



Elkton Town Council
Elkton Area Community Center
20593 Blue and Gold Drive - Elkton, VA 22827
Monday, June 5, 2023 – 5:30 p.m.

Unless otherwise indicated or unless relocated by the Council, agenda items will be taken in order. The Council reserves the right to remove, add, and/or relocate agenda items as necessary. Public Hearings will begin promptly at the advertised time.

1. CALL TO ORDER – ROLL CALL
2. ADOPTION OF AGENDA
3. PUBLIC HEARINGS
 - a. (5:30 p.m.) Hearing on proposed 2023/2024 Fiscal Year Budget
 - b. (5:30 p.m.) Hearing on proposed increases to water and sewer user rates in all categories, trash fees for residential and commercial, water hauler rates, bulk trash pick-ups, and out-of-town water and sewer user rates in all categories
 - c. (5:30 p.m.) Hearing on new electric category definitions and a proposed rate increase for Town of Elkton electric customers
 - d. (6:00 p.m.) Joint hearing with Planning Commission on proposed amendment to Chapter 110 Land Development, § 110-603, § 110-604, § 110-605, §110-606, §110-715 to add limitations on short-term rentals
 - e. (6:00 p.m.) Joint hearing with Planning Commission on proposed amendment to Chapter 110 Land Development, § 110-610 Downtown Business District B-1 and § 110-715 (B) to add short-term rentals as a permitted use in B-1 district
 - f. (6:00 p.m.) Joint hearing with Planning Commission on proposed amendment to Chapter 110 Land Development, § 110-706 Signs, to change the height of an elevated sign structure adjacent to a sidewalk; redefine the Downtown District area for a freestanding or non-freestanding sign; and submit a map to be used as Attachment 3.1
4. TOWN MANAGER'S REPORT
5. COMMITTEE REPORTS
6. UNFINISHED BUSINESS
 - a. First Reading for an ordinance proposing a budget for the Town of Elkton, Virginia for the fiscal year beginning July 1, 2023 and ending June 30, 2024, appropriating funds for public purposes for said fiscal year; adjusting rates, fees and taxes; and continuing in effect all ordinances of the Town of Elkton, Virginia, relating to taxes, licenses, fees, service charges, costs and other charges and all ordinances relating to the time of payment thereof and collection thereof, except as herein specifically modified

7. NEW BUSINESS

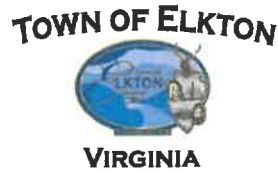
- a. Service Agreement from Porcellis Cleaning Contractors to clean Town Hall
- b. Regular meeting schedule for July 2023 – June 2024

8. MAYOR'S BUSINESS

9. CLOSED SESSION

- a. Pursuant to Virginia Code § 2.2-3711.A.7 for, "Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter."
- b. Pursuant to Virginia Code § 2.2-3711.A.1 for, "Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body."

10. ADJOURNMENT



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: June 5, 2023

SUBJECT/TOPIC: Adoption of Agenda

BACKGROUND: Council may add items to the agenda.

ACTION REQUESTED:

Information Only	<input type="checkbox"/>	Discussion	<input type="checkbox"/>	Reports	<input type="checkbox"/>
Action Item	<input checked="" type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Closed Session	<input type="checkbox"/>

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☒
Amount: N/A
Budget Line Item: N/A

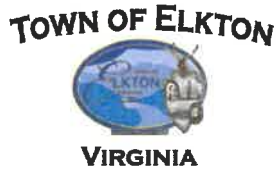
If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: That Council adopt the Agenda as presented.

APPROVAL: 
Greg Lunsford, Town Manager

ATTACHMENTS: None

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: June 5, 2023

SUBJECT/TOPIC: PUBLIC HEARINGS:

- a. Hearing on proposed 2023/2024 Fiscal Year Budget
- b. Hearing on proposed increases to water and sewer user rates in all categories, trash fees for residential and commercial, water hauler rates, bulk trash pick-ups, and out-of-town water and sewer user rates in all categories
- c. Hearing on new electric category definitions and a proposed rate increase for Town of Elkton electric customers
- d. Joint hearing with Planning Commission on proposed amendment to Chapter 110 Land Development, § 110-603, § 110-604, § 110-605, §110-606, §110-715 to add limitations on short-term rentals
- e. Joint hearing with Planning Commission on proposed amendment to Chapter 110 Land Development, § 110-610 Downtown Business District B-1 and § 110-715 (B) to add short-term rentals as a permitted use in B-1 district
- f. Joint hearing with Planning Commission on proposed amendment to Chapter 110 Land Development, § 110-706 Signs, to change the height of an elevated sign structure adjacent to a sidewalk; redefine the Downtown District area for a freestanding or non-freestanding sign; and submit a map to be used as Attachment 3.1

BACKGROUND: Notices were properly published in the Daily News Record regarding the above public hearings and are attached.

ACTION REQUESTED:

Information Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Reports <input type="checkbox"/>
Action Item <input type="checkbox"/>	Public Hearing <input checked="" type="checkbox"/>	Closed Session <input type="checkbox"/>

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☐
 Amount: N/A
 Budget Line Item: N/A

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

TOWN OF ELKTON



VIRGINIA

Staff Report/Recommendation

STAFF RECOMMENDATION: N/A

APPROVAL:

A handwritten signature in black ink, appearing to read "Greg Lunsford", is written over a horizontal line.

Greg Lunsford, Town Manager

ATTACHMENTS: Proposed 2023/2024 Fiscal Year Budget Notice
Proposed Utility and Fees Increase Notice
Proposed Electric Rate Increase Notice
Three Proposed Ordinance Amendments to Chapter 100 Land Development

Request(s) to be added to the agenda **MUST** be received within five (5) working days prior to the meeting date. All pertinent information **MUST** be attached in order for this item to be placed on the agenda.

**NOTICE OF PUBLIC HEARING
TOWN COUNCIL FOR THE TOWN OF ELKTON
MONDAY, JUNE 5, 2023 at 5:30 p.m.**

A Public Hearing on the proposed adoption of the 2023/2024 Fiscal Year Budget will be held on Monday, June 5, 2023, at 5:30 p.m., at the Elkton Area Community Center, located at 20593 Blue & Gold Drive, Elkton, at which time the public may present oral or written comments concerning the proposed adoption of the budget. You may view the proposed budget at www.elktonva.gov.

EXPENSES BY DEPT.		REVENUES BY DEPT.	
	FY 2023/2024 <u>Pro- posed</u>		FY 2023/2024 <u>Pro- posed</u>
Cemetery	\$45,000.00	General Govern- ment	\$4,151,213.00
Parks & Recreation	\$646,495.00	Electric	\$2,318,336.00
Council	\$46,655.00	Sewer	\$1,079,592.00
General Govern- ment	\$1,340,331.00	Water	\$400,529.00
Planning Commis- sion	\$12,067.00	Cemetery	\$45,000.00
Police	\$941,619.00		
Sanitation	\$215,000.00		
Street Maintenance	\$949,046.00		
Electric	\$2,318,336.00		
Sewer	\$1,079,592.00		
Water	\$400,529.00		
Total Expenses	\$7,994,670.00	Total Revenues	\$7,994,670.00
Total Revenues	\$7,994,670.00		
Total Expenses	\$7,994,670.00		
	=====		
	Budget Balance		
	\$0.00		

[DNR publication date: May 26, 2023]

5/26

**NOTICE OF PUBLIC HEARING
TOWN COUNCIL FOR THE TOWN OF ELKTON
JUNE 5, 2023 at 5:30 P.M.**

A public hearing will be held on Monday, June 5, 2023 beginning at 5:30 p.m. in the Town of Elkton Council Chambers, located at 20593 Blue & Gold Drive, Elkton, to receive comments on the following proposed rate changes pursuant to Virginia Code Sections 15.2-107 and 15.2-2109 et seq.:

- . Water (Within Town) – 16% increase in base rates;
- . Water Hauler – from \$7.00 to \$8.00 per 1,000 gallons;
- . Sewer (Within Town) – 8% increase in base rates;
- . Residential Refuse Collection – from \$15.50 to \$16.50;
- . Commercial Refuse Collection – from \$26.00 to \$27.00;
- . Bulk Pick-up – from \$30.00 to \$55.00;
- . Out of Town water rates shall be double the in-Town rate;
- . Out-of-Town sewer rates shall be double the In-Town rate

The proposed increases would become effective July 1, 2023. Additional information may be obtained on the Town's website at www.elktonva.gov or by contacting the Treasurer's Office at (540) 298-1951.

5/19, 5/26

**NOTICE OF PUBLIC HEARING
TOWN COUNCIL FOR THE TOWN OF ELKTON
TUESDAY, JUNE 5, 2023**

A Public Hearing will be held June 5, 2023 at 5:30 p.m. in the Council Chambers of the Elkton Area Community Center, located at 20593 Blue & Gold Drive, Elkton, Virginia, at which time persons affected may appear and present their views on the new categories and proposed rate increase for Town of Elkton electric customers pursuant to Virginia Code Sections 15.2-107 and 15.2-2109. The Town Council proposes the new categories and to increase the flat rates of electric customers across all categories of users as a result of increases by Dominion Virginia Power and as advised by the Virginia Municipal Electric Association (VMEA). Information regarding the new categories and proposed rate increase for electric customers may be obtained in the Elkton Treasurer's Office located at 173 West Spotswood Avenue in Elkton. The new categories and increased flat rates are as follows:

RESIDENTIAL ELECTRICAL SERVICE (RS) flat rate per meter per month to increase from \$9.50 to \$10.50: This rate schedule is available for the supply and delivery of all of the electric service requirements of the Customer to be used exclusively for domestic purposes for individual (single family) private residences and individually metered apartment units. This rate schedule is not available to businesses, licensed boarding or rooming houses, educational institutions or facilities, churches, synagogues or other places of worship or the common facility requirements for residences.

SMALL GENERAL SERVICE/SMALL COMMERCIAL (SGS) formerly **SMALL COMMERCIAL ELECTRIC (TOTAL ELECTRIC)** flat rate per meter per month to increase from \$9.50 to \$15.00: This rate schedule is applicable to all electric service required for lighting, power, and any other purpose other than residential service as defined in Rate Schedule RS, where the Customer's kW demand is not metered or the metered kW demand does not exceed 30 kW more than twice during any twelve (12) consecutive months.

MEDIUM GENERAL SERVICE (MGS) formerly **GENERAL SERVICE – SMALL COMMERCIAL** flat rate per meter per month to increase from \$15.00 to \$55.00: This rate schedule is applicable to all electric service required for lighting, power, and any other purpose other than residential service as defined in Rate Schedule RS, where the Customer's demand is 30 kW or greater but less than 200 kW.

LARGE GENERAL SERVICE (LGS) formerly **LARGE COMMERCIAL USERS** flat rate per meter per month to increase from \$40.00 to \$75.00: This rate schedule is applicable to all electric service required for lighting, power, and any other purpose other than residential service as defined in Rate Schedule RS, where the Customer's kW demand is 200 kW or greater.

**NOTICE OF JOINT PUBLIC HEARINGS
TOWN COUNCIL FOR THE TOWN OF ELKTON
ELKTON PLANNING COMMISSION
June 5, 2023 at 6:00 p.m.**

PLEASE TAKE NOTICE That the Town Council of the Town of Elkton, Virginia, and Elkton Planning Commission, shall hold joint public hearings on **Monday, June 5, 2023 at 6:00 p.m.** in the Council Chambers of the Elkton Area Community Center, located at 20593 Blue & Gold Drive, Elkton, Virginia, for public comments related to the following proposed ordinances to the Town of Elkton Code.

1. Proposed amendment to Chapter 110 Land Development, § 110-603, § 110-604, § 110-605, §110-606, §110-715 to add limitations on short-term rentals.
2. Proposed amendment to Chapter 110 Land Development, § 110-610 Downtown Business District B-1 and § 110-715 (B) to add short-term rentals as a permitted use in a B-1 district.
3. Proposed amendment to Chapter 110 Land Development, § 110-706 Signs, to change the height of an elevated sign structure adjacent to a sidewalk; redefine the Downtown District area for a freestanding or non-freestanding sign; and submit a map to be used as Attachment 3.1.

A copy of the proposed ordinances may be obtained in the Economic & Community Development Director's Office, located at 173 W. Spotswood Avenue, Elkton.

5/26, 6/2



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: June 5, 2023

SUBJECT/TOPIC: Town Manager's Report

BACKGROUND: N/A

ACTION REQUESTED:

Information Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Reports <input checked="" type="checkbox"/>
Action Item <input type="checkbox"/>	Public Hearing <input type="checkbox"/>	Closed Session <input type="checkbox"/>

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☒
 Amount: N/A
 Budget Line Item: N/A

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: N/A

APPROVAL:



 Greg Lunsford, Town Manager

ATTACHMENTS: None

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: June 5, 2023

SUBJECT/TOPIC: Committee Reports

BACKGROUND: Reports to be presented verbally by committee chairs.

ACTION REQUESTED:

Information Only	<input type="checkbox"/>	Discussion	<input type="checkbox"/>	Reports	<input checked="" type="checkbox"/>
Action Item	<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Closed Session	<input type="checkbox"/>

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☒
Amount: N/A
Budget Line Item: N/A

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: N/A

APPROVAL: 
Greg Lunsford, Town Manager

ATTACHMENTS: None

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: June 5, 2023

SUBJECT/TOPIC: First Reading for an ordinance proposing a budget for the Town of Elkton, Virginia for the fiscal year beginning July 1, 2023 and ending June 30, 2024, appropriating funds for public purposes for said fiscal year; adjusting rates, fees and taxes; and continuing in effect all ordinances of the Town of Elkton, Virginia, relating to taxes, licenses, fees, service charges, costs and other charges and all ordinances relating to the time of payment thereof and collection thereof, except as herein specifically modified

BACKGROUND: FY24 budget public hearing is scheduled for June 5, 2023. A first reading is on the agenda for the ordinance. Council may make revisions to the budget after the public hearing is held if needed before the final adoption of the budget on June 15, 2023.

ACTION REQUESTED:

Information Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Reports <input type="checkbox"/>
Action Item <input checked="" type="checkbox"/>	Public Hearing <input type="checkbox"/>	Closed Session <input type="checkbox"/>

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☒
 Amount: N/A
 Budget Line Item: N/A

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: That Council move a First Reading for an ordinance proposing a budget for the Town of Elkton, Virginia for the fiscal year beginning July 1, 2023 and ending June 30, 2024, appropriating funds for public purposes for said fiscal year; adjusting rates, fees and taxes; and



Staff Report/Recommendation

continuing in effect all ordinances of the Town of Elkton, Virginia, relating to taxes, licenses, fees, service charges, costs and other charges and all ordinances relating to the time of payment thereof and collection thereof, except as herein specifically modified

APPROVAL:


Greg Lunsford, Town Manager

ATTACHMENTS: Budget ordinance and copy of budget

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.

**AN ORDINANCE PROPOSING A BUDGET FOR THE
TOWN OF ELKTON, VIRGINIA FOR THE FISCAL YEAR
BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024,
APPROPRIATING FUNDS FOR PUBLIC PURPOSES FOR SAID FISCAL YEAR;
ADJUSTING RATES, FEES AND TAXES;
AND CONTINUING IN EFFECT ALL ORDINANCES OF THE
TOWN OF ELKTON, VIRGINIA, RELATING TO TAXES, LICENSES,
FEES, SERVICE CHARGES, COSTS AND OTHER CHARGES AND
ALL ORDINANCES RELATING TO THE TIME OF
PAYMENT THEREOF AND COLLECTION THEREOF, EXCEPT AS HEREIN
SPECIFICALLY MODIFIED**

(First Reading June 5, 2023)

BE IT ORDAINED by the Town Council of the Town of Elkton, Virginia as follows:

SECTION 1. That the following budget for the Town of Elkton, Virginia, for the fiscal year beginning July 1, 2023 and ending June 30, 2024 is hereby proposed and recommended for adoption:

(SEE ATTACHED BUDGET)

SECTION 2. Public revenues of the Town of Elkton, Virginia, are hereby appropriated for public purposes for the fiscal year beginning July 1, 2023 and ending June 30, 2024 as set forth in the appropriate Section of said budget.

SECTION 3. There will be a sixteen percent (16%) increase to the base rate, in all categories for water user rates (In-Town). The increases would become effective July 1, 2023 and shall continue until modified by action of the Town Council of the Town of Elkton, Virginia. They are as follows:

Residential Water: Current Base Rate would increase from \$12.13 to \$14.07
Over 2,000 gallons would increase from \$7.92 to \$3.96

Commercial Water: Current Base Rate would increase from \$12.14 to \$14.07
Over 2,000 gallons would increase from \$3.96 to \$3.96

Industrial Water: Current Base Rate would increase from \$12.14 to \$14.07
Over 2,000 gallons would increase from \$3.96 to \$3.96

Out-of-Town water rates shall be double the in-Town rates.

Water Hauler rates shall increase from \$7.00 to \$8.00 per 1,000 gallons.

SECTION 4. There will be an eight percent (8%) increase to the base rate, in all categories for sewer user rates (In-Town). The increases would become effective July 1, 2023 and shall continue until modified by action of the Town Council of the Town of Elkton, Virginia. They are as follows:

Residential Sewer:	Current Base Rate would increase from \$27.96 to \$30.20 Over 2,000 gallons would increase from \$8.41 to \$8.41
Commercial Sewer:	Current Base Rate would increase from \$27.96 to \$30.20 Over 2,000 gallons would increase from \$8.74 to \$8.74
Industrial Sewer:	Current Base Rate would increase from \$27.96 to \$30.20 Over 2,000 gallons would increase from \$9.42 to \$9.42

Out-of-Town sewer rates shall be double the In-Town rates.

SECTION 5. There will be an increase to the electric flat rate, in the redefined categories, as follows: RESIDENTIAL ELECTRICAL SERVICE (RS) flat rate per meter per month to increase from \$9.50 to \$10.50; SMALL GENERAL SERVICE/SMALL COMMERCIAL (SGS) formerly SMALL COMMERCIAL ELECTRIC (TOTAL ELECTRIC) flat rate per meter per month to increase from \$9.50 to \$15.00; MEDIUM GENERAL SERVICE (MGS) formerly GENERAL SERVICE – SMALL COMMERCIAL flat rate per meter per month to increase from \$15.00 to \$55.00; LARGE GENERAL SERVICE (LGS) formerly LARGE COMMERCIAL USERS flat rate per meter per month to increase from \$40.00 to \$75.00. These rates shall continue until modified by action of the Town Council of the Town of Elkton, Virginia. The increases would become effective July 1, 2023.

SECTION 6. There will be no increase to the tax rate for real estate, including real estate owned by public service corporations, subject to tax for the fiscal year beginning July 1, 2023. Such rate is fixed at \$0.11 per \$100.00 of assessed value of such property per year. These rates shall continue until modified by action of the Town Council of the Town of Elkton, Virginia.

SECTION 7. There will be no increase to the tax rate for all personal property subject to tax for the fiscal year beginning July 1, 2023. Such rate is fixed at \$0.46 per \$100.00 of assessed value per year. These rates shall continue until modified by action of the Town Council of the Town of Elkton, Virginia.

SECTION 8. There will an increase to the refuse collection fees. The residential fee would increase from \$15.50 to \$16.50 per month, and the commercial fee would increase from \$26.00 to \$27.00 per month. Bulk pick-up fees shall increase from \$30.00 to \$55.00. These rates shall continue until modified by action of the Town Council of the Town of Elkton, Virginia. The increases would become effective July 1, 2023.

SECTION 9. The Fund Budgets in Section 1 as included in the general budget are hereby adopted and made the official budget document of the Town of Elkton. It is expressly provided that the restrictions with respect to the expenditure of the moneys appropriated shall apply only

to the lump sum amounts for the classes of expenditures, of Funds, which have been included in this ordinance.

SECTION 10. Any ordinance in conflict with this ordinance is hereby repealed to the extent that such conflict exists. However, all ordinances not in conflict with this ordinance shall continue in effect, specifically; all ordinances of the Town of Elkton, Virginia, relating to taxes, licenses, fees, service charges, costs and other collection thereof shall continue in effect except as herein specifically modified.

SECTION 11. If any part of this ordinance is found to be invalid by competent authority, the remaining portions of the ordinance shall continue in effect.

5/17/2023

Town of Elkton Budget

FY 2024 (July 1, 2023 - June 30, 2024)

REVENUE	
GENERAL GOVT	\$ 4,151,213.00
ELECTRIC	\$ 2,318,336.00
WATER	\$ 400,529.00
SEWER	\$ 1,079,592.00
CEMETERY	\$ 45,000.00
TOTAL:	\$ 7,994,670.00

EXPENDITURES	
COUNCIL	\$ 46,655.00
GENERAL GOVT	\$ 1,340,331.00
STREET MAINTENANCE	\$ 949,046.00
SANITATION	\$ 215,000.00
RECREATION	\$ 646,495.00
POLICE	\$ 941,619.00
PLANNING COMMISSION	\$ 12,067.00
ELECTRIC	\$ 2,318,336.00
WATER	\$ 400,529.00
SEWER	\$ 1,079,592.00
CEMETERY	\$ 45,000.00
TOTAL:	\$ 7,994,670.00

REVENUES	\$ 7,994,670.00
EXPENDITURES	\$ 7,994,670.00
DIFFERENCE	\$ -

MASTER REVENUE
5/17/2023

REVENUE CODES	REVENUE SOURCES FY 2024	10-420 GEN GOV	10-430 COMM CTR	10-442 ST MAINT	10-445 SANITATION	10-472 REC	10-510 POLICE	21-830 ELECTRIC	31-810 WATER	41-820 SEWER	52-490 CEMETERY	TOTALS
(10) 311-0100	Real Estate Taxes (Current)	\$ 371,643.00										\$371,643.00
(10) 311-0200	Real Estate Taxes (Del)	\$ 19,490.00										\$19,490.00
(10) 311-0300	Personal Property Tax (Del)	\$ 12,076.00										\$12,076.00
(10) 311-0400	Personal Property Tax (Current)	\$ 247,501.00										\$247,501.00
(10) 311-0500	Penalties Taxes	\$ 8,000.00										\$8,000.00
(10) 311-0600	Interest/Penalties Taxes	\$ 6,000.00										\$6,000.00
(10) 311-0700	PPTRA											\$0.00
(10) 312-0100	Sales Tax (Local)	\$ 229,000.00										\$229,000.00
(10) 312-0200	Telephone & Vepco Utility Tax	\$ 46,000.00										\$46,000.00
(10) 312-0400	Interest Earned (First Bank)	\$ 222,000.00										\$222,000.00
(10) 313-0100	Community Ctr Revenue		\$ 6,700.00									\$6,700.00
(10) 313-0105	Community Center Memberships		\$ 65,000.00									\$65,000.00
(10) 313-0106	Community Center Retail Sales		\$ -									\$0.00
(10) 313-0107	Community Center Programs/Classes		\$ -									\$0.00
(10) 313-0110	Comm Ctr Rental		\$ 45,000.00									\$45,000.00
(10) 313-0115	Comm Ctr Commission		\$ -									\$0.00
(10) 313-0116	Comm Ctr Vend Revenue		\$ 2,500.00									\$2,500.00
(10) 315-0100	Contractors	\$ 20,000.00										\$20,000.00
(10) 315-0200	Retail	\$ 95,000.00										\$95,000.00
(10) 315-0300	Professional	\$ 18,000.00										\$18,000.00
(10) 315-0400	Repairs/Personal	\$ 10,000.00										\$10,000.00
(10) 315-0500	Lodging	\$ 3,000.00										\$3,000.00
(10) 315-0600	Wholesalers	\$ 2,700.00										\$2,700.00
(10) 315-0700	Carnivals/Amusement	\$ 100.00										\$100.00
(10) 315-0800	Peddlers	\$ -										\$0.00
(10) 315-0900	Telephone License	\$ -										\$0.00
(10) 315-1000	Short Term Rentals	\$ 525.00										\$525.00
(10) 316-0100	Reimbursements	\$ -										\$0.00
(10) 319-0100	Land Rent	\$ 3,221.00										\$3,221.00
(10) 319-0200	Sale of Land	\$ 150,000.00										\$150,000.00
(10) 320-0100	Bank Franchise Tax	\$ 108,000.00										\$108,000.00
(10) 322-0100	Meals Tax	\$ 1,265,000.00										\$1,265,000.00
(10) 323-0000	Cigarette Tax	\$ 66,000.00										\$66,000.00
(10) 324-0100	Game of Skill Tax	\$ -										\$0.00
(10) 325-0200	Cable Pole Rent	\$ 7,125.00										\$7,125.00
(10) 326-0100	Tourism Grant (Rockingham County)											\$0.00
(10) 327-0100	Fines - Court						\$ 14,000.00					\$14,000.00
(10) 327-0200	Fines - Parking Fees						\$ 250.00					\$250.00

Account Number	Description	Revenue	Expenses	Balance
(41) 305-0100	Revenue Late Charges & Interest	\$ -		\$0.00
(41) 306-0100	Reconnect Fees			\$0.00
(41) 307-0100	Connection Fees	\$ 155,300.00		\$155,300.00
(41) 308-0100	Sewer Revenue Misc	\$ -		\$0.00
(41) 309-0100	Downey Knolls Proffers	\$ 3,000.00		\$3,000.00
(41) 316-0100	Reimbursements (Grants)			\$0.00
(52) 300-0000	Sale of Lots	\$ 5,000.00		\$14,000.00
(52) 301-0000	Sale of Niche	\$ 5,000.00		\$50,000.00
(52) 300-0400	Opening/Closing Graves	\$ -		\$35,000.00

REVENUE CODES	REVENUE SOURCES	10-420	10-430	10-442	10-445	10-472	10-510	21-830	31-810	41-820	52-490	TOTALS
	FY 2023	GEN GOV	COMM CTR	ST MAINT	SANITATION	REC	POLICE	ELECTRIC	WATER	SEWER	CEMETERY	
	\$	2,941,681.00	119,200.00	641,198.00	273,548.00	102,000.00	73,586.00	2,318,336.00	400,529.00	1,079,592.00	45,000.00	\$ 7,994,670.00

MASTER EXPENSES
5/17/2023

EXPENSE CODES	EXPENDITURES FY 2023	10-220 COUNCIL	10-420 GEN GOV	10-442 PUBLIC WORKS	10-445 SANITATION	10-472 PARKS & REC	10-510 POLICE	10-520 PLANNING COMMISSION	21-830 ELECTRIC	31-810 WATER	41-820 SEWER	52-490 CEMETERY	TOTALS
1101	Salaries: Full-time	\$26,400.00	\$440,414.00	\$351,646.00		\$102,084.00	\$540,446.00	\$8,400.00	\$112,180.00		\$195,065.00		\$1,776,635.00
1201	Salaries: Overtime		\$1,200.00	\$7,000.00		\$1,000.00	\$40,000.00		\$7,000.00		\$26,336.00		\$82,536.00
1301	Salaries: Part-time			\$54,513.00		\$160,774.00	\$35,200.00						\$250,487.00
2101	Social Security	\$1,700.00	\$27,380.00	\$25,616.00		\$16,360.00	\$38,171.00	\$521.00	\$7,390.00		\$13,727.00		\$130,865.00
2102	Medicare	\$400.00	\$6,404.00	\$5,991.00		\$3,826.00	\$8,927.00	\$122.00	\$1,739.00		\$3,211.00		\$30,610.00
2210	Retirement		\$40,000.00	\$31,752.00		\$16,413.00	\$50,000.00		\$8,300.00		\$15,372.00		\$161,837.00
2211	Deferred Compensation		\$260.00										\$260.00
2301	Health Insurance		\$88,788.00	\$63,628.00		\$32,872.00	\$97,332.00		\$20,064.00		\$40,128.00		\$342,812.00
2401	Group Life Insurance		\$2,800.00	\$3,400.00		\$1,500.00	\$7,300.00		\$1,200.00		\$2,000.00		\$18,200.00
2402	Vehicle Allowance		\$2,400.00										\$2,400.00
2403	Supplemental Benefits		\$7,500.00										\$7,500.00
2500	Garnishment			\$6,000.00			\$3,000.00						\$9,000.00
2710	Self-insured												\$0.00
2810	Line of Duty (PD)												\$0.00
3110	Advertising	\$3,500.00		\$500.00		\$786.00	\$1,000.00	\$2,000.00			\$1,000.00	\$300.00	\$9,086.00
3200	Professional Services - Legal		\$130,000.00								\$50,000.00		\$180,000.00
3201	Professional Services - Financial		\$50,000.00										\$50,000.00
3202	Professional Services - Other	\$0.00		\$2,500.00		\$1,078.00							\$54,078.00
3310	Repairs & Maintenance: Facility		\$6,000.00	\$20,000.00		\$27,162.00	\$10,000.00		\$3,000.00	\$5,000.00	\$0.00	\$3,000.00	\$61,162.00
3311	Repairs & Maintenance: Auto		\$1,000.00	\$5,000.00		\$500.00	\$3,000.00		\$10,000.00	\$15,000.00	\$1,500.00		\$22,500.00
3312	Repairs & Maintenance: Equipment			\$6,000.00		\$5,000.00	\$15,000.00		\$6,500.00	\$15,000.00	\$40,000.00		\$79,000.00
3320	Maintenance/Service Contracts				\$150,000.00							\$41,026.00	\$212,526.00
3400	Computer System Support		\$40,000.00			\$800.00	\$5,000.00			\$5,000.00	\$15,000.00		\$65,800.00
3401	Software Applications		\$1,100.00			\$16,000.00	\$4,400.00						\$21,500.00
3500	Printing & Binding (NEW LINE)		\$5,300.00										\$5,300.00
3801	Permit Fees												
3900	Water Testing												
4000	Miss Utility												
4300	Codification	\$2,500.00											\$2,500.00
4500	Economic Development		\$30,000.00										\$30,000.00
4505	Donation Expense		\$5,000.00										\$5,000.00
4600	Purchased Power												
5000	Utilities: Electrical Services			\$2,500.00					\$2,000,000.00				\$2,000,000.00
5202	Insurance: General Liability		\$150,000.00										\$150,000.00
5203	Insurance: Flood												
5210	Postage		\$20,000.00								\$17,000.00		\$17,000.00
5230	Telephone/Internet Services					\$1,800.00	\$2,160.00			\$1,500.00			\$8,100.00
5231	Cell Phone Services		\$3,000.00	\$2,000.00		\$720.00	\$2,000.00		\$1,200.00		\$1,200.00		\$10,120.00
5500	Loan: Principal		\$60,000.00			\$137,000.00				\$27,777.00	\$463,044.00		\$687,821.00
5501	Loan: Interest		\$21,600.00							\$7,831.00			\$29,431.00
5510	Conferences: Mileage	\$500.00	\$500.00										\$1,000.00
5530	Conferences: Substance & Lodging		\$3,000.00	\$3,000.00		\$1,000.00	\$3,500.00		\$2,000.00		\$2,500.00		\$17,500.00
5540	Conferences: Education & Training	\$3,000.00	\$2,600.00	\$3,000.00		\$1,000.00	\$2,500.00		\$2,000.00		\$2,500.00		\$16,600.00
5600	Lease: Property/Equipment	\$2,515.00	\$6,200.00			\$620.00	\$883.00	\$1,024.00			\$5,000.00		\$16,242.00

MASTER EXPENSES
5/17/2023

[illegible][illegible]

GG \$4,151,213.00



Item # _____

Staff Report/Recommendation

REQUESTING DEPARTMENT: Community Development

MEETING DATE: June 5, 2023

SUBJECT/TOPIC: Porcellis Cleaning Service

BACKGROUND: There is a current vacancy for cleaning services at Town Hall. Outsourcing the cleaning was recommended and researched. Please find attached three bids. Upon interviewing three Contractors a recommendation is being submitted for a Service Agreement from Porcellis Cleaning Service for cleaning of Town hall for a six month period. After the six month period if the work is acceptable the contract will be extended for an additional six months.

ACTION REQUESTED:

Information Only	<input type="checkbox"/>	Discussion	<input type="checkbox"/>	Report	<input type="checkbox"/>
Action Item	<input checked="" type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Closed Session	<input type="checkbox"/>

FINANCIAL IMPACT:

Budgeted:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	No Financial Impact	<input type="checkbox"/>
Amount: \$18,000			Positive Financial Impact	<input type="checkbox"/>

Budget Line Item:

If fund expenditure or positive revenue generation is expected, the amount and the line item name/number must be stated. If required funds for an expenditure are not available in the appropriate line item but they are available in a different line item within the department, you must state from which line item name/number you propose to transfer the funds.

STAFF RECOMMENDATION:

APPROVAL: _____
Greg Lunsford, Town Manager

ATTACHMENTS:

1. 2023 Service Agreement and quote from Porcellis Cleaning Service
2. Lambert Cleaning quote
3. Stacy's Cleaning Service quote

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.

§ 31-6Sole-source procurement; small purchases.

[Added 12-15-2008; amended 12-16-2013]

B. Small purchases. Under § **31-5D** of the Town Code and Virginia Code § 2.2-4303(G), certain single or term contracts for goods and services other than professional services if the aggregate or the sum of all phases is not expected to exceed \$100,000, or not expected to exceed \$60,000 for professional services, can be let without competitive sealed bids or competitive negotiation. Professional services shall mean work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy or professional engineering. Whenever reasonably possible, potential suppliers of the goods or services must be identified; either verbal or written proposals received; and purchases made from the entity offering the lowest price, unless there is a valid reason to do otherwise. The procedure to be followed, which is based on the estimated cost, is detailed below:

[Amended 3-27-2017]

Estimated Cost	General Procedure
\$1,000 or less	Delegated to the departmental level. No competition is required. This level may be purchased by the use of the Town's credit card or by a purchase order.
\$1,000.01 to \$5,000	Requires at least 3 attempted telephone, catalog or electronic or written quotes to be obtained by the department. Quotes should be forwarded to the Town Manager's office along with a request for a purchase order.
\$5,000.01 to \$30,000	Requires at least 3 attempted electronic or written quotes to be obtained by the department. Quotes should be forwarded to the Town Manager's office along with a request for a purchase order. The Mayor's and Town Manager's signatures are required.
\$30,000.01 to \$100,000: other than professional services and \$30,000.01 to \$60,000: professional services	Requires at least 4 attempted written quotations. The Town Manager's office will issue the quotes based upon the requisition submitted to our office. Please forward specifications/descriptions with your request. Mayor and Town Manager signature required.

Porcellis Cleaning Service
2319 Kendall Lane
Harrisonburg, VA 22801
540-476-7814
justin@porcelliscleaning.com

Customer

Town of Elkton
173 W. Spotswood Avenue,
Elkton, VA 22827

Service Location

173 W. Spotswood Avenue
Elkton, VA 22827

Description

Office cleaning	\$200 per day
Three times per week office cleaning	Monday, Wednesday and Friday
Pricing is based per week	\$600 per week / 3 days

The following is based on a six month agreement for \$18,000. The price is broken down into 90 equal payments at \$200 per service.

Supplies:

Porcellis Cleaning Service will provide all necessary cleaning supplies and equipment required for the service. Customer will be responsible for any restocking items (Toilet tissues/soap/towels/trash bags/etc.)

Access:

Customer will facilitate after-hours access for service if needed. Customers hours are Monday – Friday 8:00 am – 4:00 pm. Service Days of Week to be Monday, Wednesday, & Friday.

Services Provided

All areas to also include staircases, elevator, & hallways
Vacuum/Mop
Remove Trash
Clean blinds & window ledges

Foyers x2, reception area, conference rooms x2, workstations x7, & copy room,
Wipe/disinfect horizontal surfaces (around paperwork)

Bathrooms x5
Clean/sanitize fixtures
Restock supplies

Break Rooms x2
Clean outside of refrigerators x2
Clean inside/outside of microwaves x2
Wipe counter tops & sinks

Term Conditions:

Agreement will begin on first day of service and will continue for 6 months without interruption.

Billing:

We at Porcellis Cleaning Service will assume any harm or injury to the personal working for Porcellis Cleaning on this property exempting the Town of Elkton from any responsibility. We will submit invoices to the town and the town shall make payment within 30 days of receipt of the invoice. The Town shall have the right to terminate this agreement at any time by providing Porcellis Cleaning Service with written notice of termination.

Porcellis Cleaning Service, LLC

By: 
Justin Porcelli

Town of Elkton

By: _____
Greg Lunsord, Town Manager



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/29/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Next First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306	CONTACT NAME: PHONE (855) 222-5919 FAX [A/C, No]: E-MAIL ADDRESS: support@nextinsurance.com
INSURED Porcellis Cleaning Service 2319 Kendall Ln Harrisonburg, VA 22801	INSURER(S) AFFORDING COVERAGE INSURER A: Next Insurance US Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 16285

COVERAGES

CERTIFICATE NUMBER: 443098345

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			NXT4HRXXPP-00-GL	04/29/2023	04/29/2024	EACH OCCURRENCE \$1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000.00 MED EXP (Any one person) \$10,000.00 PERSONAL & ADV INJURY \$1,000,000.00 GENERAL AGGREGATE \$1,000,000.00 PRODUCTS - COMP/OP AGG \$1,000,000.00 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Contractors Errors and Omissions			NXT4HRXXPP-00-GL	04/29/2023	04/29/2024	Each Occurrence: \$10,000.00 Aggregate: \$20,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Proof of Insurance.

CERTIFICATE HOLDER

CANCELLATION

Porcellis Cleaning Service
2319 Kendall Ln
Harrisonburg, VA 22801

LIVE CERTIFICATE



Click or scan to view

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CITY OF HARRISONBURG, VIRGINIA

409 S. MAIN STREET - HARRISONBURG, VA 22801

2023 BUSINESS, PROFESSIONAL AND OCCUPATIONAL LICENSE

THIS LICENSE EXPIRES 12/31/2023

Be it known to all persons that the below named entity is licensed to engage in the specific activity at the stated location and for the period of time stated herein so long as business is conducted lawfully under the Ordinances of the City of Harrisonburg and the Code of Virginia. It is unlawful to engage in business activity, not specifically listed below, without first applying to the Commissioner of the Revenue for a license.

Business Type: S078 JANITORIAL SERVICES/CLEANING

Please Display in View of Customers

Not Transferable

Date Issued 04/27/2023

Karen I. Rose

Karen I. Rose

Commissioner of the Revenue

Trade as Name: PORCELLI'S CLEANING SERVICES

Account Number: 104848

Address: 2319 KENDALL LANE

City, State, Zip: HARRISONBURG, VA 22801

Notice: This license will expire at midnight on the Expiration Date indicated above. Continuing to engage in any business activity after the expiration indicates your intent to renew this license and will therefore obligate the Licensee to renew pursuant to the City of Harrisonburg code.



CITY OF HARRISONBURG, VIRGINIA

409 S. MAIN STREET - HARRISONBURG, VA 22801

2023 BUSINESS, PROFESSIONAL AND OCCUPATIONAL LICENSE

THIS LICENSE EXPIRES 12/31/2023

Be it known to all persons that the below named entity is licensed to engage in the specific activity at the stated location and for the period of time stated herein so long as business is conducted lawfully under the Ordinances of the City of Harrisonburg and the Code of Virginia. It is unlawful to engage in business activity, not specifically listed below, without first applying to the Commissioner of the Revenue for a license.

Business Type: S078 JANITORIAL SERVICES/CLEANING

Office Copy

Not Transferable

Date Issued 04/27/2023

Karen I. Rose

Karen I. Rose

Commissioner of the Revenue

Account Number: 104848

Phone Number: 804-546-5135

PORCELLI'S CLEANING SERVICES
2319 KENDALL LANE
HARRISONBURG, VA 22801

Notice: This license will expire at midnight on the Expiration Date indicated above. Continuing to engage in any business activity after the expiration indicates your intent to renew this license and will therefore obligate the Licensee to renew pursuant to the City of Harrisonburg code.

Description	Rate	Qty	Line Total
Cleaning Town Hall Building for Town Of Elkton 3 Days A Week Service 600 x 4 2400 a month / i will supply all cleaning products	\$2,400.00	1	\$2,400.00
	\$0.00	1	\$0.00
		Subtotal	2,400.00
		Tax	0.00
		Estimate Total (USD)	\$2,400.00

Prepared For
Delores Hammer
Town Hall /Town of Elkton
173 W. Spotswood Ave
Elkton, VA 22827

Estimate Number
0000019

Estimate Date
05/16/2023

Lambert Cleaning

2434 W. Beverley Street
Staunton, Virginia 24401

Subject: Office Cleaning - Welcome Letter



Dear Delores,

Thank you for allowing Lambert Cleaning to prepare a Office Cleaning proposal for your consideration. Our team members take pride in providing a clean area for you and yours to enjoy. We can't wait to delight you with our large list of service offerings. **As an added benefit for our customers our team members are vetted by TheSeal.com to ensure you have the utmost confidence in the professionals coming to your home.**

Here are a few important highlights about our service:

- **Before we arrive...** our team members are thoroughly trained on how to handle your Office Cleaning needs professionally and safely. Our cleaning personnel and company are licensed, bonded and insured for your piece of mind.
- **When we arrive...** we know providing quality, reliable, worry-free cleaning services are important to all of our customers. So at Lambert Cleaning, we provide up-front training, which is important to the successful completion of your cleaning project, along with supervision from our managers. It's our way of getting the results you're looking for during every visit!
- **After we're done...** we're still here, available and ready to answer any questions you may have. We look forward to hearing from you about your services received and we hope to become your trusted source for all of your cleaning needs in the future. We stand behind our quality of work with our:

100% Satisfaction Guarantee:

If you notice a mistake, or simply anything you believe does not meet the Office Cleaning standards for exceptional quality we promised, just let us know within 24 hours and we will address your issues. Our **#1** job is getting and keeping you delighted!

Please call us at (540) 324-9104 if you have any questions, need additional information, or simply want to go ahead and schedule this service.

Sincerely,

A handwritten signature in black ink that reads "Joey Lambert". Below the signature, the word "PRESIDENT" is printed in a small, sans-serif font.

Joey Lambert
Lambert Cleaning



2434 W. Beverley Street Staunton Virginia 24401
(540) 324-9104 | Info@lambertcleaning.com

PROPOSAL #19045

Created: 05/12/2023

Purchase Order #

Proposal Description: M/F Office

CUSTOMER

Town of Elkton

173 West Spotswood Avenue,
Elkton, VA, 22827

SERVICE LOCATION

Town of Elkton Elkton Town Hall

173 West Spotswood Avenue
Elkton, VA, 22827

Estimate Total: \$570.00

Estimate

Description	Qty	Rate	Tax	Total
GUARANTEE 100% All services from Lambert Cleaning will receive the finest craftsmanship in the area. Customers receive our 100% guarantee that if it is not right we will do it again for FREE!	1.00	\$0.00	\$0.00	\$0.00
Office Cleaning (COM) Twice Per Week Office Cleaning Pricing Is Based Per Week The following is based on a yearly agreement for \$29,640.00. The pricing is broken down into 104 equal payments at \$285.00 per service regardless of weather events or holidays. It is very rare that we closes due to adverse weather conditions. We make every effort to provide services as scheduled while weighing travel conditions against the safety of our team members and community. SUPPLIES: Lambert Cleaning will provide all necessary cleaning supplies and equipment required for service. Customer will be responsible for any restocking items (Toilet Tissue/Soap/Towels/Trash Bags/etc). Lambert Cleaning does have a supplies program which is offered at great discount when combined with regular cleaning services. ACCESS: Customer will facilitate after hours access for service. Customers hours are Monday-Friday 8:00 AM-4:00 PM. Service Days of Week To Be Monday & Friday. Customer will provide Lambert Cleaning with 2 sets of keys, if after hours service selected, and an alarm/door code (if applicable). SERVICES PROVIDED: - All Areas to Also Include Staircases, Elevator, & Hallways: -- Vacuum/Mop -- Remove Trash -- Clean Blinds & Window Ledges - Foyers x2, Reception Area, Conference Rooms x2, Offices x7, Workstations x7, & Copy Room: -- Wipe/Disinfect Horizontal Surfaces (Around Paperwork) - Bathrooms x5: -- Clean/Sanitize Fixtures -- Restock Supplies - Break Rooms x2: -- Clean Outside of Refrigerators x2 -- Clean Inside/Outside of Microwaves x2 -- Wipe Counter Tops & Sinks You can find additional details about this service here: https://lambertcleaning.com/service/office-cleaning	1.00	\$570.00	\$0.00	\$570.00

Cleaning Agreement (COM)

1.00

\$0.00

\$0.00

\$0.00

SERVICE AGREEMENT:

Proposal is based on a 1 YEAR (12 CONSECUTIVE MONTHS) agreement. Agreement stipulates that either party can terminate for any reason with 30 days written notice prior to the end of the renewal term(s).

TERM CONDITIONS:

Agreement will begin on first day of service and will continue for 1 YEAR (12 CONSECUTIVE MONTHS) without interruption. Agreement will auto-renew at the end of the 1 YEAR (12 CONSECUTIVE MONTHS) without additional signature requirements for the same 1 YEAR (12 CONSECUTIVE MONTHS) term.

EARLY TERMINATION:

Should customer cancel service before the active agreement term is completed customer will be billed 50% of the remaining agreement 1 YEAR (12 CONSECUTIVE MONTHS) value or 3 month service charge, whichever is greater, for early termination. 1 month minimum service charge will be imposed for immediate cancellation without 30 days notice prior to the agreement term end.

BILLING:

Billing will occur Weekly unless otherwise negotiated with customer. Customer is afforded a 2 week opt out period for agreement should service not be up to the customers standards during the initial term of the agreement. 2 week opt out will not follow on subsequent term renewal(s). Price increases may follow at renewal terms. In the event prices must increase customer will be given 45 day notice prior to the renewal date for the new pricing. Increase will not require additional signatures and agreement will remain in force per the auto-renew terms at the new price provided.

HOLIDAYS & WEATHER:

If normal service falls on a Federal holiday, customer will be billed at normal rate as contract is based on a yearly price broken into Weekly invoices. If customer receives more than 1 service per week the holiday service will not be rescheduled to another day. If service is required on a holiday, customer will be billed at 2 times the service rate per holiday serviced. It is very rare that Contractor closes due to adverse weather conditions. Contractor makes every effort to provide services as scheduled while weighing travel conditions against the safety of our team members and community.

ADDITIONAL:

Additional company policies and service terms can be found on our website below. Initiation of this service at any point indicates legal acceptance of the terms contained herein and located at www.LambertCleaning.com/terms and binds the agreement in full effect. Adjustments or changes to the agreement shall be discussed and agreed to in writing by Customer and Contractor and may be added as amendments to the existing agreement or agreement may be re-written. New agreements between Customer and Contractor for the same location and similar services will supersede any previous agreements established. The undersigned acknowledges that he/she has signing abilities and is authorized to represent the customer. By signing below we hereby agree to the service agreement extension outlined in this document.

TERMS:

By booking any service with Lambert Cleaning you are acknowledging the receipt of our terms and conditions found at <https://lambertcleaning.com/terms>

GENERAL TERMS & CONDITIONS OF SERVICE:

I, Delores Hammer, acknowledge that by accepting this proposal I am providing my digital signature attesting that I have read and agree to the terms and conditions outlined below. I further understand that terms and conditions may be subject to change due to rising cost or other factors. Terms and conditions may also be accessed at <https://lambertcleaning.com/terms>.

RIGHT TO REFUSE:

Our team has the choice to leave upon arrival if the home is in extreme condition or our team feels unsafe/threatened and if there is any evidence of infestation that may cause harm/contamination to a future customer. If you book a service for a home that is not reasonable, such as a cleaning up after a large party, our team may refuse service on the spot and you will forfeit your deposit and may be liable for a cancellation fee as deemed necessary, based on the situation.

BLEACH:

We do use bleach as a cleaning product in homes and businesses. Please be aware that we will not be responsible for any damage caused by its use. Should you require the use of alternative products please request those when booking your service.

CANCELLATION:

If you need to cancel service or skip a cleaning day, just give Lambert Cleaning 24 hours notice prior to the scheduled cleaning. Your notice will allow us to reassign the cleaning professional to other appointments as necessary. If Lambert Cleaning's crew cannot access your home the day service as scheduled a \$75 no access charge will be imposed for your cleaning and your cleaning will need to be rescheduled or held until the next scheduled appointment. All services cancelled same day will incur a \$50.00 cancellation fee and forfeiture of any deposit.

ARRIVAL NOTICE:

If you would like to wait for your cleaning professional to give them access into your home, please note that you will be given a 1 hour arrival window surrounding your specific appointment. If your appointment is scheduled at 1:30PM we ask for you to be available between 12:30PM and 2:30PM. Many things can affect our arrival time, such as cancellations, lockouts or customers adding additional services, so in most cases a smaller arrival window can't be provided. We want to save you time, not make you waste it waiting for us to arrive, leaving a key or access instructions for Lambert Cleaning ensures that your cleaning professional will have access to your home. Lambert Cleaning makes every effort to consistently schedule a predetermined set day that we arrive for each cleaning. If for any reason we need to reschedule due to staff illness or other unforeseen circumstances, we will give you as much notice as possible. We may also adjust arrival times of appointments up to 24 hours before the service is conducted. This adjustment helps us ensure we can reduce travel and wait time for all appointments and provide you the most affordable pricing for your service.

PAYMENT:

Payment is due upon receipt of services for residential customers. Customers will be required to place a credit card number on file to schedule a cleaning service. In the event that payment is not received and we have a credit card on file your credit card will be charged. A \$35 fee is applied for all returned checks. If you have left instructions to charge a card after each service, your account will be charged the balance due, plus any fees or additional services added for extra services performed. This charge can occur either at the service time/date or after the fact by Lambert Cleaning. All late invoices will be subject to service charges of 1.5% per month (18% per annum), with a minimum charge of \$5.00. Late fees will begin accruing the day after the invoice due date and will be applied every 30 days after initial late fee applied. Customer is responsible for any and all collections related expenses which includes, though not limited to, Lambert Cleaning attorney fees incurred related to the collection of unpaid invoices.

100% SATISFACTION GUARANTEE:

Since cleaning is a very personal and human service, we realize that occasionally an area may not be cleaned to your satisfaction. Since we always want you to be 100% satisfied, just let us know of any issues or concerns within 24 hours of your cleaning and we will do our best to make it right.

BREAKAGE AND LOSS:

Lambert Cleaning is bonded and insured. Our liability limits are set at a maximum of 5 times the total invoiced cost of the service on the day in which the breakage/loss occurred. Notification must be made within 48 hours of service where loss occurred, notification after 48 hours cannot be covered by Lambert Cleaning, LLC. Key replacement or locksmith fees are paid only if keys are lost or by Lambert Cleaning. There is a \$100 per location liability limit for re-keying or key replacement.

DIGITAL MEDIA:

Occasionally we like to take before and after pictures of your home. Interior pictures will be for our reference only and will not be publicized without your consent. Interior images will be focused on the room and or damage we may find and will not be focused on personal property unless it is your personal property that was damaged and is required by our insurance to process a claim. If we wish to use pictures of the interior of your home, we will contact you directly before doing so. Exterior pictures of your home we would like to use for possible advertisement on such places like our website, Facebook, Porch.com and so forth. If we decide to use any exterior images of your home, we may contact you as a courtesy but is not required. At no point will any image include images of any person living in the home. We do respect your right to privacy.



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: June 5, 2023

SUBJECT/TOPIC: Regular meeting schedule for July 2023 – June 2024

BACKGROUND: Per Charter section 3.6, Council shall fix the time of its regular meetings. The attached proposed meeting schedule is for the upcoming fiscal year from July 1, 2023 to June 30, 2024.

ACTION REQUESTED:

Information Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Reports <input type="checkbox"/>
Action Item <input checked="" type="checkbox"/>	Public Hearing <input type="checkbox"/>	Closed Session <input type="checkbox"/>

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☒
 Amount: N/A
 Budget Line Item: N/A

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: N/A

APPROVAL:


 Greg Lunsford, Town Manager

ATTACHMENTS: Meeting schedule

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.

TOWN OF ELKTON



VIRGINIA

Regular Meeting Schedule for July 2023 - June 2024

Elkton Town Council

Town of Elkton, VA

Regular Town Council Meetings begin at 6pm (Held at the Elkton Area Community Center 20593 Blue and Gold Dr.)

Town Council Work Sessions begin at 5:30pm (Held at the Elkton Area Community Center, 20593 Blue and Gold Dr.) and Council Community Meetings are held at the Elkton Town Hall, 173 W Spotswood Avenue or a location to be determined.

Town Council Retreats begin at 3pm (Location determined prior to meeting)

July 2023

Monday, July 17: Regular Town Council Meeting

August 2023

Monday, August 7: Town Council Community Meeting

Monday, August 21: Regular Town Council Meeting

September 2023

Tuesday, September 5: Town Council Work Session

Monday, September 18: Regular Town Council Meeting

October 2023

Monday, October 2: Town Council Community Meeting

Monday, October 16: Regular Town Council Meeting

November 2023

Monday, November 20: Regular Town Council Meeting

December 2023

Monday, December 18: Regular Town Council Meeting

January 2024

Tuesday, January 2: Town Council Reorganizational Meeting – 4:30pm

Tuesday, January 16: Regular Town Council Meeting*

*Date changes due to holiday

February 2024

Monday, February 5: Town Council Work Session

Tuesday, February 20: Regular Town Council Meeting*

*Date changes due to holiday

March 2024

Monday, March 4: Town Council Community Meeting

Monday, March 18: Regular Town Council Meeting

April 2024

Monday, April 1: Town Council Budget Retreat – 3pm

Monday, April 15: Regular Town Council Meeting

May 2024

Monday, May 6: Town Council Work Session

Monday, May 20: Regular Town Council Meeting

June 2024

Monday, June 3: Town Council Work Session

Monday, June 17: Regular Town Council Meeting

Updated 5/30/23



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: June 5, 2023

SUBJECT/TOPIC: Closed Session pursuant to Virginia Code § 2.2-3711.A.7 and Virginia Code § 2.2-3711.A.1.

BACKGROUND: N/A

ACTION REQUESTED:

Information Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Reports <input type="checkbox"/>
Action Item <input type="checkbox"/>	Public Hearing <input type="checkbox"/>	Closed Session <input checked="" type="checkbox"/>

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☐
 Amount: N/A
 Budget Line Item: N/A

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: That Council go into a Closed Session pursuant to the following:

- a. Pursuant to Virginia Code § 2.2-3711.A.7 for, "Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter."
- b. Pursuant to Virginia Code § 2.2-3711.A.1 for, "Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body."

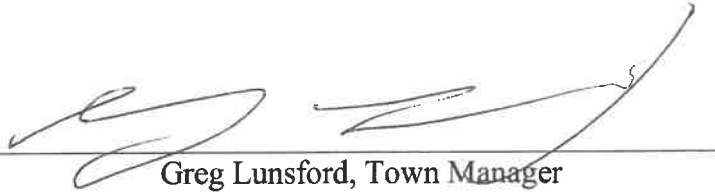
TOWN OF ELKTON



VIRGINIA

Staff Report/Recommendation

APPROVAL: _____


Greg Lunsford, Town Manager

ATTACHMENTS: None

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.

