



Berryville Town Council

MEETING AGENDA

Berryville-Clarke County Government Center

101 Chalmers Court, Second Floor

Main Meeting Room

Regular Session

September 8, 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. Call to Order

2. Pledge of Allegiance

3. Approval of Agenda

4. Presentations/Awards and Recognitions

5. Public Hearing

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Proposed Changes to the Town's Schedule of Water and Sewer Fees and Charges

6. Discussion of Public Hearing Items

7. Citizens' Forum

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14. Closed Session

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The Council of the Town of Berryville will enter closed session in accordance with §2.2-3711-A-3 of the Code of Virginia, to discuss the acquisition of real property or disposition of publicly held property.

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

15. Adjourn

Proposed Changes to the Town's Schedule of Water and Sewer Fees and Charges

Public Hearing

September 8, 2020

History

In 2019 an engineering firm completed a Utility Rate Study for the Town. The engineering firm calculated rate increases that will be necessary from fiscal year 2020 through fiscal year 2024 to ensure that there are sufficient funds to operate and maintain the Town's water and sewer systems.

As a part of the adjustment to fees and charges, the engineering firm recommended that the Town establish fees that would help address how certain costs (including those that are reoccurring) that do not vary according to usage are paid for. The Town adopted recommended fee and charge changes for fiscal year 2020 (effective November 22, 2019) including what was called a monthly "Administrative Fee" of \$2.50 for both water and sewer accounts.

Proposal

The Town is proposing the second of the programed increases recommended in the 2019 Utility Rate Study. The proposed changes to the fee schedule include:

- Renaming the "Administrative Fee" to "Administrative and Facilities Fee" (AFF) in order to better describe the fee and its purpose.
- The monthly AFF Fee for water increased from \$2.50 to \$7.13.
- The monthly AFF Fee for sewer increased from \$2.50 to \$4.82.
- Demand ratio 1 (5/8" meter) water availability fee increased from \$13,500 to \$13,837.50.
- Demand ratio 1 sewer availability fee increased from \$14,500 to \$14,862.50.

If the proposed schedule is adopted, then the increases would become effective on November 19, 2020.

Attachments

- Public hearing notice
- Proposed Schedule of Water and Sewer Fees and Charges
- 2019 Utility Rate Study
- Draft Administrative and Facilities Fee (AFF) definition
- Motion

Recommendation

Adopt the proposed Schedule of Water and Sewer Fees and Charges.

Sample Motion

I move that the Council of the Town of Berryville approve the attached Schedule of Water and Sewer Fees and Charges and that the new schedule become effective November 19, 2020.

TOWN OF BERRYVILLE
TOWN COUNCIL
PUBLIC HEARING NOTICE

The Berryville Town Council will hold the following public hearing at 7:30 p.m., or as soon after as this matter may be heard, on **Tuesday, September 8, 2020** in the Main Meeting Room, Second Floor, of the Berryville-Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia, to consider the following:

Proposed Changes to the Town's Schedule of Water and Sewer Fees and Charges

The Berryville Town Council proposes to amend its Schedule of Water and Sewer Fees and Charges (Schedule) to adjust fees and related deposits to meet revenue needs identified in the 2019 Utility Rate Study (Study). The Study, which examined long-term system needs and expenses, provides for rate and fee adjustments for FY2020 through FY 2024.

The proposed changes are:

1) Monthly A&F (administrative and facilities) fees to increase:

	Current fee	Proposed fee
Water	\$2.50	\$7.13
Sewer	\$2.50	\$4.82

2) Availability fees* to increase:

	Current fee	Proposed fee
Water	\$13,500.00	\$13,837.50
Sewer	\$14,500.00	\$14,862.50

* For demand ratio 1 or 5/8" meter
Availability fees for larger connections increase as well

No change in water or sewer user rates is proposed.

If the proposed Schedule is adopted, then it is expected to become effective on November 19, 2020.

Copies of materials pertinent to this matter, including the Study and the proposed Schedule, may be examined at www.berryvilleva.gov and the Town of Berryville Business Office, Berryville-Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia. If the Business Office customer service window is not open during regular business hours, then please call 540.955.1099 for assistance.

Any person desiring to be heard regarding the matters enumerated above may appear at the appointed time and place. **However, because of the ongoing COVID-19 emergency, it is highly recommended that those desiring to comment provide written comments prior to the day of the meeting.** Comments submitted in advance must be emailed to townclerk@berryvilleva.gov, placed in the Town drop box at the Berryville-Clarke County Government Center (at Town drive-through), or mailed to the

Town of Berryville (attention Town Clerk) at 101 Chalmers Court, Berryville, VA 22611. All comments will be provided to the Town Council for their review and consideration and made a part of the record.

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

+++++

Please publish in the *Winchester Star* on August 25, 2020

If you have questions, please contact Paul Culp, Town Clerk at 955.1102.

TOWN OF BERRYVILLE
SCHEDULE OF WATER AND SEWER FEES AND CHARGES

~~Effective November 22, 2019~~

Effective November 19, 2020

I. USER FEES

A. WATER

1. Within corporate limits or the limits of an approved annexation area: \$8.15 per 1,000 gallons of usage. Minimum charge \$5.00 per month for usage under 1,000 gallons during billing period.
2. Other: \$10.18 per 1,000 gallons of usage. Minimum charge \$6.25 per month for usage under 1,000 gallons during billing period.

B. SEWER

1. Within corporate limits or the limits of an approved annexation area: \$17.27 per 1,000 gallons of usage. Minimum charge \$15.00 per month for usage under 1,000 gallons during billing period.
2. Other: \$21.58 per 1,000 gallons of usage. Minimum charge \$18.75 per month for usage under 1,000 gallons during billing period.

II. ADMINISTRATIVE AND FACILITIES FEES AND DEPOSITS

A. ADMINISTRATIVE AND FACILITIES FEES

Monthly Administrative and Facilities Fees, charged with usage:

Water ~~\$2.50~~ 7.13

Sewer ~~\$2.50~~ 4.82

Late Fee: 10% of bill amount

Service Disconnection/Reconnection Fee: \$50

Returned Check/ACH Fee: \$50

B. DEPOSITS

Residential: individually metered single-family units, town homes, and duplexes: ~~\$235~~ 240

Residential: multi-family with master meter: ~~\$188~~ 185 per unit

Business/Commercial excluding restaurants and laundries: ~~\$235~~ 240

Restaurant: ~~\$845~~ 835*

Laundry: ~~\$4,660~~ 4,560*

Institutional: ~~\$1,610~~ 1,580*

Industrial: ~~\$5,715~~ 5,600*

*Town Manager may increase or decrease on the basis of actual usage.

Note: Town Manager may establish reasonable deposit amounts for use types not anticipated by this schedule.

III. AVAILABILITY FEES

A. WATER

Meter Size (Inches)	Demand Ratio	Avail. Fee (Corp. Limits or Annex. Area)	Avail. Fee (Other)	Meter Cost
5/8	4	\$ 13,500.00	\$ 16,875.00	Meter Fee
3/4	1.5	\$ 20,250.00	\$ 25,312.00	Meter Fee
1	2.5	\$ 33,750.00	\$ 42,187.00	Meter Fee
1.5	4.375	\$ 59,063.00	\$ 73,828.00	Meter Fee
2	8	\$ 108,000.00	\$ 135,000.00	Meter Fee
3	16	\$ 216,000.00	\$ 270,000.00	Meter Fee
4	25	\$ 337,500.00	\$ 421,875.00	Meter Fee
6	50	\$ 675,000.00	\$ 843,750.00	Meter Fee

Greater than 6", Demand Ratio (AWWA M22) multiplied by fee for Demand Ratio 1.

Meter Size (Inches)	Demand Ratio	Avail. Fee (Corp. Limits or Annex. Area)	Avail. Fee (Other)	Meter Cost
5/8	1	\$ 13,840.00	\$ 17,300.00	Meter Fee
3/4	1.5	\$ 20,760.00	\$ 25,950.00	Meter Fee
1	2.5	\$ 34,600.00	\$ 43,250.00	Meter Fee
1.5	4.375	\$ 60,550.00	\$ 75,688.00	Meter Fee
2	8	\$ 110,720.00	\$ 138,400.00	Meter Fee
3	16	\$ 221,144.00	\$ 276,800.00	Meter Fee
4	25	\$ 346,000.00	\$ 432,500.00	Meter Fee
6	50	\$ 692,000.00	\$ 865,000.00	Meter Fee

Greater than 6", Demand Ratio (AWWA M22) multiplied by fee for Demand Ratio 1.

Notes:

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

(b) In cases in which a master meter serves multi-family residences or a combination of multi-family and commercial units, the applicant will pay a fee based on the higher of A) an amount derived by multiplying the unit charge of \$10,800 11,072 for a multi-family residence times the total number of residential and commercial units to be served by a single meter, or B) an amount based on the meter size as specified above.

(c) Meter fee is calculated by adding the cost of the meter and a 30% (of meter cost) handling fee.

B. SEWER

Meter Size (Inches)	Demand Ratio	Avail. Fee (Corp. Limits or Annex. Area)	Avail. Fee (Other)
5/8	1	\$ 14,500.00	\$ 18,125.00
3/4	1.5	\$ 21,750.00	\$ 27,187.00
1	2.5	\$ 36,250.00	\$ 45,312.00
1.5	4.375	\$ 63,438.00	\$ 79,297.00
2	8	\$ 116,000.00	\$ 145,000.00
3	16	\$ 232,000.00	\$ 290,000.00
4	25	\$ 362,500.00	\$ 453,125.00
6	50	\$ 675,000.00	\$ 843,750.00

Greater than 6", Demand Ratio (AWWA M22) multiplied by fee for Demand Ratio 1.

Meter Size (Inches)	Demand Ratio	Avail. Fee (Corp. Limits or Annex. Area)	Avail. Fee (Other)
5/8	1	\$ 14,865.00	\$ 18,581.00
3/4	1.5	\$ 22,298.00	\$ 27,872.00
1	2.5	\$ 37,163.00	\$ 46,453.00
1.5	4.375	\$ 64,960.00	\$ 81,200.00
2	8	\$ 118,920.00	\$ 148,650.00
3	16	\$ 237,84.00	\$ 297,300.00
4	25	\$ 371,625.00	\$ 464,531.00
6	50	\$ 743,250.00	\$ 929,050.00

IV. LATERAL OR CONNECTION FEES

Connection to the Town's water distribution and/or sewer collection system may be completed only if the following conditions are met:

- Party applying to connect to the system agrees to assume all costs associated with connection to the systems, including excavation, taps, vaults, traffic control, restoration (including pavement), testing, inspections, etc.
- Contractor responsible for completing work has been vetted and approved by the Town.
- Plans for the work, including restoration, have been approved by the Town.
- Required surety has been approved and provided to the Town.
- Required insurance coverage is in place and documentation thereof provided to the Town.
- Required permits have been issued by the Town, Virginia Department of Transportation, or other applicable agency.

V. INSPECTIONS

A. Sanitary Sewer Camera Service and Storm Sewer Camera Inspection Service

1. Mains and Laterals Over 4 Inches in Diameter

Mobilization Fee: \$300

Camera Fee: \$2.50 per linear foot

2. 4-Inch Laterals

Laterals Under 50 Feet in Length: \$150

Laterals 50 Feet in Length or Greater: \$150 plus \$2.50 per linear foot

B. Inspections

Town staff: \$65 per hour (1 hour minimum for any inspection then billed at ½ hr. increments thereafter)

Licensed professional engineer or approved third-party inspector: Cost

Notes: Cleaning of lines will be required prior to camera use. Line cleaning is the responsibility of the applicant. If lines are not clean and camera crew must remobilize later to perform the inspection, a second mobilization fee will be charged.

VI. SIGNIFICANT INDUSTRIAL USER FEES

Sewer system discharge permit: \$500

VII. WATER METER TESTING

5/8" meter: \$100

All other meters: \$100 + cost

Note: Fee is refunded if meter is found to be over-registering.

VIII. HYDRANT METERS

Nonrefundable account establishment fee: \$50

Meter deposit: \$1,200

Note: Usage metered through hydrant meters will be billed for both water and sewer user fees.

IX. UNAUTHORIZED USE OF SERVICE

For unauthorized water withdrawals from fire hydrants or any other part of the Town water system, or when a customer willfully takes steps to reactivate service after service has been disconnected by the Town because of nonpayment of any charge owed to the Town, and the Town must take action to discontinue service again by removal of the meter or by any other necessary measures, a \$250 charge for unauthorized use of services will be imposed. This charge will be in addition to any other charge for water and sewer services owed to the Town, and in addition to any legal remedies the Town may pursue for unauthorized use of service.

Approved by Town Council on _____.

Utility Rate Study
Town of Berryville, Virginia
Utility Rate Study
Pennoni Associates, Inc., Winchester VA
July 2019



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1. Introduction

The Town of Berryville operates a water system to supply, treat, and distribute water for human consumption and 5*other uses and operates a wastewater system to collect and treat sewage. Town billing data for the period September 2017 through August 2018 would conclude there were an average 1,515 homes served water and 208 other water accounts during that period. Most of these same accounts are served both water and wastewater, but the Town reports that as of September 2018 there were 45 water-only accounts, including 20 residential, six commercial, and three industrial accounts inside the Town limits, with the remaining 16 water-only accounts being outside the Town limits including 12 residential, two commercial, and two institutional accounts. In order to continue to operate this system adequately and provide the level of service expected by these customers, the water and wastewater systems will need to maintain adequate financing.

In order to maintain adequate funding for daily operations, maintenance and renewal of assets, and meet the increasingly stringent regulatory requirements, the Town is undertaking an important study to forecast future service demands, perform an initial evaluation of its water and wastewater assets, review its financial condition, and provide options for water and wastewater rate setting to provide sufficient capital to maintain its assets and meet customer and regulatory requirements. This report summarizes the findings of this study.

According to the American Water Works Association of Denver, Colorado in a Manual of Practice for Developing Rates for Small Systems, several underlying principles are suggested:

- A. That water utilities provide sufficient revenue for annual operations and maintenance expenses, capital costs and debt service, and working capital and reserves. This study addresses all these issues.
- B. Water utilities should account for its funds separate from other governmental entity operations. The Town has achieved this principle through establishing and maintaining a Water Fund and a Sewer Fund separate from the General Fund.
- C. That water systems adopt a uniform system of accounts for accounting and management controls. The Town has developed such a system.
- D. Financial reporting should meet requirements of legislative, judicial, or regulatory bodies. This requirement is audited annually by the Town through a Certified Public Accountant.
- E. Water rate schedules should be designed to distribute the cost of water service equitably among each function and class of service. This study and report follow this principle; where segregation of data for this purpose is not available, assumptions are used based on industry norms.
- F. Water utilities should maintain asset records with sufficient information to monitor and manage the physical condition of infrastructure and should support planned and preventive maintenance programs and budgets adequate to maintain and rehabilitate/renew assets at levels of service consistent with good utility practice. This study initiates a structure to provide asset listing and condition based upon basic data to include age, size, material specifications, and engineering judgment reflecting known maintenance history and past design work. The rate structure proposed by this study incorporates judgment on the future need to replace existing assets and is a starting point in identifying large financial impact where more detailed analyses beyond this study may be appropriate to continue to optimize costs of asset performance and reliability.

Background on Water System

The Town supplies its water through an intake facility on the Shenandoah River which receives and screens river water and then pumps the untreated ("raw") water to the Berryville Water Treatment Facility. The Treatment Facility treats the water to excel beyond federal and state drinking water standards through a Neptune Microfloc package system built in 1984 that includes conventional filtration to remove particles, after which the water is disinfected and pumped through a high service pumping station to the Town's transmission and distribution system. The water supply, treatment, and pumping system is permitted by the Virginia Department of Health for a capacity of 864,000 gallons per day, and the water intake and pumping and water treatment facility can achieve that capacity. The high service pump station is limited to 754,000 gallons per day as a result of internal constraints, thereby this limitation becomes the "choking" point on how much treated water can be delivered into the distribution system.

From a review of Town water production records between 2013 and 2018, the monthly average daily water pumped into the distribution system varied from 261,000 gallons per day in April 2018 to 394,000 gallons per day in April 2014. For the period between September 2017 through August 2018, the annual average daily volume of water pumped to the distribution system was 325,000 gallons per day. During that same one-year period, billed consumption averaged 282,000 gallons per day. From this data one would conclude that 13.2% of the treated water pumped to the distribution system is not metered and billed, referred to in the industry as the non-revenue water rate. All water distribution systems have a component of non-revenue water which can be contributed from numerous sources, including water use from a fire hydrant, leaks from water system assets including water main breaks, water theft, and under-registration of water consumed by meters not accurately calibrated. The water industry sets a standard of striving for non-revenue water below 10%, and above 15% is a "flag" for the need of significant improvement. The Town of Berryville falls in an adequate range but can still strive to improve water accountability. A key place to start is accurate meter registration. It is noted the Town plans to replace the water meters in its system in 2022 and the performance of this action is favorably recommended in this study.

There are also expected water "losses" between the quantity of water filtered or purified and the quantity of water pumped into the distribution system. The largest uses in this category include essential backwashing of the water filters and clean "make-up" water for diluting chemicals, as well as other water used in the treatment process. Plant production records between September 2017 and August 2018 suggest that an average 10.5% of water treated is used within the treatment process, therefore, to pump 325,000 gallons per day into the distribution system, a total of 363,000 gallons per day is treated and filtered.

Based on operational records reported monthly to the Virginia Department of Health and the data distributed by the Town through its annual consumer confidence reports, its treated water is currently meeting all quality drinking water standards of federal and state regulations.

The water transmission and distribution systems consist of an interconnected network of water mains, most within public street rights-of-way, within two pressure zones, and include two elevated water tanks, one ground storage tank, and a booster pump station. The two pressure zones are identified as the 758 Zone and the 808 Zone, where 758 and 808 represent the static head elevations of the two zones in reference to mean sea level. Most of the water distribution system and service connections are on the 758 Zone, with the 808 Zone serving the northwest corner of the system near Route 7 West where the Town's natural ground elevations are highest. One elevated tank and one ground storage tank are located in the 758 Zone, and a second elevated tank serves to maintain water pressure in the 808 Zone as water demand in that zone fluctuates. All treated water at the water plant is pumped into the 758 Zone, a separately located booster pump station transfers water from the 758 Zone to the 808 Zone.

More detailed information on the water system assets is provided under the Evaluation of Assets chapter of this report.

Background on Wastewater System

The Town collects wastewater through a system of underground pipes sloped to allow flow by gravity to the wastewater treatment plant, supplemented by four wastewater pump stations that pump or lift sewage from isolated low points through a "force main" back into the gravity system.

The Berryville Wastewater Treatment Plant is a 700,000 gallons per day (monthly average) state-of-the art facility constructed in 2010 that consists of 4-Stage Bardenpho Bioreactor Basins and a Membrane Bioreactor for advanced nutrient removal to meet stringent nutrient discharge limits for Chesapeake Bay watersheds. The facility also includes a flow equalization tank of 0.7 million gallons to hold incoming peak sewer flows and allow the Bioreactors to operate optimally at a steady rate. Berryville is consistently meeting its stringent effluent limits and is a member of the Virginia Nutrient Credit Exchange Association whereby nutrient removal in excess of the facility's allocation can be sold on an exchange for a modest amount of revenue. Most importantly, this membership also allows the Town to purchase credits at the member rates should circumstances ever be necessary for the Town to maintain regulatory compliance.

Metered sales records from the Town between September 2017 and August 2018 indicate that an average 279,000 gallons of wastewater per day was registered for billing purposes.

2. Water and Wastewater Demand Projections

This chapter of the report summarizes the review of historical water and wastewater system demand, including treatment plant metering and reporting data, customer billing data, and reported growth trends. A long-term growth projection is provided in 5-, 10-, 15- and 20-year intervals based upon information provided by the Town of Berryville's Planning and Zoning Department. This chapter also discusses capacities of water and wastewater system components and the abilities of these capacities to meet growth needs.

This study reviewed development information from the Town's Department of Planning and Zoning, including recent development activity and forecasted ultimate growth in water and wastewater use through build-out of undeveloped land by zoning sub areas. Table 2-1 summarizes recent development activity, and Table 2-2 summarizes growth in demand by potential long-term build-out. Potential quantities in additional water demand from build-out in gallons per day are taken directly from the Town's Planning and Zoning projections and suggest the very long-term potential that the Town's metered water consumption could increase from the present 283,000 gallons per day annual average to up to as high as 816,000 gallons per day. This data also suggests that although current consumption from outside Town limits is a very small percentage, a significant amount of future growth to water and wastewater demand could come from property presently outside of the Town's corporate limits. The Town has a defined Annexation Area and may intend to annex much of this property at some future date, but to the extent future service increases beyond the Town limits, ratemaking may need to consider more closely the equity of charges to outside vs. inside customers.

Table 2-1

Recent Commercial Activity

Source: Town of Berryville Department of Planning and Zoning, October 15, 2018

Date of Approval	Planning Area	Development	Data from Capacity of Waterworks: 12 VAC 5-590-690	
			VDH Criteria	Capacity Added (gpd)
January 25, 2017	Sub Area 7	McDonald's (assumes 60 seats)	Restaurant - 50 gpd/seat	3,000
August 9, 2017	Sub Area 6	67-bed assisted care	Nursing Home - 200 gpd/bed	13,400
October 24, 2018	Sub Area 6A	120 age-income restricted apartments	Residential - 100 per unit	12,000
Total Capacity Added (gpd):				28,400

Note: Capacity is how VDH looks at what excess capacity the water system needs to assure service to a specific new project at the time of application. It may be conservative and therefore not reflective of long-term consumption and revenue.

Table 2-2

Future Activity - Long-Term Build-Out

Source: Town of Berryville Department of Planning and Zoning, October 15, 2018

	Total Build-Out Flow Added (gpd)	Build-Out Flow Added by User Class				Town Limits	Comments
		Residential Flow (gpd)	Commercial Flow (gpd)	Institutional Flow (gpd)	Industrial Flow (gpd)		
Sub Areas 1 and 2	189,700	170,730		18,970		Outside	Zoned to allow institutional but forecasted likely mostly residential. Assume 90% Institutional; 10% Residential
Sub Area 6A	24,000	14,400		9,600		Inside	Mostly residential; includes 120 income restricted apartments; limited small commercial
Sub Areas 6 and 7	182,800		182,800			Inside	Business Commercial, includes grocery store and bank
Sub Area 12B	7,500		7,500			Outside	Business Park
Sub Area 19A	11,000		11,000			Inside	Business Park
Sub Area 27A	24,850	24,850				Partial	Residential - Hermitage V
Sub Area 9	47,600	47,600				Inside	Residential - Includes 22,050 gpd for Fellowship Square; also includes Shenandoah Crossing
Sub Areas 13, 14, 15	45,300	45,300				Outside	Identified by Town as likely Residential

Totals					
Inside Town Limits	277,800	74,400	193,800	9,600	-
Outside Town Limits	255,000	228,500	7,500	19,000	-
Totals	532,800	302,900	201,300	28,600	-

Historical growth trends and qualified population projections should be strongly considered in forecasting future growth in water and wastewater demands over a 20 to 30-year horizon. The best sources of information in Virginia on population trends and growth projections are the U. S. Census Bureau, Virginia Employment Commission and The Weldon Cooper Center at the University of Virginia. Table 2-3 summarizes historical population trends for both the Town of Berryville and Clarke County, from census information reported by *World Population Review*. Also shown is Weldon Cooper Center for Clarke County (The Weldon Cooper Center does not report data for Towns < 5,000 population). The data reflects "up and down" patterns of growth typical for actual historical data over the past 57 years, with higher growth in the 1980s and the 2000s. Recent growth averaged over several years fall into a range of 0.28% to 1.25% per year.

Table 2-3
Berryville and Clarke County Population

Source 1: *World Population Review: Reporting Claims Using U S Census Data and Census Estimates*

Source 2: *University of Virginia Weldon Cooper Center, Demographics Research Group (2017), Virginia Population Projections. Retrieved from https://demographics_coopercenter.org/virginia-population-projection*

Year	Population			Average Annual Growth		
	Town Population	County Population		Town	County	
	Source 1	Source 1	Source 2		Source 1	Source 2
1960			7,942			0.20%
1970			8,102			2.09%
1980			9,965			1.96%
1990	3,097	12,101	12,101			0.45%
2000	2,963	Not Provided	12,652	-0.44%		1.04%
2010	4,179	14,011	14,034	3.50%	1.26%	1.26%
2011	4,222	14,187	14,211	1.03%	0.39%	0.46%
2012	4,237	14,242	14,276	0.36%	0.06%	-0.90%
2013	4,246	14,250	14,148	0.21%	0.49%	1.24%
2014	4,264	14,320	14,323	0.42%	-0.45%	-0.82%
2015	4,266	14,255	14,206	0.05%	0.47%	0.24%
2016	4,286	14,322	14,240	0.47%	1.30%	0.51%
2017	4,338	14,508	14,312	1.21%	1.30%	0.51%
Total 1990 to 2017				1.25%	0.67%	0.62%
Total 2000 to 2017				2.27%	Not Available	0.73%
Total 2010 to 2017				0.54%	0.50%	0.28%

Table 2-4 provides future population growth projections published by the Virginia Employment Commission and The Weldon Cooper Center for Clarke County (projections on Town of Berryville were not found within the data published by these agencies). The computation of average annual growth rates over periods of 20 to 30 years from these projections are highly consistent, varying between 0.42% per year to 0.47% per year. The Town of Berryville Planning and Zoning Department reports that in recent years growth within the Town's utility service area has been observed to be "slightly" higher than Clarke County. For the purpose of this rate study, it will be assumed that the growth of demand for water and wastewater within the Town's systems will be forecasted as 0.50% per year.

Table 2-4

Forecasted Growth Rate - Clarke County

Source 1: Town of Berryville Planning and Zoning, October 15, 2018, Quoted from Clarke County Community Profile at Virginia Employment Commission

Source 2: University of Virginia Weldon Cooper Center, Demographics Research Group (2017), Virginia Population Projections. Retrieved from https://demographics_coopercenter.org/virginia-population-projection

	Population		Annual Average Growth Rate	
	Source 1	Source 2	Source 1	Source 2
2010	14,034	14,034		
2015		14,206		0.24%
2020	14,337		0.21%	
2025		14,801		0.41%
2030	15,266		0.63%	
2035		15,615		0.54%
2040	15,965		0.45%	
2045		16,315		0.44%

Average Rate 2010 - 2030	0.42%	
Average Rate 2010 - 2040	0.43%	
Average Rate 2015 - 2035		0.47%
Average Rate 2015 - 2045		0.46%

Table 2-5 uses this 0.50% per year average demand to forecast water and sewer metered customer consumption demands over the next 20 years. Current demand is segregated by customer class and represented as inside or outside the Town's limits based on customer billing data provided by the Town. Forecast growth is assigned to customer class and inside or outside Town limits based on a straight-line projection from current class of use toward build-out using the current classification of land use for future development provided by the Town's Planning and Zoning Department. As noted previously in this report, a greater amount of the future growth is projected on land that is presently outside Town limits.

Table 2-5
Forecasted Future Average Day Billed Consumption for Town of Berryville

Customer Class	Current Annual Average Daily Billed		Forecasted Annual Average Daily Billed Consumption (MGD)							
			2025		2030		2035		2040	
	Inside Town Limits	Outside Town Limits	Inside Town Limits	Currently Outside Town Limits	Inside Town Limits	Currently Outside Town Limits	Inside Town Limits	Currently Outside Town Limits	Inside Town Limits	Currently Outside Town Limits
Water Service										
SF Residential	0.169	0.002	0.170	0.005	0.171	0.008	0.172	0.011	0.173	0.014
MF Residential	0.015	0.000	0.015	0.000	0.015	0.001	0.016	0.001	0.016	0.002
Commercial	0.022	0.000	0.025	0.000	0.028	0.000	0.032	0.000	0.035	0.000
Institutional	0.031	0.013	0.031	0.013	0.031	0.014	0.031	0.014	0.032	0.014
Industrial	0.030	0.000	0.030	0.000	0.030	0.000	0.030	0.000	0.030	0.000
Totals	0.267	0.015	0.271	0.018	0.276	0.023	0.281	0.026	0.285	0.030
	0.282		0.289		0.299		0.307		0.316	
Wastewater Service										
SF Residential	0.167	0.000	0.168	0.003	0.169	0.006	0.170	0.009	0.171	0.012
MF Residential	0.015	0.000	0.015	0.000	0.015	0.001	0.016	0.001	0.016	0.002
Commercial	0.021	0.000	0.024	0.000	0.027	0.000	0.031	0.000	0.034	0.000
Institutional	0.032	0.014	0.032	0.014	0.032	0.015	0.032	0.015	0.033	0.015
Industrial	0.030	0.000	0.030	0.000	0.030	0.000	0.030	0.000	0.030	0.000
Totals	0.265	0.014	0.269	0.017	0.273	0.022	0.279	0.025	0.284	0.029
	0.279		0.286		0.295		0.304		0.313	

An important part of capital planning is an understanding if the capacity of the utility system can meet projected future demands. The projected 2040 average day customer metered consumption of 315,000 gallons per day for water and 313,000 gallons per day for wastewater are both well within the current capacities for the treatment facilities (864,000 gallons per day water treatment and 700,000 gallons per day wastewater treatment) and further provide adequate excess capacity to meet expected peak demands. The Town is presently updating its analysis of the full capacity of the water distribution system through a calibrated computer model and it is recommended the Town consider a similar updated analysis of its sewer collection system.

3. Evaluation of Assets

Water and wastewater utilities are capital intensive. Expensive underground pipelines, pumping stations, storage tanks, river intake facilities, and treatment facilities require significant funding for construction, operation and maintenance, and for adequate repair, renewal or replacement as facilities age. Without proper assets and asset care, the utility will fail to continuously provide a reliable level of service. Community citizens expect this high level of service to be maintained 24 hours per day, 7 days per week, and every day of the calendar year. Operation and maintenance should be planned, executed and documented, and a condition of the assets should be regularly assessed.

The Town of Berryville is to be commended for initiating an asset management program through this study to provide an initial assessment of the condition of the assets of the water and wastewater systems. The scope of this work includes relying upon a review of existing available information provided by the Town together with some engineering judgment from Pennoni's Senior Engineer who has performed previous inspection and design work for the Town. The scope of this study did not include a visual inspection of the assets or a detailed assessment. The review did include review of the Town's fixed asset data and available information regarding initial construction, material, age, and reported significant improvements made after initial construction. Data on underground water distribution and sewer collection system assets were obtained from the Town's water and wastewater data within the Clarke County GIS database. Expected service life was estimated from engineering judgment using experience within the water and wastewater industry based on basic types of material or design, understanding of the quality of manufacture at time of installation, maintenance history available, and any other known related factors. This study then provides a budget that assumes the full replacement of the asset once the estimated remaining life is complete. This evaluation is considered a useful guide to preparing an initial financial estimate to maintain the reliability of aging assets, but beyond this study it is recommended that a more detailed condition assessment be considered, particularly as assets approach the time of expected replacement, to confirm the appropriate actions that are optimal in the actual expenditure of funds. Sometimes full replacement is the optimal solution, whereas other times some significant repair or partial replacement that extends the life of the asset can be more cost-effective over the long-term. The optimal solution comes through later detailed assessment.

Water System

The assets of the Berryville water system generally function adequately to meet the system demand and level of service with limited interruptions. Small local interruptions are sometimes necessary to isolate small areas of the system for repair of water main breaks, but large-scale interruptions are minimal. Like many water systems across the United States, some of the water system assets are aging at or near the expected service life. Table 3-1 provides a 20-Year replacement schedule for water system assets estimated to reach the end of life within the next 20 years in their present condition. The assets in this table have significant above-ground structures, referred to as vertical assets. Table 3-2 provides a separate 20-Year replacement schedule for underground water main pipe and appurtenances referred to as horizontal assets. The combination of vertical and horizontal assets provides the complete fixed assets of the water system.

Tables 3-1 and 3-2 are summarized from an Excel spreadsheet with the summary listing only those assets expected to reach end of life within the next 20 years, based on available information. The larger spreadsheet provides a listing of all water system vertical and horizontal assets, along with estimated remaining service life, date of replacement, and estimated cost of replacement in 2019=\$. The spreadsheet is being provided separately in electronic form to the Town of Berryville, providing a way that these spreadsheets become a living document to be amended as further conditions are assessed and adjustment to the schedules are made.

Table 3-1
Vertical Assets of the Berryville Water System - 20-Year Replacement
Schedule

	Type of Asset	Estimated Replacement Year	Budgeted Replacement Cost (2019=\$)
Shenandoah River Intake	Equipment	2026	\$ 520,000
	Land	2026	\$ 50,000
Raw Water Pumping Station	Equipment	2026	\$ 340,000
Berryville Water Treatment Plant	Building	2026	\$ 2,500,000
	Equipment	2026	\$ 13,000,000
Finished Water Pumping Station	Equipment	2019	\$ 260,000
Booster Pump Station to Zone 808	Building	2032	\$ 250,000
	Equipment	2032	\$ 715,000
			\$ 17,635,000

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patterns for faster leak detection, better customer service, and better water system planning, and though they cost more initially they can lead to cost savings in the longer run.

Through a "budget" level review of water meter options it was concluded that \$400,000 is sufficient to cover the capital cost of replacing all water meters in the Town's system with meters performing an equal function to the present, however, \$600,000 would be a more appropriate budget if the Town intends to also contract the cost of installation. Option 1 in Table 3-2 summarizes this option.

Option 2 describes a "smart" meter option. In order to provide the capability for all new meters to transmit meter reading by an electronic signal, an additional \$350,000 to \$400,000 is recommended to be budgeted depending on whether the transmission is a fixed polling system that can read all meters nearly continuously, or transmission is to a mobile vehicle with local polling capability. With the further addition of software and personnel training and licensing to provide customer service and analytical capability, it would be suggested that a total budget of up to \$1,200,000 be considered.

Wastewater System

Similar to the water system assets, all the wastewater system assets have been identified on an Excel spreadsheet, that includes an estimated service life and replacement costs in 2019=\$. Table 3-3 summarizes vertical assets and Table 3-4 summarizes horizontal assets expected to reach end of life within 20 years. The Berryville Wastewater Treatment Plant is less than 10 years old and generally expected to be in very good condition, but the advanced filtering membranes are expected to be replaced every 10 years, at a pre-purchased cost of \$1,120,000 (2019=\$), and some plant process equipment will reach end of life within the next 20 years. Several horizontal assets, including aging concrete gravity sewer pipe, aging cast iron force main, and up to 275 older manholes are shown for replacement within 20 years. Total replacement cost for end life assets within 20 years is estimated to be \$11.3 million, or an average of near \$565,000 per year. This compares to a capital improvement investment by the Town in its FY 2018-19 budget of \$300,225, of which \$15,000 was funded by reserves.

Table 3-3
Vertical Assets of the Berryville Wastewater System - 20-Year Replacement
Schedule

	Type of Asset	Estimated Replacement Year	Budgeted Replacement Cost (2019=\$)
Lift Station 1	Building	2021	\$ 75,000
	Equipment		\$ 130,000
Lift Station 2	Building	2022	\$ 75,000
	Equipment		\$ 130,000
Lift Station 3	Equipment	2030	\$ 260,000
Lift Station 4	Equipment	2030	\$ 260,000
Lift Station 5	Equipment	2030	\$ 130,000
Lift Station 6	Equipment	2030	\$ 325,000
Berryville Wastewater Treatment Plant	Membranes	2023	\$ 1,120,000
	Equipment	2029	\$ 150,000
	Membranes	2033	\$ 1,120,000
	Equipment	2034	\$ 1,950,000
			\$ 5,725,000

Table 3-4

Horizontal Assets of the Berryville Wastewater System - 20-Year Replacement Schedule

	Diameter (in)	Total Length (linear feet) or Quantity (each)	Budgeted Replacement Year	Budgeted Replacement Cost (2019=\$)	Comments
PVC Sewer Gravity Main	6	1000	2025	\$ 124,000	To be replaced with 8" PVC
Concrete Gravity Sewer Main	4	500	2026	\$ 62,000	To be replaced with 8" PVC
	8	15000	2026	\$ 1,853,000	To be replaced with 8" PVC
		4000	2026	\$ 494,000	To be replaced with 8" PVC
		3000	2026	\$ 371,000	To be replaced with 8" PVC
		1000	2026	\$ 124,000	To be replaced with 8" PVC
Concrete Gravity Sewer Main (Lined)	4	1000	2035	\$ 124,000	To be replaced with 8" PVC
	8	3000	2026	\$ 371,000	To be replaced with 8" PVC
		2000	2026	\$ 124,000	To be replaced with 8" PVC
		2000	2026	\$ 247,000	To be replaced with 8" PVC
		1000	2035	\$ 247,000	To be replaced with 8" PVC
Sanitary Sewer Manholes		225	2026	\$ 900,000	
		50	2035	\$ 200,000	
Cast Iron Sanitary Sewer Force Main	8	2500	2035	\$ 334,000	
				\$ 5,575,000	

4. Revenue Requirements and Future Rates

A very important component of utility rate setting is to understand the operating and capital renewal goals of the Town for its utility systems, and perform the following: (1) analyze existing budget and audit data to thoroughly understand existing costs; (2) develop revenues and costs under existing rates for a test year or normalized year valued as typical and average for the Town without anomalies such as weather that may skew costs or revenues during unusual periods; then (3) use the test year to predict future financial performance under the existing rates and establish the amount of the need for additional revenue. A further part of developing utility rates is public acceptance, which in part can be understood by comparing the Town's existing rates to nearby communities similar in characteristics to the Town. This chapter of the report begins with a comparison of rates with other communities, addresses water availability fees, then presents the results of the financial review and quantifies the need for additional revenue to meet the Town's objectives. These objectives include implementing a prudent replacement program for assets at the end of service life as addressed in Chapter 3.

Comparison of Rates with Other Communities

Utility rates must generate sufficient financial capital to maintain water and sewer system assets to a reliable level of performance that meets community expectations. To the extent consistent with this goal, the rates themselves should attempt to be acceptable to the community and should be fair and reasonable. An important part of rate consideration is to make comparisons with the utility rates and rate structure of other nearby communities that demographically and geographically similar to the Town of Berryville. For comparison purposes, the following eight communities were selected for this study — In Virginia: Frederick County Sanitation Authority (Frederick Water); Town of Front Royal; Town of Luray; Town of Purcellville; Town of Round Hill; and City of Winchester. In West Virginia: Charles Town Utility Board and City of Martinsburg.

Similar to the current Town of Berryville rates, each of the eight communities has a minimum charge for a customer account per billing cycle with a consumption allowance, and a volumetric charge for consumption above the minimum allowance. The Town of Round Hill has a flat volumetric charge that remains the same for each additional 1,000 gallons of consumption, like Berryville, but the other seven communities have tiered volumetric rates where the rate per 1,000 gallons changes as consumption moves from one block to the next block. Four of the tiered rates are declining, and three are inclining. Four of the eight communities charge higher rates to customers outside of the corporate limits of the city or town providing the service.

All eight communities, like Berryville, require a system development charge (sometimes called "availability fee", "capital cost fee", or "facility fee") for new connections to the system, to help defray the costs of providing the higher system capacity required for the new service. Seven of the eight communities determine the fee for the new connection based upon the capacity of the water meter needed for the service, like Berryville. Charles Town uses a schedule listing types of facilities (e.g., restaurant, office building, etc.) and size of the development to determine the fee. System Development Charges (Town of Berryville calls "Availability Fee") are often based on water meter size and AWWA declares this an acceptable method. Some would argue that a schedule of facilities is more accurate, but implementing that approach comes with higher administrative costs and is rarely used by smaller communities.

Since fee structures are designed differently, the best means to compare the cost of water and sewer service between multiple communities is by selecting specific values of monthly metered consumption and comparing the cost in each community for that particular volume of use. Table 4-1, and Figures 4-1 and 4-2 compare the Town of Berryville to each of the eight communities for monthly water and sewer charges for a metered consumption of 3,000 gallons per month, 10,000 gallons per month, and 20,000 gallons per month.

Table 4-1
Comparison of Water and Sewer Charges for Selected Monthly Consumption
Based on Rate Schedules Published on Internet as of February 2019

	3,000 Gallons Per Month			10,000 Gallons Per Month			20,000 Gallons Per Month		
	Water	Sewer	Total	Water	Sewer	Total	Water	Sewer	Total
Town of Berryville VA	\$ 25.20	\$ 51.00	\$ 76.20	\$ 84.00	\$ 170.00	\$ 254.00	\$ 168.00	\$ 340.00	\$ 508.00
Charles Town Utility Board WV	30.99	38.26	69.25	103.30	99.79	203.09	191.20	187.69	378.89
Frederick Water VA	30.41	51.64	82.05	60.65	87.83	148.48	103.85	139.53	243.38
Town of Front Royal VA	29.76	48.51	78.27	89.33	145.88	235.21	174.43	284.98	459.41
Town of Luray VA	35.67	47.24	82.91	72.07	96.03	168.10	125.07	167.13	292.20
City of Martinsburg WV	23.32	30.13	53.45	73.16	94.46	167.62	144.36	186.36	330.72
Town of Purcellville VA	34.41	61.47	95.88	90.50	169.90	260.40	204.40	324.80	529.20
Town of Round Hill VA	24.90	28.83	53.73	83.00	96.10	179.10	166.00	192.20	358.20
City of Winchester VA	45.58	34.89	80.47	90.24	116.30	206.54	154.04	232.60	386.64

Figure 4-1: Comparison of Water Charges/Month (\$)

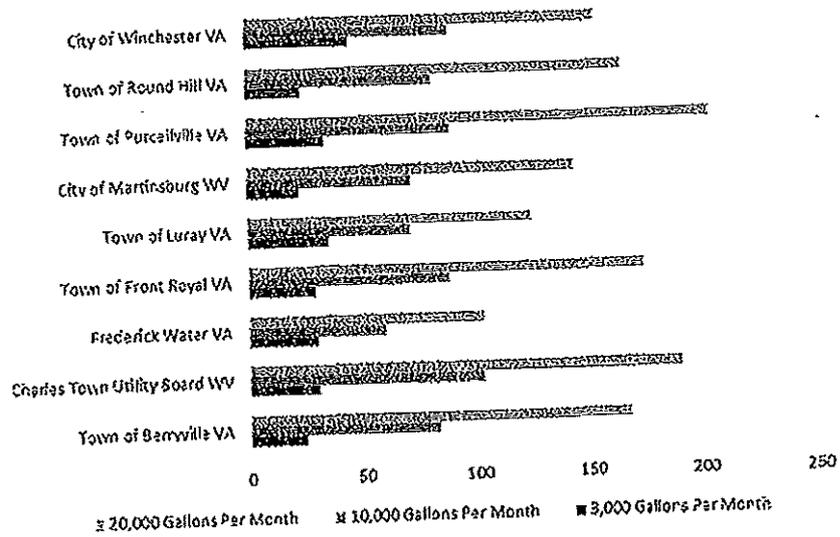
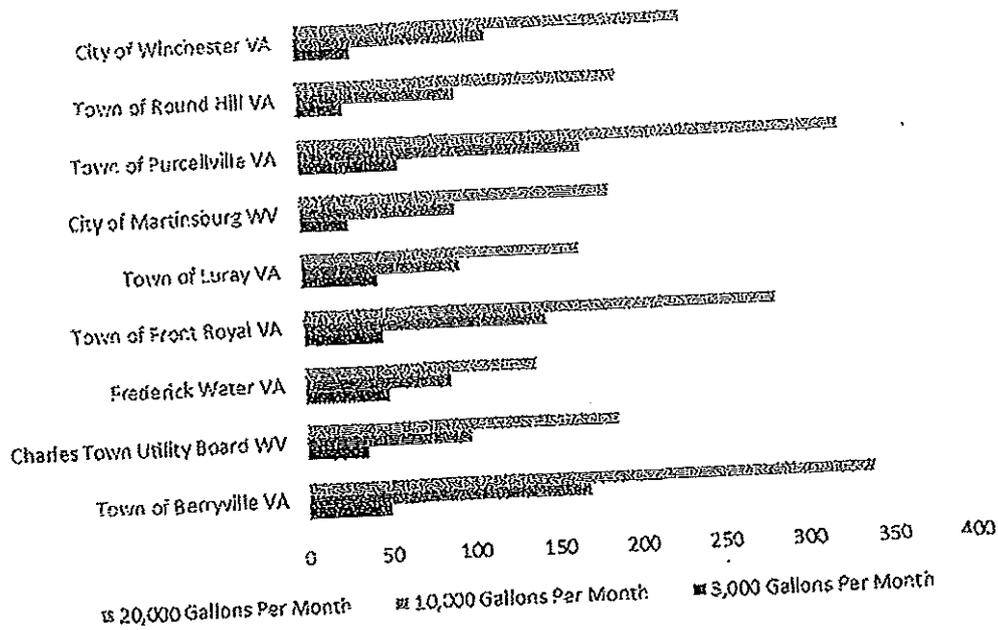


Figure 4-2: Comparison of Sewer Charges/Month (\$)



At a consumption of 3,000 gallons per month, which is slightly above the median residential water bill, the Town of Berryville has the third lowest water rates and the third highest sewer rates of the nine communities shown in Table 4-1. The total water and sewer bill at 3,000 gallons per month use is fourth of nine from the lowest, or near the median. At a consumption of 10,000 gallons per month, Berryville's water rates are the fourth highest of nine, and the sewer rates are the highest, with the total bill the second highest. At 20,000 gallons per month, Berryville remains near the median for water service and highest for sewer service, and second highest overall. This comparison would suggest that the Town of Berryville has very competitive rates at 3,000 gallons per month consumption but becomes less competitive based on the higher sewer charges for customers whose use approaches or exceeds 10,000 gallons per month.

Table 4-2 shows the distribution of water consumption by number of accounts within each major customer class for the Town of Berryville, from billing data averaged over a one-year period between September 2017 and August 2018. Customer classes shown include Residential both within and outside the Town limits, Commercial both within and outside the Town limits, and Industrial. Within this table Multi-Family and Institutional customers are shown as a part of the Commercial class. Within the one-year period as defined above, all Industrial customers were inside the Town limits. Most of the Town customers are inside residential. Looking more closely at the Residential - Inside Town class, 60% of these customers use 3,000 gallons per month or less, and 90% use 6,000 customers or less. So, while the data suggests the Town's rates become less competitive at consumption of 10,000 gallons per month and higher, these higher rates affect only a small number of the highest consumers of water and sewer service.

Table 4-2

Town of Berryville - Distribution of Water Consumption by Account for Typical Month

Source: Town of Berryville Utility Billing System - Averaged from Meter Reading and Billing Data from September 2017 through September 2018

Metered Consumption (1000 gallons)	Residential - Inside Town Limits		Residential - Outside Town Limits		Commercial ¹ - Inside Town Limits		Commercial - Outside Town Limits		Industrial ²	
	No. of Accounts	Percent of Accounts Consuming Less Than or Equal to	No. of Accounts	Percent of Accounts Consuming Less Than or Equal to	No. of Accounts	Percent of Accounts Consuming Less Than or Equal to	No. of Accounts	Percent of Accounts Consuming Less Than or Equal to	No. of Accounts	Percent of Accounts Consuming Less Than or Equal to
-	92	6.1%	1	7.7%	39	21.4%	2	11.8%	3	25.0%
1	209	20.0%	3	30.8%	38	42.3%	0	11.8%	2	41.7%
2	312	40.7%	3	53.8%	19	52.7%	1	17.6%	1	50.0%
3	296	60.4%	2	69.2%	13	59.9%	1	23.5%	1	58.3%
4	223	75.2%	2	84.6%	9	64.8%	1	29.4%	0	58.3%
5	147	84.9%	1	92.3%	7	68.7%	1	35.3%	0	58.3%
6	89	90.8%	0	92.3%	6	72.0%	1	41.2%	1	66.7%
7	53	94.4%	0	92.3%	6	75.3%	1	47.1%	0	66.7%
8	34	96.6%	0	92.3%	3	76.9%	1	52.9%	0	66.7%
9	20	97.9%	0	92.3%	4	79.1%	1	58.8%	0	66.7%
10	12	98.7%	0	92.3%	3	80.8%	1	64.7%	0	66.7%
11 - 20	16	99.8%	1	100.0%	16	89.6%	2	76.5%	1	75.0%
21 - 50	2	99.9%	0	100.0%	10	95.1%	2	88.2%	1	83.3%
51 - 100	1	100.0%	0	100.0%	5	97.8%	1	94.1%	0	83.3%
Greater Than 100	0	100.0%	0	100.0%	4	100.0%	1	100.0%	2	100.0%

Notes:

¹For purposes of this table, accounts in billing system identified as Multi-Family and Institutional are grouped with Commercial.

²There were no industrial accounts in the billing system identified as Outside Town Limits

With respect to Availability Fees, the Town of Berryville is at the median by comparison with the other eight communities for the water utility (for an equivalent residential unit four communities charge higher fees and four charge lower fees) but is the highest of all nine communities with respect to wastewater fees. Table 4-3 depicts this comparison.

Table 4-3

Comparison of System Development Charges¹ (Availability Fee) for New Service Connection Equivalent to One Residential Unit (5/8-inch Water Meter)

	Water	Sewer	Total
Town of Berryville VA	\$ 5,250.00	\$ 22,750.00	\$ 28,000.00
Charles Town Utility Board WV	2,576.00	1,127.00	3,703.00
Frederick Water VA	14,115.00	2,461.00	16,576.00
Town of Front Royal VA	4,340.00	9,750.00	14,090.00
Town of Luray VA	3,320.00	5,940.00	9,260.00
City of Martinsburg WV	1,301.00	2,260.00	3,561.00
Town of Purcellville VA	25,754.00	21,600.00	47,354.00
Town of Round Hill VA	8,197.23	12,676.23	20,873.46
City of Winchester VA	5,300.00	7,200.00	12,500.00

¹Separate Fees for cost of service lateral and meter/meter box not included

When considering the future need to raise additional revenue, the Town should also consider what actions other communities are likely to take. One of the eight communities surveyed, the City of Winchester, has published its proposed rates through FY 2022-23. Winchester proposed annual increases over the next four years compounding to a total of 34%, or an average of 7.5% per year. Studies published nationally by organizations such as the American Water Works Association suggest that water and sewer rates are increasing an average of about 4% per year nationally, in response to new regulations, growth, and aging infrastructure.

Water System Availability Fees

The Town's Availability Fees, referenced generically by the American Water Works Associations (AWWA) as System Development Charges, represent the costs of providing the additional systemwide capacity to serve new customers. The laws of the Commonwealth of Virginia permit these charges but require that the charges are "fair and reasonable". AWWA provides discussion in its manual of practice on Principles of Water Rates, Fees, and Charges that offer additional guidance toward what the industry considers fair and reasonable, but also defers water utilities specifically to its legal counsel regarding specific questions of legal interpretation. The proposal offered in this report regarding Availability Fees follows guidance in the AWWA manual but it is also strongly recommended that the Town review this proposal with the Town Attorney for an opinion on the appropriate application of the law to the specific and unique circumstances of the Town's water and wastewater systems before any action is taken regarding the proposal herein or any other proposal.

AWWA suggests there should be a rational nexus between Availability Fees and the reasonable expected added costs to a particular water system to provide expanded capacity for new service to its system. AWWA goes on to list several factors to consider in providing that a "proportionate share be borne by new development." Three methods are defined: a "buy-in" method, an incremental cost method, and a combined cost method. The "buy-in" method is the best and fairest approach for a community like Berryville that has sufficient capacity already provided by existing customers for capacity expansion over a reasonable period, the incremental method works best for a utility at or near existing capacity and facing the need for a capital program that would not be necessary except to expand capacity, and the combined method is best for communities where some functions of its system have extra capacity and other functions need capital improvements to expand.

From the review of assets summarized in the previous chapter, the Town of Berryville has available capacity in all major functional aspects to provide additional capacity to and beyond 2040. From Table 2-5, the future forecast for annual average daily billed water consumption for the Town in 2040 is 0.315 million gallons per day, or 315,000 gallons per day. The existing water system for the Town of Berryville has a river intake and water treatment capacity of 864,000 gallons per day and a raw water pumping station capacity of 786,000 gallons per day, and a treatment water pumping station capacity of 754,000 gallons per day. Though the capacity of pumping and treatment facilities must also consider non-revenue water uses, water plant uses, and peak daily capacity needs, as shown in Table 4-4, the existing system capacities remain sufficient to provide future needs. It is also understood that the water distribution system has excess capacity, which should be confirmed by updated calibration and analysis of water system modeling, to confirm the specific capacity available.

Table 4-4
Capacity of Water System Functions

<i>Demand Factors:</i>	2%
<i>Assumed Losses In Raw Water Transmission</i>	10.5%
<i>Water Supplied and Treated but Not Pumped to Transmission (%)</i>	13.3%
<i>Water Supplied and Treated but Not Metered to Customer (%)</i>	1.6
<i>Maximum Day to Average Day Ratio</i>	0.5%
<i>Annual Growth Rate</i>	

	Capacity (MGD)	Demand Factor	Average Current Monthly Metered Consumption (MGD)	Capacity Used by Existing Customers (MGD)	Capacity Available for New Customers (MGD)	% of Capacity Available	Current Capacity Forecasted Available in Future Years Based Upon 0.5% Growth Per Year			
							2030	2040	2050	2060
Water Supply	0.786	2.04	0.282	0.576	0.210	26.7%	22.6%	18.6%	14.5%	10.1%
Water Treatment	0.864	2.00		0.565	0.299	34.6%	30.9%	27.4%	23.7%	19.8%
Water Transmission Pumping	0.754	1.81		0.511	0.243	32.2%	28.4%	24.7%	20.9%	16.9%

Given the Town of Berryville system has reasonable excess capacity and is not planning capital improvements for increasing its existing capacity except for upsizing on three minor projects replacing water distribution mains, the "buy-in" method is the proper method for looking at Availability Fees. This study constructs that method though the listing of assets summarized in chapter 3 of this report and valuing them based on the current replacement cost. AWWA accepts this method and refers to it as "Replacement Cost New".

The value obtained from this method is then divided by the number of equivalent residential units (ERUs) in the system to determine a cost per ERU. The Town's billing system separates customers into classes, and by evaluating the single-family residential class through billing data between September 2017 through August 2018, which was an average and typical year, average consumption per account was 113 gallons per day inside the Town limits and 123 gallons per day outside the Town limits. As stated previously, water system assets also need to account for peaking factors and unmetered water in developing system capacity to serve existing and new customers, and using measured or reasonable assumptions for these added factors, it is reasonable to conclude that the water and wastewater systems must provide a capacity of 230 gallons per day for each single-family residence, which is also a 5/8-inch meter connection as an equivalent residential unit. Based on current system capacity, we would conclude that the utility systems have 3,320 capacity units at a 5/8-inch meter size, and the estimated cost of providing system capacity per equivalent residential unit (a 5/8-inch meter) is approximately \$12,100 for the water system and \$13,100 for the wastewater system. The Town should consider its policy objectives, including comparative rates with other communities, and consult with legal advice, in considering if the Town desires to amend its current fees by the amount identified above.

This study also evaluated the water consumption of Multiple-Family residential units as compared to Single-Family residential units, based on data from the Town regarding the number of Multiple-Family units within each billed account. It was concluded from that evaluation that with respect to the Town of Berryville, consumption per residential unit for Multi-Family is about 80% of Single-Family. The Town's current Availability Fee Schedule uses 90%, and it is recommended that the schedule be adjusted to 80%.

In the event the Town wishes to adjust its Availability Fees by the adjustment calculated above, the current and proposed fees for the 5/8-inch meter are shown in Table 4-5. The fees for other meter sizes, like the Town's current Availability Fee structure, can be derived by applying the same multiplication factors as are used for the current fees.

Table 4-5
Existing and Proposed Availability Fees (Meter Charges and Administrative Fees Not Included)

Water Meter Size	Water		Sewer	
	Current Availability Fee	Proposed Availability Fee	Current Availability Fee	Proposed Availability Fee
Single Family Residential: 5/8-inch	\$ 5,250	\$ 12,100	\$ 22,750	\$ 13,100
Townhouse/Duplex: 5/8-inch	5,250	12,100	22,750	13,100
Multi-Family Per Unit	4,725	9,700	20,475	10,500
3/4-inch	7,825	18,000	34,125	20,000
1-inch	13,125	30,300	56,875	33,000
1-1/2-inch	22,970	52,900	99,535	57,000
2-inch	42,000	96,800	182,000	105,000
3-inch	84,000	193,600	364,000	210,000
4-inch	131,250	302,500	568,750	328,000
6-inch	262,500	605,000	1,137,500	655,000

Development of Multiple Year Flow of Funds and Determination of Revenue Requirements

The two core pieces of the scope of this rate study are developing the asset tables with condition assessment and a replacement schedule (summarized in Chapter 3) and the determination of future revenue requirements to maintain operations and implement the asset renewal. The first step in determining future revenue requirements is to determine the revenues and expenses under current rates and current consumption for a typical or average fiscal year, which AWWA refers as a "test year". From the test year, escalating factors are then used to account for future growth in consumption from new connections, expected changes over time in consumption patterns, inflation, salary increases, and other anticipating factors that will increase costs or revenues (at current rates).

In order to develop a test year, this study reviewed six adopted budgets provided by the Town for the Water Fund and Sewer Fund from FY 2014 through FY 2019 at the detailed line-item level, identifying trends as well as anomalies, in order to assess a reasonable test year value. Where expenses or revenues were showing a reasonable and progressive upward trend, more value was placed in the final year as indicative of a test year, but where a line-item showed a haphazard or declining trend, and there was no other explanation of the changes over time, six-year averages were identified for the test year.

The review also included operating and non-operating revenues and operating expenses by line-items reported in the audited financial statements for FY 2013 through FY 2017 (the audit for FY 2018 was not available), and trends from the audited statements were compared to the budgeted forecast for the same line-item or function. In some cases, the audited actual revenues and expenses closely tracked the budgeted amounts, but in many cases audited actual expenses were 10% to 20% below the budgeted amounts. This phenomenon is not unusual, as it is natural in the day-to-day world to manage operations with the overall budget serving as a "not-to-exceed" amount except under extraordinary circumstances. For purposes of developing a test year, audited trends were matched closely with budgeted trends, and the test year was adjusted accordingly, as it is desired that the test year be as true an indication of actual expenditures as is feasible as a base in forecasting future financial performance. Finally, expenses were placed into broader categories. The test year was developed on a cash basis, typical of rate studies performed for most local government agencies.

Table 4-6 shows the test year identified for both the water fund and the sewer (wastewater) fund, in 2019=\$.

Table 4-6
Town of Berryville - Test Year for Revenue and Expense Forecasting

	Water System	Wastewater System
<u>Operating Revenues</u>		
Water Service at Existing Rates	850,000	-
Wastewater Service at Existing Rates	-	1,660,000
Other Fees and Charges	33,000	2,000
<i>Total Operating Revenues</i>	<u>883,000</u>	<u>1,662,000</u>
<u>Operating Expenses</u>		
Wages and Fringe Benefits	(344,000)	(522,000)
Power	(58,000)	(135,000)
Chemicals	(40,000)	(90,000)
Repairs and Maintenance	(136,000)	(141,000)
Other Materials and Supplies	(37,000)	(22,000)
Other Purchases	(56,000)	(84,000)
<i>Total Operating Expenses</i>	<u>(671,000)</u>	<u>(994,000)</u>
<u>Non-Operating Revenues</u>		
Interest on Investments	6,000	9,000
Availability Fees (Existing Rates)	33,000	143,000
Grants and Other Funds	-	-
<i>Non-Operating Revenues</i>	<u>39,000</u>	<u>152,000</u>

With the test year in place, forecasts for revenues (at existing rates) and expenses for future years were developed using the following escalation factors:

- Growth in metered sales = 0.5% per year;
- Increases in salaries and benefits = 3% per year
- Increases in other expenses = 2% per year, except that expenses varying with meter sales (chemicals and electricity) reflect both the 2% per unit cost increase and the 0.5% volume increase = 2.5% per year
- When new debt is incurred it is assumed the terms of a new loan will be 30 years at an interest rate of 4% with uniform annual principle and interest payments

Table 4-7 shows a five-year forecast for the water system as a flow of funds using the test year as a base with the escalation factors above. For capital outlay or contributions, the existing Town of Berryville 2018-23 Capital Improvements Program (CIP) adopted by the Town Council in 2018 was used. As reflected by that CIP, an issuance of new debt with a principal of \$1.75 million is shown in fiscal year 2022.

Table 4-7
Water System Current Year Plus Five-Year Flow of Funds with Existing Capital Improvement Plan at Existing Rates

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Operating Revenues						
Water Service at Existing Rates	850,000	854,000	858,000	862,000	866,000	870,000
Other Fees and Charges	33,000	33,000	33,000	33,000	33,000	33,000
Total Operating Revenues	883,000	887,000	891,000	895,000	899,000	903,000
Operating Expenses						
Wages and Fringe Benefits	(344,000)	(354,000)	(365,000)	(376,000)	(387,000)	(399,000)
Power	(58,000)	(59,000)	(60,000)	(62,000)	(64,000)	(66,000)
Chemicals	(40,000)	(41,000)	(42,000)	(43,000)	(44,000)	(45,000)
Repairs and Maintenance	(136,000)	(139,000)	(142,000)	(145,000)	(148,000)	(151,000)
Other Materials and Supplies	(37,000)	(38,000)	(39,000)	(40,000)	(41,000)	(42,000)
Other Purchases	(56,000)	(57,000)	(58,000)	(59,000)	(60,000)	(61,000)
Total Operating Expenses	(671,000)	(688,000)	(706,000)	(725,000)	(744,000)	(764,000)
Net Operating Revenue	212,000	199,000	185,000	170,000	155,000	139,000
Non-Operating Revenues						
Interest on Investments	6,000	6,000	6,000	6,000	6,000	6,000
Availability Fees (Existing Rates)	33,000	37,000	37,000	37,000	37,000	37,000
Grants and Other Funds	-	-	-	-	-	-
Non-Operating Revenues	39,000	43,000	43,000	43,000	43,000	43,000
Total Revenue Minus Operating Expenses (Net Revenue)	251,000	242,000	228,000	213,000	198,000	182,000
Debt Service						
Payment on Outstanding Bonds	-	-	-	-	-	-
Payment on Proposed Bonds	-	-	-	(35,000)	(129,000)	(129,000)
Total Debt Service	-	-	-	(35,000)	(129,000)	(129,000)
Debt Service Coverage (Net Revenue/Total Debt Service) <i>(Minimum 1.5 Recommended)</i>	NA	NA	NA	6.1	1.5	1.4
Existing CIP Contribution to Capital Expense	(501,000)	(215,000)	(200,000)	(1,750,000)	(120,000)	-
Sale of Bonds	-	-	-	1,750,000	-	-

The end of year balance shows a deficit for 2019 (expected and planned as set aside reserves were programmed for some capital expenses) and a small deficit for 2023, with small surpluses in the other years. Overall, through the end of fiscal year 2024, forecasted revenues fall \$15,000 short of meeting forecasted expenses, which is well below 1% of the total expenses for the period. Only one need is identified which would require further action. In 2024, two years following the forecasted sale of \$1.75 million in new debt, the debt service coverage, which is a ratio of net revenues to debt expenses, falls to 1.4, slightly below the 1.5 minimum recommended as a good financial practice. The coverage ratio could be corrected by an increase in water rates in 2024 by 2%, which would also correct the \$15,000 overall deficit for the 2019-2024 period.

Table 4-8 provided a similar analysis for the wastewater system. Payments on an existing VRA Loan for the new wastewater treatment plant are shown in this table, but no new debt was programmed into the adopted CIP through 2023. This forecast shows one year in deficit, but all other years in surplus, with an overall surplus for the period of \$42,000.

Table 4-8
Wastewater System Current Year Plus Five-Year Flow of Funds with Existing Capital Improvement Plan at Existing Rates

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Operating Revenues						
Wastewater Service at Existing Rates	1,660,000	1,668,000	1,676,000	1,684,000	1,692,000	1,700,000
Other Fees and Charges	2,000	2,000	2,000	2,000	2,000	2,000
Total Operating Revenues	1,662,000	1,670,000	1,678,000	1,686,000	1,694,000	1,702,000
Operating Expenses						
Wages and Fringe Benefits	(522,000)	(538,000)	(554,000)	(571,000)	(588,000)	(606,000)
Power	(135,000)	(138,000)	(141,000)	(145,000)	(149,000)	(153,000)
Chemicals	(90,000)	(92,000)	(94,000)	(96,000)	(98,000)	(100,000)
Repairs and Maintenance	(141,000)	(144,000)	(147,000)	(150,000)	(153,000)	(156,000)
Other Materials and Supplies	(22,000)	(22,000)	(22,000)	(22,000)	(22,000)	(22,000)
Other Purchases	(84,000)	(86,000)	(88,000)	(90,000)	(92,000)	(94,000)
Total Operating Expenses	(994,000)	(1,020,000)	(1,046,000)	(1,074,000)	(1,102,000)	(1,131,000)
Net Operating Revenue	668,000	650,000	632,000	612,000	592,000	571,000
Non-Operating Revenues						
Interest on Investments	9,000	9,000	9,000	9,000	9,000	9,000
Availability Fees (Existing Rates)	143,000	159,000	159,000	159,000	159,000	159,000
Grants and Other Funds	-	-	-	-	-	-
Non-Operating Revenues	152,000	168,000	168,000	168,000	168,000	168,000
Total Revenue Minus Operating Expenses (Net Revenue)	820,000	818,000	800,000	780,000	760,000	739,000
Debt Service						
Payment on Outstanding Bonds	(470,000)	(470,000)	(470,000)	(470,000)	(470,000)	(470,000)
Payment on Proposed Bonds	-	-	-	-	-	-
Total Debt Service	(470,000)	(470,000)	(470,000)	(470,000)	(470,000)	(470,000)
Debt Service Coverage (Net Revenue/Total Debt Service) <i>(Minimum 1.5 Recommended)</i>	1.7	1.7	1.7	1.7	1.6	1.6
Existing CIP Contribution to Capital Expense	(300,000)	(255,000)	(240,000)	(810,000)	(250,000)	-
End of Year Balance (Surplus/Deficit)	50,000	93,000	90,000	(500,000)	40,000	269,000

The overall financial performance in Tables 4-7 and 4-8 looks good, but the existing CIP behind this performance does not include the asset replacement program developed in Chapter 3 of this report. The pathway portrayed in these two tables would continue to postpone the renewal of aging assets, which would ultimately lead to a failure of assets, including critical assets that may result in significant consequences to public health, the environment, or interruptions in metered sales and financial performance. In short, though appealing in the short-term, the performance shown in Tables 4-7 and 4-8 is not sustainable in the long-term. The Town recognized this shortfall in requesting that an evaluation of assets be conducted as a part of this study.

Tables 4-9 and 4-10 produce a similar multi-year view of water system financial performance but is different from Table 4-7 in reflecting the asset capital replacement program from Chapter 3 as the Capital Improvement Program instead of the currently adopted one. An additional escalation factor was added; the asset replacement tables in Chapter 3 provide estimates for all projects in 2019=\$, these estimates are escalated in Tables 4-9 and 4-10 by 2% per year for every year

after 2019. Further, inasmuch as the asset replacement program shows a large expenditure in 2026 which would require the building of additional financial reserves in earlier years, Tables 4-9 and 4-10 are extended to forecast performance through 2027. A line is added to Operating Revenues to identify additional revenue to be derived by increasing water rates, and a line at the bottom of the Tables shows the increase as a percentage of the rates in place before each increase. The objective in these tables were to deliver the asset replacement program developed in Chapter 3 for all years through 2027, maintain uniform annual percentage increases of water rate revenue optimized to produce the lowest percentage increase that maintains positive reserves and maintains adequate debt coverage (ratio = 1.5 or greater). In order to achieve each of those objectives, an iterative process ensued to determine the optimal balance of capital reserves and bond funds to be used to meet the large capital expenditures forecasted in 2026. The 2026 expenditures include replacement of the water treatment plant, raw water pumping station, and the intake on the Shenandoah River.

To achieve the entire asset replacement program, significant uniform annual rate increases are required. Table 4-9 is based upon Option 1 for water meter replacements, budgeted at \$600,000 in FY 2022 using available water capital reserves, and Table 4-10 is based upon Option 2 for water meter replacements, upgrading to "Smart Meters" in FY 2022 at a budget of \$1,200,000 using debt financing. Table 4-9 concludes that annual water revenue increases of 9.6% are required through 2027, whereas in Table 4-10 annual water revenue increases of 10.1% are required.

Table 4-11 produces a forecast for the wastewater system using the asset replacement schedule, which also shows bond funding for a significant capital expenditure programmed for 2026. The 2026 wastewater expenditures are shown for replacement of end-of-life concrete sewer mains, cast iron force mains, and aging sanitary sewer manholes. The wastewater treatment plant is relatively new and does not require significant capital replacement, other than the anticipated replacement of tertiary membranes which have already been factored into the Town's maintenance and collection of financial reserves. The uniform annual rate increase for sewer is 2.4%.

Separate from this report, the Town of Berryville will receive the actual Excel spreadsheets that include the data in Tables 4-9 through 4-11, allowing the Town to make further assumptions and look at multiple "what-if" scenarios.

For a Town customer at the 60th percentile using 3,000 gallons per month, the current water and sewer bill would equal \$76.20 per month. If increases of 10.1% for water and 2.4% for wastewater were adopted for one year, assuming consumption remains unchanged, the total bill would increase to \$79.98, or an additional 5.0% overall. If the same percentage increases were adopted in a second year, the overall bill would increase to \$84.03, or 5.0%. In summary, the impact on the total bill would be about 5% per year.

Table 4-9
Water System Flow of Funds - Asset Replacement Plan Option 1 with Equal Annual Water Rate Increase

	2019	2020	2021	2022	2023	2024	2025	2025	2027
Operating Revenues									
Water Service at Existing Rates	850,000	854,000	858,000	862,000	865,000	870,000	874,000	878,000	882,000
Water Service from Increased Rates	-	82,000	173,000	274,000	385,000	508,000	644,000	794,000	960,000
Other Fees and Charges	33,000	33,000	33,000	33,000	33,000	33,000	33,000	33,000	33,000
Total Operating Revenues	883,000	969,000	1,064,000	1,169,000	1,284,000	1,411,000	1,551,000	1,705,000	1,875,000
Operating Expenses									
Wages and Fringe Benefits	(344,000)	(354,000)	(365,000)	(376,000)	(387,000)	(399,000)	(411,000)	(423,000)	(436,000)
Power	(58,000)	(59,000)	(60,000)	(62,000)	(64,000)	(66,000)	(68,000)	(70,000)	(72,000)
Chemicals	(40,000)	(41,000)	(42,000)	(43,000)	(44,000)	(45,000)	(46,000)	(47,000)	(48,000)
Repairs and Maintenance	(136,000)	(139,000)	(142,000)	(145,000)	(148,000)	(151,000)	(154,000)	(157,000)	(160,000)
Other Materials and Supplies	(97,000)	(98,000)	(99,000)	(100,000)	(101,000)	(102,000)	(103,000)	(104,000)	(105,000)
Other Purchases	(56,000)	(57,000)	(58,000)	(59,000)	(60,000)	(61,000)	(62,000)	(63,000)	(64,000)
Total Operating Expenses	(671,000)	(688,000)	(706,000)	(725,000)	(744,000)	(764,000)	(784,000)	(804,000)	(825,000)
Net Operating Revenue	212,000	281,000	358,000	444,000	540,000	647,000	767,000	901,000	1,050,000
Non-Operating Revenues									
Interest on Investments	6,000	5,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Availability Fees (Proposed Rates)	33,000	84,700	84,700	84,700	84,700	84,700	84,700	84,700	84,700
Grants and Other Funds	-	-	-	-	-	-	-	-	-
Total Revenue Minus Operating Expenses (Net Revenue)	251,000	371,700	448,700	534,700	630,700	737,700	857,700	991,700	1,140,700
Debt Service									
Payment on Outstanding Bonds	-	-	-	-	-	-	-	-	-
Payment on Proposed Bonds	-	-	-	-	-	-	-	(272,000)	(786,000)
Total Debt Service	-	(272,000)	(786,000)						
Debt Service Coverage (Net Revenue/Total Debt Service):	NA	3.6	1.5						
Minimum 1.5 Recommended	NA	3.6	1.5						
Capital Contributions and Expenses									
Capital Expense Need (from Asset Tables)	(501,000)	-	(31,000)	(741,000)	(92,000)	(861,000)	(413,000)	(1,532,000)	-
"Pay-Go" Contribution to Capital Expense	501,000	-	31,000	741,000	32,000	861,000	413,000	2,928,000	-
Contribution of Bond Sale to Capital Expense	-	-	-	-	-	-	-	13,500,000	-
Contribution from Grants/ Other Outside Capital Revenue	-	-	-	-	-	-	-	-	-
Net Balance	-								
Capital Reserve Balances									
Prior Year End Capital Reserves	1,987,141	1,737,141	2,108,841	2,526,541	2,918,941	2,918,941	2,755,641	3,240,341	1,032,041
"Pay-Go" Contribution to Capital Expense	(501,000)	-	(31,000)	(741,000)	(32,000)	(861,000)	(413,000)	(2,928,000)	-
Addition of Current Year Net Revenues Less Debt Service Payments	251,000	371,700	448,700	534,700	630,700	737,700	857,700	991,700	354,700
New Capital Reserve Balance	1,737,141	2,108,841	2,526,541	2,320,241	2,918,941	2,755,641	3,240,341	1,032,041	1,386,741
Capital Reserves Restricted by Debt Indenture	-	-	-	-	-	-	-	(944,000)	(944,000)
Capital Reserves Available	1,737,141	2,108,841	2,526,541	2,320,241	2,918,941	2,755,641	3,240,341	38,041	442,741
Percent Rate Increase/(Decrease)	9.6%	9.6%	9.5%	9.6%	9.6%	9.6%	9.6%	9.6%	9.6%

Table 4-10
Water System Flow of Funds - Asset Replacement Plan Option 2 with Equal Annual Water Rate Increase

	2019	2020	2021	2022	2023	2024	2025	2026	2027
Operating Revenues									
Water Service at Existing Rates	850,000	854,000	858,000	862,000	866,000	870,000	874,000	878,000	882,000
Water Service from Increased Rates	-	85,000	182,000	289,000	408,000	540,000	686,000	848,000	1,028,000
Other Fees and Charges	33,000	33,000	33,000	33,000	33,000	33,000	33,000	33,000	33,000
Total Operating Revenues	883,000	972,000	1,073,000	1,184,000	1,307,000	1,443,000	1,593,000	1,759,000	1,943,000
Operating Expenses									
Wages and Fringe Benefits	(344,000)	(354,000)	(365,000)	(376,000)	(387,000)	(398,000)	(411,000)	(423,000)	(436,000)
Power	(53,000)	(59,000)	(60,000)	(62,000)	(64,000)	(66,000)	(68,000)	(70,000)	(72,000)
Chemicals	(40,000)	(41,000)	(42,000)	(43,000)	(44,000)	(45,000)	(46,000)	(47,000)	(48,000)
Repairs and Maintenance	(136,000)	(139,000)	(142,000)	(145,000)	(148,000)	(151,000)	(154,000)	(157,000)	(160,000)
Other Materials and Supplies	(37,000)	(38,000)	(39,000)	(40,000)	(41,000)	(42,000)	(43,000)	(44,000)	(45,000)
Other Purchases	(56,000)	(57,000)	(58,000)	(59,000)	(60,000)	(61,000)	(62,000)	(63,000)	(64,000)
Total Operating Expenses	(671,000)	(688,000)	(706,000)	(725,000)	(744,000)	(764,000)	(784,000)	(804,000)	(825,000)
Net Operating Revenue	212,000	285,000	367,000	459,000	565,000	679,000	809,000	955,000	1,118,000
Non-Operating Revenues									
Interest on Investments	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Availability Fees (Proposed Rates)	33,000	84,700	84,700	84,700	84,700	84,700	84,700	84,700	84,700
Grants and Other Funds	-	-	-	-	-	-	-	-	-
Total Non-Operating Revenues	39,000	90,700							
Total Revenue Minus Operating Expenses (Net Revenue)	251,000	375,700	457,700	549,700	655,700	769,700	899,700	1,045,700	1,208,700
Debt Service									
Payment on Outstanding Bonds	-	-	-	(24,000)	(69,000)	(69,000)	(69,000)	(69,000)	(69,000)
Payment on Proposed Bonds	-	-	-	(24,000)	(69,000)	(69,000)	(69,000)	(69,000)	(69,000)
Total Debt Service	-	-	-	(48,000)	(138,000)	(138,000)	(138,000)	(138,000)	(138,000)
Debt Service Coverage (Net Revenue/Total Debt Service):	NA	NA	NA	22.9	9.5	11.2	13.0	5.4	1.5
Minimum 1.5 Recommended	NA	NA	NA	22.9	9.5	11.2	13.0	5.4	1.5
Capital Contributions and Expenses									
Capital Expense Need (from Asset Tables)	(501,000)	-	(31,000)	(1,484,000)	(32,000)	(861,000)	(415,000)	(46,528,000)	-
"Pay-Go" Contribution to Capital Expense	501,000	-	31,000	284,000	32,000	861,000	433,000	3,428,000	-
Contribution of Bond Sale to Capital Expense	-	-	-	1,200,000	-	-	-	13,100,000	-
Contribution from Grants/ Other Outside Capital Revenue	-	-	-	-	-	-	-	-	-
Net Balance	-								
Capital Reserve Balances									
Prior Year End Capital Reserves	1,987,141	1,737,141	2,112,841	2,539,541	2,781,241	3,353,941	3,173,641	3,591,341	1,016,437
"Pay-Go" Contribution to Capital Expense	(501,000)	-	(31,000)	(284,000)	(32,000)	(861,000)	(433,000)	(3,428,000)	-
Addition of Current Year Net Revenues Less Debt Service	251,000	375,700	457,700	549,700	655,700	769,700	899,700	1,045,700	1,208,700
Payments	1,737,141	2,112,841	2,539,541	2,781,241	3,353,941	3,173,641	3,591,341	1,016,437	1,598,137
New Capital Reserve Balance	-	-	-	(83,000)	(83,000)	(83,000)	(83,000)	(83,000)	(83,000)
Capital Reserves Restricted by Debt Indenture	-	-	-	-	-	-	-	-	-
Capital Reserves Available	1,737,141	2,112,841	2,539,541	2,698,241	3,250,941	3,080,641	3,508,341	24,437	406,137

Table 4-11

Wastewater System Flow of Funds - Asset Replacement Plan with Equal Annual Water Rate Increase

	2019	2020	2021	2022	2023	2024	2025	2025	2027
<u>Operating Revenues</u>									
Wastewater Service at Existing Rates	1,660,000	1,688,000	1,676,000	1,684,000	1,692,000	1,700,000	1,709,000	1,718,000	1,727,000
Wastewater Service from Increased Rates	-	40,000	82,000	125,000	170,000	216,000	263,000	311,000	361,000
Other Fees and Charges	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Total Operating Revenues	1,662,000	1,710,000	1,760,000	1,811,000	1,864,000	1,918,000	1,974,000	2,031,000	2,090,000
<u>Operating Expenses</u>									
Wages and Fringe Benefits	(522,000)	(538,000)	(554,000)	(571,000)	(588,000)	(606,000)	(624,000)	(643,000)	(662,000)
Power	(185,000)	(189,000)	(141,000)	(145,000)	(149,000)	(153,000)	(157,000)	(161,000)	(165,000)
Chemicals	(90,000)	(92,000)	(94,000)	(96,000)	(98,000)	(100,000)	(103,000)	(106,000)	(109,000)
Repairs and Maintenance	(141,000)	(144,000)	(147,000)	(150,000)	(153,000)	(155,000)	(159,000)	(162,000)	(165,000)
Other Materials and Supplies	(23,000)	(23,000)	(23,000)	(23,000)	(23,000)	(23,000)	(23,000)	(23,000)	(23,000)
Other Purchases	(84,000)	(86,000)	(88,000)	(90,000)	(92,000)	(94,000)	(96,000)	(98,000)	(100,000)
Total Operating Expenses	(955,000)	(1,021,000)	(1,047,000)	(1,075,000)	(1,103,000)	(1,132,000)	(1,162,000)	(1,193,000)	(1,224,000)
Net Operating Revenue	667,000	689,000	713,000	736,000	761,000	786,000	812,000	838,000	866,000
<u>Non-Operating Revenues</u>									
Interest on Investments	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000
Availability Fees (Existing Rates)	143,000	92,000	92,000	92,000	92,000	92,000	92,000	92,000	92,000
Grants and Other Funds	-	-	-	-	-	-	-	-	-
Total Revenue Minus Operating Expenses (Net Revenue)	152,000	101,000							
<u>Debt Service</u>									
Payment on Outstanding Bonds	(470,000)	(470,000)	(470,000)	(470,000)	(470,000)	(470,000)	(470,000)	(470,000)	(470,000)
Payment on Proposed Bonds	-	-	-	-	-	-	-	(66,000)	(191,000)
Total Debt Service	(470,000)	(470,000)	(470,000)	(470,000)	(470,000)	(470,000)	(470,000)	(536,000)	(661,000)
Debt Service Coverage (Net Revenue/Total Debt Service):	1.7	1.7	1.7	1.8	1.8	1.9	1.9	1.8	1.5
<i>Minimum 1.5 Recommended</i>									
<u>Capital Contributions and Expenses</u>									
Capital Expense Need (from Asset Tables)	(200,000)	-	(284,000)	(274,000)	(1,486,000)	(360,000)	(699,000)	(5,923,000)	(35,000)
"Pay-Go" Contribution to Capital Expense	200,000	-	284,000	274,000	1,486,000	360,000	699,000	2,623,000	35,000
Contribution of Bond Sale to Capital Expense	-	-	-	-	-	-	-	3,300,000	-
Contribution from Grants/ Other Outside Capital Revenue	-	-	-	-	-	-	-	-	-
Net Balance	-	-	-	-	-	-	-	-	-
<u>Capital Reserve Balances</u>									
Prior Year End Capital Reserves	3,705,161	3,854,161	4,174,161	4,234,161	4,327,161	3,283,161	3,340,161	3,084,161	854,161
"Pay-Go" Contribution to Capital Expense	(200,000)	-	(284,000)	(274,000)	(1,486,000)	(360,000)	(699,000)	(2,623,000)	(35,000)
Addition of Current Year Net Revenues Less Debt Service	-	-	-	-	-	-	-	-	-
Payments	349,000	320,000	344,000	367,000	392,000	417,000	443,000	403,000	305,000
New Capital Reserve Balance	3,854,161	4,174,161	4,234,161	4,327,161	3,283,161	3,340,161	3,084,161	854,161	1,235,161
Capital Reserves Restricted by Debt Indenture	(470,000)	(470,000)	(470,000)	(470,000)	(470,000)	(470,000)	(470,000)	(699,000)	(599,000)
Capital Reserves Available	3,384,161	3,704,161	3,764,161	3,857,161	2,813,161	2,870,161	2,614,161	165,161	436,161
Percent Rate Increase/(Decrease)		2.4%							

Review of Adequacy of Financial Reserves

The Town of Berryville provided a calculation of its financial reserves as of September 30, 2018 for purposes of this study and asked that they be evaluated for adequacy. The Town reported "liquid accounts" with \$665,425 from the Water Fund and \$2,726,742 for the Sewer Fund. The Town also reported it has a "CIP Account" with \$1,987,141 from the Water Fund and \$3,235,161 from the Sewer Fund. Some of the funds in the CIP Account were designated for a particular future project and other funds were represented as "Capital Reserve", "Unencumbered", or "VRA Reserve". Future projects included Clearwell Expansion, Membrane Replacement, Water Line Improvements, Sewer Collection System Rehabilitation, SCADA, Equipment Repair Reserve, Water Plant Building Maintenance, and Utility Rate Study. Designating capital reserve funds to future projects can be a useful internal management tool to guide in assuring future needs are adequate but can be reviewed in the future and revised and are not binding on the Town. From the information reviewed in the analysis of financial reserves, the only funds binding on the Town from parties outside the Town were the VRA Reserve and Membrane Replacement. It is not necessary to evaluate the condition of financial reserves at the project level, and this review combined the funds into simpler categories of operating reserves (which represents the "liquid accounts") and capital reserves (which represents the CIP Account).

Two conditions are recommended for consideration in maintaining operating reserves: a minimum operating reserve for short-term cash flow, and a "rate stabilization" reserve for unanticipated conditions. For operating cash flow, best practices suggest a minimum of "60-days cash" and preferably "90-days cash". As 90 days represents approximately three months or one-fourth of a year, the minimum required for this reserve is derived by computing 25% of the projected annual expenditures. Rate stabilization can provide a cushion for events such as a significant emergency repair, an emergency declaration, a drought, or other similar unanticipated conditions that dramatically increase expenses and/or decrease revenues. The rate stabilization is calculated as 20% of operating revenues for the year. To identify the necessary minimum operating reserves, the cash flow reserve and the rate stabilization reserve are added.

The Town of Berryville presently conforms to best management practices and maintains adequate operating reserves and it is forecasted that by maintaining current levels, operating reserves will be adequate through 2027 based on the flow of funds predicted in Tables 4-10 and 4-11. Table 4-12 illustrates the adequacy of operating reserves both for the Water and Wastewater systems.

An analysis of the capital reserves is included as a part of Tables 4-10 and 4-11 and the use of such reserves are critical to the identification of additional revenue requirements. The Town's current capital reserve levels are strong, and the Town should be commended for its excellent fiscal discipline in developing strong reserves and the tools to manage them appropriately for future capital expenses. In the Flow of Funds shown in Tables 4-10 and 4-11, reserves are used toward funding of major capital expenditures in the year 2026 together with acquiring a loan or bonds to optimize financial performance that yields the benefits of the asset program. The Town's capital reserves in its Sewer Fund are especially useful to keep down the increases in rates required to meet revenue requirements. Table 4-10 shows a slow building of additional capital reserves in anticipation of the revenue required in 2026 to hold down the amount of funds borrowed and meet debt coverage requirements without large spikes in water rate increases.

Table 4-12

Analysis of Operating Reserves

	2019	2020	2021	2022	2023	2024	2025	2026	2027
WATER									
<i>Minimum Recommended:</i>									
Minimum Operating Reserve by Policy (90 days cash)	(168,000)	(172,000)	(177,000)	(181,000)	(186,000)	(191,000)	(196,000)	(201,000)	(206,000)
Minimum Rate Stabilization Reserve (20% of Operating Revenues)	(177,000)	(195,000)	(215,000)	(237,000)	(261,000)	(289,000)	(319,000)	(352,000)	(389,000)
<i>Total as Minimum Required</i>	(345,000)	(367,000)	(392,000)	(418,000)	(447,000)	(480,000)	(515,000)	(553,000)	(595,000)
<i>Operating Reserves Available</i>									
Operating Cash Balance Beginning of Year	665,000	665,000	665,000	665,000	665,000	665,000	665,000	665,000	665,000
Budgeted Use During Year	-	-	-	-	-	-	-	-	-
Operating Cash Balance End of Year	665,000	665,000	665,000	665,000	665,000	665,000	665,000	665,000	665,000
<i>Operating Cash Reserve Surplus/(Deficit)</i>	320,000	298,000	273,000	247,000	218,000	185,000	150,000	112,000	70,000
WASTEWATER									
<i>Minimum Recommended:</i>									
Minimum Operating Reserve by Policy (90 days cash)	(249,000)	(255,000)	(262,000)	(269,000)	(276,000)	(283,000)	(291,000)	(298,000)	(306,000)
Minimum Rate Stabilization Reserve (20% of Operating Revenues)	(332,000)	(342,000)	(351,000)	(361,000)	(371,000)	(382,000)	(392,000)	(403,000)	(415,000)
<i>Total as Minimum Required</i>	(581,000)	(597,000)	(613,000)	(630,000)	(647,000)	(665,000)	(683,000)	(701,000)	(721,000)
<i>Operating Reserves Available</i>									
Operating Cash Balance Beginning of Year	2,727,000	2,727,000	2,727,000	2,727,000	2,727,000	2,727,000	2,727,000	2,727,000	2,727,000
Budgeted Use During Year	-	-	-	-	-	-	-	-	-
Operating Cash Balance End of Year	2,727,000	2,727,000	2,727,000	2,727,000	2,727,000	2,727,000	2,727,000	2,727,000	2,727,000
<i>Operating Cash Reserve Surplus/(Deficit)</i>	2,146,000	2,130,000	2,114,000	2,097,000	2,080,000	2,062,000	2,044,000	2,026,000	2,006,000

5. Future Rate Design Options and Recommendations for Meeting Additional Revenue Requirements

The Town of Berryville is taking an important step in total management and sustainability of the assets of its water and wastewater system through an analysis of the age and general condition of the assets, with a schedule for replacing assets at the expected end of their service life. Further, this report has developed a schedule for replacing those assets in which the service life will come due within the next 20 years and has provided a financial analysis through the year 2027 of the revenues that would be required to achieve the asset replacement scheduled within those years, including obtaining a loan in 2026.

This analysis should be viewed as a starting point for further discussion and may inform but not fully represent the final decisions made by the Town over the next 8 to 10 years. First, the analysis in this report assumes that the only source of revenue for this asset program will be local water and wastewater revenues from fee increases. Every effort should be made to find other potential sources of revenue, possibly in the form of grants or below-market interest rates on loans, even though the market for grant opportunities is very difficult. A few years ago, the Town was successful in obtaining an interest-free loan from the Virginia Resource Authority toward financing a new wastewater treatment plant and was also able to take advantage of grants from the Virginia Water Quality Improvement Fund.

Second, the asset evaluation described in this report should be a starting point for further steps toward sustainable asset management, with the ultimate goal of optimizing expenses for asset renewal and reliability. It is recommended that a next step be a more detailed asset evaluation of large projects scheduled for replacement within the next 10 years. These projects include the water treatment plant, raw water pumping station, and river intake facility for the water system, and the replacement of aging concrete and cast-iron pipe and aging manholes in the wastewater system. The goal of a detailed evaluation would be to identify if there are any strategies whereby assets could be modified or extended to increase their service life at less overall life-cycle cost than the replacement of the asset. For the water plant and the intake and pumping facilities, this would be accomplished through a detailed engineering study well beyond the scope of this study. Its conclusions could better inform the Town as to the optimal strategy for long-term asset performance. For the wastewater system, it is suggested that a sewer system evaluation survey using closed circuit cameras and physical manhole inspections be conducted in an engineering study to determine if alternative renewal strategies may be more cost-effective. Numerous "in-situ" strategies today provide lining systems without excavation and replacement that could provide extended service life.

For all discussions within this Chapter 5 regarding rate designs, it is assumed that Water Meter Option 2 is selected for the asset replacement schedule.

Even though additional engineering studies may refine the asset management program developed by this study, which may then refine the financial strategy, it is very clear that the Town of Berryville has aging water and wastewater assets that will require capital expenditures within the next 5 to 10 years and beyond, and these expenditures will require greater revenues than the Town is currently collecting. There are numerous directions in which the Town Council and management could choose to initiate the collection of revenues that will ultimately be required. This report suggests one strategy as implementing the changes in the Town's water and wastewater rates identified by the analysis herein (increase overall operating revenue by 10.1% for water per year and 2.4% for wastewater per year) for a 5-year period while conducting the additional engineering studies recommended to refine the asset management program. It will require several months to perform these engineering studies, and once they are completed, to the extent the recommendations modify the revenue requirements, the water and wastewater rates can be revisited and modified as appropriate.

Rate Design Options

Several different forms or rate designs are accepted within the water industry and used to obtain sufficient revenue to meet future operating and capital needs. The specific design selected by any given community is a choice reflective of the community's strategic plan, vision and goals as much or more than any technical or management need for the water and wastewater utility. Different rate designs can produce the same amount of overall annual revenue, each satisfying the utility's need. The difference between rate designs is in the weight that different classes of customers carry in providing that revenue, based on the size, class, or volume of use by the customer.

Three different types of rate designs are the most commonly used and each is evaluated in this Chapter. The three designs include: (1) Flat Rates; (2) Declining Rates; and (3) Inclining Rates. The methodologies for calculating each of these types of rate design are well accepted and defined by AWWA. For each type of rate design a minimum charge can be overlaid; for purposes of comparing rate designs the discussion of minimum charge is postponed until a later part of this Chapter.

Flat Rates describes a condition where one rate is set per unit of consumption (the Town uses 1,000 gallons as a unit of consumption) and applies to each and every unit registered without respect to the size of the customer or the amount of water or wastewater service used. The Town presently uses this design. For example, the current Town water rate is \$8.40 per 1,000 gallons. A customer using 3,000 gallons or 3 units in a month pays \$8.40 for each unit, for a total of \$25.20 – the customer pays the same amount for each unit. Likewise, a customer using 100,000 gallons or 100 units still pays the same for each unit, including an added \$8.40 for the last 1,000 gallons consumed.

Declining Rates describe a condition where the unit cost of water declines with a greater number of units consumed within a billing cycle and is commonly provided in three to four blocks of consumption. An example would be that a customer pays \$10 each 1,000 gallons for the first 4,000 gallons, then pays \$9 per 1,000 gallons for the next 4,000 gallons, etc. Inclining Rates describe the opposite condition, where the unit cost of water increases for higher consumption within a billing cycle.

Each rate design has its own advantages as well as disadvantages, which may or may not be in harmony with the community goals, thereby a public policy choice. Advantages of Flat Rates include the ease of use and understanding, and a strong appearance of fairness in that each unit of consumption costs the same. Declining Rates have an advantage of reflecting the reality that customers using higher quantities of water through larger meters, including commercial, institutional and industrial accounts, more often than not use water at a more steady rate with lower peaks than smaller (residential) customers, and higher peaks require greater utility system capacity and higher costs to manage. Declining Rates also signal as public policy an encouragement for the growth and development of new business that can produce jobs in the community but require larger volumes of water. Inclining Rates, properly designed, speak to the sustainability of water and encouragement of conservation practice, and if they are successful in reducing consumption can be financially favorable to utilities nearing system capacity by postponing the need for system expansion. The caution with Inclining Rates is that they must apply only within a relatively homogeneous customer class. Comparing water use of one single-family residence to another single-family residence is fairly homogeneous, whereas comparing water use by a single-family residence to water consumed through one meter and account serving a 100-unit hotel can never be homogeneous.

To overcome this caution with Inclining Rates, this report suggests its use only within the residential class, applied as water and wastewater use per residential unit.

Flat Rate Design Option for the Town of Berryville Revenue Needs

All Rate Designs provided in this section of the report are targeted to achieve the forecasted annual revenue requirements shown in Table 4-10 (Water) and Table 4-11 (Wastewater) and provide funding for the schedule of asset replacements shown in Chapter 3. The Flat Rate Design is the simplest, once the total operating revenues required for a given year and the forecasted total consumption are both determined, the expected total consumption is simply divided into the total revenue needed. Table 4-10 and Table 4-11 provide both the revenue needed and consumption anticipated (as a percent of growth from the "test year"). The Flat Rate Design for a 5-Year period for the Town of Berryville is provided in Table 5-1.

Table 5-1
Flat Rate Design for Town of Berryville Water and Wastewater Rates

	Current	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
WATER						
Per 1,000 gallons of usage	\$ 8.40	\$ 9.26	\$ 10.20	\$ 11.24	\$ 12.39	\$ 13.65
SEWER						
Per 1,000 gallons of usage	\$ 17.00	\$ 17.39	\$ 17.79	\$ 18.20	\$ 18.62	\$ 19.05

Declining Rate Design Option for the Town of Berryville Revenue Needs

The design of the Declining Rate Option followed the guidelines and recommendations published in Manual of Practice M1 published by AWWA. The Base-Extra Capacity Method was chosen and a distribution of water consumption by customer class and account was provided through billing data by the Town of Berryville. Billing data from the 12-month period of September 2017 through August 2018 was chosen. Customer classes evaluated included Residential, Commercial, Institutional, and Industrial. When it was determined that Commercial and Institutional were similar, these two classes were combined into one. The Industrial class was retained separately though it was noted that this database is much smaller as the Town of Berryville has a limited number of Industrial accounts. As is typical of most utilities, the Town of Berryville did not have real-time data on maximum day and maximum hour peak uses for individual customer classes, accordingly these peak conditions were assumed from examples provided in the AWWA Manual as typical.

Table 5-2 provides the results of the Declining Rate Design. By comparison to the Flat Rates in Table 5-1, customers will pay more for the first 3,000 gallons of water under declining rates, but for larger customers the cost of water decreases as use increases. Most residential customers, which is a significant percentage of the Town's accounts, will pay more per month for water under Declining Rates than Flat Rates, and most Commercial, Institutional and Industrial customers will pay less.

Table 5-2

Declining Block Rate Design for Town of Berryville Water and Wastewater Rates

	Current	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
WATER						
First 6,000 gallons of usage	\$ 8.40	\$ 10.24	\$ 11.28	\$ 12.44	\$ 13.70	\$ 15.10
Next 8,000 gallons of usage	\$ 8.40	\$ 8.54	\$ 9.41	\$ 10.37	\$ 11.43	\$ 12.59
Next 46,000 gallons of usage	\$ 8.40	\$ 7.53	\$ 8.30	\$ 9.14	\$ 10.08	\$ 11.11
Usage beyond 60,000 gallons	\$ 8.40	\$ 6.18	\$ 6.81	\$ 7.51	\$ 8.27	\$ 9.11
SEWER						
First 6,000 gallons of usage	\$ 17.00	\$ 18.20	\$ 18.62	\$ 19.05	\$ 19.48	\$ 19.93
Next 8,000 gallons of usage	\$ 17.00	\$ 15.70	\$ 16.06	\$ 16.43	\$ 16.81	\$ 17.20
Next 46,000 gallons of usage	\$ 17.00	\$ 15.10	\$ 15.45	\$ 15.80	\$ 16.17	\$ 16.54
Usage beyond 60,000 gallons	\$ 17.00	\$ 11.95	\$ 12.22	\$ 12.51	\$ 12.79	\$ 13.09

Note: Usage is as measured within a single billing cycle. Billing is monthly. All rates are cost per 1,000 gallons.

Inclining Rate Design Option for the Town of Berryville Revenue Needs

The design of the Inclining Rate Option followed the guidelines and recommendations published in Manual of Practice M1 published by AWWA. First and foremost, AWWA recommends this type design apply only to a homogeneous class of customers of similar size and required usage patterns. As a result, inclining rates are rarely used within the water industries for customer classes other than residential. A review of the Town's commercial, institutional, and industrial accounts confirms that these customers are of varying sizes and usage patterns (e.g., a commercial laundry will by nature of its business have a very different water use pattern compared to a retail store. For simplicity of administration of the rate design, Inclining Rates proposed to the Town of Berryville will apply only to residential customers, and other classes of customers will be charged Flat Rates.

Multiple-Family accounts may be billed as Residential Customers, provided the Rate Table is applied as per dwelling unit. This does require the Town to maintain within its billing records the number of dwelling units applied to a single account, and a billing system that is able to calculate an individual account rate table using the adopted rates applied to multiple dwelling units; some billing systems require program modification for this calculation to occur. As an example, assume an Inclining Rate Block is adopted as \$8.95 per 1,000 gallons for the first 3,000 gallons then \$9.86 per 1,000 gallons for the next 3,000 gallons used per dwelling unit. Then assume a meter is read and 5,000 gallons is consumed in a billing cycle. If that meter were attached to a single-family dwelling, \$8.95 would apply to the first 3,000 gallons and \$9.86 to the next 2,000 gallons. However, if that meter were attached to a triplex serving three separate dwellings, \$8.95 would apply to all 5,000 gallons as the first 3,000 gallons per unit is 3,000 x 3 equals the first 9,000 gallons on the meter.

Further, on occasion water piping within a Multiple-Family complex may be looped to serve multiple buildings and include fire protection, connected to the multiple system through two or more meters. If such situations exist within the Town, it may be necessary to combine multiple meters into a single account for billing purposes and define how billing is adjusted when there is water use for fire protection.

The principle behind Inclining Rates is that among users of similar size and usage patterns, a customer who chooses to use more water places a higher burden on the cost of peak capacity of the water and wastewater system than a customer who conserves and uses less water. AWWA methodology allows a degree of flexibility in how this peaking capacity is charged. For this study, only the depreciation cost of the replacement of the future assets is weighted based on water use, in increments of 3,000-gallon blocks, to establish the inclining rates.

There is a financial risk in converting from Flat Rates to Inclining Rates that is extremely difficult to measure as foresight. The risk is that residential customers presently using higher volumes of water (e.g., irrigation of lawns) may reduce consumption to avoid the charges in the higher blocks. This may be a desirable outcome from the standpoint of sustainability, but it can also mean lower actual operating revenues than forecasted. Some attempt to plan for this possibility has been built into the design of rates in this report, as it was assumed that residential customers now using greater than 6,000 gallons per month per dwelling will reduce consumption by 5% under the Inclining Rates. If Inclining Rates are adopted, this trend should be monitored, and rates adjusted if needed.

Table 5-3 provides the results of the Inclining Rate Table design.

Table 5-3
Inclining Block Rate Design for Town of Berryville Water and Wastewater Rates

Residential Customers Only - Usage is per dwelling unit within a single monthly billing cycle

	Current	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
WATER						
First 3,000 gallons of usage	\$ 8.40	\$ 8.95	\$ 9.86	\$ 10.87	\$ 11.98	\$ 13.20
Next 3,000 gallons of usage	\$ 8.40	\$ 9.75	\$ 10.74	\$ 11.84	\$ 13.05	\$ 14.38
Next 3,000 gallons of usage	\$ 8.40	\$ 11.35	\$ 12.51	\$ 13.78	\$ 15.19	\$ 16.74
Usage beyond 9,000 gallons	\$ 8.40	\$ 14.85	\$ 16.36	\$ 18.03	\$ 19.87	\$ 21.90

SEWER						
First 3,000 gallons of usage	\$ 17.00	\$ 17.15	\$ 17.54	\$ 17.95	\$ 18.36	\$ 18.78
Next 3,000 gallons of usage	\$ 17.00	\$ 18.10	\$ 18.52	\$ 18.94	\$ 19.38	\$ 19.82
Next 3,000 gallons of usage	\$ 17.00	\$ 19.40	\$ 19.85	\$ 20.30	\$ 20.77	\$ 21.25
Usage beyond 9,000 gallons	\$ 17.00	\$ 23.00	\$ 23.53	\$ 24.07	\$ 24.62	\$ 25.19

Commercial, Institutional and Industrial Customers

WATER						
Per 1,000 gallons of usage	\$ 8.40	\$ 9.26	\$ 10.20	\$ 11.24	\$ 12.39	\$ 13.65
SEWER						
Per 1,000 gallons of usage	\$ 17.00	\$ 17.39	\$ 17.79	\$ 18.20	\$ 18.62	\$ 19.05

Note: Multiple-Family accounts use Residential Customers table with rates calculated per dwelling unit

Discussion Regarding Rate Design Options

Three different rate designs have been provided above, each of which are designed to achieve the same revenue requirements. Each design serves a different purpose, and the purposes are embedded in community goals and public policy. In that sense there is no right or wrong answer as long as the objectives of each design are understood and the rate design that is adopted is in harmony with community goals. This discussion does not attempt to make a firm recommendation as to which option the Town Council should adopt but does make a few observations as suggestions toward the Council's deliberation.

- The Town's current Flat Rates are very competitive with nearby communities for accounts with 3,000 gallons per month or less water use, but its fees are higher than most nearby communities at higher levels of consumption. A shift to Inclining Rates will increase that effect with respect to residential customers. A shift to Declining Rates will reduce that effect.

- Inclining Rates work best for a water or wastewater system that is approaching its capacity and facing major capital costs to expand its infrastructure that can be delayed through conservation – if revenue declines as a result of Inclining Rates, it can be offset by a reduced short-term capital improvement program. This structure does not work as well for a utility with plenty of excess capacity in its infrastructure but facing a need for renewal of end of life assets. Revenue is needed for renewal without respect to reductions in consumption, thereby lower consumption requires higher rates in an attempt to retain the needed revenue, and customers who expect to pay less as a reward for conservation can be frustrated.
- The Town of Berryville average consumption per residential unit is 113 gallons per day. This quantity is lower than current averages in published statistics throughout North America, indicating that some reasonable level of conservation is already a part of the fabric in the community. Approximately 60% of single dwelling households in the Town use 3,000 gallons per month or less.
- Trends within the water industry today are moving in the direction of Flat Rates to Inclining Rates and away from Declining Rates. Most communities used Declining Rates in the 1960s through 1980s, but many moved away from this design in a greater promotion of sustainability and conservation. Interestingly, Declining Rates are still a part of a majority of the nearby communities surveyed as part of this study.
- Flat Rates are the simplest and easiest to administer. Greater complexity can make customer understandability and satisfaction more complex and can increase the risk of billing errors.

Through its review of data as a part of this study, Pennoni did not identify any compelling reasons to recommend that the Town of Berryville shift its rate design from the current Flat Rates to either the Declining or Inclining Rate structures. At the same time, each of the rate structures presented in this Chapter represent fair and reasonable approaches with acceptable and proven methods to obtain the revenue the Town requires to effectively maintain and replace its assets to maintain an acceptable level of service to the community. Most important is that the rate design selected be aligned with the strategic vision and goals of the community.

Review of Minimum Charge in the Current Rate Structure

Expenses for water and wastewater operations can be segregated into two-types: expenses that are variable with the quantity of water or wastewater conveyed and treated, and expenses that are fixed without respect to quantity of flow or treatment. General administrative costs are considered fixed costs as are some of the costs of operation and maintenance. For the most part, personnel costs in operation and maintenance are considered fixed costs. By example, an appropriately certified treatment plant operator is required by permitting to be on-site to operate most water treatment and wastewater treatment facilities when the facilities are in operation. Except for extraordinary circumstances, the number of personnel on-site do not vary with flow.

AWWA rate methodology endorses a strategy whereby water and wastewater utilities can establish a minimum charge per account in order to assure that all customers are contributing reasonably to the fixed costs of the utility regardless of metered consumption. Many utilities, including the Town of Berryville and the utilities represented in the comparative analysis performed in this study, include a minimum charge per bill as well as a charge per unit volume of water or wastewater service provided. This study included a review of the Town of Berryville's current minimum charges of \$5.00 per bill for water service and \$15.00 per bill for wastewater service.

To conduct this review, operating expenses for the "test year" were reviewed at a budget summary level to identify a percentage of expenses to be labeled as "fixed". Fixed costs included all general administration expenses, all personnel wages and fringe benefits, and select operating costs that included 20% of electricity costs (representing demand and customer components of electric rates), permit, fees and laboratory testing costs, Miss Utility costs, and professional services costs. If only general administrative expenses are considered, a fixed cost would be \$3.00 per bill for water and \$3.00 per bill for wastewater service. If operating personnel and select operating costs are added, fixed costs could be as high as \$13.75 per bill for water service and \$30.25 per bill for wastewater service.

There are two widely accepted practices for applying fixed costs in utility bills. One method is to establish a specific fixed cost for every bill that is added to a variable cost based on consumption, with the bill being the sum of a fixed cost and a variable cost. The second method is to calculate all bills based on the variable cost (\$ per 1000 gallons), and then apply the unit of consumption times the variable cost as the bill except when this calculation is below the minimum amount, in which case the minimum applies. The Town presently uses the second method, with a minimum charge, and in the comparative analysis it was identified that other nearby communities' trend toward the second method as well. When using the second method, the minimum bill is generally set higher than the fixed cost calculation, recognizing that within the minimum amount is an allowance for some consumption within the variable costs.

In reviewing the Town of Berryville's accounts, this study recommends that the Town retain the current method of a minimum charge that includes an allowance for consumption, but further recommends that the minimum charge be increased from the current \$5.00 for water and \$15.00 for wastewater to an amount equivalent to the first 2,000 gallons of consumption. This increased allowance is a very reasonable and good fit when considering all administrative and operating fixed costs as defined above. For simplicity, the minimum charge equivalent to 2,000 gallons of consumption could apply to whichever rate design the Town selected.

If the Town were to prefer a fixed cost per bill separate from consumption allowance, this study would suggest that fixed amount be set at \$3.00 per bill for water and \$3.00 per bill for wastewater, considering only the general administrative costs. A fixed charge as high as \$13.75 per bill for water and \$30.25 for wastewater is not recommended, as it would result in an unintended significant increase in cost to customers using between 2,000 gallons and 4,000 gallons per month, which represents 51% of the customer base.

Rates for Customers Outside Town Limits

The Town of Berryville currently does not include a surcharge for customers who are outside of the Town's corporate limits, but such practice is allowed both by AWWA's defined practices and under laws of the Commonwealth of Virginia, and many municipalities in the Commonwealth of Virginia do adopt this surcharge. The legal test is that such surcharges be fair and reasonable. The Town has a very limited number of customers outside the Town's limits, but review of the billing data on these limited accounts within the residential category does show about 10% higher consumption than per dwelling consumption for accounts within the Town. Furthermore, it is known within the industry that suburban residential areas have larger lots on average and higher peak water use as a ratio to average consumption compared to in-town lots and residences. Finally, AWWA suggest that a rate of return should be considered by the Town for outside Town customers, similar to how a private sector water utility may expect a return for its investors, as property owners outside the Town are not contributing to tax revenues and ultimately it is the Town and its residences who bear the burden for the risks and consequences of risk failure should they occur in operating an water and wastewater utility.

Considering all these factors, it would be reasonable for the Town to consider a 25% surcharge on all accounts outside the Town's corporate limits as a part of monthly billing. This surcharge would apply to the rate calculated by whatever rate design the Town Council chooses and would apply to every class of customer.

The 25% surcharge could also apply to Availability Fees for a new service approved outside the Town's corporate limits, if there are no current plans to annex the property in the foreseeable future. Since Availability Fees are a one-time "buy-in" for a new customer proposed to be added to the system for the long-term, the Town should consider waiving the surcharge on the Availability Fee for new customers within the proposed Annexation Area, although surcharges would apply to monthly billing until the month when the property served effectively becomes a part of the Town limits.

"Crystal Balling" the Future of Water and Wastewater Regulations

The advance of federal and state regulations regarding drinking water and water discharge to streams and rivers has made a dramatic impact on the quality of both public health and the environment over the past 50 years, starting with the passage of the federal Clean Water Act and the Safe Drinking Water Act in the 1970s as well as the creation of the Environmental Protection Agency. At the same time, the emerging regulatory environment has often created a significant challenge to long-term financial planning for water and wastewater utilities. As advancement in public health and the environment has occurred, new issues were often discovered, and the public interest in quick results has produced new regulations, often requiring significant capital improvement, with a short timeline for implementation and compliance. A case-in-point is the development of wastewater regulations and impact on wastewater treatment facilities, with primary treatment in the 1960s growing to secondary treatment in the 1980s, advanced ammonia removal in the 1990s, and enhanced nitrogen and phosphorus removal in the 2000s to the present. Although developing a "crystal ball" for future regulations can be very tricky and speculative, it has become a part of today's rate studies.

There are no specific changes in capital improvement planning currently being recommended to the Town of Berryville based on anticipating future recommendations, but this section of the report does discuss some trends that the Town should keep in its vision. One is a trend toward requiring utilities to adopt and maintain asset management programs as a condition in federal and state revolving fund low-interest financing, and even some trends toward making asset management a regulatory requirement in permitting. The Evaluation of Assets in this report makes a strong effort in this direction, but today's discussion within the water industry is moving toward asset management as a continuing program integrating maintenance and performance in contrast to a study performed periodically. This report recommends efforts toward asset renewal and maintenance, which is aligned with this regulatory trend.

Another trend to watch is the development of new drinking water regulations that may result from EPA's Contaminant Candidate List and Regulatory determinations, an ongoing process of regulating new contaminants incorporated into the Safe Drinking Water Act. One current topic of significant conversation is perfluoroalkyl and polyfluoroalkyl substances, expected to be regulated at the federal level within the next two years. These substances are not known to be in the Town's water supply but is an area of awareness, as special removal technology is required. Other organic compounds and a class of "emerging contaminants" that include by-products of endocrines or personal care products are on the EPA's current Candidate List. EPA published its Candidate Lists at <https://www.epa.gov/ccl/basic-information-ccl-and-regulatory-determination>.

On the wastewater side, clean water regulations in Virginia have seen significant changes within the past 15 years, largely as a result of the public goal of "cleaning up" the Chesapeake Bay. Nitrogen and phosphorus allocations were established for most wastewater plants in Virginia in 2005, including the Town's facility, and significant capital expenditures have been required to address these regulations. EPA adopted a Total Maximum Daily Load (TMDL) standard for the Chesapeake Bay in 2010, and is under an ongoing review presently, but most expectations are that there will not be significant changes, if any, in wastewater plant allocations within the Potomac/Shenandoah river basin. The Town of Berryville constructed a new wastewater treatment plant about 2010 and is in compliance with the current nitrogen and phosphorus standards.

The Virginia Division of Environmental Quality (DEQ) has recently proposed new ammonia standards for wastewater treatment plants, but the Town's current advanced facility should meet the ammonia criteria. Other current DREQ initiatives have focused more on stormwater.

Similar to the Contaminant List for Drinking Water, the federal Clean Water Act requires a Tri-Annual Review for Clean Water in which states report to EPA on the health of the nation's rivers and invite public comment, and the Clean Water Act has provisions for developing TMDL's for rivers that are not meeting designated use standards. These processes bear watching to be abreast as early as possible if trends develop that may affect local capital needs.

Administrative and Facilities Fee (AFF) Definition

Fee charged monthly on each water and sewer account to recover administrative costs (such as meter reading, billing, and re-reads) and facilities costs (such as maintenance of the water treatment, distribution and, storage systems and sewer treatment and collection systems) that do not vary because of usage.

Note: In accordance with a rate analysis completed in 2019, the AFF Fee will be increased annually through fiscal year 2023 to: 1) sufficiently fund operations and maintenance and 2) achieve an appropriate sharing of system costs.

DRAFT

BERRYVILLE TOWN COUNCIL

MOTION APPROVE THE SCHEDULE OF WATER AND SEWER FEES AND CHARGES

Date: September 8, 2020

Motion By:

Second By:

I move that the Council of the Town of Berryville approve the attached Schedule of Water and Sewer Fees and Charges and that the new schedule become effective November 19, 2020.

VOTE:

Aye:

Nay:

Abstain:

ATTEST:

Erecka Gibson, Recorder

Berryville Town Council Item Report Summary
September 8, 2020

Item Title

Consent Agenda - Approval of Minutes

Prepared By

Background/History/General Information

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

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

Findings/Current Activity

The consent agenda comprises five items to be considered for approval:

Minutes of the 07/06/2020 called meeting of the Town Council

Minutes of the 07/14/2020 joint meeting of the Town Council with the Clarke County Board of Supervisors

Minutes of the 07/14/2020 regular meeting of the Town Council

Minutes of the 07/23/2020 special session of the Town Council

Minutes of the 07/29/20 meeting of the Town Council Public Safety Committee

Financial Considerations

None

Schedule/Deadlines

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

Other Considerations

None

Attachments

1. Consent Agenda 09.08.2020

Recommendation

Approval

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
Called Meeting
July 6, 2020
3:00 p.m.

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

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

Press: Mickey Powell, *The Winchester Star*

1. Call to Order

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

2. Pledge of Allegiance

3. Approval of Agenda

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

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

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

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

5. Discussion of Public Hearing Item

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

6. New Business: Discussion of Organizational Matters

Meeting Schedule for the First Half of FY21

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

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

Committee Assignments

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

Policy: Voting

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

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

Policy: Council Members Conducting Business with the Town

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

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

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

Appointment to the Berryville Area Development Authority

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

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

7. Closed Session

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

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

8. Discussion: Recorder Position Vacancy

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

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

Resolution

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

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

Roll call vote as follows:

McDonald: Aye

Harrison: Aye

Gibson: Aye

Rodriguez: Aye

Arnold: Aye

The motion passed.

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

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

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

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

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

The motion passed by unanimous voice vote.

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

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

9. Adjourn

Mayor Arnold invited a motion to adjourn.

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

Erecka L. Gibson, Recorder

Paul Culp, Town Clerk

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

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

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

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

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

Press: Mickey Powell, *The Winchester Star*

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

1. Call to Order

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

2. Approval of Agenda

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

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

3. Discussion: Southeast Collector Study

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

There was a discussion of the cost of crossing signals.

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

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

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

4. Adjourn: Board of Supervisors

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

5. Recess: Town Council

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

Erecka L. Gibson, Recorder

Paul Culp, Town Clerk

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

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

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

Press: Mickey Powell, *The Winchester Star*

1. Call to Order

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

2. Pledge of Allegiance

3. Approval of Agenda

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

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

4. Presentations/Awards/Recognitions

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

5. Public Hearings

No public hearing was scheduled.

6. Discussion of Public Hearing Items

There being no public hearing, no discussion occurred.

7. Citizens' Forum

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

8. Consent Agenda

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

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

9. Unfinished Business

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

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

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

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

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

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

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

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

10. Council Member Reports

Mayor

Mayor Arnold had nothing to report.

Recorder

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

Ward 1

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

Wards 2, 3, and 4

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

11. Staff Reports

Public Works

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

Public Utilities

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

Police

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

Community Development

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

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

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

Administration and Finance

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

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

Town Manager

Mr. Dalton had nothing further to report.

12. Committee Updates

Budget and Finance

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

Community Development

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

Personnel

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

Public Safety

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

Streets and Utilities

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

13. Closed Session

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

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

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

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

Resolution

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

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

Roll call vote as follows:

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

The motion passed.

14. Adjourn

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

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

Erecka L. Gibson, Recorder

Paul Culp, Town Clerk

BERRYVILLE TOWN COUNCIL SIGN-UP SHEET

Citizens' Forum

Tuesday, July 14, 2020

7:30 p.m.

Name:	Town of Berryville Resident?
MARY WHE	<input checked="" type="radio"/> Yes No
	Yes No
	Yes No
	Yes No
	Yes No
	Yes No
	Yes No
	Yes No
	Yes No
	Yes No
	Yes No
	Yes No
	Yes No

Member Report by Recorder Erecka Gibson

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

Capital Reserves	\$	207,975.00	\$	201,975.00
Capital Expenses	\$	412,000.00	\$	550,000.00
Contingency	\$	24,735.00	\$	24,735.00
Total	\$	1,446,625.00	\$	1,577,825.00
SEWER FUND				
Maintenance and Operational	\$	1,193,723.00	\$	1,193,723.00
Debt Service	\$	470,000.00	\$	470,000.00
Capital Reserves	\$	243,197.00	\$	123,197.00
Capital Expenses	\$	269,000.00	\$	399,000.00
Contingency	\$	36,680.00	\$	36,680.00
Total	\$	2,212,600.00	\$	2,212,600.00
TOTAL EXPENSES AND RESERVES	\$	7,631,545.00	\$	7,763,545.00

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

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

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

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

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

ADVERTISE: Winchester Star on June 25, 2020

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

Town of Berryville,
Virginia

Memo

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

Budget Modification and Amendment

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

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

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

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

Budget Contingency Plan

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

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

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

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

General Fund

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

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

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

Water Fund

Funding for Water Treatment Plant flush 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

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

	CHARGES FOR SERVICES	\$	16,000.00	\$	16,000.00
100-3160703-0000	PARKING METERS	\$	-	\$	-
100-3161502-0000	SALE OF PUBLICATIONS				
	TOTAL CHARGES FOR SERVICES	\$	16,000.00	\$	16,000.00
	MISCELLANEOUS REVENUES	\$	18,000.00	\$	18,000.00
100-3189905-0000	SALE OF SURPLUS				
	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	\$	1,850.00	\$	1,850.00
100-3220107-0000	ROLLING STOCK TAX	\$	209,917.00	\$	209,917.00
100-3220109-0000	PPTRA	\$	77,000.00	\$	77,000.00
100-3220201-0000	COMMUNICATION TAX				
	TOTAL NON-CATEGORICAL AID	\$	288,767.00	\$	288,767.00
	CATEGORICAL AID	\$	82,350.00	\$	82,350.00
100-3220108-0000	599 LAW ENFORCEMENT GRANT	\$	1,000.00	\$	1,000.00
100-3240103-0000	LE BLOCK GRANT	\$	15,250.00	\$	15,250.00
100-3240201-0000	FIRE FUND PROGRAM	\$	558,618.00	\$	558,618.00
100-3240300-0000	VDOT LANE MILE ALLOWANCE	\$	5,000.00	\$	5,000.00
100-3240301-0000	VDOT ROAD MAINTENANCE	\$	2,000.00	\$	2,000.00
100-3240302-0000	LITTER CONTROL GRANT	\$	-	\$	-
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	\$	664,210.00	\$	664,210.00

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

501-3000000-0000 FUND BALANCE	\$	-	\$ 132,000.00
TOTAL FUND BALANCE	\$	-	\$ 132,000.00
501-3150102-0000 REVENUE FROM MONEY OR PROP INTEREST ON INVESTMENTS	\$	30,000.00	\$ 30,000.00
TOTAL FROM USE OF MONEY OR PROP	\$	30,000.00	\$ 30,000.00
501-3160110-0000 CHARGES FOR SERVICES TREATMENT FEES	\$	1,040,000.00	\$ 1,040,000.00
501-3160111-0000 DELINQUENT ACCT PENALTIES	\$	30,000.00	\$ 30,000.00
501-3160112-0000 SECURITY DEPOSITS	\$	-	\$ -
501-3160113-0000 AVAILABILITY CHARGES	\$	337,500.00	\$ 337,500.00
501-3160114-0000 CONNECTION CHARGES			
501-3160115-0000 METER FEES	\$	8,125.00	\$ 8,125.00
TOTAL CHARGES FOR SERVICES	\$	1,415,625.00	\$ 1,415,625.00

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

SEWER FUND					
	FUND BALANCE	\$	-	\$	-
502-3000000-0000	FUND BALANCE				
	TOTAL FUND BALANCE	\$	-	\$	-
	REVENUE FROM MONEY OR PROP				
502-3150101-0000	INTEREST INCOME	\$	50,000.00	\$	50,000.00
	TOTAL REVENUE FROM MONEY OR PROP	\$	50,000.00	\$	50,000.00
	CHARGES FOR SERVICES				
502-3160110-0000	TREATMENT FEES	\$	1,800,000.00	\$	1,800,000.00
502-3160112-0000	SECURITY DEPOSITS	\$	-	\$	-
502-3160113-0000	AVAILABILITY CHARGES	\$	362,500.00	\$	362,500.00
	TOTAL CHARGES FOR SERVICES	\$	2,162,500.00	\$	2,162,500.00

REVENUE FROM OTHER SOURCES					
	NON-REVENUE RECEIPTS				
502-3410401-0000	VRA LOAN	\$	-	\$	-
502-3410402-0000	WQJF Grant	\$	-	\$	-
502-3410404-0000	NUTRIENT CREDIT REDATE	\$	-	\$	-
	TOTAL NON-REVENUE RECEIPTS	\$	-	\$	-

TOTAL FROM OTHER SOURCES		\$	-	\$	-
TOTAL SEWER FUND		\$	2,212,500.00	\$	2,212,500.00

TOTAL REVENUES ALL FUNDS	\$	7,631,545.00	\$	7,763,545.00
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FY 20-21 BUDGET EXPENSES			
Account Number	Account Description	6/9/2020 APPROVED 2020-2021	PROPOSED 7/14/20 AMENDED 2020-2021
GENERAL FUND			
	TOWN COUNCIL		
100-4011100-1111	EXPENSE COMPENSATION	\$ 18,900.00	\$ 18,900.00
100-4011100-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 1,450.00	\$ 1,450.00
100-4011100-5540	TRAINING	\$ 4,000.00	\$ 4,000.00
100-4011100-5699	LOCAL CONTRIBUTIONS	\$ -	\$ -
100-4011100-5800	MISCELLANEOUS	\$ 5,000.00	\$ 5,000.00
100-4011100-5810	Dues	\$ 3,000.00	\$ 3,000.00
100-4011100-6017	TOWN CODE SUPPLEMENTS	\$ 2,000.00	\$ 2,000.00
100-4011100-6018	STATE CODE SUPPLEMENTS	\$ -	\$ -
	TOTAL TOWN COUNCIL	\$ 34,350.00	\$ 34,350.00

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

	TOWN TREASURER				
100-4012410-1113	COMPENSATION	\$	93,000.00	\$	93,000.00
100-4012410-2100	MATCHING FICA EXPENSE (7.65 %)	\$	7,100.00	\$	7,100.00
100-4012410-3190	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 DEDUCTIBLES	\$	-	\$	-
	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
100-4041100-1140	PUBLIC WORKS ADMINISTRATION 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
100-4041100-3310	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
100-4041200-1103	HWYS, STS BRIDGES & SDWLKS 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
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
100-4041320-5110	STREET LIGHTS ELECTRICITY	\$	66,500.00	\$	66,500.00
	TOTAL STREET LIGHTS	\$	66,500.00	\$	66,500.00
100-4041330-3220	SNOW REMOVAL 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
100-4041340-6007	PARKING METERS & LOTS MATERIALS & SUPPLIES	\$	1,500.00	\$	1,500.00
	TOTAL PARKING METERS & LOTS	\$	1,500.00	\$	1,500.00

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

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

100-4081800-5540	ARCHITECTURAL REVIEW BOARD TRAINING	\$	500.00	\$	500.00
	TOTAL ARCHITECTURAL REVIEW BD	\$	500.00	\$	500.00
100-4081900-5800	TREE BOARD MISCELLANEOUS	\$	500.00	\$	500.00
	TOTAL TREE BOARD	\$	500.00	\$	500.00
	CAPITAL OUTLAY				
100-4094200-8207	SOFTWARE UPGRADES	\$	-	\$	-
100-4094200-8225	COMPUTER REPLACEMENT	\$	7,500.00	\$	7,500.00
100-4094200-8230	REPAIRS TO 23 E MAIN-LS RESERVE	\$	44,235.00	\$	44,235.00
100-4094200-8231	PATROL VEHICLE	\$	52,600.00	\$	52,600.00
100-4094200-8338	ONE TON DUMP	\$	-	\$	-
100-4094200-8340	MOWER	\$	-	\$	-
100-4094200-8411	CAPITAL RESERVE	\$	-	\$	-
100-4094200-8603	PD SERVER REPLACEMENT RESERVE	\$	6,000.00	\$	6,000.00
100-4094200-8702	WAYFINDING SIGNS RESERVE	\$	5,000.00	\$	5,000.00
100-4094200-8803	PUBLIC WORKS IMPROVEMENTS	\$	-	\$	-
100-4094200-8910	PD BODY CAMERA REPLACEMENTS	\$	-	\$	-
100-4094200-8911	VIRGINIA AVENUE PER	\$	55,000.00	\$	55,000.00
100-4094200-8912	POLICE MDT REPLACEMENT	\$	-	\$	-
100-4094200-8913	POLICE AV EQUIPMENT	\$	-	\$	-
100-4094200-8914	RIKEY 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	ASHDY/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
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

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

	TREATMENT			
501-4012222-1147	COMPENSATION	\$	147,000.00	\$ 147,000.00
501-4012222-2100	MATCHING FICA EXPENSE (7.65%)	\$	11,240.00	\$ 11,240.00
501-4012222-2830	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
501-4012222-601A	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				201,975.00
501-4094200-8211	CAPITAL RESERVES	\$	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				102,000.00
501-4094200-8704	WATER FINISH PUMP REPLACEMENT				
501-4094200-8953	UTILITY PLANT GATES	\$	-	\$	-
501-4094200-8954	STORAGE BUILDING	\$	-	\$	-
501-4094200-8957	WTP EVALUATION & REPAIRS	\$	165,000.00	\$	165,000.00
501-4094200-8958	WATER METER REPLACEMENT				
	TOTAL CAPITAL OUTLAY	\$	619,975.00	\$	751,975.00
	CONTINGENCY				
501-4094300-5800	CONTINGENCY (3.00%)	\$	24,735.00	\$	24,735.00
	TOTAL CONTINGENCY	\$	24,735.00	\$	24,735.00
	TOTAL WATER FUND OPERATIONAL	\$	800,915.00	\$	800,915.00
	TOTAL WATER FUND CONTINGENCY	\$	24,735.00	\$	24,735.00
	TOTAL WATER FUND CAP OUTLAY	\$	619,975.00	\$	751,975.00
	TOTAL WATER FUND EXPENSES		1,445,625.00		1,577,625.00

SEWER FUND

PERSONNEL					
502-4012220-1114	COMPENSATION	\$	39,300.00	\$	39,300.00
502-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$	3,010.00	\$	3,010.00
502-4012220-2210	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
	TOTAL PERSONNEL	\$	202,598.00	\$	202,598.00
TREATMENT					
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
502-4012222-5340	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
	TOTAL TREATMENT	\$	823,725.00	\$	823,725.00

	DISTRIBUTION & MAINTENANCE			
502-4012224-1103	COMPENSATION	\$	139,250.00	\$ 139,250.00
502-4012224-2100	MATCHING FICA EXPENSE (7.65 %)	\$	10,650.00	\$ 10,650.00
502-4012224-3310	EQUIPMENT MAINTENANCE	\$	5,000.00	\$ 5,000.00
502-4012224-3330	REPAIR & MAINTENANCE	\$	10,000.00	\$ 10,000.00
502-4012224-6007	MATERIALS & SUPPLIES	\$	2,500.00	\$ 2,500.00
502-4012224-6019	SAFETY EQUIPMENT	\$	-	\$ -
502-4012224-6030	NEW SERVICE SUPPLIES	\$	-	\$ -
	TOTAL DISTRIBUTION & MAINT	\$	167,400.00	\$ 167,400.00
	CAPITAL PROJECTS			
	TOTAL CAPITAL PROJECTS	\$	-	\$ -
	CAPITAL OUTLAY			
502-4094200-8105	PICKUP (1/2)	\$	15,000.00	\$ 15,000.00
502-4094200-8110	WWTP UPGRADES			
502-4094200-8123	SCADA			
502-4094200-8134	Sewer Collection Sys Rehab	\$	115,000.00	\$ 115,000.00
502-4094200-8340	MOWER (1/2)			
502-4094200-8345	PW ONE TON DUMP TRUCK			
502-4094200-8360	HANDHELD METER HEADER	\$	7,000.00	\$ 7,000.00
502-4094200-8411	CAPITAL RESERVES	\$	243,197.00	\$ 123,197.00
502-4094200-8540	MEMBRANE REPLACEMENT RESERVE	\$	10,000.00	\$ 10,000.00
502-4094200-8545	MEMBRANE PRE-PURCHASE	\$	90,000.00	\$ 90,000.00
502-4094200-8550	EQUIPMENT REPAIR RESERVE	\$	25,000.00	\$ 25,000.00
502-4094200-8602	3/4 TON PICKUP (1/2 VDOT)			
502-4094200-8604	STORM SEWER CAMERA (1/2 VDOT)			
502-4094200-8120	HEADWORKS BLDG. LIGHTING UPGRADE			\$ 30,000.00
502-4094200-8125	PUMP STATION UPGRADE RESERVE			\$ 10,000.00
502-4094200-8126	SLUDGE LOADING CONVEYOR BELT			\$ 22,000.00
502-4094200-8908	WWTP COMPUTER UPGRADES			\$ 58,000.00
502-4094200-8952	COMMUNICATION NET FOR UTILITIES			
502-4094200-8953	UTILITY PLANT GATES			
502-4094200-8954	INVENTORY LOCKUP FENCING	\$	-	\$ -
502-4094200-8955	WWTP BUILDING REPAIR/JOINT RESERVE	\$	7,000.00	\$ 7,000.00
	TOTAL CAPITAL OUTLAY	\$	512,197.00	\$ 512,197.00
	CONTINGENCY			
502-4094300-5800	CONTINGENCY (3.00%)	\$	36,580.00	\$ 36,580.00
	TOTAL CONTINGENCY	\$	36,580.00	\$ 36,580.00
	DEBT SERVICE			
502-4095000-9110	VRA PRINCIPAL	\$	470,000.00	\$ 470,000.00
	TOTAL DEBT SERVICE	\$	470,000.00	\$ 470,000.00

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

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

Expenditures	2020-2021			2021-2022			2022-2023			2023-2024			2024-2025		
	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer
Computer Replacements	7,500			7,500			7,500			7,500			7,500		
Hogan's Alley Improvements Reserve	2,000			6,000											
Kooy Moore Playground Improvements	44,255														
Livery Stable 73 E Main St Reserve							50,000								
Pave Crow Street Parking Lot															
Virginia Avenue	55,000			27,500	13,750	13,750									
Ten Dump Truck (GF 100% VDOT)															
Capital Reserves															
Dump Truck/Snow Plow (GF 100% VDOT)	125,000														
Hydraulic Salt Spreader (GF 100% VDOT)	11,000														
Salt Storage Building Repair (GF 100% VDOT)	52,500						53,000						54,000		
Police Patrol Vehicle															
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 PCs															
Police Department Sign Reserve	5,000			5,000									5,000		
Wayfinding Sign Reserve															
Holiday Decoration	10,000														
Water Distribution System Upgrade		115,000			615,000			95,000			95,000			95,000	
Hand Held Meter Reading Device		7,000	7,000												
Meter Replacement		165,000		165,000				165,000			165,000				
Storage Tank Repair		25,000		25,000											
Equipment Repair Reserve		25,000		25,000											
Capital Reserves															
WTP Disinfection Upgrade					510,000										
WTP Filter Maintenance															
SCADA / Computers		6,000	53,000												
Pickup Truck		15,000	15,000												
WTP Fuel Pump Replacements															
Pre-treatment Basin Repair					200,000										
Communications Net for Utilities															
Utility Phone Gears															
WTP Evaluation & Repair															
Collection System Upgrades			115,000			115,000								115,000	
Membrane Replacement			100,000			670,000								110,000	
Hypochlorite Pump Replacement															
Equipment Repair - Reserve			25,000			25,000								50,000	
Inventory Laptop Replenish															
Capital Reserves															
New SCADA Computer System															
WWTP Building Repair/Boiler Reserve			7,000			7,000								7,000	
Recharge Light Replacements (High Bay)			30,000												
Throttle and Motor components with VCSH				2,800		2,800									
Generator White Glen Pump Station Reserve			10,000											10,000	
Recharge 2013 Ford F150															
Sludge Loading Conveyor Belt			22,000												
Total	328,335	550,000	339,000	61,000	1,616,550	833,550	104,000	310,000	252,000	65,000	325,000	307,000	91,500	145,000	292,000

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

General Fund FY21

Computer Replacement \$7,500

Administration

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

Hogan's Alley Improvements Reserve \$1,000

Administration

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

FY20 \$3,000

FY21 \$1,000

FY22 \$6,000

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

Administration

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

FY19 \$40,000

FY20 \$73,265

FY21 \$44,235

FY 2021

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

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

Public Works Department

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

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

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

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

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

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

Public Works

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

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

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

FY 2021.

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

Public Works

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

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

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

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

Patrol Vehicle \$52,600

Police Department

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

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

Police Radio Replacement Reserve \$20,000

Police Department

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

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

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

FY 2021

Server Replacement \$6,000

Police Department

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

Wayfinding Signs Reserve \$5,000

In recognition of the economic benefits of marketing through specially 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.

FY 2021

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: _____
Brecka Gibson, Recorder

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

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

Staff: Present--Keith Dalton, Town Manager

Also Present: Interviewees

Press: None

1. Call to Order

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

2. Approval of Agenda

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

3. Closed Session

Mayor Arnold invited a motion to enter closed session.

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

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

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

Resolution

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

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

Roll call vote as follows:

McDonald: Aye

Harrison: Aye

Rodriguez: Aye

Gibson: Aye

Arnold: Aye

The motion passed and the resolution was adopted.

4. Discussion of Closed Session Items

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

5. Adjourn

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

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

Erecka L. Gibson, Recorder

Paul Culp, Town Clerk

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

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

Attendance:

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

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

Media: Mickey Powell, *The Winchester Star*

1. Call to Order

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

2. Approval of Agenda

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

3. Unfinished Business

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

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

4. New Business

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

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

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

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

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

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

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

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

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

5. Other

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

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

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

6. Closed Session

None.

7. Adjourn

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

Report of the Department of Public Works
August 31, 2020

On July the 10th we experienced a water main break on the 10 inch transmission line that supplies water from the water treatment plant to town. Public Works crews were able to identify the location of the leak. Once the Miss Utility Ticket cleared we were able to excavate and repair the leak. We found the pipe had ruptured and split for 20 feet. In order to repair the leak we used 10 inch hy-max couplings and 22 feet of C909 PVC pipe.

We have been working on upgrading the water system and replacing water laterals in Rockcroft Subdivision. We have installed some new two inch water lines on N. Church Street and Ridge Road and up-graded the sewer main on Circle Drive. We have one more line to install on Ridge Road and a four inch valve to replace on West Fairfax. We hope to have these task completed within the next couple of weeks.

Construction in Fellowship Square and Shenandoah Crossing subdivisions is progressing at a good rate. Base asphalt has been applied on East Fairfax and a small section of Weeks Drive. Seven spec homes are under construction on East Fairfax Street and one model home is being built on Weeks Drive. If the weather cooperates the contractor plans to have curb and gutter and base asphalt installed on Weeks Drive from East Fairfax Street to Pedal Drive within the next couple of weeks.

Berryville Town Council Item Report Summary
September 8, 2020

Item Title

Staff Reports - Public Utilities

Prepared By

Background/History/General Information

The WTP has been in compliance with operational parameters for the month of July and for August per data received to date. In July we produced 13.425 MG of water with a daily average of 0.433 MGD. In August we produced 10.606 MG with a daily average of 0.366 MGD.

The wastewater facility continues to meet parameters treating a total of 8.14 MG with a daily average of 0.26 for the month of July and in August we treated a total of 8.24 MG with a daily average of 0.27 MGD.

While the wastewater flows were fairly consistent for the months of July and August, I wanted to point out the difference in water production in July and August. With many people at home, filling pools, watering lawns and gardens, and other outdoor usage, we produced 2.819 MG more water in July during the peak of the COVID lock down than produced in August. 2.819 may not seem like a large number but convert this to operational hours and the difference requires a little over 91 additional hours of operation for our facility to produce 2.819 MG of water. Thankfully water usage appears to be slowing to a more normal pace towards the end of August.

Findings/Current Activity

It has been a busy time at the WTP for the past two months. Water demand continued to be high well into August. We have had to run additional hours to maintain levels and to prepare for possible storms. Rains towards the end of August in combination with the world continuing to open from COVID shut downs have reduced water demands. In the past two months we have again replaced the hypo feed line when the chemical resistant tubing we originally used began to breakdown and delaminate causing blockages. A new tubing type has been installed. The piping in the booster building has received a fresh coat of paint, the distribution system has been flushed in the months of July and August, repaired the powdered activated carbon feed, and we found evidence of antifreeze being dumped in the river intake and reported to authorities.

As part of routine testing we found that the old high service pump is in need of rebuild. After researching we found that Broy's Pump here in Berryville is the factory rep and we are working with them to pull and replace the seals in the pump. This is in preparation for our third year tank maintenance which requires emptying the water tanks and washing them out for inspection.

The Wastewater facility has also kept us hopping. We have replaced the lifting cables on the scum pumps, completed the repairs to the acid wash sumps and have replumbed the system to better facilitate maintenance, replaced a lime silo level sensor, pulled permeate pump #1 and shipped out for rebuild, cleaned debris from the influent wetwell, the cranes and forklift have been serviced and given OSHA required inspections, and completed a repair of the Boom Rd pump station generator which was in need of a new motherboard in the control system. We also had a clog of the sludge/lime mixer that created

conditions to allow for a blockage of the lime feed screw. Once the problem was found and work began on the blockage the additional amounts of lime hitting the sludge created a higher than normal thermal reaction and the heat sensors in the sludge building were activated calling in EMS to investigate. We did call in and cancel the fire alarm call and cleared the problem quickly.

The Raw Sewage drum screen booster pumps have again burst their water feed lines. We have researched some ways to help reduce the system surges and have redesigned the piping to hopefully reduce some of the surging during the screen washing process. We are currently running on temporary water lines as we remove and install replacement piping. Lastly we had multiple failures in the carbon feed system. We have lost one control panel and are scheduling Consolidated Electric to look at the unit, and the two other pumps failed with worn pump heads and tubes. We have rebuilt two of the units and are working on the third with a need to acquire additional parts.

Bio-solids processing for July totaled 191,804 gallons and for August we processed 135,699 gallons. August totals are reduced as we begin to build solids inventory for the winter months.

One additional note worthy item is the level of phosphorous that has been present in our wastewater influent since the concern over COVID-19 started. With all of the additional cleaning and disinfecting happening in homes and businesses, our TP levels in the influent have increased from an average of around 9 mg/l to now over 25 mg/l. We are having to feed a great deal of alum to meet this demand and are having some difficulty managing the balance of chemical feed to meet the demand and operate as efficiently as possible.

Attached for review are the monthly DMR data sheets for the the Wastewater treatment plant and page one MOR report for the water plant for the months of July and August.

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

1. 2020 Jly and August Council Report Daa

Recommendation

Sample Motion

Berryville STP Monthly DMR Data

July 2020

Date	Effluent Flow MGD	Eff pH	Eff Temp Deg C	Eff BOD mg/l	Eff BOD KG/D	Eff TSS mg/l	Eff TSS KG/D	Effluent DO River mg/l	Effluent DO WWTP mg/l	Eff NO2/ NG3 mg/l	Eff TN mg/l	Eff TN KG/D	Eff TotN mg/l
7/1/2020	0.24	7.2	25.7						7.1				
7/2/2020	0.24	7.1	24.6	7.00	6.36			7.4	6.8	3.51		1.01	4.52
7/3/2020	0.26	7.2	25.4						6.9				
7/4/2020	0.27	7.1	25.7						7.3				
7/5/2020	0.28	7.4	26.0						7.0				
7/6/2020	0.30	7.3	26.0	2.00	2.27				7.9	1.39		0.96	2.35
7/7/2020	0.29	7.2	26.1	1.00	1.10				7.0				
7/8/2020	0.30	7.2	26.3						7.0				
7/9/2020	0.41	7.2	26.5	3.00	4.65			7.4	7.1	2.10		0.95	3.05
7/10/2020	0.35	7.4	25.0						7.1				
7/11/2020	0.24	7.1	25.8						6.8				
7/12/2020	0.25	7.2	25.7						7.1				
7/13/2020	0.23	7.1	25.9	2.00	1.74				6.6	2.34		1.02	3.36
7/14/2020	0.23	7.1	26.1	3.00	2.61	0.00	0.00		7.8				
7/15/2020	0.21	7.1	25.8						7.4				
7/16/2020	0.19	7.1	26.4	3.00	2.16				7.0	3.57		0.97	4.54
7/17/2020	0.19	7.1	25.7					6.9	7.1				
7/18/2020	0.20	7.3	26.6						6.9				
7/19/2020	0.23	7.1	26.9						6.5				
7/20/2020	0.26	7.3	27.0	3.00	2.95				6.3	3.93		1.17	5.10
7/21/2020	0.37	7.1	26.9	1.00	1.40				7.3				
7/22/2020	0.19	7.3	25.1						7.4				
7/23/2020	0.20	7.2	26.6	2.00	1.51			6.6	6.2	1.65		1.16	2.81
7/24/2020	0.23	7.1	26.4						7.1				
7/25/2020	0.26	7.1	26.3						8.3				
7/26/2020	0.39	7.1	26.7						7.3				
7/27/2020	0.40	6.9	26.7	2.00	3.03				7.1	3.40		0.85	4.25
7/28/2020	0.24	6.9	27.3	2.00	1.82				6.8				
7/29/2020	0.23	6.9	27.0						6.3				
7/30/2020	0.22	7.0	26.9	5.00	4.16			8.0	6.6	3.30		0.72	4.02
7/31/2020	0.24	6.9	26.6						6.7				
Minimum	0.19	6.9	24.6	1.00	1.10	0.00	0.00	6.6	6.2	1.39		0.72	2.35
Maximum	0.41	7.4	27.3	7.00	6.36	0.00	0.00	8.0	8.3	3.93		1.17	5.10
Total	8.14	221.3	811.7	36.00	35.77	0.00	0.00	36.3	217.8	25.19		8.81	34.00
Average	0.26	7.1	26.2	2.77	2.75	0.00	0.00	7.3	7.0	2.80		0.98	3.78
Geo Mean	0.26	7.1	26.2	2.41	2.43	1.00	1.00	7.2	7.0	2.64		1.0	3.67

Berryville STP Monthly DMR Data
July 2020

Date	Effluent KG/D	Effluent mg/l	Effluent KG/D	E-coli No./100ml
7/1/2020				
7/2/2020	4.11	0.49	0.45	1
7/3/2020				
7/4/2020				
7/5/2020				
7/6/2020	2.67	1.53	1.74	1
7/7/2020				
7/8/2020				
7/9/2020	4.74	0.59	0.92	1
7/10/2020				
7/11/2020				
7/12/2020				
7/13/2020	2.93	0.18	0.16	1
7/14/2020				
7/15/2020				
7/16/2020	3.27	0.27	0.19	1
7/17/2020				
7/18/2020				
7/19/2020				
7/20/2020	5.03	0.68	0.67	1
7/21/2020				
7/22/2020				
7/23/2020	2.13	1.15	0.87	1
7/24/2020				
7/25/2020				
7/26/2020				
7/27/2020	6.44	0.09	0.14	1
7/28/2020				
7/29/2020				
7/30/2020	3.35	0.25	0.21	1
7/31/2020				
Minimum	2.13	0.09	0.14	1
Maximum	6.44	1.53	1.74	1
Total	34.68	5.23	5.34	13
Average	3.85	0.58	0.59	1
Geo Mean	3.65	0.42	0.41	1

Berryville STP Monthly DMR Data

August 2020

Date	Effluent Flow MGD	Effluent SU	Effluent DBO ₅ mg/L	Effluent BOD ₅ mg/L	Effluent TSS mg/L	Effluent TSS mg/L	Effluent DO River mg/L	Effluent DO WWTP mg/L	Effluent NO ₃ mg/L	Effluent TN mg/L	Effluent TKN mg/L	Effluent TKN kg/d	Effluent NH ₃ mg/L
8/1/2020	0.26	7.1	26.6					7.1					
8/2/2020	0.23	7.2	26.9					6.8					
8/3/2020	0.41	7.2	26.5	1.00	1.53			7.4	2.75	0.69	1.06	3.44	
8/4/2020	0.47	7.2	26.1	0.00	0.00			7.5					
8/5/2020	0.29	7.2	25.9					7.6					
8/6/2020	0.22	7.2	26.4	0.00	0.00		7.9	7.2	2.74	0.81	0.66	3.55	
8/7/2020	0.24	7.1	26.4					6.5					
8/8/2020	0.24	7.2	26.0					6.8					
8/9/2020	0.24	7.2	26.0					7.4					
8/10/2020	0.27	7.2	26.4					6.6					
8/11/2020	0.27	7.4	26.8	0.00	0.00	0.00		6.6					
8/12/2020	0.27	7.3	27.0					6.9					
8/13/2020	0.27	7.4	27.1	2.00	2.01		7.7	6.9	1.98	0.63	0.63	2.61	
8/14/2020	0.26	7.4	26.9					6.7					
8/15/2020	0.25	7.4	26.5					7.0					
8/16/2020	0.26	7.3	26.2					6.8					
8/17/2020	0.29	7.3	26.0	3.00	3.24			7.3	1.23	0.69	0.74	1.92	
8/18/2020	0.30	7.3	25.7	2.00	2.23			8.0					
8/19/2020	0.31	7.3	25.7					7.5					
8/20/2020	0.33	7.2	25.1					6.8					
8/21/2020	0.28	7.2	25.0				7.5	7.0					
8/22/2020	0.23	7.1	25.3					7.2					
8/23/2020	0.23	7.1	25.4					7.4					
8/24/2020	0.23	7.1	25.2					6.6					
8/25/2020	0.22	7.2	25.9					7.3					
8/26/2020	0.23	7.0	25.9					7.7					
8/27/2020	0.23	7.1	26.2				6.4	7.7					
8/28/2020	0.22	7.2	26.0					5.9					
8/29/2020	0.22	7.3	26.2					6.7					
8/30/2020	0.22	7.1	24.7					6.9					
8/31/2020	0.40	7.4	24.3					7.2					
Minimum	0.22	7.0	24.3	0.00	0.00	0.00	6.4	5.9	1.23	0.63	0.63	1.92	
Maximum	0.47	7.4	27.1	3.00	3.24	0.00	7.9	8.0	2.75	0.81	1.06	3.55	
Total	8.24	223.9	806.3	8.00	9.01	0.00	29.5	219.0	8.70	2.82	3.09	11.52	
Average	0.27	7.2	26.0	1.14	1.29	0.00	7.4	7.1	2.18	0.71	0.77	2.88	
Geo Mean	0.26	7.2	26.0	1.43	1.56	1.00	7.4	7.1	2.07	0.7	0.76	2.80	

Berryville STP Monthly DMR Data
August 2020

Date	Effluent Kc/d	Effluent mg/l	Effluent Kc/d	Effluent No./100ml
8/1/2020				
8/2/2020				
8/3/2020		0.11		1
8/4/2020				1
8/5/2020				
8/6/2020		0.11		1
8/7/2020				
8/8/2020				
8/9/2020				
8/10/2020				
8/11/2020				
8/12/2020				
8/13/2020		0.13		1
8/14/2020				
8/15/2020				
8/16/2020				
8/17/2020		0.80		1
8/18/2020				1
8/19/2020				
8/20/2020				
8/21/2020				
8/22/2020				
8/23/2020				
8/24/2020				
8/25/2020				1
8/26/2020				
8/27/2020				
8/28/2020				
8/29/2020				
8/30/2020				
8/31/2020				
Minimum		0.11		1
Maximum		0.80		1
Total		1.15		7
Average		0.29		1
Geo Mean		0.19		1

No. Connections Served: 1738
 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 Lbs per Day mg/L	Carbon Lbs per Day mg/L	Chlorine Lbs per Day mg/L	Fluoride Lbs per Day mg/L	Polymer Lbs per Day mg/L	KMnO4 Lbs per Day mg/L	Soda Ash Lbs per Day mg/L	Chlorine Lbs per Day mg/L	Corr Inhibitor Lbs per Day mg/L			
1	0.516		0.440	15.5	46	10.6	4	0.9	5.8	1.35	0.073	0.017	4	1.0	7.3	1.7
2	0.578		0.506	16.0	71	14.7	5	1.0	6.4	1.33	0.088	0.018	4.2	0.9	19.4	4.0
3	0.369		0.295	11.7	41	13.2	3	0.8	7.6	2.47	0.050	0.016	3.1	1.0	11.8	3.8
4	0.344		0.304	10.0	41	14.1	3	1.0	0.3	0.12	0.046	0.016	2.6	0.9	10.8	3.8
5	0.368		0.306	11.5	35	11.6	3	1.0	4.1	1.34	0.031	0.010	3.7	1.2	11.8	3.9
6	0.601		0.493	14.5	56	11.1	5	1.0	6.2	1.24	0.080	0.016	5.1	1.0	20.4	4.1
7	0.607		0.534	18.5	55	10.9	6	1.2	6.7	1.32	0.084	0.017	6.5	1.3	20.4	4.0
8	0.642		0.566	19.5	51	9.5	2	0.3	7.0	1.30	0.088	0.016	6.9	1.3	23.7	4.4
9	0.668		0.596	20.2	30	5.5	5	0.9	6.6	1.18	0.090	0.016	9.0	1.6	23.0	4.1
10	0.493		0.436	14.9	46	11.2	4	1.1	5.1	1.24	0.070	0.017	6.6	1.6	17.0	4.1
11	0.594		0.528	17.5	51	10.3	6	1.1	6.2	1.25	0.084	0.017	7.8	1.6	19.4	3.9
12	0.375		0.334	11.5	50	16.0	3	1.0	3.9	1.26	0.035	0.011	5.1	1.6	12.9	4.1
13	0.582		0.514	17.5	41	8.4	4	0.9	6.0	1.24	0.075	0.015	7.8	1.6	15.1	3.1
14	0.584		0.513	17.5	56	11.5	6	1.1	6.2	1.26	0.079	0.016	4.7	1.7	11.8	4.2
15	0.339		0.302	10.5	30	10.7	3	1.1	4.8	1.23	0.060	0.015	6.2	1.6	15.1	3.9
16	0.469		0.421	14.0	46	11.7	4	1.0	3.6	1.26	0.049	0.017	4.7	1.7	14.8	4.2
17	0.572		0.502	17.3	51	10.6	5	1.1	4.8	1.23	0.080	0.017	7.7	1.6	15.1	3.9
18	0.329		0.295	9.0	20	7.4	2	0.9	6.0	1.26	0.042	0.015	4.0	1.5	9.7	3.5
19	0.238		0.206	7.5	25	12.8	2	1.0	3.5	1.23	0.034	0.017	3.3	1.7	8.6	4.3
20	0.623		0.541	19.0	56	10.7	5	1.0	6.0	1.15	0.087	0.017	8.5	1.6	21.5	4.2
21	0.647		0.574	19.3	56	10.3	6	1.0	6.3	1.25	0.084	0.016	6.4	1.2	22.6	4.4
22	0.622		0.550	19.3	51	9.8	6	1.1	6.1	1.23	0.082	0.017	6.9	1.3	22.6	4.4
23	0.595		0.538	17.6	48	9.2	5	1.0	6.1	1.23	0.082	0.017	6.3	1.3	23.7	4.8
24	0.590		0.523	16.0	51	10.3	6	1.1	6.1	1.24	0.077	0.016	5.7	1.2	22.6	4.6
25	0.188		0.158	5.8	15	9.7	2	1.0	2.0	1.28	0.030	0.019	2.1	1.3	7.5	4.8
26	0.247		0.211	7.3	15	7.4	0	0.2	2.5	1.21	0.040	0.019	2.6	1.3	8.6	4.2
27	0.513		0.461	15.0	41	9.5	4	0.8	5.2	1.22	0.071	0.017	5.3	1.2	19.4	4.5
28	0.523		0.453	15.0	46	10.5	5	1.1	5.6	1.29	0.075	0.017	5.3	1.2	19.4	4.4
29	0.587		0.468	17.0	56	11.4	4	0.9	6.1	1.24	0.071	0.015	6.1	1.2	25.8	5.3
30	0.452		0.477	12.0	41	10.8	3	0.9	4.8	1.26	0.064	0.017	4.3	1.1	19.4	5.1
31	0.443		0.382	13.0	41	11.0	4	1.0	4.7	1.27	0.064	0.017	4.6	1.3	18.3	5.0
Total	15.296	0.000	13.425	450.8	1353	332.2	124	29.9	160.9	39.1	2.07	0.504	170	41.4	528.2	128.39
Maximum	0.668	0.000	0.596	20.2	71	16.0	6	1.2	7.6	2.5	0.09	0.019	9	1.7	25.8	5.28
Minimum	0.188	0.000	0.158	5.8	15	5.5	0	0.2	0.3	0.1	0.03	0.010	2	0.9	7.3	1.69
Average	0.493	0.000	0.433	14.5	44	10.7	4	1.0	5.2	1.3	0.07	0.016	5	1.3	17.0	4.14

SIGNED: (OPERATOR IN RESPONSIBLE CHARGE)

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

PRINTED NAME: David A Tyrrell

Shenandoah River - Entire Month

TITLE: OPERATOR CLASSIFICATION: Class 1

DPOR CERTIFICATION NO.: 1955002813

August 2020
No. Connections Served: 1738
Population Served: 4185

DATE	Raw Water Treated MGD	Finished Water Produced MGD	Finished Water Delivered MGD	Hours in Service	Alum		Carbon		Chlorine		Fluoride		Polymer		KMnO4		Soda Ash		Chlorine		Corr Inhibitor		
					Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day
1	0.169		0.159	5.0	15	10.8	1	0.9															
2	0.228		0.197	6.9	25	13.3	2	1.1															
3	0.592		0.516	17.5	61	12.3	3	0.6															
4	0.629		0.477	15.8	51	9.7	4	0.8															
5	0.270		0.240	8.2	30	13.5	3	1.2															
6	0.430		0.378	12.5	48	12.7	4	1.0															
7	0.506		0.439	15.5	51	12.0	4	0.9															
8	0.258		0.244	7.6	25	11.8	2	0.9															
9	0.241		0.203	7.3	20	10.1	2	1.2															
10	0.493		0.418	12.0	51	12.3	4	1.0															
11	0.506		0.459	14.0	61	14.4	4	0.9															
12	0.494		0.419	13.0	56	13.5	3	0.8															
13	0.492		0.444	13.0	51	12.4	4	1.1															
14	0.492		0.445	14.5	61	14.8	0	0.1															
15																							
16	0.490		0.421	14.0	51	12.4	3	0.8															
17	0.517		0.465	14.5	51	11.8	4	0.8															
18	0.504		0.438	14.0	51	12.1	4	1.0															
19	0.507		0.461	14.5	61	14.4	5	1.1															
20	0.477		0.434	15.0	58	14.0	4	0.9															
21	0.267		0.228	7.0	30	13.6	2	0.7															
22	0.221		0.188	8.0	20	11.0	1	0.7															
23	0.514		0.456	14.5	66	15.4	3	0.7															
24	0.422		0.362	11.0	41	11.5	2	0.7															
25	0.517		0.442	13.5	51	14.1	2	0.6															
26	0.600		0.531	17.8	66	13.2	3	0.6															
27	0.353		0.299	10.8	41	13.8	2	0.7															
28	0.250		0.209	6.5	30	14.6	2	0.8															
29	0.180		0.154	5.0	10	6.8	1	0.7															
30	0.528		0.480	15.0	56	12.7	3	0.7															
31																							
Total	12.146		10.606	341.7	1293	365.0	82	23.8															
Maximum	0.629		0.531	17.8	66	15.4	5	1.2															
Minimum	0.169		0.154	5.0	10	6.8	0	0.1															
Average	0.419		0.366	11.8	45	12.6	3	0.8															

SIGNED: (OPERATOR IN RESPONSIBLE CHARGE)

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

PRINTED NAME

David A. Tyrrell

Shenandoah River - Entire Month

TITLE: OPERATOR CLASSIFICATION

Class 1

DPOR CERTIFICATION NO.

1955002813

Berryville Town Council Item Report Summary
September 8, 2020

Item Title

Staff Reports - Police Department

Prepared By

Background/History/General Information

Monthly Activity Report

The activity report for the months of July and August 2020 is attached to this memo.

Public Safety Committee

The Public Safety Committee met on July 2020 and the minutes of that meeting are located in the consent agenda. The Committee is scheduled to meet on September 29, 2020 at 2:00 pm in the A/B meeting room at the Government Center.

COVID-19 Update

The department, as well as the rest of the Town of Berryville organization, has implemented the recent guidelines established by VOSH and the Department of Labor concerning workplace safety.

The department has adequate levels of PPE at this time.

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

1. Police and Security Report July 2020
2. Police and Security Report August 2020

Recommendation

121A



Berryville Police Department

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

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

Police and Security Report

Month/Year: July 2020	Year To Date 2020	July 2020	June 2020
<u>Complaints Answered</u>			
911 Hang Up:	25	1	4
Alarms:	66	12	6
Animal Complaint:	77	10	11
Assault:	23	2	5
Assist County:	31	6	5
Assist EMS and Fire:	178	3	14
Auto Larceny:	1	0	0
Burglary:	1	0	0
Civil Complaints:	44	4	7
Disturbance:	23	5	4
Domestic Disturbance:	20	6	6
Driving Under the Influence	3	0	0
Drunk In Public:	4	0	1
Fraud:	17	3	1
Larceny:	30	4	6
Harassment/Intimidation:	11	1	1
Homicide:	0	0	0
Identity Theft	1	0	0
Juvenile Related:	27	0	5
Mental Health Crisis:	41	7	5
Narcotics Related:	14	1	3
Noise:	28	3	3
Public Service:	4	1	1
Rape:	1	0	0
Robbery:	0	0	0
Shoplifting:	0	0	0
Suspicious Activity:	62	17	8
Trespassing:	6	0	0
Vandalism:	15	2	3
Welfare Check:	52	2	7
Miscellaneous Complaints:	304	54	42
Total Complaints Answered:	1109	144	148



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

W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date 2020	July 2020	June 2020
<u>Traffic</u>			
Accidents Investigated:	11	2	1
Assist Motorist:	0	0	0
Child Safety Seat Install:	3	0	2
Funeral Escort:	14	5	2
Hit & Run:	4	0	1
Parking Tickets:	65	0	1
Traffic Warnings:	102	21	21
<u>Traffic Summons Issued</u>			
Defective Equipment:	0	0	0
Driving Suspended:	3	0	1
Expired Inspection:	10	1	1
Expired Registration:	2	0	1
Fail to Obey Highway Sign:	24	9	4
Fail to Obey Traffic Signals:	0	0	0
Fail to Stop/Lights & Siren:	0	0	0
Fail to Yield Right of Way:	2	0	1
Hit and Run:	0	0	0
No Liability Insurance:	0	0	0
No Operator's License:	5	1	1
No Seat Belt:	0	0	0
Reckless Driving:	3	0	1
Speeding:	52	12	11
Miscellaneous Summons:	8	1	2
Total Traffic Summons Issued:	109	24	23
<u>Found Open at Businesses in Town</u>			
Doors:	10	1	1
Windows:	0	0	0
Garage Doors:	0	0	0



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Police and Security Report (Continued)

	Year To Date 2020	July 2020	June 2020
<u>Criminal Arrests Made</u>			
Abduction:	0	0	0
Arson:	0	0	0
Assault and Battery:	6	0	2
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:	3	1	1
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	0	2
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	0	1
Trespassing:	1	0	0
Vandalism:	0	0	0
Weapons Violation:	4	0	1
Miscellaneous Criminal Arrests:	9	1	0
Juvenile Detention Order Totals:	0	0	0
Total Criminal Arrests:	65	2	7



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W. Neal White – Chief of Police

Police and Security Report

Month/Year: August 2020	Year To Date 2020	August 2020	July 2020
<u>Complaints Answered</u>			
911 Hang Up:	28	3	1
Alarms:	69	3	12
Animal Complaint:	86	9	10
Assault:	23	0	2
Assist County:	40	9	6
Assist EMS and Fire:	187	9	3
Auto Larceny:	2	1	0
Burglary:	1	0	0
Civil Complaints:	47	3	4
Disturbance:	27	4	5
Domestic Disturbance:	21	1	6
Driving Under the Influence	4	1	0
Drunk In Public:	4	0	0
Fraud:	21	4	3
Larceny:	34	4	4
Harassment/Intimidation:	14	3	1
Homicide:	0	0	0
Identity Theft	1	0	0
Juvenile Related:	29	2	0
Mental Health Crisis:	44	3	7
Narcotics Related:	15	1	1
Noise:	31	3	3
Public Service:	4	0	1
Rape:	1	0	0
Robbery:	0	0	0
Shoplifting:	0	0	0
Suspicious Activity:	69	7	17
Trespassing:	6	0	0
Vandalism:	18	3	2
Welfare Check:	60	8	2
Miscellaneous Complaints:	330	26	54
Total Complaints Answered:	1216	107	144



Berryville Police Department

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 W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date 2020	August 2020	July 2020
Traffic			
Accidents Investigated:	13	2	2
Assist Motorist:	0	0	0
Child Safety Seat Install:	5	2	0
Funeral Escort:	17	3	5
Hit & Run:	5	1	0
Parking Tickets:	65	0	0
Traffic Warnings:	108	6	21
<u>Traffic Summons Issued</u>			
Defective Equipment:	0	0	0
Driving Suspended:	3	0	0
Expired Inspection:	10	0	1
Expired Registration:	2	0	0
Fail to Obey Highway Sign:	26	2	9
Fail to Obey Traffic Signals:	0	0	0
Fail to Stop/Lights & Siren:	0	0	0
Fail to Yield Right of Way:	2	0	0
Hit and Run:	0	0	0
No Liability Insurance:	0	0	0
No Operator's License:	5	0	1
No Seat Belt:	0	0	0
Reckless Driving:	4	1	0
Speeding:	56	4	12
Miscellaneous Summons:	8	0	1
Total Traffic Summons Issued:	116	7	24
<u>Found Open at Businesses in Town</u>			
Doors:	10	0	1
Windows:	0	0	0
Garage Doors:	1	1	0



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 W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date 2020	August 2020	July 2020
<u>Criminal Arrests Made</u>			
Abduction:	0	0	0
Arson:	0	0	0
Assault and Battery:	6	0	0
Assault and Battery on Police Officer:	2	0	0
Auto Larceny:	0	0	0
Breaking and Entering:	0	0	0
Capias:	1	0	0
Disorderly Conduct:	0	0	0
Driving Under the Influence:	4	2	0
Drunk In Public:	3	0	1
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:	32	4	0
Petty Larceny:	0	0	0
Possess Alcohol Underage:	0	0	0
Protective Order Violations:	2	0	0
Rape:	0	0	0
Resisting Arrest:	3	0	0
Robbery:	0	0	0
Shoplifting:	2	0	0
Trespassing:	1	0	0
Vandalism:	0	0	0
Weapons Violation:	4	0	0
Miscellaneous Criminal Arrests:	10	1	1
Juvenile Detention Order Totals:	0	0	0
Total Criminal Arrests:	72	7	2

**Berryville Town Council Item Report Summary
September 8, 2020**

Item Title

Community Development - Community Development Update

Construction Project Update

Southeast Collector Transportation Study Presentation

Graphic Design Branding Update

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

1. Community Development

Recommendation

Sample Motion

Town Council Agenda Item Report Summary
September 8, 2020

Item Title
Community Development Update

Prepared By
Christy Dunkle

Planning Commission

The Planning Commission held a joint public hearing with the BADA on July 22, 2020 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

The request was approved by both administrative bodies. Their next meeting is scheduled for September 22, 2020 at 7:00pm.

Berryville Area Development Authority

The BADA continued the following public hearing from June to their meeting on Wednesday, July 22, 2020:

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

No action was taken as final comments had not been addressed by the applicant. Since that time, the applicant has requested a 60-day deferral.

The BADA held a public hearing on the following matter:
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.

The BADA determined that the proposed extension of McNeil Drive is in substantial conformance with the adopted Berryville Area Plan.

Their next meeting is scheduled for Wednesday, October 28, 2020 at 7:00pm.

Architectural Review Board

No meeting was held since the July Council meeting.

Tree Board

No meeting was held since the July Council meeting.

Board of Zoning Appeals

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

Town Council Agenda Item Report Summary
September 8, 2020

Item Title

Construction Project Update

Prepared By

Christy Dunkle

Robert Regan Village

- 120 age- and income-restricted apartments
- Staff attends monthly progress meetings
- Added a leasing trailer to the site
- Anticipating substantial completion September, 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
- Zoning permits approved for Shenandoah Crossing single-family development

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
- Houses under construction on the Fellowship Square property

Hermitage Phase V

- 71 single-family homes
- Currently 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 approved by Planning Commission and BADA on Wednesday, July 22, 2020
- Deed of dedication currently under final review
- No anticipated start date

Town Council Meeting Report Summary
September 8, 2020

Item Title
SE Collector Transportation Study Presentation

Prepared By
Christy Dunkle

Background/History/General Information

July 14, 2020 Staff Report

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

Items that prompted discussion and implementation of the study include:

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

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

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

Findings/Current Activity

Town staff is requesting direction from Town Council on next steps. The draft minutes of the July 14, 2020 joint public hearing with the Board of Supervisors is included in this agenda packet.

July 14, 2020 Staff Report

Town and County staff worked with the consultant to determine future access in the southeast quadrant of the Town. The study, which began in May of 2019, started with the identification of the scope, information gathering, identification of stakeholders, and discussion with Norfolk Southern staff to determine whether the at-grade crossing at the terminus of Jack Enders Boulevard would be permitted.

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

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

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

Financial Considerations

July 14, 2020 Staff Report

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

Schedule/Deadlines

July 14, 2020 Staff Report

A joint meeting between the Clarke County Board of Supervisors and Berryville Town Council will take place at the Berryville-Clarke County Government Center on Tuesday, July 14, 2020 at 6:30 p.m. Staff will

be mailing affected property owner notifications prior to the meeting. The plan and the meeting announcement were posted on the Town's web site on May 27, 2020.

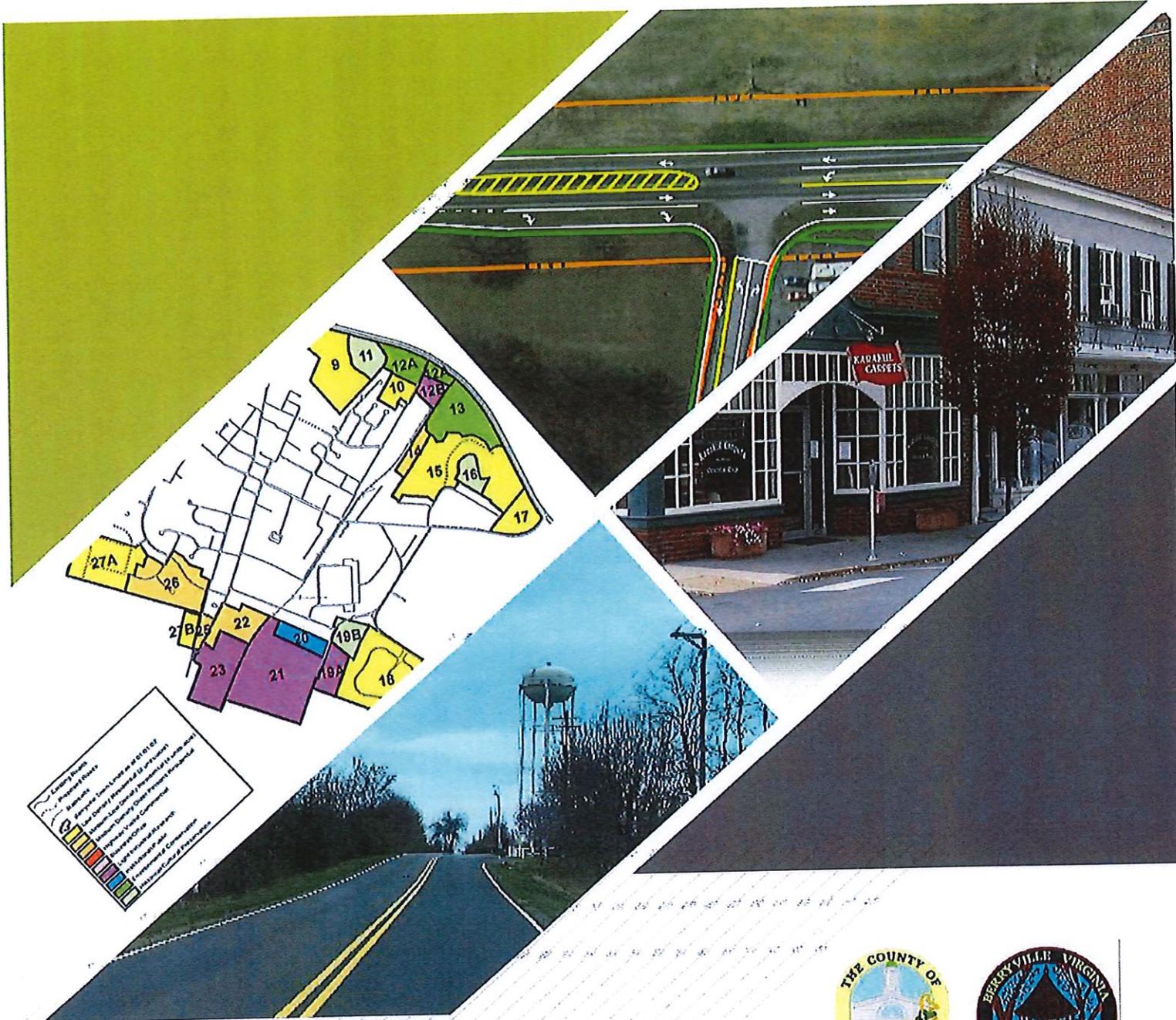
Other Considerations

N/A

Recommendation

Discuss next steps at the meeting.

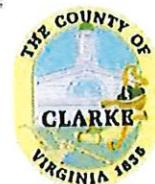
Attachment: Southeastern Collector Study Executive Summary



EXECUTIVE SUMMARY

April 24, 2020

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



Southeastern Collector Study



Executive Summary

Overview

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

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

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

See exhibits in appendix.

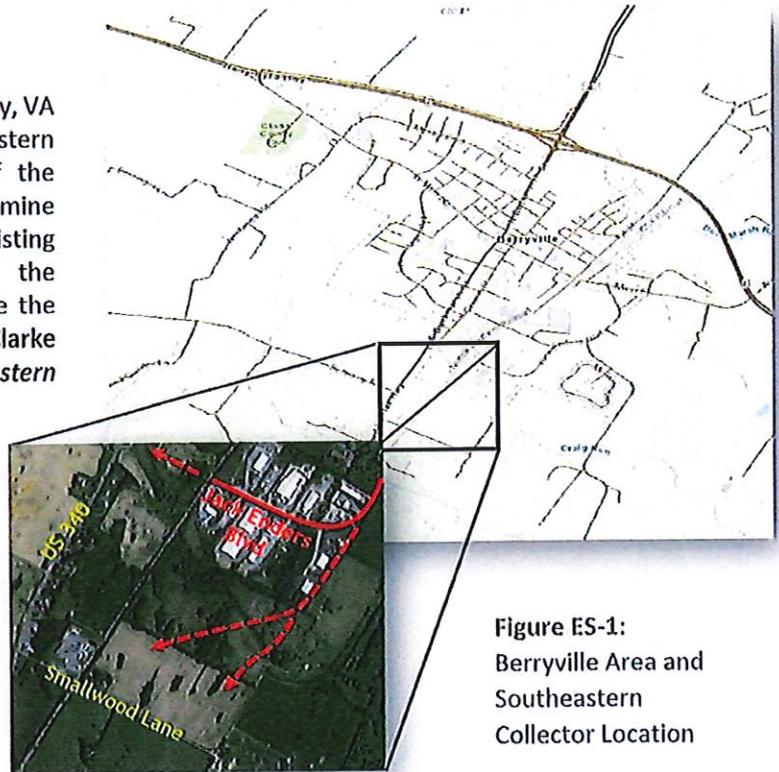


Figure ES-1:
Berryville Area and
Southeastern
Collector Location

Feasibility of New At-Grade Norfolk Southern Crossing

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

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

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



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

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

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

The coordination with Norfolk Southern, research and analysis concluded:

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

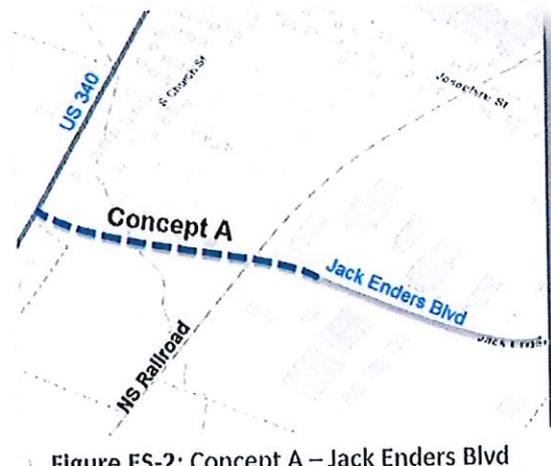


Figure ES-2: Concept A – Jack Enders Blvd Extended with new NS Railroad crossing.

¹ Va. Code Ann. § 56-363 (1996).

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

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



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

Final Concepts Selected for Study

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

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

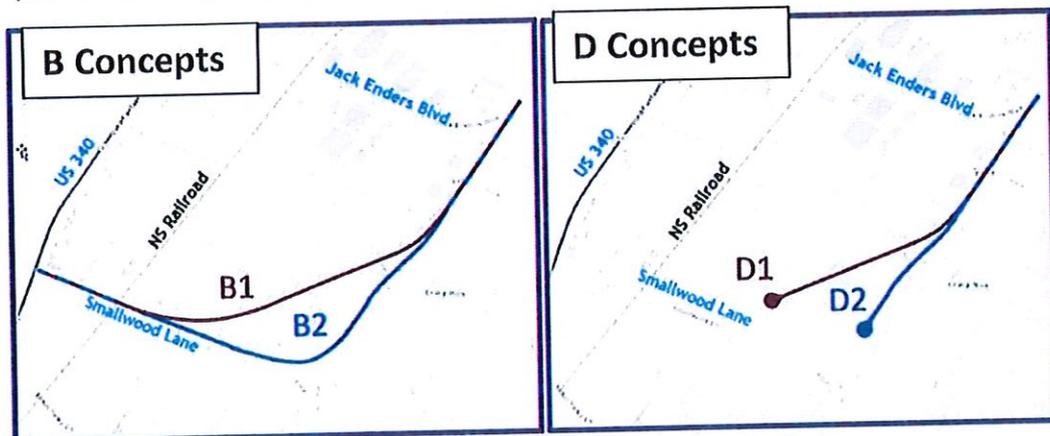


Figure ES-3: Concepts for Southeastern Collector

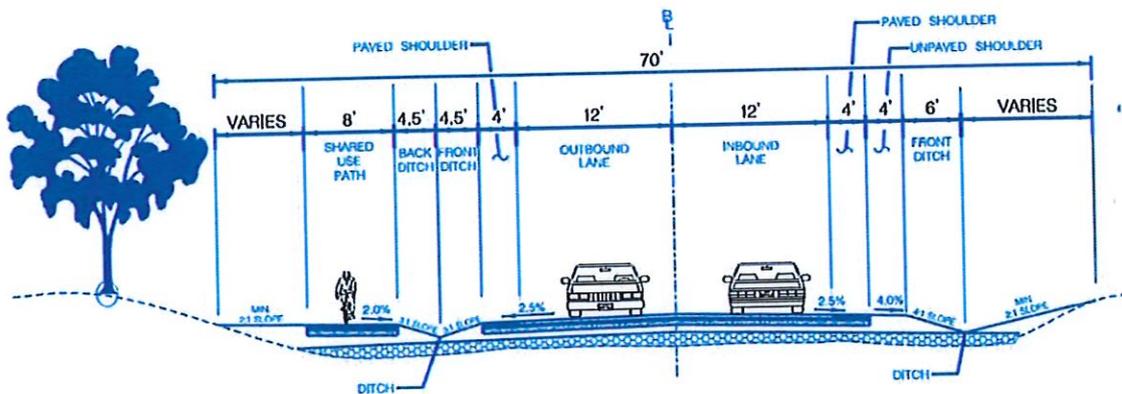


Figure ES-4: Typical Section of Southeastern Collector.





Figure ES-5: Southern Collector Northern Terminus

Changes in Travel Patterns

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

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



Environmental Impacts

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

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

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

Project Costs

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

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

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



Summary – Advantages and Disadvantages of Each Concept

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

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

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

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

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

Table ES-2 Summary of Costs and Benefits				
	B1	B2	D1	D2
Land Use	Bisects Smallwood Property	Eastern Edge of Smallwood Property not optimal	Bisects Smallwood Property	Eastern Edge of Smallwood Property not optimal
Environmental	Minimal impact to Craig’s Run	Not as environmentally preferred crossing of Craig’s run	Minimal impact to Craig’s Run	Not as environmentally preferred crossing of Craig’s run
Traffic Flow	Improves traffic flow throughout	Improves traffic flow throughout	Large increase on Jack Enders Boulevard, traffic diversions onto Berryville streets	Large increase on Jack Enders Boulevard, traffic diversions onto Berryville streets
Implementation	More \$\$, includes new connection at US 340.	More \$\$, includes new connection at US 340.	Can be expanded after initial phase.	Can be expanded after initial phase
Total Cost	\$9,560	\$9,380	\$6,310	\$5,870



Conclusions, Implementation and Recommendations

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

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

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

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



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

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

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

Concept B1 could be implemented in four phases:

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



Figure ES-6: Timing of Connector Construction

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



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

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



Town Council Agenda Item Report Summary
September 8, 2020

Item Title

Graphic Design Branding Update

Prepared By

Christy Dunkle

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

The Branding roundtable workshops were held on Tuesday, July 21 and Wednesday, July 22, 2020. The themed roundtable discussions included tourism, community youth, arts/culture/history, business owners and merchants, and residents. All participants seemed to have enjoyed the process and appreciated being a part of the effort. A presentation supplied by the consultants was forwarded to Town Council members and roundtable participants on July 24, 2020.

A few comments were received by staff after the participants and Council members reviewed the presentation. Comments were forwarded to the consultants to incorporate into the final presentation. Staff has discussed deliverables and timeframes for completion. It is anticipated that Town Council will be presented with the final designs at the October 13, 2020 meeting.

Financial Considerations

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

Schedule/Deadlines

Staff is working with the consultant to address comments and edits and anticipates presentation of the final draft to Town Council at the October meeting.

Other Considerations

N/A

**Berryville Town Council Item Report Summary
September 8, 2020**

Item Title

Administration and Finance - July and August Activity, General

June and July Activity, Council Members Conducting Business with Town

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

1. Treasurer

Recommendation

Sample Motion

**Town of Berryville, VA
Business & Finance
Office**

Memo

To: Town Council
From: Gregory C. Jacobs, Treasurer, Town of Berryville, VA
Date: September 1, 2020
Re: July and August 2020 activity

Status of RFP's currently working

Refuse and Garbage collection RFP is currently in contract negotiations.

Draft of RFP for Audit services (RFP #2020-03) has been prepared.

Collections of tax and utility payments

The State Corporation Commission (SCC) extended the moratorium on cutting off utility service from August 31, 2020 to September 16, 2020.

As our water and sewer past due balances continue to increase (with pretty much the same list of people who are falling behind), we have continued to send out past due notices. These notices have the balance due and a reminder that when the crisis is over the balance will be due and payable. The notices go on to say that the balance must be paid or a payment plan must be in place to avoid service disconnection. We sent our latest bills out before the utility service cutoff moratorium was officially extended to September 16, 2020. Those bills stated that we would begin cutting off service by September 1, 2020 as this was the latest definitive date we had. This resulted in a number of people paying past due balances and / or signing up for payment plans.

Memo to Council
Finance and Administration July and August 2020 activity
September 1, 2020
Page 2 of 3

Our current payment plan requires the payment of half of the total bill by the due date and the remainder paid in three equal monthly installments due on the 15th of each month with the regular bill payment. All subsequent bills must be paid in full and on time even in the installment period.

The SCC has directed all utilities to offer extended payment plans of up to 12 months to customers struggling to pay bills due to the economic impact of the COVID crisis. Staff is currently working on how to determine and document someone who would qualify for the extended payment plan.

Approval of Write Off Personal Property Tax 5 years old

We are requesting that the Council review and approve the write off of Personal Property taxes due that are 5 years or more past due. A packet with the detail of the amounts due and a motion have been attached with the Council Meeting Agenda.

Approval of advertising Delinquent Tax Accounts In the Winchester Star

We are requesting that the Council consider whether or not to publish the list of delinquent accounts in the Winchester Star. The list has been included in the Council Meeting Agenda.

Enhanced Utility Bills and Outsourcing

Later this month staff is to present a proposal on how and what is involved with including billing for trash service on the utility bills along with more detail of water and sewer service, and water and sewer service history. We are at a point where we need to replenish our supply of Utility billing forms. If we are going to outsource the billing, we will not need these forms, therefore we will need a decision quickly. Currently we have enough statement forms to bill for September only.

COVID-19

We continue to track our COVID-19 related expenses for CARES Relief Funds. Staff has provided detail reports and back up documentation to Brenda Bennett of Clarke County who is the point person on the CARES Relief Funds.

Memo to Council
Finance and Administration July and August 2020 activity
September 1, 2020
Page 3 of 3

Fiscal Year End June 30, 2020 Audit

With the return to full staffing in the Finance Office, we are now trying to get our books and records up to date and prepare for the Fiscal Year end audit.

**Town of Berryville, VA
Business & Finance
Office**

Memo

To: Town Council

From: Gregory C. Jacobs, Treasurer, Town of Berryville, VA

cc: Kelth Dalton, Town Manager, Town of Berryville, VA

Date: September 1, 2020

Re: Town Council Policy # 2020-03 "Council Members Conducting Business with the Town" Berryville Auto Parts June and July 2020 Activity.

This report is being submitted as required by Town Council Policy # 2020-03, "Council Members Conducting Business with the Town". It is intended to satisfy both the Annual and Monthly requirements. A copy of the policy is attached.

The Town of Berryville, Virginia, contracts with Berryville Auto Parts under a cooperative purchasing agreement for Automobile Repair Services with the County of Clarke, Virginia. Under this Contract arrangement, the Town of Berryville is allowed to "ride the bid" and enter into a contract with any successful contractor chosen by Clarke County based on mutual agreement between the successful contractors and other jurisdictions. Under this arrangement, Berryville has contracted with Berryville Auto Parts to perform automobile repair services including (but not limited to) miscellaneous repairs, oil changes, brake work, tire repairs, regular maintenance, state inspections etc. for vehicles owned by the Town of Berryville. This would include Town Police Department vehicles, Town Public Works Department vehicles, and Town Utilities Department vehicles.

In addition to an auto repair facility, Berryville Auto Parts, Inc., also operates a retail Auto Parts store, a retail Home Electronics store, and a UPS Shipping agency.

Memo to Town Council
Town Transactions with related parties June & July 2020 -- Berryville Auto Parts
September 1, 2020
Page 2 of 2

The Town of Berryville routinely has their police, public works, and utility vehicles maintained and repaired at Berryville Auto Parts repair facility. In addition, all departments of the Town of Berryville purchase supplies from the retail operations and on occasion use the UPS Shipping service.

Given that Berryville Auto Parts is owned by the Mayor of the Town of Berryville, all transactions between the Town of Berryville and Berryville Auto Parts fall under the Virginia Conflicts of Interest Act. That act provides for a de minimis exception for transactions under \$500 and an annual limit of \$5,000.

Under the Cooperative Purchasing agreement, the annual limit of amounts spent with Berryville Auto Parts is \$25,000.

Attached is a schedule of purchases made in June and July of 2020 with a total of payments made by the Town to Berryville Auto Parts for the fiscal year through August 2020.

Town of Berryville, Virginia
Memo of Related Party Activity June and July 2020 attachment
Berryville Auto Parts

June Activity paid in July

Department	Date	Description of Transaction	Invoice Amount
Police Dept.	6/9/2020	Service car #04 - Wiper Blades and State Inspection	\$ 24.06
Police Dept.	6/17/2020	Service car #05 - Mount and Balance used tire	\$ 18.00
		Statement amount paid	\$ 42.06
Public Works	6/30/2020	Shop Supplies - Oil Dry	\$ 33.96
		Statement amount paid	\$ 33.96
Utilities Dept.	6/30/2020	Service 2013 F-150 - Oil Change, Wire Tag light, State Inspection	\$ 121.86
		Statement amount paid	\$ 121.86
Total spent June 2020			<u><u>\$ 197.88</u></u>

July Activity paid in August

Public Works	7/14/2020	Shop Supplies - Smart Straw, 30 Strings	\$ 13.78
			\$ 13.78
Public Works	7/17/2020	Shop Supplies - Diesel Exhaust Fluid	\$ 65.94
			\$ 65.94
Public Works	7/30/2020	Auto & Truck Parts - Fuses for Shop Truck (Chevy Pickup)	\$ 7.18
			\$ 7.18
Public Works	7/30/2020	Shop Supplies - DVD Disc for Sewer Camera	\$ 17.10
			\$ 17.10
Police Dept.	7/2/2020	July 2020 Service - Car #04 Fix Overheating, Dash Cluster repair.	\$ 117.90
	7/20/2020	July 2020 Service - Car #03 Oil Change, Check Fluids, Check Brakes, Mount and Balance Four New Tires	\$ 109.44
	7/20/2020	July 2020 Service - Car #03 Wire In Body Camera Controller to Emergency Lights and Gun Release	\$ 94.00
	7/29/2020	July 2020 Service - Car #04 Repair A/C	\$ 87.83
			\$ 409.17
Total spent July 2020			<u><u>\$ 513.17</u></u>
Grand Total spent fiscal year to date			<u><u>\$ 711.05</u></u> <u><u>\$ 711.05</u></u>

Town Council Policies

Council Members Conducting Business with the Town

2020 -03

Approved 7/20

Purpose

To establish reporting requirements when Town Council members, businesses owned wholly or in part by Town Council members, or businesses for which Council members are employed conduct business with the Town.

This policy is established to augment requirements contained in the Code of Virginia, Berryville Code, and the Town of Berryville Procurement Policy Manual.

Policy:

When Town Council members, businesses owned wholly or in part by Town Council members, or businesses for which a Council members work do business with the Town, the Town Manager shall cause the Treasurer to provide the following to the Council:

- Annually
 - o An explanation of relationship and types of items/services received.
 - o Any contract or agreement entered into by the parties.
 - o Offering, notice of award, and other pertinent documents (cooperative procurement).

- Monthly
 - o Amount spent in the preceding month (listing of transactions [brief description and amount] and total).
 - o Total spent in fiscal year to date.

Procedure:

Required annual reports will be filed with the Council at the regular Council meeting in July of each year and made a part of the meeting minutes. The initial annual report will be filed with the Council at its regular meeting on September 8, 2020.

Required monthly reports will be filed with the Council at each regular Council meeting and made a part of the meeting minutes. If the Council does not hold a regular meeting within a given month, then the report will be filed with the Council at the next regular Council meeting.

**Berryville Town Council Item Report Summary
September 8, 2020**

Item Title

Administration and Finance - Charge-off of Uncollectable Personal Property Taxes
Publication of Delinquent Taxes

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

1. Charge-off of Uncollectible Personal Property Taxes

Recommendation

Sample Motion

FINANCE AND ADMINISTRATION STAFF REPORT

TO: TOWN COUNCIL
FROM: GREGORY C. JACOBS, TREASURER
SUBJECT: CHARGE OFF OF UNCOLLECTABLE PERSONAL PROPERTY TAXES
PUBLICATION OF DELINQUENT TAXES
DATE: 9/1/2020
CC: KEITH DALTON, TOWN MANAGER

Each July Council passes a resolution charging off uncollectable personal property taxes. Section 58.1-3940 of the Code of Virginia, 1950, as amended, states that the collection of local personal property taxes shall only be enforceable for five years following December 31 of the year for which such taxes were assessed.

Currently we publish a list of delinquent taxes in the Winchester Star and post a copy of the published list in the Town Business Office.

VA Code §§ 58.1-3921 through 58.1-3924 address the publication of delinquent taxes. The delinquent list reflects the account status as of June 30 (§58.1-3922). Unpaid previous years can also be listed unless the statute of limitations has run out. For taxes other than Real Estate, the current year delinquencies plus five years can be listed; Real Estate delinquencies can be listed for 20 years. The Treasurer has the discretion to eliminate people who pay before the list is published or who are current on a valid installment plan.

Our delinquent list is scheduled for publication in the Winchester Star in September 2020 and will be made current prior to publication. Legally we do not have to remove anyone who pays after June 30.

VA Code § 58.1-3924 states that the governing body may cause this list to be published in a newspaper of general circulation in the town or to be made available on any internet site maintained by or for the town.

Kevin Appel, Legal Counsel for the Treasurers' Association of Virginia pointed out that keeping a website list current may be problematic for an office as small as ours. Should Council decide to put the list on our website, he suggested a disclaimer along these lines. "Delinquent taxes on this list conform to the facts as they existed on June 30, 2020, pursuant to Code of Virginia §58.1-3922.

If you have any questions please call me.

TOWN COUNCIL
MOTION FOR APPROVAL:
ADOPTION OF RESOLUTION TO CHARGE OFF
DELINQUENT PERSONAL PROPERTY TAXES FOR TAX YEAR 2014

Date: September 8, 2020

Motion By:

Second By:

I hereby move that the Council of the Town of Berryville adopt the attached resolution to charge off delinquent personal property taxes for Tax Year 2014.

VOTE:

Aye:

Nay:

Absent:

ATTEST: _____
Erecka L. Gibson, Recorder

TOWN OF BERRYVILLE
TOWN COUNCIL
RESOLUTION

WHEREAS, Section 58.1-3940 of the Code of Virginia, 1950, as amended, provides the collection of local personal property taxes shall only be enforceable for five years following December 31 of the year for which such taxes were assessed, and

WHEREAS, the attached personal property taxes assessed by the Town of Berryville, Virginia for tax year 2014, have remained delinquent for the year for which such taxes were assessed and are therefore rendered unenforceable,

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Town of Berryville, Virginia, in meeting duly assembled this eighth day of September, 2020, that the attached list of delinquent personal property taxes for tax year 2014 shall be charged off the tax records of the Town of Berryville as uncollectible.

Harry L. Arnold, Jr., Mayor

I hereby certify that the foregoing Resolution was duly adopted by the Council of the Town of Berryville in meeting assembled September 8, 2020.

ATTEST:

Erecka L. Gibson, Recorder

Date: 9/1/2020

Tax Master Balance Listing

TOWN OF BERRYVILLE

Customer Status: Both

Source Date: 9/1/2020

Totals By Year:

Tax Year:	Amount:
2014	\$2,528.70
Total:	\$2,528.70

Totals By Year And Revenue:

Tax Year:	Revenue Name:	Amount:
2014	DMV FEE	\$200.00
2014	PERSONAL ADVERTISING	\$291.70
2014	PERSONAL INTEREST	\$297.02
2014	PERSONAL PENALTY	\$56.67
2014	PERSONAL PRINCIPLE	\$571.31
2014	VEH LICENSE FEE	\$782.00
2014	VLF LATE FEE	\$330.00
	Total:	\$2,528.70
	Total:	\$2,528.70

Totals By Revenue:

Revenue Name:	Amount:
DMV FEE	\$200.00
PERSONAL ADVERTISING	\$291.70
PERSONAL INTEREST	\$297.02
PERSONAL PENALTY	\$56.67
PERSONAL PRINCIPLE	\$571.31
VEH LICENSE FEE	\$782.00
VLF LATE FEE	\$330.00
Total:	\$2,528.70
Total:	\$2,528.70

DELINQUENT TAX LIST TO COUNCIL – SEPTEMBER 08, 2020

09-01-2020 Delinquent Tax Report

Tax Year	Account	County No	Billing Name	Balance
2019	4889	867362	ABRAHAM VICTORIA ANNE	\$95.01
2019	8190	1001557	ALLDER KIM JONES	\$121.05
2014	4131	857447	ALMENDAREZ VARGAS ADRIAN A	\$9.29
2014	4131	857447	ALMENDAREZ VARGAS ADRIAN A	\$3.61
2020	6963	1487RE	ALSBERRY JAMES FRANK	\$26.61
2018	5701	869580	AMANAKA GEORGE R	\$108.76
2019	5701	869580	AMANAKA GEORGE R	\$1.08
2018	7216	871934	AMES CHARLES CHUZA III	\$63.31
2019	4893	867526	AMOS JOSHUA K	\$31.01
2015	4110	851300	ANDERSON JEROME D	\$103.35
2016	4110	851300	ANDERSON JEROME D	\$93.84
2017	4110	851300	ANDERSON JEROME D	\$93.27
2018	4110	851300	ANDERSON JEROME D	\$86.23
2019	4110	851300	ANDERSON JEROME D	\$78.01
2014	4112	851300	ANDERSON JEROME D	\$26.62
2014	4112	851300	ANDERSON JEROME D	\$8.94
2014	4112	851300	ANDERSON JEROME D	\$50.00
2014	4112	851300	ANDERSON JEROME D	\$20.00
2014	4112	851300	ANDERSON JEROME D	\$7.22
2014	3874	857717	ANDREJKO DANIELLE PENDLETON	\$42.79
2014	3874	857717	ANDREJKO DANIELLE PENDLETON	\$50.00
2014	3874	857717	ANDREJKO DANIELLE PENDLETON	\$20.00
2014	3874	857717	ANDREJKO DANIELLE PENDLETON	\$7.22
2015	3874	857717	ANDREJKO DANIELLE PENDLETON	\$116.82
2016	3874	857717	ANDREJKO DANIELLE PENDLETON	\$105.34
2017	3874	857717	ANDREJKO DANIELLE PENDLETON	\$101.22
2018	3874	857717	ANDREJKO DANIELLE PENDLETON	\$90.60
2019	3874	857717	ANDREJKO DANIELLE PENDLETON	\$82.13
2015	1692	860784	ANDREJKO DAVID ALAN	\$48.83
2016	1692	860784	ANDREJKO DAVID ALAN	\$48.25
2017	1692	860784	ANDREJKO DAVID ALAN	\$47.58
2018	1692	860784	ANDREJKO DAVID ALAN	\$42.73
2019	1692	860784	ANDREJKO DAVID ALAN	\$35.00
2014	1693	860784	ANDREJKO DAVID ALAN	\$10.88
2014	1693	860784	ANDREJKO DAVID ALAN	\$25.00
2014	1693	860784	ANDREJKO DAVID ALAN	\$10.00
2014	1693	860784	ANDREJKO DAVID ALAN	\$3.61
2014	1693	860784	ANDREJKO DAVID ALAN	\$50.00
2019	7220	872212	AREVALO CABRERA DANIEL EDWARD	\$114.54
2018	5247	867983	AVALOS CLARA P	\$167.10
2016	5711	868867	BAILEY FREDDIE J	\$155.12
2017	5711	868867	BAILEY FREDDIE J	\$112.12
2018	5711	868867	BAILEY FREDDIE J	\$102.83
2019	5711	868867	BAILEY FREDDIE J	\$51.55
2016	4911	867239	BARAHONA CARLOS A	\$156.37
2017	4911	867239	BARAHONA CARLOS A	\$93.19

09-01-2020 Delinquent Tax Report

Tax Year	Account	County No	Billing Name	Balance
2018	4911	867239	BARAHONA CARLOS A	\$78.76
2019	4911	867239	BARAHONA CARLOS A	\$16.55
2016	4481	7077RE	BATTLETOWN INN	\$550.88
2017	4509	866406	BENNER MARK A	\$56.15
2018	4509	866406	BENNER MARK A	\$47.98
2019	4509	866406	BENNER MARK A	\$43.53
2019	839	1860RE	BERRYVILLE LIMITED PARTNERSHIP	\$1,311.18
2020	839	1860RE	BERRYVILLE LIMITED PARTNERSHIP	\$1,107.21
2016	5721	869203	BETHEL SEAN M II	\$114.39
2017	5721	869203	BETHEL SEAN M II	\$12.43
2016	5728	844833	BLAKE PENNI M	\$90.68
2017	5728	844833	BLAKE PENNI M	\$46.49
2019	7237	871654	BODEJAS AXL ROSE	\$139.96
2019	6519	870741	BOIES CODY ANDREW	\$93.01
2017	4917	867062	BOLDEN CANDACE L	\$7.75
2018	6154	869886	BONO WILLIAM J	\$137.65
2019	6154	869886	BONO WILLIAM J	\$139.48
2014	2196	856819	BOWIE LARRY E	\$25.00
2014	2196	856819	BOWIE LARRY E	\$10.00
2014	2196	856819	BOWIE LARRY E	\$3.61
2015	2196	856819	BOWIE LARRY E	\$38.49
2016	2196	856819	BOWIE LARRY E	\$38.60
2017	2196	856819	BOWIE LARRY E	\$41.55
2019	5737	869389	BRADLEY LAURIE ANNE	\$101.56
2020	8278	1611RE	BROSS DIANE ETAL	\$101.03
2014	4144	855845	BROWN STEVEN M	\$59.94
2014	4144	855845	BROWN STEVEN M	\$25.00
2014	4144	855845	BROWN STEVEN M	\$10.00
2014	4144	855845	BROWN STEVEN M	\$3.61
2015	4144	855845	BROWN STEVEN M	\$95.30
2016	4144	855845	BROWN STEVEN M	\$85.61
2017	4144	855845	BROWN STEVEN M	\$80.99
2018	4144	855845	BROWN STEVEN M	\$70.64
2019	4144	855845	BROWN STEVEN M	\$63.27
2019	8153	1001649	BURRELL SHANA CHRISTINA-REID	\$27.27
2019	7250	872567	BURZIO AUGUST CARROLL	\$85.00
2019	4683	865916	CABRERA JUAN ANTONIO	\$249.45
2016	4460	852915	CALDWELL & SANTMYER INC	\$3,834.57
2016	4938	867691	CALDWELL SANTMYER	\$83.97
2020	8284	1614RE	CAMACHO-PEREZ GUALBERTO CARLOS	\$72.03
2019	2780	864542	CANTRALL JASON M	\$99.56
2018	7255	872570	CAULFIELD LAUREN EILEEN	\$127.48
2019	7255	872570	CAULFIELD LAUREN EILEEN	\$24.30
2018	2642	861551	CHILDS KAYLA B	\$37.95
2019	2642	861551	CHILDS KAYLA B	\$85.00
2019	8290	9152RE	CHOMCHEY WIN & BRENDA WONG	\$578.46

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Tax Year	Account	County No	Billing Name	Balance
2019	8290	9152RE	CHOMCHEY WIN & BRENDA WONG	\$549.56
2020	8290	9152RE	CHOMCHEY WIN & BRENDA WONG	\$416.74
2014	4009	864438	CHRISMAN JOSHUA JACOB	\$6.80
2014	4009	864438	CHRISMAN JOSHUA JACOB	\$9.10
2014	4009	864438	CHRISMAN JOSHUA JACOB	\$55.03
2014	4009	864438	CHRISMAN JOSHUA JACOB	\$10.83
2014	4009	864438	CHRISMAN JOSHUA JACOB	\$168.06
2017	4949	867766	CLARK TIFFANY N	\$30.07
2018	4949	867766	CLARK TIFFANY N	\$155.00
2019	3412	863018	CLAY DAVID KARLOS	\$49.24
2015	2965	861039	CLEMENTS CHRISTOPHER LEE	\$47.34
2016	2965	861039	CLEMENTS CHRISTOPHER LEE	\$11.49
2014	2966	861039	CLEMENTS CHRISTOPHER LEE	\$25.00
2014	2966	861039	CLEMENTS CHRISTOPHER LEE	\$10.00
2014	2966	861039	CLEMENTS CHRISTOPHER LEE	\$3.61
2014	2966	861039	CLEMENTS CHRISTOPHER LEE	\$29.62
2014	4214	861040	CLEMENTS HEATHER MARIE	\$3.61
2014	4214	861040	CLEMENTS HEATHER MARIE	\$81.73
2015	3816	852475	COCONIS DAVID H	\$79.20
2016	3816	852475	COCONIS DAVID H	\$75.27
2017	3816	852475	COCONIS DAVID H	\$68.74
2018	3816	852475	COCONIS DAVID H	\$58.61
2019	3816	852475	COCONIS DAVID H	\$41.40
2014	3817	852475	COCONIS DAVID H	\$3.61
2014	3817	852475	COCONIS DAVID H	\$90.69
2019	4953	866822	COLE DAVID ALLEN	\$121.69
2019	6555	870389	COLLINS CHRISTOPHER K	\$179.21
2019	6564	869952	COOPER GARY LEE	\$92.90
2019	3289	859851	COX JOHN WAYNE	\$30.69
2018	6574	870354	CREEK DOMONIC T JR	\$120.00
2019	7272	872106	CREEKMORE MELISSA CARIN	\$86.96
2015	3784	861504	CRIM TRACEY L	\$84.07
2016	3784	861504	CRIM TRACEY L	\$79.59
2017	3784	861504	CRIM TRACEY L	\$69.72
2018	3784	861504	CRIM TRACEY L	\$62.42
2019	3784	861504	CRIM TRACEY L	\$9.29
2014	3785	861504	CRIM TRACEY L	\$44.55
2014	3785	861504	CRIM TRACEY L	\$35.00
2014	3785	861504	CRIM TRACEY L	\$7.22
2014	3785	861504	CRIM TRACEY L	\$87.95
2018	5776	868995	CUSTIDERO LAURIE A	\$35.00
2019	5776	868995	CUSTIDERO LAURIE A	\$513.92
2019	5781	868530	DAVIS CHRISTOPHER J	\$145.20
2015	4736	852358	DAVIS TINA M	\$129.25
2016	4736	852358	DAVIS TINA M	\$115.00
2017	4736	852358	DAVIS TINA M	\$101.44
2018	4736	852358	DAVIS TINA M	

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Tax Year	Account	County No	Billing Name	Balance
				\$88.26
2019	4736	852358	DAVIS TINA M	\$63.37
2014	4738	852358	DAVIS TINA M	\$35.00
2014	4738	852358	DAVIS TINA M	\$3.61
2014	4738	852358	DAVIS TINA M	\$322.61
2019	7816	1000420	DB TRANSPORTATION LLC	\$45.00
2019	7816	1000420	DB TRANSPORTATION LLC	\$74.75
2018	7279	872396	DEANTHONY RYAN VICTOR	\$20.60
2018	7279	872396	DEANTHONY RYAN VICTOR	\$59.79
2019	7279	872396	DEANTHONY RYAN VICTOR	\$94.97
2019	8068	1001702	DEMONDE EDWARD D JR	\$87.63
2019	7818	1001220	DENGLER ANDRE LLOYD	\$109.26
2019	5787	868143	DENNIS KAITLYNNE ALEXIS	\$15.71
2014	1984	855584	DIETRICH JOHN WILLIAM	\$25.00
2014	1984	855584	DIETRICH JOHN WILLIAM	\$10.00
2014	1984	855584	DIETRICH JOHN WILLIAM	\$50.00
2014	1984	855584	DIETRICH JOHN WILLIAM	\$3.61
2014	1984	855584	DIETRICH JOHN WILLIAM	\$55.30
2015	1984	855584	DIETRICH JOHN WILLIAM	\$54.06
2016	1984	855584	DIETRICH JOHN WILLIAM	\$52.72
2017	1984	855584	DIETRICH JOHN WILLIAM	\$47.10
2018	1984	855584	DIETRICH JOHN WILLIAM	\$42.61
2019	1984	855584	DIETRICH JOHN WILLIAM	\$50.74
2019	5791	867247	DILLON PATRICK JAMES	\$99.89
2019	7171	872725	DINKINS DIANE SCHOEB	\$231.80
2019	5261	868109	DINKINS GUY N II	\$158.09
2016	4978	867468	DOLINGER ALLEN L	\$18.03
2017	4978	867468	DOLINGER ALLEN L	\$40.07
2019	4979	867475	DOLINGER ALLEN LACY	\$62.10
2019	7284	872889	DUCKWORTH ALAN BLAINE	\$64.77
2019	7287	872726	DUNCAN PHILIP SHAWN	\$42.91
2019	2440	862867	ELMORE NOBLE N	\$109.90
2019	7829	1000695	ESPAROLINI CARMEN ANICIA	\$124.31
2019	2681	856825	ESPAROLINI JOHN MARTIN	\$96.48
2018	5263	867955	ESPAROLINI MONA C	\$41.13
2019	5263	867955	ESPAROLINI MONA C	\$164.81
2020	665	1313RE	FANNING JENNIFER D	\$42.83
2019	7833	1000834	FIELDS ALISA MARIE	\$53.84
2017	5811	868587	FIFUEKD DESIGN CONSTRUCTION INC	\$128.51
2019	5264	864645	FINANCIAL SERVICES VEHICLE TRUST	\$637.45
2015	4279	855158	FOCACCIA ITALIAN GRILL	\$596.28
2016	4279	855158	FOCACCIA ITALIAN GRILL	\$9.90
2014	4671	858568	FORD TIMOTHY SPENCER	\$115.83
2014	4671	858568	FORD TIMOTHY SPENCER	\$175.91
2015	4671	858568	FORD TIMOTHY SPENCER	\$129.21
2016	4671	858568	FORD TIMOTHY SPENCER	\$132.15
2017	4671	858568	FORD TIMOTHY SPENCER	

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2018	4671	858568	FORD TIMOTHY SPENCER	\$90.54
2019	4671	858568	FORD TIMOTHY SPENCER	\$105.00
2019	4555	851920	FREEMAN JOLYN K	\$72.11
2017	2498	865376	FREEMAN WILLIAM E JR	\$39.21
2018	2498	865376	FREEMAN WILLIAM E JR	\$69.33
2019	2498	865376	FREEMAN WILLIAM E JR	\$39.52
2019	7298	872431	FUREY CHRISTOPHER MICHAEL	\$110.84
2014	4285	856893	GALLAGHER MICHAEL J	\$29.07
2014	4285	856893	GALLAGHER MICHAEL J	\$25.00
2014	4285	856893	GALLAGHER MICHAEL J	\$10.00
2014	4285	856893	GALLAGHER MICHAEL J	\$3.61
2015	4285	856893	GALLAGHER MICHAEL J	\$68.77
2016	4285	856893	GALLAGHER MICHAEL J	\$65.76
2017	4285	856893	GALLAGHER MICHAEL J	\$62.39
2018	4285	856893	GALLAGHER MICHAEL J	\$51.68
2019	4285	856893	GALLAGHER MICHAEL J	\$44.80
2019	7607	7737RE	GIANT FOOD STORES LLC	\$3,438.64
2020	7607	7737RE	GIANT FOOD STORES LLC	\$2,045.89
2019	4680	860601	GILLISON NICHOLAS WESLEY EUGENE	\$100.08
2019	8136	1001912	GIRARD BRIAN C	\$203.28
2019	7304	871635	GOODE CYNTHIA L	\$40.48
2019	8148	1002162	GOODE CYNTHIA LOUISE	\$26.59
2017	4727	850150	GOODMAN BRENDA LEE	\$135.57
2017	4727	850150	GOODMAN BRENDA LEE	\$96.45
2018	4727	850150	GOODMAN BRENDA LEE	\$319.30
2019	4727	850150	GOODMAN BRENDA LEE	\$187.98
2018	7307	871774	GREEN POINT INC	\$108.96
2019	7307	871774	GREEN POINT INC	\$1.60
2016	2145	856502	GREEN SHERYL B	\$75.96
2016	2145	856502	GREEN SHERYL B	\$56.71
2017	2145	856502	GREEN SHERYL B	\$95.59
2018	2145	856502	GREEN SHERYL B	\$82.67
2019	2145	856502	GREEN SHERYL B	\$35.75
2018	3184	853583	GRIFFITH RICHARD M	\$303.52
2019	3184	853583	GRIFFITH RICHARD M	\$180.09
2019	4376	864853	GRIMM ROBERT S JR	\$116.12
2014	3795	854622	GROOMS JENNIFER RAE	\$16.00
2014	3795	854622	GROOMS JENNIFER RAE	\$3.61
2020	920	1666RE	GUITIERREZ ANTONIO V & MARIA B	\$94.92
2017	5268	868018	GUSTAFSON ERIC A	\$49.19
2015	4228	861242	HALL CIIPPORA-KARRENA E	\$20.90
2016	4228	861242	HALL CIIPPORA-KARRENA E	\$79.10
2020	706	2298RE	HAMPEL BRIAN J	\$350.00
2020	1028	8403RE	HANSEN MICHAEL J & TREVA A	\$477.94
2019	7312	871690	HARRISON ASHLEY L	\$188.01
2019	5017	867805	HART BRENT LEE III	\$374.68

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2019	7856	1000518	HAWES TAYLOR ASHTON CARISSA	\$95.91
2017	1840	860455	HEMP SMITH CHRISTINA L	\$149.02
2018	1840	860455	HEMP SMITH CHRISTINA L	\$31.24
2014	3993	864612	HOLLINGSWORTH CHRISTOPHER JOHN	\$24.76
2014	3993	864612	HOLLINGSWORTH CHRISTOPHER JOHN	\$25.00
2014	3993	864612	HOLLINGSWORTH CHRISTOPHER JOHN	\$10.00
2014	3993	864612	HOLLINGSWORTH CHRISTOPHER JOHN	\$3.61
2015	3993	864612	HOLLINGSWORTH CHRISTOPHER JOHN	\$61.47
2016	3993	864612	HOLLINGSWORTH CHRISTOPHER JOHN	\$55.59
2017	3993	864612	HOLLINGSWORTH CHRISTOPHER JOHN	\$52.92
2018	3993	864612	HOLLINGSWORTH CHRISTOPHER JOHN	\$4.27
2019	8141	1001915	HOLMES LAFITTE JERMAINE JR	\$72.55
2019	7321	872013	HOLMES SOPHIA KIERA	\$99.33
2018	4885	867542	HOLSINGER JEANNIE D	\$87.16
2020	7016	8124RE	HPA BORROWER 2016-2 ML LLC	\$407.95
2016	2962	863957	HUMMER CARRIE E	\$86.26
2017	2962	863957	HUMMER CARRIE E	\$11.47
2020	7123	1603RE	HURTADO PEDRO	\$16.76
2014	4399	855527	HUSTED MICHAEL DAVID	\$5.23
2014	4399	855527	HUSTED MICHAEL DAVID	\$3.61
2019	21	1492RE	JACKSON EFFIE H & WALTER H	\$29.67
2019	21	1492RE	JACKSON EFFIE H & WALTER H	\$133.54
2020	21	1492RE	JACKSON EFFIE H & WALTER H	\$134.03
2015	3410	851598	JACKSON JAIME N	\$27.05
2020	6298	7519RE	JDM TRANSPORT LLC	\$217.86
2019	5873	868920	JENKINS IRENE KAY	\$244.95
2019	5873	868920	JENKINS IRENE KAY	\$26.10
2019	5036	852054	JENKINS LARRY P	\$125.69
2019	2789	1643RE	JOHNSON GEORGE F JR	\$100.12
2020	2789	1643RE	JOHNSON GEORGE F JR	\$90.83
2019	2790	848239	JOHNSON GEORGE F JR	\$198.75
2019	7887	1000705	JOHNSON JR GEORGE F	\$41.11
2019	2172	863890	JOHNSON MARY ELLEN	\$50.00
2016	5039	867112	JOHNSON OLYMPIA ANNA MARIE	\$78.83
2017	5039	867112	JOHNSON OLYMPIA ANNA MARIE	\$128.85
2018	5039	867112	JOHNSON OLYMPIA ANNA MARIE	\$48.77
2019	7890	1000146	JONES RAYMOND JOSEPH	\$108.88
2019	6872	871543	KEATING COLBY M	\$605.43
2019	5472	1842RE	KEEFE NEIL J & BOBBIE J TRUSTS	\$561.60
2020	5472	1842RE	KEEFE NEIL J & BOBBIE J TRUSTS	\$442.81
2019	2054	863161	KEISTER KEITH T JR	\$139.02
2020	8469	8931RE	KELLY ZACHARY	\$388.97
2015	5055	867149	KERNS KEVIN M	\$102.35
2016	5055	867149	KERNS KEVIN M	\$54.57
2017	5055	867149	KERNS KEVIN M	\$53.03
2018	5055	867149	KERNS KEVIN M	\$47.66

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Tax Year	Account	County No	Billing Name	Balance
				\$43.01
2019	5055	867149	KERNS KEVIN M	\$103.92
2017	5057	867547	KESSINGER BRIAN K II	\$41.78
2018	5057	867547	KESSINGER BRIAN K II	\$35.00
2019	5057	867547	KESSINGER BRIAN K II	\$47.34
2019	2762	853501	KIZER RICHARD	\$99.26
2018	4174	851990	KNIGHT TIMOTHY ALAN	\$44.29
2019	4174	851990	KNIGHT TIMOTHY ALAN	\$208.93
2019	4688	852550	KRUSE JESSICA LYNN	\$151.03
2019	3454	861663	KUSHNIR DAVID W	\$17.94
2015	4404	866607	LA ROCHE KATHRYN A	\$111.50
2019	324	1831RE	LABADIE RICKY	\$105.96
2019	324	1831RE	LABADIE RICKY	\$95.44
2020	324	1831RE	LABADIE RICKY	\$49.53
2015	5068	867034	LEE BRIAN ANTHONY	\$50.00
2015	5068	867034	LEE BRIAN ANTHONY	\$8.70
2016	5068	867034	LEE BRIAN ANTHONY	\$121.72
2018	2574	865543	LEE TOUAZENG	\$59.56
2019	2574	865543	LEE TOUAZENG	\$20.63
2019	8365	1120RE	LEVINE SHARON LEE TRUSTEE	\$215.56
2020	8365	1120RE	LEVINE SHARON LEE TRUSTEE	\$88.60
2016	2559	862648	LEWIS CAROLYN MARIE	\$317.66
2019	7904	1000708	LGK LLC. DBA CAPABILITY BROWN	\$10.22
2019	6458	870433	LIGGINS KENNETH D	\$553.61
2019	4734	854692	LLOYDS TRANSFER & STORAGE	\$13.84
2020	293	2252RE	LLOYDS TRANSFER INC	\$14.63
2020	294	2253RE	LLOYDS TRANSFER INC	\$87.73
2020	7037	1522RE	LONGERBEAM BENJAMIN DREW	\$66.47
2018	2971	863721	LOY SHANNON DANIELL	\$57.24
2019	2971	863721	LOY SHANNON DANIELL	\$97.03
2019	5910	869442	MACKEY MICHELE ANN	\$39.37
2014	1636	863456	MAGUIRE JUSTIN A	\$3.61
2014	1636	863456	MAGUIRE JUSTIN A	\$104.16
2016	2264	862041	MALICK KENNETH R JR	\$52.61
2017	2264	862041	MALICK KENNETH R JR	\$46.28
2018	2264	862041	MALICK KENNETH R JR	\$41.33
2019	2264	862041	MALICK KENNETH R JR	\$27.48
2019	8156	854426	MANUEL LISA MARIE	\$92.75
2019	7912	1000438	MARQUEZ ARTIDORO A	\$117.90
2019	7569	873093	MARTINEZ ROMERO SAMUEL ERNESTO	\$10.20
2019	7568	873148	MARTINS BILLY KEITH FALLAW	\$150.49
2019	3260	857077	MASON CARLOS C	\$24.44
2020	979	1817RE	MASON JEANNIE C	\$90.48
2019	6880	871348	MASON JEFFREY M	\$52.25
2015	2644	852334	MASQUITH MICHAEL JOSEPH	\$48.89
2016	2644	852334	MASQUITH MICHAEL JOSEPH	\$45.45
2017	2644	852334	MASQUITH MICHAEL JOSEPH	

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2018	2644	852334	MASQUITH MICHAEL JOSEPH	\$39.32
2019	2644	852334	MASQUITH MICHAEL JOSEPH	\$33.89
2017	3217	852461	MASQUITH SANDRA LEE	\$421.75
2018	3217	852461	MASQUITH SANDRA LEE	\$254.34
2019	3217	852461	MASQUITH SANDRA LEE	\$207.62
2015	5283	868084	MAYNARD BRETT S	\$100.94
2016	5283	868084	MAYNARD BRETT S	\$88.26
2019	8158	1002015	MAZZARINO GRANT MICHAEL	\$136.83
2015	2171	856398	MCALISTER GLENN ALLEN	\$38.49
2016	2171	856398	MCALISTER GLENN ALLEN	\$38.60
2017	2171	856398	MCALISTER GLENN ALLEN	\$41.55
2019	5090	867286	MCFARLAND JOHN T	\$85.00
2016	5926	864748	MCGEOUGH JAMES	\$145.77
2017	5926	864748	MCGEOUGH JAMES	\$87.87
2018	5926	864748	MCGEOUGH JAMES	\$82.94
2019	5926	864748	MCGEOUGH JAMES	\$83.71
2020	8456	9139RE	MCKENZIE BRYAN W	\$491.96
2019	2738	851272	MCKINLEY DONALD J	\$148.49
2019	6708	870898	MCKOY JENNIFER	\$8.36
2019	7923	1000113	MCKOY JENNIFER MARIE	\$134.48
2018	3618	848189	MCLAIN DAVID H	\$194.43
2019	3618	848189	MCLAIN DAVID H	\$43.56
2014	2279	849234	MCMANAMAY AIMEE MICHELLE	\$10.88
2014	2279	849234	MCMANAMAY AIMEE MICHELLE	\$70.00
2014	2279	849234	MCMANAMAY AIMEE MICHELLE	\$7.22
2015	2279	849234	MCMANAMAY AIMEE MICHELLE	\$87.52
2016	2279	849234	MCMANAMAY AIMEE MICHELLE	\$83.46
2017	2279	849234	MCMANAMAY AIMEE MICHELLE	\$85.32
2018	2279	849234	MCMANAMAY AIMEE MICHELLE	\$80.68
2019	2279	849234	MCMANAMAY AIMEE MICHELLE	\$70.00
2017	5091	867420	MCWILLIAMS THOMAS G	\$96.69
2019	5941	868802	MELVILLE ALEXANDER J	\$110.73
2019	1058	1920RE	MERCER SCOTT A	\$41.41
2020	1058	1920RE	MERCER SCOTT A	\$30.87
2019	1059	2255RE	MERCER SCOTT A	\$264.49
2020	1059	2255RE	MERCER SCOTT A	\$207.22
2019	5285	868126	MILBOURNE BONNIE J	\$89.52
2015	3482	859648	MILBOURNE DALTON T II	\$249.63
2016	3482	859648	MILBOURNE DALTON T II	\$215.60
2017	3482	859648	MILBOURNE DALTON T II	\$191.29
2018	3482	859648	MILBOURNE DALTON T II	\$178.68
2019	3482	859648	MILBOURNE DALTON T II	\$149.67
2014	3484	859648	MILBOURNE DALTON T II	\$68.10
2014	3484	859648	MILBOURNE DALTON T II	\$105.32
2014	3484	859648	MILBOURNE DALTON T II	\$57.00
2014	3484	859648	MILBOURNE DALTON T II	\$7.22

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2015	4506	853565	MILLER PAUL GERHARD	\$60.75
2016	4506	853565	MILLER PAUL GERHARD	\$55.59
2017	4506	853565	MILLER PAUL GERHARD	\$51.93
2018	4506	853565	MILLER PAUL GERHARD	\$44.99
2019	4506	853565	MILLER PAUL GERHARD	\$40.90
2014	4507	853565	MILLER PAUL GERHARD	\$23.35
2014	4507	853565	MILLER PAUL GERHARD	\$25.00
2014	4507	853565	MILLER PAUL GERHARD	\$10.00
2014	4507	853565	MILLER PAUL GERHARD	\$3.61
2019	8161	1001881	MILLIKEN JESSICA ANN	\$36.28
2015	2156	849933	MONTGOMERY CLIFFORD G III	\$88.65
2016	2156	849933	MONTGOMERY CLIFFORD G III	\$84.67
2017	2156	849933	MONTGOMERY CLIFFORD G III	\$85.74
2018	2156	849933	MONTGOMERY CLIFFORD G III	\$80.88
2019	2156	849933	MONTGOMERY CLIFFORD G III	\$70.00
2014	2157	849933	MONTGOMERY CLIFFORD G III	\$11.41
2014	2157	849933	MONTGOMERY CLIFFORD G III	\$70.00
2014	2157	849933	MONTGOMERY CLIFFORD G III	\$7.22
2019	6196	869909	MORGAN DUSTIN K	\$64.59
2016	5103	855576	MORINA CHARLES WILLIS	\$187.90
2011	728	2233RE	MOTEN CONSTANCE	\$78.28
2012	728	2233RE	MOTEN CONSTANCE	\$100.99
2012	728	2233RE	MOTEN CONSTANCE	\$98.53
2013	728	2233RE	MOTEN CONSTANCE	\$97.64
2013	728	2233RE	MOTEN CONSTANCE	\$95.18
2014	728	2233RE	MOTEN CONSTANCE	\$105.42
2014	728	2233RE	MOTEN CONSTANCE	\$102.54
2015	728	2233RE	MOTEN CONSTANCE	\$131.21
2015	728	2233RE	MOTEN CONSTANCE	\$127.25
2016	728	2233RE	MOTEN CONSTANCE	\$51.74
2016	728	2233RE	MOTEN CONSTANCE	\$47.45
2017	728	2233RE	MOTEN CONSTANCE	\$46.14
2017	728	2233RE	MOTEN CONSTANCE	\$44.70
2018	728	2233RE	MOTEN CONSTANCE	\$43.22
2018	728	2233RE	MOTEN CONSTANCE	\$38.22
2019	728	2233RE	MOTEN CONSTANCE	\$35.52
2019	728	2233RE	MOTEN CONSTANCE	\$33.75
2020	728	2233RE	MOTEN CONSTANCE	\$39.91
2014	4124	854551	MOYA DORIAN N	\$25.00
2014	4124	854551	MOYA DORIAN N	\$10.00
2014	4124	854551	MOYA DORIAN N	\$3.61
2018	7387	872740	NEAL JAMES BURTON	\$220.89
2019	7387	872740	NEAL JAMES BURTON	\$280.04
2015	3088	865018	NELSON DANIEL E	\$132.71
2016	3088	865018	NELSON DANIEL E	\$120.30
2017	3088	865018	NELSON DANIEL E	\$49.60

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Tax Year	Account	County No	Billing Name	Balance
2018	3088	865018	NELSON DANIEL E	\$44.23
2019	3088	865018	NELSON DANIEL E	\$39.97
2020	5499	2217RE	NELSON JACOB ESTATE	\$20.40
2015	2342	864682	NIX MALCOLM E	\$97.69
2016	2342	864682	NIX MALCOLM E	\$47.44
2019	4583	864270	NUNN ROBERT G III	\$85.00
2020	386	1549RE	OLIVER THOMAS HUNTON	\$140.59
2019	4353	858052	PACKARD LOUIS R	\$45.66
2019	5120	867525	PAIGE FRANK	\$85.00
2020	1091	1324RE	PAK GROUP LLC	\$542.38
2019	6731	868545	PARET CHARLES PAXTON	\$600.90
2018	450	1484RE	PAYNE CHARLES M	\$112.87
2018	450	1484RE	PAYNE CHARLES M	\$20.60
2019	450	1484RE	PAYNE CHARLES M	\$115.66
2019	450	1484RE	PAYNE CHARLES M	\$109.90
2020	450	1484RE	PAYNE CHARLES M	\$96.51
2014	3580	851881	PAYNE DEBORAH ANN	\$25.00
2014	3580	851881	PAYNE DEBORAH ANN	\$13.61
2017	6886	871611	PAYNE MELINDA LE RAE	\$97.91
2018	6886	871611	PAYNE MELINDA LE RAE	\$9.27
2019	2442	861572	PAYNE VIRGINIA ANN	\$90.17
2019	3821	866314	PAYTON ELANTE SHARICE	\$46.97
2019	2384	1148RE	PEFFER SCOTT B	\$98.75
2020	2384	1148RE	PEFFER SCOTT B	\$103.88
2017	2133	866463	PERRY RYAN L	\$136.64
2018	2133	866463	PERRY RYAN L	\$73.11
2019	2133	866463	PERRY RYAN L	\$62.76
2015	5131	867835	PETERSON AFTON ENGELINA	\$59.80
2019	3150	866645	PFEUFFER KASI N	\$72.25
2018	4748	851976	PHILLIPS-KNIGHT CAROLYN E	\$105.22
2019	4748	851976	PHILLIPS-KNIGHT CAROLYN E	\$46.82
2015	3651	857835	PIERCE MOLLY CATHRYN	\$148.92
2016	3651	857835	PIERCE MOLLY CATHRYN	\$137.48
2017	3651	857835	PIERCE MOLLY CATHRYN	\$135.33
2018	3651	857835	PIERCE MOLLY CATHRYN	\$128.34
2019	3651	857835	PIERCE MOLLY CATHRYN	\$112.51
2014	2715	855372	POOLE JAMES E III	\$38.32
2014	2715	855372	POOLE JAMES E III	\$7.22
2014	2715	855372	POOLE JAMES E III	\$22.00
2015	2715	855372	POOLE JAMES E III	\$66.82
2016	2715	855372	POOLE JAMES E III	\$59.69
2017	2715	855372	POOLE JAMES E III	\$55.82
2018	2715	855372	POOLE JAMES E III	\$26.89
2019	8169	1002021	PORTILLO OSCAR OMAR	\$78.49
2014	4185	861407	POWELL JESSE P JR	\$57.65
2014	4185	861407	POWELL JESSE P JR	\$25.00

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Tax Year	Account	County No	Billing Name	Balance
2014	4185	861407	POWELL JESSE P JR	\$10.00
2014	4185	861407	POWELL JESSE P JR	\$3.61
2015	4185	861407	POWELL JESSE P JR	\$100.43
2016	4185	861407	POWELL JESSE P JR	\$94.66
2017	4185	861407	POWELL JESSE P JR	\$89.25
2018	4185	861407	POWELL JESSE P JR	\$77.88
2019	4185	861407	POWELL JESSE P JR	\$68.33
2018	2949	865155	POWELL KENNIS DENIS	\$87.15
2019	2949	865155	POWELL KENNIS DENIS	\$106.29
2015	4198	864193	QUEEN DAVID BRUCE	\$107.50
2016	4198	864193	QUEEN DAVID BRUCE	\$50.08
2017	4198	864193	QUEEN DAVID BRUCE	\$10.08
2019	3486	851782	RAMIREZ ALFREDO	\$30.16
2019	6890	871473	RANSOME DARRELL N	\$100.94
2019	7414	872018	REAP THOMAS MICHAEL JR	\$25.00
2019	6742	869811	REED SEAN M	\$98.33
2017	2255	853718	REID EBONY C	\$39.79
2017	2255	853718	REID EBONY C	\$42.36
2018	2255	853718	REID EBONY C	\$57.23
2018	2255	853718	REID EBONY C	\$20.60
2019	2255	853718	REID EBONY C	\$47.65
2017	3230	854029	REID JASON ALAN	\$76.15
2018	7417	871987	RICHARDS TAYLOR CHARON	\$97.01
2019	7417	871987	RICHARDS TAYLOR CHARON	\$44.08
2019	5566	8888RE	RILEY MEADOWS STABLES LLC	\$16.77
2020	5566	8888RE	RILEY MEADOWS STABLES LLC	\$480.97
2020	8460	9362RE	RISANTO CHRISTINE	\$428.54
2018	4314	862796	RITTER DARRIN MICHAEL	\$93.36
2019	4314	862796	RITTER DARRIN MICHAEL	\$80.36
2018	2692	860105	ROBERSON MARTHA LOU	\$96.89
2019	2692	860105	ROBERSON MARTHA LOU	\$41.75
2015	5290	853801	ROBERTS ANTONIO FRANKLIN	\$94.81
2016	5290	853801	ROBERTS ANTONIO FRANKLIN	\$51.51
2017	5290	853801	ROBERTS ANTONIO FRANKLIN	\$48.50
2018	5290	853801	ROBERTS ANTONIO FRANKLIN	\$44.33
2019	5290	853801	ROBERTS ANTONIO FRANKLIN	\$40.28
2017	6003	868898	RODRIGUEZ ADBEEL QUILES	\$160.80
2018	6003	868898	RODRIGUEZ ADBEEL QUILES	\$61.75
2018	4666	862364	ROMANOWICZ ROBERT ANTHONY	\$47.21
2018	4666	862364	ROMANOWICZ ROBERT ANTHONY	\$20.60
2019	4666	862364	ROMANOWICZ ROBERT ANTHONY	\$43.98
2017	6009	869228	ROSE MEREDITH C	\$104.02
2018	6009	869228	ROSE MEREDITH C	\$4.48
2020	641	7539RE	ROSENBERY BRIAN M & PAMELA J	\$217.50
2019	7424	872309	ROUNSLEY JAMIE SUE	\$104.19
2018	6753	870377	RUPPERT JAMES W	\$102.65

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Tax Year	Account	County No	Billing Name	Balance
				\$1.00
2019	6753	870377	RUPPERT JAMES W	\$85.00
2019	7982	1001539	RUSSEAU TYLER JACOB	\$156.63
2019	7426	872447	RUVALCABA TRACY LYNN	\$29.81
2019	7426	872447	RUVALCABA TRACY LYNN	\$93.22
2019	6756	870203	RYMAN CHRISTINE MARIE	\$96.76
2019	7986	1000562	SAMS JR DEWEY LEE	\$7.25
2014	1797	857859	SCHEMERING SUSAN CAROLE	\$3.61
2014	1797	857859	SCHEMERING SUSAN CAROLE	\$514.23
2020	6339	9158RE	SCHILLING EDWARD L & JOANNA CHOPSK	\$140.26
2017	2540	845920	SCHOFIELD SHAWN M	\$84.23
2018	2540	845920	SCHOFIELD SHAWN M	\$76.33
2019	2540	845920	SCHOFIELD SHAWN M	\$96.61
2019	7990	1001006	SEIBEL III WARREN BEALL	\$130.11
2017	6025	869574	SEIDITA ELIZABETH L	\$68.94
2018	6025	869574	SEIDITA ELIZABETH L	\$154.62
2020	439	1600RE	SHAKE MICHAEL H & DEBRA G	\$92.35
2018	7434	872786	SHEPHERD DUSTIN THOMAS	\$79.91
2019	7434	872786	SHEPHERD DUSTIN THOMAS	\$136.57
2018	6769	871247	SHERMAN JORDAN M	\$85.51
2019	6769	871247	SHERMAN JORDAN M	\$46.55
2015	2181	864274	SHIPLEY JAMES ROBERT	\$90.17
2019	7734	1000374	SHUMAN SHIRLEY A	\$38.82
2019	1897	863178	SINGER-VOGT STEPHANIE	\$18.45
2014	2237	854296	SIPE RACHEL V NEWLIN	\$87.10
2019	7998	1001336	SMALL AMANDA DAWN	\$166.40
2017	6782	871186	SMITH JENNIFER M	\$112.33
2018	6782	871186	SMITH JENNIFER M	\$97.98
2019	6782	871186	SMITH JENNIFER M	\$89.42
2019	7564	873180	SMITH-YOWELL RHONDA MURRAY	\$61.10
2018	7443	871920	SOLARES ALEJANDRO JR	\$12.44
2019	6899	871482	SPENCER ROBERTA M	\$238.51
2019	6951	2017RE	SPONSELLER RICHARD TYLER	\$226.58
2019	6951	2017RE	SPONSELLER RICHARD TYLER	\$233.82
2020	6951	2017RE	SPONSELLER RICHARD TYLER	\$241.37
2019	6043	869404	SPOONER MARK W TRUST	\$36.61
2019	8176	1001892	STEPHENSON JAYLA TIONNA	\$166.43
2018	4249	865609	STILES STEPHANIE MICHELLE	\$101.44
2019	4249	865609	STILES STEPHANIE MICHELLE	\$27.68
2014	4058	862655	STRADY MARY L	\$3.61
2014	4058	862655	STRADY MARY L	\$61.17
2015	4058	862655	STRADY MARY L	\$56.90
2016	4058	862655	STRADY MARY L	\$52.61
2017	4058	862655	STRADY MARY L	\$45.72
2018	4058	862655	STRADY MARY L	\$40.99
2019	4058	862655	STRADY MARY L	\$92.17
2019	6050	869544	STUMP PATRICK S	

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Tax Year	Account	County No	Billing Name	Balance
2013	2174	861695	SWANK DEBRA L	\$23.01
2013	2174	861695	SWANK DEBRA L	\$10.00
2013	2174	861695	SWANK DEBRA L	\$6.96
2013	2174	861695	SWANK DEBRA L	\$32.47
2014	2174	861695	SWANK DEBRA L	\$25.00
2014	2174	861695	SWANK DEBRA L	\$10.00
2014	2174	861695	SWANK DEBRA L	\$3.61
2014	2174	861695	SWANK DEBRA L	\$34.76
2019	8177	1001935	SWARR SAMANTHA ANN	\$39.01
2019	7455	871960	SWEENEY BARBARA A	\$117.55
2020	8435	1755RE	SWEETPIRE LLC	\$97.31
2014	4628	866670	TABB LORETTA H	\$26.93
2014	4628	866670	TABB LORETTA H	\$25.00
2014	4628	866670	TABB LORETTA H	\$10.00
2014	4628	866670	TABB LORETTA H	\$50.00
2014	4628	866670	TABB LORETTA H	\$3.61
2015	4628	866670	TABB LORETTA H	\$15.68
2016	6054	845815	TAPSCOTT JESSICA B	\$158.38
2016	6054	845815	TAPSCOTT JESSICA B	\$46.98
2017	6054	845815	TAPSCOTT JESSICA B	\$88.56
2016	6349	9150RE	TAYLOR ROSS CHARLES III & LORI B	\$632.09
2016	6349	9150RE	TAYLOR ROSS CHARLES III & LORI B	\$572.53
2017	6349	9150RE	TAYLOR ROSS CHARLES III & LORI B	\$552.80
2017	6349	9150RE	TAYLOR ROSS CHARLES III & LORI B	\$532.94
2018	6349	9150RE	TAYLOR ROSS CHARLES III & LORI B	\$560.08
2018	6349	9150RE	TAYLOR ROSS CHARLES III & LORI B	\$489.62
2019	6349	9150RE	TAYLOR ROSS CHARLES III & LORI B	\$494.84
2019	6349	9150RE	TAYLOR ROSS CHARLES III & LORI B	\$470.13
2020	6349	9150RE	TAYLOR ROSS CHARLES III & LORI B	\$427.74
2020	1498	1330RE	THOMAS NOLAN B & COREY D	\$146.81
2020	396	1515RE	THOMAS PLUMBING & HEATING INC	\$562.92
2014	4639	863765	THOMPSON PHILLIP CHRISTOPHER	\$70.00
2014	4639	863765	THOMPSON PHILLIP CHRISTOPHER	\$7.22
2015	4639	863765	THOMPSON PHILLIP CHRISTOPHER	\$53.76
2016	4639	863765	THOMPSON PHILLIP CHRISTOPHER	\$47.44
2020	2637	1387RE	TIGNEY PRESTON W	\$140.42
2019	2751	848743	TINTAYA ARTHUR M	\$81.83
2019	6795	870444	TINTAYA ARTHUR MARTIN	\$58.28
2019	2839	865712	TINTAYA JACK THOMAS	\$85.00
2019	7735	1001053	TRANS LEASE INC	\$563.39
2019	8030	1001152	TRAPNELL ANDREW PAUL	\$319.13
2013	464	1934RE	TRI COUNTY FARM SERVICES LLC	\$201.90
2013	464	1934RE	TRI COUNTY FARM SERVICES LLC	\$196.50
2014	464	1934RE	TRI COUNTY FARM SERVICES LLC	\$220.60
2014	464	1934RE	TRI COUNTY FARM SERVICES LLC	\$214.24
2015	464	1934RE	TRI COUNTY FARM SERVICES LLC	\$279.20

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				\$270.56
2015	464	1934RE	TRI COUNTY FARM SERVICES LLC	\$276.98
2016	464	1934RE	TRI COUNTY FARM SERVICES LLC	\$251.24
2016	464	1934RE	TRI COUNTY FARM SERVICES LLC	\$242.79
2017	464	1934RE	TRI COUNTY FARM SERVICES LLC	\$234.21
2017	464	1934RE	TRI COUNTY FARM SERVICES LLC	\$243.84
2018	464	1934RE	TRI COUNTY FARM SERVICES LLC	\$213.45
2018	464	1934RE	TRI COUNTY FARM SERVICES LLC	\$213.81
2019	464	1934RE	TRI COUNTY FARM SERVICES LLC	\$203.16
2019	464	1934RE	TRI COUNTY FARM SERVICES LLC	\$16.23
2020	464	1934RE	TRI COUNTY FARM SERVICES LLC	\$259.99
2009	1186	1934RE	TRI COUNTY FARM SERVICES LLC	\$228.60
2010	1186	1934RE	TRI COUNTY FARM SERVICES LLC	\$2.28
2010	1186	1934RE	TRI COUNTY FARM SERVICES LLC	\$219.60
2010	1186	1934RE	TRI COUNTY FARM SERVICES LLC	\$220.56
2011	1186	1934RE	TRI COUNTY FARM SERVICES LLC	\$215.16
2011	1186	1934RE	TRI COUNTY FARM SERVICES LLC	\$211.13
2012	1186	1934RE	TRI COUNTY FARM SERVICES LLC	\$205.73
2012	1186	1934RE	TRI COUNTY FARM SERVICES LLC	\$120.16
2019	8032	1000679	TRI-COUNTY TRANSPORT LLC	\$30.71
2016	5210	840510	TURNER KEVIN LEE	\$65.61
2017	5210	840510	TURNER KEVIN LEE	\$57.32
2018	5210	840510	TURNER KEVIN LEE	\$20.60
2018	5210	840510	TURNER KEVIN LEE	\$76.13
2019	5210	840510	TURNER KEVIN LEE	\$68.81
2016	5211	867562	TURNER MICHAEL T	\$63.48
2017	5211	867562	TURNER MICHAEL T	\$103.63
2018	5211	867562	TURNER MICHAEL T	\$46.17
2019	5211	867562	TURNER MICHAEL T	\$145.13
2019	7465	872204	UNDERWOOD DEREK ANTRON	\$87.95
2018	7467	871623	USSERY JAMISON LEE	\$41.76
2018	7467	871623	USSERY JAMISON LEE	\$41.13
2019	7467	871623	USSERY JAMISON LEE	\$280.31
2020	7661	2300RE	VALLEY VENTURE 4 LLC	\$85.16
2020	8101	2301RE	VALLEY VENTURE 4 LLC	\$341.43
2020	8243	1909RE	VALLEY VENTURES FUND 1 LLC	\$585.63
2020	8244	1910RE	VALLEY VENTURES FUND 1 LLC	\$1,180.48
2020	7647	7479RE	VALLEY VENTURES FUND 1 LLC	\$91.11
2019	5213	867728	VANNESS DAVID ALAN	\$149.84
2019	2254	851481	VANNESS RICHARD ALAN	\$17.03
2014	4213	865981	VICHARE SAPTARSHI VIVEK	\$25.00
2014	4213	865981	VICHARE SAPTARSHI VIVEK	\$10.00
2014	4213	865981	VICHARE SAPTARSHI VIVEK	\$3.61
2014	4213	865981	VICHARE SAPTARSHI VIVEK	\$15.74
2015	4213	865981	VICHARE SAPTARSHI VIVEK	\$48.50
2019	4213	865981	VICHARE SAPTARSHI VIVEK	\$43.19
2019	8181	1002070	VIGIL ARTHURO GIOVANNI	

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Tax Year	Account	County No	Billing Name	Balance
2016	4195	858449	VIRGINIA SIDING INC	\$51.61
2017	4195	858449	VIRGINIA SIDING INC	\$46.90
2018	4195	858449	VIRGINIA SIDING INC	\$39.74
2019	4195	858449	VIRGINIA SIDING INC	\$33.46
2014	4196	858449	VIRGINIA SIDING INC	\$34.36
2014	4196	858449	VIRGINIA SIDING INC	\$8.00
2014	4196	858449	VIRGINIA SIDING INC	\$10.00
2014	4196	858449	VIRGINIA SIDING INC	\$50.00
2014	4196	858449	VIRGINIA SIDING INC	\$3.61
2019	6078	868863	VOGT ARTHUR S	\$83.73
2017	6817	868061	WATKINS MEGHAN N	\$235.99
2018	6817	868061	WATKINS MEGHAN N	\$135.98
2019	6817	868061	WATKINS MEGHAN N	\$120.95
2016	1675	854667	WEBB AND SONS CONSTRUCTION INC	\$229.36
2017	1675	854667	WEBB AND SONS CONSTRUCTION INC	\$161.00
2018	1675	854667	WEBB AND SONS CONSTRUCTION INC	\$129.05
2019	1675	854667	WEBB AND SONS CONSTRUCTION INC	\$105.31
2017	2056	860014	WELLS KATHY J	\$17.80
2019	8044	1000904	WELTON JR ELTON VAN	\$97.65
2015	2919	866589	WHITE ANTHONY REINARD	\$97.49
2015	2920	866588	WHITE ANTHONY REINARD	\$92.52
2016	2920	866588	WHITE ANTHONY REINARD	\$34.01
2017	6824	870828	WHITE TAYLOR BARTON	\$103.03
2018	6824	870828	WHITE TAYLOR BARTON	\$54.24
2019	6824	870828	WHITE TAYLOR BARTON	\$48.29
2019	8046	1001549	WILD HARE CIDER	\$312.18
2019	7593	1000038	WILKERSON JOSHUA ANDREW	\$94.38
2019	2646	864570	WILKINS THOMAS E	\$187.32
2019	8048	1000039	WILKS RACHEL NICOLE	\$1,044.77
2004	1187	2276RE	WILLIAMS GEORGE ESTATE	\$4,962.22
2005	1187	2276RE	WILLIAMS GEORGE ESTATE	\$152.70
2005	1187	2276RE	WILLIAMS GEORGE ESTATE	\$96.52
2006	1187	2276RE	WILLIAMS GEORGE ESTATE	\$165.97
2006	1187	2276RE	WILLIAMS GEORGE ESTATE	\$154.79
2006	1187	2276RE	WILLIAMS GEORGE ESTATE	\$153.77
2006	1187	2276RE	WILLIAMS GEORGE ESTATE	\$1.55
2007	1187	2276RE	WILLIAMS GEORGE ESTATE	\$151.67
2007	1187	2276RE	WILLIAMS GEORGE ESTATE	\$1.82
2007	1187	2276RE	WILLIAMS GEORGE ESTATE	\$1.82
2007	1187	2276RE	WILLIAMS GEORGE ESTATE	\$1.82
2007	1187	2276RE	WILLIAMS GEORGE ESTATE	\$144.41
2007	1187	2276RE	WILLIAMS GEORGE ESTATE	\$1,008.98
2008	1187	2276RE	WILLIAMS GEORGE ESTATE	\$145.43
2008	1187	2276RE	WILLIAMS GEORGE ESTATE	\$401.98
2008	1187	2276RE	WILLIAMS GEORGE ESTATE	\$1.75
2008	1187	2276RE	WILLIAMS GEORGE ESTATE	\$1.75

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<u>Tax Year</u>	<u>Account</u>	<u>County No</u>	<u>Billing Name</u>	<u>Balance</u>
2008	1187	2276RE	WILLIAMS GEORGE ESTATE	\$1.75
2008	1187	2276RE	WILLIAMS GEORGE ESTATE	\$1.75
2008	1187	2276RE	WILLIAMS GEORGE ESTATE	\$138.17
2008	1187	2276RE	WILLIAMS GEORGE ESTATE	\$237.88
2009	1187	2276RE	WILLIAMS GEORGE ESTATE	\$674.84
2009	1187	2276RE	WILLIAMS GEORGE ESTATE	\$631.18
2009	1187	2276RE	WILLIAMS GEORGE ESTATE	\$430.42
2009	1187	2276RE	WILLIAMS GEORGE ESTATE	\$184.96
2009	1187	2276RE	WILLIAMS GEORGE ESTATE	\$492.19
2009	1187	2276RE	WILLIAMS GEORGE ESTATE	\$131.93
2009	1187	2276RE	WILLIAMS GEORGE ESTATE	\$2.25
2009	1187	2276RE	WILLIAMS GEORGE ESTATE	\$2.25
2009	1187	2276RE	WILLIAMS GEORGE ESTATE	\$2.25
2009	1187	2276RE	WILLIAMS GEORGE ESTATE	\$2.25
2009	1187	2276RE	WILLIAMS GEORGE ESTATE	\$2.25
2009	1187	2276RE	WILLIAMS GEORGE ESTATE	\$2.25
2010	1187	2276RE	WILLIAMS GEORGE ESTATE	\$5.88
2010	1187	2276RE	WILLIAMS GEORGE ESTATE	\$2.28
2010	1187	2276RE	WILLIAMS GEORGE ESTATE	\$2.28
2010	1187	2276RE	WILLIAMS GEORGE ESTATE	\$2.28
2010	1187	2276RE	WILLIAMS GEORGE ESTATE	\$2.28
2010	1187	2276RE	WILLIAMS GEORGE ESTATE	\$2.28
2010	1187	2276RE	WILLIAMS GEORGE ESTATE	\$388.65
2010	1187	2276RE	WILLIAMS GEORGE ESTATE	\$75.59
2010	1187	2276RE	WILLIAMS GEORGE ESTATE	\$488.99
2011	1187	2276RE	WILLIAMS GEORGE ESTATE	\$855.67
2011	1187	2276RE	WILLIAMS GEORGE ESTATE	\$76.72
2012	1187	2276RE	WILLIAMS GEORGE ESTATE	\$926.76
2012	1187	2276RE	WILLIAMS GEORGE ESTATE	\$762.19
2013	5627	2276RE	WILLIAMS GEORGE ESTATE	\$72.89
2013	5627	2276RE	WILLIAMS GEORGE ESTATE	\$544.92
2014	5627	2276RE	WILLIAMS GEORGE ESTATE	\$305.69
2014	5627	2276RE	WILLIAMS GEORGE ESTATE	\$445.32
2015	5627	2276RE	WILLIAMS GEORGE ESTATE	\$96.07
2015	5627	2276RE	WILLIAMS GEORGE ESTATE	\$1,654.06
2016	5627	2276RE	WILLIAMS GEORGE ESTATE	\$40.67
2016	5627	2276RE	WILLIAMS GEORGE ESTATE	\$922.90
2017	5627	2276RE	WILLIAMS GEORGE ESTATE	\$38.40
2017	5627	2276RE	WILLIAMS GEORGE ESTATE	\$417.83
2018	5627	2276RE	WILLIAMS GEORGE ESTATE	\$32.40
2018	5627	2276RE	WILLIAMS GEORGE ESTATE	\$29.62
2019	5627	2276RE	WILLIAMS GEORGE ESTATE	\$28.13
2019	5627	2276RE	WILLIAMS GEORGE ESTATE	\$35.48
2020	5627	2276RE	WILLIAMS GEORGE ESTATE	\$103.45
2016	3633	860112	WILLINGHAM DOROTHY LEE	\$14.70
2017	3633	860112	WILLINGHAM DOROTHY LEE	\$96.12
2019	8051	1000958	WOLTERS MATTHIAS	\$28.13
2019	2193	2232RE	WOODRUFF WILLIAM	

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<u>Tax Year</u>	<u>Account</u>	<u>County No</u>	<u>Billing Name</u>	<u>Balance</u>
2020	2193	2232RE	WOODRUFF WILLIAM	\$39.91
2019	7597	2209RE	WOODRUFF WILLIAM J	\$87.53
2020	7597	2209RE	WOODRUFF WILLIAM J	\$58.19
2019	7636	1556RE	WOODRUFF WILLIAM J	\$33.75
2020	7636	1556RE	WOODRUFF WILLIAM J	\$31.05
2016	2533	866705	WOODWARD ROGER W	\$209.80
2017	2533	866705	WOODWARD ROGER W	\$11.83
2018	7485	872455	WRENN JUDITH EILEEN	\$211.67
2019	5239	867056	WRIGHT JESSICA CLOTZMAN	\$133.83
2019	7488	872209	ZAJACKOWSKI JOHN-PAUL JOSEPH	\$109.05
Date: 9/1/2020 10:22 AM				\$103,035.24
Southern Software FMSDelinquent Tax Report				

DELINQUENT REAL ESTATE TAXES

DELINQUENT RE TAX REPORT - SEPTEMBER 1, 2020

<u>2004 DELINQUENT REAL ESTATE</u>			
2004	WILLIAMS GEORGE ESTATE	\$4,962.22	
		2004 TOTAL:	\$4,962.22
<u>2005 DELINQUENT REAL ESTATE</u>			
2005	WILLIAMS GEORGE ESTATE	\$249.22	
		2005 TOTAL:	\$249.22
<u>2006 DELINQUENT REAL ESTATE</u>			
2006	WILLIAMS GEORGE ESTATE	\$476.08	
		2006 TOTAL:	\$476.08
<u>2007 DELINQUENT REAL ESTATE</u>			
2007	WILLIAMS GEORGE ESTATE	\$1,310.52	
		2007 TOTAL:	\$1,310.52
<u>2008 DELINQUENT REAL ESTATE</u>			
2008	WILLIAMS GEORGE ESTATE	\$930.46	
		2008 TOTAL:	\$930.46
<u>2009 DELINQUENT REAL ESTATE</u>			
2009	WILLIAMS GEORGE ESTATE	\$2,556.77	
2009	TRI COUNTY FARM SERVICES LLC	\$259.99	
		2009 TOTAL:	\$2,816.76
<u>2010 DELINQUENT REAL ESTATE</u>			
2010	WILLIAMS GEORGE ESTATE	\$481.52	
2010	TRI COUNTY FARM SERVICES LLC	\$450.48	
		2010 TOTAL:	\$932.00
<u>2011 DELINQUENT REAL ESTATE</u>			
2011	MOTEN CONSTANCE	\$78.28	
2011	TRI COUNTY FARM SERVICES LLC	\$435.72	
2011	WILLIAMS GEORGE ESTATE	\$1,344.66	
		2011 TOTAL:	\$1,858.66
<u>2012 DELINQUENT REAL ESTATE</u>			
2012	MOTEN CONSTANCE	\$199.52	
2012	TRI COUNTY FARM SERVICES LLC	\$416.86	
2012	WILLIAMS GEORGE ESTATE	\$1,003.48	
		2012 TOTAL:	\$1,619.86

DELINQUENT RE TAX REPORT - SEPTEMBER 1, 2020

2013 DELINQUENT REAL ESTATE

2013	MOTEN CONSTANCE	\$192.82
2013	TRI COUNTY FARM SERVICES LLC	\$398.40
2013	WILLIAMS GEORGE ESTATE	\$835.08
2013 TOTAL:		\$1,426.30

2014 DELINQUENT REAL ESTATE

2014	MOTEN CONSTANCE	\$207.96
2014	TRI COUNTY FARM SERVICES LLC	\$434.84
2014	WILLIAMS GEORGE ESTATE	\$850.61
2014 TOTAL:		\$1,493.41

2015 DELINQUENT REAL ESTATE

2015	MOTEN CONSTANCE	\$258.46
2015	TRI COUNTY FARM SERVICES LLC	\$549.76
2015	WILLIAMS GEORGE ESTATE	\$541.39
2015 TOTAL:		\$1,349.61

2016 DELINQUENT REAL ESTATE

2016	BATTLETOWN INN	\$550.88
2016	MOTEN CONSTANCE	\$99.19
2016	TAYLOR ROSS CHARLES III & LORI B	\$1,204.62
2016	TRI COUNTY FARM SERVICES LLC	\$528.22
2016	WILLIAMS GEORGE ESTATE	\$1,694.73
2016 TOTAL:		\$4,077.64

2017 DELINQUENT REAL ESTATE

2017	MOTEN CONSTANCE	\$90.84
2017	TAYLOR ROSS CHARLES III & LORI B	\$1,085.74
2017	TRI COUNTY FARM SERVICES LLC	\$477.00
2017	WILLIAMS GEORGE ESTATE	\$961.30
2017 TOTAL:		\$2,614.88

2018 DELINQUENT REAL ESTATE

2018	MOTEN CONSTANCE	\$81.44
2018	PAYNE CHARLES M	\$133.47
2018	TAYLOR ROSS CHARLES III & LORI B	\$1,049.70
2018	TRI COUNTY FARM SERVICES LLC	\$457.29
2018	WILLIAMS GEORGE ESTATE	\$450.23
2018 TOTAL:		\$2,172.13

DELINQUENT RE TAX REPORT - SEPTEMBER 1, 2020

2019 DELINQUENT REAL ESTATE

2019	BERRYVILLE LIMITED PARTNERSHIP	\$1,311.18
2019	CHOMCHEY WIN & BRENDA WONG	\$1,128.02
2019	GIANT FOOD STORES LLC	\$3,438.64
2019	JACKSON EFFIE H & WALTER H	\$163.21
2019	JOHNSON GEORGE F JR	\$100.12
2019	KEEFE NEIL J & BOBBIE J TRUSTS	\$561.60
2019	LABADIE RICKY	\$217.46
2019	LEVINE SHARON LEE TRUSTEE	\$20.63
2019	MERCER SCOTT A	\$305.87
2019	MOTEN CONSTANCE	\$69.27
2019	PAYNE CHARLES M	\$225.56
2019	PEFFER SCOTT B	\$98.75
2019	RILEY MEADOWS STABLES LLC	\$16.77
2019	SPONSELLER RICHARD TYLER	\$465.09
2019	TAYLOR ROSS CHARLES III & LORI B	\$964.97
2019	TRI COUNTY FARM SERVICES LLC	\$416.97
2019	WILLIAMS GEORGE ESTATE	\$57.75
2019	WOODRUFF WILLIAM	\$28.13
2019	WOODRUFF WILLIAM J	\$121.28
2019 TOTAL:		\$9,711.27

DELINQUENT RE TAX REPORT - SEPTEMBER 1, 2020

2020 DELINQUENT REAL ESTATE

2020	ALSBERY JAMES FRANK	\$26.61
2020	BERRYVILLE LIMITED PARTNERSHIP	\$1,107.21
2020	BROSS DIANE ETAL	\$101.03
2020	CAMACHO-PEREZ GUALBERTO CARLOS	\$72.03
2020	CHOMCHEY WIN & BRENDA WONG	\$416.74
2020	FANNING JENNIFER D	\$164.81
2020	GIANT FOOD STORES LLC	\$2,045.89
2020	GUITIERREZ ANTONIO V & MARIA B	\$94.92
2020	HAMPEL BRIAN J	\$350.00
2020	HANSEN MICHAEL J & TREVA A	\$477.94
2020	HPA BORROWER 2016-2 ML LLC	\$407.95
2020	HURTADO PEDRO	\$16.76
2020	JACKSON EFFIE H & WALTER H	\$134.03
2020	JDM TRANSPORT LLC	\$217.86
2020	JOHNSON GEORGE F JR	\$90.83
2020	KEEFE NEIL J & BOBBIE J TRUSTS	\$442.81
2020	KELLY ZACHARY	\$388.97
2020	LABADIE RICKY	\$95.44
2020	LEVINE SHARON LEE TRUSTEE	\$215.56
2020	LLOYDS TRANSFER INC	\$28.47
2020	LONGERBEAM BENJAMIN DREW	\$87.73
2020	MASON JEANNIE C	\$24.40
2020	MCKENZIE BRYAN W	\$491.96
2020	MERCER SCOTT A	\$238.09
2020	MOTEN CONSTANCE	\$39.91
2020	NELSON JACOB ESTATE	\$20.40
2020	OLIVER THOMAS HUNTON	\$140.59
2020	PAK GROUP LLC	\$542.38
2020	PAYNE CHARLES M	\$96.51
2020	PEFFER SCOTT B	\$103.88
2020	RILEY MEADOWS STABLES LLC	\$480.97
2020	RISANTO CHRISTINE	\$428.54
2020	ROSENBERRY BRIAN M & PAMELA J	\$217.50
2020	SCHILLING EDWARD L & JOANNA CHOPSK	\$514.23
2020	SHAKE MICHAEL H & DEBRA G	\$154.62
2020	SPONSELLER RICHARD TYLER	\$233.82
2020	SWEETPIRE LLC	\$97.31
2020	TAYLOR ROSS CHARLES III & LORI B	\$427.74
2020	THOMAS NOLAN B & COREY D	\$146.81
2020	THOMAS PLUMBING & HEATING INC	\$562.92
2020	TIGNEY PRESTON W	\$140.42
2020	TRI COUNTY FARM SERVICES LLC	\$16.26
2020	VALLEY VENTURE 4 LLC	\$365.47
2020	VALLEY VENTURES FUND 1 LLC	\$2,107.54
2020	WILLIAMS GEORGE ESTATE	\$35.48
2020	WOODRUFF WILLIAM	\$39.91
2020	WOODRUFF WILLIAM J	\$89.24

2020 TOTAL: \$14,740.49

DELINQUENT RE TAX REPORT - SEPTEMBER 1, 2020

2004	\$4,962.22
2005	\$249.22
2006	\$476.08
2007	\$1,310.52
2008	\$930.46
2009	\$2,816.76
2010	\$932.00
2011	\$1,858.66
2012	\$1,619.86
2013	\$1,426.30
2014	\$1,493.41
2015	\$1,349.61
2016	\$4,077.64
2017	\$2,614.88
2018	\$2,172.13
2019	\$9,711.27
2020	\$14,740.49

TOTAL:

\$52,741.51

Southern Software FMS Delinquent RE Tax Report

Date: 9/1/2020 10:22 AM

DELINQUENT PERSONAL PROPERTY TAXES

DELINQUENT PP TAX REPORT - SEPTEMBER 1, 2020

2013 DELINQUENT PERSONAL PROPERTY

2013	SWANK DEBRA L	\$72.44
2013 TOTAL:		\$72.44

2014 DELINQUENT PERSONAL PROPERTY

2014	ALMENDAREZ VARGAS ADRIAN A	\$12.90
2014	ANDERSON JEROME D	\$112.78
2014	ANDREJKO DANIELLE PENDLETON	\$120.01
2014	ANDREJKO DAVID ALAN	\$99.49
2014	BOWIE LARRY E	\$38.61
2014	BROWN STEVEN M	\$98.55
2014	CHRISMAN JOSHUA JACOB	\$81.76
2014	CLEMENTS CHRISTOPHER LEE	\$50.10
2014	CLEMENTS HEATHER MARIE	\$33.23
2014	COCONIS DAVID H	\$45.01
2014	CRIM TRACEY L	\$96.06
2014	DAVIS TINA M	\$101.98
2014	DIETRICH JOHN WILLIAM	\$104.32
2014	FORD TIMOTHY SPENCER	\$125.73
2014	GALLAGHER MICHAEL J	\$67.68
2014	GROOMS JENNIFER RAE	\$19.61
2014	HOLLINGSWORTH CHRISTOPHER JOHN	\$63.37
2014	HUSTED MICHAEL DAVID	\$8.84
2014	MAGUIRE JUSTIN A	\$42.98
2014	MCMANAMAY AIMEE MICHELLE	\$88.10
2014	MILBOURNE DALTON T II	\$237.64
2014	MILLER PAUL GERHARD	\$61.96
2014	MONTGOMERY CLIFFORD G III	\$88.63
2014	MOYA DORIAN N	\$38.61
2014	PAYNE DEBORAH ANN	\$38.61
2014	POOLE JAMES E III	\$67.54
2014	POWELL JESSE P JR	\$96.26
2014	SCHEMERING SUSAN CAROLE	\$10.86
2014	SIPE RACHEL V NEWLIN	\$18.45
2014	STRADY MARY L	\$31.29
2014	SWANK DEBRA L	\$73.37
2014	TABB LORETTA H	\$115.54
2014	THOMPSON PHILLIP CHRISTOPHER	\$77.22
2014	VICHARE SAPTARSHI VIVEK	\$55.64
2014	VIRGINIA SIDING INC	\$105.97
2014 TOTAL:		\$2,528.70

DELINQUENT PP TAX REPORT - SEPTEMBER 1, 2020

2015 DELINQUENT PERSONAL PROPERTY

2015	ANDERSON JEROME D	\$103.35
2015	ANDREJKO DANIELLE PENDLETON	\$116.82
2015	ANDREJKO DAVID ALAN	\$48.83
2015	BOWIE LARRY E	\$38.49
2015	BROWN STEVEN M	\$95.30
2015	CLEMENTS CHRISTOPHER LEE	\$49.24
2015	COCONIS DAVID H	\$81.73
2015	CRIM TRACEY L	\$86.96
2015	DAVIS TINA M	\$145.20
2015	DIETHRICH JOHN WILLIAM	\$55.30
2015	FOCACCIA ITALIAN GRILL	\$637.45
2015	FORD TIMOTHY SPENCER	\$175.91
2015	GALLAGHER MICHAEL J	\$68.77
2015	HALL CIIPPORA-KARRENA E	\$20.90
2015	HOLLINGSWORTH CHRISTOPHER JOHN	\$61.47
2015	JACKSON JAIME N	\$27.05
2015	KERNS KEVIN M	\$102.35
2015	LA ROCHE KATHRYN A	\$17.94
2015	LEE BRIAN ANTHONY	\$49.53
2015	LEE BRIAN ANTHONY	\$50.00
2015	MASQUITH MICHAEL JOSEPH	\$52.25
2015	MAYNARD BRETT S	\$100.94
2015	MCALISTER GLENN ALLEN	\$38.49
2015	MCMANAMAY AIMEE MICHELLE	\$87.52
2015	MILBOURNE DALTON T II	\$249.63
2015	MILLER PAUL GERHARD	\$60.75
2015	MONTGOMERY CLIFFORD G III	\$88.65
2015	NELSON DANIEL E	\$132.71
2015	NIX MALCOLM E	\$97.69
2015	PETERSON AFTON ENGELINA	\$59.80
2015	PIERCE MOLLY CATHRYN	\$148.92
2015	POOLE JAMES E III	\$66.82
2015	POWELL JESSE P JR	\$100.43
2015	QUEEN DAVID BRUCE	\$107.50
2015	ROBERTS ANTONIO FRANKLIN	\$94.81
2015	SHIPLEY JAMES ROBERT	\$46.55
2015	STRADY MARY L	\$61.17
2015	TABB LORETTA H	\$15.68
2015	THOMPSON PHILLIP CHRISTOPHER	\$53.76
2015	VICHARE SAPTARSHI VIVEK	\$15.74
2015	WHITE ANTHONY REINARD	\$97.49
2015	WHITE ANTHONY REINARD	\$92.52
	2015 TOTAL:	\$3,902.41

DELINQUENT PP TAX REPORT - SEPTEMBER 1, 2020

2016 DELINQUENT PERSONAL PROPERTY

2016	ANDERSON JEROME D	\$93.84
2016	ANDREJKO DANIELLE PENDLETON	\$105.34
2016	ANDREJKO DAVID ALAN	\$48.25
2016	BAILEY FREDDIE J	\$155.12
2016	BARAHONA CARLOS A	\$156.37
2016	BETHEL SEAN M II	\$114.39
2016	BLAKE PENNI M	\$90.68
2016	BOWIE LARRY E	\$38.60
2016	BROWN STEVEN M	\$85.61
2016	CALDWELL & SANTMYER INC	\$3,834.57
2016	CALDWELL SANTMYER	\$83.97
2016	CLEMENTS CHRISTOPHER LEE	\$47.34
2016	COCONIS DAVID H	\$79.20
2016	CRIM TRACEY L	\$84.07
2016	DAVIS TINA M	\$129.25
2016	DIETHRICH JOHN WILLIAM	\$54.06
2016	DOLINGER ALLEN L	\$158.09
2016	FOCACCIA ITALIAN GRILL	\$596.28
2016	FORD TIMOTHY SPENCER	\$129.21
2016	GALLAGHER MICHAEL J	\$65.76
2016	GREEN SHERYL B	\$75.96
2016	GREEN SHERYL B	\$56.71
2016	HALL CIIPPORA-KARRENA E	\$79.10
2016	HOLLINGSWORTH CHRISTOPHER JOHN	\$55.59
2016	HUMMER CARRIE E	\$86.26
2016	JOHNSON OLYMPIA ANNA MARIE	\$78.83
2016	KERNS KEVIN M	\$54.57
2016	LEE BRIAN ANTHONY	\$8.70
2016	LEWIS CAROLYN MARIE	\$88.60
2016	MALICK KENNETH R JR	\$104.16
2016	MASQUITH MICHAEL JOSEPH	\$48.89
2016	MAYNARD BRETT S	\$88.26
2016	MCALISTER GLENN ALLEN	\$38.60
2016	MCGEOUGH JAMES	\$145.77
2016	MCMANAMAY AIMEE MICHELLE	\$83.46
2016	MILBOURNE DALTON T II	\$215.60
2016	MILLER PAUL GERHARD	\$55.59
2016	MONTGOMERY CLIFFORD G III	\$84.67
2016	MORINA CHARLES WILLIS	\$187.90
2016	NELSON DANIEL E	\$120.30
2016	NIX MALCOLM E	\$47.44
2016	PIERCE MOLLY CATHRYN	\$137.48

DELINQUENT PP TAX REPORT - SEPTEMBER 1, 2020

2016	POOLE JAMES E III	\$59.69
2016	POWELL JESSE P JR	\$94.66
2016	QUEEN DAVID BRUCE	\$50.08
2016	ROBERTS ANTONIO FRANKLIN	\$51.51
2016	STRADY MARY L	\$56.90
2016	TAPSCOTT JESSICA B	\$158.38
2016	TAPSCOTT JESSICA B	\$46.98
2016	THOMPSON PHILLIP CHRISTOPHER	\$47.44
2016	TURNER KEVIN LEE	\$30.71
2016	TURNER MICHAEL T	\$68.81
2016	VIRGINIA SIDING INC	\$51.61
2016	WEBB AND SONS CONSTRUCTION INC	\$229.36
2016	WHITE ANTHONY REINARD	\$34.01
2016	WILLINGHAM DOROTHY LEE	\$103.45
2016	WOODWARD ROGER W	\$209.80
2016 TOTAL:		\$9,385.83

2017 DELINQUENT PERSONAL PROPERTY

2017	ANDERSON JEROME D	\$93.27
2017	ANDREJKO DANIELLE PENDLETON	\$101.22
2017	ANDREJKO DAVID ALAN	\$47.58
2017	BAILEY FREDDIE J	\$112.12
2017	BARAHONA CARLOS A	\$93.19
2017	BENNER MARK A	\$56.15
2017	BETHEL SEAN M II	\$12.43
2017	BLAKE PENNI M	\$46.49
2017	BOLDEN CANDACE L	\$7.75
2017	BOWIE LARRY E	\$41.55
2017	BROWN STEVEN M	\$80.99
2017	CLARK TIFFANY N	\$168.06
2017	COCONIS DAVID H	\$75.27
2017	CRIM TRACEY L	\$79.59
2017	DAVIS TINA M	\$115.00
2017	DIETRICH JOHN WILLIAM	\$52.72
2017	DOLINGER ALLEN L	\$18.03
2017	FIFUEKD DESIGN CONSTRUCTION INC	\$53.84
2017	FORD TIMOTHY SPENCER	\$132.15
2017	FREEMAN WILLIAM E JR	\$39.21
2017	GALLAGHER MICHAEL J	\$62.39
2017	GOODMAN BRENDA LEE	\$135.57
2017	GOODMAN BRENDA LEE	\$96.45
2017	GREEN SHERYL B	\$95.59
2017	GUSTAFSON ERIC A	\$49.19
2017	HEMP SMITH CHRISTINA L	\$149.02

DELINQUENT PP TAX REPORT - SEPTEMBER 1, 2020

2017	HOLLINGSWORTH CHRISTOPHER JOHN	\$52.92
2017	HUMMER CARRIE E	\$11.47
2017	JOHNSON OLYMPIA ANNA MARIE	\$128.85
2017	KERNS KEVIN M	\$53.03
2017	KESSINGER BRIAN K II	\$103.92
2017	MALICK KENNETH R JR	\$52.61
2017	MASQUITH MICHAEL JOSEPH	\$45.45
2017	MASQUITH SANDRA LEE	\$421.75
2017	MCALISTER GLENN ALLEN	\$41.55
2017	MCGEOUGH JAMES	\$87.87
2017	MCMANAMAY AIMEE MICHELLE	\$85.32
2017	MCWILLIAMS THOMAS G	\$96.69
2017	MILBOURNE DALTON T II	\$191.29
2017	MILLER PAUL GERHARD	\$51.93
2017	MONTGOMERY CLIFFORD G III	\$85.74
2017	NELSON DANIEL E	\$49.60
2017	PAYNE MELINDA LE RAE	\$97.91
2017	PERRY RYAN L	\$136.64
2017	PIERCE MOLLY CATHRYN	\$135.33
2017	POOLE JAMES E III	\$55.82
2017	POWELL JESSE P JR	\$89.25
2017	QUEEN DAVID BRUCE	\$10.08
2017	REID EBONY C	\$39.79
2017	REID EBONY C	\$42.36
2017	REID JASON ALAN	\$76.15
2017	ROBERTS ANTONIO FRANKLIN	\$48.50
2017	RODRIGUEZ ADBEEL QUILES	\$160.80
2017	ROSE MEREDITH C	\$104.02
2017	SCHOFIELD SHAWN M	\$140.26
2017	SEIDITA ELIZABETH L	\$130.11
2017	SMITH JENNIFER M	\$166.40
2017	STRADY MARY L	\$52.61
2017	TAPSCOTT JESSICA B	\$88.56
2017	TURNER KEVIN LEE	\$65.61
2017	TURNER MICHAEL T	\$63.48
2017	VIRGINIA SIDING INC	\$46.90
2017	WATKINS MEGHAN N	\$235.99
2017	WEBB AND SONS CONSTRUCTION INC	\$161.00
2017	WELLS KATHY J	\$17.80
2017	WHITE TAYLOR BARTON	\$103.03
2017	WILLINGHAM DOROTHY LEE	\$14.70
2017	WOODWARD ROGER W	\$11.83
2017 TOTAL:		\$5,869.74

DELINQUENT PP TAX REPORT - SEPTEMBER 1, 2020

2018 DELINQUENT PERSONAL PROPERTY

2018	AMANAKA GEORGE R	\$108.76
2018	AMES CHARLES CHUZA III	\$63.31
2018	ANDERSON JEROME D	\$86.23
2018	ANDREJKO DANIELLE PENDLETON	\$90.60
2018	ANDREJKO DAVID ALAN	\$42.73
2018	AVALOS CLARA P	\$167.10
2018	BAILEY FREDDIE J	\$102.83
2018	BARAHONA CARLOS A	\$78.76
2018	BENNER MARK A	\$47.98
2018	BONO WILLIAM J	\$137.65
2018	BROWN STEVEN M	\$70.64
2018	CAULFIELD LAUREN EILEEN	\$127.48
2018	CHILDS KAYLA B	\$37.95
2018	CLARK TIFFANY N	\$30.07
2018	COCONIS DAVID H	\$68.74
2018	CREEK DOMONIC T JR	\$30.69
2018	CRIM TRACEY L	\$69.72
2018	CUSTIDERO LAURIE A	\$87.95
2018	DAVIS TINA M	\$101.44
2018	DEANTHONY RYAN VICTOR	\$74.75
2018	DEANTHONY RYAN VICTOR	\$20.60
2018	DIETRICH JOHN WILLIAM	\$47.10
2018	ESPAROLINI MONA C	\$96.48
2018	FORD TIMOTHY SPENCER	\$90.54
2018	FREEMAN WILLIAM E JR	\$69.33
2018	GALLAGHER MICHAEL J	\$51.68
2018	GOODMAN BRENDA LEE	\$319.30
2018	GREEN POINT INC	\$108.96
2018	GREEN SHERYL B	\$82.67
2018	GRIFFITH RICHARD M	\$303.52
2018	HEMP SMITH CHRISTINA L	\$31.24
2018	HOLLINGSWORTH CHRISTOPHER JOHN	\$4.27
2018	HOLSINGER JEANNIE D	\$87.16
2018	JOHNSON OLYMPIA ANNA MARIE	\$48.77
2018	KERNS KEVIN M	\$47.66
2018	KESSINGER BRIAN K II	\$41.78
2018	KNIGHT TIMOTHY ALAN	\$99.26
2018	LEE TOUAZENG	\$121.72
2018	LOY SHANNON DANIELL	\$66.47
2018	MALICK KENNETH R JR	\$46.28
2018	MASQUITH MICHAEL JOSEPH	\$39.32
2018	MASQUITH SANDRA LEE	\$254.34
2018	MCGEOUGH JAMES	\$82.94
2018	MCLAIN DAVID H	\$194.43

DELINQUENT PP TAX REPORT - SEPTEMBER 1, 2020

2018	MCMANAMAY AIMEE MICHELLE	\$80.68
2018	MILBOURNE DALTON T II	\$178.68
2018	MILLER PAUL GERHARD	\$44.99
2018	MONTGOMERY CLIFFORD G III	\$80.88
2018	NEAL JAMES BURTON	\$220.89
2018	NELSON DANIEL E	\$44.23
2018	PAYNE MELINDA LE RAE	\$9.27
2018	PERRY RYAN L	\$73.11
2018	PHILLIPS-KNIGHT CAROLYN E	\$105.22
2018	PIERCE MOLLY CATHRYN	\$128.34
2018	POOLE JAMES E III	\$26.89
2018	POWELL JESSE P JR	\$77.88
2018	POWELL KENNIS DENIS	\$87.15
2018	REID EBONY C	\$57.23
2018	REID EBONY C	\$20.60
2018	RICHARDS TAYLOR CHARON	\$97.01
2018	RITTER DARRIN MICHAEL	\$93.36
2018	ROBERSON MARTHA LOU	\$96.89
2018	ROBERTS ANTONIO FRANKLIN	\$44.33
2018	RODRIGUEZ ADBEEL QUILES	\$61.75
2018	ROMANOWICZ ROBERT ANTHONY	\$47.21
2018	ROMANOWICZ ROBERT ANTHONY	\$20.60
2018	ROSE MEREDITH C	\$4.48
2018	RUPPERT JAMES W	\$102.65
2018	SCHOFIELD SHAWN M	\$84.23
2018	SEIDITA ELIZABETH L	\$68.94
2018	SHEPHERD DUSTIN THOMAS	\$92.35
2018	SHERMAN JORDAN M	\$136.57
2018	SMITH JENNIFER M	\$112.33
2018	SOLARES ALEJANDRO JR	\$61.10
2018	STILES STEPHANIE MICHELLE	\$166.43
2018	STRADY MARY L	\$45.72
2018	TURNER KEVIN LEE	\$57.32
2018	TURNER KEVIN LEE	\$20.60
2018	TURNER MICHAEL T	\$103.63
2018	USSERY JAMISON LEE	\$87.95
2018	USSERY JAMISON LEE	\$41.76
2018	VIRGINIA SIDING INC	\$39.74
2018	WATKINS MEGHAN N	\$135.98
2018	WEBB AND SONS CONSTRUCTION INC	\$129.05
2018	WHITE TAYLOR BARTON	\$54.24
2018	WRENN JUDITH EILEEN	\$211.67
2018 TOTAL:		\$7,435.13

2019 DELINQUENT PERSONAL PROPERTY

DELINQUENT PP TAX REPORT - SEPTEMBER 1, 2020

2019	ABRAHAM VICTORIA ANNE	\$95.01
2019	ALLDER KIM JONES	\$121.05
2019	AMANAKA GEORGE R	\$1.08
2019	AMOS JOSHUA K	\$31.01
2019	ANDERSON JEROME D	\$78.01
2019	ANDREJKO DANIELLE PENDLETON	\$82.13
2019	ANDREJKO DAVID ALAN	\$35.00
2019	AREVALO CABRERA DANIEL EDWARD	\$114.54
2019	BAILEY FREDDIE J	\$51.55
2019	BARAHONA CARLOS A	\$16.55
2019	BENNER MARK A	\$43.53
2019	BODEJAS AXL ROSE	\$139.96
2019	BOIES CODY ANDREW	\$93.01
2019	BONO WILLIAM J	\$139.48
2019	BRADLEY LAURIE ANNE	\$101.56
2019	BROWN STEVEN M	\$63.27
2019	BURRELL SHANA CHRISTINA-REID	\$27.27
2019	BURZIO AUGUST CARROLL	\$85.00
2019	CABRERA JUAN ANTONIO	\$249.45
2019	CANTRALL JASON M	\$99.56
2019	CAULFIELD LAUREN EILEEN	\$24.30
2019	CHILDS KAYLA B	\$85.00
2019	CLAY DAVID KARLOS	\$155.00
2019	COCONIS DAVID H	\$58.61
2019	COLE DAVID ALLEN	\$90.69
2019	COLLINS CHRISTOPHER K	\$121.69
2019	COOPER GARY LEE	\$179.21
2019	COX JOHN WAYNE	\$92.90
2019	CREEKMORE MELISSA CARIN	\$120.00
2019	CRIM TRACEY L	\$62.42
2019	CUSTIDERO LAURIE A	\$35.00
2019	DAVIS CHRISTOPHER J	\$513.92
2019	DAVIS TINA M	\$88.26
2019	DB TRANSPORTATION LLC	\$322.61
2019	DB TRANSPORTATION LLC	\$45.00
2019	DEANTHONY RYAN VICTOR	\$59.79
2019	DEMONDE EDWARD D JR	\$94.97
2019	DENGLER ANDRE LLOYD	\$87.63
2019	DENNIS KAITLYNNE ALEXIS	\$109.26
2019	DIETRICH JOHN WILLIAM	\$42.61
2019	DILLON PATRICK JAMES	\$50.74
2019	DINKINS DIANE SCHOEB	\$99.89
2019	DINKINS GUY N II	\$231.80
2019	DOLINGER ALLEN LACY	\$40.07
2019	DUCKWORTH ALAN BLAINE	\$62.10

DELINQUENT PP TAX REPORT - SEPTEMBER 1, 2020

2019	DUNCAN PHILIP SHAWN	\$64.77
2019	ELMORE NOBLE N	\$42.91
2019	ESPAROLINI CARMEN ANICIA	\$109.90
2019	ESPAROLINI JOHN MARTIN	\$124.31
2019	ESPAROLINI MONA C	\$41.13
2019	FIELDS ALISA MARIE	\$42.83
2019	FINANCIAL SERVICES VEHICLE TRUST	\$128.51
2019	FORD TIMOTHY SPENCER	\$105.00
2019	FREEMAN JOLYN K	\$72.11
2019	FREEMAN WILLIAM E JR	\$39.52
2019	FUREY CHRISTOPHER MICHAEL	\$110.84
2019	GALLAGHER MICHAEL J	\$44.80
2019	GILLISON NICHOLAS WESLEY EUGENE	\$100.08
2019	GIRARD BRIAN C	\$203.28
2019	GOODE CYNTHIA L	\$40.48
2019	GOODE CYNTHIA LOUISE	\$26.59
2019	GOODMAN BRENDA LEE	\$187.98
2019	GREEN POINT INC	\$1.60
2019	GREEN SHERYL B	\$35.75
2019	GRIFFITH RICHARD M	\$180.09
2019	GRIMM ROBERT S JR	\$116.12
2019	HARRISON ASHLEY L	\$188.01
2019	HART BRENT LEE III	\$374.68
2019	HAWES TAYLOR ASHTON CARISSA	\$95.91
2019	HOLMES LAFITTE JERMAINE JR	\$72.55
2019	HOLMES SOPHIA KIERA	\$99.33
2019	JENKINS IRENE KAY	\$244.95
2019	JENKINS IRENE KAY	\$26.10
2019	JENKINS LARRY P	\$125.69
2019	JOHNSON GEORGE F JR	\$198.75
2019	JOHNSON JR GEORGE F	\$41.11
2019	JOHNSON MARY ELLEN	\$50.00
2019	JONES RAYMOND JOSEPH	\$108.88
2019	KEATING COLBY M	\$605.43
2019	KEISTER KEITH T JR	\$139.02
2019	KERNS KEVIN M	\$43.01
2019	KESSINGER BRIAN K II	\$35.00
2019	KIZER RICHARD	\$47.34
2019	KNIGHT TIMOTHY ALAN	\$44.29
2019	KRUSE JESSICA LYNN	\$208.93
2019	KUSHNIR DAVID W	\$151.03
2019	LEE TOUAZENG	\$59.56
2019	LGK LLC. DBA CAPABILITY BROWN	\$317.66
2019	LIGGINS KENNETH D	\$10.22
2019	LLOYDS TRANSFER & STORAGE	\$553.61

DELINQUENT PP TAX REPORT - SEPTEMBER 1, 2020

2019	LOY SHANNON DANIELL	\$57.24
2019	MACKEY MICHELE ANN	\$97.03
2019	MALICK KENNETH R JR	\$41.33
2019	MANUEL LISA MARIE	\$27.48
2019	MARQUEZ ARTIDORO A	\$92.75
2019	MARTINEZ ROMERO SAMUEL ERNESTO	\$117.90
2019	MARTINS BILLY KEITH FALLAW	\$10.20
2019	MASON CARLOS C	\$150.49
2019	MASON JEFFREY M	\$90.48
2019	MASQUITH MICHAEL JOSEPH	\$33.89
2019	MASQUITH SANDRA LEE	\$207.62
2019	MAZZARINO GRANT MICHAEL	\$136.83
2019	MCFARLAND JOHN T	\$85.00
2019	MCGEOUGH JAMES	\$83.71
2019	MCKINLEY DONALD J	\$148.49
2019	MCKOY JENNIFER	\$8.36
2019	MCKOY JENNIFER MARIE	\$134.48
2019	MCLAIN DAVID H	\$43.56
2019	MCMANAMAY AIMEE MICHELLE	\$70.00
2019	MELVILLE ALEXANDER J	\$110.73
2019	MILBOURNE BONNIE J	\$89.52
2019	MILBOURNE DALTON T II	\$149.67
2019	MILLER PAUL GERHARD	\$40.90
2019	MILLIKEN JESSICA ANN	\$36.28
2019	MONTGOMERY CLIFFORD G III	\$70.00
2019	MORGAN DUSTIN K	\$64.59
2019	NEAL JAMES BURTON	\$280.04
2019	NELSON DANIEL E	\$39.97
2019	NUNN ROBERT G III	\$85.00
2019	PACKARD LOUIS R	\$45.66
2019	PAIGE FRANK	\$85.00
2019	PARET CHARLES PAXTON	\$600.90
2019	PAYNE VIRGINIA ANN	\$90.17
2019	PAYTON ELANTE SHARICE	\$46.97
2019	PERRY RYAN L	\$62.76
2019	PFEUFFER KASI N	\$72.25
2019	PHILLIPS-KNIGHT CAROLYN E	\$46.82
2019	PIERCE MOLLY CATHRYN	\$112.51
2019	PORTILLO OSCAR OMAR	\$78.49
2019	POWELL JESSE P JR	\$68.33
2019	POWELL KENNIS DENIS	\$106.29
2019	RAMIREZ ALFREDO	\$30.16
2019	RANSOME DARRELL N	\$100.94
2019	REAP THOMAS MICHAEL JR	\$25.00
2019	REED SEAN M	\$98.33

DELINQUENT PP TAX REPORT - SEPTEMBER 1, 2020

2019	REID EBONY C	\$47.65
2019	RICHARDS TAYLOR CHARON	\$44.08
2019	RITTER DARRIN MICHAEL	\$80.36
2019	ROBERSON MARTHA LOU	\$41.75
2019	ROBERTS ANTONIO FRANKLIN	\$40.28
2019	ROMANOWICZ ROBERT ANTHONY	\$43.98
2019	ROUNSLY JAMIE SUE	\$104.19
2019	RUPPERT JAMES W	\$1.00
2019	RUSSEAU TYLER JACOB	\$85.00
2019	RUVALCABA TRACY LYNN	\$156.63
2019	RUVALCABA TRACY LYNN	\$29.81
2019	RYMAN CHRISTINE MARIE	\$93.22
2019	SAMS JR DEWEY LEE	\$96.76
2019	SCHOFIELD SHAWN M	\$76.33
2019	SEIBEL III WARREN BEALL	\$96.61
2019	SHEPHERD DUSTIN THOMAS	\$79.91
2019	SHERMAN JORDAN M	\$85.51
2019	SHUMAN SHIRLEY A	\$90.17
2019	SINGER-VOGT STEPHANIE	\$38.82
2019	SMALL AMANDA DAWN	\$87.10
2019	SMITH JENNIFER M	\$97.98
2019	SMITH-YOWELL RHONDA MURRAY	\$89.42
2019	SPENCER ROBERTA M	\$12.44
2019	SPOONER MARK W TRUST	\$241.37
2019	STEPHENSON JAYLA TIONNA	\$36.61
2019	STILES STEPHANIE MICHELLE	\$101.44
2019	STRADY MARY L	\$40.99
2019	STUMP PATRICK S	\$92.17
2019	SWARR SAMANTHA ANN	\$39.01
2019	SWEENEY BARBARA A	\$117.55
2019	TINTAYA ARTHUR M	\$81.83
2019	TINTAYA ARTHUR MARTIN	\$58.28
2019	TINTAYA JACK THOMAS	\$85.00
2019	TRANS LEASE INC	\$563.39
2019	TRAPNELL ANDREW PAUL	\$319.13
2019	TRI-COUNTY TRANSPORT LLC	\$120.16
2019	TURNER KEVIN LEE	\$76.13
2019	TURNER MICHAEL T	\$46.17
2019	UNDERWOOD DEREK ANTRON	\$145.13
2019	USSERY JAMISON LEE	\$41.13
2019	VANNESS DAVID ALAN	\$91.11
2019	VANNESS RICHARD ALAN	\$149.84
2019	VICHARE SAPTARSHI VIVEK	\$48.50
2019	VIGIL ARTHURO GIOVANNI	\$43.19
2019	VIRGINIA SIDING INC	\$33.46

DELINQUENT PP TAX REPORT - SEPTEMBER 1, 2020

2019	VOGT ARTHUR S	\$83.73
2019	WATKINS MEGHAN N	\$120.95
2019	WEBB AND SONS CONSTRUCTION INC	\$105.31
2019	WELTON JR ELTON VAN	\$97.65
2019	WHITE TAYLOR BARTON	\$48.29
2019	WILD HARE CIDER	\$312.18
2019	WILKERSON JOSHUA ANDREW	\$94.38
2019	WILKINS THOMAS E	\$187.32
2019	WILKS RACHEL NICOLE	\$1,044.77
2019	WOLTERS MATTHIAS	\$96.12
2019	WRIGHT JESSICA CLOTZMAN	\$133.83
2019	ZAJACKOWSKI JOHN-PAUL JOSEPH	\$109.05
2019 TOTAL:		\$21,099.44

2013	\$72.44
2014	\$2,528.70
2015	\$3,902.41
2016	\$9,385.83
2017	\$5,869.74
2018	\$7,435.13
2019	\$21,099.44

TOTAL:	\$50,293.69
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Southern Software FMS Delinquent RE Tax Report
Date: 9/1/2020 10:22 AM

TOWN COUNCIL
MOTION AUTHORIZING PUBLICATION OF
DELINQUENT REAL ESTATE AND PERSONAL PROPERTY TAXES

Date: September 08, 2020

Motion By:

Second By:

I hereby move that the Council of the Town of Berryville authorize publication of the names of those delinquent for personal property and real estate taxes pursuant to Section 58.1-3924 of the Code of Virginia, As Amended.

VOTE:

Aye:

Nay:

Absent:

ATTEST: _____
Harry Lee Arnold, Jr., Recorder

2019 REAL ESTATE TAXES		
2nd Publication		
Tax Year	Billing Name	Balance
2019	BERRYVILLE LIMITED PARTNERSHIP	\$1,311.18
2019	CHOMCHEY WIN & BRENDA WONG	\$578.46
2019	CHOMCHEY WIN & BRENDA WONG	\$549.56
2019	GIANT FOOD STORES LLC	\$3,438.64
2019	JACKSON EFFIE H & WALTER H	\$29.67
2019	JACKSON EFFIE H & WALTER H	\$133.54
2019	JOHNSON GEORGE F JR	\$100.12
2019	KEEFE NEIL J & BOBBIE J TRUSTS	\$561.60
2019	LABADIE RICKY	\$111.50
2019	LABADIE RICKY	\$105.96
2019	LEVINE SHARON LEE TRUSTEE	\$20.63
2019	MERCER SCOTT A	\$41.41
2019	MERCER SCOTT A	\$264.49
2019	MOTEN CONSTANCE	\$35.52
2019	MOTEN CONSTANCE	\$33.75
2019	PAYNE CHARLES M	\$115.66
2019	PAYNE CHARLES M	\$109.90
2019	PEFFER SCOTT B	\$98.75
2019	RILEY MEADOWS STABLES LLC	\$16.77
2019	SPONSELLER RICHARD TYLER	\$238.51
2019	SPONSELLER RICHARD TYLER	\$226.58
2019	TAYLOR ROSS CHARLES III & LORI B	\$494.84
2019	TAYLOR ROSS CHARLES III & LORI B	\$470.13
2019	TRI COUNTY FARM SERVICES LLC	\$213.81
2019	TRI COUNTY FARM SERVICES LLC	\$203.16
2019	WILLIAMS GEORGE ESTATE	\$29.62
2019	WILLIAMS GEORGE ESTATE	\$28.13
2019	WOODRUFF WILLIAM J	\$87.53
2019	WOODRUFF WILLIAM J	\$33.75
2019	WOODRUFF WILLIAM	\$28.13

2020 REAL ESTATE TAXES			2020 REAL ESTATE TAXES		
Tax Year	1st Publication Billing Name	Balance	Tax Year	1st Publication Billing Name	Balance
2020	ALSBERRY JAMES FRANK	\$26.61	2020	TIGNEY PRESTON W	\$140.42
2020	BERRYVILLE LIMITED PARTNERSHIP	\$1,107.21	2020	TRI COUNTY FARM SERVICE!	\$16.23
2020	BROSS DIANE ETAL	\$101.03	2020	VALLEY VENTURE 4 LLC	\$85.16
2020	CAMACHO-PEREZ GUALBERTO CARLOS	\$72.03	2020	VALLEY VENTURE 4 LLC	\$280.31
2020	CHOMCHEY WIN & BRENDA WONG	\$416.74	2020	VALLEY VENTURES FUND 1 L	\$341.43
2020	FANNING JENNIFER D	\$164.81	2020	VALLEY VENTURES FUND 1 L	\$585.63
2020	GIANT FOOD STORES LLC	\$2,045.89	2020	VALLEY VENTURES FUND 1 L	\$1,180.48
2020	GUITIERREZ ANTONIO V & MARIA B	\$94.92	2020	WILLIAMS GEORGE ESTATE	\$35.48
2020	HAMPEL BRIAN J	\$350.00	2020	WOODRUFF WILLIAM J	\$58.19
2020	HANSEN MICHAEL J & TREVA A	\$477.94	2020	WOODRUFF WILLIAM J	\$31.05
2020	HPA BORROWER 2016-2 ML LLC	\$407.95	2020	WOODRUFF WILLIAM	\$39.91
2020	HURTADO PEDRO	\$16.76			
2020	JACKSON EFFIE H & WALTER H	\$134.03			
2020	JDM TRANSPORT LLC	\$217.86			
2020	JOHNSON GEORGE F JR	\$90.83			
2020	KEEFE NEIL J & BOBBIE J TRUSTS	\$442.81			
2020	KELLY ZACHARY	\$388.97			
2020	LABADIE RICKY	\$95.44			
2020	LEVINE SHARON LEE TRUSTEE	\$215.56			
2020	LLOYDS TRANSFER INC	\$13.84			
2020	LLOYDS TRANSFER INC	\$14.63			
2020	LONGERBEAM BENJAMIN DREW	\$87.73			
2020	MASON JEANNIE C	\$24.44			
2020	MCKENZIE BRYAN W	\$491.96			
2020	MERCER SCOTT A	\$30.87			
2020	MERCER SCOTT A	\$207.22			
2020	MOTEN CONSTANCE	\$39.91			
2020	NELSON JACOB ESTATE	\$20.40			
2020	OLIVER THOMAS HUNTON	\$140.59			
2020	PAK GROUP LLC	\$542.38			
2020	PAYNE CHARLES M	\$96.51			
2020	PEFFER SCOTT B	\$103.88			
2020	RILEY MEADOWS STABLES LLC	\$480.97			
2020	RISANTO CHRISTINE	\$428.54			
2020	ROSENBERRY BRIAN M & PAMELA J	\$217.50			
2020	SCHILLING EDWARD L & JOANNA CHOPSK	\$514.23			
2020	SHAKE MICHAEL H & DEBRA G	\$154.62			
2020	SPONSELLER RICHARD TYLER	\$233.82			
2020	SWEETPIRE LLC	\$97.31			
2020	TAYLOR ROSS CHARLES III & LORI B	\$427.74			
2020	THOMAS NOLAN B & COREY D	\$146.81			
2020	THOMAS PLUMBING & HEATING INC	\$562.92			

2018 PERSONAL PROPERTY TAXES			2018 PERSONAL PROPERTY TAXES		
2nd Publication			2nd Publication		
Tax Year	Billing Name	Balance	Tax Year	Billing Name	Balance
2018	AMANAKA GEORGE R	\$108.76	2018	NEAL JAMES BURTON	\$220.89
2018	AMES CHARLES CHUZA III	\$63.31	2018	NELSON DANIEL E	\$44.23
2018	ANDERSON JEROME D	\$86.23	2018	PAYNE MELINDA LE RAE	\$9.27
2018	ANDREJKO DANIELLE PENDLETON	\$90.60	2018	PERRY RYAN L	\$73.11
2018	ANDREJKO DAVID ALAN	\$42.73	2018	PHILLIPS-KNIGHT CAROLYN E	\$105.22
2018	AVALOS CLARA P	\$167.10	2018	PIERCE MOLLY CATHRYN	\$128.34
2018	BAILEY FREDDIE J	\$102.83	2018	POOLE JAMES E III	\$26.89
2018	BARAHONA CARLOS A	\$78.76	2018	POWELL JESSE P JR	\$77.88
2018	BENNER MARK A	\$47.98	2018	POWELL KENNIS DENIS	\$87.15
2018	BONO WILLIAM J	\$137.65	2018	REID EBONY C	\$57.23
2018	BROWN STEVEN M	\$70.64	2018	REID EBONY C	\$20.60
2018	CAULFIELD LAUREN EILEEN	\$127.48	2018	RICHARDS TAYLOR CHARON	\$97.01
2018	CHILDS KAYLA B	\$37.95	2018	RITTER DARRIN MICHAEL	\$93.36
2018	CLARK TIFFANY N	\$30.07	2018	ROBERSON MARTHA LOU	\$96.89
2018	COCONIS DAVID H	\$68.74	2018	ROBERTS ANTONIO FRANKLIN	\$44.33
2018	CREEK DOMONIC T JR	\$30.69	2018	RODRIGUEZ ADBEEL QUILES	\$61.75
2018	CRIM TRACEY L	\$69.72	2018	ROMANOWICZ ROBERT ANTHONY	\$47.21
2018	CUSTIDERO LAURIE A	\$87.95	2018	ROMANOWICZ ROBERT ANTHONY	\$20.60
2018	DAVIS TINA M	\$101.44	2018	ROSE MEREDITH C	\$4.48
2018	DEANTHONY RYAN VICTOR	\$74.75	2018	RUPPERT JAMES W	\$102.65
2018	DEANTHONY RYAN VICTOR	\$20.60	2018	SCHOFIELD SHAWN M	\$84.23
2018	DIETRICH JOHN WILLIAM	\$47.10	2018	SEIDITA ELIZABETH L	\$68.94
2018	ESPAROLINI MONA C	\$96.48	2018	SHAAJHANTE MIKISA AMEYAN	\$104.72
2018	FORD TIMOTHY SPENCER	\$90.54	2018	SHEPHERD DUSTIN THOMAS	\$92.35
2018	FREEMAN WILLIAM E JR	\$69.33	2018	SHERMAN JORDAN M	\$136.57
2018	GALLAGHER MICHAEL J	\$51.68	2018	SMITH JENNIFER M	\$112.33
2018	GOODMAN BRENDA LEE	\$319.30	2018	SOLARES ALEJANDRO JR	\$61.10
2018	GREEN SHERYL B	\$82.67	2018	STILES STEPHANIE MICHELLE	\$166.43
2018	GREEN POINT INC	\$108.96	2018	STRADY MARY L	\$45.72
2018	GRIFFITH RICHARD M	\$303.52	2018	TURNER KEVIN LEE	\$57.32
2018	HEMP SMITH CHRISTINA L	\$31.24	2018	TURNER KEVIN LEE	\$20.60
2018	HOLLINGSWORTH CHRISTOPHER JOHN	\$4.27	2018	TURNER MICHAEL T	\$103.63
2018	HOLSINGER JEANNIE D	\$87.16	2018	USSERY JAMISON LEE	\$87.95
2018	JOHNSON OLYMPIA ANNA MARIE	\$48.77	2018	USSERY JAMISON LEE	\$41.76
2018	KERNS KEVIN M	\$47.66	2018	VIRGINIA SIDING INC	\$39.74
2018	KESSINGER BRIAN K II	\$41.78	2018	WATKINS MEGHAN N	\$135.98
2018	KNIGHT TIMOTHY ALAN	\$99.26	2018	WEBB AND SONS CONSTRUCTION INC	\$129.05
2018	LEE TOUAZENG	\$121.72	2018	WHITE TAYLOR BARTON	\$54.24
2018	LOY SHANNON DANIELL	\$66.47	2018	WRENN JUDITH EILEEN	\$211.67
2018	MALICK KENNETH R JR	\$46.28			
2018	MASQUITH MICHAEL JOSEPH	\$39.32			
2018	MASQUITH SANDRA LEE	\$254.34			
2018	MCGEOUGH JAMES	\$82.94			
2018	MCLAIN DAVID H	\$194.43			
2018	MCMANAMAY AIMEE MICHELLE	\$80.68			
2018	MILBOURNE DALTON T II	\$178.68			
2018	MILLER PAUL GERHARD	\$44.99			
2018	MONTGOMERY CLIFFORD G III	\$80.88			

2019 PERSONAL PROPERTY TAXES			2019 PERSONAL PROPERTY TAXES		
Tax Year	1st Publication Billing Name	Balance	Tax Year	1st Publication Billing Name	Balance
2019	ABRAHAM VICTORIA ANNE	\$95.01	2019	ESPAROLINI MONA C	\$41.13
2019	ALLDER KIM JONES	\$121.05	2019	FIELDS ALISA MARIE	\$42.83
2019	ALLEN CINDY R	\$36.77	2019	FINANCIAL SERVICES VEHICLE TRUST	\$128.51
2019	AMOS JOSHUA K	\$31.01	2019	FORD TIMOTHY SPENCER	\$105.00
2019	ANDERSON JEROME D	\$78.01	2019	FREEMAN JOLYN K	\$72.11
2019	ANDREJKO DANIELLE PENDLETON	\$82.13	2019	FREEMAN WILLIAM E JR	\$39.52
2019	ANDREJKO DAVID ALAN	\$35.00	2019	FUREY CHRISTOPHER MICHAEL	\$110.84
2019	AREVALO CABRERA DANIEL EDWARD	\$114.54	2019	GALLAGHER MICHAEL J	\$44.80
2019	BAILEY FREDDIE J	\$51.55	2019	GILLISON NICHOLAS WESLEY EUGENE	\$100.08
2019	BARAHONA CARLOS A	\$16.55	2019	GIRARD BRIAN C	\$203.28
2019	BENNER MARK A	\$43.53	2019	GOODE CYNTHIA LOUISE	\$26.59
2019	BODEJAS AXL ROSE	\$139.96	2019	GOODE CYNTHIA L	\$40.48
2019	BOIES CODY ANDREW	\$93.01	2019	GOODMAN BRENDA LEE	\$187.98
2019	BONO WILLIAM J	\$139.48	2019	GREEN SHERYL B	\$35.75
2019	BRADLEY LAURIE ANNE	\$101.56	2019	GREEN POINT INC	\$1.60
2019	BROWN STEVEN M	\$63.27	2019	GRIFFITH RICHARD M	\$180.09
2019	BURRELL SHANA CHRISTINA-REID	\$27.27	2019	GRIMM ROBERT S JR	\$116.12
2019	BURZIO AUGUST CARROLL	\$85.00	2019	HARRISON ASHLEY L	\$188.01
2019	CABRERA JUAN ANTONIO	\$249.45	2019	HART BRENT LEE III	\$374.68
2019	CANTRALL JASON M	\$99.56	2019	HAWES TAYLOR ASHTON CARISSA	\$95.91
2019	CAULFIELD LAUREN EILEEN	\$24.30	2019	HLAVACH DANIEL JOSEPH	\$92.33
2019	CHILDS KAYLA B	\$85.00	2019	HOLMES LAFITTE JERMAINE JR	\$72.55
2019	CLAY DAVID KARLOS	\$155.00	2019	HOLMES SOPHIA KIERA	\$99.33
2019	COCONIS DAVID H	\$58.61	2019	JENKINS IRENE KAY	\$244.95
2019	COLE DAVID ALLEN	\$90.69	2019	JENKINS IRENE KAY	\$26.10
2019	COLLINS CHRISTOPHER K	\$121.69	2019	JENKINS LARRY P	\$125.69
2019	COOPER GARY LEE	\$179.21	2019	JOHNSON GEORGE F JR	\$198.75
2019	COX JOHN WAYNE	\$92.90	2019	JOHNSON JR GEORGE F	\$41.11
2019	CREEKMORE MELISSA CARIN	\$120.00	2019	JOHNSON MARY ELLEN	\$50.00
2019	CRIM TRACEY L	\$62.42	2019	JONES RAYMOND JOSEPH	\$108.88
2019	CUSTIDERO LAURIE A	\$35.00	2019	KEATING COLBY M	\$605.43
2019	DAVIS TINA M	\$88.26	2019	KEISTER KEITH T JR	\$139.02
2019	DAVIS CHRISTOPHER J	\$513.92	2019	KERNS KEVIN M	\$43.01
2019	DB TRANSPORTATION LLC	\$322.61	2019	KESSINGER BRIAN K II	\$35.00
2019	DB TRANSPORTATION LLC	\$45.00	2019	KIZER RICHARD	\$47.34
2019	DEANTHONY RYAN VICTOR	\$59.79	2019	KNIGHT TIMOTHY ALAN	\$44.29
2019	DEMONDE EDWARD D JR	\$94.97	2019	KRUSE JESSICA LYNN	\$208.93
2019	DENGLER ANDRE LLOYD	\$87.63	2019	KUSHNIR DAVID W	\$151.03
2019	DENNIS KAITLYNNE ALEXIS	\$109.26	2019	LEE TOUAZENG	\$59.56
2019	DIETRICH JOHN WILLIAM	\$42.61	2019	LGK LLC. DBA CAPABILITY BROWN	\$317.66
2019	DILLON PATRICK JAMES	\$50.74	2019	LIGGINS KENNETH D	\$10.22
2019	DINKINS DIANE SCHOEB	\$99.89	2019	LLOYDS TRANSFER & STORAGE	\$553.61
2019	DINKINS GUY N II	\$231.80	2019	LOY SHANNON DANIELL	\$57.24
2019	DOLINGER ALLEN LACY	\$40.07	2019	MACKEY MICHELE ANN	\$97.03
2019	DUCKWORTH ALAN BLAINE	\$62.10	2019	MALICK KENNETH R JR	\$41.33
2019	DUNCAN PHILIP SHAWN	\$64.77	2019	MANUEL LISA MARIE	\$27.48
2019	ELMORE NOBLE N	\$42.91	2019	MARQUEZ ARTIDORO A	\$92.75
2019	ESPAROLINI CARMEN ANICIA	\$109.90	2019	MARTINEZ ROMERO SAMUEL ERNESTO	\$117.90
2019	ESPAROLINI JOHN MARTIN	\$124.31	2019	MARTINS BILLY KEITH FALLAW	\$10.20

2019 PERSONAL PROPERTY TAXES			2019 PERSONAL PROPERTY TAXES		
Tax Year	1st Publication Billing Name	Balance	Tax Year	1st Publication Billing Name	Balance
2019	MASON CARLOS C	\$150.49	2019	SAMS JR DEWEY LEE	\$96.76
2019	MASON JEFFREY M	\$90.48	2019	SCHOFIELD SHAWN M	\$76.33
2019	MASQUITH MICHAEL JOSEPH	\$33.89	2019	SEIBEL III WARREN BEALL	\$96.61
2019	MASQUITH SANDRA LEE	\$207.62	2019	SHAAJHANTE MIKISA AMEYAN	\$41.85
2019	MAZZARINO GRANT MICHAEL	\$136.83	2019	SHEPHERD DUSTIN THOMAS	\$79.91
2019	MCFARLAND JOHN T	\$85.00	2019	SHERMAN JORDAN M	\$85.51
2019	MCGEOUGH JAMES	\$83.71	2019	SHUMAN SHIRLEY A	\$90.17
2019	MCKINLEY DONALD J	\$148.49	2019	SINGER-VOGT STEPHANIE	\$38.82
2019	MCKOY JENNIFER	\$8.36	2019	SMALL AMANDA DAWN	\$87.10
2019	MCKOY JENNIFER MARIE	\$134.48	2019	SMITH JENNIFER M	\$97.98
2019	MCLAIN DAVID H	\$43.56	2019	SMITH-YOWELL RHONDA MURRAY	\$89.42
2019	MCMANAMAY AIMEE MICHELLE	\$70.00	2019	SPENCER ROBERTA M	\$12.44
2019	MELVILLE ALEXANDER J	\$110.73	2019	SPOONER MARK W TRUST	\$241.37
2019	MILBOURNE BONNIE J	\$89.52	2019	STEPHENSON JAYLA TIONNA	\$36.61
2019	MILBOURNE DALTON T II	\$149.67	2019	STILES STEPHANIE MICHELLE	\$101.44
2019	MILLER PAUL GERHARD	\$40.90	2019	STRADY MARY L	\$40.99
2019	MILLIKEN JESSICA ANN	\$36.28	2019	STUMP PATRICK S	\$92.17
2019	MONTGOMERY CLIFFORD G III	\$70.00	2019	SWARR SAMANTHA ANN	\$39.01
2019	MORGAN DUSTIN K	\$64.59	2019	SWEENEY BARBARA A	\$117.55
2019	NEAL JAMES BURTON	\$280.04	2019	TINTAYA ARTHUR M	\$81.83
2019	NELSON DANIEL E	\$39.97	2019	TINTAYA ARTHUR MARTIN	\$58.28
2019	NUNN ROBERT G III	\$85.00	2019	TINTAYA JACK THOMAS	\$85.00
2019	PACKARD LOUIS R	\$45.66	2019	TRANS LEASE INC	\$563.39
2019	PAIGE FRANK	\$85.00	2019	TRAPNELL ANDREW PAUL	\$319.13
2019	PARET CHARLES PAXTON	\$600.90	2019	TRI-COUNTY TRANSPORT LLC	\$120.16
2019	PAYNE VIRGINIA ANN	\$90.17	2019	TURNER KEVIN LEE	\$76.13
2019	PAYTON ELANTE SHARICE	\$46.97	2019	TURNER MICHAEL T	\$46.17
2019	PERRY RYAN L	\$62.76	2019	UNDERWOOD DEREK ANTRON	\$145.13
2019	PFEUFFER KASI N	\$72.25	2019	USSERY JAMISON LEE	\$41.13
2019	PHILLIPS-KNIGHT CAROLYN E	\$46.82	2019	VANNESS DAVID ALAN	\$91.11
2019	PIERCE MOLLY CATHRYN	\$112.51	2019	VANNESS RICHARD ALAN	\$149.84
2019	PORTILLO OSCAR OMAR	\$78.49	2019	VICHARE SAPTARSHI VIVEK	\$48.50
2019	POWELL JESSE P JR	\$68.33	2019	VIGIL ARTHURO GIOVANNI	\$43.19
2019	POWELL KENNIS DENIS	\$106.29	2019	VIRGINIA SIDING INC	\$33.46
2019	RAMIREZ ALFREDO	\$30.16	2019	VOGT ARTHUR S	\$83.73
2019	RANSOME DARRELL N	\$100.94	2019	WATKINS MEGHAN N	\$120.95
2019	REAP THOMAS MICHAEL JR	\$25.00	2019	WEBB AND SONS CONSTRUCTION INC	\$105.31
2019	REED SEAN M	\$98.33	2019	WELTON JR ELTON VAN	\$97.65
2019	REID EBONY C	\$47.65	2019	WHITE TAYLOR BARTON	\$48.29
2019	RICHARDS TAYLOR CHARON	\$44.08	2019	WILD HARE CIDER	\$312.18
2019	RITTER DARRIN MICHAEL	\$80.36	2019	WILKERSON JOSHUA ANDREW	\$94.38
2019	ROBERSON MARTHA LOU	\$41.75	2019	WILKINS THOMAS E	\$187.32
2019	ROBERTS ANTONIO FRANKLIN	\$40.28	2019	WILKS RACHEL NICOLE	\$1,044.77
2019	ROMANOWICZ ROBERT ANTHONY	\$43.98	2019	WOLTERS MATTHIAS	\$96.12
2019	ROUNSLEY JAMIE SUE	\$104.19	2019	WRIGHT JESSICA CLOTZMAN	\$133.83
2019	RUSSEAU TYLER JACOB	\$85.00	2019	ZAJACKOWSKI JOHN-PAUL JOSEPH	\$109.05
2019	RUVALCABA TRACY LYNN	\$156.63			
2019	RUVALCABA TRACY LYNN	\$29.81			
2019	RYMAN CHRISTINE MARIE	\$93.22			

Motion to Enter Closed Session

I move that the Council of the Town of Berryville enter closed session in accordance with §2.2-3711-A-3 of the Code of Virginia, to discuss the acquisition of real property or disposition of publicly held property.

DATE: September 8, 2020

MOTION:

VOTE:

Aye:

Nay:

Absent/Abstain:

ATTEST: _____

Erecka Gibson, Recorder

TOWN COUNCIL
MOTION
CLOSED SESSION RESOLUTION

DATE: September 8, 2020

MOTION BY:

I move 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.

VOTE:

Aye:

Nay:

Absent/Abstain:

ATTEST: _____
Erecka Gibson, Recorder