



Berryville Town Council

MEETING AGENDA

Berryville-Clarke County Government Center

101 Chalmers Court, Second Floor

Main Meeting Room

Regular Session

April 13, 2021

7:00 PM

Item

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1. Call to Order

2. Pledge of Allegiance

3. Approval of Agenda

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Tax Rates for Tax Year 2021

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Tax Rates for Tax Year 2021

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IFB-2021-01: Paving, Milling, and Striping	111

13. Committee Updates

Budget and Finance

Community Development

Personnel, Appointments, and Policy

Public Safety

Streets and Utilities

14. Closed Session

15. Adjourn

Tree Board and Architectural Review Board Reappointments	98
Administration and Finance	100
Town Manager	
IFB-2021-01: Paving, Milling, and Striping	111

13. Committee Updates

- Budget and Finance
- Community Development
- Personnel, Appointments, and Policy
- Public Safety
- Streets and Utilities

14. Closed Session

15. Adjourn

**BERRYVILLE TOWN COUNCIL
PUBLIC HEARING NOTICE**

The Berryville Town Council will hold the following public hearing at 7:00 p.m., or as soon after as this matter may be heard, on **Tuesday, April 13, 2021**, in the Main Meeting Room, Second Floor, of the Berryville-Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia to consider the following:

Proposed Tax Rates for 2021

Listed below are the proposed tax rates for the tax year beginning January 1, 2021, on all real property, including real property and tangible personal property of public service corporations, and on all other tangible personal property, including machinery and tools.

- A. \$.20 per \$100 assessed valuation on real estate, including real estate of public service corporations;
- B. \$1.25 per \$100 assessed valuation on tangible personal property except machinery and tools;
- C. \$1.30 per \$100 assessed valuation on tangible machinery and tools.

The proposed real estate tax rate reflects an increase of \$.02259 per \$100 of assessed valuation. The proposed real estate tax rate constitutes a 12.7% increase in the real estate tax rate that was adopted in year 2020.

The proposed personal property tax rate reflects no increase in the personal property rate that was adopted for the year 2020.

The proposed machinery and tools tax rate reflects no increase in the machinery and tools rate that was adopted for the year 2020.

Copies of materials may be examined at the Town of Berryville Business Office, Berryville Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia during regular business hours. Additional information may be obtained by calling the Town Business Office at 540/955-1099.

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

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

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

ADVERTISE:	<i>Winchester Star</i>	March 31, 2021
INVOICE:	Town of Berryville 101 Chalmers Court, Suite A Berryville, VA 22611	
CONTACT:	Cindy at 955-1099 or financeclerk@berryvilleva.gov	

**Town of Berryville
Town Council
Motion and Ordinance setting the tax levies for tax year 2021**

I hereby move that the Council of the Town of Berryville adopt the attached ordinance setting the tax levies for tax year 2021 amending the Code of the Town of Berryville, Chapter 16 – Taxation, Article I – In General, Section 16-1 Annual Tax Assessments; valuation of property.

ORDINANCE

BE IT ORDAINED, by the Council of the Town of Berryville, Virginia, that for the tax year 2021 there is hereby levied:

- 1) A tax rate of \$.20 per \$100 of assessed valuation on all real estate located within the Town of Berryville, such levy being also applicable to the real estate and tangible personal property of public service corporations;
- 2) A tax rate of \$1.25 per \$100 of assessed valuation on all taxable, tangible personal property, except machinery and tools, located within the Town of Berryville;
- 3) A tax rate of \$1.30 per \$100 of assessed valuation on tangible machinery and tools located within the Town of Berryville.

All tax levies shall be due and payable pursuant to the Code of the Town of Berryville, Chapter 16, Article I, Section 16-3.

Date: April 13, 2021

Motion by:

Vote:

Aye:

Nay:

Abstain:

Absent:

ATTEST:

Erecka Gibson, Recorder

Town Council

Motion for approval: Resolution to provide for the implementation of the 2004-2005 changes to the Personal Property Tax Relief Act of 1998 for the Tax Year 2021

I hereby move that the Council of the Town of Berryville adopt the attached resolution providing for the implementation of the 2005 changes to the Personal Property Tax Relief Act of 1998 for the Tax Year 2021.

Date:

Motion by:

Vote:

Aye:

Nay:

Abstain:

Absent:

ATTEST:

Erecka Gibson, Recorder

Town of Berryville

Resolution

**To Provide for the Implementation of the 2004-2005
Changes to the Personal Property Tax Relief Act of 1998
For the Tax Year 2021**

WHEREAS, the Personal Property Tax Relief Act of 1998, Va. Code § 58.1-3523 *et seq.* (“PPTRA”), has been substantially modified by the enactment of Chapter 1 of the Acts of Assembly, 2004 Special Session I (Senate Bill 505) and the provisions of Item 503 of Chapter 951 of the 2005 Acts of Assembly, being the 2005 revisions to the 2004-2006 Appropriations Act (“the 2005 Appropriations Act”); and

WHEREAS, the legislative enactments require the Town to take affirmative steps to provide for the computation and allocation of relief provided pursuant to the PPTRA as revised; and

WHEREAS, these legislative enactments provide for the Town of a fixed sum to be used exclusively for the provision of tax relief to owners of qualifying personal use vehicles that are subject to local personal property tax on such vehicles.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Berryville in accordance with the requirements set forth in Va. Code § 58.1-3524(C) (2) and § 58.1-3912(E), as amended by Chapter 1 of the 2005 Acts of Assembly (2004 Special Session 1) and as set forth in Item 503 of the 2005 Appropriations Act, that any qualifying vehicle having situs within the Town during the tax year which begins on January 1, 2021, shall receive personal property tax relief in the following manner:

1. Personal use vehicles valued at less than \$1,000 will be eligible of 100 percentage of tax relief set by the Town Council during its annual budget deliberations.
2. Personal use vehicles valued between \$1,001 and \$20,000 will be eligible for 70 percentage of tax relief set by the Town Council during its annual budget deliberations.
3. Personal use vehicles valued at \$20,001 or more will be eligible for 70 percentage of tax relief on the first \$20,000 of assessed value set by the Town Council during its annual budget deliberations.
4. All other vehicles which do not meet the definition of “qualifying” (business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for personal property tax relief under PPTRA.

PASSED THIS 13th DAY OF APRIL 2021.

Harry L. Arnold, Jr., Mayor

ATTEST:

Ericka L. Gibson, Jr., Recorder

2021 REAL ESTATE TAX RATE ANALYSIS

	LAND	IMPROVEMENTS	LESS EXEMPT PROP	LESS LAND USE	LESS TAX RELIEF	TOTAL ASSMT	TOTAL TAX RATE	% Increase
2009 RE ASSESSMENT Actual	218,550,800	400,265,100			-12,424,400	606,391,500	\$0.0989 \$599,721.19	
2010 RE REASSESSMENT Actual	160,244,450	320,507,000			-7,969,470	478,781,980	RATE \$0.116 \$555,397.10	
2011 RE ASSESSMENT Actual	165,990,500	321,095,100			-8,971,230	478,115,370	-0.14% RATE \$0.116 \$554,813.83	
2012 RE ASSESSMENT Actual	166,320,500	321,625,500			-10,180,340	477,845,660	-0.06% RATE \$0.116 \$554,300.97	
2013 RE ASSESSMENT Actual	166,278,400	323,222,400			-10,207,090	478,294,710	0.30% RATE \$0.116 \$555,981.86	
2014 RE ASSESSMENT Actual	166,320,600	325,332,400			-18,147,600	473,505,400	16.83% RATE \$0.136 \$643,967.34	
2015 RE ASSESSMENT Actual	166,548,900	328,037,500			-10,401,290	484,185,110	39.85% RATE \$0.188 \$900,684.30	
2016 RE ASSESSMENT Actual	143,107,000	341,319,100			-9,028,800	476,397,300	0.30% RATE \$0.19 \$903,254.67	
2017 RE ASSESSMENT Actual	143,834,700	348,609,400			-11,100,200	481,243,900	1.23% RATE \$0.19 \$914,363.41	
2018 RE ASSESSMENT Actual	145,164,100	359,890,300			-7,383,690	497,670,710	3.41% RATE \$0.19 \$945,574.35	
2019 RE ASSESSMENT Corrected 3-14-19 COR	144,808,800	370,016,100			-7,383,690	507,441,210	1.90% RATE \$0.19 \$964,138.30	
2020 RE ASSESSMENT	181,920,900	452,875,100	(44,748,800)	(2,289,110)	-9,791,400	577,766,690	0.31% RATE \$0.17741 \$1,025,015.88 -\$18,855.29 <u>\$1,006,360.60</u>	
					Estimated uncollectible @ 1.82%			
2021 RE ASSESSMENT	185,424,240	491,331,700	(34,168,300)	(10,893,600)	-8,922,025	622,772,115	7.78% RATE \$0.17741 \$1,104,880.01 -\$20,108.45 <u>\$1,084,771.56</u>	
					Estimated uncollectible @ 1.82%			
							RATE \$0.20 \$1,245,544.23	
							\$140,684.22 2.259 cent increase	

Total Property Valuation	Current Rate \$.17741/\$100	Proposed Rate \$.20/\$100	Annual Increase	Monthly Increase
100,000.00	\$ 177.41	\$ 200.00	\$ 22.59	\$ 1.88
200,000.00	\$ 354.82	\$ 400.00	\$ 45.18	\$ 3.77
288,768.00	\$ 512.30	\$ 577.54	\$ 65.23	\$ 5.44
300,000.00	\$ 532.23	\$ 600.00	\$ 67.77	\$ 5.65
400,000.00	\$ 709.64	\$ 800.00	\$ 90.36	\$ 7.53
500,000.00	\$ 887.05	\$ 1,000.00	\$ 112.95	\$ 9.41

2021 PERSONAL PROPERTY TAX RATE ANALYSIS

Tax Year	# VEH	Rate	Assmt	Tax Levy	PPTRA	%	Tax Amount	%	PPTRA FUNDS	ESCROW
2006		\$ 1.00		\$ 293,664.01	\$ 168,043.96	57%	\$ 125,620.05	43%	\$209,916.73	\$41,072.77
2007	2505	\$ 1.00	37,629,750	\$ 326,508.11	\$ 171,360.31	52%	\$ 155,147.80	48%	\$209,916.73	\$38,556.42
2008	2659	\$ 1.00	40,623,028 7.95% INC	\$ 359,167.14 88.41%	\$ 178,522.42	50%	\$ 180,644.72	50%	\$209,916.73	\$31,394.31
2009	2672	\$ 1.00	33,077,272 18.58% DEC	\$ 296,310.54 89.58%	\$ 147,636.68	50%	\$ 148,673.86	50%	\$209,916.73	\$62,280.05
2010	2655	\$ 1.00	33,457,472 1.14% INC	\$ 306,228.52 91.52%	\$ 147,940.83	48%	\$ 158,287.69	52%	\$209,916.73	\$61,975.90
2011	2678	\$ 1.00	34,613,474 3.45% INC	\$ 313,829.76 90.66%	\$ 154,239.69	49%	\$ 159,590.07	51%	\$209,916.73	\$55,677.04
2012	2749	\$ 1.00	36,557,760 5.61% INC	\$ 321,356.22 87.90%	\$ 159,043.16	49%	\$ 162,313.06	51%	\$209,916.73	\$50,873.57
2013	2762	\$ 1.00	38,057,806 4.10% INC	\$ 335,501.79 88.15%	\$ 161,615.59	48%	\$ 173,886.20	52%	\$209,916.73	\$48,301.14
2014	2747	\$ 1.05	37,787,240 .72% DEC	\$ 353,020.30 88.97%	\$ 168,639.53	48%	\$ 184,388.77	52%	\$209,916.73	\$41,277.20
2015	2034	\$ 1.25	39,783,350 5.28% INC	\$ 436,463.13 87.76%	\$ 207,442.91	48%	\$ 229,020.22	52%	\$209,916.73	\$2,473.82 \$434,682.22
2016	2914	\$ 1.25	43,258,560 8.73% INC	\$ 470,701.09 87.04%	\$ 219,865.85	47%	\$ 250,835.24	53%	\$209,916.73	(\$9,949.12) \$424,733.10
2017	3026	\$ 1.25	46,095,074 6.55% INC	\$ 506,056.18 87.82%	\$ 232,965.34	46%	\$ 273,090.84	54%	\$209,916.73	(\$23,049.61) \$321,255.30
2018	2997	1.25	47,799,324 3.69% INC	\$ 530,765.09 88.83%	\$ 237,987.37	45%	\$ 292,777.72	55%	\$209,916.73	(\$28,070.64) \$281,780.35
2019	3146	1.25	47,397,717 3.26 DEC	\$ 557,728.81 94.10%	\$ 253,323.40	45%	\$ 304,405.41	55%	\$209,916.73	(\$43,406.67) \$218,383.68
2020	3151	1.25	64,261,109 2.0% INC	\$ 607,446.77 89.08%	\$ 280,824.40	43%	\$ 346,622.37	57%	\$209,916.73	(\$50,907.67) \$167,476.01
2021 EST	3151	1.25	65,546,331 2.0% INC	\$ 660,446.77 89.08%	\$ 281,849.22	43%	\$ 378,597.55	57%	\$209,916.73	(\$71,932.49) \$95,543.52

**Berryville Town Council Item Report Summary
April 13, 2021**

Item Title

Consent Agenda - Approval of Minutes

Prepared By

Background/History/General Information

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

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

Findings/Current Activity

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

Minutes of the 03.03.2021 meeting of the Budget and Finance Committee
Minutes of the 03.09.2021 Town Council regular meeting
Minutes of the 03.10.2021 Town Council work session
Minutes of the 03.23.2021 meeting of the Public Safety 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 04.13.2021

Recommendation

Approval of consent agenda.

Sample Motion

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

BERRYVILLE TOWN COUNCIL BUDGET AND FINANCE COMMITTEE
Berryville-Clarke County Government Center
MINUTES
March 3, 2021

A meeting of the Berryville Town Council Budget and Finance Committee was held on Wednesday, March 3, 2021 at 9:00 a.m. in the Berryville-Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

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

Staff present: Keith Dalton, Town Manager; Cynthia Poulin, Finance Clerk; Paul Culp, Town Clerk; Chief Neal White, Berryville Police Department

Other Town Council member present: Mayor Jay Arnold

Press present: none

1. Call to Order

Recorder Gibson called the meeting to order at 9:00 a.m.

2. Approval of Agenda

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

3. Unfinished Business

None.

4. New Business

Discussion of FY2022 Budget

Mr. Dalton directed the committee's attention to a spreadsheet outlining the Town's five-year capital improvements program and began describing items of particular interest. He explained the need for routine computer replacement; large line items for water and waste water management; server replacement; mobile data terminals and new sidearms for police officers; replacement of police radios from reserves because of new technology requirements; and an upgrade to the police interview room.

Mr. Dalton explained the need for a new one-ton dump truck in FY2022 and again in 2025, explaining that such vehicles are the mainstay for the Department of Public Works. He said three-quarter-ton

trucks would be needed in 2022 and 2023 and a half-ton truck in 2024. He said VDOT would provide partial reimbursement on the trucks as well as on a new snowplow and salt spreader and the new mini-hoe recommended for 2024 as a means of helping Public Works perform digging operations more precisely and with less disruption, saving money in the long term. He said the VDOT partial reimbursement would apply to the mini-hoe and also to the new regular backhoe the Town would eventually need. He noted that a new mower would also be needed in 2023.

Mr. Dalton said the Town Council should consider discussing its goals and work toward greater clarity regarding funding for wayfaring signs.

Mr. Dalton said the Town's holiday decorations had become badly worn and ought to be replaced in FY2022 rather than in FY2023 as planned.

Mr. Dalton explained the rationale for security improvements for the water, sewer, and Public Works facilities. He noted the need for upgrading of the water treatment plant and for expenditures on engineering in 2025 and 2026. He explained the need for water distribution system upgrades, providing extensive detail on water line replacement for Josephine Street. He said a water line on Bel Voi Drive would require replacement and that improvements would be necessary for the water distribution system, the water collection system, and the treatment plant membrane, as well as repairs to the water treatment plant backwash lagoon.

Mr. Dalton then noted the need for expenditures on stormwater management on Dorsey Street and at Jackson Pond, the paving of sidewalks on East and West Fairfax Streets, and the reconstruction of permeate pumps at the water treatment plant. He said the Town must also budget for its share of the cost of sidewalk work on Mosby Boulevard, with a grant covering the remainder.

Recorder Gibson and Mr. Dalton discussed Town-maintained streets and how to allow for them in the capital improvements program.

Mr. Dalton thanked Ms. Poulin for her diligence in helping prepare the budget, also noting valuable work performed by Utilities Clerk Jodi Kern, Front Desk Clerk Karen Johnson, and former Treasurer Desiree Moreland.

Recorder Gibson and Mr. Dalton discussed the relationship between the capital improvements plan and Mr. Dalton's document on fund reserve specifics.

Mr. Dalton suggested adding an item to the general fund for annexation matters. Recorder Gibson concurred. They then discussed whether to have a reserve goal and a planned feeding of that fund.

The committee then proceeded to a discussion of the draft FY22 budget. Mr. Dalton noted the draft budget's provision for a 12.7 percent increase in real estate taxes, explaining that the increased revenue would help fund the hiring of a new police supervisor. He said Council must set a public hearing on the tax increase as soon as possible.

Mr. Dalton said staff was in the process of obtaining information on a utility tax of the type recently implemented by Stephens City.

Mr. Dalton said the Town could not be certain of the full return to normal of accustomed revenue sources after the present pandemic, noting that the Town's worker's compensation expenses would be increasing while the lodging tax and cigarette tax provided little help to the Town.

Mr. Dalton explained that interest on deposits had not performed as well as expected and that he had revised the figure in the budget accordingly. He said some savings would go to capital improvements.

Mr. Dalton said revenue from parking meters had declined because of non-enforcement during the pandemic.

Mr. Dalton said the PPTRA amount for the Town would be 70 percent this year but that this would likely be the last year it could be kept there.

Mr. Dalton said the law enforcement grant was still in good condition.

Recorder Gibson discussed water/sewer availability fees as a source of revenue and when income from Hermitage Phase V would begin.

Mr. Dalton said the new budget reflects more realism than the previous one with regard to revenue from treatment fees.

Recorder Gibson and Mr. Dalton discussed the costs associated with local elections.

Recorder Gibson and Mr. Dalton discussed Town-County economic development costs and the economic development reserve.

Mayor Arnold and Mr. Dalton discussed the plan to hire a deputy town manager. Mayor Arnold recommended adding the position midway through the fiscal year in order to achieve adequate preparation and desirable cost savings. Recorder Gibson recommended waiting until circumstances are more stable.

Mr. Dalton said the organization could expect considerable near-term change and that it must engage in capacity-building and become less reliant on him for institutional memory. He said a deputy town manager would be of vital importance.

Recorder Gibson concurred and asked Mr. Dalton to bear the matter in mind as a possibility when preparing the budget, with particular consideration given to the effects of tax rates.

Mr. Dalton said revenue is flat but that the Town must provide salary adjustments in order to retain personnel.

Mayor Arnold recommended communicating to the public the fact that the Town's needs exceed its income and that this must be addressed but that a new position will not be created immediately.

Mr. Dalton said the stormwater reserve fund will be significantly drained by necessary projects. He noted that the Town has long made a practice of incurring minimal debt, but said debt for work on the treatment plant would be necessary. He said that this and the deputy town manager position would require further discussion.

Recorder Gibson recommended building a reserve fund to reduce the need for borrowing. Mr. Dalton concurred.

Mr. Dalton said the Town's fiscal condition is good but that the Town needs more revenue in order to achieve its aims.

Ms. McDonald and Mr. Dalton discussed police staffing and pay.

Mr. Dalton said he had added to the budget a line item for employee recognition. He said it is important to recognize the performance of Town personnel, especially their activities during the pandemic. The committee agreed that this would be worthwhile.

5. Other

None.

6. Closed Session

None.

7. Adjourn

Recorder Gibson invited a motion to adjourn. Ms. McDonald so moved, with the meeting adjourning by consensus at 11:14 a.m.

MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Regular Meeting
March 9, 2021
6:30 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; Grant Mazzarino; Kara Rodriguez. Participating by telephone—Diane Harrison

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

Press: Mickey Powell, *The Winchester Star*.

1. Call to Order

Mayor Arnold called the meeting to order at 6:30 p.m.

Mr. Dalton explained that Ms. Harrison would be participating remotely and that the Council would need to authorize this.

Recorder Gibson moved that the Council of the Town of Berryville approve remote participation via telephone by Council member Diane Harrison at this meeting because of illness. The **motion** passed by unanimous voice vote.

2. Closed Session

Recorder Gibson made the **attached** motion for the Council to enter closed session. The motion passed by unanimous voice vote, and the Council entered closed session at 3:32 p.m.

3. Convene Open Session

Recorder Gibson read the **attached** motion and resolution certifying the closed session, with the motion passing by unanimous roll-call vote.

The Council returned to open session at 7:07 p.m. Mayor Arnold noted the non-standard seating arrangement of Council members because of social-distancing protocols during the coronavirus pandemic.

4. Pledge of Allegiance

5. Approval of Agenda

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

6. Presentations/Awards/Recognitions

None.

7. Public Hearings

None.

8. Discussion of Public Hearing Items

None.

9. Citizens' Forum

Berryville resident Barbara Lake asked the Council to reduce the speed limit on Battletown Drive, citing multiple examples of pedestrians endangered by automobile traffic.

10. Consent Agenda

The consent agenda comprised the minutes of the February 9 Town Council regular meeting, the February 22 meeting of the Community Development Committee, and the February 23 meeting of the Streets and Utilities Committee.

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

11. Unfinished Business

Ms. Dunkle noted that the Town had applied for a Transportation Alternatives Program (TAP) grant in September of 2019 for completion of the sidewalk section on the north side of Mosby Boulevard from Hancock Court to McNeil Drive. She said the Commonwealth Transportation Board had approved the grant request in June 2020, in the amount of \$149,213 with the Town's 20 percent match totaling \$29,843. She said those figures had been updated to \$154,191 and \$30,838, respectively, and that the Virginia Department of Transportation had requested from the Town Council a resolution for blanket project funding commitment and signature authority, with the latter residing in the Town Manager.

Ms. McDonald moved that the Council of the Town of Berryville adopt the attached resolution in order to commit to the local project share and signature authority of the Town Manager. The motion passed by unanimous voice vote.

The clerk read the resolution aloud.

Mr. Dalton explained that the proposed FY2022 budget provided a line item of \$25,000 for the Mosby Boulevard project in order to provide a cushion beyond the aforementioned \$30,838, with the capital improvements schedule providing for an additional \$10,000 in FY2023.

12. New Business

Fiscal Year 2022 Virginia Commission for the Arts Sub-grantee

Ms. Dunkle said the Town had been applying for and receiving funds from the VCA since 2021, with the exception of 2019, and that the intent of the Creative Communities Partnership Grant is to encourage local governments to support the arts. She said the Community Development Committee had instituted an application process that had resulted in applications from the Clarke County Historical Association (CCHA), Skyline Quilters/Northern Shenandoah Valley Quilt Show, the Main Street Chamber Orchestra, Barns of Rose Hill, and the Blue Ridge Studio for the Performing Arts.

Ms. Dunkle said CCHA had been removed from consideration because it is not a stand-alone arts organization, and that the Community Development Committee in its February 22 meeting had reviewed applications and recommended the award of \$1,000 to Skyline Quilters/Northern Shenandoah Valley Quilt Show, \$1,000 to Blue Ridge Studio, and \$7,000 to Barns of Rose Hill.

Ms. Rodriguez said she is a dues-paying member of Blue Ridge Studio and therefore would abstain from voting.

Recorder Gibson moved that the Council of the Town of Berryville direct staff to apply for the Virginia Commission for the Arts' Creative Communities Partnership Grant and, if awarded, fund the following sub-recipients in the following amounts:

\$1,000 to Skyline Quilters/Northern Shenandoah Valley Quilt Show.

\$1,000 to the Blue Ridge Studio for the Performing Arts.

\$7,000 to the Barns of Rose Hill.

Ms. Rodriguez abstaining, the motion passed by an otherwise unanimous voice vote.

Ms. Dunkle said she would follow up with the grantees regarding reporting requirements and correct logo use.

Berryville Main Street

Mr. Dalton said the Town had received a letter from Berryville Main Street announcing the demise of that organization's relationship with Virginia Main Street and that the Council had asked him to draft a letter of reply, copies of which he provided to the Council as the Town's expression of concern about the extent of BMS's continued participation in community events. After brief discussion, the Council decided that Mr. Dalton should send the letter over his own signature.

Ms. Rodriguez moved that the Council of the Town of Berryville authorize the Town Manager to send the letter, as drafted, to Berryville Main Street President Kim Ragland. The motion passed by unanimous voice vote.

13. Council Member Reports

Mayor Arnold, Recorder Gibson, Ms. McDonald, and Mr. Mazzarino had nothing to add.

Ms. Harrison congratulated Ms. Dunkle on twenty years of service to the Town.

Ms. Rodriguez commended Ward 4 resident Violah Lee for preparing Filipino cuisine and sharing the proceeds with community organizations.

14. Staff Reports

Public Works

Nothing was added to the written report.

Public Utilities

Nothing was added to the written report.

Police

Mr. Dalton directed the Council's attention to the mutual aid agreement between the Clarke County Sheriff's Office and the Berryville Police Department. He said such an agreement had been signed in 1995 and that modifications were necessary because of changes in code language. He explained that the agreement enhanced the safety of officers and deputies as well as that of the populace.

Recorder Gibson moved that the Council of the Town of Berryville approve the attached Mutual Aid Agreement between the Town of Berryville and the County of Clarke and authorize the Mayor to sign the agreement on behalf of the Town. The motion passed by unanimous voice vote.

Chief White noted that his monthly reports would now include additional information specific to incidents involving the use of force.

Community Development

Ms. Dunkle updated the Council on the meeting schedules of the various appointive bodies associated with planning and community development, and on construction in the Shenandoah Crossing and Fellowship Square subdivisions and in Hermitage Phase V.

Ms. Dunkle then directed the Council's attention to the report in the agenda packet in which she had explained the need to increase by \$93,496 the bond amounts for erosion and sediment control in the construction of the Hermitage subdivision, with the bond to be held by the Town totaling \$305,264.38.

Ms. Rodriguez moved that the Council of the Town of Berryville approve updated erosion and sediment control bonds for the Hermitage V subdivision in the amount of \$305,264.38. The motion passed by unanimous voice vote.

Administration and Finance

Nothing was added to the written report.

Town Manager

Livery Stable / 23 Main Street

Mr. Dalton said he was still working with an engineer for an evaluation of the property and recommendations for structural changes. He said the matter could be discussed in committee after that information is available. He said the Town has already budgeted for stabilization of the structure, which an engineer had recommended be carried out at about this time. He said the building's sewer lateral would require replacement and that the HVAC unit should also be considered for replacement.

Ms. Rodriguez asked about the installation of a restroom, as previously discussed. Mr. Dalton said he had discussed this with the engineer, who indicated that installation of one might be feasible.

Blight Abatement

Mr. Dalton said he had talked to all of the owners of properties previously discussed, after sending informal letters inviting this. He said most of them recognize the nature of the problem and that the

buildings in question should be demolished, and that 227 Josephine Street already had been. He said he would send new notices with suggestions and see whether the owners suggest viable plans, and that if they do not, the Town will involve the Planning Commission and proceed via the channels provided by regulations.

15. Committee Updates

Budget and Finance

Recorder Gibson noted that the entire Council would convene in a budget work session at 3:00 the following afternoon.

Community Development

Ms. Rodriguez said the committee would not need to meet again until April.

Personnel

Mayor Arnold said the committee would meet in April. Mr. Dalton said openings on appointive bodies would be announced on the Town website.

Public Safety

Ms. McDonald said the committee would meet on March 23 at 2:00 p.m.

Streets and Utilities

Ms. Harrison said the committee would not need to meet until April.

16. Other

No further business came before the Council.

17. Adjourn

The Council adjourned by consensus on a motion by Ms. Rodriguez at 7:44 p.m.

Erecka L. Gibson, Recorder

Paul Culp, Town Clerk

BERRYVILLE TOWN COUNCIL SIGN-UP SHEET

Citizens' Forum

Tuesday, March 9, 2021

6:30 p.m.

Name: _____ **Town of Berryville Resident?**

<u>Barbara Lake</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No

BERRYVILLE TOWN COUNCIL
MOTION TO APPROVE REMOTE PARTICIPATION IN A TOWN
COUNCIL
MEETING BY A TOWN COUNCIL MEMBER

Date: March 9, 2021

Motion By: *Gibson*

I move that the Council of the Town of Berryville approve remote participation via telephone by Council member Diane Harrison at this meeting because of illness.

VOTE:

Aye: *Unanimous voice vote*

Nay:

Abstain:

Absent:

ATTEST: 

Erecka Gibson, Recorder

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-7 of the Code of Virginia for consultation with legal counsel and in accordance with §2.2-3711-A-1 of the Code of Virginia to discuss personnel matters related to a specific employee.

DATE: March 9, 2021

MOTION: Gibson

VOTE:

Aye: Unanimous voice vote

Nay:

Absent/Abstain:

ATTEST: _____

Erecka Gibson, Recorder

TOWN COUNCIL
MOTION
CLOSED SESSION RESOLUTION

DATE: March 9, 2021 .

MOTION BY: *Gibson*

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

VOTE:

Aye: *Unanimous roll-call vote*

Nay:

Absent/Abstain:

ATTEST: _____
Erecka Gibson, Recorder



TOWN OF BERRYVILLE

101 Chalmers Court, Suite A

Berryville, VA 22611

RESOLUTION

FOR BLANKET PROJECT FUNDING COMMITMENT AND FOR BLANKET SIGNATURE AUTHORITY

WHEREAS, the Town of Berryville administers transportation projects under agreement with the Virginia Department of Transportation; and

WHEREAS, the Town of Berryville desires to provide clear commitment for funding these transportation projects and clear signature authority for signing the Project Administration Agreements;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Berryville, Virginia, that:

1. the Town of Berryville hereby commits to fund its local share of preliminary engineering, right-of-way, and construction (as applicable) of the project(s) under agreement with the Virginia Department of Transportation in accordance with the project financial document(s).
2. the Town Manager is authorized to execute all agreements and/or addendums for any approved projects with the Virginia Department of Transportation.
3. in the absence of the Town Manager, the Mayor is authorized to execute all agreements and/or addendums for any approved projects with the Virginia Department of Transportation.
4. such actions and authorizations are also in accordance with the Town of Berryville Council Resolution.

Adopted this 9th day of March, 2021.

Harry Lee Arnold, Jr. Mayor

ATTEST: _____

Paul Culp, Town Clerk

THIS AGREEMENT made and entered into this _____ day of _____, 2021, 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").

WITNESSETH

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 Office 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 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 §15.2-1737 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 the mutual protection, defense, and maintenance of peace and good order; and

WHEREAS §15.2-1726 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 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 §15.2-1736 and §15.2-1726 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 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
 - a. There is an in-progress incident involving a crime against a person and based on the totality of the circumstances, additional law enforcement resources outside of those available to the assigned Deputy Sheriff would be necessary for the maintenance of peace and good order as well as the safety of citizens and the responding Deputy Sheriff, or
 - b. A determination is made by a Deputy Sheriff on the scene of an incident that additional assistance is needed, and the Sheriff's Office has no additional manpower to assist.
2. The County hereby reaffirms the responsibility of the Clarke County Sheriff's Office to furnish and make available members of its Office for assistance in addition to and not in lieu of any responsibilities within the Town of Berryville, Virginia, currently required by the law of the Clarke County Sheriff's Office.

3. 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.
4. The County does further agree to indemnify and save harmless the Town on 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 Office 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 Sheriff's Office 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, Virginia, or the Board of Supervisors of Clarke County upon thirty (30) days written notice.
7. This agreement shall expire five (5) years from the date of execution.

WITNESS THE FOLLOWING SIGNATURE AND SEALS:

BOARD OF SUPERVISORS OF CLARKE COUNTY, VIRGINIA

By _____ Seal
Chairman

TOWN OF BERRYVILLE, VIRGINIA

By _____ Seal
Mayor

MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Work Session
March 10, 2021
3:00 p.m.

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

Staff: Present—Christy Dunkle, Community Development Director; Paul Culp, Town Clerk; Cynthia Poulin, Finance Clerk. Participating by telephone—Keith Dalton, Town Manager

Press: Mickey Powell, *The Winchester Star*

1. Call to Order

Mayor Arnold called the meeting to order at 3:00 p.m.

2. Approval of Agenda

Mayor Arnold invited a motion to approve the agenda.

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

3. Unfinished Business

There was no unfinished business.

4. New Business

Discussion of Fiscal Year 2022 Budget

Mr. Dalton began by going over the five-year capital improvement program spreadsheet that had been distributed to the Council, taking questions from Council members as he discussed capital improvements including completion of the Mosby Boulevard sidewalk, purchase of new police radios, purchase of vehicles and heavy equipment for the Department of Public Works, deployment of wayfinding signs, security improvements for the water and sewer plants, water distribution system upgrades, payment for improvements to the water storage tank, water meter replacement, sewage collection system upgrades, repair of the water treatment plant backwash lagoon, stormwater management projects on Jackson Drive and Dorsey Street, the rebuilding of water treatment plant permeate pumps, and the completion of sidewalks on Fairfax Street.

Mr. Dalton, Ms. Harrison, and Ms. Rodriguez briefly discussed stormwater drainage problems in various areas.

There was a discussion of the Mosby Boulevard project, and Ms. Dunkle described the Transportation Alternatives Program grant cycle.

Mr. Dalton said an extensive water treatment plant upgrade would be necessary in 2026 and that borrowing would be necessary. He suggested that the Town might want to coordinate matters requiring debt in such a way that borrowing for multiple projects could occur at the same time.

The discussion then turned to the Fiscal Year 2022 proposed budget, which Mr. Dalton said was based on a proposed increase in the real estate tax of 2.259 cents per \$100 of assessed value.

Recorder Gibson noted that this would be a return to the 2019 rate, taxes having been reduced in 2020 in order to maintain revenue neutrality. She noted that the rate has been more or less flat overall since 2016.

In response to a question from Ms. Harrison, Mr. Dalton said the revenue from real estate taxes should increase by \$141,000 if the proposed increase is implemented.

A discussion determined that whether the proposed tax rates would be sufficient depends on what the Council decides the Town must accomplish. He noted that the Council had indicated a desire to add a supervisory-level officer to the Police Department, which would involve a salary and benefits package of approximately \$77,000. He said the career development program for police officers would cost \$16,000 to \$17,000.

Mr. Dalton said the stormwater reserve had been drawn down considerably and that further drainage improvements sought by residents would require fresh revenue.

Ms. Harrison noted that the Town had hoped for some time to add an assistant town manager to the staff. Mr. Dalton said the Town needs very much to engage in capacity building in its staffing and governance, to assure continuity, and enhance institutional memory. He said growth in the Town would help its tax base over time but that the near-term personnel needs are pressing.

Ms. Harrison noted that the Council had previously discussed the possibility of hiring a deputy town manager midway through the fiscal year so as to avoid incurring an entire year's expense at the outset, but said she disliked putting the matter off continually.

Ms. Rodriguez asked what the equalized tax rate would be in the coming fiscal year. Mr. Dalton said there had been no new assessment and that the proposed rate would constitute a tax increase.

Mr. Dalton said revenue from water/sewer availability fees goes into capital reserves and that new connections were occurring at a faster rate than the 25 per year that had been factored into the budget process.

Ms. Rodriguez asked whether the budget included funds given to the County for payment of the economic development director's salary. Mr. Dalton said it did. They discussed the possibility of using funds from the economic development reserve for wayfinding signs.

Ms. Rodriguez and Mr. Dalton discussed whether to continue paying for social media archiving services. Mayor Arnold said such services would be necessary if the Police Department acquires its own Facebook page. He alluded to problems that had arisen in the past and had required the assistance of the archiving service. Mr. Dalton said the Town must be certain of its ability to fulfill requests for information under the Freedom of Information Act when social media accounts are involved. He asked the clerk for his opinion as FOIA officer, and Mr. Culp said he believed the Town would be regretful if it experienced a self-inflicted FOIA crisis in an effort to save \$2,400.

Mr. Dalton said he would prefer maximum cooperation with the County in social media matters. He and Ms. McDonald discussed the County's methods, and Mr. Dalton praised the County's professionalism in its communication with the public and said accuracy and appropriate control of the message are essential.

Mr. Dalton and Ms. Harrison briefly discussed the fire programs fund and also the increase in the budget for professional services. Mr. Dalton said he would like to issue a request for proposal for legal services because the Town attorney sometimes is unavailable or the Town has specialized needs outside the Town attorney's expertise.

Mr. Dalton and Ms. Harrison discussed annexation area professional services. Mr. Dalton said legal costs, survey costs, and engineering costs were possible. He said expansion of the business park is important for the future of the Town.

Ms. Harrison, Recorder Gibson, and Mr. Dalton discussed the timetable for police equipment replacement.

Ms. McDonald recommended not diverting stormwater to Walnut Street until more is known about where it might go from there. The other members briefly discussed the matter.

Mr. Dalton directed the Council's attention to a document on reserve fund specifics and asked them to consider adopting it. He said it would be valuable to the public as an aid to understanding the process of planning, saving, and allocating funds.

Mayor Arnold suggested hiring a new deputy town manager in January as discussed, and the possibility of adding another penny to the real estate tax, which would bring it to 21 cents per \$100

of assessed value instead of the proposed 20 cents. He said there is never a good time for an increase but the present time is somewhat convenient.

Ms. Harrison concurred on the importance of hiring a deputy town manager.

Recorder Gibson recommended addressing current short-staffing and normalizing operations before introducing complications that might ensue from the addition of a new position.

Ms. Rodriguez recommended funding the position for a January hire and using the interim period for thorough planning.

There was a discussion of how to distribute the new position across various funds instead of allowing taxpayers to bear the entire burden.

Mr. Dalton said the public hearing on the new tax rate must be set in the April 13 meeting of the Council. There was a discussion of whether the notice of public hearing should advertise a rate of 21 cents rather than 20 cents, with Council having the option of setting the rate at 20 cents if that seemed desirable.

Mr. Mazzarino said the advertisement of a 21-cent rate might tempt the Council to accept that rate and overcommit the Town to projects and expenditures. He recommended discussion of which matters the Town could defer until later and of where it could try to do less.

Ms. Rodriguez said headlines would plant the idea of a tax increase in the public mind regardless of which option the Council might choose.

Recorder Gibson noted that the Town will be entering year three of a five-year water/sewer rate increase.

Mayor Arnold asked for a poll of the members, which showed the Council to be evenly divided between those favoring the 20-cent rate and those favoring the 21-cent rate. His tiebreaker vote was for the 20-cent rate.

5. Other

No other business came before Council.

6. Closed Session

There was no closed session.

7. Adjourn

Mayor Arnold requested a motion to adjourn.

Ms. Rodríguez moved to adjourn. The motion passed by consensus at 5:16 p.m.

Erecka L. Gibson, Recorder

Paul Culp, Town Clerk

BERRYVILLE TOWN COUNCIL PUBLIC SAFETY COMMITTEE
Berryville-Clarke County Government Center
MINUTES
March 23, 2021

A meeting of the Berryville Town Council Public Safety Committee was held on Tuesday, March 23, 2021 at 2:00 p.m. in the Berryville-Clarke County Government Center, located at 101 Chalmers Court in Berryville, Virginia.

Attendance:

Members of the Committee: Chair Donna McDonald; Grant Mazzarino (participating via telephone)

Staff: Christy Dunkle, Community Development Director; Paul Culp, Town Clerk; Chief Neal White, Berryville Police Department

Media: none

1. Call to Order

Ms. McDonald called the meeting to order at 2:00 p.m.

2. Approval of Agenda

Ms. McDonald invited a motion to approve the agenda. Mr. Mazzarino so moved, with the motion passing by consensus.

3. Unfinished Business

Refuse Update

Ms. Dunkle said most of the necessary stickers had now been affixed to the new refuse containers but that the recycling containers presented a more complicated task because of the large number of new containers ordered by residents.

Ms. McDonald said pickup times under the new contract were not as predictable as before, that they tended to occur very early or very late, but that this was not a major concern.

Mr. Mazzarino said he had received no comment from residents regarding refuse disposal.

4. New Business

Police Report

Chief White said the department was busy but not facing any pressing problems beyond the norm. He said that a comparison of year-to-date figures over the last two years showed that reportable incidents are down by 8 percent, noting that the pandemic might be a factor. He said assaults are down by 35 percent and that narcotics have also declined, while larceny, disorderly conduct, and destruction of property have increased.

Chief White explained the department's use of new insignia on cars and uniform patches in keeping with the Town's recently implemented branding and marketing effort. A discussion established that new vehicle insignia would be applied only in the case of new vehicles, as the cost of stripping the old insignia from current vehicles and applying the new would be prohibitive in terms of both money and time. The committee concurred with this reasoning.

Chief White said the department continued to hope for the hiring of an additional officer as provided by the draft FY2022 budget.

5. Other

No other business came before the committee.

6. Closed Session

None.

7. Adjourn

The meeting adjourned at 2:10 p.m. on a motion by Mr. Mazzarino, which passed by consensus.

**Berryville Town Council Item Report Summary
April 13, 2021**

Item Title

Unfinished Business - Set Public Hearing on Proposed FY2022 Budget

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

1. Budget Hearing

Recommendation

Sample Motion

Town Council
Motion to set a public hearing of the Fiscal 2021-2022 Budget

I hereby move that the Council of the Town of Berryville set a public hearing for the Fiscal Year 2021-2022 Budget on May 11, 2021 at 7:00 p.m. or as soon thereafter as the matter may be heard.

Date: April 13, 2021

Motion by:

Vote:

Aye:

Nay:

Abstain:

Absent:

ATTEST: _____
Erecka Gibson, Recorder

FY 2021-2022 DRAFT BUDGET PREPARATION HIGHLIGHTS

REVENUES

GENERAL FUND

- RE Tax revenue projection assumes increasing RE tax rate from \$.1774/100 of value to \$.20/100 of value, a 12.7% increase.
- No increase in Personal Property tax rate.
- PPTRA remains at 70%.
- No increase in Machinery & Tools tax rate.
- No increase in Vehicle License Fees.
- No increase in Business & Professional License rates.
- Water Tank Site Lease adjustments per agreements.
- No increase in Lodging Tax, Meals Tax or Cigarette Tax.

WATER FUND

- Expenses reflect expected increase in Admin/Facility fees in late November 2021.
- Twenty-five residential Availability Fees projected.

SEWER FUND

- Expenses reflect expected increase in Admin/Facility fees in late November 2021.
- Twenty-five residential and Availability Fees projected.

OPERATING EXPENSES

ALL FUNDS

- 1% COLA with Police Dept CDP payroll increases are proposed.
- New Police Sgt Position Created
- No increase in Health Care costs.
- Employer VRS did not increase.
- TOTAL BUDGET increase of 4.38%.

GENERAL FUND

- Increase in Maintenance & Operational Expenses of 4.0%.
- Contingency is 3% of the Operating Budget.
- General Fund total increase of 5.01 %.

WATER FUND

- Increase in Maintenance & Operational Expenses of 3.49%.
- There is currently no Debt Service in the Water Fund.
- Contingency is 3 % of the Operating Budget.
- Water Fund total increase of 29.86%

SEWER FUND

- Increase in Maintenance & Operational Expenses of 6.78%.
- Debt service reflects payments to VRA.
- Contingency is 3% of the Operating Budget.
- Sewer Fund total decrease of 0.03%

FY 21-22 BUDGET REVENUES

<u>Account Number</u>	<u>Account Description</u>	<u>FY</u>	<u>3/5/2021</u>
		<u>2020-2021</u>	<u>DRAFT</u>
			<u>2021-2022</u>
GENERAL FUND			
FUND BALANCE			
100-3000000-0000	FUND BALANCE FORWARD	\$ 145,235.00	\$ 152,000.00
	TOTAL FUND BALANCE	\$ 145,235.00	\$ 152,000.00
REVENUE FROM LOCAL SOURCES			
100-3110101-0000	CURRENT REAL ESTATE TAXES	\$ 1,006,000.00	\$ 1,147,000.00
100-3110102-0000	DEL REAL ESTATE TAXES	\$ 5,000.00	\$ -
100-3110201-0000	UTILITY REAL ESTATE TAXES	\$ 11,200.00	\$ 11,200.00
100-3110301-0000	CURRENT PERS PROP TAXES	\$ 300,000.00	\$ 346,000.00
100-3110302-0000	DEL PERS PROP TAXES	\$ 3,500.00	\$ -
100-3110401-0000	MACHINERY & TOOLS	\$ 155,000.00	\$ 175,000.00
100-3110601-0000	TAX PENALTIES	\$ 6,000.00	\$ 6,000.00
100-3110602-0000	TAX INTEREST	\$ 2,000.00	\$ 2,000.00
	TOTAL REV FROM LOCAL SOURCES	\$ 1,488,700.00	\$ 1,687,200.00
OTHER LOCAL TAXES			
100-3120101-0000	LOCAL SALES TAX	\$ 208,000.00	\$ 240,000.00
100-3120201-0000	CONSUMER UTILITY TAX	\$ 85,000.00	\$ 90,000.00
100-3120300-0000	BUSINESS LICENSE	\$ 200,000.00	\$ 200,000.00
100-3120402-0000	REC FRANCHISE FEES	\$ 35,000.00	\$ 35,000.00
100-3120501-0000	AUTO LICENSE	\$ 90,000.00	\$ 90,000.00
100-3120601-0000	BANK FRANCHISE TAXES	\$ 140,000.00	\$ 140,000.00
100-3120801-0000	CIGARETTE TAX (10¢)	\$ 18,000.00	\$ 15,000.00
100-3121001-0000	LODGING TAX (2%)	\$ 10,000.00	\$ 5,000.00
100-3121101-0000	MEALS TAX (4%)	\$ 312,000.00	\$ 312,000.00
	TOTAL OTHER LOCAL TAXES	\$ 1,098,000.00	\$ 1,127,000.00
PERMITS, FEES & LICENSES			
100-3130304-0000	LAND USE APPLICATION FEES	\$ 5,000.00	\$ 1,500.00
100-3130307-0000	ZONING & SUBDIVISION FEES	\$ 10,000.00	\$ 7,500.00
	TOTAL PERMITS, FEES & LICENSES	\$ 15,000.00	\$ 9,000.00
FINES & FORFEITURES			
100-3140101-0000	COURT FINES	\$ 25,000.00	\$ 16,000.00
100-3140102-0000	PARKING METER FINES	\$ 4,000.00	\$ 2,000.00
100-3140103-0000	ESUMMONS	\$ 1,500.00	\$ 1,000.00
	TOTAL FINES & FORFEITURES	\$ 30,500.00	\$ 19,000.00
REVENUE FROM MONEY OR PROP			
100-3150101-0000	INTEREST ON DEPOSITS	\$ 100,000.00	\$ 95,000.00
100-3150201-0000	RENTAL OF PROPERTY	\$ 12,000.00	\$ 12,000.00
100-3150205-0000	WATER TANK SITE LEASE	\$ 82,000.00	\$ 84,000.00
100-3150206-0000	CHARGE CARD REBATE	\$ 14,000.00	\$ 19,000.00
	TOTAL FROM MONEY OR PROP	\$ 208,000.00	\$ 210,000.00
CHARGES FOR SERVICES			
100-3160703-0000	PARKING METERS	\$ 16,000.00	\$ 10,000.00
100-3161502-0000	SALE OF PUBLICATIONS	\$ -	\$ -

	TOTAL CHARGES FOR SERVICES	\$	16,000.00	\$	10,000.00
	MISCELLANEOUS REVENUES				
100-3189905-0000	SALE OF SURPLUS	\$	18,000.00	\$	5,000.00
	TOTAL MISC REVENUES	\$	18,000.00	\$	5,000.00
	RECOVERED COSTS				
100-3190203-0000	REIMBURSABLE FEES	\$	-	\$	-
	TOTAL RECOVERED COSTS	\$	-	\$	-

TOTAL LOCAL REVENUES		\$	3,019,435.00	\$	3,219,200.00
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REVENUE FROM THE COMMONWEALTH					
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NON-CATEGORICAL AID					
100-3220107-0000	ROLLING STOCK TAX	\$	1,850.00	\$	1,850.00
100-3220109-0000	PPTRA	\$	209,917.00	\$	209,917.00
100-3220201-0000	COMMUNICATION TAX	\$	77,000.00	\$	77,000.00
	TOTAL NON-CATEGORICAL AID	\$	288,767.00	\$	288,767.00

CATEGORICAL AID					
100-3220108-0000	599 LAW ENFORCEMENT GRANT	\$	82,350.00	\$	82,350.00
100-3240103-0000	LE BLOCK GRANT	\$	1,000.00	\$	1,000.00
100-3240201-0000	FIRE FUND PROGRAM	\$	15,250.00	\$	15,250.00
100-3240300-0000	VDOT LANE MILE ALLOWANCE	\$	558,618.00	\$	558,615.00
100-3240301-0000	VDOT ROAD MAINTENANCE	\$	5,000.00	\$	-
100-3240302-0000	LITTER CONTROL GRANT	\$	2,000.00	\$	1,900.00
100-3240311-0000	ST EMERGENCY R&R	\$	-	\$	-
100-3240312-0000	VA COMMISSION FOR THE ARTS	\$	-	\$	4,500.00
100-3240710-0000	DMV ANIMAL FRIENDLY PLATES	\$	-	\$	-
	TOTAL CATEGORICAL AID	\$	664,218.00	\$	663,615.00

TOTAL FROM THE COMMONWEALTH		\$	952,985.00	\$	952,382.00
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REVENUE FROM THE FEDERAL GOVERNMENT					
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CATEGORICAL AID					
100-3340102-0000	FEDERAL FIRE FUND PROGRAM	\$	-	\$	-
100-3340311-0000	FEDERAL EMERGENCY R&R	\$	-	\$	-
	TOTAL CATEGORICAL AID	\$	-	\$	-

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

TOTAL FROM OTHER SOURCES	\$	1,000.00	\$	1,000.00
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TOTAL GENERAL FUND REVENUES	\$	3,973,420.00	\$	4,172,582.00
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WATER FUND				
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FUND BALANCE				
501-3000000-0000	FUND BALANCE	\$	-	\$ 550,500.00

	TOTAL FUND BALANCE	\$	-	\$ 550,500.00
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REVENUE FROM MONEY OR PROP				
501-3150102-0000	INTEREST ON INVESTMENTS	\$	30,000.00	\$ 30,000.00

	TOTAL FROM USE OF MONEY OR PROP	\$	30,000.00	\$ 30,000.00
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CHARGES FOR SERVICES				
501-3160110-0000	TREATMENT FEES	\$	1,040,000.00	\$ 913,000.00
501-3160111-0000	DELINQUENT ACCT PENALTIES	\$	30,000.00	\$ 30,000.00
501-3160112-0000	SECURITY DEPOSITS	\$	-	\$ -
501-3160113-0000	AVAILABILITY CHARGES	\$	337,500.00	\$ 346,000.00
501-3160114-0000	CONNECTION CHARGES	\$		
501-3160115-0000	METER FEES	\$	8,125.00	\$ 8,125.00

	TOTAL CHARGES FOR SERVICES	\$	1,415,625.00	\$ 1,297,125.00
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TOTAL WATER FUND	\$	1,445,625.00	\$	1,877,625.00
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SEWER FUND				
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FUND BALANCE				
502-3000000-0000	FUND BALANCE	\$	-	\$ -

	TOTAL FUND BALANCE	\$	-	\$ -
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REVENUE FROM MONEY OR PROP				
502-3150101-0000	INTEREST INCOME	\$	50,000.00	\$ 50,000.00

	TOTAL REVENUE FROM MONEY OR PROP	\$	50,000.00	\$ 50,000.00
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CHARGES FOR SERVICES				
502-3160110-0000	TREATMENT FEES	\$	1,800,000.00	\$ 1,790,000.00
502-3160112-0000	SECURITY DEPOSITS	\$	-	\$ -
502-3160113-0000	AVAILABILITY CHARGES	\$	362,500.00	\$ 371,625.00

	TOTAL CHARGES FOR SERVICES	\$	2,162,500.00	\$ 2,161,625.00
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REVENUE FROM OTHER SOURCES				
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NON-REVENUE RECEIPTS				
502-3410401-0000	VRA LOAN	\$	-	\$ -
502-3410402-0000	WQIF Grant	\$	-	\$ -
502-3410404-0000	NUTRIENT CREDIT REBATE	\$	-	\$ -

TOTAL NON-REVENUE RECEIPTS \$ - \$ -

TOTAL FROM OTHER SOURCES \$ - \$ -

TOTAL SEWER FUND \$ 2,212,500.00 \$ 2,211,625.00

TOTAL REVENUES ALL FUNDS \$ 7,631,545.00 \$ 8,261,832.00

FY 21-22 BUDGET EXPENSES

Account Number	Account Description	FY 2020-2021	3/5/2021 DRAFT REQUESTED 2021-2022
GENERAL FUND			
TOWN COUNCIL			
100-4011100-1111	EXPENSE COMPENSATION	\$ 18,900.00	\$ 18,900.00
100-4011100-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 1,450.00	\$ 1,450.00
100-4011100-5540	TRAINING	\$ 4,000.00	\$ 4,000.00
100-4011100-5699	LOCAL CONTRIBUTIONS	\$ -	\$ -
100-4011100-5800	MISCELLANEOUS	\$ 5,000.00	\$ 5,000.00
100-4011100-5810	Dues	\$ 3,000.00	\$ 3,000.00
100-4011100-6017	TOWN CODE SUPPLEMENTS	\$ 2,000.00	\$ 2,000.00
100-4011100-6018	STATE CODE SUPPLEMENTS	\$ -	\$ -
	TOTAL TOWN COUNCIL	\$ 34,350.00	\$ 34,350.00
TOWN CLERK			
100-4011200-1114	SALARIES/WAGES/TNCLK	\$ 44,600.00	\$ 45,900.00
100-4011200-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 3,400.00	\$ 3,520.00
100-4011200-5510	MILEAGE	\$ 250.00	\$ 250.00
100-4011200-5540	EDUCATION/TRAINING	\$ 1,000.00	\$ 1,000.00
100-4011200-5810	DUES	\$ 100.00	\$ 100.00
	TOTAL TOWN CLERK	\$ 49,350.00	\$ 50,770.00
TOWN MANAGER			
100-4012110-1112	COMPENSATION	\$ 140,500.00	\$ 141,400.00
100-4012110-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 10,740.00	\$ 10,820.00
100-4012110-3399	BLIGHT ABATEMENT	\$ 17,000.00	\$ 20,000.00
100-4012110-5230	TELECOMMUNICATIONS	\$ 600.00	\$ 600.00
100-4012110-5510	MILEAGE	\$ -	\$ 150.00
100-4012110-5540	TRAINING	\$ -	\$ 1,000.00
100-4012110-5810	DUES	\$ 500.00	\$ 500.00
	TOTAL TOWN MANAGER	\$ 169,340.00	\$ 174,470.00
LEGAL SERVICES			
100-4012210-3150	PROFESSIONAL SERVICES	\$ 35,000.00	\$ 50,000.00
	TOTAL LEGAL SERVICES	\$ 35,000.00	\$ 50,000.00
PERSONNEL			
100-4012220-2210	VRS	\$ 147,950.00	\$ 154,400.00
100-4012220-2220	VMLIP - STD	\$ 700.00	\$ 740.00
100-4012220-2230	VMLIP - LTD	\$ 6,559.00	\$ 6,675.00

100-4012220-2250	Line of Duty Act	\$	8,500.00	\$	8,500.00
100-4012220-2300	HEALTH INSURANCE	\$	216,400.00	\$	227,000.00
100-4012220-2400	LIFE INSURANCE	\$	15,850.00	\$	16,550.00
100-4012220-2600	UNEMPLOYMENT INSURANCE	\$	205.00	\$	645.00
100-4012220-2700	WORKER'S COMPENSATION	\$	39,000.00	\$	64,000.00
100-4012220-3110	RANDOM DRUG SCREENING	\$	750.00	\$	750.00
100-4012220-9001	EMPLOYEE RECOGNITION	\$	-	\$	2,000.00
	TOTAL PERSONNEL	\$	435,914.00	\$	481,260.00
	INDEPENDENT AUDITOR				
100-4012240-3120	CONTRACTUAL SERVICES	\$	16,050.00	\$	16,500.00
	TOTAL INDEPENDENT AUDITOR	\$	16,050.00	\$	16,500.00
	TOWN TREASURER				
100-4012410-1113	COMPENSATION	\$	93,000.00	\$	93,700.00
100-4012410-2100	MATCHING FICA EXPENSE (7.65 %)	\$	7,100.00	\$	7,170.00
100-4012410-3130	PROFESSIONAL SER/TAX CONV	\$	2,500.00	\$	2,500.00
100-4012410-3150	PROFESSIONAL SER/VEC	\$	-	\$	-
100-4012410-5306	SURETY BONDS	\$	500.00	\$	500.00
100-4012410-5540	TRAINING	\$	2,000.00	\$	2,000.00
100-4012410-5810	DUES	\$	1,050.00	\$	1,000.00
100-4012410-6015	AUTO DECALS	\$	-	\$	-
100-4012410-6020	CIGARETTE TAX STAMPS	\$	-	\$	-
	TOTAL TOWN TREASURER	\$	106,150.00	\$	106,870.00
	FINANCE/ACCOUNTING				
100-4012430-1113	COMPENSATION	\$	132,400.00	\$	135,500.00
100-4012430-2100	MATCHING FICA EXPENSE (7.65 %)	\$	10,127.00	\$	10,346.00
100-4012430-5540	TRAINING	\$	3,500.00	\$	3,400.00
	TOTAL FINANCE/ACCOUNTING	\$	146,027.00	\$	149,246.00
	CENTRAL ADM/PURCHASING				
100-4012530-3320	MAINTENANCE CONTRACTS	\$	46,000.00	\$	47,500.00
100-4012530-3400	WEBSITE RESERVE	\$	1,000.00	\$	1,000.00
100-4012530-3501	NEWSLETTER	\$	1,000.00	\$	1,000.00
100-4012530-3600	ADVERTISING	\$	8,000.00	\$	8,000.00
100-4012530-5210	POSTAGE	\$	12,000.00	\$	11,500.00
100-4012530-5230	TELECOMMUNICATIONS	\$	2,000.00	\$	3,000.00
100-4012530-5250	SOCIAL MEDIA ARCHIVING	\$	2,700.00	\$	2,700.00
100-4012530-5415	COPIER LEASE	\$	4,500.00	\$	4,700.00
100-4012530-5540	TRAINING	\$	2,500.00	\$	2,500.00
100-4012530-5699	CONTRIBUTION / CC SOCIAL MEDIA	\$	5,000.00	\$	5,000.00
100-4012530-5810	DUES	\$	500.00	\$	500.00
100-4012530-6001	OFFICE SUPPLIES	\$	10,250.00	\$	10,150.00
	TOTAL CENTRAL ADM/PURCHASING	\$	95,450.00	\$	97,550.00
	RISK MANAGEMENT				
100-4012550-5304	BLANKET EXCESS LIABILITY	\$	16,000.00	\$	16,000.00
100-4012550-5305	AUTOMOBILE INSURANCE	\$	11,000.00	\$	12,000.00
100-4012550-5308	SEMI-MULTI PERIL INS	\$	27,700.00	\$	27,700.00
100-4012550-5800	INSURANCE DEDUCTABLES	\$	-	\$	-
	TOTAL RISK MANAGEMENT	\$	54,700.00	\$	55,700.00
	ENGINEERING SERVICES				
100-4012600-3140	ENGINEERING SERVICES	\$	5,000.00	\$	5,000.00

	TOTAL ENGINEERING SERVICES	\$	5,000.00	\$	5,000.00
	ELECTIONS				
100-4013100-1125	ELECTION OFFICIALS	\$	2,500.00	\$	2,000.00
100-4013100-6001	OFFICE SUPPLIES	\$	2,500.00	\$	1,400.00
	TOTAL ELECTIONS	\$	5,000.00	\$	3,400.00
	PUBLIC DEFENDER FEES				
100-4021500-3150	PUBLIC DEFENDER FEES	\$	2,000.00	\$	2,000.00
	TOTAL PUBLIC DEFENDER FEES	\$	2,000.00	\$	2,000.00
	POLICE DEPARTMENT				
100-4031100-1139	COMPENSATION	\$	598,300.00	\$	663,000.00
100-4031100-2100	MATCHING FICA EXPENSE (7.65 %)	\$	45,770.00	\$	50,800.00
100-4031100-3110	MEDICAL EXAMINATIONS	\$	500.00	\$	500.00
100-4031100-3115	PRE EMPLOYMENT DRUG SCREEN	\$	500.00	\$	500.00
100-4031100-3190	INTERPRETER	\$	400.00	\$	400.00
100-4031100-3310	REPAIR & MAINTENANCE	\$	12,000.00	\$	12,000.00
100-4031100-3320	MAINTENANCE CONTRACTS	\$	14,500.00	\$	17,800.00
100-4031100-4082	WILDLIFE MANAGEMENT	\$	500.00	\$	500.00
100-4031100-5210	POSTAGE	\$	500.00	\$	500.00
100-4031100-5230	TELECOMMUNICATIONS	\$	4,600.00	\$	3,000.00
100-4031100-5415	COPIER LEASE	\$	3,400.00	\$	3,400.00
100-4031100-5540	TRAINING	\$	21,500.00	\$	14,000.00
100-4031100-5545	ACCREDITATION	\$	1,700.00	\$	1,000.00
100-4031100-5810	DUES	\$	700.00	\$	700.00
100-4031100-5815	COMMUNITY RELATIONS	\$	2,000.00	\$	2,000.00
100-4031100-6001	OFFICE SUPPLIES	\$	2,350.00	\$	1,600.00
100-4031100-6008	GASOLINE & OIL	\$	14,500.00	\$	15,500.00
100-4031100-6010	SUPPLIES	\$	13,500.00	\$	13,500.00
100-4031100-6011	UNIFORMS	\$	4,000.00	\$	4,000.00
	TOTAL POLICE DEPARTMENT	\$	741,220.00	\$	804,700.00
	TRAFFIC CONTROL				
100-4031300-5699	COUNTY CONT/CROSSING GD	\$	2,500.00	\$	2,500.00
	TOTAL TRAFFIC CONTROL	\$	2,500.00	\$	2,500.00
	EMERGENCY SERVICES				
100-4031400-5699	CONTRIBUTION/CC CENT ALRM	\$	5,000.00	\$	5,000.00
	TOTAL EMERGENCY SERVICES	\$	5,000.00	\$	5,000.00
	VOLUNTEER FIRE DEPARTMENT				
100-4032200-5699	CONTRIBUTION/JHEVFD	\$	30,000.00	\$	30,000.00
100-4032200-5707	FIRE FUND PROGRAM	\$	14,500.00	\$	15,250.00
100-4032200-88411	CAPITAL PROJECT RESERVE	\$	10,000.00	\$	10,000.00
	TOTAL VOLUNTEER FIRE DEPT	\$	54,500.00	\$	55,250.00
	CORRECTION & DETENTION				
100-4033200-5550	CONFINEMENT OF PRISONERS	\$	250.00	\$	-
	TOTAL CORRECTION & DETENTION	\$	250.00	\$	-
	PUBLIC WORKS ADMINISTRATION				
100-4041100-1140	COMPENSATION	\$	69,950.00	\$	71,300.00

100-4041100-2100	MATCHING FICA EXPENSE (7.65 %)	\$	5,350.00	\$	5,455.00
100-4041100-3110	MEDICAL EXAMS	\$	1,000.00	\$	1,000.00
100-4041100-3310	VEHICLE REP & MAINTENANCE	\$	11,000.00	\$	7,000.00
100-4041100-5120	PROPANE	\$	1,500.00	\$	2,000.00
100-4041100-5230	TELECOMMUNICATIONS	\$	5,000.00	\$	5,000.00
100-4041100-5415	COPIER LEASE	\$	2,665.00	\$	2,700.00
100-4041100-5540	TRAINING	\$	3,500.00	\$	1,500.00
100-4041100-6001	OFFICE SUPPLIES	\$	500.00	\$	500.00
	TOTAL PUBLI WKS ADMINISTRATION	\$	100,465.00	\$	96,455.00
	HWYS, STS BRIDGES & SDWLKS				
100-4041200-1183	COMPENSATION	\$	157,000.00	\$	165,000.00
100-4041200-2100	MATCHING FICA EXPENSE (7.65 %)	\$	12,000.00	\$	12,450.00
100-4041200-3310	EQUIPMENT MAINTENANCE	\$	12,000.00	\$	12,000.00
100-4041200-3315	SIDEWALK MAINTENANCE	\$	15,000.00	\$	15,000.00
100-4041200-3316	STREET SIGN MAINTENANCE	\$	-	\$	1,000.00
100-4041200-5425	NORFOLK/SOUTHERN R-O-W'S	\$	1,100.00	\$	1,100.00
100-4041200-6007	MATERIALS & SUPPLIES	\$	4,000.00	\$	4,000.00
100-4041200-6008	GASOLINE & OIL	\$	20,000.00	\$	20,600.00
100-4041200-6011	UNIFORMS	\$	6,000.00	\$	5,000.00
	TOTAL HWYS, STS BRIDGES & SWLKS	\$	227,100.00	\$	236,150.00
	VDOT STREET MAINTENANCE				
100-4041250-3300	VDOT STREET MAINTENANCE	\$	411,618.00	\$	473,615.00
100-4041250-3310	EQUIPMENT MAINTENANCE (VDOT)	\$	10,000.00	\$	10,000.00
100-4041250-8801	EQUIPMENT PURCHASE (VDOT)	\$	137,000.00	\$	75,000.00
	TOTAL VDOT STREET MAINTENANCE	\$	558,618.00	\$	558,615.00
	STREET LIGHTS				
100-4041320-5110	ELECTRICITY	\$	66,500.00	\$	69,200.00
	TOTAL STREET LIGHTS	\$	66,500.00	\$	69,200.00
	SNOW REMOVAL				
100-4041330-3220	CONTRACTUAL SERVICES	\$	16,000.00	\$	16,000.00
100-4041330-6007	MATERIALS & SUPPLIES	\$	2,000.00	\$	2,000.00
	TOTAL SNOW REMOVAL	\$	18,000.00	\$	18,000.00
	PARKING METERS & LOTS				
100-4041340-6007	MATERIALS & SUPPLIES	\$	1,500.00	\$	1,500.00
	TOTAL PARKING METERS & LOTS	\$	1,500.00	\$	1,500.00
	STREET & ROAD CLEANING				
100-4042200-6007	MATERIALS & SUPPLIES	\$	500.00	\$	1,000.00
	TOTAL STREET & ROAD CLEANING	\$	500.00	\$	1,000.00
	REFUSE COLLECTION				
100-4042300-3220	CONTRACTUAL SERVICES	\$	203,000.00	\$	211,000.00
100-4042300-6225	RECYCLING SERVICES	\$	75,000.00	\$	77,000.00
	TOTAL REFUSE COLLECTION	\$	278,000.00	\$	288,000.00
	REFUSE DISPOSAL				
100-4042400-3800	FCO LANDFILL CHARGES	\$	40,000.00	\$	40,000.00

	TOTAL REFUSE DISPOSAL	\$	40,000.00	\$	40,000.00
	GENERAL PROPERTIES				
100-4043200-3310	REPAIR & MAINTENANCE	\$	15,000.00	\$	15,000.00
100-4043200-3325	HERMITAGE SWPOND MAINT	\$	4,100.00	\$	4,100.00
100-4043200-6007	MATERIALS & SUPPLIES	\$	500.00	\$	500.00
100-4043200-6017	HOLIDAY DÉCORATION	\$	500.00	\$	500.00
	TOTAL GENERAL PROPERTIES	\$	20,100.00	\$	20,100.00
	BUILDING SERVICES				
100-4064200-3150	PROFESSIONAL SERVICES	\$	2,500.00	\$	2,600.00
100-4064200-3200	CONTRACTURAL SERVICES	\$	19,500.00	\$	20,000.00
100-4064200-5110	ELECTRICITY	\$	19,800.00	\$	20,600.00
100-4064200-5120	NATURAL GAS/HEAT	\$	3,200.00	\$	3,350.00
100-4064200-5130	WATER/SEWER	\$	800.00	\$	820.00
100-4064200-5230	TELECOMMUNICATIONS	\$	7,800.00	\$	9,000.00
100-4064200-5304	LIABILITY INSURANCE	\$	2,500.00	\$	2,700.00
100-4064200-7113	IN KIND COSTS	\$	13,000.00	\$	13,000.00
100-4064200-7115	SHARED MAINTENANCE	\$	19,000.00	\$	19,000.00
100-4064200-8411	CAPITAL ASSET RESERVES	\$	7,000.00	\$	7,000.00
	TOTAL BUILDING SERVICES	\$	95,100.00	\$	98,070.00
	PARKS & RECREATION				
100-4071310-3160	CONTRACTURAL SER/JN BLUE	\$	1,000.00	\$	1,000.00
100-4071310-5699	CONTRIBUTION/CCP&R	\$	-	\$	-
100-4071310-6017	HOLIDAY DECORATIONS ROSE HILL PARK	\$	1,500.00	\$	1,500.00
100-4071310-6018	ROSE HILL PARK MAINTENANCE	\$	5,000.00	\$	5,000.00
	TOTAL PARKS & RECREATION	\$	7,500.00	\$	7,500.00
	PLANNING				
100-4081100-1155	COMPENSATION	\$	93,350.00	\$	95,975.00
100-4081100-2100	MATCHING FICA EXPENSE (7.65 %)	\$	7,150.00	\$	7,345.00
100-4081100-3190	PROFESSIONAL SERVICES	\$	5,000.00	\$	3,000.00
100-4081100-3195	PREPAID APPLICATION FEES	\$	-	\$	-
100-4081100-3500	PRINTING	\$	200.00	\$	200.00
100-4081100-5510	MILEAGE	\$	100.00	\$	100.00
100-4081100-5540	TRAINING	\$	500.00	\$	200.00
100-4081100-5810	DUES	\$	500.00	\$	500.00
100-4081100-6001	OFFICE EQUIPMENT	\$	100.00	\$	100.00
100-4081100-6012	PUBLICATIONS	\$	100.00	\$	-
	TOTAL PLANNING	\$	107,000.00	\$	107,420.00
	BOARD OF ZONING APPEALS				
100-4081400-1110	EXPENSE COMPENSATION	\$	500.00	\$	500.00
100-4081400-5540	TRAINING	\$	500.00	\$	500.00
	TOTAL BOARD OF ZONING APPEALS	\$	1,000.00	\$	1,000.00
	ECONOMIC DEVELOPMENT				
100-4081500-3400	WEB SITE REDESIGN	\$	-	\$	-
100-4081500-3450	SE COLLECTOR EVALUATION	\$	-	\$	-
100-4081500-3650	MARKETING & BRANDING	\$	-	\$	-
100-4081500-5693	ARTS FUNDING MATCH	\$	4,500.00	\$	4,500.00
100-4081500-5695	TOWN/COUNTY ECONOMIC DEV	\$	17,500.00	\$	17,500.00
100-4081500-5696	ECONOMIC DEVELOPMENT RESERVE	\$	-	\$	2,500.00
100-4081500-5698	GRANT AND MATCHING FUNDS	\$	-	\$	-

100-4081500-5699	DBI/ECO DEV PROF SERVICES	\$	4,000.00	\$	-
100-4081500-5700	ANNEXATION AREA PROF SERVICES	\$	25,000.00	\$	10,000.00
	TOTAL ECONOMIC DEVELOPMENT	\$	51,000.00	\$	34,500.00
	PLANNING COMMISSION				
100-4081600-1111	EXPENSE COMPENSATION	\$	5,000.00	\$	5,000.00
100-4081600-5540	TRAINING	\$	1,000.00	\$	1,000.00
100-4081600-5810	DUES	\$	250.00	\$	250.00
	TOTAL PLANNING COMMISSION	\$	6,250.00	\$	6,250.00
	B'VILLE AREA DEV AUTHORITY				
100-4081700-1111	EXPENSE COMPENSATION	\$	2,500.00	\$	2,500.00
100-4081700-1111	MATCHING FICA EXPENSE (7.65 %)	\$	-	\$	-
100-4081700-5540	TRAINING	\$	250.00	\$	250.00
100-4081700-5810	DUES	\$	125.00	\$	-
	TOTAL B'VILLE AREA DEV AUTHORITY	\$	2,875.00	\$	2,750.00
	ARCHITECTURAL REVIEW BOARD				
100-4081800-5540	TRAINING	\$	500.00	\$	500.00
	TOTAL ARCHITECTURAL REVIEW BD	\$	500.00	\$	500.00
	TREE BOARD				
100-4081900-5800	MISCELLANEOUS	\$	500.00	\$	500.00
	TOTAL TREE BOARD	\$	500.00	\$	500.00
	CAPITAL OUTLAY				
100-4094200-8207	SOFTWARE UPGRADES	\$	-	\$	-
100-4094200-8225	COMPUTER REPLACEMENT/UPGRADES	\$	7,500.00	\$	7,500.00
100-4094200-8230	REPAIRS TO 23 E MAIN-LS RESERVE	\$	44,235.00	\$	-
100-4094200-8231	PATROL VEHICLE	\$	52,600.00	\$	56,000.00
100-4094200-8338	SNOW PLOW	\$	-	\$	13,000.00
100-4094200-8340	MOWER	\$	-	\$	-
100-4094200-8345	PW TON DUMP	\$	-	\$	27,500.00
100-4094200-8411	CAPITAL RESERVE	\$	-	\$	10,462.00
100-4094200-8602	3/4 TON TRUCK (PW)	\$	-	\$	12,000.00
100-4094200-8603	PD SERVER REPLACEMENT RESERVE	\$	6,000.00	\$	-
100-4094200-8702	WA YFINDING SIGNS RESERVE	\$	5,000.00	\$	5,000.00
100-4094200-8803	PUBLIC WORKS IMPROVEMENTS	\$	-	\$	-
100-4094200-8910	PD BODY CAMERA REPLACEMENTS	\$	-	\$	-
100-4094200-8911	VIRGINIA AVENUE	\$	55,000.00	\$	-
100-4094200-8912	POLICE MDT REPLACEMENT	\$	-	\$	-
100-4094200-8913	POLICE AV EQUIPMENT	\$	-	\$	-
100-4094200-8914	RIXEY MOOR PLAYGROUND IMP	\$	-	\$	-
100-4094200-8915	HOGAN'S ALLEY IMPROVE RESERVE	\$	1,000.00	\$	-
100-4094200-8919	STORM WATER MITIGATION	\$	-	\$	-
100-4094200-8950	FOUR WHEELER	\$	-	\$	-
100-4094200-8951	PD RADIO REPLACEMENT RESERVE	\$	20,000.00	\$	55,000.00
100-4094200-8955	TOWN RUN PER	\$	-	\$	-
100-4094200-8956	ASHBY/ARCHER PER	\$	-	\$	-
100-4094200-8958	ENDERS PROFFER RESERVES	\$	-	\$	-
100-4094200-8959	HOLIDAY DECOR REPLACEMENT	\$	10,000.00	\$	-
100-4094200-9002	JACKSON DR SWMA/DORSEY ST STMWATER	\$	-	\$	25,000.00
100-4094200-9003	BACKHOE (PW)	\$	-	\$	22,500.00
100-4094200-9004	MOSBY BOULEVARD SIDEWALK	\$	-	\$	25,000.00

	TOTAL CAPITAL OUTLAY	\$	201,335.00	\$	258,962.00
	CONTINGENCY				
100-4094300-5800	CONTINGENCY (3.00%)	\$	110,300.00	\$	110,544.00
	TOTAL CONTINGENCY	\$	110,300.00	\$	110,544.00
	DEBT SERVICE				
100-4095000-9110	RDA PRINCIPAL	\$	40,988.00	\$	43,200.00
100-4095000-9120	RDA INTEREST	\$	80,488.00	\$	77,800.00
100-4095000-9130	RDA DEBT SER RESERVE	\$	-	\$	-
	TOTAL DEBT SERVICE	\$	121,476.00	\$	121,000.00
	TOTAL GENERAL FUND OPERATIONAL	\$	3,540,309.00	\$	3,682,076.00
	TOTAL GENERAL FUND CONTINGENCY	\$	110,300.00	\$	110,544.00
	TOTAL GENERAL FUND CAP OUTLAY	\$	201,335.00	\$	258,962.00
	TOTAL GENERAL FUND DEBT SERVICE	\$	121,476.00	\$	121,000.00
TOTAL GENERAL FUND EXPENSES		\$	3,973,420.00	\$	4,172,582.00

WATER FUND

	PERSONNEL				
501-4012220-1140	COMPENSATION	\$	39,350.00	\$	40,600.00
501-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$	3,010.00	\$	3,110.00
501-4012220-2210	VRS	\$	32,810.00	\$	33,262.00
501-4012220-2220	VMLIP - STD	\$	154.00	\$	158.00
501-4012220-2230	VMLIP - LTD	\$	1,415.00	\$	1,438.00
501-4012220-2300	HEALTH INSURANCE	\$	47,910.00	\$	48,700.00
501-4012220-2400	LIFE INSURANCE	\$	3,510.00	\$	3,560.00
501-4012220-2600	UNEMPLOYMENT INSURANCE	\$	46.00	\$	139.00
501-4012220-2700	WORKER'S COMPENSATION	\$	8,500.00	\$	14,000.00
501-4012220-3170	MISS UTILITY	\$	1,500.00	\$	1,500.00
501-4012220-3320	HANDHELD MAINT	\$	4,500.00	\$	4,600.00
501-4012220-5210	POSTAGE	\$	4,400.00	\$	4,400.00
501-4012220-5540	TRAINING	\$	2,500.00	\$	2,500.00
501-4012220-6001	OFFICE SUPPLIES	\$	500.00	\$	500.00
	TOTAL PERSONNEL	\$	150,105.00	\$	158,467.00
	TREATMENT				
501-4012222-1147	COMPENSATION	\$	147,122.00	\$	160,100.00
501-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$	11,255.00	\$	11,551.00
501-4012222-2830	CERTIFICATION FEES	\$	900.00	\$	600.00
501-4012222-2840	STATE CONNECTION FEES	\$	5,400.00	\$	5,700.00
501-4012222-2850	LAB TESTING	\$	8,500.00	\$	9,000.00
501-4012222-3110	MEDICAL EXAMS	\$	200.00	\$	200.00
501-4012222-3145	PROFESSIONAL SERVICES	\$	15,000.00	\$	10,000.00
501-4012222-3146	UTILITY RATE STUDY	\$	-	\$	-
501-4012222-3210	SLUDGE REMOVAL	\$	30,000.00	\$	27,000.00
501-4012222-3220	CLEAN RIVER INTAKE	\$	2,000.00	\$	2,000.00
501-4012222-3310	REPAIR & MAINTENANCE	\$	60,000.00	\$	60,000.00
501-4012222-3510	CONSUMER CONFIDENCE RPT	\$	500.00	\$	1,000.00
501-4012222-5110	ELECTRICITY	\$	61,500.00	\$	65,000.00
501-4012222-5120	PROPANE HEAT WTP	\$	3,500.00	\$	3,600.00

501-4012222-5230	TELECOMMUNICATIONS	\$	3,800.00	\$	4,200.00
501-4012222-5415	COPIER LEASE	\$	670.00	\$	700.00
501-4012222-5540	TRAINING	\$	2,500.00	\$	3,500.00
501-4012222-5690	DISCHARGE PERMIT RENEWAL	\$	650.00	\$	700.00
501-4012222-5810	DUES	\$	1,100.00	\$	1,000.00
501-4012222-6001	OFFICE SUPPLIES	\$	1,000.00	\$	1,000.00
501-4012222-6004	LAB SUPPLIES	\$	4,500.00	\$	4,500.00
501-4012222-6005	JANITORIAL SUPPLIES	\$	1,000.00	\$	1,000.00
501-4012222-6008	GASOLINE & OIL	\$	6,200.00	\$	6,200.00
501-4012222-6011	UNIFORMS	\$	1,300.00	\$	1,000.00
501-4012222-6014	TOOLS	\$	500.00	\$	500.00
501-4012222-6019	SAFETY EQUIPMENT	\$	2,000.00	\$	2,000.00
501-4012222-6020	PERSONAL EQUIPMENT	\$	600.00	\$	600.00
501-4012222-6025	CHEMICALS	\$	40,000.00	\$	40,000.00
	TOTAL TREATMENT	\$	411,697.00	\$	422,651.00
	DISTRIBUTION & MAINTENANCE				
501-4012224-1183	COMPENSATION	\$	138,300.00	\$	139,000.00
501-4012224-2100	MATCHING FICA EXPENSE (7.65 %)	\$	10,600.00	\$	10,600.00
501-4012224-3330	LINE REPAIR & MAINTENANCE	\$	50,000.00	\$	50,000.00
501-4012224-6007	MATERIALS & SUPPLIES	\$	30,000.00	\$	30,000.00
501-4012224-6019	SAFETY EQUIPMENT	\$	700.00	\$	700.00
501-4012224-6030	NEW SERVICE SUPPLIES	\$	9,000.00	\$	9,000.00
501-4012224-9008	STORAGE TANK MAINTENANCE CONTRACT	\$	-	\$	8,466.00
	TOTAL DISTRIBUTION & MAINT	\$	238,600.00	\$	247,766.00
	CAPITAL OUTLAY				
501-4094200-8102	TANK REPAIR & MAINT	\$	85,000.00	\$	155,700.00
501-4094200-8105	PICKUP (1/2)	\$	15,000.00	\$	-
501-4094200-8118	WTP BACKWASH LAGOON REPAIR	\$	-	\$	86,000.00
501-4094200-8167	SCADA				
501-4094200-8211	CAPITAL RESERVES	\$	208,488.00	\$	149,674.48
501-4094200-8225	COMPUTER UPGRADE	\$	-	\$	2,000.00
501-4094200-8340	MOWER (1/2)				
501-4094200-8345	PW ONE TON DUMP TRUCK			\$	13,500.00
501-4094200-8360	HANDHELD METER READER	\$	7,000.00	\$	-
501-4094200-8361	WATER DIST SYSTEM UPGRADES	\$	115,000.00	\$	400,000.00
501-4094200-8550	EQUIPMENT REPAIR RESERVE	\$	25,000.00	\$	-
501-4094200-8602	3/4 TON TRUCK	\$	-	\$	12,000.00
501-4094200-8605	WTP BUILDING MAINTENANCE				
501-4094200-8704	WATER FINISH PUMP REPLACEMENT				
501-4094200-8953	UTILITY PLANT GATES				
501-4094200-8954	STORAGE BUILDING	\$	-	\$	-
501-4094200-8957	WTP EVALUATION & REPAIRS	\$	-	\$	-
501-4094200-8958	WATER METER REPLACEMENT	\$	165,000.00	\$	165,000.00
501-4094200-9003	BACKHOE(PW)	\$	-	\$	22,500.00
501-4094200-9004	SECURITY IMPROVEMENTS	\$	-	\$	10,500.00
501-4094200-9005	WATER RIVER PUMP DISCONNECT ELIMINATION	\$	-	\$	7,000.00
	TOTAL CAPITAL OUTLAY	\$	620,488.00	\$	1,023,874.48
	CONTINGENCY				
501-4094300-5800	CONTINGENCY (3.00%)	\$	24,735.00	\$	24,866.52
	TOTAL CONTINGENCY	\$	24,735.00	\$	24,866.52
	TOTAL WATER FUND OPERATIONAL	\$	800,402.00	\$	828,884.00
	TOTAL WATER FUND CONTINGENCY	\$	24,735.00	\$	24,866.52

TOTAL WATER FUND CAP OUTLAY	\$	620,488.00	\$	1,023,874.48
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TOTAL WATER FUND EXPENSES	\$	1,445,625.00	\$	1,877,625.00
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SEWER FUND

PERSONNEL

502-4012220-1114	COMPENSATION	\$	39,350.00	\$	40,560.00
502-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$	3,010.00	\$	3,105.00
502-4012220-2210	VRS	\$	51,785.00	\$	52,500.00
502-4012220-2220	VMLIP - STD	\$	243.00	\$	250.00
502-4012220-2230	VMLIP - LTD	\$	2,236.00	\$	2,270.00
502-4012220-2300	HEALTH INSURANCE	\$	75,608.00	\$	76,860.00
502-4012220-2400	LIFE INSURANCE	\$	5,545.00	\$	5,620.00
502-4012220-2600	UNEMPLOYMENT INSURANCE	\$	71.00	\$	220.00
502-4012220-2700	WORKER'S COMPENSATION	\$	13,500.00	\$	22,000.00
502-4012220-3320	HANDHELD MAINT	\$	2,800.00	\$	3,000.00
502-4012220-5210	POSTAGE	\$	7,500.00	\$	7,500.00
502-4012220-6001	OFFICE SUPPLIES	\$	1,000.00	\$	1,000.00

TOTAL PERSONNEL	\$	202,648.00	\$	214,885.00
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TREATMENT

502-4012222-1147	COMPENSATION	\$	323,614.00	\$	363,445.00
502-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$	24,756.00	\$	27,800.00
502-4012222-2830	CERTIFICATION FEES	\$	500.00	\$	900.00
502-4012222-2850	LAB TESTING	\$	36,000.00	\$	36,000.00
502-4012222-3145	PROFESSIONAL SERVICES	\$	18,000.00	\$	18,000.00
502-4012222-3146	UTILITY RATE STUDY	\$	-	\$	-
502-4012222-3210	LANDFILL-SOLIDS DISPOSAL	\$	48,000.00	\$	65,000.00
502-4012222-3310	REPAIR & MAINTENANCE	\$	110,000.00	\$	120,000.00
502-4012222-5110	ELECTRICITY	\$	135,000.00	\$	140,000.00
502-4012222-5230	TELECOMMUNICATIONS	\$	6,000.00	\$	6,500.00
502-4012222-5415	COPIER LEASE	\$	3,900.00	\$	3,900.00
502-4012222-5540	TRAINING	\$	3,000.00	\$	3,000.00
502-4012222-5690	Discharge Permit Renewal	\$	3,000.00	\$	3,500.00
502-4012222-5810	DUES	\$	500.00	\$	600.00
502-4012222-6001	OFFICE SUPPLIES	\$	1,000.00	\$	1,200.00
502-4012222-6004	LAB SUPPLIES	\$	5,400.00	\$	5,800.00
502-4012222-6005	JANITORIAL SUPPLIES	\$	1,200.00	\$	1,500.00
502-4012222-6008	GASOLINE & DIESEL FUEL	\$	9,000.00	\$	9,300.00
502-4012222-6011	UNIFORMS	\$	1,300.00	\$	1,000.00
502-4012222-6014	TOOLS	\$	1,500.00	\$	1,500.00
502-4012222-6019	SAFETY EQUIPMENT	\$	2,000.00	\$	2,500.00
502-4012222-6020	PERSONAL EQUIPMENT	\$	800.00	\$	800.00
502-4012222-6025	CHEMICALS	\$	90,000.00	\$	80,000.00

TOTAL TREATMENT	\$	824,470.00	\$	892,245.00
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DISTRIBUTION & MAINTENANCE

502-4012224-1183	COMPENSATION	\$	138,250.00	\$	139,000.00
502-4012224-1183	MATCHING FICA EXPENSE (7.65 %)	\$	10,575.00	\$	10,600.00
502-4012224-3310	EQUIPMENT MAINTENANCE	\$	5,000.00	\$	5,000.00
502-4012224-3330	REPAIR & MAINTENANCE	\$	10,000.00	\$	10,000.00
502-4012224-6007	MATERIALS & SUPPLIES	\$	2,500.00	\$	2,500.00
502-4012224-6019	SAFETY EQUIPMENT	\$	-	\$	500.00
502-4012224-6030	NEW SERVICE SUPPLIES	\$	-	\$	-

TOTAL DISTRIBUTION & MAINT	\$	166,325.00	\$	167,600.00
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CAPITAL PROJECTS

	TOTAL CAPITAL PROJECTS	\$	-	\$	-
	CAPITAL OUTLAY				
502-4094200-8105	PICKUP (1/2)	\$	15,000.00	\$	-
502-4094200-8110	WWTP UPGRADES				
502-4094200-8123	SCADA				
502-4904200-8225	COMPUTER UPGRADE	\$	-	\$	2,000.00
502-4094200-8134	Sewer Collection Sys Rehab	\$	115,000.00	\$	100,000.00
502-4094200-8340	MOWER (1/2)				
502-4094200-8345	PW ONE TON DUMP TRUCK			\$	13,500.00
502-4094200-8360	HANDHELD METER READER	\$	7,000.00	\$	-
502-4094200-8411	CAPITAL RESERVES	\$	243,477.00	\$	115,153.10
502-4094200-8540	MEMBRANE REPLACEMENT RESERVE	\$	10,000.00	\$	-
502-4094200-8545	MEMBRANE PRE-PURCHASE	\$	90,000.00	\$	110,000.00
502-4094200-8550	EQUIPMENT REPAIR RESERVE	\$	25,000.00	\$	-
502-4094200-8602	3/4 TON PICKUP (1/2 VDOT)	\$	-	\$	12,000.00
502-4094200-8604	STORM SEWER CAMERA (1/2 VDOT)				
502-4094200-8952	COMMUNICATION NET FOR UTILITIES				
502-4094200-8953	UTILITY PLANT GATES				
502-4094200-8954	INVENTORY LOCKUP FENCING	\$	-	\$	-
502-4094200-8955	WWTP BUILDING REPAIR/JOINT RESERVE	\$	7,000.00	\$	-
502-4094200-9003	BACKHOE (PW)	\$	-	\$	22,500.00
502-4094220-9004	SECURITY IMPROVEMENTS	\$	-	\$	10,500.00
502-4094200-9006	WWTP BLOWERT DISCONNECTS	\$	-	\$	8,000.00
502-4094200-9007	WWTP PERMEATE PUMPS	\$	-	\$	35,000.00
	TOTAL CAPITAL OUTLAY	\$	512,477.00	\$	428,653.10
	CONTINGENCY				
502-4094300-5800	CONTINGENCY (3.00%)	\$	36,580.00	\$	38,241.90
	TOTAL CONTINGENCY	\$	36,580.00	\$	38,241.90
	DEBT SERVICE				
502-4095000-9118	VRA PRINCIPAL	\$	470,000.00	\$	470,000.00
	TOTAL DEBT SERVICE	\$	470,000.00	\$	470,000.00
	TOTAL SEWER FUND OPERATIONAL	\$	1,193,443.00	\$	1,274,730.00
	TOTAL SEWER FUND CONTINGENCY	\$	36,580.00	\$	38,241.90
	TOTAL SEWER FUND CAP OUTLAY	\$	512,477.00	\$	428,653.10
	TOTAL SEWER FUND DEBT SERVICE	\$	470,000.00	\$	470,000.00

TOTAL SEWER FUND EXPENSES	\$	2,212,500.00	\$	2,211,625.00
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TOTAL EXPENSES ALL FUNDS	\$	7,631,545.00	\$	8,261,832.00
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**Capital Improvement Narrative
Fiscal Year 2022**

General Fund FY22

Capital Reserves 462

Administration

This item provides for savings to address unforeseen expenses and fund planned projects and purchase.

Computer Replacement \$7,500

Administration

This item provides for the purchase of replacement computer workstations within the Town's Administrative, Planning, and Police Departments.

Portable and Mobile Radios \$55,000

Police Department

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

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

A reserve of \$55,000 was established to provide funds to purchase radios as they fail. New mobile radios will cost approximately \$5,000 each and new portable radios will cost approximately \$3,000 each. Accordingly, the total cost of replacement is expected to be approximately \$55,000.

Patrol Vehicle \$56,000

Police Department

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

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

Ton Dump Truck \$27,500

Public Works

This item provides for the purchase of a one-ton dump truck.

At present, the Public Works Department maintains three one-ton dump trucks. This purchase is intended to replace one of those vehicles.

This purchase will be funded as follows:

General Fund	\$27,500 (VDOT reimbursement funds)
Water Fund	\$13,500
Sewer Fund	\$13,500
Total Cost	\$50,000

Three-quarter ton truck 12,000

Public Works

This item provides for the purchase of a three-quarter ton pick-up truck.

At present the Public Works Department maintains four pick-up trucks (three three-quarter and one-half ton). This purchase is intended to replace the one-half ton truck.

This purchase will be funded as follows:

General Fund	\$12,000 (VDOT reimbursement funds)
Water Fund	\$12,000
Sewer Fund	\$12,000
Total Cost	\$36,000

Snow Plow \$13,000

Public Works

This item provides for the purchase of two snow plows for newly purchased one-ton and three-quarter ton trucks.

This purchase will be funded from VDOT reimbursement funds.

Backhoe \$22,500

This item provides for the small or “mini” backhoe.

At present, the Town’s Public Works Department maintains a fleet of two backhoes. One of the backhoes is now over twenty-years old and the other is three-years old. These backhoes are used for drainage improvement maintenance, clearing snow, and installing/repairing utilities. The new backhoe will be used for drainage improvement maintenance and installing/repairing utilities. Because of its smaller size and its ability to spin 360 degrees, this backhoe will be able to operate in smaller areas and reduce restoration costs.

General Fund	\$22,500 (VDOT reimbursement funds)
Water Fund	\$22,500
Sewer Fund	\$22,500
Total Cost	\$67,500

Wayfinding Signs Reserve \$5,000

Community Development

In recognition of the economic benefits of marketing through specialty directional signage VDOT developed the Community Wayfinding Signs program. The Town is reserving funds to address the need for directional signage.

Jackson Drive SWMA / Dorsey Street Stmwater 25,000

Public Works

This item provides funding for: 1) the modification of the Jackson Drive SWMA to divert a portion of the water that now is released toward Dorsey Street to the West Main Street stormwater collection system, and 2) installation of a pipe to convey stormwater from the culvert under Academy Street Extended to the ditch that delivers water the culvert under the Dorsey Street (near 7 & 11 Dorsey Street).

The Town’s engineer identified an opportunity to modify the Jackson Drive SWMA in a manner that will provide relief to the Dorsey Street area without requiring modification of downstream structures. This modification would divert a portion of the stormwater that is now released toward Dorsey Street to the West Main Street stormwater collection system.

The Town’s engineer also identified an opportunity to eliminate ponding northwest of the intersection of Dorsey Street and Academy Street Extended. A culvert was installed under Academy Street extended before it was paved last year. This project would provide for

improvements to convey water from the release point of the new culvert to the existing culvert located near 7 & 11 Dorsey Street.

This project would be funded with monies from the Storm Water Reserve.

Mosby Boulevard Sidewalk \$25,000

Community Development

This item will provide a reserve for the Town's share of a sidewalk improvement project. The funds for the Town's share of the project, which will be budgeted over two years, will total \$35,000.

The project, which has a total estimated budget of \$154,191, will provide for installation of nearly 1,300 linear feet of sidewalk and associated improvements. Eighty-percent of the project funding will be provided through the Transportation Alternative Program (TAP) and the Town will be responsible for the remaining twenty-percent of the cost.

The Town Council made the decision to pursue this project because of pedestrian traffic in the project area generated by the Clarke County High School, newly constructed Apartment Complexes, and the community's only supermarket.

Water Fund FY22

Capital Reserves \$149,678

Administration

This item provides for savings to address unforeseen expenses and fund planned projects and purchase.

Computer Replacement \$2,000

Public Utilities

This item provides for the purchase of replacement computer workstations within the Town's Administrative, Public Works, and Public Utilities Departments.

Ton Dump Truck \$13,500

Public Works

This item provides for the purchase of a one-ton dump truck.

At present, the Public Works Department maintains three one-ton dump trucks. This purchase is intended to replace one of those vehicles.

This purchase will be funded as follows:

General Fund	\$27,500 (VDOT reimbursement funds)
Water Fund	\$13,500
Sewer Fund	\$13,500
Total Cost	\$50,000

Three-quarter ton truck 12,000

Public Works

This item provides for the purchase of a three-quarter ton pick-up truck.

At present the Public Works Department maintains four pick-up trucks (three three-quarter and one-half ton). This purchase is intended to replace the one-half ton truck.

This purchase will be funded as follows:

General Fund	\$12,000 (VDOT reimbursement funds)
Water Fund	\$12,000
Sewer Fund	\$12,000
Total Cost	\$36,000

Backhoe \$22,500

This item provides for the small or "mini" backhoe.

At present, the Town's Public Works Department maintains a fleet of two backhoes. One of the backhoes is now over twenty-years old and the other is three-years old. These backhoes are used for drainage improvement maintenance, clearing snow, and installing/repairing utilities. The new backhoe will be used for drainage improvement maintenance and installing/repairing utilities. Because of its smaller size and its ability to spin 360 degrees, this backhoe will be able to operate in smaller areas and reduce restoration costs.

General Fund	\$22,500 (VDOT reimbursement funds)
Water Fund	\$22,500
Sewer Fund	\$22,500
Total Cost	\$67,500

Security Improvements \$10,500

Public Works and Public Utilities Departments

This item provides funds for security upgrades at the Berryville Water Treatment Plant, Berryville Wastewater Treatment Plant, and the Berryville Public Works Facility.

It is expected that this line item will appear in subsequent budgets.

These upgrades will be funded by both the water and sewer funds as follows:

Water Fund	\$10,500
Sewer Fund	\$10,500
Total Cost	\$21,000

Water Distribution System Upgrades \$400,000

Public Works Department

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

The significant project programed for this year is the completion of the water main upgrade on Josephine Street. The project would improve fire protection locally and create an important east west distribution system connection.

In the mid-1980's a ten-inch main was installed from the street's eastern terminus to the entrance of Berryville Graphics. In the late 2010's a twelve-inch main was installed from South Church Street past Zion Church. The remainder of the street is served by a four-inch main. It is important to note that the existing main does not extend under the Norfolk Southern track.

This project would provide for the extension of a twelve-inch main from the area near Zion Church east to the Berryville Graphics entrance. Water services will be replaced as a part of this project. Base asphalt will be used to patch the street as needed (the street is slated to be repaved after this project is completed).

Storage Tank Repair \$155,700

Public Utilities Department

The Public Utilities Department maintains three water storage structures. Those structures are the ground reservoir, northwest elevated tank, and the southeast elevated tank.

All three structures recently received extensive work to paint both their interior and exterior surfaces and install mixing equipment. The work on the ground reservoir revealed decay that had not previously been detected; therefore, that the project scope expanded as did the cost.

This item completes the payments for the recent rehabilitation. The Town also pays for three maintenance contracts out of the operating budget.

The funds to pay for this final payment will be taken from monies reserved for this purpose.

Meter Replacement \$165,000

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

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

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

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

Water Treatment Plan Backwash Lagoon Membrane Replacement \$86,000

Public Utilities

The water treatment plant utilizes two lagoons to treat water utilized in backwashing the plant's filters. These lined lagoons permit materials to settle for annual removal.

One of the two lagoons have developed a problem with its liner and it must be replaced.

Water River Pump Disconnect Elimination \$7,000

Public Utilities

Near the river pump station there are several electrical disconnects. These disconnections were likely required by code when the facility was constructed, but are not required under current standards as long as proper lock out procedures are posted.

As a part of this project the disconnects near the river would be removed thereby eliminating a weak link in the water plant's electrical system.

Sewer Fund FY22

Capital Reserves \$115,153

Administration

This item provides for savings to address unforeseen expenses and fund planned projects and purchase.

Computer Replacement \$2,000

Administration

This item provides for the purchase of replacement computer workstations within the Town's Administrative, Planning, and Police Departments.

Ton Dump Truck \$13,500

Public Works

This item provides for the purchase of a one-ton dump truck.

At present, the Public Works Department maintains three one-ton dump trucks. This purchase is intended to replace one of those vehicles.

This purchase will be funded as follows:

General Fund	\$27,500 (VDOT reimbursement funds)
Water Fund	\$13,500
Sewer Fund	\$13,500
Total Cost	\$50,000

Three-quarter ton truck 12,000

Public Works

This item provides for the purchase of a three-quarter ton pick-up truck.

At present the Public Works Department maintains four pick-up trucks (three three-quarter and one-half ton). This purchase is intended to replace the one-half ton truck.

This purchase will be funded as follows:

General Fund	\$12,000 (VDOT reimbursement funds)
Water Fund	\$12,000
Sewer Fund	\$12,000
Total Cost	\$36,000

Backhoe \$22,500

This item provides for the small or "mini" backhoe.

At present, the Town's Public Works Department maintains a fleet of two backhoes. One of the backhoes is now over twenty-years old and the other is three-years old. These backhoes are used for drainage improvement maintenance, clearing snow, and installing/repairing utilities. The new backhoe will be used for drainage improvement maintenance and installing/repairing utilities. Because of its smaller size and its ability to spin 360 degrees, this backhoe will be able to operate in smaller areas and reduce restoration costs.

General Fund	\$22,500 (VDOT reimbursement funds)
Water Fund	\$22,500
Sewer Fund	\$22,500
Total Cost	\$67,500

Security Improvements \$10,500

Public Works and Public Utilities Departments

This item provides funds for security upgrades at the Berryville Water Treatment Plant, Berryville Wastewater Treatment Plant, and the Berryville Public Works Facility.

It is expected that this line item will appear in subsequent budgets.

These upgrades will be funded by both the water and sewer funds as follows:

Water Fund	\$10,500
Sewer Fund	\$10,500
Total Cost	\$21,000

Membrane Replacement \$110,000

Public Utilities Department

The Wastewater Treatment Plant (WWTP) utilizes membranes in its treatment process. The membranes, which went into service in 2012, must be replaced every 8-12 years. The Town has entered into a pre-purchase agreement to secure the membranes. The agreement also provides for an upgrade to the system.

What is not paid to pre-purchase membranes is reserved for the portion of the membrane purchase not covered by the pre-purchase agreement.

The membranes appear to be holding up well and the Director of Public Utilities now believes that the membranes will not have to be replaced before FY24.

Collection System Upgrades \$100,000

Public Works Department

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

Wastewater Treatment Plant Blower Disconnects \$8,000

Public Utilities

Electrical disconnects that were installed with each blower at the Wastewater Treatment Plant have been problematic and are expensive to replace. These disconnections are not under current standards as long as proper lock out procedures are posted.

As a part of this project the disconnects will be removed thereby eliminating a problem area and maintenance costs.

Public Utilities

The Wastewater Treatment Plant's treatment membranes are "powered" by a series of four permeate pumps. These pumps are beginning to show their age. One pump has been rebuilt and the other three should be repaired before failure.

As a part of this project, three of the existing pumps will be re-built.



Water & Sewer Billings

SEWER	12 Month Total												Monthly Average	8 MONTHS				Increase							
	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20		Jan-21	Feb-21	Mar-21	Apr-21		May-21	Jun-21	Jul-21	Aug-21	Projected Rate x Gallon	Projected Budget 21-22	
Sewer Rate	\$ 17.27	\$ 17.27	\$ 17.27	\$ 17.27	\$ 17.27	\$ 17.27	\$ 17.27	\$ 17.27	\$ 17.27	\$ 17.27	\$ 17.27	\$ 17.27	\$ 17.27	\$ 17.27	\$ 17.27	\$ 17.27	\$ 17.27	\$ 17.27	\$ 17.27	\$ 17.27	\$ 17.27	\$ 17.27	\$ 17.27	0%	
Sewer TG	8,561	7,208	6,803	6,203	5,772	5,175	4,665	4,150	3,635	3,120	2,605	2,090	1,575	1,060	545	30	30	30	30	30	30	30	30	99,669	0%
Water	\$ 240,302.79	\$ 226,642.25	\$ 210,300.25	\$ 193,660.27	\$ 177,188.43	\$ 158,380.64	\$ 135,590.54	\$ 112,800.69	\$ 90,010.84	\$ 67,220.99	\$ 44,431.14	\$ 21,641.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,721,263.03	0%
Admin Sewer	\$ 4,135.00	\$ 4,137.50	\$ 4,140.00	\$ 4,142.50	\$ 4,145.00	\$ 4,147.50	\$ 4,150.00	\$ 4,152.50	\$ 4,155.00	\$ 4,157.50	\$ 4,160.00	\$ 4,162.50	\$ 4,165.00	\$ 4,167.50	\$ 4,170.00	\$ 4,172.50	\$ 4,175.00	\$ 4,177.50	\$ 4,180.00	\$ 4,182.50	\$ 4,185.00	\$ 4,187.50	\$ 4,190.00	\$ 1,687.20	0%
SW Admin & Fcby	\$ 154,108.39	\$ 130,819.35	\$ 111,530.75	\$ 93,242.15	\$ 74,953.55	\$ 56,664.95	\$ 38,376.35	\$ 20,087.75	\$ 1,799.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,845.04	0%
WATER																								\$ 1,739,605.00	
Water Rate	\$ 8.15	\$ 8.15	\$ 8.15	\$ 8.15	\$ 8.15	\$ 8.15	\$ 8.15	\$ 8.15	\$ 8.15	\$ 8.15	\$ 8.15	\$ 8.15	\$ 8.15	\$ 8.15	\$ 8.15	\$ 8.15	\$ 8.15	\$ 8.15	\$ 8.15	\$ 8.15	\$ 8.15	\$ 8.15	\$ 8.15	Projected Budget 21-22	Increase
Water TG	8,759	7,372	6,955	6,538	6,121	5,704	5,287	4,870	4,453	4,036	3,619	3,202	2,785	2,368	1,951	1,534	1,117	680	243	86	30	30	30	101,525	0%
Admin Water	\$ 4,227.50	\$ 4,227.50	\$ 4,227.50	\$ 4,227.50	\$ 4,227.50	\$ 4,227.50	\$ 4,227.50	\$ 4,227.50	\$ 4,227.50	\$ 4,227.50	\$ 4,227.50	\$ 4,227.50	\$ 4,227.50	\$ 4,227.50	\$ 4,227.50	\$ 4,227.50	\$ 4,227.50	\$ 4,227.50	\$ 4,227.50	\$ 4,227.50	\$ 4,227.50	\$ 4,227.50	\$ 4,227.50	\$ 827,426.74	-1%
WA Admin & Fcby	\$ 85,218.67	\$ 72,547.24	\$ 60,707.81	\$ 48,868.38	\$ 37,028.95	\$ 25,189.52	\$ 13,350.09	\$ 1,510.66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,014,788.30	0%
ALL CHANGES																								\$ 2,568,936.60	
ALL WA & SW \$	\$ 239,327.06	\$ 203,466.59	\$ 192,297.94	\$ 179,072.55	\$ 164,191.19	\$ 148,647.94	\$ 133,104.77	\$ 117,561.60	\$ 102,018.43	\$ 86,475.26	\$ 70,932.09	\$ 55,388.92	\$ 39,845.75	\$ 24,302.58	\$ 8,759.41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,854,846.63	2%
ADMIN & FACILITY FEE																								\$ (6,452.34)	
Admin SW - Facility	\$ 4,135.00	\$ 4,237.50	\$ 4,150.00	\$ 4,155.00	\$ 4,237.50	\$ 4,162.50	\$ 4,150.00	\$ 4,165.00	\$ 4,207.50	\$ 4,116.88	\$ 4,160.00	\$ 4,207.50	\$ 4,116.88	\$ 4,160.00	\$ 4,207.50	\$ 4,116.88	\$ 4,160.00	\$ 4,207.50	\$ 4,116.88	\$ 4,160.00	\$ 4,207.50	\$ 4,116.88	\$ 4,160.00	\$ 70,634.17	22%
Admin WA - Facility	\$ 4,227.50	\$ 4,227.50	\$ 4,240.00	\$ 4,242.50	\$ 4,237.50	\$ 4,247.50	\$ 4,237.50	\$ 4,252.50	\$ 4,295.00	\$ 4,256.47	\$ 4,247.50	\$ 4,295.00	\$ 4,256.47	\$ 4,247.50	\$ 4,295.00	\$ 4,256.47	\$ 4,247.50	\$ 4,295.00	\$ 4,256.47	\$ 4,247.50	\$ 4,295.00	\$ 4,256.47	\$ 4,247.50	\$ 85,835.64	28%

Year	Water Usage		Sewer Usage		Amt Billed		Final WA Bill		Final SW Bill	
	Water Usage	Amt Billed	Sewer Usage	Amt Billed	Final WA Bill	Final SW Bill	Final WA Bill	Final SW Bill		
2020	101,525	\$ 839,393.03	99,669	\$ 1,727,410.81	233	2,061.00	227	4,357.18		
2019	97,960	\$ 814,065.05	96,077	\$ 1,618,324.99	104,758	841,454.03	99,896	1,734,767.99		
Usage Diff FY 20-19	3,565	\$ 225,327.98	3,592	\$ 114,089.82	238	2,351.45	238	4,810.37		
		INCREASE 4%		INCREASE 4%	97,960	\$ 814,065.05	96,077	\$ 1,618,324.99		
2018	99,379	\$ 824,545.80	96,076	\$ 1,659,948.00	96,238	814,855.05	96,077	\$ 1,618,324.99		
Usage Diff FY 20-18	-2,019	\$ (310,480.73)	-1,999	\$ (46,626.62)	416	3,830.20	429	7,560.20		
		DECREASE -2%		DECREASE -2%	99,379	\$ 824,545.80	96,076	\$ 1,659,948.00		
2017	98,517	\$ 828,906.00	96,550	\$ 1,632,386.00	99,593	831,906.00	96,550	\$ 1,632,386.00		
Usage Diff FY 18-17	1,462	\$ 10,639.80	1,526	\$ 27,562.00	99,593	831,906.00	96,550	\$ 1,632,386.00		
		INCREASE 1%		INCREASE 2%	98,517	\$ 828,906.00	96,550	\$ 1,632,386.00		

**Town Council
Motion for approval of the Fiscal 2021-2022 Budget**

I hereby move that the Council of the Town of Berryville adopt the proposed Budget for Fiscal Year 2021-2022, an approved copy of which shall be incorporated into and become a part of the official minutes of this meeting, and that all funds as set forth in the approved budget shall hereby be appropriated for fiscal year 2021-2022.

Date: June 8, 2021

Motion by:

Vote:

Aye:

Nay:

Abstain:

Absent:

ATTEST: _____
Erecka Gibson, Recorder

2021 REAL ESTATE TAX RATE ANALYSIS

	LAND	IMPROVEMENTS	LESS EXEMPT PROP	LESS LAND USE	LESS TAX RELIEF	TOTAL ASSMT	TOTAL TAX RATE	% Increase
2009 RE ASSESSMENT Actual	218,550,800	400,265,100			-12,424,400	606,391,500	RATE \$0.0989 \$599,721.19	
2010 RE REASSESSMENT Actual	166,244,450	320,607,000			-7,969,470	478,781,980	RATE \$0.116 \$555,387.10	
2011 RE ASSESSMENT Actual	165,990,600	321,086,100			-8,971,230	478,115,370	-0.14% RATE \$0.116 \$554,613.83	
2012 RE ASSESSMENT Actual	166,320,600	321,625,500			-10,100,340	477,845,860	-0.06% RATE \$0.116 \$554,300.97	
2013 RE ASSESSMENT Actual	166,279,400	323,222,400			-10,207,090	479,294,710	0.30% RATE \$0.116 \$555,981.86	
2014 RE ASSESSMENT Actual	166,320,600	325,332,400			-18,147,600	473,505,400	15.83% RATE \$0.136 \$643,967.34	
2015 RE ASSESSMENT Actual	168,648,900	328,037,500			-10,401,290	484,185,110	39.85% RATE \$0.186 \$900,684.30	
2016 RE ASSESSMENT Actual	143,107,000	341,319,100			-9,028,800	475,397,300	0.30% RATE \$0.19 \$903,254.87	
2017 RE ASSESSMENT Actual	143,834,700	348,509,400			-11,100,200	481,243,900	1.23% RATE \$0.19 \$914,363.41	
2018 RE ASSESSMENT Actual	145,164,100	359,890,300			-7,383,690	497,670,710	3.41% RATE \$0.19 \$945,674.35	
2019 RE ASSESSMENT Corrected 3-14-19 COR	144,608,800	370,016,100			-7,383,690	507,441,210	1.96% RATE \$0.19 \$964,138.30	
2020 RE ASSESSMENT	181,920,900	452,675,100	(44,748,800)	(2,289,110)	-9,791,400	677,766,890	6.31% RATE \$0.17741 \$1,025,015.88 Estimated uncollectible @ 1.82% \$18,655.29 <u>\$1,006,360.60</u>	
2021 RE ASSESSMENT	185,424,240	491,331,700	(34,168,300)	(10,893,600)	-8,922,026	622,772,116	7.79% RATE \$0.17741 \$1,104,860.01 Estimated uncollectible @ 1.82% \$20,108.45 <u>\$1,084,751.56</u> RATE \$0.20 \$1,245,544.23 \$140,684.22 2.259 cent increase	

Total Property Valuation	Current Rate \$.17741/\$100	Proposed Rate \$.20/\$100	Annual Increase	Monthly Increase
100,000.00	\$ 177.41	\$ 200.00	\$ 22.59	\$ 1.66
200,000.00	\$ 354.82	\$ 400.00	\$ 45.18	\$ 3.77
288,768.00	\$ 512.30	\$ 577.54	\$ 65.23	\$ 5.44
300,000.00	\$ 532.23	\$ 600.00	\$ 67.77	\$ 5.85
400,000.00	\$ 709.64	\$ 800.00	\$ 90.36	\$ 7.53
500,000.00	\$ 887.05	\$ 1,000.00	\$ 112.95	\$ 9.41

2021 PERSONAL PROPERTY TAX RATE ANALYSIS

Tax Year	# VEH	Rate	Assmt	Tax Levy	PPTRA	%	Tax Amount	%	PPTRA FUNDS	ESCROW
2006		\$ 1.00		\$ 293,664.81	\$ 168,043.96	57%	\$ 125,620.85	43%	\$209,916.73	\$41,872.77
2007	2505	\$ 1.00	37,629,750	\$ 326,508.11 86.76%	\$ 171,360.31	52%	\$ 155,147.80	48%	\$209,916.73	\$38,556.42
2008	2659	\$ 1.00	40,623,028 7.95% INC	\$ 359,167.14 88.41%	\$ 178,522.42	50%	\$ 180,644.72	50%	\$209,916.73	\$31,394.31
2009	2672	\$ 1.00	33,077,272 18.58% DEC	\$ 296,310.54 89.58%	\$ 147,636.68	50%	\$ 148,673.86	50%	\$209,916.73	\$62,280.05
2010	2655	\$ 1.00	33,457,472 1.14% INC	\$ 306,228.52 91.52%	\$ 147,940.83	48%	\$ 158,287.69	52%	\$209,916.73	\$61,975.90
2011	2678	\$ 1.00	34,613,474 3.45% INC	\$ 313,829.76 90.66%	\$ 154,239.69	49%	\$ 159,590.07	51%	\$209,916.73	\$55,677.04
2012	2749	\$ 1.00	36,557,760 5.61% INC	\$ 321,356.22 87.90%	\$ 159,043.16	49%	\$ 162,313.06	51%	\$209,916.73	\$50,873.57
2013	2762	\$ 1.00	38,057,806 4.10% INC	\$ 335,501.79 88.15%	\$ 161,615.59	48%	\$ 173,886.20	52%	\$209,916.73	\$48,301.14
2014	2747	\$ 1.05	37,767,240 .72% DEC	\$ 353,028.30 88.97%	\$ 168,639.53	48%	\$ 184,388.77	52%	\$209,916.73	\$41,277.20
2015	2834	\$ 1.25	\$ 39,783,350 5.28% INC	\$ 436,463.13 87.76%	\$ 207,442.91	48%	\$ 229,020.22	52%	\$209,916.73	\$2,473.82 \$434,682.22
2016	2914	\$ 1.25	\$ 43,258,560 8.73% INC	\$ 470,701.09 87.04%	\$ 219,865.85	47%	\$ 250,835.24	53%	\$209,916.73	(\$9,949.12) \$424,733.10
2017	3026	\$ 1.25	\$ 46,095,074 6.55% INC	\$ 506,056.18 87.82%	\$ 232,965.34	46%	\$ 273,090.84	54%	\$209,916.73	(\$23,048.61) \$321,255.30
2018	2997	1.25	\$ 47,799,324 3.69% INC	\$ 530,765.09 88.83%	\$ 237,987.37	45%	\$ 292,777.72	55%	\$209,916.73	(\$28,070.64) \$261,790.35
2019	3146	1.25	\$ 47,397,717 3.26 DEC	\$ 557,728.81 94.10%	\$ 253,323.40	45%	\$ 304,405.41	55%	\$209,916.73	(\$43,406.67) \$218,383.68
2020	3151	1.25	\$ 64,261,109 2.0% INC	\$ 607,446.77 89.08%	\$ 260,824.40	43%	\$ 346,622.37	57%	\$209,916.73	(\$50,907.67) \$167,476.01
2021 EST	3151	1.25	\$ 65,546,331 2.0% INC	\$ 660,446.77 89.08%	\$ 281,849.22	43%	\$ 378,597.55	57%	\$209,916.73	(\$71,932.49) \$95,543.52

**Berryville Town Council Item Report Summary
April 13, 2021**

Item Title

Staff Reports - Public Works

Prepared By

Background/History/General Information

Water

The water improvement project in Rockcroft Subdivision is nearing completion. All the extended two inch water mains have been installed and new meter setters and boxes have be set in place.

A private contractor is in the process of suppling the Town with price estimates to install the water service from the new meter box to the current house connection and abandon the existing service.

Findings/Current Activity

Water Meter Replacement

Now that the weather has improved we have been able to continue our water meter replacement program.

We have nearly installed 60% of our meter goal for this year, and plan on installing the remaining 40% by mid June.

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

1. Public Works

Recommendation

Sample Motion

March 2021 Public Works Council Report

Water

The water improvement project in the Rockcroft Subdivision is nearing completion. All the new water lines have been installed and new meter boxes have been set.

The next phase of this project will involve some Town Staff members to meet with area residents about the water lateral connections on private property.

We experienced no water breaks during the last month

Water Meter Replacement

We have resumed the meter replacement program and have reached 60% of our meter change out for this FY. We will have the other 40% installed by mid-June.

Annual Street Sweeping

We took advantage of the early spring like weather and started our street sweeping early this year.

We teamed up with VDOT and sweep Rt.7 and Rt. 340. After we finished those areas we begin sweeping all streets in Town. We finished this year's sweeping on Friday April 2, 2021.

General Information

Construction in Shenandoah Crossing and Fellowship Square is progressing a good rate. There is roughly 20 homes that have been sold and occupied along East Fairfax and Weeks Drive, and another 20 under construction.

Construction in phase V of Hermitage Subdivision is slated to begin within the next couple of weeks. Some Town Staff members are scheduled to meet with the owner's and their contractor's for a pre-construction meeting on Thursday April 8, 2021.

**Berryville Town Council Item Report Summary
April 13, 2021**

Item Title

Staff Reports - Public Utilities

Prepared By

Background/History/General Information

Both Utility Plants continue to produce a quality product per testing data received to date. The Water Plant has delivered 10.341 MG to the system with a daily average of 0.431 MG. the Wastewater plant has treated 12.49 MG with a daily average of 0.4 MGD and a daily max of 0.83 MG thanks to heavy rains the first of the month.

Findings/Current Activity

Water Treatment

With warmer weather heading our way, we have lowered the level we are maintaining in the ground storage tank to help with water turn over. This change is to aid in lowering the disinfection byproduct production in the warmer months.

We have pulled the better and operational old High Service pump from the booster building for repair. The pump is worn and is in need of complete replacement. I have contacted the local representative for the manufacturer and a price quote is coming. We need to have the old high service pumps functional to maintain the water system when water tank maintenance is being performed. This maintenance will be scheduled for this spring.

The generator serving the booster building and public works facility went into alarm for a low level of fuel. Fuel levels are good but the sensor failed. this alarm took the generator out of service. The unit has been repaired and is back on standby if needed.

The new sub-monitors for river pumps 1 and 3 should be delivered this week. These monitors are an improvement from the OEM equipment currently in place for these pumps and will do a better job of protecting the motors from damage due to improper amp draws.

Water levels in the river have been good even with the dry conditions in March. There is no concern for drought conditions at this time.

Wastewater Plant

Membrane Train #4 has been taken out of service. A pressure sensor that monitors vacuum and pressure applied to the membranes has failed. A replacement has been ordered.

We have noted an algae buildup developing in the membrane backpulse tank. We have tried to clear the buildup with little progress. We are going to paint the tank to block light and reduce the favorable conditions that promote the growth and scrape out the current buildup.

All utility department staff has had a refresher / certification in forklift operation and safety. This certification is good for two years.

Attached are the first page of the WTP MOR and the Wastewater Plant DMR data received to date for your review. Final checks of data accuracy have not yet been performed and all data not received from the laboratory.

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

1. March 2021 Council Report Attachment

Recommendation

Sample Motion

Berryville STP Monthly DMR Data

March 2021

Date	Effluent Flow MGD	Eff pH SU	Eff Temp Deg C	Eff CBOD mg/l	Eff CBOD 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
3/1/2021	0.834	7.4	13.3	3.00	9.47				9.7	0.12	0.35	1.10	0.47
3/2/2021	0.628	7.4	11.1	3.00	7.13				10.3				
3/3/2021	0.626	7.4	11.7						10.8				
3/4/2021	0.562	7.3	13.7	2.00	4.25			11.0	10.4	4.08	0.71	1.51	4.79
3/5/2021	0.530	7.5	12.6						11.0				
3/6/2021	0.519	7.4	12.1						10.8				
3/7/2021	0.376	7.4	13.2						10.8				
3/8/2021	0.406	7.4	13.6	0.00	0.00				9.8	0.26	0.68	1.04	0.94
3/9/2021	0.455	7.4	13.2	0.00	0.00	0.00	0.00		11.0				
3/10/2021	0.459	7.4	13.5						10.2				
3/11/2021	0.416	7.4	14.0	0.00	0.00			11.3	10.4	1.22	0.81	1.28	2.03
3/12/2021	0.368	7.3	15.1						10.4				
3/13/2021	0.304	7.6	16.8						11.0				
3/14/2021	0.258	7.6	16.5						9.9				
3/15/2021	0.290	7.5	14.7	2.00	2.20				9.5	0.86	0.94	1.03	1.80
3/16/2021	0.291	7.5	14.9						9.9				
3/17/2021	0.270	7.5	14.8						9.9				
3/18/2021	0.475	7.3	15.0	0.00	0.00			11.4	10.9	2.42	0.76	1.37	3.18
3/19/2021	0.476	7.4	14.3						10.6				
3/20/2021	0.319	7.3	14.0						10.1				
3/21/2021	0.318	7.4	14.1						10.2				
3/22/2021	0.404	7.3	14.2	0.00	0.00				10.3	1.00	0.88	1.35	1.88
3/23/2021	0.394	7.4	14.3	0.00	0.00				10.5				
3/24/2021	0.327	7.8	15.2						9.5				
3/25/2021	0.330	7.4	14.7	1.00	1.25			11.0	9.9	0.64	0.85	1.06	1.49
3/26/2021	0.318	7.5	17.3						9.2				
3/27/2021	0.308	7.5	16.2						9.9				
3/28/2021	0.293	7.4	17.8						8.9				
3/29/2021	0.297	7.5	16.4						8.9				
3/30/2021	0.279	7.5	16.0						10.6				
3/31/2021	0.364	7.5	16.6						9.1				
Minimum	0.26	7.3	11.1	0.00	0.00	0.00	0.00	11.0	8.9	0.12	0.35	1.03	0.47
Maximum	0.83	7.8	17.8	3.00	9.47	0.00	0.00	11.4	11.0	4.08	0.94	1.51	4.79
Total	12.49	230.6	480.9	11.00	24.30	0.00	0.00	44.7	314.4	10.60	5.98	9.74	16.58
Average	0.40	7.4	14.5	1.00	2.21	0.00	0.00	11.2	10.1	1.33	0.75	1.22	2.07
Geo Mean	0.39	7.4	14.5	1.39	1.83	1.00	1.00	11.2	10.1	0.82	0.7	1.21	1.70

Berryville STP Monthly DMR Data

March 2021

Date	Eff Total N KG/D	Eff Total P mg/l	Eff Total P KG/D	E-Coil No/100ml
3/1/2021	1.49	0.04	0.13	1
3/2/2021				1
3/3/2021				
3/4/2021	10.21	0.01	0.02	1
3/5/2021				
3/6/2021				
3/7/2021				
3/8/2021	1.45	0.04	0.06	1
3/9/2021				1
3/10/2021				
3/11/2021	3.20	0.04	0.06	1
3/12/2021				
3/13/2021				
3/14/2021				
3/15/2021	1.98	0.10	0.11	1
3/16/2021				
3/17/2021				
3/18/2021	5.73	0.04	0.07	1
3/19/2021				
3/20/2021				
3/21/2021				
3/22/2021	2.88	0.06	0.09	1
3/23/2021				1
3/24/2021				
3/25/2021	1.86	0.06	0.08	1
3/26/2021				
3/27/2021				
3/28/2021				
3/29/2021				
3/30/2021				
3/31/2021				
Minimum	1.45	0.01	0.02	1
Maximum	10.21	0.10	0.13	1
Total	28.79	0.39	0.62	11
Average	3.60	0.05	0.08	1
Geo Mean	2.84	0.04	0.07	1

Flows and Chemical Dosages

March 2021
No. Connections Served: 1738
Population Served: 4185

DATE	Raw Water Treated MGD	Finished Water Produced MGD	Finished Water Delivered MGD	Hours in Service	Raw Water Chemicals										Finished Water Chemicals				
					Alum Lbs per Day mg/L	Carbon Lbs per Day mg/L	Chlorine Lbs per Day mg/L	Fluoride Lbs per Day mg/L	Polymer Lbs per Day mg/L	KMnO4 Lbs per Day mg/L	Soda Ash Lbs per Day mg/L	Chlorine Lbs per Day mg/L	Corr Inhibitor Lbs per Day mg/L						
1	0.496		0.414	15.1	61	14.7	2	0.6			4.3	1.04	0.060	0.015	2	0.4	12.9	3.1	
2	0.495		0.418	15.2	61	14.7	2	0.5			2.8	0.66	0.062	0.015	1.8	0.4	14.0	3.4	
3	0.446		0.372	13.8	61	16.4	2	0.6			3.7	1.00	0.057	0.015	1.6	0.4	15.1	4.1	
4	0.497		0.443	15.3	61	14.7	2	0.4			5.3	1.28	0.070	0.017	1.8	0.4	15.1	3.6	
5	0.487		0.415	15.0	56	13.7	2	0.4			5.1	1.26	0.060	0.015	1.8	0.4	12.8	3.2	
6	0.239		0.226	7.0	25	12.7	1	0.5			2.5	1.26	0.030	0.015	0.8	0.4	6.5	3.3	
7																			
8	0.504		0.429	14.5	46	10.9	1	0.3			6.4	0.93	0.026	0.006	1.7	0.4	15.0	3.6	
9	0.522		0.467	13.8	40	9.2	2	0.5			5.8	1.38	0.016	0.004	1.6	0.4	10.8	2.5	
10	0.516		0.440	13.0	40	9.3	2	0.5			5.1	1.19	0.030	0.007	1.5	0.3	15.0	3.5	
11	0.550		0.494	15.3	45	9.8	2	0.4			8.8	1.92	0.034	0.007	1.8	0.4	16.0	3.5	
12	0.522		0.454	14.5	40	9.2	2	0.5			1.9	0.44	0.066	0.015	1.7	0.4	13.0	3.0	
13																			
14																			
15	0.519		0.463	15.3	35	8.2	2	0.6			8.4	1.93	0.068	0.016	1.8	0.4	15.1	3.5	
16	0.508		0.442	15.5	35	8.4	2	0.4			2.0	0.46	0.061	0.014	1.8	0.4	15.1	3.6	
17	0.449		0.360	15.0	25	6.8	2	0.5			4.4	1.17	0.061	0.016	1.7	0.5	10.8	2.9	
18	0.518		0.461	14.5	40	9.3	2	0.4			5.2	1.20	0.063	0.015	1.7	0.4	16.1	3.7	
19	0.380		0.309	10.5	25	8.7	1	0.4			3.3	1.13	0.046	0.016	1.2	0.4	10.8	3.7	
20																			
21																			
22	0.514		0.467	14.3	41	9.5	2	0.4			4.4	1.02	0.076	0.017	2.0	0.5	16.1	3.6	
23	0.460		0.401	12.5	30	7.9	2	0.4			8.0	2.09	0.067	0.015	1.9	0.5	12.9	3.4	
24	0.517		0.470	14.8	35	8.2	2	0.4			1.9	0.44	0.071	0.016	2.2	0.5	12.9	3.0	
25	0.550		0.485	15.0	41	8.8	5	1.0			5.4	1.19	0.068	0.015	2.2	0.5	16.1	3.5	
26	0.536		0.489	14.8	41	9.1	2	0.4			5.4	1.20	0.035	0.008	2.2	0.5	17.2	3.9	
27																			
28																			
29	0.522		0.459	14.3	51	11.7	2	0.4			5.2	1.20	0.066	0.015	2.1	0.5	14.0	3.2	
30	0.551		0.510	15.5	50	10.9	3	0.6			5.7	1.24	0.078	0.017	2.7	0.6	16.0	3.5	
31	0.513		0.453	13.5	45	10.5	2	0.4			4.3	1.01	0.077	0.018	2.4	0.6	16.1	3.8	
Total	11.779	0.000	10.341	337.5	1031	233.3	46	11.3	0.0	0.00	115.3	26.7	1.34	0.329	44	10.7	335.3	81.90	0.0
Maximum	0.551	0.000	0.510	15.5	61	16.4	5	1.0	0.0	0.00	8.8	2.1	0.08	0.016	3	0.6	17.2	4.05	0.0
Minimum	0.239	0.000	0.226	7.0	25	6.8	1	0.3	0.0	0.00	1.9	0.0	0.02	0.004	1	0.3	6.5	2.47	0.0
Average	0.491	0.000	0.431	14.1	43	10.6	2	0.5	#DIV/0!	#DIV/0!	4.8	1.1	0.06	0.014	2	0.4	14.0	3.41	#DIV/0!

SIGNED: (OPERATOR IN RESPONSIBLE CHARGE)

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

PRINTED NAME

David A Tyrell

Shenandoah River - Entire Month

TITLE OPERATOR CLASSIFICATION
DPOR CERTIFICATION NO.

Class 1

1955002813

**Berryville Town Council Item Report Summary
April 13, 2021**

Item Title

Staff Reports - Police Department

Prepared By

Background/History/General Information

Monthly Activity Report

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

Public Safety Committee

The Public Safety Committee met on March 23, 2021 and minutes from the meeting can be found in the consent agenda.

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

1. Police and Security Report March 2021

Recommendation

Sample Motion



Berryville Police Department

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

policeadmin@berryvilleva.gov

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

W. Neal White – Chief of Police

Police and Security Report

Month/Year: March 2021	Year To Date 2021	March 2021	February 2021
<u>Complaints Answered</u>			
911 Hang Up:	2	1	0
Alarms:	26	7	14
Animal Complaint:	19	13	6
Assault:	6	2	1
Assist County:	8	2	0
Assist EMS and Fire:	45	17	16
Auto Larceny:	0	0	0
Burglary:	0	0	0
Civil Complaints:	12	9	1
Disturbance:	6	1	4
Domestic Disturbance:	7	3	2
Driving Under the Influence	0	0	0
Drunk In Public:	2	1	0
Fraud:	7	2	3
Larceny:	16	9	3
Harassment/Intimidation:	8	6	2
Homicide:	0	0	0
Identity Theft	4	0	2
Juvenile Related:	5	3	0
Mental Health Crisis:	16	4	8
Narcotics Related:	1	0	1
Noise:	18	8	3
Public Service:	3	1	2
Sexual Assault:	0	0	0
Robbery:	0	0	0
Shoplifting:	0	0	0
Suspicious Activity:	32	9	7
Trespassing:	6	4	1
Vandalism:	21	2	1
Welfare Check:	24	10	6
Miscellaneous Complaints:	114	53	39
Total Complaints Answered:	408	167	122



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W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date 2021	March 2021	February 2021
<u>Traffic</u>			
Accidents Investigated:	13	5	4
Assist Motorist:	0	0	0
Child Safety Seat Install:	5	2	0
Funeral Escort:	3	0	3
Hit & Run:	5	3	0
Parking Tickets:	21	21	0
Traffic Warnings:	17	4	11
<u>Traffic Summons Issued</u>			
Defective Equipment:	0	0	0
Driving Suspended:	0	0	0
Expired Inspection:	0	0	0
Expired Registration:	0	0	0
Fail to Obey Highway Sign:	2	0	1
Fail to Obey Traffic Signals:	1	0	1
Fail to Stop/Lights & Siren:	0	0	0
Fail to Yield Right of Way:	0	0	0
Hit and Run:	1	0	0
No Liability Insurance:	0	0	0
No Operator's License:	0	0	0
No Seat Belt:	0	0	0
Reckless Driving:	1	0	0
Speeding:	7	1	4
Miscellaneous Summons:	3	3	0
Total Traffic Summons Issued:	15	4	6
<u>Found Open at Businesses in Town</u>			
Doors:	4	1	1
Windows:	0	0	0
Garage Doors:	0	0	0



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W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date 2021	March 2021	February 2021
<u>Criminal Arrests Made</u>			
Abduction:	0	0	0
Arson:	0	0	0
Assault and Battery:	3	0	1
Assault and Battery on Police Officer:	0	0	0
Auto Larceny:	0	0	0
Breaking and Entering:	0	0	0
Capias:	2	1	1
Disorderly Conduct:	1	1	0
Driving Under the Influence:	0	0	0
Drunk In Public:	2	1	0
Fail to Obey Police Officer:	0	0	0
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	0
Possess Alcohol Underage:	0	0	0
Protective Order Violations:	1	0	1
Rape:	0	0	0
Resisting Arrest:	0	0	0
Robbery:	0	0	0
Shoplifting:	0	0	0
Trespassing:	1	0	0
Vandalism:	0	0	0
Weapons Violation:	0	0	0
Miscellaneous Criminal Arrests:	11	8	1
Juvenile Detention Order Totals:	0	0	0
Total Criminal Arrests:	21	11	4



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W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date	March	February
	2021	2021	2021
<u>Response to Resistance</u>			
Total Community Interface	431	167	138
Total Enforcement Contacts	58	14	28
Physical Custody	9	3	3
Reported Force Involved	0	0	0
Administrative Review - Justified	0	0	0
Administrative Review - Not Justified	0	0	0
Complaint of Injury - Arrestee	0	0	0
Medical Treatment for Injury - Arrestee	0	0	0
Complaint of Injury - Officer	0	0	0
Medical Treatment for Injury - Officer	0	0	0
<u>Type of Force Involved</u>			
Compliance Hold / Open Hands	0	0	0
Takedown	0	0	0
Strikes (Hands / Knees)	0	0	0
Chemical Sprays (O.C.)	0	0	0
Impact Weapon (Baton)	0	0	0
Mechanical Non-Lethal	0	0	0
Firearm	0	0	0
<u>Arrestee Demographics</u>			
White Male	8	3	3
Black Male	0	0	0
Other Male	0	0	0
White Female	1	0	0
Black Female	0	0	0
Other Female	0	0	0

**Berryville Town Council Item Report Summary
April 13, 2021**

Item Title

Community Development - Community Development Update

Construction Update

Set Public Hearing: Text Amendment to Sect. 614 Older Person Residential

Tree Board and Architectural Review Board Reappointments

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

1. Community Dev

Recommendation

Sample Motion

Town Council Agenda Item Report Summary

April 13, 2021

Item Title

Community Development Update

Prepared By

Christy Dunkle

Planning Commission

The Planning Commission held their organizational meeting on Tuesday, February 23, 2021 at 7:00 p.m. Doug Shaffer and Kim Kemp were re-elected to serve as chair and vice chair, respectively. The Planning Commission discussed the following items:

Boundary Line Adjustment

Jeremy W. and Shannon W. Tipton and D.R. Horton, Inc. are requesting a boundary line adjustment between two lots identified as Tax Map Parcel numbers 14A2-((2))-18 and 14G-((2))-40, zoned DR-4 Detached Residential. BLA 01-21 *Approved as presented.*

Set Public Hearing - Text Amendment

Alton C. Echols is requesting sponsorship of a text amendment to Section 614.8(c)(3) Rear Yard requirement of the Berryville Zoning Ordinance decreasing the rear yard setback for single-family detached dwellings from 40 feet to 30 feet in the Older Person Residential (OPR) zoning district. TA 01-21 *Set a public hearing for their March 23, 2021 meeting, will make recommendation to Town Council.*

Blight Abatement Discussed spot blight abatement process with Planning Commission members.

Business Park Zoning District Discussed uses and prohibited uses in the Business Park (BP) zoning district with Planning Commission members in order to identify current and future community needs.

Zoning Districts with Senior Housing and Facilities Discussed senior housing and facilities previously addressed at the November 2020 Town Council Work Session.

They will continue discussing the zoning regulations identified above.

Their next meeting is scheduled for Tuesday, March 23, at 7:00 p.m.

Berryville Area Development Authority

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

Architectural Review Board

The Architectural Review Board held a meeting on Wednesday, March 3 and Wednesday, April 7, 2021 at 12:30 p.m. They discussed the following items:

Architectural Review

Mercia C. DeMelo, Owner, Mellen Group, LLC, is requesting a Certificate of Appropriateness in order to install a new front door and columns on the property located at 210 North Buckmarsh Street, identified as Tax Map Parcel number 14A2-((A))-32 zoned DR-4 Detached Residential. *Approved as presented.*

Sign Review

Brandy Barney, Owner, D2C Marketing, LLC, dba Direct 2 Consumer Marketing, dba Wild & Wonderful Workshop, is requesting the installation of two projecting signs at the property located at 101 East Main Street, identified as Tax Map Parcel number 14A5-((A))-81, zoned C General Commercial. *Approved as presented.*

The next Architectural Review Board meeting is scheduled for Wednesday, April 7, at 12:30 p.m.

Tree Board

The Tree Board will be meeting on Wednesday, April 7 at 7:00 P.M. to discuss their official Arbor Day celebration at the opening day of the Clarke County Farmers' Market on Saturday, May 1. The market, held again this year at the former Berryville Primary site at 317 West Main Street, will begin at 8:00 a.m. with the presentation of the Town's Tree City USA signage by Virginia Department of Forestry staff at 10:00 a.m.

Board of Zoning Appeals

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

Town Council Agenda Item Report Summary

April 13, 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
- Home construction underway

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
- 47 of the 50 lots are either completed or under construction.

Hermitage Phase V

- 71 single-family homes
- 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
- Property purchased by D.R. Horton, Inc. on March 24, 2021
- Bonds and Construction and Bonding Agreement submitted, awaiting final deed of dedication
- Modifications to the conservation area have been approved by the DEQ
- Pre-construction meeting scheduled for the week of April 5, construction anticipated to begin shortly thereafter

Town Council Agenda Item Report Summary

April 13, 2021

Item Title

Set Public Hearing - Text Amendment to Section 614 Older Person Residential

Prepared By

Christy Dunkle

The Berryville Planning Commission is sponsoring a text amendment, as requested by applicant Alton C. Echols, to Section 614.8(c)(3) Rear Yard requirement of the Berryville Zoning Ordinance decreasing the rear yard setback for single-family detached dwellings from 40 feet to 30 feet in the Older Person Residential (OPR) zoning district. TA 01-21

Background/History/General Information

This amendment would decrease the rear yard setback for single-family detached dwellings in the Older Person Residential (OPR) zoning district from 40 feet to 30 feet. The Berryville Planning Commission initiated the request by Mr. Echols and held a public hearing on the matter at their March 23, 2021 meeting. There were no public comments on the matter. The Planning Commission voted to recommend approval of the request to Town Council.

Findings/Current Activity

The minimum lot size for detached single-family dwellings in this district is 7,500 square feet. Staff believes that a 30-foot rear yard setback is appropriate for lots this size. The DR-4 Detached Residential zoning district includes a similar minimum lot size (10,000 square foot minimum for conventional lots and 7,500 square feet for cluster development lots) with 30- and 25-foot rear yard setbacks, respectively.

Parcels included in the OPR district are located in the northwestern quadrant of town. There are currently five single-family detached parcels that would be affected by this change.

Section 508 of the Berryville Zoning Ordinance requires that either the Planning Commission or Town Council sponsor text amendments. Both bodies are required to hold a public hearing on the matter.

Financial Considerations

N/A

Schedule/Deadlines

Staff is requesting that a public hearing be set on the matter for the May 11, 2021 meeting.

Other Considerations

N/A

Recommendation

Set a public hearing for the May 11, 2021 Town Council meeting.

Sample Motion

I move that the Council of the Town of Berryville set a public hearing on the proposed text amendment to Section 614 Older Person Residential for the May 11, 2021 meeting.

Supporting documents:

- Section 614 Older Person Residential (OPR) zoning information
- Vicinity map of property zoned OPR
- Executed resolution of support by Planning Commission
- Ordinance

Section 614 Older Person Residential (OPR) District

SECTION 614 - OLDER PERSON RESIDENTIAL (OPR)

614.1 PURPOSE AND INTENT

The Older Person Residential (OPR) District is created to provide for residential, office, and service uses for people over 55 years old at locations compatible with the Comprehensive Plan's goals for residential development in the Town of Berryville and within the precincts of the Berryville Area Plan. Maximum densities are established in this district to allow the various types of uses at a scale compatible with the general character of the Town and the nature of the uses. This district may be applied to development with the intent of preserving natural features and vegetation, promoting excellence in site planning and landscape design, and encouraging development with compatible scale, materials and architectural character. Development in the OPR District shall be sensitive to land physiography, provision of adequate public infrastructure, and development of high-quality transportation improvements while achieving optimal siting of dwellings, services, recreation areas, community facilities, and open space.

614.2 PERMITTED USES

- (a) Accessory structures less than one hundred fifty (150) square feet in size
- (b) Community buildings and association facilities, public and private, including recreation areas and other common area improvements associated with residential developments
- (c) Housing for Older Persons Residential: Single Family Detached; Single Family Attached – Duplexes, Tri-plexes, Quad plexes, Townhouses, and Multi-family Apartments (including personal service uses of less than 500 square feet) (10/16)
- (d) Public utilities
- (e) Recreation facilities (indoor or outdoor), including parks, playgrounds, golf courses, swimming pools, tennis courts, etc.

614.3 SPECIAL PERMIT USES

- (a) Day care centers
- (b) Government and other public buildings (including police, fire, library, museum, and postal facilities)
- (c) (Deleted 2016)
- (d) (Deleted 2010)
- (e) Medical care facilities, licensed
- (f) Places of worship
- (g) Schools, public and private, including nurseries, playgrounds, and related uses

Section 614 Older Person Residential (OPR) District

614.4 AGE REQUIREMENT

An age restriction enforcement plan shall be submitted with each subdivision or site plan application so as to ensure that all occupants of dwelling units conform to the age restrictions established for Housing for Older Persons. Such enforcement plans shall include:

- (a) the covenants, management regulations, or other similar legal instruments with enforcement by the property owner, homeowners association, or other private entity;
- (b) the identity of the private entity which shall be held responsible for any violation of the age restrictions for Housing for Older Persons;
- (c) a provision for an annual report to the Town of Berryville as to age status of the occupants of each unit; and
- (d) a provision which states that no person under nineteen (19) years of age shall reside in any unit for more than ninety (90) days in any calendar year.

614.5 MAXIMUM DENSITY

A Master Plan shall be submitted with a request for OPR zoning showing a general arrangement of uses and density for the subject property and all adjacent areas intended for OPR uses. The Master Plan shall show that the public service needs are no greater for the OPR uses than the public service needs for the uses planned for that sub-area. The number of average daily vehicle trips generated, the amount of sewage generated, the amount of water used, and demand on emergency services will be no greater with the proposed number of older person residential units and service uses than that generated by the maximum density of uses allowed by a property's land use designation. However, not more than two hundred (200) Older Person Residential units (including not more than one hundred eighty (180) multifamily units) shall be allowed in Annexation Area B as shown on approved subdivision plats or site plans. (10/16)

614.6 MINIMUM DISTRICT SIZE

Minimum district size: three (3) acres

614.7 MAXIMUM BUILDING HEIGHT

Maximum building height: forty (40) feet

614.8 REGULATIONS FOR SINGLE FAMILY DETACHED DWELLINGS

- (a) Minimum lot size: 7,500 square feet
- (b) Minimum lot width: 60 feet
- (c) Minimum yard requirements
 - (1) Front Yard: 20 feet
 - (2) Side yard: 10 feet, except for corner lots, the side yard facing the side street shall be 20 feet or more for both main and accessory buildings
 - (3) Rear yard: 40 ~~30~~ feet
- (d) Accessory structures of less than 150 square feet: 5 feet from side and rear lot lines

Section 614 Older Person Residential (OPR) District

- 150 square feet: 5 feet from side and rear lot lines.
- (f) Where a lot is to be divided into individual lots for the sale of single family attached dwelling units:
1. Lot lines shall conform with party wall centerlines.
 2. Privacy yard, having a minimum of two hundred (200) square feet, shall be provided on each lot.
 3. Privacy yards shall include screening, fencing, patio paving and/or special landscaping treatment.
- (g) Open Space Requirements
1. An open space plan shall be submitted with a site plan application.
 2. 25% of the net site area shall be open space dedicated to common usage and ownership.
 3. At least 20% of the required open space (5% of the net site area) shall be designed and developed as recreational and active community open space.
 4. Refer to Section 615.2 regarding critical environmental area and open space requirements.
- (h) Site Plan Requirements
1. A site plan, which shall govern all development, shall be submitted for approval per Section 6.
 2. Site plans shall include provisions for:
 - A. Adequate public facilities, development phasing.
 - B. Storm water management facilities to address the ultimate development coverage within the district, lighting and signing.
 - C. Building placement and lot configuration, screening, buffering, and landscaping, and other special site features and land use considerations deemed necessary to serve the district.
 - D. Any site plan application which is not in strict conformance with a pre-existing approved master plan for the district shall require an amendment to that master plan and preliminary plat, if necessary, prior to site plan approval of the specific use.
 - E. All uses shall be subject to final site plan approval.
- (i) Parking and parking access
1. The number of required off-street parking spaces shall be a total of 1.5 per unit and shall be located not more than one hundred (100) feet from the individual dwelling served.
 2. Parking bays shall be no closer than twelve (12) feet to any adjoining property line.
 3. Off-street parking spaces shall be accessed via private driveways and shall not be directly accessed from public rights of way.
- (j) Driveways
1. Attached dwelling units shall have access to a private driveway with a minimum width of twenty-three (23) feet. The paved street shall be constructed according to Virginia Department of Transportation standards.
 2. No attached dwelling unit may be accessed directly from a public street unless approved by a special use permit.

Section 614 Older Person Residential (OPR) District

3. No private driveway shall be located within twelve (12) feet of any property line.
- (k) Setback, yards, buffering, separation and grouping of units
1. Where adjacent properties are zoned to a district other than the OPR District, all single family attached dwellings shall be set back at least forty (40) feet from the common property line(s).
 2. Where single family attached dwellings are adjacent to a private drive, parking area, and/or walkway intended for the common use of the development's occupants, there shall be a minimum building setback of 15 feet from that drive, area, and/or walk.
 3. Adjacent groupings of single family attached dwellings with their accompanying lots shall be separated from one another by a minimum of fifteen (15) feet. This separation shall allow an unobstructed fire lane on all sides of the structure.
 4. No more than four attached dwellings shall be included in any one physically contiguous grouping.
- (l) Maintenance of improvements, covenants and required improvements
1. All common improvements (including open space, recreational facilities, private streets, walkways, parking areas, and other community facilities) shall be maintained by and be the sole responsibility of the property owner until such time as the owner conveys such common area to a nonprofit (homeowner's) entity consisting of at least all of the individual owners of the dwelling units in the development.
 2. Deed restrictions and covenants shall be included with the conveyance to include, among other things, that assessments, charges and costs of maintenance of such common areas shall constitute a pro-rate share lien upon the individual dwelling lots, such lien inferior only to taxes and recorded trusts. Covenants shall specify the means by which the nonprofit entity shall govern and manage itself and maintain building exteriors, landscaping, lighting, recreation areas, walkways, parking areas, snow removal, and travel ways.
 3. All deed restrictions, covenants, nonprofit (homeowner's) entity incorporation documents, and information related to conveyance programs shall be submitted with the plat and plans, and reviewed by the Berryville Town Attorney.
- (m) General Regulations
1. All refuse shall be contained in completely enclosed and screened facilities.
 2. On-site lighting, signing, and mailboxes shall be of compatible scale, materials, and colors to the primary structures.
- (n) Condominiums
1. Any condominium development under the Condominium Laws of Virginia shall be subject to the following provisions:
 - A. Minimum lot size and yard and open space requirements of the district shall be met as if lot lines existed.

Section 614 Older Person Residential (OPR) District

- B. A site plan shall be required and subject to review by the Berryville Area Development Authority. The site plan shall govern the location of all structures and improvements.
- C. Setbacks, density and other district provisions shall be met.

614.11 REGULATIONS FOR MULTI-FAMILY AND NON-RESIDENTIAL USES:

- (a) Maximum Floor Area Ratio (FAR): .60 of net developable area
- (b) Minimum lot area: 20,000 square feet
- (c) Minimum lot width: 100 feet
- (d) Minimum yard requirements
 - Front yard: 25 feet
 - Side yard: 25 feet
 - Rear yard: 25 feet
- (e) Where a lot is contiguous to a property located in any residential district, a public right of way with limited access or a railroad right of way, all buildings shall have minimum setback of forty (40) feet from common property lines.
- (f) Open Space
 - 1. A landscape and buffer plan shall be submitted with any application for site plan approval.
 - 2. At least twenty-five percent (25%) of the gross site area shall be landscaped open space.
 - 3. Refer to Section 615.2 regarding critical environmental area and open space requirements.
- (g) Site Plan Requirements
 - 1. A site plan, which shall govern all development, shall be submitted for approval per Section 6.
 - 2. Site plans shall include provisions for:
 - A. adequate public facilities, development phasing, stormwater management facilities to address the ultimate development coverage within the district, lighting and signing, building placement and lot configuration, screening, buffering, and landscaping, and other special site features and land use considerations deemed necessary to serve the district.
 - 3. Any site plan application which is not in strict conformance with a pre-existing approved master plan for the district shall require an amendment to that master plan and preliminary plat, if necessary, prior to site plan approval of the specific use.
 - 4. All uses shall be subject to final site plan approval.
- (h) Parking Access and Private Drives
 - 1. A minimum of one parking space per unit shall be provided and shall be located not more than one hundred (100) feet from the individual dwelling served.
 - 2. Off-street parking spaces shall be accessed via private driveways and shall not be directly accessed from public rights of way.
 - 3. Parking bays and private drives shall be no closer than twelve (12) feet to any adjoining property line.

Section 614 Older Person Residential (OPR) District

- (i) Buffering and Landscaping
 1. Where a parcel is contiguous to a residential zoning district or public right of way with limited access, a landscaped buffer strip fifteen (15) feet in width shall be provided.
 2. Landscape materials and their placement shall be subject to final site plan approval. With the approval of the administrative body, walls, fences, or wider buffer strips may be used in lieu of landscaping.
- (j) Storage of Materials and Refuse
 1. All refuse containers shall be screened by a solid wall or fence.
 2. Any establishment involved with the storage of any fuel for sale, for on-site use, or for any other purposes, shall be permitted only if the fuel is stored underground, except where otherwise permitted under provisions granted and stipulations required by the administrative body.
 3. All storage shall be conducted within the principal structure, which is to be completely enclosed.
 4. There shall be no outdoor storage and/or display of goods, with the exception of retail display such as plant materials associated with nurseries.
- (k) Uses, Facilities, and Improvements
 1. All business services (and storage) shall be conducted within the principal structure which is to be completely enclosed.
 2. Signing, mailboxes, site lighting and architectural materials shall be provided and installed by the property's owner-developer and shall be consistent and compatible with the scale and character of the development.
 3. Private driveways, street lighting, sidewalks, curbing and gutters, and parking bays shall be constructed to standards specified by the administrative authority or its agent.

Berryville – Clarke County
Government Center
101 Chalmers Court, Suite A
Berryville, VA 22611



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

BERRYVILLE
EST. 1798 *Genuine* VIRGINIA

A RESOLUTION: Amendment to Article VI, Section 614.8(c)(3) of the Berryville Zoning Ordinance

WHEREAS, the rear yard setback for single-family detached dwellings in the Older Person Residential (OPR) zoning district is currently 40 feet; and

WHEREAS, the applicant has requested that the existing setback be reduced to 30 feet; and

WHEREAS, the minimum single-family detached dwelling lot size in the OPR zoning district is 7,500 square feet; and

WHEREAS, a similar setback is permitted in the DR-4 Detached Residential zoning district which has similar lot sizes to the OPR zoning district; and

WHEREAS, the Planning Commission of the Town of Berryville supports the reduction of the rear yard setback for single family structures in the OPR zoning district; and

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the Town of Berryville, Virginia hereby initiates the text amendment to Section 614.8(c)(3) of the Berryville Zoning Ordinance in order to reduce the rear yard setback from 40 feet to 30 feet for single family detached structures.

Passed this 23rd day of February, 2021.

Attest: _____

By: Kim Kemp, Vice Chair

CERTIFICATION

I hereby certify that the above resolution was duly adopted by the Planning Commission of the Town of Berryville, in a duly assembled meeting on the 23rd day of February, 2021.

By: Christy Dunkle, Clerk

Harry Lee Arnold, Jr.
Mayor

Erecta L. Gibson
Recorder

Council Members

Donna Marie McDonald
Ward 1

Diane Harrison
Ward 2

Grant Mazarino
Ward 3

Kara C. Rodriguez
Ward 4

Keith R. Dalton
Town Manager

AN ORDINANCE AMENDING
ARTICLE VI, SECTION 614.8(c)(3) REAR YARD SETBACK
OF THE TOWN OF BERRYVILLE ZONING ORDINANCE

BE IT ORDAINED, by the Council of the Town of Berryville, that Article VI, Older Person Residential, Section 614.8 Regulations for Single Family Detached Dwellings, of the Town of Berryville Zoning Ordinance shall be amended as follows:

ARTICLE VI

614.8 REGULATIONS FOR SINGLE FAMILY DETACHED DWELLINGS

- (a) Minimum lot size: 7,500 square feet
- (b) Minimum lot width: 60 feet
- (c) Minimum yard requirements
 - (1) Front Yard: 20 feet
 - (2) Side yard: 10 feet, except for corner lots, the side yard facing the side street shall be 20 feet or more for both main and accessory buildings
 - (3) Rear yard: ~~40~~ 30 feet
- (d) Accessory structures of less than 150 square feet: 5 feet from side and rear lot lines
- (e) Parking Requirements: The number of required off-street parking spaces shall be a total of 2 per unit.

SIGNED: _____
Harry Lee Arnold, Jr., Mayor

ATTEST: _____
Erecka L. Gibson, Recorder

Town Council Agenda Item Report Summary

April 13, 2021

Item Title

Tree Board and Architectural Review Board Reappointments

Prepared By

Christy Dunkle

Background/History/General Information

The appointments of Tree Board members Howard Morrison and William Bigelow expire on April 30, 2021. Mary Serock's appointment to the Architectural Review Board will expire on June 30, 2021.

Findings/Current Activity

Staff has contacted all board members to affirm their wishes to be reappointed and will confirm with Council at the meeting.

Financial Considerations

N/A

Schedule/Deadlines

As the Tree Board terms expire at the end of April, it would be appropriate for Town Council to take action at this meeting.

Other Considerations

N/A

Recommendation

Reappoint Mr. Morrison and Mr. Bigelow to the Tree Board for four-year terms with both terms ending on March 31, 2025 and to reappoint Ms. Serock to a four-year term ending on June 30, 2025.

Sample Motion

I move that the Council of the Town of Berryville reappoint Howard Morrison and William Bigelow to the Berryville Tree Board for four-year terms ending March 31, 2025 and Mary Serock to the Architectural Review Board for a four-year term ending on June 30, 2025.

March 2021 Deposits

Deposit Date	Batch Date	Batch #	Deposit	PayPal	ACH/EFT	ADJ	Bank Reg Trans	TOTAL	Description
3/2/2021	3/1/2021	16386	7,354.90	614.09			✓	7,968.99	KAREN daily receipts for Monday 3/1/2021 - Deposited to bank lobby Tues 3/2/2021 - Batch #16386
3/3/2021	3/1/2021	16407	7,488.23	280.00			✓	7,768.23	FRONT daily receipts for Tuesday 3/2/2021 - Deposited to bank lobby Weds 3/3/2021 - Batch #16407
3/8/2021	3/3/2021	16412	34,888.15	193.15			✓	35,081.30	KAREN1 daily receipts for Wednesday 3/3/2021- Deposited to bank lobby Monday 3/8/2021- Batch #16412
3/8/2021	3/4/2021	16431	49,404.69	36.00			✓	49,440.69	FRONT daily receipts for Thursday 3/4/2021- Deposited to bank lobby Monday 3/8/2021- Batch #16431
3/8/2021	3/5/2021	16439	7,731.36	121.20			✓	7,852.56	KAREN daily receipts for Friday 3/5/2021 - Deposited to bank lobby Monday 3/8/2021 - Batch #16439
3/10/2021	3/8/2021	16447	33,747.57	272.68			✓	34,020.25	JODI daily receipts for Monday 3/8/2021 - Deposited to bank lobby Wednesday 3/10/2021 - Batch #16447
3/10/2021	3/9/2021	16455	43,025.69	260.00			✓	43,285.69	FRONT daily receipts for Tuesday 3/9/2021 - Deposited to bank lobby Wednesday 3/10/2021 - Batch #16455
3/12/2021	3/10/2021	16463	5,753.24	198.10			✓	5,951.34	KAREN1 daily receipts for Wednesday 3/10/2021- Deposited to bank lobby Friday 3/12/21 - Batch #16463
3/12/2021	3/11/2021	16476	6,143.49	280.99			✓	6,424.48	FRONT daily receipts for Thursday 3/11/2021 - Deposited to bank lobby Friday 3/12/21 - Batch #16476
3/12/2021	3/11/2021	16474	546.78	-			✓	546.78	KAREN daily receipts fro Thursday 3/11/2021 - Deposited to bank lobby Friday 3/12/21 - Batch # 16474
3/15/2021	3/12/2021	16478	11,639.25	536.59			✓	12,175.84	DRIVETHRU daily receipts for Friday 3/12/2021 - Deposited to bank lobby Tuesday 3/16/2021- Batch #16478
3/16/2021	3/15/2021	16494	36,671.49	1,342.81			✓	38,014.30	KAREN daily receipts for Monday 3/15/2021 - Deposited to bank lobby Tuesday 3/16/2021 - Batch #16494
3/19/2021	3/16/2021	16512	8,414.14	127.63			✓	8,541.77	KAREN1 daily receipts for Tuesday 3/16/2021- Deposited to bank lobby Friday 3/19/2021 - Batch #16512
3/19/2021	3/17/2021	16523	15,618.22	888.95			✓	16,507.17	FRONT daily receipts for Wednesday 3/17/2021- Deposited to bank lobby Friday 3/19/2021 - Batch #16523
3/19/2021	3/18/2021	16539	1,194.26	120.31	62.79		✓	1,377.36	DRIVETHRU daily receipts for Thursday 3/18/2021 - Deposited to bank lobby Friday 3/19/2021 - Batch #16539
3/24/2021	3/19/2021	16545	3,643.18	489.15			✓	4,132.33	KAREN daily receipts for Friday 3/19/21 - Deposited to bank lobby Wednesday 3/24/21 - Batch#16545
3/24/2021	3/22/2021	16618	14,254.36	516.84			✓	14,771.20	FRONT daily receipts for Monday 3/22/21 - Deposited to bank lobby Wednesday 3/24/21 - Batch #16618
3/25/2021	3/23/2021	16628	2,784.57	3,701.17			✓	6,485.84	KAREN1 daiy receipts for Monday 3/22/21 - Deposited to bank lobby Friday 3/25/21 -Batch # 16628
3/26/2021	3/24/2021	16637	4,917.75	78.75			✓	4,996.50	DRIVETHRU daily receipts for Wednesday 3/24/21 - Deposited to bank lobby Friday 3/26/21 - Batch#16637
3/26/2021	3/25/2021	16645	2,046.53	58.63			✓	2,105.16	KAREN daily receipts for Thursday 3/25/21 - Deposited to bank lobby Friday 3/26/21 - Batch#16645
3/31/2021	3/26/2021	16666	948.99	20.00			✓	968.99	FRONT daily receipts for Friday 3/26/21 - Deposited to bank lobby Wednesday 3/31/21 - Batch #16666
3/31/2021	3/29/2021	16671	8,138.17	715.77			✓	8,853.94	DRIVETHRU daily receipts for Monday 3/29/21 - Deposited to bank lobby Wednesday 3/31/21 - Batch#16671
3/31/2021	3/30/2021	16730	10,306.82	30.00			✓	10,336.82	KAREN daily receipts for Tuesday 3/30/21 - Deposited to bank lobby Wednesday 3/31/21 - Batch#16730
			315,561.93	10,882.81	62.79	0.00		327,607.53	

On-Line Pmts - March 2021

Deposit Date	On Line Batch date	Checks		Credit Card		Total	Bnk Reg Trans	Description
		Date to bnk	Amount	Date to Bnk	Amount			
3/2/2021	3/1/2021	985.30	985.43			1,921.73	✓	UB Online Pmt Monday 3/1/2021 - Batch #16406
3/3/2021	3/1/2021	0.00	86.74			86.74	✓	TAX (PP) Online Pmt late on Monday 3/1/2021, batch dated 3/2/21 but posts to GL 3/1/2021
3/3/2021	3/2/2021	339.37	176.42			515.79	✓	UB Online Pmt Tuesday 3/2/2021 - Batch #16411
3/4/2021	3/3/2021	366.31	492.10			858.41	✓	UB Online Pmt Wednesday 3/3/2021- Batch #16430
3/4/2021	3/3/2021	3.87	0.00			3.87	✓	TAX (PP) Online Pmt Wednesday 3/3/2021 Batch #16431
3/5/2021	3/4/2021	157.53				157.53	✓	UB Online Pmt Thursday 3/4/2021 Batch #16438
3/5/2021	3/4/2021	14.49				14.49	✓	TAX (PP) Online Pmt Thursday 3/4/2021 Batch #16437
3/6/2021	3/5/2021	1.11	156.02			156.02	✓	TAX (RE) Online Pmt Friday 3/5/2021 Batch #16441
3/6/2021	3/5/2021		105.51			106.62	✓	TAX (PP) Online Pmt Friday 3/5/2021 Batch #16442
3/9/2021	3/5/2021	485.84	656.91			1,142.75	✓	UB online Pmt Friday 3/5/2021 Batch #16444
3/10/2021	3/6/2021		42.44			42.44	✓	TAX (PP) online Pmt Saturday 3/6/2021 Batch #16443
3/10/2021	3/6/2021	328.94	201.84			530.78	✓	UB Online Pmt Saturday 3/6/2021 Batch#16445
3/12/2021	3/7/2021	468.21	379.78			847.99	✓	UB Online Pmt Sunday 3/7/2021 Batch #16446
3/15/2021	3/8/2021	393.89	62.79			456.68	✓	UB Online Pmt Monday 3/8/2021 Batch #16454
3/15/2021	3/8/2021	521.55	472.89			994.44	✓	TAX (PP) Online Pmt Monday 3/8/2021 Batch#16453
3/15/2021	3/9/2021	0.00	178.21			178.21	✓	UB Online Pmt Tuesday 3/9/2021 Batch #16462
3/15/2021	3/10/2021	479.94	214.10			691.04	✓	UB Online Pmt Wednesday 3/10/2021 Batch #16475
3/15/2021	3/10/2021	0.00	37.35			37.35	✓	TAX (PP) Online Pmt Wednesday 3/10/2021 Batch#16473
3/15/2021	3/11/2021	215.31	199.85			415.16	✓	UB Online Pmt Thursday 3/11/2021 Batch #16477
3/16/2021	3/12/2021	52.14	28.03			80.17	✓	TAX (PP) Online Pmt Friday 3/12/2021 Batch #16488
3/16/2021	3/12/2021	1,051.50	1,096.72			2,148.22	✓	UB Online Pmt Friday 3/12/2021 Batch #16490
3/17/2021	3/13/2021	151.00	332.63			483.63	✓	UB Online Pmt Saturday 3/13/21 Batch # 16491
3/18/2021	3/14/2021	0.00	48.03			48.03	✓	TAX (PP) Online Pmt Sunday 3/14/2021 Batch #16498
3/18/2021	3/14/2021	882.10	352.84			1,234.94	✓	UB Online Pmt Sunday 3/14/2021 Batch#16492
3/19/2021	3/15/2021	1,559.98	7,225.77			8,785.75	✓	UB Online Pmt Monday 3/15/2021 Batch#16511
3/19/2021	3/15/2021	0.00	39.76			39.76	✓	TAX (PP) Online Pmt Monday 3/15/2021 Batch#16510
3/19/2021	3/15/2021	0.00	55.73			55.73	✓	TAX (RE) Online Pmt Monday 3/15/2021 Batch #16509
3/22/2021	3/16/2021	0.00	84.69			84.69	✓	TAX (PP) Online Pmt Tuesday 3/16/21 Batch #16521
3/22/2021	3/16/2021	306.65	250.16			556.81	✓	TAX (RE) Online Pmt Tuesday 3/16/21 Batch#16522
3/22/2021	3/17/2021	0.00	25.77			25.77	✓	TAX (RE) Online Pmt Wednesday 3/17/21 Batch#16532
3/22/2021	3/17/2021	0.00	121.31			121.31	✓	TAX (PP) Online Pmt Wednesday 3/17/21 Batch#16533
3/22/2021	3/17/2021	88.21	547.29			635.50	✓	UB Online Pmt Wednesday 3/17/21 Batch#16534
3/22/2021	3/18/2021	0.00	197.19			197.19	✓	UB Online Pmt Thursday 3/18/21 Batch #16544
3/22/2021	3/18/2021	0.00	98.42			98.42	✓	TAX (PP) Online Pmt Thursday 3/18/21 Batch#16543
3/23/2021	3/19/2021	0.00	247.71			247.71	✓	TAX (PP) Online Pmt Friday 3/19/21 Batch #16513
3/23/2021	3/19/2021	180.16	503.84			684.00	✓	UB Online Pmt Friday 3/19/21 Batch#16614
3/24/2021	3/20/2021	0.00	328.94			328.94	✓	UB Online Pmt Saturday 3/20/21 Batch#16615
3/26/2021	3/22/2021	0.00	1,122.29			1,122.29	✓	UB Online Pmt Saturday 3/20/21 Batch#16615
3/29/2021	3/25/2021	0.00	499.29			499.29	✓	UB Online Pmt Tuesday 3/23/21 Batch#16636
3/29/2021	3/25/2021	0.00	86.65			86.65	✓	TAX (PP) Online Pmt Tuesday 3/23/21 Batch#16635
3/29/2021	3/24/2021	307.67	510.68			818.35	✓	UB Online Pmt Wednesday 3/24/21 Batch#16543
3/29/2021	3/24/2021	194.88				194.88	✓	TAX (PP) Online Pmt Wednesday 3/24/21 Batch#16642

3/29/2021	3/25/2021	0.00	25.00	✓	25.00	TAX(PP) Online Pmt Thursday 3/25/21 Batch#16664
3/29/2021	3/25/2021	100.16	262.00	✓	362.16	UB Online Pmt Thursday 3/25/21 Batch#16665
3/30/2021	3/26/2021	0.00	328.94	✓	328.94	UB Online Pmt Friday 3/26/21 Batch#16668
3/31/2021	3/27/2021	215.31	290.74	✓	506.05	UB Online Pmt Saturday 3/27/21 Batch#16669
					<u>28,958.22</u>	

BERRYVILLE TOWN OF

March 01, 2021 - March 31, 2021

Purchasing Card

Company Statement

Account Information	Payment Information	Account Summary
Mail Billing Inquiries to: BANKCARD CENTER PO BOX 982238 EL PASO, TX 79998-2238 TTY Hearing Impaired: Dial "711" Outside the U.S.: 1.509.353.6656 24 Hours For Lost or Stolen Card: 1.888.449.2273 24 Hours	Statement Date 03/31/21 Payment Due Date 04/26/21 Days In Billing Cycle 31 Credit Limit \$500,000 Cash Limit \$0 Total Payment Due \$100,697.79	Previous Balance \$89,775.42 Payments -\$89,775.42 Credits -\$401.04 Cash \$0.00 Purchases \$101,098.83 Other Debits \$0.00 Overlimit Fee \$0.00 Late Payment Fee \$0.00 Cash Fees \$0.00 Other Fees \$0.00 Finance Charge \$0.00 Current Balance \$100,697.79

Important Messages
 Please do not send payment. Your automatic payment is scheduled to be credited to this account on 04/23/21.

Global Card Access -- your card information whenever, wherever and however you need it. From the dashboard, you can quickly check your credit limit, balance, available credit and recent card activity. Other features like View PIN, Change PIN, Lock card and Alerts help you keep your card secure. For added convenience, you can easily view or download your current statement and 12 months of past statements. Visit www.bofa.com/globalcardaccess to register your card and start using Global Card Access today.

Cardholder Activity Summary

Account Number Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
--------------------------------	---------	------	-------------------------------	----------------

8977542 0069779 0069779 4715291201837237

Account Number: [REDACTED]
 March 01, 2021 - March 31, 2021

Total Payment Due \$100,697.79
 Payment Due Date 04/26/21

Enter payment amount
 \$


 BANK OF AMERICA
 PO BOX 15731
 WILMINGTON, DE 19880-5731


 BERRYVILLE TOWN OF **T000016
 STE A
 101 CHALMERS CT
 BERRYVILLE, VA 22611-1387

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

⑆54999001⑆1⑆00051201837237⑈

BERRYVILLE TOWN OF
 XXXX-XXXX-XXXX-7237
 March 01, 2021 - March 31, 2021
 Page 3 of 8

Cardholder Activity Summary				
Account Number Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
BOOR, RICK ██████████ 15,000	0.00	0.00	10,325.46	10,325.46
BOOTH, KEVIN ██████████ 1,000	0.00	0.00	799.80	799.80
BUSSERT, ERNIE ██████████ 15,000	0.00	0.00	9,843.84	9,843.84
GULP, PAUL ██████████ 5,000	0.00	0.00	605.95	605.95
DALTON, KEITH ██████████ 50,000	0.00	0.00	23,512.44	23,512.44
DORSEY, DANIEL ██████████ 500	0.00	0.00	8.55	8.55
ELLIOTT, RALPH ██████████ 5,000	0.00	0.00	3,195.11	3,195.11
GREEN, CONNOR ██████████ 500	0.00	0.00	121.00	121.00
HASH, RANDALL ██████████ 500	0.00	0.00	234.46	234.46
JOHNSON, KAREN ██████████ 1,000	0.00	0.00	275.69	275.69
KERN, JODI ██████████ 5,000	19.98	0.00	270.00	250.02
LINK, BRIAN ██████████ 1,000	0.00	0.00	131.12	131.12
MCGORMICK, HARRY ██████████ 500	0.00	0.00	64.49	64.49
PETTI, ROMAN ██████████ 500	0.00	0.00	35.54	35.54
POULIN, CYNTHIA ██████████ 50,000	0.00	0.00	28,089.74	28,089.74
SHEETZ, CULLEN ██████████ 500	0.00	0.00	8.38	8.38
STOVER, KEITH ██████████ 1,000	0.00	0.00	982.03	982.03
TYRRELL, DAVE ██████████ 35,000	381.08	0.00	21,139.33	20,758.27
WHITE, NEAL ██████████ 15,000	0.00	0.00	3,455.90	3,455.90

Transactions						
Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit
03/23	03/23	AUTO PAYMENT DEDUCTION		0071		
						Total Activity
						-\$89,775.42
						89,775.42



BERRYVILLE TOWN OF
 March 01, 2021 - March 31, 2021
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Transactions

Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit	Total Activity
BOOR, RICK							
Account Number: [REDACTED]							Total Activity
03/03	03/02	UVA CTS VA LTAP REG 434-9240496 VA	24755421062130627183473	8220			10,326.46
03/04	03/03	USTORIT 304-2298900 WV	24755421062270628921362	4225	600.00		
03/04	03/03	SHADE EQUIPMENT CO-WINCHEWINCHESTER VA	24412901062027012564497	5599	3,500.00		
03/08	03/04	GRIFFITH ENERGY SERVIC 410-956-3000 MD	24258021064017034681934	5983	332.90		
03/08	03/04	GRIFFITH ENERGY SERVIC 410-956-3000 MD	24258021064017034681603	5983	720.50		
03/09	03/08	VA DMV BERRYVILLE LICENSEBERRYVILLE VA	24755421068120680899085	9399	2,302.20		
03/10	03/09	LOWES #02724* WINCHESTER VA	24692161068100761754399	5200	10.00		
03/12	03/11	LOWES #02724* WINCHESTER VA	24692161068100761754399	5200	403.16		
03/15	03/12	JNO. S SOLENBERGER AND C WINCHESTER VA	24692161070100260776360	5200	74.72		
03/22	03/18	BROY & SON PUMP SERVICE 540-9553928 VA	24138291072400006592096	5251	54.99		
03/24	03/22	WINCHESTER EQUIPMENT WINCHESTER VA	24073141078900010100016	1799	1,390.00		
03/30	03/29	LOWES #00656* 540-678-9030 VA	24073141082800010400048	5599	239.89		
03/31	03/30	UVA CTS VA LTAP REG 434-9240496 VA	24692161089100700710333	5200	357.00		
			24755421080130909321276	8220	340.00		
BOOTH, KEVIN							Total Activity
Account Number: [REDACTED]							799.80
03/24	03/23	GKE*THE WHITE SPOT ATLANTA GA	24445001082500428196027	5812	12.36		
03/25	03/24	MELLOW MUSHROOMCHVILLE CHARLOTTESVILVA	24692161084100977312966	5812	12.57		
03/29	03/26	ROBERTS OXYGEN CO BR 00 ROCKVILLE MD	24755421086640860768373	5085	115.18		
03/29	03/26	SHADE EQUIPMENT CO-WINCHEWINCHESTER VA	24412901085027012659662	5599	260.00		
03/29	03/26	SHADE EQUIPMENT CO-WINCHEWINCHESTER VA	24412901085027012659720	5599	318.95		
03/29	03/26	WINCHESTER EQUIPMENT WINCHESTER VA	24073141087900011300218	5599	80.74		
BUSSERT, ERNIE							Total Activity
Account Number: [REDACTED]							9,843.84
03/01	02/26	COYNE CHEMICAL 215-785-3000 PA	24137461058501034187409	5169	717.20		
03/01	02/26	COYNE CHEMICAL 215-785-3000 PA	24137461058501034187573	5169	479.94		
03/05	03/04	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801971064091408000260	5251	37.73		
03/08	03/05	COYNE CHEMICAL 215-785-3000 PA	24137461065501050004059	5169	2,066.60		
03/08	03/05	COYNE CHEMICAL 215-785-3000 PA	24137461065501050004133	5169	3,600.30		
03/08	03/05	MCMASER-CARR 630-834-9600 IL	24789301066362000207997	5085	148.15		
03/15	03/11	COYNE CHEMICAL 215-785-3000 PA	24137461071500800822952	5169	871.35		
03/23	03/22	USA BLUE BOOK 800-548-1234 IL	24940451081636000085384	5085	1,294.48		
03/24	03/23	USA BLUE BOOK 800-548-1234 IL	24940451082636000061564	5085	437.09		
03/24	03/23	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801971083091406000192	5251	31.41		
03/29	03/26	USA BLUE BOOK 800-548-1234 IL	24940451085638000064920	5085	144.12		
03/29	03/26	TRACTOR-SUPPLY-CO #0697 WINCHESTER VA	24137461086001395880573	5599	15.47		
CULP, PAUL							Total Activity
Account Number: [REDACTED]							605.86
03/03	03/02	STAPLS7324339910000001 877-8267755 NJ	24164071061105090224904	5111	29.99		
03/03	03/02	STAPLS7325677242000002 877-8267755 NJ	24164071061105970476228	5111	55.61		
03/05	03/04	STAPLS7325880406000001 877-8267755 NJ	24164071061105030429264	5111	41.24		
03/08	03/06	STAPLS7325877242000001 877-8267755 NJ	24164071066105010476225	5111	39.99		
03/10	03/09	STAPLS7326091845000001 877-8267755 NJ	24164071066105010476225	5111	84.90		
03/11	03/10	STAPLS7326296943000001 877-8267755 NJ	24164071066105010476225	5111	68.69		
03/15	03/13	STAPLS7326526178000001 877-8267755 NJ	24164071069105090481464	5111	65.32		
03/19	03/18	STAPLS7326846184000001 877-8267755 NJ	24164071073105120166584	5111	79.98		
03/25	03/24	STAPLS7327209430000001 877-8267755 NJ	24164071077105170362907	5111	140.23		
DALTON, KEITH							Total Activity
Account Number: [REDACTED]							23,512.44
03/22	03/19	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24941661078083702827746	4900	100.00		
03/22	03/19	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24941661078083741784882	4900	23,412.44		
DORSEY, DANIEL							Total Activity
Account Number: [REDACTED]							8.55
03/17	03/15	BERRYVILLE AUTO PARTS INC BERRYVILLE VA	24767891076412200119990	5533	8.55		
ELLIOTT, RALPH							Total Activity
Account Number: [REDACTED]							3,196.11
03/03	03/02	LOWES #02724* WINCHESTER VA	24692161062100992588695	5200	57.92		
03/08	03/05	GRADUATE CHARLOTTESVILLE CHARLOTTESVILVA	24055221064036138503928	7011	287.78		
		Arrival: 03/22/21					
03/08	03/05	GRADUATE CHARLOTTESVILLE CHARLOTTESVILVA	24055221064036138503928	7011	287.78		
		Arrival: 03/22/21					
03/08	03/05	GRADUATE CHARLOTTESVILLE CHARLOTTESVILVA	24055221064036138503928	7011	287.78		
		Arrival: 03/22/21					
03/08	03/05	GRADUATE CHARLOTTESVILLE CHARLOTTESVILVA	24055221064036138503928	7011	287.78		
		Arrival: 03/22/21					
03/10	03/09	FERGUSON ENT 1819 844-872-3857 VA	24435651068839133832787	5074	49.44		
03/15	03/12	THE BLOSSMAN COMPANIES IN228-872-8932 MS	24247601071300568486387	4900	744.64		

BERRYVILLE TOWN OF
 March 01, 2021 - March 31, 2021
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Transactions							
Posting	Transaction		Reference Number	MCC	Charge	Credit	
Date	Date	Description					
03/16	03/13	STOKES GENERAL STORE CO IFRONT ROYAL VA	24755421072260725129886	5611	144.99		
03/17	03/16	JAMES RIVER EQUIPMENT WIN540-6679777 VA	24067201075216190504197	5046	762.47		
03/18	03/17	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801971077091404000226	5251	3.91		
03/19	03/17	BERRYVILLE AUTO PARTS INC BERRYVILLE VA	24767091077422700105090	5533	216.97		
03/24	03/23	CKE*THE WHITE SPOT ATLANTATLANTA GA	24445001082500428195882	5812	15.70		
03/25	03/24	MELLOW MUSHROOMCHVLE CHARLOTTE SVLVA	24692161084100977312974	5812	11.69		
03/26	03/24	GRADUATE CHARLOTTE SVLVA CHARLOTTE SVLVA	24055221084036138653919	7011	36.26		
Arrival: 03/22/21						Total Activity	121.00
GREEN, CONNOR							
Account Number: [REDACTED]							
03/02	03/01	ABC-NV 913-8954600 KS	24270741060900016298499	8999	121.00		
						Total Activity	234.48
HASH, RANDALL							
Account Number: [REDACTED]							
03/08	03/07	TOTAL IMAGE WORKINGMANS SWINCHESTER VA	24755421067120678203119	5699	136.84		
03/16	03/15	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801971075091400000230	5251	5.87		
03/17	03/16	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801971076091402000039	5251	5.38		
03/22	03/19	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801971079091408000261	5251	61.22		
03/24	03/23	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801971083091408000507	5251	1.26		
03/26	03/24	ANDERSON'S NURSERY BERRYVILLE VA	24061081084016021201630	5261	19.98		
03/29	03/26	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801971086091402000193	5251	3.91		
						Total Activity	275.69
JOHNSON, KAREN							
Account Number: [REDACTED]							
03/04	03/03	Amazon web services aws.amazon.coWA	24692161062100324899604	7399	0.69		
03/17	03/16	USPS PO 5107560300 BERRYVILLE VA	24137461078001289007350	9402	275.00		
						Total Activity	260.02
KERN, JODI							
Account Number: [REDACTED]							
03/03	03/02	USPS PO 5107560300 BERRYVILLE VA	24137461062001265305758	9402	220.00		
03/03	03/02	VA DMV ONLINE BILLING PAY604-4977100 VA	24755421062120628916106	9399	50.00		
03/05	03/04	AMZN Mktg US Amzn.com/billWA	74692161064100498673168	5942	19.98		
						Total Activity	131.12
LINK, BRIAN							
Account Number: [REDACTED]							
03/16	03/15	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801971076091400000057	5251	29.99		
03/23	03/22	FISHER AUTO PARTS 009 BERRYVILLE VA	24431061082200824100091	5533	15.45		
03/24	03/23	CKE*THE WHITE SPOT ATLANTATLANTA GA	24445001082500428195524	5812	15.70		
03/25	03/24	MELLOW MUSHROOMCHVLE CHARLOTTE SVLVA	24692161084100977312990	5812	16.14		
03/26	03/24	GRADUATE CHARLOTTE SVLVA CHARLOTTE SVLVA	24055221084036138653919	7011	36.26		
Arrival: 03/22/21							
03/30	03/29	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801971089091408000509	5251	17.58		
						Total Activity	64.49
MCCORMICK, HARRY							
Account Number: [REDACTED]							
03/02	03/01	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801971081091402000101	5251	6.85		
03/17	03/16	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801971076091402000567	5251	5.38		
03/29	03/26	Emmart Oil Company 640-6623835 VA	24193041086001331448858	5883	52.26		
						Total Activity	35.64
PETTI, ROMAN							
Account Number: [REDACTED]							
03/15	03/12	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801971072091404000064	5251	16.65		
03/29	03/26	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801971086091402000037	5251	10.89		
						Total Activity	26,089.74
POULIN, CYNTHIA							
Account Number: [REDACTED]							
03/05	03/04	VA DEPARTMENT OF STATE PO804-6742000 VA	24755421063170633735006	9399	15.00		
03/16	03/15	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231681074747002228509	4900	295.47		
03/16	03/15	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231681074747002226350	4900	5,099.39		
03/16	03/15	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231681074747002226434	4900	5,403.04		
03/16	03/15	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231681074747002226145	4900	9,511.70		
03/16	03/15	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231681074747002226160	4900	3,872.43		
03/16	03/15	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231681076100544989974	4899	112.58		
03/17	03/16	COMCAST 800-COMCAST MD	24692161075100544990154	4899	140.36		
03/17	03/16	COMCAST 800-COMCAST MD	24692161075100544990345	4899	140.36		
03/17	03/16	COMCAST 800-COMCAST MD	24692161075100544990345	4899	140.36		
03/17	03/16	VERIZON*ONETIMEPAYMENT 800-VERIZON FL	24692161075100868483739	4814	215.18		
03/17	03/16	VERIZON*ONETIMEPAYMENT 800-VERIZON FL	24692161075100868483937	4814	399.90		
03/25	03/24	VERIZONWRLSS*RTCCR VB 800-922-0204 FL	24692161083100741667373	4814	884.33		
						Total Activity	8.38
SHEETZ, CULLEN							
Account Number: [REDACTED]							
03/19	03/18	FISHER AUTO PARTS 009 BERRYVILLE VA	24431061078200824800142	5533	8.38		
						Total Activity	982.03
STOVER, KEITH							
Account Number: [REDACTED]							
03/01	02/26	LOWES #02724 WINCHESTER VA	24692161057100473622988	5200	179.82		



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Transactions

Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit
03/09	03/08	JNO. S SOLENBERGER AND C WINCHESTER VA	24138291068400008567284	5251	40.36	
03/16	03/12	LOWES #02724* WINCHESTER VA	24692161071100946220618	5200	285.36	
03/17	03/16	LOWES #02724* WINCHESTER VA	24692161075100865879226	5200	236.81	
03/18	03/17	LOWES #02724* WINCHESTER VA	24692161076100525165403	5200	13.96	
03/22	03/19	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801971079091408000048	5251	37.23	
03/22	03/20	TOTAL IMAGE WORKINGMANS SWINCHESTER VA	24755421080120808434710	5699	165.54	
03/24	03/23	CKE*THE WHITE SPOT ATLANTA GA	24445001082500428196698	5812	12.36	
03/25	03/24	MELLOW MUSHROOMCHVILLE CHARLOTTE SVILVA	24692161084100977312982	5812	20.69	

TYRRELL, DAVE

Account Number:	Total Activity				
	20,769.27				
03/01 02/26	IN *CONSOLIDATED ELECTRIC540-6625994 VA	24692161057100775925624	1731	3,760.00	
03/01 02/26	IN *JOINER LABS, LLC 540-3477212 VA	24692161057100775984464	8734	220.00	
03/01 02/26	IN *JOINER LABS, LLC 540-3477212 VA	24692161057100775984472	8734	215.00	
03/01 02/26	MCMaster-CARR 630-834-9600 IL	24789301059325700084338	5085	317.96	
03/02 03/01	VA DPOR 804-3678597 VA	24755421060160604423933	9389	80.00	
03/02 03/01	SHERWOOD LOGAN ASSOC 410-841-6810 MD	24493981051026921127219	5074	1,060.00	
03/04 03/02	IN *JOINER LABS, LLC 540-3477212 VA	24692161062100108534419	8734	85.00	
03/04 03/02	IN *JOINER LABS, LLC 540-3477212 VA	24692161062100108534427	8734	225.00	
03/04 03/02	MCMaster-CARR 630-834-9600 IL	24789301062346100049353	5085	381.08	
03/04 03/02	MCMaster-CARR 630-834-9600 IL	24789301062346100174953	5085	107.96	
03/05 03/03	IN *JOINER LABS, LLC 540-3477212 VA	24692161063100867470200	8734	85.00	
03/05 03/03	IN *JOINER LABS, LLC 540-3477212 VA	24692161063100867470218	8734	105.00	
03/09 03/08	IN *JOINER LABS, LLC 540-3477212 VA	24692161068100362824328	8734	225.00	
03/09 03/08	IN *JOINER LABS, LLC 540-3477212 VA	24692161068100362824336	8734	220.00	
03/09 03/08	THE BLOSSMAN COMPANIES IN228-872-8932 MS	24247601067300491182087	4900	2,020.46	
03/10 03/09	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24941661068083728160587	4900	3,903.57	
03/10 03/09	WATER - COFFEE DELIVERY 800-4928377 GA	24717051068170680665343	5199	29.40	
03/11 03/10	GOV DEPT OF GENERAL SERV1804-7860447 VA	24755421070120707123317	9399	2,367.59	
03/11 03/09	MCMaster-CARR 630-834-9600 IL	74789301069382400172403	5085		381.06
03/15 03/13	AMZN Mktp US*KN8R71T53 Amzn.com/billWA	24692161072100339472882	8942	99.99	
03/15 03/14	AMZN Mktp US*3Q77M59E3 Amzn.com/billWA	24692161073100328062727	5942	99.99	
03/16 03/15	CUMMINS NORTHEAST LLC 8123774357 MI	24943001075200079600353	5085	2,105.92	
03/17 03/16	USA BLUE BOOK 800-548-1234 IL	24940451075636000063890	5085	449.08	
03/19 03/18	Amazon.com*2202P0MV3 Amzn.com/billWA	24692161078100639285954	5942	69.78	
03/24 03/22	IN *JOINER LABS, LLC 540-3477212 VA	24692161082100716882925	8734	220.00	
03/24 03/22	IN *JOINER LABS, LLC 540-3477212 VA	24692161082100716882933	8734	220.00	
03/24 03/22	IN *JOINER LABS, LLC 540-3477212 VA	24692161082100716882941	8734	220.00	
03/24 03/22	IN *JOINER LABS, LLC 540-3477212 VA	24692161082100716882958	8734	220.00	
03/24 03/22	IN *JOINER LABS, LLC 540-3477212 VA	24692161082100716882966	8734	210.00	
03/25 03/23	IN *JOINER LABS, LLC 540-3477212 VA	24692161083100472447250	8734	220.00	
03/25 03/24	AMZN Mktp US*OD80H2ZW3 Amzn.com/billWA	24692161084100046241865	5942	729.10	
03/26 03/25	INNOVATIVE ACCESS TECHNOL540-5465625 VA	24037621084900011400017	4812	126.00	
03/29 03/26	IN *JOINER LABS, LLC 540-3477212 VA	24692161086100774592214	8734	105.00	
03/29 03/26	IN *JOINER LABS, LLC 540-3477212 VA	24692161086100774592222	8734	220.00	
03/29 03/26	MCMaster-CARR 630-834-9600 IL	24789301087469300085927	5085	406.22	
03/31 03/30	GIANT MARTINS #6558 BERRYVILLE VA	24692161089100372171954	5411	10.25	

WHITE, NEAL

Account Number:	Total Activity				
	3,466.80				
03/08 03/05	BERRYVILLE AUTO PARTS INC BERRYVILLE VA	24767891066361400132066	5533	184.62	
03/10 03/08	AED SUPERSTORE 800-544-0048 WI	24137461068100218049341	8047	280.00	
03/10 03/09	BKT UNIFORMS INC ROANOKE VA	24013391068001208146568	5137	1,455.87	
03/10 03/09	AT&T*PREMIER EBIL 800-331-0500 GA	24493981069812496954109	4814	267.76	
03/11 03/09	MALLOY FORD 540-6674434 VA	24073141069900013300226	5511	437.94	
03/11 03/10	AMZN Mktp US*9Z7220X43 Amzn.com/billWA	24692161069100466955480	5942	96.95	
03/16 03/15	USPS PO 5107560300 BERRYVILLE VA	24137461075001272625334	9402	11.25	
03/22 03/20	AMZN Mktp US*GT7G38H73 Amzn.com/billWA	24692161079100582945835	5942	98.30	
03/22 03/20	GALLS 859-266-7227 KY	24435651079762746533419	5137	217.77	
03/23 03/22	AMZN Mktp US*UA65Z7ZM3 Amzn.com/billWA	24692161081100017540116	5942	124.16	
03/31 03/30	AT&T*PREMIER EBIL 800-331-0500 GA	2449398109812401683200	4814	243.29	
03/31 03/30	AMAZON.COM*DY3M35FK3 AMZNAMZN.COM/BILLWA	24431061089083701427727	5942	37.99	

Finance Charge Calculation

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

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

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

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

Check Listing

Date From: 11/1/2020 Date To: 11/30/2020
Vendor Range: 4IMPRINT, INC. - ZENON ENVIRONMENTAL CORPORATION

Town of Berryville
04/08/2021 07:39 AM

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Check Number	Bank	Vendor	Date	Amount
4771	1	VIRASEC IT Support Services, Inc. VOIDED	11/20/2020	\$6,176.67
6302	1	CENTRIC BUSINESS SYSTEMS INC	11/06/2020	\$284.26
6303	1	CLARKE COUNTY GENERAL DISTRICT COURT	11/06/2020	\$245.15
6304	1	Douglas A. Shaffer	11/06/2020	\$75.00
6305	1	H. Allen Kitselman	11/06/2020	\$115.00
6306	1	Keith Dalton	11/06/2020	\$50.00
6307	1	Matthew Andrews	11/06/2020	\$12.00
6308	1	Merritt's Sanitation	11/06/2020	\$700.00
6309	1	PARET CHARLES PAXTON 6731	11/06/2020	\$1,912.40
6310	1	The Winchester Star	11/06/2020	\$180.00
6311	1	Thomas Randall Parker Jr.	11/06/2020	\$40.00
6312	1	VIRASEC IT Support Services, Inc.	11/06/2020	\$1,239.49
6313	1	Waterloo Electric Service, LLC	11/06/2020	\$131.10
6329	1	ANDERSON LAWN CARE, INC.	11/12/2020	\$825.00
6330	1	ANGELA TONEY	11/12/2020	\$179.58
6331	1	Bureau for Child Support Enforcement	11/12/2020	\$875.00
6332	1	COMBS WASTEWATER MANAGEMENT LLC	11/12/2020	\$75.00
6333	1	CORE & MAIN LP	11/12/2020	\$22,697.45
6334	1	CROWN TROPHY LLC	11/12/2020	\$45.00
6335	1	Cynthia Poulin	11/12/2020	\$600.00
6336	1	ECONO SIGNS, LLC	11/12/2020	\$483.45
6337	1	Keith Stover	11/12/2020	\$24.00
6338	1	Michelle M. Jones	11/12/2020	\$612.50
6339	1	NAJI KHAL	11/12/2020	\$148.76
6340	1	PENNONI ASSOCIATES INC	11/12/2020	\$135.00
6341	1	Top of Virginia Regional Chamber	11/12/2020	\$690.00
6342	1	Treasurer of Frederick County	11/12/2020	\$5,290.60
6343	1	USPS	11/12/2020	\$2,500.00
6344	1	VUPS	11/12/2020	\$177.45
6345	1	BERRYVILLE LIMITED PARTNERSHIP 839	11/20/2020	\$1,178.42
6346	1	CAPITAL BUILDERS LLC 8112	11/20/2020	\$17.75
6347	1	CENTRIC BUSINESS SYSTEMS INC	11/20/2020	\$74.37

Check Listing

Date From: 11/1/2020 Date To: 11/30/2020

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

Town of Berryville
04/08/2021 07:39 AM

Page: 2 of 2

Check Number	Bank	Vendor	Date	Amount
6348	1	Cynthia Poulin	11/20/2020	\$738.75
6349	1	Hall, Monahan, Engle, Mahan & Mitchell	11/20/2020	\$3,595.00
6354	1	JACOB SIGLER	11/20/2020	\$169.58
6355	1	PENNONI ASSOCIATES INC	11/20/2020	\$1,681.00
6356	1	Rappahannock Electric Cooperative	11/20/2020	\$6,161.00
6357	1	VIRASEC IT Support Services, Inc.	11/20/2020	\$6,176.67
6358	1	Bureau for Child Support Enforcement	11/30/2020	\$875.00
6359	1	CHASE JONATHAN 1356	11/30/2020	\$25.93
6360	1	Cynthia Poulin	11/30/2020	\$217.50
6361	1	ECONO SIGNS, LLC	11/30/2020	\$119.78
6362	1	HOLMES CHARLES A JR 1030	11/30/2020	\$36.82
6363	1	HOLMES CHARLES H 1311	11/30/2020	\$211.10
6364	1	JASSAL JOGINDER PAUL 23	11/30/2020	\$693.59
6365	1	KORMAN SIGNS	11/30/2020	\$3,349.12
6366	1	MCFILLEN GUY JACOB & SUSAN A 189	11/30/2020	\$191.34
6367	1	PENNONI ASSOCIATES INC	11/30/2020	\$5,467.50
6368	1	TOWN OF BERRYVILLE	11/30/2020	\$450.00
16151	1	Rappahannock Electric Cooperative	VOIDED	11/20/2020 \$6,161.00
21431	1	PENNONI ASSOCIATES INC	VOIDED	11/20/2020 \$1,681.00
34691	1	JACOB SIGLER	VOIDED	11/20/2020 \$169.58
52	Checks Totaling -			\$85,961.66

Totals By Fund

Fund	Checks	Voids	Total
100	\$55,649.26	\$14,018.67	\$41,630.59
501	\$24,858.52	\$46.85	\$24,811.67
502	\$5,453.88	\$122.73	\$5,331.15
Totals:	\$85,961.66	\$14,188.25	\$71,773.41

IFB# 2021-01 Paving, Milling, and Line Striping

Town staff requests approval of IFB# 2021-01 and authorization for Town staff to issue the offering and award a contract provided that certain conditions are met. The work enumerated in the offering, which will be funded with VDOT Secondary Maintenance Reimbursement Funds, is to be completed in FY21.

Overview

IFB# 2021-01 does not differ significantly from paving offerings issued by the Town in recent years. Prices are sought for specific work and for unit pricing to be used for work that is not specifically identified in the scope of work. The projects enumerated in the offering are the re-paving of:

W. Fairfax Street from N. Buckmarsh Street to N. Church Street

Ridge Road from W. Fairfax Street to Circle Drive

Rockcroft Drive and N. Church Street from Ridge Road to W. Fairfax Street

Circle Drive from Ridge Road to end of pavement

Chalmers Court from E. Main Street to entrance of Orchard Court Apartments

Blue Ridge Street from Jack Enders Boulevard to end of pavement

Litten Court from S. Church Street to end of cul-de-sac

Turner Court from S. Church Street to end of cul-de-sac

Harriman Court from Hermitage Boulevard to end of cul-de-sac

The work on W. Fairfax Street differs slightly from other projects because it calls for the installation of a scratch coat prior to installation of the top coat of asphalt. A scratch coat is a lift of asphalt applied (at varying depths) to pavement to provide a uniform surface on which to place the top coat of asphalt. This step is required because of the condition of the existing pavement.

Sample Motion

I move that the Council of the Town of Berryville authorize the issuance of IFB#2021-01 and authorize the Town Manager to:

- Award the IFB if the lowest responsible bidder's total price does not exceed funds available for this purpose.
- Execute any documents related to this matter.

**INVITATION FOR BIDS
TOWN OF BERRYVILLE
PAVING, MILLING, AND LINE STRIPING
IFB# 2021-01**

Issue Date: April 14, 2021

Title: Paving, Milling, and Line Striping IFB# 2021-01

Location of Work Site(s): Within the Corporate Limits of the Town of Berryville

Period of Contract: Fiscal Year 2021 (Work must be completed before July 1, 2021 unless an extension is approved in writing by the Town of Berryville).

Prebid Conference: A MANDATORY pre-bid meeting will be held at 10:00 a.m. (ET) on Thursday, April 22, 2021, in the Main Meeting Room of the Berryville-Clarke County Government Center, 101 Chalmers Court, Berryville, VA 22611.

Bidder attendance at this meeting is a prerequisite for submitting a bid. Attendance at the meeting will be evidenced by the representative's signature on the attendance roster. No one will be admitted after 10:00 a.m. (ET).

If ADA accommodations are needed, please contact Paul Culp at townclerk@berryvilleva.gov.

Bid Submission:

Bidders must submit sealed bids.

Bidders must complete and return all items listed on the Bidders Checklist.

Bids shall be made on the Bid Proposal forms Scope of Work and Proposal Cover with all items completely filled out.

Before submitting bids, the bidders shall carefully examine the Specifications and other Contract Documents, visit the site of the work, and fully inform themselves by such means as they may think necessary or desirable as to all existing conditions and limitations.

Bids will be received until 10:00 a.m. (ET) on Friday, April 30, 2021.

The outside of sealed bid must be clearly labeled "Paving, Milling, and Line Striping IFB#2021-01" and include the name and address of Offeror.

Bids may either be mailed or hand-delivered to:

Town of Berryville Business Office
Attention: Paul Culp, Town Clerk
Town of Berryville
101 Chalmers Court, Suite A
Berryville, VA 22611

The bidder assumes full responsibility for the timely delivery of a bid to the designated location. Bids delivered to any other office or location will not be considered. It is the responsibility of the bidder to assure that the bid is delivered to the place designated for receipt of bids and prior to the time set for receipt of bids. Bids received after the time designated for receipt of bids will be marked late and will not be considered.

No responsibility will attach to any officer or agent for the premature opening of a bid not properly addressed and identified.

A bid that is qualified by the bidder by the attachment of unsolicited terms or conditions under which the bid is to be considered may be subject to rejection.

All inquiries about this bid must be directed to Paul Culp at townclerk@berryvilleva.gov.

Bid opening: All bids will be publicly opened after the time set for receipt of bids and read aloud in the Main Meeting Room, Second Floor, of the Berryville-Clarke County Government Center, at the same address. Bid opening will begin no earlier than 10:05 a.m. (ET).

If ADA accommodations are needed, please contact Paul Culp at townclerk@berryvilleva.gov.

Bidder Certification:

In compliance with this Invitation for Bids (hereafter referred to as "IFB") and all conditions imposed in this IFB, the undersigned firm hereby offers and agrees to furnish all goods and services required by this IFB at the prices indicated in the pricing schedule, and the undersigned firm hereby certifies that all information provided below, and in any schedule attached hereto, is true, correct, and complete.

Name and Address of Firm:

_____ Authorized Signature: _____

_____ Print Name: _____

_____ Title: _____

_____ Zip Code: _____ Date: _____

Federal Id #: _____ Telephone: () _____

Email: _____ Fax: () _____

Remainder of page left blank intentionally.

Prebid Conference: A MANDATORY pre-bid meeting will be held at 10:00 a.m. (ET) on Thursday, April 22, 2021, in the Main Meeting Room of the Berryville-Clarke County Government Center, 101 Chalmers Court, Berryville, VA 22611.

Bidder attendance at this meeting is a prerequisite for submitting a bid. Attendance at the meeting will be evidenced by the representative's signature on the attendance roster. No one will be admitted after 10:00 a.m. (ET).

If ADA accommodations are needed, please contact Paul Culp at townclerk@berryvilleva.gov.

Non-discrimination Notice:

This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.e in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal.

Purpose and Intent of this IFB: The purpose and intent of this IFB is to establish a firm fixed price contract with a qualified contractor available to perform paving, milling, and line striping related to known projects at various locations as listed on *Bid Proposal Form Scope of Work* of this IFB.

Scope of Work Summary (See *Bid Proposal Form Scope of Work* for detailed scope): The Town of Berryville (hereafter referred to as "Town") requests pricing for the following streets: W. Fairfax Street from N. Buckmarsh Street to N. Church Street, Ridge Road from W. Fairfax Street to Circle Drive, Rockcroft Drive and N. Church Street from Ridge Road to W. Fairfax Street, Circle Drive from Ridge Road to end of pavement, Chalmers Court from E. Main Street to entrance of Orchard Court Apartments, Blue Ridge Street from Jack Enders Boulevard to end of pavement, Litten Court from S. Church Street to end of cul-de-sac, Turner Court from S. Church Street to end of cul-de-sac, and Harriman Court from Hermitage Boulevard to end of cul-de-sac. A vicinity map is attached to this IFB (street sections in question are highlighted in green).

The Town also seeks unit pricing for work not yet identified.

The award of this solicitation does not guarantee or infer that work on all of the above-referenced streets will be completed. Only work at the direction of the Town, in writing, shall be completed. The Town reserves the right to remove streets from the scope of work. The Town reserves the right to request additional work, for which unit pricing shall apply.

Work Hours: All work shall be performed between the hours of 7:00 a.m. and 6:00 p.m. Monday through Friday. No work will be permitted on Saturday, Sundays, or holidays unless approved in advance by the Town.

Contractor Responsibilities:

The successful bidder (hereafter referred to as "Contractor") shall obtain and pay for all applicable permits prior to beginning any work.

The Contractor shall obtain a Town business license as required by Town Code.

The Contractor shall request all applicable inspections as required by local, state, and/or federal codes and regulations.

The Contractor shall not act on requests or take direction from anyone except the Director of Public Works (hereafter referred to as "Director") or designee or the Town Manager.

The Contractor is responsible for notifying Miss Utility 48 hours prior to digging and must provide a copy of the ticket to the Director. Site conditions may dictate the need for marking of any Town Locally Owned utilities or irrigation systems. It is the responsibility of the Contractor to notify the Town

Director or designee, ahead of any work performed, that this coordination and locating service is necessary.

The Contractor shall provide all necessary parts, labor, tools, materials, equipment, transportation, supervision, resources, and incidentals as may be required in accordance with the Virginia OSHA Standards and the most current editions of the Virginia Department of Highways and Transportation (VDOT) Road and Bridge specifications. Visit <http://www.virginiadot.org/business/const/spec-default.asp> for Road and Bridge Specifications and Revisions.

The Contractor must provide all necessary labor and equipment to meet certified VDOT work zone requirements when working in but not limited to VDOT right of way, Town right of way, Town- owned parking lots, and roadways to safely direct traffic (both vehicular and pedestrian) around the work areas.

The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with this project. All necessary precautions shall be taken to prevent injury to the Contractor's employees and other persons who may be affected by the project, to prevent damage to or loss of materials or equipment incorporated into the project, and to protect this and other property at or adjacent to the site.

The Contractor shall perform all specified work using properly trained, skilled, bonded, and licensed individuals supervised by the Contractor. The Contractor shall be licensed and bonded in the Commonwealth of Virginia and shall have a minimum of five (5) years of experience in this field.

The Contractor shall maintain an adequate supply of manpower and equipment to complete the project in a safe and timely manner. If subcontractors are to be utilized, they must meet the same qualifications and adhere to the same standards as the Contractor. The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that they may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the contractor. The Contractor agrees that they are as fully responsible for the acts and omissions of their subcontractors and of persons employed by them as they are for the acts and omissions of their own employees.

The Contractor shall provide adequate protection for all structures at the site. Any damage to Town-owned facilities by the Contractor shall be repaired or replaced at the Contractor's expense and to the complete satisfaction of the Town.

The Contractor shall make the areas safe at the end of each work shift.

The Contractor shall be responsible for removal and transport of asphalt millings and other waste to a Contractor provided dumpsite in a manner consistent with applicable law. No such waste shall be stockpiled in Town unless approved in advance by the Director.

The Contractor shall provide and post "No Parking" signs in appropriate locations as approved by the Director and deliver notices to individual occupancies regarding on-street parking restrictions 48 hours prior to commencement of work. The content of notices delivered to residences will be approved by the Director. The manner of delivery and placement of notices at residences will be approved by the Director.

The Contractor shall provide their own water and the means to transport and distribute said water to meet their needs.

The Contractor shall, after the completion of the project, repair and restore all property damaged by the Contractor's actions. Areas to be repaired include, but are not limited to, roads, drives, paths, parking lots, easement areas, and lawns. Contractor shall restore damaged property to the same or better condition as it was at the time of the Notice to Proceed. Prior to any construction activities, it is the Contractor's responsibility to document any existing damage or substandard conditions.

Warranty: All work provided under this contract shall have, as a minimum, one (1) year warranty from the date of final acceptance thereof against any latent defects in design, materials, workmanship, installation, fraud, or such gross mistakes as may amount to fraud

Bidder Questions/Addendums:

If bidder determines that there are discrepancies or omissions in the bid documents or if bidder has questions about bid documents, then they shall notify Paul Culp, Town Clerk, and seek additional information or clarification.

Questions and requests for clarification must be submitted to the Town no later than 1:00 p.m. (ET) on Monday, April 26, 2021, to Paul Culp, Town Clerk, via e-mail at townclerk@berryvilleva.gov.

To ensure fair consideration for all bidders, questions answered for prospective bidders will be expressed in the form of an addendum to the specifications, if such information is deemed necessary for the preparation of proposals or if the lack of such information would be detrimental to the uninformed bidder.

Such addendums, if issued, will be posted by 5:00 p.m. (ET) on Monday, April 28, 2021, at the addresses listed below:

Town website:

berryvilleva.gov/2211/Bid-Procurement-Opportunities

State Procurement website (eVA):

eva.virginia.gov.

Please note that it is the bidder's responsibility to check these sites frequently for addendums that may affect pricing, this document's requirements, and terms and/or conditions. Failure to sign and return an addendum with bidder's response may result in disqualification of award.

Oral answers to questions relative to interpretation of specifications or the proposal process will not be binding on the Town.

Indemnification: The Contractor agrees to indemnify, defend, and hold harmless the Town of Berryville, its officers, agents, and employees, from any claims, damages, and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of the Town or to failure of the Town to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods, or equipment delivered.

Cancellation of contract: The Town reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 30 days' written notice to the contractor. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

Waiver of Informalities/Rejection of bids: The Town reserves the right to waive any informality in or to reject any or all bids, or to delete portions of bids, which in its sole and absolute judgment are responsive to the bid documents and will under all circumstances best serve the Town's interest.

Negotiation with the lowest bidder: Unless all bids are cancelled or rejected, the Town reserves the right granted by § 2.2-4318 of the Code of Virginia to negotiate with the lowest responsive, responsible bidder to obtain a contract price within the funds allocated to the Town whenever such low bid exceeds the Town's allocated funds. For the purpose of determining when such negotiations may take place, the term "allocated funds" shall mean those funds which were budgeted by the Town for this contract prior to the issuance of the written Invitation for Bids. Negotiations with the low bidder may include both modifications of the bid price and the Scope of Work/Specifications to be performed. The Town may initiate such negotiations by written notice to the lowest responsive, responsible bidder that its bid exceeds the allocated funds and that the Town wishes to negotiate a

lower contract price. The times, places, and manner of negotiating shall be agreed to by the Town and the lowest responsive, responsible bidder.

Bid, Performance, and Payment Bonds: Each bid must be accompanied by a bid bond in the form of a cashier's check or checks payable to the Town of Berryville, Virginia in an amount of at least five percent of the total bid, or a bid bond in like amount, as a guarantee that if the Bid is accepted, the Bidder will execute a Contract Agreement for the work and furnish a construction performance bond in the full amount of the bid and a construction payment bond of 100 percent of the total bid, within ten (10) consecutive calendar days following receipt of the Notice of Award.

Bid opening: All bids will be publicly opened after the time set for receipt of bids and read aloud in the Main Meeting Room, Second Floor, of the Berryville-Clarke County Government Center, at the same address. Bid opening will begin no earlier than 10:05 a.m. (ET).

If ADA accommodations are needed, please contact Paul Culp at townclerk@berryvilleva.gov.

Bid acceptance period: Any bid made in response to this solicitation shall be valid for 60 days. At the end of the days the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time, it remains in effect until an award is made or the solicitation is canceled.

Contract term: The contract term shall be effective from the date of contract award until the Scope of Work has been completed.

Bid evaluation and award procedure: Award will be made to the lowest responsive and responsible bidder, based on Grand Total of Scope of Work. Bidders must comply with all provisions of the IFB, and award will be made provided the bid prices are reasonable and in the best interest of the Town.

Bids will not be accepted from, nor contracts awarded to, any person, firm, or corporation that is in arrears to the Town, or that is not fully qualified or able to perform the work.

Each bidder must satisfy the Director and the Town as to the suitability and adequacy of his equipment and as to his practical ability to perform the work set forth in these Contract Documents within the specified time.

Bidders may be required to submit satisfactory evidence that they have the necessary financial resources to complete the proposed work.

Withdrawal of bids: Any bidder may withdraw his bid by written request, at any time before the scheduled closing time for receipt of the bids.

Agreement: The bidder recommended for award will be required to complete a two-party standard form of agreement (Contract).

The successful bidder shall execute the formal contract agreement and furnish a construction performance bond and a construction payment bond satisfactory to the Town within ten (10) business days, Saturdays, Sundays, and holidays excluded, from and including the date of receipt of the Notice of Award. Failure to do so will be an adequate and just cause of annulment or cancellation of the award, and in such case, the bid bond or bid guarantee will become the property of the Town.

Method of payment: In accordance of General Terms and Conditions - Invitations for Bids, payment in the form of a check will be issued within thirty days of receipt of an approved invoice.

Pricing schedule: The following is a schedule of the units of measure used in the Scope of Work of this solicitation:

SY = Square Yard LF = Linear Feet EA= Each CY = Cubic Yard TN = Ton HR = Hour

Total amounts are to be indicated on the bid form, based on the quantities indicated and the unit prices bid. The quantities shown on the bid form are approximations and are for comparing bids.

Each bidder shall include in the prices in his bid the cost of all work and materials necessary to complete the project indicated in the Contract Documents, performed in full compliance with the specification requirements.

Attachments:

Vicinity Map

Bid Proposal Form Scope of Work

General Terms and Conditions - Invitation for Bids

W-9: Identification Number and Certification

Town's Vendor Registration/Update form

Contractor Registration

Bid Bond Form

Bidder's Check List

Remainder of page left blank intentionally.



INVITAION FOR BID: PAVING, MILLING, AND LINE STRIPING

Bid Proposal Form - Scope of Work - IBF # 2021-01

West Fairfax Street from N. Buckmarsh to N. Church Street

Item Description	Estimated Qty/ Unit of Measure	Unit Price	Amount
Mill tie-in joints	10; various lengths marked with white paint.		
Mill curb relief	N/A		
Apply 1.5 inches of SM 9.5 AL	780 LF Approximate Length, 24 LF Approximate width of road; bidders to verify		
Apply Scratch Coat	Entire length and width of roadway (see information above)		
Stop Bars (THERMO Burn Down) VDOT Std.	1		
Crosswalks (THERMO Burn Down) VDOT Std.	N/A		
Re-establish shoulders	Match existing width and material		
Total \$			

Ridge Road from West Fairfax to Circle Drive

Item Description	Estimated Qty/ Unit of Measure	Unit Price	Amount
Mill tie-in joints	7; various lengths marked with white paint.		
Mill curb relief	N/A		
Apply 1.5 inches of SM 9.5 AL	300 LF Approximate Length, 20 LF Approximate width of road; bidders to verify		
Apply Scratch Coat	N/A		
Stop Bars (THERMO Burn Down) VDOT Std.	1		
Crosswalks (THERMO Burn Down) VDOT Std.	N/A		
Re-establish shoulders	Match existing width and material		
Total \$			

Rockcroft Drive & N. Church St. from Ridge Road to West Fairfax St.

Item Description	Estimated Qty/ Unit of Measure	Unit Price	Amount
Mill tie-in joints	6; various lengths marked with white paint.		
Mill curb relief	N/A		
Apply 1.5 inches of SM 9.5 AL	580 LF Approximate Length, 21 LF Approximate width of road; bidders to verify		
Apply Scratch Coat	N/A		
Stop Bars (THERMO Burn Down) VDOT Std.	1		
Crosswalks (THERMO Burn Down) VDOT Std.	N/A		
Re-establish shoulders	Match existing width and material		
Total \$			

Chalmers Ct. from E. Main to Entrance to Orchard Ct.

Item Description	Estimated Qty/ Unit of Measure	Unit Price	Amount
Mill tie-in joints	7; various lengths marked with white paint.		
Mill curb relief	300 LF Approximate length; bidder to verify		
Apply 1.5 inches of SM 9.5 AL	870 LF Approximate Length, 21 LF Approximate width of road; bidders to verify		
Apply Scratch Coat	N/A		
Total \$			

Stop Bars (THERMO Burn Down) VDOT Std.	1		
Crosswalks (THERMO Burn Down) VDOT Std.	N/A		
Re-establish shoulders	Match existing width and material		
		Total \$	

Circle Drive from Ridge Rd. to End of Pavement

Item Description	Estimated Qty/ Unit of Measure	Unit Price	Amount
Mill tie-in joints	7; various lengths marked with white paint.		
Mill curb relief	N/A		
Apply 1.5 inches of SM 9.5 AL	280 LF Approximate Length, 20 LF Approximate width of road; bidders to verify		
Apply Scratch Coat.	N/A		
Stop Bars (THERMO Burn Down) VDOT Std.	N/A		
Crosswalks (THERMO Burn Down) VDOT Std.	N/A		
Re-establish shoulders	Match existing width and material		
		Total \$	

Blue Ridge Street from Jack Enders Blvd to End of Pavement

Item Description	Estimated Qty/ Unit of Measure	Unit Price	Amount
Mill tie-in joints	11; various lengths marked with white paint.		
Mill curb relief	N/A		
Apply 1.5 inches of SM 9.5 AL	650 LF Approximate Length, 20 LF Approximate width of road; bidders to verify		
Apply Scratch Coat	N/A		
Stop Bars (THERMO Burn Down) VDOT Std.	1		
Crosswalks (THERMO Burn Down) VDOT Std.	N/A		
Re-establish shoulders	Match existing width and material		
		Total \$	

Litten Court from S.Church to End of Cul-de-Sac

Item Description	Estimated Qty/ Unit of Measure	Unit Price	Amount
Mill tie-in joints	1; various lengths marked with white paint.		
Mill curb relief	520 LF Approximate length; bidder to verify		
Apply 1.5 inches of SM 9.5 AL	250 LF Approximate Length, width varies; bidders to verify		
Apply Scratch Coat	N/A		
Stop Bars (THERMO Burn Down) VDOT Std.	1		
Crosswalks (THERMO Burn Down) VDOT Std.	1		
Re-establish shoulders	N/A		
		Total \$	

Harriman Court from Heritage Blvd. to End of Cul-de-Sac

Item Description	Estimated Qty/ Unit of Measure	Unit Price	Amount
Mill tie-in joints	1; various lengths marked with white paint; bidder to verify		

Mill curb relief	430 LF Approximate length; bidder to verify		
Apply 1.5 inches of SM 9.5 AL	Length and width varies; bidder to verify		
Apply Scratch Coat	N/A		
Stop Bars (THERMO Burn Down) VDOT Std.	N/A		
Crosswalks (THERMO Burn Down) VDOT Std.	N/A		
Re-establish shoulders	N/A		
			Total \$

Turner Court from S. Church to End of Cul-de-Sac

Item Description	Estimated Qty/ Unit of Measure	Unit Price	Amount
Mill tie-in joints	1 bidder to verify length (marked with white paint)		
Mill curb relief	560 LF approximate length; bidders to verify		
Apply 1.5 inches of SM 9.5 AL	250 LF approximate length; width varies; bidders to verify		
Apply Scratch Coat	N/A		
Stop Bars (THERMO Burn Down) VDOT Std.	1		
Crosswalks (THERMO Burn Down) VDOT Std.	1		
Re-establish shoulders (21b stone)	N/A		
			Total \$

Unit Pricing

Item Description	Estimated Qty/ Unit of Measure	Unit Price	Amount
Mill tie-in joints	1 Linear Foot		
Mill curb relief	1 Linear Foot		
Apply 1.5 inches of SM 9.5 AL	Per ton of asphalt		
Apply 2 inches of SM 9.5 AL	Per ton of asphalt		
Apply Scratch Coat	Per ton of asphalt		
Stop Bars (THERMO Burn Down) VDOT Std.	1 Linear Foot; Thermo Burn Down Application		
Crosswalks (THERMO Burn Down) VDOT Std.	1 Linear Foot; Thermo Burn Down Application		
Double Yellow Line Striping	1 Linear Foot; VDOT Approved Paint		
White Line Striping	1 Linear Foot; VDOT Approved Paint		
"SCHOOL" Lettering (Thermo Burn Down)	Match Existing; VDOT Approved Paint		
Left Turn Arrow (Thermo Burn Down)	Each; VDOT Std.		
Right Turn Arrow (Thermo Burn Down)	Each; VDOT Std.		
Straight Arrow (Thermo Burn Down)	Each; VDOT Std.		
Combo Straight Right or Left Turn Arrow (Thermo Burn Down)	Each; VDOT Std.		
Re-establish shoulders (21b stone)	1 Cubic Foot		
Re-establish shoulders (Top Soil)	1 Cubic Foot		
			Total \$

GRAND TOTAL - SCOPE OF WORK	\$
------------------------------------	----

In compliance with the Invitation For Bids (IFB) and all conditions imposed in this IFB, the undersigned firm hereby offers and agrees to furnish all goods and services in accordance with the attached signed bid or as mutually agreed upon by subsequent negotiation, and the undersigned firm hereby certifies that all information provided below and in any schedule attached hereto is true, correct, and complete.

Name and Address of Firm:

Authorized Representative(Please Print):

Signature:

Title:

Date:

Town of Berryville General Terms and Conditions – Invitations for Bids

These General Terms and Conditions are required for use in written solicitations issued by the Town for procurements.

APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia, and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with all applicable federal, state, and local laws, rules, and regulations.

ANTI-DISCRIMINATION: By submitting their bids, bidders certify to the Town of Berryville that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the Virginia Public Procurement Act (VPPA).

Employment discrimination by contractor prohibited; required contract provisions. All public bodies shall include in every contract of more than \$10,000 the following provisions:

During the performance of this contract, the contractor agrees as follows:

- A) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- B) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal-opportunity employer.
- C) Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

The contractor will include the provisions of the foregoing paragraphs a, b, and c in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

EMPLOYMENT DISCRIMINATION PROHIBITED: Employment discrimination by contractor prohibited; required contract provisions. All public bodies shall include in every contract of more than \$10,000 the following provisions:

During the performance of this contract, the contractor agrees as follows:

- A) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- B) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal-opportunity employer.

C) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

ETHICS IN PUBLIC CONTRACTING: By submitting their bids, bidders certify that their bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer, or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their bids, bidders certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

DEBARMENT STATUS: By submitting their bids, bidders certify that they are not currently debarred by the Town of Berryville from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

MANDATORY USE OF TOWN TERMS AND CONDITIONS FOR IFBs: Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid. However, the Town reserves the right to decide, on a case-by-case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the Town may, in its sole discretion, request that the bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.

BILL PAYMENT POLICY: The Town Treasurer shall make payment in full (unless an alternate payment plan has been agreed upon) for all goods delivered or services rendered, within thirty days of receipt of the bill.

No goods or services shall be deemed received until such goods are completely delivered and found acceptable by the Department Head. For purposes of determining whether or not payment was made in accordance with this policy, payment in full shall be considered to be made on the date the check for payment was mailed or otherwise transmitted.

When a bill submitted to the Town of Berryville is incorrect or when there is a defect or impropriety in a bill submitted, the respective Department Head shall notify the creditor in writing prior to the date on which payment in full is due. The notice shall contain a description of the defect or impropriety and any other additional information to enable the creditor to correct the bill. Upon receiving a corrected bill, the Town of Berryville shall make payment in full on or before the thirtieth calendar day after receipt of the corrected bill.

SUBCONTRACTORS: All Offerors shall include a list of all subcontractors with their proposals. The Town reserves the right to reject the successful Offeror's selection of subcontractors for good cause. If a subcontractor is rejected, the Offeror may replace that subcontractor with another subcontractor subject to the approval of the Town. Any such replacement shall be at no additional expense to the Town nor shall it result in an extension of time without the Town's approval.

A contractor awarded a contract under this solicitation is hereby obligated:

- A) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Town for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
- B) To notify the Town and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.

PRECEDENCE OF TERMS: In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

QUALIFICATIONS OF BIDDERS: The Town may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder to perform the services/furnish the goods and the bidder shall furnish to the Town all such information and data for this purpose as may be requested. The Town reserves the right to inspect bidder's physical facilities prior to award to satisfy questions regarding the bidder's capabilities. The Town further reserves the right to reject any bid if the evidence submitted by, or investigations of, such bidder fail to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

TESTING AND INSPECTION: The Town reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the contractor in whole or in part without the written consent of the Town.

CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways:

- A) The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
- B) The Town may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Town a credit for any savings. Said compensation shall be determined by one of the following methods:
 - 1) By mutual agreement between the parties in writing; or
 - 2) By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Town's right to audit the contractor's records and/or to determine the correct number of units independently; or
 - 3) By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Town with all vouchers and records of expenses incurred and savings realized. The Town shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Town within thirty (30) days from the date of receipt of the written order from the Town. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the

Disputes Clause of this contract. Neither the existence of a claim nor a dispute resolution process, litigation, or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Town or with the performance of the contract generally.

DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Town, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Town may have.

TAXES: Sales to the Town are normally exempt from State sales tax. State sales and use tax certificates of exemption will be issued upon request. (NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS)

USE OF BRAND NAMES: Unless otherwise provided in this solicitation, unless otherwise provided in the Invitation for Bid, the name of a certain brand does not restrict bidders to a specific brand, make, or manufacturer's name, but conveys the general style, type, character, and quality of the article desired. Any article that the Town, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be acceptable. (NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS)

TRANSPORTATION AND PACKAGING: By submitting their bids, all bidders certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing, and shipping containers shall be used. (NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS)

NEGOTIATION WITH LOWEST RESPONSIBLE BIDDER: Unless cancelled or rejected, a responsive bid from the lowest responsible bidder shall be accepted as submitted, except that if the bid from the lowest responsible bidder exceeds allocated funds, the Town may negotiate with the apparent low bidder to obtain a contract price within allocated funds.

A) Procedures for negotiations: If the town wishes to negotiate with the apparent low bidder to obtain a contract price within allocated funds, negotiations shall be conducted in accordance with the following procedures:

- 1) The using agency shall provide the Director of Public Works, in the case of construction projects, and the procurement officer, in all other matters, with a written determination that the apparent low bid exceeds allocated funds. Said determination shall be confirmed in writing by the treasurer or his/her designee. The using agency may also provide the appropriate officer/director with a suggested reduction in scope for the proposed purchase.
- 2) The appropriate officer/director shall advise the lowest responsible bidder, in writing, that the proposed purchase exceeds allocated funds. He may further suggest a reduction in scope for the proposed purchase, and invite the lowest responsible bidder to amend its bid proposal based upon the proposed reduction in scope.
- 3) Repetitive informal discussions with the lowest responsible bidder for purposes of obtaining a contract within allocated funds shall be permissible.
- 4) The lowest responsible bidder shall submit an addendum to its bid, which addendum shall include any change in scope for the proposed purchase, the reduction in price, and the new contract value.
- 5) If the proposed addendum is acceptable to the Town, the Town may award a contract within funds allocated to the lowest responsible bidder based upon the amended bid proposal.

- 6) If the town and the lowest responsible bidder cannot negotiate a contract within allocated funds, all bids shall be rejected.

INSURANCE: By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded as well as any other insurance requirements laid out in the request for bid or proposal. The Town requires minimum insurance amounts as recommended by the Virginia Municipal League. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the Code of Virginia. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. The Town Manager is authorized to amend coverages and limits as required. Such amendments shall be provided in writing and specifically state that established coverages and limits differ from those provided in the Town's General Terms and Conditions.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

General services contracts or leases:

Commercial General Liability

- \$1 million Each Occurrence (Bodily Injury and Property Damage)
- \$3 million General Aggregate that applies on a per project basis
- \$3 million Products/Completed Operations Aggregate
- \$1 million Per Person or Organization (Personal and Advertising Injury)

Owned and/or Non-Owned Automobile Liability-\$1,000,000 each accident

Workers Compensation Insurance -\$100,000 Bodily Injury each accident/\$100,000 Bodily Injury Disease Each Employee /\$500,000 Bodily Injury Disease policy limit (unless sole proprietor)

Excess Liability-\$1,000,000 each (CGL/AL/EL) occurrence/\$3,000,000 Annual Policy Aggregate

Minor Construction Contracts (\$99,999.99 or less):

Commercial General Liability

- \$1 million Each Occurrence (Bodily Injury and Property Damage)
- \$3 million General Aggregate that applies on a per project basis
- \$3 million Products/Completed Operations Aggregate
- \$1 million Per Person or Organization (Personal and Advertising Injury)

Owned and/or Non-Owned Automobile Liability-\$1,000,000 each accident

Employers Liability-\$100,000 Bodily Injury each accident/\$100,000 Bodily Injury Disease Each Employee /\$500,000 Bodily Injury Disease policy limit

Professional Liability (Errors and Omissions)-\$2,000,000 each wrongful act/\$3,000,000 annual policy claims aggregate (effective date same as contract date with one-three year extended reporting period (only if consulting or designing is involved).

Excess Liability-\$3,000,000 each (CGL/AL/EL) occurrence/\$3,000,000 Annual Policy Aggregate

Major Construction (more than \$100,000) or Hazardous contracts:

Commercial General Liability

- \$1 million Each Occurrence (Bodily Injury and Property Damage)
- \$3 million General Aggregate that applies on a per project basis
- \$3 million Products/Completed Operations Aggregate
- \$1 million Per Person or Organization (Personal and Advertising Injury)

Owned and/or Non-Owned Automobile Liability-\$1,000,000 each accident

Employers Liability-\$100,000 Bodily Injury each accident/\$100,000 Bodily Injury Disease Each Employee /\$500,000 Bodily Injury Disease policy limit

Professional Liability (Errors and Omissions)-Refer to Risk Manager-\$2,000,000 each wrongful act/\$3,000,000 annual policy claims aggregate (effective date same as contract date with one-three year extended reporting period. Important if designing or consulting is performed).
Excess Liability- Refer to Risk Manager-\$5,000,000 each (CGL/AL/EL) occurrence/\$5,000,000 Annual Policy Aggregate

Professional services contracts:

Commercial General Liability

- \$1 million Each Occurrence (Bodily Injury and Property Damage)
- \$3 million General Aggregate that applies on a per project basis
- \$3 million Products/Completed Operations Aggregate
- \$1 million Per Person or Organization (Personal and Advertising Injury)

Owned and/or Non-Owned Automobile Liability-\$1,000,000 each accident

Employers Liability-\$100,000 Bodily Injury each accident/\$100,000 Bodily Injury Disease Each Employee /\$500,000 Bodily Injury Disease policy limit

Professional Liability (Errors and Omissions)-\$2,000,000 each wrongful act/\$3,000,000 annual policy claims aggregate (effective date same as contract date with one-three-year extended reporting period.

Cyber or Identity Breach liability-\$1,000,000 each identity breach

Excess Liability-\$3,000,000 each (CGL/AL/EL) occurrence/\$3,000,000 Annual Policy Aggregate

Design Professional Services and Surveyors contracts:

Commercial General Liability

- \$1 million Each Occurrence (Bodily Injury and Property Damage)
- \$3 million General Aggregate that applies on a per project basis
- \$3 million Products/Completed Operations Aggregate
- \$1 million Per Person or Organization (Personal and Advertising Injury)

Owned and/or Non-Owned Automobile Liability-\$1,000,000 each accident

Employers Liability-\$100,000 Bodily Injury each accident/\$100,000 Bodily Injury Disease Each Employee /\$500,000 Bodily Injury Disease policy limit

Professional Liability (Errors and Omissions)-\$2,000,000 each wrongful act/\$3,000,000 annual policy claims aggregate (effective date same as contract date with one-three-year extended reporting period.

Excess Liability-\$3,000,000 each (CGL/AL/EL) occurrence/\$3,000,000 Annual Policy Aggregate

The Town shall be a named as an additional insured on any policy obtained by Contractor/ Subcontractor/Vendor/Lessee pursuant to this paragraph. Contractor shall furnish the Town with all Certificates of Insurance that indicate(s) adequate insurance coverage has been obtained. Contractor shall furnish the Town with an additional insured endorsement.

HOLD HARMLESS AGREEMENT: Contractor shall attach to each liability insurance policy, with the exception of Worker's Compensation, the following endorsement: "Contractor and all subcontractors shall save Town harmless from any and all claims, damages, liabilities, expenses of litigation, including attorney's fees, and losses arising out of injury to, or death of, any of Contractor's employees or any other person while on or about Town's premises or job site in connection with any matters relating to or arising out of the performance of this Contract. It is understood an agreed that the Contractor is at all times acting as an independent contractor."

ADDITIONAL REQUIREMENTS: During the performance of the Work described in the Contract Documents, the Contractor agrees to:

- A) Employment discrimination by contractor prohibited; required contract provisions (see § 2.2-4311 of the Code of Virginia).
- B) Compliance with federal, state, and local laws and federal immigration law; required contract provisions (see § 2.2-4311.1 of the Code of Virginia).

- C) Compliance with state law; foreign and domestic businesses authorized to transact business in the Commonwealth (see § 2.2-4311.2 of the Code of Virginia).
- D) Drug-free workplace to be maintained by contractor; required contract provisions (see § 2.2-4312 of the Code of Virginia).
- E) Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- F) Include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.



Town of Berryville
Vendor Registration/Update

Please fill out the information below and the attached W-9 form to be registered as a vendor with the Town of Berryville.

Your company's legal name: _____

Business Type: _____

What kind of products/services does your company offer?

Company Website: _____

Company Address: _____

City _____

State _____ ZIP Code _____

Name of person representing the company: _____

Phone: _____ Fax: _____

Email: _____

Payment Method: _____ Check _____ P-card

***If you accept VISA, you are required to accept P-card payments.**

For Town Office Use Only

Certificate of Insurance Required: _____ Yes _____ No

Contractor's License Required: _____ Yes _____ No

CONTRACTOR REGISTRATION

If a contract for construction, removal, repair or improvement of a building or other real property is:

- for \$120,000 or more,
- or if the total value of all such contracts undertaken by bidder/offeror within any 12-month period is \$750,000 or more, then the bidder/offeror is required under Title 54.1- 1100, Code of Virginia (1950), as amended, to be licensed by the State Board of Contractors a "CLASS A CONTRACTOR."

If such a contract is:

- for \$10,000 or more but less than \$120,000,
- or if the total value of all such contracts undertaken by bidder/offeror within any 12-month period is \$150,000 or more, but less than \$750,000 or more, then the bidder/offeror is required under Title 54.1- 1100, Code of Virginia (1950), as amended, to be licensed as a "CLASS B CONTRACTOR."

If such a contract is:

- over \$1,000 but less than \$10,000,
- or if the contractor does less than \$150,000 in business in a 12-month period, then the bidder/offeror is required under Title 54.1- 1100, Code of Virginia (1950), as amended, to be licensed as a "CLASS C CONTRACTOR."

The board shall require a master tradesmen license as a condition of licensure for electrical, plumbing and heating, and ventilation and air conditioning contractors. The bidder/offeror shall place on the outside of the envelope containing the bid/proposal, and shall place in the bid/proposal over his signature, whichever of the following notations is appropriate, inserting his contractor license number:

Licensed Class A Virginia Contractor No. Specialty: _____

Licensed Class B Virginia Contractor No. Specialty: _____

Licensed Class C Virginia Contractor No. Specialty: _____

CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENT

By my signature on this solicitation, I certify that this firm/individual and subcontractor is properly licensed for providing the goods/services specified.

Contractor Name: _____

License # _____ Type: _____

Subcontractor Name: _____

License # _____ Type: _____

BID BOND

KNOW ALL PERSON BY THESE PRESENTS, that _____ of _____ (hereafter designated as "Bidder"), is submitting herewith to Town of Berryville, Virginia (hereafter designated as "Town") a bid, in accordance with the Scope of Work for Paving, Milling, and Line Striping.

NOW THEREFORE, Bidder is organized and existing under by virtue of the law of the State/Commonwealth of _____, and authorized to transact business within the State of Virginia, as Surety, hereinafter called the "Surety", are held and firmly bound unto the Town in the sum of _____ Dollars (\$ _____) for the payment of which sum well and truly to be made we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, Bidder has submitted the accompanying bid dated _____, 2021 for the Town Paving, Milling, and Line Striping Project.

THE CONDITION OF THIS OBLIGATION IS SUCH that if the Town accepts the Bidder's bid, the Bidder shall, within the period specified therefore, complete the formal contract agreement and furnish the required contract performance bond and contract payment bond as provided in the Contract Documents, upon acceptance of said bid by the Town, or if the Town shall have failed to accept said bid within 30 days of the opening of the bid for this work, then this obligation shall be void and of no effect, but otherwise shall remain in full force and effect.

IN WITNESS WHEREOF, the above parties have executed this instrument under their several seals this _____ date of _____, 2021, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing board.

ATTEST: Principal _____

By: _____
Corporate Secretary

Address: _____

(Corporate Seal) Principal _____

BIDDER'S CHECKLIST

BIDS MAY NOT BE CONSIDERED if the following documents are not included as a part of bidder's submission:

- Completed Cover Sheets (pages 1 and 2 of Invitation for Bid)
- Acknowledgement of any and all addendums issued (manually sign each addendum sheet)
- Completed Bid Proposal Form Scope of Work
- Completed Town of Berryville Vendor Registration/Update form
- Completed W-9
- Completed Contractor Registration
- Certificate of Insurance
- Bid Bond
- Copy of Contractor's License

BIDS MAY NOT BE CONSIDERED if the following instructions are not followed:

- All bid forms must be completed and have an original signature, preferably signed in blue ink.
- Offerors must submit an original and copy of bid package. Copy so marked.
- Erasures or other descriptive literature, brochures, addendums, and/or data must be initialed by the person signing the bid.
- Bid package submitted in a sealed envelope that is labeled "Paving, Milling, and Line Striping IFB#2021-01" and includes the name and address of Offeror.

OFFERORS ARE ENCOURAGED TO:

- make and retain a separate copy of this bid package for their records, and
- enclose bid in a separate sealed envelope when placing it in the shipping company packaging, if applicable.

Remainder of page left blank intentionally.

**Berryville Town Council Item Report Summary
April 13, 2021**

Item Title

Town Manager - IFB-2021-01: Paving, Milling, and Striping

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

Recommendation

Sample Motion