



Berryville Town Council

MEETING AGENDA

Berryville-Clarke County Government Center

101 Chalmers Court, Second Floor

Main Meeting Room

Regular Session

July 14, 2020

7:30 PM

***COVID Notice: All attendees and participants must observe social-distancing guidelines mandating six-foot intervals between persons. Members of the public may be required to wear facemasks.***

Item

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**1. Reconvene and Call to Order**

The Town Council, having met jointly with the Clarke County Board of Supervisors at 6:30 p.m. and recessed at the conclusion of that meeting, will now reconvene for its regular session.

**2. Pledge of Allegiance**

**3. Approval of Agenda**

**4. Presentations/Awards and Recognitions**

**5. Public Hearings**

**6. Discussion of Public Hearing Items**

**7. Citizens' Forum**

**8. Consent Agenda**

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Approval of Minutes

June 9 Regular Meeting

June 22 Community Development Committee Meeting

**9. Unfinished Business**

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Budget and Finance

Community Development

Personnel, Appointments, and Policy

Public Safety

Streets and Utilities

**14. Closed Session**

**15. Adjourn**

**Berryville Town Council Item Report Summary  
July 14, 2020**

**Item Title**

Consent Agenda - Approval of Minutes

June 9 Regular Meeting

June 22 Community Development Committee Meeting

**Prepared By**

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**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 comprises two items to be considered for approval:

Minutes of the 06/09/20 regular meeting of the Town Council

Minutes of the 06/22/20 meeting of the Community Development Committee

**Financial Considerations**

None

**Schedule/Deadlines**

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

**Other Considerations**

**Attachments**

1. Consent Agenda 07.14.2020 Redacted

**Recommendation**

**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**  
**June 9, 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. Two members of the Council participated by telephone, and the meeting was livestreamed on YouTube.

**Town Council:** Present--Patricia Dickinson, Mayor; Harry Lee Arnold, Jr., Recorder; Diane Harrison; Kara Rodriguez. Participating remotely—Donna Marie McDonald 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; Dave Tyrell, Director of Public Utilities; Chief Neal White, Berryville Police Department

**Press:** Mickey Powell, *The Winchester Star*

**1. Call to Order**

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

**2. Pledge of Allegiance**

**3. Approval of Agenda**

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

**4. Presentations/Awards/Recognitions**

See item 12 under Personnel, Appointments, and Policy Committee

**5. Public Hearings**

No public hearing was scheduled.

## 6. Discussion of Public Hearing Items

There being no public hearing, no discussion occurred.

## 7. Citizens' Forum

Berryville resident Mary Ivey thanked the Council for taking the initial step toward resolving stormwater problems. She also described problems with the maintenance of Town Run and with culvert repair on Virginia Avenue.

## 8. Consent Agenda

The consent agenda comprised the minutes of the May regular meeting of the Town Council, the Personnel Committee, and the Streets and Utilities Committee.

Ms. Harrison 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.

## 9. Unfinished Business

Approval of Fiscal Year 2021 Budget and Appropriation of Funds.

Recorder Arnold moved 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. Ms. Harrison seconded.

Roll call vote as follows:

McDonald: Aye

Harrison: Aye

Gibson: Aye

Rodriguez: Aye

Arnold: Aye

Dickinson: Aye

The motion passed.

**Discussion: Southeast Collector Study**

Ms. Dunkle noted that the Town and the County had been collaborating for more than a year on obtaining a transportation study regarding a collector road. She directed Council's attention to her report in the agenda packet summarizing multiple scenarios developed by Town and County staff, and said the Council and Board of Supervisors would discuss the matter in their joint meeting on July 14.

Mr. Dalton said Council should determine how it wishes to proceed and discuss this with the Board of Supervisors. He suggested that a committee or subcommittee of the Berryville Area Development Authority be assigned a cost-benefit analysis to determine whether planning for expansion of the business park should continue. Ms. Dunkle said the new economic development director should be involved in discussions of zoning matters associated with the project.

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

Ms. Dunkle noted that Recorder Arnold and Ms. Rodriguez serve on the Town-County joint MOU committee, and directed Council's attention to her report stating that Council had identified \$17,500 in the FY2021 budget as a contribution to funding for the new economic development director position, with staff recommending an increase of \$1,000 for each of the two years following.

Ms. Rodriguez said the MOU committee's previous meeting had made clear the County's desire for a truly collaborative relationship between County and Town. She said the committee anticipated an additional two or three meetings in the current year and that she was comfortable with the suggested financial commitment.

Mr. Dalton noted that the MOU stipulates that he or his designee should serve on the committee, and that he preferred to designate Ms. Dunkle for that role.

**Ms. Rodriguez moved 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.**

Mayor Dickinson said she was concerned about a three-year financial commitment because of uncertainty about the economic future. She warned of the possibility of an indefinite escalation with little return on the Town's investment.

Ms. Rodriguez, as chair of the Council's Community Development Committee, noted the role of the other committee members, Recorder Arnold and Ms. Harrison, in refining the MOU.

Recorder Arnold said the County had solicited the Town's input in its hiring of the previous economic development director and had expressed interest in continuing this pattern with the upcoming hire. He said it is important for the County to know the Town is committed to assisting with the new position over a prolonged period.

**Roll call vote as follows:**

**McDonald: Aye**

**Harrison: Aye**

**Gibson: Aye**

**Rodriguez: Aye**

**Arnold: Aye**

**Dickinson: Aye**

**The motion passed.**

**10. Council Member Reports**

**Ward 1**

Ms. McDonald said constituents had expressed concern about construction and lighting matters.

**Wards 2 and 3**

Members had nothing to report.

**Ward 4**

Ms. Rodriguez read the attached report.

**Recorder**

Recorder Arnold had nothing to report.

**Mayor**

Mayor Dickinson, this being the final meeting of the full Council during her term in office, said she was grateful for the privilege of being able to serve, and thanked the Council for its efforts. She noted that challenges and controversies had occurred, but said she hoped meaningful discussion and debate would continue. She cited Robert Regan Village, traffic-calming and pedestrian safety

measures, and stormwater and waste water measures as notable accomplishments during her tenure in office. She said fiscal processes had been improved and budgets tightened during her term.

## **12. Staff Reports**

### **Public Works**

Mr. Dalton said springtime paving has gone well in terms of both quality and quantity. He noted utility projects, including Josephine Street, Osborne Street, Rockcroft subdivision, and Bel Voi Drive, that will need attention before paving can occur in those areas. He thanked W-L Construction and Public Works staff for their efforts. He said Town staff members have also gone to extraordinary lengths in working with the Shenandoah Crossing developer to alleviate problems with noise and dust caused by blasting associated with construction.

### **Public Utilities**

Nothing was added to the customary written report.

### **Police**

Ms. Harrison asked Chief White about a recent increase in the number of incidents involving youth. Chief White said it was attributable to the time of year in combination with restlessness occasioned by confinement and lack of school attendance during the pandemic.

Mayor Dickinson referenced the recent George Floyd incident in Minneapolis and the resultant nationwide unrest and said the Council must ensure that the Town of Berryville participates in a larger commitment to police accountability at all levels of government. She said the relationship between the Police Department and the public in Berryville appears healthy to her but might not seem so to others, and said the Public Safety Committee must examine this relationship and be sure to prevent an incident.

### **Community Development**

Ms. Dunkle noted the upcoming public hearing related to the construction of an extension of McNeil Drive, and provided a brief update on construction in Robert Regan Village, the Shenandoah Crossing and Fellowship Square subdivisions, and Hermitage Phase V.

### **Administration and Finance**

Mr. Jacobs had nothing to add to his report.

## Town Manager

Mr. Dalton said the playground would reopen at some point on the following day, following mowing and the posting of temporary signs limiting occupancy during the phased post-pandemic reopening.

Mr. Dalton said staff and the contractor newly engaged by the Town for branding and marketing were working on the particulars of the contract and that he hoped work would proceed soon.

Mr. Dalton directed Council's attention to the portion of his report addressing the process for selecting a new recorder to replace Mr. Arnold upon his taking office as mayor on July 1. He said it was not clear whether the special election must occur in November or in May of next year, and said he and the Town attorney were seeking clarification on this from the general registrar and the circuit court.

Ms. Rodriguez asked whether the Town would advertise for an expression of interest and if so whether the matter would be addressed by the Personnel Committee before consideration by the full Council. Mr. Dalton said this would be up to the Council. He said committee involvement probably would not be helpful because of the limited time permitted to make the appointment, and recommended that Council discuss the matter in its July 6 work session.

Mr. Dalton said Council must decide whether to meet in August, noting that omission of the August meeting has been customary in the past and that opportunities for staff vacations had been severely curtailed thus far by pandemic restrictions.

Mr. Dalton directed Council's attention to the portion of his report dealing with the town manager review process. He asked that Council schedule two closed sessions for discussing goals and objectives for the town manager and communicating them to him.

Mr. Dalton then directed Council's attention to the suggested amendment to the FY2021 budget comprising one item related to police training and multiple items related to utilities. He noted that the dollar amounts in question were sufficiently large to require a public hearing. He and Ms. McDonald and Mr. Tyrell discussed the proposed finish water pump replacement.

Ms. Gibson asked that staff provide Council with an updated summary of all reserve balances after approval of the amendment. Mr. Dalton described a reorganization of reserves that he proposed to undertake, and said he could provide a report to Council by July 14.

There was a discussion of meeting dates and agenda items for those meetings. The Council decided to have the public hearing on the budget amendments at 3:00 p.m. on July 6, with a work session to follow.

Ms. Rodriguez and Mr. Dalton briefly discussed the Virginia Department of Elections Coronavirus Aid, Relief, and Economic Security (CARES) Act funding and federal stimulus funding. Mr. Dalton said the

Town's allocation would be through the County and that the Town had filed for its known expenses. He noted that staff would pursue any other initiatives of the Council.

### **13. Committee Updates**

#### **Budget and Finance**

Ms. Gibson recommended a meeting on July 28 at 9:00 a.m.

#### **Community Development**

Ms. Rodriguez said the committee would meet on June 22 at 2:00 p.m. to prepare for the start of branding work scheduled to begin in mid-July.

#### **Personnel**

Recorder Arnold said the committee had met in May and had discussed the reappointments of Sheryl Reid and Krish Mathur to the Planning Commission and of Robin McFillen to the Architectural Review Board, all of whom wish to be reappointed.

**Recorder Arnold moved 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. Ms. Harrison seconded. The motion passed by unanimous voice vote.**

**Recorder Arnold moved 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. Ms. Rodriguez seconded. The motion passed by unanimous voice vote.**

**Recorder Arnold moved 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. Ms. Harrison seconded. The motion passed by unanimous voice vote.**

Recorder Arnold said Jim Barb had served on the ARB since its founding in 1991 and did not wish to be reappointed upon expiry of his term on June 30. He said the committee would address this vacancy in future meetings.

Recorder Arnold asked the clerk to read the attached resolution.

**Recorder Arnold moved that the Council of the Town of Berryville approve the attached resolution honoring Jim Barb's twenty-nine years of service on the Architectural Review Board. Ms. Rodriguez seconded. The motion passed by unanimous voice vote.**

## **Public Safety**

Ms. McDonald, Mr. Dalton, and Chief White were unable to arrive at a meeting date and time amenable to all, and they agreed to consider the matter outside the present meeting.

## **Streets and Utilities**

Ms. Harrison and the committee having oversight of the street light pilot program, Ms. Dunkle here directed Council's attention to the portion of her report dealing with modification of 20 street lights. Ms. Harrison asked whether the budget included funding for this. Mr. Dalton said it did not but that the project could be funded from the general fund contingency line item if Council wishes to proceed.

There was a discussion of cost and of how many lights to replace and which ones. Recorder Arnold said he preferred not to proceed until after the first of 2021.

There was a discussion of holiday decorations. Ms. Rodriguez suggested that the funds budgeted for holiday decorations could be used for the street light work.

There was further discussion of the particulars of street lights. Ms. Harrison said she preferred to delay further decisions until the July 6 work session.

## **14. Closed Session**

Mayor Dickinson invited a motion to enter closed session to discuss responses to the request for proposals for refuse and recycling curbside collection services.

**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 curbside collection of refuse and recyclables. 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 9:08 p.m.

The Council reconvened in open session at 9:43 p.m.

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

#### Resolution

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

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

Ms. Harrison seconded the motion.

Roll call vote as follows:

McDonald: Aye

Harrison: Aye

Gibson: Aye

Rodriguez: Aye

Arnold: Aye

Dickinson: Aye

The motion passed.

#### 14. Discussion

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

#### Requests for Proposals for Curbside Collection of Refuse and Recyclables

Ms. Rodriguez moved that the Council of the Town of Berryville authorize the Town Manager to negotiate a contract with the top-ranked firm that responded to the request for proposals for curbside collection of refuse and recyclables, and further moved that the Town Manager be authorized to execute any documents related to this matter. Recorder Arnold seconded.

Mayor Dickinson thanked staff for their performance in bringing the process to this point.

**Roll call vote as follows:**

**McDonald: Aye**

**Harrison: Aye**

**Gibson: Aye**

**Rodriguez: Aye**

**Arnold: Aye**

**Dickinson: Aye**

The motion passed.

**15. Adjourn**

Mayor Dickinson invited a motion to adjourn.

Ms. Harrison moved to adjourn, seconded by Ms. Rodriguez. The motion passed by consensus at 9:55 p.m.

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Erecka L. Gibson, Recorder

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Paul Culp, Town Clerk

BERRYVILLE TOWN COUNCIL SIGN-UP SHEET

Citizens' Forum

June 9, 2020

Name:

Town of Berryville Resident?

MARY WIE

Yes

No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

**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>
<b>GENERAL FUND</b>			
	FUND BALANCE		
100-300000-0000	FUND BALANCE FORWARD	\$ 307,000.00	\$ 145,235.00
	<b>TOTAL FUND BALANCE</b>	<b>\$ 307,000.00</b>	<b>\$ 145,235.00</b>
<b>REVENUE FROM LOCAL SOURCES</b>			
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
	<b>TOTAL REV FROM LOCAL SOURCES</b>	<b>\$ 1,462,650.00</b>	<b>\$ 1,488,700.00</b>
<b>OTHER LOCAL TAXES</b>			
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
	<b>TOTAL OTHER LOCAL TAXES</b>	<b>\$ 1,072,817.00</b>	<b>\$ 1,098,000.00</b>
<b>PERMITS, FEES &amp; LICENSES</b>			
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
	<b>TOTAL PERMITS, FEES &amp; LICENSES</b>	<b>\$ 11,500.00</b>	<b>\$ 15,000.00</b>
<b>FINES &amp; FORFEITURES</b>			
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
	<b>TOTAL FINES &amp; FORFEITURES</b>	<b>\$ 44,500.00</b>	<b>\$ 30,500.00</b>
<b>REVENUE FROM MONEY OR PROP</b>			
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
	<b>TOTAL FROM MONEY OR PROP</b>	<b>\$ 149,500.00</b>	<b>\$ 208,000.00</b>

	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	\$	-	\$	-
	<b>TOTAL LOCAL REVENUES</b>	\$	<b>3,066,967.00</b>	\$	<b>3,019,435.00</b>

	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
	<b>TOTAL FROM THE COMMONWEALTH</b>	\$	<b>961,677.00</b>	\$	<b>952,985.00</b>

	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  
 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  
 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

<b>SEWER FUND</b>			
	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

<b>FY 20-21 BUDGET EXPENSES</b>			
Account Number	Account Description	APPROVED 2019-2020	3/11/2020 DRAFT REQUESTED 2020-2021
<b>GENERAL FUND</b>			
<b>TOWN COUNCIL</b>			
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

	<b>TOWN CLERK</b>			
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
	<b>TOTAL TOWN CLERK</b>	\$	54,410.00	\$ 49,350.00
	<b>TOWN MANAGER</b>			
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	BRIGHT 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
	<b>TOTAL TOWN MANAGER</b>	\$	178,915.00	\$ 170,840.00
	<b>LEGAL SERVICES</b>			
100-4012210-3150	PROFESSIONAL SERVICES	\$	35,000.00	\$ 35,000.00
	<b>TOTAL LEGAL SERVICES</b>	\$	35,000.00	\$ 35,000.00
	<b>PERSONNEL</b>			
100-4012220-2100	SOCIAL SECURITY	\$	-	\$ -
100-4012220-2210	VRS	\$	126,000.00	\$ 147,950.00
100-4012220-2220	VMUIP - STD	\$	660.00	\$ 700.00
100-4012220-2230	VMUIP - 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
	<b>TOTAL PERSONNEL</b>	\$	385,930.00	\$ 435,914.00
	<b>INDEPENDENT AUDITOR</b>			
100-4012740-3120	CONTRACTUAL SERVICES	\$	15,750.00	\$ 16,050.00
	<b>TOTAL INDEPENDENT AUDITOR</b>	\$	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	\$	-	\$ -
100-4012410-5305	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 %)	\$	9,430.00	\$ 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/IHEVFD	\$	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

100-4033200-5550	CORRECTION & DETENTION CONFINEMENT OF PRISONERS	\$	250.00	\$	250.00
	TOTAL CORRECTION & DETENTION	\$	250.00	\$	250.00
	PUBLIC WORKS ADMINISTRATION				
100-4041100-1140	COMPENSATION	\$	43,500.00	\$	69,910.00
100-4041100-2160	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

	STREET & ROAD CLEANING			
100-4042200-6007	MATERIALS & SUPPLIES	\$	1,000.00	\$ 500.00
	TOTAL STREET & ROAD CLEANING	\$	1,000.00	\$ 500.00
	REFUSE COLLECTION			
100-4042300-3220	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
	REFUSE DISPOSAL			
100-4042400-3800	FCO LANDFILL CHARGES	\$	40,000.00	\$ 40,000.00
	TOTAL REFUSE DISPOSAL	\$	40,000.00	\$ 40,000.00
	GENERAL PROPERTIES			
100-4043200-3310	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
	BUILDING SERVICES			
100-4064200-3150	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
	PARKS & RECREATION			
100-4071310-3160	CONTRACTUAL SER/IN BLUE	\$	1,000.00	\$ 1,000.00
100-4071310-5699	CONTRIBUTION/CCP&R	\$	-	\$ -
100-4071310-6017	HOLIDAY DECORATIONS	\$	1,500.00	\$ 1,500.00
100-4071310-6018	ROSE HILL PARK MAINTENANCE	\$	5,000.00	\$ 5,000.00
	TOTAL PARKS & RECREATION	\$	7,500.00	\$ 7,500.00

	PLANNING			
100-4081100-1155	COMPENSATION	\$	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 BOARD	\$	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	ENOERS 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
	<b>TOTAL WATER FUND EXPENSES</b>	\$	<b>1,112,875.00</b>	\$ <b>1,445,625.00</b>

**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	VMUP - STD	\$ 225.00	\$ 243.00
502-4012220-2230	VMUP - LTD	\$ 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
	<b>TOTAL PERSONNEL</b>	\$ 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
	<b>TOTAL TREATMENT</b>	\$ 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	\$	-	\$ -
	<b>TOTAL DISTRIBUTION &amp; MAINT</b>	\$	<b>123,475.00</b>	\$ <b>167,400.00</b>
	<b>CAPITAL PROJECTS</b>			
	<b>TOTAL CAPITAL PROJECTS</b>	\$	<b>-</b>	\$ <b>-</b>
	<b>CAPITAL OUTLAY</b>			
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			\$ 7,000.00
502-4094200-8360	HANDHELD METER READER	\$	-	\$ 243,197.00
502-4094200-8411	CAPITAL RESERVES	\$	-	\$ 10,000.00
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
	<b>TOTAL CAPITAL OUTLAY</b>	\$	<b>243,000.00</b>	\$ <b>512,197.00</b>
	<b>CONTINGENCY</b>			
502-4094300-5800	CONTINGENCY (3.00%)	\$	32,230.00	\$ 36,580.00
	<b>TOTAL CONTINGENCY</b>	\$	<b>32,230.00</b>	\$ <b>36,580.00</b>
	<b>DEBT SERVICE</b>			
502-4095000-9118	VRA PRINCIPAL	\$	470,000.00	\$ 470,000.00
	<b>TOTAL DEBT SERVICE</b>	\$	<b>470,000.00</b>	\$ <b>470,000.00</b>

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

<b>TOTAL SEWER FUND EXPENSES</b>	<b>\$</b>	<b>1,834,500.00</b>	<b>\$</b>	<b>2,212,500.00</b>
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<b>TOTAL EXPENSES ALL FUNDS</b>	<b>\$</b>	<b>6,977,019.00</b>	<b>\$</b>	<b>7,631,545.00</b>
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## 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



**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 COMMUNITY DEVELOPMENT COMMITTEE**  
**Berryville-Clarke County Government Center**  
**MINUTES**  
**June 22, 2020**

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A meeting of the Berryville Town Council Community Development Committee was held on Monday, June 22, 2020 at 2:00 p.m. in the Berryville-Clarke County Government Center, located at 101 Chalmers Court in Berryville, Virginia.

**Attendance:**

Members of the committee present: Chair Kara Rodriguez, Diane Harrison

Member of the committee absent: Donna McDonald

Staff participating: Christy Dunkle, Community Development Director; Paul Culp, Town Clerk

**1. Call to Order**

Chair Rodriguez called the meeting to order at 2:03 p.m.

**2. Approval of Agenda**

Ms. Harrison moved for approval of the agenda as submitted. The motion passed by consensus.

**3. New Business**

Ms. Dunkle said she had been in contact with Arnett Muldrow, the firm with which the Town had recently contracted for branding services. She said she and Arnett Muldrow had discussed logistics for a three-day visit that would entail discussions between the firm and a steering committee from the Town, and themed roundtable discussions involving representatives of tourism-related entities, economic development partners, event organizers, historical/cultural/artistic interests, youth, and possibly agriculture. Ms. Dunkle and the committee agreed that the public would be able to participate fully via an online survey provided by Arnett Muldrow as a component of its services.

The committee determined that the workshop would occur during the week of July 20, 2020.

There was a discussion of how to achieve public awareness of the effort, including use of the Town website and email list, and media involvement.

There was a discussion of the makeup of the steering committee, Arnett Muldrow having recommended a maximum of five members. The committee agreed that Ms. Harrison should serve and that the County should have one representative.

There was a discussion of what categories of themed meetings to have and of whether some of those suggested by Arnett Muldrow might be consolidated.

The committee agreed to give further consideration to how best to involve youth.

There was a discussion of particular individuals to consider inviting to participate in roundtable discussions and of which organizations should be represented.

There was a discussion of meeting times and locations.

There was a discussion of whether to depend on virtual or in-person meetings, with the consensus being that the Town's capabilities in the arena of virtual meetings are limited.

#### **4. Other**

No other business came before the committee.

#### **5. Closed Session**

None.

#### **6. Adjourn**

Chair Rodriguez invited a motion to adjourn. Ms. Harrison so moved, with the meeting adjourning by consensus at 2:50 p.m.

## **Member Report by Recorder Erecka Gibson**

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

## **Report of the Department of Public Works**

### **July 6, 2020**

Our yearly milling and paving contract went very well. W L Construction was the low bidder and did a very nice job. They completed the work in timely manner and the finished product looks good and rides nice.

This past month the development of Fellowship Square and Shenandoah Crossing went into high gear. The developer had the contractor focus most of their resources on completing the utilities and the required roadwork on East Fairfax Street and some of Weeks Court.

The water mains on East Fairfax and some of Weeks Court have been completed and passed all required testing. The water mains in this section are now active and all the water services on East Fairfax have been installed to the property line.

The sewer mains and laterals have also been installed. The contractor has to have the sewer mains inspected by close circuit video and submit the disk to Public Works for review. Once this review is completed and any deficiencies noted are abated we then will accept this section into our sewer collection system.

The road work for Fairfax Street was completed last week and the stone subgrade was applied. If weather permits Fairfax and a small section of Weeks Court will be paved the week of July 6<sup>th</sup>.

Once the base asphalt is applied the developer will be applying for building permits and start the construction of several model homes. It's my understanding that D R Horton wants to start these homes as soon as the permits are approved.

**Berryville Town Council Item Report Summary  
July 14, 2020**

**Item Title**

Staff Reports - Public Utilities

**Prepared By**

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**Background/History/General Information**

It has been a busy month for the Utilities Department. Water Plant operations has produced 11.471 MG of water in June. The daily average is 0.382 MGD up by about 40,000 gallons per day from last month and the daily max was 0.503 MG. Staff have been putting in extra hours to maintain water levels with demand during the day towards the end of June such that we were not able to maintain the southeast tank level while putting water into the ground storage. This is a common thing among water treatment facilities to not produce water as fast as peak demand calls for but is not normal for the Town of Berryville. Water supplies are plentiful but it has required some creative staffing to maintain.

The Wastewater plant has enjoyed steady operations in June with no flow issues from any of the storms that have hit the Town. We have treated a total of 7.55 MG of wastewater with an average flow of 0.25 MGD and a peak flow day of 0.42 MG.

The Utilities Department Staff have been trying a new staffing schedule that has a minimum of two operators scheduled on day shift seven days a week and one on evenings every weekday. So far staff seem to be responding well to the new schedule and it has been very helpful to provide for coverage on weekends in the event of illnesses and vacations. More importantly the two operators are able to assist each other as needed and both facilities get the full attention of an operator.

**Findings/Current Activity**

**Water Plant Operations**

The water treatment plant has experienced several operational issues in June. First we had a soft start on one of the finish pumps fail. The pump would run and then simply shut down for no discernible reason. A new soft start has been ordered.

Another issue has been getting proper chemical feeds. We had installed a new hypochlorite line from the chemical building to the injection point using a new "chemical resistant" tubing. However the line kept clogging with debris. We finally realized that the tubing and an inner layer that delaminated and was breaking off and clogging the tube connection points. We have run another new line with a standard chlorine feed tube and have had no further clogging issues. We are working to improve the end of tube connection. This seems to be a weak point in the system and has broken a few of the connection adapters.

Lastly we have had several times where the Alum which is used to help remove particles from the river water did not work efficiently. We are unsure why we have had difficulties using the alum other than something in the raw water must interfere with the mechanism that allows the alum to work properly. We have had to take the WTP off line three times in June to get the system working properly.

We have completed a light flush of the water lines in the Battlefield Estates, Southgate, and Orchard Hills subdivisions. The remainder is scheduled for July. We are also preparing for the 2020 Lead and Copper testing in Berryville contacting those who have been test sites in the past. We have a few sites which are no longer available so we are looking for additional test sites.

#### **Wastewater Plant Operations**

We had a service tech from Suez Zenon Environmental come down and spend a couple days with us working on and repairing the membrane systems. The tech showed us where we can improve our membrane maintenance and what we are doing right that is keeping our system in great shape. We now have all four membrane trains in full service and operating well. We still have a couple modules in kiddie pools to repair but the full system is running and producing a good effluent.

A cooling fan on one of our permeate pumps has failed and we have a box fan sitting on the motor to keep it in service until a new fan can be purchased and installed. We also have found that the permeate pumps are needing rebuild and wear plates are wearing thin. We are getting information now on what a rebuild will cost. We have tried this onsite with one of the pumps but we do not have the equipment needed to properly complete the work nor do we have the staff time to devote to the repair.

Work on the acid cleaning pit is nearing completion. An additional layer of the protective coating has been applied and cured and we are working to reinstall the acid equipment. We should start completing acid cleans of the membranes in the next week or two as time allows for completion of the repair.

We have processed 247,970 gallons of biosolids and have scheduled 152 work orders for completion at both facilities in June. Processing of the paper work is behind so we are unsure of what still needs to be completed at this time but we believe all are actually completed.

The generator at the Boom Rd pump station failed and was in need of a replacement control card. The card was ordered and the unit is now back in service.

#### **Financial Considerations**

#### **Schedule/Deadlines**

#### **Other Considerations**

#### **Attachments**

1. June 2020 Operations Report Attachment

#### **Recommendation**

#### **Sample Motion**



Flows and Chemical Dosages

March 2018, 000  
No. Connections Served: 1690  
Population Served: 4185

DATE	Raw Water Treated MGD	Finished Water Produced MGD	Finished Water Delivered MGD	Hours in Service	Raw Water Chemicals										Finished Water Chemicals							
					Alum	Carbon	Chlorine	Fluoride	Polymer	KMnO4	Soda Ash	Chlorine	Coir Inhibitor									
					Lbs per Day	Lbs per Day	Lbs per Day	Lbs per Day	Lbs per Day	Lbs per Day	Lbs per Day	Lbs per Day	Lbs per Day	Lbs per Day	Lbs per Day	Lbs per Day	Lbs per Day	Lbs per Day				
					mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L				
1	0.560		0.494	17.0	51	10.9	4	0.9	9.5	2.04	0.079	0.017	4	1.0			20.4	4.4				
2	0.560		0.486	16.5	56	11.9	5	1.0	2.1	0.45	0.057	0.012	4.4	0.9			15.1	3.2				
3	0.559		0.489	16.5	55	12.0	5	1.0	5.5	1.18	0.079	0.017	4.4	0.9			16.1	3.5				
4	0.556		0.478	16.5	56	12.0	5	1.2	5.6	1.22	0.075	0.016	4.4	0.9			12.9	2.8				
5	0.562		0.494	17.0	51	10.8	4	0.8	5.5	1.18	0.075	0.016	4.5	1.0			16.1	3.4				
6	0.346		0.298	9.0	25	8.8	3	0.9	8.3	2.88	0.044	0.015	2.4	0.8			8.6	3.0				
7	0.223		0.215	5.5	10	5.5	1	0.6	1.3	0.71	0.013	0.007	1.5	0.8			3.2	1.7				
8	0.484		0.395	16.0	71	17.6	4	1.0	4.9	1.21	0.086	0.016	4.2	1.0			20.4	5.1				
9	0.551		0.466	17.0	81	17.7	5	1.0	5.9	1.27	0.075	0.016	4.5	1.0			22.6	4.9				
10	0.548		0.489	17.0	71	15.5	4	0.9	5.7	1.25	0.093	0.020	4.5	1.0			18.3	4.0				
11	0.548		0.448	17.0	61	13.3	4	0.8	5.8	1.27	0.073	0.016	4.5	1.0			8.6	1.9				
12	0.478		0.396	15.0	56	14.0	5	1.2	5.2	1.31	0.071	0.018	4.0	1.0			12.9	3.2				
13	0.237		0.208	8.0	25	12.8	2	0.8	2.4	1.20	0.030	0.015	2.1	1.1			14.0	7.1				
14	0.235		0.188	7.8	25	12.9	2	1.0	2.7	1.35	0.040	0.020	2.1	1.0			7.5	3.6				
15	0.534		0.467	18.0	61	13.7	4	0.9	5.0	1.13	0.036	0.008	4.8	1.1			16.1	3.8				
16	0.570		0.494	17.0	61	12.8	5	1.0	5.9	1.23	0.077	0.016	4.5	0.9			10.8	2.3				
17	0.534		0.475	17.0	61	13.7	4	0.9	5.7	1.28	0.084	0.019	4.5	1.0			15.1	3.4				
18	0.517		0.445	15.5	81	18.8	4	1.0	5.4	1.25	0.068	0.016	4.1	0.9			15.1	3.5				
19	0.571		0.503	17.0	61	12.8	4	0.9	5.7	1.20	0.077	0.016	4.5	0.9			17.2	3.6				
20	0.247		0.208	6.0	30	14.8	3	1.6	3.0	1.45	0.039	0.019	1.6	0.8			7.5	3.7				
21	0.148		0.112	4.8	10	8.2	0	0.3	1.1	0.91	0.015	0.012	1.3	1.0			4.3	3.5				
22	0.490		0.416	15.0	56	13.7	4	0.9	7.8	1.90	0.073	0.018	4.0	1.0			14.0	3.4				
23	0.491		0.398	15.5	51	12.4	4	1.0	1.7	0.41	0.066	0.016	4.1	1.0			14.0	3.4				
24	0.502		0.437	15.5	56	13.3	4	1.0	8.7	2.07	0.066	0.016	4.1	1.0			16.1	3.9				
25	0.486		0.419	14.5	51	12.5	3	0.8	1.6	0.39	0.066	0.016	3.8	0.9			14.0	3.4				
26	0.470		0.397	0.2	56	14.2	6	1.4	8.5	2.16	0.062	0.016	4.0	1.0			15.1	3.8				
27	0.196		0.159	5.1	15	9.3	2	1.0	0.5	0.33	0.030	0.018	1.3	0.8			5.4	3.3				
28	0.154		0.123	4.0	20	15.8	1	0.6	3.5	2.73	0.022	0.017	1.1	0.8			5.4	4.2				
29	0.507		0.443	15.0	56	13.2	6	1.3	4.9	1.16	0.071	0.017	4.0	0.9			18.3	4.3				
30	0.500		0.432	15.1	56	13.4	4	1.1	5.2	1.26	0.070	0.017	4.0	1.0			16.1	3.9				
31																						
Total	13.365	0.000	11.471	390.8	1475	388.1	110	28.8	0.0	0.00	144.7	39.4	1.79	0.486	107	28.5	0.0	401.3	109.20	0.0	0.00	
Maximum	0.571	0.000	0.503	18.0	81	18.8	6	1.6	0.0	0.00	9.5	2.9	0.09	0.020	5	1.1	0.0	0.00	22.6	7.07	0.0	0.00
Minimum	0.148	0.000	0.112	0.2	10	5.5	0	0.3	0.0	0.00	0.5	0.3	0.01	0.007	1	0.8	0.0	0.00	3.2	1.73	0.0	0.00
Average	0.445	0.000	0.382	13.0	49	12.9	4	1.0	#DIV/0!	#DIV/0!	4.8	1.3	0.06	0.016	4	1.0	#DIV/0!	#DIV/0!	13.4	3.64	#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  
DPO: CERTIFICATION NO.

Class 1  
1955002813

# Berryville STP Monthly DMR Data

June 2020

Date	Effluent Flow MGD	Eff pH SU	Eff Temp Deg C	Eff BOD mg/l	Eff GBOD KG/D	Eff TSS mg/l	Eff TSS KG/D	Effluent DO River mg/l	Effluent DO WWTP mg/l	Eff/NO2/NO3 mg/l	Eff/TKN mg/l	Eff/TKN KG/D	Eff TotalN mg/l
6/1/2020	0.42	7.0	21.3	3.00	4.74				8.7	0.30	1.11	1.75	1.41
6/2/2020	0.37	7.0	21.2	5.00	6.91				7.7				
6/3/2020	0.39	6.9	21.7						8.2				
6/4/2020	0.22	6.9	22.3	5.00	4.22			8.8	7.7	1.89	1.02	0.86	2.91
6/5/2020	0.25	7.0	22.5						7.4				
6/6/2020	0.26	6.9	22.8						7.4				
6/7/2020	0.26	7.1	22.6						7.6				
6/8/2020	0.26	7.1	22.7	4.00	3.86				7.3	2.23	0.95	0.92	3.18
6/9/2020	0.27	7.1	23.0	2.00	2.04	0.00	0.00		7.3				
6/10/2020	0.27	7.1	23.8						7.2				
6/11/2020	0.36	7.1	24.3	5.00	6.81			8.6	6.8	3.07	0.96	1.31	4.03
6/12/2020	0.27	7.2	24.2						7.4				
6/13/2020	0.21	7.1	23.8						7.3				
6/14/2020	0.18	7.1	23.1						7.4				
6/15/2020	0.22	7.2	23.0	4.00	3.27				8.2	0.81	1.08	0.88	1.89
6/16/2020	0.21	7.2	23.1	2.00	1.59				7.9				
6/17/2020	0.20	7.1	22.9						7.3				
6/18/2020	0.19	7.1	22.9					9.8	7.9				
6/19/2020	0.24	7.0	23.0						8.4				
6/20/2020	0.24	7.1	23.1						7.8				
6/21/2020	0.24	7.1	23.3						8.7				
6/22/2020	0.28	7.2	23.5	4.00	4.24				8.2	2.51	1.05	1.11	3.56
6/23/2020	0.16	7.3	23.9	3.00	1.82				7.9				
6/24/2020	0.21	7.0	24.1						7.5				
6/25/2020	0.19	7.2	23.9	4.00	2.88			8.7	7.4	3.60	0.88	0.63	4.48
6/26/2020	0.25	7.0	24.0						8.1				
6/27/2020	0.24	7.1	23.8						8.2				
6/28/2020	0.23	7.2	24.5						7.6				
6/29/2020	0.23	7.1	24.8						7.8				
6/30/2020	0.25	7.1	24.9						6.5				
Minimum	0.16	6.9	21.2	2.00	1.59	0.00	0.00	8.6	6.5	0.30	0.88	0.63	1.41
Maximum	0.42	7.3	24.9	5.00	6.91	0.00	0.00	9.8	8.7	3.60	1.11	1.75	4.48
Total	7.55	212.6	698.0	41.00	42.37	0.00	0.00	35.9	250.2	14.41	7.05	7.47	21.46
Average	0.25	7.1	23.3	3.73	3.85	0.00	0.00	9.0	7.7	2.08	1.01	1.07	3.07
Geo Mean	0.25	7.1	23.2	3.56	3.46	1.00	1.00	9.0	7.7	1.61	1.0	1.02	2.87

**Berryville STP Monthly DMR Data**  
June 2020

Date	Effluent KG/D	Effluent mg/l	Effluent KG/D	Effluent KG/D
6/1/2020	2.23	0.08	0.13	1
6/2/2020				1
6/3/2020				
6/4/2020	2.46	0.10	0.08	1
6/5/2020				
6/6/2020				
6/7/2020				
6/8/2020	3.07	0.16	0.15	1
6/9/2020				1
6/10/2020				
6/11/2020	5.50	0.25	0.34	1
6/12/2020				
6/13/2020				
6/14/2020				
6/15/2020	1.55	0.16	0.13	1
6/16/2020				1
6/17/2020				
6/18/2020				
6/19/2020				
6/20/2020				
6/21/2020				
6/22/2020	0.13	0.14	0.01	1
6/23/2020				1
6/24/2020				
6/25/2020	-1.36	0.21	-0.06	1
6/26/2020				
6/27/2020				
6/28/2020				
6/29/2020				
6/30/2020				
Minimum	-1.36	0.08	-0.06	1
Maximum	5.50	0.25	0.34	1
Total	13.59	1.10	0.78	11
Average	1.94	0.16	0.11	1
Geo Mean	1.53	0.15	0.12	1



# Berryville Police Department

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

[policeadmin@berryvilleva.gov](mailto:policeadmin@berryvilleva.gov)

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

W. Neal White – Chief of Police

## Police and Security Report

Month/Year: June 2020	Year To Date 2020	June 2020	May 2020
<b><u>Complaints Answered</u></b>			
911 Hang Up:	24	4	2
Alarms:	54	6	5
Animal Complaint:	67	11	15
Assault:	21	5	1
Assist County:	25	5	4
Assist EMS and Fire:	175	14	15
Auto Larceny:	1	0	1
Burglary:	1	0	1
Civil Complaints:	40	7	3
Disturbance:	18	4	2
Domestic Disturbance:	14	6	2
Driving Under the Influence	3	0	0
Drunk In Public:	4	1	2
Fraud:	14	1	0
Larceny:	26	6	3
Harassment/Intimidation:	10	1	2
Homicide:	0	0	0
Identity Theft	1	0	0
Juvenile Related:	27	5	11
Mental Health Crisis:	34	5	6
Narcotics Related:	13	3	2
Noise:	25	3	7
Public Service:	3	1	2
Rape:	1	0	0
Robbery:	0	0	0
Shoplifting:	0	0	0
Suspicious Activity:	45	8	7
Trespassing:	6	0	0
Vandalism:	13	3	6
Welfare Check:	50	7	8
Miscellaneous Complaints:	250	42	56
<b>Total Complaints Answered:</b>	<b>965</b>	<b>148</b>	<b>163</b>



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W. Neal White – Chief of Police

## Police and Security Report (Continued)

	Year To Date 2020	June 2020	May 2020
<b><u>Traffic</u></b>			
Accidents Investigated:	9	1	0
Assist Motorist:	0	0	0
Child Safety Seat Install:	3	2	0
Funeral Escort:	9	2	1
Hit & Run:	4	1	0
Parking Tickets:	65	1	1
Traffic Warnings:	81	21	16
<b><u>Traffic Summons Issued</u></b>			
Defective Equipment:	0	0	0
Driving Suspended:	3	1	1
Expired Inspection:	9	1	1
Expired Registration:	2	1	0
Fail to Obey Highway Sign:	15	4	6
Fail to Obey Traffic Signals:	0	0	0
Fail to Stop/Lights & Siren:	0	0	0
Fail to Yield Right of Way:	2	1	0
Hit and Run:	0	0	0
No Liability Insurance:	0	0	0
No Operator's License:	4	1	1
No Seat Belt:	0	0	0
Reckless Driving:	3	1	0
Speeding:	40	11	13
Miscellaneous Summons:	7	2	0
<b>Total Traffic Summons Issued:</b>	<b>85</b>	<b>23</b>	<b>22</b>
<b><u>Found Open at Businesses in Town</u></b>			
Doors:	9	1	1
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	June 2020	May 2020
<b><u>Criminal Arrests Made</u></b>			
Abduction:	0	0	0
Arson:	0	0	0
Assault and Battery:	6	2	1
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	0
Drunk In Public:	2	1	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:	28	2	3
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:	2	1	0
Trespassing:	1	0	0
Vandalism:	0	0	0
Weapons Violation:	4	1	0
Miscellaneous Criminal Arrests:	8	0	3
<b>Juvenile Detention Order Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Criminal Arrests:</b>	<b>63</b>	<b>7</b>	<b>7</b>

## Town Council Agenda Item Report Summary

July 14, 2020

### Item Title

Community Development Update

### Prepared By

Christy Dunkle

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### Planning Commission

The Planning Commission held their organizational meeting on June 23, 2020. Doug Shaffer and Kim Kemp were re-elected as chair and vice chair, respectively.

The Planning Commission set a joint public hearing with the BADA for the following request:

**Duane Brown (Marsh and Legge Land Surveyors, PLC, Agent; Hermitage, LLC, Owner) is requesting final subdivision plat approval for the creation of 71 single-family residential lots on the property identified as Tax Map Parcel numbers 14A4-((A))-23 (23.42 acres) and 14-A-11A (35.25 acres), zoned R-1 Residential and DR-1 Residential, respectively. MASD 01-20**

Their next meeting will be held with the BADA on Wednesday, July 22, 2020 at 7:00pm.

### Berryville Area Development Authority

The BADA met on Wednesday, June 24, 2020 when they held a public hearing 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**

The public hearing was continued to their July 22, 2020 meeting. They will also hold a joint public hearing with the Planning Commission for the request referenced above and the following public hearing for the McNeil Drive extension:

#### Street Extension Related to Proposed Subdivision

**The Berryville Area Development Authority will hold a public hearing pursuant to VA Code § 15.2-2232 in order to determine whether the proposed street extension of McNeil Drive is substantially in accord with the adopted Berryville Area Plan.**

Their next meeting is Wednesday, July 22, 2020 at 7:00pm.

### Architectural Review Board

No meeting was held since the June Council meeting.

**Tree Board**

No meeting was held since the June Council meeting.

**Board of Zoning Appeals**

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

## Town Council Agenda Item Report Summary

July 14, 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 released to obtain Building Permits
- Base pavement installed week of July 6
- Final utility testing anticipated to be completed by week of July 13

#### 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 released to obtain Building Permits
- Base pavement installed week of July 6
- Final utility testing anticipated to be completed by week of July 13

#### 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 completed

- DEQ stormwater permitting approved
- Final plat joint public hearing (Planning Commission and BADA) to be held on Wednesday, July 22
- No anticipated start date

## Town Council Agenda Item Report Summary

July 14, 2020

### Item Title

Graphic Design Branding Update

### Prepared By

Christy Dunkle

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### Background/History/General Information

The Community Development Committee interviewed the two highest ranking consulting firms, Arnett Muldrow and Charles Ryan Associates, on May 6, 2020. The former was chosen and a contract the Arnett Muldrow and the Town has been signed.

### Findings/Current Activity

Branding workshop dates have been set for Tuesday, July 21 through Thursday, July 23. A Steering Committee made up of Christy Dunkle, Cathy Kuehner, and Diane Harrison have been contacting potential participants in a number of themed roundtable discussions that will include tourism, community youth, arts/culture/history, business owners and merchants, and residents. These roundtables will take place over two days. The Steering Committee will give the consultant a tour of the Town after their first meeting.

### Financial Considerations

\$15,000 for branding services was identified in previous fiscal year (FY20) budget.

### Schedule/Deadlines

The three-day branding workshop has been set for the week of July 20.

### Other Considerations

N/A

### Recommendation

N/A

# Memo

**To:** Town Council  
**From:** Gregory C. Jacobs, Assistant Town Manager / Treasurer  
**Date:** July 8, 2020  
**Re:** June 2020 activity

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## Status of RFP's currently working

Refuse and Garbage collection RFP is currently in contract negotiations.

## Budget

The Budget for 2020 – 2021 was approved at the June Council meeting.

At the July 6 Council meeting a public hearing was held on several amendments to the 2020 – 2021.

This meeting the Council has before it a budget amendment that would approve the movement of funds for a project from last year that was put on hold due to unforeseen circumstances and to correct a clerical error that was not caught. Please find attached the revised budget and a motion for approval/appropriation.

The Council is asked to approve the amended budget and appropriate funds

### Collections of tax and utility payments

On May 18, 2020 the inside window was re-opened with limited hours from 10:00 am to 3:00 pm. There has not been much activity inside. Most of the activity is through the drive-up window, Drop-Box, Mail, or on-line.

COVID -19 related water and sewer collection limitations are still in effect. The past due amount for people who are falling behind continues to mount. We have continued to send out past due notices with the balance due and a reminder that when the crisis is over the balance will be due and must be paid to avoid service disconnection.

As a reminder, we have set the interest and penalty rates at 0%, and are not cutting off water service during this pandemic crisis. The SCC has extended the moratorium on service disconnections for utility customers until August 31, 2020.

Staff has been working on options for changes to our Water & Sewer billing to provide for the inclusion of Trash & Recycle billing.

The penalty and interest rates on past due Real Estate Taxes remains at \$0.00 and 0% respectively until September 15, 2020.

### Business Office Staffing

We continue to work with one less staff member. This has significantly increased the workload on the remaining staff but our Part-Time contract worker has helped a lot. She is a fast learner and is eager to help. Administrative Department staff continue to be nothing short of amazing. We expect to be back full staff by mid-July.

### HR related items

Employee Performance Review forms have been sent out and employee performance reviews are underway (some departments have already completed their reviews).

We have updated the employee payroll deductions for changes in insurance rates for the new fiscal year.

We continue to work a small number of HR items related to Workers Compensation and Short-Term Disability. These items tend to be quite time-consuming to administer.

### New Fiscal Year

We completed the renewal update for VRSA, and have renewed our Insurance for the new fiscal year. While the cost of some of our insurance increased, workers compensation went down enough that the overall insurance premium decreased.

With the return to full staffing, we hope to get caught up in the Business Office and start preparing for our annual audit which is tentatively scheduled to start September 14, 2020.

**COVID-19**

We continue to track our COVID-19 related expenses for CARES Relief Funds.

**Berryville Town Council Item Report Summary  
July 14, 2020**

**Item Title**

Administration and Finance - Treasurer's Monthly Report

Approval of Amendments to FY2021 Budget

**Prepared By**

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**Background/History/General Information**

**Findings/Current Activity**

**Financial Considerations**

**Schedule/Deadlines**

**Other Considerations**

**Attachments**

1. Approval of Amendments to FY2021 Budget

**Recommendation**

**Sample Motion**

**BERRYVILLE TOWN COUNCIL  
PUBLIC HEARING NOTICE**

The Berryville Town Council will hold the following public hearing at 3:00 p.m., or as soon after as this matter may be heard, on Monday, July 6, 2020, in the Main Meeting Room, Second Floor, of the Berryville/Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia to consider the proposed amendments to the Fiscal Year 2020-2021 Budget as follows:

1) Proposed amendment to Fiscal Year 2021 Budget

<u>Resources and Revenues</u>	6/9/2020 APPROVED FY 20-21	PROPOSED AMENDMENT FY 20-21
<b>GENERAL FUND</b>		
Fund Balance	\$ 145,235.00	\$ 145,235.00
Revenue from Local Sources	\$ 2,874,200.00	\$ 2,874,200.00
Revenue from State Sources	\$ 952,985.00	\$ 952,985.00
Revenue from Other Sources	\$ 1,000.00	\$ 1,000.00
<b>Total</b>	<b>\$ 3,973,420.00</b>	<b>\$ 3,973,420.00</b>
<b>WATER FUND</b>		
Fund Balance	\$ 0.00	\$ 132,000.00
Revenue from Local Sources	\$ 1,108,125.00	\$ 1,108,125.00
Availability Fees	\$ 337,500.00	\$ 337,500.00
<b>Total</b>	<b>\$ 1,445,625.00</b>	<b>\$ 1,577,625.00</b>
<b>SEWER FUND</b>		
Fund Balance	\$ 0.00	\$ 0.00
Revenue from Local Sources	\$ 1,850,000.00	\$ 1,850,000.00
Availability Fees	\$ 362,500.00	\$ 362,500.00
<b>Total</b>	<b>\$ 2,212,500.00</b>	<b>\$ 2,212,500.00</b>
<b>TOTAL RESOURCES AND REVENUES</b>	<b>\$ 7,631,545.00</b>	<b>\$ 7,763,545.00</b>
 <u>Expenses and Reserves</u>		
<b>GENERAL FUND</b>		
Maintenance and Operational	\$ 3,540,309.00	\$ 3,546,309.00
Debt Service	\$ 121,476.00	\$ 121,476.00
Capital Reserves and Expenses	\$ 201,335.00	\$ 201,335.00
Contingency	\$ 110,300.00	\$ 104,300.00
<b>Total</b>	<b>\$ 3,973,420.00</b>	<b>\$ 3,973,420.00</b>
<b>WATER FUND</b>		
Maintenance and Operational	\$ 800,915.00	\$ 800,915.00
Debt Service	\$ -	\$ -

Capital Reserves	\$	207,975.00	\$	201,975.00
Capital Expenses	\$	412,000.00	\$	550,000.00
Contingency	\$	24,735.00	\$	24,735.00
Total	\$	1,445,625.00	\$	1,577,625.00
<b>SEWER FUND</b>				
Maintenance and Operational	\$	1,193,723.00	\$	1,193,723.00
Debt Service	\$	470,000.00	\$	470,000.00
Capital Reserves	\$	243,197.00	\$	123,197.00
Capital Expenses	\$	269,000.00	\$	389,000.00
Contingency	\$	36,580.00	\$	36,580.00
Total	\$	2,212,500.00	\$	2,212,500.00
<b>TOTAL EXPENSES AND RESERVES</b>	\$	<b>7,631,545.00</b>	\$	<b>7,763,545.00</b>

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

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

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

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

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

**ADVERTISE:** Winchester Star on June 25, 2020

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

# Memo

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

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## Budget Modification and Amendment

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

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

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

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

## Budget Contingency Plan

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

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

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

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

### General Fund

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

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

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

**Water Fund**

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

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

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

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

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

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

**Sewer Fund**

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

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

**Sewer Fund continued**

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

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

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

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

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

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

**Sewer Fund Total \$120,000**

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

**FY 20-21 BUDGET REVENUES**

<u>Account Number</u>	<u>Account Description</u>	<u>6/9/2020 APPROVED 2020-2021</u>	<u>PROPOSED 7/14/20 AMENDED 2020-2021</u>
<b>GENERAL FUND</b>			
	FUND BALANCE		
100-3000000-0000	FUND BALANCE FORWARD	\$ 145,235.00	\$ 145,235.00
	TOTAL FUND BALANCE	\$ 145,235.00	\$ 145,235.00
<b>REVENUE FROM LOCAL SOURCES</b>			
100-3110101-0000	CURRENT REAL ESTATE TAXES	\$ 1,006,000.00	\$ 1,006,000.00
100-3110102-0000	DEL REAL ESTATE TAXES	\$ 5,000.00	\$ 5,000.00
100-3110201-0000	UTILITY REAL ESTATE TAXES	\$ 11,200.00	\$ 11,200.00
100-3110301-0000	CURRENT PERS PROP TAXES	\$ 300,000.00	\$ 300,000.00
100-3110302-0000	DEL PERS PROP TAXES	\$ 3,500.00	\$ 3,500.00
100-3110401-0000	MACHINERY & TOOLS	\$ 155,000.00	\$ 155,000.00
100-3110601-0000	TAX PENALTIES	\$ 6,000.00	\$ 6,000.00
100-3110602-0000	TAX INTEREST	\$ 2,000.00	\$ 2,000.00
	TOTAL REV FROM LOCAL SOURCES	\$ 1,488,700.00	\$ 1,488,700.00
<b>OTHER LOCAL TAXES</b>			
100-3120101-0000	LOCAL SALES TAX	\$ 208,000.00	\$ 208,000.00
100-3120201-0000	CONSUMER UTILITY TAX	\$ 85,000.00	\$ 85,000.00
100-3120300-0000	BUSINESS LICENSE	\$ 200,000.00	\$ 200,000.00
100-3120402-0000	REC FRANCHISE FEES	\$ 35,000.00	\$ 35,000.00
100-3120501-0000	AUTO LICENSE	\$ 90,000.00	\$ 90,000.00
100-3120601-0000	BANK FRANCHISE TAXES	\$ 140,000.00	\$ 140,000.00
100-3120801-0000	CIGARETTE TAX (10¢)	\$ 18,000.00	\$ 18,000.00
100-3121001-0000	LODGING TAX (2%)	\$ 10,000.00	\$ 10,000.00
100-3121101-0000	MEALS TAX (4%)	\$ 312,000.00	\$ 312,000.00
	TOTAL OTHER LOCAL TAXES	\$ 1,098,000.00	\$ 1,098,000.00
<b>PERMITS, FEES &amp; LICENSES</b>			
100-3130304-0000	LAND USE APPLICATION FEES	\$ 5,000.00	\$ 5,000.00
100-3130307-0000	ZONING & SUBDIVISION FEES	\$ 10,000.00	\$ 10,000.00
	TOTAL PERMITS, FEES & LICENSES	\$ 15,000.00	\$ 15,000.00
<b>FINES &amp; FORFEITURES</b>			
100-3140101-0000	COURT FINES	\$ 25,000.00	\$ 25,000.00
100-3140102-0000	PARKING METER FINES	\$ 4,000.00	\$ 4,000.00
100-3140103-000	ESUMMONS	\$ 1,500.00	\$ 1,500.00
	TOTAL FINES & FORFEITURES	\$ 30,500.00	\$ 30,500.00
<b>REVENUE FROM MONEY OR PROP</b>			
100-3150101-0000	INTEREST ON DEPOSITS	\$ 100,000.00	\$ 100,000.00
100-3150201-0000	RENTAL OF PROPERTY	\$ 12,000.00	\$ 12,000.00
100-3150205-0000	WATER TANK SITE LEASE	\$ 82,000.00	\$ 82,000.00
100-3150206-0000	CHARGE CARD REBATE	\$ 14,000.00	\$ 14,000.00
	TOTAL FROM MONEY OR PROP	\$ 208,000.00	\$ 208,000.00

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

**TOTAL LOCAL REVENUES** \$ 3,019,435.00 \$ 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	\$	77,000.00	\$	77,000.00
	TOTAL NON-CATEGORICAL AID	\$	288,767.00	\$	288,767.00
	CATEGORICAL AID				
100-3220108-0000	599 LAW ENFORCEMENT GRANT	\$	82,350.00	\$	82,350.00
100-3240103-0000	LE BLOCK GRANT	\$	1,000.00	\$	1,000.00
100-3240201-0000	FIRE FUND PROGRAM	\$	15,250.00	\$	15,250.00
100-3240300-0000	VDOT LANE MILE ALLOWANCE	\$	558,618.00	\$	558,618.00
100-3240301-0000	VDOT ROAD MAINTENANCE	\$	5,000.00	\$	5,000.00
100-3240302-0000	LITTER CONTROL GRANT	\$	2,000.00	\$	2,000.00
100-3240311-0000	ST EMERGENCY R&R	\$	-	\$	-
100-3240312-0000	VA COMMISSION FOR THE ARTS	\$	-	\$	-
100-3240710-0000	DMV ANIMAL FRIENDLY PLATES	\$	-	\$	-
	TOTAL CATEGORICAL AID	\$	664,218.00	\$	664,218.00

**TOTAL FROM THE COMMONWEALTH** \$ 952,985.00 \$ 952,985.00

**REVENUE FROM THE FEDERAL GOVERNMENT**

	CATEGORICAL AID				
100-3340102-0000	FEDERAL FIRE FUND PROGRAM	\$	-	\$	-
100-3340311-0000	FEDERAL EMERGENCY R&R	\$	-	\$	-
	TOTAL CATEGORICAL AID	\$	-	\$	-

TOTAL FROM FEDERAL GOVERNMENT \$

REVENUE FROM OTHER SOURCES

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

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

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

WATER FUND

FUND BALANCE			
501-3000000-0000 FUND BALANCE	\$	-	\$ 132,000.00
TOTAL FUND BALANCE	\$	-	\$ 132,000.00

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

CHARGES FOR SERVICES			
501-3160110-0000 TREATMENT FEES	\$	1,040,000.00	\$ 1,040,000.00
501-3160111-0000 DELINQUENT ACCT PENALTIES	\$	30,000.00	\$ 30,000.00
501-3160112-0000 SECURITY DEPOSITS	\$	-	\$ -
501-3160113-0000 AVAILABILITY CHARGES	\$	337,500.00	\$ 337,500.00
501-3160114-0000 CONNECTION CHARGES			
501-3160115-0000 METER FEES	\$	8,125.00	\$ 8,125.00
TOTAL CHARGES FOR SERVICES	\$	1,415,625.00	\$ 1,415,625.00

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

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

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

<b>FY 20-21 BUDGET EXPENSES</b>			
Account Number	Account Description	6/9/2020 APPROVED 2020-2021	PROPOSED 7/14/20 AMENDED 2020-2021
<b>GENERAL FUND</b>			
	TOWN COUNCIL		
100-4011100-1111	EXPENSE COMPENSATION	\$ 18,900.00	\$ 18,900.00
100-4011100-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 1,450.00	\$ 1,450.00
100-4011100-5540	TRAINING	\$ 4,000.00	\$ 4,000.00
100-4011100-5699	LOCAL CONTRIBUTIONS	\$ -	\$ -
100-4011100-5800	MISCELLANEOUS	\$ 5,000.00	\$ 5,000.00
100-4011100-5810	Dues	\$ 3,000.00	\$ 3,000.00
100-4011100-6017	TOWN CODE SUPPLEMENTS	\$ 2,000.00	\$ 2,000.00
100-4011100-6018	STATE CODE SUPPLEMENTS	\$ -	\$ -
	TOTAL TOWN COUNCIL	\$ 34,350.00	\$ 34,350.00

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

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

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

100-4033200-5550	CORRECTION & DETENTION CONFINEMENT OF PRISONERS	\$	250.00	\$	250.00
	TOTAL CORRECTION & DETENTION	\$	250.00	\$	250.00
	PUBLIC WORKS ADMINISTRATION				
100-4041100-1140	COMPENSATION	\$	69,910.00	\$	69,910.00
100-4041100-2100	MATCHING FICA EXPENSE (7.65 %)	\$	5,350.00	\$	5,350.00
100-4041100-3110	MEDICAL EXAMS	\$	1,000.00	\$	1,000.00
100-4041100-3310	VEHICLE REP & MAINTENANCE	\$	11,000.00	\$	11,000.00
100-4041100-5120	FUEL OIL/HEAT	\$	1,500.00	\$	1,500.00
100-4041100-5230	TELECOMMUNICATIONS	\$	5,000.00	\$	5,000.00
100-4041100-5415	COPIER LEASE	\$	2,665.00	\$	2,665.00
100-4041100-5540	TRAINING	\$	3,500.00	\$	3,500.00
100-4041100-6001	OFFICE SUPPLIES	\$	500.00	\$	500.00
	TOTAL PUBLI WKS ADMINISTRATION	\$	100,425.00	\$	100,425.00
	HWYS, STS BRIDGES & SDWLKS				
100-4041200-1183	COMPENSATION	\$	156,710.00	\$	156,710.00
100-4041200-2100	MATCHING FICA EXPENSE (7.65 %)	\$	11,990.00	\$	11,990.00
100-4041200-3310	EQUIPMENT MAINTENANCE	\$	12,000.00	\$	12,000.00
100-4041200-3315	SIDEWALK MAINTENANCE	\$	15,000.00	\$	15,000.00
100-4041200-3316	STREET SIGN MAINTENANCE	\$	-	\$	-
100-4041200-5425	NORFOLK/SOUTHERN R-O-W'S	\$	1,100.00	\$	1,100.00
100-4041200-6007	MATERIALS & SUPPLIES	\$	4,000.00	\$	4,000.00
100-4041200-6008	GASOLINE & OIL	\$	20,000.00	\$	20,000.00
100-4041200-6011	UNIFORMS	\$	6,000.00	\$	6,000.00
	TOTAL HWYS, STS BRIDGES & SWLKS	\$	226,800.00	\$	226,800.00
	VDOT STREET MAINTENANCE				
100-4041250-3300	VDOT STREET MAINTENANCE	\$	411,618.00	\$	411,618.00
100-4041250-3310	EQUIPMENT MAINTENANCE (VDOT)	\$	10,000.00	\$	10,000.00
100-4041250-8801	EQUIPMENT PURCHASE (VDOT)	\$	137,000.00	\$	137,000.00
	TOTAL VDOT STREET MAINTENANCE	\$	558,618.00	\$	558,618.00
	STREET LIGHTS				
100-4041320-5110	ELECTRICITY	\$	66,500.00	\$	66,500.00
	TOTAL STREET LIGHTS	\$	66,500.00	\$	66,500.00
	SNOW REMOVAL				
100-4041330-3220	CONTRACTUAL SERVICES	\$	16,000.00	\$	16,000.00
100-4041330-6007	MATERIALS & SUPPLIES	\$	2,000.00	\$	2,000.00
	TOTAL SNOW REMOVAL	\$	18,000.00	\$	18,000.00
	PARKING METERS & LOTS				
100-4041340-6007	MATERIALS & SUPPLIES	\$	1,500.00	\$	1,500.00
	TOTAL PARKING METERS & LOTS	\$	1,500.00	\$	1,500.00

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

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

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

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

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

**WATER FUND**

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

	TREATMENT			
501-4012222-1147	COMPENSATION	\$	147,000.00	\$ 147,000.00
501-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$	11,240.00	\$ 11,240.00
501-4012222-2830	CERTIFICATION FEES	\$	900.00	\$ 900.00
501-4012222-2840	STATE CONNECTION FEES	\$	5,400.00	\$ 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	\$	30,000.00	\$ 30,000.00
501-4012222-3220	CLEAN RIVER INTAKE	\$	2,000.00	\$ 2,000.00
501-4012222-3310	REPAIR & MAINTENANCE	\$	60,000.00	\$ 60,000.00
501-4012222-3510	CONSUMER CONFIDENCE RPT	\$	500.00	\$ 500.00
501-4012222-5110	ELECTRICITY	\$	61,500.00	\$ 61,500.00
501-4012222-5120	PROPANE HEAT WTP	\$	3,500.00	\$ 3,500.00
501-4012222-5230	TELECOMMUNICATIONS	\$	3,800.00	\$ 3,800.00
501-4012222-5415	COPIER LEASE	\$	670.00	\$ 670.00
501-4012222-5540	TRAINING	\$	2,500.00	\$ 2,500.00
501-4012222-5690	DISCHARGE PERMIT RENEWAL	\$	650.00	\$ 650.00
501-4012222-5810	DUES	\$	1,100.00	\$ 1,100.00
501-4012222-6001	OFFICE SUPPLIES	\$	1,000.00	\$ 1,000.00
501-4012222-6004	LAB SUPPLIES	\$	4,500.00	\$ 4,500.00
501-4012222-6005	JANITORIAL SUPPLIES	\$	1,000.00	\$ 1,000.00
501-4012222-6008	GASOLINE & OIL	\$	6,200.00	\$ 6,200.00
501-4012222-6011	UNIFORMS	\$	1,000.00	\$ 1,000.00
501-4012222-6014	TOOLS	\$	500.00	\$ 500.00
501-4012222-6019	SAFETY EQUIPMENT	\$	2,000.00	\$ 2,000.00
501-4012222-6020	PERSONAL EQUIPMENT	\$	600.00	\$ 600.00
501-4012222-6025	CHEMICALS	\$	40,000.00	\$ 40,000.00
	TOTAL TREATMENT	\$	411,260.00	\$ 411,260.00
	DISTRIBUTION & MAINTENANCE			
501-4012224-1183	COMPENSATION	\$	139,250.00	\$ 139,250.00
501-4012224-2100	MATCHING FICA EXPENSE (7.65 %)	\$	10,650.00	\$ 10,650.00
501-4012224-3330	LINE REPAIR & MAINTENANCE	\$	50,000.00	\$ 50,000.00
501-4012224-6007	MATERIALS & SUPPLIES	\$	30,000.00	\$ 30,000.00
501-4012224-6019	SAFETY EQUIPMENT	\$	700.00	\$ 700.00
501-4012224-6030	NEW SERVICE SUPPLIES	\$	9,000.00	\$ 9,000.00
	TOTAL DISTRIBUTION & MAINT	\$	239,600.00	\$ 239,600.00

	CAPITAL OUTLAY			
501-4094200-8102	TANK REPAIR & MAINT	\$	85,000.00	\$ 85,000.00
501-4094200-8105	PICKUP (1/2)	\$	15,000.00	\$ 15,000.00
501-4094200-8111	COMPUTER UPGRADE			\$ 6,000.00
501-4094200-8167	SCADA			
501-4094200-8211	CAPITAL RESERVES	\$	207,975.00	\$ 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	\$ 7,000.00
501-4094200-8361	WATER DIST SYSTEM UPGRADES	\$	115,000.00	\$ 115,000.00
501-4094200-8550	EQUIPMENT REPAIR RESERVE	\$	25,000.00	\$ 25,000.00
501-4094200-8605	WTP BUILDING MAINTENANCE			
501-4094200-8704	WATER FINISH PUMP REPLACEMENT			\$ 132,000.00
501-4094200-8953	UTILITY PLANT GATES			
501-4094200-8954	STORAGE BUILDING	\$	-	\$ -
501-4094200-8957	WTP EVALUATION & REPAIRS	\$	-	\$ -
501-4094200-8958	WATER METER REPLACEMENT	\$	165,000.00	\$ 165,000.00
	TOTAL CAPITAL OUTLAY	\$	619,975.00	\$ 751,975.00
	CONTINGENCY			
501-4094300-5800	CONTINGENCY (3.00%)	\$	24,735.00	\$ 24,735.00
	TOTAL CONTINGENCY	\$	24,735.00	\$ 24,735.00
	TOTAL WATER FUND OPERATIONAL	\$	800,915.00	\$ 800,915.00
	TOTAL WATER FUND CONTINGENCY	\$	24,735.00	\$ 24,735.00
	TOTAL WATER FUND CAP OUTLAY	\$	619,975.00	\$ 751,975.00
	<b>TOTAL WATER FUND EXPENSES</b>	<b>\$</b>	<b>1,445,625.00</b>	<b>\$ 1,577,625.00</b>

**SEWER FUND**

	<b>PERSONNEL</b>			
502-4012220-1114	COMPENSATION	\$	39,300.00	\$ 39,300.00
502-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$	3,010.00	\$ 3,010.00
502-4012220-2210	VRS	\$	51,785.00	\$ 51,785.00
502-4012220-2220	VMLIP - STD	\$	243.00	\$ 243.00
502-4012220-2230	VMLIP - LTD	\$	2,236.00	\$ 2,236.00
502-4012220-2300	HEALTH INSURANCE	\$	75,608.00	\$ 75,608.00
502-4012220-2400	LIFE INSURANCE	\$	5,545.00	\$ 5,545.00
502-4012220-2600	UNEMPLOYMENT INSURANCE	\$	71.00	\$ 71.00
502-4012220-2700	WORKER'S COMPENSATION	\$	13,500.00	\$ 13,500.00
502-4012220-3320	HANDHELD MAINT	\$	2,800.00	\$ 2,800.00
502-4012220-5210	POSTAGE	\$	7,500.00	\$ 7,500.00
502-4012220-6001	OFFICE SUPPLIES	\$	1,000.00	\$ 1,000.00
	<b>TOTAL PERSONNEL</b>	\$	<b>202,598.00</b>	\$ <b>202,598.00</b>
	<b>TREATMENT</b>			
502-4012222-1147	COMPENSATION	\$	323,200.00	\$ 323,200.00
502-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$	24,725.00	\$ 24,725.00
502-4012222-2830	CERTIFICATION FEES	\$	500.00	\$ 500.00
502-4012222-2850	LAB TESTING	\$	36,000.00	\$ 36,000.00
502-4012222-3145	PROFESSIONAL SERVICES	\$	18,000.00	\$ 18,000.00
502-4012222-3146	UTILITY RATE STUDY	\$	-	\$ -
502-4012222-3210	LANDFILL-SOLIDS DISPOSAL	\$	48,000.00	\$ 48,000.00
502-4012222-3310	REPAIR & MAINTENANCE	\$	110,000.00	\$ 110,000.00
502-4012222-5110	ELECTRICITY	\$	135,000.00	\$ 135,000.00
502-4012222-5230	TELECOMMUNICATIONS	\$	6,000.00	\$ 6,000.00
502-4012222-5415	COPIER LEASE	\$	3,900.00	\$ 3,900.00
502-4012222-5540	TRAINING	\$	3,000.00	\$ 3,000.00
502-4012222-5690	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	\$	5,400.00	\$ 5,400.00
502-4012222-6005	JANITORIAL SUPPLIES	\$	1,200.00	\$ 1,200.00
502-4012222-6008	GASOLINE & DIESEL FUEL	\$	9,000.00	\$ 9,000.00
502-4012222-6011	UNIFORMS	\$	1,000.00	\$ 1,000.00
502-4012222-6014	TOOLS	\$	1,500.00	\$ 1,500.00
502-4012222-6019	SAFETY EQUIPMENT	\$	2,000.00	\$ 2,000.00
502-4012222-6020	PERSONAL EQUIPMENT	\$	800.00	\$ 800.00
502-4012222-6025	CHEMICALS	\$	90,000.00	\$ 90,000.00
	<b>TOTAL TREATMENT</b>	\$	<b>823,725.00</b>	\$ <b>823,725.00</b>

	<b>DISTRIBUTION &amp; MAINTENANCE</b>			
502-4012224-1183	COMPENSATION	\$	139,250.00	\$ 139,250.00
502-4012224-2100	MATCHING FICA EXPENSE (7.65 %)	\$	10,650.00	\$ 10,650.00
502-4012224-3310	EQUIPMENT MAINTENANCE	\$	5,000.00	\$ 5,000.00
502-4012224-3330	REPAIR & MAINTENANCE	\$	10,000.00	\$ 10,000.00
502-4012224-6007	MATERIALS & SUPPLIES	\$	2,500.00	\$ 2,500.00
502-4012224-6019	SAFETY EQUIPMENT	\$	-	\$ -
502-4012224-6030	NEW SERVICE SUPPLIES	\$	-	\$ -
	<b>TOTAL DISTRIBUTION &amp; MAINT</b>	\$	<b>167,400.00</b>	\$ <b>167,400.00</b>
	<b>CAPITAL PROJECTS</b>			
	<b>TOTAL CAPITAL PROJECTS</b>	\$	<b>-</b>	\$ <b>-</b>
	<b>CAPITAL OUTLAY</b>			
502-4094200-8105	PICKUP (1/2)	\$	15,000.00	\$ 15,000.00
502-4094200-8110	WWTP UPGRADES			
502-4094200-8123	SCADA			
502-4094200-8134	Sewer Collection Sys Rehab	\$	115,000.00	\$ 115,000.00
502-4094200-8340	MOWER (1/2)			
502-4094200-8345	PW ONE TON DUMP TRUCK			
502-4094200-8360	HANDHELD METER READER	\$	7,000.00	\$ 7,000.00
502-4094200-8411	CAPITAL RESERVES	\$	243,197.00	\$ 123,197.00
502-4094200-8540	MEMBRANE REPLACEMENT RESERVE	\$	10,000.00	\$ 10,000.00
502-4094200-8545	MEMBRANE PRE-PURCHASE	\$	90,000.00	\$ 90,000.00
502-4094200-8550	EQUIPMENT REPAIR RESERVE	\$	25,000.00	\$ 25,000.00
502-4094200-8602	3/4 TON PICKUP (1/2 VDOT)			
502-4094200-8604	STORM SEWER CAMERA (1/2 VDOT)			
502-4094200-8120	HEADWORKS BLDG. LIGHTING UPGRADE			\$ 30,000.00
502-4094200-8125	PUMP STATION UPGRADE RESERVE			\$ 10,000.00
502-4094200-8126	SLUDGE LOADING CONVEYOR BELT			\$ 22,000.00
502-4094200-8908	WWTP COMPUTER UPGRADES			\$ 58,000.00
502-4094200-8952	COMMUNICATION NET FOR UTILITIES			
502-4094200-8953	UTILITY PLANT GATES			
502-4094200-8954	INVENTORY LOCKUP FENCING	\$	-	\$ -
502-4094200-8955	WWTP BUILDING REPAIR/JOINT RESERVE	\$	7,000.00	\$ 7,000.00
	<b>TOTAL CAPITAL OUTLAY</b>	\$	<b>512,197.00</b>	\$ <b>512,197.00</b>
	<b>CONTINGENCY</b>			
502-4094300-5800	CONTINGENCY (3.00%)	\$	36,580.00	\$ 36,580.00
	<b>TOTAL CONTINGENCY</b>	\$	<b>36,580.00</b>	\$ <b>36,580.00</b>
	<b>DEBT SERVICE</b>			
502-4095000-9118	VRA PRINCIPAL	\$	470,000.00	\$ 470,000.00
	<b>TOTAL DEBT SERVICE</b>	\$	<b>470,000.00</b>	\$ <b>470,000.00</b>

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

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

Expenditures	2020-2021			2021-2022			2022-2023			2023-2024			2024-2025		
	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer
Computer Replacements	7,500			7,500			7,500			7,500			7,500		
Hogan's Alley Improvements Reserve	1,000			6,000											
Rixey Moore Playground Improvements															
Livery Stable/23 E Main St Reserve	44,235														
Pave Crow Street Parking Lot															
Virginia Avenue	55,000														
Ton Dump Truck (GF 100% VDOT)				27,500	13,750	13,750									
Capital Reserves															
Dump Truck/Snow Plow (GF 100% VDOT)	126,000														
Hydraulic Salt Spreader (GF 100% VDOT)	11,000														
Salt Storage Building Repair (GF 100% VDOT)															
Police Patrol Vehicle	52,600						53,000			53,400			54,000		
Police Camera Equipment															
Body Camera Replacement 10															
Mobile Data Terminal Replacement															
Police Radio Replacement - Reserve	20,000			15,000									25,000		
Police Department Server Replacement	6,000														
Police Department Pistols							8,500								
Wayfinding Signs Reserve	5,000			5,000			5,000			5,000			5,000		
Holiday Decoration	10,000														
Water Distribution System Upgrade		115,000			615,000					95,000				95,000	
Hand Held Meter Reading Device		7,000	7,000												
Meter Replacement		165,000			165,000					165,000					
Storage Tank Repair		85,000			85,000										
Equipment Repair Reserve		25,000			25,000					50,000				50,000	
Capital Reserves															
WTP Disinfection Upgrade															
WTP Filter Maintenance					510,000										
SCADA / Computers		6,000	58,000												
Pick-up Truck		15,000	15,000												
WTP Finish Pump Replacements		132,000													
Pre-precipitation Basin Repair															
Communications Net for Utilities				200,000											
Utility Plant Gates															
WTP Evaluation & Repairs															
Collection System Upgrades			115,000							115,000				115,000	
Membrane Replacement			100,000							110,000				110,000	
Hypochlorite Pump Replacement															
Equipment Repair - Reserve			25,000							50,000				50,000	
Inventory Lockup Fencing															
Capital Reserves															
New SCADA Computer system															
WWTP Building Repairs/Joints Reserve			7,000							7,000				7,000	
Headworks Light Replacement (High Bay)			30,000												
Tripod and Hoist compliant with VOSH				2,800											
Generator Buille Glen Pump Station Reserve			10,000							10,000				10,000	
Replace 2013 Ford F-150															
Sludge Loading Conveyor Belt			22,000												
<b>Total</b>	<b>336,335</b>	<b>550,000</b>	<b>389,000</b>	<b>61,000</b>	<b>1,616,550</b>	<b>833,550</b>	<b>104,000</b>	<b>310,000</b>	<b>292,000</b>	<b>65,900</b>	<b>325,000</b>	<b>307,000</b>	<b>91,500</b>	<b>145,000</b>	<b>292,000</b>

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

**General Fund FY21**

Computer Replacement \$7,500

Administration

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

Hogan's Alley Improvements Reserve \$1,000

Administration

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

FY20 \$3,000

FY21 \$1,000

FY22 \$6,000

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

Administration

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

FY19 \$40,000

FY20 \$73,265

FY21 \$44,235

FY 2021

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

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

Public Works Department

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

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

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

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

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

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

Public Works

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

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

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

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

Public Works

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

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

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

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

Patrol Vehicle \$52,600

Police Department

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

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

Police Radio Replacement Reserve \$20,000

Police Department

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

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

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

Server Replacement \$6,000

Police Department

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

Wayfinding Signs Reserve \$5,000

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

Holiday Decorations \$10,000

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

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

**Water Fund FY21**

Water Distribution System Upgrades \$115,000

Public Works Department

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

Handheld Meter Reading Device \$7,000

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

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

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

Water Fund \$ 7,000

FY 2021

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

Meter Replacement \$165,000

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

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

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

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

Storage Tank Repair \$85,000

Public Utilities Department

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

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

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

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

FY 2021

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

Equipment Repair Reserve \$25,000

Public Utilities

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

Pickup Truck \$15,000

Public Utilities

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

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

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

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

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

The project involves:

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

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

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

**Sewer Fund FY21**

Collection System Upgrades \$115,000

Public Works Department

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

Membrane Replacement \$100,000

Public Utilities Department

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

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

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

Equipment Repair Reserve \$25,000

Public Utilities Department

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

WWTP Building Repairs/Joints Reserve \$7,000

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

FY 2021

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

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

Pickup Truck \$15,000

Public Utilities

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

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

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

Meter Reading Device \$7,000

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

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

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

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

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

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

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

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

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

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

Date: July 14, 2020

Motion By:

Second By:

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

**General Fund**

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

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

**Water Fund**

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

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

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

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

**Sewer Fund**

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

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

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

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

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

VOTE:

Aye:

Nay:

Absent:

Abstain:

ATTEST: \_\_\_\_\_  
Erecka Gibson, Recorder