MINUTES

BERRYVILLE TOWN COUNCIL

Regular Meeting
June 9, 2026
7:00 p.m.

A meeting of the Berryville Town Council was held on Tuesday, June 9, 2026, 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; Paul Perez; Grant Mazzarino; Ryan Tibbens.

Absent: None

Staff

Present: Keith Dalton, Town Manager; Jean Petti, Deputy Town Manager; Brandel Kelsey, Town Clerk; Terry Russell, Community Development Director; Cindy Poulin, Director of Finance; Chief Jason Winner, Berryville Police Department

Press Mickey Powell, Winchester Star

1. Call to Order
Mayor Harry Lee Arnold, Jr. called the meeting to order at 7:01 p.m.

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

3. Approval of Agenda
Town Manager Keith Dalton requested Council to consider *item 9- Review/Award Berryville Water Treatment Plant Influent Screen project* during closed session to discuss negotiation strategy.
Paul Perez moved to approve the agenda as amended. The motion passed by voice vote.

4. Presentations, Awards, and Recognitions
None.

5. Public Hearings
Proposed Special Use Permit for Beach Carpentar Properties LLC, 29 Cattleman's Lane
Community Director Terry Russell explained the Special Use Permit request from Beach Carpentar Properties. Mr. Dalton proposed a change to the motion as follows "provided that the boundaries of the property are clearly delineated".

Mayor Arnold opened the public hearing.
There were no comments.

Proposed Special Use Permit for Belfort Furniture, Inc., 351 Station Road
Mr. Russell explained the Special Use Permit application from Belfort Furniture. The Planning Commission has recommended approval. Matt Huber, the applicant, answered questions from the Council.

Mayor Arnold opened the public hearing.
There were no comments.

6. Discussion of Public Hearing Items
Proposed Special Use Permit for Beach Carpentar Properties LLC, 29 Cattleman's Lane
William Steinmetz moved that the Council of the Town of Berryville approve a Special Use Permit in order to allow vehicle sales at 29 Cattleman's Lane, provided that the boundaries of the property are clearly delineated. Motion passed by voice vote.

Proposed Special Use Permit for Belfort Furniture, Inc., 351 Station Road
Mr. Steinmetz reported that the Planning Commission recommends approval and they thought it was a nice use of the building.
Ryan Tibbens moved that the Council of the Town of Berryville approve a Special Use Permit at 351 Station Road in order to allow retail sales, provided that:

- **said retail sales are incidental to a manufacturing, production, or related use,**
- **said retail sales occupy not more than 5,000 square feet of floor area, and**
- **hours of operation shall not extend beyond 8:00 a.m. to 8:00 p.m.**

Motion passed by voice vote.

7. Citizens' Forum
Rick Figert, a resident on Jones Ct, reiterated questions he has about the stormwater maintenance program Horton has made with the Town. He is still having issues with the pond behind his home.

Chris Arslan of Maden Street would like to know why the gates are not open for the track at the school. Mayor Arnold responded that he would need to contact the schoolboard as the Town does not own or take care of that property.

Luke Mazzarino said hello to Grant Mazzarino, his father.

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

9. Unfinished Business
Adoption: Proposed Fiscal Year 2026-2027 Budget
Director of Finance Cindy Poulin reviewed the highlights of the Fiscal Year 2026–2027 Budget.
Vice Mayor Erecka Gibson moved that the Council of the Town of Berryville adopt the attached budget for fiscal year 2026-2027, an approved copy of which shall be incorporated into and become a part of the official minutes of this meeting, and further as set forth in this approved budget, funds shall hereby be appropriated for fiscal year 2026-2027. Motion passed by voice vote.

Review/Award: Berryville Wastewater Treatment Plant Influent Screen Project
Mr. Dalton reviewed the Wastewater Treatment Plant Influent Screen Project with Council. The FY26 budget includes $175,000 for this project and $200,000 for screening upgrades in general. It was anticipated that the FY27 budget would include $250,000 to be used for screening system maintenance and upgrades, including the bar screen in question. The difference between the estimate and the actual bid appears to result from a sharp increase in the expected cost of the screening equipment and electrical, plumbing, site, and concrete work. The bids were higher than expected but Mr. Dalton still thinks it is worth the cost to protect the system. Unspent funds that were dedicated to wastewater plant screening work from FY26 are being shown in the proposed FY27 budget. Those funds, combined with the $250,000 that had been proposed for FY27, will provide $620,000 in FY27 for this project and other screening system work. The remaining funds would be used, as needed to repair/modify/replace portions of the treatment plant's existing screening system. The Power Point is attached.

No motion made.

10. New Business
Re-adoption of Town Council Policy- Electronic Participation in Meetings
Deputy Town Manager Jean Petti reviewed the proposed re-adoption of the Town Council Policy regarding Electronic Participation in Meetings
Vice Mayor Gibson moved that the Council of the Town of Berryville approve the attached amended Electronic Participation in Meetings policy. Motion passed by voice vote.

11. Council Member Reports
Mayor Arnold called on members of the Council and provided them an opportunity to speak on non-agenda items of their choosing.

Mr. Tibbens reported his attendance at the Clarke County Economic Development Advisory Committee meeting and noted that Restaurant Week was a success and the committee is considering additional dates.

Vice Mayor Gibson thanked the Budget and Finance Committee for their professionalism developing the Town budget.

Mayor Arnold noted that he attended the Geneva Jackson bench dedication at Barns of Rose Hill. He also wanted to remind everyone of the Juneteenth Celebration being held on Saturday June 20^{th}.

12. Staff Reports
Community Development
Mr. Dalton provided an update on the Friant property rezoning request, noting that the Planning Commission had reviewed the proposal and forwarded its recommendations to Town Council. He stated that the proposal would be discussed at the Town Council Work Session scheduled for June 29, 2026, at 3:30 p.m. The matter is also scheduled for discussion at the July 14, 2026 Town Council meeting, at which time Council may consider setting a Public Hearing for September 8, 2026. Further discussion and potential action could occur at either the September 8, 2026 meeting or the October 13, 2026 meeting.

Mr. Russell said the Wayfinding signs are in their final stages of engineering and should be completed and installed on time.

Mr. Russell requested the Council set a public hearing on Proposed text amendments to the Subdivision and Zoning Ordinances to bring them into compliance with Virginia Code.
Mr. Russell advised that the Planning Commission has reviewed the proposed changes and recommends approval.

Vice Mayor Gibson moved that the Council of the Town of Berryville set a public hearing on the proposed amendments to the Subdivision and Zoning Ordinances for July 14, 2026 at 7:00 p.m. or as soon thereafter as the matter may be heard. Motion passed by voice vote.

Town Manager
Mr. Dalton reported that paving on Dorsey Street has been completed, as well as all Town paving projects scheduled for the current fiscal year. He noted that the proposed fall paving schedule will be presented to Council at a future meeting. Mr. Dalton also stated that improvements to the Rixey Moore parking lot are nearing completion. In addition, paving work is underway at the American Legion parking lot, and the Town plans to install stone between the American Legion and Rixey Moore parking lots to improve the connection between the two properties.

13. Committee Updates
Mayor Arnold recognized the chairs of the standing committees of the Town Council for updates.

Budget and Finance
Vice Mayor Gibson thanked the Budget and Finance Committee again for all their hard work of the budget.

Community Development
Mrs. Petti thanked Mr. Tibbens for his help with gathering bridge estimates. Mr. Dalton stated the bridge was built in 1984 and the goal for the new bridge is longevity, for water to pass underneath it with ease, and for it to be ADA compliant.

Mr. Tibbens stated the next meeting is scheduled for June 23, 2026 at 3:30 p.m.

Mr. Perez commented that the Public Works crew did an excellent job painting curbs and parking spaces throughout Town.

Personnel, Appointments, and Policy
Planning Commission Appointment
Vice Mayor Gibson moved that the Council of the Town of Berryville appointment Glen Skillman to the Planning Commission, with a term to commence on June 10, 2026 and end on June 30, 2030. Motion passed by voice vote.

Tree Board Appointment
Vice Mayor Gibson moved that the Council of the Town of Berryville appoint Kevin Donner to an unexpired term on the Tree Board, with a term to commence on June 10, 2026 and end on December 31, 2027. Motion passed by voice vote.

Public Safety
No update.

Streets & Utilities
Discussion: Amendments of Sections 10.49 and 10.50 of the Berryville Code
Mrs. Petti reviewed proposed changes to Sections 10.49 and 10.50 of the Berryville Code.

10.49
Mr. Perez moved that the Council of the Town of Berryville adopt the attached ordinance amending Sec. 10.49 of the Berryville Code. Motion passed by voice vote.
10.50
Mr. Perez moved that Council of the Town of Berryville adopt the attached ordinance amending Sec. 10-50 of the Berryville Code. Motion passed by voice vote.

14. Other
None.

15. Closed Session
Discussion with the town manager regarding the consideration of prospective candidates for employment.

Motion to enter Closed Session
Vice Mayor Gibson moved that Council of the Town of Berryville enter into closed session in accordance with Section 2.2-3711.A.1 of the Virginia Code, to consider prospective candidates for employment and Section 2.2-3711.29 of the Virginia Code in order to discuss the award of a public contract involving the expenditure of public funds. Specifically, the Council will discuss the bids received for the Wastewater Treatment Bar Screen project. Motion passed by voice vote.

The Council returned to open session at 9.32 p.m.

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

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

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

Vote by roll call:

Mr. Steinmetz	**Aye**
Mr. Perez	**Aye**
Mr. Mazzarino	**Aye**
Mr. Tibbens	**Aye**
Ms. Gibson	**Aye**
Mr. Arnold	**Aye**

Mr. Tibbens moved that the Council of the Town of Berryville authorize the town manager to finalize negotiations with the responsive/responsible low-bidder from the Wastewater Treatment Plant Bar Screen project offering in accordance with the direction provided by the Council in closed session. Further, the town manager is authorized to execute any and all documents related to the award of the project in question. Motion passed by voice vote.

16. Adjourn
The Council adjourned at 9:34 p.m. on a motion by Mr. Steinmetz.

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

Town of Berryville

Motion to Approve Special Use Permit

Date: June 9, 2026

MOTION BY: William Steinmetz

I move that the Council of the Town of Berryville approve a Special Use Permit in order to allow vehicle sales at 29 Cattleman's Lane, provided that the boundaries of the property are clearly delineated.

VOTE:

Aye: ALL

Nay: 0

Absent: 0

Abstain: 0

ATTEST

____

Erecka Gibson, Vice Mayor

Town of Berryville

Motion to Approve Special Use Permit

Date: June 9, 2026

MOTION BY: Ryan Tibbens

I move that the Council of the Town of Berryville approve a Special Use Permit at 351 Station Road in order to allow retail sales, provided that:

- Said retail sales are incidental to a manufacturing, production, or related use,
- Said retail sales occupy not more than 5,000 square feet of floor area, and
- Hours of operation shall not extend beyond 8:00 a.m. to 8:00 p.m.

VOTE:

Aye: ALL

Nay: 0

Absent: 0

Abstain: 0

ATTEST

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Erecka Gibson, Vice Mayor

Town of Berryville

Motion to Approve Budget for Fiscal year 2026-2027

Date: June 9, 2026

MOTION BY: Vice Mayor Erecka Gibson

I move that the Council of the Town of Berryville adopt the attached budget for fiscal year 2026-2027, an approved copy of which shall be incorporated into and become part of the official minutes of this meeting, and further as set forth in this approved budget, funds shall hereby be appropriated for fiscal year 2026-2027.

VOTE:

Aye: ALL

Nay: 0

Absent: 0

Abstain: 0

ATTEST

____

Erecka Gibson, Vice Mayor

TOWN OF BERRYVILLE

ESTABLISHED 1798

FISCAL YEAR 2027 OPERATING BUDGET
&
CAPITAL IMPROVEMENT PROGRAM FY 2027-2031

101 CHALMERS COURT, SUITE A
BERRYVILLE, VIRGINIA
540.955.1099
BERRYVILLEVA.GOV

Town of Berryville, Virginia

Fiscal Year 2027 Operating Budget and Capital Improvement Plan

Town Council
Harry Arnold, Jr., Mayor
Erecka Gibson, Vice Mayor
William Steinmetz, Ward One
Paul Perez, Ward Two
Grant Mazzarino, Ward Three
Ryan Tibbens, Ward Four

Town Staff
Keith Dalton, Town Manager
Jean Petti, Deputy Town Manager
Cynthia Poulin, Director of Finance/Treasurer
Terry Russell, Community Development Director
Jason Winner, Chief of Police
Frank Kelsey, Utility Director
Vacant, Director of Public Works

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

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BERRYVILLE
EST. 1798 Genuine VIRGINIA

09 June 2026

Members of the Town Council:

Please find attached the proposed budget for Fiscal Year 2027. Town staff is confident that the budget will provide the resources needed to ensure excellent service to the citizens of Berryville in the coming year.

The budget includes revenues and expenditures for the General, Water, and Sewer Funds which include funding for both the operating costs of the Town and completion of capital projects. The General Fund, Water Fund, and Sewer Fund are supported by the collection of taxes, intergovernmental transfers, user fees, availability fees, and loan proceeds.

General Fund: General Fund expenses total $6,158,867.00, which represents an increase of 3.1% from Fiscal Year 2026. For the most part, the increase can be attributed to overall increase in operational expenses in FY27.

There are no increases in taxes included in this budget and the PPTRA reimbursement rate remains at 49%.

Water Fund: Water Fund expenses total $9,577,317.00, which represents an increase of 36.7% from Fiscal Year 2026. For the most part, the increase can be attributed to an increase in Water Fund Capital Expenditures for the upgrade of the Roy E. Potts Memorial Water Treatment Plant.

Monthly administrative fees are unchanged. There is a scheduled increase in user fees from $10.30 to $11.62 per 1,000 gallons for in town users and from $12.87 to $14.53 per 1,000 gallons for others. An 3.2% increase in availability fees is also programmed, and there are five (5) availability fees reflected in the budget.

Sewer Fund: Sewer Fund expenses total $2,598,008.00, which represents a decrease of 8.2% from Fiscal Year 2026. For the most part, the decrease can be attributed to a decrease in Sewer Fund Capital Expenditures.

Monthly administrative fees are unchanged. There is a scheduled increase in user fees from $17.78 to $18.31 per 1,000 gallons for in town users and from $22.22 to $22.89 per 1,000 gallons for others. An 3.2% increase in availability fees is also programmed, and there are five (5) availability fees reflected in the budget.

Town staff is very appreciative of the support that the Town Council provides them as they work to protect the health, safety, and welfare of Berryville's residents and guests.

Sincerely,

Keith R. Dalton
Town Manager

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Table of Contents

Organizational and Community Information

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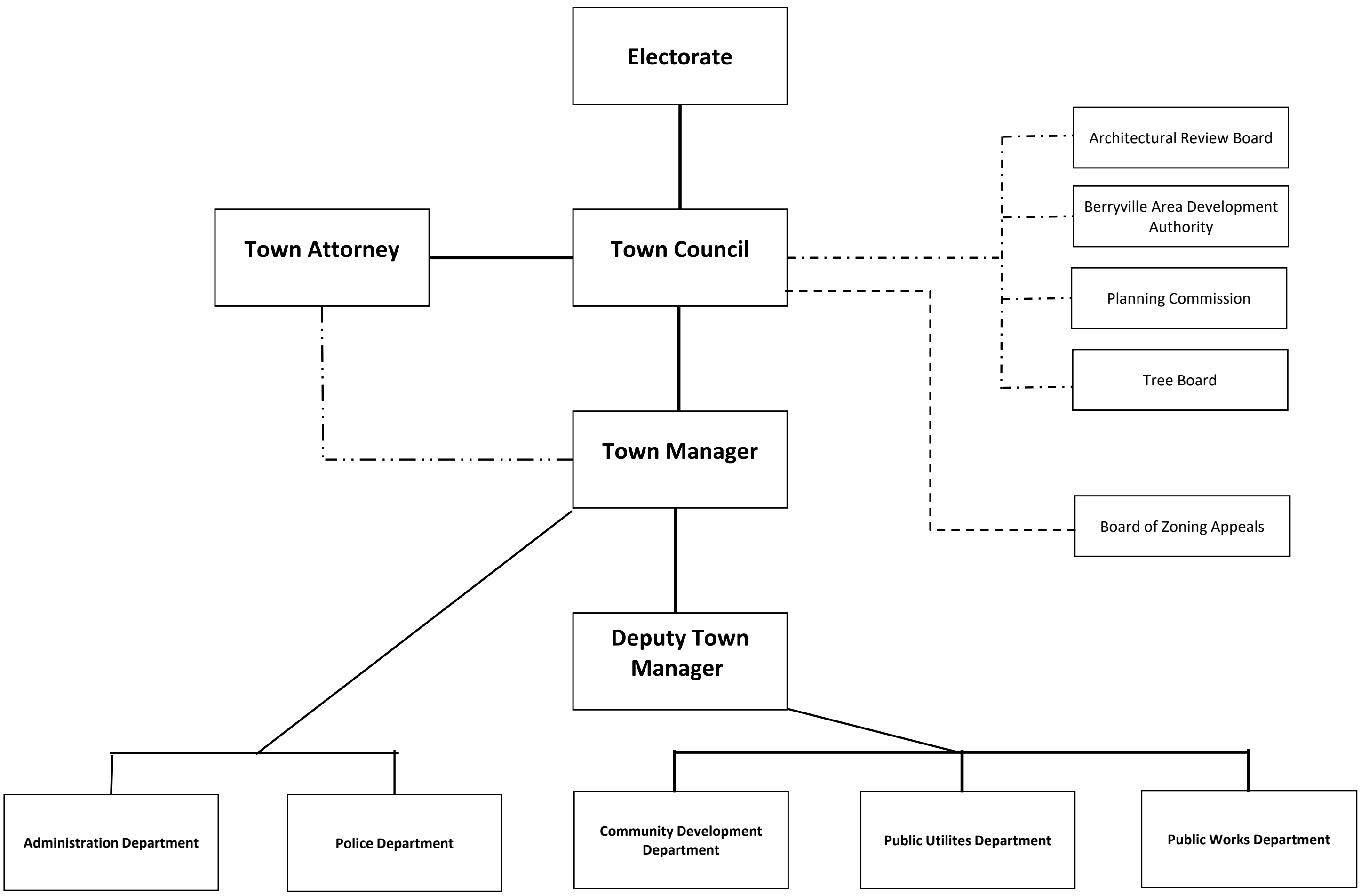
TOWN OF BERRYVILLE Virginia

Town of Berryville Organizational Chart



History of the Town of Berryville

Berryville was founded at the intersection of the Winchester Turnpike and Charlestown Road. The land was first granted by the Crown to Captain Isaac Pennington in 1734, and George Washington surveyed it on October 23, 1750. In 1754 Pennington sold it to Colonel John Hite.

According to legend, Daniel Morgan would engage in combat with young toughs at the intersection, having first piled large stones nearby to use as ammunition in case of need. Because of this story, and a rowdy tavern nearby, the area was first given the informal name of "Battle Town".

Hite sold the tract in 1765 to his son-in-law, Major Charles Smith. Smith named his estate "Battle Town", and on the site of the former tavern he built a clapboard homestead. This structure still stands on what is now Main Street and is now known as "The Nook".

Daniel Morgan returned to the area after distinguishing himself in the Revolution, living at Saratoga, and briefly at Soldier's Rest. He was one of the frequent (and reputedly most quarrelsome) patrons of the new tavern (where now stands the Battletown Inn).

Major Smith's son, John Smith, in 1797 sold 20 acres (81,000 m^2) of his inheritance to Benjamin Berry and Sarah (Berry) Stribling, who divided it into lots for a town. It was established as the town of Berryville on January 15, 1798.

By 1810, the town had at least 25 homes, three stores, a pharmacy, two taverns, and a school. It was not much larger when it was designated as the county seat of newly formed Clarke County in 1836.

The railroad reached the town in the 1870s.

Virginia governor and U.S. senator Harry F. Byrd long resided in Berryville. A state senator in 1916, he built a log cabin named "Westwood" in Berryville at a family-owned orchard. In 1926, Byrd purchased Rosemont, an estate adjacent to his family's apple orchards in Berryville. He moved there with his family after his term as governor ended in 1929.

Berryville is located in the northern Shenandoah Valley, 11 miles (18 km) east of Winchester and 5 miles (8 km) south of the West Virginia border. U.S. Route 340 passes through the center of town, leading northeast 12 miles (19 km) to Charles Town, West Virginia, and southwest 22 miles (35 km) to Front Royal. Virginia State Route 7 bypasses Berryville along its northern border as a four-lane freeway, leading west to Winchester and east across the Blue Ridge Mountains 24 miles (39 km) to Leesburg.

According to the United States Census Bureau, Berryville has a total area of 2.47 square miles (5.9 km^2), all of it land.

The Town serves as the center of commercial, residential, institutional and industrial activity for Clarke County.

Both the Town and County are committed to preserving and enhancing Berryville's historic downtown and maintaining Clarke County's exquisite countryside. Preservation of our community's charming character and natural beauty has required extraordinary effort and a high level of cooperation between the Town and County.

As of the 2020 U.S. Census, the population of Berryville was 4,574.

Governing Body and Town Management

The organizational structure of the Town of Berryville is modeled after the council-manager form of government. It is within the council-manager framework that the elected officials serve as the Town's leaders and policy makers while the Town Manager is hired by and serves at the pleasure of the Town Council to carry out policy and ensure that all residents are being rightly served. The mayor and vice mayor are elected at large for staggered four-year terms.

As the chief operating and administrative officer of the Town, the Town Manager's office strives to provide professional leadership in the administration and execution of policies set by the Town Council. Accordingly, the Town Council and Town Manager work together in an effort to preserve a sustainable and flourishing community.

The Town provides a full range of services including: police; maintenance of streets and parks; trash collection; and water and sewer utilities. Other utility services such as electricity and natural gas are provided by companies not associated with the Town.

<u>DEMOGRAPHICS</u>

Incorporated	1870
Population (2020 Census.gov)	4574
Total Dwelling Units (Town estimate)	1892
Average Household Size (Town estimate)	2.80
Area (square miles)	2.470
2026 Real Estate Tax Rate	$.139
2026 Personal Property Tax Rate	1.25
2026 PPTRA Rate	49%
2026 Machinery $ Tools Tax Rate	$1.30
2026 Meals Tax Rate	4.00%
2026 Lodging Tax Rate	2.00%
2026 Cigarette Tax Rate (per pack)	$.10
2026 Water Rate per thousand gallons	$11.62
2026 Sewer Rate per thousand gallons	$18.31

Area Demographics and Comprehensive Plan

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Regional Setting of the Town of Berryville

Located in north-central Clarke County, the ***Town of Berryville*** is about 8 miles east of Winchester, 59 miles west of Washington, D.C., and 4 miles south of the West Virginia state line. The growth of the Town has always been greatly influenced by its location between Winchester and the Baltimore/Washington areas. The constant movement of early settlers, freight wagons, and packhorses between the port towns of Alexandria and Baltimore and the frontier towns to the west gave Berryville its earliest growth.

The expansion of Route 7 into a four-lane highway with a bypass and interchange at Berryville, along with four-lane Route 340 between the Town and West Virginia makes job and shopping opportunities in surrounding localities greatly accessible. This transportation network influences the rate and type of development in the Berryville Area, as well as the economic well-being of the Town.

Historical and Forecast Population Growth Rates

The figure below shows the changing populations of Berryville and Clarke County since 1970. Population expansions more or less reflect periods of residential development following annexation. The annexation of 1989 added 350 acres, increased the population of Berryville by 344 residents, and was followed by a period of increased residential development. Additional annexations added approximately 90 acres to the Town, the bulk of which was developed as single-family dwellings and senior housing communities.

	1970	1980	1990	2000	2010	2020
Berryville	1,569	1,752	3,097	2,963	4,185	4,574
Clarke County inclusive of Berryville	8,102	9,965	12,101	12,652	14,034	14,783

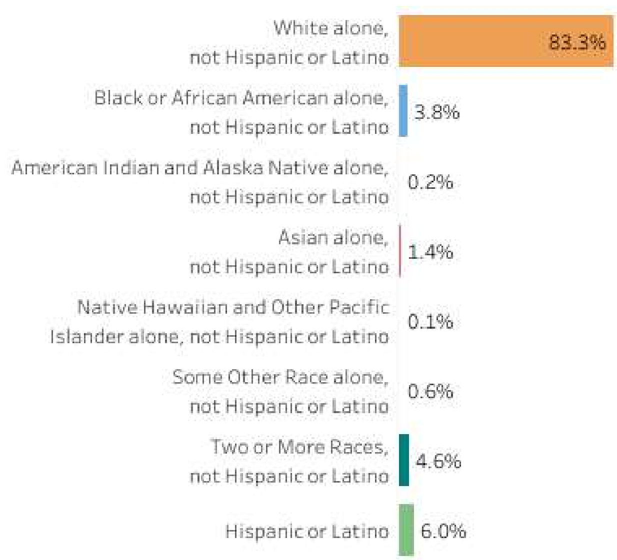
Population Characteristics

Berryville is relatively densely populated within the corporate limits. The 2020 population of 4,574 is distributed on approximately 2.27 miles, resulting in a density of 83 persons per square mile. This density is higher than Clarke County, reflecting Berryville's status as the population and industry center of the county. Clarke County's overall population density is markedly less than surrounding localities, which sets Clarke County apart for tourism, agriculture, and rural living.

	Population	**Size (sq. mile)**	**Density**
Berryville	***4,574***	***2.27***	***1,926/sq. mile***
Clarke County	14,783	178	83/sq. mile
Frederick County	91,419	416	219/sq. mile
Warren County	40,727	217	187/sq. mile
Prince William County	482,204	348	1,385/sq. mile
Loudoun County	420,959	521	807/sq. mile
Jefferson (WV)	57,701	212	272/sq. mile

Demographics

	United States	Virginia	Berryville
Median Age	38.8 years	38.8 years	45.9 years
Median Household Income	$69,717	$80,963	$81,765
Poverty Rate	12.8%	10.2%	10.5%
Education: BA or Higher	35%	41.8%	28.3%
Employment Rate	58.6%	60.3%	50.1%
Commute in Minutes, Avg.	25.6	26.4	35.6
Home Ownership	65.4%	67.6%	61.3%
Under 18 years	22.1%	21.8%	19.9%
Over 65 years	16.8%	16.3%	22.1%



Source: U.S. Census, Diversity Index by County, 2020

Population Projection

The future population projection is an indicator of the likelihood of growth in the Town. The size, kind, and number of community facilities that should be available, and the potential for industrial, commercial, and residential expansion are related to future population estimates. Population projections are based on an analysis of past trends and present development. With a relatively small population base, unforeseeable events could greatly alter the projections. The establishment or closing of a large industry in or near Berryville or a downturn in the national economy are examples of such uncertain events.

Clarke County Population Projections by Age and Gender

Age	2020	2030	2040
Infants/small children 0-5 years	693	769	805
Students 5-24 years	3,142	3,331	3,635
Adults 25-65 years	7,382	7,109	7,440
Seniors 65+ years	3,120	4,056	4,087
Total	**14,337**	**15,265**	**15,967**

Source: Weldon Cooper Center for Public Service as reported by Virginia LMI

Population forecasts are based on the assumption that fairly stable economic and political conditions will exist, that no devastating disasters will occur, and that the present social structure will not change dramatically.

Clarke County's Comprehensive Plan calls for growth to occur at existing population centers, with Berryville identified as the major growth area. It is therefore anticipated that Berryville will capture a higher percentage of the County's future growth than the surrounding areas of the County.

Though it is recognized that population growth for small towns is especially vulnerable to economic events and other unpredictable factors, projections for Berryville's population have been made. Berryville's population is projected to approach 6,082 by the year 2030.

Excerpt from 2015 Berryville Area Plan

The Berryville Area Plan was adopted in 1992 by Clarke County and the Town of Berryville to serve as a joint land use plan for the Berryville Annexation Area- undeveloped County lands adjacent to the Town limits that were designated for addition to the Town in accordance with the 1988 Town-County Annexation Agreement.

The plan is jointly administered by the Town and County via the Berryville Area Development Authority (BADA) with technical support provided by the Town and County planning staffs.

The plan divides the Annexation Area into a series of Sub-Areas, or groups of parcels or portions of parcels that have similar development characteristics. These Sub-Areas are detailed in map 4 and were created following an evaluation of historical, environmental, and geological characteristics of each Sub-Area. Based upon these characteristics, recommended use types were assigned to the Sub-Areas with residential or commercial densities based upon the net developable portion of the parcels in the Sub-Areas.

Similar to comprehensive plans, the Berryville Area Plan serves as guidance document for land use decision-making- the actual rules and regulations for development are found in the zoning and subdivision ordinances for the Town and County. The Plan has been amended several times since its adoption in 1992, and is currently under review by the Berryville Area Development Authority.

Land Use Philosophy of Clarke County and the Town of Berryville

Clarke County and the Town of Berryville share a symbiotic relationship regarding land use and growth management. For decades, the County has strived to implement its vision of protecting its natural and historic resources, agricultural properties, and scenic beauty by limiting urban and suburban-style development to designated growth areas including the Town of Berryville. The Town has also sought to maintain vibrancy as the primary growth area for residential, commercial, and industrial uses through thoughtful planning and timely development of public infrastructure. This relationship is captured in the goals and policies of the Town and County comprehensive plans and in the Berryville Area Plan.

The County implemented its "sliding-scale zoning" land use system in 1980 in an effort to focus development in designated growth areas while preserving agricultural and open space lands in large tracts to mitigate "parcelization" in rural areas that can lead to suburban sprawl. Sliding-scale zoning limits the total number of parcels that may be created, limits the size of new parcels, and keeps residential parcels as large as possible. Under this system, a fixed number of dwelling-unit rights (DURs) was allocated in 1980 for parcels of land in the County zoned Agricultural- Open Space-Conservation (AOC) and Forestal-Open Space- Conservation (FOC). The number of DURs were allocated on a "sliding-scale" that provided for fewer DURs per acre for larger parcels. The number of DURs cannot be increased unless parcels are rezoned (which is strongly discouraged), but the total number of available DURs decrease as landowners build houses or place their property under permanent open-space easement and retire DURs.

Hand in hand with this tool is designating growth areas- including the Town of Berryville- as the only areas of the County appropriate for more suburban scale residential development due to the proximity of water and sewer infrastructure. These are the only areas where rezoning to a higher residential density may be considered. To ensure successful implementation of the Town and County's shared land use philosophy, the

Berryville Town Council and Clarke County Board of Supervisors adopted the Berryville Area Plan (BAP) in April 1992 to guide land use decision-making in the areas designated to be annexed.

Current Inventory of Public Facilities

The Town of Berryville is ideally suited to provide urban levels of services as the County's primary designated growth area for residential and business uses. Public water and sewer is currently provided by the Town to parcels within its limits, and the Annexation Area agreement ensures provision of water and sewer for new developments brought into the Town limits. The Town is home to all but two of the public schools and is adjacent to the County Parks and Recreation facility at Chet Hobert Park. Berryville is also centrally located from a transportation perspective, bisected by Virginia Route 7 and U.S. 340 and within 15 minutes of I-81 in Frederick County. Rail access is available via the Norfolk Southern rail line that passes through the center of Town.

Water and Sewer

The Town of Berryville provides public water and sewer services for Town residents and businesses. Water is obtained via the Shenandoah River and is treated at the Town's facility in the County outside of Town limits. The Town also maintains three storage facilities. Sewage is treated by the Town at a treatment facility that is also located in the County outside of Town limits.

Future extension of public water and sewer service is governed by a Water and Sewer Extension Agreement that was adopted by the Town and County on March 29, 2000. The Agreement states that the Town has the right to extend water and sewer lines into the Annexation Area but not beyond the Town limits without the County's consent. This Agreement helps to ensure that future growth and available water and sewer capacity is contained within the Annexation Area and that unplanned growth and development does not occur in the County.

Transportation Network

The Town of Berryville is served by two primary highways. Harry Byrd highway (Route 7), a state primary highway, is the main east-west corridor conveying traffic between the Winchester area and Loudoun County. Lord Fairfax Highway/Buckmarsh Street (U.S. 340), a Federal primary highway, is the main north-south corridor conveying traffic between Warren County and the West Virginia state line. A third primary highway- West Main Street/East Main Street (Business Route 7)- serves as an alternate business route to Route 7. In 2012, the Town of Berryville assumed the responsibility of maintaining the secondary street network within the Town limits.

The Town of Berryville Comprehensive Plan and the original Berryville Area Plan proposed a series of collector streets to more efficiently convey traffic through the Town and annexation areas.

In the northwestern portion of Town, Mosby Boulevard was planned to convey traffic as an alternative route from the north end of Buckmarsh Street (U.S. 340) to West Main Street (Business Route 7)) on the west end of Town. The development of Battlefield Estates and related uses along with the construction of the Clarke County High School helped to facilitate completion of this collector road, which now connects Mosby Boulevard and West Main Street via the County's first traffic circle constructed in 2012.

A southwest connector road was also identified in the original Berryville Area Plan to connect West Main Street with Buckmarsh Street close to the southern Town limits. This collector road was ultimately constructed as Hermitage Boulevard with the development of The Hermitage residential subdivision.

A collector road is proposed to connect the east end of East Main Street (Business Route 7) with the south end of Buckmarsh Street at the Town limits. A substantial portion of this collector road has been constructed with the extension of Jack Enders Boulevard into the County Business Park, but this planned collector road has not been completed.

Completed in 2020, the Fairfax Street extension established direct access from North Buckmarsh Street to First Street in the northeastern quadrant of Berryville.

Potential Future Growth Areas

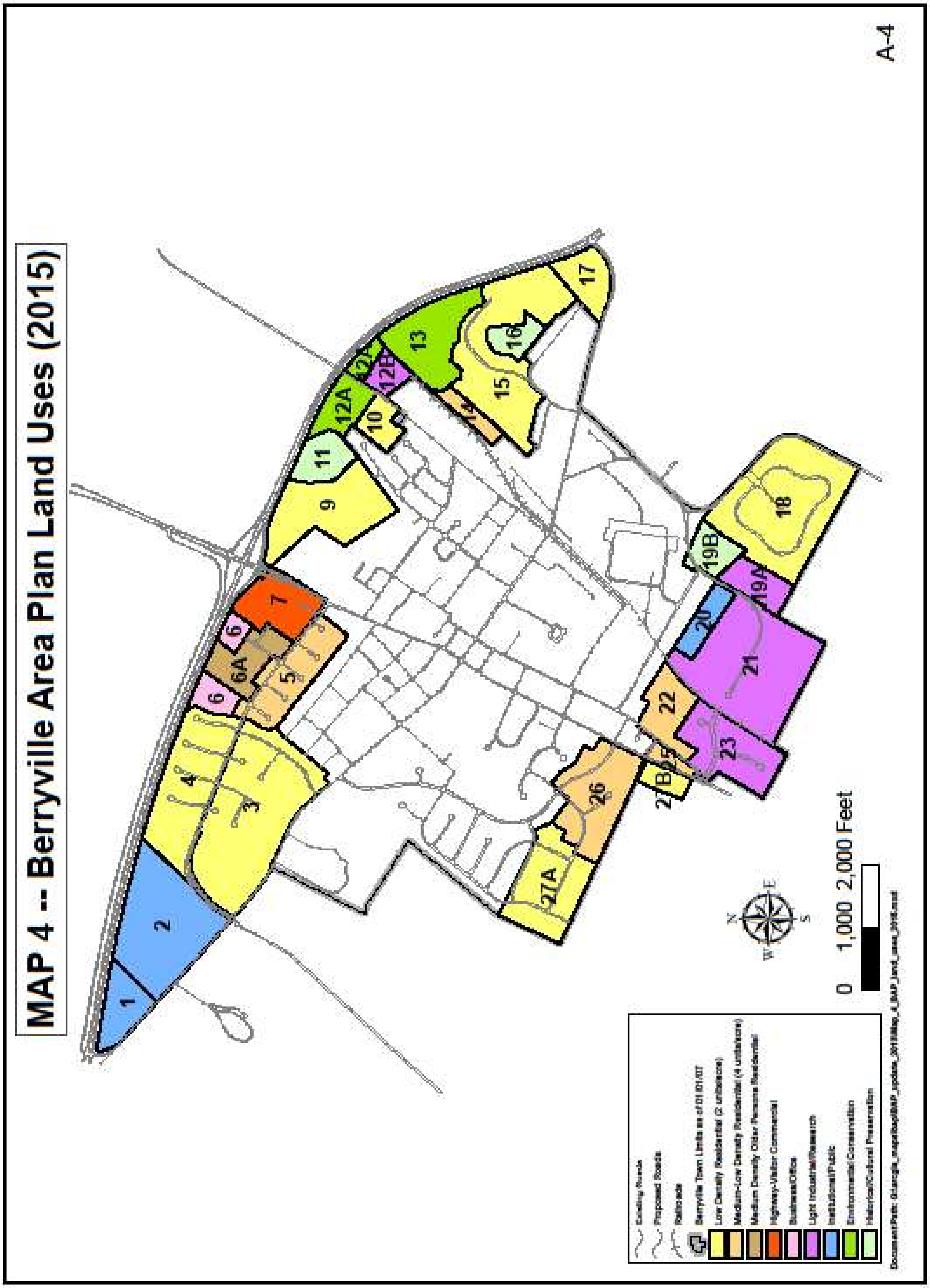
While portions of Annexation Area B remain available for new development of infill/redevelopment projects, it is advisable to identify new areas adjacent to the Town of Berryville that could be considered for designation as future annexation areas. Three areas located outside of the boundaries of Annexation Area B are proposed for designation as "potential future growth areas" to be evaluated jointly by the Town and County to accommodate future growth as Annexation Area B reaches build-out for residential and commercial/industrial capacity.

As depicted in the attached maps, the potential future growth areas are shown as general planning areas without specified boundaries. This is to enable the areas to be expanded or contracted in size depending on the influencing factors that would be evaluated through the annexation area review process. For the purposes of this section, potential future growth areas should be viewed as a point of departure for the discussion of allowing urban-scale growth and expansion of the Town boundaries in key locations.

Determining when to begin a detailed review of a future growth area for consideration as a possible new annexation area shall be based on the following factors:

- Degree of build-out in existing Sub-Areas.
- Available capacity of public water and public sewer to serve the new development area or, alternatively, the ability to obtain additional required capacity through developer-funded improvements.
- Impact on the current levels of service of public roads and emergency services and whether adverse impacts can be mitigated by developer-funded improvements.
- Impact on the capacity of the public school system including but not limited to enrollment capacity and classroom size.

The majority of these factors address impact of new development on public infrastructure. It is critically important that these future impacts are effectively planned for in both the Town's and County's capital improvement programs to ensure that the desired scale of development can be accommodated.


MAP 4 -- Berryville Area Plan Land Uses (2015)
Existing Roads
Proposed Roads
Railroads
Berryville Town Limits as of 01.01.07
Low Density Residential (2 units/acre)
Medium-Low Density Residential (4 units/acre)
Medium Density Older Persons Residential
Highway-Visitor Commercial
Business/Office
Light Industrial/Research
Institutional/Public
Environmental Conservation
Historical/Cultural Preservation
1
2
3
4
5
6
6A
7
9
10
11
12A
12B
13
15
16
17
18
19A
19B
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22
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N
S
E
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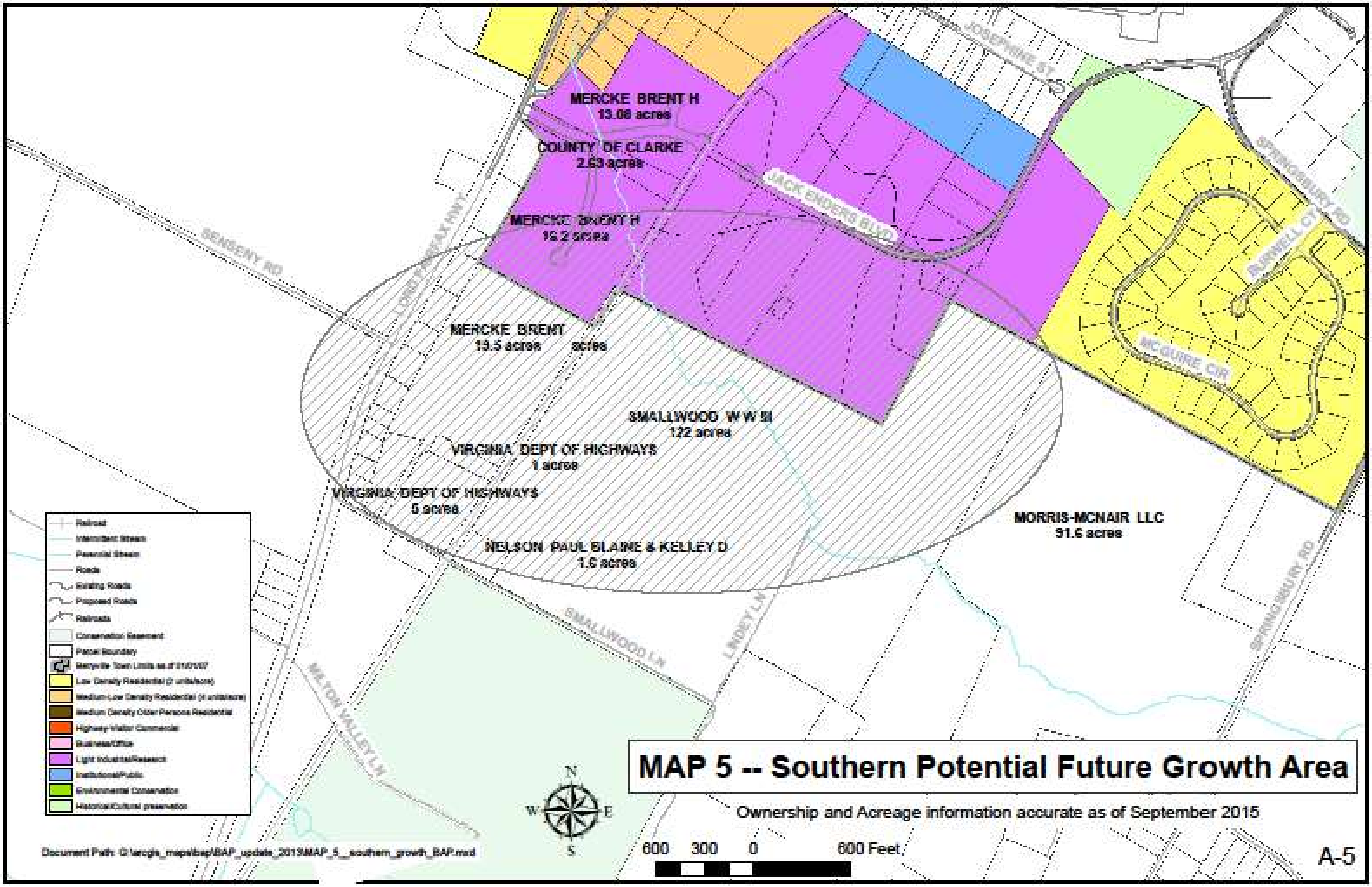
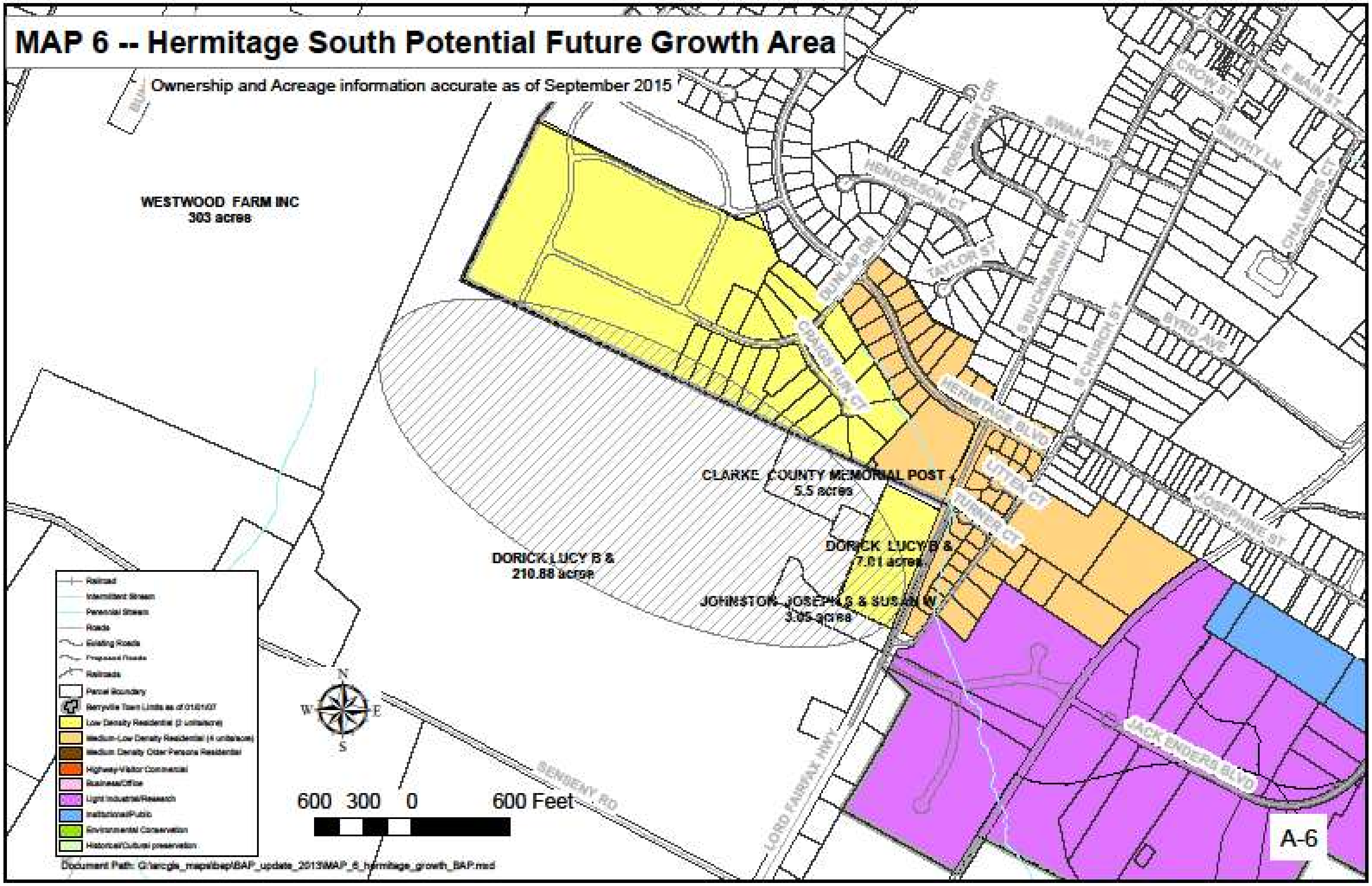
0 1,000 2,000 Feet
A-4

22


MAP 5 -- Southern Potential Future Growth Area
Ownership and Acreage information accurate as of September 2015
A-5
600 300 0 600 Feet
N
W
E
S
MERCKE BRENT H
13.08 acres
COUNTY OF CLARKE
2.63 acres
MERCKE BRENT H
15.2 acres
MERCKE BRENT
19.5 acres
SMALLWOOD W W III
122 acres
VIRGINIA DEPT OF HIGHWAYS
1 acres
VIRGINIA DEPT OF HIGHWAYS
5 acres
NELSON PAUL BLAINE & KELLEY D
1.6 acres
MORRIS-MCNAIR LLC
91.6 acres
JACK ENDERS BLVD
JOSEPHINE ST
SENSENY RD
SMALLWOOD LN
LINDEY LN
MILTON VALLEY LN
MCGUIRE CIR
BURWELL CT
SPRINGSBURY RD

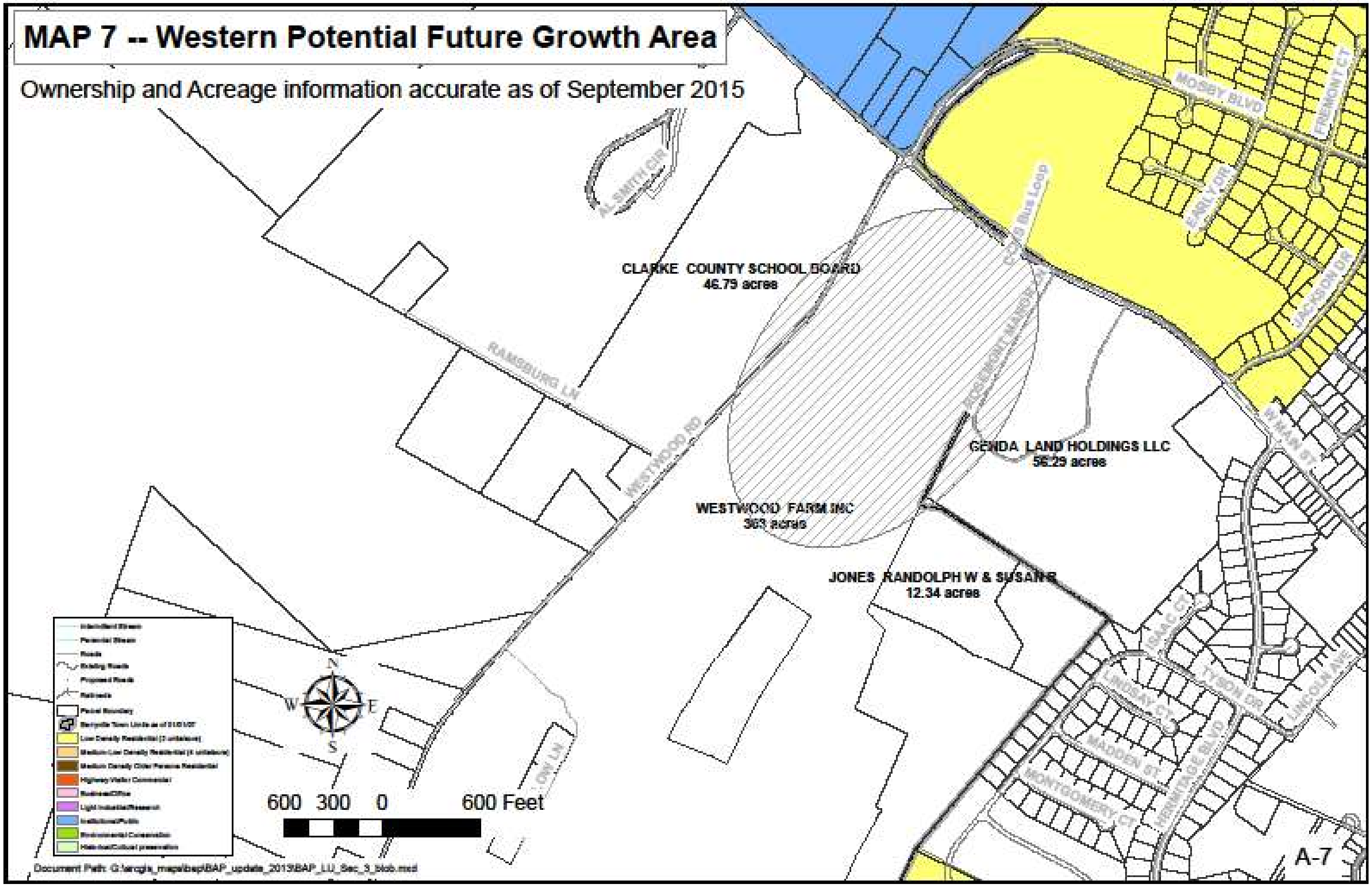
23


MAP 6 -- Hermitage South Potential Future Growth Area
Ownership and Acreage information accurate as of September 2015
WESTWOOD FARM INC
303 acres
DORICK LUCY B &
210.88 acres
CLARKE COUNTY MEMORIAL POST
5.5 acres
DORICK LUCY B &
7.01 acres
JOHNSTON JOSEPH S & SUSAN W
3.05 acres
CROW ST
E MAIN ST
SMITHY LN
CHALMERS CT
SWAN AVE
ROSEMONT CIR
HENDERSON CT
TAYLOR ST
DUNLAP DR
CRAIGS RUN CT
S BUCKMARSH ST
S CHURCH ST
BYRD AVE
HERMITAGE BLVD
LITTEN CT
TURNER CT
JOSEPHINE ST
JACK ENDERS BLVD
LORD FAIRFAX HWY
SENSENY RD
Railroad
Intermittent Stream
Perennial Stream
Roads
Existing Roads
Proposed Roads
Railroads
Parcel Boundary
Berryville Town Limits as of 01/01/07
Low Density Residential (2 units/acre)
Medium-Low Density Residential (4 units/acre)
Medium Density Older Persons Residential
Highway-Visitor Commercial
Business/Office
Light Industrial/Research
Institutional/Public
Environmental Conservation
Historical/Cultural preservation
N
E
S
W
600 300 0 600 Feet
A-6
Document Path: G:\arcgis_maps\bap\BAP_update_2013\MAP_6_hermitage_growth_BAP.mxd

24

MAP 7 -- Western Potential Future Growth Area

Ownership and Acreage information accurate as of September 2015



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Budget Development Process

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Basis for Budgeting

The accounts of the Town are organized on the basis of funds, each of which is considered to be a separate accounting entity. The Town budgets for the General Fund using the modified accrual basis of accounting consistent with Generally Accepted Accounting Principles (GAAP) for purposes of financial statement presentation in the Town's audited financial statements. Under this method, revenues are recognized in the period they become measurable and available to finance expenditures of the period, and expenditures are recorded when incurred with the exception of principal and interest on long-term debt, which are recorded when due. Intergovernmental revenues (primarily grants), which are received as reimbursement for specific purposes or projects, are recognized when the related expenditures are recorded. Intergovernmental revenues that are unrestricted as to purpose and rescinded only for failure to meet prescribed compliance requirements are reflected as revenues at the time of receipt or earlier if availability criterion is met.

The Town budgets for the Water and Sewer Funds (enterprise) using the accrual basis of accounting consistent with GAAP (except as otherwise stated below). Under the accrual basis of accounting, revenues are recognized when earned and expenses are recognized at the time liabilities are incurred. However, for purposes of budget presentation, exceptions to the accrual basis of accounting are as follows:

- Depreciation is not budgeted;
- Capital outlays are budgeted as expenditures in the year purchased, rather than recorded as fixed assets and capitalized based on their useful lives (excluding land and construction-in-progress);
- Principal payments are shown as uses of funds (expenditures) rather than reductions of the liability;
- Proceeds from the issuance of debt are considered to be revenues, not an increase in liabilities;
- Grants obtained for the construction of assets are considered to be revenues, not capital contributions;
- Proceeds from the sale of assets are recognized as revenue; however, the related gain or loss is not; and
- Compensated absences are not considered to be expenditures until paid

Working capital, rather than net assets, is used to represent fund balance in the enterprise funds. Working capital is generally defined as the difference between current assets (e.g., cash and receivables) and current liabilities (e.g., accounts payable), excluding the current portion of principal and interest due, and provides a better comparative analysis of fund reserves for budget purposes than does the presentation of net assets as presented in the audited financial statements. Additionally, budgeting capital outlay as an expenditure for budgetary purposes allows the proposed capital purchases to be reviewed and authorized by the Town Council each year.

Budget Process Overview

The Town of Berryville's budget is developed on an annual basis for each of the Town's funds. The Town's budgeted revenues are presented by activity while the budgeted expenditures are presented by departmental services areas. The Town Treasurer is responsible for estimating budgeted revenues. Department heads are responsible for providing expenditure estimates for their departments. Department heads should provide estimates for personnel, operating, and capital outlay expenditures. Justification should be provided for all requests for additional personnel and all capital expenditure requests. Any operating expenditure requests varying from the previous year should also be justified. The department heads submit all expenditure requests to the Town Treasurer, who reviews and compiles the requests. The Town Treasurer presents the draft proposed budget to the Town Manager, and additional meetings are held among department heads, the Town Treasurer, and the Town Manager as necessary. Budget work sessions are held with the Budget and Finance Committee to discuss the proposed budget.

Each year, the Town Manager submits to the Town Council the annual proposed budget. The budget presentation contains the following information:

a) Budget Highlights from the Town Treasurer discussing the proposed financial plan for the next fiscal year for the Town of Berryville.
b) Proposed capital, operations and maintenance, and debt service expenditures by program and type of expenditure for the budget year, along with a comparison to estimated expenditures for the current year and actual expenditures for the previous year.
c) Proposed receipts, by source, for the budget year, along with a comparison to estimated receipts for the current year and actual receipts for the prior year.

After budget work sessions are held with the Town Council, public notification and hearings are conducted in accordance with the *Code of Virginia* (the Code). Based on comments from the public, additional work sessions may be warranted. The budget will be adopted by the Town Council no later than June 30 of a given year.

Roles and Responsibilities

It is the responsibility of the Town Manager, in his/her role, to prepare and present the Town's annual budget to the Budget and Finance Committee for approval. The Budget and Finance Committee reviews, and, if necessary, revises the proposed budget. The Budget and Finance Committee ensures that the proposed budget adequately addresses the priorities of the Town. The Budget and Finance Committee approves the proposed budget and submit it for adoption by the Town Council. The Town Council has final responsibility for adopting the budget and for making the necessary appropriations.

Budget control and monitoring is maintained at the departmental level. On a monthly basis, the Town Treasurer prepares summary reports that compare actual revenues and expenditures to budgeted amounts. These reports are sent to the Town Council. Additionally, these reports are provided to the Town Manager and department heads to assist them in managing the day-to-day operations of the Town.

BUDGET CALENDAR
FY 2026-2027

ACTIVITY	RESPONSIBILITY	DATE
Solicit Department CIP Requests	Department Heads	November 17,2025
Council Budget Priorities Due	Town Council	December 1, 2025
Department CIP Requests Due	Town Treasurer	December 17, 2025
Solicit Dep Budget Requests	Town Treasurer	January 9, 2026
Departmental Budget Requests Due	Department Heads	February 2, 2026
Prepare Initial Revenue Estimates for Upcoming FY	Town Treasurer	January 9, 2026 February 2, 2026
Prepare Non-departmental Budget Requests	Town Treasurer	January 9, 2026 February 2, 2026
Review Department & CIP Budget Requests	Town Manager Town Treasurer	February 6, 2026 February 13, 2026
Review/Revise Budget Estimates with Dept Heads	Town Manager	February 6, 2026 February 13, 2026
Draft Budget submitted to TC for Review	Town Treasurer	February 17, 2026
TC Comments Due	Town Council	February 23, 2026
Budget Committee Work Session	B & F Committee Town Staff	February 23,2026 A/B Meeting Room 3:00 p.m.
TC Packet submitted for work session	Town Treasurer	February 25, 2026
Council Budget Work session	Town Council Town Staff	March 2, 2026 Main Mtg Room 3:30 p.m.
PH Ad to Newspaper	Town Treasurer	March 17, 2026
Tax & Water and Sewer Fee Schedule PH Notice Published	Town Staff	March 31, 2026
Public Hearing Tax Rates & Water and Sewer Fee Schedule	Town Council	April 14, 2026
Council Meeting Set 2026 Tax Rates & Water and Fee Schedule	Town Council	April 14, 2026
Proof Budget	Town Treasurer	April 15, 2026 April 24, 2026
PH Ad to Newspaper	Town Treasurer	April 21, 2026
Budget PH Notice Published	Town Staff	April 28 & May 5, 2026
Public Hearing FY 2026-2027 Budget	Town Council	May 12, 2026
Adopt Budget & Appropriate Funds	Town Council	June 9, 2026
Print & Distribute Approved Budget	Town Treasurer	June 12, 2026 June 30, 2026

Budget Modification and Amendment

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

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

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

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

Budget Contingency Plan

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

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

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

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

FY 2026-2027 DRAFT
BUDGET PREPARATION HIGHLIGHTS

5/2026

REVENUES

GENERAL FUND

- No change in Real Estate tax rate $0.139
- No change in Personal Property tax rate $1.25.
- No change in PPTRA 49%.
- No change in Machinery & Tools tax rate $1.30.
- No change in Vehicle License Fees $25.00.
- No change in Business & Professional License rates.
- Water Tank Site Lease adjustments per agreements.
- No change in Lodging Tax 2%, Meals Tax 4% or Cigarette Tax $0.10.

WATER FUND

- Revenues reflect no proposed increase in Admin/Facility fees
- Revenues reflect an increase in User Fees from $10.30 to $11.62 per 1,000 gallons.
- Five residential Availability Fees are projected.

SEWER FUND

- Revenues reflect no proposed increase in Admin/Facility fees
- Revenues reflect an increase in User fees from $17.78 to $18.31 per 1,000 gallons.
- Five residential Availability Fees projected.

OPERATING EXPENSES

ALL FUNDS

- 6% increase and directed market adjustments in payroll.
- Police Dept CDP, promotions, and an additional patrol officer payroll increases included.
- 13% increase in Health Insurance costs.
- Employer contribution to VRS did decrease from 11.47% to 9.15%.
- TOTAL OPERATIONAL BUDGET increase of 1.5%.

GENERAL FUND

- Increase in Maintenance & Operational Expenses of 4.21%.
- No budgeting for additional staff at this time..
- Contingency is 3% of the Operating Budget.
- General Fund total increase of 3.19 %.

WATER FUND

- Decrease in Maintenance & Operational Expenses of 2.65%.
- There is currently no Debt Service in the Water Fund.
- Chief Operator position is budgeted.
- Contingency is 3 % of the Operating Budget.
- Water Fund total increase of 36.7%.

SEWER FUND

- Decrease in Maintenance & Operational Expenses of 3.07%.
- Debt service reflects payments to VRA.
- Chief Operator position is budgeted.
- Contingency is 3% of the Operating Budget.
- Sewer Fund total decrease of 8.2%.

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BERRYVILLE TOWN COUNCIL
PUBLIC HEARING NOTICE

The Berryville Town Council will hold the following public hearings at 7:00 p.m., or as soon after as these matters may be heard, on **Tuesday, May 12, 2026**, in the Main Meeting Room, Second Floor, of the Berryville-Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia to consider the following:

1) **Proposed Fiscal Year 2026-2027 Budget as follows:**

Resources and Revenues	APPROVED FY 25-26	REQUESTED FY 26-27
GENERAL FUND		
Fund Balance	$ 535,000.00	$ 546,750.00
Revenue from Local Sources	$ 4,250,000.00	$ 4,399,500.00
Revenue from State Sources	$ 1,182,167.00	$ 1,211,617.00
Revenue from Other Sources	$ 1,000.00	$ 1,000.00
Total	**$ 5,968,167.00**	**$ 6,158,867.00**
WATER FUND		
Fund Balance	$ 0.00	$ 341,942.00
Revenue from Local Sources	$ 6,833,250.00	$ 9,146,625.00
Availability Fees	$ 172,000.00	$ 88,750.00
Total	**$ 7,005,250.00**	**$ 9,577,317.00**
SEWER FUND		
Fund Balance	$ 390,000.00	$ 130,213.00
Revenue from Local Sources	$ 2,255,500.00	$ 2,375,500.00
Availability Fees	$ 184,680.00	$ 92,295.00
Total	**$ 2,830,180.00**	**$ 2,598,008.00**
TOTAL RESOURCES AND REVENUES	**$ 15,803,597.00**	**$ 18,334,192.00**

Expenses and Reserves		
GENERAL FUND		
Maintenance and Operational	$ 4,737,425.00	$ 4,936,725.00
Debt Service	$ 121,476.00	$ 121,476.00
Capital Reserves and Expenses	$ 967,143.25	$ 952,564.25
Contingency	$ 142,122.75	$ 148,101.75
Total	**$ 5,968,167.00**	**$ 6,158,867.00**
WATER FUND		
Maintenance and Operational	$ 1,248,510.00	$ 1,215,356.00
Debt Service	$0.00	$0.00
Capital Reserves and Expenses	$ 5,719,284.70	$ 8,325,500.32
Contingency	$ 37,455.30	$ 36,460.68

Total	**$**	**7,005,250.00**	**$**	**9,577,317.00**
SEWER FUND				
Maintenance and Operational	$	1,615,180.00	$	1,565,541.00
Debt Service	$	470,000.00	$	470,000.00
Capital Reserves and Expenses	$	699,544.60	$	515,500.77
Contingency	$	45,455.40	$	46,966.23
Total	**$**	**2,830,180.00**	**$**	**2,598,008.00**
TOTAL EXPENSES AND RESERVES	**$**	**15,803,597.00**	**$**	**18,334,192.00**

2) **Proposed renewal of lease with New Cingular Wireless PCS, LLC for improvements on and around the elevated water tower at 201 Tom Whitacre Circle.**

3) **Proposed text amendments to Zoning Ordinance Section 509, Amendments with Proffered Conditions, to conform the Zoning Ordinance to provisions of the Code of Virginia. ZTA 01-26.**

Copies of the materials may be examined at www.berryvilleva.gov and the Town Business Office, Berryville/Clarke County Government Center 101 Chalmers Court, First Floor, Berryville, Virginia during regular business hours. Additional information may be obtained by calling Director of Finance/Treasurer Cindy Poulin at (540) 955-1099.

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

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

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

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Please publish in the Winchester Star Tuesday April 28, 2026 and Tuesday May 5, 2026
Please call Cindy with questions at 540-955-1099

Consolidated Financial Schedules

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OVERVIEW OF REVENUES

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027		
General Fund Revenues	Actual	Actual	Actual	Actual	Budgeted	Proposed	$ Change	% Change
General Property Taxes	1,832,895	1,757,200	1,974,775	2,080,224	2,292,500	2,413,500	121,000	5.28%
Other Local Taxes	1,352,387	1,241,500	1,330,000	1,902,196	1,619,000	1,656,000	37,000	2.29%
Permits and Licenses	53,400	11,000	11,000	26,588	13,000	13,000	-	0.00%
Fines and Forfeitures	13,313	16,000	15,000	22,367	15,500	17,500	2,000	12.90%
Use of Money and Property	171,134	197,500	210,500	307,650	294,000	284,500	(9,500)	-3.23%
Charges for Services	11,899	10,000	8,000	46,973	11,000	10,000	(1,000)	-9.09%
Miscellaneous	150,702	6,000	5,000	11,646	6,000	6,000	-	0.00%
State Revenues	1,241,402	3,212,815	950,172	1,219,846	1,182,167	1,211,617	29,450	2.49%
Federal revenues	4,102	-	-	-	-	-	-	
Other Funding Sources (Fund Balance)	-	40,000	40,000	-	535,000	546,750	11,750	2.20%
Total General Fund Revenues	**4,831,234**	**6,492,015**	**4,544,447**	**5,617,490**	**5,968,167**	**6,158,867**	**190,700**	**3.20%**
Public Utilities Funds Revenues								
Use of Money and Property	45,470	39,217	65,000	274,834	260,000	310,000	50,000	19.23%
Charges for Services	5,114,501	5,808,963	4,341,500	3,400,424	9,185,430	11,393,170	2,207,740	24.04%
Capital Grants & Contributions							-	0.00%
Other Funding Sources (Fund Balance)	-	0.00	200,000	-	390,000	842,155	452,155	115.94%
Total Public Utility Funds Revenues	**5,159,971**	**5,848,180**	**4,606,500**	**3,675,258**	**9,835,430**	**12,545,325**	**2,709,895**	**27.55%**
Total Revenues	**9,991,205**	**12,340,195**	**9,150,947**	**9,292,748**	**15,803,597**	**18,704,192**	**2,900,595**	**18.35%**

OVERVIEW OF EXPENDITURES

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027		
General Fund Expenditures	Actual	Actual	Actual	Actual	Budget	Proposed	$ Change	% Change
General Government Administration	1,260,548	3,369,343	1,208,080	1,499,336	1,515,925	1,579,025	63,100	4.16%
Public Safety	820,687	963,640	949,750	1,018,801	1,218,500	1,303,400	84,900	6.97%
Public Works	1,217,545	1,391,400	1,508,100	1,424,054	1,850,900	1,897,400	46,500	2.51%
Parks and Recreation	10,850	11,500	19,500	6,976	9,500	12,300	2,800	29.47%
Planning and Community Development	151,234	144,320	147,200	195,710	142,600	144,600	2,000	1.40%
Capital Outlay	40,425	313,906	435,238	225,832	967,143	952,564	(14,579)	-1.51%
Contingency	12,683	176,406	114,979	161	142,123	148,102	5,979	4.21%
Debt Service	121,476	121,500	121,600	121,476	121,476	121,476	-	0.00%
Total General Fund Expenditures	**3,635,447**	**6,492,015**	**4,504,447**	**4,492,346**	**5,968,167**	**6,158,867**	**190,700**	**3.20%**
Public Utilities Funds Expenditures								
General Administration	227,741	275,750	324,900	177,767	205,740	181,107	(24,633)	-11.97%
Supply Purification	422,651	484,050	589,500	497,577	659,075	633,525	(25,550)	-3.88%
Transmission and Distribution	341,338	416,025	314,400	312,516	349,300	362,750	13,450	3.85%
Wastewater Treatment	534,928	785,800	916,500	1,002,320	1,262,365	1,192,575	(69,790)	-5.53%
Maintenance of Sewer Lines	167,600	115,400	126,000	120,625	155,150	168,000	12,850	8.28%
Fringe Benefits	270,245	341,806	366,035	248,662	232,060	246,940	14,880	6.41%
Capital Outlay	273,027	1,645,104	2,928,295	471,849	6,418,829	9,211,001	2,792,172	43.50%
Depreciation	856,425	-	-	-	-	-	-	0.00%
Contingency	23,630	72,565	79,120	-	82,911	79,427	(3,484)	-4.20%
Debt Service	470,000	470,000	470,000	470,000	470,000	470,000	-	0.00%
Total Public Utility Funds Expenditures	**3,587,585**	**4,606,500**	**6,114,750**	**3,301,316**	**9,835,430**	**12,545,325**	**2,709,895**	**27.55%**
Total Expenditures	**7,223,032**	**11,098,515**	**10,619,197**	**7,793,662**	**15,803,597**	**18,704,192**	**2,900,595**	**18.35%**

DEBT OVERVIEW
1/1/2026

Permissible debt
Pursuant to the Berryville Town Charter, the Virginia Constitution, and the Code of Virginia, the Town is authorized to incur debt, including the issuance of general obligation bonds. Article VII, Section 10 of the Constitution of Virginia limits the amount of long-term debt that the Town Council may incur to ten percent of the assessed value of real estate that is subject to taxation. The legal debt margin is computed in the following manner:

Assessed value of real property as of 1/1/26	$1,073,686,700
Statutory debt limit (10% of assessed value of taxable real estate)	$ 107,368,670
Lease revenue bond obligations as of 6/30/25:	$ 1,746,971
General obligation bond obligations as of 6/30/25:	$ 5,875,000
Total bond obligations as of 6/30/25:	$ 7,621,971
Legal debt margin:	$ 99,746,669

Current debt
General Fund
The Town borrowed $2,327,000 in 2009 from the United States Department of Agriculture to fund its share of the Berryville-Clarke County Government Center.

The loan term is 40 years and the interest rate is 4.125%.

The Town pays $121,476.00 annually in debt service. The final payment for this loan is due on 5/15/47.

Water Fund
The Town's water fund has no debt.

Sewer Fund
The Town borrowed $11,750,000 in 2013 from the Virginia Resources Authority to fund construction of a new wastewater treatment plant and treated wastewater transmission line.

The loan term is 25 years and the interest rate is 0%.

The Town pays $470,000.00 annually in debt service. The final payment for this loan is due on 8/1/37.

Borrowing anticipated in the next five years

General Fund

There are no projects planned that will require that the Town incur long-term debt.

Water Fund

The Town anticipates the need to upgrade its water treatment plant and associated raw pumping and transmission improvements before the end of calendar 2028.

While the Town is reserving funds for this work, it will be necessary to incur long-term debt to complete required work. The current estimate for the project is $15,000,000

It is expected that a loan for this project will have to be closed in early calendar 2027. The Town expects to borrow $12,385,000 for the project. The Town also expects to expend at least $2,615,000 from the Water Treatment Plant Reserve to complete the project.

The Town expects to have at least $4,500,000 in its Water Treatment Plant Reserve by the time the water plant upgrade project is advertised for bid. It is expected that Town reserves will be used to pay for a portion of the project (current estimate $2,615,000), to cover unexpected expenses, provide a positive cash flow during the project, establish a payment reserve, and establish a membrane replacement reserve. The loan that the Town anticipates closing in 2027 does not penalize the borrower for pre-payment of loan principal; therefore, the Council may also consider use of reserves to reduce the loan principal. The remaining reserve funds would provide monies to pay for planned and unplanned repair/replacement of plant components and equipment.

The reach of future regulatory requirements, particularly regarding the removal of PFAS and like constituents, is uncertain. The results of source water testing conducted to date have been encouraging and indicate that the Town will not have to treat for PFAS and like constituents. If in the future contaminant levels rise or treatment thresholds are drastically lowered, the water treatment plant may have to install equipment to meet treatment standards.

Sewer Fund

There are no projects planned that will require that the Town incur long-term debt.

Budget

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	FY 26-27 BUDGET REVENUES				
Account Number	Account Description		FY25-26 APPROVED 2025-2026		FY26-27 DRAFT 2026-2027
	GENERAL FUND				
	FUND BALANCE				
100-3000000-0000	FUND BALANCE FORWARD	$	535,000.00	$	546,750.00
	TOTAL FUND BALANCE	$	535,000.00	$	546,750.00
	REVENUE FROM LOCAL SOURCES				
100-3110101-0000	CURRENT REAL ESTATE TAXES	$	1,365,000.00	$	1,390,000.00
100-3110102-0000	DEL REAL ESTATE TAXES	$	-	$	-
100-3110201-0000	UTILITY REAL ESTATE TAXES	$	11,500.00	$	11,500.00
100-3110301-0000	CURRENT PERS PROP TAXES	$	650,000.00	$	660,000.00
100-3110302-0000	DEL PERS PROP TAXES	$	-	$	-
100-3110303-0000	REFUSE COLLECTION(EXTRA TOTERS)	$	14,000.00	$	15,000.00
100-3110401-0000	MACHINERY & TOOLS	$	240,000.00	$	325,000.00
100-3110601-0000	TAX PENALTIES	$	8,000.00	$	8,000.00
100-3110602-0000	TAX INTEREST	$	4,000.00	$	4,000.00
	TOTAL REV FROM LOCAL SOURCES	$	2,292,500.00	$	2,413,500.00
	OTHER LOCAL TAXES				
100-3120101-0000	LOCAL SALES TAX	$	375,000.00	$	395,000.00
100-3120201-0000	CONSUMER UTILITY TAX	$	110,000.00	$	120,000.00
100-3120300-0000	BUSINESS LICENSE	$	290,000.00	$	240,000.00
100-3120402-0000	REC FRANCHISE FEES	$	43,000.00	$	43,000.00
100-3120501-0000	AUTO LICENSE	$	110,000.00	$	110,000.00
100-3120601-0000	BANK FRANCHISE TAXES	$	225,000.00	$	250,000.00
100-3120801-0000	CIGARETTE TAX (10¢)	$	14,000.00	$	10,000.00
100-3121001-0000	LODGING TAX (2%)	$	12,000.00	$	13,000.00
100-3121101-0000	MEALS TAX (4%)	$	440,000.00	$	475,000.00
	TOTAL OTHER LOCAL TAXES	$	1,619,000.00	$	1,656,000.00
	PERMITS, FEES & LICENSES				
100-3130304-0000	LAND USE APPLICATION FEES	$	1,000.00	$	1,000.00
100-3130307-0000	ZONING & SUBDIVISION FEES	$	12,000.00	$	12,000.00
	TOTAL PERMITS, FEES & LICENSES	$	13,000.00	$	13,000.00
	FINES & FORFEITURES				
100-3140101-0000	COURT FINES	$	14,000.00	$	15,000.00
100-3140102-0000	PARKING METER FINES	$	1,000.00	$	2,000.00
100-3140103-000	ESUMMONS	$	500.00	$	500.00
	TOTAL FINES & FORFEITURES	$	15,500.00	$	17,500.00
	REVENUE FROM MONEY OR PROP				
100-3150101-0000	INTEREST ON DEPOSITS/INVESTMENTS	$	160,000.00	$	150,000.00

Account Number	Account Description	FY25-26 APPROVED 2025-2026	FY26-27 DRAFT 2026-2027
100-3150201-0000	RENTAL OF PROPERTY	$ 14,000.00	$ 14,500.00
100-3150205-0000	WATER TANK SITE LEASE	$ 100,000.00	$ 102,000.00
100-3150206-0000	CHARGE CARD REBATE	$ 20,000.00	$ 18,000.00
	TOTAL FROM MONEY OR PROP	$ 294,000.00	$ 284,500.00
	CHARGES FOR SERVICES		
100-3160703-0000	PARKING METERS	$ 11,000.00	$ 10,000.00
100-3161502-0000	SALE OF PUBLICATIONS	$ -	$ -
	TOTAL CHARGES FOR SERVICES	$ 11,000.00	$ 10,000.00
	MISCELLANEOUS REVENUES		
100-3189905-0000	SALE OF SURPLUS	$ 5,000.00	$ 5,000.00
	TOTAL MISC REVENUES	$ 5,000.00	$ 5,000.00
TOTAL	**LOCAL REVENUES**	$ 4,785,000.00	$ 4,946,250.00
	REVENUE FROM THE COMMONWEALTH		
	NON-CATEGORICAL AID		
100-3220107-0000	ROLLING STOCK TAX	$ 2,000.00	$ 2,100.00
100-3189999-0000	PPTRA	$ 209,917.00	$ 209,917.00
100-3220110-0000	CAR RENTAL DISTRIBUTION	$ -	$ 3,000.00
100-3220201-0000	COMMUNICATION TAX	$ 62,000.00	$ 62,000.00
	TOTAL NON-CATEGORICAL AID	$ 273,917.00	$ 277,017.00
	CATEGORICAL AID		
100-3220108-0000	599 LAW ENFORCEMENT GRANT	$ 98,000.00	$ 100,000.00
100-3240103-0000	LE BLOCK GRANT	$ 1,000.00	$ 1,000.00
100-3240201-0000	FIRE FUND PROGRAM	$ 15,250.00	$ 15,000.00
100-3240300-0000	VDOT LANE MILE ALLOWANCE	$ 725,000.00	$ 750,000.00
100-3240301-0000	VDOT PRIM RD SNOW REMOVAL REIMB	$ 60,000.00	$ 60,000.00
100-3240302-0000	LITTER CONTROL GRANT	$ 4,500.00	$ 4,100.00
100-3240312-0000	VA COMMISSION FOR THE ARTS	$ 4,500.00	$ 4,500.00
100-3240710-0000	DMV ANIMAL FRIENDLY PLATES	$ -	$ -
	TOTAL CATEGORICAL AID	$ 908,250.00	$ 934,600.00
TOTAL	**FROM THE COMMONWEALTH**	$ 1,182,167.00	$ 1,211,617.00
	REVENUE FROM THE FEDERAL GOVERNMENT		
	CATEGORICAL AID		
100-3340102-0000	FEDERAL FIRE FUND PROGRAM	$ -	$ -
100-3340311-0000	FEDERAL EMERGENCY R&R	$ -	$ -

Account Number	Account Description		FY25-26 APPROVED 2025-2026		FY26-27 DRAFT 2026-2027
	TOTAL CATEGORICAL AID	$	-	$	-
TOTAL	**FROM FEDERAL GOVERNMENT**	$	-	$	-
	REVENUE FROM OTHER SOURCES				
	NON-REVENUE RECEIPTS				
100-3410201-0000	MISCELLANEOUS REVENUES	$	1,000.00	$	1,000.00
	TOTAL FROM OTHER SOURCES	$	1,000.00	$	1,000.00
TOTAL	**FROM OTHER SOURCES**	$	1,000.00	$	1,000.00
TOTAL	**GENERAL FUND REVENUES**	$	5,968,167.00	$	6,158,867.00
	WATER FUND				
	FUND BALANCE				
501-3000000-0000	FUND BALANCE	$	-	$	341,942.00
	TOTAL FUND BALANCE	$	-	$	341,942.00
	REVENUE FROM MONEY OR PROP				
501-3150102-0000	INTEREST ON DEPOSITS/INVESTMENTS	$	150,000.00	$	160,000.00
	TOTAL FROM USE OF MONEY OR PROP	$	150,000.00	$	160,000.00
	CHARGES FOR SERVICES				
501-3160110-0000	TREATMENT FEES	$	1,635,000.00	$	1,790,000.00
501-3160111-0000	DELINQUENT ACCT PENALTIES	$	45,000.00	$	45,000.00
501-3160113-0000	AVAILABILITY CHARGES	$	172,000.00	$	88,750.00
501-3160114-0000	CONNECTION CHARGES	$	-	$	-
501-3160115-0000	METER FEES	$	3,250.00	$	1,625.00
501-3160116-000	LOAN PROCEEDS	$	5,000,000.00	$	7,150,000.00
	TOTAL CHARGES FOR SERVICES	$	6,855,250.00	$	9,075,375.00
	TOTAL WATER FUND	$	7,005,250.00	$	9,577,317.00
	SEWER FUND				
	FUND BALANCE				
502-3000000-0000	FUND BALANCE	$	390,000.00	$	500,213.00
	TOTAL FUND BALANCE	$	390,000.00	$	500,213.00
	REVENUE FROM MONEY OR PROP				

Account Number	Account Description		FY25-26 APPROVED 2025-2026		FY26-27 DRAFT 2026-2027
502-3150101-0000	INTEREST ON DEPOSITS/INVESTMENTS	$	110,000.00	$	150,000.00
	TOTAL REVENUE FROM MONEY OR PROP	$	110,000.00	$	150,000.00
	CHARGES FOR SERVICES				
502-3160110-0000	TREATMENT FEES	$	2,145,000.00	$	2,225,000.00
502-3160112-0000	SECURITY DEPOSITS	$	-	$	-
502-3160113-0000	AVAILABILITY CHARGES	$	184,680.00	$	92,295.00
	TOTAL CHARGES FOR SERVICES	$	2,329,680.00	$	2,317,295.00
	REVENUE FROM OTHER SOURCES				
	NON-REVENUE RECEIPTS				
502-3410401-0000	VRA LOAN	$	-	$	-
502-3410402-0000	WQIF Grant	$	-	$	-
502-3410404-0000	NUTRIENT CREDIT REBATE	$	500.00	$	500.00
	TOTAL NON-REVENUE RECEIPTS	$	500.00	$	500.00
TOTAL	**FROM OTHER SOURCES**	$	500.00	$	500.00
	TOTAL SEWER FUND	$	2,830,180.00	$	2,968,008.00
TOTAL	**REVENUES ALL FUNDS**	**$**	**15,803,597.00**	**$**	**18,704,192.00**

Account Number	Account Description	FY25-26 APPROVED 2025-2026	FY26-27 DRAFT 2026-2027
	FY 26-27 BUDGET EXPENSES		
Account Number	Account Description	**FY25-26 APPROVED 2025-2026**	**FY26-27 DRAFT 2026-2027**
	GENERAL FUND		
	TOWN COUNCIL		
100-4011100-1111	EXPENSE COMPENSATION	$ 18,900.00	$ 18,900.00
100-4011100-2100	MATCHING FICA EXPENSE (7.65 %)	$ 1,450.00	$ 1,450.00
100-4011100-5540	TRAINING	$ 1,000.00	$ 1,000.00
100-4011100-5699	LOCAL CONTRIBUTIONS	$ 2,500.00	$ 2,500.00
100-4011100-5800	MISCELLANEOUS	$ 2,500.00	$ 2,500.00
100-4011100-5810	DUES	$ 3,500.00	$ 4,300.00
100-4011100-6017	TOWN CODE SUPPLEMENTS	$ 2,000.00	$ 2,000.00
100-4011100-6018	STATE CODE SUPPLEMENTS	$ -	$ -
	TOTAL TOWN COUNCIL	$ 31,850.00	$ 32,650.00
	TOWN CLERK		
100-4011200-1114	SALARIES/WAGES/TNCLK	$ 50,000.00	$ 55,000.00
100-4011200-2100	MATCHING FICA EXPENSE (7.65 %)	$ 3,950.00	$ 4,200.00
100-4011200-5510	MILEAGE	$ 250.00	$ 250.00
100-4011200-5540	EDUCATION/TRAINING	$ 1,000.00	$ 1,000.00
100-4011200-5810	DUES	$ 100.00	$ 100.00
	TOTAL TOWN CLERK	$ 55,300.00	$ 60,550.00
	OFFICE OF TOWN MANAGER/DEP TM		
100-4012110-1112	COMPENSATION	$ 252,000.00	$ 269,000.00
100-4012110-2100	MATCHING FICA EXPENSE (7.65 %)	$ 19,500.00	$ 21,000.00
100-4012110-3399	BLIGHT ABATEMENT	$ -	$ -
100-4012110-5230	TELECOMMUNICATIONS	$ 1,800.00	$ 1,800.00
100-4012110-5510	MILEAGE	$ 150.00	$ 150.00
100-4012110-5540	TRAINING	$ -	$ -
100-4012110-5810	DUES	$ 750.00	$ 750.00
	TOTAL TOWN MANAGER	$ 274,200.00	$ 292,700.00
	PROFESSIONAL SERVICES		
100-4012210-3150	LEGAL SERVICES	$ 65,000.00	$ 70,000.00
100-4012600-3140	ENGINEERING SERVICES	$ 5,000.00	$ 5,000.00
100-4081100-3190	PROFESSIONAL SERVICES	$ 8,000.00	$ 5,000.00
	TOTAL PROFESSIONAL SERVICES	$ 78,000.00	$ 80,000.00
	PERSONNEL		
100-4012220-2210	VRS	$ 190,000.00	$ 165,000.00
100-4012220-2220	VMLIP - STD	$ 725.00	$ 725.00
100-4012220-2230	VMLIP - LTD	$ 9,500.00	$ 10,500.00
100-4012220-2250	LINE OF DUTY ACT	$ 8,500.00	$ 8,500.00
100-4012220-2300	HEALTH INSURANCE	$ 315,000.00	$ 360,000.00
100-4012220-2400	LIFE INSURANCE	$ 22,400.00	$ 20,000.00
100-4012220-2600	UNEMPLOYMENT INSURANCE	$ 150.00	$ 200.00
100-4012220-2700	WORKER'S COMPENSATION	$ 30,000.00	$ 30,000.00
100-4012220-3110	RANDOM DRUG SCREENING	$ 750.00	$ 500.00
100-4012220-9001	EMPLOYEE RECOGNITION	$ 2,000.00	$ 2,000.00
	TOTAL PERSONNEL	$ 579,025.00	$ 597,425.00

Account Number	Account Description		FY25-26 APPROVED 2025-2026		FY26-27 DRAFT 2026-2027
	INDEPENDENT AUDITOR				
100-4012240-3120	CONTRACTUAL SERVICES	$	21,250.00	$	21,500.00
	TOTAL INDEPENDENT AUDITOR	$	21,250.00	$	21,500.00
	TOWN TREASURER				
100-4012410-1113	COMPENSATION	$	94,500.00	$	102,500.00
100-4012410-2100	MATCHING FICA EXPENSE (7.65 %)	$	7,400.00	$	7,900.00
100-4012410-3130	PROFESSIONAL SER/TAX CONV	$	2,500.00	$	2,500.00
100-4012410-3150	PROFESSIONAL SER/VEC	$	-	$	-
100-4012410-5306	SURETY BONDS	$	500.00	$	500.00
100-4012410-5540	TRAINING	$	1,000.00	$	500.00
100-4012410-5810	DUES	$	1,100.00	$	500.00
	TOTAL TOWN TREASURER	$	107,000.00	$	114,400.00
	FINANCE/ACCOUNTING				
100-4012430-1113	COMPENSATION	$	132,000.00	$	137,000.00
100-4012430-2100	MATCHING FICA EXPENSE (7.65 %)	$	10,500.00	$	10,500.00
100-4012430-5540	TRAINING	$	2,500.00	$	1,500.00
	TOTAL FINANCE/ACCOUNTING	$	145,000.00	$	149,000.00
	CENTRAL ADM/PURCHASING				
100-4012530-3320	MAINTENANCE CONTRACTS	$	75,000.00	$	80,000.00
100-4012530-3400	WEB SITE	$	1,000.00	$	1,000.00
100-4012530-3450	DIGITIZING	$	5,000.00	$	5,000.00
100-4012530-3501	NEWSLETTER	$	1,000.00	$	1,000.00
100-4012530-3600	ADVERTISING	$	9,000.00	$	9,000.00
100-4012530-5210	POSTAGE	$	17,000.00	$	17,000.00
100-4012530-5230	TELECOMMUNICATIONS	$	7,000.00	$	7,000.00
100-4012530-5250	SOCIAL MEDIA ARCHIVING	$	3,300.00	$	3,300.00
100-4012530-5540	TRAINING	$	1,500.00	$	1,500.00
100-4012530-5810	DUES	$	500.00	$	500.00
100-4012530-6001	OFFICE SUPPLIES	$	17,000.00	$	17,000.00
	TOTAL CENTRAL ADM/PURCHASING	$	137,300.00	$	142,300.00
	RISK MANAGEMENT				
100-4012550-5304	BLANKET EXCESS LIABILITY	$	16,000.00	$	16,000.00
100-4012550-5305	AUTOMOBILE INSURANCE	$	16,500.00	$	18,000.00
100-4012550-5308	SEMI-MULTI PERIL INS	$	47,000.00	$	47,000.00
100-4012550-5800	INSURANCE DEDUCTABLES	$	-	$	-
	TOTAL RISK MANAGEMENT	$	79,500.00	$	81,000.00
	ELECTIONS				
100-4013100-1125	ELECTION OFFICIALS	$	7,500.00	$	7,500.00
100-4013100-6001	OFFICE SUPPLIES	$	-	$	-
	TOTAL ELECTIONS	$	7,500.00	$	7,500.00

Account Number	Account Description		FY25-26 APPROVED 2025-2026		FY26-27 DRAFT 2026-2027
	PUBLIC DEFENDER FEES				
100-4021500-3150	PUBLIC DEFENDER FEES	$	2,000.00	$	2,000.00
	TOTAL PUBLIC DEFENDER FEES	$	2,000.00	$	2,000.00
	POLICE DEPARTMENT				
100-4031100-1139	COMPENSATION	$	924,100.00	$	990,000.00
100-4031100-2100	MATCHING FICA EXPENSE (7.65 %)	$	74,000.00	$	76,000.00
100-4031100-3110	MEDICAL EXAMINATIONS	$	500.00	$	500.00
100-4031100-3115	PRE EMPLOYMENT SCREENING	$	2,000.00	$	3,000.00
100-4031100-3190	INTERPRETER	$	400.00	$	400.00
100-4031100-3310	VEHICLE REPAIR & MAINTENANCE	$	16,000.00	$	18,000.00
100-4031100-3320	MAINTENANCE CONTRACTS	$	43,000.00	$	55,000.00
100-4031100-4081	RICH RAU SAFETY EQUIP & EDUCATION	$	5,000.00	$	5,000.00
100-4031100-4082	WILDLIFE MANAGEMENT	$	250.00	$	250.00
100-4031100-5210	POSTAGE	$	500.00	$	500.00
100-4031100-5230	TELECOMMUNICATIONS	$	6,600.00	$	12,600.00
100-4031100-5540	TRAINING	$	18,000.00	$	19,500.00
100-4031100-5545	OFFICE ACCREDIATION	$	2,500.00	$	500.00
100-4031100-5810	DUES	$	850.00	$	850.00
100-4031100-5815	COMMUNITY RELATIONS	$	2,000.00	$	2,000.00
100-4031100-6001	OFFICE SUPPLIES	$	1,800.00	$	1,800.00
100-4031100-6008	GASOLINE & OIL	$	26,000.00	$	21,000.00
100-4031100-6010	POLICE SUPPLIES	$	14,000.00	$	19,000.00
100-4031100-6011	UNIFORMS	$	6,500.00	$	7,000.00
100-4031100-6012	RECRUITMENT/ADVERTISING	$	2,000.00	$	1,000.00
	TOTAL POLICE DEPARTMENT	$	1,146,000.00	$	1,233,900.00
	TRAFFIC CONTROL				
100-4031300-5699	COUNTY CONT/CROSSING GD	$	2,500.00	$	2,500.00
	TOTAL TRAFFIC CONTROL	$	2,500.00	$	2,500.00
	EMERGENCY SERVICES				
100-4031400-5699	CONTRIBUTION/CC CENT ALRM	$	5,000.00	$	5,000.00
	TOTAL EMERGENCY SERVICES	$	5,000.00	$	5,000.00
	VOLUNTEER FIRE DEPARTMENT				
100-4032200-5699	CONTRIBUTION/JHEVFD	$	30,000.00	$	30,000.00
100-4032200-5707	FIRE FUND PROGRAM	$	23,000.00	$	20,000.00
100-4032200-8411	ENDERS CAPITAL PROJECT	$	10,000.00	$	10,000.00
	TOTAL VOLUNTEER FIRE DEPT	$	63,000.00	$	60,000.00
	PUBLIC WORKS ADMINISTRATION				
100-4041100-1140	COMPENSATION	$	80,800.00	$	33,000.00
100-4041100-2100	MATCHING FICA EXPENSE (7.65 %)	$	6,700.00	$	2,500.00
100-4041100-3110	MEDICAL EXAMS	$	1,000.00	$	1,000.00
100-4041100-3310	VEHICLE REP & MAINTENANCE	$	11,000.00	$	15,000.00
100-4041100-5120	PROPANE	$	3,000.00	$	3,000.00
100-4041100-5230	TELECOMMUNICATIONS	$	7,000.00	$	8,000.00
100-4041100-5415	COPIER LEASE	$	-	$	-
100-4041100-5540	TRAINING	$	2,000.00	$	6,000.00
100-4041100-6001	OFFICE SUPPLIES	$	1,000.00	$	1,500.00

Account Number	Account Description		FY25-26 APPROVED 2025-2026		FY26-27 DRAFT 2026-2027
	TOTAL PUBLI WKS ADMINISTRATION	$	112,500.00	$	70,000.00
	HWYS, STS BRIDGES & SDWLKS				
100-4041200-1183	COMPENSATION	$	225,000.00	$	250,000.00
100-4041200-2100	MATCHING FICA EXPENSE (7.65 %)	$	17,300.00	$	19,000.00
100-4041200-3310	EQUIPMENT MAINTENANCE	$	18,000.00	$	18,000.00
100-4041200-3311	STREET TREES/SIDEWALKS	$	2,000.00	$	4,000.00
100-4041200-3315	SIDEWALKS	$	16,000.00	$	16,000.00
100-4041200-5425	NORFOLK/SOUTHERN R-O-W'S	$	1,200.00	$	1,200.00
100-4041200-6007	MATERIALS & SUPPLIES	$	8,000.00	$	10,000.00
100-4041200-6008	GASOLINE & OIL	$	24,000.00	$	26,000.00
100-4041200-6011	UNIFORMS	$	6,000.00	$	8,000.00
	TOTAL HWYS, STS BRIDGES & SWLKS	$	317,500.00	$	352,200.00
	VDOT REIMBURSEMENT				
100-4041250-3140	VDOT SECONDARY STREETS	$	725,000.00	$	750,000.00
	TOTAL VDOT REIMBURSEMENT	$	725,000.00	$	750,000.00
	STREET LIGHTS				
100-4041320-5110	ELECTRICITY	$	90,000.00	$	90,000.00
	TOTAL STREET LIGHTS	$	90,000.00	$	90,000.00
	SNOW REMOVAL - DOWNTOWN				
100-4041330-3220	CONTRACTUAL SERVICES	$	20,000.00	$	20,000.00
100-4041330-6007	MATERIALS & SUPPLIES	$	2,000.00	$	2,000.00
	TOTAL SNOW REMOVAL-DOWNTOWN	$	22,000.00	$	22,000.00
	PARKING METERS & LOTS				
100-4041340-6007	MATERIALS & SUPPLIES	$	3,000.00	$	3,000.00
	TOTAL PARKING METERS & LOTS	$	3,000.00	$	3,000.00
	REFUSE COLLECTION				
100-4042300-3220	CONTRACTUAL SERVICES	$	265,000.00	$	285,000.00
100-4042300-6225	RECYCLING SERVICES	$	125,000.00	$	125,000.00
	TOTAL REFUSE COLLECTION	$	390,000.00	$	410,000.00
	REFUSE DISPOSAL				
100-4042400-3800	FCO LANDFILL CHARGES	$	45,000.00	$	50,000.00
	TOTAL REFUSE DISPOSAL	$	45,000.00	$	50,000.00

Account Number	Account Description		FY25-26 APPROVED 2025-2026		FY26-27 DRAFT 2026-2027
	GENERAL PROPERTIES				
100-4043200-3310	IMPROVEMENT,REPAIR,MAINTENANCE	$	50,000.00	$	40,000.00
100-4043200-3325	HERMITAGE SWPOND MAINT	$	4,500.00	$	7,000.00
100-4043200-6007	MATERIALS & SUPPLIES	$	500.00	$	600.00
100-4043200-6017	CHRISTMAS WREATHS	$	500.00	$	500.00
	TOTAL GENERAL PROPERTIES	$	55,500.00	$	48,100.00
	BUILDING SERVICES				
100-4064200-3150	PROFESSIONAL SERVICES	$	1,000.00	$	1,000.00
100-4064200-3200	CONTRACTURAL SERVICES	$	15,000.00	$	16,000.00
100-4064200-5110	ELECTRICITY	$	24,000.00	$	28,000.00
100-4064200-5120	NATURAL GAS/HEAT	$	4,700.00	$	5,500.00
100-4064200-5130	WATER/SEWER	$	1,100.00	$	900.00
100-4064200-5230	TELECOMMUNICATIONS	$	1,100.00	$	1,200.00
100-4064200-5304	LIABILITY INSURANCE	$	1,500.00	$	1,500.00
100-4064200-7113	IN KIND COSTS	$	7,000.00	$	7,000.00
100-4064200-7115	SHARED MAINTENANCE	$	25,000.00	$	31,000.00
100-4064200-8411	CAPITAL ASSET RESERVES	$	10,000.00	$	10,000.00
	TOTAL BUILDING SERVICES	$	90,400.00	$	102,100.00
	PARKS & RECREATION				
100-4071310-3160	CONTRACTURAL SER/JN BLUE	$	1,000.00	$	800.00
100-4071310-6017	CHRISTMAS LIGHTS	$	3,500.00	$	3,500.00
100-4071310-6018	ROSE HILL PARK MAINTENANCE	$	5,000.00	$	8,000.00
	TOTAL PARKS & RECREATION	$	9,500.00	$	12,300.00
	PLANNING				
100-4081100-1155	COMPENSATION	$	92,000.00	$	98,000.00
100-4081100-2100	MATCHING FICA EXPENSE (7.65 %)	$	7,000.00	$	7,500.00
100-4081100-3500	PRINTING	$	250.00	$	250.00
100-4081100-5510	MILEAGE	$	100.00	$	100.00
100-4081100-5540	TRAINING	$	3,000.00	$	1,500.00
100-4081100-5810	DUES	$	-	$	-
	TOTAL PLANNING	$	102,350.00	$	107,350.00
	BOARD OF ZONING APPEALS				
100-4081400-1110	EXPENSE COMPENSATION	$	500.00	$	500.00
100-4081400-5540	TRAINING	$	750.00	$	750.00
	TOTAL BOARD OF ZONING APPEALS	$	1,250.00	$	1,250.00
	ECONOMIC DEVELOPMENT				
100-4081500-5411	WAYFINDING SIGNS	$	-	$	-
100-4081500-5693	VA COMMISSION FOR ARTS FUNDING	$	4,500.00	$	4,500.00
100-4081500-5695	TOWN/COUNTY ECONOMIC DEV	$	21,500.00	$	21,500.00
100-4081500-5696	ECONOMIC DEVELOPMENT RESERVE	$	-	$	-
100-4081500-5699	DBI/ECO DEV PROF SERVICES	$	2,000.00	$	2,000.00
100-4081500-5700	ANNEXATION AREA PROF SERVICES	$	-	$	-
	TOTAL ECONOMIC DEVELOPMENT	$	28,000.00	$	28,000.00

Account Number	Account Description		FY25-26 APPROVED 2025-2026		FY26-27 DRAFT 2026-2027
	PLANNING COMMISSION				
100-4081600-1111	EXPENSE COMPENSATION	$	5,000.00	$	3,000.00
100-4081600-5540	TRAINING	$	2,000.00	$	2,000.00
100-4081600-5810	DUES	$	-	$	-
	TOTAL PLANNING COMMISSION	$	7,000.00	$	5,000.00
	B'VILLE AREA DEV AUTHORITY				
100-4081700-1111	EXPENSE COMPENSATION	$	2,500.00	$	1,500.00
100-4081700-5540	TRAINING	$	1,000.00	$	1,000.00
100-4081700-5810	DUES	$	-	$	-
	TOTAL B'VILLE AREA DEV AUTHORITY	$	3,500.00	$	2,500.00
	ARCHITECTURAL REVIEW BOARD				
100-4081800-5540	TRAINING	$	500.00	$	500.00
	TOTAL ARCHITECTURAL REVIEW BD	$	500.00	$	500.00
	TREE BOARD				
100-4081900-5800	MISCELLANEOUS	$	-	$	-
	TOTAL TREE BOARD	$	-	$	-
	CAPITAL OUTLAY				
100-4094200-8225	COMPUTER REPLACEMENT/UPGRADE	$	15,000.00	$	9,000.00
100-4094200-8231	PATROL VEHICLE	$	67,000.00	$	70,000.00
100-4094200-8340	MOWER	$	-	$	-
100-4094200-8341	TOWN PROPERTY IMPROVEMENTS	$	675,000.00	$	730,000.00
100-4094200-8362	SERVICE WEAPONS	$	10,000.00	$	-
100-4094200-8411	CAPITAL RESERVE	$	143.25	$	564.25
100-4094200-8702	WAYFINDING SIGNS RESERVE	$	50,000.00	$	-
100-4094200-8916	RADAR FEEDBACK SIGNS, CROSSWALK SIGNALS	$	-	$	48,000.00
100-4094200-9005	TAPP RESERVE	$	50,000.00	$	50,000.00
100-4094200-9009	TOWN STREET REPAIRS	$	40,000.00	$	-
100-4094200-9010	BCCGC IMPROVEMENTS	$	60,000.00	$	45,000.00
	TOTAL CAPITAL OUTLAY	$	967,143.25	$	952,564.25
	CONTINGENCY				
100-4094300-5800	CONTINGENCY (3.00%)	$	142,122.75	$	148,101.75
	TOTAL CONTINGENCY	$	142,122.75	$	148,101.75
	DEBT SERVICE				
100-4095000-9110	RDA PRINCIPAL	$	50,359.00	$	52,476.21
100-4095000-9120	RDA INTEREST	$	71,117.00	$	68,999.79
100-4095000-9130	RDA DEBT SER RESERVE	$	-	$	-
	TOTAL DEBT SERVICE	$	121,476.00	$	121,476.00
	TOTAL GENERAL FUND OPERATIONAL	$	4,737,425.00	$	4,936,725.00
	TOTAL GENERAL FUND CONTINGENCY	$	142,122.75	$	148,101.75
	TOTAL GENERAL FUND CAP OUTLAY	$	967,143.25	$	952,564.25
	TOTAL GENERAL FUND DEBT SERVICE	$	121,476.00	$	121,476.00
TOTAL	**GENERAL FUND EXPENSES**	$	5,968,167.00	$	6,158,867.00

Account Number	Account Description	FY25-26 APPROVED 2025-2026		FY26-27 DRAFT 2026-2027	
	WATER FUND				
	PERSONNEL				
501-4012220-1140	COMPENSATION	$	61,000.00	$	48,000.00
501-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	$	4,700.00	$	4,000.00
501-4012220-2210	VRS	$	52,000.00	$	40,000.00
501-4012220-2220	VMLIP - STD	$	235.00	$	225.00
501-4012220-2230	VMLIP - LTD	$	2,225.00	$	2,200.00
501-4012220-2300	HEALTH INSURANCE	$	69,000.00	$	76,000.00
501-4012220-2400	LIFE INSURANCE	$	6,175.00	$	4,600.00
501-4012220-2600	UNEMPLOYMENT INSURANCE	$	50.00	$	56.00
501-4012220-2700	WORKER'S COMPENSATION	$	20,000.00	$	20,000.00
501-4012220-3170	MISS UTILITY	$	1,750.00	$	2,000.00
501-4012220-3320	HANDHELD MAINT	$	5,000.00	$	5,000.00
501-4012220-3450	DIGITIZING	$	4,000.00	$	4,000.00
501-4012220-5210	POSTAGE	$	6,000.00	$	6,000.00
501-4012220-5540	TRAINING	$	2,000.00	$	2,000.00
501-4012220-6001	OFFICE SUPPLIES	$	6,000.00	$	5,000.00
	TOTAL PERSONNEL	$	240,135.00	$	219,081.00
	TREATMENT				
501-4012222-1147	COMPENSATION	$	224,000.00	$	195,000.00
501-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	$	17,200.00	$	15,000.00
501-4012222-2830	CERTIFICATION FEES	$	650.00	$	650.00
501-4012222-2840	STATE CONNECTION FEES	$	9,025.00	$	9,025.00
501-4012222-2850	LAB TESTING	$	16,250.00	$	16,250.00
501-4012222-3110	MEDICAL EXAMS	$	200.00	$	200.00
501-4012222-3145	PROFESSIONAL SERVICES	$	17,500.00	$	25,000.00
501-4012222-3210	SLUDGE REMOVAL	$	26,000.00	$	26,000.00
501-4012222-3220	CLEAN RIVER INTAKE	$	4,000.00	$	4,000.00
501-4012222-3310	REPAIR & MAINTENANCE	$	125,000.00	$	125,000.00
501-4012222-5110	ELECTRICITY	$	70,000.00	$	70,000.00
501-4012222-5120	PROPANE HEAT WTP	$	4,000.00	$	4,000.00
501-4012222-5230	TELECOMMUNICATIONS	$	4,700.00	$	5,000.00
501-4012222-5415	COPIER LEASE	$	900.00	$	-
501-4012222-5540	TRAINING	$	3,500.00	$	2,000.00
501-4012222-5690	DISCHARGE PERMIT RENEWAL	$	-	$	-
501-4012222-5810	DUES	$	450.00	$	900.00
501-4012222-6001	OFFICE SUPPLIES	$	500.00	$	1,500.00
501-4012222-6004	LAB SUPPLIES	$	60,000.00	$	60,000.00
501-4012222-6005	JANITORIAL SUPPLIES	$	1,000.00	$	1,000.00
501-4012222-6008	GASOLINE & OIL	$	6,200.00	$	5,000.00
501-4012222-6011	UNIFORMS	$	1,500.00	$	1,500.00
501-4012222-6014	TOOLS	$	500.00	$	500.00
501-4012222-6019	SAFETY EQUIPMENT	$	1,000.00	$	1,000.00
501-4012222-6025	CHEMICALS	$	65,000.00	$	65,000.00
	TOTAL TREATMENT	$	659,075.00	$	633,525.00
	DISTRIBUTION & MAINTENANCE				
501-4012224-1183	COMPENSATION	$	225,300.00	$	250,000.00
501-4012224-2100	MATCHING FICA EXPENSE (7.65 %)	$	17,300.00	$	19,000.00
501-4012224-3330	LINE REPAIR & MAINTENANCE	$	50,000.00	$	50,000.00
501-4012224-6007	MATERIALS & SUPPLIES	$	30,000.00	$	30,000.00
501-4012224-6019	SAFETY EQUIPMENT	$	700.00	$	750.00

Account Number	Account Description		FY25-26 APPROVED 2025-2026		FY26-27 DRAFT 2026-2027
501-4012224-6030	NEW SERVICE SUPPLIES	$	1,000.00	$	1,000.00
501-4012224-9008	STORAGE TANK MAINT CONTRACT	$	25,000.00	$	12,000.00
	TOTAL DISTRIBUTION & MAINT	$	349,300.00	$	362,750.00
	CAPITAL OUTLAY				
501-4094200-8105	1/2 TON PICK UP TRUCK	$	-	$	22,000.00
501-4094200-8144	WATER TREATMENT PLANT UPGRADES	$	5,000,000.00	$	7,150,000.00
501-4094200-8211	CAPITAL RESERVES	$	515,284.70	$	0.32
501-4094200-8225	COMPUTER REPLACEMENT/UPGRADE	$	10,000.00	$	3,500.00
501-4094200-8345	PW ONE TON DUMP TRUCK	$	-	$	-
501-4094200-8361	WATER DIST SYSTEM UPGRADES	$	125,000.00	$	1,100,000.00
501-4094200-8602	3/4 TON TRUCK	$	15,000.00	$	-
501-4094200-9007	WTP LAB EQUIPMENT	$	50,000.00	$	-
501-4094200-9009	HYDRAULIC THUMB(PW)	$	4,000.00	$	-
501-4094200-9010	SCADA	$	-	$	50,000.00
	TOTAL CAPITAL OUTLAY	$	5,719,284.70	$	8,325,500.32
	CONTINGENCY				
501-4094300-5800	CONTINGENCY (3.00%)	$	37,455.30	$	36,460.68
	TOTAL CONTINGENCY	$	37,455.30	$	36,460.68
	TOTAL WATER FUND OPERATIONAL	$	1,248,510.00	$	1,215,356.00
	TOTAL WATER FUND CONTINGENCY	$	37,455.30	$	36,460.68
	TOTAL WATER FUND CAP OUTLAY	$	5,719,284.70	$	8,325,500.32
TOTAL	**WATER FUND EXPENSES**	$	7,005,250.00	$	9,577,317.00
	SEWER FUND				
	PERSONNEL				
502-4012220-1114	COMPENSATION	$	62,000.00	$	49,000.00
502-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	$	4,700.00	$	4,000.00
502-4012220-2210	VRS	$	43,600.00	$	39,000.00
502-4012220-2220	VMLIP - STD	$	200.00	$	215.00
502-4012220-2230	VMLIP - LTD	$	1,975.00	$	2,200.00
502-4012220-2300	HEALTH INSURANCE	$	51,500.00	$	78,500.00
502-4012220-2400	LIFE INSURANCE	$	5,150.00	$	4,000.00
502-4012220-2600	UNEMPLOYMENT INSURANCE	$	40.00	$	51.00
502-4012220-2700	WORKER'S COMPENSATION	$	10,000.00	$	11,000.00
502-4012220-3320	HANDHELD MAINT	$	5,000.00	$	5,000.00
502-4012220-3450	DIGITIZING	$	4,000.00	$	4,000.00
502-4012220-5210	POSTAGE	$	4,000.00	$	4,500.00
502-4012220-6001	OFFICE SUPPLIES	$	5,500.00	$	3,500.00
	TOTAL PERSONNEL	$	197,665.00	$	204,966.00
	TREATMENT				
502-4012222-1147	COMPENSATION	$	224,000.00	$	195,000.00
502-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	$	17,100.00	$	15,000.00
502-4012222-2830	CERTIFICATION FEES	$	640.00	$	600.00
502-4012222-2850	LAB TESTING	$	33,000.00	$	33,000.00

Account Number	Account Description	FY25-26 APPROVED 2025-2026		FY26-27 DRAFT 2026-2027	
502-4012222-3145	PROFESSIONAL SERVICES	$	240,000.00	$	240,000.00
502-4012222-3210	LANDFILL-SOLIDS DISPOSAL	$	100,000.00	$	110,000.00
502-4012222-3310	REPAIR & MAINTENANCE	$	290,000.00	$	250,000.00
502-4012222-5110	ELECTRICITY	$	140,000.00	$	140,000.00
502-4012222-5230	TELECOMMUNICATIONS	$	5,000.00	$	5,000.00
502-4012222-5415	COPIER LEASE	$	2,000.00	$	-
502-4012222-5540	TRAINING	$	500.00	$	500.00
502-4012222-5690	DISCHARGE PERMIT RENEWAL	$	3,500.00	$	3,600.00
502-4012222-5810	DUES	$	625.00	$	625.00
502-4012222-6001	OFFICE SUPPLIES	$	1,000.00	$	2,000.00
502-4012222-6004	LAB SUPPLIES	$	4,500.00	$	14,500.00
502-4012222-6005	JANITORIAL SUPPLIES	$	1,750.00	$	1,500.00
502-4012222-6008	DIESEL FUEL	$	7,500.00	$	5,000.00
502-4012222-6011	UNIFORMS	$	-	$	-
502-4012222-6014	TOOLS	$	250.00	$	250.00
502-4012222-6019	SAFETY EQUIPMENT	$	1,000.00	$	1,000.00
502-4012222-6025	CHEMICALS	$	190,000.00	$	175,000.00
	TOTAL TREATMENT	$	1,262,365.00	$	1,192,575.00
	DISTRIBUTION & MAINTENANCE				
502-4012224-1183	COMPENSATION	$	113,000.00	$	125,000.00
502-4012224-1183	MATCHING FICA EXPENSE (7.65 %)	$	8,650.00	$	9,500.00
502-4012224-3310	EQUIPMENT MAINTENANCE	$	5,000.00	$	5,000.00
502-4012224-3330	REPAIR & MAINTENANCE	$	25,000.00	$	25,000.00
502-4012224-6007	MATERIALS & SUPPLIES	$	3,000.00	$	3,000.00
502-4012224-6019	SAFETY EQUIPMENT	$	500.00	$	500.00
502-4012224-6030	NEW SERVICE SUPPLIES	$	-	$	-
	TOTAL DISTRIBUTION & MAINT	$	155,150.00	$	168,000.00
	CAPITAL OUTLAY				
502-4094200-8105	1/2 TON PICK UP TRUCK	$	-	$	22,000.00
502-4094200-8109	SANITARY/STORM SEWER UPGRADE	$	5,000.00	$	-
502-4094200-8134	SEWER COLLECTION SYSTEM IMPROVEMENTS	$	-	$	130,000.00
502-4094200-8225	COMPUTER REPLACEMENT/UPGRADE	$	10,000.00	$	3,500.00
502-4094200-8345	PW ONE TON DUMP TRUCK	$	-	$	-
502-4094200-8411	CAPITAL RESERVES	$	15,544.60	$	0.77
502-4094200-8602	3/4 TON PICKUP (1/3 VDOT)	$	15,000.00	$	-
502-4094200-9007	WWTP PERMEATE PUMPS R/R	$	20,000.00	$	-
502-4094200-9009	WWTP BAR SCREEN	$	170,000.00	$	-
502-4094200-9010	WWTP MEMBRANE GANTRY	$	160,000.00	$	-
502-4094200-9011	HYDRAULIC THUMB(PW)	$	4,000.00	$	-
502-4094200-9012	WWTP SCREENING REHAB	$	200,000.00	$	620,000.00
502-4094200-9013	WWTP SLUICE GATE REP/MODIFY	$	100,000.00	$	60,000.00
502-4094200-9014	SCADA	$	-	$	50,000.00
	TOTAL CAPITAL OUTLAY	$	699,544.60	$	885,500.77

Account Number	Account Description		FY25-26 APPROVED 2025-2026		FY26-27 DRAFT 2026-2027
	CONTINGENCY				
502-4094300-5800	CONTINGENCY (3.00%)	$	45,455.40	$	46,966.23
	TOTAL CONTINGENCY	$	45,455.40	$	46,966.23
	DEBT SERVICE				
502-4095000-9118	VRA PRINCIPAL	$	470,000.00	$	470,000.00
	TOTAL DEBT SERVICE	$	470,000.00	$	470,000.00
	TOTAL SEWER FUND OPERATIONAL	$	1,615,180.00	$	1,565,541.00
	TOTAL SEWER FUND CONTINGENCY	$	45,455.40	$	46,966.23
	TOTAL SEWER FUND CAP OUTLAY	$	699,544.60	$	885,500.77
	TOTAL SEWER FUND DEBT SERVICE	$	470,000.00	$	470,000.00
TOTAL	**SEWER FUND EXPENSES**	$	2,830,180.00	$	2,968,008.00
TOTAL	**EXPENSES ALL FUNDS**	**$**	**15,803,597.00**	**$**	**18,704,192.00**

Supplemental Information

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Descriptions of General Fund Revenues

A. General Property Taxes

Real Estate Tax – Current: A tax imposed on the assessed valuation of real estate (includes mobile homes) appraised at 100 percent of its fair market value. Assessment information is provided by Clarke County. The tax year 2026 tax rate was adopted at $0.139 per $100 valuation. Taxes are billed semi-annually and are due by June 5 and December 5 each year. The Town provides real property tax relief for the elderly and disabled.

Real Estate Tax – Delinquent: Semi-annual real estate taxes that have not been paid by the June 5 and December 5 due dates.

Personal Property Tax – Current: A tax imposed on the assessed valuation of personal property appraised at 100 percent of the fair market value of cars, vans, motorcycles, and trailers. Assessment information is provided by Clarke County. The tax rate that was adopted for tax year 2026 is $1.25 per $100 valuation. Taxes are billed annually and are due by December 5 each year. For the tax year 2026, the Town Council approved a 49% credit for all qualified vehicles.

Beginning with tax year 2006, the Commonwealth of Virginia changed the calculation of the personal property tax credit from 70% of the tax to be paid for qualified vehicles to a fixed annual payment to local jurisdictions under the Personal Property Tax Relief Act. Accordingly, the Town of Berryville receives a payment of approximately $209,917 annually.

Personal Property Tax – Delinquent: Annual personal property taxes that have not been paid by the December 5 due date.

Machinery & Tools Tax – Current: A tax imposed on the assessed valuation of business machinery and tools. Assessment information is provided by Clarke County. The tax year 2026 tax rate was adopted at $1.30 per $100 valuation. Taxes are billed annually and are due by December 5 each year.

Machinery & Tools Tax – Delinquent: Annual machinery and tools taxes that have not been paid by the December 5 due date.

Penalties – All Property Taxes: The penalty for delinquent taxes is 10 percent of the taxes due.

Interest – All Property Taxes: Interest at a rate of .83 percent of the taxes due accrues each month for which a tax is delinquent.

B. Other Local Taxes

County Sales Taxes: The Commonwealth returns one percent of the sales tax collected to the counties. Clarke County receives 50 percent of the one percent returned by the Commonwealth. The remaining 50 percent is distributed between the Town of Berryville, the Town of Boyce and the County based on their relative school age populations. The Town receives sales tax monthly, but the tax is received on a two-month lag (i.e., sales taxes collected in October would not be received until December).

Consumer Utility Taxes: This tax is based on the purchase of utility services within the corporate limits of the Town.

- Electrical Service - The rate for residential electrical customers is $0.00354 per kilowatt-hour delivered monthly not to exceed $3.00 per month. The rate for commercial electrical customers is $0.00195 per kilowatt-hour delivered monthly not to exceed $10.00 per month and the rate for industrial customers is $0.000065 per kilowatt-hour delivered monthly not to exceed $10.00 per month.

- Natural Gas Service - The rate for residential natural gas service at the rate of $0.210 per hundred cubic feet (CCF) delivered monthly not to exceed $3.00 per month. For commercial and industrial customers, the rate is $0.055 per CCF delivered monthly not to exceed $10.00 per month for commercial and $10.00 per month for industrial.

The consumer utility tax is collected monthly by the utility service and is due to the Town on or before the last calendar day of the month following the month being reported (i.e., October's utility tax is due by November 30).

Telecommunications Taxes: Collected by the Commonwealth and remitted to the Town, this tax includes the taxes on telecommunications, utilities, cable TV, and right-of-way use. Telecommunications taxes are received on a two-month lag (i.e., telecommunications tax for October would not be received until December).

Franchise License Taxes: A tax on net bank capital of $0.80 per $100 on all banks located in the Town. Franchise license taxes are due by June 1 of each year. Taxes not paid by June 1 incur a penalty of 5 percent of the tax due.

Cigarette Taxes: A tax of $0.10 per pack of twenty cigarettes or less. The tax is evidenced through the use of cigarette stamps that are affixed to each cigarette pack. Stamps are purchased in bulk (i.e., a roll of 15,000).

Transient Occupancy Taxes: A tax of 2 percent on the total amount paid for transient lodging. Taxes are due by the 20th of each month (i.e., October transient occupancy taxes are due by November 20). Taxes not remitted by the 20th of the month incur a penalty of 10% and accrue interest of .83% for each month outstanding.

Meals Taxes: A tax of 4 percent of all gross receipts for prepared food served within the Town. Taxes are due by the 20th of each month (i.e., October meals taxes are due by November 20). Taxes not remitted by the 20th of the month incur a penalty of 10% and accrue interest of .83% for each month outstanding.

Vehicle License Taxes: Formerly referred to as a decal fee, this is a tax of $25 for an automobile, truck or trailer, $12 for a motorcycle and $8 for a trailer. Some exemptions apply (e.g., military veterans, fire and rescue personnel, etc.). Vehicle license taxes are billed with the personal property taxes and are due by December 5 of each year for the upcoming year. Taxes not paid by December 5 incur a $10.00 penalty.

C. Permits and Licenses

Business Professional, Occupational Licenses: This is a license tax imposed on local businesses. The tax may be a flat tax or based upon a percentage of gross receipts. Taxes are due by March 1 of each year. Taxes are as follows:

- For contractors and persons constructing for their own account for sale, $0.12 per $100.00 of gross receipts;
- For retailers, $0.12 per $100.00 of gross receipts;
- For financial, real estate and professional services, $0.20 per $100.00 of gross receipts;
- For repair services, $0.10 per $100.00 of gross receipts;
- For personal and business services and all other businesses and occupations not specifically listed or exempted in this chapter or otherwise by law, $0.15 per $100.00 of gross receipts;
- For wholesalers, $0.05 per $100.00 of purchases;
- For carnivals, circuses and speedways, $100.00 per day for each performance held in this jurisdiction.
- For fortunetellers, clairvoyants and practitioners of palmistry, $1,000.00 per year;
- For massage parlors, $5,000.00 per year;
- For itinerant merchants or peddlers of nonperishable goods - $100.00 per year;
- For photographers, $30.00 per year;
- For permanent coliseums, arenas or auditoriums having a maximum capacity in excess of 10,000 persons, open to the public, $1,000.00 per year;
- For savings and loan associations and credit unions, $50.00 per year; and
- For direct sellers as defined in the Code of Virginia, § 58.1-3719.1 with total annual sales in excess of $4,000.00, $0.12 per $100.00 of total annual retail sales or $0.05 cents per $100.00 of total annual wholesale sales, whichever is applicable.

If a business engages in wholesaling or retailing beer and wine, the license tax is as follows:

- *Wholesale beer license.* For each wholesale beer license, $25.00 per annum.
- *Wholesale wine distributor's license.* For each wholesale wine distributor's license, $25.00 per annum.
- *Retail on-premises wine and beer license for hotel, etc.* For each retail on-premises wine and beer license for a hotel, restaurant or club, $20.00 per annum.
- *Retail off-premises wine and beer license.* For each retail off-premises wine and beer license, $20.00 per annum.
- *Retail on-premises beer license for hotel, etc.* For each retail on-premises beer license for a hotel, restaurant or club, $20.00 per annum.
- *Retail off-premises beer license.* For retail off-premises beer license, $20.00 per annum.

Every person holding mixed beverage restaurant or caterer's licenses for establishments located within Town pays a license tax as follows:

- Persons operating restaurants, including restaurants located on premises of and operated by hotels or motels:
- Two hundred dollars per annum for each restaurant with a seating capacity at tables for 50 to 100 persons.
- Three hundred dollars per annum for each restaurant with a seating capacity at tables for more than 100 but not more than 150 persons.
- Five hundred dollars per annum for each restaurant with a seating capacity at tables for more than 150 persons.
- Twenty dollars per annum for each caterer.
- Mixed beverage banquet licenses, $5.00 for each event.
- A private, nonprofit club operating a restaurant located on the premises of such club, $350.00 per annum.

Penalties – Business, Professional, Occupational Licenses: Annual business, professional, and occupational licenses not paid by the March 1 due date.

Development Permits and Fees: Permits are required for individuals and businesses to erect certain structures, perform certain functions or begin construction. The Planning Department is responsible for issuing and administering permits for the Town.

D. Fines and Forfeitures

Court Fines and Forfeitures: Court fines paid by offenders based upon tickets issued by the Town's Police Department. Fines are remitted to the Town by the County on a monthly basis and are on a one-month lag (i.e., October funds would not be received until November).

Parking Fines: Fines paid for violations of the parking ordinance. The Town charges a $5.00 expired meter parking fine.

E. Use of Money and Property

Interest on Bank Deposits: Income resulting from the investment of the Town's cash assets.

Rental of Properties: Income resulting from the rental of the Town's properties at 23 East Main Street and 36 Smithy Lane.

Water Tank Site Leases: Income resulting from the rental of space on the Town's water tanks.

P-Card Rebate: Incentive Received (this is the total volume amount multiplied by the rebate incentive received by the state which reflects the amount each entity will receive if they meet the payment criteria)

F. Charges for Services

Parking Meter Fees: Income collected from the Town's parking meters.

G. Miscellaneous Revenue

Sale of Surplus: Revenue from sale of excess items.

Miscellaneous Receipts: Miscellaneous revenues received by the Town such as fees for non-sufficient funds (i.e., the Town charges $50.00 fee for all returned checks). This account also includes any rebates or refunds the Town may receive.

Gifts and Donations: Monies received as a result of a gift or donation.

Recovered Costs: Reimbursable fees.

H. State Revenues

Revenues from the Commonwealth are classified as non-categorical aid and categorical aid. Non-categorical aid includes revenues which are raised by the state and shared with the local government. The use of such revenues is at the discretion of the local government. Categorical aid includes revenues received from and designated by the Commonwealth for a specific use by the local government. Such revenues are usually received on a reimbursable basis from the state.

Rolling Stock Taxes: The state of Virginia levies an annual *ad valorem* tax on the rolling stock of railroads and freight car companies. The Town receives the distribution on an annual basis.

Motor Vehicle Rental Tax: A tax of 1 percent on the gross proceeds from the rental of vehicles to be paid by the rental business. The Town receives the distribution on a quarterly basis.

Personal Property Tax Relief: Revenue received from the Commonwealth of Virginia for relief of personal property taxes. The Town receives the distribution annually.

Law Enforcement Assistance Grant: Reimbursement from the Commonwealth to localities with police departments to help defray the cost of providing public safety services. The distribution is based on the number of sworn officers and the most recent census of population.

Distribution of Fire Program Funds: Payment from the Commonwealth to localities with fire and rescue agencies to help defray the cost of providing fire and rescue services.

Street and Highway Maintenance: Quarterly payments from the Virginia Department of Transportation for maintaining primary and secondary roads and related infrastructure maintenance within the Town limits. The allocation is based on the number of primary and secondary road miles within the Town limits and the Commonwealth's approved allocation rate.

I. Federal Revenues

Revenues from the federal government are classified as non-categorical aid or categorical aid. Non-categorical aid includes revenue received from the federal government which is used at the discretion of the local government. Categorical aid includes revenues received from and designated by the federal government for a specific use by the local government.

Distribution of Fire Program Funds: Grant funds received by localities with fire and rescue agencies to help defray the cost of providing fire and rescue services.

Basis of Revenue Projections

The Town prepares its revenue projections by reviewing the prior years' historical activity, the current year's activity, and the future factors that could impact the revenue streams. The following techniques are used to prepare the Town's revenue estimates and are utilized either singly or collectively:

- **Informed/Experienced Judgment:** Prepared in consultation with the Town's department heads and leadership team to identify trends and other conditions.
- **Pass-Through:** Estimates are received from the revenue source (e.g., Commonwealth of Virginia).
- **Mathematical/Statistical:** Revenues determined through use of standardized formulas, averages, trends, or other means of analysis. Trend analysis is based upon regression methods which take into account marginal revenue changes over the last several years. Generally, in order to address any concerns about the effects of exogenous economic variables, projections that result from trend analysis are subjectively modified to 90 or 95 percent of their value, depending on the line item.

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Reserves 2021- 01

Approved: 6/8
Amended 12/22

Purpose:

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

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

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

Policy:

Reserve Policy and Fund Reserve Specifics

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

The Council will establish a Fund Reserve Specifics document in which it outlines the purpose of reserves and the amount encumbered in each reserve.

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

Use of Reserved Funds

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

Reporting

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

Procedure:

Reserve Policy and Fund Reserve Specifics

As a part of the annual budgeting process, the Budget and Finance Committee of the Town Council will review this policy and the Fund Reserve Specifics and recommend any changes that it determines appropriate to the Town Council.

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

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

Use of Reserve Funds

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

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

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

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

Reporting

The Treasurer will provide the Council with an up-to-date account of reserves as a part of the Treasurer's monthly Town Council meeting packet report.

Fund Reserve Specifics
Adopted March 10, 2026

This document was adopted in accordance with the Town Council's Reserves Policy.

Reserve amounts reflect adjustment on January 21, 2026. Fund totals do not reflect expenditures in FY26.

General Fund

General Fund Reserve

This reserve was established in order to provide funding for unforeseen expenses and to supplement revenues as the Council deems necessary. General fund monies budgeted in a given year that are neither spent nor otherwise encumbered will be placed in this reserve. The interest income from all general fund reserves is placed in this reserve.

Reserve	$450,098.84
Reserve goal	$519,335.00 50% of annual debt service + 10% of FY 25 GF operational expenses

Property Improvements and Maintenance Reserve

The Town owns several properties for which the cost of improvement and maintenance falls solely on the general fund. These properties include 23 East Main Street (includes Livery), Hogan's Alley, Crow Street Parking Lot, Rose Hill Park (including the John Rixey Moore Playground, Smithy Cottage but excluding the Barns of Rose Hill), Rixey Moore Parking Lot, and the old kennel located on the Wastewater Treatment Plant property.

The maintenance costs for the Public Works Facility and the Berryville-Clarke County Government Center are shared by all three funds. The Berryville-Clarke County Government Center is jointly owned with Clarke County; therefore, a separate fund is established for care of that property.

These funds may be made available for improvements to or maintenance of town properties.

Reserve	$1,722,000
Reserve goal	$2,000,000

Berryville-Clarke County Government Center Reserve
The Town and Clarke County constructed the Berryville-Clarke County Government Center in 2008. The facility is owned and maintained by both jurisdictions.

The facility's note holder requires that a maintenance reserve be established to provide savings to address unforeseen maintenance-related expenses. Both the Town and County agreed to self-encumber funds that would be available for expenses incurred while repairing, maintaining, or improving the property at 101 Chalmers Court.

These funds may be made available for repair, maintenance, or improvement of the Berryville-Clarke County Government Center facility.

Reserve	$400,000
Reserve goal	$400,000

Flood Plain/Stormwater Mitigation Reserve
Berryville contains three major drainage areas. Each of these drainage areas contains a perennial stream: Town Run (known as Dog Run in the rest of Clarke County), Craig's Run, and Buckmarsh Run. Each of these drainage areas contains smaller contributing sub-drainage areas.

The flood plain and floodway have been identified and mapped within the Town Run drainage area. Stormwater management concerns have been identified in several sub-drainage areas of the Town Run drainage area.

These funds would be available for use on flood plain/stormwater mitigation projects.

Reserve	$750,000
Reserve goal	$750,000

Downtown Improvement Reserve
In recognition of the economic benefits of an attractive business district, the Council recognizes that improvements to the downtown area will pay dividends to the entire town.

The Town created this reserve, in full or in part, projects to improve the general appearance of the downtown, enhance directional signage, improve parking, improve accessibility, establish and maintain crosswalks that exceed VDOT standards, establish and maintain trees and or planters, and the like.

Reserve	$725,000
Reserve goal	$750,000

Economic Development Reserve
This reserve was established to provide for savings that can be used to address economic development opportunities or needs that the Town Council determines should be funded.

Reserve	$100,000
Reserve goal	$100,000

Blight Abatement Reserve
The Berryville Code provides the Town Council and the Town Manager with authority to demolish/secure unsafe structures and abate blight. If the Town must address such problems, then the work is paid for with public funds and the cost billed to the property owner. If the property owner fails to pay for the work, then a tax lien is placed on the property. Generally, it takes several years for the Town to recoup any of the costs incurred addressing the unsafe conditions.

These funds would be available to pay for work required to secure or demolish unsafe structures and abate blight.

Reserve	$100,000
Reserve goal	$100,000

John H. Enders Vol. Fire Department Reserve
This reserve was established to provide savings that can be used to assist the John H. Enders Volunteer Fire Department and Rescue Squad, which the Town Council has declared to be an integral part of the official safety program of the Town, with capital projects.

Reserve	$ 10,000
Reserve goal	$100,000

Police Equipment Replacement Reserve
This reserve was established to fund new or replacement police department equipment.

Reserve	$150,000
Reserve goal	$150,000

Annexation Reserve
This reserve was established to provide savings that can be used to complete work required to affect annexations.

Reserve	$100,000
Reserve goal	$150,000

Town Street Reserve
This reserve was established to provide funds for maintenance of Town secondary streets that do not qualify for use of Virginia Secondary Street Reimbursement funds.

Reserve	$120,000
Reserve Goal	$150,000

Transportation Alternatives Program (TAP) Project Matching Funds Reserve
This reserve is established to provide required matching funds for TAP projects. These projects are administered by the Virginia Department of Transportation and require a 20% match from the Town.

The Town has three active TAP grant applications (two associated with a sidewalk project on Mosby Boulevard and one sidewalk/drainage project on East and West Fairfax Street) in process.

The Town also expects to apply for a TAP grant in 2027 that would help fund a sidewalk extension on the east side of North Buckmarsh along the frontage of 22 West Fairfax and 328 and 322 North Buckmarsh Street.

Along with required matching, reserve funds may be used for project costs not covered by TAP funds.

Reserve	$1,740,000
Reserve Goal	$2,000,000

Sidewalk Reserve
This reserve is established to provide funds for sidewalk construction and repair projects that are not otherwise funded by VDOT Secondary Funds or other programs.

Reserve	$ 30,000
Reserve Goal	$200,000

Total General Fund Reserves = $6,397,098.84

Water Fund

Water Fund Reserve
This reserve was established in order to provide funding for unforeseen expenses and to supplement revenues as the Council deems necessary.

Water fund monies budgeted in a given year that are neither spent nor otherwise encumbered will be placed in this reserve. The interest income from all water fund reserves is placed in this reserve.

Reserve	$401,900*
Reserve goal	$189,000 100% of annual debt service + 15% of FY25 WF operational expenses *Reserve amount exceeds the reserve goal because the goal will increase significantly in the near future, because the water fund will have debt (Water Treatment Plant Upgrade) that has to be serviced.

Water Storage Tank Reserve
This reserve was established to provided funding for either planned or unforeseen expenses related to the Town's water storage system.

The Town maintains three water tanks within its water distribution system. The Town has maintenance contracts for the three tanks, but given the importance of these improvements it is vital to provide a reserve to address unforeseen problems that may not be covered under the annual maintenance contract.

Reserve	$ 750,000
Reserve goal	$1,500,000

Water Treatment Plant Reserve
The reserve was established to assist with meeting funding needs for water treatment plant-related expenses.

Reserve	$4,541,594
Reserve goal	$7,000,000

Overview
The Town's Water Treatment Plant, raw water intake, and raw water transmission main are slated to be upgraded within the next several years. This work is required because the plant and related raw water facilities, which were constructed in 1984, are approaching the end of their useful life.

The Town of Berryville Utility Rate Study, which was completed in 2019, identified expenses related to the replacement/improvement/repair of this facility and the pumping station at the Shenandoah River. According that study, the plant and pumping station should be replaced/improved/repaired by the end of FY27.

In August 2022 the Town issued an offering to secure professional engineering services required for the design and construction of the water treatment plant upgrade. In December 2022, the Town contracted with Pennoni to provide those required engineering services.

On September 12, 2023 the Town Council approved a preliminary engineering report in which it was recommended that the Town upgrade the water treatment plant with membrane filtration units. That report was reviewed by the Virginia Department of Health. A revised report, addressing Department of Health comments, was resubmitted in March 2025. The new report eliminates the planned pre-sedimentation basins and provides for the construction of vertical clarifiers. These clarifiers will treat the water through flocculation prior to filtration by the membrane system.

The Virginia Department of Health approved the preliminary engineering report in February 2026. This approval enables the agency to review the construction plans and contract documents. Upon Virginia Department of Health approval of plans, specifications, and contract documents, the project may be bid.

Upgrade Project Schedule

Task	Expected Completion
Advertise for Bids	October 2026
Bid Opening	December 2026
Award/Notice of Proceed	January 2027
Substantial Completion	May 2028
Final Completion	June 2028

Funding
The Virginia Department of Health has issued two BIL (FY2024 Bipartisan Infrastructure Law) Initial Offers. The first loan offer, which was dated October 26, 2023 provided a funding package of $6,385,000. The second loan offer, which was dated December 12, 2024 provided a funding package of $6,000,000. Accordingly, the loan offer from the Department of Health totals $12,385,000.

The terms of the loan (both offerings will close at the same time) are as follows:

Principal: $12,385,000

Term: 20 years

Rate: 1.0% below market rate

Draws: Loan funds may be draw monthly during the project. Interest will begin accruing when funds are drawn. Accordingly, no construction loan(s) should be required to complete the project.

Upgrade Project Estimated Cost:

Construction Cost -	$12,000,000
Non- Construction Costs -	$ 3,300,000
Total -	$15,300,000

Project Cost	$15,300,000
VDH Loan	$12,385,000
Expected Draw on Reserves for Upgrade	$ 2,915,000

Use of Reserves During Upgrade Project

In accordance with current project budget estimates, it is expected that at approximately $2,915,000 from this fund will be used for the upgrade.

Reserve funds will be available for unexpected cost overruns and to ensure positive cash flow during the upgrade project. It is also expected that these reserve funds will be used to fund lender-required maintenance/loan repayment reserves. Lastly, it is expected that reserve funds will be used to fund a membrane replacement reserve.

Use of Reserves After Upgrade Project is Completed

After the upgrade project has been completed, these funds will be available to pay for unforeseen costs associated with the water treatment plant and related improvements.

Water Distribution System Reserve

This reserve was established to provide funds for planned and unforeseen improvements and repairs to the Town's water distribution system.

The Town maintains a system of pipes through which water is distributed from the water plant and throughout the Town. This system includes improvements such as water mains, laterals, meters and related improvements, valves, pumps, and fire hydrants.

The Town of Berryville Utility Rate Study completed in 2019 identified expenses related to the replacement/upgrade of portions of the distribution system.

Reserve	$1,250,000
Reserve goal	$2,000,000

Total Water Fund Reserves = $6,943,494.00

Sewer Fund

Sewer Fund Reserve
This reserve was established in order to provide funding for unforeseen expenses and to supplement revenues as the Council deems necessary.

Sewer fund monies budgeted in a given year that are neither spent nor otherwise encumbered will be placed in this reserve. The interest income from all sewer fund reserves is placed in this reserve.

Reserve	$234,379.29
Reserve goal	$713,000 100% of annual debt service + 15% of FY25 SF operational expenses

Wastewater Treatment Plant Reserve
The reserve was established to assist with meeting funding needs for wastewater treatment plant-related expenses.

The Town's wastewater treatment plant became operational in 2012. The useful life of the plant is expected to be at least 25 years.

These funds may be made available to address unforeseen costs at the plant or begin a replacement/upgrade project.

Reserve	$3,302,324
Reserve goal	$7,500,000

Sewer Collection System Reserve
This reserve was established to provide funds for planned and unforeseen improvements and repairs to the Town's wastewater collection system.

The Town maintains a system of pipes and other improvements through which wastewater is collected from customers and transmitted to the wastewater treatment plant. This system includes improvements such as sewer mains, manholes, and pump stations.

The Town of Berryville Utility Rate Study completed in 2019 identified expenses related to the replacement/upgrade of portions of the collection system.

Reserve	$2,000,000
Reserve goal	$2,500,000

Membrane Replacement Reserve
This reserve was established to provide funds for planned and unforeseen projects related to the wastewater treatment plant's membranes.

The Town's wastewater treatment plant utilizes ultrafiltration membranes as a part of the treatment process. These membranes have an expected useful life of eight to twelve years. The membranes were last replaced in 2023. These funds may be made available to address the cost of membrane maintenance and replacement.

Reserve	$1,500,000
Reserve goal	$1,500,000

Total Sewer Fund Reserves = $7,036,703.29**

**This amount does not include the $470,000 reserve required by the wastewater treatment plant loan terms. These funds must be reserved separately and will be used for the last payment on the loan. That payment will be made on February 1, 2037.

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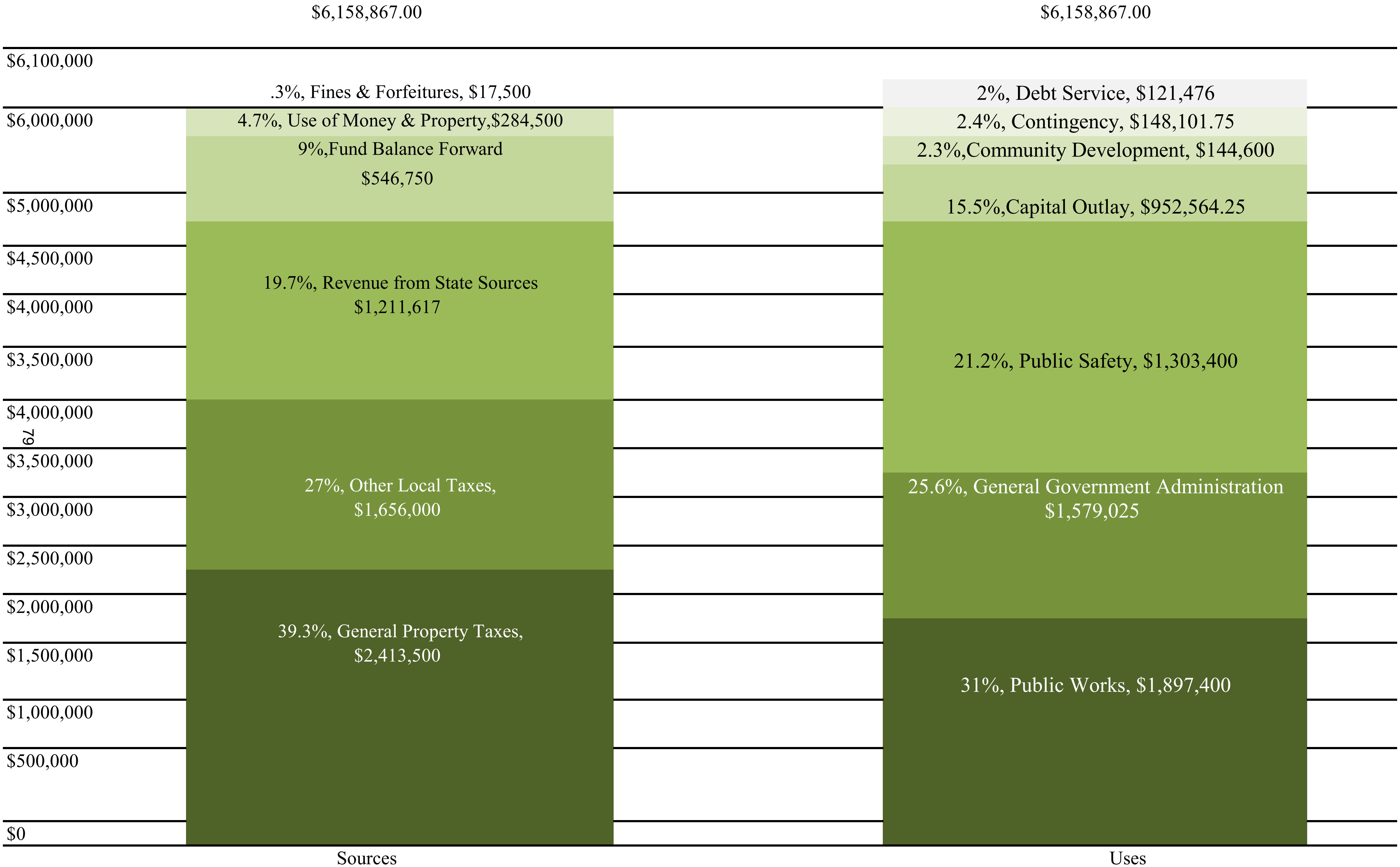
GENERAL FUND - SOURCES AND USES

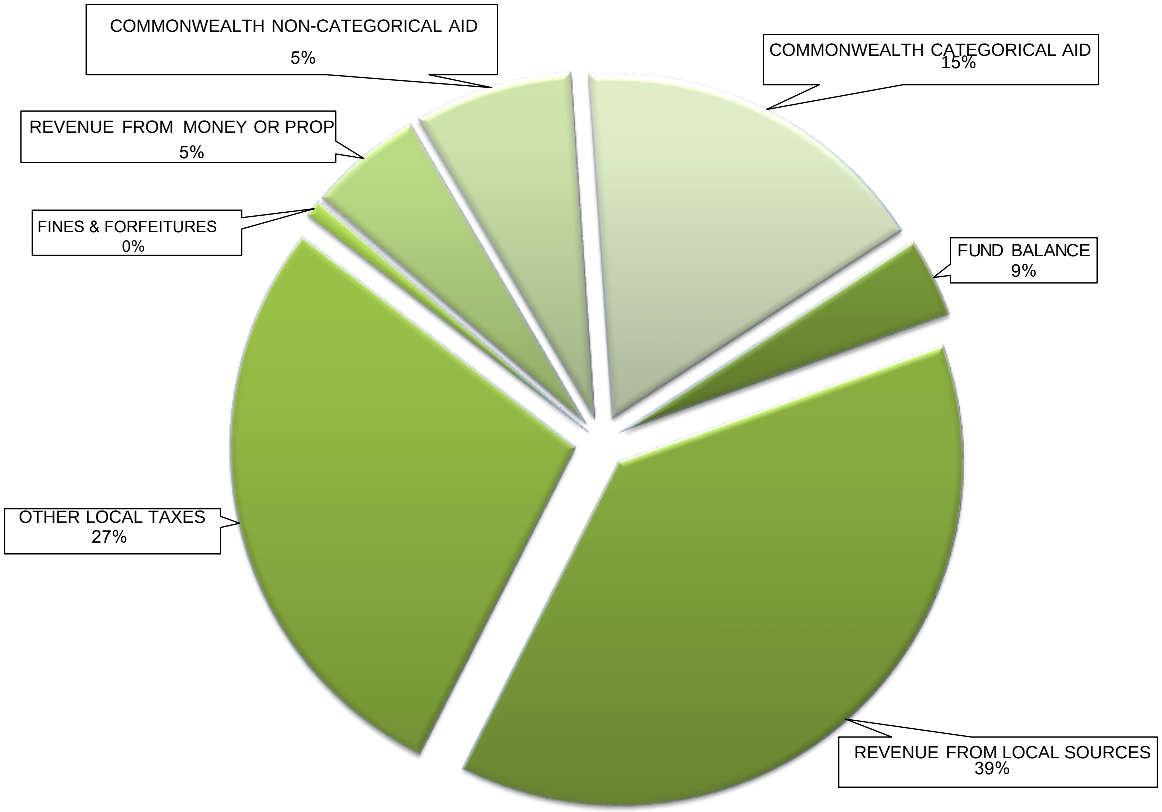


*See reverse for more information

	Charges & Services	Permits, Fees & Licenses	Misc Revenue & Recovered Costs	Revenue from Other Sources	Parks & Recreation
Sources	$ 10,000.00	$ 13,000.00	$ 5,000.00	$ 1,000.00	
Uses					$ 8,000.00
Percentages	0%	0%	0%	0%	0%

*Categories and amounts noted here are 0% of the General Fund budget and are not represented on the chart titled "GENERAL FUND - SOURCES AND USES" on the reverse side.

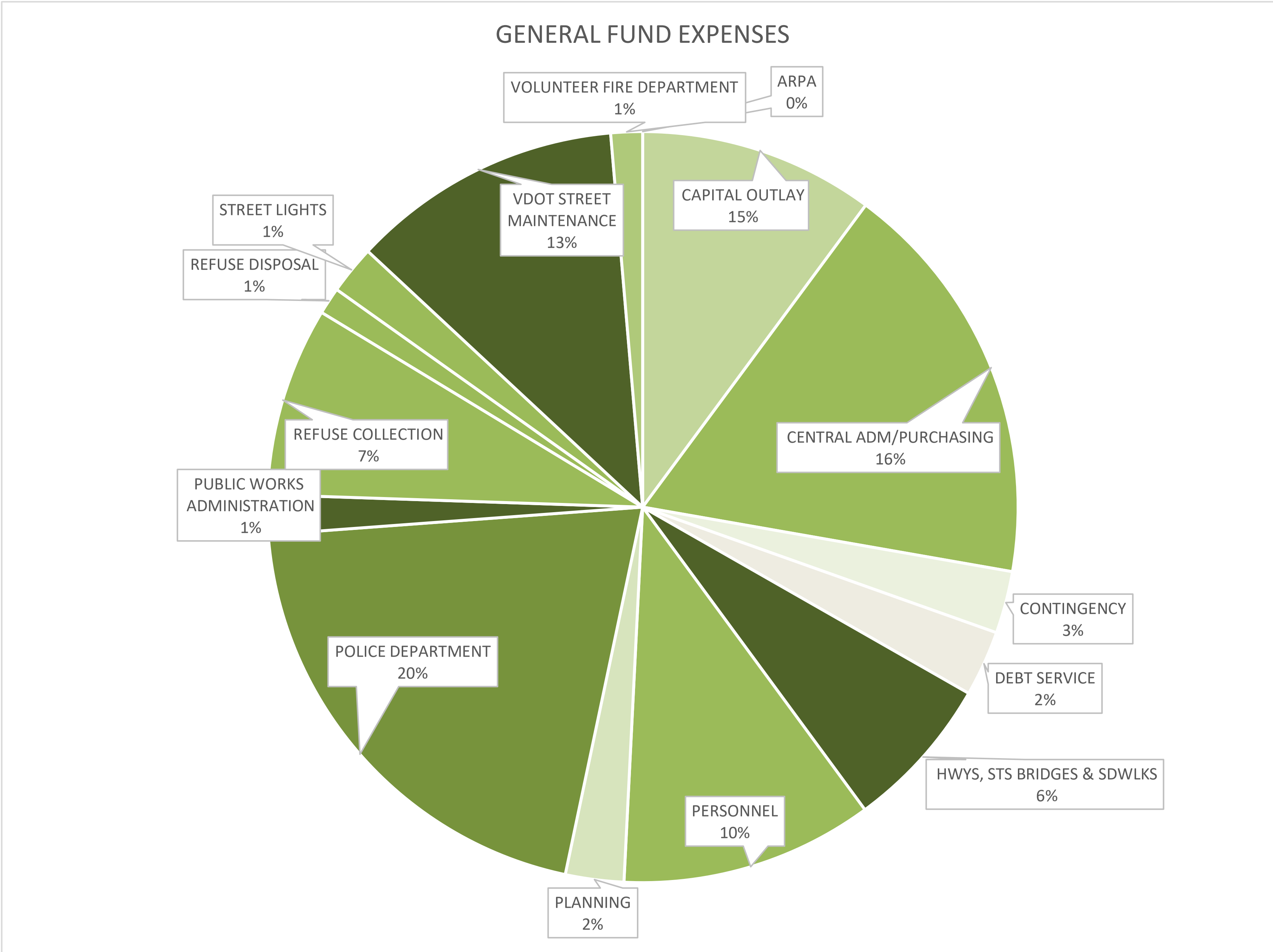
GENERAL FUND REVENUES



*Revenue Categories that are 0% of the fund grand total are not represented on the pie chart.

GENERAL FUND REVENUES

SOURCE		AMOUNT	PERCENTAGE
CHARGES FOR SERVICES*	$	10,000.00	0%
COMMONWEALTH CATEGORICAL AID	$	934,600.00	15%
COMMONWEALTH NON-CATEGORICAL AID	$	277,017.00	5%
FINES & FORFEITURES	$	17,500.00	0%
FUND BALANCE	$	546,750.00	9%
MISCELLANEOUS REVENUES*	$	5,000.00	0%
OTHER LOCAL TAXES	$	1,656,000.00	27%
OTHER SOURCES NON-REVENUE RECEIPTS*	$	1,000.00	0%
PERMITS, FEES & LICENSES*	$	13,000.00	0%
RECOVERED COSTS*	$	-	0%
REVENUE FROM MONEY OR PROP	$	284,500.00	5%
REVENUE FROM LOCAL SOURCES	$	2,413,500.00	39%
GRAND TOTAL	$	6,158,867.00	100%


GENERAL FUND EXPENSES
VOLUNTEER FIRE DEPARTMENT 1%
ARPA 0%
CAPITAL OUTLAY 15%
CENTRAL ADM/PURCHASING 16%
CONTINGENCY 3%
DEBT SERVICE 2%
HWYS, STS BRIDGES & SDWLKS 6%
PERSONNEL 10%
PLANNING 2%
POLICE DEPARTMENT 20%
PUBLIC WORKS ADMINISTRATION 1%
REFUSE COLLECTION 7%
REFUSE DISPOSAL 1%
STREET LIGHTS 1%
VDOT STREET MAINTENANCE 13%

GENERAL FUND EXPENSES

SOURCE	AMOUNT	PERCENTAGE
ARPA	$0.00	0%
ARCHITECTURAL REVIEW BOARD*	$ 500.00	0%
BERRYVILLE AREA DEV AUTHORITY*	$ 2,500.00	0%
BOARD OF ZONING APPEALS*	$ 1,250.00	0%
CAPITAL OUTLAY	$ 952,564.25	15%
CENTRAL ADM/PURCHASING	$ 1,022,050.00	16%
CONTINGENCY	$ 148,101.75	3%
CORRECTION & DETENTION*	$ 0.00	0%
DEBT SERVICE	$ 121,476.00	2%
ECONOMIC DEVELOPMENT	$ 28,000.00	0%
ELECTIONS*	$ 7,500.00	0%
EMERGENCY SERVICES*	$ 5,000.00	0%
ENGINEERING SERVICES*	$ 0.00	0%
GENERAL PROPERTIES*	$ 48,100.00	0%
HWYS, STS BRIDGES & SDWLKS	$ 352,200.00	6%
INDEPENDENT AUDITOR*	$ 21,500.00	0%
PARKING METERS & LOTS*	$ 3,000.00	0%
PARKS & RECREATION*	$ 12,300.00	0%
PERSONNEL	$ 597,425.00	10%
PLANNING	$ 107,350.00	2%
PLANNING COMMISSION*	$ 5,000.00	0%
POLICE DEPARTMENT	$ 1,233,900.00	20%
PUBLIC DEFENDER FEES*	$ 2,000.00	0%
PUBLIC WORKS ADMINISTRATION	$ 70,000.00	1%
REFUSE COLLECTION	$ 410,000.00	7%
REFUSE DISPOSAL	$ 50,000.00	0%
RESCUE SERVICES*	$ -	0%
SNOW REMOVAL*	$ 22,000.00	0%
STREET & ROAD CLEANING*	$ 0.00	0%
STREET LIGHTS	$ 90,000.00	1%
TOWN COUNCIL	$ 32,650.00	0%
TRAFFIC CONTROL*	$ 2,500.00	0%
TREE BOARD*	$ 0.00	0%
VDOT STREET MAINTENANCE	$ 750,000.00	13%
VOLUNTEER FIRE DEPARTMENT	$ 60,000.00	1%
GRAND TOTAL	$ 6,158,867.00	100%

*Expense Categories that are 0% of the fund grand total are not represented on the pie chart.

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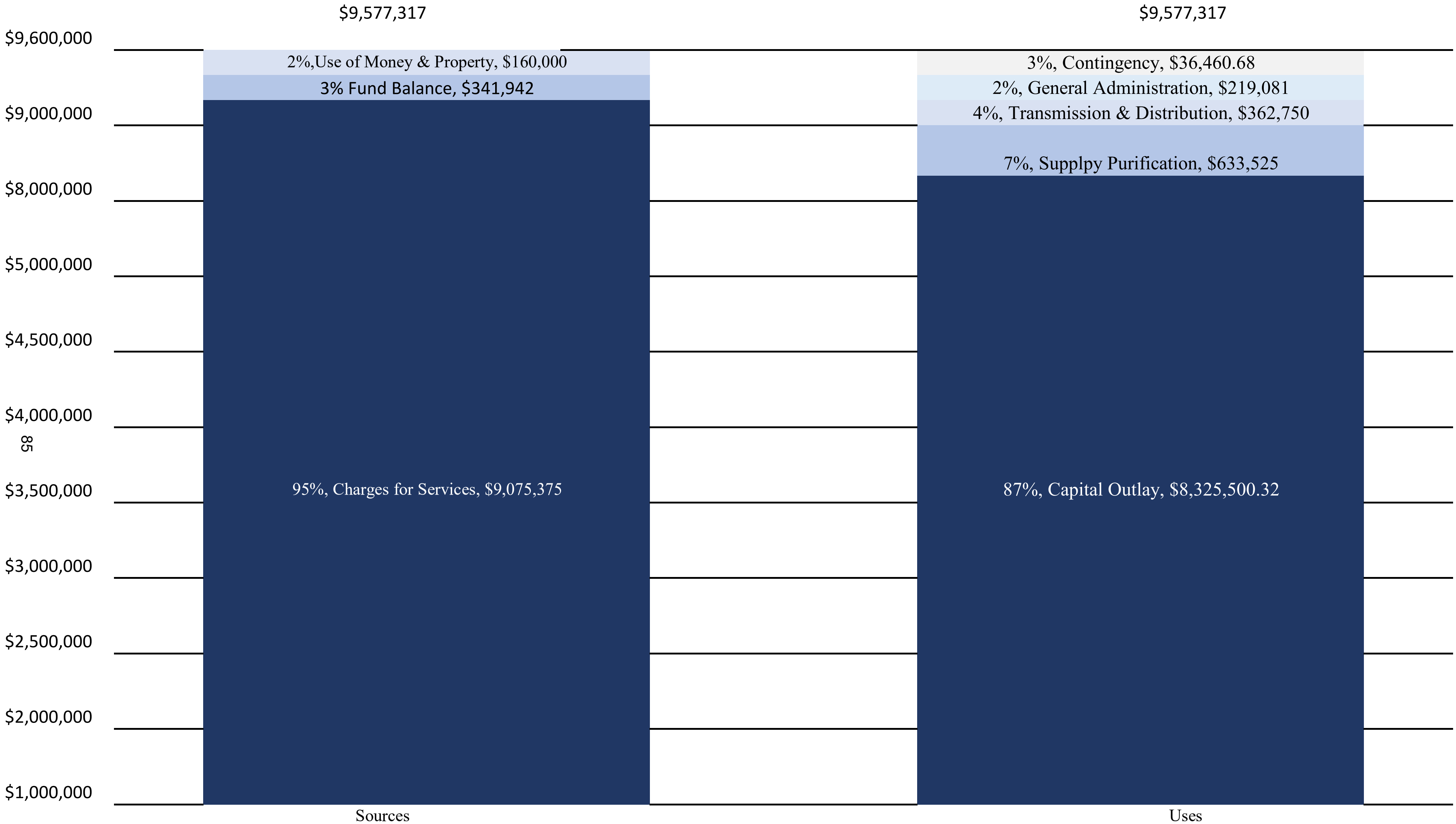
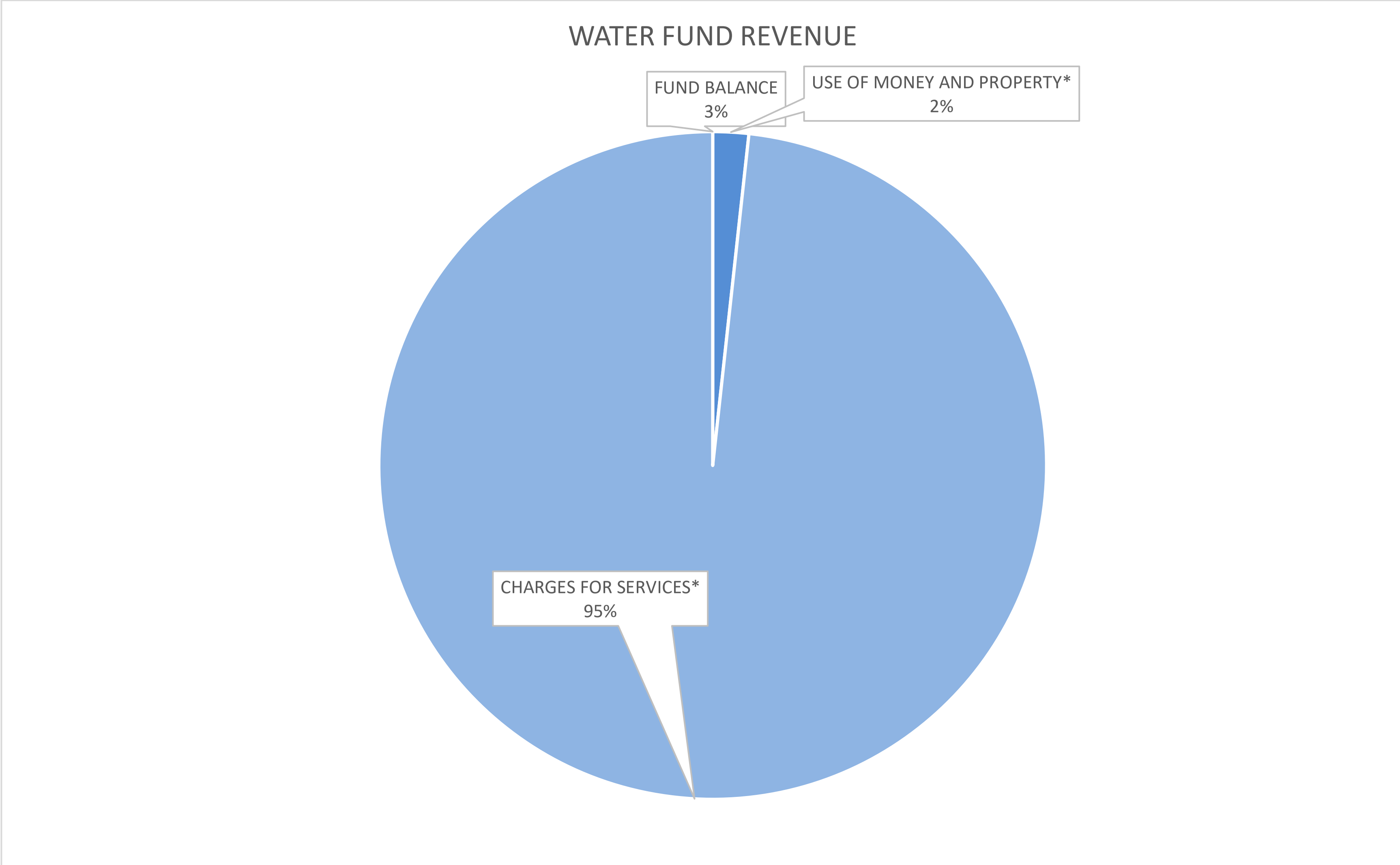
WATER FUND - SOURCES AND USES



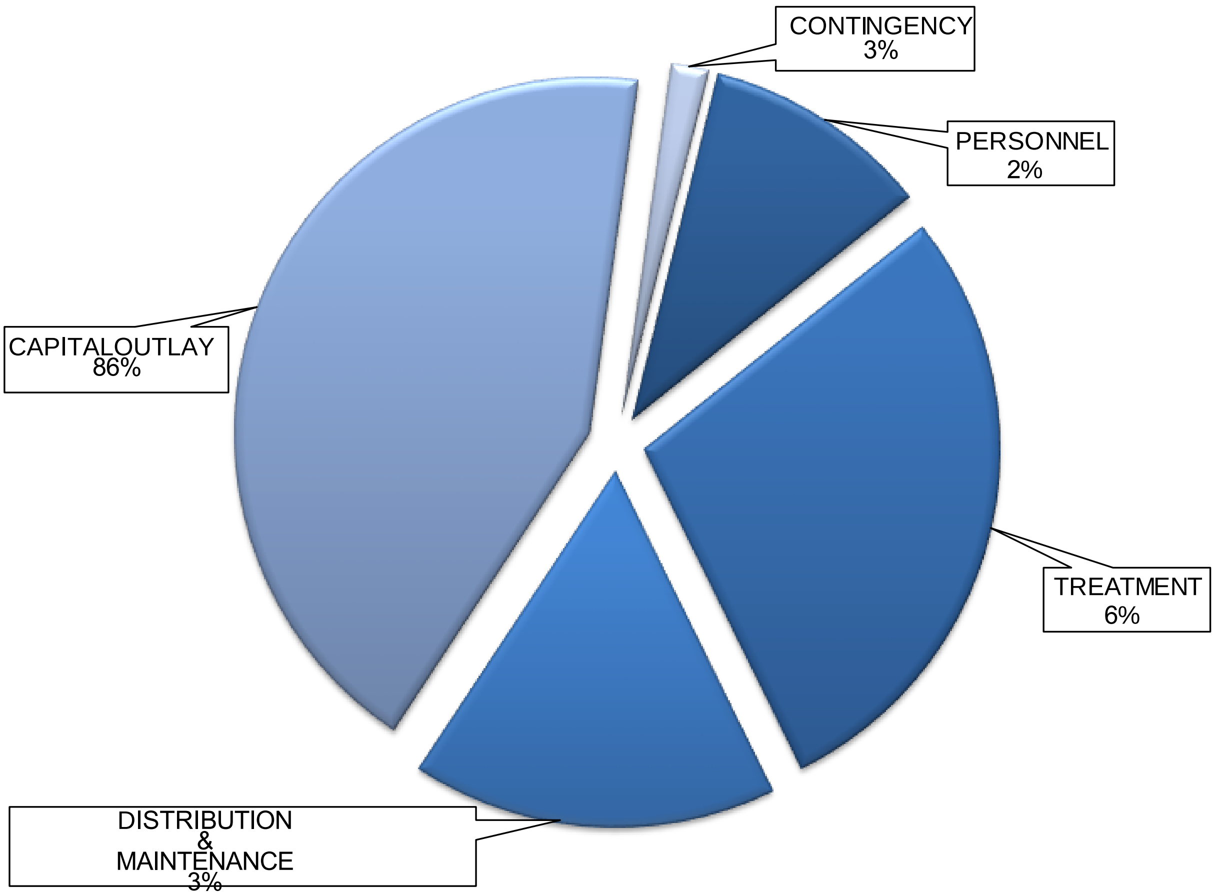
*See reverse for more information



WATER FUND REVENUE

SOURCE	AMOUNT	PERCENTAGE
FUND BALANCE	$341,942.00	3%
REVENUE FROM MONEY OR PROPERTY	$160,000.00	2%
CHARGES FOR SERVICES	$9,075,375.00	95%

WATER FUND EXPENSES



WATER FUND EXPENSES

SOURCE		AMOUNT	PERCENTAGE
CAPITAL OUTLAY	$	8,325,500.32	86%
CONTINGENCY	$	36,460.68	3%
DISTRIBUTION & MAINTENANCE	$	362,750.00	3 %
PERSONNEL	$	219,081.00	2 %
TREATMENT	$	633,525.00	6%
GRAND TOTAL	$	9,577,317.00	100%

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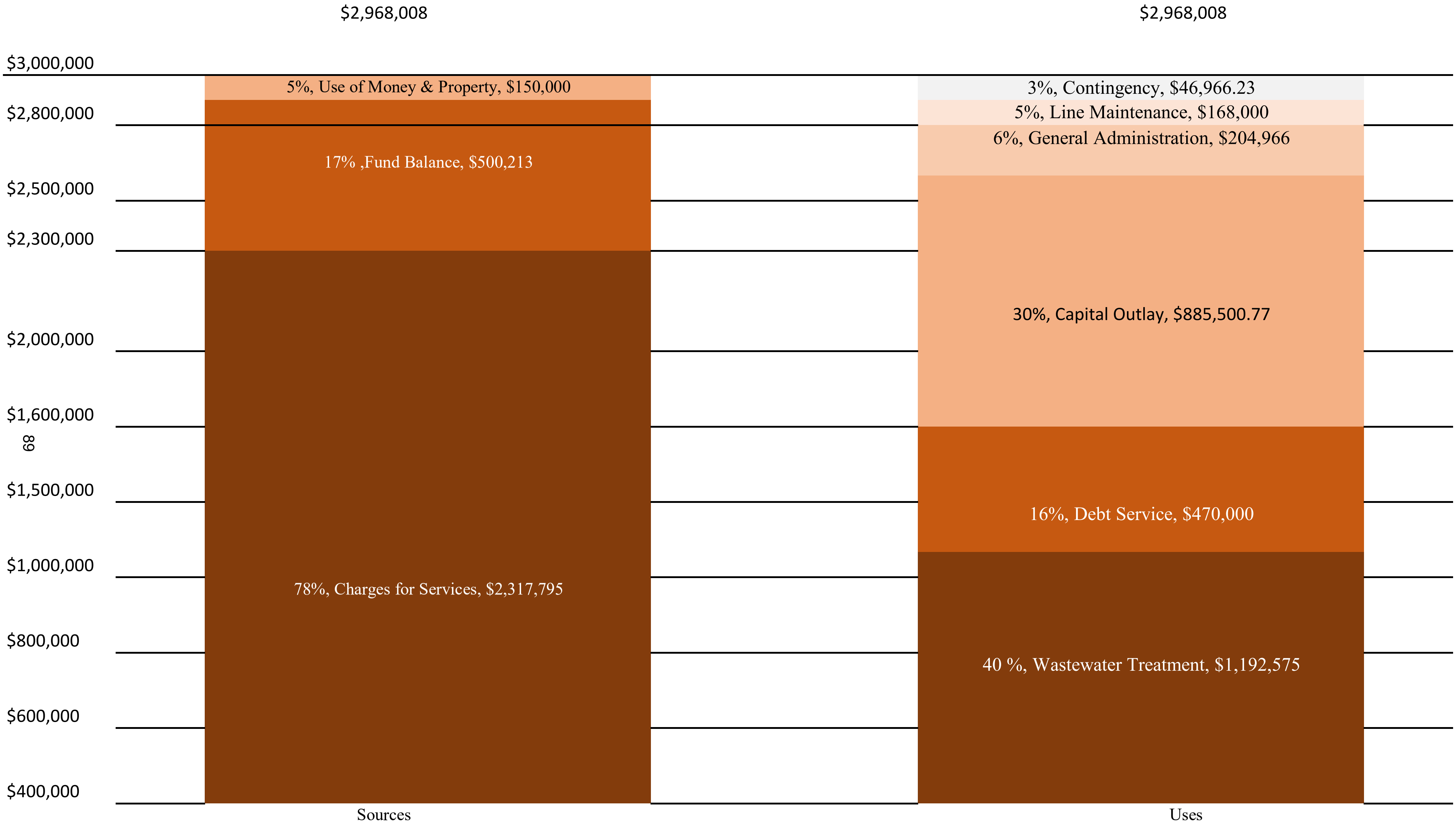
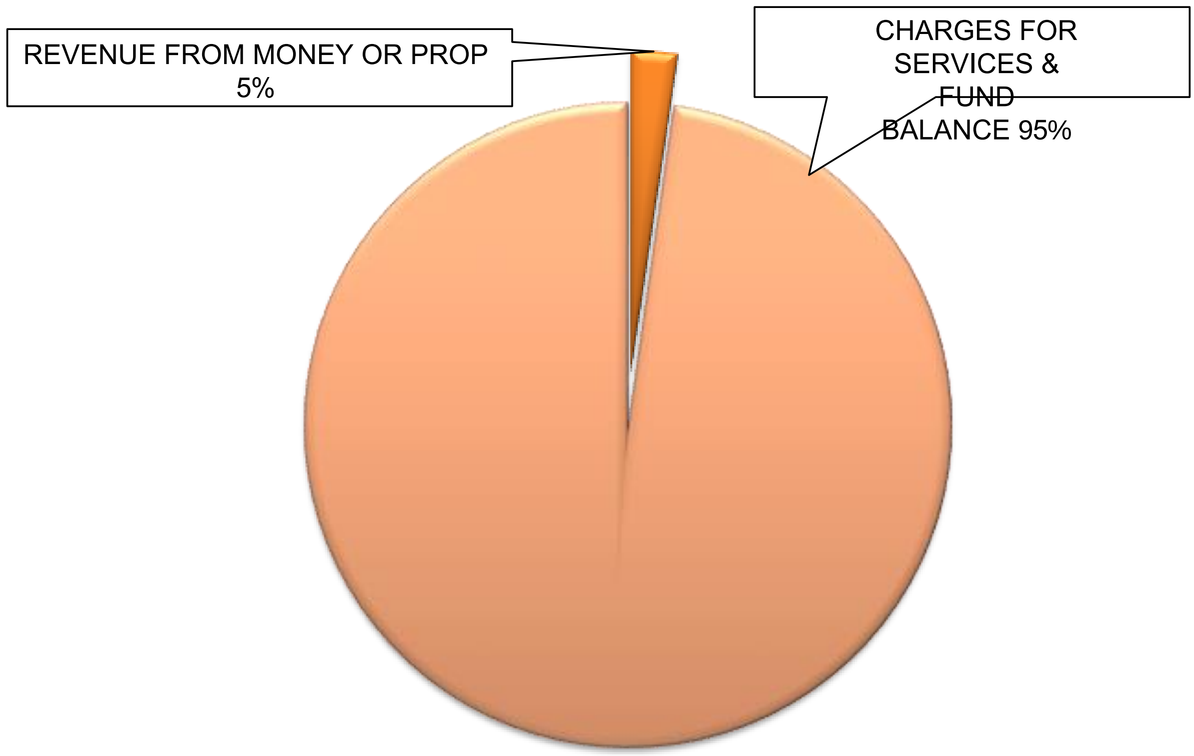
SEWER FUND - SOURCES AND USES



*See reverse for more information

SEWER FUND REVENUES

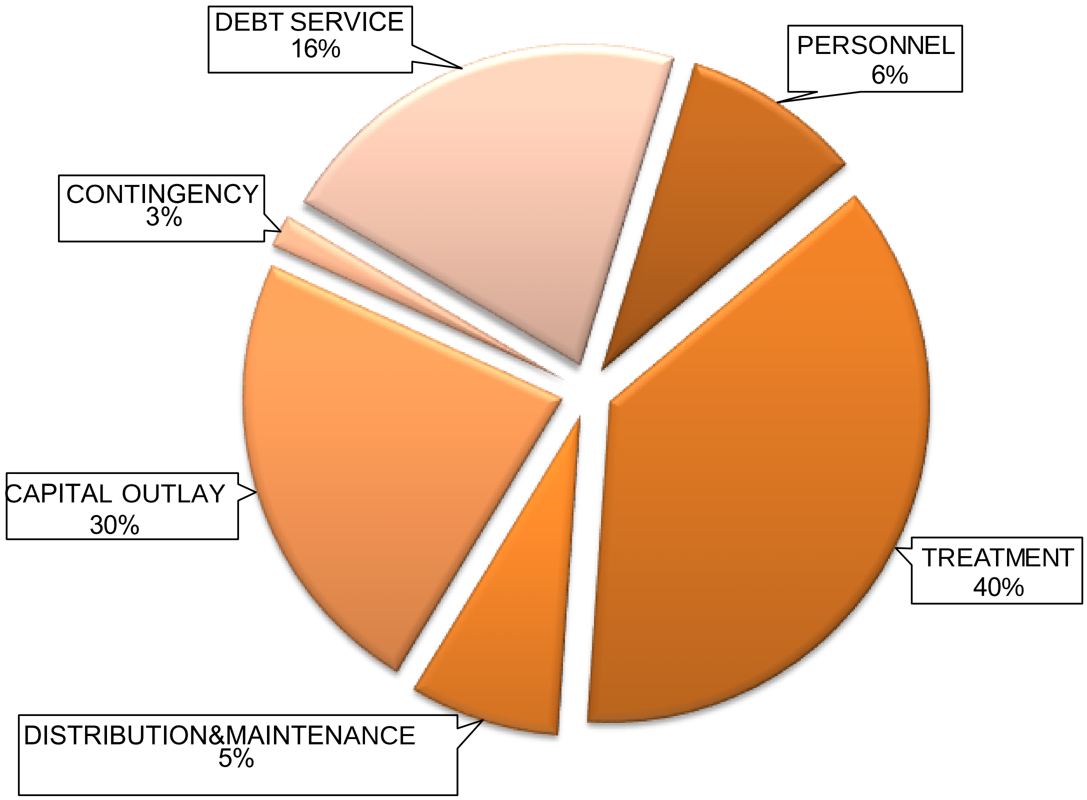


*Revenue Categories that are 0% of the fund grand total are not represented on the pie chart.

SEWER FUND REVENUES

SOURCE	AMOUNT	PERCENTAGE
CHARGES FOR SERVICES	$ 2,317,008.00	78%
FUND BALANCE	$ 500,213.00	16%
NON-REVENUE RECEIPTS*	$ 500.00	0%
REVENUE FROM MONEY OR PROP	$ 150,000.00	5%
GRAND TOTAL	$ 2,968,008.00	100%

SEWER FUND EXPENSES



*Expense Categories that are 0% of the fund grand total are not represented on the pie chart.

SEWER FUND EXPENSES

SOURCE		AMOUNT	PERCENTAGE
CAPITAL OUTLAY	$	885,500.77	30%
CAPITAL PROJECTS*	$	-	0%
CONTINGENCY	$	46,966.23	3%
DEBT SERVICE	$	470,000.00	16%
DISTRIBUTION & MAINTENANCE	$	168,000.00	5%
PERSONNEL	$	204,966.00	6%
TREATMENT	$	1,192,575.00	40%
GRAND TOTAL	$	2,968,008.00	100%

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TOWN OF BERRYVILLE

SCHEDULE OF WATER AND SEWER FEES AND CHARGES

Effective June 18, 2026

I. USER FEES

A. WATER

1. Within corporate limits or the limits of an approved annexation area: $11.62 per 1,000 gallons of usage. Minimum charge $8.72 per month for usage under 1,000 gallons during billing period.
2. Other: $14.53 per 1,000 gallons of usage. Minimum charge $10.90 per month for usage under 1,000 gallons during billing period.

B. SEWER

1. Within corporate limits or the limits of an approved annexation area: $18.31 per 1,000 gallons of usage. Minimum charge $13.73 per month for usage under 1,000 gallons during billing period.
2. Other: $22.89 per 1,000 gallons of usage. Minimum charge $17.17 per month for usage under 1,000 gallons during billing period.

II. ADMINISTRATIVE AND FACILITIES FEES AND DEPOSITS

A. ADMINISTRATIVE AND FACILITIES FEES

Monthly Administrative and Facilities Fees, charged with usage:

Water $24.35

Sewer $12.18

Late Fee: 10% of bill amount

Service Disconnection/Reconnection Fee: $50

Returned Check/ACH Fee: $50

B. DEPOSITS

Residential: individually metered single-family units, town homes, and duplexes: $315

Residential: multi-family with master meter: $260 per unit

Business/Commercial excluding restaurants and laundries: $315

Restaurant: $910*

Laundry: $4,635*

Institutional: $1,655*

Industrial: $5,675*

*Town Manager may increase or decrease on the basis of actual usage.

Note: Town Manager may establish reasonable deposit amounts for use types not anticipated by this schedule.

III. AVAILABILITY FEES

A. WATER

Meter Size (Inches)	Demand Ratio	Avail. Fee (Corp. Limits or Annex. Area)	Avail. Fee (Other)	Meter Cost
5/8	1	$17,750	$22,188	Meter Fee
3/4	1.5	$26,625	$33,282	Meter Fee
1	2.5	$44,375	$55,470	Meter Fee
1.5	4.375	$77,656	$97,073	Meter Fee
2	8	$142,000	$177,504	Meter Fee
3	16	$284,000	$355,008	Meter Fee
4	25	$443,750	$554,700	Meter Fee
6	50	$887,500	$1,109,400	Meter Fee

Greater than 6”, Demand Ratio (AWWA M22) multiplied by fee for Demand Ratio 1.

Notes:

(a) Multi-family residences are defined as any master-metered group of apartment, townhouse, condominium, or other residential units with each unit having separate kitchen facilities.

(b) In cases in which a master meter serves multi-family residences or a combination of multi-family and commercial units, the applicant will pay a fee based on the higher of A) an amount derived by multiplying .8 by the applicable water availability fee for demand ratio 1 times the total number of residential and commercial units to be served by a single meter, or B) an amount based on the meter size as specified above.

(c) Meter fee is calculated by adding the cost of the meter and a 30% (of meter cost) handling fee.

B. SEWER

Meter Size (Inches)	Demand Ratio	Avail. Fee (Corp. Limits or Annex. Area)	Avail. Fee (Other)
5/8	1	$19,059	$23,824
3/4	1.5	$28,589	$35,736
1	2.5	$47,648	$59,560
1.5	4.375	$83,383	$104,230
2	8	$152,472	$190,592
3	16	$304,944	$381,184
4	25	$476,475	$595,600
6	50	$952,950	$1,191,200

Greater than 6”, Demand Ratio (AWWA M22) multiplied by fee for Demand Ratio 1.

IV. LATERAL OR CONNECTION FEES

Connection to the Town's water distribution and/or sewer collection system may be completed only if the following conditions are met:

- Party applying to connect to the system agrees to assume all costs associated with connection to the systems, including excavation, taps, vaults, traffic control, restoration (including pavement), testing, inspections, etc.
- Contractor responsible for completing work has been vetted and approved by the Town.
- Plans for the work, including restoration, have been approved by the Town.
- Required surety has been approved and provided to the Town.
- Required insurance coverage is in place and documentation thereof provided to the Town.
- Required permits have been issued by the Town, Virginia Department of Transportation, or another applicable agency.

V. INSPECTIONS

A. Sanitary Sewer Camera Service and Storm Sewer Camera Inspection Service **

1. Mains and Laterals Over 4 Inches in Diameter

Mobilization Fee: $350

Camera Fee: $3.00 per linear foot

2. 4-Inch Laterals

Laterals Under 50 Feet in Length: $200

Laterals 50 Feet in Length or Greater: $200 plus $3.00 per linear foot

**** Service offered as workforce and equipment availability permits.**

B. Inspections

Town staff: $75 per hour (1 hour minimum for any inspection then billed at ½ hr. increments thereafter) ***

***** Service offered as workforce availability permits.**

Licensed professional engineer or approved third-party inspector: Cost

C. Hydrant Flow Tests

$75 per hour (1 hour minimum for any test then billed at ½ hr. increments thereafter) plus cost of water (includes water and sewer charges)

Notes:

Cleaning of lines will be required prior to camera use: Line cleaning is the responsibility of the applicant. If lines are not clean and camera crew must remobilize later to perform the inspection, a second mobilization fee will be charged.

Hydrant flow tests: Hydrant flow tests must be scheduled with the Director of Public Works no less than three work days in advance of test. Contractor will supply gauges and will be responsible for recording results. Town personnel will operate hydrant.

VI. SIGNIFICANT INDUSTRIAL USER FEES

Sewer system discharge permit: $500

VII. WATER METER TESTING

5/8” meter: $125

All other meters: $125 + cost

Note: Fee is refunded if meter is found to be over-registering.

VIII. HYDRANT METERS

Nonrefundable account establishment fee:	$50
Meter deposit:	Current cost to purchase meter + 30% (deposit refunded upon return of undamaged meter)

Note: Usage metered through hydrant meters will be billed for both water and sewer user fees.

IX. UNAUTHORIZED USE OF SERVICE

For unauthorized water withdrawals from fire hydrants or any other part of the Town water system, or when a customer willfully takes steps to reactivate service after service has been disconnected by the Town because of nonpayment of any charge owed to the Town, and the Town must take action to discontinue service again by removal of the meter or by any other necessary measures, a $250 charge for unauthorized use of services will be imposed. This charge will be in addition to any other charge for water and sewer services owed to the Town, and in addition to any legal remedies the Town may pursue for unauthorized use of service.

Approved by Town Council

FY 26-27

Personnel Expenditures	General Fund	Water Fund	Sewer Fund	TOTAL ALL FUNDS
Full Time Salaries	$ 1,838,774.85	$ 460,908.03	$ 347,871.44	$ 2,647,554.32
Overtime/Comptime	$ 67,800.00	$ 22,200.00	$ 13,200.00	$ 103,200.00
Certifications	$ 15,000.00	$ 600.00	$ 600.00	$ 16,200.00
Employee Appreciation	$ 6,300.00	$ 2,100.00	$ 2,100.00	$ 10,500.00
Part Time Salaries	$ -	$ -	$ -	$ -
Town Council	$ 18,900.00	$ -	$ -	$ 18,900.00
Social Security & Medicare (FICA)	$ 147,482.43	$ 37,164.31	$ 27,828.52	$ 212,475.26
Retirement (VRS)	$ 163,886.40	$ 39,601.86	$ 38,762.97	$ 242,251.23
Life Insurance (VRS)	$ 19,533.88	$ 4,587.76	$ 3,942.44	$ 28,064.08
Short Term Disability	$ 711.00	$ 216.00	$ 213.00	$ 1,140.00
Long Term Disability	$ 10,403.37	$ 2,120.76	$ 2,179.25	$ 14,703.38
Line of Duty Act Coverage	$ 9,499.00			$ 9,499.00
Employee Medical	$ 359,419.20	$ 75,667.20	$ 78,369.60	$ 513,456.00
Unemployment (VEC)	$ 197.60	$ 56.00	$ 50.40	$ 304.00
Worker's Compensation	$ 25,000.00	$ 10,000.00	$ 6,000.00	$ 41,000.00
	$ 2,682,907.73	$ 655,221.92	$ 521,117.62	$ 3,859,247.27

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Capital Improvement Plan Fiscal Years 2027 to 2031

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5 YEAR CAPITAL IMPROVEMENTS PROGRAM

2027-2031

Expenditures	2027			2028			2029			2030			2031		
	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer
Capital Reserves(ADMIN)	564	0.00	0.00												
JHEVFD Reserve	10,000			10,000			10,000			10,000			10,000		
Computer Replacement/Upgrades(ADMIN)	9,000	3,500	3,500	25,000	4,000	4,000	4,500	4,500	4,500	5,000	5,000	5,000	6,500	6,500	6,500
Mobile Data Terminals (PD)							30,000								
Pistols (PD)															
Patrol Vehicle (PD)	70,000			72,000			74,000			76,000			79,000		
Large Dump Truck (PW)															
1 Ton Dump Truck (PW)				VDOT	21,500	21,500							VDOT	23,000	23,000
3/4 Ton Truck (PW)							VDOT	16,500	16,500				VDOT	18,000	18,000
Snow Plow (PW)				VDOT			VDOT						VDOT		
Salt Spreader (PW)				VDOT									VDOT		
Hydraulic Thumb (PW)													VDOT		
Mower (PW or PU)				5,000						6,100	6,100	6,100			
Town Property Improvements (PW)	730,000														
Radar Feedback Signs, Crosswalk Signals (PD)	48,000														
Town Street Repairs (PW)													40,000		
Wayfinding(CD)															
TAPP Reserve(CD)	50,000			50,000			50,000			50,000					
BCCGC Improvements (PW)	45,000														
Backhoe (PW)													VDOT	42,500	42,500
Battletown Drive (portion) Sidewalk (PW)										100,000					
Water Treatment Plant Upgrade (PU)		7,150,000			7,150,000			1,000,000							
Water Distribution System Upgrades (PW)		1,100,000			800,000										
1/2 Ton Pick Up Truck (PU)		22,000	22,000		22,000	22,000								25,000	25,000
WTP Lab Equipment(PU)								50,000							
WTP Membrane Replacement(PU)								35,000			35,000			35,000	
Water Distribution Reserve								150,000			175,000			200,000	
SCADA		50,000	50,000												
WastewaterTreatmentPlant Membrane Replacement(PU)															
Sewer Collection System Improvements (PW)			130,000			135,000			140,000			150,000			150,000
Wastewater Treatment Plant Membrane Gantry(PU)															
Wastewater Treatment Plant Permeate Pump R/R(PU)															
Wastewater Treatment Plant Screening Rehab(PU)			620,000												
WWTP Sanitary/Storm Sewer Camera Upgrade (PW)															
WWTP Bar Screen(PU)															
WWTP Sluice Gates Repair/Modify (PU)			60,000												
BCCGC Improvements															
Borrowed Funds and Reserve Funds															
Borrrowed Funds															
Reserved for future use															
Funds to be used have been resr'd in full or part															
Amt reflects Town portion of project (TAP Funds)															
Total	**962,564**	**8,325,500**	**885,500**	**162,000**	**7,997,500**	**182,500**	**168,500**	**1,256,000**	**161,000**	**247,100**	**221,100**	**161,100**	**135,500**	**350,000**	**265,000**

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Capital Improvement Narrative
Fiscal Year 2027

General Fund FY27

Capital Reserves $564

Administration

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

John H. Enders Vol. Fire Department Reserve $10,000

Administration

This item provides for the funding of a reserve that will be used by the John H. Enders Vol. Fire Department for the purchase of a pumper that will replace a 2000 model year pumper that is currently in the department's fleet. The estimated cost of the new pumper is $1,000,000.

Computer Replacement $9,000

Administration

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

Patrol Vehicle $70,000

Police

This item provides for the purchase of a Police Department patrol vehicle and related equipment.

The Police Department maintains a fleet of seven patrol vehicles. Six of the vehicles are all-wheel-drive sport-utility vehicles (SUV) and one is an unmarked sedan.

The requested vehicle, a SUV, would replace a marked SUV. Additional items purchased include radar unit and rear compartment partition.

Town Property Improvements $730,000

Public Works

This item provides required to complete the following projects:

- Repair, paint exterior of Smith Cottage and HVAC improvements, repair and paint exterior of 23 East Main Street ($500,000)
- Construction of new bridge across Town Run in Rose Hill Park ($100,000)
- Plans for stabilization of the livery stable and construction of a public bathroom at 23 East Main Street ($30,000)
- Contingency ($100,000)

Funding source for these items is as follows:

- *FY27 General Fund Revenues* *$121,250*
- *Monies from the GF Property Improvements and Maintenance Reserve* *$608,750*

Radar Feedback Signs and Crosswalk Signals $48,000

Police Department

This item provides for the purchase and installation of new radar feedback signs to replace the signs on Main and Buckmarsh Streets. The four signs currently deployed have been in service since 2018 and need to be replaced.

This item also provides funds to be used to update the Town's four crosswalk signals. Staff is working with VDOT and the signal manufacturer to determine the full scope of the project.

TAP Reserve $50,000

Community Development

This item provides savings that would be added to a reserve for the Town's share of funding for TAP projects. The Town considers this funding stream to be an effective way to make qualifying transportation-related improvements because the Town is only required to provide 20% of project funding.

The Town currently has three active TAP projects in development. A sidewalk project on Mosby Boulevard is expected to be completed in the second half of FY26. A sidewalk project on East Fairfax Street is also expected to be completed in the second half of FY26. A curb and gutter /sidewalk project on West Fairfax Street is expected to be completed in FY28.

The Council is considering pursuing another TAP project to extend sidewalk along the east side of North Buckmarsh Street from West Fairfax to Mosby Boulevard.

It is expected that, at a minimum, the Town's TAP Reserve will be funded as follows in order to meet reserve goals:

FY27	$50,000
FY28	$50,000
FY29	$50,000
FY30	$50,000

Berryville-Clarke County Government Center Improvements 45,000

Public Works

This item provides funding for work to be completed at the Berryville-Clarke County Government Center. The projects in question are on the building exterior; therefore, the cost apportionment between the Town and County will be 50%/50%.

The project in question will include paving of the rear parking lot and concrete work to improve accessibility.

Water Fund FY27

Capital Reserves $0

Administration

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

Computer Replacement $3,500

Administration

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

Water Treatment Plant Upgrade $7,150,000

Public Utilities

This item would provide funds for the upgrade the Town's Water Treatment Plant and raw water intake system.

It is anticipated that loan funds will be drawn and expended in accordance with the following schedule:

FY 2027	7,150,000 (expected to be 100% loan proceeds)
FY 2028	7,150,000 (loan proceeds and reserves)
FY 2029	1,000,000 (loan proceeds and reserves)

The Town's Water Treatment Plant and raw water intake facility are slated to be upgraded. This work is required because the plant and related raw water facilities, which were constructed in 1984, are approaching the end of their useful life.

The Town of Berryville Utility Rate Study, which was completed in 2019, identified expenses related to the replacement/improvement/repair of this facility and the pumping station at the Shenandoah River.

In August 2022 the Town issued an offering to secure professional engineering services required for the design and construction of the water treatment plant upgrade. In December 2022, the Town contracted with Pennoni to provide those required engineering services.

On September 12, 2023 the Town Council approved a preliminary engineering report in which it was recommended that the Town upgrade the water treatment plant with membrane filtration units. That report was reviewed by the Virginia Department of Health. A revised report, addressing Department of Health comments, will be resubmitted on March 1, 2025.

The new report eliminated the planned pre-sedimentation basins and provided for the construction of vertical clarifiers. These clarifiers would treat the water through flocculation prior to filtration by the membrane system.

The Virginia Department of Health approved the preliminary engineering report in February 2026. This approval enables the agency to review the construction plans and contract documents. Upon Virginia Department of Health approval of plans, specifications, and contract documents, the project may be bid.

Project Schedule

Task	Expected Completion
Advertise for Bids	October 2026
Bid Opening	December 2026
Award/Notice of Proceed	January 2027
Substantial Completion	May 2028
Final Completion	June 2028

Funding

The Virginia Department of Health has issued two BIL (FY2024 Bipartisan Infrastructure Law) Initial Offers. The first loan offer, which was dated October 26, 2023 provided a funding package of $6,385,000. The second loan offer, which was dated December 12, 2024 provided a funding package of $6,000,000. Accordingly, the loan offer from the Department of Health totals $12,385,000.

The terms of the loan (both offerings will close at the same time) are as follows:

Principal:	$12,385,000
Term:	20 years
Rate:	1.0% below market rate
Draws:	Loan funds may be draw monthly during the project. Interest will begin accruing when funds are drawn. Accordingly, no construction loan(s) should be required to complete the project.

Project Estimated Cost:

Construction Cost -	$12,000,000
Non-Construction Costs -	$ 3,300,000

Total -	$15,300,000

Funding Source Detail:

Project Cost	$15,300,000
VDH Loan	$12,385,000
Expected Draw on Reserves for Upgrade	$ 2,915,000

Water Distribution System Upgrades $1,100,000

Public Works

This item provides funds to be utilized to complete water distribution system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the water fund's water distribution system reserve.

Projects Under Consideration

Design for replacement of Battletown Drive water main

Design for replacement of Church Street water main (from Liberty Street to Crow)

Replacement of Battletown Drive or Church Street water mains

Funding source for these items is as follows:

- *FY27 Water Fund Revenues* *$758,058*
- *Monies from the WF Water Distribution System Reserve* *$341,942*

Half-ton Truck $22,000

Public Utilities

This item provides for the purchase of a ½ ton pickup truck for the Public Utilities Department.

At present the department maintains two ½ ton trucks (down from three when the Town operated the WWTP/ Note: one additional vehicle is presently being used by administrative staff). The newly purchased would replace the oldest vehicle in the fleet.

Funding

Water Fund	$22,000
Sewer Fund	$22,000

Supervisory Control and Data Acquisition (SCADA) Upgrade $50,000

Public Utilities

This item provides funds for the upgrade of the water system SCADA system.

The Town utilizes a SCADA system to monitor the water and wastewater utilities. The existing system is a radio/sight-line based system. Elements of the system are outdated and no longer supported by the vendor. It is important to note that many elements of the existing system are proprietary.

The project in question would upgrade the SCADA system to one that utilizes cellular communications. This new system will be supported by the Town's vendor and will be more reliable than the current system.

The annual cost of cellular service is likely to fall between $5,000 and $6,000. The benefits of the new system should include:

- Reduced SCADA system maintenance costs
- Improved system reliability
- Reduced after-hour call outs

Sewer Fund FY27

Capital Reserves $0

Administration

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

Computer Replacement $3,500

Administration

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

Half-ton Truck $22,000

Public Utilities

This item provides for the purchase of a ½ ton pickup truck for the Public Utilities Department.

At present the department maintains two ½ ton trucks (down from three when the Town operated the WWTP/ Note: one additional vehicle is presently being used by administrative staff). The newly purchased would replace the oldest vehicle in the fleet.

Funding

Water Fund	$22,000
Sewer Fund	$22,000

Supervisory Control and Data Acquisition (SCADA) Upgrade $50,000

Public Utilities

This item provides funds for the upgrade of the sewer system SCADA system.

The Town utilizes a SCADA system to monitor the water and wastewater utilities. The existing system is a radio/sight-line based system. Elements of the system are outdated and no longer supported by the vendor. It is important to note that many elements of the existing system are proprietary.

The project in question would upgrade the SCADA system to one that utilizes cellular communications. This new system will be supported by the Town's vendor and will be more reliable than the current system.

The annual cost of cellular service is likely to fall between $5,000 and $6,000. The benefits of the new system should include:

- Reduced SCADA system maintenance costs
- Improved system reliability
- Reduced after-hour call outs

Collection System Upgrades $130,000

Public Works

This item provides funds to be utilized to complete sewer collection system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the sewer fund's sewer collection system reserve.

In early 2023, a contractor working for the Town completed an I&I study in the Town's sewer collection system. The results of the study were presented to the Streets and Utilities Committee in March 2023. The results of the study will provide areas for more detailed examination and ultimately a framework for rehabilitation projects in the sewer collection system.

Wastewater Treatment Plant Screening Rehabilitation $620,000

Public Utilities

This item provides funds that will be utilized to improve screening facilities at the wastewater treatment plant.

At present, there are three screening facilities in the Headworks Building. The internal bar screen and the two drum screens serve to protect the downstream treatment system from inorganic debris. Plans are in place to install an external bar screen upstream of the raw sewage pumps. The cost of the external screen project is estimated at $500,000.

These funds would be used to complete the exterior bar screen project and perform needed work on the existing screens.

Funding source for these items is as follows:

- *FY26 Funds Allocated for Screen work* *$370,000*
- *FY27 Sewer Fund Revenues* *$119,787*
- *Monies from the SF Treatment Plant Reserve* *$130,213*

Wastewater Treatment Plant Sluice Gates (Evaluation/Repair or Replace) $60,000

Public Utilities

This item provides for the evaluation and repair/replacement of wastewater treatment plant sluice gates.

The wastewater treatment plant has four sluice gates on the influent side of the membrane chambers and four sluice gates on the effluent side of the chambers. These gates control the flow of wastewater into and out of the chambers respectively.

The sluice gates are not functioning properly. Accordingly, flow to the chambers is not balanced and maintenance cleans are not as effective as they are intended to be.

The gates and their controls must be evaluated and repaired/replaced as needed.

Capital Improvement Narrative
Fiscal Year 2028

General Fund FY28

Capital Reserves $

Administration

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

John H. Enders Vol. Fire Department Reserve $10,000

Administration

This item provides for the funding of a reserve that will be used by the John H. Enders Vol. Fire Department for the purchase of a pumper that will replace a 2000 model year pumper that is currently in the department's fleet. The estimated cost of the new pumper is $1,000,000.

Computer Replacement $25,000

Administration

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

Patrol Vehicle $72,000

Police

This item provides for the purchase of a Police Department patrol vehicle and related equipment.

The Police Department maintains a fleet of seven patrol vehicles. Six of the vehicles are all-wheel-drive sport-utility vehicles (SUV) and one is an unmarked sedan.

The requested vehicle, a SUV, would replace a marked SUV. Additional items purchased include radar unit and rear compartment partition.

Mower $5,000

Public Works

This item provides for the purchase of a mower that will be used to maintain Town-owned property and maintain properties in accordance with requirements of the Berryville Code.

TAP Reserve $50,000

Community Development

This item provides savings that would be added to a reserve for the Town's share of funding for TAP projects. The Town considers this funding stream to be an effective way to make qualifying transportation-related improvements because the Town is only required to provide 20% of project funding.

The Town currently has three active TAP projects in development. A sidewalk project on Mosby Boulevard is expected to be completed in the second half of FY26. A sidewalk project on East Fairfax Street is also expected to be completed in the second half of FY26. A curb and gutter /sidewalk project on West Fairfax Street is expected to be completed in FY28.

The Council is considering pursuing another TAP project to extend sidewalk along the east side of North Buckmarsh Street from West Fairfax to Mosby Boulevard.

It is expected that, at a minimum, the Town's TAP Reserve will be funded as follows in order to meet reserve goals:

FY28	$50,000
FY29	$50,000
FY30	$50,000

Water Fund FY28

Capital Reserves $

Administration

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

Computer Replacement $4,000

Administration

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

One-ton dump truck $21,500

Public Works

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

The Public Works Department maintains four small dump trucks. The truck purchased with these funds will replace one of those trucks. The truck that is taken out of service will be sold at auction.

This purchase will be funded as follows:

General Fund	$43,000 (VDOT reimbursement funds)
Water Fund	$21,500
Sewer Fund	$21,500

Water Treatment Plant Upgrade $7,150,000

Public Utilities

This item would provide funds for the upgrade the Town's Water Treatment Plant and raw water intake system.

It is anticipated that loan funds will be drawn and expended in accordance with the following schedule:

FY 2027	7,150,000 (expected to be 100% loan proceeds)
FY 2028	7,150,000 (loan proceeds and reserves)
FY 2029	1,000,000 (loan proceeds and reserves)

The Town's Water Treatment Plant and raw water intake facility are slated to be upgraded. This work is required because the plant and related raw water facilities, which were constructed in 1984, are approaching the end of their useful life.

The Town of Berryville Utility Rate Study, which was completed in 2019, identified expenses related to the replacement/improvement/repair of this facility and the pumping station at the Shenandoah River.

In August 2022 the Town issued an offering to secure professional engineering services required for the design and construction of the water treatment plant upgrade. In December 2022, the Town contracted with Pennoni to provide those required engineering services.

On September 12, 2023 the Town Council approved a preliminary engineering report in which it was recommended that the Town upgrade the water treatment plant with membrane filtration units. That report was reviewed by the Virginia Department of Health. A revised report, addressing Department of Health comments, will be resubmitted on March 1, 2025. The new report eliminated the planned pre-sedimentation basins and provided for the construction of vertical clarifiers. These clarifiers would treat the water through flocculation prior to filtration by the membrane system.

The Virginia Department of Health approved the preliminary engineering report in February 2026. This approval enables the agency to review the construction plans and contract documents. Upon Virginia Department of Health approval of plans, specifications, and contract documents, the project may be bid.

Project Schedule

Task	Expected Completion
Advertise for Bids	October 2026
Bid Opening	December 2026
Award/Notice of Proceed	January 2027
Substantial Completion	May 2028
Final Completion	June 2028

Funding

The Virginia Department of Health has issued two BIL (FY2024 Bipartisan Infrastructure Law) Initial Offers. The first loan offer, which was dated October 26, 2023 provided a funding package of $6,385,000. The second loan offer, which was dated December 12, 2024 provided a funding package of $6,000,000. Accordingly, the loan offer from the Department of Health totals $12,385,000.

The terms of the loan (both offerings will close at the same time) are as follows:

Principal: $12,385,000

Term: 20 years

Rate: 1.0% below market rate

Draws: Loan funds may be draw monthly during the project. Interest will begin accruing when funds are drawn. Accordingly, no construction loan(s) should be required to complete the project.

<u>Project Estimated Cost:</u>

Construction Cost -	$12,000,000
Non-Construction Costs -	$ 3,300,000
Total -	$15,300,000

<u>Funding Source Detail:</u>

Project Cost	$15,300,000
VDH Loan	$12,385,000
Expected Draw on Reserves for Upgrade	$ 2,915,000

<u>Water Distribution System Upgrades $800,000</u>

Public Works

This item provides funds to be utilized to complete water distribution system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the water fund's water distribution system reserve.

Projects Under Consideration in this and the previous fiscal year include:

Design for replacement of Battletown Drive water main

Design for replacement of Church Street water main (from Liberty Street to Crow)

Replacement of Battletown Drive or Church Street water mains

It is expected that one of these projects will be completed in FY27 and one in FY28.

Funding source for these items is yet to be determined.

Half-ton truck $22,000

Public Utilities

This item provides for the purchase of a half-ton pickup truck.

The Public Utilities Department is expected to maintain three half-ton pickup trucks for use at by water and sewer treatment plant operators.

This purchase will be funded as follows:

Water Fund	$22,000
Sewer Fund	$22,000

Sewer Fund FY28

<u>Capital Reserves $</u>

Administration

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

<u>Computer Replacement $4,000</u>

Administration

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

<u>One-ton dump truck $21,500</u>

Public Works

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

The Public Works Department maintains three small dump trucks. The truck purchased with these funds will replace one of those trucks. The truck that is taken out of service will be sold at auction.

This purchase will be funded as follows:

General Fund	$43,000 (VDOT reimbursement funds)
Water Fund	$21,500
Sewer Fund	$21,500

<u>Half-ton truck $22,000</u>

Public Utilities

This item provides for the purchase of a half-ton pickup truck.

The Public Utilities Department is expected to maintain three half-ton pickup trucks for use at by water and sewer treatment plant operators.

This purchase will be funded as follows:

Water Fund	$22,000
Sewer Fund	$22,000

Collection System Upgrades $135,000

Public Works

These funds are utilized to complete sewer collection system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the sewer fund's sewer collection system reserve.

In early 2023, a contractor working for the Town completed an I&I study in the Town's sewer collection system. The results of the study were presented to the Streets and Utilities Committee in March 2023. The results of the study will provide areas for more detailed examination and ultimately a framework for rehabilitation projects in the sewer collection system.

Capital Improvement Narrative
Fiscal Year 2029

General Fund FY29

<u>Capital Reserves $</u>

Administration

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

<u>John H. Enders Vol. Fire Department Reserve $10,000</u>

Administration

This item provides for the funding of a reserve that will be used by the John H. Enders Vol. Fire Department for the purchase of a pumper that will replace a 2000 model year pumper that is currently in the department's fleet. The estimated cost of the new pumper is $1,000,000.

<u>Computer Replacement $4,500</u>

Administration

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

<u>Mobile Data Terminals $30,000</u>

Police

This item provides for the purchase of new mobile data terminals.

The Police Department maintains eight mobile terminals for its fleet. These terminals are used for communications, summons creation and management, and reporting.

<u>Patrol Vehicle $74,000</u>

Police

This item provides for the purchase of a Police Department patrol vehicle and related equipment.

The Police Department maintains a fleet of seven patrol vehicles. Six of the vehicles are all-wheel-drive sport-utility vehicles (SUV) and one is an unmarked sedan.

The requested vehicle, a SUV, would replace a marked SUV. Additional items purchased include radar unit and rear compartment partition.

<u>TAP Reserve $50,000</u>

Community Development

This item provides savings that would be added to a reserve for the Town's share of funding for TAP projects. The Town considers this funding stream to be an effective way to make qualifying transportation-related improvements because the Town is only required to provide 20% of project funding.

A curb and gutter /sidewalk project on West Fairfax Street is expected to be completed in FY28.

The Council is considering pursuing another TAP project to extend sidewalk along the east side of North Buckmarsh Street from West Fairfax to Mosby Boulevard.

It is expected that, at a minimum, the Town's TAP Reserve will be funded as follows in order to meet reserve goals:

FY29 $50,000

FY30 $50,000

Reserve goals must be reevaluated after the final cost of projects in process are known and an estimate has been developed for projects the Council determines it wants to complete in the future.

Water Fund FY29

Capital Reserves $

Administration

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

Computer Replacement $4,500

Administration

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

Three-quarter ton truck $16,500

Public Works

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

The Public Works Department maintains three three-quarter-ton pickup trucks. The truck purchased with these funds will replace the one of those trucks. The truck that is taken out of service will be sold at auction.

This purchase will be funded as follows:

General Fund	$16,500 (VDOT reimbursement funds)
Water Fund	$16,500
Sewer Fund	$16,500

Water Treatment Plant Upgrade $1,000,000

Public Utilities

This item would provide funds for the upgrade the Town's Water Treatment Plant and raw water intake system.

It is anticipated that loan funds will be drawn and expended in accordance with the following schedule:

FY 2027	7,150,000 (expected to be 100% loan proceeds)
FY 2028	7,150,000 (loan proceeds and reserves)
FY 2029	1,000,000 (loan proceeds and reserves)

The Town's Water Treatment Plant and raw water intake facility are slated to be upgraded. This work is required because the plant and related raw water facilities, which were constructed in 1984, are approaching the end of their useful life.

The Town of Berryville Utility Rate Study, which was completed in 2019, identified expenses related to the replacement/improvement/repair of this facility and the pumping station at the Shenandoah River.

In August 2022 the Town issued an offering to secure professional engineering services required for the design and construction of the water treatment plant upgrade. In December 2022, the Town contracted with Pennoni to provide those required engineering services.

On September 12, 2023 the Town Council approved a preliminary engineering report in which it was recommended that the Town upgrade the water treatment plant with membrane filtration units. That report was reviewed by the Virginia Department of Health. A revised report, addressing Department of Health comments, will be resubmitted on March 1, 2025. The new report eliminated the planned pre-sedimentation basins and provided for the construction of vertical clarifiers. These clarifiers would treat the water through flocculation prior to filtration by the membrane system.

The Virginia Department of Health approved the preliminary engineering report in February 2026. This approval enables the agency to review the construction plans and contract documents. Upon Virginia Department of Health approval of plans, specifications, and contract documents, the project may be bid.

Project Schedule

Task	Expected Completion
Advertise for Bids	October 2026
Bid Opening	December 2026
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Substantial Completion	May 2028
Final Completion	June 2028

Funding

The Virginia Department of Health has issued two BIL (FY2024 Bipartisan Infrastructure Law) Initial Offers. The first loan offer, which was dated October 26, 2023 provided a funding package of $6,385,000. The second loan offer, which was dated December 12, 2024 provided a funding package of $6,000,000. Accordingly, the loan offer from the Department of Health totals $12,385,000.

The terms of the loan (both offerings will close at the same time) are as follows:

Principal:	$12,385,000
Term:	20 years
Rate:	1.0% below market rate
Draws:	Loan funds may be draw monthly during the project. Interest will begin accruing when funds are drawn. Accordingly, no construction loan(s) should be required to complete the project.

Project Estimated Cost:

Construction Cost -	$12,000,000
Non-Construction Costs -	$ 3,300,000
Total -	$15,300,000

Funding Source Detail:

Project Cost	$15,300,000
VDH Loan	$12,385,000
Expected Draw on Reserves for Upgrade	$ 2,915,000

Water Treatment Plant Lab Equipment $50,000

Public Utilities

This item will provide funding for lab equipment, which is not included in the Water Treatment Plant Upgrade project, needed to complete necessary water testing and monitoring.

Water Treatment Plant Membrane Replacement Reserve $35,000

Public Utilities

These funds will be reserved in the Water Fund's Membrane Replacement Reserve (reserve will be established in FY29).

Funds from reserve in question may be utilized to address the cost of membrane maintenance and replacement. It is expected that the reserve goal for this fund will be $600,000; however, better cost estimates will be available after the water treatment plant is upgraded.

The reserve will be funded in the following manner:

FY29	$35,000	FY37	$40,000
FY30	$35,000	FY39	$40,000
FY31	$35,000	FY40	$40,000
FY32	$35,000	FY41	$40,000
FY33	$35,000	FY42	$40,000
FY34	$35,000	FY43	$40,000
FY35	$35,000	FY44	$40,000
FY36	$35,000		

Water Distribution System Upgrades $150,000

Public Works

These funds are utilized to complete water distribution system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the water fund's water distribution system reserve.

Sewer Fund FY29

Capital Reserves $

Administration

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

Computer Replacement $4,500

Administration

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

Three-quarter ton truck $16,500

Public Works

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

The Public Works Department maintains three three-quarter-ton pickup trucks. The truck purchased with these funds will replace the one of those trucks. The truck that is taken out of service will be sold at auction.

This purchase will be funded as follows:

General Fund $16,500 (VDOT reimbursement funds)

Water Fund $16,500

Sewer Fund $16,500

Collection System Upgrades $140,000

Public Works

These funds are utilized to complete sewer collection system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the sewer fund's sewer collection system reserve.

In early 2023, a contractor working for the Town completed an I&I study in the Town's sewer collection system. The results of the study were presented to the Streets and Utilities Committee in March 2023. The results of the study will provide areas for more detailed examination and ultimately a framework for rehabilitation projects in the sewer collection system.

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Capital Improvement Narrative
Fiscal Year 2030

General Fund FY30

Capital Reserves $

Administration

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

John H. Enders Vol. Fire Department Reserve $10,000

Administration

This item provides for the funding of a reserve that will be used by the John H. Enders Vol. Fire Department for the purchase of a pumper that will replace a 2000 model year pumper that is currently in the department's fleet. The estimated cost of the new pumper is $1,000,000.

Computer Replacement $5,000

Administration

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

Patrol Vehicle $76,000

Police

This item provides for the purchase of a Police Department patrol vehicle and related equipment.

The Police Department maintains a fleet of seven patrol vehicles. Six of the vehicles are all-wheel-drive sport-utility vehicles (SUV) and one is an unmarked sedan.

The requested vehicle, a SUV, would replace a marked SUV. Additional items purchased include radar unit and rear compartment partition.

Mower $6,100

Public Works

This item provides for the purchase of a mower that will be used to maintain street rights of way, Town-owned property, and maintain properties in accordance with requirements of the Berryville Code.

This purchase will be funded as follows:

General Fund	$6,100
Water Fund	$6,100
Sewer Fund	$6,100

TAP Reserve $50,000

Community Development

This item provides savings that would be added to a reserve for the Town's share of funding for TAP projects. The Town considers this funding stream to be an effective way to make qualifying transportation-related improvements because the Town is only required to provide 20% of project funding.

A curb and gutter /sidewalk project on West Fairfax Street is expected to be completed in FY28.

The Council is considering pursuing another TAP project to extend sidewalk along the east side of North Buckmarsh Street from West Fairfax to Mosby Boulevard.

It is expected that, at a minimum, the Town's TAP Reserve will be funded as follows in order to meet reserve goals:

FY30 $50,000

Reserve goals must be reevaluated after the final cost of projects in process are known and an estimate has been developed for projects the Council determines it wants to complete in the future.

Battletown Drive Sidewalk $100,000

Public Works

This item provides funds for the completion of approximately 650 feet of sidewalk on the southern end of Battletown Drive. This project would provide for the installation of a sidewalk that would connect to the sidewalk constructed along East Main Street as a part of a Smart Scale project.

It is expected that this sidewalk will be installed in FY30 after the East Main Street Smart Scale project has been completed. The East Main Street project is expected to be completed by the end of calendar 2029. This project would be funded by utilizing general fund revenues.

Water Fund FY30

Capital Reserves $

Administration

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

Computer Replacement $5,000

Administration

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

Mower $6,100

Public Works

This item provides for the purchase of a mower that will be used to maintain street rights of way, Town-owned property, and maintain properties in accordance with requirements of the Berryville Code.

This purchase will be funded as follows:

General Fund	$6,100
Water Fund	$6,100
Sewer Fund	$6,100

Water Distribution System Upgrades $175,000

Public Works

These funds are utilized to complete water distribution system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the water fund's water distribution system reserve.

Water Treatment Plant Membrane Replacement Reserve $35,000

Public Utilities

These funds will be reserved in the Water Fund's Membrane Replacement Reserve (reserve will be established in FY29).

Funds from reserve in question may be utilized to address the cost of membrane maintenance and replacement. It is expected that the reserve goal for this fund will be $600,000; however, better cost estimates will be available after the water treatment plant is upgraded.

The reserve will be funded in the following manner:

FY29	$35,000	FY37	$40,000
FY30	$35,000	FY39	$40,000
FY31	$35,000	FY40	$40,000
FY32	$35,000	FY41	$40,000
FY33	$35,000	FY42	$40,000
FY34	$35,000	FY43	$40,000
FY35	$35,000	FY44	$40,000
FY36	$35,000		

Sewer Fund FY30

Capital Reserves $

Administration

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

Computer Replacement $5,000

Administration

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

Mower $6,100

Public Works

This item provides for the purchase of a mower that will be used to maintain street rights of way, Town-owned property, and maintain properties in accordance with requirements of the Berryville Code.

This purchase will be funded as follows:

General Fund	$6,100
Water Fund	$6,100
Sewer Fund	$6,100

Collection System Upgrades $150,000

Public Works

These funds are utilized to complete sewer collection system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the sewer fund's sewer collection system reserve.

In early 2023, a contractor working for the Town completed an I&I study in the Town's sewer collection system. The results of the study were presented to the Streets and Utilities Committee in March 2023. The results of the study will provide areas for more detailed examination and ultimately a framework for rehabilitation projects in the sewer collection system.

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Capital Improvement Narrative
Fiscal Year 2031

General Fund FY31

Capital Reserves $

Administration

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

John H. Enders Vol. Fire Department Reserve $10,000

Administration

This item provides for the funding of a reserve that will be used by the John H. Enders Vol. Fire Department for the purchase of a pumper that will replace a 2000 model year pumper that is currently in the department's fleet. The estimated cost of the new pumper is $1,000,000.

Computer Replacement $6,500

Administration

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

Patrol Vehicle $79,000

Police

This item provides for the purchase of a Police Department patrol vehicle and related equipment.

The Police Department maintains a fleet of seven patrol vehicles. Six of the vehicles are all-wheel-drive sport-utility vehicles (SUV) and one is an unmarked sedan.

The requested vehicle, a SUV, would replace a marked SUV. Additional items purchased include radar unit and rear compartment partition.

Town Street Repairs $40,000

Public Works

This item provides funds needed to complete repaving and or repairs to Town-maintained streets (secondary streets not within the VDOT Secondary Street System).

Funding source for this item is as follows:

Town Street Reserve *$40,000*

Water Fund FY31

<u>Capital Reserves $</u>

Administration

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

<u>Computer Replacement $6,500</u>

Administration

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

<u>One-ton dump truck $23,000</u>

Public Works

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

The Public Works Department maintains four small dump trucks. The truck purchased with these funds will replace one of those trucks. The truck that is taken out of service will be sold at auction.

This purchase will be funded as follows:

General Fund $46,000 (VDOT reimbursement funds)

Water Fund $23,000

Sewer Fund $23,000

<u>Three-quarter ton truck $18,000</u>

Public Works

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

The Public Works Department maintains three three-quarter-ton pickup trucks. The truck purchased with these funds will replace the one of those trucks. The truck that is taken out of service will be sold at auction.

This purchase will be funded as follows:

General Fund $18,000 (VDOT reimbursement funds)

Water Fund $18,000

Sewer Fund $18,000

Backhoe $42,500

Public Works

These funds will be used to purchase a backhoe for the Public Works Department.

The Public Works Department maintains three large backhoes. This new equipment will replace the oldest backhoe in the department's fleet.

This purchase will be funded as follows:

General Fund $85,000 (VDOT reimbursement funds)

Water Fund $42,500

Sewer Fund $42,500

Half-ton truck $25,000

Public Utilities

This item provides for the purchase of a half-ton pickup truck.

The Public Utilities Department is expected to maintain three half-ton pickup trucks for use at by water and sewer treatment plant operators.

This purchase will be funded as follows:

Water Fund $25,000

Sewer Fund $25,000

Water Treatment Plant Membrane Replacement Reserve $35,000

Public Utilities

These funds will be reserved in the Water Fund's Membrane Replacement Reserve (reserve will be established in FY29).

Funds from reserve in question may be utilized to address the cost of membrane maintenance and replacement. It is expected that the reserve goal for this fund will be $600,000; however, better cost estimates will be available after the water treatment plant is upgraded.

The reserve will be funded in the following manner:

FY29	$35,000	FY37	$40,000
FY30	$35,000	FY39	$40,000
FY31	$35,000	FY40	$40,000
FY32	$35,000	FY41	$40,000
FY33	$35,000	FY42	$40,000
FY34	$35,000	FY43	$40,000
FY35	$35,000	FY44	$40,000
FY36	$35,000		

<u>Water Distribution System Upgrades $200,000</u>

Public Works

These funds are utilized to complete water distribution system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the water fund's water distribution system reserve.

Sewer Fund FY31

Capital Reserves $

Administration

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

Computer Replacement $6,500

Administration

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

One-ton dump truck $23,000

Public Works

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

The Public Works Department maintains four small dump trucks. The truck purchased with these funds will replace one of those trucks. The truck that is taken out of service will be sold at auction.

This purchase will be funded as follows:

General Fund	$46,000 (VDOT reimbursement funds)
Water Fund	$23,000
Sewer Fund	$23,000

Three-quarter ton truck $18,000

Public Works

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

The Public Works Department maintains three three-quarter-ton pickup trucks. The truck purchased with these funds will replace the one of those trucks. The truck that is taken out of service will be sold at auction.

This purchase will be funded as follows:

General Fund $18,000 (VDOT reimbursement funds)

Water Fund $18,000

Sewer Fund $18,000

Backhoe $42,500

Public Works

These funds will be used to purchase a backhoe for the Public Works Department.

The Public Works Department maintains three large backhoes. This new equipment will replace the oldest backhoe in the department's fleet.

This purchase will be funded as follows:

General Fund $85,000 (VDOT reimbursement funds)

Water Fund $42,500

Sewer Fund $42,500

Half-ton truck $25,000

Public Utilities

This item provides for the purchase of a half-ton pickup truck.

The Public Utilities Department is expected to maintain three half-ton pickup trucks for use at by water and sewer treatment plant operators.

This purchase will be funded as follows:

Water Fund $25,000

Sewer Fund $25,000

Collection System Upgrades $150,000

Public Works

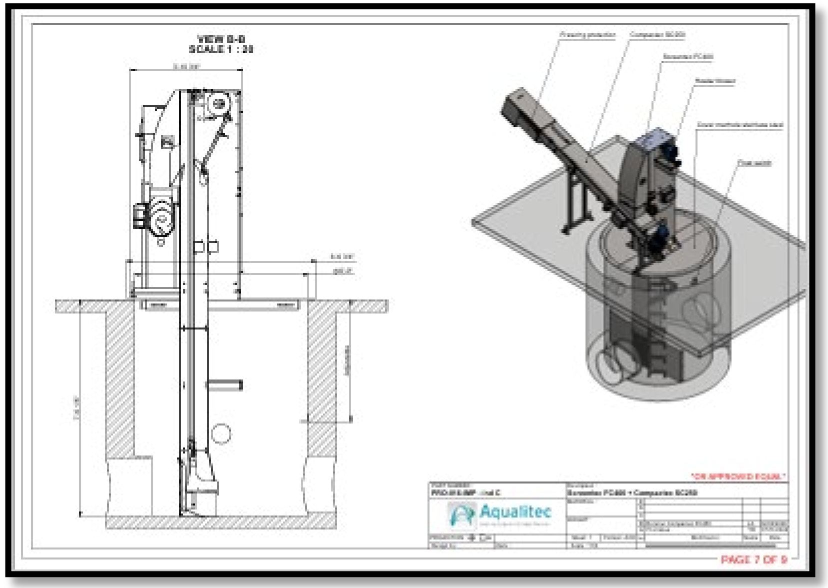
These funds are utilized to complete sewer collection system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the sewer fund's sewer collection system reserve.

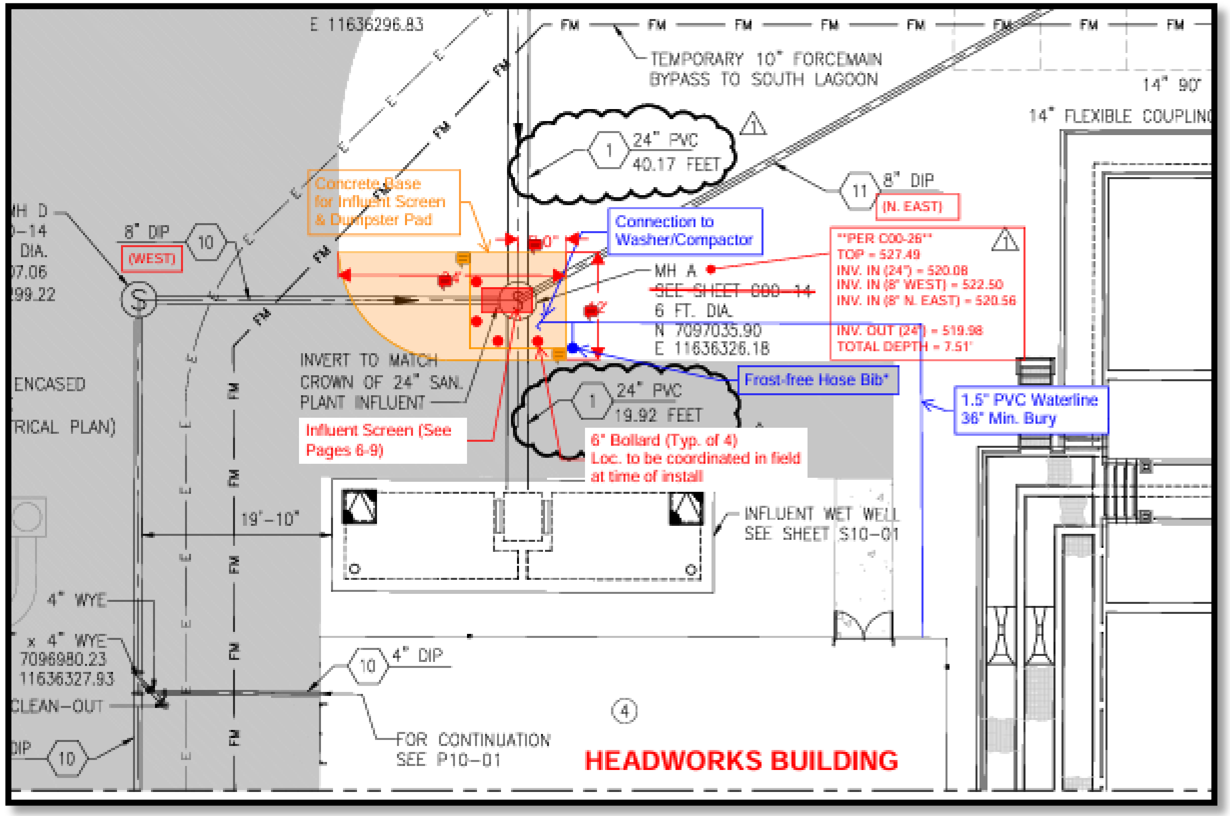
In early 2023, a contractor working for the Town completed an I&I study in the Town's sewer collection system. The results of the study were presented to the Streets and Utilities Committee in March 2023. The results of the study will provide areas for more detailed examination and ultimately a framework for rehabilitation projects in the sewer collection system.

BERRYVILLE

EST. 1798 Genuine VIRGINIA

BAR SCREEN OVERVIEW





BAR SCREEN BUDGET

- IFB issued on April 6, 2026. The lowest bid was $488,000, submitted by CPP Construction Company of Gaithersburg, MD.
- The FY26 budget included $175,000 for this project and $200,000 for screening upgrades in general. It was anticipated that the FY27 budget would include $250,000 to be used for screening system maintenance/upgrade, including the bar screen in question.
- Difference between the estimate and the actual bid appears to result from a sharp increase in the expected cost of the screening equipment and electrical, plumbing, site, and concrete work.
- **Unspent funds that were dedicated to wastewater plant screening work from FY26 are being shown in the proposed FY27 budget. Those funds, combined with the $250,000 that had been proposed for FY27, will provide $620,000 in FY27 for this project and other screening system work. The remaining funds would be used, as needed to repair/modify/replace portions of the treatment plant's existing screening system.**
- It is expected that this improvement will:
  - reduce wet well cleaning costs,
  - reduce wear and tear on raw sewage pumps,
  - reduce maintenance costs/time, and
  - provide another level of protection for the wastewater treatment plant's biological process equipment, including the membrane system.

TOWN OF BERRYVILLE

EST. 1798

VIRGINIA

ELECTRONIC PARTICIPATION IN MEETINGS

- Generally, no electronic (virtual) meetings
- Exceptions:
  - 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 no more than two (2) times per calendar year or twenty-five percent (25%) of the meetings held per calendar year, as described in VA Code §2.2-3708.3.
  - 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, and that said meeting is held in accordance with Va. Code § 2.2-3708.2.
- Removed reporting requirement and updated code references

TOWN OF BERRYVILLE

EST. 1798

VIRGINIA

PEDESTRIAN BRIDGE IN ROSE HILL PARK

Estimates for 24' x 8' truss bridge

▪ Bridge package	$35,000
▪ Freight	$1,500
▪ Excavation/Footers	$25,000
▪ Crane	$1,000
▪ Project Management	$1,000
▪ Inspections	$2,000
▪ Electrical Work	$5,000
▪ Miscellaneous	$1,000
▪ Contingency	$7,600
Total	**$83,600**

TOWN OF BERRYVILLE

EST. 1798

VIRGINIA

RV, BOAT, AND COMMERCIAL VEHICLE PARKING CODE

- § 10-49. Parking of commercial vehicles in residential areas
  - Recent inquiry determines that local large vehicle storage, uncovered, is similar to our current fine
- § 10-50. Parking and storage of travel trailers, boats, etc.
  - Our current fine is significantly lower than RV parking in nearby campgrounds
- Staff recommends increasing fines to more effectively "remedy the mischief" that these ordinances are written to address

Sec. 10-49. Parking of commercial vehicles in residential areas.

(a) No person shall park or leave standing any commercial vehicle in any residentially zoned area of the town; provided that, during regularly scheduled school hours, school buses may be parked in such residentially zoned areas by their drivers for a continuous period not to exceed six (6) hours.

(b) No vehicle intended or designed to transport caustic, flammable, explosive, or otherwise dangerous or hazardous materials shall be permitted to be parked or left standing in any residentially zoned area.

(c) This section shall not be applicable to commercial vehicles picking up or discharging passengers or merchandise or pursuant to performance of work or service in residential areas.

(d) For the purpose of this section, the term "commercial vehicle" shall mean a motor **vehicle as defined in §46.2-341.16, and/or**:

(1) In excess of twenty-two (22) feet in length; or

(2) In excess of ten (10) feet in height; or

(3) With a gross weight (GW), registered gross weight (RGW), empty weight (EW), or curb weight (CW) in excess of ten thousand (10,000) pounds; or

(4) With a manufacturers gross vehicle weight rating (MGVWR), gross vehicle weight rating (GVWR), or gross combined weight rating (GCWR) in excess of twenty thousand (20,000) pounds.

(5) The term shall include any semitrailers, construction equipment, cranes, well drilling apparatus, and other heavy equipment; however, this section shall not prohibit parking of such equipment if being used for construction activities at sites where valid building or land disturbance permits are in force or such activity is otherwise allowed.

(e) Any violation of this section shall constitute a misdemeanor punishable by a fine not exceeding ~~one~~ **two** hundred and **fifty** dollars ($~~10~~**25**0.00).

Sec. 10-50. Parking and storage of travel trailers, boats etc. ~~, in residential areas.~~

Any owner of a travel trailer, motor home, boat and/or boat trailer, utility, or cargo trailer in excess of ten (10) feet in length, truck camper, habitable bus, or recreational vehicle may park or store such equipment in any residentially zoned area of the town provided that:

(1) The vehicle has displayed all required licenses,

(2) The vehicle is located no closer to any street than the principal structure; except that said vehicle may be parked closer to the street than the ~~principle~~ **principal** structure for a period not to exceed forty-eight (48) hours when the owner of the vehicle is a resident of the street and is arriving or departing on a journey utilizing the vehicle,

(3) The vehicle is not inhabited ~~while parked in said residentially zoned area~~.

(4) The vehicle is parked no closer than five (5) feet to a side or rear property line.

Any owner of a travel trailer, motor home, boat and/or boat trailer, utility or cargo trailer in excess of ten (10) feet in length, truck camper, habitable bus or recreational vehicle may park or store such equipment in any commercial, business, or industrial zoned area of the town provided that:

(1) The vehicle has displayed all required licenses,

(2) The vehicle is not inhabited,

(3) The vehicle is parked no closer than five (5) feet to a side or rear property line.

Any violation of this chapter shall constitute a misdemeanor punishable by a fine not to exceed ~~twenty-five~~ **two hundred and fifty** dollars ($25**0**.00).

TOWN OF BERRYVILLE

EST. 1798

VIRGINIA

Town of Berryville

Motion to Approve Amended Electronic Participation in Meetings policy

Date: June 9, 2026

MOTION BY: Vice Mayor Erecka Gibson

I move that the Council of the Town of Berryville approve the attached amended Electronic Participation in Meetings policy.

VOTE:

Aye: ALL

Nay: 0

Absent: 0

Abstain: 0

ATTEST

____

Erecka Gibson, Vice Mayor

Town Council Policies

Electronic Participation in Meetings from Remote Locations, amended June 2026

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 no more than two (2) times per calendar year or twenty-five percent (25%) of the meetings held per calendar year, as described in VA Code §2.2-3708.3.

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, and that said meeting is held in accordance with Va. Code § 2.2-3708.2.

~~**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~~ June 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, 2.2-3708.3, 2.2-3710, 44-146.17.~~

Town of Berryville

Motion to Set a Public Hearing

Date: June 9, 2026

MOTION BY: Vice Mayor Erecka Gibson

I move that the Council of the Town of Berryville set a public hearing on the proposed amendments to the Subdivision and Zoning Ordinance for July 14, 2026 at 7:00 p.m., or as soon thereafter as the matter may be heard.

VOTE:

Aye: ALL

Nay: 0

Absent: 0

Abstain: 0

ATTEST

____

Erecka Gibson, Vice Mayor

BERRYVILLE TOWN COUNCIL
MOTION TO APPOINT GLENN SKILLMAN TO THE BERRYVILLE PLANNING COMMISSION

Date: June 9, 2026

Motion By: Vice Mayor Erecka Gibson

I move that the Council of the Town of Berryville appoint Glenn Skillman to the Berryville Planning Commission, with a term to commence on June 10, 2026 and end on June 30, 2030.

VOTE:

Aye: All

Nay: 0

Absent: 0

Attest:___________________________________

Erecka L. Gibson, Recorder

BERRYVILLE TOWN COUNCIL
MOTION TO APPOINT KEVIN DONNER TO THE BERRYVILLE TREE BOARD

Date: June 9, 2026

Motion By: Vice Mayor Erecka Gibson

I move that the Council of the Town of Berryville appoint Kevin Donner to the Berryville Planning Commission, with a term to commence on June 10, 2026 and end on December 31, 2027.

VOTE:

Aye: All

Nay: 0

Absent: 0

Attest:____________________________________
Erecka L. Gibson, Recorder

Town of Berryville

Motion to Adopt Ordinance Amending 10.49 of the Berryville Code

Date: June 9, 2026

MOTION BY: Paul Perez

I move that the Council of the Town of Berryville adopt the attached ordinance amending Sec. 10.49 of the Berryville Code.

VOTE:

Aye: ALL

Nay: 0

Absent: 0

Abstain: 0

ATTEST

____

Erecka Gibson, Vice Mayor

Town of Berryville

Motion to Adopt Ordinance Amending 10.50 of the Berryville Code

Date: June 9, 2026

MOTION BY: Paul Perez

I move that the Council of the Town of Berryville adopt the attached ordinance amending Sec. 10.50 of the Berryville Code.

VOTE:

Aye: ALL

Nay: 0

Absent: 0

Abstain: 0

ATTEST

____

Erecka Gibson, Vice Mayor

Sec. 10-49. Parking of commercial vehicles in residential areas.

(a) No person shall park or leave standing any commercial vehicle in any residentially zoned area of the town; provided that, during regularly scheduled school hours, school buses may be parked in such residentially zoned areas by their drivers for a continuous period not to exceed six (6) hours.

(b) No vehicle intended or designed to transport caustic, flammable, explosive or otherwise dangerous or hazardous materials shall be permitted to be parked or left standing in any residentially zoned area.

(c) This section shall not be applicable to commercial vehicles picking up or discharging passengers or merchandise or pursuant to performance of work or service in residential areas.

(d) For the purpose of this section, the term "commercial vehicle" shall mean a motor vehicle as defined in §46.2-341.16, and/or:

(1) In excess of twenty-two (22) feet in length; or

(2) In excess of ten (10) feet in height; or

(3) With a gross weight (GW), registered gross weight (RGW), empty weight (EW), or curb weight (CW) in excess of ten thousand (10,000) pounds; or

(4) With a manufacturers gross vehicle weight rating (MGVWR), gross vehicle weight rating (GVWR), or gross combined weight rating (GCWR) in excess of twenty thousand (20,000) pounds.

(5) The term shall include any semitrailers, construction equipment, cranes, well drilling apparatus and other heavy equipment; however, this section shall not prohibit parking of such equipment if being used for construction activities at sites where valid building or land disturbance permits are in force or such activity is otherwise allowed.

(e) Any violation of this section shall constitute a misdemeanor punishable by a fine not exceeding two hundred and fifty dollars ($250.00).

Sec. 10-50. Parking and storage of travel trailers, boats etc.

Any owner of a travel trailer, motor home, boat and/or boat trailer, utility or cargo trailer in excess of ten (10) feet in length, truck camper, habitable bus or recreational vehicle may park or store such equipment in any residentially zoned area of the town provided that:

(1) The vehicle has displayed all required licenses,

(2) The vehicle is located no closer to any street than the principal structure; except that said vehicle may be parked closer to the street than the principal structure for a period not to exceed forty-eight (48) hours when the owner of the vehicle is a resident of the street and is arriving or departing on a journey utilizing the vehicle,

(3) The vehicle is not inhabited.

(4) The vehicle is parked no closer than five (5) to a side or rear property line.

Any owner of a travel trailer, motor home, boat and/or boat trailer, utility or cargo trailer in excess of ten (10) feet in length, truck camper, habitable bus or recreational vehicle may park or store such equipment in any commercial, business, or industrial zoned area of the town provided that:

(1) The vehicle has displayed all required licenses,

(2) The vehicle is not inhabited.

(3) The vehicle is parked no closer than five (5) feet to a side or rear property line.

Any violation of this chapter shall constitute a misdemeanor punishable by a fine not to exceed two hundred and fifty dollars ($250.00).

Town of Berryville

MOTION TO ENTER CLOSED SESSION

Date: June 9, 2026

MOTION BY:

I move that the Council of the Town of Berryville enter closed session in accordance with §2.2-3711-A-1 of the Code of Virginia to consider prospective candidates for employment and expenditure of public funds. Specifically, the Council will discuss the bids received for the Wastewater Treatment Bar Screen project.

VOTE:

Aye:

Nay:

Absent:

Abstain:

ATTEST

____

Erecka Gibson, Vice Mayor

Town Council

Motion

CLOSED SESSION RESOLUTION

DATE: June 9, 2026

MOTION BY:

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

Resolution

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

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

VOTE:

AYE:

NAY:

ABSENT:

ABSTAIN:

ATTEST:

____

Erecka Gibson, Vice Mayor