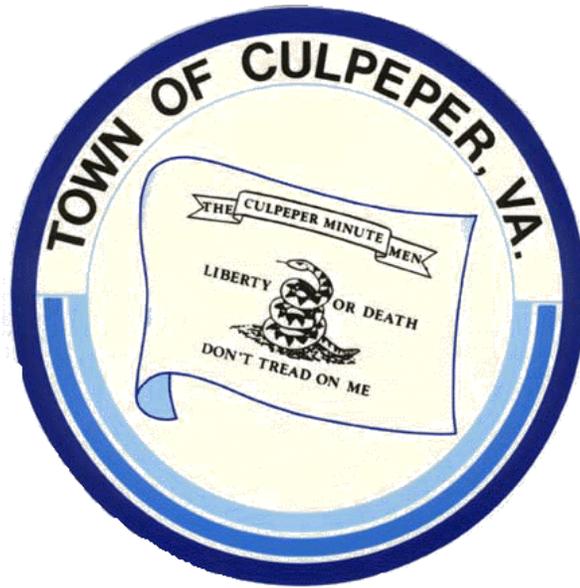


ANNUAL REPORT

to the

MAYOR AND TOWN COUNCIL



July 1, 2013 - June 30, 2014

Respectfully Submitted:

Dewey P. Cashwell, Jr.
Town Manager

September 9, 2014

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TOWN OF CULPEPER

400 S. Main St., Suite 101 • Culpeper, VA 22701
(540) 829-8250 • FAX (540) 829-8249
www.culpeperva.gov

Town Council
Michael T. Olinger, Mayor
William M. Yowell, Vice Mayor
David B. Lochridge
Keith D. Price
Frank Reaves Jr.
Pranas A. Rimeikis
Jon D. Russell
Robert M. Ryan
Meaghan Taylor

Town Manager
Dewey P. Cashwell, Jr.

September 9, 2014

Mayor Michael T. Olinger
Members of Town Council

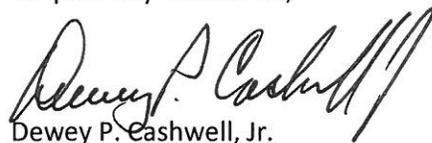
Dear Mayor & Town Council:

I am pleased to submit the Town of Culpeper's Annual Report for the period of July 1, 2013 through June 30, 2014, as required by the Culpeper Town Charter. The report highlights departmental activities during this period and provides statistical data and performance measures for evaluating municipal activities.

The Town and its staff have achieved many accomplishments under the leadership and direction of Council, and the staff has prepared this report to provide an accounting of those accomplishments within this past year.

On behalf of Town employees, we appreciate your confidence and support and look forward to many years of continued Town service for our citizens.

Respectfully Submitted,

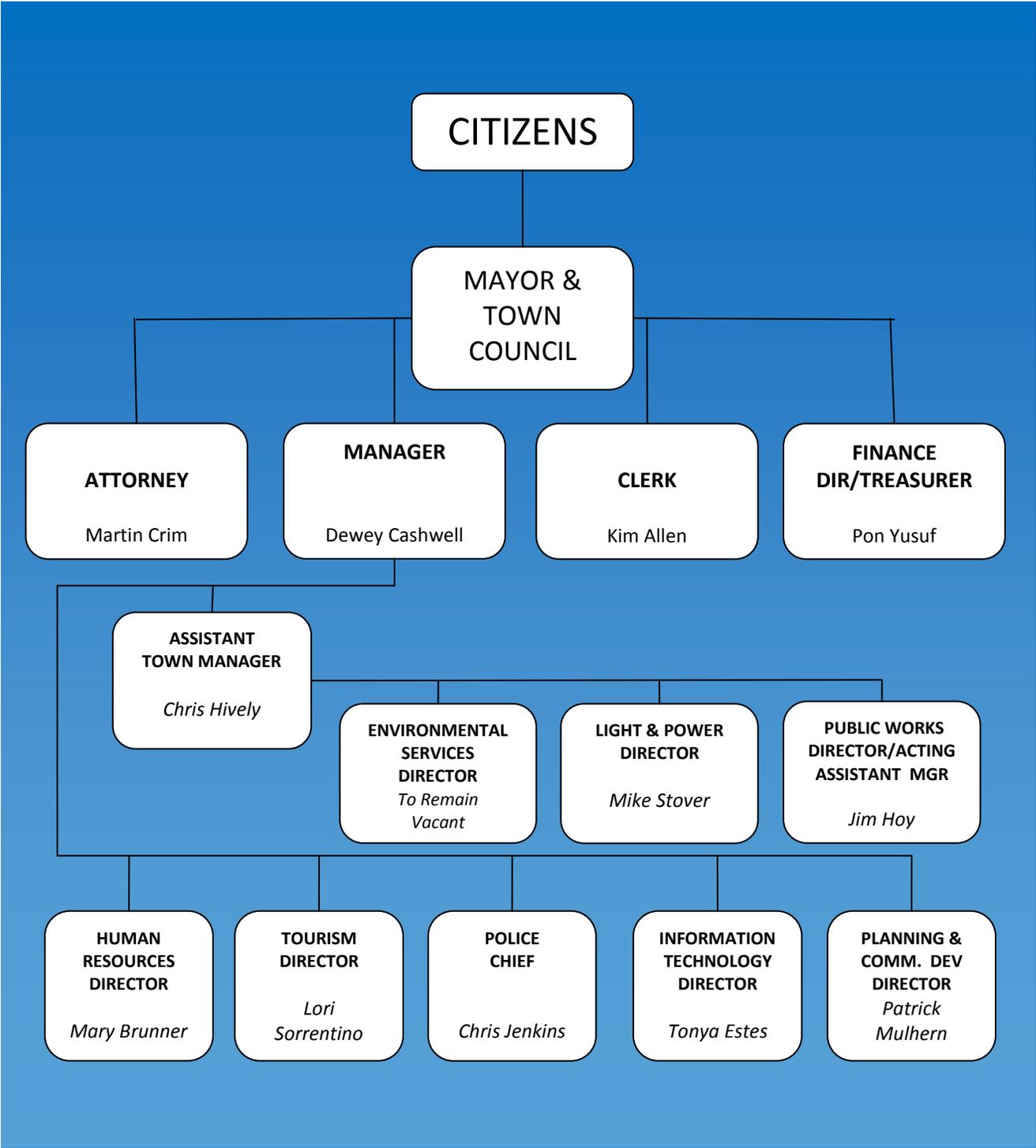


Dewey P. Cashwell, Jr.
Town Manager

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TOWN OF CULPEPER ORGANIZATIONAL CHART



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CULPEPER TOWN COUNCIL

The Town Council, as the governing body for the Town of Culpeper, sets policies and establishes ordinances for the general safety, health, and welfare of its citizens. Through its collective judgment, it provides a budget ensuring current and future services are provided in a sound and financially responsible manner.



Culpeper Town Council

Seated from left:

*David B. Lochridge, Vice Mayor Michael T. Olinger, Mayor Calvin L. Coleman, Jr.,
William M. Yowell, James C. Risner*

Standing from left:

Frank Reaves Jr., Benjamin P. Phillips, Daniel V. Boring (resigned effective April 1, 2014), Robert M. Ryan

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TOWN MANAGER

INTRODUCTION

The role of the town manager is to seek, promote, and support a high quality of life for all Town citizens. This is accomplished through the development and contribution of all Town employees working to their maximum potential. Under the direction and leadership of the town manager, Town employees provide quality and innovative services resulting in the highest levels possible for our citizens.

The office of the town manager provides general and administrative oversight of all municipal operations. To fulfill this primary function, the town manager advises the town council on municipal policy and programs affecting the community; directs and coordinate the activities and work programs of all Town departments; interacts with Federal and State agencies and other local government; conducts short and long range financial planning, including preparation of the annual operating budget and capital improvements program; administers personnel activities and programs; performs special studies, issue analyses, and evaluations to promote informed decision-making; reviews and oversees the submission and administration of federal and state grants; and monitors state and federal activities, legislation and events to represent, as appropriate, the interest of Culpeper.

FY14 brought a continued focus on improvements to the Town operations and the continuing focus on planning for the future of our community. The following major issues, activities, or events were highlights of our activities during this past fiscal year.

- **Western Inter Loop Road** – During FY14 significant effort continued toward the completion of design, right-of-way acquisition and construction of the Western Inter Loop Road which will work in conjunction with the VDOT Route 15/29 and Route 229 widening and intersection improvements project to relieve congestion at the Main Street and Route 522 intersection. Construction is anticipated to be complete in FY15.
- **High Pressure Zone** – During FY14 design and construction of new water lines and a pump station was substantially completed for the High Pressure Zone Project which will increase the water pressure in the higher elevations in the vicinity of the Standpipe, generally covering both sides of Orange Road east of Culpeper Regional Hospital and south of the railroad tracks between Germanna Highway and U. S. Route 29. The new line and pump station will provide better and more consistent water pressure in the area to about 350 customers and became operational in July 2014.
- **Groundwater Development** – During FY14 design was completed and construction began to connect three potable water wells into the water system with project completion anticipated in FY15. Additionally, five additional production wells were developed, tested and found acceptable to be connected into the water system. Once complete these wells will serve as a supplemental and emergency water supply for the community.
- **Snow Removal** – Winter of FY14 gave us weather challenges well beyond normal and this year will be long remembered for frequent and heavy snows and the excellent job our public works crews did to keep streets open and clear. Their performance was tireless and remarkable, superior in every way.

- **Electrical Infrastructure** – Light and Power has continued the replacement of old poles, wires and underground infrastructure throughout the Town. Design and construction has been completed on a new underground/overhead feeder circuit to the west end of Town. This circuit will provide more reliability to that area. The long term mapping of the entire electric system is nearing completion and will tie into the new Automatic Meter Reading system for outage reporting. New LED street lighting fixtures were installed on Main and Davis Street. This is part of implementation of a more energy efficient lighting plan throughout the Town.
- A new Power Transformer was designed, installed and placed in service at the Chandler Street Substation. This transformer will provide for future growth and serve as a backup to the two original transformers installed when the substation was built in the mid 1990's. With the failure of our original T1 power transformer on December 9 2013, a new transformer was ordered, installed and placed in service on July 8, 2014.
- **Automatic Meter Reading** – During FY14, the Town continued deployment of the Automatic Meter Reading System. Automatic meter reading was completed in FY14 for all customers with the completion of the Customer Engagement portion of the project anticipated in FY15. The system provides automatic meter reading of the water and electric meters in the Town's water and electric systems.
- **Town Awards and Achievements** –
Directors Award – During FY14 the Town was awarded the *Partnership for Safe Water* Directors Award. It should be noted that less than one percent of the nation's utilities receive this honor, which recognizes community water systems that provide drinking water that surpasses federal and state standards. Additionally, in FY14 the Town exceeded the Partnership goals for the second consecutive year.

Neighborhood Stabilization Program – During FY14 the Town received a plaque from the Virginia Department of Housing and Community Development in recognition for our "Exceptional Efforts in Partnering with the Neighborhood Stabilization Program to Stabilize Distressed Neighborhoods and Support Homeownership in Virginia". The Town was recognized for purchasing, renovating and reselling eight homes and having the most successful small town NSP program in Virginia.

Brick Alleyway and Archway Award – During FY14 the Town received an Award of Excellence from the Virginia Downtown Development Association for our "Brick Alley and Archway" project serving the downtown. The Town was recognized in the Commercial Revitalization Plans and Streetscape category. Funding came from the states façade and landscaping grant program, Town Capital Maintenance funds and Parking Authority donation of \$75,000. CRI was a partner in the design and approval process.

Certificate of Achievement for Excellence in Financial Reporting – For the ninth consecutive year, the Town of Culpeper Treasurer's Office received the Certificate of Achievement for Excellence in Financial Reporting awarded by the Government Finance Officers Association (GFOA). The GFOA Director of Technical Services Center Stephen Gauthier wrote, "The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management."

TOWN CLERK

The Town Clerk’s Office is responsible for providing administrative support and maintenance to the Town Council, Town Manager, and Town Attorney.

This office administers a wide variety of functions as required by Town Code and State statute and is a vital link between Council and the citizens. The Clerk’s Office is staffed by two council-appointed employees, the Town Clerk and Deputy Town Clerk, along with the Office Administration Clerk.

In addition to coordinating council activities, including but not limited to meetings, agendas, and packets, the **Clerk’s Office administers the following ordinances and tax programs:**

- Business Licenses
- Meals tax
- Transient Lodging Tax
- Admissions Tax
- Cigarette Tax

The Clerk’s Office also handles...

- Fairview Cemetery—all cemetery records, sales of grave spaces, burial and stone permits
- Records Management for the Town of Culpeper
- Town Code Amendments
- Transient Assistance Fund

TAX PROGRAMS ADMINISTERED BY THE TOWN CLERK’S OFFICE

The programs administered by the Clerk’s Office are *major revenue sources* for the Town. In FY2014, *near \$5 million* in revenue was generated from the five tax programs, plus cemetery revenue (lot sales, interments, stone permits, and transfer fees). The chart below shows the revenues for the last six years.

<u>Revenue Type</u>	<u>FY2008</u>	<u>FY2009</u>	<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>FY2014*</u>
Admissions Tax	\$ 35,301	\$ 39,633	\$ 38,964	\$ 35,482	\$ 41,551	\$ 38,250	\$ 42,201
Meals Tax	\$1,920,171	\$ 1,771,345	\$ 1,732,663	\$1,775,185	\$ 1,868,895	\$ 2,389,448	\$ 3,295,746
BPOL	\$ 1,208,573	\$ 1,053,284	\$ 1,108,071	\$1,045,251	\$ 1,019,364	\$ 1,059,498	\$ 967,086
Cigarette Tax	\$ 183,449	\$ 176,055	\$ 148,505	\$ 144,045	\$ 126,516	\$ 183,297	\$ 170,169
Lodging Tax	\$ 224,216	\$ 221,420	\$ 252,575	\$ 271,136	\$ 294,679	\$ 277,414	\$ 294,988
Grave Sales	\$ 66,800	\$ 37,800	\$ 59,500	\$ 60,008	\$ 55,300	\$ 38,492	\$ 62,200
Interments	\$ 60,250	\$ 56,200	\$ 61,000	\$ 70,200	\$ 50,200	\$ 56,900	\$ 58,800
Stone Permits	\$ 3,750	\$ 3,450	\$ 3,200	\$ 3,250	\$ 3,650	\$ 4,000	\$ 3,300
Cem—Lot Transfers	\$ 400	\$ 250	\$ 450	\$ 450	\$ 950	\$ 1,000	\$ 650
ROW Use Fee	\$ 54,171	\$ 56,694	\$ 60,480	\$ 50,966	\$ 42,026	\$ 38,959	\$ 82,597
Totals	\$ 3,757,081	\$ 3,416,131	\$ 3,465,362	\$3,455,973	\$ 3,503,131	\$ 4,087,258	\$4,977,737

*Unaudited figures

BUSINESS, PROFESSIONAL & OCCUPATIONAL LICENSES

Over 353 new business license applications were requested and provided to prospective business owners plus over 220 non-resident contractor license applications.

After working with the applicants on submitting the necessary paperwork, 206 new business licenses were issued including 113 non-resident contractor licenses (as compared to 237 new and 93 non-resident licenses in the last fiscal year) as follows by category.

- 4—Contracting
- 33—Retail
- 7—Fin/RE/Prof Service
- 38—Rep/Pers/Bus/Other Service
- 7—Itinerant Merchant
- 2—Street Vendor
- 2—Precious Metals & Gems Licenses
- 113—Non-Resident Contractor licenses (total of 221 contractor applications processed)

During the annual business license renewal process, gross receipts are verified through the submission or viewing of filed annual tax reports or other documentation provided by business owners. Where possible, annual gross receipts totals are compared to monthly tax reports submitted for other tax programs and/or to other governmental entities. Businesses are continually monitored for compliance with the cigarette, meals, and transient tax programs.

Staff attended meetings hosted by the police department with licensees of the precious metals and gems, pawn, and scrap metal processing industries regarding proposed Code amendments and reporting requirements for all. Discussions and an open forum were held about compliance with State and Town Codes.

MEALS & TRANSIENT LODGING TAX COLLECTIONS

Meals and lodging tax administration was performed along with continued intermittent monitoring of restaurant receipts. At the end of the fiscal year, there were 102 meals and 12 lodging registered agents. Reports are recorded monthly and evaluated to ensure consistency and accuracy; these reports are also matched up to the annual business license renewal applications.

The meals tax rate increased from 5% to 6% effective in fiscal year 2014.

ADMISSIONS AND CIGARETTE TAX PROGRAMS

The admissions and cigarette tax programs are also administered by the Clerk's Office, which maintains the list of registered admissions tax collectors and cigarette tax distributors. Over \$42,200 was collected in admissions taxes and 1,785,000 cigarette tax stamps (119 rolls) were sold for total revenue of \$170,169 (as compared to 126 rolls/1,890,000 stamps sold for total revenue of \$183,297 in FY13).

TOWN CODE AMENDMENTS

The Town Clerk is the designated Code Official for the Town of Culpeper. Amendments to the Town Code are worked on as time allows. The Code is available electronically and easily accessed through MuniCode at www.culpeperva.gov.

Supplement #22 was completed in FY14.

ADOPTION OF ORDINANCES

In FY2014, Council adopted the following ordinances for Town Code amendments along with one non-codified telecommunications ordinance with Sidera Networks/Lighttower Fiber Networks:

- Case AMD-004-2013—Amended Chapters 11, 21 and 27 November 2013
- Case AMD-001-2014—Amended Sections 21-3 & 27-250
 - Re: Sandwich Board Signs March 2014
- Ord. O-2013-008—Established Business Investment Area
 - Zones, Sec. 23-200 et al June 2014

RECORDS MANAGEMENT

The Town Clerk is the designated Records Manager for the Town of Culpeper and maintains the comprehensive records management program to ensure compliance with the Virginia Public Records Act. After individual departments received approval of their records destruction forms, routine destruction was performed. Various records were also transferred to the records room for temporary and permanent retention. Staff will be exploring options for electronic retention in FY16.

FOIA (Freedom of Information Act) Request

A record number of Freedom of Information Act (FOIA) requests were processed during FY13. The Clerk’s Office, in conjunction with Virginia Code and the Town Attorney, responded to 58 FOIA requests. Considerable staff time was spent reviewing and processing the requests as well as researching, gathering, and reviewing responses received prior to disseminating the information to the requestors. Forty-one (41) FOIA requests were processed in FY2013.

FAIRVIEW CEMETERY - INTERMENTS, GRAVE SALES & STONE PERMITS

The Clerk’s Office maintains all records for Fairview Cemetery, including the Antioch, Fishermen, and Oddfellows sections. This involves lot ownership records, purchases of grave sites and certificates of ownership, lot transfer documents, burial permits, and stone installation permits.

In FY2014, the office coordinated activities with funeral directors to arrange for 98 interments (including two indigent burials, one disinterment and one re-interment) and met individuals on-site at the cemetery to complete 64 grave sales. Thirteen (13) lot ownership transfers were processed.

After working with various stone companies and funeral directors, 66 stone permits were issued and prepared for delivery to the cemetery for staking (as compared to 98 interments, 38 grave sales, and 81 stone permits in FY2013).

On nearly a daily basis, citizens and families of deceased individuals buried in Fairview contact the office about purchasing grave spaces, erecting memorials on graves, the cemetery rules and regulations, lot ownership, and the steps to transfer ownership of graves.

Staff continues to work with the GIS Division of the Information Technology Department to create a site specific map of the lots in Fairview, which is anticipated to be available in the next twelve to eighteen months, to provide through the Town's website for the future benefit of families and researchers.

**The chart on the following pages shows the total revenue collected by the Town Clerk's Office from operations at Fairview Cemetery.

FAIRVIEW CEMETERY PERPETUAL CARE FUND

The Fairview Cemetery Perpetual Care Fund shows a balance of \$689,329, plus the transfer of 100% of sales for FY2014 (\$62,200).

TRANSIENT ASSISTANCE FUND

The Clerk's Office also administers the Transient Assistance Fund during regular working hours. The fund is available to those individuals who have become stranded in Culpeper and need assistance reaching their destination. The Police Department administers the Fund when the Town Office is closed.

The 2013 transient report was prepared and distributed to local churches, civic organizations, the Culpeper Ministerial Association, and the Department of Human Services, whose program the Clerk's Office administers.

At the close of calendar year 2013, the Fund had been utilized five (5) times to assist five (5) individuals (as compared to 9 occasions to assist 15 people in CY2012). The fund closed the fiscal year with a balance of \$5,719. Local churches and civic organizations made minimal contributions as compared to previous years; therefore, the funds available to help qualifying individuals continue to decrease.

COUNCIL ACTIVITIES

The Town Clerk's Office handles all correspondence for the mayor and council, makes arrangements for council members to attend various training and networking opportunities throughout the year, and prepares and distributes packets for all council and committee meetings. The office also attends, takes minutes of, and prepares committee minutes/updates for each of the meetings.

In FY2014, the Clerk's Office prepared a total of 77 council and committee meeting packets as compared to 79 packets in FY2013. The FY2014 total includes the recordation of 29 council meetings (12 regular, 17 special) and 48 committee meetings as compared to 24 council and 55 committee meetings in fiscal year 2013.

ELECTIONS

The last council election was held on May 1, 2014. A vacancy existed on Council effective July 1, 2014, due to Michael T. Olinger being elected Mayor effective on that date. Meaghan E. Taylor was appointed August 12 to fill the vacancy until the special election on November 4, 2014, to fill Mr. Olinger's unexpired council member term through December 31, 2015.

PROCLAMATIONS & RECOGNITIONS

The Clerk's Office prepared 22 proclamations and citizen recognition letters at the request of Mayor Calvin L. "Chip" Coleman for a wide variety of events, including milestone birthdays and community acknowledgements.

RESOLUTIONS

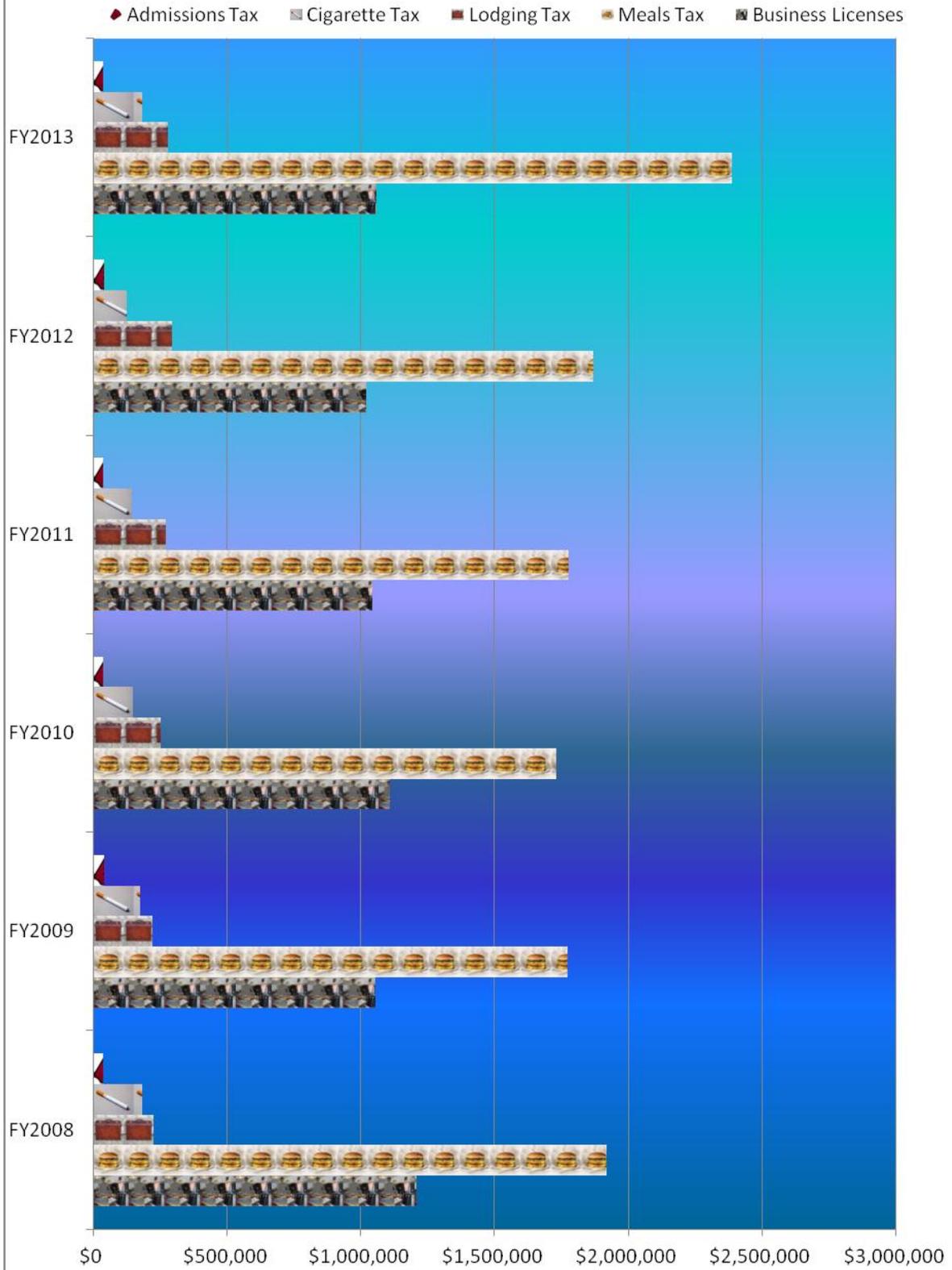
Council also authorized the mayor to execute 21 resolutions including 11 pertaining directly to the FY2015 budget.

AUTHORITIES, BOARDS, & COMMISSIONS

Town Council is very proud to have nearly 60 Council-appointed citizens who volunteer their time and expertise by serving on one of its twelve authorities, boards, or commissions.

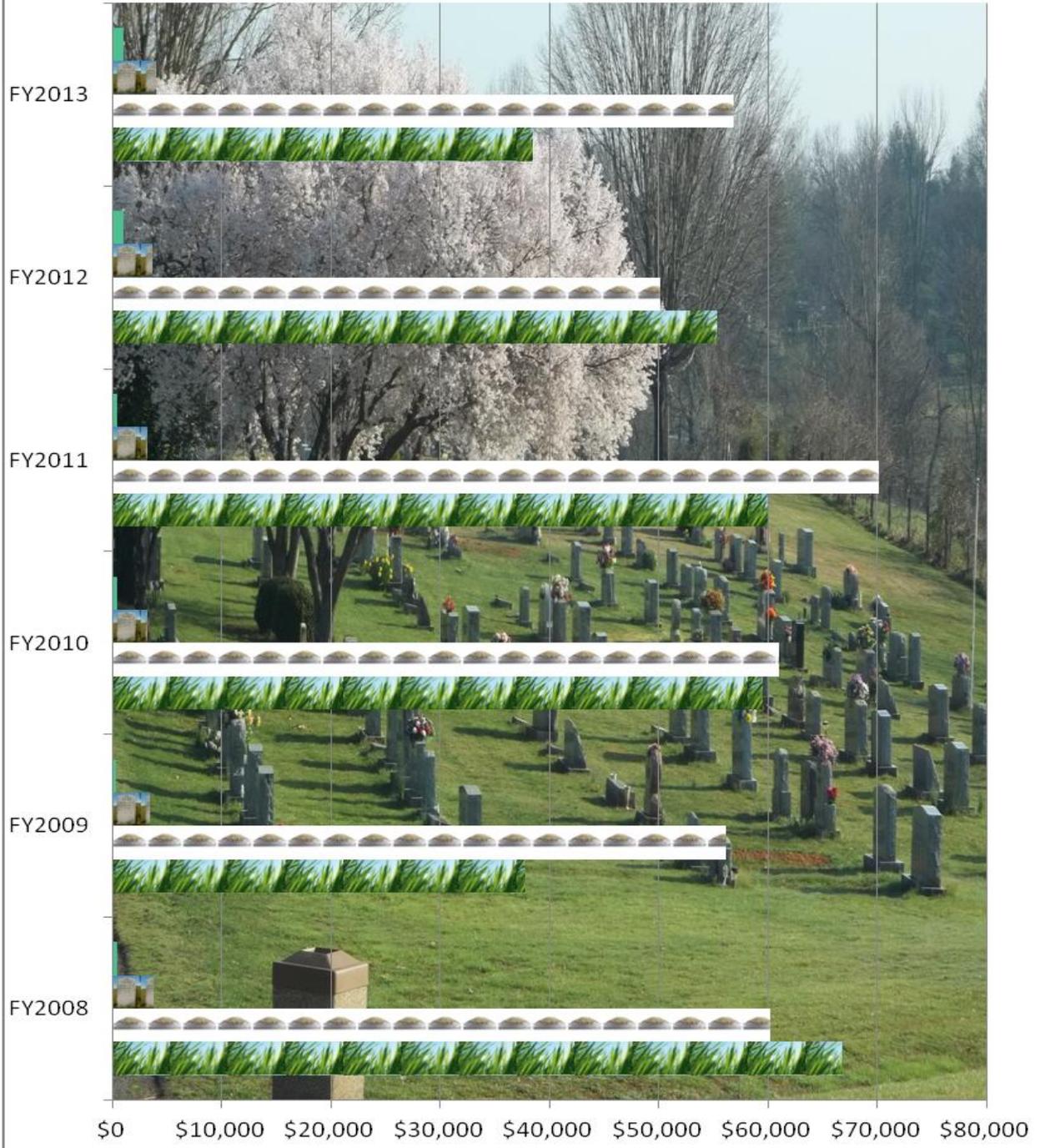
The Town Clerk's Office maintains the service and appointment records for all ABC members and coordinates appointments and re-appointments with council so these occur in a timely manner. This office also prepares and publicizes ads for volunteers as necessary.

FY2013 Tax Revenue Generated by Town Clerk's Office



FY2013 Cemetery Revenue Generated by the Town Clerk's Office

■ Ownership Transfers
 ■ Stone Permits
 ■ Interment Fees
 ■ Sale of Grave Spaces



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CULPEPER MEDIA NETWORK

This past year, Culpeper Media Network has been growing to better serve our community. Our new and improved website offers viewers live streaming, video on demand and social network integration. This allows citizens who do not have Comcast or FiOS the opportunity to view their community station. We are also making upgrades to both our signal and equipment. We have been working closely with Comcast in order to significantly upgrade our signal. The "pushing to the edge" endeavor pursued by Comcast will allow our signal to be digitally transmitted at zero loss bringing the best possible signal (that is currently available) to the community viewer. With the further implementation of social media sites, we look forward to using this information to promote view interaction with programming at an even high rate. The best example of this was the recent LIVE Election results where viewers were posting questions in real time.

Public Awareness

Over 195 "Wanted" individuals aired to the public – Crimesolvers

Quick-Aware service – (notices are given by County and Town official releases) This gives the capability to instantly put important information for the residents of Culpeper. Most recently this service was used to keep viewers aware of road closings due to the construction of Colonel Jameson Boulevard.

Non-Profit Programming

Public Service Announcements – Many organizations have promoted their cause through CMN. Agencies range from HOTR, Alzheimer's association, SAFE, DSS, March of Dimes, Chamber of Commerce, Culpeper Renaissance, Piedmont United Way and the Career Resource Center. Rough estimates put the amount saved by these organizations well over \$12,000.*

Non Profit Programming – Promoting Non-Profits through a variety of programs. Most recently, Camp Fantastic, Brandy Station Fire Department, Culpeper Career Resource Center and many others have been helped by CMN. Rough estimates put the amount saved by all of our partner organizations well over \$150,000.**

*assumes an average rate of \$500 per session for production costs

**assumes and average rate of \$1550 per session for production & editing costs

Internet

With the station rebranding, we have made sure to add as much social media and internet presence as possible. We have built our facebook audience to over 400 people, and Twitter has added another 120. We have begun tracking responses from internet only options in order to deliver content in the most efficient manner. Recently, the construction updates, done in coordination with Town personnel, have gathered over 2200 views after only one week of airing. The first video had 850 views in the first week and the second video has 1400 views the very first week. It is important to make quality content but it is also important that you reach your audience effectively.

We look forward to continuing these numbers with government themed programs. These programs will directly involve and impact viewers in the Town as well as the County.

Programming

Programming quality and quantity continue to increase. We are always dedicated to airing our regular staple of School Board, Town Council, Board of Supervisors and Planning Commission meetings. All of these meetings, minus the Town Planning Commission, are originally aired LIVE. This year, we have begun the process to change this. With carryover funds, we have planned to purchase a system that, much like the one installed in the County building, will allow those meetings held in the Town Hall to be seen live. We look to have this feature ready by Thanksgiving.

Some of our partnership programming has continued to grow as listed below.

1. Accent on Education – We continue with this wonderful program. As we enter Season 3, we will continue to focus on the good that our School System does each and every day.
2. Germanna Today – Partnering with Germanna Community College allows us to do the same, but with higher education. We are getting ready to film our 30th episode of this popular program.
3. The Care of Culpeper – Although this program has not taken off as originally intended, we will continue on to make sure that we have a rotational program that features all the non-profit agencies that work and serve in the Culpeper area.
4. Crimesolvers – Partnering with the local police allows citizens to have an active role in keeping our community safe.
5. Historical Programming – Partnering with local historian Donnie Johnston, the Town and County of Culpeper have made possible over 22 programs (to date) of historical nature. These range from the Graffiti House to the recent biography of Floyd T. Binns. Our next Historical series will focus on the Historical markers that are throughout the Town. This six - part series will be produced in tandem with Donnie Johnston and will be well received.
6. Medically Speaking - With another year under our belts, we have made this program only better. Partnering with the Hospital, we have produced 12 programs of high quality educational material.

Culpeper Media Network has continued to produce great work and will strive to make it better in the future. We have created wonderful partnerships with multiple agencies and organizations. Over the next year, we look to expand even further our governmental programming. Learning more about how our Government works, as well as the people who make it happen, will be the key to the future governmental programming.

We are always moving forward. New ideas and new practices will come. Some will be implemented and some will not. What will always be present is an organization that will always strive to bring the best of Culpeper to our Community

ENVIRONMENTAL SERVICES

INTRODUCTION

The Department of Environmental Services (DES) is comprised of two operating divisions and three support groups. The operating divisions consist of the water treatment plant (WTP) and the water pollution control facility (WPCF). Both plants are supported by a central maintenance group, analytical staff, and administrative staff.

The WTP is staffed by six (6) operators including the Acting Chief Operator. The WPCF is staffed by seven (7) operators including the Chief Operator, and the analytical support group is staffed by two (2) employees, the Laboratory Supervisor and Operations Supervisor. The central maintenance group is staffed by six (6) employees including the Maintenance Supervisor, Senior Plant Mechanic and four (4) plant mechanics. The administrative staff consists of two (2) employees, the Assistant Town Manager and Administration Support Officer. The total number of DES employees at the end of FY14 was 23 full time employees.

The primary function of the WTP is to treat water from surface water sources to the extent required for it to meet drinking water standards. During the past fiscal year all water treated at the WTP was obtained from Lake Pelham. The primary function of the WPCF is to treat wastewater from domestic, commercial, and industrial sources to the extent required by the state issued VPDES permit for the discharge of treated effluent into waters of the state of Virginia. A supporting function of the WPCF is to provide treatment and disposal of residual solids separated from the wastewater during the treatment process. Treated effluent from the WPCF is discharged into Mountain Run.

DEPARTMENTAL GOAL AND OBJECTIVES

The Goal or Mission of DES is to support the town's Strategic Plan in a manner that will result in providing potable water and wastewater plant processed water and support services in a safe, continuous, and reliable manner at the most cost effective quality levels through the efficient use of resources.

The Water and Wastewater Enterprise Funds business objectives were divided into the major areas of operational, financial, and business maintenance & development functions.

The effectiveness and efficiency of the department can be measured and monitored by several means including operational performance, financial, and business development. To accomplish this, the report has been formatted into the following sections:

Operational Performance Results

- Section I WTP / WPCF production performance as compared to the previous year’s performance and current year’s demand for services
- Section II WTP / WPCF compliance with regulatory, quality, and safety requirements as required by Department of Health, DEQ, EPA, OSHA, and Town of Culpeper

Financial Results

- Section III Enterprise fund financial performance as compared to the FY14 budget

Business Maintenance & Development Results

- Section IV Facilities maintenance and development
- Section V Personnel development, utilization, and performance

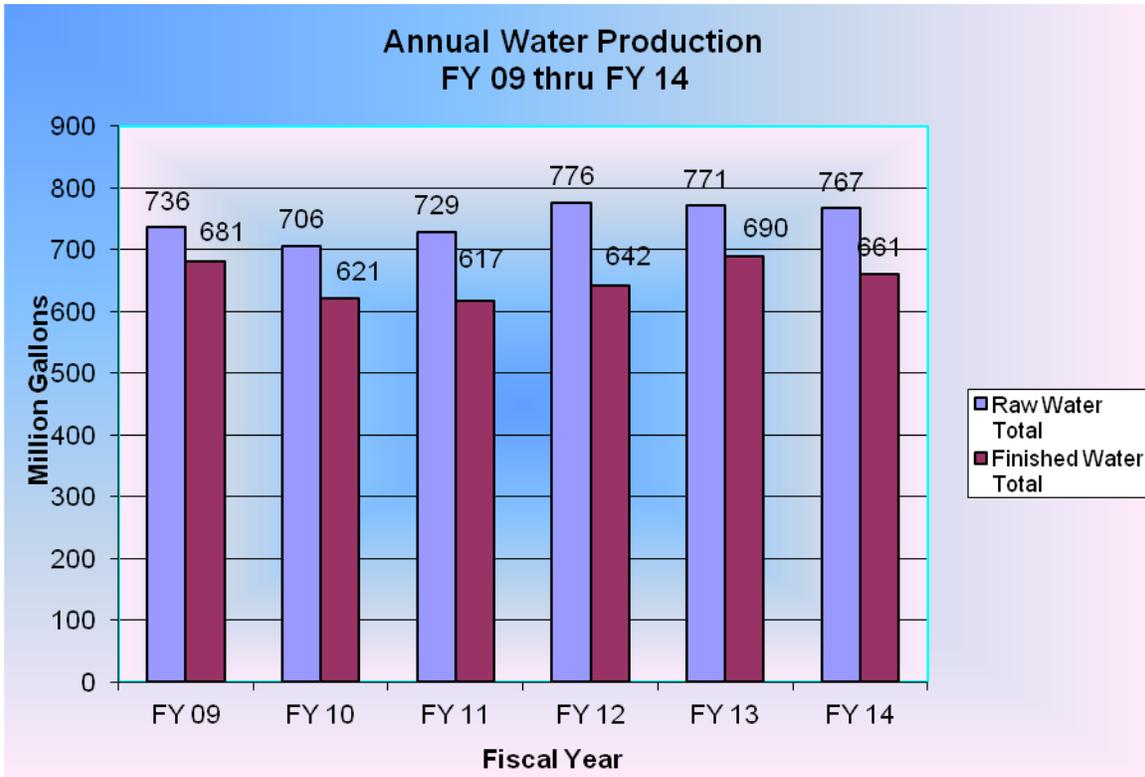
**SECTION I
RESULTS OF PLANT OPERATIONS**

WATER TREATMENT PLANT
SUMMARY OF OPERATIONAL DATA

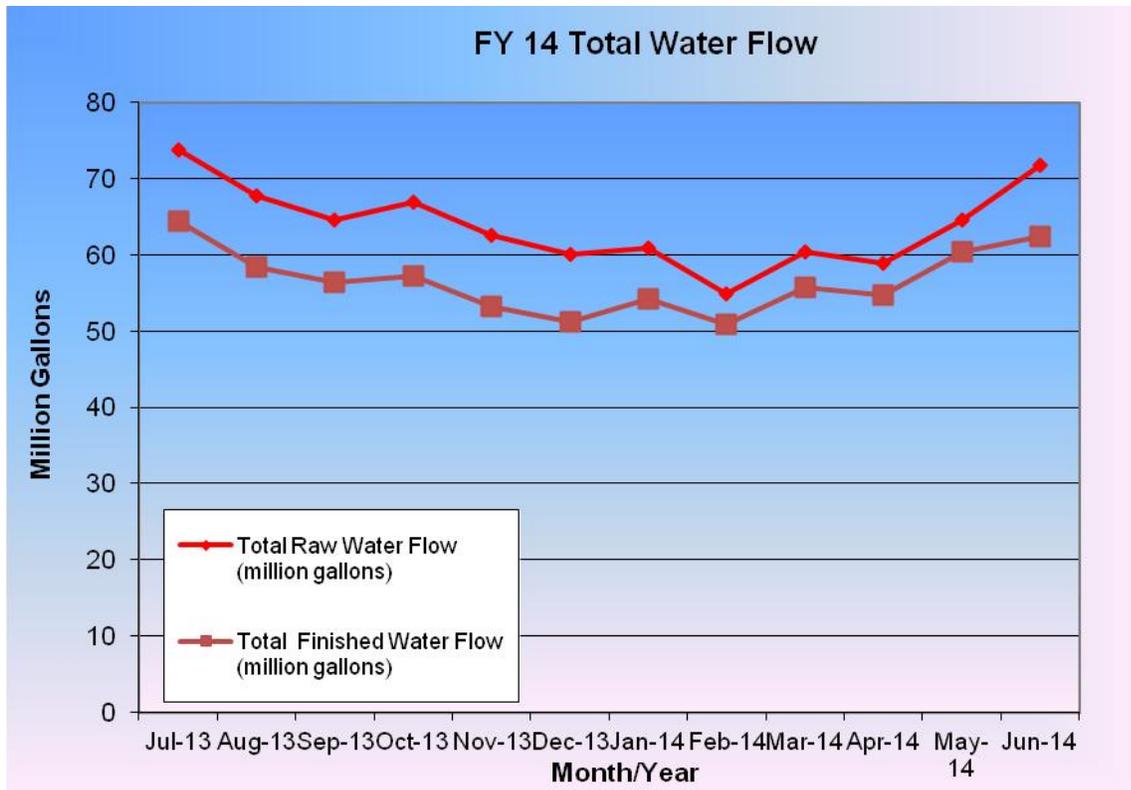
	<u>FY14</u>	<u>FY13</u>
Total Lake Pelham water processed (million gallons)	767	771
Total finished water supplied (million gallons)	661	690
Average daily flow of finished water (MGD*)	1.9	1.8
Peak daily flow of finished water (MGD)	3.2	3.2
WTP Capacity (MGD)	4.0	4.0
Days WTP operated	365	365

* MGD – million gallons per day

The Water Plant was able to meet peak and average customer demands resulting in potable water being supplied on a continuous basis to system customers through FY14. The plant still had treatment capacity to allow the WTP to be shut down for 6 to 8 hours per day.



The total volume of raw water processed during FY14 was virtually the same as FY13. The finished water supplied to the distribution system decreased by 4% compared to FY13.



The Town again met the Partnership for Safe Water plant optimization and water quality goals for FY14. Meeting this nationally recognized voluntary goal established by AWWA and EPA demonstrates optimal removal of particles in the water including bacteria and viruses for improved safety.

WATER POLLUTION CONTROL FACILITY

SUMMARY OF OPERATIONAL DATA – Wastewater Treatment

	<u>FY14</u>	<u>FY13</u>
Total wastewater effluent flow (million gallons)	1243	1095
Average daily flow (MGD)	3.3	3.0
Peak daily flow (MGD)	10.0	7.5
Plant Capacity	6.0	6.0
Rainfall (total inches/year)	52.7	51.3
Days WPCF operated	365	365

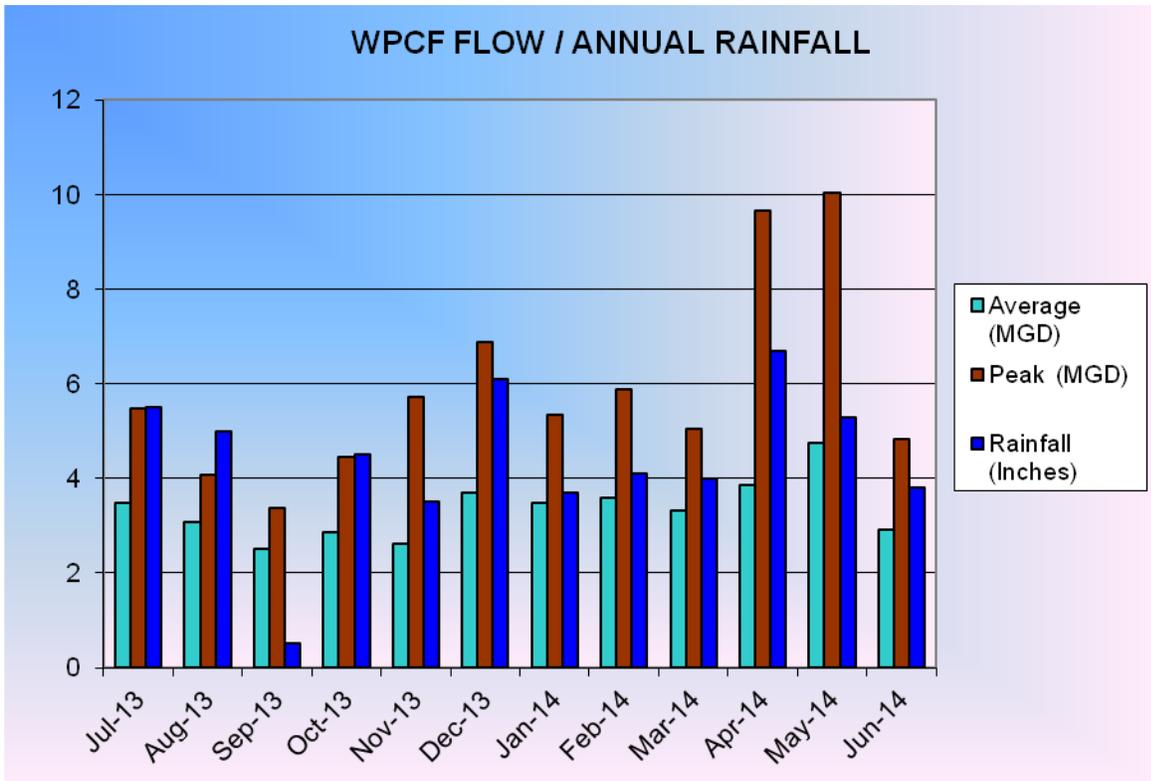
SUMMARY OF OPERATIONAL DATA – Solids Processing

	<u>FY14</u>	<u>FY13</u>
Total dry tons of bio-solids	654	410
Gallons of septage processed	211,524	288,789

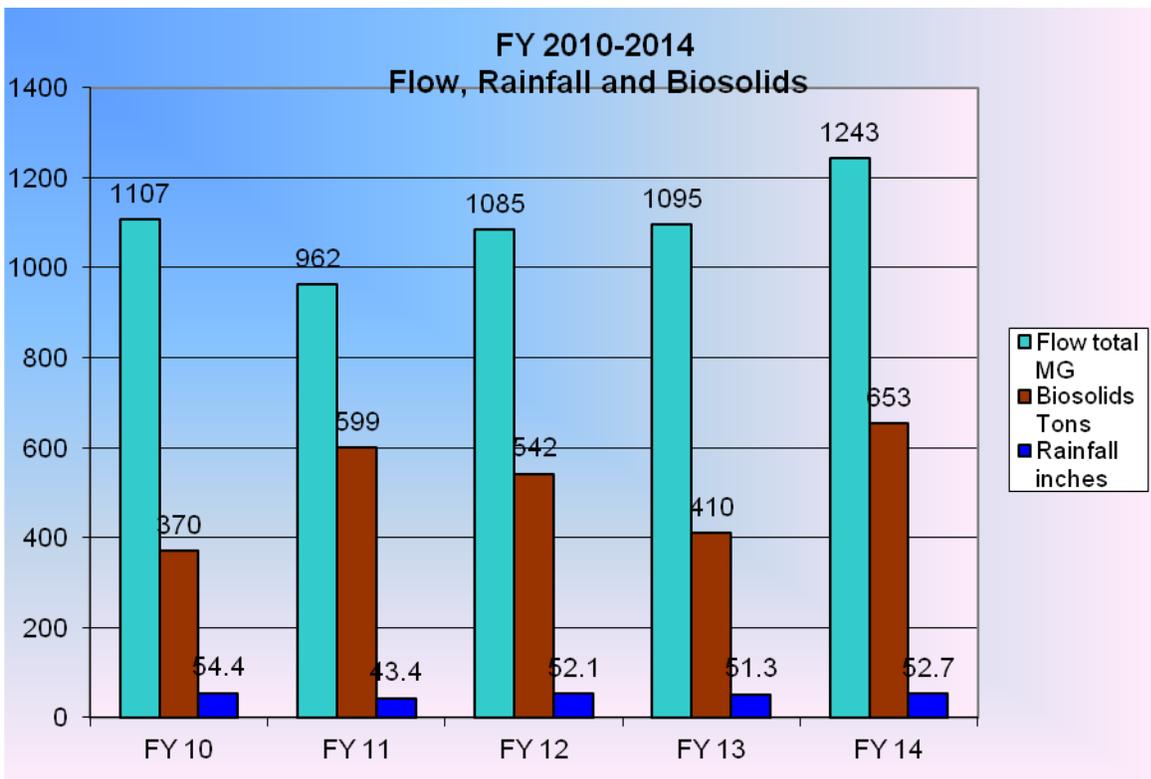
The WPCF is operated on a three shift – 24 hour basis. In order to comply with the new Chesapeake Bay Nutrient Reduction Regulations, a major plant upgrade was required to meet nutrient limits by December 2010. This upgrade was completed in April 2010 increasing the plant capacity to 6 MGD and providing for the required nutrient removal.

FY14 was the third full year of operation with the completed plant upgrade and new permit limits. The WPCF effluent quality was in compliance with all permit limits during this fiscal year.

In looking at historical data, the total FY14 wastewater flow is very similar to FY13. Both years had over 50 inches of rain and an average flow in excess of 3 MGD. The Inflow/Infiltration reduction program continues to reduce inflow and infiltration into the plant. Every million gallons of inflow/infiltration that we prevent from entering the plant will save approximately \$175 in chemical costs alone. Significant efforts were undertaken in FY14 to reduce inflow. Although FY14 had a peak of 10.0 MGD this was the result of a 5 day rain event of 4.3 inches of rain in April and early May where the peak was captured due to improved capabilities associated with peak flow monitoring not available prior to FY14. All other months had peaks less than the recorded FY13 peak of 7.5 MGD. The following graph shows that significant inflow continues to occur during periods of heavy rainfall and more work is needed.



Centrifuge operation required for solids processing averaged 70 hours per week for FY14. The removal efficiency for organic solids reduction increased to 99% in FY14 as measured by carbonaceous biochemical oxygen demand (CBOD₅) and suspended solids.



The pretreatment program, which is used to manage Significant Industrial Users (SIU), was successfully maintained during FY14. There were five permitted industrial users in the program; none of the five permittees were cited as being in significant noncompliance during FY14. All Significant Industrial Users and Categorical Industrial Users met the requirement to write and implement a Slug Control Plan. At the end of FY14 the Fats, Oils, and Grease (FOG) program has approximately 113 active permits.

SECTION II REGULATORY, QUALITY AND SAFETY COMPLIANCE

WATER TREATMENT PLANT

Regulatory Compliance

Monthly Plant Operations Summaries were submitted as required to the Department of Health, Office of Drinking Water. The Plant also published and distributed the annual Consumer Confidence Report to all water system customers.

Water Quality Testing and Compliance

There were no water quality or compliance issues during FY14.

Safety Compliance – Accidents & Incidents There were no lost time accidents or safety related incidents reported during FY14.

WATER POLLUTION CONTROL FACILITY

Regulatory Compliance

During the past fiscal year, there were no overflows in the plant and two distribution system overflows. All monthly VPDES Discharge Monitoring Reports were submitted on time and as required.

Wastewater Quality Testing Compliance

The upgrade has allowed plant staff to reduce nutrient levels to less than 3.0 mg/L Total Nitrogen and 0.3 mg/L Total Phosphorous. The improved treatment has also allowed the plant to meet permit parameters for BOD₅ (biochemical oxygen demand), CBOD₅ (carbonaceous BOD₅), TKN, Ammonia, E. coli, and Total Suspended Solids.

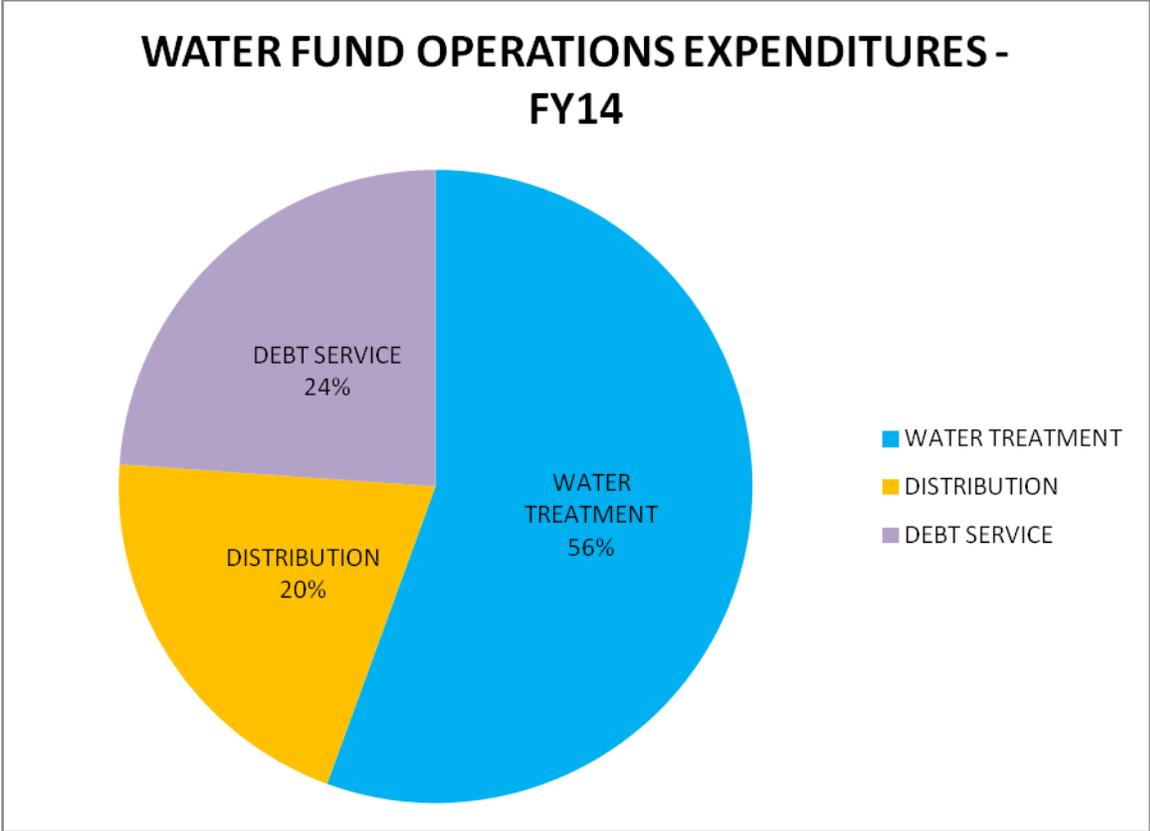
Safety Compliance – Accidents & Incidents

There were no lost time accidents and one safety related incidents reported during FY14.

SECTION III ENTERPRISE FUND PERFORMANCE

WATER ENTERPRISE FUND

The Water Enterprise Fund consists of the Water Distribution Division and the Water Treatment Division. Based upon the June 30, 2014 Preliminary Budget Report, the Water Fund expenses exceeded revenue resulting in a negative operating margin of approximately \$1,177,000 for the year. This decrease in fund balance was partially a result of \$1,119,500 in borrowing for capital project in FY14 that was offset by approximately \$3,031,000 in capital expenditures occurring in FY14 related to prior borrowing. The Water Enterprise Fund operations expenditures for accounting purposes were divided into three major cost groupings. The Water Treatment Division expenditures continued to be the largest of the three cost groupings accounting for 56% of the total Water Enterprise Fund operating expenditures. (Refer to Water Fund Operations Expenditures – FY14 graph for allocation of fund expenses).

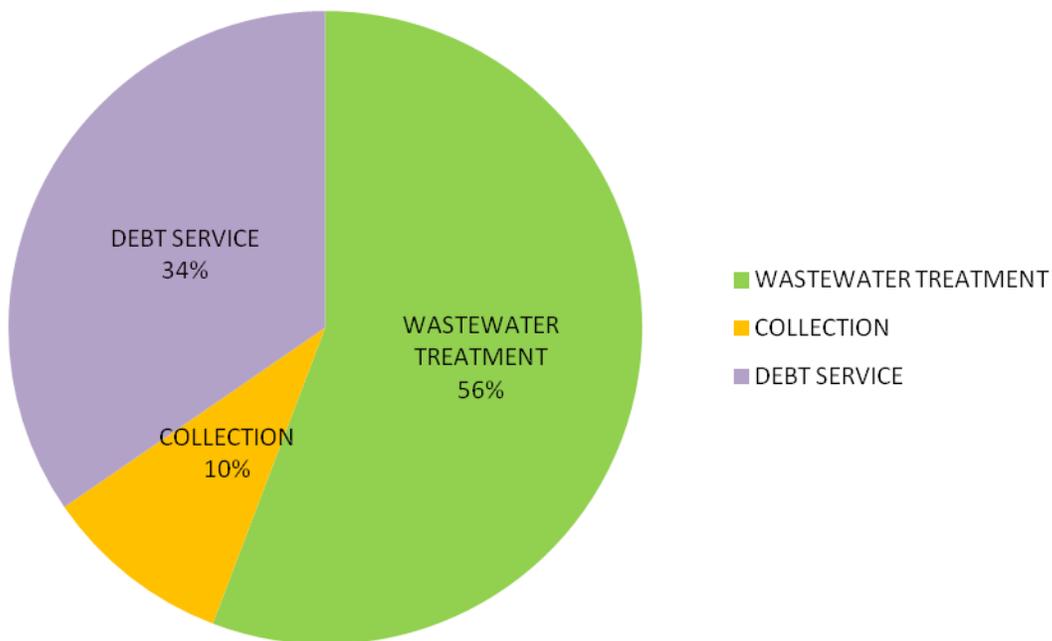


The Water Enterprise Fund financial performance was deemed successful for the year with combined operating fund expenditures being approximately 2% under budgeted expense level.

WASTEWATER ENTERPRISE FUND

The Wastewater Enterprise Fund consists of the Wastewater Collection Division and the Wastewater Treatment Division. Based upon the June 30, 2014 Preliminary Budget Report, the Wastewater Fund revenue exceeded expenses resulting in a positive operating margin of approximately \$221,000 for the year. In addition to the positive operating margin, revenue also covered approximately \$212,000 in capital expenditures. Restraint in fund expenditures and a strong fiscal management plan resulted in a financial gain for FY14. The Wastewater Enterprise Fund operations expenditures for accounting purposes were divided into three major cost groupings. The Wastewater Treatment Division expenditures continued to be the largest of the three cost groupings accounting for 56% of the total Wastewater Enterprise Fund expenditures. (Refer to Wastewater Fund Operations Expenditures – FY14 graph for allocation of fund expenses).

WASTEWATER FUND OPERATIONS EXPENDITURES - FY14



The Wastewater Enterprise Fund financial performance deemed successful for the year with combined fund operating expenditures being approximately 7% under budgeted expense level.

SECTION IV FACILITIES MAINTENANCE AND DEVELOPMENT

Facilities Maintenance

The past year has been busy and productive for the Environmental Services Maintenance Department. In addition to the many routine repairs and replacements, the wastewater treatment plant headwork screens were rebuilt by a combination of in-house and contract personnel during FY14. Completing this major project with significant support by in-house personnel resulted in significant savings and will ultimately result in a reduction in maintenance and operating costs associated with the improved screens removal.

Work flow was managed utilizing a web based preventative maintenance program. A total of One Thousand Two Hundred Sixty One (1,261) written Work Orders from the water and waste water plants were received in addition to numerous verbal work requests. The work load from requests was 80% WPCF, and 20% WTP.

Facilities Development

Water Source & Treatment Facilities

A Regional Water Supply Plan was completed by in-house personnel in FY12. The Plan reported that the usable portion of the water supply safe yield for Lake Pelham and Mountain Run Lake may be considerably less than the safe yield that was previously reported in the 2004 Water Supply Study as 5.1 MGD. As the average demand and more importantly the peak month demand for the water approach 50% of total watershed capacity the need to expand the water source became evident. Since the development of an additional surface water source can take decades to complete and cost in excess of \$50,000,000, the Town began a groundwater study to address emergency and long term needs in FY11.

During FY13, a well field containing three wells was secured with a safe yield of 0.9 MGD (1.2 MGD during short term emergencies). This well field is anticipated to be developed and connected to the Town system in the first quarter of FY15. Due to the success of this groundwater investigation, Council authorized staff to expand the study area. Geophysical Investigation of the expanded study area was completed and 5 additional production wells were drilled in FY14 with a safe yield anticipated to be 1.5 MGD (2.0 MGD during short term emergencies). These production wells are anticipated to be secured, developed and connected to the Town system during FY15-FY17.

Due to changes in the Virginia Dam Safety requirements, significant improvements will be required to both Lake Pelham and Mountain Run Dams. An evaluation of the dams was started in FY12, with recommendations being finalized in FY13 with a resulting cost estimate of approximately \$16.5 million to repair both dams. Results were submitted to DCR and NRCS along with a grant funding request for these repairs. NRCS has notified the Town of a pending grant award to complete the rehabilitation planning phase and possibly start the design phase for this project.

Water Distribution Improvements

The Town's water system had low pressures in the higher elevation area located in the vicinity of the Route 15 Standpipe. To increase the pressure in this area, a higher pressure zone was designed in FY13 and construction was substantially completed in FY14.

Wastewater Collection

As part of the Settlement Agreement with Culpeper County, the Town was required to provide service to the County area currently served by a County package treatment plant near the Eastern View High School. To provide this service, the Braggs Corner Force Main Project was designed and partially constructed in FY14. The project is anticipated to be complete during the first quarter of FY15.

Automatic Meter Reading

In June, 2011 the Town of Culpeper entered into several contracts for the deployment of an automatic meter reading system for both water meters and electric meters. In FY14 all meters have now been installed and are being read electronically. Work continues on implementation of customer engagement and zone scan portions of this project.

SECTION V
PERSONNEL UTILIZATION, DEVELOPMENT & PERFORMANCE

The total employee count of 23 remained unchanged during FY14. WTP operations required the staffing of two shifts while the WPCF continued to be staffed by three shifts on a 24 hour basis.

Departmental employees are required to obtain continuing education credits to maintain their operator license. The department has and continued to utilize professional associations including the American Water Works, Water Environmental Federation, and Rural Water as training and technology development partners.

A complete listing of water and wastewater licensure follows:

DEPARTMENT OF ENVIRONMENTAL SERVICES
LICENSEURE/NEW EMPLOYEES

<u>EMPLOYEE</u>	<u>CLASS OF LICENSE</u>
Paula Byers	Class I Wastewater
Robert Hester	Class I Water/Class III Wastewater
Christopher Hively, P.E.	Professional Engineer/Class III Water
Jim Hust	Class I Water/Class I Wastewater
John Morgan	Class I Water, Aquatic Pesticide
Kevin Tucker	Class I Water/Class I Wastewater
Neil Moore	Class II Wastewater
Justin Newton	Class III Water
Larry Olsen	Class III Water
Chris Harper	Class II Water
Danny Jeffries	Class III Water
Mike Swindler	Class IV Wastewater
David Olsen	Class IV Wastewater
Robert Cheney	Class II Wastewater
Matt Hooser	Class IV Wastewater
Joey Blankenship	Class III Water/Class III Wastewater DPOR Master Plumbing
Detric Murray	Class IV Wastewater
NEW EMPLOYEES	
Chris Pruitt	Plant Mechanic

HUMAN RESOURCES

INTRODUCTION

The Town of Culpeper's Human Resources Department administers a comprehensive Human Resources program consistent with Federal, State, and local statutes, meeting the needs of the governmental employer as well as current/potential employees. The department oversees the following key functional areas for approximately 178 Town employees: Recruitment & Retention, Benefits & Leave Administration, Classification & Compensation, Training & Development, Employee Relations, Policy Development & Administration, Risk Management, and Workplace Safety.

HUMAN RESOURCES GOALS

- Attract and retain high performing workforce.
- Implement diversified strategies that will address challenges associated with employee recruitment, retention, and development.
- Evaluate employee performance management program.
- Manage the Town's insurance programs to provide maximum cost effectiveness and benefit.
- Implement comprehensive risk management programs and safety measures.
- Streamline systems and programs to increase efficiency and effectiveness of service delivery.
- Evaluate training technology and seek opportunities to deliver training using a blended delivery format in a cost effective manner.
- Develop and engage the workforce to take advantage of the Town's wellness program.
- Ensure department staff is abreast of current trends in Human Resource administration that will enhance specific functional operations.

RECRUITMENT & RETENTION

The Human Resources Department manages the entire recruitment process for all Town positions. This includes posting position vacancy announcements, screening applications, scheduling interviews, participating in the interview process, selection of coordinating all pre-employment testing and examinations, and providing new hire orientation. The Human Resources Department also oversees the process for internal changes such as promotions, demotions, and transfers. In addition, the Human Resources Department coordinates the exit process for employees who are terminating their employment or retiring.

The following recruitment and retention activity occurred for FY14, FY13 and FY12.

	FY14	FY13	FY12
Positions Recruited for	30	33	29
New Hires	34	35	28
Terminations	13	13	13
Voluntary	8	11	10
Involuntary	5	2	13
Retirees	3	4	7
Promotions	15	16	13
Demotions	0	1	1
Transfers	0	0	1
Turnover Rate	7.30%	7.39%	7.69%

EMPLOYEE BENEFITS

The Human Resources Department handles the selection of benefits providers and administration of benefit programs. The department also oversees employee leave programs which include the administration of family/medical leave (FMLA), leaves of absence, and military leave. The department coordinates retirement programs and counsels employees on benefits, leave, and retirement issues.

Health Insurance

The FY14 health insurance renewal resulted in only a six percent increase to the Town's health insurance rates.

Virginia Retirement System (VRS)

On January 1, 2014, VRS introduced a new hybrid retirement plan which combines the features of a defined benefit plan, which pays a monthly retirement benefit based on age, total service credit and average final compensation, and a defined contribution plan, which provides a retirement benefit based on contributions to the plan and the investment performance of those contributions. Employees hired after January 1, 2014, will be automatically enrolled into the new hybrid plan. Current VRS members were offered a one-time opportunity to opt into this plan. The Human Resources Department held department meetings to make sure all employees were aware of the opportunity.

The Town's VRS rate decreased from 12.78% to 11.85% for FY15 and FY16. This results in an estimated annual savings of \$48,014.58 for the Town.

Leave

Throughout the year, there were 24 employees who requested family/medical leave. The Human Resources department assisted each of these employees with the required paperwork, determined their eligibility for family/medical leave and tracked their leave usage.

CLASSIFICATION & COMPENSATION

The Human Resources Department conducted the Town's first in-house classification and compensation study during FY2013, which was implemented in FY2014.

In conducting this study, the Human Resources Department worked closely with other Town Departments to address compensation concerns. Market-based evaluations were conducted to ensure the Town of Culpeper is competitive in the current work-force. This evaluation included comparative reviews of job descriptions and salary scales of external competitors to provide an in-depth analysis of the Town's salary structure.

The results of the study indicated that the Town had several classifications which were low in the market. Some of these reclassifications also included significant job description changes. As part of this study it was also recommended that career ladders be implemented for the Police and Public Works departments. Career ladders provide a pre-determined description of what an employee can do to be promoted to the next level in their career path. They are used as a retention factor to assist in attracting and retaining employees and also encourage employee development.

The next classification and compensation study will be conducted during FY2015, for implementation in FY2016.

EMPLOYEE RECOGNITION

Star Performance Awards

The Star Performance Awards program was implemented in FY13 to recognize innovative, cost-effective, streamlined, and quality service in Town government, encouraging innovation and excellence, reinforcing pride in public service and helping to call public attention to the broad range of services provided by public employees. Employees are nominated for Star Performance Awards by members of the Management Team throughout the fiscal year. At the end of the fiscal year, Management Team reviews nominations and determines the recipients for each of the award levels.

The recipients for FY2014 were:

Gold Star

Paula Byers, Laboratory Supervisor
Lieutenant Al Cooper
Autumn Fitch, GIS Coordinator
Joel Kauffman, Construction Inspector
Danny McClung, Project Manager

Silver Star

Sharon Brown, Records Supervisor
Michael Callahan, Sr. Maintenance/Construction Worker
Robert Clatterbuck, Meter Reader
Patricia Hawkins, Administrative Support Officer
Ron Johnson, Sr. Maintenance/Construction Worker
Tim Payne, Warehouse Clerk
Nicole Romero, GIS Technician
Kevin Tucker, Lead Operator
Don Woodward, Equipment Operator

TRAINING & DEVELOPMENT

The Human Resources Department made the following training opportunities available for employees and/or supervisors in FY14:

Forklift Training
Heartsaver First Aid CPR AED
OSHA Safety Training
Performance Management
VRS Benefits & Retirement Planning

POLICY DEVELOPMENT & ADMINISTRATION

Throughout FY14, Town Council approved multiple additions and revisions to the “*Employee Handbook and Personnel Policies Manual*” which were recommended by the Human Resources Department. These revisions were made to the following sections:

6.4 Pay Days
7.3 Overtime Pay and Holidays
8.32 Americans with Disabilities Act (ADA)
9.2 Reimbursement to Town Employees for Education Expenses
16.0 Technology Use

PERFORMANCE MANAGEMENT/MERIT PAY

In FY2013, a new performance evaluation process and Merit Pay policy were implemented. This policy established a procedure for correlating pay increases to employee performance. The Town has now successfully completed this process for a second year. Although a merit pay increase of 1% was approved for the FY2015 budget, employees actually received anywhere from a 0% to 3% increase based on the mid-point of their pay grade.

RISK MANAGEMENT

The Human Resources Department works to ensure compliance with federal, state, and county safety regulations. The department oversees the administration of worker's compensation as well as the Town's general liability, property, and auto insurance programs.

Employee Safety

The Town continues to promote and implement a safety program. Personnel attend risk management and safety seminars to continue their knowledge of risk related issues and improving safety.

Claims Data

The following is a history of claims processed and paid and premiums collected for FY14 and the previous four years:

	FY14	FY13	FY12	FY11	FY10
On-the-job Injuries	15	14	16	14	18
OSHA Reportable Injuries	16	14	16		
Employee Auto Accidents	15	9	6	8	14
Preventable Auto Accidents	9	9	6		
Property Damage Claims	7	1	2	0	0
Liability Claims	6	13	11	6	5
Total Claims Paid	\$445,507	\$149,795	\$61,564	\$91,138	\$78,708
Total Premiums	\$327,794	\$289,997	\$336,383	\$361,228	\$335,559

INFORMATION TECHNOLOGY

INTRODUCTION

The Department of Information Technology (DoIT) provides, maintains and supports Town departments and Town staff in all aspects of technology. The IT department offers services that include applications development and support, technology infrastructure and integration, information security, geographic information systems, and computer/telecommunications support. These services are designed to improve government access, efficiency, and public value through responsive service, integrated information, and a shared infrastructure that is cost-effective, secure and reliable.

DoIT supports several users, servers, virtualization, wireless backbone networks, Voice over Internet Protocol (VOIP) systems, workstations and laptops, tablets and smartphones, mobile data terminals (MDT), cell phones, air cards, printers, copiers, and the Town's website.

DoIT consists of a Director, Systems Administrator, Programmer/Analyst, IT Specialist, IT Specialist for the police department, GIS Coordinator and GIS Technician.

IT GOALS:

IT is committed to innovation and providing the highest quality of service operations to the Town and public by:

- meeting their technology needs
- keeping abreast of emerging issues and technologies
- identifying and addressing "at-risk" issues
- coordinating and managing communication systems
- educating and advising users on technology issues
- providing reliable and secure systems
- enabling continuous improvement

PROJECT HIGHLIGHTS AND UPDATES

Data Networks and Telephone Services

- Implemented cabling for the computers and phones, wireless access points (WAP), switches and patch panels in IT server room, and cameras at the W.T. Beales, Jr. Operations Center.
- Fiber was installed to connect the W.T. Beales, Jr. Operations Center, Public Works and Wastewater Treatment buildings.
- Implemented town-wide VOIP phone system. With the new system, a Communicator application was installed on each user's workstation. This software application integrates with Microsoft Outlook, and provides visual voicemail, call notes, and routing information. It connects people faster by enabling on-site and remote users alike to see who is available and to choose how best to reach them. QuickDialer offers rapid access to the town's directories and Outlook contacts, and provides a quick way to connect using email. End users have more control of their communications, and can easily share documents and access scheduled conferences.
- Installed a new generator at the Municipal Building. The generator is connected directly to IT's circuit.
- Upgraded town-wide wireless backbone that connects all town facilities.

Public Safety

- Implemented PowerDMS software application. PowerDMS provides a solution that helps reduce risk and liability with a comprehensive compliance and content management solutions.
- Implemented IA Pro software application. IA Pro ensures the most efficient handling of citizen complaints, administrative investigations, use-of-force reporting, and other types of incidents, while providing the means to analyze and identify areas of concern.
- DoIT continues to expand the functionality and data officers can retrieve in their vehicles which allows the officer to access critical data.

Computing and Server Services

- Implemented a virtual 2 factor authentication (2FA) server. This safeguards mobile devices against data breaches due to compromised passwords and aiding in regulatory compliance with HIPAA, PCI, DSS, CJIS and others.
- Over the past year, DoIT started the process of implementing desktop virtualization strategies to help lower support costs and allow DoIT staff members to concentrate on implementing more cost savings strategies. This project is still in the infancy stages and we have already noticed a decrease in support issues resulting in more time to identify potential efficiency opportunities throughout the town.
- Continues to work on a Disaster Recovery plan. DoIT's goal is to have a fully functional backup data center in the near future.
- Increased the virtualization of physical servers into VMware platforms deploying additional virtualized servers and taking advantage of advanced server technology for improved cost effectiveness.
- Increased storage for file server.
- Implemented several Windows 7 workstation to replace Windows XP. Microsoft no longer supports Windows XP.
- Implemented server health and systems internal audit corrective action plan.
- Implemented a new LiveScan workstation and printer at police department. This is used to capture fingerprint and palm prints electronically.
- Implemented Mobile Device Management (MDM). This controls and protects the data and configuration settings for all mobile devices on the town network. The intent of MDM is to optimize the functionality and security of a mobile communications network while minimizing cost and downtime.

Security

- The Criminal Justice Information Service (CJIS) Security Policy is very specific on how the town must handle security confidential information. DoIT applies these same principals to all town data to ensure the confidentiality, integrity and access of all town data. The town is also mandated by Health Insurance Portability and Accountability Act (HIPAA), Payment Card Industry (PCI), and Personal Identity Information (PII) to secure all personal information about our employees, like social security numbers, birth dates, medical information, drug testing information, personal records, etc. We are also mandated to secure information we obtain from our residents for Utility accounts, credit card payments, and bank accounts.

CJIS mandate certain guidelines we must follow in order to secure any access to criminal information obtained electronically or on paper. CJIS performs audits in order to make sure we are properly securing our computer systems from intentional or accidental access to the VCIN criminal information database. CJIS continually issues new guidelines and requirements we must follow in order to have our computer systems connected to the criminal information database. We are consistently reviewing these guidelines and will take the necessary steps in order for us to pass our audit each year.

DoIT staff continues to find ways to adhere to the CJIS advance authentication mandate required for any individual seeking access to VCIN information.

- Implemented a virtual 2 factor authentication (2FA) server. This safeguards mobile devices against data breaches due to compromised passwords and aiding in regulatory compliance with HIPAA, PCI, DSS, CJIS and others.
- DoIT continues to implement, review and update policies.
- Implemented an alarm system at the W.T. Beales, Jr. Operations Center.

New Town Website

- DoIT continues to work with town departments to provide up-to-date town information for residents and visitors. DoIT continues to complete the implementation of the town's new website that will provide additional information to help keep our residents informed.
- Implemented Customer Web. This allows customers to view monthly utility bills and make payments.

Help Desk

This helpdesk system improves operational efficiencies by reducing the time spent to rediscover previous incidents. It allows the end user to track their open ticket and who is assigned to their ticket. It allows IT to work on several issues at once. As a cost savings, IT is using a free open source product.



GIS

- DoIT has the responsibility of handling the daily GIS functions, while brainstorming ways to increase usage and functionality for all town departments and customers.
- GIS fieldwork for Public Work collected 6,794 GPS locations for water meters.
- GIS PROAsys mapping software completed.
- Developed and implemented a new GIS website with aerial photography.
- Road maps were created for the Town of Culpeper Police Department.

- Tax maps - The main Town tax maps (40,41,50,51) were created using new GIS data and software.
- Old CAD data was converted into the new GIS software format.
- Continues to work on an interactive cemetery map. Section and lot polygons were labeled/numbered in the GIS map of the Fairview Cemetery from converted CAD maps. A data dictionary (pick-list/menu) was created and uploaded to the GPS unit for field collection of gravesite locations.

FY 2014-2015 GOALS AND OBJECTIVES

- Continue to install and deploy advanced storage technology enabling storage virtualization and improving the disaster recovery and backups
- Continue implementation of Town-wide ERP system
- Continue implementation of remote access control point
- Continue to evaluate and implement enhancements to the security of the Town's network
- Continue to implement the Town's security policy and CJIS requirements
- New town website improvements and to continue to evaluate opportunities to expand e-commerce on the Town's website
- Maintain the operational and productive status of existing information systems
- Maintain and continue to enhance the Town's website to ensure that it is an effective communication tool to the residents and businesses
- Improve and enhance network communications within and between town departments and employees
- Assist town employees to better understand and make use of the town's investment in technology resources
- Continue to actively pursue virtualization technologies for servers and computers for improvements and efficiencies in the management of desktop and laptop technologies
- Continue to plan for implementation of desktop virtualization
- Continue to implement an Automated Meter Reading System for electric and water.
- Continue with the implementation of VMware virtualization for second/third phase of disaster recovery
- Implementation of fire suppression at IT server room locations
- Implementation of an Employee portal
- Continue to extract location data for Light and Power's outage reporting system.
- Continue implementation of cemetery mapping
- Additional training for staff

LIGHT & POWER

INTRODUCTION

The Light and Power Department consists of three Divisions: Administration, Distribution and Generation. The focus of the department is to provide safe, affordable and reliable electric service to its varied customers within the town limits of the Town of Culpeper. The department negotiates with Dominion Virginia Power as well as the Southeastern Power Administration to purchase wholesale electricity through its purchased power group VMEA (Virginia Municipal Electric Association) The department also operates a peak shaving generation facility to offset the demand requirements of its customers as well as provide emergency back up power to a portion of the town should a failure of the power delivery system occur.

The Administration Division is charged with the overall supervision of the department as well as sharing supervision for the Utility Services Department with Public Works.

The Generation Division operates and maintains the peak shaving plant being on call 24 hours per day, 7 days per week for peaking and emergency operations.

The Distribution Division is responsible for constructing; operating and maintaining the 71.78 miles of infrastructure required to safely and efficiently distribute the purchased and generated power to our customers. In addition this division installs and maintains street lights, automatic traffic control signals and assists with various other electrical tasks assigned by the Town Manager. Assistance is also provided to the Town with Holiday decorations, banner installations as well as assisting Public Works with reducing used Christmas trees to chips and the removal of trees that are hazardous to the public safety.



GENERATION

The generation facility operated at the request of Virginia Power runs a total of 24 hours for the year reducing the Town's purchased power bill approximately \$413,156. This amount will increase as the Town's electric system load increases and generation value goes up over the upcoming years which will result in further savings.



DISTRIBUTION

The Department completed many projects for the year including: replacement of damaged utility poles in various locations, installation of primary, secondary and street lights at Magnolia Greens, Redwood Lakes, Mountain Brook Estates, Kings Manor subdivisions, Cardinal View. The department has continued updating overhead primary and secondary lines replacing deteriorating old poles and undersized conductors.



Accomplishments in FY12

- 1) The Light & Power department sent its first Apprentice Rodeo team to compete in the Gaff-n-Go Rodeo in Ruther Glen, Virginia this year.
- 2) The Light & Power department re-routed underground primary lines on 522 & Virginia Ave. to accommodate the new Colonial Jameson Boulevard.
- 3) Installation of substation equipment and change out of 100% of electric meters as a large part of the AMR Project.
- 4) Installed new services to 63 residential, 1 small general service customers, and 1 large general service.
- 5) Developers have begun building new homes and Light & Power has been installing new U.G. electric lines to new homes for additional metering.
- 6) Troubled OH right-a-way lines were cleared to have a more reliable circuit system.
- 7) Light & Power continues the upgrades to the electric system mapping and street light inventory project.
- 8) Elm Street Development sold 31 new lots in Mountain Brooke Estates to Ryan Homes; L&P installed bulk feeder cable to that subdivision and equipment.
- 9) The department of L&P is still and will continue until completion to work with the town's Admin/Procurement officer, Lisa Wortman and the GIS team.
- 10) L&P working with VDOT & GEI on new roundabout and traffic signals at north end of town.
- 11) Continue to change out our existing incandescent street light fixtures to new energy efficient LED fixtures.
- 12) A new power transformer and equipment was purchased, installed by Light & Power crews and Delta Star manufacture to upgrade Chandler Street Substation. A second power transformer was installed to replace damaged transformer.
- 13) L&P updated the exhaust system on all four of its generators. This was to comply with new regulations brought on by the EPA.





L&P department updated the decorative acorn light fixtures along Main & Davis street to new LED fixtures. This will save money on maintenance and 65% on energy cost.

The department has continued updating the coordination of timing with other lights to accommodate traffic volumes. Repair and maintenance of traffic signal controllers, lights, pedestrian crossing signals and poles were also accomplished.

Employees attended monthly in house safety meetings and Pole Top/Bucket Truck Rescue training. At present time we are happy to say Light & Power has 9 State Certified card carrying journeyman linemen for the town. We have three apprentices now in the program. We will be looking to add two additional apprentices in the program beginning this January.

FY13 GOALS

- 1) Light and Power strives to develop in house training with videos and power point for all line personal, so to have the best line technicians available to meet the needs of the town.
- 2) Continue the upgrade of 4 KV facilities to 12 KV to improve our system power factor.
- 3) Continue the electric system mapping to allow for better planning and outage management.
- 4) Continue the replacement of all traffic signal incandescent bulbs with new LED's to reduce power consumption and reduce calls to replace burnt out bulbs.
- 5) Relocate engine #7 from Spring Street to our L&P location at Electric Avenue.
- 6) To convert Oaklawn Drive 4kv and 12kv from overhead to underground to provide system reliability.
- 7) To continue to provide the most reliable, efficient and cost effective to the town citizens, our customers.

CUSTOMERS

The Town began the year with 5166 customers and finished the fiscal year with 5214 customers for an approximate .92% increase.

RATES

The Town has very comparable rates for all customers it serves. As part of budget preparation L&P does a rate study during the year to compare with Dominion & Rappahannock Electric as well as the monitoring the electric fund balances. The retail rates that the Town charges began slowly increasing with the planning of the FY13 budget and again with the FY14 budget to prepare for this increase and allow the fund to maintain its current rate of return.

REVENUES

The Town purchased \$7,968,675 of wholesale from Dominion Virginia Power and Southeastern Power Administration. Total revenues for the year were \$11,327,851 for the sale of power.

The charts on the next page compare the past revenues to power costs and show the percentage of revenue by customer class.

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PLANNING & COMMUNITY DEVELOPMENT

INTRODUCTION

The Planning & Community Development Department encompasses planning and zoning services. The department also serves numerous boards and authorities including, Planning Commission, Parks & Recreation Commission, Parking Authority, Joint Board of Zoning Appeals, Public Transportation Board, and the Architectural Review Board.

The department serves the public by providing current and long range planning services; administering the Zoning Ordinance and Comprehensive Plan; and processing a variety of applications. These applications include rezonings, variances, site plan reviews, zoning permits, conditional use permits, appeals, residential and leased parking permits, findings of architectural compatibility, subdivision/plat approvals, water and sewer tap assessments, nuisance and property complaints, commercial and residential burning permits, and park reservations for Mountain Run Lake Park and Yowell Meadow Park. The department also took the lead in planning and coordinating the annual 4th of July activities.

The department currently consists of five staff positions: Director of Planning & Community Development, Zoning Administrator, Principal Planner, Zoning Inspector, and Planning & Zoning Assistant.

AUTHORITIES, BOARDS and COMMISSIONS

Planning Commission

Ordinance Amendments:

Case AMD-003-2013: Reviewed ordinance amendments to allow microbreweries in the Commercial-2 (C2) Zoning District Classification without being connected to the operation of a restaurant. The Commission recommended approval of the amendments and forwarded them to Council for consideration.

Case AMD-004-2013: Reviewed a request by the Town of Culpeper to amend and update the Town Code, Chapters 11, 21, 22 (Facilities Standards Manual). The Commission recommended approval and forwarded the same to Council for consideration. Council sent the sandwich board signs section back to the Commission for additional review.

Case AMD-007-2013: Reviewed a request by the Town of Culpeper to amend the Comprehensive Plan, to include a separate Business Investment Area Map. The Commission recommended approval and forwarded the information to Council, stating that the inclusion of the Business Investment Areas map in Chapter 6 of the Comprehensive Plan as an amendment should be completed during this fiscal year.

Case AMD-001-2014: Reviewed a request by the Town of Culpeper to amend the Culpeper Town Code, Chapter 21-3, Streets & Sidewalks and Chapter 27-250, Zoning, to allow for sandwich board signs on private property and on public sidewalks, subject to conditions. The Commission recommended approval and forwarded the amendments to Council for consideration.

Case AMD-002-2014: Reviewed a request by the Town of Culpeper to amend the ordinance for compliance with National Flood Insurance Program regulations. The amendments were a complete rewrite of the existing ordinance and tailored to model the FEMA and DCR recommendations. The biggest change was the replacement of the 1974 map with the FEMA map. The Commission recommended approval and forwarded the request to Council for consideration.

Conditional Use Permits:

Case CUP-001-2013: Reviewed a request by Wanda Clatterbuck and the Culpeper Chamber of Commerce, for a conditional use permit to change the use of an existing single family dwelling at 629 Sperryville Pike to professional offices. The Commission recommended approval of the request, subject to addressing all TRC comments as listed in the staff report and VDOT comments, and revised concept plan with raised curb and right turn only, and comments from the Culpeper Soil & Water Conservation District, but not agreeing to replacing the bollards as requested, and forwarded the request to Council for consideration.

CUP-001-2014: Reviewed a request by the Culpeper Chamber of Commerce to amend the current conditional use permit (2013) and remove the exit onto Sperryville Pike and reconfigure the site design. The Commission recommended approval of the request and forwarded to Council for consideration, subject to addressing the remaining TRC comments.

Case CUP-002-2014 – 300N LLC & George Webb: Held several public hearings and work sessions to review a request to construct 71 village home units and 80 townhouse units on 31.851 +/- acres also known as the Waugh Property and Fletchers Glen. The applicant submitted an amended concept plan dated May 1, 2014 showing a total of 151 units. The Commission recommended approval of the request as amended and forwarded the same to Council for consideration.

CUP-003-2014: Reviewed a request by Ritu Bastola to operate a family day home for up to 12 children on a lot with less than 6,000 sq. ft. in area. The Commission recommended approval of the request and forwarded the same to Council for consideration.

Rezoning Review:

Case TZ-001-2014: At the request of the applicant, the Commission tabled the site plan case by Culpeper Wash, 618 Sperryville Pike, to amend the approved May 18, 2007 Proffer Statement and Development Plan to allow an expansion to the existing car wash. The case will be reviewed at the July 2014 meeting.

Site Plan Review:

Case SS-010-2013: Reviewed a request by Richard H. Dwyer and Roger W. Mitchell, Jr., to construct 356 multi-family housing units, located off Sperryville Pike/Old Rixeyville Road known as Sunset Hills Estates. The Commission denied the application based upon the numerous comments that staff, VDOT, and all TRC comments and including Culpeper Soil and Water Conservation District.

Koons Auto Sales: Reviewed a site plan request from Hinchey & Baines, PLC, engineer for Koons Auto Sales, 401 James Madison Highway, to defer the construction of the sidewalk at this location. The original sidewalk deferral would expire on November 15, 2013 and the applicant requested an additional 12 months deferral (or until November 15, 2014). The Commission approved the request.

Case SS-029-2013: Reviewed a request by TE Connectivity to construct a 55,000 sq. ft. expansion to the existing facility and expand the existing parking lot. The Commission approved the request, subject to addressing TRC comments.

Case SS-007-2014: Reviewed a request by the Chamber of Commerce to operate professional offices and construct a parking lot located at 629 Sperryville Pike. The Commission approved the site plan, subject to addressing the TRC comments.

Case SS-013-2014: At the request of the applicant, the Commission tabled the site plan case by James A. Elias, to construct two new commercial office buildings, located on S. Main Street/Orange Road/Page Street, containing a total of 8,636 sq. ft.

Other Review:

Proposed Bylaw Amendment: Reviewed amendments that allowed for Planning Director updates. The Commission approved the amendments and forwarded to Town Council for consideration.

Request by Jason Billstein: Reviewed a request to consider a greenhouse use for inclusion in the Town's Zoning Ordinance, and to allow the same in the Residential-2 (R2) Zoning District classification subject to whatever the conditions are deemed necessary. The Commission requested that staff respond to Mr. Billstein that the Commission considered the request and didn't feel the greenhouse business was an appropriate use in the R-2 district.

2015-2019 Capital Improvements Plan: The Commission held a public hearing to gather comments and input from citizens concerning the proposed capital improvements plan, which is a five-year plan to guide the construction or acquisition of the Town's major public improvement projects. The Commission removed the parking deck, parking improvements and downtown parking pavilion and forwarded the remaining projects to Council for inclusion in the budget.

Bonding For Outstanding Site Plans: Reviewed information regarding the extension of site plans beyond the time line outlined for jurisdictions and whether the Town would like to omit that requirement to have bonding in place for public improvements during the extended site plan time period. Plans which are now valid until 2017 have a problem regarding bonding which needs to be in place. Review will continue into FY14-15.

Special Meetings:

Joint Planning Advisory Committee : Mr. Cerio was named as the Planning Commission representative and noted that the Joint Planning Advisory Committee had met. The Committee has 5 members. The Committees' duties are to look at developing outside the environs within the Town/County.

Joint Meeting with Arts Council: Held a joint meeting with the Arts Council to review the Comprehensive Plan identification of the Arts District, and that the Capital Improvements Plan (CIP) is a part of budget process and how it relates to public projects which fall under public art, etc. The Arts Council could assist in seeing where changes are needed in the Comprehensive Plan as far as the arts and any projects for the CIP in the future.

Workshop/Training: The Commission sponsored a training workshop on Thursday, October 31 at the State Theatre with Dr. Michael Chandler. Over 40 people from all over region attended. There was a sense to do more of these workshops informally, and it may turn into an annual event with other localities trading off as hosts.

Joint Board of Zoning Appeals

Request by Norma J. Gibbs, 402 S. Main Street, for two variances to allow the installation of a ground mounted with a business frontage of 54.55' where 75' is required; and to allow the same ground mounted sign with a front setback of 2' where 10' is required. The Board approved the request to include both sign design options (but only one sign to be constructed).

Request by Edward Dunphy, 605 S. West Street, for a variance to allow the construction of a rear addition with a side yard setback of 4.4' where 8' is required. The Board approved the request noting the request did not encroach any further into the existing setback.

Request by Monica Chernin, 217 W. Scanlon Street, for a variance to Sec. 27-54(g) of the Town's Zoning Ordinance to allow the construction of an addition with a side yard setback of 6.5' where 8' is required, and a 20' rear yard setback where 25' is required. The applicant ultimately changed the request and the Board approved the 5'.9" side setback and the 22'.3" rear setback.

Sona Homes and Redwood Lakes Homeowners Association (HOA), to allow the construction of a subdivision identification sign 6'7" from Sperryville Pike where 10' is required. The Board tabled the request to give the applicant a chance to explore other options. (Ultimately the applicant was able to withdraw the application.)

Parking Authority

- Held quarterly and special meetings as required.
- Supported requests for use of parking lots for special events: Culpeper Downtown Farmers' Market, 4th of July Car & Bike Show, Gnarly Hops & Barley Fest, Taste of Culpeper, His Village Outreach Event.
- Issued a Request For Proposals to lease the W. Culpeper parking lot for special event valet parking. No agreements were entered into.
- Renegotiated the lease between Ann Wingfield, the Town of Culpeper, and the Culpeper Parking Authority for the Ann Wingfield parking lot. Reconfigured the lot from Permit Only to 3 HR Public Parking. Town contribution is \$6,000 annually.
- Reviewed quarterly Public Works maintenance expenditures and Treasurer's financial reports.
- Reviewed Public Works FY15 Budget for work contracted by Parking Authority.
- Continued working with Treasurer's Office to account for budget shortfalls and surpluses as they relate to Parking Authority's annual budget allocations.

Parks & Recreation Commission

- 3 stream bank stabilization projects along the mountain run stream have been completed. 2 of the locations are located in Yowell Meadow Park and 1 location is located within Wine Street Memorial Park.
- The Yowell Meadow Skate Park renovation is complete and is open to the public. The renovation incorporated poured in place concrete elements that will withstand the frequent flooding in the park and will significantly reduce maintenance costs.
- The town completed construction of the Culpeper dog park, a 1 acre fenced in area located at Mountain Run Lake Park. Funding for the project was donated to the town by the Culpeper Dog Park Committee, a local non-profit organization that was established by Culpeper residents.
- The Commission developed a "future development phasing plan" for Mountain Run Lake Park that was adopted by council. The plan incorporated the new dog park and other improvements including expanded parking, walking paths, and a recreation field. The town will work to implement the plan as funding becomes available.
- Brandy Knoll Park – A concept plan for the town owned parcel located north of Wine Street Memorial park was developed. The plan incorporates walking trails, a board walk, and a pedestrian bridge connecting the parcel to Wine Street Memorial Park.

- Request by Culpeper Ruritan Club to hold an art festival at Yowell Meadow Park in May of 2015. The Commission approved the request as written.
- Blue Star Memorial - Staff presented information related to a blue star memorial being donated to the Town by the Culpeper Garden Club, to be placed in Kestner Wayside. The memorial was installed in May 2014.
- Funding Donations – Discussed the possible donation box on utility bills. A check box for a \$1.00 donation was suggested instead of a fill-able donation amount. Staff will approach the Treasurer’s department about the item.
- Bylaws and Meeting Schedule - Discussed reducing the frequency of meetings given the limited budget and staff support available. Revised bylaws including that the Commission would hold meetings every other month; also reducing the membership to 5. Amended bylaws will be forwarded to Council.

Architectural Review Board

The Board reviewed seven (7) requests by property owners in the Historic District, to rehabilitate/renovate the exterior of their historic structures. The following requests were reviewed as follows:

- Request by Andrew Campbell, 101 E. Culpeper Street, to rehab the structure by repairing the existing windows would be in Phase 1; but if the windows needed to be replaced and the exterior work (including the upper addition), both would be considered as Phase 2. The interior renovations and roof replacement for Phase 1 would not need Board approval.
- Request by EBW Properties, LLC, Property Owner, and Harry L. Rivera, to create an outdoor dining space in connection to the adjacent Main Street Deli. Install an aluminum picket fence, construct a wooden board walk, bathrooms, outdoor kitchen, and install a tent to cover table seating. The Board approved the fencing (both front and back) as described; but all other aspects (including the bathrooms) were not within the Board’s purview.
- Request by Lerner Building, LLC, at 129-133 E. Davis Street, to install a bank ATM in the space adjacent to the building. The Board approved the request for provided that the ATM is flush with the Lerner building.
- Request by Bill Chase, 162 E. Davis Street, to install a new awning onto the existing frame. The Board approved the applicant use one of the four selections presented; subject to final review by staff.
- Request by Peter and Karen Stogbuchner, 179 E. Davis Street, applicants Faith and Walter Gill, to replace the existing approved fabric awning, with a new fabric awning. The Board approved the request as presented.
- Informal request by Miguel Zavaleta, 214 N. West Street, for modifications to the front porch, fence and replacement of windows; some basement windows had already been replaced. The Board made several suggestions and requested that the applicant return with additional information, drawings and formal application.
- Request by Culpeper County, 131. W. Cameron and 132 W. Davis Street, to replace gutters and downspouts at both locations, and replacement of soffit and porch repair at the adult detention center. The Board tabled the case until a representative could be in attendance.

Preventative Maintenance and Repair of Historic Structures - The Board worked with staff to develop an informational flyer that provides owners of historic structures with resources for maintaining their property. This flyer was mailed to local property owners in the Culpeper Historic District along with specific information regarding the history of each property. In addition, the ARB and CRI held a seminar that incorporated presentations from several architects and contractors who specialize in the rehabilitation of historic properties. The seminar was held on June 25, 2014 at the Culpeper Center.

Public Transportation Board

- Culpeper Trolleys cumulative ridership at the end of June 2014 is 57,209; a 9.2% decrease over the previous year.
- ADA (Disabled) Service cumulative ridership at the end of June 2014 is 8,172; a slight 3% decrease over the previous year.
- County Express cumulative ridership at the end of June 2014 is 9,912 a slight 2% increase n over the previous year.
- Tri-County bus service ended due to lack of funding.
- Participated in and sponsored CulpeperFest, by providing trolleys to transport attendees to and from the fields near Terramark to the Germanna Technology Center.
- Agreed to provide trolleys to the Third Thursday Concert Series.
- Continued discussion regarding fundraising for the bus services. Winery tours were suggestions. Several members wrote articles for the newspaper to garner interest.
- Approved the budget. VRT officials noted that the Road Transit Assistance Program will pay 100% for approved training/reimbursement; and travel expenses for vehicle reimbursement. Grants for tuition, travel, airfare, and per diem, etc can also be used.

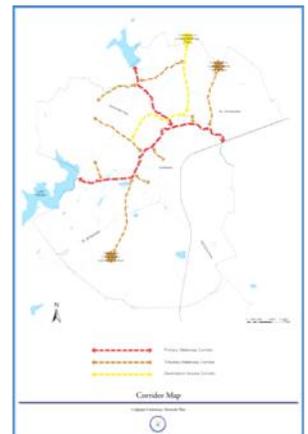
Long-Range/Special Projects

Neighborhood Stabilization Plan

The Town requested additional Program Income Funds to continue the NSP Program. The Town signed a contract with Virginia Housing Authority to arrange for them to a partner in the NSP program, but there were no additional houses to renovate so the program will be discontinued in July 2014.

Greenway Network Plan

Design guidelines and preliminary trail planning were completed in 2012. The project will be re-evaluated when the Colonel Jameson Boulevard, 229 widening, and VDOT roundabout at north Main Street are completed. Each of these projects incorporates a 10' multi-use trail which could serve as the backbone for future greenway trails. A request for funding has been included in year four of the FY2015-2019 CIP to conduct a feasibility study for a primary section of one of the trails.



Downtown Pavilion and Park Plan

In FY2014, staff worked with an architectural consultant to produce schematic plans for a multi-use pavilion, sculpture garden, and splash park located within the three town owned parcels at the end of E. Davis Street. These plans will be presented during the 2015 year to determine if the Town would like to move forward with the project.



Facilities Management Plan

In FY 2014, staff from both planning and public works coordinated efforts to establish an inventory of all public lands and buildings. A draft of the report was presented to the Public Safety, Public Works and Planning & Community Development Committee in the Spring of FY 2014 and staff is currently researching additional information that will be incorporated into the final plan. The plan will help to guide building and property maintenance in future years.

Wayfinding Signage

In FY 2013, planning staff developed new signage concepts for primary and secondary gateways into the town, parks, town buildings, and directional signage throughout the Town. In FY2014, the new gateway signs were installed. Staff is finalizing the designs for the new signage at each town park and will implement the new signage in FY2015. Similar signage identifying town owned buildings and directional signage along roadways will be completed in FY 2016.

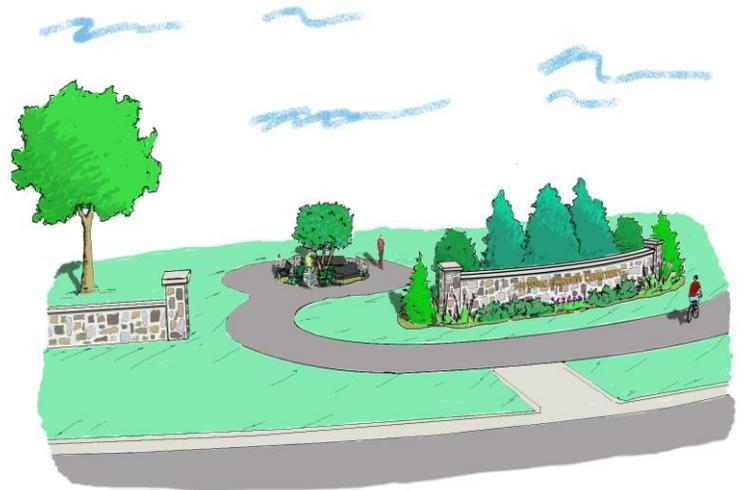


Downtown Streetscape Improvements

The Community Design Plan identified streetscape enhancements for major roads within the downtown area. The streetscape enhancements included street trees, bench seating, improved parallel parking, lighting, and improved crosswalks at major intersections. Staff developed concepts for implementing these improvements along Main Street and will continue researching potential grant opportunities to offset the costs associated with the proposed construction.

Colonel Jameson Boulevard and Fairview Cemetery

In FY 2013-2014, staff completed landscape plans for the Colonel Jameson Boulevard project and the associated Fairview Cemetery improvements. The Fairview Cemetery improvements include a new stone wall with signage and 3 historical plaques depicting the area's history that will be mounted on matching stone bases. Staff will continue to provide construction administrations throughout the project. Landscape plantings are scheduled to be installed during the fall.



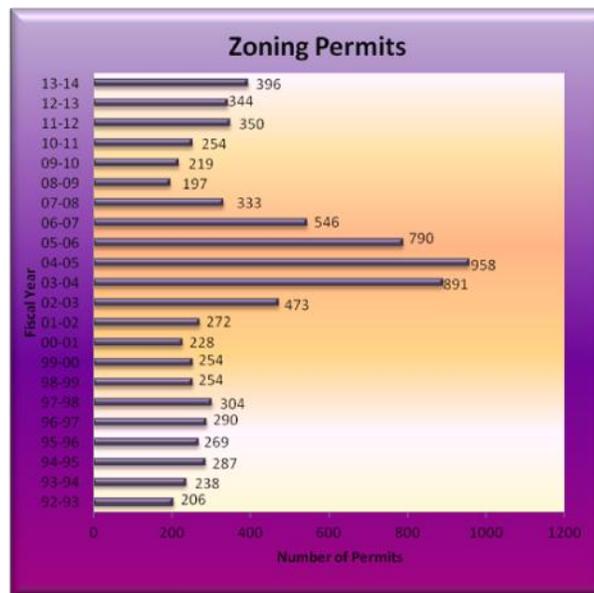
Residential Parking District #4

Staff has been working with the residents of Highview Court and Vantage Place to address concerns associated with a lack of parking. After several meetings with the Police Department, Public Works Department, and local residents, staff has developed plans for implementing a residential parking district. Establishing the residential parking district will provide residents with a permit only parking space. There are currently 3 other residential parking districts located within downtown neighborhoods that lack adequate parking.

Permitting

Zoning Permits

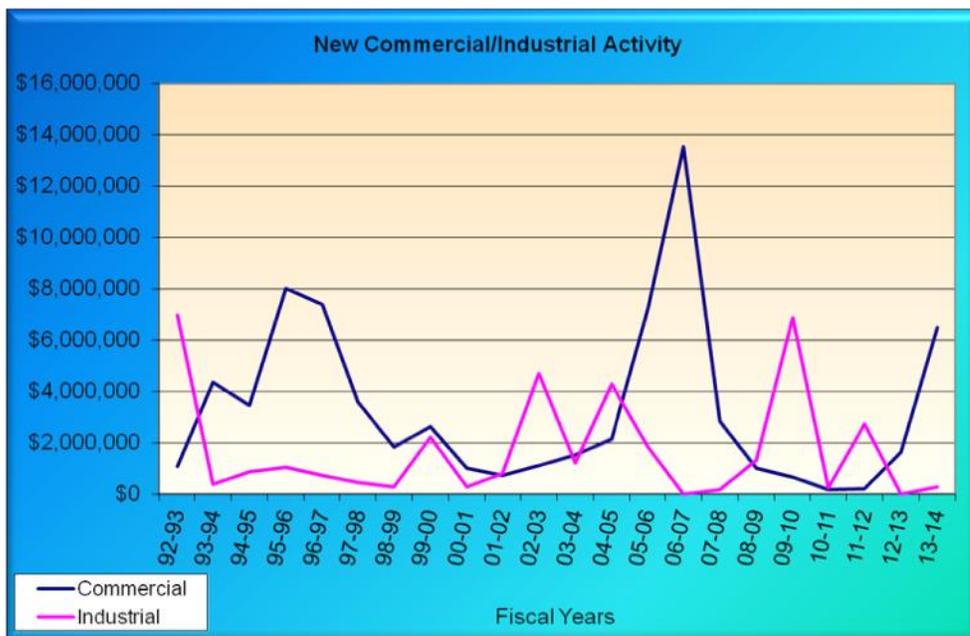
The department issues zoning permits in order to monitor and oversee all construction activity in the Town of Culpeper. Permit issuance decreased by a slight 3% over the previous year. (See Graph 1)



Graph 1

Commercial/Industrial Construction

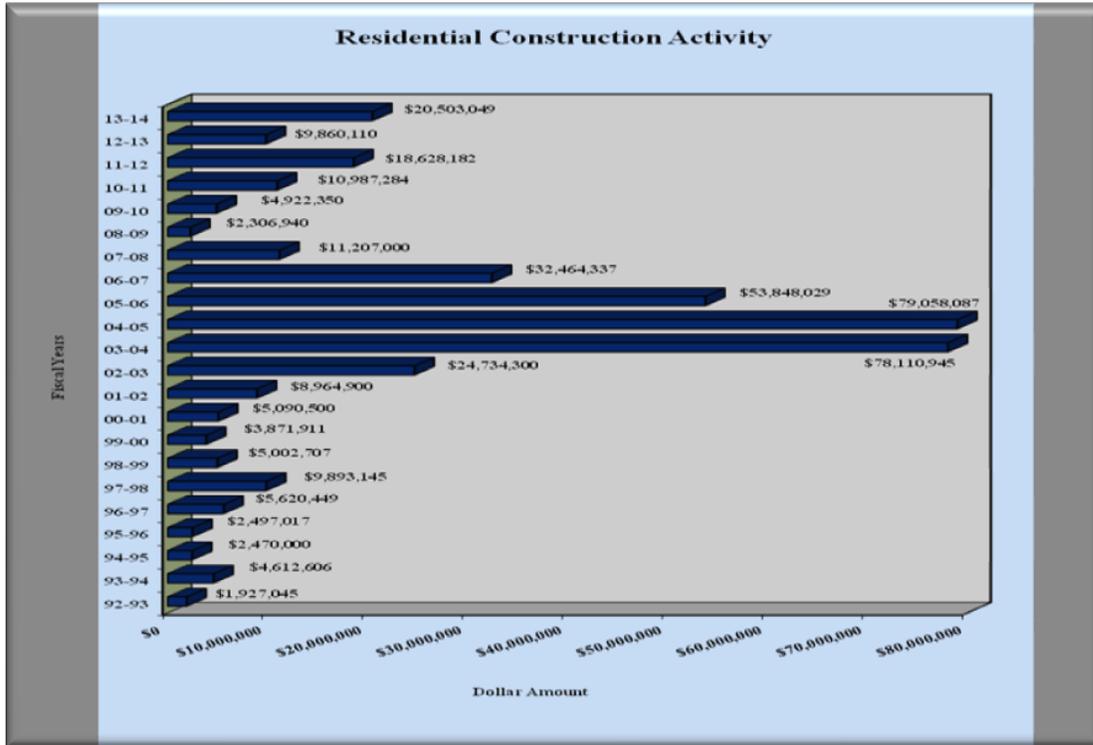
New commercial activity rose by 300% from the previous fiscal year; and industrial building construction increased by slightly by 10%. (See Graph 2)



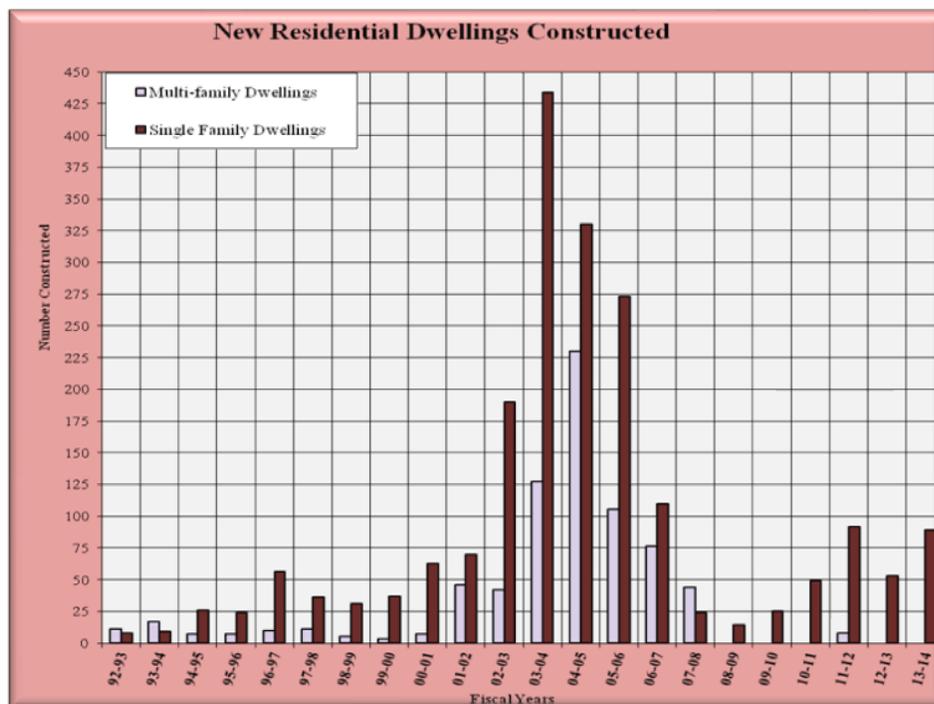
Graph 2

Residential Construction

New residential construction decreased by 80% in the Town over the previous fiscal year. (See Graph 3). New single family dwellings fell by 80%, and there were no new multi-family dwellings units constructed. (See Graph 4).



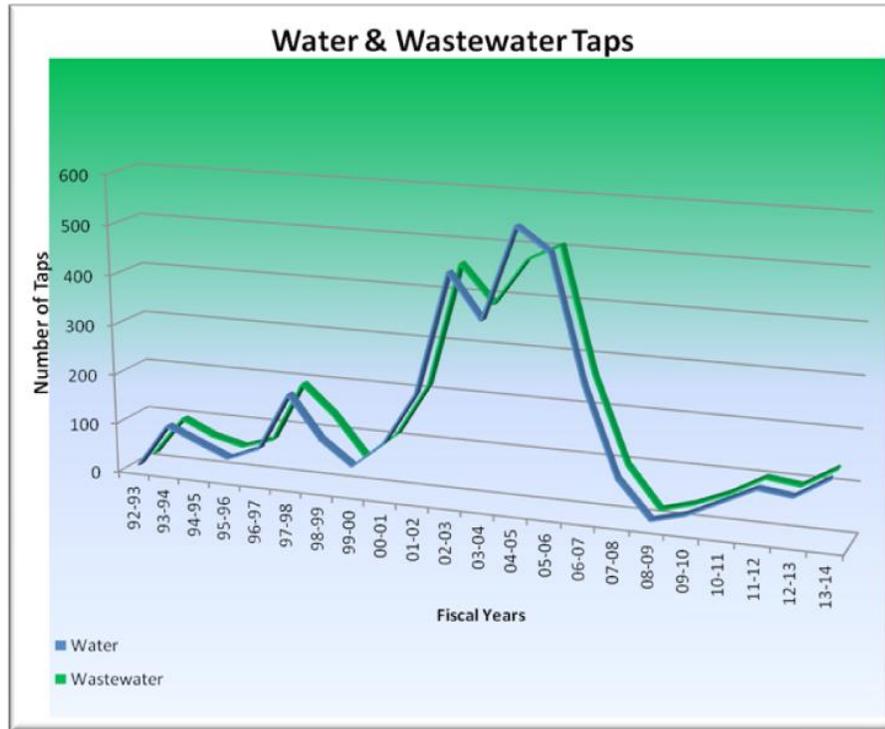
Graph 3



Graph 4

Water & Wastewater Tap Fees

Following the increase in residential construction, tap fees for water and wastewater increased 53% and 56% respectively from the previous fiscal year. (See Graph 5)



Graph 5

Park Reservations

Both Yowell Meadow Park and Mountain Run Lake Park are well utilized although Yowell Meadow Park saw a 10% decrease in rentals from the previous year, and Mountain Run Lake Park rentals decreased by 11%. (See Graph 6)



Mtn. Run Lake Park Pavilion



Yowell Meadow Park Pavilion



Graph 6

Home Occupation Permits

The department reviewed and approved twenty (20) in-home occupation permits, a 9% decrease over the previous fiscal year.

Property Complaints

Six hundred and thirty-two (632) property complaints were investigated, a slight increase over the previous fiscal year. (See Graph 7) Enforcement efforts doubled when the zoning inspector was hired in 2012-2013 and most courtesy/violation notices are remedied or resolved without further action being necessary. Corrective action was taken on thirty-six (37) complaints; a very slight increase from the previous year.



Graph 7

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INTRODUCTION

The Culpeper Police Department is a internationally accredited, full service law enforcement agency with an authorized staffing of forty-one (42) sworn police officers, one (1) reserve officer, eight (8) civilian employees and three (3) active volunteers. Through joint agreements with Culpeper County Government and the Culpeper County Sheriff's Office, the Department utilizes the services of the Joint E-911 Communications Center for all emergency communications and dispatch services. Additionally, the Department has partnerships with other jurisdictions in our region to ensure that the citizens in Culpeper receive the best professional law enforcement services. The Police Department also continues with forging community partnerships with several other stakeholders in our community in bringing a "team" concept to provide better social and quality of life issues in Culpeper. The Culpeper Police Department continues to assist many of these organizations in bringing awareness through these partnerships and providing several community presentations.

The Culpeper Police Department is a member agency of Virginia State Police's Blue Ridge Narcotic and Gang Task Force. Our agency dedicates one police officer to this task to help the fight against drugs and gang violence in our region. Over the past four years, the Culpeper Police Department implemented the Street Crimes Unit to focus on "quality of life" issues within the Town of Culpeper. Our Street Crimes Unit works with the Blue Ridge Narcotics and Gang Task Force on a regular basis. Due to the complexity of these types of cases, our Street Crimes Unit has positive working relationships with the United States Drug Enforcement Agency (DEA) and United States Federal Bureau of Investigations (FBI), United States Attorney's General Office, along with many other federal agencies. These partnering agencies have proven to be valuable tools for the agency in the fight against narcotics and all other crimes associated with this subculture.

The Culpeper Police Department, as previously noted, continues to work closely with several community partners. We continue to partner with S.A.F.E., and assisting them with day-to-day services that our citizens may need. We also assist them in awareness efforts during Sexual Assault Awareness Month and Child Sexual Assault Awareness Month. We continue our relationship with the Culpeper Commonwealth Attorney's Office and the Crime Victim Witness Program, providing multiple referrals to help aid our victims and witnesses to crime. We also continue our relationship with "Healthy Culpeper", with having a board representative and getting continued support from "Healthy Culpeper" for our Law Explorer Program. Also during this year we continued positive relationships with Culpeper County Human Services and Rapidan-Rappahannock Community Services.

The agency has also maintained its positive role in our Neighborhood Watch Programs. The Culpeper Police Department currently has twenty (20) Neighborhood Watch groups along with two (2) Business Watch groups. We continue to have our bi-monthly Joint Neighborhood Watch Meetings and have several different guest speakers come and give presentations. This program has continued to support the "National Night Out" campaign as we had all of our Neighborhood Watch groups participates in this national event.

The Department is a member of the Central Shenandoah Criminal Justice Academy, which provides the Department with police officer recruit training and a majority of the Department's in-service retraining courses. The police department is currently full staffed. During FY '14 the department hired two (2) personnel to fill vacant police officer positions and one (1) person to fill a vacant civilian position.

The Culpeper Police Department continues to emphasize leadership and problem solving skills. We utilize a wide variety of state-of-the-art crime prevention, investigative, and traffic management equipment such as in-car DVD cameras, laser speed detection equipment, computerized parking citations and a sophisticated traffic measurement and analysis system. The in-car computer program (MDT – Mobile Data Terminal) has dramatically increased the accuracy and efficiency of communications, report writing and processing, and enhanced officer safety. The Department operates a fleet of police vehicles that includes two motorcycles and a number of specialty vehicles. The Department is also responsible for the enforcement of all Town parking ordinances and issues.

The Police Department has improved the fleet of service vehicles over this fiscal year. The agency purchased four new police cruisers during FY '14. This improvement has assisted our agency in expanding our assigned car program, which serves as a good morale tool and assists in our recruitment and retention of sworn personnel.

While there is always room for improvement and growth, it has been a successful and productive year for the Department.

Chief Chris Jenkins



Review of FY '14 Goals and Objectives

The Culpeper Police Department has been an internationally accredited through CALEA since March 2005. Since 2005 the agency has been re-accredited two times in 2008 and 2011. The Culpeper Police Department is scheduled to have its On-Site Assessment the first weekend of December 2013. The agency desires to meet compliance will all of CALEA's Advanced Accreditation standards as set forth in the Commission's 5th Edition Standards Manual. **ACCOMPLISHED: The Culpeper Police successfully completed their CALEA On-Site Assessment in December 2013. The agency received their fourth award at the CALEA Conference in Garden Grove, CA.**

- To ensure that all of CALEA's time sensitive reports are completed per the Department's Written Directives.

ACCOMPLISHED: As memorialized in the Department's CALEA On-Site Assessment.

- To ensure that all of CALEA's training requirements are completed.

ACCOMPLISHED: As memorialized in the Department's CALEA On-Site Assessment.

- To ensure that all of CALEA's Advanced Accreditation standards file folders are in compliance for the past three years.

ACCOMPLISHED: As memorialized in the Department's CALEA On-Site Assessment.

The Culpeper Police Department is finally fully staffed at its authorized strength of 42 sworn law enforcement officers and eight civilian positions. The agency desires to retain its current staff and once the group of six new police recruits graduate from the Central Shenandoah Criminal Justice Training Academy and successfully complete Field Training the agency will then fill in the vacant specialized positions within Special Operations, Criminal Investigations and Street Crimes. If any vacancies occur during FY '14 the agency is committed to recruiting the best possible candidates for positions within the agency. To that end the agency desires to develop a workforce that is representative of our community. The Police Department, in conjunction with the Human Resource Department strives to bring the minority and female percentage of sworn personnel more in line with the community's demographics. **ACCOMPLISHED: The agency is currently fully staffed at 42 sworn and 8 non-sworn positions. All of the agency's specialized positions within Criminal Investigations, Special Operations and Street Crimes are filled.**

The Culpeper Police Department is committed to Community Policing through our Neighborhood Watch Program. In 2011, the Culpeper Police Department developed a new model in managing our Neighborhood Watch Programs by promoting an agency-wide approach to Community Policing, by assigning an individual officer to an individual Neighborhood Watch. We currently have 20 established Neighborhood Watch Programs in the Town of Culpeper. This new approach to a department wide watch program with officers assigned to their individual neighborhood has proven to be effective in that officers and neighborhood watch group members have developed great working relationships.

- The agency desires to continue to provide support and education to our established 20 Neighborhood Watch programs and to expand participation within each Neighborhood Watch. **ACCOMPLISHED: The agency and neighborhood watch groups had a successful National Night Out in August 2013. In addition, the agency continued to host the Joint Neighborhood Watch Meetings by hosting outside criminal justice and civic partners to educate the groups on issues affecting the community.**

- The agency desires to establish 2 additional Neighborhood Watch Programs in the upcoming year. **ACCOMPLISHED: The Department added two new business watch groups: Dominion Square Shopping Center and Meadowbrook Shopping Center.**

- The agency desires to seek and provide Community Policing-based training to our Neighborhood Watch Officers in the upcoming year.

ACCOMPLISHED: Lieutenant Jeff Dodson attended the Crime Prevention through Environmental Design training. Lieutenant Andrew Terrill and MPO Tim Sisk attended Nuisance Abatement training.

The Culpeper Police Department has been authorized to purchase four new police vehicles and a used SUV for the Drug Task Force Detective. The addition of four new police vehicles along with the addition of eleven vehicles purchased over the past two years has corrected the deteriorated fleet of police vehicles. **ACCOMPLISHED**

- The agency will continue to maintain the black and white color pattern for vehicle assigned to operations division.

ACCOMPLISHED: The vehicles were put out into the fleet during this past fiscal year.

- The agency will purchase a used SUV to replace the Drug Task Force Detectives vehicle.

ACCOMPLISHED: The Department purchased a 2007 Ford Explorer that is being utilized by the Blue Ridge Narcotics and Gang Task Force Detective.

The Culpeper Police Department's Wellness Program has been in operation for over a year and a half. Officers have received their baseline assessment of their physical fitness and subsequent assessments to document their level of physical fitness.

- The agency desires to see a 5% increase in agency score, as well as a 5% increase in individual officer score FY '13 to FY '14.

PARTIALLY ACCOMPLISHED: The Department showed a ten point decrease in average score over the past fiscal year. This can be attributed to fewer scores, due to officers not being able to participate due to injuries or other issues, as well as some high scoring officers leaving employment with the Department. On an individual level, those officers who participated showed an average score increase of 6%, exceeding the goal by 1%.

- The agency desires to maintain and continue its partnerships with health professionals by providing each employee with consultation and education in regards to their wellness. **ACCOMPLISHED: The Department continues to partner with “It’s Up 2 You” Fitness, as well as providing one-on-one fitness assessments and personal training for those employees who desire to do so.**

- To send another officer to LawFit Instructor training to add to the Department’s Cadre of LawFit Instructors.

NOT ACCOMPLISHED: The Department is currently re-evaluating the necessity of adding another certified instructor. The agency currently has five instructors which accounts for 12% of the sworn staff.

- To develop a Department LawFit team that can participate on a national level. **ACCOMPLISHED: In October 2013 the Department sent four officers to the Regional LawFit Challenge in Virginia Beach. One of those four officers place number one in one of the testing categories.**

In FY13 the Culpeper Police Department had a clearance rate of 51%, which is more than twice the national average of 25%. The Culpeper Police Department desires to improve that clearance rate by 5% percent in FY ‘14. **ACCOMPLISHED: The Culpeper Police Department had a clearance rate of 54% of Part 1 Index Crimes.**

- By increasing the Department’s warrant service by 5%.

NOT ACCOMPLISHED: During FY ‘13 the Department served 814 warrants; however, in FY ‘14 the agency served 649 warrants accounting for a decrease of 20%.

- By increasing the use of technology to improve the efficiency and effectiveness of police investigations by utilizing resources such as the Virginia Victim Information and Notification Everyday (VINE) System, the ability to track smart phones in criminal investigations. Several detectives have been trained in internet crimes against children and now belong to a regional task force.

ACCOMPLISHED: During FY ‘14 the Culpeper Police Department trained another detective in crimes against children through the internet and that detective became a member of the Northern Virginia ICAC Task Force.

- To contact victims and complainants within 24 hours after the case has been assigned to a Detective/Officer.

PARTIALLY ACCOMPLISHED: The agency continually strives to provide the highest quality service to the community. Over the past fiscal year detectives and officers have been more vigilant to contact victims and complainants within 24 hours of the investigation being assigned to them. There have been occasions where this has not happened and the agency is striving to meet this goal on a consistent basis.

- To continue to have the Department’s Street Crimes Section work in cooperation with local, state, and federal law enforcement agencies to combat the narcotics and gang problem plaguing our streets.

ACCOMPLISHED: The Street Crimes Section continues to work with state, and federal authorities to combat the narcotics epidemic that continually plagues our community. Street Crimes is currently working with the Drug Enforcement Administration on a federal drug conspiracy investigation. In addition, the Street Crimes Section is working with the Blue Ridge Narcotics and Gang Task Force and the Drug Enforcement Administration, as well as other local and state community partners in combating the heroin epidemic that is plaguing our region, state and country.

- By suppressing the gang activity within the Town of Culpeper by all sworn employees of the agency.

ACCOMPLISHED: The Culpeper Police Department continues to be committed to suppressing any form of gang activity within the Town of Culpeper. The incidents of gang related crime and tagging has diminished considerably over the past few years. Officers and detectives continue to be proactive to identify and eradicate any form of gang activity.

- By suppressing narcotics activity within the Town of Culpeper by all sworn employees of the agency. This is to include utilization of the Department K-9's to assist in suppressing narcotics violations within the Town.

ACCOMPLISHED: The Culpeper Police Department is committed to eradicating the narcotics epidemic from the Town of Culpeper by utilizing several resources. The department's Street Crimes Section in conjunction with the Culpeper County Sheriff's Office have over the past fiscal year made numerous drug arrests with substantial seizures and forfeitures. The Street Crimes Section continues to work with state, and federal authorities to combat the narcotics epidemic that continually plagues our community. Street Crimes is currently working a federal conspiracy case with the Drug Enforcement Administration. In addition, patrol officers and K-9 officers continue to be proactive and look past the traffic stop to look for narcotics and weapons inside of a vehicle for additional charges rather than a traffic summons. During FY '14 the agency had 219 charges related to narcotics, which was the same amount in FY '13.

The Culpeper Police Department strives to enhance traffic enforcement and education to the community with an emphasis on residential traffic, school zones pedestrian crosswalks and selective enforcement locations to reduce the incidence of traffic accidents within the Town of Culpeper by:

- Increase selective enforcement by 5%.

ACCOMPLISHED: In FY '13 the agency logged 339 hours of selective enforcement. In FY '14 logged 666 hours which was an increase of 96%.

- Increasing enforcement of seat belts by 5%

NOT ACCOMPLISHED: In FY '13 the agency issued 158 summonses for seat belt violations. In FY '14 the agency issued 72 summonses showing a decrease of 54%.

- Increasing enforcement of speeding by 5%.

NOT ACCOMPLISHED: In FY '13 the agency issued 799 summonses for speeding. In FY '14 the agency issued 769 summonses showing a decrease of 4%.

- Increasing enforcement of driving under the influence by 5%.

NOT ACCOMPLISHED: In FY '13 the agency made 82 arrests for driving under the influence. In FY '14 the agency made 41 arrests showing a decrease of 50%.

- Increasing parking enforcement by 5%.

NOT ACCOMPLISHED: In FY '13 the agency issued 1,876 parking tickets. In FY '14 the agency issued 1,226 showing a decrease of 35%.

- To conduct pedestrian crosswalk enforcement.

ACCOMPLISHED: In FY '13 the agency did not conduct pedestrian crosswalk enforcement. In FY '14 the agency issued 8 summonses regarding crosswalk enforcement.

Continue to be responsive to, and provide support for, community activities, civic and service organization functions and special events, and neighborhoods to improve the quality of life for the citizens within the Town.

ACCOMPLISHED: The Culpeper Police Department has continued to be a community partner with neighborhood, civic and governmental organizations. The agency participated in the Fourth of July festivities, the Third Thursday Concerts, Fireman's Parade, Camp Fantastic, Gnarly, Hops and Barley Fest, Taste of Culpeper, The Culpeper Fiesta, as well as providing assistance to numerous community partners with various walks to End Alzheimer's, MS and the Pregnancy Walk. The agency continues to participate with the local TRIAD group, Healthy Culpeper, Domestic Violence and Sexual Assault Task Force and the Culpeper Teen Coalition

The Culpeper Police Department strives to provide the most up to date grant opportunities.

- The Culpeper Police Department continues to strive to look for alternative methods of revenue by researching and applying for grant opportunities to enhance the effectiveness and efficiency of operations and administration within the agency.

ACCOMPLISHED: The Department received three grants during FY '14. The agency received a Byrne Jag grant, an ICAC grant to purchase computers and equipment to further on-line investigations. The third grant was obtained through the Department of Motor Vehicles Highway safety grant. This grant was utilized to conduct road checks, saturation patrols and ensuring traffic safety through enforcement and education.

The Culpeper Police Department strives to maintain 100% compliance with all NCIC/VCIN entries on a daily basis in accordance with the requirements set forth by the Virginia State Police.

ACCOMPLISHED: The Culpeper Police Department's Records Section continues to maintain 100% compliance with the requirements as set forth by the Virginia State Police.

The Culpeper Police Department strives to maintain 100% compliance with all property and evidence audits and inspections in accordance with Department Policy and Procedures and CALEA standards.

ACCOMPLISHED: This occurred through the quarterly audits, unannounced inspection and annual inspection of the Property and Evidence Room. This was verified through the Department's successful CALEA On-Site Assessment.

The Culpeper Police Department's Volunteer Program is designed to enhance the mission of the agency. The use of volunteer citizens within the community to supplement and alleviate the workload off of the agency's sworn and non-sworn staff and to provide their professional assistance in their volunteer specialty.

- The agency strives to utilize the Volunteers in a more ancillary position in an attempt to free full-time employees in performing functions that are more police related.

PARTIALLY ACCOMPLISHED: The Department's Chaplain is a consistent member of the volunteer program. Captain Settle is working on mobilizing and re-energizing the remaining members of the volunteer program. The agency was able to utilize two college interns to assist the agency during FY '14.

- To increase the size of the Law Enforcement Explorer program in membership and continue to motivate young students in an education and careers in policing.

ACCOMPLISHED: During FY '14 the Law Enforcement Explorer Post added ten new members and Detective Jeff O'Neill was added as an advisor. Explorer Captain Marcus Tyler was recognized by the Salem Ruritan Club for exceptional performance for the year. The Explorers were able to conduct meetings, trainings and field trips to enhance the experience of the explorer program. The Explorer program continues to receive funding from civic organizations from within the community. Finally the Culpeper Explorers continue to assist the Police Department, as well as civic organizations at numerous special events within the community.

The Culpeper Police Department is committed to continue the highest quality of training for all members of the agency from the Basic Academy, Field Training, In-House, In-Service, Specialized and Advanced Training.

- For the six new recruit officers to successfully complete the Basic Academy at the Central Shenandoah Criminal Justice Training Academy.

ACCOMPLISHED: All six recruits successfully completed the Central Shenandoah Criminal Justice Training Academy.

- For the six new recruit officers to successfully complete the Department's Field Training Program and become solo officers and be assigned to a Patrol Platoon in the Operations Division. **NOT ACCOMPLISHED: Four of the six recruit officers were able to complete the Department's Field Training Program and were assigned to a Patrol Section. One Officer resigned her position as a police officer and the other Officer is on FMLA due to an injury incurred last year.**
- For an officer to attend and successfully complete the Professional Executives Leadership School sponsored by the Virginia Chiefs of Police Foundation. **NOT ACCOMPLISHED: During the prior fiscal year all of the Department's Lieutenant's who were eligible to attend PELS had already attended, Lieutenant Cooper is slated to attend in FY '15.**
- For an officer to attend and successfully complete the Institute for Leadership in Changing Times sponsored by the Virginia Chiefs of Police Foundation. **ACCOMPLISHED: Lieutenant Al Cooper successfully completed the Institute for Leadership in Changing Times and will be looking to attend the Professional Executive Leadership School in FY '15.**
- For the Department's Joint Special Operations Team to continue to train two times a month to develop and enhance their skills as a professional SWAT Team. **ACCOMPLISHED: Members of the Police Department and Sheriff's Office continue to train twice a month to sharpen their skills as a professional SWAT team.**
- For the Department's Accident Reconstruction Team to train at least once a month to enhance their skills to reconstruct major traffic accidents. **ACCOMPLISHED: Members of the Police Department's Accident Reconstruction team have been consistently training to sharpen their skills as a professional accident reconstruction team. During the past fiscal year the team was able to attend Insurance Institute for Highway Safety (IIHS) in Greene County with the Virginia State Police.**

Departmental Accomplishments

The Culpeper Police Department continued its commitment to excellence for FY '14 while keeping its Mission Statement and Values Statement in mind. One way this was accomplished this past year was the Culpeper Police Department completed and was awarded its 4th International Accreditation Award at the Commission on Accreditation of Law Enforcement Agencies (CALEA) Conference held in Garden Grove, California. The Police Department successfully complied with over 480 standards that relate to law enforcement best practices. This is a direct reflection of the men and women of the Culpeper Police Department and this award serves as a direct "report card" to our citizens.

Also in FY '14 the Culpeper Police Department continued to forge relationships with law enforcement partners to better combine resources to help keep our community safe. The Culpeper Police Department joined the Northern Virginia Internet Crimes Against Children Task Force, or NOVA ICAC, in an effort to protect our children against internet predators. Not only were there significant arrests made in our community relating to this type of crime, but also our officers were able to receive free training due to this new relationship with NOVA ICAC.

The mission of the NOVA/DC ICAC Task Force is to pursue online predators and those involved in sexual exploitation of children. While being affiliated with this task force, our department representatives have been able to attend numerous training courses, which had been paid fully by the task force. During this year a detective was also able to attend a four day Internet Crimes against Children Conference in Dallas, Texas. Attending the conference has allowed the detective to expand their knowledge/training for ICAC related cases which has aided in successful prosecution. The department has received grants to aid in ICAC investigations. The grants have been utilized to purchase an EZ Child ID kit, computers, Ipad, software and computer forensics training that has enhanced the capabilities of detectives to investigate not only child based internet crimes but other offenses as well. The department currently has three sworn employees capable of working ICAC related cases with the training that they have received.

During this fiscal year the Culpeper Police Department entered into an agreement with the United States Marshal's Service Fugitive Task Force. Currently we have one member of the department that is sworn as special U.S. Deputy Marshal. This also enables the department to utilize this relationship to provide resources to better protect our community by locating and arresting known, wanted felons in the Town of Culpeper.

The Culpeper Police Department continued its relationship with the Virginia State Police and the Blue Ridge Narcotics and Gang Task Force (BRNGTF). Chief Chris Jenkins currently serves as chairman of this task force that is comprised of 8 agencies in our region. During this past year the region has been struck with a heroin problem that has resulted in numerous deaths in our region, along with several other overdoses that has shocked our community. In FY '14, the Task Force Coordinator Tom Murphy and Chief Chris Jenkins spoke at the Regional Piedmont Conference on heroin in Madison County. Agent Murphy and Chief Jenkins also spoke on heroin, along with the Department of Human Services, at the monthly Healthy Culpeper meeting. The Culpeper Police Department then hosted a Joint Neighborhood Watch Meeting in FY '14 wherein the topic was heroin. Speakers that presented at this meeting were Task Force Coordinator Tom Murphy, Chief Chris Jenkins, Culpeper Mental Health, Rappahannock Community Services Board, Department of Human Services, and the Commonwealth Attorney.

The following is a list of accomplishments of the Street Crimes Unit within the last fiscal year:

Seized money – \$9,300 (Approximate)

Seized weapons – 3

Seized vehicles – 2 Vehicles

Recovered Property – 2 Televisions and a safe

Search warrants and consent searches of residences and hotel rooms – 25

During the fiscal year the Street Crimes Unit has been working diligently on the heroin epidemic. They have worked approximately 100 cases involving the use or sale of heroin. The unit has been deputized by the Drug Enforcement Administration (DEA) to aid them on following the leads into other jurisdictions. They have and are currently working cases in other counties (Charlottesville, Prince William, Madison, Orange and Greene) as well as source states (New York, New Jersey, Maryland and the District of Columbia) in conjunction with those local and state authorities. The unit has conducted over 100 interviews of individuals involved in local heroin cases this fiscal year. During those interviews they have assisted the following counties in their investigations: DEA, Federal Bureau of Investigations (FBI), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Virginia State Police (VSP), Stafford, Spotsylvania, Madison, Rappahannock, Fauquier and Manassas. The Street Crimes Unit is currently working on a federal case which has approximately 40 targets. To date they have charged 8 individuals on a federal level in the Western District of Virginia. This case targets users and dealers alike as well as focusing on the dealers that provide narcotics that cause overdose. The Street Crimes Unit has assisted the Criminal Investigation Section on surveillance for ICAC cases and property crimes. The 2 vehicle seizures have been from the ICAC cases soliciting children.

During this fiscal year the Criminal Investigation Section now staffed with a Lieutenant, Sergeant and five detectives have worked numerous criminal cases. The most notable cases investigated this year were a homicide, aggravated malicious wounding, child abuse/neglect, sexual assaults and multiple death investigations to include suicides and overdoses. Criminal Investigations personnel continue to receive a wide array of training throughout the year to include homicide and forensic death investigations, robbery investigations, ICAC training, forensic refresher training, interviews/interrogation, background investigations, internal affairs, crime scene investigations, crime scene photography, forensic child interviewing and computer forensic examiner school.

During this fiscal year the Culpeper Police Department has increased the number of watch groups to twenty-two (22). The watch groups are comprised of one apartment complex watch, three business watch groups and the remaining are neighborhood watch groups. The most recent groups established were the Dominion Square and Meadowbrook shopping center business watch groups. Combined Neighborhood Watch Group Meetings continue to be held bi-monthly with a featured guest speaker from the community to raise awareness on specific topics such as child abuse, elderly abuse, sexual abuse and opiate addiction. This forum raises awareness about issues which face our community. The forum also provides an opportunity for citizens to converse and build bonds with fellow community members. In today's highly mobile society neighborhoods are less cohesive. The police department continues to seek new and innovative ways to strengthen our partnership with the watch groups in order to provide better service for quality of life. The neighborhood watch program is a key component in our community policing strategy which empowers citizens to take a vested interest in their community by active participation.

Law Enforcement Explorer Program

During FY '14, Lieutenant Jeffrey Dodson has been the lead Post Advisor for the Culpeper Police Department's Law Explorer Post. The Law Explorer program has continued to increase its numbers during the fiscal year. The program has added about ten (10) new Law Explorers to the program and the department has five (5) Law Explorer Advisors; Lieutenant Jeffrey Dodson, Master Police Officer Holly Hill, Detective Brittany Jenkins, Detective Mark O'Neill, and Officer Jason Smith. Over FY '14, the Law Explorers have participated and have been recognized for numerous community events within the Town of Culpeper. Some of the main events that they assisted with were Senior Senior Prom, 4th of July Parade/Car show/Fireworks, Sheriff's Office Basketball Game, Camp Fantastic, Good Karma Golf Tournament, and many others to which McGruff the Crime Dog was invited. The Law Explorers have remained financially independent and have not required any funding from the Town or Culpeper Police Department. There have been several Law Explorers who have left the program have gone on to be successful in either college or military. Explorer Captain Marcus Tyler was awarded the Salem Ruritan Club Explorer of the Year award in FY '14. The program goals for the upcoming fiscal year are to continue adding additional Explorers/Advisors, receive additional funding for the program and increase community service hours for the program.

Personnel

- On May 2, 2014 Jeffrey Dodson was promoted to the rank of Lieutenant.
- On June 24, 2014 the department hired two certified Officers; Daniel Adair and Peter Siebel.
- On June 26, 2014 the department hired a Community Service Officer; Frank Reaves, III.

Awards

- On September 5, 2013, Mothers Against Drunk Driving (MADD) recognized Sergeant Jeffrey Dodson for his outstanding efforts in DUI Detection at the James Madison University in Harrisonburg, VA.
- On May 3, 2014, K-9 Officer Michael Eric Grant received the VFW Police Officer of the Year Award.
- On May 27, 2014 Detective Brittany Jenkins was recognized by the Salem Ruritan Club on for "Outstanding Public Service". Explorer Marcus Tyler was awarded the Explorer of the Year award.

Support Division

The Support Services Division has had a very successful fiscal year. Employees have advanced their skills and knowledge in their current positions and have been cross-trained in many other functions within the administrative field. During this fiscal year the Support Division Manager attended the Leading, Educating and Developing (LEAD) School through the Weldon Cooper Center for Public Service at the University of Virginia.

Records

The Records Specialists have attended numerous trainings throughout the fiscal year; VCIN User and Instructor Recertification's, RMS – OSSI Training to include Crystal Reports – Level I, Virginia Association of Government Archives & Records Administrators (VAGARA) Conference, numerous webinars and Star12 Training seminars, and the Records Supervisor attended a number of supervisor / management training sessions through the Star12 National Seminars Group and successfully completed the General Instructor Apprenticeship through the Central Shenandoah Criminal Justice Training Academy and Department of Criminal Justice Services.

Property & Evidence/Quartermaster

During the fiscal year there have been 1,182 pieces of property collected and submitted as evidence or found property; compared to last fiscal year there were 1,620 pieces of property collected and submitted. During this fiscal year with the proper approval by the authorities the department was able to destroy 774 pieces of evidence compared to last fiscal year of 557 pieces of evidence being destroyed. Property/Evidence Destruction is an ongoing goal for the department due to the scarce amount of space left for incoming property and evidence. During this fiscal year the Quartermaster has been responsible for obtaining quotes, ordering equipment and supplies and issuing necessary equipment to current and new personnel. The Quartermaster also was an integral part of the ordering and delivery of the four new police vehicles. This position has recently taken over the fleet management for the department and works closely with the Public Works department to make arrangements for vehicle service and repair.

Civilian Analyst

The civilian analyst continues to attend the Rappahannock Area Crime Meeting on a monthly basis at the Rappahannock Regional Criminal Justice Academy. The analyst also attends the Combined Neighborhood Watch meetings every other month and updates the community on recent crime trends, wanted subjects and scams. The civilian analyst has also attended other individual neighborhood watch group meetings this year and updated the citizens on recent crime trends, wanted subjects and scams. The traffic analysis, crime analysis, Selective Enforcement and the Manager's reports are updated on a monthly basis as a guide for patrol supervisors to utilize officers according to problematic areas. Crime trend bulletins, Attempt to Identify and Wanted Bulletins are also done when needed. The civilian analyst works with the criminal investigations section and patrol with data mining using internet based systems – TLO, LiNX, VCIN, DMV and with contacting other agencies in regard to similar cases. The civilian analyst also relays situational awareness information from other agencies to all internal law enforcement personnel for informational purposes and awareness. The Fourth Amendment book is updated on a monthly basis with information provided by the Commonwealth's Attorney office. The civilian analyst also serves as the Assistant Training Coordinator which is responsible for scheduling training, processing pre-travel/expense forms, making hotel reservations and corresponding with the Central Shenandoah Criminal Justice Training Academy. The civilian analyst has attended numerous trainings throughout the fiscal year pertaining to the position.

Departmental Statistics

Traffic

The Department investigated 245 reportable accidents, placing 191 charges in FY '14. Total damage cost of vehicles involved in accidents was *estimated* as \$994,655. There were 85 persons reported injured and two fatalities.

UTS & Warnings	FY '14	FY '13	FY '12	FY '11	FY '10
Summons	2,246	2,755	2,180	3,471	4,085
Warnings	304	509	424	769	1,006
TOTALS	2,550	3,264	2,604	4,240	5,091

Parking Enforcement

Parking Tickets Issued	FY '14	FY '13	FY '12	FY '11	FY '10
Parking Authority Lots	482	656	801	889	1,463
On Street Parking	744	1,220	638	754	1,067
TOTALS	1,226	1,876	1,439	1,643	2,530

Calls for Service

Activity	FY '14	FY '13	FY '12	FY '11	FY '10
Calls for Service	13,873	14,256	14,237	15,286	16,946
Officer Initiated	9,780	10,813	10,013	10,717	10,154
Patrol – Specialized	8,764	9,080	9,592	10,074	9,373
Administrative	249	266	267	267	251
TOTALS	32,666	34,415	34,109	36,344	36,724

Case Management

Case Assignment Summary	FY '14	FY '13	FY '12	FY '11	FY '10
C I S	465	438	497	356	396
Town Patrol	1,411	1,531	1,457	1,514	1,387
Department Total	1,876	1,969	1,954	1,870	1,783

Crime

During FY '14, there were 548 Part I Crimes reported and documented by the Department. The Department holds an average clearance rate of 54%, well above the national average, compared to FY '13 of a 51% clearance rate.

FY '14 Part I Crimes

Type of Crime	FY '14	FY '13	FY '12	FY '11	FY '10
Aggravated Assaults	22	24	26	49	41
Arson	1	0	2	2	2
B & E /Burglaries	23	32	38	33	26
Forcible Rape	8	7	3	5	4
Homicides	1	0	1	0	0
Larcenies	468	536	494	324	387
Motor Vehicle Thefts	15	26	20	18	15
Robbery	10	16	11	15	24
TOTALS	548	641	595	446	499
Est. Value of Prop. Stolen	\$392,472.04	\$450,419.82	\$535,819.05	\$440,103.97	\$428,711.72
Est. Value of Prop. Recovered	\$77,135.96	\$50,557.68	\$61,585.47	\$30,757.55	\$76,285.82

ADULTS – Arrests (to include assisting other agencies) & Charges

	Total Arrests	Total CPD Charges	Felony	Misdemeanor	Alcohol	Drug
FY '14	1,307	1,490	480	1,010	159	218
FY '13	1,345	1,871	632	1,239	257	213
FY '12	1,337	1,783	536	1,246	269	157
FY '11	1,272	1,823	545	1,278	306	167
FY '10	1,311	1,845	583	1,262	263	140

JUVENILES – Arrests (to include assisting other agencies) & Charges

	Total Arrests	Total CPD Charges	Felony	Misdemeanor	Alcohol	Drug
FY '14	39	52	10	42	5	1
FY '13	44	84	19	65	9	6
FY '12	49	43	10	33	3	1
FY '11	48	64	21	43	7	4
FY '10	70	103	31	72	6	6

All statistics are current as of August 15, 2014

PUBLIC WORKS

INTRODUCTION

The Public Works Department employs forty-nine full-time employees and seven interns who are distributed among the following eleven departments: Motor Pool, Engineering, Streets, Snow & Ice, Traffic Engineering, Sanitation, General Properties, Parks & Recreation, Cemetery, Water Distribution and Wastewater Collection.

Personnel

In-house safety meetings were conducted. Additional seminars and workshops were attended by department personnel on the use of new equipment and technology as well as on safety related issues.

Two employees received their VDOT asphalt field certifications, one employee received an ACI concrete certification, and three employees received their cross connection and backflow prevention certifications.

Intermediate Work Zone Safety certification training was conducted by Straight Path Consulting for three employees in October.

Employees attended workshops on winter maintenance operations, project inspection, chainsaw safety, MUTCD Va supplement, storm water management and inspection, erosion and sediment control, commercial landscaping, blue print reading and VACO training.

Streets

Department personnel assisted Samuel James Construction with embankment repairs on Route 29 South and Route 3 and with the clearing of debris from the Eldorado Road right of way.

VDOT officials performed a bridge inspection in October and the annual road inspection in April.

The Pine Street drainage project was completed in July.

The Town's drainage system was added to and improved by the installation of 84 l.f. of 12" ductile iron pipe on Blue Ridge Avenue, 180 l.f. of 15" storm pipe on E. Stevens Street and 58 l.f. of 12" culvert pipe on Hiden Avenue and Sunset Lane.

Engineering

Inspections were performed on concrete replacements and milling, crack sealing and paving operations.

Project updates are as follows:

- 1.) Colonel James Boulevard – The project was bid in December and awarded to GEI. The construction is progressing on schedule.
- 2.) Route 229 Roundabout – The project was bid in August and awarded to GEI. The construction is progressing on schedule.

3.) James Madison Highway Sidewalk – Bids were received in September, and the project was awarded to Toro Concrete. This project was completed in June.

4.) W. T. Beales, Jr. Operations Center – The building was completed in October, and the open house/ribbon cutting ceremony was held in November.

Snow & Ice

Public Works personnel responded to fourteen storms wherein 650 tons of abrasives and 490 tons of salt were applied.

The annual demonstration on the proper use of snow removal equipment was held in October for all operators.

The snow emergency route process was initiated for the first time with the February 12th and 13th snow storm.

Cemetery

In addition to normal maintenance activities, necessary services were provided for ninety-four interments, one re-interment and one dis-interment.

Numerous trees damaged by heavy snow and ice accumulations were cut and removed throughout the cemetery.

Grave stones were inventoried to determine the repair status.

Motor Pool

Maintenance personnel performed the necessary service and repair work on all vehicles and pieces of equipment within the Town fleet. All licensed vehicles were state inspected during April, June, July, August and September. The motor pool assisted in outfitting and marking, as appropriate, all new vehicles and equipment.

“Work Vehicle” signage was installed on the rear of all dump trucks.

Bids were received in May for petroleum products for a two year period ending June 30, 2016.

Traffic Engineering

Signs were repaired, and faded signs and broken posts were replaced as needed. Additional signs were installed at various locations.

“Snow Emergency Route” signs were installed on Route 3, Old Fredericksburg Road, Route 15, Laurel Street, Sunset Lane, Old Brandy Road, Old Rixeyville Road, Route 29 North, Sunset Lane, Route 29 South and Route 522.

Four way stop signs/stop bars were installed at the intersection of Blossom Tree Road and Virginia Avenue.

Signs were installed on Route 522 to reduce the speed limit from 45 MPH to 35 MPH from the Town limits to Virginia Avenue and to 25 MPH from Virginia Avenue at the proposed Colonel Jameson Boulevard intersection.

Barricades were installed at dead end sections of Pelham Street, Stuart Street, Jackson Street, Briscoe Street, Fauquier Street, Madison Street and Park Avenue.

Sanitation

Weekly collections for all residences and many businesses were performed on a regular basis by department personnel.

Holiday Trash Collection Schedule stickers for October 2013-September 2014 were ordered and installed on all trash carts.

Five metal waste containers, three additional tops and four liners were purchased with monies received from the Litter Control Grant.

Dumpsters continue to be emptied at County sites per the lease agreement for snow removal chemical storage at the DSS facility.

69,540 pounds of cardboard was collected from Town businesses during the fiscal year.

280 tons of leaves were vacuumed from businesses and residential areas in November and December and are being converted to compost.

Christmas trees were collected on January 3rd and 10th and chipped for mulch.

Parks & Recreation

In addition to routine maintenance, annual inspections were performed on the dams at Lake Pelham and Mountain Run Lake.

Inspections were made by Recreation Dynamics on playground equipment at Mountain Run Lake, Yowell Meadow Park and Wine Street Park.

Samuel James Construction completed the stream bank stabilization on Mountain Run at Yowell Meadow Park.

The skateboard park improvements project at Yowell Meadow Park was completed and reopened to the public in September.

The walking path was installed, trees planted, informational signs erected, and benches and trash receptacles were installed for the Mountain Run Lake Park Dog Park.

Water Distribution

Four water taps were made, thirteen leaks were repaired, and one service was relocated.

Inspections were performed on water line installations for Chandler Street, HPZ, Panera Bread, Cardinal View Phase II, Bennett Drive, Dick's Sporting Goods and Mountain Brook Estates II & III.

Well sites were inspected at Montanus Drive, Mountain Brook Estates and Wine Street Park.

Assistance was provided to Environmental Services with the drainage, refilling and inspecting of the rehabilitation of the water storage tanks.

The installation of meter boxes and backflow devices was completed in preparation for the AMR project.

Fire hydrants were repainted by intern personnel.

Wastewater Collection

Ten sewer taps were made, and two services were replaced.

Inspections were performed on the sewer line installations for Panera Bread, Cardinal View Phase II, Dick's Sporting Goods, Braggs Corner Force Main, and Culpeper Regional Hospital line replacement.

Department personnel inspected the slip lining of degraded mains on Virginia Avenue, Route 522, Main Street and Edmondson Street by Aaron J. Conner General Contractor.

Department personnel assisted Samuel James Construction with the sanitary sewer line replacement on Yancey Street.

General Properties

Fire X conducted fire extinguisher inspections for all Town departments.

Renovations were made at Town Hall to establish additional office space for the IT Department.

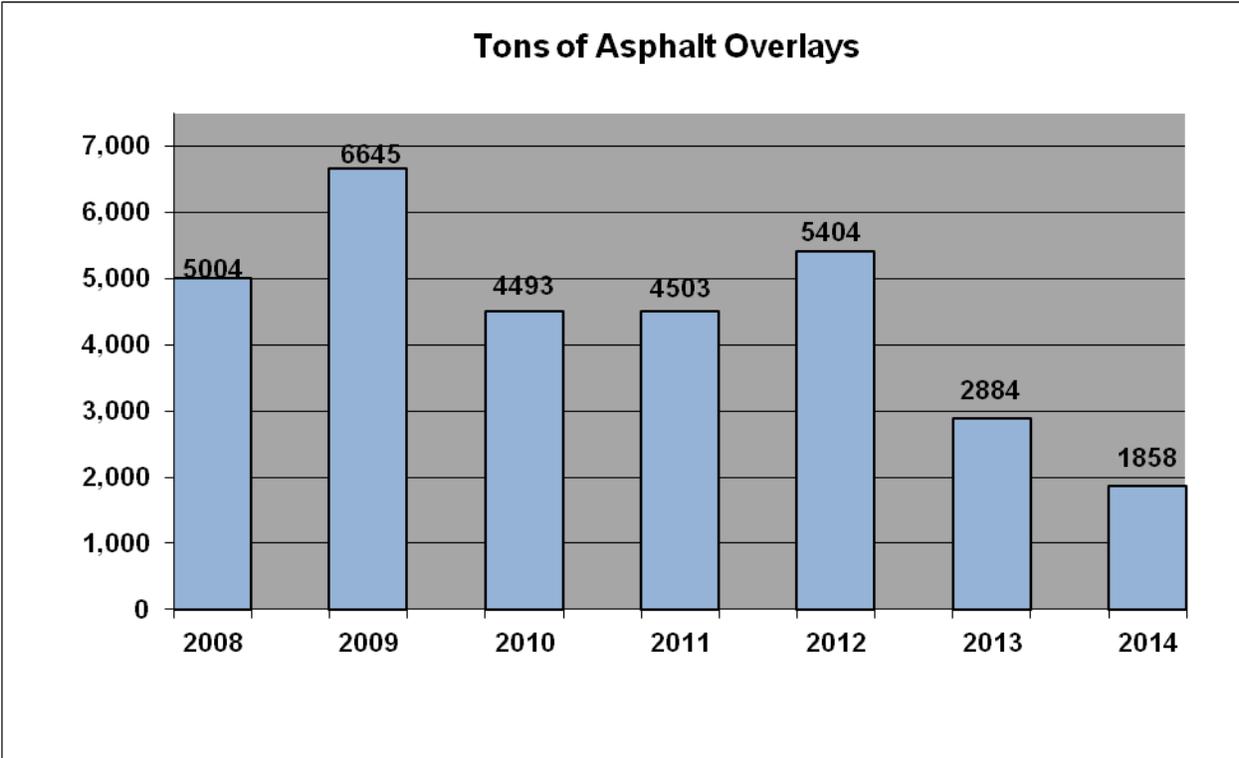
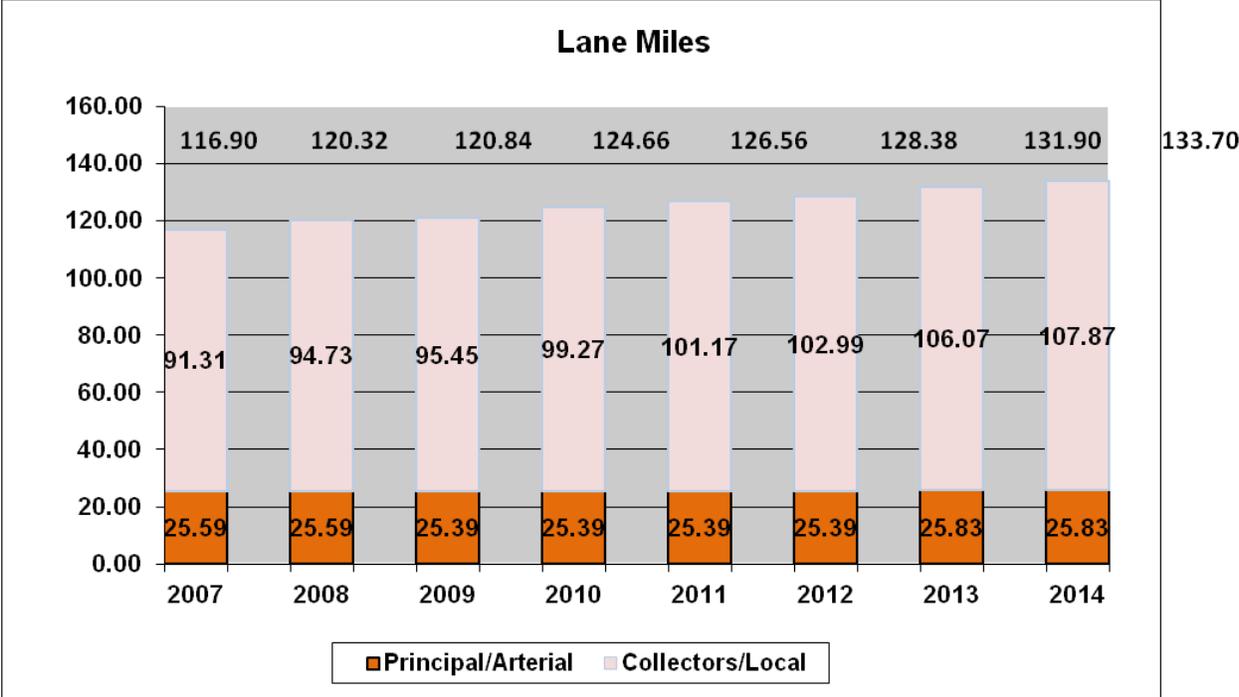
The records storage was relocated from the Spring Street location to the Water Plant.

LED lights were installed in the maintenance shop and equipment storage buildings at the Public Works Facility.

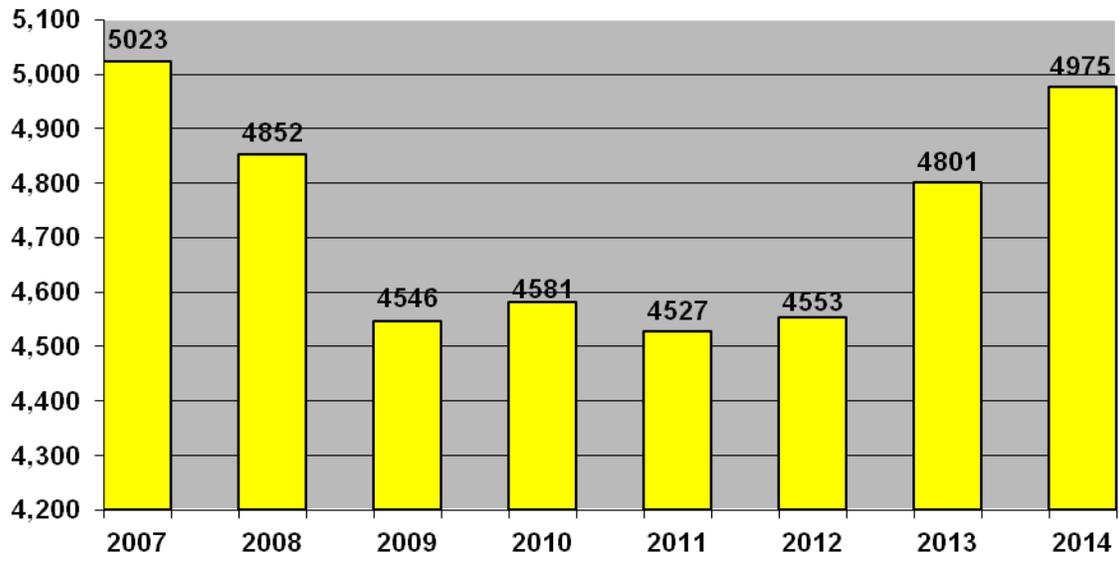
Numerous renovations were made at the Depot for the relocation of the Culpeper Museum.

Miscellaneous

Signs and barricades were supplied for road closures, stage and tent were erected, and clean-up was provided for the following events: Triathlon Block Party, 3-Third Thursday Concerts, Culpeper Fiesta, Gnarly Hops & Barley Fest, Firemen's Parade, July 4th Parade and Celebration, Taste of Culpeper. Traffic control materials were provided for the following events: MS Walk, CCVFD Annual Banquet, Remembrance Days, Culpeper Fest, Halloween festivities, Hospice of the Rapidan Tree of Lights Celebration.



Number of Refuse Stops



TOWN TREASURER

INTRODUCTION

The Town Culpeper Treasurer/Finance Department’s mission, vision, goals and accomplishments are described below.

MISSION

The mission of the Town Culpeper Treasurer/Finance Department is to provide effective and efficient financial management services, to maximize financial resources, to promote prudent financial practices, and to strive for and maintain the financial integrity, stability, and strength of the Town of Culpeper by following Council/Town policies, rules and regulations. This includes Generally Accepted Accounting Principles, Securities Exchange Act, Municipal Securities Rulemaking Board regulations, Internal Revenue Service Codes, Procurement Laws, and Town’s Codes / Ordinance, etc.

The Collection Division of the Treasurer’s Office is responsible for collecting property taxes, installments, water and wastewater.

The Culpeper Treasurer’s Office / Department of Finance is committed to employee work-life balance and the future of the community. Treasury is a values-based organization. Our decisions and behaviors are guided by the following values:

- **Service** – provide our citizens, stakeholders and leadership, timely and accurate services that allows us to build and maintain enduring relationships. Display passion and zeal towards serving others.
- **Teamwork** – embrace teamwork across departments and encourage an environment that promotes camaraderie and common goals.
- **Respect** –recognize the value of each of us and the contribution we all make; build confidence, trust and self-respect, and engage an open and honest dialogue.
- **Integrity** – emphasize a culture of compliance, transparency and adherence to policies, rules and regulations.
- **Value-added** – implement and enhance efficient business processes while ensuring proper internal controls
- **Excellence** –achieve and maintain excellence in the financial position of the Town.

VISION

Be the best. Lead the way. Make a difference.

The Treasurer’s Office is committed to more efficient services focusing on technology solutions that meet and exceed our service demands. Below is a summary of all positions held in our office.

Position	Status	Filled / Vacant
Director of Finance / Treasurer	Full Time	Filled
Deputy Treasurer	Full Time	Filled
Collections Supervisor	Full Time	Filled
Treasury Supervisor	Full Time	Filled
Obligations Payment Supervisor	Full Time	Filled
Billing / Accounting Clerk	Full Time	Filled
Customer Service Representative	Full Time	Filled
Chief Accountant	Full Time - New	Vacant
Senior Accountant	Full Time - New for FY15	Vacant
Accounting Clerk	Full Time - New	Vacant

For the 2014 fiscal year the Town Treasurer's Office operated with a budget of \$825,821 (unaudited), with 85 percent of the total expenditures represented as personnel costs (salaries and benefits). The remaining portion was expended in postage, bank fees, collection fees and warrants, contractual services and other smaller miscellaneous departmental items. The department has ten staff members with three newly approved positions.

Council approved an extension of two additional years with the current auditing firm, Brown, Edwards & Company. LLP (BEC). After the end of the extended audit service agreement, we will issue a Request for Proposals for audit services.

The Treasurer's office continues reviewing policies, practices and procedures in all functional areas. Changes / revisions have been or will be made as appropriate.

The following spreadsheet shows a 10 year trending analysis for selected tax revenues by fiscal year.

**Town of Culpeper
Selected Local Taxes
by Fiscal Year**

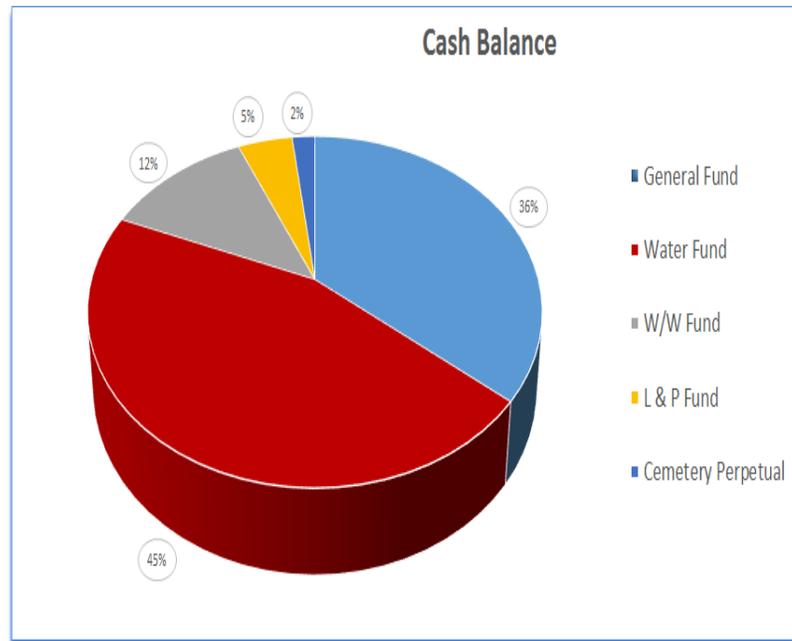
	<u>FY05</u>	<u>FY06</u>	<u>FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14*</u>
GENERAL PROPERTY TAXES										
Real Estate	608,272	782,126	765,712	1,065,527	1,387,556	1,311,844	1,379,515	1,590,507	1,604,392	1,632,721
Personal Property	594,988	674,002	831,032	1,009,117	988,736	908,782	1,306,269	1,061,749	1,079,550	889,982
Special Tax Districts - Real Estate	-	-	-	-	-		36,321	37,244	43,294	38,990
LOCAL TAXES										
Local Sales and Use Tax	872,257	1,021,269	846,295	776,639	934,305	960,483	987,148	1,257,483	1,298,108	1,066,288
BPOL - Contracting	137,822	174,678	112,905	148,513	22,617	125,816	39,165	33,936	37,776	39,343
BPOL - Miscellaneous / Other	9,092	12,931	13,317	10,168	9,441	12,854	16,516	15,134	17,516	9,462
BPOL - Professional	278,178	304,777	390,113	328,225	310,938	287,733	298,430	307,359	278,725	119,204
BPOL - Repair & Personal Bus	155,823	180,269	171,993	171,419	169,412	180,685	188,137	164,384	145,542	121,271
BPOL - Retail	407,863	446,617	458,765	469,837	446,130	416,689	433,883	433,275	522,011	221,665
BPOL - Utilities	62,465	57,383	22,491	24,153	23,630	31,380	15,857	14,473	17,430	-
BPOL - Wholesale	50,725	50,276	51,954	54,756	53,135	52,914	53,263	50,803	40,498	1,481
Admissions Tax	6,053	37,978	38,791	35,301	39,633	36,138	35,492	41,562	33,488	33,491
Bank Stock Tax	218,449	270,124	259,624	209,900	235,807	271,467	329,972	273,240	287,309	100,513
Cigarette Tax	203,219	196,449	193,272	183,449	177,417	148,459	144,010	126,512	183,297	132,369
Consumption Tax - Electric	50,321	61,773	61,972	62,565	62,491	61,900	62,496	59,249	61,845	45,422
Telecommunications Sales & Use Tax	-	-	39,092	142,676	153,237	114,835	130,228	91,389	126,439	92,411
Hotel & Motel Room Tax	207,538	222,157	232,552	224,213	221,420	252,575	262,727	299,089	249,896	226,228
Meals Tax	1,536,313	1,948,458	1,950,831	1,907,318	1,771,345	1,732,391	1,775,185	1,846,124	2,622,243	2,463,286

* Note FY14 is unaudited

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Cash Balance by Fund – June 2014

DESCRIPTION	Balance (IN MILLIONS)
	FY14
GENERAL FUND	\$13.0
WATER	16.4
WASTEWATER	4.5
LIGHT & POWER	1.7
CEMETERY	0.7
PERPETUAL	
TOTAL	\$ 36.3



**FY14 data unaudited*

The Treasurer’s office financial plan focus is as follows:

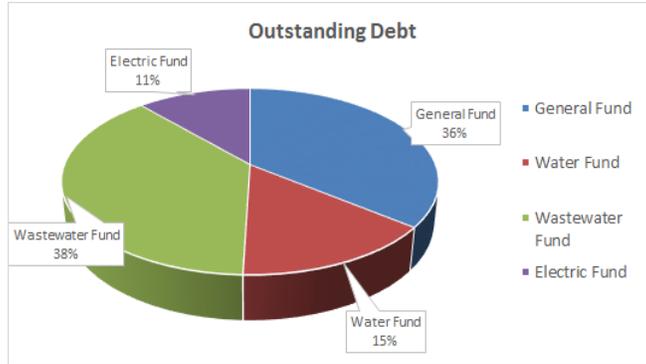
- A trend analysis of the Town’s historic fiscal strength and vulnerabilities;
- A review of similar Virginia towns’ selected key financial data (debt ratios, fund balance, etc.);
- Documentation and development of key financial policy and guidelines;
- A debt affordability and capacity analysis of the Town that the Town could prudently undertake;
- A financial plan for capital requirements as determined by staff and Council; and,
- A Review of the Town’s indebtedness for potential debt refunding and/or restructuring opportunities.

In FY13 Davenport structured financing options for capital projects. The first, Series A, was for \$10 million and included funds for Phase One of the Inner Loop project; Electric Fund projects, system improvement and upgrades; Water Fund projects, including future water supply sources, dam improvements required by regulator changes, and adding a water system high pressure zone. Series A include funds for General Fund projects including police vehicles and equipment, computer system upgrades, several Planning/Community Development projects and upgrades to security systems in the Municipal Building. The Series B borrowing was a \$5 million Line of Credit for use for the VDOT reimbursable portion of the Inner Loop project. This was renewed for another year.

The Town’s outstanding debt at the end of FY14 equaled \$49,770,635. Our total debt service for FY14 totaled \$4,127,829. The Town’s interest rate on the debt ranges from 1.57% to 4.455%. The Enterprise Funds represent 64% of the outstanding debt, with the remaining 36% belonging to the General Fund.

Total Existing Outstanding Debt FY14

General Fund	\$17,735,689
Water Fund	7,399,793
Wastewater Fund	18,859,312
Electric Fund	5,775,841
 Total all funds	 \$49,770,635



The Treasurer’s office staff continues to work diligently to collect the outstanding balances for taxes and utilities. The Town participates in Virginia’s Debt Set-Off Program to collect money due from taxpayers via the Commonwealth of Virginia. Generally the taxpayer is due to receive a state refund or state lottery winnings, but instead the money that is due to us is deducted from their refunds. In addition to Virginia’s Debt Set-Off Program, the Town utilizes another program available through the Division of Motor Vehicles. This program, Vehicle Registration Withholding Program, continues to be instrumental in the collection of delinquent personal property taxes. The delinquent taxpayer will be unable to renew their car tags if owing property taxes to the Town. The Treasurer’s Office utilizes many forms of liens (wage, property, etc.) as well as the local court system to issue warrants for debt collection.

FY14 accomplishments

- Received for the 10th consecutive year the GFOA Award for Excellence in Financial Reporting as well as the recognition for transparency, full disclosure, and clear financial introduction, management discussion and analysis.
- Developed key financial policies & procedures.
- Reviewed and streamlined miscellaneous departmental processes and duties.
- Updated utility bills to be more user friendly and easier to read.
- Completed the full implementation of the Automated Meter Reading services.
- Equipped with a safety security alarm system and cameras.
- Continued strengthening internal controls and improving accounting and financial reporting.
- Continued assessing the need for a more relevant and reliable financial software system.
- Rolled out Customer Web so that customers can view their account and make payments.

FY15 Goals & Objectives

1. Redesign the Treasurer’s Office to accommodate additional resources to support the Town’s growing business needs;
2. Improve the tax and utility account collection to increase revenue
3. Implement lean processes and financial transparency

4. Review, develop and/or automate at least key business processes to continue addressing internal controls and increasing efficiency and effectiveness. This includes utility bill preview verification, online reservation (pavilion), etc.
5. Implement fraud protection or positive pay for Accounts Payable and Payroll
6. Develop and maintain policies and procedures including desktop manuals
7. Train and develop staff to formulate synergy and become more relevant and efficient as well as providing better customer service. This includes consideration of new resources like KIOSK, and Mall self-serve service, etc.
8. Improve the budget reporting process to be eligible for submission to GFOA for excellence in budget reporting
9. Update all financial related town codes/ordinances, employee handbook and various documents (policies, procedures, and desktop manuals) to be current, effective, efficient and relevant
10. Review, document and reassess financial accounting, reporting and system support needs. This includes Great Plain (or commonly known as COGSDALE → Financial System), GovCollect (formerly CapSoft → Tax System), ACLARA (Meter reading system), etc.

The Town of Culpeper's historical budgets and Comprehensive Annual Financial Reports can be found on the Town website at: www.culpeperva.gov/publications/Budgets.htm.

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TOURISM

INTRODUCTION

The Town of Culpeper's Department of Tourism promotes the Town and County of Culpeper as a tourist destination with the anticipated net result of the increased exposure being revenue for both. The mission of the Department is to establish a coordinated Business-to-Consumer (B2C) marketing effort in the Culpeper community, to develop and promote tourism as a major industry, and to create an environment conducive to attracting tourists, visitors, related retail, and hospitality businesses.

We achieve this mission and increase our significance as a destination through print and online advertising, an engaging and easy-to-use website, community partnerships and outreach, social media engagement, and the development and distribution of promotional materials. The Tourism budget reflects its major expenses in the development and distribution of information.

EVENT MARKETING & PROMOTION / PARTNERSHIP

Event promotion has become a significant part of Tourism's role in the community. The popularity of the Tourism website and social media pages benefits many local entities in promoting their events and attracting visitors. In FY14, Tourism helped promote events sponsored by Culpeper Renaissance, Inc.; the Chamber of Commerce; Culpeper County Parks & Recreation Dept.; the Town of Culpeper 4th of July; Culpeper Remembrance Days; Culpeper Harvest Days Farm Tour; the Museum of Culpeper History and related events; State Theatre performances; Library of Congress movies and events; Brandy Station Foundation; Friends of Cedar Mountain Battlefield; the Culpeper Triathlon; the Castleton Festival; and many other community group events.

Marketing and promotion includes (when applicable) print and online advertising in regional and national publications, promotion through Virginia Tourism Corporation's www.virginia.org website, development of marketing materials, videos, social media pages, and promotion through Tourism website and social media.

In addition, Tourism partnered with the following organizations to develop products that encourage visitation:

- **Amtrak's Great American Station Case Study** - Staff provided information to Amtrak for their GreatAmericanStations.com case study which documented the Depot renovation, revitalization of downtown, and the impact of Amtrak and GAS program on the community.
- **Brandy Station Foundation** –Tourism promoted BSF-sponsored events commemorating the 150th Anniversary of the Battles of Kelly's Ford and Brandy Station, partnered with BSF on the Magical History Trolley Tours, and several FAM Tours to the battlefield and Graffiti House.
- **Castleton Festival** –Tourism partnered with the Castleton Festival to promote their 5th and 6th season in June/July 2013 and June/July 2014. In FY14, Tourism partnered financially on a VTC Marketing grant to promote their 5th season, and promoted Castleton events through social media, online and print advertising.
- **Culpeper Chamber of Commerce** - Staff coordinated and conducted a full-day **FAM Tour for the Chamber of Commerce LEAD Culpeper** group, and toured various aspects of Tourism in Culpeper: the Library of Congress, Belmont Farm Distillery, Saddle Ridge Farm, the State Theatre, and a tour of the Mt. Pony Civil War Signal Station. In August 2013, Staff attended the Chamber BIE Day at EVHS to distribute visitor and event info to new teachers.
- **Culpeper Renaissance, Inc.** - Staff wrote article on new Arts Website for the spring issue of CRI's *Destination Downtown*.

- **Culpeper Tells** – Tourism partnered with the Friends of Culpeper Library on a VTC Marketing grant to help fund the first-ever Culpeper Tells Storytelling Festival.
- **Friends of Cedar Mountain Battlefield** – Tourism partnered with FCMB on the Magical History Trolley Tours, various Friends-sponsored events, and several FAM Tours to the battlefield.
- **Journey Through Hallowed Ground** – Tourism staff was active with promotion of *The Journey*, and staff participated in and earned their Certified Tourism Ambassador certification.
- **Regional Tourism Wine Trail** – Several meetings were conducted in FY14 among regional Tourism Managers to discuss creating a Regional Wine Trail to attract visitors from DC and Northern Virginia. At least ten counties have expressed interest in participating including Loudoun, Prince William, Fauquier, Culpeper, Madison, Orange, Greene, Louisa, Fluvanna, and Nelson counties.
- **RRRC Regional Tourism Committee** – **NEW for FY14** The PD9 Regional Tourism Committee applied for a received a grant from the Governor’s AFID (Agriculture and Forestry Industries Development) Fund, to develop an Agri-Tourism Trail for visitors. The trail will include a brochure, website, mobile site, and a regional promotional event. In FY14, trail categories and criteria were determined, suggested business listings and content submitted, and a tentative Trail name was submitted to the Regional Commission Ag Committee for review.
- **RRRC Regional Tourism Award** - The VACVB (Virginia Assn. of Convention and Visitors Bureaus) awarded the RRRC PD9 Regional Tourism Partnership with a 2013 Virgo Award for “Best Regional Marketing Initiative” for the development of the mobile website and Civil War site brochure insert to the Virginia Piedmont brochure.
- **State Theatre** – Provided extensive marketing and advertising support to the promotion of State Theatre events throughout FY14. This included social media, web, editorial/advertorial, print advertising, VTC connectivity, and video production. Staff also assisted in the development of the State Theatre’s \$50,000 VTC Spring Marketing grant application, providing staff time, writing assistance, and documentation. Tourism’s financial partnership on the State Theatre application allowed them to use \$47,000 of Tourism’s already-completed print advertising toward the requirements needed for the \$100K partner match.
- **Culpeper Arts Council** – **NEW for FY14** The Tourism office serves as Staff Liaison to the Culpeper Arts Council. Staff worked with a local designer to design, create, and promote a new arts website, www.CulpeperArts.com, as a dedicated way to promote the Arts in Culpeper. Complete funding for this project was provided from the VTC Marketing grant received by the Tourism office in 2013.

PRESS & PUBLICITY

Tourism works to develop strong partnerships with media, travel writers, bloggers, and group tour operators. Several FAM Tours were conducted in FY14, designed to increase exposure and media coverage:

FAM (Familiarization) Tours

- October 2013 - Jordan Wright, Alexandria Times/Whisk & Quill travel and culture blog
- March 2014 – Worked with Jordan Wright to pitch story to editors at *Washingtonian* magazine.

Following are highlights of national and regional media exposure, some a result of FAM/media tours conducted in FY14:

Articles & Publication mentions:

August 2013

- rvaNews online “How Virginia is showing the LOVE” Article on the origin of VTC’s Loveworks program, mentions Reel LOVE in Culpeper.
- *VTC online Blog* – ‘Cheers to good eats, good drinks, and good friends! Taste your way around Virginia’ featuring the Taste of Culpeper and “22 Great Breakfast Spots in Virginia” – Baby Jims Snack Bar

September 2013

- *VTC online Blog* - "22 Great Breakfast Spots in Virginia" featured Baby Jim's Snack Bar
- *Southern Living* magazine - "Savor the Season in Virginia" advertorial section – "Culpeper Goes Retro". As part of the September *Southern Living* print ad, Culpeper received significant advertorial space (paid advertising designed to be perceived as editorial). Several early October events were heavily promoted including the Farm Tour, Taste of Culpeper, and the Culpeper AirFest, complete with images and websites.
- *VTC online Blog* – "10 Free Things to do this fall in Virginia" highlighted the Culpeper Farm Tour.
- *VTC online Blog* - "14 Places to Enjoy the Fall Foliage" suggested Old House Vineyards.

October 2013

- 'Best Places in Virginia for Job Seekers' –Annie Wang, NerdWallet.com. Culpeper listed #6 out of 10.
- "How to Be Proud of the U.S. Despite Congress: The Good in our Country Is All Around Us" – Kate Kelly, *Huffington Post* on the Journey through Hallowed Ground.
- *WhiskandQuill.com* and *The Alexandria Times* (print & online)- Culpeper County, VA – "The Other Culpeper"

November 2013

VTC online Blog – "5 Heartwarming Destinations for Your Holidays; Enjoy the spirit of a classic Virginia Main Street when you and the girls make it a shopping weekend in Culpeper"

February 2014

- *Senior Citizen Travel Blog*, "Seniors Like Virginia"
- *VTC online Blog* - "22 Best Small Towns in Virginia". In January 2014, staff submitted Culpeper for consideration along with supporting material.
- *Day Trips from Washington, DC* by Beth Kanter – Staff worked with DC author Beth Kanter who is updating her book *Day Trips from Washington, DC* and provided her with new and updated content since its last printing in 2009. The latest edition was expected to publish in May 2014.

March 2014

- *Virginia Living* magazine – "Call of the Wild", highlighted Cibola Farms
- Culpeper listed in the Blue Ridge Parkway Association's Spring/Summer "Traveler" newsletter, distributed to Mid-Atlantic AAA Auto Counselors.
- NHS Global Events blog, a travel agency from Skokie IL – "Distilling in the Heart of the Old Dominion" on Belmont Farm Distillery.

April 2014

- *Washington Post* Travel section, Page 3 (print & online) - "The Suites at 249 in Culpeper VA; A Boutique Hotel with Lots of Fascination"
- *CitiesJournal.com* Blog – "Top 14 Small Cities in Virginia"
- *The Piedmont Virginian* – 25+ Culpeper businesses in Top 3 'Best of' categories
- VTC Culinary Madness Contest – Foti's Egg Sandwich nominated on VTC email and blog
- *Virginian-Pilot* Online – "The 30 Places to Eat before You Die" – Foti's restaurant

May 2014

- *Southern Living* magazine – ‘With LOVE from Virginia’ advertorial section – “Culpeper’s Downtown Destinations”
- *Washingtonian* magazine – Weekend Getaways issue – “Take the Train to See Classic Movies at the Library of Congress”
- *Virginia Living Magazine* – Best of 2014 – Culpeper voted as 3rd Friendliest Small Town in Virginia
- *VTC online Blog* – “Finding LOVEworks in Virginia” - link to interactive map of Virginia’s LOVEworks

June 2014

VTC online Blog – “Celebrate the 4th of July in Virginia” - link to interactive map of Virginia’s Fireworks destinations

PRESENTATIONS

Staff attended several area community meetings and presented programs on Tourism marketing efforts in Culpeper County.

- February 2014 - Jeffersonton Ruritan
- March 2014 – Culpeper Ruritan
- June 2014 – Culpeper Business & Professional Women
- June 2014 - Germanna CC Rising Star 8th Grade Summer Camp - ‘Presenting Your Focused Marketing Message’.

PUBLICATIONS

Culpeper Rack Brochure - *NEW for FY14*

Using funds from the 2013 VTC Marketing grant, a newly redesigned “rack” brochure was produced, utilizing a nostalgic look with dramatic imagery, and minimal text. The brochure follows the use of the five major assets being used by Tourism to segment and manage current marketing: *Nature & Outdoors, Arts & Culture, History & Heritage, Historic Downtown, and Wine & Moonshine*. Each layout page also features a custom QR (Quick Response) code that links directly to the corresponding 3 minute video, also produced in FY14 with the VTC marketing grant.

Reprints - Three (3) brochure publications were reprinted in FY14 with updated info and addresses for the Museum of Culpeper History: the *Civil War Culpeper: A Self-Guided Driving Tour*, the *Official Culpeper Visitors Guide*, and (2) reprints of the *Tear-off Visitor Map*.

In recent years, Tourism has seen changes in travel-planning behaviors, with more visitors using the internet and downloading information/brochures. In 2013, the last of our brochures were made available online. This reduced the overall printing budget and made brochure downloads trackable by staff. The following brochures/videos were the top downloads in FY14:

- | | |
|--------------------------------------------------------------------|-------|
| • Culpeper Trolley brochure and schedule | 1,391 |
| • <i>In & Around Culpeper</i> Walking tour brochure | 1,265 |
| • <i>Road to Revolution: March of the Minuteman</i> brochure | 959 |
| • <i>Civil War Driving Tour</i> brochure | 774 |
| • Downtown Visitor map (Tear off map) | 553 |
| • Harvest Days Farm Tour 2013 brochure | 528 |
| • <i>Piedmont Pathways: Day Rides & Sunday Drives</i> Brochure | 434 |
| • Official Visitors Guide | 340 |
| • Thanksgiving Dinner 2013.pdf | 290 |

TOURISM ADVERTISING

- **Advertising** – see examples of print and online advertising (attached).
- **Brochure Rack Program** – Tourism staff regularly stocks brochure racks at locations around the County, including hotels, hospitality businesses, and other gateways into Culpeper. 33 brochure rack locations are maintained throughout the Town and County with Culpeper visitor info.
- **E Newsletters** through Constant Contact – Staff maintains an annual schedule to create and deliver electronic notices, Save-the-Date notices, and quarterly newsletters to promote special events and seasonal happenings. In FY14, four newsletters and five Save-the-Date notices were created.
- **Online Campaigns:** Leisure Media *FOODIE promo* (Sept/Oct 2013). Target audience: Food & Wine enthusiasts, HHI 75K+, Age 30-65, Washington DC/North Carolina markets. Impressions delivered: 413,377 among 4,000 online publications.
- **VTC Marketing Grant** – In July 2013, Tourism staff wrote and was awarded a \$50,000 VTC Marketing Leverage grant through Virginia Tourism Corporation. Several community partners committed \$1,000 to partner with Tourism on the grant: Culpeper County Office of Economic Development, Culpeper Renaissance, Inc., and the State Theatre. Various projects were *initiated and completed* in FY14, including the development of:
 - Five (5) tourism videos to promote various assets of Culpeper tourism: *Arts & Culture, Nature & Outdoors, Historic Downtown, History & Heritage, and Wine & Moonshine.*
 - Series of (5) visitor postcards with scannable QR (Quick Response) codes linked to corresponding promotional videos.
 - Two (2) pop-up trade show banners for use in the Visitor Center and travel shows.
 - New 10-page Culpeper Rack Brochure.
 - New Virginia Welcome Center signage and monthly promotional presence.
 - New online advertising in Virginia Tourism newsletters and *TripAdvisor.*
 - Development of a new Arts micro-website – www.CulpeperArts.com – housed within the Tourism website, VisitCulpeperVA.com.
- **HistoryMobile** brochure marketing – coinciding with the Virginia Sesquicentennial, Culpeper participated in the traveling Civil War Sesquicentennial HistoryMobile and provided over 1,000 *Civil War Driving Tour* brochures for the 2013-14 statewide tour.
- **Media Requests** – Tourism staff responded to over 12 media requests for information, content, and images, including requests from VTC, local media and businesses, St. Stephen’s Episcopal Church Cookbook Committee, The Journey through Hallowed Ground, and Culpeper Transportation Board.
- **Social Media**
 - “LOVE it to WIN it!” Facebook Giveaways – Staff administered several social media giveaways in FY14 with the 3rd party app, woobox.com.
 - Summer Musicpalooza 2013 - tickets given away for 2013 Castleton Festival, CRI 3rd Thursday Concert Series, State Theatre, and Bluemont concerts
 - Chamber of Commerce CulpeperFest 2014 – 10 total tickets given away
 - Total Engagement - 289 entries, 1373 FB visits (fans or friends of fans visiting tourism FB page), 127 FB shares (giveaway shared by fans)
- **Facebook Page** – The Tourism Facebook Page (www.facebook.com/culpepervirginia) increased FANS by 10% from 5,067 FANS in FY13 to 5,572 in FY14.
 - Staff managed the following Facebook Pages:

○ Tourism – “VisitCulpeperVA”	5,572 Fans
○ Culpeper Farm Tour	666 Fans
○ Culpeper Arts	500 Fans
○ Culpeper Remembrance Days	342 Fans
○ Town of Culpeper	334 Fans
○ Culpeper Fiesta	240 Fans

○	Culpeper Civil War Sesquicentennial	81 Fans
○	Twitter – “VisitCulpeperVA”	627 Followers
○	YouTube - “VisitCulpeperVA”	5,142 Total Views
○	Pinterest – “VisitCulpeper VA”	131 Followers
○	Instagram - “VisitCulpeperVA” (NEW for FY14)	46 Followers to date

Special Programs

- **Magical History Trolley Tour – New for FY14** In June 2014, Tourism began a new series of free trolley tours designed to introduce locals to attractions in their own backyard, increase awareness of tourism assets in Culpeper, and create a working model for a regularly-scheduled visitor trolley tour in 2015. The Tours combines a tour of a historic attraction with a visit to a winery or moonshine distillery, for a combined three-hour Friday evening tour. This pilot series will run from June through November 2014, and the June tour was at capacity with positive feedback from guests. 85% of locals reported this was their first visit to both Cedar Mountain battlefield and Prince Michel Winery.
- **Virginia Motorcycle Grand Tour** – In FY14, Culpeper was again a Platinum Sponsor for this seven-month statewide tour, and hosted a total of 126 riders to the Visitor Center.
- **Travel Shows** – Regional tourism efforts through the RRRC Tourism Committee allowed us to combine financial resources and reach an international Canadian market with several ads and trade show marketing brochures. Culpeper brochures were also distributed at several important travel shows through our partnership with the Blue Ridge Parkway Travel Assn.
- **Virginia Welcome Center advertising – NEW for FY14** Tourism increased advertising participation through VA State Welcome Centers along major highways throughout the state. Culpeper brochures have been distributed through Welcome Centers since 2008, however in 2014, two “Translite” ad panels (23”x36”) were installed in the Manassas and Fredericksburg Welcome Centers to draw visitors from these key entry points. In November 2013, an advertising “Blitz” was held by the Regional Commission Tourism Committee to promote the five-county region during the fall. The entire Welcome Center for the month of October was dedicated to displays and brochures highlighting the Virginia Piedmont 5-county region. A Culpeper Blitz is planned for August 2014.
- **Visitor Center Calendar of Events** – In FY14, staff began producing a monthly bulletin for guests to the Visitor Center. This bulletin is also emailed to area hospitality/retail/lodging partners, for distribution to their guests each month. These bulletins promote upcoming events, film screenings, performances and other attractions for the month.
- **Website and Mobile website** - Several web enhancements were added in FY14 including winter visitor packages, logos for current media publicity, Culpeper Arts website, and *Be a Culpeper Local* campaign. An Instagram social icon was added, and Visitor registration page was added to the Visitors Guide online in order to download brochures.

TRAINING

- **October 2013 - ESTO Conference** - Tourism staff attended the national tourism trade show in Richmond, *Educational Seminar for Tourism Organizations*.
- **November 2013 - VA1 Conference** - Tourism staff attended the 3-day annual VA1 and VACVB tourism conference sponsored by Virginia Tourism Corporation and the Virginia Convention and Visitors Bureaus.
- **March 2014 - VTC Visitor Center Training** – Tourism staff attended VTC’s annual Visitor Center training conference in Richmond.
- **March 2014** – Tourism employees Sherri Azais and Kristi Mashon attended the Journey through Hallowed Ground Certified Tourism Ambassador training and received their CTA certification.

SUMMARY

Visitation at the Culpeper Visitor Center (as collected by the Chamber of Commerce):

Visitors – 10,495 Amtrak – 8,879 Total Visitors - 19,374

Website Activity – www.VisitCulpeperVa.com

VISITS	UNIQUE VISITS	PAGE VIEWS	PAGE VIEWS per UNIQUE VISIT	Top 10 States	Top 10 Countries
87,247	71,720	234,033	3.26	VIRGINIA	US
				MARYLAND	UK
				D.C.	CANADA
				PENNSYLVANIA	GERMANY
				NEW YORK	BRAZIL
				NORTH CAROLINA	BELGIUM
				FLORIDA	INDIA
				NEW JERSEY	FRANCE
				CALIFORNIA	AUSTRALIA
				WEST VIRGINIA	MEXICO

2012 Visitor Spending (2013 data pending)

With the recent addition of attractions such as the State Theatre, tourism marketing will continue to focus on encouraging overnight stays, in keeping with the department mission and that of Virginia Tourism Corporation - "More visitors, staying longer, spending more money."

Virginia Tourism released their 2012 Annual Economic Data for Tourism Spending in October 2013, as compiled by the U.S. Travel Association. Tourism in Culpeper in 2012 generated \$34,422,000 in visitor spending, supported 352 jobs and generated \$762,000 in local taxes. The figures represent a 3.6 percent increase over 2011 for Culpeper. 2013 data should be available in fall of 2014.

FY14 Print, Online, and Welcome Center Advertising

(samples only - not complete advertising schedule, nor actual size)

More Fall Festivals than you can shake a stick at!

COME VISIT **Culpeper**

DINING History WINERIES
Just one more thing to LOVE!

visitculpeperva.com

Blue Ridge Country,
Sept/Oct 2013

LOVE it!

COME VISIT **Culpeper**

DINING History WINERIES
From our Farm to your Table...
Just One More Thing to LOVE!

visitculpeperva.com

Edible Blue Ridge, bi-monthly

So much to LOVE!

COME VISIT **Culpeper**

DINING History WINERIES
Legal Moonshine
visitculpeperva.com

Virginia is for Lovers

Virginia Travel Guide 2013

Culpeper, VA

The State Theatre now open in downtown Culpeper!

Just a short drive from the Parkway lies Culpeper, a historic and revitalized Virginia town filled with world class restaurants, vintage diners, local art, antiques, unique shops, and more. Enjoy classic movies on the big screen at the beautiful Library of Congress Packard Campus Theater or a stage performance at the newly restored art-deco State Theatre.

The Civil War battlefields around Cedar Mountain, Brandy Station, and Kelly's Ford are well preserved and perfect for rediscovering the history that surrounds you, and the Graffiti House in Brandy Station is a must-see. Visit the Museum of Culpeper History for a look at Culpeper's history from pre-historic times through the 21st century.

Culpeper lies at the foothills of the Blue Ridge, and is an ideal base to hike, bike, paddle, fish, and horseback ride. Enjoy a fine Virginia wine at our award-winning wineries, or visit Virginia's only legal moonshine at Belmont Farm Distillery. Whatever you're looking for, Culpeper has so many things to love!

Culpeper Visitors Center
111 S. Commerce Street
1-888-CULPEPER

Culpeper Department of Tourism
www.visitculpeperva.com
540-727-0611

2014 Blue Ridge Parkway Travel Planner, 1/2 Page ad, annual publication

Come visit **CULPEPER**

Original. Authentic.

History WINERIES
Legal Moonshine
www.visitculpeperva.com

CLICK HERE TO PLAN YOUR VISIT

3 month banner campaign with TripAdvisor, the leading online trip planning website. 3 different banner sizes.

COME VISIT **CULPEPER**

HOME OF A GREAT AMERICAN MAIN STREET
(and just a short drive east from Fredericksburg!)

VISITCULPEPERVA.COM

COME VISIT **Culpeper**

23" x 36" Translite Ad Panels at Fredericksburg and Manassas Va State Welcome Centers

So much to LOVE!

COME VISIT **Culpeper**

HISTORIC DOWNTOWN
dining preserved battlefields
Great American Main Street
visitculpeperva.com

Virginia is for Lovers

Preservation magazine, the publication of the National Trust for Historic Preservation

So much to
LOVE!




Voted one of Virginia's Friendliest Towns!
~ Virginia Living Magazine, Best of VA 2014

visitculpeperva.com

Virginia 
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So much to
LOVE!




Luxury Inns boutiques

visitculpeperva.com

Virginia 
is for Lovers

ARTS WINERIES historic downtown

Southern Living magazine—2 ads above L to R; May 2014 and March 2014

So much to
LOVE!




preserved battlefields
Kayak & Canoe Rental
Air Force
Hiking
Culpeper County
Virginia 
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So much to
LOVE!




HISTORIC DOWNTOWN

dining fishing Hiking Trails legal moonshine

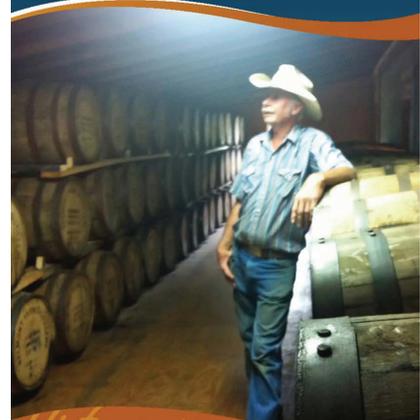
visitculpeperva.com

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Come visit
CULPEPER



Original. Unexpected. Authentic.



History Legal Moonshine

Belmont Farm Distillery is Virginia's
only legal Moonshine Distillery!
NOW offering tastings of both
original & flavored 'Shines.

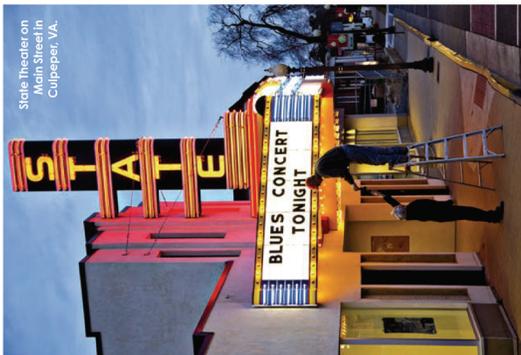
www.visitculpeperva.com

Virginia 
is for Lovers

hiking WINERIES Civil War Tours

Virginia Living magazine—L to R; October 2013, April 2014, May 2014

Southern
Living
advertorial,
May 2014



on several lists for "best main streets in America." And Smithsonian cited such arts and culture offerings as the acclaimed American Shakespeare Center and a thriving music scene in historic Staunton one of the "Best Small Towns in America."

The living-history Frontier Culture Museum salutes those who built America, and the legacy of one of our most influential presidents lives on at the Woodrow Wilson Medals Library. Sunspots Studios features glassblowing demonstrations and beautiful glass and copper artworks for sale. Music festivals all summer long celebrate all styles, including blues, jazz, classical, and American roots music.

The agricultural bounty of the Shenandoah Valley feeds a twice-weekly farmer market and a restaurant scene that has drawn national attention. Wine bars, coffeehouses, vineyard tasting rooms, and small-batch breweries supply wonderful places to sit and sip between meals.
visitstaunton.com

SEE AMERICA'S BEGINNINGS AT JAMESTOWN-YORKTOWN

Two living-history museums in Virginia's Historic Triangle tell the story of America's beginnings. Jamestown Settlement depicts America's first permanent English colony, presents replicas of its three founding ships, plus re-creations of a Powhatan Indian village

and a 1610-14 fort. Yorktown Victory Center brings alive a Revolutionary War encampment and a 1780s farm.

On May 10, Jamestown Day at Jamestown Settlement celebrates the colony's 407th anniversary. At the Yorktown Victory Center, the July 4-6 Liberty Celebration salutes the anniversary of the Declaration of Independence. June at both museums is fashion in Colonial Virginia month, exploring 17th- and 18th-century apparel. August brings a look at Arms & Artillery, including muskets and field pieces. On September 12, "Working and Racing on the Bay: The Chesapeake Log Canoe" opens at Jamestown Settlement. The year-long exhibit, in partnership with The Mariners' Museum, traces the evolution of the dugout canoe from Powhatan watercraft of 400 years ago to multi-log work vessels and racing boats.
historyliving.org

CULPEPER'S DOWNTOWN DESTINATIONS

Amtrak trains stop right in the heart of Culpeper, within walking distance of fresh-from-field produce, eggs, meats, flowers, and baked goods at the Saturday-morning Culpeper Downtown Farmers market. Nearby restaurants transform those products into culinary masterpieces.

The historic downtown area is an attraction in its own right, having earned Culpeper a 2012

SCOTT SICHMAN, ROBBIE CAPONETTO

Great American Main Street Award. It features boutique-style shopping, plus both films and live performances at the restored 1938-vintage State Theatre. And concerts add to the downtown mix at The Depot every third Thursday from May through August.

A short drive outside town are Shenandoah National Park, Skyline Drive, Virginia's best wineries, and the state's only legal moonshine distillery. Belmont Farm Distillery shows off the once-secretive art of making fresh corn whiskey the old-fashioned way, in a copper pot still. Visitors can take a free tour and, for \$5, sip three of Belmont Farm's libations.
visitculpeper.com

TRAVEL EXPERTS: "RICHMOND'S HOT"

Why do the travel experts at Frommer's recommend Richmond as one of the world's Top Destinations for 2014? They cite "a growing state of breweries, farm-to-table restaurants, and even white-water river rapid activities cutting right through downtown."

Dining options include everything from spicy Czechian cuisine to neighborhood bakeries. More than one local chef has been nominated for a prestigious James Beard Award.

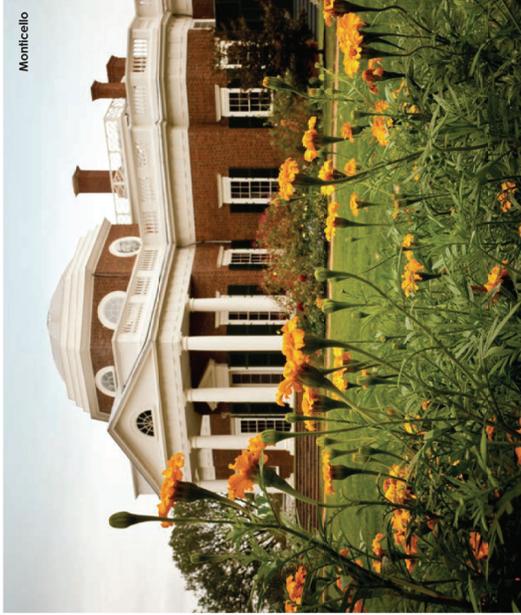
Richmond celebrates Historic Garden Week at the end of April and beginning of May with special tours and hotel packages as grand homes and spectacular gardens welcome visitors. The famed Lewis Ginter Botanical Gardens and the Maymont estate,

with its Gilded Age mansion and 100 landscaped acres, offer natural beauty year-round. Trips on the James River through the heart of city can be mild or wild, your choice. Other outdoor adventures range from mountain biking to kayaking and canoeing to the best smallmouth bass fishing on the East Coast.
visitrichmondva.com

ALL AGES LOVE MONTICELLO

Monticello, the embodiment of Thomas Jefferson's restless imagination, greets May with special talks and an elegant garden party in honor of Historic Garden Week. It closes the month with a Wine and Roses open house at nearby Tuffen Farm.

In between are nature-oriented walks, the Monticello Challenge 5K run, presentations on garden painting and early American use of herbs, and the much-anticipated annual Wine Festival at Monticello. That doesn't count the daily tours of the house, gardens, grounds, and slave areas—including the fascinating Behind the Scenes tour. Children ages 6 to 12 can find out how fascinating history can be at the hands-on Griffin Discovery Room, where they can touch a mastodon's jawbone and create secret codes with a device based on a Jefferson design. Adults can appreciate the tranquility of Monticello at the end of the day via the Sunset Pass, available on selected evenings starting in May.
monticello.org



Monticello



VisitRichmondVA.com

FINE + FRESH BLOOMS

A FROMMER'S TOP DESTINATION FOR 2014



Cool museums and river trails, fine art and funky boutiques, gorgeous gardens and local brews: explore an unexpected blend of historic and hip in Virginia's Richmond Region. Two hours south of Washington, D.C., and a million miles from boring.

VisitRichmondVA.com
1.888.RICHMOND

@VisitRichmond VisitRichmondVA

So much to LOVE!

Voted one of Virginia's Friendliest Towns!
— Virginia Living Magazine, Best of VA 2014

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BIG TIME CULTURE SMALL TOWN COOL

Staunton VIRGINIA

VISITSTAUNTON.COM

"One of the Best Small Towns in America" — Smithsonian

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