

AGENDA
BRIDGEWATER TOWN COUNCIL
October 8, 2024

Times are estimates and may not reflect the actual progress of the meeting.

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|-----------|---|--|
| 7:00 p.m. | Call to Order: Mayor Ted W. Flory | <i>All persons may speak at this time, and all persons are asked to refrain from interjecting at other times.</i>
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| 7:01 p.m. | Invocation: Mr. Steven A. Schofield | |
| 7:03 p.m. | Visitors _____ | |
| 7:08 p.m. | Minutes of previous meeting: Ms. Morgan Shirkey | |
| 7:09 p.m. | Finance and Ordinance Committees: | |
| | 1. Finance: Dr. Bill Miracle | <i>Remember that this is a time for your views to be heard. Don't expect a lot of dialogue but know that the Council is listening.</i> |
| | a. Treasurer's Report for the month of September | |
| | b. Bills for the month of September | |
| | 2. Ordinance Committee: Mr. Steven Schofield | |
| 7:14 p.m. | Administrative Report: Mr. J. Jay Litten | |
| | 1. Design Build Procurement (R-190-4) | |
| 7:24 p.m. | Public Works and Recreation Commission: | |
| | 1. Public Works: Mr. Fontaine Canada & Ms. Megan Byler | |
| | a. Lead and Copper Inventory | |
| | b. Grove Street Sewer Repair | |
| | 2. Recreation Commission: Ms. Stephanie L. Curtis & Ms. Megan Byler | |
| 7:29 p.m. | Community Relations and Economic Development: | |
| | 1. Community Relations: Mr. Travis Bowman | |
| | a. Halloween at Oakdale | |
| | 2. Economic Development: Mr. Jim Tongue | |
| 7:32 p.m. | Mayor's Report | |
| | 1. 2024 Arbor Day Proclamation | |
| 7:36 p.m. | Adjournment | |

It is the policy of the Town of Bridgewater, Virginia, that persons in attendance may elect to sit or stand during invocations, as they see fit, and that they may take part in the invocation or refrain from doing so, as they choose. Prayers offered by council members reflect their personal beliefs. All persons are counseled that disruptive behavior is not allowed during the invocation or any other time.

MINUTES

BRIDGEWATER TOWN COUNCIL

September 10, 2024

Present: Mayor Ted W. Flory Council: Steven A. Schofield, William D. Miracle, Travis L. Bowman, A. Fontaine Canada, James M. Tongue, Stephanie L. Curtis.

Absent: None.

The Bridgewater Town Council met in regular session on Tuesday, September 10, 2024, at Sipe Center, 100 North Main Street, Bridgewater, Virginia.

Call to Order: Mayor Flory called the Council to order at 7:32 p.m.

Invocation: Mr. A. Fontaine Canada gave the invocation.

Visitors:

1. Dan Beckstrom (509 West Bank Street) said his son was recently hit by a car while riding his bike at the intersection of Dinkel and Liberty. His son is okay, but Mr. Beckstrom would like to request we investigate making the streets safer for biking, such as having bike lanes and riding on sidewalks.
2. Holly Labbe (305 Broad Street) said that her son, who was also okay aside from a broken wrist that required surgery, was also hit by a car on Main Street while riding his bike in 2022. She would like to request bike signage be put back on Main Street.
3. Jill Lassiter (317 Bruce Street) has a son who was also hit in 2022 (and is okay now), and she'd like to have Council address the Town's policy about riding bikes on sidewalks. Her son was on the sidewalk on Main Street and was told he could be liable for a ticket because he was on the sidewalk.
4. Matt Benin (603 West Bank Street) advocated for bike lanes and raised concern for bikers in the town. He suggested contacting the Shenandoah Valley Bicycle Coalition for help.

Minutes: Ms. Morgan Shirkey

August minutes were approved as presented.

Finance: Dr. William D. Miracle

1. **August Treasurer's Report (Attached).**

Dr. Miracle moved that the August 2024 Treasurer's Report be accepted for submission to audit. Seconded by Ms. Curtis. The motion carried unanimously as follows: Those voting aye: Schofield, Miracle, Bowman, Flory, Canada, Tongue, Curtis. Those voting nay: None. Absent: None.

2. **August Bills (Attached).**

Dr. Miracle moved to appropriate and authorize the payment of August bills in the amount of \$175,119.89 and to ratify the earlier payment of bills totaling \$418,091.09, all as reviewed and approved by Town staff and the Finance Committee Chairman. Seconded by Mr. Canada. The motion carried unanimously as follows: Those voting aye: Schofield, Miracle, Bowman, Flory, Canada, Tongue, Curtis. Those voting nay: None. Absent: None.

3. **Personal Property Tax Relief Ordinance.** This sets relief at 38% for qualifying vehicles with value over \$1,000, unchanged from the current figure.

Dr. Miracle moved to approve "An ordinance Establishing the 2024 Relief Provided Under the Personal Property Tax Relief Act of 1998" (O-190-12), as presented. Seconded by Mr. Tongue. The motion carried unanimously as follows: Those voting aye: Schofield, Miracle, Bowman, Flory, Canada, Tongue, Curtis. Those voting nay: None. Absent: None.

Ordinance: Mr. Steven A. Schofield

1. **Revisions to Parking Regulations.** Mr. Schofield noted these Title Four revisions are for traffic and streets. Mr. Litten added that this ordinance was from citizen complaints that seemed to be similar issues to us—one about a specific trailer parking in the street for storage rather than active usage, and another about storage pods being left in the street. Preference by Council was to include portable toilets in the list of items not left in public streets in the obstructions section.

Mr. Schofield moved to approve a "An Ordinance Revising Title Four of the Town Code" (O-190-13), with the addition of portable toilets to the enumerated list of items not obstructing public streets. Seconded by Mr. Bowman. The motion carried unanimously as follows: Those voting aye: Schofield, Miracle, Bowman, Flory, Canada, Tongue, Curtis. Those voting nay: None. Absent: None.

Administrative Report: Mr. J. Jay Litten

1. **Zoning and Subdivision Decisions.** Mr. Litten said he didn't have anything much to add after the hearings earlier except that the Planning Commission had voted to recommend approval for the zoning portions of the 104 North Main proposal (the code changes), as well as approval for the changes to Title 5.

Mr. Canada moved to approve "An Ordinance Amending Title Five of the Town Code" (O-190-16), as presented. Seconded by Mr. Bowman. The motion carried as follows: Those voting aye: Schofield, Miracle, Bowman, Flory, Canada, Curtis. Those voting nay: Tongue. Absent: None.

Mr. Canada moved to approve "An Ordinance Addressing the Sale and Zoning of 104 North Main Street" (O-190-14), as presented. Seconded by Mr. Bowman. The motion carried as follows: Those voting aye: Schofield, Miracle, Bowman, Flory, Canada, Curtis. Those voting nay: Tongue. Absent: None.

Public Works: Mr. A. Fontaine Canada and Ms. Megan S. Byler

1. **Deputy Director of Public Works.** We welcomed a new Deputy Director last week, Nick Yakish. We've had recent transitions with our long-time Maintenance Supervisor retiring, and our current Deputy Director wears a lot of hats that fall into this position and she will be retiring in the spring. Nick will oversee the maintenance department, work in the field, and oversee small projects, etc. He has lots of work experience with golf courses, Arlington Cemetery, and most recently at Washington & Lee with their grounds, auto, and recycling departments.

Recreation Commission: Ms. Stephanie L. Curtis and Ms. Megan S. Byler

No report was submitted.

Community Relations: Mr. Travis Bowman

1. **Summer's End Celebration Recap.** The Race to the Bottom 5k was a success, and Austin White was again our Mini-Golf Leaderboard Tournament winner for the 3rd year with a low score of 40 for the season. The rides began at 3 p.m. with Everyday People providing music later in the day and rounding out with successful fireworks.

Economic Development Committee: Mr. Jim Tongue

1. **River Roos.** Mr. Tongue introduced a hyperlocal currency for local businesses and a video was shown advertising this new "River Roos" program. Numerous businesses have signed on to accept River Roos, and 1 River Roo is equal to \$1. While supplies last, those who buy River Roos will have an incentive of 50% more River Roos for their money, sponsored by F&M Bank and the Town. Purchase of \$50 of River Roos will get you \$75 and so on.

Mr. Tongue moved to approve "An Ordinance Providing for a Hyperlocal Currency" (O-190-15), as presented. Seconded by Ms. Curtis. The motion carried unanimously as follows: Those voting aye: Schofield, Miracle, Bowman, Flory, Canada, Tongue, Curtis. Those voting nay: None. Absent: None.

Mayor's Report: Mayor Ted Flory

1. **Monthly Police Report.** Chief Read made mention of Sergeant Zimmerman's retirement at the end of last week and thanked her for her 20 years of service to the Town.

Adjournment – 8:15 p.m.

Ted W. Flory, Mayor

Morgan Shirkey, Clerk

RECORD OF PUBLIC HEARING

TOWN OF BRIDGEWATER, VIRGINIA

September 10, 2024

104 North Main Street, Zoning and Sale

Town Council Present: Mayor Ted W. Flory, A. Fontaine Canada, Steven A. Schofield, William D. Miracle, Travis L. Bowman, James M. Tongue, Stephanie L. Curtis. **Absent:** None.

Planning Commission Present: Hallie Dinkel, Stephen Howard, Kevin Kunowsky, Adam Pequignot, Debbie Snider, Bill Wood.

On Tuesday, September 10, 2024, at 7:00 p.m., the Bridgewater Town Council conducted a public hearing to hear comments on several related matters, one hearing being joint with the Planning Commission. The joint hearing concerned a textual amendment to Title 6 of the Town Code of Ordinances in relation to “small hotels.” The other related matters concerned a Special Use Permit amendment for 104 North Main, amended to meet the new Title 6, as well as the possible sale of a portion of 104 North Main Street.

Mr. J. Jay Litten opened the hearing and noted that this is actually three public hearings being held simultaneously. Mr. Litten turned the hearing over to Town Planner, Gwen Gottfried. Ms. Gottfried said that we had received a proposal from Joel Kauffman of Linhoss, LLC, and he is interested in purchasing the front portion of the property at 104 North Main Street, razing the existing structure, and replacing it with a small hotel with ground floor commercial space. Ms. Gottfried noted that Mr. Kauffman could answer any design-related questions this evening. The proposal involves a number of steps, including the textual amendment to zoning code to include small hotels in neighborhood districts, an amendment to the existing Neighborhood District Special Use Permit for 104 North Main Street to reflect the allowance of small hotels, and to provide signage regulations. The last portion is to approve sale of a portion of 104 North Main Street to Mr. Kauffman. Parking licensing is being considered, as well as an ADA parking space in front of Sipe Center and both are included in the ordinance provided. The main consideration tonight is whether or not Council wants to proceed with Mr. Kauffman’s proposal.

Mr. Tongue raised several questions about the concept, the rates, the size and design of the building, and noise. Ms. Gottfried clarified the concept of a boutique hotel, noted that this one would most likely run like an Airbnb and have comparable rates, would be run by the owner, and noted that noise ordinances for B-1 districts would be followed in this case. Design questions were to be better answered by the potential buyer, Mr. Kauffman.

Mr. Joel Kauffman addressed Council and thanked them for letting him speak. He said that he and his wife, Jamie, would be operating the boutique hotel. He was born and raised in Bridgewater and is excited about the possible partnership. He remarked on the improvements the Town has undergone with Generations Park, Sipe Center, the renovations at the Macado’s building, and so on, and that this hotel is another thing to bring people in. Mr. Kauffman then addressed questions already raised and said boutique hotels are in Charlottesville and Richmond and can be any number of rooms but remain small. They’re going to run on the Airbnb platform, and Mr. Schofield asked if that meant it rents through that site. Mr. Kauffman said yes, and Airbnb screens renters to guarantee a better renter. Mr.

Kauffman noted that pricing was still being determined, but it wouldn't be an inexpensive place—it would be an experience and people look for Airbnbs and boutique hotels for the experience. The renderings presented are ideas for a concept, but they're going for upscale and modern with a cozy feel inside with greenery and wood elements to soften the "shipping container" look. Construction noise will be minimal because the containers are constructed off-site. Mr. Canada asked if they have a timeline of construction, and Mr. Kauffman said that they have to be ready to go by March 2026, but he wants to move more quickly and hopes to be ready sometime in 2025. Mr. Bowman questioned the average length of stay for an Airbnb, and Mr. Kauffman said for a bigger house it could be 10 days, but for this size the data says approximately 2.9 days. Mr. Tongue pointed out the meticulous restoration across the street, and how the Sipe Center was built to replicate the original building and that while he appreciates the work that has gone into the proposal, the building looks out of place. Mr. Kauffman feels like he can make Blox on Main fit in when they're done with it.

There being no other questions or public comments, the public hearing was adjourned at 7:27 p.m.

Morgan Shirkey, Clerk

RECORD OF PUBLIC HEARING

TOWN OF BRIDGEWATER, VIRGINIA

September 10, 2024

Title 5 Amendment – Land Subdivision

Town Council Present: Mayor Ted W. Flory, A. Fontaine Canada, Steven A. Schofield, William D. Miracle, Travis L. Bowman, James M. Tongue, Stephanie L. Curtis. **Absent:** None.

Planning Commission Present: Hallie Dinkel, Stephen Howard, Kevin Kunowsky, Adam Pequignot, Debbie Snider, Bill Wood.

On Tuesday, September 10, 2024, at 7:27 p.m., the Bridgewater Town Council conducted a joint public hearing with the Planning Commission to hear comments on proposed changes to Title 5 of the Bridgewater Code of Ordinances, pertaining to land subdivision.

Mr. J. Jay Litten turned the hearing over to Town Planner, Gwen Gottfried. Ms. Gottfried said that this hearing is mostly about minor updates. The three goals were to update the language and procedures to reflect current practices, to provide clarity in places there may be confusion, and finally to update the current PDF format into the more user-friendly HTML format. We've been doing this with other portions of code recently and we are continuing. As an example of language changes, the new ordinance will reflect that most subdivisions are now completed in phases instead of as a whole project. We also will provide clarity with practice notes explaining the basis for determining bond amounts—while this is existing policy, it helps to state it clearly in the code. We also have a change to paper streets, which are town streets or extensions of streets which have not yet been approved and are usually grass strips that one day could be extensions if development continues in that direction. Requiring paper streets is not new, but we've found we prefer not to own these paper streets as the mowing can get tedious for our crews. The new language will say that these will be in the form of an easement, rather than us owning it. As stated, we will also update the code to HTML. Planning Commission will convene afterward to determine their recommendation on this.

There being no questions or public comments, the public hearing was adjourned at 7:32 p.m.

Morgan Shirkey, Clerk

TOWN OF BRIDGEWATER-CUMULATIVE MONTHLY FINANCE SUMMARY

(S0000)

2024-2025	ESTIMATED			ACTUAL			CASH IN BANK	NOTES
	REVENUE	EXPENSES	DIFFERENCES	REVENUE	EXPENSES	DIFFERENCES		
1 Month (Jul 31)	1257	1139	118	1298	1205	93	3422	
2 Months (Aug 31)	1979	2232	(253)	2128	2378	(250)	3116	
3 Months (Sep 30)	2947	3042	(95)	3494	3137	357	3766	
4 Months (Oct 31)	3697	3822	(125)			0		
5 Months (Nov 30)	4589	4560	29			0		
6 Months (Dec 31)	5823	5479	344			0		
7 Months (Jan 31)	6543	6350	193			0		
8 Months (Feb 28)	7281	7180	101			0		
9 Months (Mar 31)	8344	8107	237			0		
10 Months (Apr 30)	9027	8857	170			0		
11 Months (May 31)	9851	9634	217			0		
12 Months (Jun 30)	10802	10802	0			0		

TOWN OF BRIDGEWATER

Revenues and Expenditures For the Month Ended September 30, 2024

	<u>Budget For Year</u>	<u>Estimated for 3 Months</u>	<u>Actual for 3 Months</u>
<u>Revenues and Other Sources</u>			
General Property Taxes	472,200.00	102,000.00	102,232.94
Other Local Taxes	2,868,875.00	601,500.00	654,502.05
Local Fees	118,300.00	5,950.00	10,287.52
Permits	4,700.00	1,200.00	1,120.30
Fines & Forfeitures	19,400.00	4,850.00	24,477.44
Revenue from Services	170,900.00	28,200.00	20,567.81
Revenue from the Use of Money & Property	228,850.00	38,875.00	82,999.17
Sipe Center	242,700.00	63,025.00	37,499.79
Miscellaneous	95,700.00	23,125.00	28,091.77
Categorical Aid	1,236,800.00	304,550.00	694,536.40
Proceeds from Financing	0.00	0.00	0.00
Funds Carried Forward(General Fund)	562,644.00	562,644.00	562,644.00
Stormwater Management	191,100.00	47,775.00	47,803.50
Sanitation	687,100.00	171,775.00	172,003.78
Water	1,504,280.00	394,425.00	417,811.10
Sewer	2,398,513.00	596,700.00	637,504.77
Totals:	<u>10,802,062.00</u>	<u>2,946,594.00</u>	<u>3,494,082.34</u>
<u>Expenditures</u>			
Town Council	47,000.00	500.00	582.95
Manager's Office	682,600.00	181,900.00	181,034.96
Legal Services	35,000.00	8,750.00	8,407.60
Independent Auditor	55,700.00	25,000.00	21,500.00
Treasurer's Office	307,800.00	77,610.00	77,600.12
Police Department	1,194,900.00	362,350.00	428,616.27
Public Works Department	288,700.00	70,250.00	78,335.00
Highways, Streets, Sidewalks	812,900.00	181,975.00	458,404.49
Street Lights	104,333.00	26,100.00	26,093.30
General Properties	635,284.00	183,625.00	207,228.98
Parks	679,450.00	265,925.00	217,863.07
Recreation	370,800.00	97,675.00	96,321.79
Community Development	294,150.00	98,901.00	81,321.71
Sipe Center	430,000.00	123,250.00	96,992.62
Economic Development	60,400.00	15,825.00	23,629.89
Insurance	160,000.00	40,000.00	32,346.00
Fund Balance	371,500.00	92,900.00	141,362.15
Bad Debts	0.00	0.00	-96.94
Debt Service	268,504.00	15,347.00	15,358.27
Storm Water Management	197,833.00	28,950.00	66,739.51
Sanitation & Waste Removal	838,500.00	340,650.00	161,737.73
Water Treatment	691,300.00	184,725.00	171,218.88
Water Distribution	753,133.00	190,650.00	178,165.72
Sewer Department	1,522,275.00	429,096.00	366,142.90
Totals:	<u>10,802,062.00</u>	<u>3,041,954.00</u>	<u>3,136,906.97</u>
Excesses (Deficiency of Revenue Over Expenditures)	<u>0.00</u>	<u>(95,360.00)</u>	<u>357,175.37</u>

STATEMENT OF REVENUES

For the Month Ended September 30, 2024

	For the Month Ended 9/30/24		For the 3 Months Ended 9/30/24	
	Estimated	Actual	Estimated	Actual
General Property Taxes				
Personal Property Taxes	0.00	0.00	0.00	0.00
Personal Property Taxes(State Portion)	0.00	0.00	102,000.00	102,034.14
Penalties and Interest on Taxes	0.00	129.73	0.00	198.80
Total:	0.00	129.73	102,000.00	102,232.94
Other Local Taxes				
Local Sales & Use Taxes	30,950.00	36,200.99	92,850.00	109,960.01
Communications Tax	5,000.00	5,124.93	15,000.00	14,481.35
Consumption Tax	1,900.00	2,779.57	5,700.00	6,626.27
Consumer's Utility Taxes	63,225.00	90,250.04	189,675.00	214,748.88
Cigarette Tax	0.00	0.00	3,375.00	3,812.95
Business License Taxes	0.00	646.86	0.00	17,656.62
Transient Occupancy Tax	675.00	878.55	2,950.00	3,395.77
Bank Stock Taxes	0.00	0.00	0.00	0.00
Meals Tax	78,475.00	71,635.19	291,950.00	283,820.20
Total:	180,225.00	207,516.13	601,500.00	654,502.05
Local Fees				
Motor Vehicle License Fee	0.00	0.00	0.00	20.00
Right-of Way Fees	1,325.00	2,433.98	3,950.00	5,057.52
Passport Application Fees	500.00	1,380.00	2,000.00	5,210.00
Total:	1,825.00	3,813.98	5,950.00	10,287.52
Permits				
Zoning, Erosion Permits	400.00	235.00	1,200.00	1,120.30
Total:	400.00	235.00	1,200.00	1,120.30
Fines & Forfeitures				
Fines & Forfeitures	1,600.00	1,066.85	4,850.00	24,477.44
Total:	1,600.00	1,066.85	4,850.00	24,477.44
Revenue from Services				
Rental Fees - Generation Park	0.00	0.00	0.00	0.00
Rental Fees - Mini Golf & Par 3	8,700.00	4,061.87	28,200.00	20,567.81
Total:	8,700.00	4,061.87	28,200.00	20,567.81
Sipe Center				
Concessions	4,250.00	4,165.00	20,250.00	16,411.73
Live Performances	5,650.00	1,739.47	16,900.00	9,693.06
Sponsorships	15,000.00	0.00	15,000.00	0.00
Movies	2,950.00	4,115.00	8,925.00	10,730.00
Space Rental	650.00	415.00	1,950.00	665.00
Total:	28,500.00	10,434.47	63,025.00	37,499.79
Revenue from use of Money & Property				
Interest on Bank Deposits	6,650.00	12,872.03	20,000.00	29,636.97
Rental of General Property/Shelters	1,250.00	2,480.00	3,750.00	3,865.00
Rental of Tennis Facilities	2,050.00	2,322.00	6,250.00	6,074.00
Sale of Vehicles	0.00	0.00	0.00	0.00
Sale of Material & Supplies	500.00	1,200.00	2,500.00	9,250.00
Sale of Real Estate	0.00	0.00	0.00	0.00
Public Communication Service Rent	6,375.00	33,801.75	6,375.00	34,173.20
Total:	16,825.00	52,675.78	38,875.00	82,999.17
Miscellaneous/Donations				
Miscellaneous	1,100.00	662.47	3,300.00	1,794.07
Gifts & Donations from Private Sources	250.00	832.20	250.00	1,432.20
Cemetery Lots	0.00	0.00	0.00	1,500.00
Classes, Camps, Festivals	0.00	3,344.00	1,500.00	4,684.00
Brick Donations	0.00	0.00	0.00	0.00
Town of Mt. Crawford	18,075.00	18,681.50	18,075.00	18,681.50
Total:	19,425.00	23,520.17	23,125.00	28,091.77

STATEMENT OF REVENUES

For the Month Ended September 30, 2024

	For the Month Ended 9/30/24		For the 3 Months Ended 9/30/24	
	<u>Estimated</u>	<u>Actual</u>	<u>Estimated</u>	<u>Actual</u>
<u>Categorical Aid</u>				
VDOT Secondary Maintenance	190,525.00	191,917.93	190,525.00	191,917.93
VDOT Primary Maintenance	65,000.00	65,461.93	65,000.00	65,461.93
Overweight Permit Fee Revenue	150.00	51.22	150.00	51.22
Vehicle Rental Tax	100.00	107.52	300.00	265.64
Riverwalk Grant	8,000.00	160,598.32	8,000.00	164,830.86
Crosswalk Improvement Grant	0.00	0.00	0.00	0.00
Gen-Oak Connector Grant	0.00	0.00	0.00	0.00
Law Enforcement Assistance Funds	40,575.00	0.00	40,575.00	42,035.00
Misc. Grants	0.00	229,973.82	0.00	229,973.82
Police Grants	0.00	0.00	0.00	0.00
Litter Control Grant	0.00	0.00	0.00	0.00
Total:	<u>304,350.00</u>	<u>648,110.74</u>	<u>304,550.00</u>	<u>694,536.40</u>
<u>Proceeds from Financing</u>				
Short Term Financing	0.00	0.00	0.00	0.00
Capital Financing	0.00	0.00	0.00	0.00
Total:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Funds Carried Forward</u>				
Funds Carried Forward	0.00	0.00	562,644.00	562,644.00
Total:	<u>0.00</u>	<u>0.00</u>	<u>562,644.00</u>	<u>562,644.00</u>
Total Revenue General Fund:	<u>561,850.00</u>	<u>951,564.72</u>	<u>1,735,919.00</u>	<u>2,218,959.19</u>

STATEMENT OF REVENUES

For the Month Ended September 30, 2024

	For the Month Ended 9/30/24		For the 3 Months Ended 9/30/24	
	<u>Estimated</u>	<u>Actual</u>	<u>Estimated</u>	<u>Actual</u>
<u>Stormwater Management</u>				
Monthly Utility Fee	15,925.00	15,947.65	47,775.00	47,803.50
Stormwater Admin Fees	0.00	0.00	0.00	0.00
Total:	<u>15,925.00</u>	<u>15,947.65</u>	<u>47,775.00</u>	<u>47,803.50</u>
<u>Sanitation Revenue</u>				
Refuse Collection Charges	53,550.00	53,744.44	160,600.00	161,198.40
Recycling/Vegetation Recycling Fees	3,300.00	3,312.24	9,900.00	9,924.88
Recycle Reimbursement	425.00	504.00	1,275.00	880.50
Total:	<u>57,275.00</u>	<u>57,560.68</u>	<u>171,775.00</u>	<u>172,003.78</u>
<u>Water Revenue</u>				
Charges of Services	126,100.00	133,421.48	362,425.00	383,340.94
Connection Fees	8,500.00	3,366.30	25,500.00	27,666.07
Penalties	2,175.00	2,182.44	6,500.00	6,804.09
Bad Debt	0.00	0.00	0.00	0.00
Total:	<u>136,775.00</u>	<u>138,970.22</u>	<u>394,425.00</u>	<u>417,811.10</u>
<u>Sewer Revenue</u>				
Charges for Services	182,000.00	200,334.05	554,900.00	583,069.02
Connection Fees	12,000.00	0.00	36,000.00	47,795.27
Penalties	1,900.00	1,832.45	5,700.00	6,250.48
Proceeds from Capital Financing	0.00	0.00	0.00	0.00
Sewer Surcharge	0.00	0.00	0.00	0.00
HRRSA Board Contribution	0.00	130.00	100.00	390.00
Total:	<u>195,900.00</u>	<u>202,296.50</u>	<u>596,700.00</u>	<u>637,504.77</u>
Total Revenue Enterprise Funds:	<u>405,875.00</u>	<u>414,775.05</u>	<u>1,210,675.00</u>	<u>1,275,123.15</u>
TOTAL REVENUE:	<u>967,725.00</u>	<u>1,366,339.77</u>	<u>2,946,594.00</u>	<u>3,494,082.34</u>

Cash in the Bank**Aug 31, 2024****Sep 30, 2024**1,349,950.89 LGIP -(Fund Balance)1,392,105.25867,471.70 LGIP(ARPA)871,452.9050,549.73 LGIP(Wellness Quarter)50,781.65847,863.34 F & M Bank- Checking(Sweep Acct)1,452,042.05100.00 Farmers & Merchants Payroll Acct.100.00**Total:** 3,115,935.663,766,481.85

Comparative Statement of Appropriations with Expenses

For the Month Ended September 30, 2024

	For the Month Ended 9/30/24		For the 3 Months Ended 9/30/24	
	<u>Estimated</u>	<u>Actual</u>	<u>Estimated</u>	<u>Actual</u>
<u>Town Council</u>				
Personal Services	0.00	0.00	0.00	65.62
Fringe Benefits	0.00	0.00	0.00	6.27
Other Charges	200.00	511.06	500.00	511.06
Total:	<u>200.00</u>	<u>511.06</u>	<u>500.00</u>	<u>582.95</u>
<u>Manager's Office</u>				
Personal Services	37,350.00	37,603.02	130,725.00	131,512.99
Fringe Benefits	12,125.00	14,005.65	42,425.00	44,097.33
Contractual Services	1,700.00	716.63	5,000.00	2,298.15
Other Charges	1,250.00	919.63	3,750.00	3,126.49
Capital Outlay	0.00	0.00	0.00	0.00
Total:	<u>52,425.00</u>	<u>53,244.93</u>	<u>181,900.00</u>	<u>181,034.96</u>
<u>Legal Services</u>	Total:	2,925.00	905.92	8,750.00
<u>Independent Auditor</u>	Total:	25,000.00	0.00	25,000.00
<u>Treasurer's Office</u>				
Personal Services	15,475.00	15,555.11	54,185.00	54,470.00
Fringe Benefits	5,550.00	6,418.09	19,500.00	19,925.53
Contractual Services	900.00	1,947.00	2,700.00	2,860.20
Other Charges	400.00	151.13	1,225.00	344.39
Capital Outlay	0.00	0.00	0.00	0.00
Total:	<u>22,325.00</u>	<u>24,071.33</u>	<u>77,610.00</u>	<u>77,600.12</u>
<u>Police Department</u>				
Personal Services	52,100.00	64,223.07	182,375.00	200,793.65
Personal Services (overtime)	2,300.00	2,369.79	12,800.00	14,255.00
Fringe Benefits	18,600.00	23,022.08	65,100.00	70,030.06
Auto Repair	900.00	20.00	2,700.00	20.00
Gas, Oil, Tires, etc.	2,450.00	2,734.56	7,350.00	7,260.13
Contractual Services	3,250.00	2,252.56	26,150.00	28,897.00
Other	3,625.00	4,033.89	10,875.00	7,549.83
Capital Outlay	0.00	53,010.60	55,000.00	99,810.60
Total:	<u>83,225.00</u>	<u>151,666.55</u>	<u>362,350.00</u>	<u>428,616.27</u>
<u>Public Works Department</u>				
Personal Service	14,450.00	15,878.37	50,575.00	52,560.07
Fringe Benefits	4,275.00	7,425.57	14,950.00	22,872.36
Contractual Services	1,325.00	1,012.31	3,975.00	1,733.17
Contractual - Consulting	0.00	131.25	0.00	341.25
Other	250.00	58.74	750.00	828.15
Capital Outlay	0.00	0.00	0.00	0.00
Total:	<u>20,300.00</u>	<u>24,506.24</u>	<u>70,250.00</u>	<u>78,335.00</u>

Comparative Statement of Appropriations with Expenses

For the Month Ended September 30, 2024

	For the Month Ended 9/30/24		For the 3 Months Ended 9/30/24	
	<u>Estimated</u>	<u>Actual</u>	<u>Estimated</u>	<u>Actual</u>
<u>Highways, Streets, Bridges & Sidewalks</u>				
Personal Services	12,225.00	6,615.39	42,775.00	31,834.32
Fringe Benefits	4,900.00	4,999.95	17,200.00	14,935.22
Contractual Services	3,175.00	7,243.33	109,500.00	48,071.21
Street Paving	0.00	0.00	0.00	356,302.15
Capital Outlay(Equipment)	0.00	0.00	0.00	0.00
Other Charges	4,175.00	1,361.57	12,500.00	7,261.59
Light Bridge	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00
Total:	<u>24,475.00</u>	<u>20,220.24</u>	<u>181,975.00</u>	<u>458,404.49</u>
<u>Street Lights</u>				
Total:	<u>8,700.00</u>	<u>8,321.05</u>	<u>26,100.00</u>	<u>26,093.30</u>
<u>General Properties</u>				
Personal Services	17,000.00	15,044.39	59,500.00	50,199.53
Fringe Benefits	6,600.00	7,260.95	23,150.00	21,010.92
Contractual Services	10,000.00	8,434.07	30,000.00	31,836.69
Contractual - Consulting	0.00	332.00	0.00	3,928.00
Other Charges	2,825.00	800.61	8,475.00	4,371.90
Capital Outlay	0.00	0.00	62,500.00	95,881.94
Total:	<u>36,425.00</u>	<u>31,872.02</u>	<u>183,625.00</u>	<u>207,228.98</u>
<u>Parks</u>				
Personal Services	17,625.00	23,587.40	61,675.00	81,205.27
Fringe Benefits	6,850.00	8,309.52	24,000.00	24,267.64
Contractual Services	18,750.00	9,920.93	56,250.00	18,769.01
Other Charges	4,250.00	6,227.29	12,750.00	13,945.40
Capital Outlay - Riverwalk	10,000.00	3,911.25	10,000.00	7,207.75
Capital Outlay (or Contingency)	0.00	3,400.00	0.00	72,468.00
Capital Outlay/Equipment	0.00	0.00	101,250.00	0.00
Total:	<u>57,475.00</u>	<u>55,356.39</u>	<u>265,925.00</u>	<u>217,863.07</u>
<u>Recreation</u>				
Personal Services	16,125.00	11,337.53	56,500.00	48,984.34
Fringe Benefits	5,050.00	3,535.44	17,650.00	11,750.99
Contractual Services	4,600.00	14,568.83	13,800.00	20,517.34
Other Charges	2,075.00	731.47	6,225.00	11,216.44
Classes & Camps	0.00	710.23	3,500.00	3,852.68
Capital Outlay	0.00	0.00	0.00	0.00
Total:	<u>27,850.00</u>	<u>30,883.50</u>	<u>97,675.00</u>	<u>96,321.79</u>

Comparative Statement of Appropriations with Expenses

For the Month Ended September 30, 2024

	For the Month Ended 9/30/24		For the 3 Months Ended 9/30/24	
	<u>Estimated</u>	<u>Actual</u>	<u>Estimated</u>	<u>Actual</u>
<u>Community Development</u>				
Personal Services	2,250.00	7,061.34	7,950.00	11,477.08
Fringe Benefits	925.00	937.64	3,225.00	1,992.77
Contractual Services	2,350.00	1,078.18	12,000.00	9,063.47
Other Charges	2,575.00	1,258.67	7,725.00	3,402.52
Employee Relations	0.00	1,510.00	0.00	1,510.00
Festivals	0.00	3,142.71	57,300.00	33,492.91
Donations	400.00	0.00	2,900.00	9,087.47
Entertainment	900.00	0.00	7,600.00	10,900.00
Passport Processing Expense	67.00	144.50	201.00	395.49
Capital	0.00	0.00	0.00	0.00
Total:	<u>9,467.00</u>	<u>15,133.04</u>	<u>98,901.00</u>	<u>81,321.71</u>
<u>Sipe Center</u>				
Personal Services	7,025.00	7,031.94	24,525.00	28,893.95
Fringe Benefits	2,325.00	3,040.45	8,075.00	9,778.57
Other Charges	1,650.00	1,316.37	5,000.00	6,208.20
Contractual Services	3,400.00	986.38	10,200.00	9,322.78
Concessions	1,650.00	1,903.25	5,000.00	6,158.34
Movies	3,075.00	4,116.47	9,225.00	10,318.28
Live Performances	24,225.00	10,310.00	36,225.00	26,312.50
Capital	25,000.00	0.00	25,000.00	0.00
Total:	<u>68,350.00</u>	<u>28,704.86</u>	<u>123,250.00</u>	<u>96,992.62</u>
<u>Economic Development</u>				
Personal Services	2,575.00	2,549.26	8,975.00	8,284.09
Fringe Benefits	1,025.00	1,699.20	3,550.00	5,170.80
Contractual Services	1,000.00	50.00	3,000.00	10,175.00
Other Charges	100.00	0.00	300.00	0.00
Capital Improvement	0.00	0.00	0.00	0.00
Total:	<u>4,700.00</u>	<u>4,298.46</u>	<u>15,825.00</u>	<u>23,629.89</u>
<u>Insurance</u>	Total:	40,000.00	32,346.00	40,000.00
<u>Fund Balance</u>	Total:	31,000.00	36,197.72	92,900.00
<u>Debt Service</u>				
Debt Retirement	0.00	0.00	12,356.00	12,356.25
Interest Expense	0.00	0.00	2,991.00	3,002.02
Total:	<u>0.00</u>	<u>0.00</u>	<u>15,347.00</u>	<u>15,358.27</u>
<u>Bad Debt-General Fund</u>	Total:	0.00	(96.94)	0.00
<u>Total Expenditures General Fund:</u>	<u>514,842.00</u>	<u>518,142.37</u>	<u>1,867,883.00</u>	<u>2,051,540.08</u>

Comparative Statement of Appropriations with Expenses

For the Month Ended September 30, 2024

	For the Month Ended 9/30/24		For the 3 Months Ended 9/30/24	
	<u>Estimated</u>	<u>Actual</u>	<u>Estimated</u>	<u>Actual</u>
<u>Storm Water Management</u>				
Personal Services	2,200.00	2,647.41	7,550.00	5,997.52
Fringe Benefits	875.00	1,436.38	3,075.00	4,141.87
Contractual Services	7,575.00	3,219.67	16,725.00	44,546.20
Other Charges	500.00	225.56	1,600.00	431.42
Capital Outlay	0.00	0.00	0.00	11,622.50
Total:	<u>11,150.00</u>	<u>7,529.02</u>	<u>28,950.00</u>	<u>66,739.51</u>
<u>Water Treatment</u>				
Personal Services	24,100.00	22,195.23	84,400.00	79,835.89
Fringe Benefits	7,925.00	8,797.51	27,800.00	27,407.25
Contractual Services	19,000.00	22,878.84	57,000.00	61,786.52
Other Charges	1,850.00	955.48	5,525.00	2,189.22
Capital Outlay	0.00	0.00	10,000.00	0.00
Total:	<u>52,875.00</u>	<u>54,827.06</u>	<u>184,725.00</u>	<u>171,218.88</u>
<u>Water Distribution</u>				
Personal Services	11,700.00	15,413.61	40,950.00	61,384.63
Fringe Benefits	4,400.00	5,278.68	15,450.00	16,150.29
Contractual Services	7,950.00	4,445.22	111,750.00	77,217.89
Contractual - Consulting	0.00	840.00	0.00	8,212.50
Other Charges	7,500.00	2,534.64	22,500.00	15,327.54
Debt Service/Int Expense	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00
Bad Debt-Water	0.00	0.00	0.00	(127.13)
Total:	<u>31,550.00</u>	<u>28,512.15</u>	<u>190,650.00</u>	<u>178,165.72</u>
<u>Sanitation & Waste Removal</u>				
Personal Services	10,625.00	9,366.37	37,475.00	28,979.39
Fringe Benefits	4,275.00	4,654.27	14,975.00	13,132.69
Contractual Services	1,800.00	1,737.57	5,450.00	5,929.17
Contractual/Waste Management	24,700.00	24,904.09	74,100.00	74,533.49
Other Services	1,750.00	695.16	5,300.00	5,346.42
Landfill Fees	11,125.00	12,086.21	33,350.00	33,816.57
Capital Outlay	0.00	0.00	170,000.00	0.00
Total:	<u>54,275.00</u>	<u>53,443.67</u>	<u>340,650.00</u>	<u>161,737.73</u>
<u>Sewer Department</u>				
Personal Services	7,450.00	5,072.07	26,050.00	16,945.06
Fringe Benefits	2,650.00	2,821.35	9,300.00	8,060.72
Contractual Services	3,250.00	2,451.39	9,750.00	6,080.50
Sewer Authority	86,700.00	85,128.76	260,200.00	255,311.99
Other Charges	1,750.00	1,461.75	5,250.00	4,691.23
Debt Service/Int Expense	0.00	0.00	75,046.00	75,053.40
Capital Outlay	43,500.00	0.00	43,500.00	0.00
Total:	<u>145,300.00</u>	<u>96,935.32</u>	<u>429,096.00</u>	<u>366,142.90</u>
Total Expenditures Enterprise Funds	<u>295,150.00</u>	<u>241,247.22</u>	<u>1,174,071.00</u>	<u>944,004.74</u>
TOTAL EXPENDITURES:	Total: <u>809,992.00</u>	<u>759,389.59</u>	<u>3,041,954.00</u>	<u>3,136,906.97</u>
Excess Revenue Over Expenses:	<u>157,733.00</u>	<u>606,950.18</u>	<u>(95,360.00)</u>	<u>357,175.37</u>

BRIDGEWATER INDUSTRIAL DEVELOPMENT AUTHORITY

STATEMENT OF REVENUES

For the Month ended September 30, 2024

	<u>Budget</u>	<u>Current Month</u>	<u>Year to Date</u>
	<u>FY'25</u>	<u>9/30/2024</u>	<u>7/1/2024 -6/30/2025</u>
IDA Fees	6,000.00	0.00	0.00
Interest on Bank Deposits	0.00	0.00	0.00
Lease Proceeds/IDA Property	65,880.00	2,600.00	6,300.00
Bond /Principal & Interest	0.00	0.00	0.00
Miscellaneous Revenue	0.00	0.00	0.00
Transfer from Reserves	0.00	0.00	0.00
Total:	71,880.00	2,600.00	6,300.00

STATEMENT OF EXPENSES

For the Month ended September 30, 2024

	<u>Budget</u>	<u>Current Month</u>	<u>Year to Date</u>
	<u>FY'25</u>	<u>9/30/2024</u>	<u>7/1/2024 -6/30/2025</u>
Personal Service	1,500.00	0.00	350.00
Fringe Benefits	0.00	0.00	26.78
Other	0.00	0.00	0.00
Contractual Services	2,000.00	1,144.23	3,259.23
Capital	0.00	0.00	0.00
Legal Service	2,000.00	0.00	0.00
Insurance & Bonding	0.00	0.00	0.00
Debt Retirement	19,700.00	0.00	0.00
Interest Expense	14,500.00	0.00	0.00
Add to IDA Reserve	32,180.00	0.00	0.00
Total:	71,880.00	1,144.23	3,636.01
Excess Revenue over Expense		1,455.77	2,663.99

Cash in the Bank- IDA

Aug 30, 2024

Sep 30, 2024

United Bank - IDA Checking	20,044.66	21,500.43
Total:	20,044.66	21,500.43



TO: Town Council
FROM: J. Jay Litten, Town Manager
DATE: October 4, 2024
RE: October Staff Report

Treasurer's Report

[Council Action? Yes.]

Our key metrics are fine, as shown at right. We are glad to have three new eateries opening—mainly because they will be great amenities for our citizens, but also because they should bring the meals tax back to expected levels. Note also that August's heat led to a surge in CUT, water, and sewer revenues.

Cash is nominally up this month, but we really aren't much richer than we were in August. VDOT provided some reimbursements we were owed and also made our quarterly maintenance payment. It's all money we have already accounted for in the budget.

	<u>Month</u>	<u>Year</u>
CUT	142.7%	113.2%
MEALS	91.3%	97.2%
CUT+M	114.2%	103.5%
WATER	105.8%	105.8%
SEWER	110.1%	105.1%
W+S	108.3%	105.4%
OVERALL	110.2%	104.7%

In terms of expenditures, the most significant expense not already accounted for in the budget was the \$6,000+ repair of the roof at the DWTC lobby.

Lastly, our reserve fund stands at just under \$1.4 million. Now that we are applying 100% of our sales-tax revenue to the fund, it is coming along very well.

Design-Build Procedures

[Council Action? Yes.]

We have attached another copy of the design-build procedures on Tuesday's agenda. Oddly enough, the IDA has long had a similar set, which they used to build Generations Park and Sipe Center. The Town itself, however, has not needed DB procedures.

Now, however, we might. If you want to explore the affordability of the Wellness Quarter, the best way to do so is to issue a design-build RFP. Several contractors have told us that they would be willing to enter into a DB process in which we could have detailed discussions about both design and cost.

*Town of Bridgewater, Virginia
Inter Se Succurrimus*

October 4, 2024

Page 2

River Roos

[Council Action? No.]

As promised, River Roos are coming soon! Currently, we are working on behind the scenes details such as designing the River Roos website, creating marketing materials, setting up the 50% match program sponsored by F&M Bank and the Town, and building the merchant pool. Currently 11 merchants have signed up to accept River Roos in their stores with a goal of having at least 15 active merchants before the program goes live on November 1st. Stay tuned for more details!



Turner Ashby Drive

[Council Action? No.]

We expect to open TA Drive to traffic from Oakwood Drive in December or January. We want to quash any temptation to speed through the new (and very useful!) street by installing radar signage on both ends and with conscientious enforcement. Chief Read is also talking to the school system about whether it desires a school zone near Turner Ashby.

Bike/Ped Safety

[Council Action? No.]

Chief Read and Alex are evaluating both our short and long-term goals for improving bicycle and pedestrian safety on our streets. Our "SWOT" team (Strengths, Weaknesses, Opportunities, and Threats) will look at ways to make our streets safer. Alex often talks with members of the Shenandoah Valley Bicycle Coalition about bike safety and best practices, and generally they've been pleased with the strides we've made in recent years. He also learned of some potential funding for a long-term study of bike/ped safety at a recent VDOT conference, so we'll explore the possibility of creating a bicycle and pedestrian comprehensive plan.

Once thing we will clarify is that riding a bicycle on a sidewalk is prohibited only when signage is placed noting the prohibition. We do not have any signs prohibiting riding a bike on a sidewalk in Bridgewater.

A RESOLUTION ESTABLISHING DESIGN-BUILD GUIDELINES

R-190-4

WHEREAS, this Council endeavors to undertake certain projects from time to time, and

WHEREAS, the Council has found that for certain projects, a design-build methodology may have advantages over competitive sealed bidding.

NOW, THEREFORE, in accordance with § 2.2-4382 of the Code of Virginia, be it resolved by the Council of the Town of Bridgewater, Virginia, that

1. The design-build procedures attached as Exhibit 1 are adopted.
2. Such procedures are found to be consistent with those implemented by the Virginia Secretary of Administration for design-build projects undertaken by the Commonwealth.

Resolved this 8th day of October, 2024.

Mayor

.....
I certify that this is a true copy of resolution R-190-4 adopted on the 8th day of October, 2024, by the Council of the Town of Bridgewater, Virginia, upon the following vote:

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Not Present</u>	
_____	_____	_____	_____	Mr. Bowman
_____	_____	_____	_____	Mr. Canada
_____	_____	_____	_____	Ms. Curtis
_____	_____	_____	_____	Mayor Flory
_____	_____	_____	_____	Dr. Miracle
_____	_____	_____	_____	Mr. Schofield
_____	_____	_____	_____	Mr. Tongue

Date

Clerk

EXHIBIT 1

In accord with § 2.2-4382 of the Code of Virginia, the Town of Bridgewater (the "Town") hereby adopts the following procedures for the procurement of Design-Build contracts, as defined in Va. Code § 2.2-4301.

As with all other procurement methods, Design-Build may be used only for projects which have been approved by the Town Council.

1. **Criteria for use of design-build contracts.** Design-Build contracts are intended to minimize project risk for the Town and to reduce delivery schedules by overlapping the design phase and construction phase of a given project.

Before taking any action, the Town Manager must engage a licensed architect or engineer with relevant professional competence to

- Advise on the use of Design-Build,
- Assist in preparing the Request for Proposals ("RFP"), and
- Advise in connection the evaluation of proposals.

The Manager must also that find in writing that the project is a complex project, using a "rational-basis" standard.¹ The finding must also explain why Design-Build is more advantageous than competitive sealed bidding and shall indicate how the Town will benefit from using Design-Build.² The Manager's finding shall be final and unappealable.

¹ This standard allows a conclusion that the project is complex if there is some rational basis to find it so, irrespective of evidence to the contrary.

"Complex project," in turn, means "a construction project that includes one or more of the following significant components: difficult site location, unique equipment, specialized building systems, multifaceted program, accelerated schedule, historic designation, or intricate phasing or some other aspect that makes the design-bid-build project delivery method not practical." Va. Code, § 2.2-4382.

² Va. Code § 46.2-4382 requires this finding to be included with the Request for Qualifications. ("RFQ")

2. **Design build selection procedures.** Design-Build procurement involves a two-step competitive negotiation process. The following procedures shall be used in selecting a Design-Builder and awarding a contract.
- a. The Manager shall appoint an Evaluation Task Force (the “Task Force”) which shall include the Manager himself, at least one member of the Council, and such other persons as the Manager deems advisable.
 - b. **Step One. Selection of Qualified Offerors.** On projects approved for Design-Build, the Task Force shall conduct the prequalification process described below to determine which offerors are qualified to receive the RFP.
 - i. The Task Force shall prepare a RFQ containing a full (if not final) RFP.
 - ii. The RFQ shall be posted as required by law.
 - iii. All offerors should have a licensed Class "A" contractor and an architect or engineer registered in the Commonwealth of Virginia as part of their respective project teams.
 - iv. The Committee shall evaluate each offeror's RFQ responses and any other relevant information and shall determine which offerors are fully qualified and suitable to be placed on a “Short List” for the project.

This initial step asks two distinct questions. First, the Task Force asks whether the offeror should be pre-qualified under Va. Code, § 2.2-4307. Second, it asks how well the offeror has satisfied the criteria of the RFQ, relative to other offerors.

- v. The RFQ evaluation shall result in a Short List of two or more offerors to receive the RFP. If reasonably possible, the Short List should include at least one “Small Business,” certified as such by the Virginia Department of Small Business and Supplier Diversity.

At least 30 days prior to the date established for the submission of proposals, the Manager shall advise in writing each offeror whether it has been pre-qualified and short-listed. If pre-qualification or short-listing is denied, the Manager will advise the offeror in writing of the reasons for the decision.

c. Step Two. Selection of Design-Build Contractor.

- i. The Task Force shall send the final RFP to all short-listed offerors and request formal proposals from them. The criteria for award shall be listed in the RFP, including a statement that price will be a critical factor.

Requests for Proposals shall include and define the criteria of such construction project in areas such as site plans; floor plans; exterior elevations; basic building envelope materials; fire protection information plans; structural, mechanical (HVAC), and electrical systems; and special telecommunications; and may define such other requirements as the Task Force determines appropriate for the particular project.

- ii. Each offeror's proposal shall be in two parts, in separately sealed packages: a technical proposal addressing the physical aspects of the project and a cost proposal addressing the contractor's price.³

- iii. The Task Force reviews and ranks technical proposals first. The initial review is of the written submission, and then the Task Force meets with the offerors (separately) to discuss the technical proposals. During these meetings, price may be discussed, but no binding price quotations may be provided (or demanded).

In its discretion, the Task Force may allow offerors may amend both their technical proposals and cost proposals, either before or after the meetings.

- iv. After all technical proposals have been evaluated, the Task Force will consider the cost proposals, and apply the RFP's criteria to the offerors' full proposals.⁴

³ The Task Force may authorize electronic submission of proposals, and in such cases, technical and cost proposals shall be in separate files.

⁴ But there is this exception: If, after reviewing the technical proposals, the Task Force, in its sole discretion, makes a written finding that only one offeror is fully qualified (or that one offeror is clearly more highly qualified than the others), it may directly move to contract negotiations with that offeror. In this scenario, there is no formal application of the RFP to the combined proposals.

The Task Force will proceed to negotiate a contract with the highest-ranked offeror.⁵

- v. The Committee will notify all offerors who submitted proposals which offeror was awarded the contract.
- vi. Upon request, documentation of the process used for the final selection shall be made available to the unsuccessful proposers.

3. **General.**

- a. The Manager may act as the agent of the Task Force for all routine and procedural matters, not including the ranking of offerors.
- b. All design-build contracts shall feature a guaranteed maximum price.

⁵ Unlike with competitive sealed bidding, contract formation with Design-Build procurement requires a signed written document to complete the process.



September 2024 Police Report- Bridgewater

Police Calls for service: 867 (538 Extra Patrol)

IBR Group A offenses: 10

Incident Reports: 47

Total Traffic Crashes: 13

DMV Crash Reports: 4

Arrests: 3

Summons: 18

Notable BPD activity:

We had an uptick in crashes but to be expected with more school traffic.

Sep. 2nd Labor Day, End of Summer Celebration went very well.

Sep. 28th Valley United for Vets, Oakdale Park event had about a 1,000-person turnout. It went well and citizens seemed to be enjoying themselves. We were able to utilize the police pact and get a few extra officers to help.

Upcoming events

October 26th 2pm-4pm Halloween at Oakdale Park

November 27th 9am-11am Coffee w/ a Cop at Bridgewater Foods

Thank you, Chief Phillip Read



Town of Bridgewater
POLICE DEPARTMENT
201 Green Street, Bridgewater, Virginia 22812
Phone: (540) 828-2611
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police@bridgewater.town



CRIME TRENDS

Town of Bridgewater, Virginia

Group A Offense	Jan-24	Feb.- 24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Total
Crimes Against Persons													
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0
Kidnapping/Abduction	0	0	0	0	1	0	0	0	0	0	0	0	1
Forcible Sex Offenses	0	0	0	0	0	0	1	0	0	0	0	0	1
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	1	0	0	0	0	0	0	0	1
Simple Assault/Intimidation	1	3	4	0	0	0	1	1	1	0	0	0	11
Non-forcible Sex Offenses	0	0	0	1	0	0	0	0	0	0	0	0	1
Crimes Against Property													
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0
Extortion/Blackmail	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	1	0	0	0	0	0	0	0	0	0	1
Larceny	2	4	2	6	5	3	3	2	3	0	0	0	30
Motor Vehicle Theft	0	0	0	0	0	0	0	1	0	0	0	0	1
Counterfeiting/Forgery	0	0	0	0	0	1	0	0	0	0	0	0	1
Fraud	1	0	2	2	3	3	3	1	2	0	0	0	17
Embezzlement	0	0	1	0	0	0	0	0	1	0	0	0	2
Stolen Property	0	0	0	0	0	0	0	0	0	0	0	0	0
Property Damage/Vandalism	0	2	2	1	3	1	2	3	1	0	0	0	15
Bribery	0	0	0	0	0	0	0	0	0	0	0	0	0
Crimes Against Society													
Drug Offenses	0	2	0	2	0	2	0	0	1	0	0	0	7
Pornography/Obscene Material	0	0	0	0	0	0	0	0	1	0	0	0	1
Gambling	0	0	0	0	0	0	0	0	0	0	0	0	0
Prostitution	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0