



Berryville Town Council

MEETING AGENDA

Berryville-Clarke County Government Center

101 Chalmers Court, Second Floor

Main Meeting Room

Regular Session

June 9, 2020

7:30 PM

Item

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14. Closed Session

The Council of the Town of Berryville will enter closed session in accordance with §2.2-3711-A-29 of the Code of Virginia, to discuss the responses to a request for proposals for refuse and recycling curbside collection services.

- a. Adopt motion to enter closed session.
- b. Reconvene in open session.
- c. Adopt resolution by roll-call vote.

15. Discussion

Request for Proposals: Refuse and Recycling Curbside Collection Services

16. Adjourn

**Berryville Town Council Item Report Summary
June 9, 2020**

Item Title

Consent Agenda - Approval of Minutes

Prepared By

Background/History/General Information

A consent agenda is a tool utilized by the Town Council for grouping routine business and reports into one agenda item.

Any Council member may, as a matter of privilege, remove an item from the consent agenda and have it replaced with another agenda item.

Findings/Current Activity

The consent agenda contains three items to be considered for approval:

Minutes of the 05.12.2020 regular meeting of the Town Council
Minutes of the 05.20.2020 meeting of the Personnel Committee
Minutes of the 05.20.2020 meeting of the Streets and Utilities Committee

Financial Considerations

Schedule/Deadlines

Timely approval of minutes is preferable, but no deadline for such approval exists.

Other Considerations

Attachments

1. Consent Agenda 06.09.2020

Recommendation

Staff recommends approval of minutes.

Sample Motion

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

MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Regular Meeting
May 12, 2020
7:30 p.m.

The COVID-19 pandemic emergency having prompted multiple changes to the customary meeting procedure, the Council conducted this meeting according to emergency procedures approved in the April meeting. No more than ten people, including Council members, staff, media, and the public, were allowed in the meeting area at any time. Three members of the Council participated by telephone. No citizens' forum was held. Public comment during the public hearing on the proposed Fiscal Year 2021 budget was accommodated by allowing the public to submit remarks to a dedicated email address in advance or during a specified portion of the meeting. As was the case in April, the meeting was livestreamed on YouTube.

Town Council: Present--Patricia Dickinson, Mayor; Harry Lee Arnold, Jr., Recorder; Kara Rodriguez. Participating remotely—Donna Marie McDonald, Diane Harrison, and Erecka Gibson.

Staff: Present--Keith Dalton, Town Manager; Greg Jacobs, Assistant Town Manager/Treasurer; Christy Dunkle, Assistant Town Manager/Planner; Paul Culp, Town Clerk; Chief Neal White, Berryville Police Department

Press: No members of the media attended.

1. Call to Order

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

2. Pledge of Allegiance

Following the Pledge, Mayor Dickinson explained that the emergency measures approved in April would permit members to participate remotely without the approval of those physically present. She noted the new email address for public comment and asked that comments be submitted no later than 7:45.

3. Approval of Agenda

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

4. Public Hearing on the Proposed Fiscal Year 2021 Budget

Mayor Dickinson opened the public hearing and explained that Council would be open to public comments submitted via email until 7:45, with the meeting continuing in the interim.

5. Announcement Concerning Conduct of Electronic Meeting

Mayor Dickinson provided guidance to other Council members regarding procedures desirable for a smooth-running meeting under the unusual conditions. She explained the omission of a citizens' forum and urged members of the public to contact Council members directly with any concerns or comments they might have.

6. Approval of Consent Agenda

Ms. Gibson moved to adopt the consent agenda as presented, seconded by Ms. Rodriguez.

Roll call vote as follows:

**McDonald: Aye
Harrison: Aye
Gibson: Aye
Rodriguez: Aye
Arnold: Aye
Dickinson: Aye**

The motion passed.

7. Unfinished Business

Downtown Street Light Pilot

Mayor Dickinson noted that the Town had been actively considering changes in its downtown street lighting and that proposals had been made and a survey conducted, and asked Ms. Dunkle for an update.

Ms. Dunkle said the Town had identified 20 street lights on Main, Buckmarsh, and Crow Streets for modification entailing the installation of 10-foot arms and 70-watt LED lighting. She said staff needed Council's permission to request cost information from Rappahannock Electric Cooperative. Mr. Dalton directed Council's attention to a lighting map included in the agenda packet.

Ms. Harrison, as chair of the Streets and Utilities Committee, said residents had expressed concerns about the brightness of some street lights, and noted that the lights currently under discussion were

3,000-kilowatt and therefore of lower wattage than those causing concern. She said response to the new lights had been positive and that she wished for staff to proceed.

Ms. Rodriguez said some survey respondents had expressed concerns about other areas of town being too dark, and asked about the protocol for addressing this. Ms. Dunkle said the downtown area was the only area staff had been asked to address thus far. Mr. Dalton said people with concerns should contact the planning office, which would forward those concerns to the Streets and Utilities Committee. He concurred with Ms. Rodriguez that residents could also contact their ward representatives.

Mr. Dalton described constraints on large-scale changes to lighting, including the expense, and noted that lighting is a matter of taste. He advised Council to exercise caution in pursuing changes that would be unlikely to please everyone.

Ms. Harrison moved that the Council of the Town of Berryville ask staff to contact REC for pricing of the proposed street light modifications based on survey input. Ms. Rodriguez seconded.

Mayor Dickinson asked Mr. Dalton whether the necessary funding was in the current budget for the year to come, and he said it was not. She asked whether an amendment to the budget would be necessary, and he said the funding could be provided in that way or under the contingency fund, and that the scale of the project would determine which. He said further consultation with REC would be necessary for arrival at precise price figures.

Roll call vote as follows:

McDonald: Aye

Harrison: Aye

Gibson: Aye

Rodriguez: Aye

Arnold: Aye

Dickinson: Aye

The motion passed.

8. Discussion of Public Hearing Items

Mr. Jacobs said the development of the budget had proceeded from discussions in Council work sessions and that adjustments might be necessary once the economic effects of the pandemic were better understood. He said the Town was delaying, until January 1, cost-of-living increases in staff salaries and the hiring of a public works laborer and utilities treatment plant operator. He said staff had also targeted certain large expenditures for delay or outright elimination.

Mr. Jacobs said payroll had been reduced by \$140,000, capital projects by \$10,000, general fund by \$85,000, water fund by \$29,000, and sewer fund by \$35,000. He said the Town could determine its exact course once more data on economic conditions becomes available.

Mr. Jacobs said a decrease in revenue had not yet occurred when he performed the analysis on which the proposed budget was based, and that he would conduct further analyses as more information becomes available, but that revenue collection continues to be at an encouraging level. He said the online bill payment system has seen increasing use. Mr. Jacobs and Mayor Dickinson briefly discussed the decline in revenues from the meals tax, which he said does not account for a significant proportion of the general fund.

No public comments having arrived via email during the appointed period, Mayor Dickinson closed the public input portion of the hearing. Mr. Dalton noted one email that had arrived the previous day and had been shared with Council at that time.

Mr. Dalton said the budget included the purchase of a dump truck and a patrol vehicle. He said he and Mr. Jacobs must consider cash flow as well as overall revenue and determine how early in the year the Town could make a purchase. He said he anticipated supply-chain problems and consequent delays that would encourage taking action as soon as possible. He said the issue was especially relevant to the purchase of the patrol vehicle, as the older vehicle in need of replacement had become expensive to maintain. He noted that the Virginia Department of Transportation would reimburse the Town in full for the purchase of the dump truck but that the Town would need to be sure of having sufficient cash flow to carry it through the interim.

Mayor Dickinson closed the public hearing and asked Council members for comments on the budget, and each of them expressed satisfaction with staff's performance in producing the budget. Ms. Gibson, as chair of the Budget and Finance Committee, thanked Mr. Jacobs for a strong effort despite short-staffing and the challenges created by the pandemic. She and Mr. Jacobs established that the payroll and capital-projects reductions would account for approximately 2 percent of the budget, and she noted the comparability of this with County figures.

Mayor Dickinson and Mr. Dalton discussed the suggested elimination of planned market adjustments and career development increases for employees, along with the elimination of COLA increases.

Mayor Dickinson asked whether a one-year postponement of the planned \$165,000 meter replacement project would be prudent. Mr. Dalton said the amount of funding available would depend on water/sewer availability fee income. He said the development from which the needed income was to be realized is proceeding.

Mayor Dickinson said further clarification of the matter of market adjustments and career development was all the additional information that would be necessary for Council to reach a decision on the budget in its June meeting.

9. Unfinished Business

There was no unfinished business.

10. Council Member Reports

Ward 1

Ms. McDonald said residents had complained about dynamiting in the Shenandoah Crossing subdivision. Mr. Dalton said Ms. McDonald had contacted Ms. Dunkle about this, that Ms. Dunkle had been working with the developer on the matter, and that people with concerns could contact her. Ms. Dunkle said there had been few complaints.

Ms. McDonald asked what would be done to beautify the graveyard. Mr. Dalton said screening was not required. Ms. Dunkle said berms would be installed for stormwater management but that the plan did not specify particular improvements beyond this. Ms. McDonald suggested further review in the future.

The mayor, recorder, and other ward representatives had nothing to report.

12. Staff Reports

Public Works

The usual written report was provided. No discussion occurred.

Public Utilities

Mayor Dickinson referenced the Utilities report, which indicated the likelihood of new water-quality standards that the Town's treatment plant was not yet equipped to meet. She asked Mr. Dalton whether the proposed budget provisions for the treatment plant would be sufficient to fund the necessary changes. He said the Town had already discussed the matter with its engineer, and cited possible changes in equipment and processes. He said the proposed budget would be sufficient for carbon filtering but perhaps not for more aggressive methods. He said enhanced disinfection techniques might also add to costs.

Police

Mayor Dickinson asked Mr. Dalton about police staffing, and he explained that two officers were temporarily out of service but not for COVID-related reasons.

Community Development

Mayor Dickinson asked Ms. Dunkle about the status of intersection changes in Phase V of the Hermitage subdivision. Ms. Dunkle said the matter had been discussed in the previous meeting and that she had received the final plats that day but had not yet been able to review them. Mr. Dalton said Ms. Dunkle had submitted all the documents available at this point.

Administration and Finance

Mayor Dickinson asked Mr. Jacobs whether the request for proposals for trash collection had been issued. He said it had and that a pre-bid meeting with prospective contractors would occur the next day.

Mr. Dalton noted that the bidding for paving had gone well, with a notice of award being issued earlier that day. He said paving priorities were under consideration and that staff would inform the public this week regarding the schedule, which he said could be altered by weather considerations.

Mayor Dickinson asked Mr. Jacobs about the status of the RFP for auditing services. He said he needed to speak with the auditors before proceeding.

Mayor Dickinson and Mr. Jacobs discussed changes that had occurred in the utilities billing cycle, with the mayor suggesting communication with the public concerning this, and also discussed current short-staffing in his department. Mr. Jacobs said his predecessor, Desiree Moreland, had come to his assistance. He said there had been some discussion with other treasurers of personnel being pooled among multiple jurisdictions and that he would like to pursue this.

Town Manager

Mr. Dalton commended the Town staff on its performance during the COVID emergency.

13. Committee Updates

Budget and Finance

Ms. Gibson said a May meeting would not be necessary. The other committee members concurred.

Community Development

Ms. Rodriguez said the committee and Ms. Dunkle had met virtually on April 27 to discuss the sixty-plus proposals submitted for branding and marketing services and had shortlisted two firms, representatives of which the committee and Ms. Dunkle interviewed in another virtual meeting on May 6 with the intention of forwarding the matter to the full Council for a decision. She said the

majority of the proposals, including the two shortlisted, came in at or under budget. She said the committee hoped the project would promote a rebirth of sorts for the Town in the wake of difficult times.

Ms. Rodriguez said that she and Recorder Arnold, representing the Town on the joint economic review committee with the County, had attended that body's meeting on May 1, where an updated version of the memorandum of understanding had been discussed. She said it would be forwarded to the full Council along with a job description and information on funding for a full-time economic development director with jurisdiction over both Town and County economic development efforts. She said the Town and County representatives are collaborating well and that she expects this to continue. She said Council must vote on whether to endorse the MOU and must decide on an annual funding amount. She said \$17,500 has been set aside for Fiscal Year 2021, with small increases expected to occur over the two subsequent years.

Ms. Rodriguez said the MOU has been pared down to a more basic condition than before and that goals would be treated in a separate evolving document.

Mr. Dalton said the County hoped to receive a three-year commitment from the Town.

Ms. Rodriguez said the County had advertised the salary for the new position as being between \$65,000 and \$85,000, and that while the Town would contribute considerably less than half the needed amount, she believed the County would not be restrictive regarding the benefits the Town would receive from economic development efforts.

Ms. Harrison noted that the MOU does not specify whether the Town will participate in the hiring process for the new position. Ms. Rodriguez said the County will employ the economic development director but the MOU committee will have input. Recorder Arnold said the Town has participated in interviews with the County before and likely would be able to do so again.

Public Safety

Ms. McDonald said no meeting would be necessary but that she remains in regular contact with Mr. Dalton and Chief White.

Streets and Utilities

Ms. Harrison said a meeting had been tentatively scheduled for next week. Mayor Dickinson, as the other member of the committee, agreed to meet at 1:30 p.m. on May 19.

Mr. Dalton said one item for discussion would be culvert work at Academy Street Extended. He said paving would occur there, but flooding at the northwest corner of the intersection must be addressed first.

Personnel, Appointments, and Policy

Recorder Arnold said the committee would meet on May 20 at 9:00 a.m. to discuss appointments.

14. Closed Session

Mayor Dickinson invited a motion to enter closed session to discuss responses to the branding and marketing RFP.

Recorder Arnold moved that the Council of the Town of Berryville enter a closed session in accordance with §2.2-3711-A-29 Code of Virginia, to discuss the responses to a request for proposals for graphic design branding services. Ms. Rodriguez seconded.

Roll call vote as follows:

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

The Council entered closed session at 8:28 p.m.

The Council reconvened in open session at 8:39 p.m.

Recorder Arnold 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.

Ms. Rodriguez seconded the motion.

Roll call vote as follows:

McDonald: Aye

Harrison: Aye

Gibson: Aye

Rodriguez: Aye

Arnold: Aye

Dickinson: Aye

14. Discussion

Mayor Dickinson ascertained that Council was ready to proceed with the matter discussed in closed session.

Requests for Proposals for Graphic Design Branding Services

Ms. Rodriguez moved to authorize Town staff to negotiate with the top-ranked firm in the graphic design branding services RFP and execute any necessary documents. If negotiations are unsuccessful, Council authorizes staff to continue negotiations with the second-ranked firm and work within the established budget for this project. Ms. Harrison seconded.

Roll call vote as follows:

McDonald: Aye

Harrison: Aye

Gibson: Nay

Rodriguez: Aye

Arnold: Aye

Dickinson: Aye

15. Adjourn

Mayor Dickinson thanked Mr. Dalton and the staff for their commitment and dedication in keeping the Town running during the COVID crisis. She thanked everyone in Berryville who provides service to others, specifically mentioning the Shenandoah Area Agency on Aging, FISH, the staff and volunteers in the school meals program, and Sweet Basil Thai. She congratulated the graduating seniors of Clarke County High School, acknowledging the disappointing circumstances but noting the uniqueness of the experience as something to recollect in future years. The mayor noted the difficulties local businesses have endured, but expressed hope for a new normal in the near future. She cautioned against causing a setback by proceeding too quickly with a resumption of normal activity, and urged residents to continue to stay at home as requested, practice social distancing, wear masks in public, and remember to wash their hands.

Mayor Dickinson invited a motion to adjourn.

Ms. Rodriguez moved to adjourn, seconded by Ms. Harrison. The motion passed by consensus at 8:43 p.m.

Harry Lee Arnold, Jr., Recorder

Paul Culp, Town Clerk

Paul Culp

From: Donna HILDEBRAND [REDACTED]
Sent: Monday, May 11, 2020 3:00 PM
To: PublicComment
Subject: curbside garbage recycling for Berryville

It's too bad that Berryville has waited so long to make a decision about the cost of garbage. Berryville has pushed it's size to maximum trying to make our homey small town another part of Loudoun County with nursing homes, tourism, subdivisions, there's no place for the garbage truck to stop for pick up or turn around. Those decisions have to be made early, not when it's time to determine when it's time to take out the trash.

BERRYVILLE TOWN COUNCIL PERSONNEL, APPOINTMENTS, AND POLICY COMMITTEE
Berryville-Clarke County Government Center
MINUTES
May 20, 2020

A meeting of the Berryville Town Council Personnel, Appointments, and Policy Committee was held on Wednesday, May 20 at 9:00 a.m. in the Berryville-Clarke County Government Center, located at 101 Chalmers Court in Berryville, Virginia.

The COVID-19 pandemic emergency having prompted adjustments to the customary meeting procedure, the committee conducted this meeting according to emergency procedures approved in the April meeting of the full Town Council. No more than ten people, including committee members, staff, and the public, were allowed in the meeting area at any time. One member of the committee participated by telephone, and the meeting was livestreamed on YouTube.

Attendance:

Members of the Committee present: Recorder Jay Arnold, Chair; Erecka Gibson

Member participating by telephone: Kara Rodriguez

Staff present: Christy Dunkle, Assistant Town Manager/Planner; Paul Culp, Town Clerk

1. Call to Order

Recorder Arnold called the meeting to order at 9:00 a.m.

2. Approval of Agenda

Ms. Gibson made the motion to approve the agenda, seconded by Ms. Rodriguez. The motion passed by consensus.

3. Unfinished Business

There was no unfinished business.

4. New Business

Ms. Dunkle said Sheryl Reid and Krish Mathur had expressed willingness to be reappointed to the Planning Commission upon completion of their current terms in June, and that Robin McFillen had indicated interest in reappointment to the Architectural Review Board upon expiry of her current term on May 31. She said Jim Barb did not desire reappointment to the ARB. Ms. Dunkle said the

Committee should also discuss the appointment of liaisons with Barns of Rose Hill, the Northern Shenandoah Valley Regional Commission, and Berryville Main Street.

Ms. Gibson moved that the committee recommend to the Town Council that Robin McFillen be reappointed to the Architectural Review Board. Ms. Rodriguez seconded. The motion passed by consensus.

Recorder Arnold said the Town would advertise on its website the impending vacancy on the ARB created by Mr. Barb's not being reappointed.

Ms. Gibson moved that the committee recommend to the Town Council that Sheryl Reid and Krish Mathur be reappointed to the Planning Commission. Ms. Rodriguez seconded. The motion passed by consensus.

The committee agreed to announce an opening on the Berryville Area Development Authority at the June meeting of the full Council, with an appointment being made in July. Recorder Arnold said the Council could consider whether to appoint one of its members to fill the vacancy.

The committee agreed that the full Council would discuss the Barns of Rose Hill, NSVRC, and Berryville Main Street appointments in its July meeting.

5. Other

No other business came before the committee.

6. Closed Session

There was no closed session.

7. Adjourn

Recorder Arnold invited a motion to adjourn. Ms. Gibson so moved, with Ms. Rodriguez seconding and the committee adjourning by consensus at 9:08 a.m.

BERRYVILLE TOWN COUNCIL STREETS AND UTILITIES COMMITTEE
Berryville-Clarke County Government Center
MINUTES
May 20, 2020

A meeting of the Berryville Town Council Streets and Utilities Committee was held on Wednesday, May 20 at 10:30 a.m. in the Berryville-Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

The COVID-19 pandemic emergency having prompted adjustments to the customary meeting procedure, the committee conducted this meeting according to emergency procedures approved in the April meeting of the full Town Council. No more than ten people, including committee members, staff, and the public, were allowed in the meeting area at any time, and the meeting was livestreamed on YouTube.

Attendance: Members of the Committee present: Diane Harrison, Chair; Mayor Pat Dickinson

Staff present: Keith Dalton, Town Manager; Paul Culp, Town Clerk; Rick Boor, Director of Public Works

Press present: None

1. Call to Order

Chair Harrison called the meeting to order at 10:30 a.m.

2. Approval of Agenda

Mr. Dalton noted the desirability of modifying the order of agenda items in order to allow Mr. Boor to assume his other responsibilities as soon as possible. The agenda thus modified was approved by consensus.

3. Unfinished Business

Mr. Dalton said W.L. Construction had provided the low bid for spring paving and had begun work during the current week. He noted specific locations where paving was in progress or would soon occur, and where utility work was needed. Mr. Dalton said the Town had done well since taking over street maintenance in 2012.

Chair Harrison asked Mr. Dalton whether North Church Street would be extended north to Fairfax Street. Mr. Dalton said it would not. Chair Harrison said she was concerned about through traffic in that area. Mr. Dalton said staff would discuss the matter with the owner.

Mr. Dalton said he had nothing new to report on the street light pilot program.

Mr. Dalton said Police Chief White had discussed with Clark County emergency communications personnel the matter of access to 351 Station Road. He said Chief White had also spoken with Trowbridge Steel and they are confident they can keep Station Road passable during operations.

Mr. Dalton told the committee the Town engineer expected to be able to finish the stormwater preliminary engineering reports by September 1.

Mr. Dalton said the County Board of Supervisors would like to meet jointly with the Town Council in the Council's July meeting in order to discuss the southeast collector study.

4. New Business

Mr. Dalton said ponding was an intermittent problem on Academy Extended and Dorsey Street, and that the Town would address this before paving so as not to be required to dig up existing pavement. Mayor Dickinson noted that the engineering report was tardy and asked when it would be available. Mr. Dalton said the engineer expected to complete it during the present week.

Citizen Mary Ivie asked how paving would affect the flow of water. Mr. Dalton said the work on Academy Extended would not change anything until completion of a project to convey the water north to an existing culvert. Mr. Dalton, Mayor Dickinson, and Ms. Ivie briefly discussed the particulars of the plan.

Mr. Dalton said that work to address pavement deterioration on Virginia Avenue had damaged a storm pipe. He said the Town had been working to determine the best means of repairing the pipe, and that once the best approach had been chosen, the pipe and the street section in question would be repaired.

Mr. Dalton explained to the committee that a resident of the 400 block of Page Street had requested installation of a street light there because of excessive darkness. Mr. Dalton described the logistics of street light installation and said he had told the citizen that staff had already done all it could reasonably do in that vicinity. Chair Harrison said she had inspected the area and had noted that the houses there did not have external lighting. She suggested that installation of such lighting by the property owners would be more efficacious than a new street light. The committee concurred that installation of a new street light would be inadvisable.

Mr. Dalton said he is preparing a scope of work for the Town's engineer for preparation of plans for water and sewer improvements on Osborne Street.

5. Other

There was no other business.

6. Closed Session

There was no closed session.

7. Adjourn

The meeting adjourned by consensus at 11:14 a.m.

**Berryville Town Council Item Report Summary
June 9, 2020**

Item Title

Unfinished Business - Approval of FY2021 Budget and Appropriation of Funds

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

1. BUDMOT 20-21
2. Budget

Recommendation

Sample Motion

Town Council
Motion for Adoption of Budget and Appropriation of Funds
Fiscal Year 2020-2021

Date: June 9, 2020

Motion by: _____

Seconded by: _____

I hereby move that the Council of the Town of Berryville adopt the proposed Budget for Fiscal Year 2020-2021, 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 2020-2021.

VOTE:

Aye:

Nay:

Absent:

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

FY 20-21 BUDGET REVENUES

<u>Account Number</u>	<u>Account Description</u>	<u>4/10/2019 APPROVED 2019-2020</u>	<u>3/11/2020 DRAFT 2020-2021</u>
GENERAL FUND			
FUND BALANCE			
100-300000-0000	FUND BALANCE FORWARD	\$ 307,000.00	\$ 145,235.00
	TOTAL FUND BALANCE	\$ 307,000.00	\$ 145,235.00
REVENUE FROM LOCAL SOURCES			
100-3110101-0000	CURRENT REAL ESTATE TAXES	\$ 1,000,000.00	\$ 1,006,000.00
100-3110102-0000	DEL REAL ESTATE TAXES	\$ -	\$ 5,000.00
100-3110201-0000	UTILITY REAL ESTATE TAXES	\$ 10,650.00	\$ 11,200.00
100-3110301-0000	CURRENT PERS PROP TAXES	\$ 294,000.00	\$ 300,000.00
100-3110302-0000	DEL PERS PROP TAXES	\$ -	\$ 3,500.00
100-3110401-0000	MACHINERY & TOOLS	\$ 150,000.00	\$ 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	\$ 1,462,650.00	\$ 1,488,700.00
OTHER LOCAL TAXES			
100-3120101-0000	LOCAL SALES TAX	\$ 200,000.00	\$ 208,000.00
100-3120201-0000	CONSUMER UTILITY TAX	\$ 95,000.00	\$ 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	\$ 135,000.00	\$ 140,000.00
100-3120801-0000	CIGARETTE TAX (10¢)	\$ 50,000.00	\$ 18,000.00
100-3121001-0000	LODGING TAX (2%)	\$ 10,000.00	\$ 10,000.00
100-3121101-0000	MEALS TAX (4%)	\$ 257,817.00	\$ 312,000.00
	TOTAL OTHER LOCAL TAXES	\$ 1,072,817.00	\$ 1,098,000.00
PERMITS, FEES & LICENSES			
100-3130304-0000	LAND USE APPLICATION FEES	\$ 1,500.00	\$ 5,000.00
100-3130307-0000	ZONING & SUBDIVISION FEES	\$ 10,000.00	\$ 10,000.00
	TOTAL PERMITS, FEES & LICENSES	\$ 11,500.00	\$ 15,000.00
FINES & FORFEITURES			
100-3140101-0000	COURT FINES	\$ 40,000.00	\$ 25,000.00
100-3140102-0000	PARKING METER FINES	\$ 2,500.00	\$ 4,000.00
100-3140103-0000	ESUMMONS	\$ 2,000.00	\$ 1,500.00
	TOTAL FINES & FORFEITURES	\$ 44,500.00	\$ 30,500.00
REVENUE FROM MONEY OR PROP			
100-3150101-0000	INTEREST ON DEPOSITS	\$ 50,000.00	\$ 100,000.00
100-3150201-0000	RENTAL OF PROPERTY	\$ 12,000.00	\$ 12,000.00
100-3150205-0000	WATER TANK SITE LEASE	\$ 76,500.00	\$ 82,000.00
100-3150206-0000	CHARGE CARD REBATE	\$ 11,000.00	\$ 14,000.00
	TOTAL FROM MONEY OR PROP	\$ 149,500.00	\$ 208,000.00

	CHARGES FOR SERVICES			
100-3160703-0000	PARKING METERS	\$	14,000.00	\$ 16,000.00
100-3161502-0000	SALE OF PUBLICATIONS	\$	-	\$ -
	TOTAL CHARGES FOR SERVICES	\$	14,000.00	\$ 16,000.00
	MISCELLANEOUS REVENUES			
100-3189905-0000	SALE OF SURPLUS	\$	5,000.00	\$ 18,000.00
	TOTAL MISC REVENUES	\$	5,000.00	\$ 18,000.00
	RECOVERED COSTS			
100-3190203-0000	REIMBURSABLE FEES	\$	-	\$ -
	TOTAL RECOVERED COSTS	\$	-	\$ -
	TOTAL LOCAL REVENUES	\$	3,066,967.00	\$ 3,019,435.00
	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	\$	80,000.00	\$ 77,000.00
	TOTAL NON-CATEGORICAL AID	\$	291,767.00	\$ 288,767.00
	CATEGORICAL AID			
100-3220108-0000	599 LAW ENFORCEMENT GRANT	\$	79,265.00	\$ 82,350.00
100-3240103-0000	LE BLOCK GRANT	\$	5,000.00	\$ 1,000.00
100-3240201-0000	FIRE FUND PROGRAM	\$	14,500.00	\$ 15,250.00
100-3240300-0000	VDOT LANE MILE ALLOWANCE	\$	558,615.00	\$ 558,618.00
100-3240301-0000	VDOT ROAD MAINTENANCE	\$	10,000.00	\$ 5,000.00
100-3240302-0000	LITTER CONTROL GRANT	\$	2,500.00	\$ 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	\$	30.00	\$ -
	TOTAL CATEGORICAL AID	\$	669,910.00	\$ 664,218.00
	TOTAL FROM THE COMMONWEALTH	\$	961,677.00	\$ 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	\$	-	\$	-
	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	\$	4,029,644.00	\$	3,973,420.00
	WATER FUND				
	FUND BALANCE				
501-3000000-0000	FUND BALANCE	\$	175,000.00	\$	-
	TOTAL FUND BALANCE	\$	175,000.00	\$	-
	REVENUE FROM MONEY OR PROP				
	INTEREST ON INVESTMENTS				
501-3150102-0000	INTEREST ON INVESTMENTS	\$	20,000.00	\$	30,000.00
	TOTAL FROM USE OF MONEY OR PROP	\$	20,000.00	\$	30,000.00
	CHARGES FOR SERVICES				
	TREATMENT FEES				
501-3160110-0000	TREATMENT FEES	\$	860,000.00	\$	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	\$	26,250.00	\$	337,500.00
501-3160114-0000	CONNECTION CHARGES				
501-3160115-0000	METER FEES	\$	1,625.00	\$	8,125.00
	TOTAL CHARGES FOR SERVICES	\$	917,875.00	\$	1,415,625.00
	TOTAL WATER FUND	\$	1,112,875.00	\$	1,445,625.00

SEWER FUND			
	FUND BALANCE		
502-3000000-0000	FUND BALANCE	\$ -	\$ -
	TOTAL FUND BALANCE	\$ -	\$ -
	REVENUE FROM MONEY OR PROP		
502-3150101-0000	INTEREST INCOME	\$ 40,000.00	\$ 50,000.00
	TOTAL REVENUE FROM MONEY OR PROP	\$ 40,000.00	\$ 50,000.00
	CHARGES FOR SERVICES		
502-3160110-0000	TREATMENT FEES	\$ 1,680,750.00	\$ 1,800,000.00
502-3160112-0000	SECURITY DEPOSITS	\$ -	\$ -
502-3160113-0000	AVAILABILITY CHARGES	\$ 113,750.00	\$ 362,500.00
	TOTAL CHARGES FOR SERVICES	\$ 1,794,500.00	\$ 2,162,500.00
	REVENUE FROM OTHER SOURCES		
	NON-REVENUE RECEIPTS		
502-3410401-0000	VRA LOAN	\$ -	\$ -
502-3410402-0000	WQIF Grant	\$ -	\$ -
502-3410404-0000	NUTRIENT CREDIT REBATE	\$ -	\$ -
	TOTAL NON-REVENUE RECEIPTS	\$ -	\$ -
	TOTAL FROM OTHER SOURCES	\$ -	\$ -
	TOTAL SEWER FUND	\$ 1,834,500.00	\$ 2,212,500.00
	TOTAL REVENUES ALL FUNDS	\$ 6,977,019.00	\$ 7,631,545.00

FY 20-21 BUDGET EXPENSES			
Account Number	Account Description	APPROVED 2019-2020	3/11/2020 DRAFT REQUESTED 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	\$ 1,000.00	\$ 5,000.00
100-4011100-5810	Dues	\$ 3,000.00	\$ 3,000.00
100-4011100-6017	TOWN CODE SUPPLEMENTS	\$ 5,000.00	\$ 2,000.00
100-4011100-6018	STATE CODE SUPPLEMENTS	\$ -	\$ -
	TOTAL TOWN COUNCIL	\$ 33,350.00	\$ 34,350.00

	TOWN CLERK			
100-4011200-1114	SALARIES/WAGES/TNCLK	\$	47,200.00	\$ 44,600.00
100-4011200-2100	MATCHING FICA EXPENSE (7.65 %)	\$	3,610.00	\$ 3,400.00
100-4011200-5510	MILEAGE	\$	500.00	\$ 250.00
100-4011200-5540	EDUCATION/TRAINING	\$	3,000.00	\$ 1,000.00
100-4011200-5810	DUES	\$	100.00	\$ 100.00
	TOTAL TOWN CLERK	\$	54,410.00	\$ 49,350.00
	TOWN MANAGER			
100-4012110-1112	COMPENSATION	\$	148,000.00	\$ 141,880.00
100-4012110-2100	MATCHING FICA EXPENSE (7.65 %)	\$	11,315.00	\$ 10,860.00
100-4012110-3399	BLIGHT ABATEMENT	\$	17,000.00	\$ 17,000.00
100-4012110-5230	TELECOMMUNICATIONS	\$	600.00	\$ 600.00
100-4012110-5510	MILEAGE	\$	150.00	\$ -
100-4012110-5540	TRAINING	\$	1,500.00	\$ -
100-4012110-5810	DUES	\$	350.00	\$ 500.00
	TOTAL TOWN MANAGER	\$	178,915.00	\$ 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	\$	126,000.00	\$ 147,950.00
100-4012220-2220	VMLIP - STD	\$	660.00	\$ 700.00
100-4012220-2230	VMLIP - LTD	\$	6,170.00	\$ 6,559.00
100-4012220-2250	Line of Duty Act	\$	6,800.00	\$ 8,500.00
100-4012220-2300	HEALTH INSURANCE	\$	211,230.00	\$ 216,400.00
100-4012220-2400	LIFE INSURANCE	\$	14,935.00	\$ 15,850.00
100-4012220-2600	UNEMPLOYMENT INSURANCE	\$	205.00	\$ 205.00
100-4012220-2700	WORKER'S COMPENSATION	\$	19,180.00	\$ 39,000.00
100-4012220-3110	RANDOM DRUG SCREENING	\$	750.00	\$ 750.00
	TOTAL PERSONNEL	\$	385,930.00	\$ 435,914.00
	INDEPENDENT AUDITOR			
100-4012240-3120	CONTRACTUAL SERVICES	\$	15,750.00	\$ 16,050.00
	TOTAL INDEPENDENT AUDITOR	\$	15,750.00	\$ 16,050.00

	TOWN TREASURER			
100-4012410-1113	COMPENSATION	\$	132,000.00	\$ 93,000.00
100-4012410-2100	MATCHING FICA EXPENSE (7.65 %)	\$	10,100.00	\$ 7,100.00
100-4012410-3130	PROFESSIONAL SER/TAX CONV	\$	5,000.00	\$ 2,500.00
100-4012410-3150	PROFESSIONAL SER/VEC	\$	-	\$ -
100-4012410-5306	SURETY BONDS	\$	415.00	\$ 500.00
100-4012410-5540	TRAINING	\$	5,000.00	\$ 2,000.00
100-4012410-5810	DUES	\$	300.00	\$ 1,000.00
100-4012410-6015	AUTO DECALS	\$	-	\$ -
100-4012410-6020	CIGARETTE TAX STAMPS	\$	6,500.00	\$ -
	TOTAL TOWN TREASURER	\$	159,315.00	\$ 106,100.00
	FINANCE/ACCOUNTING			
100-4012430-1113	COMPENSATION	\$	123,000.00	\$ 132,200.00
100-4012430-2100	MATCHING FICA EXPENSE (7.65 %)	\$	9,410.00	\$ 10,112.00
100-4012430-5540	TRAINING	\$	3,500.00	\$ 3,400.00
	TOTAL FINANCE/ACCOUNTING	\$	135,910.00	\$ 145,712.00
	CENTRAL ADM/PURCHASING			
100-4012530-3320	MAINTENANCE CONTRACTS	\$	33,000.00	\$ 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	\$	10,000.00	\$ 8,000.00
100-4012530-5210	POSTAGE	\$	8,500.00	\$ 11,500.00
100-4012530-5230	TELECOMMUNICATIONS	\$	1,350.00	\$ 2,000.00
100-4012530-5250	SOCIAL MEDIA ARCHIVING	\$	2,700.00	\$ 2,700.00
100-4012530-5415	COPIER LEASE	\$	3,330.00	\$ 4,500.00
100-4012530-5540	TRAINING	\$	2,500.00	\$ 2,500.00
100-4012530-5699	CONTRIBUTION / CC SOCIAL MEDIA	\$	7,500.00	\$ 5,000.00
100-4012530-5810	DUES	\$	500.00	\$ 500.00
100-4012530-6001	OFFICE SUPPLIES	\$	10,000.00	\$ 10,150.00
	TOTAL CENTRAL ADM/PURCHASING	\$	81,380.00	\$ 94,850.00
	RISK MANAGEMENT			
100-4012550-5304	BLANKET EXCESS LIABILITY	\$	9,200.00	\$ 16,000.00
100-4012550-5305	AUTOMOBILE INSURANCE	\$	9,500.00	\$ 11,000.00
100-4012550-5308	SEMI-MULTI PERIL INS	\$	31,350.00	\$ 27,700.00
100-4012550-5800	INSURANCE DEDUCTABLES	\$	-	\$ -
	TOTAL RISK MANAGEMENT	\$	50,050.00	\$ 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	\$	1,000.00	\$	2,500.00
100-4013100-6001	OFFICE SUPPLIES	\$	2,000.00	\$	2,500.00
	TOTAL ELECTIONS	\$	3,000.00	\$	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	\$	517,000.00	\$	597,510.00
100-4031100-2100	MATCHING FICA EXPENSE (7.65 %)	\$	40,000.00	\$	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	\$	17,100.00	\$	14,500.00
100-4031100-4082	WILDLIFE MANAGEMENT	\$	1,000.00	\$	500.00
100-4031100-5210	POSTAGE	\$	250.00	\$	500.00
100-4031100-5230	TELECOMMUNICATIONS	\$	4,625.00	\$	4,600.00
100-4031100-5415	COPIER LEASE	\$	3,330.00	\$	3,400.00
100-4031100-5540	TRAINING	\$	12,500.00	\$	22,250.00
100-4031100-5545	OFFICE ACCREDITATION	\$	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	\$	2,350.00	\$	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	\$	647,955.00	\$	740,370.00
	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/JHEVPD	\$	30,000.00	\$	30,000.00
100-4032200-5707	FIRE FUND PROGRAM	\$	14,500.00	\$	15,250.00
100-4032200-88411	CAPITAL PROJECT RESERVE	\$	10,000.00	\$	10,000.00
	TOTAL VOLUNTEER FIRE DEPT	\$	54,500.00	\$	55,250.00

	CORRECTION & DETENTION			
100-4033200-5550	CONFINEMENT OF PRISONERS	\$	250.00	\$ 250.00
	TOTAL CORRECTION & DETENTION	\$	250.00	\$ 250.00
	PUBLIC WORKS ADMINISTRATION			
100-4041100-1140	COMPENSATION	\$	43,500.00	\$ 69,910.00
100-4041100-2100	MATCHING FICA EXPENSE (7.65 %)	\$	3,330.00	\$ 5,350.00
100-4041100-3110	MEDICAL EXAMS	\$	1,000.00	\$ 1,000.00
100-4041100-3310	VEHICLE REP & MAINTENANCE	\$	7,000.00	\$ 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	\$	500.00	\$ 3,500.00
100-4041100-6001	OFFICE SUPPLIES	\$	500.00	\$ 500.00
	TOTAL PUBLI WKS ADMINISTRATION	\$	64,995.00	\$ 100,425.00
	HWYS, STS BRIDGES & SDWLKS			
100-4041200-1183	COMPENSATION	\$	130,500.00	\$ 156,710.00
100-4041200-2100	MATCHING FICA EXPENSE (7.65 %)	\$	10,000.00	\$ 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	\$	700.00	\$ -
100-4041200-5425	NORFOLK/SOUTHERN R-O-W'S	\$	1,075.00	\$ 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	\$	4,000.00	\$ 6,000.00
	TOTAL HWYS, STS BRIDGES & SWLKS	\$	197,275.00	\$ 226,800.00
	VDOT STREET MAINTENANCE			
100-4041250-3300	VDOT STREET MAINTENANCE	\$	538,615.00	\$ 411,618.00
100-4041250-3310	EQUIPMENT MAINTENANCE (VDOT)	\$	10,000.00	\$ 10,000.00
100-4041250-8801	EQUIPMENT PURCHASE (VDOT)	\$	10,000.00	\$ 137,000.00
	TOTAL VDOT STREET MAINTENANCE	\$	558,615.00	\$ 558,618.00
	STREET LIGHTS			
100-4041320-5110	ELECTRICITY	\$	60,000.00	\$ 66,500.00
	TOTAL STREET LIGHTS	\$	60,000.00	\$ 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	\$	1,000.00	\$	500.00
	TOTAL STREET & ROAD CLEANING	\$	1,000.00	\$	500.00
100-4042300-3220	REFUSE COLLECTION CONTRACTUAL SERVICES	\$	194,000.00	\$	203,000.00
100-4042300-6225	RECYCLING SERVICES	\$	65,000.00	\$	75,000.00
	TOTAL REFUSE COLLECTION	\$	259,000.00	\$	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	\$	2,451.00	\$	2,500.00
100-4064200-3200	CONTRACTUAL SERVICES	\$	17,326.00	\$	19,500.00
100-4064200-5110	ELECTRICITY	\$	18,892.00	\$	19,800.00
100-4064200-5120	NATURAL GAS/HEAT	\$	2,550.00	\$	3,200.00
100-4064200-5130	WATER/SEWER	\$	717.00	\$	800.00
100-4064200-5230	TELECOMMUNICATIONS	\$	7,646.00	\$	7,800.00
100-4064200-5304	LIABILITY INSURANCE	\$	2,011.00	\$	2,500.00
100-4064200-7113	IN KIND COSTS	\$	12,864.00	\$	13,000.00
100-4064200-7115	SHARED MAINTENANCE	\$	17,222.00	\$	19,000.00
100-4064200-8411	CAPITAL ASSET RESERVES	\$	6,804.00	\$	7,000.00
	TOTAL BUILDING SERVICES	\$	88,483.00	\$	95,100.00
100-4071310-3160	PARKS & RECREATION CONTRACTUAL SER/JN 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	\$	82,500.00	\$ 93,270.00
100-4081100-2100	MATCHING FICA EXPENSE (7.65 %)	\$	6,310.00	\$ 7,135.00
100-4081100-3190	PROFESSIONAL SERVICES	\$	5,000.00	\$ 5,000.00
100-4081100-3195	PREPAID APPLICATION FEES	\$	-	\$ -
100-4081100-3500	PRINTING	\$	100.00	\$ 200.00
100-4081100-5510	MILEAGE	\$	500.00	\$ 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
	TOTAL PLANNING	\$	95,510.00	\$ 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	\$	25,000.00	\$ -
100-4081500-3650	MARKETING & BRANDING	\$	15,000.00	\$ -
100-4081500-5693	ARTS FUNDING MATCH	\$	4,000.00	\$ 4,500.00
100-4081500-5694	ECODEV/CC ANNUAL CONTRIBUTION	\$	5,000.00	\$ -
100-4081500-5695	TOWN/COUNTY ECONOMIC DEV	\$	-	\$ 17,500.00
100-4081500-5696	ECONOMIC DEVELOPMENT RESERVE	\$	2,500.00	\$ -
100-4081500-5698	GRANT AND MATCHING FUNDS	\$	-	\$ -
100-4081500-5699	DBI/ECO DEV PROF SERVICES	\$	20,000.00	\$ 4,000.00
100-4081500-5700	ANNEXATION AREA PROF SERVICES	\$	-	\$ 25,000.00
	TOTAL ECONOMIC DEVELOPMENT	\$	71,500.00	\$ 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 BD	\$	500.00	\$	500.00
100-4081900-5800	TREE BOARD MISCELLANEOUS	\$	150.00	\$	500.00
	TOTAL TREE BOARD	\$	150.00	\$	500.00
100-4094200-8207	CAPITAL OUTLAY SOFTWARE UPGRADES	\$	-	\$	-
100-4094200-8225	COMPUTER REPLACEMENT	\$	7,500.00	\$	7,500.00
100-4094200-8230	REPAIRS TO 23 E MAIN-LS RESERVE	\$	73,265.00	\$	44,235.00
100-4094200-8231	PATROL VEHICLE	\$	52,600.00	\$	52,600.00
100-4094200-8338	ONE TON DUMP	\$	-	\$	-
100-4094200-8340	MOWER	\$	12,500.00	\$	-
100-4094200-8411	CAPITAL RESERVE	\$	-	\$	-
100-4094200-8603	PD SERVER REPLACEMENT RESERVE	\$	-	\$	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	\$	10,000.00	\$	55,000.00
100-4094200-8912	POLICE MDT REPLACEMENT	\$	-	\$	-
100-4094200-8913	POLICE AV EQUIPMENT	\$	-	\$	-
100-4094200-8914	RIXEY MOOR PLAYGROUND IMP	\$	60,000.00	\$	-
100-4094200-8915	HOGAN'S ALLEY IMPROVE RESERVE	\$	3,000.00	\$	1,000.00
100-4094200-8919	STORM WATER MITIGATION	\$	-	\$	-
100-4094200-8950	FOUR WHEELER	\$	12,500.00	\$	-
100-4094200-8951	PD RADIO REPLACEMENT RESERVE	\$	20,000.00	\$	20,000.00
100-4094200-8955	TOWN RUN PER	\$	42,000.00	\$	-
100-4094200-8956	ASHBY/ARCHER PER	\$	15,000.00	\$	-
100-4094200-8958	ENDERS PROFFER RESERVES	\$	150,000.00	\$	-
100-4094200-8959	HOLIDAY DECORATION REPLACEMENT	\$	-	\$	10,000.00
	TOTAL CAPITAL OUTLAY	\$	463,365.00	\$	201,335.00
100-4094300-5800	CONTINGENCY CONTINGENCY (3.00%)	\$	100,335.00	\$	110,300.00
	TOTAL CONTINGENCY	\$	100,335.00	\$	110,300.00
100-4095000-9110	DEBT SERVICE RDA PRINCIPAL	\$	39,152.00	\$	40,988.00
100-4095000-9120	RDA INTEREST	\$	82,324.00	\$	80,488.00
100-4095000-9130	RDA DEBT SER RESERVE	\$	-	\$	-
	TOTAL DEBT SERVICE	\$	121,476.00	\$	121,476.00

TOTAL GENERAL FUND OPERATIONAL	\$	3,344,468.00	\$	3,540,309.00
TOTAL GENERAL FUND CONTINGENCY	\$	100,335.00	\$	110,300.00
TOTAL GENERAL FUND CAP OUTLAY	\$	463,365.00	\$	201,335.00
TOTAL GENERAL FUND DEBT SERVICE	\$	121,476.00	\$	121,476.00

TOTAL GENERAL FUND EXPENSES	\$	4,029,644.00	\$	3,973,420.00
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WATER FUND

PERSONNEL					
501-4012220-1140	COMPENSATION	\$	49,100.00	\$	39,300.00
501-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$	3,755.00	\$	3,010.00
501-4012220-2210	VRS	\$	27,150.00	\$	32,810.00
501-4012220-2220	VMLIP - STD	\$	145.00	\$	154.00
501-4012220-2230	VMLIP - LTD	\$	1,330.00	\$	1,415.00
501-4012220-2300	HEALTH INSURANCE	\$	45,505.00	\$	47,910.00
501-4012220-2400	LIFE INSURANCE	\$	3,220.00	\$	3,510.00
501-4012220-2600	UNEMPLOYMENT INSURANCE	\$	45.00	\$	46.00
501-4012220-2700	WORKER'S COMPENSATION	\$	4,850.00	\$	8,500.00
501-4012220-3170	MISS UTILITY	\$	2,000.00	\$	1,500.00
501-4012220-3320	HANDHELD MAINT	\$	2,310.00	\$	4,500.00
501-4012220-5210	POSTAGE	\$	2,750.00	\$	4,400.00
501-4012220-5540	TRAINING	\$	2,500.00	\$	2,500.00
501-4012220-6001	OFFICE SUPPLIES	\$	1,500.00	\$	500.00
	TOTAL PERSONNEL	\$	146,160.00	\$	150,055.00

	TREATMENT			
501-4012222-1147	COMPENSATION	\$	116,800.00	\$ 147,000.00
501-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$	9,000.00	\$ 11,240.00
501-4012222-2830	CERTIFICATION FEES	\$	500.00	\$ 900.00
501-4012222-2840	STATE CONNECTION FEES	\$	5,200.00	\$ 5,400.00
501-4012222-2850	LAB 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	\$	20,000.00	\$ 30,000.00
501-4012222-3220	CLEAN RIVER INTAKE	\$	2,000.00	\$ 2,000.00
501-4012222-3310	REPAIR & MAINTENANCE	\$	56,000.00	\$ 60,000.00
501-4012222-3510	CONSUMER CONFIDENCE RPT	\$	500.00	\$ 500.00
501-4012222-5110	ELECTRICITY	\$	60,000.00	\$ 61,500.00
501-4012222-5120	PROPANE HEAT WTP	\$	3,500.00	\$ 3,500.00
501-4012222-5230	TELECOMMUNICATIONS	\$	2,750.00	\$ 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	\$	1,300.00	\$ 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	\$	48,000.00	\$ 40,000.00
	TOTAL TREATMENT	\$	369,970.00	\$ 411,260.00
	DISTRIBUTION & MAINTENANCE			
501-4012224-1183	COMPENSATION	\$	97,600.00	\$ 139,250.00
501-4012224-2100	MATCHING FICA EXPENSE (7.65 %)	\$	7,500.00	\$ 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	\$	194,800.00	\$ 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
501-4094200-8167	SCADA			
501-4094200-8211	CAPITAL RESERVES	\$	1,115.00	\$ 207,975.00
501-4094200-8340	MOWER (1/2)			
501-4094200-8345	PW ONE TON DUMP TRUCK			
501-4094200-8360	HANDHELD METER READER	\$	-	\$ 7,000.00
501-4094200-8361	WATER DIST SYSTEM UPGRADES	\$	90,000.00	\$ 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			
501-4094200-8953	UTILITY PLANT GATES			
501-4094200-8954	STORAGE BUILDING	\$	4,500.00	\$ -
501-4094200-8957	WTP EVALUATION & REPAIRS	\$	175,000.00	\$ -
501-4094200-8958	WATER METER REPLACEMENT	\$	-	\$ 165,000.00
	TOTAL CAPITAL OUTLAY	\$	380,615.00	\$ 619,975.00
	CONTINGENCY			
501-4094300-5800	CONTINGENCY (3.00%)	\$	21,330.00	\$ 24,735.00
	TOTAL CONTINGENCY	\$	21,330.00	\$ 24,735.00
	TOTAL WATER FUND OPERATIONAL	\$	710,930.00	\$ 800,915.00
	TOTAL WATER FUND CONTINGENCY	\$	21,330.00	\$ 24,735.00
	TOTAL WATER FUND CAP OUTLAY	\$	380,615.00	\$ 619,975.00
	TOTAL WATER FUND EXPENSES	\$	1,112,875.00	\$ 1,445,625.00

SEWER FUND

	PERSONNEL			
502-4012220-1114	COMPENSATION	\$	49,100.00	\$ 39,300.00
502-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$	3,755.00	\$ 3,010.00
502-4012220-2210	VRS	\$	42,835.00	\$ 51,785.00
502-4012220-2220	VMLIP - STD	\$	225.00	\$ 243.00
502-4012220-2230	VMLIP - LTO	\$	2,100.00	\$ 2,236.00
502-4012220-2300	HEALTH INSURANCE	\$	71,850.00	\$ 75,608.00
502-4012220-2400	LIFE INSURANCE	\$	5,080.00	\$ 5,545.00
502-4012220-2600	UNEMPLOYMENT INSURANCE	\$	70.00	\$ 71.00
502-4012220-2700	WORKER'S COMPENSATION	\$	6,400.00	\$ 13,500.00
502-4012220-3320	HANDHELD MAINT	\$	2,310.00	\$ 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	\$	192,225.00	\$ 202,598.00
	TREATMENT			
502-4012222-1147	COMPENSATION	\$	267,140.00	\$ 323,200.00
502-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$	20,600.00	\$ 24,725.00
502-4012222-2830	CERTIFICATION FEES	\$	900.00	\$ 500.00
502-4012222-2850	LAB TESTING	\$	25,000.00	\$ 36,000.00
502-4012222-3145	PROFESSIONAL SERVICES	\$	15,000.00	\$ 18,000.00
502-4012222-3146	UTILITY RATE STUDY	\$	-	\$ -
502-4012222-3210	LANDFILL-SOLIDS DISPOSAL	\$	47,000.00	\$ 48,000.00
502-4012222-3310	REPAIR & MAINTENANCE	\$	105,000.00	\$ 110,000.00
502-4012222-5110	ELECTRICITY	\$	167,000.00	\$ 135,000.00
502-4012222-5230	TELECOMMUNICATIONS	\$	5,300.00	\$ 6,000.00
502-4012222-5415	COPIER LEASE	\$	3,330.00	\$ 3,900.00
502-4012222-5540	TRAINING	\$	3,000.00	\$ 3,000.00
502-4012222-5690	Discharge Permit Renewal	\$	3,000.00	\$ 3,000.00
502-4012222-5810	DUES	\$	500.00	\$ 500.00
502-4012222-6001	OFFICE SUPPLIES	\$	1,000.00	\$ 1,000.00
502-4012222-6004	LAB SUPPLIES	\$	5,200.00	\$ 5,400.00
502-4012222-6005	JANITORIAL SUPPLIES	\$	1,000.00	\$ 1,200.00
502-4012222-6008	GASOLINE & DIESEL FUEL	\$	8,000.00	\$ 9,000.00
502-4012222-6011	UNIFORMS	\$	1,300.00	\$ 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	\$	773,570.00	\$ 823,725.00

	DISTRIBUTION & MAINTENANCE			
502-4012224-1183	COMPENSATION	\$	98,000.00	\$ 139,250.00
502-4012224-2100	MATCHING FICA EXPENSE (7.65 %)	\$	7,475.00	\$ 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	\$	500.00	\$ -
502-4012224-6030	NEW SERVICE SUPPLIES	\$	-	\$ -
	TOTAL DISTRIBUTION & MAINT	\$	123,475.00	\$ 167,400.00
	CAPITAL PROJECTS			
	TOTAL CAPITAL PROJECTS	\$	-	\$ -
	CAPITAL OUTLAY			
502-4094200-8105	PICKUP (1/2)			\$ 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
502-4094200-8411	CAPITAL RESERVES	\$	-	\$ 243,197.00
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)			
502-4094200-8908	WWTP COMPUTER UPGRADES			
502-4094200-8952	COMMUNICATION NET FOR UTILITIES			
502-4094200-8953	UTILITY PLANT GATES			
502-4094200-8954	INVENTORY LOCKUP FENCING	\$	3,000.00	\$ -
502-4094200-8955	WWTP BUILDING REPAIR/JOINT RESERVE	\$	-	\$ 7,000.00
	TOTAL CAPITAL OUTLAY	\$	243,000.00	\$ 512,197.00
	CONTINGENCY			
502-4094300-5800	CONTINGENCY (3.00%)	\$	32,230.00	\$ 36,580.00
	TOTAL CONTINGENCY	\$	32,230.00	\$ 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	\$	1,089,270.00	\$	1,193,723.00
TOTAL SEWER FUND CONTINGENCY	\$	32,230.00	\$	36,580.00
TOTAL SEWER FUND CAP OUTLAY	\$	243,000.00	\$	512,197.00
TOTAL SEWER FUND DEBT SERVICE	\$	470,000.00	\$	470,000.00
TOTAL SEWER FUND EXPENSES	\$	1,834,500.00	\$	2,212,500.00
TOTAL EXPENSES ALL FUNDS	\$	6,977,019.00	\$	7,631,545.00

**Berryville Town Council Item Report Summary
June 9, 2020**

Item Title

Unfinished Business - Discussion: Southeast Collector Study

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

1. SE Collector Study Presentation

Recommendation

Sample Motion

Town Council Agenda Item Report Summary

June 9, 2020

Item Title

SE Collector Transportation Study Presentation

Prepared By

Christy Dunkle

Background/History/General Information

The Berryville Town Council and Clarke County Board of Supervisors entered in to a Memorandum of Understanding in January of 2019 to obtain a transportation study regarding a collector road identified in the 2015 Berryville Area Plan as the "Southeast Collector." The final draft was completed in April of 2020 and will be presented by David Metcalf, Vice President of Virginia Transportation for Prime AE Group, Inc. at a joint meeting scheduled for July 14, 2020.

Items that prompted discussion and implementation of the study include:

- The Clarke County Business Park is fully developed;
- The collector road system as established in the Berryville Area Plan (Mosby Boulevard, Hermitage Boulevard, Fairfax Street, Jack Enders Boulevard) is critical to the connectivity of the Berryville Area;
- Access for businesses in the Clarke County Business Park out to 340 was needed;
- Tractor trailer and general traffic impacts to East Main Street;
- Discussion of expanding business park uses; and
- At-grade railroad crossing that was originally identified in the 2009 Berryville Area Plan was questionable.

Four concepts were developed by Town and County staff which included three alternatives to extend Jack Enders Boulevard and a fourth which identified a combination of two other concepts as follows:

- Concept A: extend Jack Enders Boulevard at the Norfolk Southern tracks with an at-grade crossing.
- Concept B: Extend Jack Enders Boulevard to Smallwood Lane and improve the existing crossing at Smallwood Lane and US 340.
- Concept C: Extend Jack Enders Boulevard to US 340 and into the Southern Potential Future Growth Area as identified in the Berryville Area Plan. This is a combination of Concept A and Concept D.
- Concept D: New road in the Southern Potential Future Growth Area without a connection to Smallwood Lane.

Findings/Current Activity

Town and County staff worked with the consultant to determine future access in the southeast quadrant of the Town. The study, which began in May of 2019, started with the identification of the scope,

information gathering, identification of stakeholders, and discussion with Norfolk Southern staff to determine whether the at-grade crossing at the terminus of Jack Enders Boulevard would be permitted.

After several discussions with Norfolk Southern staff, the current at-grade crossing extending from the existing Jack Enders Boulevard terminus would likely not be an acceptable configuration. Analysis of discussions with the railroad concluded that the location of a new crossing (Concept A above) is not acceptable for the following reasons:

- At least one at-grade crossing in the Town or County would need to be closed to allow for a new crossing to be built. The determination of which crossing(s) would be closed would be made through an application process to Norfolk Southern.
- Norfolk Southern staff indicated that if there were major investment in rail facilities, such as a freight terminal or spur, a crossing could be conceivable in this location. They did identify concerns about stacking and impacts to adjacent existing crossings should a terminal or spur be constructed in this area.
- Safety issues were identified due to sight distance concerns (from north to south) due to a curve in the existing tracks.
- Norfolk Southern requires that a Concept Plan be developed and submitted to the railroad for review and approval which would incur engineering fees prior to any approvals or denials.

The final concepts recommended in the study identify several variations which are detailed in the attached Executive Summary. These include iterations of Concepts B and D, which phase the future proposed development, creating a connection to Smallwood Lane across an existing at-grade crossing at US 340.

Financial Considerations

The cost of the study was \$50,000 which was split evenly between the County and Town.

Schedule/Deadlines

A joint meeting between the Clarke County Board of Supervisors and Berryville Town Council will take place at the Berryville-Clarke County Government Center on Tuesday, July 14, 2020 at 6:30 p.m. Staff will be mailing affected property owner notifications prior to the meeting. The plan and the meeting announcement were posted on the Town's web site on May 27, 2020.

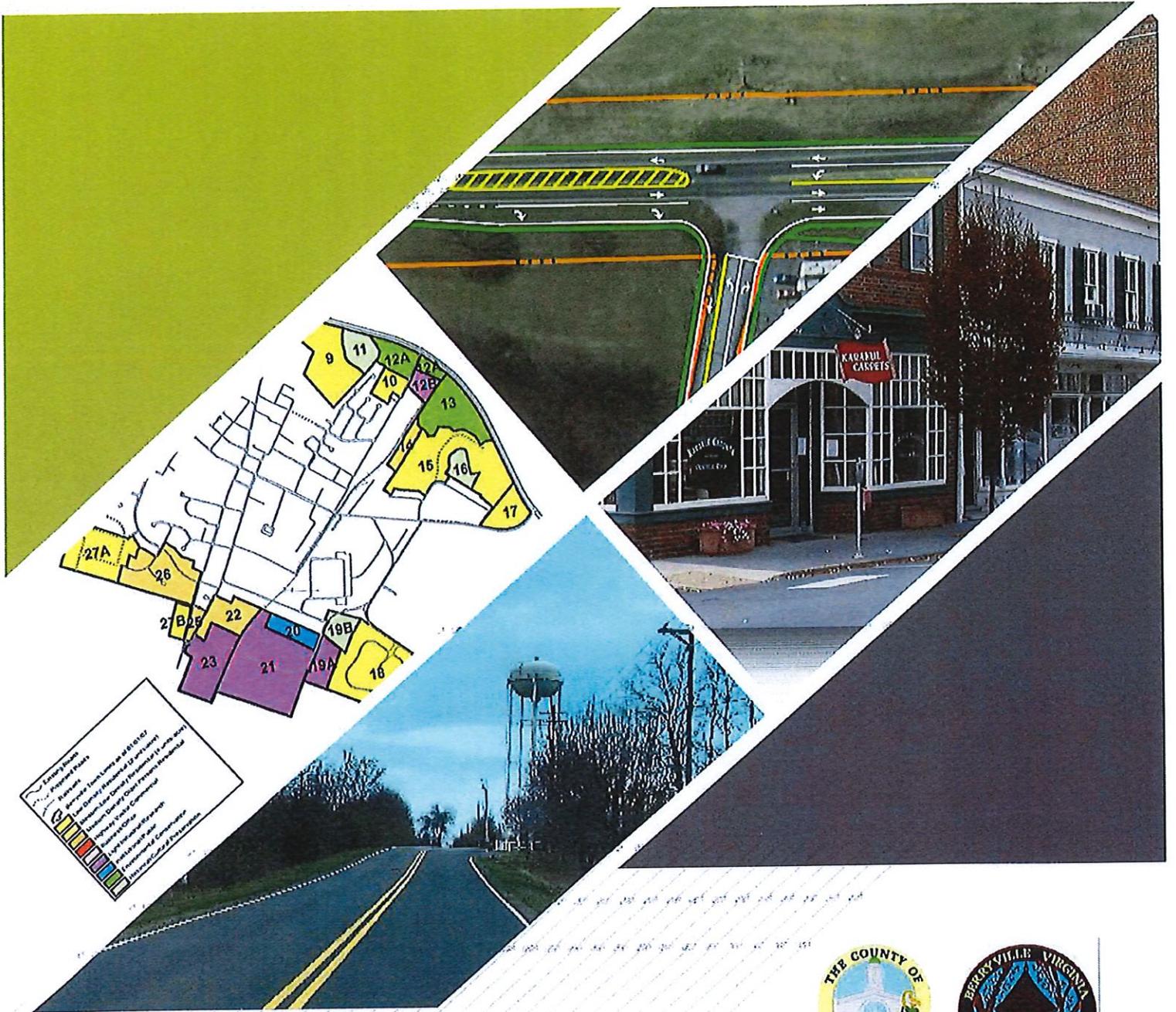
Other Considerations

N/A

Recommendation

Discuss any questions or comments at the meeting.

Attachment: Southeastern Collector Study Executive Summary



EXECUTIVE SUMMARY



Southeastern Collector Study

April 24, 2020

PRIME AE Group, Inc.
 3975 Fair Ridge Drive
 Suite 455N
 Fairfax, VA 22033



Executive Summary

Overview

The Town of Berryville and Clarke County, VA have long envisioned a Southeastern Collector to encourage expansion of the Clarke County Business Park. To determine how to best incorporate the existing roadway network, connect across the Norfolk Southern Rail Line and finance the collector, the Town of Berryville and Clarke County commissioned the *Southeastern Collector Transportation Study*.

Four concepts for the Southeastern Collector were developed by Town and County Staff. There are three general alternatives to extend Jack Enders Boulevard and the Business Park. The fourth concept is a combination of two other concepts. The four concepts are below:

1. Concept A. Extend Jack Enders Boulevard over NS railroad to US 340.
2. Concept B. Extend Jack Enders Boulevard to Smallwood Lane and improve Smallwood Lane to US 340.
3. Concept C. Extend Jack Enders Boulevard to US 340 and into Southern Potential Growth Area. This Concept is a combination of Concept A and D.
4. Concept D. New Road in Southern Potential Growth Area without a connection to Smallwood Lane.

See exhibits in appendix.

Feasibility of New At-Grade Norfolk Southern Crossing

Although the Clarke County Business Park site plan shows an extension of Jack Enders Boulevard, the approval for a new-at-grade crossing is beyond the Town or County's control. As such, one of the objectives of this study is to determine the feasibility of a new crossing, and specifically of Concept A.

The feasibility of a new at-grade crossing depends on the answers to two key questions:

- 1) What would be necessary to obtain approval from Norfolk Southern for a new crossing?
- 2) Is the Jack Enders Boulevard extension the most optimal location for a new collector in the southeastern growth area?

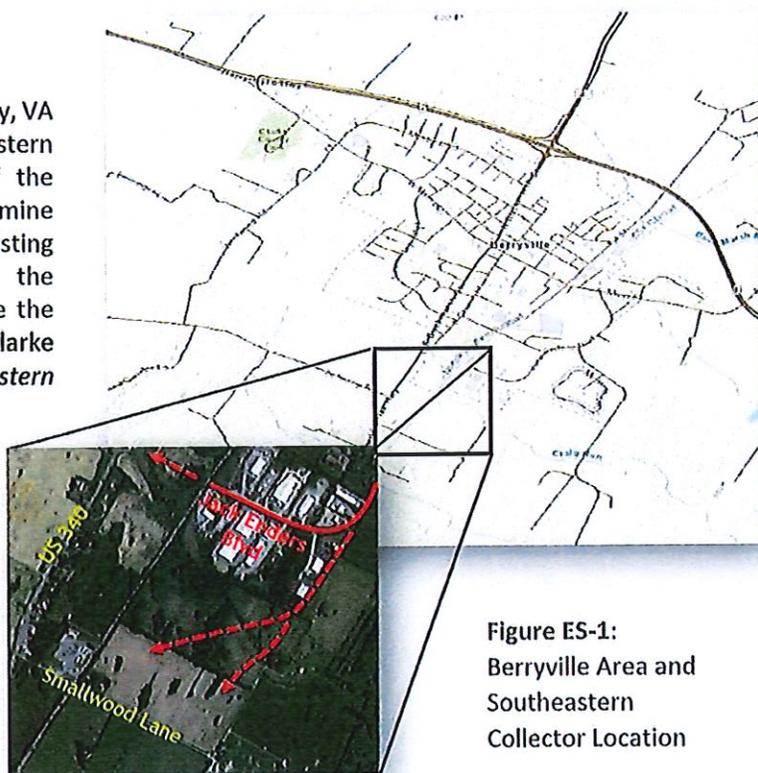


Figure ES-1:
Berryville Area and
Southeastern
Collector Location



Multiple conversations were held with Norfolk Southern staff. New, at grade crossings are not only highly discouraged, but also discouraged by Virginia State Statute¹. Two hypothetical scenarios were discussed with Norfolk Southern Staff to gage the feasibility of a new crossing. First, what if the Town closed two or more existing at grade crossings? Second, would Norfolk Southern be amenable if the Town created a new siding and rail related commercial area?

The Norfolk Southern staff were not amenable to these hypothetical scenarios. Norfolk Southern Staff cited Virginia State Statute, and current efforts to eliminate at grade crossings. Furthermore, the proposed location of the new at grade crossing for Concept A is located on a curve and has sight distance limitations for southbound trains and would be disruptive to local residents. Although Norfolk Southern staff were careful not to formally reject the proposed at grade crossing, they were very clear that it was not a realistic a concept².

To obtain approval of a new at grade crossing, Norfolk Southern requires a Concept Package be submitted³. Subsequent plans are normally reviewed by Norfolk Southern at the requester's expense. It is likely that the Town would need to enter into a Preliminary Engineering Agreement with Norfolk Southern and provide compensation to Norfolk Southern to continue applying the new at grade crossing.

The coordination with Norfolk Southern, research and analysis concluded:

1. The location of the new crossing for Concept A is not acceptable to Norfolk Southern. Even extraordinary efforts by the Town and County will be insufficient to overcome the general aversion to new at grade crossings, and especially in the proposed location.
2. The Town and County do not have existing crossings that can be eliminated to continue a dialog with Norfolk Southern. Nor does the Town and County have plans for major investment in a rail facility to make the new crossing part of a larger package.
3. To further pursue the new crossing for Concept A will require developing a Concept Package, and possibly enter into a Preliminary Engineering agreement with Norfolk Southern, and incur the expense of Norfolk Southern engineering reviews.
4. The location of Concept A is not superior to the other options. Concepts B and D create more developable property than Concept A. Concepts B and D have less wetland impacts than Concept A. Concept A's only advantage is lower construction cost.

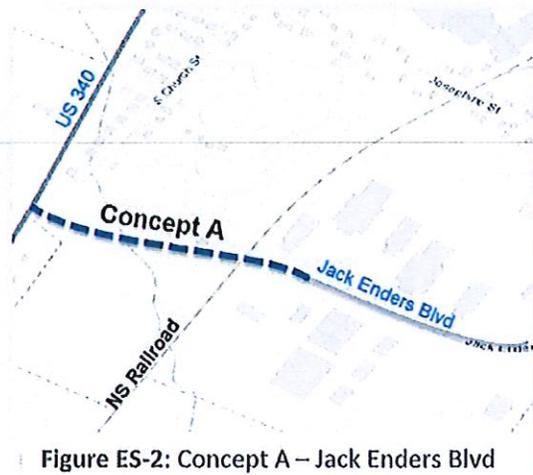


Figure ES-2: Concept A – Jack Enders Blvd Extended with new NS Railroad crossing.

¹ Va. Code Ann. § 56-363 (1996).

² Teleconference held June 19, 2019. Attendees from Norfolk Southern: Mr. Roger Bennett (NS Corp) and Mr. Scott Overbey (NS Corp).

³ Norfolk Southern Railway Company, Public Projects Manual, Rev 2; Section 4 page 3.



As such, the Study Team recommended that the Town and County discontinue consideration of Concept A as the proposed Southeastern Collector. Concept C is a combination of Concept A and Concept D; as such this concept is also eliminated.

Final Concepts Selected for Study

Concept B and Concept D were selected for further study. Within both concepts are two variations, resulting in four Concepts, shown in Figure ES-2 with a typical road profile in Figure ES-4. The northern Terminus is shown in Figure ES-5

1. Concept B1- Extend Jack Enders Boulevard into the Smallwood Property, perpendicular to Craig's Run and onto Smallwood Lane. Upgrade Smallwood Lane and Smallwood Lane's existing at grade crossing of Norfolk Southern RR.
2. Concept B2 – Similar to B1, however the roadway will run further east to take advantage of existing Smallwood Lane.
3. Concept D1 – Identical to B1, without the connection to Smallwood Lane. This alternative will not provide a crossing of Norfolk Southern for the expanded Business Park.
4. Concept D2 - Identical to B2, without the connection to Smallwood Lane. This alternative will not provide a crossing of Norfolk Southern for the expanded Business Park

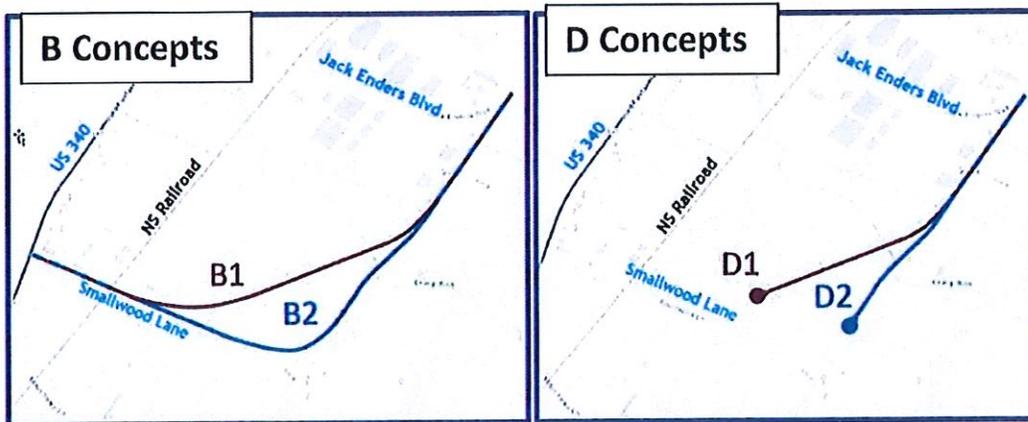


Figure ES-3: Concepts for Southeastern Collector

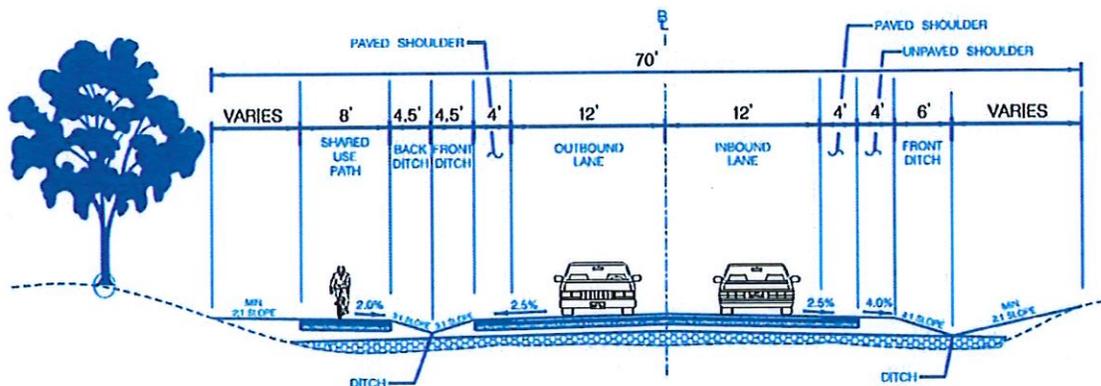


Figure ES-4: Typical Section of Southeastern Collector.



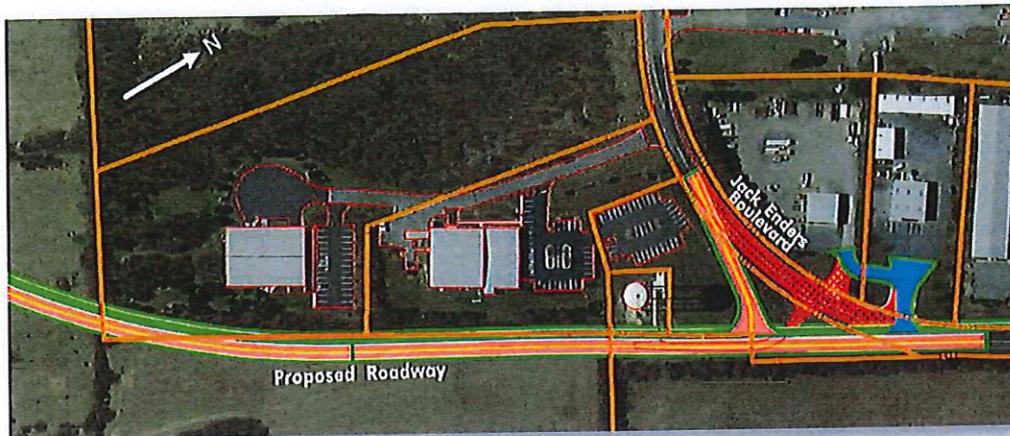


Figure ES-5: Southern Collector Northern Terminus

Changes in Travel Patterns

A microsimulation model of the Town was used to determine the changes in traffic patterns and changes in Level of Service at key intersections. The Land Use and Traffic Analysis found the following:

- The development associated with the Collector roadway is projected to be 500,000 square feet (SF) of light industrial. This development is projected to generate 340 vph *from* the area and 110 vph *to* the area (PM peak hour).
- The downtown Berryville Main Street Intersections are projected to have modest increases in traffic volume and intersection delay.
- Additional traffic from Concept D is expected to use local streets to avoid the center of Berryville. With Concept D nearly 200 vehicles during the PM peak hour are projected to divert away from the Intersection of US 340 and Main Street.
- Concept B creates a route to bypass downtown Berryville. The model projects 130 vph to use Concept B as a bypass under normal conditions (PM peak hour).
- The traffic at the Jack Enders Boulevard / Main Street intersection will increase by 494 vph, over 60%, with Concept D. Current total volume is 812 vph.
- With Concept D additional capacity is needed at Jack Enders Boulevard and Main Street. A new signalized intersection with a dedicated westbound left turn lane and eastbound right turn lane will be necessary.
- Initially the negative impacts from Concept D will be manageable. A new signal at Jack Enders Boulevard will not be necessary until development is well underway.
- Traffic on Smallwood Lane will increase from 10 vph to 533 vph with Concept B. This will create the need for improvements to US 340 and, eventually, a new signal.



Environmental Impacts

Natural Environment – Both Concepts are largely located in farmland, as such impacts to habitat, forests, and endangered species are estimated to be minimal. The impacts will be limited to Craig’s Run, an intermittent stream which is surrounded by wetlands, and a freshwater forested wetland.

The B1 and D1 Concepts have the least impacts to wetlands. They were developed to have a clean, direct perpendicular crossing of Craig’s Run. Nonetheless the B2 and D2 Concepts are still estimated to impact only 1 acre of wetlands.

Historical Resources – The Concepts are not located near any state or federal registered historic properties. There are three structures impacted by Concepts B2 and D2 along Lindey Lane. These structures were determined by Clarke County to have some historic significance.

Project Costs

Table ES-1 summarizes the cost of each Concept. Concept D1 and D2 are less costly by virtue of terminating before Smallwood Lane.

Table ES-1 Comparative Costs (\$ thousands)				
	B1	B2	D1	D2
Construction Cost				
Mainline	\$8,130	\$7,950	\$5,280	\$4,820
Intersection Improvements	\$560	\$560	\$430	\$430
New Traffic Signals	\$600	\$600	\$540	\$540
At Grade Railroad Crossing	\$160	\$160	\$0	\$0
Subtotal Construction Cost⁴	\$9,460	\$9,280	\$6,250	\$5,790
ROW Cost	\$100	\$100	\$60	\$70
Total Cost	\$9,560	\$9,380	\$6,310	\$5,870

⁴ Construction cost per mile: B1 - \$9,080; B2 - \$8,670; D1 - \$10,310; D2 - \$10,200



Summary – Advantages and Disadvantages of Each Concept

Concept B1 – This Concept is the most expensive but provides the most benefit. The alignment splits the Smallwood Property providing a central roadway for the new business park. The additional connection to US 340 aids the flow of traffic from the new and existing business park.

The alignment also minimizes the impact to Craig’s Run and surrounding wetlands. However, it is the costliest Concept with an estimated cost of \$9.6 Million

Concept B2 – This Concept is a variation of B1 and uses existing Lindey Lane. Compared with B1 it is located on the edge of the Smallwood Property, and has a less direct crossing of Craig’s Run and increased environmental impacts. However, this Concept has the same traffic benefits as B1 and a slightly lower cost of \$9.4 Million.

Concept D1 – This Concept follows the B1 alignment; however, it does not provide a new connection to US 340. As such it results in additional traffic through downtown Berryville and will require an upgrade to the intersection of Jack Enders Boulevard and East Main Street. The cost is lower than either of the “B” Concepts at \$6.3 Million.

Concept D2 – As with B2 this Concept is on the edge of the Smallwood Property and will not be a central roadway for the new business park. It also has a less direct crossing of Craig’s Run, which increases the environmental impacts to Craig’s Run. However, this Concept has the lowest cost of \$5.9 Million.

	B1	B2	D1	D2
Land Use	Bisects Smallwood Property	Eastern Edge of Smallwood Property not optimal	Bisects Smallwood Property	Eastern Edge of Smallwood Property not optimal
Environmental	Minimal impact to Craig’s Run	Not as environmentally preferred crossing of Craig’s run	Minimal impact to Craig’s Run	Not as environmentally preferred crossing of Craig’s run
Traffic Flow	Improves traffic flow throughout	Improves traffic flow throughout	Large increase on Jack Enders Boulevard, traffic diversions onto Berryville streets	Large increase on Jack Enders Boulevard, traffic diversions onto Berryville streets
Implementation	More \$\$, includes new connection at US 340.	More \$\$, includes new connection at US 340.	Can be expanded after initial phase.	Can be expanded after initial phase
Total Cost	\$9,560	\$9,380	\$6,310	\$5,870



Conclusions, Implementation and Recommendations

Concept B1 best meet the needs of the Town and County. The Concept provides an upgraded crossing of the Norfolk Southern Railroad, improved traffic flow in and around Berryville and best promotes future development in the Southern Growth Area. The estimated cost is \$9.6 Million. A variety of funding sources are appropriate for this project as listed in table ES-3.

Planning, funding and building the new roadway will require a multi-pronged and multi-phased approach.

First, the Southern Growth Area, primarily on the Smallwood property, will need to be planned. With a vision of how this property will be redeveloped the Town and County can add this vision to the Comprehensive Plan and update the zoning. These initial planning steps will allow the roadway to compete for Smart SCALE funding and open the potential for grants and investment from private developers.

Table ES-3 Funding Sources	
Transportation Funds	Brief description
Smart SCALE	Primary source for roadway funding. Smart SCALE Prioritizes projects for use of transportation State and Federal funds.
Revenue Sharing	VDOT program, provides a 50% match for qualifying projects. Other funds can be used for 50% match
Public Private Partnerships	The Public Private Transportation Act enables local governments to partner with private entities to build roadways.
State Grant Funder	
Community Development Block Grant	Based upon demographics and community need
FEMA flood protection policies and regional planning	Flood education, policy enforcement, construction standard updates, ordinance review
VDOT SRTS	Safe routes to schools, walking trails, bike trails
Go Virginia, Growth and Opportunity	Tech sector partnerships to develop economy in rural areas
Federal Grant Program	
USDA/NRCS Watershed Protection grants	For water quality, water supply protection, habitat
US Forest Service Land and Water Conservation Fund	Purchase land for permanent protection
TIGER/Build grants	Public transportation program 20% for urban areas
Redismart, department of Energy	For smart grid design implementation
INFRA program	Transportation that promotes economic vitality, accountability along freight highway



Second, the Town and County need to actively pursue funds from State and Federal grants and investment from developers. An extension of Jack Enders Boulevard into the Smallwood Property, like Concept D1, will encourage some initial development on the Property. With this initial development it will be easier to attract other users or developers to the property. The site will be able to generate revenue and provide the funds to finish the Collector with either Smart SCALE or Revenue Sharing.

With a marketable vision the site and roadway will be a candidate for a Virginia Public Private Partnership (P3). This program will allow the Town and County to contract the development of the site. A private entity will assume much of the funding and risk, and in turn receive either future revenues or profits from the site.

Smart SCALE is the dominant program for allocating State and Federal transportation funds. In rural areas, the largest source of points is Economic Development. The Southern Growth Area will need to be planned for the Southeastern Collector to gain Economic Development points. Without Smart SCALE, the Town and County can also receive a 50% match using the Revenue Sharing program. With Concept B1, the Town and County will need to raise \$ 4.8 Million (one half of \$9.6 M). Other grants and private money can be used for this match.

Concept B1 could be implemented in four phases:

- I. Extend Jack Enders Boulevard into the Smallwood property to stimulate initial development.
- II. As development progresses, improve the Jack Enders Boulevard / Main Street Intersection.
- III. As development approaches 75% of buildout, extend the Connector to US 340.
- IV. When traffic warrants, add a signal at the intersection of Smallwood Lane and US 340.

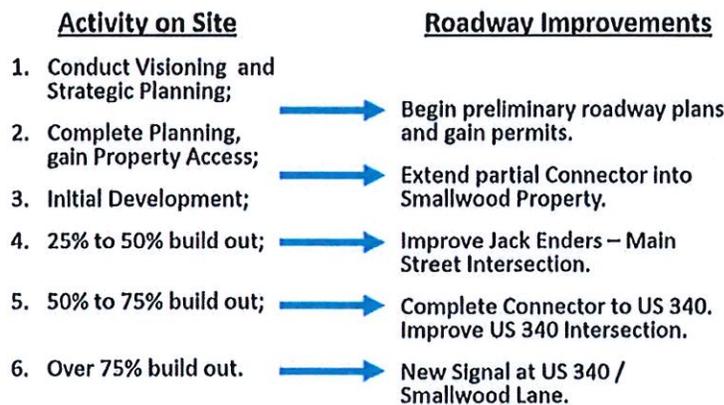


Figure ES-6: Timing of Connector Construction

The timing of the phases will depend on the type of development and corresponding number of trips generated. When development reaches 25% of full buildout approximately 125 thousand SF of development will have occurred. For a typical industrial park this will create an additional 870 new daily trips and 107 new peak hour trips. This typical scenario is not likely to trigger the need for roadway improvements, however if the new development has greater than typical trip generation or a high number of trucks then roadway improvements may be necessary.



Southeastern Collector Transportation Study

When the development reaches 50% of buildout and 250 thousand SF of development, improvements to Jack Enders Boulevard will be necessary. At this point it will also be necessary to gain environmental approvals and begin design of the Connector. By 75% of buildout and 375 thousand SF of development it will be time to complete the Connector to US 340. The final improvement is a signal at US 340 and Smallwood Lane. This improvement should be implemented when conditions warrant, likely after 75% development.

The Southeastern Collector and the accompanying development will create many benefits for the Town and County. We recommend that the Town and County select Concept B1 and begin the visioning and planning for the associated development.



**Berryville Town Council Item Report Summary
June 9, 2020**

Item Title

Unfinished Business - Discussion: Memorandum of Understanding Between Town of Berryville and County of Clarke Regarding Economic Development and Tourism

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

1. MOU Discussion

Recommendation

Sample Motion

Town Council Agenda Item Report Summary

June 9, 2020

Item Title

Memorandum of Understanding Between the Town of Berryville and Clarke County Regarding Economic Development and Tourism

Prepared By

Christy Dunkle

Background/History/General Information

The Memorandum of Understanding (MOU) Committee has met several times to discuss updates to the document. Recorder Arnold and Council member Rodriguez represent the Town. The proposed MOU, based on previous input by Town and County elected officials, highlights working cooperatively to promote the community and future economic development and tourism efforts.

Findings/Current Activity

Highlights of the updated MOU include:

- The Clarke County Economic Development and Tourism Director will be employed by the County and supervised by the Clarke County Administrator.
- Single points of contact for the community are identified as the Clarke County Director of Economic Development and Tourism with the Town Community Development Director acting as primary liaison to the County's Director position.
- Two members of the Clarke County Board of Supervisors and two members from the Berryville Town Council will act as the committee, with a chair and vice chair being elected each year.
- The County Administrator and Town Manager (or designee) will act as staff for the committee.
- Goals and priorities of the committee will be identified annually with clear direction to those responsible for implementing said goals.

Financial Considerations

Town Council has identified \$17,500 in the FY 21 budget for the shared position. Staff is recommending the amount increase to \$18,500 in FY 22, and \$19,500 in FY 23.

Schedule/Deadlines

The County Board of Supervisors will discuss the MOU at their June 16, 2020 meeting. Staff is recommending that Council discuss the draft MOU and approve it as written.

Other Considerations

N/A

Recommendation

Approve the MOU as presented with the Town contributions being \$17,500 in FY 21, \$18,500 in FY 22, and \$19,500 in FY23 and authorize the Town Manager to finalize the document.

Sample Motion:

I move that the Council of the Town of Berryville approve the Memorandum of Understanding between the Town of Berryville and Clarke County regarding economic development and tourism as presented, identifying the Town's contributions of \$17,500 in FY 21, \$18,500 in FY 22, and \$19,500 in FY23 and authorize the Mayor to execute the document.

Attachment:

- Memorandum of Understanding Between the Town of Berryville and Clarke County Regarding Economic Development and Tourism

**Memorandum of Understanding (MOU)
Between The Town of Berryville and Clarke County
Regarding Economic Development and Tourism**

WHEREAS, the Town of Berryville and Clarke County have previously entered into a MOU regarding economic development and tourism and now wish to update that document; and

WHEREAS, the Town of Berryville and Clarke County over the past four decades have worked cooperatively to promote a unique and highly successful land use philosophy that focuses growth and development within the Town while preserving the County's natural, historical, and agricultural resources; and

WHEREAS, the County's small land area, close proximity to four surrounding urban growth areas, and limited access to public water and sewer capacity make the sharing of Economic Development resources a necessity; and

WHEREAS, the future of economic development – including business, retail, industry, agriculture, and Tourism – in Clarke County is dependent upon effective collaboration and cooperation between the Town and County;

AND WHEREAS, the Town and the County recognize that combining resources and creating unified points of contact for Economic Development and Tourism will enable our communities to more efficiently address the needs of new and existing businesses, streamline regulations and regulatory processes, and more effectively market our unique assets.

NOW THEREFORE, BE IT RESOLVED THAT the Town of Berryville and Clarke County agree to work cooperatively to implement the following action items:

1. **Joint Management of Economic Development and Tourism.** The Town and County shall jointly manage the Economic Development and Tourism efforts in Clarke County and the Town of Berryville on an ongoing basis.
2. **Single Points of Contact for Economic Development and Tourism.** Both the Town and County agree that it would be best if the business community dealt with a single point of contact for Economic Development and Tourism. The point of contact will be the Clarke County Director of Economic Development & Tourism. The Town Director of Community Development will serve as the primary liaison to the County Director of Economic Development & Tourism for economic and tourism activities in the Town.
3. **Joint Committee for Economic Development and Tourism.** The Berryville/Clarke County Joint Committee for Economic Development and Tourism shall consist of two members of the Board of Supervisors and two members of the Town Council. The Committee shall elect a Chair and Vice Chair annually, rotating between the Town and County. For example, when the Chair position is held by an elected representative of the Town, the Vice Chair position shall be held by an elected official of the County. In the following year the Chair position would be held by an elected official of the County and the Vice Chair position held by an elected official of the Town. The Committee shall

Ward 4 Report by Kara Rodriguez

On behalf of the residents of Ward 4, I wanted to congratulate Recorder Arnold on his election to town mayor, and to Erecka Gibson and Donna McDonald for their re-election victories. I look forward to continuing to work with all of you. I also want to commend the election staff and volunteers for preparing and running the polls in the midst of some very unique and challenging circumstances.

I would like to thank Mayor Dickinson for her four years of service to the town as mayor. It is not easy to be the mayor of a small town and I appreciate the time and effort you put into the job.

Finally, I wanted to congratulate Matt Bass on his appointment to Berryville District supervisor, and wish the best to our former supervisor and now judge Mary Daniel.

57A

Report of the Department of Public Works June 1, 2020

We advertised our annual asphalt paving contract last month and had seven bidders respond. W L Construction was the low bidder. They began paving on May 19th and will have all the paving projects completed by June second. The line painting and stop bars should be completed by June 3rd.

The construction for Fellowship Square and Shenandoah Crossing subdivisions is progressing along very well. The contractor is installing utility mains and storm sewer lines in both subdivisions. D R Horton has requested a change in construction phasing so they can start the construction of several model homes.

Christy and I have met with their project manager several times about construction phasing change. Since this phasing request required an engineering decision we contacted Ron Mislowsky with Pennoni Associates for his comments on Horton's request. Ron replied within several days of their request and submitted few additional questions for their engineering firm to address.

Over the past several months D R Hortons project manager has presented us with several construction requests that Christy and I were able to resolve in house. We have made the decisions in a timely manner which helped the construction projects move forward without any delays.

In the next couple of weeks Public Works will begin our yearly painting of the parking blocks and yellow curbs in the business district. Fire hydrants will be serviced and painted during this same time frame. Our goal is to have all the painting tasked completed by July 4th weekend.

**Berryville Town Council Item Report Summary
June 9, 2020**

Item Title

Staff Reports - Public Utilities

Prepared By

Background/History/General Information

Both utility plants continue to function well. The Water Facility has sent a total of 9.591 MG of water to the distribution system with a daily average of 0.343 MGD and a daily max of 0.487 MG. The Wastewater Facility has treated a total of 9.26 MG with a daily average of 0.30 MGD and a daily max of 0.57 MG. Both facilities are within compliance standards per data received to date however the Wastewater Facility has been running higher than average total phosphorus for the month of May.

Flows in the river have been above mean levels for most of the month and there is no concern for drought conditions at this time.

Findings/Current Activity

Notable work performed at the water facility includes the cleaning of the river vault, servicing of the treatment trains, and the delivery of our new outbuilding for equipment storage. We continue to work to slowly reduce the levels of chlorine in our distribution system and are keeping a close eye on regions in the system which have the longest detention times to ensure levels are still appropriate to provide a safe drinking water supply.

Progress on the finish pump replacement project has been moving forward this past month. We have had the pump manufacturer in and have taken two days to pull one of the existing finish pumps to ensure that the exact same piece of equipment is available and have confirmed we can replace the pumps in kind. Completion of control and electrical design has been finished and we are seeking prices for the electrical portion of the project. We have been able to confirm that the pump cans, the sump that the pumps sit and draw water from, are still in fair condition and can be reused. This will save about \$10,000 on the new pumps.

At the wastewater facility work to repair and apply a protective coating to the damaged concrete in the Citric Acid containment area has been completed. We are currently waiting for the materials used to cure before returning all of the equipment to service. Non-potable water pump #2 has been rebuilt and is back in service, a check valve for non-potable water pump #1 has been repaired, the water lines feeding the drum screens have again been repaired and additional water hammer arresters have been ordered to attempt to improve longevity of the line. and we had floatables and grease removed from the raw sewage wet wells again. We have processed 211,574 gallons of biosolids for the month and are slowly backing off of the rate we waste biosolids as we head into summer operations.

We have been able to schedule Suez Zenon in for maintenance work and training with staff on tension adjustments of the membrane cassettes along with some additional desludging method training. This

work is scheduled for the week of June 15, 2020. We have had a cooling fan failure on permeate pump #2 and have pulled the unit from #4 to keep three trains in service. We are working to find a replacement cooling fan for train #4 but have a backup plan for temporary cooling until the new replacement unit is found.

We are behind on processing completed work orders for the month of May but it has been a standard month for work orders at both facilities.

Attached are copies of the WTP page #1 MOR and the wastewater DMR data available to date.

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

1. 2020 May Council Report Data

Recommendation

Sample Motion

march 2018.000

No. Connections Served: 1690
 Population Served: 4185

Flows and Chemical Dosages

DATE	Raw Water Treated MGD	Finished Water Produced MGD	Finished Water Delivered MGD	Hours in Service	Alum		Carbon		Chlorine		Fluoride		Polymer		KMnO4		Soda Ash		Chlorine		Corr Inhibitor	
					Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L
1	0.375		0.289	10.0	35	11.3	3	0.9														
2																						
3																						
4	0.521		0.459	15.5	56	12.8	3	0.7														
5	0.494		0.389	15.5	51	14.8	3	0.8														
6	0.508		0.442	15.0	51	12.0	3	0.8														
7	0.516		0.451	15.0	51	11.8	4	1.0														
8	0.516		0.450	15.0	56	13.0	4	0.9														
9	0.143		0.125	4.0	15	12.8	1	0.8														
10	0.226		0.196	6.5	20	10.7	2	0.8														
11	0.563		0.430	13.0	61	13.0	5	1.1														
12	0.512		0.452	15.5	46	10.7	4	0.9														
13	0.515		0.448	15.5	56	13.0	4	0.9														
14	0.517		0.453	15.0	51	11.8	6	1.5														
15	0.521		0.453	15.0	56	12.8	4	0.9														
16	0.108		0.098	3.0	5	5.6	1	0.8														
17	0.227		0.185	6.8	20	10.7	2	1.1														
18	0.500		0.435	15.0	51	12.2	3	0.8														
19	0.185		0.175	6.0	15	9.9	1	0.8														
20	0.336		0.268	9.0	25	9.0	2	0.9														
21	0.552		0.478	16.0	30	6.6	5	1.0														
22	0.557		0.487	16.0	51	10.9	4	0.9														
23	0.176		0.149	6.0	15	10.4	1	0.8														
24	0.151		0.127	4.5	15	12.1	1	1.0														
25																						
26	0.471		0.445	15.0	51	12.9	4	1.0														
27	0.532		0.464	15.5	51	11.4	4	1.0														
28	0.523		0.454	16.0	51	11.6	4	0.9														
29	0.527		0.455	12.2	46	10.4	4	1.0														
30	0.261		0.226	6.5	25	11.6	2	0.7														
31	0.125		0.108	5.0	15	14.6	2	1.5														
Total	11.158		9.591	322.9	1080	320.3	88	26.4	0.0	0.00	101.3	29.1	1.41	0.418	85	25.8	0.0	0.00	266.7	82.17	0.0	0.00
Maximum	0.563		0.487	16.0	61	14.8	6	1.5	0.0	0.00	9.0	2.0	0.09	0.020	4	1.3	0.0	0.00	15.1	5.57	0.0	0.00
Minimum	0.108		0.098	3.0	5	5.6	1	0.7	0.0	0.00	0.3	0.1	0.01	0.008	1	0.7	0.0	0.00	2.2	0.49	0.0	0.00
Average	0.398		0.343	11.5	39	11.4	3	0.9	#DIV/0!	#DIV/0!	3.6	1.0	0.05	0.015	3	0.9	#DIV/0!	#DIV/0!	9.5	2.93	#DIV/0!	#DIV/0!

SIGNED: (OPERATOR IN RESPONSIBLE CHARGE)

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

PRINTED NAME

David A Tyrell

Shenandoah River - Entire Month

TITLE OPERATOR CLASSIFICATION
 DPOR CERTIFICATION NO.

Class 1
 1955002813

Berryville STP Monthly DMR Data

May 2020

Date	Effluent Flow MGD	Eff pH SU	Eff Temp Deg C	Eff BOD mg/l	Eff BOD KG/D	Eff TSS mg/l	Eff TSS KG/D	Effluent DO River mg/l	Effluent DO WWTP mg/l	Eff NO2- NO3 mg/l	Eff TN mg/l	Eff TN KG/D	Eff Total N mg/l
5/1/2020	0.57	7.1	17.1						8.5				
5/2/2020	0.14	7.3	17.0						8.8				
5/3/2020	0.46	7.4	19.4						9.8				
5/4/2020	0.42	7.4	18.4	0.00	0.00				9.1	1.88	0.78	1.24	2.66
5/5/2020	0.44	7.2	17.6	1.00	1.65				9.4				
5/6/2020	0.36	7.4	17.9						9.0				
5/7/2020	0.36	7.3	17.2	3.00	4.05				8.5	2.02	1.01	1.36	3.03
5/8/2020	0.33	7.2	17.5					9.7	8.9				
5/9/2020	0.32	7.3	16.7						9.3				
5/10/2020	0.33	7.3	16.8						9.8				
5/11/2020	0.31	7.3	17.1	2.00	2.32				8.8	2.12	0.87	1.01	2.99
5/12/2020	0.31	7.2	16.9	3.00	3.50				9.5				
5/13/2020	0.33	7.2	17.3						9.6				
5/14/2020	0.32	7.2	18.6	2.00	2.42				9.4	3.21	0.79	0.96	4.00
5/15/2020	0.33	7.2	19.6					9.6	8.9				
5/16/2020	0.30	7.2	18.8						8.4				
5/17/2020	0.25	7.3	19.4						8.5				
5/18/2020	0.25	7.2	19.7	2.00	1.88				8.4	1.05	1.39	1.31	2.44
5/19/2020	0.16	7.2	19.7	2.00	1.17				8.0				
5/20/2020	0.18	7.2	18.9						8.6				
5/21/2020	0.25	7.2	19.1	4.00	3.82				7.7	1.88	1.14	1.09	3.02
5/22/2020	0.31	7.1	19.2						8.6				
5/23/2020	0.33	7.1	19.5						8.9				
5/24/2020	0.32	7.1	20.2						8.8				
5/25/2020	0.34	7.1	20.4						8.5				
5/26/2020	0.27	7.1	20.5						8.9				
5/27/2020	0.22	7.1	21.0						8.8				
5/28/2020	0.17	7.2	21.6						8.1				
5/29/2020	0.14	7.0	22.6						7.9				
5/30/2020	0.16	7.1	22.4						8.2				
5/31/2020	0.32	6.8	21.2						8.6				
Minimum	0.14	5.8	16.7	0.00	0.00			9.6	7.7	1.05	0.78	0.96	2.44
Maximum	0.57	7.4	22.6	4.00	4.05			9.7	9.8	3.21	1.39	1.36	4.00
Total	9.26	223.0	589.3	19.00	20.81			19.3	271.2	12.16	5.98	6.96	18.14
Average	0.30	7.2	19.0	2.11	2.31			9.7	8.7	2.03	1.00	1.16	3.02
Geo Mean	0.28	7.2	18.9	2.03	2.18			9.6	8.7	1.93	1.0	1.15	2.99

Berryville STP Monthly DMR Data
May 2020

Date	Eff Total N KG/D	Eff Total P mg/l	Eff Total P KG/D	E-coli No./100ml
5/1/2020				
5/2/2020				
5/3/2020				
5/4/2020	4.23	1.72	2.73	1
5/5/2020				1
5/6/2020				
5/7/2020	4.10	1.52	2.06	1
5/8/2020				
5/9/2020				
5/10/2020				
5/11/2020	3.47	0.22	0.26	1
5/12/2020				1
5/13/2020				
5/14/2020	4.85	1.02	1.24	1
5/15/2020				
5/16/2020				
5/17/2020				
5/18/2020	2.30	0.97	0.92	1
5/19/2020				1
5/20/2020				
5/21/2020	2.89	0.70	0.67	1
5/22/2020				
5/23/2020				
5/24/2020				
5/25/2020				
5/26/2020				
5/27/2020				
5/28/2020				
5/29/2020				
5/30/2020				
5/31/2020				
Minimum	2.30	0.22	0.26	1
Maximum	4.85	1.72	2.73	1
Total	21.84	6.15	7.87	9
Average	3.64	1.03	1.31	1
Geo Mean	3.53	0.86	1.01	1

Submitted by Chief of Police Neal White

Monthly Activity Report

The activity report for the month of May 2020 is attached to this memo.

There are a few things that I would like to point out concerning the activity report in comparison to 2019 data. For the months of March through May in 2019, the department responded to 630 calls for service and made 20 arrests. For the same period in 2020 the department responded to 456 calls for service and made 24 arrests. That is a 27.6% decrease in calls for service and 20% increase in arrests.

I attribute the decrease in the calls for service to the impact of Covid-19. The department calls for service decreased by 95 in April 2020, when the stay at home orders were the most restrictive, compared to April 2019. The increase in arrests appears to stem from the assault and battery category where we have responded to more of this call category in 2020 than at the same time in 2019.

Lastly, our mental health crisis calls decreased 31% March through May 2020 compared to the same period in 2019. In the 2019 period the department handled 42 calls related to a mental health crisis and that number has dropped to 29 for 2020.

Public Safety Committee

The Public Safety Committee did not meet in May 2020. At this time there is not a scheduled meeting set due to the impact of Virginia Governor's Executive Order 55.

Covid-19 Response

The department continues to operate utilizing guidance and directives from the CDC, VDH, and Office of the Governor.

I have been in contact with representatives of our local Virginia Department of Health Office concerning response to complaints associated with Executive Order 63 mandating the wearing of masks. The Virginia Department of Health was tasked with the enforcement of the mandatory mask provisions of Executive Order 63. Members of the public who have concerns, questions, or complaints regarding

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Executive Order 63 will be advised to call **1-877-ASK-VDH3** which is a number that is maintained and monitored by VDH.

The department has fielded a fair number of calls regarding Executive Orders from the Governor's Office concerning gatherings, social distancing, masks, and travel.

The department still has adequate PPE supplies on hand to follow CDC guidance for safe and effective law enforcement response to calls for service. At this point, I have not altered or amended the department directive instituted at the onset of this crisis concerning law enforcement response to calls for service during the Covid-19 pandemic.

Department Practices Concerning Use of Force

I would like to take a moment to outline department policies, training, and practices regarding the use of force in light of the tragic incident involving the Minneapolis Police Department and George Floyd. To begin, I must state that what I have observed related to the conduct of the officer through video evidence and the accounting of the event by way of the criminal complaint charging the officer involved are absolutely appalling.

The department has a policy concerning the use of force which establishes ethics, values, the sanctity of all human life, and the concept of proportionality as essential core elements. The policy also establishes de-escalation techniques, a duty to intervene by other officers on scene witnessing an unreasonable application of force, and a responsibility to disengage once compliance is achieved. Preserving the trust of the community from which the department derives authority is paramount.

Members of the department review this policy annually and often attend additional trainings which cover topics such as community policing, use of force, defensive tactics, excited delirium, de-escalation techniques, and bias reduction.

When a member of the department is involved in an incident which requires a response to resistance through the use of force where they utilize striking techniques or deploy OC spray, an impact weapon, or firearm, a report concerning the force used to respond to the resistance must be completed and the incident is reviewed by a supervisor. Any injuries are documented and medical attention is administered. It should also be noted that any officer involved shootings would be investigated by the Virginia State Police and data concerning this incident type would be submitted for inclusion in the annual *Crime in Virginia* report as required by the Code of Virginia.

As the Chief of Police for this department I take issues regarding how officers interact with the community very seriously and acknowledge the fact that the authority and trust granted to law enforcement officers of this nation is derived from those we serve. I believe it is very important that the members of this Council as well as the community know that this department is composed of well-trained professionals who value the trust of the community and led by a Chief that promotes ethical behavior, empathy, proportionality, and the sanctity of all human life.

I have received some requests from community leaders to engage in additional conversations regarding this topic and intend to participate in these discussions as an avenue to continue the positive relationship we enjoy with our community.

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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

Police and Security Report

Month/Year: May 2020	Year To Date 2020	May 2020	April 2020
<u>Complaints Answered</u>			
911 Hang Up:	20	2	1
Alarms:	48	5	12
Animal Complaint:	56	15	6
Assault:	16	1	3
Assist County:	20	4	3
Assist EMS and Fire:	161	15	17
Auto Larceny:	1	1	0
Burglary:	1	1	0
Civil Complaints:	33	3	6
Disturbance:	14	2	3
Domestic Disturbance:	8	2	2
Driving Under the Influence	3	0	1
Drunk In Public:	3	2	0
Fraud:	13	0	3
Larceny:	20	3	5
Harassment/Intimidation:	9	2	2
Homicide:	0	0	0
Identity Theft	1	0	0
Juvenile Related:	22	11	2
Mental Health Crisis:	29	6	8
Narcotics Related:	10	2	1
Noise:	22	7	7
Public Service:	2	2	0
Rape:	1	0	0
Robbery:	0	0	0
Shoplifting:	0	0	0
Suspicious Activity:	37	7	8
Trespassing:	6	0	1
Vandalism:	10	6	1
Welfare Check:	43	8	6
Miscellaneous Complaints:	208	56	31
Total Complaints Answered:	817	163	129



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W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date 2020	May 2020	April 2020
<u>Traffic</u>			
Accidents Investigated:	8	0	3
Assist Motorist:	0	0	0
Child Safety Seat Install:	1	0	0
Funeral Escort:	7	1	0
Hit & Run:	3	0	0
Parking Tickets:	64	1	0
Traffic Warnings:	60	16	1
<u>Traffic Summons Issued</u>			
Defective Equipment:	0	0	0
Driving Suspended:	2	1	0
Expired Inspection:	8	1	0
Expired Registration:	1	0	0
Fail to Obey Highway Sign:	11	6	0
Fail to Obey Traffic Signals:	0	0	0
Fail to Stop/Lights & Siren:	0	0	0
Fail to Yield Right of Way:	1	0	1
Hit and Run:	0	0	0
No Liability Insurance:	0	0	0
No Operator's License:	3	1	0
No Seat Belt:	0	0	0
Reckless Driving:	2	0	0
Speeding:	29	13	3
Miscellaneous Summons:	5	0	1
Total Traffic Summons Issued:	62	22	5
<u>Found Open at Businesses in Town</u>			
Doors:	8	1	2
Windows:	0	0	0
Garage Doors:	0	0	0



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W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date 2020	May 2020	April 2020
<u>Criminal Arrests Made</u>			
Abduction:	0	0	0
Arson:	0	0	0
Assault and Battery:	4	1	0
Assault and Battery on Police Officer:	2	0	0
Auto Larceny:	0	0	0
Breaking and Entering:	0	0	0
Capias:	1	0	0
Disorderly Conduct:	0	0	0
Driving Under the Influence:	2	0	1
Drunk In Public:	1	0	0
Fail to Obey Police Officer:	2	0	0
Fail to Pay Parking Ticket:	0	0	0
Forgery:	0	0	0
Fraud:	0	0	0
Homicide:	0	0	0
Illegal Drugs/Paraphernalia:	26	3	0
Petty Larceny:	0	0	0
Possess Alcohol Underage:	0	0	0
Protective Order Violations:	2	0	0
Rape:	0	0	0
Resisting Arrest:	3	0	0
Robbery:	0	0	0
Shoplifting:	1	0	0
Trespassing:	1	0	0
Vandalism:	0	0	0
Weapons Violation:	3	0	0
Miscellaneous Criminal Arrests:	8	3	1
Juvenile Detention Order Totals:	0	0	0
Total Criminal Arrests:	56	7	2

**Berryville Town Council Item Report Summary
June 9, 2020**

Item Title

Community Development - Community Development Update

Construction Project Update

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

1. Community Development Update
2. Construction Project Update

Recommendation

Sample Motion

Town Council Agenda Item Report Summary

June 9, 2020

Item Title

Community Development Update

Prepared By

Christy Dunkle

Planning Commission

No meeting was held since the May Council meeting.

Berryville Area Development Authority

The BADA met on Wednesday, May 27, 2020 at 7:00 pm to discuss a development application to extend McNeil Drive. They set a public hearing for their June 24, 2020 meeting for the following request:

House of Lords, Inc. and Ding Yi Wang, Owners (Jon Erickson, Morris & Ritchie Associates, Agent) are requesting Final Plat and Site Plan approval in order to construct an extension of McNeil Drive, creating a two-lot subdivision on the parcel identified as Tax Map Parcel number 14-5-251E zoned Business Commercial (BC). SP 01-20

Architectural Review Board

No meeting was held since the May Council meeting.

Tree Board

No meeting was held since the May Council meeting.

Board of Zoning Appeals

The BZA has not held a meeting since the last Council meeting.

Town Council Agenda Item Report Summary

June 9, 2020

Item Title

Construction Project Update

Prepared By

Christy Dunkle

Robert Regan Village

- 120 age- and income-restricted apartments
- Construction underway
- Staff attends monthly progress meetings
- Added a leasing trailer to the site
- Anticipating substantial completion August, 2020

Shenandoah Crossing Subdivision

- 82 single-family homes
- Owned by D.R. Horton, Inc.
- To be developed by D.R. Horton, Inc.
- Zoned DR-2 Detached Residential
- Cluster layout
- HOA-maintained facilities
- Grading plans for eight lots are currently under review

Fellowship Square Subdivision

- 50 single-family homes
- Zoned DR-4 Detached Residential
- Cluster layout
- HOA maintained facilities
- Sanitary sewer work has been completed on Fairfax Street
- Grading plans for eight lots are currently under review

Hermitage Phase V

- 71 single-family homes
- Owned by Silver Lake Development
- Final phase of Hermitage subdivision (started 2000)
- Zoned R-1 and DR-1
- Rezoning approved by Town Council at the September 10, 2019 meeting to align new layout with proposed parcel lines
- Phase V will have HOA oversight, other phases will not be affected
- Review of construction plans currently underway
- DEQ stormwater review currently underway
- Draft final plat submitted for staff review
- No anticipated start

June 9, 2020

Report of the Town Manager

Recorder Position

Recorder Arnold was elected to his current position in May 2018. His current term began on July 1, 2018 and will end on June 30, 2022.

In May of this year Mr. Arnold was elected to be the Town's next mayor. His term as mayor will begin on July 1, 2020.

When Mr. Arnold resigns as recorder to assume the position of mayor, the recorder position will be vacant.

Virginia Code §24.2-226 requires the Council to petition the Clarke County Circuit Court within 15 days of such a vacancy, requesting that the court schedule a special election. The deadline for such a petition will have been met if the Council acts in this regard at its July 14 meeting.

In accordance with Virginia Code §24.2-228, the Town Council may appoint someone to fill a vacant post. If this replacement is not appointed within 45 days of the vacancy, then the Clarke County Circuit Court may appoint someone to fill the position. The deadline for appointment will have been met if the Town Council acts at its August 11, 2020 meeting.

In accordance with Virginia Code §24.2-226 & §24.2-682, the Clarke County Circuit court will schedule a special election to fill the remainder of the vacated term. Mr. Mitchell is reviewing this matter and will be able to provide guidance in this regard before July 1.

The last item in this report is a discussion of meeting dates and agenda items to meet needs in the near term.

Town Manager Review

The process by which the town manager is reviewed calls for meetings/discussions in June 2020 to develop goals and objectives for the manager and communicate those goals and objectives to the manager.

While this process will not be completed in mid-June as planned, it appears that a goal of having goals and objectives in the manager's hands by mid-July is certainly possible. The first step in the process would be to hold a closed session in which the Council develops goals and objectives for the position. The second step in the process would be to hold a closed session in which the Council communicates its goals and objectives to the manager.

The Council is asked to schedule the two meetings at which it would conduct the closed sessions discussed above.

The last item in this report is a discussion of meeting dates and agenda items to meet needs in the near term.

Budget Amendment

Unfortunately, staff is in the position of requesting that the Council consider amending the FY2021 Budget early in the new fiscal year. Several items that were to be included in the budget did not appear in the budget that was the subject of last month's public hearing. Further, one project that has been under consideration for some time (budgeted in FY19 and funds reserved after that FY) is now ready to go and needs to be addressed in the FY21 budget. The items in question are:

General Fund

Funding for Police Department career development program \$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 General Fund Contingency. This would leave the General Fund Contingency line item with \$104,300 remaining.

General Fund Total \$6,000

Water Fund

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

Funding for this item would be taken from reserves established for this purpose.

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.

Funding for this item would be taken from the equipment/repair reserve line item in this year's Water Fund CIP.

Water Fund Total \$138,000

Equipment/Repair Reserve line item reduced from \$25,000 to \$19,000.

Sewer Fund

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

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

Funding for this item would be secured by reducing the Capital Reserves line item in this year's Sewer Fund CIP.

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.

Funding for this item would be secured by reducing the Capital Reserves line item in this year's Sewer Fund CIP.

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.

Funding for this item would be secured by reducing the Capital Reserves line item in this year's Sewer Fund CIP.

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.

Funding for this item would be secured by reducing the Capital Reserves line item in this year's Sewer Fund CIP.

Sewer Fund Total \$120,000

Capital Reserves line item reduced from \$243,197 to \$123,197.

The magnitude of the proposed amendment requires a public hearing be held before the Council can consider the change.

The last item in this report is a discussion of meeting dates and agenda items to meet needs in the near term.

Meetings

Staff offers the following as a starting point for discussions about Council meetings in the near term:

July 6, 2020

Agenda items:

- Public Hearing on budget amendments
- Any organizational items that will need to be discussed.
- Closed session to discuss filling the recorder position.
- Closed session to establish goals and objectives for town manager

July 14, 2020

Agenda items:

- Determination on budget amendments
- Request Special Election
- Closed session to provide town manager with Council's goals and objectives for the coming year
- Other regular business

August 11, 2020

Agenda items:

- Appointment of recorder
- Other regular business

It is important to note that the Town Council typically does not meet in August. Further, I am aware that many people have delayed vacations because of the Covid-19 pandemic and there will likely be many scheduling conflicts in August. Staff will continue to work with the Council to develop a meeting schedule for the first part of the fiscal year that meets the needs of governance and addresses the schedules of elected and appointed officials and Town employees alike.

Community Development Committee Report by Kara Rodriguez

The Community Development Committee will meet this month to prepare for the start our branding work, set to begin in mid-July. Our meeting is set for Monday, June 22, at 2 p.m.

Berryville Town Council Item Report Summary
June 9, 2020

Item Title

Personnel, Appointments, and Policy - Appointments to Planning Commission and ARB

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

1. Board Appointments

Recommendation

Sample Motion

Town Council Agenda Item Report Summary

June 9, 2020

Item Title

Board Appointments

Prepared By

Christy Dunkle

Background/History/General Information

The Berryville Town Council Personnel Committee met on May 19, 2020 and discussed two reappointments to the Planning Commission (Sheryl Reid and Krish Mathur) and one to the Architectural Review Board (Robin McFillen).

All of those referenced above have been contacted by staff and are willing to serve another term on their respective boards.

Jim Barb, whose term also expires at the end of June, does not wish to be reappointed. Jim was a founding member of the ARB. A resolution honoring Mr. Barb's long service is included with this staff report.

Matt Bass, a Town representative on the Berryville Area Development Authority, has been appointed to the Clarke County Board of Supervisors to fill the unexpired term of Mary Daniel. Discussion should occur at the Council meeting about an appointment to replace Mr. Bass on the BADA. Current members of the Development Authority include:

- Allen Kitselman, Chair, Town representative
- George Ohrstrom, Vice Chair, County representative
- Matt Bass, Town representative
- Tom Parker, Town representative
- Kathy Smart, County representative
- David Weiss, County representative/BOS

Other annual appointments include Barns of Rose Hill, Northern Shenandoah Valley Regional Commission, and Berryville Main Street. These will be discussed at the next Personnel Committee meeting in July.

Findings/Current Activity

Krish Mathur was originally appointed to the Planning Commission in August of 2016. His term expires August 9, 2020. Staff recommends a reappointment effective June 30, 2020 through June 30, 2024 in order to align his term with the quarterly appointment calendar.

Sheryl Reid was originally appointed in June of 2012 and reappointed in 2016. Her term expires on June 30, 2020. Staff recommends a reappointment effective June 30, 2020 through June 30, 2024.

Robin McFillen was originally appointed in 2013 and reappointed in 2016. Her term expires on June 30, 2020. Staff recommends a reappointment effective June 30, 2020 through June 30 2024.

Mr. Barb's vacancy will need to be filled by Town Council.

Financial Considerations

N/A

Schedule/Deadlines

Staff recommends Council take action at the June 9, 2020 meeting.

Other Considerations

N/A

Recommendation

Recommend that Council reappoint Ms. Reid and Mr. Mathur to Planning Commission and Ms. McFillen to ARB.

Sample motions:

I move that the Council of the Town of Berryville reappoint Sheryl Reid to the Berryville Planning Commission for a term beginning June 30, 2020 and ending June 30, 2024.

I move that the Council of the Town of Berryville reappoint Krish Mathur to the Berryville Planning Commission for a term beginning June 30, 2020 and ending June 30, 2024.

I move that the Council of the Town of Berryville reappoint Robin McFillen to the Berryville Architectural Review Board for a term beginning June 30, 2020 and ending June 30, 2024.

**Berryville Town Council Item Report Summary
June 9, 2020**

Item Title

Personnel, Appointments, and Policy - Resolution Honoring Jim Barb for Service on ARB

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

1. Barb Resolution 06.09.2020

Recommendation

Sample Motion



**A RESOLUTION OF THE COUNCIL OF THE TOWN OF BERRYVILLE, VIRGINIA
HONORING JAMES E. BARB**

WHEREAS, Mr. Barb was an original member of the Berryville Architectural Review Board (ARB); and

WHEREAS, Mr. Barb was first appointed to the ARB in 1991; and

WHEREAS, Mr. Barb was elected chairman of the Architectural Review Board in 2000 and has acted in that role since that time; and

WHEREAS, Mr. Barb has shown unwavering support for historic preservation efforts of the Town of Berryville for nearly 30 years; and

WHEREAS, Mr. Barb has offered invaluable advice and information as a volunteer on the Architectural Review Board; and

WHEREAS, Mr. Barb has promoted the community through his business, Jim Barb Realty, and his volunteer work in the community, including the Clarke County Economic Development Advisory Committee, Clarke County Lions Club, and Clarke County School Board;

NOW, THEREFORE, BE IT RESOLVED, that the Council of the Town of Berryville honors the important role that Jim Barb has played in the community through his dedicated service on the Berryville Architectural Review Board.

By order of the Town Council this ninth day of June, 2020.

Patricia Dickinson, Mayor

Harry Lee Arnold, Jr., Recorder

Berryville Town Council Item Report Summary
June 9, 2020

Item Title

Streets and Utilities - Update: REC Quote for Downtown Light Work

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

1. Street Light Pilot Follow-Up

Recommendation

Sample Motion

Town Council Agenda Item Report Summary

June 9, 2020

Item Title

Street Light Pilot Program Follow-up

Prepared By

Christy Dunkle

Background/History/General Information

May 12, 2020 Staff Report

At the request of Town Council, Rappahannock Electric Cooperative (REC) installed three lights with varying wattage and arm length in January of 2020. A survey was posted on the Town's website requesting input from residents on these lights located on East Main Street and in Hogan's Alley. The survey results and comments from the survey were compiled and presented to Town Council at the March 10, 2020 meeting. This report is included with this staff report.

Findings/Current Activity

Staff forwarded findings to Jeff Hinson, Rappahannock Electric Cooperative's Director of Member Services and Community Relations (Blue Ridge District), who has updated pole location and existing lighting and created a cost estimate identified below.

May 12, 2020 Staff Report

Based on survey input, the 10' arm with 70-watt light emitting diode (LED) lighting was deemed most suitable in this context. Staff has identified 19 existing street lights on Main, Buckmarsh, and Crow streets to be modified to accommodate these lights. The existing street lights vary in arm length, wattage, and bulb type (LED or high-pressure sodium [HPS] bulb).

Financial Considerations

Mr. Hinson has estimated that the cost to modify the lighting to feature a 10' arm with a 70W LED as identified by staff and approved by Town Council at the May meeting will be \$5,875.00.

May 12, 2020 Staff Report

Staff will request costs from REC at Council's direction.

Schedule/Deadlines

In order to implement the proposed modifications, staff is recommending approving the amount identified below from Rappahannock Electric Cooperative staff.

May 12, 2020 Staff Report

Staff is requesting input from Council members at this meeting.

Other Considerations

N/A

Recommendation

Approve as requested using contingency funds.

Sample Motion:

I move that the Council of the Town of Berryville fund lighting modifications to downtown street lights as identified on the attached spreadsheet in the amount of \$5,875.00. These funds shall come from contingency funds in the FY 21 budget.

May 12, 2020 Staff Report

Direct staff to request cost estimates from REC.

Sample Motion:

I move that the Council of the Town of Berryville ask staff to contact REC for pricing of the proposed street light modifications based on survey input.

Attachment:

- Spreadsheet identifying specific pole modifications

Pole #	Address/Property	Current Condition	Proposed Condition	Comments
East Main Street				
N 2628	106 East Main Street	10' arm - 40W LED	10' arm - 70 LED	Replace light
N 2650	Washington Square Apartments	10' arm - 40W LED	10' arm - 70 LED	Replace light
N 2651	CCHA / FISH 32-36 East Main Street	6' arm - HPS	10' arm - 70 LED	Replace light and ARM
N 2652	30 East Main Street	6' arm - 40W LED	10' arm - 70 LED	Replace light and ARM
N 2653	Bank of Clarke County - east	10' arm - 70 LED	N/A	DO NOTHING
N 2634	Bank of Clarke - west	10' arm - 140 LED	70 LED	Replace light
West Main Street				
N 2453	2 West Main Street / Sponseller's Flower Shop	6' arm - 70 LED	10' arm - 70 LED	Replace ARM
N 2454	14 West Main Street / Tea Cart	6' arm - 70 LED	10' arm - 70 LED	Replace ARM
N 46450	32 West Main Street / Boyd's Nest	6' arm - HPS	10' arm - 70 LED	Replace light and ARM
BT2-4	36 West Main Street / Mario's Pizza	6' arm - HPS	10' arm - 70 LED	Replace light and ARM
N 59096	115 West Main Street / Blue Ridge Hospice	6' arm - HPS	10' arm - 70 LED	Replace light and ARM
N 59095	107 West Main Street / Blossman Gas	6' arm - HPS	10' arm - 70 LED	Replace light and ARM
South Buckmarsh Street				
BT2-5	Southeast corner Buckmarsh and Main, east side of Buckmarsh	6' arm - HPS	10' arm - 70 LED	Replace light and ARM
BT2-6	10 South Buckmarsh Street	6' arm - HPS	10' arm - 70 LED	Replace light and ARM
BT2-7	100 South Buckmarsh Street / Broy and Son Pump Services	6' arm - HPS	10' arm - 70 LED	Replace light and ARM
Crow Street / South Church Street				
N 2665	15 Crow Street / Reed's Pharmacy	6' arm - HPS	10' arm - 70 LED	Replace light and ARM
N 19834	Parking lot NIK's	6' arm - HPS	10' arm - 70 LED	Replace light and ARM
N 2669	Intersection South Church and Crow streets	6' arm - HPS	10' arm - 70 LED	Replace light and ARM
N41357J	20 South Church Street / Dollar General	6' arm - HPS	10' arm - 70 LED	Replace light and ARM
N 46449	5 South Church Street / Farmers Insurance	6' arm - 70 LED	10' arm - 70 LED	Replace ARM