Berryville Town Council

MEETING AGENDA

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

January 14, 2025

7:00 PM

Item Page

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
   - Town Council Minutes- 12/10/24 Final Draft
4. **Presentations/Awards and Recognitions**
   - Administration of Oath of Office for Patrol Officer
5. **Public Hearings**
6. **Discussion of Public Hearing Items**
7. **Citizens' Forum**
8. **Consent Agenda**
9. **Unfinished Business**
10. **New Business**
    - Town Council Committee Assignments Calendar 2025
    - Town Council Meetings Calendar 2025
11. **Council Member Reports**
    - Mayor
    - Vice Mayor
    - Ward 1
    - Ward 2

Ward 3

Ward 4

12. Staff Reports

Public Works

Report of the Department of Public Works 011425

Public Utilities

Utilities Department Report for 14 January 2025

Police Department

Community Development

Community Development Update Jan25

Administration and Finance

December 2024 Admin, Finance Reports

December 2024 ARPA Reports

Town Manager

Electronic Participation in Meeting from Remote Locations Policy Review

Water and Sewer Billing Adjustment Policy Review

13. Committee Updates

Budget and Finance

Community Development

Personnel, Appointments, and Policy

Public Safety

Streets and Utilities

14. Closed Session

15. Adjourn

MINUTES
BERRYVILLE TOWN COUNCIL
Regular Meeting
December 10, 2024
7:00 p.m.

A meeting of the Berryville Town Council was held on Tuesday, December 10, 2024 at 7:00 p.m. at the Berryville-Clarke County Government Center in Berryville.

Town Council

Present: Harry Lee Arnold, Jr., Mayor; Erecka L. Gibson, Vice Mayor; William Steinmetz; Diane Harrison; Grant Mazzarino; Ryan Tibbens.

Absent: No one

Staff

Present: Keith Dalton, Town Manager; Jean Petti, Deputy Town Manager; Brandel Kelsey, Town Clerk; Christy Dunkle, Community Development Director; Chief Neal White, Berryville Police Department; Cindy Poulin, Treasurer.

Press Mickey Powell, *The Winchester Star*

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

2. Pledge of Allegiance
Mayor Arnold invited all those assembled to stand for the Pledge of Allegiance.

3. Approval of Agenda
Vice Mayor Gibson moved to approve the agenda as presented.
The motion passed by voice vote.

4. Presentations, Awards, and Recognitions
Town Council recognized Ms. Dunkle for 24 years of service. Mrs. Kelsey read the resolution (attached).

Mayor Arnold asked the Council to make a motion in this matter.
Mr. Tibbens moved that the Council of the Town of Berryville adopt the attached resolution honoring Christy Dunkle for her 24 years of service with the Town. It is further moved that Ms. Dunkle is thanked for her dedicated service to the Berryville-Clarke County community.
The motion passed by voice vote.

Recognition of Patrol Officer Jaclyn Saldana for being named the 2024 Curve Benevolent Association's Law Enforcement Officer of the Year.

Chief White presented an award to Jaclyn Saldana for being named the 2024 Curve Benevolent Association's Law Officer of the Year.

5. Public Hearings
Special Use Permit- Home Occupation
Jason T. McCarty, Applicant, is requesting a special use permit per section 602.3 (g) of the Berryville Zoning Ordinance in order to operate a home occupation (tattoo business) at the property located at 8 West Fairfax Street, identified as Tax Map Parcel number 14A2-((3))-8, zoned DR-4 detached Residential. SUP 05-24

Mayor Arnold asked if the Council had any questions, there were no questions. Mayor Arnold opened the public hearing at 7:09 p.m.

Mayor Arnold recognized Ms. Dunkle and asked her to summarize the application.

Ms. Dunkle said that Mr. McCarty is requesting a Special Use Permit in order to operate a Home Occupation. She said the public hearing motion was published in the Winchester Star and adjacent property owners were notified via first class mail. She said no comments were received in the planning office.

Mayor Arnold recognized Mr. McCarty and invited him to address the Council.

Mr. McCarty talked about his 30 years of working in the Town of Berryville. He said he has lost his three tattoo artists that were in his shop and can no longer keep the shop open. He said this prompted him to open a business in his home. He said there will only be one client at the location at a time and that does have two off street parking spots available for his clients.

Mayor Arnold asked if the Council had any questions.

Mr. Mazzarino asked if the shop will be inspected by the state. Mr. McCarty said yes after he gets the approval from the Council; the shop will be inspected by the state in order to keep his license.

Mayor Arnold asked if there were any others who wanted to speak on the matter.

Mayor Arnold recognized Marianne Casey, County resident, who owns adjacent property. She said she has no objections to the tattoo business.

Mayor Arnold closed the Public Hearing 7:16 p.m.

6. Discussion of Public Hearing Items

Special Use Permit- Home Occupation.
Jason T. McCarty, Applicant, is requesting a special use permit per section 602.3 (g) of the Berryville Zoning Ordinance in order to operate a home occupation (tattoo business) at the property located at 8 West Fairfax Street, identified as Tax Map Parcel number 14A2-((3))-8, zoned DR-4 Detached Residential. SUP 05-24

Mayor Arnold asked the Council if there were any questions of staff or the applicant, there were none.

Mr. Steinmetz said that the Planning Commission had no objections for this request.

Mayor Arnold sought a motion on the matter.

Mr. Tibbens moved that the Council of the Town of Berryville approve Special Use Permit 05-24 in order to permit operation of a home occupation (tattooing) at the property located at 8 West Fairfax Street with the following conditions:

- **Hours of operation from 10:00 a.m. until 6:00 p.m., Monday through Friday;**

- **A nameplate of up to two (2) square feet of signage is permitted for a home occupation per Section 315.5(a) of the Berryville Zoning Ordinance;**

- **All business activities must take place within the house;**

- **On-street parking related to business activities at 8 West Fairfax Street is prohibited; and**

- **Home occupation will comply with all provisions of Section 315 of the Berryville Zoning Ordinance.**

The motion passed by voice vote.

7. Citizens' Forum
Mayor Arnold called on citizens who have signed up to speak during the forum. There were none.

8. Consent Agenda
Mr. Mazzarino moved to adopt the consent agenda as presented.
The motion passed by voice vote.

9. Unfinished Business
Discussion- Proposed Five-year Water and Sewer Rate and Fee Plan.

Mayor Arnold asked the Director of Finance to provide an overview of the rate plan.

Mrs. Poulin summarized the rate plan and stated that the rates do not need to be raised as much as previously thought.

Mayor Arnold invited Council to ask questions of staff concerning this matter. There were no questions. Mr. Dalton emphasized how important the rate plan is for the financing of the new Water Treatment Plant.

Mayor Arnold stated that a motion will not be approving a five-year plan, each year we will approve each increase. Mr. Dalton said this doesn't approve rate changes. He added that Council will review the rate change when the tax rates are reviewed normally in April. He said this would become effective June 21, 2025.

Mr. Steinmetz moved that the Council of the Town of Berryville adopt the attached water and sewer rate/fee plan. The motion passed by voice vote.

10. New Business
No items

11. Council Member Reports
Mayor Arnold said he participated in the Coiner Grand Emporium ribbon cutting ceremony. He said he also had a nice time at the Tree Lighting Ceremony and a great time at the Christmas Parade.

Mr. Steinmetz said that the Christmas Parade was great.

Mrs. Harrison thanked Public Works for the pick up of leaves around town.

Mr. Tibbens said the Christmas Parade was wonderful and wanted to thank Public Works for getting the park back in shape after the Tree Lighting Ceremony. He said he also wanted to thank the Berryville Main Street for the Tree Lighting Ceremony.

12. Staff Reports
Mayor Arnold asked Council members if they had any questions regarding reports that have been provided by the town manager, deputy town manager, and department heads.

Mayor Arnold said a resident stated how grateful she was to Mrs. Petti for coming to her home crawlspace to help her with finding out what her pipes were made of.

Mr. Dalton stated that what Mayor Arnold was speaking about, had to do with the Lead Pipe Inventory that is nationwide. He said Jean and Morgan have sent out hundreds of letters to town residents to have them determine what their pipes are made of to make sure any lead pipes are replaced.

Mr. Dalton thanked Ms. Dunkle again for 24 years of service.

13. Committee Updates

Mayor Arnold recognized the chairs of each standing committee of the Town Council to introduce action items, provide updates, and impart additional information that they think may be helpful to the Council.

Budget and Finance Committee
Nothing to report.

Community Development Committee
Mr. Tibbens discussed the Livery Stable and the proposed location of the bathroom. There was a discussion about placing the facility inside the building. He said the Community Development Committee will not meet in December.

Mayor Arnold said the bathroom is very important, so this can be discussed.

Mrs. Harrison said her concerns were for flooding water from the Town Run that could damage the building, this could alleviate her concerns.

Mr. Mazzarino and Mr. Steinmetz requested a site visit to the Livery. Mr. Dalton asked them to contact him and he will set up walk throughs for anyone who would like one.

Personnel, Appointments, and Policy
Reappointment to the Berryville Area Development Authority

Vice Mayor Gibson moved that the Council of the Town of Berryville reappoint John Hudson to the Berryville Area Development Authority for a three-year term which expires on December 31, 2027. The motion passed by voice vote.

Public Safety
Nothing to report.

Streets and Utilities
Will not meet until January.

15. Closed Session
No closed session scheduled.

16. Adjourn
The Council adjourned at 7:32 p.m. on a motion by Vice Mayor Gibson.

_____ _____

Erecka L. Gibson, Vice Mayor Brandel Kelsey, Town Clerk

January 14, 2025
Review

Calendar 2025 Committee/Board Assignments

Overview
Each year the mayor appoints the membership of the standing Town Council committees. The established standing committees are the Budget and Finance Committee, the Community Development Committee, the Personnel, Appointments, and Policy Committee, the Public Safety Committee, and the Streets and Utilities Committee.

Proposal under review
Mayor Arnold directed staff to present his draft Calendar 2025 Committee/Board Assignments to the Council for review.

Mayor Arnold requests that the Council review the attached draft and provide comments thereon.

Attachment
- Draft Calendar 2025 Council Committee/Board Assignments

Suggested action
Provide comment on the attached draft.

Town Council Committee/Board Assignments
Calendar 2025

Changes from 2024 Highlighted in Yellow

DRAFT 1/14/25

Standing Committees of the Council

Budget & Finance	Erecka Gibson, Chair & Grant Mazzarino
Community Development	Ryan Tibbens, Chair & Diane Harrison
Personnel	Jay Arnold, Chair & Erecka Gibson
Public Safety	Grant Mazzarino, Chair & William Steinmetz
Streets & Utilities	Diane Harrison, Chair & Ryan Tibbens

Other

Northern Shenandoah Valley Regional Commission
Jay Arnold
Terry Russell (Alternate)

Berryville Main Street Liaison
Jay Arnold

Berryville-Clarke County Economic Development Committee
Diane Harrison
Jay Arnold

Planning Commission Liaison
William Steinmetz

Berryville Area Development Authority Liaison
Diane Harrison

Clarke County Parks and Recreation Advisory Board
Nancy Merriman
1/31/2024- 1/31/2026

January 14, 2025
Review/Approve

Calendar 2025 Meeting Schedule

Overview
Each January the Council sets its meeting schedule for the coming year. The Council sets the dates and times for its regular meetings, work sessions, and standing committee meetings.

Meeting calendar under review
The mayor directed staff to present the draft Calendar 2025 Meeting Schedule to the Council.

Mayor Arnold requests that the Council review and approve the Calendar 2025 Meeting Schedule.

Attachment
- Draft Calendar 2025 Meeting Schedule

Suggested action
Review and approve a meeting schedule.

Sample motion
I move that the Council of the Town of Berryville approves the attached Calendar 2025 Meeting Schedule.

Town Meetings 2025 for Approval

Dates in bold are meetings that have been rescheduled

Town Council Meeting

7 p.m. second Tuesday, monthly, Main meeting room

Jan 14

Feb 11

Mar 11

Apr 8

May 13

Jun 10

Jul 8

Aug 12

Sep 9

Oct 14

Nov 12

Dec 9

Draft 1/14/25

Town Council work session

3 p.m. first Monday, monthly, Main meeting room

Jan 6

Feb 3

Mar 3

Apr 7

May 5

Jun 2

Jul 7

Aug 4

Sep 8

Oct 6

Nov 3

Dec 1

TC Personnel Committee

2 p.m. fourth Monday, monthly, AB meeting room

Jan 27

Feb 24

Mar 24

Apr 28

May 19

Jun 23

Jul 28

Aug 25

Sep 22

Oct 27

Draft 1/14/25

TC Budget & Finance Committee

3 p.m. fourth Monday, monthly, AB meeting room

Jan 27

Feb 24

Mar 24

Apr 28

May 19

Jun 23

Jul 28

Aug 25

Sep 22

Oct 27

TC Streets & Utilities Committee

3 p.m. fourth Tuesday, monthly, C meeting room

Jan 28

Feb 25

Mar 25

Apr 22

May 27

Jun 24

Jul 22

Aug 26

Sep 23

Oct 28

Draft 1/14/25

TC Community Development Committee

4 p.m. fourth Tuesday, monthly, C meeting room

Jan 28

Feb 25

Mar 25

Apr 22

May 27

Jun 24

Jul 22

Aug 26

Sep 23

Oct 28

TC Public Safety Committee

3 p.m. fourth Thursday, quarterly. AB meeting room

Feb 27

May 22

Aug 28

Oct 23

Draft 1/14/25

Report of the Department of Public Works
January 9, 2025

General Information

Alongside typical Public Works Department tasks, departmental personnel focused on preparing for inclement weather.

The Public Works Director has been working with the Town Manager to develop a street paving offering for the summer.

Water

Departmental personnel repaired a watermain leak on Dorsey Street.

Sewer

No sewer collection system emergencies occurred over the past month.

The Public Works Director is working with the Town Manager and Deputy Town Manager to schedule spring maintenance work at the WWTP.

Public Utilities Department Report
14 January 2025

Item Title: Department Update
Prepared By: Jean Petti

Water Treatment Plant Activity
The next HAA5 compliance sampling is scheduled for February. All water quality results are available at https://vadwv.gecsws.com/

The Consent Order went into effect on December 31, 2024. The fine is due by January 30th and payment has been remitted. Our Corrective Action Plan submission is due by February 19th.

Staff was able to meet the community's water needs throughout the holiday season and during inclement weather.

Wastewater Treatment Plant Activity
A frozen pipe at the sewer plant on Christmas Eve was repaired on December 26th by the Public Works department. Thanks to their prompt assistance, there was no interruption of treatment operations.

Department General Activity
The utilities department welcomes Alex Brown, who has two years' experience and is a Class IV operator in both Water and Wastewater.

Public Utilities staff extends thanks to Public Works personnel for maintaining access to the plants and equipment during snow events.

BERRYVILLE POLICE DEPARTMENT

101 Chalmers Ct., Suite A, Berryville VA 22611
(T) 540.955.3863 (F) 540.955.0207
policeadmin@berryvilleva.gov
W. Neal White – Chief of Police

MEMO

DATE: 01/07/2025
TO: Town Council
FROM: Chief W. Neal White
CC:
RE: Police Department Monthly Report – 01/14/2025

Monthly Activity Report

The activity report for the month of December 2024 is attached to this report.

Public Safety Committee

The Public Safety Committee did not meet in December 2024.

Staffing

Gabriel Puh Calmet has joined the Berryville Police Department and will take the oath of office this evening in the presentation portion of the meeting. He will attend the basic law enforcement academy beginning January 15, 2025.

Officer Brandon Piper resigned his position with the department effective December 31, 2024. He had been with the department for nine years and will be continuing his law enforcement career with another agency in the area.

The department has one vacant sworn officer position currently. A candidate that is not a certified law enforcement officer would not be able to attend the recruit academy until mid-July 2025 at the earliest.

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W. Neal White – Chief of Police

Police and Security Report

Month/Year: December 2024	Year To Date 2024	December 2024
Complaints Answered		
911 Hang Up:	22	2
Alarms:	70	9
Animal Complaint:	136	4
Assault:	14	1
Assist County:	155	8
Assist EMS and Fire:	107	10
Auto Larceny:	2	0
Burglary:	12	0
Civil Complaints:	102	11
Disturbance:	46	1
Domestic Disturbance:	34	0
Driving Under the Influence	16	0
Drunk In Public:	5	0
Fraud:	37	1
Larceny:	44	2
Harassment/Intimidation:	40	5
Homicide:	0	0
Identity Theft	7	0
Juvenile Related:	25	1
Mental Health Crisis:	65	7
Narcotics Related:	5	1
Noise	35	4
Public Service:	48	4
Sexual Assault:	2	0
Robbery:	2	0
Shoplifting:	0	0
Suspicious Activity:	185	27
Trespassing:	18	2
Vandalism:	38	1
Welfare Check:	117	7
Miscellaneous Complaints:	574	21
Total Complaints Answered:	1963	129

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W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date 2024	December 2024
Traffic		
Accidents Investigated:	56	3
Assist Motorist:	35	11
Child Safety Seat Install:	6	2
Funeral Escort:	32	3
Hit & Run:	9	1
Parking Tickets:	16	0
Traffic Warnings:	603	37
Traffic Summons Issued		
Defective Equipment:	1	0
Driving Suspended:	14	3
Expired Inspection:	10	0
Expired Registration:	12	1
Fail to Obey Highway Sign:	118	3
Fail to Obey Traffic Signals:	0	0
Fail to Stop/Lights & Siren:	0	0
Fail to Yield Right of Way:	2	0
Hit and Run:	0	0
No Liability Insurance:	0	0
No Operator's License:	16	0
No Seat Belt:	0	0
Reckless Driving:	9	1
Speeding:	106	4
Miscellaneous Summons:	27	5
Total Traffic Summons Issued:	314	17
Found Open at Businesses in Town		
Doors:	14	1
Windows:	0	0
Garage Doors:	0	0

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W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date 2024	December 2024
Criminal Papers Served		
Abduction:	0	0
Arson:	0	0
Assault and Battery:	5	0
Assault and Battery on Police Officer:	3	0
Auto Larceny:	0	0
Breaking and Entering:	0	0
Capias:	8	0
Disorderly Conduct:	0	0
Driving Under the Influence:	11	0
Drunk In Public:	10	0
Fail to Obey Police Officer:	0	0
Fail to Pay Parking Ticket:	0	0
Forgery:	5	0
Fraud:	5	0
Homicide:	0	0
Illegal Drugs/Paraphernalia:	2	0
Larceny:	14	0
Possess Alcohol Underage:	1	0
Protective Order Violations:	1	0
Rape:	0	0
Resisting Arrest:	0	0
Robbery:	0	0
Shoplifting:	0	0
Trespassing:	5	0
Vandalism:	2	0
Weapons Violation:	1	0
Miscellaneous Criminal Arrests:	22	0
Juvenile Detention Order Totals:	0	0
Total Criminal Arrests:	100	0

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Police and Security Report (Continued)

	Year To Date 2024	December 2024
Response to Resistance		
Total Community Interface	3041	187
Total Enforcement Contacts	998	54
Physical Custody	42	0
Reported Force Involved	4	0
Administrative Review - Justified	4	0
Administrative Review - Not Justified	0	0
Complaint of Injury - Arrestee	0	0
Medical Treatment for Injury - Arrestee	0	0
Complaint of Injury - Officer	0	0
Medical Treatment for Injury - Officer	0	0
Type of Force Involved		
Compliance Hold / Open Hands	3	0
Takedown	1	0
Strikes (Hands / Knees)	0	0
Chemical Sprays (O.C.)	0	0
Impact Weapon (Baton)	0	0
Mechanical Non-Lethal	0	0
Firearm	0	0
Arrestee Demographics		
White Male	28	0
Black Male	9	0
Other Male	0	0
White Female	15	0
Black Female	0	0
Other Female	0	0

Town Council Agenda Item Report Summary

January 14, 2025

Item Title
Community Development Update

Prepared By
Terry Russell

Planning Commission
The Planning Commission has not held a meeting since the last Council meeting. Its next meeting is scheduled for Tuesday, January 28, 2025.

Berryville Area Development Authority
The BADA has not held a meeting since the last Council meeting. Its next meeting, previously scheduled for Wednesday, January 15, 2025, has been cancelled.

Architectural Review Board
The ARB has not held a meeting since the last Council meeting.

Tree Board
The Tree Board held their organizational meeting on Wednesday, January 8, 2025. The Board elected Ariel Firebaugh Chairman and Kelly Wood-Brondstater Vice Chairman. The Board discussed participation in the Clarke County Farmers' Market opening day to celebrate Arbor Day and workshops on invasive species. There was discussion of methods to increase awareness of the Board's initiatives in the community. The Board discussed providing information to the community on the use of rain barrels. The next meeting of the Board is scheduled for Wednesday, April 2, 2025 at 6:00 pm.

Board of Zoning Appeals
The BZA has not held a meeting since the last Council meeting.

Cash Balance Report

Period Ending 12/31/2024

Town of Berryville

1/7/2025 3:26 PM

	Bank Information	Balance
1	Bank of Clarke Operating Acct#- 1138499	-$54,503.23
2	Bank of Clarke NOW Acct#- 1138502	$9,956,235.26
3	Bank of Clarke Payroll Acct#- 1138510	$40,189.78
4	Bank of Clarke CIP Acct#- 1138405	$15,758,689.30
5	Bank of Clarke SW Acct#- 1138413	$485,381.90
6	Bank of Clarke PDAF Acct#- 1138421	$25,470.36
7	Bank of Clarke DSR Acct#- 1138456	$112,665.37
9	Bank of Clarke RAU Acct#- 1138472	$950.07
10	Bank of Clarke VRA Reserve Acct#- 6041647	$470,000.00
11	Bank of Clarke Proffer Reserve Acct#- 1897098	$90,349.78
12	Bank of Clarke Performance Bonds Acct#- 1910841	$11,315.94
13	TRUIST Acct#- 5137523525	$568,625.83
14	Bank of Clarke PD Contributions Acct#- 5759859	$6,245.39

Total Cash Balance:	$27,471,615.75

Check Listing

Date From: 12/1/2024 Date To: 12/31/2024
Vendor Range: 1-800 FLOWERS - ZUKOWSKI FLEET SERVICES INC

Check Number	Bank	Vendor	Date	Amount
9409	1	ALLEN, ANNEMARIE & CHARLES BEVAN 7210	12/04/2024	**$75.00**
9410	1	ANDERSON, MARY FRANCES 7720	12/04/2024	**$25.00**
9411	1	BLAU, JUDITH KLATZ & THOMAS D 4115	12/04/2024	**$25.00**
9412	1	CHEGASH THOMAS J JR 1734	12/04/2024	**$25.00**
9413	1	CROWN TROPHY LLC	12/04/2024	**$10.00**
9414	1	DANA LIBBY	12/04/2024	**$40.00**
9415	1	DAVIDSON, JOHN STEPHEN 1908	12/04/2024	**$50.00**
9416	1	DEDAPPER, KIMBERLEY J & JOSEPH M 4036	12/04/2024	**$25.00**
9417	1	FULTZ, GARY ALAN & MARGARET KACKLEY 6616	12/04/2024	**$25.00**
9418	1	Gwen Malone	12/04/2024	**$40.00**
9419	1	H20 Pipe Cleaning LLC	12/04/2024	**$7,650.00**
9420	1	JOHNSON JOSHUA ELI & EMILY WEBER 11080	12/04/2024	**$50.00**
9421	1	JONES, JOSEPH BRETT & KIMBERLY B 3237	12/04/2024	**$50.00**
9422	1	MARTZ, CHRISTOPHER SCOTT 12892	12/04/2024	**$25.00**
9423	1	MATTICE, CRAIG ALLAN 9831	12/04/2024	**$25.00**
9424	1	MCMAINS, JAMES WARREN 8768	12/04/2024	**$50.00**
9425	1	MCMILLAN, DEAN MARK & LOREN A 5934	12/04/2024	**$25.00**
9426	1	MCWILLIAMS, BARBARA L & ALLAN W 3153	12/04/2024	**$25.00**
9427	1	MICHAEL EUGENE BELL JR	12/04/2024	**$40.00**
9428	1	Michelle K. Marino	12/04/2024	**$40.00**
9429	1	MORENO, DE LA CRUZ JOSE MANUEL 7932	12/04/2024	**$25.00**
9430	1	ORNDORFF, CECILIA RAE 3644	12/04/2024	**$25.00**
9431	1	ORTIZ, LILIANA 11793	12/04/2024	**$25.00**
9432	1	ORTIZ, LUIS 1865	12/04/2024	**$50.00**
9433	1	PENNONI ASSOCIATES INC	12/04/2024	**$790.00**
9434	1	PRIMO WATER	12/04/2024	**$53.35**
9435	1	SENGEWALT, JOHN FRANCIS & MAGGIE MAY 9526	12/04/2024	**$50.00**
9436	1	SPEARS, MARIE DELORES 6469	12/04/2024	**$25.00**
9437	1	STURM, JASON IRA 9424	12/04/2024	**$93.50**
9438	1	THE POLICE AND SHERIFFS PRESS	12/04/2024	**$17.60**

Check Listing

Date From: 12/1/2024 Date To: 12/31/2024
Vendor Range: 1-800 FLOWERS - ZUKOWSKI FLEET SERVICES INC

Check Number	Bank	Vendor	Date	Amount
9439	1	THUNELL, AMY WARREN & CHRISTIAN ROBERT 13048	12/04/2024	**$25.00**
9440	1	Total Pest Services, Inc	12/04/2024	**$247.00**
9441	1	UBEO MIDCO LLC	12/04/2024	**$1,564.11**
9442	1	VERGARA, GEMMA FAJARDO 10521	12/04/2024	**$25.00**
9443	1	WILLIAM MITCHELL GILPIN	12/04/2024	**$40.00**
9444	1	William Steinmetz	12/04/2024	**$75.00**
9445	1	ALSBERRY JAMES F & ANITA W 1013	12/11/2024	**$146.40**
9446	1	ANDERSON LAWN CARE, INC.	12/11/2024	**$300.00**
9447	1	ARGUETA ANA D 10153	12/11/2024	**$191.60**
9448	1	BENGE CHRISTOPHER DANIEL 12095	12/11/2024	**$515.46**
9449	1	BENNER ERNEST C & PAULA L 481	12/11/2024	**$587.60**
9450	1	BLOOMINGDALE, MARK STUART 4536	12/11/2024	**$397.68**
9451	1	BRONDSTATER KIRSTEN 6425	12/11/2024	**$247.20**
9452	1	BROSAN MICHAEL D 3265	12/11/2024	**$117.40**
9453	1	BUTLER KENNETH J & PENELOPE H 302	12/11/2024	**$514.50**
9454	1	CALING, EMILIA REGINA CORONEL 9474	12/11/2024	**$292.30**
9455	1	CARLISLE, REGINA P 2432	12/11/2024	**$25.00**
9456	1	CARPENTER BENJAMIN JAMES 9469	12/11/2024	**$375.90**
9457	1	CARRERO TIMOTHY & JACQUELINE 10297	12/11/2024	**$112.40**
9458	1	CHINN, CHRISTIAN SEAN 2571	12/11/2024	**$50.00**
9459	1	CHINN, KRISTINA REED 11541	12/11/2024	**$25.00**
9460	1	CIE INTERNATIONAL LLC 4484	12/11/2024	**$625.34**
9461	1	CIE INTERNATIONAL LLC 7751	12/11/2024	**$203.11**
9462	1	COMBS WASTEWATER MANAGEMENT LLC	12/11/2024	**$75.00**
9463	1	CROSON GARRETT K & MARGARET L BUXTON 12135	12/11/2024	**$239.88**
9464	1	DEHAVEN PAUL & JULIET 486	12/11/2024	**$314.00**
9465	1	DEVLIN ALEXANDER L 9240	12/11/2024	**$237.90**
9466	1	DIANE M HARRISON	12/11/2024	**$40.00**
9467	1	FOSTER, JOYCE L 12751	12/11/2024	**$33.23**
9468	1	H. Allen Kitselman	12/11/2024	**$75.00**
9469	1	Hach Company	12/11/2024	**$261.05**

Check Listing

Date From: 12/1/2024 Date To: 12/31/2024
Vendor Range: 1-800 FLOWERS - ZUKOWSKI FLEET SERVICES INC

Check Number	Bank	Vendor	Date	Amount
9470	1	HERRINGTON BRADLEY D & BETHANY L VOIDED 8338	12/11/2024	**$525.30**
9471	1	HILLS HEIDEMARIE 9268	12/11/2024	**$270.70**
9472	1	Jean Petti	12/11/2024	**$50.00**
9473	1	JOHN E HUDSON	12/11/2024	**$40.00**
9474	1	Keith Dalton	12/11/2024	**$50.00**
9475	1	MATHIAS REVES JOSE 12408	12/11/2024	**$106.60**
9476	1	MATTERN & CRAIG, INC.	12/11/2024	**$1,050.00**
9477	1	MATTESON WILLIAM CHRISTOPHER 6382	12/11/2024	**$630.50**
9478	1	MICHELS RYAN P 8383	12/11/2024	**$196.40**
9479	1	MICHELS RYAN P 10003	12/11/2024	**$278.50**
9480	1	NAECKER LOUIS T & MARGARET M 52	12/11/2024	**$396.60**
9481	1	NEW PIG CORPORATION	12/11/2024	**$360.76**
9482	1	O'ROURKE, STEPHANIE JOHNSON 11791	12/11/2024	**$25.00**
9483	1	ORESIK, JUNE ANN 11148	12/11/2024	**$25.00**
9484	1	PAYTON, ELANTE SHARICE 3821	12/11/2024	**$25.00**
9485	1	PEACOCK STAR SERVICES	12/11/2024	**$3,041.00**
9486	1	PEREZ DANIEL R & MARITZA E 10250	12/11/2024	**$404.50**
9487	1	QUIJADAS ROMERO 12293	12/11/2024	**$153.40**
9488	1	QUINTANA-SEARS MARIAN &KEVIN SEARS 9318	12/11/2024	**$543.50**
9489	1	RAMSAY SARAH J & TIMOTHY L SERGENT 9319	12/11/2024	**$569.00**
9490	1	RAMSINGH, SATNARINE 9479	12/11/2024	**$410.90**
9491	1	RIGHT, WILLIAM ARTHUR 6746	12/11/2024	**$25.00**
9492	1	ROHDE SHAUN PAUL MOORE EMILY RUTH 12314	12/11/2024	**$444.70**
9493	1	RUDOLPH, C J LANE 3332	12/11/2024	**$36.07**
9494	1	RUSSMAN, PATRICK JOHN 12990	12/11/2024	**$25.00**
9495	1	RUSSMAN, PETER XAVIER 11499	12/11/2024	**$25.00**
9496	1	SCHENK HANS CAROLYN YOUNG 12324	12/11/2024	**$255.50**
9497	1	SCHULTZ STEPHEN H & ANNE R 8419	12/11/2024	**$459.80**
9498	1	SPROUL GABRIELLA 12338	12/11/2024	**$107.40**
9499	1	STROOT ABRAM M & ERIN M 8433	12/11/2024	**$512.50**

Check Listing

Date From: 12/1/2024 Date To: 12/31/2024
Vendor Range: 1-800 FLOWERS - ZUKOWSKI FLEET SERVICES INC

Check Number	Bank	Vendor	Date	Amount
9500	1	The Hall Company	12/11/2024	**$1,685.68**
9501	1	THERON, JESSIE 2065	12/11/2024	**$50.47**
9502	1	TIMOTHY SINCLAIR	12/11/2024	**$40.00**
9503	1	Treasurer of Clarke County	12/11/2024	**$62,214.73**
9504	1	UHL JESSE DAVID 12409	12/11/2024	**$197.70**
9505	1	United States Treasury	12/11/2024	**$311.67**
9506	1	VRSA Virginia Risk Sharing Association	12/11/2024	**$1,134.00**
9507	1	WOODS JUAN LATINO 12384	12/11/2024	**$366.30**
9508	1	XUE JIA & XIAOQIANG 9353	12/11/2024	**$334.50**
9509	1	AT&T	12/18/2024	**$531.70**
9510	1	AUGUSTA ACTUATION LLC	12/18/2024	**$4,490.00**
9511	1	BKT UNIFORMS	12/18/2024	**$233.00**
9512	1	CLARKE COUNTY GENERAL DISTRICT COURT	12/18/2024	**$240.00**
9513	1	CORE & MAIN LP	12/18/2024	**$3,800.00**
9514	1	Country Roads Tire & Auto Inc	12/18/2024	**$540.12**
9515	1	INBODEN ENVIRONMENTAL SVCS	12/18/2024	**$13,691.00**
9516	1	Lakeside Equipment Corporation	12/18/2024	**$466.00**
9517	1	LANGUAGE LINE SERVICES INC	12/18/2024	**$42.13**
9518	1	MARASCO, ANTHONY MICHAEL 5914	12/18/2024	**$42.92**
9519	1	Michelle M. Jones	12/18/2024	**$2,420.00**
9520	1	Municipal Safety Sales	12/18/2024	**$377.39**
9521	1	PENNONI ASSOCIATES INC	12/18/2024	**$9,659.87**
9522	1	RIDDLEBERGER BROTHERS	12/18/2024	**$1,590.00**
9523	1	SIGNET MARKETING	12/18/2024	**$60.00**
9524	1	THE POLICE AND SHERIFFS PRESS	12/18/2024	**$17.60**
9525	1	The Winchester Star	12/18/2024	**$1,495.19**
9526	1	THOMSON REUTERS	12/18/2024	**$109.20**
9527	1	Treasurer of Frederick County	12/18/2024	**$6,670.56**
9528	1	VALLEY REGIONAL ENTERPRISES, INC.	12/18/2024	**$50.00**
9529	1	VIRASEC IT Support Services, Inc.	12/18/2024	**$3,722.97**
9530	1	VIRGINIA DEPT OF HEALTH OFFICE OF DRINKING WATER	12/18/2024	**$2,734.00**

Check Listing

Date From: 12/1/2024 Date To: 12/31/2024
Vendor Range: 1-800 FLOWERS - ZUKOWSKI FLEET SERVICES INC

Check Number	Bank	Vendor	Date	Amount
9531	1	VUPS	12/18/2024	**$35.65**
9532	1	ROLLISON ANTHONY M 6008	12/19/2024	**$25.00**
9533	1	Treasurer of Clarke County	12/19/2024	**$750.00**
9534	1	BLOSSMAN GAS INC	12/31/2024	**$1,323.14**
9535	1	BROOKS SCOTT G 1086	12/31/2024	**$483.20**
9536	1	CLARKE COUNTY GENERAL DISTRICT COURT	12/31/2024	**$210.00**
9537	1	Country Roads Tire & Auto Inc	12/31/2024	**$870.00**
9538	1	ECONO SIGNS, LLC	12/31/2024	**$296.86**
9539	1	Minnesota Life Insurance Co.	12/31/2024	**$297.91**
9540	1	RIDDLEBERGER BROTHERS	12/31/2024	**$931.50**
9541	1	Skyline Regional CJA	12/31/2024	**$340.60**
9542	1	Stuart M. Perry, Inc	12/31/2024	**$701.01**
9543	1	The Hall Company	12/31/2024	**$143.32**
9544	1	The Power Connection, Inc.	12/31/2024	**$24,401.71**
9545	1	Treasurer of Clarke County	12/31/2024	**$6,040.28**
9546	1	UBEO MIDCO LLC	12/31/2024	**$1,564.11**
9547	1	ZENON ENVIRONMENTAL CORPORATION	12/31/2024	**$1,056.90**
139		Checks Totaling -		**$187,287.03**

Totals By Fund

		Checks	Voids	Total
100		$114,956.44	$525.30	$114,431.14
501		$35,468.79		$35,468.79
502		$36,861.80		$36,861.80
	Totals:	$187,287.03	$525.30	$186,761.73

BANK OF AMERICA

BERRYVILLE TOWN OF
[redacted]
December 01, 2024 - December 31, 2024

Purchasing Card

Company Statement

Account Information

Mail Billing Inquiries to:
BANKCARD CENTER
PO Box 660441
Dallas, TX 75266-0441

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

Payment Information

Statement Date	12/31/24
Payment Due Date	**01/25/25**
Days in Billing Cycle	31
Credit Limit	$500,000
Cash Limit	$0
Total Payment Due	**$86,736.27**

Account Summary

Previous Balance	$71,321.50
Payments	-$71,321.50
Credits	-$158.80
Cash	$0.00
Purchases	$86,895.07
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	$86,736.27

Important Messages

Please do not send payment. Your automatic payment is scheduled to be credited to this account on 01/24/25.

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 up to 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*

7132150 8673627 8673627 47152912018 37237

Account Number: [redacted]
December 01, 2024 - December 31, 2024

Total Payment Due $86,736.27
Payment Due Date 01/25/25

Enter payment amount

$.

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

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

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

Posting payments: Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.

Service for the hearing impaired (TTY/TDD): We accept calls made through relay services (dial 711).

Telephone monitoring: For the purposes of monitoring and improving the quality of service, Bank's supervisory personnel may listen to and/or record telephone calls between Bank employees and any person acting on Company's behalf.

In case of errors or questions about your bill: Errors or questions about your bill must be received in writing no later than 60 days after we sent you the first statement on which the error or problem appeared. Please mail this information to BANKCARD CENTER, PO BOX 660441, DALLAS, TX 75266-0441. Your letter must include the following information:

- The company name, cardholder name and account number in question.
- The dollar amount of the suspected error.
- A written description of the error and why you believe there is an error. If you need more information, describe the item you are unsure about.

Customer Service:	For questions regarding transactions, general assistance, and reporting lost and stolen cards, call:	
	Within the U.S. 1.888.449.2273	Outside the U.S. 1.509.353.6656 (collect calls accepted)

Thank you for your business.

Posting payments: Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.

Cardholder Activity Summary

Account Number / Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
AUMULLER, BRIAN [redacted]				
1,000	105.22	0.00	145.68	40.46
BOOR, RICK [redacted]				
15,000	0.00	0.00	5,046.59	5,046.59
BOOTH, KEVIN [redacted]				
1,000	0.00	0.00	814.18	814.18
BRISTOL, TIM [redacted]				
50,000	0.00	0.00	28.94	28.94
BUSSERT, ERNIE [redacted]				
47,425	0.00	0.00	109.94	109.94
DALTON, KEITH [redacted]				
50,000	0.00	0.00	718.99	718.99
DORSEY, DANIEL [redacted]				
1,500	0.00	0.00	21.54	21.54
DUNKLE, CHRISTY [redacted]				
1	0.00	0.00	124.99	124.99
JOHNSON, KAREN [redacted]				
1,000	0.00	0.00	238.27	238.27
KELSEY, BRANDEL [redacted]				
1,000	0.00	0.00	173.41	173.41
LINK, BRIAN [redacted]				
50,000	0.00	0.00	843.12	843.12
MILBURN, AUSTIN [redacted]				
1,500	0.00	0.00	140.00	140.00
PETTI, JEAN [redacted]				
50,000	53.58	0.00	26,069.98	26,016.40
POULIN, CYNTHIA [redacted]				
50,000	0.00	0.00	1,922.90	1,922.90
SHEETZ, CULLEN [redacted]				
1,500	0.00	0.00	387.04	387.04
SHOREMOUNT, JOSEPH E [redacted]				
1,500	0.00	0.00	30.69	30.69
STOVER, KEITH [redacted]				
50,000	0.00	0.00	2,753.18	2,753.18
TYLER, LAURA A [redacted]				
50,000	0.00	0.00	44,184.35	44,184.35
WHITE, NEAL [redacted]				
15,000	0.00	0.00	3,141.28	3,141.28

Transactions

Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit
BERRYVILLE TOWN OF						**Total Activity**
Account Number: [redacted]						**-$71,321.50**
12/24	12/24	AUTO PAYMENT DEDUCTION		0071		71,321.50

Transactions

Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit
AUMULLER, BRIAN						**Total Activity**
Account Number: [redacted]						**40.46**
12/16	12/13	FISHER AUTO PARTS 009 BERRYVILLE VA	24431064349111587057373	5533	27.74	
12/16	12/14	FRONT ROYAL RURAL KING FRONT ROYAL VA	24055234350182215607087	5999	105.22	
12/16	12/14	FRONT ROYAL RURAL KING FRONT ROYAL VA	74055234350182215607090	5999		105.22
12/20	12/19	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801974355187364145295	5251	12.72	
BOOR, RICK						**Total Activity**
Account Number: [redacted]						**5,046.59**
12/06	12/05	GRIFFITH/SMO 877-737-6992 NY	24137464340300725940446	4900	2,678.23	
12/16	12/13	BROY & SON PUMP SERVICE 540-9553928 VA	24073144348900016500027	1799	2,208.37	
12/30	12/28	TRACTOR-SUPPLY-CO #0697 WINCHESTER VA	24137464364001341644096	5599	159.99	
BOOTH, KEVIN						**Total Activity**
Account Number: [redacted]						**814.18**
12/06	12/05	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801974341172861074567	5251	27.92	
12/10	12/09	FISHER AUTO PARTS 009 BERRYVILLE VA	24431064345108979049145	5533	226.99	
12/10	12/09	HARBOR FREIGHT TOOLS 595 WINCHESTER VA	24231684345176973905809	5251	142.06	
12/11	12/10	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801974346177972005488	5251	33.31	
12/13	12/12	FISHER AUTO PARTS 009 BERRYVILLE VA	24431064348110924056867	5533	32.97	
12/17	12/16	FISHER AUTO PARTS 009 BERRYVILLE VA	24431064352113499045805	5533	146.42	
12/18	12/17	FISHER AUTO PARTS 009 BERRYVILLE VA	24431064353114149054139	5533	68.97	
12/19	12/18	LOWES #02724* Winchester VA	24692164353101521059044	5200	114.36	
12/20	12/19	FISHER AUTO PARTS 009 BERRYVILLE VA	24431064355115501059507	5533	21.18	
BRISTOL, TIM						**Total Activity**
Account Number: [redacted]						**28.94**
12/09	12/06	FESTIVAL CLEANERS BERRYVILLE VA	24022444341900011700054	7216	10.00	
12/23	12/20	BERRYVILLE AUTO PARTS BERRYVILLE VA	24431054356082105021145	5533	18.94	
BUSSERT, ERNIE						**Total Activity**
Account Number: [redacted]						**109.94**
12/12	12/11	AMAZON MKTPL*ZX8FT8T00 Amzn.com/billWA	24692164346104781917521	5942	39.95	
12/16	12/13	AMAZON MKTPL*Z123643M2 Amzn.com/billWA	24692164348106418447853	5942	69.99	
DALTON, KEITH						**Total Activity**
Account Number: [redacted]						**718.99**
12/05	12/04	BEST BUY 00010868 WINCHESTER VA	24399004339295040014085	5732	718.99	
DORSEY, DANIEL						**Total Activity**
Account Number: [redacted]						**21.54**
12/05	12/04	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801974340171807002162	5251	21.54	
DUNKLE, CHRISTY						**Total Activity**
Account Number: [redacted]						**124.99**
12/06	12/04	NEIGHBORHOOD ITALIAN K 540-2772974 VA	24000974340795700645849	5812	92.37	
12/31	12/30	VISTAPRINT 866-207-4955 MA	24036294365744132782466	2741	32.62	
JOHNSON, KAREN						**Total Activity**
Account Number: [redacted]						**238.27**
12/04	12/03	Amazon web services aws.amazon.coWA	24692164338109086057139	7399	0.70	
12/09	12/06	USPS PO 5107560300 BERRYVILLE VA	24137464342001806785597	9402	2.87	
12/09	12/07	STAPLS7647197209000001 877-8267755 NJ	24164074343105441368396	5111	107.19	
12/09	12/08	STAPLS7647294048000001 877-8267755 NJ	24164074343105441188414	5111	62.05	
12/19	12/18	STAPLS7647903277000001 877-8267755 NJ	24164074353105441388854	5111	65.46	
KELSEY, BRANDEL						**Total Activity**
Account Number: [redacted]						**173.41**
12/17	12/16	PRESENT A PLAQUE WWW.PRESENTAPAZ	24064664352500002201779	5999	173.41	
LINK, BRIAN						**Total Activity**
Account Number: [redacted]						**843.12**
12/03	12/02	FISHER AUTO PARTS 009 BERRYVILLE VA	24431064338104408047072	5533	259.98	
12/06	12/05	LOWES #02724* Winchester VA	24692164340101693193890	5200	181.50	
12/10	12/09	JNO. S SOLENBERGER AND C WINCHESTER VA	24138294344060997049195	5251	4.99	
12/10	12/09	COLLIFLOWER INC HQ 410-686-1200 MD	24435654345043699072669	5085	12.64	
12/12	12/11	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801974347178985019705	5251	10.14	
12/13	12/12	BATTLEFIELD BOOTS WINCHESTER VA	24755424347273472395650	5661	157.21	
12/17	12/16	JNO. S SOLENBERGER AND C WINCHESTER VA	24138294351063442052350	5251	189.90	
12/19	12/18	JNO. S SOLENBERGER AND C WINCHESTER VA	24138294353064132060073	5251	26.76	
MILBURN, AUSTIN						**Total Activity**
Account Number: [redacted]						**140.00**
12/11	12/10	BERRYVILLE AUTO PARTS BERRYVILLE VA	24431054346077554017290	5533	120.00	
12/20	12/18	BERRYVILLE AUTO PARTS BERRYVILLE VA	24431054354081233030806	5533	20.00	
PETTI, JEAN						**Total Activity**
Account Number: [redacted]						**26,016.40**
12/02	12/01	AMAZON MKTPL*ZL1KL1LG2 Amzn.com/billWA	24692164336107492830323	5942	102.94	

Transactions

Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit
12/04	12/04	USABlueBook Atlanta GA	24793384339001182856053	5085	89.42	
12/04	12/04	OPUS-GLOBAL INDUSTRIAL GETBALANCE.COCA	24011344339000019605485	7399	439.43	
12/04	12/03	GRAINGER 800-4724643 IL	24755424339733394255076	5085	132.44	
12/05	12/04	USABlueBook Atlanta GA	24793384339002051959051	5085	283.89	
12/09	12/08	AMAZON MKTPL*ZR9PR58Q0 Amzn.com/billWA	24692164344101954746648	5942	6.00	
12/10	12/09	AMAZON MKTPL*ZR22J0640 Amzn.com/billWA	24692164344102177915184	5942	46.58	
12/10	12/09	AMAZON MKTPL*ZR4BO4DY0 Amzn.com/billWA	24692164344102276627730	5942	17.99	
12/10	12/09	GIANT MARTINS #6558 BERRYVILLE VA	24692164344102667895599	5411	117.16	
12/10	12/09	Amazon.com Amzn.com/billWA	74692164344102770303841	5942		53.58
12/12	12/12	USABlueBook Atlanta GA	24793384347000184427053	5085	240.90	
12/16	12/13	Amazon.com*Z14NZ2EC2 Amzn.com/billWA	24692164348106854451278	5942	3.50	
12/18	12/17	IN *JOINER LABS, LLC 540-3477212 VA	24692164352100883018581	8734	25.00	
12/20	12/19	AMERICAN WATER WORKS ASSO012-345-6789 CO	24247604354300704157138	8398	394.00	
12/23	12/21	USABlueBook Atlanta GA	24793384356000074845057	5085	137.34	
12/23	12/20	THE POWER CONNECTION WWW VA	24055224355188065000048	1731	883.89	
12/26	12/24	AMAZON MKTPL*ZE8HC0BH2 Amzn.com/billWA	24692164359107216839032	5942	15.85	
12/26	12/24	AMZN Mktp US*ZE90L98R2 Amzn.com/billWA	24692164359107370290345	5942	33.99	
12/27	12/26	COYNE CHEMICAL 215-785-3000 PA	24435654361047765041051	5169	4,187.00	
12/27	12/26	COYNE CHEMICAL 215-785-3000 PA	24435654361047765041077	5169	2,735.30	
12/31	12/30	COYNE CHEMICAL 215-785-3000 PA	24435654365048696074688	5169	16,177.36	
POULIN, CYNTHIA						**Total Activity**
Account Number: [redacted]						**1,922.90**
12/10	12/09	MARTINS 6102 CHARLES TOWN WV	24692164344102563070628	5411	205.95	
12/10	12/09	MARTINS 6102 CHARLES TOWN WV	24692164344102563070644	5411	142.85	
12/10	12/09	MARTINS 6102 CHARLES TOWN WV	24692164344102563070685	5411	181.65	
12/10	12/09	MARTINS 6102 CHARLES TOWN WV	24692164344102563070693	5411	505.95	
12/12	12/11	VA DMV ONLINE BILLING PAY804-4977100 VA	24755424347133478896764	9399	375.00	
12/17	12/16	IN *TRUESHRED 888-7508783 VA	24692164351109879863711	7399	62.00	
12/23	12/23	MSFT * E0100UR2M1 800-6427676 WA	24204294358000200138049	5045	6.00	
12/23	12/22	MSFT * E0100UR4O3 MSBILL.INFO WA	24430994357190267458513	5045	12.50	
12/23	12/22	MSFT * E0100UQUP7 MSBILL.INFO WA	24430994357190267466516	5045	264.00	
12/24	12/23	IN *TRUESHRED 888-7508783 VA	24692164358106813048956	7399	167.00	
SHEETZ, CULLEN						**Total Activity**
Account Number: [redacted]						**387.04**
12/10	12/09	GIANT MARTINS #6558 BERRYVILLE VA	24692164344102856297698	5411	20.16	
12/12	12/11	FISHER AUTO PARTS 009 BERRYVILLE VA	24431064347110259051716	5533	82.85	
12/19	12/18	BIG DADDY AUTOMOTIVE LLC BERRYVILLE VA	24247604353200253573266	7538	20.00	
12/19	12/18	FISHER AUTO PARTS 009 BERRYVILLE VA	24431064354114801048782	5533	179.35	
12/20	12/18	BERRYVILLE AUTO PARTS BERRYVILLE VA	24431054354081233030814	5533	20.00	
12/20	12/18	BERRYVILLE AUTO PARTS BERRYVILLE VA	24431054354081233030822	5533	44.52	
12/31	12/30	GIANT MARTINS #6558 BERRYVILLE VA	24692164365102333463628	5411	20.16	
SHOREMOUNT, JOSEPH E						**Total Activity**
Account Number: [redacted]						**30.69**
12/18	12/17	USPS PO 5107560300 BERRYVILLE VA	24137464353001901158167	9402	19.70	
12/27	12/26	USPS PO 5107560300 BERRYVILLE VA	24137464362001501127389	9402	10.99	
STOVER, KEITH						**Total Activity**
Account Number: [redacted]						**2,753.18**
12/03	12/02	LOWES #02724* Winchester VA	24692164337108649043546	5200	595.44	
12/03	12/02	LOWES #00656* WINCHESTER VA	24692164337108650883723	5200	178.20	
12/03	12/02	COLLIFLOWER INC HQ 410-686-1200 MD	24435654338041915072462	5085	96.50	
12/05	12/04	CLARKE COUNTY AUTOMOTIVE BERRYVILLE VA	24247604339200255833766	7538	597.65	
12/06	12/05	LOWES #02724* Winchester VA	24692164340101548819269	5200	23.96	
12/09	12/05	THE HOME DEPOT #4618 WINCHESTER VA	24943014341010205832874	5200	180.97	
12/09	12/05	TIMBROOK HONDA OF WINCHE WINCHESTER VA	24251384341030050340396	5511	41.97	
12/09	12/06	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801974342173947338520	5251	3.21	
12/16	12/15	AUTOZONE #3199 WINCHESTER VA	24137464351001591056756	5533	6.49	
12/17	12/16	SHADE EQUIPMENT CO-WINCHEWINCHESTER VA	24412904351027013441665	5599	56.95	
12/17	12/16	COLLIFLOWER INC HQ 410-686-1200 MD	24435654352045463078145	5085	331.13	
12/17	12/16	FISHER AUTO PARTS 009 BERRYVILLE VA	24431064352113499045854	5533	146.42	
12/17	12/16	HARBOR FREIGHT TOOLS 595 WINCHESTER VA	24231684352184231105428	5251	32.62	
12/20	12/19	SHADE EQUIPMENT CO-WINCHEWINCHESTER VA	24412904354027013979760	5599	143.40	
12/20	12/19	SHADE EQUIPMENT CO-WINCHEWINCHESTER VA	24412904354027013979752	5599	189.80	
12/20	12/19	TRUCK PARTS UNLIMITED 540-8693303 VA	24035994354900015566355	5533	77.47	
12/23	12/20	BERRYVILLE AUTO PARTS BERRYVILLE VA	24431054356082172136271	5533	51.00	
TYLER, LAURA A						**Total Activity**
Account Number: [redacted]						**44,184.35**
12/04	12/03	RAPPAHANNOCK ELECTRIC EBILL.MYREC.CVA	24231684338747008226608	4900	5,118.75	
12/05	12/04	COMCAST 800-COMCAST MD	24692164339100255558246	4899	126.07	

Transactions

Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit
12/17	12/16	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24941664351080140238223	4900	6,521.74	
12/23	12/20	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24941664355082009200969	4900	8,850.06	
12/23	12/20	REPUBLIC SERVICES TRASH HTTP://WWW.PHAZ	24941664355082044298374	4900	21,852.41	
12/23	12/21	VERIZON BILL PAYMENT 800-VERIZON FL	24692164356104353388959	4814	411.67	
12/23	12/21	VERIZON BILL PAYMENT 800-VERIZON FL	24692164356104353388967	4814	243.43	
12/24	12/23	VERIZONWRLSS*RTCCR VB 800-922-0204 FL	24692164358106296558554	4814	1,060.22	
WHITE, NEAL						**Total Activity**
Account Number: [redacted]						**3,141.28**
12/06	12/03	THE GALLERY COLLECTION 201-6417900 NJ	24639234340900015988250	5099	330.69	
12/10	12/09	USPS PO 5107560300 BERRYVILLE VA	24137464345001688599998	9402	43.80	
12/13	12/12	BERRYVILLE AUTO PARTS BERRYVILLE VA	24431054348078491025709	5533	55.76	
12/16	12/12	BERRYVILLE AUTO PARTS BERRYVILLE VA	24431054348078558038249	5533	12.00	
12/17	12/16	THOMSON WEST*TCD 800-328-4880 MN	24692164351109696853291	8999	123.71	
12/17	12/13	FBI LEEDA INC 877-7727712 PA	24559304351900012917735	8398	50.00	
12/18	12/16	KUSTOM SIGNALS 913-492-1400 KS	24247604352500759605053	5065	2,342.75	
12/30	12/27	GALLS 859-266-7227 KY	24435654362047983046295	5137	167.99	
12/31	12/30	BERRYVILLE AUTO PARTS BERRYVILLE VA	24431054366086206019237	5533	14.58	

Finance Charge Calculation

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

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

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

Budget Summary
As of 12/31/2024

	Budget	YTD	Variance	%	
100 GF					
Revenue	$ 5,572,011	$ 3,096,215	$ (2,475,796)	56%	
Expense	$ 5,572,011	$ 2,174,476	$ (3,397,535)	39%	
501 WF					
Revenue	$ 6,494,000	$ 819,539	$ (5,674,461)	13%	
Expense	$ 6,494,000	$ 798,643	$ (5,695,357)	12%	
502 SF					
Revenue	$ 2,527,800	$ 1,062,791	$ (1,465,009)	42%	
Expense	$ 2,527,800	$ 966,558	$ (1,561,242)	38%	
REVENUES					
100-3110401-0000 Mach & Tools	$ 180,000	$ 251,213	$ 71,213	140%	Bville Graphics
EXPENSES					
Line item variance explanation (greater than 100% AND $10,000):					
100-4031100-6010 Police Supplies	$ 14,000.00	$ (34,087.53)	$ 48,087.53	243%	Received Grant
100-4041250-6050 Street Maintenance	$ 135,000.00	$ 193,756.84	$ (58,756.84)	144%	VDOT Reimbursement

und Or Attr	Type	Disp Acct	Budget	YTD	Variance	Prcnt
Fund Or Attrib: 100 General Fund						
Type: Revenues						
100 G	Revenues	100-3000000-0000 FUND BALANCE FORWARD	$558,169.00	$0.00	($558,169.00	0.00%
100 G	Revenues	100-3110101-0000 CURRENT REAL ESTATE TAXES	$1,355,575.00	$682,320.25	($673,254.75	50.33%
100 G	Revenues	100-3110201-0000 UTILITY REAL ESTATE TAXES	$11,200.00	$0.00	($11,200.00)	0.00%
100 G	Revenues	100-3110301-0000 CURRENT PERS PROP TAXES	$600,000.00	$662,070.87	$62,070.87	110.35%
100 G	Revenues	100-3110303-0000 Refuse Collection Fees	$13,000.00	$7,926.10	($5,073.90)	60.97%
100 G	Revenues	100-3110401-0000 MACHINERY & TOOLS	$180,000.00	$251,212.60	$71,212.60	139.56%
100 G	Revenues	100-3110601-0000 TAX PENALTIES	$8,000.00	$4,841.46	($3,158.54)	60.52%
100 G	Revenues	100-3110602-0000 TAX INTEREST	$3,500.00	$3,679.61	$179.61	105.13%
100 G	Revenues	100-3120101-0000 LOCAL SALES TAX	$325,000.00	$183,642.22	($141,357.78	56.51%
100 G	Revenues	100-3120201-0000 CONSUMER UTILITY TAX	$110,000.00	$54,182.93	($55,817.07)	49.26%
100 G	Revenues	100-3120300-0000 BUSINESS LICENSE	$280,000.00	$3,161.23	($276,838.77	1.13%
100 G	Revenues	100-3120402-0000 REC FRANCHISE FEES	$43,000.00	$22,089.25	($20,910.75)	51.37%
100 G	Revenues	100-3120501-0000 AUTO LICENSE	$102,000.00	$101,156.41	($843.59)	99.17%
100 G	Revenues	100-3120601-0000 BANK FRANCHISE TAXES	$175,000.00	$0.00	($175,000.00	0.00%
100 G	Revenues	100-3120801-0000 CIGARETTE TAX	$13,000.00	$7,535.00	($5,465.00)	57.96%
100 G	Revenues	100-3121001-0000 LODGING TAX	$10,000.00	$7,051.09	($2,948.91)	70.51%
100 G	Revenues	100-3121101-0000 MEALS TAX	$430,000.00	$220,286.60	($209,713.40	51.23%
100 G	Revenues	100-3130304-0000 Land Use Application Fees	$1,000.00	$0.00	($1,000.00)	0.00%
100 G	Revenues	100-3130307-0000 ZONING & SUBDIVISION FEES	$10,000.00	$13,925.00	$3,925.00	139.25%
100 G	Revenues	100-3140101-0000 COURT FINES	$12,000.00	$10,467.13	($1,532.87)	87.23%
100 G	Revenues	100-3140102-0000 PARKING METER FINES	$2,000.00	$40.00	($1,960.00)	2.00%
100 G	Revenues	100-3140103-0000 ESUMMONS	$500.00	$0.00	($500.00)	0.00%
100 G	Revenues	100-3150101-0000 INTEREST ON DEPOSITS	$105,000.00	$87,051.45	($17,948.55)	82.91%
100 G	Revenues	100-3150201-0000 RENTAL OF PROPERTY	$13,500.00	$11,657.31	($1,842.69)	86.35%
100 G	Revenues	100-3150205-0000 WATER TANK SITE LEASE	$92,000.00	$48,397.16	($43,602.84)	52.61%
100 G	Revenues	100-3150206-0000 CHARGE CARD REBATE	$14,000.00	$0.00	($14,000.00)	0.00%
100 G	Revenues	100-3160703-0000 PARKING METERS	$10,000.00	$4,195.25	($5,804.75)	41.95%
100 G	Revenues	100-3189905-0000 SALE OF SURPLUS	$5,000.00	$31,787.00	$26,787.00	635.74%
100 G	Revenues	100-3189999-0000 PPTRA	$209,917.00	$209,916.73	($0.27)	100.00%
100 G	Revenues	100-3190204-0000 NORTHWESTERN REIMBURSEABLE FEES	$0.00	$2,544.00	$2,544.00	0.00%

und Or Attr	Type	Disp Acct	Budget	YTD	Variance	Prcnt
100 G	Revenues	100-3220107-0000 ROLLING STOCK TAX	$1,900.00	$2,130.96	$230.96	112.16%
100 G	Revenues	100-3220108-0000 599 LAW ENFORCEMENT GRANT	$95,000.00	$54,297.00	($40,703.00)	57.15%
100 G	Revenues	100-3220201-0000 Communication Tax	$62,000.00	$30,097.47	($31,902.53)	48.54%
100 G	Revenues	100-3240102-0000 FIRE FUND PROGRAM	$15,250.00	$0.00	($15,250.00)	0.00%
100 G	Revenues	100-3240103-0000 LE BLOCK GRANT	$1,000.00	$0.00	($1,000.00)	0.00%
100 G	Revenues	100-3240300-0000 VDOT LANE MILE ALLOWANCE	$635,000.00	$363,447.84	($271,552.16	57.24%
100 G	Revenues	100-3240301-0000 VDOT ROAD MAINTENANCE	$60,000.00	$0.00	($60,000.00)	0.00%
100 G	Revenues	100-3240302-0000 LITTER CONTROL GRANT	$4,000.00	$4,500.00	$500.00	112.50%
100 G	Revenues	100-3240312-0000 Va Commission for the Arts	$4,500.00	$4,500.00	$0.00	100.00%
100 G	Revenues	100-3410201-0000 MISCELLANEOUS REVENUES	$1,000.00	$6,105.46	$5,105.46	610.55%
			$5,572,011.00	$3,096,215.38	($2,475,795.62)	56%
Type: Expenses						
100 G	Expenses	100-4011100-1111 EXPENSE COMPENSATION	$18,900.00	$9,450.00	$9,450.00	50.00%
100 G	Expenses	100-4011100-2100 MATCHING FICA	$1,450.00	$723.06	$726.94	49.87%
100 G	Expenses	100-4011100-5540 TRAINING	$400.00	$0.00	$400.00	0.00%
100 G	Expenses	100-4011100-5699 LOCAL CONTRIBUTIONS	$5,000.00	$0.00	$5,000.00	0.00%
100 G	Expenses	100-4011100-5800 MISCELLANEOUS	$5,000.00	$110.50	$4,889.50	2.21%
100 G	Expenses	100-4011100-5810 Dues	$3,000.00	$3,482.00	($482.00)	116.07%
100 G	Expenses	100-4011100-6017 TOWN CODE SUPPLEMENTS	$2,000.00	$1,328.40	$671.60	66.42%
100 G	Expenses	100-4011200-1114 SALARIES/WAGES/TNCLK	$53,100.00	$15,120.00	$37,980.00	28.47%
100 G	Expenses	100-4011200-2100 MATCHING FICA EXPENSE	$4,350.00	$1,157.83	$3,192.17	26.62%
100 G	Expenses	100-4011200-5510 MILEAGE	$250.00	$0.00	$250.00	0.00%
100 G	Expenses	100-4011200-5540 EDUCATION/TRAINING	$1,000.00	$73.62	$926.38	7.36%
100 G	Expenses	100-4011200-5810 DUES	$100.00	$0.00	$100.00	0.00%
100 G	Expenses	100-4012110-1112 COMPENSATION	$240,000.00	$117,817.98	$122,182.02	49.09%
100 G	Expenses	100-4012110-2100 MATCHING FICA EXPENSE	$18,000.00	$7,695.74	$10,304.26	42.75%
100 G	Expenses	100-4012110-3399 Blight Abatement	$50,000.00	$0.00	$50,000.00	0.00%
100 G	Expenses	100-4012110-5230 TELECOMMUNICATIONS	$1,200.00	$400.00	$800.00	33.33%
100 G	Expenses	100-4012110-5510 MILEAGE	$150.00	$44.80	$105.20	29.87%
100 G	Expenses	100-4012110-5540 TRAINING	$1,000.00	$0.00	$1,000.00	0.00%
100 G	Expenses	100-4012110-5810 DUES	$750.00	$377.86	$372.14	50.38%

und Or Attr	Type	Disp Acct	Budget	YTD	Variance	Prcnt
100 G	Expenses	100-4012210-3150 PROFESSIONAL SERVICES	$50,000.00	$16,887.50	$33,112.50	33.78%
100 G	Expenses	100-4012220-2210 RETIREMENT	$205,000.00	$71,995.82	$133,004.18	35.12%
100 G	Expenses	100-4012220-2220 VMLIP - STD	$670.00	$256.84	$413.16	38.33%
100 G	Expenses	100-4012220-2230 VMLIP - LTD	$8,800.00	$3,175.62	$5,624.38	36.09%
100 G	Expenses	100-4012220-2250 Line of Duty Act	$8,200.00	$8,351.00	($151.00)	101.84%
100 G	Expenses	100-4012220-2300 HEALTH INSURANCE	$265,000.00	$102,242.40	$162,757.60	38.58%
100 G	Expenses	100-4012220-2400 LIFE INSURANCE	$21,000.00	$7,141.73	$13,858.27	34.01%
100 G	Expenses	100-4012220-2600 UNEMPLOYMENT INSURANCE	$180.00	$17.90	$162.10	9.94%
100 G	Expenses	100-4012220-2700 WORKER'S COMPENSATION	$35,000.00	$27,734.00	$7,266.00	79.24%
100 G	Expenses	100-4012220-3110 RANDOM DRUG SCREENING	$750.00	$0.00	$750.00	0.00%
100 G	Expenses	100-4012220-9001 EMPLOYEE RECOGNITION	$2,000.00	$728.94	$1,271.06	36.45%
100 G	Expenses	100-4012240-3120 CONTRACTUAL SERVICES	$21,000.00	$0.00	$21,000.00	0.00%
100 G	Expenses	100-4012410-1113 COMPENSATION	$92,000.00	$45,112.05	$46,887.95	49.03%
100 G	Expenses	100-4012410-2100 MATCHING FICA EXPENSE	$9,100.00	$3,464.89	$5,635.11	38.08%
100 G	Expenses	100-4012410-3130 PROFESSIONAL SER/TAX CONV	$2,500.00	$0.00	$2,500.00	0.00%
100 G	Expenses	100-4012410-5306 SURETY BONDS	$500.00	$434.00	$66.00	86.80%
100 G	Expenses	100-4012410-5540 TRAINING	$2,000.00	$250.00	$1,750.00	12.50%
100 G	Expenses	100-4012410-5810 DUES	$1,000.00	$1,050.00	($50.00)	105.00%
100 G	Expenses	100-4012430-1113 COMPENSATION	$131,000.00	$59,319.84	$71,680.16	45.28%
100 G	Expenses	100-4012430-2100 MATCHING FICA EXPENSE	$10,000.00	$4,116.36	$5,883.64	41.16%
100 G	Expenses	100-4012430-5540 TRAINING	$3,400.00	$0.00	$3,400.00	0.00%
100 G	Expenses	100-4012530-3320 MAINTENANCE CONTRACTS	$69,000.00	$44,829.86	$24,170.14	64.97%
100 G	Expenses	100-4012530-3400 WEB SITE	$1,000.00	$4.26	$995.74	0.43%
100 G	Expenses	100-4012530-3450 DIGITIZING	$7,000.00	$0.00	$7,000.00	0.00%
100 G	Expenses	100-4012530-3501 NEWSLETTER	$1,000.00	$389.70	$610.30	38.97%
100 G	Expenses	100-4012530-3600 ADVERTISING	$8,000.00	$8,886.49	($886.49)	111.08%
100 G	Expenses	100-4012530-5210 POSTAGE	$17,000.00	$5,939.14	$11,060.86	34.94%
100 G	Expenses	100-4012530-5230 TELECOMMUNICATIONS	$4,500.00	$3,702.50	$797.50	82.28%
100 G	Expenses	100-4012530-5250 SOCIAL MEDIA ARCHIVING	$3,300.00	$0.00	$3,300.00	0.00%
100 G	Expenses	100-4012530-5415 COPIER LEASE	$5,300.00	$846.72	$4,453.28	15.98%
100 G	Expenses	100-4012530-5540 TRAINING	$2,500.00	$0.00	$2,500.00	0.00%

und Or Attr	Type	Disp Acct	Budget	YTD	Variance	Prcnt
100 G	Expenses	100-4012530-5699 CONTRIBUTION/CC SOCIAL MEDIA	$5,000.00	$0.00	$5,000.00	0.00%
100 G	Expenses	100-4012530-5810 DUES	$500.00	$0.00	$500.00	0.00%
100 G	Expenses	100-4012530-6001 OFFICE SUPPLIES	$17,000.00	$5,917.72	$11,082.28	34.81%
100 G	Expenses	100-4012550-5304 BLANKET EXCESS LIABILITY	$16,000.00	$14,093.00	$1,907.00	88.08%
100 G	Expenses	100-4012550-5305 AUTOMOBILE INSURANCE	$15,500.00	$16,088.00	($588.00)	103.79%
100 G	Expenses	100-4012550-5308 SEMI-MULTI PERIL INS	$43,000.00	$46,140.00	($3,140.00)	107.30%
100 G	Expenses	100-4012600-3140 ENGINEERING SERVICES	$5,000.00	$0.00	$5,000.00	0.00%
100 G	Expenses	100-4013100-1125 ELECTION OFFICIALS	$3,500.00	$6,040.28	($2,540.28)	172.58%
100 G	Expenses	100-4013100-6001 OFFICE SUPPLIES	$1,500.00	$0.00	$1,500.00	0.00%
100 G	Expenses	100-4021500-3150 PUBLIC DEFENDER FEES	$2,000.00	$450.00	$1,550.00	22.50%
100 G	Expenses	100-4031100-1139 COMPENSATION	$794,400.00	$388,526.19	$405,873.81	48.91%
100 G	Expenses	100-4031100-2100 MATCHING FICA EXPENSE	$60,500.00	$29,694.46	$30,805.54	49.08%
100 G	Expenses	100-4031100-3110 MEDICAL EXAMINATIONS	$500.00	$0.00	$500.00	0.00%
100 G	Expenses	100-4031100-3115 PRE EMPLOYMENT DRUG SCREEN	$2,000.00	$0.00	$2,000.00	0.00%
100 G	Expenses	100-4031100-3190 INTERPRETER	$400.00	$161.31	$238.69	40.33%
100 G	Expenses	100-4031100-3310 REPAIR & MAINTENANCE	$16,000.00	$8,744.61	$7,255.39	54.65%
100 G	Expenses	100-4031100-3320 MAINTENANCE CONTRACTS	$34,300.00	$32,292.42	$2,007.58	94.15%
100 G	Expenses	100-4031100-4081 RICH RAU SAFETY FUND	$5,000.00	$0.00	$5,000.00	0.00%
100 G	Expenses	100-4031100-4082 WILDLIFE MANAGEMENT	$250.00	$0.00	$250.00	0.00%
100 G	Expenses	100-4031100-5210 POSTAGE	$500.00	$72.34	$427.66	14.47%
100 G	Expenses	100-4031100-5230 TELECOMMUNICATIONS	$5,600.00	$3,255.03	$2,344.97	58.13%
100 G	Expenses	100-4031100-5415 COPIER LEASE	$5,300.00	$730.72	$4,569.28	13.79%
100 G	Expenses	100-4031100-5540 TRAINING	$16,000.00	$8,323.87	$7,676.13	52.02%
100 G	Expenses	100-4031100-5545 OFFICE ACCREDIATION	$500.00	$0.00	$500.00	0.00%
100 G	Expenses	100-4031100-5810 DUES	$850.00	$475.00	$375.00	55.88%
100 G	Expenses	100-4031100-5815 COMMUNITY RELATIONS	$2,000.00	$1,279.52	$720.48	63.98%
100 G	Expenses	100-4031100-6001 OFFICE SUPPLIES	$1,800.00	$234.63	$1,565.37	13.04%
100 G	Expenses	100-4031100-6008 GASOLINE & OIL	$20,000.00	$8,721.51	$11,278.49	43.61%
100 G	Expenses	100-4031100-6010 POLICE SUPPLIES	$14,000.00	($34,087.53)	$48,087.53	-243.48%
100 G	Expenses	100-4031100-6011 UNIFORMS	$5,000.00	$2,037.51	$2,962.49	40.75%
100 G	Expenses	100-4031100-6012 RECRUITMENT/ADVERTISING	$2,000.00	$0.00	$2,000.00	0.00%

und Or Attr	Type	Disp Acct	Budget	YTD	Variance	Prcnt
100	G Expenses	100-4031300-5699 COUNTY CONT/CROSSING GD	$2,500.00	$0.00	$2,500.00	0.00%
100	G Expenses	100-4031400-5699 CONTRIBUTION/CC CENT ALRM	$5,000.00	$0.00	$5,000.00	0.00%
100	G Expenses	100-4032200-5699 CONTRIBUTION/JHEVFD	$30,000.00	$0.00	$30,000.00	0.00%
100	G Expenses	100-4032200-5707 FIRE FUND PROGRAM	$22,000.00	$0.00	$22,000.00	0.00%
100	G Expenses	100-4032200-8411 ENDERS CAPITAL PROJECT RESERVE	$80,000.00	$0.00	$80,000.00	0.00%
100	G Expenses	100-4041100-1140 Compensation	$61,500.00	$21,923.62	$39,576.38	35.65%
100	G Expenses	100-4041100-2100 MATCHING FICA EXPENSE	$4,700.00	$2,514.82	$2,185.18	53.51%
100	G Expenses	100-4041100-3110 MEDICAL EXAMS	$1,000.00	$250.00	$750.00	25.00%
100	G Expenses	100-4041100-3310 VEHICLE REP & MAINTENANCE	$11,000.00	($1,419.09)	$12,419.09	-12.90%
100	G Expenses	100-4041100-5120 FUEL OIL/HEAT	$3,000.00	$0.00	$3,000.00	0.00%
100	G Expenses	100-4041100-5230 TELECOMMUNICATIONS	$8,000.00	$3,167.18	$4,832.82	39.59%
100	G Expenses	100-4041100-5415 COPIER LEASE	$4,200.00	$600.18	$3,599.82	14.29%
100	G Expenses	100-4041100-5540 TRAINING	$4,000.00	$0.00	$4,000.00	0.00%
100	G Expenses	100-4041100-6001 OFFICE SUPPLIES	$500.00	$730.23	($230.23)	146.05%
100	G Expenses	100-4041200-1183 COMPENSATION	$205,000.00	$85,326.44	$119,673.56	41.62%
100	G Expenses	100-4041200-2100 MATCHING FICA EXPENSE	$16,000.00	$7,707.12	$8,292.88	48.17%
100	G Expenses	100-4041200-3310 EQUIPMENT MAINTENANCE	$18,000.00	$2,737.27	$15,262.73	15.21%
100	G Expenses	100-4041200-3311 STREET TREES/SIDEWALKS	$15,000.00	$0.00	$15,000.00	0.00%
100	G Expenses	100-4041200-3315 SIDEWALK MAINTENANCE	$16,000.00	$0.00	$16,000.00	0.00%
100	G Expenses	100-4041200-5425 NORFOLK/SOUTHERN R-O-W'S	$1,200.00	$0.00	$1,200.00	0.00%
100	G Expenses	100-4041200-6007 MATERIALS & SUPPLIES	$8,000.00	$5,711.58	$2,288.42	71.39%
100	G Expenses	100-4041200-6008 GASOLINE & OIL	$24,000.00	$12,510.92	$11,489.08	52.13%
100	G Expenses	100-4041200-6011 UNIFORMS	$6,000.00	$6,240.25	($240.25)	104.00%
100	G Expenses	100-4041250-3140 ENGINEERING	$50,000.00	$1,050.00	$48,950.00	2.10%
100	G Expenses	100-4041250-3300 VDOT STREET MAINTENANCE	$0.00	$137,094.53	($137,094.53	0.00%
100	G Expenses	100-4041250-3310 EQUIPMENT MAINTENANCE	$20,000.00	$2,422.88	$17,577.12	12.11%
100	G Expenses	100-4041250-3311 STORM SEWER MAINTENANCE	$20,000.00	$6,850.00	$13,150.00	34.25%
100	G Expenses	100-4041250-3316 SIGNS	$10,000.00	$2,247.11	$7,752.89	22.47%
100	G Expenses	100-4041250-5800 CONTINGENCY	$27,000.00	$0.00	$27,000.00	0.00%
100	G Expenses	100-4041250-6007 MATERIALS & SUPPLIES	$10,000.00	$0.00	$10,000.00	0.00%
100	G Expenses	100-4041250-6050 STREET MAINTENANCE	$135,000.00	$193,756.84	($58,756.84)	143.52%

und Or Attr	Type	Disp Acct	Budget	YTD	Variance	Prcnt
100 G	Expenses	100-4041250-6060 SIDEWALK REPLACEMENT	$45,000.00	$0.00	$45,000.00	0.00%
100 G	Expenses	100-4041250-6135 MOWING/TREE REMOVAL	$15,000.00	$1,641.00	$13,359.00	10.94%
100 G	Expenses	100-4041250-6207 STREET SWEEPING	$18,000.00	$0.00	$18,000.00	0.00%
100 G	Expenses	100-4041250-6307 SNOW REMOVAL	$180,000.00	$19,402.02	$160,597.98	10.78%
100 G	Expenses	100-4041250-8801 EQUIPMENT PURCHASE	$50,000.00	$55,815.78	($5,815.78)	111.63%
100 G	Expenses	100-4041250-8803 PW SITE IMPROVEMENTS	$50,000.00	$2,622.80	$47,377.20	5.25%
100 G	Expenses	100-4041250-8804 SAFETY EQUIPMENT	$5,000.00	$2,788.80	$2,211.20	55.78%
100 G	Expenses	100-4041320-5110 ELECTRICITY	$90,000.00	$31,835.29	$58,164.71	35.37%
100 G	Expenses	100-4041330-3220 CONTRACTUAL SERVICES	$20,000.00	$0.00	$20,000.00	0.00%
100 G	Expenses	100-4041330-6007 MATERIALS & SUPPLIES	$2,000.00	$0.00	$2,000.00	0.00%
100 G	Expenses	100-4041340-6007 MATERIALS & SUPPLIES	$3,000.00	$211.55	$2,788.45	7.05%
100 G	Expenses	100-4042300-3220 CONTRACTUAL SERVICES	$250,000.00	$126,829.57	$123,170.43	50.73%
100 G	Expenses	100-4042300-6225 RECYCLING SERVICES	$120,000.00	$58,274.41	$61,725.59	48.56%
100 G	Expenses	100-4042400-3800 FCO LANDFILL CHARGES	$30,000.00	$21,052.80	$8,947.20	70.18%
100 G	Expenses	100-4043200-3310 REPAIR & MAINTENANCE	$50,000.00	($16,994.33)	$66,994.33	-33.99%
100 G	Expenses	100-4043200-3325 HERMITAGE SWPOND MAINT	$5,400.00	$2,100.00	$3,300.00	38.89%
100 G	Expenses	100-4043200-6007 MATERIALS & SUPPLIES	$500.00	$0.00	$500.00	0.00%
100 G	Expenses	100-4043200-6017 CHRISTMAS WREATHS	$500.00	$0.00	$500.00	0.00%
100 G	Expenses	100-4064200-3150 PROFESSIONAL SERVICES	$1,000.00	$0.00	$1,000.00	0.00%
100 G	Expenses	100-4064200-3200 CONTRACTURAL SERVICES	$12,000.00	$14,869.62	($2,869.62)	123.91%
100 G	Expenses	100-4064200-5110 ELECTRICITY	$22,500.00	$11,540.22	$10,959.78	51.29%
100 G	Expenses	100-4064200-5120 NATURAL GAS/HEAT	$3,100.00	$2,214.83	$885.17	71.45%
100 G	Expenses	100-4064200-5130 WATER/SEWER	$1,000.00	$414.87	$585.13	41.49%
100 G	Expenses	100-4064200-5230 TELECOMMUNICATIONS	$1,500.00	$465.74	$1,034.26	31.05%
100 G	Expenses	100-4064200-5304 LIABILITY INSURANCE	$1,500.00	$0.00	$1,500.00	0.00%
100 G	Expenses	100-4064200-7113 IN KIND COSTS	$13,000.00	$0.00	$13,000.00	0.00%
100 G	Expenses	100-4064200-7115 SHARED MAINTENANCE	$20,000.00	$27,397.02	($7,397.02)	136.99%
100 G	Expenses	100-4064200-8411 CAPITAL ASSET RESERVES	$10,000.00	$6,477.57	$3,522.43	64.78%
100 G	Expenses	100-4071310-3160 CONTRACTURAL SER/JN BLUE	$1,000.00	$450.00	$550.00	45.00%
100 G	Expenses	100-4071310-6017 CHRISTMAS LIGHTS	$3,500.00	$825.30	$2,674.70	23.58%
100 G	Expenses	100-4071310-6018 ROSE HILL PARK MAINTENANCE	$10,000.00	$302.88	$9,697.12	3.03%

und Or Attr	Type	Disp Acct	Budget	YTD	Variance	Prcnt
100 G	Expenses	100-4081100-1155 COMPENSATION	$129,000.00	$52,906.84	$76,093.16	41.01%
100 G	Expenses	100-4081100-2100 MATCHING FICA EXPENSE	$9,900.00	$4,133.72	$5,766.28	41.75%
100 G	Expenses	100-4081100-3190 PROFESSIONAL SERVICES	$8,000.00	$0.00	$8,000.00	0.00%
100 G	Expenses	100-4081100-3500 PRINTING	$250.00	$17.50	$232.50	7.00%
100 G	Expenses	100-4081100-5510 MILEAGE	$100.00	$0.00	$100.00	0.00%
100 G	Expenses	100-4081100-5540 TRAINING	$3,000.00	$695.80	$2,304.20	23.19%
100 G	Expenses	100-4081400-1110 EXPENSE COMPENSATION	$500.00	$0.00	$500.00	0.00%
100 G	Expenses	100-4081400-5540 TRAINING	$750.00	$0.00	$750.00	0.00%
100 G	Expenses	100-4081500-5411 WAYFINDING SIGNS RESERVE	$50,000.00	$10.55	$49,989.45	0.02%
100 G	Expenses	100-4081500-5693 ARTS FUNDING MATCH	$4,500.00	$9,000.00	($4,500.00)	200.00%
100 G	Expenses	100-4081500-5695 TOWN/COUNTY ECONOMIC DEV	$21,500.00	$19,500.00	$2,000.00	90.70%
100 G	Expenses	100-4081500-5696 ECONOMIC DEVELOPMENT RESERVE	$2,500.00	$0.00	$2,500.00	0.00%
100 G	Expenses	100-4081500-5699 DBI/ECO DEV PROF SERVICES	$2,000.00	$2,000.00	$0.00	100.00%
100 G	Expenses	100-4081600-1111 EXPENSE COMPENSATION	$5,000.00	$1,550.00	$3,450.00	31.00%
100 G	Expenses	100-4081600-5540 TRAINING	$2,000.00	$0.00	$2,000.00	0.00%
100 G	Expenses	100-4081700-1111 EXPENSE COMPENSATION	$2,500.00	$323.86	$2,176.14	12.95%
100 G	Expenses	100-4081700-5540 TRAINING	$1,000.00	$17.22	$982.78	1.72%
100 G	Expenses	100-4081800-5540 TRAINING	$500.00	$1,031.41	($531.41)	206.28%
100 G	Expenses	100-4093000-3000 ARPA GF EXPENSES	$0.00	$12,997.50	($12,997.50)	0.00%
100 G	Expenses	100-4094200-8225 COMPUTER REPLACEMENT/UPGRADES	$3,500.00	$0.00	$3,500.00	0.00%
100 G	Expenses	100-4094200-8231 PATROL VEHICLE	$62,000.00	$0.00	$62,000.00	0.00%
100 G	Expenses	100-4094200-8340 MOWER	$12,000.00	$0.00	$12,000.00	0.00%
100 G	Expenses	100-4094200-8915 HOGAN'S ALLEY IMPROVEMENTS	$0.00	$17,600.00	($17,600.00)	0.00%
100 G	Expenses	100-4094200-8918 ROSE HILL PARK MASTERPLAN	$600,000.00	$0.00	$600,000.00	0.00%
100 G	Expenses	100-4094200-9004 MOSBY BOULEVARD SIDEWALK	$0.00	$16,144.30	($16,144.30)	0.00%
100 G	Expenses	100-4094200-9005 FAIRFAX ST SIDEWALK RESERVE	$50,000.00	$0.00	$50,000.00	0.00%
100 G	Expenses	100-4094300-5800 CONTINGENCY	$137,561.00	$0.00	$137,561.00	0.00%
100 G	Expenses	100-4095000-9110 RDA PRINCIPAL	$48,400.00	$23,915.01	$24,484.99	49.41%
100 G	Expenses	100-4095000-9120 RDA INTEREST	$73,200.00	$36,822.99	$36,377.01	50.30%
			$5,572,011.00	$2,174,476.26	$3,397,534.74	39%
			$11,144,022.00	$5,270,691.64	$5,873,330.36	47%

Fund Or Attril	Type	Disp Acct	Budget	YTD	Variance	Prcnt
Fund Or Attrib: 501 Water Fund						
Type: Revenues						
501 Wat Revenues		501-3150102-0000 INTEREST ON INVESTMENTS	$130,000.00	$81,158.07	($48,841.93)	62.43%
501 Wat Revenues		501-3160110-0000 TREATMENT FEES	$1,324,000.00	$704,579.39	($619,420.61)	53.22%
501 Wat Revenues		501-3160111-0000 DELINQUENT ACCT PENALTIES	$40,000.00	$34,005.42	($5,994.58)	85.01%
501 Wat Revenues		501-3160112-0000 SECURITY DEPOSITS	$0.00	($203.66)	($203.66)	0.00%
501 Wat Revenues		501-3160116-0000 LOAN PROCEEDS	$5,000,000.00	$0.00	($5,000,000.00)	0.00%
			$6,494,000.00	$819,539.22	($5,674,460.78)	13%
Type: Expenses						
501 Wat Expenses		501-4012220-1140 COMPENSATION	$60,000.00	$27,068.30	$32,931.70	45.11%
501 Wat Expenses		501-4012220-2100 SOCIAL SECURITY	$4,600.00	$2,070.84	$2,529.16	45.02%
501 Wat Expenses		501-4012220-2210 RETIREMENT	$60,000.00	$19,019.46	$40,980.54	31.70%
501 Wat Expenses		501-4012220-2220 VMLIP - STD	$240.00	$87.65	$152.35	36.52%
501 Wat Expenses		501-4012220-2230 VMLIP - LTD	$2,200.00	$747.41	$1,452.59	33.97%
501 Wat Expenses		501-4012220-2300 HEALTH INSURANCE	$93,000.00	$28,697.40	$64,302.60	30.86%
501 Wat Expenses		501-4012220-2400 LIFE INSURANCE	$6,000.00	$1,868.32	$4,131.68	31.14%
501 Wat Expenses		501-4012220-2600 UNEMPLOYMENT INSURANCE	$75.00	$17.90	$57.10	23.87%
501 Wat Expenses		501-4012220-2700 WORKER'S COMPENSATION	$24,000.00	$17,350.00	$6,650.00	72.29%
501 Wat Expenses		501-4012220-3170 MISS UTILITY	$1,750.00	$419.75	$1,330.25	23.99%
501 Wat Expenses		501-4012220-3320 HANDHELD MAINT	$5,000.00	$3,550.70	$1,449.30	71.01%
501 Wat Expenses		501-4012220-3450 DIGITIZING	$7,000.00	$0.00	$7,000.00	0.00%
501 Wat Expenses		501-4012220-5210 POSTAGE	$5,500.00	$2,917.71	$2,582.29	53.05%
501 Wat Expenses		501-4012220-5540 TRAINING	$2,500.00	$18.53	$2,481.47	0.74%
501 Wat Expenses		501-4012220-6001 OFFICE SUPPLIES	$4,500.00	$6,627.69	($2,127.69)	147.28%
501 Wat Expenses		501-4012222-1147 COMPENSATION	$290,000.00	$77,102.68	$212,897.32	26.59%
501 Wat Expenses		501-4012222-2100 MATCHING FICA EXPENSE	$22,000.00	$5,929.37	$16,070.63	26.95%
501 Wat Expenses		501-4012222-2830 CERTIFICATION FEES	$300.00	$326.00	($26.00)	108.67%
501 Wat Expenses		501-4012222-2840 STATE CONNECTION FEES	$5,900.00	$9,024.00	($3,124.00)	152.95%
501 Wat Expenses		501-4012222-2850 LAB TESTING	$15,000.00	$2,865.70	$12,134.30	19.10%
501 Wat Expenses		501-4012222-3110 MEDICAL EXAMS	$100.00	$50.00	$50.00	50.00%
501 Wat Expenses		501-4012222-3145 PROFESSIONAL SERVICES	$10,000.00	$8,236.20	$1,763.80	82.36%
501 Wat Expenses		501-4012222-3210 SLUDGE REMOVAL	$24,000.00	$19,159.40	$4,840.60	79.83%

Fund Or Attril	Type	Disp Acct	Budget	YTD	Variance	Prcnt
501 Wat	Expenses	501-4012222-3220 CLEAN RIVER INTAKE	$4,000.00	$0.00	$4,000.00	0.00%
501 Wat	Expenses	501-4012222-3310 REPAIR & MAINTENANCE	$125,000.00	$72,377.96	$52,622.04	57.90%
501 Wat	Expenses	501-4012222-5110 ELECTRICITY	$70,000.00	$38,062.90	$31,937.10	54.38%
501 Wat	Expenses	501-4012222-5120 FUEL/OIL HEAT	$4,000.00	$2,403.63	$1,596.37	60.09%
501 Wat	Expenses	501-4012222-5230 TELECOMMUNICATIONS	$4,700.00	$2,983.43	$1,716.57	63.48%
501 Wat	Expenses	501-4012222-5415 COPIER LEASE	$1,800.00	$348.54	$1,451.46	19.36%
501 Wat	Expenses	501-4012222-5540 TRAINING	$3,500.00	$207.38	$3,292.62	5.93%
501 Wat	Expenses	501-4012222-5810 DUES	$400.00	$450.00	($50.00)	112.50%
501 Wat	Expenses	501-4012222-6001 OFFICE SUPPLIES	$400.00	$803.43	($403.43)	200.86%
501 Wat	Expenses	501-4012222-6004 LAB SUPPLIES	$20,000.00	$1,417.66	$18,582.34	7.09%
501 Wat	Expenses	501-4012222-6005 JANITORIAL SUPPLIES	$1,000.00	$433.78	$566.22	43.38%
501 Wat	Expenses	501-4012222-6008 GASOLINE & OIL	$7,200.00	$490.81	$6,709.19	6.82%
501 Wat	Expenses	501-4012222-6011 UNIFORMS	$1,500.00	$612.91	$887.09	40.86%
501 Wat	Expenses	501-4012222-6014 TOOLS	$750.00	$0.00	$750.00	0.00%
501 Wat	Expenses	501-4012222-6019 SAFETY EQUIPMENT	$2,000.00	$590.89	$1,409.11	29.54%
501 Wat	Expenses	501-4012222-6025 CHEMICALS	$50,000.00	$32,581.11	$17,418.89	65.16%
501 Wat	Expenses	501-4012224-1183 COMPENSATION	$205,000.00	$96,530.83	$108,469.17	47.09%
501 Wat	Expenses	501-4012224-2100 MATCHING FICA EXPENSE	$15,700.00	$7,384.87	$8,315.13	47.04%
501 Wat	Expenses	501-4012224-3330 LINE REPAIR & MAINTENANCE	$50,000.00	$12,019.97	$37,980.03	24.04%
501 Wat	Expenses	501-4012224-6007 MATERIALS & SUPPLIES	$30,000.00	$7,321.47	$22,678.53	24.40%
501 Wat	Expenses	501-4012224-6019 SAFETY EQUIPMENT	$700.00	$0.00	$700.00	0.00%
501 Wat	Expenses	501-4012224-6030 NEW SERVICE SUPPLIES	$1,000.00	$0.00	$1,000.00	0.00%
501 Wat	Expenses	501-4012224-9008 STORAGE TANK MAINTENANCE	$25,000.00	$10,715.00	$14,285.00	42.86%
501 Wat	Expenses	501-4094200-8105 PICK UP (1/2)	$20,000.00	$22,456.24	($2,456.24)	112.28%
501 Wat	Expenses	501-4094200-8118 BACKWASH LAGOON UPGRADE	$0.00	$13,565.00	($13,565.00)	0.00%
501 Wat	Expenses	501-4094200-8144 WATER TREATMENT PLANT UP	$5,000,000.00	$204,306.11	$4,795,693.89	4.09%
501 Wat	Expenses	501-4094200-8225 COMPUTER UPGRADES	$3,500.00	$0.00	$3,500.00	0.00%
501 Wat	Expenses	501-4094200-8345 PW ONE TON DUMP	$20,500.00	$19,371.39	$1,128.61	94.49%
501 Wat	Expenses	501-4094200-8361 WATER DIST SYSTEM UPGRAD	$144,665.55	$18,052.51	$126,613.04	12.48%
501 Wat	Expenses	501-4094300-5800 CONTINGENCY	$38,019.45	$0.00	$38,019.45	0.00%
			$6,494,000.00	$798,642.83	$5,695,357.17	12%

Fund Or Attril	Type	Disp Acct	Budget	YTD	Variance	Prcnt
			$12,988,000.00	$1,618,182.05	$11,369,817.95	12%

Fund Or Attril	Type	Disp Acct	Budget	YTD	Variance	Prcnt
Fund Or Attrib: 502 Sewer Fund						
Type: Revenues						
502 Se	Revenues	502-3000000-0000 FUND BALANCE FORWARD	$360,300.00	$0.00	($360,300.00)	0.00%
502 Se	Revenues	502-3150101-0000 Interest Income	$155,000.00	$53,496.68	($101,503.32)	34.51%
502 Se	Revenues	502-3160110-0000 TREATMENT FEES	$2,012,000.00	$1,009,300.37	($1,002,699.63)	50.16%
502 Se	Revenues	502-3160112-0000 SECURITY DEPOSITS	$0.00	($274.04)	($274.04)	0.00%
502 Se	Revenues	502-3410401-0000 VRA LOAN	$0.00	$268.15	$268.15	0.00%
502 Se	Revenues	502-3410404-0000 NUTRIENT CREDIT REBATE	$500.00	$0.00	($500.00)	0.00%
			$2,527,800.00	$1,062,791.16	($1,465,008.84)	42%
Type: Expenses						
502 Se	Expenses	502-4012220-1114 COMPENSATION	$61,000.00	$25,677.31	$35,322.69	42.09%
502 Se	Expenses	502-4012220-2100 SOCIAL SECURITY	$4,600.00	$1,964.39	$2,635.61	42.70%
502 Se	Expenses	502-4012220-2210 RETIREMENT	$60,100.00	$13,870.65	$46,229.35	23.08%
502 Se	Expenses	502-4012220-2220 VMLIP - STD	$237.00	$61.38	$175.62	25.90%
502 Se	Expenses	502-4012220-2230 VMLIP - LTD	$2,400.00	$566.22	$1,833.78	23.59%
502 Se	Expenses	502-4012220-2300 HEALTH INSURANCE	$91,500.00	$18,682.20	$72,817.80	20.42%
502 Se	Expenses	502-4012220-2400 LIFE INSURANCE	$6,100.00	$1,288.41	$4,811.59	21.12%
502 Se	Expenses	502-4012220-2600 UNEMPLOYMENT INSURANCE	$72.00	$8.96	$63.04	12.44%
502 Se	Expenses	502-4012220-2700 WORKER'S COMPENSATION	$17,000.00	$13,830.00	$3,170.00	81.35%
502 Se	Expenses	502-4012220-3320 HANDHELD MAINT	$5,000.00	$3,550.70	$1,449.30	71.01%
502 Se	Expenses	502-4012220-3450 DIGITIZING	$7,000.00	$0.00	$7,000.00	0.00%
502 Se	Expenses	502-4012220-5210 POSTAGE	$7,700.00	$0.00	$7,700.00	0.00%
502 Se	Expenses	502-4012220-6001 OFFICE SUPPLIES	$4,000.00	$5,001.89	($1,001.89)	125.05%
502 Se	Expenses	502-4012222-1147 COMPENSATION	$290,000.00	$67,766.29	$222,233.71	23.37%
502 Se	Expenses	502-4012222-2100 MATCHING FICA EXPENSE	$22,000.00	$5,202.05	$16,797.95	23.65%
502 Se	Expenses	502-4012222-2830 CERTIFICATION FEES	$600.00	$452.00	$148.00	75.33%
502 Se	Expenses	502-4012222-2850 LAB TESTING	$40,000.00	$9,708.32	$30,291.68	24.27%
502 Se	Expenses	502-4012222-3145 PROFESSIONAL SERVICES	$108,000.00	$74,112.95	$33,887.05	68.62%
502 Se	Expenses	502-4012222-3210 LANDFILL-SOLIDS DISPOSAL	$90,000.00	$58,595.85	$31,404.15	65.11%
502 Se	Expenses	502-4012222-3310 REPAIR & MAINTENANCE	$374,030.00	$103,166.07	$270,863.93	27.58%
502 Se	Expenses	502-4012222-5110 ELECTRICITY	$155,000.00	$65,068.10	$89,931.90	41.98%
502 Se	Expenses	502-4012222-5230 TELECOMMUNICATIONS	$6,600.00	$2,492.75	$4,107.25	37.77%

Fund Or Attril	Type	Disp Acct	Budget	YTD	Variance	Prcnt
502 Se	Expenses	502-4012222-5415 COPIER LEASE	$5,300.00	$730.72	$4,569.28	13.79%
502 Se	Expenses	502-4012222-5540 TRAINING	$3,000.00	$805.37	$2,194.63	26.85%
502 Se	Expenses	502-4012222-5690 DISCHARGE PERMIT RENEWA	$3,500.00	$0.00	$3,500.00	0.00%
502 Se	Expenses	502-4012222-5810 DUES	$625.00	$0.00	$625.00	0.00%
502 Se	Expenses	502-4012222-6001 OFFICE SUPPLIES	$1,000.00	$727.79	$272.21	72.78%
502 Se	Expenses	502-4012222-6004 LAB SUPPLIES	$5,000.00	$1,960.12	$3,039.88	39.20%
502 Se	Expenses	502-4012222-6005 JANITORIAL SUPPLIES	$3,500.00	$132.07	$3,367.93	3.77%
502 Se	Expenses	502-4012222-6008 DIESEL FUEL	$2,000.00	$3,843.44	($1,843.44)	192.17%
502 Se	Expenses	502-4012222-6011 UNIFORMS	$1,500.00	$0.00	$1,500.00	0.00%
502 Se	Expenses	502-4012222-6014 TOOLS	$1,000.00	$0.00	$1,000.00	0.00%
502 Se	Expenses	502-4012222-6019 SAFETY EQUIPMENT	$2,000.00	$250.81	$1,749.19	12.54%
502 Se	Expenses	502-4012222-6025 CHEMICALS	$170,000.00	$115,058.01	$54,941.99	67.68%
502 Se	Expenses	502-4012224-1183 COMPENSATION	$105,000.00	$44,699.57	$60,300.43	42.57%
502 Se	Expenses	502-4012224-2100 MATCHING FICA EXPENSE	$8,000.00	$3,419.66	$4,580.34	42.75%
502 Se	Expenses	502-4012224-3310 EQUIPMENT MAINTENANCE	$5,000.00	$621.16	$4,378.84	12.42%
502 Se	Expenses	502-4012224-3330 REPAIR & MAINTENANCE	$25,000.00	$16,757.56	$8,242.44	67.03%
502 Se	Expenses	502-4012224-6007 MATERIALS & SUPPLIES	$3,000.00	$0.00	$3,000.00	0.00%
502 Se	Expenses	502-4012224-6019 SAFETY EQUIPMENT	$500.00	$0.00	$500.00	0.00%
502 Se	Expenses	502-4094200-8105 PICK UP	$20,000.00	$22,456.24	($2,456.24)	112.28%
502 Se	Expenses	502-4094200-8134 SEWER SYSTEM UPGRADES	$100,000.00	$0.00	$100,000.00	0.00%
502 Se	Expenses	502-4094200-8225 COMPUTER REPLACEMENT/UP	$3,500.00	$0.00	$3,500.00	0.00%
502 Se	Expenses	502-4094200-8345 PW ONE TON DUMP	$20,500.00	$19,371.39	$1,128.61	94.49%
502 Se	Expenses	502-4094200-9007 WWTP PERMEATE PUMPS	$40,000.00	$29,657.27	$10,342.73	74.14%
502 Se	Expenses	502-4094200-9010 WWTP MEMBRANE GANTRY	$125,000.00	$0.00	$125,000.00	0.00%
502 Se	Expenses	502-4094300-5800 CONTINGENCY	$50,936.00	$0.00	$50,936.00	0.00%
502 Se	Expenses	502-4095000-9118 VRA PRINCIPAL	$470,000.00	$235,000.00	$235,000.00	50.00%
			$2,527,800.00	$966,557.67	$1,561,242.33	38%
			$5,055,600.00	$2,029,348.83	$3,026,251.17	40%

January 14, 2025
Monthly Update

American Rescue Plan Act of 2021

Funds expended over the past month
The December 2024 expenditure report is attached.

Attachments
- December 2024 ARPA Expenditure Report
- ARPA Master List
- Project Status Reports

Dec-24

	BUDGETED	USED THIS MONTH	TOTAL USED	BALANCE	PERCENT USED	
Signage						
Estimated cost of these actions						
- Signage	$ 140,000.00	$ -	$ 43,280.00	$ 96,720.00	31%	$ 140,000.00
- Total			$ 43,280.00			$ 140,000.00
Fund balance from first payment						$ 31,135.34
Fund balance from second payment						$ 65,584.66
Complete necessary water and sewer infrastructure projects						
Capital Projects						
Estimated cost of these actions						
- Cost of the projects	$ 3,495,500.79	$ -	$ 1,435,229.91	$ -	85.00%	$ 3,485,953.17
			$ 1,551,645.75	$ 508,625.13		$ 3,485,953.17
Total			$ 2,986,875.66			
Fund balance from first payment						$ -
Fund balance from second payment						$ 508,625.13
Pay for administrative costs						
Esimated cost of these actions						
- Administrative costs per FY (5.5)	$ 60,000.00	$ -	$ 44,407.40	$ 15,592.60	74%	$ 60,000.00
- Total			$ 44,407.40			$ 60,000.00
Fund balance from first payment						$ 15,592.60

NOTES:

INFRASTRUCTURE COSTS:		1st Tranche	$ 2,267,493.00
Frazier Assoc.(Wayfinding)	$ -	Used to date	$ 2,220,765.06
Core & Main	$ -	Balance	$ 46,727.94
VA RIGGERS	$ -		
Pete McLean	$ -	2nd Tranche	$ 2,267,493.00
Norfolk Southern	$ -	Used to date	$ 1,693,283.21
Marsh & Legge Casey Tree	$ -	Balance	$ 574,209.79
Pennoni (Water Projects Bel Voi & Battletown)	$ -		
Webster Nursery(Concrete walls)	$ -		
Total	$ -		

ARPA MASTER LIST

12/31/2024

	PROJECT NAME	BUDGET	SPENT TO DATE	BALANCE	%COMPLETE	
1	Computers:Utility Clerk,PWs	$ 2,437.90	$ 2,437.90	$ -	100%	Admin
2	Police Radio Replacements	$ 75,000.00	$ 75,000.00	$ -	100%	
3	PW Compressor	$ 23,629.85	$ 23,629.85	$ -	100%	infra
4	Water Dist Sys Flushing Equip	$ 7,500.00	$ 9,844.38	$ -	100%	infra
5	Water Meter Reading Equip	$ 12,458.03	$ 12,458.03	$ -	100%	infrastr
6	Grants for Improper Con to Sewer Sys	$ 4,500.00	$ 4,500.00	$ -	100%	grant
7	W/s Admin Fees	$ 175,260.82	$ 175,260.82	$ -	100%	
8	Premiuim Pay for Employees	$ 172,000.00	$ 174,323.86	$ -	100%	premium pay
9	Grant John H Enders/Rescue Squad *	$ 80,000.00	$ 80,000.00	$ -	100%	grant
10	Grant to Barns of Rose Hill *	$ 40,000.00	$ 40,000.00	$ -	100%	grant
11	Grant for Façade Improvement	$ 196,185.08	$ 196,185.08	$ -	100%	grant
12	Website	$ 5,845.29	$ 5,845.29	$ -	100%	Admin
13	Leak Study	$ 8,662.50	$ 8,662.50	$ -	100%	infra
14	SSES Study	$ 117,868.73	$ 117,868.73	$ -	100%	infra
15	River Pumping Station Upgrade	$ 25,000.00	$ 28,538.55	$ -	100%	infra
16	Water Meter & Setter Replacements *	$ 350,000.00	$ 350,000.00	$ -	95%	infra
17	Hermitage Pump Station	$ 26,000.00	$ 26,000.00	$ -	100%	infra
18	Booster Building Upgrade	$ 20,000.00	$ 22,985.85	$ -	100%	infra
19	WWTP Headworks Lighting Upgrade	$ 4,764.00	$ 4,764.00	$ -	100%	infra
20	Ridge Road Water Main	$ 25,939.04	$ 25,939.04	$ -	100%	infra
21	Water, Sewer and Drainage Projects	$ 2,228,476.76	$ 2,228,476.76	$ -	100%	infra
22	Rockcroft Water Main Abandonment	$ 10,000.00	$ 10,550.96	$ -	100%	infra
23	Security Upgrades	$ 125,000.00	$ 100,995.91	$ -	100%	infra/admin70
24	Drainage Dorsey, Walnut, Treadwell	$ 1,500.00	$ 1,500.00	$ -	100%	infra
25	Bel Voi and Battletown Water Main Repl	$ -	$ 11,612.50	$ -	100%	infra
26	Wayfinding Signs	$ 140,000.00	$ 43,280.00	$ 96,720.00	30%	
27	Raw Water Intake Land-Easement Acquisition	$ 13,672.50	$ 13,672.50	$ -	100%	infra
28	Grant Housing (3 years)	$ 40,000.00	$ 40,000.00	$ -	100%	
29	Capital Projects	$ 543,285.50	$ 34,660.37	$ 508,625.13	0%	
	Administrative /Legal Fees	$ 60,000.00	$ 45,055.39	$ 15,592.60	75%	Admin
	Total Encumbered	$ 4,534,986.00	$ 3,914,048.27	$ 620,937.73		
	Total ARPA	$ 4,534,986.00				

* Project For (2) two years

Project Status Report 16

Date: 1/14/2025

Project Name:
Water Meter and Setter Replacements

Project Budget: $350,000.00
Expected Completion Date: June 2023

Executive Summary:
Upgrade ¼ of the Town's water Meters and setters.

Project Goals:
1. Improve capture of water use.
2. Improve back flow protection.
3. Reduce meter reading costs.

Project Status:

Status Item	Status	Summary
Budget $350,000.00	Completed	Total Spend: $350,000.00
Schedule/Timeline	On Track	% Complete: **95**

Project Milestones:

Description	% Complete	Status
1. Order meters, setters, valves, plus other supplies	100%	Completed
2. Install meters / setters	90%	On Track

Project Issues or Concerns:
1. Multiyear project

Project Status Report 26

Date: 1/14/2025

Project Name:
Wayfinding Signs

Project Budget: $140,000.00
Expected Completion Date: December 2023

Executive Summary:
Design, construct, and install entrance and wayfinding signs.

Project Goals:
1. To improve business environment in downtown business district.

Project Status:

Status Item	Status	Summary
Budget 140,000.00	On Track	Total Spend: $43,280.00
Schedule/Timeline	On Track	Complete: 30%

Project Milestones:

Description	% Complete	Status
1. Design	0%	On Track
2. Determine Sign locations	0%	Not Started
3. Secure VDOT approvals	80%	On Track
4. Develop offering for design and construction/award/have signs fabricated	0%	Not Started
5. Secure contractor to install signs	0%	Not Started
6. Have signs installed	0%	Not Started
RFP ISSUED ON 6/30/2022 & COUNCIL AUTHORIZED THE TOWN MANAGER TO AWARD BID.		

Project Issues or Concerns:

Project Status Report 29

Date: 1/14/2025

Project Name: Capital Projects

Project Budget: $543,285.50

Expected Completion Date:

Project List Under Consideration:
Bel Voi Water Main Replacement
Bar Screen at STP
North Crow Street Drainage
Rose Hill Park Bridge
Project Goals:

Project Status:

Status Item	Status	Summary
Budget $543,285.50	Not Started	Total Spend: $34,660.37
Schedule/Timeline	Not Started	% Complete: **5**

Project Milestones:

Description	% Complete	Status
1. Construction plans	0%	Not Started
2. Develop IFB	0%	Not Started
3. Secure Easements	0%	Not Started
4. Issue offering/ review offering	0%	Not Started
5. Select Contractor	0%	Not Started
6. Complete project	0%	Not Started

Project Issues or Concerns:

Electronic Participation in Meetings from Remote Locations Policy Review

Overview
The Town's Electronic Participation in Meetings from Remote Locations Policy was established in July 2016 and was last amended in December 2022.

Changes to the Code of Virgina require that the Town's policy be amended.

Proposal under review
The draft Electronic Participation in Meetings from Remote Locations Policy under review includes the following significant amendments:

- Elimination of specific meeting requirements and addition of Virginia Code sections to which meetings must comply, and
- Addition of a Review of Policy section that requires the Council to review and readopt the Electronic Participation in Meetings from Remote Locations Policy in January of each year.

Attachments

- Amended Electronic Participation in Meetings from Remote Locations Policy
- Virginia Code § 2.2-3708.2, 2.2-3708.3, 2.2-3710, and 44-146.17.

Suggested action
Adopt the amended policy effective January 15, 2025.

Sample motion
I move that the Council of the Town of Berryville adopt the attached amended Electronic Participation in Meetings from Remote Locations Policy and that said amended policy become effective on January 15, 2025.

Town Council Policies

Electronic Participation in Meetings from Remote Locations 2016-01

Approved 7/16

Last Amended
~~4/20~~ & ~~12/22~~ **1/25**

Except as provided hereinafter, Town public bodies do not conduct meetings wherein the public business is discussed or transacted through telephonic, video, electronic, or other communication means where the members are not physically assembled.

I. Quorum Physically Assembled

A member of a Town public body may participate in a meeting through electronic communication means from a remote location that is not open to the public **in accordance with Va. Code §2.2-3708.3**.

~~1. if, on or before the day of a meeting, the member notifies the Mayor or Chairman that he or she is unable to attend the meeting because of an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter, and the public body~~

~~a. approves the member's participation by a majority vote of the members present at a meeting and~~

~~b. records in its minutes the specific nature of the emergency or personal matter and the remote location from which the member participated.~~

~~In deciding whether or not to approve a member's request to participate from a remote location, the public body shall not consider the identity of the member making the request or the matters that will be considered or voted on at the meeting.~~

~~If a member's participation from a remote location is disapproved, such disapproval will be recorded in the minutes with specificity.~~

~~Such participation by a member shall be limited each calendar year to two meetings or 25 percent of the meetings of the public body, whichever is fewer; or~~

~~2. if a member notifies the Mayor or Chairman that he or she is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance and the public body records this fact and the remote location from which the member participated in its minutes.~~

~~A member may participate in a meeting by electronic means pursuant to this section only when:~~

~~• a quorum of the public body is physically assembled at the primary or central meeting location; and~~

~~• the public body makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.~~

II. Quorum Not Physically Assembled

The public body may meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency in accordance with Va. Code § 44-146.17, provided **that said meeting is held in accordance with Va. Code § 2.2-3708.3.**

~~• the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location, and~~

~~• the purpose of the meeting is to address the emergency.~~

~~If it holds a meeting pursuant to this section, the public body shall~~

~~• give public notice using the best available method given the nature of the emergency contemporaneously with the notice provided members of the public body;~~

~~• make arrangements for public access to the meeting~~

~~• make available to the public, at the time of the meeting, agenda packets and all materials, unless exempt, that will be distributed to members of the public body and that have been made available to the public body's staff in sufficient time for duplication and forwarding to all locations at which public access will be provided;~~

~~• record minutes of the meeting; and~~

~~• record in the minute's, votes taken by name in roll-call fashion.~~

~~For any meeting conducted pursuant to this section, the nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held, shall be stated in the minutes of the meeting. In addition, at such meetings the public body will make available to the public a public comment form prepared by the Virginia Freedom of Information Advisory Council.~~

III. Reporting

If the public body meets by electronic means, it shall make a written report of the following to the Virginia Freedom of Information Advisory Council and the Joint Commission on Technology and Science by December 15 of each year:

- the total number of electronic communication meetings held that year
- the dates and purposes of the meetings
- a copy of the agenda for each meeting
- the number of sites for each meeting
- the types of electronic communication means by which the meetings were held
- the number of participants, including members of the public, at each meeting location
- the identity of the members of the public body recorded as absent and those recorded as present at each meeting location
- a summary of any public comment received about the electronic communication meetings
- a summary of the public body's experience using electronic communication meetings, including its logistical and technical experience

IV. Review of Policy

The Council shall review and readopt this policy annually. Accordingly, the Council will review and re-adopt this policy at its regular meeting in January of each year.

V. EXCEPTIONS

Nothing in this policy shall prevent the Council from acting in accordance with special provisions of emergency declarations of the President of the United States or the Governor of Virginia and determinations of the Council made in accordance with said declarations. Where provisions of this policy conflict with such emergency declarations, the provisions of said declaration of the President or Governor made in accordance with said declarations shall apply.

Legal Ref.: Code of Virginia, 1950, as amended, ~~§§ 2.2-3708, 2.2-3708.1~~, 2.2-3708.2, 2.2-3708.3, 2.2-3710, 44-146.17.

1/10/2025

Code of Virginia
Title 2.2. Administration of Government
Chapter 37. Virginia Freedom of Information Act

§ 2.2-3708.2. Meetings held through electronic communication means during declared states of emergency.

Any public body, or any joint meetings thereof, may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17 or the locality in which the public body is located has declared a local state of emergency pursuant to § 44-146.21, provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and responsibilities. The public body convening a meeting in accordance with this section shall:

1. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body conducting the meeting;

2. Make arrangements for public access to such meeting through electronic communication means, including videoconferencing if already used by the public body;

3. Provide the public with the opportunity to comment at those meetings of the public body when public comment is customarily received; and

4. Otherwise comply with the provisions of this chapter.

The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes.

The provisions of this section shall be applicable only for the duration of the emergency declared pursuant to § 44-146.17 or 44-146.21.

Nothing herein shall be deemed to invalidate any action taken at a meeting held by a public body using electronic communication means that occurred between March 20, 2020, and July 1, 2021, if such public body provided public notice, public access, and public comment commensurate with the requirements of this section and §§ 2.2-3710, 2.2-3711, and 2.2-3712.

2018, cc. 55, 56; 2019, c. 359; 2021, Sp. Sess. I, cc. 33, 490; 2022, c. 597; 2024, cc. 305, 344.

Code of Virginia
Title 2.2. Administration of Government
Chapter 37. Virginia Freedom of Information Act

§ 2.2-3708.3. Meetings held through electronic communication means; situations other than declared states of emergency.

A. Public bodies are encouraged to (i) provide public access, both in person and through electronic communication means, to public meetings and (ii) provide avenues for public comment at public meetings when public comment is customarily received, which may include public comments made in person or by electronic communication means or other methods.

B. Individual members of a public body may use remote participation instead of attending a public meeting in person if, in advance of the public meeting, the public body has adopted a policy as described in subsection D and the member notifies the public body chair that:

1. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance. For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is a person with a disability as defined in § 51.5-40.1 and uses remote participation counts toward the quorum as if the individual was physically present;

2. A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance or the member is a caregiver who must provide care for a person with a disability at the time the public meeting is being held thereby preventing the member's physical attendance. For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is a caregiver for a person with a disability and uses remote participation counts toward the quorum as if the individual was physically present;

3. The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or

4. The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. However, the member may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

If participation by a member through electronic communication means is approved pursuant to this subsection, the public body holding the meeting shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description. If participation is approved pursuant to subdivision 1 or 2, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to subdivision 3, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location. If participation is approved pursuant to subdivision 4, the public body shall also include in its minutes the specific nature of the personal matter cited by the member.

If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the policy adopted pursuant to subsection D, such disapproval shall be recorded in the minutes with specificity.

C. With the exception of local governing bodies, local school boards, planning commissions, architectural review boards, zoning appeals boards, and boards with the authority to deny, revoke, or suspend a professional or occupational license, any public body may hold all-virtual public meetings, provided that the public body follows the other requirements in this chapter for meetings, the public body has adopted a policy as described in subsection D, and:

1. An indication of whether the meeting will be an in-person or all-virtual public meeting is included in the required meeting notice along with a statement notifying the public that the method by which a public body chooses to meet shall not be changed unless the public body provides a new meeting notice in accordance with the provisions of § 2.2-3707;

2. Public access to the all-virtual public meeting is provided via electronic communication means;

3. The electronic communication means used allows the public to hear all members of the public body participating in the all-virtual public meeting and, when audio-visual technology is available, to see the members of the public body as well. When audio-visual technology is available, a member of a public body shall, for purposes of a quorum, be considered absent from any portion of the meeting during which visual communication with the member is voluntarily disconnected or otherwise fails or during which audio communication involuntarily fails;

4. A phone number or other live contact information is provided to alert the public body if the audio or video transmission of the meeting provided by the public body fails, the public body monitors such designated means of communication during the meeting, and the public body takes a recess until public access is restored if the transmission fails for the public;

5. A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting is made available to the public in electronic format at the same time that such materials are provided to members of the public body;

6. The public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received;

7. No more than two members of the public body are together in any one remote location unless that remote location is open to the public to physically access it;

8. If a closed session is held during an all-virtual public meeting, transmission of the meeting to the public resumes before the public body votes to certify the closed meeting as required by subsection D of § 2.2-3712;

9. The public body does not convene an all-virtual public meeting (i) more than two times per calendar year or 50 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting; and

10. Minutes of all-virtual public meetings held by electronic communication means are taken as required by § 2.2-3707 and include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held. If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the policy adopted pursuant to subsection D, such disapproval shall be recorded in the minutes with specificity.

D. Before a public body uses all-virtual public meetings as described in subsection C or allows members to use remote participation as described in subsection B, the public body shall at least once annually adopt a policy, by recorded vote at a public meeting, that shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting. The policy shall:

1. Describe the circumstances under which an all-virtual public meeting and remote participation will be allowed and the process the public body will use for making requests to use remote participation, approving or denying such

requests, and creating a record of such requests; and

2. Fix the number of times remote participation for personal matters or all-virtual public meetings can be used per calendar year, not to exceed the limitations set forth in subdivisions B 4 and C 9.

The policy shall not prohibit or restrict any individual member of a public body who is participating in an all-virtual meeting or who is using remote participation from voting on matters before the public body.

Any public body that creates a committee, subcommittee, or other entity however designated of the public body to perform delegated functions of the public body or to advise the public body may also adopt a policy on behalf of its committee, subcommittee, or other entity that shall apply to the committee, subcommittee, or other entity's use of individual remote participation and all-virtual public meetings.

2022, c. 597; 2024, cc. 56, 129, 610, 617.

1/10/2025

Code of Virginia
Title 2.2. Administration of Government
Chapter 37. Virginia Freedom of Information Act

§ 2.2-3710. Transaction of public business other than by votes at meetings prohibited.

A. Unless otherwise specifically provided by law, no vote of any kind of the membership, or any part thereof, of any public body shall be taken to authorize the transaction of any public business, other than a vote taken at a meeting conducted in accordance with the provisions of this chapter. No public body shall vote by secret or written ballot, and unless expressly provided by this chapter, no public body shall vote by telephone or other electronic communication means.

B. Notwithstanding the foregoing, nothing contained herein shall be construed to prohibit (i) separately contacting the membership, or any part thereof, of any public body for the purpose of ascertaining a member's position with respect to the transaction of public business, whether such contact is done in person, by telephone or by electronic communication, provided the contact is done on a basis that does not constitute a meeting as defined in this chapter or (ii) the House of Delegates or the Senate of Virginia from adopting rules relating to the casting of votes by members of standing committees. Nothing in this subsection shall operate to exclude any public record from the provisions of this chapter.

1987, c. 71, § 2.1-343.2; 1999, cc. 703, 726; 2000, c. 932; 2001, cc. 710, 844; 2002, c. 491.

1/10/2025

Code of Virginia
Title 44. Military and Emergency Laws
Chapter 3.2. Emergency Services and Disaster Law

§ 44-146.17. Powers and duties of Governor.

A. The Governor shall be Director of Emergency Management. He shall take such action from time to time as is necessary for the adequate promotion and coordination of state and local emergency services activities relating to the safety and welfare of the Commonwealth in time of disasters.

The Governor shall have, in addition to his powers hereinafter or elsewhere prescribed by law, the following powers and duties:

(1) To proclaim and publish such rules and regulations and to issue such orders as may, in his judgment, be necessary to accomplish the purposes of this chapter including, but not limited to such measures as are in his judgment required to control, restrict, allocate or regulate the use, sale, production and distribution of food, fuel, clothing and other commodities, materials, goods, services and resources under any state or federal emergency services programs.

He may adopt and implement the Commonwealth of Virginia Emergency Operations Plan, which provides for state-level emergency operations in response to any type of disaster or large-scale emergency affecting Virginia and that provides the needed framework within which more detailed emergency plans and procedures can be developed and maintained by state agencies, local governments and other organizations.

He may direct and compel evacuation of all or part of the populace from any stricken or threatened area if this action is deemed necessary for the preservation of life, implement emergency mitigation, preparedness, response or recovery actions; prescribe routes, modes of transportation and destination in connection with evacuation; and control ingress and egress at an emergency area, including the movement of persons within the area and the occupancy of premises therein.

Executive orders, to include those declaring a state of emergency and directing evacuation, shall have the force and effect of law and the violation thereof shall be punishable as a Class 1 misdemeanor in every case where the executive order declares that its violation shall have such force and effect.

Such executive orders declaring a state of emergency may address exceptional circumstances that exist relating to an order of quarantine or an order of isolation concerning a communicable disease of public health threat that is issued by the State Health Commissioner for an affected area of the Commonwealth pursuant to Article 3.02 (§ 32.1-48.05 et seq.) of Chapter 2 of Title 32.1.

No rule, regulation, or order issued under this section shall have any effect beyond 45 days after the date of issuance. Unless the General Assembly takes action on the rule, regulation, or order within the 45 days during which the rule, regulation, or order is effective, the Governor shall thereafter be prohibited from issuing the same or a similar rule, regulation, or order relating to the same emergency;

(2) To appoint a State Coordinator of Emergency Management and authorize the appointment or employment of other personnel as is necessary to carry out the provisions of this chapter, and to remove, in his discretion, any and all persons serving hereunder;

(3) To procure supplies and equipment, to institute training and public information programs relative to emergency management and to take other preparatory steps including the partial or full mobilization of emergency management organizations in advance of actual disaster, to insure the furnishing of adequately trained and equipped forces in time of need;

(4) To make such studies and surveys of industries, resources, and facilities in the Commonwealth as may be necessary to ascertain the capabilities of the Commonwealth and to plan for the most efficient emergency use thereof;

(5) On behalf of the Commonwealth to enter into mutual aid arrangements with other states and to coordinate mutual aid plans between political subdivisions of the Commonwealth. After a state of emergency is declared in another state and the Governor receives a written request for assistance from the executive authority of that state, the Governor may authorize the use in the other state of personnel, equipment, supplies, and materials of the Commonwealth, or of a political subdivision, with the consent of the chief executive officer or governing body of the political subdivision;

(6) To delegate any administrative authority vested in him under this chapter, and to provide for the further delegation of any such authority, as needed;

(7) Whenever, in the opinion of the Governor, the safety and welfare of the people of the Commonwealth require the exercise of emergency measures due to a threatened or actual disaster, to declare a state of emergency to exist;

(8) To request a major disaster declaration from the President, thereby certifying the need for federal disaster assistance and ensuring the expenditure of a reasonable amount of funds of the Commonwealth, its local governments, or other agencies for alleviating the damage, loss, hardship, or suffering resulting from the disaster;

(9) To provide incident command system guidelines for state agencies and local emergency response organizations;

(10) Whenever, in the opinion of the Governor or his designee, an employee of a state or local public safety agency responding to a disaster has suffered an extreme personal or family hardship in the affected area, such as the destruction of a personal residence or the existence of living conditions that imperil the health and safety of an immediate family member of the employee, to direct the Comptroller of the Commonwealth to issue warrants not to exceed $2,500 per month, for up to three calendar months, to the employee to assist the employee with the hardship; and

(11) During a disaster caused by a communicable disease of public health threat for which a state of emergency has been declared pursuant to subdivision (7), to establish a program through which the Governor may purchase PPE for private, nongovernmental entities and distribute the PPE to such private, nongovernmental entities. If federal funding is available to establish and fund the program, the Governor, if necessary to comply with any conditions attached to such federal funding, shall be entitled to seek reimbursement for such purchases from the private, nongovernmental entities and may establish and charge fees to recover the cost of administering the program, including the cost of procuring and distributing the PPE. However, if federal funding is not available to establish and fund the program, the Governor shall, prior to making such purchases, receive a contract for payment for purchase from the private nongovernmental entities for the full cost of procuring and distributing the PPE, which shall include any amortized costs of administering the program. Any purchase made by the Governor pursuant to this subdivision shall be exempt from the provisions of the Virginia Public Procurement Act (§ 2.2-4300 et seq.), except the Governor shall be encouraged to comply with the provisions of § 2.2-4310 when possible. The Governor shall also provide for competition where practicable and include a written statement regarding the basis for awarding any contract. Prior to implementing such a program, the Department of Emergency Management shall consult with and survey private, nongovernmental entities in order to assess demand for participation in the program as well as the quantity and types of personal protective equipment such entities would like to procure.

As used in this subdivision, "personal protective equipment" or "PPE" means equipment or supplies worn or employed to minimize exposure to hazards that cause serious workplace injuries and illnesses and may include items such as gloves, safety glasses and shoes, earplugs or muffs, hard hats, respirators, coveralls, vests, full body suits, hand sanitizer, plastic shields, or testing for the communicable disease of public health threat.

B. No rule, regulation, or order issued by the Governor or other governmental entity pursuant to this chapter shall impose restrictions on the operation of a place of worship that are more restrictive than the restrictions imposed on

any other business, organization, or activity.

1973, c. 260; 1974, c. 4; 1975, c. 11; 1981, c. 116; 1990, c. 95; 1997, c. 893; 2000, c. 309; 2004, cc. 773, 1021; 2006, c. 140; 2007, cc. 729, 742; 2008, cc. 121, 157; 2020, Sp. Sess. I, cc. 14, 15, 17, 38; 2022, cc. 803, 805; 2023, c. 603.

Water and Sewer Billing Adjustment Policy Review

Overview
The Town's Water and Sewer Adjustment Policy establishes the Town Manager's (or designee) authority to adjust water and sewer bills. The Policy also establishes:

- adjustment application procedures
- adjustment review procedures and criteria
- meter testing procedures, and
- appeal standards and procedures.

The current version of the Water and Sewer Adjustment Policy was adopted by the Town Council on March 12, 2015.

Proposal under review
The draft Water and Sewer Adjustment Policy under review includes the following significant amendments:

- addition of information regarding how customers may secure/review a copy of the Policy and adjustment request form,
- elimination of the requirement that adjustment requests include a certification from the applicant's home owner's insurance carrier stating that a claim had been filed in this matter and providing the portion of the bill that will be covered under the applicant's policy,
- addition of a section that clearly states that the Town will not approve adjustments for abnormal usage attributable to toilets, and
- reduce the amount of the contested bill that must be paid prior to adjustment application review; provided that the customer enters into a payment plan with the Town.

Attachment

- Amended Water and Sewer Adjustment Policy

Suggested action
Adopt the amended policy effective January 15, 2025.

Sample motion
I move that the Council of the Town of Berryville adopt the attached amended Water and Sewer Adjustment Policy and that said amended policy become effective on January 15, 2025.

TOWN OF BERRYVILLE
Water and Sewer Billing Adjustment Policy
DRAFT 1/10/25

Purpose:
This policy applies to the adjustment of unusually high water and sewer bills resulting from water leaks or other circumstances resulting in abnormally high-water usage. This policy enumerates the authority of the Town Manager, or designee, to grant adjustment of unusually high water and sewer bills upon request of the person or entity responsible for a water account.

Background:
In accordance with Chapter 17 of the Berryville Code (available at the Town Business Office and the Town's website (www.berryvilleva.gov), ~~W~~where properties are connected to the Town of Berryville's water and sewer systems, the customer is responsible for: 1) the proper provision, monitoring, operation, maintenance, repair, and replacement of all water lines and components of the system from the customer's side of the water meter and 2) the proper provision, monitoring, operation, maintenance, repair, and replacement of all sewer lines and components of the system from where it intersects the Town's main.

Burden of Proof:
The implicit burden of proof in the adjustment requests made pursuant to these policies rests with the customer, not the Town of Berryville. Failure to comply with the requirements of this policy will result in the denial of the adjustment request.

Procedure:
All requests for bill adjustment must be made within ten days of the billing date.

Requests must be made utilizing the Town of Berryville Water and Sewer Billing Adjustment Request Form **(available at the Town Business Office and the Town's website (www.berryvilleva.gov)).**

To the completed Town of Berryville Water and Sewer Billing Adjustment Request Form, the customer must ~~also provide a plumber's certification~~ **attach a written statement that includes the following information:**

- **the date and approximate time the plumber was contacted about the leak or potential leak,**
- **the date and approximate time the plumber responded to the customer's property,**

- **the date and approximate time the repair was completed,**
- **a description of the repairs that were made to stop the leak,**
- **the name and contact information of the person (or firm) who repaired the leak, and**
- **a copy of the repair invoice.**

~~and, when the abnormal usage is greater than three times the account's average usage, a letter from the property owner's insurance company verifying that a claim has been made in this matter and providing what portion of the water/sewer bill will be paid by the insurance company~~.

The Town Manager, or designee, will review the request and provide written notice of his/her decision. Most decisions will be rendered within ten days of receipt of the adjustment request.

Only one bill adjustment may be made for any account in any given twelve-month period.

Review Criteria:
The Town Manager, or designee, will review adjustment requests in accordance with the following criteria:

- For leaks occurring in the service line between the water meter and the building the meter serves, the Town may approve adjustment to the sewer usage if it is found that the leaking water did not enter the sewer system. Such adjustment may not exceed the difference between the account's average usage over the past twelve months and the high usage resulting from the leak. The Town may approve adjustment to the water usage if it finds that the leak was repaired in a timely fashion after discovery. Such adjustment may not exceed one-half of the difference between the account's average usage over the past twelve months and the high usage resulting from the leak.

- For leaks or unintended usage from exterior hose connections, the Town may approve adjustment to the sewer usage if it finds that the leaking water did not enter the sewer system. Such adjustment may not exceed the difference between the account's average usage over the past twelve months and the high usage resulting from the leak.

- For abnormal water usage attributable to usage in or by faucets, pipes, water heaters, furnaces or other interior plumbing facilities within the building the water meter serves, the Town may adjust the sewer usage if it finds that the

leaking water did not enter the sewer system. Such adjustment may not exceed the difference between the account's average usage over the past twelve months and the high usage resulting from the leak.

- **The Town will not approve adjustments for abnormal water or sewer usage attributable to use by toilets.**

- The Town will not approve adjustments for abnormal water usage attributable to filling of pools or watering of lawns or landscaping.

- The Town will not approve adjustments for abnormal water usage which has not or cannot be sufficiently explained.

When reviewing adjustment requests the Town will take into account, among other factors, whether any of the usage resulted from another party's negligence. Where negligence is found, the Town may determine that no adjustment is warranted. ~~As a part of request reviews the Town will also consider the insurance claim determination as a part of establishing an adjustment amount.~~

Meter Testing:
Customers may at any time request that their water meter be tested for accuracy. If a customer wants to have the water meter that serves their account to be tested, then they must contact the Town Business Office and request the test. At the time of the request the customer must pay a meter testing fee as established by the Town Council. The fee in question will be refunded if it is found that the meter in question does not meet American Water Works Association standards for accuracy. Further, if it is found that the meter does not meet American Water Works Association standards for accuracy, then the Town will review the account for possible adjustment.

Appeals:
If the customer requesting the bill adjustment believes that the Town **Manager** ~~has~~ erred in making the adjustment decision or has not made a determination on an adjustment request in a timely manner, then he/she may appeal the matter to the Town Council. This appeal must be made in writing within ten days of the date of the decision on the adjustment or within thirty days of the original request if the appeal is based on the Town **Manager**'s failure to render a decision on the review request. If the appeal is based on the belief that the Town **Manager** erred in making its decision on the bill adjustment request, then the appeal request must specify the finding of fact or policy application the requester believes was made in error.

Adjustment determinations made because a meter has been found to be inaccurate (after testing) may be appealed to the Town Council if the customer believes that the adjustment is not sufficient.

The Town Council will review all adjustment appeals and will provide written notice of their decision to the customer.

Customer Responsible for Payment during Review:
While an adjustment request and/or appeal is being processed, the customer is responsible for:

- payment of the entire amount due ~~within the normal payment period or the customer may enter into a payment agreement with the Town.~~ **or**
- **payment of fifty (50) % of the bill and entry into a payment plan for the remainder of the bill.**

Such payment and/or entry into a payment plan must occur before the bill cut-off date. If the customer ~~neither~~ **fails to** makes payment during the ~~normal~~ payment period ~~nor enters into a payment plan with the Town~~ **as outlined above**, then the customer is subject to all applicable collection activities and termination of service.

Any refunds due to a customer as a result of the adjustment process will be credited to the account unless a refund is requested. If a refund is requested, then the refund will be paid within 20 days of request.

Any remaining payment due on account after the adjustment request has been finalized must either be paid in full not more than 30 days of the bill adjustment decision or in accordance with the approved payment plan.

~~Burden of Proof:~~
~~The implicit burden of proof in the adjustment request pursuant to these policies rests with the customer, not the Town of Berryville. Failure to comply with the requirements of this policy will result in the denial of the adjustment request.~~

Effective Date:
~~March 12, 2015~~ _____