



Berryville Town Council

MEETING AGENDA

Berryville-Clarke County Government Center
101 Chalmers Court, Second Floor
Main Meeting Room
Called Meeting

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

July 6, 2020

3:00 PM

Item

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1. Call to Order	
2. Pledge of Allegiance	
3. Approval of Agenda	
4. Public Hearing: Proposed Amendments to FY2021 Budget	3
5. Discussion of Public Hearing Item: Proposed Amendments to FY2021 Budget	5
6. New Business	
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Policy: Voting	45
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Appointment to the Berryville Area Development Authority	

7. Closed Session 48

The Council of the Town of Berryville will enter closed session in accordance with §2.2-3711-A-1 of the Code of Virginia, to discuss making an appointment to the Town Council in order to fill a vacancy and the performance of a specific employee.

8. Discussion: Recorder Position Vacancy

9. Adjourn

**BERRYVILLE TOWN COUNCIL
PUBLIC HEARING NOTICE**

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

1) Proposed amendment to Fiscal Year 2021 Budget

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

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

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

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

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

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

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

ADVERTISE: Winchester Star on June 25, 2020

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

**Town of Berryville,
Virginia**

Memo

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

Budget Modification and Amendment

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

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

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

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

Budget Contingency Plan

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

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

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

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

General Fund

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

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

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

Water Fund

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

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

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

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

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

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

Sewer Fund

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

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

Sewer Fund continued

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

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

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

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

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

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

Sewer Fund Total \$120,000

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

FY 20-21 BUDGET REVENUES

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

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

TOTAL LOCAL REVENUES \$ 3,019,435.00 \$ 3,019,435.00

REVENUE FROM THE COMMONWEALTH

	NON-CATEGORICAL AID				
100-3220107-0000	ROLLING STOCK TAX	\$	1,850.00	\$	1,850.00
100-3220109-0000	PPTRA	\$	209,917.00	\$	209,917.00
100-3220201-0000	COMMUNICATION TAX	\$	77,000.00	\$	77,000.00
	TOTAL NON-CATEGORICAL AID	\$	288,767.00	\$	288,767.00
	CATEGORICAL AID				
100-3220108-0000	599 LAW ENFORCEMENT GRANT	\$	82,350.00	\$	82,350.00
100-3240103-0000	LE BLOCK GRANT	\$	1,000.00	\$	1,000.00
100-3240201-0000	FIRE FUND PROGRAM	\$	15,250.00	\$	15,250.00
100-3240300-0000	VDOT LANE MILE ALLOWANCE	\$	558,618.00	\$	558,618.00
100-3240301-0000	VDOT ROAD MAINTENANCE	\$	5,000.00	\$	5,000.00
100-3240302-0000	LITTER CONTROL GRANT	\$	2,000.00	\$	2,000.00
100-3240311-0000	ST EMERGENCY R&R	\$	-	\$	-
100-3240312-0000	VA COMMISSION FOR THE ARTS	\$	-	\$	-
100-3240710-0000	DMV ANIMAL FRIENDLY PLATES	\$	-	\$	-
	TOTAL CATEGORICAL AID	\$	664,218.00	\$	664,218.00

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

REVENUE FROM THE FEDERAL GOVERNMENT

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

TOTAL FROM FEDERAL GOVERNMENT \$ \$

REVENUE FROM OTHER SOURCES

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

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

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

WATER FUND

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

WATER FUND

PERSONNEL

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

	TREATMENT			
501-4012222-1147	COMPENSATION	\$	147,000.00	\$ 147,000.00
501-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$	11,240.00	\$ 11,240.00
501-4012222-2830	CERTIFICATION FEES	\$	900.00	\$ 900.00
501-4012222-2840	STATE CONNECTION FEES	\$	5,400.00	\$ 5,400.00
501-4012222-2850	LAB TESTING	\$	8,500.00	\$ 8,500.00
501-4012222-3110	MEDICAL EXAMS	\$	200.00	\$ 200.00
501-4012222-3145	PROFESSIONAL SERVICES	\$	15,000.00	\$ 15,000.00
501-4012222-3146	UTILITY RATE STUDY	\$	-	\$ -
501-4012222-3210	SLUDGE REMOVAL	\$	30,000.00	\$ 30,000.00
501-4012222-3220	CLEAN RIVER INTAKE	\$	2,000.00	\$ 2,000.00
501-4012222-3310	REPAIR & MAINTENANCE	\$	60,000.00	\$ 60,000.00
501-4012222-3510	CONSUMER CONFIDENCE RPT	\$	500.00	\$ 500.00
501-4012222-5110	ELECTRICITY	\$	61,500.00	\$ 61,500.00
501-4012222-5120	PROPANE HEAT WTP	\$	3,500.00	\$ 3,500.00
501-4012222-5230	TELECOMMUNICATIONS	\$	3,800.00	\$ 3,800.00
501-4012222-5415	COPIER LEASE	\$	670.00	\$ 670.00
501-4012222-5540	TRAINING	\$	2,500.00	\$ 2,500.00
501-4012222-5690	DISCHARGE PERMIT RENEWAL	\$	650.00	\$ 650.00
501-4012222-5810	DUES	\$	1,100.00	\$ 1,100.00
501-4012222-6001	OFFICE SUPPLIES	\$	1,000.00	\$ 1,000.00
501-4012222-6004	LAB SUPPLIES	\$	4,500.00	\$ 4,500.00
501-4012222-6005	JANITORIAL SUPPLIES	\$	1,000.00	\$ 1,000.00
501-4012222-6008	GASOLINE & OIL	\$	6,200.00	\$ 6,200.00
501-4012222-6011	UNIFORMS	\$	1,000.00	\$ 1,000.00
501-4012222-6014	TOOLS	\$	500.00	\$ 500.00
501-4012222-6019	SAFETY EQUIPMENT	\$	2,000.00	\$ 2,000.00
501-4012222-6020	PERSONAL EQUIPMENT	\$	600.00	\$ 600.00
501-4012222-6025	CHEMICALS	\$	40,000.00	\$ 40,000.00
	TOTAL TREATMENT	\$	411,260.00	\$ 411,260.00
	DISTRIBUTION & MAINTENANCE			
501-4012224-1183	COMPENSATION	\$	139,250.00	\$ 139,250.00
501-4012224-2100	MATCHING FICA EXPENSE (7.65 %)	\$	10,650.00	\$ 10,650.00
501-4012224-3330	LINE REPAIR & MAINTENANCE	\$	50,000.00	\$ 50,000.00
501-4012224-6007	MATERIALS & SUPPLIES	\$	30,000.00	\$ 30,000.00
501-4012224-6019	SAFETY EQUIPMENT	\$	700.00	\$ 700.00
501-4012224-6030	NEW SERVICE SUPPLIES	\$	9,000.00	\$ 9,000.00
	TOTAL DISTRIBUTION & MAINT	\$	239,600.00	\$ 239,600.00

CAPITAL OUTLAY					
501-4094200-8102	TANK REPAIR & MAINT	\$	85,000.00	\$	85,000.00
501-4094200-8105	PICKUP (1/2)	\$	15,000.00	\$	15,000.00
501-4094200-8111	COMPUTER UPGRADE			\$	6,000.00
501-4094200-8167	SCADA				
501-4094200-8211	CAPITAL RESERVES	\$	207,975.00	\$	201,975.00
501-4094200-8340	MOWER (1/2)				
501-4094200-8345	PW ONE TON DUMP TRUCK				
501-4094200-8360	HANDHELD METER READER	\$	7,000.00	\$	7,000.00
501-4094200-8361	WATER DIST SYSTEM UPGRADES	\$	115,000.00	\$	115,000.00
501-4094200-8550	EQUIPMENT REPAIR RESERVE	\$	25,000.00	\$	25,000.00
501-4094200-8605	WTP BUILDING MAINTENANCE				
501-4094200-8704	WATER FINISH PUMP REPLACEMENT			\$	132,000.00
501-4094200-8953	UTILITY PLANT GATES				
501-4094200-8954	STORAGE BUILDING	\$	-	\$	-
501-4094200-8957	WTP EVALUATION & REPAIRS	\$	-	\$	-
501-4094200-8958	WATER METER REPLACEMENT	\$	165,000.00	\$	165,000.00
	TOTAL CAPITAL OUTLAY	\$	619,975.00	\$	751,975.00
	CONTINGENCY				
501-4094300-5800	CONTINGENCY (3.00%)	\$	24,735.00	\$	24,735.00
	TOTAL CONTINGENCY	\$	24,735.00	\$	24,735.00
	TOTAL WATER FUND OPERATIONAL	\$	800,915.00	\$	800,915.00
	TOTAL WATER FUND CONTINGENCY	\$	24,735.00	\$	24,735.00
	TOTAL WATER FUND CAP OUTLAY	\$	619,975.00	\$	751,975.00
	TOTAL WATER FUND EXPENSES	\$	1,445,625.00	\$	1,577,625.00

SEWER FUND

PERSONNEL			
502-4012220-1114	COMPENSATION	\$ 39,300.00	\$ 39,300.00
502-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 3,010.00	\$ 3,010.00
502-4012220-2210	VRS	\$ 51,785.00	\$ 51,785.00
502-4012220-2220	VMLIP - STD	\$ 243.00	\$ 243.00
502-4012220-2230	VMLIP - LTD	\$ 2,236.00	\$ 2,236.00
502-4012220-2300	HEALTH INSURANCE	\$ 75,608.00	\$ 75,608.00
502-4012220-2400	LIFE INSURANCE	\$ 5,545.00	\$ 5,545.00
502-4012220-2600	UNEMPLOYMENT INSURANCE	\$ 71.00	\$ 71.00
502-4012220-2700	WORKER'S COMPENSATION	\$ 13,500.00	\$ 13,500.00
502-4012220-3320	HANDHELD MAINT	\$ 2,800.00	\$ 2,800.00
502-4012220-5210	POSTAGE	\$ 7,500.00	\$ 7,500.00
502-4012220-6001	OFFICE SUPPLIES	\$ 1,000.00	\$ 1,000.00
	TOTAL PERSONNEL	\$ 202,598.00	\$ 202,598.00
TREATMENT			
502-4012222-1147	COMPENSATION	\$ 323,200.00	\$ 323,200.00
502-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 24,725.00	\$ 24,725.00
502-4012222-2830	CERTIFICATION FEES	\$ 500.00	\$ 500.00
502-4012222-2850	LAB TESTING	\$ 36,000.00	\$ 36,000.00
502-4012222-3145	PROFESSIONAL SERVICES	\$ 18,000.00	\$ 18,000.00
502-4012222-3146	UTILITY RATE STUDY	\$ -	\$ -
502-4012222-3210	LANDFILL-SOLIDS DISPOSAL	\$ 48,000.00	\$ 48,000.00
502-4012222-3310	REPAIR & MAINTENANCE	\$ 110,000.00	\$ 110,000.00
502-4012222-5110	ELECTRICITY	\$ 135,000.00	\$ 135,000.00
502-4012222-5230	TELECOMMUNICATIONS	\$ 6,000.00	\$ 6,000.00
502-4012222-5415	COPIER LEASE	\$ 3,900.00	\$ 3,900.00
502-4012222-5540	TRAINING	\$ 3,000.00	\$ 3,000.00
502-4012222-5690	Discharge Permit Renewal	\$ 3,000.00	\$ 3,000.00
502-4012222-5810	DUES	\$ 500.00	\$ 500.00
502-4012222-6001	OFFICE SUPPLIES	\$ 1,000.00	\$ 1,000.00
502-4012222-6004	LAB SUPPLIES	\$ 5,400.00	\$ 5,400.00
502-4012222-6005	JANITORIAL SUPPLIES	\$ 1,200.00	\$ 1,200.00
502-4012222-6008	GASOLINE & DIESEL FUEL	\$ 9,000.00	\$ 9,000.00
502-4012222-6011	UNIFORMS	\$ 1,000.00	\$ 1,000.00
502-4012222-6014	TOOLS	\$ 1,500.00	\$ 1,500.00
502-4012222-6019	SAFETY EQUIPMENT	\$ 2,000.00	\$ 2,000.00
502-4012222-6020	PERSONAL EQUIPMENT	\$ 800.00	\$ 800.00
502-4012222-6025	CHEMICALS	\$ 90,000.00	\$ 90,000.00
	TOTAL TREATMENT	\$ 823,725.00	\$ 823,725.00

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

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

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

Expenditures	2020-2021			2021-2022			2022-2023			2023-2024			2024-2025		
	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer
Computer Replacements	7,500			7,500			7,500			7,500			7,500		
Hogan's Alley Improvements Reserve	1,000			6,000											
Rixey Moore Playground Improvements															
Livery Stable/23 E Main St Reserve	44,235														
Pave Crow Street Parking Lot															
Virginia Avenue	55,000														
Ton Dump Truck (GF 100% VDOT)				27,500	13,750	13,750									
Capital Reserves															
Dump Truck/Snow Plow (GF 100% VDOT)	126,000														
Hydraulic Salt Spreader (GF 100% VDOT)	11,000														
Salt Storage Building Repair(GF 100% VDOT)															
Police Patrol Vehicle	52,600			-									53,400		
Police Camera Equipment															
Body Camera Replacement 10															
Mobile Data Terminal Replacement															
Police Radio Replacement - Reserve	20,000			15,000											
Police Department Server Replacement	6,000														
Police Department Pistols															
Wayfinding Signs Reserve	5,000			5,000											
Holiday Decoration	10,000														
Water Distribution System Upgrade		115,000			615,000									95,000	
Hand Held Meter Reading Device		7,000	7,000												
Meter Replacement		165,000			165,000									165,000	
Storage Tank Repair		85,000			85,000										
Equipment Repair Reserve		25,000			25,000									50,000	
Capital Reserves															
WTP Disinfection Upgrade															
WTP Filter Maintenance															
SCADA / Computers		6,000	58,000												
Pick-up Truck		15,000	15,000												
WTP Finish Pump Replacement		132,000													
Pre-seedimentation Basin Repair															
Communications Net for Utilities					200,000										
Utility Plant Gates															
WTP Evaluation & Repairs															
Collection System Upgrades			115,000			115,000								115,000	
Membrane Replacement			100,000			670,000								110,000	
Hypochlorite Pump Replacement															
Equipment Repair - Reserve			25,000			25,000								50,000	
Inventory Lockup Fencing															
Capital Reserves															
New SCADA Computer system															
WWTP Building Repairs/Joints Reserve			7,000												
Headworks Light Replacement (High Bay)			30,000												
Tripod and Hoist compliant with VOSH					2,800	2,800									
Generator Bville Glen Pump Station Reserve			10,000												
Replace 2013 Ford F-150															
Bludge Loading Conveyor Belt			22,000												
Total	338,335	550,000	389,000	61,000	1,616,550	833,550	104,000	310,000	292,000	65,900	325,000	307,000	91,500	145,000	292,000

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

General Fund FY21

Computer Replacement \$7,500

Administration

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

Hogan's Alley Improvements Reserve \$1,000

Administration

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

FY20 \$3,000

FY21 \$1,000

FY22 \$6,000

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

Administration

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

FY19 \$40,000

FY20 \$73,265

FY21 \$44,235

FY 2021

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

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

Public Works Department

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

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

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

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

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

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

Public Works

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

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

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

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

Public Works

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

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

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

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

Patrol Vehicle \$52,600

Police Department

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

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

Police Radio Replacement Reserve \$20,000

Police Department

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

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

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

Server Replacement \$6,000

Police Department

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

Wayfinding Signs Reserve \$5,000

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

Holiday Decorations \$10,000

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

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

Water Fund FY21

Water Distribution System Upgrades \$115,000

Public Works Department

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

Handheld Meter Reading Device \$7,000

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

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

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

Water Fund \$ 7,000

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

Meter Replacement \$165,000

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

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

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

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

Storage Tank Repair \$85,000

Public Utilities Department

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

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

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

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

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

Equipment Repair Reserve \$25,000

Public Utilities

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

Pickup Truck \$15,000

Public Utilities

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

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

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

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

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

The project involves:

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

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

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

Sewer Fund FY21

Collection System Upgrades \$115,000

Public Works Department

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

Membrane Replacement \$100,000

Public Utilities Department

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

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

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

Equipment Repair Reserve \$25,000

Public Utilities Department

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

WWTP Building Repairs/Joints Reserve \$7,000

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

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

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

Pickup Truck \$15,000

Public Utilities

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

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

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

Meter Reading Device \$7,000

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

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

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

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

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

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

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

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

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

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

Date: July 14, 2020

Motion By:

Second By:

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

General Fund

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

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

Water Fund

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

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

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

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

Sewer Fund

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

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

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

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

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

VOTE:

Aye:

Nay:

Absent:

Abstain:

ATTEST: _____
Paul Culp, Town Clerk

Berryville Town Council Item Report Summary
July 6, 2020

Item Title

New Business - Discussion: Organizational Matters

Meeting Schedule for First Half of FY21

Committee Assignments

Policy: Voting

Policy: Council Members Conducting Business with the Town

Appointment to the Berryville Area Development Authority

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

1. Organization matters

Recommendation

Sample Motion

There are several matters that the Town Council would like to discuss at the beginning of fiscal year 2021.

Meeting Schedule for First Half of FY21

The attached draft schedule was prepared by staff and was intended to reflect the Council's desire for committees to meet roughly six times per year and provide sufficient breaks for vacations and observance of holidays.

The Council is asked to approve a meeting schedule for the first half of the fiscal year.

MOTION

I move that the Council of the Town of Berryville adopt the attached meeting schedule.

Committee Assignments

Mayor Arnold has developed the attached committee assignments for the coming year. No action is necessary in this regard but Mayor Arnold wanted to provide the Council an opportunity have input on this matter prior to the assignments becoming effective.

Policy: Motions and Voting

The attached draft policy is intended to streamline voting procedures.

For the past several years roll votes have been taken on nearly every action. This practice is very cumbersome and time-consuming. This policy provides for use of voice votes in most situations but provides for use of other voting methods as needed.

The policy also eliminates the need for seconds and permits members to withdraw, amend, or permit amendment of their motion prior to a vote.

The Council is asked to approve a motions and voting policy.

MOTION

I move that the Council of the Town of Berryville adopt the attached policy concerning motions and voting.

Policy: Council Members Conducting Business with the Town

The attached draft policy is intended to improve the transparency of transactions between the Town and members of the Town Council.

At present, the Town regularly does business with one entity which is owned by a Council member. The policy provides for enhanced reporting in such instances.

The Council is asked to approve a policy concerning business activity between the Town and members of Council.

MOTION

I move that the Council of the Town of Berryville adopt the attached policy concerning business activity between the Town and members of Council.

Appointment to the Berryville Area Development Authority

The Berryville Area Development Authority (BADA) serves as the administrative body in Annexation Area B of the Berryville Area. Three members of the BADA are appointed by the Town Council and three members are appointed by the Clarke County Board of Supervisors.

Matt Bass has served ably as a Town representative on the board for several years. Recently, Mr. Bass was appointed to the Clarke County Board of Supervisors; therefore, he has stepped down as a Town representative on the BADA.

Historically, a member of the Town Council has been appointed to the BADA (a post held by Allen Kitselman for many years) but this has not been the case for the last two years. Mrs. Harrison has stated that she would accept appointment to this position.

MOTION

I move that the Council of the Town of Berryville appoint Diane Harrison to the unexpired term of Matt Bass on the Berryville Area Development Authority with such term beginning on 7/7/20 and ending on 6/30/2022.

**Schedule of Town Council and Town
Council Standing Committee Meetings
for the period beginning July 1, 2020 and ending December 31, 2020**

Revised 6/30/20

July 2020

Town Council Called Meeting	7/6/20	3:00 pm
Town Council Regular Meeting	7/14/20	6:30 pm
Draft Agenda Disseminated	6/22/20	EOB
Draft Agenda Comments Deadline	6/23/20	noon
Agenda Disseminated to TC/Staff	6/24/20	noon
Reg Mtg Agenda Packet Material Deadline	7/7/20	noon
Packet finalized and Disseminated	7/10/20	EOB

Budget and Finance Committee	NMS
Community Development Committee	NMS
Personnel, Appointments, & Policy Comm.	NMS
Public Safety Committee	NMS
Streets and Utilities Committee	NMS

August 2020

Town Council Work Session	NMS
Town Council Regular Meeting	NMS

Budget and Finance Committee	NMS
Community Development Committee	NMS
Personnel, Appointments, & Policy Comm.	NMS
Public Safety Committee	NMS
Streets and Utilities Committee	NMS

September 2020

Town Council Work Session	8/31/20	3:00 pm
Town Council Regular Meeting	9/8/20	7:30 pm
Draft Agenda Disseminated	8/17/20	EOB
Draft Agenda Comments Deadline	8/18/20	noon
Agenda Disseminated to TC/Staff	8/19/20	noon
Reg Mtg Agenda Packet Material Deadline	8/28/20	noon
Packet finalized and Disseminated	9/2/20	EOB

Budget and Finance Committee	9/22/20	10:30 am
Community Development Committee	9/28/20	3:00 pm
Personnel, Appointments, & Policy Comm.	9/22/20	9:00 pm
Public Safety Committee	9/28/20	1:00 pm
Streets and Utilities Committee	9/22/20	1:30 pm

October 2020

Town Council Work Session	10/5/20	3:00 pm
Town Council Regular Meeting	10/13/20	7:30 pm
Draft Agenda Disseminated	9/29/20	EOB
Draft Agenda Comments Deadline	9/30/20	noon
Agenda Disseminated to TC/Staff	9/30/20	EOB
Reg Mtg Agenda Packet Material Deadline	10/5/20	noon
Packet finalized and Disseminated	10/8/20	EOB

Budget and Finance Committee	10/27/20	10:30 am
Community Development Committee	10/26/20	3:00 pm
Personnel, Appointments, & Policy Comm.	10/27/20	9:00 am
Public Safety Committee	10/26/20	1:00 pm
Streets and Utilities Committee	10/27/20	1:30 pm

November 2020

Town Council Work Session	NMS	
Town Council Regular Meeting	11/10/20	7:30 pm
Draft Agenda Disseminated	10/27/20	EOB
Draft Agenda Comments Deadline	10/28/20	noon
Agenda Disseminated to TC/Staff	10/28/20	EOB
Reg Mtg Agenda Packet Material Deadline	11/2/20	noon
Packet finalized and Disseminated	11/5/20	EOB

Budget and Finance Committee	11/17/20	10:30 am
Community Development Committee	11/16/20	3:00 pm
Personnel, Appointments, & Policy Comm.	11/17/20	9:00 am
Public Safety Committee	11/16/20	1:00 pm
Streets and Utilities Committee	11/17/20	1:30 pm

Note: This committee schedule moves meetings up one week to avoid having meetings during the week of Thanksgiving.

December 2020

Town Council Work Session	11/30/20	3:00 pm
Town Council Regular Meeting	12/8/20	7:30 pm
Draft Agenda Disseminated	11/17/20	EOB
Draft Agenda Comments Deadline	11/18/20	noon
Agenda Disseminated to TC/Staff	11/18/20	EOB
Reg Mtg Agenda Packet Material Deadline	11/30/20	noon
Packet finalized and Disseminated	12/3/20	EOB

Budget and Finance Committee	NMS
Community Development Committee	NMS
Personnel, Appointments, & Policy Comm.	NMS
Public Safety Committee	NMS
Streets and Utilities Committee	NMS

NMS No Meeting Scheduled
EOB End of Business

The Town Council and committees thereof, reserve the right to reschedule or cancel scheduled meetings and to set new meetings they deem necessary.

**Town Council Committee/Board Assignments
Effective July 7, 2020
(revised 6/30/20)**

Standing Committees of the Council

Budget & Finance	Erecka Gibson, Chair & Donna McDonald
Community Development	Kara Rodriguez, Chair & Diane Harrison
Personnel	Jay Arnold, Chair & Erecka Gibson
Public Safety	Donna McDonald, Chair & new member*
Streets & Utilities	Diane Harrison, Chair & Kara Rodriguez

* Mayor Arnold will fill this post until a new Council member has been appointed.

Other

Northern Shenandoah Valley Regional Commission
Jay Arnold
Christy Dunkle (Alternate)

Berryville Main Street (Liaison to Board of Directors)
Jay Arnold

Town Council Policies

Motions and Voting

2020 -01

Purpose

To establish policies and procedures for Council voting.

This policy is established in accordance with §2-21 of the Berryville Code. In accordance with that section, matters not addressed by rules of procedure adopted by the Council are governed by the current edition of Robert's Rules of Order.

Policy:

It is vital to the operations of the Town that any member of the Council be able to place a matter before the body for a vote; therefore no second is required to place a motion before the Council for a vote. Similarly, the member who made the motion may withdraw, amend, or permit amendment of a motion prior to the vote.

Each member of the Council shall vote on all motions before the Council, unless a member has been duly recused from the matter. Members not recused shall vote on motions by either voting "Yes" if supporting the motion, "No" if opposing the motion, or "Abstain" if choosing not to support or oppose the motion.

The Council will take action by voice vote, a show of hands, or roll-call vote, in accordance with the provisions of this policy and applicable law.

If the outcome of a voice vote cannot be determined or is in doubt, then any member may request that the presiding officer call for a show of hands or conduct a roll-call vote.

Once a motion is on the floor, the presiding officer shall call for discussion of the motion. Discussion on a motion may be ended when no members respond to the presiding officer's query as to whether there is any more discussion, or a majority of members assembled approve a motion to call the question (subsidiary motion).

Procedure:

Motions

When making a motion, a member should state the motion as clearly and succinctly as possible. Members making a motion shall begin by saying: "I move that the Council ..."

Members are encouraged to provide the Council and the Town Clerk with a written copy of complex or lengthy motions.

Votes

The Council will conduct its business by means of either voice votes, a show of hands, or roll call votes. All motions will be acted upon by use of voice vote unless:

- another form of voting is required by law in a particular instance,
- a member requests another form of voting prior to the vote, or
- in the opinion of any member of the Council the results of the vote were inconclusive.

Voice vote

When conducting a voice vote on a matter in accordance with this policy, the presiding officer shall:

- state the motion as it was moved.
- state "All in favor of the motion say Yes."
- state "All opposed say No."
- state "All abstaining say Abstain."
- announce the vote count and outcome.

Show of hands

When conducting a vote by a show of hands on a matter in accordance with this policy, the presiding officer shall:

- state the motion as it was moved.
- state "All in favor of the motion raise your hands until I have counted the votes."
- state "All opposed to the motion raise your hands until I have counted the votes."
- state "All abstaining from the vote on this motion raise your hands until I have counted the votes."
- announce the vote and outcome.

Roll-call vote

When conducting a roll-call vote on a matter in accordance with this policy, the presiding officer shall:

- state the motion as it was moved.
- direct the Town Clerk to perform the roll call vote.
 - o The Town Clerk will call for votes in the following order:
 - Ward 1 Council Member
 - Ward 2 Council Member
 - Ward 3 Council Member
 - Ward 4 Council Member
 - Recorder / Vice Mayor
 - Mayor
- Announce the results of the vote.

Adopted by Berryville Town Council on _____.

Town Council Policies

Council Members Conducting Business with the Town

2020 -02

Purpose

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

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

Policy:

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

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

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

Procedure:

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

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

Adopted by Berryville Town Council on _____ .

The Council will enter closed session on two issues.

The Council will enter closed session to discuss filling the vacancy created by Mayor Arnold's resignation as Recorder.

After that discussion, the Council will discuss performance of a specific employee.

Motions

I move that the Council of the Town of Berryville enter closed session in accordance with §2.2-3711-A-1 of the Code of Virginia, to discuss making an appointment to the Town Council in order to fill a vacancy and the performance of a specific employee.

and

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

Resolution

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

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

NOTE – Resolution must be approved by a roll-call vote.