



MIDDLEBURG TOWN COUNCIL
Regular Monthly Meeting Minutes
Thursday, March 11, 2021



PENDING APPROVAL

PRESENT: Mayor Trowbridge M. Littleton
Vice Mayor Philip M. Miller
Councilmember Chris W. Bernard
Councilmember J. Kevin Daly
Councilmember Morris "Bud" Jacobs
Councilmember Peter Leonard-Morgan
Councilmember Cindy C. Pearson

STAFF: Danny Davis, Town Manager
Martin Crim, Town Attorney
Rhonda S. North, MMC, Town Clerk
William M. Moore, Deputy Town Manager
Estee LaClare, Planning & Project Associate
Julie Rivard, Finance Director/Town Treasurer
A.J. Panebianco, Chief of Police

ABSENT: Councilmember Darlene Kirk

The Town Council of the Town of Middleburg, Virginia held their regular monthly meeting, beginning at 6:00 p.m. on Thursday, March 11, 2021. Due to Governor Northam's executive orders requiring that people social distance and limiting gatherings to no more than ten individuals, the Council meeting was held as a hybrid meeting, with some of the Council and staff participating in-person and others participating remotely.

Mayor Littleton explained for the viewing audience that it was the Council's responsibility to conduct essential public business despite the COVID-19 pandemic; however, it recognized the need to do so safely, not only for its members but also for the Town staff and members of the public. He further explained that to that end, in accordance with the Council's resolution declaring a local emergency and its ordinance implementing emergency procedures and effectuating temporary changes to address the continuity of governmental operations, the Council would hold its meetings via remote access until such time as the Governor rescinded his executive orders. Mr. Littleton advised the viewing audience that copies of the agendas were available on the Town's website and that the meetings would be livestreamed and recorded for viewing on the website. He reviewed the process that would be utilized for the remote meetings.

Mayor Littleton led Council and those attending in the Pledge of Allegiance to the flag. The roll call was called at 6:00 p.m.

Staff Reports

February 2021

Town Manager Davis reported that a firm had been selected for the Clear Well Project at Well 4, which would help with the backwash issues that have been experienced. He advised that there continued to be no effects of the backwash cycles at Well 4 for the past six weeks. Mr. Davis reported that the Town of Purcellville was inspecting the Town's sewer mains. He advised that some of them were in very poor condition; therefore, these would be the focus of the Town's I&I efforts.

Town Clerk North reminded Council that the first Citizen's Academy was scheduled to be held this Spring. She reported that after conferring with Councilmembers Pearson and Leonard-Morgan, the Academy would continue to be placed on hold due to the COVID pandemic. Ms. North advised that this would be re-evaluated in the Fall to determine whether it could be scheduled at that time.

Chief Panebianco reported that he was scheduled to interview six applicants for the police officer vacancy. He further reported that Drug Take-Back Day would be held on April 24th in conjunction with the Spring Clean-Up Day.

In response to an inquiry from the Council, Town Attorney Crim reported that the referendum language in the legislation legalizing marijuana was removed; therefore, Middleburg could not hold a referendum on whether to opt out of allowing cannabis retail operations in town.

Mayor Littleton reported that the Virginia Municipal League was trying to get the Governor to amend the legislation to allow localities to opt out if they desired.

Town Hall Project

Town Clerk North reported that with the submission of the Town's comments, the schematic design phase of the project would be complete. She further reported that the architect was moving into the design development phase beginning next week. Ms. North reminded Council of the public outreach session scheduled for March 15th at the American Legion Hall. She noted the limited amount of available seating and encouraged those in the viewing audience to pre-register if they wished to attend in person. Ms. North advised that otherwise, participation would be available via Zoom.

Town Manager Davis reported that Davenport Financial was finalizing the Request For Proposals (RFP) for the direct bank loan for the project, which they planned to issue on March 15th. He reported that the Middleburg Strategic Finance Committee was scheduled to meet once the proposals were received so they could review them and make a recommendation to the Council. Mr. Davis reminded Council that if they wished to proceed following receipt of the recommendation, a public hearing would need to be scheduled for the first meeting in May.

Councilmember Leonard-Morgan noted that the schedule called for the architect to meet with Go Green in May. He asked whether this could be advanced to the end of March. Town Clerk North advised that she would discuss this with the architect.

Councilmember Jacobs suggested the use of permeable surfaces for the parking lot and roads were an example of an item that Go Green could suggest. Town Manager Davis confirmed that permeable parking was an item that was already under consideration. He advised that a list of sustainable options that were under consideration would be prepared for review with Go Green.

In response to an inquiry from the Council, Town Clerk North reported that the public outreach session was advertised on the Town's website and Facebook page, in the Friday eNewsletter, and finally, in an article in the Middleburg Memo, which was mailed earlier in the day. She advised that the press release was sent to the area newspapers and was shared with some of the more active members of the community, with a request that they share the information. Ms. North noted that there would be a second public outreach session once the design development plans were available.

Town Treasurer's Report – February 2021

Town Treasurer Rivard reported that as of the date of her memo, the Town had received 112% of the budgeted business license (BPOL) revenues and noted that they were still coming in. She further reported that as of the end of February, expected revenues were down by 6%, which continued to keep the Town in the most probably COVID scenario. Ms. Rivard noted that the increased BPOL revenues helped to lessen the decline. She reported that meals tax revenues were lower than expected and opined that this was due to the weather.

Town Treasurer Rivard reminded Council that in the past, she provided information on the water and sewer revenues based on amount collected and advised that she was now providing a comparison to what was billed. She advised that the decreased revenues were based on decreased billing amounts. Ms. Rivard reported that there were very few outstanding water/sewer accounts.

Council noted that the BPOL revenues were based on the previous year's revenues and opined that this showed the businesses did well. Town Treasurer Rivard advised that some businesses struggled, while others did well, depending on the type of business. Town Manager Davis noted that the BPOL revenues were still down over the prior years.

Mayor Littleton noted that total BPOL revenues were not a good indication of the health of the business sectors as retail and restaurant revenues were down, while the financial sector's revenues were up. He asked that the staff break out the revenues by the top ten categories.

COVID Status Report

Town Manager Davis reported that the Fire & Rescue Department held a mobile vaccination clinic for the vulnerable population, which included fifty residents at the Levis Hill House and Windy Hill. He advised that he encouraged them to return to Middleburg and expressed appreciation that they made this area a priority. Mr. Davis reminded the citizenry of the State hotline for anyone who needed assistance pre-registering for the vaccine. He noted that the availability continued to be based on the supply.

Town Manager Davis reported that the Governor had not made any significant changes to the State guidelines. He further reported that the American Rescue Plan was approved and noted that Virginia towns were handled differently than in the past. Mr. Davis advised that Middleburg would receive \$750,000 in stimulus funding over two fiscal year periods and noted that the Council would talk later about the opportunities for its expenditure.

In response to an inquiry from the Council, Town Manager Davis advised that as far as he knew, Safeway was not having a problem getting people vaccinated. He noted that scheduling occurred through the State pre-registration system.

Reports of Town Committees

Councilmember Leonard-Morgan announced that Go Green would hold a Spring Clean-Up event on April 24th. He further announced that a battery collection would occur that same day in conjunction with the Drug Take-back event. Mr. Leonard-Morgan advised that in order to limit the number of individuals participating in the clean-up event to twenty-five, those who were interested in participating were asked to sign-up online. He noted that if more than twenty-five people registered, they would consider dividing the town into zones and having multiple teams.

Consent Agenda

- A. Council Approval – Extension of Continuity of Government Operations Ordinance
- B. Council Approval – Arbor Day Proclamation
- C. Council Approval – Local Government Education Week Proclamation
- D. Council Approval – Authorize Town Manager to Execute Applications Related to Town Hall Project
- E. Council Approval - Minutes – February 25, 2021 Regular Council Meeting

Vice Mayor Miller moved, seconded by Councilmember Daly, that Council accept the consent agenda as proposed.

Vote: Yes – Councilmembers Miller, Bernard, Daly, Jacobs, Leonard-Morgan and Pearson

No – N/A

Abstain: N/A

Absent: Councilmember Kirk

(Mayor Littleton only votes in the case of a tie.) (by roll call vote)

Action Items

Council Approval – 2021 Strategic Initiatives

Town Manager Davis advised Council that some minor amendments were proposed to the Council’s previously adopted strategic priorities, objectives and initiatives based on the special meeting that was held.

Mayor Littleton thanked everyone for participating and the staff for organizing the special meeting. He noted that the Council added an item to focus on the citizenry and businesses during the COVID pandemic, which was good.

Vice Mayor Miller moved, seconded by Councilmember Leonard-Morgan, that Council approve the attached (to meeting agenda) Strategic Plan and Initiatives.

Vote: Yes – Councilmembers Miller, Bernard, Daly, Jacobs, Leonard-Morgan and Pearson

No – N/A

Abstain: N/A

Absent: Councilmember Kirk

(Mayor Littleton only votes in the case of a tie.) (by roll call vote)

Discussion Items

FY '22 Proposed General Fund Budget

Town Manager Davis reminded Council that during their last meeting, they asked the staff to identify the key items that were impacted by the COVID pandemic, as well as any one-time quirks. He reported that there were some COVID related expenses last year, as well as CARES Act revenues. Mr. Davis reminded the members that the FY ‘21 General Fund had included a full debt service payment on the Town Hall as it was anticipated that the project would have progressed faster. He reported that a full payment amount was not budgeted in FY ’22.

Town Manager Davis advised that he updated the BPOL revenues to \$500,000 based upon this year’s receipts and opined that the new figure was conservative but realistic. He noted that this still represented a decrease over this and last year’s revenues. Mr. Davis reported that funding was not included in the initial budget draft for the 2022 Town elections and advised that it now was in the event there was a cost to the Town. He noted that the election date would change unless the recently adopted legislation was amended by the Governor.

Town Manager Davis reported that he provided information on three software enhancement requests whose information was not ready in time for the initial budget presentation.

Town Manager Davis reminded Council that the real estate tax rate must be affirmed by April 1st and noted that no change was being proposed. He suggested that if the Council wished to change it, they needed to hold that discussion soon.

Mayor Littleton questioned whether the Council wanted to help the citizens more during the pandemic. He advised that while businesses were turning around, some people were still unemployed. Mr. Littleton noted that reducing the real estate tax rate would only help property owners. He questioned whether the Town should set aside some money to help the citizenry in some fashion.

The Council agreed this was worthy of a discussion and noted that this maybe something the stimulus funding could be used for once received. The members agreed to set a place holder in the budget for now. They suggested the need for some type of direct relief and agreed to discuss possible ideas once the stimulus money was received. The Council asked that the staff look at what other jurisdictions were doing.

Town Manager Davis conducted a department-by-department review of the proposed General Fund Budget.

Revenues: Town Manager Davis reiterated that the BPOL revenues were now projected to be \$500,000. In response to an inquiry from the Council, he advised that the proposed budget anticipated an additional 20% decrease in meals, lodging and BPOL revenues based upon what the Town was seeing. Mr. Davis reminded Council that the proposed budget included a COVID plan in the event revenues were worse than anticipated; however, the staff did not expect that to occur.

Administration: Town Manager Davis reviewed the various columns in the budget. He advised that a merit increase was proposed for the employees. Mr. Davis reiterated that the proposed budget contained a COVID plan if needed. He noted that the most significant changes were a reduction in the engineering/architect line item for the Town Hall Project and for miscellaneous planning/zoning studies. Mr. Davis further noted that the Fire/Rescue reduction was a one-time change and reminded Council that these were pass-through dollars. He advised that no funds were included at this time for COVID relief efforts.

In response to an inquiry from the Council, Town Manager Davis advised that the \$6,500 included in the printing line item was the same as in past budgets. He confirmed it was more than had been spent for the past two years and agreed it could be reduced a little if desired.

The Council held considerable discussion regarding the printing line item and how much should be included. Concern was expressed that if line items were over budgeted, this could add up, meaning some items would not get done because there was no money programmed for them. The Council agreed to leave this line item as is and noted that it was not possible to get close to expected expenditures in every line item. They also noted that one of their strategic objectives called for the mailing of a questionnaire to the residents, which would impact the printing budget.

In response to an inquiry from the Council, Town Manager Davis reported that some of the Town committees had individual line items in the budget, with the "Committee Support" line item being for those that did not.

In response to an inquiry from the Council, Town Manager Davis reported that the staff was proposing to repay the Health Center Fund over a three-year period for the monies that were borrowed for COVID relief efforts. He advised that the proposal was to repay \$50,000 in FY '22, and \$100,000 in FY '23 and FY '24, respectively. Mr. Davis noted that another option was to repay the entire amount using the stimulus funds once they were received.

Building & Grounds: Town Manager Davis reminded Council that the Repair & Maintenance line item included costs such as the janitorial service contract for the Town Office, which was currently \$20,000. He noted that this amount would need to be increased in the future for the new Town Hall. Mr. Davis acknowledged that the existing Town Office would not be used much longer and advised that the staff would not spend money unnecessarily on building repairs.

Police Department: Town Manager Davis reminded Council that the Police Department's budget was prepared using a zero-based approach. He noted that there were some line items that were out of the Chief's control, such as salaries, benefits, insurance, etc. Mr. Davis advised that the Chief looked at the projected overtime costs, as well as operational costs. He noted that while the Council could see some changes as a result, many of the line items were not that far off from what had been included in past budgets.

In response to an inquiry from the Council, Chief Panebianco advised that the officers cleaned the offices themselves. Town Manager Davis noted that there were some funds in the budget in the event a special cleaning was necessary.

In response to inquiries from the Council, Chief Panebianco reported that the special events line item was for expenses related to events such as National Night Out, Oktoberfest, the Unity March, etc. He reminded Council that the Department often received donations for National Night Out's costs; however, he still had to show the expenditures in the budget. Chief Panebianco advised that the same was true of the DMV stop charges and explained that while the Town was reimbursed by the violator, he had to show the expenditures associated with that item.

Mayor Littleton suggested the events be held accountable for any expenses associated with them.

Town Manager Davis advised that the Town included funds in its special events budget for police overtime costs; however, there may be expenses related to an unexpected event. He confirmed that event organizers were required to pre-pay for overtime costs.

Chief Panebianco confirmed the revenues from such reimbursements were included in the budget; however, he also needed to show the expenditures.

Maintenance: Town Manager Davis reminded Council that the refuse disposal costs increased in FY '21 due to the new contract. He advised that the only changes in this budget was to the snow removal and the landscape maintenance line items.

In response to an inquiry from the Council, Deputy Town Manager Moore reported that there was an opportunity to reduce the line item for part-time contract labor as he was now coding the landscape maintenance expenses to a different line item. He advised that he would work with the Town Manager to reduce this amount. Mr. Moore explained that this line item was used to cover labor costs associated with items such as hanging the street banners and removing trash from properties.

Economic Development: Town Manager Davis reminded Council that they worked last year to change this budget to reflect their economic development goals. He reported that the line items for social media, the Town's public relations firm, and digital and print advertising were now consolidated under the Marketing & Research line item. Mr. Davis advised that the Content & Collateral line item was for the development of additional ads, as well as for give-away items. In response to an inquiry from the Council, he reported that the Town had spent approximately two-thirds of the Visit Loudoun grant, with approximately \$20,000 remaining. He reminded Council that the Economic Development Program line item was for the partnerships with Visit Loudoun and the Middleburg Business & Professional Association. Mr. Davis reminded Council of the Town's special events and suggested they may wish to consider contracting for a manager to run them. He explained that the reason for the decrease in the Special Events line item was that, with the cancellation of last year's fireworks display, they were pre-paid for 2021. He reminded Council that the budget included money to fund some non-profit event requests through the Town's grant program. Mr. Davis advised that the Farmer's Market line item could be reduced to \$0. He noted that there were some contingency funds in this budget for unexpected items that could have a significant economic development impact for the Town. In response to an inquiry from the Council, Mr. Davis confirmed the Town was still pursuing the VCA grant.

In response to an inquiry from the Council, Town Manager Davis reported that a Request For Proposals (RFP) would be issued soon for the Town's social media contract.

Mayor Littleton advised Council that he needed to leave the meeting for approximately fifteen minutes to handle a work-related matter. He recessed the meeting for five minutes. Vice Mayor Miller called the meeting back to order following the break.

In response to an inquiry from the Council, Town Manager Davis advised that there was no money programmed in the proposed budget for a special events coordinator. He suggested this be handled as a yearly contract. Mr. Davis noted that there were many firms who also solicited sponsorships, which could be used to off-set the contract cost. He suggested an RFP be issued and if, after doing so, the Council believed it would be more effective to hire a part-time staff person, that could be pursued instead.

In response to an inquiry from Council regarding COVID relief, Town Manager Davis suggested there were ways the Town could help support businesses; however, it may not be as extensive as in the past. He advised that no funding was programmed into the proposed budget; however, the Council could use contingency reserve funds for this if desired.

Capital Improvement Budget: Town Manager Davis reviewed the capital improvement budget. He noted that there were only a few capital projects included in the FY '22 budget, including the wayfinding signage, the Town Hall Project and town-wide improvements, the latter of which was a catchall for unexpected items. Mr. Davis reminded Council that the Town met with its financial advisor a year ago to determine how its capital improvement needs could be programmed. He explained that any capital money not spent during a fiscal year would roll over to the next year. Mr. Davis advised that the staff used Davenport's recommendations when developing the budget and noted that this included a combination of the use of cash and debt service. He explained that the staff assumed \$450,000 in annual debt service for the Town Hall Project and \$200,000 in cash for other capital items. Mr. Davis reminded Council that the Town expected to receive a \$500,000 grant from Loudoun County for the Town Hall Project and that \$6.5 million had been included in the budget. He advised that the project budget would be revised as the design progressed. Mr. Davis reminded Council that \$1 million was allocated for the project in the FY '20 budget, which could be repaid if the Town financed the entire project.

Budget Enhancements: Town Manager Davis reported that the meals and lodging tax receipts, which accounted for half of the Town's General Fund revenues, were currently tracked in Excel, and reported that the staff would like to purchase financial software from its current vendor so it could better track them. He advised that this would result in a one-time cost of \$4,725 and an annual maintenance cost of \$850. Mr. Davis recommended the Town purchase the software this year and noted that there was money to do so. The Council agreed with this recommendation.

Town Manager Davis advised that in conjunction with this, the Town was pursuing the implementation of an online meals tax payment system that would require the integration of that software with the Town's Laserfiche (record keeping) system, and with Paymentus (third-party payment vendor). He noted that this cost would be approximately \$9,000. Mr. Davis explained that the development of this system would be the foundation for setting up online payments for other items, such as business license taxes and other miscellaneous fees; although, he acknowledged that the lodging receipts may exceed the limit of what could be done online.

In response to an inquiry from Council as to whether there were other vendors who could do everything the Town was looking for, Town Clerk North advised that Laserfiche had never integrated with Paymentus and Southern Software had never integrated with the third-party vendors that Laserfiche integrated with. She noted that the Town was currently two years into a three-year contract with Paymentus for its utility billing payments.

Town Treasurer Rivard explained that Laserfiche could mesh with almost any system; however, the financial management system could not. She advised that there would be a cost to integrate the three systems no matter which third-party vendor the Town used. Ms. Rivard noted that Laserfiche was the best product for the online filings.

Town Clerk North advised that regardless of the vendor used, the staff would wireframe the online payment system into the Town's website. She explained that the restaurants would complete their meal tax form, submit it, and then move to the payment system, with all the information then being imported into the financial management system.

Town Manager Davis advised Council that the staff would explore other third-party payment vendors and bring the results back to them.

Town Manager Davis reported that the Police Department would like to purchase training/policy tracking software and explained that they believed that, at some point, the State would require police departments to become accredited, which would necessitate the tracking of officer training and the receipt of policies. He opined that this was a valuable system to have and reported that he would like to include funding in the proposed budget, to which no objections were raised.

Real Estate Tax Rate: Town Manager Davis reminded Council of the need to affirm the tax rate at their next meeting. After some discussion, the Council agreed to do so during this meeting.

Councilmember Jacobs moved, seconded by Councilmember Daly, that the Council affirm the property tax rate as proposed in the FY '22 budget presentation, at a rate of 15.3 cents per \$100 of assessed value.

Vote: Yes – Councilmembers Miller, Bernard, Daly, Jacobs, Leonard-Morgan and Pearson

No – N/A

Abstain: N/A

Absent: Mayor Littleton and Councilmember Kirk

(by roll call vote)

Closed Session – Disposition of Publicly Held Property; Appointment to Go Green

Councilmember Leonard-Morgan moved, seconded by Councilmember Bernard, that Council go into closed session as authorized under Section 2.2-3711 of the Code of Virginia, for the discussion or consideration of (1) an appointment to Go Green as allowed under Subsection (A)(1); and, (2) the disposition of publicly held property related to the Asbury Church as allowed under Subsection (A)(3). Councilmember Leonard-Morgan further moved, seconded by Councilmember Bernard, that the Council thereafter reconvene in open session for action as appropriate.

Vote: Yes – Councilmembers Miller, Bernard, Daly, Jacobs, Leonard-Morgan and Pearson

No – N/A

Abstain: N/A

Absent: Mayor Littleton and Councilmember Kirk

(by roll call vote)

(Mayor Littleton re-entered the meeting in the middle of the closed session.)

Mayor Littleton asked that Council certify that to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting, which each member so did. He reminded those present for the closed session that any discussion that occurred within it should be treated as confidential.

Appointment to Go Green

Councilmember Leonard-Morgan moved, seconded by Councilmember Pearson, that Council appoint Pam Jones to fill a vacancy on Go Green, said term to expire May 12, 2022.

Vote: Yes – Councilmembers Miller, Bernard, Daly, Jacobs, Leonard-Morgan and Pearson

No – N/A

Abstain: N/A

Absent: Councilmember Kirk

(Mayor Littleton only votes in the case of a tie.) (by roll call vote)

Information Items

Mayor Littleton reported that representatives from the County Planning Department briefed the members of the Coalition of Loudoun Towns (COLT) on the administrative process that would be used as a part of the County’s zoning re-write. He advised that once the consultants drafted the zoning ordinance amendments, this one-to-two-thousand-page document would be published online for public comment for a period of ninety days. Mr. Littleton reported that all comments must also be made online. He expressed concern about the public’s ability to use the online tool, as well as to read a large document and provide input in that short a window of time. Mr. Littleton advised that COLT was planning to engage the

Board of Supervisors, and he encouraged the public to do so as well, to ask that they be given three months to review the document and then be given ninety days to make comment. He reported that the County planned to re-write all the sections around the towns and opined that to only have ninety days was unworkable, particularly given that Middleburg was in the process of doing its own zoning ordinance re-write. Mr. Littleton suggested the planning commissions from the seven towns should also send a letter asking for more time.

Council suggested the Town may need to hire a consultant to review the proposed changes and to identify any issues for the public. They held some discussion of the timeline imposed by the State Code related to zoning ordinance changes.

Deputy Town Manager Moore advised Council that he did not believe there was a clock on amendments that were initiated by the local government.

Town Attorney Crim reported that once the County Planning Commission offered its recommendation to the Board of Supervisors, the Board could take as much time as it wanted to accept public comment.

There being no further business, Mayor Littleton declared the meeting adjourned at 8:29 p.m.

APPROVED:

Trowbridge M. Littleton, MAYOR

ATTEST:

Rhonda S. North, MMC, Town Clerk

March 11, 2021 Middleburg Town Council Meeting

(Note: This is a transcript prepared by a Town contractor based on the video of the meeting. It may not be entirely accurate. For greater accuracy, we encourage you to review the video of the meeting that is on the Town's website – www.middleburgva.gov)

Bridge Littleton: All right, we will bring the March 11th meeting to order. First item is the Pledge of Allegiance.

Everyone: I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Bridge Littleton: Okay, next, I will read the remote meeting announcement. It is the Middleburg Town Council's responsibility to conduct essential public business despite the COVID-19 pandemic. However, it recognizes the need to do so safely, not only for its membership but also for the town staff and members of the public. To that end, in accordance with the resolution confirming the declaration of a local emergency and the ordinance to implement emergency procedures and effectuate temporary changes to address continuity of government operations during COVID-19, the town council will hold its meetings via remote access until such time as the governor sends his emergency orders prohibiting gatherings of greater than 10 individuals and mandating social distancing. As always, we will hold two public comment sessions at the beginning and the end of the council meeting and for members of the public who are dialing in to participate. OK, next item is the roll call. Bud.

Bud Jacobs: Present. Bud Jacobs.

Bridge Littleton: Philip.

Philip Miller: Philip Miller.

Bridge Littleton: Bridge Littleton.

Peter Leonard-Morgan: Peter Leonard-Morgan.

Cindy Pearson: Cindy Pearson.

Bridge Littleton: Chris.

Chris Bernard: Chris Bernard.

Bridge Littleton: Kevin.

J. Kevin Daly: John Kevin Daly.

Rhonda North: Rhonda North, Town Clerk.

Danny Davis: Danny Davis, Town Manager.

Bridge Littleton: Martin.

Martin Crim: Martin Crim [inaudible] Attorney.

Bridge Littleton: Okay, excellent. Next item is the public comments session. We will open the public comments session. Rhonda, is there anybody online?

Rhonda North: There is not, Mr. Mayor.

Bridge Littleton: Okay, would like to make a public comment? All right, we will close the public comment session and move right on to staff reports.

Danny Davis: Yes, sir.

Bridge Littleton: Mr. Davis.

Danny Davis: Would you like us to go department by department briefly?

Bridge Littleton: Sure.

Danny Davis: Okay. On the utility side, I'm covering that for IES. All continues to run smoothly. We have chosen a firm for our well four clear well project, which will help with our issues in the backwash cycle that we've had in the past. And so we're finalizing that discussion and we are also not seeing any ill effects of that backwash cycle in the last six or eight weeks. We're running it overnight and we're happy with that. We had the town of Purcellville out here using their equipment to investigate our sanitary sewer lines, and they have a system that sends sonar signal and allows us to grade that on a scale of zero to 10. And so there are a number of lines that fall on the very poor section of that 0 to 3, which actually gives us a lot of good intel for where we can focus some of our I&I or other sewer line improvement dollars. So we're grateful to be able to use or work with them and have their equipment and team on site. With that, I'm happy to answer any questions you might have.

Bridge Littleton: Is there any other questions for Danny on Utilities? Kevin.

J. Kevin Daly: Negative.

Bridge Littleton: All right, Rhonda.

Rhonda North: Mr. Mayor, the only thing that I wanted to point out is that we were scheduled to do the Citizen's Academy this spring because we are still in the pandemic situation and social distancing. I spoke with council members Pearson and Leonard-Morgan and agreed to continue to place that on hold and to reevaluate it again in the fall. The other thing that I'm spending time on is the town hall project. That's a separate report later on. So I'll talk to that then.

Bridge Littleton: Gotcha. Okay. Anybody have any questions for Danny on Economic Development? Okay, anybody have questions for Will? Is Will online?

Will Moore: Yes, sir, I'm here.

Bridge Littleton: All right, anybody have any questions for Will in his report? All righty. Anyone have questions for Martin on his report? And please, do we want to get our money's worth? [laughter] All right and then last but not least, Oh that's it.

Rhonda North: A.J..

Bridge Littleton: Oh, police fine A.J. anybody have any questions for A.J. on his report? Hold on, we're in a holding pattern for Peter.

Peter Leonard-Morgan: Just a quick question Chief. I see here you say the hire process is going well. Any developments since this at all?

A.J. Panebianco: [off mic] I didn't hear you.

Peter Leonard-Morgan: Any developments since your report about the hire process?

A.J. Panebianco: [multiple speakers] interviewing on Friday, tomorrow. I believe we still have six that we're interviewing. So we hope to be a little bit closer tomorrow and start the background, the intense background to go along with it.

Peter Leonard-Morgan: So that's looking good for [multiple speakers].

A.J. Panebianco: We've got some quality applicants, which is good.

Peter Leonard-Morgan: Wonderful. Thank you, Chief.

A.J. Panebianco: And since you spoke up, remind everybody about the drug take back next month on April 24th, ten to two. And I think Peter is going to maybe make an announcement at some point on an event he's going to be doing.

Peter Leonard-Morgan: Indeed I am. Thank you very much Chief.

Bridge Littleton: A.J. what date was that?

A.J. Panebianco: April 24th.

Bridge Littleton: And so the 25th is when you'll be turning around and selling them.

A.J. Panebianco: Yeah VA takes them away.

Bridge Littleton: Bud.

Bud Jacobs: On the subject of drugs and I'm not sure Chief if this is for you or for Martin. I read the news reports. I think you were quoted about the legislation legalizing marijuana in the Commonwealth. And the issue that called out to me was the question of the size of jurisdictions that would be permitted to hold referendums on whether they wanted cannabis retail operations within their jurisdictions. And apparently, I don't remember the cutoff, but we're well below it and are not, therefore, apparently under the legislation permitted to have a referendum. And I guess I'd like to know the status of that, whether there have been any developments or whether we're still where we were initially?

A.J. Panebianco: To the best of my knowledge and Martin can maybe answer that. But to the best of my knowledge, it's the same.

Bridge Littleton: Actually, I don't think the caps there anymore. There is no cap.

Martin Crim: There's no cap because there's no referendum anymore. The last version of the legislation, which is what's going to the governor's desk, came out on the 9th of this week, so 9th of this month. And it does not contain any referendum provisions whatsoever [inaudible] stripped out.

Danny Davis: Meaning there's no choice. [multiple speakers]

Bridge Littleton: So, yeah, a locality can't basically opt out.

Martin Crim: A locality can no longer opt out. Yeah, the House original bill was an opt in and the Senate had an opt out. And the bill that just came out of conference committee and passed both houses doesn't have any referendum provisions in it whatsoever. [multiple speakers] I am working on a memo too. And sense this is a topic of great concern to a lot of people [inaudible] memo, about what your options are. It's in draft form. So I soon as I finish that up I'll get that to the town.

Bridge Littleton: Their VML is trying to get the governor to add an amendment. But who knows if that's actually going to happen or not? Yeah, any other questions?

Bud Jacobs: Thanks. Thank you Martin.

Bridge Littleton: Thanks Martin. Okay, next item is Town Hall Project.

Rhonda North: Thank you, Mr. Mayor. So tomorrow we will present our comments to Glave & Holmes on the schematic design, which will then complete the schematic design phase of this project. And starting on Monday, they will move into the design development phase. So starting to move into the more detailed phase. Also on Monday, we have our public outreach session scheduled beginning at six p.m. We do have limited seating available in the American Legion. We've already had folks start to preregister for those slots.

Bridge Littleton: How many total [off mic]

Rhonda North: 25 slots total. So just want to encourage those in the viewing audience to either call me or email me if they're interested in attending in person to assure that they can get a seat. Hopefully, most folks can Zoom in for that presentation. But, you know, things are definitely starting to move pretty quickly. And I'll let Danny report on the financing piece of that project.

Danny Davis: Yeah. Thank you. Mr. Mayor and Council had a phone call with our financial advisers midweek, and they are finalizing the RFP for the direct bank loan, and that should be issued on Monday. It captures the guidance given by council about the range of funding options, as well as the various options to consider. And once that's out, we'll pass it on to you, as well as the Strategic Finance Committee. And we're planning a meeting of the Finance Committee prior to the date that we're going to ask council to consider one of the options and just briefly, it would be Finance Committee Meeting, Council Meeting. And if council wants to continue or proceed with one of the loans, we would then forward it to a public hearing which is anticipated to be the first meeting in May. So we're making progress there. It'll be interesting to see what the responses come back with at that time.

Bridge Littleton: Anybody any questions for Rhonda or Danny on the Town Hall Project?

Peter Leonard-Morgan: Yeah. Thank you. It occurred to me that I see in the schedule we've got May the 10th, the 13th for the review design development plans with council members. And then just after that, meet with Go Green to discuss sustainability options. I think that should come earlier because it would be a shame if we don't, you know we come up with ideas for sustainability after a lot of the development ideas have been developed. So I wonder whether what everyone else thinks about that, whether we should think about bringing that forward into late March.

Rhonda North: I can talk to the architect and see what their thoughts are in that regard.

Peter Leonard-Morgan: Appreciate that. Thank you. If everyone agrees with that. I mean [multiple speakers].

Bridge Littleton: Yeah, it makes sense.

Peter Leonard-Morgan: Thank you.

Bridge Littleton: Bud.

Bud Jacobs: Peter in Go Green, have you had any discussions at all about the town hall?

Peter Leonard-Morgan: We have sort of early stage discussions and we're very fortunate. We have obviously some great members, but we have two particular ones who are very involved in sustainability and they're volunteers and all that you know, they've got a lot to give. So, yes, we have Bud but we've you know, I think this is more along the sort of development of, you know, how the development can be around sustainability and green building plans.

Bud Jacobs: I guess I'd like to pitch you, if I may, to perhaps entertain some discussion about permeable surfaces for the parking areas and for the roads. I was looking at the briefing slides, and that's a lot of asphalt. And we might want to consider setting a bit of an example and using some sort of [multiple speakers].

Peter Leonard-Morgan: If I could interrupt on that, that is actually one of the early suggestions that not just Go Green came up with, but I think that the team talked a lot about something like the National Sporting Library at the back there.

Bud Jacobs: Yes exactly. Terrific. Thank you.

Peter Leonard-Morgan: Thank you though. Appreciate that.

Danny Davis: 100 percent already one of the key discussions we've had and in the conversations that Go Green and letting them know as well, our design team is to put together a matrix of various sustainability options as they look at whether it's the mechanical systems, how those systems work. PV which is photovoltaic, solar and other things like that, that would get integrated into the system to help it and then help us understand what those potential costs and long term ROA would be as well so that the council is able to consider those. So absolutely. And I think what we want to do is make sure that when they come to me with Go Green, that they're at a stage in the design, that they're ready to be able to provide some of those conversations as well.

Peter Leonard-Morgan: Thanks very much, Danny. And I do know that while, a lot of the people on Glave & Holmes for example, are very, you know, LEED certified. And I'm not saying we're necessarily going down that route specifically, but obviously building in some sustainability options is right up down their alley.

Danny Davis: Absolutely.

Peter Leonard-Morgan: Thanks.

Bridge Littleton: Cindy [off mic]

Cindy Pearson: Rhonda, this is the first community outreach session and I know there was an email that went out to people to invite them to it, but to those people through the community that don't receive those have we gotten any other form [off mic]

Rhonda North: So we, of course, sent out a press release, you know, for the press to promote it. It's on our website. It was in the Friday email blast. The utility bills went out earlier today. It is the head article in the newsletter there have shared it with some members of the community as well and asked them to share it. So we've tried to get the word out, you know, wide and far. And there will be a second community outreach session after we get through the design development phase. At the end of that, we'll have a second opportunity for folks to participate.

Danny Davis: And if I can add to your question, and I think partly to your point, we would look and ask for you as council as well to help spread that word, especially to the members of the community that don't use computers or may not have electronic access to let them know about this opportunity to come in person, because that's who we really want to know, is there's an opportunity just to be there at the Legion Hall. So if there are any ways you have to help promote that or share throughout the community, we're totally looking forward to that. Thank you.

Bridge Littleton: Any other questions on the Town Hall? All right, next item is Treasurer's report. Oh, Julie.

Danny Davis: Hey, Julie.

Julie Rivard: I'm coming.

Danny Davis: Okay, I wasn't sure if you were listening in or not.

Julie Rivard: I was. I couldn't quite hear you.

Bridge Littleton: Well, it's because A.J. was talking to you. [laughter]

Julie Rivard: Good evening. I'm going to hit the highlights of the Treasurer's report. I'll leave the financials for you to review. But I'd like to point out that as of the end of the month of February, we had received one hundred and one percent of budgeted revenues for business license tax. And as of the date of the memo, the Treasurer's report memo, we actually have received one hundred and twelve percent of budgeted revenues and we still have business license tax trickling in from those that are postmarked or those that may have been late. The expected revenues as of the end of the month of February puts us it shows that we are at a six percent decline, which is a little bit better than what we were last month. However, staying on the conservative side we will stay in the most probable scenario. What has adjusted our percentage is the influx of business license tax has lessened that decline a little bit. However, our meals tax collections in February that are for January sales were a little bit

lower than expected. I think part of that is probably due to weather. We're hoping we'll keep an eye on that and see how the trend goes, but we're hoping some improvement with the better weather. I'd like to point out that on the comparison of budgeted revenue versus year to date expected and year to date actual, I've done the same as I had done before, except at the bottom of that page is a pink chart. And you'll notice when we were doing the comparison of the water and sewer fund collections, it was always by collections and not by what had been billed. So the pink box shows a comparison of what has been billed. And you can see the comparison of this year versus prior fiscal years and what the decline that you see currently here is based on our billings being down, we have very little outstanding that has not been paid. Now, this will change a little bit next month because we just put out the March utility bills in the mail today. All in all, I think we look decently well considering and you can take a look at the major revenues sheet at the back and then the line graph that goes with it, you can see the depiction there of the red line and then the dotted blue line. The red is our actuals, the dotted blue is the projected. And it has shifted up a little bit closer to the green line, which is what we had budgeted. So things are looking, okay. Do you have any questions for me?

Bridge Littleton: Yeah Julie let me ask real quickly on that last graph with the two lines?

Julie Rivard: Yeah.

Bridge Littleton: That's month by month, right?

Julie Rivard: Yes.

Bridge Littleton: That's not cumulative.

Julie Rivard: It is cumulative.

Bridge Littleton: No, no, what I'm saying is, if I want to understand for the whole year, I got to add each one of those differences up month by month to get the net impact or to get the total impact?

Julie Rivard: If you look at the the major revenues chart.

Bridge Littleton: No, I yeah, Okay. Oh, I got you. Okay.

Julie Rivard: It's on the bottom.

Bridge Littleton: Okay, that's fine. I'm good, thanks. Anybody have any questions for Julie? Kevin. Alright Peter's got one.

Julie Rivard: Okay.

Peter Leonard-Morgan: More of an education or a reminder. So the business licenses that have come in which exceed budget, that's based on the previous years. So the businesses, they submit their licenses based on the previous year's revenue?

Bridge Littleton: Revenue.

Julie Rivard: Correct.

Peter Leonard-Morgan: Which is quite a good sign. It shows that the previous year was, you know, a horrible, horrible year. Is that right? Would you say that?

Julie Rivard: Well, here's what we're saying honestly. I do think some businesses struggled terribly last year, while others did quite well in the environment. So it just depends it depends on what the business was, whether, you know, whether you did well or whether you didn't do so well.

Peter Leonard-Morgan: No, I totally understand it. But so the overall number is obviously encouraging [multiple speakers].

Danny Davis: It is less than what we brought in last year. So overall, even though it's higher than budget, last year's collections came in. It was around 557 so we're going at the end of the day, be just, I think, slightly underneath that, which again, is total revenues. That's a good sign. But yes, exactly as Julie said, some did well and some had significant challenges.

Bridge Littleton: So, I mean, I think, Peter, the thing to think about, though, is that where we come in on business license tax is not at all indicative of the health or viability of individual business sectors because retail and restaurants are going to be down significantly. And I would imagine financial services companies, the markets at all times high. And, you know, it did nothing but skyrocket all last year. They probably had great years. So at a gross number, that's probably masking the pain than the other ones. Julie, do you think it's not beyond sharing propriety if we broke out business license by sector.

Julie Rivard: I can do that.

Bridge Littleton: Like, you know, hey, food, restaurant, retail, financial services [multiple speakers] whatever the top 10 classifications, you know, what were they in the previous year and what was the percentage up or down? Because they would be great to know.

Peter Leonard-Morgan: So helpful [multiple speakers].

Bridge Littleton: Like, oh my God, the restaurants really did way worse than we thought or retail or whatever.

Julie Rivard: Sure.

Bridge Littleton: You know, I mean, I'm happy for the people doing well, but it'd be great to understand the people who really got hurt the most.

Julie Rivard: Ok.

Danny Davis: Yeah. One challenge with that and we'll look at our system. But restaurants and retailer are in the same category so you'll see that as the combined category.

Bridge Littleton: That's fine.

Danny Davis: Yeah, but yeah I think we can break that out [multiple speakers].

Bridge Littleton: Well but you guys could break it out. I mean you could there's 17 restaurants.

Danny Davis: If you want us to do that, we can do that.

Bridge Littleton: Yeah, I think that'll be helpful because there are two very distinct, you know, businesses.
[multiple speakers]

Julie Rivard: Sure. [multiple speakers]. You just want a comparison from this most recent business license tax period from and then from just last year?

Bridge Littleton: The previous year. Yeah.

Julie Rivard: Okay.

Cindy Pearson: But once again, your reporting was different this year than the previous years, but do you have it broken down enough where you can do that?

Julie Rivard: I mean, I can. It's not broken down, but I can go into the system and retrieve the information and put it in some sort of format where we can do a comparison like that.

Cindy Pearson: Yeah, I knew it wasn't just as easy as [multiple speakers].

Julie Rivard: No, unfortunately. [multiple speakers] [laughter] Right. You are correct.

Bridge Littleton: I mean, Julie you collect them all by their industry code or something? Right.

Julie Rivard: [multiple speakers]. It's separated by the tax rate and the tax rate is set by the classification.

Bridge Littleton: Okay that's fine. Perfect. So it's there.

Danny Davis: The system spits out a report based on classification. Absolutely. So it will tell us those eight or nine, whatever they are it's getting more granular than that.

Bridge Littleton: Oh I got it. I think the only one that would be different would be retail and restaurants [multiple speakers] and there's 17 restaurants so it's easy. We know the names pull them out.

Danny Davis: We'll do our best. We'll dig as much as we can. There are some that mix with other aspects of their business that may not be separated. But again, we'll do our best and see what we can do.

Bridge Littleton: Okay.

Philip Miller: Well, let's not forget that we have meals tax that we can look at for our restaurants.

Bridge Littleton: Yeah, [multiple speakers]

Rhonda North: Mr. Mayor, the town attorney has his hand raised. He what? [multiple speakers] Oh, I'm sorry, Martin. Yes, sir.

Martin Crim: I actually was raising my hand on something I said earlier about the referendum provision. I just checked, double checked, triple checked, the LIS website that the state legislature has. And there's two different versions of the bill, depending on whether you click on the link that's on the bill history information or you copy that and put it in a new tab. [laughter]

Julie Rivard: What. [multiple speakers]

Martin Crim: One has the referendum and one does not so I'm going to after to figure what's going on. [laughter]

Bridge Littleton: I know.

Martin Crim: It's a very serious technical glitch.

Bridge Littleton: Yeah, and Martin. [multiple speakers]. Go ahead Kevin, I'm sorry.

J. Kevin Daly: No I'm sorry. I'm being facetious. That's transparency at work. [laughter]

Bridge Littleton: Yeah. Throw in everything. Let them figure it out. Well, I know too what I think is interesting about the whole marijuana law, by far, it was the most voluminous piece of legislation. I mean, it was like what hundreds of pages.

Martin Crim: 270 or 274.

Bridge Littleton: Yeah. [laughter].

Martin Crim: [multiple speakers] just changing like this title to this subtitle and they had to include the whole section because they changed one word.

Bridge Littleton: Yeah.

Danny Davis: Because it was in the section with the ABC.

Bridge Littleton: Yeah.

Danny Davis: And so every reference to that had to be [off mic].

Bridge Littleton: Yeah. Well there's a lot in there too, which we don't need to go into, but I mean like preferences on who gets licenses and stuff like that. It's very interesting. They actually have preferences for who can get a license and who can't. So anyway. All right.

Martin Crim: [multiple speakers] all kinds of thing.

Bridge Littleton: Yeah, that's an understatement.

Martin Crim: I'll figure it out and let you know.

Bridge Littleton: All right. Thanks, Martin. Okay. COVID status update.

Danny Davis: Thanks Julie.

Bridge Littleton: Thanks Julie, I'm sorry. Did anybody have any questions? I totally forgot. [multiple speakers] Anyone have any other questions for Julie? No, okay thanks, Julie.

Julie Rivard: Thank you.

Bridge Littleton: Mr. Davis.

Danny Davis: Thank you, Mr. Mayor. We were the first location that fire and rescue held a mobile vaccination clinic here in Loudoun County, which was really cool. And it was an allocation of vaccine separate from the general allocation that the health department gets. So when they're able to, they can request or try to request a supply of vaccines and then take that to populations that might be vulnerable or unable to travel distances. So they did that at Levis Hill, by the time they got there, all but like I think three residents had already gotten vaccinated, mostly at Safeway, but they were able to capture a lot of the other Windy Hill residents that don't have the capability of going all the way to Sterling. So it was really a great, great process.

Bridge Littleton: Do you know how many were vaccinated?

Danny Davis: It was a total of 50 that they had. [off mic] which is very good. I nudged them and said, if you have the opportunity and the supply and want to come back to Middleburg, we will find you a spot. And I can guarantee you we will have 50 people that fit within the criteria that would like to have this.

Bridge Littleton: And it's only fifty.

Danny Davis: Well, so they get them in, I think, in sets of fifty or fifty, fifty fifty. So they could do a hundred if they know they're going to have one hundred people.

Bridge Littleton: All right. [off mic]

Danny Davis: Yeah, exactly. So but it was a test run and for the first one it went very smoothly. Great folks. And I just appreciate all they did to make that a priority after they'd been working with us on that. Obviously the state continues to run their hotline for vaccination signups for the public, and they're just really dependent upon supply from the federal government. But we do know that J&J is coming out at Johnson Johnson is fairly limited supply the next couple of weeks, according to Dr. Goodfriend, but is hopeful to ramp back up pretty soon. And that's good because it's just a one shot in it and it's quicker to get more people fully vaccinated. As indicated here as well, continuing to stay in touch with any changes in state guidelines, but nothing significant other than what we talked about last meeting. As you all know, Congress passed and the president signed just before our meeting today the American rescue plan, which is the next stimulus package. And as indicated in the item, our congressional delegation and others fought hard for Virginia towns, which are essentially considered differently than towns in most other states across the country. So our allocation went up nearly five-fold to about seven hundred fifty thousand dollars. So we'll talk later in either the budget process or in a separate discussion. The awesome opportunities. We want to make sure that that number is correct and it comes in over a two year period.

Bridge Littleton: I thought it was a one year period. Half now, half next year, right? Yes, two year period. So half. One in 12 months. [multiple speakers] Yeah.

Danny Davis: So, yes. And so there will be some limitations, but we won't have any trouble finding ways to utilize those funds to support the community, support revenue loss and other programs that we've been working on. So we can talk about that at a later time. That's all I have.

Bridge Littleton: Bud.

Bud Jacobs: Danny, is that allocation already made or is that the suggested allocation that Loudoun County then would determine?

Danny Davis: Great question. That is the allocation made by the Senate and then adopted by in the House version as well.

Bud Jacobs: Oh great [off mic].

Danny Davis: And it is given for municipalities under 50 thousand people and it's given to the state, but they don't have a chance to [multiple speakers] reallocate it. They have to reallocate those dollars. So, yes sir.

Bridge Littleton: Any other questions for Danny? Kevin, any questions? Okay.

J. Kevin Daly: I know how to raise the hand. [laughter].

Bridge Littleton: So the Safeway, 20 vaccinations a day.

Danny Davis: Yes.

Bridge Littleton: How's that going? And do they ever have, like, not have 20 people a day?

Danny Davis: I've heard anecdotal stories about that, but I have not spoken to them directly. Again, for as far as I know, that's all being scheduled through the state's central system. And it's based on people who would be proximate to Middleburg. And so as far as I know, they have no problem using them. Now, whether someone doesn't show up, then there's an issue of what do you do with the last dose that you might grab someone walking in the store, I don't know, just anecdotally, but I don't think there's any problem using them.

Bridge Littleton: Ok, that was my question. Right. Okay, consent agenda. Does anybody have anything they would like? [multiple speakers] Peter you got a report?

Peter Leonard-Morgan: I do. [off mic] As the Chief alluded to earlier, I'm very pleased to say that on April the 24th, which is the national prescription drug take back day, Go Green will be holding a Spring Town Clean Up between 8:00 a.m. and 10:00 a.m., this time starting and finishing here at the town office. And we'll also have a household battery collection day on site between 10 and 2.

Bridge Littleton: What day again?

Peter Leonard-Morgan: The 24th of April, Saturday the 24th. So it's traditional that we hold that battery collection day when our police department holds the prescription drug take back day here and we help each other. Thank you Chief.

Bridge Littleton: What time on the 24th [off mic].

Peter Leonard-Morgan: Eight until ten. [off mic] Now we do have a sign up for that because we need to try and limit it to the outdoor gathering limit of 25 folks. But I've been talking with the town manager about the possibility of if it gets more than that, having maybe a couple of pods in different areas so that we can have, you know, one group in one place and one group in another. I think we want to be very careful.

Bridge Littleton: All right, that's good to know. Okay, does anybody have anything they'd liked removed from the consent agenda? All right, is there a motion.

Philip Miller: I move, we adopt the consent agenda as proposed.

Bridge Littleton: Any discussion.

J. Kevin Daly: Second.

Bridge Littleton: Oops. Sorry about that, Kevin seconded any discussion. All right, all those in favor say Aye. Bud.

Bud Jacobs: Aye.

Bridge Littleton: Philip.

Philip Miller: Aye.

Bridge Littleton: Peter.

Peter Leonard-Morgan: Aye.

Bridge Littleton: Cindy.

Cindy Pearson: Aye.

Bridge Littleton: Chris.

Chris Bernard: Aye.

Bridge Littleton: Kevin.

J. Kevin Daly: Aye.

Bridge Littleton: All right. Consent agenda is approved. Next item is Strategic Initiative Updates.

Danny Davis: Mr. Mayor, after your special meeting on February twenty third, I drafted some minor amendments to the previously adopted Strategic Priorities Objectives and then the action plan and the initiatives. And they're highlighted in the packet for you in yellow. I will note I found one minor typo in an old section that I'll also adjust, but that's just a typo. With that, we're happy to consider amendments if you see any necessary. But I think this captures the intent of the conversations at that meeting and gives us a good pathway moving forward. Happy to answer questions or discuss.

Bridge Littleton: Anybody have any questions for Danny or staff on our updated strategic initiatives? I just want to say on that, thanks, everybody, for participating in that. I thought it was a really worthwhile value added discussion. I mean, nobody likes an extra meeting, but I felt it really healthy to go through it again. And adding in there a focus the way we did on citizens and businesses around, you know, coming out of the COVID pandemic was really good. And Danny, thanks to you and the staff for setting that all up, clearly show we can

still get together in person and do it safely. So I think it was a good dry run for what we're going to do on Monday with the community outreach. So thank you guys for doing that. Okay is there a motion?

Philip Miller: [multiple speakers] I move that the town council approve the attached strategic plan and initiatives.

Peter Leonard-Morgan: Second.

Bridge Littleton: Any discussion? All right. All those in favor say Aye. Bud.

Bud Jacobs: Aye.

Bridge Littleton: Philip.

Philip Miller: Aye.

Bridge Littleton: Peter.

Peter Leonard-Morgan: Aye.

Bridge Littleton: Cindy.

Cindy Pearson: Aye.

Bridge Littleton: Kevin.

J. Kevin Daly: Aye.

Bridge Littleton: Chris.

Chris Bernard: Aye.

Bridge Littleton: All right. Motion passes.

Danny Davis: And I appreciate that because I went ahead and put in the newsletter that went in the bills today that it was adopted so [multiple speakers].

Bridge Littleton: Wait a minute all opposed. [laughter] Yeah you know, we'll do like the counties do on [inaudible] we're going to reconsider that. [multiple speakers]

Danny Davis: Oh Goodness.

Bridge Littleton: Okay, so next item is discussion item, General Fund Budget Discussion. Here we go.

Danny Davis: All right. Thank you, Mr. Mayor. And Julie will be here to help. Will's on the phone if we get to questions on his departments and of course, Chief is here as well for police. At the last meeting, there were questions and a request that we just helped designate or show you the key line items in the budget that were specifically impacted by COVID or might be one time kind of weird quirks in the budget, if you will, such as the fire fund, as you see here. So we showed you what the the FY 21 amended budget line item was compared

to the twenty two proposed budget. You'll see some of these are related to, again, COVID expenses, COVID revenues coming in from Cares Act and then a few of these other larger items that might just be unusual. The general fund debt service, one, we had budgeted a full service payment in twenty one originally thinking things were progressing faster. We'll in twenty two if we progress with this, will not necessarily even be the amount that we have in the budget to date. Again, that remains to be seen with what comes out of that conversation. But that being said, this gives you a general idea of the totality of those major one time kind of changes from the last year's budget or current year's budget. We wanted to provide you a few brief budget updates. One relates to business licenses. Again, we're trying to be conservative, but a little more realistic. We had anticipated a decline in business licenses both for current year and then also for fiscal year twenty two. The way the current year came through in terms of business license renewals, we feel confident increasing that revenue line to half a million dollars. It's still less than what we brought in this year and less than what we brought in last year, which gives us, you know, potential for softening in certain sectors. But we also think that it's more reasonable than the original number that was in the budget document. Along with that, not sure what's going to happen with elections coming up, but I did fail to include that in the initial draft budget. So assuming that the legislation might be amended by the governor as being requested by VML with a later implementation date, if there is a May 22 election, there would be a cost to the town for that. So it's a small expenditure that I've also changed in the budget since we presented it to you. Those are the only changes at this point in line item wise that we've made. And we're happy to discuss those as you wish. We also included in here three enhancement requests that were not ready by the time the budget was prepared, probably waiting on some additional information from our potential software vendors. I think it's probably safe to maybe hold that discussion until we go throughout the budget. If you're confident with that, unless you'd rather go ahead and talk about them now. But they are software related and things that we think would be important, but operational efficiency and also serving the community and certain other abilities to do transactions electronically. Finally, I just want to draw your attention at the bottom of the memo that, as noted before, the real property tax rate needs to be affirmed by the town council by your next meeting or essentially by April 1st, but without calling a special meeting, that would be by your next meeting. I have not proposed any change in the real property tax rate at this time. But if council wishes to consider any changes to that, we would want to begin that conversation soon. So with that, Mr. Mayor, I'm happy to have any discussion on those specifically or I'm happy if you want us to walk through each department and see if there are any questions from council, department by department.

Bridge Littleton: So first off, does anybody have any general questions? Okay, I had one question and it's in regards to the tax rate, and this is actually not a question for Danny or Julie it's a question for council. And it was what you and I talked about. You know, we've been very fiscally responsible in saving money and stuff like that, and we've done a great job of helping out the businesses and whatnot. And I don't want to change the tax rate because, you know, it gets so fickle and hard when you move that thing around. But on the flip side, there's definitely, I think, worthy of discussion. Do we want to look at helping our citizens, you know, any more as we come out of the pandemic? I don't know what form that could take, right. I mean, we did the utility, you know, rebate. There's I mean, Grant or whatever. Right? I mean, I think we've helped a lot of good people in need. But I think, you know, the business piece is starting to turn around. The people who, you know, are still unemployed and stuff like that are, [off mic] you know. Yeah, exactly. I mean, so one of the things you always think about is, I mean, at the end of the day, this is the taxpayers money and, you know, oh, we can lower their tax rate. Well, that gives them money back. Well, it only gets property owners the money back. It doesn't give renters money back. It doesn't. And most likely those most in need of the ones you probably don't own anything. So my question is, do we want to set aside something for the second half of this year where we could do something like that related in specific to citizens, you know, to the people, you know, not businesses, not whatever, but the people because that'll be the last piece of it. Right. As the business comes back, then they start hiring, the hiring is the back end not the front end. So anyway, question I'm just throwing out there. Peter.

Peter Leonard-Morgan: I absolutely think it's worthy of discussion. I mean, we talked earlier about, you know, revenues are reasonably.

Bridge Littleton: Preserved.

Peter Leonard-Morgan: Positive and healthy, and the revenues produced in the town where we've got citizens who have been struggling. So I think it's an excellent idea to talk about how we can maybe share a little bit of that, you know, with the people that need it.

Bridge Littleton: Cindy.

Cindy Pearson: Do you have any ideas already that you were thinking of and specifically or.

Bridge Littleton: You know what I honestly don't.

Cindy Pearson: [multiple speakers] And the money that Danny was just talking about coming from the state, could part of that be used?

Danny Davis: Again, the generalities that we've been given? I believe so. [multiple speakers] assistance with the pandemic.

Bud Jacobs: Well, one note of caution. At the moment there are over seven hundred million dollars. That is almost a billion that the government has not managed to spend yet from the first round of Cares Act funding under the previous administration. And I don't think necessarily that the allocations that have done serially or sequentially, but the government's inability to spend that money in a timely fashion might suggest that we'll see our seven hundred fifty seven thousand, but perhaps not as quickly as we might want to plan for. So I would just urge caution on that count.

Danny Davis: Sure. My understanding is there were triggers in the legislation that required it to be distributed within 30 days.

Bridge Littleton: And it was 30 days the first half. [multiple speakers]

Danny Davis: Again, I hear you. I would not. Well, again, all funds are fungible, which is true. We do have unassigned fund balance. But I'd be cautious to go spend those dollars necessarily until we actually know that it's coming through.

Bud Jacobs: If what you're suggesting is some sort of placeholder in the budget for those kinds of expenditures, I think it's a terrific idea. And I think we'd be remiss if we didn't do that. If anything in the last year has taught us that we don't have a clue what's coming down the road. And it's best, I think, to be thinking about it. So I'm glad you brought it up.

Bridge Littleton: Okay.

Bud Jacobs: I don't know what that amount is but.

Bridge Littleton: [multiple speakers] I mean, you know, we and, maybe that's something for Danny and Julie to sort of think about with anybody's input. Right. We've got 700 plus or minus residents in town, you know, so obviously you're not going to give a grant to a five year old. [laughter] So Leslie is six.

Chris Bernard: Don't put the floor at five come on.

Bridge Littleton: So, you know, and is there you know, anyway, so I think we need to understand sort of what that would look like but I just really worry about, you know, there's going to be some percentage of the population who don't qualify for unemployment because they're an independent contractor and they haven't gotten work or they're on 24. I mean, I was talking to one of the folks who works at one of the shops in town, and it's you know, they're working, but they're only getting 28 hours a week and they're barely scraping by and they want to do the right thing and have a job. So they're not taking unemployment. And it's like, jeez, that's the kind of person, you know, that's like the person who's fallen through the cracks.

Chris Bernard: Standard Unemployment since the, you know, the initial [off mic] went away isn't a huge amount.

Bridge Littleton: Right. And if you're employed, you don't get it.

Chris Bernard: Exactly. And so you can't use it to supplement.

Bridge Littleton: Right.

Chris Bernard: It's tough.

Bridge Littleton: So and I'm guessing it's probably a couple hundred grand, you know, is if we if there were something big and bold and whatever, or it could be a whole lot less.

Philip Miller: My suggestion and I'm all for this and I think direct relief is the way to go instead of changing the tax rate. I think that gets murky and crazy and doesn't necessarily do what we want it to do. I would say that we take that as a separate item in another meeting. Once we have more information about when this money is coming in, we can all share our ideas about how we can do that and what is the most equitable way to do it.

Bridge Littleton: Okay, Oh, Kevin, sorry, go ahead.

J. Kevin Daly: Thanks a lot. Let's not plan on spending the money until we actually get it in our hands. Because, I hate to make promises that we can't keep if the money doesn't appear.

Bridge Littleton: Yep. Understood. Okay, so I think what we'll do is Danny maybe we'll get together with you and Julie, sort of frame out, you know, Okay, this is what we kind of need to know and understand. And then you guys can go and do some deep dive in and come back and maybe look at other localities what they're doing. Absolutely. Okay, cool. Any other input on that? All right. So I think you said, Danny, you want to go department by department?

Danny Davis: Yeah, I think I'll do that. I'm going to share my screen that has the budget on it. [laughter] [inaudible] excited about [inaudible]

Chris Bernard: only Bridge.

Danny Davis: First thing, Mr. Mayor, I'd like just ask if you want.

Bridge Littleton: To see that no.

Danny Davis: So you do have the budget document, I have a few printed versions if you need it. It's also attached. So we're on page 12 of the budget, which is the general fund revenue lines. Before we get into expenditures, I want to see if there are any concerns or questions about our revenue projections for fiscal 22 proposed. As mentioned, the business license line is now going to reflect 500,000, which is a fifty four thousand four hundred increase over budget. And the remainder of it is as presented. I can walk through this again, but I think we've been over it in a previous discussion.

Philip Miller: So I was just curious how you came up with the FY 22 COVID numbers. What did you base those on?

Danny Davis: Yep. So and it's again, one more column that we didn't show you, but in our spreadsheet the COVID numbers, essentially we took an additional 20 percent drop in meals and occupancy and we took an additional, I believe, 10 or 20 percent drop in business licenses. We took.

Philip Miller: But it was just a general 20 percent. We didn't base that on how we've tracked so far throughout this this.

Danny Davis: Correct so, the 22 proposed, is built more along what we're seeing right now.

Philip Miller: Okay.

Danny Davis: The COVID plan is like [multiple speakers] or even worse, which is almost doubling essentially in some ways that the decrease that we're currently seeing.

Philip Miller: Thank you.

Danny Davis: Yes. And no one expects, honestly, that that's going to happen based on the way things are continuing to show. But we at least wanted to show that we're thinking about if there should be some major issue that comes up with that.

Philip Miller: But nobody expects the Spanish Inquisition.

Danny Davis: Absolutely. [laughter]

Philip Miller: So with that [off mic].

Danny Davis: Any other questions on the revenues at this time? Okay.

Bridge Littleton: [off mic] We'll talk later. Okay any other questions on the revenue side? Okay, I guess we're going to go to.

Danny Davis: So now we'll go to administration.

Bridge Littleton: Correct.

Danny Davis: Which is general fund administration budget as shown here we have again FY 19 actuals and 20 actuals on the left hand side. We have the adopted budget for twenty one. The amended budget is a reminder is a reflection of any amendments that were considered by the town council just a few months after the budget was

passed. I will also note that it reflects any merit increases that were provided to staff. So we reallocated from the other wages line, the second line into each individual department's salary line items based on merit increases that were provided. We show you the COVID plan just for relative comparison purposes. Again, in the most part, we've not had to. We follow that in major categories. Those kind of Tier zero, as we call them, though we haven't had to tighten up too much on others. And then year to date and then twenty two requested and twenty two requested. In general, the significant change in admin on this first slide, page 14, is a reduction in engineering and architectural. This was initially put in to help support some of the studies and efforts related to the town hall, as well as to backfill any studies needed in planning and zoning. At this time we've not used it in recent years as much because the town hall has its own project and planning and zoning has their own budget here. If we reduced it further, it could impact potential use of consultants for things as it relates to getting into whether zoning ordinance amendments or other things and specifically in the community development arena. But that's a significant drop. And of course, as indicated previously, the fire and rescue fund was a one-time increase and a one-time drop. If that makes sense. And that's just pass through dollars. On the second page of administration again, we did not at this time budget any dollars in COVID support assistance. These were the funds put in for the housing support program, if you recall, after the second set of Cares Act dollars were provided to the town. And then you'll see some slight increases or decreases in other line items. And then finally, the non-departmental at the bottom. So I'll stop there, Mr. Mayor.

Bridge Littleton: Okay, anybody have questions on the administration expense side? Yeah, so question, printing?

Danny Davis: Yes, sir.

Bridge Littleton: Why did that go up 300 percent from two years ago?

Danny Davis: So printing is I think that's one where are you saying the year to date, why did that go up?

Bridge Littleton: No, we're proposing FY 22 6,500.

Danny Davis: Right.

Bridge Littleton: FY 20 we spent 2,000 in the whole year, FY 19 we spent 35 in the whole year. I'm assuming FY 21 part of that expenditure was the COVID stuff we did. So it's now budgeted at 6,500.

Danny Davis: So the budget has not changed year over year. It's the same as last year's budget. So I don't show you FY 21 budget dollars FY 20 excuse me, budget.

Bridge Littleton: I'm talking about actuals.

Danny Davis: I understand, but I'm just saying the budget line, the budgeted number is unchanged in comparison to actuals it is higher. This is a line item where we could probably decrease it a little bit if you wish.

Bridge Littleton: Well, so okay. So let we talk about that so what we budget is what we intend to spend.

Danny Davis: Right.

Bridge Littleton: Or close thereby. And if we budget it, that is money that we have budgeted we say we're going to have to do other things with that we're not going to program in that year to do other things with because it's accounted for. So if we're over budgeting on certain lines, when you add all those little over budgets

up if it comes up to 50 or seventy five thousand or a hundred thousand dollars, then that's a hundred thousand dollars' worth of activities we're not going to fund in that year. But we actually had the cash to do it.

Danny Davis: And understandable.

Bridge Littleton: When we see the run rate of we actually only spent 3500, we actually only spent two thousand. Why are we still budgeting 6500 if we're actually only spending between two to three thousand?

Peter Leonard-Morgan: What did we spend so far?

Philip Miller: Year to date we spent forty two hundred [multiple speakers].

Bridge Littleton: But that's with the COVID stuff.

Danny Davis: That is not with the COVID expenses. We put all COVID expenses in a separate fund. I'm fairly certain. We had new branding this year. So we had obviously there's letterhead, business cards, there's things that goes in it. And so this is a combination of internal printing Xerox machine we paid by the page, as you typically do on a Xerox lease. It's also external printing. So it's everything from staff, you know, whether it's fliers that need to be printed up, whether they get a letterhead, business cards, things like that. I think there is value in having a cushion there, partly because we don't know what the council might wish to do, whether it is a new program, a new project at a print job that could be a glossy that gets printed out, could be a thousand dollar job. Right, depending on what we do with it. Again, I'm just saying it provides a little bit cushion. If you wish to decrease it I have no heartburn over that. But again, that's why it's been budgeted the way it has.

Philip Miller: Does this also include the banners at the entrance to town and the [multiple speakers]

Danny Davis: We actually have been printing those out of economic development out of there, content and collateral line item.

Philip Miller: So this is just printing? [inaudible].

Danny Davis: It is. And again, I will say we've tried to actually honestly decrease this even in current fiscal year. We used to have to pay for preprinted utility bills stock. Now, that may come out of a different line. But, you know, we're doing that on blank white paper now. We're trying to do a lot more in House and that's cost effective than having to send as much off-site. So, again, if council wishes to, you know, four thousand forty five, I mean, you pick the number, I'm comfortable with it again.

Bridge Littleton: So it's not about the picking the number. It's about looking at the line item and being you know, I reasonably think this is where we're going to end up.

Danny Davis: And the best I have is the actuals that we have from prior years and what has happened in the current year with reprinting of, again, business cards and things like that. I cannot give you an exact number of what I think I'll spend next year.

Cindy Pearson: And I'd say that the printing is one of those things you can't guess where it's going to land exactly. The sixty five hundred is probably a good choice because there's things that do come up through the year that you're not aware of and you always put a little extra in there for that. [multiple speakers] I would say in the scheme of things that we're looking at right here, that that's not one of them to, you know, move around or make less.

Bridge Littleton: So I think the concern here is so we went through this line by line and looked at every single thing and tried to understand from looking at prior years of what we actually spent and then what we budget does something just look or feel out of whack? Right. We're budgeting 10 and we're always spending three. Why are we budgeting 10? That's seven thousand dollars not available to do other things when at the end of the day we will actually have the cash.

Cindy Pearson: Yeah I get that.

Bridge Littleton: So when you go through and do that on a line by line basis, there's 20, 30 things that pop up that are each two or three or four thousand bucks. You add all those up, those little tiny it's like the old saying, right, death by a thousand cuts. You add all those little things up. It's seventy five to a hundred thousand dollars. That's real. That is Pinckney Street getting funded this year versus getting pushed off another year. That's a sidewalk connection. And it's not like we're not spending money we don't have its money we actually have. So let's deploy it if we can deploy it or save it or whatever. So that's but the hard part Cindy, is [inaudible] go line by line.

Cindy Pearson: I get you. I understand what you're saying.

Bridge Littleton: So that's what I'm trying to understand. Chris, sorry.

Chris Bernard: What's a total acceptable margin of error. [multiple speakers] closer than they expected it get it.

Bridge Littleton: This is double. The budget is double what we typically spend.

Danny Davis: And if I may just say in small line items, double is different than in large line items, right?

Bridge Littleton: But if you have 30 of them.

Danny Davis: I'm not discounting what you're saying Mr. Mayor. But what I'm saying is when it's a three thousand dollar, or six thousand dollar expenditure, there's very little wiggle room.

Chris Bernard: Like one print job could make up a thousand.

Danny Davis: But again, if I'm open to whatever council wishes to do.

Chris Bernard: I get [off mic] I get that it adds up. Right. But over the course of the whole budget, it is a relatively small amount. And, you know, I guess we're expecting him to get so, so, so close on each one, that it's just I don't think it's possible. There's going to be certain things, where you just have to guess.

Peter Leonard-Morgan: Was the 6500 for 21 much to do with the re-branding.

Danny Davis: There definitely was.

Peter Leonard-Morgan: And therefore we don't necessarily need it again.

Danny Davis: There will be parts of it we don't need again. There will be parts that will continually be updating, but that's normal anyway as we get into, you know, new staff turnover, things like that. And I will be

honest. I think there were things we had intended to continue to create and produce as either community giveaways, business giveaways, what have you that we've not spent this year. Some of that may fall under printing, some may fall under economic development. But there are things we've actually not spent because, of COVID. We're just trying to be cognizant of the times we're in at the moment.

Chris Bernard: Is there anything within the town hall project that would add to that as far as sending stuff out to people or would that fall somewhere in like the town hall line item?

Danny Davis: It could fall either way again anything generally related to it we do charge. But yeah.

Chris Bernard: Trying to think of what might cause it to be higher this year.

Peter Leonard-Morgan: [inaudible] the year to date is 4,251. I mean, that's tracking towards the 6,500. But if there were anomalies, one offs because of something we talked about, then I would agree with the mayor that we should reduce it. But if there's something that's going to be reoccurring that we and I'm sure you've looked into this. I mean, this is not just, you know, come out of nowhere. I'm sure it's been calculated.

Bridge Littleton: Or did it or is it because we always had sixty five hundred budgeted in so let's just budget Sixty five hundred again this year, which was it?

Danny Davis: No, it's not the case. We look at what we've spent and say is do we think it's reasonable and plausible that that might be needed and again, based sometimes on the factor of the unknown. And by that I mean the factor that there are always the potential of council initiatives, council directives to go do a project or go create this. So, no, we don't just slap it and say ignore it. It is a look can we discuss among admin to say, is this right? Does it feel right? We think there could be a need for it.

Bridge Littleton: Okay Chris.

Chris Bernard: I would say and this is a process question and sorry if this analogy doesn't land with everybody, but is this similar to, like to reviews in the NFL where you have to see something that really makes you change it, otherwise you leave it the same or do you go in thinking blank slate, we're just going to pick the right number? Does that makes sense?

Danny Davis: Yeah, no, absolutely it does. And I think it's a little bit of both, clearly. And we had this conversation to go into a full blown, zero based let's start at zero and build it up from everything. You know, that is the it's got to I'm nixing the analogy you get what I'm saying. In this case, what it is, is we look at it together and say, does it feel right? Does it feel like something's changed? Do we know something in our world or our operations has changed? And does that necessitate us, you know, reallocating funds between lines? Maybe it was being charged to printing when it really should have been charged somewhere else or vice versa. So we definitely give it a look. But it's not a fine tooth comb, if you will. At this time as we've indicated, intend to do that two departments a year for the foreseeable future.

Bridge Littleton: Yeah, Bud.

Bud Jacobs: We've established a new strategic objective of enhancing communication with town residents about health services and how they might access them. And as I recall, one of the things we discussed at the little mini conference we had was the notion of sending out perhaps questionnaires or letters. I think we agreed that they probably needed to be paper. And I can see that that might well impact some of the remaining 2500 dollars in the printing fund if that's the category we decide to use to to fund that effort. So to me, the number's

fine it makes sense. Yeah, I'm not worried about it being a fantasy number. And as a former federal bureaucrat. [laughter] Precisely in these accounts is where you want to bury the excess that you.

Bridge Littleton: That you tend to float other places.

Bud Jacobs: Exactly.

Bridge Littleton: Yeah. Yeah.

Bud Jacobs: So, that you get to reprogramming later [multiple speakers].

Bridge Littleton: Oh yeah. And keep your top line healthy. Yeah. And so again Bud my question, the reason I'm questioning is not that it's not valid. The reason I'm questioning, the reason I'm asking about it is so to your point about the printing for the outreach. Well, this budget was created before we decided to do that.

Bud Jacobs: Exactly.

Bridge Littleton: So I don't want to be backing into the number. Right. But the question is that, you know, as I look at it, it's like we spent 3,000, we spent two thousand. We have a COVID year. It's different. And, you know, the budgeted amount every year was the same. So when you look at it that way, it doesn't feel looked at. It feels, oh, we just always put in sixty five hundred, let's just put in sixty five hundred again. That's what it feels. I'm not saying that's what it is. So that's, the question.

Bud Jacobs: So what you're really doing, you're asking more of a philosophical [multiple speakers] process.

Bridge Littleton: Yeah, yeah. I'm not saying we're not going to spend that much.

Bud Jacobs: Yeah. It's a fair question.

Philip Miller: A fair question but it's something we probably should have addressed before we started the budget. [off mic]

Bridge Littleton: Well you don't know until the budget comes out. You know.

Peter Leonard-Morgan: I'm curious like FY nineteen what you know.

Danny Davis: Can I tell you something real quick if I may. I believe on this sheet and I'm hoping I think it's just this sheet. I had an actual snafu where that FY nineteen actuals is actually the FY nineteen budget. So just this one page, which starts with office supplies at the top of the administration, if you look at those amounts. I was just looking at the nineteen budget so that in the printing line item, 3500 dollars is actually the budgeted line item. We spent 4500 dollars in FY 19 and that's my fault. So I will [multiple speakers]. [laughter]

Bridge Littleton: So you guys can go and redo the entire budget correctly. And since we've got this error, I'm sure there's errors everywhere. I'm sure. All right so let me.

Peter Leonard-Morgan: The thing is we should have spotted that, you know, because it's all even numbers [multiple speakers]

Bridge Littleton: That's Martha, she always rounded it.

Danny Davis: I was just trying to see [multiple speakers].

Peter Leonard-Morgan: Into actuals. [laughter]

Danny Davis: I just wanted to see if you actually read the budget.

Bridge Littleton: [multiple speakers] Okay the only other question I have on this page was Town Committee Support.

Danny Davis: Yes.

Bridge Littleton: So 4,000, 1,500, 8,000.

Danny Davis: Understand. And so that was a specific choice on my part last year in the 21 budget. As we have seen committees, we've added committees I'll start with that. And we've added committees that have desires to do small activities perhaps. So, for instance, Go Green has kind of their own or at least did have a pot of money. But I think it may be [multiple speakers].

Bridge Littleton: Oh this is go green. Oh, never mind. [laughter]

Bud Jacobs: [off mic] I need green maybe.

Danny Davis: The Arts Council has [multiple speakers] line item but things like Events Committee and EDAC don't have any just small dollars if they needed to host an event or they needed to do a small, you know, video project, that they needed to pay 500 or 700 dollars or something. And so essentially, it's kind of a little bit of a fund that the committees, if they have an effort, could have to be able to put some of those on. I mean, again, the committee support was wellness committee or the Wellness Fair. Right. So that was my intent. By all means if council would prefer to have that funded out of a different line item, we can talk about that. But that was the intent of the increase.

Bridge Littleton: Yes. So that's just like an example where the color is helpful to now understand why it went from four grand to 8 grand.

Danny Davis: Absolutely.

Bridge Littleton: Bud.

Bud Jacobs: Danny, can you remind me how we came to the planned repayment schedule for the health center funding?

Danny Davis: Yes. So my thinking at this point is that over a three year period, we would budget the payment repayment of that with interest, probably more interest than what we're making in our accounts currently. And I wanted to start on a little smaller level this year because A it's a one year. And also our revenues are still a little depressed. So thinking maybe 50 this year, 100 the following year and 100 the third year. That being said, not to jump too far ahead again, down another pathway, but I believe a potential use of the federal stimulus dollars if they come in and if it's appropriate, would be to completely repay the health center for all of their contribution in one fell swoop. Knock it out and get it done.

Bud Jacobs: Yeah. I agree with that. And particularly since we're about to set up the management structure for whatever that's going to look like. I think if we do have the resources that might make sense to advance that schedule a little bit or even maybe pay it all off. I don't know. All right.

Danny Davis: Exactly. So that would be the intent is that we do have those resources go ahead and just do it in one year.

Bridge Littleton: Any other questions on the administration? Or the Go Green Slush Fund. [laughter] [off mic] Yeah, exactly. Okay, next one.

Danny Davis: Next one is buildings and grounds. And again, Will is on the phone if there are any specific questions. But as you'll see here, the same line items. I will note there were a couple of questions, so I'll cover one of them first, on repairs and maintenance. The line is not necessarily clear in its title. That includes the cleaning for the town hall. So if you look at the expenses for the past couple of years, it's been right around 20,000 dollars. That's a standard contract we do have.

Chris Bernard: That's about to go up.

Danny Davis: That is a line we will be preparing in [multiple speakers] yep in the 23 budget. We will have to be looking at that. But the remainder Mr. Mayor, we're happy to answer any questions you have.

Bridge Littleton: Anyone have questions on building? The only one I had was really sort of a general question for council, so we got the new town hall going up in our existing town hall right now or even in the police station you know, normally there might be repairs that we would do. You know, it's all going to depend, right? If we find mold, of course, we're going to remediate it and we're not, you know, but if someone comes along and says, well, your HVAC units really, you know, I can make it limp along for another year or you could spend 12 grand and buy a new one. I think the vote is we will get the duct tape out and the WD40 and make this thing limp along for a year. [multiple speakers]

Danny Davis: We will make the choices appropriate so that we are not spending money unnecessarily on this building.

Bridge Littleton: Okay. Got it. Okay, next one is, Oh, Lord. Police.

Danny Davis: So I'm going to intro it real quickly, if I may. And then Chief is here obviously to answer detailed questions. The top two section salaries and. Well, let me start a different way. There are a few line items that are outside of the chief's control. Clearly, that would be direct salaries. That would be the benefits lines. That would be things like insurance, auto liability insurance. Some of those, if you see variances there, are based on just natural changes or reallocation of dollars. I've tried to better allocate where we're paying our insurance dollars when we get from VRSA just so it tracks better with reality. And then we did ask Chief to look at his expected or planned overtime, other wages and then the rest of operations. And you'll see in there some of the changes he made back and forth. A couple of the operations line items he also doesn't control. But I can speak to those if there are any questions. So we're happy to talk through any questions council may have.

Bridge Littleton: Any questions on the police?

Peter Leonard-Morgan: Just a confirmation again, so this was zero based?

Danny Davis: This was. So and what I will say and again, kudos to Julie and chief on this, Julie created a spreadsheet with a separate tab for each of the O&M line items and Chief went in and essentially built from scratch. Here's office supplies, printer toner for this person, printer toner for that person, you know, toilet paper, cleaning supplies and came up with the number developed here. And so it was a start from zero. Again, it shows that we weren't far off on many lines and we were far off, up and down on other lines. But it was a true look at everything similar to power, internet telephone. Right. He doesn't see those invoices necessarily. So I took those invoices here was last year. Here's our phone bill. Here's our Comcast bill. Here's the number. So it wasn't a copy and paste.

Bridge Littleton: Cindy.

Cindy Pearson: Is their office cleaning included with our office cleaning?

AJ Panebianco: We clean our own office.

Danny Davis: So they've chosen to go ahead and just clean it themselves. So we're not currently paying a third party to do that cleaning. But I personally keep a little bit of money in there in case we do either need to backfill if a person is unavailable or if we need to do it separately.

Cindy Pearson: Good thinking. [laughter] Not that y'all don't do a good job, but good thinking.

Bridge Littleton: Any other questions on this one? Philip.

Philip Miller: Special events, that's just national night out?

A.J. Panebianco: [off mic] events. In the main one is National Night Out. But we keep some funds there for like the Unity March. We did some expenditure with October Fest. We did some expenditures with Mille Miglia. So and there are a few events in there. And some unforeseen events may pop up that we we understand before COVID, they were looking at doing Dickens Village and a few other things like that. The good thing about National Night Out is much of that is provided, but we can't take that donated check and cash it and spend it so it goes into an income account and this is where it's taken out of. So it zeroes out sometimes, but you have to show you spent it.

Philip Miller: And the other thing was, thank you for that, DMV Stop Fees that's just sort of a number we don't know. Right?

A.J. Panebianco: Yeah. We we don't ever give one person that doesn't pay it or 20 people that don't pay it. And we only charge that fee. We only pay that fee after they pay us the fee to get it removed. [multiple speakers] So it's a zero out. They pay us first but we have to again show the expenditure verses they can't give us 25 dollar check and we hand it to DMV. We have to give it to Julie and Julie does her magic and [off mic] ours.

Philip Miller: Yeah. Cool.

Bridge Littleton: Real quick process is just sort of an accounting question. So the money you have in there for special events, wouldn't it make more sense to make the event account for that? So like as an example, if we're going to want to understand how much an event truly costs to put on and if we need policing support, and that's a cost that should probably be borne by the event. So you actually truly understand and not now I mean, at the end of the day, it zeroes out in the accounting. But A.J. shouldn't be budgeting for it. The event should be saying we're doing a new two day Dickens event. We're going to need police support and they should go to A.J.

And say, here's what we need. How much will that cost us? And they need to put that into their budget because that's specific to that event. If it gets buried in A.J.'s Budget, we're going to kind of lose sight of what these events could truly end up actually costing. Well, this is an accounting question because the dollars are going to net out.

Philip Miller: But I mean, I think that makes sense to do it. And I think to a certain extent we already do for the events that we control, but for the events that we don't control, that the police are required to do things for I don't know how we would necessarily do that. [multiple speakers]

Danny Davis: Yes. So and I just off of the top of my head I can't not remember with Oktober Fest, I thought we did put some of those dollars into the actual Oktober Fest lines. I could be mistaken, but there are other things, again, whether it's a unexpected event that needs to be responded to or whether there's a part of that that may not be a direct event cost, but they may have an ancillary cost related to it. So I hear what you're saying. I think from an accounting perspective, we would do our best to try to account for that as much as possible. And we can journal entry those from an over time line back to Oktober Fest just so that we have a better accounting of the actual cost.

Bridge Littleton: Yeah, but I mean, even if it's under unexpected event, which should never really happen anyway, I mean how [multiple speakers] unexpected events.

Danny Davis: It's unexpected put on by someone outside of the town.

Bridge Littleton: Well I got it, I got it. But I mean part of our comment to those people should be, hey, you need to pay for this.

A.J. Panebianco: And we have that built into some of the like the gravel grinder, for instance. We pay the overtime for the officer we we have that scheduled. But we also show in our budget for that that there's money coming into cover that. But we still have to show the expense because it comes out of our budget.

Danny Davis: But we don't create a line item for every [multiple speakers] event.

A.J. Panebianco: Yeah, there's a line item [multiple speakers].

Cindy Pearson: Isn't there a form? Do they still fill out that special event form? Isn't there a line on there where it asks that.

Danny Davis: Yes. And so they actually have to now direct deposit prepay for the overtime for the deputy.

Cindy Pearson: Right.

Danny Davis: And so we true it up, but. [multiple speakers]

Philip Miller: So it's accounted for on the revenue side, so.

Bridge Littleton: Well, that's just the overtime. Yeah. [off mic] Okay alright no, because I mean the only reason I ask is because you said this is for Mille Miglia and Oktober Fest. I'm going I'm thinking to myself from an accounting perspective that it should, you know, anyway. All right, we'll move on. Next one is maintenance. Yeah.

Danny Davis: Yes, sir.

Bridge Littleton: Bill or is it Will?

Danny Davis: Will is here. Yes, I will just draw your attention. We increased the refuse disposal line and as part of the amended 21 budget, just after we got the responses for that contract, and then as you see here, the only thing that we significantly changed at this time relates to snow removal. At this time, we've had, thankfully, minimal charges for snow removal. We've also [off mic] yeah, we've also worked with our landscape contractor to be able to do some services there that has saved us some dollars. But we're happy to answer questions on the rest of it, if you'd like.

Bridge Littleton: Anybody have any questions? The one I had was part time contract labor.

Danny Davis: Yes.

Bridge Littleton: We went from ten thousand, five thousand, now we're budgeting 20,000.

Danny Davis: Will, are you on?

Will Moore: Yes, sir I am.

Danny Davis: Okay and I will just say, Mr. Mayor, again, same comment as before in terms of actual expenditures you are correct. The budgeted line item has been 20 since fiscal year 19. But your point is well taken. So I'll turn it over to Will for what that line item is.

Bridge Littleton: Okay.

Will Moore: Right. So I do think there is an opportunity for some reduction here. Just looking back at past numbers, before we did an enhanced budget for our landscape maintenance, sometimes in years past, prior to my involvement, some landscape maintenance activities were coded to this line now. Whereas we were coding to this line for exclusively non landscape maintenance labor activities. So I do believe there is an opportunity for reduction here. What that number might be I'll work with Danny on. But yeah so I think a reduction is in order in the budget on that line.

Philip Miller: So Will, what would account for that line item now?

Will Moore: So generally that's going to be things like extra labor that helps Tim put up the street banners. When we have to do a maintenance activity for somebody who does not respond to a notice regarding accumulation of trash on property and we actually have to go in and remove that trash with our own labor forces, that would account for that. So things like that.

Philip Miller: Okay, thank you.

Will Moore: Yes sir.

Bridge Littleton: Okay. I think that was all I had a question about there. Yeah. Okay, next one is planning and zoning.

Danny Davis: Planning and zoning Mr. Mayor, in the O&M line item, a whopping fifty dollar increase, but we're happy to answer questions about these lines, if you'd like.

Bridge Littleton: Anyone got any questions about planning, and zoning? Other than Danny's recommendation of dissolving the department. [laughter]

Danny Davis: I tried to get Will to [multiple speakers]

Bud Jacobs: Second. [laughter] [multiple speakers]

Bridge Littleton: [off mic] Any discussion? Oh, no discussion. Let's vote. [off mic] [laughter]

Will Moore: [off mic] hung up instead.

Bridge Littleton: Sure you hit the wrong button. Sure. Okay. Next one is Economic Development.

Danny Davis: Mr. Mayor, this budget, if you recall, last year, we worked hard to try to reshuffle a lot of the line items to better reflect what our goals would be in economic development. So you will look at 19 and 20 and not always see a direct correlation to 21 or 22. So I just want to start with that, because you'll wonder why there was 40,000 in a line and zero now or zero in a line and 40 now. Specifically looking at marketing, we have tried to consolidate really all of our marketing, and that includes social media, that includes our PR firm, and that includes what would be our digital and print advertising. And that currently is with the Miles Partnership. And that's all into the marketing and research line item. The content and collateral line item then is development of additional ads. The development of additional content like that could even be the videos that we've done and then also the printing of potential collateral that might be, again, giveaways for businesses or for community using branding and things like that.

Philip Miller: Can I just jump in?

Danny Davis: Absolutely.

Philip Miller: The marketing money, did we find out how much is left over from the Loudoun?

Danny Davis: So I will say it's a little bit [multiple speakers]. Yes, we received sixty thousand dollars from Loudoun. We actually have the dollars from Loudoun it's just we have to account to them that we've spent it in the way that we said we would spend it. If that makes sense?

Philip Miller: Yes.

Danny Davis: But of the dollars we've spent, I think it's we've spent probably two thirds of it, give or take. Forty to forty five thousand.

Bridge Littleton: [off mic] 20 grand [off mic].

Danny Davis: Correct, but we're not accounting for any revenues offsetting this dollars. [off mic] Yep. In economic development program we have our economic development partners, that is Visit Loudoun and MBPA, then other events. And again, we worked on this last year to try to clarify. We developed out what events we run and then what events that or the fees we may need to pay for an event agency to be our event

manager. And we talked about that a little bit with the economic development role. So we're re-including that in.

Philip Miller: And we based that off of Oktober Fest?

Danny Davis: We did base that off the Oktober Fest, but understanding there might be some ongoing yearly cost to it and then ramp up costs as you get to the actual events themselves. Town sponsored events are the ones throughout the town, specifically three. It is Middleburg Film Festival, The Fireworks and Christmas in Middleburg. The reason for the drop this year, as shown in the memo, was that we pre-paid fireworks in current year. So upcoming year will be hopefully not have to pay for those. The community and cultural events grant are the ones granted to nonprofit organizations that run events through town and those are approved through the committee and then to the council and then the grant program, the state program. So just to clarify again, I know it gets all confusing the various ways we describe events, but some are town owned, some are town supported and some are funded through the grant program. The farmer's market dollars could be reduced at this time. So we can definitely zero that line item out. And then honestly, the contingency and other is meant for things that may popped up that were completely unexpected but might have a very important or very significant economic development impact to the town. It could be a new event that we hadn't funded for. It could be an opportunity to help support the community in a certain way so.

Bridge Littleton: Any questions? Cindy.

Cindy Pearson: Is the VCA grant still going?

Danny Davis: I believe it is, yes, I believe so.

Philip Miller: Yeah. We decided to budget for it anyway, because you know it's the matching thing.

Bridge Littleton: Any other questions on economic development?

Peter Leonard-Morgan: Just a question on marketing. You mentioned about the social media contract.

Danny Davis: Yes.

Peter Leonard-Morgan: What was the rationale for taking that out altogether and putting it into marketing [off mic]?

Danny Davis: So at one point there was thinking of potentially merging those all into kind of one broad contract. At this point, I think we're going to avoid that. But the idea that at the end of the day, there's a direct relationship between our social media and our marketing. We could split them out at this point I think they will remain separate for this time. But we actually have a draft social media RFP that we are going to intend to release soon to do a new, you know process for our social media efforts, which would include some strategic planning as well.

Peter Leonard-Morgan: Thank you.

Bridge Littleton: Any other questions?

Cindy Pearson: I do but don't know if this is the right spot. With the economic development salary and at some point we've been speaking of an event planner, part time contracted, what the heck ever. Is there any spot here that that's addressed or is that just going to happen when it happens?

Danny Davis: So my [multiple speakers]

Bridge Littleton: Danny, so real quick, I'm going to stop everybody here real quickly. I talked to Philip about this earlier and Danny earlier. I have got to take a business call. So it'll probably be 15 or 20 minutes. I'm going to use Danny's office. So what we're going to do is take our five minute break right now when everybody's ready to go back into session, Philip will take over. And as soon as the call is over, I'll come back in.

Cindy Pearson: Okay.

Bridge Littleton: So we'll adjourn for [multiple speakers]. Yeah, we'll recess for five minutes. [multiple speakers] And then if you guys want to pick back up everybody after everybody has had their hydro break. [off mic]

Rhonda North: You're good.

Philip Miller: Yeah we'll ascend from recess. And I believe Cindy had a question.

Danny Davis: So if I recall, the question was related to event support, whether it's a part time person. At this point, we have not programmed any dollars as a salary for a person or a staff member. I think I would anticipate that we look at that being a yearlong event management contract that would provide limited support on off months, but then ramp up that as larger events come in. With the ability to, many of those firms also have the ability to bring in sponsorships that actually offset some of that cost as well. So I think my suggestion would be we start down that road and see how that goes or see if that looks financially feasible, especially as we put out an RFP. And then should the time come or should it be more effective to actually have a person that's a part time staff member that we pursue that at that time?

Cindy Pearson: Sounds good.

Philip Miller: Kevin, any questions?

J. Kevin Daly: It is negative.

Philip Miller: Okay, anybody else?

Peter Leonard-Morgan: Just a question, I think obvious the forty one thousand FY twenty one year to date, of forty one thousand for local business support that's obviously the COVID support. And [off mic] budgeted for. We're not thinking about a placeholder for something or is that off the table?

Danny Davis: Again, that's one of those where I would love to have a broad discussion, kind of as we talked about earlier, about the stimulus funds that may be coming in. I think there could be ways to support the business community, but they may not be as extensive as what we've done over the past number of ones. Again, depending on how business goes throughout the town. So at this point, I had not programmed anything in. Doesn't mean we couldn't do that. Or at the end of the day, there are contingency dollars both in economic development, but also unallocated dollars in the general fund budget that should there be a opportunity or a need that arises, we could bring that as an item to council for approval at that time.

Philip Miller: That actually, so when those funds come in, if we decide to program them out will we have to do an amendment?

Danny Davis: Yes, likely. So, again, assuming that the expenditures out of that amount is more than one percent of our budget, which I would think it would be pretty expected, whether it's in current fiscal year 21 or in 22. But that's a fairly minor process to go through.

Philip Miller: Right. Just a thought.

Danny Davis: Yes, absolutely.

Philip Miller: Okay, onto the most complicated of them all.

Danny Davis: Yes, so the final piece of the general fund is the capital improvement program. Essentially, what I've tried to demonstrate is what we spent in FY 20 or really starting what we believe the total project budget is for each of these lines. What we spent in prior fiscal years, fiscal 20, current year 21, both adopted and amended year to dates. And then proposed budget for current fiscal year. You'll see only a few projects in 22 proposed that would be continuing the wayfinding program, obviously the town hall project, town wide improvements. The town wide improvements line item is a catch all it's a relatively generic term it's something that we see being potentially useful for those unexpected community needs. It might be streets. We know we talk about Pinckney and Chinn that need to be repaved. It might be sidewalk issues that need to be addressed. That could be our responsibility. It could be just other community enhancements that are important for economic development purposes, for community purposes, or just simply requested as we go along or realize at that time. If you recall when we met with Davenport about a year ago, maybe a little bit longer than a year ago, and we went through the conversation about our budget our unassigned fund balance, meaning our reserve and the surplus that we were generally running year by year. They programmed out how they saw us being able to afford our debt service for the new town hall building, while at the same time also anticipating that there may be minor but some sort of other capital needs that happened year by year. And so they programmed that all into their analysis and showed that essentially we could have some type of town wide improvement cost year to year to cover those needs as they come up. And this line item again, could also be one that rolls. So if those funds don't get spent in a year, maybe we have two years' worth and we have a little bit bigger project. And that's kind of the point of having it in the CIP is it is its own kind of line item that rolls year by year.

Philip Miller: So was it their numbers from that meeting that you used for this?

Danny Davis: Generally so, yes. And I will say it was their numbers that I used were a combination of the cash funding. So when you look on the revenue portion below and their debt service anticipation at that time. So they assumed just very high level, four hundred and fifty thousand dollars of debt service per year for the town hall. And then they assumed between three hundred and fifty and then step down a little bit down to two hundred thousand in the cash capital projects. Cash capital projects, meaning potentially vehicle replacement or these other general kind of town wide improvements. So to answer your question.

Philip Miller: But it wouldn't be vehicle replacement those are accounted for in different line items of the individual departments right?

Danny Davis: So we've taken that out of those department line items and put them strictly into here. [multiple speakers] It is cash. So it's still operating cash that gets moved over in a non-departmental line item. So that plus the town wide improvements would equal the numbers that Davenport had run for us back in the day. It's kind

of their scenario based approach. We also show here the grant funding for the town hall project that we expect to stay in the budget as proposed by the county administrator finance committee at the county. I've reviewed the CIP and did not change any of the town allocations. So it's there and we'll go to the full board on Monday. I don't expect the board to take it out either. They're going to talk about bigger projects. They're going to talk road projects and rec centers and all these other things. And I think [inaudible] should be comfortable with our project. And if we hadn't heard this before, the mayor and I briefed each one of the board members and their staff about our request, and they all expressed their support of it [off mic]. So that's five hundred thousand dollars that we asked for in the next fiscal year, fiscal 23. And again, knowing the town hall project at this time, we've again budgeted six and a half million for that project, but as necessary and will be discussed a little bit on Monday night, you know, as things change, we'll refine that, and revise that as the project goes along.

Cindy Pearson: [off mic] five million five hundred on the Town Hall Project up above?

Danny Davis: So that's in the five year total, we allocated a million dollars, essentially cash funding, if you will, in fiscal 19, actually, I'm sorry, in fiscal 20. And so that money kind of gets put into the bank for that project. Again, if we do end up financing the whole thing, we would just repay that cash, but it would just all be out of that fund.

Philip Miller: Questions? Peter, Bud, Chris, Kevin? All right.

Danny Davis: So that is the general fund, I will say not to, well, I will jump back to to the staff report memo about enhancement requests. If I can just briefly maybe mention those. The first one relates to being able to track meals tax and lodging TOT taxes in our financial system. Currently, we're tracking that simply in an Excel spreadsheet. Right now, those two revenue streams account for at least 50 percent of our general fund revenues. And we think it'd be better if we can go ahead and get that integrated directly into our system in a better tracking mechanism. So it is a one-time forty seven hundred twenty five dollar cost as implementation and then an annual cost of eight hundred and fifty dollars of maintenance. I would recommend, if council is comfortable with it, that we actually be given the authority to go ahead and do that this year in current fiscal twenty one. We have the dollars, but there is a recurring ongoing cost. So I just wanted to bring that to you before moving forward.

Philip Miller: Anyone have concerns with that?

Chris Bernard: If we did it, we would put the onetime cost in this year so then that wouldn't go into the budget for next year [multiple speakers].

Danny Davis: Not the forty seven it'd just be the 850. [multiple speaker] Yep.

Bud Jacobs: Yeah, I'm fine.

Peter Leonard-Morgan: Sorry, where is that again? Can you point me [multiple speakers].

Danny Davis: I'm sorry. This is back in the memo for you in today's packet it's the next to last page of that memo.

Peter Leonard-Morgan: Oh, there we are.

Danny Davis: Eighty nine in the packet. I don't know how it shows up when your [inaudible] surfaces.

Peter Leonard-Morgan: A lot easier.

Danny Davis: And we do think it would be beneficial.

Chris Bernard: What was the other one, nine thousand?

Danny Davis: Yes, so the next one is implementation of actually allowing for online payment of meals tax. That takes some integration between our Laserfiche Contractor and our software vendor FMS and Paymentus the online payment vendor. The majority of this cost is somewhere around eight to nine thousand dollars would be for the Laserfiche implementer because they would be developing the forms, they'd be developing the integration with Paymentus.

Chris Bernard: Is that just meals tax is that what you said?

Danny Davis: Currently just meals tax. But for we also see it being kind of the foundation to lead us into allowing to accept business license tax, which I think would be really good because there are so many payments for business license and then potentially even just miscellaneous payments as well.

Cindy Pearson: How about the lodging?

Danny Davis: Lodging, I think at this point would at least for one of our properties, would exceed the dollar amount that our online system could take. [multiple speakers] It's only two vendors at that point.

Philip Miller: My question on this is if we're looking to then have this almost be like a pilot program who else is out there that does it? And have we done a comprehensive look as to what other services through other vendors are available that would do all the things that we're looking to do?

Danny Davis: But I'll say this and then I'll look to Julie and Rhonda. I think maybe one of our challenges here is that Paymentus it is, while they're used in many other places, I'm not sure we've seen it this way before. And Laserfiche trying to integrate, my understanding is it's never [inaudible] to be integrated with Paymentus, is that correct?

Rhonda North: Correct. They've never integrated with Paymentus [multiple speakers]. There are a couple of firms that they've integrated with they're not firms that we've used in the past. So we would have to introduce a second, third party vendor into our system if we did that. We're already in a contract with Paymentus.

Chris Bernard: Somebody remind me how long that contract is?

Philip Miller: Yeah.

Rhonda North: I want to say three years.

Danny Davis: Which were probably coming up close on.

Chris Bernard: Like three years left or we're almost [multiple speakers]

Rhonda North: It was a three year contract. [multiple speakers]

Julie Rivard: I think we have a year left.

Philip Miller: Then I would say let's not make a nine thousand dollar investment should we make.

Julie Rivard: Well here's the thing about that. And if you'll allow me, to elaborate a little bit.

Philip Miller: By all means.

Julie Rivard: If you go and do online filing with Loudoun County, the system that's making all that talk on the back end is MCCI Laserfiche. They can take their system and make it mesh with almost anything to be the storage receptacle for all that information that's coming in. We are somewhat limited with our financial accounting system, FMS and what it will or won't do or what can mesh with it. Changing out a third party vendor [multiple speakers] for payments, which is currently Paymentus. Switching that out wouldn't necessarily change the cost of what we're paying for the MCCI and the FMS integration. You're going to have a certain amount of cost tied with that, no matter which vendor, which payment vendor you go with. This is really related to the Laserfiche and FMS piece. And Laserfiche really is probably the best product to use for an online filing.

Danny Davis: I think the question comes back to if we were to change from Paymentus to a different online payment vendor.

Philip Miller: What new set up would we be looking at charge wise?

Danny Davis: Right. What cost does it take to [inaudible] how that form [multiple speakers]

Chris Bernard: Because as I recall we have to as we were putting the town website together [multiple speakers] with Paymentus and we went oh, man that'd be great [off mic]. Was it a native payment system with the [off mic]. [multiple speakers]

Rhonda North: Yeah. So what will end up doing with this is we'll essentially end up wire framing in this payment system into our website. So you'll go click on Pay Your Meals Tax. It'll take you to the Laserfiche form that they'll fill out. They'll submit. That will talk to FMS. It will also store that, you know, because we're storing all of our records now in Laserfiche. So it'll store that. It'll talk to FMS, but then you can also go further and submit payment through in this case right now Paymentus, right. Like I say, they do have a couple of other vendors that they've already worked with.

Danny Davis: One opportunity could be that we go back and talk to NCCI about, you know, if we were to change vendors in the future, what do they see the time and cost relationship being?

Chris Bernard: I think we should look holistically at, OK, we think that it would be more efficient to use the [off mic] payment, you know, because it's integrated to the website more nicely than maybe we look at what does it take to get all that stuff lined up? And then whenever we're ready to make that change, we do it all at once. [multiple speakers]

Rhonda North: So the thing with the website was you were submitting the forms through the website and linking the payments through that. We're not going to do that because we're going to integrate FMS with this. So we wouldn't use Civic Plus's vendor.

Danny Davis: But we can still go gather more information and bring this one back to you at a separate meeting, separate even can you know part of the budget or a separate [multiple speakers]

Chris Bernard: Yeah and we can do it off line if you want.

Danny Davis: Sure yeah absolutely.

Philip Miller: I agree.

Danny Davis: And I apologize that Chief had a family issue he had to deal with so if there are questions on the third one we can ask him separately. But this is as described here, you know, it's an electronic training management and content management system. We have the feeling that at some point the state, if not, will require accreditation, will require getting very close to accreditation. And record keeping is a huge, huge part of that process, specifically keeping track of we provided the policy to the staff member. They signed off and acknowledged they received it. And in fact, that's protection for us anyway. Should we get into a situation where they acted out of policy we can demonstrate that they actually received it and acknowledged receiving it as well as training records. So I do think this is a very valuable system as well that would be worth adding into this budget.

Philip Miller: Any objections on that one? No, all right. So onto the utility fund.

Danny Davis: I didn't really prepare for that conversation [multiple speakers] next meeting. I think my only final question is I got in general a kind of sense about the real property tax rate.

Cindy Pearson: I was just about to ask. [laughter]

Danny Davis: Yes, I think what I will do and what I really need to do just for affirmation, I will bring an item to the next meeting to affirm the real property tax rate.

Cindy Pearson: Can we not do it now [multiple speakers].

Danny Davis: No you can absolutely make a motion right now. There's no reason not to.

Philip Miller: Is there a motion?

Bud Jacobs: Is there a reason not to do it?

Chris Bernard: No we're not going to change it. Does anyone want to change it?

Philip Miller: I think we all decided in our discussion earlier that we would do direct relief through other means.

Chris Bernard: If you really think about the impact to [off mic] the people that we want to hit. Right, it's going to be, you know, it's not going to be people that own two million dollar homes. Right. So you start looking at the percentages of that. It's not an impactful [multiple speakers].

Philip Miller: Not going to be the person who owns an investment building that they lease out on Washington Street.

Chris Bernard: No the person who owns the 300,000 house. It's I mean, it's you know, it's money, but it's not. [off mic]

Bud Jacobs: I move that we affirm the property tax rate as proposed in the fiscal 22 budget presentation. Is that an adequate [multiple speakers]

Danny Davis: And if I can just go ahead and have you say at a rate of fifteen point three cents.

Bud Jacobs: At a rate of?

Danny Davis: Fifteen point three cents [multiple speakers].

Bud Jacobs: Fifteen point three cents [multiple speakers] per one hundred dollars.

Danny Davis: Assessed value. [off mic]

J. Kevin Daly: Second.

Danny Davis: Thank you.

Philip Miller: All right. All those in favor say Aye. Bud.

Bud Jacobs: Aye.

Philip Miller: Kevin.

J. Kevin Daly: Aye.

Philip Miller: Peter.

Peter Leonard-Morgan: Aye.

Philip Miller: Cindy.

Cindy Pearson: Aye.

Philip Miller: Chris.

Chris Bernard: Aye.

Philip Miller: The Ayes have it the motion passes.

Danny Davis: I'm happy to answer any other general questions about the budget, if there are any. Otherwise, I'm finished with my [off mic].

Chris Bernard: I am happy to move on. [laughter]

Philip Miller: Oh, somebody else is going to have to read the closed session. [laughter] Okay, I move. Wait, do I have to read the, no, I read that when we come out, right?

Chris Bernard: Yeah that's [off mic].

Bud Jacobs: Do we have a second public comment?

Rhonda North: [multiple speakers] Well we usually do it before the closed session but we have no one on the line.

Philip Miller: We have no one on the line.

Chris Bernard: Do we just [inaudible].

Philip Miller: Public comment session open. Anybody? Public comment session closed and now.

Peter Leonard-Morgan: I move that council go into closed session as authorized under section 2.2-3711 of the Code of Virginia for the discussion or consideration of one, an appointment to Go Green as allowed under subsection A one and two. The disposition of publicly held property relates to the Asbury Church as allowed under subsection A three. I further move that the council thereafter reconvened in open session for action as appropriate.

Chris Bernard: Second.

Philip Miller: All right, all those in favor, say Aye. Kevin.

J. Kevin Daly: Aye.

Philip Miller: Bud.

Bud Jacobs: Aye.

Philip Miller: Peter.

Peter Leonard-Morgan: Aye.

Philip Miller: Cindy.

Cindy Pearson: Aye.

Philip Miller: Chris.

Chris Bernard: Aye.

Philip Miller: The Ayes have it the motion passes. We are going into closed session. All right.

Bridge Littleton: All right. Where is the closed session? I asked the council certify to the best of each member's knowledge, only public business matters lawfully exempt from open meeting requirements under the Virginia Freedom of Information Act and two only such public business matters as were identified in the motion by which the closed meeting were convened were heard discussed or considered in the closed meeting. I would like to remind those present for the closed session that any discussion that occurred within it should be treated as confidential. Bud.

Bud Jacobs: Aye.

Bridge Littleton: Philip.

Philip Miller: Aye.

Bridge Littleton: Peter.

Peter Leonard-Morgan: Aye.

Bridge Littleton: Cindy.

Cindy Pearson: Aye.

Bridge Littleton: Chris.

Chris Bernard: Aye.

Bridge Littleton: Kevin.

J. Kevin Daly: Aye.

Bridge Littleton: Okay, are there any motions?

Peter Leonard-Morgan: I have a motion I move that Council appoint Pam Jones to fill a vacancy on Go Green set term to expire May 12th, 2022.

Cindy Pearson: Second.

J. Kevin Daly: Second.

Bridge Littleton: Any discussion? All right. All those in favor say Aye. Bud.

Bud Jacobs: Aye.

Bridge Littleton: Philip.

Philip Miller: Aye.

Bridge Littleton: Peter.

Peter Leonard-Morgan: Aye.

Bridge Littleton: Cindy.

Cindy Pearson: Aye.

Bridge Littleton: Chris.

Chris Bernard: Aye.

Bridge Littleton: Kevin.

J. Kevin Daly: Aye.

Bridge Littleton: All right, Okay. Last item is the public comment session. [off mic] You already did that, yeah, okay then the only other thing I wanted to tell everybody was the County Zoning Ordinance rewrite group in the Planning Office gave COLT a briefing last night on what their plan is for the zoning text rewrite. So they basically went over how the new zoning ordinances are going to be administrated, but not any substantive detail of what that is, that is still in the hands of the consultants. So it's like we want to make the forms easier. We want to make the language clearer. We want to use pictures and graphs and tables instead of a bunch of text. Okay, all fine stuff. A couple of questions were like, we want to make it easier for developers here and easier for developers there. But that's fine. Whatever. Here's what sort of came out of the briefing last night. When the consultants get done with the actual text rewrite like setbacks will be this, cluster development will be that, you know, it's then going to get published for public comment from any and everybody, so us, whoever, for 90 days. And that's it. And this thing is going to be a thousand to 2000 pages. And they have a new online tool called Encode Plus that if you want to provide comments on any of this stuff, you're going to have to log into that tool and provide the comments. So I can just see my dad trying to use and they demo'd the tool. If you're a planner, it's a great tool, but it's one of these super tools with a ton of functionality, which means it's also like not intuitive. If you're not comfortable with it, you'll probably get scared by it. I played around. [off mic]. What's that. [off mic] Exactly. [off mic] So, yeah. [laughter] So we expressed to the town, to the county planning folks last night that, you know, that really is not acceptable. I mean, this is the entire zoning rewrite and it's a 90 day clock and that's it. Now, I have no concerns that the development community will be able to hire consultants and all that to go in and scour it and put out a million comments in. And but I'm really concerned about Joe Q. Public how they're going to be able to take the time to go through this document and, you know, read and understand and provide input.

Cindy Pearson: Hoping that they're not.

Bridge Littleton: Well, that's their current work plan. The input was that this was the work plan put on them by the board. So COLT's going to engage with the board. And I'm actually strongly encouraging the community to put input to the board that, hey, you know what, release your preliminary draft for three months and then start your state code required 90 day clock with your, you know, whatever you can release it and not start the clock. The last piece of it was. What was it? Oh, they are going to be rewriting all of the zoning ordinances that deal in and around the towns, so JLMA's, but there's going to be a whole section on county to town buffering and all that kind of stuff. And the comment I made to the county staff was we have a planning commission. We're going through our own zoning rewrite. We have a new comp plan. And again, you're giving and our town staff and you're giving us 90 days to go through all of this and provide feedback. We might have to have public hearings and want input of our own. It's totally unworkable. So they just sort of went, oh, well, that's the deal you know, until the board changes it this is what we're marching. So we need to have a public outreach, you know, to people, to the board to say, you've got to add in some more time. This just doesn't work. So COLT's going to send a letter. I'm bringing it up at ZOC next week. So anyway.

Bud Jacobs: You're thinking maybe at public comment during a Board of Supervisors meeting might be [off mic].

Bridge Littleton: Oh, totally. I mean, you know what Bud I'm just thinking off the top of my head what might not be a bad idea at all is if all the planning commissions of the seven towns collectively wrote a letter saying,

you want us to review all this and get it back to you and blah, blah, blah, from as planning commissions we're volunteers or whatever, it's just not doable. We have a planning staff of one and a half.

Bud Jacobs: Yeah.

Bridge Littleton: You know, so I don't know Will, do you think that would be a valuable thing if you and all your town cohorts, you know, and maybe the chair of each planning commission, if you can get all seven?

Will Moore: I think it would be more impactful coming from commission [off mic] staff.

Philip Miller: So assuming they don't change the timeline, what do we do?

Bridge Littleton: It's a mad court press. It's going to be exhausting. It's going to be exhausting.

Philip Miller: Is this something where [multiple speakers]

Chris Bernard: Education session on how to use the software program. [laughter].

Bridge Littleton: Oh yeah.

Philip Miller: I was thinking, is this something where we even bring in a consultant to help us review ours versus what's proposed. [multiple speakers] and then we can say these are the issues that we have. [multiple speakers] We can make that public and we can and we can literally give [multiple speakers] people exactly what comment to make in the system.

Bridge Littleton: Sure.

Bud Jacobs: I think we ought to try to get a restraining order. Let's litigate it. [laughter] It's an attention getting device. [multiple speakers] When the Supervisors gets a letter from a lawyer outlining what you just outlined.

Bridge Littleton: Martin just started typing. [laughter]

Bud Jacobs: No extra fee for that, right Martin? I'm only half joking, really.

Bridge Littleton: No, I mean, it's I mean, they're not doing anything illegal. It's totally permissible. That clock that 90 day clock is a state clock, but they can choose when to pull the trigger on it.

Bud Jacobs: And when to start it. Yeah.

Will Moore: Yeah. I don't think that's a state clock [off mic]. I think [off mic]

Bridge Littleton: It's the planning commission consultation period is what they called it.

Will Moore: Yeah. I think that's.

Bridge Littleton: Or no it's the referral to the Planning Commission [multiple speakers]

Will Moore: It's totally permissive action. That's I'm not saying it's a gift, by any means [off mic]

Bridge Littleton: Will, I will tell you this staff last night was saying it was a state code provision. So Will, I mean, they could have it wrong. Let's I mean, if you don't think it is, let's double check.

Will Moore: Right. I'm pretty sure there's no real clock on something that is initiated by the local government as opposed to there are clocks associated with development applications.

Bridge Littleton: Well, but like think about the comp plan that referral to the planning commission has a statutory 90 day clock.

Will Moore: You're right. [multiple speakers]

Bridge Littleton: And they're saying it's the same thing here. This is the referral of the zoning rewrite to the planning commission starts some 90 day clock.

Cindy Pearson: Martin has something to say.

Bridge Littleton: Yeah, Martin.

Martin Crim: That's correct, but that doesn't mean that's the only comment period, because after the planning commission makes its recommendation to the Board of Supervisors, there will be however much time the Board of Supervisors wants to take public comment.

Bridge Littleton: Well on their timeline it's like adopted within a month or two.

Martin Crim: That's not sensible. [laughter] [multiple speakers]

Bridge Littleton: No, I've asked them for the slide deck, I'll send it to you guys when we get it. So anyway I don't want to belabor it anymore, but everybody was sort of up in arms last night afterwards. We're like, okay we got to get the public word out that this is just not an appropriate timeline. Ok, anything else? All right, meeting adjourned.