



Berryville Town Council

MEETING AGENDA

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

Amended May 12, 2025

May 13, 2025

7:00 PM

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2. Pledge of Allegiance	
3. Approval of Agenda	
4. Presentations/Awards and Recognitions	
5. Public Hearings	
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6. Discussion of Public Hearing Items	
7. Citizens' Forum	
8. Consent Agenda	
TC Minutes Draft April 8, 2025 ADA	26-35
Comm Dev & Streets & Utilities Minutes Draft April 22, 2025 ADA	36-37
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9. Unfinished Business	
Adoption of Proposed Schedule of Water and Sewer Fees and Charges	44-55
10. New Business	
Bond release request from DR Horton	56-60

Proposed Issuance of IFB #2025-03- Paving, Milling, and Line Striping	61-96
11. Council Member Reports	
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Town Manager	
13. Committee Updates	
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Personnel, Appointments, and Policy	
Public Safety	
Streets and Utilities	
14. Closed Session	
15. Adjourn	

BERRYVILLE TOWN COUNCIL

PUBLIC HEARING NOTICE

The Berryville Town Council will hold the following public hearing at 7:00 p.m., or as soon after as this matter may be heard, on **Tuesday, May 13, 2025**, in the Main Meeting Room, Second Floor, of the Berryville-Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia to consider the following.

1) Proposed Fiscal Year 2025-2026 Budget as follows:

	APPROVED FY 24-25	REQUESTED FY 25-26
Resources and Revenues		
GENERAL FUND		
Fund Balance		
Revenue from Local Sources	\$ 558,169.00	\$ 535,000.00
Revenue from State Sources	\$ 3,924,275.00	\$ 4,250,000.00
Revenue from Other Sources	\$ 1,088,567.00	\$ 1,182,167.00
Total	\$ 1,000.00	\$ 1,000.00
	\$ 5,572,011.00	\$ 5,968,167.00
WATER FUND		
Fund Balance	\$ 0.00	\$ 0.00
Revenue from Local Sources	\$ 6,494,000.00	\$ 6,833,250.00
Availability Fees	\$ 0.00	\$ 172,000.00
Total	\$ 6,494,000.00	\$ 7,005,250.00
SEWER FUND		
Fund Balance	\$ 360,300.00	\$ 390,000.00
Revenue from Local Sources	\$ 2,167,500.00	\$ 2,255,500.00
Availability Fees	\$ 0.00	\$ 184,680.00
Total	\$ 2,527,800.00	\$ 2,830,180.00
TOTAL RESOURCES AND REVENUES	\$ 14,593,811.00	\$ 15,803,597.00

Expenses and Reserves

GENERAL FUND		
Maintenance and Operational	\$ 4,585,350.00	\$ 4,737,425.00
Debt Service	\$ 121,600.00	\$ 121,476.00
Capital Reserves and Expenses	\$ 727,500.00	\$ 967,143.25
Contingency	\$ 137,561.00	\$ 142,122.75
Total	\$ 5,572,011.00	\$ 5,968,167.00

WATER FUND		
Maintenance and Operational	\$ 1,267,315.00	\$ 1,248,510.00
Debt Service	\$ 0.00	\$ 0.00
Capital Reserves and Expenses	\$ 5,188,665.55	\$ 5,719,284.70
Contingency	\$ 38,019.45	\$ 37,455.30

Total	\$	6,494,000.00	\$	7,005,250.00
SEWER FUND				
Maintenance and Operational	\$	1,697,864.00	\$	1,615,180.00
Debt Service	\$	470,000.00	\$	470,000.00
Capital Reserves and Expenses	\$	309,000.00	\$	699,544.60
Contingency	\$	50,936.00	\$	45,455.40
Total	\$	2,527,800.00	\$	2,830,180.00
TOTAL EXPENSES AND RESERVES	\$	14,593,811.00	\$	15,803,597.00

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

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

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

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

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Please publish in the Winchester Star on Tuesday April 29, 2025 and May 6, 2025
Please call Cindy with questions at 540-955-1099

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 8.29%.

GENERAL FUND

- Increase in Maintenance & Operational Expenses of 3.32%.
- Public Works additional Tech I position budgeted.
- Contingency is 3% of the Operating Budget.
- General Fund total increase of 7.11 %.

WATER FUND

- Decrease in Maintenance & Operational Expenses of 1.48%.
- 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 4.87%.
- 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	\$ 535,000.00
	TOTAL FUND BALANCE	\$ 558,169.00	\$ 535,000.00
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	\$	4,785,000.00
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	\$	5,968,167.00
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	\$ 15,803,597.00

Account Number	Account Description	FY24-25 APPROVED 2024-2025	FY25-26 DRAFT 2025-2026
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	\$ 50,000.00
100-4011200-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 4,350.00	\$ 3,950.00
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	\$ 55,300.00
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	\$ 315,000.00
100-4012220-2400	LIFE INSURANCE	\$ 21,000.00	\$ 22,400.00
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	\$ 579,025.00
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	\$ 94,500.00
100-4012410-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 9,100.00	\$ 7,400.00
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	\$ 107,000.00
FINANCE/ACCOUNTING			
100-4012430-1113	COMPENSATION	\$ 131,000.00	\$ 132,000.00
100-4012430-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 10,000.00	\$ 10,500.00
100-4012430-5540	TRAINING	\$ 3,400.00	\$ 2,500.00
	TOTAL FINANCE/ACCOUNTING	\$ 144,400.00	\$ 145,000.00
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	\$ 924,100.00
100-4031100-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 60,500.00	\$ 74,000.00
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	\$ 1,146,000.00
	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	CONTRACTUAL 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/JN 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	\$	-	\$	143.25
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
100-4094200-9010	BCCGC IMPROVEMENTS	\$	-	\$	60,000.00
	TOTAL CAPITAL OUTLAY	\$	727,500.00	\$	967,143.25
	CONTINGENCY				
100-4094300-5800	CONTINGENCY (3.00%)	\$	137,561.00	\$	142,122.75
	TOTAL CONTINGENCY	\$	137,561.00	\$	142,122.75
	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	\$	4,737,425.00

Account Number	Account Description		FY24-25 APPROVED 2024-2025		FY25-26 DRAFT 2025-2026
	TOTAL GENERAL FUND CONTINGENCY	\$	137,561.00	\$	142,122.75
	TOTAL GENERAL FUND CAP OUTLAY	\$	727,500.00	\$	967,143.25
	TOTAL GENERAL FUND DEBT SERVICE	\$	121,600.00	\$	121,476.00
TOTAL GENERAL FUND EXPENSES		\$	5,572,011.00	\$	5,968,167.00

WATER FUND					
PERSONNEL					
501-4012220-1140	COMPENSATION	\$	60,000.00	\$	61,000.00
501-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$	4,600.00	\$	4,700.00
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	\$	69,000.00
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	\$	240,135.00
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

Account Number	Account Description	FY24-25		FY25-26	
		APPROVED		DRAFT	
		2024-2025		2025-2026	
501-4012222-6005	JANITORIAL SUPPLIES	\$	1,000.00	\$	1,000.00
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	\$	225,300.00
501-4012224-2100	MATCHING FICA EXPENSE (7.65 %)	\$	15,700.00	\$	17,300.00
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	\$	349,300.00
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	\$	-	\$	515,284.70
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	\$	5,719,284.70
CONTINGENCY					
501-4094300-5800	CONTINGENCY (3.00%)	\$	38,019.45	\$	37,455.30
	TOTAL CONTINGENCY	\$	38,019.45	\$	37,455.30
	TOTAL WATER FUND OPERATIONAL	\$	1,267,315.00	\$	1,248,510.00
	TOTAL WATER FUND CONTINGENCY	\$	38,019.45	\$	37,455.30
	TOTAL WATER FUND CAP OUTLAY	\$	5,188,665.55	\$	5,719,284.70
	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	\$ 62,000.00
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	\$ 46,500.00
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	\$ 197,665.00
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	\$ -	\$ 15,544.60
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	\$ 699,544.60
CONTINGENCY			
502-4094300-5800	CONTINGENCY (3.00%)	\$ 50,936.00	\$ 45,455.40
TOTAL CONTINGENCY		\$ 50,936.00	\$ 45,455.40
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	\$ 1,615,180.00
TOTAL SEWER FUND CONTINGENCY		\$ 50,936.00	\$ 45,455.40
TOTAL SEWER FUND CAP OUTLAY		\$ 309,000.00	\$ 699,544.60
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	\$ 15,803,597.00

**Motion for Approval
2025-2026 Fiscal Year Budget
of the Town of Berryville**

Date: June 10, 2025

Motion By:

I hereby move that the Council of the Town of Berryville adopt the attached budget for fiscal year 2025-2026, an approved copy of which shall be incorporated into and become a part of the official minutes of this meeting, and further as set forth in this approved budget shall hereby be appropriated for fiscal year 2025-2026.

VOTE

Aye:

Nay:

Absent:

Abstain:

ATTEST

Erecka Gibson, Vice Mayor

MINUTES

BERRYVILLE TOWN COUNCIL

Regular Meeting

April 08, 2025

7:00 p.m.

A meeting of the Berryville Town Council was held on Tuesday, April 08, 2025 at 7:00 p.m. at the Berryville-Clarke County Government Center in Berryville.

Town Council

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

Absent: None

Staff

Present: Keith Dalton, Town Manager; Jean Petti, Deputy Town Manager; Brandel Kelsey, Town Clerk; Terry Russell, Community Development Director; Neil White, Chief of Police

Press Mickey Powell, Winchester Star

1. Call to Order

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

2. Pledge of Allegiance

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

3. Approval of Agenda

Mrs. Gibson moved to approve the agenda as presented. The motion passed by voice vote.

4. Presentations, Awards, and Recognitions

Mayor Arnold recognized Doug Shaffer, Clarke County Board of Supervisors and thanked him for attending.

5. Public Hearings

Proposed Tax Rates for Tax Year 2025- Will be rescheduled and readvertised.

Mayor Arnold explained that the public hearing notice that was published for this hearing contained an error. There will be a special meeting held to conduct a public hearing on the rates. Town staff has suggested the newly advertised public hearing be held on April 29, 2025 at 7:00 p.m.

Mayor Arnold noted the corrected proposed tax rates for the year 2025:

- Real estate- \$0.139 per \$100 of assessed value
- Personal property- \$1.25 per \$100 of assessed value
- Machinery and tools- \$1.30 per \$100 of assessed value

Mrs. Harrison moved that the Council of the Town of Berryville schedule a special meeting on April 29, 2025 at 7:00 p.m. She further moved that at said meeting the Council hold a public hearing on the proposed tax levies for Tax Year 2025. The motion passed by voice vote.

Mayor Arnold recognized anyone who wanted to speak about the Public Hearing for the Proposed Tax Rates for Tax Year 2025.

Craig Mattice, Berryville Resident, said the budget shows an increase in revenue and does not understand why the Town can not reduce taxes. He stated he reviewed the audited report for the budget and it showed a large surplus. He said there is no explanation on why the Rose Hill project isn't finished yet, it was supposed to be finished by the end of the fiscal year. He knows that there have been delays with the contracting company, but says there has been no explanation. Now it shows that the plan is going up by \$75,000 for the next year. He is not feeling heard by the Council, he is the one out here every time and the Council doesn't take his concerns seriously.

Proposed Amendment to the Schedule of Water and Sewer Fees and Charges

Mr. Dalton spoke about the packet changes. He said the changes being adopted will abide by the 5-year rate plan schedule. The rate study explains why the increases are needed.

Mayor Arnold recognized anyone who wanted to speak about the Public Hearing for the Proposed Amendment to the Schedule of Water and Sewer Fees and Charges.

Mr. Mattice stated that nothing in the programs is helping the citizens. There are no special programs to help the citizens that cannot pay their bills. He stated that he is speaking for people that won't speak for themselves. He thinks the people are getting pushed away.

6. Discussion of Public Hearing Items

Proposed Tax Rates for Tax Year 2025

A special meeting will be held on April 29, 2025 at 7:00 p.m.

Proposed Amendment to the Schedule of Water and Sewer Fees and Charges

Mrs. Gibson wanted on record that the PPTRA is set at 49%.

7. Citizens' Forum

Mayor Arnold called on citizens who have signed up to speak during the forum.

Mr. Mattice requested that \$1,000.00 be donated to Meals on Wheels. He emailed the Town Council on April 7th and Mr. Tibbens did reply that he would look into it. Mr. Mattice said he asked for this before and it did not happen. He stated that he wants to have a Town Hall style meeting, so there can be dialogue. He wanted Town Council and staff to know the audit report shows taxes can be reduced.

8. Consent Agenda

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

9. Unfinished Business

Berryville Area Plan

Mr. Russell explained the resolution attached for the Berryville Area Plan. Mrs. Harrison said the next meeting would be in May. Mr. Tibbens asked if the resolution was something that can be handled tonight. Mayor Arnold said tonight it would be approved so it can go to the Board of Supervisors and Berryville Area Development Authority. Mr. Dalton read the ending clause of the resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Council of the Town of Berryville proposes that the Berryville Area Development Authority consider developing and recommending amendments to the Berryville Area Plan that provide for the expansion of the Berryville Area to: 1) include the Southeastern Potential Future Growth Area to provide for the logical expansion of the Clarke County Business Park and completion of the Southeastern Collector Road, 2) include portions of the Western and South Potential Future Growth Areas to provide for the development of new single-family detached housing at a density of four units per developable acre, and 3) that the areas enumerated above be included in the Berryville Area, and zoning designations appropriate to revised Berryville Area Plan requirements be placed on the areas in question no later than January 1, 2027.

Mrs. Harrison moved that the Council of the Town of Berryville adopt the attached resolution related to the update of the Berryville Area Plan, and forward the resolution to the Berryville Area Development Authority and the Clarke County Board of Supervisors. The motion passed by voice vote.

10. New Business

None

11. Council Member Reports

Mr. Tibbens said multiple citizens have come to him happy with the Mosby Blvd sidewalk project moving forward.

12. Staff Reports

Mayor Arnold recognized the department heads present at the meeting, to provide any additional information that they thought may be helpful to the Council.

Mrs. Petti showed the Council how to navigate to the Agendas and Minutes on the Town of Berryville Website. She also explained about how Mrs. Kelsey will be working with special software to make all documents that will be available online, to the public, ADA compliant.

Mrs. Petti discussed how she and Mr. Russell have walked around the Town and looked at most of the sites for the Wayfinding Signs. They have also had meetings with VDOT and Frasier. The biggest obstacles seem to be the monument signs, which will need easements. The smaller signs can be moved forward. Mrs. Harrison has helped identify the signs that can be streamlined. Mr. Dalton said a discussion could be held about the Wayfinding signs at the June 2nd work session, if the Council so wishes. The agreed to discuss this matter on June 2, 2025 beginning at 3:30 p.m.

Mr. Dalton spoke about Berryville Code Chapter 17- Water, Sewers, and Sewage Disposal. He would like the Council to review and update, He suggested that it be taken up in September at the Streets and Utilities Committee meeting. Mrs. Harrison asked if it could be sped up and discussed at the June 24th meeting instead. Mr. Dalton stated that presumably the matter would be before the Council in September.

Mr. Dalton wanted the Council to be aware that a request for Bond Reductions will be coming in the next few months from DR Horton.

13. Committee Updates

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

Budget and Finance Committee

None

Community Development Committee & Streets and Utilities Committee

Grass Development / Streets and Utilities Committee

The Committee has worked with Town staff to develop a new ordinance that will address nuisance grass, weeds, and brush and how such nuisances may be abated. The draft the Committee produced is attached. Mr. Dalton asked Chief White to review the ordinance. Chief White explained the changes to the ordinance.

Mrs. Harrison moved that the Council of the Town of Berryville adopt the attached ordinance establishing a new Berryville Code Chapter 8, Article III Nuisance Grass, Weeds, and Brush; Enforcement and eliminating Berryville Code Section 13-32 Removal of weeds and other foreign growth and Berryville Code Section 13.32.1 When action to be taken pursuant to section 13.32. The motion passed by voice vote.

Personnel, Appointments, and Policy

None

Public Safety

None

15. Closed Session

No closed session scheduled.

16. Adjourn

The Council adjourned at 7:54 p.m. on a motion by Mrs. Harrison.

Erecka L. Gibson, Vice Mayor

Brandel Kelsey, Town Clerk

Memorandum

Date: April 4, 2025
To: Town Council
From: Cynthia Poulin, Director of Finance
Cc: Keith Dalton, Town Manager
Jean Petti, Deputy Town Manager
Subject: Special Meeting for Corrected PH on 2025 Tax Rates

It has been brought to my attention that the Public Hearing notice that was published for the tax rates was incorrect. The Real Estate rate was published as \$.0139 and should have been \$.139. With that said, I will need to publish the correct PH notice that will go in the paper on 4/15/2025 and the meeting to be held on 4/29/2025.

Unfortunately, this PH and the Budget PH cannot be scheduled during the same meeting as stated in the code below and has to be seven(7) days prior to the meeting.

Per Virginia Code: § 58.1-3321

B. The governing body of a county, city, or town may, after conducting a public hearing, which shall not be held at the same time as the annual budget hearing, increase the rate above the reduced rate required in subsection A if any such increase is deemed to be necessary by such governing body.

C. Notice of any public hearing held pursuant to this section shall be given at least seven days before the date of such hearing by the publication of a notice in (i) at least one newspaper of general circulation in such county or city and (ii) a prominent public location at which notices are regularly posted in the building where the governing body of the county, city, or town regularly conducts its business.

The new draft PH notice is below:

So far we have heard from everyone but one and the dates that everyone is available are Friday April 25th or Tuesday April 29th, both at 7:00 p.m.

Report- Proposed Tax Levies for Tax Year 2025

April 8, 2025

Item Title:

Special Meeting for Corrected Public Hearing on 2025 Tax Rates

Prepared By:

Jean Petti, Deputy Town Manager

Current Information

The Public Hearing notice that was published for the tax rates was incorrect. The Real Estate rate was published as \$0.0139 and should be \$0.139. The correct rate will need to be published and a new Public Hearing set.

Per Virginia Code §58.1-3321

B. The governing body of a county, city, or town may, after conducting a public hearing, which shall not be held at the same time as the annual budget hearing, increase the rate above the reduced rate required in subsection A if any such increase is deemed to be necessary by such governing body.

C. Notice of any public hearing held pursuant to this section shall be given at least seven days before the date of such hearing by the publication of a notice in (i) at least one newspaper of general circulation in such county or city and (ii) a prominent public location at which notices are regularly posted in the building where the governing body of the county, city, or town regularly conducts its business.

Recommendation

Move to set a public hearing on a date not the same as the annual budget hearing to hear public comment on the corrected proposed Tax rates for Tax year 2025.

BERRYVILLE TOWN COUNCIL

MOTION TO SET PUBLIC HEARING FOR APRIL 29, 2025 ON
CORRECTED PROPOSED 2025 TAX RATES

Date: April 8, 2025

Motion By: Mrs. Harrison

Second By:

I move that the Council of the Town of Berryville set a public hearing for its April 29, 2025 meeting to hear public comment on the corrected proposed Tax rates for Tax year 2025.

VOTE:

Aye: ALL

Nay: NONE

Absent: NONE

ATTEST:

Erecka L. Gibson, Vice Mayor



A RESOLUTION OF THE COUNCIL OF THE TOWN OF BERRYVILLE

WHEREAS the Town of Berryville and Clarke County entered in an agreement defining the Town's future annexation rights in December 1988;

WHEREAS it was the desire of the Town and the County to provide for the regular and orderly urban growth of the Town consistent with the Town and the County Comprehensive Plans;

WHEREAS based on a study completed by the Town Council, it was determined that certain lands located in Clarke County adjacent to the Town were feasible to be annexed by the Town in the future, known as Areas A and B;

WHEREAS Annexation Area A became part of the Town on January 1, 1989;

WHEREAS 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;

WHEREAS the Berryville Area Plan was adopted in 1992 by the Town of Berryville and Clarke County to serve as a joint land use plan for the Berryville Annexation Area;

WHEREAS the Berryville Area Plan, which was last comprehensively amended and adopted by the Town of Berryville and Clarke County in 2016, includes three potential future growth areas intended to provide for business and residential development, and provides the means to utilize dwelling units planned for in various sub-areas, but not developed;

WHEREAS the BADA has embarked on a comprehensive review of the Plan;

WHEREAS the Berryville Area Plan was established to provide for appropriate development of land that has resulted in the growth of the population of the Town at an annual rate of approximately 1.5%;

WHEREAS there is a need to expand the tax base of the community, and a need to provide adequate vehicular transportation capacity and access to business and industrial areas of the southeastern area of the Town;

WHEREAS the Southeastern Collector Road has been part of the plan for the southeastern quadrant since the inception of the Berryville Area Plan;

WHEREAS the Southeastern Collector Study, completed in 2020, presented alternative concepts for the Southeastern Collector Road, and determined that such a connection is viable;

WHEREAS the Western Potential Future Growth Area, the South Potential Future Growth Area, and the Southeastern Potential Future Growth Area offer the most logical and best situated lands for future annexation Areas;

WHEREAS the Western and South Potential Future Growth Areas present the greatest opportunity for creation of new residential units; and

WHEREAS the Southeastern Potential Future Growth Area offers the opportunity for income producing growth in the Town and the County.

NOW, THEREFORE, BE IT RESOLVED, that the Council of the Town of Berryville proposes that the Berryville Area Development Authority consider developing and recommending amendments to the Berryville Area Plan that provide for the expansion of the Berryville Area to: 1) include the Southeastern Potential Future Growth Area to provide for the logical expansion of the Clarke County Business Park and completion of the Southeastern Collector Road, 2) include portions of the Western and South Potential Future Growth Areas to provide for the development of new single-family detached housing at a density of four units per developable acre, and 3) that the areas enumerated above be included in the Berryville Area, and zoning designations appropriate to revised Berryville Area Plan requirements be placed on the areas in question no later than January 1, 2027.

By order of the Town Council this 8th day of April, 2025.

Harry Lee Arnold Jr., Mayor

Erecka L. Gibson, Vice Mayor

BERRYVILLE TOWN COUNCIL
MOTION TO ADOPT BERRYVILLE CODE CHAPTER 8, ARTICLE III NUISANCE
GRASS, WEEDS, AND BRUSH

Date: April 08, 2025

Motion By: Mrs. Harrison

Second By:

I move that the Council of the Town of Berryville adopt the attached ordinance establishing a new Berryville Code Chapter 8, Article III Nuisance Grass, Weeds, and Brush; Enforcement and eliminating Berryville Code Section 13-32 Removal of weeds and other foreign growth and Berryville Code Section 13.32.1 When action to be taken pursuant to Section 13.32.

VOTE:

Aye: All

Nay: NONE

Absent: NONE

Attest: _____
Erecka L. Gibson, Recorder

ARTICLE III. NUISANCE GRASS, WEEDS, AND BRUSH; ENFORCEMENT

Sec. 8-35. Definitions.

For purposes of this article, the following terms mean as follows:

Costs means the cost to the town to abate grass, weed, or brush nuisance, including, but not limited to, administrative costs, the cost of delivering the notice, labor, equipment, contractor's fees, and any other cost directly associated with the action taken to abate the nuisance.

Foreign Growth means invasive plants introduced by human activity into a region in which they did not evolve, and which cause harm to natural resources, economic activity, or humans. Information on foreign growth may be found in the Virginia Invasive Plant Species List, within the Virginia Department of Conservation and Recreation.

Growing Season means the time period beginning April 25th and ending October 5th. Source: Vegetable Planting Guide and Recommended Planting Dates, Virginia Cooperative Extension Publication 426-331.

Owners means persons holding title to any land or lot in the town, lessees, tenants and principal occupants of any land or lot in the town or agents of persons holding title to such lands or lots, and agents of persons having care, custody, control or management of the land or lot; and fiduciaries holding title to or having the care, custody, control or management of land or lots in the town for others.

Weed or weeds means wild or uncontrolled growth or vegetation of every kind standing on land, other than trees, ornamental shrubbery, cultivated flowers and garden vegetables.

Sec. 8-36. Purpose and authority of article.

Permitting weeds as defined by this article, grass, or brush more than twelve (12) inches in height to be present or to remain upon real property in the town is hereby declared to be a public nuisance and detrimental to the health, safety, and welfare of the public. The purpose of this article is to provide penalties for and actions for the abatement of conditions in violation of this article, pursuant to Virginia Code, §§ 15.2-900, 15.2-901, and 15.2-1115.

Sec. 8-37. Prohibited conditions on real property.

(a) Owners of property within the town shall not allow grass, weeds and other foreign growth thereon to exceed 12 inches in height.

(b) The owners of occupied or vacant developed or undeveloped property in the town, including such property upon which buildings or other improvements are located, shall cut grass, weeds and other foreign growth on such property or any part thereof in accordance with the provisions of this Article and at such time or times as council shall prescribe. Council may, whenever it is deemed necessary, after reasonable notice as set forth in Section 8-39, have such grass, weeds or foreign growth cut by its agents or employees, in which event the cost

thereof shall be chargeable to and paid by the owner of such property and may be collected by the town as taxes and levies are collected as provided in this Article

(c) For the purposes of this section, one (1) written notice per growing season to the owner of the subject property shall be considered reasonable notice.

Sec. 8-38. General penalty.

(a) Violations of section 8-37 shall be subject to a civil penalty of fifty dollars (\$50.00) for the first violation, or violations arising from the same set of operative facts. Each business day during which the same violation is found to have existed shall constitute a separate offense. Subsequent violations not arising from the same set of operative facts within twelve (12) months of the first violation shall be subject to a civil penalty of two hundred dollars (\$200.00). In no event shall a series of specified violations arising from the same set of operative facts result in civil penalties that exceed a total of three thousand dollars (\$3,000.00) in a twelve-month period or, in the case of property that is zoned or utilized for industrial or commercial purposes, six thousand dollars (\$6,000.00) in a twelve (12) month period.

(b) Every charge authorized by this section which has been assessed against the owner of any such property and which remains unpaid shall constitute a lien against such property. Such liens shall have the same priority as liens for other unpaid local real estate taxes and enforceable in the same manner as provided in Articles 3 (§58.1-3940 et seq.) and 4 (§58.1-3965 et seq.) of Chapter 39 of Title 58.1, Code of Virginia, 1950, as amended. The town may waive such liens only as to a purchaser who is unrelated by blood or marriage to the owner and who has no business association with the owner. All such liens shall remain a personal obligation of the owner of the property at the time the liens were imposed.

(c) Violations of any provision of this section shall be a Class 3 misdemeanor in the event three civil penalties have previously been imposed on the same defendant for the same or similar violation, not arising from the same set of operative facts, within a 24-month period. Classifying such subsequent violations as criminal offenses shall preclude the imposition of civil penalties for the same violation.

(d) The general penalties contained in this section shall be available in addition to the town's authority to compel abatement of the violation as provided in section 8-39.

Sec. 8-39. Notice of abatement; abatement by owner.

(a) Whenever a violation of this Article is found to exist within the town, the town manager or their designee may give written notice to the owner or occupant, or both, of the violation and require that the violation be corrected or abated as required by the notice of abatement. The notice of abatement shall provide the owner or occupant, or both, five (5) business days to correct or abate the violation.

(b) The town manager or their designee shall provide the owner or occupant, or both, a copy of the notice of abatement by one or more of the following methods:

- a. Mail written notice thereof to the owner, at the owner's address as determined from public records, via first-class mail.
- b. Mail written notice thereof to the occupant, at the address where the violation is observed, via first-class mail.
- c. Hand-deliver written notice to the owner or occupant personally, noting the date, time and place of personal delivery.

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- d. If notice by the foregoing methods have been unsuccessful or cannot be obtained, then by posting a copy of the notice of abatement in a conspicuous place on the real property for a period of ten (10) calendar days. For unimproved real property, placement of the notice of abatement on a stake in a conspicuous location on the property shall be sufficient.

(c) The notice of abatement shall contain the following:

- a. Describe the real property where the violation exists by street address or reasonable alternative means;
- b. Set forth the violation of this Article;
- c. Demand the correction or abatement of the violation;
- d. Advise that if the violation is not corrected or abated within five (5) business days, then the town may proceed to abate the violation and charge the owner the costs associated with such abatement plus an administrative fee;
- e. Advise that the town may cause the issuance of a summons for the unlawful violation of the provisions this Article;
- f. Advise that the town's costs, together with the administrative fee if unpaid, will constitute a lien against the real property in favor of the town, and a personal liability of the owner; and
- g. Advise that for the purposes of this Article, one (1) written notice per growing season to the owner of record of the subject property shall be considered reasonable notice.

Sec. 8-40. Abatement of violation by the town.

(a) If grass, weeds, or other foreign growth have not been cut within five (5) business days from the date of the notice provided for in Section 8-39, the town manager or his or her designee may cause the cutting of such grass, weeds or other foreign growth forthwith by the town's employees or a private contractor engaged by the town for such purpose.

(b) Where grass, weeds or other foreign growth have been cut by order of the town manager or his or her designee pursuant to the provisions of this section, the cost of such cutting and a \$50.00 fee to offset the administrative expenses shall be charged to the owner of the property. If such charges are not timely paid, the unpaid amount due shall be added to the town real estate tax bill on such property and shall be a lien on such property as described at Section 8-38, subpart b.

BERRYVILLE TOWN COUNCIL COMMUNITY DEVELOPMENT / STREETS AND UTILITIES COMMITTEE
MINUTES
Berryville-Clarke County Government Center
101 Chalmers Court, Berryville, VA 22611
Tuesday
April 22, 2025
3:30 pm

Members of the committee present: Diane Harrison, Chair; Ryan Tibbens

Staff present: Jean Petti, Deputy Town Manager; Terry Russell, Community Development Director; Frank Kelsey, Director of Utilities; Brandel Kelsey, Town Clerk

1. Call to Order

Mr. Tibbens called the meeting to order at 3:30 p.m.

2. Approval of Agenda

The agenda was approved by consensus on a motion by Mrs. Harrison

3. Unfinished Business

Downtown Apartment Parking

Mr. Russell spoke about the parking around Town that is available for residents. There are 43 spaces in the Rixey Moore parking lot, 12 in the Crow St lot, and all metered spots are free after 5:00 p.m. Mr. Russell spoke with the Chief of Police, Neil White who said he would rather a decal sticker verses a hanging tag for the cars if the Town were to give out parking passes to residents of apartments. Mr. Russell said he talked to the resident who made the complaint a few months ago and what she is looking for is a space right in front of her apartment. That space would be a metered spot. The Town has historically reserved metered spots for patrons of shops and restaurants. Mrs. Petti stated that she spoke with Chief White about tickets given over night and he said the Town does not give tickets to cars parked overnight. Mr. Tibbens stated with the new knowledge of how many spaces there are for residents to park and the fact that the Town Police Department does not give out tickets for overnight parking, there do not need to be any parking passes at this time.

4. New Business

Bond Release Reduction Request from DR Horton

Mrs. Petti spoke about the Bond release reduction for 3 subdivisions: Fellowship Square, Shenandoah Crossing and Hermitage V. DR Horton has asked for full release of Bonds for all three subdivisions. July 1, 2025 is the one-year mark from the Town acceptance of all three subdivision streets. The Town holds the funds for warranty purposes only, the funds cannot be held for issues from the lack of maintenance from the HOA's. Mr. Russell went around to the different locations with the Director of Public Works, Rick Boor. The staff would like the Town Council to see this information at the May 2025 Council meeting and have it voted on at the June 2025 meeting for potential release by July 1, 2025.

Chapter 17 Code Revision

Mrs. Petti introduced Chapter 17, which Town Manager Keith Dalton recommended be reviewed and updated. Mrs. Harrison had significant suggested revisions. She began by noting that kiddie pools are listed as ineligible for filling and recommending that this restriction be expanded to include swimming pools. She continued with suggesting that businesses and residences should be considered separately in drought enforcement. Mrs. Harrison noted that the intent was to rein in high water users and permit the Town to disconnect excessive users. Mrs. Harrison then recommended a complete revision to the availability fees section of the code, noting that she will be one of the impacted homeowners, and strongly discouraged requiring residents who currently have septic systems to connect to the sewer and pay availability fees. She opined that the homes in question have senior citizens, may be low-income, or be recent purchases by residents who were not anticipating the cost of connection. Mrs. Harrison continued with a discussion of the fairness of requiring property owners whose homes were annexed in 1989 to connect to the system of a Town that they were not previously part of. She feels that these costs were not apparent to the homeowners and they should not be compelled to connect. If connection is required, she feels strongly that the fees are too high. Mr. Tibbens asked if there are grants to help the people who still have septic, but cannot afford to pay the fees to go to sewer. Mr. Kelsey stated he did not find anything but would look into it further. Mrs. Petti asked if the residents should be able to replace a septic tank or if they should then have to switch over to sewer since the cost would be about the same. This question was not resolved at the meeting. Mrs. Harrison said there was a spot where it uses the word superintendent in the water section, but needs to say the same word in the sewer section. She also noted that 17.36 Item D needs to be reworded.

5. Other

None

7. Adjournment

The meeting adjourned by consensus at 4:44 p.m. on a motion by Mrs. Harrison

**MINUTES
BERRYVILLE TOWN COUNCIL
Public Hearing Meeting
April 29, 2025
7:00 p.m.**

A Public Hearing of the Berryville Town Council was held on Tuesday, April 29, 2025 at 7:00 p.m. at the Berryville-Clarke County Government Center in Berryville.

Town Council

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

Absent: None

Staff

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

Press None

1. Call to Order

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

3. Approval of Agenda

Mrs. Harrison moved to approve the agenda as presented.

The motion passed by voice vote.

5. Public Hearings

Annual Tax Rates 4.17.2025

Mr. Dalton explained the rate changes as follows:

- A tax of \$.139 per \$100 assessed valuation on all real estate located within the Town of Berryville, such levy being also applicable to the real estate and tangible personal property of public service corporations;
- A tax rate of \$1.25 per \$100 assessed valuation on all taxable, tangible personal property, except machinery and tools, located in the Town of Berryville;
- A tax rate of \$1.30 per \$100 assessed valuation on tangible machinery and tools located in the Town of Berryville.

Mr. Dalton explained that the Council also had before it a resolution that would establish the PPTRA Reduction at 49%

Mayor Arnold opened up the public hearing. There was no one in attendance. Mayor Arnold closed the public hearing.

6. Discussion of Public Hearing Items

Mrs. Gibson moved that the Council of the Town of Berryville adopt the attached Ordinance setting the tax levies for tax year 2025 per the Code of the Town of Berryville, Chapter 16- Taxation, Article I- In General, Section 16-1 Annual Tax Assessments; valuation of property.
The motion passed by voice vote.

Mr. Tibbens moved that the Council of the Town of Berryville adopt the attached Resolution providing for the implementation of the 2004-2005 changes to the Personal Property Tax Relief Act of 1998 for tax year 2025.
The motion passed by voice vote.

7. Other

8. Adjourn

The Council adjourned at 7:05 p.m. on a motion by Mr. Tibbens.

Erecka L. Gibson, Vice Mayor

Brandel Kelsey, Town Clerk

Town of Berryville

Resolution

**To Provide for the Implementation of the 2004-2005
Changes to the Personal Property Tax Relief Act of 1998
For the Tax Year 2025**

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Berryville in accordance with the requirements set forth in Va. Code § 58.1-3524(C) (2) and § 58.1-3912(E), as amended by Chapter 1 of the 2005 Acts of Assembly (2004 Special Session 1) and as set forth in Item 503 of the 2005 Appropriations Act, that any qualifying vehicle having situs within the Town during the tax year which begins on January 1, 2025, shall receive personal property tax relief in the following manner:

1. Personal use vehicles valued at less than \$1,000 will be eligible of 100 percentage of tax relief set by the Town Council during its annual budget deliberations.
2. Personal use vehicles valued between \$1,001 and \$20,000 will be eligible for 49 percentage of tax relief set by the Town Council during its annual budget deliberations.
3. Personal use vehicles valued at \$20,001 or more will be eligible for 49 percentage of tax relief on the first \$20,000 of assessed value set by the Town Council during its annual budget deliberations.
4. All other vehicles which do not meet the definition of “qualifying” (business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for personal property tax relief under PPTRA.

PASSED THIS 29th DAY OF APRIL 2025.

Harry L. Arnold, Jr., Mayor

ATTEST:

Erecka L. Gibson, Vice Mayor

TOWN COUNCIL
MOTION FOR APPROVAL: ORDINANCE SETTING TAX LEVIES FOR TAX
YEAR 2025

Date: April 29, 2025

Motion By: Mrs. Gibson

Second By:

I hereby move that the Council of the Town of Berryville adopt the attached Ordinance setting the tax levies for tax year 2025 per the Code of the Town of Berryville, Chapter 16- Taxation, Article I – In General, Section 16-1 Annual Tax Assessments; valuation of property.

VOTE:

Aye: ALL

Nay: NONE

Absent/Abstain: NONE

ATTEST: _____
Erecka L. Gibson, Vice Mayor

TOWN COUNCIL
MOTION FOR APPROVAL: RESOLUTION TO PROVIDE FOR THE
IMPLEMENTATION OF THE 2004-2005 CHANGES TO THE PERSONAL
PROPERTY TAX RELIEF ACT OF 1998 FOR THE TAX YEAR 2025

Date: April 29, 2025

Motion By: Mr. Tibben

Second By:

I hereby move that the Council of the Town of Berryville adopt the attached Resolution providing for the implementation of the 2004-2005 changes to the Personal Property Tax Relief Act of 1998 for the tax year 2025.

VOTE:

Aye: ALL

Nay: NONE

Absent/Abstain: NONE

ATTEST: _____
Erecka L. Gibson, Vice Mayor

TOWN OF BERRYVILLE
TOWN COUNCIL
AN ORDINANCE SETTING TAX LEVIES FOR TAX YEAR 2025

Date: April 29, 2025

Motion By:

Second By:

BE IT ORDAINED, by the Council of the Town of Berryville, Virginia, that for the tax year 2025 there is hereby levied:

(1) A tax of \$.139 per \$100 assessed valuation on all real estate located within the Town of Berryville, such levy being also applicable to the real estate and tangible personal property of public service corporations;

(2) A tax rate of \$1.25 per \$100 assessed valuation on all taxable, tangible personal property, except machinery and tools, located in the Town of Berryville;

(3) A tax rate of \$1.30 per \$100 assessed valuation on tangible machinery and tools located in the Town of Berryville.

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

VOTE:

Aye:

Nay:

Absent:

SIGNED: _____
Harry Lee Arnold, Jr., Mayor

Date: April 29, 2025

ATTEST: _____
Erecka L. Gibson, Vice Mayor

Date: April 29, 2025

May 13, 2025
Discussion / Action

Proposed Amendment to the Schedule of Water and Sewer
Fees and Charges

May 13, 2025 Report

The Council held a public hearing on this matter at its April 8, 2025.

Requested Action

Staff requests that the Council adopt the amended Town of Berryville Schedule of Water and Sewer Fees and Charges (effective on June 21, 2025).

Attachments

- Draft Schedule of Water and Sewer Fees and Charges (markup)
- Ordinance for adopting the schedule

Sample Motion

I move that the Council of the Town of Berryville adopt the attached ordinance that makes the proposed Schedule of Water and Sewer Fees and Charges effective on June 21, 2025.

April 8, 2025 Report

History

The Town maintains a general fund and two enterprise funds (water and sewer). The water and the sewer enterprise funds operate in a manner that is very similar to a private business. These funds must meet capital and operating expenses with the revenues available from user fees (monthly customer bills), availability fees (charged for new or enlarged system connections), borrowing, or grants.

In 2019 an engineering firm completed a utility rate study that identified water and sewer system needs over the next two decades and provided the Town Council with a schedule of recommended fee and rate increases that should be considered over the subsequent five-year period to provide sufficient income to meet system needs (including replacement of wastewater treatment plant membranes and construction of a water treatment plant).

The Council increased water and sewer fees in 2019, 2020, 2021, 2022, and 2023.

The Town Council developed and approved (December 10, 2024) a new five-year water and sewer rate adjustment plan and determined that rate adjustments would be addressed during the course of annual budget development and would become effective near the end of a fiscal year (as opposed to November). Accordingly, there was no adjustment to rates in 2024.

Proposed changes

Highlights of the proposed schedule adjustments include:

Water:

- User Fees
 - o Intown – an increase from \$8.15 per 1,000 gallons of usage to \$10.30 per 1,000 gallons of usage.
 - o Out of Town – an increase from \$10.18 per 1,000 gallons of usage to \$12.87 per 1,000 gallons of usage.
- Availability Fees - A 6% increase (increase was determined by CIP).
- An increase in required deposits to account for the increase in the user fees.
- Other: Inspection fees, hydrant flow test fees, and sewer camera inspection fees are proposed to increase.

Sewer:

- User Fees
 - o Intown – an increase from \$17.27 per 1,000 gallons of usage to \$17.78 per 1,000 gallons of usage.
 - o Out of Town – an increase from \$21.58 per 1,000 gallons of usage to \$22.22 per 1,000 gallons of usage.
- Availability Fees - A 6% increase (increase was determined by CIP).
- An increase in required deposits to account for the increase in the user fees.
- Other: Inspection fees, hydrant flow test fees, and sewer camera inspection fees are proposed to increase.

Requested Action

Staff requests that the Council review the amended Town of Berryville Schedule of Water and Sewer Fees and Charges and direct staff to make any changes needed. It is expected that the amended schedule would be adopted on May 13, 2025 and become effective on June 21, 2025.

Attachments

- Public Hearing Notice
- Draft Schedule of Water and Sewer Fees and Charges
- Five-year water and sewer rate adjustment plan
- Utility Rate Study Town of Berryville July 2019

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~~

AN ORDINANCE
Adopting the Town of Berryville Schedule of Water and Sewer Fees and Charges

BE IT ORDAINED, by the Council of Town of Berryville, in accordance with Berryville Code Chapter 17, Water, Sewers and Sewerage Disposal, that it hereby adopts the following Schedule of Water and Sewer Fees and Charges:

TOWN OF BERRYVILLE
SCHEDULE OF WATER AND SEWER FEES AND CHARGES
Effective June 21, 2025.

I. USER FEES

A. WATER

1. Within corporate limits or the limits of an approved annexation area: \$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: \$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: \$17.78 per 1,000 gallons of usage. Minimum charge \$15.00 per month for usage under 1,000 gallons during billing period.
2. Other: \$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

- \$300 Residential: individually metered single-family units, town homes, and duplexes:
- Residential: multi-family with master meter: \$245 per unit
- Business/Commercial excluding restaurants and laundries: \$300
- Restaurant: \$895*

Laundry: \$4,620*

Institutional: \$1,640*

Industrial: \$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

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.

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: \$350

Camera Fee: \$3.00 per linear foot

2. 4-Inch Laterals

Laterals Under 50 Feet in Length: \$200

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

B. Inspections

Town staff: \$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

\$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.

VOTE:

Recorded Vote:

Ayes:

Nays:

Abstain:

Absent During Meeting:

SIGNED _____
Harry Lee Arnold, Jr., Mayor

Date: May 13, 2025

ATTEST: _____
Erecka L. Gibson, Vice Mayor

Date: May 13, 2025

Item Title

Bond release request from DR Horton

Prepared By

Jean Petti

Background/History/General Information

DR Horton has requested full release of remaining bonds for Hermitage V, Fellowship Square, and Shenandoah Crossing subdivisions. Per Town of Berr., Subdivision Ordinance, July 2024, Art. VII- Performance Surety, these bonds are normally held for a minimum of one year. This date is typically interpreted to refer to one year after the acceptance of the streets by Virginia Department of Transportation, which occurred July 1, 2024.

Findings/Current Activity

The current amounts held are:

Hermitage V:	\$130,714.38, Erosion and Sediment Control \$ 568,732.29, Public Improvements
Fellowship Square:	\$ 28,813.00, Erosion and Sediment Control \$ 351,423.30, Public Improvements
Shenandoah Crossing:	\$ 217,361.00, Erosion and Sediment Control \$ 5,155,365.00, Public Improvements

Other Considerations

Community Development Director Terry Russell, consulting engineer Mike Artz of Pennoni, and Public Works Director Rick Boor performed site visits/surveys to determine any repairs that may need to be made before full bond release. This report is attached.

Attachments

1. Report following review by Mike Artz and Terry Russell

Recommendation

Staff recommends full release of bonds, excepting any retainage for warranty items that DR Horton has not completed by June 30, 2025.

Sample Motion

I move that this Committee recommend full bond release for Hermitage V, Fellowship Square, and Shenandoah Crossing to Berryville's Town Council, excepting funds to address any warranty items identified by the Town by June 30, 2025.

Or:

I move that the recommendation of this Committee be to postpone the reduction of bonds held by the Town of Berryville until _____ (date or condition to be met).

Town of Berryville 4/23/25

Shenandoah Crossing/ Fellowship Square/ Hermitage final walkover for bond reduction

Mike Artz Terry Russell

Shenandoah Crossing & Fellowship Square

Weeks

1. There are no stop bars or ADA crosswalk striping.
2. Weeks Drive
3. 440 Driveway spalling
4. 526 spalling in gutter pan at pond
5. 526 driveway spalling
6. 530 driveway spalling
7. 534 driveway spalling
8. 538 driveway spalling
9. 604 driveway spalling
10. 612 driveway spalling
11. 624 driveway & sidewalk spalling
12. 704 driveway spalling
13. 728 driveway spalling
14. Spalled sidewalk between 728 & 732
15. 737 sections of spalled sidewalk
16. 733 driveway spalling
17. 729 to 725 sidewalk spalling
18. Between 729 & 725 sidewalks spalling
19. 725 sidewalk spalling
20. 609 driveway spalling
21. 605 driveway spalling
22. 605 to 601 sidewalk spalling
23. 601 spalling on driveway & sidewalk to ADA Ramp
24. 537 to ADA ramp sidewalk spalling
25. 517 spalling on driveway
26. 435 to 431 sidewalk spalling
27. 421 driveway spalling
28. 417 spalling in gutter pan and C & G through 413 & 409
29. 405 spalling in gutter pan @DI

Pulliam

1. nothing noted

McCormick

1. Nothing noted

Wilson

1. 56 sidewalk spalling
2. 44 driveway spalling
3. 36 driveway spalling
4. 26 driveway & sidewalk spalling
5. 22 driveway spalling (bad)
6. 18 driveway spalling
7. 13 driveway spalling
8. 29 driveway spalling
9. 33 driveway spalling
10. 37 driveway and sidewalk spalling
11. 41 driveway and sidewalk spalling
12. 45 driveway spalling

Harper

1. 508 driveway spalling
2. 512 Sidewalks spalling
3. @ Intx of Harpers & Weeks sidewalk spalling on East side
4. spalling on sidewalk along w. side North of 517 Harper

Hermitage

Tyson

1. 328 Spalling on driveway
2. 316 Spalling on driveway
3. 308 spalling on sidewalk
4. 257 spalling on driveway
5. 337 Spalling on driveway

Norris

1. 368 spalling on sidewalk
2. 372 spalling on driveway
3. 374 spalling on driveway
4. 380 spalling on driveway
5. 384 gutter pan spalling
6. 388 spalling on driveway
7. 392 gutter pan spalling
8. 400 gutter pan spalling
9. 404 gutter pan spalling
10. 412 driveway spalling
11. 416 driveway spalling
12. 429 driveway & sidewalk spalling
13. 421 Sidewalk spalling
14. 417 sidewalk and driveway spalling
15. 413 driveway spalling
16. 409 driveway spalling
17. 405 driveway spalling
18. 401 driveway spalling
19. 397 gutter pan spalling

Jones

1. 409 spalled driveways
2. 405 spalled gutter pans
3. 401 spalled driveways

Alexander

1. Nothing noted

Discussion: Proposed Invitation for Bids – Paving, Milling, and Line Striping
IFB#2025-03

Background

The Town assumed responsibility for secondary street maintenance in 2012. Subsequently the Town has utilized VDOT secondary street maintenance funds to maintain secondary streets and associated improvements, maintain/purchase equipment, and the like.

Each year the Town contracts to have streets within the secondary system paved.

Proposal

IFB#2025-03 provides for asphalt work on the following streets to be completed between August 4, 2025 and September 15, 2025:

- Academy Street from North Buckmarsh Street to Church Street
- Academy Street from North Buckmarsh Street to Rice Street
- Battletown Drive from East Main Street to Bel Voi Drive
- Bel Voi Drive
- Breckinridge Court
- Cameron Street from Page Street to First Street
- Crow Street
- Dorsey Street
- East Fairfax Street from the Orchard Court Apt. entrance to First Street
- First Street from East Main Street to the end of Town maintenance
- Fremont Court (northern portion)
- Page Street from East Main Street to Liberty Street
- Pickett Court
- Smith Street from West Main Street to Academy Street
- Springsbury Road from Jack Enders Boulevard to end of Town maintenance
- Walnut Street

The IFB provides for the work on certain streets to occur at the end of the project because of utility work that must be completed prior to paving.

The IFB is structured to provide the Town with unit pricing, which will permit the Town to complete other projects through the end of the paving season in 2026.

Further, if the Council approves, staff would like to include work on Station Road (paid for from Town GF funds) in this offering. The details of that project have not yet been worked out. The proposed FY26 budget includes funds for work on Town-maintained streets.

If the enumerated projects exceed available funds, then projects will be eliminated or altered to ensure that the package that is awarded can be funded.

Attachments

- Proposed Invitation for Bids – Paving, Milling, and Line Striping IFB#2025-03
- List of street work completed since 2012.

Recommended action

Staff recommends that the Council approve the issuance of this offering and authorize the Town Manager to award the IFB and execute documents related to the offerings and associated contracts.

Sample motion

I move that the Council of the Town of Berryville approve the issuance of IFB#2025-03 and authorize the Town Manager to:

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

IFB#2025-03

**INVITATION FOR BIDS
TOWN OF BERRYVILLE
PAVING, MILLING, AND LINE STRIPING
IFB# 2025-03**

IFB#: 2025-03

Issue Date: June 2, 2025

Title: Paving, Milling, and Line Striping IFB# 2025-03

Location of Work Site(s): Within the Corporate Limits of the Town of Berryville – see attached vicinity map and scope of work.

Period of Contract: The contract term shall be effective from the date of contract award through December 1, 2026.

Scope of Work shall be completed between August 4, 2025 and September 15, 2025, unless the Town issues written approval to extend the deadline.

Invoice for work completed from Scope of Work shall be submitted to the Town no later than September 22, 2025.

Unit pricing shall be effective until November 30, 2025. Unit pricing may be escalated in accordance with the Producer Price Index (PPI) from December 1, 2025 through end of contract period, as agreed upon in writing by Contractor and Town.

Bid Submission:

Bidders must submit sealed bids.

Bidders must complete and return this cover sheet with their bids.

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

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

Bids may be mailed or hand-delivered to:

Town of Berryville Business Office
Attention: Cindy Poulin, Dir. of Finance/Treasurer
Town of Berryville
101 Chalmers Court, Ste A
Berryville, VA 22611

Outside of sealed bid must be clearly labeled “ Paving, Milling, and Line Striping IFB# 2025-03” and include the name and address of Offeror.

OR

Submitted electronically through eVA (www.eva.virginia.gov)

Bids Due: Bids will be received until 10:00 a.m. (ET) on July 1, 2025.

Public Bid opening: Bid opening will occur at 10:05 a.m. (ET) on July 1, 2025, in the Main Meeting Room of the Berryville-Clarke County Government Center, 101 Chalmers Court, Berryville, VA 22611.

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

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

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

All inquiries about this bid must be directed to Cindy Poulin at treasurer@berryvilleva.gov.

Bidder Certification:

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

Name and Address of Firm:

_____	Authorized Signature: _____
_____	Print Name: _____
_____	Title: _____
_____ Zip Code: _____	Date: _____
Federal Id #: _____	Telephone: (_____) _____
Email: _____	Fax: (_____) _____

Remainder of page left blank intentionally.

Prebid Conference: A non-mandatory Prebid Conference will be held at 10:00 a.m. (ET) on June 12, 2025 in the Main Meeting Room of the Berryville-Clarke County Government Center, 101 Chalmers Court, Berryville, VA 22611. Attendance at this meeting is strongly encouraged.

If special ADA accommodations are needed for the Prebid Conference, then please contact Town Clerk at townclerk@berryvilleva.gov no later than June 11, 2025.

Non-discrimination Notice:

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

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

Scope of Work Summary (See *Bid Proposal Form Scope of Work* for detailed scope): The Town of Berryville (hereafter referred to as "Town") requests pricing for the work identified in the scope. A vicinity map is attached to this IFB (streets in question are highlighted in yellow).

The Town may require work on Bel Voi Drive, Crow Street, and Dorsey Street to occur near the end of the mobilization in order to permit utility work to be completed. If planned utility work on these streets is not completed in a timely manner, then one or more of these streets will be removed from the scope.

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

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

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

Contractor Responsibilities:

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

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

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

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

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

any work performed, that this coordination and locating service is necessary.

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

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

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

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

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

The Contractor shall provide adequate protection for all structures within and adjacent to work areas. Any damage to Town-owned property or the property of others by the Contractor shall be repaired or replaced at the Contractor's expense and to the complete satisfaction of the owner.

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

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

The Contractor shall provide and post "No Parking" signs in appropriate locations as approved by the Director and deliver notices to individual occupancies regarding on-street parking restrictions. Such posting and notice provision shall occur not more than 72 hours and not less than 48 hours prior to commencement of work. The content of notices delivered to residences will be approved by the Director. The manner of delivery and placement of notices at residences will be approved by the Director.

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

The Contractor shall, after the completion of the project, repair and restore all property damaged by the Contractor's actions. Areas to be repaired include, but are not limited to, roads, drives, paths, parking lots, easement areas, and lawns. Contractor shall restore damaged property to the same or

IFB#2025-03

better condition as it was at the time of the Notice to Proceed. Prior to any construction activities, it is the Contractor's responsibility to document any existing damage or substandard conditions.

The Contractor shall complete the Scope of Work between August 4, 2025 and September 15, 2025, unless the Town issues written approval to extend the deadline.

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

Prebid Conference: A non-mandatory pre-bid meeting is scheduled at 10:00 a.m. (ET) on June 12, 2025, in the Main Meeting Room of the Berryville-Clarke County Government Center, 101 Chalmers Court, Berryville, VA 22611.

Bidder Questions/Addendums:

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

Questions and requests for clarification must be submitted to the Town no later than 1:00 p.m. (ET) on June 17, 2025, to the Town Clerk, via e-mail at townclerk@berryvilleva.gov.

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

Such addendum(s), if issued, will be posted by 5:00 p.m. (ET) June 23, 2025, at the addresses listed below:

Town website:

berryvilleva.gov/2211/Bid-Procurement-Opportunities

State Procurement website (eVA):

eva.virginia.gov.

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

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

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

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

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

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

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

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

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

Contract term: The contract term shall be effective from the date of contract award until the Scope of Work has been completed. Unit pricing shall be effective until December 1, 2025.

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

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

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

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

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

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

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

Method of payment: In accordance of General Terms and Conditions – Invitations for Bids, payment in

the form of a check will be issued within thirty days of receipt of an approved invoice.

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

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

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

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

Attachments:

Contractor Registration
Bidder's Check List
Bid Bond Form
Bid Proposal Form Scope of Work
General Terms and Conditions - Invitation for Bids
W-9: Identification Number and Certification
Town's Vendor Registration/Update form
Vicinity Map

Remainder of page left blank intentionally.

CONTRACTOR REGISTRATION

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

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

If such a contract is:

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

If such a contract is:

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

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

Licensed Class A Virginia Contractor No. Specialty:_____.

Licensed Class B Virginia Contractor No. Specialty:_____.

Licensed Class C Virginia Contractor No. Specialty:_____.

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

Contractor Name:_____.

License #_____Type:_____.

Subcontractor Name:_____.

License #_____Type:_____.

BIDDER'S CHECKLIST

The following documents and/or attachments must be completed and attached to all bids. Failure to attach all required documents may result in rejection of the bid.

Before submitted a bid, please make sure that you verify the following:

- ☐ Enclose two (2) sets of the Bid form (one marked original and one copy) with all handwritten sections completed.
- ☐ Bid Forms must be complete and have an original signature, preferably signed in blue ink.
- ☐ Bid must be returned in an envelope with bid number and name of bid printed on the front.
- ☐ Acknowledge in the bid any and all Addendums issued, manually sign each Addendum sheet, and submit it with bid.
- ☐ Erasures or other descriptive literature, brochures, and/or data must be initialed by the person signing the bid.
- ☐ Cover of Invitation for Bid
- ☐ Bid Proposal Form Scope of Work
- ☐ Town of Berryville Vendor Registration/Update form
- ☐ W-9
- ☐ Certificate of Insurance
- ☐ Bid Bond
- ☐ Contractor License

Offerors are encouraged to:

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

Remainder of page left blank intentionally.

BID BOND

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

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

WHEREAS, Bidder has submitted the accompanying bid dated_____, 20__for the Town
Paving, Milling, and Line Striping Project.

THE CONDITION OF THIS OBLIGATION IS SUCH that if the Town accepts the Bidder’s bid,
the Bidder shall, within the period specified therefore, complete the formal contract agreement
and furnish the required contract performance bond and contract payment bond as provided in
the Contract Documents, upon acceptance of said bid by the Town, or if the Town shall have
failed to accept said bid within 60 days of the opening of the bid for this work, then this
obligation shall be void and of no effect, but otherwise shall remain in full force and effect.

IN WITNESS WHEREOF, the above parties have executed this instrument under their several seals
this_____date of_____, 20__, the name and
corporate seal of each corporate party being hereto affixed and these presents duly signed by
its undersigned representative pursuant to authority of its governing board.

ATTEST: Principal _____
By:_____ By:_____
Corporate Secretary

Address:_____

(Corporate Seal) Principal_____

INVITATION FOR BID: PAVING, MILLING, AND LINE STRIPING

Bid Proposal Form - Scope of Work

IFB#2025-03

Battletown Drive from West Main Street to Bel Voi Drive

Item Description	Estimated Qty/ Unit of Measure	Unit Price	Amount
Apply 1.5" of SM 9.5AL	Approximate length 500 feet		
Width of Roadway	Approximate width 24 feet		
Mill Tie-In Joints	9 (bidder must verify length (area marked with white paint))		
Stop Bars	1 (12' x 2' Thermo Burn Down)		
Re-establish shoulder	2' width compacted 21A or compacted millings (both sides of street)		
		Total \$	

Cameron Street from Page Street to First Street

Item Description	Estimated Qty/ Unit of Measure	Unit Price	Amount
Apply 1.5" of SM 9.5AL	Approximate Length 1,000 feet		
Width of Roadway	Approximate Length 22 feet		
Mill Curb Relief	Approximate Length 750 feet		
Mill Tie-In Joints	9 (bidder must verify length (area marked with white paint))		
Stop Bars	2 (12' x 2' Thermo Burn Down)		
Re-establish shoulder	2' width compacted 21A or compacted millings		
		Total \$	

First Street from East Main Street to end of Town maintenance

Item Description	Estimated Qty/ Unit of Measure	Unit Price	Amount
Apply 2" of SM 9.5AL	Approximate Length 3,300 feet		
Width of Roadway	Approximate Width 24 feet		
Mill Curb Relief	Approximate Length 1,400 feet		
Right Turn Arrow	1 (Thermo Burn Down) replace to match existing		
Left Turn Arrow	1 (Thermo Burn Down) replace to match existing		
Straight Arrow	1 (Thermo Burn Down) replace to match existing		
Stop Bars	1 (Thermo Burn Down) bidder to verify length		
Mill Tie-In Joints	5 (bidder must verify length (area marked with white paint))		
Double Yellow Line	Approximate length 3,250 feet		
Re-establish Stone Shoulders	2' width compacted 21A or compacted millings		
		Total \$	

Dorsey Street

Item Description	Estimated Qty/ Unit of Measure	Unit Price	Amount
Apply 1.5" of SM 9.5AL	Approximate Length 1,100 feet		
Width of Roadway	Approximate Width 22 feet		
Mill Tie-In Joints	6 (bidder to verify length (area marked by white paint))		
Stop Bars	2 (12' x 2' Thermo Burn Down)		
Re-establish Shoulder	2' width compacted 21A or compacted millings		
		Total \$	

Bel Voi Drive

Item Description	Estimated Qty/ Unit of Measure	Unit Price	Amount
Apply 1.5" of SM 9.5AL	Approximate Length 800 feet		
Width of Roadway	Approximate Width 22 feet		
Mill Tie-In Joints	19 (bidder must verify length (area marked by whit paint))		
Stop Bars	1 (12' x 2' Thermo Burn Down)		
Re-establish Shoulder	2' width compacted 21A or compacted millings		
		Total \$	

Walnut Street

Item Description	Estimated Qty/ Unit of Measure	Unit Price	Amount
Apply 1.5" of SM 9.5AL	Approximate Length 2,335 feet		
Width of Roadway	Approximate Width 24 feet		
Mill Tie-In Joints	29 (bidder must verify length (area marked by white paint))		
Stop Bars	1 (12' x 2' Thermo Burn Down)		
Re-establish Stone Shoulder	2' width compacted 21A or compacted millings		
		Total \$	

Springsbury Road from Jack Enders Boulevard to end of Town maintenance

Item Description	Estimated Qty/ Unit of Measure	Unit Price	Amount
Apply 2.0" of SM 9.5AL	Approximate Length 1,350 feet		
Width of Roadway	Width varies (bidder must verify)		
Mill Curb Relief	Approximate Length 400 feet		
Mill Tie-In Joints	6 (bidder must verify length (area marked by white paint))		
Stop Bars	1 (12' x 2' Thermo Burn Down)		
Restripe Double Yellow Line	Approximate 1,350 feet		
Restripe White Lines	Approximate 2,220 feet		
Right Turn Arrows	2 (Thermo Burn Down) replace to match existing		
Re-establish Shoulder	2' width compacted 21A or compacted Millings		
		Total \$	

Pickett Court

Item Description	Estimated Qty/ Unit of Measure	Unit Price	Amount
Apply 1.5" of SM 9.5AL	Approximate Length 250 feet		
Width of Roadway	Width varies bidder to verify		
Mill Tie-In Joints	8 (bidder must verify length (area marked by whit paint))		
Stop Bars	1 (12' x 2' Thermo Burn Down)		
Crosswalk	1 (replace to match existing)		
Re-establish Shoulder	2' width compacted 21A or compacted millings		
		Total \$	

Page Street from East Main Street to Liberty Street

Item Description	Estimated Qty/ Unit of Measure	Unit Price	Amount
Apply 1.5" of SM 9.5AL	Approximate Length 780 feet		
Width of Roadway	Approximate Width 24 feet		
Mill Tie-In Joints	6 (bidder must verify length (area marked by white paint))		
Mill Curb Relief	Approximate 460 feet		
DO NOT ENTER	2 (24" x 24" Thermo Burn Down)		
Stop Bars	1 (12' x 2' Thermo Burn Down)		
Re-establish Stone Shoulder	2' width compacted 21A or compacted millings		
		Total \$	

Smith Street from West Main Street to Treadwell Street

Item Description	Estimated Qty/ Unit of Measure	Unit Price	Amount
Apply 1.5" of SM 9.5AL	Approximate Length 400 feet		
Width of Roadway	Approximate width 21 feet		
Mill Tie-In Joints	6 (bidder must verify length (area marked by white paint))		
Stop Bars	2 (12' x 2' Thermo Burn Down)		
Re-establish Stone Shoulder	2' width compacted 21A or compacted millings		
		Total \$	

Fremont Court

Item Description	Estimated Qty/ Unit of Measure	Unit Price	Amount
Apply 1.5" of SM 9.5AL	Approximate Length 560 feet		
Width of Roadway	Approximate width 23 feet		
Mill Tie-In Joints	17 (bidder must verify length (area marked by whit paint))		
Stop Bars	1 (12' x 2' Thermo Burn Down)		
Crosswalk	1 (replace to match existing)		
Re-establish Shoulder	2' width compacted 21A or compacted millings		
8' Mill Relief in Cul de Sac			
		Total \$	

Breckinridge Court

Item Description	Estimated Qty/ Unit of Measure	Unit Price	Amount
Apply 1.5" of SM 9.5AL	Approximate Length 440 feet		
Width of Roadway	Approximate Width 23 feet		
Mill Tie-In Joints	13 (bidder must verify length (area marked by white paint))		
Stop Bars	1 (12' x 2' Thermo Burn Down)		
Crosswalk	1 (replace to match existing)		
Re-establish Shoulder	2' width compacted 21A or compacted millings		
		Total \$	

Academy Street from North Buckmarsh Street to Church Street

Item Description	Estimated Qty/ Unit of Measure	Unit Price	Amount
Apply 1.5" of SM 9.5AL	Approximate Length 370 feet		
Width of Roadway	Approximate Length 32 feet		
Mill Curb Relief	Approximate Length 370 feet		
Mill Tie-In Joints	5 (bidder must verify length (area marked by white paint))		
Stop Bars	2 (12' x 2' Thermo Burn Down)		
Re-establish yellow curbs	Replace to match existing		
		Total \$	

Academy Street from North Buckmarsh Street to Smith Street

Item Description	Estimated Qty/ Unit of Measure	Unit Price	Amount
Apply 1.5" of SM 9.5AL	Approximate Length 1,300 feet		
Width of Roadway	Approximate Length 22 feet		
Mill Curb Relief	Approximate Length 640 feet		
Mill Tie-In Joints	11 (bidder must verify length (area marked by white paint))		
Stop Bars	2 (12' x 2' Thermo Burn Down)		
Re-establish yellow curbs	Replace to match existing		
Re-establish Shoulder	2' width compacted 21A or compacted millings		
		Total \$	

Crow Street

Item Description	Estimated Qty/ Unit of Measure	Unit Price	Amount
Apply 1.5" of SM 9.5AL	Approximate Length 420 feet		
Width of Roadway	Approximate Width 38 feet		
Mill Tie-In Joints	4 (bidder must verify length (area marked by white paint))		
Mill Curb Relief	Approximate 480 feet		
Stop Bars	2 (12' x 2' Thermo Burn Down)		
Re-establish Stone Shoulder	2' width compacted 21A or compacted millings		
		Total \$	

East Fairfax Street from Orchard Court Apartments entrance to First Street

Item Description	Estimated Qty/ Unit of Measure	Unit Price	Amount
Apply 1.5" of SM 9.5AL	Approximate Length 1,460 feet		
Width of Roadway	Approximate Length 35 feet		
Mill Curb Relief	Approximate Length 2,900 feet		
Mill Tie-In Joints	9 (bidder must verify length (area marked by white paint))		
Stop Bars	3 (12' x 2' Thermo Burn Down)		
Intersection ***	Length and width (bidders to verify (marked by white paint))		
Re-establish Stone Shoulder	2' width compacted 21A or compacted millings		
Right Turn Arrows	1 (Thermo Burn Down) replace to match existing		
Left Turn Arrows	1 (Thermo Burn Down) replace to match existing		
		Total \$	

Station Road	Estimated Qty/ Unit of Measure	Unit Price	Amount
		Total \$	

Unit Pricing

<u>Item Description</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Amount</u>
Apply 1.5 inches of SM 9.5AL	Square Yard		
Apply 2 inches of SM 9.5AL	Square yard		
Mill Tie-In Joints	Square Yard		
Mill Curb Relief	Square Yard		
Double Yellow Line Striping with VDOT approved paint	1 Linear Foot		
White Line Striping with VDOT approved paint	1 Linear Foot		
Left Turn Arrow (Thermo Burn Down)	Meet VDOT standard for streets posted 25 MPH		
Right Turn Arrow (Thermo Burn Down)	Meet VDOT standard for streets posted 25 MPH		
Straight Arrow (Thermo Burn Down)	Meet VDOT standard for streets posted 25 MPH		
Stop Bars (Thermo Burn Down)	1 Linear Foot		
Stone Shoulders	1 Square Foot		
Crosswalks (Thermo Burn Down)	1 Linear Foot		
DO NOT ENTER	24" x 24" Thermo Burn Down		
21A Compacted Stone	per ton		
Compacting Milling - Shoulder			
		Total \$	

Town of Berryville

General Terms and Conditions – Invitations for Bids

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

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

Employment Discrimination Prohibited: Employment discrimination by contractor is prohibited. During the performance of this contract, the contractor agrees as follows:

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

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

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

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

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

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

Bill Payment Policy: Unless an alternate payment plan has been agreed upon, in writing, the Town Treasurer shall make payment in full for all goods delivered or services rendered within thirty days of receipt of the bill.

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

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

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

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

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

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

Qualifications of Bidders: The Town may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder to perform the services/furnish the goods, and the bidder shall furnish to the Town all such information and data for this purpose as may be requested. The Town reserves the right to inspect bidder's physical facilities prior to

award to satisfy questions regarding the bidder's capabilities. The Town further reserves the right to reject any bid if the evidence submitted by, or investigations of, such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

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

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

Changes to Contract: Changes can be made to the contract in any of the following ways:

- A) The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
- B) The Town may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Town a credit for any savings. Said compensation shall be determined by one of the following methods:
 - 1) By mutual agreement between the parties in writing; or
 - 2) By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Town's right to audit the contractor's records and/or to determine the correct number of units independently; or
 - 3) By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Town with all vouchers and records of expenses incurred and savings realized. The Town shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Town within thirty (30) days from the date of receipt of the written order from the Town. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract. Neither the existence of a claim nor a dispute resolution process, litigation, or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Town or with the performance of the contract generally.

Default: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Town, after due oral or written notice, may procure them from other sources and

hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Town may have.

Taxes: Sales to the Town are normally exempt from State sales tax. State sales and use tax certificates of exemption will be issued upon request. *Not normally required for service contracts.*

Use of Brand Names: Unless otherwise provided in this solicitation or in the Invitation for Bid, the name of a certain brand does not restrict bidders to a specific brand, make, or manufacturer's name, but conveys the general style, type, character, and quality of the article desired. Any article that the Town in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be acceptable. *Not normally required for service contracts.*

Transportation and Packaging: By submitting their bids, all bidders certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. *Not normally required for service contracts.*

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

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

- 1) The using agency shall provide the director of public works, in the case of construction projects, and the procurement officer, in all other matters, with a written determination that the apparent low bid exceeds allocated funds. Said determination shall be confirmed in writing by the treasurer or his/her designee. The using agency may also provide the appropriate officer/director with a suggested reduction in scope for the proposed purchase.
- 2) The appropriate officer/director shall advise the lowest responsible bidder, in writing, that the proposed purchase exceeds allocated funds they may further suggest a reduction in scope for the proposed purchase, and invite the lowest responsible bidder to amend its bid proposal.
- 3) Repetitive informal discussions with the lowest responsible bidder for purposes of obtaining a contract within allocated funds shall be permissible.
- 4) The lowest responsible bidder shall submit an addendum to its bid, which addendum shall include any change in scope for the proposed purchase, the reduction in price, and the new contract value.
- 5) If the proposed addendum is acceptable to the Town, the Town may award a contract within funds allocated to the lowest responsible bidder based upon the amended bid proposal.
- 6) If the Town and the lowest responsible bidder cannot negotiate a contract within allocated funds, all bids shall be rejected.

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

Minimum Insurance Coverages and Limits Required for Most Contracts

General services contracts or leases:

Commercial General Liability

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

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

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

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

Minor construction contracts (\$99,999.99 or less):

Commercial General Liability

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

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

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

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

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

Major construction (more than \$100,000) or contracts for work deemed hazardous:

Commercial General Liability

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

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

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

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

Excess Liability- Refer to Risk Manager-\$5,000,000 each (CGL/AL/EL) occurrence/\$5,000,000 Annual Policy Aggregate

Professional services contracts:

Commercial General Liability

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

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

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

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

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

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

Design professional services and surveyors' contracts:

Commercial General Liability

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

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

Employer's Liability-\$100,000 Bodily Injury each accident/\$100,000 Bodily Injury Disease

Each Employee /\$500,000 Bodily Injury Disease policy limit

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

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

Contractor shall furnish the Town with an additional insured endorsement.

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

Additional Requirements:

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

- A) Employment discrimination by contractor prohibited; required contract provisions (see § 2.2-4311 of the Code of Virginia).
- B) Compliance with federal, state, and local laws and federal immigration law; required contract provisions (see § 2.2-4311.1 of the Code of Virginia).
- C) Compliance with state law; foreign and domestic businesses authorized to transact business in the Commonwealth (see § 2.2-4311.2 of the Code of Virginia.)
- D) Drug-free workplace to be maintained by contractor; required contract provisions (see § 2.2-4312 of the Code of Virginia).
- E) Provide access to adequate toilet facilities as required by law.
- F) Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is

prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition.

G) Include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

H) Be responsible for the resolution of any and all damage claims presented to either the Town or Contractor

Contractor also agrees to retain all books, documents, papers, account records , subcontracting records, and other evidence supporting services performed, and costs incurred during the contract period for six (6) years after the final invoice is paid.

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-				-			
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

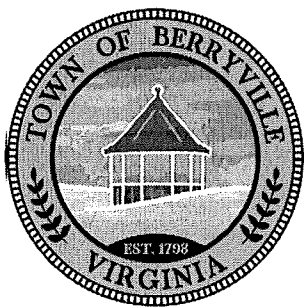
What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



Town of Berryville Vendor Registration

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

Your company's legal name: _____

Business Type: _____

What kind of products/services does your company offer?

Company Website: _____

Company Address : _____

City _____

State _____ ZIP Code _____

Name of person representing the company: _____

Phone : _____ Fax: _____

Email : _____

Payment Method: _____ Check _____ P-card

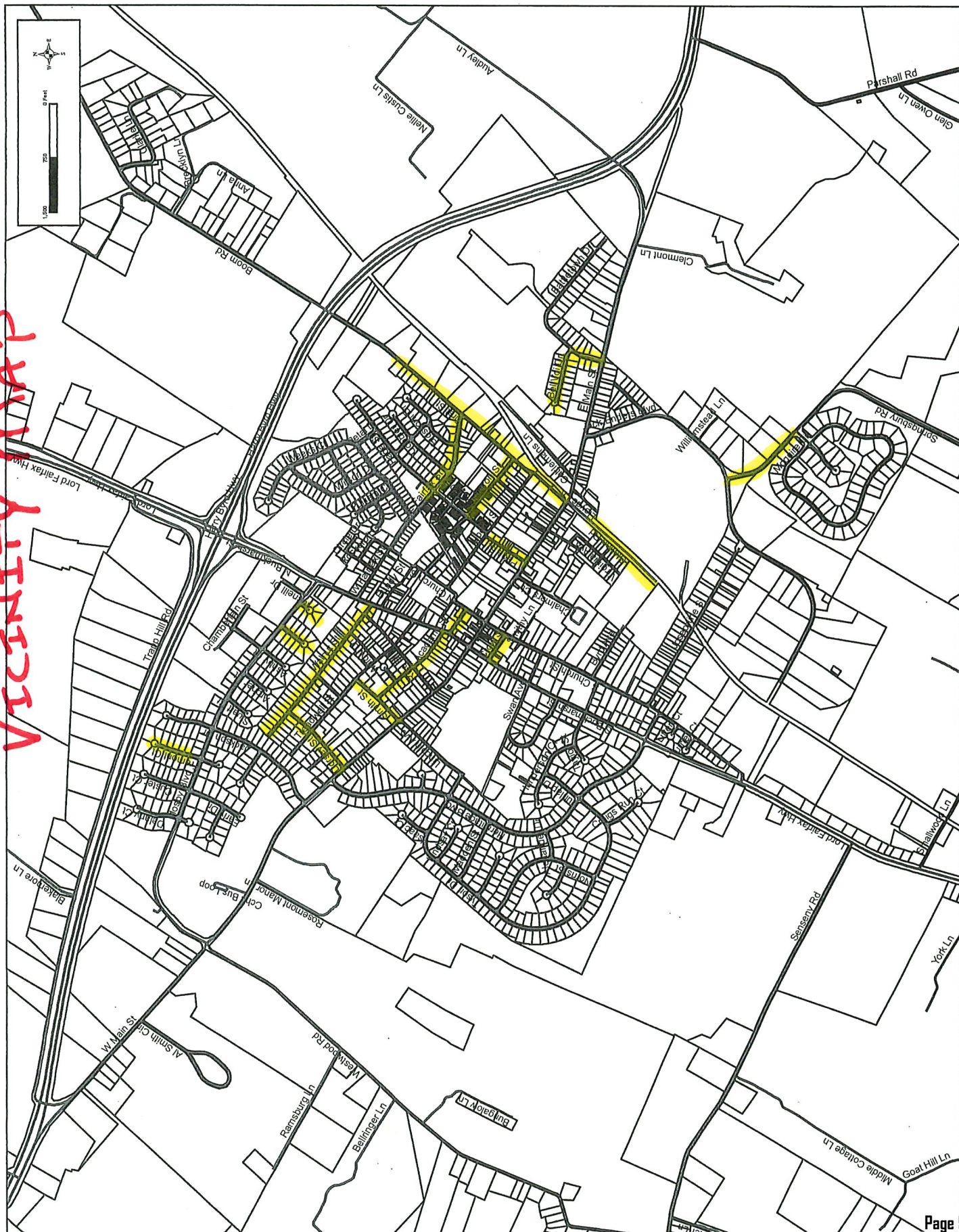
***If you accept VISA, you are required to accept P-card payments.**

For Town Office Use Only

Certificate of Insurance Required: _____ Yes _____ No

Contractor's License Required: _____ Yes _____ No

IFB # 2025-03
VICINITY MAP



List of Street Work Completed Since 2012

**Paving projects completed in Berryville by the
Town, VDOT, and Developers after June 2012
UPDATED May 2025**

Secondary System – Completed by Town (or others as noted)

Academy Court –base in cul-de-sac 10/16, paved 6/17

Academy Street (from Buckmarsh Street to Church Street) 10/14, (from Smith Street to Buckmarsh Street) 6/16, (from Willow Street to Smith Street) 7/17, Academy Street Extended 5/20

Alexander Drive (from Hermitage Blvd. to Phase 5 repair of drainage problem) 10/23

Archer Court 5/15

Ashby Court 5/16

Battletown Drive (from Bel Voi Drive to terminus) 8/14, (from Bel Voi Drive to Main Street) 6/16

Blossom Drive 5/20

Blue Ridge Street 5/21

Breckinridge Court 5/15

Bundy Street 10/13, 11/23

Burwell Court 9/21 (includes turn lane)

Byrd Avenue (from Church Street to second lot on north side) 6/16, cul-de-sac 9/21

Cameron Street 8/14

Chalmers Court 6/13, 5/21

Circle Drive 5/21

Cobbler Drive 5/20

Craig's Run Court 8/14, 12/21

Crown Street – 2024

Custer Court – 2024

Dorsey Street 6/14

Dunlap Drive (between Henderson Court and Hermitage Boulevard) 9/18, (between Hermitage Boulevard) and Phase 5 of Hermitage Subdivision) {Date to be confirmed}

East Fairfax Street (from Page Street to First Street) 5/20 (note: from Page Street west to end of town home development paved by BHA on 10/20 and from end of town home development to entrance of Orchard Court Apartments milled and paved by DR Horton as a part of utility and street tie-in project on

10/20 and the section from the Orchard Court Apartments to Page Street was paved by the Battletown HOA 8/14), (from North Church Street to midway between the intersection of East Fairfax Street and Weeks Street and East Fairfax and Page Street by developer) 6/22

Early Drive 2024

Edgar Court 8/14, 2024

Ewell Court 7/17

First Street 7/19

Freemont Court 6/19

Hancock Court 6/19

Harriman Court 5/21

Henderson Court 9/18

Hermitage Blvd. (from Buckmarsh Street to Main Street) 6/19, Hermitage Blvd. (from Buckmarsh Street to Church Street) 5/20

Isaac Court 5/20

Jack Enders Boulevard (from BVG entrance to ETM) 6/17, (ETM (near 509 JEB) to western terminus by Clarke County), 6/23

Jackson Drive 7/17

Josephine Street (from BVG entrance to eastern terminus) 5/15, (from South Church Street to eastern terminus) 9/23

Liberty Street 10/15, 2024

Lincoln Avenue (from Main Street to south of JWMS entrance) 6/16, (from southern terminus to JWMS entrance) 5/20, (from Main Street to south of JWMS entrance) 2024

Lindsay Court 5/20

Litton Court 5/21

Madden Street 5/20

McGuire Circle – 2024

McNeil Street from northern temporary terminus (just north of Martins and McDonald's entrances/exists work performed for McDonald's Corporation) 6/18

Montgomery Court 5/20

Moore Drive (from Ritter Court to Page Street) 8/14, (from Page Street to eastern terminus) 9/18

Mosby Blvd. (from Edgar Court to Jackson Drive) 8/14, (from Ashby Court to Buckmarsh Street) 4/15, (from Jackson Drive to Buckmarsh Street – with deep mill between Stuart Court and Ashby Court – replaced with 4” of base and 2” of topping) 7/23

North Church Street (from Main Street to Osborne Street) 9/14, (from Osborne Street to Bundy Street), 10/13, (from Fairfax Street to Rockcroft Drive) 5/21, (from Liberty Street to Bundy Street) 11/23

Osborne Street 10/23

Page Street (between Main and Liberty Streets) 5/14, (from Liberty Street to Fairfax Street) 7/17, (north of Fairfax Street to northern terminus) 5/20

Pender Court 2024

Pickett Court 10/14

Rice Street 9/18

Ridge Road 5/21

Ritter Place 8/14

Rockcroft Drive 5/21

Rosemont Circle 8/18

Smith Street (from Academy Street to Main Street) 6/16, (from Academy Street to Treadwell Street) 9/18

South Church Street (from Main Street to Swan Avenue) 10/14, (from Swan Avenue to Taylor Street) 6/16, (from Taylor Street to South Buckmarsh Street) 9/18, (patch at intersection with Josephine Street) 9/23

Stayman Drive 5/20

Stuart Court 5/16

Swan Avenue (from Church Street to Buckmarsh Street) 6/17, (from ETM to Buckmarsh Street) 8/18

Taylor Court 9/18

Taylor Street (from Church Street to Buckmarsh Street) 6/17, (from Taylor Court to Buckmarsh Street) 9/18

Treadwell Street (from Smith Street to Willow Street) 7/17, (from Willow Street to Buckmarsh Street & from western terminus to Smith) 9/18, (Rice Street to Buckmarsh Street) 7/23

Turner Court 5/21

Tyson Drive 5/20

Walnut Street 10/15

West Fairfax Street 5/21 (note: intersection with Church Street paved by DR Horton on 10/20 as a part of utility and street tie-in associated with Fellowship Square development)

Willow Lane 10/13, 7/23

Town Streets – Completed by Town

Barnett Street 7/17

Second Street 7/23

Virginia Avenue (from East Main Street to south side of Town Run bridge) 9/20, (from bridge to southern terminus) 10/23

Report of the Department of Public Works

May 7, 2025

General Information

We started our annual street sweeping and should be finished within the next two weeks. Public Works will be busy the next couple of weeks with painting curbs and line painting and plan to have all paint operations completed by Memorial Day weekend.

Water

A tractor trailer attempted to make a right turn onto East Main Street from Church Street and ran over the fire hydrant on the corner. The hydrant was damaged beyond repair and required replacement. The task of replacing the hydrant was completed on April 29, 2025. I have contractor scheduled to complete the required VDOT asphalt patch this week. All work and cost associated with this repair is being billed to the insurance carrier for the trucking company.

The water improvement project on Bel-Voi Drive is underway. This project is scheduled for completion by June 15, 2025.

Sewer

We experienced no sewer blockages or pump station issues this past month.

Public Utilities Department Report

13 May 2025

Item Title: Department Update

Prepared By: Frank Kelsey

Water Treatment Plant Activity

All water quality results are available at <https://vadwv.gecsws.com/>

Regulatory HAA5 Testing: Test results from samples collected on February 20, 2025, returned results of 0.032 mg/L and 0.036 mg/L at monitoring locations on Dunlap Drive and McNeil Drive, respectively. Additional non-compliance samples were collected on March 13, 2025, with results of 0.031 mg/l sampled on McNeil Drive and 0.010 mg/l sampled close to the water treatment facility. Although the most recent samples are in compliance, the four quarter running average exceeds the maximum contaminant level (MCL) of 0.060 mg/l. Accordingly, a notice was included within the utility billing to customers as per regulation.

Corrective Action Plan and Schedule for Compliance: Our Corrective Action Plan (CAP) was accepted by the Virginia Department of Health (VDH) on March 25, 2025. The first quarterly CAP update was submitted April 9, 2025. The submission of a revised Water Treatment Plant Upgrades Preliminary Engineering Report (PER) was submitted to VDH before April 15, 2025. Berryville has contracted with Inboden Environmental Services (IES) to prepare a PER for Disinfection Byproducts Production analysis. This evaluation is due February 2, 2026 with an interim report due September 30, 2025. An assessment of settling tubes condition was submitted to VDH by May 1, 2025. A core sample of filter media was collected, and we are awaiting the results. An assessment of the existing filter media is due to VDH by September 1, 2025.

A new flow meter was installed located at the pressure reduction valve (PRV) inside the booster pump building. This meter will record the flow between the three (3) million ground storage tank and the elevated storage tank. Having this information will give us more insight into how the water flows between the tanks, helping staff to better control the distribution system water age.

A Boil Water Advisory was issued during a fire hydrant replacement on the corner of East Main St. and South Church St. on April 29, 2025. To rescind the advisory, two sets of bacteriological samples were collected 16 hours apart within the affected area to ensure no contamination occurred. The advisory was rescinded May 1, 2025.

The river vault was recently cleaned of all silt and debris build up. The vault houses the Town's river pumps that provide flow to the water treatment facility. Cleaning it out periodically reduces wear on the river pumps. Public Works department was a huge help in completing this project for the town.

Wastewater Treatment Plant Activity

The membrane reactor cassettes were removed from service and cleaned as a part of the Department's routine maintenance program. Again, many thanks to the Public Works department as they were a huge help in completing this project for the town.



BERRYVILLE POLICE DEPARTMENT

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

MEMO

DATE: 05/05/2025
TO: Town Council
FROM: Chief W. Neal White 
CC:
RE: Police Department Monthly Report – 05/13/2025

Monthly Activity Report

The activity report for the month of April 2025 is attached to this report.

Public Safety Committee

The Public Safety Committee did not meet in April 2025.

Staffing

The department has two sworn law enforcement officer position vacancies. The next basic law enforcement academy starts at the beginning of July.



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W. Neal White – Chief of Police

Police and Security Report

Month/Year: April	Year To Date 2025	April 2025	March 2025
<u>Complaints Answered</u>			
911 Hang Up:	5	1	2
Alarms:	18	6	6
Animal Complaint:	34	12	7
Assault:	10	3	2
Assist County:	36	10	10
Assist EMS and Fire:	45	10	10
Auto Larceny:	1	0	1
Burglary:	1	1	0
Civil Complaints:	28	6	10
Disturbance:	14	1	6
Domestic Disturbance:	7	2	2
Driving Under the Influence	5	0	2
Drunk In Public:	1	0	0
Fraud:	16	6	1
Larceny:	10	6	2
Harassment/Intimidation:	9	2	4
Homicide:	0	0	0
Identity Theft	1	0	0
Juvenile Related:	7	2	4
Mental Health Crisis:	16	6	0
Narcotics Related:	1	0	0
Noise	7	2	3
Public Service:	18	4	6
Sexual Assault:	0	0	0
Robbery:	0	0	0
Shoplifting:	0	0	0
Suspicious Activity:	81	24	22
Trespassing:	7	2	2
Vandalism:	10	3	3
Welfare Check:	24	9	4
Miscellaneous Complaints:	233	55	58
Total Complaints Answered:	645	173	167



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W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date	April	March
	2025	2025	2025
<u>Traffic</u>			
Accidents Investigated:	28	10	5
Assist Motorist:	0	0	0
Child Safety Seat Install:	3	1	2
Funeral Escort:	10	2	4
Hit & Run:	2	0	0
Parking Tickets:	54	14	39
Traffic Warnings:	143	37	24
<u>Traffic Summons Issued</u>			
Defective Equipment:	0	0	0
Driving Suspended:	1	1	0
Expired Inspection:	1	0	1
Expired Registration:	4	0	1
Fail to Obey Highway Sign:	34	19	2
Fail to Obey Traffic Signals:	0	0	0
Fail to Stop/Lights & Siren:	0	0	0
Fail to Yield Right of Way:	0	0	0
Hit and Run:	0	0	0
No Liability Insurance:	0	0	0
No Operator's License:	2	0	0
No Seat Belt:	0	0	0
Reckless Driving:	0	0	0
Speeding:	24	8	3
Miscellaneous Summons:	5	0	1
Total Traffic Summons Issued:	71	28	8
<u>Found Open at Businesses in Town</u>			
Doors:	0	0	0
Windows:	0	0	0
Garage Doors:	0	0	0



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W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date	April	March
	2025	2025	2025
<u>Criminal Papers Served</u>			
Abduction:	0	0	0
Arson:	0	0	0
Assault and Battery:	1	0	1
Assault and Battery on Police Officer:	0	0	0
Auto Larceny:	0	0	0
Breaking and Entering:	0	0	0
Capias:	0	0	0
Disorderly Conduct:	0	0	0
Driving Under the Influence:	3	0	1
Drunk In Public:	1	1	0
Fail to Obey Police Officer:	0	0	0
Fail to Pay Parking Ticket:	0	0	0
Forgery:	0	0	0
Fraud:	0	0	0
Homicide:	0	0	0
Illegal Drugs/Paraphernalia:	5	0	0
Larceny:	2	0	0
Possess Alcohol Underage:	0	0	0
Protective Order Violations:	2	1	1
Rape:	0	0	0
Resisting Arrest:	0	0	0
Robbery:	0	0	0
Shoplifting:	0	0	0
Trespassing:	0	0	0
Vandalism:	0	0	0
Weapons Violation:	0	0	0
Miscellaneous Criminal Arrests:	10	6	2
Juvenile Detention Order Totals:	2	0	2
Total Criminal Arrests:	26	8	7



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W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date	April	March
	2025	2025	2025
<u>Response to Resistance</u>			
Total Community Interface	917	256	213
Total Enforcement Contacts	242	73	41
Physical Custody	10	2	2
Reported Force Involved	2	0	0
Administrative Review - Justified	2	0	0
Administrative Review - Not Justified	0	0	0
Complaint of Injury - Arrestee	0	0	0
Medical Treatment for Injury - Arrestee	0	0	0
Complaint of Injury - Officer	0	0	0
Medical Treatment for Injury - Officer	0	0	0
<u>Type of Force Involved</u>			
Compliance Hold / Open Hands	0	0	0
Takedown	2	0	0
Strikes (Hands / Knees)	0	0	0
Chemical Sprays (O.C.)	0	0	0
Impact Weapon (Baton)	0	0	0
Mechanical Non-Lethal	0	0	0
Firearm	0	0	0
<u>Arrestee Demographics</u>			
White Male	8	1	4
Black Male	0	0	0
Other Male	0	0	0
White Female	3	0	0
Black Female	2	1	1
Other Female	0	0	0

Town Council Agenda Item Report Summary

May 13, 2025

Item Title

Community Development Update

Prepared By

Terry Russell

Planning Commission

The Planning Commission has not held a meeting since the last Council meeting. Its next meeting is scheduled for Tuesday, May 27, 2025.

Berryville Area Development Authority

The BADA has not held a meeting since the last Council meeting. Its next meeting is scheduled for Wednesday, May 28, 2025.

Architectural Review Board

The ARB held a meeting on May 7, 2025. Its next meeting is scheduled for Wednesday, June 4, 2025.

Tree Board

The Tree Board had a booth at the Farmer's Market on May 3, 2025 where they provided information and free tree saplings. The trees were provided by Bartlett Tree Experts.

Board of Zoning Appeals

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

Wayfinding

Staff held a field meeting with VDOT officials to refine proposed sign locations. Staff also met with Frazier and Associates staff and gained valuable insight into the design documents they provided and the responsibilities of fabricators and installers.

Administration and Finance Report

May 13, 2025

Item Title:

Report of the Administration and Finance Department

Prepared by:

Cynthia Poulin, Treasurer

Attachments:

1. ARPA Report
2. April Cash Balance
3. ARPA Monthly Spend Down
4. ARPA Master List
5. Project 16 Report
6. Project 26 Report
7. Project 29 Report
8. April Checklist
9. April BOA
10. March Budget Summary
11. GF Budget vs Actual
12. SF Budget vs Actual
13. PH Budget vs Actual
14. FY 25-26 Highlights
15. FY 25-26 Draft Budget
16. FY 25-26 Budget Motion

May 13, 2025
Monthly Update

American Rescue Plan Act of 2021

Funds expended over the past month

The April 2025 expenditure report is attached.

Attachments

- April 2025 ARPA Expenditure Report
- ARPA Master List
- Project Status Reports

Cash Balance Report

Period Ending 4/30/2025

Town of Berryville

5/6/2025 1:30 PM

Page 1/1

	Bank Information	Balance
1	Bank of Clarke Operating Acct#- 1138499	-\$99,415.18
2	Bank of Clarke NOW Acct#- 1138502	\$9,816,479.66
3	Bank of Clarke Payroll Acct#- 1138510	\$40,213.28
4	Bank of Clarke CIP Acct#- 1138405	\$15,849,550.33
5	Bank of Clarke SW Acct#- 1138413	\$488,181.54
6	Bank of Clarke PDAF Acct#- 1138421	\$25,491.71
7	Bank of Clarke DSR Acct#- 1138456	\$112,850.68
9	Bank of Clarke RAU Acct#- 1138472	\$951.45
10	Bank of Clarke VRA Reserve Acct#- 6041647	\$470,000.00
11	Bank of Clarke Proffer Reserve Acct#- 1897098	\$90,386.58
12	Bank of Clarke Performance Bonds Acct#- 1910841	\$11,321.40
13	TRUIST Acct#- 5137523525	\$568,644.52
14	Bank of Clarke PD Contributions Acct#- 5759859	\$8,758.68

Total Cash Balance:	\$27,383,414.65
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Water and sewer bill accounts

	<u>BUDGETED</u>	<u>USED</u>	<u>BALANCE</u>	<u>PERCENT USED</u>	
Estimated cost of these actions:					
- Payment of delinquent accounts	\$ 10,000.00	\$ 4,069.34	\$ 5,930.66	41%	\$ 10,000.00
- Water and sewer account credits	\$ 169,100.00	\$ -	\$ 169,100.00	0%	\$ 169,100.00
- Total		\$ 4,069.34			\$ 179,100.00
Funds used from first payment					\$ 175,030.66

Signage

Estimated cost of these actions					
- Signage	\$ 140,000.00	\$ -	\$ 140,000.00	0%	\$ 140,000.00
- Total		\$ -			\$ 140,000.00
Funds used from first payment					\$ 60,000.00
Funds used from second payment					\$ 80,000.00

Improvements in Central Business District

Estimated cost of these actions					
- Facades, signs, accessibility	\$ 250,000.00	\$ -	\$ 250,000.00	0%	\$ 250,000.00
- Total		\$ -			\$ 250,000.00
Funds used from first payment					\$ 125,000.00
Funds used from second payment					\$ 125,000.00

Non- Profits

Estimated cost of these actions

- John H Enders FD	\$	80,000.00	\$	-	\$	80,000.00	0%	\$	80,000.00
- Barns of Rose Hill	\$	40,000.00	\$	-	\$	40,000.00	0%	\$	40,000.00
- Housing assistance	\$	120,000.00	\$	-	\$	120,000.00	0%	\$	120,000.00
- Total			\$	-				\$	240,000.00

Funds used from first payment

\$ 160,000.00

Funds used from second payment

\$ 80,000.00

Purchase of equipment and supplies

Estimated cost of these actions

- Purchase of equipment, etc	\$	25,000.00	\$	-	\$	25,000.00	0%	\$	25,000.00
- Total			\$	-				\$	25,000.00

Funds used from first payment

\$ 25,000.00

Improve Communications

Estimated cost of these actions

- Website	\$	8,000.00	\$	-	\$	8,000.00	0%	\$	8,000.00
- Radios	\$	60,000.00	\$	-	\$	60,000.00	0%	\$	60,000.00
- Other imp.	\$	60,000.00	\$	-	\$	60,000.00	0%	\$	60,000.00
- Total			\$	-				\$	128,000.00

Funds used from first payment

\$ 128,000.00

Premium Pay

Estimated cost of these actions

- Provide premium pay	\$	172,000.00	\$	174,323.86	\$	(2,323.86)	101%	\$	172,000.00
- Total			\$	174,323.86				\$	172,000.00

Funds used from first payment

\$ (2,323.86)

Complete necessary water and sewer infrastructure projects

Estimated cost of these actions

- Cost of the projects	\$	3,077,986.00	\$	-	\$	3,077,986.00	0%	\$	3,077,986.00
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Water and sewer bill accounts

		<u>BUDGETED</u>		<u>USED THIS MONTH</u>		<u>TOTAL USED</u>		<u>BALANCE</u>		<u>PERCENT USED</u>	
Estimated cost of these actions:											
- Payment of delinquent accounts	\$	10,000.00	\$	4,069.34	\$	4,069.34	\$	5,930.66	41%	\$	10,000.00
- Water and sewer account credits	\$	169,100.00	\$	21,401.05	\$	21,401.05	\$	147,698.95	13%	\$	169,100.00
- Total			\$	25,470.39	\$	25,470.39				\$	179,100.00
Funds used from first payment										\$	153,629.61

Signage

Estimated cost of these actions											
- Signage	\$	140,000.00	\$	-	\$	-	\$	140,000.00	0%	\$	140,000.00
- Total				\$		-				\$	140,000.00
Funds used from first payment										\$	60,000.00
Funds used from second payment										\$	80,000.00

Improvements in Central Business District

Estimated cost of these actions											
- Facades, signs, accessibility	\$	250,000.00	\$	-	\$	-	\$	250,000.00	0%	\$	250,000.00
- Total				\$		-				\$	250,000.00
Funds used from first payment										\$	125,000.00
Funds used from second payment										\$	125,000.00

Non- Profits

Estimated cost of these actions											
- John H Enders FD	\$	80,000.00	\$	-	\$	-	\$	80,000.00	0%	\$	80,000.00
- Barns of Rose Hill	\$	40,000.00	\$	-	\$	-	\$	40,000.00	0%	\$	40,000.00
- Housing assistance	\$	120,000.00	\$	-	\$	-	\$	120,000.00	0%	\$	120,000.00
- Total				\$		-				\$	240,000.00
Funds used from first payment										\$	160,000.00
Funds used from second payment										\$	80,000.00

Purchase of equipment and supplies

Estimated cost of these actions								
- Purchase of equipment, etc	\$	25,000.00	\$	-	\$	-	\$	25,000.00
- Total				\$		-		\$ 25,000.00

Funds used from first payment							\$	25,000.00
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Improve Communications

Estimated cost of these actions								
- Website	\$	8,000.00	\$	-	\$	-	\$	8,000.00
- Radios	\$	60,000.00	\$	-	\$	-	\$	60,000.00
- Other imp.	\$	60,000.00	\$	-	\$	-	\$	60,000.00
- Total				\$		-		\$ 128,000.00

Funds used from first payment							\$	128,000.00
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Premium Pay

Estimated cost of these actions								
- Provide premium pay	\$	172,000.00		\$	174,323.86	\$	(2,323.86)	101% \$ 172,000.00
- Total				\$	174,323.86			\$ 172,000.00

Funds used from first payment							\$	(2,323.86)
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Complete necessary water and sewer infrastructure projects

Estimated cost of these actions								
- Cost of the projects	\$	3,077,986.00	\$	14,699.64	\$	14,699.64	\$	3,063,286.36
- Total				\$		14,699.64		\$ 3,077,986.00

Funds used from first payment							\$	1,263,693.36
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Funds used from second payment							\$	1,792,493.00
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Pay for administrative costs

Estimated cost of these actions								
- Administrative costs per FY (5.5)	\$	60,000.00	\$	1,405.54	\$	3,892.24	\$	56,107.76
- Total				\$		3,892.24		\$ 330,000.00

Funds used from first payment							\$	136,107.76
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Funds used from second payment							\$	193,892.24
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NOTES:

Water and sewer bill accounts

Estimated cost of these actions:

	<u>BUDGETED</u>	<u>USED THIS MONTH</u>	<u>TOTAL USED</u>	<u>BALANCE</u>	<u>PERCENT USED</u>	
- Payment of delinquent accounts	\$ 10,000.00	\$ -	\$ 4,069.34	\$ 5,930.66	41%	\$ 10,000.00
- Water and sewer account credits	\$ 169,100.00	\$ 21,472.75	\$ 42,873.80	\$ 126,226.20	25%	\$ 169,100.00
- Total			\$ 46,943.14			\$ 179,100.00
Funds used from first payment						\$ 132,156.86

Signage

Estimated cost of these actions

- Signage	\$ 140,000.00	\$ -	\$ -	\$ 140,000.00	0%	\$ 140,000.00
- Total			\$ -			\$ 140,000.00
Funds used from first payment						\$ 60,000.00
Funds used from second payment						\$ 80,000.00

Improvements in Central Business District

Estimated cost of these actions

- Facades, signs, accessibility	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00	0%	\$ 250,000.00
- Total			\$ -			\$ 250,000.00
Funds used from first payment						\$ 125,000.00
Funds used from second payment						\$ 125,000.00

Non- Profits

Estimated cost of these actions

- John H Enders FD	\$	80,000.00	\$	-	\$	-	\$	80,000.00	0%	\$	80,000.00
- Barns of Rose Hill	\$	40,000.00	\$	-	\$	-	\$	40,000.00	0%	\$	40,000.00
- Housing assistance	\$	120,000.00	\$	-	\$	-	\$	120,000.00	0%	\$	120,000.00
- Total					\$	-				\$	240,000.00

Funds used from first payment

\$ 160,000.00

Funds used from second payment

\$ 80,000.00

Purchase of equipment and supplies

Estimated cost of these actions

- Purchase of equipment, etc	\$	25,000.00	\$	-	\$	-	\$	25,000.00	0%	\$	25,000.00
- Total					\$	-				\$	25,000.00

Funds used from first payment

\$ 25,000.00

Improve Communications

Estimated cost of these actions

- Website	\$	8,000.00	\$	5,845.29	\$	5,845.29	\$	2,154.71	73%	\$	8,000.00
- Radios	\$	60,000.00			\$	-	\$	60,000.00	0%	\$	60,000.00
- Other imp.	\$	60,000.00			\$	-	\$	60,000.00	0%	\$	60,000.00
- Total					\$	5,845.29				\$	128,000.00

Funds used from first payment

\$ 122,154.71

Premium Pay

Estimated cost of these actions

- Provide premium pay	\$	172,000.00			\$	174,323.86	\$	(2,323.86)	101%	\$	172,000.00
- Total					\$	174,323.86				\$	172,000.00

Funds used from first payment

\$ (2,323.86)

Complete necessary water and sewer infrastructure projects

Estimated cost of these actions

- Cost of the projects	\$	3,077,986.00	\$	175,118.58	\$	189,818.22	\$	2,888,167.78	6.17%	\$	3,077,986.00
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- Total	\$ 189,818.22	\$ 3,077,986.00
Funds used from first payment		\$ 1,088,574.78
Funds used from second payment		\$ 1,792,493.00

Pay for administrative costs

Estimated cost of these actions						
- Administrative costs per FY (5.5)	\$ 60,000.00	\$ 303.08	\$ 3,892.24	\$ 55,804.68	7%	\$ 60,000.00
- Total			\$ 4,195.32			\$ 330,000.00
Funds used from first payment						\$ 135,804.68
Funds used from second payment						\$ 194,195.32

NOTES:

Administrative Costs:	September Admin:
September	182.26 PH from July
	120.82 Admin

Water and sewer bill accounts

Estimated cost of these actions:

	<u>BUDGETED</u>	<u>USED THIS MONTH</u>	<u>TOTAL USED</u>	<u>BALANCE</u>	<u>PERCENT USED</u>	
- Payment of delinquent accounts	\$ 10,000.00	\$ -	\$ 4,069.34	\$ 5,930.66	41%	\$ 10,000.00
- Water and sewer account credits	\$ 169,100.00	\$ 21,613.20	\$ 64,487.00	\$ 104,613.00	38%	\$ 169,100.00
- Total			\$ 68,556.34			\$ 179,100.00
Funds used from first payment						\$ 110,543.66

Signage

Estimated cost of these actions

- Signage	\$ 140,000.00	\$ -	\$ -	\$ 140,000.00	0%	\$ 140,000.00
- Total			\$ -			\$ 140,000.00
Funds used from first payment						\$ 60,000.00
Funds used from second payment						\$ 80,000.00

Improvements in Central Business District

Estimated cost of these actions

- Facades, signs, accessibility	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00	0%	\$ 250,000.00
- Total			\$ -			\$ 250,000.00
Funds used from first payment						\$ 125,000.00
Funds used from second payment						\$ 125,000.00

Non- Profits

Estimated cost of these actions

- John H Enders FD	\$	80,000.00	\$	-	\$	-	\$	80,000.00	0%	\$	80,000.00
- Barns of Rose Hill	\$	40,000.00	\$	-	\$	-	\$	40,000.00	0%	\$	40,000.00
- Housing assistance	\$	120,000.00	\$	-	\$	-	\$	120,000.00	0%	\$	120,000.00
- Total					\$	-				\$	240,000.00

Funds used from first payment

\$ 160,000.00

Funds used from second payment

\$ 80,000.00

Purchase of equipment and supplies

Estimated cost of these actions

- Purchase of equipment, etc	\$	25,000.00	\$	-	\$	-	\$	25,000.00	0%	\$	25,000.00
- Total					\$	-				\$	25,000.00

Funds used from first payment

\$ 25,000.00

Improve Communications

Estimated cost of these actions

- Website	\$	8,000.00	\$	-	\$	5,845.29	\$	2,154.71	73%	\$	8,000.00
- Radios	\$	60,000.00			\$	-	\$	60,000.00	0%	\$	60,000.00
- Other imp.	\$	60,000.00			\$	-	\$	60,000.00	0%	\$	60,000.00
- Total					\$	5,845.29				\$	128,000.00

Funds used from first payment

\$ 122,154.71

Premium Pay

Estimated cost of these actions

- Provide premium pay	\$	172,000.00			\$	174,323.86	\$	(2,323.86)	101%	\$	172,000.00
- Total					\$	174,323.86				\$	172,000.00

Funds used from first payment

\$ (2,323.86)

Complete necessary water and sewer infrastructure projects

Estimated cost of these actions

- Cost of the projects	\$	3,077,986.00	\$	19,536.99	\$	189,818.22	\$	2,868,630.79	6.80%	\$	3,077,986.00
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- Total	\$ 209,355.21	\$ 3,077,986.00
Funds used from first payment		\$ 1,069,037.79
Funds used from second payment		\$ 1,792,493.00

Pay for administrative costs

Estimated cost of these actions						
- Administrative costs per FY (5.5)	\$ 60,000.00	\$ 875.95	\$ 4,195.32	\$ 54,928.73	8%	\$ 60,000.00
- Total		\$ 5,071.27				\$ 330,000.00
Funds used from first payment						\$ 134,928.73
Funds used from second payment						\$ 195,071.27

NOTES:

Administrative Costs: 14.5 Hours Total
 10 Hours Osborne Street Project
 4.5 Hours Grant agreements for non-profits & List of ARPA Projects for Treasurer

Nov-21

Water and sewer bill accounts

Estimated cost of these actions:

	<u>BUDGETED</u>	<u>USED THIS MONTH</u>	<u>TOTAL USED</u>	<u>BALANCE</u>	<u>PERCENT USED</u>	
- Payment of delinquent accounts	\$ 10,000.00	\$ -	\$ 4,069.34	\$ 5,930.66	41%	\$ 10,000.00
- Water and sewer account credits	\$ 169,100.00	\$ 35,170.40	\$ 99,657.40	\$ 69,442.60	59%	\$ 169,100.00
- Total			\$ 103,726.74			\$ 179,100.00
Funds used from first payment						\$ 75,373.26

Signage

Estimated cost of these actions

- Signage	\$ 140,000.00	\$ -	\$ -	\$ 140,000.00	0%	\$ 140,000.00
- Total			\$ -			\$ 140,000.00
Funds used from first payment						\$ 60,000.00
Funds used from second payment						\$ 80,000.00

Improvements in Central Business District

Estimated cost of these actions

- Facades, signs, accessibility	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00	0%	\$ 250,000.00
- Total			\$ -			\$ 250,000.00
Funds used from first payment						\$ 125,000.00
Funds used from second payment						\$ 125,000.00

Non- Profits

Estimated cost of these actions

- John H Enders FD	\$	80,000.00	\$	-	\$	-	\$	80,000.00	0%	\$	80,000.00
- Barns of Rose Hill	\$	40,000.00	\$	-	\$	-	\$	40,000.00	0%	\$	40,000.00
- Housing assistance	\$	120,000.00	\$	-	\$	-	\$	120,000.00	0%	\$	120,000.00
- Total					\$	-				\$	240,000.00

Funds used from first payment

\$ 160,000.00

Funds used from second payment

\$ 80,000.00

Purchase of equipment and supplies

Estimated cost of these actions

- Purchase of equipment, etc	\$	25,000.00	\$	2,437.90	\$	2,437.90	\$	22,562.10	10%	\$	25,000.00
- Total					\$	2,437.90				\$	25,000.00

Funds used from first payment

\$ 22,562.10

Improve Communications

Estimated cost of these actions

- Website	\$	8,000.00	\$	-	\$	5,845.29	\$	2,154.71	73%	\$	8,000.00
- Radios	\$	60,000.00			\$	-	\$	60,000.00	0%	\$	60,000.00
- Other imp.	\$	60,000.00			\$	-	\$	60,000.00	0%	\$	60,000.00
- Total					\$	5,845.29				\$	128,000.00

Funds used from first payment

\$ 122,154.71

Premium Pay

Estimated cost of these actions

- Provide premium pay	\$	172,000.00			\$	174,323.86	\$	(2,323.86)	101%	\$	172,000.00
- Total					\$	174,323.86				\$	172,000.00

Funds used from first payment

\$ (2,323.86)

Complete necessary water and sewer infrastructure projects

Estimated cost of these actions

- Cost of the projects	\$ 3,077,986.00	\$	34,037.06	\$ 209,355.21	\$ 2,834,593.73	7.91%	\$ 3,077,986.00
- Total				\$ 243,392.27			\$ 3,077,986.00
Funds used from first payment							\$ 1,035,000.73
Funds used from second payment							\$ 1,792,493.00

Pay for administrative costs

Estimated cost of these actions							
- Administrative costs per FY (5.5)	\$ 60,000.00	\$	3,007.62	\$ 5,071.27	\$ 51,921.11	13%	\$ 60,000.00
- Total				\$ 8,078.89			\$ 330,000.00
Funds used from first payment							\$ 131,921.11
Funds used from second payment							\$ 198,078.89

NOTES:

<u>Administrative Costs:</u>	1235.12
<u>Legal</u>	1772.5

<u>INFRASTRUCTURE COSTS:</u>	
Pennoni(Osborne, N Church, Bundy	10,957.50
PW Air Compressor	11,814.93
Broy& Sons for Booster Bldg	3,982.10
Hydrant Meter	853.95
USA Bluebook	6,428.58

Jan-22

Water and sewer bill accounts

Estimated cost of these actions:

	BUDGETED	USED THIS MONTH	TOTAL USED	BALANCE	PERCENT USED	
- Payment of delinquent accounts	\$ 10,000.00	\$ -	\$ 4,069.34	\$ 5,930.66	41%	\$ 10,000.00
- Water and sewer account credits	\$ 169,100.00	\$ 35,855.06	\$ 171,191.48	\$ (2,091.48)	101%	\$ 169,100.00
- Total			\$ 175,260.82			\$ 179,100.00
Funds used from first payment						\$ 3,839.18

Signage

Estimated cost of these actions:

- Signage	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	0%	\$ 150,000.00
- Total			\$ -			\$ 150,000.00
Funds used from first payment						\$ 70,000.00
Funds used from second payment						\$ 80,000.00

Improvements in Central Business District

Estimated cost of these actions:

- Facades, signs, accessibility	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00	0%	\$ 250,000.00
- Total			\$ -			\$ 250,000.00
Funds used from first payment						\$ 125,000.00
Funds used from second payment						\$ 125,000.00

Non- Profits

Estimated cost of these actions:

- John H Enders FD	\$ 80,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	50%	\$ 80,000.00
- Barns of Rose Hill	\$ 40,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	50%	\$ 40,000.00
- Housing assistance	\$ 120,000.00	\$ -	\$ -	\$ 120,000.00	0%	\$ 120,000.00
- Total			\$ 60,000.00			\$ 240,000.00
Funds used from first payment						\$ 100,000.00
Funds used from second payment						\$ 80,000.00

Purchase of equipment and supplies

Estimated cost of these actions									
- Purchase of equipment, etc	\$	25,000.00	\$	-	\$	2,437.90	\$	22,562.10	10% \$ 25,000.00
- Total					\$	2,437.90			\$ 25,000.00
Funds used from first payment									\$ 22,562.10

Improve Communications

Estimated cost of these actions									
- Website	\$	8,000.00	\$	-	\$	5,845.29	\$	2,154.71	73% \$ 8,000.00
- Radios	\$	60,000.00			\$	-	\$	60,000.00	0% \$ 60,000.00
- Other imp.	\$	60,000.00			\$	-	\$	60,000.00	0% \$ 60,000.00
- Total					\$	5,845.29			\$ 128,000.00
Funds used from first payment									\$ 122,154.71

Premium Pay

Estimated cost of these actions									
- Provide premium pay	\$	172,000.00			\$	174,323.86	\$	(2,323.86)	101% \$ 172,000.00
- Total					\$	174,323.86			\$ 172,000.00
Funds used from first payment									\$ (2,323.86)

Complete necessary water and sewer infrastructure projects

Estimated cost of these actions									
- Cost of the projects	\$	3,077,986.00	\$	31,146.56	\$	274,538.83	\$	2,772,300.61	9.93% \$ 3,077,986.00
- Total					\$	305,685.39			\$ 3,077,986.00
Funds used from first payment									\$ 972,707.61
Funds used from second payment									\$ 1,792,493.00

Pay for administrative costs

Estimated cost of these actions									
- Administrative costs per FY (5.5)	\$	60,000.00	\$	3,310.17	\$	11,389.06	\$	45,300.77	24% \$ 60,000.00

- Total	\$ 14,699.23	\$ 330,000.00
Funds used from first payment		\$ 125,300.77
Funds used from second payment		\$ 204,699.23

NOTES:

Administrative Costs:	2235.17
<u>Legal</u>	<u>1075</u>
	3310.17
INFRASTRUCTURE COSTS:	
Stuart Perry- Ridge Water Line Improvement	883.56
Consolidated Electric - River pump Disconnect	273.00
PENNONI- Bel Voi & Battletown	8,715.00
PENNONI- N Church/Bundy	6,035.00
PENNONI- Jospeline	11,237.50
PENNONI- Osborne	4,002.50
Total	31,146.56

Jul-24

	<u>BUDGETED</u>	<u>USED THIS MONTH</u>	<u>TOTAL USED</u>	<u>BALANCE</u>	<u>PERCENT USED</u>
<u>Water and sewer bill accounts</u>					
Estimated cost of these actions:					
- Payment of delinquent accounts	\$ 4,069.34	\$ -	\$ 4,069.34	\$ -	100%
- Water and sewer account credits	\$ 169,100.00	\$ -	\$ 171,191.48	\$ -	101%
- Total			\$ 175,260.82		
Fund balance from first payment					\$ -

Signage

Estimated cost of these actions					
- Signage	\$ 140,000.00	\$ -	\$ 41,750.00	\$ 98,250.00	30%
- Total			\$ 41,750.00		
Fund balance from first payment					\$ 32,665.34
Fund balance from second payment					\$ 65,584.66

Improvements in Central Business District

Estimated cost of these actions					
- Facades, signs, accessibility	\$ 196,185.08	\$ -	\$ 125,000.00	\$ -	100%
			\$ 71,185.08		
Total			\$ 196,185.08		
Fund balance from first payment					\$ -
Fund balance from second payment					\$ -

Non- Profits

	<u>BUDGETED</u>	<u>USED THIS MONTH</u>	<u>TOTAL USED</u>	<u>BALANCE</u>	<u>PERCENT USED</u>
Estimated cost of these actions					
- John H Enders FD	\$ 80,000.00	\$ -	\$ 80,000.00	\$ -	100%
- Barns of Rose Hill	\$ 40,000.00	\$ -	\$ 40,000.00	\$ -	100%
- Housing assistance	\$ 40,000.00	\$ -	\$ 40,000.00	\$ -	100%
- Total			\$ 160,000.00		

Fund balance from first payment	\$ -
Fund balance from second payment	\$ -

Purchase of equipment and supplies

Estimated cost of these actions					
- Purchase of equipment, etc	\$ 23,629.85	\$ -	\$ 23,629.85	\$ -	100%
- Total			\$ 23,629.85		

Fund balance from first payment	\$ -
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Improve Communications

Estimated cost of these actions					
- Website	\$ 5,845.29	\$ -	\$ 5,845.29	\$ -	100%
- Radios	\$ 75,000.00	\$ -	\$ 75,000.00	\$ -	100%
- Other imp.	\$ 43,203.27	\$ -	\$ 29,240.31	\$ 9,547.62	68%
- Total			\$ 110,085.60		

Fund balance from first payment	\$ 9,547.62
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Premium Pay

	<u>BUDGETED</u>	<u>USED THIS MONTH</u>	<u>TOTAL USED</u>	<u>BALANCE</u>	<u>PERCENT USED</u>
Estimated cost of these actions					
- Provide premium pay	\$ 172,000.00		\$ 174,323.86	\$ -	101%
- Total			\$ 174,323.86		\$ 172,000.00
Fund balance from first payment					\$ -

Complete necessary water and sewer infrastructure projects

Capital Projects

Estimated cost of these actions					
- Cost of the projects	\$ 3,485,953.17	\$ -	\$ 1,435,229.91	\$ -	85.00%
			\$ 1,546,365.26	\$ 504,358.00	\$ 3,485,953.17
Total			\$ 2,981,595.17		
Fund balance from first payment					\$ -
Fund balance from second payment					\$ 504,358.00

Pay for administrative costs

Estimated cost of these actions

	<u>BUDGETED</u>	<u>USED THIS MONTH</u>	<u>TOTAL USED</u>	<u>BALANCE</u>	<u>PERCENT USED</u>	
- Administrative costs per FY (5.5)	\$ 60,000.00	\$ -	\$ 45,055.39	\$ 14,944.61	75%	\$ 60,000.00
- Total			\$ 45,055.39			\$ 60,000.00
Fund balance from first payment						\$ 14,944.61

NOTES:

Administrative Costs: \$ -
Legal \$ -

<u>INFRASTRUCTURE COSTS:</u>		1st Tranche	\$ 2,267,493.00
Frazier Assoc.(Wayfinding)	\$ -	Used to date	\$ 2,210,335.43
Core & Main	\$ -	Balance	\$ 57,157.57
VA RIGGERS	\$ -		
Pete McLean	\$ -	2nd Tranche	\$ 2,267,493.00
Norfolk Southern	\$ -	Used to date	\$ 1,697,550.34
Marsh & Legge Casey Tree	\$ -	Balance	\$ 569,942.66
Pennoni (I&I, SSES Study)	\$ -		
Webster Nursery(Concrete walls)	\$ -		
Total	\$ -		

Apr-25

	<u>BUDGETED</u>	<u>USED THIS MONTH</u>	<u>TOTAL USED</u>	<u>BALANCE</u>	<u>PERCENT USED</u>	
<u>Signage</u>						
Estimated cost of these actions						
- Signage	\$ 140,000.00	\$ -	\$ 43,280.00	\$ 96,720.00	31%	\$ 140,000.00
- Total			\$ 43,280.00			\$ 140,000.00
Fund balance from first payment						\$ 31,135.34
Fund balance from second payment						\$ 65,584.66
<u>Complete necessary water and sewer infrastructure projects</u>						
<u>Capital Projects</u>						
Estimated cost of these actions						
- Cost of the projects	\$ 3,495,500.79	\$ 3,207.50	\$ 1,443,999.91	\$ -	85.00%	\$ 3,485,953.17
			\$ 1,559,958.25	\$ 491,542.63		\$ 3,485,953.17
Total			\$ 3,003,958.16			
Fund balance from first payment						\$ -
Fund balance from second payment						\$ 491,542.63
<u>Pay for administrative costs</u>						
Estimated cost of these actions						
- Administrative costs per FY (5.5)	\$ 60,000.00	\$ -	\$ 44,407.40	\$ 15,592.60	74%	\$ 60,000.00
- Total			\$ 44,407.40			\$ 60,000.00
Fund balance from first payment						\$ 15,592.60

NOTES:

INFRASTRUCTURE COSTS:

Frazier Assoc.(Wayfinding)	\$ -	1st Tranche	\$ 2,267,493.00
Core & Main	\$ -	Used to date	\$ 2,220,765.06
VA RIGGERS	\$ -	Balance	\$ 46,727.94
Pete McLean	\$ -	2nd Tranche	\$ 2,267,493.00
Norfolk Southern	\$ -	Used to date	\$ 1,710,365.71
Marsh & Legge Casey Tree	\$ -	Balance	\$ 557,127.29
Pennoni (Water Projects Bel Voi & Battletown)	\$ 3,207.50		
Webster Nursery(Concrete walls)	\$ -		
Total	\$ 3,207.50		

ARPA MASTER LIST

4/30/2025

	PROJECT NAME	BUDGET	SPENT TO DATE	BALANCE	%COMPLETE	
1	Computers:Utility Clerk,PWs	\$ 2,437.90	\$ 2,437.90	\$ -	100%	Admin
2	Police Radio Replacements	\$ 75,000.00	\$ 75,000.00	\$ -	100%	
3	PW Compressor	\$ 23,629.85	\$ 23,629.85	\$ -	100%	infra
4	Water Dist Sys Flushing Equip	\$ 7,500.00	\$ 9,844.38	\$ -	100%	infra
5	Water Meter Reading Equip	\$ 12,458.03	\$ 12,458.03	\$ -	100%	infrastr
6	Grants for Improper Con to Sewer Sys	\$ 4,500.00	\$ 4,500.00	\$ -	100%	grant
7	W/s Admin Fees	\$ 175,260.82	\$ 175,260.82	\$ -	100%	
8	Premiuim Pay for Employees	\$ 172,000.00	\$ 174,323.86	\$ -	100%	premium pay
9	Grant John H Enders/Rescue Squad *	\$ 80,000.00	\$ 80,000.00	\$ -	100%	grant
10	Grant to Barns of Rose Hill *	\$ 40,000.00	\$ 40,000.00	\$ -	100%	grant
11	Grant for Façade Improvement	\$ 196,185.08	\$ 196,185.08	\$ -	100%	grant
12	Website	\$ 5,845.29	\$ 5,845.29	\$ -	100%	Admin
13	Leak Study	\$ 8,662.50	\$ 8,662.50	\$ -	100%	infra
14	SSES Study	\$ 117,868.73	\$ 117,868.73	\$ -	100%	infra
15	River Pumping Station Upgrade	\$ 25,000.00	\$ 28,538.55	\$ -	100%	infra
16	Water Meter & Setter Replacements *	\$ 350,000.00	\$ 350,000.00	\$ -	95%	infra
17	Hermitage Pump Station	\$ 26,000.00	\$ 26,000.00	\$ -	100%	infra
18	Booster Building Upgrade	\$ 20,000.00	\$ 22,985.85	\$ -	100%	infra
19	WWTP Headworks Lighting Upgrade	\$ 4,764.00	\$ 4,764.00	\$ -	100%	infra
20	Ridge Road Water Main	\$ 25,939.04	\$ 25,939.04	\$ -	100%	infra
21	Water, Sewer and Drainage Projects	\$ 2,228,476.76	\$ 2,228,476.76	\$ -	100%	infra
22	Rockcroft Water Main Abandonment	\$ 10,000.00	\$ 10,550.96	\$ -	100%	infra
23	Security Upgrades	\$ 125,000.00	\$ 100,995.91	\$ -	100%	infra/admin70
24	Drainage Dorsey, Walnut, Treadwell	\$ 1,500.00	\$ 1,500.00	\$ -	100%	infra
25	Bel Voi and Battletown Water Main Repl	\$ -	\$ 11,612.50	\$ -	100%	infra
26	Wayfinding Signs	\$ 140,000.00	\$ 43,280.00	\$ 96,720.00	30%	
27	Raw Water Intake Land-Easement Acquisition	\$ 13,672.50	\$ 13,672.50	\$ -	100%	infra
28	Grant Housing (3 years)	\$ 40,000.00	\$ 40,000.00	\$ -	100%	
29	Capital Projects	\$ 543,285.50	\$ 51,742.87	\$ 491,542.63	0%	
	Administrative /Legal Fees	\$ 60,000.00	\$ 45,055.39	\$ 15,592.60	75%	Admin
	Total Encumbered	\$ 4,534,986.00	\$ 3,931,130.77	\$ 603,855.23		
	Total ARPA	\$ 4,534,986.00				
*	Project For (2) two years					

Project Status Report

16

Date: 5/13/2025

Project Name:

Water Meter and Setter Replacements

Project Budget: \$350,000.00

Expected Completion Date: June 2023

Executive Summary:

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

Project Goals:

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

Project Status:

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

Project Milestones:

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

Project Issues or Concerns:

1. Multiyear project

Project Status Report

26

Date: 5/13/2025

Project Name:

Wayfinding Signs

Project Budget: \$140,000.00

Expected Completion Date: December 2023

Executive Summary:

Design, construct, and install entrance and wayfinding signs.

Project Goals:

1. To improve business environment in downtown business district.

Project Status:

Status Item	Status	Summary
Budget 140,000.00	On Track	Total Spend: \$43,280.00
Schedule/Timeline	On Track	Complete: 40%

Project Milestones:

Description	% Complete	Status
1. Design	50%	On Track
2. Determine Sign locations	50%	On Track
3. Secure VDOT approvals	95%	On Track
4. Develop offering for design and construction/award/have signs fabricated	0%	On Track
5. Secure contractor to install signs	0%	Not Started
6. Have signs installed	0%	Not Started
RFP ISSUED ON 6/30/2022 & COUNCIL AUTHORIZED THE TOWN MANAGER TO AWARD BID.		

Project Issues or Concerns:

Project Status Report

29

Date: 5/13/2025

Project Name: Capital Projects

Project Budget: \$543,285.50

Expected Completion Date:

Project List Under Consideration:

Bel Voi Water Main Replacement

Bar Screen at STP

North Crow Street Drainage

Rose Hill Park Bridge

Project Goals:

Project Status:

Status Item	Status	Summary
Budget \$543,285.50	On Track	Total Spend: \$51,742.87
Schedule/Timeline	On Track	% Complete: 30

Project Milestones:

Description	% Complete	Status
1. Construction plans	100%	Completed
2. Develop IFB	100%	Completed
3. Secure Easements	0%	Not Started
4. Issue offering/ review offering	100%	Completed
5. Select Contractor	100%	Completed
6. Complete project	0%	Not Started

Project Issues or Concerns:

Check Listing

Date From: 4/1/2025 Date To: 4/30/2025
Vendor Range: 1-800 FLOWERS - ZUKOWSKI FLEET SERVICES INC

Town of Berryville
05/02/2025 09:32 AM

Page: 1 of 5

Check Number	Bank	Vendor	Date	Amount
9723	1	Fournier Industries	04/02/2025	<u>\$16,873.40</u>
		 502-2100000-0000	\$16,873.40	
9724	1	H2O Pipe Cleaning LLC	04/02/2025	<u>\$2,612.50</u>
		 501-2100000-0000	\$2,612.50	
9725	1	MES SERVICE COMPANY	04/02/2025	<u>\$17.00</u>
		 100-2100000-0000	\$17.00	
9726	1	PRIMO WATER	04/02/2025	<u>\$46.23</u>
		 502-2100000-0000	\$46.23	
9727	1	RESENDIZ TRUCKING LLC	04/02/2025	<u>\$223.55</u>
		 100-2100000-0000	\$223.55	
9728	1	RIDDLEBERGER BROTHERS	04/02/2025	<u>\$1,299.60</u>
		 502-2100000-0000	\$1,299.60	
9729	1	Total Pest Services, Inc	04/02/2025	<u>\$247.00</u>
		 502-2100000-0000	\$79.00	
		 501-2100000-0000	\$79.00	
		 100-2100000-0000	\$89.00	
9730	1	UBEO MIDCO LLC	04/02/2025	<u>\$1,564.11</u>
		 100-2100000-0000	\$1,173.07	
		 502-2100000-0000	\$195.52	
		 501-2100000-0000	\$195.52	
9731	1	Valley Automation	04/02/2025	<u>\$5,826.24</u>
		 501-2100000-0000	\$2,913.12	
		 502-2100000-0000	\$2,913.12	
9732	1	ABIGAIL PIERSON	04/09/2025	<u>\$255.00</u>
		 501-2100000-0000	\$84.15	
		 502-2100000-0000	\$170.85	
9733	1	BATES CHRISTOPHER & AUDREY BROWN 12092	04/09/2025	<u>\$59.55</u>
		 100-2100000-0000	\$59.55	
9734	1	DIANE M HARRISON	04/09/2025	<u>\$40.00</u>
		 100-2100000-0000	\$40.00	
9735	1	Griffith Energy Services, Inc.	04/09/2025	<u>\$1,128.41</u>
		 501-2100000-0000	\$1,128.41	
9736	1	H. Allen Kitselman	04/09/2025	<u>\$75.00</u>
		 100-2100000-0000	\$75.00	
9737	1	H2O Pipe Cleaning LLC	04/09/2025	<u>\$1,925.00</u>
		 501-2100000-0000	\$1,925.00	
9738	1	Hall Company, The	04/09/2025	<u>\$1,696.08</u>
		 501-2100000-0000	\$848.03	
		 502-2100000-0000	\$848.05	
9739	1	HERCULES FENCE	04/09/2025	<u>\$500.00</u>

Check Listing

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Vendor Range: 1-800 FLOWERS - ZUKOWSKI FLEET SERVICES INC

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Check Number	Bank	Vendor	Date	Amount
9740	1	Jean Petti	04/09/2025	<u>\$50.00</u>
9741	1	JOHN E HUDSON	04/09/2025	<u>\$40.00</u>
9742	1	JONATHAN MULLINS	04/09/2025	<u>\$56.53</u>
9743	1	Keith Dalton	04/09/2025	<u>\$50.00</u>
9744	1	LEONARDO RIPALDA	04/09/2025	<u>\$255.00</u>
9745	1	MATTHEW RAPHAEL CURTIS	04/09/2025	<u>\$224.80</u>
9746	1	PENNONI ASSOCIATES INC	04/09/2025	<u>\$1,590.00</u>
9747	1	Robinson Farmer Cox Associates PLLC	04/09/2025	<u>\$20,500.00</u>
9748	1	TROJAN TECHNOLOGIES CORP	04/09/2025	<u>\$732.15</u>
9749	1	United States Treasury	04/09/2025	<u>\$45.96</u>
9750	1	VIRASEC IT Support Services, Inc.	04/09/2025	<u>\$6,408.49</u>
9751	1	WASHINGTON FIRE PROTECTION ENG	04/09/2025	<u>\$974.00</u>
9752	1	AUGUSTA ACTUATION LLC	04/16/2025	<u>\$2,870.00</u>
9753	1	BKT UNIFORMS	04/16/2025	<u>\$1,159.38</u>
9754	1	BRANDON T TAYLOR	04/16/2025	<u>\$213.47</u>
9755	1	CIVICPLUS	04/16/2025	<u>\$682.50</u>
9756	1	COMBS WASTEWATER MANAGEMENT LLC	04/16/2025	<u>\$80.17</u>

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Check Number	Bank	Vendor	Date	Amount
9757	1	CORE & MAIN LP	04/16/2025	<u>\$4,972.23</u>
		 501-2100000-0000	\$4,972.23	
9758	1	FRAZIER & FRAZIER INC	04/16/2025	<u>\$1,085.00</u>
		 100-2100000-0000	\$1,085.00	
9759	1	Hach Company	04/16/2025	<u>\$623.20</u>
		 501-2100000-0000	\$623.20	
9760	1	INBODEN ENVIRONMENTAL SVCS	04/16/2025	<u>\$23,256.08</u>
		 502-2100000-0000	\$23,256.08	
9761	1	INNOVATIVE ACCESS TECHNOLOGIES	04/16/2025	<u>\$126.00</u>
		 502-2100000-0000	\$126.00	
9762	1	James River Equipment	04/16/2025	<u>\$3,870.52</u>
		 100-2100000-0000	\$3,870.52	
9763	1	KERRY J HARTH	04/16/2025	<u>\$152.63</u>
		 502-2100000-0000	\$126.26	
		 501-2100000-0000	\$26.37	
9764	1	LOUISE BOSSERMAN	04/16/2025	<u>\$225.00</u>
		 100-2100000-0000	\$225.00	
9765	1	MARION MAILLARD	04/16/2025	<u>\$182.63</u>
		 501-2100000-0000	\$36.27	
		 502-2100000-0000	\$146.36	
9766	1	MATTERN & CRAIG, INC.	04/16/2025	<u>\$2,350.00</u>
		 100-2100000-0000	\$2,350.00	
9767	1	PENNONI ASSOCIATES INC	04/16/2025	<u>\$1,542.50</u>
		 100-2100000-0000	\$1,542.50	
9768	1	POLICE AND SHERIFFS PRESS, THE	04/16/2025	<u>\$18.60</u>
		 501-2100000-0000	\$18.60	
9769	1	Quadient Inc	04/16/2025	<u>\$15.00</u>
		 100-2100000-0000	\$15.00	
9770	1	ROHRBACH SCOTT EARL 11529	04/16/2025	<u>\$249.60</u>
		 100-2100000-0000	\$249.60	
9771	1	ROHRBACH SCOTT EARL 8825	04/16/2025	<u>\$131.41</u>
		 100-2100000-0000	\$131.41	
9772	1	ROHRBACH SCOTT EARL 8994	04/16/2025	<u>\$113.83</u>
		 100-2100000-0000	\$113.83	
9773	1	Select Specialty Products	04/16/2025	<u>\$725.00</u>
		 100-2100000-0000	\$387.00	
		 501-2100000-0000	\$338.00	
9774	1	Sheehy Ford of Richmond, Inc.	04/16/2025	<u>\$62,562.08</u>
		 100-2100000-0000	\$62,562.08	

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Check Number	Bank	Vendor	Date	Amount
9775	1	Stuart M. Perry, Inc	04/16/2025	<u>\$2,391.02</u>
		 501-2100000-0000	\$2,391.02	
9776	1	THOMSON REUTERS	04/16/2025	<u>\$114.66</u>
		 100-2100000-0000	\$114.66	
9777	1	Treasurer of Frederick County	04/16/2025	<u>\$7,255.38</u>
		 100-2100000-0000	\$3,060.00	
		 502-2100000-0000	\$4,195.38	
9778	1	VUPS	04/16/2025	<u>\$74.75</u>
		 501-2100000-0000	\$74.75	
9779	1	Winchester Star, The	04/16/2025	<u>\$913.20</u>
		 100-2100000-0000	\$913.20	
9780	1	AMHERST FAMILY PRACTICE	04/23/2025	<u>\$143.00</u>
		 100-2100000-0000	\$143.00	
9781	1	AXON ENTERPRISE, INC.	04/23/2025	<u>\$3,964.04</u>
		 100-2100000-0000	\$3,964.04	
9782	1	BRONDSTATER BETTE J TRUSTEE BETTE J BRONDSTA 12105	04/23/2025	<u>\$150.48</u>
		 100-2100000-0000	\$150.48	
9783	1	CLARKE COUNTY FARMERS MARKET	04/23/2025	<u>\$25.00</u>
		 100-2100000-0000	\$25.00	
9784	1	ESS- Enterprise security solutions	04/23/2025	<u>\$5,347.38</u>
		 100-2100000-0000	\$5,347.38	
9785	1	FRONT ROYAL VA POLICE DEPARTMENT	04/23/2025	<u>\$100.00</u>
		 100-2100000-0000	\$100.00	
9786	1	MES SERVICE COMPANY	04/23/2025	<u>\$125.25</u>
		 100-2100000-0000	\$125.25	
9787	1	Michelle M. Jones	04/23/2025	<u>\$2,160.00</u>
		 100-2100000-0000	\$2,160.00	
9788	1	Minnesota Life Insurance Co.	04/23/2025	<u>\$656.45</u>
		 100-2100000-0000	\$651.25	
		 501-2100000-0000	\$3.47	
		 502-2100000-0000	\$1.73	
9789	1	PLAYGROUND GUARDIAN LLC	04/23/2025	<u>\$675.00</u>
		 100-2100000-0000	\$675.00	
9790	1	PRIMO WATER	04/23/2025	<u>\$52.23</u>
		 502-2100000-0000	\$52.23	
9791	1	Shade Equipment Company	04/23/2025	<u>\$10,987.00</u>
		 100-2100000-0000	\$10,987.00	
9792	1	UBEO LLC	04/23/2025	<u>\$1,647.93</u>

Check Listing

Date From: 4/1/2025 Date To: 4/30/2025
Vendor Range: 1-800 FLOWERS - ZUKOWSKI FLEET SERVICES INC

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Check Number	Bank	Vendor	Date	Amount
		100-2100000-0000	\$1,256.89	
		502-2100000-0000	\$195.52	
		501-2100000-0000	\$195.52	
9793	1	BLOSSMAN GAS INC	04/30/2025	\$1,115.18
		501-2100000-0000	\$1,115.18	
9794	1	CHIRA SABRINA RAFAELLA 10694	04/30/2025	\$25.00
		100-2100000-0000	\$25.00	
9795	1	Damron Engineering Consulting llc	04/30/2025	\$600.00
		100-2100000-0000	\$600.00	
9796	1	HAUN ANGELA JOY 2794	04/30/2025	\$103.36
		100-2100000-0000	\$103.36	
9797	1	Joiner Micro Laboratories, Inc.	04/30/2025	\$59.00
		501-2100000-0000	\$59.00	
9798	1	MOUNTAINSIDE CONTRACTING LLC	04/30/2025	\$43,500.00
		100-2100000-0000	\$43,500.00	
9799	1	Red Bud Supply	04/30/2025	\$316.84
		501-2100000-0000	\$316.84	
9800	1	Sherwin Williams	04/30/2025	\$784.59
		501-2100000-0000	\$784.59	
9801	1	Total Pest Services, Inc	04/30/2025	\$75.00
		100-2100000-0000	\$75.00	
9802	1	Treasurer of Clarke County	04/30/2025	\$603.75
		501-2100000-0000	\$75.46	
		100-2100000-0000	\$528.29	
9803	1	Valley Automation	04/30/2025	\$10,535.38
		502-2100000-0000	\$6,728.59	
		501-2100000-0000	\$3,806.79	
9804	1	VIRASEC IT Support Services, Inc.	04/30/2025	\$951.38
		100-2100000-0000	\$951.38	
82	Checks Totaling -			\$267,974.68

Totals By Fund

	Checks	Voids	Total
100	\$178,169.94		\$178,169.94
501	\$27,622.92		\$27,622.92
502	\$62,181.82		\$62,181.82
Totals:	\$267,974.68		\$267,974.68

Purchasing Card

BERRYVILLE TOWN OF
[REDACTED]
April 01, 2025 - April 30, 2025

Company Statement

Account Information	Payment Information	Account Summary
Mail Billing Inquiries to: BANKCARD CENTER PO Box 660441 Dallas, TX 75266-0441 TTY Hearing Impaired: Dial "711" Outside the U.S.: 1.509.353.6656 24 Hours For Lost or Stolen Card: 1.888.449.2273 24 Hours	Statement Date 04/30/25 Payment Due Date 05/25/25 Days in Billing Cycle 30 Credit Limit \$500,000 Cash Limit \$0 Total Payment Due \$69,472.64	Previous Balance \$79,954.25 Payments -\$79,954.25 Credits -\$108.20 Cash \$0.00 Purchases \$69,580.84 Other Debits \$0.00 Overlimit Fee \$0.00 Late Payment Fee \$0.00 Cash Fees \$0.00 Other Fees \$0.00 Finance Charge \$0.00 Current Balance \$69,472.64

Important Messages

Please do not send payment. Your automatic payment is scheduled to be credited to this account on 05/23/25.

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

Cardholder Activity Summary

Account Number	Credits	Cash	Purchases and Other Debits	Total Activity
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7995425 6947264 6947264 4715291201837237

Account Number: [REDACTED]
April 01, 2025 - April 30, 2025

Total Payment Due \$69,472.64
Payment Due Date 05/25/25

Enter payment amount

9

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

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

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

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

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

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

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

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

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

Thank you for your business.

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

Cardholder Activity Summary

Account Number Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
BOOR, RICK XXXXXX-XXXX-XXXX-XXXX				
15,000	0.00	0.00	2,309.63	2,309.63
BRISTOL, TIM XXXXXX-XXXX-XXXX-XXXX				
1,500	0.00	0.00	220.00	220.00
DORSEY, DANIEL XXXXXX-XXXX-XXXX-XXXX				
1,500	0.00	0.00	235.63	235.63
ELLIOTT, RALPH XXXXXX-XXXX-XXXX-XXXX				
15,000	0.00	0.00	1,212.23	1,212.23
JOHNSON, KAREN XXXXXX-XXXX-XXXX-XXXX				
1,000	12.50	0.00	478.82	466.32
KELSEY, BRANDEL XXXXXX-XXXX-XXXX-XXXX				
1,000	0.00	0.00	509.16	509.16
KELSEY, FRANK XXXXXX-XXXX-XXXX-XXXX				
50,000	0.00	0.00	169.06	169.06
LINK, BRIAN XXXXXX-XXXX-XXXX-XXXX				
1,500	0.00	0.00	50.41	50.41
MCCORMICK, HARRY XXXXXX-XXXX-XXXX-XXXX				
1,500	0.00	0.00	127.64	127.64
PETTI, JEAN XXXXXX-XXXX-XXXX-XXXX				
50,000	0.00	0.00	13,469.22	13,469.22
POULIN, CYNTHIA XXXXXX-XXXX-XXXX-XXXX				
15,000	95.70	0.00	2,786.53	2,690.83
SHARP, BRIAN XXXXXX-XXXX-XXXX-XXXX				
1,500	0.00	0.00	9.79	9.79
SHEETZ, CULLEN XXXXXX-XXXX-XXXX-XXXX				
1,500	0.00	0.00	374.93	374.93
SHOREMOUNT, JOSEPH E XXXXXX-XXXX-XXXX-XXXX				
1,500	0.00	0.00	10.72	10.72
STOVER, KEITH XXXXXX-XXXX-XXXX-XXXX				
15,000	0.00	0.00	2,561.56	2,561.56
TYLER, LAURA A XXXXXX-XXXX-XXXX-XXXX				
50,000	0.00	0.00	43,626.55	43,626.55
WHITE, NEAL XXXXXX-XXXX-XXXX-XXXX				
15,000	0.00	0.00	1,428.96	1,428.96

Transactions

Posting Transaction Date Date	Description	Reference Number	MCC	Charge	Credit
BERRYVILLE TOWN OF Account Number: XXXX-XXXX-XXXX-XXXX					Total Activity -\$79,954.25
04/25 04/25	AUTO PAYMENT DEDUCTION		0071		79,954.25
BOOR, RICK Account Number: XXXX-XXXX-XXXX-XXXX					Total Activity 2,309.63
04/21 04/17	BROY & SON PUMP SERVICE 540-9553928 VA	24073145108900014900010	1799	2,309.63	
BRISTOL, TIM Account Number: XXXX-XXXX-XXXX-XXXX					Total Activity 220.00
04/08 04/07	FESTIVAL CLEANERS BERRYVILLE VA	24022445097900011600034	7216	220.00	

BERRYVILLE TOWN OF
 April 01, 2025 - April 30, 2025
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Transactions

Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit
DORSEY, DANIEL						Total Activity
Account Number: [REDACTED]						235.63
04/01	03/31	BERRYVILLE AUTO PARTS BERRYVILLE VA	24431055091126740017179	5533	100.65	
04/01	03/31	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975091291610016999	5251	18.61	
04/02	04/01	BERRYVILLE AUTO PARTS BERRYVILLE VA	24431055092127206019294	5533	89.61	
04/16	04/14	BERRYVILLE AUTO PARTS BERRYVILLE VA	24431055105133259075972	5533	26.76	
ELLIOTT, RALPH						Total Activity
Account Number: [REDACTED]						1,212.23
04/14	04/11	CONCRETE P & P #16 WINCHESTER VA	24493985101094453660752	5099	1,152.00	
04/21	04/18	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975109310959609311	5251	60.23	
JOHNSON, KAREN						Total Activity
Account Number: [REDACTED]						466.32
04/03	04/02	Amazon web services aws.amazon.coVA	24692165092105734026925	7399	0.65	
04/03	04/02	AMAZON MKTPL*V431G60G3 Amzn.com/billWA	24692165092105832894265	5942	139.99	
04/07	04/05	STAPLS7910285853000001 877-8267755 NJ	24164075096105441237357	5111	45.61	
04/07	04/06	STAPLS7655165258000001 877-8267755 NJ	24164075096105441228299	5111	47.28	
04/09	04/09	AMAZON MKTPL*1R7YV61H3 Amzn.com/billWA	24692165099101619594262	5942	24.49	
04/11	04/10	AMAZON MKTPL*R43FB2393 Amzn.com/billWA	24692165100103009084166	5942	15.99	
04/17	04/16	AMAZON MKTPLACE PMTS Amzn.com/billWA	74692165107108631407105	5942		6.25
04/17	04/16	AMAZON MKTPLACE PMTS Amzn.com/billWA	74692165107108685642797	5942		6.25
04/21	04/19	STAPLS7655870332000001 877-8267755 NJ	24164075110105441221585	5111	77.43	
04/21	04/20	STAPLS7655936889000001 877-8267755 NJ	24164075110105441157086	5111	73.10	
04/28	04/26	STAPLS7656320291000001 877-8267755 NJ	24164075117105441243384	5111	54.28	
KELSEY, BRANDEL						Total Activity
Account Number: [REDACTED]						509.16
04/10	04/09	VISTAPRINT 866-207-4955 MA	24036295099712824319483	2741	50.51	
04/11	04/10	CROWN TROPHY WINCHESTER clover.com VA	24435655100074320285141	8999	30.00	
04/11	04/10	USPS PO 5107560300 BERRYVILLE VA	24137465101001501679481	9402	11.72	
04/22	04/21	AMERICAN LEGION EMBLEM 317-630-1247 IN	24445005111300585480306	8641	256.04	
04/28	04/25	KI 920-4682677 WI	24325455117900017800066	5021	160.89	
KELSEY, FRANK						Total Activity
Account Number: [REDACTED]						169.06
04/16	04/15	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975106307664094576	5251	27.88	
04/28	04/26	Amazon.com*NB2ME0F02 Amzn.com/billWA	24692165116107279006439	5942	91.69	
04/28	04/27	Amazon.com*GH6BM7IN3 Amzn.com/billWA	24692165117108337305572	5942	49.49	
LINK, BRIAN						Total Activity
Account Number: [REDACTED]						50.41
04/01	03/31	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975091291610017229	5251	36.64	
04/28	04/25	ANDERSON'S NURSERY BERRYVILLE VA	24061065117016016606092	5261	13.77	
MCCORMICK, HARRY						Total Activity
Account Number: [REDACTED]						127.64
04/04	04/03	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975094294852188671	5251	25.46	
04/10	04/09	GIANT MARTINS #6558 BERRYVILLE VA	24692165099102256052333	5411	15.66	
04/11	04/10	BERRYVILLE AUTO PARTS BERRYVILLE VA	24431055101131473157174	5533	21.78	
04/14	04/11	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975102303434645791	5251	43.56	
04/14	04/12	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975103304502741933	5251	13.68	
04/21	04/18	GIANT MARTINS #6558 BERRYVILLE VA	24692165108100198573183	5411	7.50	
PETTI, JEAN						Total Activity
Account Number: [REDACTED]						13,469.22
04/01	03/31	COYNE CHEMICAL 215-785-3000 PA	24435655090071644083345	5169	3,127.20	
04/02	04/01	COYNE CHEMICAL 215-785-3000 PA	24435655091071918094472	5169	569.96	
04/03	04/02	HOMETOWNEVOLUTION.COM WWW.HOMETOWNEVA	24064665093100001254753	5719	49.95	
04/07	04/04	AMERICAN WATER WORKS ASSO012-345-6789 CO	24247605094300768111965	8398	138.25	
04/08	04/07	USABlueBook 847-3775150 GA	24793385097000791891054	5085	297.02	
04/09	04/08	AMAZON MKTPL*I65JD8VN3 Amzn.com/billWA	24692165098100912583429	5942	11.97	
04/09	04/08	AMAZON MKTPL*NL6OU8EC3 Amzn.com/billWA	24692165098101458319632	5942	59.65	
04/11	04/11	AMAZON MKTPL*O49079VY3 Amzn.com/billWA	24692165101103375177783	5942	28.08	
04/16	04/14	ZORO TOOLS INC 855-2899676 IL	24755425105291056310902	5085	985.98	
04/16	04/15	COYNE CHEMICAL 215-785-3000 PA	24435655105075541084564	5169	2,658.60	
04/16	04/15	COYNE CHEMICAL 215-785-3000 PA	24435655105075541084572	5169	752.48	
04/17	04/16	COYNE CHEMICAL 215-785-3000 PA	24435655106075816087135	5169	1,082.40	
04/18	04/17	USABlueBook 847-3775150 GA	24793385107001648345052	5085	0.01	
04/18	04/17	USABlueBook 847-3775150 GA	24793385107001648361059	5085	297.03	
04/21	04/21	AMAZON MKTPL*LA42I8723 Amzn.com/billWA	24692165111102348895123	5942	13.99	
04/22	04/21	AMAZON MKTPL*BM3NN9K83 Amzn.com/billWA	24692165111102873935922	5942	32.03	
04/24	04/24	AMAZON MKTPL*KV5PH3MI3 Amzn.com/billWA	24692165114104961044366	5942	29.99	
04/29	04/28	AMAZON MKTPL*NB12V8T12 Amzn.com/billWA	24692165118108580871469	5942	26.80	
04/29	04/28	B2B Prime*NB7CY30A2 Amzn.com/billWA	24692165118108948664382	5968	129.00	

BERRYVILLE TOWN OF
 April 01, 2025 - April 30, 2025
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Transactions

Posting Transaction

Date	Date	Description	Reference Number	MCC	Charge	Credit
04/29	04/28	COYNE CHEMICAL 215-785-3000 PA	24435655118078875085137	5169	3,178.83	
POULIN, CYNTHIA						Total Activity
Account Number: [REDACTED]						2,690.83
04/01	03/31	IN *TRUESHRED 888-7508783 VA	24692165090104245465021	7399	64.50	
04/04	04/03	UVA COOPER CNTR CONF WEB 434-9825714 VA	24755425094130944301322	8220	160.00	
04/07	04/05	MICROSOFT#G081409286 9999999999 WA	74430995095296173131919	5045		95.70
04/09	04/08	VA DMV ONLINE BILLING PAY804-4977100 VA	24755425099130998863461	9399	2,050.00	
04/22	04/21	VIRGINIA STATE POLICE 804-2785305 VA	24755425112121125451299	9399	15.00	
04/23	04/22	MSFT * E0100W149U 800-6427676 WA	24204295112000509795048	5045	216.53	
04/23	04/22	MSFT * E0100W149T 800-6427676 WA	24204295112000109466081	5045	210.00	
04/23	04/22	MSFT * E0100W1A2F MICROSOFT.COMWA	24000775112100015277502	5045	6.00	
04/30	04/29	IN *TRUESHRED 888-7508783 VA	24692165120100162050345	7399	64.50	
SHARP, BRIAN						Total Activity
Account Number: [REDACTED]						9.79
04/28	04/25	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975116318430590860	5251	9.79	
SHEETZ, CULLEN						Total Activity
Account Number: [REDACTED]						374.93
04/03	04/02	GIANT MARTINS #6558 BERRYVILLE VA	24692165092105848143178	5411	20.16	
04/07	04/04	MARIO'S PIZZA BERRYVILLE VA	24333225094295664456922	5812	126.02	
04/07	04/04	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975095295973426501	5251	73.40	
04/07	04/04	BERRYVILLE AUTO PARTS BERRYVILLE VA	24431055095128722181961	5533	51.00	
04/15	04/14	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975105306595063149	5251	30.37	
04/23	04/22	GIANT MARTINS #6558 BERRYVILLE VA	24692165112103764580867	5411	20.16	
04/24	04/23	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975114316217114187	5251	53.82	
SHOREMOUNT, JOSEPH E						Total Activity
Account Number: [REDACTED]						10.72
04/23	04/22	USPS PO 5107560300 BERRYVILLE VA	24137465113001387726865	9402	10.72	
STOVER, KEITH						Total Activity
Account Number: [REDACTED]						2,561.56
04/04	04/03	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975094294852188291	5251	74.46	
04/04	04/03	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975094294852188531	5251	15.17	
04/07	04/04	BERRYVILLE AUTO PARTS BERRYVILLE VA	24431055095128722181953	5533	15.73	
04/10	04/09	CUTTING EDGE SMALL ENGINEWINCHESTER VA	24622755099300789079921	5999	327.99	
04/10	04/09	JNO. S SOLENBERGER AND C WINCHESTER VA	24138295099103003067985	5251	80.23	
04/16	04/15	FISHER AUTO PARTS 009 BERRYVILLE VA	24431065106187986054609	5533	50.90	
04/23	04/22	LOWES #02724* Winchester VA	24692165112103627779904	5200	384.79	
04/24	04/23	CLARKE COUNTY AUTOMOTIVE BERRYVILLE VA	24247605113200185404257	7538	1,216.39	
04/24	04/23	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975114316217114393	5251	25.94	
04/30	04/29	CUTTING EDGE SMALL ENGINEWINCHESTER VA	24622755119300775184699	5999	191.95	
04/30	04/29	JNO. S SOLENBERGER AND C WINCHESTER VA	24138295119110251076275	5251	29.49	
04/30	04/29	TRACTOR-SUPPLY-CO #0697 WINCHESTER VA	24137465120001466383902	5599	84.97	
04/30	04/29	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975120322720095329	5251	63.55	
TYLER, LAURA A						Total Activity
Account Number: [REDACTED]						43,626.55
04/04	04/03	COMCAST 800-COMCAST MD	24692165093106439517910	4899	126.07	
04/04	04/03	RAPPAHANNOCK ELECTRIC EBILL.MYREC.CVA	24231685093747002474727	4900	5,517.56	
04/16	04/15	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24941665105133527006204	4900	5,588.64	
04/18	04/17	USPS PO 5107560300 BERRYVILLE VA	24137465108001679387605	9402	365.00	
04/21	04/19	VERIZON BILL PAYMENT 800-VERIZON FL	24692165109100883177075	4814	414.63	
04/21	04/19	VERIZON BILL PAYMENT 800-VERIZON FL	24692165109100883177083	4814	232.05	
04/21	04/20	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24941665110135889967728	4900	30,256.43	
04/23	04/22	VERIZONWRLSS*RTCCR VB 800-922-0204 FL	24692165112103407412759	4814	958.53	
04/25	04/25	COMCAST 800-COMCAST MD	24692165115105860903833	4899	167.64	
WHITE, NEAL						Total Activity
Account Number: [REDACTED]						1,428.96
04/07	04/04	THOMSON WEST*TCDD 800-328-4880 MN	24692165094107817276144	8999	123.71	
04/07	04/04	IN *SIGNS @ WORK INC 804-3387716 VA	24692165095107977367914	8999	960.00	
04/09	04/08	VA DMV BERRYVILLE LICENSEBERRYVILLE VA	24755425099730994294197	9399	5.00	
04/11	04/11	AMAZON MKTPL*092P83V93 Amzn.com/billWA	24692165101103340285521	5942	18.00	
04/16	04/15	AMAZON MKTPL*5I2ZQ74E3 Amzn.com/billWA	24692165105107134498808	5942	34.78	
04/29	04/28	BERRYVILLE AUTO PARTS BERRYVILLE VA	24431055119139626017542	5533	252.68	
04/29	04/29	SANTORINI GRILL BERRYVILLE VA	24801975119321708031317	5812	26.79	
04/30	04/28	BERRYVILLE AUTO PARTS BERRYVILLE VA	24431055119139696081220	5533	8.00	

Finance Charge Calculation

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

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

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

Budget Summary
As of 5/31/2025

		Budget	YTD	Variance	%	
100 GF						
Revenue	\$	5,572,011	\$ 4,055,214	\$ (1,516,797)	73%	
Expense	\$	5,572,011	\$ 3,301,237	\$ (2,270,774)	59%	
501 WF						
Revenue	\$	6,494,000	\$ 1,198,743	\$ (5,295,257)	18%	
Expense	\$	6,494,000	\$ 1,035,874	\$ (5,458,126)	16%	
502 SF						
Revenue	\$	2,527,800	\$ 1,581,951	\$ (945,849)	63%	
Expense	\$	2,527,800	\$ 1,586,158	\$ (941,642)	63%	
REVENUES						
100-3110401-0000 Mach & Tools	\$	180,000	\$ 251,213	\$ 71,213	140%	Bville Graphics
100-3189905-0000 Sale of Surplus	\$	5,000	\$31,787	\$ 26,787	636%	2008 Ford F350,2008 Impala
EXPENSES						Truck Bed
Line item variance explanation (greater than 100% AND \$10,000):						
100-4031100-6010 Police Supplies	\$	14,000.00	\$ (30,551.11)	\$ 44,551.11	218%	Received Grant
100-4041250-6050 Street Maintenance	\$	135,000.00	\$ 193,756.84	\$ (58,756.84)	144%	VDOT Reimbursement
502-4012222-3145 Professional Svcs	\$	108,000.00	\$ 133,153.50	\$ (25,153.50)	123%	Inboden Services

Fund Or Attrib	Type	Disp Acct	Budget	YTD	Variance	Prcnt
Fund Or Attrib: 100 General Fund						
Type: Revenues						
100 Gen Revenues		100-3000000-0000 FUND BALANCE FORWARD	\$558,169.00	\$0.00	(\$558,169.00)	0.00%
100 Gen Revenues		100-3110101-0000 CURRENT REAL ESTATE TAXES	\$1,355,575.00	\$695,670.01	(\$659,904.99)	51.32%
100 Gen Revenues		100-3110102-0000 DEL REAL ESTATE TAXES	\$0.00	\$50.01	\$50.01	0.00%
100 Gen Revenues		100-3110201-0000 UTILITY REAL ESTATE TAXES	\$11,200.00	\$0.00	(\$11,200.00)	0.00%
100 Gen Revenues		100-3110301-0000 CURRENT PERS PROP TAXES	\$600,000.00	\$664,961.01	\$64,961.01	110.83%
100 Gen Revenues		100-3110303-0000 Refuse Collection Fees	\$13,000.00	\$11,857.30	(\$1,142.70)	91.21%
100 Gen Revenues		100-3110401-0000 MACHINERY & TOOLS	\$180,000.00	\$251,212.60	\$71,212.60	139.56%
100 Gen Revenues		100-3110601-0000 TAX PENALTIES	\$8,000.00	\$14,321.44	\$6,321.44	179.02%
100 Gen Revenues		100-3110602-0000 TAX INTEREST	\$3,500.00	\$4,681.16	\$1,181.16	133.75%
100 Gen Revenues		100-3120101-0000 LOCAL SALES TAX	\$325,000.00	\$285,794.52	(\$39,205.48)	87.94%
100 Gen Revenues		100-3120201-0000 CONSUMER UTILITY TAX	\$110,000.00	\$89,698.02	(\$20,301.98)	81.54%
100 Gen Revenues		100-3120300-0000 BUSINESS LICENSE	\$280,000.00	\$217,968.61	(\$62,031.39)	77.85%
100 Gen Revenues		100-3120402-0000 REC FRANCHISE FEES	\$43,000.00	\$34,286.68	(\$8,713.32)	79.74%
100 Gen Revenues		100-3120501-0000 AUTO LICENSE	\$102,000.00	\$117,126.41	\$15,126.41	114.83%
100 Gen Revenues		100-3120601-0000 BANK FRANCHISE TAXES	\$175,000.00	\$0.00	(\$175,000.00)	0.00%
100 Gen Revenues		100-3120801-0000 CIGARETTE TAX	\$13,000.00	\$9,070.00	(\$3,930.00)	69.77%
100 Gen Revenues		100-3121001-0000 LODGING TAX	\$10,000.00	\$8,510.07	(\$1,489.93)	85.10%
100 Gen Revenues		100-3121101-0000 MEALS TAX	\$430,000.00	\$332,860.22	(\$97,139.78)	77.41%
100 Gen Revenues		100-3130304-0000 Land Use Application Fees	\$1,000.00	\$0.00	(\$1,000.00)	0.00%
100 Gen Revenues		100-3130307-0000 ZONING & SUBDIVISION FEES	\$10,000.00	\$17,977.00	\$7,977.00	179.77%
100 Gen Revenues		100-3140101-0000 COURT FINES	\$12,000.00	\$15,495.37	\$3,495.37	129.13%
100 Gen Revenues		100-3140102-0000 PARKING METER FINES	\$2,000.00	\$139.00	(\$1,861.00)	6.95%
100 Gen Revenues		100-3140103-0000 ESUMMONS	\$500.00	\$0.00	(\$500.00)	0.00%
100 Gen Revenues		100-3150101-0000 INTEREST ON DEPOSITS	\$105,000.00	\$131,251.62	\$26,251.62	125.00%
100 Gen Revenues		100-3150201-0000 RENTAL OF PROPERTY	\$13,500.00	\$15,139.28	\$1,639.28	112.14%
100 Gen Revenues		100-3150205-0000 WATER TANK SITE LEASE	\$92,000.00	\$72,867.05	(\$19,132.95)	79.20%
100 Gen Revenues		100-3150206-0000 CHARGE CARD REBATE	\$14,000.00	\$20,317.54	\$6,317.54	145.13%
100 Gen Revenues		100-3160703-0000 PARKING METERS	\$10,000.00	\$8,302.57	(\$1,697.43)	83.03%
100 Gen Revenues		100-3189905-0000 SALE OF SURPLUS	\$5,000.00	\$31,787.00	\$26,787.00	635.74%
100 Gen Revenues		100-3189999-0000 PPTRA	\$209,917.00	\$209,916.73	(\$0.27)	100.00%
100 Gen Revenues		100-3190204-0000 NORTHWESTERN REIMBURSEABLE	\$0.00	\$2,544.00	\$2,544.00	0.00%

Southern Software FMS Budget vs Actual

Date: 4/22/2025 9:29 AM

Fund Or Attrib	Type	Disp Acct	Budget	YTD	Variance	Prcnt
100 Gen Revenues		100-3220107-0000 ROLLING STOCK TAX	\$1,900.00	\$2,130.96	\$230.96	112.16%
100 Gen Revenues		100-3220108-0000 599 LAW ENFORCEMENT GRANT	\$95,000.00	\$78,958.00	(\$16,042.00)	83.11%
100 Gen Revenues		100-3220110-0000 CAR RENTAL DISTRIBUTION	\$0.00	\$545.83	\$545.83	0.00%
100 Gen Revenues		100-3220201-0000 Communication Tax	\$62,000.00	\$45,312.32	(\$16,687.68)	73.08%
100 Gen Revenues		100-3240102-0000 FIRE FUND PROGRAM	\$15,250.00	\$23,441.00	\$8,191.00	153.71%
100 Gen Revenues		100-3240103-0000 LE BLOCK GRANT	\$1,000.00	\$0.00	(\$1,000.00)	0.00%
100 Gen Revenues		100-3240300-0000 VDOT LANE MILE ALLOWANCE	\$635,000.00	\$545,171.76	(\$89,828.24)	85.85%
100 Gen Revenues		100-3240301-0000 VDOT ROAD MAINTENANCE	\$60,000.00	\$77,693.50	\$17,693.50	129.49%
100 Gen Revenues		100-3240302-0000 LITTER CONTROL GRANT	\$4,000.00	\$4,500.00	\$500.00	112.50%
100 Gen Revenues		100-3240312-0000 Va Commission for the Arts	\$4,500.00	\$4,500.00	\$0.00	100.00%
100 Gen Revenues		100-3410201-0000 MISCELLANEOUS REVENUES	\$1,000.00	\$9,155.38	\$8,155.38	915.54%
			\$5,572,011.00	\$4,055,213.97	(\$1,516,797.03)	73%
Type: Expenses						
100 Gen Expenses		100-4011100-1111 EXPENSE COMPENSATION	\$18,900.00	\$14,175.00	\$4,725.00	75.00%
100 Gen Expenses		100-4011100-2100 MATCHING FICA	\$1,450.00	\$1,084.59	\$365.41	74.80%
100 Gen Expenses		100-4011100-5540 TRAINING	\$400.00	\$0.00	\$400.00	0.00%
100 Gen Expenses		100-4011100-5699 LOCAL CONTRIBUTIONS	\$5,000.00	(\$2,500.00)	\$7,500.00	-50.00%
100 Gen Expenses		100-4011100-5800 MISCELLANEOUS	\$5,000.00	\$110.50	\$4,889.50	2.21%
100 Gen Expenses		100-4011100-5810 Dues	\$3,000.00	\$3,482.00	(\$482.00)	116.07%
100 Gen Expenses		100-4011100-6017 TOWN CODE SUPPLEMENTS	\$2,000.00	\$1,328.40	\$671.60	66.42%
100 Gen Expenses		100-4011200-1114 SALARIES/WAGES/TNCLK	\$53,100.00	\$27,303.75	\$25,796.25	51.42%
100 Gen Expenses		100-4011200-2100 MATCHING FICA EXPENSE	\$4,350.00	\$2,090.87	\$2,259.13	48.07%
100 Gen Expenses		100-4011200-5510 MILEAGE	\$250.00	\$0.00	\$250.00	0.00%
100 Gen Expenses		100-4011200-5540 EDUCATION/TRAINING	\$1,000.00	\$73.62	\$926.38	7.36%
100 Gen Expenses		100-4011200-5810 DUES	\$100.00	\$0.00	\$100.00	0.00%
100 Gen Expenses		100-4012110-1112 COMPENSATION	\$240,000.00	\$178,103.58	\$61,896.42	74.21%
100 Gen Expenses		100-4012110-2100 MATCHING FICA EXPENSE	\$18,000.00	\$11,648.96	\$6,351.04	64.72%
100 Gen Expenses		100-4012110-3399 Blight Abatement	\$50,000.00	\$0.00	\$50,000.00	0.00%
100 Gen Expenses		100-4012110-5230 TELECOMMUNICATIONS	\$1,200.00	\$700.00	\$500.00	58.33%
100 Gen Expenses		100-4012110-5510 MILEAGE	\$150.00	\$44.80	\$105.20	29.87%
100 Gen Expenses		100-4012110-5540 TRAINING	\$1,000.00	\$0.00	\$1,000.00	0.00%
100 Gen Expenses		100-4012110-5810 DUES	\$750.00	\$377.86	\$372.14	50.38%

Fund Or Attrib	Type	Disp Acct	Budget	YTD	Variance	Prcnt
100 Gen Expenses		100-4012210-3150 PROFESSIONAL SERVICES	\$50,000.00	\$24,948.50	\$25,051.50	49.90%
100 Gen Expenses		100-4012220-2210 RETIREMENT	\$205,000.00	\$130,281.45	\$74,718.55	63.55%
100 Gen Expenses		100-4012220-2220 VMLIP - STD	\$670.00	\$462.01	\$207.99	68.96%
100 Gen Expenses		100-4012220-2230 VMLIP - LTD	\$8,800.00	\$5,643.02	\$3,156.98	64.13%
100 Gen Expenses		100-4012220-2250 Line of Duty Act	\$8,200.00	\$8,351.00	(\$151.00)	101.84%
100 Gen Expenses		100-4012220-2300 HEALTH INSURANCE	\$265,000.00	\$191,163.20	\$73,836.80	72.14%
100 Gen Expenses		100-4012220-2400 LIFE INSURANCE	\$21,000.00	\$12,868.61	\$8,131.39	61.28%
100 Gen Expenses		100-4012220-2600 UNEMPLOYMENT INSURANCE	\$180.00	\$27.74	\$152.26	15.41%
100 Gen Expenses		100-4012220-2700 WORKER'S COMPENSATION	\$35,000.00	\$27,734.00	\$7,266.00	79.24%
100 Gen Expenses		100-4012220-3110 RANDOM DRUG SCREENING	\$750.00	\$139.14	\$610.86	18.55%
100 Gen Expenses		100-4012220-9001 EMPLOYEE RECOGNITION	\$2,000.00	\$1,765.34	\$234.66	88.27%
100 Gen Expenses		100-4012240-3120 CONTRACTUAL SERVICES	\$21,000.00	\$0.00	\$21,000.00	0.00%
100 Gen Expenses		100-4012410-1113 COMPENSATION	\$92,000.00	\$67,559.79	\$24,440.21	73.43%
100 Gen Expenses		100-4012410-2100 MATCHING FICA EXPENSE	\$9,100.00	\$5,189.05	\$3,910.95	57.02%
100 Gen Expenses		100-4012410-3130 PROFESSIONAL SER/TAX CONV	\$2,500.00	\$0.00	\$2,500.00	0.00%
100 Gen Expenses		100-4012410-5306 SURETY BONDS	\$500.00	\$434.00	\$66.00	86.80%
100 Gen Expenses		100-4012410-5540 TRAINING	\$2,000.00	\$250.00	\$1,750.00	12.50%
100 Gen Expenses		100-4012410-5810 DUES	\$1,000.00	\$1,050.00	(\$50.00)	105.00%
100 Gen Expenses		100-4012430-1113 COMPENSATION	\$131,000.00	\$91,755.32	\$39,244.68	70.04%
100 Gen Expenses		100-4012430-2100 MATCHING FICA EXPENSE	\$10,000.00	\$6,284.44	\$3,715.56	62.84%
100 Gen Expenses		100-4012430-5540 TRAINING	\$3,400.00	\$0.00	\$3,400.00	0.00%
100 Gen Expenses		100-4012530-3320 MAINTENANCE CONTRACTS	\$69,000.00	\$59,949.28	\$9,050.72	86.88%
100 Gen Expenses		100-4012530-3400 WEB SITE	\$1,000.00	\$226.03	\$773.97	22.60%
100 Gen Expenses		100-4012530-3450 DIGITIZING	\$7,000.00	\$0.00	\$7,000.00	0.00%
100 Gen Expenses		100-4012530-3501 NEWSLETTER	\$1,000.00	\$788.37	\$211.63	78.84%
100 Gen Expenses		100-4012530-3600 ADVERTISING	\$8,000.00	\$9,136.41	(\$1,136.41)	114.21%
100 Gen Expenses		100-4012530-5210 POSTAGE	\$17,000.00	\$7,645.01	\$9,354.99	44.97%
100 Gen Expenses		100-4012530-5230 TELECOMMUNICATIONS	\$4,500.00	\$4,760.56	(\$260.56)	105.79%
100 Gen Expenses		100-4012530-5250 SOCIAL MEDIA ARCHIVING	\$3,300.00	\$0.00	\$3,300.00	0.00%
100 Gen Expenses		100-4012530-5415 COPIER LEASE	\$5,300.00	\$846.72	\$4,453.28	15.98%
100 Gen Expenses		100-4012530-5540 TRAINING	\$2,500.00	\$0.00	\$2,500.00	0.00%
100 Gen Expenses		100-4012530-5699 CONTRIBUTION/CC SOCIAL MEDIA	\$5,000.00	\$0.00	\$5,000.00	0.00%

Fund Or Attrib	Type	Disp Acct	Budget	YTD	Variance	Prcnt
100 Gen Expenses		100-4012530-5810 DUES	\$500.00	\$0.00	\$500.00	0.00%
100 Gen Expenses		100-4012530-6001 OFFICE SUPPLIES	\$17,000.00	\$8,986.17	\$8,013.83	52.86%
100 Gen Expenses		100-4012550-5304 BLANKET EXCESS LIABILITY	\$16,000.00	\$14,093.00	\$1,907.00	88.08%
100 Gen Expenses		100-4012550-5305 AUTOMOBILE INSURANCE	\$15,500.00	\$16,088.00	(\$588.00)	103.79%
100 Gen Expenses		100-4012550-5308 SEMI-MULTI PERIL INS	\$43,000.00	\$46,140.00	(\$3,140.00)	107.30%
100 Gen Expenses		100-4012600-3140 ENGINEERING SERVICES	\$5,000.00	\$0.00	\$5,000.00	0.00%
100 Gen Expenses		100-4013100-1125 ELECTION OFFICIALS	\$3,500.00	\$6,040.28	(\$2,540.28)	172.58%
100 Gen Expenses		100-4013100-6001 OFFICE SUPPLIES	\$1,500.00	\$0.00	\$1,500.00	0.00%
100 Gen Expenses		100-4021500-3150 PUBLIC DEFENDER FEES	\$2,000.00	\$450.00	\$1,550.00	22.50%
100 Gen Expenses		100-4031100-1139 COMPENSATION	\$794,400.00	\$595,619.48	\$198,780.52	74.98%
100 Gen Expenses		100-4031100-2100 MATCHING FICA EXPENSE	\$60,500.00	\$45,374.67	\$15,125.33	75.00%
100 Gen Expenses		100-4031100-3110 MEDICAL EXAMINATIONS	\$500.00	\$0.00	\$500.00	0.00%
100 Gen Expenses		100-4031100-3115 PRE EMPLOYMENT DRUG SCREEN	\$2,000.00	\$900.00	\$1,100.00	45.00%
100 Gen Expenses		100-4031100-3190 INTERPRETER	\$400.00	\$161.31	\$238.69	40.33%
100 Gen Expenses		100-4031100-3310 REPAIR & MAINTENANCE	\$16,000.00	\$14,273.42	\$1,726.58	89.21%
100 Gen Expenses		100-4031100-3320 MAINTENANCE CONTRACTS	\$34,300.00	\$40,478.08	(\$6,178.08)	118.01%
100 Gen Expenses		100-4031100-4081 RICH RAO SAFETY FUND	\$5,000.00	\$0.00	\$5,000.00	0.00%
100 Gen Expenses		100-4031100-4082 WILDLIFE MANAGEMENT	\$250.00	\$0.00	\$250.00	0.00%
100 Gen Expenses		100-4031100-5210 POSTAGE	\$500.00	\$210.00	\$290.00	42.00%
100 Gen Expenses		100-4031100-5230 TELECOMMUNICATIONS	\$5,600.00	\$4,893.49	\$706.51	87.38%
100 Gen Expenses		100-4031100-5415 COPIER LEASE	\$5,300.00	\$730.72	\$4,569.28	13.79%
100 Gen Expenses		100-4031100-5540 TRAINING	\$16,000.00	\$10,364.09	\$5,635.91	64.78%
100 Gen Expenses		100-4031100-5545 OFFICE ACCREDITATION	\$500.00	\$0.00	\$500.00	0.00%
100 Gen Expenses		100-4031100-5810 DUES	\$850.00	\$745.00	\$105.00	87.65%
100 Gen Expenses		100-4031100-5815 COMMUNITY RELATIONS	\$2,000.00	\$1,279.52	\$720.48	63.98%
100 Gen Expenses		100-4031100-6001 OFFICE SUPPLIES	\$1,800.00	\$403.29	\$1,396.71	22.41%
100 Gen Expenses		100-4031100-6008 GASOLINE & OIL	\$20,000.00	\$12,291.41	\$7,708.59	61.46%
100 Gen Expenses		100-4031100-6010 POLICE SUPPLIES	\$14,000.00	(\$30,551.11)	\$44,551.11	-218.22%
100 Gen Expenses		100-4031100-6011 UNIFORMS	\$5,000.00	\$2,415.50	\$2,584.50	48.31%
100 Gen Expenses		100-4031100-6012 RECRUITMENT/ADVERTISING	\$2,000.00	\$0.00	\$2,000.00	0.00%
100 Gen Expenses		100-4031300-5699 COUNTY CONT/CROSSING GD	\$2,500.00	\$0.00	\$2,500.00	0.00%
100 Gen Expenses		100-4031400-5699 CONTRIBUTION/CC CENT ALRM	\$5,000.00	\$0.00	\$5,000.00	0.00%

Fund Or Attrib	Type	Disp Acct	Budget	YTD	Variance	Prcnt
100 Gen Expenses		100-4032200-5699 CONTRIBUTION/JHEVFD	\$30,000.00	\$30,000.00	\$0.00	100.00%
100 Gen Expenses		100-4032200-5707 FIRE FUND PROGRAM	\$22,000.00	\$23,441.00	(\$1,441.00)	106.55%
100 Gen Expenses		100-4032200-8411 ENDERS CAPITAL PROJECT RESER	\$80,000.00	\$70,000.00	\$10,000.00	87.50%
100 Gen Expenses		100-4041100-1140 Compensation	\$61,500.00	\$27,585.26	\$33,914.74	44.85%
100 Gen Expenses		100-4041100-2100 MATCHING FICA EXPENSE	\$4,700.00	\$3,217.78	\$1,482.22	68.46%
100 Gen Expenses		100-4041100-3110 MEDICAL EXAMS	\$1,000.00	\$485.00	\$515.00	48.50%
100 Gen Expenses		100-4041100-3310 VEHICLE REP & MAINTENANCE	\$11,000.00	\$5,356.33	\$5,643.67	48.69%
100 Gen Expenses		100-4041100-5120 FUEL OIL/HEAT	\$3,000.00	\$2,848.47	\$151.53	94.95%
100 Gen Expenses		100-4041100-5230 TELECOMMUNICATIONS	\$8,000.00	\$5,315.25	\$2,684.75	66.44%
100 Gen Expenses		100-4041100-5415 COPIER LEASE	\$4,200.00	\$600.18	\$3,599.82	14.29%
100 Gen Expenses		100-4041100-5540 TRAINING	\$4,000.00	\$0.00	\$4,000.00	0.00%
100 Gen Expenses		100-4041100-6001 OFFICE SUPPLIES	\$500.00	\$1,408.75	(\$908.75)	281.75%
100 Gen Expenses		100-4041200-1183 COMPENSATION	\$205,000.00	\$154,699.25	\$50,300.75	75.46%
100 Gen Expenses		100-4041200-2100 MATCHING FICA EXPENSE	\$16,000.00	\$13,030.82	\$2,969.18	81.44%
100 Gen Expenses		100-4041200-3310 EQUIPMENT MAINTENANCE	\$18,000.00	\$3,735.14	\$14,264.86	20.75%
100 Gen Expenses		100-4041200-3311 STREET TREES/SIDEWALKS	\$15,000.00	\$0.00	\$15,000.00	0.00%
100 Gen Expenses		100-4041200-3315 SIDEWALK MAINTENANCE	\$16,000.00	\$0.00	\$16,000.00	0.00%
100 Gen Expenses		100-4041200-3316 STREET SIGN MAINTENANCE	\$0.00	\$907.14	(\$907.14)	0.00%
100 Gen Expenses		100-4041200-5425 NORFOLK/SOUTHERN R-O-W'S	\$1,200.00	\$0.00	\$1,200.00	0.00%
100 Gen Expenses		100-4041200-6007 MATERIALS & SUPPLIES	\$8,000.00	\$8,910.90	(\$910.90)	111.39%
100 Gen Expenses		100-4041200-6008 GASOLINE & OIL	\$24,000.00	\$21,284.57	\$2,715.43	88.69%
100 Gen Expenses		100-4041200-6011 UNIFORMS	\$6,000.00	\$6,828.16	(\$828.16)	113.80%
100 Gen Expenses		100-4041250-3140 ENGINEERING	\$50,000.00	\$1,050.00	\$48,950.00	2.10%
100 Gen Expenses		100-4041250-3300 VDOT STREET MAINTENANCE	\$0.00	\$137,094.53	(\$137,094.53)	0.00%
100 Gen Expenses		100-4041250-3310 EQUIPMENT MAINTENANCE	\$20,000.00	\$25,706.13	(\$5,706.13)	128.53%
100 Gen Expenses		100-4041250-3311 STORM SEWER MAINTENANCE	\$20,000.00	\$6,850.00	\$13,150.00	34.25%
100 Gen Expenses		100-4041250-3316 SIGNS	\$10,000.00	\$2,247.11	\$7,752.89	22.47%
100 Gen Expenses		100-4041250-5800 CONTINGENCY	\$27,000.00	\$0.00	\$27,000.00	0.00%
100 Gen Expenses		100-4041250-6007 MATERIALS & SUPPLIES	\$10,000.00	\$0.00	\$10,000.00	0.00%
100 Gen Expenses		100-4041250-6050 STREET MAINTENANCE	\$135,000.00	\$193,756.84	(\$58,756.84)	143.52%
100 Gen Expenses		100-4041250-6060 SIDEWALK REPLACEMENT	\$45,000.00	\$0.00	\$45,000.00	0.00%
100 Gen Expenses		100-4041250-6135 MOWING/TREE REMOVAL	\$15,000.00	\$1,641.00	\$13,359.00	10.94%

Fund Or Attrib	Type	Disp Acct	Budget	YTD	Variance	Prcnt
100 Gen Expenses		100-4041250-6207 STREET SWEEPING	\$18,000.00	\$0.00	\$18,000.00	0.00%
100 Gen Expenses		100-4041250-6307 SNOW REMOVAL	\$180,000.00	\$25,288.40	\$154,711.60	14.05%
100 Gen Expenses		100-4041250-8801 EQUIPMENT PURCHASE	\$50,000.00	\$55,815.78	(\$5,815.78)	111.63%
100 Gen Expenses		100-4041250-8803 PW SITE IMPROVEMENTS	\$50,000.00	\$2,622.80	\$47,377.20	5.25%
100 Gen Expenses		100-4041250-8804 SAFETY EQUIPMENT	\$5,000.00	\$2,788.80	\$2,211.20	55.78%
100 Gen Expenses		100-4041320-5110 ELECTRICITY	\$90,000.00	\$49,343.48	\$40,656.52	54.83%
100 Gen Expenses		100-4041330-3220 CONTRACTUAL SERVICES	\$20,000.00	\$3,109.83	\$16,890.17	15.55%
100 Gen Expenses		100-4041330-6007 MATERIALS & SUPPLIES	\$2,000.00	\$369.00	\$1,631.00	18.45%
100 Gen Expenses		100-4041340-6007 MATERIALS & SUPPLIES	\$3,000.00	\$299.81	\$2,700.19	9.99%
100 Gen Expenses		100-4042300-3220 CONTRACTUAL SERVICES	\$250,000.00	\$192,386.80	\$57,613.20	76.95%
100 Gen Expenses		100-4042300-6225 RECYCLING SERVICES	\$120,000.00	\$85,965.61	\$34,034.39	71.64%
100 Gen Expenses		100-4042400-3800 FCO LANDFILL CHARGES	\$30,000.00	\$30,672.24	(\$672.24)	102.24%
100 Gen Expenses		100-4043200-3310 REPAIR & MAINTENANCE	\$50,000.00	\$784.61	\$49,215.39	1.57%
100 Gen Expenses		100-4043200-3325 HERMITAGE SWPOND MAINT	\$5,400.00	\$2,100.00	\$3,300.00	38.89%
100 Gen Expenses		100-4043200-6007 MATERIALS & SUPPLIES	\$500.00	\$0.00	\$500.00	0.00%
100 Gen Expenses		100-4043200-6017 CHRISTMAS WREATHS	\$500.00	\$0.00	\$500.00	0.00%
100 Gen Expenses		100-4064200-3150 PROFESSIONAL SERVICES	\$1,000.00	\$0.00	\$1,000.00	0.00%
100 Gen Expenses		100-4064200-3200 CONTRACTUAL SERVICES	\$12,000.00	\$14,869.62	(\$2,869.62)	123.91%
100 Gen Expenses		100-4064200-5110 ELECTRICITY	\$22,500.00	\$11,540.22	\$10,959.78	51.29%
100 Gen Expenses		100-4064200-5120 NATURAL GAS/HEAT	\$3,100.00	\$2,214.83	\$885.17	71.45%
100 Gen Expenses		100-4064200-5130 WATER/SEWER	\$1,000.00	\$414.87	\$585.13	41.49%
100 Gen Expenses		100-4064200-5230 TELECOMMUNICATIONS	\$1,500.00	\$465.74	\$1,034.26	31.05%
100 Gen Expenses		100-4064200-5304 LIABILITY INSURANCE	\$1,500.00	\$0.00	\$1,500.00	0.00%
100 Gen Expenses		100-4064200-7113 IN KIND COSTS	\$13,000.00	\$0.00	\$13,000.00	0.00%
100 Gen Expenses		100-4064200-7115 SHARED MAINTENANCE	\$20,000.00	\$28,066.02	(\$8,066.02)	140.33%
100 Gen Expenses		100-4064200-8411 CAPITAL ASSET RESERVES	\$10,000.00	\$6,477.57	\$3,522.43	64.78%
100 Gen Expenses		100-4071310-3160 CONTRACTUAL SER/JN BLUE	\$1,000.00	\$672.58	\$327.42	67.26%
100 Gen Expenses		100-4071310-6017 CHRISTMAS LIGHTS	\$3,500.00	\$1,750.73	\$1,749.27	50.02%
100 Gen Expenses		100-4071310-6018 ROSE HILL PARK MAINTENANCE	\$10,000.00	\$302.88	\$9,697.12	3.03%
100 Gen Expenses		100-4081100-1155 COMPENSATION	\$129,000.00	\$102,576.86	\$26,423.14	79.52%
100 Gen Expenses		100-4081100-2100 MATCHING FICA EXPENSE	\$9,900.00	\$7,988.47	\$1,911.53	80.69%
100 Gen Expenses		100-4081100-3145 REIMBURSABLE CONST FEES	\$0.00	\$3,302.00	(\$3,302.00)	0.00%

Fund Or Attrib	Type	Disp Acct	Budget	YTD	Variance	Prcnt
100 Gen Expenses		100-4081100-3190 PROFESSIONAL SERVICES	\$8,000.00	\$0.00	\$8,000.00	0.00%
100 Gen Expenses		100-4081100-3500 PRINTING	\$250.00	\$17.50	\$232.50	7.00%
100 Gen Expenses		100-4081100-5510 MILEAGE	\$100.00	\$0.00	\$100.00	0.00%
100 Gen Expenses		100-4081100-5540 TRAINING	\$3,000.00	\$695.80	\$2,304.20	23.19%
100 Gen Expenses		100-4081400-1110 EXPENSE COMPENSATION	\$500.00	\$0.00	\$500.00	0.00%
100 Gen Expenses		100-4081400-5540 TRAINING	\$750.00	\$0.00	\$750.00	0.00%
100 Gen Expenses		100-4081500-5411 WAYFINDING SIGNS RESERVE	\$50,000.00	\$10.55	\$49,989.45	0.02%
100 Gen Expenses		100-4081500-5693 ARTS FUNDING MATCH	\$4,500.00	\$9,000.00	(\$4,500.00)	200.00%
100 Gen Expenses		100-4081500-5695 TOWN/COUNTY ECONOMIC DEV	\$21,500.00	\$19,500.00	\$2,000.00	90.70%
100 Gen Expenses		100-4081500-5696 ECONOMIC DEVELOPMENT RESERV	\$2,500.00	\$0.00	\$2,500.00	0.00%
100 Gen Expenses		100-4081500-5699 DBI/ECO DEV PROF SERVICES	\$2,000.00	\$2,000.00	\$0.00	100.00%
100 Gen Expenses		100-4081600-1111 EXPENSE COMPENSATION	\$5,000.00	\$1,550.00	\$3,450.00	31.00%
100 Gen Expenses		100-4081600-5540 TRAINING	\$2,000.00	\$0.00	\$2,000.00	0.00%
100 Gen Expenses		100-4081700-1111 EXPENSE COMPENSATION	\$2,500.00	\$323.86	\$2,176.14	12.95%
100 Gen Expenses		100-4081700-5540 TRAINING	\$1,000.00	\$17.22	\$982.78	1.72%
100 Gen Expenses		100-4081800-5540 TRAINING	\$500.00	\$1,123.78	(\$623.78)	224.76%
100 Gen Expenses		100-4093000-3000 ARPA GF EXPENSES	\$0.00	\$25,330.00	(\$25,330.00)	0.00%
100 Gen Expenses		100-4094200-8225 COMPUTER REPLACEMENT/UPGRA	\$3,500.00	\$0.00	\$3,500.00	0.00%
100 Gen Expenses		100-4094200-8231 PATROL VEHICLE	\$62,000.00	\$0.00	\$62,000.00	0.00%
100 Gen Expenses		100-4094200-8340 MOWER	\$12,000.00	\$0.00	\$12,000.00	0.00%
100 Gen Expenses		100-4094200-8915 HOGAN'S ALLEY IMPROVEMENTS	\$0.00	\$17,600.00	(\$17,600.00)	0.00%
100 Gen Expenses		100-4094200-8918 ROSE HILL PARK MASTERPLAN	\$600,000.00	\$10,025.00	\$589,975.00	1.67%
100 Gen Expenses		100-4094200-9004 MOSBY BOULEVARD SIDEWALK	\$0.00	\$48,730.35	(\$48,730.35)	0.00%
100 Gen Expenses		100-4094200-9005 FAIRFAX ST SIDEWALK RESERVE	\$50,000.00	\$0.00	\$50,000.00	0.00%
100 Gen Expenses		100-4094200-9007 INTERVIEW ROOM AV (PD)	\$0.00	\$5,347.38	(\$5,347.38)	0.00%
100 Gen Expenses		100-4094300-5800 CONTINGENCY	\$137,561.00	\$0.00	\$137,561.00	0.00%
100 Gen Expenses		100-4095000-9110 RDA PRINCIPAL	\$48,400.00	\$36,058.44	\$12,341.56	74.50%
100 Gen Expenses		100-4095000-9120 RDA INTEREST	\$73,200.00	\$55,048.56	\$18,151.44	75.20%
			\$5,572,011.00	\$3,301,236.84	\$2,270,774.16	59%
			\$11,144,022.00	\$7,356,450.81	\$3,787,571.19	66%

Fund Or Attrib	Type	Disp Acct	Budget	YTD	Variance	Prcnt
Fund Or Attrib: 502 Sewer Fund						
Type: Revenues						
502 Sew Revenues		502-3000000-0000 FUND BALANCE FORWARD	\$360,300.00	\$0.00	(\$360,300.00)	0.00%
502 Sew Revenues		502-3150101-0000 Interest Income	\$155,000.00	\$81,180.96	(\$73,819.04)	52.37%
502 Sew Revenues		502-3160110-0000 TREATMENT FEES	\$2,012,000.00	\$1,500,775.46	(\$511,224.54)	74.59%
502 Sew Revenues		502-3160112-0000 SECURITY DEPOSITS	\$0.00	(\$274.04)	(\$274.04)	0.00%
502 Sew Revenues		502-3410401-0000 VRA LOAN	\$0.00	\$268.15	\$268.15	0.00%
502 Sew Revenues		502-3410404-0000 NUTRIENT CREDIT REBATE	\$500.00	\$0.00	(\$500.00)	0.00%
			\$2,527,800.00	\$1,581,950.53	(\$945,849.47)	63%
Type: Expenses						
502 Sew Expenses		502-4012220-1114 COMPENSATION	\$61,000.00	\$38,444.12	\$22,555.88	63.02%
502 Sew Expenses		502-4012220-2100 SOCIAL SECURITY	\$4,600.00	\$2,941.07	\$1,658.93	63.94%
502 Sew Expenses		502-4012220-2210 RETIREMENT	\$60,100.00	\$24,532.06	\$35,567.94	40.82%
502 Sew Expenses		502-4012220-2220 VMLIP - STD	\$237.00	\$107.86	\$129.14	45.51%
502 Sew Expenses		502-4012220-2230 VMLIP - LTD	\$2,400.00	\$981.88	\$1,418.12	40.91%
502 Sew Expenses		502-4012220-2300 HEALTH INSURANCE	\$91,500.00	\$33,897.60	\$57,602.40	37.05%
502 Sew Expenses		502-4012220-2400 LIFE INSURANCE	\$6,100.00	\$2,253.33	\$3,846.67	36.94%
502 Sew Expenses		502-4012220-2600 UNEMPLOYMENT INSURANCE	\$72.00	\$13.88	\$58.12	19.28%
502 Sew Expenses		502-4012220-2700 WORKER'S COMPENSATION	\$17,000.00	\$13,830.00	\$3,170.00	81.35%
502 Sew Expenses		502-4012220-3320 HANDHELD MAINT	\$5,000.00	\$3,550.70	\$1,449.30	71.01%
502 Sew Expenses		502-4012220-3450 DIGITIZING	\$7,000.00	\$0.00	\$7,000.00	0.00%
502 Sew Expenses		502-4012220-5210 POSTAGE	\$7,700.00	\$4,707.20	\$2,992.80	61.13%
502 Sew Expenses		502-4012220-6001 OFFICE SUPPLIES	\$4,000.00	\$3,014.68	\$985.32	75.37%
502 Sew Expenses		502-4012222-1147 COMPENSATION	\$290,000.00	\$92,960.65	\$197,039.35	32.06%
502 Sew Expenses		502-4012222-2100 MATCHING FICA EXPENSE	\$22,000.00	\$7,140.11	\$14,859.89	32.46%
502 Sew Expenses		502-4012222-2830 CERTIFICATION FEES	\$600.00	\$532.00	\$68.00	88.67%
502 Sew Expenses		502-4012222-2850 LAB TESTING	\$40,000.00	\$16,992.62	\$23,007.38	42.48%
502 Sew Expenses		502-4012222-3145 PROFESSIONAL SERVICES	\$108,000.00	\$133,153.50	(\$25,153.50)	123.29%
502 Sew Expenses		502-4012222-3210 LANDFILL-SOLIDS DISPOSAL	\$90,000.00	\$80,388.19	\$9,611.81	89.32%
502 Sew Expenses		502-4012222-3310 REPAIR & MAINTENANCE	\$374,030.00	\$177,076.54	\$196,953.46	47.34%
502 Sew Expenses		502-4012222-5110 ELECTRICITY	\$155,000.00	\$118,883.78	\$36,116.22	76.70%
502 Sew Expenses		502-4012222-5230 TELECOMMUNICATIONS	\$6,600.00	\$4,122.14	\$2,477.86	62.46%
502 Sew Expenses		502-4012222-5415 COPIER LEASE	\$5,300.00	\$730.72	\$4,569.28	13.79%

Fund Or Attril	Type	Disp Acct	Budget	YTD	Variance	Prcnt
502 Sew Expenses		502-4012222-5540 TRAINING	\$3,000.00	\$805.37	\$2,194.63	26.85%
502 Sew Expenses		502-4012222-5690 DISCHARGE PERMIT RENEWAL	\$3,500.00	\$0.00	\$3,500.00	0.00%
502 Sew Expenses		502-4012222-5810 DUES	\$625.00	\$0.00	\$625.00	0.00%
502 Sew Expenses		502-4012222-6001 OFFICE SUPPLIES	\$1,000.00	\$1,331.95	(\$331.95)	133.20%
502 Sew Expenses		502-4012222-6004 LAB SUPPLIES	\$5,000.00	\$2,520.24	\$2,479.76	50.40%
502 Sew Expenses		502-4012222-6005 JANITORIAL SUPPLIES	\$3,500.00	\$132.07	\$3,367.93	3.77%
502 Sew Expenses		502-4012222-6008 DIESEL FUEL	\$2,000.00	\$4,141.06	(\$2,141.06)	207.05%
502 Sew Expenses		502-4012222-6011 UNIFORMS	\$1,500.00	\$0.00	\$1,500.00	0.00%
502 Sew Expenses		502-4012222-6014 TOOLS	\$1,000.00	\$0.00	\$1,000.00	0.00%
502 Sew Expenses		502-4012222-6019 SAFETY EQUIPMENT	\$2,000.00	\$397.27	\$1,602.73	19.86%
502 Sew Expenses		502-4012222-6025 CHEMICALS	\$170,000.00	\$161,784.89	\$8,215.11	95.17%
502 Sew Expenses		502-4012224-1183 COMPENSATION	\$105,000.00	\$69,267.57	\$35,732.43	65.97%
502 Sew Expenses		502-4012224-2100 MATCHING FICA EXPENSE	\$8,000.00	\$5,299.24	\$2,700.76	66.24%
502 Sew Expenses		502-4012224-3310 EQUIPMENT MAINTENANCE	\$5,000.00	\$1,481.19	\$3,518.81	29.62%
502 Sew Expenses		502-4012224-3330 REPAIR & MAINTENANCE	\$25,000.00	\$19,257.56	\$5,742.44	77.03%
502 Sew Expenses		502-4012224-6007 MATERIALS & SUPPLIES	\$3,000.00	\$0.00	\$3,000.00	0.00%
502 Sew Expenses		502-4012224-6019 SAFETY EQUIPMENT	\$500.00	\$0.00	\$500.00	0.00%
502 Sew Expenses		502-4094200-8105 PICK UP	\$20,000.00	\$22,456.24	(\$2,456.24)	112.28%
502 Sew Expenses		502-4094200-8110 WWTP UPGRADES	\$0.00	\$18,000.00	(\$18,000.00)	0.00%
502 Sew Expenses		502-4094200-8134 SEWER SYSTEM UPGRADES	\$100,000.00	\$0.00	\$100,000.00	0.00%
502 Sew Expenses		502-4094200-8225 COMPUTER REPLACEMENT/UPGRA	\$3,500.00	\$0.00	\$3,500.00	0.00%
502 Sew Expenses		502-4094200-8345 PW ONE TON DUMP	\$20,500.00	\$19,371.39	\$1,128.61	94.49%
502 Sew Expenses		502-4094200-9007 WWTP PERMEATE PUMPS	\$40,000.00	\$29,657.27	\$10,342.73	74.14%
502 Sew Expenses		502-4094200-9010 WWTP MEMBRANE GANTRY	\$125,000.00	\$0.00	\$125,000.00	0.00%
502 Sew Expenses		502-4094300-5800 CONTINGENCY	\$50,936.00	\$0.00	\$50,936.00	0.00%
502 Sew Expenses		502-4095000-9118 VRA PRINCIPAL	\$470,000.00	\$470,000.00	\$0.00	100.00%
			\$2,527,800.00	\$1,586,157.94	\$941,642.06	63%
			\$5,055,600.00	\$3,168,108.47	\$1,887,491.53	63%

Fund Or Attrib	Type	Disp Acct	Budget	YTD	Variance	Prcnt
Fund Or Attrib: 501 Water Fund						
Type: Revenues						
501 Wat	Revenues	501-3150102-0000 INTEREST ON INVESTMENTS	\$130,000.00	\$122,461.74	(\$7,538.26)	94.20%
501 Wat	Revenues	501-3160110-0000 TREATMENT FEES	\$1,324,000.00	\$1,047,749.37	(\$276,250.63)	79.14%
501 Wat	Revenues	501-3160111-0000 DELINQUENT ACCT PENALTIES	\$40,000.00	\$28,735.42	(\$11,264.58)	71.84%
501 Wat	Revenues	501-3160112-0000 SECURITY DEPOSITS	\$0.00	(\$203.66)	(\$203.66)	0.00%
501 Wat	Revenues	501-3160116-0000 LOAN PROCEEDS	\$5,000,000.00	\$0.00	(\$5,000,000.00)	0.00%
			\$6,494,000.00	\$1,198,742.87	(\$5,295,257.13)	18%
Type: Expenses						
501 Wat	Expenses	501-4012220-1140 COMPENSATION	\$60,000.00	\$40,061.61	\$19,938.39	66.77%
501 Wat	Expenses	501-4012220-2100 SOCIAL SECURITY	\$4,600.00	\$3,047.70	\$1,552.30	66.25%
501 Wat	Expenses	501-4012220-2210 RETIREMENT	\$60,000.00	\$34,282.47	\$25,717.53	57.14%
501 Wat	Expenses	501-4012220-2220 VMLIP - STD	\$240.00	\$154.72	\$85.28	64.47%
501 Wat	Expenses	501-4012220-2230 VMLIP - LTD	\$2,200.00	\$1,304.79	\$895.21	59.31%
501 Wat	Expenses	501-4012220-2300 HEALTH INSURANCE	\$93,000.00	\$52,387.20	\$40,612.80	56.33%
501 Wat	Expenses	501-4012220-2400 LIFE INSURANCE	\$6,000.00	\$3,346.11	\$2,653.89	55.77%
501 Wat	Expenses	501-4012220-2600 UNEMPLOYMENT INSURANCE	\$75.00	\$27.74	\$47.26	36.99%
501 Wat	Expenses	501-4012220-2700 WORKER'S COMPENSATION	\$24,000.00	\$17,350.00	\$6,650.00	72.29%
501 Wat	Expenses	501-4012220-3170 MISS UTILITY	\$1,750.00	\$535.90	\$1,214.10	30.62%
501 Wat	Expenses	501-4012220-3320 HANDHELD MAINT	\$5,000.00	\$3,550.70	\$1,449.30	71.01%
501 Wat	Expenses	501-4012220-3450 DIGITIZING	\$7,000.00	\$0.00	\$7,000.00	0.00%
501 Wat	Expenses	501-4012220-5210 POSTAGE	\$5,500.00	\$7,691.33	(\$2,191.33)	139.84%
501 Wat	Expenses	501-4012220-5540 TRAINING	\$2,500.00	\$18.53	\$2,481.47	0.74%
501 Wat	Expenses	501-4012220-6001 OFFICE SUPPLIES	\$4,500.00	\$5,273.53	(\$773.53)	117.19%
501 Wat	Expenses	501-4012222-1147 COMPENSATION	\$290,000.00	\$117,570.17	\$172,429.83	40.54%
501 Wat	Expenses	501-4012222-2100 MATCHING FICA EXPENSE	\$22,000.00	\$9,032.73	\$12,967.27	41.06%
501 Wat	Expenses	501-4012222-2830 CERTIFICATION FEES	\$300.00	\$426.00	(\$126.00)	142.00%
501 Wat	Expenses	501-4012222-2840 STATE CONNECTION FEES	\$5,900.00	\$9,024.00	(\$3,124.00)	152.95%
501 Wat	Expenses	501-4012222-2850 LAB TESTING	\$15,000.00	\$4,232.24	\$10,767.76	28.21%
501 Wat	Expenses	501-4012222-3110 MEDICAL EXAMS	\$100.00	\$50.00	\$50.00	50.00%
501 Wat	Expenses	501-4012222-3145 PROFESSIONAL SERVICES	\$10,000.00	\$8,236.20	\$1,763.80	82.36%
501 Wat	Expenses	501-4012222-3210 SLUDGE REMOVAL	\$24,000.00	\$19,159.40	\$4,840.60	79.83%
501 Wat	Expenses	501-4012222-3220 CLEAN RIVER INTAKE	\$4,000.00	\$1,921.82	\$2,078.18	48.05%

Fund Or Attrib	Type	Disp Acct	Budget	YTD	Variance	Prcnt
501 Wat	Expenses	501-4012222-3310 REPAIR & MAINTENANCE	\$125,000.00	\$79,429.04	\$45,570.96	63.54%
501 Wat	Expenses	501-4012222-5110 ELECTRICITY	\$70,000.00	\$60,946.91	\$9,053.09	87.07%
501 Wat	Expenses	501-4012222-5120 FUEL/OIL HEAT	\$4,000.00	\$4,729.78	(\$729.78)	118.24%
501 Wat	Expenses	501-4012222-5230 TELECOMMUNICATIONS	\$4,700.00	\$4,285.36	\$414.64	91.18%
501 Wat	Expenses	501-4012222-5415 COPIER LEASE	\$1,800.00	\$348.54	\$1,451.46	19.36%
501 Wat	Expenses	501-4012222-5540 TRAINING	\$3,500.00	\$547.38	\$2,952.62	15.64%
501 Wat	Expenses	501-4012222-5810 DUES	\$400.00	\$844.00	(\$444.00)	211.00%
501 Wat	Expenses	501-4012222-6001 OFFICE SUPPLIES	\$400.00	\$1,549.29	(\$1,149.29)	387.32%
501 Wat	Expenses	501-4012222-6004 LAB SUPPLIES	\$20,000.00	\$7,682.25	\$12,317.75	38.41%
501 Wat	Expenses	501-4012222-6005 JANITORIAL SUPPLIES	\$1,000.00	\$703.33	\$296.67	70.33%
501 Wat	Expenses	501-4012222-6008 GASOLINE & OIL	\$7,200.00	\$608.91	\$6,591.09	8.46%
501 Wat	Expenses	501-4012222-6011 UNIFORMS	\$1,500.00	\$1,023.21	\$476.79	68.21%
501 Wat	Expenses	501-4012222-6014 TOOLS	\$750.00	\$0.00	\$750.00	0.00%
501 Wat	Expenses	501-4012222-6019 SAFETY EQUIPMENT	\$2,000.00	\$1,141.27	\$858.73	57.06%
501 Wat	Expenses	501-4012222-6025 CHEMICALS	\$50,000.00	\$42,767.91	\$7,232.09	85.54%
501 Wat	Expenses	501-4012224-1183 COMPENSATION	\$205,000.00	\$147,744.83	\$57,255.17	72.07%
501 Wat	Expenses	501-4012224-2100 MATCHING FICA EXPENSE	\$15,700.00	\$11,302.93	\$4,397.07	71.99%
501 Wat	Expenses	501-4012224-3330 LINE REPAIR & MAINTENANCE	\$50,000.00	\$29,749.48	\$20,250.52	59.50%
501 Wat	Expenses	501-4012224-6007 MATERIALS & SUPPLIES	\$30,000.00	\$11,818.47	\$18,181.53	39.39%
501 Wat	Expenses	501-4012224-6019 SAFETY EQUIPMENT	\$700.00	\$0.00	\$700.00	0.00%
501 Wat	Expenses	501-4012224-6030 NEW SERVICE SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	0.00%
501 Wat	Expenses	501-4012224-9008 STORAGE TANK MAINTENANC	\$25,000.00	\$10,715.00	\$14,285.00	42.86%
501 Wat	Expenses	501-4094200-8105 PICK UP (1/2)	\$20,000.00	\$22,456.24	(\$2,456.24)	112.28%
501 Wat	Expenses	501-4094200-8118 BACKWASH LAGOON UPGRADE	\$0.00	\$13,565.00	(\$13,565.00)	0.00%
501 Wat	Expenses	501-4094200-8144 WATER TREATMENT PLANT UP	\$5,000,000.00	\$205,806.11	\$4,794,193.89	4.12%
501 Wat	Expenses	501-4094200-8225 COMPUTER UPGRADES	\$3,500.00	\$0.00	\$3,500.00	0.00%
501 Wat	Expenses	501-4094200-8345 PW ONE TON DUMP	\$20,500.00	\$19,371.39	\$1,128.61	94.49%
501 Wat	Expenses	501-4094200-8361 WATER DIST SYSTEM UPGRAD	\$144,665.55	\$18,052.51	\$126,613.04	12.48%
501 Wat	Expenses	501-4094300-5800 CONTINGENCY	\$38,019.45	\$0.00	\$38,019.45	0.00%
			\$6,494,000.00	\$1,035,874.03	\$5,458,125.97	16%
			\$12,988,000.00	\$2,234,616.90	\$10,753,383.10	17%

Item Title

Wayfinding Project Update

Prepared By

Jean Petti

General Information

Launched in summer 2022 with an award to Frazier for \$41,950.00, Town Council reserved \$50,000.00 in addition to ARPA funding of \$140,000.00. Current expenditures are \$47,000.00. Design phase is completed and project may go out for bid after Town Council review/revision.

Schedule/Deadlines

Completion goal is 31 December 2025.

Attachments

1. VDOT Summary Sheet
2. Presentation slides



Wayfinding

May 13, 2025

HISTORY AND CONTEXT

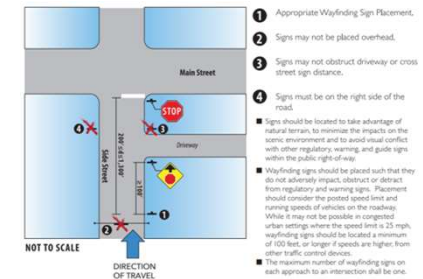
- Launched in summer 2022 with an award to Frazier for \$41,950.00
- Town Council reserved \$50,000.00
- ARPA funding of \$140,000.00
- Current expenditures are \$47,000.00
- Design phase is completed and project may go out for bid after Town Council review/revision

HIGHLIGHTS FROM FRAZIER DOCUMENTS

- Sheet 1- “These drawings are intended to provide sufficient information to convey general design intent to the sign fabricator/installer and are not for construction”
- “Final designs and shop drawings shall be supplied by the sign fabricator/installer for all sign types. A registered professional engineer licensed in the state of Virginia is required to sign and seal the submittal of shop drawings”
- Frazier prepared an *Existing Sign Catalogue*. Eight signs will be removed or replaced

WAYFINDING LOCATIONAL GUIDANCE

- Sheet 4 for details
- Prefer locations that are Town-managed or within street Right-of-Way
- **100 ft clearance from other directional signage**



MONUMENT SIGNS

- These signs are 12' high and 8' wide and the plans call for four installations- east and west ends of Town on Rt.7B and north and south ends on Rt. 340
- This design is not construction ready. It requires site and construction engineering and, if lighting is added, electrical service
- Design of a breakaway base by an engineer is required, or sign must be located out of the ROW and in an easement procured by Town
- Reference Sheets 8-14



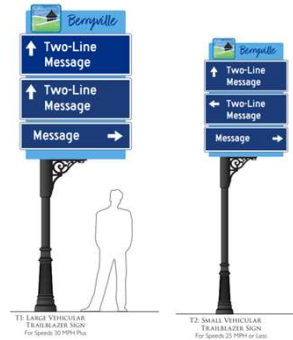
HISTORIC DISTRICT SIGNS

- The face of these signs are 4'9" x 3'6", with the bottom of the face 8' off the ground
- The breakaway posts and bases are commercially available
- See Sheet 15 for reference

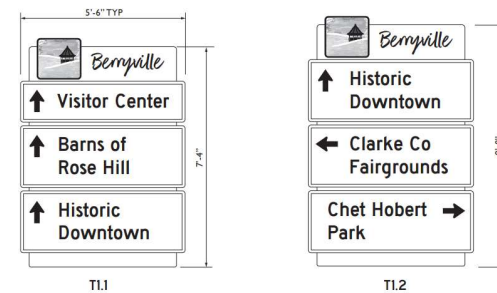


MULTI-ARROW DIRECTIONAL SIGNS

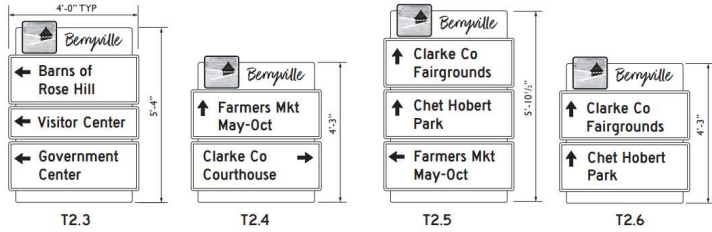
- T1 sign faces are 7'4" x 5'6"
- T2 sign faces are 4' x up to 7'
- It is 7' minimum to the bottom of the sign
- They are designed to overhang the sidewalk, where sidewalks exist
- The breakaway posts and bases are commercially available
- See Sheets 16-24 for reference



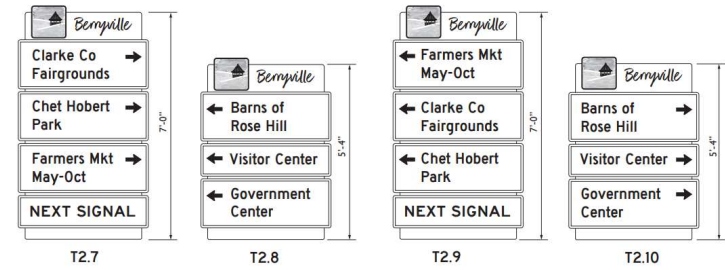
MULTI-ARROW DIRECTIONAL SIGNS DIAGRAMS



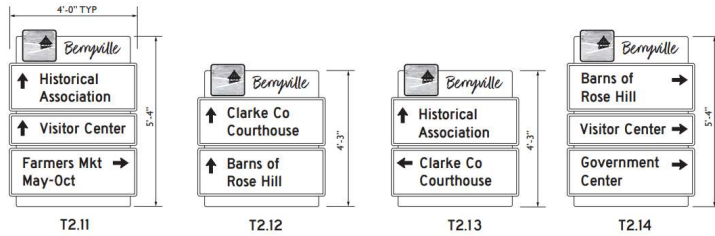
MORE MULTI-ARROW DIRECTIONAL SIGNS



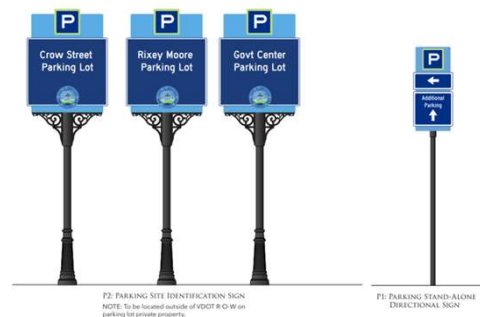
EVEN MORE MULTI-ARROW DIRECTIONAL SIGNS



YET MORE MULTI-ARROW DIRECTIONAL SIGNS

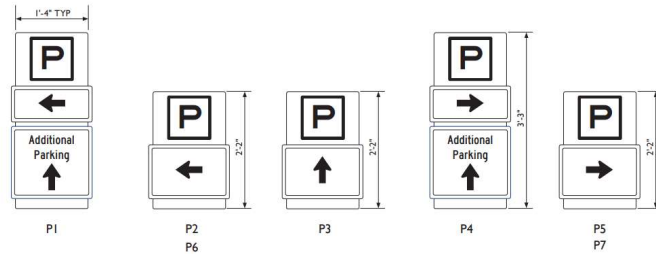


PARKING SIGNS



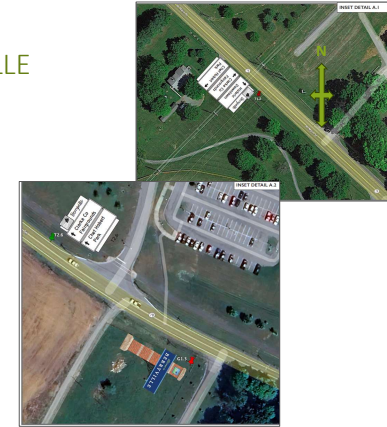
- Refer to Sheets 7, 25-29
- P sign faces are 1'4" x 2'2"
- Ground to bottom of sign 7' or more

PARKING SIGN TYPES



WEST END OF BERRYVILLE

- Refer to Sheet 31-33
- A-1 is a *Multi-Arrow Directional* (VDOT ref #1 on summary sheet) across from the Ruritan Sign on 7B traveling eastbound
- A-2 shows a *Multi-Arrow Directional* (VDOT #19) that is just past the bus entrance of CCHS on 7B traveling westbound
- A-2 also shows a proposed Monument sign location, VDOT #2 (by the goats)



WEST END CONTINUED

- Concerns with Monument sign location
 - Location in ROW requires additional engineering to be breakaway, or
 - Moving to outside the ROW requires an easement from adjacent property owner. Owner is aware of project
 - No electrical service
 - Area is significantly lower than the road surface and next to a culvert
 - Ground swells to the west until about halfway to the traffic circle, where it levels off



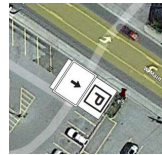
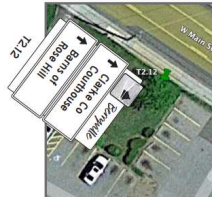
WEST MAIN STREET



- Sheet 36, Inset Detail D.1
- There is a proposed *Historic District* marker at the intersection of Hermitage and W. Main St (HM.3 and VDOT #3)
- The *Multi-Arrow Directional* sign that eastbound drivers see (T2.11 and VDOT #4) cannot move due to conflicting signage. The map is incorrect, but the *VDOT Summary Sheet* is accurate
- For drivers heading westbound, there is also a *Multi-Arrow Directional* (T2.5 and VDOT #18)

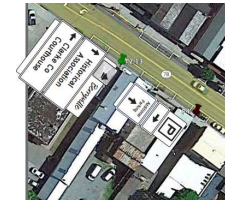
W. MAIN STREET REVISED

- See Sheet 37, Inset Detail D.2
- Site visits revealed that this *Multi-Arrow Directional* (T2.12 and VDOT #5) sign was in front of the Family Dollar located immediately behind a power pole, so it is planned to move approximately 10' west from where the map shows it
- The *Parking* sign (P3 and VDOT #6) is also shown in an inaccurate location. It will replace the faded *Park n Shop* sign and the arrow will need to be a ➡



WEST MAIN STREET CONTINUED

- Please refer to parts of Sheets 39-40, Inset Detail E.2 and E.3, but ONLY for eastbound traffic



- Multi-Arrow Directional* T2.13 (VDOT #7) is proposed for the space that was removed on W. Main close to the intersection with Buckmarsh St
- P4 (VDOT #8). Sign is in front of Hogans Alley. Please remove the *Additional Parking* sign that directs drivers to BCCGC lot
- Multi-Arrow Directional* T2.14 is shown in front of Rose Hill Park. This is an error. It should replace the current BCCGC sign

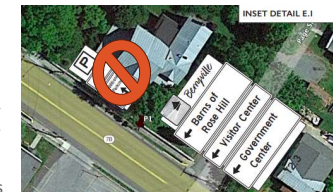
EAST MAIN STREET



- Refer to Sheet 39, Inset Detail E.2
- These signs assist westbound drivers
- This *Parking* sign (P2 and VDOT #15) replaces the faded *Park n Shop* sign in front of BOCC parking lot. It directs drivers onto S. Church St towards our municipal lots
- The *Multi-Arrow Directional* sign (T2.4 and VDOT #14) is in front of the Clarke Co Historical Association

EAST MAIN STREET CONTINUED

- See Sheet 38, Inset Detail E.1
- These signs are visible to drivers who are westbound on East Main Street (essentially, they are entering Town from the east end and approaching downtown)
- The *Multi-Arrow Directional* Sign T2.3 (VDOT #16) is shown inaccurately. It should actually replace the current BCCGC sign
- The *Parking* sign, P1, should be eliminated as it directs drivers to park in the BCCGC lot



EAST END OF BERRYVILLE



- See Sheet 33
- Detail B.1 is proposed *Monument* sign, VDOT #11
- Detail B.2 shows a *Historic District* sign, VDOT #12 and a *Multi-Arrow Directional*, VDOT #13. Both are in front of residences east of Battletown Drive



EAST END CONTINUED

- Concerns with proposed *Monument* sign location
 - No electricity
 - >22 ft off the roadway due to an easement added for a potential turn lane to support residential development on the adjacent parcel
 - Staff has spoken with owner
 - If located outside the ROW, it reduces visibility to drivers
- Repetition concern: the *Historic District* sign is 32' feet away from *Historic Downtown* sign with arrow indicating the historic area is ahead



NORTH END OF BERRYVILLE

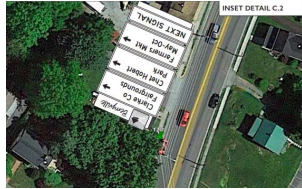
- This image is from Sheet 34
- The *Monument* sign is proposed for the Bank of CC property at the corner of Mosby and N Buckmarsh. G1.2 (VDOT # 25)
- The *Historic District* marker, VDOT #26, is not shown in the right place on this map, but the true location is just a bit further south



NORTH END CONTINUED

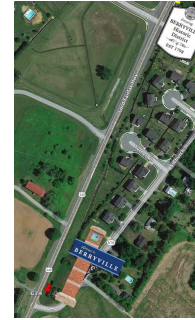
- Concerns with *Monument* sign location
 - Location in ROW requires additional engineering to be breakaway, or
 - Moving to outside the ROW requires an easement from Bank of Clarke County and reduces visibility from roadway
- Bank officials have no opposition to the project

SOUTHBOUND ON N. BUCKMARSH ST



- Reference Sheet 34-25
- T2.7 (VDOT #27) is a *Multi-Arrow Directional* at 105 N. Buckmarsh
- T2.8 (VDOT #29) is a *Multi-Arrow Directional* proposed to replace current blue *Tourist Info* sign
- Staff is desirous of moving P6 two blocks south. VDOT supports this change. At the location listed here, it directs drivers to turn onto Academy St
- VA Logos has confirmed that relocating *Homespun* sign is possible

SOUTH END OF BERRYVILLE



- Sheet 41 shows *Monument* sign G1.4 (VDOT #20), adjacent to the pump station at the intersection of S. Church and S. Buckmarsh
- Also shown is a *Historic District* marker just north of Hermitage Blvd (VDOT #21 on Rt. 340 traveling northbound)

SOUTH END CONTINUED

- Location in ROW requires additional engineering to be breakaway, or
- Moving to outside the ROW requires an easement from adjacent property owner. This is on land owned by Southgate HOA. Staff is attempting to contact HOA
- Area is significantly lower than the road surface



NORTHBOUND ON S. BUCKMARSH ST



- See Sheet 42, Inset F.2 and F.3
- Detail F.2 shows T2.9, a *Multi-Arrow Directional* sign just north of Swan Ave when traveling northbound on Rt. 340. Please note that this image is incorrect, but the measurements on VDOT Summary Sheet are correct (VDOT #22)
- Detail F.3 is T2.10, a *Multi-Arrow Directional* sign (VDOT #23). Again, this map is incorrect, please refer to summary sheet. Staff recommends adding *NEXT SIGNAL* panel to this sign to direct drivers past Crow St and onto Main St



Please note that P5 is in the wrong location on this map. It will be at the intersection of S. Buckmarsh & Crow St