



Berryville Town Council

MEETING AGENDA

Berryville-Clarke County Government Center

101 Chalmers Court, Second Floor

Main Meeting Room

Regular Session

February 9, 2021

7:00 PM

Item

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1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Presentations/Awards and Recognitions
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**14. Closed Session**

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The Council of the Town of Berryville will enter closed session in accordance with §2.2-3711-A-1 of the Code of Virginia, to discuss the performance of a specific individual.

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

**15. Adjourn**

**Berryville Town Council Item Report Summary**  
**February 9, 2021**

**Item Title**

Consent Agenda - Approval of Minutes

**Prepared By**

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**Background/History/General Information**

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

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

**Findings/Current Activity**

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

Minutes of the 01/12/21 regular meeting of the Town Council

Minutes of the 01/12/21 meeting of the Budget and Finance Committee

Minutes of the 01/25/21 meeting of the Community Development Committee

**Financial Considerations**

None

**Schedule/Deadlines**

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

**Other Considerations**

None

**Attachments**

1. Consent Agenda 02.09.2021

**Recommendation**

Approval

**Sample Motion**

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

**MINUTES**  
**BERRYVILLE TOWN COUNCIL**  
**Berryville-Clarke County Government Center**  
**Regular Meeting**  
**January 12, 2021**  
**7:00 p.m.**

*Attendance being limited by pandemic restrictions, the meeting was livestreamed on the Town's YouTube channel.*

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

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

**Press:** None present.

**1. Call to Order**

Mayor Arnold called the meeting to order at 7:00 p.m.

**2. Pledge of Allegiance**

**3. Approval of Agenda**

Mayor Arnold noted the non-standard seating arrangement of Council members because of social-distancing protocols during the coronavirus pandemic, and the presence of Clarke County Supervisor Matt Bass.

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

**4. Presentations/Awards/Recognitions**

None.

**5. Public Hearings**

None.

**6. Discussion of Public Hearing Items**

None.

## 7. Citizens' Forum

No one signed up to speak.

## 8. Consent Agenda

The consent agenda comprised the minutes of the December 8 Town Council regular meeting and the December 8 meeting of the Budget and Finance Committee.

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

## 9. Unfinished Business

Mr. Dalton directed Council's attention to the material on blight abatement, including photos of affected properties, provided in the agenda packet, noting previous Council and committee meetings in which the matter had been discussed. He said the properties to be given the highest priority were at 12 First Street and 112, 114, 203, and 227 Josephine Street. He said 112 Josephine appeared to be in significant systemic decline, while the other properties were of concern primarily because of problems with their roofs.

Mr. Dalton said he had spoken with persons associated with two of the properties and would meet with them within the next few days.

Mr. Dalton described the blight abatement process as specified in §5.5 of the Town Code: The town manager makes a preliminary determination that a property is blighted, contacts the owner(s) via certified mail, and attempts to reach an agreement on the needed improvements. Should such an agreement not occur, the matter proceeds to the Planning Commission and Town Council.

Mr. Dalton said 227 Josephine Street was of particular concern because a portion of its roof and western wall had collapsed recently. He said he had notified the owner of the need for action and that staff recommends pursuing action under §5.3 of the Town Code because of the property's dire condition, according to which a structure that endangers the health or safety of Town residents may be razed. He said such a decision by Council would require a process involving notice being given to the owner of record via certified mail, publication of a notice in a newspaper of general circulation, and the elapse of a 30-day period after the final such notice during which the owner fails to abate the hazard. Should that failure occur, the Town would be permitted to pursue abatement and take steps to recover the costs incurred thereby.

Mr. Dalton enumerated other properties causing concern--25 Cattleman's Lane, and 225 Josephine and 229 Josephine—whose owners he had not contacted via certified mail. He said citizens had

expressed concern about the latter two and 227 Josephine but that he had given priority to properties with severe roof problems and rapid deterioration.

Mr. Dalton said funds reserved from last year and from the current budget and the next fiscal year's budget would be used to cover the Town's expenses.

Ms. Harrison noted further deterioration in certain properties since the photos in the agenda packet were made.

Ms. Rodriguez also noted the extremely poor condition of certain properties and said she had understood that staff had intended to engage an engineer to examine the properties at some point. Mr. Dalton said he had been concerned about the expense of engineering analyses cutting into the funding needed for the actual abatement of the hazards, and he said he believed he had been following the will of the Council in giving priority to properties with roof problems. Ms. Rodriguez said this was sensible.

Ms. Harrison noted that some of the properties had been evaluated during a grant-application process and would have deteriorated further since then. She recommended against expenditures on an engineer's opinion.

Mr. Dalton said discussions with property owners could result in ameliorative measures short of demolition but that otherwise staff, Council, and Planning Commission would determine how best to proceed. He noted that an engineer's review could occur later as required.

Ms. Rodriguez ascertained from Mr. Dalton that the owner of 227 Josephine was not among the property owners who had responded to Mr. Dalton's certified letters and that the owner of record had not been in communication with the Town in a long time, but that he had spoken with someone he believed to have an interest in the property. He noted that added complications ensue with properties that belong to estates rather than to individuals.

In response to a question from Ms. Rodriguez, Mr. Dalton explained that notices must be sent to owners of record and that a notice must be published in the newspaper, while residents of the street in question would have the opportunity to provide input if/when the matter proceeds to a public hearing stage. Ms. Rodriguez said she would prefer a mailing to residents of Josephine Street in advance of a public hearing. She and Mr. Dalton agreed that the precedent set thereby would make similar notifications desirable in the case of properties on other streets.

Ms. McDonald asked whether the Code provided for properties to be given the opportunity to address problems before the Town proceeds. Mr. Dalton said his intention was for a preliminary notification to be followed by a discussion with the property owner and that if amelioration did not ensue, then the Town would notify the property owner of the property's status as blighted. He said the property owner would then have thirty days to advance an acceptable blight abatement plan,

with failure to do so resulting in the matter being forwarded to the Planning Commission and Town Council, which would be authorized but not required to take action.

There was a discussion of previous cases. Ms. Dunkle noted that four properties had been under consideration when 23 Josephine Street was under consideration, with three being demolished and one repaired.

There was a discussion of other properties that recently been of concern but had undergone remediation.

In response to a question from Ms. McDonald, Mr. Dalton noted that other property owners on Josephine Street had expressed concern about the properties in advanced disrepair.

Mayor Arnold said he was in favor of proceeding with 227 Josephine Street and that he wondered whether it might be wise to consider beginning the process for 229 Josephine. Mr. Dalton said the property could be added to the group as the Council so desires.

There was a discussion of the flaws in particular structures.

Mr. Dalton clarified for Mayor Arnold that he would be working through the §5-5 process on 12 First Street and 112, 114, and 203 Josephine Street and the §5-3 process on 227 Josephine.

There was a brief discussion of 12 First Street.

Ms. Harrison recommended sending letters to the owners of 225 and 229 Josephine regarding the situation with 227 Josephine.

Mr. Dalton noted that he and Chief White would be considering what measures to take to secure the property at 25 Cattleman's Lane.

Ms. McDonald asked Mr. Dalton whether the Town has the necessary funds for the work being discussed. Mr. Dalton said he believed it would be necessary to budget for it in the coming fiscal year as well as drawing on funds already held in reserve. He said use of the contingency fund might be necessary.

Mr. Dalton said expenses incurred by the Town to abate blight or raze dangerous structures would be billed to the owner of record, with a lien subsequently being filed against the property if the owner of record fails to pay, in which scenario recovery of costs would require several years. Mr. Dalton said that costs often are not recovered until a tax lien sale occurs.

Ms. Rodriguez moved that the Council of the Town of Berryville, in accordance with §5-3 of the Berryville Code, find that the dwelling located at 227 Josephine Street might endanger the public health or safety residents of the Town, and that the Town Manager is hereby directed to provide notice of this finding and the Council's intent to demolish the dwelling as required in Chapter 5 of the Berryville Code. The Town Manager is hereby authorized to proceed with action in this regard, including demolition of the dwelling, if the owner of record has not abated the danger upon the expiration of the required notice period.

The motion passed by unanimous voice vote.

#### 10. New Business

Mr. Dalton confirmed that the Council would want an update on dangerous structures and blight abatement at the next meeting.

#### 11. Council Member Reports

##### Mayor

Mayor Arnold had nothing to add.

##### Recorder

Recorder Gibson had nothing to add.

##### Ward 1

Ms. McDonald said residents had expressed concern about the opening of Fairfax Street and about the new trash collection arrangements.

##### Ward 2

Ms. Harrison had nothing to add.

##### Ward 3

Mr. Mazzarino was absent.

##### Ward 4

Ms. Rodriguez had nothing to add.

## **12. Staff Reports**

### **Public Works**

Mr. Dalton said the Town had begun the transition period to the new refuse collection contract and that multiple members of the department were involved in the deployment of new containers. He said he hoped this would be complete by January's end, with recycling containers to follow.

### **Public Utilities**

Nothing was added to the written report.

### **Police**

Nothing was added to the written report.

### **Community Development**

Ms. Dunkle had nothing to add to her written report.

### **Administration and Finance**

Mr. Jacobs had nothing to add to his report.

Recorder Gibson recommended discussion in the next meeting of budget amendments required before the end of the fiscal year.

### **Town Manager**

Mr. Dalton had nothing to add.

## **13. Committee Updates**

### **Budget and Finance**

Recorder Gibson asked Mr. Jacobs to provide an update on reserves and a plan for budget amendments, a report on the implementation of budget software, and the standard report on budget performance. She said she did not see a need for the committee to meet in January but that the budget report should be available before the next meeting of the full Council, with the other items being completed later in the month.

### **Community Development**

Ms. Rodriguez said the committee would meet on January 25 at 1:00 p.m.

### **Personnel**

Mayor Arnold said the committee had not met in December and had no immediate plans to meet.

### **Public Safety**

Ms. McDonald said the committee had cancelled its January meeting and did not need to meet in February. She ascertained from staff that there was no pressing need to meet before March.

### **Streets and Utilities**

Ms. Harrison said the committee had not met in December and that parking meter matters would be addressed in Community Development, with no definite plans yet for a February meeting.

Mayor Arnold, referencing Ms. McDonald's remark about expression of concern by citizens, recommended that such matters also be communicated via email as a means of sound record-keeping, tracking, and reporting. Ms. McDonald said she would urge people to use the form on the website.

## **14. Closed Session**

**Recorder Gibson made the attached motion for the Council to enter closed session to discuss the performance of a specific individual and to discuss responses to the RFP for audit services. The motion passed by unanimous voice vote.**

The Council entered closed session at 7:50 p.m. and returned to open session at 9:26 p.m.

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

## **15. Other**

**Recorder Gibson moved that the Council of the Town of Berryville authorize the town manager to negotiate with the top-ranked audit firm responding to RFP 2020-05 and upon reaching an agreement execute a contract on behalf of the Town. The motion passed by unanimous voice vote.**

**16. Adjourn**

The Council adjourned by consensus at 9:37 p.m.

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Erecka L. Gibson, Recorder

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Paul Culp, Town Clerk

Motion to Enter Closed Session

I move that the Council of the Town of Berryville enter closed session in accordance with §2.2-3711-A-1 of the Code of Virginia, to discuss the performance of a specific individual and in accordance with §2.2-3711-A-29 of the Code of Virginia to discuss responses to the RFP for Audit Services.

DATE: January 12, 2021

MOTION:

VOTE:

Aye:

Nay:

Absent/Abstain:

ATTEST: \_\_\_\_\_

Erecka Gibson, Recorder

TOWN COUNCIL  
MOTION  
CLOSED SESSION RESOLUTION

DATE: January 12, 2021

MOTION BY:

SECOND BY:

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

Resolution

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

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

VOTE:

Aye:

Nay:

Absent/Abstain:

ATTEST: \_\_\_\_\_  
Erecka Gibson, Recorder

**BERRYVILLE TOWN COUNCIL BUDGET AND FINANCE COMMITTEE**  
**Berryville-Clarke County Government Center**  
**MINUTES**  
**January 12, 2021**

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A meeting of the Berryville Town Council Budget and Finance Committee was held on Tuesday, January 12, 2021 at 6:30 p.m. in the Berryville-Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

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

**Staff present:** Keith Dalton, Town Manager; Greg Jacobs, Treasurer/Assistant Town Manager

Press present: none

**1. Call to Order**

Recorder Gibson called the meeting to order at 6:30 p.m.

**2. Approval of Agenda**

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

**3. Unfinished Business**

None

**4. New Business**

None

**5. Other**

None

**6. Closed Session**

Ms. McDonald made the attached motion that the committee enter closed session to discuss the responses to a request for proposals for audit services. The motion passed by unanimous voice vote, and the committee entered closed session at 6:31 p.m.

The committee returned to open session at 6:54 p.m. Ms. McDonald offered the attached motion certifying the closed session, with the motion passing by unanimous roll-call vote.

## 7. Adjourn

Recorder Gibson invited a motion to adjourn. Ms. McDonald so moved, with the meeting adjourning by consensus at 6:55 p.m.

Motion to Enter Closed Session

I move that the Budget and Finance Committee of the Council of the Town of Berryville enter closed session in accordance with §2.2-3711-A-29 of the Code of Virginia to discuss responses to the RFP for Audit Services.

DATE: January 12, 2021

MOTION: *McDonald*

VOTE: *Unanimous*

Aye:

Nay:

Absent/Abstain:

ATTEST: \_\_\_\_\_

Paul Culp, Town Clerk

BUDGET AND FINANCE COMMITTEE OF THE TOWN COUNCIL  
MOTION  
CLOSED SESSION RESOLUTION

DATE: January 12, 2021

MOTION BY: *McDonald*

SECOND BY: *Gilson*

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

Resolution

WHEREAS, Section 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.

VOTE: *Unanimous roll-call*

Aye:

Nay:

Absent/Abstain:

ATTEST: \_\_\_\_\_  
Paul Culp, Town Clerk

**BERRYVILLE TOWN COUNCIL COMMUNITY DEVELOPMENT COMMITTEE**  
**Berryville-Clarke County Government Center**  
**MINUTES**  
**January 25, 2021**

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A meeting of the Berryville Town Council Community Development Committee was held on Monday, January 25, 2021 at 1:00 p.m. in the Berryville-Clarke County Government Center, located at 101 Chalmers Court in Berryville, Virginia.

**Attendance:**

Members of the committee present: Kara Rodriguez, chair; Diane Harrison

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

Other Town Council member present: Mayor Jay Arnold

**1. Call to Order**

Ms. Rodriguez called the meeting to order at 1:01 p.m.

**2. Approval of Agenda**

Ms. Harrison moved to approve the agenda as amended at Mr. Dalton's suggestion to place the discussion of parking meters earlier in the meeting in order to accommodate Chief White's schedule. The motion passed by consensus.

**3. New Business**

Mr. Dalton explained that the Town had been considering options for online parking meter payment as suggested by Ms. Harrison. Chief White said he had been researching the matter and had encountered numerous vendors offering many options, and that the Town Council's input would be useful in paring things down for further discussion with vendors. He said the best options would be those in which the end user bears most of the cost, and that all of the Town's approximately 100 meters could accommodate an online system as well as continuing to accept coins. He said some of the available products are text-only and do not require an app, some accommodate both, and others are strictly app-based.

Chief White said he believed the Town's initial outlay would be somewhere between \$3,000 and \$7,000 and therefore would not require issuance of a request for proposals, but that multiple quotes would be desirable. He said it would be necessary to have well-defined goals and needs in mind, including the responsibility of administrative staff for mastering new software. He said the Town

should also consider who would own the data derived from meter transactions and the possibility of requests for information under the Freedom of Information Act.

There was a discussion of various types of meter payment systems familiar to committee members.

Ms. Harrison recommended having a text option for people who do not use smartphones, especially seniors. Ms. Rodriguez concurred, noting that a text-only system would be preferable to an app-only system.

Chief White said local residents likely would continue using coins, as convenience fees drive up the cost for people using the text option or app, but that out-of-towners would especially benefit from the online system.

Mr. Dalton asked whether there would be an annual fee for signage. Chief White said most vendors would not charge for signage beyond the initial fee for a new client, which might include signage costs. Mr. Dalton and Chief White briefly discussed means of defraying these costs.

Ms. Rodriguez asked Chief White how much time the department currently spends on parking enforcement. Chief White said the norm is one to two hours per day but that an online system would reduce this somewhat by warning users when their meters are about to expire.

There was a discussion of the process following violations. Chief White said revenue from meter fines is offset by the cost of the procedure. Further discussion determined that an online system likely would increase monetary intake and reduce the cost of enforcement. Ms. Harrison asked whether any vendors offered enforcement aids in their apps. Chief White said they do but physical checking of meters would continue to be necessary.

There was a discussion of the types of signage that would accompany an online system.

Ms. Rodriguez suggested that Chief White research pricing for various options and also what systems other nearby jurisdictions use.

Chief White explained that the Town could advertise through a meter app. Ms. Rodriguez said this was interesting but would lead to the question of who would manage it.

Ms. Harrison recommended starting with a simple system and adding new features as needed.

Ms. Harrison and Mr. Dalton discussed the possibility of adjusting meter rates for the first time in several years. Ms. Rodriguez said an online payment system should be presented to Town residents as a convenience and not as primarily a means of enhancing revenue.

#### **4. Unfinished Business**

##### **Blight Abatement**

Mr. Dalton recalled that the Council in its December meeting had determined that the structure at 227 Josephine Street presented a hazard. He said the owner had been formally notified and that the required notice had appeared in the newspaper, and that the end of the required notice period appeared to be February 23. He said he had met with the owner's representatives multiple times and that they had found a demolition contractor.

Ms. Rodriguez asked whether Mr. Dalton had communicated with the owner of 225 Josephine. Mr. Dalton said he had done so informally and would notify nearby property owners if so directed.

Mr. Dalton said he had met with the owners of every property except 114 Josephine Street on the list of problematic properties submitted to Council. He said he would be consulting further with Town department heads about how best to proceed and that he hoped to reach an agreement with the owners, but he recommended continuing the formal procedure involving the Council and Planning Commission in order to insure continuity of process if more informal measures did not come to fruition.

Ms. Rodriguez and Ms. Harrison concurred.

Mr. Dalton said his meetings with property owners had been cordial.

There was a discussion of the timing and obligatory procedure for demolition.

##### **Livery Stable Update**

Mr. Dalton noted that he had previously shared his ideas about how to proceed and that the Council would need to discuss suggestions including a storage space with external access in the northwest corner of the building, a public restroom in the southeast corner, and a general-purpose space in the southwest part of the building. He said the upstairs had little potential for useful refurbishment without significant expenditure. The committee agreed that the restroom idea, discussed in previous years, was sensible.

There was a discussion of other possible uses for the remainder of the first floor. Ms. Harrison suggested leasing it for meetings and similar functions. Mr. Dalton said it would be necessary to consult the building code regarding permissible uses.

There was a discussion of possible uses of the second floor and of the need to prevent deterioration.

Ms. Rodriguez asked to see an overall plan including projected costs as a beginning. She asked whether anything could be done with funds already set aside. Mr. Dalton said he needed to know more of the mind of the Council before proceeding.

#### **5. Further New Business**

Ms. Dunkle updated the committee on the Virginia Commission for the Arts Creative Communities Partnership Grant. She said it continues to be \$4,500 from the Town, matched by the state. She recommended announcing its availability on the Town website, and gave a brief synopsis of how the funds were used by last year's recipient, Barns of Rose Hill.

Ms. Rodriguez asked whether the funds could be divided among multiple recipients, and Ms. Dunkle said yes.

Ms. Dunkle then updated the committee on the status of the farmers' market, which she said would remain at the school rather than returning to the Rixey Moore parking lot. Mr. Dalton said he would notify the Council in February of the expiry of the Town's lease agreement with the market.

There was a discussion of promotional possibilities and alternative locations.

#### **6. Other**

The committee agreed to meet again on February 22 at 9:00 a.m.

#### **7. Closed Session**

None.

#### **8. Adjournment**

Ms. Harrison moved to adjourn, with the motion passing by consensus at 2:17 p.m.

**Public Works Department**

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**Streets**

The area experienced one weather event in January that required Public Works personnel to address street conditions. The primary problem being icing, the department addressed it by applying salt and chip on the streets. The operation went well and there were no major mechanical failures.

**Water**

There were no water main breaks in January.

Public Works personnel completed preparatory work required to install a new water valve near Josephine Street. The shutdown to isolate this area and permit work to proceed did not go as planned and the valve was not installed. Staff is working to develop a new plan for isolating the portion of the water distribution system in question. Once a new approach is developed, the work to install the valve will be scheduled.

**Sewer**

There were two pump station failures this month.

One of the Josephine Street pump stations failed. This station has given us a great deal of difficulty in recent months; therefore work was completed to install a new rail system and two new pumps.

The Southeast pump station also experienced a failure in January. The cause of the failure was determined to be a broken check valve, which was replaced.

**Refuse Toters**

Throughout the month of January, Public Works personnel worked with Christy Dunkle and Republic Services to place decals on refuse toters that are to remain in the system and to remove refuse toters that are not going to be serviced. This process is expected to continue into mid-February.

After the work on refuse toters is completed the same process will occur to address recycling containers. It is my understanding that the recycling container aspect of this change over is expected to be completed by mid-March.

**Berryville Town Council Item Report Summary**  
**February 9, 2021**

**Item Title**

Staff Reports - Public Utilities

**Prepared By**

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**Background/History/General Information**

The Water Treatment Plant has performed well in the month of January. We have delivered a total of 10.324 MG of water to the distribution system in January with a daily average of 0.397 MG and max flow of 0.563 MG.

The Wastewater Plant has also performed well with treating 11.69 MG for the month and a daily average of 0.38 MG and max flow of 0.63 MG.

**Findings/Current Activity**

Water Treatment Plant - With the help of several from public works, the dump valve on train #2 was replaced. After a few adjustments it is now working well. We have also been working to repair the old air service lines that feed the pneumatic control valves with the replacement of the air filtration system and a several of the local valves. This has greatly reduced air system leaks and reduced the amount of run time on the air compressors. 200 maintenance workorders have been completed.

The new motors for the replacement finish pumps have arrived on site and are currently stored in the building.

Wastewater Plant - The VFD for carbon pump #2 has been replaced and all carbon pumps are in service and good for another ten years we hope. We have completed an acid wash of membrane train #1 and hope to complete the other trains in February as weather permits.

We have a water valve on the nonpotable water line that has cracked. A replacement has been ordered which we are hoping arrives before the line completely breaks. Repairs will be made immediately upon arrival of the new valve. We are having issues with SCADA communication with the South Buckmarsh pumping station. I am working with our vendor to provide for raising the station antennae to clear the trees which provide screening for the station. We believe the trees, when wet or covered in snow, reflect the signal and prevent clear transmission.

We have processed 317,553 gallons of biosolids and completed 174 maintenance workorders.

Attached for review are the first page of the WTP MOR and the wastewater DMR data with lab data received to date. Please remember this data has not been reviewed for accuracy and readiness to submit

**Financial Considerations**

**Schedule/Deadlines**

**Other Considerations**

**Attachments**

1. January 2021 OPS Council Report Attachment

**Recommendation**

**Sample Motion**

Town of Berryville  
 PWSID 2043125  
 January 2021

No. Connections Served: 1690  
 Population Served: 4185

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	KHNO4	Soda Ash	Chlorine	Corr Inhibitor								
	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	#DIV/0!	#DIV/0!	Lbs per Day	mg/L	Lbs per Day	mg/L	#DIV/0!	#DIV/0!	
1	0.234		0.193	7.0	41	20.8	1	0.6													
2																					
3	0.553		0.463	16.8	35	7.7	3	0.7	5.7	1.24	0.080	0.017	3.0	0.6	16.1	3.5					
4	0.588		0.493	18.4	61	12.4	4	0.8	6.3	1.28	0.084	0.017	3.3	0.7	17.2	3.5					
5	0.502		0.381	15.8	51	12.1	3	0.7	9.1	2.17	0.070	0.017	2.8	0.7	17.2	4.1					
6	0.629		0.541	18.5	51	9.7	3	0.6	6.7	1.28	0.086	0.016	3.3	0.6	18.3	3.5					
7	0.532		0.483	16.3	35	8.0	3	0.7	1.6	0.36	0.075	0.017	2.9	0.7	16.1	3.6					
8	0.181		0.148	5.9	15	10.1	1	0.7	5.4	3.58	0.024	0.016	1.1	0.7	4.3	2.8					
9	0.209		0.197	6.3	15	8.7	1	0.5	1.4	0.82	0.029	0.017	1.1	0.6	6.5	3.7					
10	0.379		0.263	8.3	30	9.6	2	0.6	3.9	1.22	0.028	0.009	1.5	0.5	9.7	3.1					
11	0.540		0.459	14.0	30	6.7	4	0.9	5.4	1.20	0.071	0.016	2.5	0.6	15.1	3.3					
12	0.512		0.432	13.5	35	8.3	4	0.9	5.1	1.19	0.071	0.017	2.1	0.5	14.0	3.3					
13	0.518		0.433	13.3	30	7.0	2	0.5	5.1	1.18	0.066	0.015	2.0	0.5	14.0	3.2					
14	0.524		0.439	13.5	41	9.3	2	0.5	5.2	1.19	0.062	0.014	2.0	0.5	14.0	3.2					
15	0.180		0.145	6.3	5	3.4	1	0.5	1.8	1.20	0.026	0.017	0.7	0.4	6.5	4.3					
16	0.214		0.206	6.3	10	5.7	1	0.7	5.3	2.99	0.026	0.015	0.9	0.5	3.2	1.8					
17	0.579		0.497	17.5	30	6.3	3	0.7	2.5	0.52	0.075	0.016	2.6	0.5	8.6	1.8					
18	0.636		0.563	19.5	35	6.7	4	0.8	6.6	1.25	0.090	0.017	1.4	0.3	16.1	3.0					
19	0.636		0.558	16.0	35	6.7	4	0.8	6.9	1.30	0.090	0.017	1.5	0.3	19.4	3.7					
20	0.628		0.548	19.0	35	6.8	4	0.7	6.7	1.28	0.080	0.015	2.8	0.5	18.3	3.5					
21	0.339		0.301	10.5	15	5.4	2	0.8	0.3	0.12	0.049	0.017	0.8	0.3	7.5	2.7					
22	0.473		0.424	14.3	25	6.4	3	0.7	7.3	1.84	0.056	0.017	1.7	0.4	9.7	2.5					
23	0.504		0.436	15.3	25	6.0	3	0.6	1.6	0.39	0.068	0.016	2.3	0.5	14.0	3.3					
24	0.439		0.389	12.0	25	6.9	2	0.5	4.2	1.15	0.057	0.016	0.7	0.2	11.8	3.2					
25	0.578		0.508	15.8	30	6.3	3	0.7	6.7	1.39	0.079	0.016	0.9	0.2	11.8	2.5					
26	0.593		0.517	16.0	30	6.2	3	0.5	5.8	1.18	0.077	0.016	1.4	0.3	12.9	2.6					
27	0.350		0.307	9.5	20	7.0	2	0.8	3.4	1.16	0.046	0.016	0.8	0.3	8.6	3.0					
28																					
29																					
30																					
31																					
Total	12.052	0.000	10.324	343.4	796	210.1	68	17.3	0.0	0.00	0.00	0.00	122.5	33.7	1.59	0.407	47	12.5	0.0	0.00	
Maximum	0.639	0.000	0.563	19.5	61	20.8	4	0.9	9.1	3.6	0.09	0.017	3	0.7	19.4	4.32			0.0	0.00	
Minimum	0.180	0.000	0.145	4.5	5	3.4	1	0.5	0.3	0.1	0.02	0.009	1	0.2	3.2	1.78			0.0	0.00	
Average	0.464	0.000	0.397	13.2	31	8.1	3	0.7	4.7	1.3	0.06	0.016	2	0.5	12.2	3.15					

SIGNED: (OPERATOR IN RESPONSIBLE CHARGE)

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

PRINTED NAME: David A Tyrell

Shenandoah River - Entire Month

TITLE: OPERATOR CLASSIFICATION: Class 1  
 DPOR CERTIFICATION NO.: 1965002813

**Berryville STP Monthly DMR Data**  
January 2021

Date	Effluent Flow MGD	Eff pH SU	Eff Temp Deg C	Eff GBOD mg/l	Eff GBOD KG/D	Eff TSS mg/l	Eff TSS KG/D	Effluent DO River mg/l	Effluent DO WWTP mg/l	Eff NO2/NO3 mg/l	Eff TKN mg/l	Eff TKN KG/D	Eff Total N mg/l
1/1/2021	0.56	7.4	14.1						11.0				
1/2/2021	0.60	7.2	14.0						11.3				
1/3/2021	0.60	7.2	13.7						11.0				
1/4/2021	0.57	7.4	14.0	0.00	0.00				10.1	0.21	0.46	0.99	0.67
1/5/2021	0.63	7.3	14.1	0.00	0.00				8.4				
1/6/2021	0.56	7.4	13.6						9.6				
1/7/2021	0.44	7.3	13.4	0.00	0.00				9.8	3.69	0.50	0.83	4.19
1/8/2021	0.34	7.3	13.2						9.8				
1/9/2021	0.35	7.4	13.3						10.2				
1/10/2021	0.46	7.3	13.4						10.8				
1/11/2021	0.36	7.4	13.1	0.00	0.00				10.8	2.38	0.51	0.69	2.89
1/12/2021	0.36	7.4	12.9	0.00	0.00				10.6				
1/13/2021	0.38	7.4	13.0						10.2				
1/14/2021	0.37	7.4	13.5	1.00	1.40			10.2	10.6	1.62	0.39	0.55	2.01
1/15/2021	0.37	7.3	13.7						11.3				
1/16/2021	0.35	7.3	12.9						9.9				
1/17/2021	0.30	7.3	12.9						9.9				
1/18/2021	0.28	7.2	13.4	0.00	0.00				11.0	0.81	1.05	1.11	1.86
1/19/2021	0.29	7.4	13.4	0.00	0.00				10.5				
1/20/2021	0.26	7.4	12.8						10.8				
1/21/2021	0.24	7.2	12.2						10.9	1.08	1.03	0.94	2.11
1/22/2021	0.28	7.4	13.0						10.4				
1/23/2021	0.29	7.2	13.0						12.0				
1/24/2021	0.29	7.2	12.0						11.3				
1/25/2021	0.31	7.7	13.4						10.9				
1/26/2021	0.33	7.2	12.9						10.4				
1/27/2021	0.33	7.4	11.9						11.1				
1/28/2021	0.33	7.3	11.6						11.9				
1/29/2021	0.30	7.4	10.9						10.6				
1/30/2021	0.28	7.3	10.6						10.3				
1/31/2021	0.28	7.4	11.0						10.7				
Minimum	0.24	7.2	10.6	0.00	0.00	0.00	0.00	10.2	8.4	0.21	0.39	0.55	0.67
Maximum	0.63	7.7	14.1	1.00	1.40	0.00	0.00	10.2	12.0	3.69	1.05	1.11	4.19
Total	11.69	227.4	400.6	1.00	1.40	0.00	0.00	10.2	328.3	9.79	3.94	5.11	13.73
Average	0.38	7.3	12.9	0.13	0.18	0.00	0.00	10.2	10.6	1.63	0.66	0.85	2.29
Geo Mean	0.36	7.3	12.9	1.00	1.04	1.00	1.00	10.2	10.6	1.17	0.6	0.83	2.00

**Berryville STP Monthly DMR Data**  
January 2021

Date	EftTotalN KG/D	EftTotalP mg/l	EftTotalP KG/D	E-Cell No/(100ml)
1/1/2021				
1/2/2021				
1/3/2021				
1/4/2021		0.01		1
1/5/2021				1
1/6/2021				
1/7/2021		0.06		1
1/8/2021				
1/9/2021				
1/10/2021				
1/11/2021		0.09		1
1/12/2021				1
1/13/2021				
1/14/2021		0.06		1
1/15/2021				
1/16/2021				
1/17/2021				
1/18/2021		0.14		1
1/19/2021				1
1/20/2021				
1/21/2021		0.15		
1/22/2021				
1/23/2021				
1/24/2021				
1/26/2021				
1/27/2021				
1/28/2021				
1/29/2021				
1/30/2021				
1/31/2021				
Minimum		0.01		1
Maximum		0.15		1
Total		0.51		8
Average		0.09		1
Geo Mean		0.06		1

**Berryville Town Council Item Report Summary**  
**February 9, 2021**

**Item Title**

Staff Reports - Police Department

**Prepared By**

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**Background/History/General Information**

**Monthly Activity Report**

The activity report for the month of January 2021 is attached to this memo.

**Public Safety Committee**

The Public Safety Committee did not meet in January 2021

**Annual Report**

The 2020 annual report for the police department is attached with this memo for your review. It will also be posted on the town website after the council meeting.

**Mutual Aid Agreement**

Staff has been meeting with representatives of the Clarke County Sheriff's Office to review the mutual aid agreement between the two agencies. The agreement was originally executed in 1995 and has not been amended since that time. There are statutory references that need to be amended within the body of the agreement. A copy of the current version of the agreement is attached with this memo.

The agreement extends law enforcement authority to members of the Berryville Police Department when they are requested to assist members of the Clarke County Sheriff's Office outside of the jurisdiction of the Town of Berryville. Our departments have worked together in sharing resources in order to protect the community and the law enforcement officers responding to calls for service.

The Clarke County Board of Supervisors will be reviewing recommended revisions to the agreement at their February 2021 work session.

**Public Praise**

Attached to this report you will find two notes received at the department in January that I wanted to bring to the attention of Council. This department and community are very fortunate to have professional and caring officers who go above and beyond to keep Berryville safe.

**Findings/Current Activity**

**Financial Considerations**

**Schedule/Deadlines**

**Other Considerations**

**Attachments**

1. Copy of Police and Security Report Jan 2021
2. 2020 Annual Report
3. Mutual Aid Agreement - Clarke County SO
4. 20210201153031300
5. 20210201153201387

**Recommendation**

**Sample Motion**



# Berryville Police Department

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

[policeadmin@berryvilleva.gov](mailto:policeadmin@berryvilleva.gov)

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

W. Neal White – Chief of Police

## Police and Security Report

Month/Year: January 2021	Year To Date 2021	January 2021	December 2020
<b><u>Complaints Answered</u></b>			
911 Hang Up:	1	1	1
Alarms:	5	5	7
Animal Complaint:	0	0	7
Assault:	3	3	0
Assist County:	6	6	1
Assist EMS and Fire:	12	12	13
Auto Larceny:	0	0	0
Burglary:	0	0	0
Civil Complaints:	2	2	6
Disturbance:	1	1	0
Domestic Disturbance:	2	2	2
Driving Under the Influence	0	0	0
Drunk In Public:	1	1	0
Fraud:	2	2	2
Larceny:	4	4	4
Harassment/Intimidation:	0	0	2
Homicide:	0	0	0
Identity Theft	2	2	0
Juvenile Related:	2	2	2
Mental Health Crisis:	4	4	3
Narcotics Related:	0	0	2
Noise:	7	7	4
Public Service:	0	0	0
Sexual Assault:	0	0	0
Robbery:	0	0	0
Shoplifting:	0	0	0
Suspicious Activity:	16	16	12
Trespassing:	1	1	0
Vandalism:	18	18	4
Welfare Check:	8	8	8
Miscellaneous Complaints:	22	22	37
<b>Total Complaints Answered:</b>	<b>119</b>	<b>119</b>	<b>117</b>



# 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 2021	January 2021	December 2020
<b><u>Traffic</u></b>			
Accidents Investigated:	4	4	2
Assist Motorist:	0	0	0
Child Safety Seat Install:	3	3	2
Funeral Escort:	0	0	7
Hit & Run:	2	2	2
Parking Tickets:	0	0	0
Traffic Warnings:	2	2	9
<b><u>Traffic Summons Issued</u></b>			
Defective Equipment:	0	0	0
Driving Suspended:	0	0	1
Expired Inspection:	0	0	1
Expired Registration:	0	0	0
Fail to Obey Highway Sign:	1	1	7
Fail to Obey Traffic Signals:	0	0	0
Fail to Stop/Lights & Siren:	0	0	0
Fail to Yield Right of Way:	0	0	1
Hit and Run:	1	1	0
No Liability Insurance:	0	0	0
No Operator's License:	0	0	0
No Seat Belt:	0	0	0
Reckless Driving:	1	1	0
Speeding:	2	2	2
Miscellaneous Summons:	0	0	0
<b>Total Traffic Summons Issued:</b>	<b>5</b>	<b>5</b>	<b>12</b>
<b><u>Found Open at Businesses in Town</u></b>			
Doors:	2	2	1
Windows:	0	0	0
Garage Doors:	0	0	0



# Berryville Police Department

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

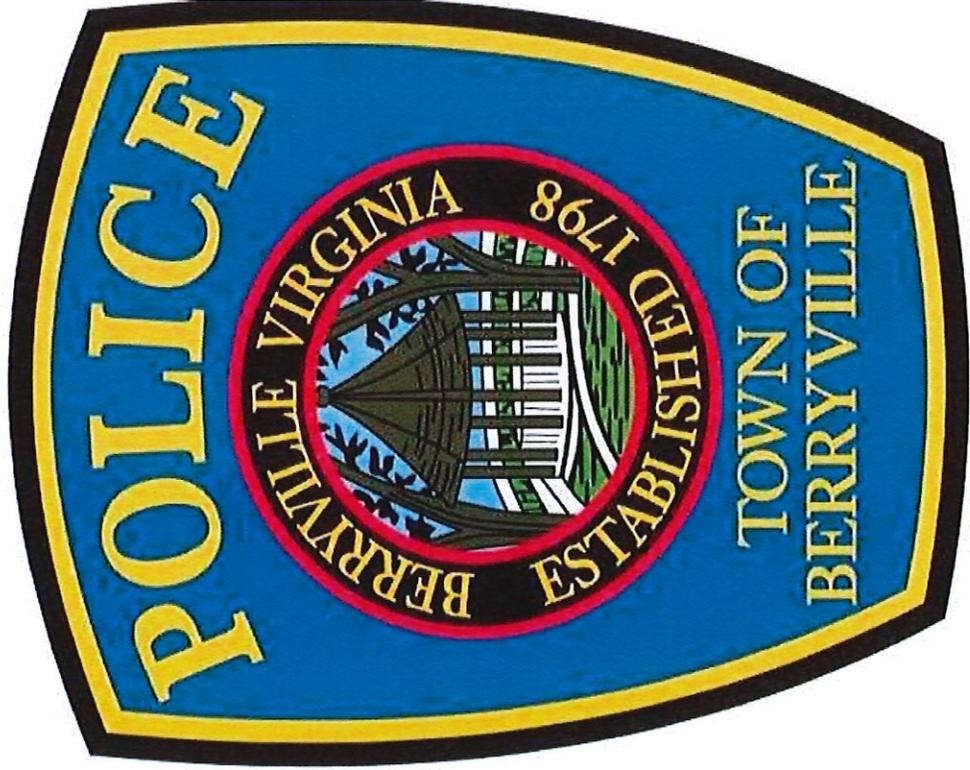
[policeadmin@berryvilleva.gov](mailto:policeadmin@berryvilleva.gov)

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

W. Neal White – Chief of Police

## Police and Security Report (Continued)

	Year To Date	January	December
	2021	2021	2020
<b><u>Criminal Arrests Made</u></b>			
Abduction:	0	0	0
Arson:	0	0	0
Assault and Battery:	2	2	0
Assault and Battery on Police Officer:	0	0	0
Auto Larceny:	0	0	0
Breaking and Entering:	0	0	0
Capias:	0	0	0
Disorderly Conduct:	0	0	0
Driving Under the Influence:	0	0	0
Drunk In Public:	1	1	0
Fail to Obey Police Officer:	0	0	1
Fail to Pay Parking Ticket:	0	0	0
Forgery:	0	0	0
Fraud:	0	0	0
Homicide:	0	0	0
Illegal Drugs/Paraphernalia:	0	0	0
Larceny:	0	0	1
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:	1	1	0
Vandalism:	0	0	0
Weapons Violation:	0	0	0
Miscellaneous Criminal Arrests:	2	2	5
<b>Juvenile Detention Order Totals:</b>	0	0	0
<b>Total Criminal Arrests:</b>	6	6	7



# Berryville Police Department

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2020 ANNUAL REPORT

The Berryville Police Department provides 24 hour law enforcement services to residents and visitors within the jurisdiction of the Town of Berryville. The department is staffed by a Chief of Police, Sergeant, seven Patrol Officers and an Administrative Assistant.



## **MISSION**

The mission of the Berryville Police Department is to enhance the quality of life for the citizens of Berryville through a true partnership with the community; provide quality law enforcement service to all without prejudice or bias, and increase public safety through visibility and vigilant enforcement of law thereby reducing the fear and incidence of crime.

## **CORE VALUES**

**Commitment** – To providing the highest level of law enforcement services to the community.

**Service** – To a community that has entrusted matters of health, safety, and welfare to this department.

**Integrity** – Consistently doing the right things in the right way.

**Excellence** – Striving to be the best in all aspects of serving the citizens of Berryville.

## Department Organization

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The Berryville Police Department is composed of nine full-time sworn law enforcement officers including a Sergeant and Chief. In addition, the department is supported by a civilian Administrative Assistant. The department maintains a fleet of six emergency service vehicles that are equipped with mobile data terminals, speed enforcement equipment, and in-car video cameras. All officers are issued body worn cameras which are utilized to record interactions while providing law enforcement services to the community.

All officers of the department have received and maintain their certification as a law enforcement officer through the Virginia Department of Criminal Justice Services. The department is a member agency of the Skyline Regional Criminal Justice Academy. Within the department, six officers are certified as instructors through the Virginia Department of Criminal Justice Services.

The Chief of Police is the department head who reports to the Town Manager and provides updates to the Public Safety Committee of the Town Council. Funding for the department is derived through the town's general fund as well as a variety of grant sources.



## Calls For Service

The department responded to a total of 1,756 calls for service in calendar year 2020. The chart on the next page details the main call types that officers responded to within the community.

Calls for service are requests received from the public which initiate a response from the department. The table on the next page does not include traffic enforcement initiated by officers or any other self-initiated activities such as the enforcement of parking violations.

Calls for service were down in 2020 compared to 2019, most likely the result of the COVID-19 pandemic which has impacted several aspects of society across the globe.



## 2020 Calls For Service

Call Type			Domestic Disturbance	31	Noise	49
911 Hang Up	38		DUI	5	Public Service	5
Alarm	93		Drunk In Public	7	Sexual Assault	2
Animal Complaint	120		Fraud	32	Robbery	0
Assault	28		Larceny	59	Shoplifting	0
Assist County	52		Harassment	25	Suspicious Activity	120
Assist EMS/Fire	243		Homicide	0	Trespassing	9
Auto Larceny	2		Identity Theft	3	Vandalism	44
Burglary	2		Juvenile Related	41	Welfare Check	89
Civil Complaint	62		Mental Health Crisis	63	Miscellaneous	470
Disturbance	38		Narcotics Related	24	<b>Total</b>	<b>1756</b>

## Reportable Incidents

The department responds to a wide variety of calls over the course of a year. Not all calls for service made to the department initiate an investigation or require the generation of a report. The department is guided by criteria established by the FBI Uniform Crime Report when determining the type of incidents that require the generation of a report.



## 2020 Reportable Incidents

Offense		Motor Vehicle Theft	1	Dog Complaint	1
Rape	1	False Pretenses	1	Behavioral Issue - Adult	6
Sexual Assault	1	Forgery	1	Behavioral Issue - Juv.	3
Simple Assault	30	Identity Theft	12	Death - Informational	2
Intimidation	7	Embezzlement	1	Death - Investigation	2
Burglary	4	Destruction of Property	37	Death - Unattended	1
Shoplifting	3	Drug Violation	33	Discharge Weapon	2
Theft From Building	2	Drug Equipment	2	Fraud / Scam	1
Theft From Vehicle	2	Weapon Violation	5	Identity Theft	2
Theft of Vehicle Parts	3	Abandoned Vehicle	5	Mental Health - ECO	19
All Other Larceny	25	Animal Bite	3	Mental Health - TDO	9

## 2020 Reportable Incidents

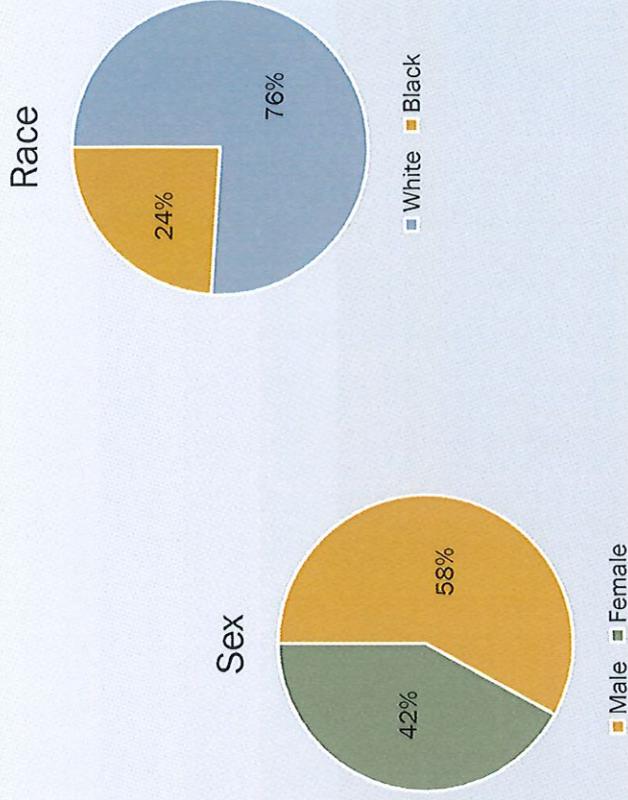
Call Type		Traffic - Crash	15	Peeping Tom	1
Mutual Aid - County	48	Drive Suspended	6	Runaway	1
Mutual Aid - Other	4	Eluding	1	Trespass	2
Mutual Aid - State	3	Hit and Run	8	Conspiracy	1
Narcotics Watch	1	Traffic Offense	11	All Others	12
Overdose	6	Unauthorized Use	1	<b>Total</b>	<b>432</b>
Police Information	26	Warrant Service	4		
Property - Found	20	Missing Person	1		
Property - Lost	4	DUI	6		
Protective Order Viol.	1	Drunk In Public	5		
Search Warrant	3	Family Offense	8		

## Arrest Statistics

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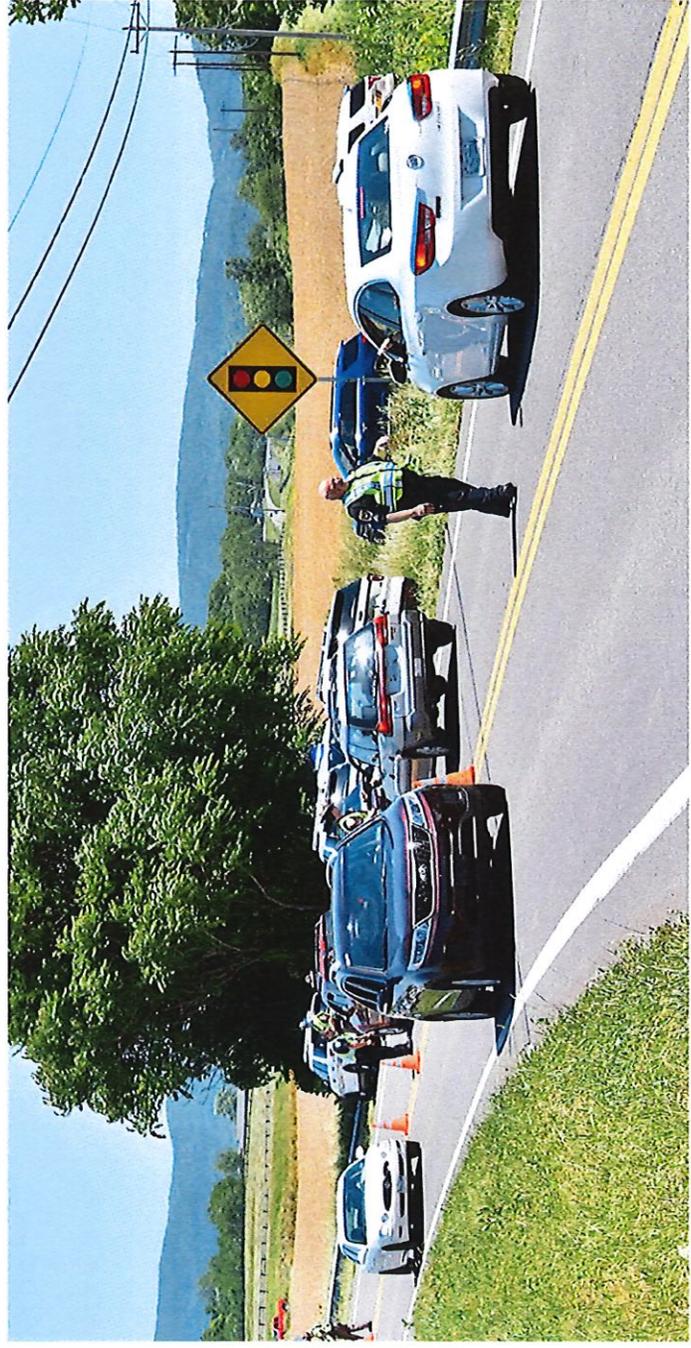
The Berryville Police Department arrested 50 individuals during calendar year 2020. The information contained on this page and the next illustrates the race and sex of those individuals arrested within the Town of Berryville.

The information includes only the primary offense for which the offender was arrested and does not account for all crimes that the individual may have been charged with as some offenders were alleged to have committed multiple offenses.



Primary Offense	White Male	Black Male	White Female	Black Female	Resident	Non-Resident
Simple Assault	4	0	2	1	6	1
Intimidation	1	1	0	0	2	0
Shoplifting	0	0	2	0	2	0
Destruction of Property	0	0	4	0	4	0
Drug Violations	9	4	4	0	9	8
Weapon Law Violations	0	0	1	0	1	0
DUI	2	1	2	0	2	3
Drunkenness	2	1	1	1	4	1
Family Offense, Non-Violent	1	0	0	0	1	0
Trespass	1	0	0	0	0	1
All Other	1	1	1	2	4	1
Totals	21	8	17	4	35	15

# Traffic Enforcement



# 2020 Traffic Citations Issued

Offense	Count
Texting While Driving	1
Expired Inspection	12
No Operator License	7
Driving While Suspended	4
Expired Registration	2
Fail To Display License Plate	1
Fail To Yield Right of Way	4
Fail To Obey Highway Sign	45
Fail To Obey Traffic Light	3
Improper Passing	1
Improper Turning	1
Reckless Driving	6
Speeding In 25 MPH Zone	56
Speeding in 35 MPH Zone	19
<b>Totals</b>	<b>162</b>

Offense	Count
Fail To Notify / Address Change	2
Defective Equipment	21
Defective Equipment / Lights	35
Fail To Carry Registration	8
Expired Registration	6
Fail To Have Vehicle Inspected	9
Fail To Stop at Stop Sign	1
Fail to Carry License	7
Expired License	4
Fail To Obey Lane Markings	2
Fail To Dim Headlights	2
Fail To Obey Highway Sign	6
Speeding In 25 MPH Zone	31
Speeding in 35 MPH Zone	1
Fail To Yield Right of Way	3

Offense	Count
Texting While Driving	1
License Plate / Improper Display	7
Fail To Use Headlights	4
Other	1
<b>Total</b>	<b>151</b>

## 2020 Traffic Warnings Issued

## Traffic Crashes

Crash Type	2020	2019	% Change
Reportable – Injury	3	13	-76.9%
Reportable – Property Damage	12	28	-57.4%
Non-Reportable	6	4	+50%
Hit and Run	10	10	NC
<b>Totals</b>	<b>31</b>	<b>55</b>	<b>-43.6%</b>

The department responded to a total of 31 motor vehicle crashes in 2020. The table shown here depicts the classification of the crashes and compares the data to 2019.

A reportable crash, as defined by the Code of Virginia, involves an injury and / or combined damage to the vehicles involved in excess of \$1,500.00

## Response to Resistance

The table on this page denotes when department members were required to utilize force in order to overcome the resistance presented by individuals during the course of their apprehension. Officers are required to report all instances where force is necessary in order to place an individual into custody. These reports are administratively reviewed to ensure that the actions taken by the officer were lawful and in accordance with department policies and procedures.

	2020	2019
Physical Custody	57	59
Reported Force Involved	4	4
Administrative Review - Justified	4	4
Administrative Review - Not Justified	0	0
Complaint of Injury - Arrestee	1	0
Medical Treatment for Injury - Arrestee	1	0
Complaint of Injury - Officer	1	0
Medical Treatment for Injury - Officer	1	0
Type of Force Involved		
Compliance Hold / Open Hands	3	4
Takedown	0	3
Strikes (Hands / Knees)	0	0
Chemical Sprays (O.C.)	0	0
Impact Weapon (Baton)	1	0
Mechanical Non-Lethal	0	0
Firearm	0	0
Arrestee Demographics		
White Male	2	1
Black Male	1	1
Other Male	0	0
White Female	1	2
Black Female	0	0
Other Female	0	0

## Officer Recognition



Senior Officer Donald Mason was recognized by local VFW Post 9760 as one of their 2020 Public Servants of the Year representing the category of law enforcement. Senior Officer Mason was recognized for his proactive enforcement activity, specifically dealing with impaired driving and narcotics violations.

## Officer Recognition

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Officer First Class Preston Funk and Officer First Class Joseph Shoremount were both recipients of Valor Awards in 2020. The Valor Awards are coordinated by the Top of Virginia Regional Chamber and recognize the heroic and valiant efforts of public safety servants and citizens in our region.

Officer Funk received the Meritorious Action Award in recognition of his response to safeguard lives at the risk of his own when dealing with an unresponsive driver behind the wheel of a tractor-trailer.

Officer Shoremount was awarded the Lifesaving Award in recognition of his efforts administering CPR to an individual in respiratory arrest when EMS units were delayed as a result of greater than usual call volume in the county.



## Additional Information

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The Berryville Police Department posts a weekly incident activity report on-line so residents can stay informed about incidents taking place in their neighborhood. These reports can be accessed by visiting the Town of Berryville website at

[www.berryvilleva.gov](http://www.berryvilleva.gov)

In addition to the activity reports, you can find information about programs offered by the police department and Town on the official website. Some of the programs offered by the police department include:

- House Checks
- Child Car Seat Inspections
- Fingerprinting
- Security Assessments



THIS AGREEMENT made and entered into this 11th day of July, 1995, by and between the BOARD OF SUPERVISORS OF CLARKE COUNTY, VIRGINIA, acting for and on behalf of the County of Clarke, Virginia (herein "County"); and the COUNCIL OF THE TOWN OF BERRYVILLE, VIRGINIA, acting for and on behalf of the Town of Berryville, Virginia, a political subdivision of the Commonwealth of Virginia (herein "Town").

W I T N E S S E T H

WHEREAS, the Town, as an incorporated town, is an integral part of the County of Clarke, Virginia, and as such is subject to the jurisdiction of the Sheriff's Department of Clarke County, Virginia, and

WHEREAS, the town has a duly constituted police force; and

WHEREAS, periodically a Deputy Sheriff of Clarke County, Virginia, requests either in person, by radio, or through Clarke County Communications, (the central dispatch office), the secondary assistance of the Berryville Town Police in the response to a call in Clarke County, Virginia, outside the territorial limits of the Town; and

WHEREAS, 15.1-159.7 of the Code of Virginia 1950, as amended, provides that the governing body of any county and town whose boundaries are contiguous may enter into mutual aid agreements for their mutual protection, defense and maintenance of peace and good order; and

WHEREAS, 15.1-131.3 of the Code of Virginia, 1950, as amended, provides that the governing body of any county and town may enter into reciprocal agreement for cooperation in the furnishing of police services; and

WHEREAS, it is the desire of the parties hereto to cooperate one with the other in the furnishing of their police services for their mutual protection, defense and the maintenance of peace and good order.

NOW, THEREFORE, in consideration of the premises the mutual promises and obligations hereinafter set forth and the mutual benefits to accrue to the parties hereby, and pursuant to 15.1-159.7 and 15.1-131.3 of the Code of Virginia, 1950, as amended, the parties hereto agree as follows:

1. The Town agrees to authorize, furnish and make available members of its Police Department, their equipment and materials, to respond to calls for SECONDARY law enforcement assistance in Clarke County, Virginia, outside the territorial limits of the Town as requested by the Sheriff and/or Deputy Sheriffs of Clarke County, Virginia, provided, however, that such calls are not ROUTINE NON-EMERGENCY POLICE FUNCTIONS, and a county officer has first responded to the scene and made an evaluation to determine that said incident is of such a serious nature that it warrants additional manpower, and an attempt to summon additional county and state police officers has been

executed.

2. The County agrees to authorize, furnish and make available members of its Sheriff's Department, their equipment and materials, to respond to calls for secondary law enforcement assistance in the Town of Berryville Virginia as requested by the Chief of Police and/or Police Officers of the Town of Berryville, Virginia; provided however that such calls are not routine non-emergency police functions, and a Town Police officer has first responded to the scene and made an evaluation to determine that said incident is of such a serious nature that it warrants additional manpower and no other Town Police officers are available.

3. The County hereby reaffirms the responsibility of the Clarke County Sheriffs Department to furnish and make available members of its Department for assistance in addition to and not in lieu of any responsibilities within the Town of Berryville, Virginia, currently required by law of the Clarke County Sheriff's Department.

4. When acting pursuant hereto, all policemen, deputy sheriffs, law enforcement officials and agents of the cooperating departments shall have the same powers, rights, benefits, privileges and immunities in both jurisdictions, respectively, including the authority to make arrests in the two jurisdictions.

5. The County does further agree to indemnify and save harmless the Town on account of any liability which may accrue as a result of the acts of the members of the

Berryville Town Police Department furnishing law enforcement services and/or assistance to the Clarke County Sheriff's Department pursuant to this agreement.

5. Nothing contained herein shall in any way operate as an indemnification by the Town for the police services currently provided by the County through its Sheriffs Department by virtue of the Town's existence as an integral part of the County of Clarke, Virginia.

6. This agreement may be reviewed and/or terminated by either the Council of the Town of Berryville or the Board of Supervisors of Clarke County upon thirty (30) days written notice.

WITNESS THE FOLLOWING SIGNATURES AND SEALS:

Board of Supervisors of Clarke County  
Virginia

By John D. Hardesty Seal  
Chairman

Town of Berryville

By Richard G. Sponseller Seal  
Mayor  
Richard G. Sponseller

Frank T. Watrous

[REDACTED]  
Herndon, VA 20170

21 January 2021

Chief W. Neal White  
Berryville Police Department  
101 Chalmere Court, Suite A  
Berryville, VA 22611

Dear Chief White:

I would like to call your attention to the most helpful assistance provided to me by one of your police officers, K. Bayless, Badge # 103.

On 19 January 2021, while visiting Berryville in the early evening (5:24 PM), I was involved in a "fender bender" with another vehicle. Fortunately, there were no injuries and damage was limited.

Officer Bayless responded to the event and was most helpful to both parties. But, in particular, I wanted to note his assistance to me and my wife. We were confronted with the situation where the partially detached front bumper of my car interfered with safe operation of the vehicle. Officer Bayless attempted to unbolt the bumper component with hand tools. That was not successful. He then engaged the aid of the fire department (virtually on site), whose tool inventory made it possible to achieve the desired separation. We then proceeded homeward without further incident.

I was most appreciative for the time and attention that Officer Bayless provided in bringing this unfortunate event to a successful conclusion.

Sincerely yours,



Frank T. Watrous

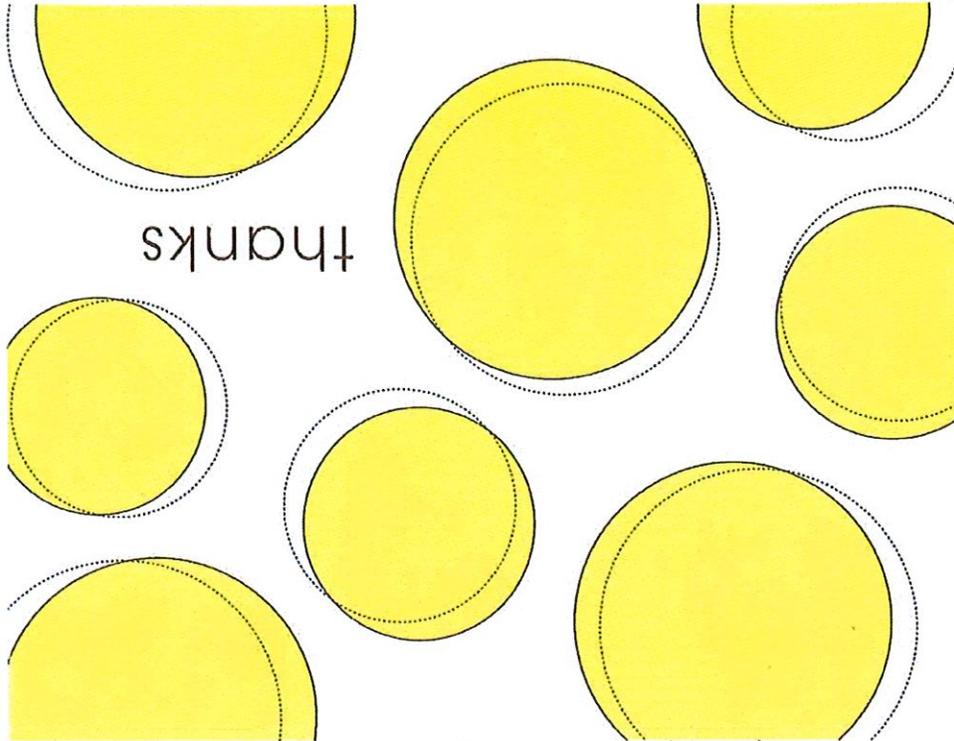
(Copy furnished to K. Bayless)

Jan 19, 2021

Dear Bettyville Police Dept,  
Thank You! Thank You! Thank  
You! for your participation on  
Jan 15 during the vaccinations

you made my day!

at the Clarke Co. High School!  
your assistance with the  
directing of traffic in the park-  
ing lot gave an extra and  
necessary level of organization  
to the event. I live in the town of



thanks

Boyce and saw from a block away  
the "chaos" of Monday, Jan 11. I  
think organization and  
cooperation help deepen the  
confidence of communities in  
those who serve them.

<sup>Tender Thoughts</sup>  
I did get the vaccine on Friday,  
Jan 15 and it was a wonderful  
experience. Thank you for the  
role you played in making that  
happen! Be safe!  
Sincerely, Rose Holden

19949451  
TTCV20958100P  
©AGC, LLC

**Berryville Town Council Item Report Summary  
February 9, 2021**

**Item Title**

Community Development - Community Development Update

Construction Project Update

Bond Reduction: Robert Regan Village

**Prepared By**

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**Background/History/General Information**

**Findings/Current Activity**

**Financial Considerations**

**Schedule/Deadlines**

**Other Considerations**

**Attachments**

1. Community Development

**Recommendation**

**Sample Motion**

**Town Council Agenda Item Report Summary**  
February 9, 2021

**Item Title**

Community Development Update

**Prepared By**

Christy Dunkle

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**Planning Commission**

The Planning Commission did not hold a meeting in January. They will be holding their organizational meeting on Tuesday, February 23, 2021 at 7:00 p.m.

**Berryville Area Development Authority**

The BADA did not hold a meeting in December. Their next meeting is scheduled for Wednesday, February 24, 2021 at 7:00 p.m.

**Architectural Review Board**

The Architectural Review Board will be holding their organizational meeting on Wednesday, February 3, 2021 at 12:30 p.m. to discuss an architectural review.

**Tree Board**

The next Tree Board meeting is scheduled for Wednesday, March 3, 2021, at 7:00 p.m.

**Board of Zoning Appeals**

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

**Town Council Agenda Item Report Summary**  
February 9, 2021

**Item Title**

Construction Project Update

**Prepared By**

Christy Dunkle

---

**Shenandoah Crossing Subdivision**

- 82 single-family homes
- Owned by D.R. Horton, Inc.
- To be developed by D.R. Horton, Inc.
- Zoned DR-2 Detached Residential
- Cluster layout
- HOA-maintained facilities
- Utility and paving installation under way

**Fellowship Square Subdivision**

- 50 single-family homes
- Zoned DR-4 Detached Residential
- Cluster layout
- HOA maintained facilities
- The first Certificate of Occupancy and sale occurred in November.
- Fairfax Street opened to the public on December 14, 2020 and now connects First Street to North Buckmarsh Street.
- Sales appear to be brisk.

**Hermitage Phase V**

- 71 single-family homes
- Currently owned by Silver Lake Development
- Final phase of Hermitage subdivision (started 2000)
- Zoned R-1 and DR-1
- Rezoning approved by Town Council at the September 10, 2019 meeting to align new layout with proposed parcel lines
- Phase V will have HOA oversight, other phases will not be affected
- Review of construction plans completed
- DEQ stormwater permitting approved
- Final plat approved by Planning Commission and BADA on Wednesday, July 22, 2020
- Deed of dedication reviewed and approved
- Bond approved by Town Council at their October meeting
- No anticipated start date or activity since the last Council meeting

## Town Council Agenda Item Report Summary

February 9, 2021

### Item Title

Bond Reduction – Robert Regan Village

### Prepared By

Christy Dunkle

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### Background/History/General Information

The Robert Regan Village is a 120-unit age- and income-restricted apartment complex on Mosby Boulevard. They were issued a Certificate of Occupancy in September of 2020. Town Council set the bond amounts at the March 12, 2019 meeting for the following amounts:

Erosion and Sediment Controls:	\$ 46,111.50
Public Improvements:	\$187,628.24
<u>25% Contingency:</u>	<u>\$58,434.68</u>
<b>TOTAL</b>	<b>\$292,174.68</b>

The Town's Subdivision Ordinance allows for the retention of a maintenance bond of 10% of the total cost of construction in order to guarantee against faulty materials and workmanship. This maintenance bond shall remain in force for a minimum of one year following the completion of the project and acceptance by the Town.

### Findings/Current Activity

An as-built drawing of the facility has been submitted for review and a request made by the developer to reduce the bond amount. Town staff and consulting engineers have conducted site visits and have reviewed the submission. Several items have been noted as follows:

1. A discrepancy in the proposed elevation of the storm water management outlet structure and the as-built condition has been identified. The applicant's engineer has been notified about the concern.
2. A portion of the new sidewalk along the eastern entrance (formerly Chamberlain) has evidence of subsidence.
3. A portion of the sidewalk leading from the facility to Mosby Boulevard, identified on the site development plan, was not constructed.

Pennoni staff is recommending that an additional \$20,000 remain in place to address these items as follows:

Public Improvement bond retention (10%)	\$18,762.83
<u>Additional items referenced above:</u>	<u>\$20,000.00</u>
<b>Total bond remaining:</b>	<b>\$38,762.83</b>

**Financial Considerations**

Staff recommends bonds in the amount of \$38,762.82.

**Schedule/Deadlines**

The bond is due for renewal on March 21, 2021 and the applicant would like to submit the new bond prior to that time.

**Other Considerations**

N/A

**Recommendation**

Approve the bond reduction as recommended.

**Sample Motion**

I move that the Council of the Town of Berryville reduce the public improvements bond for Robert Regan Village to a total of \$38,762.83.

## Berryville Town Council Item Report Summary

February 9, 2021

### Item Title

Staff Reports – Business and Finance

### Prepared By

Gregory C. Jacobs, Director of Finance

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### Status of RFP's currently working

**Audit Services draft RFP (RFP # 2020-05)** – The contract is currently being reviewed by the Audit Firm selected.

**Water Meter Replacement IFB (IFB # 2020-07)** Staff prepared a rough draft of an IFB for the Water Meter Replacement project. This draft is currently under review for discussion purposes.

### CARES Act Update – COVID-19 Municipal Utility Relief Program

We have a draft of the “Certificate for Receipt of Coronavirus Relief Fund Payments” and “Memo of Understanding” with Clarke County.

The original deadline for returning unspent funds was January 29, 2021 but this has been extended to December 31, 2021 and “Accordingly, for purposes of the COVID-19 Municipal Utility Relief Program, the “covered period” will now cover the period of March 1, 2020 to December 31, 2021.”

This program continues to evolve and change and is very labor intensive.

### Refuse Toter Billing

The Finance and Administration staff is working with the Assistant Town Manager for Community Development and Operations to implement the new Refuse toter and Recycling container tracking. Town residents have the option to request an additional Refuse toter at a cost of \$9.10 a month for refuse service of the additional toter. A spreadsheet to track the toters along with Identification Tags for the toters have been created.

The implementation of this new tracking is being done in quadrants. The Assistant Town Manager for Community Development and Operations, rode along with two of the Public

Works employees in January, tagging the toters. This process will continue until completed; at which time the focus will switch to recycle containers. It is anticipated to continue through February to complete the process.

**The new "Monthly Utility and Refuse Bill" and outsourcing of bills**

The new "Monthly Utility and Refuse Bill" has been outsourced. The January bills were mailed January 27<sup>th</sup> from the processing center in Columbia, South Carolina. They are mailed directly from the processing center and do not go through the normal USPS channels. This speeds up the delivery of the bills.

We have already received inquiries and comments about the new bills. Comments have generally been positive.

**A/P Check Listing for January 1, 2021 through January 31, 2021**

Please see attached a listing of checks issued from January 1, 2021 through January 31, 2021.

**ACH Transactions for January 1, 2021 through January 31, 2021**

Please see attached a listing of payments made by ACH for January 2021.

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

The statement of January 2021 P-Card Purchases that will be paid on or about February 25, 2021 was not available at the time of this report and will be presented at the Council meeting.

**Related Party Transaction Report for January 2021**

Statements needed to prepare the January 2021 Related Party Transaction Report were not available at the time of this report summary. The Related Party Transaction Report will be presented at the Council meeting.

**Quarterly Budget to Actual report for the six months ended December 31, 2020**

Attached is the Budget vs Actual report for the six months from July 1, 2020 through December 31, 2020. This report is subject to change as I have a number of accrual entries to make allocating items between fiscal years. Most relate to the various CARES Act expenses and reimbursements.

Due to these accrual entries that are needed, I do not have a list of mid-year budget amendments at this time.

### **Implementation Plan for Budget Software FMS Analytics**

We had started implementing the FMS Analytics software last year. We had started to do salaries and wages portion and then all our numbers started to changed due to COVID. We put the implementation on hold as the employee positions and salaries continued to change.

I have been in contact with our representative at Southern, Joe Garrison to start the implementation again. We have decided on a series of remote work sessions. Joe is working with his programmer to set up a schedule for implementation of work sessions.

### **CIP Reserve balances and projected balances after FYE 2019 and 2020 escrow**

Attached is a schedule of the Capital Improvement Reserve (CIP) account with the detail of the balance as of January 31, 2021. I have also included the amounts that are to be escrowed from Capital Improvement projects budgeted in fiscal years 2019 and 2020 but not expended so as to project what the balances will be after the money is moved.

I have also included a draft copy of a reserve policy that the Town Manager put together a couple of months ago. I will meet with the Budget and Finance committee to work on a final version to present to Council.

**Berryville Town Council Item Report Summary**

**February 9, 2021**

**Staff Report – Business and Finance**

**Report Attachments**

**January 2021 Check Listing**

## Check Listing

Date From: 1/1/2021 Date To: 1/31/2021

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

Town of Berryville  
02/01/2021 04:23 PM

Page: 1 of 2

Check Number	Bank	Vendor	Date	Amount
6424	1	COMBS WASTEWATER MANAGEMENT LLC	01/08/2021	<u>\$75.00</u>
6425	1	CORE & MAIN LP	01/08/2021	<u>\$7,259.01</u>
6426	1	Douglas A. Shaffer	01/08/2021	<u>\$75.00</u>
6427	1	H. Allen Kitselman	01/08/2021	<u>\$75.00</u>
6428	1	Hall, Monahan, Engle, Mahan & Mitchell	01/08/2021	<u>\$3,145.00</u>
6429	1	Keith Dalton	01/08/2021	<u>\$50.00</u>
6430	1	SEAN GARNER	01/08/2021	<u>\$75.00</u>
6431	1	THE Sign Shop	01/08/2021	<u>\$126.35</u>
6432	1	Treasurer of Frederick County	01/08/2021	<u>\$6,585.26</u>
6433	1	VUPS	01/08/2021	<u>\$101.85</u>
6434	1	Bureau for Child Support Enforcement	01/13/2021	<u>\$875.00</u>
6435	1	HERITAGE SITE DEVELOPMENT	01/13/2021	<u>\$1,320.00</u>
6436	1	Michelle M. Jones	01/13/2021	<u>\$577.50</u>
6437	1	Minnesota Life Insurance Co.	01/13/2021	<u>\$345.68</u>
6438	1	PENNONI ASSOCIATES INC	01/13/2021	<u>\$3,872.00</u>
6439	1	Southern Software, Inc.	01/13/2021	<u>\$6,036.00</u>
6440	1	Stuart M. Perry, Inc	01/13/2021	<u>\$1,150.63</u>
6441	1	The Hall Company	01/13/2021	<u>\$1,589.28</u>
6442	1	Virginia Resources Authority	01/13/2021	<u>\$235,000.00</u>
6443	1	BETTY COSTELLO PRIVETT	01/27/2021	<u>\$193.05</u>
6444	1	Bureau for Child Support Enforcement	01/27/2021	<u>\$875.00</u>
6445	1	CENTRIC BUSINESS SYSTEMS INC	01/27/2021	<u>\$132.93</u>
6446	1	HERITAGE CHILD DEVELOPMENT CEN	01/27/2021	<u>\$32.69</u>
6447	1	LAURIE ANNE BRADLEY	01/27/2021	<u>\$100.03</u>
6448	1	MAIN STREET AUTO REPAIR	01/27/2021	<u>\$828.05</u>
6449	1	MORTON SALT, INC.	01/27/2021	<u>\$1,763.30</u>
6450	1	PENNONI ASSOCIATES INC	01/27/2021	<u>\$402.00</u>
6451	1	The Hall Company	01/27/2021	<u>\$439.43</u>
6452	1	TRIAD Engineering Inc	01/27/2021	<u>\$2,300.00</u>
6453	1	Tyler Technologies	01/27/2021	<u>\$2,643.78</u>
6454	1	VALLEY REGIONAL ENTERPRISES, INC.	01/27/2021	<u>\$83.00</u>
6455	1	VIRASEC IT Support Services, Inc.	01/27/2021	<u>\$2,460.98</u>

## Check Listing

Date From: 1/1/2021 Date To: 1/31/2021

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

Town of Berryville  
02/01/2021 04:23 PM

Page: 2 of 2

Check Number	Bank	Vendor	Date	Amount
6456	1	ATLANTIC CONSTRUCTION CO LLC	01/28/2021	<u>\$660.00</u>
6457	1	B & S Mechanical Service Inc	01/28/2021	<u>\$5,000.00</u>
6458	1	BART DANIEL & MIRIAM SCHILSKY 221	01/28/2021	<u>\$381.70</u>
6459	1	CARRIGAN JEAN M 8636	01/28/2021	<u>\$40.38</u>
6460	1	John H. Enders Fire Company	01/28/2021	<u>\$45,950.00</u>
6461	1	LEE MICHAEL J 8461	01/28/2021	<u>\$315.26</u>
6462	1	MICHAEL ALAN BERNAT	01/28/2021	<u>\$106.68</u>
6463	1	PATRICIA F COBB	01/28/2021	<u>\$569.41</u>
6464	1	POSM Software LLC	01/28/2021	<u>\$2,000.00</u>
6465	1	SANDRA J SWARR	01/28/2021	<u>\$106.68</u>
6466	1	STANLEY ELIZABETH ESTELLE 2589	01/28/2021	<u>\$27.00</u>
6467	1	STEPHANIE LUXFORD	01/28/2021	<u>\$111.37</u>
6468	1	TAYLOR HAUSENFLUCK	01/28/2021	<u>\$17.90</u>
6469	1	WILLIAM DAVID TWIGGS	01/28/2021	<u>\$106.68</u>
46	Checks Totaling -			<b>\$335,980.86</b>

### Totals By Fund

	Checks	Voids	Total
100	\$84,489.39		\$84,489.39
501	\$8,848.39		\$8,848.39
502	\$242,643.08		\$242,643.08
<b>Totals:</b>	<b>\$335,980.86</b>		<b>\$335,980.86</b>

**Berryville Town Council Item Report Summary**

**February 9, 2021**

**Staff Report – Business and Finance**

**Report Attachments**

**January 2021 ACH Payments Listing**

ACH Transactions

Date From -01/01/2021- 01/31/2021  
Town of Berryville

Description	Date	Amount	Bank Acct #
Payroll Transfer - Town Council	1/12/2021	\$ 1,453.49	2
US Bank - copier lease payment	1/12/2021	\$ 1,602.36	2
Comp of MD - Payroll Taxes(12/25/20 bi weekly payroll)	1/7/2021	\$ 92.00	1
Treas of VA - Payroll Taxes	1/7/2021	\$ 842.00	1
Payroll Transfer - SM Exempt	1/15/2021	\$ 14,455.99	2
Payroll Transfer - BW Non Exempt	1/8/2021	\$ 37,399.19	2
USDA RD DCFO - Gov't Center	1/17/2021	\$ 10,123.00	1
US Treasury - Payroll Taxes Bi Weekly	1/8/2021	\$ 12,768.84	1
US Treasury - Payroll Taxes Bristol	1/7/2021	\$ 5,456.27	1
US Treasury - Payroll Taxes Town Council	1/13/2021	\$ 241.02	1
BOA - P-Card Payment	1/25/2021	\$ 98,710.65	1
Payroll Transfer- EDUCATION REIMBURSEMENT Bristol	1/7/2021	\$ 15,026.57	2
Payroll Transfer - BW Non Exempt PR	1/22/2021	\$ 35,574.84	2
ICMA-RC VRS Hybrid	1/8/2021	\$ 393.67	1
		\$ 5.98	
		\$ 652.77	
		\$ 30.32	
US Treasury - Payroll Taxes - Semi Monthly	1/19/2021	\$ 5,850.78	1
US Treasury - Payroll Taxes - BiWeekly	1/22/2021	\$ 11,760.52	1
US Treasury - Payroll Taxes	1/29/2021	\$ 5,850.78	1
Treas of WV - Payroll Taxes	1/19/2021	\$ 463.00	1
Treas of MD - Payroll Taxes	1/19/2021	\$ 104.00	1
Treas of VA - Payroll Taxes	1/19/2021	\$ 2,849.00	1
Payroll Transfer - SM Exempt	1/29/2021	\$ 14,455.99	2
Mansfield - Fuel Card Due	1/15/2021	\$ 666.34	2
Mansfield - Fuel Card Due	1/30/2021	\$ 713.37	2
Lincoln Financial	1/26/2021	\$ 925.83	2
Nationwide Retirement Solutions	1/21/2021	\$ 690.00	2
ICMA-RC VRS Hybrid	1/22/2021	\$ 393.68	1
		\$ 678.90	
Nationwide Retirement Solutions	1/31/2021	\$ 690.00	2
Treas of WV - Payroll Taxes	1/29/2021	\$ 486.00	1
Treas of VA - Payroll Taxes	1/29/2021	\$ 2,669.00	1
Treas of MD - Payroll Taxes	1/29/2021	\$ 110.00	1
Anthem FEB	1/26/2021	\$ 28,759.00	1
VRS	1/31/2021	\$ 26,982.47	1
		<u>\$ 339,927.62</u>	
Totals:			
Payroll		\$ 118,366.07	
US Treasury		\$ 41,928.21	
Treas of WV		\$ 949.00	
Comp of MD		\$ 306.00	
Treas of VA		\$ 6,360.00	
Mansfield Oil		\$ 1,379.71	
ICMA-RC VRS Hybrid		\$ 2,155.32	
VRS		\$ 26,982.47	
Anthem		\$ 28,759.00	
US Bank Copier Lease		\$ 1,602.36	
Lincoln Financial		\$ 925.83	
Nationwide Retirement Solutions		\$ 1,380.00	
BOA P-Card payment		\$ 98,710.65	
VA Employment Commission		\$ -	
USDA Bond Payment		\$ 10,123.00	
		<u>\$ 339,927.62</u>	
Funds from "Operating Acct" aka Bank # 1		\$ 231,300.22	
Funds from "Deposit Acct" aka Bank #2		\$ 108,627.40	

**Berryville Town Council Item Report Summary**

**February 9, 2021**

**Staff Report – Business and Finance**

**Report Attachments**

**Budget vs. Actual report as of December 31, 2020**

## Budget vs Actual

Town of Berryville  
2/3/2021 10:55:25 AM

Page 1 Of 21

Period Ending 12/31/2020

100 General Fund					
Description	Budget		YTD	Variance	Percent
<b>Expenses</b>					
100-4011100-1111 EXPENSE COMPENSATION	18,900		9,200.00	9,700.00	49%
100-4011100-2100 MATCHING FICA	1,450		703.93	746.07	49%
100-4011100-5540 TRAINING	4,000		0.00	4,000.00	
100-4011100-5699 LOCAL CONTRIBUTIONS	0		0.00	0.00	
100-4011100-5700 Barns Donation	0		0.00	0.00	
100-4011100-5800 MISCELLANEOUS	5,000		392.37	4,607.63	8%
100-4011100-5810 Dues	3,000		690.00	2,310.00	23%
100-4011100-6017 TOWN CODE SUPPLEMENTS	2,000		0.00	2,000.00	
100-4011100-6018 STATE CODE SUPPLEMENTS	0		0.00	0.00	
TOWN COUNCIL Totals:	34,350	0.00	10,986.30	23,363.70	32%
100-4011200-1114 SALARIES/WAGES/TNCLK	44,600		21,219.47	23,380.53	48%
100-4011200-2100 MATCHING FICA EXPENSE	3,400		1,630.02	1,769.98	48%
100-4011200-5510 MILEAGE	250		0.00	250.00	
100-4011200-5540 EDUCATION/TRAINING	1,000		0.00	1,000.00	
100-4011200-5810 DUES	100		0.00	100.00	
TOWN CLERK Totals:	49,350	0.00	22,849.49	26,500.51	46%
100-4012110-1112 COMPENSATION	141,880		76,383.31	65,496.69	54%
100-4012110-2100 MATCHING FICA EXPENSE	10,860		5,256.31	5,603.69	48%
100-4012110-3399 Blight Abatement	17,000		0.00	17,000.00	
100-4012110-5230 TELECOMMUNICATIONS	600		300.00	300.00	50%
100-4012110-5510 MILEAGE	0		0.00	0.00	
100-4012110-5540 TRAINING	0		0.00	0.00	
100-4012110-5810 DUES	500		(175.00)	675.00	-35%
TOWN MANAGER Totals:	170,840	0.00	81,764.62	89,075.38	48%
100-4012210-3150 PROFESSIONAL SERVICES	35,000		34,429.40	570.60	98%
LEGAL SERVICES Totals:	35,000	0.00	34,429.40	570.60	98%
100-4012220-2210 RETIREMENT	147,950		10,711.19	137,238.81	7%
100-4012220-2220 VMLIP - STD	700		49.84	650.16	7%
100-4012220-2230 VMLIP - LTD	6,559		518.61	6,040.39	8%
100-4012220-2250 Line of Duty Act	8,500		8,425.00	75.00	99%
100-4012220-2300 HEALTH INSURANCE	216,400		18,701.71	197,698.29	9%
100-4012220-2400 LIFE INSURANCE	15,850		1,192.96	14,657.04	8%

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100 General Fund					
Description	Budget		YTD	Variance	Percent
100-4012220-2600 UNEMPLOYMENT INSURANCE	205		9.32	195.68	5%
100-4012220-2700 WORKER'S COMPENSATION	39,000		23,400.00	15,600.00	60%
100-4012220-3110 RANDOM DRUG SCREENING	750		0.00	750.00	
PERSONNEL Totals:	435,914	0.00	63,008.63	372,905.37	14%
100-4012240-3120 CONTRACTUAL SERVICES	16,050		0.00	16,050.00	
INDEPENDENT AUDITOR Totals:	16,050	0.00	0.00	16,050.00	
100-4012410-1113 COMPENSATION	93,000		47,820.03	45,179.97	51%
100-4012410-2100 MATCHING FICA EXPENSE	7,100		3,700.94	3,399.06	52%
100-4012410-3130 PROFESSIONAL SER/TAX CONV	2,500		0.00	2,500.00	
100-4012410-3150 PROFESSIONAL SER/VEC	0		0.00	0.00	
100-4012410-5306 SURETY BONDS	500		413.00	87.00	83%
100-4012410-5540 TRAINING	2,000		0.00	2,000.00	
100-4012410-5810 DUES	1,000		372.00	628.00	37%
100-4012410-6015 AUTO DECALS	0		0.00	0.00	
100-4012410-6020 CIGARETTE TAX STAMPS	0		0.00	0.00	
TOWN TREASURER Totals:	106,100	0.00	52,305.97	53,794.03	49%
100-4012430-1113 COMPENSATION	132,200		60,050.94	72,149.06	45%
100-4012430-2100 MATCHING FICA EXPENSE	10,112		3,848.47	6,263.53	38%
100-4012430-5540 TRAINING	3,400		300.00	3,100.00	9%
FINANCE/ACCOUNTING Totals:	145,712	0.00	64,199.41	81,512.59	44%
100-4012530-3320 MAINTENANCE CONTRACTS	46,000		33,245.19	12,754.81	72%
100-4012530-3400 WEB SITE	1,000		4.13	995.87	0%
100-4012530-3501 NEWSLETTER	1,000		0.00	1,000.00	
100-4012530-3600 ADVERTISING	8,000		2,803.60	5,196.40	35%
100-4012530-5210 POSTAGE	11,500		2,977.15	8,522.85	26%
100-4012530-5230 TELECOMMUNICATIONS	2,000		839.50	1,160.50	42%
100-4012530-5250 SOCIAL MEDIA ARCHIVING	2,700		0.00	2,700.00	
100-4012530-5415 COPIER LEASE	4,500		589.22	3,910.78	13%
100-4012530-5540 TRAINING	2,500		0.00	2,500.00	
100-4012530-5699 CONTRIBUTION/CC SOCIAL MEDIA	5,000		0.00	5,000.00	
100-4012530-5810 DUES	500		45.00	455.00	9%

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Description	Budget		YTD	Variance	Percent
100-4012530-6001 OFFICE SUPPLIES	10,150		9,724.84	425.16	96%
CENTRAL Totals:	94,850	0.00	50,228.63	44,621.37	53%
ADMIN/PURCHASING					
100-4012550-5301 FIRE BOILER INSURANCE	0		0.00	0.00	
100-4012550-5304 BLANKET EXCESS LIABILITY	16,000		15,178.00	822.00	95%
100-4012550-5305 AUTOMOBILE INSURANCE	11,000		11,392.00	(392.00)	104%
100-4012550-5308 SEMI-MULTI PERIL INS	27,700		26,611.00	1,089.00	96%
100-4012550-5800 INSURANCE DEDUCTABLES	0		0.00	0.00	
RISK MANAGEMENT Totals:	54,700	0.00	53,181.00	1,519.00	97%
100-4012600-3140 ENGINEERING SERVICES	5,000		0.00	5,000.00	
100-4012600-3141 TOWN RUN PER	0		0.00	0.00	
100-4012600-3142 JACKSON DRIVE PER	0		0.00	0.00	
ENGINEERING SERVICES Totals:	5,000	0.00	0.00	5,000.00	
100-4013100-1125 ELECTION OFFICIALS	2,500		0.00	2,500.00	
100-4013100-6001 OFFICE SUPPLIES	2,500		0.00	2,500.00	
ELECTIONS Totals:	5,000	0.00	0.00	5,000.00	
100-4021500-3150 PUBLIC DEFENDER FEES	2,000		625.50	1,374.50	31%
PUBLIC DEFENDER FEES Totals:	2,000	0.00	625.50	1,374.50	31%
100-4031100-1139 COMPENSATION	603,510		310,010.08	293,499.92	51%
100-4031100-2100 MATCHING FICA EXPENSE	45,710		24,346.08	21,363.92	53%
100-4031100-3110 MEDICAL EXAMINATIONS	500		0.00	500.00	
100-4031100-3115 PRE EMPLOYMENT DRUG SCREEN	500		0.00	500.00	
100-4031100-3190 INTERPRETER	400		0.00	400.00	
100-4031100-3310 REPAIR & MAINTENANCE	12,000		5,727.36	6,272.64	48%
100-4031100-3320 MAINTENANCE CONTRACTS	14,500		7,591.10	6,908.90	52%
100-4031100-4082 WILDLIFE MANAGEMENT	500		0.00	500.00	
100-4031100-5210 POSTAGE	500		96.35	403.65	19%
100-4031100-5230 TELECOMMUNICATIONS	4,600		5,606.48	(1,006.48)	122%
100-4031100-5415 COPIER LEASE	3,400		589.22	2,810.78	17%

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100 General Fund					
Description	Budget		YTD	Variance	Percent
100-4031100-5540 TRAINING	22,250		26,697.19	(4,447.19)	120%
100-4031100-5545 OFFICE AGGREDIATION	1,700		0.00	1,700.00	
100-4031100-5810 DUES	700		325.00	375.00	46%
100-4031100-5815 COMMUNITY RELATIONS	2,000		0.00	2,000.00	
100-4031100-6001 OFFICE SUPPLIES	1,600		828.94	771.06	52%
100-4031100-6008 GASOLINE & OIL	14,500		0.00	14,500.00	
100-4031100-6010 POLICE SUPPLIES	13,500		10,246.35	3,253.65	76%
100-4031100-6011 UNIFORMS	4,000		651.81	3,348.19	16%
POLICE DEPARTMENT Totals:	746,370	0.00	392,715.96	353,654.04	53%
100-4031300-5699 COUNTY CONT/CROSSING GD	2,500		0.00	2,500.00	
TRAFFIC CONTROL Totals:	2,500	0.00	0.00	2,500.00	
100-4031400-5699 CONTRIBUTION/CC CENT ALRM	5,000		0.00	5,000.00	
EMERGENCY SERVICES Totals:	5,000	0.00	0.00	5,000.00	
100-4032200-5699 CONTRIBUTION/JHEVFD	30,000		0.00	30,000.00	
100-4032200-5707 FIRE FUND PROGRAM	15,250		0.00	15,250.00	
100-4032200-8411 ENDERS CAPITAL PROJECT RESERVE	10,000		0.00	10,000.00	
VOLUNTEER FIRE DEPARTMENT Totals:	55,250	0.00	0.00	55,250.00	
100-4032300-5699 PROFESSIONAL SER EMT	0		0.00	0.00	
RESCUE SERVICES Totals:	0	0.00	0.00	0.00	
100-4033200-5550 CONFINEMENT OF PRISONERS	250		0.00	250.00	
CORRECTION AND DETENTION Totals:	250	0.00	0.00	250.00	
100-4041100-1140 Compensation	69,910		18,994.98	50,915.02	27%
100-4041100-2100 MATCHING FICA EXPENSE	5,350		1,523.87	3,826.13	28%
100-4041100-3110 MEDICAL EXAMS	1,000		386.00	614.00	39%
100-4041100-3310 VEHICLE REP & MAINTENANCE	11,000		1,831.32	9,168.68	17%
100-4041100-5120 FUEL OIL/HEAT	1,500		1,623.40	(123.40)	108%
100-4041100-5230 TELECOMMUNICATIONS	5,000		2,871.68	2,128.32	57%
100-4041100-5415 COPIER LEASE	2,665		471.38	2,193.62	18%
100-4041100-5540 TRAINING	3,500		74.00	3,426.00	2%
100-4041100-6001 OFFICE SUPPLIES	500		145.98	354.02	29%

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PUBLIC WORKS Totals:	100,425	0.00	27,922.61	72,502.39	28%
ADMINISTRATION					
100-4041200-1183 COMPENSATION	156,710		66,280.66	90,429.34	42%
100-4041200-2100 MATCHING FICA EXPENSE	11,990		6,092.26	6,897.74	42%
100-4041200-3310 EQUIPMENT MAINTENANCE	12,000		5,342.02	6,657.98	45%
100-4041200-3315 SIDEWALK MAINTENANCE	15,000		0.00	15,000.00	
100-4041200-3316 STREET SIGN MAINTENANCE	0		0.00	0.00	
100-4041200-5230 TELECOMMUNICATIONS	0		0.00	0.00	
100-4041200-5425 NORFOLK/SOUTHERN R-O-W'S	1,100		1,097.57	2.43	100%
100-4041200-6007 MATERIALS & SUPPLIES	4,000		2,308.06	1,691.94	58%
100-4041200-6008 GASOLINE & OIL	20,000		4,227.15	15,772.85	21%
100-4041200-6011 UNIFORMS	6,000		1,236.33	4,763.67	21%
HWYS, STRTS, BRIDGES & Totals:	226,800	0.00	85,584.05	141,215.95	38%
SDWLKS					
100-4041250-3140 ENGINEERING (VDOT)	0		0.00	0.00	
100-4041250-3300 VDOT STREET MAINTENANCE	411,618		23,500.74	388,117.26	6%
100-4041250-3310 EQUIPMENT MAINTENANCE (VDOT)	10,000		742.09	9,257.91	7%
100-4041250-3311 STORM SEWER MT (VDOT)	0		0.00	0.00	
100-4041250-3316 STREET SIGN MAINTENANCE (VDOT)	0		0.00	0.00	
100-4041250-6007 MATERIALS & SUPPLIES (VDOT)	0		0.00	0.00	
100-4041250-6050 ASPHALT (VDOT)	0		0.00	0.00	
100-4041250-6060 CONCRETE (VDOT)	0		0.00	0.00	
100-4041250-6130 TREE REMOVAL (VDOT)	0		0.00	0.00	
100-4041250-6135 MOWING (VDOT)	0		0.00	0.00	
100-4041250-6145 STRIPING (VDOT)	0		0.00	0.00	
100-4041250-6207 STREET CLEANING (VDOT)	0		0.00	0.00	
100-4041250-6307 SNOW REMOVAL (VDOT)	0		0.00	0.00	
100-4041250-8801 Equipment Purchase	137,000		0.00	137,000.00	
100-4041250-8803 PUBLIC WORKS IMPROVEMENTS	0		0.00	0.00	
VDOT STREET Totals:	558,618	0.00	24,242.83	534,375.17	4%
MAINTENANCE					

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100 General Fund					
Description	Budget		YTD	Variance	Percent
100-4041320-5110 ELECTRICITY	66,500		25,166.89	41,333.11	38%
STREET LIGHTS Totals:	66,500	0.00	25,166.89	41,333.11	38%
100-4041330-3220 CONTRACTUAL SERVICES	16,000		0.00	16,000.00	
100-4041330-6007 MATERIALS & SUPPLIES	2,000		0.00	2,000.00	
SNOW REMOVAL Totals:	18,000	0.00	0.00	18,000.00	
100-4041340-6007 MATERIALS & SUPPLIES	1,500		191.49	1,308.51	13%
PARKING METERS AND LOTS Totals:	1,500	0.00	191.49	1,308.51	13%
100-4042200-3210 STREET CLEANING	0		0.00	0.00	
100-4042200-6007 MATERIALS & SUPPLIES	500		0.00	500.00	
STREET & ROAD CLEANING Totals:	500	0.00	0.00	500.00	
100-4042300-3220 CONTRACTUAL SERVICES	203,000		80,889.36	122,110.64	40%
100-4042300-6225 RECYCLING SERVICES	75,000		34,756.74	40,243.26	46%
REFUSE COLLECTION Totals:	278,000	0.00	115,646.10	162,353.90	42%
100-4042400-3800 FCO LANDFILL CHARGES	40,000		18,138.10	21,861.90	45%
REFUSE DISPOSAL Totals:	40,000	0.00	18,138.10	21,861.90	45%
100-4043200-3310 REPAIR & MAINTENANCE	15,000		2,204.19	12,795.81	15%
100-4043200-3325 HERMITAGE SWPOND MAINT	4,100		2,750.00	1,350.00	67%
100-4043200-6007 MATERIALS & SUPPLIES	500		0.00	500.00	
100-4043200-6017 CHRISTMAS WREATHS	500		0.00	500.00	
GENERAL PROPERTIES Totals:	20,100	0.00	4,954.19	15,145.81	25%
100-4064200-3150 PROFESSIONAL SERVICES	2,500		0.00	2,500.00	
100-4064200-3200 CONTRACTUAL SERVICES	19,500		0.00	19,500.00	
100-4064200-5110 ELECTRICITY	19,800		0.00	19,800.00	
100-4064200-5120 NATURAL GAS/HEAT	3,200		0.00	3,200.00	
100-4064200-5130 WATER/SEWER	800		0.00	800.00	
100-4064200-5230 TELECOMMUNICATIONS	7,800		0.00	7,800.00	
100-4064200-5304 LIABILITY INSURANCE	2,500		0.00	2,500.00	

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100 General Fund					
Description	Budget		YTD	Variance	Percent
100-4064200-7113 IN KIND COSTS	13,000		0.00	13,000.00	
100-4064200-7115 SHARED MAINTENANCE	19,000		0.00	19,000.00	
100-4064200-8411 CAPITAL ASSET RESERVES	7,000		0.00	7,000.00	
BUILDING SERVICES Totals:	95,100	0.00	0.00	95,100.00	
100-4071310-3160 CONTRACTURAL SER/JN BLUE	1,000		450.00	550.00	45%
100-4071310-5699 CONTRIBUTION/CCP&R	0		0.00	0.00	
100-4071310-6017 CHRISTMAS LIGHTS	1,500		1,014.70	485.30	68%
100-4071310-6018 ROSE HILL PARK MAINTENANCE	5,000		111.96	4,888.04	2%
PARKS & RECREATION Totals:	7,500	0.00	1,576.66	5,923.34	21%
100-4081100-1155 COMPENSATION	93,270		43,605.23	49,664.77	47%
100-4081100-2100 MATCHING FICA EXPENSE	7,135		3,371.96	3,763.04	47%
100-4081100-3145 REIMBURSABLE CONST FEES	5,000		0.00	5,000.00	
100-4081100-3190 PROFESSIONAL SERVICES	0		0.00	0.00	
100-4081100-3195 PREPAID APPLICATION REVIEW FEES	0		0.00	0.00	
100-4081100-3500 PRINTING	200		0.00	200.00	
100-4081100-5510 MILEAGE	100		0.00	100.00	
100-4081100-5540 TRAINING	500		0.00	500.00	
100-4081100-5810 DUES	500		0.00	500.00	
100-4081100-6001 OFFICE EQUIPMENT	100		74.02	25.98	74%
100-4081100-6012 PUBLICATIONS	100		0.00	100.00	
PLANNING Totals:	106,905	0.00	47,051.21	59,853.79	44%
100-4081400-1110 EXPENSE COMPENSATION	500		0.00	500.00	
100-4081400-5540 TRAINING	500		0.00	500.00	
BOARD OF ZONING Appeals	1,000	0.00	0.00	1,000.00	
100-4081500-3400 WEB SITE REDESIGN	0		0.00	0.00	
100-4081500-3450 SE COLLECTOR EVALUATION	0		0.00	0.00	
100-4081500-3650 MARKETING & BRANDING	0		13,230.00	(13,230.00)	
100-4081500-5411 WAYFINDING SIGNS RESERVE	0		0.00	0.00	
100-4081500-5693 ARTS FUNDING MATCH	4,500		9,000.00	(4,500.00)	200%

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Description	Budget		YTD	Variance	Percent
100-4081500-5694 ECONOMIC DEVELOPMENT/CC ANNUAL CONTRIBUTION	0		0.00		0.00
100-4081500-5695 TOWN/COUNTY ECONOMIC DEV	17,500		0.00	17,500.00	
100-4081500-5696 ECONOMIC DEVELOPMENT RESERVE	0		0.00		0.00
100-4081500-5698 GRANT AND MATCHING FUNDS	0		0.00		0.00
100-4081500-5699 DBI/ECO DEV PROF SERVICES	4,000		0.00	4,000.00	
100-4081500-5700 ANNEXATION AREA PROF SVC	25,000		0.00	25,000.00	
ECONOMIC Totals: DEVELOPMENT	51,000	0.00	22,230.00	28,770.00	44%
100-4081600-1111 EXPENSE COMPENSATION	5,000		650.00	4,350.00	13%
100-4081600-5540 TRAINING	1,000		0.00	1,000.00	
100-4081600-5810 DUES	250		0.00	250.00	
PLANNING COMMISSION Totals:	6,250	0.00	650.00	5,600.00	10%
100-4081700-1111 EXPENSE COMPENSATION	2,500		690.00	1,810.00	28%
100-4081700-2100 MATCHING FICA	0		6.12	(6.12)	
100-4081700-5540 TRAINING	250		0.00	250.00	
100-4081700-5810 DUES	125		49.50	75.50	40%
BVILLE AREA DEV Totals: AUTHORITY	2,875	0.00	745.62	2,129.38	26%
100-4081800-5540 TRAINING	500		0.00	500.00	
ARCHITECHURAL REVIEW Totals: BOARD	500	0.00	0.00	500.00	
100-4081900-5800 TREE BOARD MISCELLANEOUS EXPENSE	500		0.00	500.00	
100-4092000-5800 MISCELLANEOUS	0		0.00	0.00	
Totals:	500	0.00	0.00	500.00	
100-4094200-8201 CHRISTMAS DECORATIONS	0		0.00	0.00	
100-4094200-8207 SOFTWARE UPGRADES	0		0.00	0.00	
100-4094200-8208 POLICE COMM UPGRADES	0		0.00	0.00	
100-4094200-8209 POLICE CRUISER CAMERA	0		0.00	0.00	
100-4094200-8225 COMPUTER REPLACEMENT	7,500		4,331.49	3,168.51	58%
100-4094200-8230 REPAIRS TO 23 E	44,235		0.00	44,235.00	

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Description	Budget	YTD	Variance	Percent
MAIN/LIVERY STABLE				
100-4094200-8231 PATROL VEHICLE	52,600	0.00	52,600.00	
100-4094200-8335 BULLET PROOF VEST REPLACEMENT	0	0.00	0.00	
100-4094200-8336 SPEED DISPLAY SIGNS	0	0.00	0.00	
100-4094200-8337 PW BAY UPGRADES	0	0.00	0.00	
100-4094200-8338 DUMP TRUCK / SNOW PLOW	0	0.00	0.00	
100-4094200-8339 HYDRAULIC SALT SPREADER	0	0.00	0.00	
100-4094200-8340 MOWER	0	0.00	0.00	
100-4094200-8341 B-BALL COURT REPAIRS	0	0.00	0.00	
100-4094200-8342 REPAVE RIXEY MOORE	0	0.00	0.00	
100-4094200-8345 PW TON DUMP BED	0	0.00	0.00	
100-4094200-8351 FOLDER/INSERTER	0	0.00	0.00	
100-4094200-8353 F350 PICKUP	0	0.00	0.00	
100-4094200-8362 Service Weapons	0	0.00	0.00	
100-4094200-8366 TOWN OFFICE SERVER	0	0.00	0.00	
100-4094200-8411 CAPITAL RESERVE	0	0.00	0.00	
100-4094200-8421 PD IN CAR CAMERA REP	0	0.00	0.00	
100-4094200-8500 PPTRA RESERVE	0	0.00	0.00	
100-4094200-8550 EQUIPMENT REPAIR RESERVE	0	0.00	0.00	
100-4094200-8601 PD SOFTWARE UPGRADE	0	0.00	0.00	
100-4094200-8603 PD SERVER REPLACEMENT RESERVE	6,000	0.00	6,000.00	
100-4094200-8702 WAYFINDING SIGNS RESERVE	5,000	0.00	5,000.00	
100-4094200-8803 PUBLIC WORKS IMPROVEMENTS	0	0.00	0.00	
100-4094200-8901 LIVERY STABLE EVALUATION	0	0.00	0.00	
100-4094200-8902 PAVE BARNETT STREET	0	0.00	0.00	
100-4094200-8903 E-CITATION	0	0.00	0.00	
100-4094200-8910 BODY CAMERA REPLACEMENT	0	0.00	0.00	
100-4094200-8911 VIRGINIA AVENUE	55,000	32,701.50	22,298.50	59%
100-4094200-8912 POLICE MDT REPLACEMENT	0	0.00	0.00	

## Budget vs Actual

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100 General Fund					
Description	Budget		YTD	Variance	Percent
100-4094200-8913 POLICE CAMERA EQUIPMENT	0		0.00	0.00	
100-4094200-8914 RIXEY MOORE PLAYGROUND IMPROVEMENTS	0		0.00	0.00	
100-4094200-8915 HOGAN'S ALLEY IMPROVEMENTS	1,000		0.00	1,000.00	
100-4094200-8916 RADAR FEEDBACK SIGNS	0		0.00	0.00	
100-4094200-8918 ROSE HILL PARK MASTERPLAN	0		0.00	0.00	
100-4094200-8919 STORM WATER MITIGATION	0		0.00	0.00	
100-4094200-8950 FOUR WHEELER	0		0.00	0.00	
100-4094200-8951 PD RADIO REPLACEMENT RESERVE	20,000		0.00	20,000.00	
100-4094200-8955 TOWN RUN PER	0		7,996.00	(7,996.00)	
100-4094200-8956 ASHBY/ARCHER PER	0		30,722.33	(30,722.33)	
100-4094200-8958 ENDERS PROFFER RESERVES	0		0.00	0.00	
100-4094200-8959 HOLIDAY DECORATION REPLACEMENT	10,000		6,161.00	3,839.00	62%
CAPITAL OUTLAY Totals:	201,335	0.00	81,912.32	119,422.68	41%
100-4094300-5800 CONTINGENCY	104,300		450.00	103,850.00	0%
CONTINGENCY Totals:	104,300	0.00	450.00	103,850.00	0%
100-4095000-9110 RDA PRINCIPAL	40,988		3,220.54	37,767.46	8%
100-4095000-9120 RDA INTEREST	80,488		6,902.46	73,585.54	9%
100-4095000-9130 RDA DEBT SER RESERVE	0		0.00	0.00	
DEBT SERVICE Totals:	121,476	0.00	10,123.00	111,353.00	8%
Expenses Totals:	3,973,420	0.00	1,292,879.98	2,680,540.02	33%

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100 General Fund Totals: 0.00

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501 Water Fund					
Description	Budget		YTD	Variance	Percent
<b>Expenses</b>					
501-4012220-1140 COMPENSATION	39,300		29,437.39	9,862.61	75%
501-4012220-2100 SOCIAL SECURITY	3,010		2,251.99	758.01	75%
501-4012220-2210 RETIREMENT	32,810		3,102.59	29,707.41	9%
501-4012220-2220 VMLIP - STD	154		18.75	135.25	12%
501-4012220-2230 VMLIP - LTD	1,415		135.25	1,279.75	10%
501-4012220-2300 HEALTH INSURANCE	47,910		5,858.86	42,051.14	12%
501-4012220-2400 LIFE INSURANCE	3,510		361.60	3,148.40	10%
501-4012220-2600 UNEMPLOYMENT INSURANCE	46		2.19	43.81	5%
501-4012220-2700 WORKER'S COMPENSATION	8,500		5,677.00	2,823.00	67%
501-4012220-3170 MISS UTILITY	1,500		985.29	514.71	66%
501-4012220-3320 HANDHELD MAINT	4,500		2,452.50	2,047.50	55%
501-4012220-5210 POSTAGE	4,400		4,657.48	(257.48)	106%
501-4012220-5540 TRAINING	2,500		0.00	2,500.00	
501-4012220-6001 OFFICE SUPPLIES	500		0.00	500.00	
PERSONNEL Totals:	150,055	0.00	54,940.89	95,114.11	37%
501-4012222-1147 COMPENSATION	147,000		94,255.52	52,744.48	64%
501-4012222-2100 MATCHING FICA EXPENSE	11,240		7,253.98	3,986.02	65%
501-4012222-2830 CERTIFICATION FEES	900		442.00	458.00	49%
501-4012222-2840 STATE CONNECTION FEES	5,400		5,127.10	272.90	95%
501-4012222-2850 LAB TESTING	8,500		2,517.67	5,982.33	30%
501-4012222-3110 MEDICAL EXAMS	200		0.00	200.00	
501-4012222-3145 PROFESSIONAL SERVICES	15,000		4,847.36	10,152.64	32%
501-4012222-3146 UTILITY RATE STUDY	0		0.00	0.00	
501-4012222-3210 SLUDGE REMOVAL	30,000		22,742.40	7,257.60	76%
501-4012222-3220 CLEAN RIVER INTAKE	2,000		0.00	2,000.00	
501-4012222-3310 REPAIR & MAINTENANCE	60,000		28,550.43	31,449.57	48%
501-4012222-3510 CONSUMER CONFIDENCE RPT	500		0.00	500.00	
501-4012222-5110 ELECTRICITY	61,500		24,539.20	36,960.80	40%
501-4012222-5120 FUEL/OIL HEAT	3,500		0.00	3,500.00	
501-4012222-5230 TELECOMMUNICATIONS	3,800		1,922.46	1,877.54	51%
501-4012222-5415 COPIER LEASE	670		117.83	552.17	18%
501-4012222-5540 TRAINING	2,500		472.00	2,028.00	19%

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501 Water Fund					
Description	Budget		YTD	Variance	Percent
501-4012222-5690 DISCHARGE PERMIT RENEWAL	650		0.00	650.00	
501-4012222-5810 DUES	1,100		350.00	750.00	32%
501-4012222-6001 OFFICE SUPPLIES	1,000		660.38	339.62	66%
501-4012222-6004 LAB SUPPLIES	4,500		1,915.50	2,584.50	43%
501-4012222-6005 JANITORIAL SUPPLIES	1,000		506.70	493.30	51%
501-4012222-6008 GASOLINE & OIL	6,200		564.39	5,635.61	9%
501-4012222-6011 UNIFORMS	1,000		160.00	840.00	16%
501-4012222-6014 TOOLS	500		53.52	446.48	11%
501-4012222-6019 SAFETY EQUIPMENT	2,000		934.41	1,065.59	47%
501-4012222-6020 PERSONAL EQUIPMENT	600		0.00	600.00	
501-4012222-6025 CHEMICALS	40,000		17,104.84	22,895.16	43%
TREATMENT Totals:	411,260	0.00	215,037.69	196,222.31	52%
501-4012224-1183 COMPENSATION	139,250		64,602.58	74,647.42	46%
501-4012224-2100 MATCHING FICA EXPENSE	10,650		4,941.99	5,708.01	46%
501-4012224-3330 LINE REPAIR & MAINTENANCE	50,000		11,640.71	38,359.29	23%
501-4012224-6007 MATERIALS & SUPPLIES	30,000		1,995.09	28,004.91	7%
501-4012224-6019 SAFETY EQUIPMENT	700		0.00	700.00	
501-4012224-8030 NEW SERVICE SUPPLIES	9,000		3,000.00	6,000.00	33%
DISTRIBUTION & Totals: MAINTENANCE	239,600	0.00	86,180.37	153,419.63	36%
501-4094200-8101 EMERGENCY POWER CONNECT	0		0.00	0.00	
501-4094200-8102 TANK INSP & MAINT	85,000		155,604.50	(70,604.50)	183%
501-4094200-8103 BACK WASH LAGOON UPGRADE	0		0.00	0.00	
501-4094200-8104 SCADA	0		0.00	0.00	
501-4094200-8105 PICK UP	15,000		0.00	15,000.00	
501-4094200-8106 SERVICE TRUCK CHASIS	0		0.00	0.00	
501-4094200-8107 AIR COMPRESSOR	0		0.00	0.00	
501-4094200-8108 WATER LINE MAINTENANCE	0		0.00	0.00	
501-4094200-8111 Sewer Main Rehab	6,000		0.00	6,000.00	
501-4094200-8114 COMPUTER UPGRADE	0		0.00	0.00	
501-4094200-8115 STORAGE TANK REPAIR	0		0.00	0.00	

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501 Water Fund					
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501-4094200-8116 TURBIDITY METER	0	0.00	0.00	0.00	
501-4094200-8117 BACKWASH CONTROL REPLACEMENT	0	0.00	0.00	0.00	
501-4094200-8118 BACKWASH LAGOON UPGRADE	0	0.00	0.00	0.00	
501-4094200-8119 CLEAR WELL EXPANSION	0	0.00	0.00	0.00	
501-4094200-8120 GENERATOR	0	0.00	0.00	0.00	
501-4094200-8122 VALVE REPLACEMENT	0	0.00	0.00	0.00	
501-4094200-8144 WATER DIST SYSTEM UPGRADES	0	0.00	0.00	0.00	
501-4094200-8145 WTP SECURITY	0	0.00	0.00	0.00	
501-4094200-8147 W LINE REP/ RICE ST	0	0.00	0.00	0.00	
501-4094200-8167 SCADA	0	0.00	0.00	0.00	
501-4094200-8200 PW SITE EXPANSION RES	0	0.00	0.00	0.00	
501-4094200-8210 DEPRECIATION EXPENSE	0	0.00	0.00	0.00	
501-4094200-8211 CAPITAL RESERVES	201,975	0.00	201,975.00		
501-4094200-8340 MOWER	0	0.00	0.00	0.00	
501-4094200-8345 PW ONE TON DUMP	0	0.00	0.00	0.00	
501-4094200-8354 PICKUP	0	0.00	0.00	0.00	
501-4094200-8355 WATER VALVE INSERTION	0	0.00	0.00	0.00	
501-4094200-8360 Handheld Meter Reader	7,000	0.00	7,000.00		
501-4094200-8361 WATER LINE UPGRADES	115,000	30,996.08	84,003.92	27%	
501-4094200-8365 Water Booster Upgrade	0	0.00	0.00	0.00	
501-4094200-8368 LEAK DETECTOR	0	0.00	0.00	0.00	
501-4094200-8550 EQUIPMENT REPAIR RESERVE	25,000	0.00	25,000.00		
501-4094200-8605 WTP BUILDING MAINTENANCE	0	0.00	0.00	0.00	
501-4094200-8703 PICKUP TRUCK	0	0.00	0.00	0.00	
501-4094200-8704 FINISH PUMP REPLACEMENT	132,000	2,000.00	130,000.00	2%	
501-4094200-8904 JD BACKHOE (25%)	0	0.00	0.00	0.00	
501-4094200-8905 INFLATABLE TRENCHBOX (50%)	0	0.00	0.00	0.00	
501-4094200-8906 WTP DISINFECTION UPGRADE	0	0.00	0.00	0.00	
501-4094200-8952 COMMUNICATION	0	0.00	0.00	0.00	

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501 Water Fund					
Description	Budget		YTD	Variance	Percent
<b>NET FOR UTILITIES</b>					
501-4094200-8953 UTILITY PLANT GATES	0		0.00		0.00
501-4094200-8954 STORAGE BUILDING	0		0.00		0.00
501-4094200-8957 WTP EVALUATION & REPAIRS	0		0.00		0.00
501-4094200-8958 WATER METER REPLACEMENT	165,000		22,121.71	142,878.29	13%
CAPITAL OUTLAY Totals:	751,975	0.00	210,722.29	541,252.71	28%
501-4094300-5800 CONTINGENCY	24,735		0.00	24,735.00	
CONTINGENCY Totals:	24,735	0.00	0.00	24,735.00	
501-4095000-9114 WACHOVIA/TAXABLE/PRINCIPL	0		0.00		0.00
501-4095000-9116 CIP PRINCIPAL	0		0.00		0.00
501-4095000-9124 WACHOVIA/TAXABLE/INTEREST	0		0.00		0.00
501-4095000-9126 WACHOVIA/NONTAX/INTEREST	0		0.00		0.00
501-4095000-9130 ADMINISTRATION	0		0.00		0.00
501-4095000-9140 LOSS ON BOND INVESTMENTS	0		0.00		0.00
DEBT SERVICE Totals:	0	0.00	0.00		0.00
<b>Expenses Totals:</b>	<b>1,577,625</b>	<b>0.00</b>	<b>566,881.24</b>	<b>1,010,743.76</b>	<b>36%</b>

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501 Water Fund Totals: 0.00

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502 Sewer Fund					
Description	Budget		YTD	Variance	Percent
<b>Expenses</b>					
502-4012220-1114 COMPENSATION	39,300		16,092.28	23,207.72	41%
502-4012220-2100 SOCIAL SECURITY	3,010		1,172.77	1,837.23	39%
502-4012220-2210 RETIREMENT	51,785		2,268.20	49,516.80	4%
502-4012220-2220 VMLIP - STD	243		13.58	229.42	6%
502-4012220-2230 VMLIP - LTD	2,236		99.14	2,136.86	4%
502-4012220-2300 HEALTH INSURANCE	75,608		4,310.19	71,297.81	6%
502-4012220-2400 LIFE INSURANCE	5,545		265.15	5,279.85	5%
502-4012220-2600 UNEMPLOYMENT INSURANCE	71		3.44	67.56	5%
502-4012220-2700 WORKER'S COMPENSATION	13,500		3,731.00	9,769.00	28%
502-4012220-3320 HANDHELD MAINT	2,800		2,452.50	347.50	88%
502-4012220-5210 POSTAGE	7,500		2,376.72	5,123.28	32%
502-4012220-6001 OFFICE SUPPLIES	1,000		183.42	816.58	18%
PERSONNEL Totals:	202,598	0.00	32,968.39	169,629.61	16%
502-4012222-1147 COMPENSATION	323,200		91,505.14	231,694.86	28%
502-4012222-2100 MATCHING FICA EXPENSE	24,725		7,065.52	17,659.48	29%
502-4012222-2830 CERTIFICATION FEES	500		200.00	300.00	40%
502-4012222-2850 LAB TESTING	36,000		14,206.99	21,793.01	39%
502-4012222-2851 EFFLUENT MONITORING	0		0.00	0.00	
502-4012222-3145 PROFESSIONAL SERVICES	18,000		457.00	17,543.00	3%
502-4012222-3146 UTILITY RATE STUDY	0		0.00	0.00	
502-4012222-3210 LANDFILL-SOLIDS DISPOSAL	48,000		25,595.14	22,404.86	53%
502-4012222-3310 REPAIR & MAINTENANCE	110,000		61,198.37	48,801.63	56%
502-4012222-5110 ELECTRICITY	135,000		45,943.51	89,056.49	34%
502-4012222-5230 TELECOMMUNICATIONS	6,000		2,355.23	3,644.77	39%
502-4012222-5415 COPIER LEASE	3,900		589.22	3,310.78	15%
502-4012222-5540 TRAINING	3,000		731.00	2,269.00	24%
502-4012222-5685 NUTRIENT FUND CREDITS	0		0.00	0.00	
502-4012222-5690 Discharge Permit Renewal	3,000		2,896.06	103.94	97%
502-4012222-5810 DUES	500		579.00	(79.00)	116%
502-4012222-6001 OFFICE SUPPLIES	1,000		924.26	75.74	92%
502-4012222-6004 LAB SUPPLIES	5,400		3,403.52	1,996.48	63%

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502 Sewer Fund					
Description	Budget		YTD	Variance	Percent
502-4012222-6005 JANITORIAL SUPPLIES	1,200		1,419.44	(219.44)	118%
502-4012222-6008 DIESEL FUEL	9,000		831.48	8,168.52	9%
502-4012222-6011 UNIFORMS	1,000		104.97	895.03	10%
502-4012222-6014 TOOLS	1,500		859.30	640.70	57%
502-4012222-6019 SAFETY EQUIPMENT	2,000		2,714.81	(714.81)	136%
502-4012222-6020 PERSONAL EQUIPMENT	800		0.00	800.00	
502-4012222-6025 CHEMICALS	90,000		50,206.14	39,793.86	56%
TREATMENT Totals:	823,725	0.00	313,786.10	509,938.90	38%
502-4012224-1183 COMPENSATION	139,250		32,683.84	106,566.16	23%
502-4012224-2100 MATCHING FICA EXPENSE	10,650		2,500.42	8,149.58	23%
502-4012224-3310 EQUIPMENT MAINTENANCE	5,000		999.59	4,000.41	20%
502-4012224-3330 REPAIR & MAINTENANCE	10,000		2,889.36	7,110.64	29%
502-4012224-6007 MATERIALS & SUPPLIES	2,500		6.36	2,493.64	0%
502-4012224-6019 SAFETY EQUIPMENT	0		0.00	0.00	
502-4012224-6030 NEW SERVICE SUPPLIES	0		0.00	0.00	
DISTRIBUTION & Totals: MAINTENANCE	167,400	0.00	39,079.57	128,320.43	23%
502-4094100-8001 OUTFALL LINE	0		0.00	0.00	
502-4094100-8003 NEW WWTP	0		0.00	0.00	
CAPITAL PROJECTS Totals:	0	0.00	0.00	0.00	
502-4094200-8101 SEWER CHEWER REHAB	0		0.00	0.00	
502-4094200-8105 PICK UP	15,000		0.00	15,000.00	
502-4094200-8109 SEWER LATERAL CAMERA	0		0.00	0.00	
502-4094200-8110 WWTP UPGRADES	0		0.00	0.00	
502-4094200-8111 SEWER MAIN REHAB	0		0.00	0.00	
502-4094200-8112 RAW SEW RECIR CONT SYS	0		0.00	0.00	
502-4094200-8113 UV EXPANSION	0		0.00	0.00	
502-4094200-8123 SCADA	0		0.00	0.00	
502-4094200-8124 PUMP STATION UPGRADES	0		0.00	0.00	
502-4094200-8134 SEWER SYSTEM UPGRADES	115,000		2,923.07	112,076.93	3%

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502 Sewer Fund				
Description	Budget	YTD	Variance	Percent
502-4094200-8146 WWTP LAB DRYERS	0	0.00		0.00
502-4094200-8200 PW SITE EXPANSION RES	0	0.00		0.00
502-4094200-8201 AERATION EQUIPMENT	0	0.00		0.00
502-4094200-8209 Amortization Expense	0	0.00		0.00
502-4094200-8210 DEPRECIATION	0	0.00		0.00
502-4094200-8211 CAPITAL RESERVES	0	0.00		0.00
502-4094200-8340 MOWER	0	0.00		0.00
502-4094200-8345 PW ONE TON DUMP	0	0.00		0.00
502-4094200-8354 PICKUP	0	0.00		0.00
502-4094200-8356 SEWER CHEWER REHAB	0	0.00		0.00
502-4094200-8360 Handheld Meter Reader	7,000	0.00	7,000.00	
502-4094200-8367 SEWER JET RODDER	0	0.00		0.00
502-4094200-8411 CAPITAL RESERVE	243,197	0.00	243,197.00	
502-4094200-8423 PICK-UP	0	0.00		0.00
502-4094200-8540 MEMBRANE REPLACEMENT RESERVE	10,000	0.00	10,000.00	
502-4094200-8545 MEMBRANE PRE-PURCHASE	90,000	0.00	90,000.00	
502-4094200-8550 EQUIPMENT REPAIR RESERVE	25,000	0.00	25,000.00	
502-4094200-8602 3/4 T P-UP (1/2 VDOT)	0	0.00		0.00
502-4094200-8604 SS CMERA (1/2 VDOT)	0	0.00		0.00
502-4094200-8703 PICKUP TRUCK	0	0.00		0.00
502-4094200-8904 JD BACKHOE (25%)	0	0.00		0.00
502-4094200-8905 INFLATABLE TRENCHBOX (50%)	0	0.00		0.00
502-4094200-8907 TRACTOR (50%)	0	0.00		0.00
502-4094200-8908 WWTP COMPUTER UPGRADES	0	0.00		0.00
502-4094200-8909 WWTP AIR MONITORS	0	0.00		0.00
502-4094200-8917 HYPOCHLORITE PUMP REPLACEMENT	0	0.00		0.00
502-4094200-8952 COMMUNICATION NET FOR UTILITIES	0	0.00		0.00
502-4094200-8953 UTILITY PLANT GATES	0	0.00		0.00
502-4094200-8954 INVENTORY LOCKUP FENCING	0	0.00		0.00

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502 Sewer Fund					
Description	Budget		YTD	Variance	Percent
502-4094200-8955 WWTP BUILD REPAIR/JOINTS RES	7,000		0.00	7,000.00	
CAPITAL OUTLAY Totals:	512,197	0.00	2,923.07	509,273.93	1%
502-4094300-5800 CONTINGENCY	36,580		0.00	36,580.00	
CONTINGENCY Totals:	36,580	0.00	0.00	36,580.00	
502-4095000-8001 OUTFALL LINE	0		0.00	0.00	
502-4095000-8002 WWTP UPGRADES	0		0.00	0.00	
502-4095000-8003 NEW WWTP	0		0.00	0.00	
502-4095000-9112 CIP PRINCIPAL	0		0.00	0.00	
502-4095000-9114 WACHOVIA/TAXABLE/PRINCIP	0		0.00	0.00	
502-4095000-9118 VRA PRINCIPAL	470,000		235,000.00	235,000.00	50%
502-4095000-9122 CIP INTEREST	0		0.00	0.00	
502-4095000-9124 WACHOVIA/TAXABLE/INTERES	0		0.00	0.00	
DEBT SERVICE Totals:	470,000	0.00	235,000.00	235,000.00	50%
Expenses Totals:	2,212,500	0.00	623,757.13	1,588,742.87	28%

# Budget vs Actual

Town of Berryville  
2/3/2021 10:55:25 AM

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Period Ending 12/31/2020

502 Sewer Fund Totals: 0.00

**Berryville Town Council Item Report Summary**

**February 9, 2021**

**Staff Report – Business and Finance**

**Report Attachments**

**Capital Improvement Reserve (CIP)**

- **Analysis and projection of balance as of January 31, 2021**
  - **Draft CIP Reserves Policy**

**Town of Berryville Virginia**  
**CIP Escrow Analysis at 1/31/2021 and projected balance after 2019 and 2020 amounts escrowed**

1/31/2021 General Fund	1/31/2021 Balance	% Int by fund	Amounts to Escrow 2019	Amounts to Escrow 2020	Projected Balance
PW Site Plan	\$ 182,750.00		\$ -	\$ -	\$ 182,750.00
Flood Plain Mitigation	\$ 150,000.00		\$ 33,480.00	\$ -	\$ 183,480.00
Repairs 23 E Main	\$ 41,000.00		\$ 40,000.00	\$ 73,265.00	\$ 154,265.00
Wayfinding Signs	\$ 15,000.00		\$ 5,000.00	\$ 5,000.00	\$ 25,000.00
Enders Cap Proj Res	\$ 10,000.00		\$ 10,000.00	\$ 10,000.00	\$ 30,000.00
Town/Co Econ Development	\$ 5,000.00		\$ 4,500.00	\$ 5,000.00	\$ 14,500.00
Economic Development	\$ 2,500.00		\$ 2,500.00	\$ 2,500.00	\$ 7,500.00
Capital Reserve	\$ 43,508.00		\$ 36,396.00	\$ 156,866.60	\$ 236,770.60
<b>Total Encumbered GF</b>	<b>\$ 449,758.00</b>		<b>\$ 131,876.00</b>	<b>\$ 252,631.60</b>	<b>\$ 834,265.60</b>
<b>CIP Funds - General Fund</b>	<b>\$ 533,280.92</b>	<b>9.11</b>			<b>\$ 917,788.52</b>
Unencumbered - GF	\$ 83,522.92				\$ 83,522.92
<b>Water Fund</b>					
Paint Ground Reservoir	\$ 548,580.11		\$ -	\$ -	\$ 548,580.11
Clearwell Expansion	\$ 108,000.00		\$ -	\$ -	\$ 108,000.00
Water Line Improvements	\$ 452,873.71		\$ -	\$ 34,572.00	\$ 487,445.71
WPT Inst/SCADA	\$ 113,000.00		\$ 15,000.00	\$ -	\$ 128,000.00
Equip Repair Reserve	\$ 102,110.00		\$ 25,000.00	\$ 25,000.00	\$ 152,110.00
WTP Bldg Maintenance	\$ 10,000.00		\$ -	\$ -	\$ 10,000.00
Utility Rate Study	\$ 10,000.00		\$ -	\$ -	\$ 10,000.00
Capital Reserve	\$ 145,595.00		\$ 277,229.67	\$ -	\$ 422,824.67
<b>Total Encumbered WF</b>	<b>\$ 1,490,158.82</b>		<b>\$ 317,229.67</b>	<b>\$ 59,572.00</b>	<b>\$ 1,866,960.49</b>
<b>CIP Funds - WF</b>	<b>\$ 2,051,156.28</b>	<b>35.04</b>			<b>\$ 2,427,957.95</b>
Unencumbered WF	\$ 560,997.46				\$ 560,997.46
<b>Sewer Fund</b>					
Sewer Collection Sys Rehab	\$ 704,553.76		\$ 20,546.10	\$ 115,000.00	\$ 840,099.86
SCADA	\$ 2,218.00		\$ 15,000.00	\$ -	\$ 17,218.00
Membrane Rep Reserve	\$ 540,000.00		\$ 10,000.00	\$ 10,000.00	\$ 560,000.00
Equip Repair Reserve	\$ 90,000.00		\$ 25,000.00	\$ 25,000.00	\$ 140,000.00
Utility Rate Study	\$ 10,000.00		\$ -	\$ -	\$ 10,000.00
Capital Reserve	\$ 667,150.00		\$ 36,475.00	\$ -	\$ 703,625.00
<b>Total Encumbered SF</b>	<b>\$ 2,013,921.76</b>		<b>\$ 107,021.10</b>	<b>\$ 150,000.00</b>	<b>\$ 2,270,942.86</b>
<b>CIP Funds - SF</b>	<b>\$ 3,270,109.65</b>	<b>55.86</b>			<b>\$ 3,527,130.75</b>
Unencumbered SF	\$ 1,256,187.89				\$ 1,256,187.89
<b>Total Interest CIP (Unencumbered)</b>	<b>\$ 1,900,708.27</b>	<b>100.00</b>			<b>\$ 1,900,708.27</b>
<b>Total CIP Funds</b>	<b>\$ 5,854,546.85</b>		<b>\$ 556,126.77</b>	<b>\$ 462,203.60</b>	<b>\$ 6,872,877.22</b>
Total Encumbered	\$ 3,953,838.58		Projected encumbered		\$ 4,972,168.95
Total Unencumbered	\$ 1,900,708.27		Projected unencumbered		\$ 1,900,708.27
<b>Total CIP Funds</b>	<b>\$ 5,854,546.85</b>		<b>Projected Total CIP Funds</b>		<b>\$ 6,872,877.22</b>

## Town Council Policies

Reserves

2020- \_\_\_\_\_

Approved: \_\_\_\_\_

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### Purpose

The Town Council creates reserves in all three funds (general, water, and sewer). These reserves are self-encumbered to enable the Council to equalize revenue shortfalls, pay for unexpected expenses, and pay for planned projects and purchases.

This policy is intended to structure the Town's reserves in a manner that prepares for the scenarios enumerated above in a manner that is transparent and easily accessed by the public.

Because the reserve funds are self-encumbered, the Council reserves the right to utilize these funds at any time as it deems appropriate, provided that such use conforms to the laws of the Commonwealth of Virginia and the Town of Berryville.

### Policy

#### I. Reserve Policy and Fund Reserve Specifics

The Town Council establishes this policy and reserve specifics in order to self-encumber funds to meet the Town's needs. These funds are encumbered to enable the Council to equalize revenue shortfalls, pay for unexpected expenses, and pay for planned projects and purchases.

During the annual budget review and approval process and at other times it deems necessary, the Town Council will review this policy and the Funds Reserve Specifics to determine whether the Town's needs are met.

#### II. Use of Reserved Funds

Reserved funds may, in accordance with applicable provisions of law and the procedures contained in this policy, be expended as specifically enumerated within an approved budget or as needed during a budget year when the need for the funds was not expected.

#### III. Reporting

The Treasurer will provide the Council with regular reports regarding the status of reserved funds.

### Procedure

#### I. Reserve Policy and Fund Reserve Specifics

As a part of the annual budgeting process, the Budget and Finance Committee of the Town Council will review this policy and the Fund Reserve

Specifics and recommend any changes that it determines appropriate to the Town Council.

The Town Council will review the Fund Reserve Specifics as a part of its budget preparation and review. The Fund Reserve Specifics will be included in the approved budget document.

Changes may be made to the Fund Reserve Specifics at any time by an affirmative vote of the majority of the Council duly assembled.

II. Use of Reserve Funds

Reserve funds may be budgeted and appropriated as a part of a budget or budget amendment. The reserve to be used will be shown as a revenue and the project for which the funds will be used will be shown as an expense.

Reserve funds may be utilized within a budget year at the discretion of the Town Manager, provided that:

- a. the threshold requiring the advertisement of a budget amendment is not met and
- b. a full accounting of the expenditure or proposed expenditure is provided to the Council for review at its next regularly scheduled meeting.

Reserve funds may be utilized within a budget year at the discretion of the Council, provided that the use is approved by an affirmative vote of the majority of the Council duly assembled, and all budget amendment advertising requirements are met, if applicable.

III. Reporting

The Treasurer will provide the Council with an updated Fund Reserve Specifics document as a part of the regular Town Council meeting packet report.

February 9, 2021 Report

*227 Josephine Street*

At its January 12, 2021 meeting the Town Council determined that that the dwelling located at 227 Josephine Street might endanger the public health or safety residents of the Town, and directed the Town Manager to provide notice of this finding and the Council's intent to demolish the dwelling as required in Chapter 5 of the Berryville Code. The Council also authorized the Town Manager to proceed with action in this regard, including demolition of the dwelling, if the owner of record has not abated the danger upon the expiration of the required notice period.

The notice required by §5-3 for action on 227 Josephine Street has been provided. Notice was published in the *Winchester Star* on January 16 and January 23. The certified letter was received by the owner on January 16. This establishes the date after which action may be taken as February 23, 2021.

The Town Manager met with the property owners on January 15, 2021. The meeting went well and the owners are anxious to address this matter.

The Town Manager, Town Planner, Director of Public Works, and the Clarke County Building Official met with the contractor who had purportedly been hired to raze the structure and remove the demolition debris. A demolition permit was secured.

Prior to competing this report, staff visited the site and discovered that the building has been demolished. Work is underway to remove the debris from the site. The gentleman who is doing the work (not the person with whom staff met previously) and the owner have been alerted to staff's concerns about the water service for the property.

*12 First Street*

The Town Manager met with the property owner on January 21, 2021. The meeting went well and the owner is interested in completing work to abate the blight. He wants to repair the structure and requested time to complete the work.

The next step in this matter will be for the Town Manger to respond to the property owner.

*112 Josephine Street*

The Town Manager met with a property owner on January 15, 2021. The meeting went well and the owner is anxious to address this matter in a manner in which materials from the structure can be salvaged for use in the future. The owner requested time to demolish the structure.

The next step in this matter will be for the Town Manger to respond to the property owner.

*114 Josephine Street*

The owner did not respond to the Town Manager's request for a meeting. The owner contacted the Planning Department on February 3, 2021 and requested a copy of the letter that was sent regarding blight.

The next step in this matter will be for the Town Manager to make a preliminary determination of blight and begin the formal procedures required by §5-5.

*203 Josephine Street*

The Town Manager met with the property owner on January 21, 2021. The meeting went well. The owner understands that at least the rear addition on the building will have to be demolished and that considerable work will have to be done on the main portion of the building. The owner requested time to address the Town's concerns.

The next step in this matter will be for the Town Manger to respond to the property owner.

January 12, 2021 Report

Eight improved properties in Town have been flagged as being properties of concern because of the condition of their improvements. Please find attached the blight abatement report that was provided to the Community Development Committee on November 16, 2020.

Staff was tasked with determining which properties are the highest priority and initiating a process for having the identified blight abated in accordance with §5-5 of the Berryville Code.

Staff has prioritized the following properties for enforcement under §5-5 of the Berryville Code:

- 12 First Street
- 112 Josephine Street
- 114 Josephine Street
- 203 Josephine Street
- 227 Josephine Street\*

\* Staff recommends that the Council consider pursuing action in accordance with §5-3 of the Berryville Code because of the dire condition of the dwelling on the property. This matter is addressed in more detail below.

These properties were prioritized in large part because of the condition of the roofs of the improvements. The exception to that standard is 112 Josephine, which appears to be in significant systemic decline.

Certified letters have been sent to the owners of record of each property. The letters state that the Town Manager is considering making a preliminary determination that their property is blighted and requests that the owners meet with Town staff in the third week of January. A draft blight abatement plan was provided with each letter.

If the Town Manager and the owner are not able to agree on a timely resolution of the blight, then the Manager will make preliminary findings as required by §5-5 of the Berryville Code and thereby initiate the required spot blight abatement process.

#### *227 Josephine Street*

The recent snow event caused a partial collapse of the dwelling's roof. Last week a portion of the dwelling's western wall collapsed.

Staff recommends that the Council consider pursuing action in accordance with §5-3 of the Berryville Code because of the dire condition of the dwelling on the property.

If the Council determines that the dwelling might endanger the public health or safety of residents of the Town, then it may, after following a specific process, raze the structure and abate the public health risk.

If the Council wishes to pursue action in this matter then the following steps must be taken:

- The Town Council determines that the dwelling might endanger the public health or safety of other residents of the Town.
- Notice is provided to the owner of record by certified mail.
- Publication of a notice in a newspaper of general circulation.
- Owner fails to abate the danger within 30-days of the last newspaper publication.
- 

If these steps are followed and the owner does not abate the danger, then the Town may take action to abate the danger and take steps to recover costs incurred.

Current photos of the properties in question will be available at the meeting.

#### **Attachment:**

- Blight Abatement Report from the November 16, 2020 Community Development Committee agenda packet.

#### **Sample motion:**

I move that the Council of the Town of Berryville, in accordance with §5-3 of the Berryville Code, finds that the dwelling located at 227 Josephine Street might endanger the public health or safety residents of the Town, and that the Town Manager is hereby directed to provide notice of this finding and the Council's intent to demolish the dwelling as required in Chapter 5 of the Berryville Code. The Town Manager is hereby authorized to proceed with action in this regard, including demolition of the dwelling, if

the owner of record has not abated the danger upon the expiration of the required notice period.

Motion to Enter Closed Session

I move that the Council of the Town of Berryville enter closed session in accordance with §2.2-3711-A-1 of the Code of Virginia, to discuss the performance of a specific individual.

DATE: February 9, 2021

MOTION:

VOTE:

Aye:

Nay:

Absent/Abstain:

ATTEST: \_\_\_\_\_

Erecka Gibson, Recorder

TOWN COUNCIL  
MOTION  
CLOSED SESSION RESOLUTION

DATE: February 9, 2021

MOTION BY:

SECOND BY:

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

Resolution

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

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

VOTE:

Aye:

Nay:

Absent/Abstain:

ATTEST: \_\_\_\_\_  
Erecka Gibson, Recorder