Jo-Elsa Jordan

[VIEW POST >](#)

**2.4K**  
People Reached

**254**  
Engagements

**Engagement**

- 👍 Reactions 👍❤️ 47 >
- 💬 Comments 21 >
- ➦ Shares 16
- 🖼️ Photo clicks 41
- 🖱️ Other Clicks 129

[←](#) **Post Insights**



• **Sassafras Shade Vineyard •**  
**Mattaponi Winery • Castle Glen...**

May 7 at 11:28 AM  
 Posted by Jo-Elsa Jordan

[VIEW POST >](#)

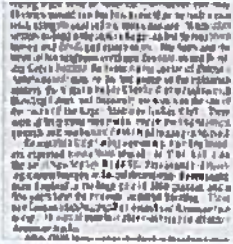
**8.5K**  
 People Reached

**944**  
 Engagements

**Engagement**

- 👍 Reactions 👍❤️😄 324 >
- 💬 Comments 31 >
- ➦ Shares 99
- 🖼️ Photo clicks 179
- 🌐 Clicks to Website 2
- 🖱️ Other Clicks 309

[←](#) **Post Insights**



**Celebrate Bowling Green's thoroughbred horse racing herit...**

May 29 at 3:19 PM

Posted by Jo-Elsa Jordan

[VIEW POST >](#)

**2.3K**

People Reached

**320**

Engagements

**Engagement**

**Reactions** **64** >

**Comments** **5** >

**Shares** **19**

**Photo clicks** **92**

**Clicks to Website** **4**

**Other Clicks** **136**



# Post Insights



## FAQ's about Bowling on the Green Virginia Wine Festival.

June 7 at 1:34 PM

Posted by Jo-Elsa Jordan

[VIEW POST >](#)

**1.4K**  
People Reached

**94**  
Engagements

### Engagement

Reactions **13** >

Comments **7** >

Shares **9**

Photo clicks **44**

Other Clicks **21**

[←](#) **Post Insights**



**Last day to get your Wine Festival tickets at a discounted rate!** w...

June 8 at 12:16 PM  
Posted by Jo-Elsa Jordan

[VIEW POST >](#)

**1.6K**  
People Reached

**156**  
Engagements

**Engagement**

- 👍 Reactions 👍❤️ 30 >
- 💬 Comments 5 >
- ➦ Shares 6
- 📷 Photo clicks 16
- 🌐 Clicks to Website 15
- 🖱️ Other Clicks 84

A4

# Post Insights



## •• FREE PARKING AND SHUTTLE SERVICE ••

June 8 at 7:56 PM

Posted by Jo-Elsa Jordan

[VIEW POST >](#)

**3.2K**  
People Reached

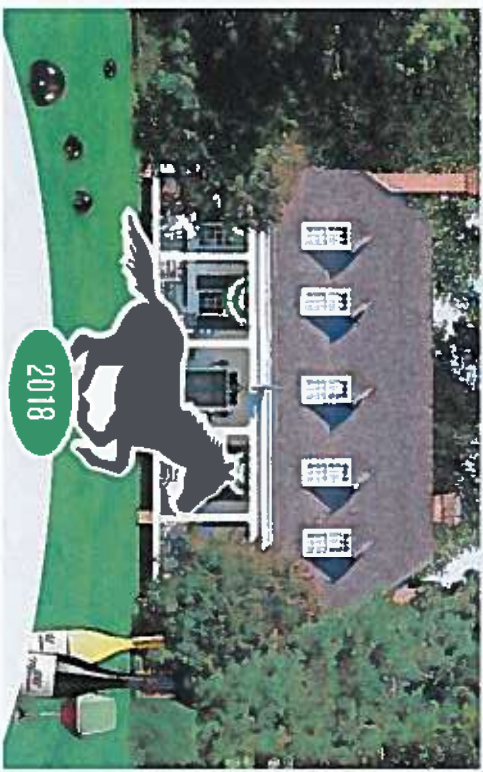
**309**  
Engagements

### Engagement

- Reactions **35** >
- Comments **4** >
- Shares **16**
- Photo clicks **110**
- Other Clicks **144**



CELEBRATE BOWLING GREEN'S THOROUGHBRED HERITAGE



# THIRD ANNUAL BOWLING *on the* GREEN

VIRGINIA WINE FESTIVAL

LIVE MUSIC • WINE • FOOD • CHILDREN'S ACTIVITIES • CRAFT BEER

## 06.09.18

1:00 PM – 8:00 PM  
ADVANCE TICKETS: \$20, \$25 AT THE GATE  
IN SUPPORT OF CHARLES COUNTY PUBLIC SCHOOLS'S EDUCATION FUNDRAISER.  
MUST BE 21 TO DRINK - I.D. REQUIRED.

200 S. MAIN STREET, BOWLING GREEN, VA 22427 • [WWW.BOWLINGONTHEGREEN.COM](http://WWW.BOWLINGONTHEGREEN.COM)









May 1, 2018

Dear Alex,

The Bowling Green Town Council would like to invite you to treat your best clients to attend the 3<sup>rd</sup> annual

**Bowling on the Green Virginia Wine Festival**

**Saturday, June 9, 2018**

**1:00 p.m. – 6:00 p.m.**

Located at the exclusive, privately-owned, historic Old Mansion, this event offers guests an afternoon of tastings from five of the best wineries in our region, craft beer by Three Notch'd Brewing Company and delicious fare by The Bavarian Chef. Because Belcher Real Estate has active properties in Caroline County, we are extending this special offer to you, Alex.

By purchasing twelve (12) discounted tickets to this fun event, you have the option to say "thank you" by gifting the tickets to clients that have recently closed on properties with you, offer to listing prospects or to potential buyers. Additionally, by posting a fun photo of your purchased tickets on Facebook or Instagram, asking folks to follow some simple steps (1. Like the post, 2. Tag a friend in the comments, 3. Share the post), these tickets could provide an excellent platform as a social media marketing tool to reach thousands, promoting Belcher Real Estate.

We will look forward to seeing you in Bowling Green!

**www.bowlingonthegreen.com**

----- (Tear Here) -----

Fill out the information below and include with payment to take advantage of this offer and receive your tickets in the mail:

Please send me (12) *Bowling on the Green Virginia Wine Festival* tickets (valued at \$240) for the discounted rate of \$200.

Real Estate Agency: \_\_\_\_\_

Broker/Agent: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

\*Please make checks payable to the **Town of Bowling Green**, P.O. Box 468, Bowling Green, VA 22427



## *American Horse Racing*

*(Old Mansion, the Milford Road and the Meadow Farm on Rt. 602)*

Perhaps the most interesting piece of history connected with Old Mansion is that it was the site of the first horse racing track built in America. No sooner had Maj. Hoomes moved into his hew home than he built a race track along the oval in front of this mansion. When other settlers arrived in the section, he persuaded them to breed horses and developed match races. His heirs and the heirs of his neighbors continued this custom and Bowling Green became the horse racing center of Britain's American colonies. In the last quarter of the eighteenth century, the Virginia Jockey Club held its annual races at Bowling Green, and frequently the area was the site of the races of the larger American Jockey Club. There were at least three race tracks, one on the Old Mansion grounds and two located on the road leading to Milford.

To maintain local racing supremacy, Caroline breeders imported horses from abroad. In 1764, Col. John Baylor of New Market (Route 301, 3 miles south of Bowling Green) brought in the celebrated stud, **Fearnought**, from England at the huge cost of 1000 guineas, and a few years later the Hoomes' acquired **Sterling**. These two famous studs became the patriarchs of American race horses. Horses of their bloodlines still race on all major American tracks.

After 1800, horse racing declined at Bowling Green, but in the second quarter of this century C.T. Chenery revived the breeding and training of race horses in Caroline when he established a horse farm at the Meadow. Here Hill Prince, the horse of the year for 1950, was foaled and trained. Triple Crown Winner Secretariat and Riva Ridge were also raised in Caroline County.





**To:** Principals, Assistant Principals

**From:** Becky Elam

**Date:** May 10, 2018

**Subject:** Bowling on the Green

**Action required by:** Reminder for Responsibilities

Below is the schedule for our coverage for Bowling on the Green on June 9, 2018. The division is responsible for providing 25 volunteers for this event. Each school will need to have 5 volunteers for this day. The event is a fundraiser for our division, and the proceeds provide funding for the CFE Grants.

The high school is covered with five people for this event. Thank you!

Duty	Name	Time	Description
Set Up: Need 6 adults	Jo-Elsa plus 6 CCPS Employees	11:30-1:00	tables, chairs, tents, signage, linens, outdoor furniture, lawn games, food vendors,
	1		cash boxes
	2 Michelle Jones, BGE		set-up
	3 Rachelle Bourgeois, BGE		set-up
	4		
	5 Teresa Hicks, MES		Set up
	6 John Tangard CMS		
Traffic Control & Information: Need 4 adults	1 Susan Tucholski, CMS	12:30-3:30	Stationed at Main and Cary St; only Home Circle and Cary St residents permitted;
	2 Cyndi Aref, LCES	12:30-3:30	Handicapped
	3 Katie Boltz, CHS	3:30-6:00	vehicles permitted; WLBC permitted; Inform
	4 Geoff White, LCES	3:30-6:00	guests that parking and shuttle services are available from the CCPS SBO.

Ticket Purchase Table	1 Jessica Bucceri, CMS	12:30-3:00	Ticket Sales: \$25 each, 18 and under may enter
Need 6 adults	2 Corrine Griggs, CMS	12:30-3:00	free. Cash, checks, and cards accepted. Checks
		12:30-3:00	may be made out to the Town of Bowling Green.
	4 Patty Kline, CHS	3:00-5:30	
	5 Kim Kelly, CHS	3:00-5:30	
	6	3:00-5:30	
Floater	1	12:30-3:00	Assist with small tasks or open duties
Need 3 adults	2	3:00-5:30	
	3	3:00-5:30	
Clean Up: Need 6 adults	1 Patty Seigmund, CHS	6:00-7:00	Gather all rental items and put under 20 X 20 tent,
	2		pick up loose trash, collapse pop-up tents,
	3		stack tables, folding chairs, pack extra wine
	4		glasses. Leave property in immaculate condition.
	5		
	6		

# FREE SHUTTLE SERVICE



**BOWLING ON  
THE GREEN  
VIRGINIA WINE  
FESTIVAL**

**EVENT PARKING**







# The Historic Town of **BOWLING GREEN** V I R G I N I A

May 21, 2018

Dear Hoomes Circle and Cary Street Residents:

The Town of Bowling Green and the current owners of Old Mansion, Marialuz Moreno Badia and Nobuo Yoshida, are excited to host the third annual *Bowling on the Green Virginia Wine Festival* on **Saturday, June 9<sup>th</sup> from 1pm – 6pm**. Last year was a great community event, in large part thanks to the consideration and cooperation of you and your neighbors.

While this event will not require street closures, the event entrance will be located at the farm entrance to the Old Mansion property on Hoomes Circle. In order to limit traffic in your neighborhood, a couple of volunteers will be stationed at Main Street and Cary Street informing visitors that parking and shuttle services will be available from the Caroline County Public Schools School Board Office. With the exception of shuttle services to and from the event, only residents and handicapped folks will be permitted to enter your neighborhood. Handicapped folks may need to park along Hoomes Circle so that they can be as close as possible to the event entrance. Thank you for your understanding in these special circumstances.

Proceeds from the *Bowling on the Green Virginia Wine Festival* benefit the Caroline County Public Schools Education Foundation. Tickets can be purchased in Town for \$20 at A&M Home Center, Union Bank & Trust, The Mix House and the Town Hall Business Offices. Tickets are available online at [www.bowlingonthegreen.com](http://www.bowlingonthegreen.com) or at the gate on event day for \$25.

The Town of Bowling Green thanks you for your patience and understanding as we invite residents and visitors to enjoy their time at Old Mansion.

Respectfully,

Jo-Elsa Jordan  
Events Coordinator, Town of Bowling Green  
(804) 516-5045  
[bgtownevents@gmail.com](mailto:bgtownevents@gmail.com)



2018 BOWLING ON THE GREEN VIRGINIA WINE FESTIVAL - EXPENDITURES REVENUES

All

<b>Expense</b>		
Rentals		
Paisley and Jade	\$1,205.00	
Local Services	\$1,230.00	
Sunbelt (Generators)	\$358.50	
Memorable Moments	\$767.70	
		<b>\$3,561.20</b>
Entertainment		
Fredericksburg Big Band	\$250.00	
		<b>\$250.00</b>
Purchased Items		
Misc.	\$290.22	
ABC Banquet License	\$55.00	
Three Notch'd	\$529.00	
Transportation	\$250.00	<b>\$1,124.22</b>
Justin Seal - Ad Design	\$195.00	
		<b>\$195.00</b>
Printing and Advertising		
Cooperative Living	\$680.00	
Free Lance-Star	\$724.00	
The UPS Store	\$296.44	
		<b>\$1,700.44</b>
<b>TOTAL EXPENSES</b>		<b>\$6,830.66</b>

<b>Revenue</b>		
	# Sold	\$ Collected
Pre-Sale Cash	168	\$3,365.00
Event Brite Sales	58	\$1,160.00
Day of Cash Sales	54	\$1,345.00
Day of CC Sales	63	\$1,574.00
Beer Sales		\$356.00
<b>Total Revenue</b>	<b>343</b>	<b>\$7,800.00</b>

Revenue		\$7,800.00
Expense		\$6,830.66
<b>NET REVENUE</b>		<b>\$969.34</b>



# MUSIC ON THE GREEN ★ ★ ★ 2018



An evening of  
music for everyone!

AUGUST 3 - **Silver Wings Band**  
(Classic Rock)

AUGUST 10 - **Dave Tinney Band**  
(Rock, Pop, Alternative)

AUGUST 17 - **Mike Lucci Band**  
(Chicago Blues)

AUGUST 24 - **Davis Bradley Band**  
(Bluegrass)

AUGUST 31 - **Patsy & The Country  
Classics**  
(Classic Country)

**COURTHOUSE LAWN BOWLING GREEN**

**6:30 p.m.- 8:30 p.m.**







**Town of Bowling Green – Clerk/Treasurer’s  
Council Monthly Report/Project Update  
For June 2018**

Prepared By: Melissa Lewis

Date: 6/30/2018

Additional and/or Support Materials Attached: Yes  No

**Utility Billing:**

- Mailed cut off notices, negotiated payment plans, followed up on non-payment of negotiated dates and initiated disconnection of service for non-payment.
- Set up accounts for 17 new customers.
- Researched customer accounts based on customer-initiated inquiries to determine possible leaks, billing errors, etc.
- Issued work orders for replacement of meters for customers with chronic usage issues.
- Made adjusting entries when necessary based on research of customer accounts.
- Entered 43 work orders into Mobile 311 for Public Works and Utilities.
- Loaded and prepared handheld meter reader for meter reading.
- Troubleshoot issues with handheld meter reader, remedied problem.
- Entered 5 new meters in to billing system.

**Payroll/Human Resources:**

- Received and reviewed employee’s time cards for accuracy.
- Prepared 2 bi-weekly payrolls to include: initiating of bank file for Direct Deposit payments, independent tracking of leave, preparation and distribution of direct deposit and leave statements to staff.
- Reported and paid State and Federal Withholding, Social Security, and Medicare following each payroll.
- Prepared, reconciled, and submitted payment to ICMA-RC for VRS Hybrid Retirement Employees following each payroll.
- Prepared, reconciled, and submitted a monthly report and payment to Virginia Retirement System.
- Met with Public Works and Utilities Superintendent and staff member regarding a personnel issue.
- Enrolled two new employees into VRS, ICMA-RC, Nationwide, and VACORP benefits.
- Reconciled year end leave balances.

**Treasurer/Financial:**

- Responded to USDA’s request for financial statements to proceed with grant for Public Works and Utilities trucks.
- Entered numerous Adjusting Entries as identified by former CPA, John Montoro, in his preparation of FY18 bank reconciliations.
- Reviewed and posted Accounts Payable transactions prepared by the Accounts Clerk.
- Reviewed and posted Accounts Receivable transactions prepared by the Accounts Clerk.
- Reviewed and reconciled bank deposits prepared by the Accounts Clerk.
- Entered and reconciled tax and utility payment made online.
- Provided Department Heads with updated budget summary.
- Run annual year end reports to be held and filed with audit.



**Town Clerk:**

- Responded to public in-person, telephone, and email inquiries regarding taxes, utilities, zoning, and other miscellaneous inquiries and complaints.
- Assisted Town Manager, Police Chief, and Public Works and Utilities staff in researching information pertaining to Town Code, policy, accounts payable transactions, and customer usage.
- Maintained a list of Agenda items for Town Council, Planning Commission, and EDA
- Prepared Packets for monthly Town Council, Planning Commission, and EDA
- Prepared Meeting Minutes for June 7, 2018 Town Council Meeting.
- Updated the Town's website with current news items, meeting agendas and items, Minutes
- Moved Zoning records from stage storage area to kitchen storage area.
- Received and remedied complaints from customers renting Town Hall.

**Meeting attended:**

- 4 weekly staff meetings
- Numerous meetings via phone with Municode so that they could assess our needs and tailor our proposal to fit those needs.

**Heads Up Items:**

- I attended a two-day Zoning Certification workshop held by Virginia Association of Zoning Officials. In September I will take an exam to become a Certified Zoning Official through VAZO.
- Tracy has assumed the responsibility of collections. She has sent the first Personal Property file to TACS to begin the collections process. She plans to send Utilities and Real Estate in the upcoming month.

**Attachments:**

- Town Hall Rental Report
- Delinquent Tax Summary

TOWN HALL RENTALS

June 2018

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
17	Activities Program	Yoga/Pitaiyo	580.00
1	Cynthia Wilson	Gospel Concert	575.00
1	Elvis Ferguson	Birthday	575.00
1	Denise Lea	Reception	675.00
1	Go VA Meeting	Meeting	N/C
1	Farmer's Market	Meeting	N/C
1	Town Council Meeting	Meeting	N/C
2	Budget & Personnel	Meeting	N/C
1	Voting		N/C
1	Pre-Bid Sewer Project	Meeting	N/C

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27

Total

\$2405.00



DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
PS2013	1		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
PS2014	1		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
PS2015	1		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
PS2016	1		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
PS2017	1		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
PS		TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
COMPANY		TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
		DEPT. TOTALS			.00	.00	.00	.00		

DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
RE2000	1	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
		DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2001	1	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
		DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2002	1	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
		DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2003	1	HALF TOTALS =	.00	87.78	.00	.00	.00	.00	87.78	3
		DEPT# TOTALS =	.00	87.78	.00	.00	.00	.00	87.78	3
RE2004	1	HALF TOTALS =	.00	70.70	.00	.00	.00	.00	70.70	3
		DEPT# TOTALS =	.00	70.70	.00	.00	.00	.00	70.70	3
RE2005	1	HALF TOTALS =	.00	134.68	.00	.00	.00	.00	134.68	3
		DEPT# TOTALS =	.00	134.68	.00	.00	.00	.00	134.68	3
RE2006	1	HALF TOTALS =	.00	308.10	2.42	13.33	24.25-	.00	283.85	4
		DEPT# TOTALS =	.00	308.10	2.42	13.33	24.25-	.00	283.85	4
RE2007	1	HALF TOTALS =	.00	308.10	.00	.00	.00	.00	308.10	4
		DEPT# TOTALS =	.00	308.10	.00	.00	.00	.00	308.10	4
RE2008	1	HALF TOTALS =	.00	308.10	.00	.00	.00	.00	308.10	4
		DEPT# TOTALS =	.00	308.10	.00	.00	.00	.00	308.10	4
RE2009	1	HALF TOTALS =	.00	271.80	.00	.00	.00	.00	271.80	2
		DEPT# TOTALS =	.00	271.80	.00	.00	.00	.00	271.80	2
RE2010	1	HALF TOTALS =	.00	481.10	.00	.00	.00	.00	481.10	6
		DEPT# TOTALS =	.00	481.10	.00	.00	.00	.00	481.10	6

DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
RE2011	1		.00	522.12	.00	.00	.00	.00	522.12	6
	HALF	TOTALS =	.00	522.12	.00	.00	.00	.00	522.12	6
	DEPT#	TOTALS =	.00	522.12	.00	.00	.00	.00	522.12	6
RE2012	1		.00	522.12	.00	.00	.00	.00	522.12	6
	HALF	TOTALS =	.00	522.12	.00	.00	.00	.00	522.12	6
	DEPT#	TOTALS =	.00	522.12	.00	.00	.00	.00	522.12	6
RE2013	1		.00	631.80	.00	.00	.00	.00	631.80	8
	HALF	TOTALS =	.00	631.80	.00	.00	.00	.00	631.80	8
	DEPT#	TOTALS =	.00	631.80	.00	.00	.00	.00	631.80	8
RE2014	1		.00	1,085.88	5.45	19.92	54.48-	.00	1,031.40	12
	HALF	TOTALS =	.00	1,085.88	5.45	19.92	54.48-	.00	1,031.40	12
	DEPT#	TOTALS =	.00	1,085.88	5.45	19.92	54.48-	.00	1,031.40	12
RE2015	1		.00	1,384.56	13.36	5.00	80.44-	.00	1,304.12	16
	HALF	TOTALS =	.00	1,384.56	13.36	5.00	80.44-	.00	1,304.12	16
	DEPT#	TOTALS =	.00	1,384.56	13.36	5.00	80.44-	.00	1,304.12	16
	2		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2016	1		.00	2,535.13	.00	.00	.00	.00	2,535.13	24
	HALF	TOTALS =	.00	2,535.13	.00	.00	.00	.00	2,535.13	24
	DEPT#	TOTALS =	.00	2,535.13	.00	.00	.00	.00	2,535.13	24
RE2017	1		.00	6,157.08	54.87	15.40	2,573.66-	.00	3,583.42	46
	HALF	TOTALS =	.00	6,157.08	54.87	15.40	2,573.66-	.00	3,583.42	46
	DEPT#	TOTALS =	.00	6,157.08	54.87	15.40	2,573.66-	.00	3,583.42	46
RE		TOTALS =	.00	14,809.05	76.10	53.65	2,732.83-	.00	12,076.22	147
COMPANY		TOTALS =	.00	14,809.05	76.10	53.65	2,732.83-	.00	12,076.22	147
					DEPT. TOTALS					
					ADJUSTMENTS					
					PPTRA CREDIT					
					ADJUSTED TOTAL					

DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
TD2011	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2012	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2013	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2014	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2015	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2016	1	01	.00	4,662.24	.00	.00	.00	.00	4,662.24	3
	HALF	TOTALS =	.00	4,662.24	.00	.00	.00	.00	4,662.24	3
	DEPT#	TOTALS =	.00	4,662.24	.00	.00	.00	.00	4,662.24	3
TD2017	1	01	.00	3,365.96	.00	.00	1,296.88-	.00	2,069.08	7
	HALF	TOTALS =	.00	3,365.96	.00	.00	1,296.88-	.00	2,069.08	7
	DEPT#	TOTALS =	.00	3,365.96	.00	.00	1,296.88-	.00	2,069.08	7
TD		TOTALS =	.00	8,028.20	.00	.00	1,296.88-	.00	6,731.32	10
	COMPANY TOTALS =		.00	8,028.20	.00	.00	1,296.88-	.00	6,731.32	10
		DEPT. TOTALS			DEPT	ADJUSTMENTS	PPTRA CREDIT	ADJUSTED TOTAL		
					.00	.00	.00	.00		



**Town of Bowling Green – Town Manager Town  
Council Monthly Report/Project Update  
For June 2018**

Prepared By: A. Reese Peck

Date: 6/29/18

Additional and/or Support Materials Attached: Yes X

No

**Meetings Attended:**

**Town Council:** June 7<sup>th</sup> regular meeting

**Town Council Committees:** Facilities, Budget & Personnel (three times)

**Commission and Authority Meetings:** EDA meeting.

**Other Meetings:** Sewer Project Pre-Bid Conference, AP Hill Change of Command Ceremony, Bowling on the Green

**Main Street & Commercial Corridor Revitalization:**

EDA awarded a façade improvement grant to 100 S. Main Street (FurGet Me Knots Pet Grooming, LLC.).

***Planning/Zoning/Siting Issues:***

Notified one homeowner about property maintenance issues.

***Other:***

**Pending Actions:**

Review of the September 12, 2017 “External Compensation Study” conducted by Caroline County with the Budget and Personnel Committee.

**Decisions Needed:**

Sign Ordinance, Vehicle Decal Repeal, FY 2019 Supplemental Appropriation, MuniCode Comprehensive Services Contract, EDA appointment, and Event Coordinator Contract renewal.

**Heads Up Items:**

Sewer Project Bids

*The employees of Bowling Green, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town’s resources and will do so without regard to personal gain or privilege.*





## External Compensation Study

**Caroline County, Virginia**

September 12, 2017

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### ***Mission Statement***

Springsted provides high quality, independent financial and management advisory services to public and non-profit organizations, and works with them in the long-term process of building their communities on a fiscally sound and well-managed basis.



Springsted Incorporated  
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Mechanicsville, VA 23116

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Fax: 804-277-3435  
www.springsted.com

## LETTER OF TRANSMITTAL

September 28, 2017

The Honorable Jeffery S. Black, Chairperson  
and Members of the Caroline County Board of Supervisors  
212 North Main Street  
Bowling Green, VA 22427

### **Re: Final Compensation Study**

Dear Chairperson Black and Members of the Board of Supervisors:

Springsted Incorporated is pleased to provide you with the County's completed Compensation Study. This study provides an overview of the County's current classification and compensation system, as it relates to County positions, and our final report, including the methodology used to update the current compensation system, recommendations for implementing the core findings and for addressing issues related to salary compression, and other compensation and pay related issues.

Our review and update represents a thorough and comprehensive review of all aspects of the County's compensation system as related to the positions included in the study. The recommendations offered, we believe, will maintain the market competitiveness of the County's compensation program within the regional marketplace and provide increased internal equity among County positions. Implementation of the enclosed recommendations will also assist the County in attracting new employees, when necessary, and in retaining current employees needed to meet the service demands of the County's citizens.

Springsted expresses our thanks to Caroline County staff that supplied us with data and answered numerous questions throughout the process. We particularly want to express our gratitude to County staff for providing direction and feedback throughout all the phases of the study. Springsted appreciates the privilege of serving Caroline County and hope that we may be of assistance to you in the future.

Respectfully submitted,

*Steven B. Miner*

Steven B. Miner, Vice President  
Client Representative to Caroline County, Virginia

jsm



## 1. Executive Summary

Springsted Incorporated completed a Compensation Study for Caroline County, Virginia in August 2017. The study represents a comprehensive review of the components that affect an organization's compensation program for specific positions – a review of the current compensation structure, the County's compensation philosophy, regional market competitiveness of County salaries, the internal equity of salaries paid to comparable County positions, and ongoing maintenance and administration of the compensation system.

While the County has worked to maintain the compensation system last adopted by the Board, as resources were available, some situations have developed that could be addressed by conducting a compensation study and implementing an up to date compensation system. Difficulty in recruiting and hiring new employees in certain departments, candidate pools lacking the skill sets required for some of the positions being recruited, and employee turnover in certain positions are all indications that the County's compensation program needs to be updated to be more competitive within the regional market.

A classification and compensation system provides the framework for determining how employees will be paid. As a general rule, most organizations conduct new and comprehensive classification and compensation studies every five (5) to seven (7) years ensuring their ability to hire and retain qualified employees and maintain equitable internal relationships. The external market focus is important because it ensures that the compensation plan is adequate to attract new employees and retain existing employees. If compensation levels fall below those in the regional marketplace, the organization will experience difficulty hiring people and increased employee turnover as employees seek jobs with other organizations that will pay the market rates for their skills and abilities.

Organizations should expect some employee turnover, typically in the 5% to 10% range annually, but when it becomes excessive, turnover has a serious impact on the organization's overall effectiveness. Advertising costs are a significant measurable cost of turnover, and as the County moves through the selection process, the time spent by current employees covering the void left by the departing employee often diverts their attention from their day to day responsibilities creating overtime demands and often frustration on the part of the remaining employees as they attempt to meet deadlines and maintain acceptable levels of service. Perhaps even more significant is the loss of knowledge and expertise that can be lost thorough employee turnover. These are some of the hidden and non-quantifiable costs associated with turnover. There is also a substantial cost for turnover that comes with training of new employees. Examples of these costs are reflected in estimated costs for training and equipping law enforcement officers which, based upon documentation we have received from Sheriffs and Police Chiefs, can range from \$20,000 to \$42,000 per law enforcement officer. Employees in well managed organizations receive significant on-the-job training which diverts the attention of other employees from their primary and regular duties to assist in training. Organizational effectiveness is affected as new employees learn the position and current employees help to train them. While these costs are not necessarily

visible in County expenditure reports, they will show up in performance data in the form of reduced service outcomes and staff stress levels.

As the County continues to experience change, it will also be important to offer competitive salaries to attract the best staff possible to serve the citizens of Caroline County in the future. Competition for a wide range of professions in the local government marketplace becomes more intense each year as the business community works to attract workers to higher paying jobs in the private sector, perceptions change in regard to public employment, local government curriculums are decreased at the college level, standards for hiring at the local level remain constant and increase, benefit levels drop for local government employees and competing organizations systematically increase their salaries to remain competitive and to meet demands for service in their communities.

The periodic review, which comes with completion of a comprehensive classification and compensation update, also enables an organization to account for changes in technology, changes in work processes, tools and equipment, and other factors that can affect job responsibilities. In today's fast paced world of technological change, this is especially important as almost every governmental process is affected by advancements in technology and, as this occurs, employee's skills, knowledge and abilities, as well as their proficiency in the use of required tools and equipment, changes. Changes in job requirements, such as addition of new programs or assumption of duties for a vacated position, sometimes results in a new pay grade assignment. In order to properly maintain the compensation system, an ongoing process is needed to review job responsibilities and job class assignment to pay grades to ensure jobs are properly compensated.

The following study documents the findings of a comprehensive review and evaluation of the County's existing classification and compensation system and the methodology used to update the classification and compensation system. The study was conducted with extensive participation from the County staff. The staff were interviewed concerning the nature of County operations and particular issues they were experiencing in regard to employee compensation issues, employee recruitment, and retention. The County's current class descriptions were evaluated by Springsted using the Systematic Analysis and Factor Evaluation (SAFE®) system. The SAFE® system provides a consistent and objective approach to evaluating jobs by applying standard criteria to the training and experience needed to perform the job, the level of complexity of the work performed, working conditions, the impact of end results and the consequences of errors, and other factors that relate to the type and level of the work performed.

A compensation survey was developed and comprehensive wage data was collected from comparable regional employers. The results of the job evaluation and the salary survey data were used to create a salary curve which served as the foundation for creating a revised compensation program.

The compensation program structure relied upon a review of compensation philosophy concepts that included:

- Providing fair and equitable compensation to employees in a competitive and changing labor market

- Maintaining a competitive pay structure that takes into consideration the County's fiscal resources
- Ensuring that employee compensation is based on individual performance that meets or exceeds expectations and reflects changing economic conditions
- Providing consistent administration of pay policies and procedures among all County departments

Major findings of the study can be summarized as follows:

- Salaries paid to some County employees are significantly lower than the average salary rates paid in comparable regional organizations. Because these salaries are below average market rates for the region, the County may experience difficulty hiring and retaining employees in certain positions. The County also has experienced turnover or had difficulty filling vacancies in positions that are paid at a higher rate by comparable organizations with which the County competes for employees. Notably, in Caroline County, concerns exist over loss or difficulty recruiting for several key positions, including critical public safety personnel and skilled utility workers.
- Our analysis of benchmark organizations indicated that the County's salaries in the benchmarked positions (the ones used to do the salary survey) were 11.41% below the minimum of the survey averages, 14.36% below the mid-point salaries, and 16.30% below the maximum salary levels of the responding organizations surveyed for these benchmarked positions. For overall perspective, based on the updated salary schedule developed as part of this study, we found that 69% of the County's workforce is being paid today below the minimum salary rate of their newly assigned pay grade.
- Internal pay relationship inequities exist within the County. Positions that require similar minimum qualifications and have comparable responsibilities should be compensated at comparable levels. We evaluated each County classification against standard criteria. Each job class was assigned to a pay grade that reflected its internal relationship to other County positions thereby ensuring equitable pay relationships.
- Pay compression issues exist within the County as they do in most communities. Compression among positions can be found in many departments, but are particularly acute in Groundskeepers, Emergency Medical Service, E911, and Sheriff's departments. This isn't a criticism, as the recession had the effect of causing much of that, as revenues fell and localities weren't able to continue established raise programs.
- The study offers a single recommended market-based compensation plan, with two additional rules. The first rule is intended to provide relief for the compression issue. It would apply to both full time and permanent part time employees and provides for a 0.5% increase per year of service in the employee's current department. A second rule provides that any full time employee with fifteen (15) years of service in position who wasn't taken to the mid-point of their new grade range by rule one, be assigned to the midpoint of their recommended grade. The purpose of this rule was to reward experience and initiate a policy that, if followed in the future, will create a clear career path for County employees by providing this into the future, thereby rewarding longevity by the recognition of the enhanced value that fifteen years' experience brings to the position. We strongly

recommend that, if adopted as part of the current pay plan, this policy be adopted by the County for use in future years.

- Caroline is a heavy user of part time workers. This is fiscally prudent due to savings on benefits and other costs. Currently, part time workers are not graded. This changes on the proposed plan, with all workers being proposed at a grade, though paid by the hour. Further, those in standing part time roles were considered in the decompression calculations, receiving credit for time with the County. Back fill or temporary workers were graded, but not included in the decompression calculations.

## 2. Introduction

Caroline County, Virginia retained Springsted Incorporated to conduct an External Compensation Study in late 2016. Completion of this study reflects a significant effort by County staff to supply policies and human resources data. Throughout this study we have introduced the staff to new concepts and terms. A glossary is provided in Appendix A to share our terminology with the reader.

The County identified four (4) major objectives for this update, which included:

- Create opportunity for management input into the process
- Compile and analyze market comparables and competitive data
- Create a transition plan after evaluation of classifications of positions jointly and separately
- Provide necessary tools for managing the program going forward

A comprehensive salary survey was also conducted as part of this update with the County reviewing and approving the proposed jurisdictions to be surveyed. Survey recipients were selected based on demographics, comparable levels of services provided by the entity surveyed and geographic proximity to Caroline County. Benchmark positions were included in the survey of market area entities. Each position included as a benchmark was selected to ensure a wide range of different job types were included across all departments to provide a representative sample throughout the organization. The ten (10) entities listed below, were invited to participate in the survey:

1. Dinwiddie County, VA
2. Hanover County, VA
3. King George County, VA
4. King William County, VA
5. New Kent County, VA
6. Orange County, VA
7. Powhatan County, VA
8. Prince George County, VA
9. Spotsylvania County, VA
10. City of Fredericksburg, VA

Information from some entities was difficult to obtain. However, requests by Springsted staff to some localities and organizations resulted in a strong representation of information being utilized from a range of eight (8) localities. Springsted was unable to obtain any information from the Counties of New Kent and the City of Fredericksburg.

Survey respondents were asked to provide information on only those benchmark positions which they considered to be comparable to positions in their organizations. Therefore, survey respondents did not provide data for every position surveyed.



### 3. Methodology

Springsted Incorporated used the following methodology in reviewing the compensation program for Caroline County.

1. Springsted staff met with County staff to discuss the project on March 23, 2017. The purpose of the meeting was to establish working relationships, review current policies and practices relating to the County's existing pay practices, collect all available data on programs and materials currently in use, and to identify apparent strengths and weaknesses in existing compensation systems. This meeting also provided an opportunity to discuss the County's goals in adopting a compensation plan for County employees.
2. The County provided copies of existing classification descriptions, the County's current payroll information and compensation policies, personnel policies and a list of positions identified by title, current grade, and current salary to be included in the study.
3. Springsted developed a comprehensive wage survey which included requests for general information on compensation policies, such as whether an open range or step system was utilized, years to maximum, number of steps (if utilized) and percentage between steps and grades. This information was requested from ten (10) agencies identified in consultation with the County to determine the market for certain benchmark positions.
4. All County positions were evaluated using Springsted's Systematic Analysis and Factor Evaluation (SAFE<sup>®</sup>) system to assist in assuring that the internal relationships of positions within the County were equitable. Positions were evaluated based on information provided in the County's current classification descriptions.
5. Utilizing the salary data supplied by comparable organizations and the results of the Systematic Analysis and Factor Evaluation (SAFE<sup>®</sup>) job evaluation system, each position was assigned to an appropriate salary grade in the County's compensation plan.
6. Springsted then worked closely with County staff to go over all preliminary results and invited all Department Heads to review and comment on the draft results. That input was further considered, leading to the current proposal.
7. Guidelines for implementation and ongoing administration of the compensation program were developed. These guidelines provide for annual adjustments to the salary schedule ensuring that the County's pay scales stay current with changing economic and market conditions. The guidelines also provide for annual salary adjustments for employees based on employee performance that meets or exceeds job expectations. A recommended implementation option and the estimated costs are provided as part of this study.

## 4. Findings and Recommendations

Developing a classification system and compensation program involves the analysis of substantial quantities of data collected from comparable employers and from the County. We have evaluated the County's existing compensation program based on our analysis of the study data and the survey results. Using this information, we have developed a compensation program for Caroline County, which is described below.

### A. Evaluation of the Current Compensation Program

Discussions with personnel and review of compensation data indicate that a number of employees of the County are under-compensated in relation to other comparable regional organizations. Other findings discussed earlier in the study indicate a wage problem demonstrated by:

- Concerns about employee turnover because employees may leave to take higher paying jobs with other employers
- Some departments experiencing some difficulty hiring new personnel in certain positions due to limited applicant pools and low starting salaries
- Job classes with comparable responsibilities requiring comparable education and experience that are assigned to different pay ranges resulting in significant pay differences
- Although not part of the study, anecdotal evidence points to a very competitive hiring environment in the region - both now and anticipated into the future.

### B. Compensation Philosophy

A compensation philosophy guides the design of a pay plan and answers key questions regarding pay strategy. It generally takes a comprehensive, long term focus and explains the compensation program's goals and how the program supports the employer's long-range strategic goals. Without a compensation philosophy, compensation decisions tend to be viewed from a short-term standpoint apart from the organization's overall goals.

Market competitiveness and internal equity are among the most important areas addressed in a pay philosophy. In addition, movement of positions through the pay grades is an important topic for consideration of local governments. An organization's desired market position involves defining the market and identifying where the organization wants to be positioned within that market. Market position should balance what it takes to attract new employees and to retain skilled employees (in other words, eliminating higher pay as the reason employees leave the organization) within the organization's financial resources. Internal equity expresses an organization's desire to provide comparable pay to job classes with comparable duties and responsibilities.

Movement of positions through the assigned salary grade is also an important consideration for employees and their supervisors to understand. Employees should have an understanding of how they may obtain pay increases whether it is by merit or some other form, so that they believe that they have a future in the community that they serve.

In consultation with members of County's Management Team, Springsted staff developed a compensation philosophy framework guiding the compensation

program development and the direction of this study. As part of this study, we recommend that the County consider these concepts in the adoption of a formal compensation philosophy:

- Providing fair and equitable rates of pay to employees
- Developing a system of pay grades that state the minimum and maximum rates that the County will pay individuals within a job class and identify the midpoint of the range as the “market” rate
- Defining the County’s market area based on the nature of the job class requirements and the availability of potential candidates locally, state-wide, regionally or nationally
- Establishing rates of pay that allow the County to compete successfully for new employees within its market area
- Establishing a market position that is fiscally responsible with public resources
- Ensuring that pay rates for employees are based on individual performance that meets or exceeds expectations and reflects changing economic conditions
- Developing pay administration policies and procedures that ensure their consistent application between departments
- Ensuring that the compensation program is understandable to employees, managers, the Board of Supervisors, and the public

### C. Evaluating Job Classes

The purpose of the study, as directed by the County, was to evaluate the level of compensation for employees. The County’s existing class descriptions were utilized to develop salary survey documents and, later in the process, to evaluate, rate, and rank jobs to establish internal class relationships.

In addition, all positions were evaluated in accordance with market data and the recommended salary schedule. Our analysis resulted in recommended changes to positions and their grades, with the goal of achieving grade parity for similar positions and to meet the market established rates of pay (as determined by the benchmark localities) for comparable positions. As indicated earlier, of the salaries of the 287 positions included in the study, 199 (69%) ended up below the grade needed to equalize them with the market, while 86 (31%) were within range. None were above the maximum.

Each position was analyzed utilizing Springsted’s SAFE® job evaluation system, to review and rate each of the County’s job classes.

The factors considered in determining the relative value of classifications are:

- Training and Ability
- Level of Work
- Physical Demands
- Independence of Actions
- Supervision Exercised
- Experience Required
- Human Relations Skills
- Working Conditions/Hazards
- Impact on End Results

## D. Developing a Salary Schedule

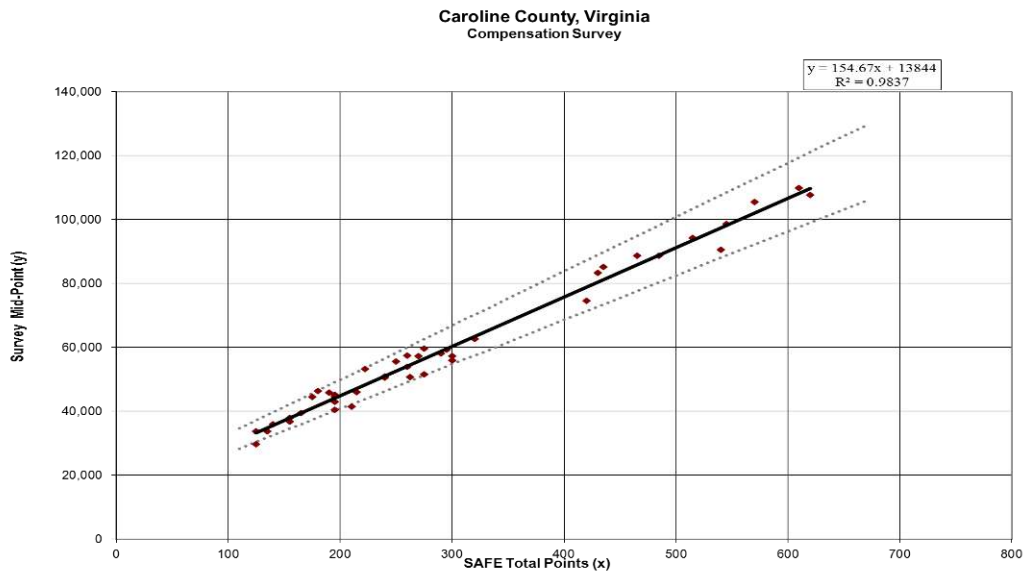
The process of developing a salary schedule draws substantially from market data obtained in a compensation survey. This data is obtained by conducting a comprehensive survey of other comparable employers within the County's defined market area; that is, who does the locality compete with for employees when vacancies occur? Respondents are asked to provide information about the structure of their pay plans and the minimum, maximum, and actual salary rates of their corresponding benchmark positions.

**Survey Results.** A salary survey was conducted on behalf of Caroline County and data was sought from ten (10) agencies. A variety of information was obtained from these entities, providing a strong base of information. The salary survey included a series of questions designed to obtain information on a variety of pay practices. On average, survey respondents indicated that the spread within their pay grades, or the difference between the minimum and the maximum of the pay grade, was 61.5%, with a low of 60% and a high of 63% (one reported broad-banding, with a range of 160%, which was omitted from survey results). The distance between pay grades ranged from 5% to 15% with an average of 9%. Sixty-six percent (66%) of respondents with a system in place reported using an open range system, which provides a minimum, mid-point, and maximum level of pay for each pay grade.

The survey included benchmark positions covering a full range of job classes from administrative support and maintenance positions to professional employees and department heads. Since pay ranges were not available for some positions, Springsted staff compared the average actual salaries to market data obtained in the survey. A general summary of survey results appears in Appendix B.

One position is recommended for a title change and this recommendation has been made separately to the County Administrator. The survey revealed that six of the seven localities surveyed utilized the title of Deputy County Administrator, instead of Assistant County Administrator. In addition, titles should be appropriate to duties and responsibility. The position now has direct reports. Given all this, it is appropriate to retitle the position at this time.

**Designing the Salary Schedule.** The first step in designing a compensation plan is to create a salary curve using the salary survey data for the County's benchmark positions and the corresponding job evaluation point factors for each benchmark job. This data produced the salary curve shown in Figure 1 below. Any given point on the salary curve identifies where the market salary rate and the job evaluation point factors intersect.



(Figure 1)

Caroline County’s currently has two pay plans, both of which are open range plans. The primary plan has twenty eight (28) grades with a minimum, midpoint and maximum for the grade. The distance between pay grades in the current pay plan is 5%, which is below the survey average. The range spread is 52%. Using survey data and in order to maintain competitiveness with the regional labor market, a new salary schedule was developed for the County. After consultation with County staff, the County’s proposed pay plan maintains the current open plan structure including 36 pay grades that are 5% apart with a grade range of 60%. The second pay plan is for Fire and Rescue workers who are subject to working 212 hours in any given 28 day cycle. A pay structure containing 16 grades constructed similarly to the existing Fire & Rescue pay structure was created for these workers. Those structures maintain similar range spreads (50%) and grade separation (4.65%) as the previous structures.

The recommended Fiscal Year 2017-2018 compensation plan for Caroline County can be found in Appendix C of this report.

The consultant then assigned each position to the appropriate salary grade in the FY 2017-2018 salary schedule. The List of Classes and Assignment to Salary Grade is shown in Appendix D.

The recommended pay plan is the result of the analysis of the data obtained and reflects the market ranges of salaries as reported by competitors in the area.

## 5. Implementing the Recommended Salary Plan

To estimate implementation costs, Springsted was provided the most recent employee salaries by the County for all departments and, working with County leadership, calculated the level of implementation which best resolves issues of concern identified such as compression of salaries within the established ranges. Each is explained in greater detail below.

There were 75 positions, representing one hundred ninety-nine (199) employees who were identified as being below the recommended pay range and include the following positions:

- Animal Control Deputy
- Animal Shelter Attendant
- Deputy Circuit Court Clerk IV
- Deputy Circuit Court Clerk III
- Deputy Circuit Court Clerk II
- Deputy Circuit Court Clerk I
- Cashier
- Deputy Commissioner of the Revenue II
- Seasonal Collection Agent (PT)
- Tax Examiner
- DMV Specialist
- Assistant Commonwealth Attorney
- Human Resources Manager
- Receptionist (PT)
- Dispatcher Supervisor
- Dispatcher
- Administrative Assistant/Web Manager
- Travel Counselor (PT)
- Groundskeeping Foreman
- Custodial Specialist
- Maintenance Technician
- Groundskeeper II
- Community Center Attendant (PT)
- Groundskeeper I
- Groundskeeper (Seasonal)
- Firefighter Intermediate
- Firefighter EMT
- Firefighter EMT (PT)
- Captain Paramedic
- Captain EMT
- Lieutenant EMT
- Firefighter Paramedic
- Logistics and Records Specialist II
- Logistics Technician (PT)
- Recruitment and Retention Officer (PT)
- Account
- Clerk/Secretary
- EMS Billing Clerk
- Training and Compliance Clerk (PT)
- Information Technology Manager
- Recreation Activities Coordinator
- Parks and Recreation Assistant (PT)
- Community Center Attendant (PT)
- Zoning/Code Compliance Technician
- Office Assistant
- Assistant Director Public Works & Utilities
- Assistant Registrar
- Assistant Registrar (PT)
- Administrative Manager
- Master Deputy Sheriff
- Court Security Officer (PT)
- Deputy Sheriff
- Evidence Custodian (PT)
- Law Enforcement Planner
- Warrants Clerk
- Control Room Operator
- Records Clerk
- Solid Waste Supervisor
- Solid Waste Clerk (PT)
- Convenience Site Attendant (PT)
- Deputy Treasurer-Accounting
- Deputy Treasurer-Customer Service

- Customer Service Agent III
- Customer Service Agent
- Compliance Clerk
- Utilities Technician
- WWTP Supervisor
- Laboratory Manager
- WWTP Operator II
- WWTP Operator III
- Laboratory Technician
- WWTP Operator Trainee
- Superintendent of Public Utilities
- Water Operator IV
- Water Operator Trainee
- Utilities Construction Foreman

Consistent with staff's direction, we have estimated implementation costs using FY 2017 County personnel data, making the following assumptions:

- The recommended compensation program will be effective when and how it is designated by the County. The implementation option provided in this report contains the full annualized cost for implementation.
- Implementation will address internal equity by making sure that no employee is paid below the minimum rate of their assigned salary grade. It should be recognized that pay inequities do exist for some Caroline County employees, particularly in the area of salary compression. For this reason, the recommended option was selected.

### Recommended Option

- **Take to recommended grade, then add 0.5% per year of service in Department.** In an attempt to deal with the issue of salary compression in a fair and appropriate manner, individual employee salaries were first compared to the grade suggested by the study. Those below the recommended grade were taken to the minimum grade level of the new, higher, level. Those already within the recommended grade were placed within it at their current salary. Following that, a decompression factor was applied (added) to all full time and permanent part time workers corresponding to their years of service within their department. The factor used was 0.5% per year of service. For example, if an employee has been employed for nine (9) years, the employee would be either brought up to or placed within the assigned salary grade at the current salary and then provided an additional 4.5% increase over the assigned salary (0.5% per year of service in the department). If the employee's resulting salary was greater than the grade cap, the employee was provided as much of the increase as possible capped by the maximum of the range.
- **Fifteen (15) in Position Mid-Point Rule.** Most employees with 15 years of service were at a level such that the years of service credit took them at least to the mid-point of their assigned grade. However, even with that rule, several of the County's 15 year or greater veterans did not get to the mid-point. There were 5 persons in this group and the salary cost was \$27,778.05 to bring everyone with at least 15 years' service to the mid-point.

- The estimated total cost is \$1,086,796.31 for all employees, which is equivalent to 11.64% of the County's \$9.3 million annual salary cost. Of this amount, \$791,967.33 is needed to bring the below-grade workers to the minimum and add the decompression features covered above. This is 16.02% of that group's current salary cost. For those in grade the cost is \$286,093.82 or 6.64% of current salary cost.
- The recommended option would allow the County to provide salaries meeting current market conditions, based upon the market survey, and recognizes the value of employees' experience and past salary increases thus reducing the opportunity for compression of salaries. It also initiates a sound policy towards recognizing the value of experience in position.

### Ongoing Administration

After initial implementation of the study's recommendations is achieved, the County should develop and maintain administrative procedures that provide for annual market analyses and salary adjustments based on market and economic conditions, the County's ability to pay and adjustments that recognize individual performance. It should be recognized that as the market shifts, employee's base salaries should shift with adjustments in the County's compensation schedule to maintain market competitiveness. In addition, employees demonstrating higher levels of performance should be recognized and advanced through the salary range on an appropriate and consistent basis. Increases in compensation are typically provided by the means which follow:

**Base adjustments.** In Fiscal Year 2018-2019, and subsequent years, it will be necessary for the County to adjust the salary schedule and grades based on market adjustments and other factors such as the ability to recruit new, highly skilled employees in a growingly competitive market place. A tool the County may wish to consider is establishment of a guideline for determining annual base adjustments. For example, the County could base its adjustment on the Consumer Price Index (CPI). The County could also contact comparable jurisdictions to find out what percentage adjustment they are making to their pay scales as a second level of verification of the pay range adjustment and provide an average of those increases. This would also ensure that the County maintains marketability among comparable regional organizations.

If the CPI, for example, is 1.5, a 1.5% increase would be applied across the board to the wage rates of each pay grade. All employees with performance that meets or exceeds job expectations would receive the 1.5% increase applied to their base salary.

### Fifteen (15) Year to Mid-Point Rule.

As noted, bringing 15 year veterans to the midpoint of their recommended scale is a strong statement of the value the County places in experience and County employee's dedication to the County as a place of employment. Many pay plans and systems recognize time in service and a rule of thumb is to attempt to move employees to the mid-point of their current position by the time required to achieve full competence and capability at the position requirements. While this should be achievable in less than 15 years of service, existing resources must be gauged and the County will make a be making strong statement if it adopts this plan. However, as noted, if it does so, it is strongly recommended that it adopt a



policy of taking fifteen (15) year veterans to the midpoint in future years so that those in place now will know that there are rewards for staying with a position.

**Performance adjustments and progressing through the salary ranges.**

Employees typically move through their salary grade at a more rapid pace early in their career as opposed to the latter stages of their employment with an organization or community. This occurs because employees are typically hired by an organization at the minimum or near the minimum of their pay grade because they lack certain knowledge, skills, and abilities that an employee who has been with an organization for eight (8) to ten (10) years may have obtained through training and immersion in the work force and community. Consequently, the mid-point of an employee's salary range is recognized as the 'market rate' at which employees have gained the knowledge, skills and abilities to perform at a level commensurate with those of their more experienced peers. For that reason, many communities and organizations typically experience a more rapid growth in employee salaries toward the mid-point of the salary range during the first eight (8) to ten (10) years of employment as they recognize the employees' growth in their job. As a result, employees often progress at a slower rate of salary growth once they have reached the mid-point and until their retirement. We would suggest that the County develop a formal policy that establishes a goal of having employees reach the mid-point of their salary grade during the initial eight (8) to ten (10) year period of employment utilizing well defined performance evaluation criteria. This could be accomplished by adjusting employees with satisfactory performance ratings in a fixed range of 2.5% to 5% per year over the initial period depending on performance, and following achievement of the grade midpoint, thereafter adjusting into a combination of annual performance based increases and/or bonuses in smaller range for the duration of the employee's career, which can be assumed to extend for thirty (30) years, when full VRS retirement is available. This measure would send a strong signal to new hires that the County is focused on hiring individuals who want a career and not just a job, while signaling experienced workers that it is willing to compensate for productivity.

As noted, an employees' progression through the pay grade should be based on individual performance. Supervisors can recognize an employee's contribution to department and organizational goals through performance adjustments. With the ability to recommend performance adjustments, supervisors will have an important role in linking pay and performance.

When compensation is based on performance, employees look for assurance that managers will objectively evaluate performance and not inflate ratings in order to obtain a higher salary for particular employees. Generally, such systems provide for a review by the County Administrator's Office to provide a mechanism that assists managers in applying performance standards consistently for all employees.

When pay is based on performance, the evaluation system often provides for reviews at six (6) or twelve (12) month intervals, so employees know how supervisors view their performance and have the opportunity to improve performance and their prospect for a pay increase. By recognizing the value of employee performance on a consistent basis, the County encourages productivity and can justify rewarding those demonstrating a higher level of skills, effort, and ability.

## Recommendations

Caroline County is a service oriented organization. The County delivers services through its employees, who are a major investment in the organization's infrastructure. The report which precedes these recommendations contains significant amounts of information, which has been gathered from a variety of sources, carefully and objectively analyzed, and structured in a way that will provide a sound and fair system of compensating employees, if followed carefully. It is our independent judgment that has resulted in the following recommendations. We urge the County to:

1. Approve the recommended salary schematics provided in Appendix D, which assign various job classes to the proposed salary grades. The schematics developed via analysis of market data, utilizing objective analysis of data, will allow for establishment of internal equity among the various positions of the County.
2. Discuss and approve an implementation schedule, as appropriate. Adoption of this recommendation will establish more equitable compensation levels for all employees, address compressions issues, and bring those employees that are below the market up to market standards. If phasing of implementation for this option is required, as it may be in some organizations, we encourage the County to give consideration to a reasonable phasing-in period of two (2) years with adjustments for market changes.
3. Support a performance based pay system that provides for salary increases for employees who meet or exceed job expectations, and provide training to the management team regarding the process of conducting performance evaluations, and to the general employees as pertains to their role in the performance evaluation process so that all employees understand the importance, purpose and benefits of performance evaluations as it relates to employee growth.
4. Provide support for ongoing administration of the program via a system of market adjustments and performance based merit increases awarded on the anniversary date of the employees hire or promotion.

## Review of Fringe Benefits

The local government organizations that responded to the salary survey also provided information about their fringe benefit programs. Several observations can be made based on a review of the survey data.

### Holiday Leave:

- Holiday leave varied from twelve (12) days per year to sixteen (16) days per year, with an average of thirteen (13) days of holiday leave. Caroline County, at 12 days per year was below the average of those surveyed.
- No respondents reported providing floating holidays.
- All respondents reported offering some form of additional compensation for holidays worked by employees. Of these, the majority compensated their holiday workers at 1.5X the normal rate of pay, while 1 paid double time and one reported some other variety of holiday work compensation. Caroline County was **within** the survey average, offering time and one-half (1.5X) for work performed on holidays.

**Paid Leave:**

Paid leave was provided by all organizations responding. Of those reporting, all provided vacation/sick leave, with none providing Paid Time Off (PTO). Vacation leave averages are displayed in the following chart. As to paid leave, Caroline County was **very close to the average** of the range through ten (10) years of service, **towards the lower end of the range** for those having over ten to twenty (10-20) years of service, while it **was below the lowest reported number** for employees with twenty or more (20+) years of service.

**Vacation Carry Over:**

All organizations reported allowing vacation carryover into the following year. This carry over ranged from 24 days to an unlimited amount, with an average of 27 days of vacation carryover. Maximum accumulation of annual leave ranged up to an unlimited amount of accumulation (1 organization), with an average of 128 days maximum accumulation. No organizations reported allowing compensation after the maximum leave was accumulated.

Length of Service	Least Reported	Highest Reported	Average	Caroline County
6 months	12.00	12.00	12.00	12.00
1 -2 years	12.00	12.00	12.00	12.00
3 -4 years	12.00	18.00	14.00	12.00
5 years	12.00	18.00	14.00	15.00
6 - 9 years	15.00	18.00	16.00	15.00
10 years	15.00	24.00	18.00	18.00
11-15 years	18.00	24.00	20.00	18.00
16-19 years	18.00	24.00	21.00	18.00
20 years	21.00	24.00	22.00	18.00
20+ years	21.00	24.00	23.00	18.00

**Annual Sick Leave:**

A breakdown of reported sick leave allowances is shown below.

- Caroline County's sick leave allowances were **equal** to others for the first 2 years, then become **lower** than reported averages thereafter.
- For those allowing annual sick leave, that leave ranged from ten to twelve (10 – 12) days per year, with an average of 11 days per year of sick leave.
- Annual sick leave carry-forward among survey respondents responding to the question was unlimited. Caroline County provides unlimited annual carry-forward of unused sick leave.
- The maximum sick leave accumulation noted by survey respondents answering the question was an unlimited amount. Caroline County allows employees to accumulate a total of 36 days of sick leave.

- Of the organizations responding to the question, half reported having provisions for a sick leave bank, while half reported not having one. Caroline County offers a sick leave bank.
- Half the respondents provide for a pay-out of sick leave on termination or retirement, while half did not provide for that. Caroline County allows a pay-out of sick leave upon termination or retirement.
- All responding organizations, including Caroline County, reported allowing employees to use sick leave for medical and dental appointments as well as for family illness.

#### Health, Dental, Vision, Life and Disability Insurance:

- All organizations offered at least one type of group medical insurance coverage. Plan costs and contributions by the locality were averaged and those costs and percentages are as depicted in the following chart:

	Group Avg.	% Provided	Emp. Cost	Caroline County	% Provided	Emp. Cost
Employee	\$580.37	89/11%	\$63.84	\$530.24	88/12%	\$63.63
Emp + Spouse	\$1142.78	74/26%	\$297.12	\$1027.50	84/16%	\$164.40
Emp + Child	\$942.78	76/24%	\$226.27	\$899.30	85/15%	\$134.90
Family	\$1481.77	68/32%	\$474.17	\$1618.74	77/23%	\$372.31

*(Note: Plan attributes were not compared)*

- **High Deductible Plans** – No localities reported offering a supplemental High Deductible Plan (HDP).
- **Retiree’s Health Coverage** – Half of the respondents covered retirees in their medical insurance program and half did not. The years of service required to qualify for the benefit averaged 15 years of service needed to qualify. No respondent reported contributing towards retiree’s insurance coverage. Caroline County offers retiree coverage, with no contribution made.
- **Dental** – All responding organizations provided dental insurance plans. Of these, all but one was included in the health care costs cited above. For the one organization having a separate plan, its costs for a single employee was \$35.56 per month, of which it contributed nothing. Caroline County covers eighty-eight (88%) of the full cost of individual dental coverage running \$28.60 (as it is included in the individual health coverage). For the one locality having separate dental, its family plans cost \$100.53 and it paid none of the costs. Caroline County’s family dental plan was priced at \$85.80, with it paying 72% of this expense.
- **Vision** – Similar to dental, only one of the group reported having a separate vision insurance plan, while all others reported offering it as part of its health care coverage. That organization’s plan cost \$5.52 per month for the individual employee and \$16.06 for the family and it paid none of the costs. Caroline County includes vision as part of its health plan and cost shares are as depicted in that section.

- **Life and Accident Insurance** – All organizations reporting provided life insurance coverage with 100% of those costs covered by the employer. Caroline County provides life insurance for its employees and pays 100% of the cost. All responding organizations offered AD&D (accidental death and disability) and all offered AD&D Double Indemnity. On average, 67% of the costs of this coverage were provided by the organization. Caroline County provides both AD&D and Double Indemnity but covers none of the cost.
- **Short and Long-term Disability** – Seventy-five percent (75%) of responding organizations offered short-term disability coverage, with none of the costs being covered. Caroline County does not provide short-term disability. Half of the responding organizations offered long-term disability insurance, paying for none of the cost. Caroline County does not offer long-term disability.
- **Deferred Compensation** - Three-quarters of the responding organizations provide a deferred compensation program, but only one makes it available to all employees. None contributes to the plan. Caroline County makes deferred compensation generally available to all employees and contributes nothing towards the plan costs.

Overall, the benefits provided by the County of Caroline to its employees are fairly well in line with others in the region who responded to the survey. Survey results were provided by only four (4) localities and while that was a sufficient result to report, exceptions could well exist by some who provided salary information but who didn't provide benefits information. Nonetheless, sufficient returns were provided so as to allow a valid comparison of benefits packages.

- **Holiday and Paid Leave** – Caroline was slightly under the average for Holiday leave. To achieve parity for holiday leave would require one additional leave day per year, which it may wish to consider. Likewise, it compared generally well on Paid leave (vacation), however, after year 10 of an employee's tenure, it falls to the bottom end of the averages and from 20 years onwards, it is last in the group. We would recommend that this item be considered for possible amendment so that longer-tenured employees would be more in line with regional averages.
- **Sick Leave** – Caroline compares well on sick leave allowances, though it offers less leave carryover than the group average. With the sick leave bank, this is likely less of a problem, but the County may wish to consider changing its sick-leave carryover amounts to come closer to group averages.
- **Insurance Coverages**
  - **Health/Dental/Vision** - Caroline compares very favorably with its peers in the category of health, dental and vision insurance. It pays for about the same share of employee only costs and significantly more than the group average for Employee +1, Employee/Spouse and Family coverages, with difference currently ranging from about \$100 to \$130 per month. If it can achieve pay parity and continue to lead

in this critical area, it will find itself with an advantage in hiring and retaining talent.

- **Life and Accident Insurance** - While the County provides for this, it pays none of the expenses, leaving it a bit apart from group norms. These coverages are relatively inexpensive and are family-friendly, making them a nice benefit to offer and if needed by families, very nice to have.
- **Disability** – The County does not offer either a short or long-term disability option. It should consider including these coverages for its employees. Disability coverage is also family friendly. If it could consider a cost-share arrangement, it might attract some employees and keep others, particularly where others are not reporting having it.
- **Deferred Compensation** – The County is well within the group average within this area by providing deferred compensation plan(s). At present, none reported offering contributions towards deferred compensation plans. Part of the reason for this is likely Virginia’s traditionally strong retirement (VRS) program. As a defined benefit plan, many have not seen the need to add deferred compensation to their retirement planning portfolio. However, with recent changes to that plan, the County might wish to debate the benefits of contributing to a supplementary retirement program to help compete for new employees who fall under the new retirement plans. As defined contribution plans, rather than the traditional defined benefit retirement plan, it is very likely that employees will come to realize that they will need to supplement this with privately held deferred compensation plans. To stay competitive for new talent facing this issue, the County may wish to debate some incentives for employees to pay into a deferred comp through some matching program. Deferred compensation plan matching is common in the private sector, where defined contribution plans have been in use for longer periods of time.

# Appendix A

## Glossary

**Annual Salary Adjustment** – A salary increase based on changes in a price index, such as the Consumer Price Index (CPI), designed to help salaries keep pace with market changes. Other factors may be considered in annual salary adjustments, including the anticipated increases in the salary schedules of comparable employers. The adjustments are applied to the minimum, midpoint, and maximum rate of each pay grade and to employee salaries so their position within their assigned pay grades is maintained.

**Benchmark Jobs** – A group of jobs used as reference points for making pay comparisons with other organizations.

**Class Description** – A summary of the essential duties performed within a job class and examples of the specific tasks and employee knowledge, skill and abilities required to perform the job.

**Classification** – The assignment of positions to appropriate job classes and pay grades based on the results of a job evaluation.

**Internal Equity** – Fair and consistent pay relationships among jobs or skill levels within a single organization that establishes equal or comparable pay for jobs involving comparable work and utilization of comparable skills.

**Job Class** – A grouping of jobs that is considered to be substantially similar for pay purposes.

**Job Evaluation** – A systematic procedure designed to make classification decisions by applying standard criteria to a review of all job classes.

**Line of Best Fit** – In regression analysis, the line fitted to a scatter plot of coordinates measuring pay and job evaluation factors. The line is used to develop the salary structure.

**Occupational Group** – Jobs involving work of the same nature but requiring different skill and responsibility levels.

**Pay Grade** – A level within a salary schedule into which job classes with similar job evaluation factors are placed for compensation purposes. Pay grades have a minimum rate, a midpoint rate, and a maximum rate and define what an employer is willing to pay for a particular job. The midpoint of the pay grades approximates the market salary rate which would be paid for satisfactory performance.

**Compensation Philosophy** – Decisions about employee compensation that address the relative importance of internal equity, external competitiveness, employee contributions or performance and administration of the pay system.

**Performance Evaluation** – The process of determining the extent to which a worker's assigned task outcomes meet employer performance expectations and performance standards.

**Position Analysis Questionnaire (PAQ)** – A structured job analysis technique that classifies job information based on such factors as information input, mental processes, work output, relationships with other persons, job context, and other job characteristics. The PAQ analyzes jobs in terms of worker-oriented data.

**Progression through Pay Grades** – Strategies that move employees through the pay grade by merit progression based on performance, by automatic progression through designated steps, or some combination thereof.

**Salary Survey** – The systematic process of collecting information and making judgments about the compensation paid by other comparable employers. Salary data are useful in designing pay grades and salary structures.



## Appendix B

# Caroline County, Virginia Salary Survey - Results

Sheet	Position Surveyed	Number of Respondents	Average FTES	Average Midpoint	Minimum Salary			Midpoint Salary			Maximum Salary			Caroline County, Virginia Information							
					Lowest	Highest	Average	Lowest	Highest	Average	Lowest	Highest	Average	Min	Diff	%	Mid	Diff	%	Max	Diff
16	Accounting Technician	6	1.67	48,818.27	30,704.00	42,707.00	37,359.01	40,376.00	55,519.00	50,048.00	68,331.00	60,277.53	32,023.00	(5,336.01)	-16.66%	40,348.50	(8,469.77)	-20.99%	48,674.00	(11,603.53)	-23.84%
19	Administrative Assistant	8	2.75	45,142.50	28,906.00	39,797.00	34,947.68	37,577.50	51,736.50	46,249.00	63,676.00	55,337.32	33,624.00	(1,323.68)	-3.94%	42,366.00	(2,776.50)	-6.55%	51,108.00	(4,229.32)	-8.28%
28	Administrative Manager	5	1.00	55,907.66	36,603.00	53,334.00	43,896.71	42,092.50	69,334.00	47,582.00	85,334.00	67,918.60	38,923.00	(4,973.71)	-12.78%	49,043.00	(6,864.66)	-14.00%	59,163.00	(8,755.60)	-14.80%
24	Animal Control Deputy	7	1.43	45,993.86	32,600.00	41,789.00	35,610.27	40,807.00	54,325.50	47,608.00	66,862.00	56,377.45	37,071.00	1,460.73	3.94%	46,709.50	715.64	1.53%	56,348.00	(29.45)	-0.05%
3	Animal Shelter Attendant	8	2.58	29,785.18	20,800.00	28,283.00	24,588.17	20,800.00	36,768.00	20,800.00	45,253.00	34,982.19	25,091.00	502.83	2.00%	31,614.50	1,829.32	5.79%	38,138.00	3,155.81	8.27%
50	Assistant County Administrator	7	1.14	121,942.72	74,808.00	123,252.00	93,517.25	98,372.00	166,387.50	121,936.00	209,523.00	150,368.19	77,068.00	(16,449.25)	-21.34%	97,105.50	(24,837.22)	-25.58%	117,143.00	(33,225.19)	-28.36%
44	Building Official/Property Maintenance Administrator	7	1.00	78,986.79	47,926.00	83,303.00	63,617.35	59,385.50	105,422.50	69,283.00	129,751.00	94,356.22	60,384.00	(3,233.35)	-5.35%	76,084.00	(2,902.79)	-3.82%	91,784.00	(2,572.22)	-2.80%
5	Customer Service Agent	3	2.67	40,400.94	28,119.00	31,672.00	30,896.86	37,957.50	41,174.00	47,796.00	50,676.00	49,905.02	26,346.00	(4,550.86)	-17.27%	33,196.00	(7,204.94)	-21.70%	40,046.00	(9,859.02)	-24.62%
12	Deputy Circuit Court Clerk I	7	1.27	45,875.74	22,818.00	38,736.00	35,217.81	30,289.00	50,357.00	37,760.00	61,978.00	56,533.67	30,498.00	(4,719.81)	-15.48%	38,427.00	(7,448.74)	-19.38%	46,356.00	(10,177.67)	-21.96%
27	Deputy Circuit Court Clerk IV	6	1.50	51,631.35	31,031.00	43,878.00	40,873.08	50,460.00	54,986.00	57,042.00	67,675.00	61,905.21	38,923.00	(1,950.08)	-5.01%	49,043.00	(2,588.35)	-5.28%	59,163.00	(2,742.21)	-4.64%
18	Deputy Commissioner of the Revenue II	6	1.33	41,522.56	22,818.00	34,235.00	30,683.04	30,289.00	48,618.50	37,760.00	68,331.00	52,362.09	33,624.00	2,940.96	8.75%	42,366.00	843.44	1.99%	51,108.00	(1,254.09)	-2.45%
45	Deputy Fire-EMS Chief	6	2.00	79,217.79	52,546.00	83,303.00	60,730.13	68,258.50	112,464.00	81,910.00	141,625.00	97,705.45	63,403.00	2,672.87	4.22%	79,889.00	671.21	0.84%	96,375.00	(1,330.45)	-1.36%
31	Deputy Sheriff	8	19.05	50,522.18	34,006.00	43,825.00	39,364.76	40,807.00	59,165.00	47,608.00	74,505.00	61,679.60	38,923.00	(441.76)	-1.13%	49,043.00	(1,479.18)	-3.02%	59,163.00	(2,516.60)	-4.25%
46	Deputy Sheriff Captain	7	1.57	81,363.41	52,546.00	71,831.00	62,706.37	65,377.50	96,963.00	78,209.00	122,095.00	100,020.44	63,403.00	696.63	1.10%	79,889.00	(1,474.41)	-1.85%	96,375.00	(3,645.44)	-3.78%
49	Deputy Sheriff Major	6	1.17	92,302.36	56,488.00	83,303.00	70,903.22	73,434.00	112,464.00	90,380.00	141,625.00	113,701.51	69,903.00	(1,000.22)	-1.43%	88,077.50	(4,224.86)	-4.80%	106,252.00	(7,449.51)	-7.01%
38	Deputy Sheriff Sergeant	8	2.88	59,628.68	40,673.00	56,103.00	46,159.85	51,955.50	75,745.00	60,615.00	95,387.00	73,097.52	47,313.00	1,153.15	2.44%	59,614.50	(14.18)	-0.02%	71,916.00	(1,181.52)	-1.64%
23	Deputy Treasurer-Accounting	7	1.00	51,637.76	30,704.00	58,801.00	40,142.71	40,376.00	76,441.00	47,608.00	94,081.00	63,132.81	35,305.00	(4,837.71)	-13.70%	44,484.00	(7,153.76)	-16.08%	53,663.00	(9,469.81)	-17.65%
29	Dispatch Supervisor	6	1.83	59,805.45	37,044.00	60,093.00	45,956.31	46,305.00	78,120.50	55,566.00	96,148.00	73,654.60	38,923.00	(7,033.31)	-18.07%	49,043.00	(10,762.45)	-21.94%	59,163.00	(14,491.60)	-24.49%
13	Dispatcher	6	5.67	44,695.79	30,704.00	36,099.00	34,360.58	40,000.00	46,929.00	48,000.00	57,759.00	55,031.00	30,498.00	(3,862.58)	-12.67%	38,427.00	(6,268.79)	-16.31%	46,356.00	(8,675.00)	-18.71%
47	Economic Development Director	6	1.00	105,426.16	64,491.00	111,803.00	80,721.60	84,804.50	150,940.00	105,118.00	190,077.00	130,130.73	66,574.00	(14,147.60)	-21.25%	83,883.00	(21,543.16)	-25.68%	101,192.00	(28,938.73)	-28.60%
7	EMS Billing Technician	2	1.00	53,054.50	32,742.00	48,880.00	40,811.00	42,565.00	63,544.00	52,388.00	78,208.00	65,298.00	27,662.00	(13,149.00)	-47.53%	34,854.00	(18,200.50)	-52.22%	42,046.00	(23,252.00)	-55.30%
26	EMT Firefighter	7	10.00	55,546.84	35,617.00	48,882.00	43,178.60	40,079.00	63,546.00	41,563.00	78,210.00	67,915.08	37,323.00	(6,855.60)	-15.69%	46,737.50	(8,809.34)	-18.85%	56,152.00	(11,763.08)	-20.95%
22	Facilities Maintenance Foreman	4	1.00	58,137.25	41,719.00	49,406.00	44,325.00	54,986.00	64,194.00	67,675.00	78,982.00	71,949.50	35,305.00	(9,020.00)	-25.55%	44,484.00	(13,653.25)	-30.69%	53,663.00	(18,286.50)	-34.08%
48	Finance Director	7	1.00	109,876.00	64,491.00	111,803.00	84,204.66	84,804.50	150,940.00	105,118.00	190,077.00	135,547.34	69,903.00	(14,301.66)	-20.46%	88,077.50	(21,798.50)	-24.75%	106,252.00	(29,294.34)	-27.57%
37	Fire & Rescue Captain/Operations	6	3.50	82,174.91	55,595.00	65,506.00	63,120.66	72,800.50	87,836.50	89,601.00	110,608.00	101,229.16	47,635.00	(15,485.66)	-32.51%	62,596.00	(19,578.91)	-31.28%	77,557.00	(23,672.16)	-30.52%
51	Fire-EMS Chief	6	1.00	111,745.11	73,043.00	111,803.00	85,973.29	92,173.50	150,940.00	111,304.00	190,077.00	137,516.94	77,068.00	(6,905.29)	-11.56%	97,105.50	(14,639.61)	-15.08%	117,143.00	(20,373.94)	-17.39%
2	Groundskeeper	3	6.85	33,729.87	21,957.00	26,937.00	25,776.71	29,645.50	35,018.00	37,334.00	43,099.00	41,683.04	22,758.00	(3,018.71)	-13.26%	28,675.50	(5,054.37)	-17.63%	34,593.00	(7,090.04)	-20.50%
10	Groundskeeping Foreman	7	1.14	46,410.94	27,814.00	44,842.00	36,204.81	33,376.50	56,586.50	38,939.00	68,331.00	56,617.08	29,047.00	(7,157.81)	-24.64%	36,599.00	(9,811.94)	-26.81%	44,151.00	(12,466.08)	-28.24%
41	Human Resources Manager	6	1.00	85,185.17	47,926.00	86,874.00	65,461.33	63,023.00	112,936.50	78,120.00	138,999.00	104,909.00	52,162.00	(13,299.33)	-25.50%	65,724.50	(19,460.67)	-29.61%	79,287.00	(25,622.00)	-32.32%
42	Information Technology Manager	6	1.00	88,620.13	47,926.00	83,303.00	68,008.43	63,023.00	112,464.00	78,120.00	141,625.00	109,231.83	57,509.00	(10,499.43)	-18.26%	72,461.00	(16,159.13)	-22.30%	87,413.00	(21,818.83)	-24.96%
21	Laboratory Technician	2	2.00	44,481.50	32,600.00	34,380.00	33,823.27	44,013.50	44,694.50	55,009.00	55,427.00	55,139.74	33,624.00	(199.27)	-0.59%	42,366.00	(2,115.50)	-4.99%	51,108.00	(4,031.74)	-7.89%
1	Maintenance Worker	7	4.94	36,856.71	21,957.00	34,048.00	29,010.44	29,645.50	44,262.50	35,818.34	54,477.00	44,702.99	22,758.00	(6,252.44)	-27.47%	28,675.50	(8,181.21)	-28.53%	34,593.00	(10,109.99)	-29.23%
34	Paramedic Firefighter	6	12.33	60,724.35	41,316.00	48,882.00	46,564.32	54,330.00	63,546.00	67,344.00	78,210.00	74,884.37	43,205.00	(3,359.32)	-7.78%	54,103.00	(6,621.35)	-12.24%	65,001.00	(9,883.37)	-15.20%
43	Parks and Recreation Director	3	1.00	98,603.00	64,491.00	86,874.00	75,600.67	84,804.50	112,936.50	105,118.00	138,999.00	121,605.33	57,509.00	(18,091.67)	-31.46%	72,461.00	(26,142.00)	-36.08%	87,413.00	(34,192.33)	-39.12%
6	Personal Property Tax Examiner	5	1.80	39,541.59	24,970.00	48,880.00	30,528.91	32,461.00	63,544.00	39,952.00	78,208.00	48,554.26	27,662.00	(2,866.91)	-10.36%	34,854.00	(4,687.59)	-13.45%	42,046.00	(6,508.26)	-15.48%
30	Planner	4	1.00	53,936.44	40,673.00	43,878.00	41,777.75	51,051.26	57,042.00	61,281.52	70,935.00	66,095.13	38,923.00	(2,854.75)	-7.33%	49,043.00	(4,893.44)	-9.98%	59,163.00	(6,932.13)	-11.72%
52	Planning Director	5	1.00	107,760.76	66,252.00	111,803.00	82,190.72	88,778.00	150,940.00	109,022.00	190,077.00	133,330.80	77,068.00	(5,122.72)	-6.65%	97,105.50	(10,655.26)	-10.97%	117,143.00	(16,187.80)	-13.82%
53	Public Works & Utilities Director	6	1.00	110,964.22	72,681.59	111,803.00	85,111.77	90,851.80	150,940.00	109,022.00	190,077.00	136,816.67	77,068.00	(6,043.77)	-10.44%	97,105.50	(13,858.72)	-14.27%	117,143.00	(19,673.67)	-16.79%
4	Records Clerk	4	1.41	36,020.81	26,470.00	31,323.00	28,378.87	34,808.00	36,768.00	40,719.81	45,253.00	43,662.76	26,346.00	(2,032.87)	-7.72%	33,196.00	(2,824.81)	-8.51%	40,046.00	(3,616.76)	-9.03%
20	Recreation Activities Coordinator	5	1.20	50,896.79	35,617.00	45,027.21	39,400.36	46,836.00	56,284.02	58,055.00	67,675.00	62,393.22	33,624.00	(5,776.36)	-17.18%	42,366.00	(6,530.79)	-20.14%	51,108.00	(11,285.22)	-22.08%
8	Secretary	5	1.53	35,227.63	25,999.00	29,697.00	27,214.62	32,908.10	38,606.50	39,489.72	47,516.00	43,240.64	27,662.00	447.38	1.62%	34,854.00	(373.63)	-1.07%	42,046.00	(1,194.64)	-2.84%
35	Senior Combination Building Inspector	5	1.80	59,346.51	35,617.00	65,278.00	45,811.71	46,836.00	84,861.50	58,055.00	104,445.00	72,881.32	45,060.00	(761.71)	-1.67%	56,776.00	(2,570.51)	-4.53%	68,492.00	(4,389.32)	-6.41%
33	Solid Waste Supervisor	3	1.00	71,224.67	46,043.00	68,069.00	54,012.67	62,161.00	88,490.00	78,120.00	108,911.00	88,436.67	40,871.00	(13,141.67)	-32.15%	51,497.50	(19,727.17)	-38.31%	62,124.00	(26,312.67)	-42.36%
39	Superintendent of Public Utilities	3	1.00	88,696.50	58,948.00	82,739.00	67,470.00	78,941.00	107,560.50	97,159.00	132,382.00	109,923.00	49,678.00	(17,792.00)	-35.81%	62,595.00	(26,101.50)	-41.70%	75,512.00	(34,411.00)	-45.57%</





## Appendix C

## Caroline County, Virginia Salary Scales

Regular Work Week Employees
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% Between Grades:	5%
Range:	60.0%
Starting midpoint:	24,683

Grade	Salary Range		
	Min	Mid	Max
1	18,986.92	24,683.00	30,379.08
2	19,936.27	25,917.15	31,898.03
3	20,933.08	27,213.01	33,492.93
4	21,979.74	28,573.66	35,167.58
5	23,078.72	30,002.34	36,925.96
6	24,232.66	31,502.46	38,772.26
7	25,444.29	33,077.58	40,710.87
8	26,716.51	34,731.46	42,746.41
9	28,052.33	36,468.03	44,883.73
10	29,454.95	38,291.43	47,127.92
11	30,927.70	40,206.01	49,484.32
12	32,474.08	42,216.31	51,958.53
13	34,097.79	44,327.12	54,556.46
14	35,802.68	46,543.48	57,284.28
15	37,592.81	48,870.65	60,148.49
16	39,472.45	51,314.18	63,155.92
17	41,446.07	53,879.89	66,313.72
18	43,518.38	56,573.89	69,629.40
19	45,694.29	59,402.58	73,110.87
20	47,979.01	62,372.71	76,766.41
21	50,377.96	65,491.35	80,604.74
22	52,896.86	68,765.91	84,634.97
23	55,541.70	72,204.21	88,866.72
24	58,318.79	75,814.42	93,310.06
25	61,234.72	79,605.14	97,975.56
26	64,296.46	83,585.40	102,874.34
27	67,511.28	87,764.67	108,018.05
28	70,886.85	92,152.90	113,418.96
29	74,431.19	96,760.55	119,089.90
30	78,152.75	101,598.57	125,044.40
31	82,060.39	106,678.50	131,296.62
32	86,163.41	112,012.43	137,861.45
33	90,471.58	117,613.05	144,754.52
34	94,995.16	123,493.70	151,992.25
35	99,744.91	129,668.39	159,591.86
36	104,732.16	136,151.81	167,571.46

## Caroline County, Virginia Salary Scales

Field Employees (212 Hour Work Period)

% Between Grades:	4.65%
Range:	50.0%
Starting midpoint:	48,466

	Salary Range			Salary Survey vs Proposed						Current vs Proposed							
	Grade	Min	Mid	Max	Min	% Diff	Mid	% Diff	Max	% Diff	Min	% Diff	Mid	% Diff	Max	% Diff	
Firefighter EMT (PT)	F1	32,048.67	40,060.83	48,073.00													
	F2	33,611.61	42,014.51	50,417.41													
	F3	35,250.77	44,063.46	52,876.15													
	F4	36,969.86	46,212.33	55,454.80													
	F5	38,772.80	48,466.00	58,159.20													
	F6	40,575.74	50,719.67	60,863.60													
	F7	42,462.51	53,078.13	63,693.76													
Firefighter EMT	F8	44,437.01	55,546.27	66,655.52	43,178.60	-2.83%	55,546.84	0.00%	67,915.08	1.81%	37,323.00	-16.01%	47,022.00	-15.35%	56,152.00	-15.76%	
Firefighter Intermediate	F9	46,503.33	58,129.17	69,755.00							37,323.00	-19.74%	47,022.00	-19.11%	56,152.00	-19.50%	
Firefighter Paramedic	F10	48,665.74	60,832.17	72,998.61	46,564.32	-4.32%	60,724.35	-0.18%	74,884.37	2.47%	43,205.00	-11.22%	53,883.00	-11.42%	65,001.00	-10.96%	
Lieutenant EMT	F11	50,928.70	63,660.87	76,393.04							45,367.00	-10.92%	58,857.00	-7.55%	71,001.00	-7.06%	
Lieutenant Intermediate	F12	53,296.88	66,621.10	79,945.32							45,367.00	-14.88%	58,857.00	-11.65%	71,001.00	-11.19%	
Lieutenant Paramedic	F13	55,775.19	69,718.98	83,662.78							45,367.00	-18.66%	58,857.00	-15.58%	71,001.00	-15.13%	
Captain EMT	F14	58,368.73	72,960.92	87,553.10							47,635.00	-18.39%	64,291.00	-11.88%	77,557.00	-11.42%	
Captain Intermediate	F15	61,082.88	76,353.60	91,624.32							47,635.00	-22.02%	64,291.00	-15.80%	77,557.00	-15.35%	
Captain Paramedic	F16	63,923.23	79,904.04	95,884.85	63,120.66	-1.26%	82,174.91	2.84%	101,229.16	5.57%	47,635.00	-25.48%	64,291.00	-19.54%	77,557.00	-19.11%	

These employees subject to 2756 hr work year. Other Emergency Services workers on County Pay Scale.  
Letter "F" in grade designation signifies field position.

## Appendix D



**Caroline County, Virginia**  
**Sorted by Department then Grade; Showing Title and Range Schematic**

Department	Title	Proposed Range			
		Grade	Min	Mid	Max
Administration	Deputy County Administrator	34	94,995.16	123,493.70	151,992.25
Administration	Human Resources Manager	26	64,296.46	83,585.40	102,874.34
Administration	Assistant to the County Administrator	19	45,694.29	59,402.58	73,110.87
Administration	Receptionist (PT)	8	26,716.51	34,731.46	42,746.41
Animal Control	Animal Control Lieutenant	20	47,979.01	62,372.71	76,766.41
Animal Control	Animal Control Deputy	14	35,802.68	46,543.48	57,284.28
Animal Control	Animal Shelter Attendant	7	25,444.29	33,077.58	40,710.87
Building Inspections	Building Official/Property Maintenance Admin	25	61,234.72	79,605.14	97,975.56
Building Inspections	Senior Combination Building Inspector	19	45,694.29	59,402.58	73,110.87
Circuit Court	Deputy Circuit Court Clerk IV	17	41,446.07	53,879.89	66,313.72
Circuit Court	Deputy Circuit Court Clerk III	16	39,472.45	51,314.18	63,155.92
Circuit Court	Deputy Circuit Court Clerk II	15	37,592.81	48,870.65	60,148.49
Circuit Court	Deputy Circuit Court Clerk I	13	34,097.79	44,327.12	54,556.46
Circuit Court	Cashier	10	29,454.95	38,291.43	47,127.92
Commissioner of the Revenue	Deputy Commissioner of the Revenue IV	18	43,518.38	56,573.89	69,629.40
Commissioner of the Revenue	Deputy Commissioner of the Revenue III	16	39,472.45	51,314.18	63,155.92
Commissioner of the Revenue	Deputy Commissioner of the Revenue II	14	35,802.68	46,543.48	57,284.28
Commissioner of the Revenue	Seasonal Collection Agent (PT)	13	34,097.79	44,327.12	54,556.46
Commissioner of the Revenue	Deputy Commissioner of the Revenue I	12	32,474.08	42,216.31	51,958.53
Commissioner of the Revenue	Tax Examiner	11	30,927.70	40,206.01	49,484.32
Commissioner of the Revenue	DMV Specialist	10	29,454.95	38,291.43	47,127.92
Commonwealth Attorney	Assistant Commonwealth Attorney	30	78,152.75	101,598.57	125,044.40
E-911 Dispatch	Dispatcher Supervisor	18	43,518.38	56,573.89	69,629.40
E-911 Dispatch	Dispatcher	13	34,097.79	44,327.12	54,556.46
Economic Development	Economic Development Director	30	78,152.75	101,598.57	125,044.40
Economic Development	Tourism Manager (PT)	20	47,979.01	62,372.71	76,766.41
Economic Development	Administrative Assistant/Web Manager	19	45,694.29	59,402.58	73,110.87
Economic Development	Travel Counselor (PT)	8	26,716.51	34,731.46	42,746.41
Facilities Maintenance	Superintendent of Public Works	24	58,318.79	75,814.42	93,310.06
Facilities Maintenance	Facilities Maintenance Foreman	19	45,694.29	59,402.58	73,110.87
Facilities Maintenance	Groundskeeping Foreman	14	35,802.68	46,543.48	57,284.28
Facilities Maintenance	Custodial Specialist	12	32,474.08	42,216.31	51,958.53
Facilities Maintenance	Maintenance Technician	10	29,454.95	38,291.43	47,127.92
Facilities Maintenance	Groundskeeper II	8	26,716.51	34,731.46	42,746.41
Facilities Maintenance	Groundskeeper I	7	25,444.29	33,077.58	40,710.87
Facilities Maintenance	Groundskeeper (Seasonal)	5	23,078.72	30,002.34	36,925.96
Finance	Finance Director	31	82,060.39	106,678.50	131,296.62
Finance	Accounting Manager	26	64,296.46	83,585.40	102,874.34
Finance	Account Clerk II	17	41,446.07	53,879.89	66,313.72
Finance	Purchasing Agent (PT)	21	50,377.96	65,491.35	80,604.74
Fire & Rescue	Firefighter Intermediate	F9	46,503.33	58,129.17	69,755.00
Fire & Rescue	Firefighter EMT	F8	44,437.01	55,546.27	66,655.52
Fire & Rescue	Firefighter EMT (PT)	F2	33,611.61	42,014.51	50,417.41
Fire & Rescue	Captain Paramedic	F16	63,923.23	79,904.04	95,884.85
Fire & Rescue	Captain Intermediate	F15	61,082.88	76,353.60	91,624.32
Fire & Rescue	Captain EMT	F14	58,368.73	72,960.92	87,553.10
Fire & Rescue	Lieutenant Paramedic	F13	55,775.19	69,718.98	83,662.78
Fire & Rescue	Lieutenant Intermediate	F12	53,296.88	66,621.10	79,945.32
Fire & Rescue	Lieutenant EMT	F11	50,928.70	63,660.87	76,393.04
Fire & Rescue	Firefighter Paramedic	F10	48,665.74	60,832.17	72,998.61
Fire & Rescue	Fire & Rescue Chief	34	94,995.16	123,493.70	151,992.25
Fire & Rescue	Deputy Fire & Rescue Chief	28	70,886.85	92,152.90	113,418.96
Fire & Rescue	Logistics Officer	21	50,377.96	65,491.35	80,604.74
Fire & Rescue	Logistics and Records Specialist II	16	39,472.45	51,314.18	63,155.92
Fire & Rescue	Logistics Technician (PT)	14	35,802.68	46,543.48	57,284.28
Fire & Rescue	Recruitment and Retention Officer (PT)	14	35,802.68	46,543.48	57,284.28
Fire & Rescue	Account Clerk/Secretary	13	34,097.79	44,327.12	54,556.46
Fire & Rescue	EMS Billing Clerk	13	34,097.79	44,327.12	54,556.46
Fire & Rescue	Training and Compliance Clerk (PT)	13	34,097.79	44,327.12	54,556.46
Information Technology	Information Technology Manager	27	67,511.28	87,764.67	108,018.05

**Caroline County, Virginia**  
**Sorted by Department then Grade; Showing Title and Range Schematic**

Multiple	Administrative Manager	19	45,694.29	59,402.58	73,110.87
Multiple	Senior Administrative Assistant	16	39,472.45	51,314.18	63,155.92
Multiple	Administrative Assistant	13	34,097.79	44,327.12	54,556.46
Multiple	Office Assistant	11	30,927.70	40,206.01	49,484.32
Multiple	Utilities Technician	10	29,454.95	38,291.43	47,127.92
Multiple	Community Center Attendant (PT)	7	25,444.29	33,077.58	40,710.87
Parks & Recreation	Parks and Recreation Director	29	74,431.19	96,760.55	119,089.90
Parks & Recreation	Sports/Athletic Programmer	17	41,446.07	53,879.89	66,313.72
Parks & Recreation	Recreation Activities Coordinator	16	39,472.45	51,314.18	63,155.92
Parks & Recreation	Parks and Recreation Assistant (PT)	10	29,454.95	38,291.43	47,127.92
Planning and Zoning	Planning Director	31	82,060.39	106,678.50	131,296.62
Planning and Zoning	Senior Environmental Inspector	23	55,541.70	72,204.21	88,866.72
Planning and Zoning	GIS Analyst	18	43,518.38	56,573.89	69,629.40
Planning and Zoning	Planner	18	43,518.38	56,573.89	69,629.40
Planning and Zoning	Planning Technician	16	39,472.45	51,314.18	63,155.92
Planning and Zoning	Zoning/Code Compliance Technician	15	37,592.81	48,870.65	60,148.49
Public Utilities Administration	Director Public Works & Utilities	33	90,471.58	117,613.05	144,754.52
Public Utilities Administration	Assistant Director Public Works & Utilities	28	70,886.85	92,152.90	113,418.96
Public Utilities Administration	Utility Billing Manager	13	34,097.79	44,327.12	54,556.46
Registrar	Assistant Registrar	13	34,097.79	44,327.12	54,556.46
Registrar	Assistant Registrar (PT)	13	34,097.79	44,327.12	54,556.46
Sheriffs Office	Deputy Sheriff Major	29	74,431.19	96,760.55	119,089.90
Sheriffs Office	Deputy Sheriff Captain	25	61,234.72	79,605.14	97,975.56
Sheriffs Office	Deputy Sheriff Lieutenant	21	50,377.96	65,491.35	80,604.74
Sheriffs Office	Deputy Sheriff Sergeant	19	45,694.29	59,402.58	73,110.87
Sheriffs Office	Master Deputy Sheriff	18	43,518.38	56,573.89	69,629.40
Sheriffs Office	Court Security Officer (PT)	16	39,472.45	51,314.18	63,155.92
Sheriffs Office	Deputy Sheriff	16	39,472.45	51,314.18	63,155.92
Sheriffs Office	Evidence Custodian (PT)	14	35,802.68	46,543.48	57,284.28
Sheriffs Office	Law Enforcement Planner	14	35,802.68	46,543.48	57,284.28
Sheriffs Office	Records Manager	10	29,454.95	38,291.43	47,127.92
Sheriffs Office	Warrants Clerk	10	29,454.95	38,291.43	47,127.92
Sheriffs Office	Control Room Operator	8	26,716.51	34,731.46	42,746.41
Sheriffs Office	Records Clerk	9	28,052.33	36,468.03	44,883.73
Solid Waste	Solid Waste Supervisor	20	47,979.01	62,372.71	76,766.41
Solid Waste	Solid Waste Specialist/Truck Driver	11	30,927.70	40,206.01	49,484.32
Solid Waste	Truck Driver - Solid Waste	10	29,454.95	38,291.43	47,127.92
Solid Waste	Solid Waste Clerk (PT)	5	23,078.72	30,002.34	36,925.96
Solid Waste	Convenience Site Attendant (PT)	3	20,933.08	27,213.01	33,492.93
Treasurer	Deputy Treasurer-Accounting	18	43,518.38	56,573.89	69,629.40
Treasurer	Deputy Treasurer-Customer Service	14	35,802.68	46,543.48	57,284.28
Treasurer	Customer Service Agent III	13	34,097.79	44,327.12	54,556.46
Treasurer	Deputy Treasurer-Compliance	13	34,097.79	44,327.12	54,556.46
Treasurer	Customer Service Agent	11	30,927.70	40,206.01	49,484.32
Treasurer	Real Estate & Mortgage Service Agent	11	30,927.70	40,206.01	49,484.32
Treasurer	Compliance Clerk	10	29,454.95	38,291.43	47,127.92
Utilities Collections/Distribution	Utilities Maintenance Mechanic	13	34,097.79	44,327.12	54,556.46
Wastewater Treatment	WWTP Supervisor	25	61,234.72	79,605.14	97,975.56
Wastewater Treatment	Laboratory Manager	21	50,377.96	65,491.35	80,604.74
Wastewater Treatment	WWTP Operator II	17	41,446.07	53,879.89	66,313.72
Wastewater Treatment	WWTP Operator III	15	37,592.81	48,870.65	60,148.49
Wastewater Treatment	WWTP Operator IV	13	34,097.79	44,327.12	54,556.46
Wastewater Treatment	Laboratory Technician	12	32,474.08	42,216.31	51,958.53
Wastewater Treatment	WWTP Operator Trainee	12	32,474.08	42,216.31	51,958.53
Water Treatment	Superintendent of Public Utilities	27	67,511.28	87,764.67	108,018.05
Water Treatment	Utilities Field Operations Superintendent	20	47,979.01	62,372.71	76,766.41
Water Treatment	Utilities Construction Foreman	15	37,592.81	48,870.65	60,148.49
Water Treatment	Water Operator IV	13	34,097.79	44,327.12	54,556.46
Water Treatment	Water Operator Trainee	12	32,474.08	42,216.31	51,958.53

## **APPENDIX E**

## Caroline County, Virginia Comparison of Major Fringe Benefits

			<u>Least Reported</u>	<u>Most Reported</u>	<u>Average Reported</u>	<u>Caroline County, Virginia</u>
1	a	<b>Holidays</b> (Days/Year)	12	16	13	12
	b	Floating Holidays	Yes (0)	No (4)	No	
		If yes, how many?	-	-		
	c	Holiday on Regular Days Off	Other (1)	Fri-Mon (3)	Fri-Mon	Fri-Mon
	d	Comp on Holidays Worked		T&½ (2)		T&1/2
		Time and a ½	T&½ (2)	2	T&½ (2)	
		Double Time	Dbl (1)	1		
		Double Time and a ½	DT&½ (0)	0		
		Other	Other (1)	1		
2		<b>Annual Leave</b> (Days/Year)				
	a	Vacation/Sick or PTO	PTO (0)	Vac-Sick (2)	Vac-Sick	Vac-Sick
	b	<b>Vacation - days or hours?</b>				
		6 months	12	12	12	12
		1 year	12	12	12	12
		2 years	12	12	12	12
		3 years	12	18	14	12
		4 years	12	18	14	12
		5 years	12	18	14	15
		6 years	15	18	16	15
		7 years	15	18	16	15
		8 years	15	18	16	15
		9 years	15	18	16	15
		10 years	15	24	18	18
		11 years	18	24	20	18
		12 years	18	24	20	18
		13 years	18	24	20	18
		14 years	18	24	20	18
		15 years	18	24	20	18
		16 years	18	24	21	18
		17 years	18	24	21	18
		18 years	18	24	21	18
		19 years	18	24	21	18
		20 years	21	24	22	18
		20+ years	21	24	23	18
	c	Carried into Next Year	24.00	Unltd (1)	27	
	d	Max Accumulation	-	Unltd (1)	128	
	e	Comp after Max Accumulation	Yes (0)	No (3)	No	
3	a	<b>Sick Leave</b> (Days/Year)	10.00	12.00	11	Varies
	b	Carried into Next Year	-	Unltd (3)		Unltd
	c	Max. Accumulation	-	Unltd. (3)		36
	d	Paid at Termination/Retirement	Yes/No (2/2)	Yes/No (2/2)		Yes
	e	Use for Medical Appointments	No (0)	Yes (4)	Yes	Yes
	f	Use for Dental Appointments	No (0)	Yes (4)	Yes	Yes
	g	Use for Family Illness	No (0)	Yes (4)	Yes	Yes
	h	Sick Leave Bank	Yes/No (2/2)	Yes/No (2/2)		Yes

## Caroline County, Virginia Comparison of Major Fringe Benefits

		<u>Least Reported</u>	<u>Most Reported</u>	<u>Average Reported</u>	<u>Caroline County, Virginia</u>
4	<b>Pension and Retirement</b>				
a	Other Than Social Security	No (0)	Yes (4)	Yes	Yes
b	State Sponsored	No (0)	Yes (4)	Yes	Yes
c	Death Benefit	No (0)	Yes (4)	Yes	Yes
5	<b>Life &amp; Disability Insurance</b>				
a	Life Insurance	No (0)	Yes (4)	Yes	Yes
	Employer Paid	100%	100%	100%	0%
b	AD&D	No (0)	Yes (4)	Yes	Yes
	AD&D Double Indemnity	No (0)	Yes (4)	Yes	Yes
	Employer Paid	0%	100%	67%	0%
c	Short Term Disability	No (1)	Yes (3)	Yes	No
	Employer Paid	0%	0%	0%	
d	Long Term Disability	Yes/No (2/2)	Yes/No (2/2)		No
	Employer Paid	0%	0%	0%	
6	<b>Health Insurance</b>	No (0)	Yes (5)	Yes	Yes
b	100% FTE participation required	Yes (1)	No (3)	No	No
c	Different Types of Coverage?	No (1)	Yes (4)	Yes	Yes
d	Not participating	Yes (1)	No (3)	No	No
e	Employee Only	\$ 434.00	\$ 665.00	\$ 580.37	\$ 530.24
	Employer Paid	80%	93%	89%	92%
	Employee Paid	7%	20%	11%	12%
f	Employee/Spouse	\$ 879.00	\$ 1,319.00	\$ 1,142.78	\$ 1,027.50
	Employer Paid	56%	85%	74%	84%
	Employee Paid	15%	44%	27%	16%
g	Employee/Child	\$ 699.00	\$ 1,230.00	\$ 942.78	\$ 899.30
	Employer Paid	68%	85%	76%	85%
	Employee Paid	15%	32%	24%	15%
h	Employee/Family	\$ 1,021.00	\$ 1,796.00	\$ 1,481.77	\$ 1,618.74
	Employer Paid	48%	85%	68%	77%
	Employee Paid	15%	52%	32%	23%
m	Supplemental program for HDP?	Yes (0)	No (2)	No	No
n	Type of Program				
o	Employer Paid	0%	0%	0%	
p	Retirees	No (1)	Yes (4)	Yes	Yes
	Years of Service Required	Yes/No (2/2)	Yes/No (2/2)		Yes
	If yes, how many?	15	15	15	15
	Employer Paid	0%	0%	0%	0%
q	Dental Insurance	No (0)	Yes (5)	Yes	Yes
	Part of Health Plan	No (1)	Yes (4)	Yes	No
	Employee Only	\$ 35.56	\$ 35.56	\$ 35.56	\$ 28.60
	Employer Paid	0%	0%	0%	88%
	Employee/Family	\$ 100.53	\$ 100.53	\$ 100.53	\$ 85.80
	Employer Paid	0%	0%	0%	72%
r	Vision Insurance	No (0)	Yes (4)	Yes	Yes
	Part of Health Plan	No (0)	Yes (4)	Yes	Yes
	Employee Only	Yes/No (0/0)	Yes/No (0/0)		
	Employer Paid	0%	0%		
	Employee/Family	\$ 16.06	\$ 16.06	\$ 16.06	
	Employer Paid	0%	0%		

## Caroline County, Virginia Comparison of Major Fringe Benefits

			<u>Least Reported</u>	<u>Most Reported</u>	<u>Average Reported</u>	<u>Caroline County, Virginia</u>
7	a	<b>Deferred Compensation</b>	No (0)	Yes (4)	Yes	Yes
	b	Available to all Employees	Yes (1)	No (3)	No	Yes
	c	Type of Plan				ICMA 457, ROTH IRA
	d	Employer Contribution	Yes (0)	No (4)	No	No
8		<b>Other Benefits Program</b>				
	a	Other Benefits	No (0)	Yes (4)	Yes	No
	b	Post Retirement Hlth Care Svcs	Yes (1)	No (3)	No	No
	c	Call Back Pay	Yes/No (2/2)	Yes/No (2/2)		No
	d	On Call/Standby Pay	No (0)	Yes (4)	Yes	
	e	Clothing Allowance	No (1)	Yes (3)	Yes	Yes

**Town of Bowling Green**  
**Town Council Meeting**



Date: July 5, 2018  
Agenda Item: VI. Consent Agenda  
A. Bills

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
  - Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction       Resolution
  - Ordinance         Grant/MOU
  - By Motion          Bylaws
  - Certificate

**PRESENTER:** Melissa Lewis

**PRESENTER TITLE:** Clerk/Treasurer

**AGENDA ITEM:** Bills from June 2018

**BACKGROUND / SUMMARY:** Invoices for work done/items purchased in June 2018. Requesting approval of invoices so check may be disbursed.

**ATTACHMENTS:**

Check Reports:

- 6/15/18
- 6/21/18
- 6/28/18
- 7/5/18 (will be ready day of meeting)

**REQUESTED ACTION:**

Approve the Invoices

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

*FOR USE DURING MEETING*

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	McDearmon
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	Wright
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	Gibson
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	Satterwhite

**VOTE:**

PASSED

NOT PASSED

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23522	944	ATLANTIC BROADBAND /	000	6/15/2018	167.90	.00
23523	32	BOWLING GREEN AUTO PARTS	000	6/15/2018	78.75	.00
23524	47	CAROLINE GARAGE	000	6/15/2018	98.22	.00
23525	234	ENVIROCOMPLIANCE LAB INC	000	6/15/2018	385.00	.00
23526	999999	FERGUSON BO & SHAKILLA	000	6/15/2018	150.00	.00
23527	546	JOHNSON'S EXTERMINATING	000	6/15/2018	550.00	.00
23528	514	K L LANGFORD EXCAVATING	000	6/15/2018	4,971.33	.00
23529	743	LOCAL SERVICES	000	6/15/2018	80.00	.00
23530	48	MID-ATLANTIC LAB	000	6/15/2018	60.00	.00
23531	659	SOMETAL PRODUCTS INC	000	6/15/2018	151.83	.00
23532	148	THE FREE LANCE STAR	000	6/15/2018	4,104.00	.00
23533	695	TREASURERS' ASSOCIATION	000	6/15/2018	110.00	.00
23534	12	WASTE MANAGEMENT	000	6/15/2018	686.11	.00
23535	999999	WILSON CYNTHIA	000	6/15/2018	150.00	.00
		CLASS TOTAL			11,743.14	.00
		ACH TOTAL			.00	
		CHECK TOTAL			11,743.14	
		FINAL TOTAL			11,743.14	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 11,743.14- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_



P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L	ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000	000944	ATLANTIC BROADBAND /	2018-06	6/15/2018		4100-012110-5250-	99.95	23522			TELECOMMUNICATIONS	00667 BUTLER ST
00000	000944		2018-06	6/15/2018		4520-500100-5230-	67.95	23522			TELECOMMUNICATIONS	00667 ANDERSON AVE
		DISC. TOTAL					.00					
		TOTAL					167.90					
00000	000032	BOWLING GREEN AUTO PARTS	406352	6/15/2018		4520-500100-6007-	78.75	23523			REPAIR/ MAINTENANCE	00667 BELTS/RETURN PMP
		DISC. TOTAL					.00					
		TOTAL					78.75					
00000	000047	CAROLINE GARAGE	21709	6/15/2018		4100-031100-3310-	36.00	23524			VEHICLE MAINTENANCE	00667 2017 POLICE UTL INSP
00000	000047		21742	6/15/2018		4100-031100-3310-	62.22	23524			VEHICLE MAINTENANCE	00667 2005 CROWN VIC
		DISC. TOTAL					.00					
		TOTAL					98.22					
00000	000234	ENVIRONMENTAL COMPLIANCE LAB INC	R0531311	6/15/2018		4520-500100-3160-	115.00	23525			TESTING	00667 TESTING
00000	000234		R0531354	6/15/2018		4520-500100-3160-	155.00	23525			TESTING	00667 TESTING
00000	000234		R0531387	6/15/2018		4520-500100-3160-	115.00	23525			TESTING	00667 TESTING
		DISC. TOTAL					.00					
		TOTAL					385.00					
00000	999999	FERGUSON BO & SHAKETIA	2018-06	6/15/2018		100-000200-3500-	150.00	23526			REFUNDS PAYABLE	00667 THDR 2018-06-09
		DISC. TOTAL					.00					
		TOTAL					150.00					
00000	000546	JOHNSON'S EXTERMINATING	2018-6-2	6/15/2018		4100-071310-3320-	275.00	23527			CONTRACTED SERVICES	00667 2018-06-02 SV/BRKDN
00000	000546		2018-6-9	6/15/2018		4100-071310-3320-	275.00	23527			CONTRACTED SERVICES	00667 2018-06-09 SV/BRKDN
		DISC. TOTAL					.00					
		TOTAL					550.00					
00000	000514	K L LANGFORD EXCAVATING	5915	6/15/2018		4300-300100-8100-	2,652.50	23528			YEAR END EMERGENCY W/S REPAIR	00667 107 DAVIS COURT
00000	000514		5918	6/15/2018		4300-300100-8100-	1,214.23	23528			YEAR END EMERGENCY W/S REPAIR	00667 108 BILLOTT DRV
00000	000514		5922	6/15/2018		4300-300100-8100-	1,104.60	23528			YEAR END EMERGENCY W/S REPAIR	00667 107 DAVIS COURT
		DISC. TOTAL					.00					
		TOTAL					4,971.33					
00000	000743	LOCAL SERVICES	36273	6/15/2018		4100-073000-3200-	80.00	23529			WINE FESTIVAL	00667 HANDICAP PT RENTAL
		DISC. TOTAL					.00					
		TOTAL					80.00					
00000	000048	MID-ATLANTIC LAB	14361	6/15/2018		4500-500100-6022-	60.00	23530			WATER TESTING	00667 WATER ANALYSIS
		DISC. TOTAL					.00					
		TOTAL					60.00					
00000	000659	SOSMETAL PRODUCTS INC	1340398	6/15/2018		4500-500100-6007-	151.83	23531			REPAIR/MAINTENANCE	00667 HANDICAP DK BLUE
		DISC. TOTAL					.00					
		TOTAL					151.83					
00000	000148	THE FRER LANCE STAR	2018-05-08	6/15/2018		4100-012110-3600-	2,207.00	23532			ADVERTISING	00667 BUDGETS/RATES AD
00000	000148		2018-05-22	6/15/2018		4100-012110-3600-	449.60	23532			ADVERTISING	00667 PH AD- O-2018-4,5,6
00000	000148		2018-05-22	6/15/2018		4100-012110-3600-	388.40	23532			ADVERTISING	00667 PH AD- O-2018-7
00000	000148		2018-05-22	6/15/2018		4100-012110-3600-	317.00	23532			ADVERTISING	00667 PH AD- GAINES
00000	000148		2018-05-31	6/15/2018		4100-073000-3200-	724.00	23532			WINE FESTIVAL	00667 WINE FESTIVAL AD
00000	000148		2018-06-02	6/15/2018		4100-073000-3140-	18.00	23532			CLEAN SWEEP	00667 CLEAN SWEEP AD
		DISC. TOTAL					.00					
		TOTAL					4,104.00					
00000	000695	TREASURERS' ASSOCIATION	RENEWAL	6/15/2018		4100-012410-5810-	110.00	23533			MEMBERSHIP DUES	00667 TAV DUES 18/19
		DISC. TOTAL					.00					
		TOTAL					110.00					
00000	000012	WASTE MANAGEMENT	266677-0281-2	6/15/2018		4520-500100-3180-	686.11	23534			SLUDGE REMOVAL	00667 SEMER DISPOSAL
		DISC. TOTAL					.00					
		TOTAL					686.11					

P. O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCHL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	REFUNDS PAYABLE	BATCH INV. DESCRIPTION
00000	999999	WILSON CYNTHIA	2018-6-2	6/15/2018		100-000200-3500-	150.00	23535			00667 THDR 2018-06-02
							.00			150.00	
							.00				
							.00				

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 11,743.14- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23538	32	BOWLING GREEN AUTO PARTS	000	6/22/2018	35.10	.00
23539	1013	FIRST CALL ENVIRONMENTAL	000	6/22/2018	448.75	.00
23540	546	JOHNSON'S EXTERMINATING	000	6/22/2018	965.00	.00
23541	11	RAPPAHANNOCK ELEC COOP	000	6/22/2018	653.67	.00
23542	13	SHELL FLEET PLUS	000	6/22/2018	1,067.60	.00
23543	322	TOWN POLICE SUPPLY OF	000	6/22/2018	871.66	.00
23544	1012	TUGGLE CONCRETE INC	000	6/22/2018	2,300.00	.00
		CLASS TOTAL			6,341.78	.00
		ACH TOTAL			.00	
		CHECK TOTAL			6,341.78	
		FINAL TOTAL			6,341.78	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 6,341.78 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_

TOWN MANAGER \_\_\_\_\_

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	BATCH INV. DESCRIPTION
00000	000032	BOWLING GREEN AUTO PARTS	404718	6/22/2018		4100-043100-3311-	11.70	23538		00668 03 CV SPARK PL, THER
00000	000032		404718	6/22/2018		4500-500100-3311-	11.70	23538		00668 03 CV SPARK PL, THER
00000	000032		404718	6/22/2018		4520-500100-3311-	11.70	23538		00668 03 CV SPARK PL, THER
		DISC. TOTAL					.00			
		CHECK TOTAL					35.10			
00000	001013	FIRST CALL ENVIRONMENTAL	1005271	6/22/2018		4520-500100-6007-	448.75	23539		00668 JET CLOG PIPE MWTP
		DISC. TOTAL					.00			
		CHECK TOTAL					448.75			
00000	000546	JOHNSON'S EXTERMINATING		6/22/2018		4100-031100-3320-	50.00	23540		00668 PC
00000	000546			6/22/2018		4100-071310-7000-	75.00	23540		00668 PLAY GROUND
00000	000546			6/22/2018		4100-071310-3320-	65.00	23540		00668 TH
00000	000546			6/22/2018		4520-500100-3320-	425.00	23540		00668 PM
00000	000546			6/22/2018		4100-071310-6007-	350.00	23540		00668 POWER WASH TH FRONT
		DISC. TOTAL					.00			
		CHECK TOTAL					965.00			
00000	000011	RAPPANNOCK ELEC COOP		6/22/2018		4100-043100-5110-	86.13	23541		00668 CEDAR LN WAREHOUSE
00000	000011			6/22/2018		4500-500100-5110-	357.12	23541		00668 WEL #4
00000	000011			6/22/2018		4500-500100-5110-	51.03	23541		00668 TRANSFORMER CEDAR
00000	000011			6/22/2018		4500-500100-5110-	23.54	23541		00668 FRED TPK TOWER LITE
00000	000011			6/22/2018		4520-500100-5110-	29.93	23541		00668 OAK RIDGE PUMP STAT
00000	000011			6/22/2018		4520-500100-5110-	105.92	23541		00668 LAKEWOOD PUMP STAT
		DISC. TOTAL					.00			
		CHECK TOTAL					653.67			
00000	000013	SHELL FLEET PLUS		6/22/2018		4100-031100-6008-	320.69	23542		00668 PC
00000	000013			6/22/2018		4100-043100-6008-	248.97	23542		00668 PW
00000	000013			6/22/2018		4500-500100-6008-	248.97	23542		00668 WATER
00000	000013			6/22/2018		4520-500100-6008-	248.97	23542		00668 SEMER
		DISC. TOTAL					.00			
		CHECK TOTAL					1,067.60			
00000	000322	TOWN POLICE SUPPLY OF	9731	6/22/2018		4100-031100-6010-	871.66	23543		00668 2 GLOCK 9MM & AMO
		DISC. TOTAL					.00			
		CHECK TOTAL					871.66			
00000	001012	TUGSIE CONCRETE INC	10	6/22/2018		4100-041000-6099-	2,300.00	23544		00668 MAIN ST SIDEWALK
		DISC. TOTAL					.00			
		CHECK TOTAL					6,341.78			
		CHECK TOTAL					6,341.78			
		CHECK TOTAL					6,341.78			

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 THE TOTAL 6,341.78 - ROUNDS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23545	500	CARTER MACHINERY CO INC	000	6/29/2018	1,536.60	.00
23546	1014	COOPERATIVE LIVING	000	6/29/2018	680.00	.00
23547	679	DAVID L BROOKS HAULING &	000	6/29/2018	382.12	.00
23548	55	GALLI'S, LLC	000	6/29/2018	1,260.94	.00
23549	683	LADYSMITH HEATING AND	000	6/29/2018	4,984.00	.00
23550	999999	MOTLEY LANDON	000	6/29/2018	558.41	.00
23551	919	PRO SHRED SECURITY	000	6/29/2018	90.00	.00
23552	1015	RED BUD SUPPLY INC	000	6/29/2018	116.48	.00
23553	977	SHEEHY FORD	000	6/29/2018	57,178.62	.00
23554	918	STAPLES ADVANTAGE	000	6/29/2018	158.00	.00
23555	1016	STARK & STARK, PLC	000	6/29/2018	358.50	.00
23556	859	SUNBELT RENTALS INC	000	6/29/2018	546.30	.00
23557	148	THE FREE LANCE STAR	000	6/29/2018	221.49	.00
23558	861	THE UPS STORE #6358	000	6/29/2018	764.15	.00
23559	15	TREASURER OF VIRGINIA	000	6/29/2018	159.88	.00
23560	291	USA BLUE BOOK	000	6/29/2018	103.81	.00
23561	1002	VACORP	000	6/29/2018	270.96	.00
23562	19	VERIZON WIRELESS	000	6/29/2018	526.17	.00
23563	256	VERIZON WIRELESS	000	6/29/2018	1,270.17	.00
23564	12	WASTE MANAGEMENT	000	6/29/2018	12,313.60	.00
23565	878	WHITE OAK ELECTRIC	000	6/29/2018	83,495.20	.00
		CLASS TOTAL			83,495.20	.00
		ACH TOTAL			.00	
		CHECK TOTAL			83,495.20	
		FINAL TOTAL			83,495.20	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 83,495.20 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCTL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000	000500	CARTER MACHINERY CO INC	471936	6/29/2018		4520-500100-6007-	367.56	23545		REPAIR/ MAINTENANCE	00669 MOBIL GENERATOR
00000	000500		471937	6/29/2018		4520-500100-6007-	306.81	23545		REPAIR/ MAINTENANCE	00669 COOLIDGE LN
00000	000500		471938	6/29/2018		4520-500100-6007-	521.73	23545		REPAIR/ MAINTENANCE	00669 WMTF
00000	000500		471939	6/29/2018		4520-500100-6007-	340.50	23545		REPAIR/ MAINTENANCE	00669 301 LIPT STAR
		DISC. TOTAL					.00				
		CHECK TOTAL					1,536.60				
00000	001014	COOPERATIVE LIVING	22134	6/29/2018		4100-073000-3200-	680.00	23546		WINE FESTIVAL	00669 AD FOR CLEAN SWEEP
		DISC. TOTAL					.00				
		CHECK TOTAL					680.00				
00000	000679	DAVID L BROOKS HAULING & 21349		6/29/2018		4520-500100-6007-	382.12	23547		REPAIR/ MAINTENANCE	00669 23 TONS OF #21B
		DISC. TOTAL					.00				
		CHECK TOTAL					382.12				
00000	000055	GALLI'S LLC	10101051	6/29/2018		4100-031100-6011-	819.12	23548		UNIFORMS	00669 UNIFORMS & EQUIP
00000	000055		10101051	6/29/2018		4100-031100-6011-	441.82	23548		EQUIPMENT/SUPPLIES	00669 UNIFORMS & EQUIP
		DISC. TOTAL					.00				
		CHECK TOTAL					1,260.94				
00000	000683	LADYSMITH HEATING AND 7746		6/29/2018		4300-300100-8100-	4,984.00	23549		YEAR END EMERGENCY W/S REPAIR00669 PC HEAT PUMP	
		DISC. TOTAL					.00				
		CHECK TOTAL					4,984.00				
00000	999999	MOTLEY LONDON	20180629	6/29/2018		4520-500100-5840-	558.41	23550		MISCELLANEOUS	00669 TRUCK DAMAGE
		DISC. TOTAL					.00				
		CHECK TOTAL					558.41				
00000	000919	PRO SHRED SECURITY	20635	6/29/2018		4100-012110-3140-	45.00	23551		CONTRACTED SERVICES/SHREDDING00669	
00000	000919		21406	6/29/2018		4100-012110-3140-	45.00	23551		CONTRACTED SERVICES/SHREDDING00669	
		DISC. TOTAL					.00				
		CHECK TOTAL					90.00				
00000	001015	RED BUD SUPPLY INC	154147	6/29/2018		4100-043100-6011-	38.82	23552		UNIFORMS/ SAFETY EQUIP	00669 SAFETY GLASSES
00000	001015		154147	6/29/2018		4500-500100-6011-	38.83	23552		UNIFORMS/SAFETY EQUIP	00669 SAFETY GLASSES
00000	001015		154147	6/29/2018		4520-500100-6011-	38.83	23552		UNIFORMS/ SAFETY EQUIPMENT	00669 SAFETY GLASSES
		DISC. TOTAL					.00				
		CHECK TOTAL					116.48				
00000	000977	SHEEHY FORD	136358	6/29/2018		4300-300100-8600-	28,550.00	23553		GENERAL	00669 18 FORD F150 93393
00000	000977		136360	6/29/2018		4300-300100-8600-	28,465.00	23553		GENERAL	00669 18 F150 93394
		DISC. TOTAL					.00				
		CHECK TOTAL					57,015.00				
00000	000918	STAPLES ADVANTAGE	7198831753	6/29/2018		4100-043100-6001-	59.54	23554		OFFICE SUPPLIES & PRINTING	00669 INK & PAPER TOWELS
00000	000918		7198831753	6/29/2018		4500-500100-6001-	59.54	23554		OFFICE SUPPLIES/EQUIPMENT	00669 INK & PAPER TOWELS
00000	000918		7198831753	6/29/2018		4520-500100-6001-	59.54	23554		OFFICE SUPPLIES	00669 INK & PAPER TOWELS
		DISC. TOTAL					.00				
		CHECK TOTAL					178.62				
00000	001016	STARR & STARR, PLC	20180629	6/29/2018		3100-140101-0001-	158.00	23555		POLICE/COURT FINES	00669 COURT APPT ATT
		DISC. TOTAL					.00				
		CHECK TOTAL					158.00				
00000	000859	SUNBELT RENTALS INC	79529103	6/29/2018		4100-073000-3200-	358.50	23556		WINE FESTIVAL	00669 2 GENERATORS
		DISC. TOTAL					.00				
		CHECK TOTAL					358.50				
00000	000148	THE FREE LANCE STAR	774595-01	6/29/2018		4100-012110-3600-	239.50	23557		ADVERTISING	00669 BG GRANVITT SEMER BID
00000	000148		774668-01	6/29/2018		4100-012110-3600-	306.80	23557		ADVERTISING	00669 PH FY2019 SUP APP
		DISC. TOTAL					.00				
		CHECK TOTAL					546.30				
00000	000861	THE UPS STORE #6358	3589	6/29/2018		4100-073000-3200-	160.00	23558		WINE FESTIVAL	00669 PRINTING TICKETS

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCEL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	ACH G/L	BATCH INV. DESCRIPTION
00000	000861		3658	6/29/2018		4100-073000-3200-	3.59	23558			00669 SHIPPING SUPPLIES
00000	000861		3740	6/29/2018		4100-073000-3200-	57.90	23558			00669 POSTERS
DISC. TOTAL							221.49				
DISC. TOTAL							221.49				

00000	000015	THEASURER OF VIRGINIA	7415342	6/29/2018		4100-031100-5230-	173.36	23559			00669 PC
00000	000015		7415342	6/29/2018		4100-043100-5230-	78.86	23559			00669 PW
00000	000015		7415342	6/29/2018		4100-012410-5230-	354.21	23559			00669 TH
00000	000015		7415342	6/29/2018		4500-500100-5230-	78.86	23559			00669 WATER
00000	000015		7415342	6/29/2018		4520-500100-5230-	78.86	23559			00669 SEWER
DISC. TOTAL							764.15				
DISC. TOTAL							764.15				

00000	000291	USA BLUE BOOK	591514	6/29/2018		4520-500100-6004-	159.88	23560			00669 CHRSELL CHARTS
DISC. TOTAL							159.88				
DISC. TOTAL							159.88				

00000	001002	VACORP	2018-06	6/29/2018		4100-012410-2500-	32.18	23561			00669 DISABILITY
00000	001002		2018-06	6/29/2018		4100-043100-2500-	17.65	23561			00669 DISABILITY
00000	001002		2018-06	6/29/2018		4500-500100-2500-	11.42	23561			00669 DISABILITY
00000	001002		2018-06	6/29/2018		4520-500100-2500-	42.56	23561			00669 DISABILITY
DISC. TOTAL							103.81				
DISC. TOTAL							103.81				

00000	000019	VERIZON	2018-06	6/29/2018		4500-500100-5230-	121.52	23562			00669 WELLS
00000	000019		2018-06	6/29/2018		4520-500100-5230-	149.44	23562			00669 WWT#5
DISC. TOTAL							270.96				
DISC. TOTAL							270.96				

00000	000256	VERIZON WIRELESS	9808761158	6/29/2018		4100-031100-5230-	40.01	23563			00669 PC
00000	000256		9809405520	6/29/2018		4100-031100-5230-	139.97	23563			00669 PC
00000	000256		9809405520	6/29/2018		4100-043100-5230-	87.38	23563			00669 PW
00000	000256		9809405520	6/29/2018		4100-012110-5250-	63.99	23563			00669 TM
00000	000256		9809405520	6/29/2018		4100-012410-5230-	20.08	23563			00669 TC
00000	000256		9809405520	6/29/2018		4500-500100-5230-	87.37	23563			00669 WATER
00000	000256		9809405520	6/29/2018		4520-500100-5230-	87.37	23563			00669 SEWER
DISC. TOTAL							526.17				
DISC. TOTAL							526.17				

00000	000012	WASTE MANAGEMENT	266741102815	6/29/2018		4520-500100-3180-	1,270.17	23564			00669 SLUDGE
DISC. TOTAL							1,270.17				
DISC. TOTAL							1,270.17				

00000	000878	WHITE OAK ELECTRIC	2965	6/29/2018		4100-071310-6007-	325.00	23565			00669 TH
00000	000878		2965	6/29/2018		4500-500100-6007-	365.00	23565			00669 WELLS #1
00000	000878		2965	6/29/2018		4520-500100-6007-	1,162.60	23565			00669 HERITAGE PINES LS
00000	000878		2965	6/29/2018		4520-500100-6007-	5,342.00	23565			00669 301 LIFT STAT
00000	000878		2965	6/29/2018		4520-500100-6007-	560.00	23565			00669 MEADOWS LIFT STAT
00000	000878		2965	6/29/2018		4520-500100-6007-	935.20	23565			00669 WWT#
00000	000878		2965	6/29/2018		4520-500100-6007-	837.60	23565			00669 HERITAGE PINES LS
00000	000878		2965	6/29/2018		4520-500100-6007-	553.60	23565			00669 301 LIFT STAT
00000	000878		2975	6/29/2018		4100-041000-6099-	567.60	23565			00669 BROKEN POLE MAIN ST
00000	000878		2975	6/29/2018		4520-500100-6007-	1,665.00	23565			00669 HERITAGE PINES
DISC. TOTAL							12,313.60				
DISC. TOTAL							12,313.60				

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 83,495.20 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

**Town of Bowling Green**  
**Town Council Meeting**



Date: July 5, 2018  
Agenda Item: VI. Consent Agenda,  
B. 6/07/18 Minutes

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
  - Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction       Resolution
  - Ordinance         Grant/MOU
  - By Motion          Bylaws
  - Certificate

**PRESENTER:** Melissa Lewis

**PRESENTER TITLE:** Clerk/Treasurer

**AGENDA ITEM:** Minutes –Town Council Meeting – June 7, 2018

**BACKGROUND / SUMMARY:** Transcribed Minutes from the June 7, 2018 Town Council Meeting

**ATTACHMENTS:**

Town Council Meeting – June 7, 2018

**REQUESTED ACTION:**

Approval of the Minutes

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

*FOR USE DURING MEETING*

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	McDearmon
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	Wright
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	Gibson
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	Satterwhite

**VOTE:**       PASSED       NOT PASSED



TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MINUTES

June 7, 2018

**MEMBERS PRESENT:** Mayor Jason Satterwhite, Vice-Mayor Glenn McDearmon, Otis Wright, Mark Gaines, Martin Hauser, Mary Frances Coleman, Jean Davis, and Tyler Gibson.

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Town Attorney Andrea Erard, Town Manager Reese Peck, Deputy Clerk/Treasurer Tracy Wright, Accounts Clerk Judy Beazley, Police Chief David Lipscomb, and Public Works and Utilities Director Billy Deavers.

**I. CALL TO ORDER AND QUORUM ESTABLISHED:**

The Mayor called the meeting to order at 7:00 P.M. and noted a quorum was present.

**II. PUBLIC HEARINGS:**

**A. ZP-2018-003 - SUP – Gaines 115 E Broaddus Ave – AT 7:04 P.M. the Mayor opened the Public Hearing for ZP-2018-003 – An Application by Mrs. Tammie Gaines for a Special Use Permit at 115 E. Broaddus Ave to allow minor events at her Bed and Breakfast. The Mayor noted an ad for Public Hearing had been run in the Free Lance Star newspaper on May 22 and May 29, 2018. He invited the public to speak on this matter. Eleven letters were received prior to the meeting by the Town Manager regarding the Public Hearing (attached to these minutes).**

Councilman Gaines excused himself from the meeting.

- 1. Tammie Gaines, 115 E. Broaddus Ave – Mrs. Gaines, applicant, stated she desired to hold small intimate weddings at her Bed and Breakfast. She noted there are 24 off site parking spaces to accommodate guests.**
- 2. Sam Frye, 121 Gill St. – Mr. Frye stated that he and his wife were in favor of approving the Special Use Permit to allow minor events at 115 E. Broaddus Ave.**
- 3. Mark Gaines, 115 E Broaddus Ave – Mr. Gaines read excerpts from the letters submitted prior to the meeting in support of allowing minor events at Mrs. Gaines' Bed and Breakfast.**

The mayor called a second and third time for public comment. Hearing none, he closed the Public Hearing at 7:21 P.M.

Councilman Gaines rejoined the meeting.

**B. O-2018-004 – Tax and Utility Rates - At 7:22 P.M. the Mayor opened the Public**

Hearing for O-2018-004 – an ordinance to set tax and utility rates for Fiscal Year FY19. A 10% rate increase was proposed for utility rates. No increase was proposed for tax rates. The Mayor noted an ad for Public Hearing had been run in the Free Lance Star newspaper on May 22 and May 29, 2018. He invited the public to speak on this matter.

1. Bonnie Cannon, 123 S. Main St – Mrs. Cannon stated that she was not in favor of the proposed increased utility rates because the rates had been raised last year.

The mayor called a second and third time for public comment. Hearing none, he closed the Public Hearing at 7:24 P.M.

**C. O-2018-005 – Vehicle License Tax** - At 7:25 P.M. the Mayor opened the Public Hearing for O-2018-005 – an ordinance to increase the Vehicle License Tax. The purpose of the proposed increase is to align the Town’s Vehicle License Tax with that of Caroline County. The Mayor noted an ad for Public Hearing had been run in the Free Lance Star newspaper on May 22 and May 29, 2018. He invited the public to speak on this matter.

1. Barbara Allen, 201 Travis St. – Mrs. Allen stated that she was not in favor of the proposed Vehicle License Tax increase because she disagreed with the Town Manager’s rationale that the Town should charge the same amount for its Vehicle License Tax as Caroline County.

The mayor called a second and third time for public comment. Hearing none, he closed the Public Hearing at 7:27 P.M.

**D. O-2018-006 – Employee Bonuses** - At 7:27 P.M. the Mayor opened the Public Hearing for O-2018-006 – an ordinance to allow Town Council to provide monetary bonuses to Town employees. The purpose of the proposed increase is to align the Town’s Vehicle License Tax with that of Caroline County. The Mayor noted an ad for Public Hearing had been run in the Free Lance Star newspaper on May 22 and May 29, 2018. He invited the public to speak on this matter.

1. Barbara Allen, 201 Travis St. – Mrs. Allen stated that she was not in favor of allowing Town employee to receive bonuses.

The Mayor reminded the public that the Ordinance was not automatically awarding bonuses to employees but amending Town Code to allow Council to provide bonuses in the future if they so choose. He stated that the bonuses would be listed as an item in the proposed budget and given to employees based on merit.

2. Bonnie Cannon, 123 S. Main St – Mrs. Cannon asked the amount that was allocated for bonuses in the FY19 budget.

The Mayor stated that a total of \$2,200 had been budgeted, which equated to \$200 per employee.

The Mayor called a second and third time for public comment. Hearing none, he closed the Public Hearing at 7:32 P.M

**E. O-2018-007 – Sign Ordinance** - At 7:32 P.M. the Mayor opened the Public Hearing for O-2018-007 – an ordinance to amend the Town’s Sign Ordinance to come into compliance with recent State Code changes. The Mayor noted an ad for Public Hearing had been run in the Free Lance Star newspaper on May 22 and May 29, 2018. He invited the public to speak on this matter. He called a second and third time for public comment. Hearing none, he closed the Public Hearing at 7:33 P.M

**On Motion** by Mr. Gibson, seconded by Ms. Coleman, Council voted to approve ZP-2018-003 – A Special Use Permit to allow minor events (weddings) at a Bed and Breakfast located at 115 E. Broaddus Ave, an application made by Ms. Tammie Gaines.

**Voting Aye:** McDearmon, Hauser, Coleman, and Gibson.

**Voting Nay:** Wright and Davis

**Abstaining:** Gaines – due to a conflict of interest

**Motion passed.**

**On Motion** by Mr. Gaines, seconded by Mr. Gibson, Council voted to adopted O-2018-004 an ordinance to set Utility and Tax rates for the Fiscal Year July 1, 2018-June 30, 2019.

**Voting Aye:** McDearmon, Gaines, Hauser, Coleman, Davis, and Gibson.

**Voting Nay:** Wright

**Motion passed.**

**On Motion** by Mr. Hauser, seconded by Ms. Coleman, Council voted to adopt O-2018-005 – an ordinance to increase Vehicle License Tax from \$25 to \$30 for cars and trucks and from \$18 to \$25 for motorcycles.

**Voting Aye:** Hauser, Coleman, Davis, and Gibson.

**Voting Nay:** McDearmon, Wright, and Gaines.

**Motion passed.**

**On Motion** by Mr. Gibson, seconded by Mr. Hauser, Council voted to adopt O-2018-006 – an ordinance to permit Council to provide monetary bonuses to Town Employees.

**Voting Aye:** Hauser, Coleman, and Gibson.

**Voting Nay:** McDearmon, Wright, Gaines, and Davis.

**Motion did not pass.**

**On Motion** by Mr. Gibson, seconded by Mr. Gaines, Council voted to defer the vote to adopt O-2018-007 – an ordinance to amend the Town’s Sign Ordinance to come into compliance with recent State Code changes until its July 5, 2018 meeting.

**Voting Aye:** McDearmon, Hauser, Coleman, Davis, and Gibson.

**Voting Nay:** Wright

**Motion passed.**

**III. DELEGATIONS:**

There were no Delegations.

**IV. PUBLIC COMMENTS:**

- A. Barbara Allen, 201 Travis St. – Mrs. Allen thanked to Council for their support in allowing the Veterans of Foreign Wars to a hold their Memorial Day service at Town Hall.

**V. STAFF REPORTS:**

The following staff reports were noted:

- A. Public Works and Utilities Report – May 2018
- B. Police Chief’s Report – May2018
- C. Events Coordinator’s Report – May 2018
- D. Clerk/ Treasurer’s Report – May 2018
- E. Town Manager’s Report – May 2018

**VI. CONSENT AGENDA:**

- A. Bills – May 2018 (attached to these minutes.)
- B. Minutes – May 3, 2018 Town Council Meeting
- C. Minutes – May 17, 2018 Town Council Special Meeting
- D. R-2018-002– FY19 Depository Designation
- E. Full-time Police Chief Job Description
- F. Year End Transfers
- G. Set Date for Supplemental Appropriation Public Hearing
- H. Application for USDA Grant for Public Works Equipment

**On Motion** by Mr. Gaines, seconded by Mr. McDearmon, Council voted to approve the consent agenda items A, B, C, D, and F.

**Voting Aye:** McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

**Voting Nay:** none.

**Motion passed.**

**VII. UNFINISHED BUSINESS:**

- A. Consent Agenda Item E. Full-time Police Chief Job Description

**On Motion** by Mr. Gaines, seconded by Mr. Gibson, Council voted to approve Consent Agenda Item E. Full-time Police Chief Job Description.

**Voting Aye:** McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

**Voting Nay:** none.

**Motion passed.**

**B. Consent Agenda Item G. Set Date for Supplemental Appropriation Public Hearing**

**On Motion** by Mr. McDearmon, seconded by Mr. Gibson, Council voted to set July 5, 2018 at 7:00 P.M. as the date and time for a Public Hearing on the requested Date for Supplemental Appropriation.

**Voting Aye:** McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

**Voting Nay:** none.

**Motion passed.**

**C. Consent Agenda Item H. Application for USDA Grant for Public Works Equipment**

**On Motion** by Mr. McDearmon, seconded by Mr. Gaines, Council voted to approve Consent Agenda Item H. Application for USDA Grant for Public Works Equipment authorizing the Town Manager to sign and submit and application to USDA Rural Development for a grant to fund 60% of the purchase of a new skid steer loader for the Public Works Department.

**Voting Aye:** McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

**Voting Nay:** none.

**Motion passed.**

**VIII. NEW BUSINESS:**

**A. R-2018-003– Adoption of FY19 Budget –**

**On Motion** by Mr. Hauser, seconded by Mr. Gibson, Council voted to adopt the Budget for Fiscal Year July 1, 2018 – June 30, 2019 as presented.

**Voting Aye:** McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

**Voting Nay:** none.

**Motion passed.**

**B. R-2018-004 – Appropriation of Adopted FY19 Budget –**

**On Motion** by Mr. Hauser, seconded by Mr. Gains, Council voted to Appropriate the Budget for Fiscal Year July 1, 2018 – June 30, 2019 as adopted.

**Voting Aye:** McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

**Voting Nay:** none.

**Motion passed.**

**C. Set Public Hearing for Ordinance doing away with issuance and display of vehicle decal -**

**On Motion** by Mr. Gibson, seconded by Mr. Gaines, Council voted to set July 5, 2018 at 7:00 P.M. as the date and time for a Public Hearing on an Ordinance doing away with issuance and display of vehicle decal.

**Voting Aye:** McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

**Voting Nay:** none.

**Motion passed.**

**D. EDA Appointment** - The Mayor asked that Council consider possible candidates to fill the seat left vacant by Rea Williams whose term expired on November 3, 2017 and did not wish to be re-appointed and to bring their suggestion to Council at the July 5, 2018 meeting.

**IX. REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:**

**A. Glenn McDearmon** – Mr. McDearmon noted that the Facilities Committee met with a vendor about the cost of water meter replacement.

**B. Otis Wright** – had no comments.

**C. Mark Gaines** – had no comments.

**D. Martin Hauser** – Mr. Hauser stated that the Public Works and Utilities Director is exploring the cost of repair to the sewer line in the area of Heritage Pines because the area has experienced habitual clogging of the lines due to non-flushable items being flushed down the toilet.

**E. Mary Frances Coleman** – had no comments.

**F. Jean Davis** – Ms. Davis stated that Council was still waiting on a resolution to a request made by a business owner to make an exception to Town Code Section 5-169 (c) requiring separate bills per location regardless of shared meter. The Town Manager stated that a financial study would be done to assess the impact of the request.

**G. Tyler Gibson** – had no comments

**H. Jason Satterwhite, Mayor** – had no comments.

**X. INFORMATIONAL ITEMS:**

**A.** The Mayor noted an invitation from Fort A.P. Hill to the Chang of Command Ceremony.

**IX. ADJOURNMENT:**

**On motion** by Mr. Gaines, seconded by Mr. Gibson, at 9:14 P.M. Council unanimously voted to adjourn the meeting.

**towntreasurer@townofbowlinggreen.com**

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**From:** A. Reese Peck <townmanager@townofbowlinggreen.com>  
**Sent:** Thursday, June 07, 2018 10:49 AM  
**To:**owntreasurer@townofbowlinggreen.com  
**Subject:** FW: Tammie Gaines - The Little Wedding House

See me

**From:** April Rose [mailto:aprildawnamezquita@gmail.com]  
**Sent:** Thursday, June 07, 2018 7:31 AM  
**To:** townmanager@townofbowlinggreen.com  
**Cc:** Brian Turtle Smith  
**Subject:** Tammie Gaines - The Little Wedding House

To Whom It May Concern,

I am writing this letter in regards to Tammie Gaines and The Little Wedding House. First of all, I would like to mention that Tammie is a very loving, honest, kind and generous person. She is unbiased towards and offers her service to all couples, without prejudice. Our community NEEDS more people and services like Tammie's. Our community needs The Little Wedding House.

Tammie offers a unique service at an affordable price. I feel as though many in our community would be unable to afford a beautiful wedding celebration without her. As an affordable service, she helps smaller businesses, such as my own, thrive. I am in return able to provide for my family.

I hope this letter shines light on the positive impact Tammie Gaines and The Little Wedding House has on our community. I hope that you see how truly wonderful of a person Mrs. Gaines is and allow her business to continue.

Thank you for your time. I trust that you will vote in favor of the community and it's best interest.

Sincerely,

April Amezquita  
Owner of April Rose Photography  
(540) 621-0594

## A. Reese Peck

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**From:** Jenny Holbert <stay@lavenderheightsbandb.com>  
**Sent:** Tuesday, June 05, 2018 9:50 PM  
**To:** townmanager@townofbowlinggreen.com  
**Subject:** Permit approval for Tammie Gaines, Little Wedding House

To the Council Members of the Town of Bowling Green,

I have known Tammie Gaines for over five years, having done business with her at my bed and breakfast property in Falmouth (Fredericksburg mailing address). She has provided her service as a marriage commissioner for over 40 weddings at my property throughout the years. Tammie is a sound business woman and has mentored me in my business development with professionalism and always with respect, propriety and fairness. With each business encounter, I rely on her and trust her to provide accurate counsel and provide a service to my clients that is superb.

Tammie is a great example, with her astute business sense, of professional skill, consideration and candor. I appreciate her impartiality and direction when difficult and spur-of-the-moment decisions need to be made.

I encourage you to approve the permit for her business, Little Wedding House, to continue. This service would be a great asset to your community and I'm sure will positively encourage and expand the town's small businesses.

If you would like to talk with me further, I can be reached at my cell phone: 540-848-4531. Thank you for your consideration.

Sincerely,  
Jenny Holbert

Innkeeper/Owner  
Lavender Heights Bed and Breakfast  
419 Forbes St, Fredericksburg VA 22405  
[www.fredericksburgyabedandbreakfast.com](http://www.fredericksburgyabedandbreakfast.com)  
540.361.4593



## A. Reese Peck

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**From:** Michelle Blair <mblair2711@yahoo.com>  
**Sent:** Tuesday, June 05, 2018 10:33 AM  
**To:** townmanager@townofbowlinggreen.com  
**Subject:** Tammie Gaines

Dear Town Manager,

I have known Tammie Gaines for 25 years, we started out as neighbors and ended up best friends for life. Tammie has always been a very honest and trust worthy person, who is trying to follow her dream of making other peoples dreams come true. Her and Mark are very into their town of Bowling Green, as you know. The little wedding house will bring new people to Bowling Green and they share the history and other events. Please know that Tammie is very loyal and is an asset to your county.

Thank you for your time.

Sincerely,  
Michelle Blair  
703-772-9164

To: Bowling Green Town Council  
From: Carrie Frye  
Date: June 4, 2018  
Re: The Little Wedding House

Mr. and Mrs. Gaines moved into the home next to my parents a few years ago.

The Gaines' have been marvelous neighbors. They are neighbors most people would want; friendly, respectful, care for their property, reach out, and are trusted members of their neighborhood. If my parents or I needed help, we would not think twice about asking them to assist. I hope they feel the same.

The Gaines' brought with them a business that, evidently, caused much consternation in the Town of Bowling Green. The Little Wedding House has been the root of much debate. I am not writing to profess understanding of the debate, whether it be zoning, parking, clientele, or licensing.

I am writing to attest The Little Wedding House, the Gaines', have hosted tasteful, wholly unobtrusive wedding events nearly in my family's back yard since they came to the Town of Bowling Green. Never has there been an issue regarding noise, rudeness, late night annoyances, or anything negative about these events. The events have been lovely and appear to be joyous events for the people involved. Not even remotely have they been an inconvenience to my parents.

The Gaines' brought with them a love for this county and town and an entrepreneurial spirit. I welcome this.

My hope is the Town and County leadership consider the Gaines family's business a welcome addition to the Town of Bowling Green.

Respectfully submitted,

Carrie Frye

## A. Reese Peck

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**From:** Office <office@sjcphotos.com>  
**Sent:** Monday, June 04, 2018 7:55 AM  
**To:** townmanager@townofbowlinggreen.com  
**Subject:** Tammie Gaines Permit To Operate

Dear Ma'am/Sir,

This email is to testify to the trustworthiness of Tammie Gaines.

I have known the Gaines since 2010 and have the highest respect for Tammie and Mark. I have both a professional and personal relationship with the Gaines and they have been nothing but sweet, honest and good friends. This is very comforting to me as I am a "come here" from NOVA. And they will be welcomed as guests in my new home this coming Sunday.

As owner/operator of SJ Collins Photography, Inc, I have worked events with both Mark and Tammie and can honestly speak to their professionalism, honesty and integrity.

I hope you consider my experience working with Tammie where I have witnessed her officiating weddings and authorize her permit to operate small, intimate weddings at magnolia Morning.

If you have any questions, do not hesitate to contact me.

Sincerely,

Stephen Collins  
SJ Collins Photography, Inc  
Fredericksburg, VA  
W: 540-785-7301  
C: 703-989-6549  
[www.sjcphotos.com](http://www.sjcphotos.com)  
[Instagram](#)

## A. Reese Peck

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**From:** Crystal <CKnight571@hotmail.com>  
**Sent:** Monday, June 04, 2018 10:05 AM  
**To:** townmanager@townofbowlinggreen.com  
**Subject:** In Reference to Magnolia Morning, Tammie Cundiff Gaines

To Whom It May Concern,

First of all, I would like to thank you for taking the time to read what I have to say about Magnolia Morning as a business and what kind of person/business woman that Tammie Cundiff Gaines truly is. I have known Tammie since 2015, our relationship started when I contracted her to plan an event for me. Since I have always loved the town of Bowling Green and it had always given me such a sense of peace, I knew it was the perfect place for my event. She was professional, concise, upstanding and extremely helpful in matters of business. The way someone treats their clients and seeing the passion she has, not only for her town but for the work that she does, really helps you to get to know them and their character. I have never met someone with so much compassion and outstanding character. She does so much for her community and is a cheerleader for the town of Bowling Green. Anytime there is an event or happening going on in Bowling Green, she is the first one to make sure that everyone knows about it. I have attended almost every event Bowling Green has had, I even attended the last town meeting on the matter that you will be discussing again on June 7th 2018. She is a upright citizen and one that your town should to be proud to have, she is a champion for the town there. I believe that she loves the town of Bowling Green and has good intentions always. I feel that she and her business deserve the same loyalty, respect and championing to be shown by the city as she has shown to the town, council, etc. I think if you really want to know what kind of person and business person Tammie is, check her reviews and talk to people that she has helped and done business for. Again, she brings in people that she has met through her business and everyone around her to come to events in Bowling Green, which in turn helps small business and helps the town to prosper. This benefits everyone who lives in the town and it also helps those that have not had a chance to visit yet an opportunity to get to enjoy the slice of heaven of Bowling Green. I believe it would be a injustice to Mrs. Cundiff Gaines and her business and a disservice to the town of Bowling Green not to let this woman to run her business to the fullest and to allow her to show her love and appreciation for her town as she has been. Thank you for your time and attention.

Sincerely,

Crystal Marie Doggett of Spotsylvania County  
(540) 623-0817

## A. Reese Peck

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**From:** Daniel Hand <dan@danielhand.net>  
**Sent:** Sunday, June 03, 2018 8:14 PM  
**To:** townmanager@townofbowlinggreen.com  
**Subject:** Little Wedding House

I am writing in regards to Tammie Cundiff Gaines and the Little Wedding House and them being issued a permit to operate.

I have personally known Ms. Gaines for roughly 15+ years. I met her when I retired from the Marine Corps and moved into the same area that she lived.

Over the 15 years I have seen Ms. Gaines and her husband build their business of the Little Wedding House with the utmost professionalism seldom seen in a small business. Not only do they give 110% in everything they do but they do it with a passion and compassion seldom seen in business owners.

I have so much respect for Ms. Gaines not only as a person but in business that SHE is the person that we allowed to officiate our daughters wedding recently.

Ms. Gaines is an asset to each and every county that she is allowed to operate her business and should be welcomed with open arms.

Sincerely,  
Daniel Hand

## A. Reese Peck

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**From:** Alayna Stiffler <alaynastiffler@gmail.com>  
**Sent:** Sunday, June 03, 2018 8:11 PM  
**To:** townmanager@townofbowlinggreen.com  
**Subject:** Magnolia Morning and The Little Wedding House

Dear Town Manager

I am writing this letter on behalf of Tammie Gaines of Magnolia Morning and The Little Wedding House.

I have known Tammie Gaines for more than nine years and met her at a wedding networking event and she was one of the kindest business owners at the event. She was not arrogant and she was willing to help anyone who needed help. Tammie introduced herself as a wedding officiant and we spent time getting to know each other as business owners and I am honored to call her a business colleague and friend.

As a business owner, Tammie is a huge supporter of businesses within the area. When she and Mark decided to move to Bowling Green, they had a dream and vision to continue their business in a quaint venue that would provide to a bride and groom an intimate wedding in a venue that was reasonably priced in a beautiful setting. I remember Tammie's excitement the day she hosted her open house and presented her dream venue. In fact, it was my first trip to Bowling Green, a town I had never heard of.

As for Tammie's character, she is honorable, pleasant, trustworthy and she is very generous in helping others. She is not underhanded, nor does she believe she is above anyone, let alone the law. We had a conversation shortly after she opened and was concerned because she asked about permits to make sure she was in compliance with the community.

Last year, Tammie and I had lunch and she was devastated that her integrity was being questioned as a business owner, because her character and integrity is very important to her as a professional and as a business owner and I was personally shocked that a community would chastise her for something she inquired about in the beginning when they opened Magnolia Morning & The Little Wedding House.

I have referred many couples to Tammie and Mark for their wedding business because I know their values and am very confident that they will not be unethical, nor will they disappoint the couple. In fact, they will go out of their way to help a couple have a beautiful wedding.

Bowling Green should be proud to have a business owner in their community that wants to bring visibility to their town and increase tourism. If Tammie and Mark had not chosen Bowling Green as their business location, Bowling Green would not have been on the lips of many who respect them as business owners.

I am writing this with nothing to gain from Tammie or Mark Gaines, but I really feel they have been unfairly targeted and I hope that you will reconsider and permit Tammie to perform intimate weddings in her beautiful venue that is perfect for a couple with a budget.

Please reconsider your decision and allow The Little Wedding House to conduct business in the town.

*Alayna Stiffler*  
540.370.0000

*Certified Professional Business Coach, Mentor, Professional Speaker*

**To:** Reese Peck  
**Subject:** RE: Fw: Tammie Cundiff Gaines

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**From:** Reese Peck <[townmanager@townofbowlinggreen.com](mailto:townmanager@townofbowlinggreen.com)>  
**Sent:** Thursday, June 07, 2018 8:12 AM  
**To:** [towntreasurer@townofbowlinggreen.com](mailto:towntreasurer@townofbowlinggreen.com); [townclerk@townofbowlinggreen.com](mailto:townclerk@townofbowlinggreen.com)  
**Subject:** Fwd: Fw: Tammie Cundiff Gaines

Please distribute to Council Members.

**From:** Vanessa Dallas <[vbvanessadallas@outlook.com](mailto:vbvanessadallas@outlook.com)>  
**To:** [townmanager@townofbowlinggreen.com](mailto:townmanager@townofbowlinggreen.com) <[townmanager@townofbowlinggreen.com](mailto:townmanager@townofbowlinggreen.com)>  
**Sent:** Monday, June 4, 2018, 12:27:44 PM EDT  
**Subject:** Tammie Cundiff Gaines

Dear Sir:

I have personally known Tammie Cundiff Gaines for over 45 years. We grew up together and I knew her family, too. Tammie has been a huge blessing to my life. As a life-long friend I watched Tammie grow up in a Christian household. Her Parents were loving people, who taught her right from wrong. When Tammie's first husband left her with two small kids, Tammie did what she had to do to make sure her children were taken care of, loved and taught the difference between right and wrong, too. Consequently, she has two fantastic children who lead productive lives today. They remain a tight knit family.

Tammie realized later in life, she had the gift of sharing her good spirit with people wanting to have a small wedding service or an intimate Country-style wedding. I have heard both Brides and Grooms sing her praises. She loves helping people. She ,also, loves promoting and helping her dear Bowling Green. I have seen her help her widowed and elderly Mother-in-Law with her businesses. Tammie is the kind of person you want on your side, if you want to get things done right and with a smile.

She is 100% trustworthy with her family, friends, her Clients and her businesses.

Although I still live in Tidewater, I have a farm in Caroline County. I am thankful Tammie is there to help keep an eye on it for me and also for promoting Bowling Green everyday. Like her, I too,pray one day Bowling Green will be a thriving little town again. I know how important small businesses are to a small town.

I trust my life with Tammie and I feel confident she will always promote your town in a positive light.

Should you have any questions, please feel free to call me at 757-287-7400 anytime.

Cordially,

Vanessa Dallas  
2928 Estates Drive  
Virginia Beach,VA 23454  
[vbvanessadallas@outlook.com](mailto:vbvanessadallas@outlook.com)

**From:** Reese Peck <townmanager@townofbowlinggreen.com>  
**Sent:** Thursday, June 07, 2018 8:13 AM  
**To:** towntreasurer@townofbowlinggreen.com; townclerk@townofbowlinggreen.com  
**Subject:** Fwd: Missing letter

Please distribute to Council Members.

--- Original message ---

**Subject:** Missing letter  
**From:** Tammie Gaines <tammiegaines@yahoo.com>  
**To:** Reese Peck <townmanager@townofbowlinggreen.com>  
**Date:** Wednesday, 06/06/2018 8:36 PM

This one came in early on 6/6/18 - also was not in list.

From: **Elizabeth Ferrer** <eferrer59@gmail.com>  
Date: Wed, Jun 6, 2018 at 1:51 PM  
Subject: Little Wedding House/ Magnolia Morning for Thursday night's discussion  
To: [townmanager@townofbowlinggreen.com](mailto:townmanager@townofbowlinggreen.com)

To whom it may concern:

I support Tammie and Mark Gaines application for weddings at their venue in Bowling Green. Their facility is absolutely gorgeous and has been a wonderful addition to business in the town. As you know, the town is in dire need of businesses and their setting has been and will be a fantastic addition to the town offerings.

I have lived in Caroline, about 2 miles south of Bowling Green, for a good part of my life. It is a shame that our little town is in the worst shape it has ever been in-the town should be begging businesses to locate here!

One business supports many others, and as a business owner in Caroline, the Gaines have been faithful shoppers with me



when the internet is chipping away at brick and mortar storefronts. Their business has been and will continue to be successful where ever it is-if Bowling Green doesn't want them, then I am sure that this will necessitate a move out of the town. So there is another piece of real estate for sale in Bowling Green-and the loss of a business that supports local business, not to mention the lost revenues that the town would have received.

Bowling Green and it's Council should vote to approve this application as well as other worthy applicants that are put forward to entice business in the town. If it becomes an impossible task to open a business in Bowling Green, then there are many places that will welcome entrepreneurs with open arms.

Sincerely,

Elizabeth Gravatt Ferrer  
17237 Antioch Road  
Milford, VA 22514  
804.370.4396

--  
Elizabeth Ferrer  
G & G Ace Hardware  
Milford, VA  
804-633-6690  
[1ggace@bealenet.com](mailto:1ggace@bealenet.com)

*~Tammie Gaines~*  
*Little Wedding House*  
540/834-9145

[www.facebook.com/littleweddinghouse](http://www.facebook.com/littleweddinghouse)

**From:** Reese Peck <townmanager@townofbowlinggreen.com>  
**Sent:** Thursday, June 07, 2018 8:11 AM  
**To:** towntreasurer@townofbowlinggreen.com; townclerk@townofbowlinggreen.com  
**Subject:** Fwd: Corrected Copy

Please distribute to Council Members.

--- Original message ---

**Subject:** Corrected Copy  
**From:** Mike Manns <mike@pittsandmanns.com>  
**To:** "Peck, Reece" <townmanager@townofbowlinggreen.com>  
**Date:** Wednesday, 06/06/2018 4:58 PM

Bowling Green Town Council  
117 Butler Street  
PO Box 468  
Bowling Green, VA 22427  
c/o Reese Peck, Town Manager

It is my understand that the Special Use Permit hearing for the Gaines property on East Broaddus Ave. is scheduled for the Town Council meeting of Thursday June 7. There seems to be an almost even division in those who are for the rezoning and those against. This type of transition is inevitable but never easy and it tests the strength and resilience of the care we have for one another in any community. So, lets determine to maintain that care regardless of the outcome of the rezoning.

If we take a practical look at those properties located in that block between the shopping center and the first commercial building to the East which is the storage building sales business, to my knowledge there are only three houses that are strictly single family dwellings adjacent to one another and closest to the intersection of Rt.2. If we include Glasselton there are four.

I have not done an exhaustive study but I believe that including the shopping center and the used car sales to the west and all the properties to the east of those single family dwellings, there exists a combination of multifamily residential rental, bed and breakfast and office. The remaining commercial properties (including the shopping center) are storage, convenience, retail, food, pharmaceutical, medical and office. If I'm not mistaken there is another residential rental between Glory Outreach and the Shell Station. This two block area seems to me to be very much like the fringe areas that other urban or suburban neighborhoods might look like.

While I understand the difficulty that some may have with this arrangement we do seem to have a mixed use precedent established here already.

I would much rather have a home style venue for weddings, anniversary or Christmas celebrations etc. at reasonable hours along with other considerate parameters, where the owner lives on site, than to see a few other rezoning efforts that we could be faced with in the future. It should also be clarified that purely residential neighborhoods would not be in danger of similar venues being permitted due to requirements explicit in the permit.

Having said this I can appreciate the difficulty in addressing each concern with care. Thank you for your consideration of these thoughts in making your decision.

Sincerely,

Mike Manns  
P.O. Box 117  
Bowling Green, VA 22427

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23430	999999	ALLSHOUSE MARY	000	5/11/2018	25.00	.00
23431	979	CAROLINE COUNTY HEALTH DE	000	5/11/2018	211.97	.00
23432	536	CAS SEVERN	000	5/11/2018	52.50	.00
23433	999999	COMPTON KRISTIE	000	5/11/2018	150.00	.00
23434	10	DOMINION VIRGINIA POWER	000	5/11/2018	225.42	.00
23435	999999	DONALD CASANDRA	000	5/11/2018	150.00	.00
23436	28	G & G MILFORD FARM SERV.	000	5/11/2018	31.47	.00
23437	514	K I LANGFORD EXCAVATING	000	5/11/2018	3,148.10	.00
23438	944	METROCAST COMMUNICATIONS	000	5/11/2018	167.90	.00
23439	999999	PECK REESE	000	5/11/2018	63.13	.00
23440	653	STEMMLE PLUMBING REPAIR	000	5/11/2018	1,600.00	.00
23441	1007	U.S. BANK	000	5/11/2018	450.00	.00
		CLASS TOTAL			6,275.49	.00
		ACH TOTAL			.00	
		CHECK TOTAL			6,275.49	
		FINAL TOTAL			6,275.49	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 6,275.49- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23442	999999	COVINGTON KAREN	000	5/18/2018	150.00	.00
23443	850	HAUN DAWN	000	5/18/2018	65.00	.00
23444	546	JOHNSON'S EXTERMINATING	000	5/18/2018	625.00	.00
23445	13	SHELL FLEET PLUS	000	5/18/2018	809.02	.00
		CLASS TOTAL			1,649.02	.00
		ACH TOTAL			.00	
		CHECK TOTAL			1,649.02	
		FINAL TOTAL			1,649.02	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 1,649.02- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23446	1009	CAROLINE COUNTY HIGH	000	5/22/2018	1,000.00	.00
23447	999999	ESCOBAR TAMMY	000	5/22/2018	50.00	.00
23448	514	K L LANGFORD EXCAVATING	000	5/22/2018	8,656.65	.00
23449	1006	KNOBBY'S AFFORDABLE FLOOR	000	5/22/2018	455.20	.00
23450	11	RAPPANNOCK ELEC COOP	000	5/22/2018	514.42	.00
23451	12	WASTE MANAGEMENT	000	5/22/2018	2,947.03	.00
		CLASS TOTAL			13,623.30	.00
		ACH TOTAL			.00	
		CHECK TOTAL			13,623.30	
		FINAL TOTAL			13,623.30	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 13,623.30- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23454	9999999	DAVISON ERICA	000	5/30/2018	.84	.00
23455	9999999	KESTER KAREN	000	5/30/2018	86.66	.00
23456	9999999	MARSDEN SUSAN	000	5/30/2018	.80	.00
23457	9999999	PREFERRED REAL ESTATE	000	5/30/2018	30.29	.00
23458	9999999	ROBEL BRITTANY	000	5/30/2018	30.87	.00
23459	9999999	SAMUELS BARRY	000	5/30/2018	.80	.00
23460	9999999	WHITTAKER CHRISTOPHER	000	5/30/2018	150.00	.00
		CLASS TOTAL			300.26	.00
		ACH TOTAL			.00	
		CHECK TOTAL			300.26	
		FINAL TOTAL			300.26	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 300.26- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
234479	18	A & M HOME CENTER	000	6/08/2018	76.69	.00
234480	644	BMS DIRECT	000	6/08/2018	446.98	.00
234481	32	BOWLING GREEN AUTO PARTS	000	6/08/2018	78.75	.00
234482	47	CAROLINE GARAGE	000	6/08/2018	191.19	.00
234483	536	CAS SEVERN	000	6/08/2018	105.00	.00
234484	1010	CENTRAL VIRGINIA DISTRIBUTIBU	000	6/08/2018	529.00	.00
234485	241	CENNAULT LUMBER INC	000	6/08/2018	160.00	.00
234486	897	CINTAS CORPORATION	000	6/08/2018	136.25	.00
234487	14	CINTAS OF RICHMOND	000	6/08/2018	794.51	.00
234488	663	COLEMAN MARY FRANCES	000	6/08/2018	600.00	.00
234489	664	DAVIS JEAN	000	6/08/2018	600.00	.00
234490	341	DOMINION CHEMICAL CO	000	6/08/2018	376.50	.00
234491	10	DOMINION VIRGINIA POWER	000	6/08/2018	5,129.77	.00
234492	234	ENVIROCOMPLIANCE LAB INC	000	6/08/2018	1,290.00	.00
234493	234	ENVIROCOMPLIANCE LAB INC	000	6/08/2018	655.00	.00
234494	648	ERRAD ANDREA G	000	6/08/2018	1,667.00	.00
234495	28	G & G MILFORD FARM SERV.	000	6/08/2018	804.31	.00
234496	946	GAINES MARK	000	6/08/2018	600.00	.00
234497	55	GALL'S LLC	000	6/08/2018	127.00	.00
234498	983	GIBSON TYLER	000	6/08/2018	600.00	.00
234499	439	HAUSER MARTIN	000	6/08/2018	600.00	.00
23500	932	IBM CORPORATION	000	6/08/2018	854.59	.00
23501	898	JAMES MARY	000	6/08/2018	175.00	.00
23502	836	JOHN ALLISON	000	6/08/2018	245.00	.00
23503	546	JOHNSON'S EXTERMINATING	000	6/08/2018	1,190.00	.00
23504	514	K L LANGFORD EXCAVATING	000	6/08/2018	10,540.34	.00
23505	743	LOCAL SERVICES	000	6/08/2018	80.00	.00
23506	378	MCDEARMON GLENN	000	6/08/2018	600.00	.00
23507	725	MCGINLEY MICHELLE B	000	6/08/2018	35.00	.00
23508	48	MID-ATLANTIC LAB	000	6/08/2018	60.00	.00
23509	844	MINOR & ASSOCIATES	000	6/08/2018	5,635.00	.00
23510	919	PROD SHRED SECURITY	000	6/08/2018	45.00	.00
23511	1008	REAL TIME ACCOUNTING	000	6/08/2018	3,189.62	.00
23512	598	SATTERWHITE JASON	000	6/08/2018	900.00	.00
23513	659	SOSMETAL PRODUCTS INC	000	6/08/2018	112.71	.00
23514	918	STAPLES ADVANTAGE	000	6/08/2018	1,017.41	.00
23515	700	TREASURER OF VIRGINIA	000	6/08/2018	28.00	.00
23516	291	USA BLUE BOOK	000	6/08/2018	848.92	.00
23517	1002	VACORP	000	6/08/2018	90.20	.00
23518	44	VUPS	000	6/08/2018	44.10	.00
23519	930	WEBB EMILY	000	6/08/2018	280.00	.00
23520	438	WRIGHT OTIS	000	6/08/2018	600.00	.00
23521	451	XEROX CORPORATION	000	6/08/2018	493.97	.00
		CLASS TOTAL			42,632.81	.00
		ACH TOTAL			.00	
		CHECK TOTAL			42,632.81	
		FINAL TOTAL			42,632.81	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 42,632.81 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_



**Town of Bowling Green**  
**Town Council Meeting**



Date: July 5, 2018  
Agenda Item: VI 10.-R-2018-005  
Establishing an Auxiliary Police Force

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
  - Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction
  - Resolution
  - Ordinance
  - Grant/ MOU
  - By Motion
  - Bylaws
  - Certificate

**PRESENTER:** Reese Peck

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** VI 10.-R-2018-005 Establishing an Auxiliary Police Force

**BACKGROUND / SUMMARY:**

With the consent of Council, Chief Lipscomb has appointed two Auxiliary Officers. To make the Auxiliary Force official and to obtain coverage through our insurance carrier on the two officers the Town must establish the Auxiliary Police Force by Resolution as it is not in the Town's Code or Charter.

**ATTACHMENTS:**

R-2018-005 Establishing an Auxiliary Police Force

**REQUESTED ACTION:**

Adopt Resolution

**FOR MORE INFORMATION, CONTACT:**

Phone #:

Name:

E-mail:

**FOR USE DURING MEETING**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	McDearmon
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	Wright
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	Rowe
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	Satterwhite

**VOTE:**

PASSED

NOT PASSED

## RESOLUTION

### TOWN OF BOWLING GREEN COMMONWEALTH OF VIRGINIA

Resolution to establish an Auxiliary Police Force

WHEREAS, The Bowling Green Town Council desires to establish an Auxiliary Police Force; and

WHEREAS, An auxiliary officer shall be exempted from any initial training requirement established under VA. Code § 9.1-102 until a date one year subsequent to the approval by the Criminal Justice Services Board of compulsory minimum training standards for auxiliary police officers, except that:

- (i) any such officer shall not be permitted to carry or use a firearm while serving as an auxiliary police officer unless such officer has met the firearms training requirements established in accordance with in-service training standards for law-enforcement officers as prescribed by the Criminal Justice Services Board, and
- (ii) any such officer shall have one year following the approval by the Board to comply with the compulsory minimum training standards.; and

WHEREAS, Bowling Green Town Council may appoint up to 6 auxiliary police officers. Each auxiliary police officer shall be a person of good character and the appointment shall be revocable at any time by the Bowling Green Town Council. The Bowling Green Town Council may prescribe the uniform, organization, and such rules as it deems necessary for the operation of the auxiliary police force.

The Bowling Green Chief of Police may utilize such auxiliary police officers as may be deemed necessary:

- (i) in time of public emergency,
- (ii) at such times as there are insufficient numbers of regular police officers to preserve the peace, safety and good order of the community, of
- (iii) at any time for the purpose of training such auxiliary police officers.

At all times when performing such service, the members of the auxiliary police force shall wear the uniform prescribed by the governing body.; and

WHEREAS, Members of any auxiliary police force who have been trained in accordance with the provisions of § 15.2-1731 may be called into service by the chief of police of any locality to aid and assist regular police officers in the performance of their duties; and

WHEREAS, When the duties of an auxiliary police officer are such that the wearing of the prescribed uniform would adversely limit the effectiveness of the auxiliary police officer's ability

to perform his prescribed duties, then clothing appropriate for the duties to be performed may be required by the Bowling Green Chief of Police; and

WHEREAS, Members of the Auxiliary Police Force are considered called into service under the following conditions:

1. At the discretion of the Chief of Police.
2. To attend scheduled training and meetings.
3. When marked on and prior to marking off-duty for normal work schedule.
4. When reporting for special assignments with the Department.
5. When reporting to and from court and while attending court to give testimony in cases arising out of their duties as Auxiliary Officers;

NOW THEREFORE BE IT RESOLVED, For the further preservation of the public peace, safety, and good order of the community, there is hereby established an auxiliary police force that have all the powers and authority and all the immunities of full-time law enforcement officers, if all such forces have met the training requirements established by the Department of Criminal Justice Services under Virginia Code § 9.1-102. Members of the auxiliary police force who have completed these training requirements, after having been appointed by the Bowling Green Town Council, may be called into service by the Bowling Green Chief of Police to aid and assist regular police officers in the performance of their duties.; and

Adopted this 5<sup>th</sup> day of July, 2018  
by the Town Council of Bowling Green, Virginia

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Honorable Jason E. Satterwhite, Mayor

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Melissa Lewis, Clerk of the Council

**Town of Bowling Green**  
**Town Council Meeting**



Date: July 5, 2018  
Agenda Item: VI – Event Coordinator’s Contract

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
- Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction     Resolution
  - Ordinance         Grant/ MOU
  - By Motion          Bylaws
  - Certificate

**PRESENTER:** Reese Peck                      **PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** Item: VI – Event Coordinator’s Contract

**BACKGROUND / SUMMARY:**

Annual Renewal – added USO Concert & Dance to scope of work at no additional fee.

**ATTACHMENTS:**

Proposed Contract

**REQUESTED ACTION:**

Approve and authorize Town Manager to sign.

**FOR MORE INFORMATION, CONTACT:**

Name: Reese Peck  
Phone#: 804-633-6212  
Email: [Townmanager@townofbowlinggreen.com](mailto:Townmanager@townofbowlinggreen.com)

**FOR USE DURING MEETING**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	

**VOTE:**                       PASS                       NOT PASSED

McDearmon  
Wright  
Gibson  
Satterwhite

## **TOWN OF BOWLING GREEN**

### **JO-ELSA JORDAN AGREEMENT (REVISED 7/1/18)**

This Revised Agreement is entered into this 1<sup>st</sup> day of July, 2018, by Jo-Elsa Jordan, hereinafter called the “Coordinator” and the Town of Bowling Green hereinafter called the “Town.” Coordinator shall provide services related to events coordination in the Town of Bowling Green. The intent of this revision is to accurately reflect the specific scope of work and the adjusted compensation of the Coordinator.

**WITNESSETH** that the Coordinator and the town, in consideration of promises and of the mutual covenants, considerations and agreements herein contained, agree as follows:

1. **STATEMENT OF WORK:** The Coordinator shall furnish all planning and labor necessary to perform all work. The scope of work includes:

#### **2018 CALENDAR OF EVENTS:**

- Music on the Green
  - August 3, 2018
  - August 10, 2018
  - August 17, 2018
  - August 24, 2018
  - August 31, 2018
- USO Concert & Dance; September 22, 2018
- Fall Clean Sweep; September 29, 2018
- 29<sup>th</sup> annual Harvest Festival; October 20, 2018
- Bowling Green Christmas Parade of Lights; December 8, 2018

#### **SOCIAL MEDIA:**

- Manage the Bowling Green Facebook page, to include providing regular status updates of local news, information, events and business/retail promotions.
- Manage the Bowling Green Farmers Market Facebook page to include providing regular status updates of information and retail promotions assigning editor roles to market leaders.

#### **FORT A.P. HILL:**

- Establish and sustain a working relationship with the Command Suite and individual units at Fort A.P. Hill through participation in community events and advertising community events through channels on base such as the M.W.R. newsletter.

## **ADVERTISING/MARKETING:**

- Responsible for the publicizing and advertising of all events, including the development of publications concerning events and insuring that appropriate material is displayed and updated on the Town's website.

## **ECONOMIC DEVELOPMENT AUTHORITY:**

- Assist members of the Economic Development Authority (EDA) by attending monthly meetings and taking minutes. Consulting services and specific deliverables such as marketing material to promote business development in various Enterprise Zones would be outlined as a separate scope of work in a contract with the EDA, whereas the Coordinator would be compensated an appropriate rate negotiated by parties.

## **TOWN COUNCIL**

- Provide Council members and the Mayor with a monthly staff report, outlining duties completed and number of hours worked.
- Attend Council meetings when necessary.

## **SPONSORSHIP**

- Identify and seek sponsors for Town events and activities.

2. **POINTS OF CONTACT:** All people who work for the Town of Bowling Green are responsible to the Town Council of Bowling Green. However, the day-to-day conduct and activities of the Coordinator will be guided and directed by the Town Manager who will provide the Coordinator with any and all information with regard to this Agreement and Coordinator duties and responsibilities. The Coordinator shall work under the direction of the Town Manager and shall make regular reports to the Town Manager.

3. **COMPENSATION TO BE PAID:** The Coordinator shall receive a 3% cost-of-living increase and shall be paid \$1,873.08 on a bi-weekly basis. The monthly staff report to Town Council shall also serve as an invoice for duties performed and hours worked. Should additional services, outside of what is outlined in this Agreement, be required of the Coordinator, the Coordinator shall generate an invoice documenting those services and numbers of hours worked and the Coordinator will be paid a rate of \$30/hour.

4. **AGREEMENT TERM:** This Revised Agreement shall begin on July 1, 2018, and shall be reviewed on July 1, 2019 and on each successive July 18<sup>th</sup> thereafter. This Agreement may be renewed for successive one-year term(s). Prior to the end of each twelve month contract period, and generally to be accomplished during the budget preparation cycle, the activities and accomplishments of the Coordinator shall be evaluated by the Town Manager in conjunction

with the Town Council and other groups such as the Bowling Green Economic Development Authority. Adjustments to the compensation amount and scope of services may be required.

5. **ENTIRE AGREEMENT:** This Revised Agreement together with all documents incorporated herein represents the entire agreement between the parties and there are no other agreements between the parties either verbal or written, which have not been incorporated herein.

6. **OTHER CONTRACTS:** The Coordinator may enter into contracts with other entities for the provision of services provided that such contracts and/or events do not present any conflicts with the Town of Bowling Green. The Coordinator shall consult with the Town Manager to determine whether any such conflicts exist.

**IN WITNESS WHEREOF**, the parties hereto on the day above written have executed this agreement in three counterparts, each of which shall, without proof or accountancy for the other counterparts, be deemed an original thereof.

**COORDINATOR – Jo-Elsa Jordan**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**TOWN OF BOWLING GREEN**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Town of Bowling Green**  
**Town Council Meeting**



Date: July 5, 2018  
Agenda Item: VII-A Councilman  
McDearmon's request to explore  
additional taxes

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
- Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction  Resolution
  - Ordinance  Grant/ MOU
  - By Motion  Bylaws
  - Certificate

**PRESENTER:** Reese Peck

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** VII-A Councilman McDearmon's request to explore additional taxes

**BACKGROUND / SUMMARY:**

At the last meeting Councilman McDearmon requested staff to see if a local tax or fee could be charge for wedding authorized under the Town's special events SUP. Virginia is a Dillion Rule state and the Town can only impose taxes and fees explicitly authorized by the state. Attached is the COMMISSION ON LOCAL GOVERNMENT's summary of TAXING POWERS GRANTED TO VIRGINIA COUNTIES, CITIES, AND TOWNS. There is no such authorization.

**ATTACHMENTS:** COMMISSION ON LOCAL GOVERNMENT's summary of TAXING POWERS GRANTED TO VIRGINIA COUNTIES, CITIES, AND TOWNS

**REQUESTED ACTION:**

None

**FOR MORE INFORMATION, CONTACT:**

Name: Reese Peck

Phone#: 804-633-6212

Email: [Townmanager@townofbowlinggreen.com](mailto:Townmanager@townofbowlinggreen.com)

**FOR USE DURING MEETING**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	McDearmon
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	Wright
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	Gibson
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	Satterwhite

**VOTE:**

PASS

NOT PASSED



**TAXING POWERS GRANTED TO VIRGINIA COUNTIES, CITIES, AND TOWNS**

(Incorporates changes through the 2009 General Assembly)

Tax and Authority	Local Governments Empowered to Levy	County - Town Relationship	Remarks
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**TAXES ON PROPERTY**

Real Property (§58.1-3200)	Counties, Cities, Towns, and Special Districts	Town tax is levied in addition to county tax. Towns may conduct own reassessment, but none currently do so; all rely on county assessment.	See Note 2 for discussion on service district taxes.
Tangible Personal Property (§§58.1-3501; 58.1-3523 et seq.)	Counties, Cities, and Towns	Town tax is levied in addition to county tax.	See Note 3 for discussion on state reimbursement of taxes levied.
Machinery and Tools (§58.1-3507)	Counties, Cities, and Towns	Town tax is levied in addition to county tax.	Rate may not be higher than levied on tangible personal property. Idle machinery and tools are classified as intangible personal property are not subject to local taxation.
Merchants' Capital (§58.1-3509)	Counties, Cities, and Towns	Town tax is levied in addition to county tax.	Rate may not exceed the rate in effect on 1/1/78. May not be levied on any class on which BPOL tax is levied.

**TAXING POWERS GRANTED TO VIRGINIA COUNTIES, CITIES, AND TOWNS**

(Incorporates changes through the 2009 General Assembly)

Tax and Authority	Local Governments Empowered to Levy	County - Town Relationship	Remarks
<b>TAXES ON INDIVIDUALS; CONSUMERS</b>			
Sales and Use (§§58.1-605, 58.1-606)	Counties and Cities	Town may levy tax if its county does not.	Limited to 1% of the gross sales price of an item. Towns with separate school districts receive a proportion of the county's total sales tax revenue, based on school-age population. For all other towns, one-half of the county's revenue is divided among the county and towns, based on school-age population.
Motor Vehicle License (§46.2-752)	Counties, Cities, and Towns	Imposition of tax by town constitutes a credit for taxpayers on the county tax. The taxpayer is liable to the county for the difference between the town tax and the county tax. When town constitutes a separate school district and charges tax, county shall not impose its tax on town residents.	Tax may not exceed motor vehicle license tax imposed by State.

**TAXING POWERS GRANTED TO VIRGINIA COUNTIES, CITIES, AND TOWNS**

(Incorporates changes through the 2009 General Assembly)

Tax and Authority	Local Governments Empowered to Levy	County - Town Relationship	Remarks
Utility Consumers (§58.1-3814)	Counties, Cities, and Towns	If a county imposes the tax, no town within the county may impose the tax, unless the town constitutes a separate school division or had the tax in effect on or before January 1, 2000. Following towns, however, exempted from that limitation: Clifton, Colonial Beach, Dumfries, Gordonsville, Herndon, Iron Gate, Montross, Orange, and Vienna . If the town tax is in effect, the county tax does not apply within the town.	Rate not to exceed 20% and applicable only to first \$15 of bill for residential customers. (Beginning in 2001, rate on electricity or gas consumption to be based on number of kilowatt hours or cubic feet consumed. The effective cap of \$3 per month would remain the same, however, unless locality had a higher tax on 1/1/07.) After January 1, 2007, localities may not levy consumer utility tax on landline or wireless telephone service or cable television service.
Food and Beverage (§§58.1-3833, 58.1-3840, 58.1-3842)	Counties, Cities, and Towns	If town levies tax, county tax applicable in town only if council agrees.	Counties limited to maximum rate of 4% and may levy tax only after approved in referendum, except for Arlington, Frederick, Montgomery, Roanoke, and Rockbridge Counties which may impose tax if unanimously approved by board of supervisors. Rappahannock County may levy a combined food and beverage and transient occupancy tax at a maximum rate of 4% on bed and breakfast establishments. No limit on towns or cities and referendum not required.

**TAXING POWERS GRANTED TO VIRGINIA COUNTIES, CITIES, AND TOWNS**

(Incorporates changes through the 2009 General Assembly)

Tax and Authority	Local Governments Empowered to Levy	County - Town Relationship	Remarks
Income (§§58.1-540-549)	Cities of Norfolk, Virginia Beach, Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park, and Counties of Fairfax, Arlington, Loudoun, and Prince William		Limited to maximum of 1%; must be approved by referendum. Revenues must be used for transportation facilities. Tax can be levied for only 5 years from the effective date of the tax. Collection of tax is to be administered by state with proceeds remitted to locality.
Cigarettes (§58.1-3830, 58.1-3831)	Arlington and Fairfax Counties, Cities, and Towns	If town levies tax, county tax applicable in town only if council agrees.	Cities and towns may levy tax only if they had authority to do so prior to 1/1/77. Arlington and Fairfax limited to tax of \$0.05 per pack, or amount levied by State law, whichever is greater.

**TAXING POWERS GRANTED TO VIRGINIA COUNTIES, CITIES, AND TOWNS**

(Incorporates changes through the 2009 General Assembly)

Tax and Authority	Local Governments Empowered to Levy	County - Town Relationship	Remarks
<p>Transient Occupancy (§§58.1-3819, 58.1-3822 – 58.1-3825, 58.1-3840)</p>	<p>Counties, Cities, and Towns</p>	<p>If town levies tax, county tax applicable in town only if council agrees.</p>	<p>Counties limited to maximum rate of 2%. Arlington may levy tax up to 5%, under certain conditions, may impose additional 0.25% tax through 2012 to promote tourism, may levy additional 2% for conference center. Roanoke County’s charter authorizes levy of up to 5%. The following counties may impose an additional 3% to promote tourism: Albemarle, Amherst, Augusta, Bedford, Botetourt, Caroline, Carroll, Craig, Cumberland Dinwiddie, Franklin, Floyd, Gloucester, Halifax, James City, King George, Loudoun, Mecklenburg, Montgomery, Nelson, Northampton, Page, Patrick, Prince Edward, Prince George, Prince William, Pulaski, Rockbridge, Spotsylvania, Stafford, Tazewell, Wise, Wythe, and York. Henrico, Chesterfield, Hanover, James City, York, Fairfax, and Rockbridge are authorized to collect additional amounts for specific regional projects and tourism promotion. No limit on cities or towns.</p>

**TAXING POWERS GRANTED TO VIRGINIA COUNTIES, CITIES, AND TOWNS**

(Incorporates changes through the 2009 General Assembly)

Tax and Authority	Local Governments Empowered to Levy	County - Town Relationship	Remarks
Admissions (§§58.1-3818, 58.1-3818.01, 58.1-3840)	Fairfax, Arlington, Brunswick, Charlotte, Culpeper, Clarke, Dinwiddie, James City, Madison, Nelson, New Kent, Prince George, Roanoke, Scott, and Sussex Counties; Cities and Towns	County tax is in addition to any town tax.	Counties authorized to levy tax are limited to maximum of 10% except Roanoke, which has general charter power. Charlotte, Clarke, Madison, Nelson, and Sussex Counties may levy tax only for admissions to spectator events. Scott County may only impose \$0.25 tax on admissions to any off-track horse race wagering facility. All localities may elect not to collect tax for events raising funds for charitable purposes.
Recordation (§58.1-3800)	Counties and Cities		Limited to one-third of State recordation tax.
Probate (§58.1-3805)	Counties and Cities		Limited to one-third of State recordation tax.
E-911 (§58.1-1730, 58.1-662)	Counties, Cities, and Towns		Effective January 1, 2007, a uniform E-911 tax of \$0.75 per landline phone is collected by the State and deposited in the Communications Sales and Use Tax Trust Fund before remittance to localities (see Note 4).

**TAXING POWERS GRANTED TO VIRGINIA COUNTIES, CITIES, AND TOWNS**

(Incorporates changes through the 2009 General Assembly)

Tax and Authority	Local Governments Empowered to Levy	County - Town Relationship	Remarks
<b>TAXES ON BUSINESSES</b>			
Business, Professional and Occupational License [BPOL] (§58.1-3700, et seq.)	Counties, Cities, and Towns	Counties cannot levy BPOL taxes within a town that also levies BPOL taxes, unless the town agrees.	Commonly called “gross receipts tax”; may be levied on almost any type of business or occupation. State law places variety of caps on rates that can be levied against particular types of businesses. Also, localities with populations over 50,000 may not levy tax against a business with gross receipts of less than \$100,000. For those localities with a population of 25,000 to 50,000, the threshold is \$50,000. All localities may impose a license fee in those instances in which the tax is not levied. The fee may range from \$30 to \$100, depending on the size of the locality. Any locality imposing a fee or tax must adopt a uniform ordinance. No category can be required to pay both merchants’ capital tax and BPOL tax to the same jurisdiction. Numerous business types are exempted.
Daily Rental Property (§58.1-3510.1 et seq.)	Counties, Cities, and Towns	Town tax is levied in addition to county tax.	Similar to sales tax; limited to 1% of amount charged for rental property.
Coal Severance (§58.1-3286, 58.1-3712)	Counties and Cities		Limited to maximum of 1% of gross receipts from sale of coal mined.

**TAXING POWERS GRANTED TO VIRGINIA COUNTIES, CITIES, AND TOWNS**

(Incorporates changes through the 2009 General Assembly)

Tax and Authority	Local Governments Empowered to Levy	County - Town Relationship	Remarks
Gas Severance (§§58.1-3286, 58.1-3712, and 58.1-3713.4)	Counties and Cities		Limited to maximum of 2% of gross receipts from sale of gas produced. 25% of revenues in counties and city in Southwest Virginia paid to Virginia Coalfield Economic Development Fund.
Coal and Gas Road Improvement (§58.1-3713-3713.1)	Counties and Cities	20% of revenue in Wise County required to be distributed to towns and city situated in county. Of that portion, 25% distributed according to number of registered motor vehicles and remainder divided equally.	Limited to maximum of 1% of gross receipts of sale of coal or gas mined or produced. Locality retains 75% of revenue which goes into special road improvement fund. However, locality may elect to use 25% to 50% of the retained amount to fund construction of new water systems and lines. Remaining 25% of revenue paid to Virginia Coalfield Economic Development Fund. Authority expires at end of 2012.
Oil Severance (§58.1-3712.1)	Counties and Cities		Limited to maximum of 0.5% of gross receipts of sale of oil produced.



**TAXING POWERS GRANTED TO VIRGINIA COUNTIES, CITIES, AND TOWNS**

(Incorporates changes through the 2009 General Assembly)

Tax and Authority	Local Governments Empowered to Levy	County - Town Relationship	Remarks
Utility License (§58.1-3731)	Counties, Cities, and Towns	If town levies tax, county tax applicable in town only if council agrees.	Form of BPOL tax. Limited to maximum of 0.5% of gross receipts of utility company accruing from business in locality. After December 1, 2000, localities may not impose tax on electric or gas companies. Tax to be replaced by consumption tax established by State, collected by utility company, and distributed to locality.
Alcohol License (§§4.1-205 and 4.1-233)	Counties, Cities, and Towns	If a town levies a tax, county tax not applicable in town.	Localities authorized to collect license taxes from persons engaged in manufacturing, selling, or bottling alcoholic beverages and mixed beverages. Maximum taxes set by State law.
Bank Franchise (§§58.1-1208 – 58.1-1211)	Counties, Cities, and Towns	Counties may tax only those banks located outside town corporate limits.	Limited to maximum of 80% of the State rate on each \$100 of net capital of bank in the locality.
Cable TV Franchise (§15.2-2108.1:1, 15.2-2108.22, 14.2-2108.23)	Counties, Cities, and Towns		Fee rate from franchises negotiated by individual localities and in effect prior to 1/1/07 is frozen and fees are now collected by state and remitted from Communications Sale and Use Tax Trust Fund to individual localities (see Note 4).

NOTES:

**TAXING POWERS GRANTED TO VIRGINIA COUNTIES, CITIES, AND TOWNS**

(Incorporates changes through the 2009 General Assembly)

Tax and Authority	Local Governments Empowered to Levy	County - Town Relationship	Remarks
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1. This table outlines taxing authority allowed local governments by statutory law. In addition to this authority, cities and towns which have incorporated the Uniform Charter Powers Act (§§15.2-1100 – 15.2-1126) into their charters have a general taxing authority (§15.2-1104). Consequently, some municipalities may levy taxes as a result of this provision, or through explicit authority granted in their charters, which are not on this chart.

2. Counties, cities, and towns can implement service districts and levy additional taxes on real estate within the district for a variety of purposes. The locality must then appropriate the collected taxes to provide the service (§§15.2-2400 – 15.2-2403). Localities may also impose special assessments upon abutting property owners for constructing capital improvements (15.2-2404-2413). In addition, counties can create sanitary districts for a variety of services and fund them through a tax on property in the districts (21-112.22 et seq.). Counties can levy property taxes, either countywide or in one or more magisterial districts, to pay for contracted fire protection services (§27-3). The General Assembly has authorized the creation of special transportation districts within counties or between counties. Urban counties as defined in 15.2-2403.1 may, upon agreement with the Commonwealth Transportation Board, designate urban transportation service districts within which they must maintain the roads. Such counties will receive lane-mile maintenance payments equivalent to those made to cities and towns. Special property taxes can be levied on business or commercial properties within those districts (§§15.2-4806 and 15.2-4607).

3. In 1998, to offset the cost of the personal property tax on motor vehicle, the State reimbursed motor vehicle owners 100% of the tax paid on vehicles with an assessed value of \$1,000 or less. Vehicles assessed at more than \$1,000 and up to a maximum assessed value of \$20,000, the reimbursement was 12.5% of the tax levied. After 1998, the proportion of the tax the State reimbursed to localities was to be increase until it reaches 100% in 2002, but the 2002 General Assembly limited the reimbursement to 70%. The owners of vehicles with an assessed value of more than \$20,000 are responsible for the entire tax on the value above \$20,000. The State reimbursement is applicable only to vehicles used for nonbusiness purposes and is limited to the local effective tax rate in effect on August 1, 1997. Localities are not prohibited from increasing the personal property tax rate on motor vehicles, but the owners of any motor vehicles in any locality doing so will be responsible for paying the entire difference between the amount owed under the new rate and what would have been owed under the base rate.

**TAXING POWERS GRANTED TO VIRGINIA COUNTIES, CITIES, AND TOWNS**

(Incorporates changes through the 2009 General Assembly)

Tax and Authority	Local Governments Empowered to Levy	County - Town Relationship	Remarks
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4. House Bill 568 (2006) replaced an array of state and local taxes on communications with a Communications Sale and Use Tax and an E-911 Tax administered by the state. The Communications Sale and Use Tax is imposed on consumers of communications services including landline and wireless telephone, (including Voice-Over-Internet-Protocol), paging, cable television, and satellite radio and television. Service providers collect the tax from consumers and remit it to the state, which deposits revenues in the Communications Sale and Use Tax Trust Fund. The state also collects cable TV franchise fees and and E-911 taxes and deposits them in the Fund. After paying franchise fees to the localities that generated them, the state deducts amounts for administration and the operation of phone relay service for the deaf and hard-of-hearing. The remainder is then distributed to localities based on the percentage of total communications taxes (landline and wireless phone, E-911, consumer utility tax on cable TV, BPOL tax in excess of 0.5%, cable TV franchise fees, video programming excise tax) that they collected pursuant to local rates in effect as of 1/1/06.

Staff  
Commission on Local Government  
April 8, 2009

**Town of Bowling Green**  
**Town Council Meeting**



Date: July 5, 2018  
Agenda Item: VII B - O-2018-007 – Sign Ordinance.

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
  - Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction       Resolution
  - Ordinance           Grant/ MOU
  - By Motion            Bylaws
  - Certificate

**PRESENTER:** Reese Peck

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** VII B - O-2018-007 – Sign Ordinance.

**BACKGROUND / SUMMARY:** Recent court cases will require changes to our sign ordinance; additionally, it was in need of general updating. These amended regulations balance the need to protect the public safety and welfare by regulating the size, color, illumination, movement, materials, location, height, and condition of all signs. The Planning Commission held a March 19th public hearing and on a 4-0 vote recommended the passage of the attached draft ordinance. The Council held its public hearing on June 7, 2018 and held final action over until its July meeting.

**ATTACHMENTS:**

- Public Hearing Advertisement
- Draft Ordinance
- March 19, 2018, Planning Commission Minutes

**REQUESTED ACTION:**

Approve ordinance as proposed.

**FOR MORE INFORMATION, CONTACT:**

Phone#: 804-633-6212

Email: [Townmanager@townofbowlinggreen.com](mailto:Townmanager@townofbowlinggreen.com)

Name:

Reese

**VOTE**

PASS

NOT PASSED

*FOR USE DURING MEETING*

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	McDearmo
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	Wright
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	Gibson
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	Satterwhite

## Ad Content Proof Actual Size

### **BOWLING GREEN TOWN COUNCIL PUBLIC HEARING**

The Bowling Green Town Council will conduct a public hearing on Thursday, June 7, 2018, at 7:00 PM in Town Hall, 117 Butler Street. The purpose of the hearing will be for the Council to receive public comment on and consider the following matter:

**Ordinance O-2018-007 "An Ordinance to repeal and replace Division 6 Signs of the Town Code of Bowling Green's Zoning Ordinance."**

**These amended regulations balance the need to protect the public safety and welfare by regulating the size, color, illumination, movement, materials, location, height, and condition of all signs. Amend the Zoning Ordinance to add "Minor Event Facilities with conditions" as uses permitted by Special Use Permit in residential zoning districts.**

All interested persons may attend the hearings and be heard. Copies of the proposals are available for review in Town Hall during business hours. Any person requiring assistance in order to participate in the hearings is asked to contact the Town Manager in advance so appropriate arrangements can be made.

A.Reese Peck

Town Manager/Zoning Administrator

TOWN OF BOWLING GREEN  
PLANNING COMMISSION MEETING  
MINUTES  
March 19, 2018

**MEMBERS PRESENT:** Chairman Valarie Coyle, Jean Davis, Armando Flores, and Jeff Voit

**MEMBERS ABSENT:** (one vacant position)

**OTHERS PRESENT:** Reese Peck

Chairman Coyle called the meeting to order at 6:30 PM and determined that a quorum of the Commission was present.

**PUBLIC HEARING:** Chairman Coyle read the public notice and then opened the public hearing and call on Mr. Peck to present the ordinance to the Commission. The Chairman asked if any others wish to speak and with no one coming forward she closed the hearing and opened Commission discussion. Mr. Voit requested that the proposed ordinance be changed to allow A-Frame signs in residential district for up to four times per years for events at residences to be displayed only during daylight hours. Mr. Voit then moved that the Commission recommend Town Council approval of the ordinance with this amendment. The motion was seconded by Mr. Flores. There being no further discussion, the motion was approved by a vote of 4-0.

**APPROVAL OF MINUTES:** February 26, 2018 Planning Commission Minutes - Mr. Voit made a motion that the minutes be approved as presented. The motion was seconded by Mr. Flores. There being no further comments, the motion was approved by a 4-0.

**NEW BUSINESS:** Set Public Hearing Date for SUP 2018-03 - Mr. Voit made a motion that the hearing date be set for April 16, 2018. The motion was seconded by Mr. Flores. There being no further comments, the motion was approved by a 4-0.

**REPORT OF THE ZONING ADMINISTRATOR:** Mr. Peck reported on two trash complaints and a property line adjustment to Tax Maps 43A4-A-5 / 43A4-A-6.

**UNFINISHED BUSINESS:** None

**TOWN COUNCIL REPRESENTATIVE REPORT:** Councilwoman Davis briefed the Commission on Town Council's recent activities.

**ADJOURNMENT:**

There being no further business to come before the Commission, on motion by Ms. Davis, seconded by Mr. Voit, and by 4-0 vote, the Planning Commission meeting was adjourned.

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Approved: Valarie Coyle, Chairman

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Submitted: A. Reese Peck, Town Manager

## ORDINANCE NUMBER 2018-007

ORDINANCE O-2018-00x AMENDS THE BOWLING GREEN TOWN CODE, CHAPTER 3, "LAND USE AND BUILDINGS," ARTICLE I, "ZONING ORDINANCE," DIVISION 6, "SIGNS," TO REPEAL AND REPLACE DIVISION 6 SIGNS.

**BE IT ORDAINED** by the Bowling Green Town Council, at its regular monthly meeting on the 7<sup>th</sup> day of June, 2018, the Bowling Green Town Code, Chapter 3, "Land Use And Buildings," Article I, "Zoning Ordinance," Division 6, "Signs," be amended to repeal and replace division 6 signs to now read it its entirety as follows:

### "Division 6 Signs

#### **Section 3-185. Purpose.**

These regulations balance the need to protect the public safety and welfare by regulating the size, color, illumination, movement, materials, location, height, and condition of all signs. The regulations for signs have the following specific objectives:

- a) To ensure that signs are designed, constructed, installed and maintained according to minimum standards to safeguard life, health, property, and public welfare;
- b) To allow for adequate and effective signs whose dimensional characteristics further the interests of public safety and the needs of the motorist, where signs are viewed from a street or roadway;
- c) To create a regular and impartial process for businesses and/or persons seeking to erect signs;
- d) To reduce sign or advertising distractions and obstructions that may contribute to traffic accidents and reduce hazards;
- e) To protect and enhance economic viability of Town of Bowling Green.

#### **Section 3-186. Definitions.**

The following words and terms when used in this article shall have the following meanings unless the context clearly indicates otherwise:

*A-Frame sign* means a two-faced sign with supports that are connected at the top and separated at the base, forming an "A" shape not more than four feet high. No A-frame sign shall be permitted to exceed two feet in width and three feet in height. Each side must be at least one inch in thickness. Also referred to as "sandwich board" signs; a-Frame signs are considered portable signs.

*Advertising* means any words, symbols, colors or designs used to call attention to a commercial product, service, or activity.

*Animated sign* means a sign or part of a sign that is designed to rotate, move or appear to rotate or move and is sometimes referred to as a "moving sign."

*Attention getting device* means a device placed upon or attached to any land, structure, building or vehicle to promote or advertise the sale of goods, wares, merchandise, events or services. The device includes pennants, banners, banner signs, streamers, vertical flag, teardrop flag, bow flag, banner blade, feather flag, balloons, inflatable devices, and any similar device not

specifically mentioned here of any configuration when displayed outside and includes any animated display.

*Awning sign* means a sign placed directly on the surface of an awning.

*Billboard* means a sign used as an outdoor display for the purpose of advertising or promoting a business, service, activity, interest or product which is not located, offered for sale or otherwise related to the use of the premises on which such sign is situated.

*Banner* means a temporary sign of flexible material designed to be installed with attachments at each of four corners or a temporary sign of flexible material affixed to a framework or flat surface.

*Building frontage* means the length of the main wall of a building which physically encloses usable interior space and which is the architecturally designed wall that contains the main entrance for use by the general public. Building frontage shall be measured at a height of ten feet above grade.

*Canopy sign* means a sign attached to a canopy. (A canopy is a detachable, roof-like cover, supported from the ground, or deck, floor or walls of a building, for protection from sun and weather.)

*Changeable copy or electronic sign* means a sign or part of a sign that is designed so that characters, letters or illustrations can be changed or rearranged without altering the face or surface of the sign.

*Comprehensive sign plan* means a plan for the signage of a property that includes multiple tenants or owners with shared parking or other facilities.

*Flag* means a piece of cloth or similar material, typically oblong or square, attachable by one edge to a pole or rope and used as a symbol or decoration and includes pennants.

*Feather Flag Sign* means a vertically oriented banner attached to a single pole allowing the fabric to hang loose at one or two of the four corners.

*Flashing sign* means a sign that includes lights that flash, blink, or turn on and off intermittently.

*Freestanding sign* means any non-portable sign supported by a fence, retaining wall, or by upright structural members or braces on or in the ground and not attached to a building.

*Ground mounted sign* means a sign that is supported by structures or supports in or upon the ground and independent of any support from any building or wall.

*Height* means the maximum vertical distance from the base of the sign at normal grade to the top of the highest attached component of the sign. Normal grade shall be construed to be the lower of:

- (1) Existing grade prior to construction; or
- (2) The newly established grade after construction, exclusive of any filling, berming, mounding or excavating primarily for the purpose of mounting or elevating the sign.

*Holiday Displays* mean displays erected on a seasonal basis in observance of religious, national, or state holidays which are not intended to be permanent in nature and which contain no advertising material.

*Illegal sign* means any sign erected without a required permit or which otherwise does not comply with any provisions of this article.

*Illuminated sign* means a sign that is backlit, internally lighted, or indirectly lighted, but does not include a neon sign.



*Marquee* means a permanent structure projecting beyond a building wall at an entrance to a building or extending along and projecting beyond the building's wall and generally designed and constructed to provide protection against the weather.

*Marquee sign* means a sign attached to and made a part of a marquee or any similar projections from a building, with changeable, fixed or both types of lettering in use.

*Minor sign* means a wall or freestanding sign not exceeding one square foot in area, not exceeding four feet in height, and not illuminated.

*Monument sign* means a sign affixed to a structure built on grade in which the sign and the structure are an integral part of one another; not a pole sign.

*Mural* means a picture on an exterior surface of a structure.

*Neon sign* means a sign containing exposed tubes filled with light-emitting gas.

*Nonconforming sign* means any sign which was lawfully erected in compliance with applicable regulations of Town of Bowling Green and maintained prior to the adoption of this article and which fails to conform to current standards and restrictions of this article.

*Off-premises sign* means a sign that directs attention to a business, product, service or activity conducted, sold or offered at a location other than the premises on which the sign is erected.

*Pole sign* means a sign that is mounted on one or more freestanding poles.

*Portable sign* means any temporary sign not affixed to a building, structure, vehicle or the ground. It does not include a flag or banner.

*Projecting sign* means any sign, other than a wall, awning or marquee sign, affixed to a building and supported only by the wall on which it is mounted.

*Roof sign* means a sign erected or constructed, in whole or in part, upon or above the highest point of a building with a flat roof, or the lowest portion of a roof for any building with a pitched roof.

*Sign* means any device (writing, letter work or numeral, pictorial presentation, illustration or decoration, emblem, device, symbol or trademark, flag, banner or pennant or any other device, figure or character) visible to and designed to communicate information to persons in a public area.

*Sign face* means the portion of a sign structure bearing the message.

*Sign structure* means any structure bearing a sign face.

*Sign alteration* means any change in size or shape, which changes appearance of a sign, or a change in position, location, construction or supporting structure of a sign, except that a copy change on a sign is not an alteration. A change in corporate logo is not considered a sign alteration.

*Sign, illegal* means any sign placed without proper approval or permits as required by this article at the time of sign placement. Illegal sign shall also mean any sign placed contrary to the terms or time limits of any permit.

*Temporary sign* means any sign intended to be displayed for a limited period and a sign constructed of cloth, canvas, vinyl, paper, plywood, fabric, or other lightweight material not well suited to provide a durable substrate or, if made of some other material, is neither permanently installed in the ground nor permanently affixed to a building or structure which is permanently installed in the ground.

*Vehicle or trailer sign* means any sign attached to or displayed on a vehicle, if the vehicle or trailer is used for the primary purpose of advertising a business establishment, product, service or activity. Any such vehicle or trailer shall, without limitation, be considered to be used for the

primary purpose of advertising if it fails to display current license plates, inspection sticker, or municipal decal, if the vehicle is inoperable, if evidence of paid-to-date local taxes cannot be made available, or if the sign alters the standard design of such vehicle or trailer.

*Wall Sign* means any sign attached to a wall or painted on or against a flat vertical surface of a structure.

*Window sign* means a sign affixed to the interior or exterior of a window or door, or within one (1) foot of the interior of the window or door, visible primarily from the outside of the building.

<u>Freestanding Sign</u>	<u>Temporary Sign</u>	<u>Wall Sign</u>
Billboard/Outdoor advertising sign	Banner	Awning sign
Monument sign	Flag sign	Canopy sign
Pole sign	Inflatable sign	Marquee sign
Ground sign	Pennant	Projecting sign
Public service message board <sup>2</sup> (when freestanding)	Feather sign	Public service message board <sup>2</sup> (when fastened to wall)
	Portable sign (including A-frame signs)	Permanent window sign
	Yard sign	
	Temporary window sign	

**Section 3-187. Permit required.**

(a) In general. A sign permit is required prior to the display and erection of any sign, except as provided in section 3-188 of this article.

(b) Application for permit.

(1) An application for a sign permit shall be filed with the Zoning Administrator or designee on forms furnished by the town. The applicant shall provide sufficient information for the town to determine if the proposed sign is permitted by this article and any other applicable laws, regulations, and ordinances. An application for a temporary sign shall state the dates intended for the erection and removal of the sign.

(2) The Zoning Administrator or designee shall promptly process the sign permit application and approve the application, reject the application, or notify the applicant of deficiencies in the application within twenty business days after receipt. Any application that complies with all provisions of this article, the building code, and other applicable laws, regulations, and ordinances shall be approved.

(3) If the application is rejected, the town shall identify the reasons for the rejection in writing. An application shall be rejected for non-compliance with the terms of this article, building code, or other applicable law, regulation, or ordinance.

(c) Permit fee. Fees for sign permits shall be in accordance with the schedule of fees for zoning permits as adopted by Town Council.

(d) Duration and revocation of permit. If a sign is not installed within six months following the issuance of a sign permit (or within thirty days in the case of a temporary sign permit), the permit shall be void. The permit for a temporary sign shall state its duration, not to exceed thirty days, unless another time is provided in the zoning ordinance. The town may revoke a sign permit under any of the following circumstances:

(1) The town determines that information in the application was materially false or misleading;

(2) The sign as installed does not conform to the sign permit application; or

(3) The sign violates this article, building code, or other applicable law, regulation, or ordinance.

### **Section 3-188. Permit not required.**

A sign permit is not required for:

(1) Signs erected by a governmental body or required by law.

(2) Flags up to 16 square feet in size not containing any commercial advertising; provided, that no freestanding pole shall be erected in the public right-of-way nor be within five (5) feet of a service drive, travel lane or adjoining street.

(3) The changing of messages on marquees and the repair of an existing permitted sign, except that repair of a nonconforming sign must comply with section 3-193.

(4) Temporary signs as follows:

a. One (1) sign, no more than twelve (12) square feet in area, located on property where a building permit is active.

b. On any property for sale or rent, not more than one sign with a total area of up to twelve square feet and a maximum height of six feet when the sign abuts a road with a speed limit of twenty-five miles per hour or less, and when the sign abuts a road with a speed limit greater than twenty-five miles per hour not more

than one sign with a total area of up to thirty two square feet and a maximum height of eight feet.

c. Official notices or advertisements posted or displayed by or under the direction of any public or court officer in the performance of his official or directed duties; provided that all such signs shall be removed within ten (10) days after their purpose has been accomplished.

d. On residential property, one or more temporary signs with a total area of no more than twelve square feet, and which are removed within ninety days after being erected.

e. On residential property, window signs, provided that the total extent of window signs do not obstruct more than twenty-five percent of the total area of all windows on each building façade.

(5) Not more than two minor signs per parcel. Additional minor signs are permitted in certain zoning districts with a permit.

(6) A-frame signs more than fifty feet from the nearest public right of way.

(7) Pavement markings. Any sign applied directly and entirely to and flush with an asphalt, concrete, or similar paved surface.

(8) A permanent window sign, provided that the aggregate area of all window signs on each window or door does not exceed twenty-five percent of the total area of the window or door.

### **Section 3-189. Prohibited signs.**

The following signs are prohibited:

(a) General prohibitions.

(1) Signs that violate any law of the Commonwealth relating to outdoor advertising.

(2) Signs attached to natural vegetation.

(3) Signs simulating, or which are likely to be confused with, a traffic control sign or any other sign displayed by a public authority. Any such sign is subject to immediate removal and disposal by an authorized city official as a nuisance.

(4) Vehicle or trailer signs.

(5) Freestanding signs more than twenty-five feet in height.

(6) Signs hanging from supports, except against the face of a building.

(7) Billboards

(8) Moving signs and electronic message signs on residential properties in all residential districts.

- (9) Any sign displayed without complying with all applicable regulations of this article.
  - (10) Any sign that is not expressly permitted by this article.
- (b) Prohibitions based on materials.
- (1) Signs painted directly on a building, except where expressly permitted by this article.
  - (2) Animated signs where the message content does not change more often than once every seven seconds.
  - (3) Flashing signs or other signs displaying flashing, scrolling or intermittent lights or lights of changing degrees of intensity, except where such signs are expressly permitted within this article.
  - (4) Signs consisting of illuminated tubing or strings of lights outlining property lines or open sales areas, rooflines, doors, windows or wall edges of any building, except for temporary decorations not to exceed a total of three months per calendar year.
  - (5) Signs that emit smoke, flame, scent, mist, aerosol, liquid, or gas.
  - (6) Signs that emit sound.
  - (7) Any electronic sign that is generated by a series of moving images, such as an LED, digital display, or other video technology, whether displayed on a building, vehicle, or mobile unit.
  - (8) Strings of flags visible from, and within fifty feet of, any public right-of-way.
  - (9) Pole signs less than six feet in height.
- (c) Prohibitions based on location.
- (1) Off-premises signs, unless specifically permitted by this article.
  - (2) Signs erected on public land other than those approved by an authorized town official in writing, required by law without such approval, or permitted under Virginia Code § 24.2-310(E). Any sign not so authorized is subject to immediate removal and disposal by any authorized official. Removal of the sign under this provision does not preclude prosecution of the person responsible for the sign.
  - (3) Signs on the roof surface or extending above the roofline of a building or its parapet wall.
  - (4) Neon signs, except in windows.

(5) Any sign located in the vision triangle formed by any two intersecting streets, as regulated by the provisions of section 5-433.

(6) Window signs whose aggregate area on a window or door exceeds twenty-five percent of the total area of the window or door.

### **Section 3-190. Measurements of sign area and height.**

(a) Supports, uprights or structure on which any sign is supported shall not be included in determining the sign area unless such supports, uprights or structure are designed in such a way as to form an integral background of the display; except, however, when a sign is placed on a fence, wall, planter, or other similar structure that is designed to serve a separate purpose other than to support the sign, the entire area of such structure shall not be computed. In such cases, the sign area shall be computed in accordance with the preceding provisions.

(b) In instances where there are multiple tenants or users on a property or in a building, allowable sign area for all parties shall not exceed the maximum sign area computed as if there were a single tenant or user.

(c) Sign area.

(1) Sign area is calculated under the following principles:

a. With signs that are regular polygons or circles, the area can be calculated by the mathematical formula for that polygon or circle. With signs that are not regular polygons or circles, the sign area is calculated using all that area within a maximum of three abutting or overlapping rectangles that enclose the sign face.

b. The permitted area of a double-faced sign shall be considered to be the area on one side only. If one face contains a larger sign area than the other, the larger face shall be used in calculating the sign area. A double-faced sign must have an internal angle between its two faces of no more than 45 degrees.

c. For projecting signs with a thickness of four inches or more, the sign area also includes the area of the visible sides of the sign, calculated as a rectangle enclosing each entire side view.

(2) The supports, uprights or structure on which any sign is supported shall not be included in determining the sign area unless such supports, uprights or structure area are designed in such a manner as to form an integral background of the display.

(d) Maximum height. The maximum height for any sign shall be twenty-five feet unless otherwise specified within this article.

### **Section 3-191. Maintenance and removal.**

(a) All signs shall be constructed and mounted in compliance with the Virginia Uniform Statewide Building Code.

(b) All signs and components shall be maintained in good repair and in a safe, neat and clean condition.

(c) The building official may cause to have removed or repaired immediately without written notice any sign which, in his opinion, has become insecure, in danger of falling, or otherwise unsafe, and, as such, presents an immediate threat to the safety of the public. If such action is necessary to render a sign safe, the cost of such emergency removal or repair shall be at the expense of the owner.

(d) The owner of any advertising sign, other than a permitted off-premises sign, located on commercial property where the use or business has ceased operating shall, within sixty days of the cessation of use or business operation, replace the sign face with a blank face until such time as a use or business has resumed operating on the property.

(e) Sign condition, safety hazard, nuisance abatement, and abandonment.

(1) Any sign which becomes a safety hazard or which is not kept in a reasonably good state of repair shall be put in a safe and good state of repair within thirty days of a written notice to the owner and permit holder.

(2) Any sign which constitutes a nuisance may be abated by the town under the requirements of Virginia Code §§ 15.2-900, 15.2-906, and/or 15.2-1115.

### **Section 3-192. General requirements.**

(a) Placement. Except as otherwise permitted, all freestanding signs shall be set back from any street right-of-way at least half the height of the sign.

(b) Illumination. All permitted signs may be backlit, internally lighted, or indirectly lighted, unless such lighting is specifically prohibited in this article.

(1) In the case of indirect lighting, the source shall be so shielded that it illuminates only the face of the sign. However, shingle signs shall be indirectly illuminated or have shielded direct lighting, unless otherwise prohibited within this article. Indirect lighting shall consist of full cut-off or directionally shielded lighting fixtures that are aimed and controlled so that the directed light shall be substantially confined to the sign to minimize glare, sky glow, and light trespass. The beam width shall not be wider than that needed to light the sign.

(2) No sign shall be permitted to have an illumination spread of more than .05 foot candle at the lot line, shine into on-coming traffic, affect highway safety, or shine directly into a residential dwelling unit. In no event shall the illumination of any sign resulting from any internal or external artificial light source exceed 100 lumens. All lighting fixtures used to illuminate a sign shall be full-cutoff, as defined by the Illuminating Engineering Society of North America (IESNA), and shall have fully shielded or recessed luminaires with horizontal-mount flat lenses that prevent upward light scatter and protect the dark night sky.

(c) Changeable copy or electronic signs and electronic signs must meet the following standards:

(1) Design. The electronic sign must be contained within, or as part of, a monument sign;

(2) Setback from residential. The leading edge of the electronic sign must be a minimum distance of one-hundred feet from any abutting residential district boundary;

(3) Setback from other electronic changeable copy or electronic graphic display. Electronic signs must be separated from other electronic signs by at least 35 feet;

(4) Orientation. When located within one-hundred and fifty feet of a residentially-used lot in a residential district, any part of the electronic sign must be oriented so that no portion of the sign face is visible from an existing or permitted principal structure on that lot;

(5) Duration.

a. Any portion of the electronic changeable copy sign message must have a minimum duration of four seconds and must be a static display;

b. Any portion of the electronic graphic display sign image must have a minimum duration of twenty minutes and must be a static display;

c. No portion of the electronic sign message or image may flash, scroll, twirl, change color, fade in or out or in any manner imitate movement;

(6) Color. The message or display must use a single color.

(7) All electronic signs must be equipped with an automatic dimmer that controls the intensity of the light source. The intensity of light allowed for all illuminated signs shall be eighty-five percent by day and fifty percent at night;

(8) All electronic message signs must be turned off at the close of business;

(9) Limited text. The text of the sign must be limited to ten words to allow passing motorists to read the entire copy with minimal distraction; and

(10) Audio or pyrotechnics. Audio speakers or any form of pyrotechnics are prohibited in association with a changeable copy or electronic sign.

(d) Landscaping. All non-temporary ground-mounted or monument signs shall be installed with a minimum surround of three feet of regularly maintained floral and shrubbery landscaping in every direction.

### **Section 3-193. Nonconforming signs.**

(a) Signs lawfully existing on the effective date of this article or prior ordinances, which do not conform to the provisions of this article, and signs which are accessory to a nonconforming use shall be deemed to be nonconforming signs and may remain except as qualified below. The burden of establishing nonconforming status of signs and of the physical characteristics/location of such signs shall be that of the owner of the property. Upon notice from the zoning administrator, a property owner shall submit verification that sign(s) were lawfully existing at time of erection. Failure to provide such verification shall be cause for order to remove sign(s) or bring sign(s) into compliance with the current ordinance.



(b) No nonconforming sign shall be enlarged nor shall any feature of a nonconforming sign, such as illumination, be increased.

(c) Nothing in this section shall be deemed to prevent keeping in good repair a nonconforming sign. Nonconforming signs shall not be extended or structurally reconstructed or altered in any manner, except a sign face may be changed so long as the new face is equal to or reduced in height and/or sign area.

(d) No nonconforming sign shall be moved for any distance on the same lot or to any other lot unless such change in location will make the sign conform in all respects to the provisions of this article.

(e) A nonconforming sign that is destroyed or damaged by any casualty to an extent not exceeding fifty percent of its area may be restored within two years after such destruction or damage but shall not be enlarged in any manner. If such sign is so destroyed or damaged to an extent exceeding fifty percent, it shall not be reconstructed but may be replaced with a sign that is in full accordance with the provisions of this article.

(f) A nonconforming sign which is changed to becoming conforming or is replaced by a conforming sign shall no longer be deemed nonconforming, and thereafter such sign shall be in accordance with the provisions of this article.

(g) A nonconforming sign structure shall be subject to the removal provisions of section 3-191. In addition, a nonconforming sign structure shall be removed if the use to which it is accessory has not been in operation for a period of two years or more. Such structure sign shall be removed by the owner or lessee of the property. If the owner or lessee fails to remove the sign structure, the zoning administrator or designee shall give the owner fifteen days' written notice to remove it. Upon failure to comply with this notice, the zoning administrator or designee may enter the property upon which the sign is located and remove any such sign or may initiate such action as may be necessary to gain compliance with this provision. The cost of such removal shall be chargeable to the owner of the property.

### **Section 3-194. Non-commercial signs.**

(a) Substitution. Wherever this article permits a sign with commercial content, non-commercial content is also permitted subject to the same requirements of size, color, illumination, movement, materials, location, height and construction.

(b) Off-site Signs for Noncommercial Use of Limited Duration. With a permit, a noncommercial use may erect up to three off-site signs on properties with the consent of the persons in charge of such properties. Each sign shall be no more than sixteen square feet in area and eight feet in height. The area of the sign counts against the maximum sign area permitted on that lot. No more than one permitted temporary sign may be displayed per lot. Display of signs shall be limited to thirty days at a time. Each organization shall be limited to the display of such signs no more than four times within any calendar year.

**Table 1. Permanent Signage**

**Signs Permitted in Residential Districts**

Zoning District	Land Use	Wall Signs	Freestanding Signs	Accessory Building/Structure Signs	Ground Signs
R-1, R-2, R-3, Residential Uses in PDU Districts	Single-Family, Two-Family, Semi-Detached Dwelling and Townhouse	Maximum area (per sign face): 2 sq. ft.	Maximum area (per sign face): 2 sq. ft.	Not Permitted	Not Permitted
		Maximum number: 1 per dwelling unit	Maximum height: 4 ft.		
			Maximum number: 1 per dwelling unit		
	Multi-Family, Uses not otherwise noted	Maximum area (per sign face): 8 sq. ft.	Maximum area (per sign face): 32 sq. ft.	Not Permitted	Maximum area (per sign face): 9 sq. ft.
		Maximum area (total of all signs): 32 sq. ft.	Maximum number:		Maximum height: 2.5 ft.
			Maximum number: 1 per 50 ft. of building frontage		<100 ft. lot frontage: 0
≥100 ft. lot frontage: 1	Located at a vehicular entrance to the site: 1 per entrance				
				Located elsewhere on the lot: No maximum	

**Table 1. Permanent Signage**

**Signs Permitted in Commercial Districts**

Zoning District	Land Use	Wall Signs	Freestanding Signs	Accessory Building/Structure Signs	Ground Signs	
B-1, B-2, Commercial Uses in PDU Districts	Any Use	<b>Maximum area (total of all signs facing a public street):</b>	<b>Maximum area (per sign face):</b>	<b>Maximum area (total of all signs):</b> ½ sq. ft. per linear ft. of frontage	<b>Maximum area (per sign face):</b> 9 sq. ft.	
		<32 ft. building frontage: 32 sq. ft.	<100 ft. lot frontage: 0 sq. ft.			Maximum height: 2.5 ft.
		>32 ft. building frontage: 1 sq. ft. per linear ft. of building frontage	100—200 ft. lot frontage: 32 sq. ft.			<b>Maximum number:</b>
			>200 ft. lot frontage: 75 sq. ft.		Located at a vehicular entrance to the site: 1 per	
			<b>Maximum height:</b> 12 ft. or 16 ft. if set back 20 ft. from public right-of-way		Located elsewhere on the lot: No maximum	
			<b>Maximum number:</b>			
			<100 ft. lot frontage: 0			
			100—200 ft. lot frontage: 1			
			>200 ft. lot frontage: 1 plus 1 for each additional 200 ft. lot frontage			
			<b>Minimum distance from right-of-way line:</b> 5 ft.			
	Shopping centers with >40,000 sq. ft. of building area may have 1 additional sign located at the entrance to the center with a maximum area of 50 sq. ft. and a maximum height of 12 ft. or 16 ft. if set back 20 ft. from the public right-of-way					

**Table 1. Permanent Signage**

**Signs Permitted in Industrial Districts**

Zoning District	Land Use	Wall Signs	Freestanding Signs	Accessory Building/Structure Signs	Ground Signs
M-1	Any Use	<b>Maximum area (total of all signs facing a public street):</b>	<b>Maximum area (per sign face):</b>	<b>Maximum area (total of all signs):</b> ½ sq. ft. per linear ft. of frontage	<b>Maximum area (per sign face):</b> 9 sq. ft.
		<32 ft. building frontage: 32 sq. ft.	<100 ft. lot frontage: 0 sq. ft.		
		>32 ft. building frontage: 1 sq. ft. per linear foot of frontage	100—200 ft. lot frontage: 32 sq. ft.		
			>200 ft. lot frontage: 75 sq. ft.		
			<b>Maximum height:</b> 12 ft.		<b>Maximum height:</b> 2.5 ft.
			<b>Maximum number:</b>		<b>Maximum number:</b>
			<100 ft. lot frontage: 0		Located at a vehicular entrance to the site: 1 per entrance
			100—400 ft. lot frontage: 1		Located elsewhere on the lot: No maximum
			>400 ft. lot frontage: 1 plus 1 for each additional 400 ft. lot frontage		
	<b>Minimum distance from right-of-way line:</b> 5 ft.				

**Table 2 Temporary Signage**

**Signs Permitted in Residential Districts**

<b>Zoning District</b>	<b>Land Use</b>	<b>Yard Signs</b>	<b>Banners</b>	<b>Flag Signs</b>	<b>A-Frame Signs</b>	<b>Duration Limitations</b>	<b>Other Limitations</b>
R-1, R-2, R-3, Residential Uses in PDU Districts	Single-Family, Two-Family, Semi- Detached Dwelling and Townhouse	<b>Maximum area:</b>	Maximum area (per banner): 8 sq. ft.	<b>Maximum area (total of all flags):</b> 24 sq. ft.	<b>Maximum Number: 1</b> per zoning lot	Up to 4 times per years for events at the residence to be displayed only during daylight hours of the event	
		24 sq. ft. (total of all signs)		<b>Minimum height (wall mounted):</b> 8 ft.			
		12 sq. ft. (any one sign)	Maximum number: 1 per dwelling unit	<b>Maximum height (ground):</b> Equal to distance from nearest property line			
		<b>Maximum number:</b> No limit		Maximum number: No limit			
	Multi-Family, Uses not otherwise noted	<b>Maximum area:</b> 48 sq. ft.	Maximum area (per banner): 32 sq. ft.	<b>Maximum area (total of all signs):</b> 24 sq. ft.	<b>Maximum Number: 1</b> per zoning lot	Yard and Banner signs: 6 times per year per sign, limited to 20 days each	
				Minimum height (wall mounted): 8 ft.			
		<b>Maximum number:</b> No limit	Maximum number: 1 per street frontage	<b>Maximum height (ground):</b> Equal to distance from nearest property line		A-Frame signs: must be removed while business is closed and during severe weather events	
				<b>Maximum number:</b> No limit			

**Town of Bowling Green**  
**Town Council Meeting**



Date: July 5, 2018  
Agenda Item: VIII A - 209 Maury Ave  
Real Estate Transaction

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
- Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction  Resolution
  - Ordinance  Grant/ MOU
  - By Motion  Bylaws
  - Certificate

**PRESENTER:** Reese Peck

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** VIII A - 209 Maury Ave Real Estate Transaction

**BACKGROUND / SUMMARY:**

The house at 209 Maury Avenue has existed for many years, and has encroached very slightly upon the Town's adjoining parcels. The Town has agreed to adjust the boundary line between them so that the dwelling will no longer encroach upon the Town's lands and will have a side setback line for the home on 209 Maury in conformity with the zoning ordinances of the Town of Bowling Green. Absent this action the property may become unmarketable and fall into disrepair.

**ATTACHMENTS:**

Proposed resolution.

**REQUESTED ACTION:**

Adopt resolution.

**FOR MORE INFORMATION, CONTACT:**

Name: Reese Peck

Phone#: 804-633-6212

Email: [Townmanager@townofbowlinggreen.com](mailto:Townmanager@townofbowlinggreen.com)

**FOR USE DURING MEETING**

Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>

**VOTE:**

PASS

NOT PASSED

McDearmon  
Wright  
Gibson  
Satterwhite

Tax Map #s 43A3-3-A-16; -18; -18A; -19A

Consideration: \$0.00

Grantee's address:  
209 Maury Avenue  
Bowling Green, VA 22427

PREPARED BY:  
Katherine B. Hancock  
Attorney at Law  
P. O. Box 1035  
Bowling Green, VA 22427

THIS DEED OF BOUNDARY LINE ADJUSTMENT, made this \_\_\_\_ day of July, 2018,  
by and between THE TOWN COUNCIL OF THE TOWN OF BOWLING GREEN, VIRGINIA,  
party of the first part, Grantor; and SHIRLEY L. KNIGHT, party of the second part, Grantee.

WITNESSETH:

THAT WHEREAS, the party of the first part hereto is the owner of several parcels of  
land located in the Town of Bowling Green, Caroline County, Virginia, shown among the  
land records of Caroline County, Virginia as Tax Map #s 43A3-3-A-18; -18A and 19A; and

WHEREAS, the party of the second part is the owner of a parcel of land located in  
the Town of Bowling Green, Caroline County, Virginia, adjoining the lands of the party of  
the first part, which is shown among the land records of Caroline County, Virginia as Tax  
Map #43A3-3-A-16; and

WHEREAS, the parcel of land owned by the party of the second part is improved by  
a dwelling which has existed for many years, and which encroaches very slightly upon the  
parcels owned by the party of the first part; and

WHEREAS, the parties hereto have agreed to adjust the boundary line between them so that the dwelling will no longer encroach upon the lands of the party of the first part and will have a side setback line in conformity with the zoning ordinances of the Town of Bowling Green; and

WHEREAS, by Resolution duly adopted by the Town Council of the Town of Bowling Green, Virginia at its regular meeting held on July 5, 2018, the Town Council did approve the adjustment of the boundary line as shown on the attached plat of survey made by Anthony Scott Thompson, P. L. S.

NOW, THEREFORE, THIS DEED WITNESSETH:

That for and in consideration of the sum of One Dollar (\$1.00), the receipt of which is hereby acknowledged, the party of the first part does hereby give, grant and convey to and unto the said party of the second part, SHIRLEY L. KNIGHT, with GENERAL WARRANTY and ENGLISH COVENANTS of title, the following described real estate, to-wit:

All those certain lots, pieces or parcels of land, together with the appurtenances thereto belonging or in anywise thereunto appertaining, lying, being and situate in the Town of Bowling Green, Caroline County, Virginia containing in area 0.045 acre, and being more definitely and particularly described on plat of survey made by Anthony Scott Thompson, P. L. S., dated \_\_\_\_\_, which said plat is attached to, made a part of and recorded along with this deed.

The said 0.045 acre shall be combined with the real estate owned by the party of the second part into a single parcel to be known and carried on the land records of Caroline County, Virginia as Tax Map # 43A3-3-A-16 and the previous boundary line between the said parcels is hereby vacated as shown on said plat.



This conveyance is made SUBJECT TO all easements, restrictions and conditions of record as the same may lawfully apply to the real estate herein conveyed.

Reference is hereby made to the aforementioned deeds, plats and other instruments in the chain of title for a more particular description of the property herein conveyed.

IN WITNESS WHEREOF, the Town Council of the Town of Bowling Green, Virginia, pursuant to a Resolution duly adopted July 5, 2018, has caused Jason Satterwhite, Mayor of the Town of Bowling Green, Virginia to affix his signature and seal hereto.

THE TOWN COUNCIL OF BOWLING GREEN, VIRGINIA

By: \_\_\_\_\_ (SEAL)  
JASON SATTERWHITE, Mayor

Attest:

\_\_\_\_\_  
Secretary

STATE OF VIRGINIA

COUNTY OF CAROLINE, to-wit:

The foregoing deed was this \_\_\_\_ day of July, 2018, duly acknowledged before me by JASON SATTERWHITE, Mayor, on behalf of THE TOWN OF BOWLING GREEN, VIRGINIA.

My commission expires:

\_\_\_\_\_  
Notary Public



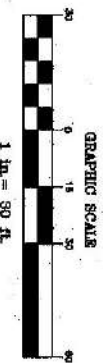
N/F SINZ & HYLTON  
D.B. 1039, PG. 693  
T.M. 43A3-A-13

16  
T.M. 43A3-3-A-16  
12,465 S.F.  
(0.286 AC.)  
209 MAURY AVE.

17  
N/F BURKE  
PROPERTIES, LP  
D.B. 414, PG. 800  
T.M. 43A3-3-A-17

15  
T.M. 43A3-3-A-15

MAURY AVENUE  
MAURY STREET - PER PLAT CAB A, PG. A-134  
S.R. 1201 (40' R/W)



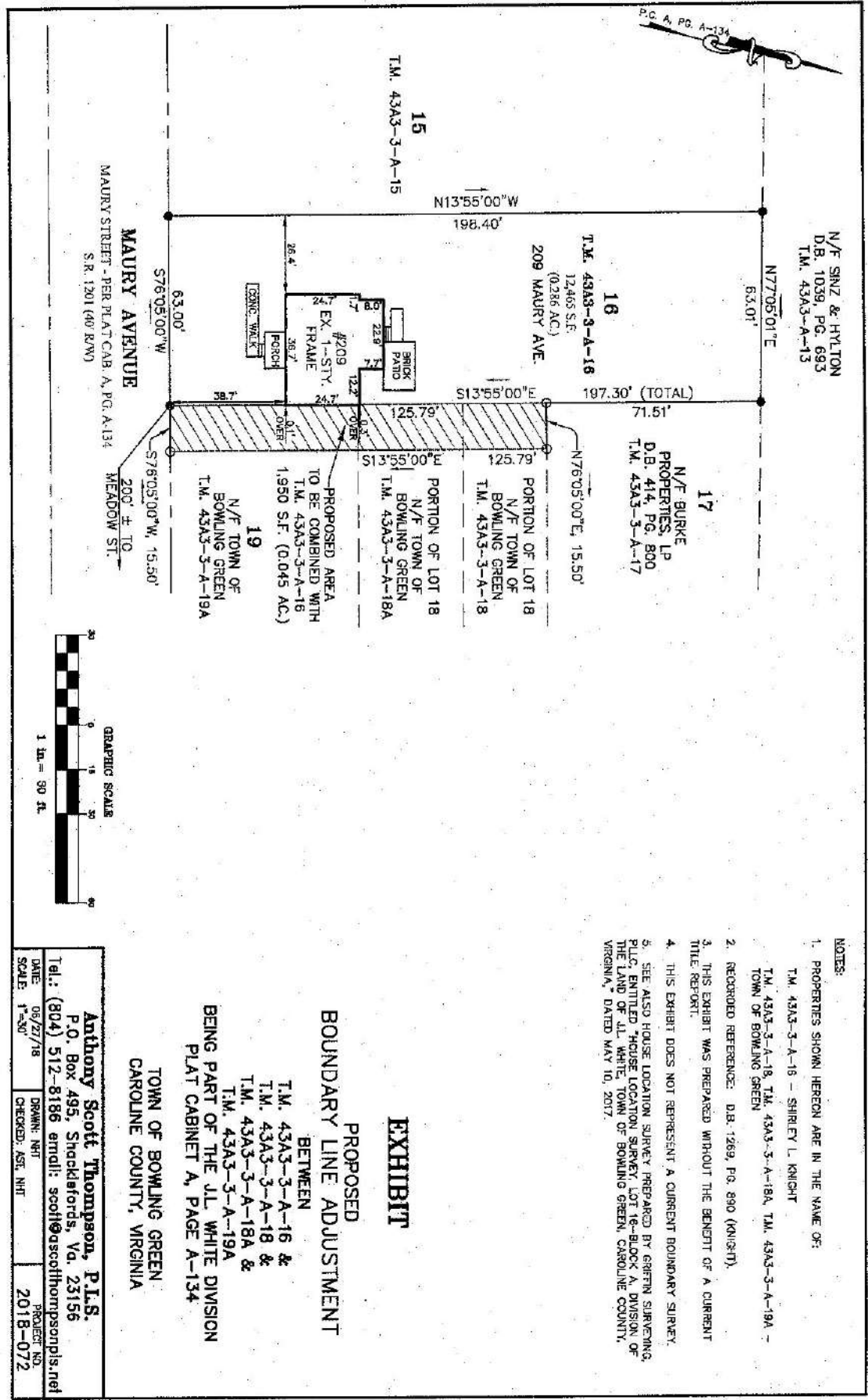
- NOTES:
1. PROPERTIES SHOWN HEREON ARE IN THE NAME OF:  
T.M. 43A3-3-A-18 - SHIRLEY L. KNIGHT  
T.M. 43A3-3-A-18, T.M. 43A3-3-A-18A, T.M. 43A3-3-A-19A -  
TOWN OF BOWLING GREEN
  2. RECORDED REFERENCE: D.B. 1269, PG. 890 (KNIGHT).
  3. THIS EXHIBIT WAS PREPARED WITHOUT THE BENEFIT OF A CURRENT  
TITLE REPORT.
  4. THIS EXHIBIT DOES NOT REPRESENT A CURRENT BOUNDARY SURVEY.
  5. SEE ALSO HOUSE LOCATION SURVEY PREPARED BY GREEN SURVEYING  
PLC ENTITLED "HOUSE LOCATION SURVEY LOT 16-BLOCK A DIVISION OF  
THE TOWN OF BOWLING GREEN, CAROLINE COUNTY,  
VIRGINIA," DATED MAY 10, 2017.

**EXHIBIT**

PROPOSED  
BOUNDARY LINE ADJUSTMENT  
BETWEEN  
T.M. 43A3-3-A-16 &  
T.M. 43A3-3-A-18 &  
T.M. 43A3-3-A-18A &  
T.M. 43A3-3-A-19A  
BEING PART OF THE J.L. WHITE DIVISION  
PLAT CABINET A, PAGE A-134

TOWN OF BOWLING GREEN  
CAROLINE COUNTY, VIRGINIA

**Anthony Scott Thompson, P.L.S.**  
P.O. Box 495, Shackelfords, Va. 23156  
Tel.: (804) 512-8186 email: scott@scottthompsonpls.net  
DATE: 08/27/18 DRAWN: NHT PROJECT NO: 2018-072  
SCALE: 1"=30' CHECKED: KST, NHT



**Town of Bowling Green**  
**Town Council Meeting**



Date: July 5, 2018  
Agenda Item: VIII. B. Municode Consolidated Services Contract

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
  - Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction       Resolution
  - Ordinance         Grant/MOU
  - By Motion         Bylaws
  - Certificate

**PRESENTER:** Melissa Lewis

**PRESENTER TITLE:** Clerk/Treasurer

**AGENDA ITEM:** VIII. B. Municode Consolidated Services Contract

**BACKGROUND / SUMMARY:**

Town Staff is currently using several different platforms and vendors to complete a number of daily tasks including: updating our website, credit card processing online, credit card processing in the office, and utility and tax bill printing. Currently agenda and council packet management and ordinance integration are being handled manually.

Municode offers a suite of products that integrates and make these daily tasks easier to complete and leave less room for user error.

**ATTACHMENTS:**

Municode Consolidated Services Proposal

**REQUESTED ACTION:**

Authorize the Town Manager to accept and sign the proposal

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

**FOR USE DURING MEETING**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	McDearmon
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	Wright
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	Gibson
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	Satterwhite

**VOTE:**

PASSED

NOT PASSED

# Agenda Management, Codification, Website Design, Bill Print, and Online Payments

Quote: Town of Bowling Green, Virginia



**municode**  
★  
CONNECTING YOU & YOUR COMMUNITY



**Chris Rogers**

PO Box 2235 Tallahassee, FL 32316  
850.701.0704 [crogers@municode.com](mailto:crogers@municode.com)

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## Executive Summary

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Thank you for providing us the opportunity to help Bowling Green better connect with its community in meaningful ways. This proposal outlines Municode's recommended suite of integrated services and systems, provides a history of our company and introduces you to our team. Our goal is to create a long-term relationship by offering Bowling Green first-class customer service, deep municipal expertise, and an integrated suite of best-in-class services and systems.

### Scope of Services Summary

We recommend that Bowling Green consider a complete modernization of its current service offering by choosing to implement the following integrated services.

- ☑ **Meeting and Agenda Management** – Municode Meetings is the easiest-to-use and most modern agenda management system in the industry. It will greatly reduce staff time and the effort required to create and publish online agendas and minutes. Key features include approval workflow, auto-generated agendas (Word/PDF), live council voting and roll call, email notifications, and audio/video integration.
- ☑ **Code of Ordinances Management** – Municode Legal is the nation's most comprehensive and technologically advanced municipal code publication, codification, and supplementation service provider, serving 4,500 clients nationwide. Key features include online code publishing, ordinance repository, code archiving, code versioning, language translation, email notifications, and advanced code search
- ☑ **Website Design and Hosting** – Municode Web will allow Bowling Green to improve its image and profile, increase citizen self-service, and simplify staff workload. Our web offering serves as your community's online portal and integrates with our meetings, codification, and payment platforms. Key features include unified search, online fillable forms, calendar of events, alerts, email subscriptions, online payments, and ADA compliance.
- ☑ **Bill Printing** – Municode Utility Billing Services will take on the responsibility of designing, printing, and delivering utility bills to your customer. You can count on our years of experience and tested processes to get it right.
- ☑ **Online Payments** – Municode Pay provides your community with a simple, convenient, online tool to pay their bills and other fees to the Town. Key features include mobile optimization, IVR, enrollment and customer authentication, branding customization, and the ability to link accounts.

### Cost Summary (Bundled Pricing Discount)

The below summary represents costs based on our recommended bundled solution for Bowling Green. The detailed quotes for each service will allow you to add or remove features to better match your specific needs and budget.

Service	Year 1 Fees	Years 2+ Fees
Meeting and Agenda Management	\$2,200 annual	\$2,200 annual
Code Recodification	\$8,100 (split into 4 payments)	N/A
Code Supplementation Fees and Online Hosting	No supplement fees until completion of Recodification, \$18.00 per page thereafter Online code \$0	Supplement fees are \$18.00 per code page amended, based on adopted legislation Online code \$395
Website Design and Hosting	\$3,800 project implementation \$1,500 annual hosting/support	\$1,500 annual hosting/support
Bill Printing	Reference summary page	Reference summary page
Online Payments	Reference summary page	Reference summary page

## Company Profile

### History, Mission, and Team

With over 65 years of experience, Municode's mission is to connect public sector organizations with their communities. Our solutions promote transparency and efficiency - such as custom website design, meeting and agenda management, online payment portals, the legal codification process, and our robust suite of online legislative search tools.

Municode has been in business for over sixty-five years and partners with more than 4,500 government agencies across all fifty states.

Municode is a privately-owned corporation and is financially sound with no debt. Our leadership focuses on improving Municode through investments in its people and its technology. Our culture is conducive to the longevity of our employees; Our clients can establish a long-term partnership with our experienced and stable workforce.

Municode is home to over 230 employees (most of whom enjoy a 10+ year tenure). Our headquarters in Tallahassee, Florida includes four buildings totaling 56,000 square feet. Our West Coast office is located just south of Portland in Lake Oswego, Oregon. We also have individual team members working in several states across the country.



### Our Vision: Simple, Seamless Integration

Our vision is to create seamless integration between our service offerings. The goal is to reduce staff workload, while at the same time, increasing the ability for municipalities to connect with their communities.

The following example integration points are either in place today or envisioned in our future strategic roadmap.

- Unified search across all platforms (website, meetings, online codes)
- Auto-publish agendas and minutes from the Meetings platform to the Website
- Ordinance auto-publishing from the Meetings platform to your online code, queued for supplementation
- Code of ordinance cross-references to legislative voting history, minutes, and video/audio



**4,500**

Municipal Clients

**65+ Years**

Serving Municipalities

**180 Million**

Citizens using our solutions



## Meeting and Agenda Management - Summary

Municode Meetings is the easiest-to-use and most modern agenda management system in the industry. It is a 100% cloud-based offering that will greatly reduce the staff time and effort required to create and publish online agendas and minutes.

### Key Project Deliverables \*

- ✦ BOARD/COMMITTEE SETUP - configure as many boards as you need - no limit
- ✦ MEETING TEMPLATE DESIGN - design one or more meeting templates to your custom specifications
- ✦ TRAINING – web teleconference training
- ✦ WORKFLOW - setup custom agenda item approval workflows
- ✦ USERS/ROLES/PERMISSIONS - create and configure unlimited user accounts
- ✦ ANNUAL SERVICE - 99.95% up-time guarantee, data backups, disaster recovery
- ✦ SUPPORT - 8AM to 8PM Eastern phone and email support; 24x7x365 emergency support

### Standard Features \*

- ⊙ Unlimited Meetings
- ⊙ Unlimited Meeting Agenda Templates
- ⊙ Unlimited Users
- ⊙ Create Meetings
- ⊙ Submit/Add Agenda Items
- ⊙ Attach agenda item files
- ⊙ Create Agendas
- ⊙ Create Agenda Packets
- ⊙ Create Meeting Minutes
- ⊙ Approve Items with Approval Workflow
- ⊙ Auto Publishing Agenda, Agenda Packet, Minutes to the web
- ⊙ Self-service YouTube video time stamping
- ⊙ Integration with Swagit Video (coming soon)
- ⊙ Voting/Roll Call
- ⊙ Integration with Municode Web calendar

### Costs \*

Design, Development and Implementation	\$0
Annual Hosting/Support	\$2,200 per year

\* [Appendix: Meeting and Agenda Management](#) contains a detailed quote with additional information.

## Code of Ordinances Management - Summary

Municode Legal is the nation’s most comprehensive and technologically advanced municipal code publication, codification, and supplementation service provider serving 4,500 clients nationwide. To see our entire library of online codes, visit <https://library.municode.com>.

### Key Project Deliverables \*

- ★ RECODIFICATION – including a full legal review by a Municode attorney, teleconference to review recommendations and implementation. Deliver 5 printed copies in leatherette binders printed with organization name on cover and spine
- ★ CONVERSION – convert your current Word/Folio code version to our database
- ★ SUPPLEMENTATION - uncoded ordinances incorporated into your code at per-page rate
- ★ ONLINE CODE HOSTING –published in HTML format on our MunicodeNEXT platform
- ★ SERVICE LEVEL – 99.95% up-time guarantee, data backups, disaster recovery
- ★ SUPPORT – 8AM to 8PM Eastern phone and email support; 24x7x365 emergency support

### Standard Features \*

- ⊙ Full time code attorneys
- ⊙ Professional legal editors, proofreaders, and indexers
- ⊙ Mobile-friendly online codes
- ⊙ Print/Save/Email
- ⊙ Full-text search
- ⊙ Unified search integration - Municode WEB
- ⊙ Cross-reference linking
- ⊙ Inline images & PDFs
- ⊙ Scrollable tables and charts
- ⊙ Static linking
- ⊙ Accessibility (WCAG 2.0 A)
- ⊙ Language translation (Google Translate)
- ⊙ Social media sharing (Facebook, Twitter)
- ⊙ Video tutorials

### Costs (based on our recommended services) \*

Recodification	\$8,100
Online Code Hosting and Support (MunicodeNEXT)	Free year 1, \$395 years 2+
Supplements	\$18.00 per page

### Options \*

- Online Code premium features – a la carte pricing (\$395-\$995) see detailed quote
- Code formats (PDF, Folio, WORD) or Reprints see detailed quote

**Commented [SR1]:** This should really say see "Appendix A, B, Etc." and the Apx should be labeled accordingly.

\*[Appendix: Code of Ordinances Management](#) contains a detailed quote with additional information.

## Website Design - Summary

Municode Web was designed for local governments by experts in local government. It utilizes Drupal, an open source platform, that powers millions of websites and is supported by an active, diverse, and global community. We are the Drupal experts for local government!

### Key Project Deliverables \*

- ✦ DESIGN - custom graphic design
- ✦ CONTENT - Municode migrates all web pages and 5 years meetings
- ✦ TRAINING – web teleconference staff training
- ✦ HOSTING - 99.95% up-time guarantee, data backups, disaster recovery
- ✦ SUPPORT - 8AM to 8PM Eastern phone and email support; 24x7x365 emergency support

### Content Management System Standard Features \*

- ⊙ Responsive Mobile Friendly Design
- ⊙ Simple Page Editor
- ⊙ Best-in-Class Search Engine
- ⊙ ADA/Section 508 Compliance
- ⊙ Social Media Integration
- ⊙ Web Page Categories - create a page once, have it show up in multiple places
- ⊙ Department Micro-sites (sites-within-a-site)
- ⊙ Rotating Banners and Headline Articles
- ⊙ Online Job Postings
- ⊙ Online Bid/RFP Postings
- ⊙ Photo Album Slideshows
- ⊙ Google Maps Integration
- ⊙ Resource/Document Center
- ⊙ Image auto-scaling and resizing
- ⊙ Site Metrics (Google Analytics)
- ⊙ Content Scheduling (Publish Today, Unpublish Tomorrow)
- ⊙ Unlimited User logins
- ⊙ Unlimited Content
- ⊙ Word-like WYSIWYG Editor
- ⊙ Unlimited Online Fillable Forms
- ⊙ Emergency Alerts
- ⊙ Meeting Agendas/Minutes/Videos
- ⊙ Event Calendar
- ⊙ Page Versioning / Audit Trail
- ⊙ Latest News / Press Releases
- ⊙ Anti-spam controls
- ⊙ Email Harvesting Protection
- ⊙ Broken Link Finder
- ⊙ Dynamic Sitemap
- ⊙ Support for Windows, Mac, Linux
- ⊙ Video integration (YouTube, Vimeo, etc.)
- ⊙ Client owns rights to all data
- ⊙ Organization/Staff Directory
- ⊙ Frequently Asked Questions (FAQs)
- ⊙ Ordinances and Resolutions
- ⊙ Google Translate
- ⊙ Share This Button (Facebook/Twitter)
- ⊙ Secure Pages / SSL
- ⊙ Printer Friendly Pages
- ⊙ RSS Feeds Inbound/Outbound

### Costs \*

Design, Development and Implementation	<del>\$4,000</del> \$3,800 (bundled discount)
Annual Hosting/Support	\$1,500 / year

\* [Appendix: Website Design, Hosting, and Support](#) contains a detailed quote with customer references, portfolio examples, project timeline, and additional options.

## Bill Print - Summary

---

**INITIAL PROGRAMMING AND SET-UP ONE-TIME FEE** **\$800** / one time  
 Waived for existing client

- Initial Statement design
- Initial data mapping
- Data transfer site set up and training

**MANUALLY MESSAGE CHANGE** **\$25** / change

**ADDITIONAL OR RE-PROGRAMMING CHANGES** **\$150** / Hour

**STATEMENTS, LATE NOTICES, LETTERS ETC.** **\$.145** / statement

Reduction in cost for suppression of #9 Return Envelope **-.005** / statement

Additional special handling charge for householding, outsorts, or pulled statements **.04** / statement

Additional Statement pages **.04** / additional pages

Inserting fees for additional advertising fliers/buck slips/newsletters/notices/etc. This is the cost of inserting the flier. The cost for production of the flier itself will vary with the number and quality. **.01** / insert

**Minimum Charge:** Not an additional charge to regular statement pricing. If the total printing/statement cost is less than \$50, we will charge a \$50 flat rate to cover fixed costs. **\$50.00**

**OPTIONAL: NCOA (NATIONAL CHANGE OF ADDRESS)** **.005** / statement

**OPTIONAL: EBILLING** **.10** / statement  
 Custom email message with an attached exact copy of the printed bill and any insert that was included with the paper statement

**SUGGESTED POSTAGE DEPOSIT** **\$1,564.00**  
 Municode will require that the client maintains a permanent postage deposit in connection with this agreement. Upon termination of the Agreement, Municode shall return the deposit amounts to client after payment of all services.

\* [Appendix: Bill Printing](#) contains a detailed quote with additional description of service, terms and conditions.

## Online Payments - Summary

Municode and Orbipay are pleased to offer this robust online payment solution that will streamline the payment process for your community and provide best-in-class reporting and functionality for your staff. With fewer people waiting in line to drop off a check, your customers will now be able to pay from their computer, by phone, or even by text message!

### Key Service Features \*

- ✦ **BRANDING CUSTOMIZATION** – customize your online payment portal to reflect your branding
- ✦ **WEB TRANSACTIONS** – easy-to-use, full self-service online portal
- ✦ **FLEXIBLE PAYMENT OPTIONS** – auto pay, one-time payments, or recurring payments
- ✦ **INTERACTIVE VOICE RESPONSE** – customers will be able to pay easily over the phone
- ✦ **STABLE AND SECURE** – your customer’s information will be safe and sound

Fee Description – Utility Bills	Fee
<b>ACH Transaction Processing</b>	
<ul style="list-style-type: none"> <li>• ACH Transactions</li> <li>• ACH Returns</li> </ul>	<p style="text-align: right;">\$1.00</p> <p style="text-align: right;">\$1.00</p>
<b>Card Transaction Processing</b>	
<ul style="list-style-type: none"> <li>• Card Transactions</li> <li>• Card Chargebacks</li> </ul>	<p style="text-align: right;">\$3.75</p> <p style="text-align: right;">\$3.75</p>
<b>Other Transaction Processing</b>	
<ul style="list-style-type: none"> <li>• Hosted IVR Transaction Surcharge</li> <li>• Invoice Transaction Surcharge</li> <li>• Front Office Batch &amp; Walk in Transactions</li> </ul>	<p style="text-align: right;">N/A</p> <p style="text-align: right;">N/A</p> <p style="text-align: right;">\$3.75</p>
Fee Description – Tax Bills	Fee
<b>ACH Transaction Processing</b>	
<ul style="list-style-type: none"> <li>• ACH Transactions</li> <li>• ACH Returns</li> </ul>	<p style="text-align: right;">\$1.00</p> <p style="text-align: right;">\$1.00</p>
<b>Card Transaction Processing</b>	
<ul style="list-style-type: none"> <li>• Card Transactions</li> <li>• Card Chargebacks</li> </ul>	<p style="text-align: right;">\$7.50</p> <p style="text-align: right;">\$7.50</p>
<b>Other Transaction Processing</b>	
<ul style="list-style-type: none"> <li>• Hosted IVR Transaction Surcharge</li> <li>• Invoice Transaction Surcharge</li> <li>• Front Office Batch &amp; Walk in Transactions</li> </ul>	<p style="text-align: right;">N/A</p> <p style="text-align: right;">N/A</p> <p style="text-align: right;">\$7.50</p>

\* [Appendix: Online Payments](#) contains a detailed quote with additional features, reporting, reconciliation process, terms and conditions.

## Master Services Agreement

---

This agreement ("AGREEMENT") is entered between the Town of Bowling Green, Virginia ("CLIENT") and Municipal Code Corporation ("CONSULTANT").

**1. Term of AGREEMENT.** This AGREEMENT shall commence effective the date signed by the CLIENT. It shall automatically renew annually. This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice

**2. Compensation.** It is understood and agreed by and between the parties hereto, that the CLIENT shall pay the CONSULTANT for services based on the payment schedule provided as set forth in the section marked "Payment Schedule". Payment will be made to CONSULTANT within thirty (30) days of the receipt of approved invoices for services rendered.

**3. Scope of Services.** CONSULTANT's services under this AGREEMENT shall consist of services as detailed in the attached proposal including any appendices ("SERVICES"). SERVICES may be amended or modified upon the mutual written AGREEMENT of the parties.

**4. Integration.** This AGREEMENT, along with the SERVICES to be performed contain the entire agreement between and among the parties, integrate all the terms and conditions mentioned herein or incidental hereto, and supersede all prior written or oral discussions or agreements between the parties or their predecessors-in-interest with respect to all or any part of the subject matter hereof.

**5. Warranty.** CONSULTANT warrants that any services provided hereunder will be performed in a professional and workmanlike manner and the functionality of the services will not be materially decreased during the term.

**6. Liability.** CONSULTANT's total liability arising out of any acts, omissions, errors, events, or default of CONSULTANT and/or any of its employees or contractors shall be limited by the provisions of the AGREEMENT and further limited to a maximum amount equal to the fees received by CONSULTANT from CLIENT under this AGREEMENT.

**7. Termination.** This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice. In the event the AGREEMENT is terminated by the CLIENT's issuance of said written notice of intent to terminate, the CONSULTANT shall pay CLIENT a pro-rated refund of any prepaid service fees (for the period from the date of the termination through to the end of the term). If, however, CONSULTANT has substantially or materially breached the standards and terms of this AGREEMENT, the CLIENT shall have any remedy or right of set-off available at law and equity.

**8. Independent Contractor.** CONSULTANT is an independent contractor. Notwithstanding any provision appearing in this AGREEMENT, all personnel assigned by CONSULTANT to perform services under the terms of this AGREEMENT shall be employees or agents of CONSULTANT for all purposes. CONSULTANT shall make no representation that it is the employee of the CLIENT for any purposes.

**9. Confidentiality.** (a) Confidential Information. For purposes of this AGREEMENT, the term "Confidential Information" means all information that is not generally known by the public and that: (i) is obtained by CONSULTANT from CLIENT, or that is learned, discovered, developed, conceived, originated, or prepared by CONSULTANT during the process of performing this AGREEMENT, and (ii) relates directly to the business or assets of CLIENT. The term "Confidential Information" shall include, but shall not be limited to: inventions, discoveries, trade secrets, and know-how; computer software code, designs, routines, algorithms, and structures; product information; research and development information; lists of clients and other information relating thereto; financial data and information;

business plans and processes; and any other information of CLIENT that CLIENT informs CONSULTANT, or that CONSULTANT should know by virtue of its position, is to be kept confidential.

(b) **Obligation of Confidentiality.** During the term of this AGREEMENT, and always thereafter, CONSULTANT agrees that it will not disclose to others, use for its own benefit or for the benefit of anyone other than CLIENT, or otherwise appropriate or copy, any Confidential Information except as required in the performance of its obligations to CLIENT hereunder. The obligations of CONSULTANT under this paragraph shall not apply to any information that becomes public knowledge through no fault of CONSULTANT.

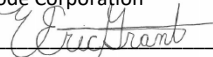
**10. Assignment.** Neither party may assign or subcontract its rights or obligations under this AGREEMENT without prior written consent of the other party, which shall not be unreasonably withheld. Notwithstanding the foregoing, either party may assign this AGREEMENT in its entirety, without consent of the other party, in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all its assets.

**11. Cooperative Purchasing.** CONSULTANT and CLIENT agree that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without CONSULTANT or CLIENT incurring any financial or legal liability for such purchases.

**12. Governing Law.** This AGREEMENT shall be governed and construed in accordance with the laws of the State of Virginia without resort to any jurisdiction's conflicts of law, rules or doctrines.

Submitted by:

Municipal Code Corporation

By: 

Title: President, Municode

Accepted by:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendices

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The previous pages succinctly summarize our recommended service offering. The appendices below provide detailed quotes for each specific service.

### **Appendix: Meeting and Agenda Management**

- provided via separate attachment

### **Appendix: Code of Ordinance Management**

- provided via separate attachments

### **Appendix: Website Design, Hosting and Support**

- provided via separate attachment

### **Appendix: Bill Printing**

- provided via separate attachment

### **Appendix: Online Payments**

- provided via separate attachment



**Town of Bowling Green**  
**Town Council Meeting**



Date: July 5, 2018  
Agenda Item: VIII D - Authorize Mayor to accept and sign contract for the Town's Sewer Line Replacement Project

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
- Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction  Resolution
  - Ordinance  Grant/ MOU
  - By Motion  Bylaws
  - Certificate

**PRESENTER:** Reese Peck

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** VIII D - Authorize Mayor to accept bids and sign contract for the Town's Sewer Line Replacement Project

**BACKGROUND / SUMMARY:**

The Town of Bowling Green invited interested contractors to prepare bids for the construction of gravity sanitary sewer lines, associated manholes, and laterals. This includes 822 linear feet (LF) of 8" pipe, 1659 LF of 10" pipe, and 2344 LF of 12" pipe.

A pre-bid meeting was held on June 26, 2018 at 10 a.m. at 117 Butler Street, Bowling Green, VA 22427. Sealed bids are to be submitted to the Town Manager, Reese Peck, at 117 Butler Street, Bowling Green, VA 22427, no later than July 17, 2018 at 3:00 p.m. and then publicly opened and read. Any bids received after the specified time and date will not be considered.

**ATTACHMENTS:**

None

**REQUESTED ACTION:**

Authorize Mayor to accept bids and sign contracts.

**FOR MORE INFORMATION. CONTACT:**

Name: Reese Peck

Phone#: 804-633-6212

Email: [Townmanager@townofbowlinggreen.com](mailto:Townmanager@townofbowlinggreen.com)

**FOR USE DURING MEETING**

Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>

**VOTE:**  PASS  NOT PASSED

McDearmon  
Wright  
Gibson  
Satterwhite

**Town of Bowling Green**  
**Town Council Meeting**



Date: July 5, 2018  
Agenda Item: VIII. D. Request for free use of Town Hall

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
  - Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction
  - Ordinance
  - By Motion
  - Certificate
  - Resolution
  - Grant/MOU
  - Bylaws

**PRESENTER:** Melissa Lewis

**PRESENTER TITLE:** Clerk/Treasurer

**AGENDA ITEM** VIII. D. Request for free use of Town Hall

**BACKGROUND / SUMMARY:** The 4-H Sewing Club has requested free use of Town Hall Monday July 16 – Thursday July 19 From 10 am – 8 pm

**ATTACHMENTS:**

Letter from 4-H Volunteer

**REQUESTED ACTION:**

Make a decision on the request

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

*FOR USE DURING MEETING*

Y      N

<input type="checkbox"/>	<input type="checkbox"/>	Coleman
<input type="checkbox"/>	<input type="checkbox"/>	Davis
<input type="checkbox"/>	<input type="checkbox"/>	Gaines
<input type="checkbox"/>	<input type="checkbox"/>	Hauser

Y      N

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**VOTE:**

PASSED

NOT PASSED

McDearmon  
Wright  
Gibson  
Satterwhite



Virginia Cooperative Extension  
Caroline Office  
P.O. Box 339 / 109 County St.  
Bowling Green, VA 22427  
804-633-6550 Fax: 804-633-2429

June 28, 2018

Dear Town Hall Council

The 4-H Sew Cool Needle Nerds Sewing Club of Promise is planning a sewing camp tentatively for July 16-19, 2018.

We are asking for the use of Town Hall to host the sewing camp with the fees waived. The times for camp are 10:00 a.m. -3:00 p.m. and 5:00 p.m. - 8:00 p.m.

Sewing camp is open to all youth ages 9 -18 at no charge.

Thank you for your time and consideration of our request.

Sincerely,

A handwritten signature in blue ink that reads 'Jessie'.

Jessie Rollins  
4-H Volunteer Club Leader

**Town of Bowling Green**  
**Town Council Meeting**



Date: July 5, 2018  
Agenda Item: VIII. E EDA Appointment

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWNMANAGER & STAFF COMMENTS
- PUBLIC HEARING
  - Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction
  - Ordinance
  - By Motion
  - Certificate
  - Resolution
  - Grant/ MOU
  - Bylaws

**PRESENTER:** Reese Peck

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** VIII.E EDA Appointments

**BACKGROUND / SUMMARY:**

Rea Williams appointment expired on November 3, 2017. He does not wish to be re-appointed.

**ATTACHMENTS:**

None

**REQUESTED ACTION:**

Appoint a candidate to serve out the remaining term of Rea Williams for a term that ends on November 2, 2021.

**FOR MORE INFORMATION, CONTACT:**

Phone #: 804-633-6212

Email: [Townmanager@townofbowlinggreen.com](mailto:Townmanager@townofbowlinggreen.com)

Name:

Reese Peck

**FOR USE DURING MEETING**

Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>

**VOTE:**

PASS

NOT PASSED

McDearmon  
Wright  
Gibson  
Satterwhite