



Berryville Town Council

MEETING AGENDA

Berryville-Clarke County Government Center
101 Chalmers Court, Second Floor
AB Meeting Room
Work Session

March 3, 2025

3:30 PM

Item

Page

1. Call to Order

2. Approval of Agenda

3. Unfinished Business

Proposed FY26 Budget

Berryville Area Plan

4. Closed Session

The Town Council will enter Closed Session in accordance with VA Code Section 2.2-3711.29- Discussion of the award of a public contract involving the expenditure of public funds, and 2.2-3711.1- Discussion, consideration of prospective candidates for employment.

5. Adjourn

BERRYVILLE TOWN COUNCIL BUDGET AND FINANCE COMMITTEE
MINUTES
Berryville-Clarke County Government Center
101 Chalmers Court, Berryville, VA 22611
Monday
February 2, 2025
3:00 pm

Members of the committee present: Vice Mayor Erecka Gibson, Grant Mazzarino

Staff present: Keith Dalton, Town Manager; Cindy Poulin, Treasurer; Brandel Kelsey, Town Clerk

1. Call to Order

Ms. Gibson called the meeting to order at 3:30 p.m.

2. Approval of Agenda

The agenda was approved by consensus on a motion by Mr. Mazzarino.

3. Unfinished Business

None.

4. New Business

Review of Proposed FY26 Budget

Mr. Dalton and Mrs. Poulin presented the proposed FY26 budget. The Committee and staff discussed revenues and expenses in the general, water, and sewer funds.

Mr. Dalton asked the Committee if it would be permissible to eliminate several unused budget categories and to simplify the expense section of VDOT Reimbursables. The Committee agreed that the document could be simplified.

Ms. Gibson provided direction to Mrs. Poulin on how she would like budget highlights presented to the Council at the work session on March 3, 2025. Further, Ms. Gibson asked the Mrs. Poulin to be prepared to discuss the proposed real estate rate in detail at the work session. Lastly, Ms. Gibson stated that she looked forward to seeing the capital improvement program narratives. Mr. Dalton stated that he would be working on those in the coming week.

5. Other

None.

7. Adjournment

The meeting adjourned by consensus at 4:12 p.m. on a motion by Ms. Gibson.

DRAFT

BUDGET CALENDAR FY 2025-2026

ACTIVITY	RESPONSIBILITY	DATE
Solicit Department CIP Requests	Department Heds	November 18,2024
Council Budget Priorities Due	Town Council	December 2,2024
Department CIP Requests Due	Town Treasurer	December 18,2024
Solicit Dep Budget Requests	Town Treasurer	January 10, 2025
Departmental Budget Requests Due	Department Heads	February 3, 2025
Prepare Initial Revenue Estimates for Upcoming FY	Town Treasurer	January 10, 2025 February 3, 2025
Prepare Non-departmental Budget Requests	Town Treasurer	January 10, 2025 February 3, 2025
Review Department & CIP Budget Requests	Town Manager Town Treasurer	February 7, 2025 February 14, 2025
Review/Revise Budget Estimates with Dept Heads	Town Manager	February 7, 2025 February 14, 2025
Draft Budget submitted to TC for Review	Town Treasurer	February 18, 2025
TC Comments Due	Town Council	February 24, 2025
Budget Committee Work Session	B & F Committee Town Staff	February 24,2025 A/B Meeting Room 3:00 p.m.
TC Packet submitted for work session	Town treasurer	February 26, 2025
Council Budget Work session	Town Council Town Staff	March 3, 2025 Main Mtg Room 3:30 p.m.
PH Ad to Newspaper	Town Treasurer	March 18, 2025
Tax & Water and Sewer Fee Schedule PH Notice Published	Town Staff	March 25, 2025
Public Hearing Tax Rates & Water and Sewer Fee Schedule	Town Council	April 8, 2025
Council Meeting Set 2025 Tax Rates & Water and Fee Schedule	Town Council	April 8, 2025
Proof Budget	Town Treasurer	April 9, 2025 April 25, 2025
PH Ad to Newspaper	Town Treasurer	April 22, 2025
Budget PH Notice Published	Town Staff	April 29 & May 6, 2025
Public Hearing FY 2025-2026 Budget	Town Council	May 13, 2025
Adopt Budget & Appropriate Funds	Town Council	June 10, 2025
Print & Distribute Approved Budget	Town Treasurer	June 11, 2025 June 30, 2025

FY 2025-2026 DRAFT BUDGET PREPARATION HIGHLIGHTS

REVENUES

GENERAL FUND

- Proposed decrease in Real Estate tax rate from .20 to .139.
- No increase in Personal Property tax rate.
- Proposed increase in PPTRA 35% to 49%.
- No increase in Machinery & Tools tax rate.
- No increase in Vehicle License Fees.
- No increase in Business & Professional License rates.
- Water Tank Site Lease adjustments per agreements.
- No increase in Lodging Tax, Meals Tax or Cigarette Tax.

WATER FUND

- Revenues reflect no proposed increase in Admin/Facility fees
- Revenues reflect an increase in User Fees from \$8.15 to \$10.30 per 1,000 gallons.
- Ten residential Availability Fees are projected.

SEWER FUND

- Revenues reflect no proposed increase in Admin/Facility fees
- Revenues reflect an increase in User fees from \$17.27 to \$17.78 per 1,000 gallons.
- Ten residential Availability Fees projected.

OPERATING EXPENSES

ALL FUNDS

- 4% increase and directed market adjustments in payroll.
- Police Dept CDP, promotions, and an additional patrol officer payroll increases included.
- 3.4% increase in Health Insurance costs.
- Employer contribution to VRS did not increase.
- TOTAL BUDGET increase of 7.81%.

GENERAL FUND

- Increase in Maintenance & Operational Expenses of 3.04%.
- Public Works additional Tech I position budgeted.
- Contingency is 3% of the Operating Budget.
- General Fund total increase of 5.85 %.

WATER FUND

- Decrease in Maintenance & Operational Expenses of 4.24%.
- There is currently no Debt Service in the Water Fund.
- Utility Director, Chief Operator and Public Works Tech I positions budgeted.
- Contingency is 3 % of the Operating Budget.
- Water Fund total increase of 7.87%.

SEWER FUND

- Decrease in Maintenance & Operational Expenses of 6.1%.
- Debt service reflects payments to VRA.
- Utility Director, Chief Operator and Public Works Tech I positions budgeted.
- Contingency is 3% of the Operating Budget.
- Sewer Fund total Increase of 11.96%.

FY 25-26 BUDGET REVENUES

Account Number	Account Description	FY24-25 APPROVED 2024-2025	FY25-26 DRAFT 2025-2026
GENERAL FUND			
FUND BALANCE			
100-3000000-0000	FUND BALANCE FORWARD	\$ 558,169.00	\$ 465,000.00
	TOTAL FUND BALANCE	\$ 558,169.00	\$ 465,000.00
REVENUE FROM LOCAL SOURCES			
100-3110101-0000	CURRENT REAL ESTATE TAXES	\$ 1,355,575.00	\$ 1,365,000.00
100-3110102-0000	DEL REAL ESTATE TAXES	\$ -	\$ -
100-3110201-0000	UTILITY REAL ESTATE TAXES	\$ 11,200.00	\$ 11,500.00
100-3110301-0000	CURRENT PERS PROP TAXES	\$ 600,000.00	\$ 650,000.00
100-3110302-0000	DEL PERS PROP TAXES	\$ -	\$ -
100-3110303-0000	REFUSE COLLECTION(EXTRA TOTERS)	\$ 13,000.00	\$ 14,000.00
100-3110401-0000	MACHINERY & TOOLS	\$ 180,000.00	\$ 240,000.00
100-3110601-0000	TAX PENALTIES	\$ 8,000.00	\$ 8,000.00
100-3110602-0000	TAX INTEREST	\$ 3,500.00	\$ 4,000.00
	TOTAL REV FROM LOCAL SOURCES	\$ 2,171,275.00	\$ 2,292,500.00
OTHER LOCAL TAXES			
100-3120101-0000	LOCAL SALES TAX	\$ 325,000.00	\$ 375,000.00
100-3120201-0000	CONSUMER UTILITY TAX	\$ 110,000.00	\$ 110,000.00
100-3120300-0000	BUSINESS LICENSE	\$ 280,000.00	\$ 290,000.00
100-3120402-0000	REC FRANCHISE FEES	\$ 43,000.00	\$ 43,000.00
100-3120501-0000	AUTO LICENSE	\$ 102,000.00	\$ 110,000.00
100-3120601-0000	BANK FRANCHISE TAXES	\$ 175,000.00	\$ 225,000.00
100-3120801-0000	CIGARETTE TAX (10%)	\$ 13,000.00	\$ 14,000.00
100-3121001-0000	LODGING TAX (2%)	\$ 10,000.00	\$ 12,000.00
100-3121101-0000	MEALS TAX (4%)	\$ 430,000.00	\$ 440,000.00
	TOTAL OTHER LOCAL TAXES	\$ 1,488,000.00	\$ 1,619,000.00
PERMITS, FEES & LICENSES			
100-3130304-0000	LAND USE APPLICATION FEES	\$ 1,000.00	\$ 1,000.00
100-3130307-0000	ZONING & SUBDIVISION FEES	\$ 10,000.00	\$ 12,000.00
	TOTAL PERMITS, FEES & LICENSES	\$ 11,000.00	\$ 13,000.00
FINES & FORFEITURES			
100-3140101-0000	COURT FINES	\$ 12,000.00	\$ 14,000.00
100-3140102-0000	PARKING METER FINES	\$ 2,000.00	\$ 1,000.00
100-3140103-0000	ESUMMONS	\$ 500.00	\$ 500.00
	TOTAL FINES & FORFEITURES	\$ 14,500.00	\$ 15,500.00

Account Number	Account Description	FY24-25 APPROVED 2024-2025	FY25-26 DRAFT 2025-2026
REVENUE FROM MONEY OR PROP			
100-3150101-0000	INTEREST ON DEPOSITS	\$ 105,000.00	\$ 160,000.00
100-3150201-0000	RENTAL OF PROPERTY	\$ 13,500.00	\$ 14,000.00
100-3150205-0000	WATER TANK SITE LEASE	\$ 92,000.00	\$ 100,000.00
100-3150206-0000	CHARGE CARD REBATE	\$ 14,000.00	\$ 20,000.00
	TOTAL FROM MONEY OR PROP	\$ 224,500.00	\$ 294,000.00
CHARGES FOR SERVICES			
100-3160703-0000	PARKING METERS	\$ 10,000.00	\$ 11,000.00
100-3161502-0000	SALE OF PUBLICATIONS	\$ -	\$ -
	TOTAL CHARGES FOR SERVICES	\$ 10,000.00	\$ 11,000.00
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		\$ 4,482,444.00	\$ 4,715,000.00
REVENUE FROM THE COMMONWEALTH			
NON-CATEGORICAL AID			
100-3220107-0000	ROLLING STOCK TAX	\$ 1,900.00	\$ 2,000.00
100-3189999-0000	PPTRA	\$ 209,917.00	\$ 209,917.00
100-3220201-0000	COMMUNICATION TAX	\$ 62,000.00	\$ 62,000.00
100-3220106-0000	ARPA FUNDS (2ND TRANCHE)	\$ -	\$ -
	TOTAL NON-CATEGORICAL AID	\$ 273,817.00	\$ 273,917.00
CATEGORICAL AID			
100-3220108-0000	599 LAW ENFORCEMENT GRANT	\$ 95,000.00	\$ 98,000.00
100-3240103-0000	LE BLOCK GRANT	\$ 1,000.00	\$ 1,000.00
100-3240201-0000	FIRE FUND PROGRAM	\$ 15,250.00	\$ 15,250.00
100-3240300-0000	VDOT LANE MILE ALLOWANCE	\$ 635,000.00	\$ 725,000.00
100-3240301-0000	VDOT PRIM RD SNOW REMOVAL REIMB	\$ 60,000.00	\$ 60,000.00
100-3240302-0000	LITTER CONTROL GRANT	\$ 4,000.00	\$ 4,500.00
100-3240312-0000	VA COMMISSION FOR THE ARTS	\$ 4,500.00	\$ 4,500.00
100-3240710-0000	DMV ANIMAL FRIENDLY PLATES	\$ -	\$ -
	TOTAL CATEGORICAL AID	\$ 814,750.00	\$ 908,250.00
TOTAL FROM THE COMMONWEALTH		\$ 1,088,567.00	\$ 1,182,167.00

Account Number	Account Description	FY24-25 APPROVED 2024-2025		FY25-26 DRAFT 2025-2026	
REVENUE FROM THE FEDERAL GOVERNMENT					
CATEGORICAL AID					
100-3340102-0000	FEDERAL FIRE FUND PROGRAM	\$	-	\$	-
100-3340311-0000	FEDERAL EMERGENCY R&R	\$	-	\$	-
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		\$	5,572,011.00	\$	5,898,167.00
WATER FUND					
FUND BALANCE					
501-3000000-0000	FUND BALANCE	\$	-	\$	-
TOTAL FUND BALANCE		\$	-	\$	-
REVENUE FROM MONEY OR PROP					
501-3150102-0000	INTEREST ON INVESTMENTS	\$	130,000.00	\$	150,000.00
TOTAL FROM USE OF MONEY OR PROP		\$	130,000.00	\$	150,000.00
CHARGES FOR SERVICES					
501-3160110-0000	TREATMENT FEES	\$	1,324,000.00	\$	1,635,000.00
501-3160111-0000	DELINQUENT ACCT PENALTIES	\$	40,000.00	\$	45,000.00
501-3160113-0000	AVAILABILITY CHARGES	\$	-	\$	172,000.00
501-3160114-0000	CONNECTION CHARGES	\$	-	\$	-
501-3160115-0000	METER FEES	\$	-	\$	3,250.00
501-3160116-000	LOAN PROCEEDS	\$	5,000,000.00	\$	5,000,000.00
TOTAL CHARGES FOR SERVICES		\$	6,364,000.00	\$	6,855,250.00
TOTAL WATER FUND		\$	6,494,000.00	\$	7,005,250.00

Account Number	Account Description	FY24-25 APPROVED 2024-2025		FY25-26 DRAFT 2025-2026	
SEWER FUND					
FUND BALANCE					
502-3000000-0000	FUND BALANCE	\$	360,300.00	\$	390,000.00
	TOTAL FUND BALANCE	\$	360,300.00	\$	390,000.00
REVENUE FROM MONEY OR PROP					
502-3150101-0000	INTEREST INCOME	\$	155,000.00	\$	110,000.00
	TOTAL REVENUE FROM MONEY OR PROP	\$	155,000.00	\$	110,000.00
CHARGES FOR SERVICES					
502-3160110-0000	TREATMENT FEES	\$	2,012,000.00	\$	2,145,000.00
502-3160112-0000	SECURITY DEPOSITS	\$	-	\$	-
502-3160113-0000	AVAILABILITY CHARGES	\$	-	\$	184,680.00
	TOTAL CHARGES FOR SERVICES	\$	2,012,000.00	\$	2,329,680.00
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	\$	2,527,800.00	\$	2,830,180.00
	TOTAL REVENUES ALL FUNDS	\$	14,593,811.00	\$	15,733,597.00

Account Number	Account Description	FY24-25 APPROVED 2024-2025	FY25-26 DRAFT 2025-2026
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FY 25-26 BUDGET EXPENSES

Account Number	Account Description	FY24-25 APPROVED 2024-2025	FY25-26 DRAFT 2025-2026
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	\$ 400.00	\$ 1,000.00
100-4011100-5699	LOCAL CONTRIBUTIONS	\$ 5,000.00	\$ 2,500.00
100-4011100-5800	MISCELLANEOUS	\$ 5,000.00	\$ 2,500.00
100-4011100-5810	DUES	\$ 3,000.00	\$ 3,500.00
100-4011100-6017	TOWN CODE SUPPLEMENTS	\$ 2,000.00	\$ 2,000.00
100-4011100-6018	STATE CODE SUPPLEMENTS	\$ -	\$ -
TOTAL TOWN COUNCIL		\$ 35,750.00	\$ 31,850.00
TOWN CLERK			
100-4011200-1114	SALARIES/WAGES/TNCLK	\$ 53,100.00	\$ 49,000.00
100-4011200-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 4,350.00	\$ 3,800.00
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		\$ 58,800.00	\$ 54,150.00
OFFICE OF TOWN MANAGER/DEP TM			
100-4012110-1112	COMPENSATION	\$ 240,000.00	\$ 252,000.00
100-4012110-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 18,000.00	\$ 19,500.00
100-4012110-3399	BLIGHT ABATEMENT	\$ 50,000.00	\$ -
100-4012110-5230	TELECOMMUNICATIONS	\$ 1,200.00	\$ 1,800.00
100-4012110-5510	MILEAGE	\$ 150.00	\$ 150.00
100-4012110-5540	TRAINING	\$ 1,000.00	\$ -
100-4012110-5810	DUES	\$ 750.00	\$ 750.00
TOTAL TOWN MANAGER		\$ 311,100.00	\$ 274,200.00
LEGAL SERVICES			
100-4012210-3150	PROFESSIONAL SERVICES	\$ 50,000.00	\$ 65,000.00
TOTAL LEGAL SERVICES		\$ 50,000.00	\$ 65,000.00

Account Number	Account Description		FY24-25 APPROVED 2024-2025		FY25-26 DRAFT 2025-2026
PERSONNEL					
100-4012220-2210	VRS	\$	205,000.00	\$	190,000.00
100-4012220-2220	VMLIP - STD	\$	670.00	\$	725.00
100-4012220-2230	VMLIP - LTD	\$	8,800.00	\$	9,500.00
100-4012220-2250	LINE OF DUTY ACT	\$	8,200.00	\$	8,500.00
100-4012220-2300	HEALTH INSURANCE	\$	265,000.00	\$	305,000.00
100-4012220-2400	LIFE INSURANCE	\$	21,000.00	\$	22,300.00
100-4012220-2600	UNEMPLOYMENT INSURANCE	\$	180.00	\$	150.00
100-4012220-2700	WORKER'S COMPENSATION	\$	35,000.00	\$	30,000.00
100-4012220-3110	RANDOM DRUG SCREENING	\$	750.00	\$	750.00
100-4012220-9001	EMPLOYEE RECOGNITION	\$	2,000.00	\$	2,000.00
	TOTAL PERSONNEL	\$	546,600.00	\$	568,925.00
INDEPENDENT AUDITOR					
100-4012240-3120	CONTRACTUAL SERVICES	\$	21,000.00	\$	21,250.00
	TOTAL INDEPENDENT AUDITOR	\$	21,000.00	\$	21,250.00
TOWN TREASURER					
100-4012410-1113	COMPENSATION	\$	92,000.00	\$	93,500.00
100-4012410-2100	MATCHING FICA EXPENSE (7.65 %)	\$	9,100.00	\$	7,200.00
100-4012410-3130	PROFESSIONAL SER/TAX CONV	\$	2,500.00	\$	2,500.00
100-4012410-3150	PROFESSIONAL SER/VEC	\$	-	\$	-
100-4012410-5306	SURETY BONDS	\$	500.00	\$	500.00
100-4012410-5540	TRAINING	\$	2,000.00	\$	1,000.00
100-4012410-5810	DUES	\$	1,000.00	\$	1,100.00
	TOTAL TOWN TREASURER	\$	107,100.00	\$	105,800.00
FINANCE/ACCOUNTING					
100-4012430-1113	COMPENSATION	\$	131,000.00	\$	178,000.00
100-4012430-2100	MATCHING FICA EXPENSE (7.65 %)	\$	10,000.00	\$	13,600.00
100-4012430-5540	TRAINING	\$	3,400.00	\$	2,500.00
	TOTAL FINANCE/ACCOUNTING	\$	144,400.00	\$	194,100.00
CENTRAL ADM/PURCHASING					
100-4012530-3320	MAINTENANCE CONTRACTS	\$	69,000.00	\$	75,000.00
100-4012530-3400	WEB SITE	\$	1,000.00	\$	1,000.00
100-4012530-3450	DIGITIZING	\$	7,000.00	\$	5,000.00
100-4012530-3501	NEWSLETTER	\$	1,000.00	\$	1,000.00
100-4012530-3600	ADVERTISING	\$	8,000.00	\$	9,000.00
100-4012530-5210	POSTAGE	\$	17,000.00	\$	17,000.00
100-4012530-5230	TELECOMMUNICATIONS	\$	4,500.00	\$	7,000.00
100-4012530-5250	SOCIAL MEDIA ARCHIVING	\$	3,300.00	\$	3,300.00
100-4012530-5415	COPIER LEASE	\$	5,300.00	\$	-
100-4012530-5540	TRAINING	\$	2,500.00	\$	1,500.00
100-4012530-5699	CONTRIBUTION / CC SOCIAL MEDIA	\$	5,000.00	\$	-
100-4012530-5810	DUES	\$	500.00	\$	500.00
100-4012530-6001	OFFICE SUPPLIES	\$	17,000.00	\$	17,000.00

Account Number	Account Description	FY24-25 APPROVED 2024-2025	FY25-26 DRAFT 2025-2026
	TOTAL CENTRAL ADM/PURCHASING	\$ 141,100.00	\$ 137,300.00
	RISK MANAGEMENT		
100-4012550-5304	BLANKET EXCESS LIABILITY	\$ 16,000.00	\$ 16,000.00
100-4012550-5305	AUTOMOBILE INSURANCE	\$ 15,500.00	\$ 16,500.00
100-4012550-5308	SEMI-MULTI PERIL INS	\$ 43,000.00	\$ 47,000.00
100-4012550-5800	INSURANCE DEDUCTABLES	\$ -	\$ -
	TOTAL RISK MANAGEMENT	\$ 74,500.00	\$ 79,500.00
	ENGINEERING SERVICES		
100-4012600-3140	ENGINEERING SERVICES	\$ 5,000.00	\$ 5,000.00
	TOTAL ENGINEERING SERVICES	\$ 5,000.00	\$ 5,000.00
	ELECTIONS		
100-4013100-1125	ELECTION OFFICIALS	\$ 3,500.00	\$ 7,500.00
100-4013100-6001	OFFICE SUPPLIES	\$ 1,500.00	\$ -
	TOTAL ELECTIONS	\$ 5,000.00	\$ 7,500.00
	PUBLIC DEFENDER FEES		
100-4021500-3150	PUBLIC DEFENDER FEES	\$ 2,000.00	\$ 2,000.00
	TOTAL PUBLIC DEFENDER FEES	\$ 2,000.00	\$ 2,000.00
	POLICE DEPARTMENT		
100-4031100-1139	COMPENSATION	\$ 794,400.00	\$ 888,000.00
100-4031100-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 60,500.00	\$ 61,000.00
100-4031100-3110	MEDICAL EXAMINATIONS	\$ 500.00	\$ 500.00
100-4031100-3115	PRE EMPLOYMENT SCREENING	\$ 2,000.00	\$ 2,000.00
100-4031100-3190	INTERPRETER	\$ 400.00	\$ 400.00
100-4031100-3310	VEHICLE REPAIR & MAINTENANCE	\$ 16,000.00	\$ 16,000.00
100-4031100-3320	MAINTENANCE CONTRACTS	\$ 34,300.00	\$ 43,000.00
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	\$ 5,600.00	\$ 6,600.00
100-4031100-5415	COPIER LEASE	\$ 5,300.00	\$ -
100-4031100-5540	TRAINING	\$ 16,000.00	\$ 18,000.00
100-4031100-5545	OFFICE ACCREDIATION	\$ 500.00	\$ 2,500.00
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	\$ 20,000.00	\$ 26,000.00
100-4031100-6010	POLICE SUPPLIES	\$ 14,000.00	\$ 14,000.00
100-4031100-6011	UNIFORMS	\$ 5,000.00	\$ 6,500.00
100-4031100-6012	RECRUITMENT/ADVERTISING	\$ 2,000.00	\$ 2,000.00
	TOTAL POLICE DEPARTMENT	\$ 986,900.00	\$ 1,096,900.00
	TRAFFIC CONTROL		

Account Number	Account Description		FY24-25 APPROVED 2024-2025		FY25-26 DRAFT 2025-2026
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	\$	22,000.00	\$	23,000.00
100-4032200-8411	ENDERS CAPITAL PROJECT	\$	80,000.00	\$	10,000.00
	TOTAL VOLUNTEER FIRE DEPT	\$	132,000.00	\$	63,000.00
	PUBLIC WORKS ADMINISTRATION				
100-4041100-1140	COMPENSATION	\$	61,500.00	\$	80,800.00
100-4041100-2100	MATCHING FICA EXPENSE (7.65 %)	\$	4,700.00	\$	6,700.00
100-4041100-3110	MEDICAL EXAMS	\$	1,000.00	\$	1,000.00
100-4041100-3310	VEHICLE REP & MAINTENANCE	\$	11,000.00	\$	11,000.00
100-4041100-5120	PROPANE	\$	3,000.00	\$	3,000.00
100-4041100-5230	TELECOMMUNICATIONS	\$	8,000.00	\$	7,000.00
100-4041100-5415	COPIER LEASE	\$	4,200.00	\$	-
100-4041100-5540	TRAINING	\$	4,000.00	\$	2,000.00
100-4041100-6001	OFFICE SUPPLIES	\$	500.00	\$	1,000.00
	TOTAL PUBLI WKS ADMINISTRATION	\$	97,900.00	\$	112,500.00
	HWYS, STS BRIDGES & SDWLKS				
100-4041200-1183	COMPENSATION	\$	205,000.00	\$	225,000.00
100-4041200-2100	MATCHING FICA EXPENSE (7.65 %)	\$	16,000.00	\$	17,300.00
100-4041200-3310	EQUIPMENT MAINTENANCE	\$	18,000.00	\$	18,000.00
100-4041200-3311	STREET TREES/SIDEWALKS	\$	15,000.00	\$	2,000.00
100-4041200-3315	SIDEWALK MAINTENANCE	\$	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	\$	8,000.00
100-4041200-6008	GASOLINE & OIL	\$	24,000.00	\$	24,000.00
100-4041200-6011	UNIFORMS	\$	6,000.00	\$	6,000.00
	TOTAL HWYS, STS BRIDGES & SWLKS	\$	309,200.00	\$	317,500.00
	VDOT STREET MAINTENANCE				
100-4041250-3140	ENGINEERING	\$	50,000.00	\$	725,000.00
100-4041250-3310	EQUIPMENT MAINTENANCE	\$	20,000.00	\$	-
100-4041250-3311	STORM SEWER MAINTENANCE	\$	20,000.00	\$	-
100-4041250-3316	SIGN MAINTENANCE	\$	10,000.00	\$	-
100-4041250-5800	CONTINGENCY	\$	27,000.00	\$	-
100-4041250-6007	MATERIALS AND SUPPLIES	\$	10,000.00	\$	-

Account Number	Account Description		FY24-25 APPROVED 2024-2025		FY25-26 DRAFT 2025-2026
100-4041250-6050	STREET MAINTENANCE	\$	135,000.00	\$	-
100-4041250-6060	SIDEWALK REPLACEMENT	\$	45,000.00	\$	-
100-4041250-6135	MOWING/TREE REMOVAL	\$	15,000.00	\$	-
100-4041250-6207	STREET SWEEPING	\$	18,000.00	\$	-
100-4041250-6307	SNOW REMOVAL	\$	180,000.00	\$	-
100-4041250-8801	EQUIPMENT PURCHASE	\$	50,000.00	\$	-
100-4041250-8803	PW SITE IMPROVEMENTS	\$	50,000.00	\$	-
100-4041250-8804	SAFETY EQUIPMENT	\$	5,000.00	\$	-
TOTAL VDOT STREET MAINTENANCE		\$	635,000.00	\$	725,000.00
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	\$	250,000.00	\$	265,000.00
100-4042300-6225	RECYCLING SERVICES	\$	120,000.00	\$	125,000.00
TOTAL REFUSE COLLECTION		\$	370,000.00	\$	390,000.00
REFUSE DISPOSAL					
100-4042400-3800	FCO LANDFILL CHARGES	\$	30,000.00	\$	45,000.00
TOTAL REFUSE DISPOSAL		\$	30,000.00	\$	45,000.00
GENERAL PROPERTIES					
100-4043200-3310	IMPROVEMENT,REPAIR,MAINTENANCE	\$	50,000.00	\$	50,000.00
100-4043200-3325	HERMITAGE SWPOND MAINT	\$	5,400.00	\$	4,500.00
100-4043200-6007	MATERIALS & SUPPLIES	\$	500.00	\$	500.00
100-4043200-6017	CHRISTMAS WREATHS	\$	500.00	\$	500.00
TOTAL GENERAL PROPERTIES		\$	56,400.00	\$	55,500.00
BUILDING SERVICES					
100-4064200-3150	PROFESSIONAL SERVICES	\$	1,000.00	\$	1,000.00
100-4064200-3200	CONTRACTURAL SERVICES	\$	12,000.00	\$	15,000.00
100-4064200-5110	ELECTRICITY	\$	22,500.00	\$	24,000.00

Account Number	Account Description		FY24-25 APPROVED 2024-2025		FY25-26 DRAFT 2025-2026
100-4064200-5120	NATURAL GAS/HEAT	\$	3,100.00	\$	4,700.00
100-4064200-5130	WATER/SEWER	\$	1,000.00	\$	1,100.00
100-4064200-5230	TELECOMMUNICATIONS	\$	1,500.00	\$	1,100.00
100-4064200-5304	LIABILITY INSURANCE	\$	1,500.00	\$	1,500.00
100-4064200-7113	IN KIND COSTS	\$	13,000.00	\$	7,000.00
100-4064200-7115	SHARED MAINTENANCE	\$	20,000.00	\$	25,000.00
100-4064200-8411	CAPITAL ASSET RESERVES	\$	10,000.00	\$	10,000.00
TOTAL BUILDING SERVICES		\$	85,600.00	\$	90,400.00
PARKS & RECREATION					
100-4071310-3160	CONTRACTURAL SER/JIN BLUE	\$	1,000.00	\$	1,000.00
100-4071310-6017	CHRISTMAS LIGHTS	\$	3,500.00	\$	3,500.00
100-4071310-6018	ROSE HILL PARK MAINTENANCE	\$	10,000.00	\$	5,000.00
TOTAL PARKS & RECREATION		\$	14,500.00	\$	9,500.00
PLANNING					
100-4081100-1155	COMPENSATION	\$	129,000.00	\$	92,000.00
100-4081100-2100	MATCHING FICA EXPENSE (7.65 %)	\$	9,900.00	\$	7,000.00
100-4081100-3190	PROFESSIONAL SERVICES	\$	8,000.00	\$	8,000.00
100-4081100-3195	PREPAID APPLICATION REVIEW FEES	\$	-	\$	-
100-4081100-3500	PRINTING	\$	250.00	\$	250.00
100-4081100-5510	MILEAGE	\$	100.00	\$	100.00
100-4081100-5540	TRAINING	\$	3,000.00	\$	3,000.00
100-4081100-5810	DUES	\$	-	\$	-
100-4081100-6001	OFFICE EQUIPMENT	\$	-	\$	-
100-4081100-6012	PUBLICATIONS	\$	-	\$	-
TOTAL PLANNING		\$	150,250.00	\$	110,350.00
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	\$	50,000.00	\$	-
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	\$	2,500.00	\$	-
100-4081500-5699	DBI/ECO DEV PROF SERVICES	\$	2,000.00	\$	2,000.00
100-4081500-5700	ANNEXATION AREA PROF SERVICES	\$	-	\$	-
TOTAL ECONOMIC DEVELOPMENT		\$	80,500.00	\$	28,000.00
PLANNING COMMISSION					
100-4081600-1111	EXPENSE COMPENSATION	\$	5,000.00	\$	5,000.00

Account Number	Account Description		FY24-25 APPROVED 2024-2025		FY25-26 DRAFT 2025-2026
100-4081600-5540	TRAINING	\$	2,000.00	\$	2,000.00
100-4081600-5810	DUES	\$	-	\$	-
	TOTAL PLANNING COMMISSION	\$	7,000.00	\$	7,000.00
	B'VILLE AREA DEV AUTHORITY				
100-4081700-1111	EXPENSE COMPENSATION	\$	2,500.00	\$	2,500.00
100-4081700-5540	TRAINING	\$	1,000.00	\$	1,000.00
100-4081700-5810	DUES	\$	-	\$	-
	TOTAL B'VILLE AREA DEV AUTHORITY	\$	3,500.00	\$	3,500.00
	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	\$	3,500.00	\$	15,000.00
100-4094200-8231	PATROL VEHICLE	\$	62,000.00	\$	67,000.00
100-4094200-8340	MOWER	\$	12,000.00	\$	-
100-4094200-8341	ROSE HILL PARK REPAIRS (PW)	\$	-	\$	-
100-4094200-8362	SERVICE WEAPONS	\$	-	\$	10,000.00
100-4094200-8411	CAPITAL RESERVE	\$	-	\$	2,966.75
100-4094200-8702	WAYFINDING SIGNS RESERVE	\$	-	\$	50,000.00
100-4094200-8918	ROSE HILL PARK MASTERPLAN	\$	600,000.00	\$	675,000.00
100-4094200-9004	MOSBY BOULEVARD SIDEWALK	\$	-	\$	-
100-4094200-9005	FAIRFAX (E&W) SIDEWALK RESERVE	\$	50,000.00	\$	50,000.00
100-4094200-9009	TOWN STREET REPAIRS	\$	-	\$	40,000.00
	TOTAL CAPITAL OUTLAY	\$	727,500.00	\$	909,966.75
	CONTINGENCY				
100-4094300-5800	CONTINGENCY (3.00%)	\$	137,561.00	\$	141,749.25
	TOTAL CONTINGENCY	\$	137,561.00	\$	141,749.25
	DEBT SERVICE				
100-4095000-9110	RDA PRINCIPAL	\$	48,400.00	\$	50,359.00
100-4095000-9120	RDA INTEREST	\$	73,200.00	\$	71,117.00
100-4095000-9130	RDA DEBT SER RESERVE	\$	-	\$	-
	TOTAL DEBT SERVICE	\$	121,600.00	\$	121,476.00
	TOTAL GENERAL FUND OPERATIONAL	\$	4,585,350.00	\$	4,724,975.00
	TOTAL GENERAL FUND CONTINGENCY	\$	137,561.00	\$	141,749.25

Account Number	Account Description		FY24-25 APPROVED 2024-2025		FY25-26 DRAFT 2025-2026
	TOTAL GENERAL FUND CAP OUTLAY	\$	727,500.00	\$	909,966.75
	TOTAL GENERAL FUND DEBT SERVICE	\$	121,600.00	\$	121,476.00

TOTAL GENERAL FUND EXPENSES	\$	5,572,011.00	\$	5,898,167.00
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WATER FUND

PERSONNEL					
501-4012220-1140	COMPENSATION	\$	60,000.00	\$	60,000.00
501-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$	4,600.00	\$	4,600.00
501-4012220-2210	VRS	\$	60,000.00	\$	52,000.00
501-4012220-2220	VMLIP - STD	\$	240.00	\$	235.00
501-4012220-2230	VMLIP - LTD	\$	2,200.00	\$	2,225.00
501-4012220-2300	HEALTH INSURANCE	\$	93,000.00	\$	37,500.00
501-4012220-2400	LIFE INSURANCE	\$	6,000.00	\$	6,175.00
501-4012220-2600	UNEMPLOYMENT INSURANCE	\$	75.00	\$	50.00
501-4012220-2700	WORKER'S COMPENSATION	\$	24,000.00	\$	20,000.00
501-4012220-3170	MISS UTILITY	\$	1,750.00	\$	1,750.00
501-4012220-3320	HANDHELD MAINT	\$	5,000.00	\$	5,000.00
501-4012220-3450	DIGITIZING	\$	7,000.00	\$	4,000.00
501-4012220-5210	POSTAGE	\$	5,500.00	\$	6,000.00
501-4012220-5540	TRAINING	\$	2,500.00	\$	2,000.00
501-4012220-6001	OFFICE SUPPLIES	\$	4,500.00	\$	6,000.00
TOTAL PERSONNEL		\$	276,365.00	\$	207,535.00

TREATMENT					
501-4012222-1147	COMPENSATION	\$	290,000.00	\$	224,000.00
501-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$	22,000.00	\$	17,200.00
501-4012222-2830	CERTIFICATION FEES	\$	300.00	\$	650.00
501-4012222-2840	STATE CONNECTION FEES	\$	5,900.00	\$	9,025.00
501-4012222-2850	LAB TESTING	\$	15,000.00	\$	16,250.00
501-4012222-3110	MEDICAL EXAMS	\$	100.00	\$	200.00
501-4012222-3145	PROFESSIONAL SERVICES	\$	10,000.00	\$	17,500.00
501-4012222-3210	SLUDGE REMOVAL	\$	24,000.00	\$	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	\$	4,700.00
501-4012222-5415	COPIER LEASE	\$	1,800.00	\$	900.00
501-4012222-5540	TRAINING	\$	3,500.00	\$	3,500.00
501-4012222-5690	DISCHARGE PERMIT RENEWAL	\$	-	\$	-
501-4012222-5810	DUES	\$	400.00	\$	450.00
501-4012222-6001	OFFICE SUPPLIES	\$	400.00	\$	500.00
501-4012222-6004	LAB SUPPLIES	\$	20,000.00	\$	60,000.00
501-4012222-6005	JANITORIAL SUPPLIES	\$	1,000.00	\$	1,000.00

Account Number	Account Description		FY24-25 APPROVED 2024-2025		FY25-26 DRAFT 2025-2026
501-4012222-6008	GASOLINE & OIL	\$	7,200.00	\$	6,200.00
501-4012222-6011	UNIFORMS	\$	1,500.00	\$	1,500.00
501-4012222-6014	TOOLS	\$	750.00	\$	500.00
501-4012222-6019	SAFETY EQUIPMENT	\$	2,000.00	\$	1,000.00
501-4012222-6025	CHEMICALS	\$	50,000.00	\$	65,000.00
	TOTAL TREATMENT	\$	663,550.00	\$	659,075.00
	DISTRIBUTION & MAINTENANCE				
501-4012224-1183	COMPENSATION	\$	205,000.00	\$	223,200.00
501-4012224-2100	MATCHING FICA EXPENSE (7.65 %)	\$	15,700.00	\$	17,100.00
501-4012224-3330	LINE REPAIR & MAINTENANCE	\$	50,000.00	\$	50,000.00
501-4012224-6007	MATERIALS & SUPPLIES	\$	30,000.00	\$	30,000.00
501-4012224-6019	SAFETY EQUIPMENT	\$	700.00	\$	700.00
501-4012224-6030	NEW SERVICE SUPPLIES	\$	1,000.00	\$	1,000.00
501-4012224-9008	STORAGE TANK MAINT CONTRACT	\$	25,000.00	\$	25,000.00
	TOTAL DISTRIBUTION & MAINT	\$	327,400.00	\$	347,000.00
	CAPITAL OUTLAY				
501-4094200-8105	PICKUP (1/2)	\$	20,000.00	\$	-
501-4094200-8144	WATER TREATMENT PLANT UPGRADES	\$	5,000,000.00	\$	5,000,000.00
501-4094200-8211	CAPITAL RESERVES	\$	-	\$	551,231.70
501-4094200-8225	COMPUTER UPGRADE	\$	3,500.00	\$	10,000.00
501-4094200-8345	PW ONE TON DUMP TRUCK	\$	20,500.00	\$	-
501-4094200-8361	WATER DIST SYSTEM UPGRADES	\$	144,665.55	\$	125,000.00
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
	TOTAL CAPITAL OUTLAY	\$	5,188,665.55	\$	5,755,231.70
	CONTINGENCY				
501-4094300-5800	CONTINGENCY (3.00%)	\$	38,019.45	\$	36,408.30
	TOTAL CONTINGENCY	\$	38,019.45	\$	36,408.30
	TOTAL WATER FUND OPERATIONAL	\$	1,267,315.00	\$	1,213,610.00
	TOTAL WATER FUND CONTINGENCY	\$	38,019.45	\$	36,408.30
	TOTAL WATER FUND CAP OUTLAY	\$	5,188,665.55	\$	5,755,231.70
	TOTAL WATER FUND EXPENSES	\$	6,494,000.00	\$	7,005,250.00

Account Number	Account Description	FY24-25 APPROVED 2024-2025	FY25-26 DRAFT 2025-2026
SEWER FUND			
PERSONNEL			
502-4012220-1114	COMPENSATION	\$ 61,000.00	\$ 60,000.00
502-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 4,600.00	\$ 4,700.00
502-4012220-2210	VRS	\$ 60,100.00	\$ 43,600.00
502-4012220-2220	VMLIP - STD	\$ 237.00	\$ 200.00
502-4012220-2230	VMLIP - LTD	\$ 2,400.00	\$ 1,975.00
502-4012220-2300	HEALTH INSURANCE	\$ 91,500.00	\$ 27,600.00
502-4012220-2400	LIFE INSURANCE	\$ 6,100.00	\$ 5,150.00
502-4012220-2600	UNEMPLOYMENT INSURANCE	\$ 72.00	\$ 40.00
502-4012220-2700	WORKER'S COMPENSATION	\$ 17,000.00	\$ 15,000.00
502-4012220-3320	HANDHELD MAINT	\$ 5,000.00	\$ 5,000.00
502-4012220-3450	DIGITIZING	\$ 7,000.00	\$ 4,000.00
502-4012220-5210	POSTAGE	\$ 7,700.00	\$ 4,000.00
502-4012220-6001	OFFICE SUPPLIES	\$ 4,000.00	\$ 5,500.00
TOTAL PERSONNEL		\$ 266,709.00	\$ 176,765.00
TREATMENT			
502-4012222-1147	COMPENSATION	\$ 290,000.00	\$ 224,000.00
502-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 22,000.00	\$ 17,100.00
502-4012222-2830	CERTIFICATION FEES	\$ 600.00	\$ 640.00
502-4012222-2850	LAB TESTING	\$ 40,000.00	\$ 33,000.00
502-4012222-3145	PROFESSIONAL SERVICES	\$ 108,000.00	\$ 240,000.00
502-4012222-3210	LANDFILL-SOLIDS DISPOSAL	\$ 90,000.00	\$ 100,000.00
502-4012222-3310	REPAIR & MAINTENANCE	\$ 374,030.00	\$ 290,000.00
502-4012222-5110	ELECTRICITY	\$ 155,000.00	\$ 140,000.00
502-4012222-5230	TELECOMMUNICATIONS	\$ 6,600.00	\$ 5,000.00
502-4012222-5415	COPIER LEASE	\$ 5,300.00	\$ 2,000.00
502-4012222-5540	TRAINING	\$ 3,000.00	\$ 500.00
502-4012222-5690	DISCHARGE PERMIT RENEWAL	\$ 3,500.00	\$ 3,500.00
502-4012222-5810	DUES	\$ 625.00	\$ 625.00
502-4012222-6001	OFFICE SUPPLIES	\$ 1,000.00	\$ 1,000.00
502-4012222-6004	LAB SUPPLIES	\$ 5,000.00	\$ 4,500.00
502-4012222-6005	JANITORIAL SUPPLIES	\$ 3,500.00	\$ 1,750.00
502-4012222-6008	DIESEL FUEL	\$ 2,000.00	\$ 7,500.00
502-4012222-6011	UNIFORMS	\$ 1,500.00	\$ -
502-4012222-6014	TOOLS	\$ 1,000.00	\$ 250.00
502-4012222-6019	SAFETY EQUIPMENT	\$ 2,000.00	\$ 1,000.00
502-4012222-6025	CHEMICALS	\$ 170,000.00	\$ 190,000.00
TOTAL TREATMENT		\$ 1,284,655.00	\$ 1,262,365.00

Account Number	Account Description	FY24-25 APPROVED 2024-2025	FY25-26 DRAFT 2025-2026
DISTRIBUTION & MAINTENANCE			
502-4012224-1183	COMPENSATION	\$ 105,000.00	\$ 113,000.00
502-4012224-1183	MATCHING FICA EXPENSE (7.65 %)	\$ 8,000.00	\$ 8,650.00
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		\$ 146,500.00	\$ 155,150.00
CAPITAL OUTLAY			
502-4094200-8105	PICK UP	\$ 20,000.00	\$ -
502-4094200-8109	SANITARY/STORM SEWER UPGRADE	\$ -	\$ 5,000.00
502-4094200-8134	SEWER COLLECTION SYSTEM REHAB	\$ 100,000.00	\$ -
502-4094200-8225	COMPUTER REPLACEMENT/UPGRADE	\$ 3,500.00	\$ 10,000.00
502-4094200-8345	PW ONE TON DUMP TRUCK	\$ 20,500.00	\$ -
502-4094200-8411	CAPITAL RESERVES	\$ -	\$ 34,071.60
502-4094200-8602	3/4 TON PICKUP (1/3 VDOT)	\$ -	\$ 15,000.00
502-4094200-9007	WWTP PERMEATE PUMPS	\$ 40,000.00	\$ 20,000.00
502-4094200-9009	BAR SCREEN WWTP	\$ -	\$ 170,000.00
502-4094200-9010	WWTP MEMBRANE GANTRY	\$ 125,000.00	\$ 160,000.00
502-4094200-9011	HYDRAULIC THUMB(PW)	\$ -	\$ 4,000.00
502-4094200-9012	WWTP DRUM SCREEN REHAB	\$ -	\$ 200,000.00
502-4094200-9013	WWTP SLUICE GATE REP/MODIFY	\$ -	\$ 100,000.00
TOTAL CAPITAL OUTLAY		\$ 309,000.00	\$ 718,071.60
CONTINGENCY			
502-4094300-5800	CONTINGENCY (3.00%)	\$ 50,936.00	\$ 47,828.40
TOTAL CONTINGENCY		\$ 50,936.00	\$ 47,828.40
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		\$ 1,697,864.00	\$ 1,594,280.00
TOTAL SEWER FUND CONTINGENCY		\$ 50,936.00	\$ 47,828.40
TOTAL SEWER FUND CAP OUTLAY		\$ 309,000.00	\$ 718,071.60
TOTAL SEWER FUND DEBT SERVICE		\$ 470,000.00	\$ 470,000.00
TOTAL SEWER FUND EXPENSES		\$ 2,527,800.00	\$ 2,830,180.00
TOTAL EXPENSES ALL FUNDS		\$ 14,593,811.00	\$ 15,733,597.00

OVERVIEW OF REVENUES

		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026			
		Actual	Actual	Actual	Actual	Budgeted	Proposed	\$ Change	% Change	
General Fund Revenues										
General Property Taxes		1,650,675	1,832,895	1,757,200	1,974,775	2,171,275	2,292,500	121,225	5.58%	
Other Local Taxes		1,162,900	1,352,387	1,241,500	1,330,000	1,488,000	1,619,000	131,000	8.80%	
Permits and Licenses		51,498	53,400	11,000	11,000	11,000	13,000	2,000	18.18%	
Fines and Forfeitures		16,045	13,313	16,000	15,000	14,500	15,500	1,000	6.90%	
Use of Money and Property		181,702	171,134	197,500	210,500	224,500	294,000	69,500	30.95%	
Charges for Services		8,809	11,899	10,000	8,000	10,000	11,000	1,000	10.00%	
Miscellaneous		25,200	150,702	6,000	5,000	5,000	6,000	1,000	20.00%	
State Revenues		952,674	1,241,402	3,212,815	950,172	1,089,567	1,182,167	92,600	8.50%	
Federal revenues		37,580	4,102	-	-	-	-	-		
Other Funding Sources (Fund Balance)		307,000	-	40,000	40,000	558,169	465,000	(93,169)	-16.69%	
Total General Fund Revenues		4,394,083	4,831,234	6,492,015	4,544,447	5,572,011	5,898,167	326,156	5.85%	
Public Utilities Funds Revenues										
Use of Money and Property		60,000	45,470	39,217	65,000	285,000	260,000	(25,000)	-8.77%	
Charges for Services		2,712,375	5,114,501	5,808,963	4,341,500	8,376,000	9,185,430	809,430	9.66%	
Capital Grants & Contributions								-	0.00%	
Other Funding Sources (Fund Balance)		475,000	-	0.00	200,000	360,300	390,000	29,700	8.24%	
Total Public Utility Funds Revenues		2,947,375	5,159,971	5,848,180	4,606,500	9,021,300	9,835,430	814,130	9.02%	
Total Revenues		7,341,458	9,991,205	12,340,195	9,150,947	14,593,311	15,733,597	1,140,286	7.81%	

OVERVIEW OF EXPENDITURES										
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026			
		Actual	Actual	Actual	Actual	Budget	Proposed	\$ Change		% Change
General Fund Expenditures										
General Government Administration		1,051,801	1,260,548	3,369,343	1,208,080	1,495,350	1,495,475	125		0.01%
Public Safety		808,230	820,687	963,640	949,750	1,133,400	1,218,500	85,100		7.51%
Public Works		1,064,042	1,217,545	1,391,400	1,508,100	1,699,100	1,850,900	151,800		8.93%
Parks and Recreation		2,885	10,850	11,500	19,500	14,500	9,500	(5,000)		-34.48%
Planning and Community Development		141,216	151,234	144,320	147,200	243,000	150,600	(92,400)		-38.02%
Capital Outlay		160,490	40,425	313,906	435,238	727,500	909,967	182,467		25.08%
Contingency		15,952	12,683	176,406	114,979	137,561	141,749	4,188		3.04%
Debt Service		121,476	121,476	121,500	121,600	121,600	121,476	(124)		-0.10%
Total General Fund Expenditures		3,366,092	3,635,447	6,492,015	4,504,447	5,572,011	5,898,167	326,156		5.85%
Public Utilities Funds Expenditures										
General Administration		88,615	227,747	275,750	324,900	180,151	172,550	(7,601)		-4.22%
Supply Purification		396,724	422,651	484,050	589,500	663,550	659,075	(4,475)		-0.67%
Transmission and Distribution		213,684	341,338	416,025	314,400	327,400	347,000	19,600		5.99%
Wastewater Treatment		645,292	534,928	785,800	916,500	1,284,655	1,297,365	12,710		0.99%
Maintenance of Sewer Lines		117,368	167,600	115,400	126,000	146,500	155,150	8,650		5.90%
Fringe Benefits		229,118	270,245	341,806	366,035	362,924	176,750	(186,174)		-51.30%
Capital Outlay		1,501,498	273,027	1,645,104	2,928,295	5,497,665	6,473,303	975,638		17.75%
Depreciation			856,425	-	-	-	-	-		0.00%
Contingency		23,042	23,630	72,565	79,120	88,955	84,237	(4,718)		-5.30%
Debt Service		470,000	470,000	470,000	470,000	470,000	470,000	-		0.00%
Total Public Utility Funds Expenditures		3,685,341	3,587,585	4,606,500	6,114,750	9,021,800	9,835,430	813,630		9.02%
Total Expenditures		7,051,433	7,223,032	11,098,515	10,619,197	14,593,811	15,733,597	1,139,786		7.81%

Tax Year	Real Estate	Personal Property	Machinery & Tools
2025	0.139↓	1.25	1.3
2024	0.2	1.25	1.3
2023	0.2	1.25	1.3
2022	0.2	1.25	\$ 1.300
2021	0.2 ↑	1.25	\$ 1.300
2020	0.17741↓	1.25	\$ 1.300
2019	0.2 ↑	\$ 1.25	\$ 1.300
2018	0.19	\$ 1.25	\$ 1.300
2017	0.19	\$ 1.25	\$ 1.300
* 2016	0.19 ↑	\$ 1.25	\$ 1.300
2015	\$ 0.186 ↑	\$ 1.25	\$ 1.300
2014	\$ 0.136 ↑	\$ 1.05	\$ 1.300
2013	\$ 0.116	\$ 1.00	\$ 1.182
2012	\$ 0.116	\$ 1.00	\$ 1.168
2011	\$ 0.116	\$ 1.00	\$ 1.00
* 2010	\$ 0.116 ↑	\$ 1.00	\$ 1.00
2009	\$ 0.0989	\$ 1.00	\$ 1.00
2008	\$ 0.0989	\$ 1.00	\$ 1.00
2007	\$ 0.0989	\$ 1.00	\$ 1.00
* 2006	\$ 0.0989↓	\$ 1.00	\$ 1.00
2005	\$ 0.20	\$ 1.00	\$ 0.91
2004	\$ 0.20	\$ 1.00	\$ 0.85
2003	\$ 0.20	\$ 1.00	\$ 0.88
* 2002	\$ 0.20↓	\$ 1.00	\$ 0.90
2001	\$ 0.23	\$ 1.00	\$ 0.90
2000	\$ 0.23	\$ 1.00	\$ 0.90
1999	\$ 0.23	\$ 1.00	\$ 0.90
* 1998	\$ 0.23↓	\$ 1.00	\$ 0.93
1997	\$ 0.24	\$ 1.00	\$ 0.93
1996	\$ 0.24	\$ 1.00	\$ 0.93
1995	\$ 0.24	\$ 1.00	\$ 0.93
* 1994	\$ 0.24	\$ 1.00	\$ 1.00
1993	\$ 0.24	\$ 1.00	\$ 1.00
1992	\$ 0.24	\$ 1.00	\$ 1.00
1991	\$ 0.24	\$ 1.00	\$ 1.00
* 1990	\$ 0.24↓	\$ 1.00	\$ 1.00
1989	\$ 0.37	\$ 1.00	\$ 1.00
1988	\$ 0.37	\$ 1.00	\$ 1.00
1987	\$ 0.37	\$ 1.00	\$ 1.00
* 1986	\$ 0.37	\$ 1.00	\$ 1.00
1985	\$ 0.37	\$ 1.00	\$ 1.00
1984	\$ 0.37	\$ 1.00	\$ 1.00
1983	\$ 0.37	\$ 1.00	\$ 1.00
* 1982	\$ 0.37↓	\$ 1.00	\$ 1.00
1981	\$ 0.40	\$ 1.00	\$ 1.00
1980	\$ 0.40	\$ 1.00	\$ 1.00

Legend
 * Reassessment
 ↑ Tax Increase
 ↓ Tax Rate Decrease

2025 REAL ESTATE TAX RATE ANALYSIS

	LAND	IMPROVEMENTS	LESS EXEMPT PROP	LESS LAND USE	TAX RELIEF	TOTAL ASSMT	% Increase	TOTAL TAX	Budgeted	Collected
2022 RE ASSESSMENT Actual	183,841,400	469,027,300	(11,480,300)	-	-7,406	641,380,994	8.98%	RATE \$0.20 \$1,282,761.99	\$ 1,154,000.00	\$ 1,266,309.92
2023 RE ASSESSMENT Actual	184,516,400	483,937,900	(11,480,300)	-	-16,215	656,957,785	2.43%	RATE \$0.20 \$1,313,915.57	\$ 1,355,575.00	\$ 1,365,377.15
2024 RE ASSESSMENT Actual	196,977,200	546,470,300	(46,957,100)	-	-26,068	696,464,332	6.01%	RATE \$0.20 \$1,392,928.66	\$ 1,355,575.00	\$ 1,382,447.41
2025 RE ASSESSMENT	286,290,000	739,143,200	(46,957,100)	-	-26,068	978,450,032		RATE \$0.20 \$2,054,745.07 -\$24,656.94 \$2,030,088.13		

Estimated uncollectible @ 1.12%

Valuation	\$.20/\$100	\$.21/\$100	Increase per year	Increase per month
100,000.00 \$	200.00	210.00 \$	10.00 \$	0.83
200,000.00 \$	400.00	420.00 \$	20.00 \$	1.67
288,768.00 \$	577.54	606.41 \$	28.88 \$	2.41
300,000.00 \$	600.00	630.00 \$	30.00 \$	2.50
400,000.00 \$	800.00	840.00 \$	40.00 \$	3.33
500,000.00 \$	1,000.00	1,050.00 \$	50.00 \$	4.17

FY25 Real Estate with the numbers provided by Commissioner of Revenue

Keeping rate the same and a 1cent increase					
2025 RE ASSESSMENT	Land Value 286,290,000	Improvements 739,143,200	Exemptions (46,957,100)	-	RATE \$0.20 \$1,956,900.06 -\$21,917.28 \$1,934,982.78
				-26,068	978,450,032 Estimated uncollectible @ 1.12%
2025 RE ASSESSMENT	Land Value 286,290,000	Improvements 739,143,200	Exemptions (46,957,100)	-	RATE \$0.21 \$2,054,745.07 -\$23,013.14 \$2,031,731.92
				-26,068	978,450,032 Estimated uncollectible @ 1.12%
Changing rate to remain revenue neutral and a 1cent increase					
2025 RE ASSESSMENT	Land Value 286,290,000	Improvements 739,143,200	Exemptions (46,957,100)	-	RATE \$0.139 \$1,360,045.54 -\$15,232.51 \$1,344,813.03
				-26,068	978,450,032 Estimated uncollectible @ 1.12%
2025 RE ASSESSMENT	Land Value 286,290,000	Improvements 739,143,200	Exemptions (46,957,100)	-	RATE \$0.149 \$1,457,890.55 -\$16,328.37 \$1,441,562.17
				-26,068	978,450,032 Estimated uncollectible @ 1.12%

2025-2026 PERSONAL PROPERTY TAX RATE ANALYSIS

Tax Year # VEH	Rate	Assmt	Tax Levy	PPTRA	%	Tax Amount	%	PPTRA FUNDS	ESCROW
2023	3615 \$ 1.25	\$ 90,406,462.00 6%INC	\$ 847,784.47 86.69%	\$ 210,367.89	25%	\$ 637,416.58	75%	\$209,916.73	(\$451.16) \$0.00
2024	3776 \$ 1.25	\$ 98,780,679.16 9%INC	\$ 870,063.53	\$ 185,998.75	21%	\$ 684,064.78	79%	\$209,916.73	\$0.00 \$24,841.02
2025	3776 \$ 1.25	\$ 108,658,747.07 10%INC EST	\$ 874,746.92	\$ 215,126.47	25%	\$ 659,620.45	75%	\$209,916.73	(\$4,140.17) \$20,700.85
2025	3776 \$ 1.26	\$ 108,658,747.07 10%INC EST	\$ 883,494.38	\$ 215,126.47	24%	\$ 668,367.91	76%	\$209,916.73	(\$4,140.17) \$20,700.85

DEBT OVERVIEW

1/1/2025

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 1/1/25	\$1,025,433,200
Statutory debt limit (10% of assessed value of taxable real estate)	\$ 102,543,320
Lease revenue bond obligations as of 6/30/24:	\$ 1,795,313
General obligation bond obligations as of 6/30/24:	\$ <u>6,345,000</u>
Total bond obligations as of 6/30/24:	\$ 8,140,313
Legal debt margin:	\$ 94,403,007

Narrative - 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.

Narrative - 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 2027.

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 \$13,500,000

It is expected that a loan for this project will have to be closed in the latter part of calendar 2025. The Town expects to borrow \$12,385,000 for the project. The Town also expects to expend at least \$1,200,000 from the Water Treatment Plant Reserve during the project.

The Town expects to have at least \$4,000,000 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 \$1,200,000), 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 the latter part of 2025 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.

Sewer Fund

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

5 YEAR CAPITAL IMPROVEMENTS PROGRAM

Town of Berryville- FY 2026-2030																											
Expenditures	2026				2027				2028				2029				2030										
	General	Water	Sewer		General	Water	Sewer		General	Water	Sewer		General	Water	Sewer		General	Water	Sewer								
Capital Reserves(ADMIN)	2,967	551,232	34,072																								
Computer Replacements(ADMIN)	15,000	10,000	10,000	9,000	3,500	25,000	4,000	4,000	4,500	4,500	4,500	5,000	5,000	5,000	5,000	5,000											
Mobile Data Terminals (PD)													30,000														
Pistols (PD)	10,000																										
Patrol Vehicle (PD)	67,000			69,000		71,000			73,000																		
Large Dump Truck (PW)						VDOT																					
1 Ton Dump Truck (PW)						VDOT																					
3/4 Ton Truck (PW)	VDOT	15,000	15,000			VDOT	21,250	21,250						VDOT	16,500	16,500											
Snow Plow (PW)	VDOT					VDOT								VDOT													
Salt Spreader (PW)						VDOT																					
Hydraulic Thumb (PW)	VDOT	4,000	4,000																								
Mower (PW or PU)						5,000																					
Rose Hill Park,Crow PL, JRM PL Improvements, 23 E Main St(PW)	675,000																										
Radar Feedback Signs (PD)							20,000																				
Town Street Repairs (PW)	40,000			20,000									40,000														
Wayfinding	50,000																										
TAPP Reserve(CD)	50,000			50,000					50,000								50,000										
Water Treatment Plant Upgrade (PU)		5,000,000					6,000,000																				
Water Distribution System Upgrades (PW)		125,000					130,000								140,000	140,000											
1/2 Ton Truck (PU)															25,000	25,000											
WTP Lab Equipment(PU)		50,000																									
WastewaterTreatmentPlant Membrane Replacement(PU)																											
Sewer Collection System Improvements (PW)								130,000					135,000														
Wastewater Treatment Plant Membrane Gantry(PU)																											
Wastewater Treatment Plant Permeate Pump R/R(PU)																											
Wastewater Treatment Plant Drum Screen Rehab(PU)																											
WWTP Sanitary/Storm Sewer Camera Upgrade (PW)																											
WWTP Bar Screens(PU)																											
WWTP Sluice Gates Repair/Modify (PU)																											
Borrowed Funds and Reserve Funds																											
Borrowed Funds																											
Reserved for future use																											
Funds to be used have been res'd in full or part																											
Amount reflects Town portion of project (TAP Funds)																											
Total	909,967	5,755,232	718,072	148,000	6,153,500	333,500	151,000	2,660,250	197,500	186,000	186,000	137,000	11,000	256,000													

Capital Improvement Narrative

Fiscal Year 2026

General Fund FY26

Capital Reserves \$2,967

Administration

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

Computer Replacement \$15,000

Administration

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

Pistols \$10,000

Police

This item provides for the purchase of new sidearms, holsters, and magazines for the Police Department.

The sidearms currently in service were issued in 2010 and need to be replaced.

Patrol Vehicle \$67,000

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. Five of the vehicles are marked all-wheel-drive sport-utility vehicles (SUV's). One SUV and a sedan are unmarked.

The requested vehicle, an SUV, would replace a marked SUV. The cost of an emergency light package, partition, rear seat, exterior markings, and work to uninstall (from existing unit) and reinstall new equipment in the new vehicle is included in the budget estimate.

Rose Hill Park, Crow Street Parking Lot, John Rixey Moore, and

23 East Main Street Parking Lot Improvements \$675,000

Public Works

This item provides required to complete the following projects:

- Stabilization of the livery stable at 23 East Main Street (\$255,000)
- HVAC improvements at 23 East Main Street (\$30,000)
- Purchase and siting of a public bathroom on 23 East Main Street (\$105,000)
- Design and construction of a new bridge across Town Run in Rose Hill Park (\$80,000)
- Purchase and installation of improved lighting in the John Rixey Moore Parking Lot and paving or sealing and restriping (\$50,000)
- Purchase and installation of cameras in Rose Hill Park, Crow Street Parking Lot, and the John Rixey Moore Parking Lot (\$80,000)
- Contingency (\$75,000)

Town Street Repairs \$40,000

This item provides for funds that will be needed to repair Town-maintained streets (secondary streets not within the VDOT Secondary Street System).

Community Development

This item provides savings that would be added to a reserve for the Town's share of funding for TAPP 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 TAPP projects in development. A sidewalk project on Mosby Boulevard is expected to be completed in the first half of FY26. A sidewalk project on East Fairfax Street is also expected to be completed in the first half of FY26. A curb and gutter /sidewalk project on West Fairfax Street is expected to be completed in FY27.

The Council is considering pursuing another TAPP 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 TAPP Reserve will be funded as follows:

FY26 \$50,000

FY27 \$50,000

FY28 \$50,000

FY29 \$50,000

FY30 \$50,000

Water Fund FY26

Capital Reserves \$551,232

Administration

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

Computer Replacement \$10,000

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 \$15,000

Public Works

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

The Public Works Department maintains four 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 \$30,000 (VDOT reimbursement funds)

Water Fund \$15,000

Sewer Fund \$15,000

Hydraulic Thumb \$4,000

Public Works

This item provides funds for the purchase of a hydraulic thumb for one of the Public Works Department backhoes.

This equipment will permit crews to more efficiently and safely handle large material such as rocks and tree waste.

This purchase will be funded as follows:

General Fund \$4,000 (VDOT reimbursement funds)

Water Fund \$4,000

Sewer Fund \$4,000

Water Treatment Plant Upgrade \$5,000,000

Public Utilities

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

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

FY 2026	5,000,000
FY 2027	6,000,000
FY 2028	1,385,000

It is expected that the Town will expend at least \$1,115,000 of reserve funds in FY 2028. \$1,500,000 is currently earmarked for this purpose.

Project 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/repared 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, will be resubmitted on March 1, 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.

Upgrade Project Schedule

<u>Task</u>	<u>Expected Completion</u>
Design	March 1, 2025
VDH/EPA Review	November 2025
Advertise for Bids	February 2026
Bid Opening	March 2026
Award/Notice of Proceed	June 2026
Substantial Completion	November 2027
Final Completion	December 2027

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.

Estimated cost of project:

Construction Costs –	\$10,700,000
Non-construction Costs –	\$ 2,800,000
Total -	\$13,500,000
Project Cost	\$13,500,000
VDH Loan	\$12,385,000
Expected Draw on Reserves for Upgrade	\$ 1,115,000

<u>Water Distribution System Upgrades</u>	<u>\$125,000</u>
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Public Works Department

This item provides funds 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.

<u>Water Treatment Plant Laboratory Equipment</u>	<u>\$50,000</u>
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Public Utilities

This item provides funding for the purchase of new benchtop lab equipment for the water treatment plant. The equipment will better meet Virginia Department of Health coagulant control testing requirements than the existing lab equipment.

This benchtop equipment is expected to meet the Town's needs before, during, and after the construction of the upgraded water treatment plant.

Sewer Fund FY26

<u>Capital Reserves</u>	<u>\$34,072</u>
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Administration

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

<u>Computer Replacement</u>	<u>\$10,000</u>
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Administration

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

<u>Three-quarter ton truck</u>	<u>\$15,000</u>
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Public Works

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

The Public Works Department maintains four three-quarter-ton pickup 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 \$30,000 (VDOT reimbursement funds)

Water Fund \$15,000

Sewer Fund \$15,000

<u>Hydraulic Thumb</u>	<u>\$4,000</u>
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Public Works

This item provides funds for the purchase of a hydraulic thumb for one of the Public Works Department backhoes.

This equipment will permit crews to more efficiently and safely handle large material such as rocks and tree waste.

This purchase will be funded as follows:

General Fund \$4,000 (VDOT reimbursement funds)

Water Fund \$4,000

Sewer Fund \$4,000

Wastewater Treatment Plant Membrane Gantry Crane \$160,000

This item provides funds for the design and implementation of repairs to the wastewater treatment plant's membrane gantry crane.

The crane in question provides the means by which the wastewater treatment plant's membrane cassettes can be removed for inspection, cleaning, and repair. The crane's supports have failed and require repair.

Wastewater Treatment Plant Permeate Pump \$20,000

This item provides funds for rebuilding a permeate pump.

The wastewater treatment plant has four permeate pumps (one on each of the four membrane units) which are vital to the operation of the plant. All of the pumps have been replaced over the past year.

The last pump was replaced in FY25. That pump is to be rebuilt and then serve as a backup.

Wastewater Treatment Plant Drum Screen Replacement/Rehabilitation \$200,000

This item provides funds for the purchase and installation of a new drum screen at the wastewater treatment plant.

The wastewater treatment plant's two drum screens have reached the end of their useful life. It is important to note that if it is determined that the existing screen can be repaired, then this option will be reviewed and pursued if deemed fiscally responsible.

It is expected that the other drum screen will be replaced in FY27.

Sanitary Sewer/Stormwater Sewer Camera Upgrade \$5,000

This item provides funds for the purchase of new hardware and software for the Town's sewer main camera. The camera in question, which is eight years old is used to inspect storm and sanitary sewer mains.

This purchase will be funded as follows:

General Fund \$5,000 (VDOT reimbursement funds)

Sewer Fund \$5,000

Wastewater Treatment Plant Bar Screen

\$170,000

This item provides for the design, purchase, and installation of a manhole-fitted bar screen at the wastewater treatment plant.

Since its completion in 2012, the wastewater treatment plant experienced problems related to “flushables” and the like flowing into the plant’s raw pump wet well. The materials in question clog the raw sewage pumps and must be manually removed from the wet well at least twice per year.

The bar screen that is proposed would intercept “flushables” and the like before they enter the wet well. The waste collected by the bar screen would be deposited into a dumpster and landfilled. This new equipment would reduce maintenance cost and provide an additional means of waste screening. This supplementary waste screening would provide additional protection to the raw pumps, drum screens, biological process, and membranes.

Wastewater Treatment Plant Sluice Gates (Evaluation/Repair or Replace)

\$100,000

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.

DRAFT 2/27/25

Fund Reserve Specifics Adopted June 11, 2024

With

**Interest earned by monies in reserves in Blue and
Revisions Dated February 22, 2025 in Red**

**NOTE: Fund totals do not reflect monies expended in
FY25**

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

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	$\$314,808.42 + \textcolor{blue}{\$202,959.53} - \textcolor{red}{\$72,425.11} = \textcolor{red}{\$445,342.84}$
Reserve goal	$\$445,000.00$ 50% of annual debt service + 10% of FY 24 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	\$1,250,000
Reserve goal	\$1,250,000

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	\$325,000 + <u>\$75,000 = \$400,000</u>
Reserve goal	<u>\$350,000</u> <u>400,000</u>

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	\$700,000 + <u>\$50,000 = \$750,000</u>
Reserve goal	<u>\$750,000</u>

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	\$225,000 + <u>\$500,000 = \$725,000</u>
Reserve goal	<u>\$175,000</u> <u>725,000</u>

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	\$ 50,000 + <u>\$50,000 = \$100,000</u>
Reserve goal	<u>\$100,000</u>

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	\$ 70,000
Reserve goal	\$100,000

Police Equipment Replacement Reserve

This reserve was established to fund new or replacement police department equipment.

Reserve	\$125,000
Reserve goal	\$125,000

Annexation Reserve

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

Reserve	\$50,000 + \$50,000 = \$100,000
Reserve goal	\$50,000 100,000

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	\$125,000 + \$25,000 = \$150,000
Reserve Goal	\$125,000 150,000

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 soon apply for a TAP grant 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.

Reserve	\$380,000 + <u>\$514,000</u> = <u>\$894,000</u>
Reserve Goal	\$530,000 <u>1,500,000</u>

Total General Fund Reserves = ~~\$3,714,808.42~~ \$5,109,342.84

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	\$232,067	<u>+\$158,946.33</u>	<u>+\$3,746.67</u>	<u>= \$394,760</u>
Reserve goal	\$191,000.00*			
	100% of annual debt service +			
	15% of FY24 WF operational expenses			

*Reserve amount exceeds 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	\$550,000	<u>+\$200,000=</u>	<u>\$750,000</u>
Reserve goal	\$750,000	<u>1,250,000</u>	

Water Treatment Plant Reserve

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

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/repared 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, will be resubmitted on March 1, 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.

Upgrade Project Schedule

<u>Task</u>	<u>Expected Completion</u>
Design	March 1, 2025
VDH/EPA Review	November 2025
Advertise for Bids	February 2026
Bid Opening	March 2026
Award/Notice of Proceed	June 2026
Substantial Completion	November 2027
Final Completion	December 2027

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.

Estimated cost of project:

	Construction Costs –	\$10,700,000
	Non-construction Costs –	\$ 2,800,000
	Total -	\$13,500,000
Project Cost		\$13,500,000
VDH Loan		\$12,385,000
Expected Draw on Reserves for Upgrade		\$ 1,115,000

Use of Reserves During Upgrade Project

In accordance with current project budget estimates, it is expected that at approximately \$1,115,000 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.

Reserve	\$3,000,000 + <u>\$1,030,000</u> = <u>\$4,030,000</u>
Reserve goal	\$4,200,000 <u>5,000,000</u>

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	\$1,200,000
Reserve goal	\$1,200,000

Total Water Fund Reserves = \$4,982,067.00 \$6,374,760.00

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	\$702,827.29	$+\$78,012.54 - \$79,616.54 = \$701,223.29$
Reserve goal	\$725,000	
	100% of annual debt service + 15% of FY24 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	\$3,075,000	$-\$250,000 = \$2,825,000$
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. A large portion of this reserve may not need to be established if the Town enters into a membrane pre-purchase program.

The CIP will have to provide for reserving \$105,000 in FY30, FY31, FY32, FY33, and FY34 to meet the reserve goal.

Reserve	\$ 975,000
Reserve goal	\$1,500,000

Total Sewer Fund Reserves = \$6,752,827.29** \$6,501,223.29**

**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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5 YEAR RATE AND FEE PLAN 12.10.2024

Water	Based on 20-year Amortization of WTP Loan									
	Consumption					Revenue				
	Total	\$per kgal	Total Revenue	Admin Fees	Total Revenue and Admin Fees	Total Revenue needed per Finance Plan	Increase per kgal	Increase per year		
FY24-25	104,352,071	\$ 8.15	\$ 850,469.38	\$ 555,850.18	\$ 1,406,319.56	N/A	\$ -			
FY25-26	105,200,000	\$ 10.30	\$ 1,083,560.00	\$ 555,850.18	\$ 1,639,410.18	\$ 1,639,100.00	\$ 2.15	\$ 25.80		
FY26-27	106,400,000	\$ 11.62	\$ 1,236,368.00	\$ 555,850.18	\$ 1,792,218.18	\$ 1,792,900.00	\$ 1.32	\$ 15.84		
FY27-28	107,200,000	\$ 13.11	\$ 1,405,392.00	\$ 555,850.18	\$ 1,961,242.18	\$ 1,961,400.00	\$ 1.49	\$ 17.88		
FY28-29	108,004,000	\$ 14.72	\$ 1,589,818.88	\$ 555,850.18	\$ 2,145,669.06	\$ 2,145,700.00	\$ 1.61	\$ 19.32		
FY29-30	108,815,000	\$ 16.47	\$ 1,792,183.05	\$ 555,850.18	\$ 2,348,033.23	\$ 2,347,500.00	\$ 1.75	\$ 21.00		

Sewer	Based on 3% Annual Increase									
	Consumption					Revenue				
	Total	\$per kgal	Total Revenue	Admin Fees	Total Revenue and Admin Fees	Total Revenue needed	Increase per kgal	Increase per year		
FY24-25	104,352,071	\$ 17.27	\$ 1,802,160.27	\$ 280,627.20	\$ 2,082,787.47	N/A	\$ -			
FY25-26	105,200,000	\$ 17.78	\$ 1,870,456.00	\$ 280,627.20	\$ 2,151,083.20	\$ 2,023,357.00	\$ 0.51	\$ 6.12		
FY26-27	106,400,000	\$ 18.31	\$ 1,948,184.00	\$ 280,627.20	\$ 2,228,811.20	\$ 2,084,058.00	\$ 0.53	\$ 6.36		
FY27-28	107,200,000	\$ 18.85	\$ 2,020,720.00	\$ 280,627.20	\$ 2,301,347.20	\$ 2,146,579.00	\$ 0.54	\$ 6.48		
FY28-29	108,004,000	\$ 19.41	\$ 2,096,357.64	\$ 280,627.20	\$ 2,376,984.84	\$ 2,210,977.00	\$ 0.56	\$ 6.72		
FY29-30	108,815,000	\$ 19.99	\$ 2,175,211.85	\$ 280,627.20	\$ 2,455,839.05	\$ 2,277,306.00	\$ 0.58	\$ 6.96		

Total bill including water and sewer per 1,000 gallons				
Rate	Admin Fee	Total Bill		
FY24-25	\$ 25.42	\$ 36.53	\$ 61.95	
FY25-26	\$ 28.08	\$ 36.53	\$ 64.61	
FY26-27	\$ 29.93	\$ 36.53	\$ 66.46	
FY27-28	\$ 31.96	\$ 36.53	\$ 68.49	
FY28-29	\$ 34.13	\$ 36.53	\$ 70.66	
FY29-30	\$ 36.46	\$ 36.53	\$ 72.99	

TOWN OF BERRYVILLE
SCHEDULE OF WATER AND SEWER FEES AND CHARGES

~~Effective November 21, 2023.~~

Proposed to be effective June 21, 2025

I. USER FEES

A. WATER

1. Within corporate limits or the limits of an approved annexation area: ~~\$8.15~~ **\$10.30** per 1,000 gallons of usage. Minimum charge \$5.00 per month for usage under 1,000 gallons during billing period.
2. Other: ~~\$10.18~~ **\$12.87** per 1,000 gallons of usage. Minimum charge \$6.25 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: ~~\$17.27~~ **\$17.78** per 1,000 gallons of usage. Minimum charge \$15.00 per month for usage under 1,000 gallons during billing period.
2. Other: ~~\$21.58~~ **\$22.22** per 1,000 gallons of usage. Minimum charge \$18.75 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: ~~\$285~~ **\$300**

Residential: multi-family with master meter: ~~\$230~~ **\$245** per unit

Business/Commercial excluding restaurants and laundries: ~~\$285~~ **\$300**

Restaurant: ~~\$880~~ **\$895***

Laundry: ~~\$4,605~~ **\$4,620***

Institutional: ~~\$1,625~~ **\$1,640***

Industrial: ~~\$5,645~~ **\$5,660***

*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	\$ 16,226	\$ 20,283	Meter Fee
3/4	1.5	\$ 24,339	\$ 30,424	Meter Fee
1	2.5	\$ 40,565	\$ 50,707	Meter Fee
1.5	4.375	\$ 70,989	\$ 88,738	Meter Fee
2	8	\$ 129,808	\$ 162,264	Meter Fee
3	16	\$ 259,616	\$ 324,528	Meter Fee
4	25	\$ 405,560	\$ 507,075	Meter Fee
6	50	\$ 811,300	\$ 1,014,150	Meter Fee

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

Meter Size (Inches)	Demand Ratio	Avail. Fee (Corp. Limits or Annex. Area)	Avail. Fee (Other)	Meter Cost
5/8	1	\$ 17,200	\$ 21,500	Meter Fee
3/4	1.5	\$ 27,100	\$ 32,249	Meter Fee
1	2.5	\$ 42,999	\$ 53,749	Meter Fee
1.5	4.375	\$ 75,248	\$ 94,062	Meter Fee
2	8	\$ 137,596	\$ 172,000	Meter Fee
3	16	\$ 275,193	\$ 344,000	Meter Fee
4	25	\$ 429,894	\$ 537,500	Meter Fee
6	50	\$ 859,978	\$ 1,074,999	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	\$ 17,423	\$ 21,779
3/4	1.5	\$ 26,134	\$ 32,668
1	2.5	\$ 43,557	\$ 54,447
1.5	4.375	\$ 76,226	\$ 92,283
2	8	\$ 139,384	\$ 174,232
3	16	\$ 278,768	\$ 348,464
4	25	\$ 435,575	\$ 544,475
6	50	\$ 871,150	\$ 1,088,950

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

B. SEWER

Meter Size (Inches)	Demand Ratio	Avail. Fee (Corp. Limits or Annex. Area)	Avail. Fee (Other)
5/8	1	\$ 18,468	\$ 23,085
3/4	1.5	\$ 27,702	\$ 34,628
1	2.5	\$ 46,170	\$ 57,714
1.5	4.375	\$ 80,800	\$ 97,820
2	8	\$ 147,747	\$ 184,686
3	16	\$ 295,494	\$ 369,372
4	25	\$ 461,710	\$ 577,144
6	50	\$ 923,419	\$ 1,154,287

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: ~~\$325~~ **\$350**

Camera Fee: \$3.00 per linear foot

2. 4-Inch Laterals

Laterals Under 50 Feet in Length: ~~\$175~~ **\$200**

Laterals 50 Feet in Length or Greater: ~~\$175~~ **\$200** plus \$3.00 per linear foot

B. Inspections

Town staff: ~~\$70~~ **\$75** per hour (1 hour minimum for any inspection then billed at ½ hr. increments thereafter)

Licensed professional engineer or approved third-party inspector: Cost

C. Hydrant Flow Tests

~~\$70~~ **\$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: \$1,500 (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 September 12, 2023

Berryville Area Plan Update

Background

On December 29, 1988 the Town of Berryville and Clarke County entered into an agreement defining the Town's annexation rights in the future. The Town and County desired to enter into the agreement to provide for the regular and orderly urban growth of the town consistent with the Town and the County Comprehensive Plans. The agreement provided that the Town would permanently renounce its right to become a city.

Based on a study completed by the Town Council it was determined that certain lands located in the County adjacent to the Town were feasible to be annexed by the Town in the future. These lands became known as Areas A and B. Annexation Area A became a part of the Town on January 1, 1989.

The Berryville Area Development Authority (BADA) was created on March 27, 1990 to administer the Town's Subdivision Ordinance and the County's site plan development standards for all land use proposals in Area B. The membership of the BADA is comprised of three members appointed by the Town and three by the County. The Town and County agreed to a jointly-managed future land use plan.

The Berryville Area Plan was adopted on April 12, 1992 by the Town Council and the Clarke County Board of Supervisors. The Plan was amended several times to include allowing "housing for older persons" in areas designated for Business/Office and Highway & Visitor Commercial Uses; to amend the transportation policies for the southwest and southeast collector roads; to amend Sub-Area 19C to change the land use designation from Low Density Residential to Light Industrial/Research; to amend Sub-Area 23 to change the land use designation from Business/Office to Light Industrial Research; among others.

The Berryville Area Plan was comprehensively amended in 2015 and adopted by the Berryville Town Council on May 10, 2016 and the Clarke County Board of Supervisors on May 17, 2016. The 2015 Berryville Area Plan notes that the Annexation Area Agreement must be amended by the Town and the County if new Annexation Areas are created or Sub-Areas are expanded beyond the limits of Annexation Area B. The BADA has been reviewing the Berryville Area Plan and discussing amendments that could be made in a comprehensive update of the Plan that is due.

Quadrants and their Collector Roads

The northwest quadrant has largely developed with single family dwellings along its collector road Mosby Boulevard. It is primarily developed in the DR-4 zoning district but is not constructed at the full density planned for the quadrant.

Likewise, the southwest quadrant is developed with single family dwellings at a lesser density than was planned for the sector. Hermitage Boulevard is its collector road.

Fairfax Street and First Street serve the northeast part of Town west of the railroad tracks. Shenandoah Crossing is the most recent large scale subdivision in this quadrant.

The southeastern collector has not yet been constructed. The Southeastern Collector Study was completed in 2020. It proposes alternative potential routes for the southeastern collector. It is discussed further below.

Potential Future Growth Areas

The Hermitage South Potential Future Growth Area is identified in the area southwest of town. The area adjacent to the north, Subareas 26 and 27A, have developed with single-family houses and the southwest collector road, Heritage Boulevard, has been constructed as part of this neighborhood. Residential development is the appropriate use for this future growth area due to the adjacent residential use. The number of units that could be developed in this area are as of yet undetermined.

The Western Potential Future Growth Area is located west of Rosemont, east of Cooley Elementary School and south of Clarke County High School. Its location near schools, recreational facilities and existing residential neighborhoods makes this area a good location for future residential development. The number of units that could be developed in this area are as of yet undetermined.

The Southern Potential Future Growth Area is located south of the Clarke County Business Park and is recommended for Light Industrial/Research uses. It extends southward to Smallwood Lane. There is no collector road in this area. Although Jack Enders Boulevard could be extended to Rt. 340, there is no railroad crossing that aligns with Jack Enders. New railroad crossings can be expensive, especially if grade separated, and the railroad has strict policies about new at grade crossings. An existing crossing of the railroad to access Rt. 340 is located on Smallwood Lane. This crossing would meet the needs of the southeast collector road and provide a logical road path through the potential light industrial future growth area. The lands west of the railroad track in the south potential growth area are isolated from the properties to the east and are adjacent residential development on Rt. 340 and South Church St. The future

land use of this area should be studied for possible alternative future land use options including residential.

Current Discussion

Subarea 23 (proposed Subarea 19) is planned for Light Industrial/ Research and is zoned Business Park (BP). It is vacant undeveloped land. Its location is physically cut off from the rest of the Clarke County Business Park by the railroad tracks. Going forward, Subarea 23 may be more suitable for development with residential uses due to its proximity to new and historic residential neighborhoods and its prominent gateway location at the southern entrance to the town on U.S. 340/Buckmarsh Street. Adjacent property is planned Medium-Low Density Residential (4 units/acre) and zoned Detached Residential-4 (DR-4). Potential residential zoning districts for Subarea 19 include DR-4 and Attached Residential (AR) that allows townhouse style development which could provide more dwelling units at a more moderate price than single family detached houses.

The Business Park provides opportunity for a broad range of light industrial, research, and business uses. There is approximately \$17,000,000.00 in assessed real estate value. The Town received \$116,400 in taxes from the Business Park in Tax Year 2024 (RE \$34,900, M&T \$21,700, PP \$59,800). Expansion of the Business Park south along the east side of the railroad tracks is logical and represents an opportunity to expand the tax base and employment in the Town. An expanded network of roads will be needed to serve the new business and light industrial development that would take place. The Southeastern Potential Growth Area is of primary importance in the planned growth of the Town and the current update of the Berryville Area Plan.

Southeastern Collector Study

The Southeastern Collector Study was commissioned by the Town and the County and produced in 2020. The Southeastern Collector is envisioned to encourage expansion of the Clarke County Business Park. The study was undertaken to determine how to best incorporate the existing roadway network, connect across the railroad, and finance the Collector. Four concepts for the Collector were developed.

Concept A would extend Jack Enders Boulevard over the railroad tracks. This concept would require a new crossing of the railroad. Crossing the tracks at Jack Enders Boulevard would not meet Norfolk Southern standards because it is too close to a turn in the tracks. Additionally, the railroad requires that at least two at grade crossings be eliminated for each new at grade crossing.

Concept B would extend Jack Enders Boulevard to Smallwood Lane and improve Smallwood Lane to U.S. 340. There is an existing crossing of the railroad tracks on Smallwood Lane that is suitable to upgrade.

Concept C would extend Jack Enders Boulevard to U.S. 340 and into the Southern Potential Growth Area. It is a combination of Concepts A and D.

Concept D would provide a new road into the Southern Potential Growth Area without a connection to Smallwood Lane.

New at grade crossings of the railroad are highly discouraged by Norfolk Southern Railway Co. and by Virginia State Statute. When considering new crossings or improvements to crossing Norfolk Southern requires an engineering study. This study could cost as much as \$25,000.00 would only answer questions of feasibility of whether to approve the concept.

Plan Update Process

The Berryville Area Plan proscribes that the BADA undertake an evaluation of the Plan on a five year schedule. The evaluation should be a thorough and deliberate review of the Plan, current demographics and take into account any recent changes that may have occurred in the community not contemplated or adequately addressed by the current Plan.

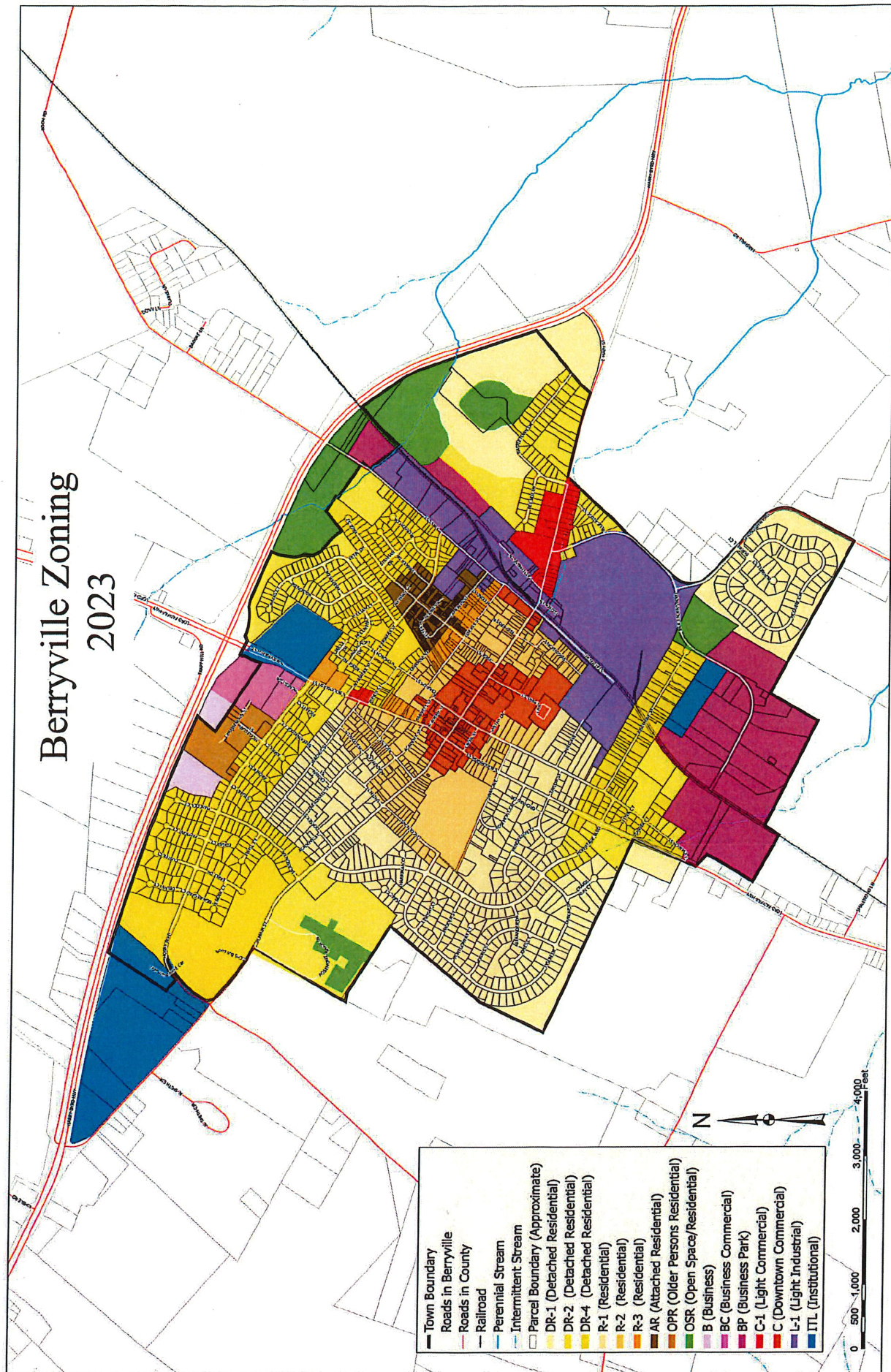
The BADA adopted a resolution on May 26, 2021 to begin the Plan update process. A work plan was developed (attached). Task 1A of the work plan, which included work sessions of the BADA with the staff, was completed at the end of 2024.

Conclusion

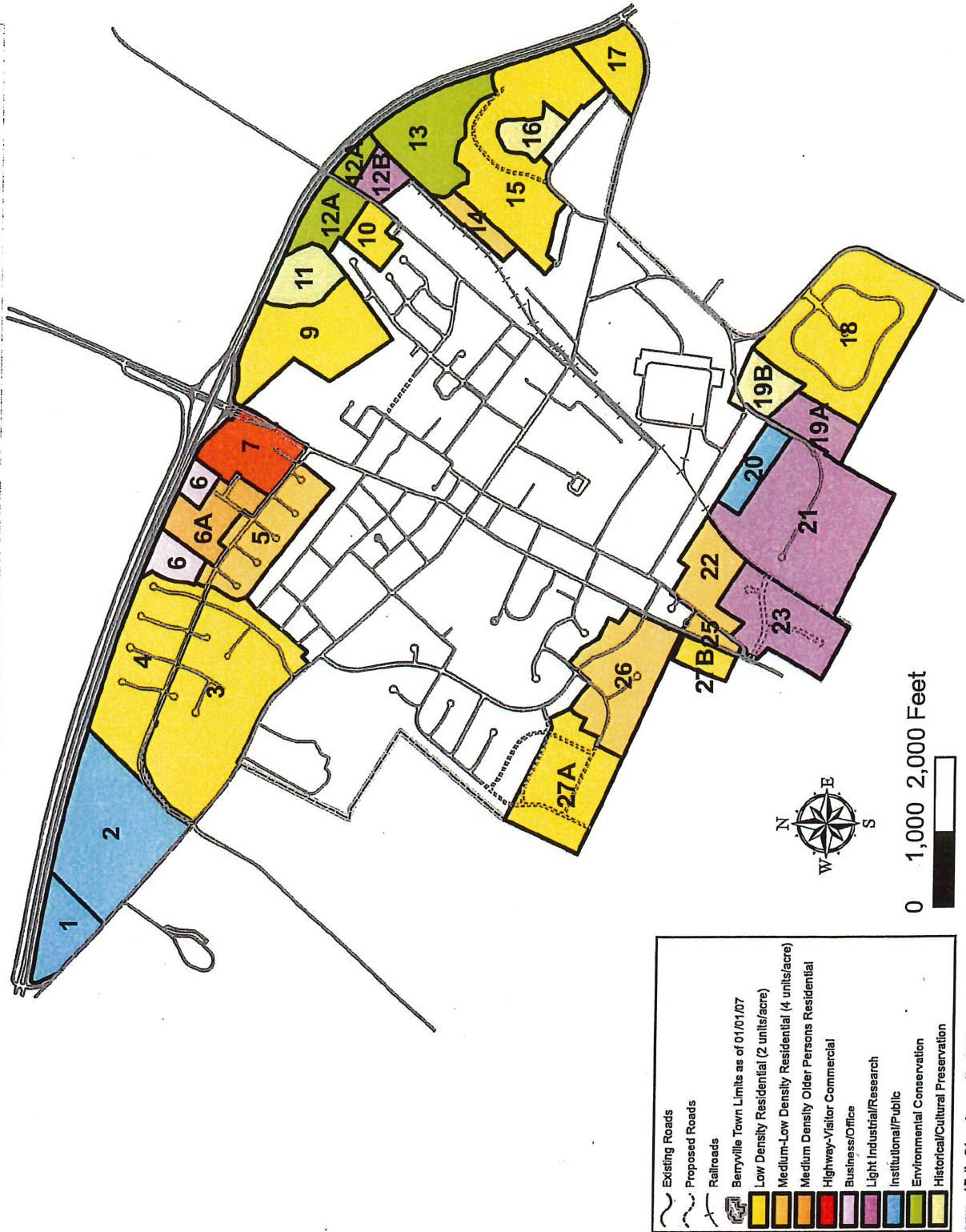
There is a need to expand the tax base of the Town. Expansion of the Business Park into the Southern Potential Growth Area can expand the tax base and provide new business and employment opportunities into the future. Building the Southern Collector Road through the area and across the railroad tracks at the existing at grade crossing on Smallwood Lane provides the most logical and cost effective way to provide a transportation corridor through the Business Park.

There is also a need to expand the housing stock of the Town. Housing goals have not been achieved through development in recent years because lower density than planned was pursued by developers. Development in the Western Potential Future Growth Area and in the Hermitage South Potential Future Growth Area can expand the housing stock in the long run. These areas should be studied to determine the mix of housing types and zoning densities appropriate to maximizing future residential development.

Berryville Zoning 2023



MAP 4 -- Berryville Area Plan Land Uses (2015)

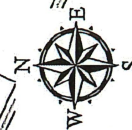
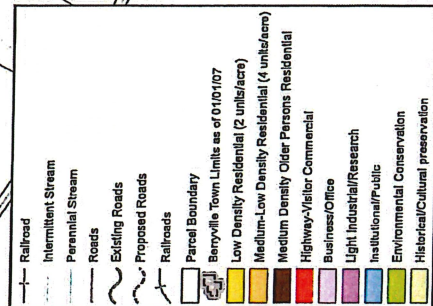


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MAP 6 -- Hermitage South Potential Future Growth Area

Ownership and Acreage information accurate as of September 2015

WESTWOOD FARM INC
303 acres

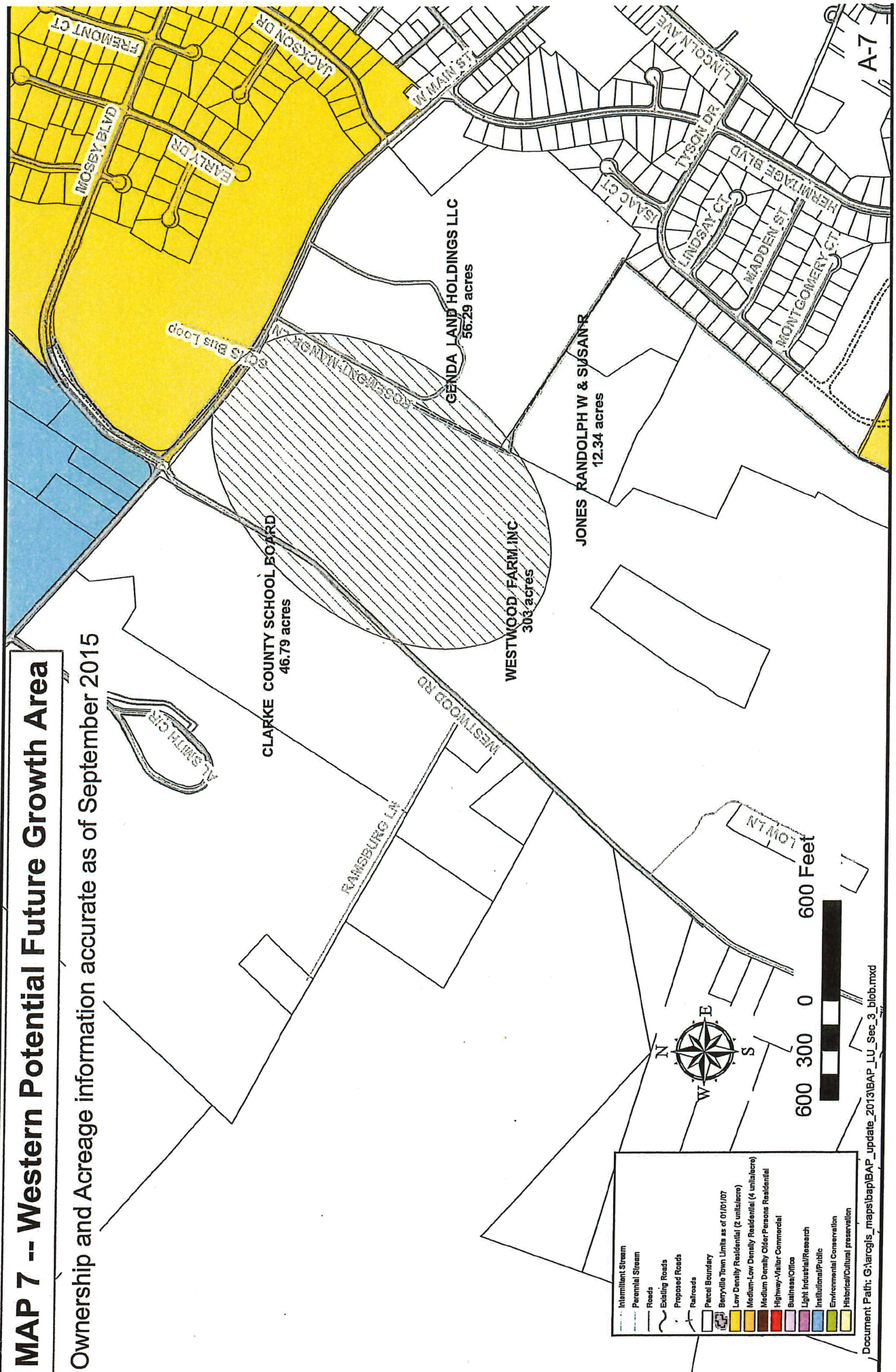


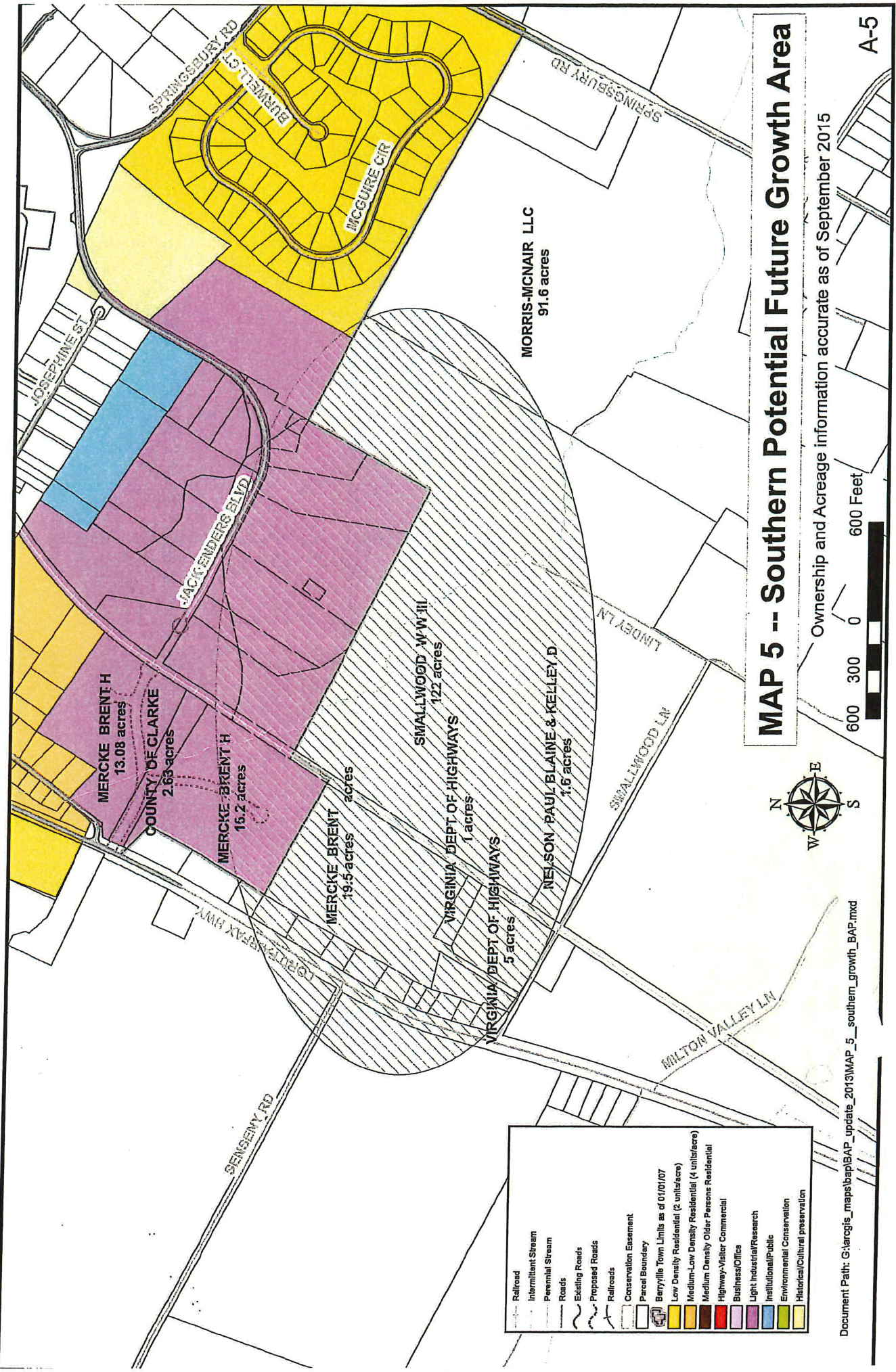
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MAP 7 -- Western Potential Future Growth Area

Ownership and Acreage information accurate as of September 2015





MAP 5 -- Southern Potential Future Growth Area

Ownership and Acreage information accurate as of September 2015



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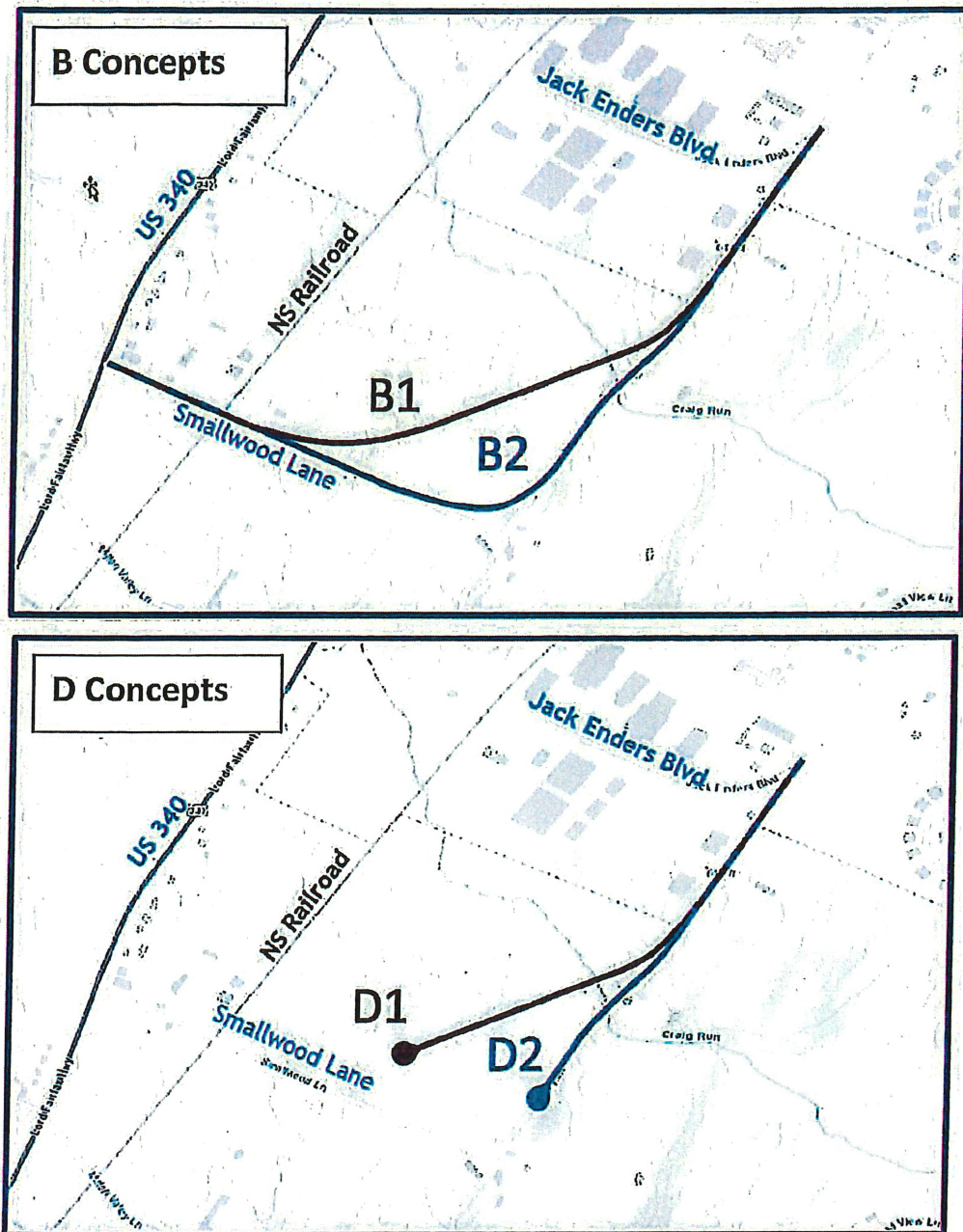


Figure 2.1: Concepts for Southeastern Collector



**RESOLUTION TO INITIATE REVIEW
OF THE 2015 BERRYVILLE AREA PLAN**

WHEREAS, the 2015 Berryville Area Plan was adopted by the Berryville Town Council on May 10, 2016 and by the Clarke County Board of Supervisors on May 17, 2016, and

WHEREAS, Code of Virginia §15.2-2230 requires that at least once every five years, a locality's planning commission shall review the comprehensive plan "to determine whether it is advisable to amend the plan," and

WHEREAS, the Berryville Area Plan is an implementing component plan of the 2013 Clarke County Comprehensive Plan,

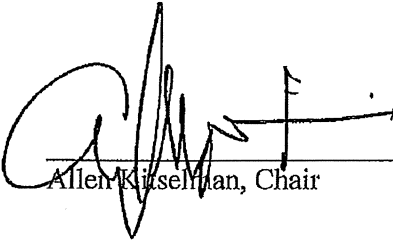
AND WHEREAS, May 2021 marks the five-year anniversary of the Plan's adoption.

NOW THEREFORE, BE IT RESOLVED that the Berryville Area Development Authority has determined that it is necessary to conduct a review of the 2015 Berryville Area Plan, and that the scope of this review shall include, but not be limited to, the following issues:

- The current Plan's goals and objectives and whether they remain relevant and current or need to be updated.
- Changes in population and demographic information as reported in the final release of 2020 Census data.
- The results of the Southeastern Collector Study (PrimeAE, April 2020).
- Cooperative economic development efforts between the Town and County.
- The build-out status of residential sub-areas (including Battlefield Estates, Hermitage Section 5, Berryville Glen, and Shenandoah Crossing) and whether these sub-areas can be removed from the Area Plan.
- The status of designated potential future growth areas.
- The impact of any updates to the County or Town Comprehensive Plans since the previous Berryville Area Plan update.
- The impact of new development projects, capital projects, or transportation improvements completed since the previous Plan update.
- Development of guidance for a future review and update of the Town-County Annexation Area Agreement.
- Any other subject not addressed or inadequately addressed by the current Plan.

BE IT FURTHER RESOLVED that the Authority intends to commence this review in 2022 following publication of all Census 2020 data and as the Authority's and Staff's workload permits.

Adopted this 26th day of May, 2021.



Allen Kirselman, Chair

WORK PLAN FOR BERRYVILLE AREA PLAN UPDATE

TASK 1A (BADA/Staff) – Evaluate policy issues and provide direction to Staff

Work Sessions

1. Review and update goals and objectives
2. Policy discussion – Southeastern collector road and transportation network
3. Policy discussion – residential density and housing types
 - Current densities and available dwelling units
 - Water and sewer capacity (Keith Dalton)
 - Affordable housing
4. Policy discussion – commercial and industrial development
5. Evaluate sub-area descriptions and designations
 - Removal of developed sub-areas from BAP
6. Evaluate Potential Future Growth Areas
 - Status of current areas
 - Whether to modify current or create new areas

TASK 1B (Staff) – Update demographics, statistical data, and outdated text

Work Sessions – None (staff work only)

TASK 2 (BADA/Staff) – Develop initial draft of revised Berryville Area Plan

Work Sessions

1. Review/discuss initial draft prepared by Staff; provide direction on additions, deletions, or other changes

TASK 3 (BADA/Staff) – Finalize draft and gain adoption by governing bodies

Meetings

1. Review/discuss final draft prepared by Staff; provide direction on additions, deletions, or other changes; schedule public hearing
2. Public hearing and formal action to recommend revised BAP to Town Council and Board of Supervisors

Town of Berryville
Town Council
MOTION TO ENTER CLOSED SESSION

Date: March 3, 2025

MOTION BY:

SECOND BY:

I move that the Council of the Town of Berryville enter closed session in accordance with §2.2-3711-A-1 – Discussion, consideration of prospective candidates for employment and §2.2-3711-A-29 discussion of the award of a public contract involving the expenditure of public funds.

VOTE:

Aye:

Nay:

Attest: _____

Erecka L. Gibson, Vice Mayor

TOWN COUNCIL
MOTION
CLOSED SESSION RESOLUTION

DATE: March 3, 2025

MOTION BY:

SECOND BY:

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

Resolution

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

NOW, 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 L. Gibson, Vice Mayor