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18. Other	
Proposed Policy Concerning Legal Advice/Opinions	14↑
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19. Closed Session –	No closed session scheduled
20. Adjourn	

↑ Denotes an item on which a motion for action is included in the packet

Attachment 1

MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Regular Meeting
January 10, 2017
7:30 p.m.

Town Council: Present-Patricia Dickinson, Mayor; Harry Lee Arnold, Jr., Recorder; Donna Marie McDonald; Allen Kitselman; Erecka Gibson; David Tollett
Staff: Keith Dalton, Town Manager; Christy Dunkle, Assistant Town Manager/Planner; Neal White, Chief of Police; Ann Phillips, Town Clerk
Press: Cathy Kuehner

1. Call to Order

Mayor Dickinson called the meeting to order at 7:30 p.m.

2. Pledge of Allegiance

3. Approval of Agenda

On motion of Council member Tollett, seconded by Council member Gibson, the agenda was approved unanimously.

4. Public Hearings

Dr. Leah Knode, VMD, (Owner, House Paws Animal Hospital), is requesting a Special Use Permit under Section 204.2(h) of the Berryville Zoning Ordinance in order to operate a Veterinary Hospital at the property located at 37 East Main Street, identified as Tax Map Parcel number 14A5-((A))-81A, zoned C General Commercial.

Ms. Dunkle read the public hearing notice. The public hearing speakers were as follows:

Jerry Johnson, owner of the property at 37 East Main Street, spoke in favor of the special use permit saying the veterinary hospital will be beneficial to Berryville.

The applicant, Dr. Leah Knode, said she is looking forward to being part of Berryville.

The public hearing was closed.

The Berryville Planning Commission is sponsoring a text amendment as requested by Sean Millot, (Kimley-Horn and Associates, Inc.), Agent, (Michele Fascelli, Owner) to Article III, Section 305.17 of the Berryville Zoning Ordinance in order to modify parking requirements for "restaurant, fast food" to require one (1) space per 100 square feet of gross floor area and one (1) space for every four outside seats.

Ms. Dunkle read the public hearing notice. The public hearing speakers were as follows:

Caitlyn Coleman who is not a Town resident said she is tired of greed and that the McDonald's will have a negative impact on the community.

Matt Reid who is not a Town resident said there are health and environmental impacts, including chemicals, with a McDonald's and added that it would not be good for the community.

Bradly Braithwaite, Town resident, presented a petition opposed to McDonald's locating in Berryville. He said he will deliver the petition to the landowner also. He said allowing a fast food restaurant in Town will challenge the small town atmosphere. He added that opening the door to corporations in the Town will not be good for the community, and noted that littering will also be a problem. He spoke against factory farming operations.

The public hearing was closed.

Proposed amendment to the FY 2017 Budget. The specific proposed amendments are: Water Fund: utilization of \$70,000 from the Water Distribution Improvement Reserve for an expenditure under Water Line Improvements and Sewer Fund: utilization of \$90,000 from the Membrane Replacement Reserve for a new expenditure item, WWTP Membrane Pre-purchase.

Ms. Dunkle read the public hearing notice and Mr. Dalton explained the proposed amendment. There was no one wishing to speak on the matter.

The public hearing was closed.

5. Approval of Minutes

The minutes of the joint meeting of the Town Council and the Board of Supervisors on December 13, 2016 were approved unanimously on a motion by Recorder Arnold, seconded by Council member Kitselman.

The minutes of the Town Council meeting of December 13, 2016, were approved unanimously on a motion by Council member Tollett, seconded by Council member Gibson.

6. Citizens' Forum

The speakers were as follows:

Dave Stegmaier of Congresswoman Comstock's office introduced himself to the newer Council members and offered his services to the Council and the residents of Berryville.

Barbara McWilliams, Town resident, said she wished to discuss the water system connection at the new Robert Regan House. She said she was not in favor giving a break of a half million dollars to one developer as was being suggested in the agenda packet. She said the residents should be aware of what is going on with the Council and several decisions that have benefitted one developer in Berryville.

Nada Jill Butler, Town resident, who referenced the previous speakers and said the Council needs to think before adding a new large senior housing project. She noted her remarks at the last Council meeting when she said the proposed facility is completely out of scale for the size of Berryville and is the wrong type of housing for seniors.

Diane Harrison, Town resident, who said that 11 years ago there was an increase in availability fees. She said a group of residents whose homes were not connected to the sanitary sewer system requested that they be guaranteed the old rate should they wish to connect to the system at some future point. Ms. Harrison said the request was denied by the Town Council, and now adding her home to the system will cost \$22,000. She said considering this fee, the reduced fee of \$42,000 for the 120 unit multi-family development is out of line. She added that it makes her angry that the Council would allow a developer to get relief while homeowners have to pay the higher rate.

7. Report of Patricia Dickinson, Mayor

The Mayor had nothing to report.

8. Report of Harry Lee Arnold, Jr, Recorder

Recorder Arnold recognized Christina Kraybill of Berryville Main Street who presented a slide program on the Berryville Main Street Market Assessment.

9. Report of Christy Dunkle, Asst. Town Manager for Community Development

Ms. Dunkle noted the earlier public hearings and referenced the action items in the agenda packet.

Council member Kitselman moved that the Council of the Town of Berryville approve SUP 05-16 in order to operate a veterinary hospital at 37 East Main Street, identified as Tax Map Parcel number 14A5-((A))-81A zoned C General Commercial with the following conditions:

1. Animal boarding is prohibited.
2. Hours of operation may not extend beyond 8:00am to 8:00pm Monday through Friday, 9:00am to 12:00 noon Saturday.
3. Animal waste shall not enter the public sanitary sewer system.
4. Medical waste shall be disposed of per Commonwealth of Virginia regulations.
5. Staff shall park in public parking lots.

Council member Gibson seconded the motion which carried as follows:

Aye: McDonald, Kitselman, Gibson, Tollett, Arnold, Dickinson

Nay: None

Absent: None

Mayor Dickinson recognized Sean Millot of Kimley-Horn & Associates, Inc., who said he represented the owner of the property who is requesting the parking requirement modification. He said the zoning ordinance change reflects that drive-thru use is now much more common than dining in at fast food establishments.

Council member McDonald moved that the Council of the Town of Berryville adopt the attached ordinance amending Article III Supplementary Regulations, Section 305.17 of the Berryville Zoning Ordinance in order to modify parking requirements for "restaurant, fast-food" to require one (1) parking space per 100 square feet of gross floor area, plus one (1) additional space for every four (4) outside seats and retaining the requirement for three (3) queuing spaces for a drive up window. Recorder Arnold seconded the motion.

The Mayor noted that the motion was not an approval for the McDonald's to come to town, but was to allow a change in the parking requirements for a fast food restaurant anywhere in town. Council member Kitselman said he appreciated the comments made by the citizens at the hearing, but noted

the use is by right in the zoning district. He said it is not related to a strip mall or senior housing and is exactly the type of development planned for its location. **The motion carried as follows:**

Aye: McDonald, Kitselman, Gibson, Tollett, Arnold, Dickinson

Nay: None

Absent: None

AN ORDINANCE AMENDING
ARTICLE III, SECTION 305 OF THE
TOWN OF BERRYVILLE ZONING ORDINANCE

BE IT ORDAINED, by the Council of the Town of Berryville, that Article III, Supplementary Regulations, Section 305 Minimum Off-Street Parking, of the Town of Berryville Zoning Ordinance shall be amended as follows:

ARTICLE III – SUPPLEMENTARY REGULATIONS

SECTION 305 Minimum Off-Street Parking

614.5 MAXIMUM DENSITY
 Restaurant, Fast-food

**1 for each 60-100 square feet,
1.0 per 100 square feet gross floor
area, plus one additional for every
four outside seats plus 3 queuing
spaces for drive-up window**

SIGNED: _____
 Patricia Dickinson, Mayor

ATTEST: _____
 Harry Lee Arnold, Jr., Recorder

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Ms. Dunkle referenced the proffer amendment which had previously been the subject of a public hearing. Recorder Arnold said that proffers are voluntary, and provided a history of the proposed development tied to the proffer in question. He said the project continues to be a moving target with the subject of availability fees now in question. In response to Council member Gibson’s question, Mr. Dalton clarified that if the proffers are not amended, then the developer would be unable to build his planned 120 unit development. Council member Kitselman said that approving the amendment would be compounding the mistake made by the Council.

Council member Tollett moved that the Council of the Town of Berryville approve the attached proffer amendments to allow for 120 multifamily senior units (increase from 60 units); on a parcel of approximately 11 acres (increase from 4.34 acres); and removing the reversion from OPR Older Person Residential zoning to B Business and DR-4 Detached Residential zoning. Council member McDonald seconded the motion which carried on a roll call vote as follows:

| | | | |
|-------------|-----|-------------|-----|
| Tollett - | Aye | Arnold - | Nay |
| McDonald - | Aye | Gibson - | Aye |
| Kitselman - | Nay | Dickinson - | Aye |

A PROPOSED PROFFER STATEMENT AMENDMENT TO A REZONING PERMITTING 120 MULTI-FAMILY UNITS IN THE OLDER PERSON RESIDENTIAL (OPR ZONE)

ZONING: R.Z.# [B (11.37793A) and DR-4 (0.93967A) to OPR]
PROPERTY: 11 Acres +/-
Tax Map Parcel 14-5-251B ("the Property")
RECORD OWNER: A.C. Echols, Jr., Trustee of the Battlefield Center Trust ("Owner")
ORIGINAL DATE
OF PROFFERS: May 4, 2009
REVISION DATE (S) July 9th, 2009 July 16th, 2009, August 4th, 2009



The headings of the proffers set forth below have been prepared for convenience or reference only and shall not control or affect the meaning or be taken as an interpretation of any provision of the proffers. The improvements proffered herein shall be provided at the time of development of that portion of the Property adjacent to or including the improvement or other proffered requirement unless otherwise specified herein. The term "Recorded Owner" as referenced herein shall include within its meaning all future owners and successor in interest. The Record Owner hereby proffers as follows:

Proffers

1. Master Development Plan

1.1 The development of the Property shall be in substantial conformity with the portion of the Master Development Plan entitled Master Development Plan dated Sept. 1, 2015 showing development on the Property, a copy of said Master Development plan being attached hereto as Exhibit A, subject to revisions which may be approved by the Town in final site plan review and approval.

2. Land Use Restrictions

2.1 Multi-family residential uses on the Property shall not exceed 120 units and shall be limited to areas containing 11 +/- acres subject to revisions which may be approved by the Town in final Site Plan review, as delineated on a Preliminary Site Plan attached hereto as Exhibit B.

3. Real Estate Tax

3.1 The Owner, and the Owner's successors and assigns, shall pay the usual and customary real estate taxa to the Town and the County based upon the full real estate tax assessment of the localities and the prevailing tax rate in each locality.

3.2 Neither the Owner nor the Applicant, nor their successors or assigns, shall seek any exemption for the Property from real estate taxation by classification or designation pursuant to Chapter 36 of Title 58.1 (Sec58.1-3600, et seq.) of the Code of Virginia, or otherwise, and further, the Owner, and the Owner's successors and assigns, shall pay the annual real estate tax as set forth in 3.1, above, notwithstanding any such exemption which may have been granted or obtained.

4. Cash Proffers

4.1 Prior to the issuance of a building permit for multi-family residential units on the property, the Recorded Owner shall pay to the Town, for fire and rescue proposes, a sum equal to One Thousand Two Hundred Fifty Dollars (\$1,250.00) per unit for the total number of multi-family units shown on the applicable approved final site plan.

5. Deed

5.1 Any deed conveying the Property, or any portion thereof, from the owner of the Property at the time of final rezoning, shall affix as attachment incorporation into said deed, a full copy of these proffers in order to fully advise any subsequent purchaser of the proffered terms and conditions.

A.C. Echols, Jr., Trustee
Battlefield Center Trust

STATE OF VIRGINIA At-Large
County of Clarke, To-wit:

The foregoing document was acknowledged before me this _____ day of _____, 2016 by: A. C. ECHOLS, JR., TRUSTEE OF THE BATTLEFIELD CENTER TRUST.

My Commission expires _____

NOTARY PUBLIC

Notary Registration No: _____



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Ms. Dunkle noted the documentary airing this week on the Holy Cross Abbey monastery and recommended that everyone see it.

10. Report of Keith Dalton, Town Manager

Mr. Dalton said staff has revised the meeting procedures eliminating the requirement for stating a home address before speaking to the Council. He asked that the Council adopt the amended procedures.

Recorder Arnold moved that the Council of the Town of Berryville adopt the amended procedures as follows. Council member Kitselman seconded the motion which carried as follows:

Aye: McDonald, Kitselman, Gibson, Tollett, Arnold, Dickinson

Nay: None

Absent: None

Agenda and Meeting Procedures

www.berryvilleva.gov

THE TOWN OF BERRYVILLE WELCOMES YOU!

Meetings of Town Council are formal proceedings and are therefore conducted in accordance with specific standards. The purpose of this document is to provide citizens and guests with information necessary to participate effectively in this public process.

Please note that public meetings may be audio recorded.

Revised 1/2017

CITIZEN PARTICIPATION

If a person wishes to address Town Council, he or she may do so in three instances.

1. Citizens' Forum

During every meeting, Town Council sets aside time to hear citizens' comment on any matter that they wish to bring to Council's attention.

2. Public Hearings

Formally advertised public hearings are held to provide the public with the opportunity to speak on the proposal or matter that has been advertised.

3. Other

The presiding officer may also solicit public comment, as he or she feels necessary.

Please note: Citizen speaking time is not intended to be a question and answer period or a debate. Citizen speaking time is afforded to provide citizens an opportunity to speak on topics affecting the Town. If citizens have questions of staff or Council, they should contact Town staff in advance of the meeting. Town staff will endeavor to provide the requested information to the public in a timely manner.

PROCEDURES FOR ADDRESSING TOWN COUNCIL

Anyone wishing to speak during Citizens' Forum or a public hearing must:

1. Enter his or her name and indicate whether he or she is a Town resident on the sign-up sheet posted beside the agenda at the entrance to the meeting room. (This list will be collected by the Town Clerk just prior to the beginning of the meeting.)
2. Be recognized by the presiding officer. (Speakers are recognized in the order they appear on the sign-up sheet.)
3. Once recognized by the presiding officer, the speaker must state his or her name and state whether he or she is a Town resident.

Please note:

1. *Any and all comments must be directed to the presiding officer who may, at his or her discretion, solicit a response.*
2. *If speakers wish to supply a written statement, it must be filed, along with other supporting material, with the Town Clerk.*

Speaking time

Speakers must limit their remarks to three (3) minutes in length or less, whether speaking on behalf of a group or as an individual. No speaker may yield time to another speaker. The presiding officer, at his or her discretion, may amend this provision to further limit or expand speaking time.

PUBLIC HEARING PROCEDURES

1. The presiding officer will call the public hearing to order and direct staff to read the notice and give a brief report on the nature of the request.
2. The presiding officer will recognize the applicant. The applicant may speak for not more than ten (10) minutes.
3. The presiding officer will recognize those members of the public that have entered their names on the speaker list. These persons may speak for three (3) minutes and must comply with the speaking procedures outlined previously.
4. The presiding officer may recognize the applicant for another period of time not to exceed five minutes.
5. The presiding officer will entertain questions from Town Council to staff or the applicant.
6. The presiding officer will adjourn the public hearing.
7. The Town Council will discuss and review the request during their regular session. The presiding officer, at his or her discretion, may amend these procedures. The presiding officer may conclude the public hearing whenever he or she determines that further comment would be repetitive or inappropriate.

INFORMATION REGARDING TOWN COUNCIL MEETINGS

If you have any questions, you may contact the Town Clerk at 540-955-1099 or by email at townclerk@berryvilleva.gov.

ACCOMMODATIONS

The Town of Berryville does not discriminate with respect to admission to its programs and activities by persons with disabilities. Accommodations for persons with disabilities will be made upon prior request. To request such accommodation, please contact the Town Clerk at 540-955-1099 or by email at townclerk@berryvilleva.gov.

In addition, the facility is equipped with an audio amplification system to provide assistance to the hearing impaired. If not requested in advance, please ask Town personnel near the front of the meeting room for assistance with the equipment needed to access the amplified audio feed from the proceedings.

EMERGENCY PROCEDURES

In the event an emergency occurs during a meeting, the presiding officer and town staff, including law enforcement, will provide all attendees with direction regarding building evacuation or sheltering in place.

Please take a moment to familiarize yourself with the exits in the meeting area.

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11. Report of H. Allen Kitselman, III – Berryville Area Development Authority Liaison

Council member Kitselman said the BADA will meet on January 25 with two public hearings continued from the previous meeting.

Mayor Dickinson asked what control the Town has over how the McDonalds will look. Mr. Kitselman replied that the BADA has control of the access corridor, and Mr. Dalton said the BADA is responsible for architectural review of building elevations.

12. Report of Erecka Gibson - Chair, Budget and Finance Committee

The minutes of the December 15 meeting were approved with the notation that the evaluation sheet referenced should be attached to the minutes.

Ms. Gibson suggested waiting to vote on the budget amendment until the Streets and Utilities Committee votes on the issues involved in the budget amendment.

13. Report of Donna McDonald - Chair, Community Improvements Committee

Council member McDonald said the Committee will meet again on January 23 at 7:00 pm.

14. Report of David Tollett – Planning Commission Liaison

Council member Tollett said the Planning Commission will meet again on January 24.

15. Report of David Tollett – Police and Security Committee

Council member Tollett said the Committee meet again on January 24.

Chief White said the Police Department Toy Drive was very successful and helped 12 families with toys left over to donate to Head Start students. He said starting today, a new officer was on staff and he will be going to the academy soon.

Council member McDonald praised the Police Department staff for their efforts with the Toy Drive.

16. Report of Patricia Dickinson – Chair, Streets and Utilities Committee

The minutes of the Committee meeting of January 3, 2017, were approved.

In reference to the Availability Fee Schedule, the Mayor said she thinks it is strange that the water fee is three times more than sewer fee, and said she cannot understand how the Mary Hardesty House was priced for tap fees. She said the sewer fee should be more, but the water fee has a per unit price which increases the costs making affordable housing less likely to be built.

Council member Tollett said the fee should be based on meter size only without regard to number of users. He said this would level the playing field.

The Mayor said other communities that have a per-unit cost have a lower per unit cost for multi-family units. She said the Town's fee is way out of line with other communities.

Council member Kitselman said the multi-family units are done this way because you have a vast number of users. He said he did not wish to leave a half-million dollars on the table.

Council member Gibson said her concern is not knowing how this fee change will affect the reserve funds with upcoming water fund projects. She said she wants to know the impact that changing the fees will have, adding that the process of developing the fees should be separate from the senior housing development. She said she wanted to take the time to review the whole schedule properly.

Recorder Arnold agreed, and gave background on the current fee schedule. He said the Council is being accused of holding up the senior housing project when the Marlyn Corporation was involved, but at no time did staff from the Marlyn Corporation express any concern about the availability fees. He said he is not looking for a fast public hearing on this issue.

Mayor Dickinson asked for direction on the request to review the fee schedule.

Council member McDonald said she is not opposed to analysis, but wonders how long that will delay the Robert Regan House project. Council member Kitselman said if the applicant pays the fee as currently listed, he could move forward now, adding he is not in favor of leaving over half a million dollars on the table with the Berryville tax payers footing the bill to help a developer's project. He said it is not wise to make this change at this time.

Council member McDonald asked if the developer were any other person, would the Council be doing the same thing. She said she had never seen anything done that affected downtown Berryville. She said Berryville will meld right into Winchester at some point. Council member Kitselman said that perhaps the Council has kept bad things from happening that would have damaged the downtown.

Mayor Dickinson said the Council needs to be mindful of affordable housing. She said adding a half million dollars to the senior housing project will pass those costs on to the residents who live there by increasing the rents. Council member Gibson said she is aware of that, but it should not be done at the risk of raising fees for the current residents.

Mr. Dalton said there are two concerns he is hearing: the structure of the rates, and timing. He said there could be an analysis of the water availability fee structure in comparison to other localities. He said he could provide recommendations on changes. Council member Gibson requested that the impacts also be studied. Mr. Dalton said he would do his best to have something to provide to the Streets & Utilities Committee at their next meeting.

Mayor Dickinson referenced the pre-purchase of the wastewater treatment plant membranes. The Council discussed the summary prepared by staff. **Council member Kitselman moved that the Council of the Town of Berryville authorize the Town Manager to finalize and execute the pre-purchase agreement for wastewater treatment plant membranes from General Electric Corporation. Council member McDonald seconded the motion which carried as follows:**

Aye: McDonald, Kitselman, Gibson, Tollett, Arnold, Dickinson

Nay: None

Absent: None

Mayor Dickinson asked Mr. Dalton to discuss the Treadwell Street project, and he noted several recent fire protection projects saying the work also improves laterals at the same time. He said the money is nearly all in the budget, and he wanted to make sure the money was allotted prior to scheduling the work.

Recorder Arnold said that several residents had noticed the removal of fire hydrants, so completing the project would be a good option. He noted that the hydrants that were removed were of no assistance to firefighters.

Mayor Dickinson asked why the project had not been in the current budget. Mr. Dalton said that typically, a budget amount is designated, with projects identified later as work dictates. The Mayor asked about costs of the project.

Council member Gibson asked if a schedule of the reserve accounts is available. Mr. Dalton said that he would make sure the Council receives the schedule. **Recorder Arnold moved that the Council of the Town of Berryville authorize staff to proceed with the planned upgrade of the water main on Treadwell Street. Council member Kitselman seconded the motion which carried as follows:**

Aye: McDonald, Kitselman, Gibson, Tollett, Arnold, Dickinson

Nay: None

Absent: None

Council member Gibson moved that the Council of the Town of Berryville adopt the attached Resolution to Amend the FY 2016-2017 Budget. Council member Tollett seconded the motion which carried as follows:

Aye: McDonald, Kitselman, Gibson, Tollett, Arnold, Dickinson

Nay: None

Absent: None

RESOLUTION TO AMEND FY 2016-2017 BUDGET

WHEREAS, THE Town of Berryville FY 2016-2017 Budget was approved and appropriated on the fourteenth day of June, 2016, and

WHEREAS, THE Public Hearing on said budget was held as advertised, and

WHEREAS, it is desired to amend said approved budget,

NOW, THEREFORE BE IT RESOLVED, by the Council of the Town of Berryville, that the following amendments to the approved budget for FY 2016-2017 be made:

| | <u>From</u> | <u>To</u> |
|--|-------------|------------|
| WATER FUND REVENUES | | |
| 501-3000000-0000 Fund Balance | .00 | 70,000.00 |
| WATER FUND EXPENSES | | |
| Capital Outlay | | |
| 501-4094200-8361 Water Line Upgrades | 75,000.00 | 145,000.00 |
| SEWER FUND REVENUES | | |
| 502-3000000-0000 Fund Balance | .00 | 90,000.00 |
| WATER FUND EXPENSES | | |
| Capital Outlay | | |
| 502-4094200-8545 Membrane Pre-purchase | .00 | 90,000.00 |

FY 16-17 BUDGET REVENUES

| Account Number | Account Description | Prior Year Budget
2014-2015 | Prior Year Budget
2015-2016 | APPROVED
2016-2017 | PROPOSED
AMENDED
2016-2017 |
|-------------------------------------|---|--------------------------------|--------------------------------|------------------------|----------------------------------|
| GENERAL FUND | | | | | |
| FUND BALANCE | | | | | |
| 100-3000000-0000 | FUND BALANCE FORWARD | \$ 386,940.00 | \$ - | | |
| | TOTAL FUND BALANCE | \$ 386,940.00 | \$ - | | |
| REVENUE FROM LOCAL SOURCES | | | | | |
| 100-3110101-0000 | CURRENT REAL ESTATE TAXES | \$ 660,000.00 | \$ 881,500.00 | \$ 885,000.00 | \$ 885,000.00 |
| 100-3110102-0000 | DEL REAL ESTATE TAXES | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 |
| 100-3110201-0000 | UTILITY REAL ESTATE TAXES | \$ 7,000.00 | \$ 7,000.00 | \$ 11,200.00 | \$ 11,200.00 |
| 100-3110301-0000 | CURRENT PERS PROP TAXES | \$ 170,000.00 | \$ 215,000.00 | \$ 230,000.00 | \$ 230,000.00 |
| 100-3110302-0000 | DEL PERS PROP TAXES | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 |
| 100-3110401-0000 | MACHINERY & TOOLS | \$ 163,000.00 | \$ 160,000.00 | \$ 207,000.00 | \$ 207,000.00 |
| 100-3110601-0000 | TAX PENALTIES | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 |
| 100-3110602-0000 | TAX INTEREST | \$ 1,500.00 | \$ 1,500.00 | \$ 5,000.00 | \$ 5,000.00 |
| | TOTAL REV FROM LOCAL SOURCES | \$ 1,274,500.00 | \$ 1,274,500.00 | \$ 1,346,700.00 | \$ 1,346,700.00 |
| OTHER LOCAL TAXES | | | | | |
| 100-3120101-0000 | LOCAL SALES TAX | \$ 160,000.00 | \$ 175,000.00 | \$ 190,000.00 | \$ 190,000.00 |
| 100-3120201-0000 | CONSUMER UTILITY TAX | \$ 90,000.00 | \$ 90,000.00 | \$ 90,000.00 | \$ 90,000.00 |
| 100-3120300-0000 | BUSINESS LICENSE | \$ 185,000.00 | \$ 185,000.00 | \$ 185,000.00 | \$ 185,000.00 |
| 100-3120402-0000 | REC FRANCHISE FEES | \$ 25,000.00 | \$ 27,000.00 | \$ 35,000.00 | \$ 35,000.00 |
| 100-3120501-0000 | AUTO LICENSE | \$ 90,000.00 | \$ 90,000.00 | \$ 90,000.00 | \$ 90,000.00 |
| 100-3120601-0000 | BANK FRANCHISE TAXES | \$ 110,000.00 | \$ 140,000.00 | \$ 145,000.00 | \$ 145,000.00 |
| 100-3120801-0000 | CIGARETTE TAX (10¢) | \$ - | \$ 1,300.00 | \$ 42,500.00 | \$ 42,500.00 |
| 100-3121001-0000 | LODGING TAX (2%) | \$ - | \$ 17,500.00 | \$ 9,000.00 | \$ 9,000.00 |
| 100-3121101-0000 | MEALS TAX (4%) | \$ 192,000.00 | \$ 185,000.00 | \$ 190,000.00 | \$ 190,000.00 |
| | TOTAL OTHER LOCAL TAXES | \$ 852,000.00 | \$ 910,800.00 | \$ 976,500.00 | \$ 976,500.00 |
| PERMITS, FEES & LICENSES | | | | | |
| 100-3130304-0000 | LAND USE APPLICATION FEES | \$ 1,000.00 | \$ 1,500.00 | \$ 500.00 | \$ 500.00 |
| 100-3130307-0000 | ZONING & SUBDIVISION FEES | \$ 10,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ 10,000.00 |
| | TOTAL PERMITS, FEES & LICENSES | \$ 11,000.00 | \$ 11,500.00 | \$ 10,500.00 | \$ 10,500.00 |
| FINES & FORFEITURES | | | | | |
| 100-3140101-0000 | COURT FINES | \$ 20,000.00 | \$ 30,000.00 | \$ 25,000.00 | \$ 25,000.00 |
| 100-3140102-0000 | PARKING METER FINES | \$ 2,750.00 | \$ 2,000.00 | \$ 3,300.00 | \$ 3,300.00 |
| | TOTAL FINES & FORFEITURES | \$ 22,750.00 | \$ 32,000.00 | \$ 28,300.00 | \$ 28,300.00 |
| REVENUE FROM MONEY OR PROP | | | | | |
| 100-3150101-0000 | INTEREST ON DEPOSITS | \$ 7,000.00 | \$ 6,000.00 | \$ 6,000.00 | \$ 6,000.00 |
| 100-3150201-0000 | RENTAL OF PROPERTY | \$ 12,000.00 | \$ 12,000.00 | \$ 12,000.00 | \$ 12,000.00 |
| 100-3150205-0000 | WATER TANK SITE LEASE | \$ 63,600.00 | \$ 64,500.00 | \$ 66,250.00 | \$ 66,250.00 |
| | TOTAL FROM MONEY OR PROP | \$ 82,600.00 | \$ 82,500.00 | \$ 84,250.00 | \$ 84,250.00 |
| CHARGES FOR SERVICES | | | | | |
| 100-3160703-0000 | PARKING METERS | \$ 8,000.00 | \$ 8,000.00 | \$ 11,000.00 | \$ 11,000.00 |
| 100-3161502-0000 | SALE OF PUBLICATIONS | \$ 100.00 | \$ 100.00 | \$ - | \$ - |
| | TOTAL CHARGES FOR SERVICES | \$ 8,100.00 | \$ 8,100.00 | \$ 11,000.00 | \$ 11,000.00 |
| MISCELLANEOUS REVENUES | | | | | |
| 100-3189905-0000 | SALE OF SURPLUS | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 |
| | TOTAL MISC REVENUES | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 |
| RECOVERED COSTS | | | | | |
| 100-3190203-0000 | REIMBURSABLE FEES | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 |
| | TOTAL RECOVERED COSTS | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 |
| TOTAL LOCAL REVENUES | | \$ 2,379,390.00 | \$ 2,325,400.00 | \$ 2,463,250.00 | \$ 2,463,250.00 |

| REVENUE FROM THE COMMONWEALTH | | | | | | |
|--|----------------------------|----|------------|----|------------|---------------|
| NON-CATEGORICAL AID | | | | | | |
| 100-3220107-0000 | ROLLING STOCK TAX | \$ | 2,000.00 | \$ | 2,000.00 | \$ 2,000.00 |
| 100-3220109-0000 | PPTRA | \$ | 209,917.00 | \$ | 209,917.00 | \$ 209,917.00 |
| 100-3220201-0000 | COMMUNICATION TAX | \$ | 90,000.00 | \$ | 90,000.00 | \$ 90,000.00 |
| | TOTAL NON-CATEGORICAL AID | \$ | 301,917.00 | \$ | 301,917.00 | \$ 301,917.00 |
| CATEGORICAL AID | | | | | | |
| 100-3240103-0000 | 599 LAW ENFORCEMENT GRANT | \$ | 74,052.00 | \$ | 74,052.00 | \$ 74,052.00 |
| 100-3240103-0000 | LE BLOCK GRANT | \$ | - | \$ | - | \$ 10,000.00 |
| 100-3240201-0000 | FIRE FUND PROGRAM | \$ | 11,187.00 | \$ | 14,000.00 | \$ 14,000.00 |
| 100-3240300-0000 | VDOT LANE MILE ALLOWANCE | \$ | 431,812.00 | \$ | 431,812.00 | \$ 474,787.00 |
| 100-3240301-0000 | VDOT ROAD MAINTENANCE | \$ | 10,000.00 | \$ | 10,000.00 | \$ 10,000.00 |
| 100-3240302-0000 | LITTER CONTROL GRANT | \$ | 2,000.00 | \$ | 2,000.00 | \$ 2,000.00 |
| 100-3240311-0000 | ST EMERGENCY R&R | \$ | - | \$ | - | \$ - |
| 100-3240312-0000 | VA COMMISSION FOR THE ARTS | \$ | 5,000.00 | \$ | 5,000.00 | \$ 5,000.00 |
| 100-3240710-0000 | DMV ANIMAL FRIENDLY PLATES | | | | | \$ 30.00 |
| | TOTAL CATEGORICAL AID | \$ | 534,051.00 | \$ | 536,864.00 | \$ 589,869.00 |
| TOTAL FROM THE COMMONWEALTH \$ 835,968.00 \$ 838,781.00 \$ 891,786.00 \$ 891,786.00 | | | | | | |

| REVENUE FROM THE FEDERAL GOVERNMENT | | | | | | |
|--|---------------------------|----|---|----|---|------|
| CATEGORICAL AID | | | | | | |
| 100-3340102-0000 | FEDERAL FIRE FUND PROGRAM | \$ | - | \$ | - | \$ - |
| 100-3340311-0000 | FEDERAL EMERGENCY R&R | \$ | - | \$ | - | \$ - |
| | TOTAL CATEGORICAL AID | \$ | - | \$ | - | \$ - |
| TOTAL FROM FEDERAL GOVERNMENT \$ - \$ - \$ - \$ - | | | | | | |

| REVENUE FROM OTHER SOURCES | | | | | | |
|---|--------------------------|----|----------|----|----------|-------------|
| NON-REVENUE RECEIPTS | | | | | | |
| 100-3410201-0000 | MISCELLANEOUS REVENUES | \$ | 1,000.00 | \$ | 1,000.00 | \$ 1,000.00 |
| | TOTAL FROM OTHER SOURCES | \$ | 1,000.00 | \$ | 1,000.00 | \$ 1,000.00 |
| TOTAL FROM OTHER SOURCES \$ 1,000.00 \$ 1,000.00 \$ 1,000.00 \$ 1,000.00 | | | | | | |

| | | | | | | |
|--|--|--|--|--|--|--|
| TOTAL GENERAL FUND REVENUES \$ 3,216,958.00 \$ 3,165,181.00 \$ 3,356,096.00 \$ 3,356,096.00 | | | | | | |
|--|--|--|--|--|--|--|

| WATER FUND | | | | | | |
|----------------------------|---------------------------------|----|------------|----|------------|---------------|
| FUND BALANCE | | | | | | |
| 501-3000000-0000 | FUND BALANCE | \$ | - | \$ | - | \$ 70,000.00 |
| | TOTAL FUND BALANCE | \$ | - | \$ | - | \$ 70,000.00 |
| REVENUE FROM MONEY OR PROP | | | | | | |
| 501-3150102-0000 | INTEREST ON INVESTMENTS | \$ | 5,000.00 | \$ | 3,000.00 | \$ 3,000.00 |
| | TOTAL FROM USE OF MONEY OR PROP | \$ | 5,000.00 | \$ | 3,000.00 | \$ 3,000.00 |
| CHARGES FOR SERVICES | | | | | | |
| 501-3160110-0000 | TREATMENT FEES | \$ | 754,000.00 | \$ | 800,900.00 | \$ 825,000.00 |
| 501-3160111-0000 | DELINQUENT ACCT PENALTIES | \$ | 30,000.00 | \$ | 30,000.00 | \$ 30,000.00 |
| 501-3160112-0000 | SECURITY DEPOSITS | \$ | 100.00 | \$ | 100.00 | \$ 100.00 |
| 501-3160113-0000 | AVAILABILITY CHARGES | \$ | 26,250.00 | \$ | 52,500.00 | \$ 78,050.00 |
| 501-3160114-0000 | CONNECTION CHARGES | \$ | - | \$ | - | \$ - |
| 501-3160115-0000 | METER FEES | \$ | 1,625.00 | \$ | 3,250.00 | \$ 4,550.00 |
| | TOTAL CHARGES FOR SERVICES | \$ | 811,975.00 | \$ | 886,750.00 | \$ 937,700.00 |

| | | | | | | | | |
|-------------------------|----|------------|----|------------|----|------------|----|--------------|
| TOTAL WATER FUND | \$ | 816,975.00 | \$ | 889,750.00 | \$ | 940,700.00 | \$ | 1,010,700.00 |
|-------------------------|----|------------|----|------------|----|------------|----|--------------|

SEWER FUND

| | | | | | | | | | |
|------------------|---------------------------|----|---|----|---|----|---|----|-----------|
| 502-3000000-0000 | FUND BALANCE | \$ | - | \$ | - | \$ | - | \$ | 90,000.00 |
| | TOTAL FUND BALANCE | \$ | - | \$ | - | \$ | - | \$ | 90,000.00 |

| | | | | | | | | | |
|------------------|--|----|----------|----|----------|----|----------|----|----------|
| 502-3150101-0000 | REVENUE FROM MONEY OR PROP INTEREST INCOME | \$ | 8,000.00 | \$ | 5,000.00 | \$ | 5,000.00 | \$ | 5,000.00 |
| | TOTAL REVENUE FROM MONEY OR PROP | \$ | 8,000.00 | \$ | 5,000.00 | \$ | 5,000.00 | \$ | 5,000.00 |

| | | | | | | | | | |
|------------------|-------------------------------------|----|--------------|----|--------------|----|--------------|----|--------------|
| 502-3160110-0000 | CHARGES FOR SERVICES TREATMENT FEES | \$ | 1,486,000.00 | \$ | 1,570,000.00 | \$ | 1,620,000.00 | \$ | 1,620,000.00 |
| 502-3160112-0000 | SECURITY DEPOSITS | \$ | 100.00 | \$ | 100.00 | \$ | 100.00 | \$ | 100.00 |
| 502-3160113-0000 | AVAILABILITY CHARGES | \$ | 113,750.00 | \$ | 227,500.00 | \$ | 318,500.00 | \$ | 318,500.00 |
| | TOTAL CHARGES FOR SERVICES | \$ | 1,599,850.00 | \$ | 1,797,600.00 | \$ | 1,938,600.00 | \$ | 1,938,600.00 |

REVENUE FROM OTHER SOURCES

| | | | | | | | | | |
|------------------|-----------------------------------|----|---|----|---|----|---|----|---|
| 502-3410401-0000 | NON-REVENUE RECEIPTS VRA LOAN | \$ | - | \$ | - | \$ | - | \$ | - |
| 502-3410402-0000 | WOIF Grant | \$ | - | \$ | - | \$ | - | \$ | - |
| | TOTAL NON-REVENUE RECEIPTS | \$ | - | \$ | - | \$ | - | \$ | - |

TOTAL FROM OTHER SOURCES

| | | | | | | | | |
|-------------------------|----|--------------|----|--------------|----|--------------|----|--------------|
| TOTAL SEWER FUND | \$ | 1,607,850.00 | \$ | 1,802,600.00 | \$ | 1,943,600.00 | \$ | 2,059,600.00 |
|-------------------------|----|--------------|----|--------------|----|--------------|----|--------------|

TOTAL REVENUES ALL FUNDS \$ 5,641,183.00 \$ 5,857,531.00 \$ 6,240,336.00 \$ 6,400,336.00

FY 16-17 BUDGET EXPENSES

| Account Number | Account Description | Prior Year Budget
2014-2015 | Prior Year Budget
2015-2016 | APPROVED
2016-2017 | APPROVED
2016-2017 |
|---------------------|-------------------------------|--------------------------------|--------------------------------|-----------------------|-----------------------|
| GENERAL FUND | | | | | |
| TOWN COUNCIL | | | | | |
| 100-4011100-1111 | EXPENSE COMPENSATION | \$ 18,900.00 | \$ 18,900.00 | \$ 18,900.00 | \$ 18,900.00 |
| 100-4011100-5540 | TRAINING | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 |
| 100-4011100-5699 | LOCAL CONTRIBUTIONS | \$ - | \$ - | \$ - | \$ - |
| 100-4011100-5800 | MISCELLANEOUS | \$ 1,500.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 |
| 100-4011100-5810 | DUES | \$ 2,300.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 |
| 100-4011100-6017 | TOWN CODE SUPPLEMENTS | \$ 2,250.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 |
| 100-4011100-6018 | STATE CODE SUPPLEMENTS | \$ - | \$ - | \$ - | \$ - |
| | TOTAL TOWN COUNCIL | \$ 25,950.00 | \$ 25,900.00 | \$ 25,900.00 | \$ 25,900.00 |
| TOWN CLERK | | | | | |
| 100-4011200-1114 | SALARIES/WAGES/TNCLK | \$ 44,290.00 | \$ 36,800.00 | \$ 40,300.00 | \$ 40,300.00 |
| 100-4011200-2100 | MATCHING FICA EXPENSE (7.65%) | \$ - | \$ - | \$ 3,080.00 | \$ 3,080.00 |
| 100-4011200-5540 | EDUCATION/TRAINING | \$ 500.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 |
| 100-4011200-5810 | DUES | \$ 200.00 | \$ 200.00 | \$ 200.00 | \$ 200.00 |
| | TOTAL TOWN CLERK | \$ 44,990.00 | \$ 38,000.00 | \$ 44,580.00 | \$ 44,580.00 |
| TOWN MANAGER | | | | | |
| 100-4012110-1112 | COMPENSATION | \$ 124,800.00 | \$ 129,000.00 | \$ 129,000.00 | \$ 129,000.00 |
| 100-4012110-2100 | MATCHING FICA EXPENSE (7.65%) | \$ - | \$ - | \$ 9,850.00 | \$ 9,850.00 |
| 100-4012110-5230 | TELECOMMUNICATIONS | \$ - | \$ 600.00 | \$ 600.00 | \$ 600.00 |
| 100-4012110-5510 | MILEAGE | \$ 150.00 | \$ 150.00 | \$ 150.00 | \$ 150.00 |
| 100-4012110-5540 | TRAINING | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 |
| 100-4012110-5810 | DUES | \$ 300.00 | \$ 300.00 | \$ 300.00 | \$ 300.00 |

| | | | | | |
|------------------|--------------------------------|---------------|---------------|---------------|---------------|
| | TOTAL TOWN MANAGER | \$ 126,250.00 | \$ 131,050.00 | \$ 140,900.00 | \$ 140,900.00 |
| | LEGAL SERVICES | | | | |
| 100-4012210-3150 | PROFESSIONAL SERVICES | \$ 30,000.00 | \$ 30,000.00 | \$ 20,000.00 | \$ 20,000.00 |
| | TOTAL LEGAL SERVICES | \$ 30,000.00 | \$ 30,000.00 | \$ 20,000.00 | \$ 20,000.00 |
| | PERSONNEL | | | | |
| 100-4012220-2100 | SOCIAL SECURITY | \$ 71,300.00 | \$ 69,940.00 | \$ - | \$ - |
| 100-4012220-2210 | VRS | \$ 80,210.00 | \$ 102,200.00 | \$ 116,350.00 | \$ 116,350.00 |
| 100-4012220-2220 | VMLIP - STD | \$ 580.00 | \$ 560.00 | \$ 570.00 | \$ 570.00 |
| 100-4012220-2230 | VMLIP - LTD | \$ 5,100.00 | \$ 4,905.00 | \$ 5,145.00 | \$ 5,145.00 |
| 100-4012220-2250 | line of Duty Act | \$ 3,000.00 | \$ 3,550.00 | \$ 3,750.00 | \$ 3,750.00 |
| 100-4012220-2300 | HEALTH INSURANCE | \$ 133,000.00 | \$ 140,635.00 | \$ 154,650.00 | \$ 154,650.00 |
| 100-4012220-2400 | LIFE INSURANCE | \$ 12,300.00 | \$ 10,785.00 | \$ 11,320.00 | \$ 11,320.00 |
| 100-4012220-2600 | UNEMPLOYMENT INSURANCE | \$ 800.00 | \$ 675.00 | \$ 270.00 | \$ 270.00 |
| 100-4012220-2700 | WORKER'S COMPENSATION | \$ 30,000.00 | \$ 24,000.00 | \$ 21,750.00 | \$ 21,750.00 |
| 100-4012220-3110 | RANDOM DRUG SCREENING | \$ 450.00 | \$ 500.00 | \$ 750.00 | \$ 750.00 |
| | TOTAL PERSONNEL | \$ 336,740.00 | \$ 357,750.00 | \$ 314,555.00 | \$ 314,555.00 |
| | INDEPENDENT AUDITOR | | | | |
| 100-4012240-3120 | CONTRACTUAL SERVICES | \$ 15,100.00 | \$ 15,300.00 | \$ 16,000.00 | \$ 16,000.00 |
| | TOTAL INDEPENDENT AUDITOR | \$ 15,100.00 | \$ 15,300.00 | \$ 16,000.00 | \$ 16,000.00 |
| | TOWN TREASURER | | | | |
| 100-4012410-1113 | COMPENSATION | \$ 89,600.00 | \$ 90,800.00 | \$ 92,800.00 | \$ 92,800.00 |
| 100-4012410-2100 | MATCHING FICA EXPENSE (7.65 %) | | | \$ 7,000.00 | \$ 7,000.00 |
| 100-4012410-3130 | PROFESSIONAL SER/TAX CONV | | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 |
| 100-4012410-3150 | PROFESSIONAL SER/VEC | \$ 950.00 | \$ 100.00 | \$ 100.00 | \$ 100.00 |
| 100-4012410-5306 | SURETY BONDS | \$ 300.00 | \$ 300.00 | \$ 300.00 | \$ 300.00 |
| 100-4012410-5540 | TRAINING | \$ 1,000.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 |
| 100-4012410-5810 | DUES | \$ 150.00 | \$ 300.00 | \$ 300.00 | \$ 300.00 |
| 100-4012410-6015 | AUTO DECALS | | | \$ 250.00 | \$ 250.00 |
| | TOTAL TOWN TREASURER | \$ 92,000.00 | \$ 95,000.00 | \$ 104,250.00 | \$ 104,250.00 |
| | FINANCE/ACCOUNTING | | | | |
| 100-4012430-1113 | COMPENSATION | \$ 56,220.00 | \$ 58,600.00 | \$ 64,400.00 | \$ 64,400.00 |
| 100-4012430-2100 | MATCHING FICA EXPENSE (7.65 %) | | | \$ 4,900.00 | \$ 4,900.00 |
| 100-4012430-5540 | TRAINING | \$ 400.00 | \$ 200.00 | \$ 500.00 | \$ 500.00 |
| | TOTAL FINANCE/ACCOUNTING | \$ 56,620.00 | \$ 58,800.00 | \$ 69,800.00 | \$ 69,800.00 |
| | CENTRAL ADM/PURCHASING | | | | |
| 100-4012530-3320 | MAINTENANCE CONTRACTS | \$ 34,525.00 | \$ 22,350.00 | \$ 25,000.00 | \$ 25,000.00 |
| 100-4012530-3400 | WEB SITE | \$ 2,000.00 | \$ 5,135.00 | \$ 5,000.00 | \$ 5,000.00 |
| 100-4012530-3501 | NEWSLETTER | \$ 1,500.00 | \$ 1,000.00 | \$ 250.00 | \$ 250.00 |
| 100-4012530-3600 | ADVERTISING | \$ 7,000.00 | \$ 7,000.00 | \$ 7,000.00 | \$ 7,000.00 |
| 100-4012530-5210 | POSTAGE | \$ 8,000.00 | \$ 8,000.00 | \$ 8,000.00 | \$ 8,000.00 |
| 100-4012530-5230 | TELECOMMUNICATIONS | \$ 2,100.00 | \$ 1,200.00 | \$ 400.00 | \$ 400.00 |
| 100-4012530-5415 | COPIER LEASE | | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 |
| 100-4012530-5540 | TRAINING | \$ 750.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 |
| 100-4012530-5810 | DUES | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 |
| 100-4012530-6001 | OFFICE SUPPLIES | \$ 11,000.00 | \$ 11,000.00 | \$ 11,000.00 | \$ 11,000.00 |
| | TOTAL CENTRAL ADM/PURCHASING | \$ 67,375.00 | \$ 60,685.00 | \$ 61,650.00 | \$ 61,650.00 |
| | RISK MANAGEMENT | | | | |
| 100-4012550-5304 | BLANKET EXCESS LIABILITY | \$ 13,500.00 | \$ 13,200.00 | \$ 11,000.00 | \$ 11,000.00 |
| 100-4012550-5305 | AUTOMOBILE INSURANCE | \$ 9,000.00 | \$ 9,300.00 | \$ 9,000.00 | \$ 9,000.00 |
| 100-4012550-5307 | VARISK-2 | \$ 0 | \$ - | \$ - | \$ - |
| 100-4012550-5308 | SEMI-MULTI PERIL INS | \$ 11,500.00 | \$ 26,500.00 | \$ 29,150.00 | \$ 29,150.00 |
| 100-4012550-5800 | INSURANCE DEDUCTIBLES | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 |
| | TOTAL RISK MANAGEMENT | \$ 37,000.00 | \$ 52,000.00 | \$ 52,150.00 | \$ 52,150.00 |
| | ENGINEERING SERVICES | | | | |
| 100-4012600-3140 | ENGINEERING SERVICES | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 |
| | TOTAL ENGINEERING SERVICES | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 |

| | | | | | | | |
|------------------|--------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | ELECTIONS | | | | | | |
| 100-4013100-1125 | ELECTION OFFICIALS | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 |
| 100-4013100-6001 | OFFICE SUPPLIES | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 |
| | TOTAL ELECTIONS | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 |
| | PUBLIC DEFENDER FEES | | | | | | |
| 100-4021500-3150 | PUBLIC DEFENDER FEES | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 |
| | TOTAL PUBLIC DEFENDER FEES | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 |
| | POLICE DEPARTMENT | | | | | | |
| 100-4031100-1139 | COMPENSATION | \$ 500,000.00 | \$ 479,600.00 | \$ 534,600.00 | \$ 534,600.00 | \$ 534,600.00 | \$ 534,600.00 |
| 100-4031100-2100 | MATCHING FICA EXPENSE (7.65 %) | | | \$ 40,900.00 | \$ 40,900.00 | \$ 40,900.00 | \$ 40,900.00 |
| 100-4031100-3110 | MEDICAL EXAMINATIONS | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 |
| 100-4031100-3115 | PRE EMPLOYMENT DRUG SCREEN | \$ 500.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 |
| 100-4031100-3190 | INTERPRETER | \$ 400.00 | \$ 400.00 | \$ 400.00 | \$ 400.00 | \$ 400.00 | \$ 400.00 |
| 100-4031100-3310 | REPAIR & MAINTENANCE | \$ 9,875.00 | \$ 12,000.00 | \$ 14,000.00 | \$ 14,000.00 | \$ 14,000.00 | \$ 14,000.00 |
| 100-4031100-3320 | MAINTENANCE CONTRACTS | \$ 8,088.00 | \$ 7,500.00 | \$ 9,850.00 | \$ 9,850.00 | \$ 9,850.00 | \$ 9,850.00 |
| 100-4031100-4082 | WILDLIFE MANAGEMENT | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 |
| 100-4031100-5210 | POSTAGE | \$ 275.00 | \$ 250.00 | \$ 250.00 | \$ 250.00 | \$ 250.00 | \$ 250.00 |
| 100-4031100-5230 | TELECOMMUNICATIONS | \$ 1,550.00 | \$ 4,044.00 | \$ 4,044.00 | \$ 4,044.00 | \$ 4,044.00 | \$ 4,044.00 |
| 100-4031100-5415 | COPIER LEASE | | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 |
| 100-4031100-5540 | TRAINING | \$ 8,000.00 | \$ 9,500.00 | \$ 9,500.00 | \$ 9,500.00 | \$ 9,500.00 | \$ 9,500.00 |
| 100-4031100-5810 | DUES | \$ 3,045.00 | \$ 2,050.00 | \$ 700.00 | \$ 700.00 | \$ 700.00 | \$ 700.00 |
| 100-4031100-5815 | COMMUNITY RELATIONS | \$ 700.00 | \$ 900.00 | \$ 1,200.00 | \$ 1,200.00 | \$ 1,200.00 | \$ 1,200.00 |
| 100-4031100-6001 | OFFICE SUPPLIES | \$ 1,850.00 | \$ 1,850.00 | \$ 2,350.00 | \$ 2,350.00 | \$ 2,350.00 | \$ 2,350.00 |
| 100-4031100-6008 | GASOLINE & OIL | \$ 24,288.00 | \$ 20,000.00 | \$ 14,000.00 | \$ 14,000.00 | \$ 14,000.00 | \$ 14,000.00 |
| 100-4031100-6010 | POLICE SUPPLIES | \$ 8,000.00 | \$ 12,300.00 | \$ 13,500.00 | \$ 13,500.00 | \$ 13,500.00 | \$ 13,500.00 |
| 100-4031100-6011 | UNIFORMS | \$ 3,000.00 | \$ 4,000.00 | \$ 4,000.00 | \$ 4,000.00 | \$ 4,000.00 | \$ 4,000.00 |
| | TOTAL POLICE DEPARTMENT | \$ 571,071.00 | \$ 559,894.00 | \$ 654,794.00 | \$ 654,794.00 | \$ 654,794.00 | \$ 654,794.00 |
| | TRAFFIC CONTROL | | | | | | |
| 100-4031300-5699 | COUNTY CONT/CROSSING GD | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 |
| | TOTAL TRAFFIC CONTROL | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 |
| | EMERGENCY SERVICES | | | | | | |
| 100-4031400-5699 | CONTRIBUTION/CC CENT ALRM | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 |
| | TOTAL EMERGENCY SERVICES | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 |
| | VOLUNTEER FIRE DEPARTMENT | | | | | | |
| 100-4032200-5699 | CONTRIBUTION/JHEVFD | \$ 25,000.00 | \$ 25,000.00 | \$ 25,000.00 | \$ 25,000.00 | \$ 25,000.00 | \$ 25,000.00 |
| 100-4032200-5707 | FIRE FUND PROGRAM | \$ 11,187.00 | \$ 14,000.00 | \$ 14,000.00 | \$ 14,000.00 | \$ 14,000.00 | \$ 14,000.00 |
| | TOTAL VOLUNTEER FIRE DEPT | \$ 36,187.00 | \$ 39,000.00 | \$ 39,000.00 | \$ 39,000.00 | \$ 39,000.00 | \$ 39,000.00 |
| | RESCUE SERVICES | | | | | | |
| 100-4032300-5699 | PROFESSIONAL SER EMY™ | \$ 67,920.00 | \$ 67,920.00 | \$ 50,000.00 | \$ 50,000.00 | \$ 50,000.00 | \$ 50,000.00 |
| | TOTAL RESCUE SERVICES | \$ 67,920.00 | \$ 67,920.00 | \$ 50,000.00 | \$ 50,000.00 | \$ 50,000.00 | \$ 50,000.00 |
| | CORRECTION & DETENTION | | | | | | |
| 100-4033200-5550 | CONFINEMENT OF PRISONERS | \$ 250.00 | \$ 250.00 | \$ 250.00 | \$ 250.00 | \$ 250.00 | \$ 250.00 |
| | TOTAL CORRECTION & DETENTION | \$ 250.00 | \$ 250.00 | \$ 250.00 | \$ 250.00 | \$ 250.00 | \$ 250.00 |
| | PUBLIC WORKS ADMINISTRATION | | | | | | |
| 100-4041100-1140 | COMPENSATION | \$ 42,425.00 | \$ 42,700.00 | \$ 44,450.00 | \$ 44,450.00 | \$ 44,450.00 | \$ 44,450.00 |
| 100-4041100-2100 | MATCHING FICA EXPENSE (7.65 %) | | | \$ 3,400.00 | \$ 3,400.00 | \$ 3,400.00 | \$ 3,400.00 |
| 100-4041100-3110 | MEDICAL EXAMS | \$ 525.00 | \$ 525.00 | \$ 525.00 | \$ 525.00 | \$ 525.00 | \$ 525.00 |
| 100-4041100-3310 | VEHICLE REP & MAINTENANCE | \$ 6,000.00 | \$ 7,000.00 | \$ 7,000.00 | \$ 7,000.00 | \$ 7,000.00 | \$ 7,000.00 |
| 100-4041100-5120 | FUEL OIL/HEAT | \$ 3,325.00 | \$ 3,325.00 | \$ 3,325.00 | \$ 3,325.00 | \$ 3,325.00 | \$ 3,325.00 |
| 100-4041100-5230 | TELECOMMUNICATIONS | \$ 3,800.00 | \$ 4,400.00 | \$ 3,800.00 | \$ 3,800.00 | \$ 3,800.00 | \$ 3,800.00 |
| 100-4041100-5415 | COPIER LEASE | | \$ 2,100.00 | \$ 2,250.00 | \$ 2,250.00 | \$ 2,250.00 | \$ 2,250.00 |
| 100-4041100-5540 | TRAINING | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 |
| 100-4041100-6001 | OFFICE SUPPLIES | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 |
| | TOTAL PUBLI WKS ADMINISTRATION | \$ 57,075.00 | \$ 61,050.00 | \$ 65,750.00 | \$ 65,750.00 | \$ 65,750.00 | \$ 65,750.00 |
| | HWYS, STS BRIDGES & RDWLKS | | | | | | |

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|------------------|--|----|-------------------|----|-------------------|----|-------------------|----|-------------------|
| 100-4041200-1183 | COMPENSATION | \$ | 117,600.00 | \$ | 123,855.00 | \$ | 127,500.00 | \$ | 127,500.00 |
| 100-4041200-2100 | MATCHING FICA EXPENSE (7.65 %) | | | | | | 9,750.00 | | 9,750.00 |
| 100-4041200-3310 | EQUIPMENT MAINTENANCE | \$ | 10,000.00 | \$ | 10,000.00 | \$ | 10,000.00 | \$ | 10,000.00 |
| 100-4041200-3315 | SIDEWALK MAINTENANCE | \$ | 6,000.00 | \$ | 6,000.00 | \$ | 6,000.00 | \$ | 6,000.00 |
| 100-4041200-3316 | STREET SIGN MAINTENANCE | \$ | 500.00 | \$ | 500.00 | \$ | 500.00 | \$ | 500.00 |
| 100-4041200-5425 | NORFOLK/SOUTHERN R-O-W'S | \$ | 950.00 | \$ | 950.00 | \$ | 950.00 | \$ | 950.00 |
| 100-4041200-6007 | MATERIALS & SUPPLIES | \$ | 4,000.00 | \$ | 4,000.00 | \$ | 4,000.00 | \$ | 4,000.00 |
| 100-4041200-6008 | GASOLINE & OIL | \$ | 37,040.00 | \$ | 37,400.00 | \$ | 37,400.00 | \$ | 37,400.00 |
| 100-4041200-6011 | UNIFORMS | \$ | 3,000.00 | \$ | 3,000.00 | \$ | 3,000.00 | \$ | 3,000.00 |
| | TOTAL HWYS, STS BRIDGES & SWLKS | \$ | 179,090.00 | \$ | 185,705.00 | \$ | 199,100.00 | \$ | 199,100.00 |
| | VDOT STREET MAINTENANCE | | | | | | | | |
| 100-4041250-3300 | VDOT STREET MAINTENANCE | \$ | 431,812.00 | \$ | 384,312.00 | \$ | 287,037.00 | \$ | 287,037.00 |
| 100-4041250-3310 | EQUIPMENT MAINTENANCE (VDOT) | \$ | - | \$ | - | \$ | - | \$ | - |
| 100-4041250-3316 | STREET SIGN MAINTENANCE (VDOT) | \$ | - | \$ | - | \$ | - | \$ | - |
| 100-4041250-6050 | ASPHALT (VDOT) | \$ | - | \$ | - | \$ | - | \$ | - |
| 100-4041250-6130 | TREE REMOVAL (VDOT) | \$ | - | \$ | - | \$ | - | \$ | - |
| 100-4041250-6307 | SNOW REMOVAL (VDOT) | \$ | - | \$ | - | \$ | - | \$ | - |
| 100-4041250-8801 | EQUIPMENT PURCHASE (VDOT) | \$ | - | \$ | 47,500.00 | \$ | 125,500.00 | \$ | 125,500.00 |
| 100-4041250-8803 | PUBLIC WORKS IMPROVEMENTS | | | | | | 62,250.00 | | 62,250.00 |
| | TOTAL VDOT STREET MAINTENANCE | \$ | 431,812.00 | \$ | 431,812.00 | \$ | 474,787.00 | \$ | 474,787.00 |
| | STREET LIGHTS | | | | | | | | |
| 100-4041320-5110 | ELECTRICITY | \$ | 79,000.00 | \$ | 79,000.00 | \$ | 79,000.00 | \$ | 79,000.00 |
| | TOTAL STREET LIGHTS | \$ | 79,000.00 | \$ | 79,000.00 | \$ | 79,000.00 | \$ | 79,000.00 |
| | SNOW REMOVAL | | | | | | | | |
| 100-4041330-6007 | MATERIALS & SUPPLIES | \$ | 2,000.00 | \$ | 2,000.00 | \$ | 2,000.00 | \$ | 2,000.00 |
| | TOTAL SNOW REMOVAL | \$ | 2,000.00 | \$ | 2,000.00 | \$ | 2,000.00 | \$ | 2,000.00 |
| | PARKING METERS & LOTS | | | | | | | | |
| 100-4041340-6007 | MATERIALS & SUPPLIES | \$ | 1,500.00 | \$ | 1,500.00 | \$ | 1,500.00 | \$ | 1,500.00 |
| | TOTAL PARKING METERS & LOTS | \$ | 1,500.00 | \$ | 1,500.00 | \$ | 1,500.00 | \$ | 1,500.00 |
| | STREET & ROAD CLEANING | | | | | | | | |
| 100-4042200-6007 | MATERIALS & SUPPLIES | \$ | 4,000.00 | \$ | 4,000.00 | \$ | 4,000.00 | \$ | 4,000.00 |
| | TOTAL STREET & ROAD CLEANING | \$ | 4,000.00 | \$ | 4,000.00 | \$ | 4,000.00 | \$ | 4,000.00 |
| | REFUSE COLLECTION | | | | | | | | |
| 100-4042300-3220 | CONTRACTUAL SERVICES | \$ | 170,200.00 | \$ | 177,000.00 | \$ | 182,300.00 | \$ | 182,300.00 |
| 100-4042300-6225 | RECYCLING SERVICES | \$ | 51,000.00 | \$ | 53,000.00 | \$ | 54,600.00 | \$ | 54,600.00 |
| | TOTAL REFUSE COLLECTION | \$ | 221,200.00 | \$ | 230,000.00 | \$ | 236,900.00 | \$ | 236,900.00 |
| | REFUSE DISPOSAL | | | | | | | | |
| 100-4042400-3800 | FCO LANDFILL CHARGES | \$ | 20,000.00 | \$ | 20,000.00 | \$ | 20,000.00 | \$ | 20,000.00 |
| | TOTAL REFUSE DISPOSAL | \$ | 20,000.00 | \$ | 20,000.00 | \$ | 20,000.00 | \$ | 20,000.00 |
| | GENERAL PROPERTIES | | | | | | | | |
| 100-4043200-3310 | REPAIR & MAINTENANCE | \$ | 9,000.00 | \$ | 9,000.00 | \$ | 9,000.00 | \$ | 9,000.00 |
| 100-4043200-3325 | HERMITAGE SWPOND MAINT | \$ | 4,180.00 | \$ | 4,100.00 | \$ | 4,100.00 | \$ | 4,100.00 |
| 100-4043200-6007 | MATERIALS & SUPPLIES | \$ | 1,000.00 | \$ | 1,000.00 | \$ | 1,000.00 | \$ | 1,000.00 |
| 100-4043200-6017 | CHRISTMAS LIGHTS | \$ | 1,100.00 | \$ | 1,200.00 | \$ | 1,200.00 | \$ | 1,200.00 |
| | TOTAL GENERAL PROPERTIES | \$ | 15,280.00 | \$ | 15,300.00 | \$ | 15,300.00 | \$ | 15,300.00 |
| | BUILDING SERVICES | | | | | | | | |
| 100-4064200-3150 | PROFESSIONAL SERVICES | \$ | 1,350.00 | \$ | 1,500.00 | \$ | 3,000.00 | \$ | 3,000.00 |
| 100-4064200-3200 | CONTRACTURAL SERVICES | \$ | 15,610.00 | \$ | 16,000.00 | \$ | 16,650.00 | \$ | 16,650.00 |
| 100-4064200-5110 | ELECTRICITY | \$ | 13,540.00 | \$ | 14,000.00 | \$ | 18,000.00 | \$ | 18,000.00 |
| 100-4064200-5120 | NATURAL GAS/HEAT | \$ | 2,010.00 | \$ | 2,500.00 | \$ | 3,200.00 | \$ | 3,200.00 |
| 100-4064200-5130 | WATER/SEWER | \$ | 880.00 | \$ | 850.00 | \$ | 650.00 | \$ | 650.00 |
| 100-4064200-5230 | TELECOMMUNICATIONS | \$ | 9,810.00 | \$ | 10,000.00 | \$ | 4,000.00 | \$ | 4,000.00 |
| 100-4064200-5304 | LIABILITY INSURANCE | \$ | 1,930.00 | \$ | 2,000.00 | \$ | 2,000.00 | \$ | 2,000.00 |
| 100-4064200-7113 | IN KIND COSTS | \$ | - | \$ | 15,000.00 | \$ | 10,000.00 | \$ | 10,000.00 |
| 100-4064200-7115 | SHARED MAINTENANCE | \$ | 33,850.00 | \$ | 20,000.00 | \$ | 15,000.00 | \$ | 15,000.00 |

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|------------------|---|----|------------------|----|------------------|----|------------------|----|------------------|
| 100-4064200-8411 | CAPITAL ASSET RESERVES | \$ | 6,520.00 | \$ | 7,000.00 | \$ | 6,150.00 | \$ | 6,150.00 |
| | TOTAL BUILDING SERVICES | \$ | 85,500.00 | \$ | 88,850.00 | \$ | 78,650.00 | \$ | 78,650.00 |
| | PARKS & RECREATION | | | | | | | | |
| 100-4071310-3160 | CONTRACTURAL SER/IN BLUE | \$ | 1,000.00 | \$ | 1,000.00 | \$ | 1,000.00 | \$ | 1,000.00 |
| 100-4071310-5699 | CONTRIBUTION/CCP&R | \$ | 5,000.00 | \$ | 5,000.00 | \$ | 5,000.00 | \$ | 5,000.00 |
| 100-4071310-6017 | CHRISTMAS LIGHTS | \$ | 400.00 | \$ | 400.00 | \$ | 400.00 | \$ | 400.00 |
| 100-4071310-6018 | ROSE HILL IMPROVEMENTS | \$ | 5,000.00 | \$ | 5,000.00 | \$ | 5,000.00 | \$ | 5,000.00 |
| | TOTAL PARKS & RECREATION | \$ | 11,400.00 | \$ | 11,400.00 | \$ | 11,400.00 | \$ | 11,400.00 |
| | PLANNING | | | | | | | | |
| 100-4081100-1155 | COMPENSATION | \$ | 75,975.00 | \$ | 77,435.00 | \$ | 79,500.00 | \$ | 79,500.00 |
| 100-4081100-2100 | MATCHING FICA EXPENSE (7.65 %) | | | | | \$ | 6,000.00 | \$ | 6,000.00 |
| 100-4081100-3190 | PROFESSIONAL SERVICES | \$ | 4,500.00 | \$ | 5,000.00 | \$ | 5,000.00 | \$ | 5,000.00 |
| 100-4081100-3500 | PRINTING | \$ | 200.00 | \$ | 200.00 | \$ | 100.00 | \$ | 100.00 |
| 100-4081100-5510 | MILEAGE | \$ | 750.00 | \$ | 750.00 | \$ | 750.00 | \$ | 750.00 |
| 100-4081100-5540 | TRAINING | \$ | 500.00 | \$ | 500.00 | \$ | 500.00 | \$ | 500.00 |
| 100-4081100-5810 | DUES | \$ | 600.00 | \$ | 600.00 | \$ | 600.00 | \$ | 600.00 |
| 100-4081100-6001 | OFFICE EQUIPMENT | \$ | 100.00 | \$ | 100.00 | \$ | 100.00 | \$ | 100.00 |
| 100-4081100-6012 | PUBLICATIONS | \$ | - | \$ | - | \$ | - | \$ | - |
| | TOTAL PLANNING | \$ | 82,025.00 | \$ | 84,585.00 | \$ | 92,450.00 | \$ | 92,450.00 |
| | BOARD OF ZONING APPEALS | | | | | | | | |
| 100-4081400-1110 | EXPENSE COMPENSATION | \$ | 500.00 | \$ | 500.00 | \$ | 750.00 | \$ | 750.00 |
| 100-4081400-5540 | TRAINING | \$ | 500.00 | \$ | - | \$ | 750.00 | \$ | 750.00 |
| | TOTAL BOARD OF ZONING APPEALS | \$ | 1,000.00 | \$ | 500.00 | \$ | 1,500.00 | \$ | 1,500.00 |
| | ECONOMIC DEVELOPMENT | | | | | | | | |
| 100-4081500-5410 | TOD SIGNS | \$ | 2,000.00 | \$ | - | \$ | 3,000.00 | \$ | 3,000.00 |
| 100-4081500-5411 | WAYFINDING SIGNS | \$ | 10,000.00 | \$ | - | \$ | - | \$ | - |
| 100-4081500-5696 | ECONOMIC DEVELOPMENT RESERVE | | | | | \$ | 9,000.00 | \$ | 9,000.00 |
| 100-4081500-5697 | IDA GRANT MATCH | \$ | 30,000.00 | \$ | 54,000.00 | \$ | - | \$ | - |
| 100-4081500-5698 | GRANT AND MATCHING FUNDS | \$ | 10,000.00 | \$ | 10,000.00 | \$ | 10,000.00 | \$ | 10,000.00 |
| 100-4081500-5699 | DBI/ECO DEV PROF SERVICES | \$ | 20,000.00 | \$ | 18,000.00 | \$ | 18,000.00 | \$ | 18,000.00 |
| | TOTAL ECONOMIC DEVELOPMENT | \$ | 72,000.00 | \$ | 82,000.00 | \$ | 40,000.00 | \$ | 40,000.00 |
| | PLANNING COMMISSION | | | | | | | | |
| 100-4081600-1111 | EXPENSE COMPENSATION | \$ | 5,000.00 | \$ | 5,000.00 | \$ | 5,000.00 | \$ | 5,000.00 |
| 100-4081600-5540 | TRAINING | \$ | 1,000.00 | \$ | 1,000.00 | \$ | 1,000.00 | \$ | 1,000.00 |
| 100-4081600-5810 | DUES | \$ | 250.00 | \$ | 250.00 | \$ | 250.00 | \$ | 250.00 |
| | TOTAL PLANNING COMMISSION | \$ | 6,250.00 | \$ | 6,250.00 | \$ | 6,250.00 | \$ | 6,250.00 |
| | B'VILLE AREA DEV AUTHORITY | | | | | | | | |
| 100-4081700-1111 | EXPENSE COMPENSATION | \$ | 2,500.00 | \$ | 2,500.00 | \$ | 2,500.00 | \$ | 2,500.00 |
| 100-4081700-5540 | TRAINING | \$ | 250.00 | \$ | 250.00 | \$ | 250.00 | \$ | 250.00 |
| 100-4081700-5810 | DUES | \$ | 125.00 | \$ | 125.00 | \$ | 125.00 | \$ | 125.00 |
| | TOTAL B'VILLE AREA DEV AUTHORITY | \$ | 2,875.00 | \$ | 2,875.00 | \$ | 2,875.00 | \$ | 2,875.00 |
| | ARCHITECTURAL REVIEW BOARD | | | | | | | | |
| 100-4081800-5540 | TRAINING | \$ | 250.00 | \$ | 500.00 | \$ | 500.00 | \$ | 500.00 |
| | TOTAL ARCHITECTURAL REVIEW BD | \$ | 250.00 | \$ | 500.00 | \$ | 500.00 | \$ | 500.00 |
| | CAPITAL OUTLAY | | | | | | | | |
| 100-4094200-8200 | PW SITE EXPANSION-RESERVE | | | | | | | | |
| 100-4094200-8201 | CHRISTMAS DECORATIONS | | | | | | | | |
| 100-4094200-8225 | COMPUTER REPLACEMENT | \$ | 4,000.00 | \$ | 4,000.00 | \$ | 4,000.00 | \$ | 4,000.00 |
| 100-4094200-8231 | Police Cruiser | \$ | - | \$ | - | \$ | 43,530.00 | \$ | 43,530.00 |
| 100-4094200-8338 | ONE TON DUMP | \$ | 40,000.00 | | | | | | |
| 100-4094200-8339 | SALT BOX/SNOW PLOW | \$ | 9,600.00 | | | | | | |
| 100-4094200-8340 | MOWER | \$ | - | \$ | 6,000.00 | | | | |
| 100-4094200-8345 | PW TON DUMP BED (1/2 VDOT) | \$ | - | \$ | - | \$ | 4,500.00 | \$ | 4,500.00 |
| 100-4094200-8367 | SEWER JET RODDER | \$ | 22,445.00 | | | | | | |
| 100-4094200-8411 | CAPITAL RESERVE | | | \$ | 43,508.00 | | | | |
| 100-4094200-8421 | PD IN CAR CAMERA REP | \$ | - | | | | | | |
| 100-4094200-8450 | HVAC JOINT GOV CTR | \$ | - | | | | | | |

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|------------------------------------|--|----|---------------|----|---------------|----|---------------|----|---------------|
| 100-4094200-8500 | PPTRA RESERVE | \$ | - | \$ | 10,000.00 | \$ | 10,000.00 | \$ | 10,000.00 |
| 100-4094200-8601 | PD SOFTWARE UPGRADE | | | \$ | 25,610.00 | | | | |
| 100-4094200-8603 | PD SERVER REPLACEMENT | | | \$ | 5,000.00 | | | | |
| 100-4094200-8702 | WAYFINDING SIGNS | | | | | \$ | 10,000.00 | \$ | 10,000.00 |
| 100-4094200-8803 | PUBLIC WORKS IMPROVEMENTS (3/4 VDOT) | | | | | \$ | 24,750.00 | \$ | 24,750.00 |
| | TOTAL CAPITAL OUTLAY | | \$ 76,045.00 | | \$ 94,118.00 | | \$ 96,780.00 | | \$ 96,780.00 |
| | CONTINGENCY | | | | | | | | |
| 100-4094300-5800 | CONTINGENCY (6.35%) | \$ | 213,976.00 | \$ | 85,560.00 | \$ | 186,838.00 | \$ | 186,838.00 |
| | TOTAL CONTINGENCY | | \$ 213,976.00 | | \$ 85,560.00 | | \$ 186,838.00 | | \$ 186,838.00 |
| | DEBT SERVICE | | | | | | | | |
| 100-4095000-9110 | CIP PRINCIPAL | \$ | 31,800.00 | \$ | 33,120.00 | \$ | 35,000.00 | \$ | 35,000.00 |
| 100-4095000-9120 | CIP INTEREST | \$ | 89,680.00 | \$ | 88,360.00 | \$ | 86,480.00 | \$ | 86,480.00 |
| 100-4095000-9130 | RDA DEBT SER RESERVE | \$ | 12,147.00 | \$ | 12,147.00 | \$ | 12,147.00 | \$ | 12,147.00 |
| | TOTAL DEBT SERVICE | | \$ 133,627.00 | | \$ 133,627.00 | | \$ 133,627.00 | | \$ 133,627.00 |
| | TOTAL GENERAL FUND OPERATIONAL | \$ | 2,792,710.00 | \$ | 2,851,876.00 | \$ | 2,938,791.00 | \$ | 2,938,791.00 |
| | TOTAL GENERAL FUND CONTINGENCY | \$ | 213,976.00 | \$ | 85,560.00 | \$ | 186,838.00 | \$ | 186,838.00 |
| | TOTAL GENERAL FUND CAP OUTLAY | \$ | 76,045.00 | \$ | 94,118.00 | \$ | 96,780.00 | \$ | 96,780.00 |
| | TOTAL GENERAL FUND DEBT SERVICE | \$ | 133,627.00 | \$ | 133,627.00 | \$ | 133,627.00 | \$ | 133,627.00 |
| TOTAL GENERAL FUND EXPENSES | | \$ | 3,216,358.00 | \$ | 3,165,181.00 | \$ | 3,356,036.00 | \$ | 3,356,036.00 |

WATER FUND

| | | | | | | | | | |
|------------------|--------------------------------|----|---------------|----|---------------|----|---------------|----|---------------|
| PERSONNEL | | | | | | | | | |
| 501-4012220-1140 | COMPENSATION | \$ | 37,825.00 | \$ | 38,460.00 | \$ | 40,100.00 | \$ | 40,100.00 |
| 501-4012220-2100 | MATCHING FICA EXPENSE (7.65 %) | \$ | 18,900.00 | \$ | 18,525.00 | \$ | 3,100.00 | \$ | 3,100.00 |
| 501-4012220-2210 | VRS | \$ | 21,255.00 | \$ | 27,075.00 | \$ | 28,950.00 | \$ | 28,950.00 |
| 501-4012220-2220 | VMLIP - STD | \$ | 155.00 | \$ | 150.00 | \$ | 145.00 | \$ | 145.00 |
| 501-4012220-2230 | VMLIP - LTD | \$ | 1,340.00 | \$ | 1,300.00 | \$ | 1,280.00 | \$ | 1,280.00 |
| 501-4012220-2300 | HEALTH INSURANCE | \$ | 35,000.00 | \$ | 37,255.00 | \$ | 38,500.00 | \$ | 38,500.00 |
| 501-4012220-2400 | LIFE INSURANCE | \$ | 3,260.00 | \$ | 2,860.00 | \$ | 2,820.00 | \$ | 2,820.00 |
| 501-4012220-2600 | UNEMPLOYMENT INSURANCE | \$ | 215.00 | \$ | 180.00 | \$ | 70.00 | \$ | 70.00 |
| 501-4012220-2700 | WORKER'S COMPENSATION | \$ | 8,250.00 | \$ | 6,400.00 | \$ | 5,250.00 | \$ | 5,250.00 |
| 501-4012220-3145 | PROFESSIONAL SERVICES | \$ | 1,000.00 | \$ | 100.00 | \$ | - | \$ | - |
| 501-4012220-3170 | MISS UTILITY | \$ | 1,900.00 | \$ | 1,000.00 | \$ | 1,000.00 | \$ | 1,000.00 |
| 501-4012220-3320 | HANDHELD MAINT | \$ | 2,000.00 | \$ | 2,000.00 | \$ | 2,000.00 | \$ | 2,000.00 |
| 501-4012220-5210 | POSTAGE | \$ | 2,500.00 | \$ | 2,500.00 | \$ | 2,500.00 | \$ | 2,500.00 |
| 501-4012220-5540 | TRAINING | \$ | - | \$ | 1,000.00 | \$ | 1,000.00 | \$ | 1,000.00 |
| 501-4012220-6001 | OFFICE SUPPLIES | \$ | 650.00 | \$ | 650.00 | \$ | 1,000.00 | \$ | 1,000.00 |
| | TOTAL PERSONNEL | | \$ 134,250.00 | | \$ 139,455.00 | | \$ 127,715.00 | | \$ 127,715.00 |
| TREATMENT | | | | | | | | | |
| 501-4012222-1147 | COMPENSATION | \$ | 150,500.00 | \$ | 143,810.00 | \$ | 141,200.00 | \$ | 141,200.00 |
| 501-4012222-2100 | MATCHING FICA EXPENSE (7.65 %) | | | | | \$ | 10,800.00 | \$ | 10,800.00 |
| 501-4012222-2830 | CERTIFICATION FEES | \$ | 900.00 | \$ | 500.00 | \$ | 900.00 | \$ | 900.00 |
| 501-4012222-2840 | STATE CONNECTION FEES | \$ | 5,100.00 | \$ | 5,100.00 | \$ | 5,100.00 | \$ | 5,100.00 |
| 501-4012222-2850 | LAB TESTING | \$ | 10,000.00 | \$ | 10,000.00 | \$ | 22,000.00 | \$ | 22,000.00 |
| 501-4012222-3110 | MEDICAL EXAMS | \$ | 200.00 | \$ | 200.00 | \$ | 200.00 | \$ | 200.00 |
| 501-4012222-3145 | PROFESSIONAL SERVICES | \$ | 10,000.00 | \$ | 15,000.00 | \$ | 15,000.00 | \$ | 15,000.00 |
| 501-4012222-3210 | SLUDGE REMOVAL | \$ | 22,000.00 | \$ | 22,000.00 | \$ | 22,000.00 | \$ | 22,000.00 |
| 501-4012222-3220 | CLEAN RIVER INTAKE | \$ | - | \$ | 1,000.00 | \$ | 2,000.00 | \$ | 2,000.00 |
| 501-4012222-3310 | REPAIR & MAINTENANCE | \$ | 40,000.00 | \$ | 40,000.00 | \$ | 44,000.00 | \$ | 44,000.00 |
| 501-4012222-3510 | CONSUMER CONFIDENCE RPT | \$ | 1,700.00 | \$ | 500.00 | \$ | 500.00 | \$ | 500.00 |
| 501-4012222-5110 | ELECTRICITY | \$ | 55,000.00 | \$ | 55,000.00 | \$ | 59,000.00 | \$ | 59,000.00 |
| 501-4012222-5120 | FUEL/OIL HEAT | \$ | 2,700.00 | \$ | 2,700.00 | \$ | 2,700.00 | \$ | 2,700.00 |
| 501-4012222-5230 | TELECOMMUNICATIONS | \$ | 2,500.00 | \$ | 2,500.00 | \$ | 2,500.00 | \$ | 2,500.00 |
| 501-4012222-5415 | COPIER LEASE | | | \$ | 600.00 | \$ | 600.00 | \$ | 600.00 |
| 501-4012222-5540 | TRAINING | \$ | 2,500.00 | \$ | 2,500.00 | \$ | 2,500.00 | \$ | 2,500.00 |
| 501-4012222-5690 | DISCHARGE PERMIT RENEWAL | \$ | 2,100.00 | \$ | 2,700.00 | \$ | 2,700.00 | \$ | 2,700.00 |
| 501-4012222-5810 | DUES | \$ | 1,000.00 | \$ | 1,000.00 | \$ | 1,000.00 | \$ | 1,000.00 |
| 501-4012222-6001 | OFFICE SUPPLIES | \$ | 1,000.00 | \$ | 1,000.00 | \$ | 1,000.00 | \$ | 1,000.00 |
| 501-4012222-6004 | LAB SUPPLIES | \$ | 3,600.00 | \$ | 3,600.00 | \$ | 3,600.00 | \$ | 3,600.00 |

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|------------------|---------------------------------------|----|-------------------|----|-------------------|----|-------------------|----|---------------------|
| 501-4012222-6005 | JANITORIAL SUPPLIES | \$ | 700.00 | \$ | 700.00 | \$ | 700.00 | \$ | 700.00 |
| 501-4012222-6008 | GASOLINE & OIL | \$ | 6,200.00 | \$ | 6,200.00 | \$ | 6,200.00 | \$ | 6,200.00 |
| 501-4012222-6011 | UNIFORMS | \$ | 500.00 | \$ | 500.00 | \$ | 500.00 | \$ | 500.00 |
| 501-4012222-6014 | TOOLS | \$ | 250.00 | \$ | 250.00 | \$ | 250.00 | \$ | 250.00 |
| 501-4012222-6019 | SAFETY EQUIPMENT | \$ | 2,000.00 | \$ | 2,000.00 | \$ | 2,000.00 | \$ | 2,000.00 |
| 501-4012222-6020 | PERSONAL EQUIPMENT | \$ | 600.00 | \$ | 600.00 | \$ | 600.00 | \$ | 600.00 |
| 501-4012222-6025 | CHEMICALS | \$ | 43,000.00 | \$ | 40,000.00 | \$ | 40,000.00 | \$ | 40,000.00 |
| | TOTAL TREATMENT | \$ | 364,050.00 | \$ | 359,960.00 | \$ | 389,550.00 | \$ | 389,550.00 |
| | DISTRIBUTION & MAINTENANCE | | | | | | | | |
| 501-4012224-1183 | COMPENSATION | \$ | 88,150.00 | \$ | 92,895.00 | \$ | 95,600.00 | \$ | 95,600.00 |
| 501-4012224-2100 | MATCHING FICA EXPENSE (7.65 %) | | | | | \$ | 7,300.00 | \$ | 7,300.00 |
| 501-4012224-3330 | LINE REPAIR & MAINTENANCE | \$ | 42,750.00 | \$ | 42,750.00 | \$ | 42,750.00 | \$ | 42,750.00 |
| 501-4012224-6007 | MATERIALS & SUPPLIES | \$ | 11,875.00 | \$ | 11,875.00 | \$ | 11,875.00 | \$ | 11,875.00 |
| 501-4012224-6019 | SAFETY EQUIPMENT | \$ | 710.00 | \$ | 710.00 | \$ | 710.00 | \$ | 710.00 |
| 501-4012224-6030 | NEW SERVICE SUPPLIES | \$ | 3,800.00 | \$ | 3,800.00 | \$ | 3,800.00 | \$ | 3,800.00 |
| | TOTAL DISTRIBUTION & MAINT | \$ | 147,285.00 | \$ | 151,230.00 | \$ | 162,035.00 | \$ | 162,035.00 |
| | CAPITAL OUTLAY | | | | | | | | |
| 501-4094200-8102 | TANK REPAIR & MAINT RESERVE | | | | | \$ | 75,000.00 | \$ | 75,000.00 |
| 501-4094200-8210 | DEPRECIATION EXPENSE | \$ | - | | | | | | |
| 501-4094200-8211 | CAPITAL RESERVES | \$ | 27,110.00 | \$ | | \$ | 34,800.00 | \$ | 34,800.00 |
| 501-4094200-8361 | WATER LINE UPGRADES | \$ | 75,000.00 | \$ | 150,000.00 | \$ | 75,000.00 | \$ | 145,000.00 |
| 501-4094200-8368 | LEAK DETECTOR | \$ | 12,000.00 | | | | | | |
| 501-4094200-8550 | EQUIPMENT REPAIR RESERVE | \$ | 25,000.00 | \$ | 25,000.00 | \$ | 25,000.00 | \$ | 25,000.00 |
| 501-4094200-8605 | WTP BUILDING MAINTENANCE | | | \$ | 33,000.00 | | | | |
| 501-4094200-8703 | PICKUP (1/2) | | | | | \$ | 15,000.00 | \$ | 15,000.00 |
| 501-4094200-8704 | WATER FINISH PUMPS | | | | | \$ | 12,000.00 | \$ | 12,000.00 |
| | TOTAL CAPITAL OUTLAY | \$ | 139,110.00 | \$ | 208,000.00 | \$ | 236,800.00 | \$ | 306,800.00 |
| | CONTINGENCY | | | | | | | | |
| 501-4094300-5800 | CONTINGENCY (3.5%) | \$ | 32,359.00 | \$ | 31,105.00 | \$ | 24,600.00 | \$ | 24,600.00 |
| | TOTAL CONTINGENCY | \$ | 32,359.00 | \$ | 31,105.00 | \$ | 24,600.00 | \$ | 24,600.00 |
| | TOTAL WATER FUND OPERATIONAL | \$ | 645,585.00 | \$ | 650,645.00 | \$ | 679,300.00 | \$ | 679,300.00 |
| | TOTAL WATER FUND CONTINGENCY | \$ | 32,280.00 | \$ | 31,105.00 | \$ | 24,600.00 | \$ | 24,600.00 |
| | TOTAL WATER FUND CAP OUTLAY | \$ | 139,110.00 | \$ | 208,000.00 | \$ | 236,800.00 | \$ | 306,800.00 |
| | TOTAL WATER FUND EXPENSES | \$ | 816,975.00 | \$ | 889,750.00 | \$ | 940,700.00 | \$ | 1,010,700.00 |

| SEWER FUND | | | | | | | | | |
|-------------------|--------------------------------|----|-------------------|----|-------------------|----|-------------------|----|-------------------|
| PERSONNEL | | | | | | | | | |
| 502-4012220-1114 | COMPENSATION | \$ | 37,825.00 | \$ | 35,460.00 | \$ | 37,000.00 | \$ | 37,000.00 |
| 502-4012220-2100 | MATCHING FICA EXPENSE (7.65 %) | \$ | 24,750.00 | \$ | 24,500.00 | \$ | 2,850.00 | \$ | 2,850.00 |
| 502-4012220-2210 | VRS | \$ | 27,820.00 | \$ | 35,805.00 | \$ | 38,350.00 | \$ | 38,350.00 |
| 502-4012220-2220 | VMLIP - STD | \$ | 200.00 | \$ | 195.00 | \$ | 190.00 | \$ | 190.00 |
| 502-4012220-2230 | VMLIP - LTD | \$ | 1,760.00 | \$ | 1,720.00 | \$ | 1,695.00 | \$ | 1,695.00 |
| 502-4012220-2300 | HEALTH INSURANCE | \$ | 46,000.00 | \$ | 49,275.00 | \$ | 50,975.00 | \$ | 50,975.00 |
| 502-4012220-2400 | LIFE INSURANCE | \$ | 4,270.00 | \$ | 3,780.00 | \$ | 3,780.00 | \$ | 3,780.00 |
| 502-4012220-2600 | UNEMPLOYMENT INSURANCE | \$ | 280.00 | \$ | 240.00 | \$ | 90.00 | \$ | 90.00 |
| 502-4012220-2700 | WORKER'S COMPENSATION | \$ | 10,500.00 | \$ | 8,500.00 | \$ | 7,000.00 | \$ | 7,000.00 |
| 502-4012220-3145 | PROFESSIONAL SERVICES | \$ | 2,000.00 | \$ | 1,000.00 | \$ | - | \$ | - |
| 502-4012220-3320 | HANDHELD MAINT | \$ | - | \$ | 2,000.00 | \$ | 2,000.00 | \$ | 2,000.00 |
| 502-4012220-5210 | POSTAGE | \$ | 7,000.00 | \$ | 7,000.00 | \$ | 7,000.00 | \$ | 7,000.00 |
| 502-4012220-6001 | OFFICE SUPPLIES | \$ | 500.00 | \$ | 750.00 | \$ | 1,500.00 | \$ | 1,500.00 |
| | TOTAL PERSONNEL | \$ | 162,905.00 | \$ | 170,225.00 | \$ | 152,380.00 | \$ | 152,380.00 |
| TREATMENT | | | | | | | | | |
| 502-4012222-1147 | COMPENSATION | \$ | 235,800.00 | \$ | 235,530.00 | \$ | 233,900.00 | \$ | 233,900.00 |
| 502-4012222-2100 | MATCHING FICA EXPENSE (7.65 %) | | | | | \$ | 17,900.00 | \$ | 17,900.00 |
| 502-4012222-2830 | CERTIFICATION FEES | \$ | 400.00 | \$ | 900.00 | \$ | 500.00 | \$ | 500.00 |
| 502-4012222-2850 | LAB TESTING | \$ | 25,000.00 | \$ | 25,000.00 | \$ | 25,000.00 | \$ | 25,000.00 |
| 502-4012222-3145 | PROFESSIONAL SERVICES | \$ | 15,000.00 | \$ | 15,000.00 | \$ | 15,000.00 | \$ | 15,000.00 |
| 502-4012222-3210 | LANDFILL-SOLIDS DISPOSAL | \$ | 35,000.00 | \$ | 30,000.00 | \$ | 30,000.00 | \$ | 30,000.00 |

| | | | | | | | | | |
|------------------|---------------------------------------|----|---------------------|----|---------------------|-----------|---------------------|----|---------------------|
| 502-4012222-3310 | REPAIR & MAINTENANCE | \$ | 60,000.00 | \$ | 90,000.00 | \$ | 90,000.00 | \$ | 90,000.00 |
| 502-4012222-5110 | ELECTRICITY | \$ | 160,000.00 | \$ | 150,000.00 | \$ | 150,000.00 | \$ | 150,000.00 |
| 502-4012222-5230 | TELECOMMUNICATIONS | \$ | 5,000.00 | \$ | 5,000.00 | \$ | 5,000.00 | \$ | 5,000.00 |
| 502-4012222-5415 | COPIER LEASE | \$ | | \$ | 3,000.00 | \$ | 3,000.00 | \$ | 3,000.00 |
| 502-4012222-5540 | TRAINING | \$ | 6,500.00 | \$ | 5,000.00 | \$ | 4,000.00 | \$ | 4,000.00 |
| 502-4012222-5690 | Discharge Permit Renewal | \$ | 3,100.00 | \$ | 3,100.00 | \$ | 3,100.00 | \$ | 3,100.00 |
| 502-4012222-5810 | DUES | \$ | 500.00 | \$ | 500.00 | \$ | 500.00 | \$ | 500.00 |
| 502-4012222-6001 | OFFICE SUPPLIES | \$ | 2,500.00 | \$ | 2,500.00 | \$ | 2,500.00 | \$ | 2,500.00 |
| 502-4012222-6004 | LAB SUPPLIES | \$ | 9,000.00 | \$ | 8,000.00 | \$ | 8,000.00 | \$ | 8,000.00 |
| 502-4012222-6005 | JANITORIAL SUPPLIES | \$ | 1,000.00 | \$ | 1,000.00 | \$ | 1,000.00 | \$ | 1,000.00 |
| 502-4012222-6008 | DIESEL FUEL | \$ | 8,000.00 | \$ | 8,000.00 | \$ | 8,000.00 | \$ | 8,000.00 |
| 502-4012222-6011 | UNIFORMS | \$ | 800.00 | \$ | 800.00 | \$ | 800.00 | \$ | 800.00 |
| 502-4012222-6014 | TOOLS | \$ | 1,500.00 | \$ | 1,000.00 | \$ | 1,000.00 | \$ | 1,000.00 |
| 502-4012222-6019 | SAFETY EQUIPMENT | \$ | 3,000.00 | \$ | 3,000.00 | \$ | 3,000.00 | \$ | 3,000.00 |
| 502-4012222-6020 | PERSONAL EQUIPMENT | \$ | 800.00 | \$ | 800.00 | \$ | 800.00 | \$ | 800.00 |
| 502-4012222-6025 | CHEMICALS | \$ | 100,000.00 | \$ | 100,000.00 | \$ | 100,000.00 | \$ | 100,000.00 |
| | TOTAL TREATMENT | \$ | 672,900.00 | \$ | 688,130.00 | \$ | 703,000.00 | \$ | 703,000.00 |
| | DISTRIBUTION & MAINTENANCE | | | | | | | | |
| 502-4012224-1183 | COMPENSATION | \$ | 88,150.00 | \$ | 92,895.00 | \$ | 95,600.00 | \$ | 95,600.00 |
| 502-4012224-1183 | MATCHING FICA EXPENSE (7.65 %) | | | | | \$ | 7,300.00 | \$ | 7,300.00 |
| 502-4012224-3310 | EQUIPMENT MAINTENANCE | \$ | 1,805.00 | \$ | 2,000.00 | \$ | 2,000.00 | \$ | 2,000.00 |
| 502-4012224-3330 | REPAIR & MAINTENANCE | \$ | 7,125.00 | \$ | 8,000.00 | \$ | 8,000.00 | \$ | 8,000.00 |
| 502-4012224-6007 | MATERIALS & SUPPLIES | \$ | 6,080.00 | \$ | 6,080.00 | \$ | 6,080.00 | \$ | 6,080.00 |
| 502-4012224-6019 | SAFETY EQUIPMENT | \$ | 285.00 | \$ | 285.00 | \$ | 285.00 | \$ | 285.00 |
| 502-4012224-6030 | NEW SERVICE SUPPLIES | \$ | 2,850.00 | \$ | 2,850.00 | \$ | 2,850.00 | \$ | 2,850.00 |
| | TOTAL DISTRIBUTION & MAINT | \$ | 106,295.00 | \$ | 112,110.00 | \$ | 122,115.00 | \$ | 122,115.00 |
| | CAPITAL PROJECTS | | | | | | | | |
| 502-4094100-8001 | OUTFALL LINE | \$ | - | | | \$ | 0 | \$ | 0 |
| 502-4094100-8003 | NEW WWTP | \$ | - | | | \$ | 0 | \$ | 0 |
| | TOTAL CAPITAL PROJECTS | \$ | - | \$ | - | \$ | 0 | \$ | 0 |
| | CAPITAL OUTLAY | | | | | | | | |
| 502-4094200-8110 | WWTP UPGRADES | \$ | - | | | | | | |
| 502-4094200-8134 | Sewer Collection Sys Rehab | \$ | 50,000.00 | \$ | 50,000.00 | \$ | 100,000.00 | \$ | 100,000.00 |
| 502-4094200-8210 | DEPRECIATION | \$ | - | | | | | | |
| 502-4094200-8367 | SEWER JET RODDER | \$ | 22,445.00 | | | | | | |
| 502-4094200-8411 | Capital Reserve | \$ | 11,200.00 | \$ | 156,295.00 | \$ | 271,855.00 | \$ | 271,855.00 |
| 502-4094200-8540 | MEMBRANE REPLACEMENT RESERVE | \$ | 50,000.00 | \$ | 50,000.00 | \$ | 50,000.00 | \$ | 50,000.00 |
| 502-4094200-8545 | MEMBRANE PRE-PURCHASE | | | | | | | | \$ |
| 502-4094200-8550 | EQUIPMENT REPAIR RESERVE | \$ | 15,000.00 | \$ | 25,000.00 | \$ | 25,000.00 | \$ | 25,000.00 |
| 502-4094200-8602 | 3/4 TON PICKUP (1/2 VDOT) | | | | \$ | 16,500.00 | | | |
| 502-4094200-8604 | STORM SEWER CAMERA (1/2 VDOT) | | | | \$ | 16,000.00 | | | |
| 502-4094200-8703 | PICKUP (1/2) | | | | | \$ | 15,000.00 | \$ | 15,000.00 |
| | TOTAL CAPITAL OUTLAY | \$ | 148,645.00 | \$ | 313,795.00 | \$ | 461,855.00 | \$ | 551,855.00 |
| | CONTINGENCY | | | | | | | | |
| 502-4094300-5800 | CONTINGENCY (3.5%) | \$ | 47,105.00 | \$ | 48,340.00 | \$ | 34,250.00 | \$ | 34,250.00 |
| | TOTAL CONTINGENCY | \$ | 47,105.00 | \$ | 48,340.00 | \$ | 34,250.00 | \$ | 34,250.00 |
| | DEBT SERVICE | | | | | | | | |
| 502-4095000-9118 | VRA PRINCIPAL | \$ | 470,000.00 | \$ | 470,000.00 | \$ | 470,000.00 | \$ | 470,000.00 |
| | TOTAL DEBT SERVICE | \$ | 470,000.00 | \$ | 470,000.00 | \$ | 470,000.00 | \$ | 470,000.00 |
| | TOTAL SEWER FUND OPERATIONAL | \$ | 942,100.00 | \$ | 970,465.00 | \$ | 977,495.00 | \$ | 977,495.00 |
| | TOTAL SEWER FUND CONTINGENCY | \$ | 47,105.00 | \$ | 48,340.00 | \$ | 34,250.00 | \$ | 34,250.00 |
| | TOTAL SEWER FUND CAP OUTLAY | \$ | 148,645.00 | \$ | 313,795.00 | \$ | 461,855.00 | \$ | 551,855.00 |
| | TOTAL SEWER FUND DEBT SERVICE | \$ | 470,000.00 | \$ | 470,000.00 | \$ | 470,000.00 | \$ | 470,000.00 |
| | TOTAL SEWER FUND EXPENSES | \$ | 1,607,850.00 | \$ | 1,802,600.00 | \$ | 1,943,600.00 | \$ | 2,033,600.00 |

TOTAL EXPENSES ALL FUNDS \$ 5,641,183.00 \$ 5,857,531.00 \$ 6,240,336.00 \$ 6,400,336.00

+ + + + + + + + + + +

17. Report of Harry Lee Arnold, Jr. – Chair, Personnel Committee
Mr. Arnold had nothing to report.

18. Other

19. Adjourn

There being no other business, upon motion of Council member Tollett, seconded by Council member Kitselman, the meeting was adjourned at 9:18 p.m.

Harry Lee Arnold, Jr., Recorder

Ann W. Phillips, Town Clerk

Attachment 2

Resolution of thanks and recognition of service

Laura "Blood and Guts" Patten, who has worked for the Town for twenty-seven years, is retiring this month. Laura has worked for served as the Administrative Assistant for the Berryville Police Department since August of 1989.

Please find attached a resolution recognizing Laura for her service to the Town of Berryville.

BERRYVILLE TOWN COUNCIL

MOTION TO ADOPT RESOLUTION RECOGNIZING LAURA PATTEN'S
SERVICE AS A POLICE DEPARTMENT ADMINISTRATIVE ASSISTANT

Date: February 14, 2017

Motion By:

Second By:

I move that the Council of the Town of Berryville adopt the attached resolution recognizing Laura Patten for a distinguished career as a Police Department administrative assistant.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

Harry Lee Arnold, Jr., Recorder



**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BERRYVILLE
RECOGNIZING LAURA PATTEN FOR A DISTINGUISHED CAREER AS A POLICE
DEPARTMENT ADMINSTRATIVE ASSISTANT**

WHEREAS, Laura Louise Patten began working for the Berryville Police Department on August 28, 1989, and for twenty-seven years loyally served the community of Berryville until her retirement on February 24, 2017; and,

WHEREAS, During those twenty-seven years of service Laura served the police department both as a Crossing Guard and Administrative Assistant, tasks that were vital to the mission of the Police Department; and,

WHEREAS, During those twenty-seven years of service Laura encountered several changes to the environment of public safety, to include the introduction of automated reporting requirements for criminal incident reports, and she was instrumental in assuring compliance as well as keeping department members apprised of a myriad of changes impacting the profession; and,

WHEREAS, Laura served as a primary point of contact for citizens calling in to the department or appearing in person, and performed that function with professionalism, knowledge, and compassion; and,

WHEREAS, Laura was recognized by her peers and the Horseshoe Curve Benevolent Association in 2015 for her outstanding career as support staff for the Berryville Police Department, and in addition was recognized by the Kiwanis of Clarke County in 2004 receiving the Caring and Sharing Award; and,

WHEREAS, Because of the professional and compassionate manner in which she conducted herself while an administrative assistant for the Town of Berryville, she favorably affected countless lives and provided a positive role-model of what a true public servant should be; and,

NOW, THEREFORE BE IT RESOLVED that the Council of the Town of Berryville hereby salutes Administrative Assistant Laura Patten for a distinguished career serving the Town and thanks her for her devoted service to the Town's residents.

By Order of the Council of the Town of Berryville on this the fourteenth day of February, 2017.

Patricia Dickinson, Mayor

Harry Lee Arnold, Jr., Recorder

Attachment 3

Planning and Community Development

Action Items

Bond Release – McClellan and Chamberlain Streets

Virginia Commission for the Arts Local Government Challenge Grant

February 14, 2017

Planning Commission

The Planning Commission held a meeting on January 24, 2017. They set a public hearing for a Site Plan for Mario's Pizza and agreed to sponsor the text amendment that would repeal the stormwater management ordinance. Their next meeting will be held on Tuesday, February 28, 2017 at 7:30pm.

Berryville Area Development Authority

The BADA held a meeting on Wednesday, January 25, 2017. They continued a public hearing on the McDonald's Site Plan, discussing building elevations and proposed signage. The applicant for the assisted living facility requested a deferral of the continued public hearing to the February meeting which will be held on Wednesday, February 22, 2017 at 7:00pm.

Architectural Review Board

The Architectural Review Board held a meeting on Wednesday, February 1, 2017. They discussed the following items:

Sign Review

Nadhira Al-Khalili, Owner, is requesting a Certificate of Appropriateness for a projecting sign in front of her business located at 20 East Main Street, identified as Tax Map Parcel number 14A2-(A)-72, zoned C General Commercial. *Approved as presented.*

Sign Review

Cuong Nguyen, Owner, is requesting a Certificate of Appropriateness for a freestanding sign; wall sign; and portable freestanding sign at the property located at 8 Chalmers Court, Suite A, identified as Tax Map Parcel number 14A5-1-((A))-1B, zoned C General Commercial. *Approved with modifications recommended.*

They also conducted a site visit to a property on South Church Street and reviewed the installation of a door on a commercial structure and a residential fence. Their next meeting is scheduled for Wednesday, March 1, 2017 at 12:30pm.

Board of Zoning Appeals

The Board of Zoning Appeals has not held a meeting since the last Council meeting.

BERRYVILLE TOWN COUNCIL
Bond Release – Chamberlain and McClellan Streets
February 14, 2017

Mr. Echols has requested release of the bonds being held for Chamberlain and McClellan Streets. Town Council reduced the bonds from the original \$23,902.50 at their January 12, 2016 meeting to the current amount of \$2,390.25. Per Article VII, Section C. of the Berryville Subdivision Ordinance, the developer shall furnish a bond in the amount of ten percent of the total construction cost at the time of completion and request for acceptance of the improvements by the Town. This bond shall remain in force for a minimum of one year following the date of acceptance of the improvements.

McClellan Street was accepted into the public system in October of 2015 with Chamberlain coming in in early 2016.

The remaining bond amount being held for McClellan and Chamberlain streets is \$2,390.25.

A motion follow this report.

Recommendation

Release the bonds for McClellan and Chamberlain streets.

BERRYVILLE TOWN COUNCIL
MOTION FOR APPROVAL OF BOND RELEASE
McCLELLAN AND CHAMBERLAIN STREETS

Date: February 14, 2017

Motion By:

Second By:

I move that the Council of the Town of Berryville release the following bond:

| | |
|-----------------------------------|------------|
| Chamberlain and McClellan streets | \$2,390.25 |
|-----------------------------------|------------|

VOTE:

Aye:

Nay:

Absent:

ATTEST:

Harry Lee Arnold, Jr., Recorder

BERRYVILLE TOWN COUNCIL
Virginia Commission for the Arts Local Government Challenge Grant
February 14, 2017

The Town of Berryville has been awarded a \$5,000 Local Government Challenge matching grant from the Virginia Commission for the Arts for the past five years. The grant, up to \$5,000, is a match to local government's funding of arts organizations.

100% of these funds have been given to Berryville Main Street in support of the Fire House Gallery and related programming in previous grant cycles. The organization wishes to partner with the Town again in 2017. The match from the Town was made from a portion of the annual grant from the Town of Berryville.

Following is general information about the Local Government Challenge Grant:

Purpose

To encourage local governments to support the arts.

Description

The Commission will match, up to \$5,000, subject to funds available, tax monies given by independent town, city, and county governments to arts organizations. The money, which does not include school arts budgets or arts programming by parks and recreation departments, may be granted either by a local arts commission/council or directly by the governing board.

Eligible Applicants

Independent city, town, or county governments in Virginia.

Eligible Activities

Grants to independent arts organizations for arts activities in the locality. The Commission does not match payments paid to performers for specific performances. Local governments seeking such funding should apply in the Performing Arts Touring Assistance Program.

Deadline

April 3, 2017

Amount of Assistance

Up to \$5,000, subject to funds available. Local government match must be from local government funds; federal funds may not be included.

Criteria for Evaluating Applications

- Artistic quality of the organizations supported by the city/county/town
- Clearly defined policies and procedures for awarding local funds to arts organizations

- Degree of involvement of artists and arts organizations in the local process of awarding grants
- Responsiveness to community needs
- Evidence of local government support of the arts

The following items follow this staff report:

- 2017-2018 Local Government Challenge grant application
- Letter of Interest from Berryville Main Street

Recommendation

Direct staff to complete and submit the application to the Virginia Commission for the Arts.

Purpose

To encourage local governments to support the arts.

Description

The Commission will match, up to \$5,000 subject to funds available, the tax monies given by independent town, city, and county governments to arts organizations. The money, which does not include school arts budgets or arts programming by parks and recreation departments, may be granted either by a local arts commission/council or directly by the governing board.

Eligible Applicants

Independent city, town, or county governments in Virginia.

Eligible Activities

Grants to independent arts organizations for arts activities in the locality. The Commission does not match payments paid to performers for specific performances. Local governments seeking such funding should apply in the Performing Arts Touring Assistance Program.

Deadline

April 3, 2017 by 5:00 PM, for local government grants awarded in FY18 (July 1, 2017 – June 30, 2018)

NOTE: A local government that has not approved its budget by the grant deadline may apply conditionally and confirm the application as soon as possible.

Amount of Assistance

Up to \$5,000, subject to funds available. The local government match must be from local government funds; federal funds may not be included.

Criteria for Evaluating Applications

- Artistic quality of the organizations supported by the city/county/town
- Clearly defined policies and procedures for awarding local funds to arts organizations
- Degree of involvement of artists and arts organizations in the local process of awarding grants
- Responsiveness to community needs
- Evidence of local government support of the arts

Application/Review/Payment Procedures

1. Local governments submit complete application forms by the deadline (not a postmark deadline). The Commission does not accept application materials via fax or other electronic means (e.g. e-mail).
2. The Commission staff reviews each application for completeness and eligibility.
3. The Commission staff makes recommendations on levels of funding for each application.
4. The Commission board reviews the staff recommendations and takes final action on the applications in June.
5. After confirmation of the grant award, each local government will confirm in writing to the Commission that its governing board has appropriated the matching funds and the funds from the Commission. This confirmation must take the form of the appropriate page of the local government's approved 2017-2018 budget or a copy of the check (s) to the sub grantee (s). The Commission will pay the grant in full after receiving this confirmation no later than February 1, 2018.



Local Government Challenge Grant 2017-2018

Applicants should read the [2017-2018 Online Guidelines for Funding](#) and Grant Conditions to ensure compliance with all conditions. **The grant application deadline is April 3, 2017. This is not a postmark date.**

Mail Completed Application to NEW ADDRESS
 Virginia Commission for the Arts
 Main Street Centre
 600 East Main Street, Suite 330
 Richmond, VA 23219
 804.225.3132 (Voice/TDD); [ww.arts.virginia.gov](http://www.arts.virginia.gov)

For the 2017-2018 grant cycle **ONLY**, the Commission has adopted temporary, interim *Guidelines to Funding* to facilitate the transition from a paper to an online grant management system. These interim Guidelines will streamline the application process for grantees and increase the efficiencies of the review process for the Commission while the new online system is being installed and tested. New Guidelines for FY19 and future grant cycles will be established by the Commission to reflect changes to the online grant system and review process.

INSTRUCTIONS

The Local Government Challenge Grant Application is an interactive, fillable form that has fields in which you must enter text. The boxes for the fields are highlighted. You must fill in every field in order for this application to be considered complete and ready for review. Once you complete the application, print and submit one hard copy with an original signature to the Commission office **by 5:00 pm, April 3, 2017. (This is not a postmark date)**. Save a copy for your files. There is no option to submit an electronic version of this form. For all questions, please contact the Commission staff at (804) 225-3132.

APPLICANT INFORMATION

| | | | |
|-------------------------------------|------------------|----------------------------------|---------|
| 1. Applicant Local Government Name: | | | |
| 2. Mailing Address: | | | |
| 3. Physical Address if different: | | | |
| 3. City: | 4. County: | 5. State: | 6. Zip: |
| 7. Application Contact: | | 8. Contact Title: | |
| 9. Contact Email: | | 10. Telephone/Extension: | |
| 11. Federal Employer ID #: | | *12. DUNS Number: | |
| **13. VA House #: | 14. VA Senate #: | 15. VA Congressional District #: | |

* **All applicants must include their 9-digit DUNS number when applying for a grant.** This requirement is for the local government applicant only. Sub-grantee DUNS numbers are not required. For more information click here: <http://www.dnb.com/get-a-duns-number.html>

** **Give the number of the Virginia House, Senate and the U.S. Congressional district in which the organization is located.** The specific street address of your organization determines these numbers. If you do not know the numbers of the State or U.S. Congressional district in which your organization is located, contact your County Election Commission office or visit: <http://whosmy.viriniageneralassembly.gov> *Do not list more than one (1) House, Senate or Congressional district in each space.

GRANT AMOUNT REQUEST

Applicant governments must match the amount requested from the Commission on at least a dollar-for-dollar basis with local government funds up to \$5,000, **subject to funds available**; federal funds may not be included. A local government that has not approved its budget by the grant deadline may apply conditionally. After the grant has been approved, any change in the allocation of funds sub-granted to local arts organizations must be approved by the Commission.

16. Amount of Virginia Commission for the Arts assistance requested for FY2018: \$

17. Proposed local government arts appropriation for FY2018: \$

GRANT INFORMATION

18. What is the process for awarding the above grants?

19. Who is involved in making these decisions?

20. What criteria are sought in evaluating applicants?

21. List of current board/council members, if a board/council is involved in making funding decisions:

22. Give a brief description of the arts organization(s) proposed to receive Commission assistance through the Local Government Challenge Grant in 2017-2018.

SUBGRANTEE (S) INFORMATION

23. Please list which local independent arts organizations will receive the Commission grant money sub-grant. After the Commission grant has been approved, any changes in the allocation of sub-grants to local arts organizations must be approved by the Commission. **Note:** Sub-grants (grants made by the local government) of any Commission funds, **not to exceed \$5,000**, from the Local Government Challenge grant program may only go to independent Virginia arts organizations for arts activities in the locality. Virginia arts organizations are defined as those organizations whose primary purpose is the arts (production, presentation or support of dance, literary arts, media arts, music, theater, or visual or related arts), that are incorporated in Virginia, and

have their headquarters and home seasons, or activities equivalent to a home season, in the state. Units of government and educational institutions cannot be considered arts organizations.

| Name of Organization
Physical Mailing Address | Sub Grantee Contact
Name & Title | Sub Grantee
Email Address | Proposed
VCA \$
Grant
Share |
|--|-------------------------------------|------------------------------|--------------------------------------|
| 1. | | | |
| | | | |
| 2. | | | |
| | | | |
| 3. | | | |
| | | | |
| 4. | | | |
| | | | |
| 5. | | | |
| | | | |
| 6. | | | |
| | | | |

Note: Attach additional local independent arts organizations on a separate piece of paper if necessary.

POPULATIONS BENEFITED

24. Select any categories that, by your best estimate, will make up 25% or more of the population that will directly benefit from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

Populations Benefited By Race

- N: American Indian/Alaska Native
- A: Asian
- B: Black/African American
- H: Hispanic/Latino
- P: Native Hawaiian/Other Pacific Islander
- W: White
- G: No single race/ethnic group listed above made up more than 25% of the population directly benefited.

Populations Benefited By Distinct Groups

- D: Individuals with Disabilities
- I: Individuals in Institutions (include people living in hospitals, hospices, nursing homes, assisted care facilities, correctional facilities, and homeless shelters)
- P: Individuals below the Poverty Line
- E: Individuals with Limited English Proficiency
- M: Military Veterans/Active Duty Personnel
- Y: Youth at Risk
- G: No single distinct group made up more than 25% of the population directly benefit

Populations Benefited By Age

- 1. Children/Youth (0-18 years)
- 2. Young Adults ((19-24 years)
- 3. Adults (25-64 years)
- 4. Older Adults (65+ years)
- 5. No single age group made up more than 25% of the population directly benefited

Arts Education

Choose the one item which best describes the funded activities.

- 50% or more of the funded activities are arts education directed to K through 12 students, higher education students, pre-kindergarten children, and/or adult learners (including teachers and artists).
- Less than 50% of the funded activities are arts education directed to K through 12 students, higher education students, pre-kindergarten children, and/or adult learners (including teachers and artists).
- None of the funded activities involve arts education

Certification of Assurances & Grant Conditions for Local Government Grantees

Virginia Commission for the Arts grantees are required to be non-profit Virginia organizations and exempt from federal income tax under Section 501(a), which includes the 501(c)3 designation of the Internal Revenue code, or are units of government, educational institutions, or local chapters of tax exempt national organizations.

No part of any Commission grant shall be used for any activity intended or designed to influence a member of Congress or the General Assembly to favor or oppose any legislation.

Each Commission grantee will:

- provide accurate, current and complete financial records of each grant;
- maintain accounting records which are supported by source documentation;
- maintain effective control over and accountability for all funds, property, and other assets ensuring that assets are used solely for authorized purposes;
- maintain procedures ensuring timely disbursement of funds;
- provide the Commission, or its authorized representatives, access to the grant-related financial records.

The grantee will expend any and all grant funds only for purposes described in the application form and attachments. The grantee must request permission in writing to make changes to the proposed sub grantees, budget, schedule, program and or personnel. The requested changes must be approved in advance by the Commission.

Each Commission grantee will comply with these federal statutes and regulations:

- Title VI, Section 601, of the Civil Rights Act of 1964, which provides that no person, on the ground of race, color or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- Title IX, Section 1681, of the Education Amendments of 1972, which provides that, with certain exceptions, no person, on the basis of sex or age, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.
- Americans With Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against persons with physical or mental disabilities in federally assisted programs. Compliance with this Act includes the following: notifying employees and beneficiaries of the organization that it does not discriminate on the basis of handicap and operation of programs and activities which, when viewed in their entirety, are accessible to persons with disabilities. Compliance also includes maintenance of an evaluation plan developed with the assistance of persons with disabilities or organizations representing disabled persons which contains: policies and practices for making programs and activities accessible; plans for making any structural modifications to facilities necessary for accessibility; a list of the persons with disabilities and/or organizations consulted; and the name and signature of the person responsible for the organization's compliance efforts. ("ADA Coordinator")

No final report is required for the Local Government Challenge Grant. Each local government will confirm in writing to the Commission that its governing board has appropriated the matching funds. The confirmation letter must include a list of the organizations that received funding and the total amount, including a breakout of the Commission's \$ share and the local government's \$ share, awarded to each organization as well as the appropriate page of your city's/jurisdiction's approved FY2018 budget showing the amount of the award and match or a copy of the check (s) to the sub-grantee (s).

The Commission will pay the grant in full after receiving this confirmation. **The deadline for this confirmation is February 1, 2018.**

In all published material (printed programs, news releases, web news, email alerts, advertisements, flyers, etc.) and announcements regarding the particular activity or activities supported, acknowledgment of the Commission must be made. A suggested phrase is "(organization or activity) is partially supported by funding from the Virginia Commission for the Arts and the National Endowment for the Arts."

This application must be signed by an individual duly authorized by the governing body of the locality to act on its behalf and submitted with every grant application made to the Commission. Authorizing officials include: County Administrators, Mayors, City/Town Managers, etc. The signature of the individual indicates the locality's compliance with all of the grant conditions listed above.

The undersigned certifies to the best of his/her knowledge that:

- the information in this application and its attachments is true and correct;
- the filing of this application has been duly authorized by the governing body of the applicant organization;
- the applicant organization agrees to comply with all grant conditions cited above.

The undersigned further certifies that he or she has the legal authority to obligate the applicant locality.

Name of Local Government:

Name of Authorizing Official:

Title:

Signature of Authorizing Official: _____ Date:

Email of Authorizing Official:

NOTE: Only documents with original signatures will be accepted. Do not send copies or email/fax this application.

Save a copy of the completed application for your files.

Mail two copies of the completed application to VCA's new address:

Virginia Commission for the Arts
Main Street Centre
600 East Main Street, Suite 330
Richmond, VA 23219

For more information, contact the Commission staff at (804) 225-3122; www.arts.virginia.gov



January 27, 2017

Dear Town of Berryville:

This letter is an application to receive funding from the annual Virginia Commission of the Arts Grant written by Town Planner Christy Dunkle. In past years, and as anticipated this year, the funds from this grant have been and will be critical to our not-for profit organization's ability to support over fifty (50) artists throughout the year. Of those artists, thirty (35) live in Clarke County/Berryville. Our artists range in age from 18-85 years of age, and include people with disabilities. With help from the VCA Grant, the Fire House Gallery and Shop offers a main street location for area artists to sell their art, spurring the growth of other shops in town. The Gallery has marketed, promoted and opened doors for local artists since 2009.

In 2017, The Virginia Commission of the Arts funds will be critical to Berryville Main Street Fire House Gallery's work in the following areas:

- Art Education - Teaching fees and materials for classes, workshops, and demonstrations for both children and adults - \$2,800
- Marketing and Advertising:
 - Design and Printing of Postcards, Bulletins paint and other materials - \$1,200
 - Advertising online - \$500
- Infrastructure improvements:
 - Lighting improvements gallery to better display pieces of art - \$1,000
 - Shelving updates to better display artworks - \$750
 - Display pieces, paint - \$500
- Programming:
 - Membership Exhibitions and Trunk Art Show costs (excluding food) - \$400
 - Outreach to minority populations - \$100
- Technical: Website design and updates - \$250
- Office supplies, network payment, utilities - \$2500

The Fire House Gallery has plans for all of the listed expenditures in the coming year. We will be holding a minimum of 8 Trunk Art Shows and Demonstrations, seasonal sessions of classes and workshops in fine arts and crafts, and full membership exhibitions in the Spring and Fall. We will participate in the Clarke County Artist Tour and coordinate efforts with other arts organizations and merchants in the Town and County in 2017.

Your support is greatly appreciated.

Amy Barley
Director, Fire House Gallery and Shop

OFFICE ADDRESS
23 East Main Street
Berryville Virginia 22611-1315

MAILING ADDRESS
P.O. Box 372
Berryville Virginia 22611-0372

BERRYVILLE TOWN COUNCIL
SRTS and Revenue Sharing Update
February 14, 2017

Staff contacted VDOT representatives in January to discuss the status of the Safe Routes to School project at Johnson-Williams Middle School on Swan Avenue and the Revenue Sharing project on South Buckmarsh Street.

VDOT indicated that the bid for Phase 1 of the SRTS project is still under internal review and they are anticipating the authorization of the project to occur shortly.

They did not have any information on the Transportation Alternatives (TA) Set Aside grant status for Phase 2 of the project.

The Revenue Sharing Project for a flashing crosswalk sign at Swan Avenue and South Buckmarsh Street has been approved by VDOT.

Clarke County School Board Superintendent Chuck Bishop indicated that there has not been any further discussion among School Board members concerning Phase 2 of the SRTS project. He added that there was still some interest in pursuing crosswalk lighting at Swan and South Buckmarsh. **PLEASE NOTE:** The latter project must be completed by June 30, 2017 per the VDOT approval.

Recommendation

Discuss at the meeting and give staff direction on Phase 2 of the SRTS project and the flashing crosswalk lights at Swan and South Buckmarsh Street.

PROGRAMMATIC PROJECT ADMINISTRATION AGREEMENT
Revenue Sharing Projects

THIS AGREEMENT, made and executed in triplicate this ____ day of _____, 20__, by and between the Town of Berryville, Virginia, hereinafter referred to as the LOCALITY and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the DEPARTMENT.

WHEREAS, the LOCALITY may, in accordance with §33.2-357 of the *Code of Virginia* (1950), as amended (the *Code*), and Commonwealth Transportation Board (CTB) policy, submit application(s) for Revenue Sharing funding and may also administer projects approved for Revenue Sharing funding by the CTB; and

WHEREAS, Appendix A documents the funding allocated to each Project and shall be developed and included as an attachment to this agreement. Such attachment may be amended, revised or removed or an additional Appendix A may be added as additional projects or funding is approved by the CTB and allocated to the LOCALITY to finance the Project(s) within the term of this Agreement without the need to execute an additional project administration agreement; and

WHEREAS, current and future projects approved for Revenue Sharing funding by the CTB within the term of this agreement and subject to the terms and conditions specified herein shall be identified on a list which will be included as an attachment to this Agreement as Appendix B. Such attachment may be amended as additional projects are approved by the CTB and shall be signed by an authorized LOCALITY and VDOT official, without the need to execute an additional project administration agreement. If any active project with an existing agreement is incorporated herein, the original project agreement shall automatically terminate upon inclusion in this programmatic agreement of an updated Appendix A and an amended Appendix B to reflect that project; and

WHEREAS, both parties have concurred in the LOCALITY's administration of the phase(s) of work for the respective Project(s) listed in the attachments in accordance with applicable federal, state and local laws and regulations and that the locality will certify compliance with those laws and regulations as prescribed by the Department.

NOW THEREFORE, in consideration of the mutual premises contained herein, the parties hereto agree as follows:

1. This agreement shall be effective for an initial period of THREE fiscal years (each year beginning July 1st - June 30th) and may be extended by an addendum signed by each party for one additional term of THREE fiscal years unless a change in policy or the *Code* necessitates a change in terms and conditions before the term of this agreement shall have passed. This Agreement shall NOT extend beyond SIX fiscal years. In the event that a new agreement becomes necessary during the life of this Agreement, Appendix A and Appendix B may be incorporated within the new approved agreement upon mutual agreement by both parties.

2. The LOCALITY shall:
 - a. Be responsible for all activities necessary to complete the noted phase(s) of each Project shown on the Appendix B and on the respective Project's Appendix A, except for activities, decisions, and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties.
 - b. Receive individual prior written authorization from the DEPARTMENT to proceed with each project.
 - c. Administer the Project(s) in accordance with guidelines applicable to state funded Locally Administered Projects as published by the DEPARTMENT.
 - d. Provide certification by a LOCALITY official of compliance with applicable laws and regulations on the State Certification Form for State aid projects or in another manner as prescribed by the DEPARTMENT for each project included in Appendix B.
 - e. Maintain accurate and complete records of each Project's development of all expenditures and make such information available for inspection or auditing by the DEPARTMENT. Records and documentation for items for which reimbursement will be requested shall be maintained for not less than three (3) years following acceptance of the final voucher on each Project.
 - f. No more frequently than monthly, submit invoices with supporting documentation to the DEPARTMENT in the form prescribed by the DEPARTMENT. The supporting documentation shall include copies of related vendor invoices paid by the LOCALITY and also include an up-to-date Project summary and schedule tracking payment requests and adjustments.
 - g. Reimburse the DEPARTMENT all Project expenses incurred by the DEPARTMENT if, due to action or inaction solely by the LOCALITY, the project becomes ineligible for state reimbursement, or in the event the reimbursement provisions of Section 33.2-348 or Section 33.2-331 of the *Code*, or other applicable provisions of state law or regulations require such reimbursement.
 - h. Pay the DEPARTMENT the LOCALITY's matching funds for eligible Project expenses incurred by the DEPARTMENT in the performance of activities set forth in paragraph 3.a.
 - i. Administer the Project in accordance with all applicable federal, state, and local laws and regulations. Failure to fulfill these obligations may result in the forfeiture of state-aid reimbursements. DEPARTMENT and LOCALITY staffs will work together to cooperatively resolve any issues that are identified so as to avoid any forfeiture of state-aid funds.

- j. If legal services other than those provided by staff counsel are required in connection with condemnation proceedings associated with the acquisition of Right-of-Way, the LOCALITY will consult the DEPARTMENT to obtain an attorney from the list of outside counsel approved by the Office of the Attorney General. Costs associated with outside counsel services shall be reimbursable expenses of the project.
 - k. For projects on facilities not maintained by the DEPARTMENT, provide, or have others provide, maintenance of the Project upon completion, unless otherwise agreed to by the DEPARTMENT.
3. The DEPARTMENT shall:
- a. Perform any actions and provide any decisions and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties.
 - b. Upon receipt of the LOCALITY's invoices pursuant to paragraph 2.f, reimburse the LOCALITY the cost of eligible Project expenses, as described in Appendix A. Such reimbursements shall be payable by the DEPARTMENT within 30 days of an acceptable submission by the LOCALITY.
 - c. If appropriate, submit invoices to the LOCALITY for the LOCALITY's share of eligible Project expenses incurred by the DEPARTMENT in the performance of activities pursuant to paragraph 2.a.
 - d. Audit the LOCALITY's Project records and documentation as may be required to verify LOCALITY compliance with applicable laws and regulations.
 - e. Make available to the LOCALITY guidelines to assist the parties in carrying out responsibilities under this Agreement.
4. Appendix A identifies the specific funding sources for each Project under this Agreement, phases of work to be administered by the LOCALITY, and additional project-specific requirements agreed to by the parties. There may be additional elements that, once identified, shall be addressed by the parties hereto in writing, which may require an amendment to this Agreement.
5. If designated by the DEPARTMENT, the LOCALITY is authorized to act as the DEPARTMENT's agent for the purpose of conducting survey work pursuant to Section 33.2-1011 of the *Code*.
6. Nothing in this Agreement shall obligate the parties hereto to expend or provide any funds in excess of funds agreed upon in this Agreement or as shall have been included in an annual or other lawful appropriation. In the event the cost of a Project under this agreement is anticipated to exceed the allocation shown for such Project on the respective Appendix A, both parties agree to cooperate in providing additional funding for the Project or to terminate the Project before its cost exceeds the allocated amount, however

the DEPARTMENT and the LOCALITY shall not be obligated to provide additional funds beyond those appropriated pursuant to an annual or other lawful appropriation.

7. Nothing in this agreement shall be construed as a waiver of the LOCALITY's or the Commonwealth of Virginia's sovereign immunity.
8. The Parties mutually agree and acknowledge, in entering this Agreement, that the individuals acting on behalf of the Parties are acting within the scope of their official authority and the Parties agree that neither Party will bring a suit or assert a claim against any official, officer, or employee of either party, in their individual or personal capacity for a breach or violation of the terms of this Agreement or to otherwise enforce the terms and conditions of this Agreement. The foregoing notwithstanding, nothing in this subparagraph shall prevent the enforcement of the terms and conditions of this Agreement by or against either Party in a competent court of law.
9. The Parties mutually agree that no provision of this Agreement shall create in the public, or in any person or entity other than parties, rights as a third party beneficiary hereunder, or authorize any person or entity, not a party hereto, to maintain any action for, without limitation, personal injury, property damage, breach of contract, or return of money, or property, deposit(s), cancellation or forfeiture of bonds, financial instruments, pursuant to the terms of this of this Agreement or otherwise. Notwithstanding any other provision of this Agreement to the contrary, unless otherwise provided, the Parties agree that the LOCALITY or the DEPARTMENT shall not be bound by any agreements between either party and other persons or entities concerning any matter which is the subject of this Agreement, unless and until the LOCALITY or the DEPARTMENT has, in writing, received a true copy of such agreement(s) and has affirmatively agreed, in writing, to be bound by such Agreement.
10. This agreement may be terminated by either party upon 30 days advance written notice. Eligible Project expenses incurred through the date of termination shall be reimbursed in accordance with paragraphs 2.f, 2.g, and 3.b, subject to the limitations established in this Agreement and Appendix A. Should the LOCALITY unilaterally cancel a project agreement, the LOCALITY shall reimburse the DEPARTMENT all state funds reimbursed and expended in support of the project, unless otherwise mutually agreed-upon prior to termination.

THE LOCALITY and DEPARTMENT acknowledge and agree that this Agreement has been prepared jointly by the parties and shall be construed simply and in accordance with its fair meaning and not strictly for or against any party.

THE LOCALITY and the DEPARTMENT further agree that should Federal-aid Highway funds be added to any project, this agreement is no longer applicable to that project and the applicable Appendix A shall be removed from this agreement and the Standard Project Administration Agreement for Federal-aid Projects executed for that project.

THIS AGREEMENT, when properly executed, shall be binding upon both parties, their successors, and assigns.

THIS AGREEMENT may be modified in writing by mutual agreement of both parties.

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed as of the day, month, and year first herein written.

TOWN OF BERRYVILLE, VIRGINIA:

Typed or printed name of signatory

Title

Date

Signature of Witness

Date

NOTE: The official signing for the LOCALITY must attach a certified copy of his or her authority to execute this agreement.

COMMONWEALTH OF VIRGINIA, DEPARTMENT OF TRANSPORTATION:

Chief of Policy
Commonwealth of Virginia
Department of Transportation

Date

Signature of Witness

Date

Attachments

- Appendix A (for each project covered under this Agreement)
- Appendix B (listing each project covered under this Agreement)

APPENDIX A

| | | |
|---|-----------------------------|--|
| Project Number: 0340-168-R17 | UPC: 108671 | Locality: Town of Berryville |
| Project Location ZIP+4:
Swan Ave., Berryville, VA 22611-1220 | Locality DUNS#
054081377 | Locality Address (incl ZIP+4):
101 Chalmers Ct, Berryville, VA 22611-1387 |

| Project Narrative | |
|---|--|
| Scope: | Construct an activated pedestrian crosswalk flasher at the intersection of South Buckmarsh Street and Swan Avenue in the Town of Berryville. |
| From: | .01 MI South of Swan Ave |
| To: | .01 MI North of Swan Ave |
| Locality Project Manager Contact info: Christy Dunkle 540-955-4081 | |
| Department Project Coordinator Contact Info: Steven Damron 540-332-7389 | |

| Project Estimates | | | | |
|-------------------------------------|-------------------------|----------------------------|--------------|----------------------|
| | Preliminary Engineering | Right of Way and Utilities | Construction | Total Estimated Cost |
| Estimated Locality Project Expenses | \$7,250 | \$2,500 | \$15,000 | \$24,750 |
| Estimated VDOT Project Expenses | \$750 | \$500 | \$1,000 | \$2,250 |
| Estimated Total Project Costs | \$8,000 | \$3,000 | \$16,000 | \$27,000 |

| Project Cost and Reimbursement | | | | | | |
|--------------------------------|-------------------------|--|---|--------------------|--|--|
| Phase | Estimated Project Costs | Funds type
<i>(Choose from drop down box)</i> | Local % Participation for
Funds Type | Local Share Amount | Maximum Reimbursement
(Estimated Cost - Local
Share) | Estimated Reimbursement
to Locality
(Max. Reimbursement - Est.
VDOT Expenses) |
| Preliminary Engineering | \$8,000 | Revenue Sharing | 50% | \$4,000 | \$4,000 | |
| | | | | \$0 | \$0 | |
| | | | | \$0 | \$0 | |
| | | | | \$0 | \$0 | |
| Total PE | \$8,000 | | | \$4,000 | \$4,000 | |
| Right of Way & Utilities | \$3,000 | Revenue Sharing | 50% | \$1,500 | \$1,500 | |
| | | | | \$0 | \$0 | |
| Total RW | \$3,000 | | | \$1,500 | \$1,500 | |
| Construction | \$16,000 | Revenue Sharing | 50% | \$8,000 | \$8,000 | |
| | | | | \$0 | \$0 | |
| Total CN | \$16,000 | | | \$8,000 | \$8,000 | |
| Total Estimated Cost | \$27,000 | | | \$13,500 | \$13,500 | \$11,250 |

| | |
|---|-----------------|
| Total Maximum Reimbursement by VDOT to Locality (Less Local Share) | \$13,500 |
| Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses) | \$11,250 |

| Project Financing | | | | | | |
|--------------------------------|--------------------------------|--|--|--|--|---|
| Revenue Sharing
State Match | Revenue Sharing
Local Match | | | | | Aggregate
Allocations
(A+B+C+D+E+F) |
| \$13,500 | \$13,500 | | | | | \$27,000 |

| Program and project Specific Funding Requirements | |
|---|--|
| <ul style="list-style-type: none"> This project shall be administered in accordance with VDOT's Locally Administered Projects Manual The project will be constructed and maintained in accordance with VDOT's: <u>Urban Manual</u> (List Appropriate Guide or Manual) This project is a Revenue Sharing project and must follow the procedures set forth in the Guide to the Revenue Sharing Program. The Locality will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the Locality subsequent to project completion without approval of the Department, the locality inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the Department. This is a limited funds project. The Locality shall be responsible for any additional funding in excess of <u>\$13,500</u> (if applicable) Estimated eligible VDOT expenses are based on VDOT processing SERP (if applicable) and inspection. Any additional assistance may result in additional VDOT charges. In accordance with §33.2-357 of the Code of Virginia, this project must be initiated and at least a portion of the funds expended within one year of allocation. If not initiated by July 1, 2017 the project may be subject to deallocation. This project is part of a Programmatic Project Administrative Agreement for Revenue Sharing Projects. Any revision to this Appendix A will also require a revision to the Appendix B that is part of the agreement. Revenue Sharing Funds above consist of the following Fiscal Years: <ul style="list-style-type: none"> FY 17 - \$27,000 - \$13,500 (State) \$13,500 (Local) | |

Authorized Locality Official and date

Typed or printed name of person signing

Authorized VDOT Official
Recommendation and Date

Steven K. Damron

Typed or printed name of person signing

BERRYVILLE TOWN COUNCIL
Clarke County Farmers Market
February 14, 2017

The Clarke County Farmers Market (CCFM) will be opening their season on Saturday, May 6 and will run through Saturday, October 28. They have hired a Market Manager, Lilian Ledford, to operate the market this season. As the market is operated on the Town's public parking lot, Rixey Moore, on South Church Street, representatives from the farmers' market have attended Council meetings prior to the opening day of the market to request use of the lot for the 2017 season and to discuss any concerns Council may have.

Ms. Ledford will be at the meeting to discuss the market and her plans for the 2017 season during Citizens' Forum.

Attachment 4

Development of a list of items for discussion with VDOT

Representatives from VDOT will be in attendance at the March 2017 Regular Town Council meeting to provide an opportunity for Town Council to address concerns or ask questions regarding VDOT functions in Town.

At this point, the list of items to be discussed includes:

- **Improvements to East Main Street** – sidewalk, curb and gutter, drainage improvements, and better access/ingress control
- **Traffic calming on Buckmarsh Street** – speed
- **SRTS project on Swan Avenue** – phase 1 and 2 of the Swan Avenue Sidewalk project
- **Revenue sharing project for intersection of Buckmarsh Street and Swan Avenue** – pedestrian signal
- **Crosswalk at intersection of West Main Street and Hermitage Blvd.**
- **Parking restrictions along west side of North Buckmarsh north of the intersection of Mosby Blvd.** – with the development of a restaurant north of the Bank, there should be a discussion about parking restrictions along the street section near the restaurant
- **Landscaping projects in ROW (median in 100 Block of Page Street)** – Town is looking for guidance regarding how to best manage such projects within the ROW to safeguard public safety
- **Truck restriction signage** – discussion to ensure that the signage package is sufficient
- **Traffic signal timing (at both Main and Buckmarsh and Main and Church)** – light timing to be discussed to reduce backup at Main and Church and to assist pedestrians crossing at Main and Buckmarsh

Staff would like to provide a complete list of items to VDOT by 15 February.

Attachment 5

BERRYVILLE TOWN COUNCIL
Budget & Finance Committee
Tuesday, January 24, 2017
Berryville-Clarke County Government Center
9:30 a.m.

MINUTES

Roll:

Town Council:

Present: Erecka Gibson, Chair; Patricia Dickinson

Staff: Keith Dalton, Town Manager

Others: Betsy Hedrick and Melissa Brohan of PB Mares; Jennifer Files of Yount, Hyde & Barbour; Marilyn Pierce, Harry Lee Arnold, Jr.

Press: Cathy Kuehner

1. **Call to Order**

Chair Gibson called the meeting to order at 9:30 a.m.

2. **Interviews/Discussion**

The Committee interviewed representatives from PB Mares and Yount, Hyde, & Barbour regarding their proposals submitted for RFP #FIN-2017-001.

3. **Adjourn**

There being no further business, the committee adjourned at 11:04 a.m.

BERRYVILLE TOWN COUNCIL
Budget & Finance Committee
Tuesday, January 31, 2017
Berryville-Clarke County Government Center
10:15 a.m.

MINUTES

Roll:

Town Council:

Present: Erecka Gibson, Chair; Patricia Dickinson

Staff: Keith Dalton, Town Manager; Desiree Moreland, Treasurer

Others: Matthew Simons and Rebecca Jordan of SC & H Group; Alton Echols

Press: Cathy Kuehner

1. **Call to Order**

Chair Gibson called the meeting to order at 10:18 a.m.

2. **Interviews/Discussion**

The committee interviewed representatives from SC&H Group regarding their proposal submitted for RFP #FIN-2017-001.

Desiree Moreland joined the meeting to refresh the Committee on steps in the RFP review process. Ms. Moreland left the meeting.

The Committee determined that the reviewers would provide a ranking of the interviewed firms to the Town Clerk by the end of business on February 2. The firms would be ranked either first, second, or third. The Committee asked that the tabulated ranking be provided to them on February 3.

The Committee agreed to meet again on February 6 at 10:00 a.m. to finalize its decision on the firm.

3. **Other**

Ms. Dickinson stated that because we are entering budget season it is prudent to establish goals for administration. She noted that setting these goals now will permit the Town Council to address any budgetary needs of the goals. She identified a need to have an asset inventory.

The committee directed staff to contact each committee and inquire as to whether they had goals for administration for fiscal year 2018 that they would like presented to the Town Council.

4. **Adjourn**

There being no further business, the committee adjourned at 11:41 a.m.

BERRYVILLE TOWN COUNCIL
Budget & Finance Committee
Monday, February 6, 2017
Berryville-Clarke County Government Center
10:00 a.m.

MINUTES

Roll:

Town Council:

Present: Erecka Gibson, Chair; Patricia Dickinson

Staff: Keith Dalton, Town Manager; Desiree Moreland, Treasurer

Press: None

1. Call to Order

Chair Gibson called the meeting to order at 10:02 a.m.

2. Discussion - Audit Services RFP #FIN-2017-001

The committee discussed the firm rankings completed at the end of the interview process. Mr. Dalton noted that the Town will now negotiate with the highest ranked firm and said if agreement can't be reached with the highest ranked firm then the process would be repeated working down the firm ranking. The committee discussed negotiation terms.

Ms. Moreland joined the meeting and discussed scheduling issues. Ms. Moreland left the meeting.

The committee agreed on negotiation terms as follows:

1- Cost

2-The firm's ability to meet a schedule with a start date of April 3, 2017 and a deadline for final deliverables of May 17, 2017.

The committee agreed that Chair Gibson, with support from the Town Manager, would conduct the final negotiations. The committee agreed that, with the deliverables in hand by May 17, the committee would review the report at its May 23 meeting and would expect the Town Council to review the matter at either its June 5 work session or its June 13 regular meeting.

3. Other

The committee discussed its administrative goals for FY18. The committee agreed that an asset inventory should be completed.

Ms. Dickinson noted that there are many blighted properties in Town and that addressing that blight needs to be a goal. The committee agreed that the matter should be addressed either by the Police and Security Committee or the Community Improvements Committee.

4. Adjourn

There being no further business, the meeting adjourned at 11:57 a.m.

Attachment 6

FINANCE AND ADMINISTRATION STAFF REPORT

TO: TOWN COUNCIL
FROM: DESIREE MORELAND, TREASURER
SUBJECT: MONTHLY REPORTS
DATE: 2/8/2017
CC: KEITH DALTON, TOWN MANAGER

A/P Check Listing

Checks issued in January 2017.

Bank of America/P-Card Statement

December 2016 P-Card Purchases that were paid on January 24, 2017.

A/P Check Listing

Vendor Range - 1105 MEDIA EVENTS' - 'ZION BAPTIST CHURCH
Date From - 1/1/2017 Date To - 1/31/2017

Town of Berryville
02/06/2017 01:42 PM

Page: 1 of 3

| Check Number | Bank | Vendor | Date | Amount |
|--------------|------|--|------------|--------------|
| 3954 | 1 | H. Allen Kitselman | 01/11/2017 | \$365.00 |
| 3955 | 1 | Douglas A. Shaffer | 01/11/2017 | \$75.00 |
| 3956 | 1 | David L. Tollett | 01/11/2017 | \$250.00 |
| 3957 | 1 | Waren Dilandro | 01/11/2017 | \$40.00 |
| 3958 | 1 | ZENON ENVIRONMENTAL CORPORATION | 01/11/2017 | \$1,525.00 |
| 3959 | 1 | Rappahannock Electric Cooperative | 01/11/2017 | \$5,081.19 |
| 3960 | 1 | Virginia Resources Authority | 01/11/2017 | \$235,000.00 |
| 3961 | 1 | Michelle M. Jones | 01/11/2017 | \$1,400.00 |
| 3962 | 1 | John H. Enders Fire Company | 01/11/2017 | \$25,000.00 |
| 3963 | 1 | Hall, Monahan, Engle, Mahan & Mitchell | 01/11/2017 | \$1,772.50 |
| 3964 | 1 | Treasurer of Frederick County | 01/11/2017 | \$4,840.92 |
| 3965 | 1 | The Winchester Star | 01/11/2017 | \$1,734.55 |
| 3966 | 1 | Bureau for Child Support Enforcement | 01/11/2017 | \$875.00 |
| 3967 | 1 | Berryville Main Street | 01/11/2017 | \$4,500.00 |
| 3968 | 1 | Matthew Bass | 01/11/2017 | \$40.00 |
| 3969 | 1 | Erecka Gibson | 01/11/2017 | \$250.00 |
| 3970 | 1 | Donna McDonald | 01/11/2017 | \$250.00 |
| 3971 | 1 | James Garland | 01/11/2017 | \$1,037.00 |
| 3972 | 1 | Patricia Dickinson | 01/11/2017 | \$300.00 |
| 3973 | 1 | Keith Dalton | 01/11/2017 | \$50.00 |
| 3974 | 1 | Jay Arnold | 01/11/2017 | \$275.00 |
| 3975 | 1 | County of Clarke | 01/11/2017 | \$59,500.00 |
| 3976 | 1 | RICKER JAMES T JR 4663 | 01/11/2017 | \$28.41 |
| 3977 | 1 | Logo Apparel | 01/20/2017 | \$400.50 |
| 3978 | 1 | Treasurer of Virginia Tech, CE Conference Registra | 01/20/2017 | \$500.00 |
| 3979 | 1 | Rappahannock Electric Cooperative | 01/20/2017 | \$6,266.08 |
| 3980 | 1 | VUPS | 01/20/2017 | \$68.25 |
| 3981 | 1 | H2O Pipe Cleaning LLC | 01/20/2017 | \$1,500.00 |
| 3982 | 1 | BRANCHSERV | 01/20/2017 | \$579.15 |
| 3983 | 1 | PENNONI ASSOCIATES INC | 01/20/2017 | \$5,370.73 |

A/P Check Listing

Vendor Range - 1105 MEDIA EVENTS' - 'ZION BAPTIST CHURCH

Date From - 1/1/2017 Date To - 1/31/2017

Town of Berryville
02/06/2017 01:42 PM

Page: 2 of 3

| Check Number | Bank | Vendor | Date | Amount |
|--------------|------|--|------------|-------------|
| 3984 | 1 | Lincoln Financial Group | 01/20/2017 | \$657.27 |
| 3985 | 1 | Winchester Psychological | 01/20/2017 | \$400.00 |
| 3986 | 1 | Centric | 01/20/2017 | \$638.19 |
| 3987 | 1 | Southern Software, Inc. | 01/20/2017 | \$4,600.00 |
| 3988 | 1 | Fire Protection Company | 01/20/2017 | \$323.40 |
| 3989 | 1 | Virasec, LLC | 01/20/2017 | \$1,650.75 |
| 3990 | 1 | XPO Logistics Freight, Inc. | 01/20/2017 | \$104.26 |
| 3991 | 1 | Nationwide Retirement Solutions | 01/20/2017 | \$830.00 |
| 3992 | 1 | THOMAS THOMAS W II & MARY L 560 VOIDED | 01/20/2017 | \$714.98 |
| 3993 | 1 | CASSANDRA NICOLE WESTERGARD | 01/20/2017 | \$32.92 |
| 3994 | 1 | G I SPORTZ DIRECT LLC | 01/20/2017 | \$816.60 |
| 3995 | 1 | USPS | 01/27/2017 | \$744.73 |
| 3996 | 1 | CLARKE COUNTY GENERAL DISTRICT COURT | 01/27/2017 | \$120.00 |
| 3997 | 1 | Douglas A. Shaffer | 01/27/2017 | \$40.00 |
| 3998 | 1 | Gwen Malone | 01/27/2017 | \$40.00 |
| 3999 | 1 | Debra Zimmerman | 01/27/2017 | \$40.00 |
| 4000 | 1 | Rappahannock Electric Cooperative | 01/27/2017 | \$322.08 |
| 4001 | 1 | ATTN: REFUND DEPARTMENT CORELOGIC
REAL ESTATE TAX | 01/27/2017 | \$714.98 |
| 4002 | 1 | Dale A. Barton | 01/27/2017 | \$40.00 |
| 4003 | 1 | Michelle K. Marino | 01/27/2017 | \$40.00 |
| 4004 | 1 | William Steinmetz | 01/27/2017 | \$40.00 |
| 4005 | 1 | Krishan Mathur | 01/27/2017 | \$40.00 |
| 4006 | 1 | Bureau for Child Support Enforcement | 01/27/2017 | \$875.00 |
| 4007 | 1 | A D SHENK | 01/27/2017 | \$26.20 |
| 4008 | 1 | G I SPORTZ DIRECT LLC | 01/27/2017 | \$25.74 |
| 4009 | 1 | USPS | 01/30/2017 | \$225.00 |
| 4010 | 1 | ZENON ENVIRONMENTAL CORPORATION | 01/30/2017 | \$90,000.00 |
| 4011 | 1 | Rappahannock Electric Cooperative | 01/30/2017 | \$17,834.25 |
| 4012 | 1 | Minnesota Life Insurance Co. | 01/30/2017 | \$125.04 |

A/P Check Listing

Vendor Range - 1105 MEDIA EVENTS' - 'ZION BAPTIST CHURCH
Date From - 1/1/2017 Date To - 1/31/2017

Town of Berryville
02/06/2017 01:42 PM

Page: 3 of 3

| Check Number | Bank | Vendor | Date | Amount |
|--------------|-------------------|-----------------------------------|------------|---------------------|
| 4013 | 1 | - Fire Protection Company | 01/30/2017 | <u>\$388.90</u> |
| 4014 | 1 | - Gryphon Training Group | 01/30/2017 | <u>\$150.00</u> |
| 4015 | 1 | - Nationwide Retirement Solutions | 01/30/2017 | <u>\$830.00</u> |
| 4016 | 1 | - HARRIS CONSTRUCTION INC 4489 | 01/30/2017 | <u>\$146.01</u> |
| 63 | Checks Totaling - | | | <u>\$482,450.58</u> |

Totals By Fund

| | Checks | Voids | Total |
|----------------|---------------------|-----------------|---------------------|
| 100 | \$123,396.14 | \$714.98 | \$122,681.16 |
| 501 | \$13,555.00 | | \$13,555.00 |
| 502 | \$345,499.44 | | \$345,499.44 |
| Totals: | \$482,450.58 | \$714.98 | \$481,735.60 |



BERRYVILLE TOWN OF
 DESIRÉE MORELAND
 XXXX-XXXX-XXXX-XXXX

December 01, 2016 - December 31, 2016

Purchasing Card

Company Statement

| Account Information | Payment Information | Account Summary |
|--|---|--|
| Mail Billing Inquiries to:
BANKCARD CENTER
PO BOX 982238
EL PASO, TX 79998-2238

Customer Service:
1.888.449.2273 24 Hours

TTY Hearing Impaired:
1.800.222.7365 24 Hours

Outside the U.S.:
1.509.353.6656 24 Hours

For Lost or Stolen Card:
1.888.449.2273 24 Hours | Statement Date 12/31/16
Payment Due Date 01/24/17
Days in Billing Cycle 31
Credit Limit \$500,000
Cash Limit \$0
Total Payment Due \$56,700.76 | Previous Balance \$57,244.13
Payments -\$57,244.13
Credits -\$272.60
Cash \$0.00
Purchases \$56,973.36
Other Debits \$0.00
Overlimit Fee \$0.00
Late Payment Fee \$0.00
Cash Fees \$0.00
Other Fees \$0.00
Finance Charge \$0.00
Current Balance \$56,700.76 |

Important Messages

Please do not send payment. Your automatic payment is scheduled to be credited to this account on 01/24/17.

Cardholder Activity Summary

| Account Number
Credit Limit | Credits | Cash | Purchases and
Other Debits | Total Activity |
|--|---------|------|-------------------------------|----------------|
| BOOR, RICK
XXXX-XXXX-XXXX-XXXX
15,000 | 0.00 | 0.00 | 12,655.41 | 12,655.41 |
| BOOTH, KEVIN
XXXX-XXXX-XXXX-XXXX
1,000 | 22.60 | 0.00 | 303.19 | 280.59 |

5724413 5670076 5670076 4715291201837237

Account Number: XXXX-XXXX-XXXX-7237
 December 01, 2016 - December 31, 2016

Total Payment Due \$56,700.76
Payment Due Date 01/24/17

Enter payment amount

\$

Check here for a change of mailing address or phone numbers.
 Please provide all corrections on the reverse side.

Mail this coupon along with your check payable to:
 BANK OF AMERICA



BANK OF AMERICA
 PO BOX 15731
 WILMINGTON, DE 19886-5731



BERRYVILLE TOWN OF
 DESIRÉE MORELAND
 STE A
 101 CHALMERS CT
 BERRYVILLE, VA 22611-1387

**N0019695

⑆5499900 1 1⑆0005 1 20 1837237⑈



Posting payments: Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.

Service for the hearing impaired (TTY/TDD): Contact our service for the hearing-impaired at 1.800.222.7365.

Telephone monitoring: For the purposes of monitoring and improving the quality of service, Bank's supervisory personnel may listen to and/or record telephone calls between Bank employees and any person acting on Company's behalf.

Disclosure: We may furnish to your employer information concerning your use of your account. To read more about our information disclosure, please visit www.bankofamerica.com/corporatecarddisclosure or call the customer service number listed on your statement to request a copy.

In case of errors or questions about your bill: Errors or questions about your bill must be received in writing no later than 60 days after we sent you the first statement on which the error or problem appeared. Please mail this information to BANKCARD CENTER, PO BOX 982238, EL PASO, TX 79998-2238. Your letter must include the following information:

- The company name, cardholder name and account number in question.
- The dollar amount of the suspected error.
- A written description of the error and why you believe there is an error. If you need more information, describe the item you are unsure about.



18393660 - 019695 - 0001 - 0003 - 2

| | | |
|-------------------|--|--|
| Customer Service: | For questions regarding transactions, general assistance, and reporting lost and stolen cards, call: | |
| | <u>Within the U.S.</u> | <u>Outside the U.S.</u> |
| | 1.888.449.2273 | 1.509.353.6656
(collect calls accepted) |

Thank you for your business.

Please write your change of address here:

| | |
|------------|----------------|
| Street | |
| City | |
| State | Zip |
| () | () |
| Home Phone | Business Phone |

Posting payments: Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.



| Cardholder Activity Summary | | | | |
|---|---------|------|----------------------------|----------------|
| Account Number | Credits | Cash | Purchases and Other Debits | Total Activity |
| BRISTOL, TIM
XXXX-XXXX-XXXX-████
500 | 0.00 | 0.00 | 425.00 | 425.00 |
| BUSSERT, ERNIE
XXXX-XXXX-XXXX-████
500 | 0.00 | 0.00 | 45.45 | 45.45 |
| CAPPO, JEFF
XXXX-XXXX-XXXX-████
15,000 | 0.00 | 0.00 | 4,677.79 | 4,677.79 |
| DUNKLE, CHRISTY
XXXX-XXXX-XXXX-████
500 | 0.00 | 0.00 | 144.85 | 144.85 |
| ELLIOTT, RALPH
XXXX-XXXX-XXXX-████
5,000 | 0.00 | 0.00 | 938.80 | 938.80 |
| FERREBEE, DARRELL
XXXX-XXXX-XXXX-████
500 | 0.00 | 0.00 | 93.63 | 93.63 |
| FIDDLER, HEATHER
XXXX-XXXX-XXXX-████
15,000 | 0.00 | 0.00 | 272.06 | 272.06 |
| LICKEY, PATRICK
XXXX-XXXX-XXXX-████
500 | 0.00 | 0.00 | 20.07 | 20.07 |
| LINK, BRIAN
XXXX-XXXX-XXXX-████
1,000 | 0.00 | 0.00 | 104.66 | 104.66 |
| MCCORMICK, HARRY
XXXX-XXXX-XXXX-████
500 | 0.00 | 0.00 | 101.15 | 101.15 |
| MORELAND, DESIREE
XXXX-XXXX-XXXX-████
50,000 | 0.00 | 0.00 | 23,208.19 | 23,208.19 |
| PHILLIPS, ANN W
XXXX-XXXX-XXXX-████
15,000 | 0.00 | 0.00 | 242.27 | 242.27 |
| REYNOLDS, CHARLES
XXXX-XXXX-XXXX-████
500 | 0.00 | 0.00 | 38.85 | 38.85 |
| STOVER, KEITH
XXXX-XXXX-XXXX-████
1,000 | 0.00 | 0.00 | 465.51 | 465.51 |
| TYRRELL, DAVE
XXXX-XXXX-XXXX-████
15,000 | 250.00 | 0.00 | 11,433.57 | 11,183.57 |
| WHITE, NEAL
XXXX-XXXX-XXXX-████
15,000 | 0.00 | 0.00 | 1,802.91 | 1,802.91 |

| Transactions | | | | | | |
|--------------|-------------|---|-------------------------|------|----------|-----------------------|
| Posting | Transaction | | | | | |
| Date | Date | Description | Reference Number | MCC | Charge | Credit |
| | | | | | | Total Activity |
| | | BERRYVILLE TOWN OF | | | | -\$57,244.13 |
| | | Account Number: XXXX-XXXX-XXXX-████ | | | | 57,244.13 |
| 12/23 | 12/23 | AUTO PAYMENT DEDUCTION | | 0071 | | Total Activity |
| | | BOOR, RICK | | | | 12,655.41 |
| | | Account Number: XXXX-XXXX-XXXX-████ | | | | |
| 12/02 | 12/01 | BROY & SON PUMP SERVICE BERRYVILLE VA | 24073146336900017400010 | 1799 | 150.00 | |
| 12/02 | 12/01 | MCCARTHY TIRE #28 WINCHESTER VA | 24323006336254335010133 | 5532 | 882.66 | |
| 12/02 | 12/01 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801976337091401000380 | 5251 | 68.58 | |
| 12/05 | 12/01 | johnny blue, inc. 540-665-0968 VA | 24828246337980006254284 | 7394 | 82.00 | |
| 12/07 | 12/06 | FRONT ROYAL RURAL KING FRONT ROYAL VA | 24055236342400885001944 | 5200 | 505.27 | |
| 12/13 | 12/12 | SHADE EQUIPMENT CO-WINCHEWINCHESTER VA | 24412906347980005623868 | 5599 | 1,167.25 | |
| 12/13 | 12/12 | IN *SELECT SPECIALTY PROD434-2963937 VA | 24692166347000681376921 | 5169 | 473.42 | |
| 12/13 | 12/12 | HD SUPPLY WATERWORKS 514 3042636986 WV | 24792626347206122500019 | 5039 | 3,906.14 | |



Transactions

| Posting Transaction | | | | | | |
|---|-------|--|-------------------------|------|----------|-----------------------|
| Date | Date | Description | Reference Number | MCC | Charge | Credit |
| 12/15 | 12/13 | BROY & SON PUMP SERVICE BERRYVILLE VA | 24073146349900018200018 | 1799 | 714.60 | |
| 12/15 | 12/13 | STUART M PERRY #2 BERRYVILLE VA | 24073146349900016000014 | 1771 | 2,617.66 | |
| 12/15 | 12/14 | BIG DADDY AUTOMOTIVE LLC BERRYVILLE VA | 24247606349200171459038 | 7538 | 16.00 | |
| 12/15 | 12/13 | GRIFFITH ENERGY SERVIC 410-956-3000 MD | 24258026349514872294628 | 5983 | 1,324.17 | |
| 12/19 | 12/16 | MCCARTHY TIRE #28 WINCHESTER VA | 24323006351254351010058 | 5532 | 747.66 | |
| | | | | | | Total Activity |
| BOOTH, KEVIN | | | | | | 280.59 |
| Account Number: XXXX-XXXX-XXXX-██████████ | | | | | | |
| 12/01 | 11/30 | SHADE EQUIPMENT CO-WINCHEWINCHESTER VA | 24412906335980005623839 | 5599 | 102.48 | |
| 12/05 | 12/02 | BERRYVILLE AUTO PARTS INCBERRYVILLE VA | 24767896339878000499223 | 5533 | 15.50 | |
| 12/16 | 12/15 | FISHER AUTO PARTS 009 BERRYVILLE VA | 24431066351200824900139 | 5533 | 161.94 | |
| 12/20 | 12/19 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801976355091406000267 | 5251 | 7.07 | |
| 12/21 | 12/17 | TOTAL IMAGE WORKINGMANS SWINCHESTER VA | 74755426355283523360925 | 5699 | | 22.60 |
| 12/23 | 12/22 | TOTAL IMAGE WORKINGMANS SWINCHESTER VA | 24755426357283574359266 | 5699 | 16.20 | |
| | | | | | | Total Activity |
| BRISTOL, TIM | | | | | | 425.00 |
| Account Number: XXXX-XXXX-XXXX-██████████ | | | | | | |
| 12/26 | 12/23 | JOHN E. REID AND ASSOC 312-732-4289 IL | 24692166358000941199226 | 8999 | 425.00 | |
| | | | | | | Total Activity |
| BUSSERT, ERNIE | | | | | | 45.45 |
| Account Number: XXXX-XXXX-XXXX-██████████ | | | | | | |
| 12/02 | 11/30 | BERRYVILLE AUTO PARTS INCBERRYVILLE VA | 24767896336864300520002 | 5533 | 8.83 | |
| 12/05 | 12/02 | BERRYVILLE AUTO PARTS INCBERRYVILLE VA | 24767896339878000499272 | 5533 | 17.66 | |
| 12/12 | 12/09 | BERRYVILLE AUTO PARTS INCBERRYVILLE VA | 24767896346924800580449 | 5533 | 18.96 | |
| | | | | | | Total Activity |
| CAPPO, JEFF | | | | | | 4,677.79 |
| Account Number: XXXX-XXXX-XXXX-██████████ | | | | | | |
| 12/01 | 11/30 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801976336091409000037 | 5251 | 12.00 | |
| 12/05 | 12/02 | MCMaster-CARR 630-834-9600 IL | 24789306339877800093305 | 5085 | 25.96 | |
| 12/09 | 12/07 | MCMaster-CARR 630-834-9600 IL | 24789306343911000059214 | 5085 | 26.00 | |
| 12/15 | 12/14 | JOINER MICRO LABORATORIE 540-347-7212 VA | 24435656350200389400058 | 7399 | 1,025.00 | |
| 12/15 | 12/14 | JOINER MICRO LABORATORIE 540-347-7212 VA | 24435656350200389400066 | 7399 | 1,240.00 | |
| 12/15 | 12/14 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801976350091406000445 | 5251 | 6.15 | |
| 12/16 | 12/15 | CUMMINS ATLANTIC #9 CLOVERDALE VA | 24445006351600231325947 | 5046 | 211.85 | |
| 12/19 | 12/16 | CUMMINS ATLANTIC #9 CLOVERDALE VA | 24445006352600276516649 | 5046 | 2,108.44 | |
| 12/21 | 12/20 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801976356091407000109 | 5251 | 6.73 | |
| 12/23 | 12/22 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801976358091401000210 | 5251 | 9.30 | |
| 12/28 | 12/27 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801976363091409000074 | 5251 | 6.36 | |
| | | | | | | Total Activity |
| DUNKLE, CHRISTY | | | | | | 144.85 |
| Account Number: XXXX-XXXX-XXXX-██████████ | | | | | | |
| 12/02 | 11/30 | THE BERRYVILLE GRILLE BERRYVILLE VA | 24071056336987197991382 | 5812 | 43.62 | |
| 12/12 | 12/09 | COSTCO WHSE #0239 WINCHESTER VA | 24431066345898000059460 | 5300 | 12.28 | |
| 12/14 | 12/13 | USPS PO 5107560300 BERRYVILLE VA | 24445006349000886010347 | 9402 | 22.95 | |
| 12/22 | 12/21 | EBERT REPRODUCTION WINCHESTER VA | 24224436357101009815128 | 5999 | 24.50 | |
| 12/23 | 12/22 | USPS PO 5107560300 BERRYVILLE VA | 24445006358001058480894 | 9402 | 41.50 | |
| | | | | | | Total Activity |
| ELLIOTT, RALPH | | | | | | 938.80 |
| Account Number: XXXX-XXXX-XXXX-██████████ | | | | | | |
| 12/12 | 12/09 | THE BLOSSMAN COMPANIES INOCEAN SPRINGSMS | 24247606344300512506755 | 5983 | 218.01 | |
| 12/14 | 12/13 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801976349091404000375 | 5251 | 10.49 | |
| 12/20 | 12/19 | SHADE EQUIPMENT CO-WINCHEWINCHESTER VA | 24412906354980005623835 | 5599 | 352.75 | |
| 12/21 | 12/20 | RED BUD SUPPLY 800-4498012 MS | 24327436355995204387439 | 5999 | 259.57 | |
| 12/26 | 12/22 | BERRYVILLE AUTO PARTS INCBERRYVILLE VA | 24767896358012400477623 | 5533 | 97.98 | |
| | | | | | | Total Activity |
| FERREBEE, DARRELL | | | | | | 93.63 |
| Account Number: XXXX-XXXX-XXXX-██████████ | | | | | | |
| 12/19 | 12/15 | BERRYVILLE AUTO PARTS INCBERRYVILLE VA | 24767896351964400561359 | 5533 | 3.94 | |
| 12/21 | 12/20 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801976356091407000448 | 5251 | 4.69 | |
| 12/29 | 12/28 | ALTMED MEDICAL CTR- FR FRONT ROYAL VA | 24493986363286693300212 | 8011 | 85.00 | |
| | | | | | | Total Activity |
| FIDDLER, HEATHER | | | | | | 272.06 |
| Account Number: XXXX-XXXX-XXXX-██████████ | | | | | | |
| 12/05 | 12/03 | Amazon web services aws.amazon.coWA | 24692166338000650353225 | 7399 | 0.56 | |
| 12/09 | 12/07 | FOX'S PIZZA 540-9553697 VA | 24073146343900019600055 | 5812 | 36.50 | |
| 12/09 | 12/08 | USPS PO 5107560300 BERRYVILLE VA | 24445006344000878002075 | 9402 | 235.00 | |
| | | | | | | Total Activity |
| LICKEY, PATRICK | | | | | | 20.07 |
| Account Number: XXXX-XXXX-XXXX-██████████ | | | | | | |
| 12/14 | 12/13 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801976349091404000045 | 5251 | 20.07 | |
| | | | | | | Total Activity |
| LINK, BRIAN | | | | | | 104.66 |
| Account Number: XXXX-XXXX-XXXX-6736 | | | | | | |
| 12/13 | 12/12 | FISHER AUTO PARTS 009 BERRYVILLE VA | 24431066348200824600065 | 5533 | 12.48 | |
| 12/16 | 12/15 | FISHER AUTO PARTS 009 BERRYVILLE VA | 24431066351200824900063 | 5533 | 59.76 | |
| 12/23 | 12/22 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801976358091401000103 | 5251 | 18.61 | |
| 12/30 | 12/29 | FISHER AUTO PARTS 009 BERRYVILLE VA | 24431066365200824000124 | 5533 | 13.81 | |

18393660 - 019695 - 0002 - 0003 - 2

Transactions

| Posting Date | Transaction Date | Description | Reference Number | MCC | Charge | Credit |
|---|------------------|--|-------------------------|------|-----------|-----------------------|
| | | | | | | Total Activity |
| MCCORMICK, HARRY | | | | | | 101.15 |
| Account Number: XXXX-XXXX-XXXX-██████████ | | | | | | |
| 12/05 | 12/02 | USPS PO 5107560300 BERRYVILLE VA | 24445006338000890705364 | 9402 | 1.15 | |
| 12/09 | 12/08 | DEPT OF PROFESSIONAL OCCU804-3678597 VA | 24755426343173437563542 | 9399 | 100.00 | |
| | | | | | | Total Activity |
| MORELAND, DESIREE | | | | | | 23,208.19 |
| Account Number: XXXX-XXXX-XXXX-██████████ | | | | | | |
| 12/14 | 12/12 | TelRite Corporation COVINGTON GA | 24393496348003185543600 | 4814 | 6.81 | |
| 12/21 | 12/20 | REPUBLIC SERVICES TRASH 866-576-5548 AZ | 24431056356083759190058 | 4900 | 19,521.06 | |
| 12/21 | 12/20 | REPUBLIC SERVICES TRASH 866-576-5548 AZ | 24431056356083713200621 | 4900 | 125.00 | |
| 12/21 | 12/20 | REPUBLIC SERVICES TRASH 866-576-5548 AZ | 24431056356083710567097 | 4900 | 1,901.28 | |
| 12/21 | 12/21 | COMCAST OF WINCHESTER 800-COMCAST VA | 24692166356000402173712 | 4899 | 74.90 | |
| 12/21 | 12/20 | VA DMV ONLINE BILLING PAY804-3670595 VA | 24755426356123567757574 | 9399 | 180.00 | |
| 12/22 | 12/21 | VZWRLSS*MY VZ VB P 800-922-0204 FL | 2469216635600500087335 | 4814 | 689.81 | |
| 12/22 | 12/21 | VERIZON*ONETIMEPAYMENT 800-VERIZON FL | 24692166356000638882961 | 4899 | 141.13 | |
| 12/22 | 12/21 | VERIZON*ONETIMEPAYMENT 800-VERIZON FL | 24692166356000638882979 | 4899 | 391.18 | |
| 12/22 | 12/21 | VERIZON*ONETIMEPAYMENT 800-VERIZON FL | 24692166356000638882987 | 4899 | 177.02 | |
| | | | | | | Total Activity |
| PHILLIPS, ANN W | | | | | | 242.27 |
| Account Number: XXXX-XXXX-XXXX-██████████ | | | | | | |
| 12/06 | 12/05 | COSTCO WHSE #0239 WINCHESTER VA | 24431066341898000105952 | 5300 | 19.46 | |
| 12/07 | 12/06 | SNS EAST -2871 BERRYVILLE VA | 24427336341720036953176 | 5411 | 30.63 | |
| 12/09 | 12/07 | FOX'S PIZZA 540-9553697 VA | 24073146343900019600014 | 5812 | 100.00 | |
| 12/19 | 12/16 | STAPLS7167863812000001 877-8267755 NJ | 24164076351105151095647 | 5111 | 43.18 | |
| 12/20 | 12/19 | IN *TRUESHRED 888-7508783 VA | 24692166354000472875156 | 7399 | 49.00 | |
| | | | | | | Total Activity |
| REYNOLDS, CHARLES | | | | | | 38.85 |
| Account Number: XXXX-XXXX-XXXX-██████████ | | | | | | |
| 12/02 | 12/01 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801976337091401000042 | 5251 | 22.20 | |
| 12/02 | 12/01 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801976337091401000117 | 5251 | 16.65 | |
| | | | | | | Total Activity |
| STOVER, KEITH | | | | | | 465.51 |
| Account Number: XXXX-XXXX-XXXX-██████████ | | | | | | |
| 12/05 | 12/01 | BERRYVILLE AUTO PARTS INCBERRYVILLE VA | 24767896337871300630847 | 5533 | 4.02 | |
| 12/05 | 12/02 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801976338091403000080 | 5251 | 3.90 | |
| 12/14 | 12/13 | FREDERICK BLOCK BRICK & SWINCHESTER VA | 24394696348980002657214 | 1799 | 48.71 | |
| 12/16 | 12/15 | SHADE EQUIPMENT CO-WINCHEWINCHESTER VA | 24412906350980005623888 | 5599 | 308.89 | |
| 12/19 | 12/16 | TRACTOR-SUPPLY-CO #0697 WINCHESTER VA | 24445006352000953543877 | 5599 | 99.99 | |
| | | | | | | Total Activity |
| TYRRELL, DAVE | | | | | | 11,183.57 |
| Account Number: XXXX-XXXX-XXXX-██████████ | | | | | | |
| 12/01 | 11/29 | OVERHEAD DOOR CO OF THE S540-4333903 VA | 24073146335900017000019 | 1799 | 250.00 | |
| 12/02 | 12/01 | SHERWOOD-LOGAN & ASSOCIA 410-841-6810 MD | 24435656336206649200039 | 5251 | 800.00 | |
| 12/05 | 12/02 | PAYPAL *VA RURAL WA 402-935-7733 VA | 24492156337894503802246 | 8398 | 125.00 | |
| 12/05 | 12/02 | PAYPAL *VA RURAL WA 402-935-7733 VA | 24492156337894503588415 | 8398 | 125.00 | |
| 12/05 | 12/04 | TOTAL PEST SERVICES INC 540-9740768 VA | 24755426339263398852087 | 7342 | 79.00 | |
| 12/06 | 12/05 | BERRYVILLE TRUE VALUE BERRYVILLE VA | 24801976341091409000071 | 5251 | 43.67 | |
| 12/06 | 12/05 | ROBERTS OXYGEN CO BR 00 800-6263433 MD | 24755426341643410942162 | 5085 | 27.85 | |
| 12/06 | 12/05 | PAYPAL *VA RURAL WA 4029357733 VA | 74492156340894592941582 | 8398 | | 125.00 |
| 12/06 | 12/05 | PAYPAL *VA RURAL WA 4029357733 VA | 74492156340894592874304 | 8398 | | 125.00 |
| 12/07 | 11/29 | COYNE CHEMICAL 215-785-3000 PA | 24224436342101031717092 | 5169 | 3,131.67 | |
| 12/07 | 12/06 | COYNE CHEMICAL 215-785-3000 PA | 24224436342101031717118 | 5169 | 653.04 | |
| 12/09 | 12/08 | USA BLUE BOOK 800-548-1234 IL | 24326846343636000075325 | 5085 | 919.74 | |
| 12/14 | 12/12 | MCMaster-CARR 630-834-9600 IL | 24789306348944000071488 | 5085 | 363.00 | |
| 12/22 | 12/20 | CONTROL EQUIPMENT COMPANY540-4440386 VA | 24019516356998100583003 | 5074 | 375.58 | |
| 12/22 | 12/20 | MCMaster-CARR 630-834-9600 IL | 24789306356997700052827 | 5085 | 331.40 | |
| 12/23 | 12/12 | COYNE CHEMICAL 215-785-3000 PA | 24224436358101037018165 | 5169 | 1,127.80 | |
| 12/23 | 12/12 | COYNE CHEMICAL 215-785-3000 PA | 24224436358101037018231 | 5169 | 653.04 | |
| 12/23 | 12/12 | COYNE CHEMICAL 215-785-3000 PA | 24224436358101037018157 | 5169 | 915.00 | |
| 12/23 | 12/22 | COYNE CHEMICAL 215-785-3000 PA | 24224436358101037018256 | 5169 | 1,188.17 | |
| 12/23 | 12/21 | BERRYVILLE SERVICE CTR BERRYVILLE VA | 24427336357710003146830 | 5541 | 324.61 | |
| | | | | | | Total Activity |
| WHITE, NEAL | | | | | | 1,802.91 |
| Account Number: XXXX-XXXX-XXXX-██████████ | | | | | | |
| 12/01 | 11/30 | VISTAPR*VistaPrint.com 866-8936743 MA | 24692166335000682299902 | 2741 | 32.58 | |
| 12/02 | 12/01 | HOWARD UNIFORM 410-727-3086 MD | 24493986336083316175954 | 5137 | 90.00 | |
| 12/22 | 12/21 | USPS PO 5107560300 BERRYVILLE VA | 24445006357001021922833 | 9402 | 9.21 | |
| 12/23 | 12/22 | THE GUN SHOP 609-8591997 PA | 24821686357900017600035 | 5941 | 779.98 | |
| 12/23 | 12/22 | THE GUN SHOP 609-8591997 PA | 24821686357900017600043 | 5941 | 81.00 | |
| 12/23 | 12/23 | GALLS 859-266-7227 KY | 24435656358801020475045 | 5964 | 199.79 | |
| 12/26 | 12/22 | INTERSTATE ALL BATTERY WILLIAMSPORT MD | 24692166358000103983193 | 5533 | 247.15 | |
| 12/26 | 12/22 | BERRYVILLE AUTO PARTS INC800-4498012 VA | 24767896358012400726565 | 5533 | 363.20 | |



BERRYVILLE TOWN OF
DESIRÉE MORELAND
XXXX-XXXX-XXXX-7237
December 01, 2016 - December 31, 2016
Page 6 of 6



Finance Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

| | Annual Percentage Rate | Balance Subject to Interest Rate | Finance Charges by Transaction Type |
|-----------|------------------------|----------------------------------|-------------------------------------|
| PURCHASES | 0.00% | \$0.00 | \$0.00 |
| CASH | 0.00% | \$0.00 | \$0.00 |

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.



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Attachment 7

MINUTES
BERRYVILLE TOWN COUNCIL
POLICE AND SECURITY COMMITTEE
Berryville-Clarke County Government Center
Regular Meeting
Thursday, January 26, 2017
9:00 a.m.

Committee members: Present- Dave Tollett, Chair; Pat Dickinson

Staff: Keith Dalton, Town Manager; Neal White, Chief of Police

Others: Harry Lee Arnold, Jr.

Press: None

1. Call to Order

The meeting was called to order at 9:00 a.m. by Committee Chair Tollett.

2. Report of the Chief

Chief White provided a report regarding Police Department matters. He said there is a newly hired patrol officer at the academy and a new administrative hire is in the works. He added that he hopes to have someone on board in time to have overlap with the current administrative assistant.

3. Ordinance Revisions - Chapter 8 (Garbage and Refuse)

Mr. Dalton reviewed the latest version of Chapter 8 with the Committee. He noted that the chapter had been reviewed by legal counsel. He expressed one concern about the chapter as it stands at this point. He noted that Section 8-22-(a) should probably contain language to address the possibility of the Town having a special collection for items that are typically not collected. The Committee agreed that such language would be appropriate.

Mr. Dalton stated that the policy that must accompany this ordinance is being developed. Ms. Dickinson stated that she remains concerned about the specifics of the use of dumpsters and toters. Mr. Dalton stated that those were some of the very issues that would be addressed in the policy and that this was a rather complicated matter. Ms. Dickinson noted that additional charges for toters is reasonable but that additional recycling bins should come at no cost. She inquired as to whether recycling was mandatory. Mr. Dalton responded that it was not. The Committee and staff discussed dumpsters. The Committee determined that it wanted to see all dumpsters screened within a reasonable period and directed staff to examine how to address that matter.

4. Ordinance Revisions – Chapter 10

Chief White reviewed Chapter 10 with the Committee. Staff was directed to continue work on Chapter 10 and to have this matter on the February 23 Committee Agenda. The Committee directed staff to place the matter of E-Citations on the agenda as well.

5. Other

Mr. Dalton and Chief White reviewed information that had recently been received regarding the establishment of the Skyline Police Academy. The Committee directed staff to complete review of the resolution and charter agreement and to forward this matter to the Town Council at its February meeting.

6. Adjourn

There being no further business, the meeting was adjourned at 10:16 a.m.

Attachment 8



Berryville Police Department

101 Chalmers Ct., Suite A, Berryville, Virginia 22611

policeadmin@berryvilleva.gov

(540) 955-3863 (540) 955-0207 (Fax)

W. Neal White – Chief of Police

MEMO

DATE: 02/03/2017

TO: Town Council

FROM: Chief W. Neal White

CC:

RE: Police Department Monthly Report – 02/14/2017

Monthly Activity Report

The activity report for the month of January 2017 is attached to this memo.

Police and Security Committee

The Police and Security Committee met on January 26, 2017 and the minutes of that meeting are included with this report for approval. The Committee is scheduled to meet again on February 23, 2017 at 9:00 am in the A/B meeting room.

Staffing

Leslie Kelley has accepted the position of Administrative Assistant for the police department. She started her training with Laura Patten on February 6, 2017. Laura's last official day with the department will be February 24, 2017. We all bid Laura a fond farewell and send our best wishes as she retires after 27 years of service to the community.

Skyline Regional Criminal Justice Academy

Member agencies continue to meet monthly concerning the formation of the new regional criminal justice academy. The final step in formalizing the academy will be the adoption of a resolution by member government bodies to allow County Administrators, Town Managers, and City Managers to execute the Academy Charter. The draft version of the charter is currently being reviewed and will hopefully be ready for presentation at the March Council meeting.

Construction of the new academy building has not yet begun, but it was reported at the last meeting of member agencies that it is hopeful that ground can be broken in late March or April.



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(540) 955-3863 (540) 955-0207 (Fax)

W. Neal White – Chief of Police

POLICE AND SECURITY REPORT

| Month: January | Year To Date | January | December |
|-----------------------------------|--------------|-------------|-------------|
| Year: 2017 | 2017 | 2017 | 2016 |
| <u>Complaints Answered</u> | | | |
| 911 Hang Up: | 5 | 5 | 5 |
| Alarms: | 7 | 7 | 17 |
| Animal Complaint: | 6 | 6 | 5 |
| Assault And Battery: | 1 | 1 | 0 |
| Assist County: | 1 | 1 | 0 |
| Auto Larceny: | 0 | 0 | 0 |
| Burglary: | 0 | 0 | 0 |
| Civil Complaints: | 5 | 5 | 6 |
| Disturbance (Non Violent): | 1 | 1 | 2 |
| Domestic Disturbance: | 0 | 0 | 1 |
| Drunk In Public: | 0 | 0 | 1 |
| Forgery & Uttering: | 0 | 0 | 0 |
| Fraud: | 6 | 6 | 2 |
| Grand Larceny: | 1 | 1 | 3 |
| Harassment/Intimidation: | 1 | 1 | 1 |
| Homicide: | 0 | 0 | 0 |
| Juvenile Related: | 2 | 2 | 4 |
| Noise: | 2 | 2 | 1 |
| Petty Larceny: | 1 | 1 | 4 |
| Public Service: | 7 | 7 | 7 |
| Rape: | 0 | 0 | 0 |
| Robbery: | 0 | 0 | 0 |
| Runaway: | 0 | 0 | 0 |
| Shoplifting: | 0 | 0 | 0 |
| Suspicious Activity: | 11 | 11 | 12 |
| Trespassing: | 0 | 0 | 0 |
| Vandalism: | 1 | 1 | 1 |
| Welfare Check: | 11 | 11 | 12 |
| Miscellaneous Complaints: | 24 | 24 | 20 |
| Total Complaints Answered: | 93 | 93 | 103 |



Berryville Police Department

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policeadmin@berryvilleva.gov

(540) 955-3863 (540) 955-0207 (Fax)

W. Neal White – Chief of Police

Traffic

| | | | |
|----------------------------|----|----|----|
| Accidents Investigated: | 3 | 3 | 6 |
| Assist Motorist: | 10 | 10 | 2 |
| Child Safety Seat Install: | 1 | 1 | 3 |
| Funeral Escort: | 5 | 5 | 3 |
| Hit & Run: | 1 | 1 | 2 |
| Parking Tickets: | 27 | 27 | 41 |
| Traffic Warnings: | 22 | 22 | 45 |

Traffic Summons Issued

| | | | |
|--------------------------------------|-----------|-----------|-----------|
| Defective Equipment: | 0 | 0 | 0 |
| Driving Suspended: | 0 | 0 | 1 |
| Expired Inspection: | 1 | 1 | 0 |
| Expired Registration: | 1 | 1 | 0 |
| Fail To Obey Highway Sign: | 12 | 12 | 12 |
| Fail To Obey Traffic Signals: | 0 | 0 | 1 |
| Fail To Stop/Lights & Siren: | 0 | 0 | 0 |
| Fail To Yield Right Of Way: | 1 | 1 | 1 |
| Hit And Run: | 0 | 0 | 0 |
| No Liability Insurance: | 0 | 0 | 0 |
| No Operator's License: | 1 | 1 | 3 |
| No Seat Belt: | 0 | 0 | 0 |
| Reckless Driving: | 3 | 3 | 3 |
| Speeding: | 18 | 18 | 34 |
| Miscellaneous Summons: | 3 | 3 | 0 |
| Total Traffic Summons Issued: | 40 | 40 | 55 |



Berryville Police Department

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policeadmin@berryvilleva.gov

(540) 955-3863 (540) 955-0207 (Fax)

W. Neal White – Chief of Police

Criminal Arrests Made

| | | | |
|---------------------------------|---|---|---|
| Abduction: | 0 | 0 | 0 |
| Arson: | 0 | 0 | 0 |
| Assault And Battery: | 0 | 0 | 1 |
| A & B On Police Officer: | 0 | 0 | 0 |
| Auto Larceny: | 0 | 0 | 0 |
| Breaking And Entering: | 0 | 0 | 0 |
| Capias: | 1 | 1 | 1 |
| Disorderly Conduct: | 0 | 0 | 0 |
| Driving While Intoxicated: | 0 | 0 | 1 |
| Drunk In Public: | 0 | 0 | 1 |
| Fail To Obey Police Officer: | 0 | 0 | 0 |
| Fail To Pay Parking Ticket: | 0 | 0 | 0 |
| Forgery: | 0 | 0 | 0 |
| Fraud: | 0 | 0 | 0 |
| Grand Larceny: | 0 | 0 | 0 |
| Homicide: | 0 | 0 | 0 |
| Illegal Drugs/Paraphernalia | 0 | 0 | 0 |
| Petty Larceny: | 0 | 0 | 0 |
| Possess Alcohol Underage: | 0 | 0 | 0 |
| Protective Order: | 1 | 1 | 1 |
| Rape: | 0 | 0 | 0 |
| Resisting Arrest: | 0 | 0 | 0 |
| Robbery: | 0 | 0 | 0 |
| Shoplifting: | 0 | 0 | 0 |
| Trespassing: | 0 | 0 | 0 |
| Vandalism: | 0 | 0 | 0 |
| Weapons Violation | 0 | 0 | 0 |
| | 0 | 0 | 1 |
| Miscellaneous Criminal Arrests: | | | |
| Juvenile Arrest Total: | 0 | 0 | 0 |
| Total Criminal Arrests: | 2 | 2 | 6 |

Found Open At Business In Town

| | | | |
|--------------------------|---|---|---|
| Doors: | 4 | 4 | 0 |
| Windows: | 0 | 0 | 0 |
| Garage Doors Found Open: | 0 | 0 | 0 |

Attachment 9

BERRYVILLE TOWN COUNCIL
Streets and Utilities Committee
Tuesday, January 24, 2017
Berryville-Clarke County Government Center
12:00 p.m.

MINUTES

Roll:

Town Council:

Present: Patricia Dickinson, Chair; David Tollett

Staff: Keith Dalton, Town Manager; Christy Dunkle, Planner; Rick Boor, Director of Public Works; Dave Tyrell, Director of Public Utilities

Press: Cathy Kuehner, Winchester Star

1. **Call to Order**

Chair Dickinson called the meeting to order at 12:00 p.m.

2. **Discussion – Availability Fees**

The Committee discussed the on-going fee schedule review.

Ms. Dickinson expressed concern that an engineer was being used and that review will be costly. Mr. Dalton stated he believed he was addressing the matter as directed by Council and has spoken with the Town's engineer regarding the multi-family element of the availability fee. He stated that he expected to have a report on the matter available at the next Town Council meeting. He noted that the review was very limited in scope.

Ms. Dickinson stated that the Town must decide its philosophy regarding availability fees and how they affect affordable housing.

Mr. Tollett provided the Loudoun Water fee schedule in order to discuss its structure and approach.

3. **Discussion – Draft Street Work Priorities**

The Committee reviewed the draft street work priorities for FY18. Ms. Dickinson stated that she wanted to see traffic calming on South Buckmarsh to address the truck noise. Mr. Dalton noted that such a project would likely be funded with VDOT and Berryville General Fund monies and said that the reimbursement being discussed could only be used on secondary streets. Staff discussed previous efforts in this regard. The committee asked staff to schedule VDOT staff to attend the March Town Council meeting in order to discuss this matter with them. Mr. Dalton asked that he be provided with specific questions and areas of concern in order to permit VDOT folks an opportunity to prepare.

Ms. Dickinson stated that she wanted to see a project that deals with ponding water at the intersection of Page and Liberty Streets. Mr. Dalton stated he had failed to include that on the list and that he would explore the matter and attempt to place this matter on the priority list.

Ms. Dickinson stated that she wanted to see the Page Street median improved. She noted that the Community Improvements Committee should examine this matter.

Ms. Dickinson inquired about the completion of Jack Enders Blvd. The committee and staff discussed the extension and how it could be completed. Mr. Dalton noted that the idea of extending Jack Enders Blvd. south to Smallwood Lane should be explored. He stated that he had kicked this issue off with the County but no discussion has taken place at this point. The committee asked the Town Manager to place the matter of amending the Annexation Agreement on the February Town Council meeting agenda.

The committee and staff discussed the crosswalk project at the intersection of Main Street and Hermitage Blvd.

Ms. Dickinson stated that something needs to be done with Cattleman's Lane, noting that it was very dangerous. The committee agreed to discuss this matter with the Town Council at its February meeting.

The committee and the staff discussed the Safe Routes to School and Revenue Sharing projects for Swan Avenue and the need to get a commitment from the Clarke County School Board regarding the projects.

4. Adjourn

There being no further business, the committee adjourned at 1:31 p.m.

Attachment 10

Discussion regarding Cattleman's Lane

Mayor Dickinson has expressed concern about condition of Cattleman's Lane. She believes that there is a safety concern there that should be addressed. At its last meeting, the Streets and Utilities Committee discussed the condition of the lane. The Committee determined that it should discuss this matter with the Town Council.

Cattleman's Lane is a private access that, the best of staff's knowledge, is owned by Norfolk Southern Railway. Several properties are served by Cattleman's Lane. Staff has no information regarding easements or agreements between the owner of the lane and the owners of the properties that utilize the lane.

Work on the lane has created concerns in the past. Previously, when the lane is repaired and graded, a property west of the lane has experienced a backup of storm water that he attributed to the work on the lane.

Attachment 11

Proposed amendment to the Schedule of Water and Sewer Fees and Charges

February 14, 2014

The proposed amendment of the Schedule of Water and Sewer Fees and Charges was discussed at the December 13, 2016 and January 10, 2017 regular Town Council meetings as well as the January 3, 2017 and January 24, 2017 Streets and Utilities Committee meetings.

At the January Town Council meeting, the Council directed the Town Manager to consult with the Town's engineer regarding the structure of the Availability Fee Schedule. He was to speak with the engineer in order to gain insight into why the availability fees for multi-family units are structured as they are in the Town's fees schedule.

During the January 24, 2017 Streets and Utilities Committee meeting, Mayor Dickinson expressed concern that an engineer was being consulted on this matter. The Town Manager stated that he believed he was acting in accordance with the wishes of the Town Council and that the discussion in question is limited. Mayor Dickinson stated that this is a matter of philosophy not engineering. She noted that no multi-family development had been built in Berryville since the late 1990's and that fees affect what can be developed. Mr. Tollett stated that during his research he found an approach that should be considered during this discussion. He provided a copy of the Loudoun Water Fee Schedule. He noted that this structure provides for a focused examination of the usage expected for a particular use and that the fee is based on that examination. Further, Loudoun Water has the authority to review the fee that has been applied to a property and make adjustments (i.e. bill) as needed.

Earl Sutherland, P.E of Pennoni (engineering firm) informed staff that the basic principle behind the structure that Berryville has (you have also reviewed Fairfax Water's ordinance that is structured similarly) is that multi-family units consume approximately 80% of the water consumed by single family units. He noted that the Fredrick County Sanitary Authority has just adopted a new policy concerning availability fees for multi-family dwelling unit projects. Prior to the change, fees were based solely on meter (master) size. The amended fee schedule provides for a fee based on 80% of the fee for a single-family unit multiplied by the number of units in the project. He noted that, in his opinion, the structure using the 80% calculation is a much more equitable way to charge for utility availability and service.

Please find attached fees schedules from the following localities/authorities:

- Loudoun Water
- Frederick County Sanitary Authority
- Fairfax County Water Authority
- Town of Luray
- Town of Purcellville
- Shenandoah County
- Town of Front Royal
- Town of Lovettsville

These fee schedules are just a sampling of the many fees structures that exist. As you will see, some jurisdictions address multi-family availability fees by charging for each unit at a reduced rate while others apply a meter size approach. Loudoun's approach, which is quite different than the others included in the packet, is more nuanced and complex. With regard to Berryville's current fee schedule,

it clear that the multiplier should have been applied to both the water and sewer fees instead of just the water fee.

With regard to Ms. Gibson's question regarding the affect that reducing availability fees would have on the water fund, staff is not in a position to provide an in-depth analysis of the matter. What can be said is that the Town will need to spend over \$1.5 M in water fund capital improvements over the next several years. While some of the work can be paid for by fund reserves, availability fees will be critical to funding the required work. It is safe to say that if availability fees are not collected in sufficient amounts to cover a significant portion of these costs, user fees will have to be increased. Detailed analysis of the matter would require agreement on many assumptions.

Report from 1/24/17 Streets and Utilities Committee Meeting

This matter has come to the fore because of the proposed development of the 120 unit Robert Regan House.

Mayor Dickinson has highlighted her concern about two aspects of the Town's Availability Fees as currently constituted. Mayor Dickinson has pointed out that Section III.A.2.b of the Town of Berryville Schedule of Water and Sewer Fees and Charges (6/24/15) may contain a topographical error. Staff agrees that there is an error in that section and that the unit charge should be the same as the Multi-Family unit charge in Section 3.1. Accordingly, the per unit charge in Section 3.2.b should be \$4,725.

Mayor Dickinson has also expressed concerns about the schedule as it relates to availability fees for Multi-Family uses. Specifically, Section III.A.2.b provides that the water availability fee for multi-family units will be based on the higher of either the amount derived from multiplying the number of units by the per unit charge or the or the amount based on the meter size (Section III.A.2).

As currently constituted (but amended for the typo), the availability fee charge for the Regan House would be:

| | |
|-------|-------------------------|
| Water | \$567,000 (120 x 4,725) |
| Sewer | \$182,000 |
| Total | \$749,000 |

The Streets and Utilities Committee discussed this matter on 3 January. The Committee directed staff to draft an amended schedule eliminating the per unit fee. Please find attached a draft amended schedule for discussion. If the schedule is amended in this manner the total availability fee charge for the Regan House would be:

| | |
|-------|------------|
| Water | \$ 42,000 |
| Sewer | \$182,000 |
| Total | \$ 224,000 |

The difference between the two approaches is \$525,000 or \$4,375 per unit.

Please find attached: *(Please note this section is from a previous report and these items are not attached as listed)*

- draft amended Town of Berryville Schedule of Water and Sewer Fees and Charges
- correspondence from Alton Echols on this matter
- current City of Fairfax fee schedule (model on which the Town's schedule was written)

Loudoun Water Fee schedule provided by Council Member Tollett

The wastewater charge for all residential customers with an established winter quarter average* will be limited to the lesser of (1) the customer's actual quarterly usage or (2) the customer's winter quarter usage plus 3,000 gallons. The wastewater charge for residential customers who have not established a winter quarter average will be limited to the lesser of (1) the customer's actual quarterly usage or (2) 25,000 gallons.

* Winter quarter is defined as any quarterly billing period based on meter readings obtained or estimated in the months of February through April.

Customers receiving wastewater service only and obtaining water from sources other than Loudoun Water shall install a water meter on their water supply which will be read as a basis for continuing service charges.

For customers with partial billing periods (i.e., less than 75 days for a quarterly bill), the basic charge will be prorated based on the number of days service is rendered during the billing cycle.

SECTION 2 – AVAILABILITY CHARGES

SCHEDULE C – WATER

Availability Charges are payable to purchase capacity in Loudoun Water's system, where service is to be initiated for the first time, or to be expanded. An Availability Charge shall be paid by each applicant upon application for a Connection Permit, as payment in part for their share of distribution mains, treatment facilities and other system improvements provided by Loudoun Water.

The availability charge shall be based upon the type of premise or the maximum daily quantity of water estimated to be used, whichever produces the greater charge, as follows:

Single Family Residence or Townhome– individually metered: \$6,514

- water capacity purchased is 550 gallons per day (one equivalent residential connection)

Commercial, Industrial, Institutional and Single Family Residence with 5/8" through 2" meter:

| Meter Size | |
|------------|---------|
| 5/8" | \$6,514 |
| 3/4" | 9,771 |
| 1" | 19,542 |
| 1-1/2" | 42,341 |
| 2" | 78,168 |

Meters Sizes Greater Than 2 Inches, Connections Serving Multifamily Structures, or Connections Serving Customers With High Demand:

Availability charges shall be determined on an individual basis for meter sizes greater than two inches, for multifamily dwelling units, and in cases where high demand on the water system may be anticipated. The General Manager or his designee shall determine the Availability Charge for each such premise taking into consideration (1) typical consumption for same class customers in the Loudoun Water's system; (2) rated capacity of the required meter; (3) comparable use data for like facilities connected to other public water systems; (4) type of use or principal use ;

(5) quantity and type of fixtures in proposed plumbing; (6) and other factors as permitted by the Virginia Water and Waste Authorities Act.

The foregoing charge shall be based upon an estimate, approved by Loudoun Water, of the maximum daily quantity of water to be used within the next five years, calculated according to the following schedule:

Maximum daily usage (per gallon per day) \$11.84

Adjustments to Availability Charge Based on Actual Use

- (1) Loudoun Water reserves the right to determine, on an annual basis, the maximum daily quantity of water used from Loudoun Water's system as compared to the purchased reserved quantity. Customers identified as exceeding purchased reserved capacity on a consistent basis will be provided an opportunity to reduce potable water consumption. If such demand management measures do not reduce potable water usage to the purchased reserved capacity, an additional availability charge may be required.
- (2) Adjustments in availability charges shall be made according to rates in effect at the time the re-estimation is performed, deducting payment previously made for the subject property.
- (3) Non-residential customers whose availability charges were based on estimated flow and where actual flows are proven to exceed the original estimate have the option of entering into a financing agreement with Loudoun Water. The repayment period shall not exceed thirty-six (36) months and will include an interest rate equal to the 20-year municipal bond rate in effect at the time the agreement is executed. This option requires a form of guarantee for payment such as (a) filing a lien on the property, (b) filing the executed agreement co-signed by the Owner, if applicable, in Loudoun County's land records, or (c) posting a letter of credit.
- (4) Non-residential customers with an expansion or a change in use, whose availability charges were based on estimated flow and where actual flows are proven to exceed the original estimate have the option of entering into a financing agreement with Loudoun Water. The repayment period shall not exceed thirty-six (36) months and will include an interest rate equal to the 20-year municipal bond rate in effect at the time the agreement is executed. This option requires a form of guarantee for payment such as (a) filing a lien on the property, (b) filing the executed agreement co-signed by the Owner, if applicable, in Loudoun County's land records, or (c) posting a letter of credit.
- (5) Non-residential customers whose availability charges were based on estimated flow may request that Loudoun Water evaluate their consumption over their initial five year period of usage. If actual flows prove to be less than the original estimated flow, Loudoun Water will issue a refund of that portion of availability charge. Thereafter, if actual demands exceed purchased capacity, the Customer is subject to a re-assessment. No refunds shall be given for customers whose availability charges were based on meter size.

Non-residential customers whose availability charges are based on estimated flow who can demonstrate a ramp up of usage over twelve months have the option to finance 50% of their availability charges over twelve months at zero percent interest if 50% of the total is paid at the time of application for service. This option requires a form of guarantee for payment such as (a) filing a lien on the property, (b) filing the executed agreement co-signed by the Owner, if applicable, in Loudoun County's land records, or (c) posting a letter of credit.

Non-residential customers whose availability charges are based on estimated flow and pay 50% of the total amount due at the time of application for service, have the option of entering into a financing agreement with Loudoun Water for the remaining 50% of their availability charges. The repayment period and corresponding interest rate shall be (1) 12 months at Wall Street Journal Prime Rate plus 50 basis points, (2) 24 months at Wall Street Journal Prime Rate plus 100 basis points or (3) 36 months at Wall Street Journal Prime Rate plus 150 basis points. This option requires a form of guarantee for payment such as (a) filing a lien on the property, (b) filing the executed agreement co-signed by the Owner, if applicable, in Loudoun County's land records, or (c) posting a letter of credit.

SCHEDULE D – WASTEWATER

Availability Charges are payable to purchase capacity in Loudoun Water's system, where service is to be initiated for the first time, or to be expanded. An Availability Charge shall be paid by each applicant upon application for a connection permit, as payment in part for their share of transmission mains, trunk mains, treatment facilities and other system improvements provided by Loudoun Water.

The availability charge shall be based upon the type of premise or the average daily quantity of sewage estimated to be discharged, whichever produces the greater charge, as follows:

Single Family Residence or Townhome– individually metered: \$7,896

- wastewater capacity purchased is 275 gallons per day (one equivalent residential connection)

Commercial, Industrial, Institutional with 5/8" through 2" meter:

| <u>Meter Size</u> | |
|--------------------------|----------|
| 5/8" | \$7,896 |
| 3/4" | \$11,844 |
| 1" | \$23,688 |
| 1" – 1/2" | \$51,324 |
| 2" | \$94,752 |

Meters sizes greater than 2 Inches, connections serving multifamily structures, or connections serving customers with high demand:

Availability charges shall be determined on an individual basis for meter sizes greater than two inches, for multifamily dwelling units, and in cases where high demand on the water system may be anticipated. The General Manager or his designee shall determine the Availability Charge for each such premise taking into consideration (1) typical consumption for same class customers in the Loudoun Water's system; (2) rated capacity of the required meter; (3) comparable use data for like facilities connected to other public water systems; (4) type of use or principal use ; (5) quantity and type of fixtures in proposed plumbing; (6) and other factors as permitted by the Virginia Water and Waste Authorities Act.

The foregoing charge shall be based upon an estimate, approved by Loudoun Water, of the average daily quantity of sewage to be discharged within the next five years, calculated according to the following schedule:

Average daily usage (per gallon per day) \$28.71

Adjustments to Availability Charge Based on Actual Use

- (1) Loudoun Water reserves the right to determine, on an annual basis, the average daily quantity of sewerage discharged into Loudoun Water's system as compared to the purchased reserved quantity. Customers identified as exceeding purchased reserved capacity on a consistent basis may be required to pay additional availability charges, regardless of a change in ownership.
- (2) Adjustments in availability charges shall be made according to rates in effect at the time the re-estimation is performed, deducting payment previously made for the subject property.
- (3) Non-residential customers whose availability charges were based on estimated flow and where actual flows are proven to exceed the original estimate have the option of entering into a financing agreement with Loudoun Water. The repayment period shall not exceed thirty-six (36) months and will include an interest rate equal to the 20-year municipal bond rate in effect at the time the agreement is executed. This option requires a form of guarantee for payment such as (a) filing a lien on the property, (b) filing the executed agreement co-signed by the Owner, if applicable, in Loudoun County's land records, or (c) posting a letter of credit.
- (4) Non-residential customers with an expansion or a change in use, whose availability charges were based on estimated flow, and where actual flows are proven to exceed the original estimate have the option of entering into a financing agreement with Loudoun Water. The repayment period shall not exceed thirty-six (36) months and will include an interest rate equal to the 20-year municipal bond rate in effect at the time the agreement is executed. This option requires a form of guarantee for payment such as (a) filing a lien on the property, (b) filing the executed agreement co-signed by the Owner, if applicable, in Loudoun County's land records, or (c) posting a letter of credit.
- (5) Non-residential customers whose availability charges were based on estimated flow may request that Loudoun Water evaluate their consumption over their initial five year period of usage. If actual flows prove to be less than the original estimated flow, Loudoun Water will issue a refund of that portion of availability charge. Thereafter, if actual demands exceed purchased capacity, the Customer is subject to a re-assessment. No refunds shall be given for customers whose availability charges were based on meter size.

Non-residential customers whose availability charges are based on estimated flow who can demonstrate a ramp up of usage over twelve months have the option to finance 50% of their availability charges over twelve months at zero percent interest if 50% of the total is paid at the time of application for service. This option requires a form of guarantee for payment such as (a) filing a lien on the property, (b) filing the executed agreement co-signed by the Owner, if applicable, in Loudoun County's land records, or (c) posting a letter of credit.

Non-residential customers whose availability charges are based on estimated flow and pay 50% of the total amount due at the time of application for service, have the option of entering into a financing agreement with Loudoun Water for the remaining 50% of their availability charges. The repayment period and corresponding interest rate shall be (1) 12 months at Wall Street Journal Prime Rate plus 50 basis points, (2) 24 months at Wall Street Journal Prime Rate plus 100 basis points or (3) 36 months at Wall Street Journal Prime Rate plus 150 basis points. This option requires a form of guarantee for payment such as (a) filing a lien on the property, (b) filing the executed agreement co-signed by the Owner, if applicable, in Loudoun County's land


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CONNECTION FEES

Download PDF [<http://fcsa-water.com/fcsa/wp-content/uploads/2017/01/CONNECTION-fee-chart-1-18-2017.pdf>]

Domestic/Production Fees

| Water | | | |
|-------------------|-----------------------|----------------------------|-----------------------|
| Meter Size (inch) | Availability fee (\$) | Lateral Fee – installed by | |
| | | Others (\$) | FCSA (\$) |
| Multi-Family | 4,864 | see note 6a | see note 6a |
| 5/8 | 6,080 | 275 see note 1 | 2,250 see notes 1 & 2 |
| 3/4 | 6,388 | 275 see note 1 | 2,250 see notes 1 & 2 |
| 1 | 7,311 | 290 see note 1 | 2,250 see notes 1 & 2 |
| 1-1/2 | 8,543 | 425 see note 1 | 4,500 see notes 1 & 2 |
| 2 | 11,931 | 475 see note 1 | 4,500 see notes 1 & 2 |
| 3 | 36,876 | see note 3 | na |
| 4 | 46,115 | see note 3 | na |
| 6 | 67,672 | see note 3 | na |

| | | | |
|----|---------|------------|----|
| 8 | 92,309 | see note 3 | na |
| 10 | 141,583 | see note 3 | na |
| 12 | 185,929 | see note 3 | na |

| Sewer | | | |
|-------------------------|-----------------------------|----------------------------|------------------|
| Meter
Size
(inch) | Availability
fee
(\$) | Lateral Fee – installed by | |
| | | Others
(\$) | FCSA
(\$) |
| Multi-Family | 9,115 | 0 | see note 6a |
| 5/8 | 11,394 | 0 | 1,575 see note 4 |
| 3/4 | 12,534 | 0 | 1,575 see note 4 |
| 1 | 15,952 | 0 | 1,575 see note 4 |
| 1-1/2 | 20,510 | 0 | 1,575 see note 4 |
| 2 | 33,043 | 0 | 1,575 see note 4 |
| 3 | 125,336 | 0 | 0 – see note 5 |
| 4 | 159,519 | 0 | 0 – see note 5 |
| 6 | 239,278 | 0 | 0 – see note 5 |
| 8 | 330,432 | 0 | 0 – see note 5 |
| 10 | 512,739 | 0 | 0 – see note 5 |
| 12 | 676,816 | 0 | 0 – see note 5 |

Notes

1. FCSA to furnish and install 5/8", 3/4", 1", 1-1/2" & 2" meters.
2. FCSA to furnish and install service line and meter box assembly to edge of FCSA easement or VDOT right-of-way.

- Fee includes up through 60 linear feet of service line; service line greater than 60 linear feet shall be invoiced at cost plus 10%.
- 3. Contractor to furnish line, meter vault, and meter per FCSA requirements.
- 4. FCSA to furnish and install service line to edge of FCSA easement or VDOT right-of-way.
 - Fee includes up through 60 linear feet of service line; service line greater than 60 linear feet shall be invoiced at cost plus 10%.
- 5. Lines 6" or greater in diameter shall be installed by contractor.
- 6. Multi-Family dwelling units pay the listed availability fee per each dwelling unit.
 - a) Lateral fees are based on the meter size, and are only per building.
 - b) The availability fee is calculated to be 80% of the availability fee for the 5/8-inch meter.

FIRE LINE FEES

[Fire Line Fees Download \[http://fcsa-water.com/fcsa/wp-content/uploads/2015/12/Fire-Line-Fees-And-Vault-0822131.pdf\]](http://fcsa-water.com/fcsa/wp-content/uploads/2015/12/Fire-Line-Fees-And-Vault-0822131.pdf)

The expansion of fire service lines are an important safety issue for the entire community. As there are public hydrants available in our residential communities, and equally important need for hydrants and sprinkler systems lie within the commercial/industrial areas being developed. As such, the Authority would like to propose a change in the fee structure for the installation of the fire lines as follows:

| <u>SIZE</u> | <u>FEE</u> |
|-------------|------------|
| 2" | \$7,450 |
| 4" | \$10,380 |
| 6" | \$14,410 |

8" \$18,900

10" \$26,760

12" \$30,000

In addition to the fee, any service would require the installation of a detector meter located within a vault adjacent to the right-of-way or property line as shown on the diagram attached. The vault would be the responsibility of the developer/owner and would be subject to inspection by the Authority. In addition, as now a backflow prevention device would need to be installed between the vault and the building as approved by the County building code department and the Authority

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FAIRFAX COUNTY WATER AUTHORITY

SCHEDULE OF RATES, FEES AND CHARGES

EFFECTIVE JULY 1, 2015

Adopted May 21, 2015

**FOR THE USE OF AND FOR THE SERVICES
FURNISHED OR TO BE FURNISHED BY FAIRFAX WATER**

SCHEDULE NO. 1 – AVAILABILITY CHARGE

An Availability Charge for water service to be furnished through each new separate service connection which is to be made to a water main, regardless of who may have paid for the installation of the water main to which the connection is to be made, shall be paid by each applicant for service prior to the installation of the meter for water service, as follows:

| <u>Type of Premise</u> | <u>Charge</u> |
|---|---------------|
| Single-Family Residence – individual ½ inch meter | \$ 3,950 |
| Townhouse Residence – individual ½ inch meter | 3,950 |
| Multi-Family Residence ⁽¹⁾ – each unit ⁽²⁾ | 3,160 |
| Commercial, Industrial, Municipal, Single-Family or Townhouse Residence with larger than ½-inch meter: ⁽²⁾ | |

| Meter Size (inches) | Charge | Meter Size (inches) | Charge |
|---------------------|-----------------------|---------------------|-----------|
| ½ | \$ 3,950 | 3 | \$ 84,300 |
| ¾ | 7,900 | 4 | 131,700 |
| 1 | 13,200 ⁽³⁾ | 6 | 263,350 |
| 1-½ | 26,350 | 8 | 421,350 |
| 2 | 42,150 | 10 | 605,700 |

⁽¹⁾ Multi-family residences are defined as any master metered group of apartment, townhouse, condominium, or other residential units with each unit containing separate kitchen facilities:

⁽²⁾ In cases where a master meter is serving multi-family residences or a combination of multi-family and commercial units, the applicant shall pay a fee based on the higher of (1) an amount derived by multiplying the unit charge (\$3,160) for multi-family residences times the total number of residential and commercial units to be served by a single meter, or (2) an amount based on the meter size as specified above.

⁽³⁾ In cases where a 1 inch meter is installed for a single-family residence or a townhouse residence equipped with a fire sprinkler system, the availability charge shall be \$3,950.

SCHEDULE NO. 2 – LOCAL FACILITIES CHARGE

A Local Facilities Charge of Nine Thousand Seven Hundred Fifty Dollars (\$9,750) for each separate connection to an existing water main shall be paid by each applicant who desires to secure water service, which charge shall be paid prior to the approval of the application for a service connection; provided, however, that in any instance where satisfactory evidence shows that an applicant for a connection has paid the cost of installation of the main to which the connection is to be made, either by installing the main at his expense and then conveying the same to Fairfax Water (or its predecessors) or by reimbursing Fairfax Water (or its predecessors) for the cost of such main, the Local Facilities Charge shall be waived.

SCHEDULE NO. 3 – SERVICE CONNECTION CHARGE

A Service Connection Charge shall be paid by each applicant for each new service connection and meter installation prior to the approval of the application therefor, as follows:

| Service Installed by Fairfax Water | |
|------------------------------------|--|
| Meter Size (inches) | Charge |
| 5/8 | \$1,090 |
| 3/4 | 1,420 |
| 1 | 1,490 |
| 1-1/2 | 2,370 |
| 2 | 2,950 |
| Over 2 | Actual cost plus an allowance of 40% for administrative and general overhead, but not less than \$3,000. |

| Service Installed by the Developer ⁽¹⁾ | |
|---|--|
| Meter Size (inches) | Charge |
| 5/8 | \$470 |
| 3/4 | 480 |
| 1 | 550 |
| Over 1 | Actual cost plus an allowance of 40% for administrative and general overhead, but not less than \$600. |

⁽¹⁾ Installation of services by developers must have the prior approval of Fairfax Water. If approved, the difference between the charges for services installed by Fairfax Water and services installed by the developer will be refunded upon completion of the work.

SCHEDULE NO. 4 – ACCOUNT CHARGE

An Account Charge of Thirty-six Dollars (\$36) shall be paid by each applicant for service, whether for a new account or for a transfer of account.

SCHEDULE NO. 5 – SPECIAL CONTRACT SERVICE METERED RATES

A. *Wholesale*

Wholesale customers pay rates established by individual contract. The following customers have entered into contracts with Fairfax Water whereby they have each reserved a specified capacity in Fairfax Water's system for their use and are paying for that capacity at the same unit cost incurred by Fairfax Water to construct or acquire the facilities which provide the capacity:

- Loudoun Water
- Metropolitan Washington Airports Authority (Dulles International Airport)
- Prince William County Service Authority
- Town of Herndon
- Town of Vienna
- United States Government (Fort Belvoir)
- Virginia-American Water Company – Alexandria District
- Virginia-American Water Company – Prince William District

B. *Untreated Industrial/Commercial*

The following customers obtain untreated water under contract with Fairfax Water for use in the operation of an industrial/commercial activity:

- Old Hickory Golf Club
- Prince William County Park Authority
- Vulcan Materials, Inc.

SCHEDULE NO. 6 – RETAIL SERVICE METERED RATES

A. Service Charge per bill rendered:

| Meter Size
(inches) | Charge for Quarterly Customers ⁽¹⁾ | |
|------------------------|---|--|
| | Single-Family/Townhouse | Multi-Family Residence,
Commercial, Industrial or Municipal |
| 5/8 | \$ 9.80 | \$ 11.45 |
| 3/4 | 10.55 | 13.85 |
| 1 | 11.75 | 17.25 |
| 1-1/2 | 14.65 | 25.65 |
| 2 | 15.75 | 33.35 |
| 3 | - | 77.95 |
| 4 | - | 124.35 |
| 6 | - | 232.80 |
| 8 | - | 397.45 |
| 10 | - | 532.80 |

⁽¹⁾ Monthly customers will be billed 1/3 of the applicable rate based on meter size.

B. Commodity Charge:

Charge per 1,000 Gallons

1. Charge for all consumption:

- a. by customers billed quarterly whose accounts were in existence (either in an active or inactive status) during the whole of the preceding winter quarter billing period ⁽¹⁾ \$ 2.55
- b. by customers billed quarterly whose accounts were established during or subsequent to the preceding winter quarter billing period..... \$ 2.70
- c. by customers billed monthly whose accounts were in existence (either in an active or inactive status) for the preceding twelve (12) billing periods..... \$ 2.55
- d. by customers billed monthly whose accounts were not in existence for the preceding twelve (12) billing periods..... \$ 2.70

⁽¹⁾ The winter quarter billing period is defined as any quarterly billing period based on meter readings obtained or estimated in the months of February through April.

2. Additional Peak Use Charge:

- a. For all consumption by customers identified in 1.a. above in the June through November billing periods exceeding the greater of (1) 1.3 times the preceding winter quarter consumption or (2) 6,000 gallons above the preceding winter quarter consumption \$ 3.55
- b. For all consumption by customers identified in 1.c. above for any volume of water purchased during the months of May through October which is in excess of 1.3 times the average monthly volume purchased in the billing cycle ending in March of each year \$ 3.55

SCHEDULE NO. 7 – TURN OFF/TURN ON CHARGE

Where service has been discontinued due to nonpayment of any charge owed to Fairfax Water, a Turn Off/Turn On Charge of Fifty Dollars (\$50) shall be paid before service will be resumed.

SCHEDULE NO. 8 – TRANSACTION CHARGE FOR LATE PAYMENT

A Transaction Charge for Late Payment equal to Ten Percent (10%) of the amount of any bill rendered for water service shall be added to such bill in the event that the bill is not paid within 30 days following the date of rendering thereof.

SCHEDULE NO. 9 – CHARGE FOR UNAUTHORIZED USE OF SERVICE

When a customer willfully takes steps to reactivate service after service has been initially discontinued by Fairfax Water on account of nonpayment of any charge owed to Fairfax Water and Fairfax Water is required to take some other action to again discontinue service, such as removing the meter, etc., a Charge for Unauthorized Use of Service of Two Hundred Fifty Dollars (\$250) shall be paid before service will be resumed. This charge shall be in addition to the charge required to be paid under Schedule No. 7 of the Schedule of Rates, Fees and Charges.

SCHEDULE NO. 10 – FEES FOR USE OF FAIRFAX WATER FIRE HYDRANTS

A. Metered Use

- 1. Permit Charge..... \$20.00/year
- 2. Commodity Charge
 - a. Usage from April 15-October 15 \$6.45/1,000 gals
 - b. Usage at all other times..... \$2.70/1,000 gals
- 3. Equipment Rental Charge
 - a. $\frac{5}{8}$ -inch meter with hydrant wrench
 - 1) Deposit..... \$400.00
 - 2) Daily/Monthly rental \$1.00/day, \$7.00 mo
 - b. 3-inch meter with hydrant wrench
 - 1) Deposit..... \$1,720.00
 - 2) Daily/Monthly rental \$5.00/day, \$25.00/mo

B. Non-Profit, Temporary Use (not exceeding 7 days or 14,000 gallons) ⁽¹⁾

- 1. Permit Charge..... \$10.00
- 2. Commodity Charge
 - a. Usage from April 15-October 15 \$6.45/1,000 gals
 - b. Usage at all other times..... \$2.70/1,000 gals
- 3. Equipment Rental Charge
 - a. $\frac{5}{8}$ -inch meter with hydrant wrench
 - 1) Deposit..... \$150.00
 - 2) Daily rental \$1.00/day

⁽¹⁾ Reverts to Schedule 10A, if exceeded.

C. Failure to Report Hydrant Meter Reading..... \$25.00

D. Unauthorized/Improper Use of Fire Hydrants..... \$250.00

SCHEDULE NO. 11 – OVERHEAD CHARGES

Overhead charges, at the rates of One Hundred Ten Percent (110%) of direct labor costs and Twenty-five Percent (25%) of material costs, shall be applied to all billings by Fairfax Water for work performed or materials supplied by Fairfax Water to or for the benefit of other parties.

SCHEDULE NO. 12 – CHARGES FOR INSTALLATION OF SEWER USE METERS

When a customer requests the installation of a meter for the purpose of more accurately monitoring sewer usage, Fairfax Water shall furnish a meter and meter yoke for installation by the customer. The charge, including an inspection of the completed installation by Fairfax Water personnel, shall be actual material cost plus a Forty-five Dollar (\$45) inspection fee.

In addition, a Service Charge for each such meter shall be billed in accordance with Schedule No. 6 of the Schedule of Rates, Fees and Charges.

SCHEDULE NO. 13 – RETURNED PAYMENT CHARGE

A Returned Payment Charge in the amount of Twenty Dollars (\$20) shall be charged to a customer in the event the customer's payment is returned unpaid by the customer's bank.

SCHEDULE NO. 14 – CHARGES FOR INSTALLATION OF RESTRICTED WATER SERVICE

Fairfax Water shall install a restricted water service, said service to be limited to the watering of lawns, shrubs and associated landscape features. The following charges shall apply:

A. *Service Connection Charge*

A charge equal to the Service Connection Charge under Schedule No. 3 of the Schedule of Rates, Fees and Charges for a single-family residence with a ¾ inch meter.

B. *Availability Charge*

A charge equal to 10 percent of the Availability Charge under Schedule No. 1 of the Schedule of Rates, Fees and Charges for a single-family residence with a ¾ inch meter.

C. *Local Facilities Charge*

A charge equal to 10 percent of the Local Facilities Charge under Schedule No. 2 of the Schedule of Rates, Fees and Charges.

**TOWN OF LURAY
RATE/FEE SCHEDULE**

2014-2015

Facility Fees

The facility fee represents the cost for new customers to buy into the present value of the Town's water and sewer system, and cover the Town's anticipated capital improvements to maintain the water and sewer services. **In addition to the facility fee, the town will charge for time and materials to provide the water and/or sewer connection.** If these connections are made by a licensed contractor, the Town may waive the appropriate connection fee amount provided that:

- 1.) The contractor consults with appropriate Town staff prior to the connections being started, and obtains proper permits.
- 2.) The contractor uses Town-approved materials and standard methods, and coordinates construction with Town personnel.
- 3.) The Town inspects the entire connection, utility run, and all materials prior to backfilling by the contractor.

IN-TOWN RATES

| METER SIZE | WATER | SEWER |
|-----------------------|-------------------|-------------------|
| 5/8" | \$3,320.00 | \$5,940.00 |
| 3/4" | \$5,130.00 | \$9,370.00 |
| 1" | \$6,939.00 | \$12,799.00 |
| 1.5" | \$13,428.00 | \$24,477.00 |
| 2" | \$20,529.00 | \$36,988.00 |
| 3" | \$39,724.00 | \$70,740.00 |
| 4" | \$60,734.00 | \$106,896.00 |
| 5" | \$81,611.00 | \$141,971.00 |
| 6" | \$101,067.00 | \$173,772.00 |
| 7" | \$118,305.00 | \$201,045.00 |
| 8" | \$132,888.00 | \$223,201.00 |
| 9" | \$144,640.00 | \$240,115.00 |
| 10" | \$153,568.00 | \$251,972.00 |
| Connection Fee | \$1,200.00 | \$1,200.00 |

OUT-OF-TOWN RATES

| METER SIZE | WATER | SEWER |
|-----------------------|-------------------|-------------------|
| 5/8" | \$6,640.00 | \$11,880.00 |
| 3/4" | \$7,695.00 | \$14,054.00 |
| 1" | \$10,409.00 | \$19,198.00 |
| 1.5" | \$20,141.00 | \$36,716.00 |
| 2" | \$30,794.00 | \$55,482.00 |
| 3" | \$59,586.00 | \$106,110.00 |
| 4" | \$91,101.00 | \$160,343.00 |
| 5" | \$122,417.00 | \$212,956.00 |
| 6" | \$151,601.00 | \$260,658.00 |
| 7" | \$177,457.00 | \$301,567.00 |
| 8" | \$199,332.00 | \$334,801.00 |
| 9" | \$216,960.00 | \$360,172.00 |
| 10" | \$230,352.00 | \$377,959.00 |
| Connection Fee | \$1,800.00 | \$1,800.00 |



Water & Sewer Availability Fees

Effective March 2013

| <u>Size</u> | <u>Water Avail (In Town)</u> | <u>Sewer Avail (In Town)</u> | <u>Meter Fee</u> |
|-----------------|------------------------------|------------------------------|------------------|
| 5/8" | \$25,754 | \$21,600 | \$275 |
| 3/4" | \$38,631 | \$32,400 | \$328 |
| 1" | \$64,385 | \$54,000 | \$394 |
| 1 1/2" | \$128,770 | \$108,000 | \$564 |
| 2" T-10 | \$206,032 | \$172,800 | \$709 |
| 2" HP Turbine | \$206,032 | \$172,800 | \$944 |
| 3" HP Turbine | \$386,310 | \$324,000 | \$1,469 |
| 4" HP Turbine | \$643,850 | \$540,000 | \$2,281 |
| 2" T/F Compound | \$206,032 | \$172,800 | \$2,013 |
| 3" T/F Compound | \$386,310 | \$324,000 | \$2,749 |
| 4" T/F Compound | \$643,850 | \$540,000 | \$3,731 |
| 6" | \$1,287,700 | \$1,080,000 | |

Note: Out of Town fee is double the in-Town fee.

Shenandoah County – Toms Brook Maurertown

Fees

View Code

[Amended 12-10-2002 by Ord. No. 02-13; 6-8-2004 by Ord. No. 2004-06; 5-9-2006 by Ord. No. 2006-2; 3-27-2007 by Ord. No. 2007-03; 4-8-2008 by Ord. No. 2008-2 Editor's Note: This ordinance provided that it shall be effective 4-8-2008 as to connection fees; and 7-1-2008 as to all other provisions.; 5-11-2010 by Ord. No. 2010-06]

Water and sewer billing. Rates for water and sewer service provided by Toms Brook/Maurertown Sanitary District shall be billed on a monthly basis in arrears.

Rates

| Type of Fee | Amount of Fee |
|---------------------------------|---------------------------|
| Water (inside district) | |
| 0 to 2,000 gallons | \$25.00 minimum rate |
| Over 2,001 gallons | \$5.50 per 1,000 gallons |
| Sewer (inside district) | |
| 0 to 2,000 gallons | \$23.00 minimum rate |
| 2,001 to 10,000 gallons | \$6.50 per 1,000 gallons |
| Over 10,000 gallons | \$12.00 per 1,000 gallons |
| Sewer flat rate (4,500 gallons) | \$39.25 billed monthly |

Connection Fees

| Type of Fee | Amount of Fee |
|----------------------------|---------------|
| Water | |
| 0 to 3/4-inch service line | \$7,000 |
| 1-inch service line | \$12,600 |
| 1 1/2-inch service line | \$28,000 |
| 2-inch service line | \$49,700 |

**The cost for time and materials for making the connection is in addition to the fees listed above.*

| | |
|----------------------------|----------|
| Sewer | |
| 0 to 3/4-inch service line | \$8,500 |
| 1-inch service line | \$15,300 |
| 1 1/2-inch service line | \$34,000 |

| Type of Fee | Amount of Fee |
|---------------------|---------------|
| 2-inch service line | \$60,350 |

** The cost for time and materials for making the connection is in addition to the fees listed above.*

Water and sewer connections larger than two-inch. The charge for a connection larger than two-inch shall be calculated by using the Virginia Department of Health Waterworks Regulation Design Criteria. Connection fees based on this criteria shall be calculated by dividing the total number of design gallons by 250 (ERC-equivalent residential connection) and multiplying by the rate established for a 3/4-inch service line.

Criteria for payment of water and/or sewer connection fees. An actual connection sufficient to commence water and/or sewer service to a building, along with the obtaining of all necessary building permits, must be made within six months of payment of the connection fee. If such connection is not made within such time period, the party paying the fee may still connect to the system upon paying the fee then in effect at the time of actual connection. A credit of 100% will be given for the previously paid connection fee.

Chapter 134 TOWN OF FRONT ROYAL MUNICIPAL CODE Water & Sewer Connection Fees

| <u>Tap Size</u> | <u>Sewer Connection Fees</u> | <u>Water Connection Fees</u> |
|-----------------|------------------------------|------------------------------|
| ¾" | \$9,750.00 | \$4,340.00 |
| 1" | \$21,938.00 | \$8,816.00 |
| 1 ½" | \$50,700.00 | \$20,100.00 |
| 2" | \$79,950.00 | \$31,154.00 |
| 3" | \$157,950.00 | \$60,634.00 |
| 4" | \$245,700.00 | \$93,798.00 |
| 6" | \$489,450.00 | \$185,922.00 |
| 8" | \$781,950.00 | \$296,469.00 |
| 10" | \$1,123,200.00 | \$425,442.00 |
| 12" | \$1,464,450.00 | \$554,415.00 |

The above standard fee schedule charges shall apply to apartments, houses, condominiums, commercial buildings and hostels.

All connection fees for water and sewer services furnished outside of the limits of the Town of Front Royal will be one hundred percent (100%) more than the in-town rates.

For purposes of this fee schedule, the following terms shall have the meanings indicated:

APARTMENT UNIT - A single-dwelling unit in a multiple-unit structure which is occupied on a rental basis.

CONDOMINIUM - A single-dwelling unit in a multiple-unit structure which is occupied on an ownership basis.

UNIT - Any single place of residence, any single place of business or any single hostelry room.

The charges for apartments, condominium units and trailers will be (\$2,304.00) for sewer service for each unit after the first unit.

Commercial and industrial buildings; hotels, motels, inns and other lodging facilities; dormitories; and nursing care facilities with central dining areas will be charged according to the

standard fee schedule charges for each sewer tap made, with an additional charge of (\$375.00) for each sewer closet and will be charged according to the standard fee schedule charges for each water tap made, with an additional charge of three hundred eighty-seven dollars (\$387.00) for each water closet.

Single-family and two-family residential dwellings will be charged according to the standard fee schedule charges for each sewer tap made, with additional charge of (\$482.00) for each dwelling unit and for each water tap made, with an additional charge of four hundred ninety-six dollars (\$496.00) for each dwelling unit.

Fire Suppression

3" line or smaller: (\$2,124.00), plus (\$37.25) per month.

4" line: (\$4,248.00), plus (\$74.48) per month

6" line: (\$8,495.00), plus (\$151.63) per month

8" line: (\$12,743.00), plus (\$226.11) per month

10" line: (\$16,991.00), plus (\$300.60) per month

12" line: (\$21,240.00), plus (\$375.10) per month

GENERAL PROVISIONS 134-1 CONNECTIONS A. CONNECTION REQUIREMENTS: Every house used for human habitation and every place of business or manufacture where one (1) or more persons are employed shall be connected to the Town water system and to the Town sewer system when they are accessible, unless such house or place of business or manufacture is served by an adequate sewer system approved by the State Health Department. All methods of disposing of human excreta in these places of habitation, business or manufacture other than by a properly connected water closet are hereby declared to be unlawful. When they become accessible, connection to the sewer and water mains shall be made within one (1) year after notification to the property owners by the Town Manager. Any person violating the provisions of this sections shall be punished as provided in Chapter 1, Article II, Penalties, of this Code, and each week's failure to comply herewith shall constitute a separate offense.

Fees Effective July 1, 2013

Town of Lovettsville

*: additional charges for advertising and/or adjacent property owner notification will be billed to the applicant
 Applicants are responsible for all base fees as well as any engineering or Town Attorney Review Costs

All civic, charitable, and religious organizations having non-profit status are exempt from application fees.

Taxes are authorized by VA Code 58.1. Fees are authorized by Code of Virginia Sections 15.2-2241 and 15.2-2286.

UTILITY FUND:

All rates reflect quarterly charges

Minimum Water/Sewer Bill: \$135.18 for up to 6,000 gallons

Water User Rate: \$8.70 per thousand gallons

Sewer User Rate: \$13.82 per thousand gallons

Sewer Only Customers: Fixed Rate of \$115.15

Out of Town Water/ Sewer Customers charged 250% the in-town rate.

Penalty for Late Payment: 10%

Virginia Department of Health Waterworks Technical Assistance Fund: Set by VDH

Water Cutoff Charge: \$30

Fire Sprinkler Fee of \$20 per quarter for facilities with a fire sprinkler system connected to Town Water

Availability Tap refund processing charge: \$50.00

Deposit for new water and sewer accounts:

| Type of Connection | Water | Sewer |
|-----------------------------------|----------|----------|
| Residential (within Town limits) | \$50.00 | \$50.00 |
| Residential (outside Town limits) | \$100.00 | \$100.00 |
| Non-Residential | \$100.00 | \$100.00 |

Water Connection: \$1,000

Sewer Connection: \$1,000

Availability Fees, Maximum Allowable Usage and Meter Fee:

| Meter Size | Maximum Allowable Usage (GPD) | Water Availability Fee* | Wastewater Availability Fee* | Meter Fee |
|------------|-------------------------------|-------------------------|------------------------------|----------------------|
| 5/8" | 500 | \$8,100 | \$11,900 | \$0 |
| 3/4" | 750 | \$12,150 | \$17,850 | \$0 |
| 1" | 1,250 | \$20,250 | \$29,750 | Cost of meter + \$20 |
| 1 1/2" | 2,500 | \$40,500 | \$59,500 | Cost of meter + \$20 |
| 2" | 4,000 | \$64,800 | \$95,200 | Cost of meter + \$20 |
| 3" | 8,000 | \$129,600 | \$190,400 | Cost of meter + \$20 |
| 4" | 12,500 | \$202,500 | \$297,500 | Cost of meter + \$20 |

*Upgrades from a smaller meter size will equal the difference between the new availability fee and the current availability worth of the existing meter size.

Excess Use Surcharge for Water: Two times the water rate for all usage above the Maximum Allowable Usage for a billing period.

Excess Use Surcharge for Sewer: Two times the sewer rate for all usage above the Maximum Allowable Usage for a billing period.

Failure to Upgrade Meter Fine – First Offense: \$100.00

Failure to Upgrade Meter Fine – Second Offense: \$200.00

Attachment 12

Memo

To: Town Council
From: David Tyrrell
Date: February 3, 2016
Re: January 2017 Operations Report

The water treatment plant is in compliance for January 2017 with its monthly parameters per data received to date. We sent a total of 9.039 MG water to the system with a daily average production of 0.323 MGD and a daily max of 0.492 MG.

There were no issues with operations this month until the rains the final week. River conditions made treatment difficult but we continued producing water until conditions really worsened the evening on the 26th when we simply shut down and ran on reserves. We used the down time to complete some maintenance including a blow of the river screens with the assistance of public works. We resumed treatment operations on Saturday. To this day the filters have not fully recovered and we are getting short run times before a back wash is needed. The 3MG tank level did drop to 13.8 feet during this time but will be at 17 feet by the end of this day.

Drought Conditions: Water levels in the Shenandoah River have run well below historical averages for the month of January until the rains at the end of the month. River conditions are quickly returning to below average levels. With the low river levels we continue to keep an eye on drought conditions and we are in the first stages of drought with more rain needed. The water supply is not being affected.

The wastewater plant is in compliance with its discharge permit for January per data received to date. We have treated a total of 9.69 MG with a daily average of 0.31 MGD and a daily max of 0.76 MG.

We have started running nutrient test on the effluent twice per week to meet the new General Discharge limits. This is up from twice per month at the insistence of EPA. This change is affecting all treatment plants our size in the Chesapeake Bay watershed. The lab testing budget should be adequate for this change.

Consolidated electric has completed the needed electrical work for all five of the air scour blowers and they are finally all up and running without the random faults. RAS

pump #2 has been repaired in house with electrical relay replacements and is back in service.

Fine screen replacement booster pumps have arrived and have been installed. We included bypasses in the plumbing to allow for pump service work while still being able to provide water for screen washing at normal pressures. There is some electrical work still required to get them back into service.

The emergency generator failed and Cummings Atlantic was called in to service. We found that both of the starters were damaged with melted gears on the starters. The \$5,000 repair bill was fortunately covered by warranty.

We are currently taking our first stab at a cyclic valve rebuild. We have two in need of rebuild and have replaced them with in stock units. The hope is to be able to rebuild the valves and have them on shelf for when the next valve needs repair.

Attached for review is the DMR data report for the wastewater plant, a copy of the new report for the membrane performance from GE, and the water plant page 1 operations report for VDH. Please note the DMR data report is not complete as of this time or reviewed for QA/QC purposes and may be adjusted slightly should any data entry errors be found and as the final lab results are returned.

FLOWS AND CHEMICAL DOSAGES

March 2016

No. Connections Served: 1650
Population Served: 4185

| DATE | Raw Water Treated MGD | Finished Water Produced MGD | Finished Water Delivered MGD | Hours in Service | Raw Water Chemicals | | | | | | | | | | Finished Water Chemicals | | | | | | | | |
|---------|-----------------------|-----------------------------|------------------------------|------------------|---------------------|-------|-------------|------|-------------|-------|-------------|------|-------------|-------|--------------------------|------|-------------|---------|-------------|-------|----------------|-------|--|
| | | | | | Alum | | Carbon | | Chlorine | | Fluoride | | Polymer | | KMnO4 | | Soda Ash | | Chlorine | | Corr Inhibitor | | |
| | | | | | Lbs per Day | mg/L | Lbs per Day | mg/L | Lbs per Day | mg/L | Lbs per Day | mg/L | Lbs per Day | mg/L | Lbs per Day | mg/L | Lbs per Day | mg/L | Lbs per Day | mg/L | Lbs per Day | mg/L | |
| 1 | 0.197 | | 0.184 | 6.0 | 10 | 6.1 | 1 | 0.6 | | | | 3.3 | 2.01 | 0.030 | 0.018 | 0 | 0.0 | | | 5.8 | 3.5 | | |
| 2 | 0.207 | | 0.187 | 6.0 | 15 | 8.8 | 2 | 0.9 | | | | 0.2 | 0.12 | 0.030 | 0.017 | 0.0 | 0.0 | | | 5.8 | 3.3 | | |
| 3 | 0.509 | | 0.458 | 14.8 | 41 | 9.6 | 4 | 1.0 | | | | 6.6 | 1.55 | 0.075 | 0.018 | 0.0 | 0.0 | | | 14.1 | 3.3 | | |
| 4 | 0.522 | | 0.471 | 15.3 | 46 | 10.5 | 6 | 1.3 | | | | 3.6 | 0.83 | 0.070 | 0.016 | 4.0 | 0.9 | | | 14.6 | 3.4 | | |
| 5 | 0.517 | | 0.475 | 15.0 | 46 | 10.6 | 5 | 1.2 | | | | 6.7 | 1.55 | 0.070 | 0.016 | 0.0 | 0.0 | | | 14.4 | 3.3 | | |
| 6 | 0.515 | | 0.463 | 15.0 | 41 | 9.4 | 5 | 1.1 | | | | 3.6 | 0.84 | 0.070 | 0.016 | 4.0 | 0.9 | | | 14.4 | 3.4 | | |
| 7 | 0.246 | | 0.225 | 7.0 | 30 | 14.8 | 2 | 1.0 | | | | 3.3 | 1.61 | 0.040 | 0.019 | 0.0 | 0.0 | | | 6.7 | 3.3 | | |
| 8 | 0.219 | | 0.204 | 7.0 | 15 | 8.3 | 2 | 1.1 | | | | 3.3 | 1.79 | 0.035 | 0.019 | 0.0 | 0.0 | | | 6.7 | 3.7 | | |
| 9 | 0.502 | | 0.458 | 15.0 | 41 | 9.7 | 5 | 1.1 | | | | 3.5 | 0.85 | 0.066 | 0.016 | 4.0 | 1.0 | | | 14.4 | 3.4 | | |
| 10 | 0.523 | | 0.480 | 15.5 | 41 | 9.3 | 3 | 0.7 | | | | 6.7 | 1.54 | 0.066 | 0.015 | 0.0 | 0.0 | | | 14.9 | 3.4 | | |
| 11 | 0.317 | | 0.290 | 10.5 | 25 | 9.6 | 2 | 0.9 | | | | 3.4 | 1.27 | 0.044 | 0.017 | 4.0 | 1.5 | | | 10.1 | 3.8 | | |
| 12 | 0.349 | | 0.318 | 10.0 | 25 | 8.6 | 4 | 1.4 | | | | 3.4 | 1.18 | 0.019 | 0.007 | 0.0 | 0.0 | | | 9.6 | 3.3 | | |
| 13 | 0.201 | | 0.175 | 6.0 | 20 | 12.1 | 2 | 1.0 | | | | 3.3 | 1.97 | 0.030 | 0.018 | 0.0 | 0.0 | | | 5.8 | 3.4 | | |
| 14 | 0.222 | | 0.209 | 6.5 | 20 | 11.0 | 2 | 1.1 | | | | 0.2 | 0.11 | 0.031 | 0.017 | 0.0 | 0.0 | | | 6.2 | 3.4 | | |
| 15 | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | 0.206 | | 0.176 | 6.0 | 15 | 8.9 | 1 | 0.8 | | | | 3.3 | 1.92 | 0.032 | 0.019 | 0.0 | 0.0 | | | 5.8 | 3.3 | | |
| 17 | 0.484 | | 0.445 | 13.3 | 46 | 11.3 | 5 | 1.2 | | | | 3.5 | 0.86 | 0.069 | 0.017 | 3.0 | 0.7 | | | 12.7 | 3.1 | | |
| 18 | 0.489 | | 0.438 | 14.5 | 35 | 8.7 | 5 | 1.3 | | | | 6.9 | 1.70 | 0.066 | 0.016 | 0.0 | 0.0 | | | 13.9 | 3.4 | | |
| 19 | 0.478 | | 0.437 | 14.0 | 41 | 10.2 | 5 | 1.3 | | | | 3.2 | 0.80 | 0.064 | 0.016 | 3.0 | 0.8 | | | 13.4 | 3.4 | | |
| 20 | 0.482 | | 0.441 | 14.3 | 41 | 10.1 | 5 | 1.2 | | | | 3.5 | 0.88 | 0.077 | 0.019 | 0.0 | 0.0 | | | 13.7 | 3.4 | | |
| 21 | 0.211 | | 0.193 | 6.0 | 20 | 11.5 | 2 | 1.1 | | | | 3.3 | 1.88 | 0.029 | 0.016 | 0.0 | 0.0 | | | 5.8 | 3.3 | | |
| 22 | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | 0.541 | | 0.492 | 15.5 | 46 | 10.1 | 4 | 0.9 | | | | 6.7 | 1.48 | 0.075 | 0.017 | 0.0 | 0.0 | | | 14.9 | 3.3 | | |
| 24 | 0.316 | | 0.286 | 11.5 | 30 | 11.5 | 2 | 0.8 | | | | 3.4 | 1.29 | 0.040 | 0.015 | 8.0 | 3.0 | | | 11.0 | 4.2 | | |
| 25 | 0.389 | | 0.281 | 12.5 | 76 | 23.4 | 5 | 1.6 | | | | 3.5 | 1.08 | 0.053 | 0.016 | 0.0 | 0.0 | | | 12.0 | 3.7 | | |
| 26 | 0.303 | | 0.220 | 10.0 | 66 | 26.1 | 3 | 1.3 | | | | 3.4 | 1.35 | 0.044 | 0.017 | 0.0 | 0.0 | | | 9.6 | 3.8 | | |
| 27 | | | | | | | | | | | | | | | | | | | | | | | |
| 28 | 0.244 | | 0.166 | 7.5 | 51 | 24.9 | 1 | 0.6 | | | | 3.3 | 1.64 | 0.013 | 0.007 | 0.0 | 0.0 | | | 7.2 | 3.5 | | |
| 29 | 0.125 | | 0.102 | 3.0 | 2 | 1.9 | 0 | 0.0 | | | | 0.1 | 0.13 | 0.000 | 0.000 | 0.0 | 0.0 | | | 2.9 | 2.8 | | |
| 30 | 0.484 | | 0.380 | 11.5 | 51 | 12.6 | 2 | 0.6 | | | | 6.7 | 1.65 | 0.019 | 0.005 | 3.0 | 0.7 | | | 11.0 | 2.7 | | |
| 31 | 0.452 | | 0.385 | 11.0 | 35 | 9.4 | 2 | 0.6 | | | | 3.6 | 0.95 | 0.031 | 0.008 | 2.0 | 0.5 | | | 10.5 | 2.8 | | |
| Total | 10.250 | 0.000 | 9.039 | 300.0 | 970 | 319.0 | 88 | 27.7 | 0.0 | 0.00 | 105.6 | 34.8 | 1.29 | 0.418 | 35 | 10.1 | 0.0 | 0.00 | 287.5 | 94.59 | 0.0 | 0.00 | |
| Maximum | 0.541 | 0.000 | 0.492 | 15.5 | 76 | 26.1 | 6 | 1.6 | 0.0 | 0.00 | 6.9 | 2.0 | 0.08 | 0.019 | 8 | 3.0 | 0.0 | 0.00 | 14.9 | 4.17 | 0.0 | 0.00 | |
| Minimum | 0.125 | 0.000 | 0.102 | 3.0 | 2 | 1.9 | 0 | 0.0 | 0.0 | 0.00 | 0.1 | 0.1 | 0.00 | 0.000 | 0 | 0.0 | 0.0 | 0.00 | 2.9 | 2.73 | 0.0 | 0.00 | |
| Average | 0.366 | 0.000 | 0.323 | 10.7 | 35 | 11.4 | 3 | 1.0 | ##### | ##### | 3.8 | 1.2 | 0.05 | 0.015 | 1 | 0.4 | ##### | #DIV/0! | 10.3 | 3.38 | ##### | ##### | |

SIGNED: (OPERATOR IN RESPONSIBLE CHARGE) _____

PRINTED NAME David A Tyrrell

TITLE: OPERATOR CLASSIFICATION Class 1

DPOR CERTIFICATION NO. 1955002813

RAW WATER SOURCE(S) USED DURING MONTH: (SOURCE/DATES)

Shenandoah River - Entire Month

Berryville STP Monthly DMR Data

January 2017

| Date | Effluent Flow
MGD | Eff pH
SU | Eff Temp
Deg C | Eff CBOD
mg/l | Eff CBOD
KG/D | Eff TSS
mg/l | Eff TSS
KG/D | Effluent DO
River
mg/l | Effluent DO
WWTP
mg/l | Eff NO2 /
NO3
mg/l | Eff TKN
mg/l | Eff TKN
KG/D | Eff Total N
mg/l |
|-----------|----------------------|--------------|-------------------|------------------|------------------|-----------------|-----------------|------------------------------|-----------------------------|--------------------------|-----------------|-----------------|---------------------|
| 1/1/2017 | 0.28 | 7.3 | 13.4 | | | | | 9.5 | 8.9 | | | | |
| 1/2/2017 | 0.28 | 7.4 | 14.6 | | | | | 10.7 | 9.4 | | | | |
| 1/3/2017 | 0.34 | 7.3 | 14.4 | 1.00 | 1.29 | | | 10.2 | 10.3 | | | | |
| 1/4/2017 | 0.38 | 7.1 | 15.8 | 1.00 | 1.45 | | | 10.6 | 8.9 | | | | |
| 1/5/2017 | 0.37 | 7.2 | 14.8 | 0.00 | 0.00 | 0.00 | 0.00 | 10.2 | 9.1 | 0.60 | 0.69 | 0.97 | 1.29 |
| 1/6/2017 | 0.30 | 7.1 | 13.3 | | | | | 11.7 | 10.0 | | | | |
| 1/7/2017 | 0.27 | 7.1 | 13.0 | | | | | 10.4 | 9.8 | | | | |
| 1/8/2017 | 0.26 | 7.1 | 12.0 | | | | | 9.8 | 9.9 | | | | |
| 1/9/2017 | 0.26 | 6.9 | 12.1 | | | | | 11.5 | 10.7 | | | | |
| 1/10/2017 | 0.23 | 7.1 | 11.4 | 0.00 | 0.00 | | | 9.5 | 9.2 | 1.40 | 0.97 | 0.86 | 2.37 |
| 1/11/2017 | 0.23 | 7.0 | 12.3 | 0.00 | 0.00 | | | 9.6 | 10.0 | | | | |
| 1/12/2017 | 0.28 | 6.9 | 13.3 | 0.00 | 0.00 | | | 9.6 | 9.2 | 1.14 | 0.99 | 1.04 | 2.13 |
| 1/13/2017 | 0.24 | 6.9 | 14.1 | | | | | 9.2 | 9.0 | | | | |
| 1/14/2017 | 0.22 | 6.8 | 14.8 | | | | | 9.8 | 9.1 | | | | |
| 1/15/2017 | 0.23 | 6.8 | 14.7 | | | | | 9.9 | 9.3 | | | | |
| 1/16/2017 | 0.24 | 7.0 | 14.9 | | | | | 9.7 | 8.7 | | | | |
| 1/17/2017 | 0.31 | 6.9 | 14.6 | 0.00 | 0.00 | | | 11.4 | 10.6 | 0.62 | 0.96 | 1.12 | 1.58 |
| 1/18/2017 | 0.38 | 7.0 | 14.5 | 2.00 | 2.87 | | | 11.1 | 10.0 | | | | |
| 1/19/2017 | 0.26 | 6.9 | 15.3 | 3.00 | 2.98 | | | 10.0 | 9.0 | 0.28 | 0.79 | 0.78 | 1.07 |
| 1/20/2017 | 0.24 | 7.1 | 15.2 | | | | | 10.0 | 9.7 | | | | |
| 1/21/2017 | 0.25 | 7.1 | 15.2 | | | | | 9.2 | 9.1 | | | | |
| 1/22/2017 | 0.25 | 7.3 | 16.5 | | | | | 10.2 | 9.4 | | | | |
| 1/23/2017 | 0.45 | 7.5 | 14.8 | | | | | 10.7 | 9.6 | | | | |
| 1/24/2017 | 0.76 | 7.4 | 15.1 | | | | | 9.8 | 9.1 | 0.38 | 0.54 | 1.56 | 0.92 |
| 1/25/2017 | 0.51 | 7.2 | 15.3 | | | | | 9.9 | 10.1 | | | | |
| 1/26/2017 | 0.30 | 7.4 | 16.0 | | | | | 10.6 | 10.0 | 0.25 | 0.68 | 0.77 | 0.93 |
| 1/27/2017 | 0.29 | 7.4 | 14.9 | | | | | 10.0 | 9.6 | | | | |
| 1/28/2017 | 0.33 | 7.1 | 13.6 | | | | | 9.9 | 10.0 | | | | |
| 1/29/2017 | 0.33 | 7.1 | 14.6 | | | | | 10.1 | 9.8 | | | | |
| 1/30/2017 | 0.32 | 7.4 | 14.0 | | | | | 11.0 | 10.2 | | | | |
| 1/31/2017 | 0.29 | 7.4 | 12.9 | | | | | 11.4 | 10.0 | | | | |
| Minimum | 0.22 | 6.8 | 11.4 | 0.00 | 0.00 | 0.00 | 0.00 | 9.2 | 8.7 | 0.25 | 0.54 | 0.77 | 0.92 |
| Maximum | 0.76 | 7.5 | 16.5 | 3.00 | 2.98 | 0.00 | 0.00 | 11.7 | 10.7 | 1.40 | 0.99 | 1.56 | 2.37 |
| Total | 9.69 | 221.2 | 441.4 | 7.00 | 8.58 | 0.00 | 0.00 | 317.2 | 297.7 | 4.67 | 5.62 | 7.09 | 10.29 |
| Average | 0.31 | 7.1 | 14.2 | 0.78 | 0.95 | 0.00 | 0.00 | 10.2 | 9.6 | 0.67 | 0.80 | 1.01 | 1.47 |
| Geo Mean | 0.30 | 7.1 | 14.2 | 1.22 | 1.36 | 1.00 | 1.00 | 10.2 | 9.6 | 0.55 | 0.8 | 0.99 | 1.38 |

Berryville STP Monthly DMR Data

January 2017

| | Eff Total N
KG/D | Eff Total P | Eff Total P
KG/D | E-Coli |
|-----------|---------------------|-------------|---------------------|----------|
| Date | KG/D | mg/l | KG/D | No/100ml |
| 1/1/2017 | | | | |
| 1/2/2017 | | | | |
| 1/3/2017 | | | | |
| 1/4/2017 | | | | |
| 1/5/2017 | 1.81 | 0.01 | 0.01 | 1 |
| 1/6/2017 | | | | |
| 1/7/2017 | | | | |
| 1/8/2017 | | | | |
| 1/9/2017 | | | | |
| 1/10/2017 | 2.10 | 0.01 | 0.01 | 1 |
| 1/11/2017 | | | | |
| 1/12/2017 | 2.24 | 0.01 | 0.01 | |
| 1/13/2017 | | | | |
| 1/14/2017 | | | | |
| 1/15/2017 | | | | |
| 1/16/2017 | | | | |
| 1/17/2017 | 1.84 | 0.01 | 0.01 | 1 |
| 1/18/2017 | | | | |
| 1/19/2017 | 1.06 | 0.01 | 0.01 | |
| 1/20/2017 | | | | |
| 1/21/2017 | | | | |
| 1/22/2017 | | | | |
| 1/23/2017 | | | | |
| 1/24/2017 | 2.65 | 0.01 | 0.03 | |
| 1/25/2017 | | | | |
| 1/26/2017 | 1.05 | 0.01 | 0.01 | |
| 1/27/2017 | | | | |
| 1/28/2017 | | | | |
| 1/29/2017 | | | | |
| 1/30/2017 | | | | |
| 1/31/2017 | | | | |
| Minimum | 1.05 | 0.01 | 0.01 | 1 |
| Maximum | 2.65 | 0.01 | 0.03 | 1 |
| Total | 12.77 | 0.07 | 0.10 | 3 |
| Average | 1.82 | 0.01 | 0.01 | 1 |
| Geo Mean | 1.73 | 0.01 | 0.01 | 1 |



Berryville WWTP Monthly Membrane Operation Report

January 1 2017 - January 31 2017

UF 1 KPI Summary

| Parameter | Health | %In | Std. Dev | Points | Avg |
|--------------------------|--------|-------|----------|--------|-----------|
| FluxBeforeBP | ● | 99 % | 2.05 | 794 | 7.462 |
| PermeateTurbidityAfterBP | ● | 100 % | 0.1 | 802 | 0.129 |
| TCPermeabilityBeforeBP | ● | 100 % | 7.04 | 750 | 34.341 |
| TMPBeforeBP | ● | 100 % | 0.12 | 802 | 0.321 |
| TotalPermeateFlowDaily | | 100 % | 29334.96 | 32 | 77738.969 |

UF 2 KPI Summary

| Parameter | Health | %In | Std. Dev | Points | Avg |
|--------------------------|--------|-------|----------|--------|----------|
| FluxBeforeBP | ● | 99 % | 2.0 | 806 | 7.535 |
| PermeateTurbidityAfterBP | ● | 100 % | 0.15 | 813 | 0.149 |
| TCPermeabilityBeforeBP | ● | 100 % | 7.64 | 762 | 29.466 |
| TMPBeforeBP | ● | 100 % | 0.16 | 813 | 0.374 |
| TotalPermeateFlowDaily | | 100 % | 30949.73 | 32 | 79452.25 |

UF 3 KPI Summary

| Parameter | Health | %In | Std. Dev | Points | Avg |
|--------------------------|--------|-------|----------|--------|-----------|
| FluxBeforeBP | ● | 99 % | 1.84 | 894 | 7.474 |
| PermeateTurbidityAfterBP | ● | 100 % | 0.11 | 901 | 0.134 |
| TCPermeabilityBeforeBP | ● | 100 % | 3.89 | 889 | 31.272 |
| TMPBeforeBP | ● | 100 % | 0.09 | 901 | 0.353 |
| TotalPermeateFlowDaily | | 100 % | 31003.46 | 32 | 81535.406 |

UF 4 KPI Summary

| Parameter | Health | %In | Std. Dev | Points | Avg |
|--------------------------|--------|-------|----------|--------|----------|
| FluxBeforeBP | ● | 100 % | 1.96 | 878 | 7.208 |
| PermeateTurbidityAfterBP | ● | 100 % | 0.1 | 886 | 0.157 |
| TCPermeabilityBeforeBP | ● | 99 % | 8.44 | 822 | 30.89 |
| TMPBeforeBP | ● | 100 % | 0.14 | 886 | 0.333 |
| TotalPermeateFlowDaily | | 100 % | 27991.53 | 32 | 81038.75 |

UF Plant KPI Summary

| Parameter | Health | %In | Std. Dev | Points | Avg |
|------------------------|---|-------|-----------|--------|------------|
| PermeateTemperature |  | 100 % | 1.74 | 2976 | 42.592 |
| TotalPermeateFlowDaily |  | 100 % | 108374.92 | 32 | 319765.375 |

UF 1 KPI Summary

| Parameter | LL | LCL | UCL | HH | Jan |
|--------------------------|----|-----|-------|------|-----------|
| FluxBeforeBP | -- | -- | 12.23 | 16.3 | 7.462 |
| PermeateTurbidityAfterBP | 0 | -- | 0.9 | 1 | 0.129 |
| TCPermeabilityBeforeBP | 4 | 6 | -- | -- | 34.341 |
| TMPBeforeBP | -- | -- | 7 | 8 | 0.321 |
| TotalPermeateFlowDaily | -- | -- | -- | -- | 77798.452 |

UF 2 KPI Summary

| Parameter | LL | LCL | UCL | HH | Jan |
|--------------------------|----|-----|-------|------|-----------|
| FluxBeforeBP | -- | -- | 12.23 | 16.3 | 7.535 |
| PermeateTurbidityAfterBP | 0 | -- | 0.9 | 1 | 0.149 |
| TCPermeabilityBeforeBP | 4 | 6 | -- | -- | 29.466 |
| TMPBeforeBP | -- | -- | 7 | 8 | 0.374 |
| TotalPermeateFlowDaily | -- | -- | -- | -- | 79661.903 |

UF 3 KPI Summary

| Parameter | LL | LCL | UCL | HH | Jan |
|--------------------------|----|-----|-------|------|-----------|
| FluxBeforeBP | -- | -- | 12.23 | 16.3 | 7.474 |
| PermeateTurbidityAfterBP | 0 | -- | 0.9 | 1 | 0.134 |
| TCPermeabilityBeforeBP | 4 | 6 | -- | -- | 31.272 |
| TMPBeforeBP | -- | -- | 7 | 8 | 0.353 |
| TotalPermeateFlowDaily | -- | -- | -- | -- | 82046.355 |

UF 4 KPI Summary

| Parameter | LL | LCL | UCL | HH | Jan |
|--------------------------|----|-----|-------|------|-----------|
| FluxBeforeBP | -- | -- | 12.23 | 16.3 | 7.208 |
| PermeateTurbidityAfterBP | 0 | -- | 0.9 | 1 | 0.157 |
| TCPermeabilityBeforeBP | 4 | 6 | -- | -- | 30.89 |
| TMPBeforeBP | -- | -- | 7 | 8 | 0.333 |
| TotalPermeateFlowDaily | -- | -- | -- | -- | 81400.968 |

UF Plant KPI Summary

| Parameter | LL | LCL | UCL | HH | Jan |
|------------------------|----|-----|---------|---------|------------|
| PermeateTemperature | 32 | -- | 100 | 110 | 42.592 |
| TotalPermeateFlowDaily | -- | -- | 1100000 | 2100000 | 320907.677 |

Attachment 13

Report of the Department of Public Works February 8, 2017

On January 12 we experienced a water break on Chalmers Court. This break occurred on the two inch line that supplies water to three occupancies. The leak was located under the pavement of Chalmers Court. While pin-pointing the location of the leak we were able to identify the location of the corporation stop allowing us to shut off the water to the ruptured pipe. We called in an emergency Miss Utility locate ticket to find all the existing utilities in the area. A fiber-optic line was revealed to be in close proximity to the Town's water main and the corporation stop in question. Because of the potential conflict with the fiber-optic line, the area was excavated by use of a technique known as hydro excavating.

The Public Works Crew who were able to extend a new lateral through the existing pipe sleeve did an excellent job on this emergency repair. Special recognition is warranted for Charles Reynolds who did a great job in identifying the location of the corporation stop.

The method of excavation and the means of repair allowed us to abate the problem without having to excavate the roadway, which reduced excavation and asphalt replacement costs.

We have been experiencing some sewer main issues on Bel-Voi Drive. The section of sewer main from the intersection at Battletown Drive to 109 Bel-Voi Drive has had several blockages the last couple of months. Camera inspection revealed that roots have infiltrated the line in several sections. With the help of a sub-contractor, we were able to cut a large portion of the roots out. I have met with Mr. Dalton and he has directed me to develop a plan for replacement of the section of main that has been compromised. I will be submitting a plan to replace a section of this line to him in the near future. Until the repair can be made, the section of main in question will be cleaned regularly with the jet rodder in order to prevent blockages.

Attachment 14

Proposed Policy Concerning Legal Advice/Opinions

This matter was discussed at the November 8, 2016 Town Council meeting and then again at the December 13, 2016 meeting.

During the discussions, Town Council members addressed such matters as cost control and the sharing of legal advice with all members of the governing body. The Council directed the Town Manager to draft a policy for the Town Council to review. Please find attached a policy that was drafted by the Town Manager and reviewed by the Town's legal counsel.

BERRYVILLE TOWN COUNCIL

MOTION TO ADOPT POLICY CONCERNING LEGAL ADVICE / OPINIONS

Date: FEBRUARY 14, 2017

Motion By:

Second By:

I move that the Council of the Town of Berryville adopt the attached policy concerning legal advice and opinions.

VOTE:

Aye:

Nay: None

Absent: None

ATTEST:

Harry Lee Arnold, Jr., Recorder

Town of Berryville Policy Legal Advice/Opinion

Purpose

The Town Council utilizes attorneys, as needed, to provide legal support to the Town. The Town Council establishes this policy to provide cost control measures and to ensure that any advice/opinion received from legal counsel is accessible to all members of the Council.

Policy

- I. Except as provided in Section II of this Policy, below, the Town Manager will work closely with legal counsel and will seek advice/opinion in a manner consistent with the following:
 - A. The Town Manager is authorized to seek and receive legal advice/opinion as the Town Manager deems necessary to provide timely legal advice to the Town Council and staff as they conduct their duties. The Town Manager will utilize the Town's legal counsel in a cost-effective manner and in accordance with this Policy.
 - B. Any individual member of Town Council may seek legal advice/opinion by either:
 - a. Requesting that the Town Manager seek advice/opinion. The Town Manager may either:
 - i. Seek and receive the advice/opinion and provide information on the advice/opinion to the Town Council in accordance with this policy, or
 - ii. Request that the Town Council determine whether it will direct him/her to seek and receive the advice/opinion and provide information on the advice/opinion to the Town Council in accordance with this policy.or
 - b. Requesting that the Town Council direct the Town Manager to seek and receive an opinion and that the Town Manager provide information on the advice/opinion to the Town Council in accordance with this policy.
 - C. Upon receipt of advice/opinion requested by the Town Council, or member thereof, the Town Manager will provide the Town Council with a synopsis of the advice/opinion. The synopsis will be provided in a manner the Town Manager determines to be in the best interests of the Town. The Town Manager will also make any written advice/opinion available for review by Town Council members. The Town Council member may read and review the advice/opinion with the Town Manager but the advice/opinion may not be copied and shall not leave the Town Manager's possession.
- II. Any Town Council member who determines that legal advice/opinion should be sought regarding the employment status or discipline of the Town Manager shall forward his or her concerns and specifics of the advice/opinion request to the Chair of the Personnel Committee. The Chair of the Personnel Committee may either request and receive legal advice/opinion directly from counsel, or deny the request. If the request is approved and the advice/opinion is sought, then the advice/opinion will be shared with the Town Council in a duly constituted Closed Session. If the request is denied, then the Town Council member in question may request that the matter be discussed in a duly constituted Closed Session.
- III. The Town Council may at any time, at its own discretion, determine what legal advice/opinion may be made a public document; provided that, such a determination is not inconsistent with law. Otherwise, legal opinions will remain exempt from disclosure as allowed by law.

Approved:

Attachment 15

Proposed Amendment to Berryville Code Section 2-19

At previous Town Council meetings Mr. Kitselman has expressed concern about the appointment of standing committees of the Town Council. He has requested that this matter be placed on this month's Town Council agenda.

Standing Committees of the Town Council as of 1/17 (Chair listed first)

| | |
|------------------------|--|
| Budget & Finance | Erecka Gibson, Pat Dickinson |
| Community Improvements | Donna McDonald, Allen Kitselman |
| Personnel | Jay Arnold, Pat Dickinson, Erecka Gibson |
| Police & Security | David Tollett, Pat Dickinson |
| Streets & Utilities | Pat Dickinson, David Tollett |

Staff has completed a draft amendment to serve as a starting point for discussions.

If the Town Council determines that it wishes the move forward with an amendment, then staff requests guidance regarding the language of the revised Section 2-19. Further, if the amendment is to move forward, then it would be reviewed by legal counsel prior to being placed on the agenda for a vote.

DRAFT

Sec 2-19. Standing Committees

- a) There shall be such standing committees of the council as are provided by the council.
~~Members of such committees shall be appointed by the mayor.~~
- b) **At the first regular meeting of the council after adoption of this section, and subsequently at each regular meeting of the council in July, the mayor shall submit recommended membership of standing committees, including identification of a committee chairperson, to the council. The council shall appoint committee members, including committee chairpersons. Vacancies occurring after committees are appointed shall be filled by the Council.**
- c) Such committees shall have such powers and duties as are prescribed by Council, not inconsistent with the Charter.

Draft

Submitted to Town Council 2/14/17