

MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Called Meeting
July 6, 2020
3:00 p.m.

Town Council: Present—Harry Lee Arnold, Jr., Mayor; Donna McDonald; Diane Harrison; Erecka Gibson; Kara Rodriguez.

Staff: Present--Keith Dalton, Town Manager; Greg Jacobs, Assistant Town Manager/Treasurer; Paul Culp, Town Clerk

Press: Mickey Powell, *The Winchester Star*

1. Call to Order

Mayor Arnold called the meeting to order at 3:00 p.m.

2. Pledge of Allegiance

3. Approval of Agenda

Ms. McDonald moved to approve the agenda, seconded by Ms. Harrison. The motion passed by unanimous voice vote.

4. Public Hearing on Proposed Amendments to the Fiscal Year 2021 Budget

Mr. Dalton noted that Council could not act on budgetary measures in the present meeting, as Commonwealth law requires the elapse of seven days following a public hearing, and that action would occur in the next regular meeting of the Council on July 14.

Mayor Arnold having opened the hearing at 3:03 p.m., Mr. Jacobs said he had nothing to add to his written report and asked if anyone had questions. Ms. Rodriguez asked whether the alterations to the budget would affect tax rates. Mr. Jacobs said they would not. No members of the public spoke.

5. Discussion of Public Hearing Item

Mayor Arnold closed the public hearing at 3:04 p.m. No further discussion of the public hearing item occurred.

6. New Business: Discussion of Organizational Matters

Meeting Schedule for the First Half of FY21

Mr. Dalton directed Council's attention to the proposed schedule in the agenda packet. There was a discussion of whether to move the Council's regular monthly meetings from 7:30 p.m. to 7:00 p.m. Ms. Gibson said she has a schedule conflict, but Mayor Arnold suggested that something might be worked out.

Ms. Gibson moved that the Council of the Town of Berryville adopt the attached meeting schedule. Ms. McDonald seconded. The motion passed by unanimous voice vote.

Committee Assignments

Mr. Dalton noted that no immediate action was required of Council. Mayor Arnold read the list of proposed assignments from the list in the agenda packet. Ms. Harrison asked the clerk to note for the record that Council had decided not to continue appointing a liaison to Barns of Rose Hill. The Council agreed to the assignments.

Policy: Voting

Mr. Dalton directed Council's attention to the draft policy in the agenda packet and explained that its purpose was to streamline parliamentary procedure by reducing the number of roll-call votes, which he said had proliferated in recent years and had become cumbersome and time-consuming. He said the new policy also would eliminate the requirement for motions to be seconded and would permit Council members to withdraw, amend, or allow amendment of motions. He said the proposed changes were in keeping with Council's needs as a small body and that any member should be able to place a matter before Council for a vote without a second. He said meetings had tended to bog down in secondary motions, amendments, and withdrawals, and that elimination of the need for a second would permit the movant to accept modifications to a motion.

Ms. Gibson moved that the Council of the Town of Berryville adopt the attached policy concerning motions and voting. Ms. Harrison seconded. The motion passed by unanimous voice vote.

Policy: Council Members Conducting Business with the Town

Mr. Dalton said the purpose of the attached draft policy was to establish annual and monthly reporting requirements when Town Council members or businesses in which they are involved conduct business with the Town.

Mayor Arnold noted that Council members were familiar with the longstanding relationship between the Town and his own business, Berryville Auto Parts, and that such relationships are permissible under law and code, that they have occurred in Berryville before, and that they are common in small towns throughout Virginia because having small councils and small businesses within the same jurisdiction virtually assures that the business and political lives of local officials cannot be kept entirely separate. He said he would like to see the transparency and the protections to Council and businesses that the policy would provide, and that the policy could be enhanced in the future if this proves desirable.

Ms. Gibson moved that the Council of the Town of Berryville adopt the attached policy concerning business activity between the Town and members of Council. Mayor Arnold abstained. The motion passed by the affirmative voice vote of the remaining members.

Appointment to the Berryville Area Development Authority

Mr. Dalton explained that Matt Bass had resigned from the BADA upon his appointment to the Clarke County Board of Supervisors, and that historically the Town Council had been represented on the BADA, though this had not been the case in the last two years. Mayor Arnold said direct representation for the Council is important, and recommended Ms. Harrison for that role.

Ms. Gibson moved that the Council of the Town of Berryville appoint Diane Harrison to the unexpired term of Matt Bass on the Berryville Area Development Authority, with such term beginning on 7/7/20 and ending on 6/30/2022. Ms. Harrison abstained. The motion passed by the affirmative voice vote of the remaining members.

7. Closed Session

Ms. Rodriguez moved that the Council of the Town of Berryville enter closed session in accordance with §2.2-3711-A-1 of the Code of Virginia, to discuss making an appointment to the Town Council in order to fill a vacancy and the performance of a specific employee. The motion passed by unanimous voice vote.

The Council entered closed session at 3:14 p.m.

8. Discussion: Recorder Position Vacancy

The Council reconvened in open session at 4:31 p.m.

Ms. Rodriguez moved that the Council of the Town of Berryville adopt the following resolution certifying it has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act:

Resolution

WHEREAS, Section 2.2-3712.D of the Code of Virginia requires a certification by this Council that such closed meeting was conducted in conformity with Virginia law,

NOW, THEREFORE, BE IT RESOLVED that the Council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Council.

Roll call vote as follows:

McDonald: Aye
Harrison: Aye
Gibson: Aye
Rodriguez: Aye
Arnold: Aye

The motion passed.

Mayor Arnold said the Council believed it should act promptly to appoint a new recorder rather than delaying past the statutory deadline and allowing a judge to make the appointment. He said Council had discussed the matter extensively and that Ms. Gibson's knowledge and experience of the workings of the Council qualified her for the position.

Ms. McDonald moved that the Council of the Town of Berryville appoint Erecka Gibson to Harry Lee Arnold, Jr.'s unexpired term as Town Recorder with said term to end on June 30, 2022, and further moved that this appointment become effective on July 7, 2020. Ms. Gibson abstaining, the motion passed by the unanimous voice vote of the other members.

Mayor Arnold said the Town must petition the circuit court for a special election to be held on May 4, 2021 to fill the office of recorder for the remainder of the term.

Ms. Rodriguez moved that the Council of the Town of Berryville petition the Circuit Court of Clarke County to issue a writ of election to fill the positions of Recorder and Council member from Ward 3.

Mr. Dalton reiterated the point in the motion that this election date would also apply to the Ward 3 seat vacated by Ms. Gibson, to which Council must appoint a replacement. He clarified that both the new recorder and new Ward 3 member would be temporary appointments, with the special election in May 2021 filling the offices for the remainder of the unexpired terms.

The motion passed by unanimous voice vote.

Mayor Arnold said the Town would announce the Ward 3 vacancy, for which only Ward 3 residents are eligible, and that any interested party should submit a letter of interest, current resume, and Town of Berryville Talent Bank form to the town clerk by noon on July 17, and that Council hoped to conduct interviews in a special meeting on July 23.

Ms. Rodriguez moved that the Council of the Town of Berryville issue a call for those interested in being appointed to the Ward 3 Council position, and that those interested in the appointment be asked to submit a cover letter, completed Town of Berryville Talent Bank form, and a current resume to Harry Lee Arnold, Jr., Mayor, c/o Paul Culp, Town Clerk, townclerk@berryvilleva.gov, or 101 Chalmers Court, Berryville, VA 22611, that submissions should be provided to the Town by noon on July 17, 2020, with interviews expected to occur on July 23, 2020. She further moved that the Council of the Town of Berryville set a special meeting of the Council on July 23, 2020 at 6:00 p.m. to interview candidates for appointment to the post of Council member from Ward 3 and discuss the filling of the post. She further moved that an additional special meeting be set for July 27, 2020 at 6:00 p.m. to interview candidates for appointment to Town Council and discuss the filling of the post. The motion passed by unanimous voice vote.

9. Adjourn

Mayor Arnold invited a motion to adjourn.

Ms. Rodriguez moved to adjourn. The motion passed by consensus at 4:38 p.m.

Erecka L. Gibson, Recorder

Paul Culp, Town Clerk

MINUTES
BERRYVILLE TOWN COUNCIL and CLARKE COUNTY BOARD OF SUPERVISORS
Berryville-Clarke County Government Center
Joint Meeting
July 14, 2020
6:30 p.m.

Town Council: Present—Harry Lee Arnold, Jr., Mayor; Erecka L. Gibson, Recorder; Donna Marie McDonald; Diane Harrison; Kara Rodriguez

Supervisors: Present—David Weiss, Chair; Bev McKay, Vice Chair; Matthew E. Bass; Doug Lawrence; Terri T. Catlett

Town Staff: Present--Christy Dunkle, Community Development Director; Paul Culp, Town Clerk. Keith R. Dalton, Town Manager, adhered to social-distancing guidelines by observing the meeting on a monitor in the lobby.

County Staff: Present—Chris Boies, County Administrator; Brandon Stidham, Director of Planning; Brianna Taylor, Deputy Clerk to the Board of Supervisors

Press: Mickey Powell, *The Winchester Star*

Also Present: David Metcalf, Vice President of Virginia Transportation for Prime AE Group, Inc.; Nancy Schumm, Senior Environmental Scientist at Prime AE.

1. Call to Order

Mayor Arnold and Chairman Weiss called the meeting to order at 6:30 p.m.

2. Approval of Agenda

The Town Council, acting on a motion by Ms. McDonald, approved the agenda via a unanimous voice vote.

The Board of Supervisors, acting on a motion by Ms. Catlett, approved the agenda via a unanimous voice vote of those present (Mr. McKay having not yet arrived) accompanied by a show of hands.

3. Discussion: Southeast Collector Study

Ms. Dunkle noted that the Council and the Board of Supervisors had entered into a memorandum of understanding in January of 2019 to obtain a transportation study regarding a collector road in the southeastern quadrant of the Town of Berryville and into the County. She said the request for

proposals had resulted in Prime AE Group, Inc. being awarded the project, and introduced Mr. Metcalf to present the final draft.

Mr. Metcalf said the purpose of the study was to identify the optimal new roadway to serve the southern future potential growth area as identified in the updated Berryville area development plan. He said the study addressed whether extending Jack Enders Boulevard at the Norfolk Southern tracks with a new at-grade crossing would be feasible; whether connection with US Route 340 would be necessary; how traffic patterns would be affected; what other roadway improvements would be necessary; which of multiple scenarios would support desired local land uses, impacts, and costs; and sources of funding.

Mr. Metcalf said the railroad and the state were not in favor of the aforementioned new at-grade crossing as originally planned and that state statute now actively discourages such crossings. He said Prime AE and the railroad had discussed the possibility of a rail terminal in the Town and the possibility of eliminating other crossings, but that approval of either scenario was unlikely. He said a new terminal would lead to stacking of trains in the Town and that the location of a new crossing where originally planned would not permit the trains an adequate sight distance.

Mr. Metcalf directed the meeting's attention to a diagram of the road profile, explaining that a 70-foot right of way would be recommended.

Mr. Metcalf explained Concept B, which would involve extension of Jack Enders Boulevard to Smallwood Lane and improving the existent crossing at Smallwood and US 340; Concept D, which would provide for a new road in the southern future potential growth area without a Smallwood connection; and Concept C, which would extend Jack Enders Boulevard to US 340 without a new crossing. He said the study had eliminated Concept C along with Concept A.

Mr. Metcalf described projected land use in the proposed area, according to various permutations of the Concepts still under consideration.

Mr. Metcalf described projected average vehicle delays at various intersections, by Concept, and said the intersection of Main Street and US 340 could be treated as a barometer for the entire system. He described projected changes in intersection volume at various locations. He said the effect of the collector as a bypass would potentially be the addition of 130 vehicles on it per hour at peak time, that it might reduce truck traffic in town but lead to extra traffic on Jack Enders Boulevard.

Mr. Metcalf said the overall level of service would be superior under Concept B and that the collector would attract bypass traffic in that scenario, while Concept D would increase traffic downtown. He said either Concept would require a new signal at US 340 and East Main Street and Jack Enders Boulevard, respectively.

Mr. Metcalf then produced a map displaying natural features and properties in the proposed development, noting the presence of some parcels of historical interest, some of which are officially

identified as such. Ms. Catlett asked about the impact of the collector on a conservation easement in the vicinity of the Milton Conservancy. Ms. Schumm said it was of a type generally protected by buffers and that this had been factored into the cost of the proposed project. Mr. Metcalf described overall impacts as minimal.

Mr. Metcalf said the total cost would be approximately \$10 million, with Concept D being less costly than Concept B. He clarified for Mr. Weiss that the cost of new traffic signals would be approximately \$600,000.

Mr. Metcalf noted the particular traffic benefits of an iteration of Concept B that would extend Jack Enders Boulevard into the Smallwood property and onto Smallwood Lane with improvement of the at-grade crossing already in place. He said Concept D could be implemented as an initial phase followed by Concept B as an extension. He briefly described the implementation process.

Mr. Weiss and Mr. Metcalf discussed particular improvements to Jack Enders Boulevard. Mr. McKay and Mr. Metcalf described right-of-way widths, particularly the effect on Springsbury Road.

Ms. Schumm said the ultimate result of development must be borne in mind and that the community must decide what type of development is desirable.

Mr. Metcalf said Virginia SMART SCALE is the primary funding source for such projects, and described the evaluation process.

Mr. Weiss asked whether a large amount of taxpayer funding would be necessary up front. Mr. Metcalf said funds other than SMART SCALE would be necessary. He and Mr. Metcalf further discussed the SMART SCALE process.

Mr. Metcalf said revenue-sharing with VDOT would be possible for Concept B and that public-private partnerships might be fruitful.

There was a discussion of grants and further discussion of the SMART SCALE process.

There was a discussion of the railroad's influence on the design and planning process.

There was a discussion of the cost of crossing signals.

There was a discussion of underpass and overpass widths, clearances, and costs.

Mr. Bass asked whether the study had identified current problems with traffic flow on Jack Enders Boulevard. Ms. Dunkle said she had submitted two unsuccessful SMART SCALE applications two years ago. She identified pedestrian and traffic concerns on East Main Street east of Jack Enders Boulevard.

Ms. Dunkle asked what steps the Board and the Council would wish to take in the near term. Mr. Weiss said the Board had not discussed the matter as a group but that he was skeptical because of the cost of the project and the difficulty of obtaining SMART SCALE funding. He said there are many economically feasible properties already that are not being utilized. Mayor Arnold said the Council must discuss the matter with staff and the County.

4. Adjourn: Board of Supervisors

Upon on a motion by Mr. McKay, the Board of Supervisors adjourned by unanimous voice vote at 7:32.

5. Recess: Town Council

Mayor Arnold announced that the Council would recess for ten minutes before beginning its regular meeting.

Erecka L. Gibson, Recorder

Paul Culp, Town Clerk

MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Regular Meeting
July 14, 2020
7:30 p.m.

Town Council: Present—Harry Lee Arnold, Jr., Mayor; Erecka L. Gibson, Recorder; Donna McDonald, Diane Harrison; Kara Rodriguez.

Staff: Present--Keith Dalton, Town Manager; Greg Jacobs, Assistant Town Manager/Treasurer; Christy Dunkle, Community Development Director; Paul Culp, Town Clerk

Press: Mickey Powell, *The Winchester Star*

1. Call to Order

The Council having convened jointly with the Clarke County Board of Supervisors in a meeting beginning at 6:30 p.m. and lasting until 7:32, Mayor Arnold called for a recess at the conclusion of that meeting and called the present meeting to order at 7:45 p.m.

2. Pledge of Allegiance

3. Approval of Agenda

Mr. Dalton noted the amended agenda provided to Council, which provided for the addition of a closed session.

Recorder Gibson moved to approve the amended agenda. The motion passed by unanimous voice vote.

4. Presentations/Awards/Recognitions

Mayor Arnold asked the clerk to read the resolution, passed in the June meeting, honoring James E. Barb for his service on the Architectural Review Board since 1991. Council then presented the signed resolution to Mr. Barb.

5. Public Hearings

No public hearing was scheduled.

6. Discussion of Public Hearing Items

There being no public hearing, no discussion occurred.

7. Citizens' Forum

Berryville resident Mary Ivie thanked the Council members for their service to the Town and commented adversely on what she described as a longstanding problem with residents along East Main Street not maintaining Town Run adequately.

8. Consent Agenda

The consent agenda comprised the minutes of the June 9 regular meeting of the Town Council and the June 22 meeting of the Community Development Committee.

Recorder Gibson moved to adopt the consent agenda as presented. The motion passed by unanimous voice vote.

9. Unfinished Business

Mr. Dalton directed Council's attention to documents related to water and sewer rates. He noted that a study commissioned by the Town in 2019 had recommended incremental annual increases for at least five years and that the first such increase had gone into effect on November 22, 2019. He said Council had agreed on keeping rates for usage stable while gradually increasing the administrative fee, and that the public hearing required for this year's adjustment would reflect this preference.

Recorder Gibson said she had requested data for the aforementioned scenario and also for one in which the administrative fee for both water and sewer increased \$5 year over year. She asked what the year-to-year change in the administrative fee would need to be if rates are kept stable. There was a discussion of usage rates and administrative fees.

Mr. Dalton said the public hearing notice provided for Council's examination called for flat rates and an increase in the administrative fee from \$2.50 to \$7.13 for water and from \$2.50 to \$4.82 for sewer, with the base water availability fee going from \$13,500 to \$13,827.50 and the sewer availability base fee from \$14,500 to \$14,862.50. He said user rates would remain the same and deposits would be adjusted because of the rate change.

Mr. Dalton recommended a public hearing in September and a decision by Council in October in order to determine a policy in time for a change of rates on November 19, but said an October hearing with a decision immediately following would be possible though not desirable.

Ms. Harrison asked whether changes to other aspects of the fee structure, such as meter-reading fees, were under consideration. Mr. Dalton said no such scenarios had been prepared.

Mr. Dalton, Mayor Arnold, and Ms. Harrison discussed deposit rates.

Mr. Jacobs noted that changes in departmental policies, such as billing more frequently during the year and including billing history on bills, would increase administrative costs.

The consensus of the Council was that the public hearing should occur at 7:30 p.m. on September 8.

10. Council Member Reports

Mayor

Mayor Arnold had nothing to report.

Recorder

Recorder Gibson referred Council to the attached report and briefly provided additional details.

Ward 1

Ms. McDonald said some of her constituents had expressed concern about construction noise.

Wards 2, 3, and 4

Ms. Harrison (Ward 2) and Ms. Rodriguez (Ward 4) had nothing to report. Ward 3 was vacant pending appointment of a new member.

11. Staff Reports

Public Works

Mr. Dalton said the department has been busy dealing with brush, inspections of new construction, and new projects in Rockcroft subdivision and on Fairfax Street.

Public Utilities

Mr. Dalton said the department has been occupied with basic maintenance and that rapid detection of a water leak in the previous week had made a prompt solution possible.

Police

Mr. Dalton said Chief White had been continuing his work on accreditation and that multiple officers were pursuing professional development opportunities.

Community Development

Ms. Dunkle noted the upcoming public hearing to be held jointly by the Planning Commission and Berryville Area Development Authority on July 22 for the final plat for Phase V of the Hermitage subdivision. She briefly updated Council on construction projects in Robert Regan Village, Shenandoah Crossing, and Fellowship Square Subdivisions, and Hermitage Phase V.

Mayor Arnold asked whether Robert Regan Village would be opened in sections, and Ms. Dunkle said this would not be possible.

Ms. Dunkle noted the Town's recent engagement of the consulting firm Arnett Muldrow for branding and marketing services and said she and Ms. Harrison and County Public Information Officer Cathy Kuehner had been acting as a steering committee to arrange a three-day branding workshop involving various community interests during the week of July 20.

Administration and Finance

Mr. Jacobs noted the return to duty that day of a staff member who had been on extended medical leave.

Recorder Gibson moved that the Council of the Town of Berryville approve the amended FY21 budget as attached. The motion passed by unanimous voice vote.

Town Manager

Mr. Dalton had nothing further to report.

12. Committee Updates

Budget and Finance

Recorder Gibson said the committee would meet on September 22 to discuss its needs for the upcoming year and for staff to provide updates on reserves, online billing, budget software, and the RFP for auditing.

Community Development

Ms. Rodriguez said the committee would meet on September 28.

Personnel

Mayor Arnold said the full Council would meet to interview applicants for the Ward 3 seat in a special meeting on July 23 at 6:00 p.m.

Public Safety

Ms. McDonald said the committee would meet at 2:00 p.m. on July 28.

Streets and Utilities

Ms. Harrison said the committee would meet at 1:30 p.m. on September 22.

13. Closed Session

Mayor Arnold invited a motion to enter closed session to discuss acquisition or disposition of real property.

Ms. Rodriguez moved that the Council of the Town of Berryville enter a closed session in accordance with §2.2-3711-A-3 of the Code of Virginia, to discuss acquisition or disposition of real property. The motion passed by unanimous voice vote.

The Council entered closed session at 8:29 p.m. and reconvened in open session at 9:08 p.m.

Ms. Rodriguez moved that the Council of the Town of Berryville adopt the following resolution certifying it has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act:

Resolution

WHEREAS, Section 2.2-3712.D of the Code of Virginia requires a certification by this Council that such closed meeting was conducted in conformity with Virginia law,

NOW, THEREFORE, BE IT RESOLVED that the Council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Council

Roll call vote as follows:

McDonald: Aye
Harrison: Aye
Rodriguez: Aye
Gibson: Aye
Arnold: Aye

The motion passed.

14. Adjourn

No other business coming before Council, Mayor Arnold invited a motion to adjourn.

Ms. Rodriguez moved to adjourn, with the motion passing by consensus at 9:10 p.m.

Erecka L. Gibson, Recorder

Paul Culp, Town Clerk

BERRYVILLE TOWN COUNCIL SIGN-UP SHEET

Citizens' Forum

Tuesday, July 14, 2020

7:30 p.m.

Name: _____ **Town of Berryville Resident?**

<u>MARY HIGG</u>	<input checked="" type="radio"/> Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No

Member Report by Recorder Erecka Gibson

Crums United Methodist Church United Methodist Men's group has asked me, in my role as Council Member/Town Recorder, to assist in identifying Town of Berryville folks who need help with any projects. Something that would take a few hours (4-5). They would be happy to help more than one.

Capital Reserves	\$	207,976.00	\$	201,976.00
Capital Expenses	\$	412,000.00	\$	560,000.00
Contingency	\$	24,735.00	\$	24,735.00
Total	\$	1,446,625.00	\$	1,577,625.00
SEWER FUND				
Maintenance and Operational	\$	1,193,723.00	\$	1,193,723.00
Debt Service	\$	470,000.00	\$	470,000.00
Capital Reserves	\$	243,197.00	\$	123,197.00
Capital Expenses	\$	269,000.00	\$	389,000.00
Contingency	\$	36,680.00	\$	36,680.00
Total	\$	2,212,600.00	\$	2,212,600.00
TOTAL EXPENSES AND RESERVES	\$	7,631,846.00	\$	7,763,545.00

Copies of the full proposed budget and proposed lease agreement may be examined at the Berryville Business Office, Berryville Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia during regular business hours.

Additional information may be obtained by calling the Director of Business & Finance Gregory C. Jacobs at 540-955-1099.

Any person desiring to be heard regarding the above matter should appear at the appointed time and place. Written copies of statements at public hearings are requested but not required.

The Town of Berryville does not discriminate against disabled people in admission or access to its programs and activities. Accommodations will be made for disabled people upon prior request.

By order of the Town Council
Keith R. Dalton, Town Manager

ADVERTISE: Winchester Star on June 25, 2020

INVOICE: Town of Berryville
101 Chalmers Court, Suite A
Berryville, VA 22611

**Town of Berryville,
Virginia**

Memo

To: Town Council
From: Gregory C. Jacobs, CPA - Treasurer
cc: Keith Dalton, Town Manager
Date: June 28, 2020
Re: Budget 2020 – 2021 Budget Amendment

Budget Modification and Amendment

Because the budget is an estimate, situations inevitably arise when it will be necessary to amend the budget. Generally, an appropriation can be increased or created by:

- Transferring from the unexpended balance of another appropriation;
- Transferring from appropriation for contingencies; or
- Appropriating unreserved fund balance or unanticipated revenues

Using the contingency appropriation does not increase the original budget but reallocates the funding. Allocation of contingency reserves requires the approval of the Town Manager.

In certain instances, budget appropriations may be amended after original budget adoption. All budget amendments (i.e., appropriation of unreserved fund balance or unanticipated revenue) require Town Council approval. Specific legal authority for budget modification to increase the original budget is contained in the Code. Per Section 15.2-2507A of the Code, "any amendment that exceeds the lesser of 1% of the adopted budget or \$500,000 must follow the same notice, public hearing and approval procedures as the initial budget itself, except that it may be adopted at the same meeting as the public hearing.

Budget Contingency Plan

The purpose of the Budget Contingency Plan is to establish a guideline and general approach to:

- Respond to unanticipated significant revenue shortfalls.
- Provide funding for unanticipated, non-recurring, expenditures that cannot be absorbed within the operating budget.
- Provide temporary funding for an unanticipated, increase in operations or maintenance that cannot be absorbed within the operating budget.

Expenditures drawn from contingency funds shall require prior approval from the Town Manager. Notice of such action will be presented to the Town Council at their monthly meeting.

Budget Contingency will be at least 3% of Total Operating Requirements. Based on an assessment of expenditure risk for the upcoming fiscal year the Town Manager may recommend a higher level of Contingency and include such recommendation in the Proposed Budget. The Town Council holds final authority upon approval of the annual budget.

General Fund

Funding for Police Department career development program in the amount of \$6,000.

This program was established by the Council to encourage patrol officers to complete career development activities/goals. When established goals are met, salary adjustments are appropriate.

Funding for this item would be moved from the General Fund Contingency. This would increase the General Fund Maintenance and Operational Expense budget from \$3,540,309 to \$3,546,309, and reduce the Contingency from \$110,300 to \$104,300.

Water Fund

Funding for Water Treatment Plant finish water pump replacement in the amount of \$132,000.

This is a project that was budgeted for in Fiscal Year 2019 in the amount of \$200,000 but was not completed due to pumps not being available at the time. The funds to complete the project were placed in reserve in order to fund the project when the pumps became available. The Public Utilities Department and the Town's Engineer have the project ready to go and we must now show the funds coming from reserves and being expensed for completion of the project.

Funding for this project would be taken from reserves established for this purpose. The Water Fund Resources and Revenues, Fund Balance, increases by \$132,000 and Capital Expenditures increase by a corresponding \$132,000.

Funding for Water Treatment Plant computer replacement in the amount of \$6,000.

Funding for the replacement of two computers that are used to monitor continuous readings from the plant and run the water system's SCADA.

Funding for this item would be taken from the equipment / repair reserve line item in the 2020 -- 2021 Water Fund CIP. Capital Reserves expense decrease by \$6,000 and Capital Expenditures increase by \$6,000.

Sewer Fund

Funding for the replacement of Wastewater Treatment Plant headworks building processing room lighting in the amount of \$30,000.

This project would provide for the replacement of code-required explosion proof lighting. Funding for this item would be secured by reducing Capital Reserves line item in the 2020-2021 Sewer Fund CIP.

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Sewer Fund continued

Funding for the replacement of eight computers at the Wastewater Treatment Plant at a cost of \$58,000.

This project would replace eight computers at the Wastewater Treatment Plant. Six of the computers to be replaced monitor and control plant operations. Two of the computers to be replaced are used by the director and chief plant operator. This project includes purchase of the computers, software, and two weeks of onsite integration by the Town's control contractor. Funding for this item would be secured by reducing the Capital Reserve line item in the 2020-2021 Sewer Fund CIP.

Funding for the replacement of Wastewater Treatment Plant truck / dumpster sludge-loading conveyer belt at a cost of \$22,000.

This project provides for the replacement of a conveyer belt in the sludge processing building. The funding for this item would be secured by reducing the Capital Reserve line item in the 2020-2021 Sewer Fund CIP.

Funding for the Sewer Pump Station reserve in the amount of \$10,000.

This reserve is being established to set aside funds for work that will need to be done in the future at the Town's seven sewer pump stations. The reserve funding requested is \$10,000 and would be secured by the reduction of the Capital Reserves lint item in the 2020-2021 Sewer Fund CIP.

Sewer Fund Total \$120,000

Sewer Fund Capital Reserves line item would be reduced by \$120,000 from \$243,197 to \$123,197. Sewer Fund Capital Expenditures line item would be increased by \$120,000 from \$269,000 to \$389,000.

FY 20-21 BUDGET REVENUES

Account Number	Account Description	6/9/2020 APPROVED 2020-2021	PROPOSED 7/11/20 AMENDED 2020-2021
GENERAL FUND			
	FUND BALANCE		
100-3000000-0000	FUND BALANCE FORWARD	\$ 145,235.00	\$ 145,235.00
	TOTAL FUND BALANCE	\$ 145,235.00	\$ 145,235.00
REVENUE FROM LOCAL SOURCES			
100-3110101-0000	CURRENT REAL ESTATE TAXES	\$ 1,006,000.00	\$ 1,006,000.00
100-3110102-0000	DEL REAL ESTATE TAXES	\$ 5,000.00	\$ 5,000.00
100-3110201-0000	UTILITY REAL ESTATE TAXES	\$ 11,200.00	\$ 11,200.00
100-3110301-0000	CURRENT PERS PROP TAXES	\$ 300,000.00	\$ 300,000.00
100-3110302-0000	DEL PERS PROP TAXES	\$ 3,500.00	\$ 3,500.00
100-3110401-0000	MACHINERY & TOOLS	\$ 155,000.00	\$ 155,000.00
100-3110601-0000	TAX PENALTIES	\$ 6,000.00	\$ 6,000.00
100-3110602-0000	TAX INTEREST	\$ 2,000.00	\$ 2,000.00
	TOTAL REV FROM LOCAL SOURCES	\$ 1,488,700.00	\$ 1,488,700.00
OTHER LOCAL TAXES			
100-3120101-0000	LOCAL SALES TAX	\$ 208,000.00	\$ 208,000.00
100-3120201-0000	CONSUMER UTILITY TAX	\$ 85,000.00	\$ 85,000.00
100-3120300-0000	BUSINESS LICENSE	\$ 200,000.00	\$ 200,000.00
100-3120402-0000	REC FRANCHISE FEES	\$ 35,000.00	\$ 35,000.00
100-3120501-0000	AUTO LICENSE	\$ 90,000.00	\$ 90,000.00
100-3120601-0000	BANK FRANCHISE TAXES	\$ 140,000.00	\$ 140,000.00
100-3120801-0000	CIGARETTE TAX (10¢)	\$ 18,000.00	\$ 18,000.00
100-3121001-0000	LODGING TAX (2%)	\$ 10,000.00	\$ 10,000.00
100-3121101-0000	MEALS TAX (4%)	\$ 312,000.00	\$ 312,000.00
	TOTAL OTHER LOCAL TAXES	\$ 1,098,000.00	\$ 1,098,000.00
PERMITS, FEES & LICENSES			
100-3130304-0000	LAND USE APPLICATION FEES	\$ 5,000.00	\$ 5,000.00
100-3130307-0000	ZONING & SUBDIVISION FEES	\$ 10,000.00	\$ 10,000.00
	TOTAL PERMITS, FEES & LICENSES	\$ 15,000.00	\$ 15,000.00
FINES & FORFEITURES			
100-3140101-0000	COURT FINES	\$ 25,000.00	\$ 25,000.00
100-3140102-0000	PARKING METER FINES	\$ 4,000.00	\$ 4,000.00
100-3140103-0000	ESUMMONS	\$ 1,500.00	\$ 1,500.00
	TOTAL FINES & FORFEITURES	\$ 30,500.00	\$ 30,500.00
REVENUE FROM MONEY OR PROP			
100-3150101-0000	INTEREST ON DEPOSITS	\$ 100,000.00	\$ 100,000.00
100-3150201-0000	RENTAL OF PROPERTY	\$ 12,000.00	\$ 12,000.00
100-3150205-0000	WATER TANK SITE LEASE	\$ 82,000.00	\$ 82,000.00
100-3150206-0000	CHARGE CARD REBATE	\$ 14,000.00	\$ 14,000.00
	TOTAL FROM MONEY OR PROP	\$ 208,000.00	\$ 208,000.00

	CHARGES FOR SERVICES				
100-3160703-0000	PARKING METERS	\$	16,000.00	\$	16,000.00
100-3161502-0000	SALE OF PUBLICATIONS	\$	-	\$	-
	TOTAL CHARGES FOR SERVICES	\$	16,000.00	\$	16,000.00
	MISCELLANEOUS REVENUES				
100-3189905-0000	SALE OF SURPLUS	\$	18,000.00	\$	18,000.00
	TOTAL MISC REVENUES	\$	18,000.00	\$	18,000.00
	RECOVERED COSTS				
100-3190203-0000	REIMBURSABLE FEES	\$	-	\$	-
	TOTAL RECOVERED COSTS	\$	-	\$	-
	TOTAL LOCAL REVENUES		\$ 30,019,435.00		\$ 30,019,435.00

	REVENUE FROM THE COMMONWEALTH				
	NON-CATEGORICAL AID				
100-3220107-0000	ROLLING STOCK TAX	\$	1,850.00	\$	1,850.00
100-3220109-0000	PPTRA	\$	209,917.00	\$	209,917.00
100-3220201-0000	COMMUNICATION TAX	\$	77,000.00	\$	77,000.00
	TOTAL NON-CATEGORICAL AID	\$	288,767.00	\$	288,767.00
	CATEGORICAL AID				
100-3240108-0000	599 LAW ENFORCEMENT GRANT	\$	82,350.00	\$	82,350.00
100-3240103-0000	LE BLOCK GRANT	\$	1,000.00	\$	1,000.00
100-3240201-0000	FIRE FUND PROGRAM	\$	15,250.00	\$	15,250.00
100-3240300-0000	VDOT LANE MILE ALLOWANCE	\$	558,618.00	\$	558,618.00
100-3240301-0000	VDOT ROAD MAINTENANCE	\$	5,000.00	\$	5,000.00
100-3240302-0000	LITTER CONTROL GRANT	\$	2,000.00	\$	2,000.00
100-3240311-0000	ST EMERGENCY R&R	\$	-	\$	-
100-3240312-0000	VA COMMISSION FOR THE ARTS	\$	-	\$	-
100-3240710-0000	DMV ANIMAL FRIENDLY PLATES	\$	-	\$	-
	TOTAL CATEGORICAL AID	\$	664,218.00	\$	664,218.00
	TOTAL FROM THE COMMONWEALTH		\$ 952,985.00		\$ 952,985.00

	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 \$ 0.00 \$ 0.00

REVENUE FROM OTHER SOURCES

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

TOTAL FROM OTHER SOURCES \$ 1,000.00 \$ 1,000.00

TOTAL GENERAL FUND REVENUES \$ 3,973,420.00 \$ 3,973,420.00

WATER FUND

FUND BALANCE
501-3000000-0000 FUND BALANCE \$ - (\$ 132,000.00)

TOTAL FUND BALANCE \$ - \$ 132,000.00

REVENUE FROM MONEY OR PROP
501-3150102-0000 INTEREST ON INVESTMENTS \$ 30,000.00 \$ 30,000.00

TOTAL FROM USE OF MONEY OR PROP \$ 30,000.00 \$ 30,000.00

CHARGES FOR SERVICES
501-3160110-0000 TREATMENT FEES \$ 1,040,000.00 \$ 1,040,000.00

501-3160111-0000 DELINQUENT ACCT PENALTIES \$ 30,000.00 \$ 30,000.00

501-3160112-0000 SECURITY DEPOSITS \$ - \$ -

501-3160113-0000 AVAILABILITY CHARGES \$ 337,500.00 \$ 337,500.00

501-3160114-0000 CONNECTION CHARGES

501-3160115-0000 METER FEES \$ 8,125.00 \$ 8,125.00

TOTAL CHARGES FOR SERVICES \$ 1,415,625.00 \$ 1,415,625.00

TOTAL WATER FUND \$ 1,445,625.00 \$ 1,577,625.00

SEWER FUND			
	FUND BALANCE		
502-3000000-0000	FUND BALANCE	\$ -	\$ -
	TOTAL FUND BALANCE	\$ -	\$ -
REVENUE FROM MONEY OR PROP			
502-3150101-0000	INTEREST INCOME	\$ 50,000.00	\$ 50,000.00
	TOTAL REVENUE FROM MONEY OR PROP	\$ 50,000.00	\$ 50,000.00
CHARGES FOR SERVICES			
502-3160110-0000	TREATMENT FEES	\$ 1,800,000.00	\$ 1,800,000.00
502-3160112-0000	SECURITY DEPOSITS	\$ -	\$ -
502-3160113-0000	AVAILABILITY CHARGES	\$ 362,500.00	\$ 362,500.00
	TOTAL CHARGES FOR SERVICES	\$ 2,162,500.00	\$ 2,162,500.00
REVENUE FROM OTHER SOURCES			
NON-REVENUE RECEIPTS			
502-3410401-0000	VRA LOAN	\$ -	\$ -
502-3410402-0000	WQIP Grant	\$ -	\$ -
502-3410404-0000	NUTRIENT CREDIT REBATE	\$ -	\$ -
	TOTAL NON-REVENUE RECEIPTS	\$ -	\$ -
TOTAL FROM OTHER SOURCES			
	TOTAL SEWER FUND	\$ 2,212,500.00	\$ 2,212,500.00

TOTAL REVENUES ALL FUNDS \$ 7,631,545.00 \$ 7,763,545.00

FY 20-21 BUDGET EXPENSES

Account Number	Account Description	6/9/2020 APPROVED 2020-2021	PROPOSED 7/11/20 AMENDED 2020-2021
GENERAL FUND			
TOWN COUNCIL			
100-4011100-1111	EXPENSE COMPENSATION	\$ 18,900.00	\$ 18,900.00
100-4011100-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 1,450.00	\$ 1,450.00
100-4011100-5540	TRAINING	\$ 4,000.00	\$ 4,000.00
100-4011100-5699	LOCAL CONTRIBUTIONS	\$ -	\$ -
100-4011100-5800	MISCELLANEOUS	\$ 5,000.00	\$ 5,000.00
100-4011100-5810	Dues	\$ 3,000.00	\$ 3,000.00
100-4011100-6017	TOWN CODE SUPPLEMENTS	\$ 2,000.00	\$ 2,000.00
100-4011100-6018	STATE CODE SUPPLEMENTS	\$ -	\$ -
	TOTAL TOWN COUNCIL	\$ 34,350.00	\$ 34,350.00

	TOWN CLERK			
100-4011200-1114	SALARIES/WAGES/TNCLK	\$	44,600.00	\$ 44,600.00
100-4011200-2100	MATCHING FICA EXPENSE (7.65 %)	\$	3,400.00	\$ 3,400.00
100-4011200-5510	MILEAGE	\$	250.00	\$ 250.00
100-4011200-5540	EDUCATION/TRAINING	\$	1,000.00	\$ 1,000.00
100-4011200-5810	DUES	\$	100.00	\$ 100.00
	TOTAL TOWN CLERK	\$	49,350.00	\$ 49,350.00
	TOWN MANAGER			
100-4012110-1112	COMPENSATION	\$	141,880.00	\$ 141,880.00
100-4012110-2100	MATCHING FICA EXPENSE (7.65 %)	\$	10,860.00	\$ 10,860.00
100-4012110-3399	DUILITY ADAYEMENT	\$	17,000.00	\$ 17,000.00
100-4012110-5230	TELECOMMUNICATIONS	\$	600.00	\$ 600.00
100-4012110-5510	MILEAGE	\$	-	\$ -
100-4012110-5540	TRAINING	\$	-	\$ -
100-4012110-5810	DUES	\$	500.00	\$ 500.00
	TOTAL TOWN MANAGER	\$	170,840.00	\$ 170,840.00
	LEGAL SERVICES			
100-4012210-3150	PROFESSIONAL SERVICES	\$	35,000.00	\$ 35,000.00
	TOTAL LEGAL SERVICES	\$	35,000.00	\$ 35,000.00
	PERSONNEL			
100-4012220-2100	SOCIAL SECURITY	\$	-	\$ -
100-4012220-2210	VRS	\$	147,950.00	\$ 147,950.00
100-4012220-2220	VMLIP - STD	\$	700.00	\$ 700.00
100-4012220-2230	VMLIP - LTD	\$	6,559.00	\$ 6,559.00
100-4012220-2250	Line of Duty Act	\$	8,500.00	\$ 8,500.00
100-4012220-2300	HEALTH INSURANCE	\$	216,400.00	\$ 216,400.00
100-4012220-2400	LIFE INSURANCE	\$	15,850.00	\$ 15,850.00
100-4012220-2600	UNEMPLOYMENT INSURANCE	\$	205.00	\$ 205.00
100-4012220-2700	WORKER'S COMPENSATION	\$	39,000.00	\$ 39,000.00
100-4012220-3110	RANDOM DRUG SCREENING	\$	750.00	\$ 750.00
	TOTAL PERSONNEL	\$	435,914.00	\$ 435,914.00
	INDEPENDENT AUDITOR			
100-4012240-3120	CONTRACTUAL SERVICES	\$	16,050.00	\$ 16,050.00
	TOTAL INDEPENDENT AUDITOR	\$	16,050.00	\$ 16,050.00

	TOWN TREASURER			
100-4012410-1113	COMPENSATION	\$	93,000.00	\$ 93,000.00
100-4012410-2100	MATCHING FICA EXPENSE (7.65 %)	\$	7,100.00	\$ 7,100.00
100-4012410-3130	PROFESSIONAL SER/TAX CONV	\$	2,500.00	\$ 2,500.00
100-4012410-3150	PROFESSIONAL SER/VEC	\$	-	\$ -
100-4012410-5306	SURETY BONDS	\$	500.00	\$ 500.00
100-4012410-5540	TRAINING	\$	2,000.00	\$ 2,000.00
100-4012410-5810	DUES	\$	1,000.00	\$ 1,000.00
100-4012410-6015	AUTO DECALS	\$	-	\$ -
100-4012410-6020	CIGARETTE TAX STAMPS	\$	-	\$ -
	TOTAL TOWN TREASURER	\$	106,100.00	\$ 106,100.00
	FINANCE/ACCOUNTING			
100-4012430-1113	COMPENSATION	\$	132,200.00	\$ 132,200.00
100-4012430-2100	MATCHING FICA EXPENSE (7.65 %)	\$	10,112.00	\$ 10,112.00
100-4012430-5540	TRAINING	\$	3,400.00	\$ 3,400.00
	TOTAL FINANCE/ACCOUNTING	\$	145,712.00	\$ 145,712.00
	CENTRAL ADM/PURCHASING			
100-4012530-3320	MAINTENANCE CONTRACTS	\$	46,000.00	\$ 46,000.00
100-4012530-3400	WEBSITE RESERVE	\$	1,000.00	\$ 1,000.00
100-4012530-3501	NEWSLETTER	\$	1,000.00	\$ 1,000.00
100-4012530-3600	ADVERTISING	\$	8,000.00	\$ 8,000.00
100-4012530-5210	POSTAGE	\$	11,500.00	\$ 11,500.00
100-4012530-5230	TELECOMMUNICATIONS	\$	2,000.00	\$ 2,000.00
100-4012530-5250	SOCIAL MEDIA ARCHIVING	\$	2,700.00	\$ 2,700.00
100-4012530-5415	COPIER LEASE	\$	4,500.00	\$ 4,500.00
100-4012530-5540	TRAINING	\$	2,500.00	\$ 2,500.00
100-4012530-5699	CONTRIBUTION / CC SOCIAL MEDIA	\$	5,000.00	\$ 5,000.00
100-4012530-5810	DUES	\$	500.00	\$ 500.00
100-4012530-6001	OFFICE SUPPLIES	\$	10,150.00	\$ 10,150.00
	TOTAL CENTRAL ADM/PURCHASING	\$	94,850.00	\$ 94,850.00
	RISK MANAGEMENT			
100-4012550-5304	BLANKET EXCESS LIABILITY	\$	16,000.00	\$ 16,000.00
100-4012550-5305	AUTOMOBILE INSURANCE	\$	11,000.00	\$ 11,000.00
100-4012550-5308	SEMI-MULTI PERIL INS	\$	27,700.00	\$ 27,700.00
100-4012550-5800	INSURANCE DEDUCTABLES	\$	-	\$ -
	TOTAL RISK MANAGEMENT	\$	54,700.00	\$ 54,700.00
	ENGINEERING SERVICES			
100-4012600-3140	ENGINEERING SERVICES	\$	5,000.00	\$ 5,000.00
	TOTAL ENGINEERING SERVICES	\$	5,000.00	\$ 5,000.00

	ELECTIONS			
100-4013100-1125	ELECTION OFFICIALS	\$	2,500.00	\$ 2,500.00
100-4013100-6001	OFFICE SUPPLIES	\$	2,500.00	\$ 2,500.00
	TOTAL ELECTIONS	\$	5,000.00	\$ 5,000.00
	PUBLIC DEFENDER FEES			
100-4021500-3150	PUBLIC DEFENDER FEES	\$	2,000.00	\$ 2,000.00
	TOTAL PUBLIC DEFENDER FEES	\$	2,000.00	\$ 2,000.00
	POLICE DEPARTMENT			
100-4031100-1139	COMPENSATION	\$	597,510.00	\$ 603,510.00
100-4031100-2100	MATCHING FICA EXPENSE (7.65 %)	\$	45,710.00	\$ 45,710.00
100-4031100-3110	MEDICAL EXAMINATIONS	\$	500.00	\$ 500.00
100-4031100-3115	PRE EMPLOYMENT DRUG SCREEN	\$	500.00	\$ 500.00
100-4031100-3190	INTERPRETER	\$	400.00	\$ 400.00
100-4031100-3310	REPAIR & MAINTENANCE	\$	12,000.00	\$ 12,000.00
100-4031100-3320	MAINTENANCE CONTRACTS	\$	14,500.00	\$ 14,500.00
100-4031100-4082	WILDLIFE MANAGEMENT	\$	500.00	\$ 500.00
100-4031100-5210	POSTAGE	\$	500.00	\$ 500.00
100-4031100-5230	TELECOMMUNICATIONS	\$	4,600.00	\$ 4,600.00
100-4031100-5415	COPIER LEASE	\$	3,400.00	\$ 3,400.00
100-4031100-5540	TRAINING	\$	22,250.00	\$ 22,250.00
100-4031100-5545	OFFICE ACCREDIATION	\$	1,700.00	\$ 1,700.00
100-4031100-5810	DUES	\$	700.00	\$ 700.00
100-4031100-5815	COMMUNITY RELATIONS	\$	2,000.00	\$ 2,000.00
100-4031100-6001	OFFICE SUPPLIES	\$	1,600.00	\$ 1,600.00
100-4031100-6008	GASOLINE & OIL	\$	14,500.00	\$ 14,500.00
100-4031100-6010	POLICE SUPPLIES	\$	13,500.00	\$ 13,500.00
100-4031100-6011	UNIFORMS	\$	4,000.00	\$ 4,000.00
	TOTAL POLICE DEPARTMENT	\$	740,370.00	\$ 746,370.00
	TRAFFIC CONTROL			
100-4031300-5699	COUNTY CONT/CROSSING GD	\$	2,500.00	\$ 2,500.00
	TOTAL TRAFFIC CONTROL	\$	2,500.00	\$ 2,500.00
	EMERGENCY SERVICES			
100-4031400-5699	CONTRIBUTION/CC CENT ALRM	\$	5,000.00	\$ 5,000.00
	TOTAL EMERGENCY SERVICES	\$	5,000.00	\$ 5,000.00
	VOLUNTEER FIRE DEPARTMENT			
100-4032200-5699	CONTRIBUTION/JHEVFD	\$	30,000.00	\$ 30,000.00
100-4032200-5707	FIRE FUND PROGRAM	\$	15,250.00	\$ 15,250.00
100-4032200-88411	CAPITAL PROJECT RESERVE	\$	10,000.00	\$ 10,000.00
	TOTAL VOLUNTEER FIRE DEPT	\$	55,250.00	\$ 55,250.00

100-4033200-5550	CORRECTION & DETENTION CONFINEMENT OF PRISONERS	\$	250.00	\$	250.00
	TOTAL CORRECTION & DETENTION	\$	250.00	\$	250.00
	PUBLIC WORKS ADMINISTRATION				
100-4041100-1140	COMPENSATION	\$	69,910.00	\$	69,910.00
100-4041100-2100	MATCHING FICA EXPENSE (7.65 %)	\$	5,950.00	\$	5,950.00
100-4041100-3110	MEDICAL EXAMS	\$	1,000.00	\$	1,000.00
100-4041100-3310	VEHICLE REP & MAINTENANCE	\$	11,000.00	\$	11,000.00
100-4041100-5120	FUEL OIL/HEAT	\$	1,500.00	\$	1,500.00
100-4041100-5230	TELECOMMUNICATIONS	\$	5,000.00	\$	5,000.00
100-4041100-5415	COPIER LEASE	\$	2,665.00	\$	2,665.00
100-4041100-5540	TRAINING	\$	3,500.00	\$	3,500.00
100-4041100-6001	OFFICE SUPPLIES	\$	500.00	\$	500.00
	TOTAL PUBLI WKS ADMINISTRATION	\$	100,425.00	\$	100,425.00
	HWYS, STS BRIDGES & SDWLKS				
100-4041200-1183	COMPENSATION	\$	156,710.00	\$	156,710.00
100-4041200-2100	MATCHING FICA EXPENSE (7.65 %)	\$	11,990.00	\$	11,990.00
100-4041200-3310	EQUIPMENT MAINTENANCE	\$	12,000.00	\$	12,000.00
100-4041200-3315	SIDEWALK MAINTENANCE	\$	15,000.00	\$	15,000.00
100-4041200-3316	STREET SIGN MAINTENANCE	\$	-	\$	-
100-4041200-5425	NORFOLK/SOUTHERN R-O-W'S	\$	1,100.00	\$	1,100.00
100-4041200-6007	MATERIALS & SUPPLIES	\$	4,000.00	\$	4,000.00
100-4041200-6008	GASOLINE & OIL	\$	20,000.00	\$	20,000.00
100-4041200-6011	UNIFORMS	\$	6,000.00	\$	6,000.00
	TOTAL HWYS, STS BRIDGES & SWLKS	\$	226,800.00	\$	226,800.00
	VDOT STREET MAINTENANCE				
100-4041250-3300	VDOT STREET MAINTENANCE	\$	411,618.00	\$	411,618.00
100-4041250-3310	EQUIPMENT MAINTENANCE (VDOT)	\$	10,000.00	\$	10,000.00
100-4041250-8001	EQUIPMENT PURCHASE (VDOT)	\$	137,000.00	\$	137,000.00
	TOTAL VDOT STREET MAINTENANCE	\$	558,618.00	\$	558,618.00
	STREET LIGHTS				
100-4041320-5110	ELECTRICITY	\$	66,500.00	\$	66,500.00
	TOTAL STREET LIGHTS	\$	66,500.00	\$	66,500.00
	SNOW REMOVAL				
100-4041330-3220	CONTRACTUAL SERVICES	\$	16,000.00	\$	16,000.00
100-4041330-6007	MATERIALS & SUPPLIES	\$	2,000.00	\$	2,000.00
	TOTAL SNOW REMOVAL	\$	18,000.00	\$	18,000.00
	PARKING METERS & LOTS				
100-4041340-6007	MATERIALS & SUPPLIES	\$	1,500.00	\$	1,500.00
	TOTAL PARKING METERS & LOTS	\$	1,500.00	\$	1,500.00

100-4042200-6007	STREET & ROAD CLEANING MATERIALS & SUPPLIES	\$	500.00	\$	500.00
	TOTAL STREET & ROAD CLEANING	\$	500.00	\$	500.00
100-4042300-3220	REFUSE COLLECTION CONTRACTUAL SERVICES	\$	203,000.00	\$	203,000.00
100-4042300-6225	RECYCLING SERVICES	\$	75,000.00	\$	75,000.00
	TOTAL REFUSE COLLECTION	\$	278,000.00	\$	278,000.00
100-4042400-3800	REFUSE DISPOSAL FCO LANDFILL CHARGES	\$	40,000.00	\$	40,000.00
	TOTAL REFUSE DISPOSAL	\$	40,000.00	\$	40,000.00
100-4043200-3310	GENERAL PROPERTIES REPAIR & MAINTENANCE	\$	15,000.00	\$	15,000.00
100-4043200-3325	HERMITAGE SWPOND MAINT	\$	4,100.00	\$	4,100.00
100-4043200-6007	MATERIALS & SUPPLIES	\$	500.00	\$	500.00
100-4043200-6017	HOLIDAY DECORATIONS	\$	500.00	\$	500.00
	TOTAL GENERAL PROPERTIES	\$	20,100.00	\$	20,100.00
100-4064200-3150	BUILDING SERVICES PROFESSIONAL SERVICES	\$	2,500.00	\$	2,500.00
100-4064200-3200	CONTRACTUAL SERVICES	\$	19,500.00	\$	19,500.00
100-4064200-5110	ELECTRICITY	\$	19,800.00	\$	19,800.00
100-4064200-5120	NATURAL GAS/HEAT	\$	3,200.00	\$	3,200.00
100-4064200-5130	WATER/SEWER	\$	800.00	\$	800.00
100-4064200-5230	TELECOMMUNICATIONS	\$	7,800.00	\$	7,800.00
100-4064200-5304	LIABILITY INSURANCE	\$	2,500.00	\$	2,500.00
100-4064200-7113	IN KIND COSTS	\$	13,000.00	\$	13,000.00
100-4064200-7115	SHARED MAINTENANCE	\$	19,000.00	\$	19,000.00
100-4064200-8411	CAPITAL ASSET RESERVES	\$	7,000.00	\$	7,000.00
	TOTAL BUILDING SERVICES	\$	95,100.00	\$	95,100.00
100-4071310-3160	PARKS & RECREATION CONTRACTUAL SER/IN BLUE	\$	1,000.00	\$	1,000.00
100-4071310-5699	CONTRIBUTION/CCP&R	\$	-	\$	-
100-4071310-6017	HOLIDAY DECORATIONS	\$	1,500.00	\$	1,500.00
100-4071310-6018	ROSE HILL PARK MAINTENANCE	\$	5,000.00	\$	5,000.00
	TOTAL PARKS & RECREATION	\$	7,500.00	\$	7,500.00

	PLANNING				
100-4081100-1155	COMPENSATION	\$	93,270.00	\$	93,270.00
100-4081100-2100	MATCHING FICA EXPENSE (7.65 %)	\$	7,135.00	\$	7,135.00
100-4081100-3190	PROFESSIONAL SERVICES	\$	5,000.00	\$	5,000.00
100-4081100-3195	PREPAID APPLICATION FEES	\$	-	\$	-
100-4081100-3500	PRINTING	\$	200.00	\$	200.00
100-4081100-5510	MILEAGE	\$	100.00	\$	100.00
100-4081100-5540	TRAINING	\$	500.00	\$	500.00
100-4081100-5810	DUES	\$	500.00	\$	500.00
100-4081100-6001	OFFICE EQUIPMENT	\$	100.00	\$	100.00
100-4081100-6012	PUBLICATIONS	\$	100.00	\$	100.00
	TOTAL PLANNING	\$	106,905.00	\$	106,905.00
	BOARD OF ZONING APPEALS				
100-4081400-1110	EXPENSE COMPENSATION	\$	500.00	\$	500.00
100-4081400-5540	TRAINING	\$	500.00	\$	500.00
	TOTAL BOARD OF ZONING APPEALS	\$	1,000.00	\$	1,000.00
	ECONOMIC DEVELOPMENT				
100-4081500-3400	WEB SITE REDESIGN	\$	-	\$	-
100-4081500-3450	SE COLLECTOR EVALUATION	\$	-	\$	-
100-4081500-3650	MARKETING & BRANDING	\$	-	\$	-
100-4081500-5693	ARTS FUNDING MATCH	\$	4,500.00	\$	4,500.00
100-4081500-5694	ECODEV/CC ANNUAL CONTRIBUTION	\$	-	\$	-
100-4081500-5695	TOWN/COUNTY ECONOMIC DEV	\$	17,500.00	\$	17,500.00
100-4081500-5696	ECONOMIC DEVELOPMENT RESERVE	\$	-	\$	-
100-4081500-5698	GRANT AND MATCHING FUNDS	\$	-	\$	-
100-4081500-5699	DBI/ECO DEV PROF SERVICES	\$	4,000.00	\$	4,000.00
100-4081500-5700	ANNEXATION AREA PROF SERVICES	\$	25,000.00	\$	25,000.00
	TOTAL ECONOMIC DEVELOPMENT	\$	51,000.00	\$	51,000.00
	PLANNING COMMISSION				
100-4081600-1111	EXPENSE COMPENSATION	\$	5,000.00	\$	5,000.00
100-4081600-5540	TRAINING	\$	1,000.00	\$	1,000.00
100-4081600-5810	DUES	\$	250.00	\$	250.00
	TOTAL PLANNING COMMISSION	\$	6,250.00	\$	6,250.00
	B'VILLE AREA DEV AUTHORITY				
100-4081700-1111	EXPENSE COMPENSATION	\$	2,500.00	\$	2,500.00
100-4081700-1111	MATCHING FICA EXPENSE (7.65 %)	\$	-	\$	-
100-4081700-5540	TRAINING	\$	250.00	\$	250.00
100-4081700-5810	DUES	\$	125.00	\$	125.00
	TOTAL B'VILLE AREA DEV AUTHORITY	\$	2,875.00	\$	2,875.00

100-4081800-5540	ARCHITECTURAL REVIEW BOARD TRAINING	\$	500.00	\$	500.00
	TOTAL ARCHITECTURAL REVIEW BOARD	\$	500.00	\$	500.00
100-4081900-5800	TREE BOARD MISCELLANEOUS	\$	500.00	\$	500.00
	TOTAL TREE BOARD	\$	500.00	\$	500.00
	CAPITAL OUTLAY				
100-4094200-8207	SOFTWARE UPGRADES	\$	-	\$	-
100-4094200-8225	COMPUTER REPLACEMENT	\$	7,500.00	\$	7,500.00
100-4094200-8230	REPAIRS TO 23 E MAIN-LS RESERVE	\$	44,235.00	\$	44,235.00
100-4094200-8231	PATROL VEHICLE	\$	52,600.00	\$	52,600.00
100-4094200-8338	ONE TON DUMP	\$	-	\$	-
100-4094200-8340	MOWER	\$	-	\$	-
100-4094200-8411	CAPITAL RESERVE	\$	-	\$	-
100-4094200-8603	PD SERVER REPLACEMENT RESERVE	\$	6,000.00	\$	6,000.00
100-4094200-8702	WAYFINDING SIGNS RESERVE	\$	5,000.00	\$	5,000.00
100-4094200-8803	PUBLIC WORKS IMPROVEMENTS	\$	-	\$	-
100-4094200-8910	PD BODY CAMERA REPLACEMENTS	\$	-	\$	-
100-4094200-8911	VIRGINIA AVENUE PER	\$	55,000.00	\$	55,000.00
100-4094200-8912	POLICE MDT REPLACEMENT	\$	-	\$	-
100-4094200-8913	POLICE AV EQUIPMENT	\$	-	\$	-
100-4094200-8914	RIXEY MOOR PLAYGROUND IMP	\$	-	\$	-
100-4094200-8915	HOGAN'S ALLEY IMPROVE RESERVE	\$	1,000.00	\$	1,000.00
100-4094200-8919	STORM WATER MITIGATION	\$	-	\$	-
100-4094200-8950	FOUR WHEELER	\$	-	\$	-
100-4094200-8951	PD RADIO REPLACEMENT RESERVE	\$	20,000.00	\$	20,000.00
100-4094200-8955	TOWN RUN PER	\$	-	\$	-
100-4094200-8956	ASHBY/ARCHER PER	\$	-	\$	-
100-4094200-8958	ENDERS PROFFER RESERVES	\$	-	\$	-
100-4094200-8959	HOLIDAY DECORATION REPLACEMENT	\$	10,000.00	\$	10,000.00
	TOTAL CAPITAL OUTLAY	\$	201,335.00	\$	201,335.00
	CONTINGENCY				
100-4094300-5800	CONTINGENCY (3.00%)	\$	110,900.00	\$	104,300.00
	TOTAL CONTINGENCY	\$	110,900.00	\$	104,300.00
	DEBT SERVICE				
100-4095000-9110	RDA PRINCIPAL	\$	40,988.00	\$	40,988.00
100-4095000-9120	RDA INTEREST	\$	80,488.00	\$	80,488.00
100-4095000-9130	RDA DEBT SER RESERVE	\$	-	\$	-
	TOTAL DEBT SERVICE	\$	121,476.00	\$	121,476.00

TOTAL GENERAL FUND OPERATIONAL	\$	3,540,309.00	\$	3,546,309.00
TOTAL GENERAL FUND CONTINGENCY	\$	110,300.00	\$	104,300.00
TOTAL GENERAL FUND CAP OUTLAY	\$	201,335.00	\$	201,335.00
TOTAL GENERAL FUND DEBT SERVICE	\$	121,476.00	\$	121,476.00

TOTAL GENERAL FUND EXPENSES \$ 3,973,420.00 \$ 3,973,420.00

WATER FUND

PERSONNEL				
501-4012220-1140	COMPENSATION	\$	39,300.00	\$ 39,300.00
501-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$	3,010.00	\$ 3,010.00
501-4012220-2210	VRS	\$	32,810.00	\$ 32,810.00
501-4012220-2220	VMLIP - STD	\$	154.00	\$ 154.00
501-4012220-2230	VMLIP - LTD	\$	1,415.00	\$ 1,415.00
501-4012220-2300	HEALTH INSURANCE	\$	47,910.00	\$ 47,910.00
501-4012220-2400	LIFE INSURANCE	\$	3,510.00	\$ 3,510.00
501-4012220-2600	UNEMPLOYMENT INSURANCE	\$	46.00	\$ 46.00
501-4012220-2700	WORKER'S COMPENSATION	\$	8,500.00	\$ 8,500.00
501-4012220-3170	MISS UTILITY	\$	1,500.00	\$ 1,500.00
501-4012220-3320	HANDHELD MAINT	\$	4,500.00	\$ 4,500.00
501-4012220-5210	POSTAGE	\$	4,400.00	\$ 4,400.00
501-4012220-5540	TRAINING	\$	2,500.00	\$ 2,500.00
501-4012220-6001	OFFICE SUPPLIES	\$	500.00	\$ 500.00
	TOTAL PERSONNEL	\$	150,055.00	\$ 150,055.00

	TREATMENT			
501-4012222-1147	COMPENSATION	\$	147,000.00	\$ 147,000.00
501-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$	11,240.00	\$ 11,240.00
501-4012222-2030	CERTIFICATION FEES	\$	900.00	\$ 900.00
501-4012222-2840	STATE CONNECTION FEES	\$	5,400.00	\$ 5,400.00
501-4012222-2850	LAU TESTING	\$	8,500.00	\$ 8,500.00
501-4012222-3110	MEDICAL EXAMS	\$	200.00	\$ 200.00
501-4012222-3145	PROFESSIONAL SERVICES	\$	15,000.00	\$ 15,000.00
501-4012222-3146	UTILITY RATE STUDY	\$	-	\$ -
501-4012222-3210	SLUDGE REMOVAL	\$	30,000.00	\$ 30,000.00
501-4012222-3220	CLEAN RIVER INTAKE	\$	2,000.00	\$ 2,000.00
501-4012222-3310	REPAIR & MAINTENANCE	\$	60,000.00	\$ 60,000.00
501-4012222-3510	CONSUMER CONFIDENCE RPT	\$	500.00	\$ 500.00
501-4012222-5110	ELECTRICITY	\$	61,500.00	\$ 61,500.00
501-4012222-5120	PROPANE HEAT WTP	\$	3,500.00	\$ 3,500.00
501-4012222-5230	TELECOMMUNICATIONS	\$	3,800.00	\$ 3,800.00
501-4012222-5415	COPIER LEASE	\$	670.00	\$ 670.00
501-4012222-5540	TRAINING	\$	2,500.00	\$ 2,500.00
501-4012222-5690	DISCHARGE PERMIT RENEWAL	\$	650.00	\$ 650.00
501-4012222-5810	DUES	\$	1,100.00	\$ 1,100.00
501-4012222-6001	OFFICE SUPPLIES	\$	1,000.00	\$ 1,000.00
501-4012222-6004	LAB SUPPLIES	\$	4,500.00	\$ 4,500.00
501-4012222-6005	JANITORIAL SUPPLIES	\$	1,000.00	\$ 1,000.00
501-4012222-6008	GASOLINE & OIL	\$	6,200.00	\$ 6,200.00
501-4012222-6011	UNIFORMS	\$	1,000.00	\$ 1,000.00
501-4012222-6014	TOOLS	\$	500.00	\$ 500.00
501-4012222-6019	SAFETY EQUIPMENT	\$	2,000.00	\$ 2,000.00
501-4012222-6020	PERSONAL EQUIPMENT	\$	600.00	\$ 600.00
501-4012222-6025	CHEMICALS	\$	40,000.00	\$ 40,000.00
	TOTAL TREATMENT	\$	411,260.00	\$ 411,260.00
	DISTRIBUTION & MAINTENANCE			
501-4012224-1183	COMPENSATION	\$	139,250.00	\$ 139,250.00
501-4012224-2100	MATCHING FICA EXPENSE (7.65 %)	\$	10,650.00	\$ 10,650.00
501-4012224-3330	LINE REPAIR & MAINTENANCE	\$	50,000.00	\$ 50,000.00
501-4012224-6007	MATERIALS & SUPPLIES	\$	30,000.00	\$ 30,000.00
501-4012224-6019	SAFETY EQUIPMENT	\$	700.00	\$ 700.00
501-4012224-6030	NEW SERVICE SUPPLIES	\$	9,000.00	\$ 9,000.00
	TOTAL DISTRIBUTION & MAINT	\$	239,600.00	\$ 239,600.00

	CAPITAL OUTLAY			
501-4094200-8102	TANK REPAIR & MAINT	\$	85,000.00	\$ 85,000.00
501-4094200-8105	PICKUP (1/2)	\$	15,000.00	\$ 15,000.00
501-4094200-8111	COMPUTER UPGRADE			\$ 6,000.00
501-4094200-8167	SCADA			
501-4094200-8211	CAPITAL RESERVES	\$	207,975.00	\$ 201,975.00
501-4094200-8340	MOWER (1/2)			
501-4094200-8345	PW ONE TON DUMP TRUCK			
501-4094200-8360	HANDHELD METER READER	\$	7,000.00	\$ 7,000.00
501-4094200-8361	WATER DIST SYSTEM UPGRADES	\$	115,000.00	\$ 115,000.00
501-4094200-8550	EQUIPMENT REPAIR RESERVE	\$	25,000.00	\$ 25,000.00
501-4094200-8605	WTP BUILDING MAINTENANCE			
501-4094200-8704	WATER FINISH PUMP REPLACEMENT			\$ 102,000.00
501-4094200-8953	UTILITY PLANT GATES			
501-4094200-8954	STORAGE BUILDING	\$	-	\$ -
501-4094200-8957	WTP EVALUATION & REPAIRS	\$	-	\$ -
501-4094200-8958	WATER METER REPLACEMENT	\$	165,000.00	\$ 165,000.00
	TOTAL CAPITAL OUTLAY	\$	619,975.00	\$ 751,975.00
	CONTINGENCY			
501-4094300-5800	CONTINGENCY (3.00%)	\$	24,735.00	\$ 24,735.00
	TOTAL CONTINGENCY	\$	24,735.00	\$ 24,735.00
	TOTAL WATER FUND OPERATIONAL	\$	800,915.00	\$ 800,915.00
	TOTAL WATER FUND CONTINGENCY	\$	24,735.00	\$ 24,735.00
	TOTAL WATER FUND CAP OUTLAY	\$	619,975.00	\$ 751,975.00
	TOTAL WATER FUND EXPENSES		1,445,625.00	\$ 1,577,625.00

SEWER FUND

PERSONNEL			
502-4012220-1114	COMPENSATION	\$ 39,300.00	\$ 39,300.00
502-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 3,010.00	\$ 3,010.00
502-4012220-2230	VRS	\$ 51,785.00	\$ 51,785.00
502-4012220-2220	VMLIP - STD	\$ 243.00	\$ 243.00
502-4012220-2230	VMLIP - LTD	\$ 2,236.00	\$ 2,236.00
502-4012220-2300	HEALTH INSURANCE	\$ 75,608.00	\$ 75,608.00
502-4012220-2400	LIFE INSURANCE	\$ 5,545.00	\$ 5,545.00
502-4012220-2600	UNEMPLOYMENT INSURANCE	\$ 71.00	\$ 71.00
502-4012220-2700	WORKER'S COMPENSATION	\$ 13,500.00	\$ 13,500.00
502-4012220-3320	HANDHELD MAINT	\$ 2,800.00	\$ 2,800.00
502-4012220-5210	POSTAGE	\$ 7,500.00	\$ 7,500.00
502-4012220-6001	OFFICE SUPPLIES	\$ 1,000.00	\$ 1,000.00
	TOTAL PERSONNEL	\$ 202,598.00	\$ 202,598.00
TREATMENT			
502-4012222-3147	COMPENSATION	\$ 323,200.00	\$ 323,200.00
502-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 24,725.00	\$ 24,725.00
502-4012222-2030	CERTIFICATION FEES	\$ 500.00	\$ 500.00
502-4012222-2850	LAB TESTING	\$ 36,000.00	\$ 36,000.00
502-4012222-3145	PROFESSIONAL SERVICES	\$ 18,000.00	\$ 18,000.00
502-4012222-3146	UTILITY RATE STUDY	\$ -	\$ -
502-4012222-3210	LANDFILL-SOLIDS DISPOSAL	\$ 48,000.00	\$ 48,000.00
502-4012222-3310	REPAIR & MAINTENANCE	\$ 110,000.00	\$ 110,000.00
502-4012222-5110	ELECTRICITY	\$ 135,000.00	\$ 135,000.00
502-4012222-5230	TELECOMMUNICATIONS	\$ 6,000.00	\$ 6,000.00
502-4012222-5415	COPIER LEASE	\$ 3,900.00	\$ 3,900.00
502-4012222-5540	TRAINING	\$ 3,000.00	\$ 3,000.00
502-4012222-5090	Discharge Permit Renewal	\$ 3,000.00	\$ 3,000.00
502-4012222-5010	DUES	\$ 500.00	\$ 500.00
502-4012222-6001	OFFICE SUPPLIES	\$ 1,000.00	\$ 1,000.00
502-4012222-6004	LAB SUPPLIES	\$ 5,400.00	\$ 5,400.00
502-4012222-6005	JANITORIAL SUPPLIES	\$ 1,200.00	\$ 1,200.00
502-4012222-6008	GASOLINE & DIESEL FUEL	\$ 9,000.00	\$ 9,000.00
502-4012222-6011	UNIFORMS	\$ 1,000.00	\$ 1,000.00
502-4012222-6014	TOOLS	\$ 1,500.00	\$ 1,500.00
502-4012222-6019	SAFETY EQUIPMENT	\$ 2,000.00	\$ 2,000.00
502-4012222-6020	PERSONAL EQUIPMENT	\$ 800.00	\$ 800.00
502-4012222-6025	CHEMICALS	\$ 90,000.00	\$ 90,000.00
	TOTAL TREATMENT	\$ 823,725.00	\$ 823,725.00

	DISTRIBUTION & MAINTENANCE			
502-4012224-1103	COMPENSATION	\$	139,250.00	\$ 139,250.00
502-4012224-2100	MATCHING FICA EXPENSE (7.65 %)	\$	10,650.00	\$ 10,650.00
502-4012224-3310	EQUIPMENT MAINTENANCE	\$	5,000.00	\$ 5,000.00
502-4012224-3330	REPAIR & MAINTENANCE	\$	10,000.00	\$ 10,000.00
502-4012224-6007	MATERIALS & SUPPLIES	\$	2,500.00	\$ 2,500.00
502-4012224-6019	SAFETY EQUIPMENT	\$	-	\$ -
502-4012224-6030	NEW SERVICE SUPPLIES	\$	-	\$ -
	TOTAL DISTRIBUTION & MAINT	\$	167,400.00	\$ 167,400.00
	CAPITAL PROJECTS			
	TOTAL CAPITAL PROJECTS	\$	-	\$ -
	CAPITAL OUTLAY			
502-4094200-8105	PICKUP (1/2)	\$	15,000.00	\$ 15,000.00
502-4094200-8110	WWTP UPGRADES			
502-4094200-8123	SCADA			
502-4094200-8134	Sewer Collection Sys Rehab	\$	115,000.00	\$ 115,000.00
502-4094200-8340	MOWER (1/2)			
502-4094200-8345	PW ONE TON DUMP TRUCK			
502-4094200-8360	HANDHELD METER READER	\$	7,000.00	\$ 7,000.00
502-4094200-8411	CAPITAL RESERVES	\$	243,197.00	\$ 123,197.00
502-4094200-8540	MEMBRANE REPLACEMENT RESERVE	\$	10,000.00	\$ 10,000.00
502-4094200-8545	MEMBRANE PRE-PURCHASE	\$	90,000.00	\$ 90,000.00
502-4094200-8550	EQUIPMENT REPAIR RESERVE	\$	25,000.00	\$ 25,000.00
502-4094200-8602	3/4 TON PICKUP (1/2 VDOT)			
502-4094200-8604	STORM SEWER CAMERA (1/2 VDOT)			
502-4094200-8120	HEADWORKS BLDG. LIGHTING UPGRADE			\$ 30,000.00
502-4094200-8125	PUMP STATION UPGRADE RESERVE			\$ 10,000.00
502-4094200-8126	SLUDGE LOADING CONVEYOR BELT			\$ 22,000.00
502-4094200-8908	WWTP COMPUTER UPGRADES			\$ 58,000.00
502-4094200-8952	COMMUNICATION NET FOR UTILITIES			
502-4094200-8953	UTILITY PLANT GATES			
502-4094200-8954	INVENTORY LOCKUP FENCING	\$	-	\$ -
502-4094200-8955	WWTP BUILDING REPAIR/JOINT RESERVE	\$	7,000.00	\$ 7,000.00
	TOTAL CAPITAL OUTLAY	\$	512,197.00	\$ 512,197.00
	CONTINGENCY			
502-4094300-5800	CONTINGENCY (3.00%)	\$	36,580.00	\$ 36,580.00
	TOTAL CONTINGENCY	\$	36,580.00	\$ 36,580.00
	DEBT SERVICE			
502-4095000-9118	VRA PRINCIPAL	\$	470,000.00	\$ 470,000.00
	TOTAL DEBT SERVICE	\$	470,000.00	\$ 470,000.00

TOTAL SEWER FUND OPERATIONAL	\$	1,193,723.00	\$	1,193,723.00
TOTAL SEWER FUND CONTINGENCY	\$	36,580.00	\$	36,580.00
TOTAL SEWER FUND CAP OUTLAY	\$	512,197.00	\$	512,197.00
TOTAL SEWER FUND DEBT SERVICE	\$	470,000.00	\$	470,000.00

TOTAL SEWER FUND EXPENSES	\$	2,212,500.00	\$	2,212,500.00
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TOTAL EXPENSES ALL FUNDS	\$	7,631,545.00	\$	7,763,545.00
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5 YEAR CAPITAL IMPROVEMENTS PROGRAM
Town of Berryville
FY 2020-2021/FY 2024-2025

Expenditures	2020-2021			2021-2022			2022-2023			2023-2024			2024-2025		
	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer
Computer Replacements	7,500			7,500			7,500			7,500			7,500		
Hogan's Alley Improvements Reserve	1,000			6,000											
Rusty Moore Playground Improvements															
Lively Stable/23 E Main St Reserve	44,235														
Pave Crow Street Parking Lot							30,000								
Virginia Avenue	55,000														
Ton Damp Truck (GF 100% VDOT)				27,500	13,750	13,750									
Capital Reserves															
Dump Truck/Snow Plow (GF 100% VDOT)	125,000														
Hydraulic Salt Spreader (GF 100% VDOT)	11,000														
Sub-Storage Building Repair (GF 100% VDOT)	52,600						33,000		53,400				54,000		
Police Patrol Vehicle															
Police Camera Equipment															
Body Camera Replacements 10															
Mobile Data Terminal Replacements															
Police Radio Replacements - Reserve	20,000			15,000									25,000		
Police Despatcher/Server Replacement	6,000														
Police Department/Police	5,000			5,000			8,500								
Wayfinding Sign Reserve	10,000						5,000		5,000				5,000		
Holiday Decoration															
Water Distribution System Upgrade		115,000			615,000			95,000		95,000				95,000	
Hand Held Meter Reading Device		7,000	7,000												
Meter Replacements		165,000			165,000			165,000							
Storage Tank Repair		85,000			85,000										
Equipment Repair Reserve		25,000			25,000			50,000		50,000				50,000	
Capital Reserves															
WTP Disinfection Upgrade															
WTP Filter Maintenance					500,000										
SCADA/Computers		6,000	58,000												
Pick-up Truck		15,000	15,000												
WTP Effluent Pump Replacements															
Pre-disinfection Basin Repair															
Communications Net for Utilities				200,000											
Utility Plant Gates															
WTP Evaluation & Repairs															
Collection System Upgrades			115,000			115,000				115,000					115,000
Membrane Replacement			100,000			670,000				110,000					110,000
Hypochlorite Pump Replacement															
Equipment Repair - Reserve			25,000			25,000				50,000					50,000
Inventory Lockup Fencing															
Capital Reserves															
New SCADA Computer system															
WWTP Building Repair/Boiler Reserve			7,000			7,000				7,000					7,000
Reservoirs Light Replacement (High Bay)			30,000												
Tripond and Hoist complete with VDSH				2,800		2,800									
Generator Bufile Glen Pump Station Reserve			10,000							10,000					10,000
Replace 2013 Ford F-150															
Sledge Loading Conveyor Belt			22,000												
Total	588,335	550,000	389,000	61,000	1,616,550	853,550	104,000	310,000	292,000	65,900	325,000	507,000	91,500	145,000	292,000

Capital Improvement Narrative
Fiscal Year 2021 (amended July 14, 2020)

General Fund FY21

Computer Replacement \$7,500

Administration

This item provides for the purchase of replacement computer workstations within the Town's departments.

Hogan's Alley Improvements Reserve \$1,000

Administration

Two decades ago, the Town Council agreed to dedicate improvements to the Town-owned alley located east of 19 West Main Street in honor of former Town Manager John R. Hogan (tenure 1985-1997). To date, improvements have not been made though the Town and Berryville Main Street have discussed working together to complete a project. No specific project has been approved but proposed improvements include: surface improvements, lighting improvements, new bollards, plantings, benches, sidewalk improvements along West Main Street frontage, and a plaque. A \$10,000 reserve for this work is desired and the project is expected to be completed in FY22.

FY20 \$3,000

FY21 \$1,000

FY22 \$6,000

Livery Stable Stabilization/ 23 East Main Street \$44,235

Administration

This reserve was established to provide funding for stabilization of the livery stable located at 23 East Main Street (\$150,500 2018 estimated cost) and unspecified repairs/improvements to the main building at 23 East Main Street (\$30,000 2018 estimate). At present, the reserve contains \$41,000. Funds would be reserved in the following manner:

FY19 \$40,000

FY20 \$73,265

FY21 \$44,235

FY 2021

With the addition of FY21 funds, reserve would contain \$198,500. The 2018 livery stable structural evaluation recommended that stabilization occur within three years.

Virginia Avenue drainage, hammerhead, and pavement repairs \$55,000

Public Works Department

Virginia Avenue is a Town-maintained street that is not in the secondary system (eligible for maintenance reimbursement). As such, maintenance work is funded from the Town's General Fund revenues.

Virginia Avenue last received maintenance approximately 15 years ago when the trouble areas were repaired, the entire surface sealed, and the shoulder repaired.

The street surface and shoulders are in need of maintenance and repair.

Prior to work on the street surface, it is desirable to address drainage issues at two points on the street. The FY20 budget includes \$10,000 for engineering evaluation of drainage and hammerhead (turnaround) on the street. The Town is working with its engineer to complete this work. Further, as soon as weather permits, Town Public Works personnel will repair a trouble area near the street's intersection with Main Street.

This project would pick up where the FY20 projects leaves off. It is intended that the drainage issues will be addressed as well as possible, the street surface repaired, the shoulder repaired, and a hammerhead established at the southern terminus (easements needed).

Single-Axle Dump Truck and Snow Plow \$126,000

Public Works

The Public Works Department maintains a fleet of three single-axle dump trucks (2001 GMC, 2013 International, and 2017 International). This new truck would replace the 2001 GMC.

These large dump trucks are used for snow removal and material hauling. During snow operations the department typically outfits two large dump trucks with plows and salt spreaders. The third truck is outfitted with a plow serves as a reserve vehicle to be used as a plow truck if one of the primary trucks has to be taken off of the road. That truck is also available for use to haul snow or material from water or sewer repair work. As the secondary street network expands the third truck may assume a primary role in snow operations.

This acquisition, which also includes a 10' snow plow, will be funded with VDOT Secondary Street Maintenance Funds.

Hydraulic Salt Spreader (for Single Axle Dump Truck) \$11,000

Public Works

The Public Works Department maintains one large salt spreader (another unit is provided by VDOT because the Town serves as a VDOT contractor) for spreading salt and chip on streets during snow removal operations. That spreader, which is gasoline powered, was purchased in 2012.

Hydraulic units are approximately 2X the cost of a gas-powered spreader but provides benefits such as less salt and chip waste, modern trucks are equipped for hydraulic units, crews are not required to climb ladders in tough conditions to fill gas tanks.

This project would provide for the purchase of a hydraulic salt spreader to replace the gas salt spreader purchased in 2012. The gas spreader will be sold and the proceeds of the sale will be returned to the General Fund.

This acquisition will be funded with VDOT Secondary Street Maintenance Funds.

Patrol Vehicle \$52,600

Police Department

The Police Department maintains a fleet of six patrol vehicles. Four of the vehicles are marked all-wheel drive sport utility vehicles, one is a marked sedan, and one is an unmarked sedan.

The requested vehicle, an SUV, would replace a 2011 Crown Victoria (marked). Additional items purchased include radar unit, prisoner transportation unit, lights etc., and in car camera.

Police Radio Replacement Reserve \$20,000

Police Department

The Police Department maintains 5 mobile (in vehicle) and 10 portable (officer issued) radios.

The radios being used currently will no longer be serviced by the manufacturer as of November 2019. It is expected that these radios will be able to remain in service for some time after November 2019. Further, the existing radio equipment will continue to work on the Clarke County Emergency Communications infrastructure.

This reserve is established (and funded over three years (FY20, FY21, and FY22)) to provide funds to purchase radios as they fail. New mobile radios will cost approximately \$5,000 each and new portable radios will cost approximately \$3,000 each. Accordingly, the total cost of replacement is expected to be approximately \$55,000.

FY 2021

Server Replacement \$6,000

Police Department

The Police Department maintains its own server because of security requirements. This item provides for replacement of the server.

Wayfinding Signs Reserve \$5,000

In recognition of the economic benefits of marketing through specialty directional signage VDOT developed the Community Wayfinding Signs program. The Town has reserved \$15,000 with a goal of saving \$32,000 for the design and siting of integrated directional signage. The cost of purchase and installation of the sign package is not yet known because it will be determined as a part of this preliminary work.

Holiday Decorations \$10,000

The Town has celebrated the holiday season with a display of wreaths for decades. The wreaths currently in use are over 10-years old and showing their age.

This project will provide for the purchase of 13 street decorations and associated mounting hardware.

Water Fund FY21

Water Distribution System Upgrades \$115,000

Public Works Department

These funds are utilized to complete water distribution system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the Water Fund CIP Fund.

Handheld Meter Reading Device \$7,000

This purchase would provide a meter reading device capable of reading from a vehicle.

As meters are replaced or added in new developments, reading time can be reduced significantly if data can be collected when driving past meters.

Half of this purchase would be paid for from the water fund and the other half paid for from the sewer fund.

Water Fund \$ 7,000

FY 2021

Sewer Fund	\$ 7,000
Total	\$14,000

Meter Replacement \$165,000

The recently completed water and sewer system evaluation and rate analysis identified replacement of the towns water meters (approximately 1,700) as a project to be completed in the near term in order to ensure accurate metering. This item would fund one year of a four-year replacement project.

It is expected that the meter replacement project will be funded as follows:

FY21	\$165,000
FY22	\$165,000
FY23	\$165,000
FY24	\$165,000

The meters that will be installed are radio read meters. The town will, for the next few years continue to read the meters utilizing hand-held meter reading devices, but will be able to transition to a system in which the meters are read remotely.

Storage Tank Repair \$85,000

Public Utilities Department

The Public Utilities Department maintains three water storage structures. Those structures are the ground reservoir, northwest elevated tank, and the southeast elevated tank. All three structures were in need of exterior maintenance, interior maintenance, and installation of mixing equipment. Work has been completed on all three tanks. The cost of the work, including annual inspections is proposed to be spread over 4 years. After those four years the Town will participate in an annual maintenance contract with an initial cost of \$10,000 annually.

Payment for the rehabilitation of the three tanks will be made in accordance with the following schedule:

FY 18	\$450,000
FY19	\$ 85,000
FY20	\$ 85,000
FY21	\$ 85,000
FY22	\$ 85,000

The Water Fund Ground Reservoir rehabilitation reserve fund contains \$580,000 and would be used to fund this project in FY18, FY19, and a portion of what will be needed in FY20. New

FY 2021

funds (not currently in reserve) will have to be allocated in FY20 (\$85,000), FY21 (\$85,000), and FY22 (\$85,000).

Equipment Repair Reserve \$25,000

Public Utilities

This reserve was established to provide funds for costly repairs in the Town's water system. These funds would be available to pay for unexpected repairs. A reserve of at least \$150,000 is desired.

Pickup Truck \$15,000

Public Utilities

This vehicle purchase would provide for a ½ ton 4x4 pickup truck to replace a 2010 Chevy Silverado 1500.

Half of this purchase would be paid for from the water fund and the other half paid for from the sewer fund.

Water Fund	\$15,000
Sewer Fund	\$15,000
Total	\$30,000

Water treatment plant: finish water pump replacement \$132,000

This project was budgeted in FY19 (\$200,000) but was not completed. The funds were placed in reserve in order to fund the project when project details were worked out. The Public Utilities Department and the Town's engineer have the project ready to go, and now we must show funds coming in from reserves and going out for completion of the project.

The project involves:

- Removal of two original pumps (1984)
- Purchase and installation of two new finish water pumps,
- Electrical work
- Control work

Water treatment plant computer (2) replacement \$6,000

The computers to be replaced to monitor continuous readings from the plant and run the water system's SCADA.

Sewer Fund FY21

Collection System Upgrades \$115,000

Public Works Department

These funds are utilized to complete sewer collection system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the Sewer Fund CIP Fund.

Membrane Replacement \$100,000

Public Utilities Department

The Wastewater Treatment Plant (WWTP) utilizes membranes in its treatment process. The membranes must be replaced every 8-12 years. The Town has entered into a pre-purchase agreement to secure the membranes. The agreement also provides for an upgrade to the system. In accordance with the pre-purchase agreement, the membrane replacement will have to be funded as follows:

FY17	\$90,000 pre-purchase	
FY18	\$90,000 pre-purchase	\$10,000 reserve
FY19	\$90,000 pre-purchase	\$10,000 reserve
FY20	\$90,000 pre-purchase	\$10,000 reserve
FY21	\$90,000 pre-purchase	\$10,000 reserve
FY22	\$670,000 purchase	

With \$100,000 allocated for this expense each year, \$90,000 will be paid to Suez and \$10,000 will be placed in the Membrane Replacement Reserve Fund for the final year payment.

Equipment Repair Reserve \$25,000

Public Utilities Department

This reserve was established to provide funds for costly repairs in the Town's sewer system. These funds would be available to pay for unexpected repairs. A reserve of at least \$200,000 is desired.

WWTP Building Repairs/Joints Reserve \$7,000

The structures at the wastewater treatment plant were constructed using pre-cast concrete panels. The individual panels were joined together and a caulk bead was installed to seal the joint.

FY 2021

The joints between the panels should be replaced every 10-15 years.

This reserve is established this year and is to be funded for four additional years. At the end of five years the reserve will contain \$35,000 for the joint replacement project. The reserve would be fully funded in FY25 (buildings will be 14 years old).

Pickup Truck \$15,000

Public Utilities

This vehicle purchase would provide for a ½ ton 4x4 pickup truck to replace a 2010 Chevy Silverado 1500.

Half of this purchase would be paid for from the water fund and the other half paid for from the sewer fund.

Water Fund	\$15,000
Sewer Fund	\$15,000
Total	\$30,000

Meter Reading Device \$7,000

This purchase would provide a meter reading device capable of reading from a vehicle.

As meters are replaced or added in new developments, reading time can be reduced significantly if data can be collected when driving past meters.

Half of this purchase would be paid for from the water fund and the other half paid for from the sewer fund.

Water Fund	\$ 7,000
Sewer Fund	\$ 7,000
Total	\$14,000

Wastewater treatment plant headworks building process room lighting replacement \$30,000

This project would provide for the replacement of code-required explosion proof lighting.

Wastewater treatment plant computer (8) \$58,000
Six of the computers to be replaced monitor and control plant operations. Two computers to be replaced are used by the director and chief plant operator. This project includes purchase of computers and software, and two weeks of onsite integration by the Town's control contractor.

Wastewater treatment plant truck/dumpster sludge-loading conveyor belt \$22,000
This project provides for the replacement of a conveyor belt in the sludge processing building.

Sewage pump station reserve \$10,000
This reserve is being established to set aside funds for work that will need to be done at the Town's seven sewer pump stations.

TOWN COUNCIL
MOTION FOR APPROVAL
AMENDING THE 2020-2021 FISCAL YEAR BUDGET OF
THE TOWN OF BERRYVILLE

Date: July 14, 2020

Motion By:

Second By:

I hereby move the Council of the Town of Berryville amended the FY 2021 Budget as follows and appropriate funds:

General Fund

Police Department Compensations (Line Item # 100-4031100-1139) increased by \$6,000 to \$603,510.

General fund Contingency (Line Item #100-4094300-5800) decreased by \$6,000 to \$104,300.

Water Fund

Water Fund Finish Pump Replacement Expense (Line Item # 501-4094200-8704) increase by \$132,000 from \$0.

Water Fund, Fund Balance from reserves (Line Item # 501-3000000-0000) increased by \$132,000 from \$0

Water Fund Computer Upgrade Expense (Line Item # 501-4094200-8111) increased by \$6,000 from \$0.

Capital Reserves (Line Item # 501-4094200-8704) decreased by \$6,000 to \$201,975.

Sewer Fund

Headworks Building Lighting Upgrade expense (Line Item # 502-4094200-8120) increased by \$30,000 from \$0.

Pump Station Upgrade Reserve expense (Line Item # 502-4094200-8125) increased by \$10,000 from \$0.

Sludge Loading Conveyor Belt expense (Line Item # 502-4094200-8126) increased by \$22,000 from \$0.

Waste Water Treatment Plant Computer Upgrades (Line Item # 502-4094200-8908) increased by \$58,000 from \$0.

Capital Reserves (Line Item # 502-4094200-8411) decreased by \$120,000 to 123,197.

VOTE:

Aye:

Nay:

Absent:

Abstain:

ATTEST: _____
Erecka Gibson, Recorder

**MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Special Session
July 23, 2020
6:00 p.m.**

Town Council: Present—Harry Lee Arnold, Jr., Mayor; Erecka L. Gibson, Recorder; Donna McDonald, Diane Harrison; Kara Rodriguez.

Staff: Present--Keith Dalton, Town Manager

Also Present: Interviewees

Press: None

1. Call to Order

Mayor Arnold called the meeting to order at 6:00 p.m.

2. Approval of Agenda

Recorder Gibson moved to approve the agenda. The motion passed by unanimous voice vote.

3. Closed Session

Mayor Arnold invited a motion to enter closed session.

Ms. Harrison moved that the Council of the Town of Berryville enter a closed session in accordance with §2.2-3711-A-1 of the Code of Virginia, to interview candidates and discuss making an appointment to the Town Council. The motion passed by unanimous voice vote.

The Council entered closed session at 6:01 p.m. and reconvened in open session at 9:25 p.m.

Recorder Gibson moved that the Council of the Town of Berryville adopt the following resolution certifying it has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act:

Resolution

WHEREAS, Section 2.2-3712.D of the Code of Virginia requires a certification by this Council that such closed meeting was conducted in conformity with Virginia law,

NOW, THEREFORE, BE IT RESOLVED that the Council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Council

Roll call vote as follows:

McDonald: Aye

Harrison: Aye

Rodriguez: Aye

Gibson: Aye

Arnold: Aye

The motion passed and the resolution was adopted.

4. Discussion of Closed Session Items

Ms. Rodriguez moved that the Council of the Town of Berryville appoint Grant Mazzarino to the Ward 3 Council seat to fill the unexpired term of Erecka Gibson. This appointment shall be effective August 3, 2020. The motion passed by unanimous voice vote.

5. Adjourn

No other business coming before Council, Mayor Arnold invited a motion to adjourn.

Ms. Rodriguez moved to adjourn, with the motion passing by consensus at 9:28 p.m.

Erecka L. Gibson, Recorder

Paul Culp, Town Clerk

BERRYVILLE TOWN COUNCIL PUBLIC SAFETY COMMITTEE
Berryville-Clarke County Government Center
MINUTES
July 29, 2020

A meeting of the Berryville Town Council Public Safety Committee was held on Wednesday, July 29, 2020 at 2:00 p.m. in the Berryville-Clarke County Government Center, located at 101 Chalmers Court in Berryville, Virginia.

Attendance:

Members of the Committee: Chair Donna McDonald, Mayor Jay Arnold

Staff: Keith Dalton, Town Manager; Paul Culp, Town Clerk; Chief Neal White, Berryville Police Department

Media: Mickey Powell, *The Winchester Star*

1. Call to Order

Chair McDonald called the meeting to order at 2:02 p.m.

2. Approval of Agenda

Mayor Arnold moved for approval of the agenda as submitted. The motion passed by consensus.

3. Unfinished Business

Ms. McDonald asked Mr. Dalton to report synoptically on the status of the Town's transition into its new refuse collection contract.

Mr. Dalton said he had been working with the low bidder to make the details final. He said the Town was in the process of acquiring decals, changing water/sewer bills, and providing notice to current recipients of refuse collection service whose status would change under the new contract. He said the contract would take effect on January 1, with January being a transition period. Mr. Dalton said the process was complex but that he was optimistic about the results.

4. New Business

Ms. McDonald asked Chief White for an update on the police department. Chief White said the department had been much occupied with matters related to COVID-19. He said the department had a healthy stock of personal protective equipment and had coordinated its efforts with other departments in that area. He said three members of the department had briefly self-isolated after

contact with persons thought possibly to be infected but that all tests had been negative. He said the department had been asked to address few complaints regarding masks or other violations of anti-COVID regulations.

Chief White said the March-June period had seen 36 percent fewer calls for service than the same period last year, with traffic-related incidents declining by 64 percent. He explained that roadside traffic stops had been reduced because of the pandemic, especially those involving expired license plates, and that officers were concentrating enforcement on displays of outstandingly undesirable behavior by motorists.

Chief White said arrests were up 16 percent from the same period last year, with assault and domestic assault accounting for the preponderance of the increase.

Chief White said all departmental positions were currently filled, with one officer currently assigned to light duties.

Chief White said National Night Out, which had been scheduled for August 4, has been cancelled because of the pandemic.

Chief White said the department's e-citation vendor had provided without charge the mechanisms the officers needed for complying with the Community Policing Act, an unfunded mandate requiring law enforcement to provide race and gender information on persons involved in traffic stops.

Mr. Dalton noted that extensive new COVID-related measures imposed by the Occupational Safety and Health Administration had taken effect three days earlier and that staff was working on a response that would involve communication with employees, training, and self-assessment mechanisms.

Ms. McDonald asked whether it would be possible to have Town staff tested for the virus. Mr. Dalton explained that testing required a specific reason. Chief White said most test sites required a physician's order.

5. Other

Ms. McDonald said she would like to see the next budget provide for an additional police officer and vehicle, or perhaps a second additional officer instead of the vehicle. She noted that Berryville is growing, and said that financial strains brought on by the pandemic would likely increase the number of incidents requiring police intervention.

Mr. Dalton said the committee should consider the matter in its September meeting and follow up with a recommendation to the full Council that includes justification for the new position and recommendations for funding. Ms. McDonald asked Mr. Dalton to include the matter in the agenda, and asked Chief White to provide a list of reasons for adding new personnel and/or a vehicle.

A discussion established that the committee would next meet on September 29 at 2:00 p.m.

6. Closed Session

None.

7. Adjourn

The meeting adjourned at 2:33 p.m. on a motion by Mayor Arnold, which passed by consensus.