



Berryville Town Council

MEETING AGENDA

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

Work Session

March 6, 2023

3:00 PM

Item

Page

1. Call to Order
2. Approval of Agenda
3. Other
4. Unfinished Business
5. New Business
 - Review of Proposed FY24 Budget
6. Closed Session
7. Adjourn

FY 2023-2024 DRAFT BUDGET PREPARATION HIGHLIGHTS

REVENUES

GENERAL FUND

- No increase in Real Estate tax rate.
- No increase in Personal Property tax rate.
- PPTRA will change to 35%.
- 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 programmed increase in Admin/Facility fees in late November 2023.
- Two residential Availability Fees projected.

SEWER FUND

- Revenues reflect programmed increase in Admin/Facility fees in late November 2023.
- Two residential and Availability Fees projected.

OPERATING EXPENSES

ALL FUNDS

- 7.1% increase in payroll.
- Police Dept CDP payroll increases included.
- 8.84% increase in Health Insurance costs.
- Employer contribution to VRS did not increase.
- TOTAL BUDGET decrease of 4.41%.

GENERAL FUND

- Decrease in Maintenance & Operational Expenses of 36.63%.
- Contingency is 3% of the Operating Budget.
- General Fund total decrease of 30.62 %.

WATER FUND

- Increase in Maintenance & Operational Expenses of 3.72%.
- There is currently no Debt Service in the Water Fund.
- New Utility Chief Operator position budgeted.
- Contingency is 3 % of the Operating Budget.
- Water Fund total increase of 43.71%.

SEWER FUND

- Increase in Maintenance & Operational Expenses of 11.38%.
- Debt service reflects payments to VRA.
- New Utility Chief Operator budgeted.
- Contingency is 3% of the Operating Budget.
- Sewer Fund total Increase of 13.61%.

FY 23-24 BUDGET REVENUES

Account Number	Account Description		FY APPROVED 2022-2023		FY23-24 DRAFT 2023-2024
GENERAL FUND					
FUND BALANCE					
100-3000000-0000	FUND BALANCE FORWARD	\$	40,000.00	\$	-
	TOTAL FUND BALANCE	\$	40,000.00	\$	-
REVENUE FROM LOCAL SOURCES					
100-3110101-0000	CURRENT REAL ESTATE TAXES	\$	1,154,000.00	\$	1,355,575.00
100-3110102-0000	DEL REAL ESTATE TAXES	\$	-	\$	-
100-3110201-0000	UTILITY REAL ESTATE TAXES	\$	11,200.00	\$	11,200.00
100-3110301-0000	CURRENT PERS PROP TAXES	\$	400,000.00	\$	410,000.00
100-3110302-0000	DEL PERS PROP TAXES	\$	-	\$	-
100-3110303-0000	REFUSE COLLECTION(EXTRA TOTERS)	\$	7,000.00	\$	13,000.00
100-3110401-0000	MACHINERY & TOOLS	\$	175,000.00	\$	175,000.00
100-3110601-0000	TAX PENALTIES	\$	8,000.00	\$	8,000.00
100-3110602-0000	TAX INTEREST	\$	2,000.00	\$	2,000.00
	TOTAL REV FROM LOCAL SOURCES	\$	1,757,200.00	\$	1,974,775.00
OTHER LOCAL TAXES					
100-3120101-0000	LOCAL SALES TAX	\$	260,000.00	\$	280,000.00
100-3120201-0000	CONSUMER UTILITY TAX	\$	100,000.00	\$	100,000.00
100-3120300-0000	BUSINESS LICENSE	\$	240,000.00	\$	240,000.00
100-3120402-0000	REC FRANCHISE FEES	\$	35,000.00	\$	35,000.00
100-3120501-0000	AUTO LICENSE	\$	95,000.00	\$	102,000.00
100-3120601-0000	BANK FRANCHISE TAXES	\$	140,000.00	\$	150,000.00
100-3120801-0000	CIGARETTE TAX (10¢)	\$	13,000.00	\$	13,000.00
100-3121001-0000	LODGING TAX (2%)	\$	8,500.00	\$	10,000.00
100-3121101-0000	MEALS TAX (4%)	\$	350,000.00	\$	400,000.00
	TOTAL OTHER LOCAL TAXES	\$	1,241,500.00	\$	1,330,000.00
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	\$	10,000.00
	TOTAL PERMITS, FEES & LICENSES	\$	11,000.00	\$	11,000.00
FINES & FORFEITURES					
100-3140101-0000	COURT FINES	\$	12,000.00	\$	12,000.00
100-3140102-0000	PARKING METER FINES	\$	3,000.00	\$	2,000.00
100-3140103-0000	ESUMMONS	\$	1,000.00	\$	1,000.00
	TOTAL FINES & FORFEITURES	\$	16,000.00	\$	15,000.00

Account Number	Account Description		FY APPROVED 2022-2023		FY23-24 DRAFT 2023-2024
REVENUE FROM MONEY OR PROP					
100-3150101-0000	INTEREST ON DEPOSITS	\$	85,000.00	\$	95,000.00
100-3150201-0000	RENTAL OF PROPERTY	\$	12,500.00	\$	12,500.00
100-3150205-0000	WATER TANK SITE LEASE	\$	85,000.00	\$	86,000.00
100-3150206-0000	CHARGE CARD REBATE	\$	15,000.00	\$	17,000.00
	TOTAL FROM MONEY OR PROP	\$	197,500.00	\$	210,500.00
CHARGES FOR SERVICES					
100-3160703-0000	PARKING METERS	\$	10,000.00	\$	8,000.00
100-3161502-0000	SALE OF PUBLICATIONS	\$	-	\$	-
	TOTAL CHARGES FOR SERVICES	\$	10,000.00	\$	8,000.00
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		\$	3,278,200.00	\$	3,554,275.00
REVENUE FROM THE COMMONWEALTH					
NON-CATEGORICAL AID					
100-3220107-0000	ROLLING STOCK TAX	\$	1,850.00	\$	1,850.00
100-3220109-0000	PPTRA	\$	209,917.00	\$	209,917.00
100-3220201-0000	COMMUNICATION TAX	\$	70,000.00	\$	65,000.00
100-3220106-0000	ARPA FUNDS (2ND TRANCHE)	\$	2,267,493.00	\$	-
	TOTAL NON-CATEGORICAL AID	\$	2,549,260.00	\$	276,767.00
CATEGORICAL AID					
100-3220108-0000	599 LAW ENFORCEMENT GRANT	\$	82,350.00	\$	90,600.00
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	\$	503,000.00	\$	503,000.00
100-3240301-0000	VDOT ROAD MAINTENANCE	\$	55,555.00	\$	55,555.00
100-3240302-0000	LITTER CONTROL GRANT	\$	1,900.00	\$	2,500.00
100-3240312-0000	VA COMMISSION FOR THE ARTS	\$	4,500.00	\$	4,500.00
100-3240710-0000	DMV ANIMAL FRIENDLY PLATES	\$	-	\$	-
	TOTAL CATEGORICAL AID	\$	663,555.00	\$	672,405.00
TOTAL FROM THE COMMONWEALTH		\$	3,212,815.00	\$	949,172.00

Account Number	Account Description	FY APPROVED 2022-2023	FY23-24 DRAFT 2023-2024
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		\$ 6,492,015.00	\$ 4,504,447.00
WATER FUND			
FUND BALANCE			
501-3000000-0000	FUND BALANCE	\$ 200,000.00	\$ 615,000.00
	TOTAL FUND BALANCE	\$ 200,000.00	\$ 615,000.00
REVENUE FROM MONEY OR PROP			
501-3150102-0000	INTEREST ON INVESTMENTS	\$ 30,000.00	\$ 65,000.00
	TOTAL FROM USE OF MONEY OR PROP	\$ 30,000.00	\$ 65,000.00
CHARGES FOR SERVICES			
501-3160110-0000	TREATMENT FEES	\$ 1,000,000.00	\$ 1,200,000.00
501-3160111-0000	DELINQUENT ACCT PENALTIES	\$ 30,000.00	\$ 40,000.00
501-3160113-0000	AVAILABILITY CHARGES	\$ 745,000.00	\$ 30,500.00
501-3160114-0000	CONNECTION CHARGES	\$ -	\$ -
501-3160115-0000	METER FEES	\$ 16,000.00	\$ 1,000.00
501-3160116-0000	LOAN PROCEEDS	\$ -	\$ 1,200,000.00
	TOTAL CHARGES FOR SERVICES	\$ 1,791,000.00	\$ 2,471,500.00
TOTAL WATER FUND		\$ 2,021,000.00	\$ 3,151,500.00

Account Number	Account Description	FY APPROVED 2022-2023		FY23-24 DRAFT 2023-2024
SEWER FUND				
FUND BALANCE				
502-3000000-0000	FUND BALANCE	\$	-	\$ 1,095,000.00
	TOTAL FUND BALANCE	\$	-	\$ 1,095,000.00
REVENUE FROM MONEY OR PROP				
502-3150101-0000	INTEREST INCOME	\$	35,000.00	\$ 35,000.00
	TOTAL REVENUE FROM MONEY OR PROP	\$	35,000.00	\$ 35,000.00
CHARGES FOR SERVICES				
502-3160110-0000	TREATMENT FEES	\$	1,700,000.00	\$ 1,800,000.00
502-3160112-0000	SECURITY DEPOSITS	\$	-	\$ -
502-3160113-0000	AVAILABILITY CHARGES	\$	850,000.00	\$ 32,750.00
	TOTAL CHARGES FOR SERVICES	\$	2,550,000.00	\$ 1,832,750.00
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		\$	2,585,500.00	\$ 2,963,250.00
TOTAL REVENUES ALL FUNDS		\$	11,098,515.00	\$ 10,619,197.00

Account Number	Account Description	FY APPROVED 2022-2023	FY23-24 DRAFT 2023-2024
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FY 22-23 BUDGET EXPENSES

Account Number	Account Description	FY22-23 APPROVED 2022-2023	FY23-24 DRAFT 2023-2024
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GENERAL FUND

TOWN COUNCIL

100-4011100-1111	EXPENSE COMPENSATION	\$ 18,900.00	\$ 18,900.00
100-4011100-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 1,450.00	\$ 1,450.00
100-4011100-5540	TRAINING	\$ 4,000.00	\$ 4,000.00
100-4011100-5699	LOCAL CONTRIBUTIONS	\$ 10,000.00	\$ -
100-4011100-5800	MISCELLANEOUS	\$ 5,000.00	\$ 5,000.00
100-4011100-5810	DUES	\$ 3,000.00	\$ 3,000.00
100-4011100-6017	TOWN CODE SUPPLEMENTS	\$ 2,000.00	\$ 2,000.00
100-4011100-6018	STATE CODE SUPPLEMENTS	\$ -	\$ -

TOTAL TOWN COUNCIL

\$ 44,350.00 \$ 34,350.00

TOWN CLERK

100-4011200-1114	SALARIES/WAGES/TNCLK	\$ 48,500.00	\$ 52,100.00
100-4011200-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 3,700.00	\$ 4,100.00
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

\$ 53,550.00 \$ 57,550.00

OFFICE OF TOWN MANAGER

100-4012110-1112	COMPENSATION	\$ 70,000.00	\$ 83,000.00
100-4012110-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 5,400.00	\$ 6,500.00
100-4012110-3399	BLIGHT ABATEMENT	\$ 50,000.00	\$ 50,000.00
100-4012110-5230	TELECOMMUNICATIONS	\$ 600.00	\$ 600.00
100-4012110-5510	MILEAGE	\$ 150.00	\$ 150.00
100-4012110-5540	TRAINING	\$ 1,000.00	\$ 1,000.00
100-4012110-5810	DUES	\$ 500.00	\$ 750.00

TOTAL TOWN MANAGER

\$ 127,650.00 \$ 142,000.00

LEGAL SERVICES

100-4012210-3150	PROFESSIONAL SERVICES	\$ 50,000.00	\$ 50,000.00
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TOTAL LEGAL SERVICES

\$ 50,000.00 \$ 50,000.00

Account Number	Account Description		FY APPROVED 2022-2023		FY23-24 DRAFT 2023-2024
PERSONNEL					
100-4012220-2100	SOCIAL SECURITY	\$	-	\$	-
100-4012220-2210	VRS	\$	160,000.00	\$	169,000.00
100-4012220-2220	VMLIP - STD	\$	645.00	\$	650.00
100-4012220-2230	VMLIP - LTD	\$	6,600.00	\$	6,900.00
100-4012220-2250	Line of Duty Act	\$	8,500.00	\$	8,500.00
100-4012220-2300	HEALTH INSURANCE	\$	212,000.00	\$	227,000.00
100-4012220-2400	LIFE INSURANCE	\$	16,230.00	\$	17,400.00
100-4012220-2600	UNEMPLOYMENT INSURANCE	\$	600.00	\$	230.00
100-4012220-2700	WORKER'S COMPENSATION	\$	35,000.00	\$	35,000.00
100-4012220-3110	RANDOM DRUG SCREENING	\$	750.00	\$	750.00
100-4012220-9001	EMPLOYEE RECOGNITION	\$	2,000.00	\$	2,000.00
	TOTAL PERSONNEL	\$	442,325.00	\$	467,430.00
INDEPENDENT AUDITOR					
100-4012240-3120	CONTRACTUAL SERVICES	\$	20,000.00	\$	20,000.00
	TOTAL INDEPENDENT AUDITOR	\$	20,000.00	\$	20,000.00
TOWN TREASURER					
100-4012410-1113	COMPENSATION	\$	82,000.00	\$	85,500.00
100-4012410-2100	MATCHING FICA EXPENSE (7.65 %)	\$	6,275.00	\$	6,700.00
100-4012410-3130	PROFESSIONAL SER/TAX CONV	\$	2,500.00	\$	2,500.00
100-4012410-3150	PROFESSIONAL SER/VEC	\$	-	\$	-
100-4012410-5306	SURETY BONDS	\$	500.00	\$	500.00
100-4012410-5540	TRAINING	\$	2,000.00	\$	2,000.00
100-4012410-5810	DUES	\$	1,000.00	\$	1,000.00
100-4012410-6015	AUTO DECALS	\$	-	\$	-
100-4012410-6020	CIGARETTE TAX STAMPS	\$	-	\$	-
	TOTAL TOWN TREASURER	\$	94,275.00	\$	98,200.00
FINANCE/ACCOUNTING					
100-4012430-1113	COMPENSATION	\$	110,000.00	\$	130,000.00
100-4012430-2100	MATCHING FICA EXPENSE (7.65 %)	\$	8,450.00	\$	9,700.00
100-4012430-5540	TRAINING	\$	3,400.00	\$	3,400.00
	TOTAL FINANCE/ACCOUNTING	\$	121,850.00	\$	143,100.00
CENTRAL ADM/PURCHASING					
100-4012530-3320	MAINTENANCE CONTRACTS	\$	51,100.00	\$	52,250.00
100-4012530-3400	WEB SITE	\$	1,000.00	\$	1,000.00
100-4012530-3450	DIGITIZING	\$	7,000.00	\$	7,000.00
100-4012530-3501	NEWSLETTER	\$	1,000.00	\$	1,000.00
100-4012530-3600	ADVERTISING	\$	6,000.00	\$	8,000.00
100-4012530-5210	POSTAGE	\$	15,000.00	\$	16,000.00
100-4012530-5230	TELECOMMUNICATIONS	\$	4,200.00	\$	4,300.00
100-4012530-5250	SOCIAL MEDIA ARCHIVING	\$	2,700.00	\$	3,300.00
100-4012530-5415	COPIER LEASE	\$	4,900.00	\$	5,100.00
100-4012530-5540	TRAINING	\$	1,500.00	\$	2,500.00

Account Number	Account Description		FY APPROVED 2022-2023		FY23-24 DRAFT 2023-2024
100-4012530-5699	CONTRIBUTION / CC SOCIAL MEDIA	\$	5,000.00	\$	5,000.00
100-4012530-5810	DUES	\$	500.00	\$	500.00
100-4012530-6001	OFFICE SUPPLIES	\$	11,500.00	\$	15,000.00
	TOTAL CENTRAL ADM/PURCHASING	\$	111,400.00	\$	120,950.00
	RISK MANAGEMENT				
100-4012550-5304	BLANKET EXCESS LIABILITY	\$	16,000.00	\$	16,000.00
100-4012550-5305	AUTOMOBILE INSURANCE	\$	13,000.00	\$	13,000.00
100-4012550-5308	SEMI-MULTI PERIL INS	\$	28,900.00	\$	36,500.00
100-4012550-5800	INSURANCE DEDUCTABLES	\$	-	\$	-
	TOTAL RISK MANAGEMENT	\$	57,900.00	\$	65,500.00
	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	\$	3,000.00	\$	2,500.00
100-4013100-6001	OFFICE SUPPLIES	\$	3,000.00	\$	1,500.00
	TOTAL ELECTIONS	\$	6,000.00	\$	4,000.00
	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	\$	667,000.00	\$	700,500.00
100-4031100-2100	MATCHING FICA EXPENSE (7.65 %)	\$	51,500.00	\$	54,000.00
100-4031100-3110	MEDICAL EXAMINATIONS	\$	500.00	\$	900.00
100-4031100-3115	PRE EMPLOYMENT DRUG SCREEN	\$	500.00	\$	250.00
100-4031100-3190	INTERPRETER	\$	400.00	\$	400.00
100-4031100-3310	REPAIR & MAINTENANCE	\$	12,000.00	\$	12,000.00
100-4031100-3320	MAINTENANCE CONTRACTS	\$	29,000.00	\$	34,000.00
100-4031100-4081	RICH RAU SAFETY FUND	\$	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	\$	3,000.00	\$	3,000.00
100-4031100-5415	COPIER LEASE	\$	4,400.00	\$	4,400.00
100-4031100-5540	TRAINING	\$	16,000.00	\$	14,000.00
100-4031100-5545	OFFICE ACCREDITATION	\$	1,000.00	\$	500.00
100-4031100-5810	DUES	\$	850.00	\$	850.00
100-4031100-5815	COMMUNITY RELATIONS	\$	2,000.00	\$	2,000.00
100-4031100-6001	OFFICE SUPPLIES	\$	1,600.00	\$	1,600.00
100-4031100-6008	GASOLINE & OIL	\$	19,440.00	\$	20,000.00
100-4031100-6010	POLICE SUPPLIES	\$	13,500.00	\$	13,500.00
100-4031100-6011	UNIFORMS	\$	3,000.00	\$	3,000.00

Account Number	Account Description	FY APPROVED 2022-2023	FY23-24 DRAFT 2023-2024
	TOTAL POLICE DEPARTMENT	\$ 831,440.00	\$ 870,650.00
	TRAFFIC CONTROL		
100-4031300-5699	COUNTY CONT/CROSSING GD	\$ 2,500.00	\$ 2,500.00
	TOTAL TRAFFIC CONTROL	\$ 2,500.00	\$ 2,500.00
	EMERGENCY SERVICES		
100-4031400-5699	CONTRIBUTION/CC CENT ALRM	\$ 5,000.00	\$ 5,000.00
	TOTAL EMERGENCY SERVICES	\$ 5,000.00	\$ 5,000.00
	VOLUNTEER FIRE DEPARTMENT		
100-4032200-5699	CONTRIBUTION/JHEVFD	\$ 30,000.00	\$ 30,000.00
100-4032200-5707	FIRE FUND PROGRAM	\$ 15,250.00	\$ 18,500.00
100-4032200-8411	CAPITAL PROJECT	\$ 50,000.00	\$ 10,000.00
	TOTAL VOLUNTEER FIRE DEPT	\$ 95,250.00	\$ 58,500.00
	CORRECTION & DETENTION		
100-4033200-5550	CONFINEMENT OF PRISONERS	\$ -	\$ -
	TOTAL CORRECTION & DETENTION	\$ -	\$ -
	PUBLIC WORKS ADMINISTRATION		
100-4041100-1140	COMPENSATION	\$ 40,000.00	\$ 38,000.00
100-4041100-2100	MATCHING FICA EXPENSE (7.65%)	\$ 3,100.00	\$ 2,900.00
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	FUEL OIL/HEAT	\$ 2,500.00	\$ 3,000.00
100-4041100-5230	TELECOMMUNICATIONS	\$ 8,000.00	\$ 8,000.00
100-4041100-5415	COPIER LEASE	\$ 2,700.00	\$ 2,700.00
100-4041100-5540	TRAINING	\$ 2,500.00	\$ 6,000.00
100-4041100-6001	OFFICE SUPPLIES	\$ 500.00	\$ 500.00
	TOTAL PUBLI WKS ADMINISTRATION	\$ 71,300.00	\$ 73,100.00
	HWYS, STS BRIDGES & SDWLKS		
100-4041200-1183	COMPENSATION	\$ 175,000.00	\$ 191,000.00
100-4041200-2100	MATCHING FICA EXPENSE (7.65%)	\$ 13,400.00	\$ 14,800.00
100-4041200-3310	EQUIPMENT MAINTENANCE	\$ 12,000.00	\$ 12,000.00
100-4041200-3311	STREET TREES/SIDEWALKS	\$ 15,000.00	\$ 15,000.00
100-4041200-3315	TOWN STREET RESERVE	\$ 16,000.00	\$ 16,000.00
100-4041200-3316	STREET SIGN MAINTENANCE	\$ -	\$ -
100-4041200-5425	NORFOLK/SOUTHERN R-O-W'S	\$ 1,200.00	\$ 1,200.00
100-4041200-6007	MATERIALS & SUPPLIES	\$ 5,000.00	\$ 6,000.00
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	\$ 267,600.00	\$ 286,000.00

Account Number	Account Description	FY APPROVED 2022-2023	FY23-24 DRAFT 2023-2024
	VDOT STREET MAINTENANCE		
100-4041250-3140	ENGINEERING	\$ 10,000.00	\$ -
100-4041250-3300	VDOT STREET MAINTENANCE	\$ -	\$ -
100-4041250-3310	EQUIPMENT MAINTENANCE	\$ 10,000.00	\$ 15,000.00
100-4041250-3311	STORM SEWER MAINTENANCE	\$ 15,000.00	\$ 15,000.00
100-4041250-3316	SIGNS	\$ 10,000.00	\$ 10,000.00
100-4041250-5800	CONTINGENCY	\$ 25,000.00	\$ 25,000.00
100-4041250-6007	MATERIALS AND SUPPLIES	\$ 10,000.00	\$ 10,000.00
100-4041250-6050	STREET MAINTENANCE	\$ 121,500.00	\$ 125,000.00
100-4041250-6060	SIDEWALK REPLACEMENT	\$ 45,000.00	\$ 45,000.00
100-4041250-6135	MOWING/TREE REMOVAL	\$ 15,000.00	\$ 15,000.00
100-4041250-6207	STREET SWEEPING	\$ 18,000.00	\$ 18,000.00
100-4041250-6307	SNOW REMOVAL	\$ 60,000.00	\$ 180,000.00
100-4041250-8801	EQUIPMENT PURCHASE	\$ 123,500.00	\$ -
100-4041250-8803	PW SITE IMPROVEMENTS	\$ 35,000.00	\$ -
100-4041250-8804	SAFETY EQUIPMENT	\$ 5,000.00	\$ 5,000.00
	TOTAL VDOT STREET MAINTENANCE	\$ 503,000.00	\$ 463,000.00
	STREET LIGHTS		
100-4041320-5110	ELECTRICITY	\$ 75,000.00	\$ 90,000.00
	TOTAL STREET LIGHTS	\$ 75,000.00	\$ 90,000.00
	SNOW REMOVAL - DOWNTOWN		
100-4041330-3220	CONTRACTUAL SERVICES	\$ 20,000.00	\$ -
100-4041330-6007	MATERIALS & SUPPLIES	\$ 2,000.00	\$ -
	TOTAL SNOW REMOVAL-DOWNTOWN	\$ 22,000.00	\$ -
	PARKING METERS & LOTS		
100-4041340-6007	MATERIALS & SUPPLIES	\$ 1,500.00	\$ -
	TOTAL PARKING METERS & LOTS	\$ 1,500.00	\$ -
	STREET & ROAD CLEANING		
100-4042200-6007	MATERIALS & SUPPLIES	\$ -	\$ -
	TOTAL PARKING METERS & LOTS	\$ -	\$ -
	REFUSE COLLECTION		
100-4042300-3220	CONTRACTUAL SERVICES	\$ 219,000.00	\$ 240,000.00
100-4042300-6225	RECYCLING SERVICES	\$ 85,000.00	\$ 110,000.00
	TOTAL REFUSE COLLECTION	\$ 304,000.00	\$ 350,000.00
	REFUSE DISPOSAL		
100-4042400-3800	FCO LANDFILL CHARGES	\$ 45,000.00	\$ 50,000.00
	TOTAL REFUSE DISPOSAL	\$ 45,000.00	\$ 50,000.00

Account Number	Account Description		FY APPROVED 2022-2023		FY23-24 DRAFT 2023-2024
GENERAL PROPERTIES					
100-4043200-3310	REPAIR & MAINTENANCE	\$	17,000.00	\$	20,000.00
100-4043200-3325	HERMITAGE SWPOND MAINT	\$	4,100.00	\$	4,100.00
100-4043200-6007	MATERIALS & SUPPLIES	\$	500.00	\$	500.00
100-4043200-6017	CHRISTMAS WREATHS	\$	500.00	\$	500.00
	TOTAL GENERAL PROPERTIES	\$	22,100.00	\$	25,100.00
BUILDING SERVICES					
100-4064200-3150	PROFESSIONAL SERVICES	\$	1,000.00	\$	1,000.00
100-4064200-3200	CONTRACTURAL SERVICES	\$	10,000.00	\$	10,000.00
100-4064200-5110	ELECTRICITY	\$	20,100.00	\$	20,100.00
100-4064200-5120	NATURAL GAS/HEAT	\$	3,000.00	\$	3,000.00
100-4064200-5130	WATER/SEWER	\$	800.00	\$	800.00
100-4064200-5230	TELECOMMUNICATIONS	\$	1,500.00	\$	1,500.00
100-4064200-5304	LIABILITY INSURANCE	\$	1,500.00	\$	1,500.00
100-4064200-7113	IN KIND COSTS	\$	13,000.00	\$	13,000.00
100-4064200-7115	SHARED MAINTENANCE	\$	19,000.00	\$	19,000.00
100-4064200-8411	CAPITAL ASSET RESERVES	\$	10,000.00	\$	10,000.00
	TOTAL BUILDING SERVICES	\$	79,900.00	\$	79,900.00
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	\$	7,000.00	\$	15,000.00
	TOTAL PARKS & RECREATION	\$	11,500.00	\$	19,500.00
PLANNING					
100-4081100-1155	COMPENSATION	\$	95,975.00	\$	97,000.00
100-4081100-2100	MATCHING FICA EXPENSE (7.65 %)	\$	7,345.00	\$	7,500.00
100-4081100-3190	PROFESSIONAL SERVICES	\$	3,000.00	\$	3,000.00
100-4081100-3195	PREPAID APPLICATION FEES	\$	-	\$	-
100-4081100-3500	PRINTING	\$	250.00	\$	250.00
100-4081100-5510	MILEAGE	\$	100.00	\$	100.00
100-4081100-5540	TRAINING	\$	-	\$	-
100-4081100-5810	DUES	\$	-	\$	-
100-4081100-6001	OFFICE EQUIPMENT	\$	100.00	\$	100.00
100-4081100-6012	PUBLICATIONS	\$	-	\$	-
	TOTAL PLANNING	\$	106,770.00	\$	107,950.00
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

Account Number	Account Description	FY APPROVED 2022-2023	FY23-24 DRAFT 2023-2024
ECONOMIC DEVELOPMENT			
100-4081500-5693	BMS ARTS FUNDING	\$ 4,500.00	\$ 4,500.00
100-4081500-5695	TOWN/COUNTY ECONOMIC DEV	\$ 19,500.00	\$ 20,500.00
100-4081500-5696	ECONOMIC DEVELOPMENT RESERVE	\$ 2,500.00	\$ 2,500.00
100-4081500-5699	DBI/ECO DEV PROF SERVICES	\$ 2,000.00	\$ -
100-4081500-5700	ANNEXATION AREA PROF SERVICES	\$ -	\$ -
	TOTAL ECONOMIC DEVELOPMENT	\$ 28,500.00	\$ 27,500.00
PLANNING COMMISSION			
100-4081600-1111	EXPENSE COMPENSATION	\$ 5,000.00	\$ 5,000.00
100-4081600-5540	TRAINING	\$ 1,000.00	\$ 1,500.00
100-4081600-5810	DUES	\$ -	\$ -
	TOTAL PLANNING COMMISSION	\$ 6,000.00	\$ 6,500.00
B'VILLE AREA DEV AUTHORITY			
100-4081700-1111	EXPENSE COMPENSATION	\$ 2,400.00	\$ 2,500.00
100-4081700-5540	TRAINING	\$ 500.00	\$ 1,000.00
100-4081700-5810	DUES	\$ -	\$ -
	TOTAL B'VILLE AREA DEV AUTHORITY	\$ 2,900.00	\$ 3,500.00
ARCHITECTURAL REVIEW BOARD			
100-4081800-5540	TRAINING	\$ 400.00	\$ 500.00
	TOTAL ARCHITECTURAL REVIEW BD	\$ 400.00	\$ 500.00
TREE BOARD			
100-4081900-5800	MISCELLANEOUS	\$ 500.00	\$ -
	TOTAL TREE BOARD	\$ 500.00	\$ -

Account Number	Account Description	FY APPROVED 2022-2023	FY23-24 DRAFT 2023-2024
	CAPITAL OUTLAY		
100-4094200-8225	COMPUTER REPLACEMENT	\$ 8,500.00	\$ 35,000.00
100-4094200-8231	PATROL VEHICLE	\$ -	\$ 57,500.00
100-4094200-8338	SNOW PLOW(S)	\$ 30,000.00	\$ -
100-4094200-8340	MOWER	\$ 1,500.00	\$ -
100-4094200-8341	ROSE HILL PARK REPAIRS (PW)	\$ -	\$ 30,000.00
100-4094200-8345	PW TON DUMP	\$ 32,000.00	\$ -
100-4094200-8411	CAPITAL RESERVE	\$ 19,695.91	\$ 151,401.10
100-4094200-8602	3/4 TON TRUCK (PW)	\$ 15,000.00	\$ -
100-4094200-8702	WAYFINDING SIGNS RESERVE	\$ -	\$ -
100-4094200-8803	PUBLIC WORKS SITE IMPROVEMENTS	\$ 35,000.00	\$ 20,000.00
100-4094200-8915	HOGAN'S ALLEY IMPROVEMENTS	\$ -	\$ 10,000.00
100-4094200-8951	PD RADIO REPLACEMENT RESERVE	\$ -	\$ -
100-4094200-8959	CHRISTMAS DECORATIONS FOR STS(PW)	\$ 20,000.00	\$ -
100-4094200-9002	JACKSON DR SWMA/DORSEY ST STMWTR	\$ -	\$ -
100-4094200-9003	BACKHOE (PW)	\$ 45,000.00	\$ -
100-4094200-9004	MOSBY BOULEVARD SIDEWALK	\$ 20,000.00	\$ 20,000.00
100-4094200-9005	FAIRFAX (E&W) SIDEWALK RESERVE	\$ 60,000.00	\$ 60,000.00
100-4094200-9006	SECOND STREET REPAIRS	\$ 20,000.00	\$ -
100-4094200-9007	INTERVIEW ROOM AV (PD)	\$ -	\$ 6,500.00
100-4094200-9008	SALT BUILDING (PW)	\$ -	\$ 130,000.00
100-4094200-9009	TOWN STREET REPAIRS	\$ -	\$ 20,000.00
	TOTAL CAPITAL OUTLAY	\$ 306,695.91	\$ 540,401.10
	ARPA EXPENSES		
100-4094300-5700	ARPA EXPENSES	\$ 2,267,493.00	\$ -
	TOTAL ARPA EXPENSES	\$ 2,267,493.00	\$ -
	CONTINGENCY		
100-4094300-5800	CONTINGENCY (3.00%)	\$ 176,616.09	\$ 111,915.90
	TOTAL CONTINGENCY	\$ 176,616.09	\$ 111,915.90
	DEBT SERVICE		
100-4095000-9110	RDA PRINCIPAL	\$ 44,500.00	\$ 46,500.00
100-4095000-9120	RDA INTEREST	\$ 77,000.00	\$ 75,100.00
100-4095000-9130	RDA DEBT SER RESERVE	\$ -	\$ -
	TOTAL DEBT SERVICE	\$ 121,500.00	\$ 121,600.00
	TOTAL GENERAL FUND OPERATIONAL	\$ 5,887,203.00	\$ 3,730,530.00
	TOTAL GENERAL FUND CONTINGENCY	\$ 176,616.09	\$ 111,915.90
	TOTAL GENERAL FUND CAP OUTLAY	\$ 306,695.91	\$ 540,401.10
	TOTAL GENERAL FUND DEBT SERVICE	\$ 121,500.00	\$ 121,600.00
	TOTAL GENERAL FUND EXPENSES	\$ 6,492,015.00	\$ 4,504,447.00

Account Number	Account Description	FY APPROVED 2022-2023	FY23-24 DRAFT 2023-2024
WATER FUND			
PERSONNEL			
501-4012220-1140	COMPENSATION	\$ 120,000.00	\$ 130,000.00
501-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 9,200.00	\$ 9,950.00
501-4012220-2210	VRS	\$ 65,000.00	\$ 79,000.00
501-4012220-2220	VMLIP - STD	\$ 300.00	\$ 300.00
501-4012220-2230	VMLIP - LTD	\$ 2,700.00	\$ 3,200.00
501-4012220-2300	HEALTH INSURANCE	\$ 87,000.00	\$ 105,500.00
501-4012220-2400	LIFE INSURANCE	\$ 6,600.00	\$ 7,500.00
501-4012220-2600	UNEMPLOYMENT INSURANCE	\$ 76.00	\$ 110.00
501-4012220-2700	WORKER'S COMPENSATION	\$ 25,200.00	\$ 21,000.00
501-4012220-3170	MISS UTILITY	\$ 1,500.00	\$ 1,750.00
501-4012220-3320	HANDHELD MAINT	\$ 4,500.00	\$ 5,000.00
501-4012220-3450	DIGITIZING	\$ 7,000.00	\$ 7,000.00
501-4012220-5210	POSTAGE	\$ 4,400.00	\$ 4,700.00
501-4012220-5540	TRAINING	\$ 2,500.00	\$ 2,500.00
501-4012220-6001	OFFICE SUPPLIES	\$ 500.00	\$ 2,000.00
	TOTAL PERSONNEL	\$ 336,476.00	\$ 379,510.00
TREATMENT			
501-4012222-1147	COMPENSATION	\$ 200,000.00	\$ 273,000.00
501-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 15,300.00	\$ 21,000.00
501-4012222-2830	CERTIFICATION FEES	\$ 600.00	\$ 600.00
501-4012222-2840	STATE CONNECTION FEES	\$ 5,900.00	\$ 5,900.00
501-4012222-2850	LAB TESTING	\$ 9,000.00	\$ 11,000.00
501-4012222-3110	MEDICAL EXAMS	\$ 200.00	\$ 200.00
501-4012222-3145	PROFESSIONAL SERVICES	\$ 10,000.00	\$ 10,000.00
501-4012222-3210	SLUDGE REMOVAL	\$ 27,000.00	\$ 27,000.00
501-4012222-3220	CLEAN RIVER INTAKE	\$ 2,000.00	\$ 3,000.00
501-4012222-3310	REPAIR & MAINTENANCE	\$ 65,000.00	\$ 75,000.00
501-4012222-3510	CONSUMER CONFIDENCE RPT	\$ 1,000.00	\$ 1,000.00
501-4012222-5110	ELECTRICITY	\$ 70,000.00	\$ 70,000.00
501-4012222-5120	PROPANE HEAT WTP	\$ 4,000.00	\$ 7,200.00
501-4012222-5230	TELECOMMUNICATIONS	\$ 4,300.00	\$ 4,700.00
501-4012222-5415	COPIER LEASE	\$ 900.00	\$ 1,300.00
501-4012222-5540	TRAINING	\$ 3,500.00	\$ 3,500.00
501-4012222-5690	DISCHARGE PERMIT RENEWAL	\$ 3,000.00	\$ 3,000.00
501-4012222-5810	DUES	\$ 1,000.00	\$ 1,000.00
501-4012222-6001	OFFICE SUPPLIES	\$ 1,000.00	\$ 1,000.00
501-4012222-6004	LAB SUPPLIES	\$ 5,000.00	\$ 7,000.00
501-4012222-6005	JANITORIAL SUPPLIES	\$ 1,000.00	\$ 1,300.00
501-4012222-6008	GASOLINE & OIL	\$ 7,250.00	\$ 7,200.00
501-4012222-6011	UNIFORMS	\$ 1,000.00	\$ 1,000.00
501-4012222-6014	TOOLS	\$ 500.00	\$ 1,000.00
501-4012222-6019	SAFETY EQUIPMENT	\$ 2,000.00	\$ 2,000.00
501-4012222-6020	PERSONAL EQUIPMENT	\$ 600.00	\$ 600.00

Account Number	Account Description		FY APPROVED 2022-2023		FY23-24 DRAFT 2023-2024
501-4012222-6025	CHEMICALS	\$	43,000.00	\$	50,000.00
	TOTAL TREATMENT	\$	484,050.00	\$	589,500.00
	DISTRIBUTION & MAINTENANCE				
501-4012224-1183	COMPENSATION	\$	165,000.00	\$	192,000.00
501-4012224-2100	MATCHING FICA EXPENSE (7.65 %)	\$	12,625.00	\$	14,700.00
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	\$	2,000.00	\$	2,000.00
501-4012224-9008	STORAGE TANK MAINT CONTRACT	\$	155,700.00	\$	25,000.00
	TOTAL DISTRIBUTION & MAINT	\$	416,025.00	\$	314,400.00
	CAPITAL OUTLAY				
501-4094200-8102	TANK REPAIR & MAINTENANCE	\$		\$	-
501-4094200-8105	PICKUP (1/2)	\$		\$	-
501-4094200-8118	WTP BACKWASH LAGOON REPAIR	\$	-	\$	-
501-4094200-8144	WATER DIST SYSTEM UPGRADES	\$	-	\$	400,000.00
501-4094200-8200	PW SITE EXPANSION	\$	-	\$	1,200,000.00
501-4094200-8211	CAPITAL RESERVES	\$	316,352.47	\$	11,587.70
501-4094200-8225	COMPUTER UPGRADE	\$	3,000.00	\$	3,000.00
501-4094200-8340	MOWER (1/3)	\$	1,500.00	\$	-
501-4094200-8345	PW ONE TON DUMP TRUCK	\$	16,500.00	\$	-
501-4094200-8360	HANDHELD METER READER	\$	-	\$	-
501-4094200-8361	WATER DIST SYSTEM UPGRADES	\$	150,000.00	\$	165,000.00
501-4094200-8602	3/4 TON TRUCK	\$	15,000.00	\$	-
501-4094200-8605	WTP BUILDING MAINTENANCE	\$	-	\$	-
501-4094200-8703	PICKUP (1/2)	\$	-	\$	-
501-4094200-8704	FINISH PUMP PROJECT	\$	-	\$	50,000.00
501-4094200-9003	BACKHOE(PW)	\$	45,000.00	\$	-
501-4094200-9004	SECURITY IMPROVEMENTS	\$	-	\$	-
501-4094200-9005	WATER RIVER PUMP DISCONNECT ELIM	\$	-	\$	-
501-4094200-9006	WTP UPGRADE PER	\$	200,000.00	\$	0.00
	TOTAL CAPITAL OUTLAY	\$	747,352.47	\$	1,829,587.70
	CONTINGENCY				
501-4094300-5800	CONTINGENCY (3.00%)	\$	37,096.53	\$	38,502.30
	TOTAL CONTINGENCY	\$	37,096.53	\$	38,502.30
	TOTAL WATER FUND OPERATIONAL	\$	1,236,551.00	\$	1,283,410.00
	TOTAL WATER FUND CONTINGENCY	\$	37,096.53	\$	38,502.30
	TOTAL WATER FUND CAP OUTLAY	\$	747,352.47	\$	1,829,587.70
	TOTAL WATER FUND EXPENSES	\$	2,021,000.00	\$	3,151,500.00

Account Number	Account Description	FY APPROVED 2022-2023	FY23-24 DRAFT 2023-2024
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SEWER FUND

PERSONNEL

502-4012220-1114	COMPENSATION	\$ 100,000.00	\$ 130,000.00
502-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 7,650.00	\$ 10,000.00
502-4012220-2210	VRS	\$ 56,500.00	\$ 54,300.00
502-4012220-2220	VMLIP - STD	\$ 210.00	\$ 200.00
502-4012220-2230	VMLIP - LTD	\$ 2,300.00	\$ 2,250.00
502-4012220-2300	HEALTH INSURANCE	\$ 75,000.00	\$ 73,000.00
502-4012220-2400	LIFE INSURANCE	\$ 5,700.00	\$ 5,600.00
502-4012220-2600	UNEMPLOYMENT INSURANCE	\$ 220.00	\$ 75.00
502-4012220-2700	WORKER'S COMPENSATION	\$ 15,000.00	\$ 14,000.00
502-4012220-3320	HANDHELD MAINT	\$ 3,000.00	\$ 5,000.00
502-4012220-3450	DIGITIZING	\$ 7,000.00	\$ 7,000.00
502-4012220-5210	POSTAGE	\$ 7,500.00	\$ 7,500.00
502-4012220-6001	OFFICE SUPPLIES	\$ 1,000.00	\$ 2,500.00
	TOTAL PERSONNEL	\$ 281,080.00	\$ 311,425.00

TREATMENT

502-4012222-1147	COMPENSATION	\$ 205,000.00	\$ 275,000.00
502-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 15,700.00	\$ 21,000.00
502-4012222-2830	CERTIFICATION FEES	\$ 900.00	\$ 600.00
502-4012222-2850	LAB TESTING	\$ 36,000.00	\$ 33,000.00
502-4012222-3145	PROFESSIONAL SERVICES	\$ 18,000.00	\$ 18,000.00
502-4012222-3210	LANDFILL-SOLIDS DISPOSAL	\$ 70,000.00	\$ 85,000.00
502-4012222-3310	REPAIR & MAINTENANCE	\$ 130,000.00	\$ 145,000.00
502-4012222-5110	ELECTRICITY	\$ 180,000.00	\$ 145,000.00
502-4012222-5230	TELECOMMUNICATIONS	\$ 6,500.00	\$ 6,500.00
502-4012222-5415	COPIER LEASE	\$ 4,000.00	\$ 4,300.00
502-4012222-5540	TRAINING	\$ 3,000.00	\$ 3,000.00
502-4012222-5690	Discharge Permit Renewal	\$ 3,500.00	\$ 3,500.00
502-4012222-5810	DUES	\$ 600.00	\$ 600.00
502-4012222-6001	OFFICE SUPPLIES	\$ 1,300.00	\$ 1,500.00
502-4012222-6004	LAB SUPPLIES	\$ 6,200.00	\$ 6,200.00
502-4012222-6005	JANITORIAL SUPPLIES	\$ 1,500.00	\$ 3,500.00
502-4012222-6008	GASOLINE & DIESEL FUEL	\$ 10,800.00	\$ 10,000.00
502-4012222-6011	UNIFORMS	\$ 1,000.00	\$ 1,000.00
502-4012222-6014	TOOLS	\$ 1,500.00	\$ 1,500.00
502-4012222-6019	SAFETY EQUIPMENT	\$ 2,500.00	\$ 2,500.00
502-4012222-6020	PERSONAL EQUIPMENT	\$ 800.00	\$ 800.00
502-4012222-6025	CHEMICALS	\$ 87,000.00	\$ 120,000.00
	TOTAL TREATMENT	\$ 785,800.00	\$ 887,500.00

Account Number	Account Description	FY APPROVED 2022-2023	FY23-24 DRAFT 2023-2024
DISTRIBUTION & MAINTENANCE			
502-4012224-1183	COMPENSATION	\$ 90,000.00	\$ 95,000.00
502-4012224-1183	MATCHING FICA EXPENSE (7.65 %)	\$ 6,900.00	\$ 7,500.00
502-4012224-3310	EQUIPMENT MAINTENANCE	\$ 5,000.00	\$ 5,000.00
502-4012224-3330	REPAIR & MAINTENANCE	\$ 10,000.00	\$ 15,000.00
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	\$ 115,400.00	\$ 126,000.00
CAPITAL OUTLAY			
502-4094200-8110	WWTP UPGRADES	\$ -	\$ 775,000.00
502-4094200-8134	Sewer Collection Sys Rehab	\$ 100,000.00	\$ 100,000.00
502-4094200-8225	COMPUTER UPGRADE	\$ 3,000.00	\$ 3,000.00
502-4094200-8340	MOWER (1/3)	\$ 1,500.00	\$ -
502-4094200-8345	PW ONE TON DUMP TRUCK	\$ 16,500.00	\$ -
502-4094200-8360	HANDHELD METER READER	\$ -	\$ -
502-4094200-8367	SEWER JET RODDER	\$ -	\$ -
502-4094200-8411	CAPITAL RESERVES	\$ 546,751.60	\$ 30,577.25
502-4094200-8540	MEMBRANE REPLACEMENT RESERVE	\$ -	\$ -
502-4094200-8545	MEMBRANE PRE-PURCHASE	\$ 110,000.00	\$ -
502-4094200-8550	EQUIPMENT REPAIR RESERVE	\$ -	\$ -
502-4094200-8602	3/4 TON PICKUP (1/3 VDOT)	\$ 15,000.00	\$ -
502-4094200-8703	PICKUP (1/2)	\$ -	\$ -
502-4094200-9003	BACKHOE PW	\$ 45,000.00	\$ -
502-4094200-9006	WWTP BLOWERT DISCONNECTS	\$ -	\$ -
502-4094200-9007	WWTP PERMEATE DISCONNECTS	\$ -	\$ -
502-4094200-9008	HARMONIC BALANCER	\$ 60,000.00	\$ 70,000.00
502-4094200-9009	BAR SCREEN WWTP	\$ -	\$ 150,000.00
	TOTAL CAPITAL OUTLAY	\$ 897,751.60	\$ 1,128,577.25
CONTINGENCY			
502-4094300-5800	CONTINGENCY (3.00%)	\$ 35,468.40	\$ 39,747.75
	TOTAL CONTINGENCY	\$ 35,468.40	\$ 39,747.75
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	\$ 1,182,280.00	\$ 1,324,925.00

Account Number	Account Description	FY APPROVED 2022-2023	FY23-24 DRAFT 2023-2024
	TOTAL SEWER FUND CONTINGENCY	\$ 35,468.40	\$ 39,747.75
	TOTAL SEWER FUND CAP OUTLAY	\$ 897,751.60	\$ 1,128,577.25
	TOTAL SEWER FUND DEBT SERVICE	\$ 470,000.00	\$ 470,000.00
	TOTAL SEWER FUND EXPENSES	\$ 2,585,500.00	\$ 2,963,250.00
	TOTAL EXPENSES ALL FUNDS	\$ 11,098,515.00	\$ 10,619,197.00

Capital Improvement Narrative Fiscal Year 2024

General Fund FY24

Capital Reserves \$151,401.10

Administration

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

Computer Replacement \$35,000

Administration

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

Interview Room AV \$6,500

Police

This item provides for the purchase and installation of new camera, microphone, and recording equipment in the Police Department interview room.

The Police Department interview room camera, microphone, and recording equipment were installed soon after the Berryville-Clarke County Government Center was constructed. The equipment requires upgrade after 15 years of use.

Patrol Vehicle \$57,500

Police

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

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

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

Rose Hill Park Improvements \$30,000

Public Works

This item provides funds for the rehabilitation of the basketball court and the bridge.

The basketball goals will be replaced and the surface will be rehabilitated. The budget estimate for this project is \$8,000.

The extent of the work on the bridge, which was constructed in 1984, is unknown. An engineering review will determine the scope of work on this improvement. \$22,000 is set aside for this review and work.

Public Works Site Improvements \$20,000

Public Works

This item provides for the completion of the fencing project at the Public Works facility.

In FY23 funds were budgeted for completion of clearing and the completion of the fence project. It is expected that the clearing project will be completed by the end of the FY, but the fence location can't be pinpointed until discussions with the adjacent property owner are completed.

This project will be funded with VDOT Reimbursement Funds.

Hogan's Alley \$10,000

Public Works

This item provides for the completion of drainage improvements in Hogan's Alley, rehabilitation of the alley surface, and purchase of a dedication plaque.

The enhancement of this alley, which serves as a pedestrian travel way between the Town's Crow Street Parking Lot and West Main Street, is dedicated to former Town Manager John Hogan.

Salt Building \$130,000

Public Works

This item provides for the design and construction of a new salt storage building at the Public Works Facility. This project will be funded by VDOT reimbursable funds.

The Public Works Facility currently has one salt storage building. That building, which was constructed in 2003, was sized to address the Town's needs for at least twenty years. As the Town's secondary street system expands, additional salt storage capacity will be needed to

permit bulk purchase and sufficient storage capacity to enable treatment of streets in the event the area experiences multiple storms in short succession.

Town Street Repairs \$20,000

Public Works

This item provides for additional improvements that may be needed in the Virginia Avenue area after the ARPA funded drainage improvement project is completed.

Fairfax Street Sidewalk Reserve \$60,000

Community Development

This item will provide a reserve for the Town’s share of a sidewalk improvement project. The project would provide for the construction of a sidewalk on the first block of East Fairfax and the construction of curb and gutter, sidewalk, and related drainage improvements on West Fairfax Street.

The funds for the Town’s share of the project, which will be budgeted over five years, are anticipated to be at \$280,220.

The project, which has a total estimated budget of \$1,401,096 will provide for installation of nearly 1,130 linear feet of sidewalk and associated improvements. Eighty-percent of the project funding will be provided through the Transportation Alternatives Program (TAP), and the Town will be responsible for the remaining twenty percent of the cost. This places the Town’s share at \$280,220, but an additional \$19,780 is budgeted as protection against rising project costs.

The Town Council made the decision to pursue funding for this project because Fairfax Street has now been opened from Buckmarsh Street to First Street.

It is expected that the Town’s share of this project will be funded as follows:

- FY23 \$60,000
- FY24 \$60,000
- FY25 \$60,000
- FY26 \$60,000
- FY27 \$60,000

Mosby Boulevard Sidewalk Reserve \$20,000

Community Development

This item will provide a reserve for the Town's share of a sidewalk improvement project. The sidewalk, which would be constructed along the north side of Mosby Blvd.

The funds for the Town's share of the project, which was to be budgeted over two years, but now needs to be funded over three years, is anticipated to be at least \$40,000 (this Town cost assumes that a second Transportation Alternative Program (TAP) grant for sidewalk replacement is secured in 2023).

The project, which has a total estimated budget of \$200,000, will provide for installation of nearly 1,300 linear feet of sidewalk and associated improvements and the replacement of 412 linear feet of existing sidewalk. Eighty-percent of the project funding will be provided through TAP and the Town will be responsible for the remaining twenty-percent of the cost. This places the Town's share at nearly \$40,000, but an additional \$25,000 is budgeted as protection against rising project costs. These additional funds could pay for a portion of the sidewalk replacement portion of this project if the second TAP grant is not secured.

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

It is expected that the Town's share of this project will be funded as follows:

FY22 \$25,000

FY23 \$20,000

FY24 \$20,000

Water Fund FY24

Capital Reserves \$11,587.70

Administration

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

Computer Replacement \$3,000

Administration

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

Water Treatment Plant Upgrade \$1,200,000

Public Utilities

This item would provide funds for development of plans, bid documents, and contract documents that will be necessary to upgrade the Town’s Water Treatment Plant and repair to the raw water intake station and raw water transmission main.

The Town’s water treatment plant was constructed in 1984.

The Town of Berryville Utility Rate Study completed in 2019 identified expenses related to the replacement/improvement/repair of this facility and the pumping station at the Shenandoah River. The plant and pumping station are slated for replacement/improvement/repair in FY26.

Water Treatment Plant Upgrade Schedule

<u>Task</u>	<u>Timeframe</u>	<u>Fiscal Year(s)</u>
Procuring engineering firm	Aug. 2022 to Dec. 2022	FY23
PER	Jan. 2023 to June 2023	FY23
Design	July 2023 to March 2024	FY24
Procuring contractor	April 2024 to Sept. 2024	FY 24 & FY25
Construction	Oct. 2024 to June 2026	FY25 & FY26

It is expected that the Town will secure funding for project in the first half of FY24.

Water Treatment Plant Upgrade Cost Estimates

<u>Task</u>	<u>Estimated Cost</u>	<u>Fiscal Year(s)</u>
PER	\$200,000	FY23
Design/Contractor Proc.	\$1,200,000	FY24 & FY25
Construction	\$22,600,000	FY25 & FY26

Water Distribution System Upgrades \$400,000

Public Works Department

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

It is anticipated that these funds will be used for upgrades to the water distribution system in the Battletown Drive and Bel Voi Drive area.

Meter Replacement \$165,000

The water and sewer system evaluation and rate analysis that was completed in 2019 identified replacement of the Town's water meters (approximately 1,700) as a project to be completed in the near term in order to ensure accurate metering. This item would fund one year of a four-year replacement project.

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

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

The meters that will be installed are radio-read meters. The Town will, for the next few years, continue to read the meters utilizing hand-held meter reading devices, but will be able to transition to a system in which the meters are read remotely. Transition to a system utilizing advanced metering infrastructure (AMI) has not been included in the Town's Capital Improvements Program.

Finish Water Pump Project \$50,000

Public Utilities

This item would provide for the installation of electrical improvements, variable frequency drives, pump motors (two already purchased), and pumps (two already purchased). These pumps force water from the WTP clear well into the water distribution system.

Sewer Fund FY24

Capital Reserves \$30,577.25

Administration

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

Computer Replacement \$3,000

Administration

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

Membrane Replacement Reserve/Pre-purchase/Purchase and Installation \$775,000

Public Utilities

This item provides for the funding of the membrane replacement.

The Wastewater Treatment Plant (WWTP) utilizes membranes in its treatment process. The membranes must be replaced every 8-12 years. The plant's membranes are scheduled to be replaced in August 2023 (FY24), after approximately 11 years of service. This work will be paid for from funds paid as a part of a prepurchase agreement and funds reserved by the Town.

The \$775,000 funded this year, which has been reserved over the past decade, will be combined with \$630,000 that was prepaid to the supplier to provide necessary funding to complete the project. This provides \$1,405,000 that may be used for the project.

Estimated project cost	\$1,312,574
Project contingency	\$ 92,426

It is expected that the next membrane replacement reserve/pre-purchase will be funded in accordance with the schedule below.

FY25 – FY37	\$115,000
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Collection System Upgrades \$100,000

Public Works

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

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

Bar Screen WWTP

\$150,000

Public Utilities

This item provides for the purchase and installation of a bar screen prior to the raw pump chamber at the WWTP. The item would also provide for electrical improvements and the construction of a slab to support a dumpster.

This improvement would remove bulky items, such as rags, from the waste stream before it enters the raw pump chamber. Removal of this material before it reaches the raw pump chamber will reduce pump clogging and will greatly reduce the frequency of raw pump chamber cleaning. This improvement will also provide an additional level of protection for the plant's membranes.

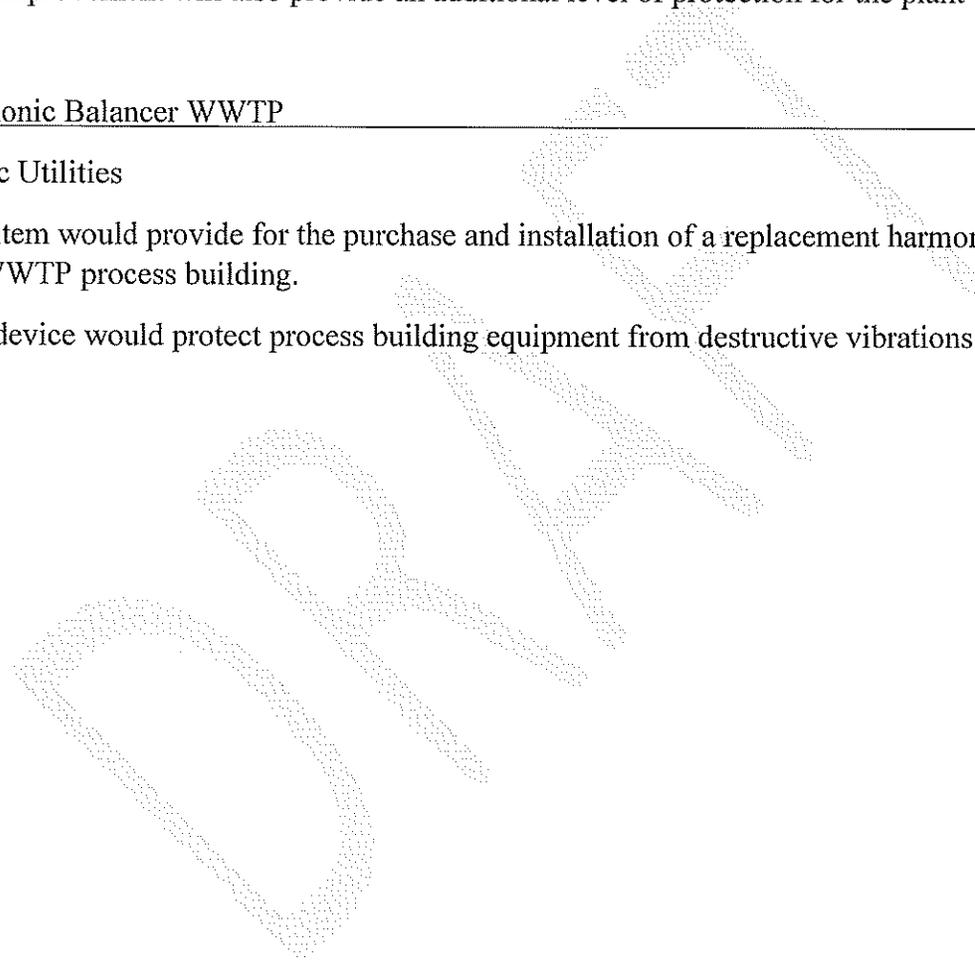
Harmonic Balancer WWTP

\$70,000

Public Utilities

This item would provide for the purchase and installation of a replacement harmonic balancer in the WWTP process building.

This device would protect process building equipment from destructive vibrations.



Fund Reserve Specifics

Adopted June 14, 2022

Markup 2/23/23

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

General Fund

General fund reserve

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

Reserve	\$216,244.57 + 92,599.27 = \$308,843.84
Reserve goal	\$422,521.00 650,000
	50% of annual debt service +
	10% of FY 23 GF operational expenses

Property Maintenance Reserve

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

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

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

Reserve	\$350,000 + 200,000 = \$550,000
Reserve goal	\$500,000 600,000

Berryville-Clarke County Government Center reserve

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

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

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

Reserve	\$150,000 + 50,000 = \$200,000
Reserve goal	\$150,000 200,000

Flood Plain/Stormwater mitigation reserve

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

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

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

Reserve	\$150,000 + 100,000 = \$250,000
Reserve goal	\$500,000

Downtown improvement reserve

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

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

Reserve	\$ 30,000 + 70,000 = \$100,000
Reserve goal	\$135,000

Economic Development reserve

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

Reserve	\$ 25,000
Reserve goal	\$100,000

Blight abatement reserve

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

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

Reserve	\$70,000 + 10,000 = \$80,000
Reserve goal	\$80,000

John H. Enders Vol. Fire Department reserve

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

Reserve	\$ 50,000 + 10,000 = \$60,000
Reserve goal	\$100,000

Police Equipment Replacement Reserve

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

Reserve	\$75,000
Reserve goal	\$75,000

Annexation Reserve

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

Reserve	\$40,000
Reserve goal	\$40,000

Town Street Reserve

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

Reserve	\$43,000 + 32,000 = \$75,000
Reserve Goal	\$75,000 100,000

Transportation Alternatives Program (TAP) Project Matching Funds Reserve

This reserve is established to provide required matching funds for TAP projects.

The Town has two TAP grant applications in process. If these projects are completed, the Town will be responsible for the following match:

Mosby Boulevard Sidewalk Project:	\$ 45,000
Fairfax Street Sidewalk Project:	\$300,000

The Town will be filing another TAP application for the Mosby Boulevard Sidewalk Project to cover the costs of reconstructing a portion of existing sidewalk that was identified as being in need of replacement. It is expected that, if the TAP grant is secured, the Town's match will not exceed \$10,000. If the grant is not secured, then the Town's contribution to this aspect of the project will be approximately \$50,000. This reserve goal has been calculated assuming that the Town will be responsible for a \$55,000 contribution to this aspect of the Mosby Blvd. project.

Reserve	\$0 + 50,000 = \$50,000
Reserve Goal	\$345,000 400,000

Total General Fund Reserves = \$1,813,843.84

Water Fund

Water fund reserve

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

Reserve	$\$190,108.78 - 84 = \$190,024.78$
Reserve goal	$\$190,000 + 185,000$ 100% of annual debt service + 15% of FY23 WF operational expenses

Water storage tank reserve

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

Reserve	$\$225,000 + 18,000 = \$243,000$
Reserve goal	$\$500,000$

Water treatment plant reserve

The Town's water treatment plant was constructed in 1984.

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

The plant and pumping station are slated for replacement/improvement in FY26.

It is estimated that the preliminary engineering report and system construction plans will cost \$2,200,000. Work on this aspect of the project is expected to begin in FY23 and be completed in FY24.

It is estimated that construction will cost \$22,600,000. Construction is expected to begin in FY25 and be completed in FY26.

These funds will be available to fund engineering work or address unforeseen costs during construction.

These funds are also available to pay for unforeseen costs at the water treatment plant.

Reserve	$\$1,541,000 + 659,000 = \$2,200,000$
Reserve goal	$\$2,200,000$

Water distribution system reserve

The Town maintains a system of pipes through which water is distributed from the water plant and throughout the Town. This system includes improvements such as water mains, laterals, meters and related improvements, valves, pumps, and fire hydrants. The Town of Berryville Utility Rate Study completed in 2019 identified expenses related to the replacement/upgrade of portions of the distribution system.

Reserve	\$ 860,000.00 + 40,000 = \$900,000
Reserve goal	\$ 1,200,000.00

Total Water Fund Reserves = \$3,533,024.78

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Sewer Fund

Sewer fund reserve

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

Reserve	\$650,065.05 + 38,316 = \$688,381
Reserve goal	\$650,000.00 730,000
	100% of annual debt service + 15% of FY23 SF operational expenses

Wastewater treatment plant reserve

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

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

Reserve	\$1,155,000 + 420,000 = \$1,575,000
Reserve goal	\$5,000,000

Sewer collection system reserve

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

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

Reserve	\$1,572,000.00 + 250,000 = \$1,822,000
Reserve goal	\$2,000,000.00

Membrane replacement reserve

The Town's wastewater treatment plant utilizes ultrafiltration membranes as a part of the treatment process. These membranes have an expected useful life of eight to 12 years.

These funds may be made available to address the cost of membrane maintenance and replacement. A large portion of this reserve may not need to be established if the Town enters into a pre-purchase program.

Reserve	\$ 650,000 + 125,000 = \$775,000
Reserve goal	\$1,320,000

Total Sewer Fund Reserves = \$4,860,381

Yellow highlighted proposed changes in reserves

DRAFT

TOWN OF BERRYVILLE
SCHEDULE OF WATER AND SEWER FEES AND CHARGES

~~Effective November 17, 2022~~

Proposed to be effective November 21, 2023

I. USER FEES

A. WATER

1. Within corporate limits or the limits of an approved annexation area: \$8.15 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 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 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 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 ~~\$18.07~~ **24.35**

Sewer ~~\$9.65~~ **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: \$270 **285**

Residential: multi-family with master meter: ~~\$215~~ **230** per unit

Business/Commercial excluding restaurants and laundries: ~~\$270~~ **285**

Restaurant: \$865 880*

Laundry: \$4,590 4,605*

Institutional: \$1,610 1,625*

Industrial: \$5,630 5,645*

*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	\$ 15,250	\$ 19,060	Meter Fee
3/4	1.5	\$ 22,875	\$ 28,590	Meter Fee
1	2.5	\$ 38,125	\$ 47,650	Meter Fee
1.5	4.375	\$ 66,719	\$ 83,388	Meter Fee
2	8	\$ 122,000	\$ 152,480	Meter Fee
3	16	\$ 244,000	\$ 304,960	Meter Fee
4	25	\$ 381,250	\$ 476,500	Meter Fee
6	50	\$ 762,500	\$ 953,000	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	\$ 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.

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	\$ 16,375	\$ 20,470
3/4	1.5	\$ 24,563	\$ 30,705
1	2.5	\$ 40,938	\$ 51,175
1.5	4.375	\$ 71,641	\$ 89,556
2	8	\$ 131,000	\$ 163,760
3	16	\$ 262,000	\$ 327,520
4	25	\$ 409,375	\$ 511,750
6	50	\$ 818,750	\$ 1,023,500

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)
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.

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 other 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: ~~\$300~~ 325

Camera Fee: \$3.00 per linear foot

2. 4-Inch Laterals

Laterals Under 50 Feet in Length: ~~\$150~~ 175

Laterals 50 Feet in Length or Greater: ~~\$150~~ 175 plus \$3.00 per linear foot

B. Inspections

Town staff: ~~\$65~~ 70 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

~~\$65~~ 70 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 on ~~September 13, 2022.~~ _____

DEBT OVERVIEW

1/1/2023

Permissible debt

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

Assessed value of real property as of 1/1/23	\$648,300,800
Statutory debt limit (10% of assessed value of taxable real estate)	\$ 64,830,080
Lease revenue bond obligations as of 6/30/22:	\$ 1,886,198
General obligation bond obligations as of 6/30/22:	\$ <u>7,285,000</u>
Total bond obligations as of 6/30/22:	\$ 9,171,198
Legal debt margin:	\$ 55,658,882

Narrative - Current debt

General Fund

The Town borrowed \$2,327,000 in 2007 from the United States Department of Agriculture to fund its share of the Berryville-Clarke County Government Center.

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

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

Water Fund

The Town's water fund has no debt.

Sewer Fund

The Town borrowed \$11,750,000 in 2012 from the Virginia Resources Authority to fund construction of a new wastewater treatment plant and treated wastewater transmission line.

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

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

Narrative - Borrowing anticipated in the next five years

General Fund

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

Water Fund

The Town anticipates the need to replace its water treatment plant in FY2026.

While the Town is reserving funds for this work, it is expected that it will incur long-term debt to complete required work. The current estimate for the project is \$24,800,000 (\$2,200,000 engineering and \$22,600,000 for construction of the treatment plant and related improvements).

It is expected that a loan for this project will have to be closed in the fall of 2023. The amount of money that will have to be borrowed has not been determined.

Sewer Fund

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

OVERVIEW OF REVENUES

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024		
	Actual	Actual	Actual	Actual	Budgeted	Proposed	\$ Change	% Change
General Fund Revenues								
General Property Taxes	1,452,521	1,462,650	1,650,675	1,832,895	1,757,200	1,974,775	217,575	12.38%
Other Local Taxes	1,075,292	1,072,817	1,162,900	1,352,387	1,241,500	1,330,000	88,500	7.13%
Permits and Licenses	40,124	11,500	51,498	53,400	11,000	11,000	-	0.00%
Fines and Forfeitures	45,295	44,500	16,045	13,313	16,000	15,000	(1,000)	-6.25%
Use of Money and Property	196,677	149,500	181,702	171,134	197,500	210,500	13,000	6.58%
Charges for Services	54,166	14,000	8,809	11,899	10,000	8,000	(2,000)	-20.00%
Miscellaneous	208,494	6,000	25,200	150,702	6,000	5,000	(1,000)	-16.67%
State Revenues	1,004,241	961,677	952,674	1,241,402	3,212,815	950,172	(2,262,643)	-70.43%
Federal Revenues	3,667	-	37,580	4,102	-	-	-	-
Other Funding Sources (Fund Balance)	217,750	307,000	-	-	40,000	-	(40,000)	-100.00%
Total General Fund Revenues	4,298,227	4,029,644	4,087,082	4,831,235	6,492,015	4,504,447	(1,987,568)	-30.62%
Public Utilities Funds Revenues								
Use of Money and Property	79,414	60,000	45,470	39,217	65,000	100,000	35,000	53.85%
Charges for Services	2,577,362	2,712,375	5,114,501	5,808,963	4,341,500	4,304,750	(36,750)	-0.85%
Capital Grants & Contributions	1,898	-	-	-	-	-	-	0.00%
Other Funding Sources (Fund Balance)	382,445	175,000	0.00	-	200,000	1,710,000	1,510,000	755.00%
Total Public Utility Funds Revenues	3,041,119	2,947,375	5,159,971	5,848,180	4,606,500	6,114,750	1,508,250	32.74%
Total Revenues	7,339,346	6,977,019	9,247,053	10,679,415	11,098,515	10,619,197	(479,318)	-4.32%

OVERVIEW OF EXPENDITURES

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	\$ Change	% Change
	Actual	Actual	Actual	Actual	Budget	Proposed		
General Fund Expenditures								
General Government Administration	1,002,806	1,138,010	1,051,801	1,260,548	3,369,343	1,340,360	(2,028,783)	-60.21%
Public Safety	693,981	712,205	808,230	820,687	963,640	938,650	(24,990)	-2.59%
Public Works	1,296,136	1,308,968	1,064,042	1,217,545	1,391,400	1,417,100	25,700	1.85%
Parks and Recreation	10,149	7,500	2,885	10,850	11,500	19,500	8,000	69.57%
Planning and Community Development	119,360	177,785	141,216	151,234	144,320	14,720	(129,600)	-89.80%
Capital Outlay	307,314	463,365	160,490	40,425	313,906	540,401	226,495	72.15%
Contingency	4,551	100,335	15,952	12,683	176,406	111,916	(64,490)	-36.56%
Debt Service	121,476	121,476	121,476	121,476	121,500	121,600	100	0.08%
Total General Fund Expenditures	3,555,773	4,029,644	3,366,092	3,635,447	6,492,015	4,504,447	(1,987,568)	-30.62%
Public Utilities Funds Expenditures								
General Administration	140,133	120,070	88,615	227,741	275,750	324,900	49,150	17.82%
Supply Purification	321,478	369,970	396,724	422,651	484,050	589,500	105,450	21.78%
Transmission and Distribution	160,481	194,800	213,684	341,338	416,025	314,400	(101,625)	-24.43%
Wastewater Treatment	831,713	773,570	645,292	534,928	785,800	887,500	101,700	12.94%
Maintenance of Sewer Lines	107,903	123,475	117,368	167,600	115,400	126,000	10,600	9.19%
Fringe Benefits	187,740	218,315	229,118	270,245	341,806	366,035	24,229	7.09%
Capital Outlay	413,941	623,615	1,501,498	273,027	1,645,104	2,958,165	1,313,061	79.82%
Depreciation	1,054,480			856,425	-	-	-	0.00%
Contingency	-	53,560	23,042	23,630	72,565	78,250	5,685	7.83%
Debt Service	470,000	470,000	470,000	470,000	470,000	470,000	-	0.00%
Total Public Utility Funds Expenditures	3,687,869	2,947,375	3,685,341	3,587,585	4,606,500	6,114,750	1,508,250	32.74%
Total Expenditures	7,243,642	6,977,019	7,051,433	7,223,032	11,098,515	10,619,197	(479,318)	-4.32%

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

Legend
 * Reassessment
 ↑ Tax Increase
 ↘ Tax Rate Decrease

Real Estate \$0.01 increase

2023 RE ASSESSMENT	192,860,220	489,352,500	-	-7,801	682,204,919	#DIV/0!	RATE \$0.20
							\$1,364,409.84
							<u>-\$24,832.26</u>
							<u>\$1,339,577.58</u>

Estimated uncollectible @ 1.82%

2023 RE ASSESSMENT	192,860,220	489,352,500	-	-7,801	682,204,919		RATE \$0.21
							\$1,432,630.33

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

Personal Property \$0.01 increase

2023	3694	\$ 1.25	\$ 93,981,319.00	\$ 814,815.63	\$ 210,367.89	\$ 604,447.74
			10%INC EST	86.69% EST		
2023	3694	\$ 1.26	\$ 93,981,319.00	\$ 814,815.63	\$ 209,916.73	\$ 610,492.21
			10%INC EST			

Machinery & Tools \$0.01 increase

2023	\$	1.30				\$ 193,076.67
	\$	1.31				\$ 195,007.44