

**BERRYVILLE TOWN COUNCIL
MEETING AGENDA
Berryville-Clarke County Government Center
101 Chalmers Court, Second Floor
Main Meeting Room
Regular Meeting
Tuesday, June 11, 2019
7:30 p.m.**

<u>Item</u>	<u>Attachment</u>
1. Call to Order – Patricia Dickinson, Mayor	
2. Pledge of Allegiance	
3. Approval of Agenda	
4. Public Hearings	No Public Hearings Scheduled
5. Citizens' Forum	
6. Consent Agenda	Motion
	- Minutes of Regular Meeting 5/14/19
	- Minutes of Work Session 5/10/19
	- Minutes of Personnel, Appointments, & Policy Comm. Mtg. 5/28/19
	1↓
7. Presentations	No presentations scheduled
8. Report of Patricia Dickinson, Mayor	
	FOIA
	Resolutions and Proclamations
	2
	3
9. Report of Harry Lee Arnold, Jr., Recorder	
10. Report of Christy Dunkle, Asst. Town Manager for Community Development	
	Monthly report
	4↓

<u>Item</u>	<u>Attachment</u>
11. Report of Keith Dalton, Town Manager	
Authorization to execute lease finance agreements	5↓
12. Report of Erecka Gibson – Chair, Budget and Finance Committee	
Report of Desiree Moreland, Treasurer	6
Approve the FY 2020 Budget and appropriate funds for the fiscal year	7↓
13. Report of Kara Rodriguez – Chair, Community Development Committee	
14. Report of Donna McDonald – Chair, Public Safety Committee	
Report of Neal White, Chief of Police	8
15. Report of Diane Harrison – Chair, Streets and Utilities Committee	
Report of David Tyrrell, Public Utilities Director	9
Report of Rick Boor, Public Works Director	10
Update of storm water preliminary engineering reports	11
16. Report of Harry Lee Arnold, Jr. – Chair, Personnel, Appointments and Policy Committee	
17. Closed Session- No closed session scheduled	
18. Other –	
19. Adjourn –	

Attachment 1

BERRYVILLE TOWN COUNCIL
MOTION TO APPROVE CONSENT AGENDA

Date: June 11, 2019

Motion By:

Second By:

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

VOTE:

Aye:

Nay:

Absent:

ATTEST:

Harry Lee Arnold, Jr., Recorder

MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Regular Meeting
May 14, 2019
7:30 p.m.
DRAFT 053019

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

Staff: Keith Dalton, Town Manager; Desiree Moreland, Assistant Town Manager/Treasurer; Christy Dunkle, Assistant Town Manager/Planner; Chief Neal White, Berryville Police Department

Press: Mickey Powell, Winchester Star

1. Call to Order

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

2. Pledge of Allegiance

3. Approval of Agenda

Council member Harrison made the motion to approve the agenda as presented, seconded by Council member Rodriguez.

Roll call vote as follows:

McDonald: Aye

Harrison: Aye

Gibson: Aye

Rodriguez: Aye

Arnold: Aye

Dickinson: Aye

Abstain: None

4. Public Hearing

Mayor Dickinson opened the following public hearing:

FY 2020 Budget

The Council of the Town of Berryville proposes to approve a budget and appropriate funds for FY 2020

There were no speakers. Mayor Dickinson closed the public hearing.

5. Citizens' Forum

Mayor Dickinson recognized Adam Packham, Heroes on the River. Mr. Packham said he operates a non-profit organization working with veterans and veterans' organizations and will be holding

the 4th Annual Heroes on the River event at Watermelon Park on Saturday, June 29, 2019. He said the event includes a cookout and music and is open to all veterans and their families.

Mayor Dickinson recognized Mary Ivie, Town resident. Ms. Ivie said it was that time of year for flooding to occur in her neighborhood. She said she is still having trouble with large runoff and property damage. She said the Town's 1997 storm water ordinance was not addressed at that time and the same problems are occurring today that were identified 40 years ago including water in the street.

6. Consent Agenda

Mayor Dickinson asked if any of the items should be removed. No items were removed. There being no further discussion, **Recorder Arnold made the motion to approve the consent agenda, seconded by Council member Harrison.**

Roll call vote as follows:

McDonald: Aye

Harrison: Aye

Gibson: Aye

Rodriguez: Aye

Arnold: Aye

Dickinson: Aye

Abstain: None

7. Presentations

No presentations were scheduled.

8. Report of Patricia Dickinson, Mayor

Mayor Dickinson discussed the annual Memorial Day Celebration on Sunday, May 26, 2019 beginning at 2:00pm. She said the theme this year is women veterans. She said there will be a luncheon at the VFW.

9. Report of Harry Lee Arnold, Jr., Recorder

Recorder Arnold said he had nothing to report.

10. Report of Christy Dunkle, Assistant Town Manager for Community Development

Ms. Dunkle said she had one action item. She said a minor subdivision will be occurring on East Main Street and the Subdivision Ordinance requires Town Council approval in order to obtain public right-of-way dedication. **Council member Harrison made the motion to approve the dedication of right-of-way on the north side of East Main Street (Business 7) for public use as identified on the attached plat, seconded by Council member Rodriguez.**

Roll call vote as follows:

McDonald: Aye

Harrison: Aye

Gibson: Aye

Rodriguez: Aye
Arnold: Aye
Dickinson: Aye
Abstain: None

11. Report of Keith Dalton, Town Manager

Mr. Dalton noted the passing of Earl Sutherland whom he had worked with for many years. He added that Mr. Sutherland was a friend to Berryville and many other towns in the Shenandoah Valley.

Mr. Dalton said that at the May 10, 2019 rate study work session, Council asked staff to design a schedule to include a work session, public input session, and public hearing. Mr. Dalton proposed the following schedule:

Work session: Monday, June 3, 2019 at 3:00pm to review/discuss Council's philosophy/approach as it relates to water and sewer rates and water and sewer availability fees.

Regular session: Tuesday, June 11, 2019 at 7:30pm to finalize approach and direct staff to develop a draft fee schedule and Notice/Executive Summary.

Regular session: Tuesday, July 9, 2019 at 7:30pm to review draft fee schedule and Notice/Executive Summary and to set the public hearing for the Tuesday, October 8, 2019 meeting at 7:00pm.

Thursday, August 15, 2019 Deadline for Notice/Executive Summary, final draft of rate schedule, and Rate Study to be posted on the Town's website in order to provide adequate review time by residents prior to the public input session and public hearing.

Thursday, August 22, 2019 Notice/Executive Summary of rate study sent with water/sewer bill to provide additional public notice prior to the public input session and public hearing.

Public Input session: Wednesday, September 11, 2019 from 7:00pm to 8:30pm to provide information to the public and provide a venue in which the public can interact with elected officials.

Public Hearing session: Tuesday, October 8, 2019 at the regular meeting and render a decision.

Wednesday, October 23, 2019 rates become effective.

Mayor Dickinson said the schedule was pretty aggressive. Council member McDonald asked whether Council should meet in August to expedite the process. Mayor Dickinson asked if her intention was to implement the new rates sooner. Council member McDonald said that was not her intent and asked staff if the proposed schedule was sufficient. Mr. Dalton said the proposed schedule would work without an August meeting and would give staff time to complete all of the requested tasks. There was a discussion about dates for public input sessions and delivery of public comments in the water bills or digitally.

Council member Harrison asked if a committee should be working on this effort. It was determined that the Streets and Utilities Committee would review the proposed utility rates and fees.

12. Report of Erecka Gibson – Chair, Budget and Finance Committee

Council member Gibson referenced Ms. Moreland's report. She said a memo in the report identifies state requirements for FOIA and conflict of interest training for Council members.

Council member Gibson said action is requested for a voluntary long-term care agreement with Virginia Retirement System (VRS) that is in the packet for discussion and approval which would enable employees to purchase long-term care through the VRS.

Council member Gibson made the motion to approve the attached Agreement between the Town and the Virginia Retirement System concerning participation in the Voluntary Long-Term Care Program that will be administered at no cost to the Town and that the Council authorize the Town Manager to execute the Agreement and other required instruments, seconded by Council member Harrison.

Roll call vote as follows:

McDonald: Aye

Harrison: Aye

Gibson: Aye

Rodriguez: Aye

Arnold: Aye

Dickinson: Aye

Abstain: None

13. Report of Kara Rodriguez – Chair, Community Development Committee

Council member Rodriguez said the Committee discussed the economic development MOU with the County and followed up with Supervisor Daniel who indicated the Board would be discussing the matter. She said the Community Development Committee recommended Recorder Arnold and herself to represent the Town on the MOU Committee.

Council member Rodriguez made the motion to appoint Kara Rodriguez and Jay Arnold to represent the Town in Economic Development Memorandum of Understanding discussions with Clarke County, seconded by Council member Gibson.

Roll call vote as follows:

McDonald: Aye

Harrison: Aye

Gibson: Aye

Rodriguez: Aye

Arnold: Aye

Dickinson: Aye

Abstain: None

Council member McDonald asked if other Council members could attend their meetings and participate.

Council member Rodriguez said the next Community Development Committee meeting is scheduled for Monday, June 24 at 2:00pm.

14. Report of Donna McDonald - Chair, Public Safety Committee

Council member McDonald said the Committee discussed chapters 8 and 20 of the Town Code at their last meeting. She discussed reducing proposed language including recycling and matters concerning business refuse collection. She recognized Chief White who discussed National Police Week.

Council member McDonald made the motion to approve the attached National Police Week Resolution. Seconded by Council member Harrison.

Roll call vote as follows:

McDonald: Aye

Harrison: Aye

Gibson: Aye

Rodriguez: Aye

Arnold: Aye

Dickinson: Aye

Abstain: None

Chief White said the Coffee With a Cop event at Cordial Coffee organized by Officer Andrews was well received.

Chief White discussed the Memorandum of Agreement with the Northwestern Crisis Intervention Team Assessment Center (CITAC). He said the joint venture includes a large catchment area with approximately 20 law enforcement agencies. He said the CITAC is located at Winchester Medical Center and is open seven days a week. Chief White said the effort will enable police officers to get back on the streets rather than waiting for assessments which may take as long as eight hours. He added that the effort was funded through a grant from the Virginia Department of Health and Behavioral Services.

Chief White identified two agreements before Council. He said the first is a Memorandum of Agreement between all law enforcement agencies in the catchment area adding that transportation assistance will use a private vendor for transfers. Chief White said the second agreement was for CITAC staffing which allows for those qualified to assist with detention efforts. He said the Northwestern CITAC would reimburse each respective locality when grant funding is insufficient. Chief White concluded by saying the Northwestern CITAC is connected to but separate from the Emergency Room at Winchester Medical Center which allows for a more therapeutic setting for the detainee.

Council member McDonald made the motion to approve the attached Memorandum of Agreement concerning the Northwestern Crisis Intervention Team (CIT) Assessment Center, authorize the Town Manager to approve changes necessary to finalize the Agreement with the participating jurisdictions, and authorize the Chief of Police to execute the final Agreement and other required instruments on behalf of the Town.

Roll call vote as follows:

McDonald: Aye

Harrison: Aye

Gibson: Aye

Rodriguez: Aye

Arnold: Aye

Dickinson: Aye

Abstain: None

Mayor Dickinson applauded the effort of those involved.

15. Report of Diane Harrison – Chair, Streets and Utilities Committee

Council member Harrison said the Committee did not meet in April. She said she discussed the public works facility upgrade with Mr. Boor and that the project is close to completion.

Council member Harrison said she observed how storm water functioned around the Town with varying results from driving rains and lighter, steady rains. She noted that the hard and fast rain resulted in Jackson Pond detaining water and the lack of street flooding with slower rainfall.

Mr. Dalton said the paving bid opening went well and will begin prior to the beginning of the next fiscal year. He said northwest water tank maintenance has begun. Mayor Dickinson asked if "Berryville" will be painted on the exterior. Mr. Dalton said it would not be. He said a few items from the 3-million gallon ground tank need to be completed but weather conditions have not favorable. Mayor Dickinson asked when the work on Mosby at McNeil would be completed. Mr. Dalton said it will likely be in the next week.

16. Report of Harry Lee Arnold, Jr. – Chair, Personnel, Appointments, and Policy Committee

Recorder Arnold said they have scheduled interviews for the Assistant Town Manager/Treasurer position for May 28, 2019.

17. Closed Session – No closed session scheduled

18. Other

Mayor Dickinson asked the status of the veterans' plaque for the Government Center. Mr. Dalton said he believed that the Building Committee put it in the hands of Mr. Ash as the building manager adding that he would follow up with Mr. Ash. She said the Town had not thanked those involved with the effort and wanted to send an official correspondence to

representatives of the VFW, American Legion, and Marine Corps League who made up the Centennial Committee and donated the plaque. Mayor Dickinson said she would draft a letter and distribute to Council members for comment.

There was a discussion about Committee meetings which were scheduled as follows:

Personnel, Appointments, and Policy Committee: Tuesday, May 28, 2019 beginning at 2:00pm

Public Safety Committee: Wednesday, June 26, 2019 at 2:00pm

Streets and Utilities Committee: Tuesday, June 25, 2019 at 10:30am

Community Development Committee: Monday, June 24, 2019 at 2:00pm

Budget and Finance Committee: no meeting scheduled

Recorder Arnold asked about meeting with Rappahannock Electric Cooperative representatives. Council member Harrison said she would like to discuss downtown lighting. There was a discussion about scheduling a meeting. Mayor Dickinson said that REC initiated a meeting to discuss LED lighting. She said she was disappointed in the previous responses from REC staff and contacted Board member Chris Shipe. There was a discussion about costs, lighting alternatives, and safety.

19. Adjourn

There being no further business, **Council member Gibson made the motion to adjourn the meeting, seconded by Council member Rodriguez.**

Roll call vote as follows:

McDonald: Aye

Harrison: Aye

Gibson: Aye

Rodriguez: Aye

Arnold: Aye

Dickinson: Aye

Abstain: None

The meeting adjourned at 8:31pm.

Harry Lee Arnold, Jr., Recorder

Christy Dunkle, Recording Secretary

BERRYVILLE TOWN COUNCIL WATER AND SEWER WORK SESSION
Berryville-Clarke County Government Center
MINUTES
May 10, 2019

A work session of the Berryville Town Council was held on Tuesday, May 10, 2019 at 9:00am in the Berryville – Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

Attendance: Members of Town Council present: Pat Dickinson, Mayor; Harry Lee Arnold, Jr., Recorder; Donna McDonald; Diane Harrison; Erecka Gibson; Kara Rodriguez

Staff present: Keith Dalton, Town Manager; Desiree Moreland, Treasurer/Assistant Town Manager; Christy Dunkle, Planner/Assistant Town Manager; David Tyrrell, Director of Utilities; Rick Boor, Director of Public Works

Press present: Mickey Powell

Mayor Dickinson called the meeting to order at 9:00am.

Approval of Agenda

Council member McDonald made the motion to approve the amended agenda as presented, seconded by Council member Rodriguez, the motion was approved by consensus.

Discussion: Draft Water and Sewer Study

Tom Frederick, Pennoni Engineering, gave a brief background of the study. Mr. Frederick said they looked at each of the systems and their capacities. He said the Town is in very good shape to supply future growth adding there is old infrastructure in the system that will need to be rehabilitated or replaced. He commended the Town on conducting the study to identify assets, future needs, and associated costs. He said they identified utility needs as far as 20 years into the future using historical data collected which identified a population growth rate of one half a percent annually.

There was a discussion about maintaining asset records. Mayor Dickinson asked if loss of produced water occurred at the ground reservoir. Mr. Dalton said there is no indication that there is water loss in this location and the holes in the floor developed during sand blasting. Mr. Frederick said that inaccurate meters is the reason for most water loss throughout the industry and that meter replacement was identified in the CIP. There was a discussion about other sources of water loss that may not be accounted for including fire fighting, testing, and water used at the plant (e.g., mixing chemicals and cleaning equipment).

Mr. Frederick discussed population projections and reiterated that the Town was in good shape with capacity. There was a discussion about the hydraulic model. Ron Mislowsky said they updated the Town's model using GIS information from the County. He said the updated model will confirm and identify items including pipe information (e.g., size, material), improvements to the system, and tank

information. He added that this is an important tool to address specific issues within the distribution system.

There was a discussion about asset evaluation. Mr. Frederick said they have identified the Town's vertical and horizontal assets.

Mr. Dalton discussed the financial analysis and the identification of projects and associated budget needs. There was a discussion about smart meters; the costs; the return on investment; and benefits to customers.

There was a discussion about revenue requirements and future rates. Mr. Frederick discussed rate and availability fees in adjacent localities, noting the importance of identifying approximately 60% of the customers using 3,000 gallons of water or less per month. He described AWWA methodology in determining the recommended rates. Mayor Dickinson requested tables identifying out-of-town users and residential and commercial users.

Mr. Frederick reviewed rate development information; flow of funds for water and wastewater revenues and expenditures; and operating reserves. He acknowledged Ms. Moreland for maintaining operating reserves in amounts over the industry-standard 60 day timeframe.

Mr. Frederick discussed rate design and identified three options including 1. Flat rate; 2. Declining rate; 3. Inclining rate. There was a discussion about the methodology to be considered by Council.

There was a discussion about fixed costs; utility rates; and surcharges for out of town customers. Mr. Dalton said it is critical to look at water and sewer enterprise funds as businesses and separate from tax revenues. Council member Harrison asked about residents who have water accounts without sanitary sewer connections.

Council member Rodriguez asked what the next steps were. Staff said that since the proposed FY20 budget has been advertised without modifications to utility rates or availability fees, the proposed budget should move forward with adoption and appropriation. Ms. Moreland referenced state code requirements for budget amendments. Mayor Dickinson recommended segmenting the availability fees, rates, deposits, etc. in order to not get bogged down. There was a discussion about process including scheduling a work session; public input sessions; and a public hearing. Council members requested an executive summary for residents. Mr. Dalton advised Council members that it was important to have the consulting engineers in each meeting and said he would review the costs for their meeting attendance.

It was determined that Mr. Dalton would draft a schedule for consideration by Council members beginning with a work session in June.

Closed Session

There was no closed session.

Adjourn

There being no further discussion, the meeting was adjourned to 23 East Main Street at 11:20am.

The meeting was reconvened at 23 East Main Street at 11:20am. Those in attendance:

Mayor Dickinson

Recorder Arnold

Council member McDonald

Council member Harrison

Council member Rodriguez

Absent: Council member Gibson

Staff: Keith Dalton, Christy Dunkle

Press: Mickey Powell, Winchester Star

Call to Order – Mayor Pat Dickinson

Mayor Dickinson called the meeting to order at 11:20am.

Tour/Discussion – 23 East Main Street

Mr. Dalton said there was a structural study completed on the livery stable approximately a year and a half ago with stabilization to be completed within three years of the study's completion. He said stabilization costs are included in the FY 19 and FY 20 budgets and in the CIP for the FY 21 budget. He described the areas of the livery that needed to be stabilized. He continued the tour to the second floor of the property where a discussion occurred including the configuration of the incubator space, the creation of a vestibule, and modifications to the HVAC systems.

Adjourn

There being no further discussion, Council member Rodriguez made the motion to adjourn the meeting, seconded by Council member Harrison. The meeting was adjourned at 11:43am.

BERRYVILLE TOWN COUNCIL PERSONNEL, APPOINTMENTS, AND POLICY COMMITTEE
Berryville-Clarke County Government Center
MINUTES
May 28, 2019

A called meeting of the Berryville Town Council Personnel, Appointments, and Policy Committee was held on Tuesday, May 28, 2019 at 2:00pm in the Berryville – Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

Attendance: Members of the Committee present: Harry Lee Arnold, Jr., Chair; Erecka Gibson, Pat Dickinson

Staff present: Keith Dalton, Town Manager

1. Call to Order

Harry Lee Arnold, Jr. called the meeting to order at 2:00pm.

2. Approval of Agenda

Ms. Gibson made the motion to approve the agenda as presented, seconded by Ms. Dickinson, the motion was approved.

3. Closed Session

a. Ms. Gibson made the motion that the Personnel, Appointments, and Policy Committee 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, seconded by Ms. Dickinson. The motion passed unanimously.

b. The Committee reconvened in open session and adopted the following:

RESOLUTION

WHEREAS, §2.2-3712.D of the 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.

c. Adoption of closed session resolution by roll call as follows:

Gibson: Aye
Dickinson: Aye
Arnold: Aye

4. Other

There was no other business.

5. Adjourn

The meeting was adjourned at 6:37pm.

Attachment 2

Keith Dalton

From: Patricia Dickinson (Mayor)
Sent: Tuesday, June 04, 2019 11:40 AM
To: Keith Dalton
Subject: FW: FOIA Request: Veteran of the Year Perpetual Plaque

Keith, as I stated in my email, this matter is of critical importance and must be addressed asap.

Please include this topic on the Town Council agenda for our meeting next week. Also, be sure to include the entire email thread in the meeting packet. We need to address two things - errors in FOIA responses and clarification on the difference between a town council member request for information versus a FOIA request submitted by a member of TC.

Thank you

Patricia Dickinson
Mayor, Berryville Virginia
101 Chalmers Court, Suite A
Berryville, VA 22611
Office: 540 955 1099
Mobile: 571 293 8875
www.berryvilleva.gov

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From: Patricia Dickinson (Mayor)
Sent: Thursday, May 30, 2019 12:10 PM
To: Keith Dalton
Subject: RE: FOIA Request: Veteran of the Year Perpetual Plaque

On May 16 I requested information re the Veteran of the Year Plaque.

Your comments in your email dated Thursday May 23, 2019, 9:12 AM, and that I was charged for information, I conclude that you treated my request as a formal FOIA and that you handled my request as you would any other FOIA request.

My concern is that the response you provided is not complete. The following items were not included in your response:

- Email exchange in September between Will Watson and the mayor
- Email exchange in October between David Weiss and the mayor
- Email exchange in October between Keith Dalton and the mayor
- Email exchange in November between Keith Dalton and the mayor
- Email exchange in March between Keith Dalton and David Ash (included in the County's response to my request)
- Minutes of the World War One Centennial Committee (October and November)

I didn't search for items hoping to catch a mistake, these are just items I recalled and were surprised were not in your response. Therefore additional items may have been missed.

Whether a citizen or a member of council requests information it is imperative that the information provided be complete and accurate. While I don't think any FOIA laws were broken (the omissions were not intentional or deliberate), this situation should give each member of council cause for concern and is something that I believe must be addressed in a timely manner.

Our citizens must have confidence that when they receive a response to a FOIA request it is complete and accurate. This is fundamental to maintaining trust between town staff, elected officials and our citizens. Once broken, I don't think that trust is quickly or easily rebuilt. Therefore, the implications of this failure are significant.

In business there is a concept referred to as 'the golden triangle' -- it is a model for business performance that focuses on three things - people, product and process. There are numerous articles on the subject and I can offer greater insight if you are interested. But simply put, the model identifies these three factors as the key to any successful business outcome. In the model the people are those who are involved in the outcome (not limited to the people doing the work but also those who provide input to and those who receive output from). Process is how the work is designed to be done. And product are the tools and resources used by the people to facilitate the process. When each component is properly defined and working as designed, then success is much more likely. Therefore, when work fails managers are wise to examine each component. Questions typically asked include:

- Are the people involved in the effort knowledgeable and skilled and do they have the right attitude for the work (KSA)?
- Is the process defined in such a way as to promote quality outcomes and reduce the likelihood of errors?
- Are the products working properly and are they the right products for the task at hand?

Based on my experience with this FOIA request, it seems that town staff are not generating complete responses to FOIA requests. I don't know if it is the people, the process or the products. That would be for you to identify and correct.

If I can be of help please let me know as I have a good deal of experience in this field and would be happy to assist.

Thank you, Pat

Patricia Dickinson
Mayor, Berryville Virginia
101 Chalmers Court, Suite A
Berryville, VA 22611
Office: 540 955 1099
Mobile: 571 293 8875
www.berryvilleva.gov

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From: Keith Dalton
Sent: Thursday, May 23, 2019 9:12 AM
To: Jay Arnold (Council)

Cc: Christy Dunkle
Subject: RE: FOIA Request: Veteran of the Year Perpetual Plaque

Jay:

I thought about the matter some last evening. I will also add that I heard Diane.

Diane wrote

I agree with Jay. I had concerns when she used her town email and requested the FOIA. That should have been a personal email through regular channels. But... since she did use town email, it is for us to know.

I shared your concerns about the hat being worn when the request was being made but at the end of the day, at that stage of the game, I did not think it mattered. I chose not to copy the rest of the TC on the results of the request because it appeared (even though the email was clearly from the Mayor's official email and her title was at the end) that here approach and language was that of a citizen. I certainly did not intend to break with form – I was trying to be sensitive to Pat in this regard. Looking at it now – I should have copied the TC on the response.

With regard to the meeting, I agreed to listen to the Mayor's concerns but because I shared some of your concerns I do not intend to debate the matter (whatever the matter may be). I intend to listen and respond as needed, officially in a fashion that permits the Council to know what is going on.

Pat has emailed me.

Pat wrote:

I withdraw my request for a meeting. Thank you

Let me know what else you need in this regard.

Take care,

Keith

Bcc: TC

Keith R. Dalton, Town Manager
Town of Berryville, Virginia
101 Chalmers Court, Suite A
Berryville, VA 22611

V 540.955.1099
F 540.955.4524

From: Keith Dalton
Sent: Wednesday, May 22, 2019 5:26 PM
To: Jay Arnold (Council) <jarnold@berryvilleva.gov>
Cc: Christy Dunkle <planner@berryvilleva.gov>
Subject: RE: FOIA Request: Veteran of the Year Perpetual Plaque

Jay:

I am forwarding your email (below) to TC.

I have to get out of here in the next few minutes so I will give you my quick take. I will think about your email and will respond more fully in the morning.

Quick take:

- 1) Request was from Pat as Mayor (May 16 email at the beginning of this thread)
- 2) I do not have an answer for the first part of the question. The specifics of the meeting are being kept close to the vest.

The answer to the second part would be Pat as Mayor (May 22 (9:58 am) in this thread)

Again, I am forwarding to the TC as you requested and would appreciate any input that members have.

Take care,

Keith

Bcc: TC

Keith R. Dalton, Town Manager
Town of Berryville, Virginia
101 Chalmers Court, Suite A
Berryville, VA 22611

V 540.955.1099

F 540.955.4524

From: Jay Arnold (Council)

Sent: Wednesday, May 22, 2019 5:08 PM

To: Keith Dalton <townmanager@berryvilleva.gov>

Subject: RE: FOIA Request: Veteran of the Year Perpetual Plaque

Keith,

I am deeply concerned about any meeting you may have with the Mayor in regard to the FOIA REQUEST: Veteran of the Year Perpetual Plaque

I am sure I may have missed some of the information or the communications but here are my concerns:

1. The FOIA REQUEST was this a request as Pat Dickinson Mayor, or Pat Dickinson Centennial Committee ? If we could get an answer on that
2. Will this meeting with the Mayor asking about the FOIA information that was received from you or is it about the process that how it was handled. Is this request as the Mayor or Centennial Committee ?

Pending what other Councilors may say we may need to get an opinion from Bob Mitchell about the legalities of this type of meeting.

A FOIA request is a legal process and anyone has the right to do that regardless of a citizen or any position they may hold. I have no problem with that.

Because this legal process has been initiated by Pat then I do not think it is proper for a discussion to take place ? If she is requesting additional information or clarification of the information received about the FOIA I think should would need to ask those questions in writing as a follow up to the original request.

I don't think she is entitled to question the response or how it was handled. If that is the question, then the process should be reviewed by Committee to look at how the process is handled or by current FOIA rules. I don't think you can be the requester of FOIA then have a private meeting to discuss something she is involved with and how the information was provided, due to her having a conflict.

If she has a problem with the Staff (Keith) how the request was handled I don't the Mayor should be addressing this, because of her conflict.

Because on any FOIA request can result in additional legal action if the requester does not receive a proper response. I would consider this FOIA pending due to the request to meet to discuss the FOIA or the handling of.

This could be a violation of our Code of Conduct if action is being taken against staff.

We need a lot more information to clear this matter up before it goes any further.

Please pass on to full council

Thanks

Jay

**Harry L. "JAY" Arnold Jr.
Town of Berryville Recorder
101 Chalmers Court Suite A
Berryville, Virginia 22611
540-313-7467**

From: Keith Dalton <townmanager@berryvilleva.gov>
Sent: Wednesday, May 22, 2019 2:12 PM
To: Patricia Dickinson (Mayor) <mayordickinson@berryvilleva.gov>
Cc: Christy Dunkle <planner@berryvilleva.gov>
Subject: RE: FOIA Request: Veteran of the Year Perpetual Plaque

Pat:

I will be more than glad to listen to your concerns.

I see that I have a 10:30 and would like to drop into another meeting that begins at 10:00.

Would 10 am work for you?

Take care,

Keith

Keith R. Dalton, Town Manager
Town of Berryville, Virginia
101 Chalmers Court, Suite A
Berryville, VA 22611

V 540.955.1099
F 540.955.4524

From: Patricia Dickinson (Mayor)
Sent: Wednesday, May 22, 2019 1:40 PM
To: Keith Dalton <townmanager@berryvilleva.gov>
Subject: Re: FOIA Request: Veteran of the Year Perpetual Plaque

The meeting will discuss your response to my request.
Thank you

Sent from my iPhone

On May 22, 2019, at 1:13 PM, Keith Dalton <townmanager@berryvilleva.gov> wrote:

Pat:

Certainly I will stop in.

It would be helpful for me to know whether you have concerns about the handling of the plaque or the FOIA request. What specific issues will we be discussing?

Take care,

Keith

Bcc: TC

Keith R. Dalton, Town Manager
Town of Berryville, Virginia
101 Chalmers Court, Suite A
Berryville, VA 22611

V 540.955.1099
F 540.955.4524

From: Patricia Dickinson (Mayor)
Sent: Wednesday, May 22, 2019 9:58 AM
To: Keith Dalton <townmanager@berryvilleva.gov>
Subject: RE: FOIA Request: Veteran of the Year Perpetual Plaque

Keith, I would appreciate a few minutes of your time to discuss my request and your response. If you could stop by tomorrow morning when I am in the office.

Thank you.

Patricia Dickinson
Mayor, Berryville Virginia
101 Chalmers Court, Suite A
Berryville, VA 22611
Office: 540 955 1099
Mobile: 571 293 8875
www.berryvilleva.gov

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. Please be aware that all email communications with members of Town Council are subject to Freedom of Information Act.

From: Keith Dalton
Sent: Friday, May 17, 2019 3:31 PM
To: Patricia Dickinson (Mayor)
Cc: Desi Moreland
Subject: FW: FOIA Request: Veteran of the Year Perpetual Plaque

Pat:

Please find attached scans of documents responsive to your request for documents related to the Veteran of the Year Perpetual Plaque.

The fees associated with the fulfillment of this request are:

15 minutes (Planner / 36.91 / hour) = 6.15

15 minutes (Town Manger / 57.98 / hour) = 14.49

45 minutes (Town Manager / charged at Admin. Assistant rate 18.73 / hour) = 14.04

Total cost for staff time: \$34.68

Please remit \$34.68 to the Treasurer of Berryville by 17 June 2019.

Take care,

Keith

Keith R. Dalton, Town Manager
Town of Berryville, Virginia
101 Chalmers Court, Suite A
Berryville, VA 22611

V 540.955.1099

F 540.955.4524

From: Patricia Dickinson (Mayor)
Sent: Thursday, May 16, 2019 11:52 AM

To: Keith Dalton <townmanager@berryvilleva.gov>
Subject: RE: FOIA Request: Veteran of the Year Perpetual Plaque

Emailed documents would be preferred.

Patricia Dickinson
Mayor, Berryville Virginia
101 Chalmers Court, Suite A
Berryville, VA 22611
Office: 540 955 1099
Mobile: 571 293 8875
www.berryvilleva.gov

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From: Keith Dalton
Sent: Thursday, May 16, 2019 11:47 AM
To: Patricia Dickinson (Mayor)
Cc: Christy Dunkle; Desi Moreland
Subject: RE: FOIA Request: Veteran of the Year Perpetual Plaque

Pat:

Your FOIA request has been received by the Town of Berryville

The Town will collect responsive documents and forward them to you in accordance with FOIA requirements. The due date for this request is 23 May 2019.

Do you want the responsive documents emailed to you or provided in paper form? If delivery in paper form is desired, do you want the documents mailed to you or left for pick up at the Town Business Office?

Take care,

Keith

Bcc: TC

Keith R. Dalton, Town Manager
Town of Berryville, Virginia
101 Chalmers Court, Suite A
Berryville, VA 22611

V 540.955.1099
F 540.955.4524

From: Patricia Dickinson (Mayor)
Sent: Thursday, May 16, 2019 10:35 AM

To: Keith Dalton <townmanager@berryvilleva.gov>

Subject: FOIA Request: Veteran of the Year Perpetual Plaque

I request all documents, in whole or in part, to include emails, memorandums, meeting minutes, notes, and official and unofficial correspondence related to the Veteran of the Year Perpetual Plaque offered to the town and county by the WW1 Centennial Committee.

Thank you, Pat

Patricia Dickinson
Mayor, Berryville Virginia
101 Chalmers Court, Suite A
Berryville, VA 22611
Office: 540 955 1099
Mobile: 571 293 8875
www.berryvilleva.gov

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. Please be aware that all email communications with members of Town Council are subject to Freedom of Information Act.

Attachment 3

Berryville is a wonderful community solely because of the people who are willing to selflessly serve their fellow man and improve the world around them. One of the great privileges afforded the Town Council is the ability to honor and highlight the service of our citizens, neighbors, and employees.

The Town of Berryville honors the following individuals with resolutions:

Paul Jones

Dorothy Grubbs

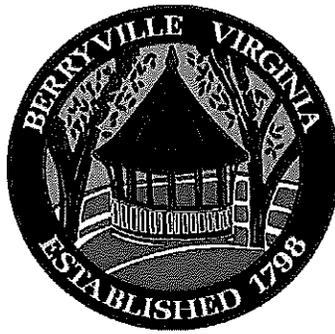
The Town of Berryville pays tribute the following individuals with proclamations providing for displays at the Berryville-Clarke County Government Center:

Paul Jones

Stephen Lilly

The Town of Berryville honors the accomplishments of the following individual with a proclamation for achieving the rank of Eagle Scout:

Daniel Marsden



**A RESOLUTION OF THE COUNCIL OF THE TOWN OF BERRYVILLE, VIRGINIA
HONORING PAUL R. JONES**

WHEREAS, Mr. Paul Randolph Jones was born on July 4, 1944; and

WHEREAS, Mr. Jones graduated from Johnson-Williams School in Berryville; and

WHEREAS, Mr. Jones received his undergraduate degree from Allen University and his master's degree from the University of Virginia; and

WHEREAS, Mr. Jones had a 38-year career with the Clarke County Public Schools which included teaching at Boyce Elementary, principal of Berryville Primary School, and principal of D.G. Cooley Elementary School; and

WHEREAS, Mr. Jones was dedicated to community service, representing Berryville's Ward 1 on Town Council from July 1972 until June 1977; Clarke County Parks and Recreation Board from 1997 until 2018; and the Clarke County Industrial Development Authority from 2007 until 2019; and

WHEREAS, Mr. Jones volunteered with local organizations including Lord Fairfax Community College, Grafton School, and the Red Cross; and

WHEREAS, Mr. Jones was instrumental in the development of the Josephine Community School Museum and Clarke County African-American Cultural Center that opened in 2003.

NOW, THEREFORE, BE IT RESOLVED, that the Council of the Town of Berryville honors the life of Paul R. Jones and his dedication to the community.

By order of the Town Council this eleventh day of June, 2019.

Patricia Dickinson, Mayor

Harry Lee Arnold, Jr., Recorder

BERRYVILLE TOWN COUNCIL

MOTION TO ADOPT RESOLUTION HONORING PAUL R. JONES

Date: June 11, 2019

Motion By:

Second By:

I move that the Council of the Town of Berryville adopt the attached resolution honoring Paul R. Jones.

VOTE:

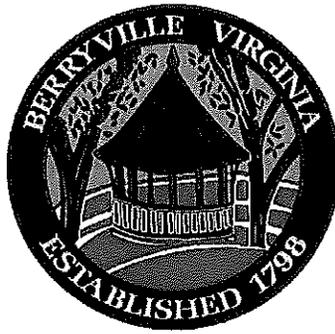
Aye:

Nay:

Absent:

ATTEST:

Harry Lee Arnold, Jr., Recorder



**A RESOLUTION OF THE COUNCIL OF THE TOWN OF BERRYVILLE, VIRGINIA
HONORING DOROTHY LEE BROY GRUBBS**

WHEREAS, Mrs. Dorothy Lee Broy Grubbs celebrated her one hundredth birthday on April 1, 2019; and

WHEREAS, Mrs. Grubbs has resided in Clarke County all of her life and currently lives at Godfrey House; and

WHEREAS, Mrs. Grubbs married Alvin Grubbs in 1936. Mr. Grubbs passed away approximately 25 years ago; and

WHEREAS, Mrs. Grubbs has been blessed with one child (Shelby Grubbs), four grandchildren, seven great-grandchildren, and five great-great-grandchildren; and

WHEREAS, Mrs. Grubbs worked most of her life at Ramsburg Grocery Store, Veteran's Cleaners, and retired from Double Day (Berryville Graphics); and

WHEREAS, Mrs. Grubbs enjoyed riding motorcycles with Alvin and their group of friends; and

WHEREAS, Mrs. Grubbs also enjoyed gardening, doing crafts with her sister, and creating homemade items including bread, coconut cake, fruit cake, and vegetable soup with noodles.

NOW, THEREFORE, BE IT RESOLVED, that the Council of the Town of Berryville congratulates Mrs. Grubbs on her one hundredth birthday.

By order of the Town Council this eleventh day of June, 2019.

Patricia Dickinson, Mayor

Harry Lee Arnold, Jr., Recorder

BERRYVILLE TOWN COUNCIL

**MOTION TO ADOPT RESOLUTION CELEBRATING THE 100TH BIRTHDAY OF
DOROTHY LEE BROY GRUBBS**

Date: June 11, 2019

Motion By:

Second By:

I move that the Council of the Town of Berryville adopt the attached resolution celebrating the 100th birthday of Dorothy Lee Broy Grubbs.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

Harry Lee Arnold, Jr., Recorder

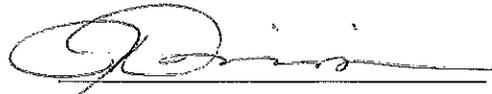
Honoring the Life and Service of
Paul R. Jones
1944 - 2019

By the Mayor of the Town of Berryville

A Proclamation

As a sign of respect, admiration, and thanks for Paul R. Jones's five-year tenure on the Berryville Town Council, I hereby order the flag of the Town of Berryville be flown at half-staff at the Berryville-Clarke County Government Center and the ceremonial drape be placed above the main entrance of the Berryville-Clarke County Government Center. The flag of the Town of Berryville shall be flown at half-staff and the ceremonial drape remain in place from the fifth day of June 2019 to the thirteenth day of June 2019.

IN WITNESS WHEREOF, I have hereunto set my hand this 30th day of May, in the year of our Lord two thousand nineteen.


Patricia Dickinson, Mayor

Honoring the Life and Service of
Stephen Donald Lilly
1986 - 2019

By the Mayor of the Town of Berryville

A Proclamation

As a sign of respect, admiration, and thanks for Stephen Lilly's five-year tenure with the Utilities Department of the Town of Berryville, I hereby order the flag of the Town of Berryville be flown at half-staff at the Berryville-Clarke County Government Center and the ceremonial drape be placed above the main entrance of the Berryville-Clarke County Government Center. The flag of the Town of Berryville shall be flown at half-staff and the ceremonial drape remain in place from the twenty-ninth day of May 2019 to the fifth day of June 2019.

IN WITNESS WHEREOF, I have hereunto set my hand this 28th day of May, in the year of our Lord two thousand nineteen.


Patricia Dickinson, Mayor

TOWN OF BERRYVILLE, VIRGINIA

Proclamation

WHEREAS, the vision of the Boy Scouts of America is to prepare youth in America to become responsible, participating citizens and leaders, who are guided by the Scout Oath and Law; and

WHEREAS, Daniel Marsden, a student at Clarke County High School, and a member of Boy Scout Troop 34, has completed the requirements and received the rank of Eagle Scout June 2, 2019, the highest rank in the Boy Scouts of America; and

WHEREAS, Daniel has spent thirteen years of dedication and commitment to achieve Eagle rank, and

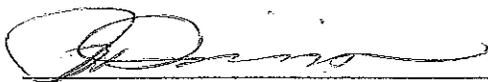
WHEREAS, Eagle Scouts act as leaders and role models in the community, and

WHEREAS, the Eagle Scout Award is a distinction that will follow him throughout life and will be a beacon to others of the leadership quality and commitment this young man has shown, and

WHEREAS, citizens of the Town of Berryville appreciate his hard work on implementing a recycling program at Grace Evangelical Lutheran Church in Winchester, Virginia.

NOW, THEREFORE, BE IT PROCLAIMED that the Mayor of the Town of Berryville does hereby congratulate and recognize Daniel Marsden for his achievement of the rank of Eagle Scout. We are proud to have him as a member of our community.

Signed this 30th day of May, 2019.



Patricia Dickinson, Mayor Town of Berryville, Virginia



Attachment 4

Planning and Community Development

Action Item

Resolution – McNeil Drive into the VDOT Urban System

June 11, 2019

Planning Commission

The Planning Commission did not hold a meeting in May. Their next meeting is scheduled for Tuesday, June 25, 2019 at 7:30pm.

Berryville Area Development Authority

The BADA did not hold a meeting in May. Their next meeting is scheduled for Wednesday, June 26, 2019 at 7:00pm.

Architectural Review Board

The ARB held a meeting on Wednesday, June 5, 2019. They discussed the importance of windows in historic structures with Architectural Historian Maral Kalbian. Their next meeting is scheduled for Wednesday, July 3, 2019 at 12:30pm.

Tree Board

The Tree Board met on May 29, 2019, however that was not a quorum for the meeting.

Board of Zoning Appeals

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

BERRYVILLE TOWN COUNCIL

Resolution for Acceptance of McNeil Drive into the Public Street System

June 11, 2019

Staff has completed paperwork for the addition of McNeil Drive into the VDOT Urban Highway System and Maintenance Inventory. This street is located off of Mosby Boulevard and, with the completion of the McDonald's, has three users which makes it eligible for inclusion into the maintenance system.

The following items are included in this packet:

- Form U-1 identifying specific information about the street sections;
- Road Inventory Notification Form M4.01;
- Vicinity map of McNeil Drive;
- Resolution requesting acceptance of the above streets into the VDOT Urban Highway System and Maintenance System; and
- Motion for adoption of resolution.

Recommendation

Adopt resolution and to allow staff to forward paperwork to VDOT for acceptance.

Virginia Department of Transportation
Maintenance Division
Road Inventory Notification Form M4.01

Project Information

Project Number: STR 061119	UPC:
Transmitted By (PM): Town of Berryville	Date: June 11, 2019

Road Sections Added or Removed

Type of Change – check Yes or No for each	Yes	No	Remarks*
Project adds new road sections or realigns existing sections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Project adds new ramps or creates new intersections with existing VDOT-maintained roads	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Changes to Existing Road Sections

Type of Change – check Yes or No for each	Yes	No	Remarks*
Project may involve changes to route numbers for existing road sections	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Project reconfigures existing intersection(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Project adds or removes medians	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Project changes existing median type or width	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Project adds or removes thru lanes in any direction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Project adds or removes reversible lanes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Project changes total paved surface width	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Project changes total width of thru travel lanes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Project changes pavement surface or base type	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Project changes shoulder types	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Project changes width of paved and/or unpaved shoulder widths	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Project adds/removes or changes curbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Project adds/removes sidewalks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

* Provide specific station to station information where change is located (if applicable). Remarks are optional.
If remarks are provided they should include station to station information where change is located (if applicable).

Contact Information:

Form Completed By: Christy Dunkle
Phone: 540 955-4081
Person to Contact for Further Information: Christy Dunkle
Phone: 540 955-4081

Email completed form to: rimu@vdot.virginia.gov



- Public
- Points of Interest
- Parcels
- Clarke County Boundary
- Major Roads
- Interstate
- State Highway
- Surrounding Counties Ops
- Clarke County Roads
- Private Roads
- Roads
- Rail
- Buildings
- Appalachian Trail
- Streams
- Perennial Streams
- Intermittent Streams
- Ponds
- Rivers



McNEIL DR.

The data shown on this site are provided for informational and planning purposes only. Clarke County and its consultants are not responsible for the misuse or misrepresentation of the data.



Town of Berryville
Berryville-Clarke County
Government Center
101 Chalmers Court Suite A
Berryville, VA 22611



[T] 540/955-1099
[F] 540/955-4524
[E] info@berryvilleva.gov

www.berryvilleva.gov

RESOLUTION OF GOVERNING BODY OF THE TOWN OF BERRYVILLE

The governing body of the Town of Berryville, Virginia, consisting of 6 members, in a duly called meeting held on the 11th day of June, 2019 at which a quorum was present, **RESOLVED** as follows:

A RESOLUTION: REQUESTING ACCEPTANCE OF McNEIL DRIVE INTO THE VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT) URBAN HIGHWAY SYSTEM AND MAINTENANCE INVENTORY

WHEREAS, the street referenced above has been completed and is now eligible for VDOT maintenance funding; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Berryville, Virginia hereby requests VDOT to accept the street referenced above as identified on the attached U-1 form and accompanying documentation into the Urban Highway System and Maintenance Inventory for maintenance payments in accordance with § 33.1-41.1 of the Code of Virginia, 1950 as amended.

Passed this 11th day of June 2019.

THE TOWN OF BERRYVILLE

Attest: _____

By: Patricia Dickinson, Mayor

CERTIFICATION

I hereby certify that the above resolution was duly adopted by the Council of the Town of Berryville, in a duly assembled meeting on the 11th day of June, 2019.

Harry Lee Arnold, Jr., Recorder

Patricia Dickinson
Mayor

Harry Lee Arnold, Jr.
Recorder

Council Members

Donna Marie McDonald
Ward 1

Diane Harrison
Ward 2

Erecka L. Gibson
Ward 3

Kara C. Rodriguez
Ward 4

Keith R. Dalton
Town Manager

BERRYVILLE TOWN COUNCIL

**MOTION TO ADOPT RESOLUTION REQUESTING ACCEPTANCE OF
McNEIL DRIVE INTO THE VDOT URBAN HIGHWAY SYSTEM**

Date: June 11, 2019

Motion By:

Second By:

I move that the Council of the Town of Berryville adopt the attached resolution in order to request acceptance of McNeil Drive into the VDOT Urban Highway System and Maintenance Inventory.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

Harry Lee Arnold, Jr., Recorder

Attachment 5

June 11, 2019
Discussion

Authorization to execute lease finance agreements

Lease agreements generally include finance agreements with third parties. Some finance agreements include language where the person executing the agreement is certifying that a resolution has been passed authorizing them to do so.

Please find attached a resolution that authorizes the Town Manager to execute such agreements provided that the agreement provides service/good not exceeding \$100,000 in value over the term of any such agreement.

Please also find attached the finance agreement currently being considered as a part of the Town's copier/printer lease (63 months @ approximately \$1,275 per month).

RESOLUTION OF THE COUNCIL OF THE TOWN OF BERRYVILLE

WHEREAS, the Town of Berryville, in the course of day to day business enters into lease agreements for the provision of goods and services; and

WHEREAS, many lease agreements include financing agreements,

WHEREAS, the Town Council wants the Town Manager to have the authority to execute such lease and financing agreements to provide goods and services needed to conduct the Town's affairs.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Town of Berryville that the Town Manager is hereby authorized to execute lease agreements and associated financing agreements; provided that the total value of any one such agreement does not exceed \$100,000.

Adopted: June 11, 2019

Attest:

Pat Dickinson, Mayor

Harry Lee Arnold, Jr., Recorder



**STATE AND LOCAL
GOVERNMENT ADDENDUM**

EQUIPMENT FINANCE

AGREEMENT #

Addendum to Agreement # _____, dated 05/15/2019, between Town of Berryville, as Customer and U.S. Bank Equipment Finance, a division of U.S. Bank National Association, as Lessor.

The parties wish to amend the above-referenced Agreement by adding the following language:

REPRESENTATIONS AND WARRANTIES OF CUSTOMER: You hereby represent and warrant to us that: (a) you have been duly authorized by the Constitution and laws of the applicable jurisdiction and by a resolution of your governing body to execute and deliver this Agreement and to carry out your obligations hereunder; (b) all legal requirements have been met, and procedures have been followed, including public bidding, in order to ensure the enforceability of this Agreement; (c) this Agreement is in compliance with all laws applicable to you, including any debt limitations or limitations on interest rates or finance charges; (d) the Equipment will be used by you only for essential governmental or proprietary functions of you consistent with the scope of your authority, will not be used in a trade or business of any person or entity, by the federal government or for any personal, family or household use, and your need for the Equipment is not expected to diminish during the term of this Agreement; (e) you have funds available to pay contracted Payments until the end of your current appropriation period, and you intend to request funds to make contracted Payments in each appropriation period, from now until the end of the term of this Agreement; and (f) your exact legal name is as set forth on page one of this Agreement.

NON-APPROPRIATION OR RENEWAL: If either sufficient funds are not appropriated to make contracted Payments or any other amounts due under this Agreement or (to the extent required by applicable law) this Agreement is not renewed, this Agreement shall terminate and you shall not be obligated to make contracted Payments under the Agreement beyond the then-current fiscal year for which funds have been appropriated. Upon such an event, you shall, no later than the end of the fiscal year for which contracted Payments have been appropriated, deliver possession of the Equipment to us. If you fail to deliver possession of the Equipment to us, the termination shall nevertheless be effective but you shall be responsible, to the extent permitted by law and legally available funds, for the payment of damages in an amount equal to the portion of contracted Payments thereafter coming due that is attributable to the number of days after the termination during which you fail to deliver possession and for any other loss suffered by us as a result of your failure to deliver possession as required. You shall notify us in writing within seven days after your failure to appropriate funds sufficient for the payment of the contracted Payments or (to the extent required by applicable law) this Agreement is not renewed, but failure to provide such notice shall not operate to extend the Agreement term or result in any liability to you.

TITLE TO THE EQUIPMENT: If the selected purchase option for this Agreement is \$1.00 or \$101.00, unless otherwise required by law, upon your acceptance of the Equipment, title to the Equipment shall be in your name, subject to our interest under this Agreement.

The parties wish to amend the above-referenced Agreement by restating the following language:

Any provision in the Agreement stating this Agreement supersedes any invoice and/or purchase order is hereby amended and restated as follows: "You agree that the terms and conditions of the Agreement and any supplement or schedule thereto and any related acceptance certificate constitutes the entire agreement regarding the financing or lease of the Equipment and supersedes any purchase order, invoice, request for proposal or other related document."

Any provision in the Agreement stating that the Agreement shall automatically renew unless the Equipment is purchased, returned or a notice requirement is satisfied is hereby amended and restated as follows: "This Agreement will renew for month-to-month terms unless you purchase or return the Equipment (according to the conditions herein) or send us written notice at least 30 days (before the end of any term) that you do not want it renewed."

Any provision in the Agreement stating that we may assign this Agreement is hereby amended and restated as follows: "We may sell, assign, or transfer this Agreement without notice to or consent from you, and you waive any right you may have to such notice or consent."

Any provision in the Agreement stating that you grant us a security interest in the Equipment to secure all amounts owed to us under any agreement is hereby amended and restated as follows: "To the extent permitted by law, you grant us a security interest in the Equipment to secure all amounts you owe us under this Agreement, and you authorize us to file a UCC-1 financing statement or be named on the vehicle title to show our interest."

Any provision in the Agreement stating that you shall indemnify and hold us harmless is hereby amended and restated as follows: "You shall not be required to indemnify or hold us harmless against liabilities arising from the Agreement. However, as between you and us, and to the extent permitted by law and legally available funds, you shall bear the risk of loss for, shall pay directly, and shall defend against any and all claims, liabilities, proceedings, actions, expenses, damages or losses arising under or related to the Equipment, including, but not limited to, the possession, ownership, lease, use or operation thereof, except that you shall not bear the risk of loss of, nor pay for, any claims, liabilities, proceedings, actions, expenses, damages or losses that arise directly from events occurring after you have surrendered possession of the Equipment in accordance with the terms of the Agreement to us or that arise directly from our gross negligence or willful misconduct."

Any provision in the Agreement stating that a default by you under any agreement with our affiliates or other lenders shall be an event of default under the Agreement is hereby amended and restated as follows: "You will be in default if: (i) you do not pay any Payment or other sum due to us under the Agreement when due or if you fail to perform in accordance with the covenants, terms and conditions of this Agreement, (ii) you make or have made any false statement or misrepresentation to us, (iii) you dissolve, terminate your existence or file bankruptcy, or (iv) there has been a material adverse change in your financial, business or operating condition."

Any provision in the Agreement stating that you shall pay our attorneys' fees is hereby amended and restated as follows: "In the event of any dispute or enforcement of rights under this Agreement or any related agreement, you agree to pay, to the extent permitted by law and to the extent of legally available funds, our reasonable attorneys' fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee."

Any provision in the Agreement requiring you to pay amounts due under the Agreement upon the occurrence of a default, failure to appropriate funds or failure to renew the Agreement is hereby amended to limit such requirement to the extent permitted by law and legally available funds.

Any provision in the Agreement stating that the Agreement is governed by a particular state's laws and you consent to such jurisdiction and venue is hereby amended and restated as follows: "This Agreement will be governed by and construed in accordance with the laws of the state where you are located. You consent to jurisdiction and venue of any state or federal court in such state and waive the defense of inconvenient forum."

By signing this Addendum, Customer acknowledges the above changes to the Agreement and authorizes Lessor to make such changes. In all other respects, the terms and conditions of the Agreement remain in full force and effect and remain binding on Customer.

U.S. Bank Equipment Finance

Lessor

Signature

Title

Date

Town of Berryville

Customer

X

Signature

Town Manager

Title

Date

NOTE: SIGNER OF THIS DOCUMENT MUST BE SAME AS ON THE AGREEMENT. A FACSIMILE OF THIS DOCUMENT WITH SIGNATURE SHALL BE CONSIDERED TO BE AN ORIGINAL. CAPITALIZED TERMS IN THIS DOCUMENT ARE DEFINED AS IN THE AGREEMENT, UNLESS SPECIFICALLY STATED OTHERWISE.

Attachment 6

FINANCE AND ADMINISTRATION STAFF REPORT

TO: TOWN COUNCIL
FROM: DESIREE MORELAND, TREASURER
SUBJECT: MONTHLY REPORTS
DATE: 6/4/2019
CC: KEITH DALTON, TOWN MANAGER

A/P Check Listing

Checks issued in May 2019.

ACH Transactions

Transactions for May 2019.

Bank of America/P-Card Statement

April 2019 P-Card Purchases that were paid on May 25, 2019.

A/P Check Listing

Vendor Range - 4IMPRINT, INC.' - 'ZENON ENVIRONMENTAL CORPORATION

Date From - 5/1/2019 Date To - 5/31/2019

Town of Berryville
06/05/2019 08:27 AM

Page: 1 of 2

Check Number	Bank	Vendor	Date	Amount
5401	1	ANDERSON'S NURSERY & GARDEN CENTER	05/02/2019	\$2,666.97
5402	1	ArchiveSocial, Inc.	05/02/2019	\$2,388.00
5403	1	Bureau for Child Support Enforcement	05/02/2019	\$875.00
5404	1	Herbert L. Beskin, Trustee	05/02/2019	\$115.00
5405	1	James River Equipment	05/02/2019	\$528.56
5406	1	The Hall Company	05/02/2019	\$2,502.33
5407	1	Treasurer of Clarke County	05/02/2019	\$44,331.00
5408	1	USPS	05/02/2019	\$738.00
5409	1	Berryville Farm Supply Inc	05/09/2019	\$120.50
5410	1	Carroll Construction Co.	05/09/2019	\$19,800.00
5411	1	CENTRIC BUSINESS SYSTEMS INC	05/09/2019	\$1,080.82
5412	1	CHEGASH THOMAS J JR 1734	05/09/2019	\$10.00
5413	1	COLEGROVE GAIL E 1905	05/09/2019	\$39.93
5414	1	Douglas A. Shaffer	05/09/2019	\$75.00
5415	1	ELMORE NOBLE N 2440	05/09/2019	\$61.06
5416	1	GEORGE WILLIAM SMITH	05/09/2019	\$128.80
5417	1	GOWDY TIMOTHY E 2694	05/09/2019	\$13.00
5418	1	GOWDY TIMOTHY E 2695	05/09/2019	\$35.32
5419	1	H. Allen Kitselman	05/09/2019	\$75.00
5420	1	Keith Dalton	05/09/2019	\$50.00
5421	1	Lewin Asphalt, Inc	05/09/2019	\$486.08
5422	1	MILLER MATTHEW SEAN 7381	05/09/2019	\$25.00
5423	1	NUTTER KAYLEA STAR 7390	05/09/2019	\$123.48
5424	1	PRUITT RICHARD EUGENE JR 2129	05/09/2019	\$267.19
5425	1	STAPLES ADVANTAGE	05/09/2019	\$116.38
5426	1	STRUCTURAL CONCEPTS, INC.	05/09/2019	\$562.50
5427	1	Treasurer of Frederick County	05/09/2019	\$5,092.44
5428	1	VINCENT TIFFANY M 6809	05/09/2019	\$21.93
5429	1	VUPS	05/09/2019	\$68.25
5430	1	WOFFORD ALIJAH BERNARD 7532	05/09/2019	\$35.00

A/P Check Listing

Vendor Range - 4IMPRINT, INC.' - 'ZENON ENVIRONMENTAL CORPORATION

Date From - 5/1/2019 Date To - 5/31/2019

Town of Berryville
06/05/2019 08:27 AM

Page: 2 of 2

Check Number	Bank	Vendor	Date	Amount
5431	1	B & S MECHANICAL SERVICE INC.	05/14/2019	\$480.00
5432	1	HEATHER HALTERMAN	05/14/2019	\$153.12
5433	1	Nationwide Retirement Solutions	05/14/2019	\$645.00
5434	1	NOWLIN MARY 435	05/14/2019	\$25.00
5435	1	ANDERSON'S NURSERY & GARDEN CENTER	05/23/2019	\$1,100.00
5436	1	BALDWIN EVERETT A 4907	05/23/2019	\$86.44
5437	1	BOLES RESTORATION SERVICES INC.	05/23/2019	\$1,200.00
5438	1	Bureau for Child Support Enforcement	05/23/2019	\$875.00
5439	1	COMBS WASTEWATER MANAGEMENT LLC	05/23/2019	\$435.00
5440	1	CORE & MAIN LP	05/23/2019	\$9,748.79
5441	1	Hall, Monahan, Engle, Mahan & Mitchell	05/23/2019	\$2,110.00
5442	1	HEATHER HALTERMAN	05/23/2019	\$230.84
5443	1	LARGE BRIAN C 4865	05/23/2019	\$58.72
5444	1	LOVO PAZ GERMAN JEOVEL 6692	05/23/2019	\$83.76
5445	1	MCDANIEL TIFFANY ANN 5925	05/23/2019	\$24.79
5446	1	SKYVIEW TREE EXPERTS, LLC	05/23/2019	\$3,550.00
5447	1	STAPLES ADVANTAGE	05/23/2019	\$109.15
5448	1	Virasec, LLC	05/23/2019	\$2,018.59
5449	1	US Postal Service	05/24/2019	\$837.50
49		Checks Totaling -		\$106,204.24

Totals By Fund

Fund	Checks	Voids	Total
100	\$79,917.38		\$79,917.38
501	\$11,039.49		\$11,039.49
502	\$15,247.37		\$15,247.37
Totals:	\$106,204.24		\$106,204.24

ACH Transactions

Date From - 5/1/2019 Date To - 5/31/2019

Town of Berryville

Description	Date	Amount
Virginia Retirement System	5/10/2019	\$ 27,256.00
Payroll Transfer - BW Non Exempt	5/3/2019	\$ 30,287.86
US Treasury - Payroll Taxes	5/3/2019	\$ 9,871.18
ICMA-RC VRS Hybrid	5/3/2019	\$ 479.63
Payroll Transfer - Town Council	5/14/2019	\$ 1,454.49
US Treasury - Payroll Taxes	5/14/2019	\$ 241.02
US Bank - Copier Lease	5/10/2019	\$ 1,064.21
Mansfield - Fuel Card Due	5/15/2019	\$ 809.01
Mansfield - Fuel Card Due	5/30/2019	\$ 840.48
Payroll Transfer - SM Exempt	5/15/2019	\$ 13,593.87
US Treasury - Payroll Taxes	5/15/2019	\$ 5,165.62
Treas of WV - Payroll Taxes	5/15/2019	\$ 392.00
Comp of MD - Payroll Taxes	5/15/2019	\$ 65.00
Treas of VA - Payroll Taxes	5/15/2019	\$ 2,384.00
Payroll Transfer - BW Non Exempt	5/17/2019	\$ 32,430.73
US Treasury - Payroll Taxes	5/17/2019	\$ 10,782.01
ICMA-RC VRS Hybrid	5/17/2019	\$ 479.63
Lincoln Financial - Disability Insurance	5/21/2019	\$ 678.28
Anthem	5/21/2019	\$ 25,474.00
Payroll Transfer - BW Non Exempt	5/31/2019	\$ 37,110.58
US Treasury - Payroll Taxes	5/31/2019	\$ 14,235.54
Payroll Transfer - SM Exempt	5/31/2019	\$ 13,593.87
US Treasury - Payroll Taxes	5/31/2019	\$ 5,165.62
Treas of WV - Payroll Taxes	5/31/2019	\$ 636.00
Comp of MD - Payroll Taxes	5/31/2019	\$ 167.00
Treas of VA - Payroll Taxes	5/31/2019	\$ 4,670.00
		\$ 239,327.63



Purchasing Card

BERRYVILLE TOWN OF
 DESIRÉE MORELAND
 XXXX-XXXX-XXXX
 April 01, 2019 - April 30, 2019

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 04/30/19 Payment Due Date 05/26/19 Days in Billing Cycle 30 Credit Limit \$500,000 Cash Limit \$0 Total Payment Due \$85,997.09	Previous Balance \$92,023.05 Payments -\$92,023.05 Credits -\$2.70 Cash \$0.00 Purchases \$85,999.79 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 \$85,997.09

Important Messages
 Please do not send payment. Your automatic payment is scheduled to be credited to this account on 05/24/19.

Cardholder Activity Summary

Account Number Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
BOOR, RICK XXXX-XXXX-XXXX- 15,000	0.00	0.00	9,287.89	9,287.89
BRISTOL, TIM XXXX-XXXX-XXXX- 500	0.00	0.00	422.00	422.00

9202305 8599709 8599709 4715291201837237

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

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

Account Number: XXXX-XXXX-XXXX-
 April 01, 2019 - April 30, 2019

Total Payment Due \$85,997.09
Payment Due Date 05/26/19

Enter payment amount

\$

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

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

⑆549990011⑆00051201837237⑈



BERRYVILLE TOWN OF
 DESIRÉE MORELAND
 XXXX-XXXX-XXXX
 April 01, 2019 - April 30, 2019
 Page 3 of 6

Cardholder Activity Summary

Account Number Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
BUSSERT, ERNIE XXXX-XXXX-XXXX 500	0.00	0.00	74.57	74.57
DUNKLE, CHRISTY XXXX-XXXX-XXXX-1 500	0.00	0.00	12.65	12.65
ELLIOTT, RALPH XXXX-XXXX-XXXX- 5,000	0.00	0.00	813.30	813.30
FERREBEE, DARRELL XXXX-XXXX-XXXX- 500	0.00	0.00	66.00	66.00
GARNER, SEAN XXXX-XXXX-XXXX- 500	0.00	0.00	182.70	182.70
HALTERMAN, HEATHER XXXX-XXXX-XXXX- 15,000	0.00	0.00	10,602.45	10,602.45
JOHNSON, KAREN XXXX-XXXX-XXXX- 1,000	0.00	0.00	275.00	275.00
KERN, JODI XXXX-XXXX-XXXX- 1,000	0.00	0.00	275.00	275.00
LILLY, STEPHEN XXXX-XXXX-XXXX- 15,000	0.00	0.00	6,908.63	6,908.63
LINK, BRIAN XXXX-XXXX-XXXX- 1,000	0.00	0.00	178.82	178.82
MCCORMICK, HARRY XXXX-XXXX-XXXX- 500	2.70	0.00	280.23	277.53
MORELAND, DESIREE XXXX-XXXX-XXXX- 50,000	0.00	0.00	43,488.91	43,488.91
POSTON, RUSTY XXXX-XXXX-XXXX- 500	0.00	0.00	122.15	122.15
REYNOLDS, CHARLES XXXX-XXXX-XXXX- 500	0.00	0.00	53.47	53.47
STOVER, KEITH XXXX-XXXX-XXXX- 1,000	0.00	0.00	297.66	297.66
TYRRELL, DAVE XXXX-XXXX-XXXX- 20,000	0.00	0.00	10,977.10	10,977.10
WHITE, NEAL XXXX-XXXX-XXXX- 15,000	0.00	0.00	1,681.26	1,681.26

Transactions

Posting Transaction Date Date	Description	Reference Number	MCC	Charge	Credit
BERRYVILLE TOWN OF					Total Activity
Account Number: XXXX-XXXX-XXXX-					-\$92,023.05
04/23	04/23	AUTO PAYMENT DEDUCTION	0071		92,023.05
BOOR, RICK					Total Activity
Account Number: XXXX-XXXX-XXXX-					9,287.89
04/01	03/29	GRIFFITH ENERGY SERVIC 410-956-3000 MD	24258029090017040054200	5983	1,678.62
04/02	04/01	LOWES #02724* WINCHESTER VA	24692169091100428647246	5200	480.00
04/03	04/01	EXXONMOBIL 47851688 BERRYVILLE VA	24164059092378004743669	5542	62.00
04/10	04/09	CORE & MAIN LP 514 304-263-6986 WV	24792629099206962600055	5039	2,137.02
04/12	04/10	BROY & SON PUMP SERVICE 540-9553928 VA	24073149101900015300029	1799	1,414.75



Transactions

Posting Transaction

Date	Date	Description	Reference Number	MCC	Charge	Credit
04/15	04/12	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979103091407000133	5251	11.74	
04/16	04/15	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979106091403000191	5251	5.18	
04/17	04/16	KirbyBullit 866-9654729 IL	24906419108071585928717	5099	1,169.36	
04/18	04/16	WINCHESTER EQUIPMENT WINCHESTER VA	24073149107900012000295	5599	56.58	
04/22	04/19	GRIFFITH ENERGY SERVIC 410-956-3000 MD	24258029111017043591641	5983	2,190.64	
04/23	04/22	JOHNNY BLUE, INC. 540-6650968 VA	24003419112900017125407	7394	82.00	

Total Activity
422.00

BRISTOL, TIM

Account Number: XXXX-XXXX-XXXX-

04/10	04/09	STREETCOP 732-261-3330 NJ	24492159099894037770903	8244	398.00	
04/24	04/23	FESTIVAL DRY CLEANERS BERRYVILLE VA	24755429114731142827592	7216	24.00	

Total Activity
74.67

BUSSERT, ERNIE

Account Number: XXXX-XXXX-XXXX

04/11	04/10	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979101091403000048	5251	40.28	
04/22	04/19	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979110091401000130	5251	34.29	

Total Activity
12.65

DUNKLE, CHRISTY

Account Number: XXXX-XXXX-XXXX-

04/01	03/29	USPS PO 5107560300 BERRYVILLE VA	24445009089000953470505	9402	6.25	
04/19	04/18	USPS PO 5107560300 BERRYVILLE VA	24445009109000973844578	9402	6.40	

Total Activity
813.30

ELLIOTT, RALPH

Account Number: XXXX-XXXX-XXXX-

04/01	03/28	SIGNET SCREEN PRINTING & 540-6659651 VA	24073149088900010500034	7333	77.58	
04/01	03/29	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979089091409000071	5251	26.45	
04/02	04/01	KIMBALL MIDWEST 614-219-6100 OH	24072809091286099903678	5072	28.08	
04/02	04/01	THE BLOSSMAN COMPANIES IN228-872-8932 MS	24247609091300553945945	5983	169.35	
04/18	04/17	LOWES #02724* WINCHESTER VA	24692169107100078906134	5200	123.84	
04/18	04/17	SHADE EQUIPMENT CO-WINCHEWINCHESTER VA	24412909107027012354030	5599	31.90	
04/18	04/17	JAMES RIVER EQUIPMENT WINSTEPHENSON VA	24067209107217200501996	5599	80.67	
04/22	04/18	STUART M PERRY #2 BERRYVILLE VA	24073149109900012700066	1771	215.91	
04/22	04/18	BERRYVILLE AUTO PARTS INCBERRYVILLE VA	24767899109366200362914	5533	5.32	
04/24	04/23	JNO. S SOLENBERGER AND C WINCHESTER VA	24138299114400003332671	5251	14.04	
04/26	04/25	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979116091401000035	5251	40.16	

Total Activity
66.00

FERREBEE, DARRELL

Account Number: XXXX-XXXX-XXXX-

04/01	03/29	BERRYVILLE SERVICE CTR BERRYVILLE VA	24299109089004027961445	5541	36.00	
04/29	04/26	BERRYVILLE AUTO PARTS INCBERRYVILLE VA	24767899118416300455743	5533	30.00	

Total Activity
182.70

GARNER, SEAN

Account Number: XXXX-XXXX-XXXX-

04/03	04/02	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979093091407000259	5251	64.18	
04/03	04/02	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979093091407000333	5251	33.30	
04/16	04/15	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979106091403000407	5251	42.12	
04/18	04/17	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979108091407000120	5251	43.10	

Total Activity
10,602.45

HALTERMAN, HEATHER

Account Number: XXXX-XXXX-XXXX-

04/01	03/29	MARRIOTT MYTRLE BEACH MYRTLE BEACH SC Arrival: 03/25/19	24692169088100641730766	3509	419.33	
04/01	03/29	MARRIOTT MYTRLE BEACH MYRTLE BEACH SC Arrival: 03/25/19	24692169088100641730923	3509	420.15	
04/04	04/03	Amazon web services aws.amazon.coWA	24692169093100620894891	7399	0.62	
04/09	04/08	IN *TRUESHRED 888-7508783 VA	24692169098100785459196	7399	53.00	
04/09	04/08	IN *TRUESHRED 888-7508783 VA	24692169098100785459204	7399	53.00	
04/09	04/08	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231689098747001340207	4900	4,871.65	
04/09	04/08	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231689098747001340215	4900	4,005.64	
04/09	04/08	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231689098747001340645	4900	186.30	
04/09	04/08	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231689098747001340512	4900	9.77	
04/09	04/08	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231689098747001340595	4900	108.17	
04/15	04/12	THE WEBSTAUANT STORE 717-392-7472 PA	24258029102017100899763	5046	474.82	

Total Activity
275.00

JOHNSON, KAREN

Account Number: XXXX-XXXX-XXXX-

04/08	04/05	USPS PO 5107560300 BERRYVILLE VA	24445009096000950775824	9402	275.00	
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Total Activity
275.00

KERN, JODI

Account Number: XXXX-XXXX-XXXX-

04/17	04/16	USPS PO 5107560300 BERRYVILLE VA	24445009107001029137951	9402	275.00	
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Total Activity
6,908.63

LILLY, STEPHEN

Account Number: XXXX-XXXX-XXXX-

04/10	04/08	WILKINS SHOCENTER WINCHESTER VA	24269799099500713254146	5661	149.99	
04/11	04/10	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979101091403000196	5251	51.09	
04/15	04/12	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801979103091407000091	5251	82.28	

Transactions

Posting Transaction				Reference Number	MCC	Charge	Credit	
Date	Date	Description						
04/17	04/16	GRAINGER	877-2022594 IL	24755429107121072419348	5085	1,191.44		
04/19	04/18	JNO. S SOLENBERGER AND C WINCHESTER	VA	24138299109400003313041	5251	157.38		
04/25	04/24	KIMBALL MIDWEST	614-219-6100 OH	24072809114286099903150	5072	42.48		
04/29	04/26	COYNE CHEMICAL	CROYDON PA	24137469117500908511761	5169	444.94		
04/29	04/26	COYNE CHEMICAL	CROYDON PA	24137469117500908511845	5169	2,912.40		
04/29	04/26	COYNE CHEMICAL	CROYDON PA	24137469117500908511928	5169	1,791.94		
04/30	04/29	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801979120091409000031	5251	84.69		
LINK, BRIAN							Total Activity	178.82
Account Number: XXXX-XXXX-XXXX								
04/08	04/05	GRAND RENTAL STATION	540-6671400 VA	24073149097900010400044	7394	73.25		
04/08	04/05	ANDERSON'S NURSERY	BERRYVILLE VA	24061069097016023362222	5261	28.47		
04/11	04/09	TRACTOR-SUPPLY-CO #0697	WINCHESTER VA	24137469100100231071200	5599	6.78		
04/26	04/25	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801979116091401000340	5251	6.36		
04/29	04/26	ANDERSON'S NURSERY	BERRYVILLE VA	24061069118016024762045	5261	63.96		
MCCORMICK, HARRY							Total Activity	277.53
Account Number: XXXX-XXXX-XXXX								
04/01	03/28	EMMART OIL CO	800-421-3835 VA	24427339088710004484917	5983	133.68		
04/01	03/28	EMMART OIL CO	LURAY VA	74427339088710004484938	5983		2.70	
04/08	04/07	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801979098091407000049	5251	29.39		
04/19	04/17	HACH COMPANY	9706631377 CO	24801999108018012406093	5085	83.70		
04/25	04/24	USA BLUE BOOK	800-548-1234 IL	24326849114636000064080	5085	23.68		
04/25	04/24	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801979115091409000368	5251	9.78		
MORELAND, DESIREE							Total Activity	43,488.91
Account Number: XXXX-XXXX-XXXX								
04/09	04/08	RAPPAHANNOCKELECTRICCOOP	EBILL.MYREC.CVA	24231689098747001340678	4900	1,203.23		
04/09	04/08	RAPPAHANNOCKELECTRICCOOP	EBILL.MYREC.CVA	24231689098747001340348	4900	10,000.00		
04/09	04/08	RAPPAHANNOCKELECTRICCOOP	EBILL.MYREC.CVA	24231689098747001340488	4900	4,967.92		
04/15	04/12	REPUBLIC SERVICES TRASH	866-576-5548 AZ	24431059102083724549926	4900	20,479.20		
04/15	04/12	REPUBLIC SERVICES TRASH	866-576-5548 AZ	24431059102083709561748	4900	2,858.22		
04/15	04/12	REPUBLIC SERVICES TRASH	866-576-5548 AZ	24431059102083710562354	4900	100.00		
04/15	04/13	COMCAST	800-COMCAST MD	24692169103100373002740	4899	87.80		
04/15	04/12	VA DMV ONLINE BILLING	PAY804-3670595 VA	24755429103131033059871	9399	25.00		
04/15	04/12	VA DMV ONLINE BILLING	PAY804-3670595 VA	24755429103131033059897	9399	2,025.00		
04/15	04/13	VZWRLSS*MY VZ VB P	800-922-0204 FL	24692169103100421081043	4814	751.32		
04/16	04/15	VERIZON*ONETIMEPAYMENT	800-VERIZON FL	24692169105100694116656	4814	370.03		
04/16	04/15	VERIZON*ONETIMEPAYMENT	800-VERIZON FL	24692169105100694116664	4814	431.34		
04/16	04/15	VERIZON*ONETIMEPAYMENT	800-VERIZON FL	24692169105100694116672	4814	189.85		
POSTON, RUSTY							Total Activity	122.16
Account Number: XXXX-XXXX-XXXX								
04/08	04/04	KERN MOTOR CO	WINCHESTER VA	24073149095900011500067	7531	19.57		
04/10	04/09	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801979100091401000066	5251	17.58		
04/26	04/25	ALTMED MEDICAL CTR- FR	FRONT ROYAL VA	24493989115286693600145	8011	85.00		
REYNOLDS, CHARLES							Total Activity	53.47
Account Number: XXXX-XXXX-XXXX								
04/22	04/19	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801979110091401000015	5251	53.47		
STOVER, KEITH							Total Activity	297.66
Account Number: XXXX-XXXX-XXXX								
04/04	04/02	GRAND RENTAL STATION	540-6671400 VA	24073149093900010100218	7394	39.60		
04/09	04/08	FISHER AUTO PARTS 009	BERRYVILLE VA	24431069099200824100145	5533	19.99		
04/11	04/10	FISHER AUTO PARTS 009	BERRYVILLE VA	24431069101200824300121	5533	2.46		
04/16	04/15	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801979106091403000282	5251	14.69		
04/18	04/17	FISHER AUTO PARTS 009	BERRYVILLE VA	24431069108200824900113	5533	24.30		
04/19	04/17	ANDERSON'S NURSERY	BERRYVILLE VA	24061069108016025582980	5261	46.13		
04/22	04/18	ANDERSON'S NURSERY	BERRYVILLE VA	24061069109016027796793	5261	135.80		
04/22	04/19	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801979110091401000114	5251	14.69		
TYRRELL, DAVE							Total Activity	10,977.10
Account Number: XXXX-XXXX-XXXX								
04/03	04/01	COYNE CHEMICAL	215-785-3000 PA	24137469092500891268956	5169	691.32		
04/03	04/01	COYNE CHEMICAL	CROYDON PA	24137469092500891269038	5169	4,665.64		
04/03	04/01	MCMaster-CARR	630-834-9600 IL	24789309092258000012661	5085	247.63		
04/03	04/01	MCMaster-CARR	630-834-9600 IL	24789309092258000071188	5085	262.54		
04/05	04/04	Shenandoah Appliance PI	WINCHESTER VA	24270749094027054926824	1520	313.79		
04/08	04/05	STAPLES	00103515 WINCHESTER VA	24164079096105002233177	5943	107.98		
04/09	04/08	JOINER MICRO LABORATORIE	540-347-7212 VA	24435659099200389300035	7399	1,905.00		
04/11	04/10	TOTAL PEST SERVICES INC	540-9740768 VA	24755429100271001057383	7342	158.00		
04/12	04/10	THE HOME DEPOT 4805	RANSON WV	24692169101100395897087	5200	710.45		
04/22	04/19	WWW.NORTHERNSAFETY.COM	800-625-1591 NY	24692169109100383296690	5999	418.17		
04/22	04/19	VAWWVA	434-3863190 VA	24071059110627106984898	8398	15.00		



18391200 - 014123 - 0003 - 0003 - 2

Transactions

Posting Transaction

Date	Date	Description	Reference Number	MCC	Charge	Credit
04/22	04/21	AWWA.ORG 303-347-6197 CO	24692169111100039983846	8398	252.00	
04/24	04/23	ATCO MANUFACTURING COMPAN770-4247550 GA	24275399113900010773413	2842	89.00	
04/24	04/23	DS SERVICES STANDARD COFF800-4928377 GA	24717059113271136335503	5199	40.73	
04/24	04/23	VA DEPARTMENT OF STATE PO804-6742000 VA	24755429113261131985137	9399	20.00	
04/25	04/23	MCMaster-CARR 630-834-9600 IL	24789309114396900084580	5085	162.60	
04/25	04/23	HACH COMPANY 9706631377 CO	24801999114018010315041	5085	416.62	
04/25	04/25	WWW.NORTHERNSAFETY.COM 800-625-1591 NY	24692169115100170252080	5999	52.55	
04/25	04/25	WWW.NORTHERNSAFETY.COM 800-625-1591 NY	24692169115100170252098	5999	82.76	
04/25	04/24	USA BLUE BOOK 800-548-1234 IL	24326849114636000063710	5085	110.85	
04/29	04/26	NOR*NORTHERN TOOL 800-222-5381 MN	24692169116100244993320	5251	128.47	
04/29	04/26	ANDERSON CONTROL INC 540-9551032 VA	24755429117731174282226	7393	126.00	

Total Activity
1,681.26

WHITE, NEAL

Account Number: XXXX-XXXX-XXXX

04/01	03/29	KUSTOM SIGNALS 913-492-1400 KS	24247609088300587572769	5065	354.50	
04/05	04/04	MOTOROLA SOLUTIONS ONLIN 6317921749 IL	24431069094026416754147	4812	491.58	
04/05	04/04	USPS PO 5107560300 BERRYVILLE VA	24445009095000903630861	9402	10.69	
04/08	04/04	SAFE KIDS WORLDWIDE 202-6620600 DC	24388949095630158938605	8398	55.00	
04/11	04/10	SQ *LORD FAIRFAX EM 415-375-3176 VA	24492159100854222748343	8398	572.00	
04/12	04/10	BERRYVILLE AUTO PARTS INC800-4498012 VA	24767899101315200377669	5533	64.10	
04/12	04/10	GALLS 8592667227 KY	24435659101762576478896	5137	123.43	
04/22	04/19	USPS PO 5107560300 BERRYVILLE VA	24445009110001037072203	9402	9.96	

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.

Attachment 7

FINANCE AND ADMINISTRATION STAFF REPORT

TO: TOWN COUNCIL
FROM: DESIREE MORELAND, TREASURER
SUBJECT: BUDGET
DATE: 6/4/2019
CC: KEITH DALTON, TOWN MANAGER

The FY 19-20 Budget is presented for approval and appropriation at the June 11th meeting.

Proposed Budget FY 19-20 Highlights include:

REVENUES

GENERAL FUND

- No increase in Personal Property tax rate.
- PPTRA remains at 70%
- A 1¢ increase in the Real Estate tax rate.
- No increase in Machinery & Tools tax rate.
- No increase in Vehicle License Fees
- No increase in Business & Professional License rates
- Water Tank Site Lease adjustments per agreements
- No increase in Lodging Tax, Meals Tax or Cigarette Tax

WATER FUND

- No increase in Treatment Fees.
- Five residential Availability Fees projected

SEWER FUND

- No increase in Treatment Fees.
- Five residential Availability Fees projected

OPERATING EXPENSES

ALL FUNDS

- 3% COLA with Police Dept CDP payroll increases are proposed.
- No increase in Health Care costs.
- Employer VRS did not increase
- TOTAL BUDGET decrease of .87%

GENERAL FUND

- Increase in Maintenance & Operational Expenses of 4.14%
- The Manager's salary includes a 1.5% COLA and payment of vacation and comp time overages
- The Treasurer's salary includes a 3% COLA, 30 day overlap and payout of vacation and comp time
- Blight Abatement
- Contingency is 3% of the Operating Budget
- General Fund total increase of 3.16 %
- \$150,000 of proffers to JHEVFD

WATER FUND

- Increase in Maintenance & Operational Expenses of 1.51%
- There is currently no Debt Service in the Water Fund
- Contingency is 3 % of the Operating Budget
- Water Fund total decrease of 8.95 % due to CIP

SEWER FUND

- Increase in Maintenance & Operational Expenses of 5.21%
- Debt service reflects payments to VRA
- Contingency is 3% of the Operating Budget
- Sewer Fund total decrease of 3.65%

Town Council
Motion for Adoption of Budget and Appropriation of Funds
Fiscal Year 2019-2020

Date: June 11, 2019

Motion by: _____

Seconded by: _____

I hereby move that the Council of the Town of Berryville adopt the proposed Budget for Fiscal Year 2019-2020, an approved copy of which shall be incorporated into and become a part of the Official Minutes of this meeting, and further, that all funds as set forth in the approved budget shall hereby be appropriated for Fiscal Year 2019-2020.

VOTE:

Aye:

Nay:

Absent:

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

**BERRYVILLE TOWN COUNCIL
PUBLIC HEARING NOTICE**

The Berryville Town Council will hold the following public hearing at 7:30 p.m., or as soon after as this matter may be heard, on **Tuesday, May 14, 2019**, in the Main Meeting Room, Second Floor, of the Berryville Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia to consider the following:

Proposed Fiscal Year 2019-2020 Budget as follows:

<u>Resources and Revenues</u>	AMENDED FY 18-19	REQUESTED FY 19-20
GENERAL FUND		
Fund Balance	\$ 217,750.00	\$ 307,000.00
Revenue from Local Sources	\$ 2,638,600.00	\$ 2,759,967.00
Revenue from State Sources	\$ 938,162.00	\$ 961,677.00
Revenue from Other Sources	\$ 1,000.00	\$ 1,000.00
Total	\$ 3,795,512.00	\$ 4,029,644.00
WATER FUND		
Fund Balance	\$ 300,000.00	\$ 175,000.00
Revenue from Local Sources	\$ 888,690.00	\$ 911,625.00
Availability Fees	\$ 33,470.00	\$ 26,250.00
Total	\$ 1,222,160.00	\$ 1,112,875.00
SEWER FUND		
Fund Balance	\$ 82,445.00	\$.00
Revenue from Local Sources	\$ 1,676,500.00	\$ 1,720,750.00
Availability Fees	\$ 145,035.00	\$ 113,750.00
Total	\$ 1,903,980.00	\$ 1,834,500.00
TOTAL RESOURCES AND REVENUES	\$ 6,921,652.00	\$ 6,977,019.00

Expenses and Reserves

GENERAL FUND		
Maintenance and Operational	\$ 3,211,245.00	\$ 3,344,468.00
Debt Service	\$ 121,476.00	\$ 121,476.00
Capital Reserves and Expenses	\$ 365,750.00	\$ 463,365.00
Contingency	\$ 97,041.00	\$ 100,335.00
Total	\$ 3,795,512.00	\$ 4,029,644.00
WATER FUND		
Maintenance and Operational	\$ 700,315.00	\$ 710,930.00
Debt Service		
Capital Reserves and Expenses	\$ 500,845.00	\$ 380,615.00

Contingency	\$	21,000.00	\$	21,330.00
Total	\$	1,222,160.00	\$	1,112,875.00
SEWER FUND				
Maintenance and Operational	\$	1,035,260.00	\$	1,074,315.00
Debt Service	\$	470,000.00	\$	470,000.00
Capital Reserves and Expenses	\$	367,670.00	\$	257,955.00
Contingency	\$	31,050.00	\$	32,230.00
Total	\$	1,903,980.00	\$	1,834,500.00
TOTAL EXPENSES AND RESERVES				
	\$	6,921,652.00	\$	6,977,019.00

Copies of the full proposed budget may be examined at the Berryville Business Office, Berryville Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia during regular business hours. Additional information may be obtained by calling Assistant Town Manager/Treasurer Desiree Moreland at 540-955-1099.

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

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

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

FY 19-20 BUDGET REVENUES

Account Number	Account Description	3/12/2018 AMENDED 2018-2019	4/10/2019 DRAFT 2019-2020
GENERAL FUND			
FUND BALANCE			
100-3000000-0000	FUND BALANCE FORWARD	\$ 217,750.00	\$ 307,000.00
	TOTAL FUND BALANCE	\$ 217,750.00	\$ 307,000.00
REVENUE FROM LOCAL SOURCES			
100-3110101-0000	CURRENT REAL ESTATE TAXES	\$ 922,000.00	\$ 1,000,000.00
100-3110102-0000	DEL REAL ESTATE TAXES	\$ 5,000.00	\$ -
100-3110201-0000	UTILITY REAL ESTATE TAXES	\$ 11,650.00	\$ 10,650.00
100-3110301-0000	CURRENT PERS PROP TAXES	\$ 260,000.00	\$ 294,000.00
100-3110302-0000	DEL PERS PROP TAXES	\$ 3,500.00	\$ -
100-3110401-0000	MACHINERY & TOOLS	\$ 161,700.00	\$ 150,000.00
100-3110601-0000	TAX PENALTIES	\$ 6,000.00	\$ 6,000.00
100-3110602-0000	TAX INTEREST	\$ 4,000.00	\$ 2,000.00
	TOTAL REV FROM LOCAL SOURCES	\$ 1,373,850.00	\$ 1,462,650.00
OTHER LOCAL TAXES			
100-3120101-0000	LOCAL SALES TAX	\$ 200,000.00	\$ 200,000.00
100-3120201-0000	CONSUMER UTILITY TAX	\$ 100,000.00	\$ 95,000.00
100-3120300-0000	BUSINESS LICENSE	\$ 200,000.00	\$ 200,000.00
100-3120402-0000	REC FRANCHISE FEES	\$ 32,000.00	\$ 35,000.00
100-3120501-0000	AUTO LICENSE	\$ 90,000.00	\$ 90,000.00
100-3120601-0000	BANK FRANCHISE TAXES	\$ 125,000.00	\$ 135,000.00
100-3120801-0000	CIGARETTE TAX (10¢)	\$ 45,000.00	\$ 50,000.00
100-3121001-0000	LODGING TAX (2%)	\$ 7,500.00	\$ 10,000.00
100-3121101-0000	MEALS TAX (4%)	\$ 265,000.00	\$ 257,817.00
	TOTAL OTHER LOCAL TAXES	\$ 1,064,500.00	\$ 1,072,817.00
PERMITS, FEES & LICENSES			
100-3130304-0000	LAND USE APPLICATION FEES	\$ 750.00	\$ 1,500.00
100-3130307-0000	ZONING & SUBDIVISION FEES	\$ 10,000.00	\$ 10,000.00
	TOTAL PERMITS, FEES & LICENSES	\$ 10,750.00	\$ 11,500.00
FINES & FORFEITURES			
100-3140101-0000	COURT FINES	\$ 25,000.00	\$ 40,000.00
100-3140102-0000	PARKING METER FINES	\$ 2,500.00	\$ 2,500.00
100-3140103-000	ESUMMONS	\$ 1,500.00	\$ 2,000.00
	TOTAL FINES & FORFEITURES	\$ 29,000.00	\$ 44,500.00
REVENUE FROM MONEY OR PROP			
100-3150101-0000	INTEREST ON DEPOSITS	\$ 40,000.00	\$ 50,000.00
100-3150201-0000	RENTAL OF PROPERTY	\$ 12,000.00	\$ 12,000.00
100-3150205-0000	WATER TANK SITE LEASE	\$ 74,000.00	\$ 76,500.00
100-3150206-0000	CHARGE CARD REBATE	\$ 10,500.00	\$ 11,000.00
	TOTAL FROM MONEY OR PROP	\$ 136,500.00	\$ 149,500.00

Account Number	Account Description		3/12/2018 AMENDED 2018-2019		4/10/2019 DRAFT 2019-2020
	CHARGES FOR SERVICES				
100-3160703-0000	PARKING METERS	\$	14,000.00	\$	14,000.00
100-3161502-0000	SALE OF PUBLICATIONS	\$	-	\$	-
	TOTAL CHARGES FOR SERVICES	\$	14,000.00	\$	14,000.00
	MISCELLANEOUS REVENUES				
100-3189905-0000	SALE OF SURPLUS	\$	5,000.00	\$	5,000.00
	TOTAL MISC REVENUES	\$	5,000.00	\$	5,000.00
	RECOVERED COSTS				
100-3190203-0000	REIMBURSABLE FEES	\$	5,000.00	\$	-
	TOTAL RECOVERED COSTS	\$	5,000.00	\$	-
	TOTAL LOCAL REVENUES	\$	2,856,350.00	\$	3,066,967.00

REVENUE FROM THE COMMONWEALTH

	NON-CATEGORICAL AID				
100-3220107-0000	ROLLING STOCK TAX	\$	1,850.00	\$	1,850.00
100-3220109-0000	PPTRA	\$	209,917.00	\$	209,917.00
100-3220201-0000	COMMUNICATION TAX	\$	90,000.00	\$	80,000.00
	TOTAL NON-CATEGORICAL AID	\$	301,767.00	\$	291,767.00
	CATEGORICAL AID				
100-3220108-0000	599 LAW ENFORCEMENT GRANT	\$	79,265.00	\$	79,265.00
100-3240103-0000	LE BLOCK GRANT	\$	5,000.00	\$	5,000.00
100-3240201-0000	FIRE FUND PROGRAM	\$	14,000.00	\$	14,500.00
100-3240300-0000	VDOT LANE MILE ALLOWANCE	\$	521,600.00	\$	558,615.00
100-3240301-0000	VDOT ROAD MAINTENANCE	\$	10,000.00	\$	10,000.00
100-3240302-0000	LITTER CONTROL GRANT	\$	2,000.00	\$	2,500.00
100-3240311-0000	ST EMERGENCY R&R	\$	-	\$	-
100-3240312-0000	VA COMMISSION FOR THE ARTS	\$	4,500.00	\$	-
100-3240710-0000	DMV ANIMAL FRIENDLY PLATES	\$	30.00	\$	30.00
	TOTAL CATEGORICAL AID	\$	636,395.00	\$	669,910.00
	TOTAL FROM THE COMMONWEALTH	\$	938,162.00	\$	961,677.00

REVENUE FROM THE FEDERAL GOVERNMENT

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

Account Number	Account Description	3/12/2018 AMENDED 2018-2019	4/10/2019 DRAFT 2019-2020
	TOTAL CATEGORICAL AID	\$ -	\$ -
	TOTAL FROM FEDERAL GOVERNMENT	\$ -	\$ -
	REVENUE FROM OTHER SOURCES		
	NON-REVENUE RECEIPTS		
100-3410201-0000	MISCELLANEOUS REVENUES	\$ 1,000.00	\$ 1,000.00
	TOTAL FROM OTHER SOURCES	\$ 1,000.00	\$ 1,000.00
	TOTAL FROM OTHER SOURCES	\$ 1,000.00	\$ 1,000.00
	TOTAL GENERAL FUND REVENUES	\$ 3,795,512.00	\$ 4,029,644.00
	WATER FUND		
	FUND BALANCE		
501-3000000-0000	FUND BALANCE	\$ 300,000.00	\$ 175,000.00
	TOTAL FUND BALANCE	\$ 300,000.00	\$ 175,000.00
	REVENUE FROM MONEY OR PROP		
501-3150102-0000	INTEREST ON INVESTMENTS	\$ 6,000.00	\$ 20,000.00
	TOTAL FROM USE OF MONEY OR PROP	\$ 6,000.00	\$ 20,000.00
	CHARGES FOR SERVICES		
501-3160110-0000	TREATMENT FEES	\$ 850,000.00	\$ 860,000.00
501-3160111-0000	DELINQUENT ACCT PENALTIES	\$ 30,000.00	\$ 30,000.00
501-3160112-0000	SECURITY DEPOSITS	\$ -	\$ -
501-3160113-0000	AVAILABILITY CHARGES	\$ 33,470.00	\$ 26,250.00
501-3160114-0000	CONNECTION CHARGES	\$ -	\$ -
501-3160115-0000	METER FEES	\$ 2,690.00	\$ 1,625.00
	TOTAL CHARGES FOR SERVICES	\$ 916,160.00	\$ 917,875.00
	TOTAL WATER FUND	\$ 1,222,160.00	\$ 1,112,875.00
	SEWER FUND		
	FUND BALANCE		
502-3000000-0000	FUND BALANCE	\$ 82,445.00	\$ -
	TOTAL FUND BALANCE	\$ 82,445.00	\$ -

Account Number	Account Description	3/12/2018 AMENDED 2018-2019	4/10/2019 DRAFT 2019-2020
REVENUE FROM MONEY OR PROP			
502-3150101-0000	INTEREST INCOME	\$ 15,000.00	\$ 40,000.00
	TOTAL REVENUE FROM MONEY OR PROP	\$ 15,000.00	\$ 40,000.00
CHARGES FOR SERVICES			
502-3160110-0000	TREATMENT FEES	\$ 1,660,000.00	\$ 1,680,750.00
502-3160112-0000	SECURITY DEPOSITS	\$ -	\$ -
502-3160113-0000	AVAILABILITY CHARGES	\$ 145,035.00	\$ 113,750.00
	TOTAL CHARGES FOR SERVICES	\$ 1,805,035.00	\$ 1,794,500.00
REVENUE FROM OTHER SOURCES			
NON-REVENUE RECEIPTS			
502-3410401-0000	VRA LOAN	\$ -	\$ -
502-3410402-0000	WQIF Grant	\$ -	\$ -
502-3410404-0000	NUTRIENT CREDIT REBATE	\$ 1,500.00	\$ -
	TOTAL NON-REVENUE RECEIPTS	\$ 1,500.00	\$ -
	TOTAL FROM OTHER SOURCES	\$ 1,500.00	\$ -
	TOTAL SEWER FUND	\$ 1,903,980.00	\$ 1,834,500.00
	TOTAL REVENUES ALL FUNDS	\$ 6,921,652.00	\$ 6,977,019.00

FY 19-20 BUDGET EXPENSES

Account Number	Account Description	AMENDED 2018-2019	REQUESTED 2019-2020
GENERAL FUND			
TOWN COUNCIL			
100-4011100-1111	EXPENSE COMPENSATION	\$ 18,900.00	\$ 18,900.00
100-4011100-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 1,450.00	\$ 1,450.00
100-4011100-5540	TRAINING	\$ 2,400.00	\$ 4,000.00
100-4011100-5699	LOCAL CONTRIBUTIONS	\$ -	\$ -
100-4011100-5800	MISCELLANEOUS	\$ 1,000.00	\$ 1,000.00
100-4011100-5810	Dues	\$ 3,000.00	\$ 3,000.00
100-4011100-6017	TOWN CODE SUPPLEMENTS	\$ 3,000.00	\$ 5,000.00
100-4011100-6018	STATE CODE SUPPLEMENTS	\$ -	\$ -
	TOTAL TOWN COUNCIL	\$ 29,750.00	\$ 33,350.00
TOWN CLERK			
100-4011200-1114	SALARIES/WAGES/TNCLK	\$ 43,000.00	\$ 47,200.00
100-4011200-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 3,300.00	\$ 3,610.00
100-4011200-5510	MILEAGE	\$ 500.00	\$ 500.00

Account Number	Account Description	3/12/2018 AMENDED 2018-2019	4/10/2019 DRAFT 2019-2020
100-4011200-5540	EDUCATION/TRAINING	\$ 3,000.00	\$ 3,000.00
100-4011200-5810	DUES	\$ 100.00	\$ 100.00
	TOTAL TOWN CLERK	\$ 49,900.00	\$ 54,410.00
	TOWN MANAGER		
100-4012110-1112	COMPENSATION	\$ 133,000.00	\$ 148,000.00
100-4012110-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 10,200.00	\$ 11,315.00
100-4012110-3399	BLIGHT ABATEMENT	\$ 17,000.00	\$ 17,000.00
100-4012110-5230	TELECOMMUNICATIONS	\$ 600.00	\$ 600.00
100-4012110-5510	MILEAGE	\$ 150.00	\$ 150.00
100-4012110-5540	TRAINING	\$ 1,500.00	\$ 1,500.00
100-4012110-5810	DUES	\$ 350.00	\$ 350.00
	TOTAL TOWN MANAGER	\$ 162,800.00	\$ 178,915.00
	LEGAL SERVICES		
100-4012210-3150	PROFESSIONAL SERVICES	\$ 35,000.00	\$ 35,000.00
	TOTAL LEGAL SERVICES	\$ 35,000.00	\$ 35,000.00
	PERSONNEL		
100-4012220-2100	SOCIAL SECURITY	\$ -	\$ -
100-4012220-2210	VRS	\$ 129,500.00	\$ 126,000.00
100-4012220-2220	VMLIP - STD	\$ 640.00	\$ 660.00
100-4012220-2230	VMLIP - LTD	\$ 5,750.00	\$ 6,170.00
100-4012220-2250	Line of Duty Act	\$ 4,775.00	\$ 6,800.00
100-4012220-2300	HEALTH INSURANCE	\$ 187,500.00	\$ 211,230.00
100-4012220-2400	LIFE INSURANCE	\$ 13,950.00	\$ 14,935.00
100-4012220-2600	UNEMPLOYMENT INSURANCE	\$ 180.00	\$ 205.00
100-4012220-2700	WORKER'S COMPENSATION	\$ 18,500.00	\$ 19,180.00
100-4012220-3110	RANDOM DRUG SCREENING	\$ 750.00	\$ 750.00
	TOTAL PERSONNEL	\$ 361,545.00	\$ 385,930.00
	INDEPENDENT AUDITOR		
100-4012240-3120	CONTRACTUAL SERVICES	\$ 15,450.00	\$ 15,750.00
	TOTAL INDEPENDENT AUDITOR	\$ 15,450.00	\$ 15,750.00
	TOWN TREASURER		
100-4012410-1113	COMPENSATION	\$ 92,550.00	\$ 132,000.00
100-4012410-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 7,080.00	\$ 10,100.00
100-4012410-3130	PROFESSIONAL SER/TAX CONV	\$ 5,000.00	\$ 5,000.00
100-4012410-3150	PROFESSIONAL SER/VEC	\$ -	\$ -
100-4012410-5306	SURETY BONDS	\$ 250.00	\$ 415.00
100-4012410-5540	TRAINING	\$ 2,500.00	\$ 5,000.00
100-4012410-5810	DUES	\$ 300.00	\$ 300.00
100-4012410-6015	AUTO DECALS	\$ -	\$ -
100-4012410-6020	CIGARETTE TAX STAMPS	\$ 6,000.00	\$ 6,500.00
	TOTAL TOWN TREASURER	\$ 113,680.00	\$ 159,315.00

Account Number	Account Description	3/12/2018 AMENDED 2018-2019	4/10/2019 DRAFT 2019-2020
FINANCE/ACCOUNTING			
100-4012430-1113	COMPENSATION	\$ 120,780.00	\$ 123,000.00
100-4012430-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 9,240.00	\$ 9,410.00
100-4012430-5540	TRAINING	\$ 2,500.00	\$ 3,500.00
	TOTAL FINANCE/ACCOUNTING	\$ 132,520.00	\$ 135,910.00
CENTRAL ADM/PURCHASING			
100-4012530-3320	MAINTENANCE CONTRACTS	\$ 30,000.00	\$ 33,000.00
100-4012530-3400	WEB SITE	\$ 2,500.00	\$ 1,000.00
100-4012530-3501	NEWSLETTER	\$ 250.00	\$ 1,000.00
100-4012530-3600	ADVERTISING	\$ 10,000.00	\$ 10,000.00
100-4012530-5210	POSTAGE	\$ 8,000.00	\$ 8,500.00
100-4012530-5230	TELECOMMUNICATIONS	\$ 1,200.00	\$ 1,350.00
100-4012530-5250	SOCIAL MEDIA ARCHIVING	\$ -	\$ 2,700.00
100-4012530-5415	COPIER LEASE	\$ 5,000.00	\$ 3,330.00
100-4012530-5540	TRAINING	\$ 1,500.00	\$ 2,500.00
100-4012530-5699	CONTRIBUTION / CC SOCIAL MEDIA	\$ -	\$ 7,500.00
100-4012530-5810	DUES	\$ 500.00	\$ 500.00
100-4012530-6001	OFFICE SUPPLIES	\$ 10,000.00	\$ 10,000.00
	TOTAL CENTRAL ADM/PURCHASING	\$ 68,950.00	\$ 81,380.00
RISK MANAGEMENT			
100-4012550-5304	BLANKET EXCESS LIABILITY	\$ 10,000.00	\$ 9,200.00
100-4012550-5305	AUTOMOBILE INSURANCE	\$ 8,850.00	\$ 9,500.00
100-4012550-5308	SEMI-MULTI PERIL INS	\$ 29,900.00	\$ 31,350.00
100-4012550-5800	INSURANCE DEDUCTABLES	\$ 3,000.00	\$ -
	TOTAL RISK MANAGEMENT	\$ 51,750.00	\$ 50,050.00
ENGINEERING SERVICES			
100-4012600-3140	ENGINEERING SERVICES	\$ 5,000.00	\$ 5,000.00
	TOTAL ENGINEERING SERVICES	\$ 5,000.00	\$ 5,000.00
ELECTIONS			
100-4013100-1125	ELECTION OFFICIALS	\$ 650.00	\$ 1,000.00
100-4013100-6001	OFFICE SUPPLIES	\$ 2,100.00	\$ 2,000.00
	TOTAL ELECTIONS	\$ 2,750.00	\$ 3,000.00
PUBLIC DEFENDER FEES			
100-4021500-3150	PUBLIC DEFENDER FEES	\$ 2,000.00	\$ 2,000.00
	TOTAL PUBLIC DEFENDER FEES	\$ 2,000.00	\$ 2,000.00
POLICE DEPARTMENT			
100-4031100-1139	COMPENSATION	\$ 547,275.00	\$ 517,000.00
100-4031100-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 41,870.00	\$ 40,000.00
100-4031100-3110	MEDICAL EXAMINATIONS	\$ 500.00	\$ 500.00

Account Number	Account Description	3/12/2018 AMENDED 2018-2019	4/10/2019 DRAFT 2019-2020
100-4031100-3115	PRE EMPLOYMENT DRUG SCREEN	\$ 500.00	\$ 500.00
100-4031100-3190	INTERPRETER	\$ 400.00	\$ 400.00
100-4031100-3310	REPAIR & MAINTENANCE	\$ 14,000.00	\$ 12,000.00
100-4031100-3320	MAINTENANCE CONTRACTS	\$ 10,000.00	\$ 17,100.00
100-4031100-4082	WILDLIFE MANAGEMENT	\$ 1,000.00	\$ 1,000.00
100-4031100-5210	POSTAGE	\$ 250.00	\$ 250.00
100-4031100-5230	TELECOMMUNICATIONS	\$ 4,625.00	\$ 4,625.00
100-4031100-5415	COPIER LEASE	\$ 3,525.00	\$ 3,330.00
100-4031100-5540	TRAINING	\$ 9,500.00	\$ 12,500.00
100-4031100-5545	OFFICE ACCREDIATION	\$ -	\$ 1,700.00
100-4031100-5810	DUES	\$ 700.00	\$ 700.00
100-4031100-5815	COMMUNITY RELATIONS	\$ 1,200.00	\$ 2,000.00
100-4031100-6001	OFFICE SUPPLIES	\$ 2,350.00	\$ 2,350.00
100-4031100-6008	GASOLINE & OIL	\$ 14,000.00	\$ 14,500.00
100-4031100-6010	POLICE SUPPLIES	\$ 13,500.00	\$ 13,500.00
100-4031100-6011	UNIFORMS	\$ 4,000.00	\$ 4,000.00
	TOTAL POLICE DEPARTMENT	\$ 669,195.00	\$ 647,955.00
	TRAFFIC CONTROL		
100-4031300-5699	COUNTY CONT/CROSSING GD	\$ 2,500.00	\$ 2,500.00
	TOTAL TRAFFIC CONTROL	\$ 2,500.00	\$ 2,500.00
	EMERGENCY SERVICES		
100-4031400-5699	CONTRIBUTION/CC CENT ALRM	\$ 2,000.00	\$ 5,000.00
	TOTAL EMERGENCY SERVICES	\$ 2,000.00	\$ 5,000.00
	VOLUNTEER FIRE DEPARTMENT		
100-4032200-5699	CONTRIBUTION/JHEVFD	\$ 30,000.00	\$ 30,000.00
100-4032200-5707	FIRE FUND PROGRAM	\$ 14,000.00	\$ 14,500.00
100-4032200-88411	CAPITAL PROJECT RESERVE	\$ 10,000.00	\$ 10,000.00
	TOTAL VOLUNTEER FIRE DEPT	\$ 54,000.00	\$ 54,500.00
	RESCUE SERVICES		
100-4032300-5699	PROFESSIONAL SER "EMT"	\$ 16,500.00	\$ -
	TOTAL RESCUE SERVICES	\$ 16,500.00	\$ -
	CORRECTION & DETENTION		
100-4033200-5550	CONFINEMENT OF PRISONERS	\$ 250.00	\$ 250.00
	TOTAL CORRECTION & DETENTION	\$ 250.00	\$ 250.00
	PUBLIC WORKS ADMINISTRATION		
100-4041100-1140	COMPENSATION	\$ 41,350.00	\$ 43,500.00
100-4041100-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 3,165.00	\$ 3,330.00
100-4041100-3110	MEDICAL EXAMS	\$ 800.00	\$ 1,000.00
100-4041100-3310	VEHICLE REP & MAINTENANCE	\$ 7,000.00	\$ 7,000.00
100-4041100-5120	FUEL OIL/HEAT	\$ 1,500.00	\$ 1,500.00

Account Number	Account Description	3/12/2018 AMENDED 2018-2019	4/10/2019 DRAFT 2019-2020
100-4041100-5230	TELECOMMUNICATIONS	\$ 4,400.00	\$ 5,000.00
100-4041100-5415	COPIER LEASE	\$ 2,500.00	\$ 2,665.00
100-4041100-5540	TRAINING	\$ 500.00	\$ 500.00
100-4041100-6001	OFFICE SUPPLIES	\$ 500.00	\$ 500.00
	TOTAL PUBLI WKS ADMINISTRATION	\$ 61,715.00	\$ 64,995.00
	HWYS, STS BRIDGES & SDWLKS		
100-4041200-1183	COMPENSATION	\$ 128,300.00	\$ 130,500.00
100-4041200-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 9,815.00	\$ 10,000.00
100-4041200-3310	EQUIPMENT MAINTENANCE	\$ 12,000.00	\$ 12,000.00
100-4041200-3315	SIDEWALK MAINTENANCE	\$ 15,000.00	\$ 15,000.00
100-4041200-3316	STREET SIGN MAINTENANCE	\$ 700.00	\$ 700.00
100-4041200-5425	NORFOLK/SOUTHERN R-O-W'S	\$ 1,050.00	\$ 1,075.00
100-4041200-6007	MATERIALS & SUPPLIES	\$ 4,000.00	\$ 4,000.00
100-4041200-6008	GASOLINE & OIL	\$ 20,000.00	\$ 20,000.00
100-4041200-6011	UNIFORMS	\$ 4,000.00	\$ 4,000.00
	TOTAL HWYS, STS BRIDGES & SWLKS	\$ 194,865.00	\$ 197,275.00
	VDOT STREET MAINTENANCE		
100-4041250-3300	VDOT STREET MAINTENANCE	\$ 494,100.00	\$ 538,615.00
100-4041250-3310	EQUIPMENT MAINTENANCE (VDOT)	\$ -	\$ 10,000.00
100-4041250-8801	EQUIPMENT PURCHASE (VDOT)	\$ 27,500.00	\$ 10,000.00
	TOTAL VDOT STREET MAINTENANCE	\$ 521,600.00	\$ 558,615.00
	STREET LIGHTS		
100-4041320-5110	ELECTRICITY	\$ 75,000.00	\$ 60,000.00
	TOTAL STREET LIGHTS	\$ 75,000.00	\$ 60,000.00
	SNOW REMOVAL		
100-4041330-3220	CONTRACTUAL SERVICES	\$ 16,000.00	\$ 16,000.00
100-4041330-6007	MATERIALS & SUPPLIES	\$ 2,000.00	\$ 2,000.00
	TOTAL SNOW REMOVAL	\$ 18,000.00	\$ 18,000.00
	PARKING METERS & LOTS		
100-4041340-6007	MATERIALS & SUPPLIES	\$ 1,500.00	\$ 1,500.00
	TOTAL PARKING METERS & LOTS	\$ 1,500.00	\$ 1,500.00
	STREET & ROAD CLEANING		
100-4042200-6007	MATERIALS & SUPPLIES	\$ 1,000.00	\$ 1,000.00
	TOTAL STREET & ROAD CLEANING	\$ 1,000.00	\$ 1,000.00
	REFUSE COLLECTION		
100-4042300-3220	CONTRACTUAL SERVICES	\$ 189,200.00	\$ 194,000.00
100-4042300-6225	RECYCLING SERVICES	\$ 56,000.00	\$ 65,000.00

Account Number	Account Description	3/12/2018 AMENDED 2018-2019	4/10/2019 DRAFT 2019-2020
	TOTAL REFUSE COLLECTION	\$ 245,200.00	\$ 259,000.00
	REFUSE DISPOSAL		
100-4042400-3800	FCO LANDFILL CHARGES	\$ 35,000.00	\$ 40,000.00
	TOTAL REFUSE DISPOSAL	\$ 35,000.00	\$ 40,000.00
	GENERAL PROPERTIES		
100-4043200-3310	REPAIR & MAINTENANCE	\$ 15,000.00	\$ 15,000.00
100-4043200-3325	HERMITAGE SWPOND MAINT	\$ 4,100.00	\$ 4,100.00
100-4043200-6007	MATERIALS & SUPPLIES	\$ 500.00	\$ 500.00
100-4043200-6017	CHRISTMAS WREATHS	\$ 500.00	\$ 500.00
	TOTAL GENERAL PROPERTIES	\$ 20,100.00	\$ 20,100.00
	BUILDING SERVICES		
100-4064200-3150	PROFESSIONAL SERVICES	\$ 4,000.00	\$ 2,451.00
100-4064200-3200	CONTRACTURAL SERVICES	\$ 18,000.00	\$ 17,326.00
100-4064200-5110	ELECTRICITY	\$ 22,200.00	\$ 18,892.00
100-4064200-5120	NATURAL GAS/HEAT	\$ 3,000.00	\$ 2,550.00
100-4064200-5130	WATER/SEWER	\$ 750.00	\$ 717.00
100-4064200-5230	TELECOMMUNICATIONS	\$ 4,450.00	\$ 7,646.00
100-4064200-5304	LIABILITY INSURANCE	\$ 2,250.00	\$ 2,011.00
100-4064200-7113	IN KIND COSTS	\$ 10,000.00	\$ 12,864.00
100-4064200-7115	SHARED MAINTENANCE	\$ 22,000.00	\$ 17,222.00
100-4064200-8411	CAPITAL ASSET RESERVES	\$ 11,200.00	\$ 6,804.00
	TOTAL BUILDING SERVICES	\$ 97,850.00	\$ 88,483.00
	PARKS & RECREATION		
100-4071310-3160	CONTRACTURAL SER/JN BLUE	\$ 1,000.00	\$ 1,000.00
100-4071310-5699	CONTRIBUTION/CCP&R	\$ 5,000.00	\$ -
100-4071310-6017	CHRISTMAS LIGHTS	\$ 1,500.00	\$ 1,500.00
100-4071310-6018	ROSE HILL PARK MAINTENANCE	\$ 5,000.00	\$ 5,000.00
	TOTAL PARKS & RECREATION	\$ 12,500.00	\$ 7,500.00
	PLANNING		
100-4081100-1155	COMPENSATION	\$ 81,700.00	\$ 82,500.00
100-4081100-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 6,250.00	\$ 6,310.00
100-4081100-3190	PROFESSIONAL SERVICES	\$ 5,000.00	\$ 5,000.00
100-4081100-3195	PREPAID APPLICATION FEES	\$ 5,000.00	\$ -
100-4081100-3500	PRINTING	\$ 100.00	\$ 100.00
100-4081100-5510	MILEAGE	\$ 500.00	\$ 500.00
100-4081100-5540	TRAINING	\$ 500.00	\$ 500.00
100-4081100-5810	DUES	\$ 500.00	\$ 500.00
100-4081100-6001	OFFICE EQUIPMENT	\$ 100.00	\$ 100.00
100-4081100-6012	PUBLICATIONS	\$ 100.00	\$ -
	TOTAL PLANNING	\$ 99,750.00	\$ 95,510.00
	BOARD OF ZONING APPEALS		

Account Number	Account Description	3/12/2018 AMENDED 2018-2019	4/10/2019 DRAFT 2019-2020
100-4081400-1110	EXPENSE COMPENSATION	\$ 500.00	\$ 500.00
100-4081400-5540	TRAINING	\$ 500.00	\$ 500.00
	TOTAL BOARD OF ZONING APPEALS	\$ 1,000.00	\$ 1,000.00
	ECONOMIC DEVELOPMENT		
100-4081500-3400	WEB SITE REDESIGN	\$ -	\$ -
100-4081500-3450	SE COLLECTOR EVALUATION	\$ -	\$ 25,000.00
100-4081500-3650	MARKETING & BRANDING	\$ -	\$ 15,000.00
100-4081500-5410	TOD SIGNS	\$ -	\$ -
100-4081500-5411	WAYFINDING SIGNS	\$ 5,000.00	\$ -
100-4081500-5693	BMS ARTS FUNDING	\$ -	\$ 4,000.00
100-4081500-5694	ECODEV/CC ANNUAL CONTRIBUTION	\$ -	\$ 5,000.00
100-4081500-5695	TOWN/COUNTY ECONOMIC DEV	\$ 4,500.00	\$ -
100-4081500-5696	ECONOMIC DEVELOPMENT RESERVE	\$ 2,500.00	\$ 2,500.00
100-4081500-5698	GRANT AND MATCHING FUNDS	\$ 9,000.00	\$ -
100-4081500-5699	DBI/ECO DEV PROF SERVICES	\$ 20,000.00	\$ 20,000.00
	TOTAL ECONOMIC DEVELOPMENT	\$ 41,000.00	\$ 71,500.00
	PLANNING COMMISSION		
100-4081600-1111	EXPENSE COMPENSATION	\$ 5,000.00	\$ 5,000.00
100-4081600-5540	TRAINING	\$ 1,000.00	\$ 1,000.00
100-4081600-5810	DUES	\$ 250.00	\$ 250.00
	TOTAL PLANNING COMMISSION	\$ 6,250.00	\$ 6,250.00
	B'VILLE AREA DEV AUTHORITY		
100-4081700-1111	EXPENSE COMPENSATION	\$ 2,500.00	\$ 2,500.00
100-4081700-1111	MATCHING FICA EXPENSE (7.65 %)	\$ -	\$ -
100-4081700-5540	TRAINING	\$ 250.00	\$ 250.00
100-4081700-5810	DUES	\$ 125.00	\$ 125.00
	TOTAL B'VILLE AREA DEV AUTHORITY	\$ 2,875.00	\$ 2,875.00
	ARCHITECTURAL REVIEW BOARD		
100-4081800-5540	TRAINING	\$ 500.00	\$ 500.00
	TOTAL ARCHITECTURAL REVIEW BD	\$ 500.00	\$ 500.00
	TREE BOARD		
100-4081900-5800	MISCELLANEOUS	\$ -	\$ 150.00
	TOTAL TREE BOARD	\$ -	\$ 150.00
	CAPITAL OUTLAY		
100-4094200-8207	SOFTWARE UPGRADES	\$ 12,500.00	\$ -
100-4094200-8225	COMPUTER REPLACEMENT	\$ 3,000.00	\$ 7,500.00
100-4094200-8230	REPAIRS TO 23 E MAIN-LS RESERVE	\$ 40,000.00	\$ 73,265.00
100-4094200-8231	PATROL VEHICLE	\$ 51,400.00	\$ 52,600.00
100-4094200-8338	ONE TON DUMP	\$ -	\$ -
100-4094200-8340	MOWER	\$ -	\$ 12,500.00

Account Number	Account Description	3/12/2018 AMENDED 2018-2019	4/10/2019 DRAFT 2019-2020
100-4094200-8411	CAPITAL RESERVE	\$ -	\$ -
100-4094200-8702	WAYFINDING SIGNS	\$ -	\$ 5,000.00
100-4094200-8803	PUBLIC WORKS IMPROVEMENTS	\$ 182,750.00	\$ -
100-4094200-8901	LIVERY STABLE EVALUATION	\$ -	\$ -
100-4094200-8902	PAVE BARNETTE STREET	\$ -	\$ -
100-4094200-8903	E-CITATION	\$ -	\$ -
100-4094200-8910	PD BODY CAMERA REPLACEMENTS	\$ 10,100.00	\$ -
100-4094200-8911	VIRGINIA AVENUE	\$ -	\$ 10,000.00
100-4094200-8912	POLICE MDT REPLACEMENT	\$ 17,000.00	\$ -
100-4094200-8913	POLICE AV EQUIPMENT	\$ -	\$ -
100-4094200-8914	RIXEY MOOR PLAYGROUND IMP	\$ -	\$ 60,000.00
100-4094200-8915	HOGAN'S ALLEY IMPROVEMENTS	\$ -	\$ 3,000.00
100-4094200-8916	RADAR FEEDBACK SIGNS	\$ 11,000.00	\$ -
100-4094200-8918	ROSE HILL PARK MASTERPLAN	\$ 3,000.00	\$ -
100-4094200-8919	STORM WATER MITIGATION	\$ 35,000.00	\$ -
100-4094200-8950	FOUR WHEELER	\$ -	\$ 12,500.00
100-4094200-8951	PD RADIO REPLACEMENT RESERVE	\$ -	\$ 20,000.00
100-4094200-8955	TOWN RUN PER	\$ -	\$ 42,000.00
100-4094200-8956	ASHBY/ARCHER PER	\$ -	\$ 15,000.00
100-4094200-8958	ENDERS PROFFER RESERVES	\$ -	\$ 150,000.00
	TOTAL CAPITAL OUTLAY	\$ 365,750.00	\$ 463,365.00
	CONTINGENCY		
100-4094300-5800	CONTINGENCY (3.00%)	\$ 97,041.00	\$ 100,335.00
	TOTAL CONTINGENCY	\$ 97,041.00	\$ 100,335.00
	DEBT SERVICE		
100-4095000-9110	RDA PRINCIPAL	\$ 37,455.00	\$ 39,152.00
100-4095000-9120	RDA INTEREST	\$ 84,021.00	\$ 82,324.00
100-4095000-9130	RDA DEBT SER RESERVE	\$ -	\$ -
	TOTAL DEBT SERVICE	\$ 121,476.00	\$ 121,476.00
	TOTAL GENERAL FUND OPERATIONAL	\$ 3,211,245.00	\$ 3,344,468.00
	TOTAL GENERAL FUND CONTINGENCY	\$ 97,041.00	\$ 100,335.00
	TOTAL GENERAL FUND CAP OUTLAY	\$ 365,750.00	\$ 463,365.00
	TOTAL GENERAL FUND DEBT SERVICE	\$ 121,476.00	\$ 121,476.00
	TOTAL GENERAL FUND EXPENSES	\$ 3,795,512.00	\$ 4,029,644.00

WATER FUND

PERSONNEL

501-4012220-1140	COMPENSATION	\$ 48,100.00	\$ 49,100.00
501-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 3,680.00	\$ 3,755.00
501-4012220-2210	VRS	\$ 28,000.00	\$ 27,150.00

Account Number	Account Description	3/12/2018 AMENDED 2018-2019	4/10/2019 DRAFT 2019-2020
501-4012220-2220	VMLIP - STD	\$ 140.00	\$ 145.00
501-4012220-2230	VMLIP - LTD	\$ 1,250.00	\$ 1,330.00
501-4012220-2300	HEALTH INSURANCE	\$ 40,500.00	\$ 45,505.00
501-4012220-2400	LIFE INSURANCE	\$ 3,010.00	\$ 3,220.00
501-4012220-2600	UNEMPLOYMENT INSURANCE	\$ 40.00	\$ 45.00
501-4012220-2700	WORKER'S COMPENSATION	\$ 4,625.00	\$ 4,850.00
501-4012220-3170	MISS UTILITY	\$ 2,000.00	\$ 2,000.00
501-4012220-3320	HANDHELD MAINT	\$ 3,000.00	\$ 2,310.00
501-4012220-5210	POSTAGE	\$ 2,750.00	\$ 2,750.00
501-4012220-5540	TRAINING	\$ 2,500.00	\$ 2,500.00
501-4012220-6001	OFFICE SUPPLIES	\$ 1,500.00	\$ 1,500.00
	TOTAL PERSONNEL	\$ 141,095.00	\$ 146,160.00
	TREATMENT		
501-4012222-1147	COMPENSATION	\$ 112,125.00	\$ 116,800.00
501-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 8,600.00	\$ 9,000.00
501-4012222-2830	CERTIFICATION FEES	\$ 900.00	\$ 500.00
501-4012222-2840	STATE CONNECTION FEES	\$ 5,300.00	\$ 5,200.00
501-4012222-2850	LAB TESTING	\$ 8,500.00	\$ 8,500.00
501-4012222-3110	MEDICAL EXAMS	\$ 200.00	\$ 200.00
501-4012222-3145	PROFESSIONAL SERVICES	\$ 15,000.00	\$ 15,000.00
501-4012222-3146	UTILITY RATE STUDY	\$ 10,000.00	\$ -
501-4012222-3210	SLUDGE REMOVAL	\$ 20,000.00	\$ 20,000.00
501-4012222-3220	CLEAN RIVER INTAKE	\$ 2,000.00	\$ 2,000.00
501-4012222-3310	REPAIR & MAINTENANCE	\$ 50,000.00	\$ 56,000.00
501-4012222-3510	CONSUMER CONFIDENCE RPT	\$ 500.00	\$ 500.00
501-4012222-5110	ELECTRICITY	\$ 59,000.00	\$ 60,000.00
501-4012222-5120	PROPANE HEAT WTP	\$ 2,800.00	\$ 3,500.00
501-4012222-5230	TELECOMMUNICATIONS	\$ 2,500.00	\$ 2,750.00
501-4012222-5415	COPIER LEASE	\$ 750.00	\$ 670.00
501-4012222-5540	TRAINING	\$ 2,500.00	\$ 2,500.00
501-4012222-5690	DISCHARGE PERMIT RENEWAL	\$ -	\$ 650.00
501-4012222-5810	DUES	\$ 1,100.00	\$ 1,100.00
501-4012222-6001	OFFICE SUPPLIES	\$ 1,000.00	\$ 1,000.00
501-4012222-6004	LAB SUPPLIES	\$ 4,000.00	\$ 4,500.00
501-4012222-6005	JANITORIAL SUPPLIES	\$ 800.00	\$ 1,000.00
501-4012222-6008	GASOLINE & OIL	\$ 6,200.00	\$ 6,200.00
501-4012222-6011	UNIFORMS	\$ 1,300.00	\$ 1,300.00
501-4012222-6014	TOOLS	\$ 500.00	\$ 500.00
501-4012222-6019	SAFETY EQUIPMENT	\$ 2,000.00	\$ 2,000.00
501-4012222-6020	PERSONAL EQUIPMENT	\$ 600.00	\$ 600.00
501-4012222-6025	CHEMICALS	\$ 48,000.00	\$ 48,000.00
	TOTAL TREATMENT	\$ 366,175.00	\$ 369,970.00
	DISTRIBUTION & MAINTENANCE		
501-4012224-1183	COMPENSATION	\$ 96,000.00	\$ 97,600.00
501-4012224-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 7,345.00	\$ 7,500.00
501-4012224-3330	LINE REPAIR & MAINTENANCE	\$ 50,000.00	\$ 50,000.00
501-4012224-6007	MATERIALS & SUPPLIES	\$ 30,000.00	\$ 30,000.00
501-4012224-6019	SAFETY EQUIPMENT	\$ 700.00	\$ 700.00

Account Number	Account Description		3/12/2018 AMENDED 2018-2019		4/10/2019 DRAFT 2019-2020
501-4012224-6030	NEW SERVICE SUPPLIES	\$	9,000.00	\$	9,000.00
	TOTAL DISTRIBUTION & MAINT	\$	193,045.00	\$	194,800.00
	CAPITAL OUTLAY				
501-4094200-8102	TANK REPAIR & MAINT	\$	85,000.00	\$	85,000.00
501-4094200-8105	PICKUP (1/2)				
501-4094200-8167	SCADA	\$	15,000.00		
501-4094200-8200	PW SITE PALN				
501-4094200-8210	DEPRECIATION EXPENSE				
501-4094200-8211	CAPITAL RESERVES	\$	77,095.00	\$	1,115.00
501-4094200-8340	MOWER (1/2)				
501-4094200-8345	PW ONE TON DUMP TRUCK	\$	13,750.00		
501-4094200-8361	WATER DIST SYSTEM UPGRADES	\$	85,000.00	\$	90,000.00
501-4094200-8368	LEAK DETECTOR				
501-4094200-8550	EQUIPMENT REPAIR RESERVE	\$	25,000.00	\$	25,000.00
501-4094200-8605	WTP BUILDING MAINTENANCE				
501-4094200-8703	PICKUP (1/2)				
501-4094200-8704	WATER FINISH PUMP REPLACEMENT	\$	200,000.00		
501-4094200-8904	JD BACKHOE (25%)				
501-4094200-8905	INFLATABLE TRENCHBOX (50%)				
501-4094200-8952	COMMUNICATION NET FOR UTILITIES				
501-4094200-8953	UTILITY PLANT GATES				
501-4094200-8954	STORAGE BUILDING			\$	4,500.00
501-4094200-8957	WTP EVALUATION & REPAIRS			\$	175,000.00
	TOTAL CAPITAL OUTLAY	\$	500,845.00	\$	380,615.00
	CONTINGENCY				
501-4094300-5800	CONTINGENCY (3.00%)	\$	21,000.00	\$	21,330.00
	TOTAL CONTINGENCY	\$	21,000.00	\$	21,330.00
	TOTAL WATER FUND OPERATIONAL	\$	700,315.00	\$	710,930.00
	TOTAL WATER FUND CONTINGENCY	\$	21,000.00	\$	21,330.00
	TOTAL WATER FUND CAP OUTLAY	\$	500,845.00	\$	380,615.00
	TOTAL WATER FUND EXPENSES	\$	1,222,160.00	\$	1,112,875.00

SEWER FUND

PERSONNEL

502-4012220-1114	COMPENSATION	\$	48,100.00	\$	49,100.00
502-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$	3,680.00	\$	3,755.00
502-4012220-2210	VRS	\$	43,250.00	\$	42,835.00
502-4012220-2220	VMLIP - STD	\$	215.00	\$	225.00
502-4012220-2230	VMLIP - LTD	\$	1,935.00	\$	2,100.00
502-4012220-2300	HEALTH INSURANCE	\$	62,700.00	\$	71,850.00
502-4012220-2400	LIFE INSURANCE	\$	4,665.00	\$	5,080.00

Account Number	Account Description	3/12/2018 AMENDED 2018-2019	4/10/2019 DRAFT 2019-2020
502-4012220-2600	UNEMPLOYMENT INSURANCE	\$ 60.00	\$ 70.00
502-4012220-2700	WORKER'S COMPENSATION	\$ 6,125.00	\$ 6,400.00
502-4012220-3320	HANDHELD MAINT	\$ 3,000.00	\$ 2,310.00
502-4012220-5210	POSTAGE	\$ 7,150.00	\$ 7,500.00
502-4012220-6001	OFFICE SUPPLIES	\$ 2,000.00	\$ 1,000.00
	TOTAL PERSONNEL	\$ 182,880.00	\$ 192,225.00
	TREATMENT		
502-4012222-1147	COMPENSATION	\$ 252,900.00	\$ 267,140.00
502-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 19,350.00	\$ 20,600.00
502-4012222-2830	CERTIFICATION FEES	\$ 500.00	\$ 900.00
502-4012222-2850	LAB TESTING	\$ 25,000.00	\$ 25,000.00
502-4012222-3145	PROFESSIONAL SERVICES	\$ 15,000.00	\$ 15,000.00
502-4012222-3146	UTILITY RATE STUDY	\$ 10,000.00	\$ -
502-4012222-3210	LANDFILL-SOLIDS DISPOSAL	\$ 47,000.00	\$ 47,000.00
502-4012222-3310	REPAIR & MAINTENANCE	\$ 105,000.00	\$ 105,000.00
502-4012222-5110	ELECTRICITY	\$ 130,000.00	\$ 167,000.00
502-4012222-5230	TELECOMMUNICATIONS	\$ 5,200.00	\$ 5,300.00
502-4012222-5415	COPIER LEASE	\$ 3,000.00	\$ 3,330.00
502-4012222-5540	TRAINING	\$ 4,000.00	\$ 3,000.00
502-4012222-5690	Discharge Permit Renewal	\$ 3,000.00	\$ 3,000.00
502-4012222-5810	DUES	\$ 500.00	\$ 500.00
502-4012222-6001	OFFICE SUPPLIES	\$ 1,000.00	\$ 1,000.00
502-4012222-6004	LAB SUPPLIES	\$ 5,200.00	\$ 5,200.00
502-4012222-6005	JANITORIAL SUPPLIES	\$ 1,000.00	\$ 1,000.00
502-4012222-6008	GASOLINE & DIESEL FUEL	\$ 8,000.00	\$ 8,000.00
502-4012222-6011	UNIFORMS	\$ 1,300.00	\$ 1,300.00
502-4012222-6014	TOOLS	\$ 1,500.00	\$ 1,500.00
502-4012222-6019	SAFETY EQUIPMENT	\$ 2,000.00	\$ 2,000.00
502-4012222-6020	PERSONAL EQUIPMENT	\$ 800.00	\$ 800.00
502-4012222-6025	CHEMICALS	\$ 90,000.00	\$ 90,000.00
	TOTAL TREATMENT	\$ 731,250.00	\$ 773,570.00
	DISTRIBUTION & MAINTENANCE		
502-4012224-1183	COMPENSATION	\$ 96,000.00	\$ 98,000.00
502-4012224-1183	MATCHING FICA EXPENSE (7.65 %)	\$ 7,345.00	\$ 7,475.00
502-4012224-3310	EQUIPMENT MAINTENANCE	\$ 5,000.00	\$ 5,000.00
502-4012224-3330	REPAIR & MAINTENANCE	\$ 10,000.00	\$ 10,000.00
502-4012224-6007	MATERIALS & SUPPLIES	\$ 2,500.00	\$ 2,500.00
502-4012224-6019	SAFETY EQUIPMENT	\$ 285.00	\$ 500.00
502-4012224-6030	NEW SERVICE SUPPLIES	\$ -	\$ -
	TOTAL DISTRIBUTION & MAINT	\$ 121,130.00	\$ 123,475.00
	CAPITAL PROJECTS		
502-4094100-8001	OUTFALL LINE	\$ -	\$ -
502-4094100-8003	NEW WWTP	\$ -	\$ -
	TOTAL CAPITAL PROJECTS	\$ -	\$ -

Account Number	Account Description	3/12/2018 AMENDED 2018-2019	4/10/2019 DRAFT 2019-2020
	CAPITAL OUTLAY		
502-4094200-8105	PICKUP (1/2)		
502-4094200-8110	WWTP UPGRADES		
502-4094200-8123	SCADA	\$ 15,000.00	
502-4094200-8134	Sewer Collection Sys Rehab	\$ 177,445.00	\$ 115,000.00
502-4094200-8200	PW SITE PLAN		
502-4094200-8340	MOWER (1/2)		
502-4094200-8345	PW ONE TON DUMP TRUCK	\$ 13,750.00	
502-4094200-8367	SEWER JET RODDER		
502-4094200-8411	CAPITAL RESERVES	\$ 24,475.00	\$
502-4094200-8540	MEMBRANE REPLACEMENT RESERVE	\$ 10,000.00	\$ 100,000.00
502-4094200-8545	MEMBRANE PRE-PURCHASE	\$ 90,000.00	
502-4094200-8550	EQUIPMENT REPAIR RESERVE	\$ 25,000.00	\$ 25,000.00
502-4094200-8602	3/4 TON PICKUP (1/2 VDOT)		
502-4094200-8604	STORM SEWER CAMERA (1/2 VDOT)		
502-4094200-8703	PICKUP (1/2)		
502-4094200-8904	JD BACKHOE (25%)		
502-4094200-8905	INFLATABLE TRENCHBOX (50%)		
502-4094200-8907	Tractor (50%)		
502-4094200-8908	WWTP COMPUTER UPGRADES		
502-4094200-8909	WWTP AIR MONITORS		
502-4094200-8917	HYPOCHLORITE PUMP REPLACEMENT	\$ 12,000.00	
502-4094200-8952	COMMUNICATION NET FOR UTILITIES		
502-4094200-8953	UTILITY PLANT GATES		
502-4094200-8954	INVENTORY LOCKUP FENCING		\$ 3,000.00
	TOTAL CAPITAL OUTLAY	\$ 367,670.00	\$ 243,000.00
	CONTINGENCY		
502-4094300-5800	CONTINGENCY (3.00%)	\$ 31,050.00	\$ 32,230.00
	TOTAL CONTINGENCY	\$ 31,050.00	\$ 32,230.00
	DEBT SERVICE		
502-4095000-9118	VRA PRINCIPAL	\$ 470,000.00	\$ 470,000.00
	TOTAL DEBT SERVICE	\$ 470,000.00	\$ 470,000.00
	TOTAL SEWER FUND OPERATIONAL	\$ 1,035,260.00	\$ 1,089,270.00
	TOTAL SEWER FUND CONTINGENCY	\$ 31,050.00	\$ 32,230.00
	TOTAL SEWER FUND CAP OUTLAY	\$ 367,670.00	\$ 243,000.00
	TOTAL SEWER FUND DEBT SERVICE	\$ 470,000.00	\$ 470,000.00
	TOTAL SEWER FUND EXPENSES	\$ 1,903,980.00	\$ 1,834,500.00
	TOTAL EXPENSES ALL FUNDS	\$ 6,921,652.00	\$ 6,977,019.00

5 YEAR CAPITAL IMPROVEMENTS PROGRAM
Town of Berryville
FY 2019-2020/FY 2023-2024

Expenditures	2019-2020			2020-2021			2021-2022			2022-2023			2023-2024		
	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer
Computer Replacements	7,500			7,500			7,500			7,500			7,500		
FMS Analytical Software															
Hogan's Alley Improvements	3,000														
Rixey Moore Playground Improvements	60,000														
Livery Stable/23 E Main St Reserve	73,265			94,235											
Public Works Facility Improvements															
Pave Crow Street Parking Lot										35,000					
Virginia Avenue	10,000			55,000											
Ton Dump Truck (GF 100% VDOT)	12,500														
Zero Turn Mower	12,500														
Four-Wheeler															
Capitol Reserves															
Dump Truck/Snow Plow (GF 100% VDOT)				130,000											
Hydraulic Salt Spreader (GF 100% VDOT)	10,000			10,000											
Salt Storage Building Repair (GF 100% VDOT)	10,000														
Radar Feedback Signs															
Police Patrol Vehicle	52,600			52,600									53,400.00		
Police Camera Equipment															
Body Camera Replacement 10															
Mobile Data Terminal Replacement															
Police Radio Replacement - Reserve	20,000			20,000			15,000								
Police Department Server Replacement				6,000											
Police Department Pistols										8,500					
Rose Hill Park Master Plan															
Wayfinding Signs	5,000														
Town Run PER	42,000														
Ashby/Archer PER	15,000														
Enders Proffer Reserves	150,000														
Water Distribution System Upgrade		90,000			90,000									95,000.00	
Meter Replacement										615,000					
Storage Tank Repair		85,000			85,000					400,000					
Equipment Repair Reserve		25,000			25,000					85,000					
Capital Reserves		1,115								25,000				50,000	
WTP Disinfection Upgrade															
WTP Filter Maintenance										510,000					
SCADA															
Pick-up Truck					15,000										
WTP Finish Pump Replacement															
Pre-sedimentation Basin Repair										200,000					
Communications Net for Utilities															
Utility Plant Gates															
Storage Building		4,500													
WTP Evaluation & Repairs		175,000													
Collection System Upgrades			115,000			115,000							115,000		115,000
Membrane Pump Replacement			100,000			100,000							110,000		110,000
Hypochlorite Pump Replacement															
Equipment Repair - Reserve			25,000			25,000							25,000		50,000
Inventory Lockup Fencing			3,000			3,000									
Capital Reserves															
Total	483,365	380,615	243,000	375,335	215,000	255,000	22,500	1,855,000	810,000	102,000	120,000	250,000	60,900	145,000	275,000

Capital Improvement Narrative Fiscal Year 2020

General Fund FY20

Zero Turn Mower \$12,500

Public Works Department

The Public Works Department maintains two riding mowers. The primary mower is used to mow Rose Hill Park, BCCGC, and the Public Works facility. The second mower is used when Public Works mows private property in accordance with § 13-32 and as a backup/supplement when mowing Town properties. The Town has worked to replace this mower (the primary) every 5 to 8 years in order to keep a safe and dependable mower available and to preserve good trade-in value.

This acquisition would provide for replacement of the primary mower, a 2014 model.

Four-wheeler \$12,500

Public Works Department

The Public Works Department maintains a four-wheeler equipped with a plow and salt spreader. The four-wheeler was purchased in 2006. This unit is used for clearing sidewalks for which the Town is responsible as well as work in the Town Run and the Hermitage Storm Water Management Area.

This acquisition would provide for the purchase of a four-wheeler, lights, plow, and salt spreader. The 2006 units will be sold with the proceeds of the sale being returned to the General Fund.

Repairs to Salt Storage Building \$10,000

Public Works Department

The Town maintains one salt storage building at the Public Works facility on Tom Whitacre Circle. The building, which was built in 2001, is used to store salt that is used on Town streets,

The shingle roof and the sliding doors on the salt storage building are in need of replacement.

VDOT Secondary Reimbursement Funds would be used for this project.

Hydraulic Salt Spreader (for Single Axle Dump Truck) \$10,000

Public Works

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

Hydraulic units are considerably more expensive than gas powered spreaders but provide benefits such as less salt and chip waste, modern trucks are equipped for hydraulic units, and crews are not required to climb ladders in tough conditions to fill gas tanks.

This project would provide for the purchase of a spreader that would be used to outfit the Town's newest large dump truck.

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

Patrol Vehicle \$52,600

Police Department

The Police Department maintains a fleet of six patrol vehicles. Five of the vehicles are marked all-wheel drive sport utility vehicles and one is an unmarked patrol car generally driven by supervisors.

The requested vehicle, a sedan, would replace a 2008 Chevrolet Impala (unmarked). Additional items purchased include emergency lighting, interior console, rear seat, security partition, radar unit, and in car camera.

Police Radio Replacement Reserve \$20,000

Police Department

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

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

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

Computer Replacement \$7,500

Administration

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

Livery Stable Stabilization/ 23 East Main Street Reserve \$73,265

Administration

This reserve will be increased to provide funding for stabilization of the livery stable located at 23 East Main Street (estimated at \$150,500) and unspecified repairs/improvements to the main building at 23 East Main Street (30,000). Estimate for both projects increased from \$180,500 to 198,500 (10%) to address construction cost inflation. At present, the reserve contains \$41,000. Funds would be reserved in the following manner:

FY19 \$40,000

FY20 \$73,265

FY21 \$44,235

With FY21 funds, reserve would contain \$198,500. The livery stable structural evaluation recommends that stabilization occur within three years.

Engineering evaluation of drainage and hammerhead on Virginia Avenue \$10,000

Public Works Department

Virginia Avenue is a Town Street that was not in the Virginia Secondary Street System. Its maintenance costs are to be paid from the Town's general fund.

Portions of street's pavement and shoulder are in poor condition. Prior to making repairs to the pavement, drainage issues in two areas should be addressed. Further, the terminus of the street has limited room for turnaround; therefore the possibility of installing a hammerhead turnaround area should be explored (would require acquisition of easements).

This project would provide the Council with recommendations/cost estimates for improving drainage and turning movements at its terminus. These cost estimates would be added to the cost estimates for pavement and shoulder maintenance proving the Council with a true picture of the scope and cost of improvements that are needed on the street.

Improvement of John R. Hogan Alley \$3,000

Public Works

These funds would be used to support Berryville Main Street's efforts to improve the space in question. Town funds would likely be used to repair asphalt in the area where bollards are currently installed (bollards will be removed), to direct storm water from the alley, and replace sidewalk along the Main Street frontage of the space (a portion of this area would be disturbed in order to re-direct storm water).

Improvements to John Rixey Moore Playground \$60,000

Public Works Department

The John Rixey Moore Playground, which is located in Rose Hill Park, last saw a major renovation in 1998.

The master plan for Rose Hill Park which will be completed in FY19 will most certainly call for improvements to the playground.

This project would provide for the replacement of the playset, refurbishing of the swings, buck a bout, and the spring riders, expansion of the fall zone and installation of new equipment sized for smaller children, and the construction of a shade structure.

Estimated project costs have been increased to address inflation in construction costs.

Wayfinding Signs \$5,000

Planning Department

Wayfinding signs are requested as an element of direction signage for the Town. Such signs are permitted by VDOT.

These signs would be erected as a part of the Town's marketing and branding campaign.

Ashby/Archer Area Preliminary Engineering Review \$15,000

Administrative Department

The Berryville area is currently experiencing a period of above average precipitation. This weather pattern has brought many existing drainage challenges to the fore. As a result, the Town is evaluating whether several projects in the Town Run drainage area could alleviate localized ponding. This project would examine the area into which storm drainage from Archer and Ashby Courts drain (rear of lots fronting on Walnut Street) to determine how the releases could be better managed.

The evaluation of the Jackson Drive SWMA and Treadwell/Dorsey Area and the Ashby/Archer Area will be completed prior to the finalization of a scope for an evaluation of Town Run.

The results from all of these reviews will be provide to the Town Council so that it may determine what, if any, improvements should be programed.

Town Run Preliminary Engineering Review \$42,000

Administrative Department

The Berryville area is currently experiencing a period of above average precipitation. This weather pattern has brought many existing drainage challenges to the fore. As a result, the Town is evaluating whether several projects in the Town Run drainage area could alleviate localized ponding. Because the projects will affect the drainage that Town Run receives, it is imperative to examine whether changes in the amount and timing of drainage to the Town Run will increase risk of flooding.

The evaluation of the Jackson Drive SWMA and Treadwell/Dorsey Area and the Ashby/Archer Area will be completed prior to the finalization of the scope of this review.

The results from all of these reviews will be provide to the Town Council so that it may determine what, if any, improvements should be programed.

Proffer transfer to John H. Enders Fire Company and Rescue Squad \$150,000

Administrative Department

The Town received \$150,000 as a part of a proffer agreement submitted as a part of the Robert Regan Village development. The proffer agreement, which was accepted in 2018, stated that the funds were to be used for “fire and rescue [purposes]”.

At its April 14 regular meeting, the Town Council determined that it would disperse the proffer funds to the John H. Enders Fire Company & Rescue Squad in the FY20 budget. The funds were to be shown as an income from reserves and an expense as a CIP item.

Water Fund FY20

Water Distribution System Upgrades \$90,000

Public Works Department

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

Storage Tank Repair \$85,000

Public Utilities Department

The Public Utilities Department maintains three water storage structures. Those structures are the ground reservoir, northwest elevated tank, and the southeast elevated tank. All three structures are in need of exterior maintenance, interior maintenance, and installation of mixing equipment. The majority of work is expected to occur during FY 18 but will likely be completed in FY19. The cost of the work, including annual inspections is proposed to be spread over 4 years. After those three years the Town would participate in an annual maintenance contract with an initial cost of \$10,000 annually.

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

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

The Water Fund Ground Reservoir rehabilitation reserve fund contains \$580,000 and would be used to fund this project in FY18, FY19, and a portion of what will be needed in FY20. New funds (not currently in reserve) will have to be allocated in FY20 (\$70,000), FY21 (\$85,000), and FY22 (\$85,000).

Equipment Repair Reserve \$25,000

Public Utilities Department

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

Storage Building \$4,500

Public Utilities Department

The Public Utilities Department maintains a storage building at the water treatment plant for items such as mowers, snow blowers, gasoline, and the like. The existing building is in poor condition and in need of replacement.

This project would provide for purchase and siting of a storage building at the water treatment plant.

Water Treatment Plant Evaluation and Repairs \$175,000

Public Utilities Department

Concerns have developed regarding the condition of several structural elements of the Water Treatment Plant Main building. The structure, which was erected in 1984, has been evaluated by two structural engineers and remedial repairs are recommended.

A plan providing project specifics is being developed. Because the plan has not been completed, the budget estimate is likely imprecise.

Once a plan has been developed, it is desirous to complete the work in the summer or fall of 2019.

Capital Reserves \$1,115

Public Utilities Department

These funds are to be added to unencumbered capital reserves in the Water Fund. These funds will be available for use as needed for unexpected capital project expenses.

Sewer Fund FY20

Collection System Upgrades \$115,000

Public Works Department

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

Membrane Replacement \$100,000

Public Utilities Department

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

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

The Membrane Replacement Reserve Fund contains \$60,000 (\$90,000 was utilized for 2017 payment) plus \$470,000 that was released from a required VRA reserve. With \$100,000 allocated for this expense each year, \$90,000 will be paid to Suez and \$10,000 will be placed in the Membrane Replacement Reserve Fund for the final year payment.

Equipment Repair Reserve \$25,000

Public Utilities Department

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

Secure Parts Storage Area

\$3,000

Public Utilities Department

The Public Utilities Department maintains an inventory of spare parts and supplies that are essential to maintenance of equipment and facilities. At present, these spare parts are stored in an area that is open to access by all personnel. The open nature of the storage area makes inventory control difficult.

This project would provide for installation of a fence “cage” at the WWTP that would be secured and only accessible to senior personnel.

Capital Improvement Narrative Fiscal Year 2021

General Fund FY21

Single-Axle Dump Truck and Snow Plow \$130,000

Public Works

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

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

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

Hydraulic Salt Spreader (for Single Axle Dump Truck) \$10,000

Public Works

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

Hydraulic units are considerably more expensive than gas powered spreaders but provide benefits such as less salt and chip waste, modern trucks are equipped for hydraulic units, and crews are not required to climb ladders in tough conditions to fill gas tanks.

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

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

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

Public Works Department

Virginia Avenue is a street that is maintained by the Town. This street is in need of drainage improvements, a turnaround area at its southern terminus, pavement repair, and shoulder repair. The drainage improvements should be completed before the pavement and shoulder repairs if possible.

The FY20 budget included a project to provide engineering and legal work needed to address two drainage issues on the street.

This project would provide for the construction of a hammerhead turnaround, improvements to address drainage issues, asphalt patching, shoulder improvements, and sealing the street. This cost estimate will be revised to reflect information gathered during the FY20 aspect of the project.

Patrol Vehicle \$52,600

Police Department

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

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

2018 Vehicle and Equipment costs are:

Base SUV	29,178
Equipment purchase and installation	23,422
Total	52,600

Police Radio Replacement Reserve \$20,000

Police Department

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

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

This reserve is established (and funded over three years (FY20, FY21, and FY22)) to provide funds to purchase radios as they fail. New mobile radios will cost approximately \$5,000 each

and new portable radios will cost approximately \$3,000 each. Accordingly, the total cost of replacement is expected to be approximately \$55,000.

Computer Replacement \$7,500

Administration

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

This item is modified at the request of the Police Department and would be used to replace three computer work stations.

Server Replacement \$6,000

Police Department

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

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

Administration

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

FY19 \$40,000

FY20 \$73,265

FY21 \$44,235

With FY21 funds, reserve would contain \$198,500. The livery stable structural evaluation recommends that stabilization occur within three years.

Water Fund FY21

Water Distribution System Upgrades \$90,000

Public Works Department

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

Storage Tank Repair \$85,000

Public Utilities Department

The Public Utilities Department maintains three water storage structures. Those structures are the ground reservoir, northwest elevated tank, and the southeast elevated tank. All three structures are in need of exterior maintenance, interior maintenance, and installation of mixing equipment. The majority of work is expected to occur during FY 18 but will likely be completed in FY19. The cost of the work, including annual inspections is proposed to be spread over 4 years. After those three years the Town would participate in an annual maintenance contact with an initial cost of \$10,000 annually.

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

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

The Water Fund Ground Reservoir rehabilitation reserve fund contains \$580,000 and would be used to fund this project in FY18, FY19, and a portion of what will be needed in FY20. New funds (not currently in reserve) will have to be allocated in FY20 (\$70,000), FY21 (\$85,000), and FY22 (\$85,000).

Equipment Repair Reserve \$25,000

Public Utilities

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

Sewer Fund FY21

Collection System Upgrades \$115,000

Public Works Department

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

Membrane Replacement \$100,000

Public Utilities Department

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

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

The Membrane Replacement Reserve Fund contains \$60,000 (\$90,000 was utilized for 2017 payment) plus \$470,000 that was released from a required VRA reserve. With \$100,000 allocated for this expense each year, \$90,000 will be paid to Suez and \$10,000 will be placed in the Membrane Replacement Reserve Fund for the final year payment.

Equipment Repair Reserve \$25,000

Public Utilities Department

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

**Capital Improvement Narrative
Fiscal Year 2022**

General Fund FY22

Police Radio Replacement Reserve \$15,000

Police Department

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

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

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

Computer Replacement \$7,500

Administration

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

Water Fund FY22

Water Distribution System Upgrades \$615,000

Public Works Department

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

This item has been modified to provide funds for two projects. Those projects are: water main and lateral replacement on Josephine Street, water main and lateral replacement on Bel Voi Drive, and yet to be determined water distribution projects (\$150,000 set aside).

Storage Tank Repair \$85,000

Public Utilities Department

The Public Utilities Department maintains three water storage structures. Those structures are the ground reservoir, northwest elevated tank, and the southeast elevated tank. All three structures are in need of exterior maintenance, interior maintenance, and installation of mixing equipment. The majority of work is expected to occur during FY 18 but will likely be completed in FY19. The cost of the work, including annual inspections is proposed to be spread over 4 years. After those three years the Town would participate in an annual maintenance contract with an initial cost of \$10,000 annually.

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

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

The Water Fund Ground Reservoir rehabilitation reserve fund contains \$580,000 and would be used to fund this project in FY18, FY19, and a portion of what will be needed in FY20. New funds (not currently in reserve) will have to be allocated in FY20 (\$70,000), FY21 (\$85,000), and FY22 (\$85,000).

Equipment Repair Reserve \$25,000

Public Utilities Department

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

Meter Replacement \$400,000 *

Public Works

The Town maintains approximately 5/8" 1,700 water meters. Approximately 380 of those meters are radio read while the remaining meters are touch read. The touch read meters are nearing 20 years of age and need to be replaced. Other large meters also need to be replaced.

As meters age they tend to slow down and under read usage. Meter replacement is necessary to ensure accurate accounting of water usage.

* A clearer picture of project scope and costs will be available after completion of the water and sewer rate study

Filter Maintenance \$510,000 *

Public Utilities Department

The Water Treatment Plant utilizes two mixed media filters to treat the Town's potable water. The filters were installed when the Water Treatment Plant was constructed in 1984. The media was replaced approximately 15 years ago. The flocculators were upgraded approximately 8 years ago. The air scour equipment, underdrains, and settling tubes are original.

This project would include the following work on the Water Treatment Plant Filters: media replacement, air scour and underdrain repair/replacement, settling tubes replacement, and coating of the interior of the filter tankage.

Then each of the two filters are taken out of service, the media will be removed and necessary part replacement and filter repair will be completed. After that work has been completed the media will be replaced and upgraded filter will be placed in service allowing the second filter to be upgraded in the same fashion.

Various pumps (original from 1984) would be replaced at this time.

* A clearer picture of project scope and costs will be available after completion of the water and sewer rate study

Pre-sedimentation Basin Repair

\$200,000 *

Public Utilities

The Water Treatment Plant utilizes two Pre-sedimentation basins to treat the Town's potable water. Water is pumped from the river into these basins where silt and the like settle from the water prior to being pumped into the next phase of the treatment process. These tanks were constructed with the WTP in 1984.

Both tanks have developed leaks are require repair and maintenance

The repair will be accomplished by that application of a coating on the interior of the tanks.

* A clearer picture of project scope and costs will be available after completion of the water and sewer rate study

Sewer Fund FY22

Collection System Upgrades \$115,000

Public Works Department

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

Membrane Replacement \$670,000

Public Utilities Department

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

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

The Membrane Replacement Reserve Fund contains \$60,000 (\$90,000 was utilized for 2017 payment) plus \$470,000 that was released from a required VRA reserve. With \$100,000 allocated for this expense each year, \$90,000 will be paid to Suez and \$10,000 will be placed in the Membrane Replacement Reserve Fund for the final year payment.

Equipment Repair Reserve \$25,000

Public Utilities Department

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

**Capital Improvement Narrative
Fiscal Year 2023**

General Fund FY23

Computer Replacement \$7,500

Administration

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

Police Department Pistols \$8,500

Police Department

The Police Department maintains 10 pistols. The pistols currently in service were purchased in 2010.

This acquisition would provide for the purchase of 10 new pistols. The pistols currently in service would be traded in to reduce the cost of the new units.

This item was moved from FY21.

Patrol Vehicle \$51,000

Police Department

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

The requested vehicle, an SUV, would replace a 2014 Ford Explorer (marked). Additional items purchased include radar unit, and in car camera.

2018 Vehicle and Equipment costs are:

Base SUV	29,178
Equipment purchase and installation	16,500
Total	45,678

Pave Crow Street Parking Lot

\$30,000

Public Works Department

The Crow Street parking lot pavement is failing. Staff estimates that the pavement is at least twenty years old. The parking lot needs to be re-paved.

The property that comprises the parking lot is owned by two parties and the property of a third party accesses private parking via the parking lot property. In 2013, the three parties (Town of Berryville, John and Page Carter, and 19 West Main Street LLC) entered into the Crow Street Parking Lot Access and Maintenance Agreement.

In accordance with the Agreement, agreed upon maintenance costs are to be split as follows: Town of Berryville 47%, Carter 47%, and 19 West Main Street 6%. The estimated cost of re-paving (including re-establishing pavement markings) is \$30,000. The Town would be responsible for getting the work completed and the other parties would reimburse the Town. The Town would ultimately be responsible for 47% of the cost.

This project would provide for spot repair of problem areas, installation of at least 1.5" of top coat, and re-establishment of pavement markings.

Water Fund FY23

Water Distribution System Upgrades \$95,000

Public Works Department

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

Equipment Repair Reserve \$50,000

Public Utilities Department

This reserve was established to provide funds for costly repairs in the Town's water system. These funds would be available to pay for unexpected repairs. A reserve of at least \$250,000 is desired.

Sewer Fund FY22

Collection System Upgrades \$115,000

Public Works Department

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

Membrane Replacement Reserve/Pre-purchase \$110,000

Public Utilities Department

The Wastewater Treatment Plant (WWTP) utilizes membranes in its treatment process. The membranes must be replaced every 8-12 years. It is expected that the membrane replacement will have to be funded in accordance with the schedule below.

- FY23 \$110,000
- FY24 \$110,000
- FY25 \$110,000
- FY26 \$110,000
- FY27 \$110,000
- FY28 \$110,000
- FY29 \$110,000
- FY30 \$110,000
- FY31 \$110,000
- FY32 \$110,000

Equipment Repair Reserve \$50,000

Public Utilities Department

This reserve was established to provide funds for costly repairs in the Town's sewer system. These funds would be available to pay for unexpected repairs. A reserve of at least \$300,000 is desired.

Capital Improvement Narrative Fiscal Year 2024

General Fund FY24

Computer Replacement \$7,500

Administration

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

Patrol Vehicle \$53,400

Police Department

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

The requested vehicle, an SUV, would replace a 2017 Ford Explorer (marked). Additional items purchased include radar unit, and in car camera.

2018 Vehicle and Equipment costs are:

Base SUV	29,178
Equipment purchase and installation	16,500 (adjusted for this purchase)
Total	45,678

Water Fund FY24

Water Distribution System Upgrades \$95,000

Public Works Department

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

Equipment Repair Reserve \$50,000

Public Utilities Department

This reserve was established to provide funds for costly repairs in the Town's water system. These funds would be available to pay for unexpected repairs. A reserve of at least \$250,000 is desired.

Sewer Fund FY24

Collection System Upgrades \$115,000

Public Works Department

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

Membrane Replacement Reserve/Pre-purchase \$110,000

Public Utilities Department

The Wastewater Treatment Plant (WWTP) utilizes membranes in its treatment process. The membranes must be replaced every 8-12 years. It is expected that the membrane replacement will have to be funded in accordance with the schedule below.

FY23	\$110,000
FY24	\$110,000
FY25	\$110,000
FY26	\$110,000
FY27	\$110,000
FY28	\$110,000
FY29	\$110,000
FY30	\$110,000
FY31	\$110,000
FY32	\$110,000

Equipment Repair Reserve \$50,000

Public Utilities Department

This reserve was established to provide funds for costly repairs in the Town's sewer system. These funds would be available to pay for unexpected repairs. A reserve of at least \$300,000 is desired.

Attachment 8



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

MEMO

DATE: 06/04/2019

TO: Town Council

FROM: Chief W. Neal White

CC:

RE: Police Department Monthly Report – 06/11/2019

Monthly Activity Report

The activity report for the month of May 2019 is attached to this memo.

Public Safety Committee

The Public Safety Committee did not meet in May. The next scheduled meeting for the Committee is June 26, 2019 at 2:00 pm in the A/B meeting room.



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W. Neal White – Chief of Police

Police and Security Report

	Year To Date	May	April
	2019	2019	2019

Month: May
Year: 2019

Complaints Answered

911 Hang Up:	3	1	0
Alarms:	91	15	20
Animal Complaint:	65	11	22
Assault and Battery:	1	0	1
Assist County:	10	2	1
Auto Larceny:	0	0	0
Burglary:	1	0	0
Civil Complaints:	34	4	9
Disturbance:	12	3	5
Domestic Disturbance:	9	5	1
Drunk In Public:	6	1	2
Forgery & Uttering:	0	0	0
Fraud:	11	1	2
Larceny:	14	3	4
Harassment/Intimidation:	18	7	1
Homicide:	0	0	0
Juvenile Related:	11	5	0
Noise:	26	10	6
Public Service:	7	0	3
Rape:	0	0	0
Robbery:	1	0	0
Runaway:	0	0	0
Shoplifting:	0	0	0
Suspicious Activity:	58	9	9
Trespassing:	2	0	1
Vandalism:	15	3	4
Welfare Check:	56	11	11
Mental Health Crisis	42	22	15
Miscellaneous Complaints:	472	106	107
Total Complaints Answered:	965	219	224



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W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date 2019	May 2019	April 2019
<u>Traffic</u>			
Accidents Investigated:	19	2	7
Assist Motorist:	1	0	0
Child Safety Seat Install:	7	0	3
Funeral Escort:	7	1	2
Hit & Run:	0	0	0
Parking Tickets:	463	71	53
Traffic Warnings:	187	31	21
<u>Traffic Summons Issued</u>			
Defective Equipment:	0	0	0
Driving Suspended:	3	2	0
Expired Inspection:	30	5	4
Expired Registration:	10	0	1
Fail to Obey Highway Sign:	34	9	6
Fail to Obey Traffic Signals:	4	0	0
Fail to Stop/Lights & Siren:	0	0	0
Fail to Yield Right of Way:	4	2	1
Hit and Run:	0	0	0
No Liability Insurance:	0	0	0
No Operator's License:	8	1	1
No Seat Belt:	0	0	0
Reckless Driving:	2	0	0
Speeding:	73	13	16
Miscellaneous Summons:	11	1	2
Total Traffic Summons Issued:	179	33	31
<u>Found Open at Businesses in Town</u>			
Doors:	7	1	2
Windows:	0	0	0
Garage Doors:	0	0	0



Berryville Police Department

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

W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date	May	April
	2019	2019	2019
<u>Criminal Arrests Made</u>			
Abduction:	0	0	0
Arson:	0	0	0
Assault and Battery:	5	0	1
Assault and Battery on Police Officer:	0	0	0
Auto Larceny:	0	0	0
Breaking and Entering:	0	0	0
Capias:	1	0	1
Disorderly Conduct:	0	0	0
Driving While Intoxicated:	2	1	1
Drunk In Public:	6	1	3
Fail to Obey Police Officer:	0	0	0
Fail to Pay Parking Ticket:	1	0	0
Forgery:	0	0	0
Fraud:	2	0	0
Grand Larceny:	0	0	0
Homicide:	0	0	0
Illegal Drugs/Paraphernalia:	6	1	1
Petty Larceny:	0	0	0
Possess Alcohol Underage:	0	0	0
Protective Order Violations:	0	0	0
Rape:	0	0	0
Resisting Arrest:	0	0	0
Robbery:	0	0	0
Shoplifting:	0	0	0
Trespassing:	0	0	0
Vandalism:	0	0	0
Weapons Violation:	0	0	0
Miscellaneous Criminal Arrests:	15	1	7
Juvenile Detention Order Totals:	0	0	0
Total Criminal Arrests:	38	4	14

Attachment 9

Memo

To: Town Council
From: David Tyrrell
Date: June 4, 2019
Re: May 2019 Operations Report

The water treatment plant complies for May 2019 with its monthly parameters per data available to date. We sent 10.486 MG of water to the distribution system with an average of 0.350 MGD produced on days we operated and a daily max of 0.708 MG. The daily max is high this month due to refilling the NWT with 250,000 gals of water.

Northwest Water Tank painting commenced on May 3, 2019. In the last report I informed you that the contractor was stating the work would be completed in four weeks. After 3.5 weeks of work and curing time we were able to return the tank to service and fill the unit. Repairs to the 3MG tank were also completed in this time with the grading being improved and seeding along with foundation repairs and a pressure washing of the tank to remove clay from the finish. The 3MG tank is also being drained at the time of this writing to allow for repairs to be made requiring tank entry and welding. It is expected the final work on this tank will be completed by the end of this week and the tank returned to service.

While the tanks are out of service, we have again maintained 24-hour staffing. This will continue until we have the 3MG back into service.

Due to storms and flooding, the river vault cleaning scheduled for May 14th was rescheduled and will be completed in the month of June.

In May we had two water samples return from the lab with a total coliform positive result. Both of these samples were collected from the same sample site. While this is not a violation it does require our system to perform a Level 1 Assessment which is almost completed. The findings of the assessment are that the sample site was contaminated and not the water supply. As a result, we will evaluate the site to see if it will continue to serve as a part of our Water Monitoring Plan and we will make the needed changes and updates to the Plan prior to June 30 2019 for VDH approval.

Drought Conditions: There are no concerns for drought at this time.

The wastewater plant complies with its discharge permit for May per data received to date. We treated a total of 31.69 MG with a daily average of 1.02 MGD and a daily max of 2.81 MG. Rains the start of May did require us to use the North Lagoon for storage of wastewater. We pumped 4.23 MG of wastewater to the North Lagoon. As of this time we have removed and processed that wastewater from the Lagoon and we are ready should the need to store waste becomes needed again.

We are having trouble with getting air into the flow meters of the permeate pumps causing shutdowns of the treatment trains for false pump failures. We have tracked down the problem to the glue used during construction to assemble the PVC piping for the chemical feed being attacked and creating areas to allow air to be pulled into the system when conditions are right. We have ordered piping to replace all PVC between the permeate manifold and the chemical control valves on each membrane train and will complete the work once we are off of the 24-hour shifts.

On May 28th, we found that the grit system had clogged and was no longer transferring grit to the classifier. We disassembled the piping and then asked Public Works to bring down the jetter so we could clear the suction lines. After reassembling the suction lines to the pump we were able to track down the cause of the blockage finding a couple pieces of plastic in the cone of the classifier. This repair took two days to complete and clean up from.

As you are aware, we lost Stephen in an accident Memorial Day weekend. His abilities will be missed. Thank you to those whom have sent tokens and words of sympathy to those in our department. They are appreciated.

On Tuesday May 28th, our new operator Connor Green started working with us.

Attached for review are the DMR data reports for the wastewater plant with data received to date, the water plant page 1 operations report for VDH, and the latest membrane condition report from Suez

Flows and Chemical Dosages

DATE	Raw Water Treated MGD	Finished Water Produced MGD	Finished Water Delivered MGD	Hours in Service	Raw Water Chemicals					Finished Water Chemicals												
					Alum	Carbon	Chlorine	Fluoride	Polymer	KMnO4	Soda Ash	Chlorine	Corr. Inhibitor									
	Lbs per Day	Lbs per Day	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	0.525		0.468	14.9	15	3.5	4	0.8														
2	0.527		0.466	14.9	20	4.6	4	1.0														
3	0.523		0.449	14.3	15	3.5	4	1.0														
4	0.241		0.216	6.8	96	47.9	2	1.0														
5	0.129		0.118	3.8	41	37.7	2	1.9														
6																						
7	0.321		0.287	10.3	86	32.2	1	0.4														
8	0.428		0.380	12.5	91	25.6	4	1.1														
9	0.435		0.385	12.5	61	16.8	4	1.2														
10	0.443		0.304	11.5	51	13.7	4	1.2														
11	0.619		0.554	18.6	41	7.9	5	1.0														
12	0.443		0.402	12.8	51	13.7	4	1.0														
13	0.231		0.200	6.5	26	13.2	1	0.6														
14	0.224		0.209	6.3	30	16.3	2	1.1														
15	0.308		0.273	9.0	76	29.6	2	0.9														
16	0.411		0.371	12.0	5	1.5	2	0.7														
17	0.351		0.311	9.0	76	26.0	2	0.8														
18	0.569		0.518	16.5	71	15.0	5	1.0														
19	0.431		0.390	12.3	35	9.9	4	1.1														
20	0.258		0.196	5.8	41	18.9	2	0.9														
21	0.717		0.708	21.5	76	12.7	6	1.1														
22	0.251		0.217	7.0	26	12.1	1	0.6														
23	0.265		0.231	6.0	51	22.9	1	0.4														
24	0.401		0.363	11.0	61	18.2	4	1.1														
25	0.591		0.532	16.5	51	10.3	7	1.5														
26	0.489		0.434	14.0	51	12.4	4	1.0														
27	0.397		0.354	12.3	46	13.8	4	1.3														
28	0.213		0.182	6.3	20	11.4	2	1.1														
29	0.412		0.374	12.0	46	13.3	3	0.8														
30	0.481		0.430	14.0	51	12.7	4	1.0														
31	0.246		0.224	7.0	30	14.8	0	0.2														
Total	11.880	0.000	10.486	337.5	1435	491.9	97	28.8	0.0	0.00	122.3	39.1	1.65	0.499	82	24.9	0.0	0.00	419.4	128.87	0.0	0.00
Maximum	0.717	0.000	0.708	21.5	96	47.9	7	1.9	0.0	0.00	10.1	3.0	0.11	0.022	5	1.9	0.0	0.00	26.3	7.78	0.0	0.00
Minimum	0.129	0.000	0.118	3.8	5	1.5	0	0.2	0.0	0.00	0.0	0.0	0.01	0.006	1	0.6	0.0	0.00	4.6	2.61	0.0	0.00
Average	0.396	0.000	0.350	11.2	48	16.4	3	1.0	#DIV/0!	#DIV/0!	4.1	1.3	0.05	0.017	3	0.8	#DIV/0!	#DIV/0!	14.0	4.30	#DIV/0!	#DIV/0!

SIGNED: (OPERATOR IN RESPONSIBLE CHARGE) _____ RAW WATER SOURCE(S) USED DURING MONTH: (SOURCE/DATES)

PRINTED NAME _____
David A. Tyrrell

TITLE: OPERATOR CLASSIFICATION _____
DPOR CERTIFICATION NO. _____
1955002813

Shenandoah River - Entire Month

Berryville STP Monthly DMR Data

May 2019

Date	Effluent Flow		Eff pH	Eff temp	Eff CBOD	Eff CBOD	Eff TSS	Eff TSS	Eff TSS	Effluent DO	Effluent DO	Effluent DO	Eff NO2/ NO3	Eff TKN	Eff TKN	Eff Total N	
	MGD	SU		Deg C	mg/l	KG/D	mg/l	KG/D	KG/D	mg/l	mg/l	mg/l	mg/l	mg/l	KG/D	KG/D	mg/l
5/1/2019	0.40		7.5	18.4	1.00	1.53				9.4	8.4						
5/2/2019	0.50		7.5	18.7	0.00	0.00				10.0	9.0	1.94	1.01	1.92			2.95
5/3/2019	0.46		7.3	19.2						8.9	9.6						
5/4/2019	1.33		7.4	18.6						9.7	9.5						
5/5/2019	2.21		7.3	18.3						9.8	10.1						
5/6/2019	1.97		7.5	17.8						9.6	9.8						
5/7/2019	2.06		7.6	18.1						10.0	9.4						
5/8/2019	1.81		7.6	17.7	2.00	13.72				9.5	9.7						
5/9/2019	1.35		7.7	17.9	0.00	0.00				9.4	9.8	0.48	0.55	2.80			1.03
5/10/2019	1.35		7.6	18.2						10.4	10.3						
5/11/2019	2.81		7.5	19.2						9.9	8.3						
5/12/2019	0.78		7.7	21.9						9.7	8.9						
5/13/2019	0.93		7.1	18.4						10.0	8.7						
5/14/2019	1.31		8.1	17.9	0.00	0.00	0.00	0.00		9.7	9.6	0.82	0.75	3.71			1.57
5/15/2019	1.12		7.6	16.9	2.00	8.48				10.2	9.9						
5/16/2019	1.10		7.6	17.6	2.00	8.36				9.7	9.3	0.19	0.71	2.97			0.90
5/17/2019	1.04		7.8	18.5						9.6	9.2						
5/18/2019	0.77		7.4	19.6						9.6	9.4						
5/19/2019	0.86		7.5	22.2						9.6	8.8						
5/20/2019	0.84		7.9	24.8						9.6	7.0						
5/21/2019	0.65		7.9	13.3	4.00	9.77				9.2	7.7	0.77	0.73	1.78			1.50
5/22/2019	0.64		7.3	19.8	3.00	7.28				9.5	8.4						
5/23/2019	0.70		7.5	20.1	1.00	2.65				8.4	8.3	2.88	0.78	2.06			3.66
5/24/2019	0.60		7.0	20.8						8.8	8.4						
5/25/2019	0.76		7.1	21.2						8.7	7.8						
5/26/2019	0.41		7.3	22.3						8.8	5.6						
5/27/2019	0.57		7.5	24.8						8.0	5.6						
5/28/2019	0.51		7.3	22.3						8.2	7.5	0.00	0.64	1.24			0.64
5/29/2019	0.55		7.3	22.2						8.4	7.5						
5/30/2019	0.64		7.4	22.8						8.8	8.0						
5/31/2019	0.66		7.4	22.3						8.5	7.6						
Minimum	0.40		7.0	13.3	0.00	0.00	0.00	0.00		8.0	5.6	0.00	0.55	1.24			0.64
Maximum	2.81		8.1	24.8	4.00	13.72	0.00	0.00		10.4	10.3	2.88	1.01	3.71			3.66
Total	31.69		232.2	611.8	15.00	51.78	0.00	0.00		289.6	267.1	7.08	5.17	16.49			12.25
Average	1.02		7.5	19.7	1.50	5.18	0.00	0.00		9.3	8.6	1.01	0.74	2.35			1.75
Geo Mean	0.89		7.5	19.6	1.58	3.50	1.00	1.00		9.3	8.5	0.85	0.7	2.23			1.47

Berryville STP Monthly DMR Data

May 2019

Date	Eff Total N	Eff Total P	Eff Total P	E-Coli
	KG/D	mg/l	KG/D	No/100ml
5/1/2019				
5/2/2019	5.63	0.15	0.29	
5/3/2019				
5/4/2019				
5/5/2019				
5/6/2019				
5/7/2019				
5/8/2019				
5/9/2019	5.26	0.09	0.46	
5/10/2019				
5/11/2019				
5/12/2019				
5/13/2019				
5/14/2019	7.77	0.07	0.35	1
5/15/2019				
5/16/2019	3.77	0.43	1.80	
5/17/2019				
5/18/2019				
5/19/2019				
5/20/2019				
5/21/2019	3.67	0.12	0.29	1
5/22/2019				
5/23/2019	9.70	0.21	0.56	
5/24/2019				
5/25/2019				
5/26/2019				
5/27/2019				
5/28/2019	1.24	0.19	0.37	
5/29/2019				
5/30/2019				
5/31/2019				
Minimum	1.24	0.07	0.29	1
Maximum	9.70	0.43	1.80	1
Total	37.03	1.26	4.11	2
Average	5.29	0.18	0.59	1
Geo Mean	4.52	0.15	0.47	1



Berryville Biweekly InSight Report

Date: 5/24/2019

From: Jeny Chacko - SUEZ Water Technologies & Solutions
To: David Tyrrell, Jeff Cappo - Town of Berryville
cc: Shawn Addison, Al Farrell, Matthew Stapleford - SUEZ

System Equipment

4 × ZW trains, each 3 cassettes, 2x48/1x42 500D (surface area 46920 sq. ft. per train)

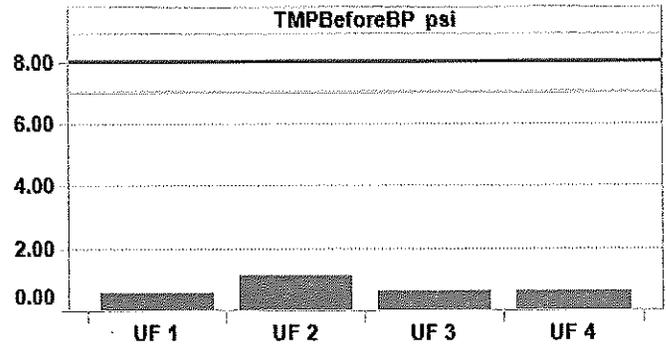
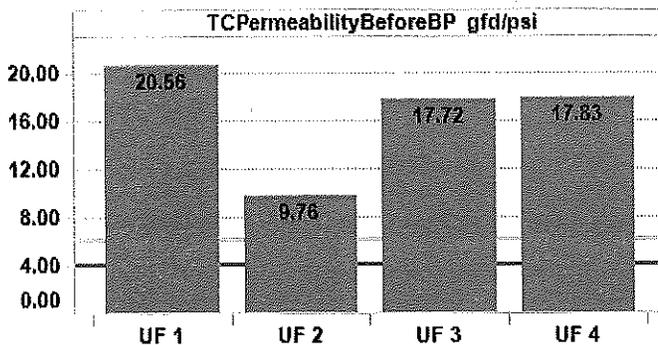
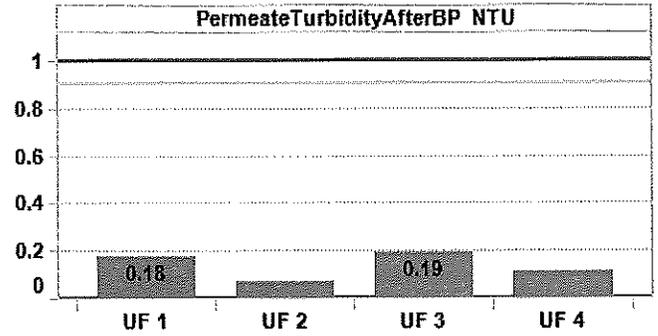
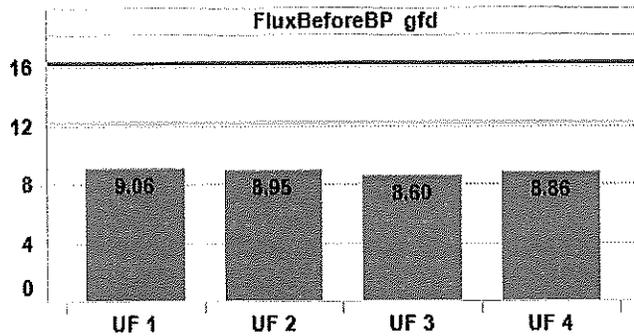
Cleaning Strategy

Maintenance clean dose concentrations - 2 NaOCl/ Hypo @ 200 ppm per week, 1 Citric acid @ 2000 ppm per week

Recovery clean soak concentrations - 2 NaOCl/ Hypo @ 1000 ppm per year, 2 Citric acid @ 2000 ppm per year

KPI Dashboard – Avg values through reporting period

Action Required
 Caution
 No Limits
 Normal

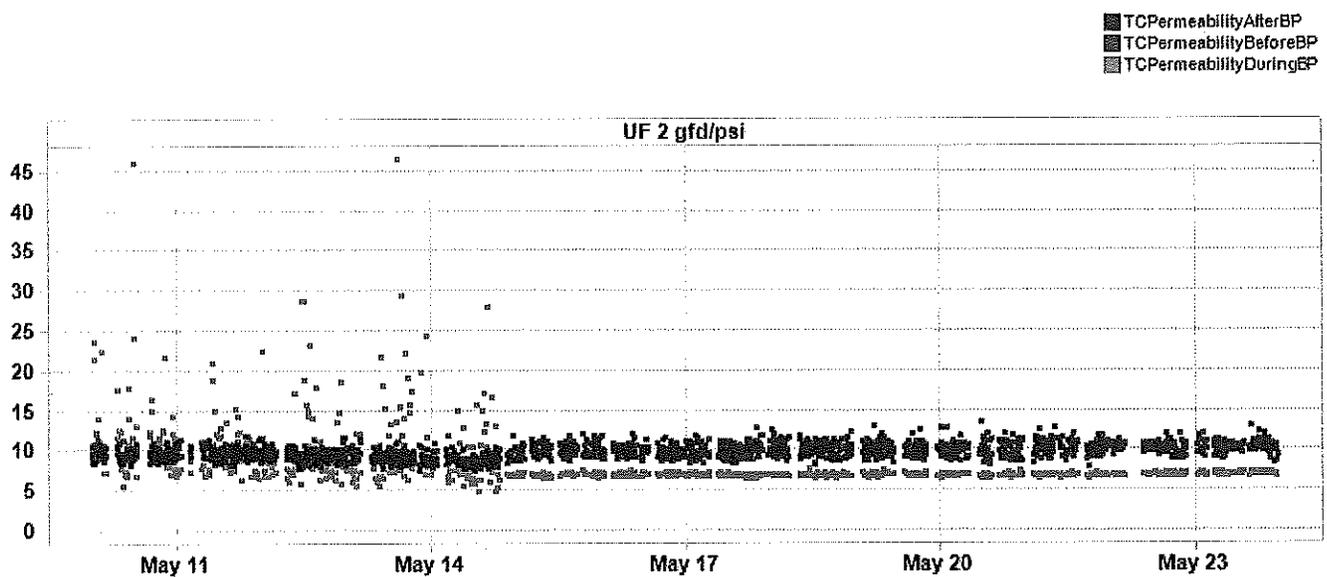
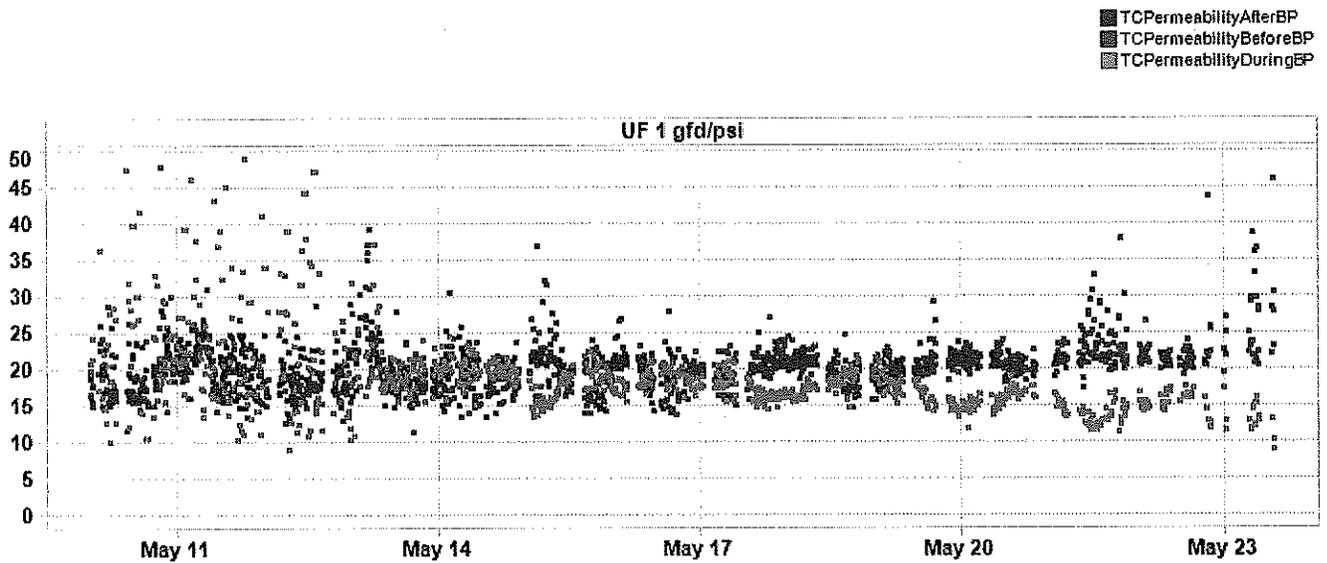


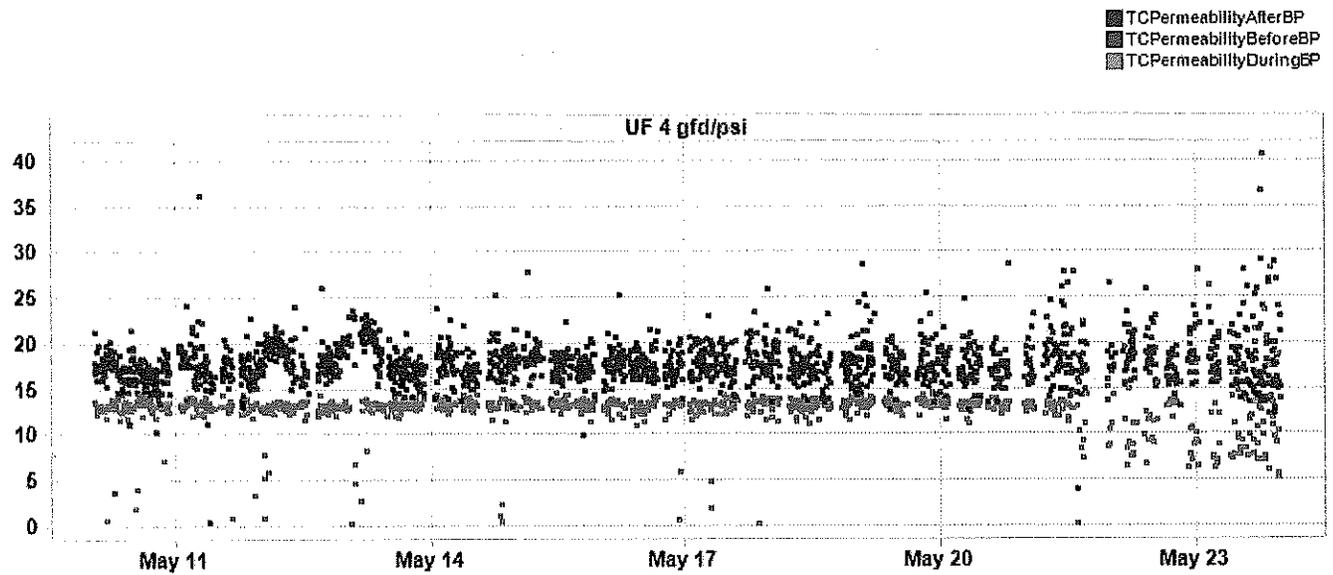
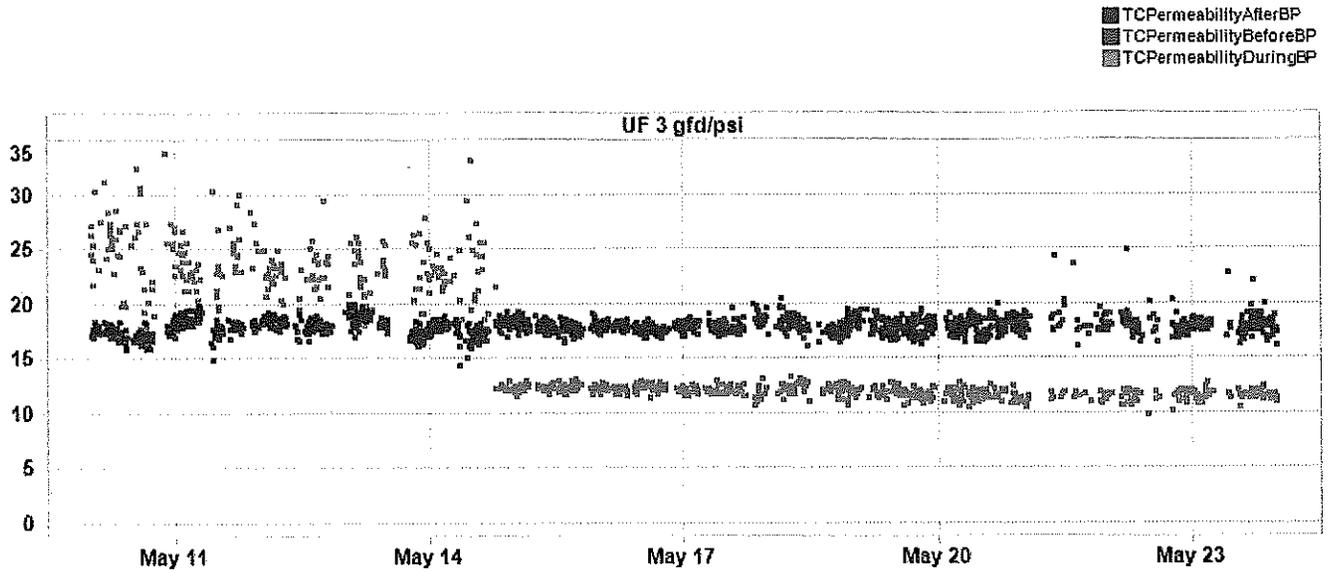


Plant Summary

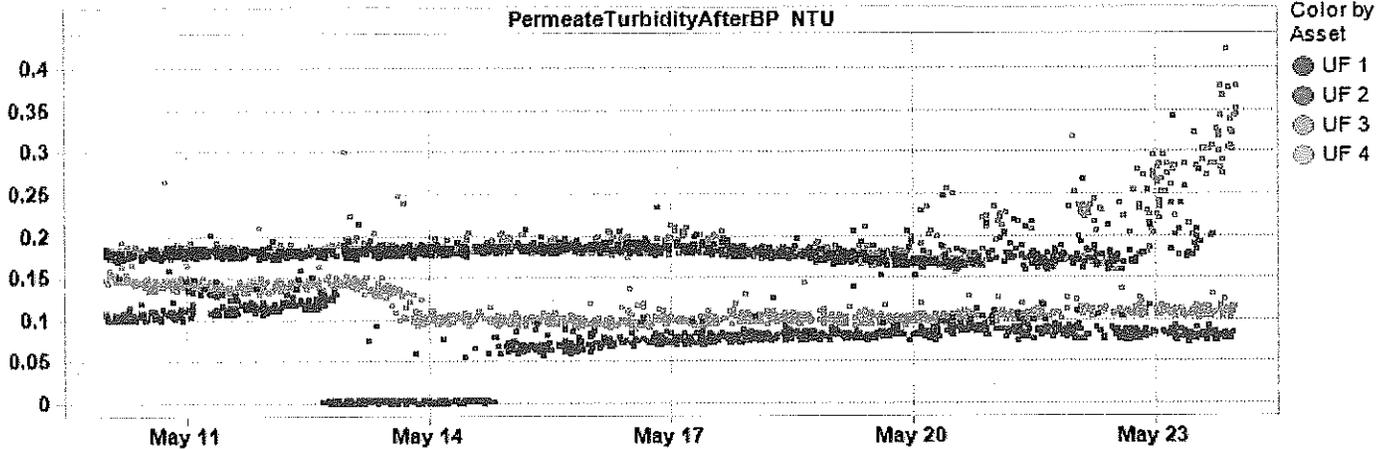
- Plant permeate flow declined from highs of 1.3 MGD to 730K Gallons in the last two weeks
- All the trains operated in relax mode in the last week. Production permeability was satisfactory at >15 gfd/psi on UF1, UF3 and UF4 and 9-10 gfd/psi on UF2, the poorest performing train
- A slight dip in permeability was observed on some of the trains. Maintenance cleans were skipped on all the trains for majority of May. Please resume weekly maintenance cleans to maintain current membrane performance
- Permeate quality was satisfactory at 0.1-0.2 NTU

TC Permeability Trends By Train



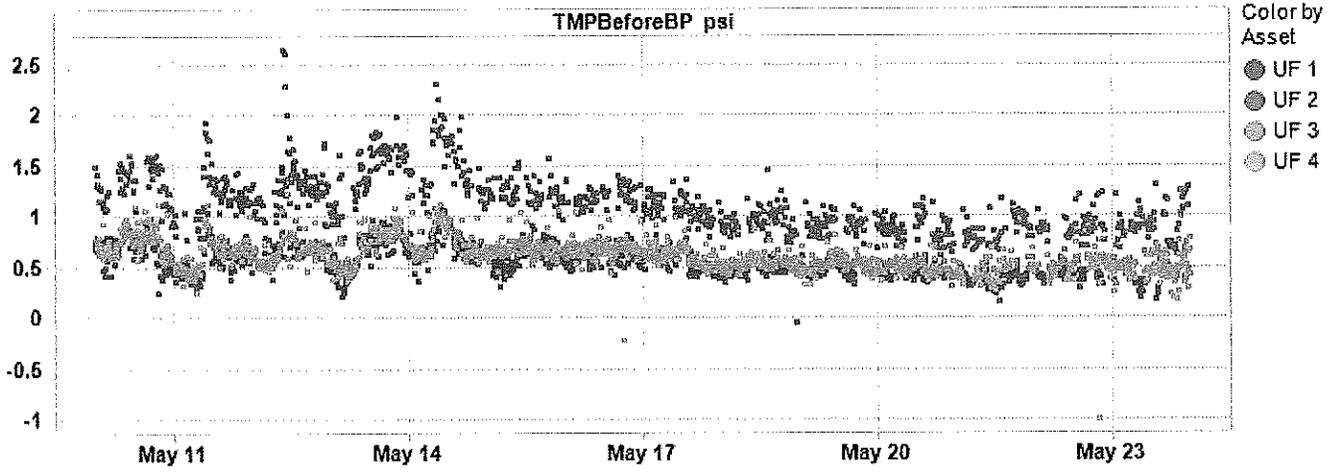


Permeate Turbidity Trend

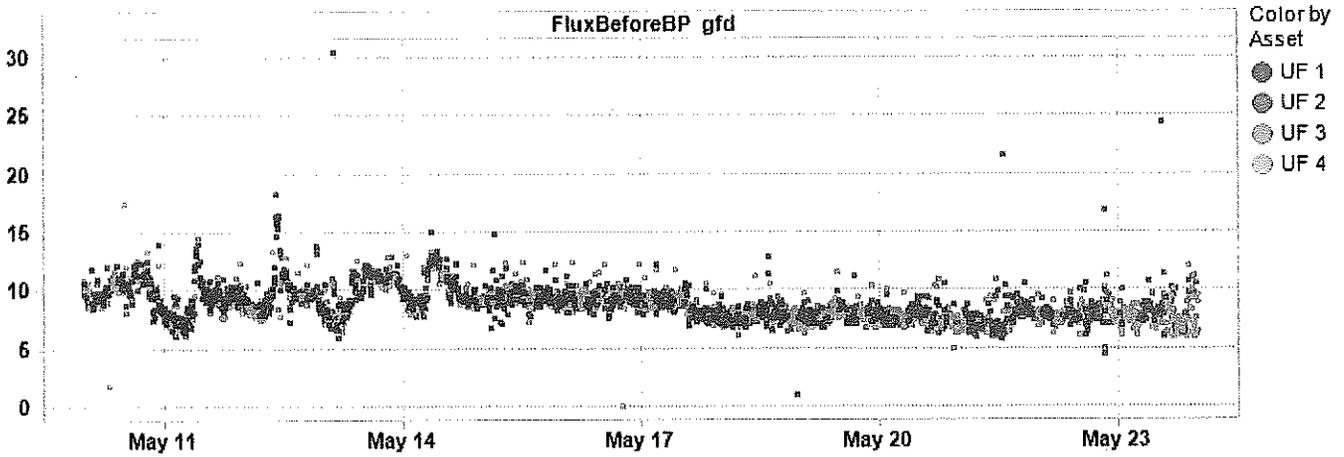




Before BPTMP Trend

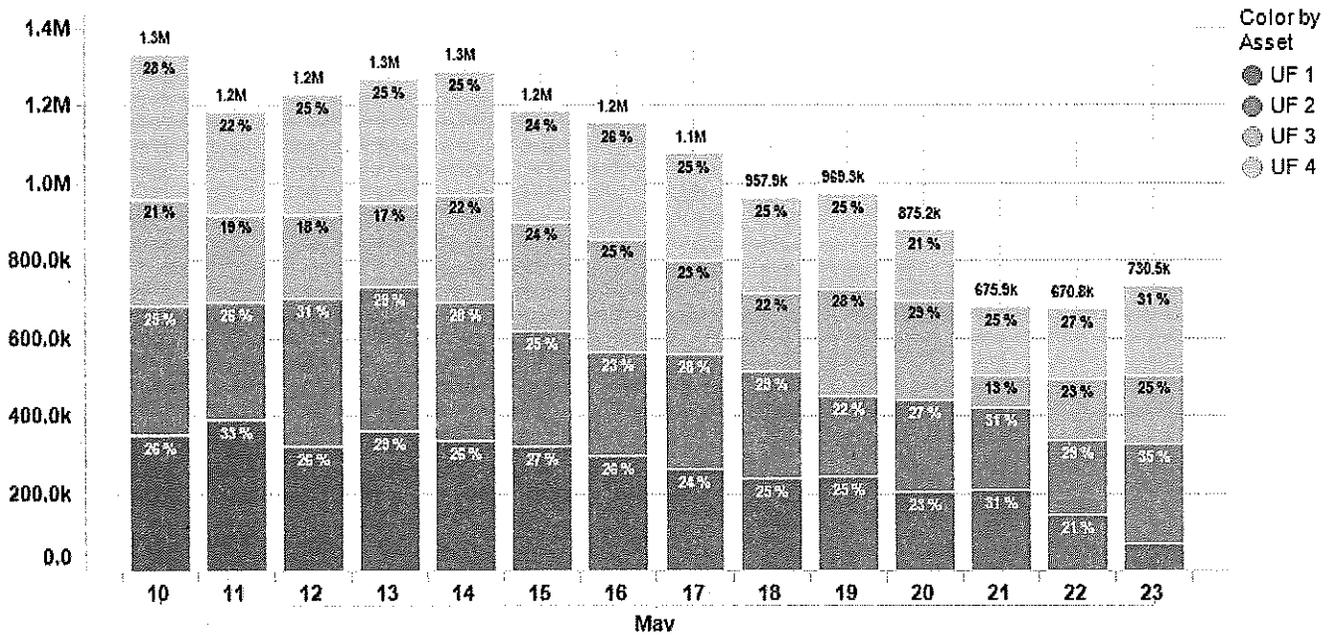


Before BP Flux Trend





Daily Permeate Flow



Average Daily permeate flow from 5/10/2019 to 5/23/2019 is 1.0M gal with a maximum daily flow of 1.3M gal.

Asset Summary

KPI Parameters	Value/Change	UF 1	UF 2	UF 3	UF 4
FluxBeforeBP gfd	Value	9.06	8.95	8.60	8.86
	Change	-15.15%	-7.76%	-11.23%	-7.72%
PermeateTurbidityAfterBP NTU	Value	0.18	0.08	0.19	0.12
	Change	2.30%	56.29%	6.34%	47.97%
TCPermeabilityBeforeBP gfd/psi	Value	20.56	9.76	17.72	17.83
	Change	-5.80%	-17.78%	-8.03%	-1.50%
TMPBeforeBP psi	Value	0.55	1.13	0.59	0.62
	Change	-16.87%	2.24%	-10.59%	-15.23%
TotalPermeateFlowDaily gal	Value	267.37k	284.32k	228.04k	261.13k
	Change	6.03%	7.35%	-7.52%	2.80%



Plant Summary

KPI Parameters	Value/Change	UF Plant
PermeateTemperature °F	Value	54.86
	Change	3.30 %
TotalPermeateFlowDaily gal	Value	1.04M
	Change	2.61 %

Contract Expiry Date : 10/26/2019

For InSight technical assistance please email insight.src@suez.com or please call technical support at 1 866 271 5425 or 905 469 7723 and follow the prompts, if you require after hours assistance please contact the 24/7 Emergency number provided in your plant documentation. This email is a summary of issues identified during a manual review of InSight data from the time period above. This review is an analysis of data that is logged by InSight and identifies key plant performance issues determined from this data. This data review was not focused on minor data issues but on identifying possible existing and/or upcoming critical operational issues.

This review was prepared by SUEZ Water Technologies & Solutions solely to assist water treatment plant owners and/or operators in analyzing and optimizing plant performance and is not intended to be used or relied upon for regulatory compliance or any other purpose. The content of this review is based in whole or in part on operation data obtained from the plant using InSight software. SUEZ Water Technologies & Solutions makes no representations or warranties as to the accuracy of the plant data utilized in the preparation of this review. SUEZ Water Technologies & Solutions accepts no liability for consequences or actions taken in whole or in part by any person on the basis of this review or its contents

Attachment 10

Report of the Department of Public Works
June 3, 2019

This year's milling and paving contract was awarded to Arthur Construction Company. They have begun their milling and paving operations. They have completed the paving on Fremont Court and Hancock Court and will be reestablishing the stone shoulder the week of June 3rd.

The Milling has been completed on Hermitage Blvd. and paving operations have begun. The contractor hopes to have all paving completed by Tuesday June 4th. Once the paving is completed the contractor will be installing all the required pavement markings, reestablishing the cross walks and stop bars. Weather permitting, all the painting should be completed by Friday June 7th.

The renovation of the Public Works Facility has been completed. The general contractor and all sub-contractors did an excellent job. The renovation is a much welcomed improvement and will serve the Public Works Department's needs for years to come.

McDonalds has been completed and ready for their soft opening on June 6th. The general contractor did a good job in keeping the work on track and meeting their projected completion date.

Public Works was able to complete the majority of the curb and parking block painting projects prior to Memorial Day weekend. We have a few more areas to paint and plan to finish these projects this month.

We have been overwhelmed with brush pick-up the last couple of weeks. We also have been busy mowing town-owned property and mowing private lots whose owners have been notified of being in violation of the Town's grass ordinance. Once these properties are mowed the property owners are billed for our services.

Attachment 11

On March 28, 2019, the Town authorized a work order with Pennoni and Associates to complete preliminary engineering reports related to storm water management for the following areas:

- Ashby Court / Archer Court drainage area
- Jackson Drive SWMA drainage area

This work will be completed in accordance with the attached scopes of work.

The work was to be completed by mid-May but it was delayed. Staff has met with Pennoni and they will provide the reports by June 20.

The reports will be made available to the Town Council. The Streets and Utilities Committee will begin reviewing the reports at their meeting on June 25 (meeting begins at 10:30 pm).

Scope of Work for Ashby Court/Archer Court drainage area PER

Background

Ashby and Archer Courts were developed in the mid-1990's as a part of the Battlefield Estates development. Unlike the rest of the subdivision, the drainage from these two streets did not pass through a detention pond before being released. The drainage from these two streets is conveyed through grass ditches to two level spreaders. Once the water leaves the level spreader it is released onto the rear of lots fronting on Walnut Street.

While this arrangement was a major issue in 1996 (a very rainy year during and immediately following construction), controversy/concern about the drainage from the Ashby Court release abated (in fact I do not believe we received a complaint in that area this year). The same is not true at the Archer Court release. In this situation it appears that a property owner east of the release point constructed raised planting beds and stopped the water from moving east as it was intended. As a result, the property adjacent to the Archer release (310 Walnut Street) quite often has an inundated rear yard.

Much of the attached information was generated because of the original controversy in the mid-1990's.

One solution available to us to help 310 Walnut Street would be to work with the owner to the east (not the one who built the raised beds – they have since sold and moved) to allow water to again traverse the lot. If that could be worked out, then that water would join the water that is released from Ashby Court. This certainly could put that area right back into the spotlight.

Scope

- Evaluate existing conditions at the Ashby and Archer Court release points and surrounding area
- Provide recommendations for abating or mitigating runoff problems in the area, including cost estimates for recommended projects
- Evaluate whether mitigation efforts will create adverse effects on downstream properties

Items provided:

- Map from Berryville Planning Area Stormwater Master Plan (two sheets). Important details:
 - o Scale 1"=200' / 2' contours
 - o Area in question is in Sub-system J
 - o Blue area identifies the approximate location of the stormwater releases in question
- Portion of Battlefield Estates plan showing the Archer and Ashby Courts
- Additional plans showing more precise grades and the level spreaders (three pages)
- Stormwater calculations for the area prepared by PHR&A (John Hash and Ray Moyer) and Mark Jeffries, P.E.
- Sub-system J narrative from Berryville Planning Area Master Plan

Information available

- Plan sets for BFE subdivision
- Berryville Planning Area Master Plan

Scope of Work for Jackson Drive SWMA review / Jackson Drive SWMA drainage area PER

- Visually inspect the Jackson Drive SWMA in order to determine whether it appears to be functioning properly. Report any obvious issues and enumerate any further study that may be recommended.
- Evaluate whether reducing the SWMA's release rate would improve conditions downstream of its release.
- If reducing the rate of release would be beneficial, then provide a preliminary report on modifications can be made, including cost estimates.
- Evaluate the drainage area from the SWMA to the point it enters a stormwater inlet on the north side of West Main Street (structure # 85). Provide a preliminary report on possible means of channelizing the flow, including cost estimates.
- Evaluate sub-drainage areas that contribute to the drainage at inlet #85. Provide a preliminary report on the possible means of channelizing the flow, and cost estimates.
- Evaluate whether channelization of water upstream of inlet #85 will create adverse effects on areas downstream of inlet #85 / if so, how could such effects be mitigated (cost estimates).

Information provided:

- Map from Berryville Planning Area Stormwater Master Plan. Important details:
 - o Scale: 1" = 200' / 2" contours
 - o Area in question is in Sub-System I
 - o Green mark is the approximate location of the Jackson Drive SWMA
 - o Orange mark is the approximate location of the receiving inlet mentioned above
 - o Blue areas identify known problem* areas
- Select section of the text of the Berryville Planning Area Stormwater Mater Plan
 - o Sub-system I narrative
 - o Hydraulic report for Sub-system I
 - o Project priorities (that include Sub-system I projects)
- Various documents that may be helpful:
 - o Easement Plat (109/556) – this easement provides for stormwater conveyance from what is now the Jackson SWMA to Dorsey Street
 - o Easement Plat (150/181) – this easement receives the stormwater on the east side of Dorsey Street
 - o Plat with easement (Woodlawn subdivision) – the 20' wide drainage easement leads to the inlet structure mentioned above
 - o As-built plan with grading for Lot 3 of Woodlawn subdivision
 - o 100-year flood plain analysis for Lot 3 of Woodlawn subdivision
 - o Topo from work performed recently by Marsh and Legge in the Academy / Dorsey Street area

Information available:

- The Town has as-built plans for the Jackson Drive SWMA
- The Town has construction plans for Battlefield Estates and the Clarke County High School (site in Sub-System I but upon development flow was removed from the area in question)
- Berryville Planning Area Stormwater Master Plan.