BERRYVILLE TOWN COUNCIL
MEETING AGENDA
Regular Meeting
Berryville-Clarke County Government Center
101 Chalmers Court, Second Floor
Main Meeting Room
Tuesday, June 13, 2017
7:30 p.m.

Item		Attachment
1. **Call to Order** – Patricia Dickinson, Mayor		
2. **Pledge of Allegiance**		
3. **Approval of Agenda**		
4. **Public Hearings**	No public hearings scheduled	
5. **Citizens' Forum**		
6. **Consent Agenda**	Motion Minutes of Regular Meeting – 5/9/17 Minutes of Community Improvements Committee Meeting – 5/22/17 Minutes of Police and Security Committee Meeting – 5/24/17 Minutes of Streets and Utilities Committee Meeting – 5/23/17	1↕
7. **Presentation**	PBMares, LLP Internal Audit of Cash Disbursements and Procurement	2
8. **Report of Patricia Dickinson, Mayor**	Resolution honoring Lucy Diggs Slowe	3↕
9. **Report of Harry Lee Arnold, Jr., Recorder**		
10. **Report of Christy Dunkle, Asst. Town Manager for Community Development**	Planning Department Monthly Report	4↕

Item		Attachment
11. Report of Keith Dalton, Town Manager		
12. Report of Erecka Gibson – Chair, Budget and Finance Committee		
	Report of Desiree Moreland, Treasurer	5
	Approval of Fiscal 2018 Budget and Appropriation of Funds	6↕
	Work Plan – Internal Audit of Cash Disbursements and Procurement	7
13. Report of Donna McDonald – Chair, Community Improvements Committee		
	Water Tank Painting	8↕
14. Report of David Tollett – Chair, Police and Security Committee		
	Chief of Police's Report	9
15. Report of Patricia Dickinson – Chair, Streets and Utilities Committee		
	Public Utilities Director's Report	10
	Public Works Director's Report	11
16. Report of Harry Lee Arnold, Jr. – Chair, Personnel Committee		
17. Other		
18. Closed Session –	No closed session scheduled	
19. Adjourn		

↕ denotes an item on which a motion for action is included in the packet

Attachment 1

BERRYVILLE TOWN COUNCIL

MOTION TO APPROVE CONSENT AGENDA

Date: June 13, 2017

Motion By:

Second By:

I move that the Council of the Town of Berryville approve the consent agenda.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

_____

Harry Lee Arnold, Jr., Recorder

MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Regular Meeting
May 9, 2017
7:30 p.m.

Town Council: Present-Patricia Dickinson, Mayor; Harry Lee Arnold, Jr., Recorder; Donna Marie McDonald (via telephone); Allen Kitselman; Erecka Gibson; David Tollett
Staff: Keith Dalton, Town Manager; Christy Dunkle, Assistant Town Manager/Planner; Desiree Moreland, Assistant Town Manager/Treasurer; Neal White, Chief of Police; David Tyrrell, Director of Public Utilities; 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 Hearing
The first four items for public hearings were treated as a single topic for the purposes of the public hearing.

a. *An amendment to Chapter 9 Future Land Use and the Future Land Use Map of the Berryville Comprehensive Plan to modify future land uses from DR-2 Residential to Open Space Residential (OSR) on the parcel identified as 14-((A))-10. Rezoning of a portion of this parcel through expansion of the OSR District is currently under consideration.*

b. *William Genda, Owner, is requesting a rezoning of a portion of one lot located at 16 Rosemont Manor Lane, identified as Tax Map Parcel number 14-((A))-10 consisting of 1.0 acre of additional Open Space Residential (OSR) Zoning from Detached Residential-2 (DR-2) zoning. RZ 01-17*

c. *An amendment to the Zoning Map of the Town of Berryville reconfiguring the zoning of one parcel on Rosemont Manor Lane to include additional Open Space Residential (OSR) zoning from Detached Residential-2 (DR-2) zoning.*

d. *William Genda, Owner, is requesting authorization to expand Special Use Permit SUP 02-09 uses per Section 503.1(c) of the Berryville Zoning Ordinance in order to increase activities related to the Country Inn use on the parcel identified as Tax Map Parcel number 14-((A))-10 within the Open Space Residential (OSR) Zoning District.*

The public hearing speakers were:

William Genda, the applicant, explained his plans for adding a larger reception center on the property at the Historic Rosemont Manor. He said his current reception center has a small capacity and he wishes to be able to house larger gatherings while keeping noise away from the adjacent neighborhood in an enclosed structure, saying that currently larger parties are held in tents on the property. He added that he will keep the smaller reception area for flexibility.

There being no further speakers, the public hearing was closed.

e. *Proposed amendment to Section III of the Schedule of Water and Sewer Fees and Charges, which became effective on June 24, 2015, in order to reduce the per unit water availability fee for Multi-Family units from 90% of the Single-Family Residential rate to 80% of the Single-Family Residential rate. Currently, the Single-Family Residential rate is $5,250 therefore the Multi-Family rate is $4,725. If the proposed amendment is adopted the Multi-Family per unit rate would be reduced to $4,200.*

The public hearing speakers were:

George Ohrstrom, Town property owner, read a prepared statement (attachment A) in opposition to lowering the availability fee prior to the fee schedule being studied.

Maria Esparolini, Town resident, read a letter from William Steinmetz asking the Council not to reduce the fees for a developer. She said that the Mayor and Council members Gibson and McDonald ran on a platform of lowering water and sewer fees and taxes. She said that by lowering the rate for multi-unit developers, the Council was taking money out of the pockets of all the other Town residents. She asked the Council to honor the commitments made when running for office and not give the developer a tax break.
Lonnie Grimes, Town resident, said he was reiterating the earlier comments. He asked the Council to let the availability fee study go forward. He said the developer says he wants to help the Town, but is hurting the Town by asking for cuts.

Jean Paul Wrye, Town resident, said that the cash incentive of $525,000 is very high and that a study should be done before deciding to give the incentive. He suggested that perhaps a rebate is due to the single family home owners.

Barry Nicholson, Town resident, said he was a Council member for 10 years and served on the Planning Commission adding that he knows more about this issue than many of the Council members. He said the Council is doing something foolish and irresponsible by voting on something before studying the issue. Mr. Nicholson said that the County and the Town have worked together for many years and now that is not happening and it is tearing the fabric of the whole community. He asked the Council not to vote before studying the issue.

Anne Caldwell, County resident, read from a prepared statement (attachment B) in opposition to the reduction of the availability fee.

Dot Rohde, Town resident, said she was adding her voice to those of the previous speakers in opposition to the amendment of the water and sewer fee for multi-family housing. She said water and sewer costs are high, have not gone down, and are shared by all the residents of the community. Ms. Rohde said that this is the price of living in a small community. She said a gift to one member of the community on the backs of all the others is ludicrous and defies the responsibility of the Council who represent her.

Dan Garrett, Town resident, read from a prepared statement (attachment C) in favor of the reduction of the availability fee. Mayor Dickinson noted the speaker's time was up. Mr. Garrett appealed for more time saying the applicant had not spoken yet. Mayor Dickinson said there was no application for a change in fees. Mr. Garrett concluded his remarks.

Bradly Braithwaite, Town resident, said the developer's poor budgeting is not the problem of the Town's people, and that it is inappropriate to make a sales pitch to a government entity.

Robina Bouffault, County resident, said she is on the County Planning Commission and on the board of the Shenandoah Area Agency on Aging. She referenced the previous speaker's comments about the 120 unit project not being built unless the fee is reduced by $63,000 and said that it sounds like blackmail. She said giving an exception to one person smacks of cronyism and conflict of interest, and is against the best interests to the Town and County.

William Genda, Town property owner, said the water bill at Rosemont is high. He said he is in favor of the senior housing units, and with the extra money coming in a cost analysis can be done and maybe everyone's rates can be lowered.

Alton Echols, Town resident, said he is the owner of the property and not the developer of the property. He said the 80% rate is still unfair for multi-family housing, and is used to keep out multi-family housing. He said that the Town needs to get the capacity of water use up or rates will continue to rise. He said many people have tried to kill his project over the years.

There being no further speakers, the public hearing was closed.

f. Proposed Budget for Fiscal 2018

The public hearing speakers were:

Harold Rohde, Fire Chief of John H. Enders Fire Company & Rescue Squad, thanked the Council for the consideration of a budget increase in the stipend to Enders Fire & Rescue and the budget line item for creation of a capital improvements equipment account. He said he was glad the Council appreciates hard work and understands the value of the service provided by the Enders organization.

There being no further speakers, the public hearing was closed.

6. Approval of Minutes

The minutes of the Town Council meeting of April 11, 2017, were approved unanimously on a motion by Council member Tollett and seconded by Council member Gibson.

7. Citizens' Forum

The speakers were as follows:

Daniel Garrett, Town resident, said he hears a refrain that favoritism is being shown to one developer. He said that Mr. Echols is not the developer, he is the land owner and there are others who are the developers. He said the decision on the $63,000 tonight will set a precedent in that the new residents will be making up that difference in taxes and he asked the Council to do the right thing.

Harold Rohde, Town resident, expressed appreciation for the Public Works crews for quickly repairing a water line break that he had reported.

Jean Paul Wrye, Town resident, said $20,000 spent studying the fee schedule would be better spent than the $63,000 in reduced fees which he referred to as a bit of a bluff. He urged the Council members to take their time and not be blackmailed by scary words.

Alton Echols, Town resident, said that the three minute speaking time during the public hearing allowed him only enough time to scratch the surface of his topic. He said that workforce apartments are part of the issue also. He said the Town is unaffordable for most home buyers because of the availability fees. He said this public hearing was about exclusionary zoning and excessive tap fees.

Barry Nicholson, Town resident, said that Mr. Echols' remarks about taxes are incorrect. He said that the general fund and water and sewer revenues are in different funds, and that taxes were not raised because of water and sewer. He said that Mr. Echols is a smart man and often badgers Councils, and if he does a good job, he gets paid with the money coming from the rest of the residents.

Stephen Lily, Town resident, provided an analogy referring to the capacity of the Town water system. He said that running the system at lower capacity uses fewer resources.

8. Report of Patricia Dickinson, Mayor

Mayor Dickinson noted the Tree Board identified in the Town zoning ordinance and briefly described its charter. She proposed the following slate of appointees for the Tree Board:

Julie Abrera, Bryant Condrey, and Kara Rodriguez each to a four year term

Kathy Birch and Sharon Strickland each to a two year term

The Council discussed the Tree Board. The Mayor said that since there were no objections, the slate of appointees was confirmed.

Mayor Dickinson discussed the Memorial Day celebration scheduled for Sunday, May 28.

The Mayor clarified her position on her voting ability following a newspaper article after a previous Council meeting. She said that she is entitled to vote as a member of the Council according to the Town charter. She said parliamentary procedure indicates that the Chair has a duty to maintain the appearance of impartiality but may vote when his or her vote will affect the outcome. She said that while she may choose not to vote when her vote will not affect the outcome, she still has the right to vote.

9. Report of Harry Lee Arnold, Jr, Recorder

Recorder Arnold had nothing to report.

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

Ms. Dunkle noted the motions included with the information from the public hearings held earlier in the meeting.

Recorder Arnold moved that the Council of the Town of Berryville approve the Future Land Use Map Amendment to align with the attached rezoning exhibit allowing the expansion of the Open Space Residential zoning district on the parcel identified as Tax Map Parcel number 14-((A))-10. Council member Kitselman seconded the motion which carried as follows:

Aye:	**McDonald, Kitselman, Gibson, Tollett, Arnold**
Nay:	**None**
Abstain:	**Dickinson**
Absent:	**None**

Council member Gibson moved that the Council of the Town of Berryville approve the rezoning request as identified on the attached exhibit, increasing the Open Space Residential (OSR) zoning district by 1.0 acre on the parcel identified as Tax Map Parcel number 14-((A))-10. Council member Kitselman seconded the motion which carried as follows:

Aye:	**McDonald, Kitselman, Gibson, Tollett, Arnold**
Nay:	**None**
Abstain:	**Dickinson**
Absent:	**None**

Recorder Arnold moved that the Council of the Town of Berryville approve an amendment to modify the Zoning Map in order to expand the Open Space Residential zoning district on the parcel identified as Tax Map parcel number 14-((A))-10 as reflected on the attached rezoning exhibit. Council member Kitselman seconded the motion which carried as follows:

Aye:	**McDonald, Kitselman, Gibson, Tollett, Arnold**
Nay:	**None**
Abstain:	**Dickinson**
Absent:	**None**

Council member Gibson moved that the Council of the Town of Berryville approve the expansion of special permit uses under SUP 02-09 in order to expand Country Inn activities within the Open Space Residential (OSR) zoning district on the property identified as Tax Map Parcel number 14-((A))-10. The original conditions set by Council will apply to the expanded uses. Recorder Arnold seconded the motion. He noted that this is an occasion that shows why the special use permit is so important because it allows the Council to retain the ability to have oversight of activities on the site. **The motion carried as follows:**

Aye:	**McDonald, Kitselman, Gibson, Tollett, Arnold**
Nay:	**None**
Abstain:	**Dickinson**
Absent:	**None**

Ms. Dunkle reviewed her staff report included in the agenda packet.

11. Report of Keith Dalton, Town Manager

Mr. Dalton noted a draft agenda for the June 5 work session has been distributed for review.

12. Report of Erecka Gibson - Chair, Budget and Finance Committee
The minutes of the May 8, 2017, meeting were approved.

Ms. Gibson noted that the auditors who conducted the Internal Controls audit will present the final audit report at the June 13 Council meeting.

13. Report of Donna McDonald - Chair, Community Improvements Committee
The minutes of the April 24, 2017, meeting were approved.

Ms. McDonald said the Committee had discussed the upcoming painting of the water tanks. Mr. Dalton noted the current water equipment testing saying it is simulating the conditions that will exist when the water tanks are each out of service for the scheduled painting. He said the project will continue over the next 18 months and has been budgeted over the next five years. The Council and staff discussed the color palette and the options for adding text to the northwest elevated tank. It was agreed that final mock ups will be distributed to the Council with a decision required by the next Council meeting to meet the contractor's deadline.

14. Report of David Tollett – Police and Security Committee
The minutes of the April 27, 2017, meeting were approved.

Council member Tollett noted the Skyline Regional Criminal Justice Academy has been officially chartered. He said the next Committee meeting will be May 24, 2017.

The meeting was recessed for five minutes.

15. Report of Patricia Dickinson – Chair, Streets and Utilities Committee
The minutes of the Committee meeting of April 25, 2017, were approved.

Mayor Dickinson noted the item in the Committee minutes in reference to whether to issue an RFP or use the currently contracted engineer for review of the availability fee schedule. The minutes state that Mr. Dalton would request Council's direction on the desired way to proceed at the present Town Council meeting. Mr. Dalton said that Pennoni's services are already procured and they could proceed with the review under the current contract, or the Town could issue an RFP. Ms. Gibson asked if Pennoni had supplied an estimated cost of the review. Recorder Arnold said he did not think it was right to get an estimate from Pennoni and then put out an RFP on the job, adding that Pennoni is already the Town's contractor and it may affect future work. Mayor Dickinson said the matter is two faceted: the engineering piece and the financial analysis. She said the RFP would allow the Town to know exactly what it is requesting, what the deliverables are, and whether a firm can do both tasks, or whether different firms would be needed to do both. Recorder Arnold said that before issuing an RFP, it should be determined if the current contractor can do both tasks. He said it appears that some Council members did not like what the current engineer had said and so want to go outside to get a different view. Mayor Dickinson said that was not her motivation, and that she equates it to the recent RFP process for the financial audit that was clearly defined and priced. Mr. Dalton noted that if the current engineer is used, a work order process and a scope of work would be established. Mr. Dalton said that Pennoni was a large firm, and he thought they could do the entire review process. Mr. Tyrrell, Director of Public Utilities, agreed, and said he would be very surprised if Pennoni could not complete the full review process. Mayor Dickinson said this is not typical engineering work, and asked if there was a

scope of work when Pennoni was originally contracted. Mr. Dalton said that the contract was for general engineering services, and that he recalled that Mr. Sutherland of Pennoni had noted that the firm routinely conducts availability fee schedule reviews.

Recorder Arnold said the Town is using Pennoni to review all the projects coming before the Council and it doesn't make sense that Pennoni is not good enough to use for a water and sewer fee study. Mayor Dickinson said that she is casting no aspersions on Pennoni, but that she thinks an RFP is an appropriate approach. She said she wants the Council to be clear on the scope of work, the deliverables, and the price of the work. Recorder Arnold said that Pennoni should be asked if they can do the work. Council member Gibson said that she was in favor of Pennoni being asked if they can do the work. Council member Kitselman said an RFP would elongate the process of getting the review done, and added that $20,000 has been budgeted. Recorder Arnold said the study may cost more than $20,000. Mayor Dickinson asked Council member McDonald if she had an opinion. Council member McDonald had no opinion on the matter adding she was satisfied with Mr. Sutherland's previous visit.

The Mayor provided a summary of the consensus of Council saying that the first step is to create a scope of work with deliverables defined, then send it to Pennoni and inquire if they can do the work, and if they can complete the work not to exceed $20,000. Recorder Arnold asked that the scope of work be sent back to Council before being sent to Pennoni.

Mayor Dickinson said the Committee is reviewing the option of solar powered crosswalk signs under a VDOT revenue sharing agreement and an agreement with the school board.

Mayor Dickinson introduced the topic of water and sewer availability fees. Recorder Arnold yielded the floor to Council member McDonald at the Mayor's request since Council member McDonald had made the original motion concerning reduction of the multi-family rate. Council member McDonald recapped her actions at the previous Council meeting. She said she had made the motion regarding reducing the rate from 90% to 80% on multi-family housing units. She said everyone wanted to send the matter for public hearing. She said the public hearing was held during this meeting, and the motion was to come back to the Council now.

Recorder Arnold said the senior housing project has already been approved, and this vote will not affect the project. He said if the Council does nothing at all, it does not stop the project. He said the project would only be stopped if the developer or the owner of the land decided not to move forward. Recorder Arnold said the majority of Council had gone against the Berryville Area Plan by raising the number of multi-family units and removed the special use permit requirement. He said the project was ready to go and then the proffers had to be changed by Council, and then it was ready to go again, and now the availability fees are too high. He said the Streets and Utilities Committee raised the idea of lowering the fees by $525,000. Recorder Arnold said the Council keeps hearing about the tax revenue generated by the project, but in reading the Patz Study, it appears the revenue increase will be in the $33,000 range. He continued saying that nothing is stopping this project, and it could have been built adding that it had previously been approved in 2009 but was not built then.

Recorder Arnold noted the $150,000 proffer saying that it had been offered freely and was never sought or negotiated by Council. He said now it is being brought up and Council is being told that Enders will not get the money if the fee reduction is not approved.

Recorder Arnold referenced the expected availability fees of $686,000 for the 120 unit senior housing project and said that revenue would go into the water and sewer funds, and would not be divided among the residents or lower water and sewer rates.

Recorder Arnold said after hearing the public speak, the residents want the study to be done before Council votes on the rate change. He said the housing project has been approved and can move forward. He added that $63,000 will not make or break this project. He said the rates were public when the project was applied for, and that when Marlyn Corporation had applied earlier, the availability fees had never been cited as a problem. He concluded saying he was not in favor of this reduction happening before the fee schedule is studied.

Council member Kitselman said he agreed with Recorder Arnold and the many public speakers heard earlier. He said reducing the rate will compound the really bad precedents that have been set in dealing with this project. He said if the Council votes for this, it will be lowering rates for a specific project for a specific developer, which he compared to a hole big enough to drive a Mack truck through for future developers. Council member Kitselman said this would be encumbering future Councils with precedent and begged the Council not to set such a precedent. He urged the Council to follow the proper process and wait for the study before voting on the matter. He said he understands that some members of Council think the 120 unit project is a good project, but that the Council members must look past this project and do their jobs responsibly and not set a precedent for future generations.

Council member Tollett noted the current structure and the mandate to build the waste water treatment plant and the resulting debt service. He said the Town's sum total water and sewer availability fees are the most expensive in the valley for residential, and the current structure discourages economic development because of the expensive larger meter sizes for larger water users, adding that the challenge in setting rates after the study will reflect the Council's philosophy related to growth. He questioned whether or not the Council wants to encourage economic development and broaden the tax base. Council member Tollett said he did not believe he had adequate information in order to move on the fee reduction issue, and that taking action now would probably mean the issue would have to be addressed again after the study. He concluded by saying that the question of where the Council wants the Town to go in the future needs to be resolved before the new fee schedule is set. He suggested that the members discuss the issue at a work session to determine priorities on where the Town should go in reference to growth, tax relief, and broadening the tax base.

Mayor Dickinson asked if Council member McDonald wanted to speak. Council member McDonald said she was ready to vote on the motion.

Council member Gibson said she has received phone calls and has listened. She said looking at the water and sewer fees should have been done before the Council was asked to approve the senior housing project so that the issues could be addressed separately. She said she has a hard time believing that $63,000 will make or break this project. She said when the issue came up, a lot of methodology was provided and the figure used was always 80%, so she is not sure why the Town uses 90%. She said she can't pick a side, and that the issue has not been approached the right way. She said she needs to know why the Town uses 90%. Council member Kitselman asked if that is why the study was being done. Council member Gibson said for this vote she would have to abstain. Council member Kitselman asked if she would feel that way even in the face of setting a precedent. He asked again about the study. Council member Gibson said the study was being done for all the rates, not just the multi-family rate, and that she would have to abstain.

Council member McDonald said that the Pennoni engineer said the average norm is 80% and there is no clear decision on why the current number is 90%. She said her main concern is the Council is stonewalling, and the vote needs to happen. She said she was delighted by all the comments during the hearing, and the vote needs to be called.

Mayor Dickinson said she wished to clarify some of the facts that had been swirling around and the intentions that had been attached to those facts. She said there were two previous attempts to build the senior housing project: the first time the availability fee schedule called for the fee to be set by the meter size, and the second time, the fee was set per unit but the Council had instructed Mr. Dalton to work with the developer to come to an agreement to set the fees. She said the 37% capacity is overlooked, and she does not think the Council should make a decision to punish or profit from an individual. She said the water and sewer plants are a huge fixed cost and the only way to reduce costs is to add users. She said since the 90% rate went into effect, no multi-family units have been built, adding that this is evidence that the Town rates are too high. She said the individual needs to be taken out of the equation and Council should ask what needs to be done for the Town. Mayor Dickinson said she would like to see the rate changed today but understands the hesitation because she doesn't know whether 80% or 90% is a good number and the issue is complex. She said she reluctantly would wait for the study but that it will cost the Town in the long run. She said if the Council jeopardizes the senior housing project, the Town will be losing increased capacity, a significant amount of availability fees, and significant amount of usage fees. She added that she hopes the senior housing project can move forward without a change in the availability fees.

Council member McDonald said she is not reluctant to move ahead and vote and make a decision. She said she does not see putting off the decision any longer in hopes of getting someone to tell the Council something new. She said the 120 unit project keeps getting pushed back and soon will be pushed right out.

The Mayor said that a motion is needed before a vote can be taken.

Recorder Arnold asked to discuss before the motion was made. He said he takes exception to Council member McDonald's use of the word stonewalling because it is not the case. He said the Council approved the project based on what it was faced with. He said the applicant wanted 120 instead of 60, and Council approved it. He said the applicant wanted no special use permit, and the Council approved that, and the applicant wanted to change the proffers and the Council approved that. Recorder Arnold said now the issue of availability fees has come up. He said that the builder and or the developer knew the availability fee rates from the beginning of the project. He disagreed with the notion that Council has caused any delay in the project.

Recorder Arnold noted that Council member Kitselman has expressed concern over voting on the issue. He said he appreciated the passionate speech from Council member Tollett, and Council member Gibson spoke similarly. He said if no motion is made then no vote has to be taken and no one has to abstain.

Council member McDonald said she would like to take a vote. Mayor Dickinson said that a motion was needed before the vote. Council member McDonald moved that the Council of the Town of Berryville adopt the revised Schedule of Water and Sewer Fees and Charges Effective May 10, 2017. Mayor Dickinson said hearing no second, the motion could not move forward.

16. Report of Harry Lee Arnold, Jr. – Chair, Personnel Committee

The minutes of the Committee meeting of April 25, 2017, were approved.

Recorder Arnold moved that the Council of the Town of Berryville recommend to the Clarke County Circuit Court the appointment of Margaret Barthel to the Town of Berryville Board of Zoning Appeals for a five-year term ending May 9, 2022. Council member Kitselman seconded the motion which carried unanimously on a voice vote.

Recorder Arnold moved that the Council of the Town of Berryville recommend to the Clarke County Circuit Court the appointment of Wilson Kirby to the Town of Berryville Board of Zoning Appeals for a five-year term ending June 12, 2022. Council member Kitselman seconded the motion which carried unanimously on a voice vote.

Recorder Arnold moved that the Council of the Town of Berryville recommend to the Clarke County Circuit Court the appointment of Gwen Malone to the Town of Berryville Board of Zoning Appeals for a five-year term ending May 9, 2022. Council member Kitselman seconded the motion which carried unanimously on a voice vote.

Recorder Arnold moved that the Council of the Town of Berryville re-appoint Leland E. Williamson, Jr., to the Berryville Architectural Review Board for a four-year term to commence July 1, 2017, and ending June 30, 2021. Council member Kitselman seconded the motion which carried unanimously on a voice vote.

Recorder Arnold noted that when the Board of Directors of Barns of Rose Hill was established, positions were placed on the Board as liaisons to both the Town Council and the County of Clarke. He said former Mayor Wilson Kirby served in this capacity. **Recorder Arnold moved that the Council of the Town of Berryville appoint Donna Marie McDonald to the Board of Directors of the Barns of Rose Hill as liaison to the Town for a three year term ending May 8, 2020. Council member Gibson seconded the motion which carried unanimously on a voice vote.**

17. Adjourn

There being no other business, upon motion of Council member Tollett, seconded by Council member Kitselman, the meeting was adjourned at 9:53 p.m.

_____ _____

Harry Lee Arnold, Jr., Recorder Ann W. Phillips, Town Clerk

Attachment A

Remarks submitted by George Ohrstrom at the May 9, 2017 Town Council meeting

Madam Mayor, Members of the Council.....

My name is George Ohrstrom and I appreciate the chance to come voice my opinion on this issue. Although I speak as a private citizen tonight; I should let you know that I'm the Chair of the Clarke County Planning Commission, a member of the Berryville Area Development Authority (The BADA) , and also a member of the Clarke County Easement Authority. I know a fair amount about local planning efforts in both Berryville and Clarke County, and I've becomed concerned as I've watched some recent dubious decisions by the "new" town administration.

We, the members of the BADA and town and county staff, spent the last few years re-doing the Berryville Area Comprehensive Plan, and I'd like to think we did a pretty good job. I know that because we all thought it was a bad idea to give up all housing options in favor of senior multi-family apartments, we have been tarred with the brush of being anti Senior housing, but I don't think that's really very accurate. We did think it was a bad idea to turn Berryville into a predominately Senior town just as it would be stupid to exclude any population demographic. We need a vibrant community with all age groups represented; and we need a choice of housing stock for all groups.

I will tell you ,however, what is a REALLY BAD idea in any kind of Planning context, and that is to change rules "on the fly" in order to facilitate one particular proposal or one particular developer. That is what has been going on here for the last year; commonplace good planning practices like Special Exception Permits that allow local Planning bodies to make sure proposals match Comprehensive Plans have been abandoned in favor of "by right" rules that eliminate oversight entirely.

We've all seen this happen in other jurisdictions around here, and the results have ruined some pretty nice communities. I see the powers that be are now suggesting a reduction in the water and sewer fees in order to lower development costs for a specific project, even though the Town Council has included the cost of a study of these fees in its next budget cycle. That strikes me as truly irresponsible. Why not let the study happen and find out what the real effects are of changing the fees? Any change now will certainly effect the tax rates that fund the water and sewage activities in Berryville, and I believe the town is still paying for the last upgrades to the system.

Please stop changing rules on the fly, and go back to the careful and deliberate Planning practices the town and county had in place. Remember that Berryville and Clarke County have been a model throughout our Commonwealth of an effective Planning partnership between town and County entities. Other jurisdictions have wondered how we were able to keep our 30 year cooperation vibrant. Let's not lose it now; and Please remember that everything one does sets a precedent.

Attachment B

400 Riverview Farm Lane
Bluemont, Va 20135
May 9, 2017

Berryville Town Council
Berryville, Va 22611

To Town Council Members:

I am opposed to the current proposal to reduce the availability fees for multifamily housing, prior to the already scheduled technical evaluation of same, for the following reasons.

1. The members of the Town Council represent all the citizens of Berryville, not just one citizen who has the only multifamily project currently in the works.

2. This proposal will effectively result in a financial gift to one citizen, ultimately paid for by the remainder of Berryville taxpayers.

3. Voting yes on this proposal will perpetuate and exaggerate any alleged ethical lapses of catering to one developer on Town Council decisions.

4. A yes vote would make a mockery of local government planning, regulations, and financial prudence, setting a disastrous legal precedent.

Please vote no on this proposal.

Sincerely yours,

Anne Caldwell

Anne Caldwell

Attachment C

Comments on Public Hearing to set Multi-family accessibility fees at 80% of Single Family Units

The long-term dream of providing affordable housing for seniors in Berryville, that I and many others including many of you on Council have advocated, is very close to reality, notwithstanding some recent uncertainty over rising interest rates and the status of tax credits with the new administration in Washington. Last month I indicated to you that a builder, who the land owner and I have been in discussions for some time, indicated that the change to the 80% rate for multi-family units could potentially make the project financially feasible.

Our current fee schedule for multi-family units patterned after Fairfax County was set at 89% of the single family rate [although Fairfax County was 80%]. Frederick County recently set its rate at 80%. Our current fee is $4,725 per unit. We have requested that you reduce that fee to $4,200 per unit. That is a reduction of $63,000. Let me put that figure in perspective. This change would provide a total of $686,000 in accessibility fees to the town for the 120-unit project. To disallow this request is not a matter of $63,000, but risks the loss of $686,000 if the project is not built.

For $63,000 do you want to risk $686,000? In addition, why would you want to walk away from a proffer to the town of $150,000 for emergency services? It is illegal for a town to require such proffers. But Mr. Echols has freely offered such to you, and you would want to walk away from such a gift?

The fiscal impact studies provided to you previously by the developer Marlyn Corporation and the Patz group show that this project would bring tax revenues of $65,200 to the town and $216,000 to the County. My question to you as Town Councilors and County Supervisors is: do you want to walk away from $281,200 in tax revenues per year? Tonight we're not talking about a give-way of $63,000. What we're actually describing is walking away from $967,000 the first year this project is built and $281,000 in taxes every year after. If I had more than 3 minutes tonight I'd be happy to also talk about ongoing user fees from these residents; added consumers to town businesses; desirable growth controlled and confined to specific areas; not to mention the unexpected gifts and graces of people who choose to live in this community.

It's not worth $63,000 to jeopardize all that!

A final reminder to you from the Virginia Code on Affordable Housing:

- Mandates "the designation of areas and implementation of measures for the construction, rehabilitation and maintenance of affordable housing." ¶15.2-2223.
- Mandates "cooperation in undertaking housing projects" including "making exceptions from building regulations and ordinances" and to "do any and all things necessary or convenient to aid and cooperate in the planning, undertaking, construction or operation of such housing projects." ¶36-6.

What we ask of you tonight is not a handout – not a give-away – but a simple request consistent with the Sate Code, fiscally prudent by every conceivable measure, and significant in helping the town of Berryville meet its financial obligations.

Rev. Dr. Daniel L. Garrett, 9 May 2017

MINUTES
BERRYVILLE TOWN COUNCIL
COMMUNITY IMPROVEMENTS COMMITTEE
Berryville-Clarke County Government Center
Regular Meeting
May 22, 2017

Committee members: Present- Donna Marie McDonald, Chair; Allen Kitselman
Staff: Keith Dalton, Town Manager; Christy Dunkle, Planner; Ann Phillips, Town Clerk; David Tyrrell, Director of Public Utilities
Press: None
Others: None

1. Call to Order
Chair McDonald called the meeting to order at 7:00 p.m.

2. Approval of Agenda
The agenda was approved with two additions.

3. Discussion- Water Tank Color Selection
The Committee and staff discussed the paint color options for the elevated water tanks, as well as the additional cost for adding graphic text to the northwest tank and the source of funding the additional cost. The Committee agreed to forward to the Council the choice of 'Warm Sun' for the elevated tanks and the choice of 'Red' for the optional text on the northwest tank.

4. Discussion – Conservation District – Josephine Street
The Committee and staff discussed the idea of an historic conservation overlay district for Josephine Street. Ms. Dunkle noted that the Town Historic District does not have design guidelines, saying that they should be developed before the creation of an additional district. Mr. Kitselman said it was time to start a conversation about the subject.

Ms. McDonald said she was concerned about the proposed pavilion on the lot owned by the Josephine Improvement Association, and what the project might become. Ms. Dunkle said the matter was still in the review process, and that she has explained the permitting process to the Habitat for Humanity representative.

5. Discussion – Livery Stable
The Committee and staff discussed the Town owned livery stable behind 23 East Main Street. It was agreed that Mr. Kitselman will provide an update at the next committee meeting on the recommended scope of services that should be included in the RFP for the engineering review.

6. Discussion – Landscaping on Page Street
Ms. McDonald said she is the president of the HOA for the neighborhood on Page Street, and referenced a project that enclosed an open ditch on Page Street. She asked who owned the median. Mr. Dalton said there had been a revenue sharing project between VDOT and the Town to improve the median area in question. He stated that the right of way was owned by the Town. Ms. McDonald said her HOA

wants to propose that the Town provide funds for materials such as plants and mulch if the HOA will agree to provide the labor to maintain the area. Mr. Dalton suggested the HOA send a letter of proposal to the Town Council. Mr. Kitselman said there may be some objection to the Town providing funds to one neighborhood over another.

7. Adjourn

There being no further business, the meeting was adjourned at 7:55 p.m.

MINUTES
BERRYVILLE TOWN COUNCIL
POLICE AND SECURITY COMMITTEE
Berryville-Clarke County Government Center
Regular Meeting
May 24, 2017
9:00 a.m.

Committee members: Present- Dave Tollett, Chair; Pat Dickinson
Staff: Keith Dalton, Town Manager; Neal White, Chief of Police; Christy Dunkle, Planner; Ann Phillips, Town Clerk
Press: None

1. Call to Order
The meeting was called to order at 9:02 a.m. by Committee Chair Tollett.

2. Approval of Agenda
The agenda was approved as presented. It was agreed to re-arrange the order of the agenda items since Chief White had been delayed and Ms. Dunkle had to leave early for another meeting.

3. Update – Refuse Collection
Mr. Dalton provided an update noting his three days of riding along with the refuse contractor. He said he is working on some ideas for improvements in the system to clarify the once a week versus twice a week collection service customers. Ms. Dickinson said that perhaps the whole downtown area could be twice a week to simplify the process.

4. Discussion – Berryville Code Chapter 4 – Laying Hens
The Committee and staff discussed the issue. Ms. Dunkle said the proposal is a bad idea and will add an extra layer of enforcement for the police and planning departments.

Ms. Dickinson said the issue is one of quality of life and presented the applicable code from the City of Staunton which she said was simple and called for no additional zoning.

Chief White said the code needs to be specific enough to enforce, adding that if it is too general it causes problems for his officers.

Mr. Dalton said that allowing chickens will likely cause neighbors to disagree and the Town will be caught in the middle, and added that with restrictive covenants in some neighborhoods, the only solution for a homeowner objecting to a neighbor's chickens would be through the courts.

Ms. Dickinson said the only affected area will be the older homes downtown, and the younger people buying those homes want to have chickens.

Mr. Tollett said that he wished to have comments from all the Council members before proceeding.

5. Discussion - Berryville Code Chapter 10 – Article II

The Committee and staff discussed the vehicle license tax sticker. Chief White said he is reviewing the issue of retaining or eliminating the decal sticker.

Chief White reviewed the proposed changes to Article II.

6. Other

Chief White noted that one officer will graduate from the academy on May 25, 2017.

7. Adjourn

There being no further business, the meeting was adjourned at 10:12 a.m.

BERRYVILLE TOWN COUNCIL
Streets and Utilities Committee
Tuesday, May 23, 2017
Berryville-Clarke County Government Center
12:00 p.m.

MINUTES

Town Council:
Present: Patricia Dickinson, Chair; David Tollett
Staff: Keith Dalton, Town Manager; Rick Boor, Director of Public Works; Dave Tyrell, Director of Public Utilities; Chrtisty Dunkle, Planner; Ann Phillips, Town Clerk
Press: None
Others: None

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

2. Approval of Agenda
The agenda was approved as presented.

3. Update – Public Works Department
Mr. Boor provided an update on the spring paving projects.

Mr. Dalton noted that there are funds remaining under VDOT secondary reimbursement and that staff is reviewing two drainage projects that may be completed with those funds.

Mr. Boor said that sidewalk repair is planned on Hermitage Blvd., Henderson Court, and Josephine Street.

Mr. Boor said an RFP will be issued for construction of the building planned at the Public Works complex. Mr. Dalton said that staff had wanted to make changes in the site plan, but since new engineering would be required for the changes, the existing plan will be used.

Mr. Boor provided an update on the sewer rehabilitation projects.

4. Update – Utilities Department
Mr. Tyrrell said the Community Improvements Committee had selected a color scheme with optional graphic text to forward to the Town Council. He noted that the Town is using an existing publicly procured contract to obtain the services. The Committee and staff discussed the costs, and Mr. Dalton said the cost breakdown appears in the CIP portion of the proposed FY 18 budget.

Mr. Dalton said that he has begun work on the scope of services for the water and sewer availability fee schedule review, and that he should have it ready for the Council to review in July.

5. Update - Planning

Ms. Dunkle updated the Committee on the Safe Routes to School sidewalk project saying that construction should begin on June 12.

6. Update – VDOT Issues

Mr. Dalton said that School Superintendent Dr. Chuck Bishop has said that the School Board is generally in favor of the revenue sharing project for three crosswalks as proposed by the Town, but has concerns about the one located at Main and Lincoln. The Committee and staff discussed the crosswalks and signage. Mr. Dalton noted that he will ask the Council to authorize him to finalize the projects with Dr. Bishop.

Mr. Dalton noted that Recorder Arnold has suggested that crosswalk signage should be added to the crosswalk at the Washington Square Apartments on Main Street also. The Committee and staff discussed radar signs with speed readouts.

The Committee and staff discussed East Main Street and Mr. Dalton said that a sketch has been sent to VDOT.

The Committee and staff discussed the recent speed study conducted east of Battletown Drive on Main Street.

7. Other

Mr. Tollett inquired about the recent water equipment testing being conducted in preparation for the storage tanks being taken out of service for the scheduled painting. Mr. Tyrrell and Mr. Dalton provided an overview of the procedures that will be followed during the painting process. Mr. Dalton said that some residents will experience reduced water pressure while each of the tanks is out of service. He noted that one at a time, each tank will be out of service for three to four months. Mr. Dalton added that water service will be maintained, but that residents will definitely notice a change in the water pressure.

8. Adjourn

There being no further business, the committee adjourned at 1:05p.m.

Attachment 2

Presentation

PBMares, LLP Internal Audit of Cash Disbursements and Procurement

The Town Council commissioned PBMares LLP to review the control environment related to the Town's cash disbursements and procurement processes. PBMares reviewed the following areas: new vendor setup and maintenance, procurement credit card, fuel card maintenance, purchasing, invoice processing, check processing, wire transfers / ACH payments, P-Card payments, and monthly reporting to the Town Council.

The Town Council reviewed the draft audit report and PBMares has submitted the final report. This report is provided in the Town Council's packet for this meeting.

PBMares will attend the meeting to present their findings and answer the Town Council's questions.

TOWN OF BERRYVILLE, VIRGINIA

Internal Audit of Cash Disbursements and Procurement

June 5, 2017

PBMares SM

ASSURANCE, TAX & ADVISORY SERVICES

TOWN OF BERRYVILLE, VIRGINIA

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Appendix C: Purchasing Card Policies and Procedures – as of December 2012	*attached*
Appendix D: Fuel Card Policies and Procedures – as of January 2013	*attached*
Appendix E: Town Code, Sec. 2-6 – as of July 2006	*attached*

June 5, 2017

To the Honorable Members of Town Council
Town of Berryville, Virginia
101 Chalmers Court
Berryville, Virginia 22611

Pursuant to our Internal Audit Services Agreement RFP #FIN-2017-001, we hereby present the internal audit of the Town of Berryville, Virginia's (Town) cash disbursements and procurement processes. Our report is summarized into the following sections:

- Overview
- Objectives and Approach
- Procurement Process Narrative and Mapping
- Cash Disbursements Process Narrative and Mapping
- Significant Risks and Controls Matrix
- GAP Log
- Issues and Recommendations

We appreciate the courtesies and cooperation extended to us from all of those involved in assisting us in connection with our internal audit.

Respectfully submitted,

PBMares, LLP

Overview

The Town of Berryville, Virginia (Town) contracted with PBMares, LLP to review and assess the Town's cash disbursements and procurement processes, provide process and control documentation and mapping, define any significant risks and assess how they are managed, assess the controls in place and identify any significant failings or weaknesses, consider whether the findings indicate a need for more extensive monitoring of the system of internal controls and provide examples of best practices to remediate the deficiencies. The internal audit included, but was not limited to, the following procedures: reviewing and analyzing existing policies and procedures, interviewing key personnel, documentation and mapping of processes and detailed transaction testing of cash disbursements and procurements for the period from July 2015 through April 2017. Our approach focused on determining whether proper controls existed and whether existing controls are appropriate for mitigating certain financial and operational inherent risks.

Overall, the Town's internal controls were found to be improperly designed for the cash disbursements and procurement processes. While internal control weaknesses were found, the testing did not identify any instances of fraud or abuse of Town funds. The internal audit team identified the following areas where internal controls need improvement:

1. Segregation of duties
2. Implementation and enforcement of purchasing guidelines and procedures
3. Wire transfers / ACH payment approval
4. Cross-training of staff

Detailed issues and recommendations are included in this report.

The recommendations provided focus principally on the need for the revision of existing policies, implementation of new procedures that more accurately reflect current practices in place, and significantly increase desired levels of controls and oversight.

The internal audit team discussed observations and recommendations with the Town Council in a meeting conducted on May 8, 2017.

Objectives and Scope

The objective of our internal audit focused on reviewing the control environment related to the cash disbursements and procurement processes. This internal audit covered the following areas:

1. New Vendor Setup and Maintenance
2. Procurement Credit Card Maintenance
3. Fuel Card Maintenance
4. Purchasing
5. Invoice Processing
6. Check Processing
7. Wire Transfers / ACH Payments
8. Procurement Credit Card Payments
9. Monthly Reporting to Town Council

Approach

Our audit approach consisted of three phases:

A. Understanding and Documentation of the Processes

During this phase, we conducted interviews with Patricia Dickinson, Mayor; Erecka Gibson, Ward Three Council Member; (Jay) Harry Lee Arnold, Jr, Recorder; Keith Dalton, Town Manager; Desiree Moreland, Assistant Town Manager/Treasurer; Heather Fiddler, Front Desk Clerk; and Ann Phillips, Town Clerk. We discussed scope and objectives of the audit work, obtained existing policies and established fieldwork dates.

B. Detailed Testing

The purpose of this phase was to test compliance and internal controls, based on our understanding of the applicable Virginia and Town codes, policies and procedures. Our fieldwork was conducted utilizing auditing techniques to meet our audit objectives. Specific procedures performed included inquiry, observation, and review of check disbursements, wire/ACH payments, and purchasing credit card transactions for supporting documentation.

C. Reporting

At the conclusion of our audit, we summarized our observations related to the processes and conducted exit conferences with management. Issues and recommendations are included in this report.

Procurement Sub-Processes

01. New Vendor Setup and Maintenance
02. Procurement Credit Card Maintenance
03. Fuel Card Maintenance
04. Purchasing
05. Invoice Processing

Key Personnel Involved in the Process

- Keith Dalton, Town Manager
- Desiree Moreland, Assistant Town Manager/Treasurer (referred to hereafter as Treasurer)
- Heather Fiddler, Front Desk Clerk
- Department Heads

Related IT Systems/Applications

- Southern Software – Financial Management System (FMS)
- Bank of America – "Works"

Related Policies and Procedures

- Procurement Policy Manual – as of September 2012, attached as Appendix B.
- Purchasing Card Policies and Procedures – as of December 2012, attached as Appendix C.
- Fuel Card Policies and Procedures – as of January 2013 , attached as Appendix D.

Process Owner Sign Off

Name	Title	Signature	Date

Sub-Process 01. *New Vendor Setup and Maintenance*

New Vendor Setup

Prior to making payments to a vendor, the Town must add the vendor to its accounting software, Southern Software's Financial Management System (FMS). When the Treasurer receives invoices from Town personnel requiring payment to a new vendor, the Treasurer uses the information from the invoice to add the new vendor to the FMS. To do this, the Treasurer uses the function "Add New Vendor," and enters a unique vendor number, vendor name, and address. FMS prevents duplicate vendor numbers from being used [**AP_5**]. Vendors are not required to submit an IRS Form W-9 or provide business information [**GAP_1**].

Vendors are paid via check by default. If at any time a vendor requires ACH or wire payments, the Treasurer will work directly with the vendor to set this up; this is on an as-needed basis, and the process depends on the vendor's requirements.

Vendor Maintenance

Access to vendor maintenance in FMS is restricted to the Treasurer and Front Desk Clerk [**AP_1**]. However, segregation of duties does not exist between procurement, invoice and check processing, and vendor maintenance [**GAP_2**].

Sub-Process 02. *Procurement Credit Card Maintenance*

New Procurement Credit Card

Procurement Credit Cards (P-Cards) are primarily used for small purchases, office supplies, and travel expenses. P-Cards are also used to pay certain monthly bills, such as telephone.

Upon hire, each employee is provided a P-Card, and is required to sign a "Bank of America Purchasing Card Employee Agreement," which acknowledges compliance with the Town's *Purchasing Card Policies and Procedures*. The signed agreement is maintained in the employee's personnel file.

The Treasurer assigns each employee a "spend control profile" for their P-Card, based on their job position, which gives them a specified credit and usage limit [**AP_6**]. If an employee reaches the assigned credit limit, his or her card will be denied. Dollar usage limits range from $500 – $55,000; depending on the employee's job title. Additionally, usage limits can be restricted to travel only.

Sub-Process 02. *Procurement Credit Card Maintenance* (Continued)

Procurement Credit Card Maintenance

The Town utilizes the Bank of America "Works" service for its P-Card management. Employees submit hard copy receipts to their Department Heads on a minimum of a monthly basis. Per the Town's *Purchasing Card Policies and Procedures*, cardholders are required to sign the monthly P-Card statement or individual receipts, documenting his or her review and certification that all purchases listed are correct and made for official purposes. Currently, cardholders are not signing monthly P-Card statements or receipts [**GAP_8**]. The respective Department Heads log into "Works," where they view all P-Card transactions for that month for their employees. The Department Heads review receipts, and approve the P-Card charges electronically within "Works" and assign each transaction to a designated General Ledger (GL) expenditure code [**AP_7**]. If there are any transactions without receipts, the Department Heads contact the respective employees to obtain receipts. If a receipt is missing, the employee is required to submit an alternate receipt or Missing Receipt Affidavit, as described in the Town's *Purchasing Card Policies and Procedures*.

If a Department Head uses his or her P-Card, he or she submits a "BOA P-Card Expense Report" with attached P-Card receipts and GL expenditure account to the Front Desk Clerk. Currently, Department Heads are not signing the BOA P-Card Expense Report, monthly P-Card statement, or receipts, documenting his or her review and certification that all purchases listed are made for official purposes [**GAP_8**]. The Front Desk Clerk then reviews the receipts, and approves the P-Card charges electronically within "Works." Department Heads can make purchases up to $15,000 on their P-Cards without going through the procurement process of obtaining one (1) quote prior to purchase [**GAP_3**]. Additionally, the Treasurer can make purchases up to $55,000 and the Town Manager up to $50,000. All P-Card transactions have to be electronically approved within "Works;" however, the system does not prevent the approver from being the same person as the initiator [**GAP_10**].

Once the transaction is approved in "Works" by the Department Head or Front Desk Clerk, the transaction will get added to a Listing of Transactions Requiring Closure. The Front Desk Clerk reviews each transaction within this listing, verifies a receipt is attached, and closes the action within "Works."

Sub-Process 03. ***Fuel Card Maintenance***

Fuel Cards

The Town utilizes Mansfield Oil Company's Voyager Fleet Card Program ("Voyager") for its vehicle fuel purchases. Upon hire, employees within the Police, Public Works, and Utilities departments must sign an "Employment Agreement Form," which acknowledges compliance with the Town's *Fuel Card Policies and Procedures*. The signed agreement is maintained in the employee's personnel file. Each Voyager Fuel Card is assigned to a specific vehicle, rather than an individual employee.

The Voyager Fuel Cards will only allow fuel purchases [**AP_8**]. Additionally, when purchasing fuel, the driver must key in the odometer reading at the pump. Employees submit hard copy receipts to the Front Desk Clerk on a minimum of a monthly basis. If a receipt is missing, the employee is required to submit an alternate receipt or Missing Receipt Affidavit, as described in the Town's *Fuel Card Policies and Procedures*. If there are any transactions without receipts, the Department Heads contact the respective employee to obtain receipts.

On a monthly basis, the Front Desk Clerk receives an invoice from Mansfield Oil Company for the vehicle fuel purchases made for that respective month. The Front Desk Clerk then downloads a spreadsheet from Mansfield Oil Company's online portal, which lists all purchases by vehicle for the month, and the respective quantity of fuel purchased, cost at the pump, and discounted cost that the Town pays. The Front Desk Clerk reviews all fuel purchases to ensure reasonableness based on quantity of gas purchased per vehicle for the month. The Front Desk Clerk reconciles all receipts submitted by employees to the downloaded spreadsheet, and then to the invoice received from Mansfield Oil Company [**AP_9**]. Any missing receipts or discrepancies are investigated. After the Front Desk Clerk has reconciled the invoice to the supporting spreadsheet and receipts, the Front Desk Clerk provides the invoice with the reconciliation and all supporting documentation attached to the Treasurer for payment.

The Treasurer reviews the invoice and the attached reconciliation. Once the Treasurer approves the invoice and attached reconciliation, the Treasurer processes an electronic wire transfer/ACH payment following the process as defined in the Cash Disbursements Narrative, *Sub-Process 02: Wire Transfers/ACH Payments*.

Sub-Process 04. ***Purchasing***

Procurement Levels[1]

1. Small Purchases – up to $5,000 where the Town's estimated cost of goods or nonprofessional services is $5,000 or less, purchases may be made upon receipt of a minimum of one (1) written, telephone (oral) or electronic quotation.

2. Over $5,000 up to the small purchase limits set in the Virginia Public Procurement Act (VPPA):

   a. Unsealed Bidding – solicit minimum of four (4) valid sources. If fewer, document reasons why.

   b. Unsealed Proposals – Town may use an informal Request for Proposal (RFP).

3. Large Purchases – over the VPPA defined limit (VPPA Limit defined as threshold amount requiring competitive negotiation set in the VPPA).

   a. Competitive Sealed Bidding (IFB) – goods and nonprofessional services over $100,000.

   b. Competitive Negotiation (RFP) – procurement of all professional services over $60,000.

Small Purchases: Less than $5,000

For all purchases less than $5,000 (excluding purchases made on P-Cards), individual Department Heads have the authority to purchase the necessary goods and services upon receipt of a minimum of one (1) written, telephone (oral) or electronic quotation, without prior approval from the Treasurer. Documentation of quotes is not currently being consistently maintained for small purchases [**GAP_3**]. Once the service has been performed or goods have been received, the purchaser will receive an invoice and check it for accuracy against the services performed or goods received [**AP_10**]. The requestor then submits a Purchase Requisition (PR), invoice, and PO to the Treasurer, and includes any specific instructions and GL expenditure account to be used. Completed PRs include vendor number, vendor name, date requested, requestor, GL expenditure account, description, and amount. Neither invoices nor PRs are required to be signed by requestor/Department Head [**GAP_4**].

Upon receipt of a PR and invoice, the Treasurer reviews for accuracy by matching the PR to the invoice [**AP_02**]. The Treasurer then uses the PR to generate a purchase order (PO) within the "Accounts Payable" function in FMS. POs should be generated and approved before purchases are made, not after [**GAP_13**]. In order to generate the PO, the Treasurer needs to enter the total amount, department, PO date, description, vendor number (if current vendor), shipping information, GL expenditure account, quantity, and unit price. If the vendor is not an existing vendor, the Treasurer will add the vendor in accordance with *Sub-Process 01: New Vendor Setup and Maintenance*. Once the PO has been generated, it is automatically added into the "Unapproved Purchase Order List" in FMS.

[1] Town of Berryville Purchasing Policy 2012

Sub-Process 04. *Purchasing* (Continued)

Purchases between $5,000 and the VPPA Limit

If the Town's estimated cost of goods or nonprofessional services is between $5,000 and the Virginia Public Procurement Act (VPPA) Limit ($100,000), a minimum of four (4) quotes from different sources are required to be solicited or an informal RFP can be used. Currently, record of solicitation of sources is not consistently being maintained in accordance with the Town's *Purchasing Policy* [**GAP_5**].

For such instances, the requestor submits a PR and quotes to the Treasurer. The Treasurer uses this request to create a PO within the "Accounts Payable" function in FMS, following the same process as small purchases. Once the goods have been received or the services have been performed, the receiving department submits the invoice, attached to the PR and PO, to the Treasurer.

Large Purchases: Professional Services over $60,000

The Town uses competitive negotiation for procurement of all professional services estimated to be over the VPPA Limit ($60,000). In this situation, the Department Head prepares a formal RFP. The formal RFP describes the services to be performed, and must specify the requirements to be addressed by the offerors that will be used to evaluate the proposal. The formal RFP is reviewed by the Town Manager prior to issuance [**AP_11**].

The Department Head sends the formal RFP to anyone that has expressed interest, and typically posts to Virginia's eProcurement Portal (eVA). A submission due date will be established, with a minimum of ten days from issue date of the formal RFP. The Town is required to send the formal RFP to at least six (6) valid sources. If the Town does not solicit the required number of sources, the reason(s) must be stated in writing and placed in the purchase file.

Once a deadline has been reached, the Department Head establishes an evaluation team, consisting at a minimum of the Department Head and Town Manager, to evaluate all submissions received, based on pre-determined criteria. Interviews are conducted as deemed necessary. The Department Head conducts negotiations with the selected offeror. Once negotiations are finalized and the offeror has been selected as the winning offeror, the Department Head posts the Intent to Award Notice on the Town's website.

Large Purchases: Goods and Nonprofessional Services over $100,000

The Town uses competitive sealed bidding for procurement of all goods and nonprofessional services estimated to be over the VPPA Limit ($100,000). In this situation, the Department Head prepares an Invitation for Bid (IFB), which describes the goods or services to be procured, and includes specifications, scope of work/purchase description, and any contractual terms and conditions applicable. The IFB is reviewed by the Town Manager prior to issuance [**AP_11**].

The Department Head sends the IFB to anyone that has expressed interest, and will publicly post the IFB to eVA. A submission due date will be established, with a minimum of ten days from issuance date of the IFB. The Town is required to send the IFB to at least six (6) valid sources. If the Town does not solicit the required number of sources, the reasons must be stated in writing and placed in the purchase file.

Once the submission deadline has been reached, the Department Head opens bids publicly and reads them aloud. The Department Head will award the bid to the lowest responsive and responsible bidder.

Sub-Process 04. *Purchasing* (Continued)

The Town utilizes the ability to ride other jurisdictions' contracts when practicable. In these cases, the Treasurer searches for another jurisdiction with a contract that allows for others to ride the contract as awarded. The Town then operates under the assumption that the other jurisdiction followed proper procurement. Currently, the Town does not require Town Council approval for large purchases made through riding another jurisdiction's contract [**GAP_12**].

Sole Source Procurement

As per the Town's *Procurement Policy Manual*, sole source procurement is authorized when there is only one source practicably available for the goods or services required. In the case of sole source procurement, competition is not required; however, all sole source procurements for goods and services exceeding $5,000 require advance approval by the Town Manager or designee. Additionally, a written quotation must be obtained from the vendor, and written determination documenting that there is only one source practicably available for that which is to be procured must be included in the procurement file.

Currently, the Town Manager is not approving sole source procurement purchases exceeding $5,000 in advance. Additionally, quotes and written determinations are not being maintained in accordance with the *Procurement Policy Manual* [**GAP_6**].

Emergency Procurement

As per the Town's *Procurement Policy Manual*, in the case of emergency procurement where competition is not used due to an emergency-required purchase, the Town is required to maintain written documentation indicating the nature of the emergency and reason for the selection of the particular contractor. Such written determination is to be signed by the Town Manager or designated representative.

Currently, for emergency procurement, written documentation indicating the nature of the emergency and reason for the selection of the particular contractor is not being maintained in accordance with the *Procurement Policy Manual* [**GAP_7**].

There is a lack of adequate cross-training for employees in different roles and responsibilities within the procurement and cash disbursements functions [**GAP_11**].

Sub-Process 05. *Invoice Processing*

Approximately twice a month, the Treasurer prints the "Unapproved Purchase Order Listing," and performs a check by manually adding all hard copies of POs and comparing the total to the "Unapproved Purchase Order Listing" total. After checking for accuracy, the Treasurer approves the POs within FMS. The Treasurer then prints out all POs and makes two carbon copies (one yellow and one white). Both carbon copies of the PO are attached to the PR and invoice. The Treasurer then performs a match between invoice, PR and PO [**AP_2**]. Upon the Treasurer's approval, the Treasurer will "Post" in FMS, which sends the PO to a "Posted Purchase Orders" Report. The Treasurer will sign the hard copy of the PO indicating approval, and provide all documents to the Town Manager for review and approval. The Town Manager reviews all POs for reasonableness, and signs off as secondary reviewer after the Treasurer [**AP_3**].

Sub-Process 05. ***Invoice Processing*** **(Continued)**

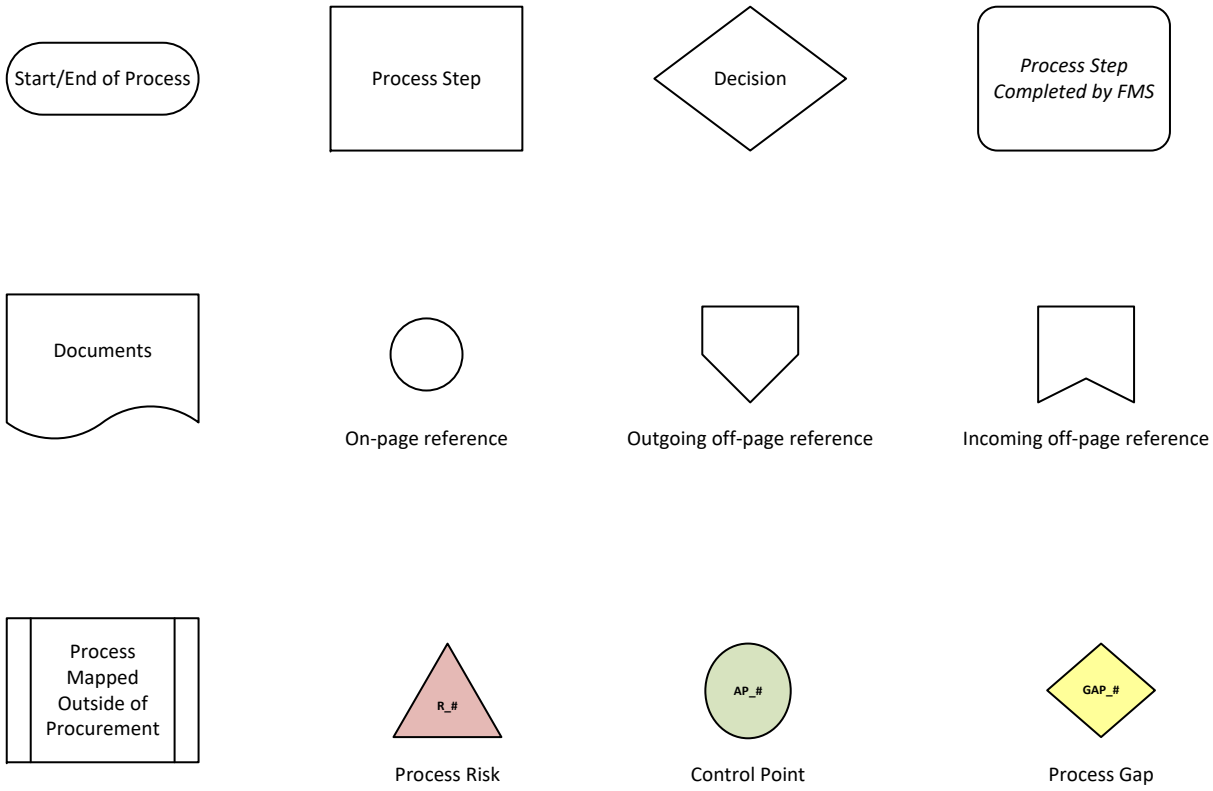
Once the Town Manager has reviewed and signed all POs, indicating approval, the Treasurer keys in the vendor number and invoice number of each invoice to "Invoice Processing" in FMS. If there is a corresponding PO, the Treasurer tags the PO to the invoice, and the amount will automatically be entered to match the PO amount. The Treasurer can manually override this amount; however, the Treasurer cannot enter an amount that is greater than the PO. If there is no corresponding PO, the Treasurer manually enters a payment amount based on the invoice.

Once all invoices for a check run have been entered, the Treasurer manually adds all invoices on a calculator tape, and matches the total of all invoices with the total on the invoice processing screen [**AP_4**]. Once confirmed, the Treasurer prints the Invoice Register, and then clicks "Post," which posts all invoices to the general ledger. At this point, checks are ready for processing.

Process Flow:

Procurement

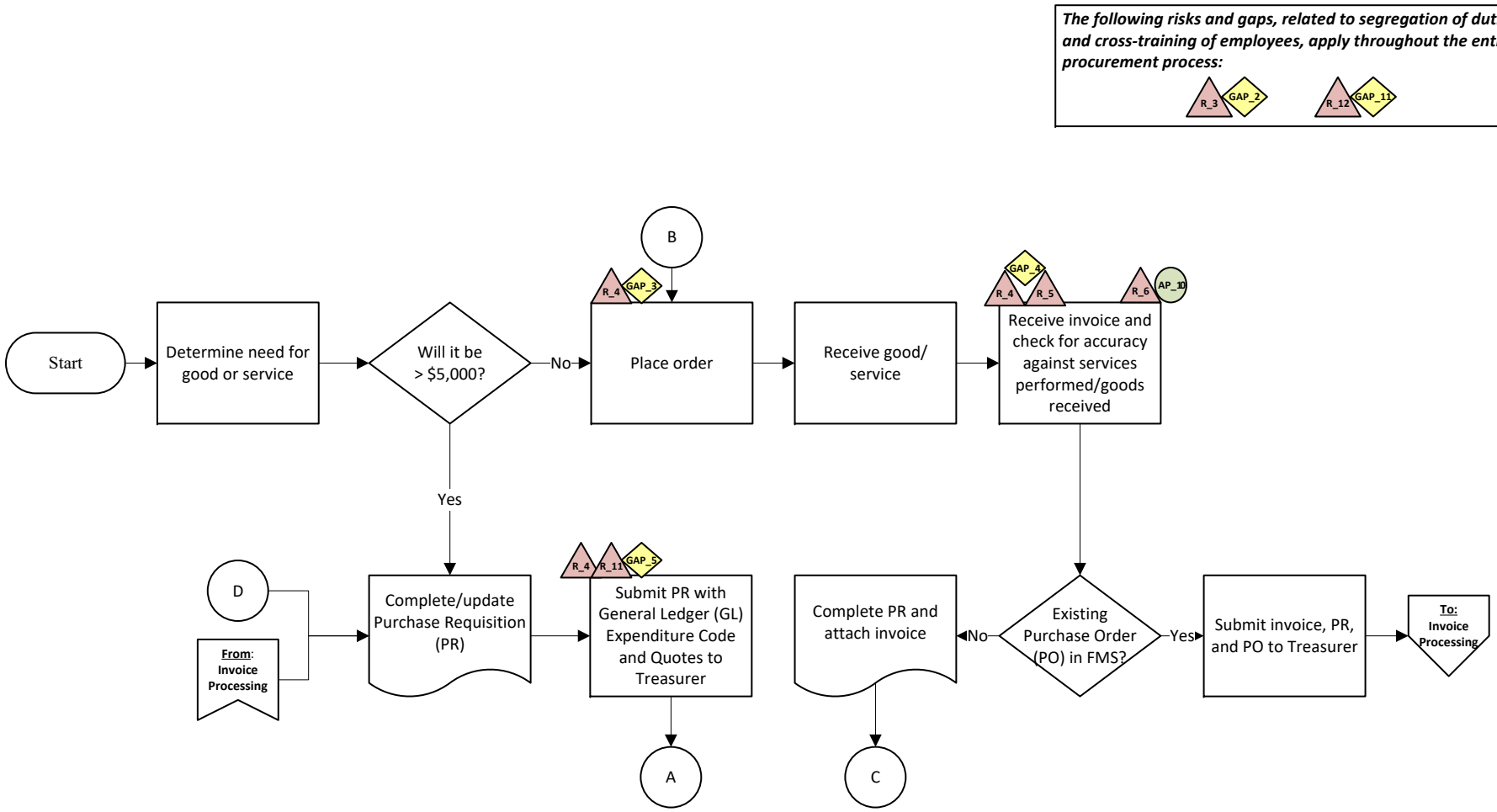
Process Mapping Symbols Key:



Purchasing – Under VPPA Threshold (Page 1 of 2)

As Needed

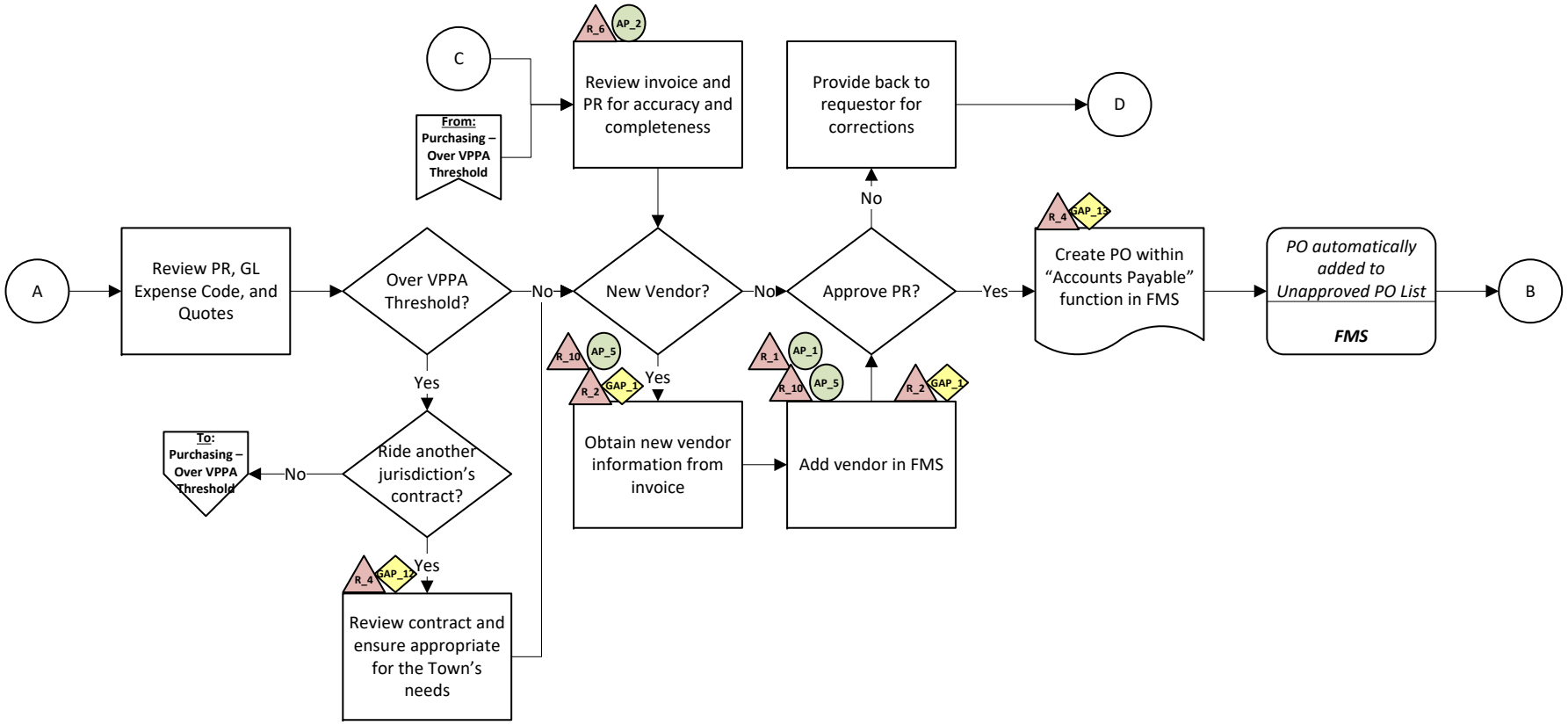
Department Head



Purchasing – Under VPPA Threshold (page 2 of 2)

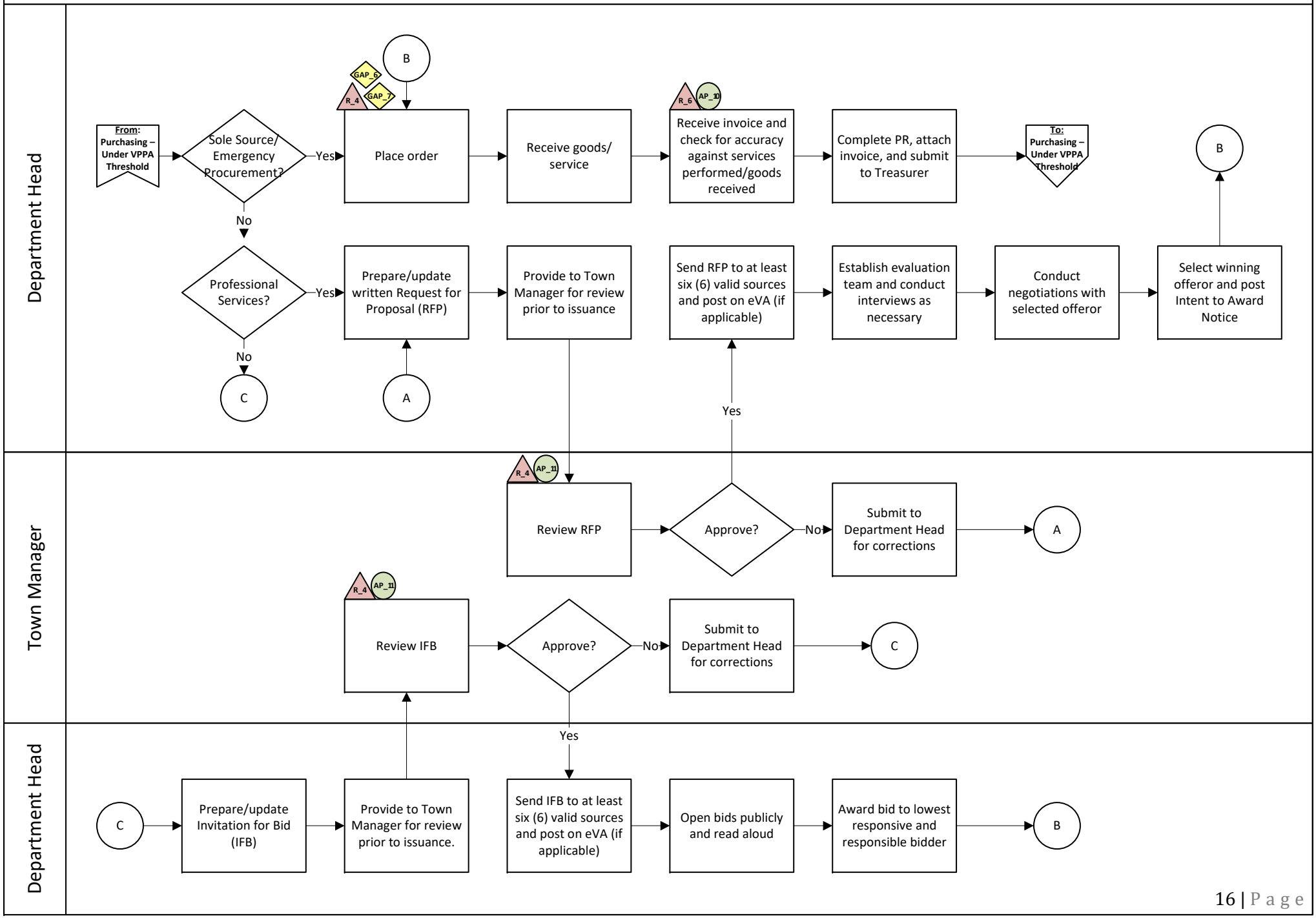
As Needed

Treasurer



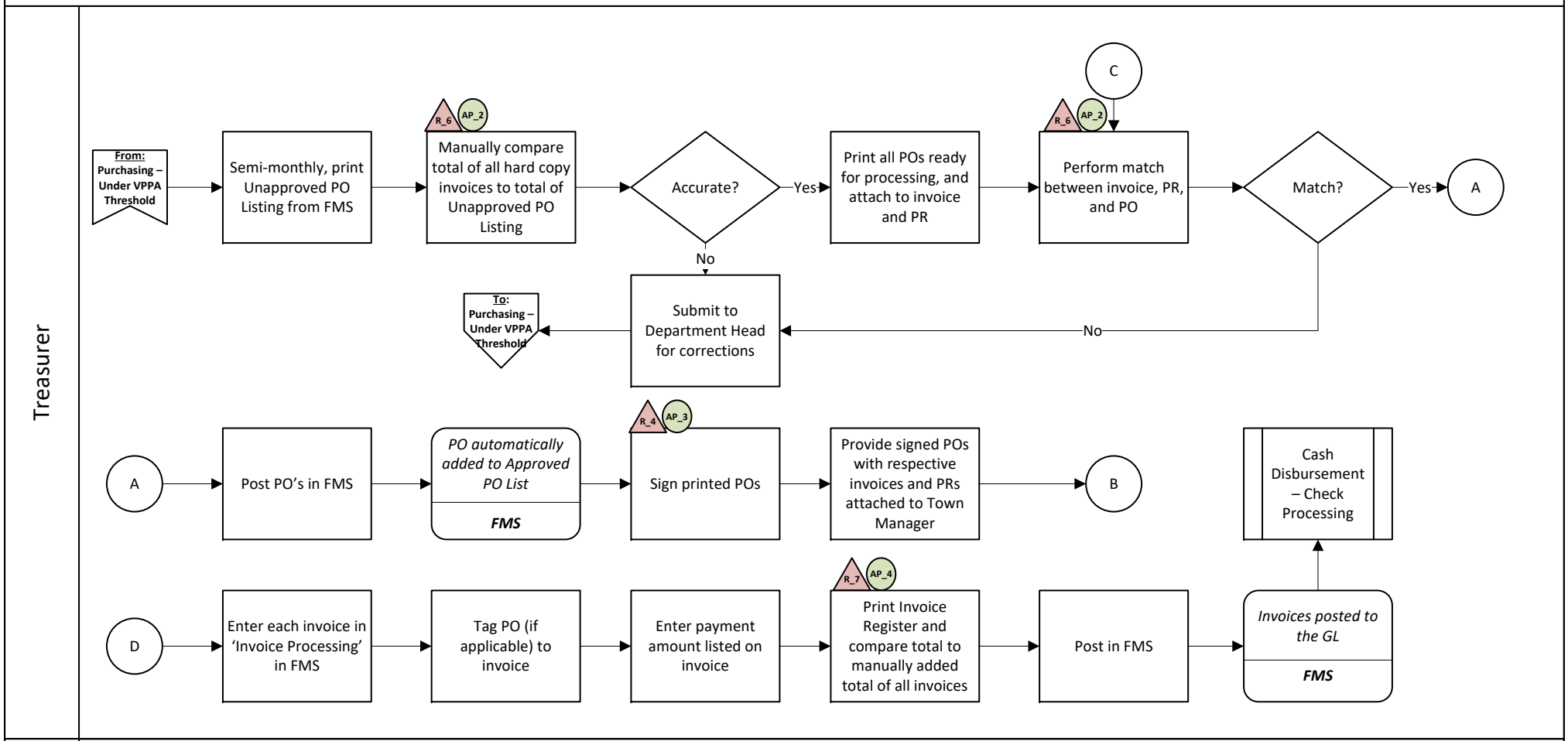
Purchasing – Over VPPA Threshold

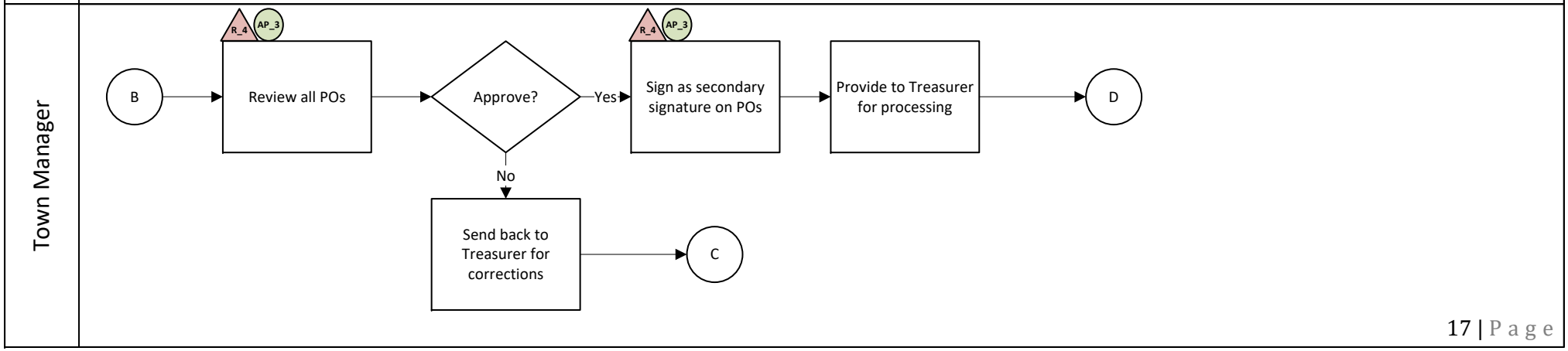
As Needed



Invoice Processing

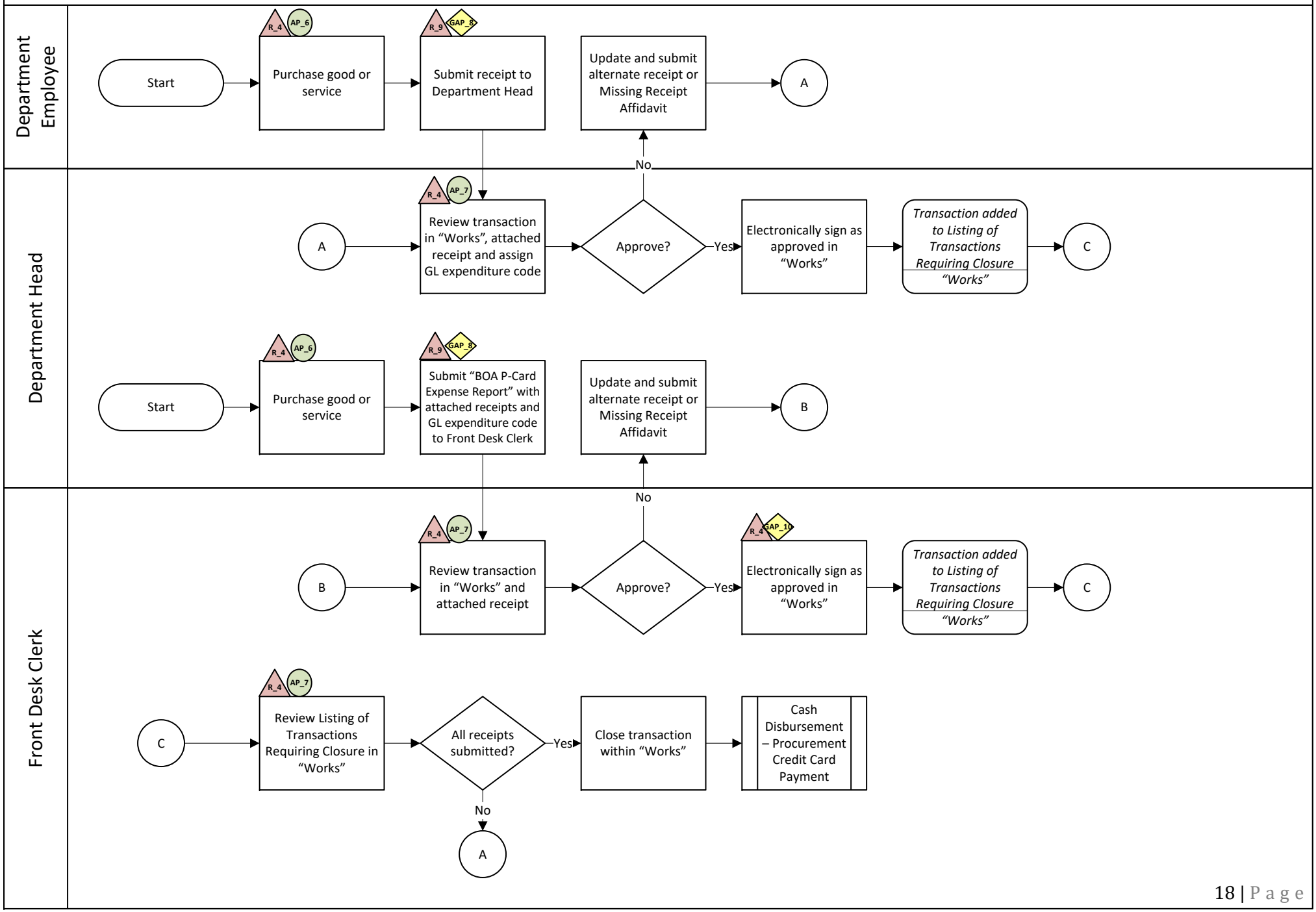
Semi-Monthly





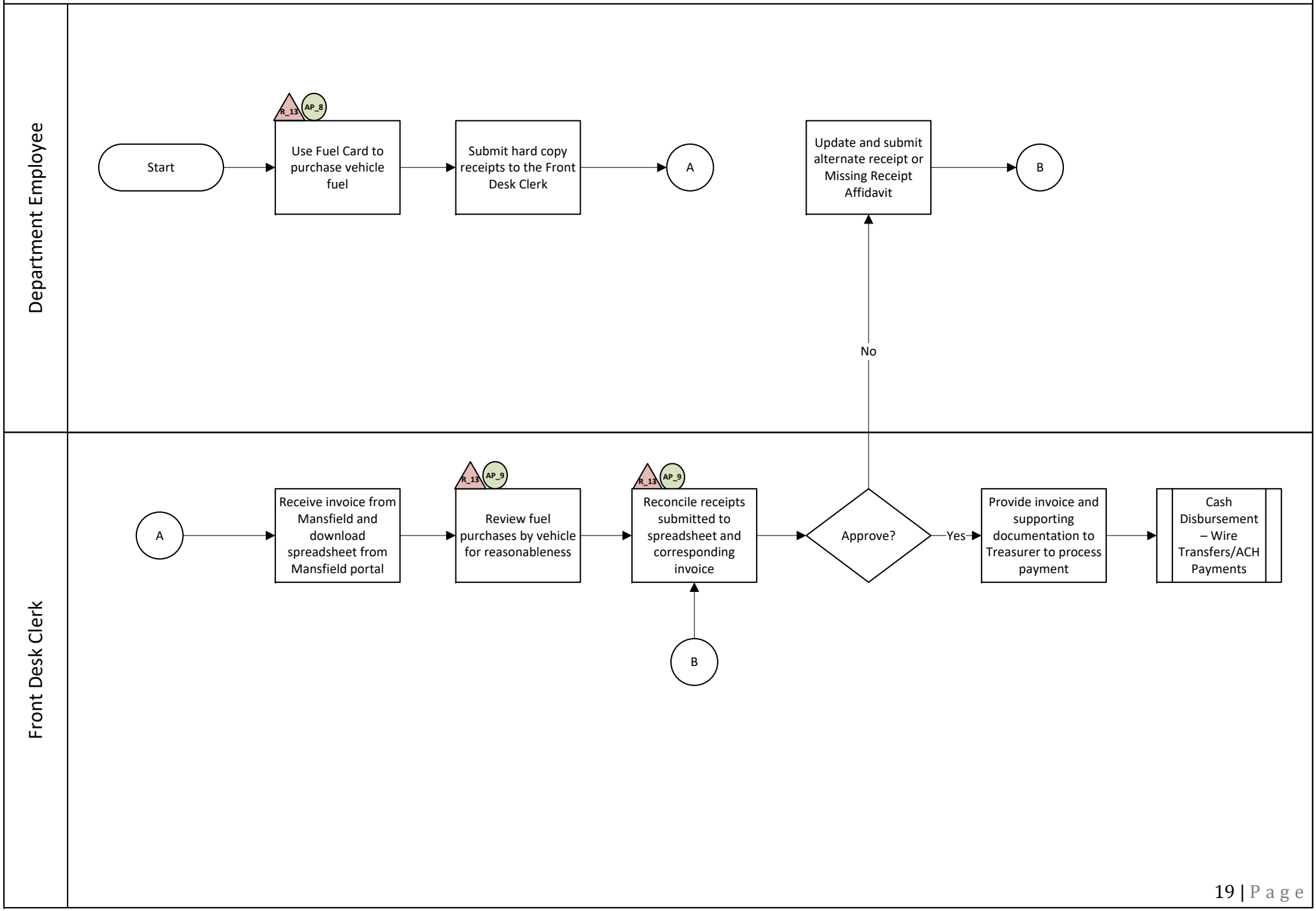
Procurement Credit Card Maintenance

Monthly



Fuel Card Maintenance

Monthly



Cash Disbursements Sub-Processes

01. Check Processing
02. Wire Transfers / ACH Payments
03. Procurement Credit Card Payment
04. Monthly Reporting to Town Council

Key Personnel Involved in the Process

- Patricia Dickinson, Mayor
- (Jay) Harry Lee Arnold, Jr., Recorder
- Town Council
- Keith Dalton, Town Manager
- Desiree Moreland, Assistant Town Manager/Treasurer (referred to hereafter as Treasurer)
- Heather Fiddler, Front Desk Clerk

Related IT Systems/Applications

- Southern Software – Financial Management System (FMS)
- Bank of Clarke County *Online*
- Bank of America "Works"

Related Policies and Procedures

- Procurement Policy Manual – as of September 2012, attached as Appendix B.
- Purchasing Card Policies and Procedures – as of December 2012, attached as Appendix C.
- Fuel Card Policies and Procedures – as of January 2013, attached as Appendix D.
- Town Code, Sec. 2-6 – as of July 2006, attached as Appendix E.

Process Owner Sign Off

Name	Title	Signature	Date

Sub-Process 01. ***Check Processing***

After all invoices ready for payment have been posted in FMS, the Treasurer enters the "Check Processing" function in FMS. The Treasurer selects all checks that are to be processed within the batch, and creates an "Invoice Pay List." The Treasurer prints the check pre-audit report and compares the vendor, invoice amount, and GL expenditure code to the hard copy invoice [**CD_6**].

After the Treasurer has reviewed the report, the Treasurer prints the checks from FMS. Blank check stock is maintained in the Town Treasurer's office, which is only accessible by authorized personnel through badged entry [**CD_1**]. After all of the checks have been printed, the Treasurer signs as the first signature on the dual signature checks. The Treasurer then "Posts" in FMS, which will post the checks within the General Ledger (GL) to remove the accounts payable and post to cash. The Treasurer then generates and prints an "Accounts Payable Check Register with Detail" Report and files it in the monthly transaction folder.

All supporting documentation, including the Purchase Order (if applicable), Purchase Requisition, and Invoice get attached to the checks, which are provided to the Mayor or Recorder for secondary signature. Per Section 2-6 of the Town Code, all checks require two (2) signatures: the first signature being the Treasurer or the Town Manager, the second being the Mayor or Recorder [**CD_2**]. The Mayor or Recorder will review for reasonableness prior to signing.

If at any point during the process a check does not pass review, the Treasurer will void the check and follow up with the respective Department Head.

The Front Desk Clerk mails out the checks, and files the purchase order and check stubs with supporting documentation in each vendor's file [**CD_3**].

Note: AP Batches are run approximately semi-monthly (mid-month, and end of month). However, individual checks can also be processed if there is an immediate need. The process is the same whether the check is included in a batch or individually.

Sub-Process 02. *Wire Transfers / ACH Payments*

The Town uses wire transfers/ACH payments to pay for the following recurring monthly charges: Town of Berryville fuel card payment, US Bank equipment lease payment, USDA loan payment, and Federal and State withholding payments.

On a monthly basis, the Treasurer receives bills from vendors that require wire transfers. The Treasurer fills out an "Electronic Fund Disbursement Payment Request" form, and signs, indicating the Treasurer's review and approval of the wire transfer. The Treasurer then provides the signed form with the invoice and supporting documentation attached to the Mayor or Recorder for secondary signature, who reviews for reasonableness prior to signing [**CD_4**].

Once the proposed wire transfer has been approved by the Mayor or Recorder, the Treasurer enters the online portal for the bank and posts the wire transfer. The Treasurer then receives an online payment confirmation, which the Treasurer prints and attaches to the signed request form and invoice. The Treasurer enters the cash disbursements as a disbursement in FMS based on assigned GL expenditure codes.

The Treasurer has the ability to make wire transfers/ACH payments up to $45,000 per day. Bank of Clarke County is not configured to segregate duties between initiator and approver of wire transfers. Additionally, the bank is not set up to only allow wire transfers/ACH payments to approved bank accounts [**GAP_9**].

Sub-Process 03. *Procurement Credit Card Payment*

Procurement Credit Card Payment

Once all P-Card transactions for the respective month have been approved within "Works," the Front Desk Clerk prints an excel spreadsheet of all transactions and ensures all receipts are present. Once the Front Desk Clerk has verified all receipts are present, the Front Desk Clerk enters the transactions as cash disbursements in FMS, using the documented GL code and vendor.

After all cash disbursements have been entered, the Front Desk Clerk prints the "GL Cash Disbursements Entries" Report, and reconciles to the Bank of America monthly statement [**CD_5**]. If there are any discrepancies, the Front Desk Clerk follows up with the respective Department Heads for clarification.

After the reconciliation has been completed, the Front Desk Clerk prints the reconciliation, attaches it to the Bank of America monthly statement and corresponding receipts, and provides it to the Treasurer for payment.

The Treasurer matches the total per the cash disbursements entry to the total on the Bank of America statement prior to payment [**CD_5**]. Payment is automatically deducted from Bank of Clarke County each month to pay Bank of America.

Sub-Process 04. ***Monthly Reporting to Town Council***

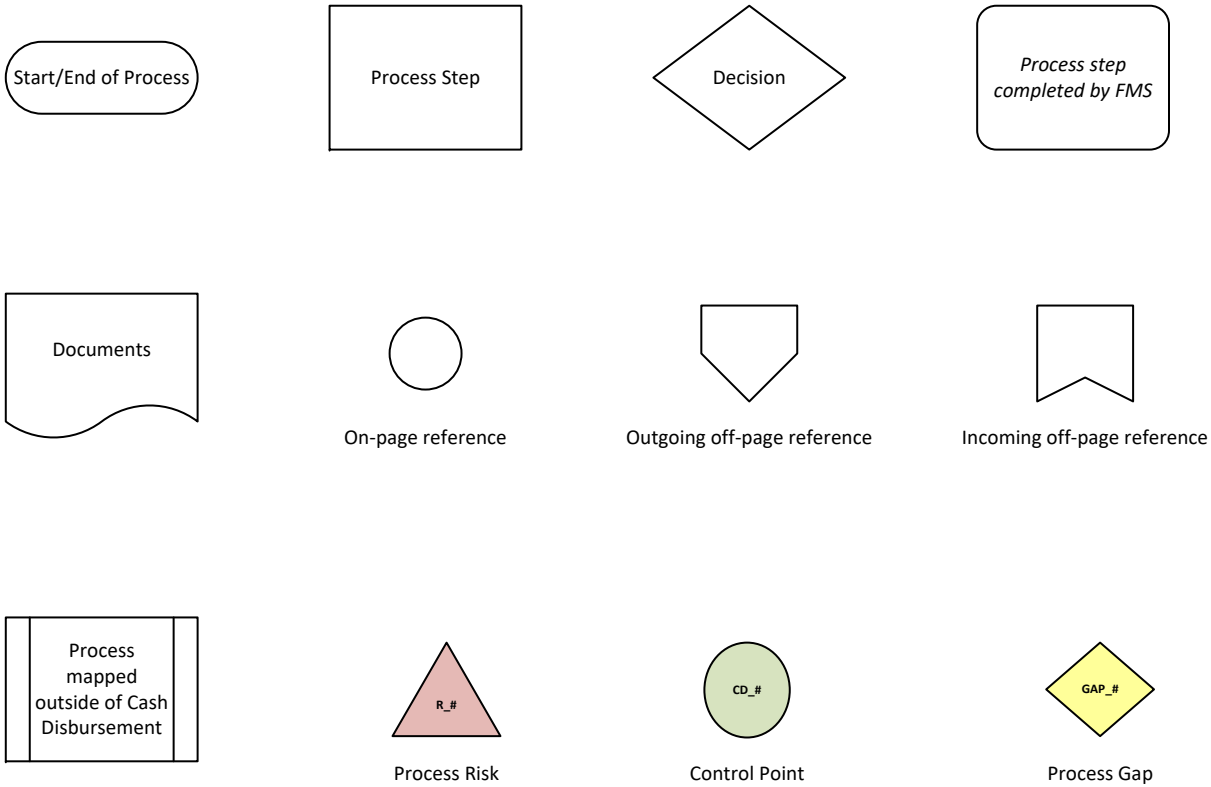
On a monthly basis, the Treasurer prepares a Council Packet to provide to the Town Council at the monthly meeting. The Council Packet includes the following for the respective month:

- List of all checks written during the month; and
- Bank of America P-Card Statement.

Process Flow:

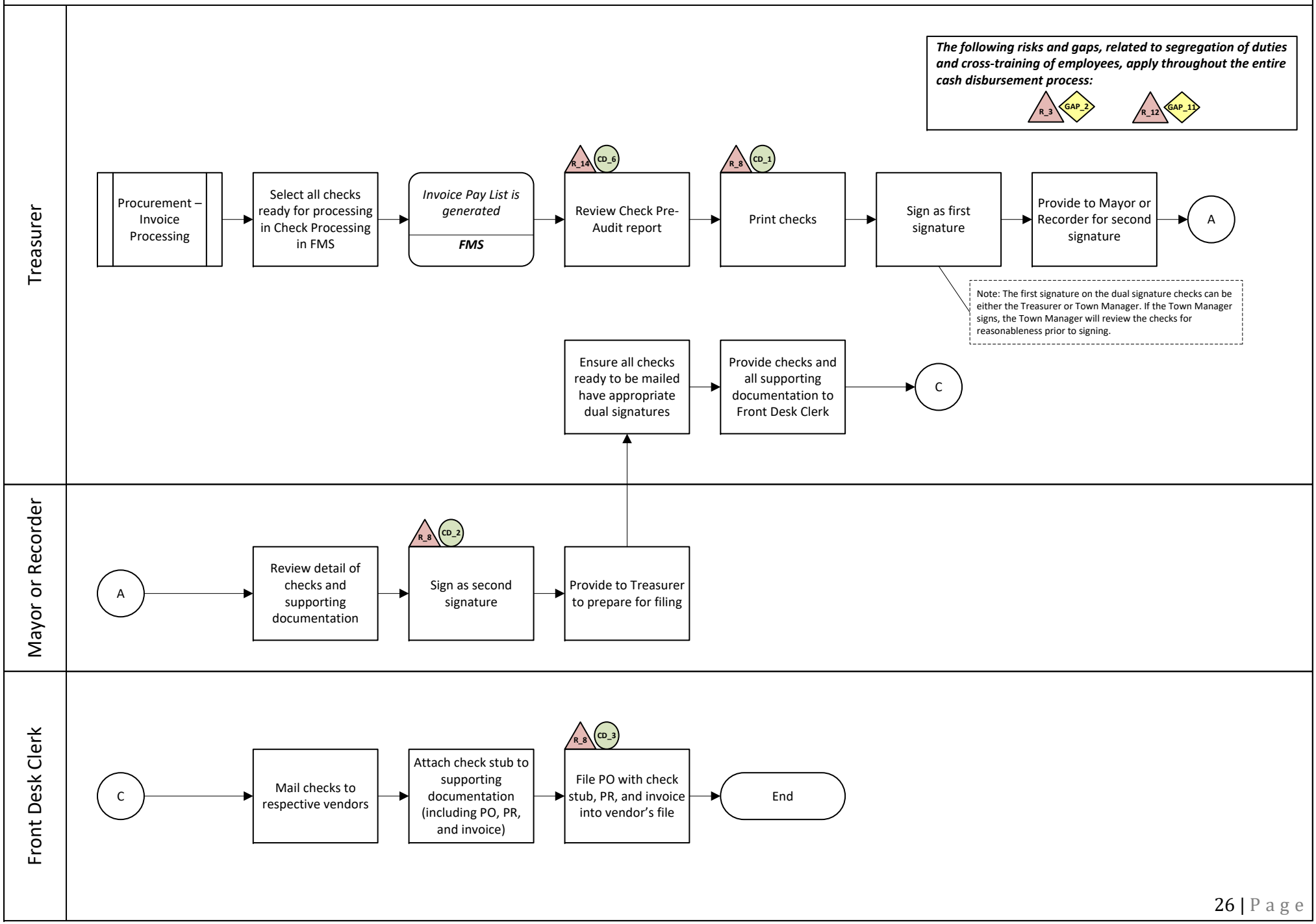
Cash Disbursement

Process Mapping Symbols Key:



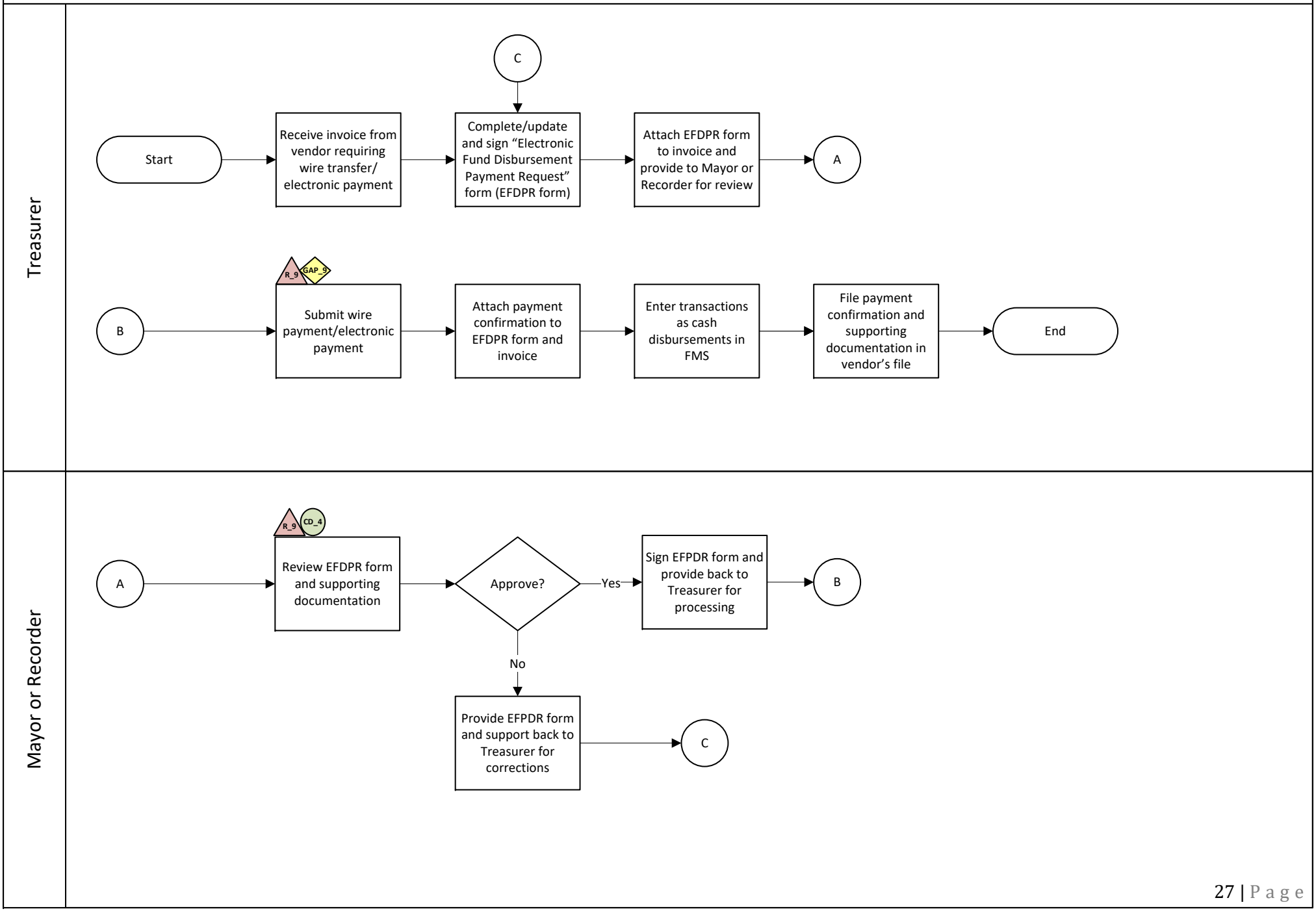
Check Processing

Semi-Monthly



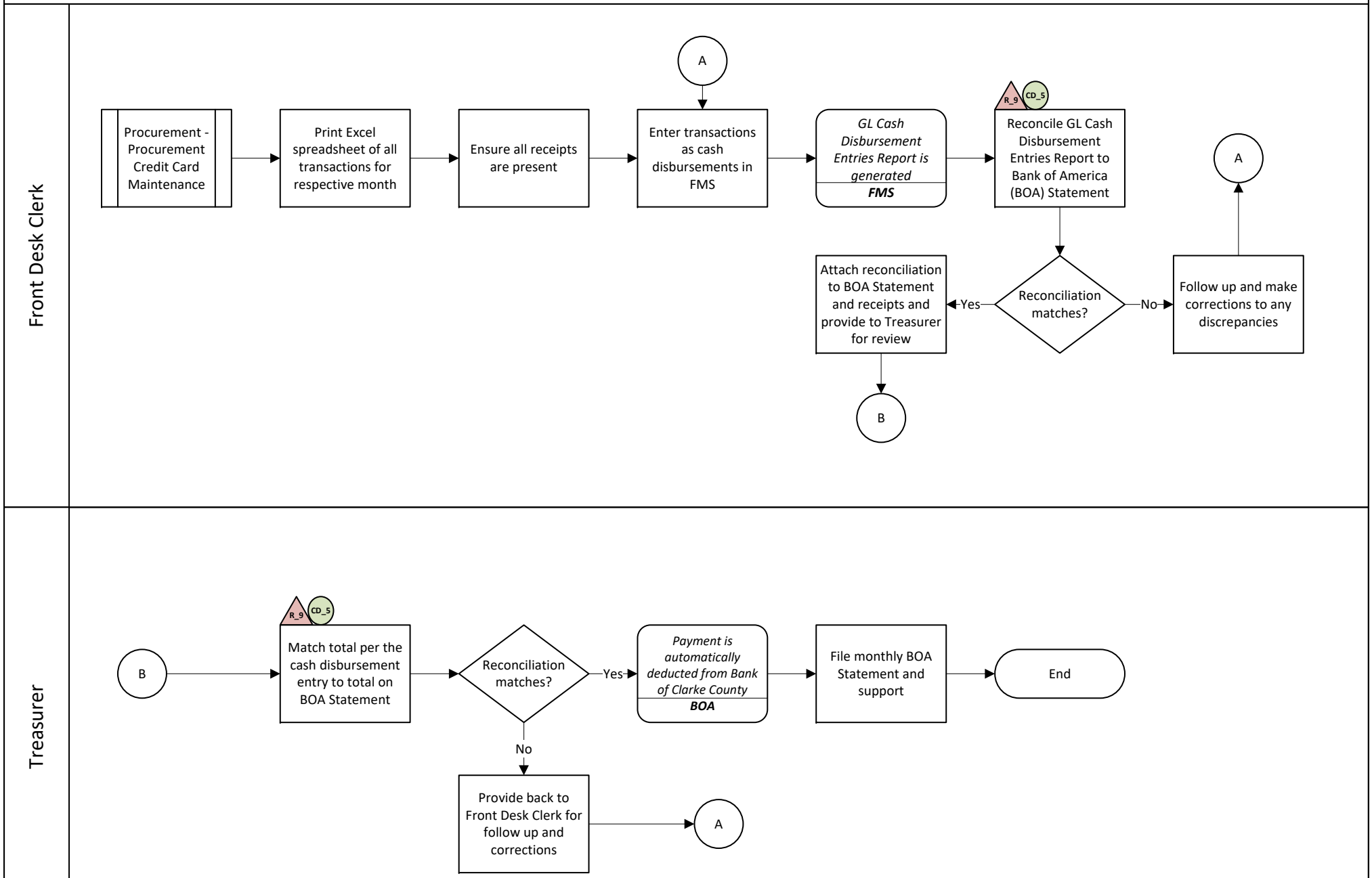
Wire Transfers/ACH Payments

As Needed



Procurement Credit Card Payment

Monthly



Process	Sub-Process	Risk No.	Risk	Control No.	Control Description
Procurement	Vendor Management	**R_1**	Purchases are made to unauthorized or fraudulent/non-existent vendors.	**AP_1**	Access to vendor maintenance in FMS is restricted to the Treasurer and Front Desk Clerk.
		R_10	Payments are made to the wrong vendor.	**AP_5**	The system is configured to prevent duplicate vendor numbers from being used.
	Purchasing	**R_6**	Receiving records are not matched to invoices.	**AP_10**	The purchaser reviews the invoice and checks for accuracy against the services performed or goods received.
		R_4	Purchases are made at unauthorized prices or terms.	**AP_11**	The Town Manager reviews all Request for Proposals and Invitation for Bids prior to issuance.
	Purchasing; Invoice Processing	**R_6**	Receiving records are not matched to invoices.	**AP_2**	The Treasurer matches every invoice to the respective purchase requisition and purchase order (if applicable), and approves all invoices for payment. Any invoices not approved are investigated.
	Invoice Processing	**R_4**	Purchases are made at unauthorized prices or terms.	**AP_3**	All Purchase Orders are signed by both the Treasurer and the Town Manager prior to processing invoices for payment.
		R_7	Not all invoices are recorded in the accounts payable system.	**AP_4**	A calculator tape is prepared totaling all invoices for that check run, and the total is compared to the batch posting in the AP Ledger.
	Procurement Credit Card	**R_4**	Purchases are made at unauthorized prices or terms.	**AP_6**	Each employee who is provided a p-card is assigned a "spend control profile", which assigns them a specified credit and usage limit. If an employee reaches the assigned credit limit, his or her card will be denied.
		R_4	Purchases are made at unauthorized prices or terms.	**AP_7**	All procurement credit card transactions are reviewed by either the respective department head or the Front Desk Clerk to ensure all receipts have been submitted.
	Fuel Card	**R_13**	Purchases are made for unauthorized purposes.	**AP_8**	The Voyager Fuel Cards only allow purchases of vehicle fuel.
		R_13	Purchases are made for unauthorized purposes.	**AP_9**	The Front Desk Clerk reviews all fuel purchases to ensure reasonableness based on quantity of gas purchased per vehicle for the month. The Front Desk Clerk then reconciles all receipts submitted by employees for fuel card purchases to a downloaded report from the Mansfield online portal, showing all purchases by vehicle for the month and the respective quantity of fuel purchased, cost at the pump, and discounted cost that the Town pays. The Front Desk Clerk then reconciles the spreadsheet back to the invoice received from Mansfield Oil.

Process	Sub-Process	Risk No.	Risk	Control No.	Control Description
Cash Disbursement	Check Processing	**R_8**	Checks for unauthorized purposes are issued.	**CD_1**	Blank check stock is maintained in the Treasurer's office, which is only accessible by authorized personnel through badged entry.
		R_8	Checks for unauthorized purposes are issued.	**CD_2**	Authorized limits for check signatories, including dual signatures, are defined and adhered to.
		R_8	Checks for unauthorized purposes are issued.	**CD_3**	Supporting documentation for each disbursement, including purchase requisitions, purchase orders (if applicable based on amount of purchase), and invoice from vendor, is prepared, reviewed, and maintained.
		R_14	Cash disbursements are made for the wrong amount or to the wrong vendor.	**CD_6**	The Treasurer prints the check pre-audit report from FMS, which displays all invoices that have been entered. The Treasurer compares the vendor, invoice amount, and GL expenditure code entered in FMS to the hard copy invoices.
	Wire Transfers	**R_9**	Cash disbursements for unauthorized purchases are issued.	**CD_4**	Prior to posting a wire or ACH payment, the Treasurer completes and signs an "Electronic Fund Disbursement Payment Request" form, and provides to the Mayor or Recorder. The Mayor or Recorder reviews for reasonableness and signs the form as secondary authorized signer.
	Procurement Credit Card	**R_9**	Cash disbursements for unauthorized purchases are issued.	**CD_5**	The Front Desk Clerk performs a reconciliation between the monthly Bank of America purchasing card statement and all approved actions within "Works." The reconciliation is reviewed by the Treasurer prior to payment.

Process	Sub-Process	Risk No.	Risk	GAP No.	GAPs
Procurement	Vendor Management	**R_2**	Purchases are made to unauthorized or fraudulent/non-existent vendors.	**GAP_1**	Prior to doing business with a new vendor, vendors are not required to submit business information, including an IRS Form W-9.
	Purchasing	**R_4**	Purchases are made at unauthorized prices or terms.	**GAP_3**	Per the Town of Berryville's Procurement Policy Manual, one (1) quote is required to be obtained for purchases less than $5,000. Documentation of quotes is not being consistently maintained.
		R_4	Purchases are made at unauthorized prices or terms.	**GAP_4**	Department heads are not required to sign off on invoice or purchase requisition indicating approval of price, amount, terms, and GL expenditure account.
		R_5	Expenditures are posted to incorrect accounts or periods.		
		R_4	Purchases are made at unauthorized prices or terms.	**GAP_5**	Per the Town of Berryville's Procurement Policy Manual, four (4) quotes are required to be obtained for purchases of goods or nonprofessional services over $5,000 to the small purchase limits set in the VPPA. Documentation of quotes is not being consistently maintained.
		R_11	Non-compliance with Virginia Public Procurement Act.		
		R_4	Purchases are made at unauthorized prices or terms.	**GAP_6**	Per the Town of Berryville's Procurement Policy Manual, all sole source procurements for goods and services must be approved in advance by the Town Manager or designee. Additionally, the Town is required to maintain written determination documenting that there is only one source practicably available for that which is to be procured. Such procedures are not being performed.
		R_4	Purchases are made at unauthorized prices or terms.	**GAP_7**	Per the Town of Berryville's Procurement Policy Manual, in the case of emergency procurement, written documentation shall be maintained indicating the nature of the emergency and reason for selection of the particular contractor. Such written determination shall be signed by the Town Manager or designated representative. Such procedures are not being performed.
		R_4	Purchases are made at unauthorized prices or terms.	**GAP_12**	The Town utilizes the ability to ride other jurisdictions' contracts when practicable; however, the Town does not require Council approval for large purchases made through riding another jurisdiction's contract.
		R_4	Purchases are made at unauthorized prices or terms.	**GAP_13**	Purchase orders are generally completed after a purchase has been made and an invoice has been received. Purchase orders should be generated and approved before purchases are made.
	Procurement Credit Card	**R_9**	Cash disbursements for unauthorized purchases are issued.	**GAP_8**	Per the Town of Berryville's Purchasing Card Policies and Procedures, cardholders are required to sign the monthly statement or individual receipts, documenting his or her review and certification that all purchases listed are correct and made for official purposes. Currently, cardholders are not signing monthly P-Card statements or receipts.
		R_4	Purchases are made at unauthorized prices or terms.	**GAP_10**	The Front Desk Clerk reviews all purchasing credit card activity by department heads to ensure receipts are present and transactions are reasonable, and approves within "Works"; however; the reviewer is not required to physically sign off indicating approval. Additionally, the system does not prevent the approver from being the same person as the initiator.

Process	Sub-Process	Risk No.	Risk	GAP No.	GAPs
Cash Disbursement	Wire Transfers	**R_9**	Cash disbursements for unauthorized purchases are issued.	**GAP_9**	The online banking portal is not configured to segregate duties between initiator and approver of wire transfers. Additionally, the bank is not set up to only allow wire transfers/ACH payments to approved bank accounts.
All	All	**R_3**	There are misappropriations of cash or fraudulent payments.	**GAP_2**	Segregation of duties do not exist between procurement, invoice processing, check processing, and vendor maintenance.
All	All	**R_12**	There is a loss of business continuity.	**GAP_11**	There is a lack of adequate cross-training for employees on different roles and responsibilities within the procurement and cash disbursement functions.

Issues and Recommendations

The following table provides a summary of the issues identified during our procedures. We have assigned a relative risk rating to each issued identified. The definitions of the risk ratings are provided below. This is the evaluation of the severity of the concern and potential impact. Items are rated as High, Moderate, or Low.

- *High Risk Items* are considered to be of immediate concern and could cause significant issues if not addressed in a timely manner.
- *Moderate Risk Items* may also cause operational issues and do not require immediate attention, but should be addressed as soon as possible.
- *Low Risk Items* could escalate into operational issues, but can be addressed through the normal course of conducting business.

Procurement Process			
Ratings	**Gap No.**	**Issues**	**Recommendations**
High	**GAP_1**	Prior to doing business with a new vendor, vendors are not required to submit business information, including an IRS Form W-9.	Prior to doing business with a new vendor, Department Heads should contact the vendor and obtain an IRS Form W-9 and should submit a "New Vendor Request" Form with attached IRS Form W-9 to the designated Purchasing Agent for input into FMS.
High	**GAP_2**	Segregation of duties do not exist between procurement, invoice processing, check processing, and vendor maintenance.	System access should be designed to segregate duties between procurement, invoice processing, check processing, and vendor maintenance. The Town should consider establishing a Purchasing Agent, who would be responsible for vendor maintenance and procurement documentation.
High	**GAP_4**	Requesting department heads are not required to sign off on purchase requisition or invoice indicating approval of price, amount, terms, and GL expenditure account.	Invoices should be stamped/documented for payment approval by department heads. Stamps/documentation should require coding of General Ledger expenditure accounts, signature, and date, as part of payment approval.
High	**GAP_3**	Per the Town of Berryville's Procurement Policy Manual, one (1) quote is required to be obtained for purchases less than $5,000. Documentation of quotes is not being consistently maintained.	The Town should implement and enforce purchasing guidelines that are representative of the Town's size, including when quotes are required, how many are required, required documentation, and purchase order requirements. The Policy should also include documentation requirements for sole source procurement and emergency procurement procedures. An example is included in **Appendix A**.
High	**GAP_5**	Per the Town of Berryville's Procurement Policy Manual, four (4) quotes are required to be obtained for purchases of goods or nonprofessional services over $5,000 to comply with the small purchase limits set in the VPPA. Documentation of quotes is not being consistently maintained.	
High	**GAP_6**	Per the Town of Berryville's Procurement Policy Manual, all sole source procurements for goods and services must be approved in advance by the Town Manager or designee. Additionally, the Town is required to maintain written determination documenting that there is only one source practicably available for that which is to be procured. Such procedures are not being performed.	
High	**GAP_7**	Per the Town of Berryville's Procurement Policy Manual, in the case of emergency procurement, written documentation shall be maintained indicating the nature of the emergency and reason for selection of the particular contractor. Such written determination shall be signed by the Town Manager or designated representative. Such procedures are not being performed.	
High	**GAP_12**	The Town utilizies the ability to ride other jurisdictions' contracts when practicable; however, the Town does not require Council approval for large purchases made through riding another jurisdiction's contract.	
High	**GAP_13**	Purchases orders are generally completed after a purchase has been made and an invoice has been received. Purchase orders should be generated and approved before purchases are made.	

Procurement Process (Continued)			
Ratings	**Gap No.**	**Issues**	**Recommendations**
High	**GAP_8**	Per the Town of Berryville's Purchasing Card Policies and Procedures, cardholders are required to sign the monthly P-Card statement or individual receipts, documenting his or her review and certification that all purchases listed are correct and made for official purposes. Currently, cardholders are not signing monthly P-Card statements or receipts.	The Town should require cardholders to sign monthly P-Card statements or receipts, documenting his or her review and certification that all purchases listed are correct and made for official purposes. Additionally, department heads should sign off indicating his or her review/approval of the purchases.
High	**GAP_10**	The Front Desk Clerk reviews all purchasing credit card activity by department heads to ensure receipts are present and transactions are reasonable, and approves within "Works"; however; the reviewer is not required to physically sign off indicating approval. Additionally, the system does not prevent the approver from being the same person as the initiator.	The Town should require the designated Purchasing Agent to sign department heads' P-Card statements or expense reports indicating approval of the transactions. If the designated Purchasing Agent uses his or her P-Card, the Treasurer should sign the respective P-Card statement or expense report, indicating approval of the transactions.
Medium	**GAP_11**	There is a lack of adequate cross-training for employees on different roles and responsibilities within the procurement and cash disbursement functions.	The Town should consider cross-training a designated staff member on the current roles and responsibilities of the Treasurer.

Cash Disbursements Process			
Ratings	**Gap No.**	**Issues**	**Recommendations**
High	**GAP_9**	The online banking portal is not configured to segregate duties between initiator and approver of wire transfers. Additionally, the bank is not set up to only allow wire transfers/ACH payments to approved bank accounts.	The Town should require new wire recipient bank accounts for wire transfers/ACH payments to be approved by the Mayor or designated member of Council prior to the first payment. Additionally, bank statements should be provided to the Mayor monthly with all wire/ACH payments made, and include the corresponding signed Electronic Disbursement Request Forms and supporting documentation for comparison.

Additional Recommendations	
Ratings	
Low	The Town should consider performing an annual review of all vendors to ensure they are valid and still active.
Medium	The Town should consider requiring the Town Clerk to communicate any potential conflicts disclosed in the Statements of Economic Interest to the designated Purchasing Agent.

Orders up to $5,000

- Single Quote.
- P-Card purchase whenever possible.
- If not a P-Card purchase, invoices shall be stamped with the appropriate GL code, signature, and date, and turned in to the Treasurer.

Orders between $5,001 and $15,000

- Requires Purchase Requisition with three verbal quotes. Quotes may be verbal from vendor, but must appear on the requisition.
- Vendor with lowest quote will be selected unless otherwise noted.
- If lowest quote is NOT selected, justification (such as quality) must be noted.
- Authorized approval is **Department Head**.
- Requisitions are sent to the designated Purchasing Agent with a copy of the receipt, invoice or correspondence.
- Requisitions shall be stamped with the appropriate GL code, signature, and date.
- Purchase Order, if required by vendor, is created by designated Purchasing Agent.
- Authorized signature is designated **Purchasing Agent**.

Orders between $15,001 and $30,000

- Requires Purchase Requisition with three written quotes.
  - If choosing to ride another jurisdiction's contract, quotes not required, but approval and signature authority should be followed.
- Requisitions are sent to Purchasing Agent with copy of receipt, invoice or correspondence.
- Requisitions shall be stamped with the appropriate GL code, signature, and date.
- Vendor with lowest quote will be selected unless otherwise noted.
- If lowest quote is NOT selected, justification (such as quality) must be noted.
- Authorized approval is **Department Head**.
- Purchase Order is written by designated Purchasing Agent.
- Authorized signature is **Town Manager**.

Orders between $30,001 and $50,000

- Requires Purchase Requisition with three written quotes.
  - If choosing to ride another jurisdiction's contract, quotes not required, but approval and signature authority should be followed.
- Requisitions shall be stamped with the appropriate GL code, signature, and date.
- Vendor with lowest quote will be selected unless otherwise noted.
- If lowest quote is NOT selected, justification (such as quality) must be noted.
- Requisitions with any supporting documentation are sent to Purchasing Agent.
- Prior to purchase, designated Purchasing Agent will acquire Town Manager signature and prepare Purchase Order.
- Will be noted to Council as an FYI item.

Orders $50,000 and over

- Require Council approval and Sealed Bid Procurement
  - If choosing to ride another jurisdiction's contract, bidding procedures not required, but approval and signature authority should be followed.

Sole Source Procurement

- Prior to purchase, designated Purchasing Agent will obtain Town Manager signature and prepare Purchase Order.
- Justification for only one source practicably available for that which is to be procured must be documented and maintained.

Emergency Procurement

- Written determination indicating the nature of the emergency and selection of the particular contractor must be signed by the Town Manager or designated representative.
- Signed written determination must be maintained.

Appendix B: Procurement Policy Manual – as of September 2012

The Town Of Berryville

Procurement Policy Manual

On September 11, 2012, the Town Council of the Town of Berryville adopted the Virginia Public Procurement Act of the Code of Virginia and this manual as its procurement policy.

I. Purpose, General

The policies contained herein have been developed pursuant to the Virginia Public Procurement Act of the Code of Virginia ("VPPA"). The VPPA has certain mandatory provisions and allows for the use of certain optional policies provided they are adopted in writing by the governing body and are based on competitive principles.

These policies are intended to provide the framework for procurement of materials, supplies, equipment, and services at the lowest possible cost consistent with the quality needed for the proper operation of municipal services. Our goal is the promotion of the Town's best interest through intelligent action and fair dealing which will result in obtaining the optimum value for each dollar spent as well as strengthening the public confidence in the integrity of public purchasing.

II. Policy

The Town of Berryville adopted the VPPA and this Policy Manual on September 11, 2012 as its procurement policy. A copy of the VPPA is included in this policy manual as Attachment A.

III. Applicability

These policies and procedures apply to all contracts for the procurement of goods, services, insurance and construction entered into by the Town involving any expenditure of public funds except those specifically exempted herein.

IV. Procurement Authority and Responsibility

The Town Manager has the ultimate responsibility to ensure that the acquisition of goods and services does not violate or circumvent state law, regulations, town ordinances or the provisions of this manual.

V. Delegation

The Town Manager may delegate the procurement of any goods or services to the Treasurer, Purchasing Agent or other responsible officials.

VI. General Procurement Policies

Adequate Competition

A sufficient number of sources must be solicited for the procurement of goods or services consistent with the method of procurement used.

Bidder's List

The Purchasing Agent shall be responsible, with the assistance from the various Department Heads, to maintain a current file of sources of goods, services, construction, etc., to be known as the Bidder's List. Any vendor can be included on the Bidder's List upon their request.

Ethics

See§ 2.2-4367 to § 2.2-4377 of the VPPA.

Solicitations

Amending a Solicitation

If it is necessary to amend a solicitation, prepare, post, and send an addendum to all potential bidders or offerors who received a copy of the solicitation or who attended a pre-bid or pre-proposal conference.

Canceling a Solicitation

An Invitation for Bids, a Request for Proposal, any other solicitation, or any and all bids or proposals, may be canceled or rejected. When canceling a written solicitation all vendors who have been issued a solicitation must be notified, and the notice must be publicly posted.

Performance and Payment Bonds

Upon the award of any public construction contract exceeding $100,000 awarded to any prime contractor, such contractor shall furnish the town with the following bonds:

1. A performance bond in the sum of the contract amount conditioned upon the faithful performance of the contract in strict conformity with the plans, specifications, and conditions of the contract.

2. A payment bond in the sum of the contract amount. The bond shall be for the protection of claimants who have and fulfill contracts to supply labor or materials to the prime contractor to whom the contract was awarded, or to any subcontractors, in the furtherance of the work. "Labor or materials" shall include public utility services and reasonable rentals of equipment, but only for periods when the equipment rented is actually used at the site.

Each of the bonds shall be executed and made payable to the Town of Berryville by one or more surety companies selected by the contractor that are authorized to do business in Virginia and filed with the purchasing office that awarded the contract or a designated official thereof within 10 days after receipt of the purchase order or notice of award.

Nothing in this section shall preclude the town from requiring payment or performance bonds for construction contracts below $100,000.

Alternative Forms of Security

A certified check or cash escrow may be accepted in lieu of a bid, payment, or performance bond. If approved by the Town Attorney, a bidder may furnish a personal bond, property bond, or bank or savings and loan association's letter of credit on certain designated funds in the face amount required for the bid, payment, or performance bond. Approval shall be granted only upon a determination that the alternative form of security proffered affords protection to the town equivalent to a corporate surety's bond.

Contract/Purchase Order Modification Restrictions

A contract or purchase order may not be modified or renewed unless provided for in the original contract or solicitation. No additional consideration or increase in contract price may be paid to the contractor because of renewal unless specifically authorized under the original contract.

- Purchases Up to the VPPA limit - Cumulative contract modifications to purchases made under small purchase procedures shall not exceed 25% of the original contract price without advance written approval of the Town Manager.

- Purchases over the VPPA limit - A contract may include provisions for modification of the contract during performance, but no fixed-price contract may be increased by more than 25% of the original amount of the contract or $50,000, whichever is greater, without the advance written approval of the Town Manager.

Documentation of Files

A complete file should be maintained in one place for each purchase transaction, containing all the information necessary to understand the why, who, what, when, where and how of the transaction.

Nondiscrimination

In the solicitation, awarding or administration of contracts, the Town shall not discriminate because of the race, religion, color, sex, age, disability, or national origin of the bidder, offeror, or contractor (Code of Virginia, § 2.2-4310A).

Employment Discrimination Prohibited

Employment discrimination by contractor prohibited; required contract provisions. -- All public bodies shall include in every contract of more than $10,000 the following provisions:

During the performance of this contract, the contractor agrees as follows:

a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor

agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

Preferences

Berryville Vendors and Products

Preference is given to goods produced in Berryville, goods or services or construction provided by Berryville persons, firms or corporations, in the event of a tie bid. In the event that this provision does not resolve the tie preference is given to goods produced in Virginia, goods or services or construction provided by Virginia persons, firms or corporations.

Recycled Paper and Paper Products Preference

In determining the award of any contract for paper and paper products the town shall award to the lowest responsible bidder offering recycled paper and paper products of a quality suitable for the purpose intended, so long as the bid price is not more than 10% greater than the bid price of the low responsive and responsible bidder.

Public Access to Procurement Records

- Except as provided in this section, all proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act (§ 2.2-3700 et seq.)

- Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.

- Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that the Town Manager decides not to accept any of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of the contract.

- Any competitive negotiation offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award, except in the event that the Town Manager decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to public inspection only after award of the contract.

- Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.

- Trade secrets or proprietary information submitted by a bidder, offeror or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of § 2.2-4317 shall not be subject to the Virginia Freedom of Information Act (§ 2.2-3700 et seq.); however, the bidder, offeror or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary.

Publicly Posted Notices

All solicitations for goods and services over $50,000 shall be posted in the Town Office.

Award Notices over $50,000 must be posted in the Town Office for a ten (10) day period immediately following the actual time of award. The procurement records must be available for review by any bidder or offeror at the time a Notice of Intent To Award or an Award Notice is posted.

Responsible Bidder or Offeror

In determining a responsible bidder or offeror, a number of factors, including but not limited to the following, are considered. The vendor should:

- be a regular dealer, supplier, or when required in the solicitation an authorized dealer of the goods or services offered;
- have the ability to comply with the required delivery or performance schedule, taking into consideration other business commitments;
- have a satisfactory record of performance;
- have a satisfactory record of integrity; and
- have the necessary facilities, organization, experience, technical skills, and financial resources to fulfill the terms of the purchase order or contract.

Responsive Bid

- To be considered for an award, a bid must comply in all material respects with the Invitation for Bids.
- Responsiveness relates to compliance with the provisions of the solicitation, including specifications and terms and conditions.

- Failure to comply with the requirements set forth in the Invitation for Bids may result in a bid being declared nonresponsive, e.g., failure to sign a bid, failure to return the required bid documents, substitution of vendor's terms, deletion of terms and conditions stated in the Invitation for Bids, failure to offer a product or service that meets the requirements of the Invitation for Bids, etc.
- A bidder who fails to provide prices for all categories of labor in the pricing schedule of a time and materials service contract is considered nonresponsive.
- This is true whether the price was left blank or the bidder entered a figure of $0. Bidders who provide multiple prices for performing a service where a single price was solicited are also nonresponsive.

VII. Guidelines for Procurement

This section contains general guidelines for procuring goods and services.

Administrative Lead-Time

Administrative lead-time is that period of time from initiation of the requirement by the user to issuance of an award. For routine procurements where informal written solicitations are used, the minimum time required to prepare, solicit, evaluate, and make an award may take from three (3) days up to thirty (30) days. When competitive sealed bidding or competitive negotiation is used, the time required by the purchasing office may be longer.

Selection of Procurement Method

It is important to select the proper procurement method. The estimated or anticipated value of the contract must be determined first, unless the purchase is an emergency. The anticipated value of the contract includes the dollar value for the initial period of the contract, and includes all possible renewal periods. The expected trade-in value of equipment should not be considered when determining the anticipated value of a contract.

Preparing the Written Solicitation

Solicitations should convey to the reader, in a clear, concise and logical sequence, the information necessary to answer the basic questions of who, what, why, where, when and how.

Terms and Conditions

See section VIII of this manual.

Contract Period

- Term contracts normally cover a 12 month period or cite a specific time for completion for the project or service.
- A solicitation for a multi-year contract, or one that includes an option on the part of the town to renew the contract for an additional period, may be advantageous and should be considered; however, in determining the value of the contract and procurement method, all possible renewal periods must be included.

- Multi-year programs are subject to availability of funds, and each solicitation covering a multi-year period must contain an availability of funds clause.
- If price adjustments are to be permitted during the contract period, the conditions under which they are authorized must be specified in the original solicitation and resulting contract.
- The town should review all multi-year contracts at least annually to determine if the goods or services are still required, if prices are fair and reasonable based on the current market conditions, and if performance is satisfactory.
- Multi-year contracts including options to renew normally should not exceed 5 years.

Specifications

Solicitations of offers, whether by formal advertising or negotiations, shall incorporate a clear and accurate description of the technical requirements for the material, product, or service to be purchased. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equal" description (see Use of Brand Names below) may be used as a means to define the performance or other salient requirements of a procurement.

Invitations for bids and requests for proposals shall clearly set forth all requirements which bidders must fulfill in order for bids and proposals to be properly evaluated. Factors to be used in evaluating bids or proposals shall be clearly stated in the solicitation to enable bidders to know how their bids or proposals will be evaluated. If a solicitation requires a listing of subcontractors or sub-item vendors, a bidder's failure to list such shall make that bid nonresponsive.

Use of Brand Names

Unless otherwise provided in the Invitation for Bid, the name of a certain brand does not restrict bidders to a specific brand, make or manufacturer's name, but conveys the general style, type, character and quality of the article desired. Any article that the Town, in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation and suitability for the purpose intended shall be acceptable.

Vendor Assistance in Specification Preparation

Advice or assistance may be received from a vendor in identifying the features and characteristics needed by the town; however, no person who, for compensation, prepares an Invitation to Bid or Request for Proposal for or on behalf of a public body shall (i) submit a bid or proposal for that procurement or any portion thereof or (ii) disclose to any bidder or offeror information concerning the procurement which is not available to the public.

Order Splitting Prohibition

The placement of multiple orders within other than a reasonable time period to one or more vendors for the same, like, or related goods or services to avoid using the appropriate method of procurement or to remain within delegated purchasing authority is prohibited. Order splitting results in higher

administrative cost to the town. Requirements should be combined when practical to obtain quantity discounts and other administrative efficiencies.

Freight

F.O.B. Destination is the basic policy of the Town of Berryville to solicit bids for goods F.O.B. (free on board) Destination, which means that freight charges are paid by the seller who owns and assumes all risk for the goods until they are accepted at the designated delivery point. The cost of shipping the goods may be included in the quoted price or by the bidder or offeror as a separate line item.

Insurance

Whenever work is to be performed on town owned or leased property or facilities, the contractor shall be required to have Workers' Compensation, Employer's Liability, Commercial General Liability and Automobile Liability, and in certain types of programs Professional Liability/Errors and Omissions insurance coverage.

VIII. General Terms and Conditions

These General Terms and Conditions are required for use in written solicitations issued by the Town for procurements. You should edit the wording to fit the type of solicitation (IFB or RFP) by either deleting or lining out the inappropriate words in all parenthesis.

APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

ANTI-DISCRIMINATION: By submitting their (bids/proposals), (bidders/offerors) certify to the Town of Berryville that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the Virginia Public Procurement Act (VPPA).

Employment discrimination by contractor prohibited; required contract provisions. -- All public bodies shall include in every contract of more than $10,000 the following provisions:

During the performance of this contract, the contractor agrees as follows:

a) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

ETHICS IN PUBLIC CONTRACTING: By submitting their (bids/proposals), (bidders/offerors) certify that their (bids/proposals) are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other (bidder/offeror), supplier, manufacturer or subcontractor in connection with their (bid/proposal), and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their (bids/proposals), (bidders/offerors) certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

DEBARMENT STATUS: By submitting their (bids/proposals), (bidders/offerors) certify that they are not currently debarred by the Town of Berryville from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

MANDATORY USE OF TOWN TERMS AND CONDITIONS FOR IFBs AND RFPs (Insert wording below appropriate to the solicitation type as indicated):

1. (For Invitation For Bids): Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the Town reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the Town may, in its sole discretion, request that the bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.

2. (For Request For Proposals): Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Town reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

BILL PAYMENT POLICY

The Town Treasurer shall make payment in full (unless and alternate payment plan has been agreed upon) for all goods delivered or services rendered within thirty days of receipt of the bill.

No goods or services shall be deemed received until such goods are completely delivered and found acceptable by the department head and the receiving report (Form REC-1) is completed. For purposes of determining whether or not payment was made in accordance with this policy, payment in full shall be considered to be made on the date the check for payment was mailed or otherwise transmitted.

When a bill submitted to the Town of Berryville is incorrect or when there is a defect or impropriety in a bill submitted, the respective department head shall notify the creditor in writing prior to the date on which payment in full is due. The notice shall contain a description of the defect or impropriety and any other additional information to enable the creditor to correct the bill. Upon receiving a corrected bill, the Town of Berryville shall make payment in full on or before the thirtieth calendar day after receipt of the corrected bill.

To Subcontractors:

A contractor awarded a contract under this solicitation is hereby obligated:

To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Town for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or

To notify the town and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.

PRECEDENCE OF TERMS: In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

QUALIFICATIONS OF (BIDDERS/OFFERORS): The Town may make such reasonable investigations as deemed proper and necessary to determine the ability of the (bidder/offeror) to perform the services/furnish the goods and the (bidder/offeror) shall furnish to the Town all such information and data for this purpose as may be requested. The Town reserves the right to inspect (bidder's/offeror's) physical facilities prior to award to satisfy questions regarding the (bidder's/offeror's) capabilities. The Town further reserves the right to reject any (bid/proposal) if the evidence submitted by, or investigations of, such (bidder/offeror) fails to satisfy the Town that such (bidder/offeror) is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

TESTING AND INSPECTION: The Town reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the contractor in whole or in part without the written consent of the Town.

CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways:

The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

The Town may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Town a credit for any savings. Said compensation shall be determined by one of the following methods:

1. By mutual agreement between the parties in writing; or

2. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Town's right to audit the contractor's records and/or to determine the correct number of units independently; or

3. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Town with all vouchers and records of expenses incurred and savings realized. The Town shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Town within thirty (30) days from the date of receipt of the written order from the Town. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Town or with the performance of the contract generally.

DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Town, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Town may have.

TAXES: Sales to the Town are normally exempt from State sales tax. State sales and use tax certificates of exemption will be issued upon request.

(NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS)

USE OF BRAND NAMES: Unless otherwise provided in this solicitation, Unless otherwise provided in the Invitation for Bid, the name of a certain brand does not restrict bidders to a specific brand, make or manufacturer's name, but conveys the general style, type, character and quality of the article desired. Any article that the Town, in its sole discretion determines to be the equal of that specified,

considering quality, workmanship, economy of operation and suitability for the purpose intended shall be acceptable.

(NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS)

TRANSPORTATION AND PACKAGING: By submitting their (bids/proposals), all (bidders/offerors) certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used.
(NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS)

INSURANCE: By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded as well as any other insurance requirements laid out in the request for bid or proposal. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the Code of Virginia. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Town of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.

2. Employer's Liability - $100,000.

3. Commercial General Liability - $1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Town of Berryville, Virginia must be named as an additional insured and so endorsed on the policy.

(Note to Purchaser: When the requirement is for parking facilities and garages for motor vehicle maintenance contracts, the forgoing sentence should be changed to read: These coverages should include Garage Owner's Liability. Contracts with movers or truck transporters should also require motor carrier's liability.)

4. Automobile Liability - $1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.)

NOTE: In addition, various Professional Liability/Errors and Omissions coverages are required when soliciting those services as follows:

Profession/Service	Limits
Accounting	$1,000,000 per occurrence, $3,000,000 aggregate
Architecture	$2,000,000 per occurrence, $6,000,000 aggregate
Asbestos Design, Inspection, Abatement Contractor	$1,000,000 per occurrence, $3,000,000 aggregate
Insurance/Risk Management	$1,000,000 per occurrence, $3,000,000 aggregate
Landscape/Architecture	$1,000,000 per occurrence, $1,000,000 aggregate
Legal	$1,000,000 per occurrence, $5,000,000 aggregate
Professional Engineer	$2,000,000 per occurrence, $6,000,000 aggregate
Surveying	$1,000,000 per occurrence, $1,000,000 aggregate

DRUG-FREE WORKPLACE: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

NONDISCRIMINATION OF CONTRACTORS: A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless Town has made a written determination that employing ex-offenders on the specific contract is not in its best interest.

IX. Small Purchase Policy

In this section *VPPA Limit* shall be defined as the threshold amount requiring competitive negotiation set in the VPPA.

The competitive pricing methods set forth below shall be followed for purchases not expected to exceed the VPPA Limit.

1. Single Quotation (Up to $5,000)

- Where the Town’s estimated cost of goods or nonprofessional services is $5,000 or less, purchases may be made upon receipt of a minimum of one (1) written, telephone (oral) or electronic quotation.
- Additional sources may also be solicited.

- A record of the quotation must be kept with the file.
- If a telephone (oral) quote is solicited, a record shall be kept of the name and address of the vendor(s) contacted, the item description or service offered, price quoted, delivery dates and F.O.B. point, names of persons giving and receiving the prices and the date the information was obtained. Notation on the requisition form is considered to be an adequate record.
- If more than one quote is solicited, the award will be made to the lowest responsive and responsible bidder.
- Employees should seek additional competition whenever there is reason to believe a quotation is not a fair and reasonable price.

Unsealed Bidding (Over $5,000 to VPPA limit)

- Where the Town's estimated cost of goods or nonprofessional services is over $5,000 to the small purchase limits set in the VPPA, solicit four (4) valid sources, if available.
- If fewer than the required number of sources are solicited, the reasons shall be documented.

Unsealed Proposals (Over $5,000 to VPPA limit)

- The Town may obtain required goods or services using an informal Request for Proposal up to the small purchase limits set in the VPPA.
- A written determination for the use of competitive negotiation is not required for unsealed or informal RFPs.
- The solicitation should include a cover sheet, a general description of what is being sought, the factors and weights to be used in evaluation, the Town's General Terms and Conditions (either in full or by reference), and any special terms and conditions including unique capabilities or qualifications that will be required.
- Offers may be opened and evaluated upon receipt. All responses must be received at the designated location by the date and hour stated in the solicitation.
- In lieu of an evaluation committee, the buyer or end user may solely evaluate and rank offers. Upon completion of the evaluation, negotiations shall be conducted with the offerors selected.

X. Large Purchases (Over VPPA limits)

In this section *VPPA Limit* shall be defined as the threshold amount requiring competitive negotiation set in the VPPA.

Competitive Sealed Bidding (IFB)

Competitive sealed bidding is the preferred method for acquiring goods, printing, capital outlay construction and non-professional services for public use when the estimated cost is over the VPPA limit.

- The goods or service to be procured when using this method must be capable of being described so that bids submitted by potential contractors can be evaluated against the description in the Invitation for Bids (IFB) and an award made to the lowest responsive and responsible bidder.
- When the terms and conditions of multiple awards are so provided in the Invitation for Bids, awards may be made to more than one bidder.
- Competitive sealed bidding includes the issuance of a written IFB containing the specifications or scope of work/purchase description and the contractual terms and conditions applicable to the procurement.
- The terms or conditions of the solicitation must include how the Town will publicly post the notice of the award or make the announcement of the decision to award the contract.
- IFBs must describe the requirements accurately and completely. Unnecessarily restrictive specifications or terms and conditions that unduly limit competition must be avoided.
- In addition to the public notice, bids are to be solicited directly from potential bidders. Any such direct solicitations shall include businesses selected from a list made available by the Department of Minority Business Enterprise.
- In the competitive sealed bid process, bids are publicly opened and read aloud. The bids are evaluated based upon the requirements set forth in the IFB (if multiple awards are so provided in the solicitation, awards may be made to the lowest responsive and responsible bidders).

Preparation and Issuance of IFBs

Format:

- Prepare the IFB using the above guidelines.
- Establish a due date and time that will allow sufficient time for potential bidders to seek clarification and for the issuance of an addendum, if necessary.
- The due date shall not be less than 10 days from the issue date of the IFB.

Scope:

- Specify in detail the materials, equipment, and supplies to be furnished or the scope of work to be performed by the contractor, including or incorporating by reference the specifications, drawings and contractual terms and conditions applicable to the procurement.

Conferences/Site visits:

- All prebid conferences and/or site visits shall be mentioned in both the IFB and any advertisement.
- If attendance at such a conference or site visit is a prerequisite for bidding, the public notice period shall be long enough to provide adequate opportunity for potential bidders to obtain a copy of the IFB and attend.
- Any changes in the requirements of the solicitation must be made by written addendum.
- The due date for receipt of bids should not be less than 10 days after the issue date of the addendum.

Sources:

- Solicit at least six (6) valid sources, including a minority or women-owned businesses, if available.
- If fewer than the required number of sources are solicited, the reasons must be documented in writing and placed in the purchase file.

Sealed Bids

Receipt, Opening, Evaluation, and Award:

Receipt:

- Bids shall be received until the date and time specified in the IFB.
- Bids are then publicly opened and read aloud.
- Late bids shall not be considered.

Opening:

- After bid opening, each bid is evaluated to determine if it is responsive to the IFB.
- The responsive bids are then evaluated according to the criteria and/or evaluation procedure described in the IFB to determine which is the lowest bid.

Evaluation:

- The lowest responsive bidder is then evaluated to determine if the firm is responsible.

Award:

- The contract is awarded to the lowest responsive and responsible bidder.

Competitive Negotiation (RFP)

General:

- The Town shall use competitive negotiation for the procurement of all professional services estimated over the VPPA limit.
- Competitive negotiation may be the procurement method used for goods and nonprofessional services when it is not practicable or fiscally advantageous to use competitive sealed bidding.

Preparation and Issuance of a Request for Proposal (RFP):

- A written RFP is issued to describe in general terms that which is to be procured.
- The RFP must specify and list the specific requirements to be addressed by the offerors that will be used in evaluating the proposals and will contain other applicable contractual terms and conditions, including any unique capabilities or qualifications required of the contractor.
- When the terms and conditions of multiple awards are so provided in the RFP, awards may be made to more than one offeror.
- The terms or conditions of the RFP must state the manner in which public notice of the award or the announcement of the decision to award shall be given by the public body.

Format:

- Establish a proposal submission due date and time which provide sufficient time for potential offerors to develop a proposal.
- The minimum time period is ten (10) days from issue date of the RFP.
- The time period used may be greater than the required ten (10) days based on the complexity of the requirement and whether or not a preproposal conference is required.

Sources:

- RFPs shall be sent to at least six (6) valid sources, including a minority or women-owned businesses, if available.
- If fewer than the required number of sources are solicited, the reasons must be stated in writing and placed in the purchase file.

Preposal Conferences:

- All preproposal conferences or site visits must be mentioned in the RFP and any advertisement of it.
- If attendance at such a conference or site visit is a prerequisite for submitting a proposal, the public notice period must be at least ten (10) days after issuance to provide adequate opportunity for potential offerors to obtain a copy of the RFP and attend.

Sealed Proposals (RFPs)

Receipt and Evaluation

Opening:

- Public openings of proposals are not required.
- If a public opening is held, the names of the individuals, or the names of firms submitting proposals in a timely manner, is the only information read aloud and made available to the offerors and general public.

Evaluation:

- The proposals are evaluated by the buyer, contracting officer, or an evaluation team.
- As an option, evaluators may request presentations or discussions with offerors, as necessary, to clarify material in the offerors proposals, to help determine those fully qualified and best suited.
- Proposals are then evaluated on the basis of the criteria set forth in the RFP, using the scoring weights previously determined.
- All RFP responses are to be evaluated.
- Proposals not meeting requirements should be scored lower.
- Only bids in response to an IFB may be determined to be nonresponsive.
- Offerors may be given an opportunity to correct a deficiency in their proposals, within an appropriate period of time, as determined by the purchasing office.
- Offerors who fail to submit required documentation or meet mandatory requirements, in such time, for evaluation purposes may be eliminated from further consideration.
- Two or more offerors determined to be fully qualified and best suited are then selected for negotiation.
- Price is considered, but need not be the sole determining factor.

During the evaluation phase it may be determined that only one offeror is fully qualified, or that one offeror is CLEARLY more highly qualified than the others under consideration. A written determination shall be prepared and retained in the contract file to document the meaningful and convincing facts supporting the decision for selecting only one offeror and negotiating with that offeror. The determination shall be signed by the Town Manager.

Negotiation and Award.

- Negotiations are conducted with each of the offerors so selected.
- Negotiation allows modification of proposals, including price.
- Offers and counter offers may be made as many times with each offeror as is necessary to secure a reasonable contract.
- After negotiations have been conducted with each of the selected offerors, the Town selects the offeror which, in its opinion, has made the best proposal.
- In all cases, written confirmation shall be obtained from the offeror on any modifications of the original proposal.
- Once an Intent to Award notice is posted, no further negotiation shall be conducted.

The Town may cancel a RFP, or reject proposals at any time prior to making an award.

The award documents shall incorporate, by reference, the terms and conditions of the RFP and the contractor's proposal, together with all written modifications thereof.

Sole Source Procurement

Definition:
A sole source procurement is authorized when there is only one source practicably available for the goods or services required. Competition is not available in a sole source situation; thus distinguishing it from a proprietary purchase where the product required is restricted to the manufacturer(s) stipulated, but is sold through distributors and competition between them can be obtained. Sole source justification based solely on a single vendor's capability to deliver in the least amount of time is not appropriate since availability alone is not a valid basis for determining a sole source procurement. For sole source requirements exceeding $5,000, a written quotation must be obtained from the vendor.

Approval for Sole Source Procurements up to the VPPA limit:

- All sole source procurements for goods and services up to the VPPA limit must be approved in advance by the Town Manager or designee, which shall be the chief purchasing officer.
- The written determination documenting that there is only one source practicably available for that which is to be procured, must be included in the procurement file.
- In addition, a memorandum must be attached to the request which addresses the four points shown in the next section. The writing shall document the basis for the determination, which should include any market analysis conducted in order to ensure that the good or service required was practicably available from only one source.

Approval for Sole Source Procurements Over the VPPA limit:

All sole source procurements for goods and services over the small purchase limits set by the VPPA must be approved by the Town Manager prior to commencement of the actual procurement. A memorandum must accompany the request, which addresses the following four points:

1. Explain why this is the only product or service that can meet the needs of of the town.
2. Explain why this vendor is the only practicably available source from which to obtain this product or service.
3. Explain why the price is considered reasonable.
4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price for the taxpayers.

Negotiating and Award:

A contract shall be negotiated and awarded without competitive sealed bidding or competitive negotiation. In making sole source procurement, it is the buyer's or contracting officer's responsibility to negotiate a contract that is in the best interest of the Town.

Price Reasonableness Determination:

The buyer or contracting officer should carefully research the good or service and determine what is a fair and reasonable price.

Posting Requirements.:

For sole source procurements over $50,000 public award notices may be posted in the Town Office.

Award Document:

The Town must issue an award document (PO or contract) for sole source purchases. When a quote has been obtained from the vendor and no further negotiations are needed, a purchase order is acceptable.

Emergency Procurement

General:

- An emergency is an occurrence of a serious and urgent nature that demands immediate action.
- Emergency procedures may be used to purchase only that which is necessary to cover the requirements of the emergency.
- Subsequent requirements shall be obtained using normal purchasing procedures.
- The potential loss of funds at the end of a fiscal year is not considered an emergency.

Types of Emergency Procurements:

- The nature of the emergency will determine what pre-award action may be taken.
- For an emergency purchase required to protect personal safety or property, efforts should be directed to finding a source and directing the contractor to proceed; however, such procurement shall be made with such competition as is practicable under the circumstances.
- For other types of emergencies, competition should also be sought to the maximum extent practicable.

Award of Emergency Procurements:

- The Town must prepare a confirming contract or purchase order, as soon as practicable, after directing the contractor to proceed.
- Care should be taken to include in detail any agreements, including price, that were made orally with the contractor.

- Prepare a written determination for signature by the Town Manager or designated representative indicating the nature of the emergency, the reason for selection of the particular contractor and include such determination with the file.

XII. Contract Administration

General:

Contract administration begins after award of the contract. Its purpose is to assure that the contractor's and Town's total performance is in accordance with the terms and conditions of the contractual agreement. The integrity of the public purchasing system demands that goods or services be furnished, received, invoiced and paid as specified in the contract.

Contract Administrator:

- The administrator should be the end user of the contract or one who has a vested interest in the procurement who will be responsible for the proper adherence to all contract specifications by the contractor.
- Contract administration shall be delegated by the buyer designating a specific individual or position, highlighting important aspects of the contract, and distinguishing between the administrator's authority and that which must remain a function of the purchasing office.

Procurement Records:

- A complete file should be maintained in the Town Office for each purchase transaction, containing all the information necessary to understand the why, who, what, when, where and how of the transaction.
- Generally, records are open to the public in accordance with the Virginia Freedom of Information Act and should be made available for review after the award has been made.

Bill Payment Policy

The Town Treasurer shall make payment in full (unless and alternate payment plan has been agreed upon) for all goods delivered or services rendered within thirty days of receipt of the bill.

Department heads shall submit bills for payment by the fifth and twentieth of each month.

No goods or services shall be deemed received until such goods are completely delivered and found acceptable by the department head. For purposes of determining whether or not payment was made in accordance with this policy, payment in full shall be considered to be made on the date the check for payment was mailed or otherwise transmitted.

When a bill submitted to the Town of Berryville is incorrect or when there is a defect or impropriety in a bill submitted, the respective department head shall notify the creditor in writing prior to the date on

which payment in full is due. The notice shall contain a description of the defect or impropriety and any other additional information to enable the creditor to correct the bill. Upon receiving a corrected bill, the Town of Berryville shall make payment in full on or before the thirtieth calendar day after receipt of the corrected bill.

The Treasurer, Town Manager and a designated member of Town Council shall review bills submitted for payment before payment is made. Bill payments will be processed at least twice a month.

A register of all checks issued each month shall be presented to Town Council.

Contract Renewal and Extension

Renewal:

- A term contract may contain a renewal clause describing the conditions under which it may be renewed for a stipulated period of time.
- However, no contract may be renewed and no additional consideration may be paid unless specifically provided for in the original contract.
- Price increases should not be given automatically at renewal.
- It is the responsibility of the contractor to request a price increase, if desired, up to the amount authorized by the index referenced in the contract. The Town may then negotiate the amount of the increase up to the indexed amount.

Extension:

The town may extend the term of an existing contract for services to allow completion of any work undertaken but not completed during the original term of the contract. No additional consideration exceeding the contracted price may be paid to the contractor. Also, in exceptional or extenuating circumstances a contract may be extended by mutual consent for a limited period of time, not to exceed six (6) months. This action should be taken in writing prior to the expiration of the current contract.

Vendor Performance

Default. A contractor is considered in default if he or she fails to perform in accordance with the terms and conditions of the contract.

If it is determined that a contractor is in default, a Complaint to Vendor form (Form CA-1) should be issued and distributed followed by a “Notice to Cure” if unacceptable vendor response, resolution, or action is received. A cure letter may also be issued at the same time as the Complaint to Vendor form.

Vendor Performance Complaints. Complaints and/or discrepancies on vendor performance should be reported as they occur using the Complaint to Vendor Form (Form CA-1). Vendors are required to respond to the Town within ten days. Failure to do so may result in removal from the Vendors List.

Notice to Cure. A Cure letter is used when a contractor has failed to perform or deliver as substantiated by a Complaint to Vendor form. It provides the contractor a period of time to correct or

"cure" the deficiency and places the contractor on notice as to the consequences for failure to take the required corrective action. The notice may be given either orally or in writing advising the contractor that non delivery or non conformance is a breach of a contract and, if the deficiency is not corrected within a stated number of days, the Town will terminate the contract for default and hold the contractor liable for any excess costs.

Termination for Default and Reprocurement Costs. Upon the expiration of the time period stated in the "Notice to Cure," if a satisfactory resolution has not been reached, send the contractor a Termination for Default letter and take repurchase action. This letter states that the contract is being terminated for default and that when the Town repurchases the goods or services, any additional cost will be billed to the Vendor in default. If the repurchase results in increased costs to the Town, a letter shall be sent to the delinquent contractor demanding payment of the excess costs. Until the excess repayment costs have been received, the contractor shall be removed from the Vendors List. If repayment has not been made by the end of the specified period of time, subsequent collection action shall be taken in accordance with the Town's collections procedures.

Debarment. In addition to the above default procedures, concurrent action to have the defaulted contractor debarred shall be initiated by sending a letter to the Town Manager recommending debarment and providing all the pertinent facts to support that recommendation. Debarment means action taken by the Town Manager to exclude individuals or firms from contracting with the Town. Debarment does not relieve the contractor of responsibility for existing obligations.

Appendix C: Purchasing Card Policies and Procedures – as of December 2012

The Town Of Berryville

Purchasing Card Policies and Procedures

I. Purpose, General

The purpose of the purchasing card program is to provide the Town of Berryville with an efficient and reliable way to make purchases. The purchasing card should be used as an alternative to vendor direct billing.

II. Background

Purchasing cards can simplify and expedite procurement but use of these cards requires strict adherence to internal control procedures and a commitment to accompanying accounting procedures. In most cases, card use reduces staff procurement efforts, allows internet purchases; shortens delivery time and increases financial tracking and control efforts.

III. Participation

Unless otherwise specified, the authority to use the purchasing card (p-card) will be delegated to all departments, referred to as "department" hereafter.

The Town Manager may terminate, suspend or limit a department's p-card program. The Town Manager is authorized to terminate, suspend or limit a particular individual card.

IV. Rebate

The rebate that is earned on qualifying purchases and paid by the issuing bank will be deposited in the Town's General Fund for administrative and processing costs.

V. Roles

Program Administrator
The Treasurer manages the purchasing card program and is responsible for establishing and enforcing card related policies and procedures and serves as Program Administrator. The Treasurer may delegate purchasing card duties to Finance Department staff.

Department Head
The Department Head or designee is responsible for all aspects of the department's purchasing card program. The Department Head monitors card activity and ensures that vendor receipts, invoices and delivery documentation are retained for each purchase, in accordance with established policies and procedures. The Department Head will serve as the primary contact for the department.

Cardholder
The Cardholder is an individual employee assigned a card with his or her name imprinted on it. The cardholder is responsible for using the card in accordance with this policy. The cardholder is responsible for card activity and retaining vendor receipts, invoices and delivery documentation. The cardholder is also responsible for submitting required documentation, in a timely manner, for coding and approval to the designated person in their department.

VI. Process Overview

Establishing an Individual Card Account
Departments request cards for an individual by submitting an application to the Treasurer. This card will be imprinted with cardholder name. The application indicates the department, card limit requested, full name of cardholder and contact information.

Obtaining Cards from Bank of America
The Treasurer receives/reviews the application and submits to BOA through WORKS. The bank establishes a new account and forwards the new card to the Administrator. The Administrator distributes the card to the Department Head and the cardholder activates the account.

Card Use
The department uses the card in accordance with this policy and the department's own internal control procedures.

Billing and Payment Process

The Department Head will have access to a master departmental summary of charges. This will serve as a statement to reconcile charges. Once reconciled and reviewed (see process below) the departmental summary will be forwarded to the Finance Department for payment through the regular scheduled bill cycle.

There is a 25 day grace period, from the statement date, to make payment in full. Payment in full MUST be made each month. This requires specific attention to timely submission of the monthly statement to accounts payable in order to make payments by the due date.

In order to meet the payment deadlines, it is advised that reconciliation be a continuous process throughout the month. This will expedite the process. The charges for the cardholder who serves as the Department Head must be reviewed by the Treasurer.

Reconciliation and Review
Purchasing card reconciliation is the process of verifying the accuracy of all posted card transactions (charges and credits). There are two (2) options for monthly reconciliation, reconciliation by the cardholder or reconciliation by the Department Head.

Reconciliation by cardholders – The cardholder is responsible to reconcile the bank record of transactions to the actual receipts to verify that all charges are proper and the correct amounts have been charged. The monthly statement must be reconciled and sent to the Department Head. It is essential that the following steps are taken when reconciling the monthly statement:

- Compare backup documents to the transactions listed on the statement;
- Ensure any exceptions are followed-up for corrections;
- Sign the monthly statement (or individual receipts) documenting your review and certification that all purchases listed are correct and made for official purposes which meet the appropriate business needs;

- Attach the receipts to the statement and forward all documents to the Department Head for review.

Reconciliation by Department Head – The Department Head is responsible to reconcile the bank record of transactions to the actual receipts, for all department cardholders, to verify that all charges are proper and the correct amounts have been charged. Receipts are submitted by the cardholder to the Department Head.

- Compare backup documents to the transactions listed on the department billing;
- Ensure any exceptions are followed-up for corrections;
- Sign the summary sheet documenting your review and certification that all purchases listed are correct and made for official purposes which meet the appropriate business needs;
- Review – Once all statements/receipts are received by the Department Head from the cardholders, the Department Head will prepare a payment summary which indicates the proper expenditure codes and payment amounts. The Department Head should also review individual statements/charges to ensure compliance to the policies and procedures. The Department Head will sign and date the payment summary and submit to the department head for approval.
- Once approved the entire package will be forwarded to the Finance Department for payment through the regular scheduled bill cycle.

Card Use by Reviewing Department Head – If the reviewer uses the card, the reconciliation must be reviewed by another staff member. The reviewer must sign and date the reconciliation.

Statement Due Dates

The billing cycle ends on the last business day of each month with the payment due around the 25th of each month. REMEMBER – transactions can be viewed online by the Department Head at any time. This will expedite the process rather than waiting for the end of the cycle. Statements will be due to the Finance Department on dates set by Finance.

VII. Card Uses

Subject to the limitations discussed in this policy, the p-card may be used for the following:

- Travel Expenses;
- All goods and services; and
- Telephone and Internet ordering.

Purchasing cards may NOT be used for the following:

- Cash Advances;
- Personal Purchases of any kind;
- Purchases by Non-Employees;
- Split Purchases – A split purchase is one in which the original purchase requirement for the same or related goods or services is broken into multiple smaller purchases which are made over a short period of time. In most cases a split purchase is created to circumvent the procurement policy and/or a card's single purchase or cycle spending limits; and
- Other purchases prohibited by town policy.

VIII. Card Limits

The Town Manager in consultation with the Treasurer and Bank of America representatives shall approve all card limits including single transaction limits, cycle limits and authorizations per day.

The Town Manager in consultation with the Treasurer and Bank of America representatives shall establish Merchant Category Codes to block purchases from certain categories of vendors to ensure that cards cannot be used for improper purposes.

IX. Program Training

Department Head Training
All Department Heads are required to attend Department Head training. The Finance Department in conjunction with Bank of America will provide this training to primary Department Heads.

Card User Training
Departments are required to provide training in conjunction with Bank of America to all cardholders and users prior to their first card use.

X. Card Characteristics

Card Plastic
Card plastics will include the following information: TOWN OF BERRYVILLE, VA – FOR OFFICIAL USE ONLY – TAX EXEMPT #XXXXXXXXXXX. Card Imprint

Card names are assigned by the department. Each line has a maximum of 24 characters, including spaces. Each card name shall include:

- Line 1 – Individual's legal name
- Line 2 – Department name

Signature on Card
Cards shall be signed by the individual whose name appears on the card.

Card Security
Except for cards in personal possession, cards should be kept in secure location while not in use. Access to the location should be limited to those individuals who are permitted to access the card.

XII. Other Program Requirements

Sales Tax Exemption
Most town purchases are exempt from Virginia state sales tax. When making a p-card purchase, card users should remind the vendor of our tax exempt status and examine the receipt to verify sales tax was not charged. By state statute, the town is not exempt from sales tax for meals, catered events, lodging

or other accommodations. The town is not exempt from sales tax imposed by other states on goods and services purchased outside of Virginia.

Employee Acknowledgement Disclosure Form
A Cardholder/User Agreement form must be signed before a new card is issued and at each instance that a card is re-issued to the same individual. This will include the reissue of expired cards. The form acknowledges the employee's responsibilities regarding card use and sets forth consequences for card misuse. The Treasurer shall maintain the signed forms at least 3 years following the employee's termination of employment.

Receipts
Vendor receipt, invoice or credit slip must be retained for each transaction. Receipts should show all details pertinent to the transaction, including date of purchase, vendor name and location, item(s) purchased with corresponding description(s) and price(s), and the total amount paid. These documents shall be attached with the appropriate monthly statement.

- Alternate Receipt –Department may use an alternate receipt, such as an internet screen print or faxed receipt. The receipt should contain the same level of detail required for an original receipt.
- Missing Receipt – If, for any reason, an original, alternate or photocopied receipt is unavailable, a Missing Receipt Affidavit providing the purchase details and reason why a receipt is not available must be included with the appropriate monthly statement. Documentation in lieu of missing receipts must be signed and dated by the Cardholder and the Department Director.

Document Retention
Program documents must be retained for a minimum of three (3) years.

Card Management Software
Bank of America Merrill Lynch provides WORKS p-card management software online. This software will allow a user to view transactions at any time, run reports, electronically allocate transactions, etc. Upon request, Cardholders will only be granted access to view information of their own card accounts and Department Heads will be given greater access to create reports and manage all department cardholders.

Problem Resolution
The Department Head should attempt to resolve disputes directly with the vendor and/or the bank. If unable to resolve directly within a reasonable time period, contact the Treasurer for assistance. Any adjustment to billing will be made on subsequent statements.

Dispute Procedures
Dispute procedures are defined by the town's purchasing card contract with Bank of America Merrill Lynch. The contract requires that disputed items be identified within 60 days of the billing close date for the cycle in which the disputed charge appears on the monthly statement. Disputed charges must be identified to BAML by completing the online dispute form in WORKS or by contacting BAML Customer Service and receiving the document in the mail. Although items identified outside the 60

day period may still be disputed, the town's legal standing in the matter is decreased. Dispute rights for department cards are significantly limited.

Lost or Stolen Cards
Lost or stolen cards shall be reported to Bank of America Merrill Lynch and the Department Head immediately. The bank provides a 24 hour toll free telephone number for this purpose. The number is included on the paperwork that accompanies each new card. The Department Head must also notify the Treasurer immediately. All card users should be aware of the procedure for reporting a lost or stolen card, including how to proceed if the Department Head is not available at the time the loss is discovered.

Reissue of a Lost or Stolen Card
To request a replacement of a lost or stolen card, forward a memo from the department director to the Treasurer. The memo should describe the circumstances surrounding the card loss and the steps taken to ensure against future losses. The Treasurer will evaluate each incident on an individual basis to determine whether or not to issue a replacement card.

Card Cancellation
If a department wishes to cancel a card, the Department Head should submit the original cardholder application, with the effective date and reason for cancellation completed, to the Treasurer. The Department Head must destroy any cancelled card(s). If there is an urgent need to cancel a card, contact the Treasurer for immediate assistance. Remember that lost or stolen cards may be reported directly to the bank through a 24 hour toll free number.

Card Changes
If the department wishes to change any aspect of a card, including address and card limits, the Department Head should submit card changes to the Treasurer.

Violations of Policy

The purchasing card is an opportunity for town staff to maximize efficiency in the procurement of goods and service; however, this concession can be terminated for violation of the policies and procedures outlined in the document. It is the responsibility of the Department Head to maintain a violation log. If a user violates the policies and procedures, potential repercussions include, but are not limited to:

- Warning letter sent by the Department Head;
- Suspension of card privileges; and/or
- Employee termination.

Examples of violations include, but are not limited to:

- Personal purchases;
- Purchase of restricted commodities;
- Split purchasing;
- Failure to obtain and forward supporting documentation for all card transactions;
- Lack of timely and proper reconciliation of monthly statements; and/or
- Use of the card by anyone or any department other than the authorized user.

Fraud and Misuse

Deterrence

The department is responsible to actively protect each of its purchasing cards from fraud and misuse. The following guidelines should be followed:

- Limit Card Access – Maintain cards in a secure environment.
- Protect Card Information – Information regarding cards should be protected. This is to include card account number, name and expiration date. File reports that contain card numbers in locked file cabinets. When discarding reports or other paperwork containing card information, shred documents. Assure security of card materials that are maintained electronically. Do not send emails which contain card numbers and/or expiration dates.
- Establish Reasonable Card Limits – Establish reasonable spending and transaction limits. This will limit risk in the event the card or card number is lost or stolen.
- Maintain Adequate Separation of Duties – Divide the card custodian and the accounting/reconciliation duties among employees. Conduct proper upper management review of transactions and supporting receipts and associated documentation.

Occurrence of Fraud or Misuse

If fraud or misuse is suspected, the Department Head shall contact the Town Manager immediately for further guidance.

Compliance Reviews

The card program is subject to review by the Town Manager and both internal and external auditors.

Appendix D: Fuel Card Policies and Procedures – as of January 2013

The Town Of Berryville

Fuel Card Policies and Procedures

Fuel Card Policies Overview

1. The Town of Berryville uses Voyager fuel credit cards for vehicle fuel purchases.
2. The Town of Berryville is liable for all authorized charges made on the Card.
3. Fuel for vehicles is to be obtained from any Voyager accepted commercial fuel station. A directory of Voyager locations can be found at www.usbank.com/voyagerfleet/search.jsp.
4. Fuel cards will only allow fuel purchases. The use of this card for any other purpose than fuel and oil for Town of Berryville vehicles is prohibited.
5. Fuel cards are assigned to each vehicle.
6. Each fuel card must remain in the assigned vehicle.
7. Any vehicle containing the card shall be locked up and secured from unauthorized use at all times.
8. The Fleet Manager has the responsibility of insuring each vehicle has a fuel card.
9. If a fuel card is not in the vehicle report immediately to the supervisor.
10. The odometer reading must be keyed correctly at the pump. Odometer readings are used to monitor the vehicle's preventative maintenance schedule and provide verification for Finance to pay the bill.
11. All purchases using the Voyager card are assigned and tracked to a specific vehicle.
12. An exception report is sent to the Department Head for purchases other than fuel or oil for review. Voyager purchases that do not appear to be consistent with established policies will be investigated by the Department Head.

Fuel Card Use Overview

1. Swipe card at pump and enter information when prompted.
2. When asked for the odometer reading, enter the current odometer reading from the vehicle.
3. If information is cut off of the receipt, write it on the receipt from the pump screen.
4. If receipt is not given at pump, go inside and have one printed.
5. Return receipts to the Department Head.

I. Purpose, General

The purpose of the fuel card program is to provide the Town of Berryville with an efficient and reliable way to make fuel purchases. All purchases using the Voyager card are assigned and tracked to a specific vehicle. The fuel card should be used at the pump of participating vendors. A directory of Voyager locations can be found at www.usbank.com/voyagerfleet/search.jsp.

II. Participation

Unless otherwise specified, the authority to use the fuel card will be delegated to all departments, referred to as "department" hereafter.

The Town Manager may terminate, suspend or limit a department's fuel card program. The Town Manager is authorized to terminate, suspend or limit a particular individual card.

III. Roles

Program Administrator

The Treasurer manages the fuel card program and is responsible for establishing and enforcing card related policies and procedures and serves as Program Administrator. The Treasurer may delegate purchasing card duties to Finance Department staff.

Department Head

The Department Head or designee is responsible for all aspects of the department's fuel card program. The Department Head monitors card activity and ensures that vendor receipts, invoices and delivery documentation are retained for each purchase, in accordance with established policies and procedures. The Department Head will serve as the primary contact for the department.

Drivers

The Driver is an individual employee assigned a vehicle equipped with a Voyager Fuel card. The driver is responsible for card activity; retaining and submitting receipts and safeguarding the card.

IV. Safeguarding the Card

Each card is assigned to and shall be stored in a specific vehicle. Any vehicle containing the card shall be locked up and secured from unauthorized use at all times.

V. Card Uses

Subject to the limitations discussed in this policy, the fuel card may be used for fuel and oil only. An exception report is sent to the Department Head for purchases other than fuel or oil for review. Voyager purchases that do not appear to be consistent with established policies will be investigated by the Department Head.

VI. Other Program Requirements

Employee Agreement Form
An Employee Agreement form must be signed before a driver may utilize fuel cards. Drivers must agree to re-sign the Agreement when necessary. The form acknowledges the driver's responsibilities regarding card use and sets forth consequences for card misuse. The Treasurer shall maintain the signed forms at least 3 years following the employee's termination of employment.

Accuracy
The odometer reading must be keyed correctly at the pump. Odometer readings are used to monitor the vehicle's preventative maintenance schedule and provide verification for the Finance Department to pay the bill. The odometer reading requirement does not apply to Department "gas can" cards.

Receipts
Vendor receipts must be retained for each transaction. Receipts should show all details pertinent to the transaction.

- Alternate Receipt –Department may use an alternate receipt, such as an internet screen print or faxed receipt. The receipt should contain the same level of detail required for an original receipt.
- Missing Receipt – If, for any reason, an original, alternate or photocopied receipt is unavailable, a Missing Receipt Affidavit providing the purchase details and reason why a receipt is not available must be included with the appropriate monthly statement. Documentation in lieu of missing receipts must be signed and dated by the Driver and the Department Head.

Document Retention
Program documents must be retained for a minimum of three (3) years.

Problem Resolution
The Department Head should attempt to resolve disputes directly with the vendor and/or the bank. If unable to resolve directly within a reasonable time period, contact the Treasurer for assistance. Any adjustment to billing will be made on subsequent statements.

Lost or Stolen Cards
Lost or stolen cards shall be reported to the Department Head immediately. The Department Head must also notify the Treasurer immediately.

Reissue of a Lost or Stolen Card
To request a replacement of a lost or stolen card, forward a memo from the Department Head to the Treasurer. The memo should describe the circumstances surrounding the card loss and the steps taken to ensure against future losses. The Treasurer will evaluate each incident on an individual basis to determine whether or not to issue a replacement card.

Violations of Policy

The fuel card is an opportunity for town staff to maximize efficiency in the procurement of fuel; however, this concession can be terminated for violation of the policies and procedures outlined in the document. It is the responsibility of the Department Head to maintain a violation log. If a user violates the policies and procedures, potential repercussions include, but are not limited to:

- Warning letter sent by the Department Head;
- Suspension of card privileges; and/or
- Employee termination.

Fraud and Misuse

Deterrence

The department is responsible to actively protect each of its fuel cards from fraud and misuse. The following guidelines should be followed:

- Limit Card Access – Maintain cards in a secure environment.
- Protect Card Information – Information regarding cards should be protected. This is to include card account number, name and expiration date. File reports that contain card numbers in locked file cabinets. When discarding reports or other paperwork containing card information, shred documents. Assure security of card materials that are maintained electronically. Do not send emails which contain card numbers and/or expiration dates.
- Safeguard Driver PIN numbers.

Occurrence of Fraud or Misuse

If fraud or misuse is suspected, the Department Head shall contact the Town Manager immediately for further guidance.

Compliance Reviews

The card program is subject to review by the Town Manager and both internal and external auditors.

Appendix E: Town Code, Sec. 2-6 – as of July 2006

Sec. 2-6. - Signing of checks on town funds.

Checks for duly authorized disbursements of town funds shall be signed by either the town treasurer or town manager and, except for payroll checks, cosigned by either the mayor or recorder.

(Code 1971, § 2-4; Ord. of 7-11-06(1))

Attachment 3

Discussion

Resolution honoring Lucy Diggs Slowe

An historical marker honoring Lucy Diggs Slowe will be unveiled this month in Berryville. Ms. Slowe, who was born in Berryville, was an amazing woman whose accomplishments in civil rights, education, and sport bettered our world.

The marker, which is located in front of Milton Valley Cemetery, will be unveiled on 17 June.

Please find attached a resolution honoring the life of Ms. Slowe.

BERRYVILLE TOWN COUNCIL

MOTION TO ADOPT RESOLUTION HONORING LUCY DIGGS SLOWE

Date: June 13, 2017

Motion By:

Second By:

I move that the Council of the Town of Berryville adopt the attached resolution honoring Lucy Diggs Slowe.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

_____

Harry Lee Arnold, Jr., Recorder

TOWN COUNCIL OF THE TOWN OF BERRYVILLE
IN RECOGNITION OF LUCY DIGGS SLOWE

WHEREAS, Ms. Slowe was born in Berryville on July 4, 1885; and

WHEREAS, after the loss of her parents at a young age, Ms. Slowe moved to Lexington, VA to live with her aunt, Martha Price, later relocating to Baltimore, MD; and

WHEREAS, proving to be an excellent student, Ms. Slowe graduated second in her class from Baltimore Colored School in 1904 and became the first female graduate of the school to enter Howard University; and

WHEREAS, being an active participant in campus life, Ms. Slowe sang in the university choir, served as president of the women's tennis team, and was a founding member of the first Greek letter sorority for black women, Alpha Kappa Alpha; and

WHEREAS, Ms. Slowe graduated class valedictorian from Howard in 1908 and began her teaching career; and

WHEREAS, Ms. Slowe continued her education at Columbia Graduate School of Arts & Science, graduating with a Master of Arts in 1915; and

WHEREAS, Ms. Slowe continued her interest in tennis and in 1917 became the first African-American woman to win a national title in any sport when she claimed the first women's title at the American Tennis Association (ATA) national tournament in Baltimore; and

WHEREAS, in 1922, Ms. Slowe returned to her alma mater, becoming the first Dean of Women at Howard University where she established a women's campus; and

WHEREAS, Ms. Slowe was on the forefront of ensuring the roles of African-American women and helped organize and served as the first president of the National Association of College Women; and

WHEREAS, Ms. Slowe continued to spearhead progress for African-Americans on college campuses until her death in 1937; now, therefore, be it

RESOLVED the Council of the Town of Berryville recognizes and celebrates the remarkable life and career of Lucy Diggs Slowe.

By Order of the Town Council of the Town of Berryville on this the thirteenth day of June, 2017.

_____
Patricia Dickinson, Mayor

_____
Harry Lee Arnold, Jr., Recorder

Attachment 4

Planning and Community Development

Action Item

- **Set Erosion and Sediment Control Bond – Mario's Parking Lot expansion**

June 13, 2017

Planning Commission
The Planning Commission will be holding a meeting on Tuesday, June 27 at 7:30pm. The PC Comp Plan Update Committee held a meeting on Monday, June 5 and the date for the PC Senior Facilities Committee meeting is Monday, July 10.

Berryville Area Development Authority
The next BADA meeting is scheduled for Wednesday, June 28, 2017. They will be reviewing a Boundary Line Adjustment in the Battlefield Estates subdivision.

Architectural Review Board
The Architectural Review Board meeting met on Wednesday, June 7 and reviewed the following items:

Architectural Review
Robyn Graves, Owner (Tuckahoe Solutions, Inc.), is requesting a Certificate of Appropriateness for windows at the property located at 116 South Church Street, identified as Tax Map Parcel number 14A5-((A))-69, zoned R-2 Residential.
Approved as presented.

Sign Review
Jason P. Sengpiehl, (Sengpiehl Insurance Group, LLC), is requesting a Certificate of Appropriateness in order to install three signs the location of his Allstate Insurance office located at 11 East Main Street, identified as Tax Map Parcel number 14A5-((A))-75, zoned C General Commercial. *Approved as presented.*

Fence Review
Tony Ray, (Griffith Energy Services), is requesting a Certificate of Appropriateness in order to install a new fence at the property located at 618 East Main Street, identified as Tax Map Parcel number 14A3-((A))-29, zoned C-1 Commercial.
Approved with recommendations.
Their next meeting is scheduled for Wednesday, July 5, 2017.

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

BERRYVILLE TOWN COUNCIL
Set Bond – Erosion and Sediment Control, Mario's Parking Lot
June 13, 2017

Demolition of the structure located at 16 North Buckmarsh Street has begun and parking lot construction will require erosion and sediment controls be in place. The site designer has submitted an estimate of $4,240. Per Article VII, Performance Surety, Section A. of the Town of Berryville Subdivision Ordinance, the bond total includes the bond estimate plus 25% for any related costs that the Town may incur, making the total bond amount $5,300.

Please note that the Public Improvements bond will be through VDOT as these facilities (e.g., sidewalk, curb, gutter, entrances) are on VDOT right-of-way.

Recommendation
Approve as presented. A motion follows this report.

BERRYVILLE TOWN COUNCIL
MOTION FOR APPROVAL OF
EROSION AND SEDIMENT CONTROL BOND
FOR MARIO'S SITE DEVELOPMENT

Date: June 13, 2017

Motion By:

Second By:

I move that the Council of the Town of Berryville approve the request to set the following Erosion and Sediment Control bond for the Mario's Pizza parking lot development located at 36 West Main Street and identified as Tax Max Parcel number 14A5-((A))-55, zoned C General Commercial, as follows:

Erosion and Sediment Control: $5,300.00

VOTE:

Aye:

Nay:

ATTEST:

_____

Harry Lee Arnold, Jr., Recorder

Attachment 5

FINANCE AND ADMINISTRATION STAFF REPORT

TO: TOWN COUNCIL

FROM: DESIREE MORELAND, TREASURER

SUBJECT: MONTHLY REPORTS

DATE: 6/7/2017

CC: KEITH DALTON, TOWN MANAGER

A/P Check Listing
Checks issued in May 2017.

Bank of America/P-Card Statement
April 2017 P-Card Purchases that were paid on May 23, 2017.

A/P Check Listing

Vendor Range - 1105 MEDIA EVENTS' - 'ZION BAPTIST CHURCH
Date From - 5/1/2017 Date To - 5/31/2017

Town of Berryville
06/07/2017 09:33 AM

Check Number	Bank	Vendor	Date	Amount
4155	1	USPS	05/09/2017	$605.66
4156	1	EMMART OIL CO	05/09/2017	$756.40
4157	1	Douglas A. Shaffer	05/09/2017	$75.00
4158	1	Rappahannock Electric Cooperative	05/09/2017	$4,558.60
4159	1	VUPS	05/09/2017	$58.80
4160	1	Virginia Department of Transportation	05/09/2017	$110.00
4161	1	Michelle M. Jones	05/09/2017	$962.50
4162	1	Hall, Monahan, Engle, Mahan & Mitchell	05/09/2017	$622.50
4163	1	Treasurer of Frederick County	05/09/2017	$4,567.14
4164	1	The Winchester Star	05/09/2017	$1,768.00
4165	1	Herbert L. Beskin, Trustee	05/09/2017	$115.00
4166	1	Bureau for Child Support Enforcement	05/09/2017	$875.00
4167	1	Anderson's Nursery	05/09/2017	$825.00
4168	1	Keith Dalton	05/09/2017	$50.00
4169	1	Top of Virginia Regional Chamber	05/09/2017	$620.00
4170	1	STEPHEN THOMAS PLEDGIE	05/09/2017	$148.80
4171	1	WL Construction	05/19/2017	$161,853.00
4172	1	Rappahannock Electric Cooperative	05/19/2017	$5,651.84
4173	1	GRADE A PAVING	05/19/2017	$23,800.00
4174	1	Lincoln Financial Group	05/19/2017	$680.22
4175	1	Merritt's Sanitation	05/19/2017	$697.50
4176	1	Bureau for Child Support Enforcement	05/19/2017	$875.00
4177	1	Toni Nutter	05/19/2017	$51.04
4178	1	Virasec, LLC	05/19/2017	$1,604.36
4179	1	XPO Logistics Freight, Inc.	05/19/2017	$104.75
4180	1	Commercial Press	05/19/2017	$7.98
4181	1	Nationwide Retirement Solutions	05/19/2017	$680.00
4182	1	PRICE RONALD MAURICE 1861	05/19/2017	$26.66
4183	1	PORTER ELAINE H 5987	05/19/2017	$29.22
4184	1	GINA MULLINS COHEN	05/19/2017	$148.80

A/P Check Listing

Vendor Range - 1105 MEDIA EVENTS' - 'ZION BAPTIST CHURCH
Date From - 5/1/2017 Date To - 5/31/2017

Town of Berryville
06/07/2017 09:33 AM

Check Number	Bank	Vendor	Date	Amount
4185	1	USPS	05/30/2017	$748.36
4186	1	DANIEL JAMES MITCHELL	05/30/2017	$225.00
32		Checks Totaling -		$213,902.13

Totals By Fund

	Checks	Voids	Total
100	$201,631.90		$201,631.90
501	$5,422.61		$5,422.61
502	$6,847.62		$6,847.62
Totals:	$213,902.13		$213,902.13

Bank of America

BERRYVILLE TOWN OF
DESIRéE MORELAND
XXXX-XXXX-XXXX
April 01, 2017 - April 30, 2017

Purchasing Card

Company Statement

Account Information

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

Payment Information

Statement Date	04/30/17
Payment Due Date	**05/23/17**
Days in Billing Cycle	30
Credit Limit	$500,000
Cash Limit	$0
Total Payment Due	**$55,390.69**

Account Summary

Previous Balance	$60,332.86
Payments	-$60,332.86
Credits	$0.00
Cash	$0.00
Purchases	$55,390.69
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	$55,390.69

Important Messages

** ATTENTION ** Your account is in dispute for $181.01.

Please do not send payment. Your automatic payment is scheduled to be credited to this account on 05/23/17.

Cardholder Activity Summary

Account Number / *Credit Limit*	*Credits*	*Cash*	*Purchases and Other Debits*	*Total Activity*
ANDREWS, MATTHEW				
XXXX-XXXX-XXXX-**7874**				
500	0.00	0.00	371.97	371.97

6033286 5539069 5539069 4715291201837237

Account Number: XXXX-XXXX-XXXX
April 01, 2017 - April 30, 2017

Total Payment Due **$55,390.69**
Payment Due Date **05/23/17**

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

**T0000075

⑆549990011⑈000512018372371⑈

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.

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Customer Service:	For questions regarding transactions, general assistance, and reporting lost and stolen cards, call:	
	Within the U.S. 1.888.449.2273	Outside the U.S. 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 Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
BOGGS, DEBBIE XXXX-XXXX-XXXX-**6011** 1,000	0.00	0.00	364.32	364.32
BOOR, RICK XXXX-XXXX-XXXX-**1273** 15,000	0.00	0.00	13,148.07	13,148.07
BOOTH, KEVIN XXXX-XXXX-XXXX-**4654** 1,000	0.00	0.00	371.93	371.93
BRISTOL, TIM XXXX-XXXX-XXXX-**1664** 500	0.00	0.00	225.60	225.60
BUSSERT, ERNIE XXXX-XXXX-XXXX-**2951** 500	0.00	0.00	443.96	443.96
DALTON, KEITH XXXX-XXXX-XXXX-**2882** 50,000	0.00	0.00	64.72	64.72
ELLIOTT, RALPH XXXX-XXXX-XXXX-**9361** 5,000	0.00	0.00	213.54	213.54
FERREBEE, DARRELL XXXX-XXXX-XXXX-**3095** 500	0.00	0.00	136.38	136.38
FIDDLER, HEATHER XXXX-XXXX-XXXX-**7416** 15,000	0.00	0.00	1,931.37	1,931.37
LICKEY, PATRICK XXXX-XXXX-XXXX-**2602** 500	0.00	0.00	155.58	155.58
LILLY, STEPHEN XXXX-XXXX-XXXX-**0551** 500	0.00	0.00	222.05	222.05
LINK, BRIAN XXXX-XXXX-XXXX-**6736** 1,000	0.00	0.00	947.07	947.07
MCCORMICK, HARRY XXXX-XXXX-XXXX-**9876** 500	0.00	0.00	194.56	194.56
MORELAND, DESIREE XXXX-XXXX-XXXX-**6345** 50,000	0.00	0.00	27,994.94	27,994.94
PHILLIPS, ANN W XXXX-XXXX-XXXX-**8754** 15,000	0.00	0.00	857.69	857.69
REYNOLDS, CHARLES XXXX-XXXX-XXXX-**1847** 500	0.00	0.00	83.48	83.48
SHOREMOUNT, JOSEPH E XXXX-XXXX-XXXX-**5513** 500	0.00	0.00	173.40	173.40
STOVER, KEITH XXXX-XXXX-XXXX-**5345** 1,000	0.00	0.00	129.32	129.32
TYRRELL, DAVE XXXX-XXXX-XXXX-**1620** Disputed Amount 181.01 15,000	0.00	0.00	6,759.79	6,759.79
WEAVER, PAUL XXXX-XXXX-XXXX-**9515** 500	0.00	0.00	364.50	364.50
WHITE, NEAL XXXX-XXXX-XXXX-**9435** 15,000	0.00	0.00	236.45	236.45

Transactions

Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit
BERRYVILLE TOWN OF						**Total Activity**
Account Number: XXXX-XXXX-XXXX-						**-$60,332.86**
04/25	04/25	AUTO PAYMENT DEDUCTION		0071		60,332.86
ANDREWS, MATTHEW						**Total Activity**
Account Number: XXXX-XXXX-XXXX-						**371.97**
04/03	03/31	CANDLEWOOD SUITES RICHMOND VA Arrival: 03/29/17	24431067091708305339745	3559	258.32	
04/03	03/31	CHICK-FIL-A #01814 FREDERICKSBURVA	24427337091710017403465	5814	10.97	
04/04	04/03	STEAK-N-SHAKE 5001 FREDERICKSBURVA	24445007094000788489347	5812	12.27	
04/05	04/04	WAWA 658 00006585 FREDERICKSBURVA	24164077094637000602330	5541	10.68	
04/05	04/04	CHIPOTLE 1109 FREDERICKSBURVA	24431067095200588304220	5814	15.14	
04/06	04/05	WAWA 658 00006585 FREDERICKSBURVA	24164077095637000618228	5541	14.99	
04/07	04/06	WAWA 658 00006585 FREDERICKSBURVA	24164077096637000631329	5541	11.58	
04/10	04/07	BUFFALO WILD WINGS 356 FREDERICKSBURVA	24692167097000698297193	5812	18.41	
04/10	04/07	SUBWAY 04182523 BEALETON VA	24164077098255156310198	5814	7.04	
04/10	04/05	HUNAN GARDEN CHINESE RESTFREDERICKSBURVA	24765177099980000575304	5812	12.57	
BOGGS, DEBBIE						**Total Activity**
Account Number: XXXX-XXXX-XXXX-						**364.32**
04/03	03/31	MARRIOTT MYTRLE BEACH MYRTLE BEACH SC Arrival: 03/27/17	24692167090000326059210	3509	364.32	
BOOR, RICK						**Total Activity**
Account Number: XXXX-XXXX-XXXX-**1273**						**13,148.07**
04/03	03/31	UVA TTA TRAN TRAINING 434-2931934 VA	24755427091730913946616	8220	255.00	
04/13	04/12	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801977103091401000455	5251	13.71	
04/14	04/13	IN *SELECT SPECIALTY PROD434-2963937 VA	24692167103000669865772	5169	226.72	
04/17	04/13	GRIFFITH ENERGY SERVIC 410-956-3000 MD	24258027104514872589624	5983	2,240.23	
04/18	04/17	HD SUPPLY WATERWORKS 514 3042636986 WV	24792627107206122700062	5039	3,581.00	
04/18	04/17	HD SUPPLY WATERWORKS 514 3042636986 WV	24792627107206122700070	5039	2,608.08	
04/19	04/17	STUART M PERRY #2 BERRYVILLE VA	24073147108900014600020	1771	550.12	
04/19	04/18	HD SUPPLY WATERWORKS 514 3042636986 WV	24792627108206122800028	5039	986.26	
04/21	04/19	GAMETIME 256-8455610 AL	24707807110080080100798	5046	2,275.00	
04/24	04/20	ANDERSON`S NURSERY BERRYVILLE VA	24061067111016103711476	5261	329.95	
04/26	04/24	johnny blue, inc. 540-665-0968 VA	24828247115030032570448	7394	82.00	
BOOTH, KEVIN						**Total Activity**
Account Number: XXXX-XXXX-XXXX-						**371.93**
04/07	04/06	FISHER AUTO PARTS 009 BERRYVILLE VA	24431067097200824400087	5533	16.95	
04/17	04/14	ANDERSON`S NURSERY BERRYVILLE VA	24061067106700085753088	5261	108.00	
04/19	04/18	VA DMV WINCHESTER CSC WINCHESTER VA	24755427109121092438528	9399	24.00	
04/20	04/19	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801977110091403000223	5251	10.76	
04/21	04/20	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801977111091405000147	5251	14.69	
04/21	04/20	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801977111091405000204	5251	88.17	
04/27	04/26	LOWES #00656* WINCHESTER VA	24692167116000521844101	5200	109.36	
BRISTOL, TIM						**Total Activity**
Account Number: XXXX-XXXX-XXXX-						**225.60**
04/10	04/07	HOLIDAY INN EXPRESS SOUT FREDERICKSBURVA Arrival: 04/03/17	24431067098708317443504	3501	220.60	
04/20	04/18	FESTIVAL DRY CLEANERS BERRYVILLE VA	24603167109980002981521	7216	5.00	
BUSSERT, ERNIE						**Total Activity**
Account Number: XXXX-XXXX-XXXX-						**443.96**
04/10	04/09	WAL-MART #3344 WINCHESTER VA	24455017099141000750958	5411	52.48	
04/17	04/14	FISHER AUTO PARTS 009 BERRYVILLE VA	24431067105200824100117	5533	89.04	
04/26	04/25	USA BLUE BOOK 800-548-1234 IL	24326847115636000071898	5085	295.50	
04/27	04/26	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801977117091407000255	5251	6.94	
DALTON, KEITH						**Total Activity**
Account Number: XXXX-XXXX-XXXX-						**64.72**
04/12	04/11	EBERT REPRODUCTION WINCHESTER VA	24224437102101008086990	5999	64.72	
ELLIOTT, RALPH						**Total Activity**
Account Number: XXXX-XXXX-XXXX-						**213.54**
04/06	04/05	FISHER AUTO PARTS 009 BERRYVILLE VA	24431067096200824300064	5533	96.49	
04/17	04/15	LOWES #02724* WINCHESTER VA	24692167105000984053458	5200	49.72	
04/19	04/18	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801977109091401000046	5251	7.04	
04/27	04/25	ANDERSON`S NURSERY BERRYVILLE VA	24061067116016100031626	5261	60.29	
FERREBEE, DARRELL						**Total Activity**
Account Number: XXXX-XXXX-XXXX-						**136.38**
04/07	04/06	FISHER AUTO PARTS 009 BERRYVILLE VA	24431067097200824400012	5533	108.61	
04/07	04/06	FISHER AUTO PARTS 009 BERRYVILLE VA	24431067097200824400020	5533	27.77	

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Transactions

Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit
FIDDLER, HEATHER						**Total Activity**
Account Number: XXXX-XXXX-XXXX-						**1,931.37**
04/03	03/31	COYNE CHEMICAL 215-785-3000 PA	24224437091101035279363	5169	1,010.51	
04/04	04/03	COYNE CHEMICAL 215-785-3000 PA	24224437094101031361626	5169	678.04	
04/04	04/04	Amazon web services aws.amazon.coWA	24692167094000526170300	7399	0.57	
04/04	04/03	USPS PO 5107560300 BERRYVILLE VA	24445007094000789017584	9402	217.00	
04/11	04/10	USPS PO 5107560300 BERRYVILLE VA	24445007101000770166995	9402	25.25	
LICKEY, PATRICK						**Total Activity**
Account Number: XXXX-XXXX-XXXX-						**155.58**
04/10	04/07	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801977098091401000122	5251	11.75	
04/17	04/14	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801977105091405000517	5251	5.96	
04/17	04/14	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801977105091405000541	5251	7.74	
04/19	04/17	HELENA CHEM CO 34202 WINCHESTER VA	24755427108261087531530	5169	122.70	
04/20	04/19	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801977110091403000231	5251	7.43	
LILLY, STEPHEN						**Total Activity**
Account Number: XXXX-XXXX-XXXX-						**222.05**
04/13	04/12	TOTAL IMAGE WORKINGMANS SWINCHESTER VA	24755427102281020275025	5699	80.98	
04/17	04/15	GRAND RENTAL STATION 540-6671400 VA	24073147106900017600250	7394	90.37	
04/18	04/17	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801977108091409000254	5251	2.83	
04/27	04/26	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801977117091407000149	5251	27.02	
04/28	04/27	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801977118091409000252	5251	20.85	
LINK, BRIAN						**Total Activity**
Account Number: XXXX-XXXX-XXXX-						**947.07**
04/03	03/31	FISHER AUTO PARTS 009 BERRYVILLE VA	24431067091200824900066	5533	87.42	
04/04	04/03	LOWES #02724* WINCHESTER VA	24692167093000311432791	5200	859.65	
MCCORMICK, HARRY						**Total Activity**
Account Number: XXXX-XXXX-XXXX-						**194.56**
04/03	03/31	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801977091091407000123	5251	39.18	
04/03	03/31	MCMASTER-CARR 630-834-9600 IL	24789307092623900044037	5085	155.38	
MORELAND, DESIREE						**Total Activity**
Account Number: XXXX-XXXX-XXXX-						**27,994.94**
04/03	03/31	MARRIOTT MYTRLE BEACH MYRTLE BEACH SC Arrival: 03/27/17	24692167090000326059343	3509	364.32	
04/06	04/04	EAHEART INDUSTRIAL SERVI 804-3557943 VA	24760627095413401370599	1799	585.56	
04/06	04/05	GRIFFITH ENERGY SERVIC 410-956-3000 MD	24258027095514872813892	5983	410.86	
04/12	04/10	TelRite Corporation COVINGTON GA	24393497101003403883676	4814	9.10	
04/19	04/18	IN *CONSOLIDATED ELECTRIC540-6625994 VA	24692167108000684884233	1731	1,815.00	
04/19	04/18	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24431057108083715827461	4900	19,567.54	
04/19	04/18	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24431057108083700994615	4900	125.00	
04/19	04/18	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24431057108083700084755	4900	1,538.28	
04/19	04/19	COMCAST OF WINCHESTER 800-COMCAST VA	24692167109000869029165	4899	74.90	
04/19	04/18	VA DMV ONLINE BILLING PAY804-3670595 VA	24755427109121097929927	9399	120.00	
04/20	04/19	VERIZON*ONETIMEPAYMENT 800-VERIZON FL	24692167109000073942914	4899	142.03	
04/20	04/19	VERIZON*ONETIMEPAYMENT 800-VERIZON FL	24692167109000073942922	4899	351.41	
04/20	04/19	VERIZON*ONETIMEPAYMENT 800-VERIZON FL	24692167109000073942930	4899	174.11	
04/20	04/18	GRIFFITH ENERGY SERVIC 410-956-3000 MD	24258027109514872162203	5983	2,716.83	
PHILLIPS, ANN W						**Total Activity**
Account Number: XXXX-XXXX-XXXX-						**857.69**
04/03	04/01	STAPLS7173912825000001 877-8267755 NJ	24164077092105314132768	5111	33.46	
04/03	04/01	STAPLS7173912825000002 877-8267755 NJ	24164077092105974132769	5111	4.99	
04/10	04/08	STAPLS7174345562000001 877-8267755 NJ	24164077099105070480164	5111	37.15	
04/11	04/10	IN *TRUESHRED 888-7508783 VA	24692167100000823279178	7399	77.00	
04/17	04/14	STAPLS7174631300000001 877-8267755 NJ	24164077104105135988451	5111	181.00	
04/21	04/19	5GUYS 0059 QSR LYNCHBURG VA	24445007110500418929729	5814	17.51	
04/24	04/22	HILTON GARDEN INN LYNC LYNCHBURG VA Arrival: 04/19/17	24692167112000050546980	3604	223.60	
04/24	04/21	CHICK-FIL-A #02577 WAYNESBORO VA	24427337112710021498779	5814	8.00	
04/25	04/24	VISTAPR*VistaPrint.com 866-8936743 MA	24692167114000275545096	2741	14.98	
04/26	04/25	INTERNATIONAL INSTITUTE O909-9444162 CA	24755427116121167127114	8699	160.00	
04/28	04/27	VAGP WWW.VAGP.ORG VA	24492157117637009571516	8699	100.00	
REYNOLDS, CHARLES						**Total Activity**
Account Number: XXXX-XXXX-XXXX-						**83.48**
04/06	04/04	ANDERSON'S NURSERY BERRYVILLE VA	24061067095700085753974	5261	37.24	
04/11	04/10	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801977101091407000097	5251	14.69	
04/25	04/24	FISHER AUTO PARTS 009 BERRYVILLE VA	24431067115200824900225	5533	1.96	
04/26	04/24	BERRYVILLE AUTO PARTS INCBERRYVILLE VA	24767897115778500541128	5533	7.59	
04/26	04/24	BERRYVILLE AUTO PARTS INCBERRYVILLE VA	24767897115778500565408	5533	22.00	

Transactions

Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit
SHOREMOUNT, JOSEPH E						**Total Activity 173.40**
Account Number: XXXX-XXXX-XXXX-						
04/03	04/02	JOECRBSHK-FREDRICKBURG FREDERIKSBURGVA	24431067093206988100086	5812	20.81	
04/04	04/03	FAMOUS DAVE'S #2075 FREDERICKSBURVA	24445007094000788798630	5812	18.89	
04/05	04/03	PIZZA HUT 031306 FREDERICKSBURVA	24431067094091473000051	5812	11.24	
04/05	04/04	STEAK-N-SHAKE 5001 FREDERICKSBURVA	24445007095000772047175	5812	9.96	
04/06	04/04	COUNTRY INN & SUITES FREDERICKSBURVA Arrival: 04/02/17	24692167095000430593653	3829	112.50	
STOVER, KEITH						**Total Activity 129.32**
Account Number: XXXX-XXXX-XXXX-						
04/04	04/03	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801977094091403000090	5251	29.34	
04/06	04/04	ANDERSON'S NURSERY BERRYVILLE VA	24061067095700085753875	5261	99.98	
TYRRELL, DAVE						**Total Activity 6,759.79**
Account Number: XXXX-XXXX-XXXX-						
04/04	04/03	ATCO MANUFACTURING COMPAN770-4247550 GA	24275397093900013308926	2842	50.00	
04/06	04/04	BERRYVILLE AUTO PARTS INCBERRYVILLE VA	24767897095647100392063	5533	41.02	
04/06	04/05	FLW, INCORPORATED STORE.FLW.COMCA	24492157096637004511595	5046	459.22	
04/07	04/05	MCMASTER-CARR 630-834-9600 IL	24789307096653000064219	5085	44.69	
04/07	04/06	USA BLUE BOOK 800-548-1234 IL	24326847096636000067469	5085	213.56	
04/07	04/06	NATIONAL SAFTEY SUPPLY 301-668-3230 MD	24435657097206941500018	5099	257.75	
04/10	04/07	ROBERTS OXYGEN CO BR 00 800-6263433 MD	24755427098640981013434	5085	28.15	
04/12	04/11	NOR*NORTHERN TOOL 800-222-5381 MN	24692167101000438005132	5251	129.00	
04/12	04/11	WINCHESTER STAR CIR 540-6673200 VA	24755427101271017306207	5192	464.11	
04/12	04/11	FAMILY DOLLAR #3110 BERRYVILLE VA	24231687102837000088085	5331	21.59	
04/13	04/12	COYNE CHEMICAL 215-785-3000 PA	24224437103101031240142	5169	668.84	
04/13	04/12	CLARKE CO HEALTH DEPT 540-9551033 VA	24755427102171028639969	8099	90.98	
04/14	04/12	MCMASTER-CARR 630-834-9600 IL	24789307103694500064219	5085	76.18	
04/19	04/17	WEF MAIN 703-684-2400 VA	24009587108300513469603	8699	165.00	
04/19	04/18	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801977109091401000012	5251	62.68	
04/20	04/13	ANDERSON CONTROL INC BLUEMONT VA	24755427110731104368047	7393	126.00	
04/26	04/25	COYNE CHEMICAL 215-785-3000 PA	24224437116101029519841	5169	1,712.42	
04/26	04/18	COYNE CHEMICAL 215-785-3000 PA	24224437116101029519767	5169	547.00	
04/26	04/24	BERRYVILLE AUTO PARTS INCBERRYVILLE VA	24767897115778500541102	5533	605.46	
04/26	04/24	MCMASTER-CARR 630-834-9600 IL	24789307115778700089617	5085	661.09	
04/27	04/26	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801977117091407000198	5251	4.19	
04/28	04/27	USA BLUE BOOK 800-548-1234 IL	24326847117636000067191	5085	330.86	
WEAVER, PAUL						**Total Activity 364.50**
Account Number: XXXX-XXXX-XXXX-						
04/13	04/12	TRICK TRUCKS & CARS WINCHESTER VA	24228997102980029169342	5533	364.50	
WHITE, NEAL						**Total Activity 236.45**
Account Number: XXXX-XXXX-XXXX-						
04/11	04/10	PRESTO DIRECT LLC PREST 724-825-1469 PA	24492157100894339591149	5943	38.17	
04/12	04/11	Amazon.com AMZN.COM/BILLWA	24692167101000238562563	5942	90.94	
04/12	04/11	Amazon.com AMZN.COM/BILLWA	24692167101000250646781	5942	12.63	
04/12	04/10	KUSTOM SIGNALS 913-492-1400 KS	24247607101500655159053	5065	45.00	
04/12	04/11	SHERWIN WILLIAMS 705406 STEPHENS CITYVA	24431067101981000000130	5231	11.89	
04/18	04/17	SHERWIN WILLIAMS 705406 STEPHENS CITYVA	24431067107981000000076	5231	11.89	
04/20	04/19	USPS PO 5107560300 BERRYVILLE VA	24445007110000749322603	9402	10.21	
04/25	04/24	USPS PO 5107560300 BERRYVILLE VA	24445007115000720856814	9402	6.59	
04/27	04/26	USPS PO 5107560300 BERRYVILLE VA	24445007117000737269520	9402	9.13	

Disputed Transactions

Posting Date	Transaction Date	Description	Account Number	Reference Number	Amount
03/16	03/15	USA BLUE BOOK 800-548-1234 IL US 800-548-1234	1620	24326847074636000068935	181.01

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

18391200 - 020659 - 0003 - 0004 - 2

Finance Charge Calculation

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

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

18391200 - 020659 - 0004 - 0004 - 2

Attachment 6

FINANCE AND ADMINISTRATION STAFF REPORT

TO: TOWN COUNCIL

FROM: DESIREE MORELAND, TREASURER

SUBJECT: BUDGET

DATE: 6/7/2017

CC: KEITH DALTON, TOWN MANAGER

The FY 17-18 Budget is presented for approval and appropriation at the June 13th meeting.

Proposed Budget FY 17-18 Highlights include:

REVENUES

GENERAL FUND

- No increase in Personal Property tax rate.
- PPTRA remains at 70%
- No increase in Real Estate tax rate.
- No increase in Machinery & Tools tax rate.
- No increase in Vehicle Decal Rates
- No increase in Business & Professional License rates
- Water Tank Site Lease adjustments per agreements
- No increase in Lodging Tax, Meals Tax or Cigarette Tax

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WATER FUND

- No increase in Treatment Fees.
- Five residential and two commercial Availability Fees projected

SEWER FUND

- No increase in Treatment Fees.
- Five residential and two commercial Availability Fees projected

OPERATING EXPENSES

ALL FUNDS

- $700 COLA with some market payroll increases are proposed.
- 1.03 % increase in Health Care costs.
- TOTAL BUDGET increase of 7.79%

GENERAL FUND

- Increase in Maintenance & Operational Expenses of 5.99%
- Blight Abatement
- New position in Finance & Administration
- Debt Service reflects a deposit to RDA Debt Service Reserve Fund
- Contingency is 3.88% of the Operating Budget
- General Fund total increase of 3.31%

WATER FUND

- Increase in Maintenance & Operational Expenses of 2.54%
- There is currently no Debt Service in the Water Fund
- Contingency is 5 % of the Operating Budget
- Water Fund total increase of 40.28 % due largely to CIP Tank Maintenance

SEWER FUND

- Decrease in Maintenance & Operational Expenses of 4.75%
- Debt service reflects payment to VRA
- Contingency is 5% of the Operating Budget
- Sewer Fund total decrease of .97%

Town Council
Motion for Adoption of Budget and Appropriation of Funds
Fiscal Year 2017-2018

Date: June 13, 2017

Motion by: _____

Seconded by: _____

I hereby move that the Council of the Town of Berryville adopt the proposed Budget for Fiscal Year 2017-2018, an approved copy of which shall be incorporated into and become a part of the Official Minutes of this meeting, and further, that all funds as set forth in the approved budget shall hereby be appropriated for Fiscal Year 2017-2018.

VOTE:

Aye:

Nay:

Absent:

ATTEST:_____
Harry L. Arnold, Jr., Recorder

Town of Berryville

APPROVED

6-13-17

TOWN COUNCIL

Patricia Dickinson, Mayor
Harry Arnold, Jr., Recorder
Donna Marie McDonald—Ward One
Allen Kitselman—Ward Two
Erecka Gibson—Ward Three
David Tollett—Ward Four

TOWN STAFF

Keith Dalton, Town Manager
Desiree Moreland, Asst Mgr/Treasurer
Christina Dunkle, Asst Mgr/Planner
Ann Phillips, Town Clerk
Neal White, Chief of Police
David Tyrrell, Utility Director
Rick Boor, Director of Public Works

FY 2018 OPERATING BUDGET

&

Capital Improvement Program

FY 2018-2022

Resources and Revenues		AMENDED FY 16-17		APPROVED FY 17-18
GENERAL FUND				
Fund Balance	$	-	$	75,000.00
Revenue from Local Sources	$	2,463,250.00	$	2,516,125.00
Revenue from State Sources	$	891,786.00	$	924,883.00
Revenue from Other Sources	$	1,000.00	$	1,000.00
Total	**$**	**3,356,036.00**	**$**	**3,517,008.00**
WATER FUND				
Fund Balance	$	70,000.00	$	460,000.00
Revenue from Local Sources	$	862,650.00	$	895,625.00
Availability Fees	$	78,050.00	$	72,190.00
Total	**$**	**1,010,700.00**	**$**	**1,427,815.00**
SEWER FUND				
Fund Balance	$	90,000.00	$	10,000.00
Revenue from Local Sources	$	1,625,100.00	$	1,701,000.00
Availability Fees	$	318,500.00	$	312,820.00
Total	**$**	**2,033,600.00**	**$**	**2,023,820.00**
TOTAL RESOURCES AND REVENUES	**$**	**6,400,336.00**	**$**	**6,968,643.00**

Expenses and Reserves				
GENERAL FUND				
Maintenance and Operational	$	2,938,791.00	$	3,162,435.00
Debt Service	$	133,627.00	$	132,611.30
Capital Reserves and Expenses	$	96,780.00	$	102,200.00
Contingency	$	186,838.00	$	119,761.70
Total	**$**	**3,356,036.00**	**$**	**3,517,008.00**
WATER FUND				
Maintenance and Operational	$	679,300.00	$	706,045.00
Debt Service	$	-	$	-
Capital Reserves and Expenses	$	306,800.00	$	687,045.00
Contingency	$	24,600.00	$	34,725.00
Total	**$**	**1,010,700.00**	**$**	**1,427,815.00**
SEWER FUND				
Maintenance and Operational	$	977,495.00	$	941,020.00
Debt Service	$	470,000.00	$	470,000.00
Capital Reserves and Expenses	$	551,855.00	$	566,250.00
Contingency	$	34,250.00	$	46,550.00
Total	**$**	**2,033,600.00**	**$**	**2,023,820.00**
TOTAL EXPENSES AND RESERVES	**$**	**6,400,336.00**	**$**	**6,968,643.00**

6/13/2017	FY 17-18 BUDGET REVENUES				
Account Number	Account Description	Prior Year Budget 2014-2015	Prior Year Budget 2015-2016	CURRENT AMENDED 2016-2017	APPROVED 2017-2018
	GENERAL FUND				
	FUND BALANCE				
100-3000000-0000	FUND BALANCE FORWARD	$ 386,940.00	$ -	$ -	$ 75,000.00
	TOTAL FUND BALANCE	$ 386,940.00	$ -	$ -	$ 75,000.00
	REVENUE FROM LOCAL SOURCES				
100-3110101-0000	CURRENT REAL ESTATE TAXES	$ 660,000.00	$ 881,500.00	$ 885,000.00	$ 900,000.00
100-3110102-0000	DEL REAL ESTATE TAXES	$ 2,500.00	$ 2,500.00	$ 2,500.00	$ 5,000.00
100-3110201-0000	UTILITY REAL ESTATE TAXES	$ 7,000.00	$ 7,000.00	$ 11,200.00	$ 11,375.00
100-3110301-0000	CURRENT PERS PROP TAXES	$ 170,000.00	$ 216,000.00	$ 230,000.00	$ 238,000.00
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	$ 155,000.00
100-3110601-0000	TAX PENALTIES	$ 3,000.00	$ 3,000.00	$ 3,000.00	$ 6,000.00
100-3110602-0000	TAX INTEREST	$ 1,500.00	$ 1,500.00	$ 5,000.00	$ 6,000.00
	TOTAL REV FROM LOCAL SOURCES	$ 1,010,000.00	$ 1,274,500.00	$ 1,346,700.00	$ 1,324,375.00
	OTHER LOCAL TAXES				
100-3120101-0000	LOCAL SALES TAX	$ 160,000.00	$ 175,000.00	$ 190,000.00	$ 185,000.00
100-3120201-0000	CONSUMER UTILITY TAX	$ 90,000.00	$ 90,000.00	$ 90,000.00	$ 95,000.00
100-3120300-0000	BUSINESS LICENSE	$ 185,000.00	$ 185,000.00	$ 185,000.00	$ 200,000.00
100-3120402-0000	REC FRANCHISE FEES	$ 25,000.00	$ 27,000.00	$ 35,000.00	$ 32,000.00
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	$ 125,000.00
100-3120801-0000	CIGARETTE TAX (10¢)	$ -	$ 1,300.00	$ 42,500.00	$ 50,000.00
100-3121001-0000	LODGING TAX (2%)	$ -	$ 17,500.00	$ 9,000.00	$ 7,500.00
100-3121101-0000	MEALS TAX (4%)	$ 192,000.00	$ 185,000.00	$ 190,000.00	$ 240,000.00
	TOTAL OTHER LOCAL TAXES	$ 852,000.00	$ 910,800.00	$ 976,500.00	$ 1,024,500.00
	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

Account Number	Account Description	Prior Year Budget 2014-2015	Prior Year Budget 2015-2016	CURRENT AMENDED 2016-2017	APPROVED 2017-2018
	FINES & FORFEITURES				
100-3140101-0000	COURT FINES	$ 20,000.00	$ 30,000.00	$ 25,000.00	$ 20,000.00
100-3140102-0000	PARKING METER FINES	$ 2,750.00	$ 2,000.00	$ 3,300.00	$ 4,000.00
	TOTAL FINES & FORFEITURES	$ 22,750.00	$ 32,000.00	$ 28,300.00	$ 24,000.00
	REVENUE FROM MONEY OR PROP				
100-3150101-0000	INTEREST ON DEPOSITS	$ 7,000.00	$ 6,000.00	$ 6,000.00	$ 20,000.00
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	$ 68,750.00
100-3150206-0000	CHARGE CARD REBATE				$ 10,000.00
	TOTAL FROM MONEY OR PROP	$ 82,600.00	$ 82,500.00	$ 84,250.00	$ 110,750.00
	CHARGES FOR SERVICES				
100-3160703-0000	PARKING METERS	$ 8,000.00	$ 8,000.00	$ 11,000.00	$ 12,000.00
100-3161502-0000	SALE OF PUBLICATIONS	$ 100.00	$ 100.00	$ -	$ -
	TOTAL CHARGES FOR SERVICES	$ 8,100.00	$ 8,100.00	$ 11,000.00	$ 12,000.00
	MISCELLANEOUS REVENUES				
100-3189905-0000	SALE OF SURPLUS	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 5,000.00
	TOTAL MISC REVENUES	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 5,000.00
	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	$ 2,591,125.00
	REVENUE FROM THE COMMONWEALTH				
	NON-CATEGORICAL AID				

Account Number	Account Description	Prior Year Budget 2014-2015	Prior Year Budget 2015-2016	CURRENT AMENDED 2016-2017	APPROVED 2017-2018
100-3220107-0000	ROLLING STOCK TAX	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00
100-3220109-0000	PPTRA	$ 209,917.00	$ 209,917.00	$ 209,917.00	$ 209,917.00
100-3220201-0000	COMMUNICATION TAX	$ 90,000.00	$ 90,000.00	$ 90,000.00	$ 90,000.00
	TOTAL NON-CATEGORICAL AID	$ 301,917.00	$ 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	$ 76,436.00
100-3240103-0000	LE BLOCK GRANT	$ -	$ -	$ 10,000.00	$ 2,500.00
100-3240201-0000	FIRE FUND PROGRAM	$ 11,187.00	$ 14,000.00	$ 14,000.00	$ 14,000.00
100-3240300-0000	VDOT LANE MILE ALLOWANCE	$ 431,812.00	$ 431,812.00	$ 474,787.00	$ 513,000.00
100-3240301-0000	VDOT ROAD MAINTENANCE	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00
100-3240302-0000	LITTER CONTROL GRANT	$ 2,000.00	$ 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	$ 5,000.00
100-3240710-0000	DMV ANIMAL FRIENDLY PLATES			$ 30.00	$ 30.00
	TOTAL CATEGORICAL AID	$ 534,051.00	$ 536,864.00	$ 589,869.00	$ 622,966.00
	TOTAL FROM THE COMMONWEALTH	$ 835,968.00	$ 838,781.00	$ 891,786.00	$ 924,883.00
	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	$ 1,000.00

Account Number	Account Description	Prior Year Budget 2014-2015	Prior Year Budget 2015-2016	CURRENT AMENDED 2016-2017	APPROVED 2017-2018
	TOTAL FROM OTHER SOURCES	$ 1,000.00	$ 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	$ 3,216,358.00	$ 3,165,181.00	$ 3,356,036.00	$ 3,517,008.00
	WATER FUND				
	FUND BALANCE				
501-3000000-0000	FUND BALANCE	$ -	$ -	$ 70,000.00	$ 460,000.00
	TOTAL FUND BALANCE	$ -	$ -	$ 70,000.00	$ 460,000.00
	REVENUE FROM MONEY OR PROP				
501-3150102-0000	INTEREST ON INVESTMENTS	$ 5,000.00	$ 3,000.00	$ 3,000.00	$ 4,000.00
	TOTAL FROM USE OF MONEY OR PROP	$ 5,000.00	$ 3,000.00	$ 3,000.00	$ 4,000.00
	CHARGES FOR SERVICES				
501-3160110-0000	TREATMENT FEES	$ 754,000.00	$ 800,900.00	$ 825,000.00	$ 860,000.00
501-3160111-0000	DELINQUENT ACCT PENALTIES	$ 30,000.00	$ 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	$ 72,190.00
501-3160114-0000	CONNECTION CHARGES	$ -	$ -	$ -	
501-3160115-0000	METER FEES	$ 1,625.00	$ 3,250.00	$ 4,550.00	$ 1,625.00
	TOTAL CHARGES FOR SERVICES	$ 811,975.00	$ 886,750.00	$ 937,700.00	$ 963,815.00
	TOTAL WATER FUND	$ 816,975.00	$ 889,750.00	$ 1,010,700.00	$ 1,427,815.00

Account Number	Account Description	Prior Year Budget 2014-2015	Prior Year Budget 2015-2016	CURRENT AMENDED 2016-2017	APPROVED 2017-2018
	SEWER FUND				
	FUND BALANCE				
502-3000000-0000	FUND BALANCE	$ -	$ -	$ 90,000.00	$ 10,000.00
	TOTAL FUND BALANCE	$ -	$ -	$ 90,000.00	$ 10,000.00
	REVENUE FROM MONEY OR PROP				
502-3150101-0000	INTEREST INCOME	$ 8,000.00	$ 5,000.00	$ 5,000.00	$ 8,000.00
	TOTAL REVENUE FROM MONEY OR PROP	$ 8,000.00	$ 5,000.00	$ 5,000.00	$ 8,000.00
	CHARGES FOR SERVICES				
502-3160110-0000	TREATMENT FEES	$ 1,486,000.00	$ 1,570,000.00	$ 1,620,000.00	$ 1,690,000.00
502-3160112-0000	SECURITY DEPOSITS	$ 100.00	$ 100.00	$ 100.00	$ -
502-3160113-0000	AVAILABILITY CHARGES	$ 113,750.00	$ 227,500.00	$ 318,500.00	$ 312,820.00
	TOTAL CHARGES FOR SERVICES	$ 1,599,850.00	$ 1,797,600.00	$ 1,938,600.00	$ 2,002,820.00
	REVENUE FROM OTHER SOURCES				
	NON-REVENUE RECEIPTS				
502-3410401-0000	VRA LOAN	$ -	$ -	$ -	$ -
502-3410402-0000	WQIF Grant	$ -	$ -	$ -	$ -
502-3410404-0000	NUTRIENT CREDIT REBATE				$ 3,000.00
	TOTAL NON-REVENUE RECEIPTS	$ -	$ -	$ -	$ 3,000.00
	TOTAL FROM OTHER SOURCES	$ -	$ -	$ -	$ 3,000.00
	TOTAL SEWER FUND	$ 1,607,850.00	$ 1,802,600.00	$ 2,033,600.00	$ 2,023,820.00
	230000				
	TOTAL REVENUES ALL FUNDS	**$ 5,641,183.00**	**$ 5,857,531.00**	**$ 6,400,336.00**	**$ 6,968,643.00**
	FY 17-18 BUDGET EXPENSES				

Account Number	Account Description	Prior Year Budget 2014-2015	Prior Year Budget 2015-2016	CURRENT AMENDED 2016-2017	APPROVED 2017-2018
Account Number	Account Description	Prior Year Budget 2014-2015	Prior Year Budget 2015-2016	APPROVED 2016-2017	REQUESTED 2017-2018
	GENERAL FUND				
	TOWN COUNCIL				
100-4011100-1111	EXPENSE COMPENSATION	$ 18,900.00	$ 18,900.00	$ 18,900.00	$ 18,900.00
100-4011100-2100	MATCHING FICA EXPENSE (7.65 %)				$ 1,450.00
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	$ 27,350.00
	TOWN CLERK				
100-4011200-1114	SALARIES/WAGES/TNCLK	$ 44,290.00	$ 36,800.00	$ 40,300.00	$ 47,000.00
100-4011200-2100	MATCHING FICA EXPENSE (7.65 %)			$ 3,080.00	$ 3,600.00
100-4011200-5510	MILEAGE				$ 150.00
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	$ 51,950.00
	TOWN MANAGER				
100-4012110-1112	COMPENSATION	$ 124,800.00	$ 129,000.00	$ 129,000.00	$ 130,100.00
100-4012110-2100	MATCHING FICA EXPENSE (7.65 %)			$ 9,850.00	$ 9,950.00
100-4012110-3399	BLIGHT ABATEMENT				$ 20,000.00
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	$ 8,200.00
100-4012110-5810	DUES	$ 300.00	$ 300.00	$ 300.00	$ 300.00
	TOTAL TOWN MANAGER	$ 126,250.00	$ 131,050.00	$ 140,900.00	$ 169,300.00
	LEGAL SERVICES				

Account Number	Account Description	Prior Year Budget 2014-2015	Prior Year Budget 2015-2016	CURRENT AMENDED 2016-2017	APPROVED 2017-2018
100-4012210-3150	PROFESSIONAL SERVICES	$ 30,000.00	$ 30,000.00	$ 20,000.00	$ 35,000.00
	TOTAL LEGAL SERVICES	$ 30,000.00	$ 30,000.00	$ 20,000.00	$ 35,000.00
	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	$ 110,380.00
100-4012220-2220	VMLIP - STD	$ 580.00	$ 560.00	$ 570.00	$ 600.00
100-4012220-2230	VMLIP - LTD	$ 5,100.00	$ 4,905.00	$ 5,145.00	$ 5,400.00
100-4012220-2250	Line of Duty Act	$ 3,000.00	$ 3,550.00	$ 3,750.00	$ 4,500.00
100-4012220-2300	HEALTH INSURANCE	$ 133,000.00	$ 140,635.00	$ 154,650.00	$ 165,000.00
100-4012220-2400	LIFE INSURANCE	$ 12,300.00	$ 10,785.00	$ 11,320.00	$ 13,085.00
100-4012220-2600	UNEMPLOYMENT INSURANCE	$ 800.00	$ 675.00	$ 270.00	$ 225.00
100-4012220-2700	WORKER'S COMPENSATION	$ 30,000.00	$ 24,000.00	$ 21,750.00	$ 16,000.00
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	$ 315,940.00
	INDEPENDENT AUDITOR				
100-4012240-3120	CONTRACTUAL SERVICES	$ 15,100.00	$ 15,300.00	$ 16,000.00	$ 15,150.00
	TOTAL INDEPENDENT AUDITOR	$ 15,100.00	$ 15,300.00	$ 16,000.00	$ 15,150.00
	TOWN TREASURER				
100-4012410-1113	COMPENSATION	$ 89,600.00	$ 90,800.00	$ 92,800.00	$ 91,900.00
100-4012410-2100	MATCHING FICA EXPENSE (7.65 %)			$ 7,000.00	$ 7,030.00
100-4012410-3130	PROFESSIONAL SER/TAX CONV	$ -	$ 2,000.00	$ 2,000.00	$ 1,500.00
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	$ 275.00
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	$ 350.00
100-4012410-6020	CIGARETTE TAX STAMPS				$ 6,000.00
	TOTAL TOWN TREASURER	$ 92,000.00	$ 95,000.00	$ 104,250.00	$ 108,955.00
	FINANCE/ACCOUNTING				
100-4012430-1113	COMPENSATION	$ 56,220.00	$ 58,600.00	$ 64,400.00	$ 101,200.00

Account Number	Account Description	Prior Year Budget 2014-2015	Prior Year Budget 2015-2016	CURRENT AMENDED 2016-2017	APPROVED 2017-2018
100-4012430-2100	MATCHING FICA EXPENSE (7.65 %)			$ 4,900.00	$ 7,750.00
100-4012430-5540	TRAINING	$ 400.00	$ 200.00	$ 500.00	$ 1,000.00
	TOTAL FINANCE/ACCOUNTING	$ 56,620.00	$ 58,800.00	$ 69,800.00	$ 109,950.00
	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	$ 2,500.00
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	$ 10,000.00
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	$ 1,200.00
100-4012530-5415	COPIER LEASE		$ 3,000.00	$ 3,000.00	$ 5,000.00
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	$ 64,950.00
	RISK MANAGEMENT				
100-4012550-5304	BLANKET EXCESS LIABILITY	$ 13,500.00	$ 13,200.00	$ 11,000.00	$ 9,000.00
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	$ 28,500.00
100-4012550-5800	INSURANCE DEDUCTABLES	$ 3,000.00	$ 3,000.00	$ 3,000.00	$ 3,000.00
	TOTAL RISK MANAGEMENT	$ 37,000.00	$ 52,000.00	$ 52,150.00	$ 49,500.00
	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	$ 650.00
100-4013100-6001	OFFICE SUPPLIES	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 2,100.00
	TOTAL ELECTIONS	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 2,750.00

Account Number	Account Description	Prior Year Budget 2014-2015	Prior Year Budget 2015-2016	CURRENT AMENDED 2016-2017	APPROVED 2017-2018
	PUBLIC DEFENDER FEES				
100-4021500-3150	PUBLIC DEFENDER FEES	$ 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
	POLICE DEPARTMENT				
100-4031100-1139	COMPENSATION	$ 500,000.00	$ 479,600.00	$ 534,600.00	$ 518,500.00
100-4031100-2100	MATCHING FICA EXPENSE (7.65 %)			$ 40,900.00	$ 40,000.00
100-4031100-3110	MEDICAL EXAMINATIONS	$ 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
100-4031100-3190	INTERPRETER	$ 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
100-4031100-3320	MAINTENANCE CONTRACTS	$ 8,088.00	$ 7,500.00	$ 9,850.00	$ 9,850.00
100-4031100-4082	WILDLIFE MANAGEMENT	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00
100-4031100-5210	POSTAGE	$ 275.00	$ 250.00	$ 250.00	$ 250.00
100-4031100-5230	TELECOMMUNICATIONS	$ 1,550.00	$ 4,044.00	$ 4,044.00	$ 4,125.00
100-4031100-5415	COPIER LEASE		$ 3,000.00	$ 3,000.00	$ 3,525.00
100-4031100-5540	TRAINING	$ 8,000.00	$ 9,500.00	$ 9,500.00	$ 9,500.00
100-4031100-5810	DUES	$ 3,045.00	$ 2,050.00	$ 700.00	$ 700.00
100-4031100-5815	COMMUNITY RELATIONS	$ 700.00	$ 900.00	$ 1,200.00	$ 1,200.00
100-4031100-6001	OFFICE SUPPLIES	$ 1,850.00	$ 1,850.00	$ 2,350.00	$ 2,350.00
100-4031100-6008	GASOLINE & OIL	$ 24,288.00	$ 20,000.00	$ 14,000.00	$ 14,000.00
100-4031100-6010	POLICE SUPPLIES	$ 8,000.00	$ 12,300.00	$ 13,500.00	$ 13,500.00
100-4031100-6011	UNIFORMS	$ 3,000.00	$ 4,000.00	$ 4,000.00	$ 4,000.00
	TOTAL POLICE DEPARTMENT	$ 571,071.00	$ 559,894.00	$ 654,794.00	$ 638,400.00
	TRAFFIC CONTROL				
100-4031300-5699	COUNTY CONT/CROSSING GD	$ 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
	EMERGENCY SERVICES				
100-4031400-5699	CONTRIBUTION/CC CENT ALRM	$ 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

Account Number	Account Description	Prior Year Budget 2014-2015	Prior Year Budget 2015-2016	CURRENT AMENDED 2016-2017	APPROVED 2017-2018
	VOLUNTEER FIRE DEPARTMENT				
100-4032200-5699	CONTRIBUTION/JHEVFD	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 30,000.00
100-4032200-5707	FIRE FUND PROGRAM	$ 11,187.00	$ 14,000.00	$ 14,000.00	$ 14,000.00
100-4032200-88411	CAPITAL PROJECT RESERVE				$ 10,000.00
	TOTAL VOLUNTEER FIRE DEPT	$ 36,187.00	$ 39,000.00	$ 39,000.00	$ 54,000.00
	RESCUE SERVICES				
100-4032300-5699	PROFFESSIONAL SER "EMT"	$ 67,920.00	$ 67,920.00	$ 50,000.00	$ 33,000.00
	TOTAL RESCUE SERVICES	$ 67,920.00	$ 67,920.00	$ 50,000.00	$ 33,000.00
	CORRECTION & DETENTION				
100-4033200-5550	CONFINEMENT OF PRISONERS	$ 250.00	$ 250.00	$ 250.00	$ 250.00
	TOTAL CORRECTION & DETENTION	$ 250.00	$ 250.00	$ 250.00	$ 250.00
	PUBLIC WORKS ADMINISTRATION				
100-4041100-1140	COMPENSATION	$ 42,425.00	$ 42,700.00	$ 44,450.00	$ 42,800.00
100-4041100-2100	MATCHING FICA EXPENSE (7.65 %)			$ 3,400.00	$ 3,275.00
100-4041100-3110	MEDICAL EXAMS	$ 525.00	$ 525.00	$ 525.00	$ 800.00
100-4041100-3310	VEHICLE REP & MAINTENANCE	$ 6,000.00	$ 7,000.00	$ 7,000.00	$ 7,000.00
100-4041100-5120	FUEL OIL/HEAT	$ 3,325.00	$ 3,325.00	$ 3,325.00	$ 1,500.00
100-4041100-5230	TELECOMMUNICATIONS	$ 3,800.00	$ 4,400.00	$ 3,800.00	$ 4,400.00
100-4041100-5415	COPIER LEASE		$ 2,100.00	$ 2,250.00	$ 2,500.00
100-4041100-5540	TRAINING	$ 500.00	$ 500.00	$ 500.00	$ 500.00
100-4041100-6001	OFFICE SUPPLIES	$ 500.00	$ 500.00	$ 500.00	$ 500.00
	TOTAL PUBLI WKS ADMINISTRATION	$ 57,075.00	$ 61,050.00	$ 65,750.00	$ 63,275.00
	HWYS, STS BRIDGES & SDWLKS				
100-4041200-1183	COMPENSATION	$ 117,600.00	$ 123,855.00	$ 127,500.00	$ 128,000.00
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	$ 14,000.00
100-4041200-3315	SIDEWALK MAINTENANCE	$ 6,000.00	$ 6,000.00	$ 6,000.00	$ 50,000.00
100-4041200-3316	STREET SIGN MAINTENANCE	$ 500.00	$ 500.00	$ 500.00	$ 250.00
100-4041200-5425	NORFOLK/SOUTHERN R-O-W'S	$ 950.00	$ 950.00	$ 950.00	$ 1,025.00
100-4041200-6007	MATERIALS & SUPPLIES	$ 4,000.00	$ 4,000.00	$ 4,000.00	$ 4,000.00

Account Number	Account Description	Prior Year Budget 2014-2015	Prior Year Budget 2015-2016	CURRENT AMENDED 2016-2017	APPROVED 2017-2018
100-4041200-6008	GASOLINE & OIL	$ 37,040.00	$ 37,400.00	$ 37,400.00	$ 25,000.00
100-4041200-6011	UNIFORMS	$ 3,000.00	$ 3,000.00	$ 3,000.00	$ 4,000.00
	TOTAL HWYS, STS BRIDGES & SWLKS	$ 179,090.00	$ 185,705.00	$ 199,100.00	$ 236,025.00
	VDOT STREET MAINTENANCE				
100-4041250-3300	VDOT STREET MAINTENANCE	$ 431,812.00	$ 384,312.00	$ 287,037.00	$ 428,500.00
100-4041250-8801	EQUIPMENT PURCHASE (VDOT)	$ -	$ 47,500.00	$ 125,500.00	$ 84,500.00
100-4041250-8803	PUBLIC WORKS IMPROVEMENTS	$ -	$ -	$ 62,250.00	
	TOTAL VDOT STREET MAINTENANCE	$ 431,812.00	$ 431,812.00	$ 474,787.00	$ 513,000.00
	STREET LIGHTS				
100-4041320-5110	ELECTRICITY	$ 79,000.00	$ 79,000.00	$ 79,000.00	$ 75,000.00
	TOTAL STREET LIGHTS	$ 79,000.00	$ 79,000.00	$ 79,000.00	$ 75,000.00
	SNOW REMOVAL				
100-4041330-3220	CONTRACTUAL SERVICES				$ 16,000.00
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	$ 18,000.00
	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	$ 1,000.00
	TOTAL STREET & ROAD CLEANING	$ 4,000.00	$ 4,000.00	$ 4,000.00	$ 1,000.00
	REFUSE COLLECTION				
100-4042300-3220	CONTRACTUAL SERVICES	$ 170,200.00	$ 177,000.00	$ 182,300.00	$ 187,700.00
100-4042300-6225	RECYCLING SERVICES	$ 51,000.00	$ 53,000.00	$ 54,600.00	$ 56,200.00
	TOTAL REFUSE COLLECTION	$ 221,200.00	$ 230,000.00	$ 236,900.00	$ 243,900.00

Account Number	Account Description	Prior Year Budget 2014-2015	Prior Year Budget 2015-2016	CURRENT AMENDED 2016-2017	APPROVED 2017-2018
	REFUSE DISPOSAL				
100-4042400-3800	FCO LANDFILL CHARGES	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 30,000.00
	TOTAL REFUSE DISPOSAL	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 30,000.00
	GENERAL PROPERTIES				
100-4043200-3310	REPAIR & MAINTENANCE	$ 9,000.00	$ 9,000.00	$ 9,000.00	$ 40,000.00
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	$ 500.00
100-4043200-6017	CHRISTMAS WREATHS	$ 1,100.00	$ 1,200.00	$ 1,200.00	$ 300.00
	TOTAL GENERAL PROPERTIES	$ 15,280.00	$ 15,300.00	$ 15,300.00	$ 44,900.00
	BUILDING SERVICES				
100-4064200-3150	PROFESSIONAL SERVICES	$ 1,350.00	$ 1,500.00	$ 3,000.00	$ 4,000.00
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	$ 20,200.00
100-4064200-5120	NATURAL GAS/HEAT	$ 2,010.00	$ 2,500.00	$ 3,200.00	$ 3,000.00
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	$ 4,250.00
100-4064200-5304	LIABILITY INSURANCE	$ 1,930.00	$ 2,000.00	$ 2,000.00	$ 2,050.00
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	$ 20,600.00
100-4064200-8411	CAPITAL ASSET RESERVES	$ 6,520.00	$ 7,000.00	$ 6,150.00	$ 7,500.00
	TOTAL BUILDING SERVICES	$ 85,500.00	$ 88,850.00	$ 78,650.00	$ 88,900.00
	PARKS & RECREATION				
100-4071310-3160	CONTRACTURAL SER/JN 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	$ 1,450.00
100-4071310-6018	ROSE HILL PARK MAINTENANCE	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00
	TOTAL PARKS & RECREATION	$ 11,400.00	$ 11,400.00	$ 11,400.00	$ 12,450.00
	PLANNING				
100-4081100-1155	COMPENSATION	$ 75,375.00	$ 77,435.00	$ 79,500.00	$ 80,100.00

Account Number	Account Description	Prior Year Budget 2014-2015	Prior Year Budget 2015-2016	CURRENT AMENDED 2016-2017	APPROVED 2017-2018
100-4081100-2100	MATCHING FICA EXPENSE (7.65 %)			$ 6,000.00	$ 6,125.00
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	$ 500.00	$ 500.00
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	$ 93,175.00
	BOARD OF ZONING APPEALS				
100-4081400-1110	EXPENSE COMPENSATION	$ 500.00	$ 500.00	$ 750.00	$ 500.00
100-4081400-5540	TRAINING	$ 500.00	$ -	$ 750.00	$ 500.00
	TOTAL BOARD OF ZONING APPEALS	$ 1,000.00	$ 500.00	$ 1,500.00	$ 1,000.00
	ECONOMIC DEVELOPMENT				
100-4081500-5410	TOD SIGNS	$ 2,000.00	$ -	$ 3,000.00	$ 5,000.00
100-4081500-5411	WAYFINDING SIGNS	$ 10,000.00	$ -		$ -
100-4081500-5695	TOWN/COUNTY ECONOMIC DEV				$ 5,000.00
100-4081500-5696	ECONOMIC DEVELOPMENT RESERVE			$ 9,000.00	$ 2,500.00
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	$ 20,000.00
	TOTAL ECONOMIC DEVELOPMENT	$ 72,000.00	$ 82,000.00	$ 40,000.00	$ 42,500.00
	PLANNING COMMISSION				
100-4081600-1111	EXPENSE COMPENSATION	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,220.00
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	$ 6,470.00
	B'VILLE AREA DEV AUTHORITY				
100-4081700-1111	EXPENSE COMPENSATION	$ 2,500.00	$ 2,500.00	$ 2,500.00	$ 2,340.00
100-4081700-1111	MATCHING FICA EXPENSE (7.65 %)				$ 180.00

Account Number	Account Description	Prior Year Budget 2014-2015	Prior Year Budget 2015-2016	CURRENT AMENDED 2016-2017	APPROVED 2017-2018
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	$ 2,895.00
	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	$ 5,000.00
100-4094200-8231	POLICE CRUISER	$ -	$ -	$ 43,530.00	$ 50,200.00
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	
100-4094200-8367	SEWER JET RODDER	$ 22,445.00			
100-4094200-8411	CAPITAL RESERVE		$ 43,508.00		
100-4094200-8500	PPTRA RESERVE	$ -	$ 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	
100-4094200-8803	PUBLIC WORKS IMPROVEMENTS (3/4 VDOT)			$ 24,750.00	
100-4094200-8901	LIVERY STABLE EVALUATION				$ 15,000.00
100-4094200-8902	PAVE BARNETTE STREET				$ 7,000.00
100-4094200-8903	E-CITATION				$ 25,000.00
	TOTAL CAPITAL OUTLAY	$ 76,045.00	$ 94,118.00	$ 96,780.00	$ 102,200.00
	CONTINGENCY				
100-4094300-5800	CONTINGENCY (3.78%)	$ 213,976.00	$ 85,560.00	$ 186,838.00	$ 119,761.70
	TOTAL CONTINGENCY	$ 213,976.00	$ 85,560.00	$ 186,838.00	$ 119,761.70
	DEBT SERVICE				

Account Number	Account Description	Prior Year Budget 2014-2015	Prior Year Budget 2015-2016	CURRENT AMENDED 2016-2017	APPROVED 2017-2018
100-4095000-9110	RDA PRINCIPAL	$ 31,800.00	$ 33,120.00	$ 35,000.00	$ 35,910.00
100-4095000-9120	RDA INTEREST	$ 89,680.00	$ 88,360.00	$ 86,480.00	$ 85,566.00
100-4095000-9130	RDA DEBT SER RESERVE	$ 12,147.00	$ 12,147.00	$ 12,147.00	$ 11,135.30
	TOTAL DEBT SERVICE	$ 133,627.00	$ 133,627.00	$ 133,627.00	$ 132,611.30
	TOTAL GENERAL FUND OPERATIONAL	$ 2,792,710.00	$ 2,851,876.00	$ 2,938,791.00	$ 3,162,435.00
	TOTAL GENERAL FUND CONTINGENCY	$ 213,976.00	$ 85,560.00	$ 186,838.00	$ 119,761.70
	TOTAL GENERAL FUND CAP OUTLAY	$ 76,045.00	$ 94,118.00	$ 96,780.00	$ 102,200.00
	TOTAL GENERAL FUND DEBT SERVICE	$ 133,627.00	$ 133,627.00	$ 133,627.00	$ 132,611.30
	TOTAL GENERAL FUND EXPENSES	$ 3,216,358.00	$ 3,165,181.00	$ 3,356,036.00	$ 3,517,008.00
	WATER FUND				
	PERSONNEL				
501-4012220-1140	COMPENSATION	$ 37,825.00	$ 38,460.00	$ 40,100.00	$ 39,500.00
501-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	$ 18,900.00	$ 18,525.00	$ 3,100.00	$ 3,025.00
501-4012220-2210	VRS	$ 21,255.00	$ 27,075.00	$ 28,950.00	$ 26,450.00
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	$ 1,290.00
501-4012220-2300	HEALTH INSURANCE	$ 35,000.00	$ 37,255.00	$ 38,500.00	$ 39,500.00
501-4012220-2400	LIFE INSURANCE	$ 3,260.00	$ 2,860.00	$ 2,820.00	$ 3,135.00
501-4012220-2600	UNEMPLOYMENT INSURANCE	$ 215.00	$ 180.00	$ 70.00	$ 55.00
501-4012220-2700	WORKER'S COMPENSATION	$ 8,250.00	$ 6,400.00	$ 5,250.00	$ 4,000.00
501-4012220-3145	PROFESSIONAL SERVICES	$ 1,000.00	$ 100.00	$ -	$ -
501-4012220-3170	MISS UTILITY	$ 1,900.00	$ 1,000.00	$ 1,000.00	$ 2,000.00
501-4012220-3320	HANDHELD MAINT	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,500.00
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	$ 1,200.00
	TOTAL PERSONNEL	$ 134,250.00	$ 139,455.00	$ 127,715.00	$ 126,300.00

Account Number	Account Description	Prior Year Budget 2014-2015	Prior Year Budget 2015-2016	CURRENT AMENDED 2016-2017	APPROVED 2017-2018
	TREATMENT				
501-4012222-1147	COMPENSATION	$ 150,500.00	$ 143,810.00	$ 141,200.00	$ 139,250.00
501-4012222-2100	MATCHING FICA EXPENSE (7.65 %)			$ 10,800.00	$ 10,650.00
501-4012222-2830	CERTIFICATION FEES	$ 900.00	$ 500.00	$ 900.00	$ 500.00
501-4012222-2840	STATE CONNECTION FEES	$ 5,100.00	$ 5,100.00	$ 5,100.00	$ 5,200.00
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	$ 10,000.00
501-4012222-3146	UTILITY RATE STUDY				$ 10,000.00
501-4012222-3210	SLUDGE REMOVAL	$ 22,000.00	$ 22,000.00	$ 22,000.00	$ 20,000.00
501-4012222-3220	CLEAN RIVER INTAKE	$ -	$ 1,000.00	$ 2,000.00	$ 1,500.00
501-4012222-3310	REPAIR & MAINTENANCE	$ 40,000.00	$ 40,000.00	$ 44,000.00	$ 46,000.00
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	PROPANE HEAT WTP	$ 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	$ 750.00
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	$ 500.00
501-4012222-6004	LAB SUPPLIES	$ 3,600.00	$ 3,600.00	$ 3,600.00	$ 3,800.00
501-4012222-6005	JANITORIAL SUPPLIES	$ 700.00	$ 700.00	$ 700.00	$ 800.00
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	$ 42,000.00
	TOTAL TREATMENT	$ 364,050.00	$ 359,960.00	$ 389,550.00	$ 393,600.00
	DISTRIBUTION & MAINTENANCE				
501-4012224-1183	COMPENSATION	$ 88,150.00	$ 92,895.00	$ 95,600.00	$ 94,250.00
501-4012224-2100	MATCHING FICA EXPENSE (7.65 %)			$ 7,300.00	$ 7,185.00
501-4012224-3330	LINE REPAIR & MAINTENANCE	$ 42,750.00	$ 42,750.00	$ 42,750.00	$ 50,000.00
501-4012224-6007	MATERIALS & SUPPLIES	$ 11,875.00	$ 11,875.00	$ 11,875.00	$ 30,000.00
501-4012224-6019	SAFETY EQUIPMENT	$ 710.00	$ 710.00	$ 710.00	$ 710.00

Account Number	Account Description	Prior Year Budget 2014-2015	Prior Year Budget 2015-2016	CURRENT AMENDED 2016-2017	APPROVED 2017-2018
501-4012224-6030	NEW SERVICE SUPPLIES	$ 3,800.00	$ 3,000.00	$ 3,800.00	$ 4,000.00
	TOTAL DISTRIBUTION & MAINT	$ 147,285.00	$ 151,230.00	$ 162,035.00	$ 186,145.00
	CAPITAL OUTLAY				
501-4094200-8102	TANK REPAIR & MAINT			$ 75,000.00	$ 450,000.00
501-4094200-8210	DEPRECIATION EXPENSE	$ -			
501-4094200-8211	CAPITAL RESERVES	$ 27,110.00		$ 34,800.00	$ 85,795.00
501-4094200-8361	WATER LINE UPGRADES	$ 75,000.00	$ 150,000.00	$ 145,000.00	$ 85,000.00
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		$ 10,000.00
501-4094200-8703	PICKUP (1/2)			$ 15,000.00	
501-4094200-8704	WATER FINISH PUMPS			$ 12,000.00	
501-4094200-8904	JD BACKHOE (25%)				$ 27,250.00
501-4094200-8905	INFLATABLE TRENCHBOX (50%)				$ 4,000.00
	TOTAL CAPITAL OUTLAY	$ 139,110.00	$ 208,000.00	$ 306,800.00	$ 687,045.00
	CONTINGENCY				
501-4094300-5800	CONTINGENCY (4.91%)	$ 32,359.00	$ 31,105.00	$ 24,600.00	$ 34,725.00
	TOTAL CONTINGENCY	$ 32,359.00	$ 31,105.00	$ 24,600.00	$ 34,725.00
	TOTAL WATER FUND OPERATIONAL	$ 645,585.00	$ 650,645.00	$ 679,300.00	$ 706,045.00
	TOTAL WATER FUND CONTINGENCY	$ 32,280.00	$ 31,105.00	$ 24,600.00	$ 34,725.00
	TOTAL WATER FUND CAP OUTLAY	$ 139,110.00	$ 208,000.00	$ 306,800.00	$ 687,045.00
	TOTAL WATER FUND EXPENSES	$ 816,975.00	$ 889,750.00	$ 1,010,700.00	$ 1,427,815.00
	SEWER FUND				
	PERSONNEL				
502-4012220-1114	COMPENSATION	$ 37,825.00	$ 35,460.00	$ 37,000.00	$ 39,500.00

Account Number	Account Description	Prior Year Budget 2014-2015	Prior Year Budget 2015-2016	CURRENT AMENDED 2016-2017	APPROVED 2017-2018
502-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	$ 24,750.00	$ 24,500.00	$ 2,850.00	$ 3,025.00
502-4012220-2210	VRS	$ 27,820.00	$ 35,805.00	$ 38,350.00	$ 34,000.00
502-4012220-2220	VMLIP - STD	$ 200.00	$ 195.00	$ 190.00	$ 185.00
502-4012220-2230	VMLIP - LTD	$ 1,760.00	$ 1,720.00	$ 1,695.00	$ 1,660.00
502-4012220-2300	HEALTH INSURANCE	$ 46,000.00	$ 49,275.00	$ 50,975.00	$ 50,710.00
502-4012220-2400	LIFE INSURANCE	$ 4,270.00	$ 3,780.00	$ 3,730.00	$ 4,030.00
502-4012220-2600	UNEMPLOYMENT INSURANCE	$ 280.00	$ 240.00	$ 90.00	$ 70.00
502-4012220-2700	WORKER'S COMPENSATION	$ 10,500.00	$ 8,500.00	$ 7,000.00	$ 5,300.00
502-4012220-3145	PROFESSIONAL SERVICES	$ 2,000.00	$ 1,000.00	$ -	$ -
502-4012220-3320	HANDHELD MAINT	$ -	$ 2,000.00	$ 2,000.00	$ 2,500.00
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	$ 149,480.00
	TREATMENT				
502-4012222-1147	COMPENSATION	$ 235,800.00	$ 235,530.00	$ 233,900.00	$ 217,200.00
502-4012222-2100	MATCHING FICA EXPENSE (7.65 %)			$ 17,900.00	$ 16,620.00
502-4012222-2830	CERTIFICATION FEES	$ 400.00	$ 900.00	$ 500.00	$ 900.00
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
502-4012222-3146	UTILITY RATE STUDY				$ 10,000.00
502-4012222-3210	LANDFILL-SOLIDS DISPOSAL	$ 35,000.00	$ 30,000.00	$ 30,000.00	$ 43,000.00
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	$ 130,000.00
502-4012222-5230	TELECOMMUNICATIONS	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,200.00
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	$ 5,200.00
502-4012222-6005	JANITORIAL SUPPLIES	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00
502-4012222-6008	GASOLINE & 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	$ 500.00
502-4012222-6019	SAFETY EQUIPMENT	$ 3,000.00	$ 3,000.00	$ 3,000.00	$ 2,000.00
502-4012222-6020	PERSONAL EQUIPMENT	$ 800.00	$ 800.00	$ 800.00	$ -

Account Number	Account Description	Prior Year Budget 2014-2015	Prior Year Budget 2015-2016	CURRENT AMENDED 2016-2017	APPROVED 2017-2018
502-4012222-6025	CHEMICALS	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 90,000.00
	TOTAL TREATMENT	$ 672,900.00	$ 688,130.00	$ 703,000.00	$ 673,520.00
	DISTRIBUTION & MAINTENANCE				
502-4012224-1183	COMPENSATION	$ 88,150.00	$ 92,895.00	$ 95,600.00	$ 94,250.00
502-4012224-1183	MATCHING FICA EXPENSE (7.65 %)			$ 7,300.00	$ 7,185.00
502-4012224-3310	EQUIPMENT MAINTENANCE	$ 1,805.00	$ 2,000.00	$ 2,000.00	$ 5,800.00
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	$ 2,500.00
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	$ -
	TOTAL DISTRIBUTION & MAINT	$ 106,295.00	$ 112,110.00	$ 122,115.00	$ 118,020.00
	CAPITAL PROJECTS				
502-4094100-8001	OUTFALL LINE	$ -	$ -	$ -	$ -
502-4094100-8003	NEW WWTP	$ -	$ -	$ -	$ -
	TOTAL CAPITAL PROJECTS	$ -	$ -	$ -	$ -
	CAPITAL OUTLAY				
502-4094200-8110	WWTP UPGRADES	$ -			
502-4094200-8134	Sewer Collection Sys Rehab	$ 50,000.00	$ 50,000.00	$ 100,000.00	$ 110,000.00
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	$ 239,000.00
502-4094200-8540	MEMBRANE REPLACEMENT RESERVE	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 10,000.00
502-4094200-8545	MEMBRANE PRE-PURCHASE			$ 90,000.00	$ 90,000.00
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	
502-4094200-8904	JD BACKHOE (25%)				$ 27,250.00
502-4094200-8905	INFLATABLE TRENCHBOX (50%)				$ 4,000.00
502-4094200-8907	Tractor (50%)				$ 30,000.00
502-4094200-8908	WWTP COMPUTER UPGRADES				$ 25,000.00
502-4094200-8909	WWTP AIR MONITORS				$ 6,000.00

Account Number	Account Description	Prior Year Budget 2014-2015	Prior Year Budget 2015-2016	CURRENT AMENDED 2016-2017	APPROVED 2017-2018
	TOTAL CAPITAL OUTLAY	$ 148,645.00	$ 313,795.00	$ 551,855.00	$ 566,250.00
	CONTINGENCY				
502-4094300-5800	CONTINGENCY (4.94%)	$ 47,105.00	$ 48,340.00	$ 34,250.00	$ 46,550.00
	TOTAL CONTINGENCY	$ 47,105.00	$ 48,340.00	$ 34,250.00	$ 46,550.00
	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	$ 941,020.00
	TOTAL SEWER FUND CONTINGENCY	$ 47,105.00	$ 48,340.00	$ 34,250.00	$ 46,550.00
	TOTAL SEWER FUND CAP OUTLAY	$ 148,645.00	$ 313,795.00	$ 551,855.00	$ 566,250.00
	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	$ 2,033,600.00	$ 2,023,820.00
	TOTAL EXPENSES ALL FUNDS	**$ 5,641,183.00**	**$ 5,857,531.00**	**$ 6,400,336.00**	**$ 6,968,643.00**

5 YEAR CAPITAL IMPROVEMENTS PROGRAM SUMMARY

Town of Berryville

FY 2017-2018/FY 2021-2022

EXPENDITURE SUMMARY - ALL FUNDS

Uses	FY18	FY19	FY20	FY21	FY22	Total for 5 Yr CIP
General Fund	186,700	133,900	98,600	223,500	20,000	662,700
Water Fund	601,250	426,500	215,000	200,000	855,000	2,297,750
Sewer Fund	327,250	266,500	255,000	240,000	810,000	1,898,750
Total	**1,115,200**	**826,900**	**568,600**	**663,500**	**1,685,000**	**4,859,200**

FINANCING SUMMARY - ALL FUNDS

Sources	FY18	FY19	FY20	FY21	FY22	Total for 5 Yr CIP	% Total 5 Yr CIP
Local Revenues	87,200	104,150	98,600	84,500	20,000	394,450	8%
Reimbursement		13,250				13,250	0%
User Fees	281,000	147,500	152,500	152,500	202,500	936,000	19%
Availibility Fees	197,500	230,500	272,500	287,500	57,500	1,045,500	22%
VDOT Reimbursement	84,500	16,500	-	139,000		240,000	5%
CIP Reserve Funds	465,000	315,000	45,000		670,000	1,495,000	31%
Unidentified		-	-	-	735,000	735,000	15%
Total	**1,115,200**	**826,900**	**568,600**	**663,500**	**1,685,000**	**4,859,200**	

CIP CASH BALANCES - ALL FUNDS

	FY18	FY19	FY20	FY21	FY22
Beginning Balance	4,488,679	4,422,974	4,397,974	4,432,974	4,512,974
Storage Tank Repair	(450,000)	(85,000)	(45,000)		
Membrane Replacement Reserve	10,000	10,000	10,000	10,000	(670,000)
Equip Repair Reserve (Water)	25,000	25,000	25,000	25,000	25,000
Equip Repair Reserve (Sewer)	25,000	25,000	25,000	25,000	25,000
Radio Replacement Reserve			20,000	20,000	15,000
Capital Reserve (Water)	85,295				
Capital Reserve (Sewer)	239,000				
Ending Balance	4,422,974	4,397,974	4,432,974	4,512,974	3,907,974

5 YEAR CAPITAL IMPROVEMENTS PROGRAM
Town of Berryville
FY 2017-2018/FY 2021-2022

	2017-2018			2018-2019			2019-2020			2020-2021			2021-2022		
Expenditures	**General**	**Water**	**Sewer**	**General**	**Water**	**Sewer**	**General**	**Water**	**Sewer**	**General**	**Water**	**Sewer**	**General**	**Water**	**Sewer**
Computer Replacements	5,000			5,000			5,000			5,000			5,000		
310 John Deere Backhoe (GF 100% VDOT)	54,500	27,250	27,250												
Tractor (GF 100% VDOT)	30,000		30,000												
Livery Stable Evaluation	15,000														
Pave Barnett Street	7,000														
Pave Crow Street Parking Lot				25,000											
Repair Virginia Avenue				16,000											
Ton Dump Truck (GF 100% VDOT)				16,500	16,500	16,500									
Zero Turn Mower							10,000								
Four-Wheeler							11,000								
Dump Truck/Snow Plow (GF 100% VDOT)										120,000					
Hydraulic Salt Spreader (GF 100% VDOT)										19,000					
Police Patrol Vehicle	50,200			51,400			52,600			51,000					
E-Citation	25,000														
Body Camera Replacement				5,000											
Mobile Data Terminal Replacement				15,000											
Police Radio Replacement - Reserve							20,000			20,000			15,000		
Police Department Pistols										8,500					
Water Distribution System Upgrade		85,000			85,000			90,000			90,000			95,000	
Inflatable Trench Box		4,000	4,000												
Storage Tank Repair		450,000			85,000			85,000			85,000			85,000	
Equipment Repair Reserve		25,000			25,000			25,000			25,000			25,000	
WTP Door Replacement		10,000													
WTP Disinfection Upgrade		-													
WTP Filter Maintenance														450,000	
SCADA					15,000										
Pick-up Truck								15,000	15,000						
WTP Finish Pump Replacement					200,000										
Pre-sedimentation Basin Repair														200,000	
Collection System Upgrades			110,000			110,000			115,000			115,000			115,000
Membrane Replacement			100,000			100,000			100,000			100,000			670,000
WWTP Computer Upgrades			25,000												
Equipment Repair - Reserve			25,000			25,000			25,000			25,000			25,000
Air Monitors			6,000												
SCADA						15,000									
Total	**186,700**	**601,250**	**327,250**	**133,900**	**426,500**	**266,500**	**98,600**	**215,000**	**255,000**	**223,500**	**200,000**	**240,000**	**20,000**	**855,000**	**810,000**

Attachment 7

Discussion

Work Plan – Internal Audit of Cash Disbursements and Procurement

This evening the Town Council was provided the final report from PBMares, which was prepared after its review of the Town's cash disbursements and procurement processes.

Staff is preparing a Work Plan - Internal Audit of Cash Disbursements and Procurement, that once approved, will provide the Town Council and staff with a road map for addressing issues identified in the Internal Audit.

Staff proposes that the draft Work Plan be presented to the Town Council in a work session in July. With that said, the scheduled July work session would be held on 3 July, which is a State Holiday this year. Staff requests that the Town Council consider holding the work session on 10 July at 3:00 pm. If the presentation is scheduled at that time, then staff will distribute the final draft to the Town Council no later than 30 June.

Attachment 8

Discussion

Water Tank Painting

June 13, 2017
The Town Council discussed this matter at its May meeting. Both the Community Improvements Committee and the Streets and Utilities Committee discussed the matter at their May meetings.

Please find attached two motions for the Town Council's consideration. The first motion will finalize the color section for the elevated tanks and the ground reservoir. The second motion will finalize whether graphics will be placed on the NW tank.

May 9, 2017
The proposed FY 2018 Budget provides funding for the first installment of payments for painting the interior and exterior of the Town's three water storage tanks. Staff and the contactor are working to schedule the work and hope to complete all three projects no later than the end 2019. The contactor has requested that the Town choose the exterior paint colors for the tanks.

As you will recall, staff first asked for a decision no later than 1 June. Mr. Tyrell has consulted with the contactor and it will be fine if the Town Council makes its decision on 13 June.

This matter was discussed at the last Community Improvement Committee meeting. Mr. Tyrrell provided the Committee with the contractor's color palette. Both the contractor and Mr. Tyrrell recommend choosing colors with a high light reflective value (LRV), which reduces solar heating that speeds the breakdown of chlorine residual.

The Committee identified a color for the ground reservoir that will complement tank's aluminum dome. As for the two elevated tanks, the Committee identified two colors that it wanted to discuss with the Town Council. It recommends that both elevated tanks be painted the same color. The color recommended for the ground reservoir is Constellation (43GR). The two colors that the Committee recommends for consideration for the elevated tanks are Spring Rain (22B1) and Warm Sun (01BR). The color palette can be viewed at www.tnemec.com by clicking on {Digital Color Palette}.

Further, the Committee also discussed the including a logo on one side of the northwest elevated tank.

Staff explained that staffing issues with the contactor may preclude getting color mock ups prior to the May Town Council meeting and the Committee asked that they do their best to get the information. As of the writing of this report, the new mock ups have not arrived but staff hopes to have them in hand at the meeting.

At the meeting, Mr. Tyrrell will present the information that he has to the Town Council. The Architectural Review Board will discuss the matter at their next meeting and provide any comments/recommendations to the Town Council prior to the 13 June meeting.

BERRYVILLE TOWN COUNCIL

MOTION TO APPROVE WATER TANK PAINT COLOR SCHEME

Date: June 13, 2017

Motion By:

Second By:

I move that the Council of the Town of Berryville approve the following paint color schemes:

for the elevated water storage tanks:
Spring Rain 22BL or Warm Sun 01BR and

for the ground reservoir tank:
Constellation 43GR

VOTE:

Aye:

Nay:

Absent:

ATTEST:

_____

Harry Lee Arnold, Jr., Recorder

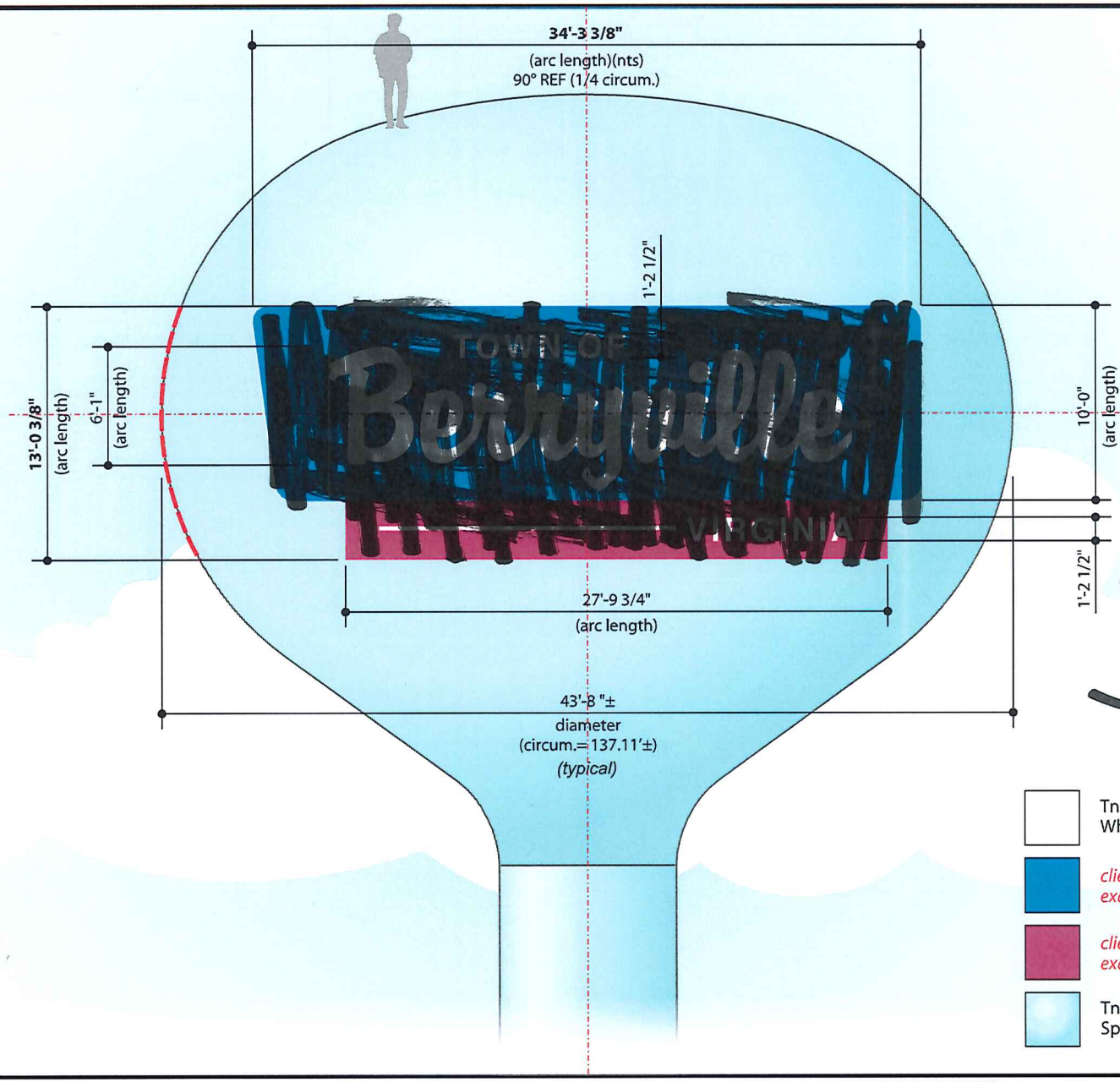
Tank Reservoir Elevation

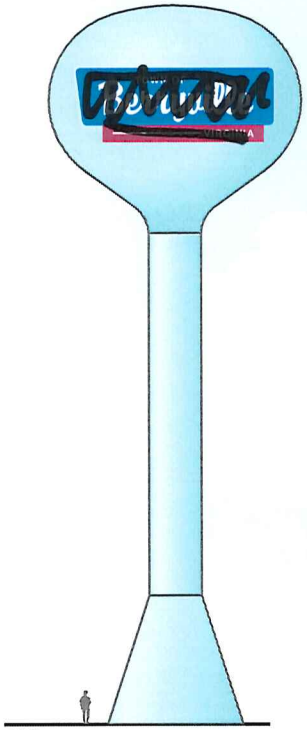
Planar measurements of graphics.

Tank measurements shown are based on a typical 250k gallon Pedesphere tank.

Engineer/Owner should verify all measurements prior to final approvals and production.

Quantity: (to be determined).
Exact orientation to be determined in the field by owner/engineer.





NTS

Tnemec White 00WH

client to specify exact color

client to specify exact color

Tnemec Spring Rain 22BL

Included for tank color only

Tim Donovan | Owner
106 Mission Ct STE 1201
Franklin, TN 37067
615.473.0272 tel
888.492.1831 fax
Tim@TankLOGOS.com

Client: *USCI*
Design: *Berryville VA Tom Whitacre Cir 250KG PED D0*
Revision Date: ***05-08-17***
First Print Date: *03-17-17*
Scale: ***1/8"=1'-0"±***

Please sign copy(s) of this drawing and accompanying estimate if approved and return or fax to begin work.

Signature _____

APPROVED ❑ *DATE*_____
APPROVED AS NOTED ❑ *DATE*_____
REVISE + RESUBMIT ❑ *DATE*_____

Colors shown are close approximations due to uncontrollable variations in output devices, lighting conditions and media viewed on. Refer to color call-outs when specified. All renderings shown are approximate and are provided as a visualization aid. This design is copyright of TankLOGOS.com. Any unauthorized use of this drawing without exclusive permission from TankLOGOS.com is prohibited.

Tank Reservoir Elevation

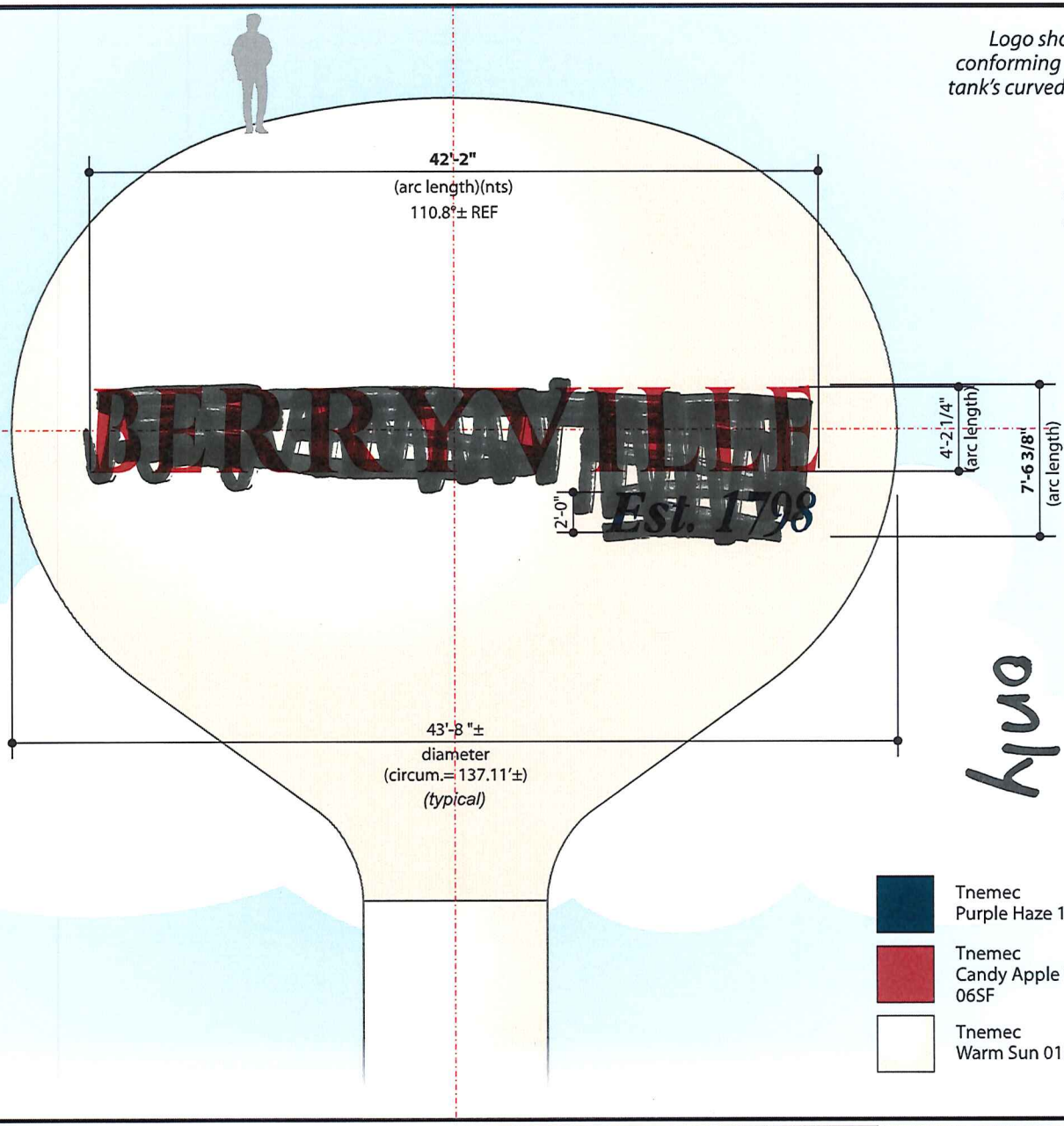
Planar measurements of graphics.

Tank measurements shown are based on a typical 250k gallon Pedesphere tank.

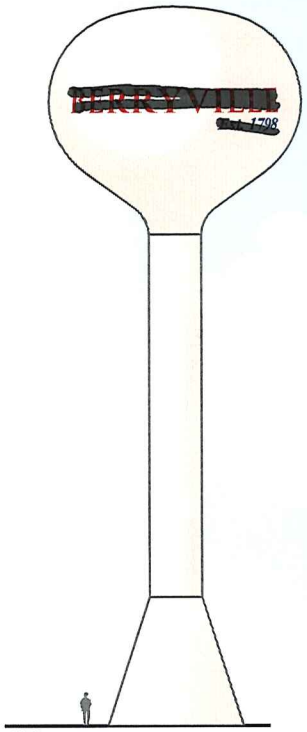
Engineer/Owner should verify all measurements prior to final approvals and production.

Quantity: (to be determined).
Exact orientation to be determined in the field by owner/engineer.

Logo shown conforming around tank's curved surface.



Included for tank color only



NTS

Tnemec
Purple Haze 12SF

Tnemec
Candy Apple Red
06SF

Tnemec
Warm Sun 01BR

Tim Donovan | Owner
106 Mission Ct STE 1201
Franklin, TN 37067
615.473.0272 tel
888.492.1831 fax
Tim@TankLOGOS.com

Client: *USCI*
Design: *Berryville VA Tom Whitacre Cir 250KG PED* **E0**
Revision Date: ***05-17-17***
First Print Date: *03-17-17*
Scale: ***1/8"=1'-0"±***

Please sign copy(s) of this drawing and accompanying estimate if approved and return or fax to begin work.

Signature _____

APPROVED ❑ *DATE*_____
APPROVED AS NOTED ❑ *DATE*_____
REVISE + RESUBMIT ❑ *DATE*_____

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BERRYVILLE TOWN COUNCIL

MOTION TO APPROVE WATER TANK GRAPHIC TEXT ADDITION

Date: June 13, 2017

Motion By:

Second By:

I move that the Council of the Town of Berryville approve adding the graphic text "Berryville Est. 1798" to the northwest elevated tank at an additional cost of no more than $15,000 from the FY 18 general contingency fund.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

_____

Harry Lee Arnold, Jr., Recorder

Graphics Elevation

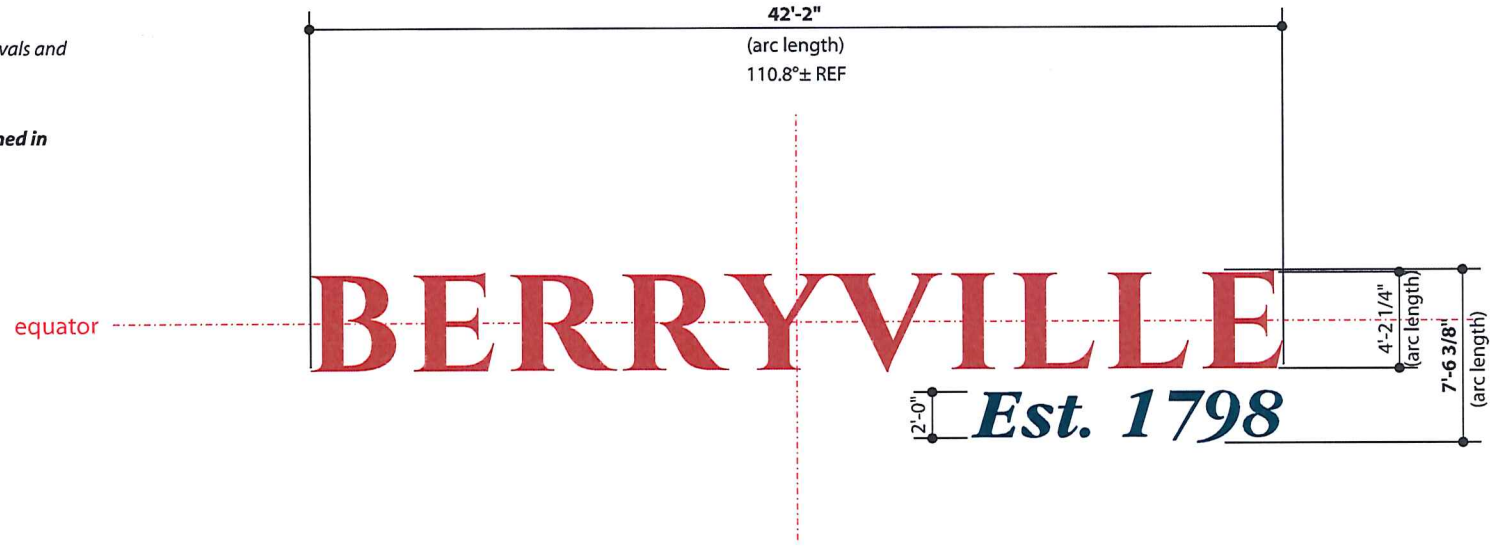
Planar measurements of graphics.

Tank measurements shown are based on a typical 250k gallon Pedesphere tank.

Engineer/Owner should verify all measurements prior to final approvals and production.

Quantity: (to be determined).
Exact orientation to be determined in the field by owner/engineer.

Logo shown PRIOR to conforming around tank's curved surface.



Tnemec
Purple Haze 12SF

Tnemec
Candy Apple Red
06SF

Tnemec
Warm Sun 01BR

Tim Donovan | Owner
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Franklin, TN 37067
615.473.0272 tel
888.492.1831 fax
Tim@TankLOGOS.com

Client: *USCI*
Design: *Berryville VA Tom Whitacre Cir 250KG PED* ***E0***
Revision Date: ***05-17-17***
First Print Date: *03-17-17*
Scale: ***1/8"=1'-0"***

Please sign copy(s) of this drawing and accompanying estimate if approved and return or fax to begin work.

Signature _____

APPROVED ☐ *DATE*_____
APPROVED AS NOTED ☐ *DATE*_____
REVISE + RESUBMIT ☐ *DATE*_____

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Attachment 9

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: 06/07/2017
TO: Town Council
FROM: Chief W. Neal White
CC:
RE: Police Department Monthly Report – 06/13/2017

Monthly Activity Report

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

Police and Security Committee

The Police and Security Committee met on May 24, 2017 and the minutes from this meeting are attached to this memo. The committee continues to work through Chapter 10 of the town ordinances concerning motor vehicles as well as discussing revisions to Chapter 4 concerning permitting chickens to be maintained within town limits. The committee would be scheduled to meet again on June 22, 2017 at 09:00 am in the A/B meeting room if so declared at tonight's meeting.

Community Activity

On May 30, 2017 Chief White and Chief Lichty (Clarke County Emergency Services) met with several residents of the Mary Hardesty House to discuss evacuation and safety procedures at the site. In addition to these topics, Chief White discussed current trends in scams targeting the aging population and offered guidance on how to avoid becoming a victim. Chief White also distributed several medication disposal pouches to those that had expired or unused prescriptions. The pouches are designed to neutralize medications so that the entire pouch may be safely disposed of in household trash.

On June 7, 2017 the department performed child seat inspections for parents of the Heritage Daycare Center. A certified child safety seat technician was on-site from 3:00 pm until 6:00 pm to inspect seats and answer any questions that parents had.

Berryville Police Department

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policeadmin@berryvilleva.gov
(540) 955-3863 (540) 955-0207 (Fax)
W. Neal White – Chief of Police

Police and Security Report

	Year To Date	May	April
Month: May	2017	2017	2017
Year: 2017			
Complaints Answered			
911 Hang Up:	20	3	4
Alarms:	52	10	15
Animal Complaint:	48	13	16
Assault and Battery:	2	1	0
Assist County:	10	4	2
Auto Larceny:	0	0	0
Burglary:	5	0	4
Civil Complaints:	26	3	8
Disturbance (Non Violent):	12	2	7
Domestic Disturbance:	11	2	1
Drunk In Public:	3	0	2
Forgery & Uttering:	0	0	0
Fraud:	20	4	1
Grand Larceny:	3	0	1
Harassment/Intimidation:	12	4	3
Homicide:	0	0	0
Juvenile Related:	12	5	1
Noise:	21	5	7
Petty Larceny:	10	2	3
Public Service:	17	6	1
Rape:	0	0	0
Robbery:	0	0	0
Runaway:	0	0	0
Shoplifting:	1	0	1
Suspicious Activity:	70	15	19
Trespassing:	1	0	0
Vandalism:	12	4	0
Welfare Check:	58	11	13
Miscellaneous Complaints:	158	43	32
Total Complaints Answered:	584	137	141

Berryville Police Department

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policeadmin@berryvilleva.gov
(540) 955-3863 (540) 955-0207 (Fax)
W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date 2017	May 2017	April 2017
Traffic			
Accidents Investigated:	28	7	5
Assist Motorist:	21	2	3
Child Safety Seat Install:	3	1	0
Funeral Escort:	19	1	6
Hit & Run:	5	1	0
Parking Tickets:	92	4	37
Traffic Warnings:	109	11	28
Traffic Summons Issued			
Defective Equipment:	1	0	0
Driving Suspended:	2	1	0
Expired Inspection:	18	4	0
Expired Registration:	3	1	0
Fail to Obey Highway Sign:	47	8	13
Fail to Obey Traffic Signals:	3	0	2
Fail to Stop/Lights & Siren:	0	0	0
Fail to Yield Right of Way:	2	0	0
Hit and Run:	0	0	0
No Liability Insurance:	0	0	0
No Operator's License:	5	1	2
No Seat Belt:	1	1	0
Reckless Driving:	6	2	1
Speeding:	96	25	23
Miscellaneous Summons:	11	3	2
Total Traffic Summons Issued:	195	46	43
Found Open at Businesses in Town			
Doors:	11	1	0
Windows:	0	0	0
Garage Doors:	0	0	0

Berryville Police Department

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(540) 955-3863 (540) 955-0207 (Fax)
W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date 2017	May 2017	April 2017
Criminal Arrests Made			
Abduction:	0	0	0
Arson:	0	0	0
Assult and Battery:	2	2	0
Assult and Battery on Police Officer:	0	0	0
Auto Larceny:	0	0	0
Breaking and Entering:	0	0	0
Capias:	1	0	0
Disorderly Conduct:	0	0	0
Driving While Intoxicated:	3	1	1
Drunk In Public:	3	0	2
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:	6	1	1
Petty Larceny:	0	0	0
Possess Alcohol Underage:	0	0	0
Protective Order Violations:	2	0	0
Rape:	0	0	0
Resisting Arrest:	0	0	0
Robbery:	0	0	0
Shoplifting:	1	0	1
Trespassing:	0	0	0
Vandalism:	0	0	0
Weapons Violation:	0	0	0
Miscellaneous Criminal Arrests:	5	5	0
Juvenile Arrest Total:			
Total Criminal Arrests:	23	9	5

Attachment 10

Berryville Utilities

Memo

To: Town Council

From: David Tyrrell

Date: June 6, 2017

Re: May 2017 Operations Report

The water treatment plant is in compliance for May 2017 with its monthly parameters. We sent a total of 10.147 MG water to the system with a daily average production of 0.461 MGD and a daily max of 0.788 MG.

Operations of the plant have been interesting this month with multiple river condition degradations due to the rains which have caused issues with treatment. With the many process adjustments and facility shut downs needed we were able to keep water supplies up, partly due to the tank testing and 24-hour operations during those times.

The 2016 Consumer Confidence Report is out and delivery of hand deliverables has been accomplished with the assistance of our police department, thanks to them for a job well and quickly completed.

Several different scenarios of system operation have been tested over the past month simulating water tanks being out of service. Each test ran for a 24-hour period and we were able to gain much insight into operations while tanks are down for painting. As assumed when the South East tank is out of service the town will be well supplied by the North West tank. We were able to also maintain pressures with the North West tank out of service but did experience some issues with low pressure in two of the schools. We believe an operational change of how full we keep the South East tank will solve those issues. We are also looking into alternative ways of keeping the pressure closer to normal while the North West tank is out of service. Operations went as expected with the 3MG tank out of service. Pressures were easily maintained in town, the issue will be a lack of the storage and flexibility the 3MG tank offers. We will not have that system buffer to work with and should a huge water demand such as a fire or line break occur we could have issues meeting the instantaneous demand. Evaluation of the operations during these times continues and a more inclusive report will be forth coming.

A cleaning of the river vault was completed this month.

We are preparing for Lead and Copper testing in the next quarter and letters will be going out this week to a ew of our customers whom have participated in this sampling event in the past to arrange for this year's sample locations.

Drought Conditions: Water levels in the Shenandoah River have been above historical averages for the month of May relieving some of the pressures on the river at tis time. State drought monitors for this area continue to show that ground water levels are at emergency low levels. We continue to closely watch these conditions.

The wastewater plant is in compliance with its discharge permit for May per data received to date. However we have an unusual result for TKN on 5/23/17 that I have asked the lab to verify. While we expect the TN to increase lightly during the high flows we have been experiencing, a result of 29 mg/l is not expected with the quality of the discharge. We have treated a total of 15.97 MG with a daily average of 0.52 MGD and a daily max of 1.15 MG. Rains have heavily affected flows in May but we have been ale to buffer the higher influent flows with the EQ basins. The maximum rate in influent flow hit 1,700 gpm or 2.45 MGD for a few hours on the evening of the 25th.

We have had additional issues this month with the sludge presses and tracking several problems down. First we found that air regulators were not functions properly on Press #2 creating problems with maintaining proper pressures in the dewatering chamber. These have been replaced and a set is on site to be installed on press #1. We have also been having a great deal of trouble maintaining polymer feed, a chemical which aids the dewatering process. The details of this process are unpleasant but know we are working to clear the feed system of the feathery problem.

While servicing submersible mixers, two units broke their lifting cables when being pulled from the aeration tank. Ernest was able to retrieve both mixers without taking a tank out of service and we are waiting for replacement parts to arrive before finishing the oil changes on these units. Two of our anoxic zones are currently without mixers until the parts arrive.

We have had several problems with our drum screens from busted water lines, failing booster pumps and lower seals aging. Parts are ordered to repair the units.

Attached for review is the DMR data report for the wastewater plant with data received to date, a copy of the report for the membrane performance from GE, and the water plant page 1 operations report for VDH.

Town of Berryville
PWSID 2043125

May 2017

FLOWS AND CHEMICAL DOSAGES

No. Connections Served: 1660
Population Served: 4185

	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	
DATE					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	0.546		0.505	13.0	66	14.5	2	0.4			3.6	0.80	0.047	0.010	4	0.9			12.5	2.7		
2	0.343		0.315	10.3	41	14.2	0	0.0			10.2	3.56	0.029	0.010	3.2	1.1			9.8	3.4		
3	0.686		0.625	20.5	41	7.1	5	0.8			6.9	1.20	0.101	0.018	6.4	1.1			19.7	3.4		
4	0.185		0.165	5.5	15	9.9	0	0.3			0.2	0.13	0.031	0.020	1.7	1.1			5.3	3.4		
5	0.209		0.169	6.0	25	14.5	1	0.7			3.3	1.88	0.026	0.015	1.9	1.1			5.8	3.3		
6																						
7																						
8																						
9	0.374		0.346	11.0	51	16.3	1	0.4			6.8	2.17	0.029	0.009	3.4	1.1			10.5	3.4		
10	0.712		0.651	20.8	112	18.8	2	0.4			7.0	1.18	0.290	0.049	6.5	1.1			19.9	3.3		
11	0.788		0.719	23.3	61	9.3	4	0.6			6.6	1.00	0.110	0.017	7.2	1.1			22.3	3.4		
12	0.757		0.676	21.5	86	13.7	1	0.2			6.9	1.09	0.110	0.017	6.7	1.1			20.6	3.3		
13																						
14																						
15	0.517		0.473	15.0	51	11.8	2	0.6			6.7	1.55	0.070	0.016	4.7	1.1			14.4	3.3		
16	0.539		0.492	15.5	56	12.4	2	0.5			3.6	0.80	0.070	0.016	4.8	1.1			14.9	3.3		
17	0.54		0.489	16.0	96	21.4	2	0.4			6.7	1.49	0.071	0.016	5.0	1.1			15.3	3.4		
18	0.528		0.479	15.8	61	13.8	3	0.7			6.7	1.52	0.159	0.036	4.9	1.1			15.1	3.4		
19	0.494		0.458	15.0	41	9.9	4	0.9			7.0	1.70	0.079	0.019	4.7	1.1			14.4	3.5		
20																						
21																						
22	0.516		0.464	14.5	61	14.1	2	0.5			3.3	0.76	0.077	0.018	12.6	2.9			13.9	3.2		
23	0.475		0.428	14.0	56	14.1	4	1.0			6.7	1.68	0.034	0.009	4.4	1.1			13.4	3.4		
24	0.496		0.455	15.0	66	15.9	2	0.5			3.6	0.86	0.075	0.018	4.7	1.1			14.4	3.5		
25	0.594		0.541	17.0	61	12.3	2	0.4			6.7	1.36	0.092	0.019	14.8	3.0			16.3	3.3		
26	0.628		0.580	18.3	76	14.5	1	0.3			6.7	1.29	0.098	0.019	15.9	3.0			17.5	3.3		
27	0.239		0.215	7.0	35	17.8	1	0.3			3.3	1.67	0.042	0.021	1.2	0.6			6.7	3.4		
28																						
29																						
30	0.523		0.467	16.0	76	17.4	2	0.6			3.6	0.83	0.079	0.018	13.9	3.2			15.3	3.5		
31	0.478		0.435	14.5	66	16.5	2	0.5			6.6	1.65	0.097	0.024	12.6	3.2			13.9	3.5		
Total	11.167	0.000	10.147	325.3	1298	310.1	47	10.9	0.0	0.00	122.6	30.2	1.82	0.414	145	33.3	0.0	0.00	311.8	73.76	0.0	0.00
Maximum	0.788	0.000	0.719	23.3	112	21.4	5	1.0	0.0	0.00	10.2	3.6	0.29	0.049	16	3.2	0.0	0.00	22.3	3.51	0.0	0.00
Minimum	0.185	0.000	0.165	5.5	15	7.1	0	0.0	0.0	0.00	0.2	0.1	0.03	0.009	1	0.6	0.0	0.00	5.3	2.74	0.0	0.00
Average	0.508	0.000	0.461	14.8	59	14.1	2	0.5	#####	####	5.6	1.4	0.08	0.019	7	1.5	#####	#DIV/0!	14.2	3.35	####	#####

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

May 2017

Date	Effluent Flow MGD	Eff pH SU	Eff Temp Deg C	Eff CBOD mg/l	Eff CBOD KG/D KG/D	Eff TSS mg/l	Eff TSS KG/D 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 KG/D	Eff Total N mg/l
5/1/2017	0.23	7.0	21.7					8.5	7.7				
5/2/2017	0.24	7.5	21.5	0.00	0.00	0.00	0.00	8.4	7.3	0.34	0.59	0.52	0.93
5/3/2017	0.23	7.5	21.0	2.00	1.70			9.3	7.7				
5/4/2017	0.25	7.5	20.8	3.00	2.83			10.4	9.6	3.91	0.80	0.75	4.71
5/5/2017	0.42	7.4	20.5					8.8	8.5				
5/6/2017	0.50	7.5	21.1					9.2	8.9				
5/7/2017	0.38	7.3	19.9					9.3	8.4				
5/8/2017	0.37	7.1	18.2					8.9	7.5				
5/9/2017	0.38	7.9	20.8	3.00	4.36	0.00	0.00	8.9	7.3	0.34	0.59	0.86	0.93
5/10/2017	0.37	7.4	18.6	0.00	0.00			9.2	8.8				
5/11/2017	0.57	7.2	18.9	0.00	0.00			9.4	8.9	1.49	0.96	2.07	2.45
5/12/2017	0.75	7.3	18.2					8.6	8.5				
5/13/2017	0.77	7.2	17.4					9.6	9.7				
5/14/2017	0.68	7.2	17.5					9.3	8.6				
5/15/2017	0.45	7.4	19.0					9.7	9.8				
5/16/2017	0.50	7.4	19.3	1.00	1.89			9.8	9.4	1.76	0.71	1.34	2.47
5/17/2017	0.50	7.4	19.0	2.00	3.79			9.9	8.7				
5/18/2017	0.50	7.5	20.1	1.00	1.87			9.0	9.3	4.41	0.72	1.35	5.13
5/19/2017	0.44	7.5	20.6					9.3	9.0				
5/20/2017	0.35	7.5	20.8					9.5	9.1				
5/21/2017	0.35	7.4	20.3					9.4	8.9				
5/22/2017	0.38	7.6	20.1					8.8	7.4				
5/23/2017	0.45	7.5	19.9	0.00	0.00			9.1	8.9	3.49	29.00	49.83	32.49
5/24/2017	0.54	7.5	20.0					8.7	9.2				
5/25/2017	0.58	7.5	19.8					9.1	9.1				
5/26/2017	1.15	7.5	19.3					8.4	8.4				
5/27/2017	0.85	7.3	19.4					9.6	9.1				
5/28/2017	0.70	7.2	19.4					8.5	8.1				
5/29/2017	0.70	7.3	19.5					8.8	8.7				
5/30/2017	0.56	7.5	20.1					8.7	8.4				
5/31/2017	0.84	7.3	19.6					8.5	8.2				
Minimum	0.23	7.0	17.4	0.00	0.00	0.00	0.00	8.4	7.3	0.34	0.59	0.52	0.93
Maximum	1.15	7.9	21.7	3.00	4.36	0.00	0.00	10.4	9.8	4.41	29.00	49.83	32.49
Total	15.97	229.3	612.3	12.00	16.44	0.00	0.00	282.6	267.1	15.74	33.37	56.73	49.11
Average	0.52	7.4	19.8	1.20	1.64	0.00	0.00	9.1	8.6	2.25	4.77	8.10	7.02
Geo Mean	0.48	7.4	19.7	1.43	1.76	1.00	1.00	9.1	8.6	1.51	1.2	1.81	3.28

Berryville STP Monthly DMR Data

May 2017

Date	Eff Total N KG/D KG/D	Eff Total P mg/l	Eff Total P KG/D KG/D	E-Coli No/100ml
5/1/2017				
5/2/2017	0.83	0.06	0.05	1
5/3/2017				
5/4/2017	4.45	0.42	0.40	
5/5/2017				
5/6/2017				
5/7/2017				
5/8/2017				
5/9/2017	1.35	0.06	0.09	1
5/10/2017				
5/11/2017	5.30	0.12	0.26	1
5/12/2017				
5/13/2017				
5/14/2017				
5/15/2017				
5/16/2017	4.67	0.10	0.19	1
5/17/2017				
5/18/2017	9.63	0.26	0.49	
5/19/2017				
5/20/2017				
5/21/2017				
5/22/2017				
5/23/2017	55.92	0.59	1.02	1
5/24/2017				
5/25/2017				
5/26/2017				
5/27/2017				
5/28/2017				
5/29/2017				
5/30/2017				
5/31/2017				
Minimum	0.83	0.06	0.05	1
Maximum	55.92	0.59	1.02	1
Total	82.15	1.61	2.49	5
Average	11.74	0.23	0.36	1
Geo Mean	4.89	0.16	0.24	1

Berryville WWTP Monthly Membrane Operation Report

April 1 - April 30 2017

UF 1 KPI Summary

Parameter	Health	%In	Std. Dev	Points	Avg
FluxBeforeBP		100 %	1.59	959	7.212
PermeateTurbidityAfterBP		100 %	0.09	980	0.114
TCPermeabilityBeforeBP		99 %	6.32	938	32.533
TMPBeforeBP		100 %	0.09	980	0.275
TotalPermeateFlowDaily		100 %	20638.06	31	93069.452

UF 2 KPI Summary

Parameter	Health	%In	Std. Dev	Points	Avg
FluxBeforeBP		100 %	1.25	455	7.425
PermeateTurbidityAfterBP		100 %	0.12	476	0.169
TCPermeabilityBeforeBP		100 %	7.75	432	30.331
TMPBeforeBP		100 %	0.12	476	0.318
TotalPermeateFlowDaily		100 %	44304.21	31	48172.161

UF 3 KPI Summary

Parameter	Health	%In	Std. Dev	Points	Avg
FluxBeforeBP		100 %	1.6	977	7.275
PermeateTurbidityAfterBP		100 %	0.07	994	0.11
TCPermeabilityBeforeBP		100 %	3.05	976	29.992
TMPBeforeBP		100 %	0.07	994	0.301
TotalPermeateFlowDaily		100 %	22150.18	31	92172.677

UF 4 KPI Summary

Parameter	Health	%In	Std. Dev	Points	Avg
FluxBeforeBP		100 %	1.58	1021	6.896
PermeateTurbidityAfterBP		100 %	0.2	1045	0.137
TCPermeabilityBeforeBP		100 %	7.69	1006	28.649
TMPBeforeBP		100 %	0.13	1045	0.292
TotalPermeateFlowDaily		100 %	21659.6	31	92820.452

Parameter	Health	%In	Std. Dev	Points	Avg
PermeateTemperature		100 %	3.7	2880	53.38
TotalPermeateFlowDaily		100 %	44968.73	31	326234.742

UF 1 KPI Summary

Parameter	LL	LCL	UCL	HH	Apr
FluxBeforeBP	--	--	12.23	16.3	7.212
PermeateTurbidityAfterBP	0	--	0.9	1	0.114
TCPermeabilityBeforeBP	4	6	--	--	32.533
TMPBeforeBP	--	--	7	8	0.275
TotalPermeateFlowDaily	--	--	--	--	92786.133

UF 2 KPI Summary

Parameter	LL	LCL	UCL	HH	Apr
FluxBeforeBP	--	--	12.23	16.3	7.425
PermeateTurbidityAfterBP	0	--	0.9	1	0.169
TCPermeabilityBeforeBP	4	6	--	--	30.331
TMPBeforeBP	--	--	7	8	0.318
TotalPermeateFlowDaily	--	--	--	--	45995.867

UF 3 KPI Summary

Parameter	LL	LCL	UCL	HH	Apr
FluxBeforeBP	--	--	12.23	16.3	7.275
PermeateTurbidityAfterBP	0	--	0.9	1	0.11
TCPermeabilityBeforeBP	4	6	--	--	29.992
TMPBeforeBP	--	--	7	8	0.301
TotalPermeateFlowDaily	--	--	--	--	91687.733

UF 4 KPI Summary

Parameter	LL	LCL	UCL	HH	Apr
FluxBeforeBP	--	--	12.23	16.3	6.896
PermeateTurbidityAfterBP	0	--	0.9	1	0.137
TCPermeabilityBeforeBP	4	6	--	--	28.649
TMPBeforeBP	--	--	7	8	0.292
TotalPermeateFlowDaily	--	--	--	--	92633.9

UF Plant KPI Summary

Parameter	LL	LCL	UCL	HH	Apr
PermeateTemperature	32	--	100	110	53.38

Attachment 11

Report of the Department of Public Works
June 7, 2017

Water

The Treadwell Street water improvement project is moving along nicely. The next step in this project will be to conduct a scheduled water interruption to install a four inch valve on the existing main. This shut down is on schedule for Monday June 12th. All customers affected by the interruption will be notified in advance. Once the valve is installed, we will begin the process of installing the new main.

Sewer

The Josephine east pump station experienced an issue with the force main piping on the street side of the check valve. This was a very challenging repair and we needed the assistance of a contractor to help with the repair.

We hired two sewer rehabilitation companies to do some trenchless lining and close circuit televised inspections of our sewer collection system. One was hired to conduct the televised inspection of our 15 inch sewer interceptor line. They started their inspection just west of Enders Fire Hall and ended at Blue Ridge Street, for a total length of 4,514lf of pipe. This inspection was done to check the pipe condition and to identify any source ground water infiltration. I am in the process of reviewing the videos and will report my findings to the Town Manager once my review is done.

As part of our routine sewer maintenance program we conduct televised inspections of various sections of our sewer collection system. Our latest inspections reviled we had some issues with a section of sewer main on Barnett Street and Academy Court. After reviewing several options we decided to rehabilitate the mains by use of trenchless technology. We hired a contractor to install a cure in place liner to correct the issues. They have finished Barnett Street and in the process of doing the Academy Court lining project.

General Information

The concrete work low bidder has begun the replacement of damaged sidewalks in Hermitage Subdivision and will then move to Josephine Street. If weather permits, they should be finished by the end of this week.

The Town has hired a contractor to complete the spring and summer 2017 work. They have already asphalted the sections of Swan Avenue and Taylor Street that were in the contract. They are now in the process of paving Jack Enders Boulevard. Once they are done paving they will reestablish the stone shoulders and repaint the road makings and lines.