



Berryville Town Council

MEETING AGENDA

Berryville-Clarke County Government Center

101 Chalmers Court, Second Floor

Main Meeting Room

Regular Session

October 13, 2020

7:30 PM

Item

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1. Call to Order

2. Pledge of Allegiance

3. Approval of Agenda

4. Presentations/Awards and Recognitions

Proclamation Recognizing the 109th Birthday of Viola Brown

5. Public Hearings

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13. Committee Updates

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Public Safety

Streets and Utilities

14. Closed Session

15. Adjourn

**Berryville Town Council Item Report Summary
October 13, 2020**

Item Title

Consent Agenda - Approval of Minutes

Prepared By

Background/History/General Information

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

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

Findings/Current Activity

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

Minutes of the 09/08/2020 Regular Meeting of the Town Council
Minutes of the 09/29/2020 meeting of the Public Safety Committee
Minutes of the 09/28/2020 meeting of the Community Development Committee
Minutes of the 09/22/2020 meeting of the Personnel Committee
Minutes of the 09/22/2020 meeting of the Streets and Utilities Committee
Minutes of the 09/22/2020 meeting of the Budget and Finance 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

Recommendation

Approval of minutes.

Sample Motion

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

MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Regular Meeting
September 8, 2020
7:30 p.m.

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

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

Press: Mickey Powell, *The Winchester Star*

1. Call to Order

Mayor Arnold called the meeting to order at 7:29 p.m.

2. Pledge of Allegiance

3. Approval of Agenda

Mayor Arnold introduced Mr. Mazzarino, who was participating in the first Council meeting since his appointment to fill a vacancy in Ward 3, and invited a motion to approve the agenda.

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

4. Presentations/Awards/Recognitions

None.

5. Public Hearings

Mayor Arnold prefaced the public hearing on proposed changes to water and sewer fees and charges by asking Mr. Dalton to explain the matter.

Mr. Dalton explained that in 2019 the engineering firm engaged by the Town had completed a study recommending that fees and charges be adjusted upward in order to assure continued safe and efficient operation of the Town water and sewer systems. He said the first adjustment in a planned multi-year process had occurred in November of 2019 and included a new administrative fee.

Mr. Dalton said the intent of the fee was to assure that costs not directly dependent on a particular consumer's rate of usage be carried by users as a whole. He said the plan called for a gradual increase over five years until attainment of the desired portion of the overall rate, and that last year's fee of \$2.50 each for water and sewer is scheduled to increase to \$7.13 for water and \$4.82 for sewer, while usage rates will remain the same. He said the Council and staff also wish to rename the administrative fee to reflect the fact that it is intended to cover costs more broadly associated with operation and maintenance of the system. He said the base water availability fee would go from \$13,500 to \$13,837.50 and the sewer availability base fee from \$14,500 to \$14,862.50, and that the new adjustments would take effect on November 19, as that will be a meter-reading day.

Ms. Rodriguez said there had been some support among Council members for referring to the administrative fee as a distribution fee or distribution cost, and Mr. Dalton said that this seemed proper to staff and that no decision by Council had occurred yet. He said he believed Mr. Jacobs was correct in his concern that "administrative fee" would not be an adequate term.

Mayor Arnold opened the floor for public comment at 7:38 p.m.

Wayne Webb described the administrative fee as regressive and recommended an increase in usage rates. He asked why every department in the Town government has contingency funds if interest is coming in. He said the interest income could be used to pay for the system but that a rate increase could be imposed in the event of a catastrophe. He said Berryville residents are paying to help Chesapeake Bay, because the improvements to the sewer plant primarily benefit Chesapeake Bay.

Mark Griffin identified himself as the Republican candidate for the Berryville seat on the Clarke County Board of Supervisors. He said the Town should have advertised the rate increase more effectively and that it should use monthly billing to communicate better. He said the new increases would hurt families most because of their greater usage of the system. He said the imposition of surcharges on residents outside the Town limits might be worthy of consideration, notwithstanding the fact that those residents do not pay Town taxes.

No other members of the public wished to speak.

Recorder Gibson moved that the public hearing be closed. The motion passed by unanimous voice vote, closing the public hearing at 7:45 p.m.

6. Discussion of Public Hearing Items

Ms. Rodriguez said the matter had been discussed exhaustively last year and that there were good arguments on both sides, with many scenarios to consider. She said she doubted the existence of a perfect solution but said she wished to assure the public that the Council would continue to study the matter.

Recorder Gibson said she would like for staff to consider revenue needs each year and adjust the model accordingly.

Ms. Harrison said the distribution fee is the fairest solution for everyone.

Mayor Arnold said having a fee and therefore a minimum payment helps offset the cost of having people on the system who are not actually using services at a particular time but whose presence on the system contributes to operating costs such as transmission lines, fire hydrants, and meter-reading procedures. He said the fee is the most equitable approach, and noted that the Town is still paying for the sewer plant and needs improvements to the water plant. He said Council will consider the matter annually.

7. Citizens' Forum

Jay Corbalis said he is a retired civil engineer who has been doing historical research on flood levels at the river and that in doing so he had encountered the Town's raw water intake structure, concerning which he had compiled an extensive report, which he had discussed with Mr. Dalton prior to the meeting. He said he had concerns about employee and public safety, water quality, sanitation problems, and erosion problems, and that he would like to discuss this further. Mayor Arnold recommended that Mr. Corbalis share his report with Mr. Dalton and said that perhaps a Council committee could consider the matter.

Mary Ivie said the Town should devote more attention to stormwater control. She said recent rains had caused water to surpass curb level near her place of business, which she said constituted a discouragement to prospective customers. She said the current year is not an exceptional one in its rainfall amount and that drought conditions have prevailed, so an unusual amount of rain cannot be cited as a cause of recent flooding.

8. Consent Agenda

The consent agenda comprised the minutes of the July 6 called meeting of the Town Council, the July 14 regular meeting and joint meeting with the Board of Supervisors, the July 23 special session, and the July 29 meeting of the Public Safety Committee.

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

9. Unfinished Business

None.

10. New Business

None.

11. Council Member Reports

Mayor

Mayor Arnold said a citizen wished for Officer Preston Funk of the Berryville Police Department to receive recognition for his expertise and thoroughness in assisting her with the installation of child seats in an automobile. The mayor directed the clerk that Officer Funk be so recognized in the record.

Recorder

Recorder Gibson welcomed Mr. Mazzarino to the Council and thanked him for serving.

Ward 1

Ms. McDonald had nothing to add.

Ward 2

Ms. Harrison had nothing to add.

Ward 3

Mr. Mazzarino said he appreciated the opportunity to serve.

Ward 4

Ms. Rodriguez said all was well in her ward and that she wished students, faculty, and staff a good start to the school year.

12. Staff Reports

Public Works

Nothing was added to the written report provided in the agenda packet.

Public Utilities

Ms. Harrison, as chair of the Streets and Utilities Committee, asked Mr. Dalton whether new residential developments, specifically 120 new units for senior citizens, would create strain on the

water system. She noted that local water usage had increased recently because so many residents were staying at home during the pandemic.

Mr. Dalton said the plant normally operates at only 50 percent of its capacity, which provides ample flexibility.

Mayor Arnold asked for a motion to approve the proposed changes to water and sewer fees and charges.

Recorder Gibson moved 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. The motion passed by unanimous voice vote.

Police

Ms. McDonald, as chair of the Public Safety Committee, noted Berryville's growing population and the expansion of its housing opportunities, and asked Council to bear this in mind in evaluating the needs of a police department that she said is already stretched to its limit.

Community Development

Council had no questions on Ms. Dunkle's Community Development Update. She briefly described the status of construction in Robert Regan Village, Hermitage Phase V, and the Shenandoah Crossing and Fellowship Square Subdivisions.

Ms. Dunkle said staff needs Council input on next steps regarding action on the Southeast Collector study funded by the County and Town.

Mayor Arnold recommended against giving up on the matter. He said the collector road is in the Berryville Area Plan but would require financial partners from both the public and private sectors. He recommended that the Community Development and Streets and Utilities Committees discuss it.

Mr. Dalton stressed the need to consider both short-term opportunities and long-range considerations, even if this entails thinking decades ahead. He said the collector road and the expansion of the business park are vital matters requiring immediate effort.

There was a brief discussion of whether costs would be shared with the County.

Ms. Dunkle updated Council on the graphic design aspects of the Town's branding and marketing effort, which she said would be further discussed in the September 28 meeting of the Community Development Committee. She said the consulting firm engaged by the Town, Arnett Muldrow, had

been working on graphics for official vehicles, uniform patches, internal signage for the Government Center, and signage for Town-owned properties.

Administration and Finance

Mr. Jacobs and Recorder Gibson briefly discussed the purchase of utility billing forms.

Mr. Jacobs introduced the annual write-off of uncollectable personal property taxes from five years previous and the publication of delinquency on personal property taxes, noting that the total for 2014 was \$2,528.70.

Recorder Gibson moved that the Council of the Town of Berryville adopt the attached resolution to charge off delinquent personal property taxes for Tax Year 2014. The motion passed by unanimous voice vote.

Mr. Jacobs noted the effectiveness of publishing delinquencies, which he said prompts multiple individuals each year to come through with payment prior to publication.

Recorder Gibson moved that the Council of the Town of Berryville authorize the 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. The motion passed by unanimous voice vote.

Town Manager

Mr. Dalton had nothing further to report.

13. Committee Updates

Budget and Finance

Recorder Gibson said the committee would meet on September 22 at 10:30 a.m.

Community Development

Ms. Rodriguez said the committee would meet on September 28 at 9:00 a.m.

Personnel

Mayor Arnold said the committee would meet on September 22 at 9:00 a.m. to discuss an appointment to the Architectural Review Board.

Public Safety

Ms. McDonald said the committee would meet at 2:00 p.m. on September 29, in room A/B and not in the main meeting room as originally scheduled.

Streets and Utilities

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

14. 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 of real property or disposition of publicly held property. The motion passed by unanimous voice vote.

The Council entered closed session at 8:22 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
Mazzarino: Aye
Rodriguez: Aye
Gibson: Aye
Arnold: Aye**

The motion passed.

15. Adjourn

The Council and Mr. Dalton agreed to discuss Halloween after the Health Department makes its recommendations regarding Halloween observance during the pandemic.

Recorder Gibson pointed out an error on the Town website related to the availability of an online bill-payment process.

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

Ms. McDonald moved to adjourn, with the motion passing by consensus at 9:15 p.m.

Erecka L. Gibson, Recorder

Paul Culp, Town Clerk

TOWN COUNCIL SIGN-UP SHEET

Public Hearing

Tuesday, September 8, 2020

7:30 p.m.

Proposed changes to water and sewer fees and charges.

Name:	Town of Berryville Resident?	
✓ Wayne Webb	<input checked="" type="radio"/> Yes	No
✓ Mark Griffin	<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

BERRYVILLE TOWN COUNCIL SIGN-UP SHEET

Citizens' Forum

Tuesday, September 8, 2020

7:30 p.m.

Name: _____ Town of Berryville Resident? _____

JAY CORBALIS _____ Yes No

MARK Griffin _____ Yes No

MARY WIE _____ Yes No

_____ Yes No

_____ Yes No

_____ Yes No

_____ Yes No

_____ Yes No

_____ Yes No

_____ Yes No

_____ Yes No

_____ Yes No

_____ Yes No

_____ Yes No

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	Avall. Fee (Corp. Limits or Annex. Area)	Avall. Fee (Other)	Meter Cost
5/8	4	\$ 13,500.00	\$ 16,875.00	Meter Fee
3/4	4.5	\$ 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	Avall. Fee (Corp. Limits or Annex. Area)	Avall. 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	\$ 237,840.00	\$ 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 _____

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

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: Gibson

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: Unanimous roll call.

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

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: *Unanimous roll call*

Nay:

Absent/Abstain:

ATTEST: _____
Erecka Gibson, Recorder

BERRYVILLE TOWN COUNCIL PERSONNEL, APPOINTMENTS, AND POLICY COMMITTEE
Berryville-Clarke County Government Center
MINUTES
September 22, 2020

A meeting of the Berryville Town Council Personnel, Appointments, and Policy Committee was held on Tuesday, September 22 at 9:00 a.m. in the Berryville-Clarke County Government Center, located at 101 Chalmers Court in Berryville, Virginia.

Attendance:

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

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

1. Call to Order

Mayor Arnold called the meeting to order at 9:02 a.m.

2. Approval of Agenda

Recorder Gibson moved to approve the agenda. The motion passed by consensus.

3. Unfinished Business

Closed Session

Recorder Gibson made the attached motion to enter closed session, which passed by unanimous roll-call vote.

The committee returned to open session at 9:27 a.m. Recorder Gibson made the attached motion, which passed by unanimous roll-call vote.

4. New Business

Ms. Dunkle said she had contacted two members of the Planning Commission and one from the Board of Zoning Appeals to see if they wished to be reappointed. She said she had not heard from Ms. Barton but Doug Shaffer and Ryan Tibbens had agreed to continue on the Planning Commission and Board of Zoning Appeals, respectively. Ms. Dunkle added that the Clarke County Circuit Court would be appointing the BZA position upon Council's recommendation.

Ms. Dunkle distributed a talent bank form from Jessica Mitchell for consideration. Mayor Arnold asked if there were any other board vacancies at this time. Ms. Dunkle said there might be one on the

Tree Board. After discussion, it was determined that the Personnel Committee would recommend Mr. Burge's appointment and Mr. Shaffer's reappointment to the Planning Commission and wait to confirm Ms. Barton's interest in continuing on the Planning Commission, and that they would discuss Mr. Tibbens' appointment at the next meeting.

5. Other

No other business came before the committee.

6. Closed Session

There was no additional closed session.

7. Adjourn

There being no further discussion, Recorder Gibson moved for adjournment, which occurred by consensus at 9:38 a.m.

Town of Berryville
Personnel, Appointments, and Policy Committee
MOTION TO ENTER CLOSED SESSION

Date: September 22, 2020

MOTION BY:

SECOND BY:

I move that the Personnel, Appointments, and Policy Committee of the Council of the Town of Berryville enter a closed session in accordance with § 2.2-3711-A-1, Code of Virginia, for discussion, consideration, or interviews of prospective candidates for appointment.

VOTE:

Aye:

Nay:

Attest: _____

Erecka L. Gibson, Recorder

Town of Berryville
Personnel, Appointments, and Policy Committee

CLOSED SESSION RESOLUTION

Date: September 22, 2020

MOTION BY:

SECOND BY:

I move that the Personnel, Appointments, and Policy Committee of 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, § 2.2-3712-D, Code of Virginia, requires a certification by this Committee that such closed meeting was conducted in conformity with Virginia law,

NOW, THEREFORE, BE IT RESOLVED, that the Committee 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 Committee.

ROLL CALL VOTE:

Aye:

Nay:

Attest: _____

Erecka L. Gibson, Recorder

BERRYVILLE TOWN COUNCIL BUDGET AND FINANCE COMMITTEE
Berryville-Clarke County Government Center
MINUTES
September 22, 2020

A meeting of the Berryville Town Council Budget and Finance Committee was held on Tuesday, September 22 at 10:30 a.m. in the Berryville-Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

Attendance: Members of the Committee present: Recorder Erecka Gibson, Chair; Donna McDonald

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

Press present: Mickey Powell, *The Winchester Star*

1. Call to Order

Recorder Gibson called the meeting to order at 10:30 a.m.

2. Approval of Agenda

Ms. McDonald moved to approve the agenda. The motion passed by consensus.

3. Unfinished Business

There was no unfinished business.

4. New Business

Discussion: Reserves

Mr. Dalton said he hoped to be able to provide a framework for the Town's policy regarding reserves. He said members of the public sometimes have misperceptions about the Town having money in savings. He said each fund has a reserve to cover shortfalls and that there are also self-encumbered funds for particular purposes such as stormwater management and waste water treatment plant membranes that require long-range planning. He said the proposed framework would help the public understand the role savings play in the Town's fiscal goals and purposes. He said that if the Town Council wishes for him to proceed with the framework, the next step would be the apportionment of reserves.

Recorder Gibson said the proposed framework represented a good start, and recommended annual reviews.

Mr. Dalton said staff would estimate reserve goals but that the Council must decide each year whether to adhere to those goals.

Recorder Gibson said it should be made clear that some reserves are ongoing while others are for one-time needs.

There was a discussion of how to organize and arrange the framework.

Recorder Gibson asked whether the goals would be part of the budget process. Mr. Dalton said yes.

There was a discussion of the difference between contingency funds and reserves.

Mr. Dalton noted that the Town of Berryville, unlike some organizations that spend heavily at the end of a fiscal year, treats surpluses with care and puts them in reserves.

Ms. McDonald said the Town needs a larger police presence.

There was further discussion of how to organize the framework and categorize items.

Ms. McDonald recommended paying for things in advance whenever possible.

The committee and staff agreed that staff would provide additional details in the committee's next meeting.

Discussion: Audit Services

Mr. Jacobs said the request for proposal had changed little since the last time. He said he would like to be able to present it to the Council in November, with award to occur in February.

There was a discussion of the process for selecting an auditor and of the roles of the committee and treasurer.

There was a discussion of whether to have a one-year agreement or a multi-year agreement with optional renewals, with the consensus being that frequent changes of auditor are undesirable.

A discussion established that the committee members should comment on the RFP by the first of October, with the full Council to consider it in November.

Discussion: Report to Council Concerning Revenues and Expenses for First Quarter

Mr. Dalton said the report had been placed on the agenda after a Council member had asked for an update on economic conditions with particular reference to the COVID pandemic. He said he thought a quarterly report by Mr. Jacobs at October's end would be desirable.

Recorder Gibson said such reports are standard practice and should include data on expenses and reimbursements under the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

Mr. Jacobs said he could be ready in November.

A discussion established that a basic line-by-line comparison of actual conditions and budget, immediately following the quarter, would suffice for the Town Council but that a report comparing the first quarter of the current and previous fiscal years, with CARES Act data, should be made available in November.

Ms. McDonald recommended against excessive reporting, citing it as a potential cause of confusion.

Update: CARES Act

Mr. Jacobs said the Town had received its first reimbursement check, for expenses incurred through May 15. He said some reimbursements for the latter part of the 2020 fiscal year are still outstanding. Recorder Gibson asked if there is a definite schedule for reimbursement, and Mr. Jacobs said no. He explained the County's role as coordinator, and Recorder Gibson asked him to check on the timetable.

Ms. McDonald asked for examples of the Town's reimbursable expenditures. Mr. Dalton gave plexiglass barriers, personal protective equipment, sanitizing and cleaning products, and thermometers as examples.

There was a discussion of dealing with businesses in relation to the CARES Act. Mr. Dalton explained that the County coordinates this.

5. Other

Recorder Gibson said she would like an update on the Town's recently implemented online payment system. Mr. Jacobs said it was working well on the whole, albeit with some difficulties occasioned by the early rollout brought on by the pandemic, and that it continues to improve.

Recorder Gibson asked for a more detailed report in November, including information on how many users there are and how they perceive the system. She said she would also like an update on the Town's budget software.

6. Closed Session

There was no closed session.

7. Adjourn

Recorder Gibson invited a motion to adjourn. Ms. McDonald so moved, with the meeting adjourning by consensus at 11:37 a.m.

BERRYVILLE TOWN COUNCIL STREETS AND UTILITIES COMMITTEE
Berryville-Clarke County Government Center
MINUTES
September 22, 2020

A meeting of the Berryville Town Council Streets and Utilities Committee was held on Tuesday, September 22 at 1:30 p.m. in the Berryville-Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

Attendance:

Members of the Committee present: Diane Harrison, Chair; Kara Rodriguez

Other Town Council member present: Mayor Jay Arnold

Staff present: Keith Dalton, Town Manager; Paul Culp, Town Clerk; Rick Boor, Director of Public Works; Christy Dunkle, Assistant Town Manager/Planner; Greg Jacobs, Assistant Town Manager/Treasurer; Jodi Kern, Utilities Clerk

Press present: Mickey Powell, *The Winchester Star*

Also present: Ron Mislowsky, office director for Pennoni Associates

1. Call to Order

Ms. Harrison called the meeting to order at 1:30 p.m.

2. Approval of Agenda

Mr. Dalton noted that the agenda item related to water and sewer billing should be moved from New Business to Unfinished Business.

Ms. Rodriguez moved to approve the agenda, with the motion passing by consensus.

3. Unfinished Business

Drainage Pipe Repair on Virginia Avenue

Mr. Dalton briefly updated the committee on the status of preliminary engineering reports and also described the resolution of a problem with a drainage pipe on Virginia Avenue that had necessitated a street closure and detour for a day and a half, with work being completed during the morning of the present meeting. He commended Mr. Boor and the Public Works Department, and thanked the property owners in the affected area for their cooperation. Mr. Boor said the project had gone well.

Update on Stormwater Management Preliminary Reports

Mr. Dalton said that since 2018 the Town had used stormwater reserve funds for PERs on multiple drainage projects, and yielded the floor to Mr. Mislowsky, who gave a brief presentation on Pennoni Associates' proposals for how to address with minimal inconvenience the drainage problems associated with the Town Run and Virginia Avenue.

Mr. Dalton said the Town Council must discuss the matter in planning for the Fiscal Year 2022 budget, and told Ms. Harrison that staff would be prepared to discuss it further in the next committee meeting.

Ms. Rodriguez asked where the stormwater project ranked with other projects in terms of timing. Mr. Dalton said Virginia Avenue is a priority because the Council has budgeted funds to complete the work. He said project costs are higher than anticipated, however, and the Town must complete the repairs described earlier in the meeting. He said staff needed to see where things stand with the budget and report back to Council. Mr. Mislowsky said Town Run should come next and that a draft report would be available in October.

Water and Sewer Billing and Water/Sewer Billing Outsourcing

Ms. Kern gave a presentation on billing procedures, meter-reading procedures, and the advantages in efficiency and cost-saving achievable via outsourcing of billing.

In response to a question from Ms. Rodriguez, Ms. Kern said the use of the recently implemented online bill payment for utilities is increasing, while it has been less popular for tax payment thus far.

Update: Rockcroft Subdivision Water Project

Mr. Boor said Public Works still had one more road crossing to complete. Mr. Dalton said the Public Works crew was working to get a main in place that would allow the Town and residents to proceed with needed work to create new connections for homes in the subdivision. He said he expected to be able to meet with residents in coming months to coordinate work.

Update: Transportation Alternatives Grant Application for Mosby Boulevard Sidewalk

Ms. Dunkle said the sidewalk grant funds will enable connection of Hancock Court with McNeil Drive along the north side of Mosby Boulevard. She said that Town had been given preliminary information from VDOT indicating that the grant had been approved and requesting confirmation as to whether the Town wished to continue with the project. Ms. Dunkle said she had responded that the Town would like to continue with the project once it is approved. She added that the Commonwealth Transportation Board will make the final approval.

Discussion: Southeast Collector

Ms. Dunkle said staff was concerned about the possibility of no forward movement occurring. Ms. Dunkle said staff requested direction on next steps for the project. She said the matter would require long-range planning. She said discussions with the County should occur to identify in-fill projects in the area and to contact respective property owners. She added that developers are responsible for building the infrastructure within development sites and those costs would be the responsibility of the respective owner/developers.

Ms. Harrison said the Council needs to determine a specific outline of tasks and priorities.

Mr. Dalton said further discussion with the County is needed, and that the will of the Town Council must be firmly established before staff undertakes extensive efforts.

Ms. Dunkle said it would be necessary to take into account current conditions and the needs of the community.

Ms. Rodriguez said she had heard only positive sentiments from other Council members, though the County Board of Supervisors had not been enthusiastic. She suggested public-private partnerships as an option.

Ms. Harrison said the committee needed a timeline before taking the matter to the full Council. She said this would be helpful in discussions with the County.

Mayor Arnold recommended a Council work session preliminary to giving staff direction on how to proceed. There was a discussion of when to have the work session.

Pedestrian Improvements in Fairfax Street Area

Mr. Dalton said that both West Fairfax and East Fairfax between Price's Lane and Page Street lack sidewalks. He reviewed plans for the sidewalk on the particular section of East Fairfax in question and suggested that the Council apply for a revenue-sharing grant to complete the project. He said he has not yet taken the next step in design on West Fairfax because the cost is such that he would like agreement from the Council.

4. New Business

None.

5. Other

There was no other business.

6. Closed Session

There was no closed session.

7. Adjourn

The meeting adjourned by consensus at 3:06 p.m. on a motion by Ms. Rodriguez.

BERRYVILLE TOWN COUNCIL COMMUNITY DEVELOPMENT COMMITTEE
Berryville-Clarke County Government Center
MINUTES
September 28, 2020

A meeting of the Berryville Town Council Community Development Committee was held on Tuesday, September 28, 2020 at 9:00 a.m. in the Berryville-Clarke County Government Center, located at 101 Chalmers Court in Berryville, Virginia.

Attendance:

Members of the committee: Chair Kara Rodriguez, Diane Harrison

Staff participating: Keith Dalton, Town Manager (via telephone); Christy Dunkle, Community Development Director; Paul Culp, Town Clerk

Other Town Council member present: Mayor Jay Arnold

Also participating: Clarke County Economic Development Director Felicia Hart

1. Call to Order

Ms. Rodriguez called the meeting to order at 9:00 a.m.

2. Approval of Agenda

Ms. Rodriguez noted that Mr. Dalton had communicated to her a need to move the discussion of blight abatement, classified as New Business, to the early part of the meeting because of his schedule in his remote location. Ms. Harrison noted the need to add to New Business an upcoming meeting of local merchants. Ms. Harrison's motion for approval of the amended agenda passed by consensus.

3. New Business: Blight Abatement

Mr. Dalton directed the committee's attention to photocopies of the relevant portions of the Town Code, which he said provides for cases of blight that might endanger public health and also to cases that pose a significant but not immediate threat. He said he believes it desirable to contact property owners before beginning any formal process, and briefly described that process.

Using the photographs and maps in the agenda packet, Mr. Dalton directed the committee's attention to eight properties: 25 Cattleman's Lane; 12 First Street; and on Josephine Street the properties numbered 112, 114, 203, 225, 227, and 229. He said he was seeking the Town Council's guidance on how to proceed.

He and Ms. Rodriguez discussed whether property owners had been notified and what properties would have priority. Mr. Dalton said he had discussed the matter with the owners of 25 Cattleman's Lane and 12 First Street. He said the latter's proximity to the street and its apparent structural problems present concerns, and also enumerated the problems presented by various Josephine Street properties. He said 12 First Street, the log cabin on Josephine Street, and 227 Josephine Street probably should have priority.

Ms. Rodriguez asked whether the Town should engage an engineer to evaluate the properties. Mr. Dalton said that this could depend on access but that an engineer's opinion is warranted if the Council desires urgent action.

Ms. Rodriguez asked whether there had been any citizen complaints or expressions of concern. Mr. Dalton said 225 and 227 Josephine Street had elicited such comments and that the Public Works department had received complaints about 229.

Ms. Harrison said the historical nature of Josephine Street requires treating properties there with that history in mind. She said an engineer's opinion would be helpful in arriving at workable scenarios.

Mr. Dalton noted the expense of obtaining an engineer's opinion and said Council must bear this in mind in considering the Town's ability to get the actual work of abatement done within the limits established by the budget. He said public health is the essential matter.

Ms. Rodriguez said public input is important and asked Mr. Dalton what should happen next. Mr. Dalton said there had been complaints about multiple properties being dangerous and said an engineer's evaluation and a discussion with property owners are needed. He recommended following these measures with public input in a Town Council meeting. Ms. Rodriguez said engagement with the Josephine Street community would be especially important and that the citizens' forum portion of a Town Council meeting would be a good vehicle.

Mr. Dalton left the meeting at this point.

4. Unfinished Business

Discussion: Memorandum of Understanding on Economic Development

Ms. Dunkle introduced Ms. Hart and directed the committee's attention to her own report enumerating the items discussed in the July 17 meeting of the Town and County's joint MOU committee. Items included multiple matters related to accommodations, including hotels and Airbnb; grant programs; social media sites operated by the County with economic development and tourism in mind; Berryville Main Street's role; and CARES funding.

Ms. Hart noted the MOU committee's discussion of establishing training programs for local realtors.

Ms. Dunkle said the proposed Southeast Collector Road is critical for future development and said large-scale economic development projects are important for planning purposes.

Ms. Rodriguez commended Ms. Hart for her efforts.

Update: Branding

Ms. Dunkle directed the committee's attention to the proposed Town logo variants in the agenda packet. She explained the progress and timetable for developing and deploying the logo in its various applications. She said local business owners had expressed interest in selling items bearing the Berryville logo.

Ms. Rodriguez and Ms. Dunkle briefly discussed the Town website.

5. New Business

Update: Clarke County Director of Economic Development and Tourism

Ms. Hart said twenty-eight grant applications had been approved.

Discussion: Street Trees

Ms. Dunkle said that trees along Main and Buckmarsh Streets had been installed by Berryville Main Street in the 1990s, with the Town having purchased the grates, and that BMS can no longer maintain the trees, which now require maintenance or removal. She said staff needs guidance from the Town Council regarding how to proceed.

Ms. Rodriguez asked whether Ms. Dunkle had a cost estimate for replacing the trees. Ms. Dunkle said no.

Mayor Arnold said BMS no longer has maintenance resources and that the Town must maintain the trees if it wishes to keep them.

There was a discussion of the benefits and drawbacks of the trees, and of the benefits and drawbacks of replacing them with benches.

Ms. Dunkle said the Town Council must eventually make a decision, and recommended seeking advice from local tree farmers.

The committee agreed to discuss the matter further in its next meeting.

6. Other

Ms. Harrison said she had spoken with business owners about how to increase opportunities for owners of small businesses for the upcoming holiday season. She said occasions for interaction are needed and that a group of business owners will be meeting on October 5 at 6:00 p.m.

7. Adjourn

Ms. Rodriguez requested a motion to adjourn. Ms. Harrison so moved, and the meeting adjourned by consensus at 9:51 a.m.

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

A meeting of the Berryville Town Council Public Safety Committee was held on Tuesday, September 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; Grant Mazzarino

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

Media: none

1. Call to Order

Chief White having been detained by duties off-site, Ms. McDonald allowed extra time before calling the meeting to order at 2:08 p.m.

2. Approval of Agenda

The clerk recommended moving the update on refuse collection and recycling into first position on the agenda in order to allow the meeting to progress in Chief White's absence. Ms. McDonald accepted the suggestion and invited a motion to approve the agenda as amended accordingly. Mr. Mazzarino so moved, with the motion passing by consensus.

3. Unfinished Business

Ms. McDonald went over the attached report by Town Manager Keith Dalton. She explained to Mr. Mazzarino, who was new to the committee, that decals on containers are new to Berryville. They discussed types of containers, the number of containers permitted for certain types of users, and the applicable fees.

Ms. McDonald then referred to the attached report on police department staffing and funding that Chief White had submitted at the committee's request. She said that in the next budget season the committee would ask for a new officer in a supervisory role, as the current situation with only one supervisory officer in addition to Chief White is not sustainable. She noted the report's mention of an 18 percent increase in calls for service over the last three years, and said that the department's accreditation process has been slowed by the need for Chief White to spend more time in the field than would be ideal, but noted that any supervisory officer would not be merely a desk officer.

There was a discussion of whether the hire should be internal or external.

The committee discussed the number of sworn officers possibly to be added to the department in coming years.

There was a discussion of the department's resources being stretched unduly when one or more officers must take leave time or go on light duties because of illness or injury.

Chief White was able to join the meeting at 2:31, and he and Mr. Mazzarino discussed the department's leave policies and the accrual process.

Chief White described the department's shift system and a supervisor's duties. Ms. McDonald asked that he provide a job description that the committee could forward to the full Town Council. Chief White said he trusts all his officers but that they need the support afforded by a sufficient supervisory presence. He said he expected the General Assembly to mandate more training for law enforcement personnel.

The discussion of internal promotion resumed. Chief White and the committee agreed that internal promotion, if feasible, would be preferable.

Mr. Mazzarino asked Chief White if the 18 percent increase in calls for service had been linear. Chief White said the level of activity had shown ups and downs rather than a linear pattern. He explained his basis for projections of future activity.

Chief White said he does not believe in using traffic enforcement as a means of generating revenue. He said it is for education and not for fundraising.

Mr. Mazzarino asked whether the department has a pay scale based on years of service. Chief White said no, that Mr. Dalton has researched this but that the necessary funding must be in place first.

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 and that the governor had provided no new guidelines recently. He said the department has a healthy stock of personal protective equipment and that his personnel had experienced no exposures to the virus recently. He said training is proceeding and that the number of calls for service is creeping upward.

5. Other

Ms. McDonald said she approved of Frederick County's plan to host a drive-through trick-or-treat. She said this would provide a safer, more controlled environment for the occasion.

Mr. Mazzarino and Chief White discussed problems that could arise if the Town attempted to forbid trick-or-treating in the traditional manner. They noted practical and legal problems associated with enforcement. They agreed that the best the Town could do would be to caution residents, refer them to the recommendations of public health agencies, and otherwise allow residents to decide for themselves.

6. Closed Session

None.

7. Adjourn

The meeting adjourned at 3:15 p.m. on a motion by Mr. Mazzarino, which passed by consensus.

Garbage and Refuse Collection

**September 29, 2020
Update**

The Town Manager intended to provide this update in person but he will not be able to attend the meeting. Accordingly, this brief update has been provided for inclusion in the packet.

The contract negotiations are nearly complete. A contract document was cleared by the Town's legal counsel and is being reviewed by the potential contractor.

Staff is working to finalize the decals that would be affixed to containers.

A notice regarding the changes to collection services (effective January 1) will be mailed to residents and businesses by October 7.

Police Department Staffing

Background

The police department provides 24 hour public safety services to the community of Berryville and mutual aid to the citizens of Clarke County. The department is currently composed of seven (7) full-time sworn officers, one (1) full-time sworn first line supervisor, one (1) sworn chief, and one (1) non-sworn full-time administrative assistant. In addition, the department also has an auxiliary officer program that currently has a single retired officer that still maintains his certification.

The addition of a department position was discussed during the fiscal year 2020-21 budget preparation. A position was not funded for the FY 2020-21 budget, and now the discussion has been requested by Council to continue within the Public Safety Committee.

The Town of Berryville has several areas of development currently underway, or well into formal planning stages. These developments include primarily residential structures, but there are also plans for commercial development within the town. Increased development and increased population often results in increased calls for service for public safety agencies.

Findings

While the police department provides a variety of services to the community, the primary service provided by the department is response to calls for service (CFS). In addition to response to CFS, the department has to be composed of enough resources to cover, at a minimum, continuing education training requirements, scheduled and unscheduled days of leave, and court appearances.

In 2016, the department responded to 2,591 CFS. In 2019, the department responded to 3,171 CFS. That is an 18% increase over the three year period. Again, this is strictly data concerning reactive calls for service and does not take into account any proactive activities that the department conducts.

The department currently utilizes two rotations and the first line supervisor floats between the two rotations. It would help build consistency within the rotations if a first line supervisor was assigned to each rotation. A first line supervisor would also be engaged in the accreditation process which the department has recently entered to assist with the additional workload associated with the process.

Financial Considerations

While preparing for the FY 2020-21 budget, funding numbers were generated for a sworn officer position as well as a sworn first line supervisor. These numbers include salary and benefits. Funding a full-time sworn officer would cost \$63,333.00 for the first year. Funding a full-time sworn first line supervisor would cost \$76,100.00 for the first year.

Deadline

This matter requires funding approval from the full Council during the budget process. A funding request using contingency funds could be forwarded to Council; however the most likely scenario would be to have information prepared to enter the next fiscal year budget process. Therefore, a position should be reached by January 12, 2021.

Other

Nothing to note.

Recommendation

No formal recommendation.

**Berryville Town Council Item Report Summary
October 13, 2020**

Item Title

Unfinished Business - Trick-or-treating

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

1. Trick-or-treating

Recommendation

Sample Motion

Halloween trick-or-treating

Background

§13-38 of the Berryville Code enables the Town Council to designate the date upon which, and hours during which trick-or-treating may occur within Town. The full text of the code section in question is:

Sec. 13-38. - Designation of date and hours for Halloween activities.

- (a) The council may, in its discretion and as it may deem appropriate, designate on an annual basis the date upon which, and hours during which, Halloween night will be celebrated in the Town of Berryville for the purpose of the conduct of such activity as is embraced in the colloquial expression "trick or treating." Such designation shall be made by appropriate formal motion of the council in meeting duly assembled.
- (b) Any such designation as is provided for in subparagraph (a) herein will be advertised in a manner to advise residents of the designation as deemed appropriate by the town manager.
- (c) It shall be unlawful for any minor, as defined in subsection 13-3(a) herein, to violate, or for any parent, guardian or other adult person having the care, custody and control of any minor to permit or allow such minor child to violate the provisions of this section.
- (d) Violations of this section shall be prosecuted as a misdemeanor. Any minor violating the provisions of this section shall be dealt with in accordance with the state juvenile and domestic relation law and procedure.

(Ord. of 10-10-89; Ord. of 12-9-14(1))

State Law reference— Similar provisions, Code of Virginia, § 15.2-926.

Typically, the decisions made in this regard center on the whether the observance should be moved from October 31 or whether the hours may need to be altered from the previous year for some reason. The decision on this designation is usually made in September of a given year.

Halloween 2020/COVID-19 Pandemic

The COVID-19 pandemic added a new and significant wrinkle to this year's Halloween trick-or-treating designation.

The Town sought guidance on this matter from public health officials but no guidance was available when the Council met on September 8. Accordingly, the Council agreed to delay a decision in this regard until their regular meeting in October.

The Centers for Disease Control and the Virginia Department of Health issued guidance on holiday celebrations in late-September. That guidance is attached to this report. In short, the CDC/VDH guidance stated that "traditional trick-or-treating" is considered a "Higher risk activity."

Inquiries as to how other localities are addressing this matter were only marginally helpful because most area localities do not regulate trick-or-treating to the extent that Berryville does in accordance with §13-38. Accordingly, it appears that most localities are only in a position to provide guidance to the public in this regard.

Recommendation

In light of the guidance provided by the CDC and VDH that includes a determination that trick-or-treating constitutes a "higher-risk" activity during the COVID-19 pandemic, staff recommends the Council set the date and hours for the observance of trick-or-treating for those who wish to participate in the activity, but encourage residents to eliminate trick-or-treating from their Halloween observance and participate in "lower risk" activities this year and take CDC/VDH recommended precautions.

Sample Motions

To set hours

I move that the Council of the Town of Berryville, in accordance with §13-38 of the Berryville Code, designate October 31, 2020 between the hours of 6:00 pm and 8:30 p.m. as the period in which trick-or-treating may occur within the Berryville town limits. Residents who wish to participate in giving treats should turn on their porch lights during designated hours. Trick-or-treaters should only visit homes at which a porch light is activated.

The Council acknowledges guidance provided by the Centers for Disease Control and the Virginia Department of Health that includes a determination that "traditional trick-or-treating" constitutes a "higher-risk" activity during the COVID-19 pandemic and leaves the decision as to whether to participate in trick-or-treating this year to each family. Those choosing to participate in trick-or-treating this year are encouraged to follow precautions including social distancing, wearing proper face coverings, and washing hands frequently.

Not to set hours

I move that the Council of the Town of Berryville, in accordance with §13-38 of the Berryville Code, set no hours for trick-or-treating in 2020 and thereby disallow the activity this Halloween within the Berryville town limits.

The Council acknowledges guidance provided by the Centers for Disease Control and the Virginia Department of Health that includes a determination that "traditional trick-or-treating" constitutes a "higher-risk" activity during the COVID-19 pandemic and has determined that it is in the public interest not to permit trick-or-treating in Town this year. The Council encourages residents to develop lower risk activities in which children may participate this Halloween.

VDH Interim Guidance for Participating in Halloween Events

September 22, 2020

While Halloween typically represents a time of fun and excitement for children and adults alike, the current Halloween season will be different than prior years due to the COVID-19 pandemic. In general, the more closely people interact with each other and the longer that interaction lasts, the higher the risk of COVID-19 spread. The best way to avoid becoming infected is to avoid being exposed to the virus altogether. This is particularly important for people at higher risk of severe illness from COVID-19. This may mean choosing not to participate in Halloween activities during the pandemic.

To protect against COVID-19, everyone should avoid close contact with people who do not live in their household, wear a mask (cloth face covering), and practice social distancing and frequent and proper hand washing. Some Halloween activities are higher risk than others. Read the information below to make the best decision for your family about choosing to participate this year.

See [CDC's Guidance for Holiday Celebrations](#) for more information.

Lowest Risk:

- Carving or decorating pumpkins with members of your household and displaying them
- Carving or decorating pumpkins outside, at a safe distance, with neighbors or friends
- Decorating your house, apartment, or living space
- Doing a Halloween scavenger hunt where children are given lists of Halloween-themed things to look for while they walk outdoors from house to house admiring Halloween decorations at a distance
- Having a virtual Halloween costume contest
- Having a Halloween movie night with people you live with
- Having a scavenger hunt-style trick-or-treat search with your household members in or around your home rather than going house to house

Moderate Risk:

- Participating in trick-or-treating with distancing strategies in place (e.g. treat-givers provide individually wrapped goodie bags lined up for families to grab and go while continuing to social distance (such as at the end of a driveway or at the edge of a yard))
- If you are preparing goodie bags, wash your hands with soap and water for at least 20 seconds before and after preparing the bags.
- Stopping only at houses where individuals are wearing masks, and it is easy to maintain six feet of distance between the host and other trick-or-treaters.
- Attending a small, outside event such as trunk-or-treat, where social distancing can be maintained and everyone is wearing a mask.
- Visit pumpkin patches or orchards, where wearing masks is encouraged and enforced, and people are able to maintain at least six feet of physical distance.

Highest Risk:

- Trick-or-treating to a large number of houses or visiting multiple neighborhoods,

where participants go door to door

- Trick-or-treating at houses where individuals are not wearing a mask, and where six feet of physical distance is not maintained between individuals.
- Attending parties or events that may become crowded and social distancing is difficult to maintain.
- Going on hayrides or tractor rides with people who are not in your household.
- Going to indoor haunted houses where people may be crowded together and screaming.

This Halloween season, events that involve large gatherings of individuals (e.g. large Halloween parties, haunted houses, etc) can increase the risk of transmission of COVID-19 and are not recommended. These events may involve large groups of people who cannot maintain social distancing, and are often in enclosed spaces, which can increase the likelihood of COVID-19 spread. Haunted houses involve people screaming, which is known to increase the production of respiratory droplets; such activities are particularly risky for spreading COVID-19. Haunted houses that do choose to operate need to focus on how to reduce and limit contact between attendees, staff and others and must strictly follow [Phase 3 Guidelines for Entertainment and Public Amusement settings](#). Haunted houses should allow for ample space between groups touring the house to facilitate distancing, and should not decorate with materials/items that will hang in or touch patron's faces. Setups that increase ventilation and allow a patron to navigate the attraction without touching common surfaces (e.g. door knobs) further reduce risk. Haunted houses should also avoid using actors that jump out at patrons, or ensure the actor maintains 10 feet of distancing between participants. Trick-or-treating involves increased risk for transmitting COVID-19, due to the potential for close proximity to many people and the difficulty for children trick-or-treaters to follow mask use and social distancing recommendations. If you do choose to trick-or-treat, it is important to protect yourself using the following recommendations:

1. If you have [COVID-19 symptoms](#), have tested positive for COVID-19 in the past ten days, or have been in contact with someone with COVID in the past 14 days, [follow VDH guidance to stay home and away from others](#). If you are self-isolating or self-quarantining, do not participate in trick-or-treating this year, and look for other virtual options to celebrate.
2. Be sure to maintain at least six feet of distance between yourself and others who do not live in your household at all times.
3. [Wash your hands](#) before going trick-or-treating or handing out candy. Hand sanitizer should be used while trick-or-treating or handing out candy when soap and water aren't available.
4. Wear a cloth mask. Halloween masks may not fit snugly against the face and may not cover the nose and mouth. Halloween masks with gaps and holes do not protect against inhaling respiratory droplets from other people. Cloth masks should be worn under costume masks to keep a close fit over your nose and mouth. Ensure that any cloth mask worn under a costume mask does not inhibit the ability to breathe easily.
5. If you hand out candy, consider setting up an area outside, like a folding table or chairs, to set out candy. Space out the placement of treats so that multiple people do not have to reach into the same bowl or find contactless ways to deliver treats, like a candy chute that is more than six feet long. For trunk-or-treating, create distance between cars by parking in every other space.

More information about COVID-19

The virus that causes COVID-19 is spread from person to person. Spread can occur when people are in close contact with each other (within about six feet) through respiratory droplets when a person talks, sneezes, or coughs or by direct contact with respiratory droplets through sharing eating or drinking utensils, kissing, etc. COVID-19 can be spread by people who are not experiencing symptoms.



Coronavirus Disease 2019 (COVID-19)

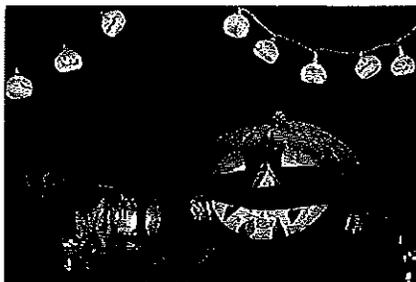
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Holiday Celebrations

Updated Sept. 21, 2020

[Print](#)



Halloween



Día de los Muertos



Thanksgiving

As many people in the United States begin to plan for fall and winter holiday celebrations, CDC offers the following considerations to help protect individuals, their families, friends, and communities from COVID-19. These considerations are meant to supplement—not replace—any state, local, territorial, or tribal health and safety laws, rules, and regulations with which holiday gatherings must comply. When planning to host a holiday celebration, you should assess current COVID-19 levels in your community to determine whether to postpone, cancel, or limit the number of attendees.

Virus spread risk at holiday celebrations

Celebrating virtually or with members of your own household pose low risk for spread. In-person gatherings pose varying levels of risk. Event organizers and attendees should consider the risk of virus spread based on event size and use of mitigation strategies, as outlined in the Considerations for Events and Gatherings. There are several factors that contribute to the risk of getting infected or infecting others with the virus that causes COVID-19 at a holiday celebration. In combination, these factors will create various amounts of risk, so it is important to consider them individually and together:

- **Community levels of COVID-19** – Higher levels of COVID-19 cases and community spread in the gathering location, as well as where attendees are coming from, increase the risk of infection and spread among attendees. Family and friends should consider the number and rate of COVID-19 cases in their community and in the community where they plan to celebrate when considering whether to host or attend a holiday celebration. Information on the number of cases in an area can be found on the area's health department website.

- The location of the gathering – Indoor gatherings generally pose more risk than outdoor gatherings. Indoor gatherings with poor ventilation pose more risk than those with good ventilation, such as those with open windows or doors.
- The duration of the gathering – Gatherings that last longer pose more risk than shorter gatherings.
- The number of people at the gathering – Gatherings with more people pose more risk than gatherings with fewer people. CDC does not have a limit or recommend a specific number of attendees for gatherings. The size of a holiday gathering should be determined based on the ability to reduce or limit contact between attendees, the risk of spread between attendees, and state, local, territorial, or tribal health and safety laws, rules, and regulations.
- The locations attendees are traveling from – Gatherings with attendees who are traveling from different places pose a higher risk than gatherings with attendees who live in the same area. Higher levels of COVID-19 cases and community spread in the gathering location, or where attendees are coming from, increase the risk of infection and spread among attendees.
- The behaviors of attendees prior to the gathering – Gatherings with attendees who are not adhering to social distancing (staying at least 6 feet apart), mask wearing, hand washing, and other prevention behaviors pose more risk than gatherings with attendees who are engaging in these preventative behaviors.
- The behaviors of attendees during the gathering – Gatherings with more preventive measures, such as mask wearing, social distancing, and hand washing, in place pose less risk than gatherings where fewer or no preventive measures are being implemented.

People who should not attend in-person holiday celebrations

People with or exposed to COVID-19

Do not host or participate in any in-person festivities, if you or anyone in your household

- Has been diagnosed with COVID-19 and has not met the criteria for when it is safe to be around others
- Has symptoms of COVID-19
- Is waiting for COVID-19 viral test results
- May have been exposed to someone with COVID-19 in the last 14 days
- Is at increased risk of severe illness from COVID-19

People at increased risk for severe illness

If you are at increased risk of severe illness from COVID-19, or live or work with someone at increased risk of severe illness, you should

- Avoid in-person gatherings with people who do not live in your household.
- Avoid larger gatherings and consider attending activities that pose lower risk (as described throughout this page) if you decide to attend an in-person gathering with people who do not live in your household.

General considerations for fall and winter holidays

Fall and winter celebrations, such as Rosh Hashanah, Yom Kippur, Halloween, Día de los Muertos, Navratri, Diwali, Thanksgiving, Día de la Virgen de Guadalupe, Hanukah, Kwanzaa, Christmas, and New Year's, typically include large gatherings of families and friends, crowded parties, and travel that may put people at increased risk for COVID-19.

Before you celebrate

Hosting a holiday gathering

If you will be hosting a celebration, follow CDC tips for hosting gatherings. Below are some additional considerations for hosting a holiday celebration:

- Host outdoor activities rather than indoor activities as much as possible. If hosting an outdoor event is not possible, and you choose to host an indoor event, avoid crowded, poorly ventilated, or fully enclosed indoor spaces.
 - Increase ventilation by opening windows and doors to the extent that is safe and feasible based on the weather.
- Host activities with only people from your local area as much as possible.
- Limit numbers of attendees as much as possible.
- Provide updated information to your guests about any COVID-19 safety guidelines and steps in place to prevent the spread of the virus.
- Provide or encourage attendees to bring supplies to help you and others stay healthy. For example, extra masks (do not share or swap with others), hand sanitizer that contains at least 60% alcohol, and tissues.
- If you are planning in-person holiday gatherings with people outside of your household, consider asking all guests to strictly avoid contact with people outside of their households for 14 days before the gathering.

Attending a holiday gathering

If you will be attending a celebration that someone else is hosting, follow CDC Considerations for attending an event or gathering. Below are some additional considerations for attending an in-person holiday gathering:

- Outdoor activities are safer than indoor activities. If participating in an outdoor event is not possible, and you choose to attend an indoor event, avoid crowded, poorly ventilated, and fully enclosed indoor spaces. Increase ventilation by opening windows and doors to the extent that is safe and feasible based on the weather.
- Check with the event host, organizer, or event venue for updated information about any COVID-19 safety guidelines and if they have steps in place to prevent the spread of the virus.
- Bring supplies to help you and others stay healthy. For example, bring extra masks (do not share or swap with others), hand sanitizer that contains at least 60% alcohol, and tissues.
- If you are planning to attend in-person holiday gatherings with people outside of your household, consider strictly avoiding contact with people outside of your household for 14 days before the gathering.

Holiday travel

Traveling increases the chance of getting and spreading COVID-19. Staying home is the best way to protect yourself and others. Use information from the following webpages to decide whether to go on holiday travel:

- [Travel During the COVID-19 Pandemic](#)
- [Know Your Travel Risk](#)
- [Know When to Delay Your Travel to Avoid Spreading COVID-19](#)

If you decide to travel, follow these safety measures during your trip to protect yourself and others from COVID-19:

- Wear a mask to keep your nose and mouth covered when in public places.
- Avoid close contact by staying at least 6 feet apart (about 2 arms' length) from anyone who is not from your household.

- Wash your hands often with soap and water for at least 20 seconds or use hand sanitizer (with at least 60% alcohol).
- Avoid contact with anyone who is sick.
- Avoid touching your eyes, nose, and mouth.

Get your flu vaccine

Gatherings can contribute to the spread of other infectious diseases. Getting a flu vaccine is an essential part of protecting your health and your family's health this season. September and October are good times to get vaccinated. However, flu vaccines are still useful any time during the flu season and can often be accessed into January or later.

During the celebration

Follow these tips to reduce your risk of being exposed to, getting, or spreading COVID-19 during the celebration:

Social distance and limit close contact

- Maintain a distance of at least 6 feet or more from people you don't live with. Be particularly mindful in areas where it may be harder to keep this distance, such as restrooms and eating areas.
- Avoid using restroom facilities at high traffic times, such as at the end of a public event.
- Avoid busy eating areas, such as restaurants during high volume mealtimes, if you plan to eat out at a restaurant.
- Minimize gestures that promote close contact. For example, do not shake hands, elbow bump, or give hugs. Instead wave and verbally greet others.

Wear masks

- Wear a mask at all times when around people who don't live in your household to reduce the risk of spreading the virus.
- Avoid singing, chanting, or shouting, especially when not wearing a mask and within 6 feet of others.

Do not use costume masks in place of cloth masks

- Do not use a costume mask (such as for Halloween) as a substitute for a cloth mask unless it is made of two or more layers of breathable fabric that covers your mouth and nose and doesn't leave gaps around your face.
- Do not wear a costume mask over a cloth mask because it can be dangerous if the costume mask makes it hard to breathe. Instead, consider using a Halloween-themed cloth mask.

Limit contact with commonly touched surfaces or shared items

- Clean and disinfect commonly touched surfaces and any shared items between use when feasible. Use EPA-approved disinfectants .
- Use touchless garbage cans if available. Use gloves when removing garbage bags or handling and disposing of trash. Wash hands after removing gloves.

Wash hands

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

Keep safe around food and drinks

Currently, there is no evidence to suggest that handling food or eating is associated with directly spreading COVID-19. It is possible that a person can get COVID-19 by touching a surface or object, including food, food packaging, or utensils that have the virus on it and then touching their own mouth, nose, or possibly their eyes. However, this is not thought to be the main way that the virus is spread. Remember, it is always important to follow good hygiene to reduce the risk of illness from common foodborne germs.

- Make sure everyone washes their hands with soap and water for 20 seconds before and after preparing, serving, and eating food. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Instead of potluck-style gatherings, encourage guests to bring food and drinks for themselves and for members of their own household only.
- Limit people going in and out of the areas where food is being prepared or handled, such as in the kitchen or around the grill, if possible.
- Wear a mask while preparing or serving food to others who don't live in your household.
- If serving any food, consider having one person serve all the food so that multiple people are not handling the serving utensils.
- Use single-use options or identify one person to serve sharable items, like salad dressings, food containers, plates and utensils, and condiments.
- Avoid any self-serve food or drink options, such as buffets or buffet-style potlucks, salad bars, and condiment or drink stations. Use grab-and-go meal options, if available.
- If you choose to use any items that are reusable (e.g., seating covers, tablecloths, linen napkins), wash and disinfect them after the event.
- Look for healthy food and beverage options, such as fruits and vegetables, lean proteins, whole grains, and low or no-calorie beverages, at holiday gatherings to help maintain good health.

After the celebration

If you participated in higher risk activities or think that you may have been exposed during your celebration, take extra precautions (in addition the ones listed above) for 14 days after the event to protect others:

- Stay home as much as possible.
- Avoid being around people at increased risk for severe illness from COVID-19.
- Consider getting tested for COVID-19.

If you develop symptoms consistent with COVID-19, such as fever, cough, or shortness of breath, or if you test positive for COVID-19, immediately contact the host and others that attended the event or celebration that you attended. They may need to inform other attendees about their possible exposure to the virus. Contact your health care provider and follow the CDC-recommended steps for what to do if you become sick, and follow the public health recommendations for community-related exposure.

If you are waiting for your COVID-19 test results, stay home until you have a result, and follow  CDC's guidance  to help stop the spread of COVID-19.

If you have been diagnosed with COVID-19, a public health worker may contact you to check on your health and ask you who you have been in contact with and where you've spent time in order to identify and provide support to people (contacts) who may have been infected. Your information will be confidential. Learn more about what to expect with contact tracing [here](#).

If you are notified that you were a close contact of someone who tested positive for COVID-19

- Stay home for 14 days from the last time you had contact with that person.
- Monitor for symptoms of coronavirus.
- Get information about COVID-19 testing if you feel sick.

Fall holiday celebrations

Rosh Hashanah, Yom Kippur, Halloween, Día de Los Muertos, Navratri, Diwali, and Thanksgiving will likely need to be different this fall to prevent the spread of the virus that causes COVID-19. Avoid activities that are higher risk for spread. Consider fun alternatives that pose lower risk of spreading the virus that causes COVID-19.

Halloween

Many traditional Halloween activities can be high-risk for spreading viruses. There are several safer, alternative ways to participate in Halloween. If you may have COVID-19 or you may have been exposed to someone with COVID-19, you should not participate in in-person Halloween festivities and should not give out candy to trick-or-treaters.

Lower risk activities

These lower risk activities can be safe alternatives:

- Carving or decorating pumpkins with members of your household and displaying them
- Carving or decorating pumpkins outside, at a safe distance, with neighbors or friends
- Decorating your house, apartment, or living space
- Doing a Halloween scavenger hunt where children are given lists of Halloween-themed things to look for while they walk outdoors from house to house admiring Halloween decorations at a distance
- Having a virtual Halloween costume contest
- Having a Halloween movie night with people you live with
- Having a scavenger hunt-style trick-or-treat search with your household members in or around your home rather than going house to house

Moderate risk activities

- Participating in one-way trick-or-treating where individually wrapped goodie bags are lined up for families to grab and go while continuing to social distance (such as at the end of a driveway or at the edge of a yard)
 - If you are preparing goodie bags, wash your hands with soap and water for at least 20 second before and after preparing the bags.
- Having a small group, outdoor, open-air costume parade where people are distanced more than 6 feet apart
- Attending a costume party held outdoors where protective masks are used and people can remain more than 6 feet apart

- A costume mask (such as for Halloween) is not a substitute for a cloth mask. A costume mask should not be used unless it is made of two or more layers of breathable fabric that covers the mouth and nose and doesn't leave gaps around the face.
- Do not wear a costume mask over a protective cloth mask because it can be dangerous if the costume mask makes it hard to breathe. Instead, consider using a Halloween-themed cloth mask.
- Going to an open-air, one-way, walk-through haunted forest where appropriate mask use is enforced, and people can remain more than 6 feet apart
 - If screaming will likely occur, greater distancing is advised. The greater the distance, the lower the risk of spreading a respiratory virus.
- Visiting pumpkin patches or orchards where people use hand sanitizer before touching pumpkins or picking apples, wearing masks is encouraged or enforced, and people are able to maintain social distancing
- Having an outdoor Halloween movie night with local family friends with people spaced at least 6 feet apart
 - If screaming will likely occur, greater distancing is advised. The greater the distance, the lower the risk of spreading a respiratory virus.
 - Lower your risk by following CDC's recommendations on hosting gatherings or cook-outs.

Higher risk activities

Avoid these higher risk activities to help prevent the spread of the virus that causes COVID-19:

- Participating in traditional trick-or-treating where treats are handed to children who go door to door
- Having trunk-or-treat where treats are handed out from trunks of cars lined up in large parking lots
- Attending crowded costume parties held indoors
- Going to an indoor haunted house where people may be crowded together and screaming
- Going on hayrides or tractor rides with people who are not in your household
- Using alcohol or drugs, which can cloud judgement and increase risky behaviors
- Traveling to a rural fall festival that is not in your community if you live in an area with community spread of COVID-19

Día de los Muertos

Many traditional activities can put you at higher risk for exposure to COVID-19. There are several safer, alternative ways to celebrate Día de los Muertos. If you may have COVID-19 or you may have been exposed to someone with COVID-19, you should not participate in in-person Día de los Muertos festivities.

Lower risk activities

These lower risk activities can be safe alternatives:

- Preparing traditional family recipes for family and neighbors, especially those at higher risk of severe illness from COVID-19, and delivering them in a way that doesn't involve contact with others
- Playing music in your home that your deceased loved ones enjoyed
- Making and decorating masks or making an altar for the deceased
- Setting out pillows and blankets in your home for the deceased
- Joining a virtual get-together celebration

Moderate risk activities

- Having a small group outdoor, open-air parade where people are distanced more than 6 feet apart
- Visiting and decorating graves of loved ones with household members only and keeping more than 6 feet away from others who may be in the area
- Hosting or attending a small dinner with local family and friends outdoors where people are distanced more than 6 feet apart
 - Lower your risk by following CDC's recommendations on hosting gatherings or cook-outs.

Higher risk activities

Avoid these higher risk activities to help prevent the spread of the virus that causes COVID-19:

- Attending large indoor celebrations with singing or chanting
- Participating in crowded indoor gatherings or events
- Having a large dinner party with people from different households coming from different geographic locations
- Using alcohol or drugs, which can cloud judgement and increase risky behaviors

Thanksgiving

Thanksgiving is a time when many families travel long distances to celebrate together. Travel increases the chance of getting and spreading the virus that causes COVID-19. Staying home is the best way to protect yourself and others. If you must travel, be informed of the risks involved.

Lower risk activities

- Having a small dinner with only people who live in your household
- Preparing traditional family recipes for family and neighbors, especially those at higher risk of severe illness from COVID-19, and delivering them in a way that doesn't involve contact with others
- Having a virtual dinner and sharing recipes with friends and family
- Shopping online rather than in person on the day after Thanksgiving or the next Monday
- Watching sports events, parades, and movies from home

Moderate risk activities

- Having a small outdoor dinner with family and friends who live in your community
 - Lower your risk by following CDC's recommendations on hosting gatherings or cook-outs.
- Visiting pumpkin patches or orchards where people use hand sanitizer before touching pumpkins or picking apples, wearing masks is encouraged or enforced, and people are able to maintain social distancing
- Attending a small outdoor sports events with safety precautions in place

Higher risk activities

Avoid these higher risk activities to help prevent the spread of the virus that causes COVID-19:

- Going shopping in crowded stores just before, on, or after Thanksgiving
- Participating or being a spectator at a crowded race
- Attending crowded parades
- Using alcohol or drugs, which can cloud judgement and increase risky behaviors
- Attending large indoor gatherings with people from outside of your household

More Information

[Stress and Coping](#)

[Travel During the COVID-19 Pandemic](#)

[Know Your Travel Risk](#)

[Know When to Delay Your Travel to Avoid Spreading COVID-19](#)

Last Updated Sept. 21, 2020

Content source: National Center for Immunization and Respiratory Diseases (NCIRD), Division of Viral Diseases

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**A PROCLAMATION OF THE MAYOR OF THE TOWN OF BERRYVILLE, VIRGINIA
HONORING THE 109TH BIRTHDAY OF VIOLA BROWN**

WHEREAS, Mrs. Viola Brown is celebrating her 109th birthday today; and

WHEREAS, the Berryville Town Council honored Mrs. Brown by declaring Viola Brown Centennial Celebration Day in the Town of Berryville on her 100th birthday in 2011; and

WHEREAS, Mrs. Brown is a long-time active participant in the social and civic life of the community; and

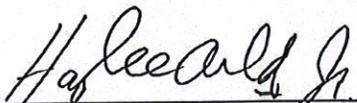
WHEREAS, Mrs. Brown was Treasurer of Zion Baptist Church for 37 years and served in many capacities for the church; and

WHEREAS, Mrs. Brown is known for her delicious Christmas cookies and lemon meringue pie and excels at all types of cooking, which resulted in the publication of a collection of her recipes titled *Viola's Favorite Recipes* in 1988; and

WHEREAS, when asked if she had a secret for a long and happy life, Mrs. Brown's answer was "Put your trust in God and help others."

NOW LET IT BE KNOWN that October 4, 2020 is hereby proclaimed Viola Brown Day in the Town of Berryville, Virginia.

By order of the Mayor on this fourth day of October, 2020.



Harry Lee Arnold, Jr., Mayor

Harry Lee Arnold, Jr.
Mayor

Erecka L. Gibson
Recorder

Council Members

Donna Marie McDonald
Ward 1

Diane Harrison
Ward 2

Grant Mazzarino
Ward 3

Kara C. Rodriguez
Ward 4

Keith R. Dalton
Town Manager

Berryville Town Council Item Report Summary
October 13, 2020

Item Title

Staff Reports - Public Works

Prepared By

Background/History/General Information

October 5, 2020

During the past month we experienced one water break. We were advised that water was running into the curb and gutter in front of 222 First Street. Public Works responded and found that a water service line was leaking. We then contacted Miss Utility for an emergency locate ticket to identify any other utilities that are present in the area. Once the ticket cleared we excavated and found the copper tubing service line that supplied water for a residence East Fairfax Street was leaking. We repaired the leak by installing a new 3/4 inch CTS Poly line from the water main to the meter setter.

Our utility upgrade project for Rockcroft Subdivision is moving along. We have one more road crossing to make on Ridge Road to be able to supply a new water line on the east side of the road.

During the week of October 5th we will begin excavating to install a new fire hydrant in the cul-de-sac of Circle Drive. During the construction of Fellowship Square the contractor installed a eight main to the end of their property Line. We will connect to that line and install a new main to serve the proposed hydrant on Circle Drive.

The first phase of Virginia Avenue storm sewer improvement project was completed this month. As you recall several months ago we attempted to upgrade the entrance to Virginia Avenue and during that process we discovered the existing culvert was falling and contributing to the poor condition of the road surface.

We explored several options to identify the best possible method to abate the problem. We all agreed the best method was to replace the entire culvert and compact 21A stone back in the roadway and apply two inches of asphalt over the roadway from East Main Street to just south of the bridge. W L Construction was the low bidder for this project and did an excellent job and completed the work in a timely manner.

Since this street is so narrow it was going to present a challenge to have traffic entering and existing the area. To address this concern we contacted several property owners about the use of their property to make a temporary road for residences of Virginia Avenue to gain access to there homes. The landowners granted us the permission which enabled this project to be completed in a timely manner.

The construction of Fellowship Square and Shenandoah Crossing has been going well. All the utilities have been installed in Fellowship Square and base asphalt has been applied on East Fairfax, Weeks Court to Pedal and from Pedal to Page Street.

Eight houses are under construction on East Fairfax Street and one on Weeks Court. Five more foundations were excavated on Weeks Court this past week, and construction of the homes should start this week.

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

Recommendation

Berryville Town Council Item Report Summary
October 13, 2020

Item Title

Staff Reports - Public Utilities

Prepared By

Background/History/General Information

Both the Water and Wastewater facilities are in compliance for the month of September per data received to date from our Laboratories. The Water consumption is definitely dropping to more normal levels. We have sent a total of 9.875 MGD to the distribution system in September with a daily average production of 0.395 MG and a daily max of 0.667 MG. The Wastewater Facility has treated a total pf 8.09 MG with a daily average of 0.27 MG and a daily max of 0.42 MG.

Attached to this report is our STP DMR report and page #1 of our monthly VDH report both with data received to date for your review.

Findings/Current Activity

Water Treatment

Operations at the Water Facility have had some problems this month. We had to rebuild the anti-reverse clutch on finish pump #2 a week after FLOMEC came and repaired the drive shaft coupling and aligned the pump. It is currently in service. The shaft on river pump #2 broke in the pump. A contractor has pulled the pump and is investigating whether we can replace the shaft or if a new pump is required. We have also pulled one of the old high service pumps at the booster building for rebuild. The pump is being rebuilt by the manufacturer's area representative.

River conditions continue to run very low, but not low enough to constitute a drought. We took advantage of the low conditions to get into the river and clear some logs and other debris from around the bank intake.

NOTE - The new finish pumps are now on order. Delivery is expected in about 24 weeks. We are seeking quotes on completion of the electrical portion of the upgrade and are working with a contractor to program the new controls.

Wastewater Treatment

The Wastewater Facility continues to get a heavy loading of phosphorus in the waste stream. We are certain it is coming to us system wide from all of the additional cleaning being completed to combat the COVID-19 virus. We have been pumping nearly twice the amount of alum normally used to treat our waste and have had issues with the alum suppressing the pH of our facility discharge. We have started to reduce the alum feed trying to find a balance between compliance and pH in the system. If the pH suppression continues we may need to look at a temporary pH adjustment system to keep us in compliance.

We have been having problems with our solids handling system. The PLC (Programmable Logic Controller) in Solids Press #1 lost its CPU and power supply. We had spares for both in stock and they have been replaced. Sherwood Logan is working to finalize the equipment programming to return us to full solids production. We are also having problems with a solids conveyor with a belt scrapper and tensioner in need of replacement. Those parts have been ordered and will hopefully be in on Friday Oct 8. A replacement power supply has been ordered to put on the shelf but we are still investigating options to replace the CPU unit in the PLC. So far replacement parts are being priced between \$8,000 and \$11,000 dollars for what is essentially a small low power computer.

On September 9 process blower #4 started failing. In the process of trouble shooting the problem we pulled the cover from the outside breaker disconnect and found that it was severely corroded inside the breaker. We also found a 100 amp breaker sitting inside a 60 amp box and it had ran hot. We decided to pull additional boxes and found similar conditions in each one. We called Consolidated in to inspect and they were able to get process blower #4 back into service. However we now need to look into the replacement of several disconnect breakers. Consolidated is preparing a quote.

We have processed 204,506 gallons of biosolids and have completed 181 maintenance work orders between all facilities in September.

Financial Considerations

One item we need to start to keep on our radar is our PLC's that keep the wastewater treatment and water treatment facilities running. During this process I have learned that the partnership between GE and Emerson that developed the FANUC system that runs our facility has dissolved and is no longer supported. I have found a few companies that are keeping up with aftermarket replacement parts as there are many applications out there that use the FANUC system. We have approximately 18 PLC's in our wastewater plant handling various task. As with all computers they are now obsolete after ten years and we will need to look into replacement at some point in the future. However we plan to keep these going as long as parts are available and programming can be accomplished but will look at a line item in the next budget cycle to start the savings process to replace PLC's when the time comes.

Schedule/Deadlines

Other Considerations

Attachments

1. September Operations Info for Council

Recommendation

Sample Motion

Berryville STP Monthly DMR Data
September 2020

Date	Effluent Flow MGD	Eff pH SU	Eff Temp Deg C	Eff BOD mg/l	Eff OGD KG/D	Eff TSS mg/l	Eff TSS KG/D	Effluent DO River mg/l	Effluent DO WWTP mg/l	Eff Amoz/NO3 mg/l	Eff TRN mg/l	Eff TRN KG/D	Eff TotalIN mg/l
9/1/2020	0.42	7.0	25.2	13.90	20.67				7.8				
9/2/2020	0.26	7.2	25.1						7.4				
9/3/2020	0.30	7.2	25.2	0.00	0.00			6.2	6.3	0.69	0.76	0.86	1.45
9/4/2020	0.34	7.3	25.2						7.3				
9/5/2020	0.34	7.4	24.5						7.4				
9/6/2020	0.27	7.3	23.9						6.4				
9/7/2020	0.26	7.4	23.2	2.00	1.97				7.1	3.15	1.39	1.37	4.54
9/8/2020	0.29	7.3	23.2	3.00	3.29	0.00	0.00		8.1				
9/9/2020	0.21	8.1	24.4						8.0				
9/10/2020	0.22	7.1	24.7	0.00	0.00			7.6	6.9	4.00	0.91	0.76	4.91
9/11/2020	0.23	7.2	25.4						7.2				
9/12/2020	0.24	7.1	24.8						7.7				
9/13/2020	0.22	7.2	23.8						7.0				
9/14/2020	0.25	6.9	23.7	0.00	0.00				6.9	2.53	1.04	0.98	3.57
9/15/2020	0.25	6.9	22.7	1.00	0.95				7.9				
9/16/2020	0.27	6.9	23.1						7.5				
9/17/2020	0.26	6.8	22.8		0.00			8.1	7.3	3.38	0.96	0.94	4.34
9/18/2020	0.24	6.9	22.8						7.4				
9/19/2020	0.24	6.7	22.2						8.2				
9/20/2020	0.22	6.8	22.4						7.6				
9/21/2020	0.24	6.8	20.7						8.0				
9/22/2020	0.26	6.7	20.0		3.00		2.95		7.4				
9/23/2020	0.26	6.7	20.2						7.1				
9/24/2020	0.24	6.7	21.0					8.0	7.6				
9/25/2020	0.29	6.7	21.1						7.1				
9/26/2020	0.34	6.6	21.4						7.9				
9/27/2020	0.29	6.7	21.7						7.6				
9/28/2020	0.30	7.4	21.0						6.7				
9/29/2020	0.22	6.6	22.8		5.00		4.16		6.8				
9/30/2020	0.32	6.9	22.0						7.3				
Minimum	0.21	6.6	20.0	0.00	0.00	0.00	0.00	6.2	6.3	0.69	0.76	0.76	1.45
Maximum	0.42	8.1	25.4	13.00	20.67	0.00	0.00	8.1	8.2	4.00	1.39	1.37	4.91
Total	8.09	210.5	690.2	27.00	33.99	0.00	0.00	29.9	220.9	13.75	5.06	4.92	18.81
Average	0.27	7.0	23.0	2.70	3.40	0.00	0.00	7.5	7.4	2.75	1.01	0.98	3.76
Geo Mean	0.27	7.0	23.0	2.03	2.09	1.00	1.00	7.4	7.3	2.97	1.0	0.96	3.47

Berryville STP Monthly DMR Data

September 2020

Date	Eff Total N KG/D	Eff Total P mg/l	Eff Total P KG/D	E-Coli No/100ml
9/1/2020				1
9/2/2020				
9/3/2020	1.65	0.07	0.08	1
9/4/2020				
9/5/2020				
9/6/2020				
9/7/2020	4.47	0.12	0.12	1
9/8/2020				1
9/9/2020				
9/10/2020	4.09	0.09	0.08	1
9/11/2020				
9/12/2020				
9/13/2020				
9/14/2020	3.38	0.08	0.08	1
9/15/2020				1
9/16/2020				
9/17/2020	4.28	0.07	0.07	1
9/18/2020				
9/19/2020				
9/20/2020				
9/21/2020				
9/22/2020				1
9/23/2020				
9/24/2020				
9/25/2020				
9/26/2020				
9/27/2020				
9/28/2020				
9/29/2020				1
9/30/2020				
Minimum	1.65	0.07	0.07	1
Maximum	4.47	0.12	0.12	1
Total	17.88	0.43	0.42	10
Average	3.67	0.09	0.09	1
Geo Mean	3.37	0.08	0.08	1

FLWS AND CHEMICAL DOSAGES

September 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
1	0.517		0.449	14.5	56	12.9	4	0.9			5.5	1.28	0.066	0.015	5	1.2			17.2	4.0		
2	0.486		0.435	14.5	51	12.5	4	1.0			4.9	1.20	0.066	0.016	5.2	1.3			17.2	4.2		
3	0.525		0.458	15.3	51	11.6	4	0.9			5.3	1.20	0.070	0.016	5.4	1.3			18.3	4.2		
4	0.475		0.423	14.0	51	12.8	3	0.8			4.7	1.19	0.061	0.015	5.0	1.3			15.1	3.8		
5	0.066		0.060	2.0	10	18.6	1	1.1			0.6	1.12	0.009	0.016	0.7	1.3			3.2	5.9		
6	0.227		0.197	7.0	20	10.7	2	0.8			2.2	1.15	0.031	0.016	2.5	1.3			8.6	4.5		
7																						
8	0.513		0.458	14.5	61	14.2	2	0.6			5.1	1.20	0.062	0.014	5.2	1.2			21.5	5.0		
9	0.486		0.420	13.3	56	13.7	4	1.1			4.9	1.21	0.064	0.016	4.7	1.2			15.1	3.7		
10	0.199		0.182	5.5	15	9.2	2	1.0			2.3	1.41	0.028	0.017	1.9	1.2			5.4	3.2		
11	0.471		0.424	14.0	51	12.9	3	0.7			2.3	0.59	0.050	0.015	5.0	1.3			18.3	4.7		
12	0.248		0.211	6.5	41	19.6	2	1.0			1.8	0.89	0.035	0.017	2.3	1.1			9.7	4.7		
13	0.198		0.189	5.5	20	12.3	1	0.7			2.2	1.34	0.024	0.015	2.0	1.2			8.6	5.2		
14	0.520		0.466	14.8	66	15.2	3	0.7			5.7	1.31	0.058	0.016	5.3	1.2			21.5	5.0		
15	0.479		0.437	14.0	56	14.0	4	0.9			5.1	1.28	0.071	0.018	5.0	1.2			19.4	4.9		
16	0.502		0.437	14.0	61	14.5	4	1.0			5.0	1.19	0.066	0.016	5.0	1.2			21.5	5.1		
17	0.502		0.450	15.0	41	9.7	4	0.9			5.4	1.29	0.061	0.015	5.3	1.3			19.4	4.6		
18	0.468		0.404	14.0	41	10.4	4	1.1			4.7	1.19	0.057	0.015	5.0	1.3			18.3	4.7		
19																						
20																						
21	0.523		0.472	15.0	46	10.5	5	1.2			5.0	1.15	0.066	0.015	5.4	1.2			17.2	3.9		
22	0.507		0.444	15.0	51	12.0	5	1.1			5.1	1.20	0.066	0.016	5.3	1.3			19.4	4.6		
23	0.517		0.450	15.0	41	8.4	4	1.1			4.7	1.08	0.057	0.013	4.0	0.9			19.4	4.5		
24	0.497		0.432	14.5	35	8.6	4	1.0			5.1	1.23	0.033	0.008	3.9	0.9			19.4	4.7		
25	0.509		0.567	16.0	56	13.1	4	1.0			4.6	1.07	0.066	0.016	4.3	1.0			19.4	4.6		
26																						
27																						
28	0.525		0.458	15.0	41	9.3	4	0.9			5.1	1.16	0.070	0.016	4.0	0.9			21.5	4.9		
29	0.485		0.431	14.5	35	8.8	4	0.9			5.1	1.26	0.066	0.016	3.9	1.0			19.4	4.8		
30	0.498		0.440	14.5	30	7.3	5	1.2			4.9	1.18	0.066	0.016	3.9	0.9			19.4	4.7		
31																						
Total	10.941	0.000	9.875	317.7	1080	303.8	86	23.6	0.0	0.001	107.2	29.4	1.39	0.384	105	29.1	0.0	0.001	413.1	114.09	0.0	0.00
Maximum	0.525	0.000	0.667	16.0	66	19.6	5	1.2	0.0	0.001	5.7	1.4	0.07	0.018	5	1.3	0.0	0.001	21.5	5.91	0.0	0.00
Minimum	0.066	0.000	0.060	2.0	10	7.3	1	0.6	0.0	0.000	0.6	0.6	0.07	0.008	1	0.9	0.0	0.000	3.2	3.24	0.0	0.00
Average	0.438	0.000	0.395	12.7	43	12.2	3	0.9	0.9	#DIV/0!	4.3	1.2	0.06	0.015	4	1.2	#DIV/0!	#DIV/0!	16.5	4.56	#DIV/0!	#DIV/0!

SIGNED: (OPERATOR IN RESPONSIBLE CHARGE)

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

PRINTED NAME

David A Tyrell

Shenandoah River - Entire Month

TITLE: OPERATOR CLASSIFICATION
 DPOR CERTIFICATION NO.

Class 1
 1956002813

Berryville Town Council Item Report Summary
October 13, 2020

Item Title

Staff Reports - Police Department

Prepared By

Background/History/General Information

Monthly Activity Report

The activity report for the months of September 2020 is attached to this memo.

Public Safety Committee

The Public Safety Committee met on September 29, 2020 and the minutes of that meeting are located in the consent agenda. The Committee has not yet set a date for the next meeting of this committee.

Valor Awards

The Berryville Police Department will have two officers recognized at the 2020 Valor Awards sponsored by the Top of Virginia Regional Chamber. The event will be virtual this year, taking place via Zoom and Facebook Live on November 5, 2020.

Officer Joe Shoremount will receive the Lifesaving Award for his actions on August 1, 2019. Officer Shoremount was the first to arrive on the scene at a medical emergency call that was initially for difficulty breathing. Due to a high volume of calls at that time, there were no available EMS resources in Clarke County at the time. The patient's condition rapidly deteriorated into respiratory arrest and Officer Shoremount began life saving CPR for several minutes until the arrival of first responders from Frederick County. A pulse was regained and the patient was transported to Winchester Medical Center.

Officer Funk will receive the Meritorious Action Award for his quick thinking and heroic actions on June 15, 2020. Officer Funk was dispatched for a reckless driving complaint involving a tractor-trailer to find that the vehicle had run off the road on North Buckmarsh Street near Greenhill Cemetery. The vehicle's tires were still spinning as the vehicle was still in drive, but the operator had suffered a catastrophic medical emergency from which he did not recover. The vehicle was positioned in a very precarious position where it could have continued down grade towards a heavily populated area of town if not for the quick actions of Officer Funk. Without regard for his own safety, Funk climbed into the cabin of the truck and removed the driver's foot from the gas pedal and placed the vehicle in park. He then attempted to resuscitate the driver by administering Naloxone and the performing CPR inside the vehicle cab until the arrival of EMS.

Both of these gentlemen are great examples of the professional and caring staff that the Town of Berryville employs.

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

1. Police and Security Report Sept 2020

Recommendation

Sample Motion



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: September 2020	Year To Date 2020	September 2020	August 2020
<u>Complaints Answered</u>			
911 Hang Up:	33	5	3
Alarms:	75	6	3
Animal Complaint:	91	5	9
Assault:	26	3	0
Assist County:	45	5	9
Assist EMS and Fire:	200	13	9
Auto Larceny:	2	0	1
Burglary:	1	0	0
Civil Complaints:	50	3	3
Disturbance:	30	3	4
Domestic Disturbance:	25	4	1
Driving Under the Influence	4	0	1
Drunk In Public:	6	2	0
Fraud:	22	1	4
Larceny:	40	6	4
Harassment/Intimidation:	16	2	3
Homicide:	0	0	0
Identity Theft	2	1	0
Juvenile Related:	32	3	2
Mental Health Crisis:	48	4	3
Narcotics Related:	15	0	1
Noise:	33	2	3
Public Service:	4	0	0
Sexual Assault:	2	1	0
Robbery:	0	0	0
Shoplifting:	0	0	0
Suspicious Activity:	78	9	7
Trespassing:	7	1	0
Vandalism:	28	10	3
Welfare Check:	68	8	8
Miscellaneous Complaints:	363	33	26
Total Complaints Answered:	1346	130	107



Berryville Police Department

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policeadmin@berryvilleva.gov

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

W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date 2020	September 2020	August 2020
<u>Traffic</u>			
Accidents Investigated:	16	3	2
Assist Motorist:	0	0	0
Child Safety Seat Install:	6	1	2
Funeral Escort:	19	2	3
Hit & Run:	5	0	1
Parking Tickets:	65	0	0
Traffic Warnings:	120	12	6
<u>Traffic Summons Issued</u>			
Defective Equipment:	0	0	0
Driving Suspended:	3	0	0
Expired Inspection:	10	0	0
Expired Registration:	2	0	0
Fail to Obey Highway Sign:	31	5	2
Fail to Obey Traffic Signals:	0	0	0
Fail to Stop/Lights & Siren:	0	0	0
Fail to Yield Right of Way:	3	1	0
Hit and Run:	0	0	0
No Liability Insurance:	0	0	0
No Operator's License:	5	0	0
No Seat Belt:	0	0	0
Reckless Driving:	4	0	1
Speeding:	64	8	4
Miscellaneous Summons:	8	0	0
Total Traffic Summons Issued:	130	14	7
<u>Found Open at Businesses in Town</u>			
Doors:	12	2	0
Windows:	0	0	0
Garage Doors:	1	0	1



Berryville Police Department

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policeadmin@berryvilleva.gov

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

W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date 2020	September 2020	August 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	0	2
Drunk In Public:	4	1	0
Fail to Obey Police Officer:	2	0	0
Fail to Pay Parking Ticket:	1	1	0
Forgery:	0	0	0
Fraud:	0	0	0
Homicide:	0	0	0
Illegal Drugs/Paraphernalia:	32	0	4
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	0	1
Juvenile Detention Order Totals:	0	0	0
Total Criminal Arrests:	74	2	7

**Berryville Town Council Item Report Summary
October 13, 2020**

Item Title

Community Development - Construction Update

Branding Update

Setting of Bond for Hermitage Phase V

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

1. Christy reports

Recommendation

Sample Motion

Town Council Agenda Item Report Summary

October 13, 2020

Item Title

Community Development Update

Prepared By

Christy Dunkle

Planning Commission

The Planning Commission did not hold a meeting in September. Their next meeting is scheduled for October 27, 2020 at 7:00pm.

Berryville Area Development Authority

The BADA will be discussing the following item at their meeting scheduled for Wednesday, October 28, 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

Architectural Review Board

No meeting was held since the September Council meeting.

Tree Board

No meeting was held since the September Council meeting.

Board of Zoning Appeals

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

Town Council Agenda Item Report Summary

October 13, 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
- Final Certificate of Occupancy received by County and Town

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
- 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, intermittent pavement has been applied on Fairfax Street
- 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 reviewed and approved
- Bond amounts before Town Council at this meeting
- No anticipated start date

Town Council Agenda Item Report Summary

October 13, 2020

Item Title

Graphic Design Branding Update

Prepared By

Christy Dunkle

Background/History/General Information

Arnett Muldrow held Branding roundtable workshops 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. Staff collected comments from participants and Council members and forwarded the information to the consultants.

Findings/Current Activity

The first draft of the Berryville BrandTouch Manual was presented to the Community Development Committee members and forwarded to Town Council in September. Staff has received an updated manual which is included in this packet. Staff will follow up on several applications of the logo once approved by Council which includes police vehicles, public works and utilities vehicles, and economic development materials that will include both the Town and County.

Financial Considerations

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

Schedule/Deadlines

Staff is recommending use of the logo for holiday promotions this season.

Other Considerations

N/A

Recommendation

Direct staff to work with consultant to complete the final draft of the manual and to obtain deliverables using the proposed logo.

Sample Motion

I move that the Council of the Town of Berryville accept the logo as designed and direct staff to work with the consultant to complete the project and obtain the deliverables.

Attachment: Berryville BrandTouch Manual



Berryville, Virginia BrandTouch™ Manual

Order comes from simplicity. Inside, you will find the simple rules that guide the Berryville Brand, and will help create equity as we tell others about Genuine Virginia.

PREPARED BY



ARNETT MULDROW

316 West Stone Avenue

Greenville, SC 29609

brandtouch@arnettmuldrow.com

arnettmuldrow.com



The Brand Manual
is essentially a set
of rules that explain
how your
brand works.

Brand guidelines should be flexible enough for your community to be creative, but rigid enough to keep your brand easily recognizable. Consistency is key, especially if you need the brand to extend across multiple media platforms.

1.0

Brand

2.0

Logo

3.0

Color Palette

4.0

Typography

5.0

Expansion

1.1 Brand Statement

The core values define the company's strengths and how it needs to behave to achieve its vision.

We are Berryville, and we are pure Virginia. This is embodied in the jaw-dropping natural beauty you find traveling through the rolling hills and pastures that surround us. With vistas of farmland and livestock and the beautiful Blue Ridge Mountains, our landscape provides a tranquil canvas to our colorful community.

Our heritage is rooted in agricultural, and it is as tangible today as ever thanks to the growers at the Clarke County Farmers' Market, our farm supply store, and family-owned produce markets. Our heritage is who we are, and while other nearby communities have dramatically changed, we have remained true to our roots.

Berryville is your jumping-off point for true adventure. We are known as a place to relax and enjoy. Locals and visitors alike hike the Appalachian Trail or float along the Shenandoah River. They bike along town streets and country roads, or play Little League games at Chet Hobert Park.

We are a place to have a great time. People gather to enjoy world-class music and art at the Barns of Rose Hill, a performance venue dedicated to celebrating our culture and creativity. They come to experience a slice of small town America at the Clarke County Fair, where beauty queens wear cowboy boots, proud children show their prized livestock, and bakers vie for blue ribbons. Whenever people discover Berryville, they are surprised at all it has to offer, and our community keeps giving them reasons to come back.

Berryville is a genuine place like no other in all of Northern Virginia. Berryville began as a crossroads settlement in the 18th century, and architecture along Main and Church streets stands tall today as it has for more than two centuries. Downtown buildings still show our history, while Josephine School Community Museum and historical association museums tell the stories of our people.

Even with its rich history, our Berryville is alive and vibrant with a variety of restaurants, unique shops, and independently owned businesses. The pace of life here is different from "over the mountain," and we have become a sanctuary for those who want to escape the grind and tempo of the D.C. metro. People come here to exhale and find what we have known all along, and Berryville quickly becomes their hometown, too.

Above all, we are a kind people who greet you with a wave and a smile. Our sense of community is best illustrated by the fire department's alarm – an exclamation as well as a testament to who we are. When it goes off, it tells us someone needs help. We lift up a prayer and the community goes to aid someone. We pull together here and love who we are. We are proud we have preserved the values we have long held dear.

We invite you to discover Berryville, Virginia: **Genuine Virginia.**

1.2 Brand Message

The primary message used to express the brand promise. This reflects the desired position of the brand.

TAGLINE

Your tagline should give people an idea of what you offer and provide some sort of hook to stimulate interest. For example, "a boutique PR agency that specializes in launching hot emerging tech companies" or "an accounting firm that deals exclusively with small-business audits."

Once you've got your tagline, go back through your marketing copy and make sure these simple messages come through loud and clear. You can also use the tagline itself in your marketing materials, on your web site and social media properties, and in conversations with customers and prospects.

Berryville:
Genuine
Virginia

2.0 Logo

2.1 Logo Elements

Your community already has a personality. The job of the brand is to preserve that personality while helping the community realize its vision of its future.

A. LOGOMARK

A logomark is an identifying mark or symbol that doesn't contain the business name. Think of the Nike 'swoosh', Shell, VWV, Mercedes or Adidas.

B. WORDMARK

A wordmark refers to words or the name of a business that is designed in a special way. Examples include Pinterest, eBay or Google.

C. LOGO

The logo is the combination of the logomark and logotype along with the tagline to graphically convey the identity of the community.

A



B

BERRYVILLE
EST. 1798 *Genuine* VIRGINIA

C



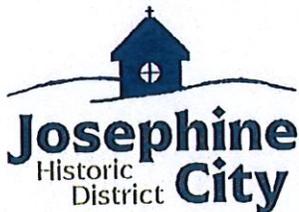
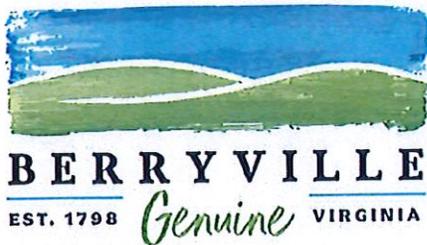
BERRYVILLE
EST. 1798 *Genuine* VIRGINIA

2.2 Logo Variants

By utilizing your brand's color palette and typefaces, you reinforce its appeal and functionality. These extensions should be unique, but tie directly back to the primary identity.

LOGO USAGE

As much as possible, the color you choose should set you apart, work with your industry and image, and tie to your brand promise. It should also take into account color psychology, which is fairly complex. Colors can mean different things depending on the culture, situation and industry.

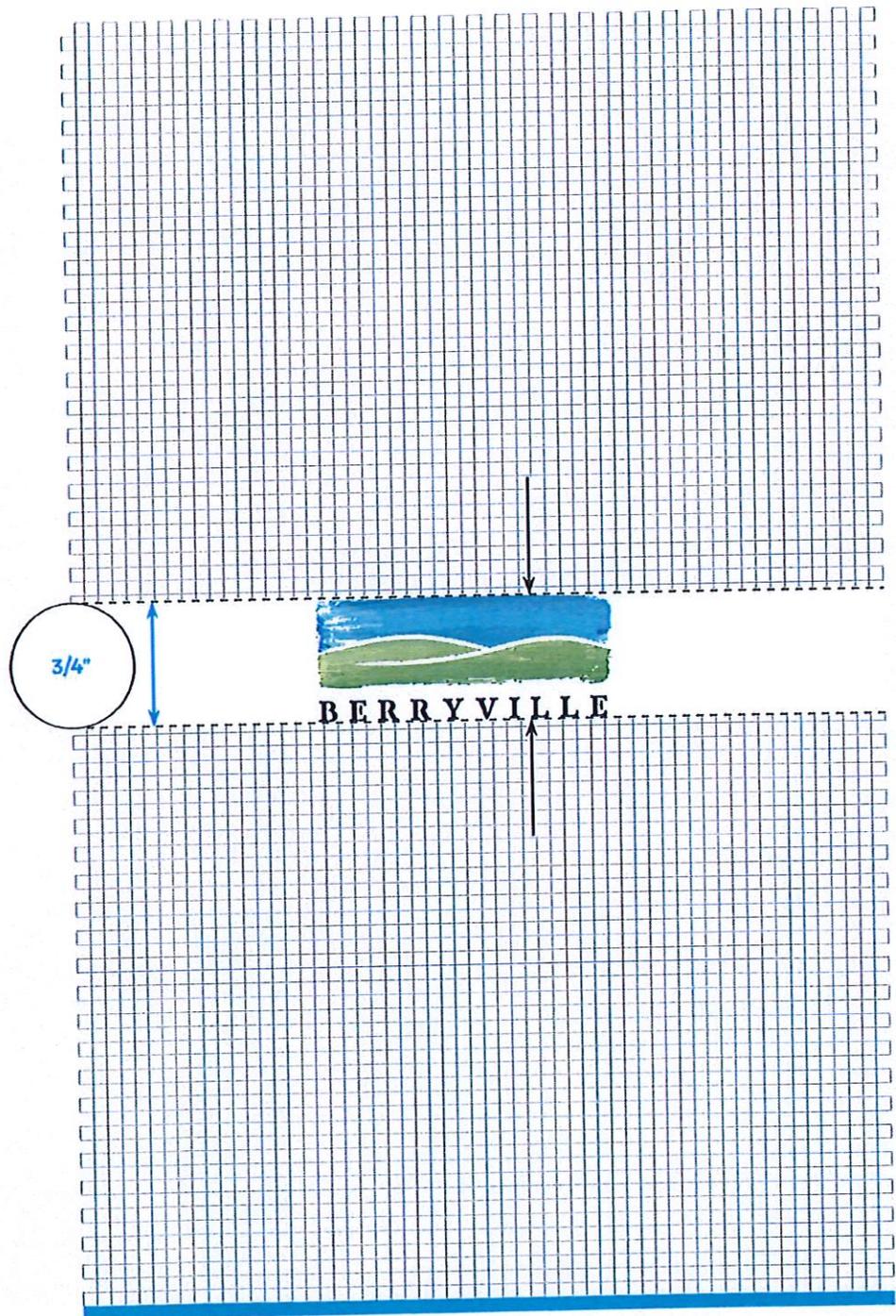


2.3 Logo Sizing

A logo lockup refers to the formalized position/
relationship of the brand's logo (symbol) and its
wordmark (logotype).

A. MINIMUM SIZE

Smaller than about 3/4 of an
inch, and most logos become
ineffective. It doesn't mean you
can't make them smaller, you just
have to know the rule before you
break the rule.

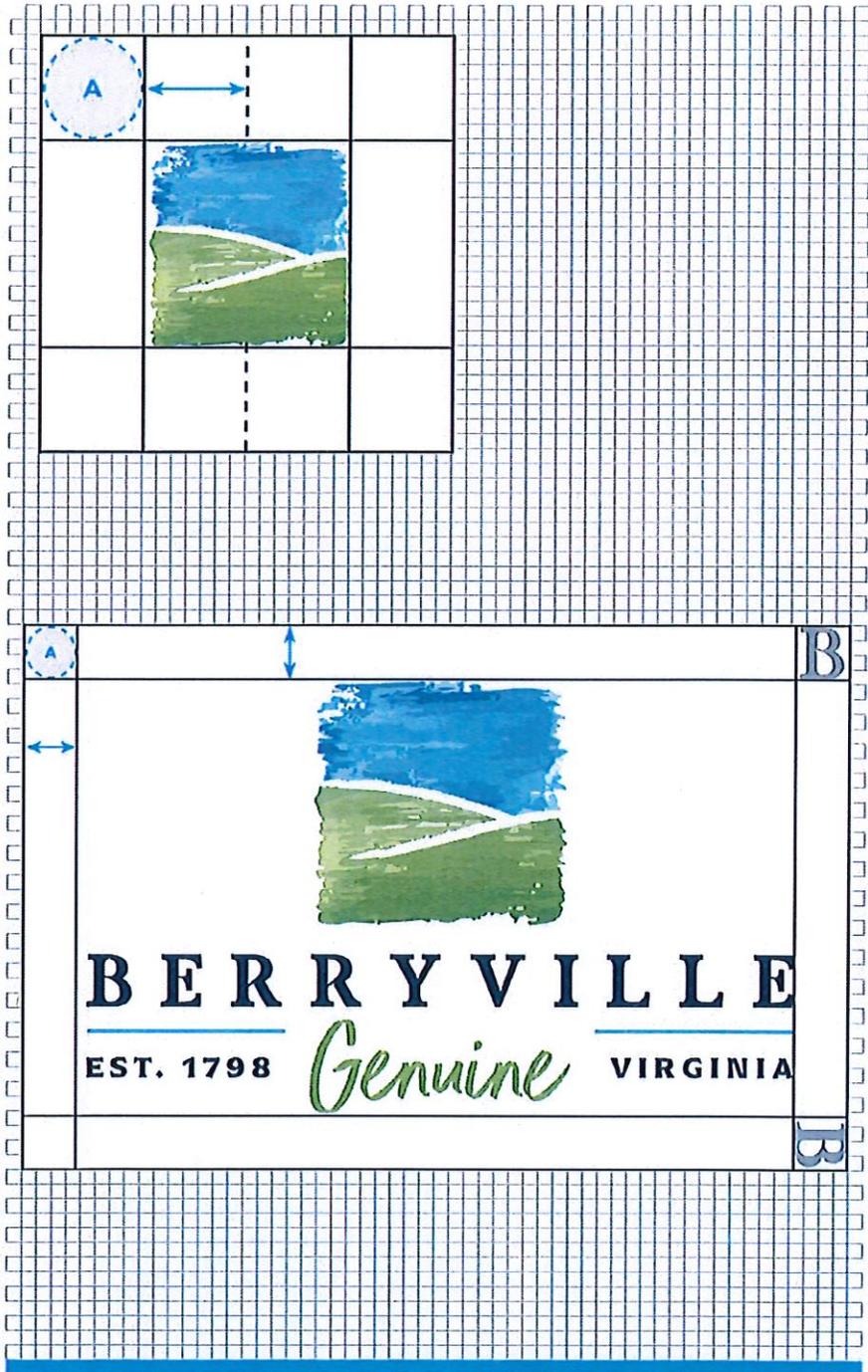


2.4 Logo Spacing

WHAT IS CLEARSPACE

The area that surrounds the logo is as important as the logo itself. The minimum area of A, known as "clear space," provides breathing room to the logo and eliminates visual clutter (text, graphic elements or other logos) that can compete with logo legibility - thereby diminishing the effectiveness of the logo.

The area that surrounds the logo known as "clear space" is as important as the logo itself.



3.0 Color Palette

Color choices are used to differentiate items, create depth, add emphasis, and help organize information.

COLOR THEORY

Every time a consumer interacts with a brand, an opportunity exists for the company to influence their audiences' perceptions. It is up to the marketer to decipher which design and colors will influence the consumer to purchase. By educating oneself on the psychology behind color theory, marketers can further tap into branding techniques and better connect with their market, leading to a stronger brand-consumer relationship and increased profit.

Color Swatches

PANTONE 287 C	PANTONE 638 C	PANTONE 292 C
RGB 0 0 0	RGB 0 0 0	RGB 0 0 0
HEX/HTML 0	HEX/HTML 0	HEX/HTML 0
CMYK 0 0 0 0	CMYK 0 0 0 0	CMYK 0 0 0 0
80%	80%	80%
60%	60%	60%
40%	40%	40%
20%	20%	20%
PANTONE 7731 C	PANTONE 361 C	PANTONE 367 C
RGB 0 0 0	RGB 0 0 0	RGB 0 0 0
HEX/HTML 0	HEX/HTML 0	HEX/HTML 0
CMYK 0 0 0 0	CMYK 0 0 0 0	CMYK 0 0 0 0
80%	80%	80%
60%	60%	60%
40%	40%	40%
20%	20%	20%
PANTONE 7627 C	PANTONE 7562 C	
RGB 0 0 0	RGB 0 0 0	
HEX/HTML 0	HEX/HTML 0	
CMYK 0 0 0 0	CMYK 0 0 0 0	

4.0 Typography

Typography plays a crucial role in the design of your brand identity. The typography in your logo can be as impactful as a graphic.

SWATCHES

Typography is the visual component of the written word.

Text is any combination of letters, numbers, or other characters. Text stays the same no matter how it's rendered. Consider the sentence "I like pizza." I can print that text on a piece of paper, or read it aloud, or save it in a file on my laptop. It'll be the same text, just rendered different ways—visually, audibly, digitally.

But when "I like pizza" is printed, typography gets involved. All visually displayed text involves typography—whether it's on paper, a computer screen, or a billboard.

Don't infer from the highway-sign example that typography is another word for font. Fonts are part of typography, but typography goes beyond fonts.

www.practicaltypography.com/what-is-typography.html

Do not think
of type as
something
that should
be merely
readable.
It should
be beautiful.

4.1 Primary Typeface

RASOAV Regular

HELLO THIS IS:

RASOAV

ABCDEFGHIJKLMN

OPQRSTUVWXYZ

ABCDEFGHIJKLMN

OPQRSTUVWXYZ

1234567890

4.2 Secondary Typeface

Arpona Regular

Hello I'm:

Arpona

ABCDEFGHIJKLMN

OPQRSTUVWXYZ

abcdefghijklmn

opqrstuvwxyz

1234567890

Arpona Bold

ABCDEFGHIJKLMN OPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890!@£\$%^&

4.3

Accent Typeface

Better Times Regular

Hello I'm:

Better Times

ABCDEFGHIJKLMN

OPQRSTUVWXYZ

abcdefghijklmn

opqrstuvwxyz

1234567890

4.4 Type Hierarchy

LEADING

For legible body text that's comfortable to read, a general rule is that your leading value should be greater than the font size; from 1.25 to 1.5 times

TRACKING

The space between letters in a block of text. In CSS this is defined with the letter-spacing property

WIDOWS & ORPHANS

A single word at the end of a column is a widow and if it's at the top of a new column it's an orphan. They look bad and can be hard to read.

In order to guide the reader, then, headings are usually large, sub-headings are smaller, and body type is smaller still.

BERRYVILLE

111

BERRYVILLE

112

BERRYVILLE

113

BERRYVILLE

114

BERRYVILLE

BODY COPY

BERRYVILLE

CAPTION

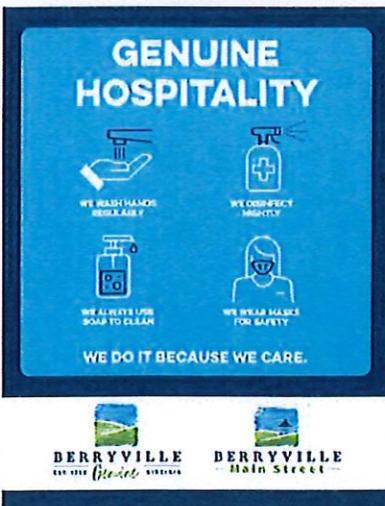
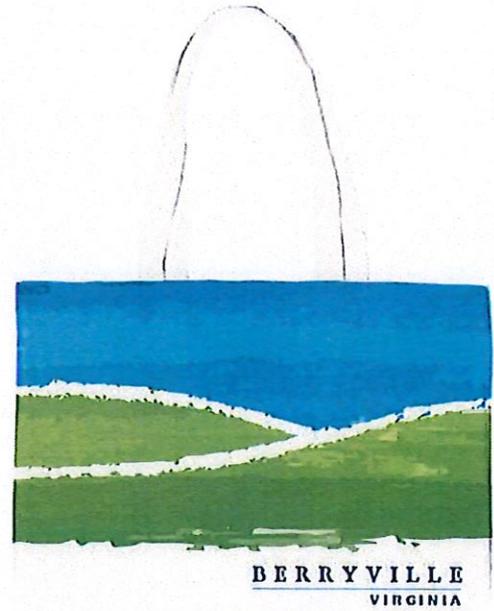
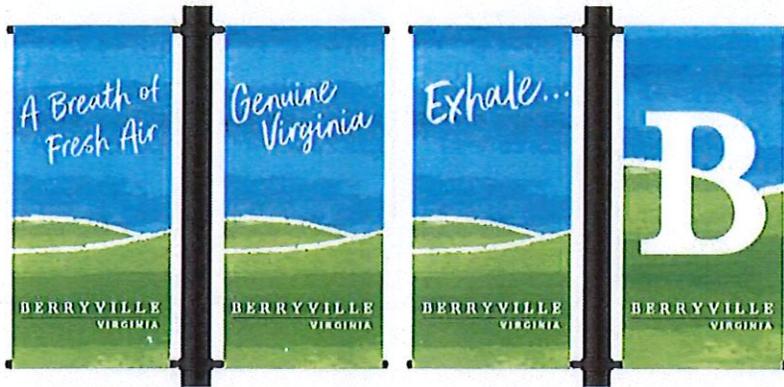
BERRYVILLE

CC

5.0 Expansion

5.1 Collateral

Now is the time to put your logo on everything.
AND WE MEAN EVERYTHING.



BUILDING SITE

113 Crabtree Dr., Berryville, VA 22811

SITE FEATURES		UTILITIES	
Total Available SF	155,000	Electricity: Town of Berryville	
Existing Usage	20%	• 50,000 KW substation	
Fencing	10'	• 100'x200' fence	
Parking	435 parking spaces	Water: Town of Berryville	
		• 15' x 150' pad	
TRANSPORTATION		Town of Berryville	
USF	3 mi	• 30' x 150' concrete	
Interstate 66	8 miles	• 30' x 150' concrete	
Tempo	20 min	• 30' x 150' concrete	
Chesapeake	115 miles	• 30' x 150' concrete	

333 Crabtree Dr., Berryville, VA 22811 540.251.4300

TOWN OF BERRYVILLE VIRGINIA



5.3 Advertising

The activity of attracting public attention to a community or event, by placing announcements in the print, broadcast, or electronic media

HEADLINES

The main headline may be the strongest element of the ad or it may be secondary to a strong visual. Some ads may have subheads and other title elements as well.

BODY

The copy is the main text of the ad. Some ads may take a minimalist approach, a line or two or a single paragraph. Other ads may be quite text-heavy with paragraphs of information, possibly arranged in columns newspaper style. While the words are the most important part of the copy, visual elements such as indentation, pull-quotes, bullet lists, and creative kerning and tracking can help to organize and emphasize the message of the body of the ad.

ARTWORK

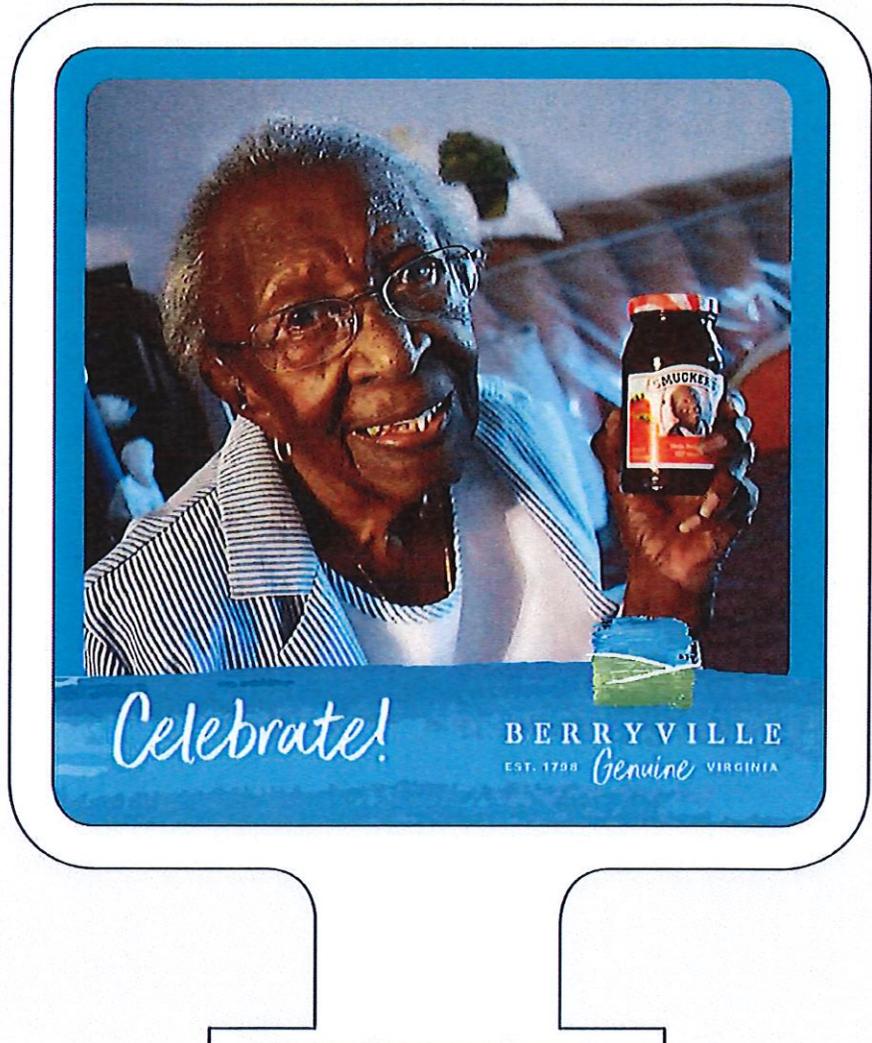
Photographs, drawings, and graphic embellishments are a key visual element of many types of ads. Some ads may have only a single visual while others might have several pictures. Even text-only ads might have some graphics in the form of decorative bullets or borders. When included with visuals the caption is one of the first things most readers look at after the visual.

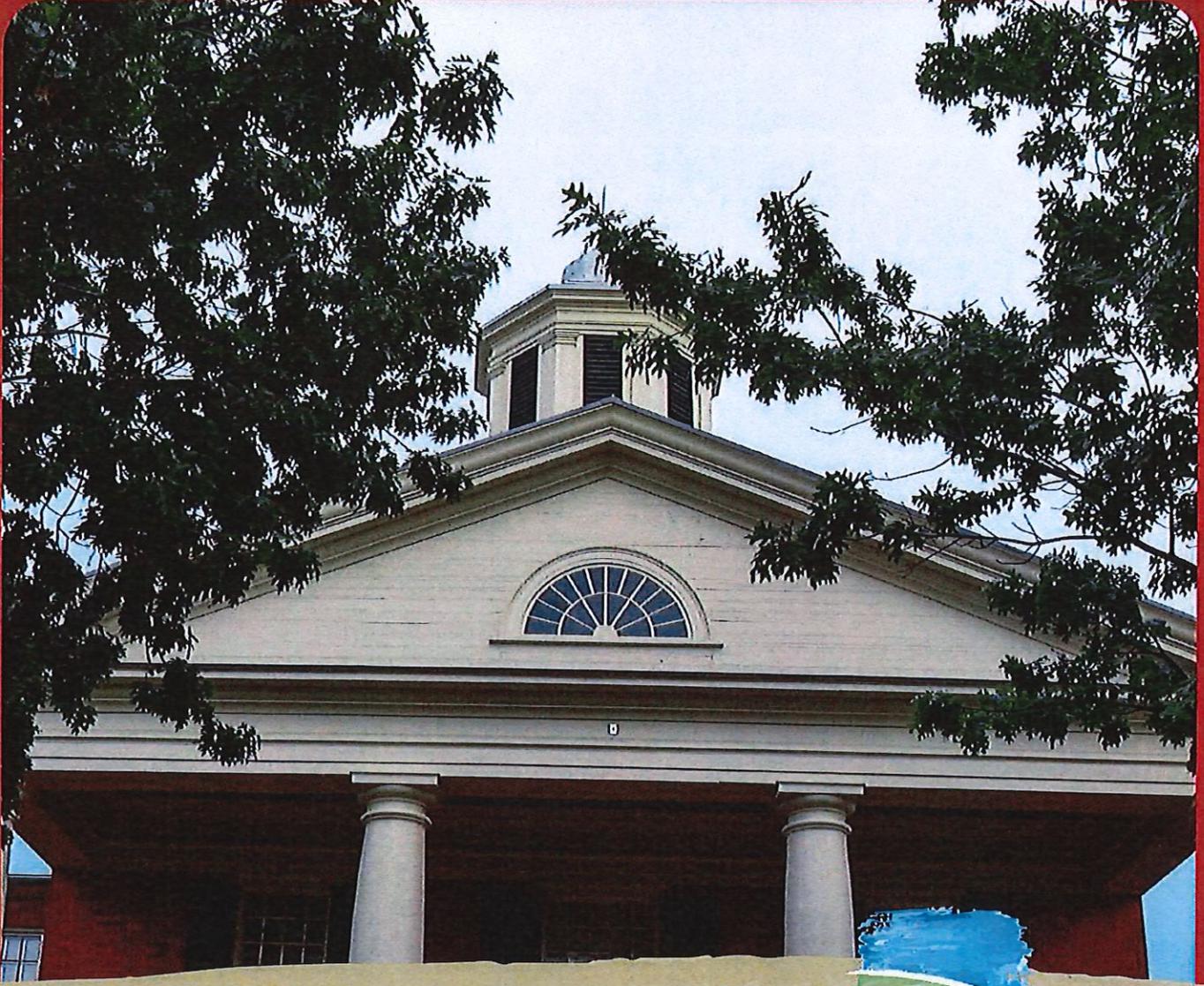
CONTACT

The contact or signature of an ad may appear anywhere in the ad although it is usually near the bottom. It consists of one or more of:

Logo, Advertiser Name, Address, Phone Number, Map or Driving Directions, Web Site Address, Extras.

Some print ads may have additional special elements such as an attached business reply envelope, tear-out portion with a coupon, tip sheet, product sample.





Historic



BERRYVILLE
EST. 1798 *Genuine* VIRGINIA



Festive!

BERRYVILLE
EST. 1798 *Genuine* VIRGINIA



Fresh!

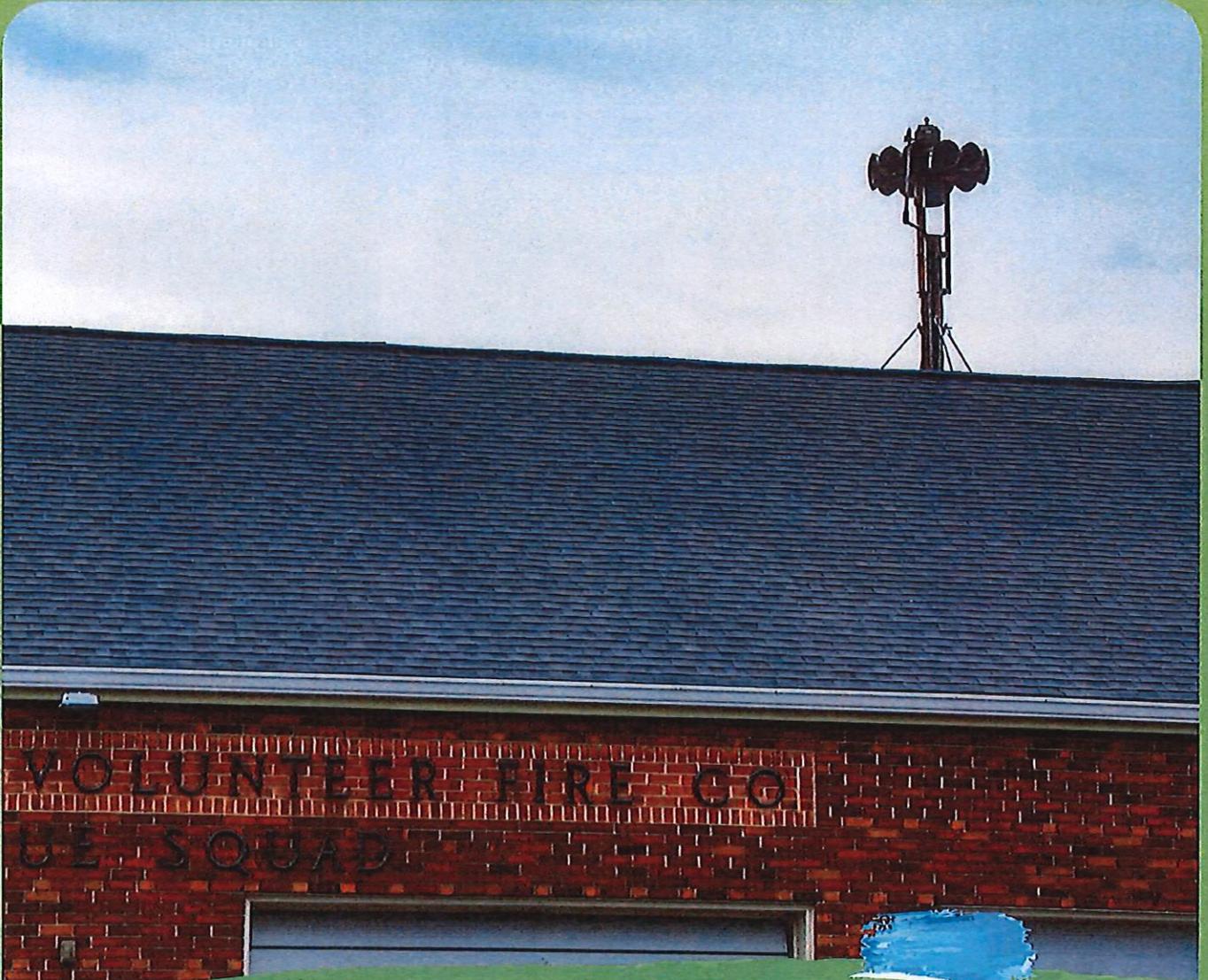
BERRYVILLE
EST. 1798 *Genuine* VIRGINIA



Jammin'!



BERRYVILLE
EST. 1798 *Genuine* VIRGINIA



*We Scream
Community!*

BERRYVILLE
EST. 1798 *Genuine* VIRGINIA



Community Name Graphics Catalog

PREPARED BY

 **ARNETT MULDROW**
316 West Stone Avenue
Greenville, SC 29609
brandtouch@arnettmuldrow.com
arnettmuldrow.com

6.1 Logo Contact Sheet

File Format Guide

All of the included graphic files might not work on your machine, but that does not mean that the file is corrupted or that there is something wrong with your machine. These files address all of the normal uses that a community implemented design would require. Always make sure to inform vendors that you have these different file formats available.



File Type: Portable Document Format
Category: Vector Image Files

File Description: Cross-platform document created by Adobe Acrobat or a program with the Acrobat plug-in; commonly used for e-mail attachments or for saving publications in a standard format for viewing on multiple computers; usually created from another document instead of from scratch.

Program(s) that open PDF files:

Mac OS	Adobe Reader to view (free), Adobe Acrobat to edit (commercial), Apple Preview
Windows	Adobe Reader to view (free), Adobe Acrobat to edit (commercial), Brava! Reader



File Type: JPEG Image File
Category: Raster Image Files

File Description: Compressed graphic format standardized by the JPEG (Joint Photographic Experts Group) group; commonly used for storing digital photos since the format supports up to 24-bit color; also a common format for publishing Web graphics; compressed using lossy compression, which may noticeably reduce the image quality if a high amount of compression is used. JPEG files do not support transparency.



File Type: Encapsulated PostScript
Category: Vector Image Files

File Description: PostScript (.PS) file that includes an embedded preview image in bitmap format; often used for transferring between different operating systems.

Program(s) that open EPS files:

Mac OS	Apple Preview, Adobe Illustrator, Acrobat, Photoshop, or QuarkXpress
Windows	CorelDRAW, Adobe Illustrator, Acrobat, or Photoshop, QuarkXpress



File Type: Adobe Illustrator File
Category: Vector Image Files

File Description: Native file format created by Adobe Illustrator; composed of paths, or lines connected by points, instead of bitmap data; may include objects, color, and text; often referred to as an Illustrator drawing. Illustrator documents can be opened with Photoshop, but the image will be rasterized, meaning it will be converted from a vector image to a bitmap.

Program(s) that open ai files:

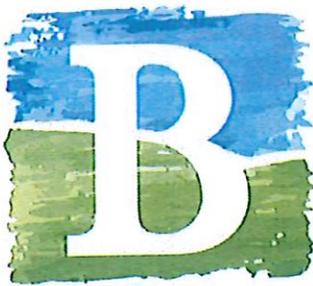
Mac OS	Adobe Illustrator, Acrobat, Reader, Adobe Photoshop (rasterized), Apple Preview
Windows	Adobe Illustrator, Acrobat, Reader, Adobe Photoshop (rasterized)



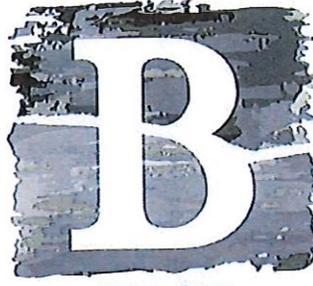
File Type: PNG Image File
Category: Raster Image Files

File Description: Portable Network Graphics (PNG) is a raster graphics file format that supports lossless data compression. PNG supports palette-based images, grayscale images (with or without alpha channel), & full-color non-palette-based RGB images (with or without alpha channel). PNG was designed for transferring images on the Internet, not for professional-quality print graphics, & therefore does not support non-RGB color spaces such as CMYK.

In Microsoft Office, you can place EPS or PDF files that support transparency by going to the "Insert" menu and selecting "Photo>Picture from File...". This will ensure your files are using the highest resolution graphics for output.



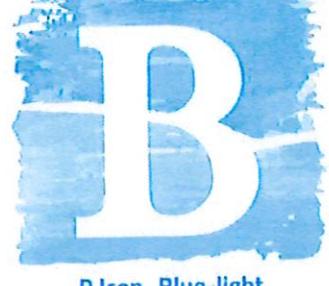
B Icon_4C



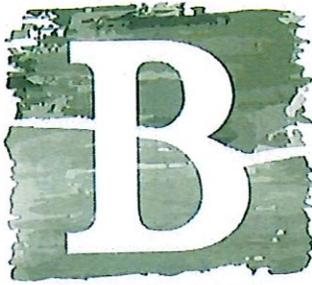
B Icon_Black



B Icon_Blue-dark



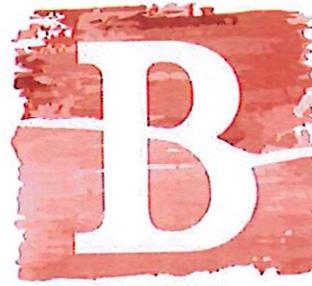
B Icon_Blue-light



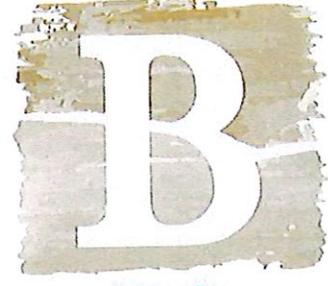
B Icon_Green-dark



B Icon_Green-light



B Icon_Red



B Icon_Tan



BERRYVILLE
EST. 1798 *Genuine* VIRGINIA

Berryville-tagline-wide_4C



BERRYVILLE
EST. 1798 *Genuine* VIRGINIA

Berryville-tagline-wide_Black



BERRYVILLE
EST. 1798 *Genuine* VIRGINIA

Berryville-tagline-wide_Blue-dark



BERRYVILLE
EST. 1798 *Genuine* VIRGINIA

Berryville-tagline-wide_Blue-light



BERRYVILLE
EST. 1798 *Genuine* VIRGINIA

Berryville-tagline-wide_Green-dark



BERRYVILLE
EST. 1798 *Genuine* VIRGINIA

Berryville-tagline-wide_Green-light



BERRYVILLE
EST. 1798 *Genuine* VIRGINIA

Berryville-tagline-wide_Red



BERRYVILLE
EST. 1798 *Genuine* VIRGINIA

Berryville-tagline-wide_Tan



BERRYVILLE
EST. 1798 *Genuine* VIRGINIA

Berryville-tagline_4C



BERRYVILLE
EST. 1798 *Genuine* VIRGINIA

Berryville-tagline_Black



BERRYVILLE
EST. 1798 *Genuine* VIRGINIA

Berryville-tagline_Blue-dark



BERRYVILLE
EST. 1798 *Genuine* VIRGINIA

Berryville-tagline_Blue-light





BERRYVILLE
Virginia

Berryville-Virginia-wide_Tan



BERRYVILLE
Virginia

Berryville-Virginia_4C-White



BERRYVILLE
Virginia

Berryville-Virginia_4C



BERRYVILLE
Virginia

Berryville-Virginia_Black



BERRYVILLE
Virginia

Berryville-Virginia_Blue-dark



BERRYVILLE
Virginia

Berryville-Virginia_Blue-light



BERRYVILLE
Virginia

Berryville-Virginia_Green-dark



BERRYVILLE
Virginia

Berryville-Virginia_Green-light



BERRYVILLE
Virginia

Berryville-Virginia_Red



BERRYVILLE
Virginia

Berryville-Virginia_Tan



Clarke County
Fair

Clarke County Fair_4C



Clarke County
Fair

Clarke County Fair_Black



Clarke County
Fair

Clarke County Fair_Blue-dark



Clarke County
Fair

Clarke County Fair_Blue-light



Clarke County
Fair

Clarke County Fair_Green-dark



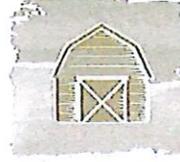
Clarke County
Fair

Clarke County Fair_Green-light



Clarke County
Fair

Clarke County Fair_Red



Clarke County
Fair

Clarke County Fair_Tan



—DOWNTOWN—
BERRYVILLE

Downtown Berryville_4C-White



—DOWNTOWN—
BERRYVILLE
Downtown Berryville_4C



—DOWNTOWN—
BERRYVILLE
Downtown Berryville_Black



—DOWNTOWN—
BERRYVILLE
Downtown Berryville_Blue-dark



—DOWNTOWN—
BERRYVILLE
Downtown Berryville_Blue-light



—DOWNTOWN—
BERRYVILLE
Downtown Berryville_Green-dark



—DOWNTOWN—
BERRYVILLE
Downtown Berryville_Green-light



—DOWNTOWN—
BERRYVILLE
Downtown Berryville_Red



—DOWNTOWN—
BERRYVILLE
Downtown Berryville_Tan



CLARKE COUNTY
Farmers Market
Farmers Market_4C



CLARKE COUNTY
Farmers Market
Farmers Market_Black



CLARKE COUNTY
Farmers Market
Farmers Market_Blue-dark



CLARKE COUNTY
Farmers Market
Farmers Market_Blue-light



CLARKE COUNTY
Farmers Market
Farmers Market_Green-dark



CLARKE COUNTY
Farmers Market
Farmers Market_Green-light



CLARKE COUNTY
Farmers Market
Farmers Market_Red



CLARKE COUNTY
Farmers Market
Farmers Market_Tan



Icon-wide_4C



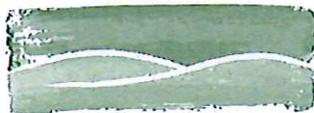
Icon-wide_Black



Icon-wide_Blue-dark



Icon-wide_Blue-light



Icon-wide_Green-dark



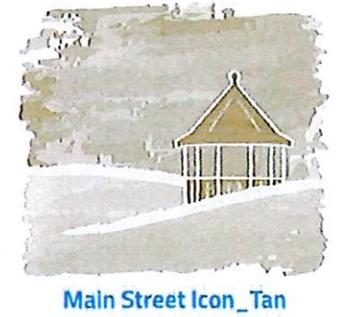
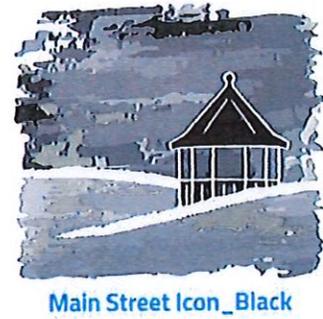
Icon-wide_Green-light



Icon-wide_Red



Icon-wide_Tan





— Main Street —
Main Street-wide_4C-White



BERRYVILLE
— Main Street —
Main Street-wide_4C



BERRYVILLE
— Main Street —
Main Street-wide_Black



BERRYVILLE
— Main Street —
Main Street-wide_Blue-dark



BERRYVILLE
— Main Street —
Main Street-wide_Blue-light



BERRYVILLE
— Main Street —
Main Street-wide_Green-dark



BERRYVILLE
— Main Street —
Main Street-wide_Green-light



BERRYVILLE
— Main Street —
Main Street-wide_Red



BERRYVILLE
— Main Street —
Main Street-wide_Tan



— Main Street —
Main Street_4C-White



BERRYVILLE
— Main Street —
Main Street_4C



BERRYVILLE
— Main Street —
Main Street_Black



BERRYVILLE
— Main Street —
Main Street_Blue-dark



BERRYVILLE
— Main Street —
Main Street_Blue-light



BERRYVILLE
— Main Street —
Main Street_Green-dark



BERRYVILLE
— Main Street —
Main Street_Green-light



BERRYVILLE
— Main Street —
Main Street_Red



BERRYVILLE
— Main Street —
Main Street_Tan



Music
IN THE
PARK

Music in the Park



Summers End
CRUISE IN
Summers End Cruise In



Super NOVA_4C



Super NOVA_Black



Super NOVA_Blue-dark



Super NOVA_Blue-light



Super NOVA_Green-dark



Super NOVA_Green-light



Super NOVA_Red



Super NOVA_Tan



Town of Berryville-Seal_4C



Town of Berryville-Seal_Black



Town of Berryville-Seal_Blue-dark



Town of Berryville-Seal_Blue-light



Town of Berryville-Seal_Green-dark



Town of Berryville-Seal_Green-light



Town of Berryville-Seal_Red



Town of Berryville-Seal_Tan



TOWN OF
BERRYVILLE
VIRGINIA

Town of Berryville-
stacked_4C



TOWN OF
BERRYVILLE
VIRGINIA

Town of Berryville-
stacked_Black



TOWN OF
BERRYVILLE
VIRGINIA

Town of Berryville-
stacked_Blue-dark



TOWN OF
BERRYVILLE
VIRGINIA

Town of Berryville-
stacked_Blue-light



**TOWN OF
BERRYVILLE**
VIRGINIA

Town of Berryville-
stacked_Green-dark



**TOWN OF
BERRYVILLE**
VIRGINIA

Town of Berryville-
stacked_Green-light



**TOWN OF
BERRYVILLE**
VIRGINIA

Town of Berryville-
stacked_Red



**TOWN OF
BERRYVILLE**
VIRGINIA

Town of Berryville-
stacked_Tan

**TOWN OF
BERRYVILLE**
VIRGINIA

Town of Berryville-text_2C

**TOWN OF
BERRYVILLE**
VIRGINIA

Town of Berryville-text_Black

**TOWN OF
BERRYVILLE**
VIRGINIA

Town of Berryville-
text_Blue-dark

**TOWN OF
BERRYVILLE**
VIRGINIA

Town of Berryville-
text_Blue-light

**TOWN OF
BERRYVILLE**
VIRGINIA

Town of Berryville-
text_Green-dark

**TOWN OF
BERRYVILLE**
VIRGINIA

Town of Berryville-
text_Green-light

**TOWN OF
BERRYVILLE**
VIRGINIA

Town of Berryville-text_Red

**TOWN OF
BERRYVILLE**
VIRGINIA

Town of Berryville-text_Tan



**TOWN OF
BERRYVILLE**
VIRGINIA

Town of Berryville-wide_4C



**TOWN OF
BERRYVILLE**
VIRGINIA

Town of Berryville-
wide_Black



**TOWN OF
BERRYVILLE**
VIRGINIA

Town of Berryville-
wide_Blue-dark



**TOWN OF
BERRYVILLE**
VIRGINIA

Town of Berryville-
wide_Blue-light



**TOWN OF
BERRYVILLE**
VIRGINIA

Town of Berryville-
wide_Green-dark



**TOWN OF
BERRYVILLE**
VIRGINIA

Town of Berryville-
wide_Green-light



**TOWN OF
BERRYVILLE**
VIRGINIA

Town of Berryville-wide_Red



**TOWN OF
BERRYVILLE**
VIRGINIA

Town of Berryville-wide_Tan



Berryville Implementation Guide

PREPARED BY

 **ARNETT MULDROW**
316 West Stone Avenue
Greenville, SC 29609
brandtouch@arnettmuldrow.com
arnettmuldrow.com

Adopt Brand

- Board Adoption

Technical Integration

- Install Fonts
- Copy Brand Folder to Local Drive
- Share Brand Link with Design Partners

Social Media

- Update Facebook Profile
- Update Instagram Profile
- Update Twitter Profile
- Update Pinterest Profile
- Load Photos as gallery in Facebook
- Create Pinterest Board with Brand Elements

Communication

- Update Email Signature
- Adopt Powerpoint Template
- Adopt Digital Letterhead
- Upload Brand Materials to Email Newsletter
- Adopt Envelope Template
- Printer Updated Business Cards

Online

- Update Colors on Webpage
- Add New Graphics
- Update Favicon
- Add Brand Statement to Website
- Add Styleguide Request
- Add Brand Resources Page

Collateral

- Share Brand Resources
- Share Merchandising Examples
- Share Brand Partner Idea List

Wayfinding

- Plan Strategic Banner Strategy
- Plan Event Banner Strategy
- Explore Partnering for Comprehensive Wayfinding System

Printing

- Shopping & Dining Guide
- Organization Brochure
- Parking Cards
- Partner Banners
- Visit Cards
- Hours Signs

Event Extension

- Logo Adoption
- Social Integration
- Marketing Integration
- Merchandise Expansion
- Signage
- Volunteer Swag

BrandLaunch Strategy Guide

This list is a pretty comprehensive list of implementation ideas. There is no proper order, but instead carving the path that is right based off your budget, resources, and current collection of communication tools.



BRANDTOUCH

Other



From here, it's completely up to you, your community, your event, or your organization. There's no proper order, only the things that make sense for you!

Brand Merchandise

- Hats
- T-Shirts
- Coffee Cups
- Decals
- Bumper Stickers
- Bags
- Shopping Bags
- Cycling Jerseys
- Pint Glasses
- Guitar Picks
- Water Bottles
- Outdoor Gear
- Polo Shirts
- Climbing Chalk Bags
- Hiking Stick Medallions
- Rain Jackets
- Guitar Straps
- Koozies
- Socks
- Invent Something!

Brand your Digital Presence

- Add Logo to Website
- Add Logos to Facebook as a Gallery
- Link from Web to Community Website
- Use Hashtag
- Share Photos of Branded Items
- Tweet the Web Address
- Link Google Photo Galleries to Share
- Profile Pics
- Send Other Businesses and Organizations to the Web Address
- Instagram People Having Fun

Brand Your Place

- Request Interest Icons
- Look for Brand Extension Opportunities
- Organizational Logos
- Street Banners
- Wayfinding Signage
- Open Signs
- Store Hours Signs
- Shopping & Dining Guides
- Advertising
- Pocket Folders
- Visitor Guides
- Business Cards
- Brochures
- Annual Reports
- Maps
- Trail Guides
- Shopping Bags
- Loyalty Cards

Share with Us

We would love to hear from you about all the amazing things you come up with to do with the brand. Please share images and stories of the brand at work with us.

Share with You

On a quarterly basis, we'll share important information with you, like added resources, usage stats, exciting implementations, and a report of the growing brand equity!

Check off one of the suggestions, and you are a **Brand Partner!**

BRANDSCORE MAIN STREET

	Point Value	Your Score	Opportunity
Do You Have A Defined Typeface?	5 pts		
Do You Have A Color Palette?	5 pts		
Do You Have An Organization Logo?	5 pts		
Do You Have An Destination Logo?	5 pts		
Do Your Committes Have Logos?	2 pts		
Do You Have A Styleguide?	5 pts		
Do You Have An Org Branded Presentation Template?	2 pts		
Do You Have An Org Branded Business Card, Letterhead & Envelope?	2 pts/ 6 max		
Is Your Org Logo On Your Website?	5 pts		
Do You Have An Org Brochure?	5 pts		
Is Your Org Logo Your Facebook Profile?	3 pts		
Is Your Logo Your Instagram Profile?	3 pts		
Do You Know What Twitter Is For?	3 pts		
Do You Have A Traditional Or Electronic Newsletter?	2 pts		
Do You Have A Uniform Hashtag?	2 pts		
Do Our Events Amplify Our Brand?	5 pts/20 max		
Does Your Gateway Include Your Logo?	5 pts		
Your Street Banners Feature Your Destination Brand.	3 pts		
Do You Make Your Volunteers Feel Part Of The Brand?	5 pts		
Do You Address Parking With Your Brand?	5 pts		
Is There Logo Apparel?	2 pts		
Member Or Investor Benefits	2 pts		

BRANDACTION

Copyright Transfer Statement

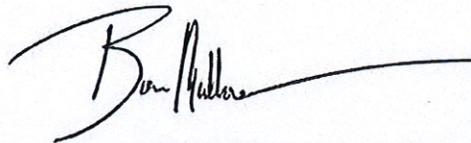
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For the purpose of Community Branding.

This license, attested to by the parties effectively immediately shall serve as notice and agreement between the parties and may not be changed without written permission from Arnett Muldrow & Associates. Arnett Muldrow & Associates retains the right to use the created material to self market and self promote.

This signed agreement also includes the transfer of rights to any variations of the logo previously agreed and supplied as part of the Initial proposal.

Examples of these variations could include : multiple color versions, size and dimensional variations - landscape and portrait, reversed out versions, social media profile images, favicon etc.



Arnett Muldrow & Associates
864.233.0950
ArnettMuldrow.com
316 West Stone Avenue
Greenville, SC 29609

Is there anything missing on this Copyright Transfer Form that was previously agreed upon? Let me know before accepting this statement. It is critical the information shared here is understood and accepted in whole.

Town Council Meeting Report Summary

October 13, 2020

Item Title

Set Bond – Hermitage Phase V

Prepared By

Christy Dunkle

Background/History/General Information

The fifth and final phase of the Hermitage subdivision has been reviewed and approved by state and local agencies. The final step is for Town Council to approve the public improvements and erosion and sediment control bonds for the 71-lot subdivision.

Findings/Current Activity

The bond amounts were submitted by Pennoni Engineering and reviewed by Racey Engineering. The amounts identified are \$6,359,560.00 for public improvements (construction bond) and \$211,768.38 for erosion and sediment controls. The updated itemized cost estimates are included in this staff report.

Financial Considerations

The cost of the review is a reimbursable paid by the property owner. The bonds will be submitted to the Town prior to any construction activity.

Schedule/Deadlines

There is no schedule to begin construction at this time.

Other Considerations

N/A

Recommendation

Approve the bonds as submitted.

Sample motion

I move that the Council of the Town of Berryville approve the public improvement and erosion and sediment control bonds for the following amounts:

Public Improvements: \$ 6,359,560.00

Erosion and Sediment Control: \$ 211,768.38

Attachment: Bond estimates

CONSTRUCTION BOND ESTIMATE

Project: HERMITAGE PHASE 5	Project Number:
Prepared by: CDR	Firm: PENNONI
	Date: 9/14/2020

				BOND ESTIMATE		BOND REDUCTION	
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	% COMPLETE
MOBILIZATION GENERAL							
Mobilization	LS	\$6,250.00	1	\$6,250.00			
Field Office	EA	\$3,000.00	1	\$3,000.00			
Job Sign	EA	\$1,150.00	1	\$1,150.00			
SURVEYING							
Steel Pipe Property Corner Marker Incl. Survey	EA	\$275.00	174	\$47,850.00			
R.O.W. Monuments Surveyed In Place							
RM -- 1	EA	\$825.00	1				
RM -- 2	EA	\$575.00					
EARTHWORK EXCAVATION							
Regular Bulk used as Fill	CY	\$3.86					
Rock, Rip	CY	\$17.30					
Rock, Blast	CY	\$38.48					
BORROW MATERIAL							
Buy, Load, Haul 10 Mi. Select Material	CY	\$28.90	24983	\$722,008.70			
Fill & Compaction On-site Borrow	CY	\$5.95	54276	\$322,942.20			
UNSUITABLE MATERIAL							
Load and Haul, 20 mi RT	CY	\$21.95					
Dump Charge	CY	\$37.50					
Site Grading	SY	\$0.75					
CLEAR & GRUB							
Light	AC	\$6,675.00	53.31	\$355,844.25			
Moderate	AC	\$9,750.00					
Heavy	AC	\$12,250.00					
Very Heavy	AC	\$14,250.00					
LANDSCAPING							
Seeding	SY	\$0.77					
Sodding	SY	\$3.64					
PLANTING SHRUBS							
18"	EA	\$40.00	94	\$3,760.00			
24"	EA	\$70.00	94	\$6,580.00			

Project: HERMITAGE PHASE 5
 Prepared by: CDR
 Firm: PENNONI
 Project Number:
 Date: 9/14/2020

ITEM	UNIT	UNIT COST	BOND ESTIMATE		BOND REDUCTION	
			QUANTITY	EXTENSION	QUANTITY	% COMPLETE
TREES						
6' - 8' (1-2 in. Caliper)	EA	\$400.00	264	\$105,600.00		
8' - 10' (2.5-3 in. Caliper)	EA	\$700.00				
Tree Protection	LF	\$9.00				
MISCELLANEOUS SITE IMPROVEMENTS						
Retaining Walls						
Timber Wall (Less Than 6 ft)	LF	\$325.00				
Dry Rubble RW-1 (H=6')	LF	\$450.00				
Mortared Rubble RW-1A (H=6')	LF	\$535.00				
Concrete Gravity RW-2 (H=6')	LF	\$339.00				
Concrete Gravity RW-3 (H=6')	LF	\$378.00				
FENCING						
Std. Fence (H=5') FR-5	LF	\$9.31				
Farm Fence (H=5') FR-3A	LF	\$10.90				
Chain Link Fence (H=6') FR 2-B	LF	\$14.52				
Board Fence (H=6')	LF	\$19.35				
TOT LOTS						
Tot Lot	EA	\$16,495.00				
STORM DRAINAGE						
STORM SEWER						
NOTE: All pipe unit prices include trench, excavation, bedding, pipe, & backfill						
Rock Excavation for All Pipe Types						
Less than 1,500 CY (Blasting)	CY	\$110.00				
More than 1,500 CY (Blasting)	CY	\$90.00				
Less than 1,500 CY (Hoe Ram)	CY	\$135.00				
More than 1,500 CY (Hoe Ram)	CY	\$110.00				
Trench De-watering						
Trench De-watering	LF	\$2.95				
RCP CLASS III ROUND T & G W/MASTIC						
12" Pipe (RCP III)						
0' - 8' Cut	LF	\$44.50				
8' - 14' Cut	LF	\$62.50				
Add cost for Class IV O-Ring	LF	\$0.85				
15" Pipe (RCP III)	LF	\$5.50				

Project: HERMITAGE PHASE 5
 Prepared by: CDR
 Firm: PENNONI
 Project Number:
 Date: 9/14/2020

		BOND ESTIMATE			BOND REDUCTION		
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	% COMPLETE
0' - 10' Cut	LF	\$49.75	1608	\$79,998.00			
10' - 16'	LF	\$77.50					
Add Cost for Class IV	LF	\$0.95					
O-Ring	LF	\$5.50					
18" Pipe (RCP III)							
0' - 10' Cut	LF	\$50.00	1084	\$54,200.00			
10' - 16' Cut	LF	\$80.00					
Add Cost for Class IV	LF	\$2.00					
O-Ring	LF	\$7.00					
21" Pipe (RCP III)							
0' - 10' Cut	LF	\$57.50					
10' - 16' Cut	LF	\$87.50					
Add Cost for Class IV	LF	\$2.75					
O-Ring	LF	\$13.00					
24" Pipe (RCP III)							
0' - 10' Cut	LF	\$67.50	384	\$25,920.00			
10' - 16' Cut	LF	\$95.00					
Add Cost for Class IV	LF	\$3.15					
O-Ring	LF	\$14.00					
27" Pipe (RCP III)							
0' - 10' Cut	LF	\$60.00					
10' - 16' Cut	LF	\$95.00					
Add Cost for Class IV	LF	\$4.00					
O-Ring	LF	\$15.00					
30" Pipe (RCP III)							
0' - 10' Cut	LF	\$82.50	714	\$58,905.00			
10' - 16' Cut	LF	\$125.00					
Add Cost for Class IV	LF	\$6.00					
O-Ring	LF	\$17.25					
33" Pipe (RCP III)							
0' - 12' Cut	LF	\$115.00					
10' - 18' Cut	LF	\$160.00					
Add Cost for Class IV	LF	\$6.50					
O-Ring	LF	\$21.95					
36" Pipe (RCP III)							
0' - 12' Cut	LF	\$120.00					
12' - 18' Cut	LF	\$175.00					

Project: HERMITAGE PHASE 5	Project Number:	
Prepared by: CDR	Firm: PENNONI	Date: 9/14/2020

		BOND ESTIMATE			BOND REDUCTION		
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE
Add Cost for Class IV	LF	\$7.75					
O-Ring	LF	\$22.75					
42" Pipe (RCP III)							
0' - 12' Cut	LF	\$140.00					
12' - 18' Cut	LF	\$200.00					
Add Cost for Class IV	LF	\$12.00					
O-Ring	LF	\$35.45					
48" Pipe (RCP III)							
0' - 12' Cut	LF	\$155.00					
12' - 18' Cut	LF	\$215.00					
Add Cost for Class IV	LF	\$12.50					
O-Ring	LF	\$43.35					
54" Pipe (RCP III)							
0' - 12' Cut	LF	\$190.00					
12' - 18' Cut	LF	\$275.00					
Add Cost for Class IV	LF	\$18.75					
O-Ring	LF	\$44.45					
60" Pipe (RCP III)							
0' - 12' Cut	LF	\$225.00					
12' - 18' Cut	LF	\$335.00					
Add Cost for Class IV	LF	\$22.50					
O-Ring	LF	\$48.65					
ELLIPTICAL PIPE - RCP CLASS III							
23" X 14" (18" Equiv-RCP III)							
0' - 10' Cut	LF	\$75.00					
10' - 16' Cut	LF	\$110.00					
Add Cost for Class IV	LF	\$16.45					
O-Ring	LF	\$43.35					
30" X 19" (24" Equiv-RCP III)							
0' - 10' Cut	LF	\$90.00					
10' - 16' Cut	LF	\$130.00					
Add Cost for Class IV	LF	\$5.95					
O-Ring	LF	\$43.35					
38" X 24" (30" Equiv-RCP III)							
0' - 10' Cut	LF	\$120.00					
10' - 16' Cut	LF	\$167.50					
Add Cost for Class IV	LF	\$8.45					

Project: HERMITAGE PHASE 5
 Prepared by: CDR
 Firm: PENNONI
 Project Number:
 Date: 9/14/2020

		BOND ESTIMATE		BOND REDUCTION	
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	%COMPLETE
O-Ring	LF	\$51.35			
45" X 29" (36" Equiv-RCP III)					
0' - 10' Cut	LF	\$165.00			
10' - 16' Cut	LF	\$235.00			
Add Cost for Class IV	LF	\$11.35			
O-Ring	LF	\$53.35			
53" X 34" (42" Equiv-RCP III)					
0' - 12' Cut	LF	\$210.00			
10' - 18' Cut	LF	\$300.00			
Add Cost for Class IV	LF	\$15.35			
O-Ring	LF	\$58.95			
60" X 38" (48" Equiv-RCP III)					
0' - 12' Cut	LF	\$255.00			
10' - 18' Cut	LF	\$375.00			
Add Cost for Class IV	LF	\$18.35			
O-Ring	LF	\$69.95			
HDPE PIPE					
8" Pipe					
0'-8' Cut	LF	\$28.65			
8'-14' Cut	LF	\$43.15			
12" Pipe					
0'-8' Cut	LF	\$38.95			
8'-14' Cut	LF	\$57.75			
15" Pipe					
0'-8' Cut	LF	\$50.25			
8'-16' Cut	LF	\$74.85			
18" Pipe					
0'-8' Cut	LF	\$66.00			
8'-16' Cut	LF	\$98.55			
24" Pipe					
0'-8' Cut	LF	\$76.90			
8'-16' Cut	LF	\$115.25			
30" Pipe					
0'-8' Cut	LF	\$91.33			
8'-16' Cut	LF	\$137.27			
36" Pipe					
0'-8' Cut	LF	\$101.68			

Project: HERMITAGE PHASE 5
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 Project Number:
 Date: 9/14/2020

			BOND ESTIMATE		BOND REDUCTION	
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	% COMPLETE
8'-16' Cut	LF	\$152.33				
42" Pipe						
0'-8' Cut	LF	\$113.99				
8'-16' Cut	LF	\$171.00				
48" Pipe						
0'-8' Cut	LF	\$129.55				
8'-16' Cut	LF	\$195.66				
STORM STRUCTURES						
END SECTIONS						
<u>End Section (ES-1). Concrete</u>						
Pipe Size						
15"	EA	\$485.00				
18"	EA	\$565.00	1	\$565.00		
21"	EA	\$645.00				
24"	EA	\$755.00				
27"	EA	\$1,065.00				
30"	EA	\$1,195.00				
36"	EA	\$1,765.00				
42"	EA	\$1,795.00				
48"	EA	\$2,135.00				
54"	EA	\$2,795.00				
60"	EA	\$3,455.00				
ENDWALLS						
<u>EW-1(Pre-cast)</u>						
Round Pipe Size						
15"	EA	\$800.00	4	\$3,200.00		
18"	EA	\$1,337.00	2	\$2,674.00		
24"	EA	\$2,021.00				
30"	EA	\$2,133.00				
36"	EA	\$2,366.00				
<u>EW-1 Cast in Place</u>						
[Round Pipe Size]						
15"	EA	\$852.00				
18"	EA	\$1,053.00				
24"	EA	\$1,495.00				
30"	EA	\$2,144.00				
36"	EA	\$2,383.00				

Project: HERMITAGE PHASE 5
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 Firm: PENNONI
 Date: 9/14/2020
 Project Number:

ITEM	UNIT	UNIT COST	BOND ESTIMATE		BOND REDUCTION	
			QUANTITY	EXTENSION	QUANTITY	%COMPLETE
<u>EW-1A (Pre-Cast)</u> Elliptical Pipe Size						
23" X 14" (18")	EA	\$695.00				
30" X 19" (24")	EA	\$969.00				
38" X 24" (30")	EA	\$1,165.00				
45" X 29" (36")	EA	\$1,445.00				
53" X 34" (42")	EA	\$1,840.00				
<u>EW-1A (Cast in Place)</u> Elliptical Pipe Size						
23" X 14" (18")	EA	\$667.00				
30" X 19" (24")	EA	\$939.00				
38" X 24" (30")	EA	\$1,247.00				
45" X 29" (36")	EA	\$1,618.00				
53" X 34" (42")	EA	\$2,109.00				
<u>EW-2 (PreCast)</u> Round Pipe Size						
42"	EA	\$5,445.00				
48"	EA	\$5,695.00				
54"	EA	\$6,660.00				
60"	EA	\$7,140.00				
72"	EA	\$7,990.00				
84"	EA	\$9,490.00				
<u>EW-2 (Cast in Place)</u> Round Pipe Size						
42"	EA	\$4,723.00				
48"	EA	\$6,039.00				
54"	EA	\$6,972.00				
60"	EA	\$8,179.00				
72"	EA	\$10,713.00				
84"	EA	\$12,288.00				
<u>(EW-6PC) [Double Pipe]</u> Pipe Size						
2-15"	EA	\$999.00				
2-18"	EA	\$1,235.00				
2-24"	EA	\$1,510.00				
2-30"	EA	\$2,165.00				
2-36"	EA	\$2,847.00				

Project: HERMITAGE PHASE 5
 Prepared by: CDR

Firm: PENNONI

Project Number:
 Date: 9/14/2020

				BOND ESTIMATE		BOND REDUCTION	
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	% COMPLETE
MANHOLES							
Standard Brick Manhole Std Frame & Cover (MH-1)							
6' Depth	EA	\$3,750.00	8	\$30,000.00			
Depth below 6'	VF	\$163.00					
Standard Precast Manhole Std Frame & Cover (MH-2)							
6' Depth	EA	\$3,100.00					
Depth below 6'	VF	\$177.00					
<u>Additional Cost (Amounts in parentheses to be added to the above unit costs)</u>							
Wateright Fr/Cover (Add 110)	EA	\$579.00					
Heavy Duty Fr/Cover (Add 82)	EA	\$599.00					
DROP INLETS							
Cast in Place 48"							
Drop Inlet (DI-1) 12" - 24" Pipe 0-10 VF	EA	\$3,697.00					
Drop Inlet (DI-1A) 12" - 24" Pipe 10-20 VF	EA	\$5,593.00					
Drop Inlet (DI-2) 12" - 24" Pipe 0-10 VF, 10' throat	EA	\$6,911.00					
Drop Inlet (DI-2A) 12" - 24" Pipe 10-20 VF, 10' throat	EA	\$8,833.00					
CURB DROP INLETS							
Curb Drop Inlet (DI-3A) 12"-30" Pipe (Invert Depth (H) = 0'-8") Inlet Length 2'-6"	EA	\$4,088.00					
Curb Drop Inlet (DI-3AA) 12"-30" Pipe (Invert Depth (H) = 8'-20") Inlet Length 2'-6"	EA	\$5,357.00					
Curb Drop Inlet (DI-3B & DI-12) 12"-30" Pipe (Invert Depth (H) = 0'-8') Inlet Length							
4'	EA	\$4,279.00	3	\$12,837.00			
6'	EA	\$4,573.00	6	\$27,438.00			
8'	EA	\$4,889.00	9	\$44,001.00			
10'	EA	\$5,052.00	7	\$35,364.00			

Project: HERMITAGE PHASE 5
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				BOND ESTIMATE		BOND REDUCTION	
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	% COMPLETE
12'	EA	\$5,227.00	4	\$20,908.00			
16'	EA	\$5,543.00					
20'	EA	\$5,859.00					
Curb Drop Inlet (DI-3BB) 12"-30" Pipe							
<u>(Invert Depth (H) = 8'-20') Inlet Length</u>							
4'	EA	\$4,276.00	1	\$4,276.00			
6'	EA	\$4,848.00	2	\$9,696.00			
8'	EA	\$5,429.00					
10'	EA	\$5,732.00					
12'	EA	\$6,011.00					
16'	EA	\$6,296.00					
20'	EA	\$6,599.00					
Curb Drop Inlet (DI-3C) 12"-30" Pipe							
<u>(Invert Depth (H) = 0'-8') Inlet Length</u>							
6'	EA	\$4,013.00					
8'	EA	\$4,588.00	1	\$4,588.00			
10'	EA	\$4,893.00					
12'	EA	\$5,178.00					
16'	EA	\$5,766.00					
20'	EA	\$6,339.00					
Curb Drop Inlet (DI-3CC) 12"-30" Pipe							
<u>(Invert Depth (H) = 8'-20') Inlet Length</u>							
6'	EA	\$4,746.00					
8'	EA	\$5,293.00					
10'	EA	\$5,627.00					
12'	EA	\$5,988.00					
16'	EA	\$6,772.00					
20'	EA	\$7,465.00					
Curb Drop Inlet (DI-3D)							
12"-30" Pipe (Invert Depth							
(H) = 0'-8') Inlet Length 2'-6"							
	EA	\$3,633.00					
Curb Drop Inlet (DI-3DD)							
12"-30" Pipe (Invert Depth							
(H) = 8'-20') Inlet Length 2'-6"							
	EA	\$4,367.00					
Curb Drop Inlet (DI-3E) 12"-30" Pipe							
<u>(Invert Depth (H) = 0'-8') Inlet Length</u>							

Project: HERMITAGE PHASE 5

Prepared by: CDR

Project Number:

Firm: PENNONI

Date: 9/14/2020

ITEM	UNIT	UNIT COST	BOND ESTIMATE		BOND REDUCTION	
			QUANTITY	EXTENSION	QUANTITY	% COMPLETE
4'	EA	\$4,093.00				
8'	EA	\$4,756.00				
10'	EA	\$5,724.00				
12'	EA	\$5,833.00				
16'	EA	\$6,072.00				
20'	EA	\$6,709.00				
<u>Curb Drop Inlet (DI-3EE) 12"-30" Pipe</u>						
<u>(Invert Depth (H) = 8'-20') Inlet Length</u>						
6'	EA	\$7,562.00				
8'	EA	\$7,869.00				
10'	EA	\$7,999.00				
12'	EA	\$8,166.00				
16'	EA	\$8,471.00				
20'	EA	\$8,767.00				
<u>Curb Drop Inlet (DI-3F) 12"-30" Pipe</u>						
<u>(Invert Depth (H)=0'-8') Inlet Length</u>						
6'	EA	\$3,765.00				
8'	EA	\$4,419.00				
10'	EA	\$4,749.00				
12'	EA	\$5,085.00				
16'	EA	\$5,742.00				
20'	EA	\$6,395.00				
<u>Curb Drop Inlet (DI-3FF) 12"-30" Pipe</u>						
<u>(Invert Depth (H) = 8'-20') Inlet Length</u>						
6'	EA	\$8,077.00				
8'	EA	\$8,288.00				
10'	EA	\$8,480.00				
12'	EA	\$8,669.00				
16'	EA	\$9,047.00				
20'	EA	\$9,446.00				
<u>Curb Drop Inlet (DI-4A) 36"-48" Pipe</u>						
<u>(Invert Depth (H)=0'-8') Inlet Length</u>						
4'	EA	\$4,868.00				
<u>Curb Drop Inlet (DI-4AA) 36"-48" Pipe</u>						
<u>(Invert Depth (H)=0'-8') Inlet Length</u>						
4'	EA	\$6,817.00				

Project: HERMITAGE PHASE 5
 Prepared by: CDR
 Firm: PENNONI
 Project Number:
 Date: 9/14/2020

		BOND ESTIMATE			BOND REDUCTION		
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	% COMPLETE
Curb Drop Inlet (DI-4B) 36" - 48" Pipe							
<u>(Invert Depth (H) = 0'-8') Inlet Length</u>							
6'	EA	\$5,172.00					
8'	EA	\$5,499.00					
10'	EA	\$5,698.00					
12'	EA	\$5,870.00					
16'	EA	\$6,221.00					
20'	EA	\$6,571.00					
Curb Drop Inlet (DI-4BB) 36" - 48" Pipe							
<u>(Invert Depth (H) = 8'-20') Inlet Length</u>							
6'	EA	\$10,292.00					
8'	EA	\$10,643.00					
10'	EA	\$10,810.00					
12'	EA	\$10,974.00					
16'	EA	\$11,309.00					
20'	EA	\$11,669.00					
Curb Drop Inlet (DI-4C) 36" - 48" Pipe							
<u>(Invert Depth (H) = 0'-8') Inlet Length</u>							
8'	EA	\$5,612.00					
10'	EA	\$5,794.00					
12'	EA	\$5,968.00					
16'	EA	\$6,315.00					
20'	EA	\$6,657.00					
Curb Drop Inlet (DI-4CC) 36" - 48" Pipe							
<u>(Invert Depth (H) = 8'-20') Inlet Length</u>							
8'	EA	\$13,371.00					
10'	EA	\$13,693.00					
12'	EA	\$14,097.00					
16'	EA	\$14,712.00					
20'	EA	\$15,365.00					
Curb Drop Inlet (DI-4D)							
<u>36" - 48" Pipe (Invert Depth (H) = 0'-8') Inlet Length 4'</u>							
	EA	\$4,933.00					
Curb Drop Inlet (DI-4DD)							
<u>36" - 48" Pipe (Invert Depth (H) = 8'-16') Inlet Length 4'</u>							
	EA	\$9,455.00					

Project: HERMITAGE PHASE 5	Project Number:
Prepared by: CDR	Firm: PENNONI
	Date: 9/14/2020

ITEM	UNIT	UNIT COST	BOND ESTIMATE		BOND REDUCTION	
			QUANTITY	EXTENSION	QUANTITY	%COMPLETE
Curb Drop Inlet (DI-4E) 36" -48" Pipe						
<u>(Invert Depth (H) =0'-8') Inlet Length</u>						
6'	EA	\$5,267.00				
8'	EA	\$5,605.00				
10'	EA	\$5,896.00				
12'	EA	\$6,233.00				
16'	EA	\$6,996.00				
20'	EA	\$7,695.00				
Curb Drop Inlet (DI-4EE) 36" -48" Pipe						
<u>(Invert Depth (H) =8'-16') Inlet Length</u>						
6'	EA	\$9,165.00				
8'	EA	\$9,495.00				
10'	EA	\$9,839.00				
12'	EA	\$10,167.00				
16'	EA	\$10,838.00				
20'	EA	\$11,483.00				
Curb Drop Inlet (DI-4F) 36" -48" Pipe						
<u>(Invert Depth (H)=0'-8') Inlet Length</u>						
8'	EA	\$5,877.00				
10'	EA	\$6,209.00				
12'	EA	\$6,568.00				
16'	EA	\$7,259.00				
20'	EA	\$7,963.00				
Curb Drop Inlet (DI-4FF) 36" -48" Pipe						
<u>(Invert Depth (H) =8'-16') Inlet Length</u>						
8'	EA	\$8,866.00				
10'	EA	\$9,147.00				
12'	EA	\$9,435.00				
16'	EA	\$9,997.00				
20'	EA	\$10,584.00				
Median Drop Inlets - CIP						
Median Drop Inlet (DI-6A)						
12"-24" Pipe Inlet (H=8')						
	EA	\$4,205.00				
Median Drop Inlet (DI-6B)						
12"-24" Pipe Inlet (H=8')						
	EA	\$4,267.00				

Project: HERMITAGE PHASE 5
 Prepared by: CDR

Project Number:
 Firm: PENNONI

Date: 9/14/2020

			BOND ESTIMATE		BOND REDUCTION	
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	% COMPLETE
Median Drop Inlet (DI-6C) 30"-48" Pipe Inlet (H=10')	EA	\$5,589.00				
Median Drop Inlet (DI-6D) 30"-48" Pipe Inlet (H=10')	EA	\$5,692.00				
Median Drop Inlet (DI-7) Type III Top 12"-42" Pipe Inlet (H=10')	EA	\$5,748.00	4	\$22,992.00		
Median Drop Inlet (DI-7A) Type III Top 12"-42" Pipe Inlet (H=10')	EA	\$6,338.00				
Median Drop Inlet (DI-7B) Type III Top 12"-42" Pipe Inlet (H=10')	EA	\$6,797.00				
MISCELLANEOUS INLETS						
Ditch Drop Inlet, (DI-5) Type III Tip 12"-42" Pipe Inlet (H=8')	EA	\$5,226.00				
Standard Yard Inlet (YI-1) 12"-48" Pipe (Invert Depth (H)=0'-8') Inlet Length 4'(No Aprons) Add Yard Inlet Apron	EA	\$4,749.00				
Standard Yard Inlet (YI-3) 12"-48" Pipe (Invert Depth (H)=0'-8') Inlet Length 4'(No Aprons) Add Yard Inlet Apron	Throat	\$255.00				
Standard Yard Inlet (YI-3) 12"-48" Pipe (Invert Depth (H)=0'-8') Inlet Length 4'(No Aprons) Add Yard Inlet Apron	EA	\$5,127.00				
Standard Yard Inlet Apron	Throat	\$255.00				
CULVERTS						
Single Box Culvert (BC-1A) Fills to 25'						
4' X 4'	LF	\$336.00				
5' X 5"	LF	\$410.00				
6' X 6'	LF	\$498.00				
8' X 8'	LF	\$699.00				
10' X 10'	LF	\$845.00				
Double Box Culvert (BC-2b) Fills to 25'						
4' X 4'	LF	\$566.00				
5' X 5"	LF	\$705.00				

Project: HERMITAGE PHASE 5
 Prepared by: CDR
 Firm: PENNONI
 Project Number:
 Date: 9/14/2020

				BOND ESTIMATE		BOND REDUCTION	
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	% COMPLETE
6' X 6'	LF	\$854.00					
8' X 8'	LF	\$1,148.00					
10' X 10'	LF	\$1,411.00					
Oversized Single Box Culvert							
(BBC-1) Fills to 25'							
12' X 6'	LF	\$1,026.00					
12' X 8'	LF	\$1,144.00					
12' X 10'	LF	\$1,239.00					
12' X 12'	LF	\$1,348.00					
Triple Box Culvert							
(BC-3B) Fills to 25'							
4' X 4'	LF	\$779.00					
5' X 5'	LF	\$965.00					
6' X 6'	LF	\$1,211.00					
8' X 8'	LF	\$1,633.00					
10' X 10'	LF	\$2,488.00					
Quadruple Box Culvert							
(BC-4B) Fills to 25'							
4' X 4'	LF	\$987.00					
5' X 5'	LF	\$1,225.00					
6' X 6'	LF	\$1,523.00					
8' X 8'	LF	\$1,497.00					
10' X 10'	LF	\$2,835.00					
Standard Wing for Box Culvert							
(1 Side Only) Height of Box							
4'	EA	\$675.00					
5'	EA	\$995.00					
6'	EA	\$1,337.00					
8'	EA	\$2,489.00					
10'	EA	\$3,315.00					
Standard Wing for Oversized Box Culvert(BBC-W)							
Height of Box							
6'	EA	\$1,351.00					
8'	EA	\$2,189.00					
10'	EA	\$3,269.00					
12'	EA	\$4,763.00					
MISCELLANEOUS STORM							

Project: HERMITAGE PHASE 5
 Prepared by: CDR
 Firm: PENNONI
 Project Number:
 Date: 9/14/2020

ITEM	UNIT	BOND ESTIMATE			BOND REDUCTION		
		UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	% COMPLETE
Connection to Existing Structure							
15'-36" Pipe	EA	\$735.00	1	\$735.00			
42"- 60" Pipe	EA	\$1,125.00					
Casing Pipe, Bore and Jack (3/8" wall)							
22" ID (6"-8" Carrier Pipe)	LF	\$411.00					
24" ID (10" Carrier Pipe)	LF	\$451.00					
30" ID (12" Carrier Pipe)	LF	\$569.00					
Plug Pipe							
6" -12" Pipe	EA	\$142.00					
15"-36" Pipe	EA	\$323.00					
42"- 60" Pipe	EA	\$522.00					
Pavement Edge Pipe							
Standard Pipe Underdrain	LF	\$19.00					
Riprap							
Dry, Class I, 18"	SY	\$47.87	40	\$1,914.80			
Dry, Class II, 18"	SY	\$51.46					
Grouted, Class I, 18"	SY	\$69.97					
Filter Fabric							
Class I	SY	\$3.50					
Class II	SY	\$3.00					
Class III	SY	\$2.25					
Gabions (No excavation)							
Matress	CY	\$130.00					
Revetment	CY	\$164.33					
Wall	CY	\$212.25					
Paved Ditch (4" Thick)							
Concrete (Non-reinforced)	SY	\$62.00					
Bituminous Concrete(4")	SY	\$30.00					
Sodded Ditch							
Sodded Ditch (incl Fine Grading)	SY	\$9.86					
STREET CONSTRUCTION							
ROADS AND PARKING							
Soil Stabilization	Inches SY/inch Depth						
Cement 6%		\$2.70					

Project: HERMITAGE PHASE 5 Project Number: Date: 9/14/2020
 Prepared by: CDR Firm: PENNONI

		BOND ESTIMATE			BOND REDUCTION		
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	% COMPLETE
Depth (in Inches):							
Lime 6%	SY/Inch Depth	\$1.89					
Depth (in Inches):							
Subbase, Aggregated Material							
Base Type 1	SY/Inch Depth	\$1.75	19484	\$204,582.00			
Depth (in Inches):	6						
Bituminous Concrete							
Base Course	SY/Inch Depth	\$5.59					
Depth (in Inches):							
Intermediate Course	SY/Inch Depth	\$5.49	15831	\$260,736.57			
Depth (in Inches):	3						
Top Course	SY/Inch Depth	\$5.49	15831	\$130,368.29			
Depth (in Inches):	1.5						
Prime Coat	SY	\$1.10	15831	\$17,414.10			
Tack Coat	SY	\$1.10					
Driveway Restoration							
4" Concrete & 4" Gravel	SY	\$79.95					
2" SM-9.5 & 6" Gravel	SY	\$31.96					
Shoulders, Type I							
Aggregated Base, 4"	SY	\$11.50					
Concrete Curbing							
Curb & Gutter CG6 & CG7	LF	\$22.50	10956	\$246,510.00			
Curb Cut, CG-12 Detectable Surf.	EA	\$569.00					
Entrances/Driveways							
Commercial Entrance CG-11	SY	\$52.88					
Commercial Entrance CG-13	SY	\$64.67					
Residential Driveway C&G/SW	EA	\$1,043.75	71	\$74,106.25			
Guardrails							
Std. Blocked-out W beam (GR2)	LF	\$42.50					
Std. W beam, Weak Post GR8	LF	\$28.50					
Terminal, GR-6 (L=12'-6")	EA	\$2,929.00					

Project: HERMITAGE PHASE 5
 Prepared by: CDR
 Firm: PENNONI
 Project Number:
 Date: 9/14/2020

		BOND ESTIMATE		BOND REDUCTION	
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	% COMPLETE
Terminal, GR-7 (L=6'-3")	EA	\$2,659.00			
Type I, GR-8 Terminal (L=25')	EA	\$1,399.00			
Type II, GR-8 Terminal (L=13'-6")	EA	\$695.00			
Terminal, MB-4 (L=37'-6")	EA	\$3,495.00			
Type I, MB-5 Terminal (L=27'-1)	EA	\$2,925.00			
Type II, MB-5 Terminal (L=13'-6)	EA	\$1,675.00			
Miscellaneous					
Trash enclosure - Brick 6' high	LF	\$325.00			
Reinforced Concrete Pad 6" to 8"	SY	\$62.00			
Striping 4" width (VDOT Type B)	LF	\$2.25			
Concrete Wheel Stops	EA	\$70.00			
Parking Lot Striping	EA	\$50.00			
Sign Island	EA	\$850.00			
Traffic Barricade	LF	\$43.45	2	\$86.90	
Street Name Signs	EA	\$435.00	30	\$13,050.00	
Traffic Control Signs	EA	\$375.00	20	\$7,500.00	
Street Light (pole, bracket, light)	EA	\$4,285.00	23	\$98,555.00	
SIDEWALKS AND TRAILS					
Sidewalk					
Concrete 4" w/WVF, No base	SY	\$45.23	3045	\$137,725.35	
Bitum. Conc, 2" w/4" Base	SY	\$30.00			
4" Conc, No Reinf., No Base	SY	\$41.00			
HANDRAIL					
Handrail 3 Rail 1-1/4" #4 Finish	LF	\$96.50			
Wood Chip Trail					
Trails (incl Excavation & Grading)	SY	\$17.69			
Wood chip, 4' wide					
Bituminous Trail					
6' to 10' wide	SY	\$49.25			
CRITICAL SLOPE STABILIZATION					
Paved Flume					
Paved Flume	SY	\$67.00			
Stmwr Conc Channel-Excav					
ADD Grass Lined-seeded	SY	\$5.37			
ADD Grass Lined-sodded	SY	\$10.89			
Outlet Protection					
Non-grouted Riprap 18"	SY	\$52.00	150	\$7,800.00	
Concrete 4"	SY	\$53.50			

Project: HERMITAGE PHASE 5
 Prepared by: CDR

Firm: PENNONI

Project Number:
 Date: 9/14/2020

BOND ESTIMATE		BOND REDUCTION	
ITEM	UNIT	QUANTITY	% COMPLETE

Note 1: SWM/BMP Facility requires a separate estimate when shown on the plan to include: excavation, grading, blasting, concrete pipes, outlet structure, & other necessary items

Note 2: Signalization requires a separate detailed estimate when shown on the plan.

Sub-Total = \$5,087,647.41
 + 25% Contingencies = \$1,271,912.00
 Total = \$6,359,560.00

Berryville Town Council Item Report Summary

October 13, 2020

Item Title

Staff Reports – Business and Finance

Prepared By

Gregory C. Jacobs, Director of Finance

Status of RFP's currently working

Refuse and Garbage Collection RFP (RFP # 2020-4) – contract currently with Republic Services for their review/approval.

Audit Services draft RFP (RFP # 2020-5) – A draft of the RFP is attached for Council's review. A suggested schedule of the process is as follow:

- 10/13/2020 Council receives draft of RFP to review.
- 11/10/2020 Council approves RFP for publication at November Council Meeting.
- 11/13/2020 RFP # 2020-5 is published.
- 12/2/2020 Responses are due back to the Town.
- 12/8/2020 Budget and Finance Committee reviews responses.
- 12/14 – 12/18/2020 Council interviews of prospective Audit Firms.
- 1/12/2021 – Council Approves selected Audit Firm at January 2021 Council Meeting.
- 1/15/2021 – Audit Contract Awarded.

Employee Health Insurance RFP - Staff is currently researching the feasibility / need for a Health Insurance RFP to provide Employee Health Insurance. This is being done to be prepared in case Anthem Health Plans of Virginia and Valley Health Services cannot reach a contract agreement thereby forcing many of our employee's health care providers to be "out of network."

Collection of Utility Payments

Today, Tuesday October 6, 2020, staff was directed to resume the practice of disconnecting past due water and sewer accounts. We started with the 10 accounts that were 90+ days delinquent. By the end of the day, 8 of those accounts had been paid, and are now current.

CARES Act Update

The County of Clarke has graciously agreed to take the lead on administering funds from the CARES Act. Our point of contact with Clarke County has been Brenda Bennett. As this is new to all of us, we have been working toward a procedure that satisfies the requirements of the CARES Act. The process that the County has established is as follows:

- Expenditures eligible for reimbursement under the CARES Act are submitted to Ms. Bennett along with documentation of the expenditure and what the expenditure was used for.
- These expenditures are reviewed by the "CARES Committee" which is comprised of the following individuals:
 - Brian Lichty, Director of Fire, EMS & Emergency Management
 - Chris Boies, County Administrator
 - Brenda Bennett, Director of Joint Administrative Services
- The CARES Committee reviews expenditures and supporting documentation to determine if the items submitted meet the requirements of the CARES Act.
- The CARES Committee then puts together a packet of expenses that have been submitted for reimbursement that qualify under the Act and submit them to the Clarke County Finance Committee recommending them for approval.
- The Finance Committee reviews the submitted expenses and in turn sends them to the Clarke County Board of Supervisors for final approval.
- Once the Clarke County Board of Supervisors approve the submissions for reimbursement, they are returned to Ms. Bennett for payment.
- Ms. Bennett sends them to the Accounts Payable Clerk to put them in the que for payment.

We have made two submissions to Clarke County CARES Committee. Our first was for expenses from March 5, 2020 through May 15, 2020 that totaled \$6,154.80. We received a check in the amount of \$6,129.47 on September 2, 2020.

Our second submission to Clarke County CARES Committee was for expenses from May 16, 2020 through August 18, 2020 that totaled \$5,982.97 on August 31, 2020. We expect to receive the payment the end of October, 2020.

The next Clarke County Finance Committee Meeting is October 14, 2020 and the next Clarke County Board of Supervisors Meeting is October 20, 2020.

Per my discussions with Ms. Bennett it was decided that we will submit our expenditures eligible for reimbursement under the CARES Act to Ms. Bennett on the 15th of each month going forward.

Online Payment Update

Originally, the plan for online payments, was to have separate bank accounts so we could track the receipts and returns easier. Our software sales representative told us this could be done but when we actually went to implement the process, we were told it could be done but we would have to pay for additional programming. At the same time, the COVID crisis had hit and we rushed the process into service on March 27, 2020, with very little testing, instead of the original target date of mid-April.

Reconciliations have been difficult with NSF's and returns being problematic. We have made adjustments and are getting better at it. We continue to work with FMS and PSN to get reporting issues corrected.

As of September, the payment process usage by percentage is as follows:

- | | |
|--|-----|
| - Cash at the front window and drive through | 4% |
| - Checks at the front window, drive through, mail, and drop box | 56% |
| - Credit Card Charge at front window and drive through (Pay Pal) | 2% |
| - ACH Auto Draft | 30% |
| - PSN Online Check payment | 3% |
| - PSN Online Credit Card payment | 5% |

Staff has promoted the online payment option by postings on the Town Website, postings at the Business Office front desk area, handouts, notices printed on water and sewer service bills and envelopes, and special notices included in the water and sewer billings.

A/P Check Listing for July 1, 2020 through September 30, 2020

Please see attached a listing of checks issued from July 1, 2020 through September 30, 2020.

ACH Transactions for July 1, 2020 through September 30, 2020

- Please see attached a listing of payments made by ACH for July 2020
- Please see attached a listing of payments made by ACH for August 2020
- Please see attached a listing of payments made by ACH for September 2020

Bank of America P-Card Statements (payments made by town credit cards)

- July 2020 P-Card Purchases that were paid on August 25, 2020
- August 2020 P-Card Purchases that were paid on September 25, 2020
- September 2020 P-Card Purchases that were paid on October 25, 2020

Budget Analysis for first quarter Fiscal Year Ending June 30, 2021

Please see attached "Budget Analysis – Revenue & Expenses" report (unadjusted) for the period of July 1, 2020 through September 30, 2020.

A/P Check Listing

Vendor Range - 4IMPRINT, INC.' - 'ZENON ENVIRONMENTAL CORPORATION
Date From - 7/1/2020 Date To - 9/30/2020

Town of Berryville
10/07/2020 01:34 PM

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Check Number	Bank	Vendor	Date	Amount
6119	1	- CLARKE COUNTY GENERAL DISTRICT COURT	'07/02/2020	<u>\$240.00</u>
6120	1	- Cynthia Poulin	'07/02/2020	<u>\$630.00</u>
6121	1	- NORFOLK SOUTHERN CORPORATION	'07/02/2020	<u>\$1,097.57</u>
6122	1	- Northern Shenandoah Valley Regional Commission	'07/02/2020	<u>\$4,820.31</u>
6123	1	- PENNONI ASSOCIATES INC	'07/02/2020	<u>\$3,934.50</u>
6124	1	- VRSA Virginia Risk Sharing Association	'07/02/2020	<u>\$94,827.00</u>
6125	1	- ATLANTIC TACTICAL INC	'07/10/2020	<u>\$124.69</u>
6126	1	- COMBS WASTEWATER MANAGEMENT LLC	'07/10/2020	<u>\$75.00</u>
6127	1	- Comcast	'07/10/2020	<u>\$134.34</u>
6128	1	- Hall, Monahan, Engle, Mahan & Mitchell	'07/10/2020	<u>\$5,490.00</u>
6129	1	- Michelle M. Jones	'07/10/2020	<u>\$245.00</u>
6130	1	- REPUBLIC SERVICES # 976	'07/10/2020	<u>\$23,046.95</u>
6131	1	- Skyline Regional CJA	'07/10/2020	<u>\$4,980.00</u>
6132	1	- Treasurer of Virginia	'07/10/2020	<u>\$7.06</u>
6133	1	- Treasurer of Frederick County	'07/10/2020	<u>\$4,500.50</u>
6134	1	- Verizon	'07/10/2020	<u>\$567.02</u>
6135	1	- Verizon Wireless	'07/10/2020	<u>\$838.94</u>
6136	1	- VUPS	'07/10/2020	<u>\$73.50</u>
6137	1	- Bureau for Child Support Enforcement	'07/13/2020	<u>\$875.00</u>
6138	1	- CIVICPLUS	'07/20/2020	<u>\$6,000.00</u>
6139	1	- Comcast	'07/20/2020	<u>\$89.37</u>
6140	1	- Cynthia Poulin	'07/20/2020	<u>\$588.75</u>
6141	1	- Douglas A. Shaffer	'07/20/2020	<u>\$75.00</u>
6142	1	- H. Allen Kitselman	'07/20/2020	<u>\$75.00</u>
6143	1	- Keith Dalton	'07/20/2020	<u>\$50.00</u>
6144	1	- Rappahannock Electric Cooperative	'07/20/2020	<u>\$5,159.20</u>
6145	1	- The Winchester Star	'07/20/2020	<u>\$1,215.50</u>
6146	1	- TrueShred, Inc.	'07/20/2020	<u>\$53.00</u>
6147	1	- Virasec, LLC	'07/20/2020	<u>\$2,367.06</u>
6148	1	- Virginia Resources Authority	'07/20/2020	<u>\$235,000.00</u>

A/P Check Listing

Vendor Range - 4IMPRINT, INC.' - 'ZENON ENVIRONMENTAL CORPORATION
Date From - 7/1/2020 Date To - 9/30/2020

Town of Berryville
10/07/2020 01:34 PM

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Check Number	Bank	Vendor	Date	Amount
6149	1	- ANDERSON LAWN CARE, INC.	07/28/2020	\$1,100.00
6150	1	- Bureau for Child Support Enforcement	07/28/2020	\$875.00
6151	1	- CROWN TROPHY LLC	07/28/2020	\$25.00
6152	1	- CUMMINS ATLANTIC	07/28/2020	\$489.18
6153	1	- Dale A. Barton	07/28/2020	\$40.00
6154	1	- ELIZABETH RITTER	07/28/2020	\$5.42
6155	1	- Gwen Malone	07/28/2020	\$40.00
6156	1	- H. Allen Kitzelman	07/28/2020	\$40.00
6157	1	- Kim S. Kemp	07/28/2020	\$40.00
6158	1	- Lewin-Yount Company, LLC	07/28/2020	\$164.00
6159	1	- MICHAEL R CONFREY	07/28/2020	\$18.74
6160	1	- Michelle K. Marino	07/28/2020	\$40.00
6161	1	- Minnesota Life Insurance Co.	07/28/2020	\$347.68
6162	1	- Sheryl Reid	07/28/2020	\$40.00
6163	1	- Thomas Randall Parker Jr.	07/28/2020	\$40.00
6164	1	- USPS	07/28/2020	\$3,000.00
6165	1	- Virasec, LLC	07/28/2020	\$2,347.59
6166	1	- VIRGINIA DEPT OF HEALTH/WATERWORK TECH ASST FUND	07/28/2020	\$5,127.10
6167	1	- WILLIAM MAYHEW	07/28/2020	\$88.06
6168	1	- CENTRIC BUSINESS SYSTEMS INC	08/05/2020	\$609.92
6169	1	- COOKSON SENGCHANH 1336	08/05/2020	\$160.40
6170	1	- CROWN TROPHY LLC	08/05/2020	\$35.00
6171	1	- Cynthia Poulin	08/05/2020	\$465.00
6172	1	- FLETCHER RICHARD T 411	08/05/2020	\$470.05
6173	1	- PENNONI ASSOCIATES INC	08/05/2020	\$4,305.00
6174	1	- The Winchester Star	08/05/2020	\$657.80
6175	1	- Bureau for Child Support Enforcement	08/06/2020	\$875.00
6176	1	- COMBS WASTEWATER MANAGEMENT LLC	08/06/2020	\$75.00
6177	1	- CORE & MAIN LP	08/06/2020	\$6,680.37

A/P Check Listing

Vendor Range - 4IMPRINT, INC.' - 'ZENON ENVIRONMENTAL CORPORATION
Date From - 7/1/2020 Date To - 9/30/2020

Town of Berryville
10/07/2020 01:34 PM

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Check Number	Bank	Vendor	Date	Amount
6178	1	Minnesota Life Insurance Co.	08/06/2020	\$669.94
6179	1	VUPS	08/06/2020	\$65.10
6180	1	Commercial Press Inc	08/07/2020	\$206.50
6181	1	TOWN OF BERRYVILLE	08/07/2020	\$225.00
6182	1	ANDERSON LAWN CARE, INC.	08/12/2020	\$1,100.00
6183	1	CALMET ROBERTO & ANNA MARIE 6986	08/12/2020	\$381.52
6184	1	Douglas A. Shaffer	08/12/2020	\$75.00
6185	1	FORDENBACHER MARK 1057	08/12/2020	\$333.00
6186	1	H. Allen Kitselman	08/12/2020	\$75.00
6187	1	Hall, Monahan, Engle, Mahan & Mitchell	08/12/2020	\$7,967.50
6188	1	Keith Dalton	08/12/2020	\$50.00
6189	1	Treasurer of Frederick County	08/12/2020	\$5,293.72
6190	1	USPS	08/12/2020	\$150.00
6191	1	ARNETT MULDROW & ASSOCIATES, LTD	08/20/2020	\$6,600.00
6192	1	BERRYVILLE TREASURES	08/20/2020	\$30.00
6193	1	Bureau for Child Support Enforcement	08/20/2020	\$875.00
6194	1	CLARKE COUNTY GENERAL DISTRICT COURT	08/20/2020	\$140.35
6195	1	CORE & MAIN LP	08/20/2020	\$1,290.00
6196	1	Cynthia Poulin	08/20/2020	\$720.00
6197	1	DE MELO MERCIA 525	08/20/2020	\$418.20
6198	1	DONNA M GALLAGHER	08/20/2020	\$169.16
6199	1	KUHN MAUREEN H 6874	08/20/2020	\$42.50
6200	1	MCKINLEY DONALD J & LORI A 726	08/20/2020	\$469.96
6201	1	MCLAUGHLIN JENNIFER ANN 152	08/20/2020	\$405.20
6202	1	Michelle M. Jones	08/20/2020	\$1,662.50
6203	1	Northern Shenandoah Valley Regional Commission	08/20/2020	\$897.75
6204	1	PENNONI ASSOCIATES INC	08/20/2020	\$3,752.50
6205	1	Virasec, LLC	08/20/2020	\$2,390.36
6210	1	CORE & MAIN LP	08/28/2020	\$3,615.00
6211	1	Cynthia Poulin	08/28/2020	\$540.00

A/P Check Listing

Vendor Range - 4IMPRINT, INC.' - 'ZENON ENVIRONMENTAL CORPORATION
Date From - 7/1/2020 Date To - 9/30/2020

Town of Berryville
10/07/2020 01:34 PM

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Check Number	Bank	Vendor	Date	Amount
6212	1	- Denali Water Solutions LLC	'08/28/2020	<u>\$22,742.40</u>
6213	1	- Minnesota Life Insurance Co.	'08/28/2020	<u>\$347.68</u>
6214	1	- Bureau for Child Support Enforcement	'09/03/2020	<u>\$875.00</u>
6215	1	- CIVICPLUS	'09/03/2020	<u>\$2,829.38</u>
6216	1	- COMBS WASTEWATER MANAGEMENT LLC	'09/03/2020	<u>\$75.00</u>
6217	1	- CORE & MAIN LP	'09/03/2020	<u>\$6,000.00</u>
6218	1	- NICOLE LOCKHART	'09/03/2020	<u>\$92.90</u>
6219	1	- SANDRA J SWARR	'09/03/2020	<u>\$87.90</u>
6220	1	- The Winchester Star	'09/03/2020	<u>\$300.30</u>
6221	1	- TIFAINE LOBDELL	'09/03/2020	<u>\$164.16</u>
6222	1	- TOWN OF BERRYVILLE	'09/03/2020	<u>\$200.00</u>
6223	1	- VUPS	'09/03/2020	<u>\$74.55</u>
6224	1	- WILLIAM DAVID TWIGGS	'09/03/2020	<u>\$87.90</u>
6225	1	- AXON ENTERPRISE, INC.	'09/09/2020	<u>\$5,410.50</u>
6226	1	- Barns of Rose Hill	'09/09/2020	<u>\$4,500.00</u>
6227	1	- Douglas A. Shaffer	'09/09/2020	<u>\$75.00</u>
6228	1	- H. Allen Kitselman	'09/09/2020	<u>\$75.00</u>
6229	1	- Keith Dalton	'09/09/2020	<u>\$50.00</u>
6230	1	- LAWYERS SUPPLY COMPANY OF NEW JERSEY INC.	'09/09/2020	<u>\$3,500.00</u>
6231	1	- PENNONI ASSOCIATES INC	'09/09/2020	<u>\$4,208.75</u>
6232	1	- Southern Software, Inc.	'09/09/2020	<u>\$6,151.00</u>
6233	1	- THE TOLEDO TICKET COMPANY	'09/09/2020	<u>\$253.20</u>
6234	1	- UTILITY SERVICE CO., INC.	'09/09/2020	<u>\$155,604.50</u>
6235	1	- ANDERSON LAWN CARE, INC.	'09/17/2020	<u>\$1,100.00</u>
6236	1	- Cynthia Poulin	'09/17/2020	<u>\$423.75</u>
6237	1	- GREGORY C. JACOBS	'09/17/2020	<u>\$372.00</u>
6238	1	- Instrulogic Corporation	'09/17/2020	<u>\$1,056.00</u>
6239	1	- TOWN OF BERRYVILLE	'09/17/2020	<u>\$86.10</u>
6240	1	- Treasurer of Frederick County	'09/17/2020	<u>\$4,011.58</u>

A/P Check Listing

Vendor Range - 4IMPRINT, INC.' - 'ZENON ENVIRONMENTAL CORPORATION
Date From - 7/1/2020 Date To - 9/30/2020

Town of Berryville
10/07/2020 01:34 PM

Page: 5 of 5

Check Number	Bank	Vendor	Date	Amount
6241	1	- Treasurer of Virginia - DEQ	09/17/2020	<u>\$2,896.06</u>
6242	1	- BRENDA GOODMAN	09/22/2020	<u>\$78.32</u>
6243	1	- Bureau for Child Support Enforcement	09/22/2020	<u>\$875.00</u>
6244	1	- FRONDORF MARK J 4996	09/22/2020	<u>\$142.41</u>
6245	1	- Hach Company	09/22/2020	<u>\$24,848.00</u>
6246	1	- Northern Shenandoah Valley Regional Commission	09/22/2020	<u>\$651.30</u>
6247	1	- PENNONI ASSOCIATES INC	09/22/2020	<u>\$2,302.00</u>
6248	1	- RAMOS RAFAEL ARMANDO 7702	09/22/2020	<u>\$117.45</u>
6249	1	- SMITH DOUGLAS 7098	09/22/2020	<u>\$323.60</u>
6250	1	- VIRASEC IT Support Services, Inc.	09/22/2020	<u>\$2,380.12</u>
6251	1	- ZENON ENVIRONMENTAL CORPORATION	09/22/2020	<u>\$5,800.00</u>
129		Checks Totaling -		<u>\$727,161.14</u>

Totals By Fund

	Checks	Voids	Total
100	\$225,449.99		\$225,449.99
501	\$225,297.67		\$225,297.67
502	\$276,413.48		\$276,413.48
Totals:	\$727,161.14		\$727,161.14

ACH Transactions

Date From - 7/1/2020 Date To - 7/31/2020
Town of Berryville

Description	Date	Amount	Bank Acct #
VRS	7/10/2020	\$ 24,672.33	1
US Treasury - Payroll Taxes	7/10/2020	\$ 11,617.24	1
Payroll Transfer - Town Council	7/13/2020	\$ 1,222.62	2
US Bank - copier lease payment	7/9/2020	\$ 2,480.76	2
ICMA-RC VRS Hybrid	7/9/2020	\$ 317.86	1
		\$ 575.32	\$ 893.18 1
ICMA-RC VRS Hybrid	7/9/2020	\$ 317.86	1
		\$ 575.32	\$ 893.18 1
ICMA-RC VRS Hybrid	7/9/2020	\$ 317.86	1
		\$ 575.32	\$ 893.18 1
VA Employment Commission	7/22/2020	\$ 14.95	1
Comp of MD - Payroll Taxes	7/15/2020	\$ 171.00	1
Comp of MD - Payroll Taxes	7/15/2020	\$ 90.00	1
Comp of MD - Payroll Taxes	7/15/2020	\$ 77.00	1
Comp of MD - Payroll Taxes	7/15/2020	\$ 74.00	1
Comp of MD - Payroll Taxes	7/15/2020	\$ 486.00	1
Treas of WV - Payroll Taxes	7/15/2020	\$ 2,621.00	1
Treas of VA - Payroll Taxes	7/15/2020	\$ 13,975.37	2
Payroll Transfer - SM Exempt	7/9/2020	\$ 35,254.50	2
Payroll Transfer - BW Non Exempt	7/16/2020	\$ 10,123.00	1
USDA RD OCFO - Gov't Center	7/19/2020	\$ 202.76	1
US Treasury - Payroll Taxes	7/20/2020	\$ 5,612.29	1
US Treasury - Payroll Taxes	7/27/2020	\$ 62,317.49	1
BOA - P-Card Payment	7/24/2020	\$ 35,522.98	2
Payroll Transfer - BW Non Exempt PR	7/24/2020	\$ 835.17	2
Lincoln Financial - Disability Insurance	7/24/2020	\$ 11,920.34	1
US Treasury - Payroll Taxes	7/21/2020	\$ 4.96	1
ICMA-RC VRS Hybrid		\$ 5.59	\$ 10.55 1
ICMA-RC VRS Hybrid	7/27/2020	\$ 438.08	1
		\$ 647.05	\$ 1,095.13 1
US Treasury - Payroll Taxes	7/31/2020	\$ 5,612.08	1
Payroll Transfer - SM Exempt	7/31/2020	\$ 13,974.00	2
Mansfield - Fuel Card Due	7/20/2020	\$ 800.98	2
Mansfield - Fuel Card Due	7/20/2020	\$ 795.30	2
Mansfield - Fuel Card Due	7/20/2020	\$ 776.69	2
Mansfield - Fuel Card Due	7/22/2020	\$ 730.00	2
Nationwide Retirement Solutions	7/22/2020	\$ 86.00	1
Comp of MD - Payroll Taxes (should pull 1/31/2020)	7/21/2020	\$ 435.00	1
Treas of WV - Payroll Taxes	7/21/2020	\$ 2,669.00	1
Treas of VA - Payroll Taxes	7/22/2020	\$ 28,759.00	1
Anthem	7/22/2020	\$ 111.76	1
Affordable Care Act - PCORI Fees	7/16/2020	\$ 182.94	2
ACH Reversal - NSF Pmt, ██████████	7/14/2020	\$ 243.78	2
Returned Check - Chargeback	7/17/2020	\$ 289.49	2
PSN Chargeback	7/17/2020	\$ 132.10	2
ACH Reversal - Acct Closed ██████████	7/17/2020	\$ 81.26	2
ACH Reversal - NSF Pmt, ██████████			
		\$ 278,745.80	
Totals:		\$ 99,949.87	
Payroll		\$ 35,076.47	
US Treasury		\$ 921.00	
Treas of WV		\$ 498.00	
Comp of MD		\$ 5,290.00	
Treas of VA		\$ 14.95	
VA Employment Commission		\$ 2,372.97	
Mansfield Oil		\$ 3,775.22	
ICMA-RC VRS Hybrid		\$ 24,672.33	
VRS		\$ 28,759.00	
Anthem		\$ 2,480.76	
US Bank Copier Lease		\$ 893.17	
Lincoln Financial		\$ 730.00	
Nationwide Retirement Solutions		\$ 62,317.49	
BOA P-Card payment		\$ 10,123.00	
USDA Bond Payment		\$ 929.57	
Returned ACH pmts/NSF		\$ 278,745.80	
		\$ 171,447.46	
Funds from "Operating Acct" aka Bank # 1		\$ 107,298.34	
Funds from "Deposit Acct" aka Bank # 2		\$ 278,745.80	

ACH Transactions

Date From - 8/1/2020 Date To - 8/31/2020
Town of Berryville

Description	Date	Amount	Bank Acct #
VRS	8/10/2020	\$ 25,466.21	1
US Treasury - Payroll Taxes	8/10/2020	\$ 11,141.95	1
Payroll Transfer - Town Council	8/13/2020	\$ 1,490.43	2
US Bank - copler lease payment	8/11/2020	\$ 1,305.44	2
ICMA-RC VRS Hybrid	8/11/2020	\$ 380.34	1
		\$ 613.77	1
Comp of MD - Payroll Taxes	8/5/2020	\$ 86.00	1
Treas of WV - Payroll Taxes	8/4/2020	\$ 441.00	1
Treas of VA - Payroll Taxes	8/4/2020	\$ 2,717.00	1
Payroll Transfer - SM Exempt	8/13/2020	\$ 13,967.14	2
Payroll Transfer - BW Non Exempt	8/7/2020	\$ 33,873.48	2
USDA RD DCFD - Gov't Center	8/17/2020	\$ 10,123.00	1
US Treasury - Payroll Taxes	8/14/2020	\$ 247.14	1
US Treasury - Payroll Taxes	8/17/2020	\$ 5,610.85	1
BOA P-Card Payment	8/27/2020	\$ 56,656.01	1
Payroll Transfer - BW Non Exempt PR	8/23/2020	\$ 34,047.92	2
US Treasury - Payroll Taxes	8/23/2020	\$ 10,972.00	1
ICMA-RC VRS Hybrid	8/25/2020	\$ 380.34	1
		\$ 613.77	1
US Treasury - Payroll Taxes	8/31/2020	\$ 5,610.85	1
Payroll Transfer - SM Exempt	8/31/2020	\$ 13,967.14	2
Mansfield - Fuel Card Due	8/3/2020	\$ 737.51	2
Mansfield - Fuel Card Due	8/14/2020	\$ 729.64	2
Mansfield - Fuel Card Due	8/28/2020	\$ 568.25	2
Mansfield - Fuel Card Due	8/3/2020	\$ 730.00	2
Nationwide Retirement Solutions	8/14/2020	\$ 740.00	2
Nationwide Retirement Solutions	8/31/2020	\$ 740.00	2
Nationwide Retirement Solutions	8/18/2020	\$ 94.00	1
Comp of MD - Payroll Taxes	8/18/2020	\$ 440.00	1
Treas of WV - Payroll Taxes	8/18/2020	\$ 2,565.00	1
Treas of VA - Payroll Taxes	8/18/2020	\$ 28,759.00	1
Anthem	8/3/2020	\$ 15.00	1
PSN Chargeback Fee	8/3/2020	\$ 15.00	1
ACH Reversal - NSF Pmt, [REDACTED]	8/18/2020	\$ 314.20	2
ACH Reversal - No Acct, [REDACTED]	8/18/2020	\$ 81.26	2
PSN Returned Check - [REDACTED]	8/21/2020	\$ 132.10	2
PSN Returned Check	8/27/2020	\$ 182.94	2
ACH Reversal - NSF Pmt, [REDACTED]	8/19/2020	\$ 106.68	2
		<u>\$ 266,647.36</u>	

Totals:	\$ 97,346.11
Payroll	\$ 33,582.79
US Treasury	\$ 881.00
Treas of WV	\$ 180.00
Comp of MD	\$ 5,282.00
Treas of VA	\$ 2,035.40
Mansfield Oil	\$ 1,988.22
ICMA-RC VRS Hybrid	\$ 25,466.21
VRS	\$ 15.00
PSN Chargeback Fee	\$ 28,759.00
Anthem	\$ 1,305.44
US Bank Copler Lease	\$ -
Lincoln Financial	\$ 2,210.00
Nationwide Retirement Solutions	\$ 56,656.01
BOA P-Card payment	\$ 10,123.00
USDA Bond Payment	\$ 817.18
Returned ACH pmts/NSF	<u>\$ 266,647.36</u>

\$ 162,933.23
Funds from "Operating Acct" aka Bank # 1
\$ 103,714.13
Funds from "Deposit Acct" aka Bank # 2
\$ 266,647.36

ACH Transactions

Date From - 9/1/2020 Date To - 9/30/2020
Town of Berryville

Description	Date	Amount	Bank Acct #
VRS	9/10/2020	\$ 25,466.21	1
US Treasury - Payroll Taxes	9/4/2020	\$ 11,401.64	1
Payroll Transfer - Town Council	9/8/2020	\$ 1,453.49	2
US Bank - copier lease payment	9/10/2020	\$ 1,305.44	2
ICMA-RC VRS Hybrid	9/4/2020	\$ 380.34	1
		\$ 613.77	1
Comp of MD - Payroll Taxes	9/15/2020	\$ 95.00	1
Treas of WV - Payroll Taxes	9/15/2020	\$ 466.00	1
Treas of VA - Payroll Taxes	9/15/2020	\$ 2,608.00	1
Payroll Transfer - SM Exempt	9/15/2020	\$ 13,967.14	2
Payroll Transfer - BW Non Exempt	9/4/2020	\$ 34,834.34	2
USDA RD DCFO - Gov't Center	9/17/2020	\$ 10,123.00	1
US Treasury - Payroll Taxes	9/8/2020	\$ 241.02	1
US Treasury - Payroll Taxes	9/15/2020	\$ 5,610.85	1
BOA - P-Card Payment	9/25/2020	\$ 60,457.07	1
Payroll Transfer - BW Non Exempt PR	9/18/2020	\$ 35,267.07	2
Payroll Transfer - BW Non Exempt PR	9/18/2020	\$ 55.40	2
US Treasury - Payroll Taxes	9/18/2020	\$ 11,428.03	1
ICMA-RC VRS Hybrid	9/18/2020	\$ 380.34	1
		\$ 613.77	1
US Treasury - Payroll Taxes	9/18/2020	\$ 9.20	1
US Treasury - Payroll Taxes	9/30/2020	\$ 5,610.85	1
Payroll Transfer - SM Exempt	9/30/2020	\$ 13,967.14	2
Mansfield - Fuel Card Due	9/14/2020	\$ 647.06	2
Mansfield - Fuel Card Due	9/30/2020	\$ 555.51	2
Lincoln Financial	9/1/2020	\$ 859.95	2
Nationwide Retirement Solutions	9/15/2020	\$ 740.00	2
Nationwide Retirement Solutions	10/2/2020	\$ 815.00	2
Comp of MD - Payroll Taxes	9/30/2020	\$ 97.00	1
Treas of WV - Payroll Taxes	9/30/2020	\$ 514.00	1
Treas of VA - Payroll Taxes	9/30/2020	\$ 2,585.00	1
Anthem	9/1/2020	\$ 28,759.00	1
PSN Chargeback Fee	8/3/2020	\$ -	1
ACH Reversal - NSF Pmt, [REDACTED]	8/18/2020	\$ -	2
ACH Reversal - No Acct, [REDACTED]	8/18/2020	\$ -	2
PSN Returned Check - [REDACTED]	8/21/2020	\$ -	2
PSN Returned Check	8/27/2020	\$ -	2
ACH Reversal - NSF Pmt [REDACTED]	8/19/2020	\$ -	2
		<u>\$ 271,927.63</u>	
Totals:			
Payroll		\$ 99,544.58	
US Treasury		\$ 34,301.59	
Treas of WV		\$ 980.00	
Comp of MD		\$ 192.00	
Treas of VA		\$ 5,193.00	
Mansfield Oil		\$ 1,202.57	
ICMA-RC VRS Hybrid		\$ 1,988.22	
VRS		\$ 25,466.21	
PSN Chargeback Fee		\$ -	
Anthem		\$ 28,759.00	
US Bank Copier Lease		\$ 1,305.44	
Lincoln Financial		\$ 859.95	
Nationwide Retirement Solutions		\$ 1,555.00	
BOA P-Card payment		\$ 60,457.07	
USDA Bond Payment		\$ 10,123.00	
Returned ACH pmts/NSF		\$ -	
		<u>\$ 271,927.63</u>	
Funds from "Operating Acct" aka Bank # 1		\$ 167,460.09	
Funds from "Deposit Acct" aka Bank #2		\$ 104,467.54	
		<u>\$ 271,927.63</u>	



BERRYVILLE TOWN OF
 July 01, 2020 - July 31, 2020

Purchasing Card

Company Statement

Account Information	Payment Information	Account Summary
Mail Billing Inquiries to: BANKCARD CENTER PO BOX 982238 EL PASO, TX 79998-2238 Customer Service: 1.888.449.2273 24 Hours TTY Hearing Impaired: 1.800.222.7365 24 Hours Outside the U.S.: 1.509.353.6656 24 Hours For Lost or Stolen Card: 1.888.449.2273 24 Hours	Statement Date 07/31/20 Payment Due Date 08/25/20 Days in Billing Cycle 31 Credit Limit \$500,000 Cash Limit \$0 Total Payment Due \$66,656.01	Previous Balance \$62,317.49 Payments -\$62,317.49 Credits -\$13.24 Cash \$0.00 Purchases \$56,669.25 Other Debits \$0.00 Overlimit Fee \$0.00 Late Payment Fee \$0.00 Cash Fees \$0.00 Other Fees \$0.00 Finance Charge \$0.00 Current Balance \$56,656.01

Important Messages
 Please do not send payment. Your automatic payment is scheduled to be credited to this account on 08/25/20.

Cardholder Activity Summary				
Account Number	Credits	Cash	Purchases and Other Debits	Total Activity
BOOR, RICK				
15,000	0.00	0.00	5,779.29	5,779.29
BUSSERT, ERNIE				
15,000	0.00	0.00	2,534.41	2,534.41

6231749 5665601 5665601 4715291201837237

BANK OF AMERICA
 PO BOX 15731
 WILMINGTON, DE 19886-5731

BERRYVILLE TOWN OF
 STE A
 101 CHALMERS CT
 BERRYVILLE, VA 22611-1387

Account Number: [REDACTED]
 July 01, 2020 - July 31, 2020

Total Payment Due \$66,656.01
 Payment Due Date 08/25/20

Enter payment amount

\$

Check here for a change of mailing address or phone numbers. Please provide all corrections on the reverse side.

Mail this coupon along with your check payable to:
 BANK OF AMERICA

⑆54999001⑆00051201837237⑈



Posting payments: Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.

Service for the hearing impaired (TTY/TDD): Contact our service for the hearing-impaired at 1.800.222.7365.

Telephone monitoring: For the purposes of monitoring and improving the quality of service, Bank's supervisory personnel may listen to and/or record telephone calls between Bank employees and any person acting on Company's behalf.

Disclosure: We may furnish to your employer information concerning your use of your account. To read more about our information disclosure, please visit www.bankofamerica.com/corporatecarddisclosure or call the customer service number listed on your statement to request a copy.

In case of errors or questions about your bill: Errors or questions about your bill must be received in writing no later than 60 days after we sent you the first statement on which the error or problem appeared. Please mail this information to BANKCARD CENTER, PO BOX 982238, EL PASO, TX 79998-2238. Your letter must include the following information:

- The company name, cardholder name and account number in question.
- The dollar amount of the suspected error.
- A written description of the error and why you believe there is an error. If you need more information, describe the item you are unsure about.

Customer Service:	For questions regarding transactions, general assistance, and reporting lost and stolen cards, call:	
	<u>Within the U.S.</u>	<u>Outside the U.S.</u>
	1.888.449.2273	1.509.353.6656 (collect calls accepted)

Thank you for your business.

Please write your change of address here:

Street

City

State

Zip

()

()

Home Phone

Business Phone

Posting payments: Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.

Cardholder Activity Summary				
Account Number	Credits	Cash	Purchases and Other Debits	Total Activity
CULP, PAUL				
5,000	0.00	0.00	2,035.00	2,035.00
DEHAVEN, HEATHER				
1,000	0.00	0.00	0.68	0.68
DORSEY, DANIEL				
500	0.00	0.00	18.61	18.61
ELLIOTT, RALPH				
5,000	0.00	0.00	236.51	236.51
FERREBEE, DARRELL				
500	0.00	0.00	6.36	6.36
GARNER, SEAN				
500	0.00	0.00	54.86	54.86
GREEN, CONNOR				
500	0.00	0.00	80.09	80.09
JACOBS, GREGORY				
55,000	0.00	0.00	26,528.68	26,528.68
KERN, JODI				
5,000	0.00	0.00	966.45	966.45
LINK, BRIAN				
1,000	0.00	0.00	106.13	106.13
MCGORMICK, HARRY				
500	13.24	0.00	89.58	76.34
POSTON, RUSTY				
1,000	0.00	0.00	641.14	641.14
SHEETZ, CULLEN				
500	0.00	0.00	99.78	99.78
STOVER, KEITH				
1,000	0.00	0.00	368.16	368.16
TYRRELL, DAVE				
35,000	0.00	0.00	16,510.15	16,510.15
WHITE, NEAL				
15,000	0.00	0.00	613.37	613.37

Transactions							
Posting	Transaction	Date	Description	Reference Number	MCC	Charge	Credit
							Total Activity
			BERRYVILLE TOWN OF				-\$62,317.49
			Account Number: [REDACTED]				
07/24	07/24		AUTO PAYMENT DEDUCTION		0071		62,317.49
			BOOR, RICK				Total Activity
			Account Number: [REDACTED]				5,779.29
07/03	07/02		GIANT MARTINS #6558 BERRYVILLE VA	24692160184100194672912	5411	22.05	
07/15	07/14		CORE & MAIN LP 514 304-263-6986 WV	24792620196206962600015	5039	3,515.35	
07/16	07/14		ORIFFITH ENERGY SERVIC 410-956-3000 MD	24258020197017034360077	5983	686.67	
07/20	07/17		IN *SELECT SPECIALTY PROD434-2963937 VA	24692160200100653899980	5169	336.39	
07/20	07/17		STUART M PERRY #1 WINCHESTER VA	24073140201900019400187	1771	1,218.83	
			BUSSERT, ERNIE				Total Activity
			Account Number: [REDACTED]				2,534.41
07/02	06/30		MCMASER-CARR 630-834-9600 IL	24789300183015200096277	5085	427.72	



Transactions

Posting Transaction				Reference Number	MCC	Charge	Credit
Date	Date	Description					
07/03	07/01	MCMaster-CARR	630-834-9600 IL	24789300184021100097752	5085	473.18	
07/10	07/09	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970192091402000071	5251	25.23	
07/15	07/13	MCMaster-CARR	630-834-9600 IL	24789300196091600156529	5085	561.37	
07/15	07/14	USA BLUE BOOK	800-548-1234 IL	24326840196636000065541	5085	412.29	
07/22	07/21	USA BLUE BOOK	800-548-1234 IL	24326840203636000064008	5085	151.13	
07/23	07/21	MCMaster-CARR	630-834-9600 IL	24789300204136200124920	5085	111.33	
07/31	07/29	MCMaster-CARR	630-834-9600 IL	24789300212182500036786	5085	121.81	
07/31	07/29	MCMaster-CARR	630-834-9600 IL	24789300212182500078879	5085	250.35	
CULP, PAUL							Total Activity
Account Number: [REDACTED]							2,035.00
07/01	06/30	STAPLS7309079155000001	877-8267755 NJ	24164070182105233388125	5111	20.78	
07/02	07/01	AMZN Mktp US*MJ8KK6AE1	Amzn.com/billWA	24692160184100763362648	5942	397.70	
07/03	07/02	AMZN Mktp US*MJ1SJ0E11	Amzn.com/billWA	24692160184100104032082	5942	77.00	
07/10	07/09	STAPLS7309698211000002	877-8267755 NJ	24164070191105976783085	5111	327.98	
07/20	07/17	STAPLS7309698211000001	877-8267755 NJ	24164070199105086783084	5111	7.24	
07/22	07/21	AMZN Mktp US*MV0IQ66J1	Amzn.com/billWA	24692160203100141774479	5942	99.98	
07/22	07/21	STAPLS7310260331000001	877-8267755 NJ	24164070203105200144621	5111	100.79	
07/27	07/24	AMZN Mktp US*MV2TE2V72	Amzn.com/billWA	24692160206100027790901	5942	239.96	
07/28	07/27	AMZN Mktp US*MV14082K0	Amzn.com/billWA	24692160209100349647547	5942	13.95	
07/30	07/29	AMZN MKTP US*MV9M70RBO	AMAMZN.COM/BILLWA	24431060211083718667058	5942	199.95	
07/30	07/29	STAPLS7310238887000001	877-8267755 NJ	24164070211105209990347	5111	19.72	
07/30	07/29	STAPLS7310723262000002	877-8267755 NJ	24164070211105972880097	5111	100.00	
07/31	07/30	AMZN Mktp US*MV4941ID2	Amzn.com/billWA	24692160212100103209612	5942	429.95	
DEHAVEN, HEATHER							Total Activity
Account Number: [REDACTED]							0.68
07/06	07/03	Amazon web services	aws.amazon.coVA	24692160185100802468967	7399	0.68	
DORSEY, DANIEL							Total Activity
Account Number: [REDACTED]							18.61
07/08	07/07	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970190091408000184	5251	18.61	
ELLIOTT, RALPH							Total Activity
Account Number: [REDACTED]							236.61
07/14	07/13	LOWES #02724*	WINCHESTER VA	24692160195100566741599	5200	94.16	
07/30	07/28	VIRGINIA TRACTOR WINCHEST	540-7226638 VA	24067200211429150000349	5599	142.35	
FERREBEE, DARRELL							Total Activity
Account Number: [REDACTED]							6.36
07/02	06/30	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970183091404000096	5251	6.36	
GARNER, SEAN							Total Activity
Account Number: [REDACTED]							54.86
07/10	07/09	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970192091402000048	5251	14.69	
07/10	07/09	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970192091402000469	5251	40.17	
GREEN, CONNOR							Total Activity
Account Number: [REDACTED]							80.09
07/03	07/02	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970185091408000298	5251	48.12	
07/15	07/14	JNO. S SOLENBERGER AND C	WINCHESTER VA	24138290196400544074014	5251	31.97	
JACOBS, GREGORY							Total Activity
Account Number: [REDACTED]							26,628.68
07/10	07/09	DNH*GODADDY.COM	480-5058855 AZ	24906410191097861442466	4816	399.98	
07/21	07/20	REPUBLIC SERVICES TRASH	866-576-5548 AZ	24431050202083711334785	4900	23,046.95	
07/21	07/20	REPUBLIC SERVICES TRASH	866-576-5548 AZ	24431050202083725344721	4900	3,081.75	
KERN, JODI							Total Activity
Account Number: [REDACTED]							966.46
07/03	07/02	VA DMV ONLINE BILLING	PAY604-3670595 VA	24765420185121858608951	9399	700.00	
07/15	07/14	COSTCO WHSE #0239	WINCHESTER VA	24431060197898000092984	5300	86.45	
07/20	07/17	USPS PO 5107560300	BERRYVILLE VA	24137460200001234838512	9402	30.00	
07/29	07/28	UVA COOPER CNTR CONF WEB	434-9825714 VA	24755420211132117410988	8220	150.00	
LINK, BRIAN							Total Activity
Account Number: [REDACTED]							106.13
07/09	07/08	FISHER AUTO PARTS 009	BERRYVILLE VA	24431060191200824500100	5533	21.13	
07/10	07/09	ALTMED MEDICAL CTR- FR	FRONT ROYAL VA	24493980191286693200074	8011	85.00	
MCCORMICK, HARRY							Total Activity
Account Number: [REDACTED]							76.34
07/20	07/17	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970200091408000059	5251	50.95	
07/20	07/18	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970201091400000924	5251	3.90	
07/23	07/22	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970205091408000179	5251	9.17	
07/27	07/26	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970209091406000094	5251	13.24	
07/27	07/26	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970209091406000110	5251	12.32	
07/27	07/26	BERRYVILLE TRUE VALUE	BERRYVILLE VA	74801970209091406000107	5251		13.24

Transactions

Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit
POSTON, RUSTY						
						Total Activity
07/07	07/06	LOWES #02724*	WINCHESTER VA	24692160188100895813340	5200	74.80
07/07	07/06	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970189091406000015	5251	38.21
07/08	07/07	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970190091408000560	5251	1.17
07/13	07/10	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970193091404000011	5251	29.65
07/17	07/16	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970199091406000013	5251	92.99
07/21	07/20	FISHER AUTO PARTS 009	BERRYVILLE VA	24431060203200824500098	5533	57.02
07/22	07/21	FISHER AUTO PARTS 009	BERRYVILLE VA	24431060204200824600095	5533	9.99
07/24	07/23	BIG DADDY AUTOMOTIVE LLC	BERRYVILLE VA	24247600205200111767637	7538	20.00
07/30	07/29	LOWES #00656*	WINCHESTER VA	24692160211100426954481	5200	317.31
						Total Activity
						89.78
SHEETZ, CULLEN						
						Total Activity
						368.16
07/02	06/30	BERRYVILLE AUTO PARTS INC	BERRYVILLE VA	24767890183015300173345	5533	33.96
07/17	07/16	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970199091406000229	5251	33.30
07/20	07/17	BIG DADDY AUTOMOTIVE LLC	BERRYVILLE VA	24247600199200110133219	7538	20.00
07/28	07/27	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970210091408000255	5251	2.73
07/31	07/30	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970213091404000041	5251	9.79
						Total Activity
						368.16
STOVER, KEITH						
						Total Activity
						16,510.15
07/01	06/30	JAMES RIVER EQUIPMENT	WINSTEPHENSON VA	24067200182230190505155	5046	135.76
07/16	07/14	BERRYVILLE AUTO PARTS INC	BERRYVILLE VA	24767890197095200166148	5533	13.78
07/20	07/17	BIG DADDY AUTOMOTIVE LLC	BERRYVILLE VA	24247600199200110130165	7538	20.00
07/20	07/17	BERRYVILLE AUTO PARTS INC	BERRYVILLE VA	24767890201113700414712	5533	65.94
07/23	07/22	HIGHWAY MOTORS INC	WINCHESTER VA	24755420205732056985029	5511	99.80
07/24	07/23	FISHER AUTO PARTS 009	BERRYVILLE VA	24431060206200824800016	5533	32.88
						Total Activity
						16,510.15
TYRRELL, DAVE						
						Total Activity
						613.37
07/01	06/29	WINCHESTER ELECTRIC	540-6672040 VA	24073140182900012500010	5065	1,454.38
07/01	06/30	IN *JOINER LABS, LLC	540-3477212 VA	24692160182100831698041	8734	220.00
07/01	06/30	IN *JOINER LABS, LLC	540-3477212 VA	24692160182100831698058	8734	165.00
07/02	06/30	BERRYVILLE AUTO PARTS INC	BERRYVILLE VA	24767890183015300173360	5533	121.86
07/03	07/01	COYNE CHEMICAL	215-785-3000 PA	24137460184500869501071	5169	1,002.20
07/03	07/01	COYNE CHEMICAL	215-785-3000 PA	24137460184500869501154	5169	2,103.45
07/03	07/02	AMZN Mktg US*MJ5CS90C1	Amzn.com/billWA	24692160184100191344317	5942	299.80
07/03	07/02	USPS PO 5107560300	BERRYVILLE VA	24137460185001345513730	9402	55.00
07/07	07/06	AMAZON.COM*MJ9EG2150	AMZNAMZN.COM/BILLWA	24431060188083308329682	5942	290.00
07/08	07/07	VA RURAL WATER	540-261-7178 VA	24492150189852163257806	8299	400.00
07/08	07/07	USA BLUE BOOK	800-548-1234 IL	24326840189636000081291	5085	149.80
07/09	07/07	WINCHESTER ELECTRIC	540-6672040 VA	24073140190900010100029	5065	770.08
07/09	07/07	CARMEUSE LIME & STON	CLEAR BROOK VA	24258020190018010180825	5039	4,668.24
07/09	07/08	IN *JOINER LABS, LLC	540-3477212 VA	24692160190100320288262	8734	85.00
07/09	07/08	IN *JOINER LABS, LLC	540-3477212 VA	24692160190100320288270	8734	220.00
07/10	07/09	IN *JOINER LABS, LLC	540-3477212 VA	24692160191100011312875	8734	220.00
07/22	07/21	IN *JOINER LABS, LLC	540-3477212 VA	24692160203100212607640	8734	105.00
07/22	07/21	IN *JOINER LABS, LLC	540-3477212 VA	24692160203100212607657	8734	300.00
07/22	07/21	IN *JOINER LABS, LLC	540-3477212 VA	24692160203100212607665	8734	220.00
07/22	07/21	IN *JOINER LABS, LLC	540-3477212 VA	24692160203100212607673	8734	220.00
07/27	07/24	AMZN Mktg US*MV7C76IN1	Amzn.com/billWA	24692160206100248871829	5942	154.50
07/27	07/25	AMZN Mktg US*MV5A97H22	Amzn.com/billWA	24692160207100897508655	5942	64.99
07/29	07/28	REPUBLIC SERVICES TRASH	866-576-5548 AZ	24431050210083721055040	4900	3,081.75
07/29	07/28	USA BLUE BOOK	800-548-1234 IL	24326840210636000066228	5085	139.10
						Total Activity
						613.37
WHITE, NEAL						
						Total Activity
						613.37
07/06	07/03	GALLS	859-266-7227 KY	24435650185762466410502	5137	94.16
07/09	07/08	IACP	703-647-7279 VA	24801970190690108724470	8699	275.00
07/09	07/08	USPS PO 5107560300	BERRYVILLE VA	24137460191001213432635	9402	7.10
07/10	07/08	BERRYVILLE AUTO PARTS INC	800-4498012 VA	24767890191061400171805	5533	42.06
07/13	07/12	AMZN Mktg US*MJ1CF68A2	Amzn.com/billWA	24692160194100655258522	5942	184.85
07/21	07/20	USPS PO 5107560300	BERRYVILLE VA	24137460203001192840428	9402	10.20

Finance Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

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



Finance Charge Calculation

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

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



BERRYVILLE TOWN OF

August 01, 2020 - August 31, 2020

Purchasing Card

Company Statement

Account Information	Payment Information	Account Summary
Mail Billing Inquiries to: BANKCARD CENTER PO BOX 982238 EL PASO, TX 79998-2238 Customer Service: 1.888.449.2273 24 Hours TTY Hearing Impaired: 1.800.222.7365 24 Hours Outside the U.S.: 1.509.353.6656 24 Hours For Lost or Stolen Card: 1.888.449.2273 24 Hours	Statement Date 08/31/20 Payment Due Date 09/25/20 Days In Billing Cycle 31 Credit Limit \$500,000 Cash Limit \$0 Total Payment Due \$60,457.07	Previous Balance \$56,656.01 Payments -\$56,656.01 Credits \$0.00 Cash \$0.00 Purchases \$60,457.07 Other Debits \$0.00 Overlimit Fee \$0.00 Late Payment Fee \$0.00 Cash Fees \$0.00 Other Fees \$0.00 Finance Charge \$0.00 Current Balance \$60,457.07

Important Messages

Please do not send payment. Your automatic payment is scheduled to be credited to this account on 09/25/20.

Cardholder Activity Summary

Account Number Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
BOOR, RICK [REDACTED] 15,000	0.00	0.00	8,590.81	8,590.81
BRAITHWAITE, JAY [REDACTED] 500	0.00	0.00	413.80	413.80

5665601 6045707 6045707 4715291201837237



BANK OF AMERICA
PO BOX 15731
WILMINGTON, DE 19886-5731



BERRYVILLE TOWN OF
STE A
101 CHALMERS CT
BERRYVILLE, VA 22611-1387

**N0011141

Account Number: [REDACTED]
August 01, 2020 - August 31, 2020

Total Payment Due \$60,457.07
Payment Due Date 09/25/20

Enter payment amount

\$

Check here for a change of mailing address or phone numbers.
Please provide all corrections on the reverse side.

Mail this coupon along with your check payable to:
BANK OF AMERICA

⑆54999001⑆00051201837237⑈

Cardholder Activity Summary				
Account Number	Credits	Cash	Purchases and Other Debits	Total Activity
BUSSERT, ERNIE [REDACTED]				
15,000	0.00	0.00	12,450.43	12,450.43
CULP, PAUL [REDACTED]				
5,000	0.00	0.00	761.93	761.93
DEHAVEN, HEATHER [REDACTED]				
1,000	0.00	0.00	937.79	937.79
DORSEY, DANIEL [REDACTED]				
500	0.00	0.00	18.11	18.11
ELLIOTT, RALPH [REDACTED]				
5,000	0.00	0.00	1,985.59	1,985.59
JACOBS, GREGORY [REDACTED]				
55,000	0.00	0.00	19,712.53	19,712.53
JOHNSON, KAREN [REDACTED]				
1,000	0.00	0.00	56.84	56.84
KERN, JODI [REDACTED]				
5,000	0.00	0.00	302.35	302.35
MCCORMICK, HARRY [REDACTED]				
500	0.00	0.00	500.00	500.00
POSTON, RUSTY [REDACTED]				
1,000	0.00	0.00	781.17	781.17
SHEETZ, CULLEN [REDACTED]				
500	0.00	0.00	199.43	199.43
STOVER, KEITH [REDACTED]				
1,000	0.00	0.00	83.10	83.10
TYRRELL, DAVE [REDACTED]				
35,000	0.00	0.00	12,600.71	12,600.71
WHITE, NEAL [REDACTED]				
15,000	0.00	0.00	1,062.48	1,062.48

Transactions						
Posting Transaction	Date	Description	Reference Number	MCC	Charge	Credit
BERRYVILLE TOWN OF						Total Activity
Account Number: [REDACTED]						-\$56,656.01
08/25	08/25	AUTO PAYMENT DEDUCTION		0071		56,656.01
BOOR, RICK						Total Activity
Account Number: [REDACTED]						8,590.81
08/05	08/04	IN *SELECT SPECIALTY PROD434-2963937 VA	24692160217100812185652	5169	339.75	
08/06	08/04	STUART M PERRY #1 WINCHESTER VA	24073140218900010900053	1771	2,630.35	
08/06	08/05	CORE & MAIN LP 514 304-263-6986 WV	24792620218206962100010	5039	3,328.93	
08/06	08/05	CORE & MAIN LP 514 304-263-6986 WV	24792620218206962100028	5039	1,698.44	
08/17	08/14	GRIFFITH ENERGY SERVIC 410-856-3000 MD	24258020229017040119345	5983	437.92	
08/18	08/17	WWP*PEST MGMT SRVS. 703-723-2899 VA	24445000230300406535186	7342	74.00	
08/20	08/20	MARIO'S PIZZA BERRYVILLE VA	2437735023300000898612	5812	69.68	
08/20	08/19	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801970233091404000203	5251	11.74	
BRAITHWAITE, JAY						Total Activity
Account Number: [REDACTED]						413.80
08/06	08/05	OWPSACSTATE 916-278-6142 CA	24492150219852724113773	8641	141.00	
08/20	08/19	DEPARTMENT OF PROFESSIONA804-3678597 VA	24755420232172320343548	9399	100.00	
08/27	08/26	JNO. S SOLENBERGER AND C WINCHESTER VA	24138290239400005662330	5251	172.80	



Transactions

Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit
						Total Activity
						12,460.43
BUSSEY, ERNIE						
Account Number: [REDACTED]						
08/03	07/31	COYNE CHEMICAL	215-785-3000 PA	24137460214500989400216	5169	1,399.40
08/08	08/04	MCMMASTER-CARR	630-834-9600 IL	24789300218218900149656	5085	373.80
08/08	08/05	USA BLUE BOOK	800-548-1234 IL	24326840218636000065859	5085	228.13
08/10	08/06	MCMMASTER-CARR	630-834-9600 IL	24789300220228500114311	5085	204.10
08/10	08/07	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970221091400000102	5251	69.07
08/10	08/07	MCMMASTER-CARR	630-834-9600 IL	24789300222234300057997	5085	177.24
08/17	08/14	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970228091404000200	5251	28.39
08/17	08/14	COYNE CHEMICAL	215-785-3000 PA	24137460228500996512478	5169	1,753.93
08/17	08/14	COYNE CHEMICAL	215-785-3000 PA	24137460228500996512544	5169	667.20
08/17	08/14	COYNE CHEMICAL	215-785-3000 PA	24137460228500996512627	5169	378.30
08/17	08/14	COYNE CHEMICAL	215-785-3000 PA	24137460228500996512700	5169	1,788.93
08/17	08/14	COYNE CHEMICAL	215-785-3000 PA	24137460228500996512882	5169	479.94
08/17	08/14	MCMMASTER-CARR	630-834-9600 IL	24789300229274800080613	5085	485.62
08/19	08/18	USA BLUE BOOK	800-548-1234 IL	24326840231636000063691	5085	87.18
08/19	08/18	USA BLUE BOOK	800-548-1234 IL	24326840231636000064285	5085	955.97
08/20	08/18	MCMMASTER-CARR	630-834-9600 IL	24789300232297500150217	5085	1,450.69
08/20	08/19	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970233091404000146	5251	11.99
08/21	08/20	HARBOR FREIGHT TOOLS	595 WINCHESTER VA	24231680234400023791239	5251	133.72
08/21	08/20	HARBOR FREIGHT TOOLS	595 WINCHESTER VA	24231680234400023791247	5251	8.99
08/24	08/21	USA BLUE BOOK	800-548-1234 IL	24326840234836000063664	5085	137.22
08/24	08/22	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970236091400000048	5251	72.29
08/25	08/24	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970238091404000059	5251	17.78
08/26	08/24	MCMMASTER-CARR	630-834-9600 IL	24789300238332000024598	5085	100.67
08/26	08/24	MCMMASTER-CARR	630-834-9600 IL	24789300238332000117178	5085	751.78
08/26	08/24	MCMMASTER-CARR	630-834-9600 IL	24789300238332000117210	5085	588.21
08/26	08/25	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970239091406000080	5251	32.09
08/27	08/26	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970240091408000085	5251	62.83
08/28	08/27	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970241091400000108	5251	24.97
						Total Activity
						761.93
CULP, PAUL						
Account Number: [REDACTED]						
08/03	07/31	STAPLS7310885075000001	877-8267755 NJ	24164070213105303573641	5111	52.36
08/05	08/05	AMZN Mktp US*MF7FT3E40	Amzn.com/billWA	24692160218100964209341	5942	47.85
08/06	08/05	STAPLS7311040057000001	877-8267755 NJ	24164070218105034570614	5111	79.98
08/10	08/06	HISCO-HOUSTON	713-9341700 TX	24073140220900010446087	5085	119.74
08/10	08/07	STAPLS7311327197000001	877-8267755 NJ	24164070220105055390054	5111	46.19
08/13	08/12	STAPLS7310723262000001	877-8267755 NJ	24164070225105282880096	5111	17.65
08/17	08/14	STAPLS7311327197000002	877-8267755 NJ	24164070227105975390054	5111	4.96
08/24	08/21	STAPLS7312238046000001	877-8267755 NJ	24164070234105199535162	5111	222.56
08/28	08/26	HISCO-HOUSTON	713-9341700 TX	24073140240900014156175	5085	119.74
08/28	08/27	STAPLS7312679151000001	877-8267755 NJ	24164070240105261606240	5111	50.90
						Total Activity
						937.79
DEHAVEN, HEATHER						
Account Number: [REDACTED]						
08/04	08/03	Amazon web services	aws.amazon.coWA	24692160216100824214988	7399	0.68
08/18	08/17	REPUBLIC SERVICES TRASH	866-576-5548 AZ	24431050230083737567711	4900	187.03
08/18	08/18	COMCAST	800-COMCAST MD	24692160231100975534615	4899	134.35
08/19	08/18	VERIZON*ONETIMEPAYMENT	800-VERIZON FL	24692160231100158956627	4814	361.80
08/19	08/18	VERIZON*ONETIMEPAYMENT	800-VERIZON FL	24692160231100158956825	4814	200.93
08/26	08/25	IN*TRUESHRED	888-7508783 VA	24692160238200277679804	7399	53.00
						Total Activity
						18.11
DORSEY, DANIEL						
Account Number: [REDACTED]						
08/21	08/20	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970234091406000424	5251	5.39
08/28	08/27	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970241091400000553	5251	12.72
						Total Activity
						1,986.59
ELLIOTT, RALPH						
Account Number: [REDACTED]						
08/03	08/02	LOWES #02724*	WINCHESTER VA	24692160215100282744212	5200	197.30
08/06	08/04	KORMAN SIGNS INC	800-2966050 VA	24073140218900017200093	5099	979.93
08/06	08/05	RED BUD SUPPLY	800-4498012 MS	24327430218220900670248	5999	296.65
08/11	08/10	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970224091406000178	5251	11.75
08/18	08/17	BIG DADDY AUTOMOTIVE LLC	BERRYVILLE VA	24247600230200101699260	7538	20.00
08/31	08/28	WINCHESTER EQUIPMENT	WINCHESTER VA	24073140243900012500066	5599	479.96
						Total Activity
						19,712.53
JACOBS, GREGORY						
Account Number: [REDACTED]						
08/05	08/04	USPS PO 5107560300	BERRYVILLE VA	24137460218001161326481	9402	275.00
08/13	08/12	RAPPANNOCKELECTRICCOOP	EBILL.MYREC.CVA	24231680225747005945501	4900	4,924.01
08/13	08/12	RAPPANNOCKELECTRICCOOP	EBILL.MYREC.CVA	24231680225747005945568	4900	5,354.21
08/13	08/12	RAPPANNOCKELECTRICCOOP	EBILL.MYREC.CVA	24231680225747005945550	4900	9,069.94

Transactions

Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit	
08/27	08/26	COMCAST	800-COMCAST MD	24692160239200603987961	4899	89.37	
						Total Activity	56.84
JOHNSON, KAREN							
Account Number: [REDACTED]							
08/21	08/20	BANK MARK INC	847-683-9834 IL	24445000234000761756940	5085	56.84	
						Total Activity	302.35
KERN, JODI							
Account Number: [REDACTED]							
08/10	08/07	VA DMV ONLINE BILLING PAY804-3670595 VA		24755420221122219970128	9399	275.00	
08/11	08/10	USPS PO 5107560300 BERRYVILLE VA		24137460224001190758771	9402	27.35	
						Total Activity	500.00
MCCORMICK, HARRY							
Account Number: [REDACTED]							
08/07	08/06	VT CPE PAYMENTS	540-2315182 VA	24755420219642196741758	8220	500.00	
						Total Activity	781.17
POSTON, RUSTY							
Account Number: [REDACTED]							
08/03	07/30	BERRYVILLE AUTO PARTS INC BERRYVILLE VA		24767890213188700217691	5533	17.10	
08/03	07/31	FISHER AUTO PARTS 009 BERRYVILLE VA		24431060214200824500053	5533	121.93	
08/05	08/04	LOWES #02724* WINCHESTER VA		24692160217100668894639	5200	44.08	
08/05	08/04	FISHER AUTO PARTS 009 BERRYVILLE VA		24431060218200824800012	5533	105.17	
08/07	08/06	BERRYVILLE TRUE VALUE BERRYVILLE VA		24801970220091408000030	5251	44.07	
08/17	08/14	STATELINE SALES AND SERVICE BROOK VA		24426290227027016090105	5511	350.94	
08/25	08/24	BERRYVILLE TRUE VALUE BERRYVILLE VA		24801970238091404000463	5251	29.37	
08/28	08/27	BERRYVILLE TRUE VALUE BERRYVILLE VA		24801970241091400000025	5251	68.51	
						Total Activity	199.43
SHEETZ, CULLEN							
Account Number: [REDACTED]							
08/03	07/30	BERRYVILLE AUTO PARTS INC BERRYVILLE VA		24767890213188700140141	5533	7.18	
08/05	08/04	BIG DADDY AUTOMOTIVE LLC BERRYVILLE VA		24247600217200115456944	7538	20.00	
08/05	08/04	BERRYVILLE TRUE VALUE BERRYVILLE VA		24801970218091404000145	5251	18.61	
08/19	08/18	BERRYVILLE TRUE VALUE BERRYVILLE VA		24801970232091402000016	5251	19.35	
08/28	08/27	TOTAL IMAGE WORKINGMANS SWINCHESTER VA		24755420241132412094903	5699	134.29	
						Total Activity	83.10
STOVER, KEITH							
Account Number: [REDACTED]							
08/05	08/04	SHADE EQUIPMENT CO-WINCHEWINCHESTER VA		24412900217027012107582	5599	53.85	
08/07	08/06	BERRYVILLE TRUE VALUE BERRYVILLE VA		24801970220091408000121	5251	13.69	
08/31	08/28	BERRYVILLE TRUE VALUE BERRYVILLE VA		24801970242091402000030	5251	15.56	
						Total Activity	12,600.71
TYRRELL, DAVE							
Account Number: [REDACTED]							
08/03	07/31	AMZN Mktp US*MF4P9J9EM1 Amzn.com/billWA		24692160213100774609552	5942	29.59	
08/03	07/31	Amazon.com*MF9Y770Q0 Amzn.com/billWA		24692160213100843777075	5942	81.07	
08/03	07/30	MCMaster-CARR 630-834-9600 IL		24789300213188400101165	5085	669.41	
08/03	07/31	IN *JOINER LABS, LLC 540-3477212 VA		24692160213100020032260	8734	220.00	
08/03	07/31	IN *JOINER LABS, LLC 540-3477212 VA		24692160213100020032278	8734	175.00	
08/03	07/31	IN *JOINER LABS, LLC 540-3477212 VA		24692160213100020032286	8734	165.00	
08/03	07/31	COYNE CHEMICAL 215-785-3000 PA		24137460214500989393957	5169	2,868.55	
08/04	08/03	AMZN Mktp US*MF5UT6ZT2 Amzn.com/billWA		24692160216100015298097	5942	29.90	
08/04	08/03	AMZN Mktp US*MF4ZE85C1 Amzn.com/billWA		24692160216100019309460	5942	36.98	
08/04	08/03	AMZN Mktp US*MF5U65ZQ2 Amzn.com/billWA		24692160216100019819666	5942	259.96	
08/04	08/03	WATER - COFFEE DELIVERY 800-4928377 GA		24717050216152164049361	5199	29.23	
08/05	08/04	AMZN Mktp US*MF2XW13U2 Amzn.com/billWA		24692160217100748343946	5942	81.35	
08/05	08/04	IN *JOINER LABS, LLC 540-3477212 VA		24692160217100812254177	8734	20.00	
08/05	08/04	IN *JOINER LABS, LLC 540-3477212 VA		24692160217100812254185	8734	90.00	
08/05	08/04	IN *JOINER LABS, LLC 540-3477212 VA		24692160217100812254193	8734	175.00	
08/05	08/04	IN *JOINER LABS, LLC 540-3477212 VA		24692160217100812254201	8734	220.00	
08/05	08/04	IN *JOINER LABS, LLC 540-3477212 VA		24692160217100812254219	8734	240.00	
08/05	08/04	IN *JOINER LABS, LLC 540-3477212 VA		24692160217100812254227	8734	85.00	
08/06	08/05	AMZN Mktp US*MF72F7E20 Amzn.com/billWA		24692160218100127603265	5942	15.91	
08/06	08/05	AMZN Mktp US*MF2I3OAM2 Amzn.com/billWA		24692160218100410879002	5942	3.88	
08/07	08/05	MCMaster-CARR 630-834-9600 IL		24789300219222700163486	5085	756.49	
08/10	08/07	AMZN Mktp US*MF0QW5XQ0 Amzn.com/billWA		24692160220100875711779	5942	75.95	
08/10	08/07	BERRYVILLE TRUE VALUE BERRYVILLE VA		24801970221091400000169	5251	11.99	
08/11	08/10	IN *JOINER LABS, LLC 540-3477212 VA		24692160223100971402502	8734	220.00	
08/12	08/11	AMZN Mktp US*MF2178QP0 Amzn.com/billWA		24692160224100402704335	5942	149.95	
08/12	08/11	AMZN Mktp US*MF5AY36T0 Amzn.com/billWA		24692160224100622215914	5942	29.99	
08/14	08/13	AMAZON.COM*MM8549J11 AMZNAMZN.COM/BILLWA		24431080226083302963381	5942	19.99	
08/17	08/14	ATCO MANUFACTURING COMPAN770-4247550 GA		24275390227900016429525	2842	26.00	
08/19	08/18	AMZN Mktp US*MM4ZX8521 Amzn.com/billWA		24692160231100324117815	5942	262.00	
08/19	08/18	TOTAL PEST SERVICES 540-8771224 VA		24013390231002363182913	7342	158.00	
08/19	08/18	IN *JOINER LABS, LLC 540-3477212 VA		24692160231100439652979	8734	220.00	
08/19	08/18	IN *JOINER LABS, LLC 540-3477212 VA		24692160231100439652987	8734	300.00	
08/19	08/18	IN *JOINER LABS, LLC 540-3477212 VA		24692160231100439652995	8734	85.00	



Transactions

Posting Transaction							
Date	Date	Description	Reference Number	MCC	Charge	Credit	
08/19	08/18	IN *JOINER LABS, LLC	540-3477212 VA	24692160231100439653001	8734	90.00	
08/24	08/22	IN *JOINER LABS, LLC	540-3477212 VA	24692160235100177580107	8734	220.00	
08/24	08/21	COYNE CHEMICAL	215-785-3000 PA	24137460235500998630816	5169	1,002.20	
08/24	08/21	COYNE CHEMICAL	215-785-3000 PA	24137460235500998630998	5169	2,103.45	
08/26	08/25	B2B Prime*MM8509YT1	Amzn.com/billWA	24692160238200935863154	5968	179.00	
08/26	08/25	AMAZON.COM*MU7AX9CD1	AMZNAMZN.COM/BILLWA	24431060238083353262200	5942	76.45	
08/31	08/27	COYNE CHEMICAL	215-785-3000 PA	24137460241500791137888	5169	603.50	
08/31	08/27	COYNE CHEMICAL	215-785-3000 PA	24137460241500791137961	5169	479.94	
08/31	08/30	Amazon.com*MU8EH5EC1	Amzn.com/billWA	24692160243100498770189	5942	35.98	
WHITE, NEAL						Total Activity	
Account Number: [REDACTED]						1,062.48	
08/07	08/06	USPS PO 5107560300	BERRYVILLE VA	24137460220001249107123	9402	11.00	
08/20	08/18	TIRE WORLD WHOLESAL, LLC	301-6989200 MD	24639230232900012900109	5532	531.36	
08/20	08/18	BERRYVILLE AUTO PARTS INC	800-4498012 VA	24767890232297900204883	5533	409.17	
08/20	08/19	GALLS	859-266-7227 KY	24435650232762646567422	5137	99.95	
08/28	08/27	USPS PO 5107560300	BERRYVILLE VA	24137460241001263780255	9402	11.00	

Finance Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

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

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



BERRYVILLE TOWN OF

September 01, 2020 - September 30, 2020

Purchasing Card

Company Statement

Account Information	Payment Information	Account Summary
Mail Billing Inquiries to: BANKCARD CENTER PO BOX 982238 EL PASO, TX 79998-2238 Customer Service: 1.888.449.2273 24 Hours TTY Hearing Impaired: 1.800.222.7365 24 Hours Outside the U.S.: 1.509.353.6656 24 Hours For Lost or Stolen Card: 1.888.449.2273 24 Hours	Statement Date 09/30/20 Payment Due Date 10/25/20 Days In Billing Cycle 30 Credit Limit \$500,000 Cash Limit \$0 Total Payment Due \$78,565.58	Previous Balance \$60,457.07 Payments -\$60,457.07 Credits \$0.00 Cash \$0.00 Purchases \$78,565.58 Other Debits \$0.00 Overlimit Fee \$0.00 Late Payment Fee \$0.00 Cash Fees \$0.00 Other Fees \$0.00 Finance Charge \$0.00 Current Balance \$78,565.58

Important Messages
 Please do not send payment. Your automatic payment is scheduled to be credited to this account on 10/23/20.

Cardholder Activity Summary				
Account Number	Credits	Cash	Purchases and Other Debits	Total Activity
Credit Limit				
BOOR, RICK				
15,000	0.00	0.00	8,928.03	8,928.03
BOOTH, KEVIN				
1,000	0.00	0.00	145.45	145.45

6045707 7856558 7856558 4715291201837237

BANK OF AMERICA
 PO BOX 15731
 WILMINGTON, DE 19886-5731

BERRYVILLE TOWN OF
 STE A
 101 CHALMERS CT
 BERRYVILLE, VA 22611-1387

**N0011474

Account Number: [REDACTED]
 September 01, 2020 - September 30, 2020

Total Payment Due \$78,565.58
Payment Due Date 10/25/20

Enter payment amount
 \$.

Check here for a change of mailing address or phone numbers.
 Please provide all corrections on the reverse side.

Mail this coupon along with your check payable to:
 BANK OF AMERICA

⑆54999001⑆00051201837237⑈



Posting payments: Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.

Service for the hearing impaired (TTY/TDD): Contact our service for the hearing-impaired at 1.800.222.7365.

Telephone monitoring: For the purposes of monitoring and improving the quality of service, Bank's supervisory personnel may listen to and/or record telephone calls between Bank employees and any person acting on Company's behalf.

Disclosure: We may furnish to your employer information concerning your use of your account. To read more about our information disclosure, please visit www.bankofamerica.com/corporatecarddisclosure or call the customer service number listed on your statement to request a copy.

In case of errors or questions about your bill: Errors or questions about your bill must be received in writing no later than 60 days after we sent you the first statement on which the error or problem appeared. Please mail this information to BANKCARD CENTER, PO BOX 982238, EL PASO, TX 79998-2238. Your letter must include the following information:

- The company name, cardholder name and account number in question.
- The dollar amount of the suspected error.
- A written description of the error and why you believe there is an error. If you need more information, describe the item you are unsure about.

Customer Service:	For questions regarding transactions, general assistance, and reporting lost and stolen cards, call:	
	<u>Within the U.S.</u>	<u>Outside the U.S.</u>
	1.888.449.2273	1.509.353.6656 (collect calls accepted)

Thank you for your business.

Please write your change of address here:

Street _____

City _____

State _____

Zip _____

() _____

() _____

Home Phone _____

Business Phone _____

Posting payments: Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.



Cardholder Activity Summary

Account Number Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
BRAITHWAITE, JAY 500	0.00	0.00	121.00	121.00
BRISTOL, TIM 500	0.00	0.00	260.20	260.20
BUSSERT, ERNIE 15,000	0.00	0.00	1,456.75	1,456.75
CULP, PAUL 5,000	0.00	0.00	402.10	402.10
DALTON, KEITH 55,000	0.00	0.00	1,939.09	1,939.09
DEHAVEN, HEATHER 1,000	0.00	0.00	935.97	935.97
DORSEY, DANIEL 500	0.00	0.00	59.47	59.47
ELLIOTT, RALPH 5,000	0.00	0.00	33.52	33.52
FERREBEE, DARRELL 500	0.00	0.00	80.11	80.11
FRYE, BENJAMIN 500	0.00	0.00	193.79	193.79
GARNER, SEAN 500	0.00	0.00	144.49	144.49
JACOBS, GREGORY 55,000	0.00	0.00	39,539.98	39,539.98
KERN, JODI 5,000	0.00	0.00	1,005.00	1,005.00
LINK, BRIAN 1,000	0.00	0.00	157.21	157.21
MCCORMICK, HARRY 500	0.00	0.00	34.19	34.19
POSTON, RUSTY 1,000	0.00	0.00	800.28	800.28
SHEETZ, CULLEN 500	0.00	0.00	28.57	28.57
SHOREMOUNT, JOSEPH E 500	0.00	0.00	310.94	310.94
STOVER, KEITH 1,000	0.00	0.00	988.92	988.92
TYRRELL, DAVE 35,000	0.00	0.00	18,473.59	18,473.59
WHITE, NEAL 15,000	0.00	0.00	2,526.93	2,526.93



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Transactions								
Posting	Transaction	Description		Reference Number	MCC	Charge	Credit	
Date	Date							
BERRYVILLE TOWN OF							Total Activity	-60,457.07
Account Number: X[REDACTED]								
09/25	09/25	AUTO PAYMENT DEDUCTION			0071	60,457.07		
BOOR, RICK							Total Activity	8,928.03
Account Number: X[REDACTED]								
09/02	09/01	CORE & MAIN LP 514	304-263-6986 WV	24792620245206962100041	5039	2,959.66		
09/02	09/01	CORE & MAIN LP 514	304-263-6986 WV	24792620245206962100066	5039	3,418.00		
09/14	09/10	GRIFFITH ENERGY SERVIC	410-956-3000 MD	24258020255017034769748	5983	1,742.29		
09/14	09/12	WM SUPERCENTER #1406	WINCHESTER VA	24445000257400183690473	5411	18.82		
09/16	09/15	SHADE EQUIPMENT CO-WINCHEW	WINCHESTER VA	24412900259027012551705	5599	242.85		
09/28	09/24	BERRYVILLE AUTO PARTS INC	BERRYVILLE VA	24767890269511700136509	5533	469.14		
09/29	09/28	FISHER AUTO PARTS 009	BERRYVILLE VA	24431080273200824400088	5533	77.27		
BOOTH, KEVIN							Total Activity	145.45
Account Number: X[REDACTED]								
09/02	09/01	TOTAL IMAGE WORKINGMANS SW	WINCHESTER VA	24755420246132464176033	5699	137.69		
09/23	09/22	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970267091402000527	5251	7.76		
BRAITHWAITE, JAY							Total Activity	121.00
Account Number: X[REDACTED]								
09/02	09/01	ABC-NV	913-8954600 KS	24270740246900018804039	8999	121.00		
BRISTOL, TIM							Total Activity	260.20
Account Number: X[REDACTED]								
09/02	09/01	GLOCK PROFESSIONAL INC	770-432-1202 GA	24210730245207331000244	5941	250.00		
09/23	09/22	USPS PO 5107560300	BERRYVILLE VA	24137460267001132188796	9402	10.20		
BUSSERT, ERNIE							Total Activity	1,466.75
Account Number: X[REDACTED]								
09/02	09/01	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970246091400000152	5251	12.73		
09/03	09/01	BERRYVILLE AUTO PARTS INC	BERRYVILLE VA	24767890246378800167463	5533	28.80		
09/03	09/01	MCMaster-CARR	630-834-9600 IL	24789300246378400170846	5085	105.89		
09/21	09/17	MCMaster-CARR	630-834-9600 IL	24789300262470200126851	5085	315.65		
09/21	09/18	DR WANLESS AND ASSOCIATES	336-538-2262 NC	24247600263600120214100	8299	356.00		
09/23	09/22	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970267091402000089	5251	45.94		
09/28	09/25	USA BLUE BOOK	800-548-1234 IL	24326840269636000063308	5085	591.74		
CULP, PAUL							Total Activity	402.10
Account Number: X[REDACTED]								
09/07	09/04	STAPLS7313275222000001	877-8267755 NJ	24164070248105034211304	5111	186.35		
09/17	09/16	STAPLS7313942669000001	877-8267755 NJ	24164070260105157263044	5111	53.68		
09/23	09/22	STAPLS7314352200000001	877-8267755 NJ	24164070266105219102614	5111	63.95		
09/28	09/26	STAPLS7314710642000001	877-8267755 NJ	24164070271105250615485	5111	86.86		
09/30	09/29	STAPLS7314812023000001	877-8267755 NJ	24164070273105281121923	5111	11.26		
DALTON, KEITH							Total Activity	1,939.09
Account Number: X[REDACTED]								
09/21	09/19	VERIZONWRLSS*RTCCR VB	800-922-0204 FL	24692160263100136427601	4814	1,555.81		
09/22	09/21	VERIZON*ONETIMEPAYMENT	800-VERIZON FL	24692160265100590850577	4814	383.28		
DEHAVEN, HEATHER							Total Activity	936.97
Account Number: X[REDACTED]								
09/03	09/02	VRSN DOTGOVREGISTRATION	877-7344688 VA	24717050246272467313282	4816	400.00		
09/04	09/03	Amazon web services	aws.amazon.coWA	24692160247100300290042	7399	0.73		
09/18	09/17	IN*TRUESHRED	888-7508783 VA	24692160261100125500857	7399	53.00		
09/18	09/17	UVA COOPER CNTR CONF WEB	434-9825714 VA	24755420262132628504012	8220	150.00		
09/21	09/19	COMCAST	800-COMCAST MD	24692160263100109596754	4899	139.95		
09/22	09/21	VERIZON*ONETIMEPAYMENT	800-VERIZON FL	24692160265100590850528	4814	192.29		
DORSEY, DANIEL							Total Activity	59.47
Account Number: X[REDACTED]								
09/09	09/08	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970253091404000828	5251	8.32		
09/22	09/21	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970266091400000017	5251	49.95		
09/25	09/24	USPS PO 5107560300	BERRYVILLE VA	24137460269001177153836	9402	1.20		
ELLIOTT, RALPH							Total Activity	33.52
Account Number: X[REDACTED]								
09/02	08/31	BERRYVILLE AUTO PARTS INC	BERRYVILLE VA	24767890245372700107837	5533	25.30		
09/30	09/29	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970274091406000383	5251	8.22		
FERREBEE, DARRELL							Total Activity	80.11
Account Number: X[REDACTED]								
09/04	09/03	BIG DADDY AUTOMOTIVE LLC	BERRYVILLE VA	24247600247200111101274	7538	51.00		
09/04	09/03	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970248091404000073	5251	15.08		
09/10	09/09	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801970254091408000296	5251	14.03		
FRYE, BENJAMIN							Total Activity	193.79
Account Number: X[REDACTED]								

Transactions						
Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit
09/25	09/24	TOTAL IMAGE WORKINGMANS SWINCHESTER VA	24755420269132692210986	5699	193.79	
GARNER, SEAN						Total Activity
Account Number: X						144.49
09/28	09/25	ABC-NV 913-8954600 KS	24270740269900011206886	8999	121.00	
09/30	09/29	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801970274091406000292	5251	23.49	
JACOBS, GREGORY						Total Activity
Account Number: X						39,539.98
09/10	09/09	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24431050253083725249381	4900	1,628.25	
09/10	09/09	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231680253747006725766	4900	9,330.88	
09/10	09/09	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231680253747006725501	4900	209.97	
09/10	09/09	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231680253747006725576	4900	5,036.54	
09/21	09/18	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24431050262083739540568	4900	23,334.34	
KERN, JODI						Total Activity
Account Number: X						1,006.00
09/17	09/16	USPS PO 5107560300 BERRYVILLE VA	24137460261001222506168	9402	330.00	
09/18	09/17	VA DMV ONLINE BILLING PAY804-3670595 VA	24755420262122629557762	9399	675.00	
LINK, BRIAN						Total Activity
Account Number: X						157.21
09/17	09/16	BATTLEFIELD BOOTS 540-7222668 VA	24755420260172608370713	5661	157.21	
MCCORMICK, HARRY						Total Activity
Account Number: X						34.19
09/17	09/16	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801970261091400000277	5251	17.54	
09/24	09/23	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801970268091404000821	5251	16.65	
POSTON, RUSTY						Total Activity
Account Number: X						800.28
09/02	09/01	COLLIFLOWER INC HQ 410-886-1200 MD	24435650245606000455457	5085	331.97	
09/02	09/01	FISHER AUTO PARTS 009 BERRYVILLE VA	24431060246200824200011	5533	60.77	
09/02	09/01	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801970246091400000160	5251	8.47	
09/07	09/04	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801970249091406000179	5251	44.07	
09/07	09/04	BERRYVILLE SERVICE CTR BERRYVILLE VA	24034540249000678498987	5541	231.52	
09/11	09/10	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801970255091408000194	5251	50.86	
09/23	09/22	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801970267091402000121	5251	6.00	
09/23	09/22	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801970267091402000410	5251	37.23	
09/24	09/23	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801970268091404000474	5251	29.39	
SHEETZ, CULLEN						Total Activity
Account Number: X						28.57
09/24	09/23	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801970268091404000086	5251	17.63	
09/24	09/23	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801970268091404000151	5251	10.94	
SHOREMOUNT, JOSEPH E						Total Activity
Account Number: X						310.94
09/16	09/14	PIZZA HUT 031306 FREDERICKSBURVA	24431060259091859000069	5812	13.74	
09/16	09/14	TACO BELL 17977 FREDERICKSBURVA	24431060259838001382187	5814	8.59	
09/17	09/15	HARDEES 2026 FREDERICKSBURVA	24013390260002241513119	5814	9.48	
09/17	09/16	CASTIGLIAS ITALIAN RESTAUFREDERICKSBURVA	24113430260300566283620	5812	10.95	
09/18	09/16	HARDEES 2026 FREDERICKSBURVA	24013390261002387387012	5814	7.37	
09/18	09/17	PIZZA HEAVEN LLC FREDERICKSBURVA	24435650261200733800020	5812	12.01	
09/21	09/17	HARDEES 2026 FREDERICKSBURVA	24013390262002541094495	5814	5.30	
09/21	09/17	LONGHORN STEAK 0125273 FREDERICKSBURVA	24431060262091123000148	5812	18.50	
09/21	09/18	COUNTRY INN & SUITES FREDERICKSBURVA	24692160263100195472597	3829	225.00	
Arrival: 09/14/20						
STOVER, KEITH						Total Activity
Account Number: X						988.92
09/11	09/10	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801970255091408000053	5251	24.50	
09/14	09/10	BERRYVILLE AUTO PARTS INCBERRYVILLE VA	24767890255430500142201	5533	579.67	
09/14	09/13	TOTAL IMAGE WORKINGMANS SWINCHESTER VA	24755420258122587869445	5699	100.00	
09/16	09/15	LOWES #02724* WINCHESTER VA	24692160259100636760804	5200	252.70	
09/21	09/18	FISHER AUTO PARTS 009 BERRYVILLE VA	24431060263200824600036	5533	32.05	
TYRRELL, DAVE						Total Activity
Account Number: X						19,473.59
09/02	09/01	IN *JOINER LABS, LLC 540-3477212 VA	24692160245100234142469	8734	220.00	
09/02	09/01	IN *JOINER LABS, LLC 540-3477212 VA	24692160245100234142477	8734	50.00	
09/02	09/01	IN *JOINER LABS, LLC 540-3477212 VA	24692160245100234142485	8734	170.00	
09/02	09/01	IN *JOINER LABS, LLC 540-3477212 VA	24692160245100234142493	8734	220.00	
09/02	09/01	USA BLUE BOOK 800-548-1234 IL	24326840245636000056830	5085	180.74	
09/02	09/01	AMZN MKTP US*MM0JZ1RJO AMAMZN.COM/BILLWA	24431060245083707285890	5942	56.48	
09/04	09/03	AMAZON.COM*MU4XF7FB0 AMZNAME.COM/BILLWA	24431060247083730391267	5942	145.62	
09/04	09/03	IN *JOINER LABS, LLC 540-3477212 VA	24692160247100688330873	8734	220.00	



BERRYVILLE TOWN OF

September 01, 2020 - September 30, 2020

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Transactions

Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit
09/04	09/03	IN*JOINER LABS, LLC 540-3477212 VA	24692160247100688330881	8734	50.00	
09/07	09/03	COYNE CHEMICAL 215-785-3000 PA	24137460248500837982365	5169	1,051.73	
09/07	09/04	WATERJAM* REGWDG7TKQC WATERJAM.ORG VA	24011340248000003080719	4900	40.00	
09/07	09/03	GRIFFITH ENERGY SERVIC 410-956-3000 MD	24258020248017036630526	5983	564.39	
09/07	09/04	COV DEPT OF GENERAL SERVI804-7860447 VA	24755420249122498225853	9399	264.90	
09/07	09/05	AWWA.ORG 303-347-6197 CO	24692160249100637516638	8398	350.00	
09/07	09/04	COYNE CHEMICAL 215-785-3000 PA	24137460249501030340004	5169	1,399.40	
09/07	09/04	COYNE CHEMICAL 215-785-3000 PA	24137460249501030340186	5169	521.25	
09/09	09/08	IN*JOINER LABS, LLC 540-3477212 VA	24692160252100094977137	8734	270.00	
09/09	09/08	IN*JOINER LABS, LLC 540-3477212 VA	24692160252100094977145	8734	220.00	
09/09	09/08	IN*JOINER LABS, LLC 540-3477212 VA	24692160252100094977152	8734	85.00	
09/09	09/08	IN*JOINER LABS, LLC 540-3477212 VA	24692160252100094977178	8734	220.00	
09/10	09/08	PDF ELECTRIC AND SUPPLY 919-6087946 NC	24073140253900011754810	5065	530.00	
09/10	09/08	BERRYVILLE AUTO PARTS INC800-4498012 VA	24767890253418600182294	5533	117.00	
09/10	09/09	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801970254091406000072	5251	11.21	
09/11	09/10	IN*JOINER LABS, LLC 540-3477212 VA	24692160254100443608555	8734	295.00	
09/14	09/11	USA BLUE BOOK 800-548-1234 IL	24326840255636000066497	5085	135.95	
09/14	09/11	COYNE CHEMICAL 215-785-3000 PA	24137460256500986646885	5169	717.20	
09/14	09/11	COYNE CHEMICAL 215-785-3000 PA	24137460256500986646968	5169	717.20	
09/15	09/14	AMZN Mktp US*M42KM8CY2 Amzn.com/billWA	24692160258100023890595	5942	490.47	
09/16	09/14	MERRITT SANITATION 540-8695309 VA	24073140259900011600017	2842	2,190.00	
09/17	09/16	AMZN Mktp US*M42N90101 Amzn.com/billWA	24692160260100528533316	5942	104.97	
09/18	09/17	COV DEPT OF GENERAL SERVI804-7860447 VA	24755420262122627288170	9399	1,025.41	
09/21	09/18	THE POWER CONNECTION 540-574-0177 VA	24323030262286045700015	5999	497.50	
09/21	09/18	EAHEART INDUSTRIAL SERVI 804-3557943 VA	24760620263470000456790	1799	198.38	
09/22	09/21	USA BLUE BOOK 800-548-1234 IL	24326840265636000066529	5085	409.50	
09/23	09/22	FLOMEC INC 804-7946300 VA	24701770286496901594183	5085	2,500.00	
09/28	09/25	COYNE CHEMICAL 215-785-3000 PA	24137460270501003339670	5169	924.89	
09/28	09/25	COYNE CHEMICAL 215-785-3000 PA	24137460270501003339753	5169	1,309.40	
					Total Activity	2,526.93

WHITE, NEAL

Account Number: ~~XXXXXXXXXXXX~~

09/02	08/31	VIRGINIA ASSOCIATION OF C804-2858227 VA	24639230245900018000024	8699	275.00	
09/04	09/02	KUSTOM SIGNALS 913-492-1400 KS	24247600247500673451458	5065	238.00	
09/04	09/02	BERRYVILLE AUTO PARTS INC800-4498012 VA	24767890247384700196189	5533	1,692.03	
09/10	09/09	USPS PO 5107560300 BERRYVILLE VA	24137460254001225644536	9402	10.20	
09/21	09/16	THE HOTEL ROANOKE & CONFEROANOKE VA	24239000264900018455902	7011	311.70	
		Arrival: 09/13/20				

Finance Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

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

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

Town of Berryville

Fiscal Period - Fiscal Year 2020/2021 Date Range - 2020-07-01 - 2020-09-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 100-General Fund							
0000-100-Revs							
100-3000000-0000 FUND BALANCE FORW	\$145,235.00	\$145,235.00	\$0.00	\$0.00	\$0.00	\$145,235.00	0
100-3110101-0000 CURRENT REAL ESTA	\$1,006,000.00	\$1,006,000.00	\$0.00	\$1,163.50	\$1,200.14	\$1,004,836.50	0
100-3110102-0000 DEL REAL ESTATE TA	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0
100-3110201-0000 UTILITY REAL ESTATE	\$11,200.00	\$11,200.00	\$0.00	\$0.00	\$0.00	\$11,200.00	0
100-3110301-0000 CURRENT PERS PROP	\$300,000.00	\$300,000.00	\$0.00	(\$134.05)	(\$118.36)	\$300,134.05	0
100-3110302-0000 DEL PERS PROP TAXES	\$3,500.00	\$3,500.00	\$0.00	(\$590.22)	(\$590.22)	\$4,090.22	-17
100-3110401-0000 MACHINERY & TOOLS	\$155,000.00	\$155,000.00	\$0.00	\$0.00	\$0.00	\$155,000.00	0
100-3110601-0000 TAX PENALTIES	\$6,000.00	\$6,000.00	\$0.00	\$554.84	\$188.03	\$5,445.16	9
100-3110602-0000 TAX INTEREST	\$2,000.00	\$2,000.00	\$0.00	\$236.03	\$74.62	\$1,763.97	12
100-3120101-0000 LOCAL SALES TAX	\$208,000.00	\$208,000.00	\$0.00	\$48,163.11	\$24,581.28	\$159,836.89	23
100-3120201-0000 CONSUMER UTILITY T	\$85,000.00	\$85,000.00	\$0.00	\$25,757.98	\$9,125.72	\$59,242.02	30
100-3120300-0000 BUSINESS LICENSE	\$200,000.00	\$200,000.00	\$0.00	\$5,000.53	\$2,010.83	\$194,999.47	3
100-3120402-0000 REC FRANCHISE FEES	\$35,000.00	\$35,000.00	\$0.00	\$10,014.58	\$3,911.55	\$24,985.42	29
100-3120501-0000 AUTO LICENSE	\$90,000.00	\$90,000.00	\$0.00	\$1,058.06	(\$553.36)	\$88,941.94	1
100-3120601-0000 BANK FRANCHISE TA	\$140,000.00	\$140,000.00	\$0.00	\$0.00	\$0.00	\$140,000.00	0
100-3120801-0000 CIGARETTE TAX	\$18,000.00	\$18,000.00	\$0.00	\$4,525.00	\$1,500.00	\$13,475.00	25
100-3121001-0000 LODGING TAX	\$10,000.00	\$10,000.00	\$0.00	\$877.60	\$673.72	\$9,122.40	9
100-3121101-0000 MEALS TAX	\$312,000.00	\$312,000.00	\$0.00	\$75,985.58	\$28,297.26	\$236,014.42	24
100-3130304-0000 Land Use Application	\$5,000.00	\$5,000.00	\$0.00	\$120.00	\$0.00	\$4,880.00	2
100-3130307-0000 ZONING & SUBDIVISIO	\$10,000.00	\$10,000.00	\$0.00	\$15,727.25	\$2,527.00	\$5,727.25	157
100-3140101-0000 COURT FINES	\$25,000.00	\$25,000.00	\$0.00	\$4,902.73	\$1,934.92	\$20,097.27	20
100-3140102-0000 PARKING METER FINE	\$4,000.00	\$4,000.00	\$0.00	\$20.00	\$20.00	\$3,980.00	1
100-3140103-0000 ESUMMONS	\$1,500.00	\$1,500.00	\$0.00	\$215.00	\$215.00	\$1,285.00	14
100-3150101-0000 INTEREST ON DEPOSIT	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0
100-3150201-0000 RENTAL OF PROPERTY	\$12,000.00	\$12,000.00	\$0.00	\$3,120.60	\$520.00	\$8,879.40	26
100-3150205-0000 WATER TANK SITE LE	\$82,000.00	\$82,000.00	\$0.00	\$11,770.02	\$3,923.34	\$70,229.98	14
100-3150206-0000 CHARGE CARD REBAT	\$14,000.00	\$14,000.00	\$0.00	\$0.00	\$0.00	\$14,000.00	0
100-3160703-0000 PARKING METERS	\$16,000.00	\$16,000.00	\$0.00	\$0.00	\$0.00	\$16,000.00	0
100-3189905-0000 SALE OF SURPLUS	\$18,000.00	\$18,000.00	\$0.00	\$0.00	\$0.00	\$18,000.00	0
100-3189999-0000 PPTRA	\$209,917.00	\$209,917.00	\$0.00	\$0.00	\$0.00	\$209,917.00	0
100-3220107-0000 ROLLING STOCK TAX	\$1,850.00	\$1,850.00	\$0.00	\$0.00	\$0.00	\$1,850.00	0
100-3220108-0000 599 LAW ENFORCEME	\$82,350.00	\$82,350.00	\$0.00	\$0.00	\$0.00	\$82,350.00	0
100-3220201-0000 Communication Tax	\$77,000.00	\$77,000.00	\$0.00	\$0.00	\$0.00	\$77,000.00	0
100-3240102-0000 FIRE FUND PROGRAM	\$15,250.00	\$15,250.00	\$0.00	\$0.00	\$0.00	\$15,250.00	0
100-3240103-0000 LE BLOCK GRANT	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
100-3240300-0000 VDOT LANE MILE ALL	\$558,618.00	\$558,618.00	\$0.00	\$0.00	\$0.00	\$558,618.00	0
100-3240301-0000 VDOT ROAD MAINTEN	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0
100-3240302-0000 LITTER CONTROL GRA	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
100-3410201-0000 MISCELLANEOUS REV	\$1,000.00	\$1,000.00	\$0.00	\$8,666.83	\$6,715.08	\$7,666.83	867
0000-100-Revs	\$3,973,420.00	\$3,973,420.00	\$0.00	\$217,154.97	\$86,156.55	\$3,783,053.19	5
4011100-100-TOWN COUNCIL							
100-4011100-1111 EXPENSE COMPENSAT	\$18,900.00	\$18,900.00	\$0.00	\$4,475.00	\$1,575.00	\$14,425.00	24
100-4011100-2100 MATCHING FICA	\$1,450.00	\$1,450.00	\$0.00	\$342.40	\$120.51	\$1,107.60	24
100-4011100-5540 TRAINING	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0
100-4011100-5800 MISCELLANEOUS	\$5,000.00	\$5,000.00	\$0.00	\$174.87	\$0.00	\$4,825.13	3
100-4011100-5810 Dues	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
100-4011100-6017 TOWN CODE SUPPLEM	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
4011100-100-TOWN COUNCIL	\$34,350.00	\$34,350.00	\$0.00	\$4,992.27	\$1,695.51	\$29,357.73	15
4011200-100-TOWN CLERK							

Town of Berryville

Fiscal Period - Fiscal Year 2020/2021 Date Range - 2020-07-01 - 2020-09-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
100-4011200-1114 SALARIES/WAGES/TN	\$44,600.00	\$44,600.00	\$0.00	\$9,774.50	\$3,275.84	\$34,825.50	22
100-4011200-2100 MATCHING FICA EXPE	\$3,400.00	\$3,400.00	\$0.00	\$750.86	\$251.64	\$2,649.14	22
100-4011200-5510 MILEAGE	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0
100-4011200-5540 EDUCATION/TRAININ	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
100-4011200-5810 DUES	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
4011200-100-TOWN CLERK	\$49,350.00	\$49,350.00	\$0.00	\$10,525.36	\$3,527.48	\$38,824.64	21
4012110-100-TOWN MANAGER							
100-4012110-1112 COMPENSATION	\$141,880.00	\$141,880.00	\$0.00	\$30,600.70	\$10,200.00	\$111,279.30	22
100-4012110-2100 MATCHING FICA EXPE	\$10,860.00	\$10,860.00	\$0.00	\$2,046.65	\$682.20	\$8,813.35	19
100-4012110-3399 Blight Abatement	\$17,000.00	\$17,000.00	\$0.00	\$0.00	\$0.00	\$17,000.00	0
100-4012110-5230 TELECOMMUNICATIO	\$600.00	\$600.00	\$0.00	\$150.00	\$50.00	\$450.00	25
100-4012110-5810 DUES	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
4012110-100-TOWN MANAGER	\$170,840.00	\$170,840.00	\$0.00	\$32,797.35	\$10,932.20	\$138,042.65	19
4012210-100-LEGAL SERVICES							
100-4012210-3150 PROFESSIONAL SERVI	\$35,000.00	\$35,000.00	\$0.00	\$15,365.00	\$0.00	\$19,635.00	44
4012210-100-LEGAL SERVICES	\$35,000.00	\$35,000.00	\$0.00	\$15,365.00	\$0.00	\$19,635.00	44
4012220-100-PERSONNEL							
100-4012220-2210 RETIREMENT	\$147,950.00	\$147,950.00	\$0.00	\$0.00	\$0.00	\$147,950.00	0
100-4012220-2220 VMLIP - STD	\$700.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0
100-4012220-2230 VMLIP - LTD	\$6,559.00	\$6,559.00	\$0.00	\$0.00	\$0.00	\$6,559.00	0
100-4012220-2250 Line of Duty Act	\$8,500.00	\$8,500.00	\$0.00	\$8,425.00	\$0.00	\$75.00	99
100-4012220-2300 HEALTH INSURANCE	\$216,400.00	\$216,400.00	\$0.00	\$0.00	\$0.00	\$216,400.00	0
100-4012220-2400 LIFE INSURANCE	\$15,850.00	\$15,850.00	\$0.00	\$0.00	\$0.00	\$15,850.00	0
100-4012220-2600 UNEMPLOYMENT INS	\$205.00	\$205.00	\$0.00	\$0.00	\$0.00	\$205.00	0
100-4012220-2700 WORKER'S COMPENSA	\$39,000.00	\$39,000.00	\$0.00	\$23,400.00	\$0.00	\$15,600.00	60
100-4012220-3110 RANDOM DRUG SCRE	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0
4012220-100-PERSONNEL	\$435,914.00	\$435,914.00	\$0.00	\$31,825.00	\$0.00	\$404,089.00	7
4012240-100-INDEPENDENT AUDITOR							
100-4012240-3120 CONTRACTUAL SERVI	\$16,050.00	\$16,050.00	\$0.00	\$0.00	\$0.00	\$16,050.00	0
4012240-100-INDEPENDENT AUDITOR	\$16,050.00	\$16,050.00	\$0.00	\$0.00	\$0.00	\$16,050.00	0
4012410-100-TOWN TREASURER							
100-4012410-1113 COMPENSATION	\$93,000.00	\$93,000.00	\$0.00	\$23,260.35	\$7,500.00	\$69,739.65	25
100-4012410-2100 MATCHING FICA EXPE	\$7,100.00	\$7,100.00	\$0.00	\$1,799.13	\$580.32	\$5,300.87	25
100-4012410-3130 PROFESSIONAL SER/T	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0
100-4012410-5306 SURETY BONDS	\$500.00	\$500.00	\$0.00	\$413.00	\$0.00	\$87.00	83
100-4012410-5540 TRAINING	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
100-4012410-5810 DUES	\$1,000.00	\$1,000.00	\$0.00	\$372.00	\$372.00	\$628.00	37
4012410-100-TOWN TREASURER	\$106,100.00	\$106,100.00	\$0.00	\$25,844.48	\$8,452.32	\$80,255.52	24
4012430-100-FINANCE/ACCOUNTING							
100-4012430-1113 COMPENSATION	\$132,200.00	\$132,200.00	\$0.00	\$27,727.07	\$8,881.19	\$104,472.93	21
100-4012430-2100 MATCHING FICA EXPE	\$10,112.00	\$10,112.00	\$0.00	\$1,714.05	\$569.64	\$8,397.95	17
100-4012430-5540 TRAINING	\$3,400.00	\$3,400.00	\$0.00	\$150.00	\$0.00	\$3,250.00	4
4012430-100-FINANCE/ACCOUNTING	\$145,712.00	\$145,712.00	\$0.00	\$29,591.12	\$9,450.83	\$116,120.88	20
4012530-100-CENTRAL ADMIN/PURCHASING							

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100-4012530-3320 MAINTENANCE CONT	\$46,000.00	\$46,000.00	\$0.00	\$24,194.81	\$11,060.50	\$21,805.19	53
100-4012530-3400 WEB SITE	\$1,000.00	\$1,000.00	\$0.00	\$2.00	\$0.68	\$998.00	0
100-4012530-3501 NEWSLETTER	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
100-4012530-3600 ADVERTISING	\$8,000.00	\$8,000.00	\$0.00	\$2,173.60	\$300.30	\$5,826.40	27
100-4012530-5210 POSTAGE	\$11,500.00	\$11,500.00	\$0.00	\$1,386.90	\$302.35	\$10,113.10	12
100-4012530-5230 TELECOMMUNICATIO	\$2,000.00	\$2,000.00	\$0.00	\$359.50	\$89.37	\$1,640.50	18
100-4012530-5250 SOCIAL MEDIA ARCHI	\$2,700.00	\$2,700.00	\$0.00	\$0.00	\$0.00	\$2,700.00	0
100-4012530-5415 COPIER LEASE	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0
100-4012530-5540 TRAINING	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0
100-4012530-5699 CONTRIBUTION/CC SO	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0
100-4012530-5810 DUES	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
100-4012530-6001 OFFICE SUPPLIES	\$10,150.00	\$10,150.00	\$0.00	\$2,925.83	\$772.86	\$7,224.17	29
4012530-100-CENTRAL ADMIN/PURCHA	\$94,850.00	\$94,850.00	\$0.00	\$31,042.64	\$12,526.06	\$63,807.36	33
4012550-100-RISK MANAGEMENT							
100-4012550-5304 BLANKET EXCESS LIA	\$16,000.00	\$16,000.00	\$0.00	\$15,178.00	\$0.00	\$822.00	95
100-4012550-5305 AUTOMOBILE INSURA	\$11,000.00	\$11,000.00	\$0.00	\$11,392.00	\$0.00	(\$392.00)	104
100-4012550-5308 SEMI-MULTI PERIL INS	\$27,700.00	\$27,700.00	\$0.00	\$26,611.00	\$0.00	\$1,089.00	96
4012550-100-RISK MANAGEMENT	\$54,700.00	\$54,700.00	\$0.00	\$53,181.00	\$0.00	\$1,519.00	97
4012600-100-ENGINEERING SERVICES							
100-4012600-3140 ENGINEERING SERVIC	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0
4012600-100-ENGINEERING SERVICES	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0
4013100-100-ELECTIONS							
100-4013100-1125 ELECTION OFFICIALS	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0
100-4013100-6001 OFFICE SUPPLIES	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0
4013100-100-ELECTIONS	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0
4021500-100-PUBLIC DEFENDER FEES							
100-4021500-3150 PUBLIC DEFENDER FE	\$2,000.00	\$2,000.00	\$0.00	\$380.35	\$0.00	\$1,619.65	19
4021500-100-PUBLIC DEFENDER FEES	\$2,000.00	\$2,000.00	\$0.00	\$380.35	\$0.00	\$1,619.65	19
4031100-100-POLICE DEPARTMENT							
100-4031100-1139 COMPENSATION	\$597,510.00	\$603,510.00	\$0.00	\$131,940.70	\$45,603.65	\$471,569.30	22
100-4031100-2100 MATCHING FICA EXPE	\$45,710.00	\$45,710.00	\$0.00	\$9,857.16	\$3,409.91	\$35,852.84	22
100-4031100-3110 MEDICAL EXAMINATI	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
100-4031100-3115 PRE EMPLOYMENT DR	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
100-4031100-3190 INTERPRETER	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0
100-4031100-3310 REPAIR & MAINTENA	\$12,000.00	\$12,000.00	\$0.00	\$1,611.92	\$940.53	\$10,388.08	13
100-4031100-3320 MAINTENANCE CONT	\$14,500.00	\$14,500.00	\$0.00	\$6,691.10	\$5,710.50	\$7,808.90	46
100-4031100-4082 WILDLIFE MANAGEME	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
100-4031100-5210 POSTAGE	\$500.00	\$500.00	\$0.00	\$39.30	\$22.00	\$460.70	8
100-4031100-5230 TELECOMMUNICATIO	\$4,600.00	\$4,600.00	\$0.00	\$639.16	\$0.00	\$3,960.84	14
100-4031100-5415 COPIER LEASE	\$3,400.00	\$3,400.00	\$0.00	\$0.00	\$0.00	\$3,400.00	0
100-4031100-5540 TRAINING	\$22,250.00	\$22,250.00	\$0.00	\$4,980.00	\$0.00	\$17,270.00	22
100-4031100-5545 OFFICE ACCREDIATIO	\$1,700.00	\$1,700.00	\$0.00	\$0.00	\$0.00	\$1,700.00	0
100-4031100-5810 DUES	\$700.00	\$700.00	\$0.00	\$275.00	\$0.00	\$425.00	39
100-4031100-5815 COMMUNITY RELATIO	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
100-4031100-6001 OFFICE SUPPLIES	\$1,600.00	\$1,600.00	\$0.00	\$333.21	\$98.91	\$1,266.79	21
100-4031100-6008 GASOLINE & OIL	\$14,500.00	\$14,500.00	\$0.00	\$0.00	\$0.00	\$14,500.00	0

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100-4031100-6010 POLICE SUPPLIES	\$13,500.00	\$13,500.00	\$0.00	\$8,441.81	\$3,753.20	\$5,058.19	63
100-4031100-6011 UNIFORMS	\$4,000.00	\$4,000.00	\$0.00	\$99.95	\$99.95	\$3,900.05	2
4031100-100-POLICE DEPARTMENT	\$740,370.00	\$746,370.00	\$0.00	\$164,909.31	\$59,638.65	\$581,460.69	22
4031300-100-TRAFFIC CONTROL							
100-4031300-5699 COUNTY CONT/CROSS	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0
4031300-100-TRAFFIC CONTROL	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0
4031400-100-EMERGENCY SERVICES							
100-4031400-5699 CONTRIBUTION/CC CE	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0
4031400-100-EMERGENCY SERVICES	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0
4032200-100-VOLUNTEER FIRE DEPARTMENT							
100-4032200-5699 CONTRIBUTION/JHEVF	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0
100-4032200-5707 FIRE FUND PROGRAM	\$15,250.00	\$15,250.00	\$0.00	\$0.00	\$0.00	\$15,250.00	0
100-4032200-8411 ENDERS CAPITAL PRO	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0
4032200-100-VOLUNTEER FIRE DEPART	\$55,250.00	\$55,250.00	\$0.00	\$0.00	\$0.00	\$55,250.00	0
4033200-100-CORRECTION AND DETENTION							
100-4033200-5550 CONFINEMENT OF PRI	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0
4033200-100-CORRECTION AND DETENT	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0
4041100-100-PUBLIC WORKS ADMINISTRATION							
100-4041100-1140 Compensation	\$69,910.00	\$69,910.00	\$0.00	\$8,089.98	\$2,696.66	\$61,820.02	12
100-4041100-2100 MATCHING FICA EXPE	\$5,350.00	\$5,350.00	\$0.00	\$651.54	\$217.18	\$4,698.46	12
100-4041100-3110 MEDICAL EXAMS	\$1,000.00	\$1,000.00	\$0.00	\$85.00	\$0.00	\$915.00	9
100-4041100-3310 VEHICLE REP & MAIN	\$11,000.00	\$11,000.00	\$0.00	\$202.34	\$132.35	\$10,797.66	2
100-4041100-5120 FUEL OIL/HEAT	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0
100-4041100-5230 TELECOMMUNICATIO	\$5,000.00	\$5,000.00	\$0.00	\$1,209.31	\$134.35	\$3,790.69	24
100-4041100-5415 COPIER LEASE	\$2,665.00	\$2,665.00	\$0.00	\$0.00	\$0.00	\$2,665.00	0
100-4041100-5540 TRAINING	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0
100-4041100-6001 OFFICE SUPPLIES	\$500.00	\$500.00	\$0.00	\$145.98	\$0.00	\$354.02	29
4041100-100-PUBLIC WORKS ADMINIST	\$100,425.00	\$100,425.00	\$0.00	\$10,384.15	\$3,180.54	\$90,040.85	10
4041200-100-HWYS, STRTS, BRIDGES & SDWLKS							
100-4041200-1183 COMPENSATION	\$156,710.00	\$156,710.00	\$0.00	\$29,335.53	\$9,998.63	\$127,374.47	19
100-4041200-2100 MATCHING FICA EXPE	\$11,990.00	\$11,990.00	\$0.00	\$2,254.29	\$768.24	\$9,735.71	19
100-4041200-3310 EQUIPMENT MAINTEN	\$12,000.00	\$12,000.00	\$0.00	\$1,441.19	\$904.75	\$10,558.81	12
100-4041200-3315 SIDEWALK MAINTENA	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
100-4041200-5425 NORFOLK/SOUTHERN	\$1,100.00	\$1,100.00	\$0.00	\$1,097.57	\$0.00	\$2.43	100
100-4041200-6007 MATERIALS & SUPPLI	\$4,000.00	\$4,000.00	\$0.00	\$1,351.43	\$663.24	\$2,648.57	34
100-4041200-6008 GASOLINE & OIL	\$20,000.00	\$20,000.00	\$0.00	\$1,124.59	\$437.92	\$18,875.41	6
100-4041200-6011 UNIFORMS	\$6,000.00	\$6,000.00	\$0.00	\$334.03	\$134.29	\$5,665.97	6
4041200-100-HWYS, STRTS, BRIDGES & S	\$226,800.00	\$226,800.00	\$0.00	\$36,938.63	\$12,907.07	\$189,861.37	16
4041250-100-VDOT STREET MAINTENANCE							
100-4041250-3300 VDOT STREET MAINTE	\$411,618.00	\$411,618.00	\$0.00	\$8,004.74	\$5,200.42	\$403,613.26	2
100-4041250-3310 EQUIPMENT MAINTEN	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0
100-4041250-8801 Equipment Purchase	\$137,000.00	\$137,000.00	\$0.00	\$0.00	\$0.00	\$137,000.00	0
4041250-100-VDOT STREET MAINTENAN	\$558,618.00	\$558,618.00	\$0.00	\$8,004.74	\$5,200.42	\$550,613.26	1
4041320-100-STREET LIGHTS							

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100-4041320-5110 ELECTRICITY	\$66,500.00	\$66,500.00	\$0.00	\$14,901.54	\$4,924.01	\$51,598.46	22
4041320-100-STREET LIGHTS	\$66,500.00	\$66,500.00	\$0.00	\$14,901.54	\$4,924.01	\$51,598.46	22
4041330-100-SNOW REMOVAL							
100-4041330-3220 CONTRACTUAL SERVI	\$16,000.00	\$16,000.00	\$0.00	\$0.00	\$0.00	\$16,000.00	0
100-4041330-6007 MATERIALS & SUPPLI	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
4041330-100-SNOW REMOVAL	\$18,000.00	\$18,000.00	\$0.00	\$0.00	\$0.00	\$18,000.00	0
4041340-100-PARKING METERS AND LOTS							
100-4041340-6007 MATERIALS & SUPPLI	\$1,500.00	\$1,500.00	\$0.00	\$136.34	\$0.00	\$1,363.66	9
4041340-100-PARKING METERS AND LO	\$1,500.00	\$1,500.00	\$0.00	\$136.34	\$0.00	\$1,363.66	9
4042200-100-STREET & ROAD CLEANING							
100-4042200-6007 MATERIALS & SUPPLI	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
4042200-100-STREET & ROAD CLEANIN	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
4042300-100-REFUSE COLLECTION							
100-4042300-3220 CONTRACTUAL SERVI	\$203,000.00	\$203,000.00	\$0.00	\$32,151.72	\$130.92	\$170,848.28	16
100-4042300-6225 RECYCLING SERVICES	\$75,000.00	\$75,000.00	\$0.00	\$14,129.21	\$56.11	\$60,870.79	19
4042300-100-REFUSE COLLECTION	\$278,000.00	\$278,000.00	\$0.00	\$46,280.93	\$187.03	\$231,719.07	17
4042400-100-REFUSE DISPOSAL							
100-4042400-3800 FCO LANDFILL CHARG	\$40,000.00	\$40,000.00	\$0.00	\$9,131.80	\$2,844.60	\$30,868.20	23
4042400-100-REFUSE DISPOSAL	\$40,000.00	\$40,000.00	\$0.00	\$9,131.80	\$2,844.60	\$30,868.20	23
4043200-100-GENERAL PROPERTIES							
100-4043200-3310 REPAIR & MAINTENA	\$15,000.00	\$15,000.00	\$0.00	\$1,523.33	\$271.30	\$13,476.67	10
100-4043200-3325 HERMITAGE SWPOND	\$4,100.00	\$4,100.00	\$0.00	\$1,650.00	\$550.00	\$2,450.00	40
100-4043200-6007 MATERIALS & SUPPLI	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
100-4043200-6017 CHRISTMAS WREATHS	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
4043200-100-GENERAL PROPERTIES	\$20,100.00	\$20,100.00	\$0.00	\$3,173.33	\$821.30	\$16,926.67	16
4064200-100-BUILDING SERVICES							
100-4064200-3150 PROFESSIONAL SERVI	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0
100-4064200-3200 CONTRACTUAL SER	\$19,500.00	\$19,500.00	\$0.00	\$0.00	\$0.00	\$19,500.00	0
100-4064200-5110 ELECTRICITY	\$19,800.00	\$19,800.00	\$0.00	\$0.00	\$0.00	\$19,800.00	0
100-4064200-5120 NATURAL GAS/HEAT	\$3,200.00	\$3,200.00	\$0.00	\$0.00	\$0.00	\$3,200.00	0
100-4064200-5130 WATER/SEWER	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0
100-4064200-5230 TELECOMMUNICATIO	\$7,800.00	\$7,800.00	\$0.00	\$0.00	\$0.00	\$7,800.00	0
100-4064200-5304 LIABILITY INSURANC	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0
100-4064200-7113 IN KIND COSTS	\$13,000.00	\$13,000.00	\$0.00	\$0.00	\$0.00	\$13,000.00	0
100-4064200-7115 SHARED MAINTENAN	\$19,000.00	\$19,000.00	\$0.00	\$0.00	\$0.00	\$19,000.00	0
100-4064200-8411 CAPITAL ASSET RESE	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0
4064200-100-BUILDING SERVICES	\$95,100.00	\$95,100.00	\$0.00	\$0.00	\$0.00	\$95,100.00	0
4071310-100-PARKS & RECREATION							
100-4071310-3160 CONTRACTUAL SER/J	\$1,000.00	\$1,000.00	\$0.00	\$225.00	\$75.00	\$775.00	23
100-4071310-6017 CHRISTMAS LIGHTS	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0
100-4071310-6018 ROSE HILL PARK MAI	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0

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4071310-100-PARKS & RECREATION	\$7,500.00	\$7,500.00	\$0.00	\$225.00	\$75.00	\$7,275.00	3
4081100-100-PLANNING							
100-4081100-1155 COMPENSATION	\$93,270.00	\$93,270.00	\$0.00	\$19,969.98	\$6,656.66	\$73,300.02	21
100-4081100-2100 MATCHING FICA EXPE	\$7,135.00	\$7,135.00	\$0.00	\$1,544.40	\$514.80	\$5,590.60	22
100-4081100-3145 REIMBURSABLE CONS	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0
100-4081100-3500 PRINTING	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0
100-4081100-5510 MILEAGE	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
100-4081100-5540 TRAINING	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
100-4081100-5810 DUES	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
100-4081100-6001 OFFICE EQUIPMENT	\$100.00	\$100.00	\$0.00	\$9.90	\$0.00	\$90.10	10
100-4081100-6012 PUBLICATIONS	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
4081100-100-PLANNING	\$106,905.00	\$106,905.00	\$0.00	\$21,524.28	\$7,171.46	\$85,380.72	20
4081400-100-BOARD OF ZONING APPEALS							
100-4081400-1110 EXPENSE COMPENSAT	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
100-4081400-5540 TRAINING	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
4081400-100-BOARD OF ZONING APPEA	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
4081500-100-ECONOMIC DEVELOPMENT							
100-4081500-5693 BMS ARTS FUNDING	\$4,500.00	\$4,500.00	\$0.00	\$4,500.00	\$4,500.00	\$0.00	100
100-4081500-5695 TOWN/COUNTY ECON	\$17,500.00	\$17,500.00	\$0.00	\$0.00	\$0.00	\$17,500.00	0
100-4081500-5699 DBI/ECO DEV PROF SE	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0
100-4081500-5700 ANNEXATION AREA P	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0
4081500-100-ECONOMIC DEVELOPMENT	\$51,000.00	\$51,000.00	\$0.00	\$11,100.00	\$4,500.00	\$39,900.00	22
4081600-100-PLANNING COMMISSION							
100-4081600-1111 EXPENSE COMPENSAT	\$5,000.00	\$5,000.00	\$0.00	\$425.00	\$75.00	\$4,575.00	9
100-4081600-5540 TRAINING	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
100-4081600-5810 DUES	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0
4081600-100-PLANNING COMMISSION	\$6,250.00	\$6,250.00	\$0.00	\$425.00	\$75.00	\$5,825.00	7
4081700-100-BVILLE AREA DEV AUTHORITY							
100-4081700-1111 EXPENSE COMPENSAT	\$2,500.00	\$2,500.00	\$0.00	\$345.00	\$75.00	\$2,155.00	14
100-4081700-5540 TRAINING	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0
100-4081700-5810 DUES	\$125.00	\$125.00	\$0.00	\$49.50	\$0.00	\$75.50	40
4081700-100-BVILLE AREA DEV AUTHO	\$2,875.00	\$2,875.00	\$0.00	\$397.56	\$75.00	\$2,477.44	14
4081800-100-ARCHITECHURAL REVIEW BOARD							
100-4081800-5540 TRAINING	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
4081800-100-ARCHITECHURAL REVIEW	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
4094200-100-CAPITAL OUTLAY							
100-4094200-8225 COMPUTER REPLACE	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0
100-4094200-8230 REPAIRS TO 23 E MAIN	\$44,235.00	\$44,235.00	\$0.00	\$0.00	\$0.00	\$44,235.00	0
100-4094200-8231 PATROL VEHICLE	\$52,600.00	\$52,600.00	\$0.00	\$0.00	\$0.00	\$52,600.00	0
100-4094200-8603 PD SERVER REPLACE	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0
100-4094200-8702 WAYFINDING SIGNS R	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0
100-4094200-8911 VIRGINIA AVENUE	\$55,000.00	\$55,000.00	\$0.00	\$0.00	\$0.00	\$55,000.00	0
100-4094200-8915 HOGAN'S ALLEY IMPR	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
100-4094200-8951 PD RADIO REPLACEM	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0

Town of Berryville

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Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
100-4094200-8959 HOLIDAY DECORATIO	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0
4094200-100-CAPITAL OUTLAY	\$201,335.00	\$201,335.00	\$0.00	\$3,214.50	\$0.00	\$198,120.50	2
4094300-100-CONTINGENCY							
100-4094300-5800 CONTINGENCY	\$110,300.00	\$104,300.00	\$0.00	\$0.00	\$0.00	\$104,300.00	0
4094300-100-CONTINGENCY	\$110,300.00	\$104,300.00	\$0.00	\$0.00	\$0.00	\$104,300.00	0
4095000-100-DEBT SERVICE							
100-4095000-9110 RDA PRINCIPAL	\$40,988.00	\$40,988.00	\$0.00	\$0.00	\$0.00	\$40,988.00	0
100-4095000-9120 RDA INTEREST	\$80,488.00	\$80,488.00	\$0.00	\$0.00	\$0.00	\$80,488.00	0
4095000-100-DEBT SERVICE	\$121,476.00	\$121,476.00	\$0.00	\$0.00	\$0.00	\$121,476.00	0
Reporting Fund: 100-General Fund							
FundRevTot	\$3,973,420.00	\$3,973,420.00	\$0.00	\$217,154.97	\$86,156.55	\$3,783,053.19	5
FundExpTot	\$3,972,920.00	\$3,972,920.00	\$0.00	\$566,291.68	\$148,184.48	\$3,406,628.32	14
Reporting Fund: 501-Water Fund							
0000-501-Revs							
501-3150102-0000 INTEREST ON INVEST	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0
501-3160110-0000 TREATMENT FEES	\$1,040,000.00	\$1,040,000.00	\$0.00	\$227,260.73	\$72,886.40	\$812,739.27	22
501-3160111-0000 DELINQUENT ACCT PE	\$30,000.00	\$30,000.00	\$0.00	\$410.00	\$50.00	\$29,590.00	1
501-3160113-0000 AVAILABILITY CHARG	\$337,500.00	\$337,500.00	\$0.00	\$158,250.00	\$81,000.00	\$179,250.00	47
501-3160115-0000 METER FEES	\$8,125.00	\$8,125.00	\$0.00	\$5,200.00	\$1,950.00	\$2,925.00	64
0000-501-Revs	\$1,445,625.00	\$1,577,625.00	\$0.00	\$391,050.73	\$155,886.40	\$1,186,574.27	25
4012220-501-PERSONNEL							
501-4012220-1140 COMPENSATION	\$39,300.00	\$39,300.00	\$0.00	\$12,835.45	\$4,186.62	\$26,464.55	33
501-4012220-2100 SOCIAL SECURITY	\$3,010.00	\$3,010.00	\$0.00	\$981.92	\$320.27	\$2,028.08	33
501-4012220-2210 RETIREMENT	\$32,810.00	\$32,810.00	\$0.00	\$0.00	\$0.00	\$32,810.00	0
501-4012220-2220 VMLIP - STD	\$154.00	\$154.00	\$0.00	\$0.00	\$0.00	\$154.00	0
501-4012220-2230 VMLIP - LTD	\$1,415.00	\$1,415.00	\$0.00	\$0.00	\$0.00	\$1,415.00	0
501-4012220-2300 HEALTH INSURANCE	\$47,910.00	\$47,910.00	\$0.00	\$0.00	\$0.00	\$47,910.00	0
501-4012220-2400 LIFE INSURANCE	\$3,510.00	\$3,510.00	\$0.00	\$0.00	\$0.00	\$3,510.00	0
501-4012220-2600 UNEMPLOYMENT INS	\$46.00	\$46.00	\$0.00	\$0.00	\$0.00	\$46.00	0
501-4012220-2700 WORKER'S COMPENSA	\$8,500.00	\$8,500.00	\$0.00	\$5,677.00	\$0.00	\$2,823.00	67
501-4012220-3170 MISS UTILITY	\$1,500.00	\$1,500.00	\$0.00	\$549.54	\$74.55	\$950.46	37
501-4012220-3320 HANDHELD MAINT	\$4,500.00	\$4,500.00	\$0.00	\$2,452.50	\$0.00	\$2,047.50	55
501-4012220-5210 POSTAGE	\$4,400.00	\$4,400.00	\$0.00	\$1,681.24	\$0.00	\$2,718.76	38
501-4012220-5540 TRAINING	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0
501-4012220-6001 OFFICE SUPPLIES	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
4012220-501-PERSONNEL	\$150,055.00	\$150,055.00	\$0.00	\$24,177.65	\$4,581.44	\$125,877.35	16
4012222-501-TREATMENT							
501-4012222-1147 COMPENSATION	\$147,000.00	\$147,000.00	\$0.00	\$41,738.64	\$13,036.99	\$105,261.36	28
501-4012222-2100 MATCHING FICA EXPE	\$11,240.00	\$11,240.00	\$0.00	\$3,213.12	\$1,004.04	\$8,026.88	29
501-4012222-2830 CERTIFICATION FEES	\$900.00	\$900.00	\$0.00	\$100.00	\$100.00	\$800.00	11
501-4012222-2840 STATE CONNECTION F	\$5,400.00	\$5,400.00	\$0.00	\$5,127.10	\$0.00	\$272.90	95
501-4012222-2850 LAB TESTING	\$8,500.00	\$8,500.00	\$0.00	\$1,227.36	\$20.00	\$7,272.64	14
501-4012222-3110 MEDICAL EXAMS	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0
501-4012222-3145 PROFESSIONAL SERVI	\$15,000.00	\$15,000.00	\$0.00	\$4,768.36	\$730.30	\$10,231.64	32
501-4012222-3210 SLUDGE REMOVAL	\$30,000.00	\$30,000.00	\$0.00	\$22,742.40	\$0.00	\$7,257.60	76
501-4012222-3220 CLEAN RIVER INTAKE	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
501-4012222-3310 REPAIR & MAINTENA	\$60,000.00	\$60,000.00	\$0.00	\$15,295.67	\$12,296.09	\$44,704.33	25

Town of Berryville

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Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
501-4012222-3510 CONSUMER CONFIDEN	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
501-4012222-5110 ELECTRICITY	\$61,500.00	\$61,500.00	\$0.00	\$10,232.46	\$5,354.21	\$51,267.54	17
501-4012222-5120 FUEL/OIL HEAT	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0
501-4012222-5230 TELECOMMUNICATIO	\$3,800.00	\$3,800.00	\$0.00	\$687.39	\$183.27	\$3,112.61	18
501-4012222-5415 COPIER LEASE	\$670.00	\$670.00	\$0.00	\$0.00	\$0.00	\$670.00	0
501-4012222-5540 TRAINING	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0
501-4012222-5690 DISCHARGE PERMIT R	\$650.00	\$650.00	\$0.00	\$0.00	\$0.00	\$650.00	0
501-4012222-5810 DUES	\$1,100.00	\$1,100.00	\$0.00	\$0.00	\$0.00	\$1,100.00	0
501-4012222-6001 OFFICE SUPPLIES	\$1,000.00	\$1,000.00	\$0.00	\$122.97	\$36.98	\$877.03	12
501-4012222-6004 LAB SUPPLIES	\$4,500.00	\$4,500.00	\$0.00	\$1,016.04	\$0.00	\$3,483.96	23
501-4012222-6005 JANITORIAL SUPPLIES	\$1,000.00	\$1,000.00	\$0.00	\$55.99	\$55.99	\$944.01	6
501-4012222-6008 GASOLINE & OIL	\$6,200.00	\$6,200.00	\$0.00	\$0.00	\$0.00	\$6,200.00	0
501-4012222-6011 UNIFORMS	\$1,000.00	\$1,000.00	\$0.00	\$160.00	\$0.00	\$840.00	16
501-4012222-6014 TOOLS	\$500.00	\$500.00	\$0.00	\$11.99	\$11.99	\$488.01	2
501-4012222-6019 SAFETY EQUIPMENT	\$2,000.00	\$2,000.00	\$0.00	\$304.40	\$0.00	\$1,695.60	15
501-4012222-6020 PERSONAL EQUIPMEN	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0
501-4012222-6025 CHEMICALS	\$40,000.00	\$40,000.00	\$0.00	\$8,484.57	\$5,876.13	\$31,515.43	21
4012222-501-TREATMENT	\$411,260.00	\$411,260.00	\$0.00	\$115,288.46	\$38,705.99	\$295,971.54	28
4012224-501-DISTRIBUTION & MAINTENANCE							
501-4012224-1183 COMPENSATION	\$139,250.00	\$139,250.00	\$0.00	\$28,979.62	\$9,876.04	\$110,270.38	21
501-4012224-2100 MATCHING FICA EXPE	\$10,650.00	\$10,650.00	\$0.00	\$2,216.88	\$755.50	\$8,433.12	21
501-4012224-3330 LINE REPAIR & MAINT	\$50,000.00	\$50,000.00	\$0.00	\$3,253.86	\$2,596.62	\$46,746.14	7
501-4012224-6007 MATERIALS & SUPPLI	\$30,000.00	\$30,000.00	\$0.00	\$1,995.09	\$1,995.09	\$28,004.91	7
501-4012224-6019 SAFETY EQUIPMENT	\$700.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0
501-4012224-6030 NEW SERVICE SUPPLI	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	0
4012224-501-DISTRIBUTION & MAINTEN	\$239,600.00	\$239,600.00	\$0.00	\$36,445.45	\$15,223.25	\$203,154.55	15
4094200-501-CAPITAL OUTLAY							
501-4094200-8102 TANK INSP & MAINT	\$85,000.00	\$85,000.00	\$0.00	\$155,604.50	\$155,604.50	(\$70,604.50)	183
501-4094200-8105 PICK UP	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
501-4094200-8211 CAPITAL RESERVES	\$207,975.00	\$201,975.00	\$0.00	\$0.00	\$0.00	\$201,975.00	0
501-4094200-8360 Handheld Meter Reade	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0
501-4094200-8361 WATER LINE UPGRAD	\$115,000.00	\$115,000.00	\$0.00	\$18,326.94	\$9,835.46	\$96,673.06	16
501-4094200-8550 EQUIPMENT REPAIR R	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0
501-4094200-8958 WATER METER REPLA	\$165,000.00	\$165,000.00	\$0.00	\$9,396.71	\$9,396.71	\$155,603.29	6
4094200-501-CAPITAL OUTLAY	\$619,975.00	\$751,975.00	\$74,474.00	\$185,328.15	\$174,836.67	\$492,172.85	35
4094300-501-CONTINGENCY							
501-4094300-5800 CONTINGENCY	\$24,735.00	\$24,735.00	\$0.00	\$0.00	\$0.00	\$24,735.00	0
4094300-501-CONTINGENCY	\$24,735.00	\$24,735.00	\$0.00	\$0.00	\$0.00	\$24,735.00	0
Reporting Fund: 501-Water Fund							
FundRevTot	\$1,445,625.00	\$1,577,625.00	\$0.00	\$391,050.73	\$155,886.40	\$1,186,574.27	25
FundExpTot	\$1,445,625.00	\$1,577,625.00	\$74,474.00	\$361,239.71	\$233,347.35	\$1,141,911.29	28
Reporting Fund: 502-Sewer Fund							
0000-502-Revs							
502-3150101-0000 Interest Income	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0
502-3160110-0000 TREATMENT FEES	\$1,800,000.00	\$1,800,000.00	\$0.00	\$445,900.69	\$144,550.95	\$1,354,099.31	25
502-3160113-0000 AVAILABILITY CHARG	\$362,500.00	\$362,500.00	\$0.00	\$289,750.00	\$87,000.00	\$72,750.00	80
0000-502-Revs	\$2,212,500.00	\$2,212,500.00	\$0.00	\$735,495.69	\$231,550.95	\$1,477,004.31	33
4012220-502-PERSONNEL							

Town of Berryville

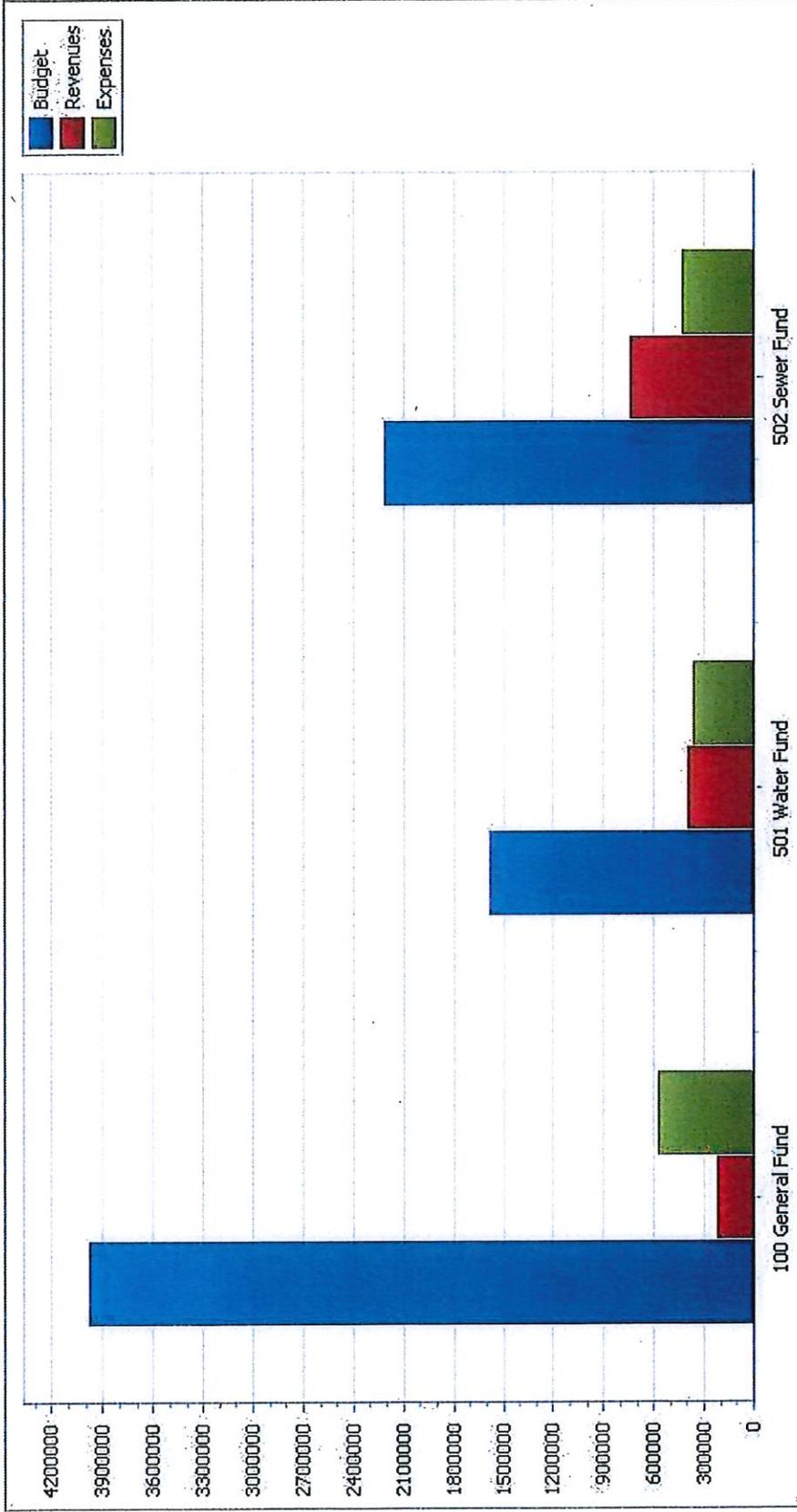
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Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
502-4012220-1114 COMPENSATION	\$39,300.00	\$39,300.00	\$0.00	\$7,047.22	\$2,582.73	\$32,252.78	18
502-4012220-2100 SOCIAL SECURITY	\$3,010.00	\$3,010.00	\$0.00	\$513.27	\$181.24	\$2,496.73	17
502-4012220-2210 RETIREMENT	\$51,785.00	\$51,785.00	\$0.00	\$0.00	\$0.00	\$51,785.00	0
502-4012220-2220 VMLIP - STD	\$243.00	\$243.00	\$0.00	\$0.00	\$0.00	\$243.00	0
502-4012220-2230 VMLIP - LTD	\$2,236.00	\$2,236.00	\$0.00	\$0.00	\$0.00	\$2,236.00	0
502-4012220-2300 HEALTH INSURANCE	\$75,608.00	\$75,608.00	\$0.00	\$0.00	\$0.00	\$75,608.00	0
502-4012220-2400 LIFE INSURANCE	\$5,545.00	\$5,545.00	\$0.00	\$0.00	\$0.00	\$5,545.00	0
502-4012220-2600 UNEMPLOYMENT INS	\$71.00	\$71.00	\$0.00	\$0.00	\$0.00	\$71.00	0
502-4012220-2700 WORKER'S COMPENSA	\$13,500.00	\$13,500.00	\$0.00	\$3,731.00	\$0.00	\$9,769.00	28
502-4012220-3320 HANDHELD MAINT	\$2,800.00	\$2,800.00	\$0.00	\$2,452.50	\$0.00	\$347.50	88
502-4012220-5210 POSTAGE	\$7,500.00	\$7,500.00	\$0.00	\$837.76	\$0.00	\$6,662.24	11
502-4012220-6001 OFFICE SUPPLIES	\$1,000.00	\$1,000.00	\$0.00	\$183.42	\$0.00	\$816.58	18
4012220-502-PERSONNEL	\$202,598.00	\$202,598.00	\$0.00	\$14,765.17	\$2,763.97	\$187,832.83	7
4012222-502-TREATMENT							
502-4012222-1147 COMPENSATION	\$323,200.00	\$323,200.00	\$0.00	\$40,757.23	\$13,538.68	\$282,442.77	13
502-4012222-2100 MATCHING FICA EXPE	\$24,725.00	\$24,725.00	\$0.00	\$3,147.03	\$1,053.14	\$21,577.97	13
502-4012222-2830 CERTIFICATION FEES	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
502-4012222-2850 LAB TESTING	\$36,000.00	\$36,000.00	\$0.00	\$6,991.99	\$2,516.99	\$29,008.01	19
502-4012222-3145 PROFESSIONAL SERVI	\$18,000.00	\$18,000.00	\$0.00	\$79.00	\$79.00	\$17,921.00	0
502-4012222-3210 LANDFILL-SOLIDS DIS	\$48,000.00	\$48,000.00	\$0.00	\$13,047.15	\$1,166.98	\$34,952.85	27
502-4012222-3310 REPAIR & MAINTENA	\$110,000.00	\$110,000.00	\$0.00	\$37,026.43	\$25,623.01	\$72,973.57	34
502-4012222-5110 ELECTRICITY	\$135,000.00	\$135,000.00	\$0.00	\$19,169.76	\$9,069.94	\$115,830.24	14
502-4012222-5230 TELECOMMUNICATIO	\$6,000.00	\$6,000.00	\$0.00	\$1,304.99	\$379.46	\$4,695.01	22
502-4012222-5415 COPIER LEASE	\$3,900.00	\$3,900.00	\$0.00	\$0.00	\$0.00	\$3,900.00	0
502-4012222-5540 TRAINING	\$3,000.00	\$3,000.00	\$0.00	\$641.00	\$641.00	\$2,359.00	21
502-4012222-5690 Discharge Permit Ren	\$3,000.00	\$3,000.00	\$0.00	\$2,896.06	\$2,896.06	\$103.94	97
502-4012222-5810 DUES	\$500.00	\$500.00	\$0.00	\$579.00	\$179.00	(\$79.00)	116
502-4012222-6001 OFFICE SUPPLIES	\$1,000.00	\$1,000.00	\$0.00	\$741.04	\$311.89	\$258.96	74
502-4012222-6004 LAB SUPPLIES	\$5,400.00	\$5,400.00	\$0.00	\$1,749.34	\$1,314.64	\$3,650.66	32
502-4012222-6005 JANITORIAL SUPPLIES	\$1,200.00	\$1,200.00	\$0.00	\$697.77	\$231.02	\$502.23	58
502-4012222-6008 DIESEL FUEL	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	0
502-4012222-6011 UNIFORMS	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
502-4012222-6014 TOOLS	\$1,500.00	\$1,500.00	\$0.00	\$524.07	\$142.71	\$975.93	35
502-4012222-6019 SAFETY EQUIPMENT	\$2,000.00	\$2,000.00	\$0.00	\$1,562.86	\$1,092.40	\$437.14	78
502-4012222-6020 PERSONAL EQUIPMEN	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0
502-4012222-6025 CHEMICALS	\$90,000.00	\$90,000.00	\$0.00	\$21,699.35	\$7,629.21	\$68,300.65	24
4012222-502-TREATMENT	\$823,725.00	\$823,725.00	\$0.00	\$152,614.07	\$67,865.13	\$671,110.93	19
4012224-502-DISTRIBUTION & MAINTENANCE							
502-4012224-1183 COMPENSATION	\$139,250.00	\$139,250.00	\$0.00	\$16,093.52	\$4,881.52	\$123,156.48	12
502-4012224-2100 MATCHING FICA EXPE	\$10,650.00	\$10,650.00	\$0.00	\$1,231.19	\$373.46	\$9,418.81	12
502-4012224-3310 EQUIPMENT MAINTEN	\$5,000.00	\$5,000.00	\$0.00	\$999.59	\$0.00	\$4,000.41	20
502-4012224-3330 REPAIR & MAINTENA	\$10,000.00	\$10,000.00	\$0.00	\$1,914.30	\$882.52	\$8,085.70	19
502-4012224-6007 MATERIALS & SUPPLI	\$2,500.00	\$2,500.00	\$0.00	\$6.36	\$0.00	\$2,493.64	0
4012224-502-DISTRIBUTION & MAINTEN	\$167,400.00	\$167,400.00	\$0.00	\$20,244.96	\$6,137.50	\$147,155.04	12
4094200-502-CAPITAL OUTLAY							
502-4094200-8105 PICK UP	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
502-4094200-8134 SEWER SYSTEM UPGR	\$115,000.00	\$115,000.00	\$0.00	\$2,923.07	\$0.00	\$112,076.93	3
502-4094200-8360 Handheld Meter Reade	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0
502-4094200-8411 CAPITAL RESRVE	\$243,197.00	\$243,197.00	\$0.00	\$0.00	\$0.00	\$243,197.00	0

Town of Berryville

Fiscal Period - Fiscal Year 2020/2021 Date Range - 2020-07-01 - 2020-09-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
502-4094200-8540 MEMBRANE REPLACE	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0
502-4094200-8545 MEMBRANE PRE-PURC	\$90,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	\$90,000.00	0
502-4094200-8550 EQUIPMENT REPAIR R	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0
502-4094200-8955 WWTP BUILD REPAIR/J	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0
4094200-502-CAPITAL OUTLAY	\$512,197.00	\$512,197.00	\$0.00	\$2,923.07	\$0.00	\$509,273.93	1
4094300-502-CONTINGENCY	-	-	-	-	-	-	-
502-4094300-5800 CONTINGENCY	\$36,580.00	\$36,580.00	\$0.00	\$0.00	\$0.00	\$36,580.00	0
4094300-502-CONTINGENCY	\$36,580.00	\$36,580.00	\$0.00	\$0.00	\$0.00	\$36,580.00	0
4095000-502-DEBT SERVICE	-	-	-	-	-	-	-
502-4095000-9118 VRA PRINCIPAL	\$470,000.00	\$470,000.00	\$0.00	\$235,000.00	\$0.00	\$235,000.00	50
4095000-502-DEBT SERVICE	\$470,000.00	\$470,000.00	\$0.00	\$235,000.00	\$0.00	\$235,000.00	50
Reporting Fund: 502-Sewer Fund							
FundRevTot	\$2,212,500.00	\$2,212,500.00	\$0.00	\$735,495.69	\$231,550.95	\$1,477,004.31	33
FundExpTot	\$2,212,500.00	\$2,212,500.00	\$0.00	\$425,547.27	\$76,766.60	\$1,786,952.73	19
Grand Totals:							
TotalRev	\$7,631,545.00	\$7,763,545.00	\$0.00	\$1,343,701.39	\$473,593.90	\$6,446,631.77	17
TotalExp	\$7,631,045.00	\$7,763,045.00	\$74,474.00	\$1,353,078.66	\$458,298.43	\$6,335,492.34	18





**TOWN OF BERRYVILLE, VIRGINIA
REQUEST FOR PROPOSAL
AUDIT SERVICES RFP #2020-05**

ISSUE DATE: November 12, 2020

DUE DATE: December 2, 2020, 2:00 PM

DELIVERY ADDRESS: 101 Chalmers Court, Suite A
Berryville, VA 22611

CONTACT: Gregory C. Jacobs
Director of Finance/Treasurer
E-mail: treasurer@berryvilleVA.gov

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Available on the Town web site:

Annual CAFR through 2020 <http://www.berryvilleva.gov>

Annual Budgets through FY 2021 <http://www.berryvilleva.gov>

I. INTRODUCTION AND BACKGROUND INFORMATION

- A. **General Information** - The Town of Berryville (“Town”) is requesting proposals from qualified certified public accounting firms to audit its financial statements beginning with the fiscal year ending June 30, 2021.
- B. **Agreement Term** – It is the intent of the Town to enter into a five-year Agreement beginning with services for the fiscal year ending June 30, 2021 through June 30, 2025. The Town reserves the right to renew the contract for two (2) additional one (1) year periods. This contract may be renewed at the expiration of its term by agreement of both parties. Contract renewals must be authorized by the Town Council and coordinated through the Town Manager.
- C. **Background** - The Town serves an area of 2.275 square miles with an estimated population of 4,342 as of 2018 U.S. Census. The Town's fiscal year begins on July 1 and ends on June 30.

Services - The Town provides the following services to its citizens:

- General governmental services including: police, refuse collection and disposal, water and sewer utility, parks and recreation, and maintenance of streets and roadways.
- The Town has a total payroll, including benefits of \$1.72 million covering 27 full-time and 8 part-time employees.
- The Town is organized into five departments. The accounting and financial reporting functions of the Town are centralized.
- More detailed information on the government and its finances can be found in the Comprehensive Annual Financial Report for fiscal year 2020 and Budget for fiscal year 2021. These can be found on the Town’s website at www.berryvilleva.gov.

Fund Structure - The Town uses the following fund types and account groups in its financial reporting:

Fund Type/Account Group	Number of Individual Funds	Number With Legally Adopted Annual Budgets
General Fund	1	1
Enterprise Funds	2	2

Budgetary Basis of Accounting - The Town prepares its budgets on a basis consistent with generally accepted accounting principles.

Federal and State Financial Assistance – The Town receives federal assistance directly from the federal government or as pass through funds.

Pension Plan - The Town participates in the Virginia Retirement System, which is a Multiple-Employer Defined Benefit Plan. The Virginia Retirement System provides actuarial services for this plan. The Town also offers its employees a choice of deferred compensation plans in accordance with Internal Revenue Code 457.

Component Units – The Town has no component units.

Joint Ventures - The Town does not participate in any joint ventures.

Magnitude of Finance Operations - The finance department is headed by Gregory C. Jacobs, Director of Finance/Treasurer, and consists of 5 employees. The principal functions performed and the numbers of employees assigned to each are as follows:

- Director of Finance/Treasurer (collections, procurement, budget) 1
- Deputy Treasurer/Utility Clerk (real estate, personal property, utility billing) 1
- Front Desk Clerk (customer service, meals tax, cigarette tax, business license) 1
- Finance Clerk (accounts payable, payroll, procurement, reimbursables) 1
- Town Clerk (FOIA, minutes) 1

Computer Systems - The Town's integrated accounting system and files are shared via server. The following are details:

Hardware:

Type of Equipment	Server
Model/Make of Equipment	SQL database engine and Windows 10 operating software.
Networked	Yes

Software:

<u>Vendor</u>	<u>Applications</u>
Southern Software	General Ledger/Accounting
FMS	Accounts Payable
	Payroll/Personnel
	Business Licenses
	Budget Preparation
	Utility Billing
	Property Taxes

Availability of Prior Audit Reports and Working Papers – Prior year's CAFR may be found on the Town's website. The audit firm of Robinson, Farmer, Cox Associates, P.O. Box 6580 Charlottesville, VA 22906 performed the Town's audit for the last ten fiscal years. Their contact is Josh Roller at (434) 973-8314.

II. SCOPE OF WORK

A. Auditing and Reporting Services

1. Comprehensive Annual Financial Report ("CAFR") - The auditor shall prepare and deliver to the Town an Independent Auditor's Report that expresses an opinion regarding whether the Town's basic financial statements, as presented in the CAFR, are fairly presented and in conformance with generally accepted accounting principles.

The auditor shall also perform certain procedures in regards to the required supplementary information and supporting schedules of individual funds.

2. Single Audit - The auditor shall examine, perform tests, and report on the Schedule of Expenditures of Federal Awards and all related reports according to OMB Circular

A-133 Compliance Supplement requirements.

3. APA Transmittal Forms - The Auditor of Public Accounts for the Commonwealth of Virginia ("Auditor of Public Accounts") requires all local governments to complete Comparative Report Transmittal Forms in accordance with the provisions of the Uniform Financial Reporting Manual. Each fiscal year, the auditor shall prepare all such required forms, perform all procedures specified in the Uniform Financial Reporting Manual, and submit the completed forms for each fiscal year to the Auditor of Public Accounts no later than the November 30th following the end of the Town's fiscal year.
4. GASB and FASB Pronouncements - The auditor shall keep the Town fully informed of all pronouncements issued by the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standard Board (FASB). The auditor shall assist the Town as needed in complying with all GASB and FASB requirements.
5. Public Presentation of Audit - The auditor shall present a summary of its Independent Auditor's Report to the Town Council at a public session in December (usually the 2nd Tuesday of the month) each year. Town Council must be provided with the audit no less than 14 days before the presentation.
6. Other Requirements – The auditor shall provide assistance with the following items:
 - a) Reconciliation of beginning fund balances against prior year audited financial statements; propose adjustments as necessary.
 - b) Reconciliation of federal and state funding against trial balances per the Auditor of Public Accounts reports; propose adjustments as necessary.
 - c) Review of accounts payable accruals and payroll accruals to determine completeness.
 - d) Assistance to staff with recording the addition and disposal of assets to the depreciation system as needed.
 - e) Preparation of journal entries, as necessary, related to debt service.
 - f) Preparation of other entries, as necessary, to various funds so that fund basis financial statements will be ready for audit.
 - g) Assistance to staff with gathering information necessary for auditors to prepare entity wide financial statements.
 - h) Assistance to staff regarding any transactions that may not have been recorded properly; propose adjustments as needed.

B. Auditing Standards to Be Followed

The auditor shall audit all funds and financial statements of the Town in accordance with: (1) the standards for financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, (2) the provisions of the OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations, and (3) the Specifications for Audits of Counties, Cities and Towns of the Auditor of Public Accounts, Commonwealth of Virginia.

C. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of five years, unless the firm is notified in writing by the Town of the need to extend the retention

period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

1. State Audit Agencies
2. U.S. General Accountability Office (GAO)
3. Parties designated by the federal or state governments or by the Town as part of an audit quality review process.
4. Auditors of entities of which the Town is a sub-recipient of grant funds.
5. Successor auditors of the Town.

D. Contact Persons/Locations of Offices

After Agreement award, the auditor's principal contact with the Town will be Gregory C. Jacobs, Director of Finance/Treasurer, who will coordinate the assistance to be provided by the Town to the auditor; email: treasurer@berryvilleva.gov.

E. Town's Time Requirements

The Town is subject to certain mandated reporting deadlines imposed by legal regulations, which the auditor shall meet. These include the following:

The Comprehensive Annual Financial Report together with transmittal forms is due to the Auditor of Public Accounts, Commonwealth of Virginia, no later than November 30 of each year.

To meet this mandated reporting deadline, the Town requires the following deadlines of the auditor:

1. The auditor must schedule and attend an entrance conference with the Town no later than January 31, 2021. An entrance conference will not be held for subsequent years of the Agreement unless specifically requested by the Town or the auditor.
2. Upon request, the auditor shall be available to meet or talk with the Director of Finance/Treasurer.
3. No later than February 15, 2020, and May 15th of each year thereafter, the auditor shall provide the Town with the following: (1) a calendar of the scheduled work, and (2) a list of the schedules that must be prepared by the Town, including system-generated reports and letters necessary for both interim work and final test work.
4. No later than September 30th each year, the auditor shall complete all fieldwork.
5. No later than October 20th each year, the auditor shall provide the Town with a draft CAFR including all financial statements, footnotes and required supplemental schedules. No later than November 10th each year, the Town's Director of Finance/Treasurer will review the draft CAFR and deliver to the auditor all corrections, the MDA, and the Letter of Transmittal.
6. No later than November 20th each year, the auditor shall deliver to the Town all final CAFR review comments.
7. No later than November 30th each year, the auditor shall issue to the Town its Independent Auditor's Report.

8. No later than November 30th each year, the auditor shall submit to the Auditor of Public Accounts all documents that are required by the Auditor of Public Accounts to be submitted by November 30th.
9. No later than December 10th each year, the auditor shall provide the Town with 20 hard copies of the bound CAFR, including the Independent Auditor's Report, and an electronic .pdf file of the same.
10. The auditor shall present the CAFR, including the Independent Auditor's Report, to the Town Council during a regularly scheduled Town Council meeting in December (usually the 2nd Tuesday of the month).

F. Assistance to Be Provided to the Auditor; Report Preparation

1. Finance Department - The Finance Department has the responsibility for maintaining the general accounts of the Town and is the central oversight and coordinating agency for the town wide audit of financial statements. The Finance Department will provide the support necessary for the completion of a successful audit and will complete all of the prepared-by-client work papers for the auditor.
2. Town Departments - All Town departments will assist the auditor by assembling and making available information pertinent to the examination and providing knowledgeable personnel to meet with the auditor to explain agency operations.
3. Office Accommodations - The Town will provide the auditor with reasonable office accommodations. The auditor will also be provided with access to the internet, telephone lines, photocopying facilities and FAX machines. All work conducted on the Town's premises shall be accomplished between the Town's standard office hours of 8:00 a.m. and 5:00 p.m., Mondays through Fridays, holidays excepted, unless otherwise prearranged. While auditor personnel are at the Town's sites, they are required to comply with all rules and regulations of the Town with specific mention being made of complying with rules and regulations governing conduct with respect to health and safety not only as they relate to themselves, but also to Town personnel.

G. Site Visits

The Town reserves the right to visit the auditor's offices without prior notice, in order to assess the capabilities of individual auditors and to contact references provided with the proposals.

III. PROPOSAL SUBMISSION REQUIREMENTS

- A. **General Requirements** - The purpose of the offeror's proposal is to demonstrate the qualifications, competence, and capacity to undertake an independent audit of the Town in conformity with the requirements of this request for proposals ["RFP"]. As such, the substance of proposals will carry more weight than their form or manner of presentation. The offeror's proposal should demonstrate the qualifications of the offeror and of the particular staff to be assigned to this engagement. It should also specify an offeror's approach that will meet the request for proposals requirements.

The offeror's proposal should address all the points outlined in this RFP. The proposal should be

prepared simply, providing a straightforward, concise description of the offeror's capabilities to satisfy the requirements of the RFP. The submitted proposal shall form an integral part of the resulting Agreement, by reference. Therefore, offerors should exercise extreme care in describing what services are included or excluded in the proposal.

The Town will follow the evaluation process and selection criteria described later in this RFP. In order to enhance this process and provide each offeror with an equal opportunity for consideration, adherence to a standardized proposal format is required. The format of each proposal must contain the following elements organized into separate chapters or sections. The maximum pages allowed for each element is listed. Any section that exceeds this maximum may not be considered.

	Maximum # of Pgs.
Table of Contents	1
RFP Submission Form	1
Offeror's cover sheet listing:	2
• Contact person and telephone number	
• Statement of independence	
• Statement of license to practice in Virginia	
Letter of transmittal and/or executive summary	2
Profile and Government Experience of the Offeror	4
Qualifications and Government Experience of the assigned Staff (Maximum Pages Per Person)	2
Audit approach and work plan	10
Ability to meet the Town's time requirements	1
Commitment to provide continuity of assigned Staff	1
References of Government clients	2

These elements parallel the Town's proposal evaluation criteria. The Town is not responsible for failure to locate, consider, and evaluate qualification factors presented outside of this format. The following paragraphs provide guidelines to each offeror for information that must be include in the proposal.

- B. Independence** - The offeror shall provide an affirmative statement in its proposal that the offeror is independent of the Town as defined by generally accepted auditing standards and the U.S. General Accounting Office's Government Auditing Standards and the Ethics Rules of the AICPA.

The offeror shall also list and describe in its proposal the offeror's professional relationships involving the Town for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the services described within this RFP.

- C. License to Practice in Virginia** – The offeror shall include an affirmative statement in its proposal representing that the offeror and all assigned key professional staff are properly licensed to practice as certified public accountants in the Commonwealth of Virginia, and meet any and all other specific qualification requirements imposed by state or local law.

D. Profile and Government Experience of Offeror - The offeror's proposal must provide:

1. A description of the offeror, including its size and geographical focus;
2. The size of the offeror's governmental staff;
3. The location of the office from which the work on this engagement is to be performed and the nature of the professional staff to be employed in the engagement on a full-time basis and the number and nature of the staff to be employed on a part-time basis;
4. The description of the range of services performed by the office from which work on this engagement is to be performed, such as audits, accounting, tax services or management services;
5. A summary of the offeror's staff and management rotation policy and depth of available experiences;
6. An outline of all the professional development programs provided to and required of the offeror's audit staff, including government-specific development programs; and
7. A copy of the report on its most recent external quality control review, with a statement addressing whether that quality control review included a review of specific government engagements; in addition, the offeror shall provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. The offeror shall provide information on the circumstances and status of any disciplinary action taken or pending against the offeror during the past three (3) years with state regulatory bodies or professional organizations.

E. Qualifications and Government Experience of the Assigned Staff - Identify the principal supervisory and management staff, including partners, managers, other supervisors, and specialists who would be assigned to this engagement. For each person assigned to this engagement, provide: (i) a resume, (ii) information regarding his or her specific government auditing experience (e.g. utilities, retirement plans, investments, federal grants etc.), (iii) information regarding relevant continuing professional education for the past three (3) years, (iv) a list of professional organizations of which the individual is a member, and (v) a list of other engagements, if any, to which the individual will be assigned during the period of time they are performing services for the Town.

F. Audit Approach and Work Plan - The offeror's proposal must set forth a work plan to perform the services required in this RFP, including an explanation of the audit approach to be followed. In developing the work plan, reference should be made to such sources of information as the Town's CAFR, organizational chart, manuals and programs, and financial and other management information systems. The offeror should clearly distinguish tasks that the auditor will undertake as distinguished from those that are the responsibility of the Town.

Offerors must provide the following information in their work plan:

1. Discussion regarding the overall approach and process in conducting the services required under this RFP.
2. Explanation regarding how the offeror proposes to use Town staff, if at all, during an audit,

indicating the approximate staff time required and the types of information or schedules required.

3. Manner in which the offeror intends to use computer-assisted auditing procedures and statistical sampling techniques. Indicate sample size if possible. Describe the approach to be taken in drawing audit samples for the purposes of compliance testing.
4. Extent of use of financial software in the engagement.
5. Type and extent of analytical procedures to be used in the engagement.
6. Approach to be taken to gain and document an understanding of the Town's internal control structure.
7. Identification of specialized government audit manuals and/or programs utilized.
8. Discussion on how the audit staff plans to audit computerized systems.
9. Procedures followed in the technical review of audited financial statements prior to their issuance.
10. Statement verifying the offeror's understanding of the specific reporting requirements outlined in this RFP.
11. Description of any anticipated potential audit problems, the auditor's approach to resolving these problems, and any special assistance that will be requested from the Town.
12. Description of how the offeror's proposed work plan will meet the Town's time requirements detailed at Section II.E. of this RFP.
13. Identify each significant phase of work.
14. Provide time estimates for each significant phase of work.
15. Identify the individual staff members by name and title to be assigned to each significant phase of work.
16. For each significant phase of work, identify any specialists the offeror plans to use;
17. For each significant phase of work, (a) itemize the tasks involved, (b) provide a schedule for each task, and (c) identify whether the Town or the offeror has primary responsibility for each task.
18. Identify and discuss any documentation or authorization that will be required from the Town, anticipated problem areas, proposed solutions to the problem areas, etc.

G. Commitment to Provide Continuity of Assigned Staff

1. The offeror must indicate what amount of assurance the offeror can give to the Town that the principal supervisory and management staff will continue for the full duration of the engagement.

2. The offeror must commit to describe how it will provide the Town advance notice and an opportunity for input concerning any staff change by the offeror during the term of this engagement.

H. References - This section of the offeror's proposal must:

1. List or describe representative clients served in the last three years by the office from which the work on this engagement is to be performed, focusing on clients similar in size and complexity to the Town, and provide dates of service.
2. Provide the current name, address, and telephone number of at least three specific local government references the offeror has served either currently or in the past three years; preferably those where one or more of the assigned staff provided the same or similar services as requested herein.
3. Each reference must indicate the scope of services provided to each referenced client.

I. Meeting; Non-Binding Cost Estimate - After the Town has reviewed all proposals, the Town will invite one or more of the highest-rated and fully-qualified offerors to the Town to discuss their proposals and to deliver a non-binding cost estimate during the week of December 14th.

When requested, the cost estimate shall include estimated number of hours and hourly rates for all job categories that will be used to accomplish work under this Agreement. All costs for reimbursable items such as travel, printing and reproduction along with a percentage markup of all reimbursable items provided by an outside source such as printing and courier express must be included. If any sub consultants are to be used, a percentage markup of their cost shall be included. The cost estimate is to include fees for each Agreement year of service, FY 2021 through FY 2025.

The auditor's fee must be priced assuming the Town will implement all GASB's required reporting changes over the period of the Agreement. In proposing fees for the Agreement period, the offeror should assume the Town will continue to grow in size and complexity. If the offeror believes there are extraordinary changes to the Town's size or complexity that would require a fee increase, these should be identified.

IV. EVALUATION CRITERIA

It is anticipated that an offeror will be selected and an Agreement executed between both parties by January 15, 2021. The Town will evaluate proposals based on the following criteria:

1. Qualifications and government experience of the offeror.
2. Qualifications and government experience of the assigned staff.
3. Audit approach and work plan.
4. Ability to complete all services required under this RFP by the required deadlines.
5. Commitment to provide continuity of audit staff.
6. References from clients similar in size and complexity to the Town.

V. INSTRUCTIONS AND AGREEMENT TERMS AND PROVISIONS

- A. **Right to Reject Proposals** - Submission of a proposal indicates acceptance by the offeror of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the Agreement between the Town and the firm selected. The Town reserves the right, without prejudice, to reject any or all proposals.
- B. **Cost in Preparing Proposals** - There is no expressed or implied obligation for the Town to reimburse responding firms for any expenses incurred in responding to this request.
- C. **Submission of Proposals** - All proposals must be submitted in a sealed envelope, labeled with the proposal title and number, and addressed to:

Gregory C. Jacobs, Director of Finance/Treasurer
Town of Berryville
101 Chalmers Court, Suite A
Berryville, VA 22611

In order for a proposal to be considered by the Town, the Town must receive one original and four copies of the proposal no later than 2:00 PM, December 2, 2020 local time. Proposals received after the submission deadline will be returned unopened. Proposals in the form of telegrams, telephone calls, facsimiles or electronic mail will not be accepted. It is the sole responsibility of the offeror to ensure the receipt of the proposal by the Town.

The Town reserves the right to reject any or all proposals submitted and to cancel this RFP.

During the evaluation process, the Town reserves the right, where it may serve the Town's best interest, to request additional information or clarifications from offerors, or to allow corrections of errors or omissions.

The Town reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the Agreement between the Town and the selected offeror.

- D. **Inquiries** - Inquiries concerning this RFP must be made in writing to: Gregory C. Jacobs, Directory of Finance/Treasurer, treasurer@berryvilleva.gov.

Contact with personnel of the Town other than Gregory C. Jacobs, Director of Finance/Treasurer regarding this RFP may be grounds for elimination from the selection process.

- E. **Disposition of Proposals** - All materials submitted in response to this RFP will become the property of the Town. One copy of each proposal shall be retained for official files and will become a public record after the award and will be open to public inspection. It is understood that the proposal will become part of the official file on this matter without obligation on the part of the Town except as to the disclosure restrictions contained in Section F "Disclosure."
- F. **Disclosure** - In compliance with the Town's purchasing policy, all proposals will be available for public inspection after the Agreement award. Trade secrets and proprietary information submitted by a vendor in connection with a procurement shall not be subject to public

disclosure under the Virginia Freedom of Information Act, however, the offeror must invoke the protection of this legislation prior to or upon submission of the data or other materials, and must identify the specific area or scope of data or other materials to be protected and state reasons why protection is necessary. An all-inclusive statement that the entire proposal is proprietary is unacceptable. A statement that costs are to be protected is unacceptable.

- G. **Cost Incurred in Responding** - This solicitation does not commit the Town to pay any costs incurred in the preparation and submission of proposals or in making necessary studies or designs for the preparation thereof.
- H. **Prime Vendor Responsibilities** - Offerors may propose services that are provided by others, but any services proposed must meet all of the requirements of this RFP.

If the Offeror's proposal includes services provided by others, the Offeror will be required to act as the prime vendor for all such items and must assume full responsibility for the procurement, delivery and quality of such services. The Offeror will be considered the sole point of contact with regard to all stipulations, including payment of all charges and the meeting of all requirements of this RFP.

- I. **Laws and Regulations** - The Offeror's attention is directed to the fact that all applicable Commonwealth of Virginia laws, municipal ordinances and the rules and regulations of all authorities having jurisdiction over the Agreement shall apply to the Agreement throughout, and they will be considered to be included in the Agreement the same as though herein written out in full.
- J. **Conflict of Interest Statement** - The conflict of interest statement attached to this RFP must be executed and returned with the offeror's proposal. See Section III of Attachment B.
- K. **Ethics in Public Contracting** – The offeror will familiarize itself with the “Ethics in Public Contracting” section of the Virginia Public Procurement Act found in the Code of Virginia, Article 6, Section 2.2-4367 through 2.2-4377, and will abide by such provisions in submission of its proposal and performance of any Agreement awarded.
- L. **Non-Discrimination** – The offeror agrees that it will adhere to the non- discrimination requirements set forth in the Code of Virginia, Section 2.2-4310, which will be incorporated into any Agreement awarded. The offeror agrees to comply, and to require all suppliers and sub consultants paid in whole or in part from payments made under the Agreement to comply, with Section 122(A)(1) of the State and Local Fiscal Assistance Act of 1972 (Public Law 92-512), as amended to wit:

No person in the United States shall, on the ground of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a State government or unit of local government, which government or unit receives funds made available under Subtitle A (of Title 1 of the Act).

Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973 shall also apply to any such program or activity.

Any prohibition against discrimination on the basis of religion, or any exemption from such prohibition, as provided in the Civil Rights Act of 1964 or Title VIII of the Act of April 11, 1968, hereafter referred to as the Civil Rights Act of 1968, shall also apply to any such program or activity.

- M. Anti-collusion** - The signer of the proposal must declare that all persons, companies, and parties interested in the Agreement as principals or owners of the offeror are named therein; that the proposal is made without collusion with any other person, persons, company, or parties submitting a proposal; that the proposal is in all respects fair and made in good faith without collusion or fraud; and that the signer of the proposal has authority to contractually bind the offeror. See Section IV of the RFP Submission Form, under Attachment B.

- N. Agreement Execution** - The successful offeror will be required to execute the attached Agreement, provided under Attachment C. Questions or concerns with any of the Agreement terms and conditions are to be addressed in the original proposal.

ATTACHMENT A
AN INFORMATION OVERVIEW OF BERRYVILLE, VIRGINIA

1. Description of unit including location, physical size, recent and prospective annexation.

A 2.3 square-mile municipality located IN THE NORTHERN Shenandoah Valley, 11 miles east of Winchester and 5 miles south of the West Virginia border in Clarke County Virginia

2. Population:

2000 – 2,963

2010 – 4,185

2014 – 4,297 (Est)

2018 – 4,342

3. Description of enterprises operated.

Water and Wastewater Utilities

4. Personnel/payroll

-Number of personnel, full-time.

Currently (FY 20) 39

Exempt - 12

Non-exempt - 27

-Estimated employee turnover.

5 employees per year.

5. Tax collections

-Number of bills issued.

Approximately 3,200 Personal Property

3,525 Real Estate

6. Enterprise billings

-Number of bills (monthly period).

Water and Wastewater – 1,725

-Average number of delinquent bills.

Water and Wastewater -160 second notices

7. Accounts Payable Checks

-Number per month - 50

Accounts Payable transactions per month – 200

8. Major bank accounts

-Number of bank accounts by type.

Three (two operating and one payroll)

-Average monthly activity in each bank account.

Deposits: operating 20, payroll 6

9. Special conditions

-Describe arrangements to collect taxes for others. N/A

-Describe arrangements to perform fiscal or accounting functions for others. N/A

10. Listing of separately functioning Authorities, Boards and Commissions created by the governing body and currently in operation.

Boards and Commissions are adjuncts to the Town Council and do not function independently - They are:

- Berryville Planning Commission
- Berryville Architectural Review Board
- Berryville Board of Zoning Appeals
- Berryville Area Development Authority
- Berryville Tree Board

ATTACHMENT B
AUDIT SERVICES RFP SUBMISSION FORM
RFP #2020-05

SECTION I – COMPANY IDENTIFICATION AND OWNERSHIP DISCLOSURE

Company _____

Address _____

Contact Person _____ Title _____

Telephone No. _____ Fax No. _____ Email _____

Organized under the laws of the State of _____

Principal place of business _____

Following are the names and addresses of all persons having an ownership interest of 3% or more in the company (attach more sheets if necessary):

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____

The Town of Berryville requests, as a matter of policy, that any consultant or firm awarded an Agreement resulting from a formal solicitation issued by the Town shall make certification as specified below. Receipt of such certification shall be a prerequisite to the award of Agreement and payment thereof.

SECTION II – EMPLOYEES NOT TO BENEFIT

I (we) hereby certify that if the Agreement is awarded to our firm, partnership, or corporation, that no employee of the Town of Berryville, or members of his/her immediate family, including spouse, parents or children has received or been promised, directly or indirectly, any financial benefit by way of fee, commission, finder's fee, political contribution, or any similar form of remuneration on account of the act of awarding and/or executing this Agreement.

SECTION III – CONFLICTS OF INTEREST

This solicitation is subject to the provisions of VA Code Ann. Section 2.2-3100 et seq., the State and Local Government Conflict of Interests Act.

The offeror [] is [] is not aware of any information bearing on the existence of any potential organizational conflict of interest.

SECTION IV – COLLUSION

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same services, materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the State and federal law and can result in fines, prison sentences, and civil damage awards. I hereby certify that the responses to the above representations, certifications, and other statements are accurate and complete. I agree to abide by all conditions of this RFP and certify that I am authorized to sign for my company.

Signature _____ Date _____

Name (Printed) _____ Title _____

OFFEROR MUST RETURN THIS FORM WITH PROPOSAL

- A. The offeror warrants that it is willing and able to comply with Commonwealth of Virginia laws with respect to foreign (non-state of Virginia) corporations.
- B. The offeror warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts or omissions of any of the offeror’s officers, employees or agents.
- C. The offeror warrants that it will not delegate or subcontract its responsibilities under an agreement with the Town without the express prior written permission of the Town.
- D. The offeror warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

ATTACHMENT C
AUDIT SERVICES AGREEMENT RFP #2020-05

This agreement ("Agreement") is made this _____ day of _____, 2021, by and between the TOWN OF BERRYVILLE, VIRGINIA ("Town"), a municipal corporation, and _____, a _____ having a usual place of business at _____ ("Auditor").

The Auditor and the Town, in consideration of the mutual covenants, promises, and agreements herein contained, hereby agree as follows:

1. Provision of Services.

The Auditor shall provide all services as described in the Town's request for proposal #2020-05 ("RFP") and as described in the Auditor's proposal dated _____. ("Proposal"). The RFP and Proposal are incorporated into this Agreement as if set out fully herein.

2. Interpretation.

Where the terms of this Agreement and the Proposal are at variance, the provisions of this Agreement shall prevail.

3. Term.

The term of this Agreement shall commence on January 15, 2021 and shall be effective through June 30, 2025. This Agreement may be renewed with the mutual consent of both parties for up to two additional one-year terms. Such renewal is subject to the annual review and recommendation of the Town Manager, the satisfactory negotiation of terms, the concurrence of the Town Council, and the availability of an annual appropriation.

4. Compensation.

In return for the services identified above, the Town certifies that sufficient funds are budgeted and appropriated and shall compensate the Auditor within thirty (30) days after receipt of a proper invoice for the amount of payment due or thirty (30) days after receipt of services, whichever is later, and in accordance with paragraph numbered 5 of this Agreement.

The Town shall pay the Auditor at the hourly rates shown on the attached rate schedule. The total annual cost shall not exceed \$_____.

5. Method of Payment.

The Auditor shall submit invoices to the Town with all supporting documentation and shall be reimbursed as follows:

Payment shall be made upon receipt of an invoice, which details the hours worked and services performed. The Auditor shall mail all invoices to the address specified below.

Town of Berryville
ATTN: Gregory C. Jacobs, Director of Finance/Treasurer
101 Chalmers Court, Suite A
Berryville, VA 22611

All invoices shall be Net 30 and indicate the date for services provided, and a brief description of the services provided. Failure to provide the above information will result in the invoice being returned to the Vendor. The Town will not be liable for any resulting delays in payment as a result thereof. The Town reserves the right to make payment via a Corporate Purchasing Card, but will not pay surcharges if payment is made via a Corporate Purchasing Card.

6. Controlling Law and Venue.

This Agreement is made, entered into, and shall be performed in the Town of Berryville, Virginia, and shall be governed by the applicable laws of the Commonwealth of Virginia. Any dispute arising out of the Agreement, its interpretations, or its performance shall be litigated only in the Clarke County General District Court or the Circuit Court of the County of Clarke, Virginia. The Auditor shall comply with applicable federal, state and local laws and regulations.

7. Assignment of Agreement.

The Auditor is prohibited from assigning this Agreement in whole or in part without the prior written consent of the Town.

8. Modification of Agreement.

The Agreement may be amended or modified only by a written modification acceptable to both the Town and Auditor.

9. Insurance.

A. At all times during the term of this Agreement and all renewals thereof, the Auditor shall maintain:

- (1) A general liability insurance policy with a minimum primary limit of \$1,000,000 combined single limits, and an excess liability policy with a minimum limit of \$3,000,000. The Auditor's general liability and excess liability policies must be properly endorsed by a separate insurance company issued endorsement to list the Town as an additional insured. The endorsements must be issued by the same insurance company that provides the Auditor's general liability policy and excess liability policy. A notation listing the Town as an additional insured on the certificate of insurance is not sufficient. General liability and excess liability coverage shall be on an occurrence basis with an insurer licensed to conduct business in the Commonwealth of Virginia. The insurer must have an A. M. Best rating of A- or better. Prior to the Auditor commencing work under the Agreement, the Auditor shall provide the Town with a certificate of insurance evidencing compliance with all requirements under this paragraph.
- (2) Workers' compensation coverage in compliance with the laws of the Commonwealth of Virginia. The insurer shall be licensed to conduct business in the Commonwealth of Virginia. The insurer must have an A. M. Best rating of A- or better. As an alternative, it is acceptable for the Auditor to be insured by a group self-insurance association that is licensed by the Virginia Bureau of Insurance.
- (3) Employer's liability insurance with a limit of at least (a) \$100,000 for bodily injury per accident, (b) \$100,000 for bodily injury by disease per employee, and (c) a policy limit of \$500,000 for bodily injury by disease. Prior to the Auditor commencing work under the Agreement, the Auditor shall provide the Town with a certificate of insurance evidencing compliance with all requirements under this paragraph.
- (4) Commercial automobile liability insurance policy for vehicles that are owned, scheduled,

non-owned, or hired by the Auditor with a combined single limit of not less than \$1,000,000 per occurrence. The coverage must be symbol "1" liability coverage. The insurer must be licensed to conduct business in the Commonwealth of Virginia and must have an A. M. Best rating of A- or better. Prior to the Auditor commencing work under the Agreement, the Auditor shall provide the Town with a certificate of insurance evidencing compliance with all requirements under this paragraph.

- B. INSURANCE COVERAGES REQUIRED BY THIS AGREEMENT SHALL BE IN FORCE THROUGHOUT THE AGREEMENT TERM AND THE TERM OF ANY RENEWALS THEREOF. SHOULD THE AUDITOR FAIL TO PROVIDE ACCEPTABLE EVIDENCE OF INSURANCE COVERAGES REQUIRED UNDER THIS AGREEMENT WITHIN FIVE (5) DAYS OF THE TOWN'S WRITTEN REQUEST, THE TOWN SHALL HAVE THE ABSOLUTE RIGHT TO IMMEDIATELY TERMINATE THE AGREEMENT WITHOUT ANY FURTHER OBLIGATION TO THE AUDITOR, AND THE AUDITOR SHALL BE LIABLE TO THE TOWN FOR THE ENTIRE ADDITIONAL COST OF PROCURING THE UNCOMPLETED PORTION OF THE AGREEMENT AT THE TIME OF TERMINATION.**
- C. The Auditor shall require the same insurance coverage from its sub consultants as the Town requires of the Auditor under this Agreement. Compliance by the Auditor and any of its sub consultants with the insurance requirements under this Agreement shall not relieve the Auditor or any sub consultants from their liabilities and obligations under this Agreement.
- D. Nothing contained herein shall be construed to create a contractual relationship between the Town and any sub consultant of the Auditor. The Auditor shall be fully responsible to the Town for the acts and omissions of the Auditor's employees, the Auditor's sub consultants, and the employees of any sub consultant.
- E. In the event the Auditor cannot meet the specifications required by these insurance requirements, alternate insurance coverage, satisfactory to the Office of the Town Manager, or his designee, may be considered if proposed by Auditor at the time of proposal submission.
- F. Prior to commencing work under this Agreement or any renewal thereof, the Auditor shall provide the Town an original, signed Certificate of Insurance evidencing the insurance coverage and other insurance requirements of this Agreement, and shall have it filed with the Office of the Town Manager, or his designee.
- G. For each sub consultant, the Auditor shall provide the Town an original, signed Certificate of Insurance evidencing the insurance coverages and other insurance requirements of this Agreement, and shall have it filed with the Office of the Town Manager, or his designee, before the sub consultant commences work.
- H. If an "ACORD" Insurance Certificate form is used by the Auditor's insurance agent, the words, "endeavor to" and "...but failure to mail such notice shall impose no obligation or liability of any kind upon the company" in the "Cancellation" paragraph of the form shall be deleted.

10. Audit.

The Auditor shall retain all books, records, and other documents relative to this Agreement for five (5) years after final payment, or until audited by the Town, whichever is sooner. The Town, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.

11. Indemnification and Hold Harmless.

The Auditor shall, for itself, its agents, servants, employees, and sub consultants, perform all work under or associated with this Agreement in accordance with any and all applicable professional standards and in accordance with sound financial accounting and auditing practices and principles. As to all matters of professional responsibility, the Auditor shall indemnify and hold harmless the Town and its agents, volunteers, servants, employees, and officials from and against any and all liability, losses, reasonable attorneys' fees, litigation expenses, and other expenses suffered by the Town and any indemnified party or entity as the result of any claim to the extent it is found to have been caused by the negligent acts, errors, or omissions of the Auditor, or those for whom Auditor is legally liable.

If the Auditor contracts with any sub consultants for the work under this Agreement, the Auditor shall enter into an Agreement with each such sub consultant that indemnifies, defends, and holds harmless the Town and its agents, volunteers, servants, employees, and officials from and against any and all liability, losses, reasonable attorneys' fees, litigation expenses, and other expenses suffered by the Town and any indemnified party or entity as the result of any claim to the extent it is found to have been caused by the negligent acts, errors, or omissions of the sub consultant, or those for whom the sub consultant is legally liable.

The attorney(s) selected to defend the Town shall be subject to approval by the Town. The Auditor expressly understands and agrees that any insurance protection required by this Agreement, or otherwise provided by the Auditor, shall in no way limit the responsibility to indemnify, keep and hold harmless and defend the Town as herein provided.

12. Employment Discrimination Prohibited (Code of Virginia, Section 2.2-4311)

- A. The Auditor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to normal operations of the Auditor. The Auditor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting for the provisions of this nondiscrimination clause.
- B. All solicitations or advertisements for employees placed by or on behalf of the Auditor, will state that the Auditor is an equal opportunity employer.
- C. Notices, advertisements and solicitations placed in accordance with a federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of the section.
- D. The Auditor shall include the provisions of the foregoing paragraphs A, B and C in every contract between the Auditor and a sub consultant, and in every purchase order by the Auditor of over \$10,000, so that the provisions will be binding upon each sub consultant and vendor of the Auditor.

13. Drug Free Workplace to be Maintained (Code of Virginia, Section 2.2-4312).

- A. During the performance of this Agreement, the Auditor agrees to (i) provide a drug- free workplace for the Auditor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Auditor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or

advertisements for employees placed by or on behalf of the Auditor that the Auditor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every contract between the Auditor and a sub consultant, and in every purchase order by the Auditor of over \$10,000, so that the provisions will be binding upon each sub consultant and vendor of the Auditor.

- B. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with this Agreement, which was awarded to the Auditor in accordance with the Virginia Public Procurement Act. The Auditor's employees are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of this Agreement.

14. No Discrimination against Faith-Based Organizations.

The Auditor agrees to not discriminate against faith-based organizations as that term is defined in Virginia Code Section 2.2-4343.1.

15. The Auditor Does Not and Shall Not Knowingly Employ an Unauthorized Alien.

During the term of this Agreement and any renewals thereof, the Auditor agrees that it does not and shall not knowingly employ an unauthorized alien as defined in the Immigration Reform and Control Act of 1986.

16. Auditor Compliance with State Law; Foreign and Domestic Businesses Authorized to Transact Business in the Commonwealth.

- A. Pursuant to Section 2.2-4311.2 of the Code of Virginia, the Auditor shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity.
- B. The Auditor shall not allow its existence, its certificate of authority, or its registration to transact business in the Commonwealth to lapse, be revoked, or be cancelled at any time during the term of this Agreement or any renewals thereof.
- C. The Town may terminate this Agreement with the Auditor if the Auditor fails to remain in compliance with the provisions of Section Sixteen of this Agreement, or Section 2.2-4311.2 of the Code of Virginia.

17. Notice Address.

All notices provided under this Agreement shall be sent to the following persons at their respective physical or electronic address. All notices sent to a physical address shall be sent by certified mail, return receipt requested.

1. For TOWN: 101 Chalmers Court, Site A, Berryville, VA 22611
2. For AUDITOR:

Each party may amend the contact person and address by providing prior written notice to the other party.

18. Termination by Town without Cause.

The Town may terminate this Agreement for any reason by providing notice to the Auditor no fewer than ten days in advance of the termination date and by paying any and all sums already earned by the Auditor under this Agreement, including reasonable documented expenses incurred in reliance upon this Agreement.

19. Integration Clause.

This Agreement shall constitute the whole agreement between the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this Agreement shall supersede all previous communications, representations or agreements, written or verbal, between the parties hereto related to the subject of this Agreement.

IN WITNESS WHEREOF, the parties have affixed their signatures to this Agreement and by execution, hereby acknowledge their respective authority to bind the Auditor and the Town.

AUDITOR

By: _____

Name: _____

Its: _____

COUNTY OF CLARKE
COMMONWEALTH OF VIRGINIA

The foregoing Agreement was acknowledged before me by _____, its
_____, on this the _____ day of _____, 2021.

Notary Public Signature My Commission Expires: _____
Notary Registration #: _____

STAMP:

TOWN OF BERRYVILLE, VIRGINIA
A Municipal Corporation
By: Keith R. Dalton.
Its: Town Manager

COUNTY OF CLARKE
COMMONWEALTH OF VIRGINIA

The foregoing Agreement was acknowledged before me by Keith R. Dalton, Town Manager of the Town
of Berryville, Virginia, on this the _____ day of _____, 2021.

Notary Public Signature My Commission Expires: _____
Notary Registration #: _____

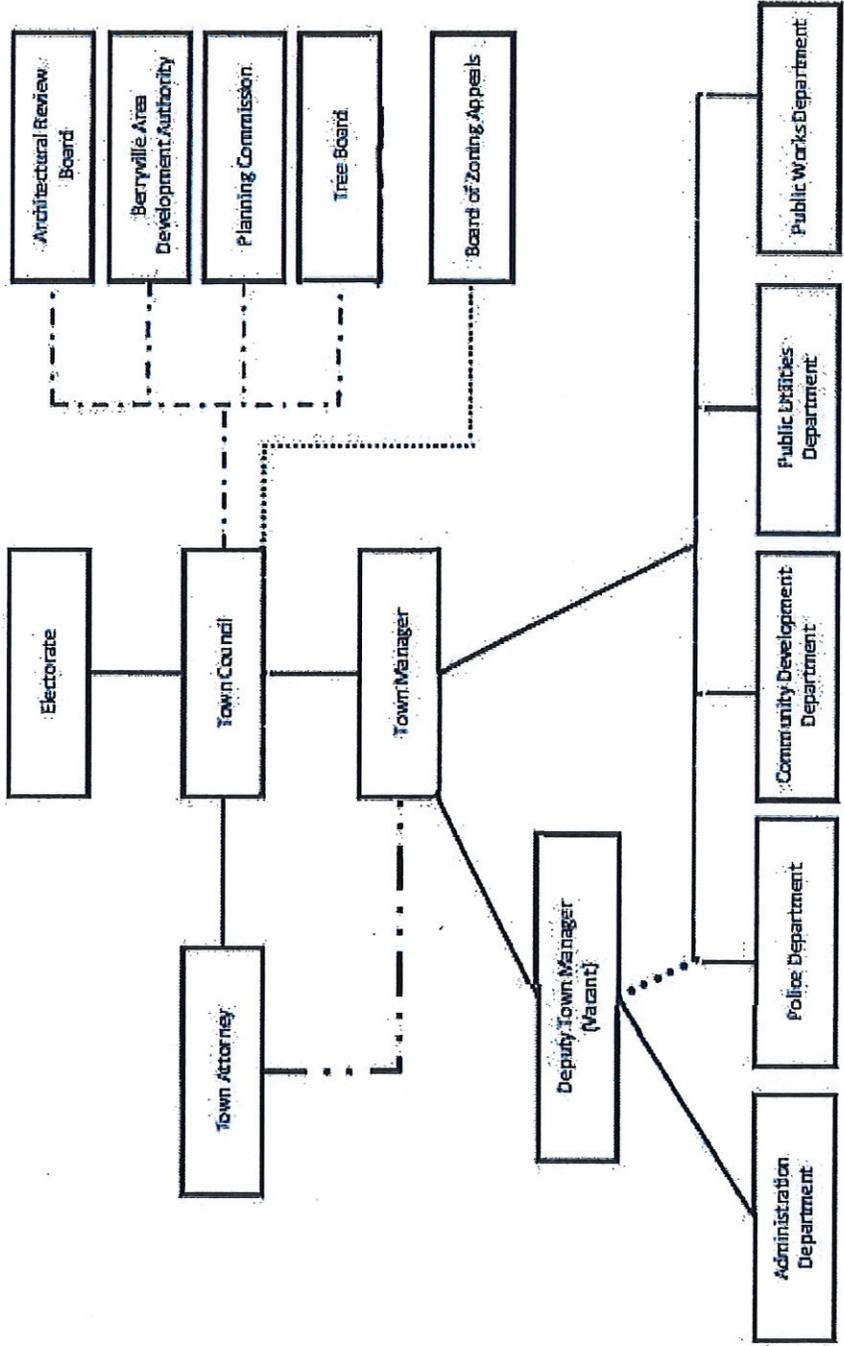
STAMP:

ATTACHMENT D - ORGANIZATIONAL CHART



TOWN OF BERRYVILLE Virginia

Town of Berryville Organizational Chart



**Berryville Town Council Item Report Summary
October 13, 2020**

Item Title

Administration and Finance - Quarterly Budget to Actual Report

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

1. Council Members Business With Town

Recommendation

Sample Motion

**Berryville Town Council Item Report
October 13, 2020**

Item Title

Staff Reports - Town Council Policy # 2020-03 Report
"Council Members Conducting Business with the Town"
Berryville Auto Parts activity with Town August 2020

Prepared By

Gregory C. Jacobs, Director of Finance

Department	Date	Description of Transaction	Invoice Amount
Public Works	8/10/2020	2005 Chevy 1500 Pickup Truck - Replace light bulbs	\$ 25.30
		Total per P-Card expense report	<u>\$ 25.30</u>
Police Dept.	8/12/2020	2017 Ford Explorer - Car #15 - Oil change and Service	\$ 61.44
Police Dept.	8/12/2020	2017 Ford Explorer - Car #15 - Install Camera Controller link to gun lock and emergency lights	\$ 95.00
Police Dept.	8/13/2020	2014 Ford Explorer - Car #2 - Oil change and Service	\$ 62.14
Police Dept.	8/13/2020	2014 Ford Explorer - Car #2 - R&R Air Bag	\$ 694.72
Police Dept.	8/13/2020	2014 Ford Explorer - Car #2 - Replace rear brake calipers & Pads	\$ 509.02
Police Dept.	8/25/2020	2011 Crown Vic. - Car #4 - R&R Tail Light assembly from old police car, replace blower mtr. and reprogram	\$ 209.71
Police Dept.	8/29/2020	2011 Crown Vic. - Car #4 - R&R Dash Cluster from old police car	\$ 60.00
		Total per P-Card expense report	<u>\$ 1,692.03</u>
Utilities Dept.	9/1/2020	Tools for Shop Use	\$ 28.80
		Total per P-Card expense report	<u>\$ 28.80</u>
Utilities Dept.	8/11/2020	2010 Chevy truck - Oil Change & Svc., Tire warning light, inspection	\$ 117.00
		Total per P-Card expense report	<u>\$ 117.00</u>
Public Works	8/6/2020	2008 Ford F350 Dump Truck - EGR Replacement, Brake Light Switch	\$ 579.67
		Total per P-Card expense report	<u>\$ 579.67</u>
Public Works	9/17/2020	2006 Ford F250 Truck - Replace Alternator, Alternator Belt, Idler pulley/tensloner	\$ 365.55
		Teflon Tape Kit	\$ 13.71
		Case of 30w oil	\$ 89.88
		Total per P-Card expense report	<u>\$ 469.14</u>
		Payments made in September for August	\$ 2,911.94
		Payments made in prior months - balance forward	\$ 711.05
		Payments made fiscal year to date	<u><u>\$ 3,622.99</u></u>

Town Council Agenda Item Report Summary

October 13, 2020

Item Title

Architectural Review Board appointment

Prepared By

Christy Dunkle

Background/History/General Information

The Personnel Committee met on September 22, 2020 and interviewed Jon Burge for an appointment to the Architectural Review Board. This opening was the result of long-time Board member Jim Barb choosing not to be reappointed.

Findings/Current Activity

Mr. Burge is an architect and is the owner of Jon Burge Architects, LLC. He has operated his business for approximately 12 years, having 22 years in the profession. Article VII, Section 701 Historic District Regulations, of the Berryville Zoning Ordinance strongly encourages the participation of a registered architect on the Board.

Financial Considerations

The ARB is a volunteer Board.

Schedule/Deadlines

Mr. Barb's term expired on June 30, 2020. Staff is recommending that a quarterly schedule be continued with the four-year term beginning on October 8, 2020 and ending on September 30, 2024.

Other Considerations

N/A

Recommendation

The Personnel Committee has recommended that Mr. Burge be appointed to the Architectural Review Board.

Sample Motion:

I move that the Council of the Town of Berryville appoint Jon Burge to the Berryville Architectural Review Board for a term beginning on October 8, 2020 and ending on September 30, 2024.