



Public Safety Committee

MEETING AGENDA

Berryville-Clarke County Government Center

101 Chalmers Court, Second Floor

Main Meeting Room

Regular Session

September 29, 2020

2:00 PM

Item

Page

1. Call to Order

2. Approval of Agenda

3. Unfinished Business

Discussion: Police Staffing Proposal for FY21 Budget

Update: Refuse and Recycling Collection

4. New Business

Update: Police Department

5. Other

6. Closed Session

7. Adjourn

Background

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

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

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

Findings

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

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

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

Financial Considerations

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

Deadline

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

Other

Nothing to note.

Recommendation

No formal recommendation.

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

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

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

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